City Council

Agenda

MONDAY, November 4, 2024
Council Chambers
749 Main Street
6:00 PM

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 +1 719 359 4580 or 877 853 5247 (toll free)*
  Webinar ID #876 9127 0986.
- *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.

1. CALL TO ORDER & ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

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

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

5. CONSENT AGENDA

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

A. Approval of Bills
B. Authorize Execution of Engagement Letter for Auditing Services with Eide Bailly, LLC

Citizen Information

If you wish to speak at the City Council meeting in person, please fill out a sign-up card and present it to the City Clerk at the meeting; if you are attending remotely, please use the "raise hand" icon to show you wish to speak in public comments.

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 (303.335.4536 or 303.335.4574) or ClerksOffice@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 del Consejo, por favor llame a la Ciudad al 303.335.4536 o 303.335.4574 o email ClerksOffice@LouisvilleCO.gov.

C. Award Non-Profit Grants for 2025-2026 Cycle
D. Resolution 49, Series 2024 – A Resolution Accepting the Dedication of Right-of-Way for Campus Drive and Designating for Use as Right-of-Way
E. Resolution 50, Series 2024 – A Resolution Approving the Annual Budget for the Louisville Revitalization Commission for the Fiscal Year 2025.

6. COUNCIL INFORMATIONAL COMMENTS AND COMMITTEE REPORTS

7. CITY MANAGER'S REPORT

8. REGULAR BUSINESS

A. ORDINANCE NO. 1886, SERIES 2024 – AN ORDINANCE AMENDING CHAPTER 15 OF THE LOUISVILLE MUNICIPAL CODE TO EXTEND THE DEADLINE TO FILE A BUILDING PERMIT EXPAND THE AVAILABILITY OF THE 2018 INTERNATIONAL ENERGY CONSERVATION CODE AS AN ALTERNATIVE FOR REBUILDING OF STRUCTURES – 1ST READING, SET PUBLIC HEARING FOR 11/19/24

- Introduction
- Action

B. ORDINANCE NO. 1887, SERIES 2024 – AN ORDINANCE AMENDING TITLE 17 OF THE LOUISVILLE MUNICIPAL CODE CONCERNING THE REGULATION OF NATURAL MEDICINE BUSINESSES IN THE CITY OF LOUISVILLE AND AMENDING TITLE 9 TO ESTABLISH PENALTIES FOR UNLAWFUL USE AND CULTIVATION OF NATURAL MEDICINE – 1ST READING, SET PUBLIC HEARING FOR 12/3/24

- Introduction
- Action

C. ORDINANCE NO. 1884, SERIES 2024 – AN ORDINANCE ADOPTING THE CITY OF LOUISVILLE FIRE HARDENING CODE FOR STRUCTURES – 2ND READING (advertised *Daily Camera* 10/20/24)

- Mayor Opens Public Hearing
- Staff Presentation

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

D. RESOLUTION NO. 51, SERIES 2024 – A RESOLUTION APPROVING A PLANNED UNIT DEVELOPMENT (PUD) AMENDMENT AND SPECIAL REVIEW USE TO ALLOW CONSTRUCTION OF A 728 SF ADDITION TO AN EXISTING BUILDING TO ESTABLISH OUTDOOR DINING AND OUTDOOR COMMERCIAL AMUSEMENT USES WITH A BAR AND RESTAURANT LOCATED AT 947 PINE STREET

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

E. ORDINANCE NO. 1885, SERIES 2024 – AN ORDINANCE VACATING AN ACCESS EASEMENT LOCATED WITHIN OUTLOT A OF THE STORAGETEK BUILDING SIX SUBDIVISION – 2ND READING (advertised *Daily Camera* 10/20/24)

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

F. ADOPTION OF 2025 BUDGET AND MILL LEVY

i. RESOLUTION NO. 52, SERIES 2024 – A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE CITY OF LOUISVILLE, COLORADO FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2025 AND ENDING THE LAST DAY OF DECEMBER 2025

ii. RESOLUTION NO. 53, SERIES 2024 – ANNUAL APPROPRIATION RESOLUTION FOR THE CITY OF LOUISVILLE, COLORADO FOR THE CALENDAR YEAR BEGINNING JANUARY 1, 2025 AND ENDING DECEMBER 31, 2025

iii. RESOLUTION NO. 54, SERIES 2024 – A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2024, TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE CITY OF LOUISVILLE, COLORADO FOR THE 2025 BUDGET YEAR

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

G. DISCUSSION/DIRECTION – CITY MANAGER RESIDENCY REQUIREMENT

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

9. CITY ATTORNEY'S REPORT

10. IDENTIFICATION OF FUTURE AGENDA ITEMS

11. ADJOURN

ITEMS TENTATIVELY SCHEDULED FOR REGULAR MEETING 11/19/2024

This list is not inclusive; items are subject to change; additional items may be added.

- Swearing in of Ward I Councilmember
- IECC Update – 1st Reading
- 745 S. Pierce Street Final PUD
- Approval of Downtown Vision Plan
- Determine List of B/C Applicants to Interview

- Update Expiration Dates for Marshall Fire Funding Ordinances – 2nd Reading
- Update Business Assistance Process – 1st Reading
- Acceptance of EBike Funding Donation
- Approval of Colorado Energy Office Decarbonization Grant
- Executive Session

CASH ACCOUNT: 001000 101001 WARRANT: 101024 10/10/2024

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
13880	CAMERON FOWLKES	Mileage Reimbursement - 9	164.82
6654	ENTERPRISE IRRIGATING DITCH CO	5.4436 Shares	1,360.90
2415	HARCROS CHEMICALS INC	Customer #01605450-GOL10	931.00
15911	LARGE DOCUMENT SOLUTIONS	Large Format Canon Color	9,976.00
15634	MAUREEN SCHREINER	Golf Lessons 9/20-10/4	101.50
14801	MELENDEZ GOLF LLC	Golf Lessons - 9/21-10/4	1,103.20
99999	PIA GRIFFITH	Mileage Reimbursement - 7	160.80
15784	SAMMA FOX	Per Diem - Pittsburgh 9/2	304.00
10884	WORD OF MOUTH CATERING INC	Lunches ordered 10/3-10/9	1,978.75
	9 INVOICES	WARRANT TOTAL	16,080.97

CASH ACCOUNT: 001000 101001 WARRANT: 101724 10/17/2024

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
15382	DELLACAVA/TEBO DEVELOPMENT CO.	NOV 2024 1805 HWY 42, S	5,746.96
5255	FAMILY SUPPORT REGISTRY	Payroll Run 1 - Warrant 1	173.53
14896	FASTSIGNS OF BROOMFIELD	50% DEPOSIT - Library Fro	1,887.50
15835	JOHN BREWSTER SHEEHAN LLC	ENTERTAINMENT 10/20/24 PE	350.00
14002	KANSAS PAYMENT CENTER/ SN20DM0	Payroll Run 1 - Warrant 1	27.99
99999	PAIGE STONARD	MILEAGE REIMBURSEMENT 6/4	90.45
99999	AMY ENKE	MILEAGE REIMBURSEMENT 7/2	69.28
99999	MAHYAR MANSURABADI	MILEAGE REIMB TYLER CONNE	1,903.75
99999	KIANA FREEMAN	MILEAGE REIMBURSEMENT 8/5	101.84
99999	KURT KOWARD	AFC24 AWWA ANNUAL CONF 10	276.50
99999	ERICA BENZINS	PER DIEM & MILEAGE CAPET	252.46
14867	REBECCA L BENNETTI	WILLMAKER 10/9/24	840.00
3875	XCEL ENERGY	ACCT #53-1879593-8	128.79
3875	XCEL ENERGY	ACCT #53-1879596-1	35,580.56
13790	ZAYO GROUP LLC	ACCT #936665	5,187.63
	15 INVOICES	WARRANT TOTAL	52,617.24

CASH ACCOUNT: 001000 101001 WARRANT: 101724A 10/17/2024

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
10884	WORD OF MOUTH CATERING INC	LUNCHES SERVED 10/10/24 -	3,032.50
	1 INVOICES	WARRANT TOTAL	3,032.50

CASH ACCOUNT: 001000 101001 WARRANT: 102424 10/24/2024

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
13964	CHANDLER ASSET MANAGEMENT	ACCT #CITY OF LOUISVILLE	3,279.30
15769	CURTIS, JUSTUS, & ZAHEDI, LLC	AUG 2024 FILE #L0031	15,749.78
15523	GOLF GURU LLC	GOLF LESSONS 10/5/24 - 10	112.00
13280	INSIGHT PUBLIC SECTOR INC	ACCT #10669545 BLUEBEAM	3,186.34
13280	INSIGHT PUBLIC SECTOR INC	ACCT #10669545 HR ADOBE	56.71
13280	INSIGHT PUBLIC SECTOR INC	ACCT #10669545	93.30
13280	INSIGHT PUBLIC SECTOR INC	ACCT #10669545 ADOBE ACR	45.37
13280	INSIGHT PUBLIC SECTOR INC	ACCT #10669545 BLUEBEAM M	2,514.36
13280	INSIGHT PUBLIC SECTOR INC	ACCT #10669545 MICROSOFT	296.17
7735	LINCOLN FINANCIAL GROUP	000010008470 NOV 2024 LTD	5,153.57
7735	LINCOLN FINANCIAL GROUP	000010008469 NOV 2024 LIF	8,239.85
7735	LINCOLN FINANCIAL GROUP	000400001000-26902 OCT 20	1,866.72
7735	LINCOLN FINANCIAL GROUP	B00000001696 OCT 2024 ACC	1,631.09
15634	MAUREEN SCHREINER	GOLF LESSONS 10/5/24 - 10	31.50
14801	MELENDEZ GOLF LLC	GOLF LESSONS 10/5/24 - 10	1,804.60
99999	KIANA FREEMAN	MILEAGE 12/4/23 - 12/30/2	71.53
99999	KIANA FREEMAN	3/5/24 - 3/27/24 MILEAGE	34.30
99999	ABBY MCNEAL	REFUND HOTEL FOR NRPA CON	813.03
99999	ADAM BLACKMORE	REFUND UBER RIDES LAS VEG	66.80
99999	HANNAH MILLER	REFUND HOTEL FOR MTN TOWN	1,367.06
99999	LOGAN JOHNSON	REFUND HOTEL MTN TOWNS 20	1,367.06
99999	BRYON WEBER	REFUND TRAVEL FOR NRPA CO	1,140.53
99999	KEVIN FREY	REFUND TRAVEL MOUNTAIN TO	993.02
5178	PETTY CASH - KATHY MARTIN	PETTY CASH REIMB	326.72
15497	SENERGY PETROLEUM LLC	CUST ID #84628 FUEL	1,596.83
14373	WEIFIELD GROUP CONTRACTING INC	ELECTRICAL SERV 8/30/24	460.00
10884	WORD OF MOUTH CATERING INC	LUNCHES SERVED 10/17/24 -	2,047.50
	27 INVOICES	WARRANT TOTAL	54,345.04

CASH ACCOUNT: 001000 101001 WARRANT: 110524 11/05/2024

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
14599	120 WATER, INC.	7/31/24 - 7/30/25 Lead a	2,597.91
13547	A G WASSENAAR INC	'24_'25 Geotechnical Prof	1,177.50
13547	A G WASSENAAR INC	'24_'25 Geotechnical Prof	2,180.00
15080	ACTIVE MINDS	ACTIVE MINDS - MALLOT MEA	235.00
14121	ACUSHNET COMPANY	ACCT #US00002149/US000602	1,001.50
12890	ADAMSON POLICE PRODUCTS	CUST #CO260 B.VOGEL	149.35
12890	ADAMSON POLICE PRODUCTS	CUST #CO260 M.YANG	91.09
12890	ADAMSON POLICE PRODUCTS	CUST #CO260 M.YANG	35.10
12890	ADAMSON POLICE PRODUCTS	CUST #CO260 M.YANG	6.95
12890	ADAMSON POLICE PRODUCTS	CUST #CO260 M.YANG	31.45
12890	ADAMSON POLICE PRODUCTS	CUST #CO260 M.YANG	834.92
15449	AECOM TECHNICAL SERVICES, INC.	PROJ #60691889 SEPT 2024	1,245.50
14669	AG INVESTIGATIONS LLC	BACKGROUND CHECKS 10/3/24	1,800.00
14669	AG INVESTIGATIONS LLC	BACKGROUND CHECKS 10/12/2	600.00
15333	AKILA ARUMUGAM	10/7/24 CULTURE OF INDIA	250.00
4160	ALARM DETECTION SYSTEMS, INC.	Install New Fire Alarm Sy	8,025.01
15046	ALERT MEDIA, INC	CUST ID #3801 Emergency	8,800.00
14737	ALEX THOELE	GUITAR CLASSES OCTOBER 20	1,232.00
15873	AMBIENTE H2O INC.	WWTP Blower Repair	9,110.27
12150	ANIMAL & PEST CONTROL SPECIALI	2024 Prairie Dog Manageme	900.00
12150	ANIMAL & PEST CONTROL SPECIALI	2024 Prairie Dog Manageme	1,800.00
15854	ASCENT GROUP INC.	Structural Engineering of	927.50
15803	AUSMUS LAW FIRM, P.C.	OCTOBER 2024 PROSECUTING	1,500.00
5001	BACKFLOW TECH	BACKFLOW INSPECTIONS	1,090.00
5001	BACKFLOW TECH	BACKFLOW INSPECTIONS	730.00
10801	BADGER METER INC	CUST #51080 HYDRANT METE	1,364.16
10801	BADGER METER INC	CUST #51080 MONTHLY ORI	108.00
500	BAKER AND TAYLOR	ACCT #415337 L121376 4 B0	97.20
500	BAKER AND TAYLOR	ACCT #415337 L121376 4 B0	25.00
500	BAKER AND TAYLOR	ACCT #415337 L121376 4 B0	49.98
500	BAKER AND TAYLOR	ACCT #415337 L121376 4 B0	24.99
500	BAKER AND TAYLOR	ACCT #415337 L121376 4 B0	66.63

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VENDOR	VENDOR NAME	PURPOSE	AMOUNT
15783	BARBA & SONS CONSTRUCTION, INC	LIBRARY CHILDRENS ROOM TR	664.00
13624	BEARCOM	RADIO REPAIR	680.00
15566	BIOBAG AMERICAS, INC	DOG WASTE BAGS	822.00
14251	BK TIRE INC	VEHICLE TIRES FOR #3202	2,217.04
14251	BK TIRE INC	VEHICLE TIRES FOR VEHICLE	654.76
14251	BK TIRE INC	TIRE DISPOSAL	47.50
14251	BK TIRE INC	VEHICLE TIRE REPAIR - VEH	499.86
14251	BK TIRE INC	VEHICLE TIRES #5353	638.20
15133	BLACKSTONE PUBLISHING	CUST ID #169823 CHILDREN	221.56
15910	BOB MURRAY & ASSOCIATES	PROF SERVICES-EXECUTIVE S	3,575.00
11605	BOBCAT OF THE ROCKIES LLC	CUTQUIK, 16" SAW & BLADE	1,936.98
11605	BOBCAT OF THE ROCKIES LLC	CUTQUIK SAW REPAIR	124.45
640	BOULDER COUNTY	BOULDER COUNTY USE TAX S	39,222.04
640	BOULDER COUNTY	KICP ANNUAL DUES 1/1/24 -	21,200.00
640	BOULDER COUNTY	SEPT 2024 BC CO-RESPONDER	15,156.26
15100	BRENNTAG PACIFIC INC	CUST #4218000 SODIUM BIC	958.65
1122	BRETSA	EMPLOYEE #443 9/24/24 SPA	3.86
9838	BRIGHTVIEW LANDSCAPE SERVICES	CUST #21013249 Parks/Open	30,517.23
13344	BROWNS HILL ENGINEERING & CONT	SERVICE WORK 10/2/24 PROJ	1,280.50
15547	BSN SPORTS LLC	CUST #12149101 OPEN SPAC	192.06
15547	BSN SPORTS LLC	CUST #12149101 PARKS UNI	135.71
15081	CADD MICROSYSTEMS INC	CUST ID:CITYOFLOUISVI BL	2,340.00
14403	CALLAWAY GOLF	ACCT #18883	118.86
248	CDW GOVERNMENT	CUST #5143572	406.16
248	CDW GOVERNMENT	CUST #5143572 CHIEF OF P	756.19
248	CDW GOVERNMENT	CUST #5143572 LVO AC ADA	156.30
248	CDW GOVERNMENT	CUST #5143572 KINGSTON 8	10.19
14036	CENTER COPY BOULDER INC	OCTOBER UTILITY BILLING I	1,006.60
14036	CENTER COPY BOULDER INC	AUGUST 2024 UTILITY BILL	1,006.60
14036	CENTER COPY BOULDER INC	FALL 2024 NEWSLETTER	6,795.10
10773	CENTRIC ELEVATOR CORP	MONTHLY MAINT ACCT #1566	365.35
10773	CENTRIC ELEVATOR CORP	MONTHLY MAINT ACCT #164	371.98
10773	CENTRIC ELEVATOR CORP	MONTHLY MAINT ACCT #156	624.07

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VENDOR	VENDOR NAME	PURPOSE	AMOUNT
10773	CENTRIC ELEVATOR CORP	MONTHLY MAINT ACCT #156	323.50
14688	CESCO LINGUISTIC SERVICES	SPANISH INTERPRETER 9/10/	275.91
14688	CESCO LINGUISTIC SERVICES	SPANISH INTERPRETER 7/11/	304.54
14688	CESCO LINGUISTIC SERVICES	SPANISH INTERPRETER 6/11	210.28
14688	CESCO LINGUISTIC SERVICES	SPANISH INTERPRETER 10/8/	170.00
14226	CHARGEPOINT INC	REC CENTER-EV CHARGING ST	1,328.00
15336	CHARLES ABBOTT ASSOCIATES, INC	AUG 2024 PLAN REVIEW AND	26,014.00
15336	CHARLES ABBOTT ASSOCIATES, INC	SEPT 2024 PLAN REVIEW AND	19,195.50
15336	CHARLES ABBOTT ASSOCIATES, INC	MAY 2024 PLAN REVIEW & IN	32,252.50
15216	CHARLES D JONES CO	CUST #12341 BOILER MATERI	221.44
15216	CHARLES D JONES CO	CUST #12341 CTC LIFT ST	16.49
15216	CHARLES D JONES CO	Rain Cap Cust #12341	109.95
15216	CHARLES D JONES CO	Tstat & Rain Cap Cust #1	45.85
4785	CINTAS CORPORATION #66	CUST #12522401	353.50
4785	CINTAS CORPORATION #66	CUST #12522401	353.50
4785	CINTAS CORPORATION #66	CUST #12522401	353.50
4785	CINTAS CORPORATION #66	CUST #12522401	353.50
4025	CINTAS CORPORATION NO. 2	CUST #10389214	257.32
13260	CLIFTON LARSON ALLEN LLP	ACCT #A509999	12,504.27
1033	COAL CREEK COLLISION CENTER	WORKFILE: C5075FF2 CLAIM	2,400.00
1120	COLORADO ANALYTICAL LABORATORY	WWTP - INFLUENT - WEEKLY	180.20
1120	COLORADO ANALYTICAL LABORATORY	WWTP - INFLUENT - WEEKLY	180.20
1120	COLORADO ANALYTICAL LABORATORY	WWTP - EFFLUENT - LL HG -	93.60
1120	COLORADO ANALYTICAL LABORATORY	WWTP - REG - 85 - MONTHLY	391.51
1120	COLORADO ANALYTICAL LABORATORY	WWTP - REUSE - MONTHLY	249.50
1120	COLORADO ANALYTICAL LABORATORY	WWTP - CTC LIFT STATION	485.10
1120	COLORADO ANALYTICAL LABORATORY	WWTP - INFLUENT - QUARTER	519.30
1120	COLORADO ANALYTICAL LABORATORY	CITY OF LOUISVILLE - CO01	119.00
1120	COLORADO ANALYTICAL LABORATORY	CITY OF LOUISVILLE CO010	227.00
1120	COLORADO ANALYTICAL LABORATORY	CITY OF LOUISVILLE CO010	32.40
1120	COLORADO ANALYTICAL LABORATORY	CITY OF LOUISVILLE CO010	191.00
1120	COLORADO ANALYTICAL LABORATORY	WATER PLANT QUARTERLY IPP	253.80
1205	COLORADO DEPT OF REVENUE	ACCT #01069804009 Q3 202	15,598.49
11353	COLORADO LIBRARY CONSORTIUM	CLIC COURIER SERVICE 10/1	2,894.69
15761	COLORADO OUTHOUSE LLC	CUST ID #C147 10/15/24-	546.25
15761	COLORADO OUTHOUSE LLC	CUST ID #C147 CLEO MURD	287.50
15761	COLORADO OUTHOUSE LLC	CUST ID #C147 ENRIETTO,	241.50
15761	COLORADO OUTHOUSE LLC	CUST ID #C147 LOUISVILLE	241.50

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VENDOR	VENDOR NAME	PURPOSE	AMOUNT
15761	COLORADO OUTHOUSE LLC	CUST ID #C147 CEMETERY,	241.50
15761	COLORADO OUTHOUSE LLC	CUST ID #C147 ANNETTE BR	287.50
15761	COLORADO OUTHOUSE LLC	CUST ID #C147 MEMORY SQU	287.50
15761	COLORADO OUTHOUSE LLC	CUST ID #C147 CENTENNIAL	287.50
15761	COLORADO OUTHOUSE LLC	CUST ID #C147 PIRATES PA	287.50
15761	COLORADO OUTHOUSE LLC	CUST ID #C147 COTTONWOOD	241.50
15611	CONTROLOGY STUDIO LLC	CONTROLOGY PILATES CLASSE	537.60
9973	CPS DISTRIBUTORS INC	ACCT #12010000	34.48
12428	CUMMINS SALES AND SERVICE	CUST #479194 GENERATOR F	1,460.16
15190	DANIEL LASHER	ASL INTERPRETATION FOR OS	692.73
11476	DBC IRRIGATION SUPPLY	CUST #1268 IRRIGATION S	165.88
11476	DBC IRRIGATION SUPPLY	CUST #1268 IRRIGATION S	63.10
15149	DENALI WATER SOLUTIONS LLC	CUST #1120056 2024 WWTP	1,902.59
15149	DENALI WATER SOLUTIONS LLC	CUST #1120056 2024 WWTP	1,853.27
15149	DENALI WATER SOLUTIONS LLC	CUST #1120056 2024 WWTP	1,965.72
15149	DENALI WATER SOLUTIONS LLC	CUST #1120056 2024 WWTP	1,921.57
15149	DENALI WATER SOLUTIONS LLC	CUST #1120056 2024 WWTP	2,022.79
11142	DESIGN CONCEPTS	SEPT 2024 Prof Services-M	1,679.45
15683	DESIGN WORKSHOP, INC.	SEPT 2024 Comprehensive	14,910.00
13950	DIAZ CONSTRUCTION GROUP	'24 STORM SYSTEM MTNC PRO	14,725.00
14531	E3 SIGNS	Wayfinding trail signage	4,141.75
14835	EDGE CONTRACTING INC	CUST #CITLOU Emergency	5,305.40
11037	ENVIRONMENTAL RESOURCE ASSOCIA	ACCT #C449601 WASTEWATER	385.19
15887	ESI TECHNOLOGIES LLC	CA4K SOFTWARE UPDATE	1,250.00
15887	ESI TECHNOLOGIES LLC	WIRELESS LOCK REPAIR	625.00
15887	ESI TECHNOLOGIES LLC	REPLACEMENT KEYPAD READER	762.17
15887	ESI TECHNOLOGIES LLC	ENVIRONMENTAL POWER SUPPL	430.06
11545	EVOQUA WATER TECHNOLOGIES LLC	CUST #1035400 Sodium Ch	18,870.00
1945	FALCON ENVIRONMENTAL CORP	PROCESS AIR INLET FILTER	1,260.70
14606	FEHR AND PEERS	8/31/24 - 9/27/24 Tech	1,115.00
15479	FLOCK SAFETY	BAL DUE ON CONTRACT ACCT	150.53
14070	FORENSIC TRUTH VERIFICATION GR	PRE-EMPLOYMENT POLYGRAPH	165.00

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VENDOR	VENDOR NAME	PURPOSE	AMOUNT
7113	GALLS LLC	ACCT #1001752120 M.YANG	168.65
7113	GALLS LLC	ACCT #1001752120 M.YANG	894.06
14936	GOLDEN AUTOMATION LLC	9/3/24 NETWORK DIAGRAM DE	2,100.00
14936	GOLDEN AUTOMATION LLC	9/20/24 HMI FIXES & UTILI	800.00
14936	GOLDEN AUTOMATION LLC	9/2024 NETWORK DIAGRAM DE	1,665.00
2310	GRAINGER	ACCT #802864512 ELECTRIC	681.75
2310	GRAINGER	ACCT #802864512	359.28
2310	GRAINGER	ACCT #802864512	407.24
2310	GRAINGER	ACCT #802864512	114.01
15498	GRAMA GRASS AND LIVESTOCK LLC	2024 Regenerative Cattle	10,963.39
15235	GRAVES CONSULTING LLC	MARKET UPDATE CONSULTING	2,750.00
2340	GREEN SPOT INC	REPLACEMENT OF TREES 88TH	2,078.40
14125	GREEN VALLEY TURF CO	Cart path sod repair	8,325.85
2415	HARCROS CHEMICALS INC	CUST #01605450-GOL10 SAL	931.00
15146	HAZEN AND SAWYER DPC	9/1/23 - 4/22/24 PROF SER	24,362.50
15906	HOFFMAN, PARKER, WILSON & CARB	SEPT 2024 EMPLOYMENT APPE	1,483.42
15209	HOLLAR TREE CO LLC	Tree pruning throughout C	1,600.00
15209	HOLLAR TREE CO LLC	Tree pruning throughout C	2,000.00
13457	HOLMAN	LIGHT KIT, LED, HEATED LE	729.00
15261	WESTERN PAPER DISTRIBUTORS	CUST ID #244097 LIBRARY	65.70
15261	WESTERN PAPER DISTRIBUTORS	CUST ID #244097 PD/COUR	48.49
15261	WESTERN PAPER DISTRIBUTORS	CUST ID #244097	327.23
15261	WESTERN PAPER DISTRIBUTORS	CUST ID #244097 CUSTODIA	-474.46
15261	WESTERN PAPER DISTRIBUTORS	CUST ID #244097 LIBRARY B	243.28
15261	WESTERN PAPER DISTRIBUTORS	CUST ID #244097 LIBRARY	1,612.04
15261	WESTERN PAPER DISTRIBUTORS	CUST ID #244097 REC CEN	3,605.96
15261	WESTERN PAPER DISTRIBUTORS	CUST ID #244097 CITY HAL	478.99
15261	WESTERN PAPER DISTRIBUTORS	CUST ID #244097 LIBRARY	207.73
15261	WESTERN PAPER DISTRIBUTORS	CUST ID #244097 PD BREA	50.12
15261	WESTERN PAPER DISTRIBUTORS	CUST ID #244097 PD CUST	272.52
15261	WESTERN PAPER DISTRIBUTORS	CUST ID #244097 CITY SE	115.95
14089	INDIGO WATER GROUP LLC	TRAINING COURSE ACCESS TH	150.00
15189	INNOVATIVE UTILITY SOLUTIONS L	ELBOW FITTINGS	75.52
13280	INSIGHT PUBLIC SECTOR INC	ACCT #10669545 POWER BI	182.48

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VENDOR	VENDOR NAME	PURPOSE	AMOUNT
13280	INSIGHT PUBLIC SECTOR INC	ACCT #10669545 ACROBAT P	48.10
10772	INTEGRATED SAFETY SERVICES LLC	FIRE ALARM INSP - COAL CR	345.00
10772	INTEGRATED SAFETY SERVICES LLC	ANNUAL FIRE EXTIN INSPECT	247.50
10772	INTEGRATED SAFETY SERVICES LLC	BACKFLOW INSPECTION CITY	120.00
10772	INTEGRATED SAFETY SERVICES LLC	BACKFLOW INSPECTION AT PD	120.00
10772	INTEGRATED SAFETY SERVICES LLC	BACKFLOW INSPECTION AT TH	270.00
10772	INTEGRATED SAFETY SERVICES LLC	BACKFLOW INSPECTION AT TH	120.00
10772	INTEGRATED SAFETY SERVICES LLC	BACKFLOW INSPECTION AT TH	120.00
8045	INTERNATIONAL CODE COUNCIL INC	CUST ID #8852997 2024 BU	4,403.70
13778	INVISION GIS LLC	SEPT 2024 Professional S	2,718.75
13511	ITRON INC	CUST #18613 MC4CORE & MO	1,704.48
13511	ITRON INC	CUST #18613 ANNUAL SOFTW	7,632.00
14001	JERRY PERCHACZ	ENTERTAINMENT FOR OKTOBER	400.00
14832	JOAN DESMET	REIMBURSE MATERIALS FOR L	104.96
15851	JOANNA LYN SMALL	RECRUITMENT VIDEO #2 10/7	1,000.00
15851	JOANNA LYN SMALL	RECRUITMENT VIDEO #3	1,000.00
11289	JVA INC	SEPT 2024 PROJ #240871.E	306.00
2780	KAISER LOCK & KEY SERVICE INC	SWTP KEY RECORE PRETREATM	259.08
8002	KINSCO LLC	ORDER #0019051 M.YANG	365.00
15919	LEON UNIFORM COMPANY, INC.	CUST CODE: LOUISVLLPD	1,980.00
15919	LEON UNIFORM COMPANY, INC.	CUST CODE: LOUISVLLPD	72.00
15754	LIGHTHOUSE TRANSPORTATION GROU	JOB #24-164 VIA APPIA &	33,561.00
3070	LL JOHNSON DISTRIBUTING CO	CUST #158907 PARKS-EQUI	638.90
3070	LL JOHNSON DISTRIBUTING CO	CUST #158907 PARKS-EQUIP	293.59
8059	LOUISVILLE DOLPHINS SWIM TEAM	SEPT 2024 SWIM CLINICS	3,666.25
8059	LOUISVILLE DOLPHINS SWIM TEAM	OCT 2024 SWIM CLINICS	4,970.00
5432	LOUISVILLE FIRE PROTECTION DIS	SEPT 2024 FIRE PROT DIST	280.00
5432	LOUISVILLE FIRE PROTECTION DIS	BLOOD DRAW J.GODFREY CR#	35.00
5432	LOUISVILLE FIRE PROTECTION DIS	BLOOD DRAW CR#24-1718	35.00
15920	LUNA CULTURA, ART, SCIENCE AND	HISPANIC HERITAGE - WORRY	400.00
15723	MAGDO MUSIC	MAGDOMUSIC FALL 2024 SESS	714.00
14484	MIDWEST TAPE LLC	CUST #2000008778 ADULT M	24.99

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VENDOR	VENDOR NAME	PURPOSE	AMOUNT
15526	MINES AND ASSOCIATES INC.	EAP 10 SESSION CUST ID	1,788.80
14918	MIZUNO USA INC - NDC	CUST #161027 RESALE MERC	117.74
6168	MOTION & FLOW CONTROL PRODUCTS	CUST ID #104001 WASH BAY	35.40
11061	MOUNTAIN PEAK CONTROLS INC	CTC LIFTSTATION PUMP TROU	1,450.00
12853	NEOGOV	SUBSCRIPTION 9/9/24 - 3/3	14,179.43
13926	NICOLETTI-FLATER ASSOCIATES PL	CONSULTING/COUNSELING JUL	1,270.00
13926	NICOLETTI-FLATER ASSOCIATES PL	CONSULTING/COUNSELING SEP	810.00
15868	OLDE ENGLISH MASONRY, INC.	REPAIR BASEBALL DUGOUTS	1,650.00
99999	LARISSA HOFFMAN	REIMBURSE HOBBY LOBBY	90.45
99999	VENTARA, LLC DBA PRO BID ENERG	REFUND PERMIT #MEP-5281-2	794.17
99999	CINDY RAY	MARSHALL FIRE USE TAX CR	346.75
99999	MIKE MALEC	MARSHALL FIRE USE TAX CR	109.47
99999	PAUL LOGAN	MARSHALL FIRE USE TAX CR	5,135.72
99999	FREEDOM SOLAR POWER	SOLAR PV SYSTEM - RESIDEN	250.00
99999	RACHEL BERNSTEIN	REFUND LOUISVILLE REC CEN	260.00
99999	MARC HUGHES	MARSHALL FIRE USE TAX CR	283.13
99999	INNOVATE ELECTRIC INC.	REFUND PERMIT #MEP-5746-2	743.59
99999	CAROLYN LUTES	MARSHALL FIRE USE TAX CR	962.25
99999	CAROLYN LUTES	MARSHALL FIRE USE TAX CR	113.26
99999	SHEZEEN OAH	MARSHALL FIRE USE TAX CR	37.57
99999	HOT & COLD MECHANICAL	REFUND PERMIT #MEP-5767-2	29.76
99999	HOT & COLD MECHANICAL	REFUND PERMIT #MEP-5769-2	31.00
99999	HOT & COLD MECHANICAL	REFUND PERMIT #MEP-5771-2	31.00
99999	HOT & COLD MECHANICAL	REFUND PERMIT #MEP-5768-2	31.00
99999	HOT & COLD MECHANICAL	REFUND PERMIT #MEP-5770-2	31.00
99999	KAREN MCCRUDDEN	MARSHALL FIRE USE TAX CR	604.00
99999	KAREN MCCRUDDEN	MARSHALL FIRE USE TAX CR	752.39
14979	ORGANIC SANDWICH COMPANY	BTF PROGRAM 5:COMMERCIAL	1,000.00
14899	OTAK INC	PROJ #020108.A00 Grading	9,014.86
14899	OTAK INC	AUG 2024 MF Grading Inspe	9,146.25
14899	OTAK INC	SEPT 2024 MF Grading Insp	5,171.25
13649	OVERDRIVE INC	CUST ID #1100-0005 EBOOK	12.99
13649	OVERDRIVE INC	CUST ID #1100-0005	36.49
13649	OVERDRIVE INC	CUST ID #1100-0005	224.23
13649	OVERDRIVE INC	CUST ID #1100-0005	78.31
13649	OVERDRIVE INC	CUST ID #1100-0005	122.99
13649	OVERDRIVE INC	CUST ID #1100-0005	13.49
13649	OVERDRIVE INC	CUST ID #1100-0005	369.67
13649	OVERDRIVE INC	CUST ID #1100-0005	171.49

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VENDOR	VENDOR NAME	PURPOSE	AMOUNT
13649	OVERDRIVE INC	CUST ID #1100-0005	100.97
14144	PING INC	CUST #40692	260.77
14144	PING INC	CUST #40692	69.82
14144	PING INC	CUST #40692	252.51
14144	PING INC	CUST #40692	-265.80
10951	PINNACOL ASSURANCE	POLICY #4206615 WC CLAI	5,005.18
14675	POINT AND PAY LLC	AUG 2024 CREDIT CARD FEES	10,937.12
14160	PRECISE MRM LLC	CUST #679650 AUG SUBSCRI	320.00
14160	PRECISE MRM LLC	CUST #679650 SEPT 2024	320.00
10883	PROCESS CONTROL DYNAMICS INC	KEPWARE ALLEN BRADLEY KEP	1,846.00
15905	PROS PLUS LLC	FLAG FOOTBALL REFEREES WE	260.00
15905	PROS PLUS LLC	FLAG FOOTBALL REFEREE WEE	260.00
15905	PROS PLUS LLC	FLAG FOOTBALL REFEREES WE	260.00
15905	PROS PLUS LLC	FLAG FOOTBALL OFFICIALS W	260.00
14733	RADIATION PROS LLC	LAB ANALYSIS COLLECTED 8/	1,625.40
14041	RAMEY ENVIRONMENTAL COMPLIANCE	INSPECTION/MAINT ON PIONE	1,222.92
11325	RENNER SPORTS SURFACES	Mission Greens tennis cou	24,462.50
14844	REPUBLIC SERVICES INC #535	ACCT #3-0535-0109715 SEP	4,793.70
14844	REPUBLIC SERVICES INC #535	ACCT #3-0535-0109715	5,211.36
670	RESOURCE CENTRAL	2024 Water Conservation P	2,500.00
14297	ROCKFAN ENTERTAINMENT	SPEAKER RELOCATION AND 2	538.29
15834	ROLL RITE	CUST #CUS-793037 ARM KIT	568.93
15714	ROSALIE OLSON	ADVANCED SPANISH 9/11/24	392.00
14560	SAMEDAY OFFICE SUPPLY	FACILITY SHIRTS	811.25
15251	SHUMS CODA ASSOCIATES INC	PLAN REVIEW JANUARY 2024	812.50
14818	SITEONE LANDSCAPE SUPPLY LLC	CUST #290129 Fall applic	2,576.64
14612	SOME LIKE IT GREEN, LLC	OCT 2024 PLANT CARE	90.00
13059	SPRAGUE PEST SOLUTIONS	10/7/24 WATER TRMT S WT S	90.75
13059	SPRAGUE PEST SOLUTIONS	10/7/24 WATER TRMT N WT	82.50
13059	SPRAGUE PEST SOLUTIONS	10/7/24 REC/SENIOR CENTE	105.00
13059	SPRAGUE PEST SOLUTIONS	10/7/24 POLICE DEPT	75.00

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VENDOR	VENDOR NAME	PURPOSE	AMOUNT
13059	SPRAGUE PEST SOLUTIONS	10/7/24 CITY HALL	82.50
13059	SPRAGUE PEST SOLUTIONS	10/4/24 MUSEUM	75.00
13059	SPRAGUE PEST SOLUTIONS	10/4/24 ART CENTER	75.00
13059	SPRAGUE PEST SOLUTIONS	10/7/24 CITY SERVICES	145.00
13059	SPRAGUE PEST SOLUTIONS	10/7/24 WASTE WATER TRMT	82.50
13059	SPRAGUE PEST SOLUTIONS	10/4/24 LIBRARY	75.00
13059	SPRAGUE PEST SOLUTIONS	10/10/24 COAL CREEK GOLF	92.00
11026	STANLEY ACCESS TECHNOLOGIES LL	LRC - REPLACE GUIDES & MO	2,465.09
11026	STANLEY ACCESS TECHNOLOGIES LL	ACCT #0010592535 REC CEN	255.50
11026	STANLEY ACCESS TECHNOLOGIES LL	CUST #0010592535 FRONT D	255.50
15220	STAR PLAYGROUNDS	Repair of Cottonwood Park	8,304.00
15793	STURGEON ELECTRIC COMPANY INC.	Cust #29554 PD Basement	17,500.00
15451	SYLVESTER'S MAINTENANCE & MECH	NORTH WATER PLANT ANNUAL	437.50
15451	SYLVESTER'S MAINTENANCE & MECH	10/17/24 SOUTH WATER TRMT	612.50
15451	SYLVESTER'S MAINTENANCE & MECH	REC CENTER 7/9/24 REPLACE	1,240.00
15451	SYLVESTER'S MAINTENANCE & MECH	Garage Door Repair Coal C	3,903.00
15237	TAFT ENGINEERING INC	CS - BOILER CONTROL BOARD	1,203.51
7917	THE AQUEOUS SOLUTION INC	ACID MAGIC FOR THE REC CE	1,145.65
15710	THE HOUSEHOLD CEO, LLC	REIMBURSE POSTAGE	30.66
14729	THE PURPLE PIANO LLC	OCT 2024 YOGA CAMP	385.00
15625	TOP GOLF USA, INC.	ACCT #1030920 Software S	4,200.00
13603	TOSHIBA BUSINESS SOLUTIONS INC	CUST #T0B5E4W SEPT 2024	349.74
13603	TOSHIBA BUSINESS SOLUTIONS INC	CUST #T0B5E4W 9/2/24 - 1	236.96
4765	UNCC	SEPT 2024 TRANSMISSIONS	2,195.58
15065	UNDERWATER RECOVERY SPECIALIST	Pond maintenance services	2,294.50
11087	UNITED SITE SERVICES OF COLORA	CUST ID #DEN-02653 PORTL	154.00
11087	UNITED SITE SERVICES OF COLORA	CUST ID #DEN-02653	425.00
10960	VANCE BROTHERS INC	CUST ID #4356 STREETS S	240.00
10960	VANCE BROTHERS INC	CUST ID #4356 STREETS S	36.00
10960	VANCE BROTHERS INC	2024 Slurry Seal Project	11,667.35
1191	WEED WRANGLERS	Noxious weed control Bull	797.90
1191	WEED WRANGLERS	Noxious weed control Dutc	620.50
1191	WEED WRANGLERS	Noxious weed control Coyo	1,306.88
1191	WEED WRANGLERS	Noxious weed control Hill	434.70

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VENDOR	VENDOR NAME	PURPOSE	AMOUNT
1191	WEED WRANGLERS	Noxious weed control CTC/	681.73
1191	WEED WRANGLERS	Noxious weed control Ware	383.91
14373	WEIFIELD GROUP CONTRACTING INC	Conduit and Core drilling	7,985.00
14373	WEIFIELD GROUP CONTRACTING INC	9/13/24 ELECTRICAL SERVIC	2,340.00
15668	WELL GROUNDED ELECTRICAL SERVI	TRANSFORMER INSTALLATION	1,400.00
	310 INVOICES	WARRANT TOTAL	719,186.57

City of Louisville
COLORADO • SINCE 1878

CITY COUNCIL COMMUNICATION
AGENDA ITEM 5B

SUBJECT: **AUTHORIZE EXECUTION OF ENGAGEMENT LETTER FOR AUDITING SERVICES WITH EIDE BAILLY, LLC**

DATE: **NOVEMBER 4, 2024**

PRESENTED BY: **RYDER BAILEY, CPA, FINANCE DIRECTOR**

SUMMARY:
An annual audit of City Finances is required by Louisville City Charter, Section 3.04.120 and by Colorado State Law (C.R.S. § 29-1-601).

BACKGROUND:
The Finance Department last issued a Request for Proposals (RFP) for Auditing Services on June 30, 2017. On or before the RFP deadline, August 4, 2017, the City received five proposals. A Finance Department review team evaluated each proposal based on the criteria outlined within the RFP. Based upon the review team's evaluation of both the technical proposals and cost proposals, the Finance Committee recommended the City award the seven-year bid to Eide Bailly, LLP, which was later approved by the City Council on October 17, 2017.

FISCAL IMPACT:
The 2024 audit expense is budgeted at $66,500, approximately 9% increase over 2023's fee. Additional major programs, subject to the Single Audit Act, will be billed at $9,500 per program, if deemed necessary.

In keeping with previous cost allocation methodology, Audit fees are allocated across to the City's largest operating funds – the General Fund and Utility Funds.

RECOMMENDATION:
Staff recommends the Council authorize the execution of an engagement letter for professional auditing services with Eide Bailly, LLC.

ATTACHMENT(S):
1. Proposed Engagement Letter dated October 1, 2024.

EideBailly

CPAs & BUSINESS ADVISORS

October 1, 2024

Honorable Mayor and members of the City Council
City of Louisville
749 Main Street
Louisville, Colorado

The following represents our understanding of the services we will provide to City of Louisville (the "City").

You have requested that we audit the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City, as of December 31, 2024, and for the year then ended, and the related notes, which collectively comprise The City's basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and in accordance with *Government Auditing Standards,* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Accounting principles generally accepted in the United States of America (U.S. GAAP), as promulgated by the Governmental Accounting Standards Board (GASB) require that certain information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

- Management's Discussion and Analysis
- Budgetary Comparison Schedule – General Fund
- Budgetary Comparison Schedule – Open Space & Parks Fund
- Notes to RSI

Supplementary information other than RSI will accompany the City's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and additional procedures in accordance with U.S. GAAS. We intend to provide an opinion on the following supplementary information in relation to the basic financial statements as a whole:

- Combining nonmajor fund financial schedules
- Other budgetary schedules
- Local highway user report

Auditor Responsibilities

We will conduct our audit in accordance with GAAS and in accordance with *Government Auditing Standards*. As part of an audit in accordance with GAAS and in accordance with *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of controls.
- Obtain an understanding of the system of internal control in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America.

Compliance with Laws and Regulations

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of the City 's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Management Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

a. For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America;
b. For the design, implementation, and maintenance of the system of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
c. To provide us with:
    i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
    ii. Additional information that we may request from management for the purpose of the audit;
    iii. Unrestricted access to persons within the entity and others from whom we determine it necessary to obtain audit evidence.
d. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
e. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current period under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole; and
f. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
g. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.
i. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in the system of internal control and others where fraud could have a material effect on the financials; and
j. For the accuracy and completeness of all information provided.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility (a) for the preparation of the supplementary information in accordance with the applicable criteria, (b) to provide us with the appropriate written representations regarding supplementary information, (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information, and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

Nonattest Services

With respect to any nonattest services we perform, we agree to perform the following:

- Prepare or assist with preparing financial statements in conformity with U.S. generally accepted accounting principles based on information provided by you.

We will not assume management responsibilities on behalf of the City. The City's management understands and agrees that any advice or recommendation we may provide in connection with our audit engagement are solely to assist management in performing its responsibilities.

The City's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) designing, implementing, and maintaining the system of internal control, including the process used to monitor the system of internal control.

Our responsibilities and limitations of the nonattest services are as follows:

- We will perform the services in accordance with applicable professional standards.
- The nonattest services are limited to the services previously outlined above. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities.

Reporting

We will issue a written report upon completion of our audit of the City's basic financial statements. Our report will be addressed to the governing body of the City. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), to our auditor's report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

Other

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the basic financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your website or elsewhere, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

Provisions of Engagement Administration, Timing and Fees

During the course of the engagement, we will only provide confidential engagement documentation to you via Eide Bailly's secure portal or other secure methods, and request that you use the same or similar tools in providing information to us. Should you choose not to utilize secure communication applications, you acknowledge that such communication contains a risk of the information being made available to unintended third parties. Similarly, we may communicate with you or your personnel via e-mail or other electronic methods, and you acknowledge that communication in those mediums contains a risk of misdirected or intercepted communications.

Should you provide us with remote access to your information technology environment, including but not limited to your financial reporting system, you agree to (1) assign unique usernames and passwords for use by our personnel in accessing the system and to provide this information in a secure manner; (2) limit access to "read only" to prevent any unintentional deletion or alteration of your data; (3) limit access to the areas of your technology environment necessary to perform the procedures agreed upon; and (4) disable all usernames and passwords provided to us upon the completion of procedures for which access was provided. We agree to only access your technology environment to the extent necessary to perform the identified procedures.

Janeen Hathcock is the engagement partner for the audit services specified in this letter. The engagement partner's responsibilities include supervising services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses, administrative charges and a technology fee. Invoices are payable upon presentation. We estimate that our fee for the audit will be $66,500. We estimate that a Single Audit will be charged at $9,500 per major program.

The ability to perform and complete our engagement consistent with the estimated fee included above depends upon the quality of your underlying accounting records and the timeliness of your personnel in providing information and responding to our requests. To assist with this process, we will provide you with an itemized request list that identifies the information you will need to prepare and provide in preparation for our engagement, as well as the requested delivery date for those items. A lack of preparation, including not providing this information in an accurate and timely manner, unanticipated audit adjustments, and/or untimely assistance by your personnel may result in an increase in our fees and/or a delay in the completion of our engagement.

We may be requested to make certain audit documentation available to outside parties, including regulators, pursuant to authority provided by law or regulation or applicable professional standards. If requested, access to such audit documentation will be provided under the supervision of Eide Bailly LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the outside party, who may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We will be compensated for any time and expenses, including time and expenses of legal counsel, we may incur in making such audit documentation available or in conducting or responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings as a result of our Firm's performance of these services.

You and your attorney will receive, if lawful, a copy of every subpoena we are asked to respond to on your behalf and will have the ability to control the extent of the discovery process to control the costs you may incur.

Should our relationship terminate before our audit procedures are completed and a report issued, you will be billed for services to the date of termination. All bills are payable upon receipt. A service charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date. If collection action is necessary, expenses and reasonable attorney's fees will be added to the amount due.

We may use third party service providers and/or affiliated entities (including Eide Bailly Shared Services Private Limited) (collectively, "service providers") in order to facilitate delivering our services to you. Our use of service providers may require access to client information by the service provider. We will take reasonable precautions to determine that they have the appropriate procedures in place to prevent the unauthorized release of confidential information to others. We will remain responsible for the confidentiality of client information accessed by such service provider and any work performed by such service provider. You acknowledge that your information may be disclosed to such service providers, including those outside the United States.

Neither of us may use or disclose the other's confidential information for any purpose except as permitted under this engagement letter or as otherwise necessary for Eide Bailly to provide the services. Your confidential information is defined as any information you provide to us that is not available to the public. Eide Bailly's confidential information includes our audit documentation for this engagement. Our audit documentation shall at all times remain the property of Eide Bailly LLP. The confidentiality obligations described in this paragraph shall supersede and replace any and all prior confidentiality and/or nondisclosure agreements (NDAs) between us.

You agree to share all facts that may affect your financial statements, even if you first become aware of those facts after the date of the auditor's report but before the date your financial statements are issued.

We agree to retain our audit documentation or work papers for a period of at least eight years from the date of our report.

At the conclusion of our audit engagement, we will communicate to the governance of the City the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

Government Auditing Standards require that we provide, upon request, a copy of our most recent external peer review report and any subsequent review reports to the party contracting for the audit. Accordingly, we will provide a copy of our most recent peer review report at your request.

MEDIATION

Any disagreement, controversy or claim arising out of or related to any aspect of our services or relationship with you (hereafter a "Dispute") shall, as a precondition to litigation in court, first be submitted to mediation. In mediation, the parties attempt to reach an amicable resolution of the Dispute with the aid of an impartial mediator. Mediation shall begin by service of a written demand. The mediator will be selected by mutual agreement. If we cannot agree on a mediator, one shall be designated by the American Arbitration Association ("AAA"). Mediation shall be conducted with the parties in person in Denver, Colorado. Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties. Neither party may commence a lawsuit until the mediator declares an impasse.

LIMITED INDEMNITY

Eide Bailly LLP and its partners, affiliates, officers and employees (collectively "Eide Bailly") shall not be responsible for any misstatements in your financial statements that we may fail to detect as a result of misrepresentations or concealment of information by any of your owners, directors, officers or employees. You shall indemnify and hold Eide Bailly harmless from any claims, losses, settlements, judgments, awards, damages and attorneys' fees arising from any such misstatement or concealment of information.

If through no fault of Eide Bailly we are named as a party to a dispute between you and a third party, you shall indemnify and hold Eide Bailly harmless against any losses, damages, settlements, judgments, awards, and the costs of litigation (including attorneys' fees) we incur in connection with the dispute.

Eide Bailly shall not be entitled to indemnification under this agreement unless the services were performed in accordance with professional standards in all material respects.

LIMITATION OF LIABILITY

The exclusive remedy available to you for any alleged loss or damages arising from or related to Eide Bailly's services or relationship with you shall be the right to pursue claims for actual damages that are directly caused by Eide Bailly's breach of this agreement or Eide Bailly's violation of applicable professional standards. In no event shall Eide Bailly's aggregate liability to you exceed two times fees paid under this agreement, nor shall Eide Bailly ever be liable to you for incidental, consequential, punitive or exemplary damages, or attorneys' fees.

TIME LIMITATION

You may not bring any legal proceeding against Eide Bailly unless it is commenced within twenty-four (24) months ("Limitation Period") after the date when we delivered our report, return, or other deliverable under this agreement to you, regardless of whether we do other services for you or that may relate to the audit. The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of a possible Dispute.

GOVERNING LAW AND VENUE

Any Dispute between us, including any Dispute related to the engagement contemplated by this agreement, shall be governed by Minnesota law. Any unresolved Dispute shall be submitted to a federal or state court located in Minneapolis, Minnesota.

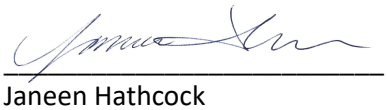
ASSIGNMENTS PROHIBITED

You shall not assign, sell, barter or transfer any legal rights, causes of actions, claims or Disputes you may have against Eide Bailly to any person.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

We appreciate the opportunity to be your certified public accountants and look forward to working with you and your staff.

Respectfully,



Janeen Hathcock
Partner

****

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of the City of Louisville by:

Name: _____

Title: _____

Date: _____

SUBJECT: **AWARD NON-PROFIT GRANTS FOR 2025 AND 2026 CYCLE**

DATE: **NOVEMBER 4, 2024**

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

SUMMARY:

On September 19th the Finance Committee convened to discuss, review, and recommend the 2025 and 2026 award cycle for the City's Non-Profit Grant program.

Staff has summarized all Entity Requests and Finance Committee's Recommended Awards in the Table 1, found on next page. All applications can be found under the Finance Committee, September 19th meeting materials. Link below.

September 19th, 2024 Finance Committee Materials. Link to Materials

The City received 12 applications, with requests totaling $66,500 in 2025 and $67,000 in 2026. The program was oversubscribed by $18,500 and $16,800 in 2025 and 2026, respectively.

The 2025-2026 City Operating Budget includes $48,000 (2025) and $50,200 (2026) for grants/contributions to non-profit agencies for each respective year. Found under account 101121-538420.

No new applicants from the previous grant cycle were received. Furthermore, two previous awardees did not apply.

FINANCE COMMITTEE'S RECOMMENDATION:

The Finance Committee recognized the existing partnerships and value of all applicant entities. In effort to equitably award funding to all worthy applications, the committee recommended awarding entities at either their full request, or no greater than a 33% increase of the entities previously awarded funding. This methodology also included $5,000 in increased utility assistance program administered by Sister Carmen, which was recently approved by Council in August, for a total earmarked amount for utility assistance of $10,000.

Table 1: Summary of Requests and Recommended Awards

City of of Louisville, Colorado
Non-Profit Grants & Contributions
2023 Through 2026

Organization	2023 Request	2023 Award	2024 Request	2024 Award	2025 Agency Request	2025 FC Rec [1]	2026 Agency Request	2026 FC Rec [1]
Association for Community Living	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Boulder County Cultivate (Formerly CareConnect)	3,000	2,000	3,000	2,000	3,000	2,667	3,000	2,667
Boulder Valley Women's Health Center	5,000	5,000	5,000	5,000	7,500	6,667	7,500	6,667
Community Food Share	5,000	2,500	5,000	2,500	10,000	3,333	10,000	3,333
Imagine! - Developmental Disabilities Center	1,500	1,500	1,500	1,500	10,000	2,000	10,000	2,000
Impact on Education	3,000	2,000	3,000	2,000	5,000	2,667	5,000	2,667
Intercambio Uniting Communities	1,000	1,000	1,000	1,000	1,500	1,333	1,500	1,333
Louisville Community Food Bank	2,500	1,000	2,500	1,000	2,500	1,333	3,000	1,333
Safehouse Progressive Alliance for Nonviolence	2,500	1,500	2,500	1,500	3,000	2,000	3,000	2,000
Sister Carmen Community Center [2]	15,000	14,500	15,000	14,500	15,000	19,500	15,000	19,500
Tru Community Care	3,500	1,500	3,500	1,500	3,000	2,000	3,000	2,000
Coal Creek Meals on Wheels	3,000	2,500	3,000	2,500	5,000	3,333	5,000	3,333
Clinica Family Health Services	7,000	7,000	7,500	7,500	Did Not Apply	-	Did Not Apply	-
Dental Aid	4,000	2,000	4,000	2,000	Did Not Apply	-	Did Not Apply	-
Totals	**57,000**	**45,000**	**57,500**	**45,500**	**66,500**	**47,833**	**67,000**	**47,833**
Budget					**48,000**	**48,000**	**50,200**	**50,200**
					(18,500)	**167**	**(16,800)**	**2,367**

[1] Finance Committee Recommendation is to fund the Entity's full request, or up to a 33% increase over prior award, if a larger amount was requested.
[2] 2025 and 2026 each include $10,000 earmarked for the Utility Assistance Program (Previously $5,000 had been earmarked annually, the increase is due to elimination of Senior Water Rebate program)

ATTACHMENT:

1. Summary of Requests and Recommended Awards

City of of Louisville, Colorado
Non-Profit Grants & Contributions
2023 Through 2026

Organization	2023 Request	2023 Award	2024 Request	2024 Award	2025 Agency Request	2025 FC Rec [1]	2026 Agency Request	2026 FC Rec [1]
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Impact on Education	3,000	2,000	3,000	2,000	5,000	2,667	5,000	2,667
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Louisville Community Food Bank	2,500	1,000	2,500	1,000	2,500	1,333	3,000	1,333
Safehouse Progressive Alliance for Nonviolence	2,500	1,500	2,500	1,500	3,000	2,000	3,000	2,000
Sister Carmen Community Center [2]	15,000	14,500	15,000	14,500	15,000	19,500	15,000	19,500
Tru Community Care	3,500	1,500	3,500	1,500	3,000	2,000	3,000	2,000
Coal Creek Meals on Wheels	3,000	2,500	3,000	2,500	5,000	3,333	5,000	3,333
Clinica Family Health Services	7,000	7,000	7,500	7,500	Did Not Apply	-	Did Not Apply	-
Dental Aid	4,000	2,000	4,000	2,000	Did Not Apply	-	Did Not Apply	-
Totals	**57,000**	**45,000**	**57,500**	**45,500**	**66,500**	**47,833**	**67,000**	**47,833**
Budget					**48,000**	**48,000**	**50,200**	**50,200**
					(18,500)	**167**	**(16,800)**	**2,367**

[1] Finance Committee Recommendation is to fund the Entity's full request, or up to a 33% increase over prior award, if a larger amount was requested.
[2] 2025 and 2026 each include $10,000 earmarked for the Utility Assistance Program (Previously $5,000 had been earmarked annually, the increase is due to elimination of Senior Water Rebate program)

OF SUBJECT: **RESOLUTION 49, SERIES 2024 – A RESOLUTION ACCEPTING THE DEDICATION OF RIGHT-OF-WAY FOR CAMPUS DRIVE AND DESIGNATING FOR USE AS RIGHT-OF-WAY**

DATE: **NOVEMBER 4, 2024**

PRESENTED BY: **ROB ZUCCARO, COMMUNITY DEVELOPMENT DIRECTOR**

SUMMARY:
Attached for approval is a resolution accepting dedication of right-of-way from the Boulder Valley School District (BVSD) for Campus Drive. This dedication provides part of the right-of-way necessary for the Campus Drive extension that the City approved as part of the Redtail Ridge Filing No. 1 Final Plat.

BACKGROUND:
Campus Drive currently provides the primary access to the Monarch K-12 Campus, a senior memory care residential development, and a series of medical offices. The road dead-ends at the eastern edge of the Monarch K-12 Campus, which has been identified and a safety and security concern for the school. The City's Transportation Master Plan (TMP) includes the extension of Campus Drive to 96th Street as a high priority project. In addition, the extension of Campus Drive to 96th Street is required by the ConcoPhillips General Development plan and associated development agreement, which the City approved in 2010.

On August 20, 2024, City Council approved the Redtail Ridge Filing No. 1 Final Plat and associated Subdivision Improvement Agreement (SIA), which requires that the developer to build the Campus Drive extension to 96th Street. The entire road will be rebuilt and reconfigured to include dedicated on-street bicycle lanes, off-street sidewalks, multi-use paths, and round-about intersections for access to the Monarch K-12 Campus. The Redtail Ridge Metropolitan District will fund the improvements.

ANALYIS:
The extension of Campus Drive to 96th Street and reconstruction of the road to include more multimodal infrastructure will implement the City's adopted policies in the TMP and the ConcoPhillips General Development Plan. The road extension will provide secondary access to the Monarch K-12 campus, improving emergency access to the campus, and significantly reducing vehicular congestion that currently exists during peak hour school drop off and pick up times. The new road cross section will also include enhanced pedestrian and bicycle facilities, improving multi-modal safety through the corridor.

FISCAL IMPACT:
The dedication of the right-of-way will not have a direct fiscal impact to the City. Following construction of the roadway and warranty period, the City will be responsible

for the maintenance of the roadway, sidewalk and multi-use paths in the right-of-way. The Redtail Ridge Metro District will maintain the landscaping in the right-of-way.

STAFF RECOMMENDATION:
Staff recommends approval of Resolution 49, Series 2024 accepting the dedication of right-of-way from the Boulder Valley School District for Campus Drive.

ATTACHMENTS:
1. Resolution 49, Series 2024
2. Special Warranty Deed Dedicating Right-of-Way for Campus Drive

STRATEGIC PLAN IMPACT:

☐	**Financial Stewardship & Asset Management**	☐	**Reliable Core Services**
☒	**Vibrant Economic Climate**	☐	**Quality Programs & Amenities**
☐	**Engaged Community**	☐	**Healthy Workforce**
☐	**Supportive Technology**	☐	**Collaborative Regional Partner**

RESOLUTION NO. 49
SERIES 2024

A RESOLUTION ACCEPTING THE DEDICATION OF RIGHT-OF-WAY FOR CAMPUS DRIVE AND DESIGNATING FOR USE AS RIGHT-OF-WAY

WHEREAS, by Resolution No. 38, Series 2024, adopted on August 20, 2024, the City Council approved with conditions the final plat for the Redtail Ridge Filing No. 1; and

WHEREAS, condition 10 of Resolution No. 38, Series 2024, requires the applicant to provide a warranty deed for the Campus Drive right-of-way from the Boulder Valley School District ("BVSD"); and

WHEREAS, a Special Warranty Deed has been executed by BVSD conveying this Campus Drive right-of-way to the City; and

WHEREAS, the City Council by this resolution desires to formally state its acceptance of the dedication of the parcel described in Exhibit A to the Special Warranty Deed as Campus Drive right-of-way for public use.

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

1. The City Council hereby accepts the dedication of the parcel described in Exhibit A attached to the Special Warranty Deed executed by BVSD (the "Property"), a copy of which accompanies this resolution, as right-of-way for Campus Drive, a public street. Said deed shall be recorded with the Boulder County Clerk and Recorder at the expense of the applicant for the Redtail Ridge Filing No. 1 subdivision.

2. The Mayor, City Manager, and City staff are hereby authorized to execute all documents and to do all things necessary on behalf of the City to effect the City's ownership of the Property.

PASSED AND ADOPTED this _____ day of _____, 2024.

_____
Christopher M. Leh, Mayor

ATTEST:

_____
Genny Kline, Interim City Clerk

EXEMPT FROM DOCUMENTARY FEE PURSUANT TO § 39-13-104(1)(a), C.R.S. (2018). Grantor is a political subdivision of the State of Colorado.

SPECIAL WARRANTY DEED

THIS DEED, made this 24 day of October, 2024, between **BOULDER VALLEY SCHOOL DISTRICT NO. RE-2**, a Colorado school district whose address is PO Box 9011, Boulder, CO 80301, hereinafter referred to as "**Grantor**", and the **CITY OF LOUISVILLE**, a municipal corporation organized and existing under and by virtue of the laws of the State of Colorado, whose address is 749 Main St., Louisville, CO 80027, hereinafter referred to as "**Grantee**":

WITNESSETH, that the Grantor, for and in consideration of the sum of Ten Dollars (U.S. $10.00) cash, in hand paid, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, has granted, bargained, sold, and conveyed, and by these presents does grant, bargain, sell, convey, and confirm, unto the Grantee, its successors and assigns forever, all the real property, together with improvements, if any, situate, lying, and being in the County of Boulder, State of Colorado, described in **Exhibit A** attached hereto and incorporated herein by this reference.

TOGETHER with all and singular the hereditaments, easements and appurtenances thereto belonging, or in anywise appertaining, and the reversion and reversions, remainder and remainders, rents, issues, and profits thereof, and all the estate, right, title, interest, claim, and demand whatsoever of the Grantor, either in law or equity, of, in, and to the above bargained premises, with the hereditaments, easements and appurtenances.

TO HAVE AND TO HOLD the said premises above bargained and described with the appurtenances, unto the Grantee, its successors and assigns forever. And the Grantor, for itself, its successors and assigns, does covenant, grant, bargain, and agree to and with the Grantee, its successors and assigns, that at the time of the ensealing and delivery of these presents, Grantor is well seized of the premises above conveyed, has good, sure, perfect, absolute and indefeasible estate of inheritance, in law, in fee simple, and has good right, full power and authority to grant, bargain, sell, and convey the same in manner and form as aforesaid, and that the same are free and clear from all former and other grants, bargains, sales, liens, taxes, assessments, encumbrances, and restrictions of whatever kind or nature soever, except and subject to the Statutory Exceptions, as defined in C.R.S. § 38-30-113(5)(a).

The Grantor shall and will **WARRANT AND FOREVER DEFEND** the above-bargained premises in the quiet and peaceable possession of the Grantee, its successors and assigns, against all and every person or persons lawfully claiming under Grantor the

whole or any part thereof.

IN WITNESS WHEREOF, the Grantor has executed this deed on the date set forth above.

GRANTOR:
BOULDER VALLEY SCHOOL DISTRICT NO. RE-2

By: _____
Rob Price
Title: Assistant Superintendent of Operational Services

ACKNOWLEDGEMENT

STATE OF COLORADO)
)ss
COUNTY OF Boulder)

The above and foregoing signature of Rob Price as Assistant Superintendent of Operational Services of Boulder Valley School District No. RE-2 was subscribed and sworn to before me this 24 day of October, 2024.

Witness my hand and official seal.

My commission expires on: June 27, 2028.

(SEAL)

_____
Notary Public

SIERRA ESPINOZA
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20244024502
MY COMMISSION EXPIRES JUNE 27, 2028

EXHIBIT A

EXHIBIT A – Legal Description of Property

DESCRIPTION

SITUATED IN THE NORTHWEST 1/4 OF SECTION 20, TOWNSHIP 1 SOUTH, RANGE 69 WEST OF THE 6TH P.M., CITY OF LOUISVILLE, COUNTY OF BOULDER, STATE OF COLORADO

A PARCEL OF LAND BEING A PORTION OF LOT 3, LOUISVILLE CAMPUS, RECORDED AT RECEPTION NO. 1669751 OF THE BOULDER COUNTY RECORDS, SITUATED IN THE NORTHWEST QUARTER OF SECTION 20, TOWNSHIP 1 SOUTH, RANGE 69 WEST OF THE SIXTH PRINCIPAL MERIDIAN, CITY OF LOUISVILLE, COUNTY OF BOULDER, STATE OF COLORADO, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE CENTER QUARTER CORNER OF SAID SECTION 20;

THENCE NORTH 83°48'36" WEST, A DISTANCE OF 334.80 FEET TO A POINT ON THE SOUTH LINE OF SAID LOT 3 AND THE **POINT OF BEGINNING;**

THENCE ALONG THE SOUTH LINE OF SAID LOT 3 THE FOLLOWING TWO (2) COURSES:

1) NORTH 89°48'38" WEST, A DISTANCE OF 1,642.00 FEET TO A POINT OF CURVATURE;
2) THENCE ALONG THE ARC OF SAID CURVE TO THE RIGHT AN ARC LENGTH OF 199.15 FEET, SAID CURVE HAVING A RADIUS OF 1,015.00 FEET, A CENTRAL ANGLE OF 11°14'32", AND A CHORD WHICH BEARS NORTH 84°11'22" WEST A CHORD DISTANCE OF 198.84 FEET TO A POINT OF NON-TANGENT CURVATURE;

THENCE ALONG THE ARC OF SAID CURVE TO THE LEFT AN ARC LENGTH OF 45.23 FEET, SAID CURVE HAVING A RADIUS OF 31.50 FEET, A CENTRAL ANGLE OF 82°15'39", AND A CHORD WHICH BEARS NORTH 13°42'38" EAST A CHORD DISTANCE OF 41.44 FEET;

THENCE NORTH 66°13'14" EAST, A DISTANCE OF 66.07 FEET TO A POINT OF NON-TANGENT CURVATURE;

THENCE ALONG THE ARC OF SAID CURVE TO THE LEFT AN ARC LENGTH OF 11.19 FEET, SAID CURVE HAVING A RADIUS OF 1,177.50 FEET, A CENTRAL ANGLE OF 00°32'40", AND A CHORD WHICH BEARS SOUTH 19°12'18" EAST A CHORD DISTANCE OF 11.19 FEET TO A POINT OF COMPOUND CURVATURE;

THENCE ALONG THE ARC OF SAID CURVE TO THE LEFT AN ARC LENGTH OF 89.44 FEET, SAID CURVE HAVING A RADIUS OF 111.50 FEET, A CENTRAL ANGLE OF 45°57'35", AND A CHORD WHICH BEARS SOUTH 42°27'25" EAST A CHORD DISTANCE OF 87.06 FEET TO A POINT OF COMPOUND CURVATURE;

THENCE ALONG THE ARC OF SAID CURVE TO THE LEFT AN ARC LENGTH OF 16.80 FEET, SAID CURVE HAVING A RADIUS OF 39.50 FEET, A CENTRAL ANGLE OF 24°22'26", AND A CHORD WHICH BEARS SOUTH 77°37'26" EAST A CHORD DISTANCE OF 16.68 FEET;

THENCE SOUTH 89°48'38" EAST, A DISTANCE OF 1,135.12 FEET TO A POINT OF CURVATURE;

THENCE ALONG THE ARC OF SAID CURVE TO THE LEFT AN ARC LENGTH OF 53.02 FEET, SAID CURVE HAVING A RADIUS OF 79.50 FEET, A CENTRAL ANGLE OF 38°12'51", AND A CHORD WHICH BEARS NORTH 71°04'56" EAST A CHORD DISTANCE OF 52.05 FEET TO A POINT OF REVERSE CURVATURE;

THENCE ALONG THE ARC OF SAID CURVE TO THE RIGHT AN ARC LENGTH OF 114.41 FEET, SAID CURVE HAVING A RADIUS OF 97.50 FEET, A CENTRAL ANGLE OF 67°14'05", AND A CHORD WHICH BEARS NORTH 85°35'32" EAST A CHORD DISTANCE OF 107.96 FEET TO A POINT OF REVERSE CURVATURE;

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HARRIS KOCHER SMITH
1120 Lincoln Street, Suite 1000
Denver, Colorado 80203
P: 303.623.6300 F: 303.623.6311
HarrisKocherSmith.com

DESCRIPTION

PROJECT # 190108
CHECKED BY: AWM
DRAWN BY: JPE
SHEET NUMBER 1
1 OF 3

DESCRIPTION

SITUATED IN THE NORTHWEST 1/4 OF SECTION 20, TOWNSHIP 1 SOUTH, RANGE 69 WEST OF THE 6TH P.M., CITY OF LOUISVILLE, COUNTY OF BOULDER, STATE OF COLORADO

THENCE ALONG THE ARC OF SAID CURVE TO THE LEFT AN ARC LENGTH OF 261.19 FEET, SAID CURVE HAVING A RADIUS OF 261.50 FEET, A CENTRAL ANGLE OF 57°13'43", AND A CHORD WHICH BEARS SOUTH 89°24'17" EAST A CHORD DISTANCE OF 250.47 FEET TO A POINT OF REVERSE CURVATURE;

THENCE ALONG THE ARC OF SAID CURVE TO THE RIGHT AN ARC LENGTH OF 41.32 FEET, SAID CURVE HAVING A RADIUS OF 97.50 FEET, A CENTRAL ANGLE OF 24°17'00", AND A CHORD WHICH BEARS NORTH 74°07'22" EAST A CHORD DISTANCE OF 41.01 FEET;

THENCE SOUTH 89°35'54" EAST, A DISTANCE OF 40.30 FEET;

THENCE NORTH 87°35'41" EAST, A DISTANCE OF 21.51 FEET TO A POINT OF CURVATURE;

THENCE ALONG THE ARC OF SAID CURVE TO THE RIGHT AN ARC LENGTH OF 11.03 FEET, SAID CURVE HAVING A RADIUS OF 17.00 FEET, A CENTRAL ANGLE OF 37°09'34", AND A CHORD WHICH BEARS SOUTH 73°49'32" EAST A CHORD DISTANCE OF 10.83 FEET TO A POINT OF COMPOUND CURVATURE;

THENCE ALONG THE ARC OF SAID CURVE TO THE RIGHT AN ARC LENGTH OF 55.74 FEET, SAID CURVE HAVING A RADIUS OF 115.50 FEET, A CENTRAL ANGLE OF 27°39'07", AND A CHORD WHICH BEARS SOUTH 41°25'10" EAST A CHORD DISTANCE OF 55.20 FEET TO A POINT OF REVERSE CURVATURE;

THENCE ALONG THE ARC OF SAID CURVE TO THE LEFT AN ARC LENGTH OF 0.37 FEET, SAID CURVE HAVING A RADIUS OF 79.50 FEET, A CENTRAL ANGLE OF 00°16'12", AND A CHORD WHICH BEARS SOUTH 27°43'43" EAST A CHORD DISTANCE OF 0.37 FEET TO THE **POINT OF BEGINNING.**

SAID PARCEL CONTAINS 29,138 SQUARE FEET OR 0.67 ACRES, MORE OR LESS.

BASIS OF BEARINGS: BEARINGS ARE BASED ON THE SOUTH LINE OF THE NORTHWEST QUARTER OF SAID SECTION 20, TOWNSHIP 1 SOUTH, RANGE 69 WEST OF THE SIXTH PRINCIPAL MERIDIAN, ASSUMED TO BEAR NORTH 89°48'38" WEST, BEING MONUMENTED AT THE WEST QUARTER CORNER OF SAID SECTION BY A 2" ALUMINUM CAP IN RANGE BOX STAMPED "WESTERN STATES 2001 PLS 35597" AND AT THE CENTER QUARTER CORNER OF SAID SECTION BY A 2.5" ALUMINUM CAP STAMPED "DB&CO 2009 PLS 23529".

PREPARED BY: AARON MURPHY
PLS 38162

ON BEHALF OF: HARRIS KOCHER SMITH
1120 LINCOLN STREET, SUITE 1000
DENVER, CO 80203
303.623.6300



Plotted: MON 03/11/24 10:07:37A By: Aaron Murphy Filepath: p:\2019\190108\survey\desc_190108_campus.dwg Layout: desc (2)

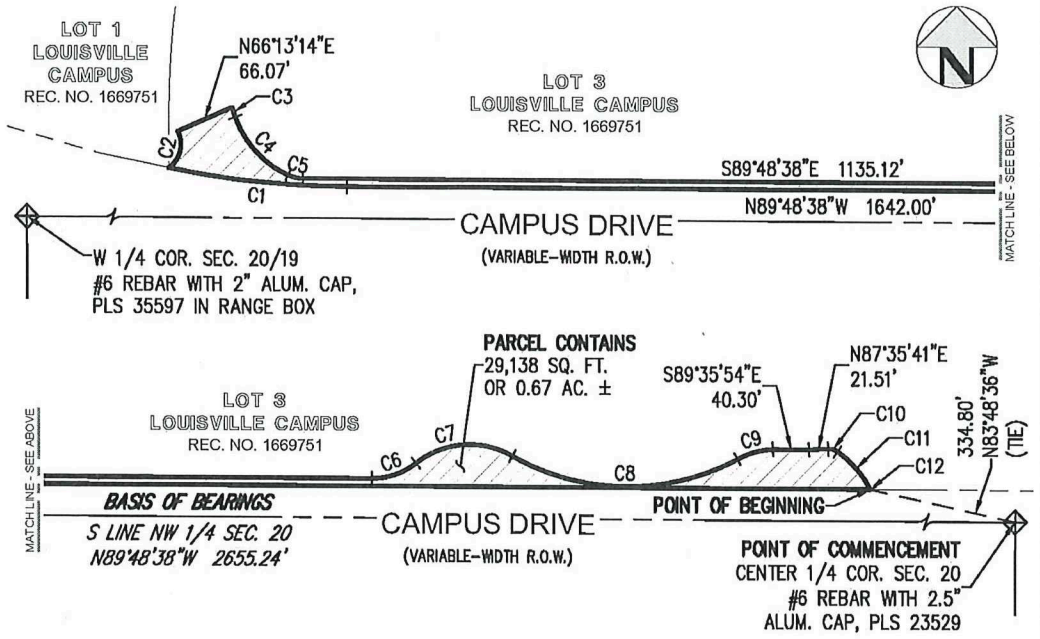
HARRIS KOCHER SMITH
1120 Lincoln Street, Suite 1000
Denver, Colorado 80203
P: 303.623.6300 F: 303.623.6311
HarrisKocherSmith.com

DESCRIPTION

PROJECT #: 190108
CHECKED BY: AWM
DRAWN BY: JPE
SHEET NUMBER 2
2 OF 3

ILLUSTRATION

SITUATED IN THE NORTHWEST 1/4 OF SECTION 20, TOWNSHIP 1 SOUTH, RANGE 69 WEST OF THE 6TH P.M., CITY OF LOUISVILLE, COUNTY OF BOULDER, STATE OF COLORADO



CURVE TABLE					
CURVE	RADIUS	DELTA	LENGTH	CHORD BEARING	CHORD
C1	1015.00'	11°14'32"	199.15'	N84°11'22"W	198.84'
C2	31.50'	82°15'39"	45.23'	N13°42'38"E	41.44'
C3	1177.50'	0°32'40"	11.19'	S19°12'18"E	11.19'
C4	111.50'	45°57'35"	89.44'	S42°27'25"E	87.06'
C5	39.50'	24°22'26"	16.80'	S77°37'26"E	16.68'
C6	79.50'	38°12'51"	53.02'	N71°04'56"E	52.05'
C7	97.50'	67°14'05"	114.41'	N85°35'32"E	107.96'
C8	261.50'	57°13'43"	261.19'	S89°24'17"E	250.47'
C9	97.50'	24°17'00"	41.32'	N74°07'22"E	41.01'
C10	17.00'	37°09'34"	11.03'	S73°49'32"E	10.83'

CURVE TABLE					
CURVE	RADIUS	DELTA	LENGTH	CHORD BEARING	CHORD
C11	115.50'	27°39'07"	55.74'	S41°25'10"E	55.20'
C12	79.50'	0°16'12"	0.37'	S27°43'43"E	0.37'

150 0 150 300

SCALE: 1" = 150'

NOTE:
THIS EXHIBIT DOES NOT REPRESENT A MONUMENTED LAND SURVEY. IT IS INTENDED TO DEPICT ONLY THE ATTACHED DESCRIPTION.

HARRIS KOCHER SMITH
1120 Lincoln Street, Suite 1000
Denver, Colorado 80203
P: 303.623.6300 F: 303.623.6311
HarrisKocherSmith.com

ILLUSTRATION

PROJECT #: 190108
CHECKED BY: AWM
DRAWN BY: JPE
SHEET NUMBER 3
3 OF 3

Plotted: MON 03/11/24 10:07:44A By: Aaron Murphy Filepath: p:\2019\190108\survey\dwg_190108_campus.dwg Layout: illus

4859-4908-3634, v. 1

SUBJECT: **RESOLUTION NO. 50, SERIES 2024 – A RESOLUTION APPROVING THE ANNUAL BUDGET FOR THE LOUISVILLE REVITALIZATION COMMISSION FOR THE FISCAL YEAR 2025**

DATE: **NOVEMBER 4, 2024**

PRESENTED BY: **VANESSA ZARATE, CECD, ECONOMIC VITALITY MANAGER**

SUMMARY:
The Louisville Revitalization Commission (LRC) must approve a budget each year for the Urban Revitalization District (URD). In accordance with the Cooperation Agreement between the City of Louisville and the LRC, the annual budget proposed by the LRC must be submitted to the Louisville City Council for review and approval prior to final adoption by the LRC.

The LRC held a public hearing on its preliminary 2025 Budget on October 30, 2024. After discussion, Commissioners unanimously voted to advance the preliminary 2025 Budget as proposed for City Council approval. The LRC is scheduled to formally adopt a final budget by resolution on November 20, 2024.

DISCUSSION:
Included as *Attachment #1* is a Resolution and 2025 Budget exhibit for Council consideration representing the 2025 funding proposals outlined below. The beginning fund balance assumes the proposed amended 2024 budget is adopted.

Beginning Fund Balance
Staff projects a 2025 beginning fund balance of **$2,308,291.**

Revenue
Staff has received preliminary assessments from Boulder County. Staff is anticipating low revenue growth from mill levies in 2025, with a revenue of **$2,249,755**. In addition, staff is anticipating Miscellaneous Revenues of **$153,899** and Bond Proceeds of **$1,000,000.** Staff anticipates total revenues of **$3,403,654.**

Expenditures
Staff anticipates the predominant expenditures to be programming and debt service for 2025. There are multiple agreements with the City of Louisville that the LRC has filled their financial obligation to (include undergrounding, lighting, etc.) and these expenditures are not continuing into the 2025 proposed budget.

Continuing Expenditures include Staffing Support (**$50,000**), TIF Refunds (**$222,300**), Marketing (**$5,000**), Professional Services (**$32,150**). These expenditures have been utilized year over year or are requirements of the urban renewal district to continue.

Staff has included programming expenditures for the Façade Improvement Program (**$300,000**) and Property Improvement Program (**$350,000**). The LRC has expressed a desire to continue these programs into future years. It can be difficult to predict when or how a project will come to the LRC to ask to participate in these programs, but allocating funding allows the LRC to participate as a partner when projects come in and meet urban renewal goals and objectives. Staff is also anticipating **$1,000,000** being spent in 2025 to advance the Downtown Vision Plan.

The Proposed 2025 Budget also shows increased debt service expenditures. These expenditures are for the previously approved 2014 bond that assisted with public infrastructure construction in Delo and the anticipated 2024/2025 bond for capital improvements throughout the district. Debt service from the 2014 bond is anticipated at **$1,099,840** and new debt service is anticipated at **$1,000,000.**

Ending Fund Balance
Considering the items above, the proposed budget calculates a 2025 ending fund balance of **$1,638,775.**

FISCAL IMPACT:
There is no direct fiscal impact to the City from the LRC Annual Budget for 2025. Per the Cooperation Agreement, this budget plan is presented for Council consideration and approval.

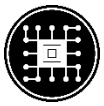
PROGRAM/SUB-PROGRAM IMPACT:
The LRC's work facilitates investment in the City's Urban Revitalization District.

RECOMMENDATION:
Staff recommends approval of the Annual Budget for the Louisville Revitalization Commission for the Fiscal Year 2025.

ATTACHMENT(S):
1. Resolution No. 50, Series 2024
2. Exhibit A; 2025 Budget Exhibit

STRATEGIC PLAN IMPACT:

☐	**Financial Stewardship & Asset Management**	☐	**Reliable Core Services**
☐	**Vibrant Economic Climate**	☐	**Quality Programs & Amenities**
☐	**Engaged Community**	☐	**Healthy Workforce**

☒	 **Supportive Technology**	☐	 **Collaborative Regional Partner**

RESOLUTION NO. 50
SERIES 2024

A RESOLUTION APPROVING THE ANNUAL BUDGET FOR THE LOUISVILLE REVITALIZATION COMMISSION FOR THE FISCAL YEAR 2025.

WHEREAS, there has been prepared and submitted to the City Council a proposed budget for the Louisville Revitalization Commission for the fiscal year beginning January 1, 2025 and ending December 31, 2025; and

WHEREAS, the City Council has reviewed the proposed budget and desires to approve the same by this resolution.

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

Section 1. The proposed budget for the Louisville Revitalization Commission (the "LRC") for the fiscal year beginning January 1, 2025 and ending December 31, 2025, as shown in Exhibit A attached hereto and incorporated herein by this reference, is hereby approved.

Section 2. The City Council hereby authorizes the LRC's appropriation of moneys to pay for the budgeted items as provided in Exhibit A.

PASSED AND ADOPTED this ___ day of _____, 2024.

_____
Christopher M. Leh, Mayor

ATTEST:

_____
Genny Kline, Interim City Clerk

City of Louisville, Colorado
Urban Revitalization District
Revenue, Expenditures, & Changes to Fund Balance
2008 - 2032

	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Ado Budget	2025 Proposed
Beginning Fund Balance	**1,120,508**	**2,238,610**	**2,870,988**	**3,606,166**	**4,161,288**	**2,308,291**
Revenue						
Taxes	1,904,547	2,052,703	2,154,828	2,095,246	2,224,000	2,249,755
City Skate Revenue				78,309	199,000	-
Intergovernmental Revenue	-	-	-	-	-	-
Miscellaenous Revenue	33,595	(1,990)	3,966	214,658	30,000	153,899
Developer Contributions	-	-	-	-	-	-
Bond Proceeds	-	-	-	-	-	1,000,000
Total Revenue	**1,938,142**	**2,050,713**	**2,158,794**	**2,388,213**	**2,453,000**	**3,403,654**
Expenditures						
Advertising & Marketing	-	-	17,500	261	*75,870*	5,000
Staffing Support				-	50,000	50,000
Support Services - COL	60,000	45,000	45,000	50,000	75,000	-
Capital Contributions - COL	-	-	96,500	87,769	*765,500*	-
TIF Refunds - BC & Fire	185,847	197,604	209,339	184,395	255,380	222,300
City Skate				405,458	188,000	
Downtown Vision Plan				-	150,000	
Façade Improvement Programming	-	-	92,429	237,134	350,000	300,000
Property Improvement Programming				-	250,000	350,000
District Wayfinding Signage	-	1,728	-	-	-	-
Bike Networks & Bike Parking	-	-	-	-	-	-
Cap Contr - COL - Downtown Vision Plan					-	1,000,000
Cap Contr - COL - South Street Underpass						-
Arts & Culture	-	-	-	-	50,000	13,880
TIF Rebates - Developers	-	-	-	-	-	-
Assistance Agreements	-	294,108	-	-	980,916	
Emergency Solutions Grants	100,000	88,000	-	-	-	-
Professional Services	10,870	11,292	16,476	28,700	32,150	32,150
Capital Contributions - DELO	-	17,938	82,699	-	212,301	-
Debt Service	463,323	762,664	863,674	839,374	870,880	1,099,840
Incremental Debt Service						1,000,000
Total Expenditures	**820,040**	**1,418,334**	**1,423,617**	**1,833,091**	**4,305,997**	**4,073,170**
Ending Fund Balance	**2,238,610**	**2,870,988**	**3,606,166**	**4,161,288**	**2,308,291**	**1,638,775**

November 4, 2024

SUBJECT: **ORDINANCE 1886, SERIES 2024 – AN ORDINANCE AMENDING CHAPTER 15 OF THE LOUISVILLE MUNICIPAL CODE TO EXTEND THE DEADLINE TO FILE A BUILDING PERMIT EXPAND THE AVAILABILITY OF THE 2018 INTERNATIONAL ENERGY CONSERVATION CODE AS AN ALTERNATIVE FOR REBUILDING OF STRUCTURES – 1st READING, SET PUBLIC HEARING FOR 11/19/24**

DATE: **NOVEMBER 4, 2024**

PRESENTED BY: **ROB ZUCCARO, AICP, COMMUNITY DEVELOPMENT DIRECTOR**

SUMMARY:
Staff is presenting an ordinance that will extend the deadline from December 31, 2025 to December 31, 2028 for those rebuilding or repairing their homes after the Marshall Fire to opt-out from meeting the 2021 International Energy Conservation Code (IECC) and Appendix RC of the 2021 IECC. City Council recently extended the deadline to quality for the City construction use tax exemption for those rebuilding or repairing their homes after the Marshall Fire to December 31, 2028, and indicated during the adoption hearing that Council would like to consider extending the IECC opt-out to the same deadline.

BACKGROUND
By Ordinance No. 1825, Series 2022, City Council adopted an opt-out provision in the City's Building Code to allow those rebuilding after the Marshall Fire to meet the 2018 International Energy Conservation Code (IECC) or the 2021 IECC without Appendix RC – Zero Energy Residential Building Provisions. Prior to the Marshall Fire, City Council adopted the 2021 IECC with Appendix RC as a minimum standard for all new residential development. This opt-out was limited to original owners that were rebuilding, who self-certified as being under insured, and for rebuilding or repairing homes that were destroyed or sustained fire damage. City Council adopted the opt-out in recognition that building to the more stringent 2021 IECC with Appendix RC would add to the cost of rebuilding and many who lost their home were significantly underinsured. The ordinance included a December 31, 2024 deadline to apply for a rebuild permit.

By Ordinance No. 1842, Series 2022, City Council amended the opt-out provisions so that those who owned a destroyed or fire damaged home in another jurisdiction but chose to rebuild in Louisville instead of the original location would qualify. The deadline to apply for a rebuild permit remained December 31, 2024 with this amendment.

By Ordinance 1868, Series 2023, City Council again amended the opt-out provisions so that those whose homes weren't destroyed or damaged by the fire, but instead

sustained smoke, heat, water, ash or other damage as the result of the Marshall Fire, would also quality for the opt-out provisions. The deadline to apply for a permit was extended by one year to December 31, 2025.

DISCUSSION:
One of the reasons for setting the original deadline for applying for a building permit was to help ensure that the City could plan for a reasonable amount of time and resources to implement the program. The current code allows those rebuilding and repairing their homes to choose between four different energy code paths, including the more stringent 2021 IECC or 2021 IECC with Appendix RC. The purpose for allowing homeowners to also opt-in to the more stringent code options was to allow them to take advantage of "law and ordinances" insurance coverage that may pay for some of the cost for the mandated code upgrades. Building Division staff must track, review plans, and conduct inspections under each of the four energy code pathways. In some cases, builders have switched energy code paths during the rebuilding process. Administering alternative code options such as this adds complexity and an administrative burden compared to implementing a single code option.

Another reason for the original deadline was to incentivize a quick recovery period that limits the impact on residents in and around the impacted neighborhoods. Extending the deadline by three years to December 31, 2028 will no longer provide an incentive for a quick recovery, but will ensure that those who may have been delayed in their rebuilding efforts will have sufficient opportunity to take advantage of the opt-out provisions.

There are approximately 27 original homeowners that lost their home in the Marshall Fire that have yet to apply for a building permit to rebuild. Five of these original homeowners currently have their lots listed for sale. Extending the dates for these programs will provide more opportunity for these homeowners, and others who did not lose their home but are still planning repairs on damaged homes, to take advantage of the opt-out provisions.

STAFF RECOMMENDATION:
Staff recommends approval of Ordinance 1886, Series 2024 and setting the public hearing for November 19, 2024.

ATTACHMENTS:
1. Proposed Ordinance No. 1886, Series 2024
2. Ordinance 1825, Series 2022
3. Ordinance 1842, Series 2022
4. Ordinance 1868, Series 2023

STRATEGIC PLAN IMPACT:

☐	**Financial Stewardship & Asset Management**	☐	**Reliable Core Services**
☐	**Vibrant Economic Climate**	☐	**Quality Programs & Amenities**
☒	**Engaged Community**	☐	**Healthy Workforce**
☐	**Supportive Technology**	☐	**Collaborative Regional Partner**

ORDINANCE NO. 1886
SERIES 2024

AN ORDINANCE AMENDING CHAPTER 15 OF THE LOUISVILLE MUNICIPAL CODE TO EXTEND THE DEADLINE TO FILE A BUILDING PERMIT EXPAND THE AVAILABILITY OF THE 2018 INTERNATIONAL ENERGY CONSERVATION CODE AS AN ALTERNATIVE FOR REBUILDING OF STRUCTURES

WHEREAS, on December 30, 2021, the Marshall Fire ignited in unincorporated Boulder County and quickly spread to the City of Louisville, resulting in severe damage or total loss of almost six hundred (600) structures within the City of Louisville, most of them residential homes; and

WHEREAS, also on December 30, 2021, the Mayor of the City of Louisville, pursuant to Chapter 2.32 of the Louisville Municipal Code and C.R.S. § 24-33.5-709, executed a Declaration of Local Disaster Emergency in and for the City of Louisville, which Declaration was thereafter continued in effect by resolution of the City Council, and the Governor of the State of Colorado also issued a Declaration of Statewide Emergency in response to the Marshall Fire; and

WHEREAS, on January 1, 2022, President Joseph R. Biden approved a Major Disaster Declaration for the Event (DR-4634-CO) beginning on December 30, 2021 and continuing thereafter; and

WHEREAS, the structures damaged and destroyed by the Marshall Fire comprise significant portions of several residential subdivisions within the City; and

WHEREAS, the City regulates building and construction standards in Title 15 of the Louisville Municipal Code (the “Building Code”); and

WHEREAS, by Ordinance No. 1816 adopted on October 19, 2021, the City Council adopted, with certain amendments, the 2021 International Energy Conservation Code with Appendix RC Zero Energy Residential Building Provisions (the "2021 IECC"); and

WHEREAS, by Ordinance No. 1825 adopted on April 5, 2022, the City Council adopted the 2018 International Energy Conservation Code (the “2018 IECC”) or the 2021 International Energy Conservation Code without Appendix RC (collectively, the “Marshall Fire Alternate Codes”) as an alternative for rebuilding of structures significantly damaged or destroyed by the Marshall Fire; and

WHEREAS, use of the Marshall Fire Alternate Codes for Marshall Fire rebuilds was limited to rebuilding of residential structures by persons who on December 31, 2021 owned a property within the City on which the home was damaged or destroyed and on

which the permit to rebuild was issued and for which a building permit application was filed with the City by December 31, 2024; and

WHEREAS, on October 3, 2022, the City Council adopted Ordinance No. 1842, Series 2022, which expanded use of the Marshall Fire Alternate Codes to any building permit applicant who owned a home damaged or destroyed by the Marshall Fire in any jurisdiction, and who wished to restore or rebuild a home on a lot in Louisville that was damaged or destroyed by the Marshall Fire; and

WHEREAS, on December 19, 2023, the City Council adopted Ordinance No. 1868, Series 2023, which expanded the use of the Marshall Fire Alternate Codes to building permit applicants whose home sustained smoke, heat, water, ash, or other damage as a result of the Marshall Fire, and extended the deadline for building permit applications to December 31, 2025; and

WHEREAS, the City Council recognizes that not all homeowners wishing to rebuild or make repairs will be able to file for a building permit by December 31, 2025 and desires to extend the deadline for doing so; and

WHEREAS, many affected by the Marshall Fire have learned they may be significantly underinsured and will thus face financial hardships rebuilding their fire-damaged homes; and

WHEREAS, the 2021 IECC includes energy conservation measures that increase the cost of construction over the 2018 IECC and, although grant funding, rebates and other resources have been identified to defray these costs, building permit applicants remain concerned that the financial burden and potential delay that could result by complying with the 2021 IECC will affect their ability to rebuild homes damaged or destroyed by the Marshall Fire; and

WHEREAS, the City Council finds that rebuilding of homes lost to the Marshall Fire is essential to maintaining the fabric of the community, and that allowing those who face financial hardship to rebuild in accordance with the Marshall Fire Alternate Codes will still result in homes that are significantly more energy efficient than the homes that were destroyed; and

WHEREAS, the City Council further finds its adoption of the 2021 IECC was in furtherance of its important policy objectives contained in the City's Sustainability Action Plan, and therefore the 2021 IECC should be implemented to the greatest extent possible; and

WHEREAS, the determination that a building permit applicant may rebuild a residence damaged or destroyed by the Marshall Fire using the Marshall Fire Alternate

Codes may only be made based upon satisfaction of those criteria set forth in Section 15.18.010 of the Louisville Municipal Code, to ensure the sustainability measures in the 2021 IECC are relaxed only to the extent reasonably necessary to facilitate the rebuilding of fire-damaged homes within the community; and

WHEREAS, the City Council finds that restoring a vibrant and robust community requires rebuilding to occur within a reasonable amount of time, and that the relief set forth herein afforded those who lost their homes in the Marshall Fire who are experiencing financial hardship is rationally related to the important government function of fostering and maintaining such a vibrant and robust community; and

WHEREAS, the City Council finds those persons who lost their homes in the Marshall Fire have experienced and been impacted by a natural disaster of epic proportions, and thus are differently situated from those within the City who choose to repair or remodel an existing residence, build a new residence, or make repairs or replacements that occur in the normal course of owning a residence; and

WHEREAS, by this ordinance, the City Council furthers its established policy of facilitating rebuilding of structures damaged or destroyed by the Marshall Fire as set forth in previous actions of the City Council; and

WHEREAS, the City Council recognizes those persons whose homes were damaged or destroyed by the Marshall Fire have suffered great losses and it is the policy of the City to assist and encourage these residents to rebuild within the City.

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

Section 1. Section 15.18.010.(b)(3) of the Louisville Municipal Code is hereby amended to read as follows (words to be added underlined; words to be deleted ~~stricken~~):

(3) The building permit application was filed on or before ~~December 31, 2025~~ December 31, 2028 and

Section 2. If any portion of this ordinance is held to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each part hereof irrespective of the fact that any one part be declared invalid.

Section 3. The repeal or modification of any provision of the Municipal Code of the City of Louisville by this ordinance shall not release, extinguish, alter, modify, or change in whole or in part any penalty, forfeiture, or liability, either civil or criminal, which shall have been incurred under such provision, and each provision shall be treated and held as still

remaining in force for the purpose of sustaining any and all proper actions, suits, proceedings, and prosecutions for the enforcement of the penalty, forfeiture, or liability, as well as for the purpose of sustaining any judgment, decree, or order which can or may be rendered, entered, or made in such actions, suits, proceedings, or prosecutions.

Section 4. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

Section 5. The City Council herewith finds, determines and declares that this ordinance is genuinely and urgently necessary for the immediate preservation of the public health, safety, and welfare due to the impacts of the Marshall Fire set forth herein.

INTRODUCED, READ, PASSED ON FIRST READING AND ORDERED PUBLISHED this ____ day of November 2024.

_____
Christopher M. Leh, Mayor

ATTEST:

_____
Genny Kline, Interim City Clerk

APPROVED AS TO FORM:

_____
Kelly PC, City Attorney

PASSED AND ADOPTED ON SECOND AND FINAL READING, this _____day of _____, 2024.

_____
Christopher M. Leh, Mayor

ATTEST:

_____
Genny Kline, Interim City Clerk

Second Reading Amendments

Ordinance No. 1825, Series 2022 is revised to read as follows (amendments are shown in **bold underline** and ~~**bold strikeout**~~):

ORDINANCE NO. 1825
SERIES 2022

AN ORDINANCE ADOPTING BY REFERENCE THE 2018 INTERNATIONAL ENERGY CONSERVATION CODE AS AN ALTERNATIVE FOR REBUILDING OF STRUCTURES SIGNIFICANTLY DAMAGED OR DESTROYED BY THE MARSHALL FIRE.

WHEREAS, on December 30, 2021, the Marshall Fire ignited in unincorporated Boulder County and quickly spread to the City of Louisville, resulting in severe damage or total loss of almost six hundred (600) structures within the City of Louisville, most of them residential homes; and

WHEREAS, also on December 30, 2021, the Mayor of the City of Louisville, pursuant to Chapter 2.32 of the Louisville Municipal Code and C.R.S. § 24-33.5-709, executed a Declaration of Local Disaster Emergency in and for the City of Louisville, which Declaration was thereafter continued in effect by resolution of the City Council, and the Governor of the State of Colorado also issued a Declaration of Statewide Emergency in response to the Marshall Fire; and

WHEREAS, on January 1, 2022, President Joseph R. Biden approved a Major Disaster Declaration for the Event (DR-4634-CO) beginning on December 30, 2021 and continuing thereafter; and

WHEREAS, the structures damaged and destroyed by the Marshall Fire comprise significant portions of several residential subdivisions within the City; and

WHEREAS, the City regulates building and construction standards in Title 15 of the Louisville Municipal Code (the "Building Code") ~~**and land use and development in Title 17 of the Louisville Municipal Code (the "Zoning Code")**~~; and

WHEREAS, by Ordinance No. 1816 adopted on October 19, 2021, the City Council adopted, with certain amendments, the 2021 International Energy Conservation Code with Appendix RC Zero Energy Residential Building Provisions (the "2021 IECC") ~~**and amended the Zoning Code to require new construction include electric vehicle charging infrastructure**~~; and

WHEREAS, the 2021 IECC adopted by Ordinance No. 1816 replaced the previously-

adopted 2018 Edition of the International Energy Conservation Code (the "2018 IECC"), which also included and required certain energy conservation measures; and

WHEREAS, many of the City's residents affected by the Marshall Fire have learned they may be significantly underinsured and will thus face financial hardships rebuilding their fire-damaged homes; and

WHEREAS, the 2021 IECC includes energy conservation measures that increase the cost of construction over the 2018 IECC and, although grant funding, rebates and other resources have been identified to defray these costs, residents remain concerned that the financial burden and potential delay that could result by complying with the 2021 IECC will affect their ability to rebuild their homes; and

WHEREAS, the City Council finds that rebuilding of homes lost to the Marshall Fire is essential to maintaining the fabric of the community, and that allowing those who face financial hardship to rebuild in accordance with the 2018 IECC will still result in homes that are significantly more energy efficient than the homes that were destroyed; and

WHEREAS, the City Council further finds its adoption of the 2021 IECC was in furtherance of its important policy objectives contained in the City's Sustainability Action Plan, and therefore the 2021 IECC should be implemented to the greatest extent possible; and

WHEREAS, the determination that a resident may rebuild a residence damaged or destroyed by the Marshall Fire using the 2018 IECC may only be made based upon satisfaction of those criteria set forth herein, to ensure the sustainability measures in the 2021 IECC are relaxed only to the extent reasonably necessary to facilitate the rebuilding of fire-damaged homes within the community; and

WHEREAS, the City Council finds that restoring a vibrant and robust community requires rebuilding to occur within a reasonable amount of time, and that the relief set forth herein afforded those who lost their homes in the Marshall Fire who are experiencing financial hardship is rationally related to the important government function of fostering and maintaining such a vibrant and robust community; and

WHEREAS, the City Council finds those persons who lost their homes in the Marshall Fire have experienced and been impacted by a natural disaster of epic proportions, and thus are differently situated from those within the City who choose to repair or remodel an existing residence, build a new residence, or make repairs or replacements that occur in the normal course of owning a residence; and

WHEREAS, by this ordinance, the City Council furthers its established policy of facilitating rebuilding of structures damaged or destroyed by the Marshall Fire as set forth in previous actions of the City Council; and

WHEREAS, the City Council recognizes those residents whose homes were damaged or destroyed by the Marshall Fire have suffered great losses and it is the policy of the City to assist and encourage these residents to return to the community.

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

Section 1. Section 15.18.010 of the Louisville Municipal Code is hereby amended to read as follows (words to be added underlined; words to be deleted ~~stricken~~):

Sec. 15.18.010. Adoption.

(a) The International Energy Conservation Code, 2021 Edition (the "2021 IECC"), published by the International Code Council, 4051 West Flossmoor Road, Country Club Hills, Illinois, 60478-5795, is hereby adopted by reference thereto and incorporated into and made a part of the Louisville Municipal Code. The subject matter of the International Energy Conservation Code is to regulate and govern energy efficient building envelopes and the installation of energy efficient mechanical, lighting and power systems in the City of Louisville, and to provide for the issuance of permits and collection of fees therefor. The International Energy Conservation Code, 2021 Edition, is adopted in full, including the outline table of contents and index; but no appendices to such code are adopted. The 2021 IECC, as amended by this Chapter, shall apply to all property within the City except as provided in subsection (b) of this Section and Section 15.18.020 regarding Appendix R-C.

(b) The International Energy Conservation Code, 2018 Edition (the "2018 IECC"), published by the International Code Council, 4051 West Flossmoor Road, Country Club Hills, Illinois, 60478-5795, is hereby adopted by reference thereto and incorporated into and made a part of the Louisville Municipal Code. The subject matter of the International Energy Conservation Code is to regulate and govern energy efficient building envelopes and the installation of energy efficient mechanical, lighting and power systems in the City of Louisville, and to provide for the issuance of permits and collection of fees therefor. The International Energy Conservation Code, 2018 Edition, is adopted in full, including the outline table of contents and index; but no appendices to such code are adopted. The 2018 IECC, as amended by this Chapter, shall apply only to major structural repair or rebuilding of those residential properties within the City that sustained fire damage from the Marshall Fire, as approved by the Chief Building Official or their designee at the time of building permit issuance upon a finding that all of the following requirements are met:

(1) The building permit application is for major structural repair or rebuilding of a residence that sustained fire damage from the Marshall Fire,

not consisting solely of smoke or ash damage, that rendered the residence not habitable;

(2) The building permit application has been filed by the owner of record of the property, or an authorized representative, and such person was the owner of record on December 30, 2021;

(3) The building permit application was filed on or before December 31, ~~2023~~ **2024** and

(4) The applicant certifies that a financial hardship prevents completion of the work to be performed in accordance with the 2021 IECC due to inadequate insurance coverage.

Section 2. Section 15.18.020 of the Louisville Municipal Code is hereby amended to read as follows (words to be added underlined; words to be deleted ~~stricken~~):

Sec. 15.18.020. Appendices to 2021 IECC Adopted.

The following appendices of the 2021 International Energy Conservation Code are hereby specifically adopted; any appendices not listed are not adopted: Appendix RC, Zero Energy Residential Building Provisions, Appendix CB, Solar Ready Zone – Commercial and Appendix RB, Solar Ready Provisions – Detached One and Two-Family Dwellings and Townhouses. Group R2, R3, and R4, three stories or less shall comply with Appendix RB. A building permit applicant may request not to comply with Appendix RC, Zero Energy Residential Building Provisions, for major structural repair or rebuilding of a residential property that sustained fire damage from the Marshall Fire, which request shall be approved by the Chief Building Official upon finding the criteria in Section 15.18.010(b)(1)-(3) are all met and the applicant certifies that a financial hardship prevents completion of the work to be performed in accordance with Appendix RC of the 2021 IECC due to inadequate insurance coverage.

Section 3. Chapter 15.18 of the Louisville Municipal Code is hereby amended by the addition of a new Section 15.18.035 to read as follows:

Sec. 15.18.025. Section 101.1 amended—Title.

Section 101.1 of the 2018 International Energy Conservation Code is amended to insert "the City of Louisville" so the section will read:

101.1 Title. These regulations shall be known as the 2018 Energy Conservation Code of the City of Louisville, hereinafter referred to as "this code.".

Section 4. Section 15.18.040 of the Louisville Municipal Code is hereby amended to read as follows (words to be added underlined; words to be deleted ~~stricken~~):

Sec. 15.18.040. Design Criteria.

(a) All new heated commercial and residential heated structures constructed pursuant to the 2021 IECC shall meet the following design criteria:

1. Non-reducible Snow roof snow load: 30 pounds per square foot.

2. Wind speed:

   a. 145 miles per hour three second gust ASCE-7-10;

   b. ASTM D3161 test with Class F Application.

3. Wind exposure: "C", unless in the opinion of the Chief Building Official greater restrictions are needed to protect public safety.

4. Seismic zone: B.

5. Frost line depth: 36 inches below finished grade.

6. Weathering: Severe – Climate Zone 5B.

7. Termite: Slight.

8. Decay: Slight.

9. Winter design temperature: one degree.

10. Anticipated snow: six inches.

11. Ice and water shield: required on all shingled roofs – eaves only. Shields must extend from the lowest edges to a point at least 24 inches inside the exterior wall line of the building.

12. Drip edge: required on both eaves and rakes of roof.

13. Air freezing index: less than 1000.

14. Mean annual temperature: 47 degrees.

15. Elevation: 5,337 feet above sea level.

16. Sump pumps:

a. Cannot drain into sanitary or storm sewer;

b. Must daylight into lawn away from foundation;

c. Perimeter foundation systems must day light or drain into sump pit and then sump pump, and sump pump must drain into lawn.

17. Drainage from house: slope at least six inches in the first ten feet.

18. Retaining walls:

a. Less than 48 inches from the bottom of the footing to the top of the retaining wall with no surcharge: no permit required.

b. More than 48 inches from bottom of footing to top of retaining wall, or any wall with surcharge: requires stamped engineering plans.

19. Backflow preventer: required on all residential irrigation systems (see cross connection control regulations).

20. Hot water heaters:

a. Expansion tanks required for all hot water heaters;

b. Drain pan required if placed on wood floor.

(b) All new heated commercial and residential heated structures constructed pursuant to the 2018 IECC shall meet the requirements of Chapter 15.60 of this Code.

Section 5. Section 15.18.060 of the Louisville Municipal Code is hereby amended to read as follows (words to be added underlined; words to be deleted ~~stricken~~):

Sec. 15.18.060 Copies available.

At least one copy of the International Energy Conservation Code, 2021 Edition, as amended herein, and the International Energy Conservation Code, 2018 Edition, as amended herein, each certified to be true and accurate, shall be available for public inspection at the office of the Building Safety Division, during business hours. The city clerk shall at all times maintain a reasonable supply

of copies of the codes available for purchase by the public at a moderate price. Electronic copies are available, without amendment, at https://codes.iccsafe.org/public/collections/I-Codes.

Section 6. Title 15 of the Louisville Municipal Code is hereby amended by the addition of a new chapter 15.60 to read as follows:

Chapter 15.60

PRESCRIPTIVE ENERGY CODE AND DESIGN CRITERIA
(2018 IECC)

Sec. 15.60.010. Applicability.
Sec. 15.60.020. Insulation.
Sec. 15.60.030. Windows and glazing U factors.
Sec. 15.60.040. Electrical.
Sec. 15.60.050. Mechanical.
Sec. 15.60.060. Natural lighting.
Sec. 15.60.070. Air changes.
Sec. 15.60.080. Design criteria.
Sec. 15.60.090. Violations and penalties.

Sec. 15.60.010. Applicability.

This chapter regulates the design and construction of residential and commercial heated structures constructed pursuant to the 2018 International Energy Conservation Code, adopted pursuant to Section 15.18.010.B of this Code, for purposes of energy efficiency.

Sec. 15.60.020. Insulation.

All insulation in residential and commercial heated structures shall meet the following standards (including core/shell):

1. R-49 Ceiling.
2. R-21 Exterior Walls.
3. R-19 Basement Walls.
4. R-38 Under Floors (with unconditioned space below).
5. R-10 Under Concrete Slabs.
6. R-3 Hot Water Lines Insulated.

Sec. 15.60.030. Windows and glazing U factors.

All windows in residential and commercial heated structures shall meet the following standards:

1. U- .30 on windows;

2. U- .55 on skylights.

Sec. 15.60.040. Electrical.

Except as otherwise noted, all residential and commercial heated structures shall meet the following electrical standards:

1. Structures shall be built to be solar ready.

2. Timers shall be installed on bathroom exhaust (residential only).

3. Light occupant sensors shall be installed in commercial buildings.

4. Recessed luminaires shall be installed in the building thermal envelope and shall be sealed to limit air leakage.

5. 90 percent or more of all light fixtures shall contain high-efficiency lamps.

Sec. 15.60.050. Mechanical.

Except as otherwise noted, all residential and commercial heated structures shall meet the following mechanical standards:

1. 90 percent Plus Furnaces; 90 percent Plus Boilers (residential only).

2. 85 percent Plus RTU (commercial only).

3. Air conditioning units – 14 SEER.

4. Occupancy sensors on Thermostatic set back controls (brings buildings to lower temperature).

5. Manual J and D shall be required on residential additions greater than 500 square feet in area.

Sec. 15.60.060. Natural lighting.

Commercial heated structures shall meet the following natural lighting standards:

1. Three percent of roof shall be skylights, unless used for solar panels;

2. Not less than eight percent of floor area shall be glazed.

Sec. 15.60.070. Air changes.

All new heated residential structures shall be designed and constructed with whole house mechanical ventilation in accordance with section M1505.4 of the 2018 International Residential Code, and shall be tested to verify air leakage rate does not exceed three air changes in one hour.

Sec. 15.60.080. Design criteria.

All new heated commercial and residential heated structures shall meet the following design criteria:

1. Snow load: 30 pounds per square foot.

2. Wind speed:

   a. 145 miles per hour three second gust ASCE-7-10;

   b. ASTM D3161 test with Class F Application.

3. Wind exposure: "C", unless in the opinion of the Chief Building Official greater restrictions are needed to protect public safety.

4. Seismic zone: B.

5. Frost line depth: 36 inches below finished grade.

6. Weathering: Severe – Climate Zone 5B.

7. Termite: Slight.

8. Decay: Slight.

9. Winter design temperature: one degree.

10. Anticipated snow: six inches.

11. Ice and water shield: required on all shingled roofs – eaves only. Shields must extend from the lowest edges to a point at least 24 inches inside the exterior wall line of the building.

12. Drip edge: required on both eaves and rakes of roof.

13. Air freezing index: less than 1000.

14. Mean annual temperature: 47 degrees.

15. Elevation: 5,337 feet above sea level.

16. Sump pumps:

a. Cannot drain into sanitary or storm sewer;

b. Must daylight into lawn away from foundation;

c. Perimeter foundation systems must drain into sump pit and then sump pump, and sump pump must drain into lawn.

17. Drainage from house: slope at least six inches in the first ten feet.

18. Retaining walls:

a. Less than 48 inches from the bottom of the footing to the top of the retaining wall with no surcharge: no permit required.

b. More than 48 inches from bottom of footing to top of retaining wall, or any wall with surcharge: requires stamped engineering plans.

19. Backflow preventer: required on all residential irrigation systems (see cross connection control regulations).

20. Hot water heaters:

a. Expansion tanks required for all hot water heaters;

b. Drain pan required if placed on wood floor.

Sec. 15.60.090. Violations and penalties.

It shall be unlawful for any person, firm, or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any building or structure or cause or permit the work to be done, in violation of the provisions of this chapter or the terms of the code or standards adopted and incorporated in this chapter. Any person convicted of a violation of any provision of this chapter or of the provisions of the code or standards adopted and incorporated in this chapter shall be subject to the penalty provided in section 1.28.010.

~~**Section 7. Section 17.20.170.C of the Louisville Municipal Code is hereby amended to read as follows (words to be added underlined; words to be deleted stricken), with subsections C.1 and C.2 to remain unchanged:**~~

~~**Sec. 17.20.170 Electric vehicle charging infrastructure.**~~

~~**C. Number of required electric vehicle charging stations. The following table sets forth the number of required charging stations for all new development or redevelopments as required in for which a building permit is issued pursuant to the International Energy Conservation Code ("IECC") set forth in Chapter 15.18 of the Louisville Municipal Code, except that charging stations shall not be required for building permits issued pursuant to the 2018 Edition of the IECC. This list is not intended to be exhaustive of each use category, however is intended to establish general categories of use tiers. The Director of Planning and Building Safety shall determine the appropriate tier if the use is not identified in the table below.**~~

Section ~~8~~ 7. If any portion of this ordinance is held to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each part hereof irrespective of the fact that any one part be declared invalid.

Section ~~9~~ 8. The repeal or modification of any provision of the Municipal Code of the City of Louisville by this ordinance shall not release, extinguish, alter, modify, or change in whole or in part any penalty, forfeiture, or liability, either civil or criminal, which shall have been incurred under such provision, and each provision shall be treated and held as still remaining in force for the purpose of sustaining any and all proper actions, suits, proceedings, and prosecutions for the enforcement of the penalty, forfeiture, or liability, as well as for the purpose of sustaining any judgment, decree, or order which can or may be rendered, entered, or made in such actions, suits, proceedings, or prosecutions.

Section ~~10~~ 9. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

Section ~~11~~ 10. As set forth in Section 15.18.070, it shall be unlawful for any person, firm, or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any building or structure or cause or permit the work to be done, in violation of the provisions of Chapter 15.18 of the Louisville Municipal Code or the terms of the code or standards adopted and incorporated in Chapter 15.18. Any person convicted of a violation of any provision of this chapter or of the provisions of the code or standards adopted and incorporated in this chapter shall be subject to the penalty provided in Section 1.28.010 of the Louisville Municipal Code.

INTRODUCED, READ, PASSED ON FIRST READING, AND ORDERED PUBLISHED this 15th day of March, 2022.

Ashley Stolzmann, Mayor

ATTEST:

Meredyth Muth, City Clerk

APPROVED AS TO FORM:

Kelly PC, City Attorney

PASSED AND ADOPTED ON SECOND AND FINAL READING, this 5th day of April, 2022.

Ashley Stolzmann, Mayor

ATTEST:

Meredyth Muth, City Clerk

ORDINANCE NO. 1842
SERIES 2022

AN EMERGENCY ORDINANCE AMENDING CHAPTER 15 OF THE LOUISVILLE MUNICIPAL CODE TO EXPAND THE AVAILABILITY OF THE 2018 INTERNATIONAL ENERGY CONSERVATION CODE AS AN ALTERNATIVE FOR REBUILDING OF STRUCTURES SIGNIFICANTLY DAMAGED OR DESTROYED BY THE MARSHALL FIRE

WHEREAS, on December 30, 2021, the Marshall Fire ignited in unincorporated Boulder County and quickly spread to the City of Louisville, resulting in severe damage or total loss of almost six hundred (600) structures within the City of Louisville, most of them residential homes; and

WHEREAS, also on December 30, 2021, the Mayor of the City of Louisville, pursuant to Chapter 2.32 of the Louisville Municipal Code and C.R.S. § 24-33.5-709, executed a Declaration of Local Disaster Emergency in and for the City of Louisville, which Declaration was thereafter continued in effect by resolution of the City Council, and the Governor of the State of Colorado also issued a Declaration of Statewide Emergency in response to the Marshall Fire; and

WHEREAS, on January 1, 2022, President Joseph R. Biden approved a Major Disaster Declaration for the Event (DR-4634-CO) beginning on December 30, 2021 and continuing thereafter; and

WHEREAS, the structures damaged and destroyed by the Marshall Fire comprise significant portions of several residential subdivisions within the City; and

WHEREAS, the City regulates building and construction standards in Title 15 of the Louisville Municipal Code (the "Building Code"); and

WHEREAS, by Ordinance No. 1825 adopted on April 4, 2022, the City Council adopted the 2018 International Energy Conservation Code (the "2018 IECC") as an alternative for rebuilding of structures significantly damaged or destroyed by the Marshall Fire; and

WHEREAS, use of the 2018 IECC for Marshall Fire rebuilds was limited to rebuilding of residential structures by persons who on December 31, 2021 owned a property within the City on which the home was damaged or destroyed and on which the permit to rebuild was issued; and

WHEREAS, the City Council desires by this ordinance to expand the ability of building permit applicants to utilize the 2018 IECC to any applicant who owned a home damaged or destroyed by the Marshall Fire, whether such home was located in Louisville, Superior, or Boulder County, and who wishes to restore or rebuild a home on a lot in Louisville damaged or destroyed by the Marshall Fire; and

WHEREAS, many affected by the Marshall Fire have learned they may be significantly underinsured and will thus face financial hardships rebuilding their fire-damaged homes; and

WHEREAS, the 2021 IECC includes energy conservation measures that increase the cost of construction over the 2018 IECC and, although grant funding, rebates and other resources have been identified to defray these costs, building permit applicants remain concerned that the financial burden and potential delay that could result by complying with the 2021 IECC will affect their ability to rebuild homes damaged or destroyed by the Marshall Fire; and

WHEREAS, the City Council finds that rebuilding of homes lost to the Marshall Fire is essential to maintaining the fabric of the community, and that allowing those who face financial hardship to rebuild in accordance with the 2018 IECC will still result in homes that are significantly more energy efficient than the homes that were destroyed; and

WHEREAS, the City Council further finds its adoption of the 2021 IECC was in furtherance of its important policy objectives contained in the City's Sustainability Action Plan, and therefore the 2021 IECC should be implemented to the greatest extent possible; and

WHEREAS, the determination that a building permit applicant may rebuild a residence damaged or destroyed by the Marshall Fire using the 2018 IECC may only be made based upon satisfaction of those criteria set forth herein, to ensure the sustainability measures in the 2021 IECC are relaxed only to the extent reasonably necessary to facilitate the rebuilding of fire-damaged homes within the community; and

WHEREAS, the City Council finds that restoring a vibrant and robust community requires rebuilding to occur within a reasonable amount of time, and that the relief set forth herein afforded those who lost their homes in the Marshall Fire who are experiencing financial hardship is rationally related to the important government function of fostering and maintaining such a vibrant and robust community; and

WHEREAS, the City Council finds those persons who lost their homes in the Marshall Fire have experienced and been impacted by a natural disaster of epic proportions, and thus are differently situated from those within the City who choose to repair or remodel an existing residence, build a new residence, or make repairs or replacements that occur in the normal course of owning a residence; and

WHEREAS, by this ordinance, the City Council furthers its established policy of facilitating rebuilding of structures damaged or destroyed by the Marshall Fire as set forth in previous actions of the City Council; and

WHEREAS, the City Council recognizes those persons whose homes were damaged or destroyed by the Marshall Fire have suffered great losses and it is the policy of the City to assist and encourage these residents to rebuild within the City; and

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

Section 1. Section 15.18.010 of the Louisville Municipal Code is hereby amended to read as follows (words to be added underlined; words to be deleted ~~stricken~~):

Sec. 15.18.010. Adoption.

(a) The International Energy Conservation Code, 2021 Edition (the "2021 IECC"), published by the International Code Council, 4051 West Flossmoor Road, Country Club Hills, Illinois, 60478-5795, is hereby adopted by reference thereto and incorporated into and made a part of the Louisville Municipal Code. The subject matter of the International Energy Conservation Code is to regulate and govern energy efficient building envelopes and the installation of energy efficient mechanical, lighting and power systems in the City of Louisville, and to provide for the issuance of permits and collection of fees therefor. The International Energy Conservation Code, 2021 Edition, is adopted in full, including the outline table of contents and index; but no appendices to such code are adopted. The 2021 IECC, as amended by this Chapter, shall apply to all property within the City except as provided in subsection (b) of this Section and Section 15.18.020 regarding Appendix R-C.

(b) The International Energy Conservation Code, 2018 Edition (the "2018 IECC"), published by the International Code Council, 4051 West Flossmoor Road, Country Club Hills, Illinois, 60478-5795, is hereby adopted by reference thereto and incorporated into and made a part of the Louisville Municipal Code. The subject matter of the International Energy Conservation Code is to regulate and govern energy efficient building envelopes and the installation of energy efficient mechanical, lighting and power systems in the City of Louisville, and to provide for the issuance of permits and collection of fees therefor. The International Energy Conservation Code, 2018 Edition, is adopted in full, including the outline table of contents and index; but no appendices to such code are adopted. The 2018 IECC, as amended by this Chapter, shall apply only to major structural repair or rebuilding of those residential properties within the City that sustained fire damage from the Marshall Fire, as approved by the Chief Building Official or their designee at the time of building permit issuance upon a finding that all of the following requirements are met:

(1) The building permit application is for major structural repair or rebuilding of a residence that sustained fire damage from the Marshall Fire, not consisting solely of smoke or ash damage, that rendered the residence not habitable;

(2) The building permit application has been filed by a person who, on December 30, 2021, was the owner of record of ~~the~~ property in any jurisdiction on which a residence was damaged or destroyed by the Marshall

Fire~~, or an such person's authorized representative, and such person was the owner of record on December 30, 2021~~;

(3) The building permit application was filed on or before December 31, 2024 and

(4) The applicant acknowledges on the building permit application that a financial hardship prevents completion of the work to be performed in accordance with the 2021 IECC due to inadequate insurance coverage.

Section 2. If any portion of this ordinance is held to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each part hereof irrespective of the fact that any one part be declared invalid.

Section 3. The repeal or modification of any provision of the Municipal Code of the City of Louisville by this ordinance shall not release, extinguish, alter, modify, or change in whole or in part any penalty, forfeiture, or liability, either civil or criminal, which shall have been incurred under such provision, and each provision shall be treated and held as still remaining in force for the purpose of sustaining any and all proper actions, suits, proceedings, and prosecutions for the enforcement of the penalty, forfeiture, or liability, as well as for the purpose of sustaining any judgment, decree, or order which can or may be rendered, entered, or made in such actions, suits, proceedings, or prosecutions.

Section 4. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

Section 5. The City Council herewith finds, determines and declares that this ordinance is genuinely and urgently necessary for the immediate preservation of the public health, safety, and welfare due to the impacts of the Marshall Fire set forth herein.

INTRODUCED, READ, PASSED AND ADOPTED AS AN EMERGENCY ORDINANCE BY TWO-THIRDS OF THE ENTIRE CITY COUNCIL, AND ORDERED PUBLISHED this 3rd day of October, 2022.

~~Ashley Stolzmann, Mayor~~
Dennis Maloney, Mayor Pro Tem

ATTEST:

CITY OF LOUISVILLE SEAL COLORADO

Meredyth Muth, City Clerk

Second Reading Amendments

Ordinance No. 1868, Series 2023, is revised to read as follows (amendments on second reading are shown in track changes format):

ORDINANCE NO. 1868
SERIES 2023

AN ORDINANCE ADOPTING BY REFERENCE THE 2018 INTERNATIONAL ENERGY CONSERVATION CODE AS AN ALTERNATIVE FOR THE REPAIR AND REBUILDING OF HOMES THAT SUSTAINED SMOKE, HEAT, WATER, ASH OR OTHER DAMAGE AS A RESULT OF THE MARSHALL FIRE

WHEREAS, on December 30, 2021, the Marshall Fire ignited in unincorporated Boulder County and quickly spread to the City of Louisville, resulting in severe damage or total loss of almost six hundred (600) structures within the City of Louisville, most of them residential homes; and

WHEREAS, also on December 30, 2021, the Mayor of the City of Louisville, pursuant to Chapter 2.32 of the Louisville Municipal Code and C.R.S. § 24-33.5-709, executed a Declaration of Local Disaster Emergency in and for the City of Louisville, which Declaration was thereafter continued in effect by resolution of the City Council, and the Governor of the State of Colorado also issued a Declaration of Statewide Emergency in response to the Marshall Fire; and

WHEREAS, on January 1, 2022, President Joseph R. Biden approved a Major Disaster Declaration for the Event (DR-4634-CO) beginning on December 30, 2021 and continuing thereafter; and

WHEREAS, the structures damaged and destroyed by the Marshall Fire comprise significant portions of several residential subdivisions within the City; and

WHEREAS, the City regulates building and construction standards in Title 15 of the Louisville Municipal Code (the “Building Code”); and

WHEREAS, by Ordinance No. 1816 adopted on October 19, 2021, the City Council adopted, with certain amendments, the 2021 International Energy Conservation Code with Appendix RC Zero Energy Residential Building Provisions (the “2021 IECC”); and

WHEREAS, the 2021 IECC adopted by Ordinance No. 1816 replaced the previously-adopted 2018 Edition of the International Energy Conservation Code (the “2018 IECC”), which also included and required certain energy conservation measures; and

WHEREAS, many of the City's residents affected by the Marshall Fire have learned they may be significantly underinsured and will thus face financial hardships rebuilding their fire-damaged homes; and

WHEREAS, the 2021 IECC includes energy conservation measures that increase the cost of construction over the 2018 IECC and, although grant funding, rebates and other resources have been identified to defray these costs, residents remain concerned that the financial burden and potential delay that could result by complying with the 2021 IECC will affect their ability to rebuild their homes; and

WHEREAS, the City Council finds that repairing and rebuilding of homes lost to the Marshall Fire is essential to maintaining the fabric of the community, and that allowing those who face financial hardship to repair and rebuild in accordance with the 2018 IECC will still result in homes that are significantly more energy efficient than the homes that were destroyed; and

WHEREAS, the City Council further finds its adoption of the 2021 IECC was in furtherance of its important policy objectives contained in the City's Sustainability Action Plan, and therefore the 2021 IECC should be implemented to the greatest extent possible; and

WHEREAS, the determination that a resident may rebuild or repair a residence damaged or destroyed by the Marshall Fire using the 2018 IECC may only be made based upon satisfaction of those criteria set forth herein, to ensure the sustainability measures in the 2021 IECC are relaxed only to the extent reasonably necessary to facilitate the rebuilding of fire-damaged homes within the community; and

WHEREAS, the City Council finds that restoring a vibrant and robust community requires rebuilding to occur within a reasonable amount of time, and that the relief set forth herein afforded those who lost their homes in the Marshall Fire who are experiencing financial hardship is rationally related to the important government function of fostering and maintaining such a vibrant and robust community; and

WHEREAS, the City Council finds those persons who lost their homes in the Marshall Fire have experienced and been impacted by a natural disaster of epic proportions, and thus are differently situated from those within the City who choose to repair or remodel an existing residence, build a new residence, or make repairs or replacements that occur in the normal course of owning a residence; and

WHEREAS, by this ordinance, the City Council furthers its established policy of facilitating rebuilding of structures damaged or destroyed by the Marshall Fire as set forth in previous actions of the City Council; and

WHEREAS, the City Council recognizes those residents whose homes were damaged or destroyed by the Marshall Fire have suffered great losses and it is the policy of

the City to assist and encourage these residents to return to the community.

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

Section 1. Section 15.18.010 of the Louisville Municipal Code is hereby amended to read as follows (words to be added underlined; words to be deleted ~~stricken~~):

Sec. 15.18.010. Adoption.

(a) The International Energy Conservation Code, 2021 Edition (the "2021 IECC"), published by the International Code Council, 4051 West Flossmoor Road, Country Club Hills, Illinois, 60478-5795, is hereby adopted by reference thereto and incorporated into and made a part of the Louisville Municipal Code. The subject matter of the International Energy Conservation Code is to regulate and govern energy efficient building envelopes and the installation of energy efficient mechanical, lighting and power systems in the City of Louisville, and to provide for the issuance of permits and collection of fees therefor. The International Energy Conservation Code, 2021 Edition, is adopted in full, including the outline table of contents and index; but no appendices to such code are adopted. The 2021 IECC, as amended by this Chapter, shall apply to all property within the City except as provided in subsection (b) of this Section and Section 15.18.020 regarding Appendix R-C.

(b) The International Energy Conservation Code, 2018 Edition (the "2018 IECC"), published by the International Code Council, 4051 West Flossmoor Road, Country Club Hills, Illinois, 60478-5795, is hereby adopted by reference thereto and incorporated into and made a part of the Louisville Municipal Code. The subject matter of the International Energy Conservation Code is to regulate and govern energy efficient building envelopes and the installation of energy efficient mechanical, lighting and power systems in the City of Louisville, and to provide for the issuance of permits and collection of fees therefor. The International Energy Conservation Code, 2018 Edition, is adopted in full, including the outline table of contents and index; but no appendices to such code are adopted. The 2018 IECC, as amended by this Chapter, shall apply ~~only~~ to major structural repair or rebuilding of those residential properties within the City that sustained fire damage from the Marshall Fire, or for repair or rebuilding of a primary residential structure that sustained smoke, heat, water, ash or other damage from the Marshall Fire, as approved by the Chief Building Official or their designee at the time of building permit issuance upon a finding that all of the following requirements are met:

(1) The building permit application is for major structural repair or rebuilding of a residence that sustained fire damage from the

Marshall Fire, or for repair or rebuilding of a primary residential structure that sustained smoke, heat, water, ash or other damage from the Marshall Fire ~~not consisting solely of smoke or ash damage, that rendered the residence not habitable~~;

(2) The building permit application has been filed by the owner of record of the property, or an authorized representative, and such person was the owner of record on December 30, 2021;

(3) The building permit application was filed on or before December 31, ~~2024~~ 2025 and

(4) The applicant certifies that a financial hardship prevents completion of the work to be performed in accordance with the 2021 IECC due to inadequate insurance coverage.

Section 2. Section 15.18.020 of the Louisville Municipal Code is hereby amended to read as follows (words to be added underlined; words to be deleted ~~stricken~~):

Sec. 15.18.020. Appendices to 2021 IECC Adopted.

The following appendices of the 2021 International Energy Conservation Code are hereby specifically adopted; any appendices not listed are not adopted: Appendix RC, Zero Energy Residential Building Provisions, Appendix CB, Solar Ready Zone – Commercial and Appendix RB, Solar Ready Provisions – Detached One and Two-Family Dwellings and Townhouses. Group R2, R3, and R4, three stories or less shall comply with Appendix RB. A building permit applicant may request not to comply with Appendix RC, Zero Energy Residential Building Provisions, for major structural repair or rebuilding of a residential property that sustained fire damage from the Marshall Fire, or for repair or rebuilding of a primary residential structure that sustained smoke, heat, water, ash or other damage from the Marshall Fire, which request shall be approved by the Chief Building Official upon finding the criteria in Section 15.18.010(b)(1)-(3) are all met and the applicant certifies that a financial hardship prevents completion of the work to be performed in accordance with Appendix RC of the 2021 IECC due to inadequate insurance coverage.

Section 3. If any portion of this ordinance is held to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each part hereof irrespective of the fact that any one part be declared invalid.

Section 4. The repeal or modification of any provision of the Municipal Code of the City of Louisville by this ordinance shall not release, extinguish, alter, modify, or change

in whole or in part any penalty, forfeiture, or liability, either civil or criminal, which shall have been incurred under such provision, and each provision shall be treated and held as still remaining in force for the purpose of sustaining any and all proper actions, suits, proceedings, and prosecutions for the enforcement of the penalty, forfeiture, or liability, as well as for the purpose of sustaining any judgment, decree, or order which can or may be rendered, entered, or made in such actions, suits, proceedings, or prosecutions.

Section 5. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

Section 6. As set forth in Section 15.18.070, it shall be unlawful for any person, firm, or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any building or structure or cause or permit the work to be done, in violation of the provisions of Chapter 15.18 of the Louisville Municipal Code or the terms of the code or standards adopted and incorporated in Chapter 15.18. Any person convicted of a violation of any provision of this chapter or of the provisions of the code or standards adopted and incorporated in this chapter shall be subject to the penalty provided in Section 1.28.010 of the Louisville Municipal Code.

INTRODUCED, READ, PASSED ON FIRST READING, AND ORDERED PUBLISHED this 28th day of November, 2023.

Christopher M. Leh, Mayor

ATTEST:

Meredyth Muth, City Clerk

CITY OF LOUISVILLE SEAL COLORADO

APPROVED AS TO FORM:

Kelly PC, City Attorney

PASSED AND ADOPTED ON SECOND AND FINAL READING, this 19th day of December, 2023.

Christopher M. Leh, Mayor

ATTEST:

Meredyth Muth, City Clerk



SUBJECT: **ORDINANCE 1887, SERIES 2024 – AN ORDINANCE AMENDING TITLE 17 OF THE LOUISVILLE MUNICIPAL CODE CONCERNING THE REGULATION OF NATURAL MEDICINE BUSINESSES IN THE CITY OF LOUISVILLE AND AMENDING TITLE 9 TO ESTABLISH PENALTIES FOR UNLAWFUL USE AND CULTIVATION OF NATURAL MEDICINE – 1ST READING, SET PUBLIC HEARING FOR 12/03/24**

DATE: **NOVEMBER 4, 2024**

PRESENTED BY: **MATT POST, SENIOR PLANNER**

SUMMARY:

In November 2022, Colorado voters passed Proposition 122, a citizen initiative that, along with SB 23-290, decriminalized the personal possession, cultivation, sharing, and use of psilocybin and similar substances for individuals aged 21 and older. The new State law designates these and related substances as “Natural Medicine.”

This new State law also allows for the supervised use of Natural Medicine at licensed facilities referred to as “Natural Healing Centers.” A Natural Healing Center allows a licensed “facilitator” to administer Natural Medicine in a controlled setting. This law also permits the operation of other “Natural Medicine Businesses” that are engaged in the cultivation, manufacture, and testing of Natural Medicine.

This law states that a local jurisdiction may not prohibit Natural Medicine Healing Centers and Natural Medicine Businesses. However, a local jurisdiction may reasonably regulate the time, place, and manner of operation of these businesses.

The State has drafted a more detailed set of regulations for Natural Medicine Businesses and facilitators, focusing on licensing, certification, and safe practices. Additional information is attached to this staff report, including the SB 23-290 Summary (**Attachment C**), and the State’s Natural Medicine Know the Law brochure (**Attachment D**).

Staff presented a discussion and direction memorandum to City Council on September 3, 2024, to inform City Council of our obligations as a jurisdiction under SB 23-290 and receive feedback and direction in preparation for this draft ordinance. This staff report and the accompanying draft ordinance (**Attachment B)** incorporate the direction that staff received from City Council.

BACKGROUND AND ANALYSIS:

Under this law, Natural Medicine includes psilocybin/psilocyn and, if approved by the State under ongoing rulemaking, may also include dimethyltryptamine (DMT), ibogaine,

and mescaline. A “Natural Medicine Product” is defined as any product infused with Natural Medicine intended for consumption.

Natural Medicine Businesses may include a Natural Medicine Healing Center, a Natural Medicine Cultivation Facility, a Natural Medicine Products Manufacturer, and a Natural Medicine Testing Facility.

All Natural Medicine Businesses must be located at least 1,000 feet from licensed childcare centers, preschools, elementary, middle, junior, and high schools, as measured from the nearest property line. A map displaying the required buffer from allowed zone districts for Natural Medicine Business uses is included as **Attachment F**. The extent of the depicted buffers may change over time as schools and child care facilities close or open new locations.

The State plans to start accepting applications for Natural Medicine Businesses starting in 2025. Therefore, local regulations for Natural Medicine should be established by December 31, 2024. Following this Planning Commission hearing, a first reading at City Council is scheduled for November 4, and the second reading on December 3.

Natural Medicine Healing Centers

Under the new State law, the use of Natural Medicine for mental health treatment or other medicinal purposes is restricted to “Natural Medicine Healing Centers”, which operate similarly to licensed medical or therapy offices and allow for the supervised use of Natural Medicine administered by a trained and licensed facilitator. Natural Medicine Healing Centers will also provide consultation and follow-up sessions with patients before and after use of Natural Medicine. Sessions may last 4-6 hours, depending on the individual and the treatment provided.

To qualify for licensure as a facilitator, an applicant must complete a facilitator training program that has been certified by the Colorado Department of Regulatory Agencies. Facilitators must complete at least 150 hours of coursework on a range of topics including facilitator best practices, ethics, rules and regulations, drug effects, contraindications and interactions, and trauma informed care, among others.

This State law addresses impaired patients leaving a Natural Medicine facility with facilitator licensing standards that require a transportation plan be in place prior to a session where Natural Medicine is administered to a patient. Operating a motor vehicle while impaired by Natural Medicine remains illegal.

Natural Medicine Cultivation, Products Manufacturing, and Testing Facilities Summary

The cultivation, product manufacturing, and testing of Natural Medicine as defined in the State law are light industrial in nature. The activities include growing of Natural

Medicines and use of related equipment such as humidifiers, specialized air handling systems, lighting, chemicals, storage, and other aspects necessary for cultivating psilocybin mushrooms and producing related products. State rulemaking will include standards to ensure safe operation of these uses, with an emphasis on security requirements.

Licensing

Staff are not proposing any City of Louisville Natural Medicine-specific licensing requirement (except for standard sales and use tax licensing applicable to other Louisville businesses) as the State is developing and adopting comprehensive licensing standards and requirements for all relevant Natural Medicine Business types.

City Council Feedback

Staff presented a discussion and direction memorandum to City Council on September 3 to inform them of the City's obligations under SB 23-290 and receive feedback and direction in preparation for this draft ordinance.

Staff recommended the following updates to the Louisville Municipal Code (LMC) to City Council:

- Define Natural Medicine Healing Centers and Natural Medicine Cultivation, Production, and Testing Facilities as new land uses in LMC Title 17 (Zoning) to align with the new State law.
- Allow Natural Medicine Healing Centers in the same zone districts as a "professional and medical office" in LMC Sec. 17.12.030 – Use Groups. See **Attachment F** that includes a map of such zoning districts.
- Allow Natural Medicine Cultivation, Manufacturing, and Testing Facilities the same zone districts as a "manufacturing facility" in LMC Sec. 17.12.030 – Use Groups. See **Attachment F** that includes a map of such zoning districts.
- Provide supplemental regulations for both Natural Medicine Healing Centers and Natural Medicine Cultivation, Manufacturing, and Testing Facilities that align with the State law, including but not limited to the buffer requirements from schools and day cares.

Staff requested additional direction and discussion from City Council on the following topics:

1. Does City Council agree with the proposed zoning districts to allow both Natural Healing Centers and Natural Medicine Cultivation, Manufacturing, and Testing Facilities?
2. Does City Council agree with the approach to addressing Natural Healing Centers in Downtown Louisville? (see context below)

3. Does City Council wish to evaluate additional regulations for Natural Medicine Businesses beyond what the State bill sets forth to address impacts (e.g., additional buffering, hours of operation, etc.)?

On September 3, City Council provided direction to proceed with staff's recommendations to categorize Natural Medicine Healing Centers in the same manner as professional and medical offices and categorize Natural Medicine Cultivation, Production, and Testing Facilities in the same manner as light industrial and manufacturing uses.

Based on the existing buffer map (**Attachment F)**, the majority of Downtown Louisville would not be eligible for a Natural Medicine Healing Center use. The buffer map is subject change as licensed childcare facilities and schools open or close. Council did not provide direction to include any further restrictions for Downtown.

The City Council discussed limitations on the hours of operation for Natural Medicine Healing Centers. The City Council requested that staff further research hours of operation limitations for Natural Medicine Healing Centers.

Staff proposes a limitation on hours of operation for Natural Medicine Healing Centers from 8:00am – 10:00pm, which is the same as medical marijuana businesses in the City of Louisville. Staff are not aware of any studies that demonstrate any impacts of these businesses on the surrounding community. Given these current unknowns, staff are proposing these limitations with the understanding that the State has drafted comprehensive rules focused on operation and management of Natural Healing Centers (**Attachment E).**

PROPOSAL:

Natural Medicine Healing Centers

Based on the nature of the use, staff anticipates that Natural Medicine Healing centers will operate similar to medical offices, including therapy offices. As such, the use classification of a Natural Medicine Healing Centers is most appropriately aligned with a "professional or medical office", currently defined in the LMC as *the office of an engineer, dentist, doctor, attorney, real estate broker, insurance broker, architect, or other similar professional persons.*

Under this draft ordinance, Chapter 17 of the LMC will be updated to define Natural Medicine Healing Centers to align with the State law and permit the Natural Medicine Healing Center use in the following zone districts:

- Administrative Office (A-O)
- Administrative Office-Transition (AO-T)

- Business Office (B-O)
- Commercial Community (C-C)
- Commercial Business (C-B)
- Residential Mixed-Use (MU-R)
- Planned Community Commercial (P-C)
- Permitted with Special Review Use:
    - Commercial Neighborhood (C-N)
    - Industrial (I)

Natural Medicine Cultivation, Products Manufacturing, and Testing Facilities Summary

The potential impact of Natural Medicine Cultivation, Manufacturing, and Testing Facilities are likely to be similar to manufacturing and light industrial uses already present in the city's industrial zone districts. As such, staff recommends that the use classification of Natural Medicine Cultivation, Manufacturing, and Testing Facilities is most appropriately aligned with a “manufacturing facility”, generally defined in the LMC as *facilities for the manufacturing, fabrication, processing, or assembly of products; provided that such facilities are completely enclosed and provided that no effects from noise, smoke, glare, vibration, fumes or other environmental factors are measurable at the property line*.

Under this draft ordinance, Chapter 17 of the LMC will be updated to define Natural Medicine Cultivation, Natural Medicine Products Manufacturing, and Natural Medicine Testing Facilities to align with State law and permit Natural Medicine Cultivation, Products Manufacturing, and Testing Facilities uses in the Industrial (I) and the Planned Community Industrial (P-I) zoning districts.

General Regulations

A new Section will be added to LMC Chapter 17.16 – General regulations, which will include the following updates:

- A purpose statement defining the relevant State Statute as the Regulatory Act.
- Requiring the 1,000-foot buffer from any child care center, preschool, elementary, middle, junior, or high school, or a residential child care facility, including a rule of measurement to determine compliance.
- Restricting the operating hours of Natural Medicine Healing Centers to 8:00 AM to 10:00 PM.
- Prohibiting Natural Medicine Businesses as a home occupation.

Offenses Relating to Natural Medicine

New Sections will be added to LMC Chapter 9 regarding offenses related to Natural Medicine as included in SB 23-290. The provisions address underage possession of Natural Medicine, unlawful display or consumption of Natural Medicine, and the unlawful cultivation of Natural Medicine. Review of these provisions is not within the purview of the Planning Commission.

PUBLIC COMMENTS:
Public comments are attached.

FISCAL IMPACT:
Implementation and administration of the Natural Medicine Ordinance will take additional staff time and city resources but will also include revenues from sales/use tax.

STAFF RECOMMENDATION:
Planning Commission recommended approval of the ordinance as presented in this staff report on October 10, 2024. The video is available here - https://louisville.ompnetwork.org/embed/sessions/301257/10-10-24-planning-commission-meeting

Staff recommend approval of Ordinance 1887, Series 2024 approval of an ordinance amending Title 9 and Title 17 of the Louisville Municipal Code to allow and regulate Natural Medicine Businesses

ATTACHMENTS:
1. Ordinance No. 1887, Series 2024 - DRAFT
2. Planning Commission Resolution No. 11, Series 2024
3. State Bill 23-290 Summary
4. Natural Medicine Know the Law Brochure
5. Colorado Department of Revenue Regulated Natural Medicine Rules
6. School/Childcare Center Buffer Maps
7. Public Comment

STRATEGIC PLAN IMPACT:

☐	**Financial Stewardship & Asset Management**	☐	**Reliable Core Services**
☐	**Vibrant Economic Climate**	☐	**Quality Programs & Amenities**
☒	**Engaged Community**	☐	**Healthy Workforce**

☐	Supportive Technology	☐	Collaborative Regional Partner

ORDINANCE NO. 1887
SERIES 2024

AN ORDINANCE AMENDING TITLE 17 OF THE LOUISVILLE MUNICIPAL CODE CONCERNING THE REGULATION OF NATURAL MEDICINE BUSINESSES IN THE CITY OF LOUISVILLE AND AMENDING TITLE 9 TO ESTABLISH PENALTIES FOR UNLAWFUL USE AND CULTIVATION OF NATURAL MEDICINE

WHEREAS, the City of Louisville (the "City"), is a Colorado home rule municipal corporation duly organized and existing under laws of the State of Colorado and the City of Louisville Home Rule Charter (the "City Charter"); and

WHEREAS, the People of the State of Colorado approved the citizens' initiative known as "Proposition 122: Access to Natural Psychedelic Substances," which is codified in Colo. Rev. Stat. § 12-170-101, et seq. (the "Enabling Act") in November 2022; and

WHEREAS, the Enabling Act decriminalizes the personal possession, growing, sharing, and use, but not the sale, of natural psychedelic mushrooms (psilocybin and psilocin) and plant-based psychedelic substances (dimethyltryptamine, ibogaine, and mescaline), hereby referred to as Natural Medicine; and

WHEREAS, the Enabling Act allows for the supervised use of psychedelic mushrooms by individuals aged 21 and over at licensed facilities; and

WHEREAS, the Enabling Act allows for the cultivation, product manufacture, and testing of Natural Medicine at licensed facilities; and

WHEREAS, the State Legislature enacted Senate Bill 23-290, which is codified in Colo. Rev. Stat. § 44-50-101, et seq. (the "Regulatory Act"), which establishes licensing requirements and regulations for Natural Medicine businesses, including healing centers, cultivation facilities, and products manufacturers; and

WHEREAS, the Regulatory Act prohibits local governments from banning Natural Medicine businesses within their boundaries, but allows them to adopt and enact ordinances governing the time, place, and manner of the operation of licensed businesses and further allows them to vary the distance restrictions imposed by the Regulatory Act; and

WHEREAS, after a duly noticed public hearing held _____, where evidence and testimony were entered into the record, including the Louisville Planning Commission Staff Report dated _____, the Louisville Planning Commission has recommended the City Council adopt the amendments to the LMC set forth in this ordinance;

WHEREAS, City Council has provided notice of a public hearing on said ordinance by publication as provided by law and held a public hearing as provided in said notice; and

WHEREAS, City Council desires to enact this ordinance to regulate the time, place, and manner of the operation of licensed Natural Medicine businesses by identifying the appropriate zoning districts in which Natural Medicine businesses may operate, by modifying the manner in which the distance restrictions under the Regulatory Act are computed, and by regulating the hours of operation for Natural Medicine businesses; and

WHEREAS, the City Council further desires to establish penalties for offenses relating to unlawful use and cultivation of natural medicine.

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

Section 1. Louisville Municipal Code Chapter 17.08 (Definitions) is hereby amended by the addition of a new Section 17.08.338 and definitions as follows:

Sec. 17.08.338. – Natural medicine.

A. *Natural medicine* means psilocybin or psilocyn and other substances described in the Regulatory Act as "natural medicine."
B. *Natural medicine business* includes a natural medicine healing center, a natural medicine cultivation facility, a natural medicine products manufacturer, or a natural medicine testing facility, or another licensed entity created by the state licensing authority.
C. *Natural medicine cultivation facility* means a facility engaged in the cultivation of natural medicine.
D. *Natural medicine healing center* means a facility licensed by the state licensing authority that permits a facilitator to provide and supervise natural medicine services for a participant.
E. *Natural medicine products manufacturer* means a facility engaged in the manufacturing of natural medicine products.
F. *Natural medicine testing facility* means a facility engaged in the testing of and research on natural medicine and natural medicine products.
G. *Regulatory Act* means the Colorado Natural Medicine Code, as codified in Colo. Rev. Stat. § 44-50-101, et seq., as amended.

In addition to the foregoing definitions, other terms used in this title shall have the meanings ascribed to them in the Regulatory Act.

Section 2. Louisville Municipal Code Section 17.12.030 is hereby amended as follows (words to be added are underlined):

Sec. 17.12.030 – Use groups.

Use Groups		Districts																	
		A	A-O	B-O	A-OT	R-RR	SF-R	SF-E	RR-ERL	SF-LD SF-MD SF-HD	R-M	R-H	C-N	C-C	C-B	I	PCZD	MU-R	OS
								*	*	*									
62	Natural medicine healing center	No	Yes	Yes		No	No	No	No	No	No	No	R	Yes	Yes	R			No
63	Natural medicine cultivation facility	No	No	No		No	No	No	No	No	No	No	No	No	No	Yes			No
64	Natural medicine products manufacturer	No	No	No		No	No	No	No	No	No	No	No	No	No	Yes			No
65	Natural medicine testing facility	No	No	No		No	No	No	No	No	No	No	No	No	No	Yes			No

Section 3. Louisville Municipal Code Section 17.13.020 in Chapter 17.13 (Administrative office-transition zone district) is hereby amended as follows (words to be added are underlined):

Sec. 17.13.020 – Use groups

No land shall be used or occupied and no structure shall be designed, erected, altered, used, or occupied, except for one or more of the following uses by right, provided that a use by right may be accompanied by lawful accessory uses and buildings:

A. Professional and business offices;
B. Medical and dental offices and clinics;
C. Studios for professional work or teaching (instruction limited to no more than ten students) of any form of fine arts, photography, music, drama, dance but not including a commercial gymnasium.
D. Natural medicine healing center

Section 4. Louisville Municipal Code Section 17.14.050, Table 1 in Chapter 17.14 (Mixed use zone districts) is hereby amended as follows (words to be added are underlined):

Sec. 17.14.050 – Permitted uses and district specific regulations

* * *

TABLE 1: PRINCIPAL USES ALLOWED IN THE MIXED USE ZONE DISTRICTS		
Yes = Permitted By-Right	No = Not Permitted	
R = Permitted Subject to Special Review		
PRINCIPAL USES	CC	MU-R

* * *

Office Use Group		
Financial institutions—No drive through facility	Yes	Yes
Financial institutions with drive-through facility per CDDSG Section 2.1.2	Yes	No
General research facilities	No	No
Medical and dental clinics	Yes	Yes
Professional and businesses offices	Yes	Yes
Research and development	No	No
Small animal clinics (fully enclosed)	Yes	No
Natural medicine healing center	Yes	Yes

Section 5. Louisville Municipal Code Section 17.16.040 in Chapter 17.16 (General regulations) is hereby amended as follows (words to be added are underlined):

Sec. 17.16.040 – Home occupations

Home occupations shall be allowed as a permitted accessory use governed by the following regulations:

* * *

H. The following uses, because of their tendency to go beyond the limits permitted for home occupations and thereby impair the use and value of the residential area, shall not be permitted as home occupations: auto repair or motorized implement repair; dance, music or other types of instruction (if more than four students being instructed at one time); dental offices; medical offices; natural medicine businesses; medical marijuana businesses; medical marijuana optional premises cultivation operations; retail marijuana establishments; retail marijuana cultivation facilities; the painting of vehicles, trailers or boats; private schools with organized classes; radio and television repair; barber and/or beauty shop; welding shops; nursing homes; massage therapy by a massage therapist; sexually oriented businesses; and, irrespective of whether the use may be categorized as a sexually oriented business, any retail or wholesale sales to consumers upon the premises of any types of materials specified in this title which describe or depict specified sexual activities or specified anatomical areas.

Section 6. Louisville Municipal Code Chapter 17.16 (General regulations) is hereby amended by the addition of a new Section 17.16.340 as follows:

Sec. 17.16.340 – Natural medicine businesses

A. *Purpose.* The Colorado Natural Medicine Code, as codified in the Regulatory Act, specifically authorizes the governing body of a municipality to enact an ordinance to regulate the time, place, and manner of the operation of natural medicine businesses.

B. *Distance from schools.* No natural medicine business may be located within one thousand (1,000) feet of a child care center; preschool, elementary, middle, junior, or high school; or a residential child care facility. The distance shall be determined by a direct measurement from the nearest property line of the land used for a school or for child care to the nearest property line of the site containing the natural medicine business.

C. *Hours of operation.* The provision of natural medicine services at a natural medicine healing center shall only occur between the hours of 8:00am and 10:00pm.

Section 7. Louisville Municipal Code Title 9 (Public Peace and Welfare) is hereby amended by the addition of a new Chapter 9.42 as follows:

Chapter 9.42
Offenses Relating to Natural Medicine

Sec. 9.42.010. Definitions.

Natural medicine means dimethyltryptamine, mescaline, ibogaine, psilocybin, or psilocyn, or any other substance listed in Colo. Rev. Stat. § 18-18-434, as amended.

Natural medicine product means a product infused with natural medicine that is intended for consumption.

In addition to the foregoing definitions, other terms used in this chapter shall have the meanings ascribed to them in Colo. Rev. Stat. § 18-18-434, as amended.

Sec. 9.42.020. Underage possession of natural medicine.

(a) It is unlawful for a person under the age of twenty-one (21) to knowingly possess or consume natural medicine or a natural medicine product.

(b) A person convicted of violating this section shall be punished by a fine of not more than one hundred dollars ($100) or not more than four (4) hours of substance abuse education or counseling; except that a second or subsequent conviction is subject to a fine of not more than two hundred dollars ($200), not more than four (4) hours of substance use education or counseling, and not more than twenty-four (24) hours of useful public service.

Sec. 9.42.030. Unlawful display or consumption of natural medicine.

(a) It is unlawful for a person to openly and publicly display or consume natural medicine or a natural medicine product.

(b) A person convicted of violating this section shall be punished by a fine of not more than one hundred dollars ($100) and not more than twenty-four (24) hours of useful public service.

Sec. 9.42.040. Unlawful cultivation of natural medicine.

(a) It is unlawful for a person to knowingly cultivate natural medicine that cumulatively exceeds an area of more than twelve (12) feet wide by twelve (12) feet long in one or more cultivation areas on private property, or for a person who owns, occupies, or controls private property to knowingly allow such cultivation.

(b) Except as provided in subsection (c), it is unlawful for any person to knowingly cultivate natural medicine on private property outside of an enclosed or locked space, or for any person who owns, occupies, or controls private property to knowingly allow such cultivation.

(c) It shall not be a violation of subsection (b), if the person cultivating the natural medicine is twenty-one (21) years of age or older, if the cultivation area is located in a dwelling on private property, and:

(1) If a person under the age of twenty-one (21) lives at the dwelling, the cultivation area itself is enclosed and locked; or

(2) If no person under the age of twenty-one (21) lives at the dwelling, the external locks on the dwelling constitute an enclosed and locked space, but if a person under the age of twenty-one (21) enters the dwelling, the person cultivating the natural medicine shall ensure that access to the cultivation area is reasonably restricted while the person under the age of twenty-one (21) is present on the private property.

(d) A person convicted of violating subsection (a) or (b) shall be punished by a fine of not more than one thousand dollars ($1,000).

Section 8. If any portion of this ordinance is held to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each part hereof irrespective of the fact that any one part be declared invalid.

Section 9. The repeal or modification of any provision of the Municipal Code of the City of Louisville by this ordinance shall not release, extinguish, alter, modify, or change in whole or in part any penalty, forfeiture, or liability, either civil or criminal, which shall have been incurred under such provision, and each provision shall be treated and held as still

remaining in force for the purpose of sustaining any and all proper actions, suits, proceedings, and prosecutions for the enforcement of the penalty, forfeiture, or liability, as well as for the purpose of sustaining any judgment, decree, or order which can or may be rendered, entered, or made in such actions, suits, proceedings, or prosecutions.

Section 10. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

INTRODUCED, READ, PASSED ON FIRST READING AND ORDERED PUBLISHED this __ day of _____, 2024.

_____
Christopher M. Leh, Mayor

ATTEST:

_____
Genny Kline, Interim City Clerk

APPROVED AS TO FORM:

_____
Kelly PC, City Attorney

PASSED AND ADOPTED ON SECOND AND FINAL READING, this __ day of _____, 2024.

_____
Christopher M. Leh, Mayor

ATTEST:

_____
Genny Kline, Interim City Clerk

RESOLUTION NO. 11
SERIES 2024

A RESOLUTION RECOMMENDING APPROVAL OF AN ORDINANCE AMENDING THE LOUISVILLE MUNICIPAL CODE TO ALLOW AND REGULATE NATURAL MEDICINE BUSINESSES

WHEREAS, the City of Louisville (the "City"), is a Colorado home rule municipal corporation duly organized and existing under laws of the State of Colorado and the City of Louisville Home Rule Charter (the "City Charter");

WHEREAS, the People of the State of Colorado approved the citizens' initiative known as "Proposition 122: Access to Natural Psychedelic Substances," which is codified in Colo. Rev. Stat. § 12-170-101, et seq. (the "Enabling Act") in November 2022;

WHEREAS, the Enabling Act decriminalizes the personal possession, growing, sharing, and use, but not the sale, of natural psychedelic mushrooms (psilocybin and psilocin) and plant-based psychedelic substances (dimethyltryptamine, ibogaine, and mescaline), hereby referred to as Natural Medicine;

WHEREAS, the Enabling Act allows for the supervised use of psychedelic mushrooms by individuals aged 21 and over at licensed facilities;

WHEREAS, the Enabling Act allows for the cultivation, product manufacture, and testing of Natural Medicine at licensed facilities;

WHEREAS, the State Legislature enacted Senate Bill 23-290, which is codified in Colo. Rev. Stat. § 44-50-101, et seq. (the "Regulatory Act"), which establishes licensing requirements and regulations for Natural Medicine businesses, including healing centers, cultivation facilities, and products manufacturers;

WHEREAS, the Regulatory Act prohibits local governments from banning Natural Medicine businesses within their boundaries, but allows them to adopt and enact ordinances governing the time, place, and manner of the operation of licensed businesses and further allows them to vary the distance restrictions imposed by the Regulatory Act;

NOW THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Louisville, Colorado does hereby recommend approval of an ordinance amending Louisville Municipal Code to allow and regulate Natural Medicine Businesses

PASSED AND ADOPTED this 10th day of October, 2024.

By: _____
Steve Brauneis, Chair
Planning Commission

Attest: _____
Jeffrey Moline, Secretary
Planning Commission

COLORADO
Department of Revenue

SB23-290 Natural Medicine Regulation & Legalization

***NOTICE**: This document reflects a summary and outline of SB23-290 prepared by the Department of Revenue and is for informational purposes only. The content herein should not be relied upon or construed as legal advice and does not represent the interpretation of any other agency.*

I. BACKGROUND - PROPOSITION 122

A. In November 2022 Colorado voted to pass Proposition 122, the Natural Medicine Health Act, which (a) directed the establishment of a regulatory program for access to natural medicine; and (b) decriminalized personal use for adults

B. Assigned the Department of Regulatory Agencies (DORA) with all regulatory responsibilities, including establishment of the Natural Medicine Advisory Board

II. SB23-290 REGULATORY PROGRAM

A. **DORA** maintains the role of licensing and regulating Facilitators (persons licensed to provide natural medicine and related services). SB290 also maintained and added the following duties for DORA:

1. Natural Medicine Advisory Board
2. Federally Recognized Tribes & Indigenous Community Work Group
3. Annual Reporting (in coordination with DOR)

B. **The Department of Revenue (DOR)** is responsible for licensing and regulating healing centers, cultivations, manufacturers, and testing facilities under a new Natural Medicine Division and assigned the following duties to DOR:

1. Testing and certification program (in coordination with CDPHE)
2. Data collection (**LE incidents, adverse health events, healthcare system impacts, consumer protection claims, behavioral health impacts**)
3. Public education campaigns
4. Training materials for first and multi-responders
5. Annual Reporting (in coordination with DORA)

C. **Natural Medicine** defined to include only Psilocybin & Psilocyn initially

III. SB23-290 PERSONAL USE PROVISIONS

A. **Natural Medicine** defined to include Psilocybin, Psilocyn, Ibogaine, Mescaline, and Dimethyltryptamine (DMT)

B. **Personal Cultivation**: Not more than 12x12 feet (can be non-contiguous) on Private Property (defined) in enclosed & locked space

1. Local authority to exceed the space limit

C. **Personal Possession & Use**: No personal possession limit

1. May share with an adult (21+) in context of counseling, spiritual guidance, community-based use, supported use, or related services
2. No Remuneration (except allowed for bona fide harm reduction or support services used concurrently with sharing, subject to the following:
   a) No advertisement related to sharing or services
   b) Person sharing must inform if not a licensed Facilitator
3. No manufacturing with Inherently Dangerous Substances (defined)
4. No open and public display or consumption
5. Personal testing by unlicensed labs allowed, subject to requirements
6. Establishes offenses for violations

SB23-290 NATURAL MEDICINE REGULATION & LEGALIZATION

Detailed Bill Outline

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Natural Medicine Regulation & Legalization

SB23-290

Summary Based on - 4.24.23 Version of Bill

Department of Regulatory Agencies (DORA)

DORA Natural Medicine Health Act Homepage

SECTION 1	12-170-102. Legislative Declaration.

Declares intent and directs state agencies to honor and respect federally recognized tribes and indigenous people in order to prevent natural medicine being overly commodified / commercialized / misappropriated / exploited. Directs agencies to consider potential for direct and indirect harm.

SECTION 2	12-170-103. Applicability of Common Provisions.

Applies Title 12, Art. 1 (General Provisions) & Art. 20 (Div. of Professions & Occupations) to Article 170.

SECTION 3	12-170-104. Definitions. (P. 3-6)

Defines: Administration Session; Board; Director; Division; Facilitation; Facilitator; Federally Recognized American Tribe; Healing Center; Health-Care Facility; Integration Session; Local Jurisdiction; Natural Medicine; Natural Medicine Product; Natural Medicine Services; Participant; Preparation Session; Regulated Natural Medicine; Regulated Natural Medicine Product; Remuneration; State Licensing Authority.

Summary Definition - Natural Medicine:

(12)(a) (I) **Psilocybin**; or (II) **Psilocyn**
(12)(b)(II) **Ibogaine** (if recommended by the Board & agency approved);
(12)(b) ON OR AFTER JUNE 2026 (if recommended by the Board & agency approved):
(I) **Dimethyltryptamine** (DMT)
(III) **Mescaline** [does NOT include Peyote, meaning all parts of the plant classified botanically as Lophophora Williamsii Lemaire, whether growing or not; its seed; any extract from any part of plant, and every compound, salt, derivative, mixture, or preparation of the plant, or its seed or extracts]

(12)(c): Natural Medicine **DOES NOT MEAN** a synthetic or synthetic analog of the substances, including a derivative of a naturally occurring compound of natural medicine that is produced using chemical synthetic, chemical modification, or chemical conversion.

SECTION 4	12-170-105. DORA - Director Powers & Duties - Rules (P. 6-10)

(1)(a)(I) Rules for safe provision of regulated natural medicine and services, including:

(A) Parameters for a preparation, administration, and integration session;
(B) Health and safety warnings required before each session;
(C) Educational materials that must be provided before each session;
(D) A form a participant, facilitator, and authorized representative of the Healing Center must sign (establishes minimum requirements regarding health information, drug contraindications, participant expectations, parameters for physical contact, and risks of participation);
(E) Proper supervision during the administration session and requirements for a discharge plan or safe transportation;

(F) Provisions for group administration sessions;
(G) Provisions to refuse services based on health and safety risks;
(H) Dosage limits for administration sessions.

(1)(a)(II) Requirements for Facilitator licensing, practice and professional conduct, including:

(A) Form and procedures for license applications;
(B) Educational and experiential requirements and qualifications (including education and training on participant safety, drug interactions, contraindications, mental health and state, physical health and state, social and cultural considerations, preparation, administration, integration, and ethics). Must not require a separate professional license or degree (unless multiple tiers)
(C) Oversight/supervision requirements, including continuing education
(D) Professional standards of conduct
(E) Parameters for physical contact, including informed consent for physical contact
(F) Permitting remuneration for provision of natural medicine services
(G) Group administration sessions and participant limits
(H) Record-keeping, privacy, confidentiality (and exemptions)
(I) Parameters for permissible and prohibited financial interests in a license
Financial Interest Restriction: A **Facilitator** cannot have a financial interest in more than five (5) NM business licenses.
(J) Parameters for other authorized locations, including a health-care facility or private residence.
(K) Standards for advertising and marketing, including to avoid misappropriation and exploitation of tribes and indigenous people, avoiding excessive commercialization, and targeting underage.

(1)(a)(III)-(V) Other Rules:

(III) Rules necessary to differentiate between types of regulated natural medicine provided during an administration session based on qualities, traditional uses, and safety profile
(IV)-(V) Other matters determined necessary to implement/administer

SECTION 4 (Continued)	**12-170-105. DORA - Director Powers & Duties (P. 10-12)**

(1)(b)-(k) DORA Duties Include:

(1)(b) December 31, 2024 - DORA begins accepting applications/granting licenses
Prioritization of Applications: Shall prioritize review of applications from CO residents
(c) Establish licenses, registrations, etc.
(d) Establish, when financially feasible, procedures, policies, and programs to ensure rules are equitable and inclusive (for which the Director may consult the Board)
(e) Conduct investigations and hearings, gather evidence, and pursue disciplinary actions
(f) Take disciplinary action or limit scope of practice upon proof of violation
(g) Cease-and-desist orders pursuant to Section 405
(h) Petition a district court for an investigative subpoena or injunction under certain circumstances
(i) Maintain an **ONLINE PUBLIC LIST** of licensees, registrants, etc, including whether the person had its credentials limited, suspended, or revoked
(j) Publish an **ANNUAL REPORT** on the implementation/administration (in coordination with DOR)
(k) Perform other functions and duties necessary to administer

Other Requirements & Limitations:

(2) Director shall consult the Board when considering/promulgating rules
(3) Authority to collect available and relevant data
(4) Regulators prohibited from pecuniary gain from licensees for 6 months after employment

SECTION 5	12-170-106. DORA - Natural Medicine Advisory Board

Creates Natural Medicine Advisory Board (2 and 4 year terms), Pg. 13

At expiration of term, the Governor shall appoint members, without consent of the Senate (4 year term). May serve up to 2 consecutive terms. Can be removed for misconduct, incompetence, neglect of duty, unprofessional conduct.

Board Recommendation Subjects, Pg. 14-15:

- Accurate public health approaches regarding use, benefits, harms, and risk reduction
- Content and scope of educational campaigns
- Research related to the efficacy and regulation, including product safety, harm reduction, and cultural responsibility
- Facilitator Requirements - Proper content of training programs, educational and experiential requirements, and qualifications. When making recommendations, the Board may consider: (I) Tiered facilitator licensing; (II) Limited waivers of education and training requirements based on experience, training, skills; (III) Removal of unreasonable or logistical barriers
- Affordable, equitable, ethical, and culturally responsible access to NM (may consider recommendations on ways to reduce costs of licensure, incentives for reduced costs for services, and incentives for services in geographic and culturally diverse regions)
- Regulatory considerations for each type of NM and each type of session
- Addition of other types of NM, based on medical, psychological, and scientific studies, research, and other information related to safety and efficacy - Shall prioritize consideration of Ibogaine
- All rules to be promulgated by DORA & DOR
- Requirements for accurate and complete data collection, reporting, and publication

Other Board Duties, Pg. 15:

- Shall, on an ongoing basis:
  - Review and evaluate existing and current research, studies, and real-world data related to NM and make recommendations to the GA and agencies regarding coverage under health first Colorado or other insurance programs for various mental health conditions
  - Review and evaluate sustainability issues and impacts on tribal and indigenous cultures and documenting existing reciprocity efforts and continuing support measures needed
- Board shall publish an **ANNUAL REPORT** describing activities

SECTION 6	12-170-107. American Tribes & Indigenous Working Group (P. 16)

Federally Recognized American Tribes & Indigenous Community Working Group

- To avoid misappropriation, exploitation, excessive commercialization, conservation issues (including potential for further depletion of peyote due to it being a source of mescaline), best practices, and open communication to avoid unnecessary burdens.
- Shall advise the Board and DORA on findings and recommendations
- Encourages DORA To engage with those who have significant experience with traditional use

SECTION 7	12-170-108. License - Unauthorized Practice - Disclosures (P. 17)

Facilitator License Requirements & Restrictions

- Shall not engage in Facilitation or represent self as a Facilitator without a license
- Shall conspicuously display license in Healing Center, including info on how to file a complaint
- Shall provide specific information in writing prior to each session (P. 18)
  - Name, address, and phone # of the licensee;
  - Explanation of regulations applicable to the licensee;
  - Listing of training, educational and experiential requirements and qualifications satisfied

to obtain a license
    - Statement indicating the participant is entitled to receive information about services, may terminate services and may terminate informed consent for physical contact at any time
- ➢ Nothing prohibits a person from performing a bona fide religious, culturally traditional, or spiritual ceremony, but must inform that they are not a licensed facilitator and so long as the ceremony is not associated with commercial, business, or for-profit activity

SECTION 8	12-170-109. Grounds for Discipline (P. 19)

DORA Permissive Authority to Take Disciplinary or Other Action Upon Proof of Following:

- ➢ Violation of this Article 170 or rules, Article 20, or any valid order of DORA
- ➢ Convicted of or entered plea of nolo contendere to a felony
- ➢ Misstatement of an application or fraud, deception, or misrepresentation
- ➢ Act or omission necessary to meet generally accepted professional standards of conduct
- ➢ Excessive or habitual use or abuse of alcohol or controlled substances
- ➢ Guilty of unprofessional or dishonest conduct
- ➢ Advertising by means of false or deceptive statement
- ➢ Failure to display license as required
- ➢ Guilty of willful misrepresentation
- ➢ Failure to disclose within 45 days a conviction for a felony or any crime related to practice
- ➢ Aids/abets unlicensed practice of facilitation
- ➢ Fails to timely respond to a complaint end by the Director (DORA) pursuant to 12-170-110

SECTION 9	12-170-110. Disciplinary Proceedings (P. 20)

Establishes bases and process for disciplinary proceedings, including hearings and judicial review

SECTION 10	12-170-111. Fees - Cash Fund (P. 21)

Establishes a cash fund. Shall set and adjust fees so revenue approximates the direct and indirect costs of the program. Fees shall not exceed the amount necessary to administer the Article.

SECTIONS 11 & 14	12-170-112 & 115. Local Jurisdiction (P.21) / Preemption (P.23)

Consistent with Prop 122, local governments cannot prohibit Facilitation of NM Services and can not adopt ordinances/regulations that are unreasonable or in conflict with Article 170.

SECTION 12	12-170-113. Protections (P. 22)

Protections Include:

(1)(a) Licensed activity and allowing use of property for licensed activity are not an offense under state or local law; are not subject to civil fine or sanction; are not a basis for detention, search, or arrest; and are not a basis to deny any right or seize or forfeit assets.
(b) Contracts enforceable (federal prohibition does not render a contract unenforceable)
(c) Mental health care, substance use services, or behavioral health services covered under the CO Medical Assistance Act, Title 25.5, Articles 4-6, cannot be denied on the basis of federal prohibition of NM. However, Insurance providers are not required to cover the cost of NM.
(d) Nothing prevents the Director from enforcing rules or limits state or local LE to investigate unlawful activity in relation to a licensee.
(2) Professional or occupational license not subject to professional discipline on the basis of federal prohibition, but this does not authorize conduct that violates standards of care or scope of practice.

SECTIONS 13-16	12-170-114 - 12-170-117. Construction & Repeal (P. 23)

- **Section 13. 12-170-114. Liberal Construction** - Article 170 must be liberally construed
- **Section 15. 12-170-116. Self-Executing, Severability, Conflicting Provisions** - Provisions are self-executing except as specified and supersede conflicting state and local provisions
- **Section 16. 12-170-117. Repeal & Review** - Article 170 subject to review prior to repeal 9/1/2032

SECTION 17	12-20-407. Unauthorized Practice

Class 2 Misdemeanor if a person practices or offers or attempts to practice/engage in Facilitation

Department of Revenue (DOR) - DOR Website
&
Department of Public Health & Environment (CDPHE) - CDPHE Website

SECTION 18	24-1-117. Department of Revenue - New Division (P. 24)

Creates the DOR Natural Medicine Division, a type 2 entity (as defined in 24-1-105)

SECTION 19	24-34-104. Review for Repeal or Continuation (P. 25)

September 1, 2032 - Scheduled repeal of Article 170 of Title 12 and Article 50 of Title 44

SECTION 20	25-1.5-120. CDPHE - Testing and Standards - Rules (P. 25)

CDPHE authority to establish (in coordination with DOR) rules for testing and certification. 44-50-203 also gives permissive authority for DOR to allow for personal use testing.

Minimum testing rules must include:

- Testing standards and certification requirements
- Independent testing and certification program within a timeline established by the DOR, to ensure products do not contain contaminants injurious to health and ensure correct labeling
- Quarantine and notification procedures if results indicate substances deemed injurious;
- Ensure testing verifies concentration representations and homogeneity for labeling;
- Acceptable variance for concentration and procedures to address misrepresentations; and
- Protocols and frequency of testing.

SECTION 21	PART 1: NEW ARTICLE 50 - CO Natural Medicine Code (P. 26)

Establishes Article 50 in Title 44 - The Colorado Natural Medicine Code, 44-50-101 - 102

SECTION 21	PART 1: 44-50-103. Definitions (P. 27)

44-50-103. Definitions: Consistent with Title 12 (underlined terms are new)

Administration Session; Board; Director; Division; Facilitator; Healing Center; Health-Care Facility; Integration Session; License; Licensed Premises; Licensee; Local Jurisdiction; Natural Medicine; Natural Medicine Business; Natural Medicine Product; Natural Medicine Services; Participant; Person; Preparation Session; Principle File, Regulated Natural Medicine; Regulated Natural Medicine Product; Remuneration; State Licensing Authority; Transfer

SECTION 21	PART 1: 44-50-104. Applicability (P. 32)

Application Procedures

- Requires SLA to prioritize review of applications from Colorado residents
- Application & License fees are credited to the Regulated Natural Medicine Cash Fund

Employer, School, Hospital, Detention Facility, Related Protections

- Employers are not required to permit or accommodate NM use, consumption, possession, etc., or impairment in the workplace
- Employers may have policies restricting use or impairment in the workplace
- An employer, school, hospital, detention facility, corporation, or other entity that occupies, owns, or controls property can prohibit/regulate NM activities on such property

Local Jurisdiction Authority & Limitations

- May enact ordinances/regulations governing time, place, manner of operation of licenses
- May NOT prohibit:
  - Establishment or operation of licenses
  - Transportation of NM on public roads by licensed persons
- May NOT adopt ordinances/regulations that are unreasonable or in conflict

SECTION 21	PART 2: 44-50-201. State Licensing Authority (P. 33)

Establishes the DOR Executive Director as the State Licensing Authority (can delegate to NM Division Director), who may employ Department officers and employees as necessary.

SECTION 21	PART 2: 44-50-202. Powers & Duties of SLA (P. 33)

Licensing & Enforcement: PP. 33-34

- December 31, 2024 - DOR begins accepting applications/granting licenses
- Authority to suspend, fine, restrict, revoke licenses (active, expired, or surrendered)
- Conduct investigations and hearings, gather evidence, and pursue disciplinary actions
- Petition a district court for an investigative subpoena to unlicensed persons after reasonable efforts to obtain requested documents/information
- Petition a court to temporarily restrain or enjoin action of an unlicensed person when the NM Division director finds sufficient evidence that the person has or is committing a prohibited act and such act (A) threatens public health or safety; or (B) constitutes an unlawful act
- Hearing procedures and authority
- Develop forms, licenses, ID cards, and applications

Reporting, Public Education & Training: PP. 34-36

- In coordination with DORA, publish an **ANNUAL REPORT** on the implementation/administration (must not include information that could disclose the identity of a participant)
  - **DATA COLLECTION REQUIREMENT** (to include in annual report): In coordination with other agencies, the SLA shall request data concerning LE incidences / adverse health events / impacts to health care systems / consumer protection claims / and behavioral health impacts
- Develop and promote **PUBLIC EDUCATION CAMPAIGNS** (including public service announcements, educational materials, and crisis response materials
- Develop and promote **TRAINING MATERIALS** for first responders and multi-responders (LE, emergency medical providers, social service providers, fire fighters)

Other Duties & Limitations: PP. 35-36

- SLA cannot fix prices for regulated NM
- Nothing requires LE ability to investigate unlawful activity related to a licensee
- LE has authority to run a criminal history record check during an investigation of unlawful activity

➢ Establish, when financially feasible, procedures, policies, and programs to ensure rules are equitable and inclusive (for which the SLA may consult the Board)

SECTION 21	PART 2: 44-50-203. Rulemaking Authority (P. 37)

DOR MANDATORY RULEMAKING

General Licensing:

- ➢ Licensing procedures & requirements (for issuance, denial, renewal, reinstatement, modification, suspension, and revocation)
- ➢ Oversight requirements for licensees
- ➢ A schedule of application, licensing, and renewal fees

Qualifications and eligibility requirements for licensure

- ➢ Tax Compliance: Eligibility includes requirements for timely payment of state taxes, timely filing of returns, and timely curing of tax deficiencies. Authorizes the DOR to have access to licensing information to ensure compliance.

Permitted and prohibited financial interests:

- ➢ A Person cannot have a financial interest in more than five (5) NM business licenses

Testing Program: DOR rules in coordination with CDPHE

- ➢ Establishment of a natural medicine independent testing and certification program.
- ➢ At a minimum, to ensure product does not contain contaminants injurious to health and to ensure correct labeling
- ➢ Certification requirements and requirements that results cannot be used unless the lab is certified
- ➢ Testing procedures and frequency
- ➢ Whether to allow unlicensed persons to request/utilize testing services of regulated labs
- ➢ Definitions, permissions, and prohibitions concerning conflicts of interest
- ➢ Procedures and requirements necessary for coordination with CDPHE duties

Regulation of Licensed Premises:

- ➢ Co-location of a Healing Center with another Healing Center or Health-Care Facility

Transportation Requirements:

- ➢ Security requirements
- ➢ Vehicle requirements, including surveillance
- ➢ Limits on amounts that may be carried in a vehicle
- ➢ Record keeping
- ➢ Transport manifest

Production Management

- ➢ Limits on the amount of NM allowed for production by licensees based on metrics
- ➢ Shall consider total current and anticipated demand

Record Keeping

- ➢ Records licensees are required to maintain and make available for inspection by the SLA

Other

- ➢ Requirements to prevent diversion
- ➢ Requirements to prevent underage access
- ➢ Permitted and prohibited transfers of NM between licensees
- ➢ Standards for advertising/marketing (including avoiding misappropriation and exploitation of tribes and indigenous people / avoiding excessive commercialization)

DOR PERMISSIVE RULEMAKING (P. 40)

- Establishment of licenses
- Principle file process
- Product requirements and restrictions
- Packaging and labeling requirements, including warning labels, serving and per-package serving amounts; and concentration of product
- Security and surveillance, among other minimum procedures for internal control
- Reporting requirements for changes
- Health and safety standards and sanitary requirements
- Waste handling/disposal
- Storage and transportation
- Inventory tracking/management
- Procedures for disciplinary actions
- Penalties schedule
- Specifications of duties of officers/employees of SLA
- Guidance for law enforcement
- Inspections and investigations (including searches, seizures, forfeitures, embargo, quarantine, recalls, and such additional activities as may become necessary)
- Prohibition on misrepresentation and unfair practices
- Other matters as necessary

Other Requirements & Limitations (P. 43)

- Shall consult the advisory board when considering and promulgating rules
- May establish procedures for conditional issuance of an employee license and ID at time of application (remains subject to denial pending results of criminal history check)
- Fingerprint requirements - by local LE agency or third party approved by CBI (requirement for SLA to send fingerprints to CBI for processing)

SECTION 21	PART 2: 44-50-204. Confidentiality (P. 43)

Gives similar protections and exemptions as in the Marijuana Code. Certain licensee information must be maintained as confidential (e.g. financial records, security plans) with limited exceptions

SECTION 21	PART 3: 44-50-301. Classes of Licenses (P. 44)

- Creates licenses issued by DOR: Healing Center, Cultivation, Manufacturer, Testing Facility, Occupational license (with authority to establish other licenses as necessary for implementation)
- Authorizes a state chartered bank or credit union to loan money to licensees
- Prohibits operation of a license at the same location as a license or permit issued under Articles 3, 4, 5, or 10 of Art. 44 (alcohol, fermented malt beverages, special event liquor permits; marijuana)

SECTION 21	PART 3: 44-50-302. Application & Distance Restrictions (P. 45)

- Distance restrictions, including within 1,000 feet of a child care center, preschool, elementary, middle, junior, or high school, or residential child care facility or if not permitted by local zoning.
- Local jurisdictions may vary the distance restrictions or may eliminate facilities from restrictions.
- Application approval requires the applicant to demonstrate it is or will be entitled to possession of premises via lease, rental agreement, ownership, or other arrangement.

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SECTION 21	PART 4: 44-50-401. Healing Center (P. 47)

General Requirements & Restrictions

- License may be issued only to a person that employs or contracts with a Facilitator
- May transfer regulated NM to another HC
- Prior to initiating NM Services, a Facilitator shall verify the Participant is 21+
- Shall comply with all provisions of Article 34, Title24, as related to persons with disabilities

Additional Rulemaking Authority

- Shall not transfer more than amount permitted by rule in a single Administration Session
- SLA may establish exemptions to the above administration limitations and may establish record-keeping requirements for HCs pursuant to any such exemption

SECTION 21	PART 4: 44-50-402. Cultivation Facility (P. 48)

Transfer Allowances/Restrictions

- License may be issued only to a person who cultivates regulated NM for transfer and distribution to NM healing centers, manufacturers, or other cultivations

Activities Restricted on Premises

- NM cannot be consumed on the premises unless co-located with HC premises

SECTION 21	PART 4: 44-50-403. Product Manufacturer (P. 48)

General Requirements & Restrictions

- License may be issued only to a person who manufactures regulated NM products
- Licensee shall NOT:
  - Add regulated NM to a food product that holds a trademark, unless it's used only as a component or as part of the recipe and only if the licensee does not state or advertise to the consumer that the final product contains a trademarked product
  - Intentionally or knowingly label or package in a manner that would cause reasonable confusion as to whether the product was trademarked
  - Label or package in a manner that violates federal trademark law/regs

Activities Restricted on Premises

- NM cannot be consumed on premises unless co-located with HC premises

SECTION 21	PART 4: 44-50-404. Testing Facility (P. 49)

General Requirements & Restrictions

- License may be issued only to a person who performs testing and research on NM
- Testing is a matter of statewide concern
- A testing licensee cannot have an interest in another NM business license

Additional Rulemaking Authority

- Acceptable testing and research practices, including but not limited to:
  - Standards
  - Quality control analysis
  - Equipment certification and calibration
  - Identification of chemicals and other substances used in bona fide research methods
  - Whether to allow persons 21+ to request and use testing services for personal use

SECTION 21	PART 5: 44-50-501. Unlawful Acts (P. 50)

- ➢ Knowingly transfer to person under 21
- ➢ Knowingly adulterate or alter test samples (or attempt to do so)

SECTION 21	PART 6: 44-50-601 - 602. Fees (P. 50)

Establishes the Regulated Natural Medicine Division Cash Fund

- ➢ Fees must cover direct and indirect costs of agency operations to implement and administer
- ➢ May charge for the cost of each fingerprint analysis and background investigation to qualify new officers, directors, managers, or employees
- ➢ Shall annually review and, if necessary, adjust fees to reflect direct and indirect costs
- ➢ Fees must not exceed the amount necessary to administer
- ➢ Shall also establish a subpoena fee (not applicable to government agencies)

SECTION 21	PARTS 7 - 8: 44-50-701 - 801. Disciplinary Actions (P. 52)

Establishes process for disciplinary actions with notice, hearing, and judicial review.

SECTION 21	PART 9: 44-50-901. Protections, Construction, Preemption, Severability (P. 53)

44-50-901. Protections (PP. 53-54)

- ➢ Licensed activity and allowing use of property for licensed activity are not an offense under state or local law; are not subject to civil fine or sanction; are not a basis for detention, search, or arrest; and are not a basis to deny any right or seize or forfeit assets.
- ➢ Contracts enforceable (federal prohibition does not render a contract unenforceable)
- ➢ Licenses under this Article are not subject to professional discipline for providing advice or services related to NM on the basis of federal prohibition, but does not authorize malpractice.
- ➢ Mental health care, substance use services, or behavioral health services covered under the CO Medical Assistance Act, Title 25.5, Articles 4-6, cannot be denied on the basis of federal prohibition of NM. However, Insurance providers are not required to cover the cost of NM.
- ➢ Nothing prevents the Director from enforcing rules or limits state or local LE to investigate unlawful activity in relation to a licensee.

44-50-902 - 904. Construction, Preemption, Severability (P. 55)

Article 50 must be liberally construed to effectuate its purpose; local jurisdictions cannot adopt any ordinance, rule, or resolution in conflict with this Article; If any provision of this Article is found to be unconstitutional, the remaining provisions are valid.

SECTION 21	PART 10: 44-50-1001. Sunset Review & Repeal (P. 55)

Effective **September 1, 2032**; Scheduled for Sunset Review under 24-32-104(5)

TITLE 16
CODE OF CRIMINAL PROCEDURE

SECTIONS 22 -23	PART 10: 16-13-303 - 304. Class 1 & 2 Public Nuisance (P. 55)

Not a Class 1 or 2 public nuisance if in compliance with 18-18-434, Title 12, or Title 44

TITLE 18 CRIMINAL CODE	
SECTIONS 24 - 26	**18-18-403.5. Unlawful Possession of Controlled Substance** **18-18-404. Unlawful Use of Controlled Substance** **18-18-405. Unlawful Distro, Manufacturing, Dispense, Sale**
Exemptions if in compliance with Title 12, Title 27, Title 18, and Title 44	
SECTION 27	**18-18-410. Declaration of Class 1 Public Nuisance (P. 57)**
Exemptions regarding use of places for storage, manufacture, sale, or distribution	
SECTION 28	**18-18-411. Property & Controlled Substances (P. 57)**
Exemptions for persons (keeping, controlling, renting, making property available for distribution or manufacture) if in compliance with 18-18-434, Article 170 of Title 12, or Article 50 of Title 44	
SECTION 29	**18-18-412.7. Sale or Distribution of Materials to Manufacture CS**
Exemptions if in compliance with 18-18-434, Title 12, and Title 44	
SECTION 30	**18-18-430.5. Drug Paraphernalia - Exemption (P. 58)**
Exemptions from 18-18-425 - 18-18-430 if using equipment, products, or materials in compliance	
SECTION 31	**NEW 18-18-434. Offenses Relating to Natural Medicine (P. 58)**

NEW PERSONAL USE PROVISIONS FOR NATURAL MEDICINE

OFFENSES P. 58

(1) Persons under 21 Years of Age - Knowingly Possess or Consume P. 58

**Aligns with 18-13-122 for MJ*

- **Drug petty offense** - subject to:
  - Fine of not more than $100; OR
  - Not more than four (4) hours of substance use education or counseling
- **Second or subsequent conviction**:
  - Fine of not more than $100
  - Not more than four (4) hours of substance use education or counseling; AND
  - Not more than twenty-four (24) hours of useful public service

(2) Open and Public Display or Consumption: P. 58

**Aligns with 18-18-406(5)(b) for MJ*

- **Drug petty offense** - subject to:
  - Fine of not more than $1,000; AND
  - Not more than twenty-four (24) hours of useful public service.

(3)(a) Knowing Cultivation (or allowance) - Private Property Exceeding 12x12 (non-contiguous) P. 59

**Aligns with lowest level penalty in 18-18-406(3) for MJ*

- **Drug petty offense** - subject to: Fine of not more than $1,000

(3)(b) Knowing Cultivation (or allowance) - Private Property Enclosed & Locked Space P. 59

**Aligns with lowest level penalty in 18-18-406(3) for MJ*

- ➢ **Drug petty offense** - subject to: Fine of not more than $1,000

(4) Knowing Manufacture w/Inherently Hazardous Substances P. 60

**Aligns with 18-18-406.6 for MJ*

- ➢ **Level 2 Drug Felony** - Unlawful to knowingly manufacture or allow manufacture of NM Product using an **Inherently Hazardous Substance**
- ➢ **Defined**: Any liquid, chemical, compressed gas, or commercial product that has a flash point at or lower than 38 degrees celsius or 100 degrees fahrenheit, including butane, propane, and diethyl ether, and excluding all forms of alcohol and ethanol)

PERSONAL USE P. 59

Personal Cultivation

- ➢ Limited to an area not more than **12x12 feet** on Private Property
- ➢ 12x12 space not required to be contiguous
- ➢ A local jurisdiction may allow cultivation exceeding the space limit
- ➢ Defines "**Private Property**"
  - ○ A dwelling, its curtilage, and a structure within the curtilage being used for habitation and that is not open to the public.
- ➢ 18-18-434(3)(b)(II) - Not a violation if:
  - ○ The person is 21+; AND
  - ○ The cultivation area is located in a dwelling on the Private Property; AND
  - ○ If an underage person lives at the dwelling, the cultivation is enclosed and locked.
    - ■ If no underage person lives at the dwelling, the external locks on the dwelling constitute an enclosed and locked space, **BUT**
    - ■ If a person underage lives at the dwelling, shall ensure access is reasonably restricted

(5)(b) Personal Use Testing Allowances - via Unlicensed Labs P. 60

- ➢ Allows a person to perform testing for persons 21+ (for personal use) if:
  - ○ The person gives written notice that they are not licensed by the state to conduct testing; &
  - ○ The person who submits samples gives a signed statement that the natural medicine is for personal use only

(5)(c) Nothing in this Section Permits the Following P. 61

- ➢ Underage access
- ➢ Remuneration except as allowed
- ➢ Engage in personal use actions related to natural medicine other than as allowed
- ➢ Engage in action as part of a business promotion or commercial activity except as allowed
- ➢ Dispense, sell, or distribute, or possess Ibogaine w/intent to distribute except as allowed

(5)(d) - (10) Law Enforcement & Local Jurisdiction Limitations P. 61

- ➢ Shall not arrest or charge or prosecute for an offense involving natural medicine except as expressly provided in this Section (may arrest, charge, or prosecute for an offense not expressly lawful under Titles 12 and 44)
- ➢ A lawful action cannot be the sole reason to
  - ○ (a) subject a person to a civil fine, penalty, or sanction
  - ○ (b) deny a person a right or privilege; or
  - ○ (c) seize or forfeit assets
- ➢ A lawful action cannot be the sole factor in a probable cause determination. Such action can be

used as a factor IF:
  - The original stop or search was lawful; AND
  - Other factors are present to support a PC determination

➢ Entitlement to consume does not constitute a defense against a charge for violation related to operation of a vehicle, aircraft, boat, machinery, or other device

➢ A local jurisdiction shall not impose any greater criminal or civil penalty

(11) Exceptions for Living Plants for Ornamental Purposes

Offenses do not apply to a living plant for ornamental purposes (plants commonly and lawfully sold prior to this Act). A living plant does not include mushrooms or other fungal matter

Defines Natural Medicine P. 63

➢ Means: (A) Dimethyltryptamine (B) Mescaline; (C) Ibogaine; (D) Psilocybin; or (E) Psilocyn

➢ Exclusions:
  - Natural Medicine does **NOT** mean a synthetic or synthetic analog of the substances, including a derivative of a naturally occurring compound of natural medicine that is produced using chemical synthetic, chemical modification, or chemical conversion.
  - Mescaline does **NOT** include Peyote, meaning all parts of the plant classified botanically as Lophophora Williamsii Lemaire, whether growing or not; its seed; any extract from any part of plant, and every compound, salt, derivative, mixture, or preparation of the plant, or its seed or extracts.

Defines Personal Use P. 64

➢ Consumption or use of Natural Medicine or Natural Medicine Product; or

➢ The amount a person may lawfully possess, cultivate, or manufacture that is necessary to share with another person 21+ within the context of:
  - Counseling
  - Spiritual guidance
  - Beneficial community-based use and healing; or
  - Supported use or related services

➢ Does **NOT** mean:
  - Remuneration;
  - Possession, cultivation, or manufacture with intent to sell for remuneration;
  - Possession, cultivation, manufacture, or distribution for business or commercial purposes

➢ Does not preclude Remuneration for bona fide harm reduction or support services used concurrently with sharing, IF:
  - No advertisement related to sharing or the services AND
  - The individual giving services informs they are not a licensed Facilitator

OTHER

SECTION 32	10-16-158. Prohibiting Discrimination for Coverage (P. 65)

➢ Carriers shall not, solely on the basis of consumption, decline or limit health benefit plan coverage of a person or penalize covered persons or reduce or limit coverage; shall not deny, decline, or limit coverage for an organ transplant or related service; shall not decline or limit coverage for the purpose of avoiding the requirements of this section; shall not penalize, reduce, or limit coverage for healthcare services related to organ transplantation.

➢ However, does not require a plan to provide coverage for the donation of an anatomical gift, transplant, or related treatment or services

SECTION 33 - 35	**17-2-102. Division of Adult Parole (P. 66)** **17-2-201. State Board Parole (P. 67)** **18-1.3-204. Conditions of Probation (P. 67)**
➢ Exempts subsection (8.5)(d) from a parolee who possesses or uses NM as authorized ➢ Possession or use authorized under this law cannot be considered a violation of parole conditions	
SECTION 36	**19-2.5-103. Juvenile Court Jurisdiction (P. 67)**
Juvenile court exclusive original jurisdiction concerning a juvenile 10 yrs + involving natural medicine	
SECTION 37	**19-3-103. Child Neglect (P. 68)**
Actions lawful in Titles 12, 18, 44 do not constitute neglect and a court shall not restrict or prohibit family time or make similar determinations, **UNLESS** a court determines family time would endanger the child's physical health or significantly impair the child's emotional development.	
SECTION 38	**24-72-706. Sealing of Criminal Conviction Records**
(1)(f.5) Can file a motion for the sealing of conviction records for an offense that is no longer unlawful. If a motion is filed, the defendant shall provide notice to the DA, who (within **42 days** from receipt of the motion) may object after considering specific factors. ➢ If no DA objection, the court may grant with or without a hearing ➢ If DA objection, shall set the matter for hearing ➢ Burden is on the defendant - preponderance of evidence standard ➢ The defendant's motion is NOT required to include a verified copy of a criminal history ➢ Must not be charged fees/costs for filing a motion pursuant to this section	
SECTION 39	**24-76.5-104. Public Assistance Considerations (P. 70)**
Eligibility does not require consideration related to natural medicine unless required by federal law	
SECTION 40	**25-56-104.5. Discrimination for Organ Transplants (P. 70)**
➢ Limitations and requirements for covered entities that provide coverage related to the organ transplant process. Requirements for covered entities include: (a) making reasonable modifications to policies, practices, and procedures; (b) take reasonable and necessary steps to ensure consumption is not the reason for denial of services, unless the entity demonstrates such steps would fundamentally alter the nature of services or result in undue burden for the entity. ➢ Does not require the entity to make a referral or perform a medically inappropriate transplant.	
SECTION 41	**35-36-102. Rules - Definitions (P. 72)**
Amends the definition of "Farm Products" to exclude NM as defined under Title 12 (*similar to MJ*)	
SECTIONS 42-43	**39-22-104 & 304. Income Tax & Net Income of Corporation (P. 72)**
For tax years commencing on or after Jan. 1, 2024, a Title 44 licensee can subtract expenditures eligible to be claimed as a federal income tax deduction, but is disallowed by 280E of the IRS Code	
SECTIONS 44	**Appropriation (P. 73)**

Appropriates funding to agencies for purposes of implementation	
SECTION 45	**Effective Date and Safety Clause (P. 74)**
Effective July 1, 2023, applies to offenses committed on or after July 1, 2023	

END



Who To Contact

For information about licenses for healing centers, cultivations, manufacturers, or testing labs, contact the Department of Revenue at: DOR_NaturalMedicine@state.co.us

For information about facilitator training, licensing, or the Natural Medicine Advisory Board, contact the Department of Regulatory Agencies at: dora_natural_medicine@state.co.us

COLORADO
Department of Revenue
Natural Medicine Division

COLORADO
Department of Revenue
Natural Medicine Division

KNOW THE LAW

The following resource is intended to increase general awareness and does not include legal or medical advice. Please contact a qualified professional for additional information.



The Basics - Personal Use

- Natural Medicine includes: Psilocybin, psilocyn, ibogaine, mescaline, and dimethyltryptamine (DMT)
  - Mescaline cannot be sourced from peyote
- Personal possession, cultivation, and use provisions are already effective
  - **Possession:** no limits on personal possession limits
  - **Cultivation:** a person over 21 years of age can cultivate natural medicine in an **enclosed and locked space** no bigger than 12 feet by 12 feet on private property
  - **Use:** An adult (21+) can share with another adult (21+) in the context of "counseling, spiritual guidance, community-based use, supported use, or related services"
  - **Sale:** No one can sell natural medicine
    - » This does not preclude payment for bona fide harm reduction or support services

Reminders

- Open display and consumption are prohibited
- There are still some offenses for violations of the law
  - Illegal for anyone under 21 to knowingly possess or consume
  - Illegal to cultivate in a space bigger than 12 x 12 or that is not an enclosed & locked space on private property
  - Manufacturing with inherently hazardous substances
- **Advertising:** Personal use does not mean natural medicine activities for business or commercial purposes.



Plan Ahead

- Effects of natural medicine can have delayed onset
- If you're planning on consuming natural medicine:
  - **Do your research:** learn more about natural medicines and potential effects before consuming
  - **Set and Setting:**
    - » Where you'll consume and be when the effects settle in
    - » Create a transportation plan. Do not drive or operate a vehicle after consuming
    - » Safe storage away from children and pets
- If you don't feel well, contact poison control or your doctor
  - If your condition worsens, go to your nearest Emergency Room or see a healthcare provider
  - For adverse health event help and advice, call poison control at 1-800-222-1222 or contact a qualified medical professional

COLORADO
Department of Revenue
Division of Natural Medicine

COLORADO REGULATED NATURAL MEDICINE RULES
1 CCR 213-1

Part 1 – General Applicability

Basis and Purpose – 1005

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-203(1)(d), 44-50-203(2)(a), 44-50-203(2)(l), and 44-50-203(2)(r), C.R.S. This rule establishes the requirement that all Natural Medicine Licensees comply with the Natural Medicine Code and these Rules, as well as any applicable public health orders and executive orders, and that any reference to days in these Rules means calendar days, unless otherwise specified in statute or these Rules.

1005 – Applicability

A. All businesses, for the purposes of the cultivation, manufacturing, testing, storage, distribution, transport, transfer, and dispensation of Regulated Natural Medicine or Regulated Natural Medicine Product, as defined in the Natural Medicine Code at article 50 of title 44, are subject to the terms and conditions of the Natural Medicine Code and these Rules.

B. Public Health Orders and Executive Orders.

1. All Licensees, their agents, and their employees shall comply with any applicable public health orders issued by any agency of the State of Colorado including, but not limited to, the Colorado Department of Public Health and Environment.

2. All Licensees, their agents, and their employees, shall comply with any and all executive orders issued by the Governor pursuant to the Governor's disaster emergency powers under section 24-33.5-704, C.R.S.

3. A violation of this Rule by a Licensee, or by any of the agents or employees of a Licensee may result in disciplinary action up to and including license revocation and summary suspension pursuant to section 44-50-701, C.R.S., and these Rules.

C. Computation of Time. The word "days" as used in these Rules means calendar days, as provided by section 2-4-108, C.R.S.

Basis and Purpose – 1010

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-203(2)(l), 44-50-203(2)(r), and 44-50-904, C.R.S. The purpose of this rule is to clarify that each rule is independent of the others, and if one is found to be invalid, the remaining Rules will stay in effect. This will give the regulated community confidence in the Rules even if one is challenged.

1010 – Severability

If any portion of these Rules is found to be invalid, the remaining portion of the Rules shall remain in full force and effect.

Basis and Purpose – 1015

The statutory authority for this rule includes but is not limited to sections 24-4-105(11), 44-50-202(1)(b), 44-50-202(8), 44-50-203(2)(n), and 44-50-203(2)(r), C.R.S. The purpose of this rule is to establish a system by which a person may request the Division to issue a formal statement of position and, subsequently, petition the State Licensing Authority for a declaratory order. Typically, a position statement or declaratory order addresses matters that are likely to be applicable to other persons or licensees. The approach is similar to that utilized by other divisions within the Department of Revenue.

1015 – Statements of Position and Declaratory Orders

A. Statements of Position.

1. Requests. Any person defined in section 24-4-102(12), C.R.S., may request the Division issue a statement of position concerning the applicability to the petitioner of any provision of the Natural Medicine Code, or any regulation of the State Licensing Authority.

2. Division Response. The Division will determine, in its discretion, whether to respond to a request with a written statement of position. Following receipt of a written request in the manner determined by the Division, the Division will respond by issuing either a written statement of position or a notice declining to issue such a statement.

B. Declaratory Orders.

1. Petition for Declaratory Order. Any person who has properly requested a statement of position, and who is dissatisfied with the Division's response, may petition the State Licensing Authority for a declaratory order pursuant to section 24-4-105(11), C.R.S. The petition shall be filed within 30 days of the Division's response, or may be filed at any time before the Division's response if the Division has not responded within 60 days of receiving a proper request for a statement of position, and shall set forth the following:

a. The name and address of the petitioner.

b. Whether the petitioner is licensed pursuant to the Natural Medicine Code, and if so, the type of license and address of the Licensed Premises.

c. Whether the petitioner is involved in any pending administrative hearings before the State Licensing Authority or relevant local jurisdiction.

d. The statute, rule, or order to which the petition relates.

e. A concise statement of all of the facts necessary to show the nature of the controversy or the uncertainty as to the applicability to the petitioner of the statute, rule, or order to which the petition relates.

f. A concise statement of the legal authorities, if any, and such other reasons upon which petitioner relates.

g. A concise statement of the declaratory order the petitioner seeks.

2. State Licensing Authority Retains Discretion Whether to Entertain Petition. The State Licensing Authority will determine, in its discretion, whether to entertain any petition. If the State Licensing Authority decides it will not entertain a petition, it shall notify the petitioner in writing of its decision and the reasons for that decision. Any of the following grounds may be sufficient reason to refuse to entertain a petition:

a. The petitioner failed to properly request a statement of position from the Division, or the petition for declaratory order was filed with the State Licensing Authority more than 30 days after the Division's response to the request for a statement of position.

b. A ruling on the petition will not terminate the controversy nor remove uncertainties concerning the applicability to petitioner of the statute, rule, or order in question.

c. The petition involves a subject, question, or issue that is relevant to a pending hearing before the State Licensing Authority or any Local Jurisdiction, an on-going investigation conducted by the Division, or a written complaint previously filed with the State Licensing Authority.

d. The petition seeks a ruling on a moot or hypothetical question.

e. The petitioner has some other adequate legal remedy, other than an action for declaratory relief pursuant to Colo. R. Civ. P. 57, which will terminate the controversy or remove any uncertainty concerning applicability of the statute, rule, or order.

3. State Licensing Authority May Adopt Division Position Statement. The State Licensing Authority may adopt the Division's statement of position as a Final Agency Order subject to judicial review pursuant to section 24-4-106, C.R.S.

4. If the State Licensing Authority Entertains a Petition for Declaratory Order. If the State Licensing Authority determines that it will entertain the petition for declaratory order, it shall so notify the petitioner within 30 days, and any of the following procedures may apply:

a. The State Licensing Authority may expedite the matter by ruling on the basis of the facts and legal authority presented in the petition, or by requesting the petitioner or the Division submit additional evidence and legal argument in writing.

b. In the event the State Licensing Authority determines that an evidentiary hearing is necessary to a ruling on the petition, a hearing shall be conducted in accordance with Rules 9025 – Administrative Hearings and 9030 – Administrative Hearing Appeals. The petitioner will be identified as Respondent.

c. The parties to any proceeding pursuant to this Rule shall be the Respondent and the Division. Any other interested person may seek leave of the State Licensing Authority to intervene in the proceeding and such leave may be granted if the State Licensing Authority determines that such intervention will avoid unnecessary duplication of proceedings of a separate petition for declaratory order by the proposed intervenor.

d. The declaratory order shall constitute a Final Agency Order subject to judicial review pursuant to section 24-4-106, C.R.S.

5. Public Inspection. Files of all requests, petitions, statements of position, and declaratory orders will be maintained by the Division. Except with respect to any material required by law to be kept confidential, such files shall be available for public inspection.

6. Posted on Division Website. The Division shall post a copy of all statements of position and all declaratory orders on the Division's website.

Basis and Purpose – 1020

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-202(3), 44-50-203(1)(b), 44-50-203(1)(k), 44-50-203(2)(o), and 44-50-203(2)(r), and 44-50-901(1)(e), C.R.S. The purpose of this rule is to clarify that law enforcement's authority to investigate and take any necessary action with regard to Natural Medicine Licensees remains unaffected by the Natural Medicine Code or these Rules.

1020 – Law Enforcement Authority Not Impaired by Natural Medicine Rules

Nothing in the Natural Medicine Code or any rules promulgated pursuant to it shall be construed to limit the ability of local police departments, sheriffs, or other state or local law enforcement agencies to investigate unlawful activity in relation to a Natural Medicine Business Licensee, Owner Licensee, or Natural Medicine Handler Licensee, and such agencies shall have the ability to run a Colorado Crime Information Center criminal history check of an Applicant or Licensee during an investigation of unlawful activity related to Regulated Natural Medicine, Regulated Natural Medicine Product, or a Natural Medicine Business.

Basis and Purpose – 1025

The statutory authority for this rule includes but is not limited to sections 44-50-103, 44-50-202(1)(b), 44-50-203(1)(d), 44-50-203(1)(n), 44-50-203(2)(a), 44-50-203(2)(g), and 44-50-203(2)(r), C.R.S. The purpose of this rule is to provide necessary definitions of terms used throughout the Rules. Defined terms are capitalized where they appear in the Rules to let the reader know to refer back to these definitions. When a term is used in a conventional sense, and is not intended to be a defined term, it is not capitalized.

1025 – Definitions

"Administration Area" means a designated and secured area within the Licensed Premises of a Healing Center where Regulated Natural Medicine and Regulated Natural Medicine Product may be stored and transferred to a Participant, where a Participant may consume Regulated Natural Medicine and Regulated Natural Medicine Product, and where Administration Sessions may take place. The Administration Area may not be part of the Restricted Area.

"Administration Session" means a session conducted at a Healing Center or another location as allowed by article 170 or article 50 of title 44 during which a participant consumes and experiences the effects of Regulated Natural Medicine or Regulated Natural Medicine Product under the supervision of a Facilitator.

"Adverse Health Event" means any untoward and unexpected health condition or medical occurrence associated with the use of natural medicine or natural medicine product. An adverse event or suspected adverse reaction is considered "life-threatening" if its occurrence places the participant at immediate risk of death. It does not include an adverse event or suspected adverse reaction that, had it occurred in a more severe form, might have caused death. An adverse event or suspected adverse reaction is considered "serious" if it results in any of the following outcomes: Death, a life-threatening adverse event, inpatient hospitalization or prolongation of existing hospitalization, a persistent or significant incapacity or substantial disruption of the ability to conduct normal life functions, or a congenital anomaly/birth defect. Important medical events that may not result in death, be life-threatening, or require hospitalization may be considered serious when, based upon appropriate medical judgment, they may jeopardize the patient or subject and may require medical or surgical intervention to prevent one of the outcomes listed in this definition.

"Applicant" means an individual or entity that submitted an application under these rules and the Natural Medicine Code that was accepted by the Division for review but has not been approved or denied by the State Licensing Authority.

"Child Resistant" means special packaging that is:

i. Designed or constructed to be significantly difficult for children under five years of age to open and not difficult for normal adults to use properly as defined by 16 C.F.R. 1700.15 (1995) and 16 C.F.R. 1700.20 (1995). Note that this Rule does not include any later amendments or editions to the Code of Federal Regulations. The Division has maintained a copy of the applicable federal regulations, which is available to the public;

ii. Opaque so that the packaging does not allow the product to be seen without opening the packaging material; and

iii. Resealable for more than 5 grams of dried Fruiting Bodies if Regulated Natural Medicine or containing more than 10 milligrams of Total Psilocin if Regulated Natural Medicine Product.

This Rule definition does not include any later amendments or editions to the Code of Federal Regulations. The Division maintains copies of 16 C.F.R. 1700.15 (1995) and 16 C.F.R. 1700.20 (1995), at 1697 Cole Boulevard, Suite 200, Lakewood, Colorado, 80401, which are available to the public for inspection during the Division's regular business hours.

"Code" means the Natural Medicine Code at sections 44-50-101, *et seq*., C.R.S.

"Division" means the Department of Revenue Natural Medicine Division.

"Facilitator" means a natural person who is 21 years of age or older, has the necessary qualifications, training, experience, and knowledge to perform and supervise natural medicine services for a participant, and is licensed by the director of the division of professions and occupations to engage in the practice of facilitation.

"Final Agency Order" means an order of the State Licensing Authority issued in accordance with the Natural Medicine Code and the state Administrative Procedure Act. The State Licensing Authority will issue a Final Agency Order following review of the Initial Decision and any exceptions filed or at the conclusion of the declaratory order process. A Final Agency Order is subject to judicial review under section 24-4-106, C.R.S.

"Financial Interest" means entitlement or agreement to receive a portion of revenue, proceeds or profits from a Natural Medicine Business or a Natural Medicine Business Applicant; or a membership interest, partnership interest or other ownership interest, including but not limited to a share of stock, in a Natural Medicine Business or Natural Medicine Business Applicant.

"Fruiting Body(ies)" means the spore producing organs of the fungi *Psilocybe cubensis*.

"Harvest Lot" means a specifically identified quantity of Fruiting Bodies that is cultivated from the same Inoculation and dried under the same conditions and harvested in the same area within the Licensed Premises, that may be partially harvested, and may use the substrate material for multiple harvests. A Harvest Lot must not contain more than 1.000 kilogram by dry weight.

"Healing Center" means a facility where an entity is licensed by the State Licensing Authority pursuant to article 50 of title 44 that permits a Facilitator to provide and supervise Natural Medicine Services for a Participant.

"Inoculation" means the process by which spores or mycelium is introduced to a substrate for cultivation of fungus. Any Fruiting Bodies that are produced from the resulting colonized substrate will be considered the same Harvest Lot.

“License” means a license, permit, or registration pursuant to the Natural Medicine Code.

“Licensed Premises” means the premises specified in an application for a license pursuant to this article 50 that the Licensee owns or is in possession of and within which the Licensee is authorized to cultivate, manufacture, test, store, distribute, transport, transfer, or dispense Regulated Natural Medicine or Regulated Natural Medicine product in accordance with the Natural Medicine Code.

“Licensee” means a person licensed, registered, or permitted pursuant to the Natural Medicine Code or rules promulgated pursuant to article 50.

“Local Jurisdiction” means a county, municipality, or city and county.

“Mycelium” means the fungal threads or hyphae of *Psilocybe cubensis*.

“Natural Medicine” has the same meaning as in section 44-50-103(13), C.R.S.

“Natural Medicine Business” means any of the following entities licensed pursuant to the Natural Medicine Code:

i. A Healing Center;

ii. A Natural Medicine Cultivation Facility;

iii. A Natural Medicine Products Manufacturer;

iv. A Natural Medicine Testing Facility.

“Natural Medicine Cultivation Facility” means a location where Regulated Natural Medicine is grown, harvested, and prepared in order to be transferred and distributed to either a Healing Center, Facilitator, a Natural Medicine Products Manufacturer, or to another Natural Medicine Cultivation Facility.

“Natural Medicine Handler License” means a license issued by the State Licensing Authority pursuant to the Natural Medicine Code, to a natural person who is not an Owner. Any natural person who is not an Owner, who has unrestricted access to Regulated Natural Medicine or Regulated Natural Medicine Product or handles Regulated Natural Medicine or Regulated Natural Medicine Product must hold a Natural Medicine Handler License. For purposes of these Rules, handling Regulated Natural Medicine or Regulated Natural Medicine Product means the cultivation, manufacturing, testing, storage, distribution, transport, transfer, or dispensation of Regulated Natural Medicine and Regulated Natural Medicine Product.

“Natural Medicine Product” has the same meaning as in section 44-50-103(15), C.R.S.

“Natural Medicine Products Manufacturer” means a person who manufactures Regulated Natural Medicine Products for transfer to a Healing Center, Facilitator, or to another Natural Medicine Products Manufacturer.

“Natural Medicine Services” means a preparation session, administration session, and integration session as provided pursuant to article 170 of title 12.

"Natural Medicine Testing Facility" means a public or private laboratory licensed, or approved by the Division, to perform testing and research on Regulated Natural Medicine and Regulated Natural Medicine Product.

"Nonconformance" means a non-fulfillment of a requirement or departure from written procedures, work instructions, or quality system, as defined by the Licensee's written corrective action and preventive action (CAPA) procedures.

"Owner" means an individual or an entity that owns, possesses, or is entitled to any Financial Interest in a Natural Medicine Business or a Natural Medicine Business Applicant; an individual or an entity that owns a share of stock in a corporation, a membership in a nonprofit corporation, a membership interest in a limited liability company, the interest of a member in a cooperative or in a limited cooperative association, a partnership interest in a limited partnership, a partnership interest in a partnership, or the interest of a member in a limited partnership association that holds any interest in a Natural Medicine Business.

"Participant" means a person who is 21 years of age or older and who receives Natural Medicine Services performed by or under the supervision of a Facilitator.

"Production Lot" means psilocybin pressed tablets, tea bags, chocolate, gelatin- or agar- based gummies, or powdered capsules of the same type that were manufactured under the same conditions at the same time using the same manufacturing method, ingredients, and standard operating procedures.

"Regulated Natural Medicine" means Natural Medicine that is cultivated, manufactured, tested, stored, distributed, transported, transferred, or dispensed pursuant to the Natural Medicine Code. Regulated Natural Medicine includes:

i. Psilocybin; or

ii. Psilocin.

"Regulated Natural Medicine Product" means Natural Medicine product that is cultivated, manufactured, tested, stored, distributed, transported, transferred, or dispensed pursuant to the Natural Medicine Code.

"Regulated Natural Medicine Waste" means waste material that is:

i. A byproduct of cultivating Regulated Natural Medicine or manufacturing Regulated Natural Medicine Product that contains any Fruiting Bodies or mycelium from the cultivation or production process of psilocybin or psilocin;

ii. Partially consumed Regulated Natural Medicine Product, excluding client packaging;

iii. Psilocybin or psilocin product that a Natural Medicine Products Manufacturer, Healing Center or Testing Facility disposes; or

iv. Any psilocybin or psilocin product that is required to be designated as waste by these Rules.

"Restricted Area" means areas of Natural Medicine Cultivation Facilities, Natural Medicine Products Manufacturers, and Natural Medicine Testing Facilities where Regulated Natural Medicine or Regulated Natural Medicine Product is cultivated, manufactured, tested, or stored. Only Natural Medicine Handler Licensees and Owner Licensees may access Restricted Areas without supervision or documenting access on a visitor log. A Healing Center must have a Restricted Area, but a micro-Healing Center is not required to have a Restricted Area.

"Rules" mean these Colorado Regulated Natural Medicine Rules at 1 CCR 213-1.

"Sample" means a composite of Sample Increments collected from the same Harvest Lot or Production Lot and submitted for testing pursuant to Part 4 of these Rules.

"Sample Increment" means a portion of Regulated Natural Medicine that is removed from a Harvest Lot or Regulated Natural Medicine Product that is removed from a Production Lot and combined into a Sample for required testing under Part 4 of these Rules.

"State Licensing Authority" means the authority created for the purpose of regulating and controlling the licensing of the cultivation, manufacturing, testing, storage, distribution, transportation, transfer, and dispensation of Regulated Natural Medicine and Regulated Natural Medicine Product in Colorado pursuant to section 44-50-201, C.R.S.

"Total Psilocin" means psilocybin multiplied by 0.719 plus psilocin. Total Psilocin shall be expressed as a weight (i.e. mg Total Psilocin = (mg psilocybin x 0.719) + mg psilocin) or weight percent (i.e. % Total Psilocin = (% psilocybin x 0.719) + % psilocin).

"Unit" means a serving of no more than 10 milligrams of Total Psilocin.

Part 2 – Fees & Applications

Basis and Purpose – 2105

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-203(1)(b), 44-50-203(1)(d), 44-50-203(2)(a), 44-50-203(2)(l), and 44-50-203(2)(r), C.R.S. The purpose of this rule is to clarify the duties that Applicants and Licensees have when reporting to the State Licensing Authority information that is necessary for the issuance of a state license. These duties include but are not limited to reporting and keeping a current mailing and electronic address, cooperating with the State Licensing Authority and his or her employees, and notifying the State licensing Authority of any changes in the Licensee's registered agent in the State of Colorado. This rule further provides that all communications or notifications that the State Licensing Authority or Division send an Applicant or Licensee will be sent to the last known address. The Applicant or Licensee's failure to notify the Division of a change of address does not relieve the Applicant or Licensee from responding to any correspondence or notification.

2105 – Duties of All Applicants and Licensees

A. Duty to Keep Mailing Address Current: All Applicants and Licensees.

1. Timing of Notification. An Applicant or Licensee must provide a physical mailing address and an electronic mailing address to the Division. A Licensee must inform the Division in writing of any change to its physical mailing address and/or electronic mailing address within 28 days of the change. The Division will not change a Licensee's information without written notice from the Licensee or its authorized agent.

2. State Licensing Authority and Division Communications. The State Licensing Authority and Division will send any formal notifications or determinations regarding any application or an administrative action to the last physical mailing address and to the last electronic mailing address furnished to the Division by the Applicant or Licensee.

3. Failure to Change Address Does Not Relieve Applicant's or Licensee's Obligations. An Applicant's or Licensee's failure to notify the Division of a change of physical or electronic mailing address does not relieve the Applicant or Licensee from the obligation of responding to a Division communication or a State Licensing Authority communication.

B. Duty to Cooperate. Applicants and Licensees must cooperate in any investigation conducted by the Division. Failure to cooperate with a Division investigation may be grounds for denial of an application or for administrative action against a Licensee.

C. Duty to Report Change of Registered Agent. A Licensee must disclose any change of its registered agent in the State of Colorado within seven days of the change.

Basis and Purpose – 2110

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-203(1)(a), 44-50-203(1)(c), and 44-50-301(1), C.R.S. The purpose of this rule is to establish requirements and processes for all applications for Natural Medicine Licenses.

2110 – General Application Requirements

A. Applicability. This Rule 2110 applies to all applications submitted to the Division for a license, permit, or registration provided by the Natural Medicine Code or these Rules.

B. Division Forms Required. All applications for licenses, registrations, or permits authorized by the Natural Medicine Code, must be made on current Division forms.

C. Application and License Fees Required.

1. Applications must be accompanied by full remittance of the required application fee, and license fee for Owner Licensees and Natural Medicine Handler Licensees. *See* Rule 2005.

2. Upon conditional approval of an application for a Natural Medicine Business, the Applicant must submit full remittance of the required license fee before the License will be issued and valid. A Licensee shall not operate prior to receiving the License certificate.

D. Complete, Accurate, and Truthful Applications Required. Applications must be complete, accurate, and truthful, and include all attachments and supplemental information. Incomplete applications may not be accepted by the Division.

E. Local Jurisdiction. An application for a Natural Medicine Business License must comply with Local Jurisdiction requirements.

F. Additional Information and Documents May Be Required.

1. Upon the Division's request, an Applicant must provide additional information or documents required to process and investigate the application. The additional information or documents must be provided within seven days of the request, however, this deadline may be extended for a period of time commensurate with the scope of the request.

2. An Applicant's failure to provide requested information or documents by the deadline may be grounds for denial of the application.

G. Application Forms Accessible. All application forms provided by the Division and filed by an Applicant for a license, registration, or permit, including attachments and any other documents associated with the investigation, may be used for a purpose authorized by the Natural Medicine Code, for investigation or enforcement of any international, federal, state, or local law, or regulation, for any other state or local law enforcement purpose, or as otherwise required by law.

Basis and Purpose – 2115

The statutory authority for this rule includes but is not limited to sections 44-50-104(2), 44-50-202(1)(b), 44-50-203(1)(a), 44-50-203(1)(d), 44-50-203(1)(n), 44-50-203(2)(r), and 44-50-301(2)(b), C.R.S. The purpose of this rule is to provide requirements and processes to obtain a Natural Medicine Handler License, which is required for any individual who has unrestricted access to or handles Regulated Natural Medicine or Regulated Natural Medicine Product.

2115 – Natural Medicine Handler Licenses: Initial Application Requirements

A. Natural Medicine Handler License Required. An individual who has unrestricted access to Regulated Natural Medicine or Regulated Natural Medicine Product or handles Regulated Natural Medicine or Regulated Natural Medicine Product must have a valid Natural Medicine Handler License issued by the Division under these Rules.

B. Application Requirements.

1. All Applicants for a Natural Medicine Handler License must meet the following criteria before receiving a License:

a. The Applicant must pay any application fees and license fees pursuant to Rule 2005;

b. The Applicant's name-based criminal history background check does not identify disqualifying events pursuant to Rule 2135;

c. The Applicant is at least 21 years of age;

d. The Division has not received notice that the Applicant has failed to comply with a court or administrative order for current child support, child support debt, retroactive child support, or child support arrearages. If the Division receives notice of the Applicant's noncompliance pursuant to sections 24-35-116 and 26-13-126, C.R.S., the application may be denied or delayed until the Applicant has established compliance with the order to the satisfaction of the state child support enforcement agency.

e. The Applicant establishes that he, she, or they are not an officer or employee of a Natural Medicine licensing authority in the state of Colorado; and

f. The Applicant establishes that he, she, or they were not a State Licensing Authority employee with regulatory oversight responsibilities for individuals or Natural Medicine Businesses licensed by the State Licensing Authority in the six months immediately preceding the date of the Applicant's application.

2. Facilitators. A Facilitator may obtain a Natural Medicine Handler License if he, she, or they intend to work in a Natural Medicine Business subject to the following requirements:

a. The Facilitator submits, on a form prescribed by the Division, information sufficient to demonstrate he, she, or they are currently licensed pursuant to article 170 of title 12; and

b. The Facilitator has passed a name-based criminal history background check.

C. Name-Based Criminal History Background Check. Applicants for a Natural Medicine Handler License must provide information establishing the Applicant is qualified to hold a Natural Medicine

Handler License pursuant to Rule 2135, including but not limited to, a name-based criminal history background check.

D. A Natural Medicine Handler Licensee must be able to provide their License certificate and photo ID upon request.

Basis and Purpose – 2120

The statutory authority for this rule includes but is not limited to sections 44-50-104(2), 44-50-202(1)(b), 44-50-203(1)(a), 44-50-203(1)(d), 44-50-203(1)(n), 44-50-203(2)(r), and 44-50-301(2)(b), C.R.S. The purpose of this rule is to provide requirements and processes to obtain a Natural Medicine Owner License, which is required to own a Natural Medicine Business License. An Owner Licensee may exercise all the privileges of a Natural Medicine Handler License.

2120 – Owner Licenses: Initial Application Requirements

A. Owner License Required. All proposed Owners of a Natural Medicine Business must apply for and obtain an Owner License. An Owner Licensee may exercise all the privileges of a Natural Medicine Handler Licensee.

B. Application Requirements.

1. All Applicants for an Owner License must meet the following criteria before receiving a License:

a. The Applicant must pay any application fees and license fees pursuant to Rule 2005;

b. The Applicant's name-based criminal history background check does not identify disqualifying convictions pursuant to Rule 2135;

c. The Applicant is at least 21 years of age;

d. The Applicant has timely filed tax returns, timely paid all taxes, and timely cures any tax deficiencies related to a Natural Medicine Business;

e. The Division has not received notice that the Applicant has failed to comply with a court or administrative order for current child support, child support debt, retroactive child support, or child support arrearages. If the Division receives notice of the Applicant's noncompliance pursuant to sections 24-35-116 and 26-13-126, C.R.S., the application may be denied or delayed until the Applicant has established compliance with the order to the satisfaction of the state child support enforcement agency.

f. The Applicant establishes that he, she, or they are not an officer or employee of a Natural Medicine licensing authority in the state of Colorado; and

g. The Applicant establishes that he, she, or they were not a State Licensing Authority employee with regulatory oversight responsibilities for individuals or Natural Medicine Businesses licensed by the State Licensing Authority in the six months immediately preceding the date of the Applicant's application.

2. Facilitators. A Facilitator may obtain an Owner License if he, she, or they intend to own a Natural Medicine Business License subject to the following requirements:

a. The Facilitator submits, on a form prescribed by the Division, information sufficient to demonstrate he, she, or they are currently licensed pursuant to article 170 of title 12; and

b. The Facilitator has passed a name-based criminal history background check.

C. Name-Based Criminal History Background Check. Applicants for an Owner License must provide information establishing the Applicant is qualified to hold an Owner License pursuant to Rule 2135, including but not limited to, a name-based criminal history background check.

D. An Owner Licensee must be able to provide their License certificate and photo ID upon request.

Basis and Purpose – 2125

The statutory authority for this rule includes but is not limited to sections 44-50-104(2), 44-50-202(1)(b), 44-50-202(5), 44-50-203(1)(a), 44-50-203(1)(d), 44-50-203(1)(n), 44-50-203(2)(a), 44-50-203(2)(r), 44-50-301(2)(a), 44-50-302(1)-(2), 44-50-401, 44-50-402, 44-50-403, and 44-50-404, C.R.S. The purpose of this rule is to establish general requirements and processes for submitting initial applications for Natural Medicine Business Licenses to the Division and State Licensing Authority.

2125 – Natural Medicine Businesses: Initial Application Requirements

A. Natural Medicine Business Licenses. Initial applications for a Natural Medicine Business License must include the following:

1. Ownership Information. The application must include information about each proposed Owner including:

a. The names and any required residency information for all proposed Owners of the Natural Medicine Business.

b. If the Applicant or any of the proposed Owners is an entity:

i. A certificate of good standing from the jurisdiction in which the entity was formed;

ii. The identity and physical address of its registered agent in the state of Colorado;

iii. Organizational documents, including but not limited to, articles of incorporation, by-laws, operating agreements, or partnership agreements.

c. Identification of every Owner and each entity that holds a Financial Interest in the proposed Natural Medicine Business License and a statement that no proposed Owner holds or would hold more than five Natural Medicine Business Licenses.

2. Premises Information. The application must include information about the proposed Licensed Premises including:

a. Documents establishing the Applicant is, or will be, entitled to possession of the proposed Licensed Premises under a deed of trust, lease, rental agreement, or other arrangement for possession of the premises by virtue of ownership of the premises.

b. Documentation demonstrating that the address for the proposed Licensed Premises is permitted under the Local Jurisdiction's applicable zoning laws for the cultivation, manufacturing, testing, storage, distribution, transfer, or dispensation of Regulated Natural Medicine and Regulated Natural Medicine Product.

c. A diagram or map of the physical location for the proposed Licensed Premises demonstrating the proposed address for a Healing Center license is at least 1000 feet from a licensed child care center, preschool, elementary, middle, junior, or high school, or a residential child care facility, unless the location otherwise complies with section 44-50-302(1)(d)(I), C.R.S. This must be computed by direct measurement from the nearest property line of the land used for a school or facility to the nearest portion of the building in which the Healing Center is located, using a route of direct pedestrian access.

d. Secure facility information as required in Rule 3010, including the security/surveillance of the Licensed Premises the Licensee is or will be entitled to possess, and secure storage of Regulated Natural Medicine and Regulated Natural Medicine Product as required by Rules 3110 and 3115.

i. The security information must be provided in a portable document format (.pdf).

ii. A Healing Center must submit a security plan prior to operating and offering natural medicine services. *See* Rule 3110.

e. Confirmation that the proposed Licensed Premises for the Natural Medicine Business License is not the same licensed premises as a license or permit issued pursuant to articles 3, 4, 5, or 10 of title 44; except for Natural Medicine Testing Facility Licenses may be issued to the same licensed premises as a regulated marijuana testing facility licensed under article 10 of title 44.

f. If the proposed Licensed Premises will share a Licensed Premises with another Natural Medicine Business, the Applicant must demonstrate compliance with Rule 3105.

3. Tax Documents. While duplicate tax documentation is not required to be provided with the application, the Applicant shall cooperate with the Division to establish proof of timely compliant return filing, timely payment of taxes, and timely curing of any tax deficiencies related to a Natural Medicine Business.

4. Environmental, Social, and Governance (ESG) Criteria. Applicants must demonstrate minimum environmental and social impact criteria related to, from, or on an Applicant's proposed operations, as well as any governance policies, if applicable, related to it in accordance with this Rule. An Applicant's plan must include at least one of the categories listed below.

a. Environmental Impact Criteria. Applicants must propose a strategic, measurable, achievable, real, and time bound plan to incorporate principles of environmental resiliency or sustainability, including energy efficiency. The following are some, but by no means all, options:

i. Sustainable agricultural practices;

ii. Sourcing energy from renewable energy sources, and having all-electric appliances;

iii. Contributing to anti-pollution efforts, which could include but is not limited to the use of carbon off-sets or biodiversity credits;

iv. Using sustainable packaging;

v. Reducing plastic intake and engaging in recycling plans;

vi. Engaging in community trash clean-up efforts or sponsoring local environmental charities; or

vii. Other environmental practices that reflect resilience, sustainability, or are otherwise commonly accepted as positive environmental practices by a corporation.

b. Social Impact Criteria. Applicants must demonstrate a strategic, measurable, achievable, real and time bound plan to promote beneficial outcomes for Colorado and the Regulated Natural Medicine Program. The following are some, but by no means all, options:

i. Inclusive hiring and contracting plans;

ii. A plan for providing a livable wage;

iii. Adopting and supporting incubator or accelerator programs that seek to assist businesses that are indigenous owned, or owned by a member of a Federally Recognized American Tribe including providing:

A. grants or access to capital, including stewarding connections with funders or philanthropists;

B. workforce re-entry training or programming;

C. cultivation, manufacturing, or retail space;

D. management training or other forms of industry-specific technical training; or

E. mentorship from experts.

iv. Providing discounted or free services to historically underserved community members;

v. Providing indigenous benefit sharing and reciprocity, which is culturally understood within indigenous communities as “benefit honoring,” through a benefit honoring plan with indigenous or federally Recognized American Tribal communities that have historically worked with natural medicines, who have been keepers of traditional knowledge related to natural medicines or ceremonial healing; or who are local to Colorado;

vi. Recruiting, hiring, and implementing a development ladder for indigenous people, people from Federally Recognized American Tribes,

or people from traditional communities that have connections to natural medicine;

vii. Recruiting, hiring, and implementing a development ladder for people from communities who have been disproportionately harmed by the war on drugs;

viii. Contributing to efforts seeking to repair harms from the war on drugs, harm reduction efforts, or similar programs;

ix. Hosting quarterly workforce education events led by indigenous cultural leaders; or

x. Other commonly accepted corporate social responsibility or social impact business practices.

c. Governance Criteria. If applicable, Applicants must demonstrate plans addressing corporate governance. The following are some, but by no means all, options:

i. The board of directors of the Natural Medicine Business has gender equality, and is composed of members of diverse backgrounds, including people from communities disproportionately harmed by high rates of arrest for controlled substances, persons who have traditional tribal, or indigenous history with natural medicine, or veterans;

ii. The board of directors of the Natural Medicine Business has transparent decision-making processes, by hosting regular company-wide meetings or otherwise having policies that promote transparency to its employees, and avoids board related conflicts of interest;

iii. The board of directors discloses their political contributions and lobbying to avoid the appearance of bribery or corruption;

iv. Registering as a non-profit or benefits corporation that benefits members of historically underserved or indigenous communities;

v. The Applicant has an indigenous-led trust that receives some profits of the Applicant wherein three of the five directors are from federally recognized American tribes, or people from traditional communities that have connections to natural medicine;

vi. Other commonly accepted good governance practices.

d. All ESG plans that are included in the application shall be made publicly available by the Licensee by publication on their website, or otherwise posting it in a location where it can be seen by the public.

5. Healing Center License Applications. An application for a Healing Center License must also include the following information:

a. Information demonstrating the Applicant will employ or contract with at least one Facilitator licensed pursuant to article 170 of title 12.

b. For Healing Centers whose proposed Licensed Premises includes outdoor administration areas, a detailed description of the outdoor administration areas, including identification of access points, and verification that the area is free from hazards as required in the security/surveillance plan in Rule 3110 and Part 8 of these Rules (Rules 8005 - 8030).

6. Natural Medicine Cultivation Facility License Applications.

a. Cultivation Tier Selection. An Applicant for a Natural Medicine Cultivation Facility License must indicate on the application if they are applying for the:

i. Micro-cultivation tier; or

ii. Standard cultivation tier

7. Natural Medicine Product Manufacturer License Applications.

a. Extraction Endorsement. An Applicant for a Natural Medicine Products Manufacturer License seeking to obtain an extraction endorsement must also include in the application:

i. The extraction endorsement fee;

ii. Documentation demonstrating the Applicant has or will take necessary steps to comply with the requirements in Part 6 of these Rules.

8. Natural Medicine Testing Facility License Applications. An Owner of a Natural Medicine Testing Facility may not hold any Financial Interest in a Healing Center, a Natural Medicine Cultivation Facility, or a Natural Medicine Products Manufacturer.

B. Application review.

1. Once the Division has determined that an application is complete, it must review the application to determine compliance with the Natural Medicine Code and these Rules.

2. The Division may require an inspection of the premises proposed to be licensed prior to issuing a license. There is no fee for inspections performed under this section.

C. Priority Review. In addition to the priority provided by section 44-50-104(2), C.R.S., the Division may prioritize Natural Medicine Business License applications that:

1. Identify one or more proposed Owners with at least 51% ownership in the License who have a traditional, tribal, or indigenous history with Natural Medicine, verified by at least three community references;

2. Identify one or more Owners who are veterans; or

3. Indicate the Natural Medicine Business will be located in a county other than Adams, Arapahoe, Boulder, Denver, Douglas, El Paso, Jefferson, Larimer, Pueblo, or Weld.

D. Any other forms, documents, and information required by the Division to evaluate the License application.

Basis and Purpose – 2130

The statutory authority for this rule includes but is not limited to sections 44-50-104(2), 44-50-202(1)(b), 44-50-203(1)(a), 44-50-203(1)(b), 44-50-203(1)(c), 44-50-203(1)(d), 44-50-203(2)(a), and 44-50-302(1)-(2), C.R.S. The purpose of this rule is to establish license renewal application requirements for a Licensee to renew their license with the Division and State Licensing Authority, including the circumstances under which an expired license may be reinstated.

2130 – License Renewal Application Requirements

A. License Periods.

1. All Natural Medicine Business Licenses are valid for one year from the date of issuance.

2. All Owner Licenses are valid for one year from the date of issuance.

3. All Natural Medicine Handler Licenses are valid for one year from the date of issuance.

B. Division Notice Prior to Expiration.

1. The Division will send a notice of License renewal 90 days prior to the expiration of an existing License to the electronic mail address on file, unless the Licensee requests first class mail to the physical address of record.

2. Failure to receive the Division notification does not relieve the Licensee of the obligation to timely renew a license.

C. Renewal Deadline.

1. A Licensee must apply for the renewal of an existing License prior to the License's expiration date.

2. A renewal application submitted to the Division prior to the License's expiration date shall be deemed timely pursuant to section 24-4-104(7), C.R.S., and the Licensee may continue to operate until Final Agency Order on the renewal application.

D. If License Not Renewed Before Expiration. A License is immediately invalid upon expiration if the Licensee has not filed a renewal application and remitted all of the required application and license fees prior to the license expiration date. Natural Medicine Handler Licensees and Owner Licensees whose License expires must reapply for a new License. A Natural Medicine Business that fails to file a renewal application and remit all required application and license fees prior to the License expiration date must not operate until the State Licensing Authority issues a new License pursuant to Rule 2115.

1. Reinstatement of Expired Natural Medicine Business License. A Natural Medicine Business that fails to file a renewal application and remit all required application and license fees prior to the License expiration date may request that the State Licensing Authority reinstate an expired License only in accordance with the following:

a. The Natural Medicine Business License expired within the previous 30 days;

b. The Natural Medicine Business License has submitted an initial application pursuant to Rule 2110. The initial application must be submitted prior to, or concurrently with, the request for reinstatement; and

c. The Natural Medicine Business has paid the reinstatement fee in Rule 2005.

2. Reinstatement Not Available. The Division will not accept a request for reinstatement for:

   a. A Natural Medicine Business License that was surrendered or revoked;

   b. An Owner License, regardless of whether expired, surrendered, or revoked; or

   c. A Natural Medicine Handler License, regardless of whether expired, surrendered, or revoked.

3. Denial of Request for Reinstatement or Administrative Action. If the Licensee requesting reinstatement of a Natural Medicine Business License operated during a period that the License was expired, the request may be subject to denial and the Licensee may be subject to administrative action as authorized by the Natural Medicine Code or these Rules.

4. Approval of Request for Reinstatement. Upon approval of any request for reinstatement of an expired Natural Medicine Business License, the Licensee may resume operations until the agency action on the Licensee's initial application for a Natural Medicine Business License.

   a. Approval of a request for reinstatement of an expired Natural Medicine Business License does not guarantee approval of the Natural Medicine Business Licensee's initial application; and

   b. Approval of a request for reinstatement of an expired License does not waive the State Licensing Authority's authority to pursue administrative action on the expired License or initial application for a Natural Medicine Business License.

5. Final Agency Order on Initial Application for Natural Medicine Business License.

   a. If the initial application for a Natural Medicine Business License submitted pursuant to this Rule is approved, the new Natural Medicine Business License will replace the reinstated License.

   b. If the initial application for a Natural Medicine Business License submitted pursuant to this Rule is denied, the Licensee must immediately cease all operations including but not limited, transfer of Regulated Natural Medicine and Regulated Natural Medicine Product.

E. Voluntarily Surrendered or Revoked Licenses Not Eligible for Renewal. Any License that was voluntarily surrendered or that was revoked by a Final Agency Order is not eligible for renewal. Any Licensee who voluntarily surrendered its License or has had its License revoked by a Final Agency Order may submit an initial application for a new License in accordance with these Rules and any terms of the Final Agency Order. The State Licensing Authority will consider the voluntary surrender or the Final Agency Order and all related facts and circumstances in determining approval of any subsequent initial application.

F. Licenses Subject to Ongoing Administrative Action. Licenses subject to an administrative action are subject to the requirements of this Rule. Licenses that are not timely renewed expire and cannot be renewed.

G. Natural Medicine Handler License & Owner License Renewal Process.

1. Upon submission of a Natural Medicine Handler License renewal application or an Owner License renewal application, the Applicant must demonstrate:

a. The Applicant has not failed to comply with a court or administrative order for current child support, child support debt, retroactive child support, or child support arrearages. If the Division receives notice of the Applicant's noncompliance pursuant to sections 24-35-116 and 26-13-126, C.R.S., the application may be denied or delayed until the Applicant has established compliance with the order to the satisfaction of the state child support enforcement agency.

b. The Applicant is qualified to hold a License in accordance with Rule 2140.

2. An Owner Licensee must also demonstrate they he, she, or they have timely filed tax returns, timely paid all taxes, and timely cures any tax deficiencies related to a Natural Medicine Business

H. Natural Medicine Business - Documents Required at Renewal. A Natural Medicine Business must provide the following documents with every renewal application:

1. Any document required by Rules 2125 and 2140 that has changed since the document was last submitted to the Division;

2. A copy of complete and accurate floor plans, if they changed since initial submission required in Rules 5005, 6005, 7005, and 8005.

3. Confirmation that the Applicant is complying with all Local Jurisdiction requirements;

4. A list of any sanctions, penalties, assessments, or cease and desist orders imposed by any regulatory agency or Local Jurisdiction;

5. Any document required by Rule 5005 or 5015 regarding a Natural Medicine Cultivation Facility's cultivation tier.

6. A Healing Center Licensee must submit Administration Session logs required in Rule 8035(C) at each renewal.

7. A Natural Medicine Business operating under a single entity name with more than one License may submit the following documents only once each calendar year on the first License renewal in lieu of submission with every License renewal in the same calendar year:

a. Tax documents and financial statements required by Rule 2125;

b. Documentation of all financial interests that are required to be disclosed by Rule 2140.

8. A Natural Medicine Business shall, as a component of a renewal application, submit a status update to their ESG criteria, documenting any ESG accomplishments, initiatives, or metrics. In addition, licensees should detail any changes in their plans and strategic, measurable, achievable, realistic and time bound (SMART) goals concerning the Licensee's ESG criteria for the forthcoming renewal period. Failure to submit a status update to an ESG criteria could result in license recission or renewal denial.

Basis and Purpose – 2135

The statutory authority for this rule includes but is not limited to sections 44-50-104(2), 44-50-202(1)(b), 44-50-203(1)(b), 44-50-203(1)(d), 44-50-203(1)(e), 44-50-203(1)(n), 44-50-203(2)(a), and 44-50-203(2)(l),

C.R.S. The purpose of this rule is to provide clarity on disqualifying factors that may result in the denial of an Applicant's Natural Medicine Handler or Owner License application.

2135 – Licensure Qualifications

A. A License provided by this article shall not be issued to or held by:

1. A person until the fee therefore has been paid;

2. An individual whose criminal history, as described in subparagraph B of this Rule, indicates that he, she, or they should not hold a license;

3. An entity other than an individual if the criminal history of any of its Owners, as described in subparagraph B of this Rule, indicates that an Owner should not hold a license;

4. A person under 21 years of age;

5. A person licensed pursuant to the Natural Medicine Code who, during a period of licensure, or who, at the time of application, has failed to:

   a. Timely file any tax return with a taxing agency related to a Natural Medicine Business;

   b. Timely pay any taxes, interest, or penalties due as determined by final agency action related to a Natural Medicine Business; or

   c. Timely cure any tax deficiencies related to a Natural Medicine Business.

6. A person who fails to meet qualifications for licensure that directly and demonstrably relate to the operation of a Natural Medicine Business;

7. A publicly traded company;

8. A person the State Licensing Authority has determined the Applicant willfully disregarded regulatory warnings or actions related to unlawful marketing, manufacturing, or sale of Natural Medicine or has been ordered by a Court to discontinue unlawful marketing, manufacturing, or sale of Natural Medicine;

9. A person against whom there is evidence of commercial sale or advertising the commercial sale of Natural Medicine or Natural Medicine Product; or

10. A person who previously held a license from either the Department of Revenue or the Division of Professions and Occupations that has been denied or revoked in the previous three years.

B. Criminal History. A License may not be issued to or held by an individual who has been convicted of a felony in the preceding 3 years, or is subject to a sentence for a felony conviction, or is subject to a deferred judgment or sentence for a felony conviction, for any of the following charges:

1. A criminal sexual act;

2. Criminal fraud or embezzlement;

3. Aggravated assault;

4. Aggravated abuse, neglect, or endangerment of a child or an at-risk person;

5. Aggravated robbery;

6. Arson;

7. Manslaughter, homicide, or murder;

8. A violation of the Racketeer Influenced and Corrupt Organizations Act (RICO) or Colorado Organized Crime Control Act (COCCA); or

9. A conviction for the unlawful manufacturing with an inherently dangerous substance or commercial sale of any Natural Medicine related conduct after 2023.

Basis and Purpose – 2140

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-203(1)(a), 44-50-203(1)(b), 44-50-203(1)(d), 44-50-203(1)(e), 44-50-203(1)(n), 44-50-203(2)(a), 44-50-203(2)(l), 44-50-203(2)(q), and 44-50-203(2)(r), C.R.S. The purpose of this rule is to comply with the statutory prohibition on a person having a financial interest in more than five Natural Medicine Business Licenses. This rule identifies disclosures that are required by Natural Medicine Businesses to determine compliance with the statutory limitation on the number of licenses that an individual can have a financial interest in.

2140 – Disclosure of Financial Interests and Owners of Natural Medicine Business License

A. An Applicant for a Natural Medicine Business License must disclose all Owners with any Financial Interest in each initial, renewal, and change of ownership application. Failure to accurately disclose all Owners of a Natural Medicine Business may result in denial of an application or administrative action against the License.

B. An Applicant for a Natural Medicine Business License must also disclose the following agreements to the Division with each initial application. The Natural Medicine Business shall also disclose each of the following to the Division with each renewal application if the agreement has not previously been disclosed or has changed since the last application. The following agreements do not necessarily constitute a Financial Interest for purposes of the number of Natural Medicine Businesses a person holds:

1. A real or personal property lease;

2. Secured or unsecured promissory notes;

3. Agreements with a Natural Medicine Business regarding intellectual property;

4. Management agreement(s) with the Natural Medicine Business; and

5. Insurance policy(ies) issued to the Natural Medicine Business.

C. A combination of the agreements identified in subparagraph B above may result in a person having a Financial Interest in a Natural Medicine Business if the agreements shift the financial benefit or risk from the Owner to the person or persons with the agreements with the Natural Medicine Business.

D. A Natural Medicine Business must maintain documents identifying the source of all funds invested into a Natural Medicine Business. Natural Medicines Businesses shall not accept nor utilize any funds that are from activity that is not lawful under the Natural Medicine Code.

E. An Owner shall not have a Financial Interest in more than five Natural Medicine Business Licenses. An application may be denied or a License may be subject to administrative discipline where an Owner possesses or would possess a Financial Interest in more than five Natural Medicine Business Licenses.

Basis and Purpose – 2145

The statutory authority for this rule includes but is not limited to sections 44-50-104(2), 44-50-202(1)(b), 44-50-203(1)(a), 44-50-203(1)(b), 44-50-203(1)(d), 44-50-203(2)(a), and 44-50-302(1)-(2), C.R.S. The purpose of this rule is to establish the application process and conditions an Applicant or Licensee must meet for a change in ownership of a Natural Medicine Business.

2145 – Change of Ownership Applications

A. General Requirements.

1. A Natural Medicine Business shall provide a notice with its next renewal application that identifies any transfer of interests between existing Owner Licensees of that Natural Medicine Business. A Natural Medicine Business shall also provide notice with its next renewal application that identifies any Owner Licensee of less than 100% of the Natural Medicine Business that has been removed from the Natural Medicine Business. The addition of, or the transfer of any of the interests to, an Owner Licensee who is not an existing Owner Licensee of the Natural Medicine Business requires Division approval prior to transferring any interest in a Natural Medicine Business.

2. A proposed Owner cannot operate the Natural Medicine Business for which it intends to become an Owner until it receives all approvals and/or License(s) pursuant to any change of owner application required by this Rule. An Owner that already holds an Owner License and has been approved in connection with the Natural Medicine Business may continue to operate the Natural Medicine Business while the change of owner application is pending. A violation of this requirement is grounds for denial of the change of owner application and may result in disciplinary action against existing License(s).

B. Documents Required. Any change of owner application(s) regarding an Owner of a Natural Medicine Business must include the following documents:

1. Asset purchase agreement, merger, sales contract, agreement, or any other document necessary to effectuate the change of owner;

2. Application for an Owner License for each proposed Owner that does not already hold an Owner License;

3. Operating agreement, by-laws, partnership agreement, or other governing document(s) as will apply to the Natural Medicine Business if the change of owner application is approved;

4. Request for voluntary surrender form of the Owner License of any Owner that will not remain an Owner of at least one Natural Medicine Business if the change of owner application is approved; and

5. An affirmation and consent signed by any Owner whose Owner's interest is decreasing as a result of the change of owner application.

C. Natural Medicine Business Subject to Administrative Action. If a Natural Medicine Business or any of its Owner(s) apply for a change of owner and is involved in an administrative action, the following may apply:

1. The change of owner application may be delayed or denied until the administrative action is resolved; or

2. If the change of owner application is approved by the Division, the transferor, the transferee, or both may be responsible for the actions of the Natural Medicine Business and its prior Owner(s), and subject to discipline based upon the same.

Basis and Purpose – 2150

The statutory authority for this rule includes but is not limited to sections 44-50-104(2), 44-50-202(1)(b), 44-50-203(1)(a), 44-50-203(1)(b), 44-50-203(1)(c), 44-50-203(1)(g), 44-50-203(2)(a), 44-50-203(2)(l), and 44-50-302(1)-(2), C.R.S. The purpose of this rule is to establish the application process for changing location of a Licensed Premises and to ensure that a Licensee is not operating in multiple locations under one Natural Medicine Business License.

2150 – Change of Location of Regulated Natural Medicine Business License

A. Application Required Before Changing Location of Licensed Premises. A Natural Medicine Business must apply for and receive Division approval before changing the location of its Licensed Premises.

B. Application Requirements. A change of location application must include the following:

1. At least one signature of an Owner Licensee and representation that the signing Owner Licensee(s) is/are authorized to submit the application on behalf of the Natural Medicine Business.

2. Documentation showing compliance with the Local Jurisdiction's time, place, and manner requirements, as applicable.

3. The deed, lease, sublease, rental agreement, contract, or any other document(s) establishing the Licensee is, or will be, entitled to possession of the premises for which the application is made.

4. Legible and accurate diagram for the proposed Licensed Premises that complies with the requirements of Rules 2125(A)(2)(c), 3110, and 3115. The diagram must include a plan for the proposed Licensed Premises and a separate plan for the security and surveillance plan including camera placements, number and direction of coverage. If the diagram is larger than 8.5 inches by 11 inches, the Applicant must also provide the diagram in a portable document format (.pdf).

C. Change of Location Permit Required.

1. A Natural Medicine Business cannot change the location of its Licensed Premises until it receives a change of location permit from the Division.

2. The permit is effective for 120 days from the date of issuance, and the Licensee must change the location of its Natural Medicine Business to the place specified in the change of location permit and at the same time cease to operate at the former location. The Division may extend the 120-day deadline for a period up to an additional 120 days.

3. If the Licensee fails to change its Licensed Premises location prior to expiration of the change of location permit, the Natural Medicine Business must submit a new application, pay the change of location fee, and receive a new change of location permit prior to changing the location of its Licensed Premises.

4. A Natural Medicine Business cannot operate or exercise any of the privileges of its License(s) in both locations.

Basis and Purpose – 2155

The statutory authority for this rule includes but is not limited to sections 44-50-104(2), 44-50-202(1)(b), 44-50-203(1)(a), 44-50-203(1)(b), 44-50-203(1)(d), 44-50-203(1)(n), 44-50-203(2)(a), 44-50-203(2)(c), 44-50-203(2)(l), and 44-50-302(1)-(2), C.R.S. The purpose of this rule is to clarify the procedures and factors governing the denial process and the effect of voluntary withdrawal or surrender for all Licenses issued by the State Licensing Authority.

2155 – Application Denial, Voluntary Withdrawal, and Effect of a License Surrender

A. Applicant Burden to Meet Licensure Requirements. An Applicant for an Owner License, Natural Medicine Handler License, or Natural Medicine Business License must establish it is qualified to hold the License. All Licenses issued under the Natural Medicine Code are a revocable privilege.

B. Applicants Must Provide Full and Accurate Information to the Division. An application may be denied if it includes misstatements, omissions, misrepresentations, or untruths regarding the Applicant's eligibility to hold the License. Misstatements, omissions, misrepresentations, or untruths included in an application, documents submitted with the application or additional documents requested by the Division may be the basis for administrative action including but not limited to revocation of the license pursuant to section 44-50-701, C.R.S.

C. Grounds for Denial.

1. The State Licensing Authority will deny an application from an Applicant that is disqualified from holding a License by the Natural Medicine Code or these Rules.

2. The State Licensing Authority will deny an application if the Applicant fails to provide all required information or documents, fails to submit all required application fees, fails to provide accurate, complete, or truthful information or documents, or fails to cooperate with the Division.

D. Voluntary Withdrawal of Application.

1. The Division and Applicant may mutually agree to voluntary withdrawal of an application in lieu of a denial proceeding.

2. Applicants must first submit a form to the Division requesting the voluntary withdrawal of the application. Applicants will submit the form with the understanding that they were not obligated to request the voluntary withdrawal and that any right to a hearing in the manner is waived once the voluntary withdrawal is accepted.

3. The Division will notify the Applicant when it accepts the voluntary withdrawal.

4. The Division may refund the application fee where the application was voluntarily withdrawn prior to initiation of the application investigation.

E. Appeal of Denied Application. An Applicant may appeal a denial pursuant to the Administrative Procedure Act at sections 24-4-104 and 24-4-105, C.R.S.

F. Effect of License Surrender or Revocation on Related Applications. If an application is withdrawn or a License is voluntarily surrendered or revoked, and there are related applications that are seeking some change to the License (including, but not limited to, renewal, change of owner, or change of location) pending Final Agency Order, the related applications become moot and those moot applications will be closed by the Division without further action or notification to the Applicant.

Basis and Purpose – 2160

The statutory authority for this rule includes but is not limited to sections 44-50-104(2), 44-50-202(1)(b), 44-50-203(1)(a), 44-50-203(1)(b), 44-50-203(1)(d),44-50-203(1)(e), 44-50-203(1)(n), 44-50-203(2)(a), 44-50-203(2)(c), 44-50-203(2)(l), and 44-50-302(1)-(2), C.R.S. The purpose of this rule is to establish that each Natural Medicine Business must have at least one Owner Licensee, and each Healing Center must employ or contract with at least one Facilitator in order to operate. The rule further clarifies that a Licensee cannot subvert responsibility for violations of the Natural Medicine Code or these Rules if the violations were performed by a third-party acting on behalf of or at the direction of the Licensee.

2160 – Revoked or Suspended Owners; At Least One Owner Licensee and One Facilitator Required; Prohibited Third-Party Acts

A. Revoked Owners.

1. Less than 100% of all Owners – Divestiture. If less than 100% of a Natural Medicine Business' Owner Licenses are revoked by a Final Agency Order, the Natural Medicine Business must divest all of the interest of the revoked Owner Licensee.

a. Unless extended for good cause, within 90 days of an Owner having his, her, or their Owner License revoked, the Natural Medicine Business must either:

i. Submit a change of owner application, where required, and any document(s) necessary to transfer all of the interests that Owner owns to one or more persons that are not prohibited from holding a license. Any required change of owner application is subject to approval by the Division; or

ii. Where a change of owner application is not required, transfer all of the interest of that Owner to one or more Persons that are not a Person prohibited from holding a license.

b. In determining whether good cause for an extension exists, the Division will consider whether there is any buy-back provision with the Owner. If a mediation, arbitration, or legal proceeding has been initiated regarding the required divestiture, the 90-day deadline is extended until 90 days following execution of a settlement agreement, arbitration order, or final judgment concluding the mediation, arbitration, or legal proceeding.

c. A Natural Medicine Business that fails to divest an Owner as required by this Rule may be subject to denial, fine, suspension, or revocation of its License(s). The State Licensing Authority may consider aggravating and mitigating factors surrounding measures taken to divest a revoked Owner when determining the imposition of a penalty.

2. All Owners are Revoked. A Natural Medicine Business's License may be revoked if 100% of its Owners have his or her or their Owner's License revoked.

B. Suspension of Owners.

1. Suspension of Less than 100% of the Owner(s) of a Natural Medicine Business. In the event of the suspension of the Owner License of an Owner, either (i) the Natural Medicine Business must comply with all requirements of Rule 9020 – Disciplinary Process: Summary Suspensions, or (ii) the non-suspended Owner Licensee(s) must control the Natural Medicine Business without participation from the suspended Owner(s).

2. Suspension of 100% of the Owners of a Natural Medicine Business. A Natural Medicine Business cannot operate if all Owners are suspended.

C. At Least One Owner Holding a Valid Owner License Required. No Natural Medicine Business may operate or be licensed unless it has at least one Owner Licensee who holds a valid Owner License.

D. At Least One Facilitator License Required for Each Healing Center License. A Healing Center may only operate if it has employed or contracted with at least one licensed Facilitator who also holds a Natural Medicine Handler License or Owner License.

E. Loss Of Owner License As An Owner Of Multiple Businesses. If an Owner License is suspended or revoked as to one Natural Medicine Business, that Owner License is automatically suspended or revoked as to any other Natural Medicine Business in which that person is an Owner.

F. Prohibited Third-Party Acts. No Licensee may employ, contract with, hire, or otherwise retain any person, including but not limited to an employee, agent, or independent contractor, to perform any act or conduct on the Licensee's behalf or for the Licensee's benefit if the Licensee is prohibited by law or these Rules from engaging in such conduct itself.

1. A Licensee may be held responsible for all actions and omissions of any person the Licensee employs, contracts with, hires, or otherwise retains, including but not limited to an employee, agent, or independent contractor, to perform any act or conduct on the Licensee's behalf or for the Licensee's benefit.

2. A Licensee may be subject to license denial or administrative action, including but not limited to fine, suspension, or revocation of its license(s), based on the act and/or omissions of any person the Licensee employs, contracts with, hires, or otherwise retains, including but not limited to an employee, agent, or independent contractor, to perform any act or conduct on the Licensee's behalf or for the Licensee's benefit.

Part 3 – General Privileges & Limitations

Basis and Purpose – 3005

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-203(1)(b), 44-50-203(1)(g), 44-50-203(1)(k), and 44-50-301(4), C.R.S. The purpose of this Rule is to define prohibited acts and conduct on a Natural Medicine Business's Licensed Premises.

3005 – General Restrictions

A. Consumption of Natural Medicine.

1. Licensees are prohibited from consuming Regulated Natural Medicine or Regulated Natural Medicine Product on the Licensed Premises unless the Licensee is a Participant in an Administration Session, separate from their employment.

2. Licensees are prohibited from consuming Regulated Natural Medicine or Regulated Natural Medicine Product in transport vehicles.

B. Alcohol Beverage and Regulated Marijuana License Restrictions. A person may not operate a license issued pursuant to the Natural Medicine Code and these Rules at the same location as a license or permit issued pursuant to articles 3, 4, 5, or 10 of title 44. For purposes of this Rule, location means the Licensed Premises.

C. Sales of Natural Medicine and Natural Medicine Product to Individuals Prohibited. Licensees are prohibited from selling Regulated Natural Medicine or Regulated Natural Medicine Product to individuals outside of Natural Medicine Services. Licensees are also prohibited from disguising sales through free Regulated Natural Medicine or Regulated Natural Medicine Product transfers to individuals outside of Natural Medicine Services. Licensees may transfer Regulated Natural Medicine and Regulated Natural Medicine Product to other Licensees and to Facilitators.

D. Only Licensed Employees Can Handle Regulated Natural Medicine. A Natural Medicine Business must verify that an individual has a valid Natural Medicine Handler License issued under Rule 2115 before allowing the individual to perform any work described in Rule 2115(A) at the Natural Medicine Business's Licensed Premises.

E. Restrictions on Administration Area Only When Regulated Natural Medicine is Present. Nothing herein requires an Administration Area to only be used for Natural Medicine Services. The rules related to an Administration Area shall only apply to the Administration Area while Regulated Natural Medicine or Regulated Natural Medicine Product are present in the Administration Area.

F. No Synthetic Natural Medicine Allowed. Natural Medicine Cultivation Facilities, Natural Medicine Products Manufacturers, and Healing Centers shall not manufacture, store, distribute, transport, transfer, or dispense any Natural Medicine and Natural Medicine Product that contains synthetic or synthetic analogs of Natural Medicine, including a derivative of a naturally occurring compound of Natural Medicine that is produced using chemical synthesis, chemical modification, or chemical conversion.

G. Patient Confidentiality Required. Licensees must maintain the confidentiality of any records containing personally identifying information or medical data of Participants maintained or stored at a Natural Medicine Business's Licensed Premises, unless disclosure is otherwise required by any local, state, or federal law.

Basis and Purpose – 3010

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-203(1)(b), 44-50-203(1)(j), 44-50-203(2)(f), 44-50-203(2)(i), and 44-50-203(2)(p), C.R.S. The purpose of this rule is to identify the documents Natural Medicine Businesses are required to maintain and the protocols for retention and production of these records.

3010 – Business Records Required

A. General Requirements.

1. A Natural Medicine Business must maintain the information required in this Rule in a format that is readily understandable and may be stored electronically.

2. Storage of Required Records.

   a. On premises records: The Natural Medicine Business's books and records for the preceding six months (or complete copies of such records) must be available at the Licensed Premises at all times. Electronic records that are accessible from, but not physically located at, a Licensee's Licensed Premises also satisfy the requirements of this Rule 3015.

   b. On- or off-premises records: Books and records associated with older periods may be archived on or off of the Licensed Premises.

3. A Natural Medicine Business must maintain books and records necessary to fully and accurately account for the Licensee's transactions related to Regulated Natural Medicine, Natural Medicine Services, or Regulated Natural Medicine Products for the current and two preceding calendar years and shall be made available to the State Licensing Authority or Division upon request.

4. Division Access to Records. A Natural Medicine Business must provide on-demand access to on-premises records following a request from the Division during normal business hours or hours of apparent operation, and must provide access to off-premises records within three business days following a request from the Division.

B. A Natural Medicine Business must maintain the following books and records for the current calendar year and the preceding two calendar years:

1. Secure Facility Information –

   a. Current security plans, required by Rules 2125 and 3110;

   b. The business contact information for vendors that maintain video surveillance systems and Security Alarm Systems for its Licensed Premises;

   c. Security Alarm System documents required by Rule 3110; and

   d. Surveillance logs that identify all authorized employees and service personnel who have access to the surveillance system and maintenance and activity log as required by Rule 3110.

2. Marketing Records – All records related to advertising and marketing, including but not limited to, audience composition data as required by Rule 3505.

3. Diagram of the Licensed Premises – At a minimum, the diagram must reflect the following:

   a. All approved Restricted Areas and Administration Areas; and

   b. Identification of camera placements with associated camera numbers, the direction of coverage, and the locations of the surveillance equipment maintenance, user authorization list, and operating instructions.

4. Visitor Log – A record of all people other than Natural Medicine Handlers and Natural Medicine Owners that enter the Restricted Area.

5. Regulated Natural Medicine Waste Log – Comprehensive records regarding all waste material that accounts for, reconciles, and evidences all waste related to the disposal of Regulated Natural Medicine or Regulated Natural Medicine Product.

6. License Application Records – All records provided by the Licensee to the State Licensing Authority in connection with an application for licensure pursuant to the Natural Medicine Code and these Rules, including any required tax records and records demonstrating sources of funding. This requirement includes applications for permits, registrations, and any other applications pursuant to these Rules.

7. Records related to Adverse Health Events as required by Rule 3015.

8. Current Owner and Employee List – Natural Medicine Businesses must maintain a list with the full name and License number of all Owner Licensees and every Natural Medicine Handler Licensee who the Licensee employs. The list shall include all employees, including employees who are not required to hold a Natural Medicine Handler License, who work for the Natural Medicine Business, whether or not they report to the Licensed Premises as part of their employment.

9. Administration Session documents required by Rule 8035.

10. Emergency plan per Rule 8035.

11. Safety data sheets (SDS) related to the use of any solvents, chemicals, or pesticides at a Natural Medicine Cultivation or a Natural Medicine Products Manufacturer.

12. A map of all pest control devices, if the Natural Medicine Business is a Natural Medicine Cultivation or Natural Medicine Product Manufacturer.

13. Standard Operating Procedures per Rules 5020, 6015 or 8035.

14. Recall plan documentation as required by Rule 3205.

15. Records related to spore sources confirming they are *Psilocybe cubensis*.

16. Records regarding expiration date determinations, along with any data used to establish the expiration date, such as test results pursuant to Rule 5020(H)(3) and 6015(I)(3)(d).

17. Inventory tracking documentation as required by Rules 5025, 6020, 7035, or 8040.

18. Transport Manifests as required by Rule 3405.

19. All other records required by these Rules.

C. Loss of Records or Data. Any loss of electronically-maintained records shall not be considered a mitigating factor for violations of this Rule. Licensees are required to exercise due diligence in preserving and maintaining all required records.

Basis and Purpose – 3015

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-202(6), 44-50-202(7), 44-50-203(1)(g), 44-50-203(1)(j), and 44-50-203(2)(g), C.R.S. The purpose of this Rule is to identify notice and reporting requirements for Adverse Health Events by Natural Medicine Businesses and Healing Centers, specifically.

3015 – Natural Medicine Business Reporting Requirements

A. Adverse Health Event Reporting. If a Natural Medicine Business is notified of any possible Adverse Health Event, as defined in Rule 1025, associated with Regulated Natural Medicine, Regulated Natural Medicine Product, or Natural Medicine Services it must report the Adverse Health Event to the Division no later than within two business days from being notified.

1. To the extent known after reasonable diligence to discover relevant information, the report must contain the name and contact information of the complainant, the date the complaint was received, the nature of the complaint, identifying information found on the label of the Regulated Natural Medicine or Regulated Natural Medicine Product, and any other information that may be requested by the Division for purposes of investigation.

2. Natural Medicine Businesses must maintain records of Adverse Health Event reports in accordance with Rule 3010.

B. Healing Center Requirements. In addition to the requirements in paragraph A of this Rule, a Healing Center must report Adverse Health Events to the Division no later than within two business days from being notified including:

1. Any Participant reaction requiring medical attention; and

2. Any incident requiring emergency response.

C. Crimes on the Licensed Premises or Otherwise Related to the Natural Medicine Business. Natural Medicine Businesses and all Licensees employed by a Natural Medicine Business shall report to the Division any discovered plan or other action of any individual to commit theft, burglary, sales of Regulated Natural Medicine and Regulated Natural Medicine Product, diversion of Regulated Natural Medicine and Regulated Natural Medicine Product, or other crime related to the operation of the Natural Medicine Business. A report shall be made as soon as possible after the discovery of the action or conduct, but not later than 14 days. Nothing in this paragraph C alters or eliminates the obligation a Natural Medicine Business or Licensee may have to report criminal activity to a local law enforcement agency.

Basis and Purpose – 3105

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(a), 44-50-202(1)(b), 44-50-203(1)(a), 44-50-203(1)(b), 44-50-203(1)(d), 44-50-203(1)(f)(I)(D), 44-50-203(1)(g), and 44-50-203(2)(a), 44-50-203(2)(b), 44-50-203(2)(c), and 44-50-203(2)(r), C.R.S. The purpose of this rule is to establish minimum standards and requirements for a Natural Medicine Business that is co-located with another Natural Medicine Business or health-care facility.

3105 – Co-Located Natural Medicine Business Licenses

A. Co-Location Authorized. Natural Medicine Businesses that have identical Owner Licensees may share a location for the Natural Medicine Businesses' Licensed Premises.

1. Healing Centers. A Healing Center Licensed Premises may be at the same Licensed Premises as a Natural Medicine Cultivation Facility, Natural Medicine Products Manufacturer, another Healing Center, or a health-care facility.

2. Natural Medicine Cultivation Facility. A Natural Medicine Cultivation Facility Licensed Premises may be at the same Licensed Premises as a Healing Center or a Natural Medicine Products Manufacturer.

3. Natural Medicine Products Manufacturer. A Natural Medicine Products Manufacturer Licensed Premises may be at the same Licensed Premises as a Healing Center, Natural Medicine Cultivation Facility, or another Natural Medicine Products Manufacturer.

B. Co-Location Requirements.

1. All Licensees that share a location for their Licensed Premises must clearly designate on the Licensed Premises diagram: common areas, such as lobbies, hallways, and bathrooms; Restricted Areas; and Administration Areas.

2. A Healing Center that is co-located with another Natural Medicine Business or health-care facility must be clearly identified on the Licensed Premises diagram.

3. If any Natural Medicine Business is co-located with a Healing Center, the Restricted Areas shall not overlap with Administration Areas and must not be easily accessible to Participants.

4. If a Healing Center and Natural Medicine Cultivation Facility are co-located, separate inventory limits apply to the separate licensed operations.

C. Co-Location Restrictions.

1. Natural Medicine Testing Facilities are not permitted to be at the same Licensed Premises as another Natural Medicine Business.

2. A Natural Medicine Product Manufacturer that manufactures Regulated Natural Medicine Product using hazardous substances or dangerous chemicals is not permitted to be at the same Licensed Premises as a Healing Center.

Basis and Purpose – 3110

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-203(1)(b), 44-50-203(1)(g), 44-50-203(1)(h), 44-50-203(1)(j), 44-50-203(1)(k), and 44-50-203(2)(f),44-50-203(2)(g), and 44-50-204(1), C.R.S. The purpose of this rule is to describe the security requirements that apply to all Natural Medicine Businesses.

3110 – Security Standards

A. The requirements of these Rules apply to Healing Centers pursuant to Rule 8025(A)(2), Natural Medicine Cultivation Facilities pursuant to Rule 5015(B)(2), Natural Medicine Products Manufacturers, and Natural Medicine Testing Facility Licensed Premises regardless of whether the Licensed Premises is located within a building that contains separate unlicensed areas or located at an address that contains separate unlicensed structures.

B. Natural Medicine Businesses are responsible for the security of all Regulated Natural Medicine and Regulated Natural Medicine Product on the Licensed Premises or in transit between Licensed Premises, including providing adequate safeguards to protect against theft or diversion of Regulated Natural Medicine and Regulated Natural Medicine Product.

C. Healing Centers, Natural Medicine Cultivation Facilities, Natural Medicine Products Manufacturers, and Natural Medicine Testing Facilities must take adequate measures to:

1. Prevent unauthorized access to the Restricted Areas including, but not limited to, locking or monitoring exterior doors to the Licensed Premises during business hours;

2. Prevent unauthorized access to business records; and

3. Ensure that all Restricted Areas of a Licensed Premises are accessible only to Owner Licensees, Natural Medicine Handler Licensees, and other personnel authorized to be present under these Rules.

D. When the Licensee is not operating as a Natural Medicine Business, the Licensee must ensure that all Regulated Natural Medicine and Regulated Natural Medicine Product is appropriately secured. Licensees must take measures to prevent unauthorized access to Regulated Natural Medicine and Regulated Natural Medicine Product.

E. Alarm System. Healing Centers, pursuant to Rule 8025(A)(2), Natural Medicine Cultivation Facilities pursuant to 5015(B)(2), Natural Medicine Products Manufacturers, and Natural Medicine Testing Facilities must have a fully operational security alarm system on the Licensed Premises, activated at all times when the Licensed Premises is closed for business.

1. The security alarm system for the Licensed Premises must:

a. Be able to detect unauthorized entry into interior areas of the Licensed Premises and unauthorized activity within interior areas of the Licensed Premises.

b. Notify the Licensee or authorized personnel in the event of an unauthorized entry.

2. Upon request, Licensees shall make all information related to security alarm systems, monitoring, and alarm activity available to the Division.

F. All Natural Medicine Handler Licensees and Owner Licensees with unrestricted access to Restricted Areas must be able to provide their License certificate and photo ID upon Division investigator request.

G. Security Plan. All Natural Medicine Businesses Licensees must establish and maintain a security plan for each Licensed Premises, including at a minimum:

1. Protocols for the end-of-day handling and storage of Regulated Natural Medicine and Regulated Natural Medicine Product;

2. Protocols for:

a. Reporting theft or burglaries when they are discovered to state or local law enforcement and the Division; and

b. Reconciling inventory after a theft or burglary has been discovered;

3. Identification of exterior lighting of the Licensed Premises and any exterior camera angles, and protocols for maintenance of the lighting and cameras;

4. Identification of ingress and egress routes for the property and identification of any access control measures taken outside of the Licensed Premises; and

5. Identification of the points of contact for security alarm systems and video surveillance notifications required by this Rule and Rule 3115.

Basis and Purpose – 3115

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-203(1)(b), 44-50-203(1)(j), 44-50-203(1)(k), 44-50-203(2)(a), 44-50-203(2)(f), 44-50-203(2)(k), 44-50-203(2)(p), and 44-50-204(1)(a), C.R.S. The purpose of this rule is to define video surveillance requirements for all Natural Medicine Businesses.

3115 – Video Surveillance

A. Minimum Requirements. The following video surveillance requirements shall apply to Healing Centers as required by Rule 8025, and all Natural Medicine Cultivation Facilities, Natural Medicine Products Manufacturers, and Natural Medicine Testing Facilities, unless stated otherwise in these Rules.

1. Prior to exercising the privileges of a Healing Center, Natural Medicine Cultivation Facility, Natural Medicine Products Manufacturer Facility, or Natural Medicine Testing Facility License, an Applicant must install a fully operational video surveillance and camera recording system. The recording system must record in digital format and meet the requirements outlined in this Rule.

2. All video surveillance records and recordings must be stored in a Restricted Area, if applicable. If the Licensee does not have a Restricted Area, surveillance records of recordings must be securely stored in a location that is identified on the diagram of the Licensed Premises, or stored virtually and accessible electronically.

3. Video surveillance records and recordings must be made available upon request to the Division or for any other state or local law enforcement purpose.

B. Video Surveillance Equipment.

1. Video surveillance equipment shall, at a minimum, consist of digital or network video recorders, cameras capable of meeting the recording requirements described in this Rule, and a minimum of one on-premises video monitor, which may be a computer, tablet, or phone.

2. Licensees are responsible for ensuring that all surveillance equipment is properly functioning, maintained, and equipped with a failure notification system that provides prompt notification to the Licensee of any prolonged surveillance interruption and/or the complete failure of the surveillance system.

3. All video surveillance equipment shall have sufficient battery backup or other uninterrupted power supply to support a minimum of one hour of recording in the event of a power outage. Licensees must notify the Division of any loss of video surveillance capabilities that extend beyond two hours.

C. Placement of Cameras and Required Camera Coverage.

1. Camera coverage is required for all areas identified as Restricted Areas including entrances and exits to Restricted Areas and any area storing video surveillance equipment or recordings.

2. Cameras shall be placed to provide a clear unobstructed view of areas where Regulated Natural Medicine is grown, sampled, weighed, packaged, tagged, tested, stored, manufactured, and prepared for transport or disposal, whether in a Restricted Area or Administration Area.

3. Cameras must be placed and angled to allow clear and certain identification of any individual and activities in the Restricted Areas.

D. Location and Maintenance of Surveillance Equipment.

1. Surveillance recording equipment must be accessible only to authorized employees, service personnel or contractors, agents of the Division, or for any other state or local law enforcement purpose.

2. Licensees must keep a current list of all authorized employees and service personnel who have access to the surveillance system. Licensees must keep a surveillance equipment maintenance activity log on the Licensed Premises to record all service activity including the identity of the individual(s) performing the service, the service date and time, and the reason for service to the surveillance system.

3. Off-site Monitoring and video recording storage of the areas identified in this Rule 3115 by the Licensee or an independent third-party is authorized as long as standards exercised at the remote location meet or exceed all standards for on-site monitoring.

4. Natural Medicine Business Licensees co-located in accordance with Rule 3105 may have a separate surveillance area or a shared surveillance area within the Licensed Premises.

a. Natural Medicine Businesses with identical Owner Licensees may have one central surveillance room or area located at one of the Licensed Premises that simultaneously serves all of the Natural Medicine Businesses' Licensed Premises.

b. Licensed Premises that do not house the surveillance recording equipment are required to have an area where surveillance may be reviewed. Nothing in this Rule is intended to prohibit a Licensee from using a computer or mobile device for surveillance review.

5. Licensed Premises where both a Natural Medicine Cultivation Facility Licensee and Natural Medicine Products Manufacturer Licensee are co-located may have one central surveillance room located at the shared Licensed Premises. *See* Rule 3105 – Co-Located Natural Medicine Business Licenses.

E. Video Recording and Retention Requirements.

1. All camera views of all Restricted Areas must be able to record 24 hours a day. The use of motion detection is authorized if a Licensee confirms that monitored activities are adequately recorded.

2. All surveillance recordings must be kept for a minimum of 30 days and be in a format that can be easily accessed for viewing. Absence of video surveillance may result in a negative inference at an administrative hearing.

3. The date and time must be embedded on all surveillance recordings without significantly obscuring the picture.

4. Time is to be measured in accordance with the official United States time established by the National Institute of Standards and Technology and the U.S. Naval Observatory at: http://www.time.gov.

5. Surveillance video recordings may not be destroyed if the Licensee knows or should have known of a pending criminal, civil, or administrative investigation, or any other proceeding for which the recording may contain relevant information. Destruction of video surveillance may result in a negative inference at an administrative hearing.

Basis and Purpose – 3120

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-203(1)(b), 44-50-203(1)(j), 44-50-203(1)(k), 44-50-203(2)(i), 44-50-203(2)(j), and 44-50-203(2)(k), C.R.S. The purpose of this rule is to define the requirements to dispose of Regulated Natural Medicine Waste.

3120 – Waste Disposal

A. All Applicable Laws Apply. Regulated Natural Medicine Waste must be stored, secured, locked, and managed in accordance with all applicable federal, state, and local statutes, regulations, ordinances, or other requirements, including but not limited to the "Regulations Pertaining to Solid Waste Sites and Facilities" (6 CCR 1007-2, Part 1) established by the Colorado Department of Public Health and Environment pursuant to the "Solid Wastes Disposal Sites and Facilities Act", Title 30, Article 20, Part 1, C.R.S. and "Regulation No. 100 – Water and Wastewater Facility Operations Certification Requirements" (5 CCR 1003-2) established by the Colorado Department of Public Health and Environment pursuant to the Title 25, Article 9, Part 1, C.R.S.

B. Liquid Waste. Liquid waste from Regulated Natural Medicine Businesses shall be disposed of in compliance with all applicable federal, state, and local laws, regulations, rules, and other requirements as well as local wastewater treatment plant effluent requirements and limitations.

C. Chemical, Dangerous, and Hazardous Waste. Disposal of chemical, dangerous, and hazardous waste must be conducted in a manner consistent with federal, state, and local laws, statutes, regulations, rules, and other requirements.

D. Regulated Natural Medicine Waste consisting of psilocybin products that are fit for human consumption must be securely stored and disposed of on the Licensed Premises or transferred to another Licensee for disposal. Licensees must store Regulated Natural Medicine Waste in either a Restricted Area or a locked waste receptacle located on the Licensed Premises until it is disposed of.

E. Regulated Natural Medicine Waste consisting of psilocin or psilocybin that are unfit for human consumption may be stored prior to final disposal in a locked dumpster or other locked receptacle outside of the Licensed Premises or may be stored pursuant to section (D) of this Rule.

F. A Natural Medicine Cultivation Facility may dispose of Regulated Natural Medicine Waste that is a byproduct of cultivation or processing by rendering it unusable by autoclaving the substrate at 212° Fahrenheit (100° Celsius) for 20 minutes to ensure thorough spore destruction.

G. If a Natural Medicine Cultivation Facility or Natural Medicine Products Manufacturer generates waste while harvesting, processing, or producing finished product, or if the Regulated Natural Medicine Waste was previously designated as a finished product, the Licensee must document:

1. A reason for the Regulated Natural Medicine Waste in the inventory tracking system.

2. The exact time and method of destruction in the inventory tracking system.

H. All Regulated Natural Medicine Waste containing psilocybin or psilocin must be disposed of in a manner that effectively prevents spontaneous growth of Fruiting Bodies or mycelium containing

psilocybin. Regulated Natural Medicine Waste may be rendered unusable by autoclaving the substrate to 212° Fahrenheit (100° Celsius) for at least 20 minutes.

I. Material that has been designated as Regulated Natural Medicine Waste must be disposed of pursuant to this rule and may not be used in the production of Regulated Natural Medicine Product.

J. All Regulated Natural Medicine Waste must be tracked in the waste log and must detail the disposal process by tracking the time and temperature or other methods that stop the Regulated Natural Medicine from producing spores.

K. Administration Sessions at Authorized Locations Other than Healing Centers. Following an Administration Session at an authorized location other than a Healing Center, any Regulated Natural Medicine Waste must be transferred in accordance with Rule 3405 to a Natural Medicine Business for proper disposal. The Natural Medicine Business must weigh the Regulated Natural Medicine Waste upon receipt and enter the date, weight, Facilitator name, and Facilitator license number in its waste log, required in Rule 3010.

L. A Licensee may dispose of Regulated Natural Medicine or Regulated Natural Medicine Product at any time in accordance with these Rules, as long as it is properly disposed of and tracked according to applicable inventory tracking Rules.

Basis and Purpose – 3125

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-203(1)(g), 44-50-203(2)(g), 44-50-203(2)(h), and 44-50-203(2)(i), and 44-50-203(2)(p), C.R.S. The purpose of this rule is to establish minimum health and sanitary requirements for a Natural Medicine Business's Licensed Premises.

3125 – General Sanitary Requirements

A. Reasonable Measures and Precautions. Licensees shall take all reasonable measures and precautions to ensure:

1. Any individual who, by medical examination or supervisory observation, is shown to have, or appears to have, an illness, open lesion, including boils, sores, or infected wounds or any other abnormal source of microbial contamination for whom there is a reasonable possibility of contact with Regulated Natural Medicine and Regulated Natural Medicine Product shall be excluded from any operations which may be expected to result in contamination until the condition is corrected;

2. All individuals working in direct contact with Regulated Natural Medicine or Regulated Natural Medicine Product shall conform with hygienic practices while on duty, including but not limited to:

a. Maintaining adequate personal cleanliness;

b. Washing hands thoroughly in an adequate hand-washing area(s) before starting work, prior to engaging in the cultivation or production of Regulated Natural Medicine and Regulated Natural Medicine Product, and at any other time when the hands may have become soiled or contaminated; and

c. Refraining from having direct contact with Regulated Natural Medicine or Regulated Natural Medicine Product if the person has or may have an illness, open lesion, including boils, sores, or infected wounds or any other abnormal

source of microbial contamination, until such condition is addressed and corrected.

3. Litter and waste are removed, and waste disposal systems are maintained in a manner so that they do not constitute a source of contamination in areas where Regulated Natural Medicine or Regulated Natural Medicine Product is handled;

4. Floors, walls, and ceilings are constructed in such a manner that they may be adequately cleaned, and each is kept clean and in good repair;

5. There is adequate lighting in all areas where Regulated Natural Medicine and Regulated Natural Medicine Product is handled, including but not limited to, processing, manufacturing, sampling, testing, storing, packaging, and labeling, and where equipment or utensils are cleaned;

6. Licensees provide adequate screening or other protection against the entry of pests. Litter shall be disposed of so as to minimize the development of odor and minimize the potential for waste attracting pests, creating shelter for pests, or where pests breed;

7. Any buildings, fixtures, and other facilities are maintained in a sanitary condition, including but not limited to the prevention of microorganism growth;

8. Toxic cleaning compounds, sanitizing agents, and other chemicals shall be identified, held, stored, and disposed of in a manner that protects against contamination of Regulated Natural Medicine and Regulated Natural Medicine Product, and in accordance with any applicable local, state, or federal law, rule, regulation, or ordinance. All Safety Data Sheets from the compounds must be kept on file in accordance with Rule 3010;

9. All operations in the receiving, inspecting, transporting, preparing, manufacturing, packaging, and storing Regulated Natural Medicine and Regulated Natural Medicine Product shall be conducted in accordance with adequate sanitation principles; and

10. Cultivation or manufacturing materials, ingredients, and Regulated Natural Medicine and Regulated Natural Medicine Product that can support the rapid growth of undesirable microorganisms are stored in a manner that prevents the growth of these microorganisms.

B. Hand Washing & Facilities. All Natural Medicine Businesses must have at least one toilet facility and hand-washing facility.

1. Hand washing facilities shall be adequate and convenient and be furnished with running water at a suitable temperature. Hand-washing facilities shall be located in the Licensed Premises and where good sanitary practices require employees to wash or sanitize their hands, and provide effective hand-cleaning and sanitizing preparations and sanitary towel service or suitable drying devices. A sign must be posted to remind employees to wash their hands before returning to work;

2. Each Natural Medicine Business provides its employees with adequate and readily accessible toilet facilities that are maintained in a sanitary condition and good repair by cleaning and sanitizing the facilities on a scheduled basis; and

3. Healing Centers must have both toilet and hand-washing facilities easily accessible to Participants. These facilities may be shared with non-licensed entities, as long as the Facilitator follows the procedures outlined in the Administration Session Preparedness Plan in Rule 8035(D)(1)(a)(i).

4. Potable drinking water facilities must be available for employees and Participants.

Basis and Purpose – 3130

The statutory authority for this rule includes but is not limited to sections 44-50-104(5)(a)-(d), 44-50-202(1)(b), 44-50-203(1)(b), 44-50-203(1)(g), 44-50-203(2)(g), 44-50-203(2)(p), 44-50-203(2)(r), and 44-50-301(4), C.R.S. The purpose of this rule is to establish the conditions under which a Natural Medicine Business may be subject to an inspection of its Licensed Premises by local authorities, including but not limited to a zoning inspection, a fire safety inspection, or a building inspection.

3130 – Local Safety Inspections

A. A Natural Medicine Business is subject to inspection of its Licensed Premises by the local fire department, building inspector, or code enforcement officer to inspect for compliance with state law, local ordinances or rules, these governing regulations, and all other applicable state health and safety regulations.

B. The inspection could result in additional specific standards to meet Local Jurisdiction requirements related to the operation of businesses within the Local Jurisdiction. A fire safety inspection may result in the required installation of fire suppression devices, or other means necessary for adequate fire safety. A Local Jurisdiction may also use an inspection to confirm compliance with ordinances or regulations governing the time, place, and manner of Licensee's operations.

C. Natural Medicine Businesses must comply with Local Jurisdiction ordinances and regulations related to fire safety.

Basis and Purpose – 3205

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-203(1)(j), 44-50-203(1)(b), 44-50-203(2)(g), 44-50-203(2)(i), 44-50-203(2)(k), and 44-50-203(2)(p), C.R.S. The purpose of this rule is to establish minimum requirements for a recall plan and the process by which the Division or a Natural Medicine Business initiates, performs, and terminates a recall.

3205 – Recall of Regulated Natural Medicine or Regulated Natural Medicine Product

A. Applicability. This Rule 3205 applies to all Natural Medicine Business Licensees. Owner Licensees are responsible for the recall plan and the necessary steps for a recall in accordance with this Rule. The recall plan may designate additional Natural Medicine Handler Licensees as points of contact in the event of a recall.

B. Initiating a Recall. A Natural Medicine Business may initiate a recall at any time, or a recall may be initiated at the Division's request. Natural Medicine Businesses must comply with the requirements of this Rule 3205.

1. Division Request for Recall.

a. If the Division requests a Natural Medicine Business initiate a recall pursuant to this Rule, the Division's correspondence, which may be electronic, must include the reasons for the recall request and any other information necessary for the Natural Medicine Business to initiate the recall.

b. A Division request for recall does not require the Natural Medicine Business to initiate a recall. However, if the Division has reasonable grounds to believe a Licensee's Regulated Natural Medicine or Regulated Natural Medicine Product is

contaminated or otherwise presents a risk to public safety, the Division may require a Natural Medicine Business to quarantine or embargo the affected inventory.

2. Voluntary Recall.

a. A Natural Medicine Business may voluntarily initiate a recall.

b. If a Natural Medicine Business elects to initiate a recall, the Licensee must notify the Division at least 24 hours prior to notifying other Licensees, Facilitators, Participants, or other interested or affected persons in order to facilitate coordination between the Licensee and the Division.

C. Recall Plan Required. Natural Medicine Cultivation Facilities and Natural Medicine Products Manufacturers must have a written recall plan. A recall plan shall include, but is not limited to, the following:

1. Evaluation of a Complaint or Condition. Natural Medicine Businesses must maintain a record of all complaints it receives regarding the quality of Regulated Natural Medicine and Regulated Natural Medicine Product that has any potential negative impact to health or an adverse reaction in accordance with Rule 3015. If an initial assessment indicates a recall may be necessary, the Natural Medicine Business shall:

a. Determine the hazard and evaluate the safety concerns with the product;

b. Undertake necessary product quarantine measures for any affected Regulated Natural Medicine and Regulated Natural Medicine Product; and

c. Determine the appropriate product removal strategy considering the potential adverse reactions and amount of product transferred to other Licensees and Participants.

2. Identification of Affected Regulated Natural Medicine and Regulated Natural Medicine Product. A recall plan must establish a process for identifying affected Regulated Natural Medicine and/or Regulated Natural Medicine Product, which shall include the following:

a. Distribution List. When identifying Regulated Natural Medicine and/or Regulated Natural Medicine Product subject to a recall, the Licensee shall create a distribution list that includes the following information:

i. The name, license number, and address of the Natural Medicine Business(es) that received the Regulated Natural Medicine and/or Regulated Natural Medicine Product subject to the recall;

ii. Ship or transfer date(s) for the Regulated Natural Medicine and/or Regulated Natural Medicine Product subject to the recall; and

iii. Business contact information for each Natural Medicine Business that received Regulated Natural Medicine and Regulated Natural Medicine Product subject to the recall, including names and telephone numbers.

b. Product Information. When identifying Regulated Natural Medicine and/or Regulated Natural Medicine Product subject to a recall, the Licensee shall document the following product information:

i. Product description;

ii. Net contents;

iii. Harvest Lot and/or Production Lot number;

iv. The license number(s) for the Natural Medicine Business(es) that cultivated or manufactured the Regulated Natural Medicine and/or Regulated Natural Medicine Product subject to the recall; and

v. To the extent known after reasonable diligence to collect information, the recall plan must also include the following additional product information: the amount of affected Regulated Natural Medicine and Regulated Natural Medicine Product returned to the Natural Medicine Cultivation or Natural Medicine Product Manufacturer in response to the recall.

3. Notifications.

a. A Licensee initiating a recall pursuant to this Rule shall issue a recall notice to all Natural Medicine Businesses identified on the Licensee's distribution list.

b. No later than 48 hours after issuing a recall notice to all Natural Medicine Businesses on the Licensee's distribution list, the Licensee shall also:

i. Notify the Division and the Department of Public Health & Environment that the recall has been initiated; and

ii. Post an alert on the Licensee's website, social media, or other method of notifying Participants and Facilitators.

c. Recall Notice. A recall notice issued by a Natural Medicine Business pursuant to this Rule shall include at least the following information:

i. The reason for recall and related hazards, if any. If the Regulated Natural Medicine and/or Regulated Natural Medicine Product is being removed for quality rather than health reasons, the notice may state that the Regulated Natural Medicine and Regulated Natural Medicine Product does not meet internal company specifications and is being removed from distribution;

ii. Natural Medicine Businesses that received the Regulated Natural Medicine and/or Regulated Natural Medicine Product;

iii. The License number(s) and name(s), including trade names or "doing business as" names, of the Natural Medicine Business(es) that cultivated or manufactured the Regulated Natural Medicine and/or Regulated Natural Medicine Product subject to the recall;

iv. Product description(s) for Regulated Natural Medicine and/or Regulated Natural Medicine Product subject to the recall;

v. Expiration date(s) for the Regulated Natural Medicine and/or Regulated Natural Medicine Product subject to the recall, if applicable;

vi. Ship or transfer date(s) for the Regulated Natural Medicine and/or Regulated Natural Medicine Product subject to the recall; and

vii. Instructions regarding the disposition of Regulated Natural Medicine and/or Regulated Natural Medicine Product subject to the recall.

4. Removal of Affected Regulated Natural Medicine and Regulated Natural Medicine Product.

a. Removal. A Natural Medicine Business shall make all reasonable efforts to remove the affected Regulated Natural Medicine and/or Regulated Natural Medicine Product from licensed Facilities. Affected Regulated Natural Medicine and Regulated Natural Medicine Product that is either still in control of the originating Licensee or located at another Licensed Premises shall be secured, segregated, clearly labeled "Not for Distribution," and separated from any other Regulated Natural Medicine and Regulated Natural Medicine Product.

b. Disposal. Regulated Natural Medicine and Regulated Natural Medicine Product subject to a recall under this Rule shall be disposed of in accordance with Rule 3120.

c. Recall Effectiveness. A Natural Medicine Business initiating a recall pursuant to this Rule is responsible for determining whether the recall is effective. The Licensee shall complete recall effectiveness checks to verify that all receiving Licensees have been notified and have taken the appropriate action.

i. Effectiveness checks shall determine:

A. If the receiving Licensee(s) received the recall notification;

B. If the recalled Regulated Natural Medicine and Regulated Natural Medicine Product was handled as instructed in the recall notification; and

C. If the Regulated Natural Medicine and Regulated Natural Medicine Product was further dispensed by the receiving Licensee before receipt of the recall notification, and if so, were additional Licensees, Participants, and Facilitators notified.

ii. If the Licensee accounts for 100 percent of the affected Regulated Natural Medicine and Regulated Natural Medicine Product, then no effectiveness checks are required.

5. Annual Audit of Recall Plan. The Natural Medicine Business must annually audit their recall plan to determine if any changes in the operation of their business would require an update to the plan.

D. Termination of Recall.

1. A Natural Medicine Business initiating a recall pursuant to this Rule may terminate a recall when the Licensee determines that reasonable efforts have been made to remove or correct the affected Regulated Natural Medicine and/or Regulated Natural Medicine Product in accordance with the recall plan, and when it is reasonable to assume that the Regulated Natural Medicine and/or Regulated Natural Medicine Product subject to the recall has been removed and properly disposed of, or correction has been made

commensurate with the degree of the hazard of the recalled Regulated Natural Medicine and/or Regulated Natural Medicine Product.

2. Upon termination of the recall, the Natural Medicine Business shall provide notice to the Division with a recall status report and a description of the disposition of the recalled Regulated Natural Medicine and/or Regulated Natural Medicine Product. The recall status report shall contain the following information:

   a. Number of receiving Licensees notified of the recall, the date, and method of notification;

   b. Number of receiving Licensees who responded to the recall notice and both the quantity of affected Regulated Natural Medicine and/or Regulated Natural Medicine Product in the possession of the Licensee at the time of the response, and quantity of affected product returned or corrected;

   c. Number and results of the effectiveness checks that were made; and

   d. Approximate time that was required to complete the recall.

Basis and Purpose – 3210

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-203(1)(b), 44-50-203(1)(j), 44-50-203(2)(g), 44-50-203(2)(i), 44-50-203(2)(k), and 44-50-203(2)(p), C.R.S. The purpose of this rule is to establish the reasons the Division may embargo Regulated Natural Medicine and Regulated Natural Medicine Product and the process for an embargo.

3210 – Embargo of Regulated Natural Medicine and Regulated Natural Medicine Product

A. The Division may embargo Regulated Natural Medicine and Regulated Natural Medicine Product when there are objective and reasonable grounds to believe the Regulated Natural Medicine and Regulated Natural Medicine Product poses a risk to health, safety, or welfare of Participants that imperatively requires emergency action.

B. Notice of Embargo. A Division investigator will issue a Notice of Embargo to only the Licensee from which the Regulated Natural Medicine or Regulated Natural Medicine Product originated, including a description of the Regulated Natural Medicine or Regulated Natural Medicine Product, and identifying any permitted activities regarding the inventory subject to the embargo.

   1. Following the issuance of a notice of embargo, the Licensee shall issue a recall using the recall plan required in Rule 3205. A recall for purposes of embargo may only be terminated with approval of the Division.

   2. With Division approval, a Licensee subject to a notice of embargo may instruct other Licensees to dispose of Regulated Natural Medicine and/or Regulated Natural Medicine Product as part of the recall response.

   3. The Division may also notify Licensees that received Regulated Natural Medicine and Regulated Natural Medicine Product subject to the embargo to physically segregate and secure the embargoed Regulated Natural Medicine and Regulated Natural Medicine Product.

   4. The Director, or their designee, shall promptly approve and issue a concise statement regarding the reasons for issuing the embargo.

C. Effect of Embargo.

1. The Licensee shall completely physically segregate and secure Regulated Natural Medicine and Regulated Natural Medicine Product subject to the embargo in the Restricted Area of the Licensed Premises.

2. While the embargo is in effect, the Licensee is prohibited from transferring or transporting the embargoed Regulated Natural Medicine and Regulated Natural Medicine Product, unless otherwise authorized by these Rules or Division approval. The Licensee may choose to dispose of the embargoed Regulated Natural Medicine and Regulated Natural Medicine Product in accordance with Rule 3120 after Division approval in writing.

3. While the embargo is in effect, the Licensee must secure the embargoed Regulated Natural Medicine and Regulated Natural Medicine Product, maintain the Licensed Premises in reasonable condition according to health, safety, and sanitary standards, and must comply with all security requirements in Rules 3110 and 3115.

D. The Division or State Licensing Authority may lift, revise, or extend an embargo by agreement with the Licensee at any time after the notice of embargo was served.

E. If the State Licensing Authority has not issued a written statement articulating the objective and reasonable grounds that the health, safety, or welfare of the public requires destruction of embargoed Regulated Natural Medicine and Regulated Natural Medicine Product within 120 days of the notice of embargo, the Licensee that received the notice of embargo may submit a written request for a hearing before a Department of Revenue Hearing Officer in accordance with Rule 9040(B)(4). Any hearing will be conducted by a Department of Revenue Hearing Officer pursuant to section 24-4-105, C.R.S. and in accordance with the process described in Rule 9040.

Basis and Purpose – 3305

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-203(1)(k), 44-50-203(2)(d), 44-50-203(2)(e), 44-50-203(2)(g), 44-50-203(2)(j), and 44-50-203(2)(k), C.R.S. The purpose of this rule is to define the requirements for packaging and labeling Regulated Natural Medicine and Regulated Natural Medicine Products between Natural Medicine Businesses or Facilitators. The following Rule, in conjunction with Rule 3505 - Licensee Marketing, seeks to implement measures to prevent diversion to individuals under 21 years of age, prevent accidental ingestion, and avoid the excessive commercialization of natural medicine and natural medicine services. Initially, this Rule seeks to minimize opportunities for packaging and labeling to misappropriate or exploit federally recognized American tribes, indigenous people, communities, and cultures by limiting the use of color and images on packages and labels. This rule does not limit the use of color or images in a Licensee's marketing materials, which could include branding - *see* Rule 3505 for additional information, requirements, and limitations on Licensee marketing.

3305 – Packaging & Labeling Requirements

A. Any transfer of Regulated Natural Medicine and Regulated Natural Medicine Product must be in a container and packaged and labeled in accordance with this Rule.

1. Servings of Regulated Natural Medicine and Regulated Natural Medicine Product.

a. A single Unit of Regulated Natural Medicine Product may contain no more than 10 milligrams of Total Psilocin.

b. A package of Regulated Natural Medicine Product may contain no more than 50 milligrams of Total Psilocin.

c. A package of Regulated Natural Medicine may contain no more than 5 grams of dried Fruiting Bodies.

2. Tincture Product Packaging. A Natural Medicine Products Manufacturer producing tincture products allowed under Rule 6005(C)(2)(a) must package the tincture product:

a. In a manner consistent with the requirements in subparagraph (1)(b) of this Rule; and

b. Affixing the package of tincture product with a measuring device that permits the Facilitator or Natural Medicine Handler Licensee to measure each serving.

3. A container or package may be reused as long as it is effectively sanitized and complies with the requirements of these Rules.

4. All labels must comply with the following:

a. The font on the label must be legible and at least 8-point font.

b. The date the Regulated Natural Medicine was harvested or the date the Regulated Natural Medicine Product was manufactured.

c. Natural Medicine Business name, License number, and Harvest Lot and/or Production Lot number.

d. *Psilocybe cubensis* strain type and net contents in either dried weight of the Fruiting Bodies or Total Psilocin of a manufactured product.

B. Prior to Transfer to a Natural Medicine Products Manufacturer.

1. Packaging. Prior to transfer to a Natural Medicine Products Manufacturer, Regulated Natural Medicine must have completed all required processing steps in accordance with the Licensee's standard operating procedures, including passing any required testing pursuant to Rule 4010.

2. Labeling Requirements. Prior to transfer to a Natural Medicine Products Manufacturer, the Natural Medicine Cultivation Facility must affix a label that complies with paragraph (A)(4) of this Rule.

C. Prior to Transfer to a Natural Medicine Testing Facility.

1. Prior to transfer to a Natural Medicine Testing Facility, a Sample of Regulated Natural Medicine or Regulated Natural Medicine Product must be in its final form and have completed all required processing or manufacturing steps in accordance with the Licensee's standard operating procedures.

2. Packaging. Samples of Regulated Natural Medicine and Regulated Natural Medicine Product must be placed into a transparent container that permits the Sample to be photographed by the Natural Medicine Testing Facility. The container must have at least 20% empty space.

3. Labeling Requirements. Prior to transfer to a Natural Medicine Testing Facility, the Natural Medicine Cultivation Facility or Natural Medicine Products Manufacturer must affix a label that:

a. Complies with paragraph (A)(4) of this Rule; and

b. If applicable, a list of all ingredients used to manufacture the Regulated Natural Medicine Product including identification of major allergens including milk, eggs, fish, Crustacean shellfish, tree nuts, peanuts, wheat, and soybeans.

D. Prior to Transfer to a Healing Center or Facilitator.

1. Prior to transfer to a Healing Center or Facilitator, all Regulated Natural Medicine or Regulated Natural Medicine Product must be in its final form and have completed all required processing or manufacturing steps in accordance with the Licensee's standard operating procedures and have passed all required testing in accordance with Part 4 of these Rules.

2. Packaging.

a. Prior to transfer to a Licensed Facilitator. Regulated Natural Medicine and Regulated Natural Medicine Product transferred to a Facilitator for an Administration Session at an authorized location other than a Healing Center must be in a Child-Resistant container.

3. Labeling Requirements. Prior to transfer to a Healing Center or Facilitator, the container must be affixed with a label that:

a. Complies with paragraph (A)(4) of this Rule;

b. Includes the Total Psilocin content in milligrams, and the date the tryptamine content analysis test was performed; and

c. If applicable, a list of all ingredients used to manufacture the Regulated Natural Medicine Product including identification of major allergens including milk, eggs, fish, Crustacean shellfish, tree nuts, peanuts, wheat, and soybeans.

4. The label may include, but is not required to include, the Natural Medicine Business's logo.

5. Supplemental Information. Prior to transfer to a Healing Center or Facilitator, the Natural Medicine Cultivation or Natural Medicine Product Manufacturer must provide the following information. This supplemental information may be included on the label, provided electronically, or provided in hard-copy documentation accompanying the package to the Healing Center:

a. If the Regulated Natural Medicine or Regulated Natural Medicine Product has been subject to shelf stability testing in accordance with Rules 5020(H)(3) or 6015(I)(3), the expiration date; or

b. If the Regulated Natural Medicine or Regulated Natural Medicine Product has not been subject to shelf stability testing to support an expiration date, the label must include the following statement:

"Tryptamine content must be retested every 9 months. Whoever is in possession of this product must submit it for tryptamine content analysis testing 9 months from the harvest or production date."; and

c. Include ideal storage conditions for the Regulated Natural Medicine or Regulated Natural Medicine Product; and

d. Drug Interaction Warning Statement: The label must include the following statement:

"Drug Interaction Warning: This product may interact with other prescription drugs, recreational drugs, alcohol, or other substances. Special care should be taken by anyone consuming natural medicine and other prescription or recreational drugs."

6. Labeling Restrictions.

a. A label on Regulated Natural Medicine or Regulated Natural Medicine Product shall not make any claims regarding health or physical benefits.

b. Labels must not be attractive to individuals under the age of 21. Colors, pictures, and cartoon images are not permitted on labels.

c. Labels must not use the word "candy" or "candies."

d. A Regulated Natural Medicine Product cannot be labeled or packaged in a manner that would cause confusion as to whether the product was a trademarked food product.

e. Regulated Natural Medicine and Regulated Natural Medicine Product shall not be labeled in a way that misappropriates or exploits the identity or cultural history of Federally Recognized American Tribes, as defined in section 12-170-104(7), C.R.S., and indigenous people, their community, cultures, or religions.

Basis and Purpose – 3405

The statutory authority for this rule includes but is not limited to sections 44-50-104(5)(c), 44-50-202(1)(b), 44-50-203(1)(b), 44-50-203(1)(h)(I)-(V), 44-50-203(1)(k), 44-50-203(1)(l), and 44-50-203(2)(j), and 44-50-203(2)(k), C.R.S. The purpose of this rule is to establish requirements for transportation of Regulated Natural Medicine and Regulated Natural Medicine Product between Natural Medicine Businesses.

3405 – Transport and Storage

A. Persons Authorized to Transport. Only an individual who holds a valid Natural Medicine Handler License or Owner License may handle the transport of Regulated Natural Medicine, Regulated Natural Medicine Product, or Regulated Natural Medicine Waste in a vehicle on behalf of a Natural Medicine Business or between Natural Medicine Businesses. Any other passengers in the vehicle must be at least twenty-one years of age or older.

B. Transport Between Licensed Premises.

1. Licensees shall only transport Regulated Natural Medicine and Regulated Natural Medicine Product between Licensed Premises or transfer directly to a Facilitator licensed by the Department of Regulatory Agencies.

2. Licensees may only transfer Regulated Natural Medicine Waste between Licensed Premises or receive Regulated Natural Medicine Waste directly from a Facilitator licensed by the Department of Regulatory Agencies.

C. Securing Regulated Natural Medicine During Transport. Licensees transporting Regulated Natural Medicine, Regulated Natural Medicine Product, or Regulated Natural Medicine Waste must ensure that the Regulated Natural Medicine, Regulated Natural Medicine Product, or Regulated Natural Medicine Waste is stored within a locked, secured area, shielded from view from the exterior of the vehicle at all times during transport.

D. Transport Manifest Required. A Licensee may only transport Regulated Natural Medicine, Regulated Natural Medicine Product, or Regulated Natural Medicine Waste if he, she, or they have a Division-approved transport manifest.

1. The manifest may be either a hard copy or digital/electronic version. Licensees are required to ensure all information is preserved with valid and verified signatures on any manifest. Valid and verified signatures must be dated and can be electronic.

2. The transport manifest must include the following information:

   a. Originating Natural Medicine Business name, License number, and address;

   b. Receiving Natural Medicine Business or Facilitator name, License number, and address;

   c. Name, contact information, and Natural Medicine Handler License number or Owner License number for any individual in the vehicle transporting the Regulated Natural Medicine, Regulated Natural Medicine Product, or Regulated Natural Medicine Waste;

   d. Driver's valid state-issued driver license number:

   e. Vehicle make, model, and license plate number;

   f. Planned route for transportation;

   g. Date and estimated time of departure;

   h. Date and estimated time of arrival or completion of transport;

   i. Address and duration of any overnight stop; and

   j. Information about the product being transported.

3. A Licensee shall provide a copy of the transport manifest to each Natural Medicine Business or Facilitator receiving Regulated Natural Medicine and Regulated Natural Medicine Product described in the transport manifest. To maintain transaction confidentiality, the originating Licensee may prepare a separate transport manifest for each recipient Natural Medicine Business or Facilitator.

E. Motor Vehicle Required. A Licensee must use a motor vehicle to transport Regulated Natural Medicine and Regulated Natural Medicine Product.

1. The motor vehicle must be properly registered in the state of Colorado pursuant to motor vehicle laws but need not be registered in the name of the Licensee.

2. The motor vehicle must be equipped with an alarm system.

3. The motor vehicle must be insured at or above legal requirements.

4. The motor vehicle must have appropriate temperature control for transporting Regulated Natural Medicine and Regulated Natural Medicine Product.

F. Use of Colorado Roadways. Licensees must comply with all state and local laws when transporting Regulated Natural Medicine and Regulated Natural Medicine Product on public roads in the state of Colorado.

G. Preparation of Regulated Natural Medicine and Regulated Natural Medicine Product for Transport.

1. Licensees must weigh Regulated Natural Medicine, Regulated Natural Medicine Product, and Regulated Natural Medicine Waste prior to packaging for transport. The scale used to weigh Regulated Natural Medicine and Regulated Natural Medicine Product shall be tested and approved in accordance with measurements and standards established in section 35-14-127, C.R.S.

2. Licensees may only weigh, package, label, and prepare for transport Regulated Natural Medicine, Regulated Natural Medicine Product, and Regulated Natural Medicine Waste in the Restricted Area.

H. Licensee Responsibilities to Ensure Consistent Transport Information.

1. Responsibilities of Originating Licensee. Prior to departure, the originating Licensee shall adjust its records to reflect the removal of Regulated Natural Medicine and Regulated Natural Medicine Product from the Licensed Premises. The Licensee shall maintain a copy of the transport manifest pre-transport and post-receipt of Regulated Natural Medicine and Regulated Natural Medicine Product by receiving Licensee. The Licensee shall reconcile inventory based on product name and quantity with the applicable transport manifest.

2. Responsibilities of Recipient Licensee. Upon receipt, the receiving Licensee shall ensure that the Regulated Natural Medicine and Regulated Natural Medicine Product are as described in the transport manifest and shall immediately adjust its records to reflect the receipt of inventory. The receiving Licensee shall weigh the inventory received on a scale that is tested and approved in accordance with measurement standards in section 35-14-127, C.R.S. The Licensee shall reconcile inventory based on product name and quantity with the applicable transport manifest.

3. Discrepancies. The receiving Licensee shall document any differences between the quantity specified in the transport manifest and the quantities of Regulated Natural Medicine or Regulated Natural Medicine Product received. Licensees must maintain a record of the discrepancy, which may be included in the final, signed transport manifest.

I. Regulated Natural Medicine and Regulated Natural Medicine Products must be transported and stored in sanitary environments and kept away from conditions that could contaminate or degrade the Regulated Natural Medicine and Regulated Natural Medicine Product.

J. Transport of Contaminated Regulated Natural Medicine and Regulated Natural Medicine Product. In the event Regulated Natural Medicine and Regulated Natural Medicine Product has failed required testing, has been contaminated, or otherwise presents a risk of cross-contamination to other Regulated Natural Medicine and Regulated Natural Medicine Product, such Regulated Natural Medicine and Regulated Natural Medicine Product may only be transported if it is physically segregated and contained in a sealed package that prevents cross contamination.

K. Inventory tracking procedures must be followed.

1. For each tracking event required to be tracked, the following information must be documented.

    a. The date the Regulated Natural Medicine, Regulated Natural Medicine Product, or Regulated Natural Medicine Waste was received.

    b. The quantity of Regulated Natural Medicine, Regulated Natural Medicine Product, or Regulated Natural Medicine Waste that was received.

    c. The Natural Medicine Business License number, name, and phone number from which the transfer originated.

    d. The Natural Medicine Business License number, name, and phone number where the Regulated Natural Medicine or Regulated Natural Medicine Waste originated.

    e. If applicable, the Natural Medicine Business License number, name, and phone number for the Natural Medicine Product Manufacturer where the Regulated Natural Medicine Product was produced.

2. Licensees must report on a monthly basis all inventory tracking events from the previous calendar month in a manner prescribed by the Division, using any forms provided by the Division.

Basis and Purpose – 3505

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-203(1)(j), 44-50-203(1)(k), 44-50-203(1)(m), 44-50-203(2)(a), and 44-50-203(2)(q), C.R.S. The purpose of this rule is to define the requirements and limitations on Natural Medicine Businesses in public communications promoting the Licensee, Regulated Natural Medicine, Regulated Natural Medicine Product, or Natural Medicine Services. The following rule, in conjunction with Rule 3305 - Licensee Marketing, seeks to implement measures preventing diversion to individuals under 21 years of age, prevent accidental ingestion, and avoid the excessive commercialization of natural medicine and natural medicine services. Initially, this rule seeks to minimize opportunities to misappropriate or exploit federally recognized American tribes, indigenous people, communities, and cultures by limiting the use of color and images on packages and labels. This rule does not limit the use of color or images in a Licensee's marketing materials, which could include branding - *see* Rule 3305 for additional information, requirements, and limitations on packaging and labeling.

3505 – Licensee Marketing

A. Applicability. This Rule applies to any communication that markets a Licensee, the Licensee's Regulated Natural Medicine or Regulated Natural Medicine Product, or Natural Medicine Services regardless of how that communication is identified. Marketing includes, but is not limited to, advertising, public relations, branding, and other promotional effects.

B. No Deceptive, False, or Misleading Statements. A Natural Medicine Business shall not engage in marketing communication that is deceptive, false, or misleading. A Natural Medicine Business shall not make any deceptive, false, or misleading assertions or statements on any product, any sign, or any document provided to a Participant.

C. No Misappropriation of Federally Recognized American Tribes or Indigenous People or Culture. Natural Medicine Businesses, Regulated Natural Medicine, Regulated Natural Medicine Product and Natural Medicine Services shall not be marketed in a way that misappropriates or exploits the

identity or cultural history of Federally Recognized American Tribes as defined in section 12-170-104(7), C.R.S., or indigenous people, their community, culture or religions.

D. No Safety Claims Because Tested. A Natural Medicine Business shall not claim that Regulated Natural Medicine or Regulated Natural Medicine Product are safe because they were tested by a Natural Medicine Testing Facility.

E. Promotions Shall Not Appeal to Individuals Under 21 Years of Age. Natural Medicine Businesses shall not market in a way that appeals to individuals under 21 years old, including but not limited to images of minors, cartoons, toys, or similar images and items typically marketed towards minors, or reference to products that are commonly associated with minors or marketed to minors.

F. Audience Composition Data Required. Licensees are required to maintain audience composition data demonstrating that any communication marketing the Licensee, Regulated Natural Medicine, Regulated Natural Medicine Product, or Natural Medicine Services has an audience where at least 73.6% of the audience is reasonably expected to be at least 21 years of age or older.

G. A Natural Medicine Business may only market the Licensee's services to individuals who are legally allowed to obtain Natural Medicine Services. Licensees shall not market transfer of Regulated Natural Medicine or Regulated Natural Medicine Product for remuneration.

H. Outdoor Marketing. Prior to engaging in outdoor marketing or advertising, the Licensee shall provide the Division with audience composition data demonstrating compliance with subpart (F) of this Rule above and documentation demonstrating compliance with local outdoor marketing or advertising restrictions. The restrictions in this Rule 3505(H) do not prohibit a sign or signs on the building where the Licensed Premises is located.

Part 4 – Regulated Natural Medicine Testing Program

Basis and Purpose – 4005

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-203(1)(f), 44-50-203(2)(a), 44-50-203(2)(r) and 44-50-404(2), C.R.S. The purpose of this rule is to establish the requirement that Natural Medicine Businesses pay for required testing of Regulated Natural Medicine or Regulated Natural Medicine Product.

4005 – Costs

The cost for all sampling and tests conducted pursuant to these Rules is the responsibility of the Regulated Natural Medicine Business that is required to submit the Sample for testing. A Natural Medicine Testing Facility may require prepayment or decline to provide test results until a Regulated Natural Medicine Business remits payment for the test(s).

Basis and Purpose – 4010

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-203(1)(b), 44-50-203(1)(f), 44-50-203(1)(n), 44-50-203(2)(d), 44-50-203(2)(g), and 44-50-404(2), C.R.S. The purpose of this rule is to establish the required testing and sampling procedures for Regulated Natural Medicine that a Natural Medicine Cultivation Facility must complete prior to transferring Regulated Natural Medicine.

These testing rules reflect initial rules that attempt to balance the costs to Natural Medicine Businesses and protect public health and safety. These rules are based on limited available data and prior experience with other similar programs due to the nascent nature of the Regulated Natural Medicine program. The

State Licensing Authority will monitor testing data and Participant experiences and may revise testing requirements to require more or less frequent testing, testing for additional or different contaminants, additional testing requirements if additional routes of administration are permitted and other testing updates. Further, if additional Natural Medicines are permitted in the Regulated Natural Medicine program, those may also require additional testing requirements.

4010 – Natural Medicine Cultivation Facility - Required Regulated Natural Medicine Testing

A. Regulated Natural Medicine must pass all required testing conducted by a Natural Medicine Testing Facility prior to transfer to a Natural Medicine Products Manufacturer, Healing Center, or Facilitator.

B. Sampling Procedures.

1. Harvest Lot Sampling. Whole fungi must be fully dried to be submitted to a Natural Medicine Testing Facility. The Sample must be a mixture of parts of the Fruiting Bodies, including caps and stems of different Fruiting Bodies.

a. Samples collected from a Harvest Lot shall be a minimum of 2.5 grams and contain a minimum of 5 Sample Increments.

b. Sample Increments collected from a Harvest Lot shall be a minimum of 0.5 grams.

2. Sampling Procedure Training. A Natural Medicine Cultivation Facility must provide standard operating procedures and training to any Natural Medicine Handler Licensee or Owner Licensee who will collect Samples for required testing.

a. The standard operating procedures and training must include at least the following topics:

i. These Part 4 Rules - Regulated Natural Medicine Testing Program;

ii. Sampling procedures or guidance established by the Division, as available;

iii. Cross contamination as it relates to Sample collection;

iv. Sample collection documentation and record keeping requirements; and

v. Use of and disinfection of Sample collection equipment.

C. Required Testing - Harvest Lot Testing. Prior to transferring any Regulated Natural Medicine to a Natural Medicine Product Manufacturer, Healing Center, or Facilitator, a Natural Medicine Cultivation Facility must comply with required testing and that testing must be completed with a Sample submitted that is representative of the Harvest Lot it came from.

1. Tryptamine Content Analysis Testing.

a. Each Harvest Lot of Regulated Natural Medicine must be submitted for tryptamine content analysis. The results of the tryptamine content analysis required in this Rule must be accurately documented in the Licensee's inventory tracking records and on the label prior to transfer to a Facilitator, Natural Medicine Products Manufacturer, or Healing Center. The tryptamine content analysis shall test for:

i. Psilocybin;

ii. Psilocin;

iii. Baeocystin;

iv. Aeruginascin; and

v. Norbaeocystin.

b. Each Sample of Regulated Natural Medicine must also be tested for the presence of 4-acetoxy-N,N-Dimethyltryptamine (4-AcO DMT). The presence of any amount of 4-AcO-DMT is considered a failing test.

c. Failed Testing. The detection of a synthetic tryptamine or synthetic analog of a tryptamine, including a derivative of naturally occurring compounds of psilocybin or psilocin that is produced using chemical synthesis, chemical modification, or chemical conversion shall constitute a failed tryptamine content analysis test.

d. Tryptamine content analysis shall be conducted every nine months from the date of the original test or most recent retest. When retesting indicates a significant deviation of Total Psilocin, more than 15% higher or lower than the previous Total Psilocin, the Regulated Natural Medicine must be relabeled with the new tryptamine content.

2. Contaminant Testing - Microbial Panel. A Natural Medicine Cultivation Facility shall subject at least one Harvest Lot to the following microbial contaminant testing once every 30-day period following the Sample submission of the last Sample. If during any 30-day period the Natural Medicine Cultivation Facility does not possess a Harvest Lot that is ready for testing, the Natural Medicine Cultivation Facility must subject its first Harvest Lot that is ready for testing to the required contaminant testing prior to transfer to a Facilitator, Healing Center, or Natural Medicine Products Manufacturer.

a. Each Sample of Regulated Natural Medicine must be submitted for the following microbial contaminant tests:

i. *Salmonella*. *Salmonella* must be absent from the Sample.

ii. Shiga toxin producing *Escherichia coli* (STEC). STEC must be absent from the Sample.

Basis and Purpose – 4015

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-203(1)(b), 44-50-203(1)(f), 44-50-203(1)(n), 44-50-203(2)(d), 44-50-203(2)(g), and 44-50-404(2), C.R.S. The purpose of this rule is to establish the required testing and sampling procedures for Regulated Natural Medicine Product that a Natural Medicine Products Manufacturer must complete prior to transferring Regulated Natural Medicine Product.

These testing rules reflect initial rules that attempt to balance the costs to Natural Medicine Businesses and protecting public health and safety. These rules are based on limited available data and prior experience with other similar programs due to the nascent nature of the Regulated Natural Medicine program. The State Licensing Authority will monitor testing data and Participant experiences and may revise testing requirements to require more or less frequent testing, testing for additional or different contaminants, additional testing requirements if additional routes of administration are permitted and

other testing updates. Further, if additional Natural Medicines are permitted in the Regulated Natural Medicine program, those may also require additional testing requirements.

4015 – Natural Medicine Products Manufacturer - Required Regulated Natural Medicine Product Testing.

A. Regulated Natural Medicine Product must pass all required testing conducted by a Natural Medicine Testing Facility prior to transfer to another Natural Medicine Products Manufacturer, Healing Center, or Facilitator.

B. Sampling Procedures.

1. Production Lots of Regulated Natural Medicine.

a. A Sample shall contain at least the number of Sample Increments required by the Division for a given Production Lot size, as described in the table below.

b. A Sample Increment shall contain at least one discrete unit that comprises the Production Lot (e.g. one capsule, one chocolate bar).

c. If the Production Lot will be transferred in packages that contain more than one Unit, a Sample shall contain at least two packages.

d. A Sample shall contain at least the minimum amount of Regulated Natural Medicine Product required by the Natural Medicine Testing Facility to perform all of the tests requested by the submitting Natural Medicine Business.

e. Required Natural Medicine Product Sampling. See the table below. Minimum Sample Increment = 1 Unit.

Number of Units within the Production Lot	Minimum Number Sample Increments per Sample
0-99	5
100-999	8
1000-4999	15
5000-9999	22
10000-49999	33
50000 or more	43

2. Sampling Procedure Training. A Natural Medicine Products Manufacturer must provide standard operating procedures and training to any Natural Medicine Handler Licensee or Owner Licensee who will collect Samples for required testing.

a. The standard operating procedures and training must include at least the following topics:

i. These Part 4 Rules - Regulated Natural Medicine Testing Program;

ii. Sampling procedures or guidance established by the Division, as available;

iii. Cross contamination as it relates to Sample collection;

iv. Sample collection documentation and record keeping requirements; and

v. Use and disinfection procedures of Sample collection equipment.

C. Required Testing - Production Lot Testing. Prior to transferring any Regulated Natural Medicine Product, a Natural Medicine Products Manufacturer must comply with required testing and that testing must be completed with a Sample submitted that is representative of the Production Lot it came from. The Sample must be of sufficient size and increments to determine the homogeneity of the product.

1. Tryptamine Content Analysis Testing.

a. Each Production Lot of Regulated Natural Medicine Product must be submitted for tryptamine content analysis. The results of the tryptamine content analysis required in this Rule must be accurately documented in the Licensee's inventory tracking records and on the label prior to transfer to a Facilitator, Natural Medicine Products Manufacturer, or Healing Center.

i. Psilocybin;

ii. Psilocin;

iii. Baeocystin;

iv. Aeruginascin; and

v. Norbaeocystin.

b. Each Sample of Regulated Natural Medicine Product must also be tested for the presence of 4-acetoxy-N,N-Dimethyltryptamine (4-AcO DMT). The presence of any amount of 4-AcO-DMT is considered a failing test.

c. Failed Testing. The detection of a synthetic tryptamine or synthetic analog of a tryptamine, including a derivative of naturally occurring compounds of psilocybin or psilocin that is produced using chemical synthesis, chemical modification, or chemical conversion shall constitute a failed tryptamine content analysis test.

d. Tryptamine content analysis shall be conducted every nine months from the date of the original test or most recent retest. When retesting indicates a significant deviation of Total Psilocin, more than 15% higher or lower than the previous Total Psilocin, the Regulated Natural Medicine Product must be relabeled with the new tryptamine content.

2. Homogeneity. Each Production Lot must be tested to ensure homogeneous distribution of tryptamines throughout the Production Lot. For homogeneity testing, a Natural Medicine

Products Manufacturer must submit a minimum of four servings from a minimum of two separate items (e.g. four capsules of dried, powdered mushrooms or two complete chocolate bars if each bar contains more than one serving). A Production Lot is considered to have a homogeneous distribution of tryptamines if each serving of no more than 10 milligrams Total Psilocin that is submitted for homogeneity testing is within 15.0% of the labeled value and the relative standard deviation of the four servings is less than 15.0%.

3. Contaminant Testing - Microbial Panel. A Natural Medicine Products Manufacturer shall subject at least one Production Lot to the following microbial contaminant testing once every 30-day period following the Sample submission of the last Sample. If during any 30-day period the Natural Medicine Products Manufacturer does not possess a Production Lot that is ready for testing, the Natural Medicine Products Manufacturer must subject its first Production Lot that is ready for testing to the required contaminant testing prior to transfer to a Facilitator or Healing Center.

    a. Each Sample of Regulated Natural Medicine Product must be submitted for the following microbial contaminant tests:

        i. *Salmonella*. *Salmonella* must be absent from the Sample.

        ii. Shiga toxin producing *Escherichia coli* (STEC). STEC must be absent from the Sample.

Basis and Purpose – 4020

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-203(1)(b), 44-50-203(1)(f), 44-50-203(1)(j), 44-50-203(2)(d), 44-50-203(2)(g), 44-50-203(2)(r), and 44-50-404(2), C.R.S. The purpose of this rule is to establish the Natural Medicine Division's authority to request testing at any time and to require the Licensee to submit Samples for any required tests to a Natural Medicine Testing Facility.

These testing rules reflect initial rules that attempt to balance the costs to Natural Medicine Businesses and protect public health and safety. These rules are based on limited available data and prior experience with other similar programs due to the nascent nature of the Regulated Natural Medicine program. The State Licensing Authority will monitor testing data and Participant experiences and may revise testing requirements to require more or less frequent testing, testing for additional or different contaminants, additional testing requirements if additional routes of administration are permitted and other testing updates. Further, if additional Natural Medicines are permitted in the Regulated Natural Medicine program, those may also require additional testing requirements.

4020 – Division Directed Testing

A. Upon direction by the Division or the State Licensing Authority, a Natural Medicine Business must submit one or more Samples of Regulated Natural Medicine or Regulated Natural Medicine Product for any tests required under this Rule and other tests as may be necessary for investigation. If the Division directs a test, the results will be shared with the Natural Medicine Business.

B. Samples collected pursuant to this Rule may be tested for tryptamine content, Total Psilocin, or contaminants which may include, but is not limited to, pesticides, microbial contaminants, mycotoxins, elemental impurities, residual solvents, or other chemical contaminants.

C. A Licensee must submit a Sample(s) to a Natural Medicine Testing Facility within 48 hours of receiving a Division directive for additional testing, unless otherwise noted in the directive.

D. The Division may elect, at its sole direction, to assign Division representatives to collect Samples.

E. The Division may issue a Notice of Embargo or Notice of Destruction pursuant to Rule 3210 based on test results that pose a risk to public health, safety, or welfare.

Basis and Purpose – 4025

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-203(1)(b), 44-50-203(1)(f), 44-50-203(1)(l), 44-50-203(2)(d), 44-50-203(2)(g), 44-50-203(2)(i), 44-50-203(2)(k), and 44-50-203(2)(r), and 44-50-404(2), C.R.S. The purpose of this rule is to establish the procedures and requirements when a Natural Medicine Business is notified that Regulated Natural Medicine or Regulated Natural Medicine Product fails testing.

These testing rules reflect initial rules that attempt to balance the costs to Natural Medicine Businesses and protect public health and safety. These rules are based on limited available data and prior experience with other similar programs due to the nascent nature of the Regulated Natural Medicine program. The State Licensing Authority will monitor testing data and Participant experiences and may revise testing requirements to require more or less frequent testing, testing for additional or different contaminants, additional testing requirements if additional routes of administration are permitted and other testing updates. Further, if additional Natural Medicines are permitted in the Regulated Natural Medicine program, those may also require additional testing requirements.

4025 – Failed Test Procedures

A. Failed Contaminant Tests. If a Regulated Natural Medicine Business is notified by a Natural Medicine Testing Facility or the Division of a failed contaminant test, then for each Sample the Natural Medicine Business must destroy and document the destruction of the Harvest Lot or Production Lot in the inventory tracking system, according to the waste Rule 3120.

B. If a Licensee's Sample fails contaminant testing, the Licensee shall submit Samples from the next five Harvest Lots or Production Lots for the failed test type(s) by a Natural Medicine Testing Facility regardless of amount of time between each Harvest Lot or Production Lot.

1. If the results of any of the next five tests fail a contaminant test, the Natural Medicine Business must complete a required CAPA plan under Rule 5020(E)(3) or 6015(E)(3) and submit the results and any revisions to the Division. The Division will review the revised plan and may conduct an inspection to confirm compliance with the plan.

2. If any lot has failed contaminant testing, it cannot be further transferred until the Natural Medicine Business fulfills the CAPA plan and the Division confirms through inspection that the Nonconformances were addressed.

Part 5 – Regulated Natural Medicine Cultivation License Requirements

Basis and Purpose – 5005

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-203(1)(d), 44-50-203(1)(i), 44-50-203(1)(l), 44-50-203(1)(n), 44-50-203(2)(a), and 44-50-402, C.R.S. The purpose of this rule is to establish licensing tiers and transfer authority for Natural Medicine Cultivation Facilities. The Division intends to revisit this rule and the cultivation tiers outlined in this Part 5 during a future rulemaking proceeding once baseline information and data is available from the Regulated Natural Medicine Program in order to determine if additional revisions to cultivation tiers are appropriate. Additional revisions may include a reduction or increase in the amount of Regulated Natural Medicine a Natural Medicine Cultivation Facility may cultivate and store on the Licensed Premises.

5005 – License Privileges

A. A Natural Medicine Cultivation Facility Licensee may only exercise the License privileges granted by the State Licensing Authority and these Rules.

1. No later than thirty days after beginning operations, the Natural Medicine Cultivation Facility Licensee must submit complete floor plans or diagrams of the Licensed Premises to the Division in a manner prescribed by the Division. Floor plans or diagrams must clearly show any areas designated as Administration Areas, if co-located with a Healing Center, any areas designated as Restricted Areas, and security camera placement required by these Rules.

2. Micro-Cultivation Tier. A Natural Medicine Cultivation Facility Licensee who has obtained a micro-cultivation tier License may store Regulated Natural Medicine up to 750 grams of dried Fruiting Bodies.

3. Standard Cultivation Tier. All new Natural Medicine Cultivation Facility Licensees are standard cultivation tier Licenses, unless the Licensee applied for and received a micro-cultivation tier License.

a. A standard cultivation tier License may store up to 5.000 kilograms of dried Fruiting Bodies of Regulated Natural Medicine at any one time.

b. In accordance with Rule 5015, a standard cultivation tier Licensee who can demonstrate demand in a manner and on a form prescribed by the Division may apply for approval to cultivate, process, and store more than 5.000 kilograms of dried Fruiting Bodies.

B. Authorized Regulated Natural Medicine Sources.

1. A Natural Medicine Cultivation Facility may only use *Psilocybe cubensis* spores and mycelium from the Licensee's previous inoculations to cultivate Regulated Natural Medicine. The Natural Medicine Cultivation Facility must maintain complete and accurate records of spore sources, including certificates of analysis or other documentation demonstrating the spore species, if available.

2. A Natural Medicine Cultivation Facility may accept transfers of Regulated Natural Medicine Waste from another Natural Medicine Cultivation Facility, a Natural Medicine Products Manufacturer, a Healing Center, or a Facilitator licensed by the Department of Regulatory Agencies to dispose of the Regulated Natural Medicine Waste. The Regulated Natural Medicine Waste must be tracked in the waste log and must be handled in accordance with the transfer requirements in Rule 3405.

C. Authorized Transfers.

1. A Natural Medicine Cultivation Facility may transfer Regulated Natural Medicine to a Natural Medicine Manufacturing Facility, a Natural Medicine Testing Facility, and a Healing Center in accordance with this subparagraph (C)(1).

a. Prior to transfer to a Natural Medicine Testing Facility, the Regulated Natural Medicine must comply with packaging requirements in Rule 3305(C).

b. Prior to transfer to a Healing Center, the Regulated Natural Medicine must pass all required testing in Rules 4005 - 4015.

c. Prior to transfer to a Healing Center or Facilitator, the Regulated Natural Medicine must be packaged and labeled pursuant to Rule 3305(D).

d. Prior to transfer to a Natural Medicine Products Manufacturer, the Regulated Natural Medicine must be packaged and labeled pursuant to Rule 3305(B).

2. A Natural Medicine Cultivation Facility may transfer up to 750 milligrams of Total Psilocin at one time of Regulated Natural Medicine that has passed all required testing and is packaged and labeled pursuant to Rule 3305(D) to a Facilitator for Administrations Sessions at authorized locations other than Healing Centers in accordance with this Rule.

a. Facilitator Request Requirements. A Natural Medicine Cultivation Facility may only transfer Regulated Natural Medicine to a Facilitator after receiving and verifying the Facilitator's request. All requests for Facilitator transfers must including the following information:

i. The Facilitator's Department of Regulatory Agencies issued license number;

ii. The requested amount of Regulated Natural Medicine;

iii. The number of Administration Sessions the Facilitator is requesting Regulated Natural Medicine for;

iv. The number of Participants that will be consuming the requested Regulated Natural Medicine; and

v. The requested date for pick-up.

b. Request Verification. A Natural Medicine Cultivation Facility must verify the Facilitator's Department of Regulatory Agencies issued license number in order to complete the transfer.

3. All transfers of Regulated Natural Medicine must comply with transport and inventory tracking requirements in Rules 3405 and 5025.

D. Cultivation & Processing Privileges. A Natural Medicine Cultivation Facility Licensee may cultivate, process, package, and label Regulated Natural Medicine, including inoculation, harvesting, and processing.

1. A Natural Medicine Cultivation Facility Licensee may process harvested Regulated Natural Medicine into whole dried Fruiting Bodies.

2. A Natural Medicine Cultivation Facility Licensee shall not produce Regulated Natural Medicine Product, which requires a Natural Medicine Products Manufacturer License.

E. Research and Development Testing. A Natural Medicine Cultivation Facility may conduct or submit Samples to a Natural Medicine Testing Facility for research and development testing on Regulated Natural Medicine.

1. A Natural Medicine Cultivation Facility may not conduct or submit Samples to a Natural Medicine Testing Facility for any research and development testing on any Regulated Natural Medicine obtained from a source other than the Natural Medicine Cultivation Facility.

2. Results of research and development testing conducted under this subparagraph E shall not count towards the fulfillment of any required testing mandated by these Rules.

3. The Natural Medicine Cultivation Facility Licensee must maintain full and accurate records regarding research and development test procedures, results, and other standard operating procedures consistent with these Rules.

Basis and Purpose – 5010

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-203(1)(g), 44-50-203(1)(l), 44-50-203(2)(a), 44-50-203(2)(c), 44-50-203(2)(g), and 44-50-402(1), C.R.S. The purpose of this rule is to identify prohibited actions by Natural Medicine Cultivation Facilities.

5010 – Prohibited Acts

A. A Natural Medicine Cultivation Facility shall not use pesticides and fungicides in the cultivation of Regulated Natural Medicine. If the Division has reason to believe that pesticides or fungicides were used in the cultivation of Regulated Natural Medicine, a pesticide test will be requested per Rule 4020. The State Licensing Authority shall initiate an administrative action if test results indicate the presence of pesticides or fungicides, may embargo any contaminated Regulated Natural Medicine, and may require the Licensee to initiate a recall per Rule 3205.

B. Transfer to unlicensed persons prohibited. A Natural Medicine Cultivation Facility shall not transfer any Regulated Natural Medicine to a person who does not hold a Natural Medicine Business License, or a Facilitator licensed by the Department of Regulatory Agencies under article 170 of title 12 in accordance with Rule 5005. Only a Natural Medicine Handler Licensee or Owner Licensee may receive Regulated Natural Medicine on behalf of a Natural Medicine Business.

C. One Natural Medicine Cultivation Facility per Licensed Premises. A Licensed Premises shall only have one Natural Medicine Cultivation Facility License.

Basis and Purpose – 5015

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-203(1)(b), 44-50-203(1)(g), 44-50-203(1)(i), 44-50-203(1)(n), 44-50-203(2)(a), 44-50-203(2)(f), and 44-50-203(2)(k), C.R.S. The purpose of this rule is to identify the permissible inventory and inventory management requirements for Natural Medicine Cultivation Facilities. The Division intends to revisit this rule and the cultivation tiers outlined in this Part 5 during a future rulemaking proceeding once baseline information and data is available from the Regulated Natural Medicine Program in order to determine if additional revisions to cultivation tiers are appropriate. Additional revisions may include a reduction or increase in the amount of Regulated Natural Medicine a Natural Medicine Cultivation Facility may cultivate and store on the Licensed Premises.

5015 – Production and Inventory Management

A. A Natural Medicine Cultivation Facility Licensee may only possess up to the maximum amount of Natural Medicine permitted by the Licensee's cultivation tier and in accordance with these Rules.

B. Security Measures.

1. A Natural Medicine Cultivation Facility Licensee who has obtained a micro-cultivation tier must store all Regulated Natural Medicine in a secured, locked place that is:

a. Accessible only to the Owner Licensee(s) and/or Natural Medicine Handler Licensee(s); and

b. Monitored by video surveillance while Regulated Natural Medicine is possessed or stored on the Licensed Premises.

2. All other Natural Medicine Cultivation Facility Licensees must comply with all security and surveillance requirements in Rules 3110 and 3115.

C. Cultivation Tiers. Each Natural Medicine Cultivation Facility shall be designated as either a micro-cultivation tier or a standard cultivation tier for purposes of production and inventory management.

1. Requests to Cultivate, Possess, and Store More than 5.000 Kilograms of Dried Fruiting Bodies. A Natural Medicine Cultivation Facility Licensee in the standard cultivation tier may apply in a manner prescribed by the Division for approval to cultivate, possess, and store more than 5.000 kilograms of dried Fruiting Bodies. The Division may consider the following in determining whether to approve the request:

a. The Natural Medicine Cultivation Facility making the request has consistently transferred Regulated Natural Medicine to other Natural Medicine Businesses or Facilitators in the preceding 180 days;

b. The Natural Medicine Cultivation Facility making the request has entered into a written agreement(s) or contract(s) with a Healing Center or Facilitator to provide Regulated Natural Medicine for Administration Sessions that demonstrate the basis for the request;

c. The Natural Medicine Cultivation Facility making the request has either entered into written agreement(s) or contract(s) with a Natural Medicine Products Manufacturer and the additional request is necessary to make Natural Medicine Product;

d. The Natural Medicine Cultivation Facility making the request has an established history of responsible cultivation, and transfers of Regulated Natural Medicine;

e. The Natural Medicine Cultivation Facility and its Owner Licensees have not been subject to an administrative action issued by the State Licensing Authority in the preceding 180 days;

f. The Natural Medicine Cultivation Facility making the request will be conducting research and development; and

g. Any other information requested to aid the Division in its evaluation of the request.

2. Notification of Reduction in Cultivation Tier from Standard Tier to Micro-Cultivation Tier. A Natural Medicine Cultivation Facility Licensee in the standard cultivation tier may choose to change its designation to a micro-cultivation tier by notifying the Division in a manner prescribed by the Division. Upon written confirmation that the Division received the notification, the Natural Medicine Cultivation Facility License will be considered a micro-cultivation tier license.

Basis and Purpose – 5020

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-203(1)(b), 44-50-203(1)(g), 44-50-203(1)(j), 44-50-203(2)(e), 44-50-203(2)(g), 44-50-203(2)(h), 44-50-203(2)(i), 44-50-203(2)(j), 44-50-203(2)(k), 44-50-203(2)(p), C.R.S. The purpose of this rule is to establish health and sanitation requirements for Natural Medicine Cultivation Facilities and the equipment used at Natural Medicine Cultivation Facilities, record requirements, waste and destruction requirements for contaminated Natural Medicine, and storage, packaging and labeling requirements.

5020 – Cultivation Procedures

A. Regulated Natural Medicine must be produced in a sanitary environment, where all surfaces are maintained and kept in a clean manner.

1. Filters for air conditioning, ventilation, and air filtration systems must be cleaned and replaced regularly. Overhead light fixtures must be reasonably free of dust and insects.

2. Water must be potable. If well water is used, wells must be maintained to protect them from contamination. Floors must drain adequately, and there shall not be standing water on the floor of the Licensed Premises.

B. Cultivation Activities - Premises and Safety Requirements.

1. Toxic cleaning compounds, sanitizing agents, and other chemicals shall be identified, held, stored, and disposed of in a manner that protects against contamination of Regulated Natural Medicine, and in accordance with any applicable local, state, or federal law, rule, regulation, or ordinance. The use of any of the above compounds must be tracked in the safety data sheet, which must be kept in accordance with Rule 3010.

2. Ambient oxygen and CO2 monitors with alarms for elevated CO2 levels (>1000 ppm) must be used in any fruiting rooms. CO2 monitors should be placed at eye level.

3. All individuals working in direct contact with Regulated Natural Medicine in open-air cultivation rooms must have access to appropriate respiratory protection equipment to prevent mushroom worker's lung.

4. The movement of employees between growing areas and substrate production areas must be controlled to prevent contamination.

5. Any receiving areas for raw materials or substrate must be located away from areas where harvest containers, packaging materials, spores, and other sanitary supplies are received. This includes where Regulated Natural Medicine is located.

C. Equipment. Equipment must be maintained to prevent contamination.

1. Equipment must be maintained to ensure it is in proper working order and does not contribute to contamination. All lubricants used on machinery with direct or indirect food contact and all processing aids must be food grade.

2. Suppliers of baskets, lugs, trays, tills and boxes must provide documentation that the material purchased is approved by the FDA for food contact surfaces.

a. Harvest baskets, lugs, and trays must be cleaned and sanitized before use or stored, and maintained to prevent splinters or shards. Containers with Regulated Natural Medicine must be clearly marked for this purpose and not be used for any other purpose

3. Temperature probes and supporting hardware to monitor growing conditions must be monitored and calibrated on a regular basis. Only non-mercury thermometers are allowed.

4. Cultivation Equipment. All harvesting equipment must be cleaned and sanitized prior to harvesting, and on a scheduled basis.

   a. Baskets, lugs, trays and boxes used for harvesting must not contact the floor. Any filled harvest containers must be moved from growing rooms to staging areas in order to not contact the floor. If any Regulated Natural Medicine comes in contact with the floor, it must be discarded.

   b. Once Regulated Natural Medicine is harvested, it must be placed in a container that is protected from materials that could fall into it.

D. Cultivation materials.

1. Cultivation materials, ingredients, and Regulated Natural Medicine that can support the rapid growth of undesirable microorganisms must be stored in a manner that prevents the growth of these microorganisms.

2. Substrate Preparation. Any unpasteurized substrate and storage areas must be adequately separated from areas where pasteurized substrate is stored to prevent cross-contamination.

   a. Appropriate measures must be in place to prevent any seepage or runoff from the unpasteurized substrate preparation area by collecting or diverting it from the pasteurized substrate area.

E. Records. All records must be kept on file in accordance with Rule 3010.

1. If a Natural Medicine Cultivation Facility uses raw materials in the production of Regulated Natural Medicine, the Licensee must obtain and maintain documentation of the substrate, compost or other cultivation materials purchased, including the date of purchase.

2. Standard Operating Procedures (SOP). A Natural Medicine Cultivation Facility must have standard operating procedures for each method of cultivation on file, and available upon request for inspection by the Division. The SOP must include:

   a. A documented Regulated Natural Medicine safety plan, including worker training on proper Regulated Natural Medicine handling, hand washing, hair restraint, and use of gloves.

   b. Handling of Chemicals. Written procedures must document how workers are trained on the proper use of chemicals, and containers used to store chemical solutions are clearly marked with the common name of the chemical, and instructions for proper use, and non-food containers are used to prepare and hold all chemical solutions.

   c. Pest Control. Written procedures must document pest control strategies. All pest control devices must be located away from products so as to avoid contamination. At least one pest control device should be within 10 feet of each side of an outside entrance. If used, poison bait stations are used exclusively on the outside of the building. If used, all live traps are placed a maximum of 30 feet

apart and at entrances. If pest lights are used, they must be placed so as to not attract pests into the building. All pest control devices are located on a map.

d. Cultivation Materials and Procedures. Written documentation of materials used to cultivate Regulated Natural Medicine, including any equipment, ingredients, substrate, raw materials, spore type, and any additives.

e. Instructions for Cultivation and Sampling. Specific instructions detailing each step in the cultivation process, including the expected yield of the cultivation. Written sampling procedures including Sample collection and test submission steps.

3. Corrective Action Preventative Action. A Natural Medicine Cultivation Facility shall establish and maintain written procedures for implementing corrective action and preventive action (CAPA). The written procedures shall include the requirements listed below as determined by the Licensee. All activities required under this Rule, and their results, shall be documented and kept as business records. The written procedures shall include requirements, as appropriate, for:

a. What constitutes a Nonconformance in the Licensee's business operation;

b. Analyzing processes, work operations, reports, records, service records, complaints, returned product, and/or other sources of data to identify existing and potential root causes of Nonconformances or other quality problems;

c. Investigating the root cause of Nonconformances relating to product, processes, and the quality system;

d. Identifying the action(s) needed to correct and prevent recurrence of Nonconformance and other quality problems;

e. Verifying the CAPA to ensure that such action is effective and does not adversely affect finished products;

f. Implementing and recording changes in methods and procedures needed to correct and prevent identified quality problems;

g. Ensuring the information related to quality problems or Nonconformances is disseminated to those directly responsible for assuring the quality of products or the prevention of such problems; and

h. Submitting relevant information on identified quality problems and CAPA documentation, and confirming the result of the evaluation, for management review.

4. Any Adverse Health Events required to be reported in Rule 3015.

5. Certificates of Analysis. All certificates of analysis provided to the Natural Medicine Cultivation Facility by a Natural Medicine Testing Facility for any Samples submitted for testing shall be maintained on the Licensed Premises in accordance with Rule 3010.

F. Contaminated Regulated Natural Medicine.

1. If a Sample that was submitted for testing is contaminated or adulterated, the Harvest Lot must be disposed of according to Rule 3120.

2. If any Regulated Natural Medicine is exposed to blood or bodily fluids or is found to contain filth or foreign matter, it must be disposed of according to Rule 3120.

G. Directed Testing. A Natural Medicine Cultivation Facility Licensee shall, upon the Division's direction, submit a sufficient quantity of Regulated Natural Medicine to a Natural Medicine Testing Facility for laboratory or chemical analysis in accordance with Rule 4020. The Division will notify the Licensee of the results of the analysis.

H. Storage, Packaging, and Labeling.

1. Storage. After cultivation, Regulated Natural Medicine should follow best practices for storage prior to packaging. Current best practices for the storage of psilocybin-containing products are to store them at room temperature in darkness and away from moisture or with devices to absorb moisture to improve the stability of the active ingredients in the products.

2. Packaging. All Regulated Natural Medicine must be packaged in accordance with Rule 3305.

3. Labeling. All Regulated Natural Medicine must be labeled in accordance with Rule 3305.

a. A Natural Medicine Cultivation Facility may establish an expiration date upon which the Regulated Natural Medicine's Total Psilocin will differ by an amount greater than +/- fifteen percent from the original test results.

b. The Licensee shall determine the expiration date by conducting the required testing pursuant to Rule 4010 on the Regulated Natural Medicine to ensure the Regulated Natural Medicine can pass tryptamine content and contaminant testing through the established expiration date.

c. When determining the expiration date pursuant to this Rule, the Licensee shall also consider the ideal storage conditions for the Regulated Natural Medicine.

d. Expiration date determinations, along with any data used to establish the expiration date, such as test results, shall be documented and maintained in the Licensee's records pursuant to these Part 5 Rules and Rule 3010.

I. Internal Audit. Natural Medicine Cultivation Facilities must conduct an annual internal audit to assess that they are in substantial compliance with the requirements of this Rule 5020. A copy of the internal audit shall be retained as business records for one year.

Basis and Purpose - 5025

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-203(1)(b), 44-50-203(1)(h), 44-50-203(1)(j), 44-50-203(1)(k), 44-50-203(2)(i), 44-50-203(2)(k), 44-50-203(2)(r), C.R.S. The purpose of this rule is to establish requirements for Natural Medicine Cultivation Facilities to record and track Regulated Natural Medicine transferred to and from Natural Medicine Cultivation Facilities.

5025 – Minimum Inventory Tracking Requirements

A. All Natural Medicine Cultivation Facilities must have at least one designated Natural Medicine Handler Licensee or Owner Licensee to maintain inventory records.

1. For each tracking event required to be tracked, information must be documented in accordance with subparagraph (A)(3) of this Rule and Rule 3405.

2. Licensees must report on a monthly basis all inventory tracking events from the previous calendar month in a manner prescribed by the Division, using any forms provided by the Division.

3. Tracking Events. For purposes of required inventory tracking, tracking events include events when Regulated Natural Medicine progresses through the cultivation process and moves from the Natural Medicine Cultivation Facility to another Natural Medicine Business or Facilitator. Tracking events include at least the following:

    a. Harvest Lot activities required by these Rules;

    b. Transfers of Regulated Natural Medicine permitted by these Rules.

B. Natural Medicine Cultivation Tracking Requirements.

1. The following tracking information must be kept on the inventory tracking document and kept as a Business Record according to Rule 3010.

    a. The Harvest Lot number. The following naming conventions must be used to assign a Harvest Lot number by a Natural Medicine Cultivation: Two-digit year, two-digit month, two-digit day. For example, January 1, 2024 would be 240101.

    b. The wet weight of the harvest.

    c. The dried weight of the harvest.

    d. *Psilocybe cubensis* strain type.

    e. The date of the initial packaging.

    f. Bill of Materials (BOM) detailing the weight, measure or count of each component or ingredient needed to process the Harvest Lot;

2. The following tracking information must be kept on the inventory tracking document for transfer to a Natural Medicine Testing Facility:

    a. Harvest Lot number;

    b. Sample weight;

    c. Date of transfer;

    d. The Natural Medicine Testing Facility's License number, name, and phone number.

3. The following tracking information must be kept on the inventory tracking document for transfer to a Natural Medicine Product Manufacturer:

    a. Harvest Lot number;

    b. Weight (in grams) of the Regulated Natural Medicine;

c. Date of the transfer; and

d. The Natural Medicine Product Manufacturer's License number, name, and phone number.

4. The following tracking information must be kept on the inventory tracking document for transfer to a Facilitator.

a. Harvest Lot number;

b. Weight of the Regulated Natural Medicine;

c. Date of the transfer;

d. If applicable, the Facilitator's Natural Medicine Handler License number, name, and phone number; and

e. The information required by Rule 5005(C)(2)(a).

5. The following tracking information must be kept on the inventory tracking document for transfer to a Healing Center.

a. Harvest Lot number;

b. Weight of the Regulated Natural Medicine;

c. Date of the transfer; and

d. The Healing Center's License number, name, and phone number.

6. If a Natural Medicine Cultivation Facility generates waste while harvesting, processing, or producing Regulated Natural Medicine, or if the Regulated Natural Medicine Waste was previously designated as a finished product, the Licensee must document:

a. A reason for the Regulated Natural Medicine Waste in the inventory tracking document.

b. The exact time and method of destruction in the inventory tracking document.

Part 6 – Regulated Natural Medicine Product Manufacturing License Requirements

Basis and Purpose – 6005

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-203(1)(i), 44-50-203(1)(k), 44-50-203(1)(l), 44-50-203(2)(a), 44-50-203(2)(d), 44-50-203(2)(g), 44-50-203(2)(k), and 44-50-403(1), C.R.S. The purpose of this rule is to establish the privileges and permitted acts for Natural Medicine Product Manufacturers.

6005 – License Privileges

A. A Natural Medicine Products Manufacturer Licensee may only exercise the License privileges established under the Natural Medicine Code and granted by the State Licensing Authority pursuant to these Rules.

1. No later than thirty days after beginning operations, the Natural Medicine Products Manufacturer Licensee must submit complete floor plans or diagrams of the Licensed Premises to the Division in a manner prescribed by the Division. Floor plans or diagrams must clearly show any areas designated as Administration Areas, if co-located with a Healing Center, any areas designated as Restricted Areas, and security camera placement required by these Rules.

B. A Natural Medicine Product Manufacturer may only manufacture, distribute, and transfer Regulated Natural Medicine Product intended for oral ingestion, and limited to the following product types intended for oral ingestion, unless the Licensee has an extraction endorsement pursuant to subparagraph (C) of this Rule:

1. Intended for Oral Ingestion

   a. Capsules; and

   b. Tea bags.

2. No other Regulated Natural Medicine Product type is allowed to be produced or transferred unless in accordance with subparagraph (C) of this Rule.

C. Extraction Endorsement. A Natural Medicine Products Manufacturer with an extraction endorsement may manufacture, distribute, and transfer the following product types in addition to the product types in subparagraph (B) of this Rule:

1. Intended for Oral Ingestion.

   a. Chocolate;

   b. Gelatin- or agar-based gummies in basic geometric shapes; and

   c. Pressed tablets.

2. Intended for Sublingual Administration.

   a. Tinctures

3. No other Regulated Natural Medicine Product type is allowed to be produced or transferred.

4. A Natural Medicine Products Manufacturer shall not manufacture or package a Regulated Natural Medicine Product in a manner that reasonably appears to represent a commercially manufactured food product or reasonably appears to target individuals under the age of 21.

   a. Commercially manufactured food products may be used as ingredients in a Regulated Natural Medicine Product when: (1) they are used in a way that renders them unrecognizable as the commercial food product in the final Regulated Natural Medicine Product, and (2) the Natural Medicine Products Manufacturer does not represent that the final Regulated Natural Medicine Product contains the commercially manufactured food product.

5. Only Natural Medicine Products Manufacturers with an extraction endorsement may produce Regulated Natural Medicine Product using an extraction process. A Natural Medicine Products Manufacturer without the extraction endorsement may not use any

extractive process. The following solvents are allowed to be used for extraction processes:

a. Water;

b. Food grade, non-denatured ethanol; and

c. Natural food-grade oils, such as coconut oil.

6. A Natural Medicine Products Manufacturer with an extraction endorsement shall not transfer a Natural Medicine Product to a Healing Center or Facilitator until the following actions are completed:

a. At least one week prior to transfer, the Natural Medicine Products Manufacturer completes a product registration form in a manner prescribed by the Division. The registration requirement in this Rule applies to each type of product the Licensee manufactures and must include the following:

i. A copy of the product manufacturing standard operating procedure; and

ii. To the extent any of the following is not included in the standard operating procedure:

A. A list of ingredients and processing aids;

B. Any pertinent information about the safety of the product and constituent ingredients; and

C. A picture of the label.

b. The Licensee receives confirmation of submission from the Division for the Natural Medicine Product intended for transfer.

D. Authorized Sources of Regulated Natural Medicine.

1. Regulated Natural Medicine Product may only be manufactured using Regulated Natural Medicine from a Licensed Natural Medicine Cultivation Facility.

2. A Natural Medicine Product Manufacturer may accept transfers of Regulated Natural Medicine Waste from a Natural Medicine Cultivation Facility, another Natural Medicine Products Manufacturer, a Healing Center, or a Facilitator licensed by the Department of Regulatory Agencies to dispose of the Regulated Natural Medicine Waste. The Regulated Natural Medicine Waste must be tracked in the waste log, and must be handled in accordance with the transfer requirements in Rule 3405.

E. Authorized Transfers.

1. A Natural Medicine Products Manufacturer may transfer Regulated Natural Medicine Product to another Natural Medicine Products Manufacturer, a Natural Medicine Testing Facility, and a Healing Center in accordance with this subparagraph (E)(1).

a. Prior to transfer to a Natural Medicine Testing Facility, the Regulated Natural Medicine Product must be in its final form and must comply with packaging requirements in Rule 3305(C).

b. Prior to transfer to a Healing Center, the Regulated Natural Medicine Product must pass all required testing in Rules 4005 - 4015.

c. Prior to transfer to a Healing Center or Facilitator, all Regulated Natural Medicine Product must be packaged and labeled pursuant to Rule 3305.

d. Prior to transfer to a Natural Medicine Products Manufacturer, the Regulated Natural Medicine must be packaged and labeled pursuant to Rule 3305(B).

2. A Natural Medicine Products Manufacturer may transfer up to 750 milligrams of Total Psilocin of Regulated Natural Medicine Product that has passed all required testing and is packaged and labeled pursuant to Rule 3305 to a Facilitator for Administration Sessions at authorized locations other than Healing Centers in accordance with this Rule.

a. Facilitator Request Requirements. A Natural Medicine Products Manufacturer may only transfer Regulated Natural Medicine Products to a Facilitator after receiving and verifying the Facilitator's request. All requests for Facilitator transfers must including the following information:

i. The Facilitator's Department of Regulatory Agencies issued license number;

ii. The requested amount of Regulated Natural Medicine Product;

iii. The number of Administration Sessions the Facilitator is requesting Regulated Natural Medicine Product(s) for;

iv. The number of Participants that will be consuming the requested Regulated Natural Medicine Product(s); and

v. The requested date for pick-up.

b. Request Verification. A Natural Medicine Products Manufacturer must verify the Facilitator's Department of Regulatory Agencies issued license number in order to complete the transfer.

3. All transfers of Regulated Natural Medicine Product must comply with transport and inventory tracking requirements in Rules 3405 and 6020.

F. Research and Development Testing. A Natural Medicine Products Manufacturer may conduct or submit Samples to a Natural Medicine Testing Facility for research and development testing on Regulated Natural Medicine Product the Licensee manufactured in the same Licensed Premises.

1. A Natural Medicine Products Manufacturer may not conduct or submit Samples to a Natural Medicine Testing Facility for any research and development testing on any Regulated Natural Medicine Products obtained from a source other than the Natural Medicine Products Manufacturer Facility.

2. Results of research and development testing conducted under this subparagraph (F) shall not be relied upon for any required testing as mandated by these Rules.

3. The Natural Medicine Products Manufacturer Licensee must maintain full and accurate records regarding research and development test procedures, results, and other standard operating procedures consistent with these Rules.

Basis and Purpose – 6010

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-203(1)(g), 44-50-203(1)(k), 44-50-203(1)(l), 44-50-203(2)(a), 44-50-203(2)(d), 44-50-203(2)(g), and 44-50-403(1)(c), C.R.S. The purpose of this rule is to define prohibited activities of Natural Medicine Products Manufacturers.

6010 – Prohibited Acts

A. A Natural Medicine Products Manufacturer shall not transfer any Regulated Natural Medicine Product that is intended to be consumed through a route of administration other than oral ingestion, unless it is a tincture intended for sublingual administration.

B. Transfer to unlicensed persons prohibited. A Natural Medicine Products Manufacturer shall not transfer any Regulated Natural Medicine Product to a person who does not hold a Natural Medicine Business License, or a Facilitator licensed by the Department of Regulatory Agencies under article 170 of title 12 in accordance with Rule 6005. Only a Natural Medicine Handler Licensee or Owner Licensee may receive Regulated Natural Medicine Product on behalf of a Natural Medicine Business.

C. One Natural Medicine Products Manufacturer per Licensed Premises. A Licensed Premises shall only have one Natural Medicine Products Manufacturer License.

D. Natural Medicine Products Manufacturers are prohibited from:

1. Performing ethanol extractions while applying heat;

2. Performing extractions at pressures above or below atmospheric pressure;

3. Performing solvent removal, concentration of extracts, or distillations; and

4. Adulterating or otherwise including any substances that are not specifically allowed under these Rules. This includes mushrooms that are not safe for human consumption or that have an intoxicating effect, including without limitation amanita muscaria.

5. Manufacturing or transferring a Regulated Natural Medicine Product:

a. For which the Natural Medicine Products Manufacturer has not submitted the required product registration in accordance with Rule 6005(C)(6) or that deviates from the submitted product registration.

b. That appeals to children. In evaluating whether a Regulated Natural Medicine Product appeals to children, the State Licensing Authority may evaluate the following non-exhaustive factors:

i. Design, brand, or name that resembles a product that does not contain Regulated Natural Medicine that are primarily consumed by, and marketed to, children; or

ii. Products in the shape of an animal, fruit, person, or cartoon.

Basis and Purpose – 6015

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-203(1)(b), 44-50-203(1)(g), 44-50-203(1)(j), 44-50-203(1)(k), 44-50-203(2)(a), 44-50-203(2)(e), 44-50-203(2)(g), 44-

50-203(2)(h), 44-50-203(2)(i), 44-50-203(2)(j), 44-50-203(2)(k), and 44-50-403(1), C.R.S. The purpose of this rule is to define the health and sanitation requirements for Natural Medicine Products Manufacturers and the storage, packaging and labeling, record-keeping, and disposal requirements for Natural Medicine Product Manufacturers.

6015 – Manufacturing Procedures

A. Regulated Natural Medicine Product must be produced in a sanitary environment, where all food surfaces are maintained and kept in a clean manner.

1. Filters for air conditioning, ventilation, and air filtration systems are cleaned and replaced regularly.

2. Water must be potable. If well water is used, wells must be maintained to protect them from contamination. Floors must drain adequately, and there shall not be standing water on the floor of the Licensed Premises.

B. Manufacturing Activities - Premises and Safety Requirements.

1. Toxic cleaning compounds, sanitizing agents, and other chemicals shall be identified, held, stored, and disposed of in a manner that protects against contamination of Regulated Natural Medicine, and in accordance with any applicable local, state, or federal law, rule, regulation, or ordinance.

a. The use of any of the above compounds must be tracked in the safety data sheet, which must be kept in accordance with Rule 3010.

b. If chemicals or fertilizers are used, back-flow prevention devices must be installed on water lines that are used for the application.

C. Equipment. Equipment must be maintained to prevent contamination.

1. Equipment must be maintained to ensure it is in proper working order and does not contribute to contamination. All lubricants used on machinery with direct or indirect food contact must be food grade.

2. Manufacturing Equipment. All manufacturing equipment must be cleaned and sanitized prior to manufacturing, processing, or extraction, and on a scheduled basis.

D. Ingredients. A Natural Medicine Products Manufacturer may use conventional food ingredients in the manufacturing of Regulated Natural Medicine Product.

1. A Licensee manufacturing Regulated Natural Medicine Product may only utilize:

a. Federal Food and Drug Administration (FDA) approved ingredients listed on the Substances Added to Food Inventory; and

b. FDA approved inactive ingredients listed for the intended route of administration of oral ingestion, including for filler and binding agents in pressed tablets. The inactive ingredient shall not exceed the amount allowed by the inactive ingredient database.

E. Records. All records must be kept in accordance with Rule 3010.

1. If a Natural Medicine Products Manufacturer uses raw materials in the manufacture of a Regulated Natural Medicine Product, the Licensee must obtain and maintain documentation of the material purchased, including the date of purchase.

2. Standard Operating Procedures (SOP). A Natural Medicine Products Manufacturer must have standard operating procedures for each Regulated Natural Medicine Product it manufactures on file, and available upon request for inspection by the Division. The SOP must include:

    a. A documented food safety program and food safety plan. The plan must include worker training on proper food handling, hand washing, hair restraint, and use of gloves.

    b. Handling of Chemicals. Workers are trained on the proper use of chemicals, and containers used to store chemical solutions are clearly marked with the common name of the chemical, and instructions for proper use, and non-food containers are used to prepare and hold all chemical solutions.

    c. Pest Control. All pest control devices must be located away from products so as to avoid contamination. At least one pest control device must be within 10 feet of each side of an outside entrance. If used, poison bait stations shall be used exclusively on the outside of the building. If used, all live traps shall be placed a maximum of 30 feet apart and at entrances. The location of all pest control devices must be indicated on a facility map.

    d. Manufacturing Materials and Procedures. Written documentation of materials used to create Regulated Natural Medicine Product, including any equipment, ingredients, raw materials, strain of Fruiting Bodies, and any additives.

    e. Instructions for Manufacturing and Sampling. Specific instructions detailing each step in the product manufacturing process, including the expected yield of the manufacturing process measured in 10 milligrams of Total Psilocin. Written sampling procedures including Sample collection and test submission steps.

3. Corrective Action Preventative Action (CAPA). A Natural Medicine Product Manufacturer shall establish and maintain written procedures for implementing corrective action and preventive action. The written procedures shall include the requirements listed below as determined by the Licensee. All activities required under this Rule, and their results, shall be documented and kept as business records. The written procedures shall include requirements, as appropriate, for:

    a. What constitutes a Nonconformance in the Licensee's business operation;

    b. Analyzing processes, work operations, reports, records, service records, complaints, returned product, and/or other sources of data to identify existing and potential root causes of Nonconformances or other quality problems;

    c. Investigating the root cause of Nonconformances relating to product, processes, and the quality system;

    d. Identifying the action(s) needed to correct and prevent recurrence of Nonconformance and other quality problems;

    e. Verifying the CAPA to ensure that such action is effective and does not adversely affect finished products;

f. Implementing and recording changes in methods and procedures needed to correct and prevent identified quality problems;

g. Ensuring the information related to quality problems or Nonconformances is disseminated to those directly responsible for assuring the quality of products or the prevention of such problems; and

h. Submitting relevant information on identified quality problems and CAPA documentation, and confirming the result of the evaluation, for management review.

4. Adverse Health Event Reporting. All Natural Medicine Product Manufacturers shall follow the process in Rule 3015(A) to report any Adverse Health Events that they learn of.

5. Certificates of Analysis. All certificates of analysis provided to the Natural Medicine Products Manufacturer by a Natural Medicine Testing Facility for any Samples submitted for testing shall be maintained on the Licensed Premises in accordance with Rule 3010.

F. Homogeneity of Regulated Natural Medicine Products. A Natural Medicine Products Manufacturer must ensure that its manufacturing processes are designed so that the psilocybin and psilocin content of any oral ingestion Regulated Natural Medicine Product is homogenous. All Regulated Natural Medicine Product must be submitted for homogeneity testing pursuant to Part 4 of these Rules.

G. Contaminated Product.

1. If a Sample that was submitted for testing is contaminated or is found to contain pesticides, the Production Lot may not be remediated and must be destroyed according to Rule 3120.

2. If any Regulated Natural Medicine Product is exposed to blood or bodily fluids or is found to contain filth or foreign matter, it must be disposed of according to Rule 3120.

H. Requested Testing. A Natural Medicine Products Manufacturer Licensee shall, upon the Division's request, submit a sufficient quantity of Regulated Natural Medicine Product to a Natural Medicine Testing Facility for laboratory or chemical analysis in accordance with Rule 4020. The Division will notify the Licensee of the results of the analysis.

I. Storage, Packaging, and Labeling.

1. Storage. After manufacturing, Regulated Natural Medicine Products Manufacturers should follow best practices for storage prior to packaging.

2. Packaging. All Regulated Natural Medicine Product must be packaged in accordance with Rule 3305.

3. Labeling. All Regulated Natural Medicine Product must be labeled in accordance with Rule 3305.

a. A Natural Medicine Products Manufacturer may establish an expiration date upon which the Regulated Natural Medicine Product's Total Psilocin will change +/- fifteen percent from the original test date.

b. The Licensee shall determine the expiration date by conducting the required testing pursuant to Rule 4015 on the final Regulated Natural Medicine Product

prior to transfer to ensure the Regulated Natural Medicine Product can pass tryptamine content and contaminant testing prior to the established expiration date.

c. When determining the expiration date pursuant to this Rule, the Licensee shall also consider:

i. Any expiration date of ingredients used to produce the Regulated Natural Medicine Product; and

ii. The ideal storage conditions for the Regulated Natural Medicine Product.

d. Expiration date determinations, along with any data used to establish the expiration date, such as test results, shall be documented and maintained in the Licensee's records pursuant to these Part 6 Rules and Rule 3010.

J. Internal Audit. Natural Medicine Products Manufacturers must conduct an annual internal audit to assess that they are in substantial compliance with the requirements of this Rule 6015. A copy of the internal audit shall be retained as business records for one year.

Basis and Purpose - 6020

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-203(1)(b), 44-50-203(1)(g), 44-50-203(1)(j), 44-50-203(1)(k), 44-50-203(2)(a), 44-50-203(2)(k), and 44-50-203(2)(r), C.R.S. The purpose of this rule is to establish requirements for Natural Medicine Products Manufacturers to record and track Regulated Natural Medicine and Regulated Natural Medicine Product transferred to and from Natural Medicine Product Manufacturers.

6020 - Minimum Inventory Tracking Requirements

A. Natural Medicine Products Manufacturers must have at least one designated Natural Medicine Handler Licensee or Owner Licensee to maintain inventory records.

1. For each tracking event required to be tracked, information must be documented in accordance with subparagraph 3 of this Rule and Rule 3405.

2. Licensees must report on a monthly basis all inventory tracking events from the previous calendar month in a manner prescribed by the Division, using any forms provided by the Division.

3. Tracking Events. For purposes of required inventory tracking, tracking events include events when Regulated Natural Medicine Product progresses through the manufacturing process and is transferred from the Natural Medicine Products Manufacturer to another Natural Medicine Business or Facilitator. Tracking events include at least the following:

a. Production Lot activities required by these Rules; and

b. Transfers of Regulated Natural Medicine Product permitted by these Rules.

B. Natural Medicine Products Manufacturer Tracking Requirements.

1. The following information must be kept on the inventory tracking document and kept as a business record according to Rule 3010.

a. The Production Lot number, the type of Regulated Natural Medicine Product manufactured, and Regulated Natural Medicine strain;

b. The amount (in grams) of Regulated Natural Medicine received from a Natural Medicine Cultivation;

c. The name and phone number of the Natural Medicine Cultivation that the Regulated Natural Medicine was received from.

d. Bill of Materials (BOM) detailing the weight, measure or count of each component or ingredient needed to process the Production Lot;

2. Following the production of a Regulated Natural Medicine Product, a Natural Medicine Products Manufacturer shall assign a Production Lot number. The following naming conventions must be used to assign a Production Lot number by a Natural Medicine Products Manufacturer: Two-digit year, two-digit month, two-digit day. For example, January 1, 2024 would be 240101.

3. The following tracking information must be kept on the inventory tracking document for transfer to a Natural Medicine Testing Facility:

a. Production Lot number;

b. Sample units and type of product;

c. Date of transfer;

d. The Natural Medicine Testing Facility's License number, name, and phone number

4. The following tracking information must be kept on the inventory tracking document for transfer to a Facilitator.

a. Production Lot number;

b. Units and type of the Regulated Natural Medicine Product;

c. Date of the transfer;

d. If applicable, the Facilitator's Natural Medicine Handler License number, name, and phone number; and

e. The information required by Rule 6005(2)(a).

5. The following tracking information must be kept on the inventory tracking document for transfer to a Healing Center.

a. Production Lot number;

b. Units and type of the Regulated Natural Medicine Product;

c. Date of the transfer; and

d. The Healing Center's License number, name, and phone number.

6. If a Natural Medicine Products Manufacturer generates waste while processing, or producing Regulated Natural Medicine Product, or if the Regulated Natural Medicine Waste was previously designated as a finished product, the Licensee must document:

    a. A reason for the Regulated Natural Medicine Waste in the inventory tracking document.

    b. The exact time and method of destruction in the inventory tracking document.

Part 7 – Regulated Natural Medicine Testing Facility License Requirements

Basis and Purpose – 7005

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-203(1)(f), 44-50-203(1)(g), 44-50-203(1)(j), 44-50-203(1)(l), 44-50-203(2)(a), 44-50-203(2)(g), 44-50-203(2)(i), and 44-50-404(1)-(2), C.R.S. The purpose of this rule is to establish the privileges of a Natural Medicine Testing Facility license including the privilege of co-locating a Natural Medicine Testing Facility with a Licensed Marijuana Testing Facility or Certified Hemp Laboratory. This co-location privilege with different license types is exclusive to Natural Medicine Testing Facilities.

7005 – License Privileges

A. A Natural Medicine Testing Facility Licensee may only exercise the License privileges granted by the State Licensing Authority and these Rules, including conducting required and voluntary tests on Regulated Natural Medicine and Regulated Natural Medicine Product as requested by other Natural Medicine Business Licensees, the Division, the State Licensing Authority, and the Colorado Department of Public Health and Environment.

    1. No later than thirty days after beginning operations, the Natural Medicine Testing Facility Licensee must submit complete floor plans or diagrams of the Licensed Premises to the Division in a manner prescribed by the Division. Floor plans must clearly show any areas designated as Restricted Areas and security camera placement required by these Rules.

B. A Natural Medicine Testing Facility may be co-located with a Licensed Marijuana Testing Facility or a Certified Hemp Laboratory.

    1. If a Natural Medicine Testing Facility is co-located with any of the above testing facilities, there must be separate storage areas for Samples of Regulated Natural Medicine or Regulated Natural Medicine Product, hemp test samples, and marijuana test samples.

    2. Any shared equipment for different types of testing must be properly cleaned and sanitized between testing of Regulated Natural Medicine or Regulated Natural Medicine Product, hemp, and marijuana.

C. Testing of Regulated Natural Medicine or Regulated Natural Medicine Product Authorized. A Natural Medicine Testing Facility may accept and test Samples of Regulated Natural Medicine or Regulated Natural Medicine Product properly submitted by a Natural Medicine Business.

D. A Natural Medicine Testing Facility may transfer Samples to another Natural Medicine Testing Facility for testing.

E. A Natural Medicine Testing Facility must properly dispose of all Samples it receives, that are not transferred to another Natural Medicine Testing Facility, after all requested tests have been completed and any sample retention period has elapsed, in accordance with Rule 3120.

F. A Natural Medicine Testing Facility must reject any Sample where the condition of the Sample indicates that the Sample may have been tampered with.

G. A Licensee may only exercise the License privileges of a Natural Medicine Testing Facility License if the Licensee meets all requirements for certification pursuant to Rule 7015 and any other rules required by the Department of Public Health and Environment to obtain and maintain certification.

H. Testing Services - Non-required Test Types. A Natural Medicine Testing Facility may conduct non-required testing in accordance with these Rules on Regulated Natural Medicine or Regulated Natural Medicine Product upon a Natural Medicine Business's request in accordance with this subparagraph H.

1. Non-required Regulated Natural Medicine Testing Services. Non-required Regulated Natural Medicine testing services may include, but are not limited to offering:

a. Voluntary testing for heavy metals, pesticides, solvents, or mycotoxins;

b. Shelf-stability testing; and

c. Research and development testing of alkaloid, tryptamine, and other component testing.

2. Required Disclosures. Prior to performing non-required testing on Regulated Natural Medicine or Regulated Natural Medicine Product, the Natural Medicine Testing Facility must notify the requesting Natural Medicine Business that the Natural Medicine Testing Facility Licensee is not certified to perform non-required tests and that such test results have not been certified or subject to state regulator oversight.

Basis and Purpose – 7010

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-203(1)(d), 44-50-203(1)(e), 44-50-203(1)(f), 44-50-203(1)(n), 44-50-203(2)(a), and 44-50-404(3), C.R.S. The purpose of this rule is to establish conduct that is prohibited by Natural Medicine Testing Facilities which includes conflicts of interest between a Natural Medicine Testing Facility and other Natural Medicine Businesses and transfers to any unlicensed person.

7010 – Prohibited Acts

A. A person who is an Owner Licensee of a Natural Medicine Testing Facility License may not have a Financial Interest in a Healing Center License, Natural Medicine Cultivation Facility License, or Natural Medicine Products Manufacturer License granted by the State Licensing Authority.

B. Conflicts of Interest. The Natural Medicine Testing Facility shall establish policies to prevent the existence of or appearance of undue commercial, financial, or other influences that may diminish the competency, impartiality, and integrity of the Natural Medicine Testing Facility's testing processes or results, or that may diminish public confidence in the competency, impartiality, and integrity of the Natural Medicine Testing Facility's testing processes or results. At a minimum, employees, owners or agents of a Natural Medicine Testing Facility who participate in any aspect of the analysis and results of a Sample are prohibited from improperly influencing the testing process, improperly manipulating data, or improperly benefiting from any on-going financial, employment, personal or business relationship with the Natural Medicine Business that provided the Sample.

C. Transfer to unlicensed persons prohibited. A Natural Medicine Testing Facility shall not transfer any Regulated Natural Medicine or Regulated Natural Medicine Product to a person who does not hold a Natural Medicine Testing Facility License, or a Facilitator licensed by the Department of Regulatory Agencies under article 170 of title 12 in accordance with Rule 5005. Only a Natural Medicine Handler Licensee or Owner Licensee may receive Regulated Natural Medicine and Regulated Natural Medicine Product on behalf of a Natural Medicine Business.

D. A violation of any test Rule in this series of rules may be a Level I violation which is the highest severity violation under the penalty Rules. *See* Rule 9050.

Basis and Purpose – 7015

The statutory authority for this rule includes but is not limited to sections 25-2.5-120, 44-50-202(1)(b), 44-50-203(1)(a), 44-50-203(1)(d), 44-50-203(1)(f), 44-50-203(1)(n), 44-50-203(2)(a), and 44-50-404(2), C.R.S. The purpose of this rule is to establish that a Natural Medicine Testing Facility is required to have both a License issued by the State Licensing Authority and a certification from the Colorado Department of Public Health and Environment before performing any tests on Regulated Natural Medicine or Regulated Natural Medicine Product. This rule further provides the requirements for a Natural Medicine Testing Facility if its certification is suspended or reissued.

7015 – Certification Required

A. All Natural Medicine Testing Facilities licensed by the State Licensing Authority must be certified by the Colorado Department of Public Health and Environment in each of the testing categories required by these Rules. *See* Part 4, Regulated Natural Medicine Testing Program. Natural Medicine Testing Facilities must be accredited to ISO/IEC 17025:2017 and have each test type the Natural Medicine Testing Facility performs included on that Facility's scope of accreditation. Accreditation must be performed by an accreditation body that conforms to ISO/IEC 17011:2017 and is a signatory to the International Laboratory Accreditation Cooperation Mutual Recognition Arrangement (ILAC MRA) for testing.

1. This Rule incorporates the ISO/IEC 17025:2017 standard effective as of August 9, 2024, and does not include any later amendments or editions to this ISO/IEC accreditation. The Division maintains a copy of ISO/IEC 17025:2017 at 1697 Cole Boulevard, Suite 200, Lakewood, Colorado, 80401, which is available to the public for inspection during the Division's regular business hours.

2. A Natural Medicine Testing Facility offering non-required testing services, for example, pesticide testing, in accordance with Rule 7005, must disclose to the requestor which test types the Licensee is certified to perform. The Licensee must notify each requestor any requested tests for which the Licensee is not certified to perform and that such test results have not been accredited, validated, or otherwise subject to regulatory oversight and disclose this on the certificate of analysis.

B. A Natural Medicine Testing Facility shall hold both a Natural Medicine Testing Facility License issued by the State Licensing Authority and a certification issued by the Colorado Department of Public Health and Environment for each required test type that it provides for any Natural Medicine Business. Failure to obtain or suspension or revocation of either the required Natural Medicine Testing Facility License or the certification prohibits the Natural Medicine Testing Facility from providing required testing services to any Natural Medicine Business.

C. Certification Suspension. If the Colorado Department of Public Health and Environment suspends a Natural Medicine Testing Facility's certification to conduct required Regulated Natural Medicine test(s), the Licensee must immediately notify the Division and cease conducting any tests for which the Licensee has lost certification.

1. Upon notification that a Natural Medicine Testing Facility has lost certification to conduct required test(s) or that the public health, safety, or welfare imperatively require emergency action, the State Licensing Authority may immediately suspend the Natural Medicine Testing Facility's License in accordance with Part 9 of these Rules.

D. Re-certification. A Natural Medicine Testing Facility must comply with Colorado Department of Public Health and Environment requirements to re-certify to conduct required testing. Upon re-certification, the Natural Medicine Testing Facility must notify the Division with written confirmation from the Department of Public Health and Environment that the Licensee is permitted to conduct required test(s) again.

Basis and Purpose – 7020

The statutory authority for this rule includes but is not limited to sections 25-2.5-120, 44-50-202(1)(b), 44-50-203(1)(b), 44-50-203(1)(f), 44-50-203(1)(g), 44-50-203(1)(j), 44-50-203(2)(a), 44-50-203(2)(p), and 44-50-404(2), C.R.S. The purpose of this rule is to establish minimum requirements for standard operating procedures that a Natural Medicine Testing Facility must develop and maintain.

7020 – Standard Operating Procedures

A. A Natural Medicine Testing Facility must have Standard Operating Procedures. A Standard operating procedure manual must include, but is not limited to, procedures for:

1. Sample receiving;

2. Sample accessioning;

3. Sample storage;

4. Identifying, rejecting, and reporting unacceptable Samples;

5. Recording and reporting discrepancies during Sample receiving and accessioning;

6. Security of Samples, aliquots and extracts and records;

7. Validating a new or revised method prior to testing of Samples to include: accuracy, precision, analytical sensitivity, analytical specificity (interferences), LOD, LOQ, and verification of the reportable range;

8. Sample preparation, including but not limited to, sub-sampling for testing, homogenization, and aliquoting Samples to avoid contamination and carry-over;

9. Sample archive retention to assure stability, as follows:

   a. For Samples submitted for testing, Sample archive retention for 14 days;

10. Disposal of Samples;

11. The theory and principles behind each assay;

12. Preparation and identification of reagents, standards, calibrators and controls and ensure all standards are traceable to National Institute of Standards of Technology ("NIST");

13. Special requirements and safety precautions involved in performing assays;

14. Frequency and number of control and calibration materials;

15. Recording and reporting assay results;

16. Protocol and criteria for accepting or rejecting analytical procedure to verify the accuracy of the final report;

17. Pertinent literature references for each method;

18. Current step-by-step instructions with sufficient detail to perform the assay to include equipment operation and any abbreviated versions used by a testing analyst;

19. Acceptability criteria for the results of calibration standards and controls as well as between two aliquots or columns;

20. A documented system for reviewing the results of testing calibrators, controls, standards, and Sample results, as well as reviewing for clerical errors, analytical errors and any unusual analytical results and are corrective actions implemented and documented, and does the laboratory contact the requesting entity;

21. Policies and procedures to follow when Samples are requested for referral and testing by another certified Natural Medicine Testing Facility or an approved local state agency's laboratory;

22. Investigating and documenting existing or potential Nonconformances and implementing corrective actions and/or preventive actions;

23. Contacting the requesting entity about existing Nonconformances; and

24. Retesting or additional analyses of Samples, including but not be limited to, when it is appropriate to retest or perform an additional analysis of the Sample, when it is appropriate for the requesting entity to request retesting (e.g., after failing microbial contaminant testing on Regulated Natural Medicine).

Basis and Purpose – 7025

The statutory authority for this Rule includes but is not limited to sections 25-2.5-120, 44-50-202(1)(b), 44-50-203(1)(b), 44-50-203(1)(f), 44-50-203(1)(j), 44-50-203(2)(g), 44-50-203(2)(k), and 44-50-404(2), C.R.S. The purpose of this Rule is to establish chain of custody requirements for a Natural Medicine Testing Facility to track and document the Samples received from Licensees.

7025 – Chain of Custody

A. General Requirements. A Natural Medicine Testing Facility must establish an adequate chain of custody for handling Samples. Instructions must include, but are not limited to:

1. Issue instructions for the minimum Sample requirements and storage requirements;

2. Document the condition of the external package and integrity seals utilized to prevent contamination of, or tampering with, the Sample;

3. Document the condition and amount of Sample provided at the time of receipt;

4. Document all persons handling the original Sample, aliquots, and extracts;

5. Document all transfers of Samples, aliquots, and extracts referred to another certified Natural Medicine Testing Facility Licensee for additional testing or whenever requested by a client;

6. Maintain a current list of authorized personnel and restrict entry to the laboratory to only those authorized;

7. Secure the Licensed Premises during non-working hours;

8. Secure short and long-term storage areas when not in use;

9. Utilize a secured area to log-in and aliquot Samples;

10. Ensure Samples are stored appropriately;

11. Document the disposal of Samples, aliquots, and extracts; and

12. Document the License number, inventory tracking number, photograph(s), and the reason for rejection of Samples that were rejected and notify the Division within 7 days of Sample submission.

Basis and Purpose – 7030

The statutory authority for this rule includes but is not limited to sections 25-2.5-120, 44-50-202(1)(b), 44-50-203(1)(f), 44-50-203(1)(g),44-50-203(2)(g), 44-50-203(2)(k), and 44-50-404(2), C.R.S. The purpose of this rule is to establish the notification requirements for a Natural Medicine Testing Facility in the event of a failed test or detection of contaminants.

7030 – Notification

A. If Regulated Natural Medicine or Regulated Natural Medicine Product fails a contaminant test, then the Natural Medicine Testing Facility must immediately:

1. Notify the Natural Medicine Business that submitted the Sample for testing; and

2. Report the failure to the Division and track the failure in accordance with Rule 7035.

B. Other Contaminants. If any Sample is found to contain levels of any microorganism, chemical, elemental impurity, or pesticides that could be toxic if consumed or present, then the Natural Medicine Testing Facility must notify the Natural Medicine Business and the Division. The Natural Medicine Business that was notified must initiate their CAPA plan in accordance with Rule 5020(E)(3) or 6015(E)(3).

Basis and Purpose – 7035

The statutory authority for this rule includes but is not limited to sections 25-2.5-120, 44-50-202(1)(b), 44-50-203(1)(f), 44-50-203(1)(j), 44-50-203(1)(k), 44-50-203(2)(a), 44-50-203(2)(g), 44-50-203(2)(i), 44-50-203(2)(k), 44-50-203(2)(p), and 44-50-404(2), C.R.S. The purpose of this rule is to establish requirements for a Natural Medicine Testing Facility to record and track Regulated Natural Medicine and Regulated Natural Medicine Product transferred to and from the Licensed Premises.

7035 – Minimum Inventory Tracking Requirements

A. Regulated Natural Medicine Testing Facilities must have at least one designated Natural Medicine Handler Licensee or Owner Licensee to maintain inventory records.

1. For each tracking event required to be tracked, information must be documented in accordance with subparagraph (3) of this Rule and Rule 3405.

2. Licensees must report on a monthly basis all inventory tracking events from the previous calendar month in a manner prescribed by the Division or using any forms provided by the Division.

3. Tracking Events. For purposes of required inventory tracking, tracking events include events prior to and during the Sample testing process. Tracking events include at least the following:

    a. Sample receiving, rejection, storage, accessioning, testing, retention, and disposal; and

    b. Transfers of Regulated Natural Medicine and Regulated Natural Medicine Product.

B. Natural Medicine Testing Facility Tracking Requirements

1. The following tracking information must be kept on the inventory tracking document at a Natural Medicine Testing Facility to reflect all incoming transfers of Samples of Regulated Natural Medicine or Samples of Regulated Natural Medicine Product:

    a. Harvest Lot or Production Lot number;

    b. Weight (in grams) of the Regulated Natural Medicine received;

    c. Weight of the Regulated Natural Medicine Product received;

    d. Date of the transfer; and

    e. The transferor's Natural Medicine Business License number, name, and phone number.

2. The Natural Medicine Testing Facility must also maintain inventory tracking records that fully and accurately reflect all test results.

3. If a Natural Medicine Testing Facility works with another Natural Medicine Business to dispose of any Regulated Natural Medicine Waste, the Licensee must document:

    a. A reason for the Regulated Natural Medicine Waste in the inventory tracking document.

    b. The exact time and method of destruction in the inventory tracking document.

Part 8 – Healing Center License

Basis and Purpose – 8005

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-203(1)(a), 44-50-203(1)(d), 44-50-203(1)(g), 44-50-203(1)(l), 44-50-203(2)(a), and 44-50-401, C.R.S. The purpose of this rule is to establish the privileges and permitted acts for Healing Centers.

8005 – License Privileges

A. A Healing Center Licensee may only exercise the License privileges granted by the State Licensing Authority and these Rules.

1. No later than thirty days after beginning operations, the Healing Center Licensee must submit complete floor plans or diagrams of the Licensed Premises to the Division in a manner prescribed by the Division. Floor plans must clearly show any areas designated as Administration Areas, any areas designated as Restricted Areas, and security camera placement required by these Rules.

2. Micro-Healing Center. A micro-Healing Center is a Healing Center license tier that does not store more than 750 milligrams of Total Psilocin on site. A micro-Healing Center must comply with security requirements in Rule 8025(A).

B. Co-Location Authorized. A Healing Center may be co-located with another Natural Medicine Business License in accordance with Rule 3105.

C. A Healing Center must comply with the provisions related to persons with disabilities in section 44-50-401(1)(b), C.R.S.

D. Authorized Sources and Transfers of Regulated Natural Medicine and Regulated Natural Medicine Product.

1. A Healing Center may only obtain Regulated Natural Medicine and Regulated Natural Medicine Product from a Natural Medicine Cultivation Facility, Natural Medicine Products Manufacturer, or another Healing Center.

2. A Natural Medicine Handler Licensee employed by the Healing Center may transfer Regulated Natural Medicine or Regulated Natural Medicine Product to a Participant under the supervision of a Facilitator.

3. A Healing Center may transfer up to 750 milligrams of Total Psilocin at one time of Regulated Natural Medicine or Regulated Natural Medicine Product that has passed all required testing and is packaged and labeled pursuant to Rule 3305 to a Facilitator for Administration Sessions at authorized locations other than Healing Centers in accordance with this Rule.

a. Facilitator Request Requirements. A Healing Center may only transfer Regulated Natural Medicine to a Facilitator after receiving and verifying the Facilitator's request. All requests for Facilitator transfers must including the following information:

i. The Facilitator's Department of Regulatory Agencies issued license number;

ii. The requested amount of Regulated Natural Medicine;

iii. The number of Administration Sessions the Facilitator is requesting Regulated Natural Medicine for;

iv. The number of Participants that will be consuming the requested Regulated Natural Medicine; and

v. The requested date for pick-up.

b. Request Verification. A Healing Center must verify the Facilitator's Department of Regulatory Agencies issued license number in order to complete the transfer.

c. To the extent required to comply with Rule 3405, the Healing Center may place packaged and labeled Regulated Natural Medicine and Regulated Natural Medicine Product in a Child-Resistant container; however, the Healing Center shall not re-package Regulated Natural Medicine or Regulated Natural Medicine Product.

4. All transfers of Regulated Natural Medicine and Regulated Natural Medicine Product must comply with transport and inventory tracking requirements in Rules 3405 and 5025.

E. Food and Beverages.

1. Healing Centers may provide water and pre-packaged, unopened food or beverage items to Participants during an Administration Session. This allowance includes fresh fruit and vegetables.

2. Nothing in these Rules prohibits a Healing Center from obtaining a retail food establishment license pursuant to the Food Protection Act at sections 25-4-1600, *et seq.*, C.R.S. The Healing Center's Administration Area and any Restricted Areas must not overlap with the retail food establishment licensed premises.

Basis and Purpose – 8010

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-203(1)(g), 44-50-203(1)(k), 44-50-203(2)(a), and 44-50-401, C.R.S. The purpose of this rule is to describe acts which are prohibited at Healing Centers and by persons on the Licensed Premises of Healing Centers during an Administration Session.

8010 – Prohibited Acts

A. A Healing Center Licensee shall not:

1. Transfer Regulated Natural Medicine or Regulated Natural Medicine Product to an individual unless the individual is a Participant in an Administration Session.

2. Allow a Participant to take any Regulated Natural Medicine or Regulated Natural Medicine Product from the Healing Center.

3. Permit consumption of alcohol or marijuana by any person on the Licensed Premises of the Healing Center at any time.

4. Change the form or further process Regulated Natural Medicine or Regulated Natural Medicine Product once it has been transferred to the Healing Center, except an Owner Licensee or a Natural Medicine Handler Licensee may mix Regulated Natural Medicine and Regulated Natural Medicine Product with water, fruit juice, or a pre-packaged, unopened food or beverage for the Participant's consumption.

B. A Healing Center and its Owner Licensees are responsible for all conduct on the Licensed Premises by licensed and unlicensed persons.

Basis and Purpose – 8015

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-203(1)(g), 44-50-203(1)(k), 44-50-203(2)(p), 44-50-203(2)(r), and 44-50-401(2), C.R.S. The purpose of this rule is to establish the acceptable forms of identification for a Healing Center to verify the lawful age of a Participant for participation in Natural Medicine Services.

8015 – Acceptable Forms of Identification for a Participant to Receive Natural Medicine Services

A. A Healing Center must confirm that a Participant is 21 years of age or older by verifying their identification. The following forms of identification in physical or digital form can be used:

1. An operator's, chauffeur's, or similar type driver's license, including a temporary license issued by any state within the United States, District of Columbia, or any U.S. territory;

2. An identification card, including a temporary identification card, issued by any state within the United States, District of Columbia, or any U.S. territory, for the purpose of proof of age using requirements similar to those in sections 42-2-302 and 42-2-303, C.R.S.;

3. A United States military identification card or any other identification card issued by the United States government including but not limited to a permanent resident card, alien registration card, or consular card;

4. A passport or passport identification card; or

5. An enrollment card issued by the governing authority of a federally recognized Indian tribe, if the enrollment card incorporates proof of age requirements similar to sections 42-2-302 and 42-2-303, C.R.S.

B. Identification must be valid. A Licensee shall refuse to provide Natural Medicine Services to a potential Participant who provides identification that is expired or invalid.

Basis and Purpose – 8020

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-203(1)(a), 44-50-203(1)(d), 44-50-203(1)(g), and 44-50-401(1), C.R.S. The purpose of this rule is to provide that no Healing Center shall operate unless the Healing Center employs or contracts with a Facilitator. This rule further provides the circumstances under which a Healing Center may offer group facilitation services.

8020 – Facilitator Required

A. A Healing Center must employ or contract with at least one Facilitator holding either a Natural Medicine Handler License or an Owner License prior to operating.

B. A Facilitator that holds a Natural Medicine Handler License is an agent or employee of the Healing Center(s) where the Facilitator provides Natural Medicine Services.

C. Group Facilitation. A Healing Center may offer group facilitation Natural Medicine Services if there are an appropriate number of Facilitators to facilitate for the number of Participants in accordance with the Department of Regulatory Agencies' rules at 4 CCR 755-1.

Basis and Purpose – 8025

The statutory authority for this Rule includes but is not limited to sections 44-50-202(1)(b), 44-50-203(1)(b), 44-50-203(1)(g), 44-50-203(1)(k), 44-50-203(2)(f), and 44-50-203(2)(g), C.R.S. The purpose of this Rule is to establish security requirements based on the amount of Regulated Natural Medicine and

Regulated Natural Medicine Product stored on the Licensed Premises and to provide other requirements for the Licensed Premises of a Healing Center.

8025 – Licensed Premises Requirements

A. Security Measures and Inventory Management.

1. A micro-Healing Center must store all Regulated Natural Medicine and Regulated Natural Medicine Product in a secured, locked place that is:

   a. Accessible only to the Healing Center Owner Licensee(s) and/or Natural Medicine Handler Licensee(s); and

   b. Monitored by video surveillance while Regulated Natural Medicine and Regulated Natural Medicine Product is stored.

2. A Healing Center must:

   a. Store all Regulated Natural Medicine and Regulated Natural Medicine Product in a secured, locked place that is:

      i. Accessible only to the Healing Center Owner Licensee(s) and/or Natural Medicine Handler Licensees;

      ii. Monitored by video surveillance while Regulated Natural Medicine and Regulated Natural Medicine Product is stored.

   b. Maintain a fully operational security alarm system on the Licensed Premises, activated at all times when the Licensed Premises is closed for business. The security alarm system must meet the requirements in Rule 3110(E).

   c. Maintain a fully operational video surveillance and recording system that satisfies the requirements in Rule 3115.

3. Notification of Change in Inventory Management. If a Healing Center seeks to change the amount of Regulated Natural Medicine and Regulated Natural Medicine Product it possesses and stores, the Licensee must notify the Division, in writing, on a form prescribed by the Division.

4. Participant Information Protected. Healing Center Licensees must take measures to prevent unauthorized access to business records and any Participant or Administration Session records.

5. When the Licensee is not operating as a Healing Center, the Licensee must ensure that all Regulated Natural Medicine and Regulated Natural Medicine Product is appropriately secured. Licensees must take measures to prevent unauthorized access to Regulated Natural Medicine and Regulated Natural Medicine Product.

B. Administration Areas. No one under the age of 21 years old is permitted in the Administration Area when an Administration Session is taking place, including when Regulated Natural Medicine and Regulated Natural Medicine Product are taken out of the secured storage place.

1. Licensees must take all reasonable steps and precautions to provide an environment free of risks to ensure safety of Participants.

2. Administration Areas must be easy to exit, as needed, and the area may not be locked from the outside or otherwise prevent a Participant from exiting the area if necessary.

3. Indoor Administration Area. Indoor Administration Areas must be adequately lit to allow safe exit if necessary.

4. Outdoor Administration Areas. If the Healing Center contains outdoor areas, the boundaries must be clearly marked with visible signage or barriers. The Licensee must also take reasonable measures to mitigate risks to Participants in any outdoor area that Participants are permitted to access during an Administration Session.

C. A Healing Center shall display:

1. A sign identifying any Administration Area or Restricted Area that contains Regulated Natural Medicine or Regulated Natural Medicine Product, as "Authorized Personnel Only."

2. A copy of the Healing Center's License issued by the State Licensing Authority.

3. Information regarding safe transportation after an Administration Session.

D. A Healing Center must make instructions or other guidance available related to:

1. How to file a complaint with the Department of Regulatory Agencies;

2. How to file a complaint with the Department of Revenue; and

3. How to report an Adverse Health Event to the Division.

Basis and Purpose – 8030

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-203(1)(b), 44-50-203(1)(g), 44-50-203(1)(k), 44-50-203(2)(g), 44-50-203(2)(r), and 44-50-401(5), C.R.S. The purpose of this rule is to establish the parameters for the administration of Regulated Natural Medicine and Regulated Natural Medicine Product and consumption of food and beverages during an Administration Session at a Healing Center.

8030 – Administration Sessions

A. Only Participants, Facilitators, Owner Licensees, and Natural Medicine Handler Licensees may access the Administration Area during an Administration Session, unless each Facilitator and Participant receiving Regulated Natural Medicine and Regulated Natural Medicine Product in the Administration Area provided prior written consent for other individuals to be present.

B. Licensees must take reasonable steps to prevent access to Administration Areas by unauthorized individuals while Administration Sessions are taking place.

C. Servings of Regulated Natural Medicine and Regulated Natural Medicine Product.

1. A serving of Regulated Natural Medicine Product may contain no more than 10 milligrams of Total Psilocin.

2. A container of Regulated Natural Medicine or Regulated Natural Medicine Product may contain no more than 50 milligrams of Total Psilocin.

3. The Participant and Facilitator can agree to any number of servings or partial servings of Regulated Natural Medicine or Regulated Natural Medicine Product to be administered during an Administration Session.

D. A Natural Medicine Handler Licensee may only transfer Regulated Natural Medicine or Regulated Natural Medicine Product to a Participant within the Administration Area.

1. The Facilitator must observe a Participant consume any Regulated Natural Medicine or Regulated Natural Medicine Product transferred to that Participant. A Facilitator or Natural Medicine Handler Licensee must dispose of packaging waste appropriately.

2. Regulated Natural Medicine or Regulated Natural Medicine Product may be mixed with water, fruit juice, or pre-packaged food or beverages prior to consumption, as long as the pre-packaged food or beverages was not opened prior to mixing.

3. Any Regulated Natural Medicine or Regulated Natural Medicine Product that is not consumed by a Participant must be disposed of in accordance with Rule 3120 or returned to a secured, locked place per Rule 8020 at the end of an Administration Session.

E. A Participant may bring their own water or pre-packaged food or beverages to consume during the Administration Session. This allowance includes fresh fruit and vegetables.

F. A Healing Center that complies with the requirements in Rule 8005(E)(2), and all state and local requirements related to food handling and preparation, may provide prepared or manufactured foods to Participants after an Administration Session.

Basis and Purpose – 8035

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-203(1)(b), 44-50-203(1)(g), 44-50-203(1)(j), 44-50-203(2)(i), 44-50-203(2)(k), and 44-50-203(2)(p), C.R.S. The purpose of this rule is to establish specific records a Healing Center must maintain on the Licensed Premises and the requirement for a Healing Center to maintain the confidentiality of personally identifying information and medical data in records.

8035 – Healing Center Record Requirements

A. A Healing Center must maintain records required by this Rule and Rule 3010.

B. A Healing Center must maintain copies of:

1. All Facilitator licenses, issued by the Department of Regulatory Agencies, for Facilitators providing Natural Medicine Services at the Healing Center.

2. All Natural Medicine Handler License(s) or Owner License(s), issued by the State Licensing Authority for Facilitators providing Natural Medicine Services at the Healing Center.

3. Any Adverse Health Events required to be reported in Rule 3015.

C. A Healing Center must maintain a log of Administration Sessions. The Healing Center must submit all prior year Administration Session logs required in this Rule in accordance with Rule 2130. Administration Session logs must include at least the following information:

1. The date and duration of each Administration Session;

2. The number of Participants in each Administration Session;

3. The License numbers for Facilitators participating in each Administration Session;

4. The package number, dose, and type of Regulated Natural Medicine or Regulated Natural Medicine Product the Participant(s) consumed;

5. Deidentified information regarding the intention or desired outcome for the Administration Session, including whether the Administration Session is intended to treat physical or behavioral conditions, or is for wellness services;

6. Any other food or beverages that were consumed during the Administration Session; and

7. Any amount of Regulated Natural Medicine that is disposed of as Regulated Natural Medicine Waste following each Administration Session.

D. Standard Operating Procedures. A Healing Center must maintain the following standard operating procedures on the Licensed Premises and provide copies of these standard operating procedures to all employees, Natural Medicine Handler Licensees, and Owner Licensees. The standard operating procedures required by this Rule may be contained in a single document maintained by the Healing Center.

1. Administration Session Preparedness Plan. The Administration Session preparedness plan must address how Healing Center employees, Natural Medicine Handler Licensees, and Owner Licensees will monitor a Participant's access to the Licensed Premises after consuming Regulated Natural Medicine or Regulated Natural Medicine Product when the Participant needs to temporarily leave the Administration Area.

   a. The plan should include procedures for:

      i. Escorting or monitoring a Participant who needs to use a restroom during the Administration Session;

      ii. Ensuring the Licensed Premises is maintained to prevent safety hazards;

      iii. Monitoring and limiting Participant interaction with vendors, contractors, other Participants, or other persons who may be present at the Healing Center; and

      iv. Emergency response when a Participant experiences a medical or other emergency during an Administration Session, including but not limited to, instructions for using an on-site medical kit.

   b. A Healing Center may defer implementing the Administration Session preparedness plan if the Facilitator and Participant have agreed, through written informed consent, to other procedures for the Administration Session if the Healing Center maintains a copy of the informed consent on the Licensed Premises.

2. Emergency Plan. A Healing Center must have an emergency plan that includes the following:

   a. Documented procedures for evacuating and relocating Participants to a safe and confidential location when the Administration Areas become unsafe due to unforeseen circumstances, including but not limited to fire or a power outage.

Licensees should take all reasonable steps to maintain Participant confidentiality should evacuation and relocation become necessary.

3. Certificates of Analysis. All certificates of analysis provided to the Healing Center by a Natural Medicine Testing Facility of any Samples submitted for testing shall be maintained on the Licensed Premises in accordance with Rule 3010.

E. Confidentiality of Patient Records. A Healing Center must maintain the confidentiality of any personally identifying information disclosed in Participant records possessed or stored at the Healing Center's Licensed Premises.

Basis and Purpose – 8040

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-203(1)(b), 44-50-203(1)(g), 44-50-203(1)(j), 44-50-203(1)(k), and 44-50-203(2)(k), C.R.S. The purpose of this rule is to establish requirements for a Healing Center to record and track Regulated Natural Medicine and Regulated Natural Medicine Product transferred to and from its Licensed Premises.

8040 – Minimum Inventory Tracking Requirements

A. All Healing Centers must have at least one designated Natural Medicine Handler Licensee or Owner Licensee to maintain inventory records.

1. For each tracking event required to be tracked, information must be documented in accordance with subparagraph (A)(3) of this Rule and Rule 3405.

2. Licensees must report on a monthly basis all inventory tracking events from the previous calendar month in a manner prescribed by the Division, using any forms provided by the Division.

3. Tracking Events. For purposes of required inventory tracking, tracking events include any Transfers of Regulated Natural Medicine and Regulated Natural Medicine Product permitted by these Rules.

B. Healing Center Tracking Requirements.

1. The following tracking information must be kept on the inventory tracking document at a Healing Center to reflect all incoming transfers of Regulated Natural Medicine or Regulated Natural Medicine Product:

a. Harvest Lot or Production Lot number;

b. Weight of the Regulated Natural Medicine;

c. Weight of the Regulated Natural Medicine Product;

d. Date of the transfer; and

e. The originating Natural Medicine Business License number, name, and phone number.

2. If the Healing Center works with another Natural Medicine Business to dispose of any Regulated Natural Medicine Waste, then the following information must be kept on the inventory tracking document:

a. Weight of the Regulated Natural Medicine Waste;

b. Date of the transfer; and

c. The receiving Natural Medicine Business License number, name, and phone number.

3. The following tracking information must be kept on the inventory tracking document for transfer to a Facilitator.

a. Harvest Lot or Production Lot number;

b. Weight of the Regulated Natural Medicine or Regulated Natural Medicine Product;

c. Date of the transfer;

d. If applicable, the Facilitator's Natural Medicine Handler License number, name, and phone number; and

e. The information required by Rule 5005(C)(2)(a).

Part 9 – Enforcement and Discipline

Basis and Purpose – 9005

The statutory authority for this rule includes but is not limited to sections, 44-50-202(1)(a), 44-50-202(1)(b), 44-50-202(1)(c), 44-50-203(1)(a),44-50-202(1)(b), 44-50-203(1)(j), 44-50-203(2)(l), 44-50-203(2)(p), 44-50-203(2)(q), and 44-50-203(2)(r), C.R.S. This rule explains that Licensees must cooperate with Division employees when they are acting within the normal scope of their duties and that failure to do so may result in sanctions. It also explains the process for voluntary surrender of Regulated Natural Medicine.

9005 – Requirements for Inspections and Investigations and Voluntary Surrenders

A. Applicants and Licensees Shall Cooperate with Division Employees.

1. Applicants and Licensees must cooperate with employees of the Division who are conducting inspections or investigations relevant to the enforcement of laws and regulations related to the Natural Medicine Code.

2. No Applicant or Licensee shall by any means interfere with, obstruct, or impede the State Licensing Authority or any employee of the Division from exercising their duties pursuant to the provisions of the Natural Medicine Code and these Rules. This would include, but is not limited to:

a. Threatening force or violence against an employee or investigator of the Division, or otherwise endeavoring to intimidate, obstruct, or impede employees or investigators of the Division, their supervisors, or any peace officers from exercising their duties. The term "threatening force" includes the threat of bodily harm to such individual or to a member of his or her family;

b. Denying investigators of the Division access to premises where the Licensee's Regulated Natural Medicine or Regulated Natural Medicine Product are grown,

stored, cultivated, manufactured, tested, distributed, or transferred during business hours or times of apparent activity;

c. Providing false or misleading statements;

d. Providing false or misleading documents and records;

e. Failing to timely produce requested books and records required to be maintained by the Licensee; or

f. Failing to timely respond to any other request for information made by a Division employee or investigator in connection with an investigation of the qualifications, conduct or compliance of an Applicant or Licensee.

B. Voluntary Surrender of Regulated Natural Medicine or Regulated Natural Medicine Product.

1. A Licensee, prior to a Final Agency Order and upon mutual agreement with the Division, may elect to voluntarily surrender any Regulated Natural Medicine or Regulated Natural Medicine Product to the Division.

a. Such voluntary surrender may require destruction of any Regulated Natural Medicine or Regulated Natural Medicine Product in the presence of a Division investigator and at the Licensee's expense.

b. The individual signing the Division's voluntary surrender form on behalf of the surrendering Licensee must certify that the individual has authority to represent and bind the Licensee to such voluntary surrender.

2. The voluntary surrender form may be utilized in connection with a stipulated agency order through which the Licensee waives the right to hearing and any associated rights.

3. The voluntary surrender form may be utilized even if the Licensee does not waive the right to hearing and any associated rights, with the understanding that the outcome of the hearing does not impact the validity of the voluntary surrender.

4. A Licensee, after a Final Agency Order and upon mutual agreement with the Division, may elect to voluntarily surrender any Regulated Natural Medicine or Regulated Natural Medicine Product to the Division.

a. The Licensee must complete and return the Division's voluntary surrender form within 15 calendar days of the date of the Final Agency Order.

b. Such voluntary surrender may require destruction of any Regulated Natural Medicine or Regulated Natural Medicine Product in the presence of a Division investigator and at the Licensee's expense.

c. The individual signing the Division's voluntary surrender form on behalf of the surrendering Licensee must certify that the individual has authority to represent and bind the Licensee to such voluntary surrender.

Basis and Purpose – 9010

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(a), 44-50-202(1)(b), 44-50-202(1)(c), 44-50-203(1)(a), 44-50-203(2)(l), 44-50-203(2)(m), 44-50-203(2)(r), and 44-50-701,

C.R.S. The purpose of this rule is to provide a procedure for written warnings and assurances of voluntary compliance for non-compliance with the Natural Medicine Code or these Rules.

9010 – Written Warnings and Assurances of Voluntary Compliance

A. Written Warnings. If a Division investigator identifies a violation(s) of the Natural Medicine Code or these Rules that is eligible for a written warning pursuant to subpart (D) of this Rule, the Division investigator may issue a written warning in lieu of recommending administrative action.

1. The written warning shall identify the alleged violation(s).

2. The written warning shall not constitute an admission of a violation(s) for any purpose or finding of a violation(s) by the State Licensing Authority, and shall not be evidence that the Licensee violated the Natural Medicine Code, or these Rules.

3. A written warning shall constitute evidence in any subsequent administrative proceeding, if relevant, that the Licensee was previously warned of the violation(s).

4. The Division may in its discretion initiate a subsequent administrative action and prove the violation(s) that was the subject of the written warning.

B. Assurances of Voluntary Compliance. The Director of the Division may accept an assurance of voluntary compliance regarding any act or practice alleged to violate the Natural Medicine Code or these Rules that is eligible for an assurance of voluntary compliance pursuant to subpart (D) of this Rule.

1. The assurance must be in writing and may include a stipulation for the voluntary payment of the cost commensurate with the acts or practices and an amount necessary to restore money or property which may have been acquired by the alleged violator because of the acts or practices.

2. An assurance of voluntary compliance may not be considered an admission of a violation(s) for any purpose or a finding of a violation(s) by the State Licensing Authority; however, the assurance of voluntary compliance shall constitute evidence in any subsequent administrative proceeding that Licensee entered into an agreement to comply with the Natural Medicine Code, and/or these Rules.

3. The State Licensing Authority may review an assurance of voluntary compliance.

C. Not an Administrative Action. Neither a written warning nor an assurance of voluntary compliance constitutes an administrative action.

D. Not Eligible for Written Warning or Assurance of Voluntary Compliance. If a Division investigator identifies a violation(s) of the Natural Medicine Code or these Rules, the following conduct is not eligible for a Written Warning or Assurance of Voluntary Compliance:

1. Knowingly adulterating or altering a Sample, Production Lot, or Harvest Lot;

2. A violation by a Natural Medicine Testing Facility including a deliberate or willful violation of a testing rule, a violation or deviation from a rule or a standard operating procedure that results in the potential to harm public health of safety, or any acts by a Natural Medicine Testing Facility that produce a test result favorable to a Licensee (over reporting tryptamine content, under reporting contaminants, other inaccurate test results).

3. Any sale or transfer of Regulated Natural Medicine or Regulated Natural Medicine Product in violation of the Natural Medicine Code or these Rules;

4. Transferring Regulated Natural Medicine or Regulated Natural Medicine Product to an individual under the age of 21 years;

5. Any unlawful act by a Person licensed pursuant to article 50 in violation of section 44-50-501, C.R.S.; and

6. Inversion of unregulated Natural Medicine or Natural Medicine Product to a Natural Medicine Business from a source other than another Natural Medicine Business.

Basis and Purpose – 9015

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-202(1)(d), and 44-50-203(2)(r), C.R.S. The purpose of this rule is to establish the criteria and process by which the Division petitions a district court for an investigative subpoena for a person who is not licensed pursuant to the Natural Medicine Code.

9015 – Investigative Subpoenas

A. Criteria. The State Licensing Authority may petition a district court for an investigative subpoena applicable to a person who is not licensed pursuant to the Natural Medicine Code to obtain documents or information necessary to enforce the Natural Medicine Code and these Rules after the Division has taken reasonable efforts to obtain requested documents or information.

B. Reasonable Efforts. For purposes of this Rule 9015, "reasonable efforts" may include but shall not be limited to obtaining the documents or information through a request to the unlicensed person and such unlicensed person has either declined to provide the documents or information, or failed to respond to the Division within the applicable time frame.

C. Affidavit. When seeking an investigative subpoena, the Division will supply the district court with a sworn affidavit explaining the bases for seeking the subpoena

Basis and Purpose – 9020

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-202(1)(c), 44-50-203(1)(b), 44-50-203(2)(l), and 44-50-203(2)(p), C.R.S. The purpose of this rule is to establish the circumstances in which the Division may seek an administrative search warrant for a Natural Medicine Licensee.

9020 – Administrative Warrants

A. Criteria. The Division may seek from a district court an administrative search warrant authorizing search and seizure in circumstances in which the Division makes a proper showing that:

1. A Licensee has refused entry of Division investigators during business hours or times of apparent activity;

2. A Licensee subject to an embargo or summary suspension has failed to comply with applicable rules; or

3. A Licensee otherwise has acted in a manner demonstrating willful or deliberate disregard for the Natural Medicine Code or these Rules or that threatens the public health, safety, and welfare.

B. Affidavit. When seeking an administrative search warrant, the Division will supply the district court with a sworn affidavit explaining the bases for seeking the warrant.

C. Seized Property. Neither the Division nor the State Licensing Authority shall cultivate or care for any seized Regulated Natural Medicine. The Division may seize and destroy Regulated Natural Medicine and Regulated Natural Medicine Product pursuant to agreement with the Licensee or may seek from the State Licensing Authority or a district court an order to destroy any seized Regulated Natural Medicine and Regulated Natural Medicine Product.

Basis and Purpose – 9025

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-202(1)(c), 44-50-203(1)(a), 44-50-203(1)(b), 44-50-203(2)(l), 44-50-203(2)(m), 24-4-105, and 44-50-701, C.R.S. The purpose of this rule is to describe the process for disciplinary actions that do not involve summary suspension of a Natural Medicine License.

9025 – Non-Summary Suspensions

A. How a Disciplinary Action is Initiated.

1. If the State Licensing Authority, on its own initiative or based on a complaint, has reasonable cause to believe that a Licensee has violated the Natural Medicine Code, any of these Rules, or any of its orders, the State Licensing Authority may issue and serve upon the Licensee an Order to Show Cause (administrative action) as to why its license should not be suspended, revoked, restricted, fined, or subject to other disciplinary sanction.

2. The Order to Show Cause shall identify the statute, rule, regulation, or order allegedly violated, and the facts alleged to constitute the violation. The order shall also provide an advisement that the license could be suspended, revoked, restricted, fined, or subject to other disciplinary sanction should the charges contained in the notice be sustained upon final hearing.

B. Disciplinary Hearings. Disciplinary hearings will be conducted in accordance with Rule 9040 Administrative Hearings.

C. Renewal. The issuance of an Order to Show Cause does not relieve the Licensee of the obligation to timely comply with all license renewal requirements. The Division's approval of any renewal application filed by a Licensee does not constitute a Final Agency Order or an agreement to settlement of any administrative action. The License shall continue to comply with the requirements of this Rule pending a Final Agency Order resolving any Order to Show Cause.

Basis and Purpose – 9030

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-202(1)(c), 44-50-203(1)(a), 44-50-203(1)(b), 44-50-203(2)(l), 44-50-203(2)(m), 24-4-104(4)(a), 24-4-105, and 44-50-701, C.R.S. The purpose of this rule is to describe the conditions and process for disciplinary actions that involve summary suspension of a Natural Medicine License.

9030 – Summary Suspensions

A. How a Summary Suspension is Initiated.

1. When the State Licensing Authority has reasonable grounds to believe and finds that a Licensee has been guilty of a deliberate and willful violation of any applicable law or

regulation or that the public health, safety, or welfare imperatively requires emergency action it shall serve upon the Licensee a Summary Suspension Order that temporarily or summarily suspends the license.

2. The Summary Suspension Order shall identify the nature of the State Licensing Authority's basis for the summary suspension. The Summary Suspension Order shall also provide an advisement that the License may be subject to further discipline or revocation following a hearing on an Order to Show Cause.

3. Proceedings for suspension or revocation shall be promptly instituted and determined after the Summary Suspension Order is issued according to the following Procedure:

   a. Either contemporaneously with, or promptly after the Summary Suspension Order is issued, the State Licensing Authority will issue and serve upon the Licensee an Order to Show Cause (administrative citation) as to why the Licensee's license should not be suspended, revoked, restricted, fined, or subject to other disciplinary sanction.

   b. The Order to Show Cause will identify the statute, rule, regulation, or order allegedly violated, and the facts alleged to constitute the violation. The Order to Show Cause will also provide an advisement that the license could be suspended, revoked, restricted, fined or subject to disciplinary sanction should the charges contained in the Order to Show Cause be sustained upon final Hearing.

   c. The Order to Show Cause shall be filed with the Department's Hearings Division. The hearing on the allegations set forth in the Order to Show Cause shall be expedited to the extent practicable and will be conducted in accordance with Rule 9040– Administrative Hearings.

B. Duration of Summary Suspension. Unless lifted by the State Licensing Authority, the Summary Suspension Order will remain in effect until issuance of a Final Agency Order.

Basis and Purpose – 9035

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-202(1)(c), 44-50-202(1)(e), 44-50-203(1)(a), 44-50-203(1)(b), 44-50-203(2)(l), 44-50-203(2)(n), and 44-50-203(2)(r), 24-4-104, 24-4-105, and 44-50-701, C.R.S. The State Licensing Authority recognizes that if Licensees are not able to care for their products during a period of active suspension, then their cultivated Regulated Natural Medicine could die, their products could deteriorate, and their on-hand inventory may not be properly maintained. Accordingly, this rule was written to clarify that Licensees whose licenses are summarily suspended may care for on-hand inventory, and manufactured products during the suspension (unless the State Licensing Authority does not allow such activity), provided the Licensed Premises and all Regulated Natural Medicine and Regulated Natural Medicine Product is adequately secured. In addition, the rule clarifies what activity is always prohibited during such suspension.

9035 – Suspension Process: Regular and Summary Suspensions

A. Signs Required During Suspension. Every Licensee whose license has been suspended, whether summarily or after an administrative hearing, shall post two notices in conspicuous places, one on the exterior and one on the interior of its Licensed Premises, for the duration of the suspension. The notices shall be at least 17 inches in length and 11 inches in width containing lettering not less than 1/2" in height.

1. For suspension following issuance of a Final Agency Order, the sign shall be in the following form:

   NOTICE OF SUSPENSION REGULATED NATURAL MEDICINE LICENSES ISSUED FOR THESE PREMISES HAVE BEEN SUSPENDED BY ORDER OF THE STATE LICENSING AUTHORITY FOR VIOLATION OF THE COLORADO NATURAL MEDICINE CODE.

2. For a summary suspension pending issuance of a Final Agency Order, the sign shall be in the following form:

   NOTICE OF SUSPENSION REGULATED NATURAL MEDICINE LICENSES ISSUED FOR THESE PREMISES HAVE BEEN SUSPENDED BY ORDER OF THE STATE LICENSING AUTHORITY FOR ALLEGED VIOLATION OF THE COLORADO NATURAL MEDICINE CODE.

   Any advertisement or posted signs that indicate that the premises have been closed or business suspended for any reason other than by the manner described in this Rule shall be deemed a violation of these Rules.

B. Prohibited Activity During Active Suspension.

1. Unless otherwise ordered by the State Licensing Authority, during any period of active license suspension the Licensee shall not permit the serving, giving away, distribution, manufacture, acquisition, purchase, testing, transfer, or transport of Regulated Natural Medicine or Regulated Natural Medicine Product at the Licensed Premises, nor allow Participants to enter the Licensed Premises.

2. Unless otherwise ordered by the State Licensing Authority, during any period of suspension the Licensee may continue to possess, maintain, cultivate, or harvest Regulated Natural Medicine and Regulated Natural Medicine Product on the Licensed Premises. The Licensee must fully account for all such Regulated Natural Medicine and Regulated Natural Medicine Product during any period of suspension. The Licensee must safeguard any Regulated Natural Medicine or Regulated Natural Medicine Product in its possession or control. The Licensee must possess and maintain the Licensed Premises in reasonable condition according to health, safety, and sanitary standards, and must fully comply with all security requirements including but not limited to surveillance, lock and alarm requirements set forth in the Natural Medicine Code and these Rules.

C. Removal and Destruction of Regulated Natural Medicine and Regulated Natural Medicine Product. Regulated Natural Medicine and Regulated Natural Medicine Product shall not be removed from the Licensed Premises or destroyed unless:

1. The State Licensing Authority orders forfeiture and destruction;

2. The Licensee has voluntarily surrendered the Regulated Natural Medicine or Regulated Natural Medicine Product in accordance with Rule 9005 – Voluntary Surrender; or

3. The State Licensing Authority has seized the Regulated Natural Medicine or Regulated Natural Medicine Product pursuant to an Administrative Warrant. See Rule 9020 – Administrative Warrant.

D. Renewal. The issuance of an Order to Show Cause or an Order of Summary Suspension does not relieve the Licensee of the obligation to timely comply with all license renewal requirements. The Division's approval of any renewal application filed by a Licensee while subject to an Order to

Show Cause or an Order of Summary Suspension shall not constitute a Final Agency Order or an agreement to a settlement of the administrative action. The Licensee shall continue to comply with the requirements of this Rule pending a Final Agency Order resolving the Order of Summary Suspension and any related Order to Show Cause.

Basis and Purpose – 9040

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-202(1)(c), 44-50-202(1)(e), 44-50-203(1)(a), 44-50-203(1)(b), 44-50-203(2)(l), 44-50-203(2)(n), and 44-50-203(2)(r), 24-4-104, 24-4-105, and 44-50-701, C.R.S. The purpose of this rule is to describe the requirements and procedures for administrative hearings, including prehearing practices.

9040 – Administrative Hearings

A. General Procedures.

1. Hearing Location. Hearings will generally be conducted by the Department's Hearings Division. Hearings will be held virtually unless otherwise ordered by the hearing officer for good cause. "Good cause" for an in-person hearing means that there are unusual circumstances where justice, judicial economy, and convenience of the parties would be served by holding a hearing in person. The Division, Respondent or Denied Applicant may request a hearing officer order an in-person hearing upon a showing of good cause. If the hearing officer orders an in-person hearing, the hearing will be conducted at a location in the greater Denver metropolitan area to be determined by the hearing officer.

2. Scope of Hearing Rules. This Rule shall be construed to promote the just and efficient determination of all matters presented.

3. Right to Legal Counsel. Any Denied Applicant or Respondent has a right to legal counsel throughout all processes described in rules associated with the denial of an application and disciplinary action. Such counsel shall be provided solely at the Denied Applicant's or Respondent's expense. Unless a Denied Applicant or Respondent that is an entity satisfies the exception in section 13-1-127(2), C.R.S., the Denied Applicant or Respondent must be represented by an attorney admitted to practice law in the state of Colorado.

4. Service. An Order to Show Cause, a Notice of Destruction, or a Notice of Denial must be served on a Respondent or Denied Applicant personally or by first-class mail. Service of pleadings or other papers on a Denied Applicant, Respondent, or any attorney representing a party, may be made by hand delivery, by mail to the party's last known address, or by electronic mail. Service of pleadings or other papers on the Division in an administrative hearing may be made to the attorney(s) of record, as identified on the Certificate of Service to the Order to Show Cause, Order of Summary Suspension, Notice of Embargo, or Notice of Denial, by electronic mail or first-class mail.

B. Requesting a Hearing.

1. A Denied Applicant that has been served with a Notice of Denial may request a hearing within 60 days of service of the Notice of Denial by making a written request for a hearing to the Division. The request must be submitted by United States mail or by hand delivery. Email or fax requests will not be considered. The request must be sent to the mailing address of the Division's headquarters, as listed on the Division's website. Include "Attn: Hearing Request" in the mailing address. The written request for a hearing must be received by the Division within the time stated in the Notice of Denial. An untimely request for hearing will not be considered.

2. A Denied Applicant that timely requests a hearing following issuance of a Notice of Denial shall be served with a Notice of Grounds for Denial, and shall be entitled to a hearing regarding the matters addressed therein.

3. A Respondent that has been served with an Order to Show Cause shall be entitled to a hearing regarding the matters addressed therein.

4. A Licensee that has been served with a Notice of Destruction may request a hearing within 60 days of service of the Notice of Destruction by making a written request for a hearing to the Division.

   a. The request must be submitted by United States mail or by hand delivery. Email or fax requests will not be considered. The request must be sent to the mailing address of the Division's headquarters, as listed on the Division's website. Include "Attn: Hearing Request" in the mailing address. The written request for a hearing must be received by the Division within the time stated in the Notice of Destruction. An untimely request for hearing will not be considered.

   b. If a Notice of Destruction is served concerning embargoed Regulated Natural Medicine or Regulated Natural Medicine Product that is also subject of an administrative action, and a hearing is timely requested by the Respondent, a single hearing shall be held for the efficiency of the Hearings Division and the parties.

C. When a Responsive Pleading is Required.

1. A Respondent shall file a written answer with the Hearings Division and the Division within 30 days after the date of mailing of any Order to Show Cause. The written answer shall comply with the requirements of Rule 8 of the Colorado Rules of Civil Procedure. If a Respondent fails to file a required answer, the hearing officer, upon motion, may enter a default against that person pursuant to section 24-4-105(2)(b), C.R.S. For good cause, as described in this Rule, shown, the hearing officer may set aside the entry of default within ten days after the date of such entry.

2. A Denied Applicant shall file a written answer with the Hearings Division and the Division within 30 days after the date of mailing of any Notice of Grounds for Denial. The written answer shall comply with the requirements of Rule 8 of the Colorado Rules of Civil Procedure. If a Denied Applicant fails to file a required answer, the hearing officer, upon motion, may enter a default against that person pursuant to section 24-4-105(2)(b), C.R.S. For good cause, as described in this Rule, shown, the hearing officer may set aside the entry of default within ten days after the date of such entry.

D. Hearing Notices.

1. Notice to Set. The Division shall send a notice to set a hearing to the Denied Applicant or Respondent in writing by electronic mail or by first-class mail to the last mailing address of record if an electronic mail address is unknown.

2. Notice of Hearing. The Hearings Division shall notify the Division and Denied Applicant or Respondent of the date, place, time, and nature of the hearing regarding denial of the license application, order of destruction, or whether discipline should be imposed against the Respondent's license at least 30 days prior to the date of such hearing, unless otherwise agreed to by both parties. This notice shall be sent to the Denied Applicant or Respondent in writing by first-class mail to the last mailing address of record. Hearings shall be scheduled and held as soon as is practicable.

a. If an Order of Summary Suspension has been issued, the hearing on the Order to Show Cause will be scheduled and held promptly.

b. Continuances may be granted for good cause, as described in this Rule, shown. A motion for a continuance must be timely.

c. "Good cause" for a continuance may include but is not limited to: death or incapacitation of a party or an attorney for a party; a court order staying proceedings or otherwise necessitating a continuance; entry or substitution of an attorney for a party a reasonable time prior to the hearing, if the entry or substitution reasonably requires a postponement of the hearing; a change in the parties or pleadings sufficiently significant to require a postponement; a showing that more time is clearly necessary to complete authorized discovery or other mandatory preparation for the hearing; or agreement of the parties to a settlement of the case which has been or will likely be approved by the final decision maker. Good cause normally will not include the following: unavailability of counsel because of engagement in another judicial or administrative proceeding, unless the other proceeding was involuntarily set subsequent to the setting in the present case; unavailability of a necessary witness, if the witness' testimony can be taken by telephone or by deposition; or failure of an attorney or a party timely to prepare for the hearing.

E. Prehearing Matters Generally.

1. Prehearing Conferences Once a Hearing is Set. Prehearing conferences may be held at the discretion of the hearing officer upon request of any party, or upon the hearing officer's own motion. If a prehearing conference is held and a prehearing order is issued by the hearing officer, the prehearing order will control the course of the proceedings.

2. Depositions. Depositions are generally not allowed; however, a hearing officer has discretion to allow a deposition if a party files a written motion and can show why such deposition is necessary to prove its case. When a hearing officer grants a motion for a deposition, C.R.C.P. 30 controls. Hearings will not be continued because a deposition is allowed unless (a) both parties stipulate to a continuance and the hearing officer grants the continuance, or (b) the hearing officer grants a continuance over the objection of any party in accordance with subsections (D)(2)(b) and (c) of this Rule.

3. Prehearing Statements. Once a Hearing is Set. Prehearing Statements are required and unless otherwise ordered by the hearing officer, each party shall file with the hearing officer and serve on each party a prehearing statement no later than seven calendar days prior to the hearing. Parties shall also exchange exhibits at that time. Parties shall also file exhibits with the hearing officer. Parties shall exchange exhibits by the date on which prehearing statements are to be filed. Prehearing statements shall include the following Information:

a. Witnesses. The name, mailing address, and telephone number of any witness whom the party may call at hearing, together with a detailed statement of the expected testimony.

b. Experts. The name, mailing address, and a brief summary of the qualifications of any expert witness a party may call at hearing, together with a statement that details the opinions to which each expert is expected to testify. These requirements may be satisfied by the incorporation of an expert's resume or report containing the required information.

c. Exhibits. A description of any physical or documentary evidence to be offered into evidence at the hearing. Exhibits should be identified as follows: Division using numbers and Denied Applicant or Respondent using letters.

d. Stipulations. A list of all stipulations of fact or law reached, as well as a list of any additional stipulations requested or offered to facilitate disposition of the case.

4. Prehearing Statements Binding. The information provided in a party's prehearing statement is binding on that party throughout the course of the hearing unless modified to prevent manifest injustice. New witnesses or exhibits may be added only if: (1) the need to do so was not reasonably foreseeable at the time of filing of the prehearing statement; (2) it would not prejudice other parties; and (3) it would not necessitate a delay of the hearing.

5. Consequence of Not Filing a Prehearing Statement Once a Hearing is Set. If a party does not timely file a prehearing statement, the hearing officer may impose appropriate sanctions including, but not limited to, striking proposed witnesses and exhibits.

F. Conduct of Hearings.

1. The hearing officer shall cause all hearings to be electronically recorded.

2. The hearing officer may allow a hearing, or any portion of the hearing, to be conducted in real time by telephone or other electronic means. If a party is appearing by telephone, the party must provide actual copies of the exhibits to be offered into evidence at the hearing to the hearing officer when the prehearing statement is filed. Electronic filings will be accepted at: dor_regulatoryhearings@state.co.us.

3. The hearing officer shall administer oaths or affirmations to all witnesses at hearing. The hearing officer may question any witness.

4. The hearing, including testimony and exhibits, shall be open to the public unless otherwise ordered by the hearing officer in accordance with a specific provision of law.

a. Reports and other information that would otherwise be confidential pursuant to subsection 44-50-204(1)(a), C.R.S., may be introduced as exhibits at hearing.

b. Any party may move the hearing officer to seal an exhibit or order other appropriate relief if necessary to safeguard the confidentiality of evidence.

5. Court Rules.

a. To the extent practicable, the Colorado Rules of Evidence apply. Unless the context requires otherwise, whenever the word "court," "judge," or "jury" appears in the Colorado Rules of Evidence, such word shall be construed to mean a hearing officer. A hearing officer has discretion to consider evidence not admissible under such rules, including but not limited to hearsay evidence, pursuant to section 24-4-105(7), C.R.S.

b. To the extent practicable, the Colorado Rules of Civil Procedure apply. However, Colorado Rules of Civil Procedure 16 and 26-37 do not apply, although parties are encouraged to voluntarily work together to resolve the case, simplify issues, and exchange information relevant to the case prior to a hearing. Unless the context otherwise requires, whenever the word "court" appears in a rule of civil procedure, that word shall be construed to mean a hearing officer.

6. Exhibits.

   a. All documentary exhibits must be paginated by the party offering the exhibit into Evidence.

   b. The Division shall use numbers to mark its exhibits.

   c. The Denied Applicant or Respondent shall use letters to mark its exhibits.

7. The hearing officer may proceed with the hearing or enter default judgment if any party fails to appear at hearing after proper notice.

G. Post Hearing. After considering all the evidence, the hearing officer shall determine whether the proponent of the order has proven its case by a preponderance of the evidence, and shall make written findings of evidentiary fact, ultimate conclusions of fact, conclusions of law, and a recommendation. These written findings shall constitute an Initial Decision subject to review by the State Licensing Authority pursuant to the Colorado Administrative Procedure Act and as set forth in Rule 9045 – Administrative Hearing Appeals process: Exceptions to Initial Decision.

H. No Ex Parte Communication. Ex parte communication shall not be allowed at any point following the formal initiation of the hearing process. A party or counsel for a party shall not initiate any communication with a hearing officer or the State Licensing Authority, or with conflicts counsel representing the hearing officer or State Licensing Authority, pertaining to any pending matter unless all other parties participate in the communication or unless prior consent of all other parties (and any pro se parties) has been obtained. Parties shall provide all other parties with copies of any pleading or other paper submitted to the hearing officer or the State Licensing Authority in connection with a hearing or with the exceptions process.

I. Natural Medicine Division Representation. The Division will be represented by the Colorado Department of Law.

Basis and Purpose – 9045

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(b), 44-50-202(1)(c), 44-50-202(1)(e), 44-50-203(1)(a), 44-50-203(1)(b), 44-50-203(2)(l), 44-50-203(2)(m), and 44-50-203(2)(r), C.R.S. The purpose of this rule is to describe the exceptions process by which a Denied Applicant or Respondent may appeal an Initial Decision issued by a hearing officer pursuant to the Administrative Procedure Act.

9045 – Administrative Hearing Appeal Process: Exceptions to Initial Decision

A. Exception(s) Process. Any party may appeal an Initial Decision to the State Licensing Authority pursuant to the Colorado Administrative Procedure Act by filing written exception(s) within 30 days after the date of mailing of the Initial Decision to the Denied Applicant or Respondent and the Division. The written exception(s) shall include a statement giving the basis and grounds for the exception(s). Any party who fails to properly file written exception(s) within the time provided in these rules shall be deemed to have waived the right to an appeal. A copy of the exception(s) shall be served on all parties. The address of the State Licensing Authority is: State Licensing Authority, 1707 Cole Boulevard, Suite 350, Lakewood, CO 80401.

B. Designation of Record. Any party that seeks to reverse or modify the Initial Decision of the hearing officer shall file with the State Licensing Authority, within 20 days from the mailing of the Initial Decision, a designation of the relevant parts of the record and of the parts of the hearing transcript which shall be prepared, and advance the costs therefore. A copy of this designation shall be served on all parties. Within ten days thereafter, any other party may also file a

designation of additional parts of the transcript of the proceedings which is to be included and advance the cost therefore. No transcript is required if the review is limited to a pure question of law. A copy of this designation of record shall be served on all parties.

C. Deadline Modifications. The State Licensing Authority may modify deadlines and procedures related to the filing of exceptions to the Initial Decision upon motion by either party for good cause shown.

D. No Oral Argument Allowed. Requests for oral argument will not be considered.

Basis and Purpose – 9050

The statutory authority for this rule includes but is not limited to sections 44-50-202(1)(a), 44-50-202(1)(b), 44-50-203(1)(a), 44-50-203(1)(b), 44-50-203(2)(l), 44-50-203(2)(m), 44-50-203(2)(r), and 44-50-701, C.R.S. The purpose of this rule is to establish guidelines for enforcement and penalties that will be imposed by the State Licensing Authority for non-compliance with the Natural Medicine Code or these Rules.

9050 – Penalties

A. This penalty structure is a framework providing guidance as to the range of violations, suspension description, fines, and mitigating and aggravating factors. The circumstances surrounding any penalty imposed will be determined by the State Licensing Authority on a case-by-case basis.

B. Penalty Schedule. The State Licensing Authority will make determinations regarding the type of penalty to impose based on the severity of the violation(s) in the following categories:

1. Level I Violation(s). This category of violation is the most severe and generally has an immediate or potential negative effect on public health, safety, or welfare.

a. The range of available penalties for Level I violations include one or more of the following: license suspension, a fine of up to $25,000.00 per individual violation, and/or license revocation. Sanctions may also include restrictions on the license.

b. Level I Violation(s). This category of violations includes the most severe and may include willful or deliberate violations or violations that result in harm or the potential to harm public safety, health or welfare. Level I violations include, but are not limited to:

i. Inversion of unregulated Natural Medicine or Regulated Natural Medicine Product to a Natural Medicine Business from a source other than another Natural Medicine Business;

ii. Diversion of Regulated Natural Medicine or Regulated Natural Medicine Product to a person other than a Natural Medicine Business or a Facilitator;

iii. Any transfer of Regulated Natural Medicine or Regulated Natural Medicine Product to an individual under the age of 21 years;

iv. Knowingly adulterating or altering a Sample, Production Lot, or Harvest Lot;

v. Conduct by a Natural Medicine Testing Facility that demonstrates a deliberate or willful violation of a testing rule, a deviation from a rule or a

standard operating procedure that results in the potential to harm public health of safety, or any acts by a Natural Medicine Testing Facility that produce a test result favorable to a Licensee (over reporting tryptamine content, under reporting contaminants, other inaccurate test results);

vi. The manufacture or transfer of Regulated Natural Medicine or Regulated Natural Medicine Product in violation of the Natural Medicine Code or these Rules, including but not limited to the manufacture or transfer of synthetic Natural Medicine;

vii. Violations related to the sharing of Licensed Premises between Natural Medicine Businesses;

viii. Advertising violations including misleading, deceptive, or false advertising or advertising targeting individuals under the age of 21;

ix. Packaging or labeling violations that have an immediate or potential negative impact on public health and safety; or

x. Releasing personally identifying information or medical data maintained or stored at a Natural Medicine Business's Licensed Premises other than as permitted by the Code, these Rules, or any other local, state or federal law.

2. All other Violation(s). This category of violation generally does not have an immediate or potential negative impact on the public health, safety, and welfare.

a. The range of available penalties for all other violations include one or more of the following: license suspension, a fine of up to $10,000.00 per individual violation, and/or license revocation. Sanctions may also include restrictions on the license.

C. Mitigating and aggravating factors. The State Licensing Authority may consider mitigating and aggravating factors when considering the imposition of a penalty. Mitigating and aggravating factors may impact the severity of the penalty imposed for the violation(s).

1. Mitigating factors include:

a. No prior written warning(s), assurance(s) of voluntary compliance, or disciplinary action against Licensee in the preceding 24 months;

b. Corrective action(s) taken by the Licensee related to the violation(s);

c. The Licensee initiated a voluntary recall of the Natural Medicine or Regulated Natural Medicine Product;

d. Good faith efforts taken by the Licensee to comply with the rules;

e. Good faith measures by the Licensee to prevent the violation(s) prior to the Division's investigation, including standard operating procedures which comply with the rules and directly address the conduct leading to the violation, proper supervision, and regularly provided and documented employee training;

f. Licensee self-reported the violation(s); and

g. Any other relevant circumstances which mitigate the violation(s).

2. Aggravating factors include:

   a. Licensee transferred unsafe or potentially unsafe Regulated Natural Medicine or Regulated Natural Medicine Product;

   b. Conduct or violation(s) resulted in a recall pursuant to Rule 3215, an embargo pursuant to Rule 3220, or a health and safety advisory;

   c. Willful or deliberate nature of actions by Licensee;

   d. Duration of conduct and violations(s) by Licensee;

   e. The quantity of Regulated Natural Medicine or Regulated Natural Medicine Product involved in the conduct or violation(s) by Licensee;

   f. Licensee received verbal or written warning(s) or signed assurance(s) of voluntary compliance pursuant to Rule 9035 for the same conduct or violation(s) in the previous 24 months;

   g. Prior disciplinary action against Licensee in the previous 24 months for the same conduct or violation(s);

   h. Licensee subject to a summary suspension for any conduct or violation(s) in the previous 24 months;

   i. Owner or manager involvement in the conduct or violation(s);

   j. Involvement by a person unlicensed to work for a Natural Medicine Business;

   k. Substantial risk for diversion of Regulated Natural Medicine or Regulated Natural Medicine Product as a result of the Licensee's conduct or violation(s); and

   l. Any other relevant circumstances which aggravate the violation(s).

Considered Zone Districts - Natural Medicine Businesses

Legend

- School or Child Care Property
- School/Child Care 1,000 ft Buffer
- Municipal Boundary

General Zoning Districts

- Agriculture
- Open Space/Recreation
- Office
- Industrial
- Commercial
- Commercial/Residential
- Residential

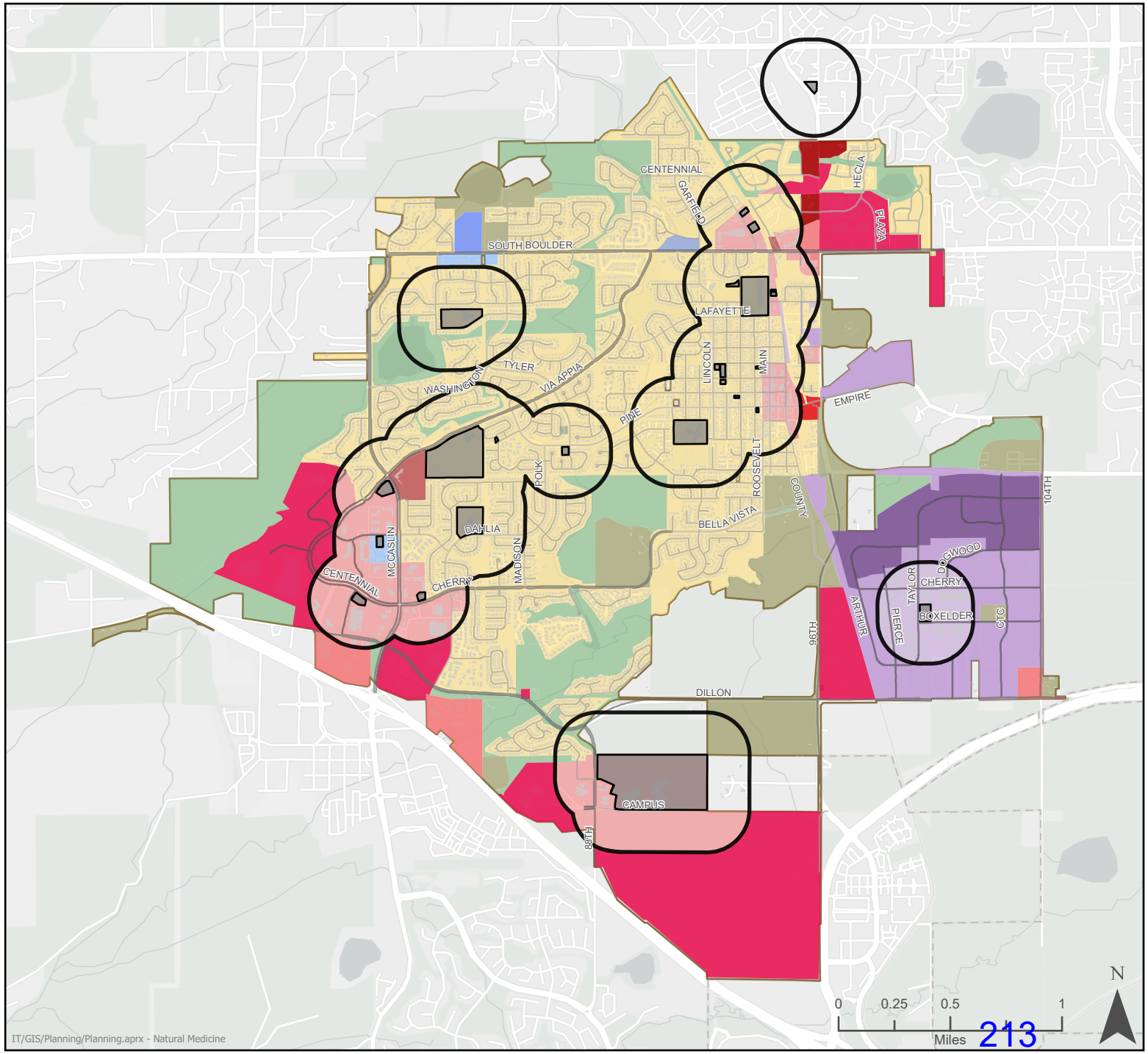
Considered Zones

Natural Medicine Healing Center

- Administrative Office
- Business Office
- Commercial Business
- Commercial Community
- Planned Community Commercial
- Planned Community Commercial/Residential

Natural Medicine Cultivation, Production, and Testing Facilities

- Industrial
- Planned Community Industrial



Created 10/3/24

Considered Zone Districts - Natural Medicine Businesses

Legend

- School or Child Care Property
- School/Child Care 1,000 ft Buffer
- Municipal Boundary

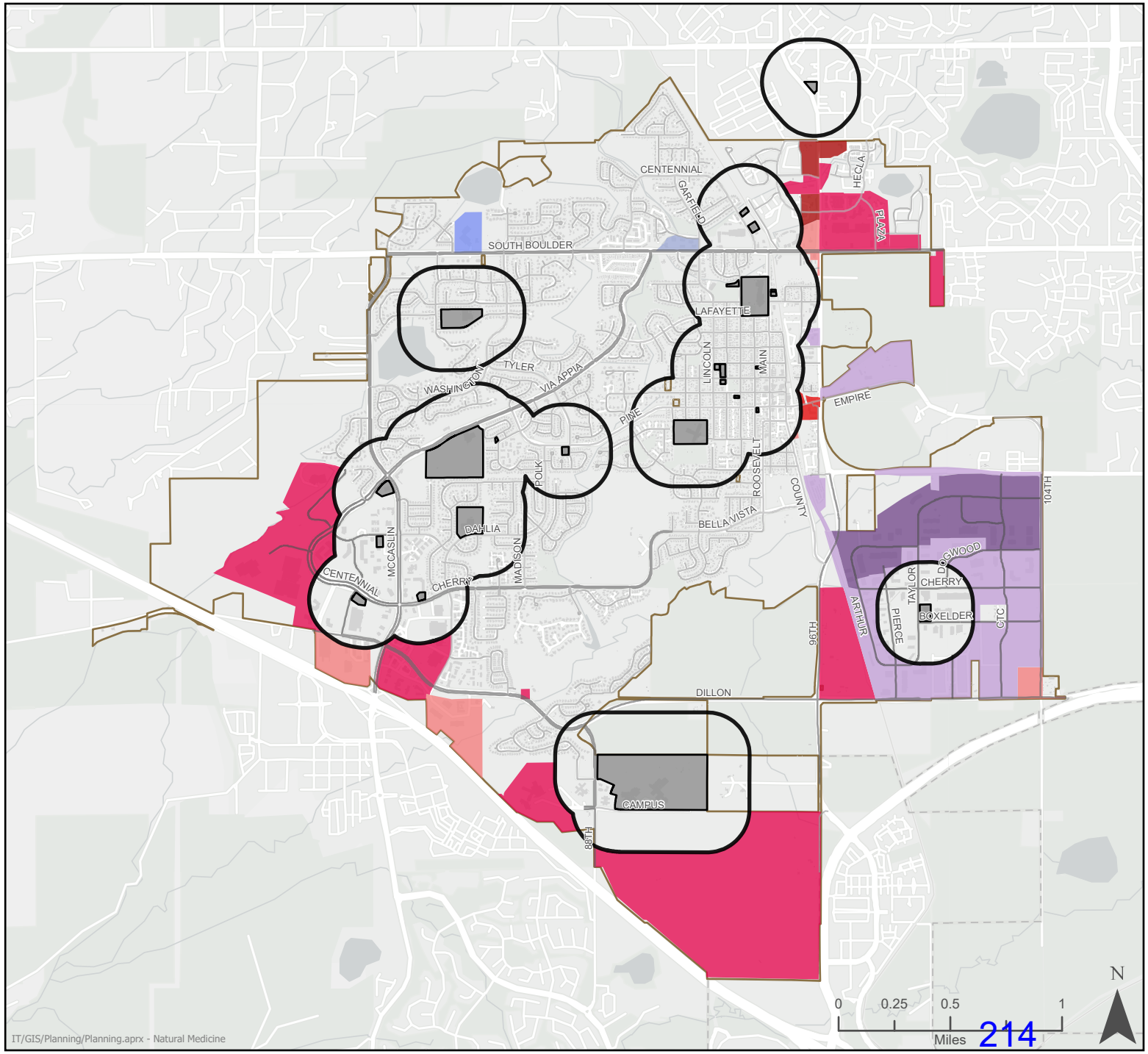
Considered Zones

Natural Medicine Healing Center

- Administrative Office
- Business Office
- Commercial Business
- Commercial Community
- Planned Community Commercial
- Planned Community Commercial/Residential

Natural Medicine Cultivation, Production, and Testing Facilities

- Industrial
- Planned Community Industrial



Created 10/3/24

From: Genny Kline
To: Matt Post; Rob Zuccaro
Subject: Fwd: Comments for Council regarding Natural Medicine
Date: Tuesday, September 3, 2024 5:49:28 PM

Please see the comments below sent to Council.
Thank you,

Genny Kline
Interim City Clerk
City of Louisville, CO
Sent from mobile device

From: Erin Carpenter <erin.f.carpenter@gmail.com>
Sent: Tuesday, September 3, 2024 3:55:07 PM
To: Genny Kline <gkline@louisvilleco.gov>
Cc: City Council <Council@louisvilleco.gov>
Subject: Comments for Council regarding Natural Medicine

Hi Genny,
Unfortunately I've come down with a cold and I won't be able to come speak tonight at the City Council meeting regarding time, use, and manner regulations for Natural Medicine businesses (aka Healing Centers, to use the language of the Natural Medicine Program).

I've put together some comments below, can you please pass this along to Council? I am happy to discuss further with any member of council as well.

(I've paraphrased my comments from material provided by The Healing Advocacy Fund, a nonprofit that has been involved in guiding the regulatory model for the program).

As a therapist and Louisville resident, I hope to add Natural Medicine services as a clinical modality to my practice. I plan to apply for a Healing Center license next year. Cities can regulate the time, use, and manner of Healing Centers.

Colorado has already created a robust regulatory framework to support public safety, prevent youth access and ensure high quality services. Here are my comments about Healing Centers.

· **Safety First for Healing:** Local policies should be designed to support safe, regulated access reflective of the potential of psychedelic therapy to benefit adults struggling with mental health conditions like depression, anxiety and addiction.

· **Safety First for Access:** Healing centers should be zoned in alignment with the underlying business. For example, many healing centers will closely resemble a therapist's office; others will be structured like a retreat center. Each approach can have unique benefits for mental health outcomes, and the

state regulations require clear safety precautions tailored to these different settings. Counties that require setbacks from residences or strictly limit healing centers to industrial-zoned areas could prevent existing mental health practices from offering natural psychedelic therapy to current clients and may unnecessarily force residents to seek care elsewhere.

· **Safety First for Client Health:** Restricted hours of operation at healing centers is a safety issue. Psilocybin therapy sessions generally last about 4 to 6 hours, but they can occasionally last longer for people who metabolize the substance differently due to underlying health conditions. In those scenarios, ending the session early due to limited hours of operation could put clients at risk. I would recommend reasonable hours of 8am to 8pm.

Thank you,

--
Erin Carpenter, LCSW
www.psychedelicgrowth.net
erin.f.carpenter@gmail.com
720.295.7801

==CAUTION: EXTERNAL EMAIL==

This email originated from outside the City of Louisville's email environment. Do not click links or open attachments unless you validate the sender and know the content is safe. Please contact IT if you believe this email is suspicious.

SUBJECT: **ORDINANCE 1884, SERIES 2024 – AN ORDINANCE ADOPTING THE CITY OF LOUISVILLE FIRE HARDENING CODE FOR STRUCTURES – 2ND READING (advertised *Daily Camera* 10/20/24)**

DATE: **NOVEMBER 4, 2024**

PRESENTED BY: **ROB ZUCCARO, AICP, COMMUNITY DEVELOPMENT DIRECTOR**
CHAD ROOT, CHIEF BUILDING OFFICIAL

SUMMARY:
Staff is presenting an ordinance to create minimum city-wide fire hardening construction standards. The new regulations would apply to all residential and commercial structures, including new structures, additions to existing structures, and replacement of building materials when regulated by the building code. The code would address the following building systems to require fire resistant materials and construction techniques:

- Roof coverings
- Siding and eave materials
- Deck surface materials
- Fencing materials (within 5-feet of the home)
- Vent coverings
- Solar panel screens
- Gutter materials and guards

Exceptions may be granted by the Building Official on a case-by-case basis for historic homes. Automatic exceptions would include structures with sprinkler systems and setbacks of 35 ft. or greater, and temporary structures.

BACKGROUND/DISCUSSION:
At the July 30, 2024 City Council Meeting, Council reviewed Wildland Urban Interface (WUI) and structure hardening codes and directed staff to draft a city-wide home hardening code for consideration. The July 30, 20204 staff memo is linked below and includes a more in-depth discussion of code options and analysis, including potential costs and consideration for implementing different aspects of the code and potential impacts on housing affordability.

LINK: July 30, 2024 City Council Memorandum

This code was also initiated based on the request of the Louisville Fire Protection District. A letter from the District outlining their request is included as Attachment No. 2.

BUILDING CODE BOARD OF APPEALS:
The Building Code Board of Appeals (BCBOA) has reviewed the draft code and recommends approval (see Attachment Nos. 3 and 4 for minutes).

PUBLIC COMMENTS:
See Attachment No. 5 for public comments.

FISCAL IMPACT:
Implementation of the Home Hardening Code will take additional staff time and city resources, but will also include offsetting revenues from the building permit fees and constructure use tax collected with the building permits.

STAFF RECOMMENDATION:
Staff recommends approval of Ordinance 1884, Series 2024 created a city-side fire hardening building code.

ATTACHMENTS:
1. Ordinance No. 1884, Series 2024
2. Letter from the Louisville Fire District
3. August 28, 2024 BCBOA Minutes
4. September 25, 2024 BCBOA Minutes
5. Public Comments

STRATEGIC PLAN IMPACT:

☐	**Financial Stewardship & Asset Management**	☐	**Reliable Core Services**
☐	**Vibrant Economic Climate**	☐	**Quality Programs & Amenities**
☒	**Engaged Community**	☐	**Healthy Workforce**
☐	**Supportive Technology**	☐	**Collaborative Regional Partner**

ORDINANCE NO. 1884
SERIES 2024

AN ORDINANCE ADOPTING THE CITY OF LOUISVILLE FIRE HARDENING CODE FOR STRUCTURES

WHEREAS, the City Council desires to adopt the Louisville Fire Hardening Code for Structures in order to reduce threats from wildfires and to mitigate structure fires from spreading to adjacent residential and commercial structures; and

WHEREAS, it is deemed to be in the interest of the public health, safety and general welfare for the residence of Louisville to adopt such code; and

WHEREAS, the City Council, after proper notice as required by law, has held a public hearing on this ordinance providing for the adoption of said codes.

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

Section 1. Title 15 of the Louisville Municipal Code is hereby amended by the addition of a new Chapter 15.70 to read as follows:

Chapter 15.70

Fire Hardening Code for Structures

Sec. 15.70.010. - Applicability

This Chapter provides minimum City-wide building and construction standards for residential and commercial structures in order to decrease threats from wildfires and the spread of fire between structures. The requirements set forth in this Chapter shall apply to all new construction, additions, and replacement of building materials, except as set forth in Section 15.70.030

Sec. 15.70.020. – Construction Standards.

A. *Class A Roof Coverings* tested with ASTM E108 or UL 790 are required on all new structures, additions and replacement roofs where the replaced roof is 50% or greater. Examples of a Class A roof coverings include metal, membrane, asphalt, tile, clay, concrete, stone and slate shingles.

B. *Fire Resistant Siding and Eaves* are required on all new structures, additions and where 50% or more of the siding or eave is replaced. Siding and eaves shall be fire and ignition resistant with a maximum flame spread rating of 25 or less. Heavy timber and log construction is also acceptable.

C. *Fire and Ignition Resistant Deck Surface, Steps and Guardrails* are required on all new decks and all replacement decks, steps and guardrails. The deck surface,

step surface and guardrails shall be fire and Ignition resistant with a maximum flame spread rating of 25. For decks six feet or lower to the ground, the surface below the deck shall be gravel placed over a sheet of 6 mil plastic or concrete slab to prevent vegetation growth under the deck.

D. *Fire and Ignition Resistant Fencing within 5 feet of a structure.* New construction and all replacement fences within 5 feet of the structure must be fire and ignition resistant with a maximum flame spread index of 25.

E. *Roof/Attic Vents, Crawlspace Vents and Solar Panels Screens* - New structures and all replacement vents shall have the following:

1. 1/8-inch metal mesh for attic vents, roof vents, eave vents and foundation vents. Mechanical and plumbing vents do not need to be screened.

2. If solar panels on the roof are screened with metal mesh then the screen must be removable to clean out debris from under panels.

F. *Metal Gutters with Gutter Guards* - New structures and replacement Gutters shall be made of metal and shall have an approved ignition resistant means to prevent accumulation of debris in gutter.

Sec. 15.70.030 Exemptions.

Exemptions from the requirements of this Chapter 15.70 are as follows*:*

A. Historic Home Exemption. Historic homes and buildings may be exempted by the Building Official from roofing or siding requirements, or both, of this Chapter if the Building Official finds there is no practical means to meet the intent of the Chapter while maintaining historic features.

B. Single Family Homes. Homes that are fully sprinklered with a min of a NPFA13-R system and are greater than 35 feet from any property line are exempt from the requirements of this Chapter.

C. Commercial Structures that are fully sprinklered and are in compliance with NFPA-13 and are located greater than 35 feet from the property line are exempt from the requirements of this Chapter..

D. Temporary Structures. Permitted Temporary structures, such as tents and membrane structures, are exempt for a period of time not to exceed a 180 days.

E. The building official may approve alternative methods demonstrating class A or a flame spread of 25 or less in lieu of the requirements of this Chapter.

Section 2. If any article, section, paragraph, sentence, clause, or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 3. The repeal or modification of any provision of any prior ordinance by this ordinance shall not release, extinguish, alter, modify, or change in whole or in part any penalty, forfeiture or liability, either civil or criminal, which shall have been incurred under such provision, and each provision shall be treated and held as still remaining in force for the purpose of sustaining any judgment, decree, or order which can or may be rendered, entered, or made in such actions, suits, proceedings, or prosecutions.

Section 4. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

INTRODUCED, READ, PASSED ON FIRST READING, AND ORDERED PUBLISHED this 15th day of October, 2024.

_____

Christopher M. Leh, Mayor

ATTEST:

_____

Genny Kline, Interim City Clerk

APPROVED AS TO FORM:

_____

Kelly, P.C., City Attorney

PASSED AND ADOPTED ON SECOND AND FINAL READING, this _____ day of _____, 2024.

_____

Christopher M. Leh, Mayor

ATTEST:

_____

Genny Kline, Interim City Clerk

LOUISVILLE FIRE
PROTECTION DISTRICT
"OUR FAMILY SERVING YOUR FAMILY"
895 VIA APPIA WAY LOUISVILLE, CO 80027
HEADQUARTERS: 303.666.6595 | FAX: 303.666.7659
LOUISVILLEFIRE.COM

A TRADITION OF EXCELLENCE SINCE 1887

June 12, 2024

City Council
City of Louisville

Dear Mr. Mayor and City Council,

I believe the City will be reviewing and adopting new building codes this fall. The Louisville Fire Protection District would like to suggest adopting an amendment to help the Fire District protect homes. The amendment would have the following items for home hardening;

- Class A roof
- Double or triple-pane windows
- Fire resistance siding
- Fire resistance decking
- Fire resistance fencing within 5 ft of the home
- Small screen over attic vents

These items would be required only if it was new construction or if the above item is being replaced.

Hardening homes in the City will help the District protect homes from exposure to a next-door structure fire or another wildland fire. I would happily answer any of your questions or concerns and look forward to conversations as we get closer to the new codes.

In Fire Safety

John Willson
Fire Chief

City of Louisville
COLORADO • SINCE 1878

Building Code Board of Appeals

Meeting Minutes

August 28, 2024
City Hall, Council Chambers
749 Main Street
2:00pm

Call to Order – Chairperson Christian Dino called the meeting to order at 2:02pm.

Roll Call was taken and the following members were present:

Board Members Present:
Matt Berry
Christian Dino
Mason Gatto
Peter Geise

Board Members Absent:
Steve Knapp

Staff Members Present:
Rob Zuccaro, Director of Community Development
Chad Root, Chief Building Official
Jenny Lane, Senior Permit Technician

Approval of Agenda –

The agenda was approved by all members present.

Approval of Meeting Minutes from 5/16/24

Dino requested changes to the meeting minutes:

Add to meeting minutes that the Board would like to make clear that they approved these changes with the intent that they are **"replacing code in lieu of", not just "adding on" to existing code, otherwise there would have been more comments**

He also stated that the Board would like to have the document that was worked on in meeting added as part of the meeting minutes.

Minutes approved by all members with changes forthcoming.

Public Comments on Items Not on the Agenda

None.

Discussion of Home Hardening Code

Zuccaro stated that City Council requested the BCBOA discuss the development or adoption of a WUI code and/or City-wide Home Hardening Code. The suggestion is to implement this with the 2024 upgrade codes. Residents suggested it be implemented earlier since there are homes under construction now. Based on feedback from this meeting, staff will work on code language and bring back to the Board again.

Root and Board discussion of proposed code:
Fire dept letter regarding Home Hardening should be included with this document.
General consensus is that the suggestions are cost-effective and not too strict.

Roof:

- Only applies to full replacement or new construction.
- Must use Class A shingles
- Just shingles/covering material only; NOT a full class A assembly.
- No Shake/wood shingles
- Solar panels: require mesh screen between solar panel and roof to keep organic material from accumulating. 1/8” for screen size screens provide barrier to items getting inside property. 1/8” might be too small to allow air flow for certain equipment. Maybe only eave vents? Not roof vents.
- Would not require closed attic; this option would limit insulation in attic to spray foam since blown in insulation is designed to allow for vented attic space. Would limit what consumer can use and spray foam is more expensive.
- Vented screens; if no closed cell foam or closed roof system, screens need to be vented

Windows:

- Only full replacement or new construction (still allow vinyl windows)

Siding:
- Full replacement or new construction; if one side, ok to replace like for like
- Potentially require replacement if more than 50% will be replaced.

Decks:
- Full replacement or new construction.
- Decking surface only, not deck framing. Top section finished material is easy to maintain, will be too difficult to maintain underneath material. (per Fire Marshal, Jennifer Henderson)
- Suggestion: require screening under a certain height.

Fences:
- Fire resistant fencing within 5 feet of house required
- No cedar fencing within 5 feet of house
- Per **Zuccaro**: State wildfire code board is working on a draft; no state code is in place yet
- City of Louisville has law that allows fire-resistant fencing regardless of neighborhood fence

Gutters:
- Metal gutters and/or gutter guards required

Defensible Space:
- Urban defensible space should not be in Home Hardening Code
- Majority of these requirements should be part of future WUI code adoption
- Potentially have small requirements for new construction since we would have time to review and require specific landscaping:
    - No mulch or landscaping within 24” of house
- City-wide within 5 feet of home but too complex; potentially require as part of city-wide WUI code in the future that no landscaping within five feet of the house

Additions:
- What would be the threshold for requiring a new material?
- Decking and Siding will be the most difficult to require new material if it doesn’t match the old. Is there a percentage or should be full replacement?

- Exceptions for historic, etc.?
- Concrete siding vs pressed board comparison?
- If addition is less than 25% not required?

Maybe percentage of 50% for all requirements – rare to have someone do less than that; if they are doing 50% then they will probably do all of it.

Fire Marshal, Jennifer Henderson: A roof or decking material are the most common catching points in a fire, so requiring fire resistant material in those areas are important. Also requiring gutter guards would help prevent embers from entering the gutters. Suggest these are always required – not part of exception. Maintenance is the biggest problem; keeping penetrations to a minimum to prevent embers from catching parts of the house on fire.

Dino: would like to adopt this version as a band aid, but to repeal it once WUI code is adopted.

Root: once adopted any new applications would have to use this new code.

Zuccaro: next BCBOA meeting; council will meet; then present back to BCBOA
Matt: IBC and IRC reference for each item on the list.

Root: Implement some of these items into the 2024 codes. For now, it needs to be an amendment to existing code. Otherwise we would be adding this as an amendment to the 2018 code, which would not make sense.

Zuccaro: staff will need to make sure that code sections do not contradict each other.

Discussion Items for Next Meeting –
Review of new proposed Home Hardening Code and update on energy code amendments.
Sept 17 – Staff will present energy code changes to City Council.
Three policy changes, should they be removed. Net zero RC and EUI and commercial heat pump requirement. Dino requested that if a code section is replaced not to renumber the code sections.
Next meeting date and time has not been determined, but should take place after the City Council meeting on Sept 17th.

Adjourn – The meeting was adjourned at ____3:43pm_____.

City of Louisville
COLORADO • SINCE 1878

Building Code Board of Appeals

Meeting Minutes

September 25, 2024
City Hall, Council Chambers
749 Main Street
2:00pm

DRAFT

Call to Order – Chairperson Christian Dino called the meeting to order at 2:06pm.

Roll Call was taken and the following members were present:

Board Members Present:
Matt Berry
Christian Dino
Mason Gatto
Peter Geise

Board Members Absent:
Steve Knapp

Staff Members Present:
Rob Zuccaro, Director of Community Development
Chad Root, Chief Building Official
Jenny Lane, Senior Permit Technician

Approval of Agenda –

The agenda was approved by all members present.

Approval of Meeting Minutes from 5/16/24

Changes have been added as discussed in the meeting – the additional document from the 5/16/24 meeting that includes the markups from the meeting itself. Document was provided by Christian Dino. It was requested by the Board that this document replace the other two that were initially included.

Building Code Board of Appeals

Meeting Minutes

May 16, 2024
City Hall, Spruce Room
749 Main Street
6:30pm

Call to Order – Chairperson Christian Dino called the meeting to order at 6:45pm.

Roll Call was taken and the following members were present:

Board Members Present:
Matt Berry
Christian Dino
Mason Gatto
Peter Geise

Board Members Absent:
Steve Knapp

Staff Members Present:
Jenny Lane, Permit Technician
Chad Root, Chief Building Official

Approval of Agenda –
The agenda was approved by all members present.

Public Comments on Items Not on the Agenda –
None

Discussion of changes to the proposed 2021 IECC ordinance

The Board discussed changes to the proposed 2021 IECC ordinance.

Top discussion items:

a. Intention of new proposed IECC ordinance is to replace all prior IECC amendments.
b. Appendix PT (Performance Target): the one we are proposing came from the City of Boulder since Denver's was too extensive and the Code Consultants proposed using Boulder's PT program.

a. PT is adopted differently with different municipalities.
b. Denver has five PT (PT 103) categories: apartment/multi-family=38, hotel/motel=55, office=43, retail=39, restaurant/bar=175
c. Question by Board of how hard is it to meet these numbers?
d. Root discussed that he does not know how to meet the numbers or how the numbers were decided.
e. Geise pointed out that there are consultant groups that could be hired to do an evaluation for PT compliance and this is what Boulder does; Root agreed that Louisville would need to contract for this work since we do not have the staff or training to check compliance.
f. If Board removes the PT compliance then multi-family would need to fall under the IECC code instead of the IBC code.
g. Chad explained that the PT is more of an energy auditing system and that City of Boulder has a monitor and escrow that developers and owners have to put in to modify the buildings.
h. Board is ok having the PT table be an option, not a requirement.

c. Discussed insulation minimums; R-3 for pipes

d. Berry brought up that the code is being manipulated but not necessarily for the better. He proposed for the record that the changes being proposed are not necessarily blessed by the Board nor it is making any significant change or improvement.

e. EV has been removed from the proposed changes to the 2021 IECC. Not part of energy code and was above the state requirement, so will bring it down to the state code. It was moved to the Land Use code since the charging stations are in the parking lot for commercial/multi-family buildings.

f. Berry mentioned that structural changes with roof insulation are increasing snow load on existing buildings. SEAC has a committee studying the effect of added insulation on snow load. Berry suggested to wait until the study is complete before making changes to the insulation values.

g. Occupancy R-2 was requested to be part of the Commercial IBC code instead by multi-family developer.

h. Commercial buildings can have gas lines and gas appliances installed for heating water and heating spaces; but the electrical conduit must be in place as well so that a building can be all-electric. Board discussed striking the all-electric requirements since the equipment is either still not available or is too far out to order. Suggested having gas appliances as an

option and specifying that the gas appliance would need to be at least 92% efficient.

i. Exceptions would be fossil fuel for MAU systems or supplementary heat systems.

j. Commercial gas: electric resistance and storage is currently not allowed. Board would like to change to allow more options.

The Board would like to make clear that they approved these changes with the intent that they are **"replacing code in lieu of", not just "adding on" to existing code, otherwise there would have been more comments**

This is the version of the energy code changes that were discussed at the 5/16/24 meeting:

ORDINANCE NO. _____, SERIES 2024

AN ORDINANCE AMENDING CHAPTER 15.18.030 OF THE LOUISVILLE MUNICIPAL CODE CONCERNING THE 2021 INTERNATIONAL ENERGY CONSERVATION

WHEREAS, the City Council has adopted from time-to-time certain building and construction standards; and

WHEREAS, it is deemed to be in the interest of the public health, safety and general welfare to adopt by reference thereto the 2021 edition of the International Energy Conservation Code; and

WHEREAS, the City of Louisville remains committed to its adopted goals to reduce energy consumption, increase clean energy sources, and support the transition to a low-carbon community as outlined in the Sustainability Action Plan and Resolution 25, Series 2019, "A Resolution Setting Clean Energy and Carbon Reduction Goals"; and

WHEREAS, reducing building energy consumption is an effective strategy to reduce community-wide energy consumption and increase long-term cost savings for businesses; and

WHEREAS, the City Council is committed to environmental, economic and social sustainability, ensuring the International Energy Conservation Code is attainable for current and future business owners and tenants, supporting affordable housing and local businesses development.

WHEREAS, the City Council, after proper notice as required by law, has held a public hearing on this ordinance providing for the adoption of said codes; and

WHEREAS, the 2021 edition of the International Energy Conservation Code, with amendments, has been submitted to the City Council in writing and the City Council has determined that such codes should be adopted as herein set forth.

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

Section 15.18.030 of the Louisville Municipal Code, concerning amendments and deletions to the 2021 International Energy Conservation

Code, is hereby amended as follows (deleted text in strikethrough and new text underlined):

1. ***Section C101.1 Title*, is amended to insert "the City of Louisville" so the section will read:**

C101.1 Title. These regulations shall be known as the Energy Conservation Code of the City of Louisville, and shall be cited as such. It is referred to herein as "this code."

2. ***Section C103.2 Information on construction documents*, is hereby amended to read as follows:**

C103.2 Information on construction documents. Construction documents shall be drawn to scale upon suitable material. Electronic media documented are permitted to be submitted when *approved* by the *code official*. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed, and show in sufficient detail pertinent data and features of the building, systems and equipment herein governed. Details shall include the following as applicable:

1. **Energy compliance path.**
2. **Insulation materials and their *R*-values**
3. **Fenestration *U*-factor and solar heat gain coefficients (SHGCs).**
4. **Area-weighted *U*-factor and solar heat gain coefficient (SHGC) calculations.**
5. **Mechanical system design criteria.**
6. **Mechanical and service water heating systems and equipment types, sizes, fuel source and efficiencies.**
7. **Economizer description.**
8. **Equipment and system controls.**
9. **Fan motor horsepower (hp) and controls.**
10. **Duct sealing, duct and pipe insulation and location.**
11. **Lighting fixture schedule with wattage and control narrative.**
12. **Location and *daylight* zones on floor plans.**
13. **Air barrier and air sealing details, including the location of the air barrier.**
14. **Location of pathways for routing of raceways or cable from the solar ready zone to the electrical service panel.**

3. *Section C202 General Definitions*, is hereby amended by adding, in alphabetical order, the following definitions:

All-Electric Building: **A building that contains no combustion equipment for primary heating, or piping or plumbing for combustion equipment, installed within the building or building site.**

Combustion Equipment: Any equipment or appliance used for space heating, service water heating, cooking, clothes drying and/or lighting that uses fuel gas or fuel oil.

Electric Vehicle (EV): **A vehicle registered for on-road use, primarily powered by an electric motor that draws current from a rechargeable storage source that is charged by being plugged into an electrical current source.**

Electric Vehicle Supply Equipment (EVSE): **The electrical conductors and associated equipment external to the electric vehicle that provide a connection between the premises wiring and the electric vehicle to provide electric vehicle charging.**

Electric Vehicle Capable Space: **A designated parking space that is provided with conduit sized and rated for a minimum 40-amp, 208/240-Volt dedicated branch circuit and shall be no less than 1" in size. Conduit must be continuous from the future or existing electrical panelboard or switchboard location(s) and end at a junction box or receptacle located within close proximity of the parking space. The electrical panel serving the parking space shall have sufficient capacity and physical space for a dual-pole, 40-amp breaker. The conduit shall be sealed at the junction or outlet box that is capped off, with the conduit sealed and the cap labeled as "For future electric vehicle charging".**

Electric Vehicle Ready Space: **A designated parking space that is provided with a dedicated branch circuit with wiring capable of supporting a minimum 40-ampere, 208/240- Volt circuit that terminates at a receptacle, plug, junction box, or an installed electric vehicle supply equipment within close proximity of the parking space. There shall be adequate reserved space in an electrical panelboard or switchboard to meet the electric vehicle requirements.**

Electric Vehicle Supply Equipment (EVSE) Installed Space: **A designated parking space with dedicated electric vehicle supply equipment capable of supplying a minimum 40-amp, dedicated circuit rated at 208/240 Volt from a building electrical panelboard.**

Commented [CD1]: Do these definitions need to remain there are still sections of the code that reference EV infrastructure. Ex. 405.1.3.1 &.2.

Or is this intended to be covered in the planning code vs. building code?

Emergency Power System: **A source of automatic electric power of a required capacity and duration to operate required life safety, fire alarm, detection, and ventilation systems in the event of a failure of the primary power. Emergency power systems are those required for electrical loads where interruption of the primary power could result in loss of human life or serious injuries.**

Energy Use Intensity (EUI): **The annual building site energy use per square foot of gross floor area in units of kBTU/sq ft.**

Residential Building: For this code, includes detached one- and two-family dwellings and multiple single-family dwellings (townhouses) R-3 and R-4 buildings three stories or less in height above grade plane.

Standby Power System: A source of automatic electric power of a required capacity and duration to operate required building, hazardous materials or ventilation systems in the event of a failure of the primary power. Standby power systems are those required for electrical loads where interruption of the primary power could create hazards or hamper rescue or fire-fighting operations.

Tenant Finish: The first tenant occupying a space(s) in a core and shell. Multiple tenants may be considered as a tenant finish until the entire space within the core and shell has had a tenant. Once a space within a core and shell has been occupied it becomes an existing building.

4. ***C401.2.*** **Commercial buildings shall comply with Section C401.2.1 <u>one of the following, as applicable</u>**

C401.2.1 Performance targets. New commercial building types included in the scope of Appendix PT shall comply with Appendix PT and/or Sections C403.2.4 and C404.10.

C401.2.2 Core and shell. Core and shell buildings shall comply with the provisions of Section C402.1.3 through C402.5. When mechanical systems are installed, core and shell buildings shall also meet the provisions in C403.2.4, C404.10, and Section C408.

C401.2.2.1 Core and shell buildings shall submit a letter of agreement to the City stating the tenant spaces included in the scope of Appendix PT shall meet the EUI target established in Table PT103 and shall include these requirements in their lease or purchase agreements.

C401.2.3 Tenant finish. Tenant finishes included in the scope of Appendix PT shall comply with Appendix PT and/or C403.2.4 and C404.10. All other

tenant finishes shall comply with the Prescriptive Compliance option, which requires compliance with Sections C401.3, C401.4, C402 through C406, and C408.

C401.2.4 Commercial building, including additions, shall comply with the Prescriptive Compliance option, which requires compliance with Sections C401.3, C401.4, C402 through C406, and C408.

Exception: Additions, alterations, Alterations, repairs, and changes of occupancy to existing buildings complying with Chapter 5.

5. ***Section C401.2.1 International Energy Conservation Code*, is hereby deleted and replaced to read as follows:**

C401.2.1 International Energy Conservation Code
Commercial buildings shall be built all-electric unless the fuel gas options of C403.3.2 and the additional electric infrastructure requirements of C405.14 are met. All buildings must comply with the following:
City of Louisville's Prescriptive Compliance. The Prescriptive Compliance option requires compliance with Sections C401.3, C401.4, C402 through C406, and Section C408.
Core and shell buildings shall be required to comply with the provisions of Section C402.1.3 through C402.5 of the 2021 International Energy Conservation Code.

6. ***Section C401.2.2 ASHRAE 90.1*, is hereby deleted in its entirety.**

7. **A new *Section C401.4 Mandatory Requirements for Commercial Buildings*, is hereby added to read as follows:**

C401.4 Mandatory Requirements for Commercial Buildings. Commercial buildings must comply with Table C401.4.

Table C401.4 (Mandatory)
Requirements for Commercial Buildings

Title	IECC Section
Air leakage	C402.5
Calculation of heating and cooling loads	C403.1.1
Data centers	C403.1.2
System Design	C403.2
Heating and cooling equipment efficiency	C403.3

Heating and cooling system controls	**C403.4, except C403.4.3, C403.4.4, C403.4.5**
Economizer fault detection and diagnostics	**C403.5.5**
Ventilation and exhaust systems	**C403.7, except C403.7.4.1**
Fan and fan controls	**C403.8, except C403.8.6**
Large diameter ceiling fans	**C403.9**
Refrigeration equipment performance	**C403.11, except C403.11.3**
Construction of HVAC system elements	**C403.12**
Mechanical systems located outside of the building thermal envelope	**C403.13**
Service water heating	**C404**
Electrical power and lighting systems	**C405, except C405.3**
Maintenance information and system commissioning	**C408**

8. ***Table C402.1.3 Opaque Thermal Envelope Insulation Component Minimum Requirements, R-Value Method*, is hereby deleted and replaced with the following:**

Table C402.1.3 (Mandatory)
Opaque Thermal Envelope Insulation Component of an Average Minimum Requirements, *R*-Value Method in following locations:

Roof C402.2.1	
Insulation entirely above roof deck	**R-49**
Metal buildings[a]	**R-21 + R-11 LS**
Attic and other	**R-49**
Walls. Above grade C402.2.2	
Mass[d]	**R-21**
Metal buildings	**R-21 + R-10ci**
Metal framed	**R-21+ R-10ci**
Wood framed and other	**R-21**
Walls, Below grade C402.2.5	
Below-grade wall[b]	**R-10**

Floors C402.2.3	
Mass[c]	**R-21**
Joist/framing	**R-38**
Slab-on-grade floors C402.2.4	
Unheated	**R-20 for 24" below**
Heated[e]	**R-15 for 36" below + R-5 full slab**

For SI: 1 inch = 25.4 mm, 1 pound per square foot = 4.88 kg/m^2, 1 pound per cubic foot = 16 kg/m^3.

NR = No Requirement, LS = Liner System.

a.Where using *R*-value compliance method, a thermal spacer block shall be provided,

b.Where heated slabs are below grade, below-grade walls shall comply with the exterior insulation requirements for heated slabs.

c.“Mass floors” shall be in accordance with Section C402.2.3.

d.“Mass walls” shall be in accordance with Section C402.2.2.

e. The first value is for perimeter insulation and the second value is for full, under-slab insulation.

9. ***Section C402.1.4 Assembly U-factor, C-factor or F-factor-based method,* is hereby deleted in its entirety.**

10. ***Section C402.1.5 Component performance alternative,* is hereby deleted in its entirety.**

11. ***Table C402.4 Building Envelope Fenestration Maximum U-Factor and SHGC Requirements,* is hereby deleted and replaced with the following:**

Table C402.4
Building Envelope Fenestration

Vertical Fenestration	
Maximum U-Factor	**0.45**
Maximum SHGC	**0.33**
Maximum Air leakage rate for all fenestration except curtain walls and storefront glazing	**.20 cfm/ft2**

Maximum air leakage rate for curtain walls and storefront glazing	**.06 cfm/ft**
Skylights	
Maximum U-Factor	**0.50**
Maximum SHGC	**0.40**
Maximum Air leakage rate	**.20 cfm/ft2**

12. *Section C402.4.1 Maximum area*, is hereby deleted and replaced with the following:

C402.4.1 Minimum area of natural lighting. Not less than eight percent of the floor area shall be glazed.

12. <u>S*ection C402.4.1.2* is deleted and replaced with the following:</u>

<u>C402.4.1 Minimum area of natural lighting. Not less than 8% of wall area for warehouses, and industrial shall be glazed.</u>

13. *Section C402.4.2 Minimum skylight fenestration area*, is hereby deleted and replaced with the following:
C402.4.2 Minimum area of natural lighting. A minimum skylight area of three percent of the roof area shall be provided for all roofs.
Exception: Roof areas designated for solar ready zones shall not be included in roof area calculation.

13. C403.2 *System design.* Mechanical systems shall be designed to comply with Sections C403.2.1 through 403.2.3 <u>C403.2.4</u>. Where elements of a building's mechanical systems are addressed in Sections C403 through C403.14, such elements shall comply with the applicable provisions of those sections.

14. Section C403.2.4 Space heating equipment is added as follows:

<u>C403.2.4. Heat pump efficiencies:</u>

- **a. <u>Ductless System</u>**
  1. **<u>14.3 SEER2</u>**
  2. **<u>7.5 HSPF2</u>**
  3. **<u>Or EnergyStar Cold Climate certified</u>**
- **b. <u>Ducted System</u>**
  1. **<u>15.2 SEER2</u>**
  2. **<u>9 HSPF2</u>**
  3. **<u>Or EnergyStar Cold Climate certified</u>**

1. ***Section C403.3.2 HVAC equipment performance requirements*, is hereby deleted in its entirety and replaced amended by adding the following at the beginning of the section with remainder of section to remain to read as follows:**

C403.3.2 When HVAC fuel fired equipment is permitted to be installed, equipment shall meet the minimum efficiency requirements of Tables C403.3.2(1) through C403.3.2(16) when tested and rated in accordance with the applicable test procedure. Plate-type liquid-to-liquid heat exchangers shall meet the minimum requirements of AHRI 400. The efficiency shall be verified through certification under an approved certification program or, where a certification program does not exist, the equipment efficiency ratings shall be supported by data furnished by the manufacturer. Where multiple rating conditions or performance requirements are provided, the equipment shall satisfy all stated requirements. Where components, such as indoor or outdoor coils, from different manufacturers are used, calculations and supporting data shall be furnished by the designer that demonstrates that the combined efficiency of the specified components meets the requirements herein.

HVAC/fuel fired equipment performance requirements. Unless built all-electric, all new combustion equipment shall comply with the more efficient HVAC equipment performance of Sections C406.2, C406.2.3, and C406.2.4 and the additional electric infrastructure requirements in Section C405.14. A mechanical compliance certificate demonstrating compliance with section C406.2.3 and/or C406.2.4 shall be required for all HVAC, fuel fired and Service Water Heating equipment.

The efficiency shall be verified through certification under an approved certification program or, where a certification program does not exist, the equipment efficiency ratings shall be supported by data furnished by the manufacturer. Where multiple rating conditions or performance requirements are provided, the equipment shall satisfy all stated requirements. Where components, such as indoor or outdoor coils, from different manufacturers are used, calculations and supporting data shall be furnished by the designer that demonstrates that the combined efficiency of the specified components meets the requirements herein. (Tables C403.2.(1) through (16) are expressly retained and remain applicable to HVAC equipment performance.)

Exceptions:

1. Factory, laboratory, and high hazard occupancy combustion equipment, except for HVAC and domestic water heating.

2. Commercial Kitchens.

3. Other combustion equipment approved by the Building Official based on demonstration by the applicant that compliance with this section is not feasible and the equipment proposed is the most efficient appliance reasonably available.

16. *Section C403.4.1 Thermostatic controls*, is hereby deleted and replaced with the following:

C403.4.1 Thermostatic controls. The supply of heating and cooling energy to each *zone* shall be controlled by individual thermostatic controls capable of responding to temperature within the *zone*. Where humidification or dehumidification or both is provided, no fewer than one humidity control device shall be provided for each humidity control system. Occupancy sensors shall be provided on the thermostat to setback in accordance with C403.4.2.1

Exception: Independent perimeter systems that are designed to offset only building envelope heat losses, gains or both serving one or more perimeter *zones* also served by an interior system provided that both of the following conditions are met:

1. **The perimeter system includes not fewer than one thermostatic control *zone* for each building exposure having exterior walls facing only one orientation (within ±45 degrees) (0.8 rad) for more than 50 contiguous feet (15 240 mm).**
2. **The perimeter system heating and cooling supply is controlled by thermostats located within the *zones* served by the system.**

17. *Section C403.12.1 Duct and plenum insulation and sealing*, is hereby deleted and replaced with the following:

C403.12.1 Duct and plenum insulation and sealing. All supply and return air ducts and plenums shall be insulated with not less than R-12. Ducts, air handlers and filter boxes shall be sealed. Joints and seams shall comply with Section 603.9 of the International Mechanical Code.

18*. Section C403.12.3 Piping insulation*, is hereby amended to read as follows:

C403.12.3 Piping insulation. Piping serving as part of a heating or cooling system shall be thermally insulated to R-3.

19. *Section C404.4 Insulation of piping*, is hereby amended to read as follows:

C404.4 Insulation of piping. Piping from a water heater to the termination of the heated water fixture supply pipe shall be insulated to R-3. On both the inlet and outlet piping of a storage water heater or heated water storage tank, the piping to a heat trap or the first 8 feet (2438 mm) of piping, whichever is less, shall be insulated. Piping that is heat traced shall be insulated to R-3 or the heat trace manufacturer's instructions.

39. *Section C405.4.3 Gas lighting, is hereby amended to read as follows:*

C405.4.3 Gas lighting. Gas-fired lighting appliances shall not be permitted.

40. A new *Section C405.14 Additional electric infrastructure*, is hereby added to read as follows:

Section C405.14 Additional electric infrastructure. All *combustion equipment* and end-uses shall be installed in accordance with this section.

C405.14.1 Electric infrastructure for dwelling and sleeping units. *Combustion equipment* and end-uses serving individual dwelling units or sleeping units shall comply with Section R404.5.

C405.14.2 Combustion equipment. *Combustion equipment* shall be provided with conduit that is continuous between a junction box located within 3 feet (914 mm) of the appliance or equipment and an electrical panel. The junction box, conduit and bus bar in the electrical panel shall be rated and sized to accommodate a branch circuit with sufficient capacity for an equivalent electric appliance, equipment or end use with an equivalent equipment capacity. The electrical junction box and electrical panel shall have labels stating, "For Future Electric Equipment".

Exception: Industrial and manufacturing uses are exempt from Section C405.14.

41. *Section C502.1.1 General*, is hereby amended to read as follows:

Additions to an existing building, building system or portion thereof shall conform to the provisions of Section C401.2.4 as those provisions relate to new construction without requiring the unaltered portion of the existing building or building system to comply with this code. Additions shall not create unsafe or hazardous condition or overload existing building systems. An addition shall be deemed to comply with this code if the addition alone complies or if the existing building and addition comply with this code as a single building.

43. *Section C503.2 Building Envelope* is amended with exception remaining to read as follows:

New building envelope assemblies that are part of the alteration shall comply with Sections C402.1 through C402.5. Existing ceilings, roofs, all wall types, or floors exposed during construction shall comply with Table C402.1.3.

44. *Section C505.1 General*, is hereby amended to read as follows:

C505.1 General. Where the use in a space changes from one use in Table C405.3.2(1) or C405.3.2(2) to another use in Table C405.3.2(1) or C405.3.2(2), the installed lighting wattage shall comply with Section C405.3. Where the space undergoing a change in occupancy or use is in a building with a fenestration area that exceeds the limitations of Section C402.4.1, the space is exempt from Section C402.4.1 provided that there is not an increase in fenestration area.

Exception: Egress doors with fenestration are allowed to bring total fenestration percentages over the allowed maximum amount of vertical fenestration.

APPENDIX PT
MODELING TO A PERFORMANCE TARGET

PT101 Scope. This section establishes criteria for demonstrating compliance with a performance target, and is required for new hotels (occupancy R-1), multifamily (occupancy R-2), offices, primary and secondary schools, and warehouses. All end use load components within and associated with the building and their building sites shall be modeled.

PT102 Mandatory requirements. The requirements in this section are mandatory requirements and shall be required in addition to the provisions of ASHRAE 90.1 Appendix G.

PT103 Performance target. Projects of the types listed in Table PT103 shall demonstrate that the proposed design reaches a fixed energy use intensity (EUI) less than or equal to the values in Table PT103, calculated utilizing the energy modeling procedures of Appendix G of ASHRAE 90.1. For *buildings* with multiple occupancy types, the modeled performance target shall be a weighted average of the floor area of each occupancy type.

Exception: Energy used for electric vehicle charging, data centers, and process loads shall be excluded from compliance modeling.

TABLE PT103
PERFORMANCE TARGETS

BUILDING TYPE	PERFORMANCE TARGET (kBTU/ft2)
Hotel (Occupancy R-1)	32
Multifamily (Occupancy R-2)	32
Office, small (> 0 - 5,000 ft2)	19
Office, medium (5,000 – 50,000 ft2)	23
Office, large (>50,000 ft2)	28
School, primary	34
School, secondary	31
Warehouse	11

PT104 Renewable Energy. On-site renewable energy generated by a system installed as part of this project that is used by the building shall be subtracted from the proposed design energy consumption prior to calculating the proposed building performance.

PT105 Performance documentation. Documentation to verify compliance with this section shall be provided to the code official.

PT105.1 Projected compliance report. Permit submittals shall include a report documenting the proposed design is projected to meet the EUI target. The compliance report shall include the following specific information beyond the information required in ASHRAE 90.1 Appendix G:

1. **Address of the building.**
2. **An inspection checklist documenting the building component characteristics of the proposed design.**
3. **Name of individual completing the report.**
4. **Name and version of compliance software tool.**
5. **Documentation of the reduction in energy use associated with on-site energy.**

PT105.2 Construction plan requirements. Construction plans shall depict all component characteristics of the proposed design utilized for the EUI in accordance with ASHRAE 90.1 Appendix G.

Commented [CD2]: If this Appendix PT is the state code then we should formally adopt that and reference it in what we are doing. If we are not then why are we showing areas struck out that have never been previously adopted?

45. *Section R101.1 Title,* is amended to insert "the City of Louisville" so the section will read:

R101.1 Title. These regulations shall be known as the Energy Conservation Code of the City of Louisville and shall be cited as such. It is referred to herein as "this code."

46. *Section R103.2 Information on construction documents,* is amended to read as follows:

R103.2 Information on construction documents. Construction documents shall be drawn to scale upon suitable material. Electronic media documented are permitted to be submitted when *approved* by the *code official*. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed, and show in sufficient detail pertinent data and features of the building, systems and equipment herein governed. Details shall include the following as applicable:

1. **Energy compliance path.**
2. **Insulation materials and their *R*-values**
3. **Fenestration *U*-factor and solar heat gain coefficients (SHGCs).**
4. **Area-weighted *U*-factor and solar heat gain coefficient (SHGC) calculations.**
5. **Mechanical system design criteria.**
6. **Mechanical and service water heating systems and equipment types, sizes, fuel source and efficiencies.**
7. **Equipment and system controls.**
8. **Duct sealing, duct and pipe insulation and location.**
9. **Air sealing detail.**
10. **Location of pathways for routing of raceways or cable from the solar ready zone to the electrical service panel.**

47. *Section R202 General Definitions*, is hereby amended by adding, in alphabetical order, the following definitions:

***All-Electric Building:* A building that contains no combustion equipment for primary heating, or plumbing or piping for combustion equipment, installed within the building or building site.**

Combustion Equipment: **Any equipment or appliance used for space heating, service water heating, cooking, clothes drying and/or lighting that uses fuel gas or fuel oil.**

Electric Vehicle (EV): **A vehicle registered for on-road use, primarily powered by an electric motor that draws current from a rechargeable storage source that is charged by being plugged into an electrical current source.**

Electric Vehicle Supply Equipment (EVSE): **The electrical conductors and associated equipment external to the electric vehicle that provide a connection between the premises wiring and the electric vehicle to provide electric vehicle charging.**

Electric Vehicle Capable Space: **A designated parking space that is provided with conduit sized and rated for a minimum 40-amp, 208/240-Volt dedicated branch circuit and shall be no less than 1" in size. Conduit must be continuous from the future or existing electrical panel board or switchboard location(s) and end at a junction box or receptacle located within close proximity of the parking space. The electrical panel serving the parking space shall have sufficient capacity and physical space for a dual-pole, 40-amp breaker. The conduit shall be sealed at the junction or outlet box that is capped off, with the conduit sealed and the cap labeled as "For future electric vehicle charging".**

Electric Vehicle Ready Space: **A designated parking space that is provided with a dedicated branch circuit with wiring capable of supporting a minimum 40-ampere, 208/240- Volt circuit that terminates at a receptacle, plug, junction box, or an installed electric vehicle supply equipment within close proximity of the parking space. There shall be adequate reserved space in an electrical panel board or switchboard to meet the electric vehicle requirements.**

Commented [CD3]: Why are we removing these definitions if we still have references to EV infrastructure in code?

Residential Building. **For this code, includes detached one- and two-family dwellings and multiple single-family dwellings (townhouses) and R-3 and R-4 buildings three stories or less in height above grade plane.**

48*. Section R401.2 Application,* is hereby deleted and replaced with the following:

R401.2 Application. New Rresidential buildings shall be built using appendix RB or RC and shall be built all-electric unless the fuel gas options of R403.7 and additional electric infrastructure requirements of R404.5 are met. All residential buildings shall comply with the R401.2.1 City of

Louisville's Prescriptive Compliance or R406 Energy Rating Index with a maximum rating index of 50 before the installation of solar panels

Exceptions:

1. **New residential buildings certified through the Passive House Institute US, Inc. (PHIUS) program**
2. **Additions shall comply with R401.2.1 and Chapter 5**
3. **Additions, aAlterations, repairs and changes of occupancy to existing buildings complying with Chapter 5.**

49. *Section R401.2.1 Prescriptive Compliance Option,* is hereby deleted and replaced with the following:

R401.2.1 City of Louisville's Prescriptive Compliance. The City of Louisville's Prescriptive compliance requires compliance with Sections R401 through R404.

***50. Section R401.2.2 Total Building Performance Option*, is hereby deleted in its entirety.**
***51. Section R401.2.4 Tropical Climate Region*, is hereby deleted in its entirety.**
52. *Section R401.2.5 Additional Energy Efficiency*, is hereby amended to read as follows:
Section R401.2.5 Additional Energy Efficiency. Building shall comply with one of the additional efficiency options and shall be installed in according to Section R408.2.
53. A new *Section R401.4 Mandatory requirements for residential buildings*, is hereby added to read as follows:

R401.4 Mandatory requirements for residential buildings. Residential building must comply with the following sections from the 2021 International Energy Conservation Code found in Table R401.4 and Section R401.2.

Table R401.34
Mandatory requirements for residential buildings

Title	IECC Section
Vapor retarder	R402.1.1
Eave baffle	R402.2.3
Access hatches and doors	R402.2.4.1
Crawl space wall insulation	R402.4.1.2
Maximum fenestration U-factor and SHGC	R402.5

Commented [CD4]: Why is this deleted?

Commented [CR5R4]: Not needed appendix RC Prescriptive for minor builds

Commented [CD6]: Code sections and tables should never be renumbered.

Mechanical Controls	**R403.1**
Ducts	**R403.3 except R403.3.2, R403.3.3, and R403.6**
Mechanical system piping insulation	**R403.4**
Heated water circulation and temperature maintenance systems	**R403.5.1**
Drain Water heat recovery units	**R403.5.3**
Mechanical ventilation	**R403.6 including E403.6.1**
Equipment sizing and efficiency rating	**R403.7**
Systems serving multiple dwelling units	**R403.8**
Snow melt and ice systems	**R403.9**
Energy consumption of pools and spas	**R403.10**
Portable spas	**R403.11**
Residential pools and permanent residential spas	**R403.12**
Lighting equipment	**R404.1**
Interior lighting controls	**R404.2**

54. *Section R402.1 General*, is hereby amended to read as follows:

R402.1 General. The building thermal envelope shall comply with the requirements of Section R402.1.1 and R402.1.2.

55. *Section R402.1.2 Insulation and fenestration*, is hereby deleted and replaced with the following*:*

R402.1.2 Insulation and fenestration. <u>New and replacement</u> A<u>a</u>ssemblies shall have R-value of insulation materials equal to or greater than that specified in Table R402.1.2 unless an alternative path is specified while using HERS energy rating index of 50.

<u>Exception: New Construction complying with R401.2 or exception 1</u>

<u>56. *Section R402.1.2.1 Fenestration* is hereby added to read as following*:*</u>

<u>R402.1.2.1 Fenestration. New and replacement assemblies shall not exceed the value specified in Table R402.1.2.</u>

<u>Exception: New Construction complying with R401.2 or exception 1</u>

Table R402.1.2
Average Insulation and Fenestration Requirements by Component

Roof	**R-60**

Above grade walls	**R-21**
Below grade walls	**R-19**
Floors	**R-38**
Non heated slab on grade	**R-10 for 4ft**
Heated slab on grade	**R-15 for 4 ft + R-5 under full slab**
Fenestration U-Factor	**.30**
Fenestration SHGC	**.33**
Skylight U-Factor	**.50**
Skylight SHGC	**.40**
Hot Water Pipes	**R-3**
Warm Air Ducts	**R-8**

55. Section R402.1.5 Total UA alternative, is hereby deleted in its entirety.

56. Section R402.3.3 Glazed fenestration exemption, is hereby amended to read as follows:

R402.3.3 Glazed fenestration exemption. Not greater than 15 square feet (1.4 m^2) of glazed fenestration per dwelling unit shall be exempt from the U-factor and SHGC requirements in Section R402.1.2.

57. *Section R402.4.1.2 Testing*, is hereby deleted and replaced to read as follows:

Section R402.4.1.2 Testing. All new buildings or dwelling units that are heated or cooled, and additions over 500 square feet shall be tested for air leakage.

58. *Section R402.5 Maximum fenestration U-factor and SHGC*, is hereby deleted and replaced with the following*:*

Section R402.5 Maximum fenestration U-factor and SHGC. The maximum U-factor and solar heat gain coefficient (SHGC) for fenestration shall not be required in storm shelters complying with ICC 500.

59. *Section R403.3.1 Ducts located outside conditioned space*, is hereby deleted and replaced with the following*:*

R403.3.1 *Ducts located outside conditioned space*. All supply and return ducts shall be insulated to a minimum R-8 if located outside a conditioned space.

60. *Section R403.5.2 Hot water pipe insulation*, is hereby deleted and replaced with the following*:*

R403.5.2 Hot water pipe insulation. All service hot water piping shall be insulated to a minimum R-3.

62. *Section R403.7 Equipment sizing and efficiency rating*, is hereby deleted and replaced with the following*:*

R403.7 Equipment sizing and efficiency rating. All new buildings and additions greater than 500 square feet with heating and cooling equipment shall be sized in accordance with ACCA Manual S based on building loads calculated in accordance with ACCA Manual J or other approved heating and cooling calculation methodologies. In addition to complying with Sec. R404.6 Additional Electric Infrastructure, new and replacement electrical heating and cooling equipment shall have an efficiency rating equal to or greater than the minimum required by federal law for the geographic location where the equipment is installed. New gas heating equipment shall comply with the following efficiencies:

1. Gas furnaces shall have a minimum of 95% efficiency.
2. Gas boilers shall have a minimum of 95% AFUE.
3. On demand water heaters shall have a greater than .92 uniform energy factor.
4. Heat pump efficiencies:

- **c. Ductless System**
  - **1. 14.3 SEER2**
  - **2. 7.5 HSPF2**
  - **3. Or EnergyStar Cold Climate certified**
- **d. Ducted System**
  - **1. 15.2 SEER2**
  - **2. 9 HSPF2**
  - **3. Or EnergyStar Cold Climate certified**

Exception: Solid fuel stoves/gas fireplaces, outdoor fire pits, gas stoves and ovens.

63. *Section R404.1.1 Fuel gas lighting equipment, is hereby amended to read as follows:*

R404.1.1 Fuel gas lighting equipment. Fuel gas lighting systems shall not be installed.

65. A new *Section R404.5 Additional electric infrastructure*, is hereby added to read as follows:

R404.5 Additional electric infrastructure. *Combustion equipment* shall be installed in accordance with this section.

R404.5.1 Combustion equipment and end-uses. *Combustion equipment* shall be provided with a dedicated, appropriately phased circuit that shall have a minimum amperage requirement for a comparable electric appliance, equipment or end use, an electrical receptacle or junction box that is connected to the electric panel, and conductors of adequate capacity within 6 feet (1829 mm) of the appliance or equipment.

Each such circuit shall be accessible with no obstructions. A reserved circuit breaker space shall be installed in the electrical panel adjacent to the circuit breaker for the branch circuit and labeled for each circuit. Both ends of the unused conductor or conduit shall be labeled "For Future Electric Equipment" and be electrically isolated.

66. *Section R405 Total building performance*, is deleted in its entirety.

67. *Section R406.3 Building thermal envelope*, is hereby deleted in its entirety and replaced with the following*:*

R406.3 Building thermal envelope. Building and portions thereof shall comply with Table R406.3. <u>The building thermal envelope shall be greater or equal to the levels of efficiency and SHGC in Table R402.1.2.</u>

68. *Section R406.3.1 On-site renewables are not included,* is deleted in its entirety.

69. *Section R406.3.2 On-site renewables are included,* is deleted in its entirety.

70. *Section 406.3.2* R407 *Tropical Climate Region Compliance Path,* is deleted in its entirety.

71. *Section R502.1.1 General,* is hereby amended to read as follows:

Additions to an existing building, building system or portion thereof shall conform to the provisions of R401.2.1 as those provisions relate to new construction without requiring the unaltered portion of the existing building or building system to comply with this code. Additions shall not create unsafe or hazardous condition or overload existing building systems. An addition shall be deemed to comply with this code where the addition alone complies, where the existing building and addition comply with this code as a single building, or where the building with the addition does not use more energy than the existing building. Additions shall be in accordance with Section R502.2 or R502.3.

72. *Section R503.1.1 Building Envelope* is amended to read as follows: Building envelope assemblies that are part of the alteration shall comply with Section R401.2.1

***Section R503.1.1 Building envelope* Exception 2 is deleted in its entirety and replaced with the following.**

2. **Section R402.4.1.2 Testing**

73. *Section R505.1 General* is hereby amended to remove the exception.

74. *Section R505.1.1 Unconditioned space,* is hereby deleted and replaced with the following:

R505.1.1 Unconditioned space. Any unconditioned or low-energy space that is altered to become a conditioned space shall comply with Section R503.

75. RC102.1 General is amended to read as follows.

***RC102.1 General*. New residential buildings shall comply with Sections RC102.2 through RC102.9.**

76. RC102.2 Energy Rating Index zero energy score is amended to read as follows.

RC102.2 Energy Rating Index zero energy score.
Compliance with this section requires that the rated design be shown to have a Home Energy Rating System (HERS) score of 50 before solar and 0 with solar when compared to the Energy Rating Index (ERI) reference design determined in accordance with RESNET/ICC 301 for both of the following:

1. **ERI value not including on-site power production (OPP) calculated in accordance with RESNET/ICC 301 HERS**
2. **ERI value including on-site power production calculated in accordance with RESNET/ICC 301 HERS with the OPP in Equation 4.1.2 of RESNET/ICC 301 HERS adjusted in accordance with Equation RC-1.**

Adjusted OPP = OPP + CREF + REPC (Equation RC-1)

where:
CREF = Community Renewable Energy Facility power production—the yearly energy, in kilowatt hour equivalent (kWheq), contracted from a community renewable energy facility that is qualified under applicable state and local utility statutes and rules, and that allocates bill credits to the rated home.
REPC = Renewable Energy Purchase Contract power production—the yearly energy, in kilowatt hour equivalent (kWheq), contracted from an energy facility that generates energy with photovoltaic, solar thermal, geothermal energy or wind systems, and that is demonstrated by an energy purchase contract or lease with a duration of not less than 15 years.

RC102.2.1 HERS Score. Buildings shall comply with the scores in Table RC102.2.1.
Table RC102.2.1.

HERS SCORE NOT INCLUDING OPP	HERS SCORE INCLUDING OPP
50	0

76. RC102.3 through RC102.9 are added to Appendix RC to read as follows.

RC102.3 Mandatory Sections. All projects shall comply with all sections within Table RC102.3.

Table RC102.3
Mandatory requirements for residential buildings

Title	IECC Section
Vapor retarder	R402.1.1
Eave baffle	R402.2.3

Commented [CD7]: It does not appear that HERS of 47 has ever been required in the code. There is a table that references and ERI of 47 but this is not the same as HERS. This should be a HERS of 50.

Talk to Chad about this to get back story on bldg moratorium.

Commented [CR8R7]: Appendix RC trumps all from Here on HERS 47 before solar and HERS of 0 or less after solar. Hers of 50 will not be used on minor rebuilds due to cost.

Access hatches and doors	**R402.2.4.1**
Crawl space wall insulation	**R402.4.1.2**
Maximum fenestration U-factor and SHGC	**R402.5**
Mechanical Controls	**R403.1**
Ducts	**R403.3 except R403.3.2, R403.3.3, and R403.6**
Mechanical system piping insulation	**R403.4**
Heated water circulation and temperature maintenance systems	**R403.5.1**
Drain Water heat recovery units	**R403.5.3**
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Energy consumption of pools and spas	**R403.10**
Portable spas	**R403.11**
Residential pools and permanent residential spas	**R403.12**
Lighting equipment	**R404.1**
Interior lighting controls	**R404.2**

RC102.4 Building Envelope. The building thermal envelope shall be greater or equal to the levels of efficiency and SHGC in Table R402.1.2.

RC102.5 Verification by approved agency.
Verification of compliance with Section R102.4 as outlined in Sections of this appendix shall be completed by an approved third party. Verification of compliance with Section R102.3 shall be completed by the authority having jurisdiction or an approved third-party inspection agency in accordance with Section R105.4.

RC102.6 Documentation.
Documentation of the software used to determine the ERI and the parameters for the residential building shall be in accordance with Sections RC102.6.1 through RC102.6.4

RC102.6.1 Compliance software tools.
Software tools used for determining HERS shall be Approved Software Rating Tools in accordance with RESNET/ICC 301.

RC102.6.2 Compliance report.
Compliance software tools shall generate a report that documents that the home and the HERS score of the rated design complies with RC102. Compliance documentation shall be created for the proposed design and shall be submitted with the application for the building permit. Confirmed compliance documents of the built dwelling unit shall be created and submitted to the code official for review before a certificate of occupancy is issued. Compliance reports shall include information in accordance with Sections RC102.6.3 and RC102.6.4.

RC102.7 Additional documentation.
The code official shall be permitted to require the following documents:

1. **Documentation of the building component characteristics of the ERI reference design.**

2. **A certification signed by the builder providing the building component characteristics of the rated design.**

3. **Documentation of the actual values used in the software calculations for the rated design.**

RC102.8 Specific approval.
Performance analysis tools meeting the applicable subsections of Section RC102 shall be approved. Documentation demonstrating the approval of performance analysis tools in accordance with Section RC102shall be provided.

RC102.9 Input values.
Where calculations require input values not specified by Sections RC 102, those input values shall be taken from HERS RESNET/ICC 301.

INTRODUCED, READ, PASSED ON FIRST READING, AND ORDERED PUBLISHED this _____ day of _____, 2024.

_____

Chris Leh, Mayor
ATTEST:

_____
Meredyth Muth, City Clerk

APPROVED AS TO FORM:

_____
Kelly PC, City Attorney

PASSED AND ADOPTED ON SECOND AND FINAL READING, this _____ day of _____, 2024.

_____
Chris Leh, Mayor

ATTEST:

_____
Meredyth Muth, City Clerk

Discussion Items for Next Meeting –
None at this time.

Next meeting has not been determined.

Adjourn – The meeting was adjourned at 8:45pm.

Approval of Meeting Minutes from 8/28/24

The minutes were approved by all members present.

Public Comments on Items Not on the Agenda

None.

Review of Home Hardening Code ordinance

Fire-Resistant Decking, Guardrails, and Lithium Storage

Henderson agreed with the city's collaborative approach on fire-resistant decking and guardrails. She expressed concerns about combustible lithium energy storage systems and suggested more research for cost-effective fire protection solutions. She mentioned the toxicity of lithium-ion batteries installed indoors and proposed placing them outside homes with sealed boxes per the new code. She also raised the need to restrict storage of certain items in basements to mitigate fire risks for rescue crews.

Root explained that the Fire Department and City requirement suggestions are similar. The requirement of fire resistant guardrails would not make a large difference and that they cannot hold up the requirements of 200+ pounds and the cost to increase to metal and/or cementitious product would dramatically increase the price.

Lithium Storage

The Board members do not think that the requirement for lithium battery storage to be outside the home does not belong as part of the “Home Hardening Code” since all the other items refer to fire starting from an exterior environment, such as a wildfire. This requirement refers to protection from a fire starting inside the home, so does not fall in line with the intent of the other items.

Dino expressed that the exception which would allow the installation inside a garage if fire-suppression and fire-rated wall would be cost prohibitive to most homeowners since in most cases this would be retrofit to an existing structure.

Gatto asked for clarification as to where this requirement originated. **Root** explained that it is in response to the Fire Department not being able to enter a home where interior lithium batteries are on fire, except for an initial search, due

to the toxicity of the materials that burn from lithium storage. By keeping lithium storage on the exterior of the building envelope, the fire department can attempt to control the burn and keep it from spreading.

Root: If lithium batteries catch on fire inside the home, the home will need to be gutted due to the toxic buildup from the materials, if the home is still standing. This requirement was included in the Home Hardening Code proposal since it relates to the fire department's ability to keep the fire from spreading from one structure to the adjoining property.

Berry explained that the term "hardening" refers to a flame and ignition starting from outside the home and that the lithium battery restriction would refer to a fire started inside the home which should be addressed through fire "rating" rather than home hardening.

In response to **Gatto's** comment that this should not be in the Home Hardening Code and belongs in the Building Code, **Henderson** explained that by having this item in the Home Hardening Code, they are trying to create a space currently to prevent lithium batteries (e-scooter batteries, solar batteries, and other lithium batteries) from being stored inside the home because there are no other restrictions at the moment.

Henderson confirmed that this requirement is part of the 2024 code, and if the 2024 code is adopted by the City, it would be addressed with that code.

Berry questioned if this requirement could be added as an amendment to the current code. **Root** explained that since the Home Hardening Code is currently being reviewed it made sense to include it with this proposal.

Berry states that the "hardening" code prevents or stalls the ignition of a home, whereas the ability to safely exit a home on fire is part of the building code, and that the lithium requirement should be part of the building code.

Dino also expressed concern that by requiring these batteries to be outside the home, if there were only a few companies that make these batteries capable of installation on the outside, we could be supporting a monopoly.

Geise asked **Root** if the Building Department could require people to put the ESS systems either outside or in the garage and **Root** explained that without code to support it the Building Department cannot enforce it.

Geise made a motion to strike #7, 7.1 and 7.2 from the Home Hardening code (Lithium Energy Storage Systems (ESS)) in its entirety. **Dino** seconded; approved by all Board members present.

Other items in the Home Hardening Code

Berry: add 4th exception: Class A with "flame spread less than 25" would satisfy the "unknown" that is not covered specifically by the other items.

Geise asked the Board if anyone had researched the availability of the 1/8" mesh. **Berry** said he was able to find some but cannot confirm that each one of the items listed in the Home Hardening Code is possible. **Geise** explained that by adding in the exception stating that by requiring a Class A system, it would be a catch-all just in case anything else specific was not stated.

Berry would like to add one item to the exceptions to help account for any materials or other items that they may not have considered.

Berry made a motion to include this exception, approved by all Board members.

Exception 4: Alternate materials with a class A fire rating OR a flame spread of less than 25 may be considered.

Staff update/discussion of 2021 IECC Energy Code decision from City Council Meeting from 9/17/24 and Staff update on adoption of 2024 ICC codes

Root explained the suggestions to Council:

- Appendix RC removed
- Change HERS rating requirement to 50 (without solar); cost difference between 47 and 50 is significant
- Gas backup systems for Commercial properties. 2020 engineering spoke at the meeting to support this since the equipment for heat pumps etc when the weather is extremely cold, and also just as a backup system
- Appendix PT for Commercial buildings; reduce redundancies for monitoring
- Allowing multi-family R-2 Occupancy to be used under the PT which is the same as R-1; previously they would have to use Appendix RC which would have been cost-prohibitive
- City has deferred on EV charging to follow the State code and has moved to the Planning Division
- R-12 duct equipment

Root also explained that anytime the City adopts or amends the Building Code, the City needs to ensure that it meets the State Energy Code. If we adopt a code later than June of 2025 the City will have to meet the Carbon Offset code adopted by the State, unless the City adopts the 2024 IECC before that time.

Root also explained that the previous definition of an all-electric building has been removed:

> An all-electric building is a building that contains no combustion equipment including piping or plumbing or combustion equipment installed in the home or building site. (both residential and commercial)

New definition: “A building that contains no combustion equipment”

Dino asked when these changes will be presented to City Council and will the Board be able to review it again before then. **Root** responded that he would like

to get a packet together for the Board sometime in October, but that City Council would also like to adopt the 2024 IECC code as soon as possible. He further explained that the energy code is hard to enforce and would like to find another avenue other than inspectors to enforce the energy code.

Root explained that what he would work on and propose is a modified prescriptive code based on the 2024 Energy Code. One example would be to remove the ERV requirements since homeowners are not aware of, and will likely not comply with, the requirement to change the filters in order for the equipment to runs as designed.

Geise stated that he feels the Board's opinions are being shelved again and would like to have the Board meet with the sustainably group to explain the issues of equipment and materials may not be obtainable or available, even though it is required in the 2024 IECC code.

Berry's opinion based on the last City Council meeting is that they believe that the 2024 Energy code is similar to 2.0 version of a software in that it "fixed" issues from the 2021 code, but that this is not how the code works. He believes that educating City Council to understand that just because the other ICC codes are being adopted that the 2024 IECC code does not also need to be adopted at the same time.

Dino stated that his opinion of the meeting was that City Council understood the issues with the 2021 IECC code and that he thinks City Council believes that adopting the 2024 IECC would be cleaner than trying to continue to clean up the 2021 code.

Root explained that he is looking into options for the sustainability dept to take over review of energy documents with regard to HERS ratings, energy certificates, and insulation certificates to verify the accuracy. He explained that Building Staff does not have the bandwidth to review and correct the documents today and that the quality of the submissions is poor and requires a lot of back and forth with the contractors and energy raters. **Dino** expressed his concern that the department pushing for these changes be the ones to review and enforce the code.

Geise suggested that the City increase the budget to account for the sustainability requirements for review and inspection.

Root mentioned that it was suggested that one of our energy code consultants that Building Departments and contractors need to get involved with the energy codes to be a part of the process or special interest groups will start to control the Energy Code.

Discussion Items for Next Meeting

- Review of final document on the 2021 IECC changes before it is presented to City Council.
- 2024 ICC codes and adoption process.

Adjourn – The meeting was adjourned at ____3:50pm_____.

From: Tawnya Somauroo
To: City Council
Subject: Home hardening code TONIGHT
Date: Tuesday, October 15, 2024 1:21:26 PM

Dear Council,

It really warms my heart see the draft ordinance coming to Council tonight for a first reading. Thanks to all for the support from Council and Staff and the Board of Appeals that got the ordinance this far!

I have one comment about the draft: the exemption to the code for houses that are more than 35 feet set back from property boundaries and include fire sprinklers does not make sense. Please consider removing.

The policy behind home hardening is to ember harden structures. Fire sprinklers do not help ember harden a home. They may slow down a fire progression, but they will not prevent the exterior of a house from catching fire or put an exterior fire out. And increasing the distance between homes also will not reduce the risk that embers will ignite a home. Spacing homes further apart mostly works to decrease the risk of structure to structure fire. For these reasons, the exemption to ember hardening based on sprinklers and distance to other structures seems hard to justify. Moreover, creating an exception that only applies to larger homes built and owned by wealthier homeowners is inequitable.

Two other comments/questions:

1) Will this code apply to City buildings (which I am hoping will be hardened in the coming years)?
2) What happened to Council's request for guidance on landscaping? Please consider banning new junipers within the City and/or requiring 5 ft of defensible space for new buildings.

Thank you again for your support in making Louisville more resilient.

Best regards,
Tawnya Somauroo
Larkspur Ln

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From: David Pomeroy
To: Building Safety
Cc: City Council
Subject: Please adopt Home Hardening code, and let"s go further
Date: Monday, August 26, 2024 10:02:09 PM

Hello,

I'd like to ask the City to adopt the proposed home hardening code that will be discussed at the building code meeting on Wednesday. This code will significantly improve our community wildfire defense as more homes are retrofitted with hardening measures. These rules are a sensible minimum that we need to implement as quickly as possible.

However, these rules don't go far enough and don't get the work done fast enough. Our town is a tinderbox of cedar fences, unscreened attics, and juniper bushes ready to spark. The city should also take aggressive action to reduce the fire risk caused by dangerous vegetation. Using whatever means is available, such as laws allowing for eradication of invasive or dangerous plants, the city should begin a process to identify and eliminate all of the juniper or other highly flammable plants within neighborhoods. They are simply too dangerous to have in our closely interdependent community.

Thank you,
David

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From: Lisa Hughes
To: Chad Root; City Council; Rob Zuccaro
Subject: Louisville Home Hardening Code
Date: Sunday, August 25, 2024 3:10:43 PM

To the Building Code Board of Appeals,

I am writing to support the adoption of the Louisville Home Hardening Code. This code will ensure upcoming and future construction in Louisville is aligned with what is currently understood best practice for areas at wildfire risk. Louisville has been shown to be at risk by the Marshall Fire. Our county and state continue to face the hazards of fire as evidenced by the 3 recent wildfires in the area. This building code will promote more resilient and safe neighborhoods. While I don't want to speak for them, it is my understanding that our first responders support this code. Chief Willson recently wrote a letter to Council in support of this code that was included in the July 30 City Council meeting packet.

Building resiliently is also economically smart. In the 2021 Insurance Institute for Business and Home Safety (IBHS) Report, *Building Codes and Standards: Advancements in Resiliency But Continued Resistance to Adoption and Enforcement* the IBHS estimates an "average return on investment of $11 for every dollar spent on adopting modern codes".

Beyond safety and economics, fire hardening code is also consistent with sustainability. Many of the firewise construction and landscaping methods use more durable materials that will last longer, such as rock mulch instead of bark mulch. Same for fences. Metal and other non-combustible materials should be promoted, especially where neighborhoods interface with grasslands or back up to open space. Cedar fences are a liability because they are a fire hazard. Additionally, they deteriorate rapidly and they have to be replaced with some frequency. Metal fences are firewise and very durable. Including significant components of this topic in the proposed code is important and appreciated.

Regarding **Urban Defensible Space Non-Combustible surface/ landscaping 24" out from foundation** Item 8 from your agenda for the 8/24 meeting, this is not aligned with known best practice. In another IBHS report, *The Return of the Conflagration In Our Built Environment*, the authors and scientists that analyzed the data conclude that during the Marshall Fire: "One major vulnerability at the parcel level was present. Dense vegetation within the 0-5 foot home ignition zone was observed on nearly all homes. In addition the native grassland was interconnected with the neighborhood with no fuel breaks." (pg. 13) They also concluded that during the Marshall fire, dense vegetation and wooden privacy fences provided a continuity of fuels. Fences spread embers quickly into the built

environment and ignite houses on fire. IBHS has done multiple tests and research showing that wood fences contribute to fire spread. In Cornerstone, where I live, many of us have built back with fire resistant metal fences. Most have not. However, as I look around town, I see wood fences popping up all over the rebuilt neighborhoods including my own neighborhood. I know the risk these fences pose and I would like for all neighbors to have safer construction and landscaping elements because it truly does matter.

IBHS concluded that only 13/57 homes by Spring Drive survived the fire. These homes had large spaces between them and incorporated many elements of building hardscaping, yet they still burned because combustible vegetative landscaping elements were found in the 0-5 foot non-combustible zone. Maintaining a non-combustible zone 0-5 feet around the house is one of the key elements promoted by IBHS and has been adopted by firewise codes elsewhere. For many rebuilds, landscaping was up to us to decide. Many neighbors that have rebuilt, did not fully implement all the aspects of the landscaping recommendations because they were unaware of them, their builders/landscapers also weren't aware of them, and also we were pretty overwhelmed with the whole process. The landscaping and fencing conversation still requires further development and consideration. However, adopting this code is a huge positive step forward that I am very thankful for.

Here are some recent IBHS resources including a video with a fence burning that ignites a house.

- NBC Bay Area with Chris Chmura- great short video of the importance of defensible space
- IBHS Wildfire Prepared Home website
- IBHS Wildland Fire Embers and Flames: Home Mitigations That Matter
- IBHS Noncombustible Zone 0: Minimizing Pathways to Home Ignition
- IBHS The Return of Conflagration in our Built Environment

  https://headwaterseconomics.org/natural-hazards/austin-texas-built-for-wildfire/

My builder did incorporate many fire safe aspects into my build, such as cementious siding, a class A roof, pvc decking, etc. However, on many aspects of home hardening such as

putting mesh on vents, and on which products were fire safe- ie class A decking vs Class C we as homeowners had to educate them. This is why the code is so important so that it will give people a baseline to start with, and hopefully the City can provide more education to builders and landscapers.

Additionally, and maybe more importantly, from an insurance perspective, community home hardening and mitigation is critical for residents to maintain homeowners insurance in our city. In a recent town hall on homeowners insurance put on by the Colorado Sun, Carole Walker from the Rocky Mtn Insurance Association, an association representing insurance companies in Colorado, said that community mitigation is what insurers will be looking to in the future to keep communities and residents insured. I work for a non profit consumer organization called United Policyholders and we help homeowners work to keep and maintain insurance. Recently, in my role for UP, I was in a meeting with insurance agents last week who agreed with Ms.Walker that insurance companies will come to expect home hardening and mitigation, *just to keep residents insured in the coming years*. Now is the time for Louisville to act to pass this code, so that its citizens will be able to keep their homeowners insurance in the future and contribute to the economy of Louisville, and its vitality. Adopting this fire hardening code brings our building code closer to best practice for promoting safety and sustainability, and aligns with what many other communities in Colorado, Boulder County, and the nation have done. This makes a lot of sense for our community.

I would like to express much gratitude to staff for drafting this code and for having this item on the agenda so quickly. On this issue, time is definitely of the essence. Thank you for your consideration and deliberation on this fire hardening code.

Sincerely,

Lisa Hughes

887 Larkspur Court

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From: Maria McClure
To: Building Safety; City Council
Subject: Home hardening code
Date: Saturday, August 24, 2024 5:56:44 PM

To the Building Code Board of Appeals,

I am writing to support the adoption of the Louisville Hardening Code. This code will ensure upcoming and future construction in Louisville is aligned with what is currently understood best practice for areas at wildfire risk. Louisville has been shown to be at risk by the Marshall Fire. Our county and state continue to face the hazards of fire. This building code will promote more resilient and safe neighborhoods. I do not presume to speak for them, but it is my understanding that our first responders support this code.

Building resilient is also economically smart. In the 2021 Insurance Institute for Business and Home Safety (IBHS) Report, *Building Codes and Standards: Advancements in Resiliency But Continued Resistance to Adoption and Enforcement* the IBHS estimates an "average return on investment of $11 for every dollar spent on adopting modern codes".

Beyond safety and economics, fire hardening code is also consistent with sustainability. Many of the firewise construction and landscaping methods use more durable materials that will last longer, such as rock mulch instead of bark mulch. Same for fences. Metal and other non-combustible materials should be promoted, especially where neighborhoods interface with grasslands or other wooded areas. Cedar fences are a liability because they are a fire hazard. Additionally, they deteriorate rapidly and they have to be replaced with some frequency. Metal fences are firewise and very durable. Including significant components of this topic in the proposed code is important and appreciated.

Regarding **Urban Defensible Space Non-Combustible surface/ landscaping 24" out from foundation** Item 8, this is not aligned with known best practice. In another IBHS report, *The Return of the Conflagration In Our Built Environment*, the authors and scientists that analyzed the data conclude that during the Marshall Fire: "One major vulnerability at the parcel level was present. Dense vegetation within the 0-5 foot home ignition zone was observed on nearly all homes. In addition the native grassland was interconnected with the neighborhood with no fuel breaks." (pg. 13) They also concluded that during the Marshall fire, dense vegetation and wooden privacy fences provided a continuity of fuels. From speaking with neighbors and recreating events that day, it became apparent to us that our 6-ft privacy wooden fences ignited from the grass, which then ignited wooden decks and then our homes were quickly engulfed in flames. So far, myself and my neighbors in Cherrywood II have primarily rebuilt with non-combustible and fire resistant metal fences. However, as I look around town, including my own neighborhood I know the risk these fences pose and I would like for all neighbors to have safer construction and landscaping elements because it truly does matter.

This was their conclusion explaining why only 13/57 homes by Spring Drive survived the fire. These homes had large spaces between them and incorporated many elements of building hardscaping, yet they still burned because combustible vegetative landscaping elements were found in the 0-5 foot non-combustible zone. Maintaining a non-combustible zone 0-5 feet around the house is one of the key elements promoted by IBHS and has been adopted by firewise codes elsewhere. For many rebuilds, landscaping was up to us to decide. Many neighbors that have rebuilt, myself included, did not fully implement all the aspects of the landscaping recommendations because we were unaware of them and also pretty overwhelmed with the whole process. The landscaping and fencing conversation still requires further development and consideration. However, adopting this code is a huge positive step forward that I am very thankful for.

My experience rebuilding is that I was very lucky that I had a builder that constructed my home to firewise standards. Boulder Creek implemented many components of this code in the construction of my house without me asking for or fully understanding the complexities of fire hardening. Since moving back home, I have been pleasantly surprised by the firewise features Boulder Creek incorporated into their builds without there being specific code to require it. Code would make it certain that all new construction will have these features.

It is also wise to adopt this code because then it would be covered by Law and Ordinance insurance provisions in homeowners policies. Additionally, building to this code makes our homes and buildings more likely to maintain insurability. In these ways, this code promotes economic vitality. Adopting this fire hardening code brings our building code closer to best practice for promoting safety and sustainability. This makes a lot of sense for our community.

I would like to express gratitude to staff for drafting this code and for having this item on the agenda so quickly. On this issue, time is definitely of the essence. Thank you for your consideration and deliberation on this fire hardening code.

Sincerely,
Maria McClure
105 Cherrywood Lane

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From: Lisa Hughes
To: City Council
Subject: Thank you and follow up comments
Date: Thursday, August 1, 2024 2:47:26 PM

Dear City Council,
I want to express my thanks to you all for agreeing that passing a home hardening code for Louisville is crucial to protect our community, and I look forward to seeing the code when it comes forward. Thank you also for directing staff in the future to do a WUI code for Louisville. Combined with the state WUI code that will be coming out at the end of this year, this will also help to make our City safer.

I wanted to comment further on home hardening pieces that I didn't get to mention at the meeting.

Caleb- here is the link to the GUI storymap-https://storymaps.arcgis.com/stories/62435c5cd6554d4d8143dd0c967fc2d3

Also, there was brief mention at the meeting from Director Zuccaro and brief discussion about the additional cost this code would put on residents. While that is true, there is $ available to residents through Rep Junie Joseph's bill that passed last year for retrofits for lower income folks. The City could also look for grants to incentivize this for homeowners. I believe the Dept of Fire Prevention and Control and the Colorado Forest Service may have $ available to municipalities to support this.

Additionally, by communities engaging in home hardening and potentially participating in Wildfire Partners new Community Mitigation program, communities will be set to become Firewise Communities. This is a nationally recognized program that insurance companies do recognize in deciding whether to insure people. And the more of these we have in the City, and County, the safer we will all be.
https://www.nfpa.org/education-and-research/wildfire/firewise-usa

Our group, the Neighborhood Resilience Coalition has done extensive research in this area and would be happy to speak with any of you further.

Thank you,
Lisa Hughes
Louisville resident and member of the Neighborhood Resilience Coalition

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From: Susan Loo
To: City Council
Subject: The time it takes for home hardening to work
Date: Wednesday, July 31, 2024 12:56:02 AM

Dear Council,

Regarding the question about the time for home hardening to have any demonstrative effect on making Louisville more fire safe. Granted the process is very slow but it still matters.

This is a story from long ago and not too far away. . .

This was 1990 and fire in the backdrop was not the public issue it has become over the years. California fire departments, especially The Los Angeles Fire Department, were the nation's pioneers in how to fight fire in what became known as "the wildland urban interface". LAFD was successful in getting an ordinance passed that banned the use of wood shingle roofs in LA. People loved wood shingle roofs because they look so beautiful. However, wood shingle roofs were notorious for throwing off embers and catching the whole block on fire. Wood shingle roof bans are now a standard ordinance in most fire-threatened communities, but back then it was revolutionary.

Among the many reasons the City of Boulder hired Larry Donner was to "implement change". Boulder was a huge sea of wood shingle roofs. As Boulder's new fire chief, Larry decided an ordinance banning wood shingle roofs would be a good thing. Boulder became the second city in the nation to do so. Council kicked around the idea for almost a year but they finally passed the ordinance unanimously. The best selling feature was people had 20 years to replace a wood roof. Larry reasoned that with the regular destruction of roofs in hail storms in Colorado, most households would have new roofs paid for by the insurance companies. The insurance companies were thrilled because they hated how expensive wood roof replacement was.

The wood shingle industry concerned about what they rightfully perceived as a coming trend sued the City of Boulder and also Larry personally. The industry had not sued LA because the speculation was LA had the resources to handily win a lawsuit. And Boulder didn't. They sued Larry personally to keep him from becoming a very effective spokesperson for wood shingle bans. As soon as the lawsuit was filed, our attorney told him to stop talking to the press. The lawsuit was filed in Federal Court; it was an international affair because both the U.S. and Canadian wood shingle industries joined together. To this day, Larry has been the only fire chief, the industry has gone after personally. We were definitely out-resourced, but we won anyway.

At the end of the 20-year phase-in, only three wood shingle roofs existed out of the thousands existing when the ordinance passed. Yes, it took a long time but every year that went by fewer wood roofs existed and Boulder's risk went down. Larry linked house modification with advanced firefighter training and education wherein no Boulder home was ever lost to wildfire during his 24-year tenure. Was some luck involved? Yes, probably. But always remember, put your community in the position to make its own luck.

Thanks for letting me share that story and your preference for home hardening. You made our community's own luck.

Best wishes,
Sue

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From:	Ann
To:	City Council; Christopher Leh
Subject:	input for 7/30 discussion of fire hardening codes
Date:	Tuesday, July 30, 2024 10:59:37 AM

Dear Mayor Leh and City Council Members:

I can't be at tonight's meeting, but I urge you to move forward with the recommendations from Mr. Zucarro and Mr. Root about fire hardening and WUI codes. I appreciate all the work that has gone into the excellent presentation and report that are included in tonight's packet.

I believe that requiring Home Hardening measures for the whole City is the minimum we should do now. We know that embers from the Marshall Fire penetrated well into the City, igniting unexpected areas. I spoke with several fire responders at a public meeting after the MF who said they were preparing themselves to **lose all of Louisville** if the wind had not died down that night. It's imperative we start to prepare the entire City for the potential of future wildfires, which continue to occur in our area.

I also believe the more extensive WUI requirements are critical, at least on the west side of town. Those of us in the MF area are watching with dismay as houses are being rebuilt with cedar fences, junipers, and other flammable landscaping. These materials are proven conductors of wildfire, especially in wind-driven situations. I know this will be a harder lift, so maybe it can be a staged policy implementation. It will have to be matched with funding to help residents from some grant or incentive. At the very least we should remove any requirement for wood fencing in any part of the City.

We should also pursue collaboration with Wildfire Partners and other relevant programs aggressively. Voluntary actions of homeowners, contractors, and landscapers can impact existing housing stock that is not coming through the code process. I know this will take staff time and resources, which I urge you to allocate.

It has been well documented that implementing fire-ready measures is beginning to attract the attention of insurers, which will be crucial to the economic vitality of our region in the future.

I have communicated previously with Council (see emails from 11/1/23 and 4/21/24 in the packet) on this topic. In those emails I was focused primarily on spec homes being built in the MF area. At the time some of us felt strongly that we were missing the opportunity to impact the 500+ new houses that would be rebuilt, and that targeting spec homes was perhaps the easiest and fastest way to capture a portion of that opportunity. Now that the area is mostly rebuilt or under construction and that opportunity is behind us, we should turn our attention to the whole City. These code changes will help ensure the safety and sustainability of our community.

I respectfully ask you to direct City staff to pursue these policy changes and provide adequate staff time and resources to do so.

Thank you for your consideration.

Ann Brennan
888 Larkspur Court

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From: Joanne Speirs
To: City Council; Building Safety; Chad Root
Subject: Home hardening for wildfires
Date: Monday, July 15, 2024 8:55:48 PM

I understand that in the next couple of weeks, the City will be addressing potential updates to the building codes. I have attached a recent article in The NY Times discusses home hardening, insurance rates, and "firewise" communities. Clearly the Insurance Industry supports home hardening practices and in a very effective demonstration in the article, shows the impact of fire hardening on homes.

My husband and I recently moved into our rebuild in the Enclave neighborhood. We have home hardened our rebuild in the hopes that it will help save our lives, (we have BOCO alerts), save some insurance costs and just might slow the fire down so that it won't burn out our neighbors. In the meantime, a neighbor near us just planted 21 juniper trees.

I know folks are tired of hearing from fire survivors, but safety is in the forefront of our minds. This is a minor but important measure that the City could take to help prevent or mitigate another disaster.

Here's a gift link: https://www.nytimes.com/2024/07/15/business/wildfires-home-insurance-building-standards.html?unlocked_article_code=1.7U0.VIwh.XiLqhzUToo6G&smid=url-share.

Please contact me if you are unable to open the attachment.

Kind Regards,
Joanne Speirs
1112 W. Enclave Circle
Louisville, CO 80027
303 589 2877

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City of Louisville Fire Hardening Code

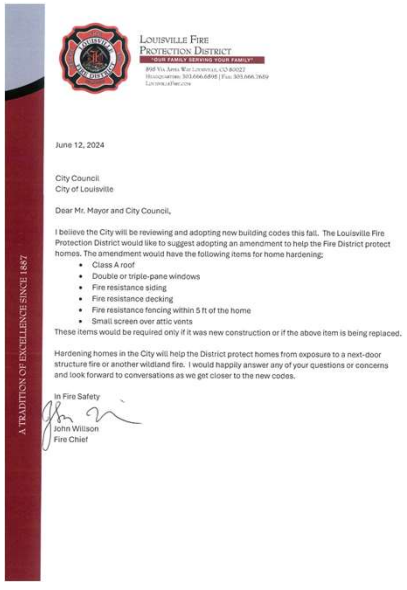
Ordinance No. 1884, Series 2024

Public Hearing
November 4, 2024

City of Louisville

Background:

- *Louisville Fire Protection District Recommendation to Consider City-Wide Code for Homes*
- *July 30, 2024 City Council Review of Wildland Urban Interface (WUI) and Building Harding Code Concepts*
  - ✓ *Council Direction to Draft City-Wide Building Hardening Code for New Construction, Additions and Remodels*
  - ✓ *Costs and Potential Impacts on Housing Affordability and Costs to Maintain Homes Considered*



Louisville Fire Protection District

June 12, 2024

City Council
City of Louisville

Dear Mr. Mayor and City Council,

I believe the City will be reviewing and adopting new building codes this fall. The Louisville Fire Protection District would like to suggest adopting an amendment to help the Fire District protect homes. The amendment would have the following items for home hardening:

- Class A roof
- Double or triple-pane windows
- Fire resistance siding
- Fire resistance decking
- Fire resistance fencing within 5 ft of the home
- Small screen over attic vents

These items would be required only if it was new construction or if the above item is being replaced.

Hardening homes in the City will help the District protect homes from exposure to a next-door structure fire or another wildland fire. I would happily answer any of your questions or concerns and look forward to conversations as we get closer to the new codes.

In Fire Safety

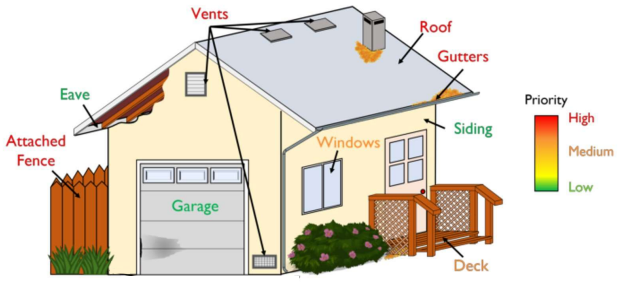
John Willson
Fire Chief

A TRADITION OF EXCELLENCE SINCE 1887

City of Louisville

Proposal:

- *Minimum Regulations for the Following Building Elements:*
  - ✓ *Roof Coverings*
  - ✓ *Siding and Eve Materials*
  - ✓ *Vent Coverings*
  - ✓ *Gutter Materials and Guards*
  - ✓ *Fence Materials Within Five Feet of Structure*
  - ✓ *Deck Surface Materials*
  - ✓ *Removable Solar Panel Screens*



City of Louisville

Building Code Board of Appeals (BCBOA) Recommendation:

- *Serves as Advisory Board to Council on All Building Code Adoptions*
- *Reviewed Structure Hardening Code on August 28,2024 and September 25, 2024 Meetings*
  - ✓ *Recommends Approval*

Staff Recommendation:

- *Staff Recommends Approval*

City of Louisville

City of Louisville
COLORADO • SINCE 1878

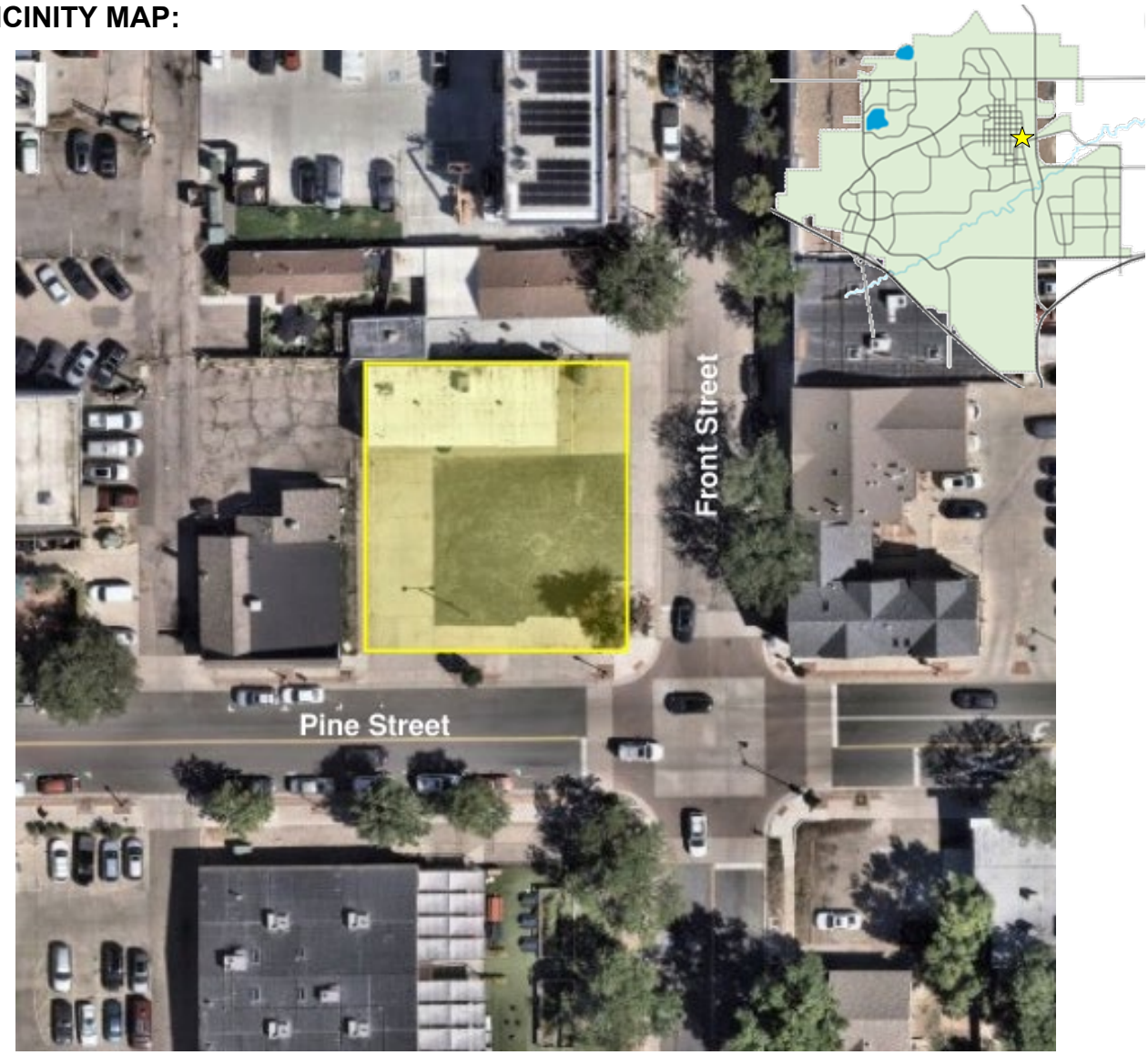
CITY COUNCIL COMMUNICATION
AGENDA ITEM 8D

SUBJECT: RESOLUTION NO. 51, SERIES 2024 – APPROVING A PLANNED UNIT DEVELOPMENT (PUD) AMENDMENT AND SPECIAL REVIEW USE TO ALLOW CONSTRUCTION OF A 728 SF ADDITION TO AN EXISTING BUILDING TO ESTABLISH OUTDOOR DINING AND OUTDOOR COMMERCIAL AMUSEMENT USES WITH A BAR AND RESTAURANT LOCATED AT 947 PINE STREET

DATE: NOVEMBER 4, 2024

PRESENTED BY: MATT POST, SENIOR PLANNER - COMMUNITY DEVELOPMENT

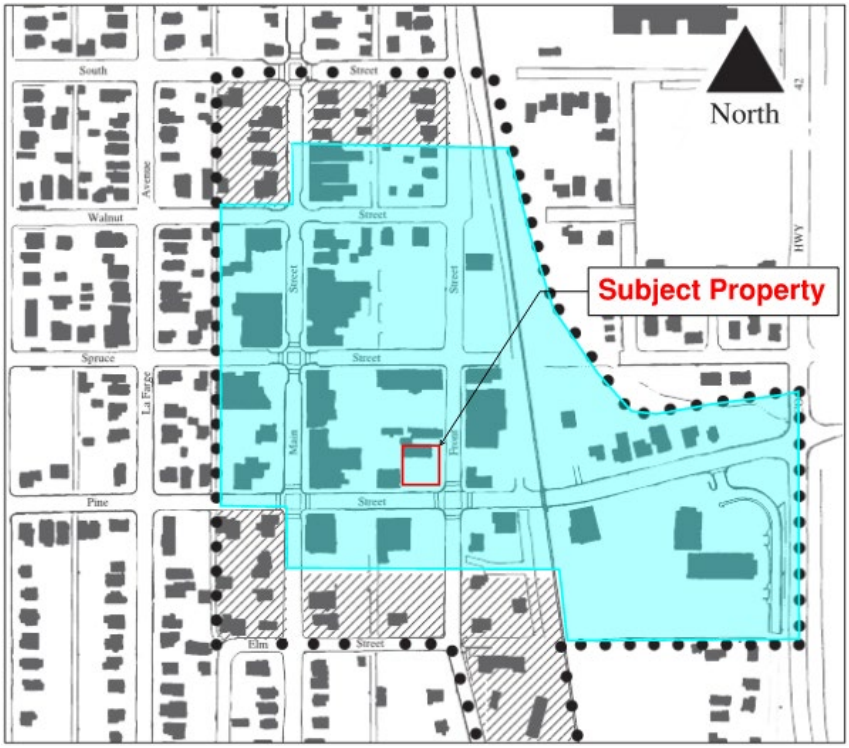
VICINITY MAP:



SUMMARY:
The applicant, Construction Concepts, LLC, is requesting approval of a Planned Unit Development (PUD) Amendment and Special Review Use (SRU) to allow outdoor dining and outdoor commercial amusement, with a bar and restaurant. The proposed development will include a 728 square-foot addition to the existing structure that will accommodate indoor virtual golf with a bar and restaurant. Exterior improvements will include outdoor dining and seating areas with a 1,634 square-foot miniature golf course.

BACKGROUND:
The existing building and use were entitled as part of the George Oil PUD and Special Review Use approved in 1988 which established a fueling station and grocery store on the subject site.

The property is zoned Commercial Community (C-C) and is subject to the Downtown Louisville Design Handbook ("Design Handbook") and Downtown Louisville Framework Plan ("Framework Plan"). The Design Handbook and Framework Plan designate two character areas in Downtown, the "Core Area" and the "Transition Area." The map below shows the Core Area highlighted in blue and the Transition Area crosshatched. The Core Area is the traditional business center for Downtown while the Transition Area includes a mix of traditional commercial and residential uses. The Transition Area features policies that mandate shorter building heights and reduced density when compared to the Core Area. This approach facilitates the transition of buildings between the commercial core and the nearby residential neighborhoods.

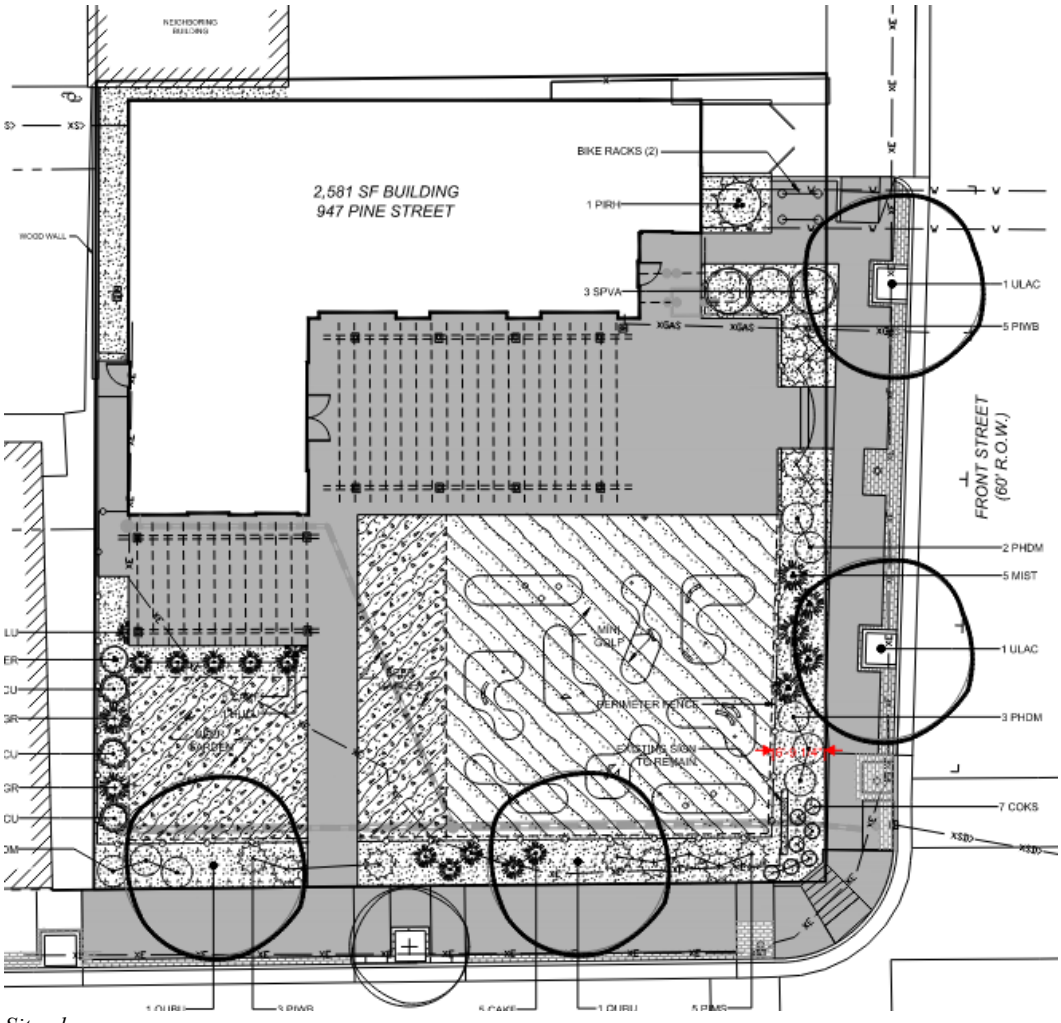


Downtown Map with Core Area in Blue and Transition Area is Crosshatch

PROPOSAL:
PUD/SRU Proposal
The applicant has proposed a 728 square-foot addition to the existing structure for a total building size of 2,608 square feet. The expanded structure will house indoor virtual golf with a bar and small eatery. Exterior improvements will include dining and

seating areas, as well as a 1,634 square-foot miniature golf course, with landscaping and additional hardscape improvements.

The subject property is a corner lot with frontage on both Pine Street and Front Street, which holds a prominent location near a highly trafficked entry point to Downtown Louisville. The proposed addition on the west side of the site will bring the building closer to Pine Street with activated exterior space proposed behind the public sidewalks on both street-adjacent sides of the site. Pergolas are proposed on the south side of the buildings which will provide additional visual interest and further activate the exterior space, according to the applicant. A low, decorative, open-style fence will be installed within a six – seven-foot landscape buffer around the site which the applicant has designed to define the edge of the pedestrian way.



Site plan

Current conditions on site include two vehicle curb cuts on Pine Street, and a vehicle curb cut and five head-in parking spaces on Front Street. The parking spaces on Front Street are configured such that existing vehicles would back out over the sidewalk and into the street right-of-way, which would not be permitted under currently adopted standards. When combined with the curb cut, the total length of vehicular access points is roughly 84 feet of a 105-foot property line on Front Street, and roughly 50 feet of 95-foot property line on Pine Street. Twelve parking spaces are currently present on site.

According to Louisville Municipal Code (LMC) Sec. 17.20.025, developments in Downtown Louisville must provide one off-street parking space for every 500 square feet of nonresidential floor area, except that the first 999 square feet of new or additional floor area are exempt from parking requirements. Because the addition is 728 square feet, parking ratio requirements will be applied to the existing building square footage of 1,880 square feet. As such, four off-street parking spaces are required.



Site rendering

In an effort to increase walkability in Downtown Louisville and reduce the likelihood of vehicle-pedestrian conflicts near the site, staff recommended that the applicant satisfy the parking requirement with a nonrefundable parking improvement fee in lieu (LMC Sec. 17.20.025.G) to be paid into the Downtown Parking Improvement Fund. The fee is $23,521 per required parking space to be paid in full when the first building permit is issued for construction. The applicant has agreed to pay the parking improvement fee and has designed the site accordingly. No off-street parking is proposed with this development.

The closure of vehicle access points on the site will permit the construction of full-width, unimpeded sidewalks that will match existing public improvements in the direct vicinity of the site. Additional streetlights and street trees will be installed on both Pine Street and Front Street, and seven to eight new on-street, public parking spaces will be provided directly adjacent to the site.

Staff support the applicant's intent to pay into the Downtown Parking Improvement Fund to satisfy the off-street parking requirement.

Additional site improvements include four bicycle parking spaces and an enclosed trash container in the northeast corner of the site. Site lighting includes downcast and shielded fixtures, with low wattage, low temperature string lights mounted above the outdoor dining and miniature golf area.

Pursuant to Louisville Municipal Code (LMC) Sec. 17.12.030, outdoor eating and drinking establishments and outdoor commercial amusement (miniature golf) are permitted as SRUs in the C-C zone district. The applicant has provided rationale for the use, and staff have provided further analysis below. Staff recommend approval of both SRUs.

The property includes a Landmarked sign on the southeast corner of the site. The sign currently bears the Shamrock logo from the most recent fueling station/convenience store use. However, it is Landmarked as the Standard Oil Sign. The sign will remain in place with this development proposal, and the applicant may change the sign copy with an alteration certificate from the Historic Preservation Commission.



Landmarked sign

The applicant has requested two waivers to facilitate redevelopment of this site. The first waiver request is for relief from the 20-foot rear setback standard that applies to the

north property line. The existing building setback on the north side of the property is 2.5 feet. The applicant intends to extend the building by 8.3 feet while maintaining the existing setback on the north, therefore the waiver request is necessary.

The second waiver request is for relief from the 10-foot side interior setback on the west side of the site. The existing building setback is 4.3 feet, and the applicant intends to extend the building by 28 feet while maintaining the existing setback.

ANALYSIS:
Staff analysis includes a review of applicable Design Louisville Design Handbook policies followed by the waiver criteria, and the SRU criteria. The PUD review criteria are included as an appendix.

Design Handbook for Downtown Louisville
Any PUD within Downtown is subject to the Design Handbook policies. Staff have highlighted the following policies that are applicable to the project, along with staff's analysis in italics. Policies are broken out by categories of General Standards and Guidelines ("**G**") applicable to all areas of Downtown and Core Area Standards and Guidelines ("**C**"). Not all policies need to be met for approval or support of a project, but all projects should seek to meet all applicable polices when appropriate. Please reference pg. 4 of the Design Handbook for further discussion on how the policies are structured as either mandatory or only encouraged. Each policy is followed by staff's analysis in italics.

G1. All projects should respect the traditional context of downtown.
1) In all cases, consideration should be given to the broader context of the block and the town at large.

This block of Front Street is comprised of a mix of commercial uses, including offices, retail, and a restaurant. Pine Street includes bars, restaurants and entertainment uses with structures pulled directly to the street. Building heights and form vary significantly from historic one-story structures to two-story modern office and commercial buildings. The applicant has considered directly adjacent building forms and site improvements in their design.

G4. Develop the street and alley edges of a property to be at a pedestrian scale.
1) Provide visual interest on all facades which will be seen from streets, alleys and pedestrian ways.
3) Buildings should express human scale, through materials and forms that are familiar building elements in town.
4) Use varied building setbacks and changes in materials to create interest and reduce the perceived scale of buildings along alleys.

The building materials at the ground level is predominantly smooth wood siding with a traditional 6-inch exposure and brick. Both street front elevations utilize large glass and storefront displays to engage pedestrians and allow visual connection to interior activities. No parking is proposed on site, allowing for expanded and continuous sidewalks where they did not exist previously. The addition to the existing structure will create varied setbacks with material variation.

G10. Minimize the visual impacts of site and architectural lighting.

1) Prevent glare onto adjacent properties by using shielded and focused light sources that direct light onto the ground.
2) Un-shielded, high intensity light sources and those which direct light upward will not be permitted.
3) Shield lighting associated with service areas, parking lots and parking structures.
4) Avoid placing lights in highly visible locations, such as on the upper walls of buildings.

All lighting is full cut off to minimize glare, while the proposed string lights are low wattage and low temperature.

G11. Provide site lighting that encourages pedestrian activity at night.

1) Site lighting should be at a pedestrian scale and help define different functional areas of the property.

The development will include additional streetlights along Front Street and Pine Street to encourage pedestrian street activity.

G13. Where appropriate, design a parking area to be accessed from an alley rather than the street.

1) In a residential context, the use of a detached garage, located along the alley, is especially encouraged.

The project includes no parking on site and is instead adding public street parking.

G15. Locate parking such that it will be subordinate to other site features.

1) An on-site parking area should be located inside or behind a building, where its visual impacts will be minimized.

No parking is included on site.

G20. New construction should appear similar in mass and scale to structures found traditionally in the area.

The design takes inspiration from the flat/low-slope roof form of 637 Front Street and the gable roof form of 702 Front St, directly adjacent to the site. The proposed height of the structure is 24 feet, which is similar to or less than existing heights on Front Street.

G24. New interpretations of traditional building styles are encouraged

1) A new design that draws upon the fundamental similarities among traditional buildings in the community without copying them is preferred. This will allow them to be seen as products of their own time yet compatible with their older neighbors.

Staff find the new construction is differentiated from the existing, historic buildings in Downtown and appears as a product of its own time while maintaining historic elements.

G29. Maintain the existing range of exterior wall materials found in downtown.

1) Appropriate materials for primary structures include horizontal and vertical siding, shingles and brick.
2) The lap dimensions of siding should be similar to those found traditionally. Typically 4-6 inches exposed.
6) For larger buildings, consider a combination of appropriate materials as a means to reduce the apparent size of the project.

Staff find brick is an appropriate material for the primary façade of a Downtown building. The façade also include smooth lap siding similar to traditional siding in Downtown. The use of materials that includes brick and pedestrian-scale windows. The colors were selected from a historic color preservation palette.

G31. New materials may be considered, if they appear similar in character and detailing to those used traditionally.

3) Details of hard board siding, and their joints, should match that of traditional wood siding.

Staff find the use of brick and horizontal siding matches traditional materials and form in Downtown.

C3. Maintain the average scale of one-story buildings at the sidewalk.

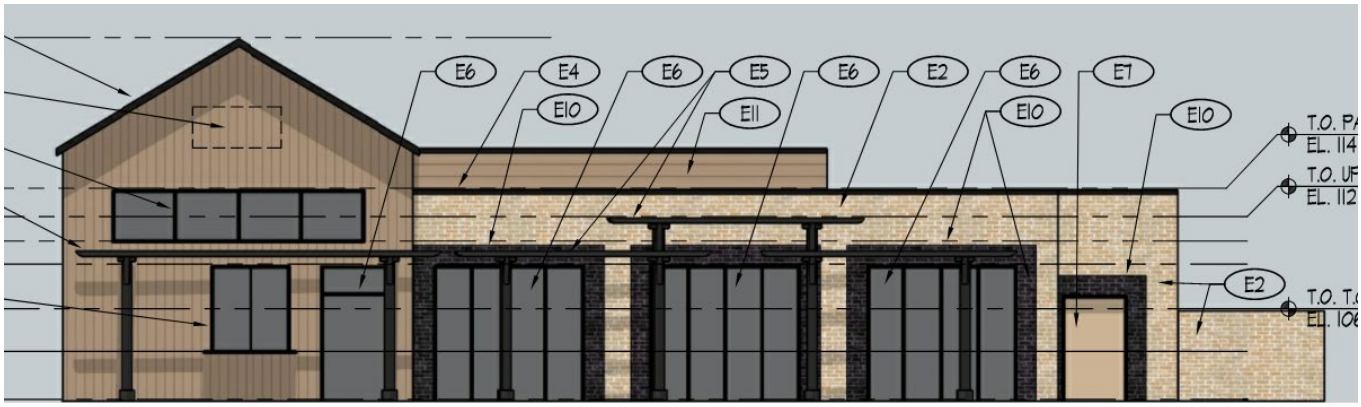
1) Traditionally, most commercial storefronts in this area were one- or two-stories in height and, while each block contained a mix of these heights, an overall sense of unity in scale was established.
2) In larger projects, a mix of one- and two-story modules should be used to maintain variety in heights.
3) New construction should present a tall one-story or two-story facade at the front property line. This facade height should not exceed 30 feet.
4) Floor-to-floor heights should also appear similar to those buildings seen traditionally.

The use of the storefront windows and horizontal wood siding help to provides a one-story visual element to help reinforce the pedestrian scale of the building. Staff finds the intent of this policy is met with the building design.

C7. Rectangular forms should be dominant on Core Area facades.

1) The facade should appear as predominantly flat, with any decorative elements and projecting or setback "articulations" appearing to be subordinate to the dominant form.

The building and building elements are predominantly rectangular in form.



C9. Use a flat roof line as the dominant roof form.

1) Historically, commercial roof forms were flat, sloped or gabled, but each had a false front that gave the appearance of a flat roof as seen from the street.
2) False fronts and parapets should be considered for new buildings with gabled roof forms.
3) Parapets on side facades should step down towards the rear of the building.

The dominate roof form is flat, though gable designs are included.

Waiver Criteria

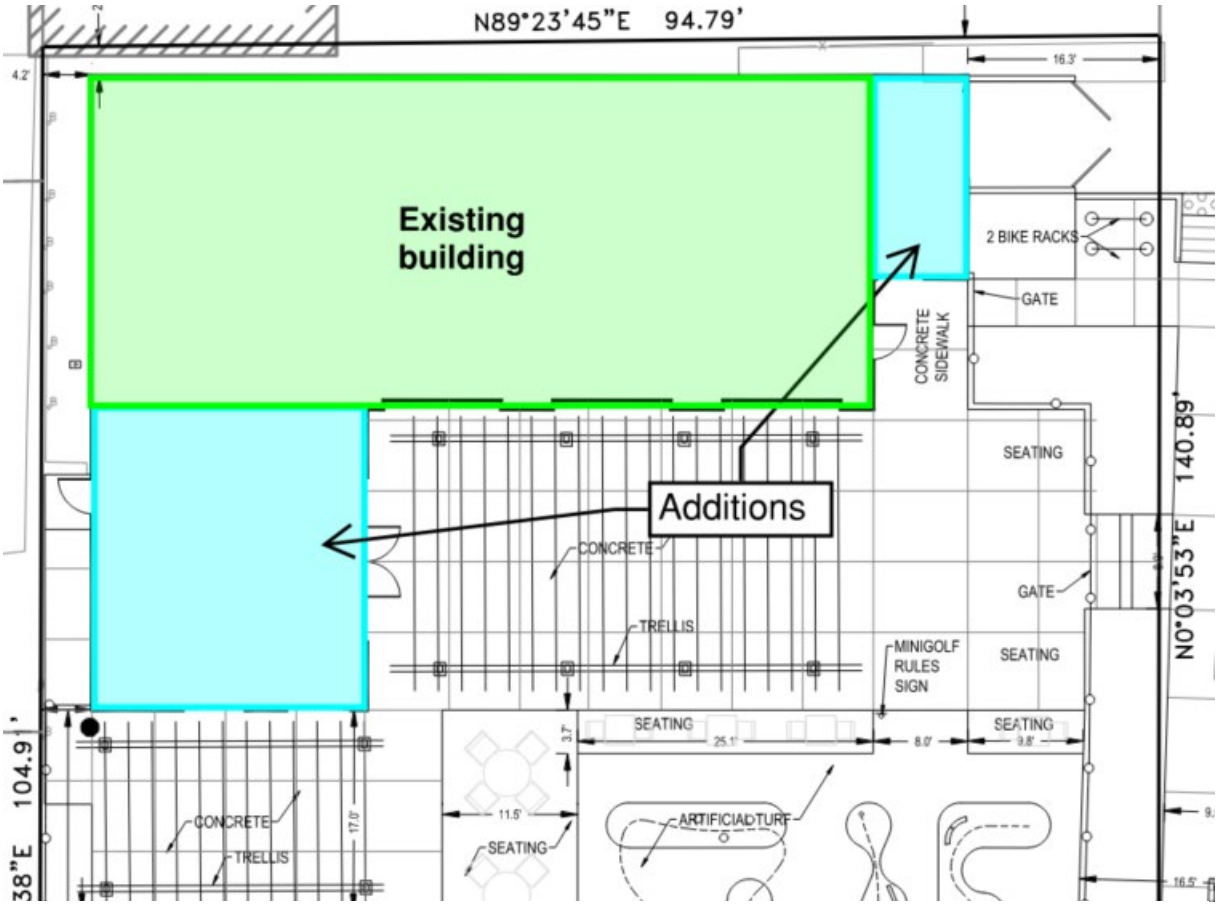
The applicant has requested two waivers to support the redevelopment of the site.

The first waiver seeks relief from the 20-foot rear setback requirement along the north side property line. The existing building is setback 2.5 feet on the north side, and the applicant plans to extend the building by 8.3 feet while retaining the existing setback.

The second waiver requests relief from the 10-foot side interior setback on the west side of the site. The existing setback is 4.3 feet, and the applicant intends to extend the building by 28 feet while retaining the current setback.

Staff find that the side interior and rear setbacks applicable to the C-C zoning district are limiting for this corner property in Downtown Louisville. Existing and historic development patterns in the core area of downtown include conditions with minimal side and rear setbacks, which support the traditional development context present.

The requested waivers will allow for the adaptive reuse of the existing building while retaining a large portion of the site as functional and activated open space. Adjacent property impacts are anticipated to be limited as the applicant is continuing an existing condition on site. Staff recommend approval of the waivers as requested.



Proposed additions – waiver exhibit

Special Review Use

Pursuant to Louisville Municipal Code (LMC) Sec. 17.12.030, outdoor eating and drinking establishments and outdoor commercial amusement (miniature golf) are permitted as SRUs in the C-C zoning district.

SRUs shall be reviewed against the criteria listed in LMC Sec. 17.40.100 to determine whether the proposed use is compatible with the surrounding area and if any conditions

on the use may be appropriate. Staff's analysis of the SRU review criteria is provided below.

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

   The Comprehensive Plan (Plan) envisions "a healthy and vibrant Downtown"

   (Policy LU-4.2) with a "mix of uses that bring new revenue generation to the Downtown area" (Policy ED-5.3). The Comprehensive Plan classifies Downtown Louisville as Center type development and describes Center development by the following:

   Centers are defined by their mixture of uses (retail, commercial, and residential), street interconnectivity, and integrated public spaces. A center's physical design is that of a destination or gathering point for city-wide activities. Centers are connected to and oriented toward their adjacent land uses. Centers typically have the greatest retailing opportunities. Centers feature integrated public spaces with a recognized public space, or focal point.

   The Downtown Louisville Framework Plan includes a goal to "Maintain downtown as a vibrant, mixed-use activity center". The use and activation of this previously vacant site will improve economic activity and vibrancy of downtown while also improving the streetscape and pedestrian scale development patterns. **Staff find the proposal meets this criterion.**

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

   The proposed uses will support continued economic activity and investment in the area. The building design is consistent with Design Handbook policies, including creating an inviting pedestrian scale to Downtown. Surrounding development includes office, retail, restaurant and the public library, and some residential, which are all compatible with an outdoor dining and outdoor amusement use in the downtown area. **Staff find the proposal meets this criterion.**

3. That the use/development is adequate for internal efficiency of the proposal, considering the functions of residents, recreation, public access, safety and such factors including storm drainage facilities, sewage and water facilities, grades,

dust control and such other factors directly related to public health and convenience;

Public Works has reviewed the drainage plan and is coordinating the utility plans for the development and is in support of the proposal. The Fire District has also reviewed the plans and has no conflict with the proposal. **Staff finds the proposal meets this criterion.**

4. That external effects of the proposal are controlled, considering compatibility of land use; movement or congestion of traffic; services, including arrangement of signs and lighting devices as to prevent the occurrence of nuisances; landscaping and other similar features to prevent the littering or accumulation of trash, together with other factors deemed to effect public health, welfare, safety and convenience;

   External effects of the proposed uses are anticipated to be limited and similar to nearby uses with outdoor dining areas. Lighting plans meet the Design Handbook Standards, though staff do propose conditions to ensure that lighting does not become a nuisance. The site is fenced and landscaped, providing a buffer from the public way. Staff are also recommending a condition prohibiting amplified music be limited between the hours of 10:00pm and 8:00am, as has been proposed for other outdoor dining uses in the vicinity. **Staff find the proposal meets this criterion.**

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

   The applicant has removed all parking from the site allowing for continuous, unimpeded improvements of the pedestrian way around the full extent of the site. The site will be updated with landscaping and decorative fencing creating a clear and defined public way. **Staff find the proposal meets this criterion.**

DEVELOPMENT CAP IN WESTERLY PORTION OF DOWNTOWN

Section 17.12.060 of the LMC allows a maximum of 475,000 sq. ft. of floor area for the westerly portion of Downtown. Recent analysis of the total floor shows that the current sum total is 347,467 square feet. With the proposed 728 square-foot addition, the new total floor area for the westerly portion of downtown is 348,195 square feet, which is within the maximum floor area allowed.

PUBLIC COMMENTS:

No public comments have been received as of the date of this report.

RECOMMENDATION:
Planning Commission recommended approval at a public hearing on September 12, 2024. The video of that meeting is available here - https://louisville.ompnetwork.org/embed/sessions/299730/09-12-24-planning-commission-meeting

Staff recommend approval of Resolution 51, Series 2024, recommending approval of a Planned Unit Development (PUD) Amendment and Special Review Use to allow outdoor dining and an outdoor commercial amusement use with the following condition:

- The Development Agreement will be finalized prior to recording the Planned Unit Development Amendment.

ATTACHMENTS:
1. Resolution 51, Series 2024
2. Planning Commission Resolution 9, Series 2024
3. Application Materials

APPENDIX: PUD Criteria Analysis

Criteria 17.28.120 (A)	Finding	Narrative
1. An appropriate relationship to the surrounding area.	Compliant	The design is appropriate for the area and permitted in the CC zone district. The site and building design are compatible with the Design Handbook for Downtown Louisville
2. Circulation in terms of the internal street circulation system, designed for the type of traffic generated, safety, separation from living areas, convenience, access, and noise and exhaust control. Proper circulation in parking areas in terms of safety, convenience, separation and screening.	Compliant	The application provides for adequate and safe internal circulation. The City's engineering division and Fire District have reviewed the proposal and have no concerns.
3. Consideration and provision for low and moderate-income housing	Compliant	The proposed housing is not designated for low or moderate income housing, but does provide a greater variant of housing choices for the City.
4. Functional open space in terms of optimum preservation of natural features, including trees and drainage areas, recreation, views, density relief and convenience of function	Compliant	The PUD complies with landscape requirements in the Design Handbook.
5. Variety in terms of housing types, densities, facilities and open space	Complaint	The proposed housing provides a greater variant of housing density and types.

6. Privacy in terms of the needs of individuals, families and neighbors	Compliant	The housing proposed is intended for a downtown urban environment. The outdoor spaces designed into the units adequately separate units to be reasonably private.
7. Pedestrian and bicycle traffic in terms of safety, separation, convenience, access points of destination and attractiveness	Compliant	The PUD provides pedestrian amenities, creates pedestrian scale development in Downtown and adds bicycle parking.
8. Building types in terms of appropriateness to density, site relationship and bulk	Compliant	The application is compatible with surrounding development and appropriate for Downtown and meets Design Handbook policy for density, height and massing. The project has a Floor Area Ratio (FAR) of 1.0, while an FAR of 2.0 is allowed in the Core Area.
9. Building design in terms of orientation, spacing, materials, color, texture, storage, signs and lighting	Compliant	The PUD complies with the architectural design and site planning requirements in the Design Handbook.
10. Landscaping of total site in terms of purpose, such as screening, ornamental types used, and materials used, if any; and maintenance, suitability and effect on the neighborhood	Compliant	The PUD complies with landscape requirements in the Design Handbook.
11. Compliance with all applicable development design standards and guidelines and all applicable regulations pertaining to matters of state interest, as specified in chapter 17.32	Compliant	The PUD complies with all applicable development design standards and guidelines.
12. None of the standards for annexation specified in chapter 16.32 have been violated	Not applicable	The property was previously annexed.
13. Services including utilities, fire and police protection, and other such services are available or can be made available to adequately serve the development specified in the final development plan	Compliant	The Public Works Department and Louisville Fire District reviewed the PUD and meets their requirements.

Criteria 17.28.120 (B)	Finding	Narrative
1. Development shall be in accordance with the adopted elements of the comprehensive development plan of the city, and in accordance with any adopted development design standards and guidelines.	Compliant	The PUD complies with the adopted elements of the comprehensive plan, and the adopted development design standards and guidelines.
2. No structures in a planned unit development shall encroach upon the floodplain. Existing bodies of water and existing stream courses shall not be channelized or altered in a planned unit development plan.	Compliant	The property is not located in a floodplain, nor are there any existing bodies of water in the area.
3. No occupied structure shall be located on ground showing severe subsidence potential without adequate design and study approved specifically by the city.	Compliant	There is no known subsidence on the property.
4. The proposal should utilize and preserve existing vegetation, land forms, waterways, and historical or archeological sites in the best manner possible. Steep slopes and important natural drainage systems shall not be disrupted. How the proposal meets this provision, including an inventory of how existing vegetation is included in the proposal, shall be set forth on the landscape plan submitted to the city.	Compliant	The PUD is appropriate for the context of the existing conditions of the property and downtown.
5. Visual relief and variety of visual sitings shall be located within a development in the overall site plan. Such relief shall be accomplished by building placements, shortened or interrupted street vistas, visual access to open space and other methods of design.	Compliant	The PUD complies with site planning requirements in the Design Handbook, ensuring proper building placement and orientation.

6. Open space within the project shall be located in such a manner as to facilitate pedestrian use and to create an area that is usable and accessible to residents of surrounding developments.	Compliant	The proposal includes pedestrian access and an accessible area for use by the occupants of the site.
7. Street design should minimize through traffic passing residential units. Suggested standards with respect to paving widths, housing setbacks and landscaping are set forth in public works standards of the city and applicable development design standards and guidelines. The system of streets, including parking lots, shall aid the order and aesthetic quality of the development.	Compliant	The PUD complies with requirements in the Design Handbook, ensuring properly designed orientation to the adjacent street network.
8. There shall exist an internal pedestrian circulation system separate from the vehicular system such that allows access to adjacent parcels as well as to parks, open space or recreation facilities within the development. Pedestrian links to trail systems of the city shall be provided.	Compliant	The PUD complies with bicycle and pedestrian requirements in the Design Handbook and municipal code, ensuring adequate pedestrian and bicycle access.
9. The project and development should attempt to incorporate features which reduce the demand for water usage.	Compliant	The PUD proposes appropriate use of water, with minimal landscaping and no turf included in the proposal.
10. Landscape plans shall attempt to reduce heating and cooling demands of buildings through the selection and placement of landscape materials, paving, vegetation, earth forms, walls, fences, or other materials.	Compliant	The proposal includes added two new street trees and new trees in the parking lot to aid in shading and cooling paved areas and pedestrian ways.
11. Proposed developments shall be buffered from collector and arterial streets. Such buffering may be accomplished by earthen berms, landscaping, leafing patterns, and other materials.	Not applicable	The PUD complies with the requirements of the Design Handbook, which does not require buffering from adjacent streets.

Entrance islands defining traffic patterns along with landscaping shall be incorporated into entrances to developments.		
12. There shall be encouraged the siting of lot arrangement, building orientation and roof orientation in developments so as to obtain the maximum use of solar energy for heating.	Compliant	The PUD provides unshaded roof structures so that solar energy may be utilized in the future.
13. The overall PUD shall provide a variety of housing types.	Not applicable	The proposal increases housing variety in the City and in Downtown.
14. Neighborhoods within a PUD shall provide a range of housing size.	Not applicable	The proposal is not for a neighborhood scale PUD.
15. Architectural design of buildings shall be compatible in design with the contours of the site, compatible with surrounding designs and neighborhoods, shall promote harmonious transitions and scale in character in areas of different planned uses, and shall contribute to a mix of styles within the city.	Compliant	The PUD proposes architecture that is compatible in design with the contours of the site, with surrounding designs and neighborhoods.

RESOLUTION NO. 51
SERIES 2024

A RESOLUTION APPROVING A PLANNED UNIT DEVELOPMENT AMENDMENT AND SPECIAL REVIEW USE TO ALLOW CONSTRUCTION OF A 728 SF ADDITION TO AN EXISTING BUILDING TO ESTABLISH OUTDOOR DINING AND OUTDOOR COMMERCIAL AMUSEMENT USES WITH A BAR AND RESTAURANT LOCATED AT 947 PINE STREET.

WHEREAS, there has been submitted to the City of Louisville an application for a final planned unit development amendment to allow construction of a 728 sf addition located at 947 Pine Street; ELY 95 FT LOTS 5 & 6 & ELY 95 FT OF SLY 13 FT LOT 4 LESS MIN BLK 3; and

WHEREAS, there has been submitted to the City of Louisville an application to approve a Special Review Use to allow outdoor dining and outdoor commercial amusement at 947 Pine Street; ELY 95 FT LOTS 5 & 6 & ELY 95 FT OF SLY 13 FT LOT 4 LESS MIN BLK 3; and

WHEREAS, City staff have reviewed the information submitted and found that, with the two requested waivers, the application complies with the Louisville zoning regulations and other applicable sections of the Louisville Municipal Code; and

WHEREAS, the Planning Commission considered the application at a duly noticed public hearing on September 12, 2024, where evidence and testimony were entered into the record and the Planning Commission voted unanimously in favor of recommending approval; and

WHEREAS, the City Council have considered the application at a duly noticed public hearing on November 4, 2024, where evidence and testimony were entered into the record, including the findings in the Louisville City Council staff report dated November 4, 2024.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Louisville, Colorado does hereby recommend approval of a Planned Unit Development Amendment and Special Review Use to allow construction of a 728 square-foot addition to an existing building to establish outdoor dining and outdoor commercial amusement uses with a bar and restaurant located at 947 Pine Street.

PASSED AND ADOPTED this _____ day of _____, 2024.

By: _____
Christopher M. Leh, Mayor

Attest: _____
Genny Kline, Interim City Clerk

RESOLUTION NO. 9
SERIES 2024

A RESOLUTION RECOMMENDING APPROVAL OF A PLANNED UNIT DEVELOPMENT AMENDMENT AND SPECIAL REVIEW USE TO ALLOW CONSTRUCTION OF A 728 SF ADDITION TO AN EXISTING BUILDING TO ESTABLISH OUTDOOR DINING AND OUTDOOR COMMERCIAL AMUSEMENT USES WITH A BAR AND RESTAURANT LOCATED AT 947 PINE STREET.

WHEREAS, there has been submitted to the Louisville Planning Commission an application for a final planned unit development amendment to allow construction of a 728 sf addition located at 947 Pine Street; ELY 95 FT LOTS 5 & 6 & ELY 95 FT OF SLY 13 FT LOT 4 LESS MIN BLK 3; and

WHEREAS, there has been submitted to the Louisville Planning Commission an application to approve a Special Review Use to allow and and outdoor dining use and outdoor commercial amusement use at 947 Pine Street; ELY 95 FT LOTS 5 & 6 & ELY 95 FT OF SLY 13 FT LOT 4 LESS MIN BLK 3; and

WHEREAS, City staff has reviewed the information submitted and found that, with the two requested waivers, the application complies with the Louisville zoning regulations and other applicable sections of the Louisville Municipal Code; and

WHEREAS, the Planning Commission has considered the application at a duly noticed public hearing on September 12, 2024, where evidence and testimony where entered into the record.

NOW THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Louisville, Colorado does hereby recommend approval of a Planned unit development amendment and Special Review Use to allow construction of a 728 square feet addition to an existing building to establish outdoor dining and outdoor commercial amusement uses with a bar and restaurant located at 947 Pine Street

PASSED AND ADOPTED this 12th day of September, 2024.

By: _____
Steve Brauneis, Chair
Planning Commission

Attest: _____
Debra Baskett, Secretary
Planning Commission

City of Louisville
COLORADO • SINCE 1878

Community Development

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

ELECTRONIC LAND USE HEARING REQUEST

CASE NO. _____

APPLICANT INFORMATION

Firm: Construction Concepts Inc.
Contact: Joel C. Hardy
Address: 14125 Mead Street
Longmont, CO 80504
Mailing Address: 14125 Mead Street
Longmont, CO 80504
Telephone: (970) 535-0600
Fax: (970) 535-0299
Email: joel@constructionconceptsinc.com

OWNER INFORMATION

Firm: 947 Pine St., LLC
Contact: Danny Gryzmala
Address: 2645 E. 74th Ave.
Denver, CO 80229
Mailing Address: 2645E. 74th Ave
Denver, CO 80229
Telephone: (303) 464-9267
Fax: _____
Email: dgryzmala@a-1chipseal.com

REPRESENTATIVE INFORMATION

Firm: Construction Concepts Inc.
Contact: Joel C. Hardy
Address: 14125 Mead Street
Longmont, CO 80504
Mailing Address: 14125 Mead Street
Longmont, CO 80504
Telephone: (970) 535-0600
Fax: _____
Email: joel@constructionconceptsinc.com

PROPERTY INFORMATION

Common Address: 947 Pine Street, Louisville, CO
Legal Description: Lot Parts of 4, 5 and 6 Blk 3
Subdivision _____
Area: 9836 Sq. Ft.

TYPE (S) OF APPLICATION

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

I hereby request the public hearing(s) on this application be scheduled to be conducted by Electronic Participation in accordance with the attached Resolution No. 30, Series 2020, as adopted by the City Council on April 7, 2020, and in accordance with Resolution No. 38, Series 2020, as adopted by City Council on June 2, 2020 if such hearing(s) can be scheduled during a time period when in-person meetings are not being held due to a health epidemic or pandemic. I acknowledge that holding a quasi-judicial hearing by Electronic Participation may present certain legal risks and involves an area of legal uncertainty, and that having this application heard at a meeting held by Electronic Participation is optional and undertaken at my own risk. I also understand that in-person meetings are preferred for quasi-judicial hearings, and that even if electronic hearing(s) are scheduled, this application will be heard at an in-person meeting if in person meetings have resumed by the scheduled hearing date(s). I further agree to defend and indemnify the City of Louisville in any action that may arise out of, or in connection with, conducting the hearing by Electronic Participation.

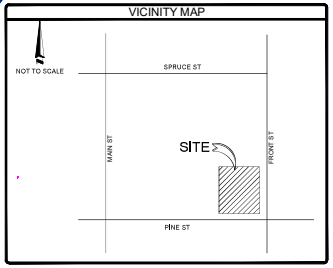
SIGNATURES & DATE

Applicant: Joel C Hardy
Print: Joel C. Hardy
Owner: _____ Manager
Print: Daniel S. Gryzmala
Representative: Joel C Hardy
Print: Joel C Hardy

CITY STAFF USE ONLY

- ☐ Electronic Hearing Approved: _____
- ☐ Date(s) of Hearing(s): _____

VICINITY MAP



BASIS OF BEARING

The bearings are based on the westerly line of Block 3, Town of Louisville, Boulder County, State of Colorado, said line bearing S00°04'09"E and being monumented as shown hereon.

BENCHMARK

Boulder County Bench Mark LL 16D
3-1/2" Brass Cap
NW corner of storm inlet at SW corner of Main Street and Spruce Street.
ELEV. = 5338.16 (NAVD88)

OBSERVED SIGNIFICANT OBSERVATIONS

- CURB EXTENDS INTO RIGHT-OF-WAY BY VARYING DISTANCES.
- BUILDING EXTENDS INTO SETBACK BY ±17.5'

ZONING INFORMATION

ITEM	REQUIRED
ZONING DESIGNATION	CC (COMMERCIAL COMMUNITY)
MINIMUM LOT AREA (SQ. FT.)	7,000 SQ. FT.
MINIMUM FRONTAGE	NONE STATED
MINIMUM LOT WIDTH	50 FEET
MAXIMUM LOT COVERAGE	40%
MAXIMUM FLOOR AREA (FAR)	2:1
MAX BUILDING HEIGHT	35 FEET
MINIMUM SETBACKS	
FRONT	25 FEET
STREET	20 FEET
INTERIOR SIDE	10 FEET IF PROVIDED
REAR	20 FEET

CONTACT: PARTNER ENGINEERING AND SCIENCE, INC.
800-419-4923

REPORT DATE: SEPTEMBER 12, 2023

REPORT #: 23-419896.2

PARKING REQUIREMENTS:

MINIMUM FOR RETAIL USE
1 SPACE PER 300 SQUARE FEET OF GFA
1 X (1,958 / 300) = 6.5

TOTAL REQUIRED PARKING SPACES = 7 SPACES

NOTES:

THE ZONING REPORT WAS PREPARED BY PARTNER ENGINEERING AND SCIENCE, INC.
THE ABOVE INFORMATION IS PRELIMINARY UNTIL A FINAL APPROVED ZONING REPORT IS PROVIDED.

FLOOD INFORMATION

BY GRAPHIC PLOTTING ONLY, THIS PROPERTY LIES WITHIN ZONE "X", AS SHOWN ON THE FLOOD INSURANCE RATE MAP, COMMUNITY PANEL NO. 08013C0582K (MAP NO. 0582K), WHICH BEARS AN EFFECTIVE DATE OF 08/15/2019, AND IS NOT IN A SPECIAL FLOOD HAZARD AREA. NO FIELD SURVEYING WAS PERFORMED TO DETERMINE THIS ZONE. ZONE "X" DENOTES AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN.

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NOTES CORRESPONDING TO SCHEDULE "B" ITEMS

1. - 6. NOT SURVEY ITEMS.

7. (A) UNPATENTED MINING CLAIMS; (B) RESERVATIONS OR EXCEPTIONS IN PATENTS OR IN ACTS AUTHORIZING THE ISSUANCE THEREOF; (C) WATER RIGHTS, CLAIMS OR TITLE TO WATER. **(AMBIGUOUS; NOT PLOTTABLE)**

8. NOT A SURVEY ITEM.

9. RESERVATION OF ALL COAL, OIL, GAS, OR MINERAL RIGHTS AND SUCH SURFACE RIGHTS AS MAY BE NECESSARY TO MINE AND REMOVE THE SAME, IN INSTRUMENT RECORDED JULY 6, 1967 UNDER RECEPTION NO. 851321. **(BLANKET IN NATURE OVER THE SURVEYED PROPERTY)**

10. EASEMENT FOR THE PURPOSE OF MAINTAINING A ROOF OVERHANG AND STRUCTURE AS GRANTED IN INSTRUMENT RECORDED JANUARY 19, 1979 UNDER RECEPTION NO. 319545. **(PLOTTED)**

11. TERMS, CONDITIONS, PROVISIONS, BURDENS AND OBLIGATIONS AS SET FORTH IN RESOLUTION NO. 32 SERIES OF 2016, APPROVING AN ICONIC SIGN DESIGNATION FOR THE FORMER STANDARD OIL SIGN LOCATED AT 947 PINE STREET RECORDED AUGUST 09, 2016 UNDER RECEPTION NO. 03535802. **(BLANKET IN NATURE OVER THE SURVEYED PROPERTY)**

BUILDING AREA

BUILDING 1: 1,848 SQ. FT.

BUILDING HEIGHT

BUILDING 1: 17.0'±

LAND AREA

TOTAL AREA: 9,951 SQ. FT. ±0.228 ACRES

PARKING

REGULAR:	12
HANDICAP:	0
TOTAL PARKING:	12

UTILITY NOTE

THE SURVEY SHOWS THE LOCATION OF UTILITIES EXISTING ON OR SERVING THE SURVEYED PROPERTY AS DETERMINED BY OBSERVED EVIDENCE COLLECTED PURSUANT TO ALTA SECTION 5.E.IV TOGETHER WITH EVIDENCE PROVIDED BY THE CLIENT AND MARKINGS REQUESTED BY THE CLIENT PURSUANT TO A 811 UTILITY LOCATE OR SIMILAR REQUEST.

TITLE DESCRIPTION

THE EASTERLY 95.00 FEET OF LOTS 5 AND 6, AND THE EASTERLY 95.00 FEET OF THE SOUTH 1/2 OF LOT 4, EXCEPT THE NORTHERLY 12.00 FEET OF SAID EASTERLY 95.00 FEET OF THE SOUTH 1/2 OF LOT 4, BLOCK 3, TOWN OF LOUISVILLE, COUNTY OF BOULDER, STATE OF COLORADO.

THE SURVEYED PROPERTY IS THE SAME PROPERTY AS SHOWN ON CHICAGO TITLE INSURANCE COMPANY, COMMITMENT NO. ABZ70816490 HAVING AN EFFECTIVE DATE OF JULY 27, 2023 AT 5:00 PM.

TITLE COMMITMENT INFORMATION

The Title Description and Schedule 'B' items are the same as shown on the title commitment provided by Chicago Title Insurance Company, Commitment No. ABZ70816490, issued July 27, 2023 with an effective date of July 27, 2023

SURVEYOR'S CERTIFICATE

TO: 947 PINE ST., LLC, A COLORADO LIMITED LIABILITY COMPANY; LAND TITLE GUARANTEE CO; PUEBLO BANK & TRUST; CHICAGO TITLE INSURANCE COMPANY,

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2021 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1, 2, 3, 4, 5, 6(A), 6(B), 7(A), 7(B)(1), 7(C), 8, 9, 11b, 13, 14, 16, 17, AND 19 OF TABLE A THEREOF. THE FIELD WORK WAS COMPLETED ON DECEMBER 26, 2023.

DATE OF PLAT OR MAP: JANUARY 5, 2024.

SURVEYOR: GREGORY A. CLARK
REGISTRATION NUMBER: 32430
STATE OF REGISTRATION: COLORADO

PRELIMINARY

SURVEYOR'S NOTES

1. ALL STATEMENTS WITHIN THE CERTIFICATION, AND OTHER REFERENCES LOCATED ELSEWHERE HEREON, RELATED TO UTILITIES, IMPROVEMENTS, STRUCTURES, BUILDINGS, PARTY WALLS, EASEMENTS, SERVITUDES, FOUNDATIONS AND POSSIBLE ENCROACHMENTS ARE BASED SOLELY ON ABOVE GROUND, VISIBLE EVIDENCE, UNLESS ANOTHER SOURCE OF INFORMATION IS SPECIFICALLY REFERENCED HEREON.

2. SUBJECT TRACT HAS DIRECT PHYSICAL ACCESS TO PINE STREET AND FRONT STREET, BOTH DEDICATED PUBLIC RIGHTS-OF-WAY.

3. THE DIMENSIONS AND AREA OF THE BUILDING(S) SHOWN ARE BASED ON THE BUILDING'S EXTERIOR FOOTPRINT AT GROUND LEVEL.

4. THE POINT OF HEIGHT MEASUREMENT IS IDENTIFIED ON THE SURVEY AND WAS TAKEN FROM THE NEAREST ADJACENT GRADE AT SAID POINT. THIS POINT REPRESENTS THE HEIGHT OF THE STRUCTURE AS OBSERVED FROM GROUND LEVEL.

5. THERE IS NO OBSERVABLE EVIDENCE OF EARTH MOVING WORK, OR BUILDING CONSTRUCTION ON THE SURVEYED PROPERTY.

6. THERE ARE NO OBSERVABLE EVIDENCE OF ANY CHANGES IN STREET RIGHT-OF-WAYS OR RECENT STREET OR SIDEWALK CONSTRUCTION OR REPAIR.

7. THERE IS NO OBSERVABLE EVIDENCE OF CEMETERIES ON THE SURVEYED PROPERTY.

8. ALL RECIPROCAL EASEMENT AGREEMENTS ("REAS") THAT HAVE BEEN REPORTED BY THE TITLE REPORT PROVIDED HAVE BEEN DENOTED ON THE SURVEY AND ARE SHOWN HEREON. THE LIMITS OF ANY OFFSITE APPURTENANT EASEMENTS THAT HAVE BEEN REPORTED BY THE TITLE REPORT PROVIDED HAVE BEEN DENOTED ON THE SURVEY AND ARE SHOWN HEREON.

9. THIS SURVEY DOES NOT PROVIDE A DETERMINATION OR OPINION CONCERNING THE LOCATION OR EXISTENCE OF WETLANDS, FAULT LINES, TOXIC OR HAZARDOUS WASTE AREAS, SUBSIDENCE, SUBSURFACE AND ENVIRONMENTAL CONDITIONS OR GEOLOGICAL ISSUES. NO STATEMENT IS MADE CONCERNING THE SUITABILITY OF THE SUBJECT TRACT FOR ANY INTENDED USE, PURPOSE OR DEVELOPMENT.

10. UNLESS SHOWN OTHERWISE, THE SURVEYED BOUNDARY SHOWN HEREON ARE CONTIGUOUS WITH ADJOINING PROPERTIES AND/OR RIGHTS OF WAY WITHOUT ANY GAPS, GORES OR OVERLAPS.

11. UNLESS SHOWN OTHERWISE, NO VISIBLE EVIDENCE OF SUBSTANTIAL AREAS OF REFUSE WERE OBSERVED AT THE TIME THE FIELDWORK WAS PERFORMED.

12. LINEAR DIMENSIONS ARE IN U.S. SURVEY FEET.

13. NOTICE: ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH DEFECT. IN NO EVENT MAY ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY BE COMMENCED MORE THAN TEN YEARS FROM THE DATE OF THE CERTIFICATE SHOWN HEREON.

14. ANY BURIED UTILITY OR PIPE LINES ARE AS SHOWN PER SURFACE EVIDENCE AND MARKINGS AS A RESULT OF A PRIVATE UTILITY LOCATED PERFORMED BY GPRS ON DECEMBER 19, 2023. BOUNDARY BOYS, LLC WAS NOT SUPPLIED AS-BUILT DRAWINGS OF THE CONSTRUCTED UTILITY LINES. IF ANY UNDERGROUND UTILITY LOCATIONS ARE NEEDED EXACTLY, THEY WILL HAVE TO BE VERIFIED BY FIELD POTHOLEING THE EXISTING UTILITIES. BOUNDARY BOYS, LLC, AND THE SURVEYOR OF RECORD SHALL NOT BE LIABLE FOR THE LOCATION OF OR THE FAILURE TO NOTE THE LOCATION OF NON-VISIBLE UTILITIES.

THIS SURVEY WAS COORDINATED, NOT PERFORMED, BY PARTNER. SURVEY OBTAINED FROM AND CERTIFIED TO BY A PROFESSIONAL SURVEYOR LICENSED TO PRACTICE IN THE SAME STATE THE SUBJECT PROPERTY IS LOCATED

SHEET 1 OF 3

2021 ALTA/NSPS LAND TITLE SURVEY

947 PINE STREET

SITE ADDRESS

947 PINE STREET
LOUISVILLE, COLORADO 80027
COUNTY OF BOULDER

PARTNER PROJECT NUMBER: 23-419896.3

COORDINATED BY

PARTNER
CORPORATE OFFICE
2154 Torrance Boulevard
Torrance, CA 90501
Phone: 888-213-7479
ALTA@partneresi.com
www.partnereng.com

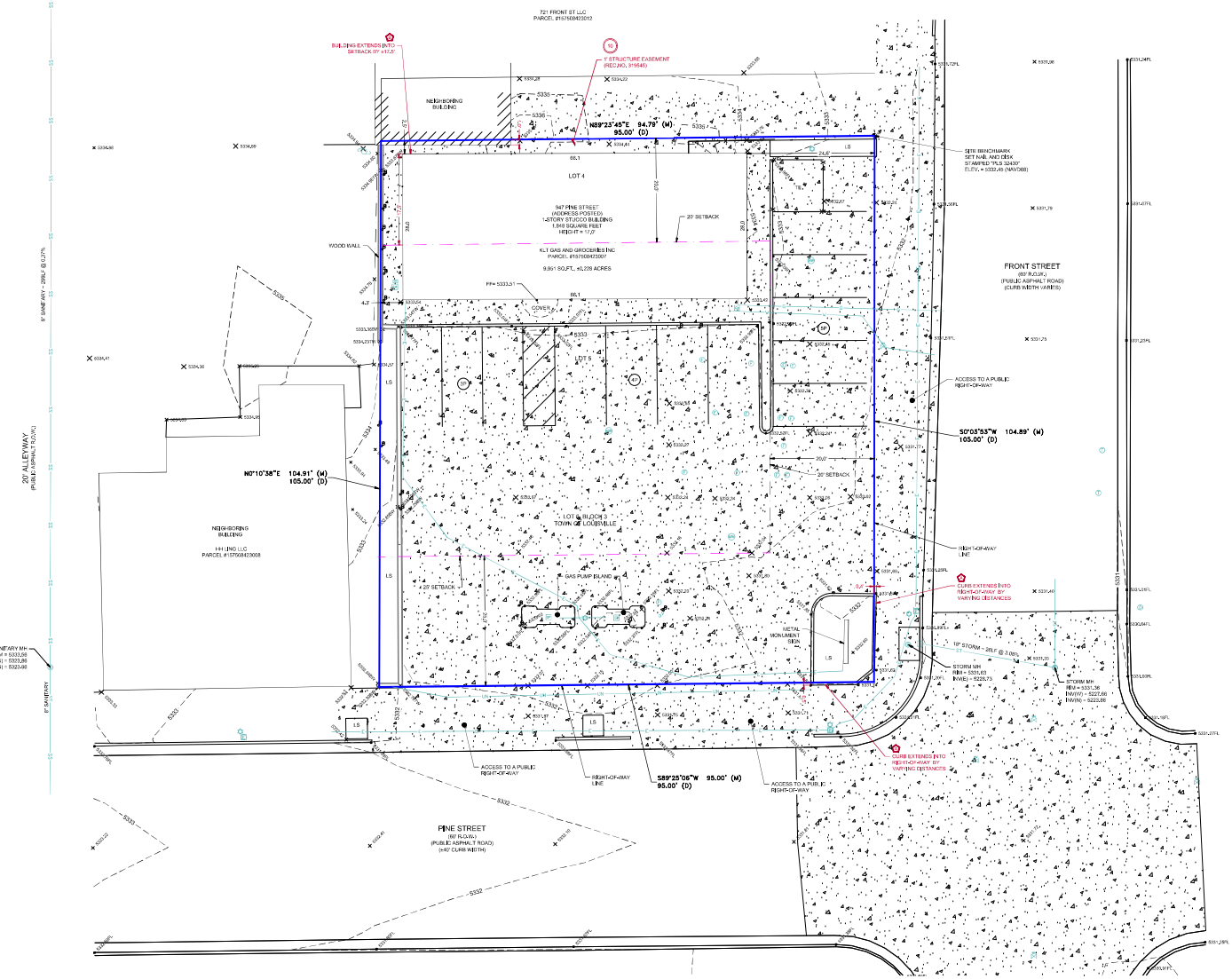
DATE	REVISIONS	DRAWN BY: TU	DRAWING SCALE: 1" = 10'
01/08/2024	REVISION #1	CHECKED BY: GAC	JOB NO.: 1 PES0548
01/19/2024	REVISION #2	FILENAME: 1PES0548-947 PINE ST-LOUISVILLE, CO-TOPO.DWG	

SURVEYED BY

Boundary Boys, LLC
P.O. Box 2441
Harker Heights, TX 76548
Phone: 303-709-7899
boundaryboys@reagan.com

A.L.T.A./N.S.P.S. LAND TITLE SURVEY

A PARCEL OF LAND SITUATED IN THE SE¼ OF SECTION 8, TOWNSHIP 1 SOUTH, RANGE 69 WEST OF THE 6TH P.M.,
COUNTY OF BOULDER, STATE OF COLORADO



LEGEND

(M) MEASURED	LOCATION OF HEIGHT MEASUREMENT	SET NO.5 REBAR 18" LONG WITH RED PLASTIC CAP STAMPED "PLS 32430" (UNLESS OTHERWISE NOTED)	
(D) DEEDED	HANDICAP PARKING	SET NAIL AND DISK STAMPED "PLS 32430" (UNLESS OTHERWISE NOTED)	
(P) PLATTED	FUEL MANHOLE	FOUND MONUMENT AS DESCRIBED	
(C) CALCULATED	GAS METER	CALCULATED POSITION	
LS LANDSCAPE AREA	GAS PUMP	EASEMENT	
TE TRASH ENCLOSURE	CLEANOUT	PROPERTY LINE	
BOLLARD	MONITOR WELL	FENCE	
BENCHMARK	SANITARY MANHOLE	GAS LINE	
SIGN	STORM GRATE	UNDERGROUND ELECTRIC LINE	
AIR PUMP	STORM MANHOLE	UNKNOWN LINE	
LIGHT POLE	TELEPHONE MANHOLE	SANITARY LINE	
ELECTRICAL BOX	TELEPHONE PEDESTAL	STORM LINE	
ELECTRIC METER	FIRE HYDRANT	WATER LINE	
ELECTRIC POWER	WATER MANHOLE	PARKING SPACE COUNT	
ELECTRIC POLE	WATER METER	CONCRETE PAVEMENT	
GUY WIRE ANCHOR	WATER VALVE		
ELECTRIC VAULT	VENT PIPE		
	MANHOLE (UNKNOWN TYPE)		

1" = 10'
GRAPHIC SCALE
0 5' 10' 20'

2021 ALTA/NSPS LAND TITLE SURVEY

947 PINE STREET

SITE ADDRESS

947 PINE STREET
LOUISVILLE, COLORADO 80027
COUNTY OF BOULDER

PARTNER PROJECT NUMBER: 23-419896.3

COORDINATED BY

PARTNER

CORPORATE OFFICE
2154 Torrance Boulevard
Torrance, CA 90501
Phone: 888-213-7479
ALTA@partnersi.com
www.partnersi.com

DATE	REVISIONS	DRAWN BY: TU	DRAWING SCALE: 1" = 10'
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P.O. Box 2441
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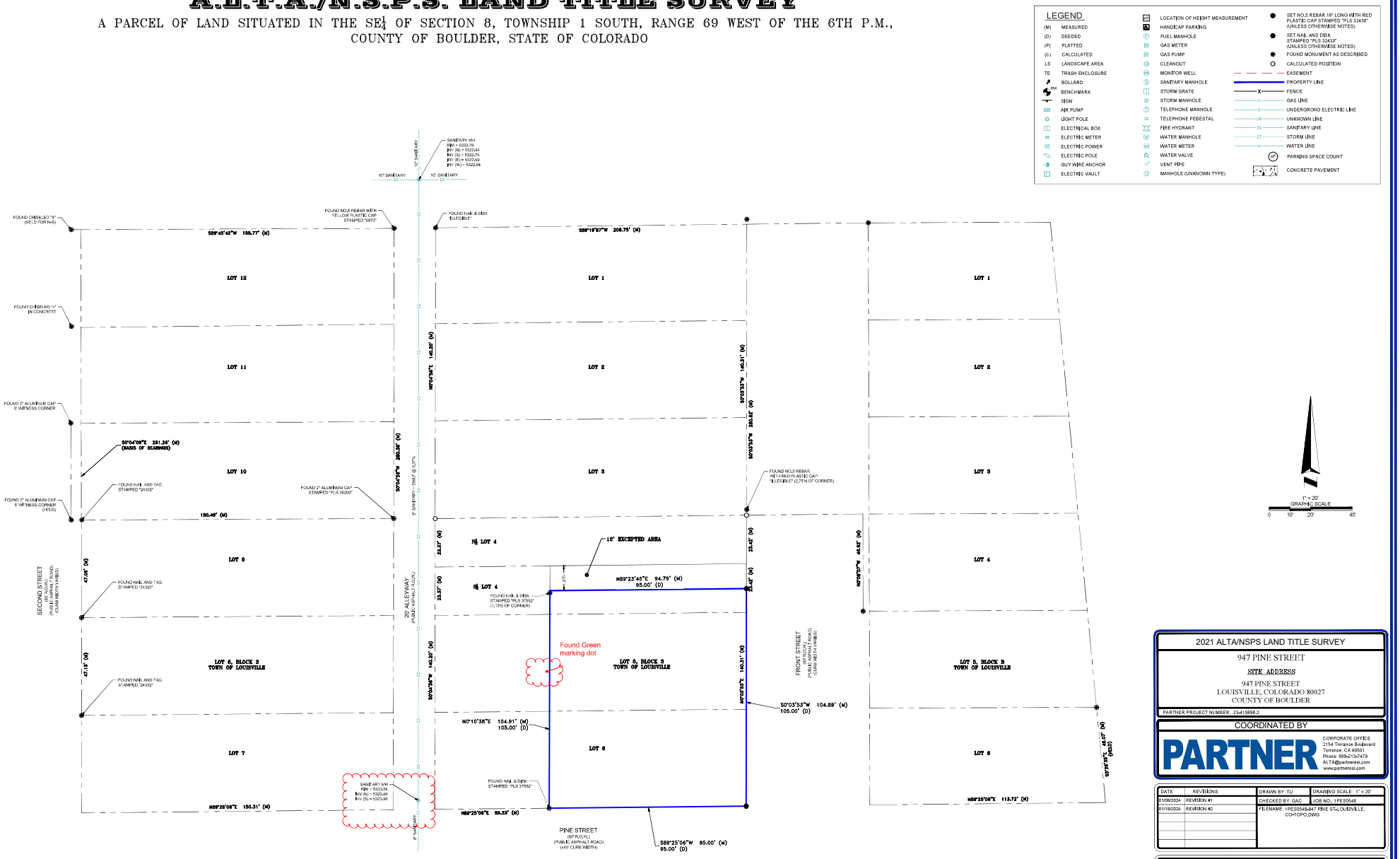
SHEET 2
OF 3

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THIS SURVEY WAS COORDINATED, NOT PERFORMED, BY PARTNER. SURVEY OBTAINED FROM AND CERTIFIED TO BY A PROFESSIONAL SURVEYOR LICENSED TO PRACTICE IN THE SAME STATE THE SUBJECT PROPERTY IS LOCATED

A.L.T.A./N.S.P.S. LAND TITLE SURVEY

A PARCEL OF LAND SITUATED IN THE SE¼ OF SECTION 8, TOWNSHIP 1 SOUTH, RANGE 69 WEST OF THE 6TH P.M., COUNTY OF BOULDER, STATE OF COLORADO



2021 ALTA/NSPS LAND TITLE SURVEY
947 PINE STREET
SITE ADDRESS
947 PINE STREET LOUISVILLE, COLORADO 80027 COUNTY OF BOULDER
PARTNER PROJECT NUMBER: 23-419896.3

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SURVEYED BY

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SHEET 3 OF 3

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GEORGE OIL PUD AND SPECIAL REVIEW USE 1ST AMENDMENT

PART OF LOTS 4, 5, AND 6, BLOCK 3
PLAT OF THE TOWN OF LOUISVILLE
COUNTY OF BOULDER, STATE OF COLORADO

LEGAL DESCRIPTION

THE EASTERLY 95.00 FEET OF LOTS 5 AND 6, AND THE EASTERLY 95.00 FEET OF THE SOUTH 1/2 OF LOT 4, EXCEPT THE NORTHERLY 12.00 FEET OF SAID EASTERLY 95.00 FEET OF THE SOUTH 1/2 OF LOT 4, BLOCK 3, TOWN OF LOUISVILLE, COUNTY OF BOULDER, STATE OF COLORADO.

BASIS OF BEARING

THE BEARINGS ARE BASED ON THE WESTERLY LINE OF BLOCK 3, TOWN OF LOUISVILLE, BOULDER COUNTY, STATE OF COLORADO, SAID LINE BEARING S00°04'09"E AND BEING MONUMENTED AS SHOWN HEREON.

BENCHMARK

BOULDER COUNTY BENCH MARK LL 16D 2-1/2" BRASS CAP NW CORNER OF STORM INLET AT SW CORNER OF MAIN STREET AND SPRUCE STREET. ELEV. = 5338.16 (NAVD88)

GENERAL NOTES

THE CITY OF LOUISVILLE IS NOT RESPONSIBLE FOR DAMAGE TO OR REPAIR OF MONUMENT SIGNS, PAVEMENT SURFACES, OR LANDSCAPING CAUSED DURING REPAIR OR MAINTENANCE OF UTILITIES LOCATED WITHIN PUBLIC UTILITY EASEMENTS

PROJECT DESCRIPTION

RENOVATE AND EXPAND EXISTING BUILDING TO ACCOMMODATE A NEW INDOOR VIRTUAL GOLF FACILITY WITH BAR AND LIGHT FOOD SERVICE. REMOVE EASTING OUTDOOR GAS PUMPS AND CONSTRUCT NEW MINIATURE GOLF FACILITY.

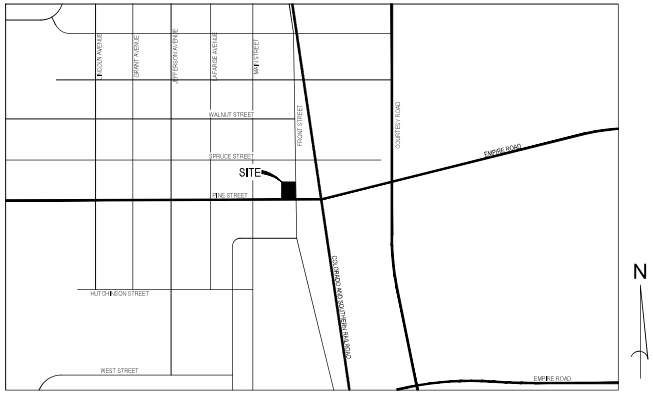
PROJECT HISTORY

PREVIOUSLY APPROVED AS A GAS STATION UNDER GEORGE OIL CO SITE PLAN APPROVED OCTOBER 21, 1986.

NOTES

ALL LIGHTING ASSOCIATED WITH THE OUTDOOR EATING AND DRINKING USE SHALL BE DOWNCAST, SHIELDED, OR OF A BRIGHTNESS AND TEMPERATURE THAT DOES NOT CREATE A NUISANCE TO SURROUNDING PROPERTIES AND RIGHTS-OF-WAY.
- THE PROPOSED STRING LIGHTS AT 7W AND 2500K WILL MEET THE STANDARD.

AMPLIFIED MUSIC SHALL NOT BE USED BETWEEN THE HOURS OF 10:00PM AND 8:00AM



VICINITY MAP
SCALE: 1" = 500'

SITE DATA TABLE

SITE ZONING	COMMERCIAL COMMUNITY (CC) GEORGE OIL SPECIAL REVIEW USE DOWNTOWN DESIGN STANDARDS AND GUIDELINES (DDSG)	
SITE AREA	AREA	PERCENT
GROSS SITE AREA	9,951 SF / 0.2284 AC	100.0%
BLDG. COVERAGE	2,608 SF	26.2%
SIDEWALKS AND PAVEMENT	5,354 SF	53.8%
LANDSCAPING	1,989 SF	20.0%
BUILDING STANDARDS		
	STANDARD	PROPOSED
BUILDING HEIGHT (MAX0	45'	24'
BUILDING COVERAGE F.A.R. (MAX)	N/A	0.259
FRONT BUILDING - SOUTH	N/A	48.5'
REAR BUILDING - NORTH	N/A	2.5'
SIDE BUILDING - EAST	N/A	16.3'
SIDE BUILDING - WEST	N/A	4.2'
PARKING		
	REQUIRED	PROVIDED
	EXISTING BUILDING 1,848 SF 1 SPACE PER 500 SF ADDITION AREA EXEMPT	
	1,848SF / 500 = 4 REQUIRED	FEE IN LIEU OF SPACES
	N/A	2 BIKE RACKS

OWNERSHIP SIGNATURE BLOCK

BY SIGNING THIS PUD, THE OWNER ACKNOWLEDGES AND ACCEPTS ALL THE REQUIREMENTS AND INTENT SET FORTH IN THIS PUD.
WITNESS MY / OUR HAND(S) SEAL(S). THIS _____ DAY OF _____, 20 _____

_____
OWNER NAME AND SIGNATURE

_____
NOTARY NAME SEAL

_____
NOTARY SIGNATURE

MY COMMISSION EXPIRES _____

PLANNING COMMISSION CERTIFICATE

RECOMMENDED FOR APPROVAL

BY THE PLANNING COMMISSION OF THE CITY OF LOUISVILLE, COLORADO.

RESOLUTION NO.

CITY COUNCIL CERTIFICATE

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

BY _____
MAYOR

BY _____
CITY CLERK

ORDINANCE FROM RESOLUTION NO. _____, SERIES _____

ENGINEER

PERCEPTION DESIGN GROUP, INC.
6901 SOUTH PIERCE STREET, SUITE 315
LITTLETON, CO 80128
(303) 232-8088
CONTACT: JERRY W. DAVIDSON, P.E.
JDAVIDSON@PERCEPTIONDESIGNGROUP.COM

LANDSCAPE ARCHITECT

SEVEN 29 DESIGN
5856 S. LOWELL BLVD, UNIT 32 #260
LITTLETON, CO 80123
(303) 883-3278
CONTACT: CHRIS MARCH
CMARCH@SEVEN2DESIGN.COM

LIGHTING ENGINEER

BRIAN'S ELECTRIC LLC
1410 WEBSTER AVENUE
FORT COLLINS, CO 80524
(970) 443-0179
CONTACT: TERRY ENKE
TERRYBRIANSELECTRIC@GMAIL.COM

OWNER

947 PINE ST LLC
270 SAINT PAUL ST STE 200
DENVER, CO 80206-5133
720-540-8276
CONTACT: DANNY GRYZMALA
DGRYZMALA@A-1CHIPSEAL.COM

ARCHITECT

STUDIO DH ARCHITECTURE
1300 JACKSON STREET, SUITE 200
GOLDEN, CO 80401
303-456-9664
CONTACT: ROB DAVIS
ROB@STUDIO-DH.US

SURVEYOR

BOUNDARY BOYS LLC
P.O. BOX 2461
HARKER HEIGHTS, TX 76548
PHONE: 303-709-7899
BOUNDARYBOYS@REAGAN.COM

SHEET INDEX

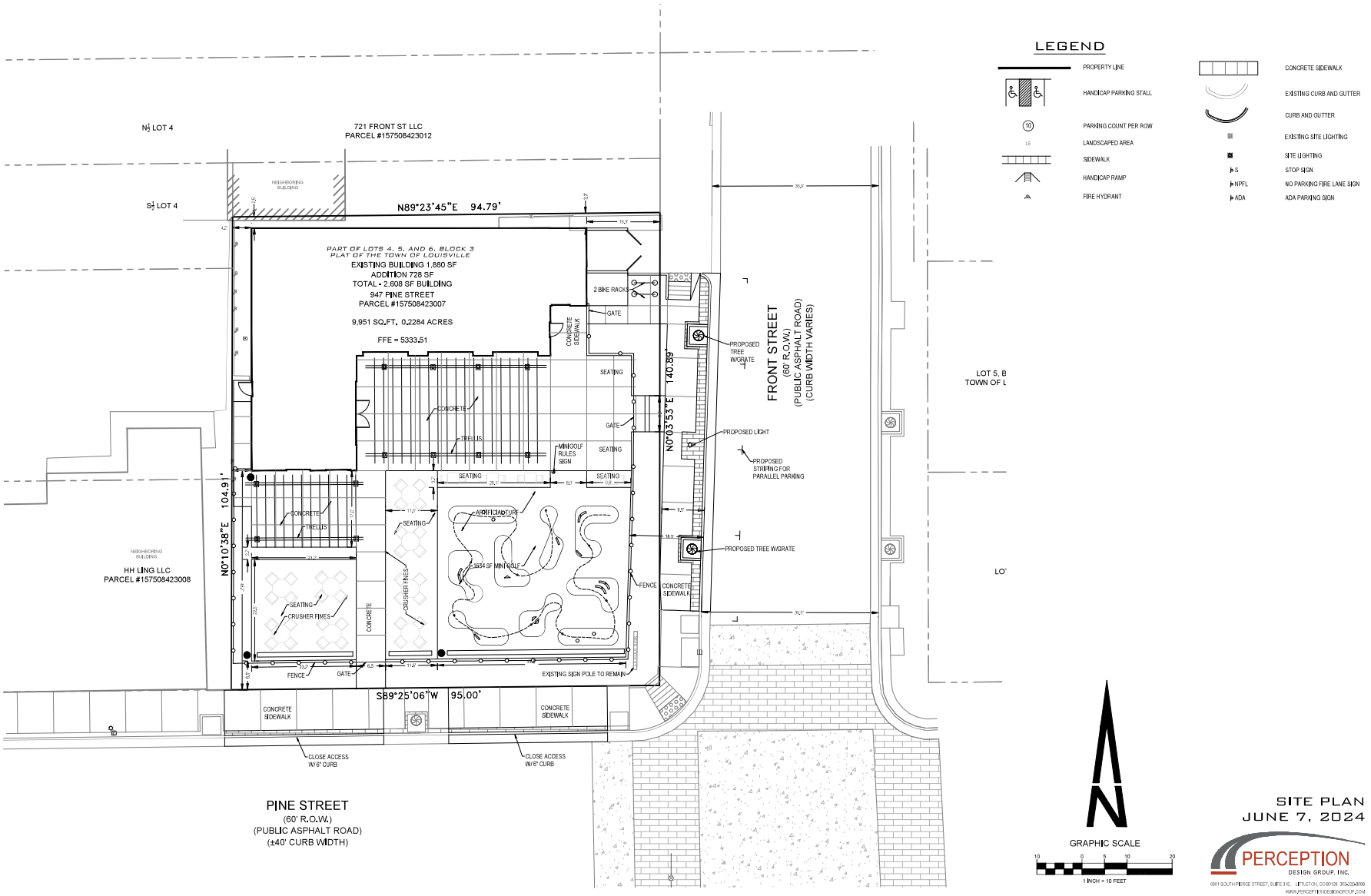
COVER SHEET	1
SITE PLAN	2
UTILITY PLAN	3
GRADING PLAN	4
LANDSCAPE PLAN	5
EXTERIOR ELEVATIONS	6
PHOTOMETRIC PLAN	7
PHOTOMETRIC CUT SHEETS	8
FLOOR PLAN	9
EXTERIOR MATERIALS	10

COVER SHEET
MARCH 1, 2024

PERCEPTION DESIGN GROUP, INC.
6901 SOUTH PIERCE STREET, SUITE 315 LITTLETON, CO 80128 303-232-8088
WWW.PERCEPTIONDESIGNGROUP.COM

GEORGE OIL PUD AND SPECIAL REVIEW USE 1ST AMENDMENT

PART OF LOTS 4, 5, AND 6, BLOCK 3
PLAT OF THE TOWN OF LOUISVILLE
COUNTY OF BOULDER, STATE OF COLORADO

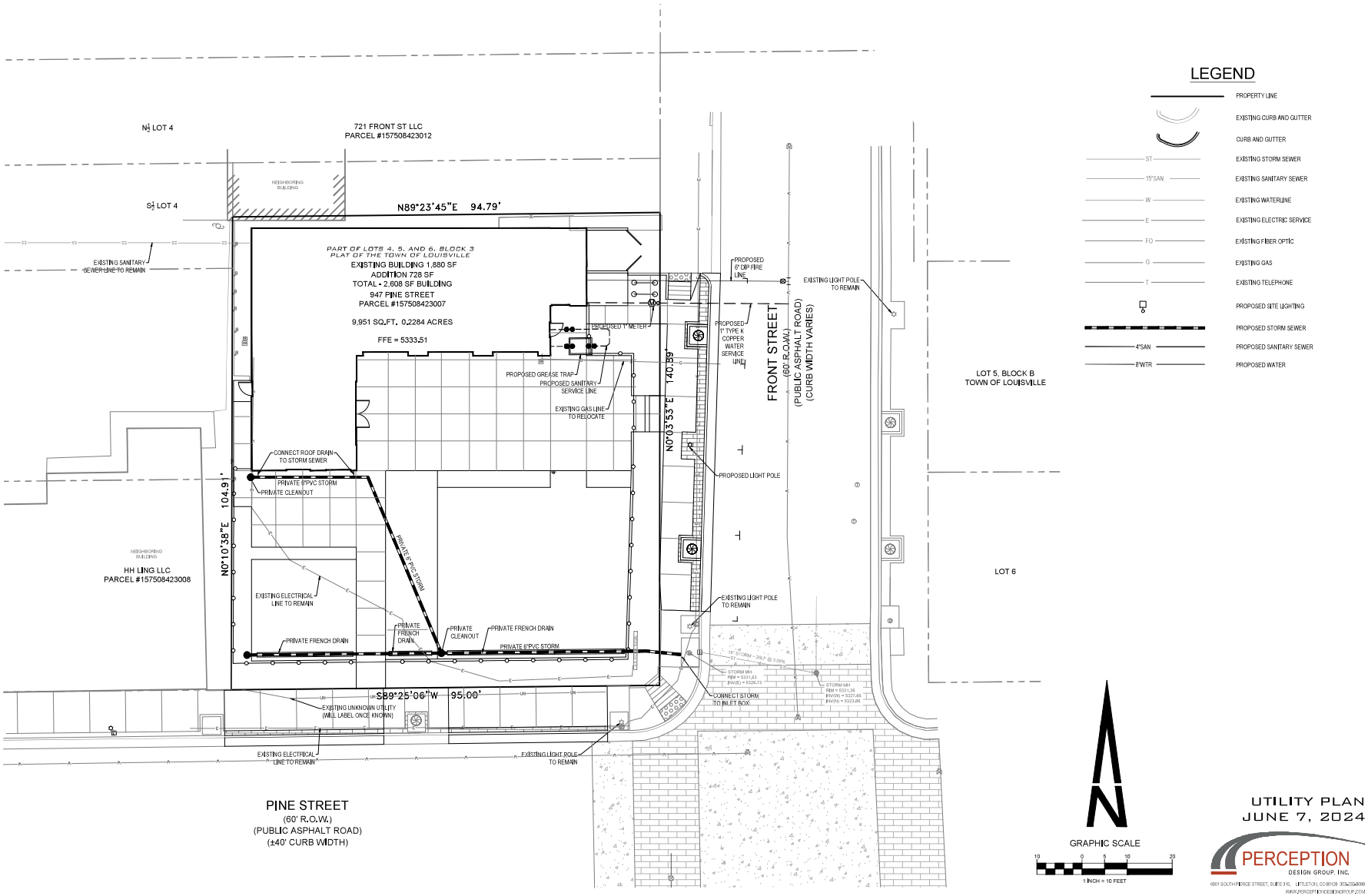


SITE PLAN
JUNE 7, 2024

PERCEPTION DESIGN GROUP, INC.
6501 SOUTH PIERCE STREET, SUITE 315, LITTLETON, CO 80128 303-283-9088
WWW.PERCEPTIONDESIGNGROUP.COM

GEORGE OIL PUD AND SPECIAL REVIEW USE 1ST AMENDMENT

PART OF LOTS 4, 5, AND 6, BLOCK 3
PLAT OF THE TOWN OF LOUISVILLE
COUNTY OF BOULDER, STATE OF COLORADO

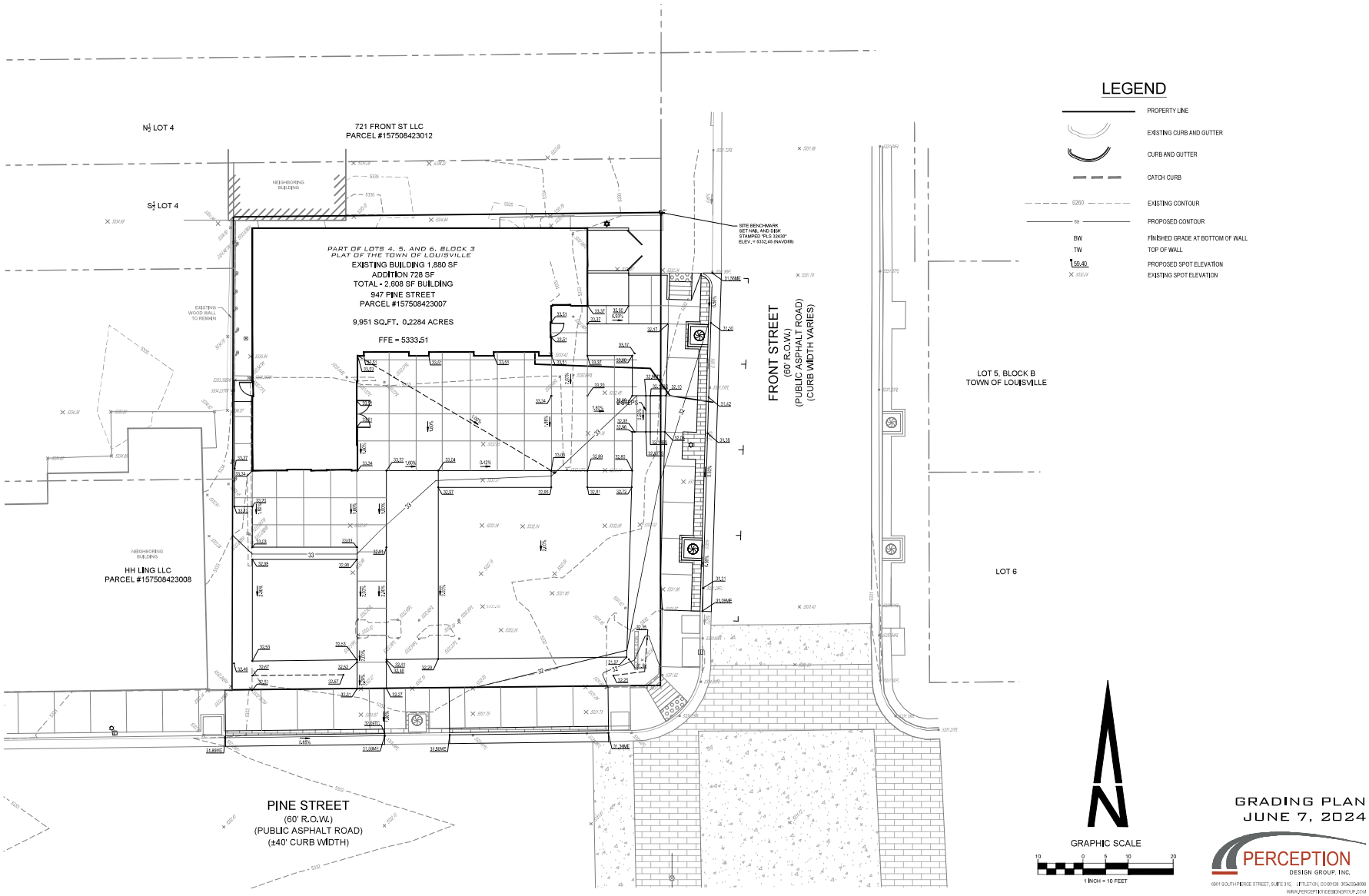


UTILITY PLAN
JUNE 7, 2024

PERCEPTION
DESIGN GROUP, INC.
6501 SOUTH PIERCE STREET, SUITE 315, LITTLETON, CO 80128 303-232-3088
WWW.PERCEPTIONDESIGNGROUP.COM

GEORGE OIL PUD AND SPECIAL REVIEW USE 1ST AMENDMENT

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PLAT OF THE TOWN OF LOUISVILLE
COUNTY OF BOULDER, STATE OF COLORADO



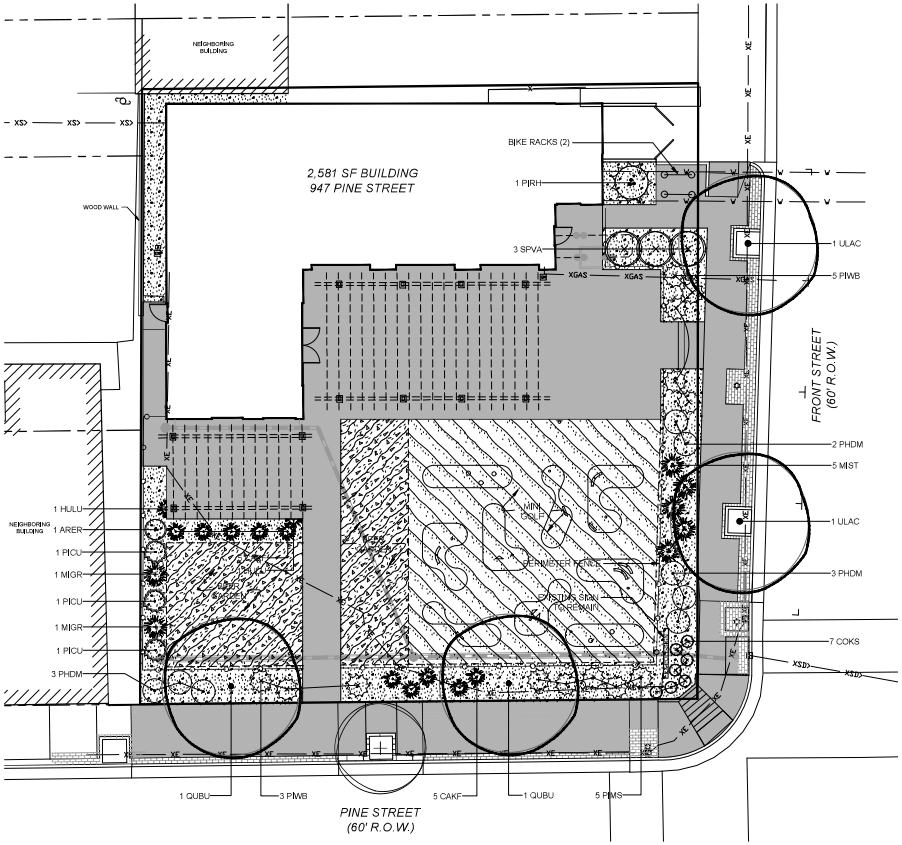
GRADING PLAN
JUNE 7, 2024

PERCEPTION
DESIGN GROUP, INC.
6501 SOUTH PIERCE STREET, SUITE 315, LITTLETON, CO 80128 303-232-3088
WWW.PERCEPTIONDESIGNGROUP.COM

SHEET 4 OF 10

GEORGE OIL PUD AND SPECIAL REVIEW USE 1ST AMENDMENT

PART OF LOTS 4, 5, AND 6, BLOCK 3
PLAT OF THE TOWN OF LOUISVILLE
COUNTY OF BOULDER, STATE OF COLORADO



LANDSCAPE PLAN

N
0 5 10 20
SCALE: 1"=10'-0"

LEGEND

SYMBOL	DESCRIPTION
	EXISTING DECIDUOUS TREE (TO REMAIN)
	DECIDUOUS SHADE TREE
	EVERGREEN TREE
	ORNAMENTAL GRASS
	DECIDUOUS SHRUBS
	EVERGREEN SHRUBS
	VINES
	CONCRETE PAVING
	ROCK MULCH
	CRUSHER FINES
	SYNTHETIC TURF
	PERIMETER FENCE

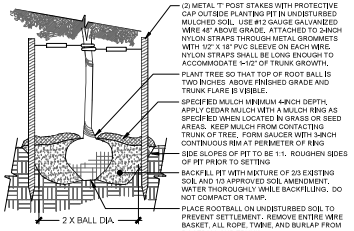
NOTES

ANY CHANGES TO FENCE STYLE TO MEET ZONING CODE UNDER SEPARATE PERMIT

PLANT SCHEDULE

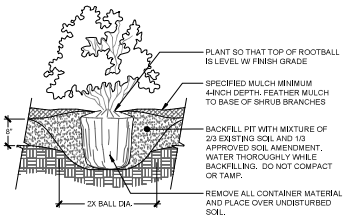
CODE	QTY	BOTANICAL NAME	COMMON NAME	CONT	CAL	SIZE
DECIDUOUS TREES						
QUBU	2	QUERCUS BUCKLEYI	TEXAS RED OAK	B & B	2"CAL	
ULAC	2	ULMUS X 'ACCOLADE'	ACCOLADE ELM	B & B	2"CAL	
EVERGREEN TREES						
PICU	3	PICEA ABIES 'CUPRESSINA'	FASTIGIATE NORWAY SPRUCE	20 GAL		5'-6'
CODE	**QTY**	**BOTANICAL NAME**	**COMMON NAME**	**CONT**		
DECIDUOUS SHRUBS						
ARER	1	ARONIA ARBUTIFOLIA 'ERECTA'	UPRIGHT RED CHOKEBERRY	5 GAL		
COKS	7	CORNUS SERICEA 'KELSEYI'	KELSEY'S DWARF RED TWIG DOGWOOD	5 GAL		
PHDM	8	PHYSOCARPUS OPULIFOLIUS 'DONNA MAY'	LITTLE DEVIL NINEBARK	5 GAL		
SPVA	3	SPIRAEA X VANHOUTTEI	SPIREA VANHOUTTEI	5 GAL		
EVERGREEN SHRUBS						
PIRH	1	PICEA PUNGENS 'RH MONTGOMERY'	RH MONTGOMERY SPRUCE	5 GAL		
PIMS	5	PINUS MUGO 'SLOWMOUND'	SLOWMOUND MUGO PINE	5 GAL		
PIWB	8	PINUS MUGO 'WHITEBUD'	WHITEBUD MUGO PINE	5 GAL		
ORNAMENTAL GRASS						
CAKF	10	CALAMAGROSTIS ACUTIFLORA 'KARL FOERSTER'	FEATHER REED GRASS	5 GAL		
MIGR	2	MISCANTHUS SINENSIS 'GRACILLIMUS'	MAIDEN GRASS	5 GAL		
MIST	5	MISCANTHUS SINENSIS 'STRICTUS'	ZEBRA GRASS	5 GAL		
VINES						
HULU	2	HUMULUS LUPULUS	COMMON HOP	5 GAL		

SIZE NOTE: ALL PLANT MATERIAL SHALL MEET OR EXCEED CURRENT AMERICAN STANDARD FOR NURSERY STOCK ANSI Z60.1 AND THE COLORADO NURSERY ACT AND ACCOMPANYING RULES AND REGULATIONS.



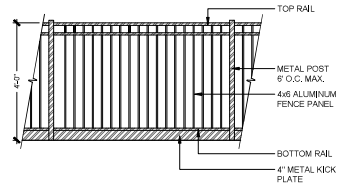
NOTES:
1. SET TRUNK PLUMB. DO NOT CUT LEADER. PRUNE ALL DAMAGED OR DEAD WOOD AFTER PLANTING. STAKING & MULCHING. KEEP CROWN SHAPE TYPICAL OF SPECIES.
2. REMOVE ALL PLANTING LABELS AFTER FINAL ACCEPTANCE BY LANDSCAPE ARCHITECT.
3. REFER TO PLANTING NOTES/SPECIFICATIONS FOR FULL DESCRIPTION OF INSTALLATION PROCEDURES TO BE FOLLOWED.

1 DECIDUOUS TREE PLANTING
NTS 329300-02



NOTES:
1. SET SHRUB PLUMB. DO NOT CUT LEADER. PRUNE ALL DAMAGED OR DEAD WOOD AFTER PLANTING, STAKING & MULCHING. KEEP CROWN SHAPE TYPICAL OF SPECIES.
2. SET SHRUBS 1/2 MATURE WIDTH FROM EDGE OF WALK, CURB OR EDGING.
3. ENTIRE SHRUB BED AREA SHALL RECEIVE AMENDED SOIL.
4. REMOVE ALL PLANTING LABELS AFTER FINAL ACCEPTANCE .
5. REFER TO PLANTING NOTES/SPECIFICATIONS FOR FULL DESCRIPTION OF INSTALLATION PROCEDURES TO BE FOLLOWED.

2 SHRUB / ORNAMENTAL GRASS PLANTING
NTS 329300-05



NOTES:
1. ALL METAL TO BE POWDER COATED BLACK MATTE FINISH

3 PERIMETER FENCE
1/2" = 1'-0" P-24006-01

SEVEN LANDSCAPE ARCHITECTURE PLANNING
5856 S LOWELL BLVD, UNIT32 #260
LITTLETON, CO 80123
303.663.3278

PERCEPTION DESIGN GROUP, INC.
6501 SOUTHPIERCE STREET, SUITE 315, LITTLETON, CO 80128 303-2934099
WWW.PERCEPTIONDESIGNGROUP.COM

LANDSCAPE PLAN
JUNE 7, 2024

GEORGE OIL PUD & SPECIAL REVIEW USE 1ST AMENDMENT

PART OF LOTS 4, 5, AND 6, BLOCK 3
PLAT OF THE TOWN OF LOUISVILLE
COUNTY OF BOULDER, STATE OF COLORADO
CASE # PUXXXX-2024

MATERIAL LEGEND

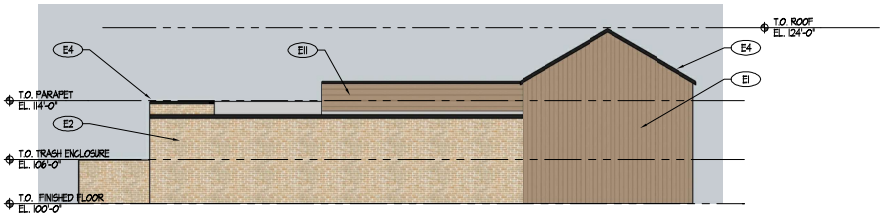
E1	VERTICAL WOOD SIDING w/ 6" EXPOSURE - PAINT SW 2821 COLONIAL REVIVAL STONE
E2	BRICK VENEER - SUMMIT #XXXX TO APPROXIMATE SW 2829 CLASSICAL WHITE
E3	STANDING SEAM ROOF - BERRIDGE BLACK
E4	PREFINISHED METAL FLASHING - BLACK TO MATCH ROOFING
E5	WOOD FRAMED TRELLIS PAINT - BLACK PAINTED
E6	ALUMINUM STOREFRONT BLACK W/ LOW-E GLASS
E7	EXTERIOR HOLLOW METAL DOOR COLOR - MATCH ADJ. MATL.
E8	CORRUGATED METAL INFILL PANEL ON STEEL FRAME COLOR - MATCH ADJ. MATL.
E9	SIGNAGE BY SEPARATE BUILDING PERMIT - NOT A PART OF THE PUD APPROVAL
E10	BRICK VENEER - SUMMIT #XXXX TO APPROXIMATE SW 6258 TRIGON BLACK
E11	HORIZONTAL WOOD SIDING w/ 6" EXPOSURE - PAINT SW 2821 COLONIAL REVIVAL STONE



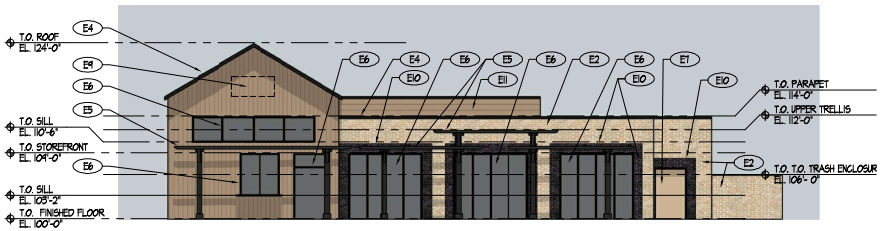
A CONCEPTUAL EAST ELEVATION
SCALE: 1/8" = 1'-0"



B CONCEPTUAL WEST ELEVATION
SCALE: 1/8" = 1'-0"



C CONCEPTUAL NORTH ELEVATION
SCALE: 1/8" = 1'-0"



D CONCEPTUAL SOUTH ELEVATION
SCALE: 1/8" = 1'-0"

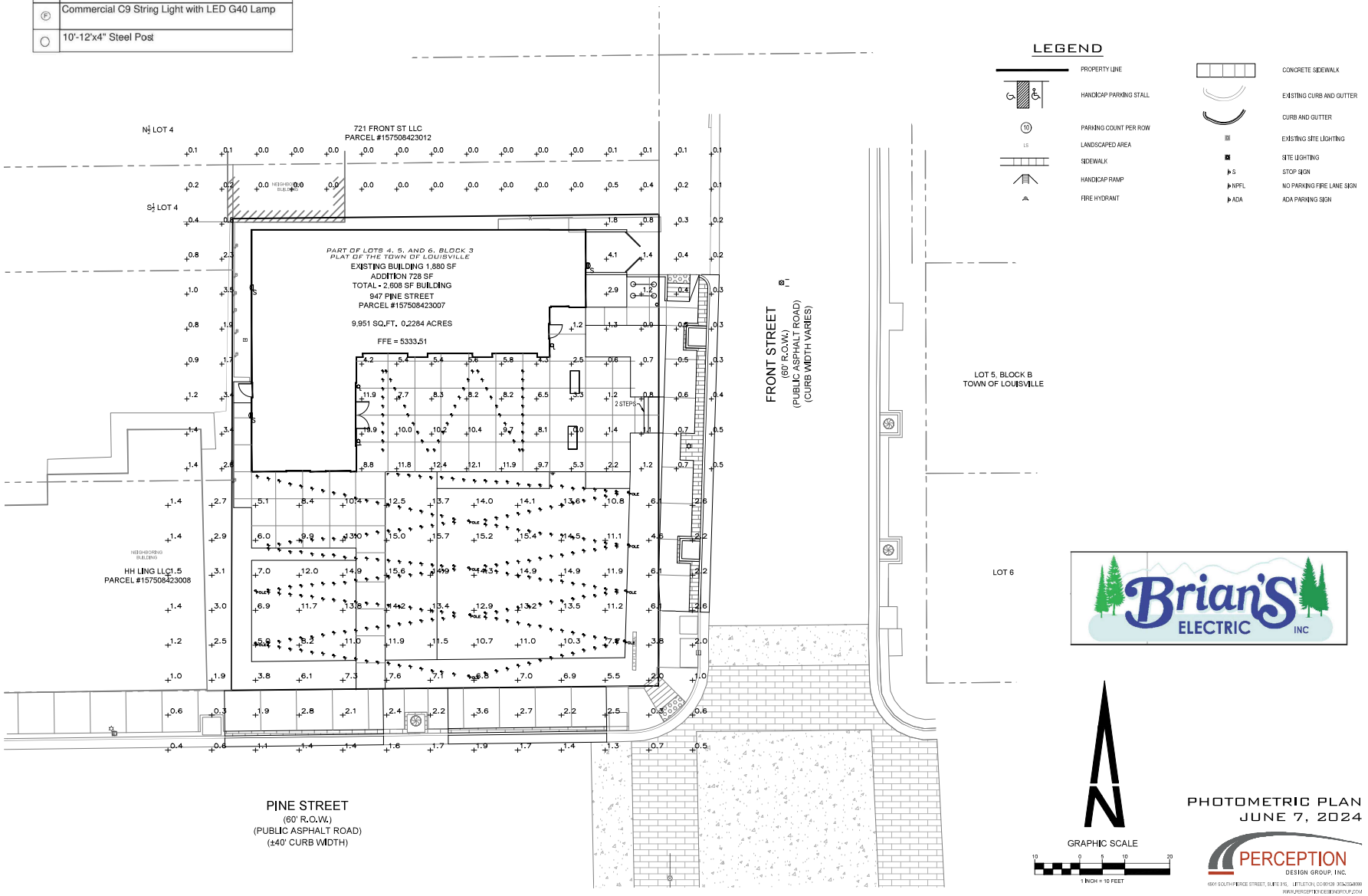
EXTERIOR ELEVATIONS
JUNE 12, 2024

STUDIO DH
architecture
1300 JACKSON STREET, SUITE 200, GOLDEN, CO 80401 303-534-9600
WWW.STUDIO-DH.US

GEORGE OIL PUD AND SPECIAL REVIEW USE 1ST AMENDMENT

PART OF LOTS 4, 5, AND 6, BLOCK 3
PLAT OF THE TOWN OF LOUISVILLE
COUNTY OF BOULDER, STATE OF COLORADO

(L)	Henry Dark Sky Friendly Outdoor Wall Sconce
(S)	Natural LED Cut Off Wall Pack
(F)	Commercial C9 String Light with LED G40 Lamp
○	10'-12'x4" Steel Post



Brian's ELECTRIC INC

PHOTOMETRIC PLAN
JUNE 7, 2024

PERCEPTION DESIGN GROUP, INC.

GEORGE OIL PUD AND SPECIAL REVIEW USE 1ST AMENDMENT

PART OF LOTS 4, 5, AND 6, BLOCK 3
PLAT OF THE TOWN OF LOUISVILLE
COUNTY OF BOULDER, STATE OF COLORADO


Lightology

Henry Dark Sky Friendly Outdoor Wall Sconce

ITEM NUMBER HUB857419

BRAND Hubbardton Forge

bBarSHADLIGHT

The Henry Outdoor Dark Sky Friendly Sconce offers a classic look with an industrial edge that will suit a number of exterior applications, featuring a riveted, spun-aluminum conical shade extending out from a square backplate by a gooseneck arm. Dark Sky Ordinance was developed as outdoor lighting standards that reduce glare, light trespass, and sky glow. Robust Coastal Outdoor finishes are specifically formulated to resist some of the harshest environmental conditions. Lifetime Limited Warranty when installed in residential setting. Handcrafted to order by skilled artisans in Vermont, USA.

Shown in: Coastal Black

SHADE COLOR	N/A
BODY FINISH	Coastal Black
WATTAGE	10W
DIMMER	Standard 10W
DIMENSIONS	12"W x 10.5"H x 10.4"D
BULB NOT INCLUDED	
LAMP	1 x PAR20 Medium (E26) 50W Halogen 1 x PAR20 Medium (E26) 10W LED

ITEM NUMBER HUB857419

COMPANY PROJECT FUTURE TYPE APPROVED BY DATE

LIGHTOLOGY.COM | PLEASE RECYCLE OR REUSE LIGHTOLOGY.COM

NO. 22, 2024 | 1.866.564.4469


SATCO | NUVO

SATCO S29406

6 SPAR38/LED/40'/930/120V

Notes

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For More Information Visit:
https://www.satco.com/

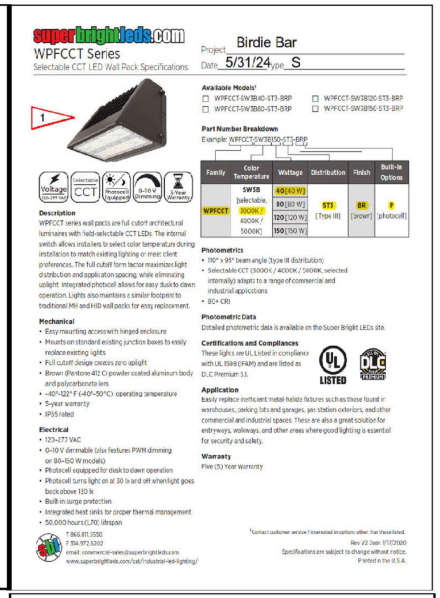
General	
Status	Active
Watts	6.5
Incandescent Equivalent	50
Fluorescent Equivalent	11.00
Volts	120V
Shape	PAR30
Base	Medium
ANSI Base	E26
Finish	Silver
CCT (Kelvin)	3000
Temperature	Warm White
CRI	90
Lumens	520
Beam Spread	40
Dimmable	Yes - Dimmable
Hours Rated	25000
Lamp Type	PAR
Technology	LED

Electrical	
Operating Frequency	60 Hz
CRCP	5K9
Dimming Type	Thyristor
Power Factor	0.9
Operating Temperature	-20°C (-4°F) to a maximum of +45°C (+113°F)

Physical	
MOL	2.99
MOD	2.44
Lensloc	Lensed Lamp
Lens Finish	Clear
Lens Material	Thermo Plastic
Housing Color	Silver
Weight (lb.)	0.10

Additional Information	
Rated For Enclosed Fixture	Yes
Warranty	3 Year Limited - 12 hr per day

Compliance	
Safety Listing	cULus
Location Rating	Wet
Energy Star	Yes
ES Unique ID	ESID-0266465
California Status	California TΔ Listed
Nevada Status	Lawful for sale in Nevada
RoHS Compliant	Yes
FCC Compliant	Yes


superbrightleds.com

WPFCCT Series

Selectable CCT LED Wall Pack Specifications

Project Birdie Bar

Date 5/31/24 Type S

Available Models¹

☐ WPFCCT-SW3B40-ST3-BRP ☐ WPFCCT-SW3B120-ST3-BRP
☐ WPFCCT-SW3B80-ST3-BRP ☐ WPFCCT-SW3B150-ST3-BRP

Part Number Breakdown

Example: WPFCCT-SW3B150-ST3-BRP

Family	Color Temperature	Wattage	Distribution	Finish	Built-in Options
WPFCCT	SW3B (Selectable 3000K / 4000K / 5000K)	40 [40 W] 80 [80 W] 120 [120 W] 150 [150 W]	ST3 [Type III]	BR [Bronze]	P [photocell]

Description

WPFCCT series wall packs are full cutoff architectural luminaires with field-selectable CCT LEDs. The internal switch allows installers to select color temperature during installation to match existing lighting or meet client preferences. The full cutoff form factor maximizes light distribution and application spacing, while eliminating uplight. Integrated photocell allows for easy dusk to dawn operation. Lights also maintains a similar footprint to traditional MH and HID wall packs for easy replacement.

Mechanical

- Easy mounting access with hinged enclosure
- Mounts on standard existing junction boxes to easily replace existing lights
- Full cutoff design creates zero uplight
- Brown (BR) 4/2 O powder coated aluminum body and polycarbonate lens
- -40°-122° F (-40°-50°C) operating temperature
- 5-year warranty
- IP65 rated

Electrical

- 120-277 VAC
- 0-10 V dimmable (also features PWM dimming on 80-150 W models)
- Photocell equipped for dusk to dawn operation
- Photocell turns light on at 30 lx and off when light goes back above 130 lx
- Built-in surge protection
- Integrated heat sinks for proper thermal management
- 50,000 hours (L70) lifespan

T 866.811.1550
F 314.972.5302
email: commercial-sales@superbrightleds.com
www.superbrightleds.com/cat/industrial-led-lighting/

Photometrics

- 110° x 95° beam angle (Type III distribution)
- Selectable CCT (3000K / 4000K / 5000K, selected internally) adapts to a range of commercial and industrial applications
- 80+ CRI

Photometric Data

Detailed photometric data is available on the Super Bright LEDs site.

Certifications and Compliances

These lights are UL Listed in compliance with UL 1598 (FAM) and are listed as D.L.C. Premium 5.1.

Application

Easily replace inefficient metal-halide fixtures such as those found in warehouses, parking lots and garages, gas station exteriors, and other commercial and industrial spaces. These are also a great solution for entryways, walkways, and other areas where good lighting is essential for security and safety.

Warranty

Five (5) Year Warranty

¹Contact customer service if interested in options other than those listed.

Rev (2 Date: 7/7/2020)

Specifications are subject to change without notice.

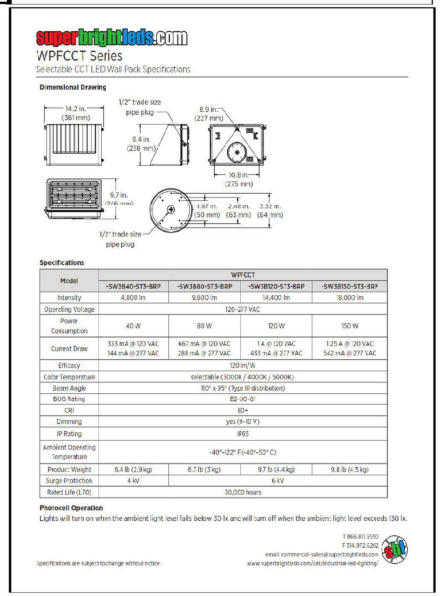
Printed in the U.S.A.



TOTAL LENGTH: 330 feet
SOCKET SIZE: C9 / E17 / intermediate base
NUMBER OF SOCKETS: 264 sockets
SOCKET SPACING: 15 inches
GAUGE: 16AWG & SPT-2 wire
CONNECTION: No plug or terminated end
MAXIMUM RUN: 1200 watts (can use entire reel with these bulbs)
MAX WATTAGE PER SOCKET: Up to 10 watt bulbs
RATING: RoHS compliant / IP64 Rating
Bulb Specs:

TYPE: LED G40 premium bulb (5 LEDs per bulb)
QUANTITY: 275 included (264 for full reel + 11 free spare bulbs)
SIZE: 1.5" diameter (2.25" high with base) with E26/E17 intermediate base
MATERIAL: Glass
WATTAGE: 0.6 watts each (use 2W for installation calculation purposes)
DIMMABLE: No
COLOR TEMPERATURE: 2500K (warm white is similar to regular incandescent bulbs)
AVERAGE LIFE: 15,000 hours
BRIGHTNESS: Equivalent to a 7W incandescent bulb

SOCKET SIZE:C9-Intermediate-E17
CORD GRADE:Commercial
SOCKET STYLE:Inline
CORD COLOR:Black
CORD LENGTH:330 foot bulk reel
SOCKET SPACING:15 inches
QTY OF LIGHTS/SOCKETS:264
BULB TYPE:LED
BULB SHAPE:G40
BULB COLOR:Warm White
DIMMABLE:No
BULB MATERIAL:Glass
PLUG STYLE:No plug
CORD RATING:RoHS compliant / IP64 Rating
WIRE GAUGE:16 AWG SPT-2 wire
MAX WATTAGE PER SOCKET:10W
MAX RUN:1200W
BULB WATTAGE:0.6W
LED COLOR TEMPERATURE:2500K


superbrightleds.com

WPFCCT Series

Selectable CCT LED Wall Pack Specifications

Dimensional Drawing

Specifications

Model	WPFCCT			
	-SW3B40-ST3-BRP	-SW3B80-ST3-BRP	-SW3B120-ST3-BRP	-SW3B150-ST3-BRP
Intensity	4,800 lm	9,600 lm	14,400 lm	18,000 lm
Operating Voltage	120-277 VAC			
Power Consumption	40 W	80 W	120 W	150 W
Current Draw	333 mA @ 120 VAC 144 mA @ 277 VAC	667 mA @ 120 VAC 288 mA @ 277 VAC	1 A @ 120 VAC 433 mA @ 277 VAC	1.25 A @ 120 VAC 542 mA @ 277 VAC
Efficacy	120 lm/W			
Color Temperature	selectable (3000K / 4000K / 5000K)			
Beam Angle	110° x 95° (Type III distribution)			
BUG Rating	B2-U0-G1			
CRI	80+			
Dimming	yes (0-10 V)			
IP Rating	IP65			
Ambient Operating Temperature	-40°-122° F (-40°-50° C)			
Product Weight	6.4 lb (2.9 kg)	6.7 lb (3 kg)	9.7 lb (4.4 kg)	9.8 lb (4.5 kg)
Surge Protection	4 kV	6 kV		
Rated Life (L70)	50,000 hours			

Photocell Operation

Lights will turn on when the ambient light level falls below 30 lx and will turn off when the ambient light level exceeds 130 lx.

T 866.811.1550
F 314.972.5302
email: commercial-sales@superbrightleds.com
www.superbrightleds.com/cat/industrial-led-lighting/

Specifications are subject to change without notice.

Brian's ELECTRIC INC

PHOTOMETRIC CUT SHEETS
JUNE 7, 2024

PERCEPTION DESIGN GROUP, INC.

4601 SOUTH PIERCE STREET, SUITE 215, LITTLETON, CO 80128 303-283-9388
WWW.PERCEPTIONDESIGNGROUP.COM

GEORGE OIL PUD & SPECIAL REVIEW USE 1ST AMENDMENT

PART OF LOTS 4, 5, AND 6, BLOCK 3
PLAT OF THE TOWN OF LOUISVILLE
COUNTY OF BOULDER, STATE OF COLORADO
CASE # PUXXXX-2024



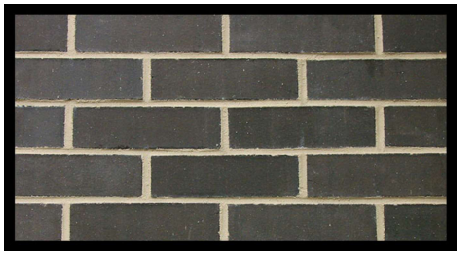
FIELD BRICK
SUMMIT - FOSSIL GRAY



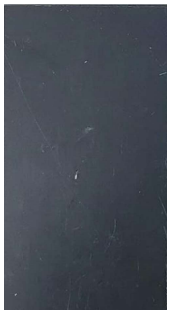
ROOFING
BLACK STANDING SEAM



WOOD SIDING - SMOOTH,
6" EXPOSURE, SW2827
COLONIAL REVIVAL STONE



ACCENT BRICK
SUMMIT - ONYX



FLASHING/COPING
BLACK TO
MATCH ROOFING



GLASS
CLEAR LOW-E



ALUMINUM STOREFRONT
BLACK ANNODIZED

EXTERIOR MATERIALS
JUNE 12, 2024

STUDIO DH
architecture
1999 JACKSON STREET, SUITE 200, GOLDEN, CO 80401 303-568-8000
WWW.STUDIODH.US

Brownstein Hyatt Farber Schreck, LLP
303.223.1100 main
675 Fifteenth Street, Suite 2900
Denver, Colorado 80202

August 23, 2024

Carolynne C. White
Attorney at Law
303.223.1197 direct
cwhite@bhfs.com

VIA EMAIL

City of Louisville Planning Division
Attn: Robert Zuccaro
749 Main Street
Louisville, CO 80027
rzuccaro@louisvilleco.gov

RE: The Birdie Bar – Application for a Special Review Use

Dear Mr. Zuccaro:

We represent The Birdie Bar, LLC (the "**Applicant**"), the owner and developer of the real property with an associated address of 947 Pine Street (the "**Property**") in the city of Louisville (the "**City**"), county of Boulder (the "**County**"), state of Colorado (the "**State**"). The Applicant is proposing to redevelop the Property into a modern neighborhood tavern with outdoor miniature golf and indoor virtual state-of-the-art golf simulators (the "**Project**"). To allow for the development of the Project, the Applicant is seeking a special review use ("**SRU**") for outdoor dining and serving and outdoor miniature golf (the "**Proposed Use**") in the Commercial Community ("**CC**") zone district, and an associated amendment to the Property's existing site plan, the "George Oil PUD". This letter is intended to supplement the Project application and set forth how the Projects meets the City's applicable approval criteria for an SRU.

I. BACKGROUND

The Property is located in the heart of the City's downtown and was once used as a gas station. The original site plan for the Property, the George Oil PUD, was approved in 1986 to allow for the gas station use. However, the character of the downtown area has changed significantly since the 1980's and a gas station is no longer a desirable use for the Property or aligns with the other surrounding uses in the City's historic downtown area. The Applicant therefore proposes a redevelopment of the site to reactivate the space and provide for a more suitable use for the downtown area. The Applicant is proposing to reimagine the existing building and obsolete surface parking area into a vibrant new space.

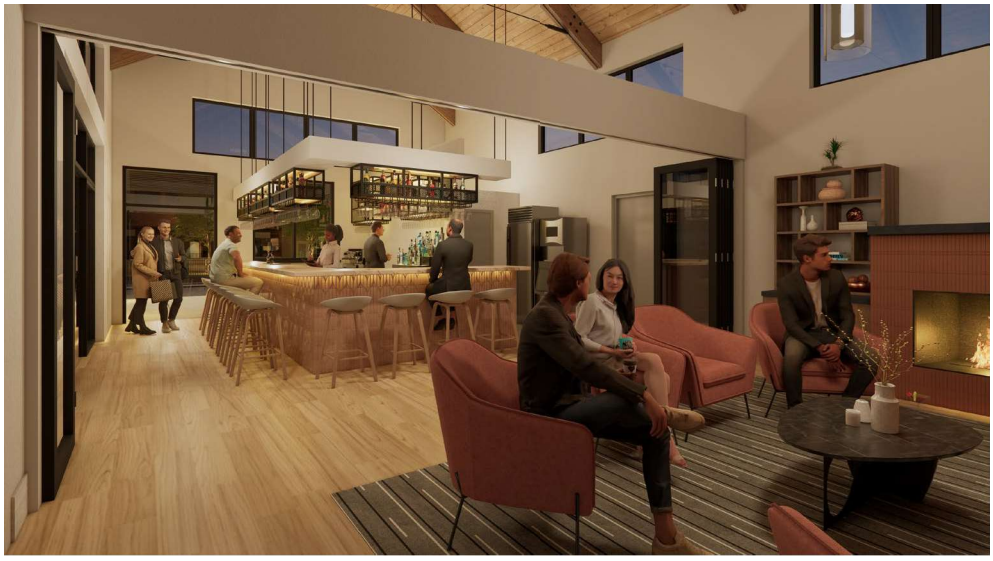
The Project will include the following features and uses:

- A restaurant and bar with outdoor dining and curated food and bar menus
- Outdoor miniature golf
- Indoor state-of-the-art virtual golf simulators for players of all skills, with membership options
- Tailored events providing an engaging and bespoke experience

The Project will function as a modern family-friendly neighborhood gathering place, with lighter fare, craft cocktails, premium beer and wine, and fun activities for everyone to enjoy. A draft concept plan ("**Concept Plan**") is included in the application and shown herein below:









In addition to the aforementioned uses, the Project also proposes to integrate with the existing streetscape enhancing the aesthetic continuity and contributing to the urban canopy. Drought-tolerant plants will be used throughout the site to promote water conservation and sustainability. The Project will incorporate familiar rectangular, gable and parapet form architecture that conforms to the City's Downtown Development Standards and Guidelines (the "**Design Standards**"). The existing building will be reimagined with a natural brick veneer retrofit, and the new building addition will feature a smooth wood siding with opaque painting and a traditional 6-inch exposure. The Project also proposes low output light fixtures that minimize glare and festoon lighting for the outdoor patio space. The proposed design of the overall site will be elevated yet approachable, organic but updated.

The site plan included in the application shows the layout of the Project, which incorporates an "L" shaped design, and was carefully designed to provide visual interest and enhance the customer experience with building elevations that provide a clear presentation to the street, leading the customer to the primary entrance, and development of the ground floor level to relate to the pedestrian scale by incorporating varied setbacks from the street and stepped-down, pedestrian-scale, pergola structures. To-scale-to-site and floor plans with the locations of all the proposed uses are included in the application.

The planned general hours of operation for the Project are:

Mondays: Closed
Tuesdays – Saturdays: 10am – 9:30pm
Sundays: 10am – 9pm
Closed: major holidays, private buyouts, special events

Hours of operation may be adjusted to account for customer demand and business conditions.

The Applicant proposes to preserve the existing landmark sign at the northwest corner of Front Street and Pine Street by updating the signage with The Birdie Bar logo as conceptualized below:



As mentioned, in conjunction with the request for an SRU for outdoor dining and serving and outdoor miniature golf uses, the Applicant is also seeking an amendment to the existing George Oil PUD in accordance with the procedures set forth in Section 17.72.170.

II. SPECIAL REVIEW USE

According to the City's official zoning map, the Property is zoned CC zone district. However, the outdoor dining and serving and outdoor miniature golf uses proposed by the Project require an SRU pursuant to Chapter 40 of the Code the City's Zoning Code (the "**Code**"). *Code, § 17.12.030*.

Pursuant to Section 17.14.050 of the Code, outdoor eating and serving areas are allowed as an accessory use to a principal eating and drinking establishment subject to compliance with the following conditions:

- The outdoor seating and food service area shall not obstruct the movement of pedestrians along adjoining public sidewalks, through plazas, or through other areas intended for public usage.
- If food service is provided outdoors, only employees of the principal eating and drinking establishment shall provide the food service.
- In approving outdoor seating or food service areas, the City may impose conditions relating to the location, configuration, and operational aspects (such as lighting, noise and hours of operation) of such outdoor areas to ensure that such outdoor areas will be compatible with surrounding uses, will be maintained in an attractive manner, and will comply with applicable building, fire, and liquor licensing codes.

As discussed herein, the Applicant will comply with all of the above conditions and shall remain compliant with such conditions applicable to the Project operations once the Project is operational.

An SRU must also meet the criteria of approval set forth in Section 17.40.100 of the Code. As discussed herein below, the Project meets all of the criteria of approval for an SRU.

A. *The Proposed Use is consistent with the Comprehensive Plan and would not be contrary to the general welfare and economic prosperity of the City or the immediate neighborhood*.

The Proposes Use furthers the vision of the City's Comprehensive Plan (the "**Comp Plan**") by enhancing the quality of life for the those who live, work and spend time within the City. The Project also furthers many of the Comp Plan goals and policies, including but not limited to, the following core community values:

- A sense of community – where residents, property owners, business owners, and visitors feel a connection to Louisville and to each other.

- A healthy, vibrant and sustainable economy – where the City understands and appreciates the trust of the residents, property owners and business owners, and the City is committed to a strong and supportive business climate.

- Unique commercial areas – where the City is committed to recognizing the diversity of Louisville's commercial areas and neighborhoods by establishing customized policies and tools that each maintains its individual character and economic vitality.

Comp Plan, p. 18.

The Project furthers these core values by creating a vibrant indoor/outdoor unique space for the community to gather in the downtown area. By offering miniature golf and golf simulators, in addition to food and beverage, the Project creates unique recreational opportunities within the City as well as promoting physical activity and social engagement while also contributing to the economic vitality of the downtown area.

Additionally, the Project is designated as within the "urban pattern" portion of the City, where the vitality of the downtown is promoted and business diversity with new private investment and business development is encouraged. *Comp Plan, p. 26*. The Project seeks to bring a new indoor/outdoor restaurant concept and experience that currently does not exist within the City or in the downtown area.

The Project as a whole also adheres to the format and framework of the Comp Plan, including building architecture, site design, building form and design. *Comp Plan, p. 24.* Additionally, the Project is located along a "retail primary street" that is best positioned for retail success. *Comp Plan, p. 29*.

The Project also complies with the economic development goals of the Comp Plan, including but not limited to:

- *Principle ED-1.1* – The City should work to maintain a business-friendly environment, where services to new and existing businesses are delivered in a timely and efficient manner.

- *Principle ED-1.3* – The City should focus on primary job creation that provides job diversity, employment opportunities and increased revenue for Louisville.

- *Principle ED-2* – The City should direct growth in an economically responsible way in order to maintain high quality amenities and high service levels for residents.

- *Principle ED-5.2* – The City should support and promote the revitalization of existing structures that maintain the character of downtown, while providing a diverse business base.

- *Principle ED-5.3* – The City should support a mix of uses which bring new revenues to the downtown area.

The Project furthers the above-mentioned economic goals and principles of the Comp Plan by generating new sales tax revenue in the downtown area of the City with food and beverage sales, in addition to the tax imposed on the golf activities. The Project proposes a new service – indoor golf simulation and outdoor miniature golf coupled with a dining experience – that currently does not exist within the City. Indoor golf simulation is a growing attraction in today's market, and the Project will attract a new customer base to the City.

The Project therefore enhances the general welfare and economic prosperity of the City in the immediate neighborhood. Accordingly, this criterion is met.

B. *The Proposed Use will lend economic stability to the City and is compatible with the surrounding established areas*.

As described above, the Project will generate new sales tax revenue for the City and attract a new customer base to enhance the City's economic stability. The proposed membership options for use of the Project's golf simulators will also draw a reoccurring and consistent customer base for the City.

The Project is also compatible with the existing downtown area and surrounding uses. The Project is located near other restaurants but provides a different dining experience than those that currently exist in the immediate area, thereby contributing variety and diversity of the downtown culture. Henry's Bar & Grill is located next door to the Property, Sweet Cow is located across the street, Moxie Bread Co., the Huckleberry, Tilt Pinball, Verde Mexican and Azul Fuego Mexican Restaurant are located one block a way, and various other retail, restaurant and commercial uses are located throughout the immediate area. With its unique and new offerings, the Project enhances the downtown area and revitalizes a vacant and obsolete property.

As such, this criterion is met.

C. *Adequate facilities and utilities exist to serve the Property and ensure internal efficiency of the Proposed Use*.

The Project considers the functions of the residents, recreation, public access, safety and such other factors including circulation, storm drainage, sewage and water facilities, grades, and dust control related to public health and conveniences as required by this criterion.

The site connects to the existing downtown pedestrian circulation system and encourages pedestrian access and bicycling activity. Bicycle racks will be provided. Improvements to the right-of-way will be made to align with the current streetscape design.

The Project proposes on-street parking with the Applicant proposing to pay a fee-in-lieu for the required parking stalls. The existing on-site parking does not conform to the current City standards and a new off-street parking lot would be impractical for the Project and hinder pedestrian activities that the city seeks to protect.

The Project incorporates low flow plumbing fixtures to reduce water consumption. The existing sewer service will be maintained to serve the Project. A new water service is proposed to meet the Project demands pursuant to the Code requirements. Existing concrete/asphalt is proposed to be replaced with gravel, mulch, shrubs and plantings to reduce heating and cooling demands of buildings.

This criterion is therefore met.

D. External effects of the proposal are controlled to ensure public health, welfare, safety and convenience.

The Project ensures that any potential external effects are controlled. The Project utilizes adequate site lighting in accordance with the Design Standards. The Project also meets the Code's requirement pursuant to Section 17.72.090 for commercial and office uses that noise shall be confined to the site and will not exceed noise levels established by applicable noise ordinances.

A lighting design for the Project is included in the application. The design features traditional, simple and low-output fixtures to minimize glare and light pollution. The design will also incorporate aesthetically pleasing string lights to enhance the ambiance of the outdoor space. The proposed lighting is intended to encourage pedestrian activity and exterior seating at night, in alignment with the Design Standards.

The existing building will largely stay intact throughout the renovation process (keeping debris out of the landfill). From a safety standpoint, the renovation will include fire sparklers and fire alarms to the structure (previous uses of the Property did not have a fire protection system). Lastly, the site drainage will be routed to existing facilities, thereby reducing any potential impacts to traffic operations. The Applicant aims to provide a minimally disruptive renovation to the existing building to redevelop the site into a fun and safe environment providing dining, socializing, community gathering and golf.

This criterion is met.

E. The Project proposes adequate pedestrian walks and landscape spaces.

The landscape design aims to create an inviting, sustainable, and visually appealing environment that integrates seamlessly with the existing streetscape. The outdoor patio will feature comfortable seating, shaded areas, and landscaping to create a welcoming space for visitors. The mini-golf course will be designed with creative and engaging features, surrounded by landscaping to enhance the overall experience. The perimeter of the outdoor area will be secured by an ornamental fence which will include a 4 inch tall kickplate to prevent errant golf balls from escaping the Property.

A landscape plan is included in the application and proposes an aesthetic and functional design with the following key design elements:

Street Trees

- *Integration with the Existing Streetscape*: New street trees will be planted to align with the current streetscape design, enhancing the aesthetic continuity and contributing to the urban canopy.
- *Species Selection*: Trees will be chosen based on the compatibility with the local climate, soil conditions, and ability to provide shade and seasonal interest.

Outdoor Patio and Mini-Golf Course

- *Patio Area*: The patio will feature comfortable seating, shaded areas and landscape to create a welcoming space for visitors.
- *Mini-Golf Course*: The mini-golf course will be designed with creative and engaging features, surrounded by landscaping to enhance the overall experience.

Plant Selection

- *Low Water Plants*: Drought–tolerant plants will be used throughout the site to promote water conservation and sustainability. These plants will be selected for their hardiness and low maintenance requirements.
- *Winter Interest*: The landscape design will include plants that provide visual interest during the winter months, such as evergreen, ornamental grasses and shrubs with attractive bark and flowers.

Sustainability Features

- *Water Management*: The landscape design will incorporate efficient irrigation systems and system features where possible to minimize water use.
- *Soil Health*: Soil preparation and amendments will be used to ensure healthy plant growth and reduce the need for chemical fertilizers.
- *Exterior ground surfaces*: The Project proposes to take out all the existing concrete and asphalt on the site and replace it with gravel, mulch, shrubs and plantings to reduce heating and cooling demands of buildings.

Aesthetic and Functional Design

- *Walkways and Lighting*: Well-designed pathways will provide easy access to different areas of the site, and strategically placed lighting will enhance safety and ambiance.
- *Seating and Gathering Spaces*: Various seating options and gathering areas will be incorporated to encourage social interaction and relaxation.

Benefits to the Community

- *Enhanced Urban Environment*: The project will transform a disused site into a vibrant recreational area, improving the visual appeal of the neighborhood.
- *Sustainable Landscaping*: The use of low water plants and sustainable practices will contribute to environmental conservation and resilience.
- *Recreational Opportunities*: The new facility will offer unique recreational opportunities for residents and visitors, promoting physical activity and social engagement.

This landscape design is crafted to ensure a harmonious blend of functionality, sustainability, and aesthetic appeal, creating a valuable addition to the community.

Accordingly, this criterion is met.

III. CONCLUSION

As described herein, the Project meets all of the criteria of approval for an SRU for the outdoor dining and serving and outdoor miniature golf uses. We therefore request your approval of a SRU for an outdoor eating and serving area the Project. The Birdie Bar will enhance the downtown area by revitalizing the former gas station property into a new dining and golf experience for all to enjoy.

Sincerely,



Carolynne C. White

cc: Matt Post, Senior Planner
Jeff Hirt, Planning Manger
Kathleen Kelly, City Attorney

City of Louisville
COLORADO • SINCE 1878

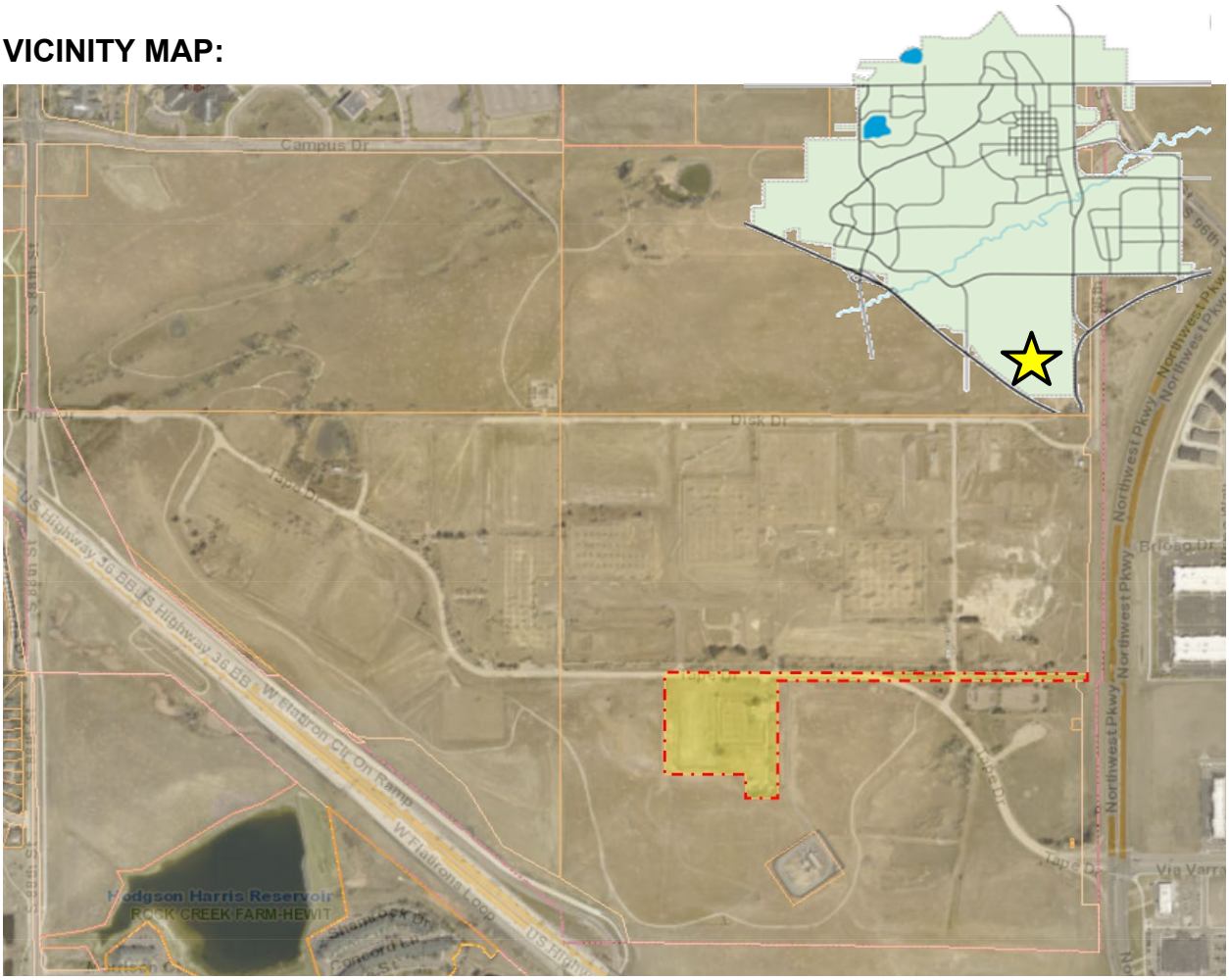
CITY COUNCIL COMMUNICATION
AGENDA ITEM 8E

SUBJECT: **ORDINANCE 1885, SERIES 2024 – AN ORDINANCE VACATING AN ACCESS EASEMENT LOCATED WITHIN OUTLOT A OF THE STORAGETEK BUILDING SIX SUBDIVISION – 2ND READING (ADVERTISED *DAILY CAMERA 10/20/24)***

DATE: **NOVEMBER 1, 2024**

PRESENTED BY: **ROB ZUCCARO, COMMUNITY DEVELOPMENT DIRECTOR**

VICINITY MAP:

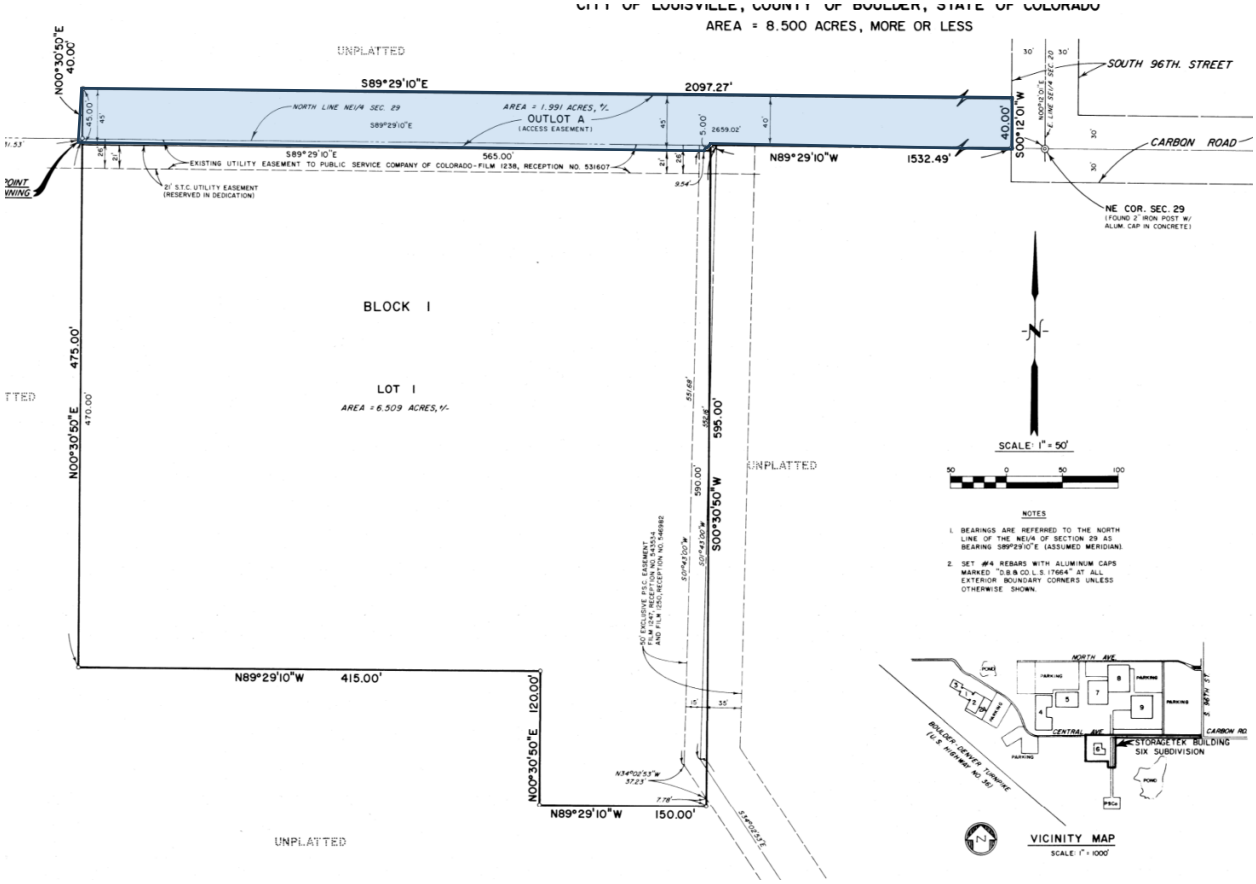


SUMMARY:
The applicants request approval of a ordinance vacating a City Access Easement granted within Outlot A of the Storagetek Building Six Subdivision. Vacation of the easement was contemplated by the Redtail Ridge Filing No. 1 Subdivision, recently approved by City Council by Resolution 38, Series 2024. This ordinance vacating the Access Easement is a clean-up item related to that plat approval.

BACKGROUND:

The City Approved the Storagetek Building Six Subdivision in 1985 to facilitate the sale of a single building that was part of the Storagetek campus. The Access Easement across Outlot A provided public access between the lot created by the subdivision and old South 96th Street. The access easement varies in width between 45' and 40' and is 2,097' in length.

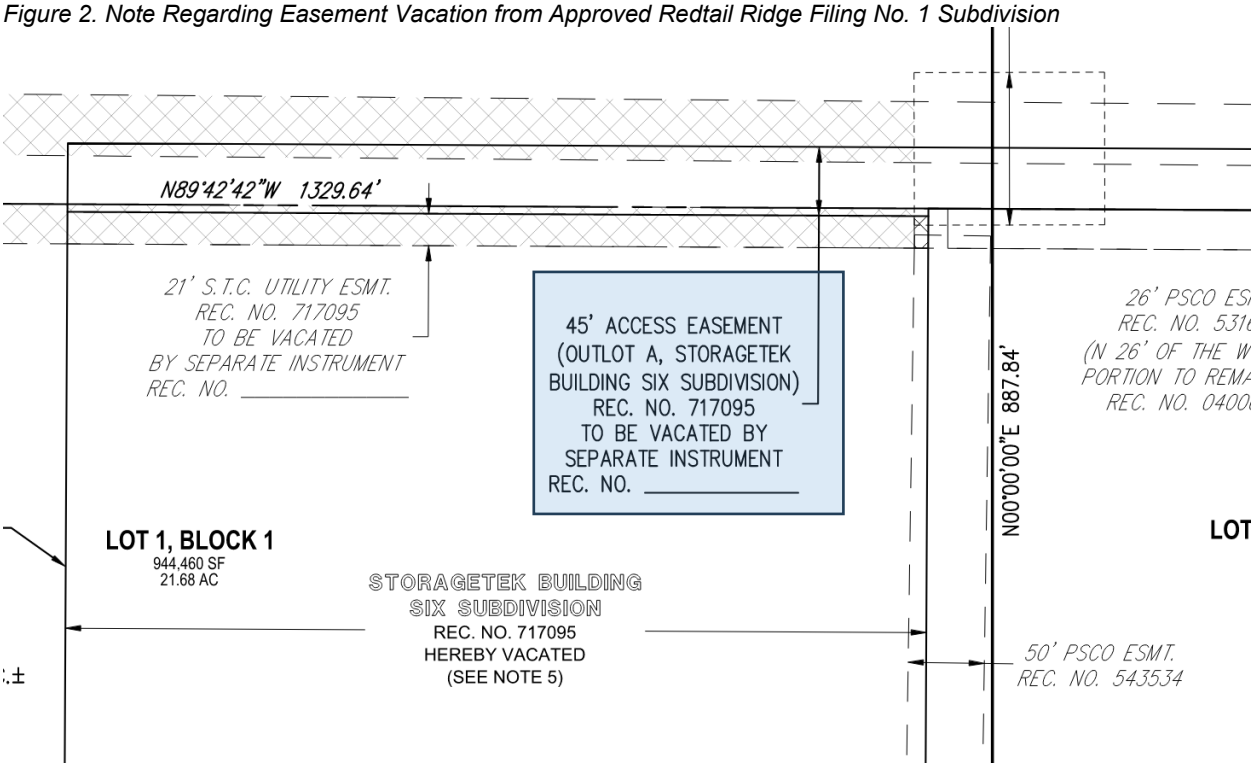
Figure 1. Access Easement from Storagetek Building Six Subdivision



ANALYSIS:

With the recent approval of the Redtail Ridge Filing No. 1 Subdivision, this access easement is no longer needed for the future development of the site. The Redtail Ridge Filing No. 1 Subdivision supersedes the Storagetek Building Six Subdivision and includes a notation that the Access Easement is to be vacated by separate easement.

Figure 2. Note Regarding Easement Vacation from Approved Redtail Ridge Filing No. 1 Subdivision

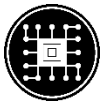


FISCAL IMPACT:
There is no anticipated fiscal impact as a result of this ordinance.

STAFF RECOMMENDATION:
Staff recommends approval of Ordinance 1885, Series 2024 on first reading and setting the public hearing for November 4, 2024.

ATTACHMENTS:
1. Ordinance 1885, Series 2024
2. Application
3. Storagetek Building Six Subdivision
4. Redtail Ridge Filing No. 1 Subdivision

STRATEGIC PLAN IMPACT:

☐	 **Financial Stewardship & Asset Management**	☐	 **Reliable Core Services**
☒	 **Vibrant Economic Climate**	☐	 **Quality Programs & Amenities**
☐	 **Engaged Community**	☐	 **Healthy Workforce**
☐	 **Supportive Technology**	☐	 **Collaborative Regional Partner**

ORDINANCE NO. 1885
SERIES 2024

AN ORDINANCE VACATING AN ACCESS EASEMENT LOCATED WITHIN OUTLOT A OF THE STORAGETEK BUILDING SIX SUBDIVSION

WHEREAS, by the Storagetek Building Six Subdivision, recorded in the Office of the Boulder County Clerk and Recorder on October 3, 1985 at Reception No. 717095, an Access Easement was granted to the City of Louisville within Outlot A of the Subdivision; and

WHEREAS, the Redtail Ridge Filing No. 1 Subdivision, approved by City Council Resolution No. 38, Series 2024, replats and supersedes the Storageteck Building Six Subdivision; and

WHEREAS, the Access Easement is no longer needed for the future development of the property as shown in the Redtail Ridge Filing No. 1 Subdivision; and

WHEREAS, an application has been received requesting the City Council to vacate the Access Easement; and

WHEREAS, the City Council desires to approve the application and vacate the City's interests in the Access Easement.

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

Section 1. The City hereby vacates the Access Easement across Outlot A of the Storageteck Building Six Subdivision, shown in Exhibit A attached hereto and incorporated herein by this reference.

Section 2. All other ordinances or portions thereof inconsistent or in conflict with this ordinance or any portion hereof are repealed to the extent of such inconsistency or conflict.

Section 3. The Mayor and City Manager, or either of them, is authorized to execute such additional documents as may be necessary to evidence the vacation of the easement herein vacated, including but not limited to execution of quit claim deeds.

INTRODUCED, READ, PASSED ON FIRST READING, AND ORDERED PUBLISHED THIS 15TH DAY OF OCTOBER, 2024.

_____
Christopher M. Leh, Mayor

ATTEST:

_____
Genny Kline, Interim City Clerk

APPROVED AS TO FORM:

_____
Kelly PC
City Attorney

PASSED AND ADOPTED ON SECOND AND FINAL READING, THIS 5TH DAY OF NOVEMBER, 2024.

_____
Christopher M. Leh, Mayor

ATTEST:

_____
Genny Kline, Interim City Clerk

Exhibit A

DESCRIPTION

SITUATED IN THE NORTHEAST 1/4 OF SECTION 29 AND THE SOUTHEAST 1/4 OF SECTION 20, TOWNSHIP 1 SOUTH, RANGE 69 WEST OF THE 6TH P.M., CITY OF LOUISVILLE, COUNTY OF BOULDER, STATE OF COLORADO

A PARCEL OF LAND BEING A PORTION OF OUTLOT A, STORAGETEK BUILDING SIX SUBDIVISION RECORDED AT RECEPTION NO. 717095 OF THE RECORDS OF THE BOULDER COUNTY CLERK AND RECORDER, SITUATED IN THE NORTHEAST QUARTER OF SECTION 29 AND SOUTHEAST QUARTER OF SECTION 20, TOWNSHIP 1 SOUTH, RANGE 69 WEST OF THE SIXTH PRINCIPAL MERIDIAN, CITY OF LOUISVILLE, COUNTY OF BOULDER, STATE OF COLORADO, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SAID OUTLOT A;
THENCE SOUTH 89°42'42" EAST ALONG THE NORTH LINE OF SAID OUTLOT A, A DISTANCE OF 2,083.24 FEET TO THE NORTHWEST CORNER OF PARCEL TK-71-1 DESCRIBED BY THAT SPECIAL WARRANTY DEED RECORDED AT RECEPTION NO. 2309730;
THENCE SOUTH 00°02'35" EAST ALONG THE WEST LINE OF SAID PARCEL, A DISTANCE OF 40.00 FEET TO THE SOUTH LINE OF SAID OUTLOT A;
THENCE ALONG THE PERIMETER OF SAID OUTLOT A THE FOLLOWING FOUR (4) COURSES:

1. NORTH 89°42'42" WEST, A DISTANCE OF 1,518.48 FEET;
2. SOUTH 00°17'18" WEST, A DISTANCE OF 5.00 FEET;
3. NORTH 89°42'42" WEST, A DISTANCE OF 565.00 FEET;
4. NORTH 00°17'18" EAST, A DISTANCE OF 45.00 FEET TO THE **POINT OF BEGINNING**.

SAID PARCEL CONTAINS 86,159 SQUARE FEET OR 1.98 ACRES, MORE OR LESS.

BASIS OF BEARINGS: BEARINGS ARE BASED ON THE SOUTH LINE OF THE SOUTHEAST QUARTER OF SECTION 20, TOWNSHIP 1 SOUTH, RANGE 69 WEST OF THE SIXTH PRINCIPAL MERIDIAN, ASSUMED TO BEAR NORTH 89°42'42" WEST, BEING MONUMENTED AT SOUTHEAST CORNER OF SAID SECTION 20 BY A #6 REBAR WITH A 3.25" ALUMINUM CAP STAMPED "MERRICK & CO 2009 PLS 33200", AND AT THE SOUTH QUARTER CORNER OF SAID SECTION 20 BY A #6 REBAR WITH A 3.25" BRASS CAP STAMPED "1998 PLS 16401".

PREPARED BY: AARON MURPHY
PLS 38162

ON BEHALF OF: HARRIS KOCHER SMITH
1120 LINCOLN STREET, SUITE 1000
DENVER, CO 80203
303.623.6300



Plotted: FRI 09/20/24 3:51:37P By: Aaron Murphy Filepath: p:\2019\190108\survey\esmt_vaca_sroragetek outlot a.dwg Layout: desc

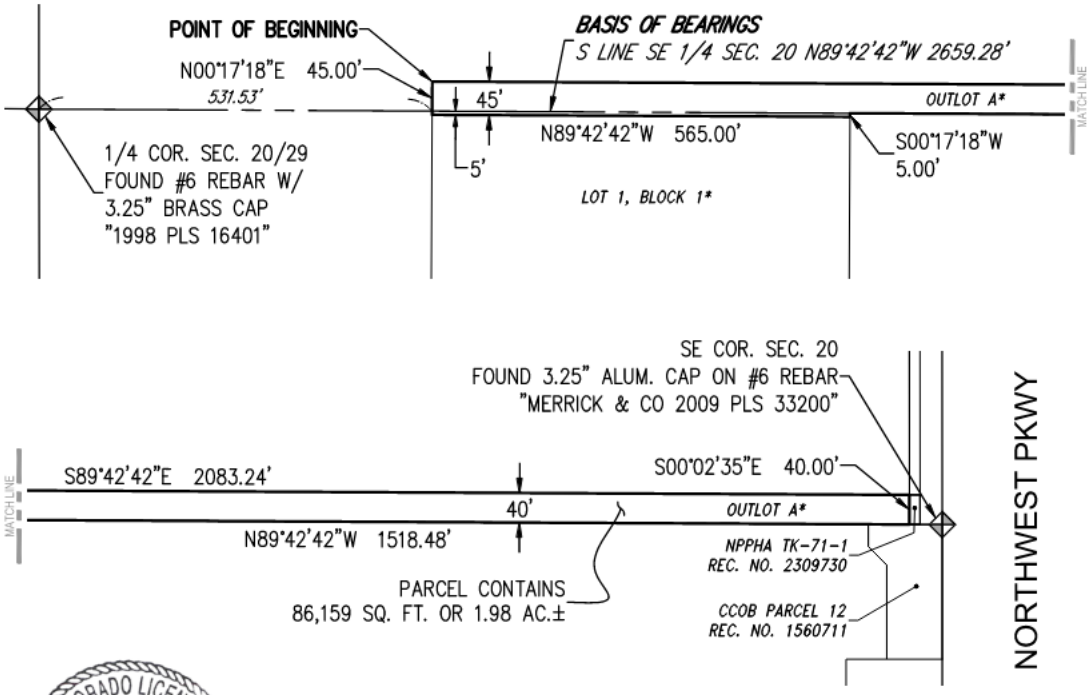
HARRIS KOCHER SMITH
1120 Lincoln Street, Suite 1000
Denver, Colorado 80203
P: 303.623.6300 F: 303.623.6311
HarrisKocherSmith.com

DESCRIPTION

PROJECT #: 190108
CHECKED BY: AWM
DRAWN BY: TWG
SHEET NUMBER
1
1 OF 2

ILLUSTRATION

SITUATED IN THE NORTHEAST 1/4 OF SECTION 29 AND THE SOUTHEAST 1/4 OF SECTION 20, TOWNSHIP 1 SOUTH, RANGE 69 WEST OF THE 6TH P.M., CITY OF LOUISVILLE, COUNTY OF BOULDER, STATE OF COLORADO



COLORADO LICENSED
AARON MURPHY
38162
9-20-2024
PROFESSIONAL LAND SURVEYOR

* = STORAGETEK BUILDING SIX SUBDIVISION REC. NO. 717095

N

200 0 200 400

SCALE: 1" = 200'

NOTE:
THIS EXHIBIT DOES NOT REPRESENT A MONUMENTED LAND SURVEY. IT IS INTENDED TO DEPICT ONLY THE ATTACHED DESCRIPTION.

Plotted: FRI 09/20/24 3:51:39P By: Aaron Murphy Filepath: p:\2019\190108\survey\esmt_vaca_storagetek outlot a.dwg Layout: illus

HARRIS KOCHER SMITH
1120 Lincoln Street, Suite 1000
Denver, Colorado 80203
P: 303.623.6300 F: 303.623.6311
HarrisKocherSmith.com

ILLUSTRATION

PROJECT #:	190108
CHECKED BY:	AWM
DRAWN BY:	TWG
SHEET NUMBER	2
	2 OF 2

City of Louisville
COLORADO • SINCE 1878

Community Development Department

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

Development Review Application Form

Please complete this form and include it with the submittal documents for your development review application. Applications will not be processed until all required information is provided to the satisfaction of the City of Louisville Planning Department.

Property Information

Common Address(es): Redtail Ridge

Legal Description:

Lot Outlot A Block 1 Subdivision StorageTek Building Six Subdivision

Lot Area: _____ Sq. Ft. or 1.991 +/- Acres

LAND USE PROCESS (check all that apply)

- ☐ Annexation
- ☐ Concept Plan
- ■ Easement Vacation
- ☐ Oil and Gas
- ☐ General Development Plan (GDP)
  - ☐ Amendment
  - ☐ New GDP
- ☐ Planned Unit Development (PUD)
  - ☐ Amendment
  - ☐ Preliminary
  - ☐ New PUD
- ☐ Rezoning
- ☐ Special Review Use (SRU)
  - ☐ Amendment
  - ☐ New SRU
- ☐ Subdivision
  - ☐ Final or Replat
  - ☐ Preliminary Plat
- ☐ Temporary Use Permit
- ☐ Variance
- ☐ Vested Property Right
- ☐ Wireless Facility
- ☐ Other: _____

PROJECT DESCRIPTION:

Vacation of access easement over Outlot A, StorageTek Building Six Subdivision, which easement was granted to the City of Louisville by the plat of StorageTek Building Six Subdivision recorded at Reception No. 717095.

This vacation is in connection with the approval of the Final Subdivision Plat of Redtail Ridge Filing No. 1. As a result of the resubdivison of the property that includes StorageTek Building Six Subdivision and the vacation of the plat of StorageTek Building Six subdivision, no further purpose will be served by the access easement over Outlot A.

Property Owner Information

Name: Rodney Richerson Entity (if applicable) Redtail Ridge Portfolio, LLC

Address: Sterling Bay, 333 Green St., Suite 1100, Chicago, IL 60607

Phone: 949-422-0005 Email: rricherson@sterlingbay.com

Application Representative Information

Name: Rodney Richerson Entity (if applicable) Redtail Ridge Portfolio, LLC

Address: Sterling Bay, 333 Green St., Suite 1100, Chicago, IL 60607

Phone: 949-422-0005 Email: rricherson@sterlingbay.com

Certification/Signature

I certify that the information I have submitted is true and correct to the best of my knowledge and in filing the application and submittal documents, I am acting as and/or with the knowledge and consent of those persons who are owners of the subject property or are parties to this application.

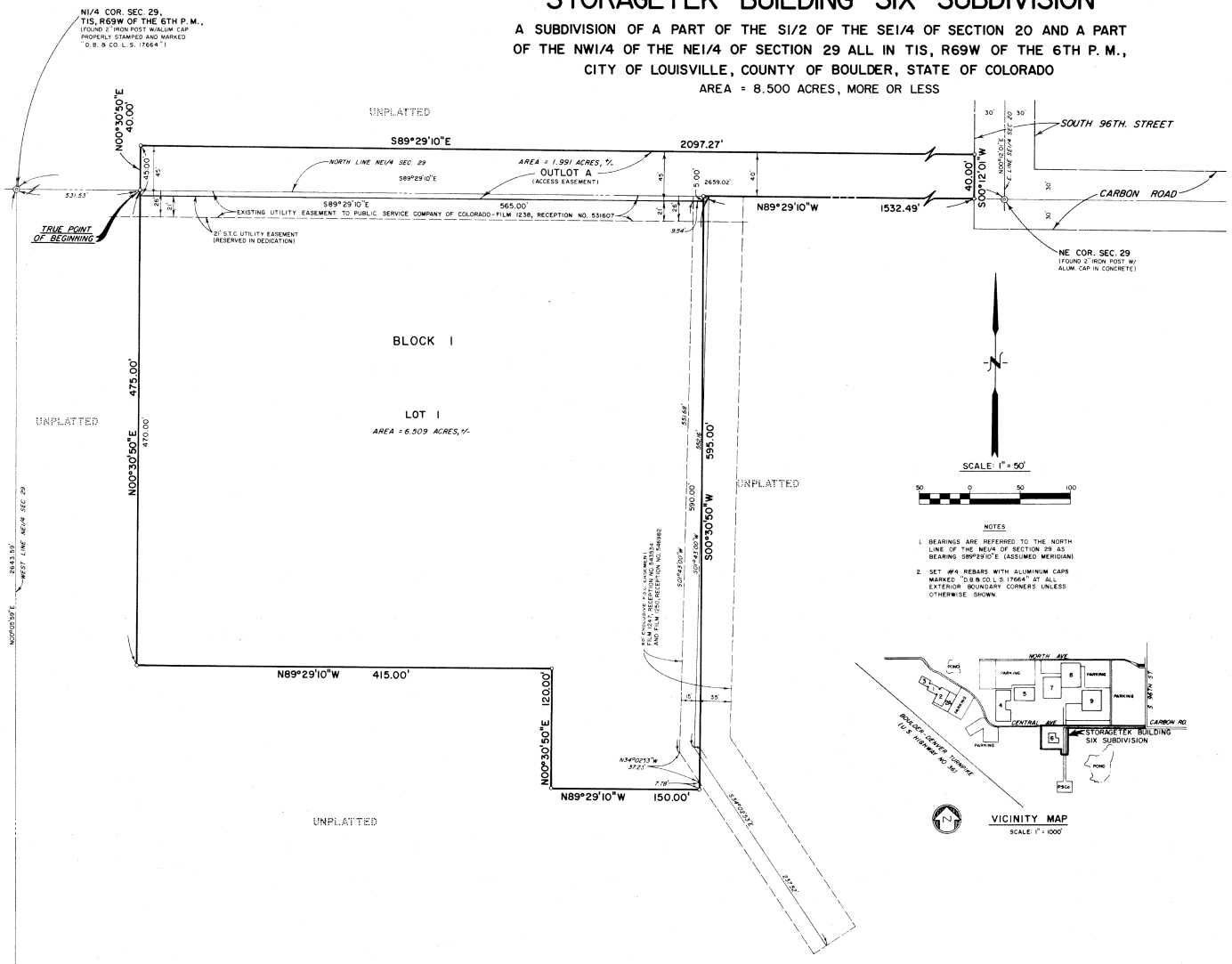
Signature*	Rodney Richerson	9/18/2024
	Print Name	Date

***If acting as a representative/agent of the owner, include written authorization from the owner that certifies the agent's right to submit this application**

STORAGETEK BUILDING SIX SUBDIVISION

A SUBDIVISION OF A PART OF THE S1/2 OF THE SE1/4 OF SECTION 20 AND A PART OF THE NW1/4 OF THE NE1/4 OF SECTION 29 ALL IN T1S, R69W OF THE 6TH P. M., CITY OF LOUISVILLE, COUNTY OF BOULDER, STATE OF COLORADO

AREA = 8.500 ACRES, MORE OR LESS



SURVEYOR'S CERTIFICATE

I, RICHARD G. SETTERGREN, A DULY REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF COLORADO, DO HEREBY CERTIFY THAT THIS PLAT OF "STORAGETEK BUILDING SIX SUBDIVISION" TRULY AND CORRECTLY REPRESENTS THE RESULTS OF A SURVEY MADE UNDER MY DIRECT SUPERVISION.

RICHARD G. SETTERGREN
COLORADO REGISTERED PROFESSIONAL LAND SURVEYOR NO. 17664

DEDICATION

KNOW ALL MEN BY THESE PRESENTS:

THAT THE UNDERSIGNED, STORAGE TECHNOLOGY CORPORATION, A DELAWARE CORPORATION, IS THE OWNER OF THAT REAL PROPERTY SITUATED IN THE COUNTY OF BOULDER, STATE OF COLORADO, AND LYING WITHIN THE EXTERIOR BOUNDARY OF "STORAGETEK BUILDING SIX SUBDIVISION", A SUBDIVISION OF A PART OF THE NW1/4 OF THE NE1/4 OF SECTION 29 AND A PART OF THE S1/2 OF THE SE1/4 OF SECTION 20, T1S, R69W OF THE 6TH P.M., ALL IN THE CITY OF LOUISVILLE, DESCRIBED AS FOLLOWS:

COMMENCING AT THE N1/4 CORNER OF SAID SECTION 29; THENCE S89°29'10"E, 531.53 FEET ALONG THE NORTH LINE OF THE NE1/4 OF SAID SECTION 29 TO THE TRUE POINT OF BEGINNING;

THENCE N00°30'50"E, 40.00 FEET;

THENCE S89°29'10"E, 2097.27 FEET TO THE WEST RIGHT-OF-WAY LINE OF SOUTH 96TH STREET;

THENCE S00°12'01"W, 40.00 FEET ALONG THE WEST RIGHT-OF-WAY LINE OF SAID SOUTH 96TH STREET TO THE NORTH LINE OF THE NE1/4 OF SAID SECTION 29;

THENCE N89°29'10"W, 1532.49 FEET ALONG THE NORTH LINE OF THE NE1/4 OF SAID SECTION 29;

THENCE S00°30'50"W, 595.00 FEET;

THENCE N89°29'10"W, 150.00 FEET;

THENCE N00°30'50"E, 120.00 FEET;

THENCE N89°29'10"W, 415.00 FEET TO A POINT THAT BEARS S00°30'50"W FROM THE TRUE POINT OF BEGINNING;

THENCE N00°30'50"E, 475.00 FEET TO THE TRUE POINT OF BEGINNING.

THAT IT HAS CAUSED SAID REAL PROPERTY TO BE LAID OUT, PLATTED AND SURVEYED AS "STORAGETEK BUILDING SIX SUBDIVISION", A SUBDIVISION IN THE CITY OF LOUISVILLE, COUNTY OF BOULDER, STATE OF COLORADO, AND DOES HEREBY RESERVE THAT PORTION OF SAID REAL PROPERTY DESIGNATED AS "21' S.T.C. UTILITY EASEMENT" AS AN EASEMENT FOR THE INSTALLATION AND MAINTENANCE OF PRIVATE UTILITY LINES AND APPURTENANCES THERETO, AND DOES HEREBY GRANT TO THE CITY OF LOUISVILLE, AND TO THE OWNER OF LOT 1 AS SHOWN HEREON, AN EASEMENT FOR INGRESS AND EGRESS OVER THAT PORTION OF SAID REAL PROPERTY DESIGNATED AS "ACCESS EASEMENT".

IN WITNESS WHEREOF, STORAGE TECHNOLOGY CORPORATION, A DELAWARE CORPORATION, HAS CAUSED ITS NAME TO BE HEREUNTO SUBSCRIBED AND ITS SEAL TO BE HEREUNTO AFFIXED THIS _____ DAY OF _____ A.D., 1985.

STORAGE TECHNOLOGY CORPORATION, A DELAWARE CORPORATION

ATTEST: _____ RICHARD BLAND, CORPORATE ATTORNEY

BY: _____ JAMES GRAHAM, MANAGER OF REAL ESTATE

ACKNOWLEDGEMENT

STATE OF COLORADO)
)ss
COUNTY OF BOULDER)

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____ A.D., 1985, BY JAMES GRAHAM AS MANAGER OF REAL ESTATE AND RICHARD BLAND AS CORPORATE ATTORNEY OF STORAGE TECHNOLOGY CORPORATION, A DELAWARE CORPORATION.

WITNESS MY HAND AND OFFICIAL SEAL.

MY COMMISSION EXPIRES _____.

_____
NOTARY PUBLIC

_____
ADDRESS

PLANNING COMMISSION CERTIFICATE

APPROVED BY THE PLANNING COMMISSION OF THE CITY OF LOUSIVILLE, THIS 13TH DAY OF AUGUST A.D., 1985.

_____
CHAIRMAN

_____
SECRETARY

CITY COUNCIL APPROVAL

APPROVED BY THE CITY COUNCIL OF THE CITY OF LOUISVILLE, THIS 17TH DAY OF SEPTEMBER A.D., 1985.

_____
MAYOR

ATTEST: _____
CITY CLERK

CLERK AND RECORDER'S CERTIFICATE

STATE OF COLORADO)
)ss
COUNTY OF BOULDER)

I HEREBY CERTIFY THAT THIS INSTRUMENT WAS FILED IN MY OFFICE AT 10:12 O'CLOCK ___.M., THIS 3 DAY OF OCT A.D., 1985, AND IS RECORDED IN PLAN FILE _____.

FEES $10.00 PAID.

Film 1375
Rec # 717095

_____
CLERK AND RECORDER
L. Yvonne Sanders

BY: _____
DEPUTY

PLAN 18 F-4
#9

329

FINAL SUBDIVISION PLAT OF

REDTAIL RIDGE FILING NO. 1

SITUATED IN THE SOUTH HALF OF SECTION 20 AND THE NORTH HALF OF SECTION 29, TOWNSHIP 1 SOUTH, RANGE 69 WEST OF THE SIXTH PRINCIPAL MERIDIAN, CITY OF LOUISVILLE, COUNTY OF BOULDER, STATE OF COLORADO

COVER

PREPARED BY:

HARRIS KOCHER SMITH

1120 Lincoln Street, Suite 1000
Denver, Colorado 80203
P: 303-623-6300 F: 303-623-6311
HarrisKocherSmith.com

LEGAL DESCRIPTION AND DEDICATION:

KNOW ALL MEN BY THESE PRESENTS, THAT THE UNDERSIGNED BEING THE OWNERS OF A TRACT OF LAND SITUATED IN THE SOUTH HALF OF SECTION 20 AND THE NORTH HALF OF SECTION 29, TOWNSHIP 1 SOUTH, RANGE 69 WEST OF THE SIXTH PRINCIPAL MERIDIAN, CITY OF LOUISVILLE, COUNTY OF BOULDER, STATE OF COLORADO, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE CENTER QUARTER CORNER OF SAID SECTION 20;
THENCE SOUTH 89°48'50" EAST ALONG THE NORTH LINE OF THE SOUTHEAST QUARTER OF SAID SECTION 20, A DISTANCE OF 2,625.59 FEET;
THENCE SOUTH 00°02'13" EAST ALONG A LINE PARALLEL WITH AND 30 FEET WEST OF THE EAST LINE OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 20, A DISTANCE OF 1,326.76 FEET TO A POINT ON THE SOUTH LINE OF THE NORTH HALF OF SAID SOUTHEAST QUARTER;
THENCE SOUTH 00°02'35" EAST ALONG A LINE PARALLEL WITH AND 30 FEET WEST OF THE EAST LINE OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 20, A DISTANCE OF 85.45 FEET TO THE NORTH CORNER OF PARCEL TK-71-2 DESCRIBED AT RECEPTION NO. 2386686 IN THE RECORDS OF BOULDER COUNTY;
THENCE ALONG THE PERIMETER OF SAID PARCEL THE FOLLOWING THREE (3) COURSES:
1) SOUTH 33°27'26" WEST, A DISTANCE OF 60.64 FEET;
2) SOUTH 01°40'28" WEST, A DISTANCE OF 45.12 FEET;
3) SOUTH 89°19'32" EAST, A DISTANCE OF 34.84 FEET TO A POINT 30 FEET WEST OF SAID EAST LINE;
THENCE SOUTH 00°02'35" EAST ALONG A LINE PARALLEL WITH AND 30 FEET WEST OF SAID EAST LINE, A DISTANCE OF 404.28 FEET TO A POINT OF NON-TANGENT CURVATURE AT THE NORTH CORNER OF PARCEL TK-71 DESCRIBED AT RECEPTION NO. 2309730 IN THE RECORDS OF BOULDER COUNTY;
THENCE ALONG THE PERIMETER OF SAID PARCEL THE FOLLOWING THREE (3) COURSES:
1) ALONG THE ARC OF SAID CURVE TO THE LEFT AN ARC LENGTH OF 86.28 FEET, SAID CURVE HAVING A RADIUS OF 2,441.83 FEET, A CENTRAL ANGLE OF 02°01'28", AND A CHORD WHICH BEARS SOUTH 04°26'27" WEST A CHORD DISTANCE OF 86.27 FEET;
2) SOUTH 03°25'43" WEST, A DISTANCE OF 124.37 FEET;
3) SOUTH 00°02'35" EAST AND ALONG THE WEST LINE OF PARCEL TK-71-1 DESCRIBED AT RECEPTION NO. 2309730 IN THE RECORDS OF BOULDER COUNTY, A DISTANCE OF 529.71 FEET TO A POINT ON THE SOUTH LINE OF THE SAID SOUTHEAST QUARTER AND A POINT ON THE NORTH LINE OF PARCEL 12 AS DESCRIBED AT RECEPTION NO. 1560711 IN THE RECORDS OF BOULDER COUNTY;
THENCE ALONG THE PERIMETER OF SAID PARCEL 12 THE FOLLOWING FOUR (4) COURSES:
1) NORTH 89°47'42" WEST, A DISTANCE OF 55.73 FEET;
2) SOUTH 00°00'35" WEST, A DISTANCE OF 30.02 FEET;
3) SOUTH 44°51'26" EAST, A DISTANCE OF 35.44 FEET;
4) SOUTH 00°00'35" WEST, A DISTANCE OF 127.21 FEET TO A POINT ON THE NORTH LINE OF THAT PARCEL DESCRIBED AT RECEPTION NO. 520800 IN THE RECORDS OF BOULDER COUNTY;
THENCE ALONG THE PERIMETER OF SAID PARCEL THE FOLLOWING THREE (3) COURSES:
1) NORTH 89°59'25" WEST, A DISTANCE OF 55.00 FEET;
2) SOUTH 00°00'35" WEST, A DISTANCE OF 50.00 FEET;
3) SOUTH 89°59'25" EAST, A DISTANCE OF 55.00 FEET TO THE NORTHWEST CORNER OF PARCEL 10 AS DESCRIBED AT RECEPTION NO. 1560711 IN THE RECORDS OF BOULDER COUNTY;
THENCE ALONG THE PERIMETER OF SAID PARCEL 10 THE FOLLOWING TWO (2) COURSES:
1) SOUTH 00°00'35" WEST ALONG THE WEST LINE OF SAID PARCEL AND ALONG A LINE PARALLEL WITH AND 75 FEET WEST OF THE SAID EAST LINE, A DISTANCE OF 247.79 FEET;
2) SOUTH 16°40'03" EAST ALONG THE SOUTHEASTERLY LINE OF SAID PARCEL, A DISTANCE OF 93.77 FEET TO THE NORTH CORNER OF PARCEL TK-75 DESCRIBED AT RECEPTION NO. 2309730 IN THE RECORDS OF BOULDER COUNTY;
THENCE SOUTH 00°00'35" WEST ALONG A LINE PARALLEL WITH THE EAST LINE OF SAID SECTION 29 AND ALONG THE WEST LINE OF SAID TK-75, A DISTANCE OF 611.12 FEET;
THENCE SOUTH 89°48'45" EAST ALONG THE SOUTH LINE OF SAID TK-75, A DISTANCE OF 48.09 FEET TO A POINT ON THE EAST LINE OF THE NORTHEAST QUARTER OF SAID SECTION 29;
THENCE SOUTH 00°00'35" WEST ALONG SAID EAST LINE, A DISTANCE OF 136.13 FEET TO A POINT ON THE SOUTH LINE OF THE NORTH HALF OF THE NORTHEAST QUARTER OF SAID SECTION 29;
THENCE NORTH 89°42'42" WEST ALONG SAID SOUTH LINE, A DISTANCE OF 2,308.62 FEET TO A POINT ON THE NORTHEAST LINE OF THE LAND CONVEYED TO THE CITY OF BROOMFIELD BY GIFT DEED RECORDED AT RECEPTION NO. 2013403 IN THE RECORDS OF BOULDER COUNTY;
THENCE ALONG THE PERIMETER OF SAID PARCEL THE FOLLOWING FIVE (5) COURSES:
1) NORTH 14°13'32" WEST, A DISTANCE OF 140.04 FEET;
2) NORTH 60°44'04" WEST, A DISTANCE OF 682.66 FEET;
3) NORTH 31°43'59" WEST, A DISTANCE OF 350.27 FEET;
4) NORTH 50°04'57" WEST, A DISTANCE OF 351.37 FEET;
5) NORTH 87°38'56" WEST, A DISTANCE OF 246.66 FEET TO THE EASTERN CORNER OF PARCEL 32B AS DESCRIBED BY SPECIAL WARRANTY DEED RECORDED AT RECEPTION NO. 3411796 IN THE RECORDS OF BOULDER COUNTY;
THENCE NORTH 58°29'24" WEST ALONG THE NORTHEASTERLY LINE OF SAID PARCEL, A DISTANCE OF 186.70 FEET TO A POINT ON THE RIGHT-OF-WAY OF HIGHWAY 36;
THENCE NORTH 50°07'12" WEST ALONG SAID RIGHT-OF-WAY, A DISTANCE OF 356.68 FEET TO A POINT ON THE SOUTH LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 20 AND THE SOUTH CORNER OF PARCEL 32A OF SAID SPECIAL WARRANTY DEED;
THENCE CONTINUING NORTH 50°07'12" WEST ALONG THE NORTHEAST LINE OF SAID PARCEL 32A, A DISTANCE OF 1,028.45 FEET TO A POINT ON THE EAST LINE OF THAT PARCEL DESCRIBED AT BOOK 880, PAGE 98 IN THE RECORDS OF BOULDER COUNTY;
THENCE NORTH 25°26'59" WEST ALONG SAID EAST LINE AND ALONG THE EAST LINE OF THAT PARCEL DESCRIBED AT BOOK 878, PAGE 503, A DISTANCE OF 842.57 TO THE SOUTH CORNER OF THAT PARCEL DESCRIBED AT RECEPTION NO. 1989419 IN THE RECORDS OF BOULDER COUNTY;
THENCE ALONG THE PERIMETER OF SAID PARCEL THE FOLLOWING FOUR (4) COURSES:
1) NORTH 00°54'00" EAST, A DISTANCE OF 95.53 FEET;
2) NORTH 08°22'46" WEST, A DISTANCE OF 184.53 FEET;
3) NORTH 00°09'09" WEST ALONG A LINE PARALLEL WITH THE WEST LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 20, A DISTANCE OF 213.70 FEET;
4) SOUTH 89°50'51" WEST, A DISTANCE OF 34.06 FEET TO A POINT 25.00 FEET EAST OF THE WEST LINE OF SAID SOUTHWEST QUARTER;
THENCE NORTH 00°09'09" WEST ALONG A LINE PARALLEL WITH AND 25 FEET FROM THE SAID WEST LINE, A DISTANCE OF 473.64 FEET TO A POINT ON THE SOUTH LINE OF THAT PARCEL DESCRIBED AT RECEPTION NO. 1819920 IN THE RECORDS OF BOULDER COUNTY EXTENDED WESTERLY;
THENCE SOUTH 89°48'38" EAST ALONG SAID SOUTH LINE AND SAID SOUTH LINE EXTENDED, A DISTANCE OF 265.23 FEET TO THE SOUTHEAST CORNER OF SAID PARCEL;
THENCE NORTH 00°09'09" WEST ALONG THE EAST LINE OF SAID PARCEL, A DISTANCE OF 256.00 FEET TO A POINT ON THE SOUTH RIGHT-OF-WAY LINE OF CAMPUS DRIVE AS DEDICATED BY LOUISVILLE CAMPUS RECORDED AT RECEPTION NO. 1669751;
THENCE ALONG SAID SOUTH LINE THE FOLLOWING FOUR (4) COURSES:
1) SOUTH 89°48'38" EAST ALONG SAID NORTH LINE, A DISTANCE OF 50.02 FEET;
2) SOUTH 82°25'28" EAST, A DISTANCE OF 202.23 FEET TO A POINT OF NON-TANGENT CURVATURE;
3) ALONG THE ARC OF SAID CURVE TO THE LEFT AN ARC LENGTH OF 139.86 FEET, SAID CURVE HAVING A RADIUS OF 1,085.00 FEET, A CENTRAL ANGLE OF 07°23'09", AND A CHORD WHICH BEARS SOUTH 86°07'04" EAST A CHORD DISTANCE OF 139.77 FEET;
4) SOUTH 89°48'38" EAST, A DISTANCE OF 1,975.05 FEET TO A POINT ON THE EAST LINE SAID SOUTHWEST QUARTER;
THENCE NORTH 00°02'50" EAST ALONG SAID EAST LINE, A DISTANCE OF 35.00 FEET TO THE **POINT OF BEGINNING**.

EXCEPTING THEREFROM THAT PARCEL DESCRIBED BY DEED RECORDED AT RECEPTION NO. 531604 IN THE RECORDS OF BOULDER COUNTY;

SAID PARCEL CONTAINS 16,949,252 SQUARE FEET OR 389.10 ACRES, MORE OR LESS;

HAS LAID OUT, SUBDIVIDED AND PLATTED SAID LAND AS PER DRAWING HEREON CONTAINED UNDER THE NAME AND STYLE OF **REDTAIL RIDGE FILING NO. 1**, A SUBDIVISION OF A PART OF THE CITY OF LOUISVILLE, COUNTY OF BOULDER, STATE OF COLORADO, AND BY THESE PRESENTS DO HEREBY DEDICATE TO THE CITY OF LOUISVILLE THE STREETS, AVENUES, TRACTS A THROUGH I, INCLUSIVE, AND TRACT K AS SHOWN ON THE ACCOMPANYING PLAT FOR THE PUBLIC USE THEREOF FOREVER AND DOES FURTHER DEDICATE TO THE USE OF THE CITY OF LOUISVILLE AND ALL SERVING PUBLIC UTILITIES THOSE PORTIONS OF SAID REAL PROPERTY WHICH ARE SO DESIGNATED AS EASEMENTS AS SHOWN. IT IS EXPRESSLY UNDERSTOOD AND AGREED BY THE UNDERSIGNED THAT ALL EXPENSES AND COSTS INVOLVED IN CONSTRUCTING AND INSTALLING SANITARY SEWER WORKS AND LINES, WATER SYSTEM WORKS AND LINES, GAS SERVICE LINES, ELECTRICAL SERVICE WORKS AND LINES, LANDSCAPING, CURBS, GUTTERS, STREET PAVEMENT, SIDEWALKS, AND OTHER SUCH UTILITIES AND SERVICES SHALL BE GUARANTEED AND PAID FOR BY THE SUBDIVIDER OR ARRANGEMENTS MADE BY THE SUBDIVIDER THEREOF WHICH ARE APPROVED BY THE CITY OF LOUISVILLE, COLORADO, AND SUCH SUMS SHALL NOT BE PAID BY THE CITY OF LOUISVILLE, AND THAT ANY ITEM SO CONSTRUCTED OR INSTALLED WHEN ACCEPTED BY THE CITY OF LOUISVILLE SHALL BECOME THE SOLE PROPERTY OF SAID CITY OF LOUISVILLE, COLORADO, EXCEPT PRIVATE ROADWAY CURBS, GUTTER AND PAVEMENT AND ITEMS OWNED BY MUNICIPALITY FRANCHISED UTILITIES, OTHER SERVING PUBLIC ENTITIES, AND/OR CENTURYLINK, WHICH WHEN CONSTRUCTED OR INSTALLED SHALL REMAIN AND/OR BECOME THE PROPERTY OF SUCH MUNICIPALITY FRANCHISED UTILITIES, OTHER SERVING PUBLIC ENTITIES, AND/OR CENTURYLINK AND SHALL NOT BECOME THE PROPERTY OF THE CITY OF LOUISVILLE, COLORADO.

OWNER:

REDTAIL RIDGE PORTFOLIO, LLC

_____
SIGNATURE

BY: _____

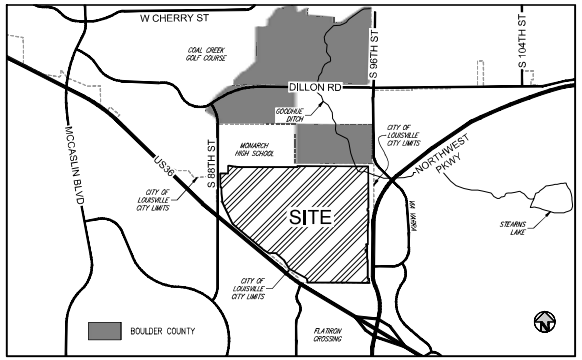
AS: _____ OF **REDTAIL RIDGE PORTFOLIO, LLC**

SUBSCRIBED AND SWORN TO BEFORE ME THIS ____ DAY OF _____, 20____, BY _____ AS _____ OF **REDTAIL RIDGE PORTFOLIO, LLC**

WITNESS MY HAND AND OFFICIAL SEAL.

_____
NOTARY PUBLIC

MY COMMISSION EXPIRES _____



VICINITY MAP
SCALE: 1" = 2,000'

NOTES:

1. THIS SURVEY DOES NOT CONSTITUTE A TITLE SEARCH BY HARRIS KOCHER SMITH TO DETERMINE OWNERSHIP OR EASEMENTS OF RECORD. FOR ALL INFORMATION REGARDING EASEMENTS, RIGHTS-OF-WAY AND TITLE OF RECORD, HARRIS KOCHER SMITH RELIED UPON COMMITMENT FOR TITLE INSURANCE, COMMITMENT NO. 2200003078BB ISSUED BY STEWART TITLE GUARANTY COMPANY, AND HAVING AN EFFECTIVE DATE OF MAY 15, 2023 AT 5:30 P.M.
2. NOTICE: ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH DEFECT. IN NO EVENT MAY ANY ACTION BASED UPON ANY DEFECT IN THIS SURVEY BE COMMENCED MORE THAN TEN YEARS FROM THE DATE OF THE CERTIFICATION SHOWN HEREON.
3. BASIS OF BEARINGS: BEARINGS ARE BASED ON THE WEST LINE OF THE NORTHEAST QUARTER OF SECTION 29, TOWNSHIP 1 SOUTH, RANGE 69 WEST OF THE 6TH PRINCIPAL MERIDIAN ASSUMED AS BEARING SOUTH 00°08'41" EAST. SAID LINE BEING MONUMENTED AT THE NORTH QUARTER CORNER OF SAID SECTION BY A #6 REBAR WITH A 3.25" BRASS CAP STAMPED "1998 PLS 16401", AND BEING MONUMENTED AT THE CENTER QUARTER CORNER BY A #6 REBAR WITH A 2.5" ALUMINUM CAP 0.1' ABOVE GROUND STAMPED "D&bCO 2000 PLS 23529".
4. SUBJECT PROPERTY FALLS WITHIN ZONE X OF THE FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP, MAP NO. 08013C0584K, DATED AUGUST 15, 2019. ZONE X IS DEFINED AS AREAS DETERMINED TO BE OUTSIDE THE 0.2-PERCENT ANNUAL CHANCE FLOODPLAIN.
5. UPON AND AFTER RECORDATION OF THIS PLAT, THIS PLAT SHALL SUPERSEDE AND REPLACE ALL SUBDIVISION PLATS PREVIOUSLY FILED OF RECORD WITH RESPECT TO THE PROPERTY DESCRIBED IN THIS PLAT, INCLUDING BUT NOT LIMITED TO STORAGETEK BUILDING SIX SUBDIVISION RECORDED WITH THE BOULDER COUNTY CLERK AND RECORDER AT RECEPTION NO. 717096, WITH THE LEGAL EFFECT THAT ALL SUCH PREVIOUSLY RECORDED PLATS SHALL BE CONSIDERED VOID AND OF NO FURTHER LEGAL AFFECT AS APPLIED TO THE PROPERTY DESCRIBED IN THIS PLAT, AND THAT THE PROPERTY DESCRIBED IN THIS PLAT SHALL BE CONCLUSIVELY RELEASED FROM THE ENCUMBRANCE OF ALL SUCH RECORDED PLATS UPON AND AFTER RECORDATION OF THIS PLAT.
6. THE LINEAR UNITS FOR THIS SURVEY ARE U.S. SURVEY FEET.
7. THE SURVEYED PROPERTY IS SUBJECT TO THE TERMS, PROVISIONS, COVENANTS, CONDITIONS, RESTRICTIONS, OBLIGATIONS AND RESERVATIONS CONTAINED IN THE RECORDED DOCUMENTS IN THE TITLE COMMITMENT AS REFERENCED IN NOTE 1.
8. A 2' WIDE SURFACE MAINTENANCE EASEMENT RUNNING PARALLEL TO ALL PUBLIC RIGHT-OF-WAY LINES FOR SORRELL DRIVE, CAMPUS DRIVE AND ROCKCREST DRIVE AND EXTENDING INTO ANY ADJACENT PARCEL NOT BEING CONVEYED TO THE CITY OF LOUISVILLE ARE HEREBY GRANTED TO THE CITY OF LOUISVILLE. SAID 2' SURFACE MAINTENANCE EASEMENTS ARE INTENDED TO ALLOW THE CITY OF LOUISVILLE ADEQUATE SPACE BEHIND ANY IMPROVEMENTS LOCATED WITHIN THE RIGHT-OF-WAY FOR ROUTINE MAINTENANCE AND REPAIRS BY THE CITY OF LOUISVILLE OR THEIR AUTHORIZED DESIGNEE.
9. THE CITY OF LOUISVILLE IS GRANTED A 10' SURFACE MAINTENANCE EASEMENT WHERE ACCESS IS REASONABLY AVAILABLE BEYOND THE EXCLUSIVE UTILITY EASEMENTS GRANTED TO THE CITY BY THIS PLAT. THE 10' MAINTENANCE ACCESS EASEMENT SHALL BE ALLOWED ON EITHER SIDE OF THE EXCLUSIVE UTILITY EASEMENT, OR 5' ON EACH SIDE OF THE EXCLUSIVE UTILITY EASEMENT, IN EITHER CASE THIS EASEMENT IS NOT MEANT TO RESTRICT BUILDING OR IMPROVEMENTS ALLOWED WITHIN THE PUD, BUT INSTEAD ALLOW ACCESS WHERE REASONABLY AVAILABLE ON SITE. MINIMUM SURFACE DISTURBANCE IS ALLOWED BY THE CITY'S USE WITHIN THIS EASEMENT.
10. EXCLUSIVE CITY UTILITY EASEMENTS ARE HEREBY GRANTED TO THE CITY OF LOUISVILLE, AS SHOWN ON THIS PLAT, SOLELY FOR THE PURPOSE OF CONSTRUCTING, MAINTAINING, REPAIRING, REPLACING, INSPECTING AND OPERATING WATER AND SANITARY SEWER MAINS AND STORM SEWER FACILITIES, TRANSMISSION, DISTRIBUTION AND SERVICE LINES AND APPURTENANCES, TOGETHER WITH A RIGHT OF ACCESS, ON, ALONG AND IN ALL OF THE EASEMENTS, AS MAY BE NECESSARY TO ACCOMPLISH THE INTENDED PURPOSES OF THE EASEMENT. THESE EASEMENTS SHALL BE EXCLUSIVE, HOWEVER UTILITIES MAY CROSS THE EXCLUSIVE EASEMENTS AT SUBSTANTIALLY 90 DEGREES. THE CITY SHALL MAINTAIN ALL WATER AND SANITARY SEWER IMPROVEMENTS INSTALLED IN THE EASEMENT IN GOOD AND WORKING CONDITION. NOTWITHSTANDING THE FOREGOING, THE UNDERLYING PROPERTY OWNER RETAINS THE RIGHT TO USE THE SURFACE OF THE AREAS WITHIN WHICH THE WATER AND SANITARY SEWER EASEMENTS ARE DEPICTED FOR PARKING LOTS, SIDEWALKS, ROADS, DRIVEWAYS AND DRIVE AISLES, CURBS, AND OTHER SIMILAR HARDSCAPE USES PROVIDED SUCH SIMILAR USES DO NOT MATERIALLY INTERFERE WITH THE CITY'S USE OF SUCH AREAS AS WATER AND SANITARY SEWER EASEMENTS.
11. THE FIELD WORK FOR THIS SURVEY WAS CONDUCTED ON FEBRUARY 28, 2019.

SHEET INDEX

SHEET 1	COVER
SHEET 2	KEY MAP/TRACT SUMMARY TABLE
SHEET 3	PLAT SHEET
SHEET 4	PLAT SHEET
SHEET 5	PLAT SHEET/EASEMENT DETAILS 'A' & 'B'
SHEET 6	PLAT SHEET
SHEET 7	PLAT SHEET/EASEMENT DETAIL 'C'
SHEET 8	LINE & CURVE TABLES/EASEMENT DETAIL 'D'

PLANNING COMMISSION CERTIFICATE:

APPROVED THIS _____ DAY OF _____, 20_____ BY THE PLANNING COMMISSION OF THE CITY OF LOUISVILLE, COLORADO.

RESOLUTION NO. _____, SERIES _____

CITY COUNCIL CERTIFICATE:

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

RESOLUTION NO. _____, SERIES _____

_____
MAYOR SIGNATURE

_____
CITY CLERK SIGNATURE

SURVEYOR'S CERTIFICATE:

I, AARON MURPHY, A DULY LICENSED PROFESSIONAL LAND SURVEYOR IN THE STATE OF COLORADO, DO HEREBY CERTIFY THAT THIS PLAT OF **REDTAIL RIDGE FILING NO. 1** TRULY AND CORRECTLY REPRESENTS THE RESULTS OF A SURVEY MADE UNDER MY SUPERVISION AND HAS BEEN PERFORMED IN ACCORDANCE WITH COLORADO STATE LAW.

_____
AARON MURPHY, PLS NO. 38162

FOR AND ON BEHALF OF
HARRIS KOCHER SMITH
1120 LINCOLN STREET, SUITE 1000
DENVER, CO 80203
PHONE: 303-623-6300

LENDERS CONSENT:

THE UNDERSIGNED _____, AS THE BENEFICIARY OF A DEED OF TRUST (OR IDENTIFY OTHER MORTGAGE INSTRUMENT OR AGREEMENT CREATING SECURITY INTEREST) WHICH CONSTITUTES A LIEN UPON THE DECLARANT'S PROPERTY, RECORDED ON _____ AT RECEPTION NO. _____, BOULDER COUNTY CLERK AND RECORDER, CONSENTS TO THE DEDICATION OF THE STREETS, ALLEYS, ROADS, EASEMENTS, TRACTS, AND OTHER PUBLIC USES, AS SHOWN ON THIS PLAT, AND FOREVER RELEASES SAID REAL PROPERTY INTERESTS, AS AND TO THE EXTENT DEDICATED, FROM THE LIEN CREATED BY SAID INSTRUMENT AND SUBORDINATES SUCH LIEN TO THIS PLAT.

_____
NAME OF BENEFICIARY

_____ _____ DATE: _____
SIGNATURE

_____ ADDRESS: _____
TITLE

STATE OF COLORADO)
ss.
COUNTY OF BOULDER)

THE FOREGOING MORTGAGEE'S CONSENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 20____, BY _____.

MY COMMISSION EXPIRES _____

_____
NOTARY PUBLIC

LEGEND

▲	SET #5 REBAR W/ 1.25" BLUE PLASTIC CAP PLS 38162	**LOT X, BLOCK X** XXXX SF XXXX AC — LOT NUMBER, BLOCK & AREA
◎	FOUND MONUMENT AS DESCRIBED	D.E. = DRAINAGE EASEMENT HEREBY GRANTED
◇	FOUND BARE #5 REBAR	E.C.U.E. = EXCLUSIVE CITY UTILITY EASEMENT HEREBY GRANTED
△	FOUND #5 REBAR W/ ALUM. CAP PUNCHED THROUGH TOP	G.D.E. = GOODHUE DITCH & RESERVOIR COMPANY EASEMENT
⊙	FOUND ILLEGIBLE 1.5" ALUM. CAP ON #5 REBAR	D.U.E. = DRY UTILITY EASEMENT HEREBY GRANTED
◈	FOUND 2.5" ALUM. CAP PLS 28657 ON #5 REBAR	S.M.E. = SURFACE MAINTENANCE EASEMENT HEREBY GRANTED
▲	FOUND 3.5" ALUM. CAP CDOT ROW MARKER ON #6 REBAR PLS 24961	R.O.W. = RIGHT-OF-WAY
▲	FOUND 3.5" ALUM. CAP CDOT ROW MARKER ON #6 REBAR PLS 24942	CoL = CITY OF LOUISVILLE
●	FOUND #5 REBAR W/ 1.25" BLUE PLASTIC CAP PLS 38162	CCOB = CITY AND COUNTY OF BROOMFIELD
◆	FOUND MAG NAIL W/ 1" BRASS TAG PLS 38162	CDOT = COLORADO DEPARTMENT OF TRANSPORTATION
⊕	SECTION CORNER	NPPHA = NORTHWEST PARKWAY PUBLIC HIGHWAY AUTHORITY
		PSCO = PUBLIC SERVICE COMPANY OF COLORADO
		RRMD = REDTAIL RIDGE METROPOLITAN DISTRICT
		RRP = REDTAIL RIDGE PORTFOLIO, LLC
		PORTION OF EASEMENT TO BE VACATED BY SEPARATE INSTRUMENT
		LOUISVILLE CITY LIMITS

CLERK & RECORDER'S CERTIFICATE:

STATE OF COLORADO)
ss.
COUNTY OF BOULDER)

I HEREBY CERTIFY THAT THIS INSTRUMENT WAS FILED FOR RECORD IN MY OFFICE AT_____ (A.M./P.M.)

THIS_____ DAY OF_____ A.D., 20____

AT RECEPTION NO._____

_____
CLERK AND RECORDER

_____
DEPUTY

COVER - SHEET 1 OF 8

ISSUE DATE: 04-05-2021	PROJECT #: 190108
DATE	COMMENTS
04-29-2022	PER CITY COMMENTS
07-01-2022	PER CITY COMMENTS
03-06-2024	PER CITY COMMENTS
06-18-2024	PER CITY COMMENTS
06-26-2024	PSCO EASEMENT MODIFICATIONS
07-19-2024	ROW MODIFICATIONS
08-08-2024	TRACT TABLE REVISION

PROJECT NUMBER: 190108

ALL CHANGES MADE TO THIS DRAWING FILE MUST BE CLEARLY IDENTIFIED AND THE ORIGINAL AUTHOR (HARRIS KOCHER SMITH) NOTIFIED OF SUCH CHANGES.

FINAL SUBDIVISION PLAT OF

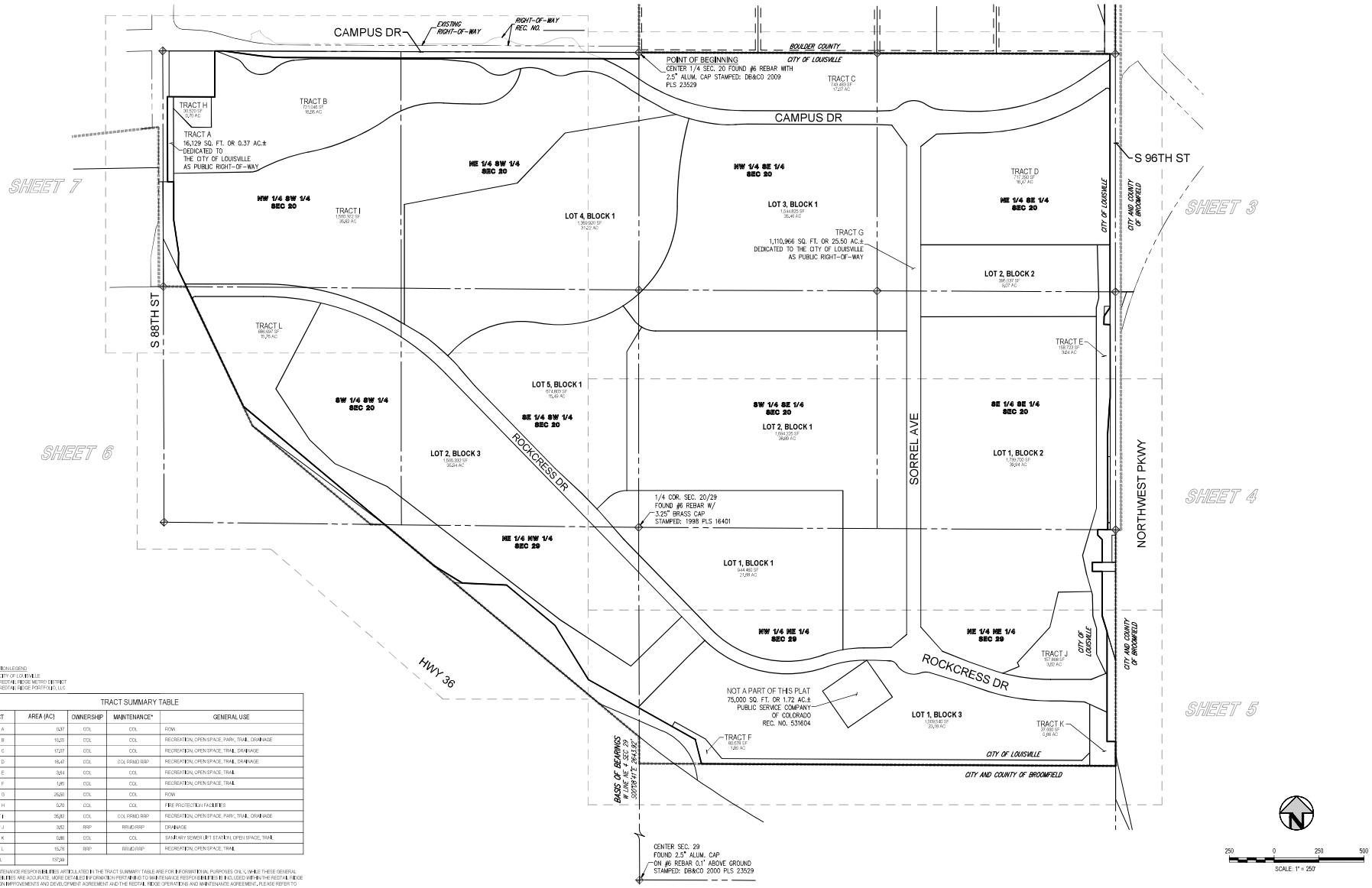
REDTAIL RIDGE FILING NO. 1

SITUATED IN THE SOUTH HALF OF SECTION 20 AND THE NORTH HALF OF SECTION 29, TOWNSHIP 1 SOUTH,
RANGE 69 WEST OF THE SIXTH PRINCIPAL MERIDIAN, CITY OF LOUISVILLE, COUNTY OF BOULDER, STATE OF COLORADO
KEY MAP/TRACT SUMMARY TABLE

PREPARED BY:
HARRIS KOCHER SMITH
1120 Lincoln Street, Suite 1000
Denver, Colorado 80203
P: 303-623-6300 F: 303-623-6311
HarrisKocherSmith.com

LEGEND

- SECTION CORNER (DESCRIBED ON FOLLOWING SHEETS)
- LOT X, BLOCK X — LOT NUMBER & AREA
- LOUISVILLE CITY LIMITS



ABBREVIATION LEGEND
COL CITY OF LOUISVILLE
RRMD REDTAIL RIDGE METRO DISTRICT
RRP REDTAIL RIDGE PORTFOLIO, LLC

TRACT SUMMARY TABLE

TRACT	AREA (AC)	OWNERSHIP	MAINTENANCE*	GENERAL USE
TRACT A	0.37	COL	COL	ROW
TRACT B	16.05	COL	COL	RECREATION, OPEN SPACE, PARK, TRAIL, DRAINAGE
TRACT C	17.27	COL	COL	RECREATION, OPEN SPACE, TRAIL, DRAINAGE
TRACT D	16.47	COL	COL, RRMD, RRP	RECREATION, OPEN SPACE, TRAIL, DRAINAGE
TRACT E	3.64	COL	COL	RECREATION, OPEN SPACE, TRAIL
TRACT F	1.25	COL	COL	RECREATION, OPEN SPACE, TRAIL
TRACT G	25.50	COL	COL	ROW
TRACT H	0.70	COL	COL	FIRE PROTECTION FACILITIES
TRACT I	36.82	COL	COL, RRMD, RRP	RECREATION, OPEN SPACE, PARK, TRAIL, DRAINAGE
TRACT J	3.02	RRP	RRMD, RRP	DRAINAGE
TRACT K	0.86	COL	COL	SANITARY SEWER LIFT STATION, OPEN SPACE, TRAIL
TRACT L	15.78	RRP	RRMD, RRP	RECREATION, OPEN SPACE, TRAIL
TOTAL	157.39			

*THE MAINTENANCE RESPONSIBILITIES ARTICULATED IN THE TRACT SUMMARY TABLE ARE FOR INFORMATIONAL PURPOSES ONLY. WHILE THESE GENERAL RESPONSIBILITIES ARE ACCURATE, MORE DETAILED INFORMATION PERTAINING TO MAINTENANCE RESPONSIBILITIES IS INCLUDED WITHIN THE REDTAIL RIDGE SUBDIVISION IMPROVEMENTS AND DEVELOPMENT AGREEMENT AND THE REDTAIL RIDGE OPERATIONS AND MAINTENANCE AGREEMENT. PLEASE REFER TO THESE DOCUMENTS FOR ADDITIONAL DETAIL PERTAINING TO MAINTENANCE RESPONSIBILITIES.

PROJECT NUMBER: 190108

KEY MAP/TRACT SUMMARY TABLE - SHEET 2 OF 8

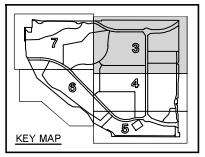
NO CHANGES ARE TO BE MADE TO THE DRAWING WITHOUT WRITTEN PERMISSION OF HARRIS KOCHER SMITH

FINAL SUBDIVISION PLAT OF

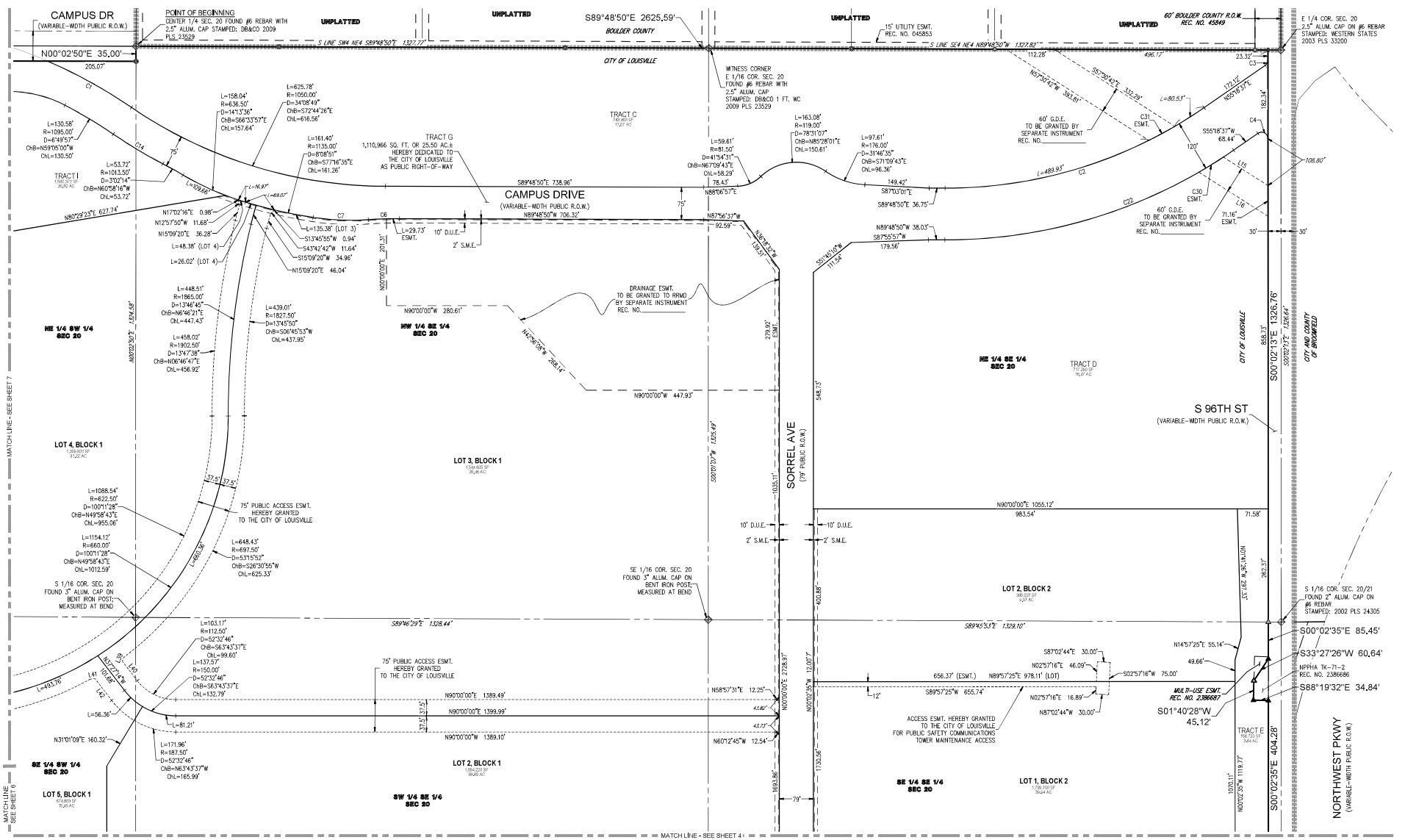
REDTAIL RIDGE FILING NO. 1

SITUATED IN THE SOUTH HALF OF SECTION 20 AND THE NORTH HALF OF SECTION 29, TOWNSHIP 1 SOUTH, RANGE 69 WEST OF THE SIXTH PRINCIPAL MERIDIAN, CITY OF LOUISVILLE, COUNTY OF BOULDER, STATE OF COLORADO

PLAT SHEET



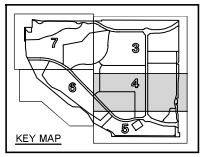
PREPARED BY:
HARRIS KOCHER SMITH
1120 Lincoln Street, Suite 1000
Denver, Colorado 80203
P: 303-623-6300 F: 303-623-6311
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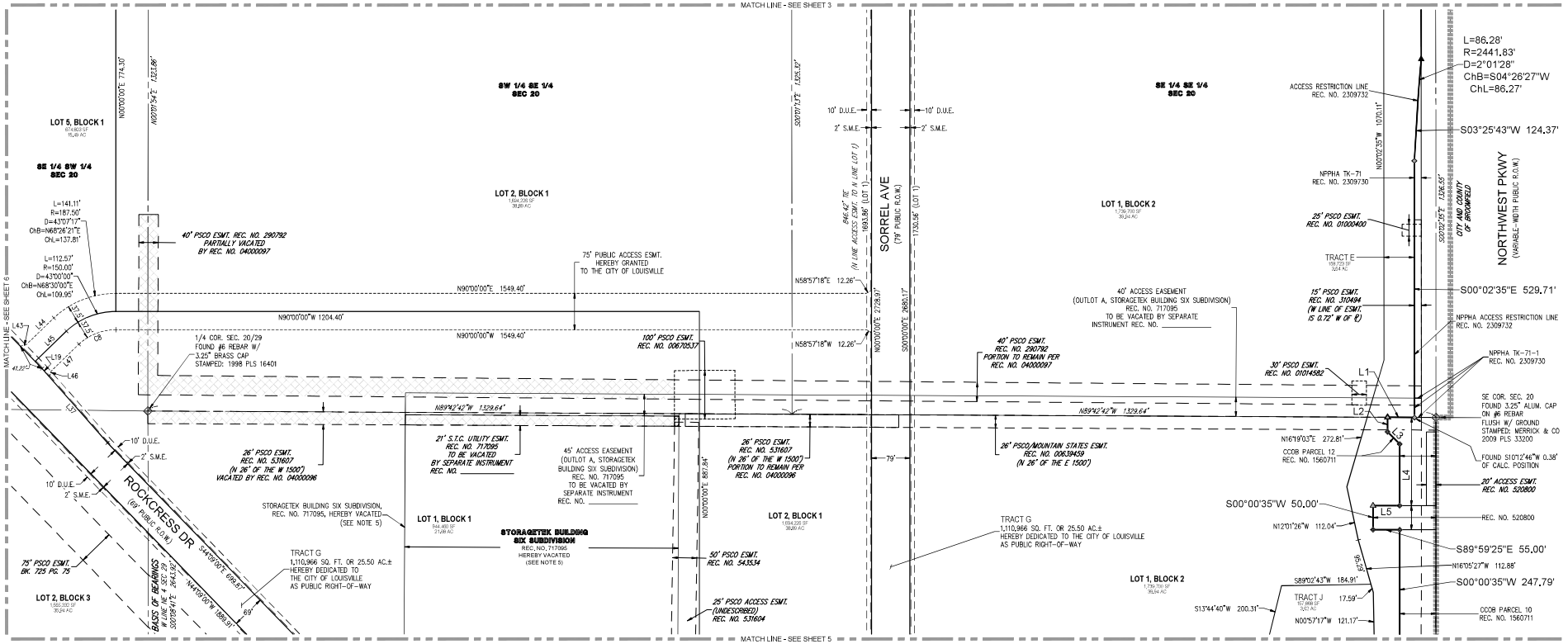
FINAL SUBDIVISION PLAT OF

REDTAIL RIDGE FILING NO. 1

SITUATED IN THE SOUTH HALF OF SECTION 20 AND THE NORTH HALF OF SECTION 29, TOWNSHIP 1 SOUTH,
RANGE 69 WEST OF THE SIXTH PRINCIPAL MERIDIAN, CITY OF LOUISVILLE, COUNTY OF BOULDER, STATE OF COLORADO
PLAT SHEET



PREPARED BY:
HARRIS KOCHER SMITH
1120 Lincoln Street, Suite 1000
Denver, Colorado 80203
P: 303-623-6300 F: 303-623-6311
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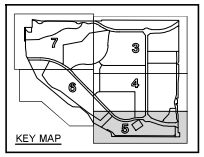
PROJECT NUMBER: 190108

FINAL PLAT - SHEET 4 OF 8

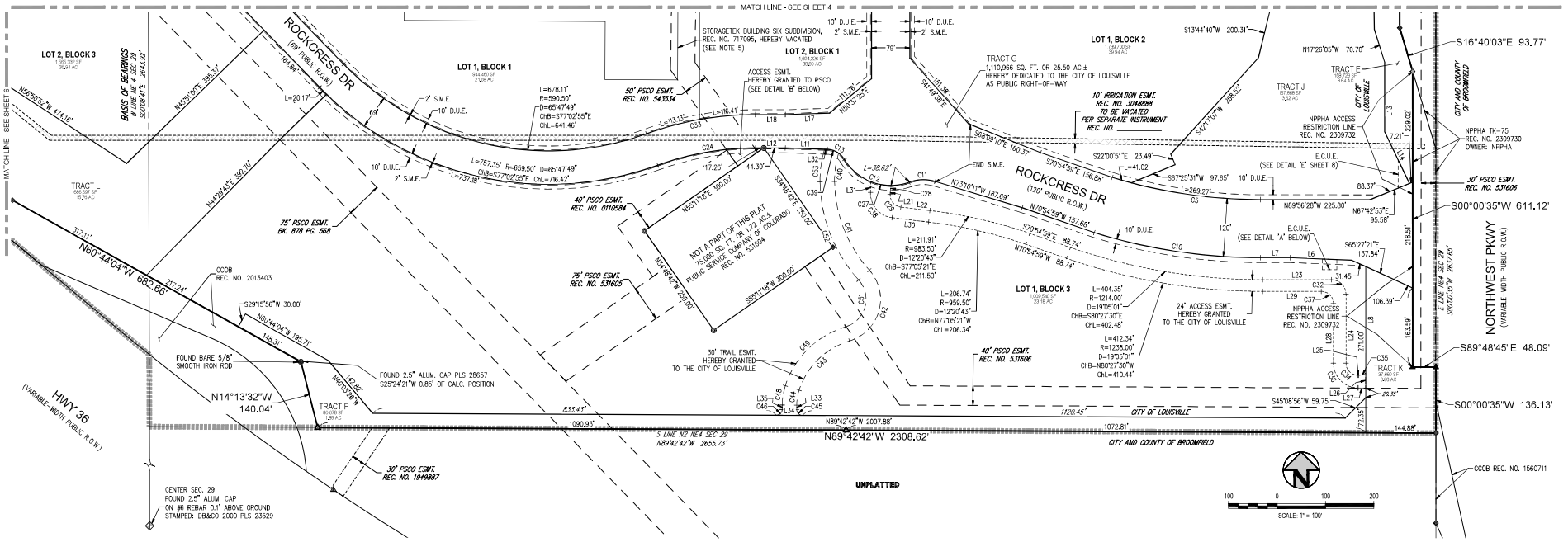
FINAL SUBDIVISION PLAT OF

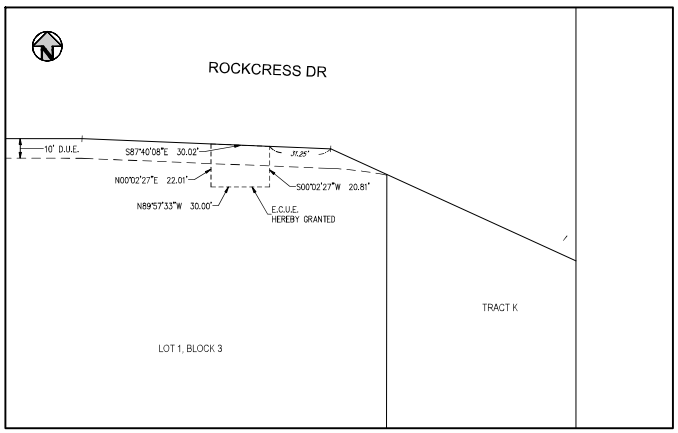
REDTAIL RIDGE FILING NO. 1

SITUATED IN THE SOUTH HALF OF SECTION 20 AND THE NORTH HALF OF SECTION 29, TOWNSHIP 1 SOUTH,
RANGE 69 WEST OF THE SIXTH PRINCIPAL MERIDIAN, CITY OF LOUISVILLE, COUNTY OF BOULDER, STATE OF COLORADO
PLAT SHEET/EASEMENT DETAILS 'A' & 'B'

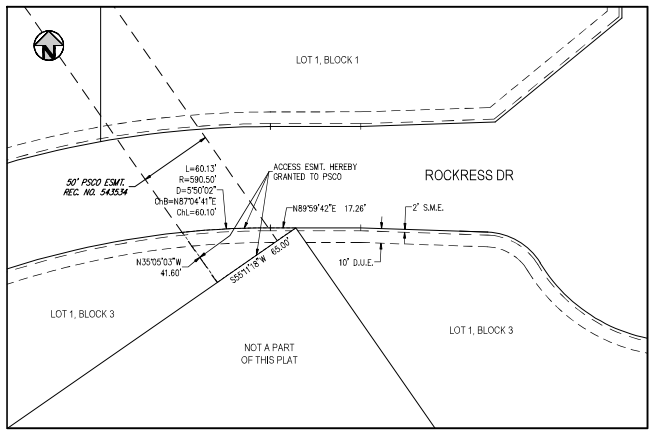


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DETAIL 'A'
SCALE: 1" = 30'



DETAIL 'B'
SCALE: 1" = 40'

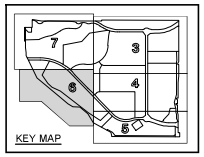
PROJECT NUMBER: 190108

FINAL PLAT - SHEET 5 OF 8

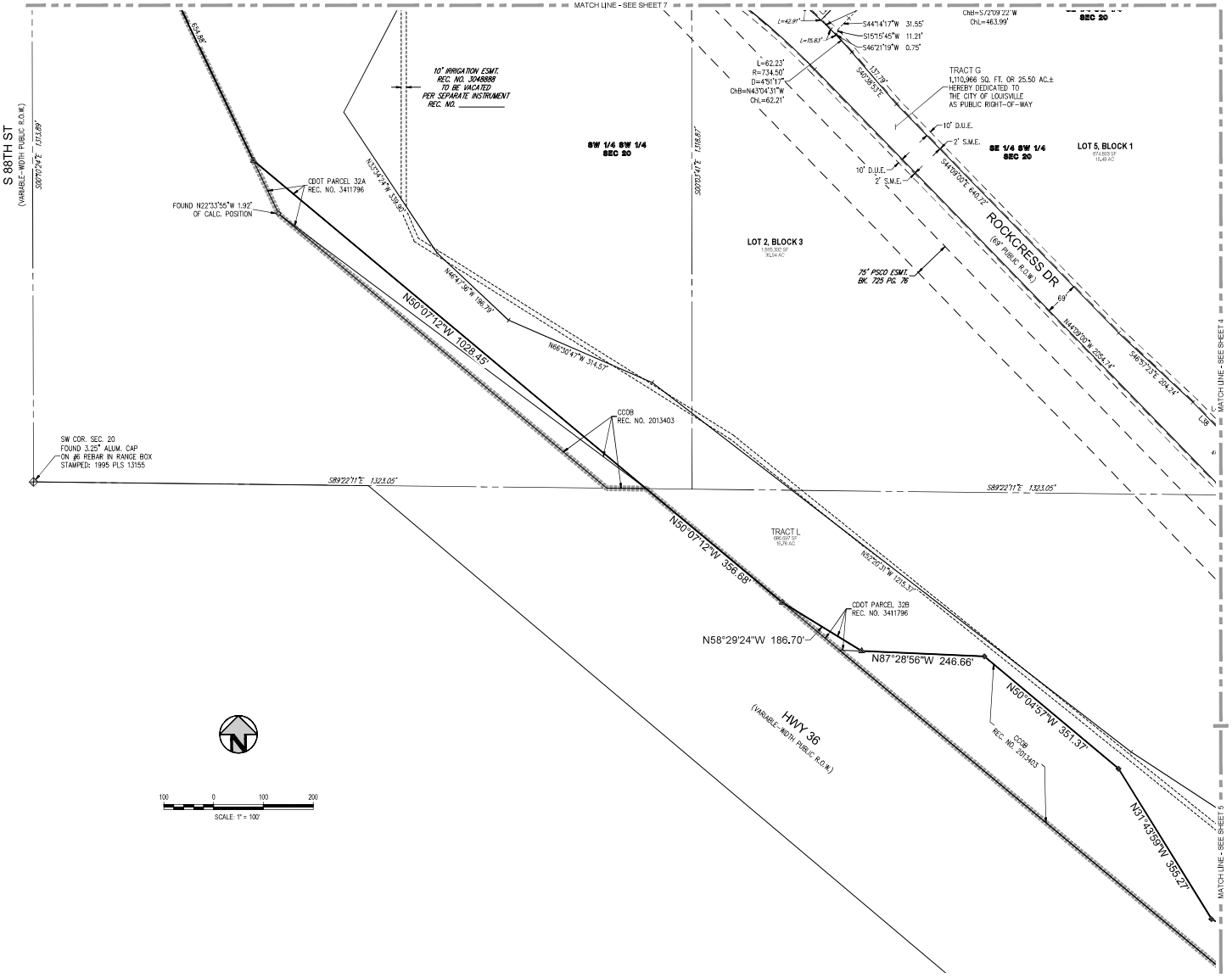
FINAL SUBDIVISION PLAT OF

REDTAIL RIDGE FILING NO. 1

SITUATED IN THE SOUTH HALF OF SECTION 20 AND THE NORTH HALF OF SECTION 29, TOWNSHIP 1 SOUTH,
RANGE 69 WEST OF THE SIXTH PRINCIPAL MERIDIAN, CITY OF LOUISVILLE, COUNTY OF BOULDER, STATE OF COLORADO
PLAT SHEET



PREPARED BY:
HARRIS KOCHER SMITH
1120 Lincoln Street, Suite 1000
Denver, Colorado 80203
P: 303-623-6300 F: 303-623-6311
HarrisKocherSmith.com



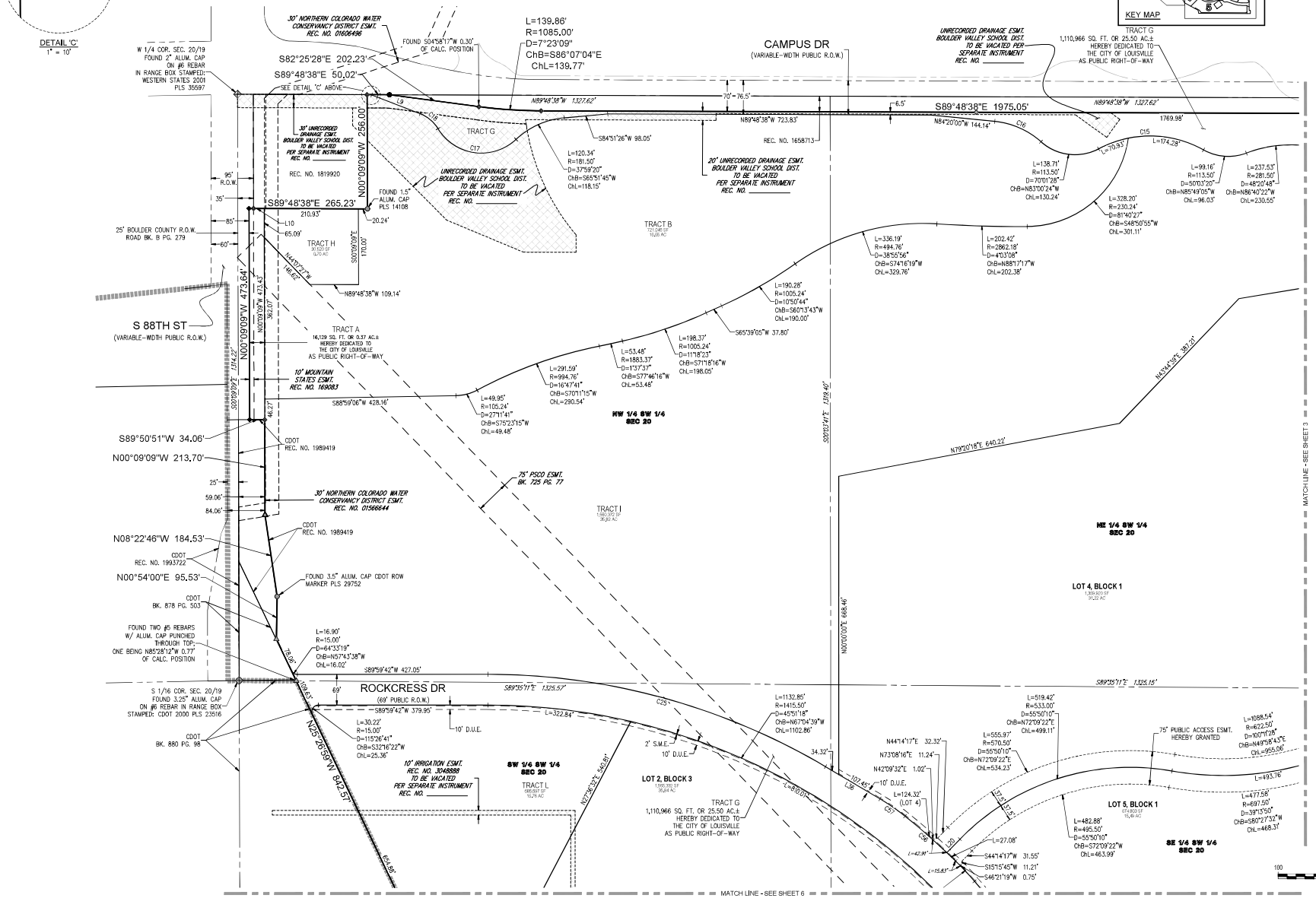
PROJECT NUMBER: 190108

FINAL SUBDIVISION PLAT OF

REDTAIL RIDGE FILING NO. 1

SITUATED IN THE SOUTH HALF OF SECTION 20 AND THE NORTH HALF OF SECTION 29, TOWNSHIP 1 SOUTH, RANGE 69 WEST OF THE SIXTH PRINCIPAL MERIDIAN, CITY OF LOUISVILLE, COUNTY OF BOULDER, STATE OF COLORADO

PLAT SHEET



PREPARED BY:

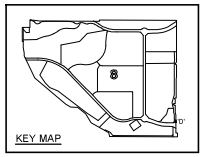
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FINAL SUBDIVISION PLAT OF

REDTAIL RIDGE FILING NO. 1

SITUATED IN THE SOUTH HALF OF SECTION 20 AND THE NORTH HALF OF SECTION 29, TOWNSHIP 1 SOUTH,
RANGE 69 WEST OF THE SIXTH PRINCIPAL MERIDIAN, CITY OF LOUISVILLE, COUNTY OF BOULDER, STATE OF COLORADO
LINE & CURVE TABLES/EASEMENT DETAIL 'D'

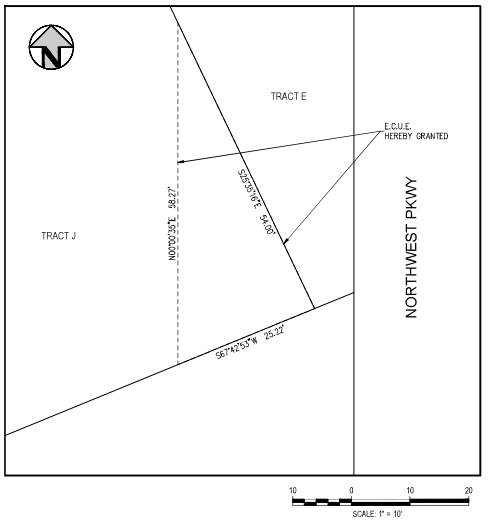


PREPARED BY:
HARRIS KOCHER SMITH
1120 Lincoln Street, Suite 1000
Denver, Colorado 80203
P: 303-623-6300 F: 303-623-6311
HarrisKocherSmith.com

CURVE TABLE					
CURVE	RADIUS	DELTA	LENGTH	CHORD BEARING	CHORD
C1	1170.00'	10°53'44"	222.49'	S61°06'53"E	222.15'
C2	1050.00'	34°52'33"	639.13'	N72°44'53"E	629.31'
C3	15.00'	55°20'51"	14.49'	N27°38'12"E	13.93'
C4	15.00'	124°39'10"	32.63'	N62°21'48"W	26.57'
C5	1050.00'	16°55'55"	310.29'	S81°28'31"E	309.16'
C6	1013.50'	4°03'56"	71.92'	S88°09'12"W	71.90'
C7	586.50'	12°31'46"	128.26'	S87°36'54"E	128.00'
C8	112.50'	42°49'19"	84.08'	S68°35'20"W	82.14'
C10	1170.00'	17°02'32"	348.01'	N81°25'12"W	346.72'
C11	83.50'	37°05'08"	54.05'	S88°17'15"W	53.11'
C12	111.50'	78°59'15"	153.71'	N70°45'42"W	141.83'
C13	43.50'	56°44'14"	43.08'	N59°38'11"W	41.34'
C14	1125.00'	6°49'30"	134.01'	N59°04'46"W	133.93'
C15	245.50'	57°13'43"	245.21'	N89°24'17"W	235.15'
C16	181.50'	36°20'19"	115.11'	N66°09'50"W	113.19'
C17	113.50'	101°55'25"	201.91'	N82°10'12"W	176.32'
C18	81.50'	37°38'17"	53.54'	N50°01'38"W	52.58'
C19	15.00'	18°48'26"	4.92'	N80°24'26"W	4.90'
C20	361.50'	2°09'26"	13.61'	N69°55'30"W	13.61'
C22	1170.00'	34°52'33"	712.18'	S72°44'53"W	701.23'
C24	590.50'	19°56'31"	205.53'	S80°01'26"W	204.49'
C25	1484.50'	30°37'43"	793.57'	N74°41'26"W	784.16'
C27	111.50'	21°56'42"	42.71'	S79°26'13"E	42.45'
C28	65.00'	10°10'50"	11.55'	S07°36'32"W	11.53'
C29	25.00'	85°46'50"	37.43'	S40°22'18"E	34.03'
C30	1170.00'	3°15'57"	66.69'	N58°21'14"E	66.68'
C31	1050.00'	3°44'50"	68.67'	S61°34'41"W	68.66'
C32	30.00'	90°00'00"	47.12'	S45°00'00"E	42.43'
C33	659.50'	19°56'31"	229.54'	S80°01'26"W	228.36'
C34	25.00'	90°00'00"	39.27'	S45°00'00"E	35.36'
C35	25.00'	36°22'20"	15.87'	N71°48'50"E	15.61'
C36	51.00'	90°00'00"	80.11'	N45°00'00"W	72.12'
C37	25.00'	90°00'00"	39.27'	N45°00'00"W	35.36'
C38	51.00'	85°14'12"	75.87'	N40°38'37"W	69.07'
C39	43.50'	32°58'32"	25.04'	S71°31'02"E	24.69'
C40	192.00'	17°40'02"	59.20'	S08°03'44"W	58.97'
C41	279.27'	41°14'54"	201.05'	S21°23'44"E	196.74'
C42	89.82'	115°22'23"	180.87'	S15°40'01"W	151.82'
C43	156.35'	55°27'28"	151.34'	S45°37'29"W	145.50'
C44	102.05'	17°36'27"	31.36'	S09°05'31"W	31.24'
C45	12.00'	90°00'00"	18.85'	S44°42'42"E	16.97'
C46	12.00'	90°00'00"	18.85'	N45°17'18"E	16.97'
C48	132.05'	17°36'27"	40.58'	N09°05'31"E	40.42'
C49	186.35'	55°27'28"	180.37'	N45°37'29"E	173.42'
C51	59.82'	115°22'23"	120.46'	N15°40'01"E	101.11'
C52	309.27'	41°14'54"	222.65'	N21°23'44"W	217.87'
C53	222.00'	17°28'43"	67.72'	N07°58'04"E	67.46'
C56	1494.50'	5°48'16"	151.40'	N48°24'17"W	151.33'
C57	484.50'	8°04'09"	68.23'	N55°20'30"W	68.18'

LINE TABLE		
LINE	BEARING	LENGTH
L1	N89°42'42"W	55.73'
L2	S00°00'35"W	30.02'
L3	S44°51'26"E	35.44'
L4	S00°00'35"W	127.21'
L5	N89°59'25"W	55.00'
L6	N87°40'08"W	127.24'
L7	N89°56'28"W	61.81'
L8	N00°00'35"E	343.35'
L9	N68°50'46"W	102.75'
L10	S89°48'38"E	34.06'
L11	N88°00'18"W	86.72'
L12	S89°59'42"W	61.55'
L13	N00°00'35"E	144.24'
L14	N25°35'16"W	118.81'
L15	S57°30'42"E	123.02'
L16	N57°30'42"W	190.37'
L17	N88°05'36"E	91.79'
L18	N89°59'42"E	61.57'
L19	N41°20'38"W	21.27'
L20	N44°14'17"E	41.99'
L21	S02°31'07"W	7.24'
L22	S83°15'43"E	60.35'
L23	N90°00'00"E	142.06'
L24	S00°00'00"E	142.43'
L25	N90°00'00"E	0.97'
L26	S00°00'35"W	30.88'
L27	N90°00'00"W	15.79'
L28	N00°00'00"E	123.44'
L29	N90°00'00"W	121.06'
L30	N83°15'43"W	75.33'
L31	N01°58'29"E	22.05'
L32	S88°00'18"E	5.50'
L33	S00°17'18"W	9.23'
L34	N89°42'42"W	54.00'
L35	N00°17'18"E	9.23'
L36	S59°22'35"E	107.45'
L37	S41°20'38"E	204.24'
L38	S44°09'00"E	141.69'
L39	S22°43'14"W	10.20'
L40	S37°27'14"E	56.96'
L41	S82°24'43"W	10.94'
L42	N37°27'14"W	63.84'
L43	N76°54'28"E	11.09'
L44	N45°50'51"E	79.75'
L45	N45°51'00"E	89.89'
L46	S17°37'55"W	9.93'
L47	S45°51'00"W	79.59'

DETAIL 'D'
SCALE: 1" = 10'



PROJECT NUMBER: 190108

EASEMENT DETAILS - SHEET 8 OF 8

NO CHANGES ARE TO BE MADE TO THIS DRAWING WITHOUT WRITTEN PERMISSION OF HARRIS KOCHER SMITH.

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PLOTTED: 6/4/2021 8:47:38 AM BY: Brian Lee

SUBJECT: **ADOPTION OF 2025 BUDGET AND MILL LEVY**

i. **RESOLUTION NO. 52, SERIES 2024 – A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE CITY OF LOUISVILLE, COLORADO FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2025 AND ENDING THE LAST DAY OF DECEMBER 2025**

ii. **RESOLUTION NO. 53, SERIES 2024 – ANNUAL APPROPRIATION RESOLUTION FOR THE CITY OF LOUISVILLE, COLORADO FOR THE CALENDAR YEAR BEGINNING JANUARY 1, 2025 AND ENDING DECEMBER 31, 2025**

iii. **RESOLUTION NO. 54, SERIES 2024 – A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2024, TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE CITY OF LOUISVILLE, COLORADO FOR THE 2025 BUDGET YEAR**

DATE: **NOVEMBER 4, 2024**

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

SUMMARY:
Staff is presenting the City of Louisville's 2025 Budget and Property Tax Mill Levies for adoption.

BACKGROUND:
Based upon feedback provided by Council over previously held public meetings on the 2025 Budget, Staff is presenting for adoption the 2025 Citywide Budget.

All previous Budget materials can be found on our City website, linked below.

- Tuesday, July 24th – Budget Retreat
  - Link to Materials
- Thursday, August 15th - Finance Committee Meeting
  - Link to Materials
- Tuesday, September 3rd – Budget Special Meeting
  - Link to Materials
- Thursday, Sept 19th - Finance Committee Meeting

    - Link to Materials
- Thursday, Sept 24th - Finance Committee Meeting
    - Link to Materials
- Tuesday, October 1st – City Manager's Recommended 2025-2026 Budget and 2025-2030 Capital Improvements Plan (CIP Plan)
    - Link to Materials
- Tuesday, October 15th – Council Meeting - Budget Hearing
    - Link to Materials

The 2025 budget presented for final adoption reflects Council's direction during previously held budget meetings.

FISCAL IMPACT:
See attachments.

RECOMMENDATION:
Staff recommends City Council formally approve the 2025 Operating & Capital Budget by adopting:

- Resolution No. 51, Series 2024, adopting the budget;
- Resolution No. 52, Series 2024, appropriating funds; and
- Resolution No. 53, Series 2024, levying property taxes.

ATTACHMENTS:

1. Resolution No. 51, Series 2024, summarizing expenditures and revenues for each fund and adopting a budget for the City of Louisville, Colorado for the calendar year beginning the first day of January 2025 and ending the last day of December 2025.

2. Resolution No. 52, Series 2024, the annual appropriation resolution for the City of Louisville, Colorado for the calendar year beginning January 1, 2025 and ending December 31, 2025.

3. Resolution No. 53, Series 2024, levying general property taxes for the year 2024 to help defray the costs of government for the City of Louisville, Colorado for the 2025 budget year.

4. 2025-2026 Citywide Budget Documents including;
    a. Transmittal Letter from City Manager of the 2025-2026 Operating & Capital Budget, 2025-2030 Capital Improvements Plan, and 2025-2030 Long-Term Financial Plan, including the following attachments:
    b. 2025-2026 Biennial Operating & Capital Budget presented by *Fund and Object Category.*
    c. 2025-2026 Biennial Operating & Capital Budget presented by *Program and Sub-Program.*
    d. City Key Performance Indicators (KPIs)

e. 2025-2030 Capital Improvements Plan
   i. Summary by Fund
   ii. Individual Capital Project Forms
   iii. Summary of Unfunded Projects
5. PowerPoint Presentation

STRATEGIC PLAN IMPACT:

☒	**Financial Stewardship & Asset Management**	☒	**Reliable Core Services**
☐	**Vibrant Economic Climate**	☒	**Quality Programs & Amenities**
☒	**Engaged Community**	☒	**Healthy Workforce**
☒	**Supportive Technology**	☐	**Collaborative Regional Partner**

RESOLUTION NO. 52
SERIES 2024

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE CITY OF LOUISVILLE, COLORADO FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2025 AND ENDING ON THE LAST DAY OF DECEMBER 2025.

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

WHEREAS, the City Manager submitted a proposed budget to the City Council of Louisville on October 1, 2024, for its consideration; and

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on October 15, 2024, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget; and

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

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

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

SECTION 2. That the budget as submitted, amended, and herein summarized by fund, a copy of which is attached hereto and incorporated herein by this reference, hereby is approved and adopted as the budget of the City of Louisville for the calendar year beginning on the first day of January 2025 and ending on the last day of December 2025.

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

PASSED AND ADOPTED this ___ day of November 2024

_____
Christopher M. Leh, Mayor

ATTEST:

_____
Genny Kline, Interim City Clerk

Exhibit A

City of Louisville, Colorado
Summary of Budgeted Revenue, Expenditures, and Projected Changes to Fund Balances
All Funds
2025 Budget

	General Fund	Special Revenue Funds	Capital Project Funds	Debt Service Funds	Enterprise Funds (Bdgt Basis)	Internal Service Funds (Bdgt Basis)	Total All Funds
Revenue & Other Sources:							
Total Revenue & Other Sources	27,093,241	13,560,211	19,208,442	1,413,484	21,466,874	174,090	82,916,341
Expenditures & Other Uses:							
Total Expenditures & Other Uses *[1]*	29,252,703	13,562,972	21,257,113	1,742,600	24,381,048	316,000	90,512,435

[1] Does not include adjustment for estimated "Turnback".

RESOLUTION NO. 53
SERIES 2024

ANNUAL APPROPRIATION RESOLUTION FOR THE CITY OF LOUISVILLE, COLORADO FOR THE CALENDAR YEAR BEGINNING JANUARY 1, 2025 AND ENDING DECEMBER 31, 2025

WHEREAS, the City Council has adopted the annual budget for the 2025 budget year and it is necessary to appropriate the revenues and reserves provided in the budget to and for the purposes described below.

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

SECTION 1. That out of the estimated revenue to be derived from all sources, as set forth in the 2025 budget, to be received into the funds listed below, which together with estimated reserves at January 1, 2025, make a total of estimated revenue and reserves, there is hereby appropriated to each such fund for the fiscal year beginning January 1, 2025, the amount listed in the following table:

City of Louisville, Colorado
Schedule of Appropriations by Fund
2025 Budget

Fund Description	2025 Appropriations
General	$ 29,252,703
Conservation Trust - Lottery	300,100
Cemetery Perpetual Care	17,600
Cemetery	280,372
PEG Fees	20,050
Parking Improvement	50
Historic Preservation	966,343
Recreation	6,959,517
Open Space	2,235,956
Parks	2,782,984
Capital Projects	20,917,113
Impact Fee	340,000
Recreation Center Debt Service	1,742,600
Water Utility	10,999,005
Wastewater Utility	6,186,791
Stormwater Utility	1,412,396
Solid Waste & Recycling Utility	1,927,823
Golf Course	3,855,033
Technology Management	146,300
Fleet Management	169,700
Total Appropriations	$ 90,512,435

PASSED AND ADOPTED this __ day of November 2024

_____
Christopher M. Leh, Mayor

ATTEST:

_____
Genny Kline, Interim City Clerk

RESOLUTION NO. 54
SERIES 2024

A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2024, TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE CITY OF LOUISVILLE, COLORADO FOR THE 2025 BUDGET YEAR

WHEREAS, the City Council of the City of Louisville has adopted the annual budget for the 2025 budget year in accordance with the Local Government Budget Law, on November 4, 2024; and

WHEREAS, the amount of money necessary to balance the budget for general operating purposes from property tax revenue is $5,168,562; and

WHEREAS, the amount of money necessary from property tax revenue to balance the budget for the estimated debt service payments for the approved 2017 General Obligation Recreation Center Bonds is $1,368,000; and

WHEREAS, the 2024 preliminary net valuation for assessment for the City of Louisville as certified by the County Assessor is $994,841,440; and

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

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

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

SECTION 1. That for the purpose of meeting all general operating expenses of the City of Louisville during the 2025 budget year, there is hereby levied a tax of 5.184 mills upon each dollar of the total valuation for assessment of all taxable property within the City for the year 2024.

SECTION 2. That for the purpose of meeting payments for bonded indebtedness of the City of Louisville during the 2025 budget year, there is hereby levied a tax of 1.375 mills upon each dollar of the total valuation for assessment of all taxable property within the City for the year 2024.

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

PASSED AND ADOPTED this ____ day of November 2024

_____
Christoper M. Leh, Mayor

ATTEST:

_____
Genny Kline, Interim City Clerk

City of Louisville
COLORADO • SINCE 1878

November 4, 2024

Mayor Leh and City Council,

I am pleased to present the 2025 - 2026 Operating & Capital Budget, the 2025-2030 Capital Improvements Plan (CIP), and the updated 2025-2030 Long-Term Financial Plan.

The Budget is presented in accordance with City Charter, Municipal Code and State Statutes. The Budget is subject to change pursuant to Council direction during the course of the Budget process and hearings and these documents will be amended accordingly prior to adoption.

The City of Louisville 2025-2026 Budget projects the City to be in a good financial position with stable revenues, strong reserves and many planned capital projects. However, there are unknowns in the future and increasing municipal service demands, which may lead expenditure growth to outpace projected revenue growth. Staff will continue monitoring and engage with council regularly as things progress.

Given potential future fiscal challenges, the 2025-2026 Proposed Operating Budget is conservative in terms of revenue projections, programs expenses and staffing levels. The CIP plan is aggressive, with many significant and important projects planned. As depicted in the long-term projections for the General Fund, and other funds to follow, the proposed budget supports economic prosperity, public safety, investments in core services, maintaining critical infrastructure, and affordable housing while prioritizing decarbonization and sustainability goals and equity, diversity, and inclusion efforts, as well as a balanced budget outlook and solid reserves in future years.

Included within this introductory transmittal letter are:

- Revenue estimates and assumptions for 2025 through 2030;
- Operating expenditure estimates and targets for 2025 through 2030;
- The 2025-2030 Capital Improvements Plan;
- A schedule of budgeted transfers between funds for 2025 and 2026;
- A City-wide budget summary for 2025 and 2026; and
- Long-term fund forecasts generated by the Long-Term Financial Model.

Also included within the document are:

- 2025 and 2026 Operating & Capital Budget presented by *Fund and Object Category*;
- 2025 and 2026 Operating & Capital Budget presented by *Program and* Sub-*Program; and*
- The 2025-2030 Capital Improvements Plan

REVENUE PROJECTIONS

The following table summarizes the updated revenue estimates and assumptions for 2025 through 2030 that have been incorporated into the 2025 - 2026 Operating & Capital Budgets and 2025-2030 Long-Term Financial Plan.

All projections for construction-related revenue are based on forecasts by the Planning & Building Department. Construction-related revenue includes Use Tax on Building Materials, Construction Permits, Impact Fees, and Utility Tap Fees.

All projections for revenue generated at the Recreation Center and Golf Course are based on forecasts by the Parks & Recreation Department. Golf Course User Fees include a consolidation of green fees, annual season passes, golf cart rentals, driving range fees, pro shop merchandise sales, daily rentals, golf lesson fees, club repair fees, and handicap fees.

Projections for Solid Waste & Recycling Fees and Utility User Fees are based on forecasts by the Public Works Department.

All remaining projections are based on the Finance Department's forecasts using trend analysis.

City of Louisville, Colorado
Summary of Revenue Assumptions for Major Revenue Sources
Year-Over-Year Percent of Change
2018 - 2030

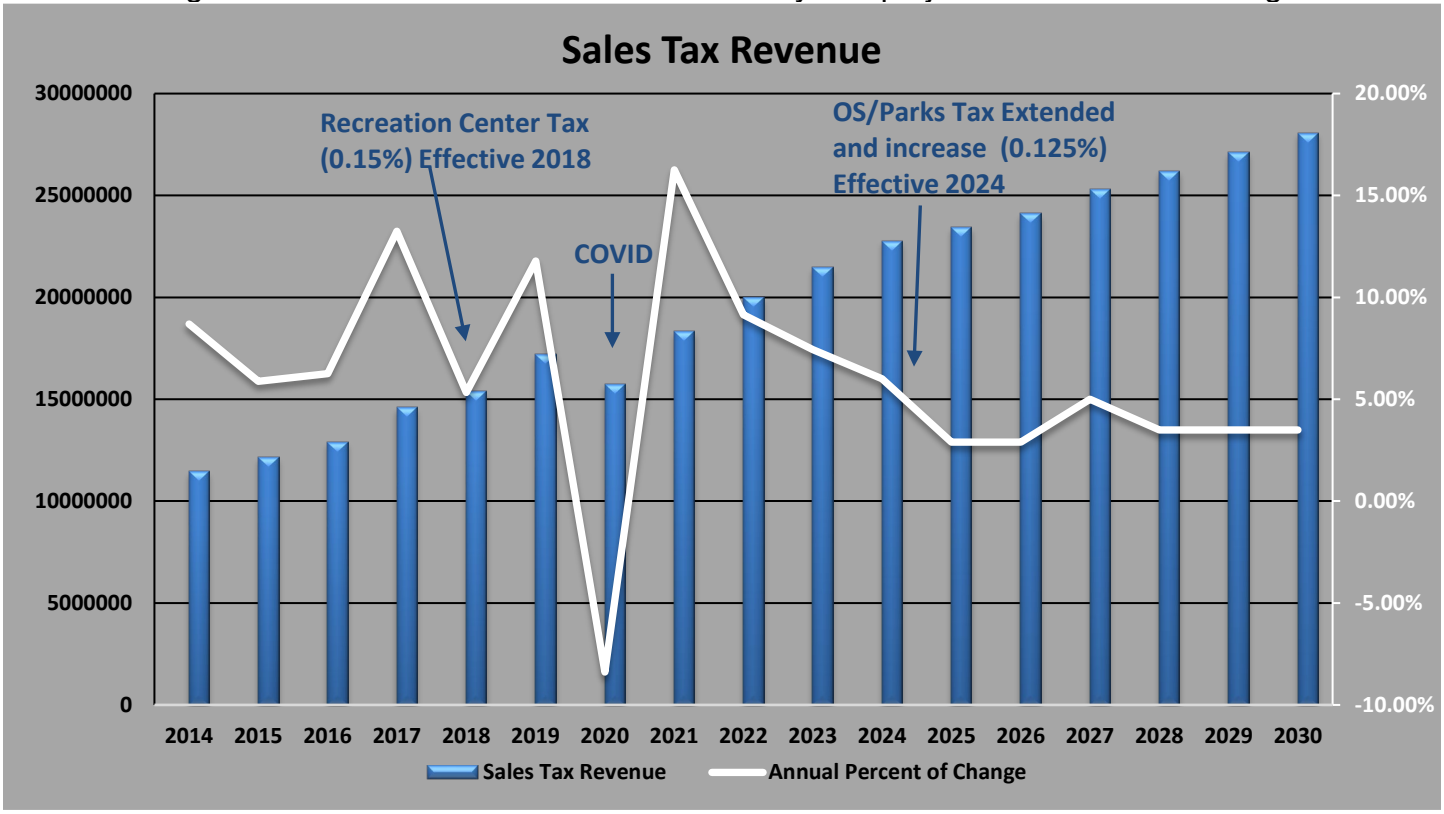
Revenue Category	Percent of Change												
	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Regional Consumer Price Index	2.7%	1.9%	2.0%	3.5%	8.0%	5.2%	1.9%	2.9%	2.9%	3.0%	3.0%	3.0%	3.0%
Average Rate of Return	1.7%	2.1%	1.4%	0.4%	1.0%	1.8%	2.3%	2.8%	3.0%	3.3%	3.5%	3.5%	3.5%
Taxes:													
Sales Tax	5.3%	11.8%	-8.4%	16.3%	9.1%	7.4%	6.0%	2.9%	2.9%	5.0%	3.5%	3.5%	3.5%
Property Tax	53.5%	-9.0%	7.5%	1.1%	8.5%	-6.1%	6.2%	9.4%	7.7%	4.5%	2.9%	2.5%	3.0%
Use Tax - Consumer	12.9%	5.2%	-16.4%	28.0%	25.0%	29.1%	-5.4%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Use Tax - Auto	36.5%	-14.6%	-12.5%	19.0%	5.3%	-3.4%	-19.8%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Use Tax - Building Materials	24.6%	-8.1%	-18.4%	43.3%	-1.2%	-15.8%	-33.9%	33.8%	-2.3%	-6.1%	12.4%	0.0%	0.0%
Franchise Taxes	-0.4%	-1.8%	-4.1%	12.4%	6.0%	3.9%	-13.3%	22.9%	3.9%	1.5%	1.6%	1.6%	1.6%
Lodging Tax	-8.6%	-3.8%	-59.9%	48.3%	8.8%	41.2%	-3.1%	10.0%	7.5%	5.0%	5.0%	5.0%	5.0%
Licenses & Permits:													
Sales & Use Tax Licenses	1.1%	20.0%	1.0%	4.7%	-78.9%	368.5%	-88.3%	0.0%	0.0%	3.0%	3.0%	3.0%	3.0%
Construction Permits	-37.2%	40.0%	-15.3%	47.0%	119.9%	17.8%	-59.6%	-23.2%	-0.4%	-5.1%	11.5%	32.2%	-1.1%
Minor Building-Related Permits	657.6%	-57.8%	-52.2%	-14.2%	95.2%	-27.9%	-52.4%	33.9%	3.0%	3.0%	3.0%	3.0%	3.0%
Intergovernmental Revenue:													
Highway Users Tax	23.9%	-4.1%	-25.6%	19.9%	-7.1%	-3.9%	1.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
State Lottery	-0.7%	26.9%	-13.3%	15.5%	7.2%	8.3%	-15.2%	3.0%	3.0%	2.0%	2.0%	2.0%	2.0%
Marijuana Tax	-3.4%	3.4%	27.3%	26.5%	-1.1%	-12.7%	14.3%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
IGA - Superior Library	10.3%	1.1%	7.8%	-0.9%	14.4%	-11.9%	0.7%	7.7%	-7.9%	0.0%	0.0%	0.0%	0.0%
Charges for Services:													
Water User Fees	9.7%	-12.6%	20.6%	-8.0%	-1.5%	-17.8%	27.5%	7.5%	7.0%	7.4%	6.4%	4.9%	4.0%
Water Tap Fees	-64.6%	73.2%	-24.7%	37.7%	-35.7%	-9.9%	-31.4%	21.0%	230.0%	-14.9%	-58.0%	15.5%	-6.2%
Wastewater User Fees	6.4%	3.0%	10.4%	3.6%	-12.1%	10.5%	18.0%	9.1%	12.5%	6.1%	2.0%	2.0%	2.0%
Wastewater Tap Fees	-80.3%	53.8%	-1.0%	-31.9%	-14.4%	29.6%	7.3%	22.7%	-39.5%	27.4%	-9.8%	22.1%	-8.2%
Storm Water User Fees	6.8%	17.3%	7.2%	3.8%	-6.2%	19.8%	-0.1%	22.4%	13.8%	14.1%	13.1%	13.1%	1.9%
Solid Waste User Fees	3.8%	1.5%	-3.1%	-5.8%	4.6%	5.0%	5.4%	5.2%	3.5%	3.5%	3.5%	3.6%	3.6%
Recreation Center Fees	-8.3%	67.3%	-58.4%	85.9%	21.6%	23.9%	-11.6%	19.5%	3.1%	-0.3%	3.0%	2.9%	2.9%
Golf Course User Fees	4.1%	0.8%	20.0%	19.4%	3.3%	21.5%	-8.6%	14.7%	3.4%	3.4%	3.5%	3.5%	3.6%
Developer Impact Fees	15.9%	-44.9%	57.7%	-55.7%	83.0%	-81.1%	234.7%	9.6%	-36.0%	71.8%	-10.3%	0.0%	0.0%
Fines & Forfeitures:													
Court Fines	-14.0%	-9.4%	-33.6%	-19.1%	-23.4%	64.1%	-30.8%	66.7%	0.0%	0.0%	0.0%	0.0%	0.0%

Sales Tax Revenue

Sales tax is a significant revenue source for the City and the projections/assumptions affect the City's main operating and capital funds:

- General Fund
- Open Space
- Parks Fund
- Historic Preservation Fund
- Recreation Fund
- Capital Project Fund

The following table summarizes sales tax revenue history and projections from 2014 through 2030.



Assessed Valuation, Projected Mil Levy, & Property Tax Revenue

On August 22nd the City received its *Preliminary* 2024 assessed valuation amounts from the Boulder County Assessor. While Preliminary values have been received, only the Final assessed valuations, multiplied by the mill levies, determine the amount of property tax revenue that will be received by the City in 2025.

The Assessor reported that the City of Louisville's *preliminary* **gross** assessed valuation increased by 2.1%, from $1,000,975,223 in 2024 to $1,022,010,629 in 2025. The City of Louisville's total *preliminary* **net** assessed valuation, which is the City's gross valuation less the Urban Revitalization District's incremental assessed valuation, also increased by approximately 2.2%, from $973,385,100 in 2024 to $994,841,440 in 2025.

The City currently levies a total of 6.559 mills with two separate levies:

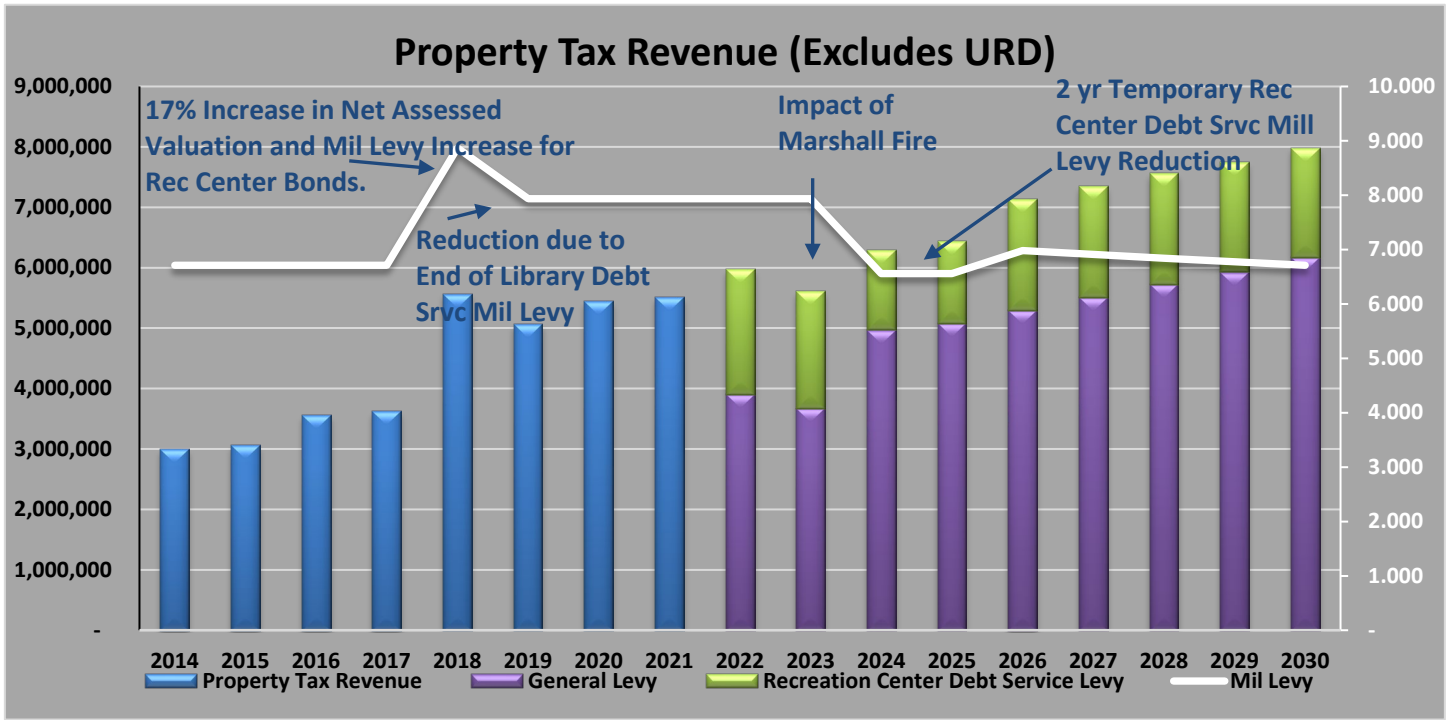
1. A 5.184 mill General Levy; and
2. A 1.375 mill Recreation Center Debt Service Levy.

Again in 2025, the proposal is to extend the ***temporary*** mill levy credit totaling to help offset the impact of increases to assessed values of property within City jurisdiction.

For Calendar Year 2025, The City will levy a total of 6.559 mill levies, net of temporary mill levy credits, the two separate levies are as follows:

1. A 5.184 mill General Levy; and
2. A 1.375 mill Recreation Center Debt Service Levy.

Extending the temporary Recreation Center Debt Service Levy credit at 1.375 mills would require the use of fund balance. In 2026 and beyond Staff will recommend a mill levy appropriate for future debt service payments.



OPERATING EXPENDITURE PROJECTIONS

The next table summarizes the operational expenditure estimates and targets by major expenditure category for 2025 through 2030. These estimates and targets are incorporated into the 2025 and 2026 Operating & Capital Budget and 2025-2030 Long-Term Financial Plan.

City of Louisville, Colorado
Summary of Expenditure Actuals, Estimates, and Targets for Major Expenditure Categories
Year-Over-Year Percent of Change
2018 - 2030

	Percent of Change												
Expenditure Category	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**
Regional Consumer Price Index	2.7%	1.9%	2.0%	3.5%	8.0%	5.2%	1.9%	2.9%	2.9%	3.0%	3.0%	3.0%	3.0%
Salaries & Wages:													
Regular Wages	3.0%	10.2%	2.2%	4.6%	9.6%	7.1%	16.6%	5.7%	5.2%	5.0%	5.0%	4.0%	4.0%
Variable & Seasonal Wages	6.0%	22.9%	-32.9%	34.0%	38.3%	7.7%	16.7%	10.2%	3.8%	4.1%	3.9%	3.9%	3.9%
Overtime	21.8%	2.7%	2.0%	-4.3%	33.0%	-11.5%	-7.8%	5.4%	0.0%	2.5%	2.5%	2.5%	2.5%
Employee Benefits:													
Employee Insurance	-1.6%	8.6%	3.2%	0.0%	6.4%	3.2%	30.8%	0.4%	8.7%	5.0%	5.0%	5.0%	5.0%
FICA Expense	4.4%	11.1%	-2.8%	7.7%	12.5%	7.9%	11.8%	6.5%	4.4%	11.1%	4.8%	3.9%	3.9%
Retirement Contribution	1.1%	10.0%	2.0%	5.6%	28.3%	17.3%	12.1%	8.0%	4.9%	5.4%	4.9%	4.0%	4.0%
All Employee Compensation	3.1%	11.1%	-1.1%	5.7%	13.0%	6.8%	16.3%	6.0%	5.3%	5.2%	4.8%	4.0%	4.0%
Supplies:													
Chemicals	-7.9%	41.7%	-4.9%	3.5%	28.6%	20.0%	4.7%	-5.1%	1.7%	3.0%	3.0%	3.0%	3.0%
Vehicle Maintenance Supplies	33.2%	-4.7%	-9.5%	9.4%	44.2%	-6.6%	-11.9%	4.6%	1.3%	3.0%	3.0%	3.0%	3.0%
Street Supplies	17.7%	-13.0%	1.1%	-17.6%	22.8%	38.8%	0.9%	-4.2%	0.0%	3.0%	3.0%	3.0%	3.0%
Uniforms & Clothing	-1.2%	-3.0%	9.3%	-7.8%	1.8%	15.1%	5.9%	11.4%	1.2%	3.0%	3.0%	3.0%	3.0%
Library Books & Media	5.5%	3.9%	-22.5%	0.6%	52.4%	9.9%	1.9%	0.0%	0.0%	3.0%	3.0%	3.0%	3.0%
All Supplies	5.7%	10.3%	-4.2%	-2.8%	90.9%	-24.0%	15.4%	2.3%	0.1%	2.9%	3.0%	3.0%	3.0%
Purchased/Contracted Services:													
Professional Services	-2.4%	11.1%	-4.9%	10.2%	25.8%	18.6%	-5.9%	2.9%	-4.6%	-2.8%	5.8%	4.0%	5.7%
Utilities	19.6%	3.3%	6.9%	1.8%	16.9%	-13.0%	14.7%	1.3%	1.0%	3.5%	3.5%	3.5%	3.5%
Solid Waste Hauling	2.2%	1.2%	-7.0%	3.9%	-3.0%	6.6%	6.5%	5.5%	4.0%	4.0%	4.0%	4.0%	4.0%
Parts, Repairs, & Maintenance	65.5%	6.3%	-18.2%	17.5%	11.3%	3.1%	6.2%	13.8%	1.0%	3.6%	3.6%	3.6%	3.6%
Legal Services	-20.2%	41.7%	-0.5%	9.5%	-13.5%	6.3%	1.8%	2.5%	3.1%	5.0%	5.0%	5.0%	5.0%
Insurance Premiums & Deductibles	2.2%	28.1%	34.3%	12.6%	18.7%	12.4%	24.5%	16.8%	10.8%	7.0%	7.0%	7.0%	7.0%
Boulder Dispatch Services	1.9%	0.8%	1.5%	12.6%	2.3%	9.6%	-13.2%	9.1%	5.0%	3.5%	3.5%	3.5%	3.5%
All Purchased/Contracted Services	10.0%	8.6%	4.8%	3.5%	34.9%	-6.6%	9.7%	1.1%	0.8%	1.0%	4.5%	4.0%	4.5%

Notes:
The All Supplies line is a consolidation of all supply categores, not just those shown above it.
Professional Services includes all professional services, less Solid Waste Hauling and Legal Services
The All Purchased/Contracted Services line a consolidation of all service categores, not just those shown above it.

Wage & Benefit Projections

The 2025 and 2026 wage and benefit projections were developed by staff using the Tyler-Munis Salary projection tool. These projections are reflected in the 2025 and 2026 Operating & Capital Budget and are the basis for projecting wages and benefits in the Long-Term Financial Plan for 2025 through 2030.

The 2025 wage and benefit projections include merit increases not to exceed 4% and a market adjustment of 2% for all employees. Together, these inclusions account for an approximate $1.2 million increase in the City's employee compensation budget for 2025. These investments help support the City by maintaining an experienced and stable workforce, including the retention and attraction of employees, which is necessary to fulfill the level of service desired by Council and the community. In addition, these investments help reduce the costs and operational impacts of employee turnover.

Recommended Adjustments to Full-Time Benefitted Positions (Regular Wages)

Below is a summary of the recommended adjustments to full-time wages and benefits.

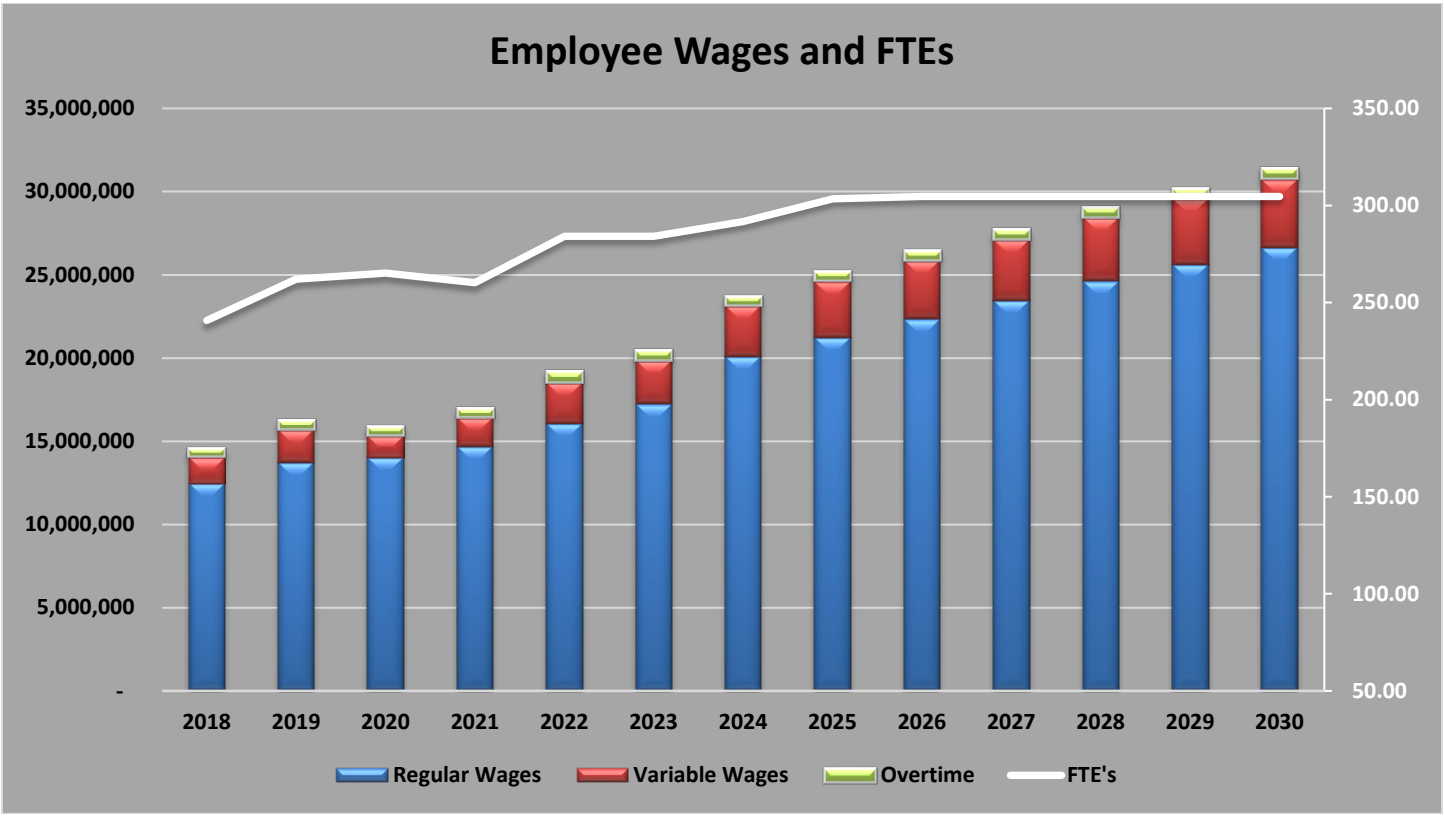
	2025 Percent Increase	2026 Percent Increase
Market Adjustments	2%	2%
Merit Adjustments - General	4%	4%
Merit Adjustments - Police	5%	5%
Health Insurance	0%	10%
Dental Insurance	0%	2%
Vision Insurance	0%	2%

Recommended Adjustments to Part-Time Non-Benefitted Hours (Variable Wages)

The City manages its part-time, non-benefitted wages by managing hours, rather than individual positions. The hours are categorized by job class. This type of budgetary control allows departments the most flexibility for managing part-time, seasonal and temporary positions. The 2025 Recommended Budget includes an additional 4.5 full-time equivalents (FTEs), the increase is largely within the Recreation Fund. The 2026 Recommended Budget includes an increase of 1.12 FTEs within the Recreation Fund. A 4% market adjustment for both 2025 and 2026 for all variable positions has been included within the salary projection model.

Employee wages and benefits are the City's largest operational cost category. The following chart summarizes a history and projection of full-time equivalents (FTEs) and total wage costs.

The following table summarizes wage expense and FTE history and projections from 2018 through 2030.



Office Space Needs

The steady growth of City programs and services, and staff necessary to support those services, has resulted in a shortage of adequate staff workspace. At this time, most City facilities are at capacity, and in some facilities (including City Hall and the Library) numerous remodels have occurred in the past few years to incrementally expand available offices. In 2017, staff brought forward a proposal to complete a redesign of City Hall, incorporating more office space, which was not advanced. Subsequently, the City had planned to complete a space needs assessment/study, which was delayed for various reasons. Staff is still exploring the best solutions to address these needs, including the possibility of office space reconfiguration, teleworking and office sharing, relocating staff to other facilities, and temporary office space rentals and will return to Council in the near future on potential options. The 2025-2026 Operating & Capital Budget includes $100,000 for office space rental, which is carried forward through 2030 in the fund financial forecasts.

CAPITAL IMPROVEMENTS PLAN UPDATE

Section 5.5 of the City's Financial Policies states:

> *A Six-Year Capital Improvement Plan will be presented to the City Council for consideration during the biennial budget development process. The annual capital budget will be based on the first year of the approved CIP.*

Included within this document is a CIP Summary Table that includes adjustments and represents

the 2025-2030 CIP. Also included is a list of Unfunded projects that were requested by Departments for consideration, but were removed from the final CIP Plan.

INTERFUND TRANSFERS

The following table summarizes the transfers between funds that are included in the 2025 and 2026 Operating & Capital Budget.

2025 Recommended Inter-Fund Transfers

City of Louisville, Colorado
Inter-Fund Transfers Matrix
2025 Recommended Budget

	Transfers In						
Transfers Out	General Fund	Open Space Fund	Parks Fund	Cemetery Fund	Recreation Fund	Capital Projects Fund	Total
General Fund	$ -	$ -	$ 1,048,400 *a*	$ 125,900 *a*	$ 1,306,700 *a*	$ - *c*	$ 2,481,000
Cemetery Perpetual Care Fund	-	-	-	$ 17,300 *b*	-	-	17,300
Historic Preservation	$ 208,900 *d*	-	-	-	-	-	208,900
Capital Projects Fund	-	-	-	-	$ 158,200 *e*	-	158,200
Impact Fee Fund	-	72,600 *f*	-	-	-	267,100 *f*	339,700
Total	$ 208,900	$ 72,600	$ 1,048,400	$ 143,200	$ 1,464,900	$ 267,100	$ 3,205,100

a Annual subsidy transfer.
b Annual transfer of interest earned in the Cemetery Perpetual Care Fund for cemetery operations and maintenance.
c One-Time Transfer for Capital Improvement Program
d Annual transfer to fund Museum Services.
e Annual subsidy transfer for capital projects.
f Transfer of impact fee revenue to fund costs eligible for impact fee revenue funding.

2026 Recommended Inter-Fund Transfers

City of Louisville, Colorado
Inter-Fund Transfers Matrix
2026 Recommended Budget

	Transfers In						
Transfers Out	General Fund	Open Space Fund	Parks Fund	Cemetery Fund	Recreation Fund	Capital Projects Fund	Total
General Fund	$ -	$ -	$ 1,079,900 *a*	$ 129,700 *a*	$ 1,345,900 *a*	$ - *c*	$ 2,555,500
Cemetery Perpetual Care Fund	-	-	-	17,800 *b*	-	-	17,800
Historic Preservation	215,200 *d*	-	-	-	-	-	215,200
Capital Projects Fund	-	-	-	-	162,900 *e*	-	162,900
Impact Fee Fund	-	36,300 *f*	-	-	-	181,600 *f*	217,900
Total	$ 215,200	$ 36,300	$ 1,079,900	$ 147,500	$ 1,508,800	$ 181,600	$ 3,169,300

a Annual subsidy transfer.
b Annual transfer of interest earned in the Cemetery Perpetual Care Fund for cemetery operations and maintenance.
c One-Time Transfer for Capital Improvement Program
d Annual transfer to fund Museum Services.
e Annual subsidy transfer for capital projects.
f Transfer of impact fee revenue to fund costs eligible for impact fee revenue funding.

CITY-WIDE 2025 AND 2026 BUDGET SUMMARY

The following tables summarize the projected fiscal impact of the 2025 and 2026 Operating & Capital Budget on each fund's revenue, expenditures, and fund balances.

City of Louisville, Colorado
Summary of Revenue, Expenditures, and Changes to Fund Balances
All Funds
2025 Projection

Fund Number	Fund Description	Beginning Fund Balance	Revenue & Other Sources	Expenditures & Other Uses		Ending Fund Balance	Amount of Change	Percent of Change
101	**General**	$ 13,948,579	$ 27,097,420	$ 27,780,263	[1]	$ 13,265,737	$ (682,843)	-5%
	Special Revenue Funds:							
202	Conservation Trust - Lottery	452,704	283,344	300,100		435,948	(16,756)	-4%
203	Cemetery Perpetual Care	824,991	61,331	17,600		868,722	43,731	5%
204	Cemetery	175,208	228,143	280,372		122,979	(52,229)	-30%
205	PEG Fees	17,427	16,225	20,050		13,602	(3,825)	-22%
206	Parking Improvement	98,216	3,034	50		101,200	2,984	3%
207	Historic Preservation	3,647,914	1,117,061	966,343		3,798,632	150,718	4%
208	Recreation	3,592,354	6,532,489	7,055,537	[2]	3,069,306	(523,048)	-15%
209	Amercian Rescue Plan Act	-	-	-		-	-	
210	Open Space	697,275	2,673,001	2,425,216	[7]	945,060	247,785	36%
211	Parks	567,730	2,647,199	2,616,004	[8]	598,925	31,195	5%
	Total Special Revenue Funds	10,073,819	13,561,827	13,681,272		9,954,373	(119,445)	-1%
	Capital Project Funds:							
301	Capital Projects	12,499,926	18,858,107	20,917,113		10,440,921	(2,059,006)	-16%
302	Impact Fee	222,199	352,429	267,400		307,228	85,029	38%
303	Recreation Center Construction	-	99	-		99	99	
	Total Capital Project Funds	12,722,125	19,210,635	21,184,513		10,748,248	(1,973,878)	-16%
	Debt Service Funds:							
402	Recreation Center Debt Service	800,772	1,392,874	1,742,600		451,046	(349,726)	-44%
	Total Debt Service Funds	800,772	1,392,874	1,742,600		451,046	(349,726)	-44%
	Enterprise Funds (WC Basis):							
501	Water Utility	4,459,174	9,050,675	10,558,505	[3]	2,951,344	(1,507,830)	-34%
502	Wastewater Utility	1,718,345	5,784,035	5,924,501	[4]	1,577,879	(140,466)	-8%
503	Stormwater Utility	1,757,228	1,708,622	1,348,186	[5]	2,117,664	360,436	21%
510	Solid Waste & Recycling Utility	350,347	1,903,631	1,927,823		326,155	(24,192)	-7%
520	Golf Course	1,227,478	3,089,321	3,743,833	[6]	572,966	(654,512)	-53%
	Total Enterprise Funds	9,512,572	21,536,284	23,502,848		7,546,008	(1,966,564)	-21%
	Internal Service Funds (WC Basis):							
602	Technology Management	43,388	146,255	146,300		43,343	(45)	0%
603	Fleet Management	375,916	27,835	169,700		234,051	(141,865)	-38%
	Total Internal Service Funds	419,303	174,090	316,000		277,393	(141,910)	-34%
	Total All Funds	$ 47,477,171	$ 82,973,130	$ 88,207,496		$ 42,242,805	$ (5,234,366)	-11%

[1] Projected Expenditures Include a Projected Operational "Turnback" of	*5.5%*	*, which =*	*1,472,440*
[2] Projected Expenditures Include a Projected Operational "Turnback" of	*5.0%*	*, which =*	*304,980*
[3] Projected Expenditures Include a Projected Operational "Turnback" of	*7.0%*	*, which =*	*385,500*
[4] Projected Expenditures Include a Projected Operational "Turnback" of	*7.0%*	*, which =*	*237,290*
[5] Projected Expenditures Include a Projected Operational "Turnback" of	*7.0%*	*, which =*	*39,210*
[6] Projected Expenditures Include a Projected Operational "Turnback" of	*4.0%*	*, which =*	*111,200*
[7] Projected Expenditures Include a Projected Operational "Turnback" of	*6.0%*	*, which =*	*114,960*
[8] Projected Expenditures Include a Projected Operational "Turnback" of	*6.0%*	*, which =*	*166,980*

City of Louisville, Colorado
Summary of Revenue, Expenditures, and Changes to Fund Balances
All Funds
2026 Projection

Fund Number	Fund Description	Beginning Fund Balance	Revenue & Other Sources	Expenditures & Other Uses		Ending Fund Balance	Amount of Change	Percent of Change
101	**General**	**$ 13,265,737**	**$ 28,435,977**	**$ 28,454,941**	*[1]*	**$ 13,246,773**	**$ (18,964)**	**0%**
	Special Revenue Funds:							
202	Conservation Trust - Lottery	**435,948**	286,941	205,600		**517,289**	81,341	19%
203	Cemetery Perpetual Care	**868,722**	58,696	18,100		**909,318**	40,596	5%
204	Cemetery	**122,979**	233,525	294,299		**62,205**	(60,774)	-49%
205	PEG Fees	**13,602**	14,700	20,050		**8,252**	(5,350)	-39%
206	Parking Improvement	**101,200**	2,579	50		**103,729**	2,529	
207	Historic Preservation	**3,798,632**	1,127,772	1,223,081		**3,703,323**	(95,309)	-3%
208	Recreation	**3,069,306**	6,697,655	6,979,545	*[2]*	**2,787,416**	(281,890)	-9%
209	Amercian Rescue Plan Act	-	-	-		-	-	
210	Open Space	**945,060**	2,696,130	2,924,906	*[7]*	**716,284**	(228,776)	-24%
211	Parks	**598,925**	2,709,975	2,728,005	*[8]*	**580,895**	(18,030)	-3%
	Total Special Revenue Funds	**9,954,373**	**13,827,973**	**14,393,636**		**9,388,711**	**(565,663)**	**-6%**
	Capital Project Funds:							
301	Capital Projects	**10,440,921**	15,792,292	21,711,022		**4,522,190**	(5,918,730)	-57%
302	Impact Fee	**307,228**	227,600	181,900		**352,928**	45,700	15%
303	Recreation Center Construction	**99**	-	-		**99**	-	
	Total Capital Project Funds	**10,748,248**	**16,019,892**	**21,892,922**		**4,875,217**	**(5,873,030)**	**-55%**
	Debt Service Funds:							
402	Recreation Center Debt Service	**451,046**	1,876,812	1,743,200		**584,658**	133,612	30%
	Total Debt Service Funds	**451,046**	**1,876,812**	**1,743,200**		**584,658**	**133,612**	**30%**
	Enterprise Funds (WC Basis):							
501	Water Utility	**2,951,344**	12,720,815	10,620,241	*[3]*	**5,051,918**	2,100,574	71%
502	Wastewater Utility	**1,577,879**	6,320,728	5,996,072	*[4]*	**1,902,535**	324,656	21%
503	Stormwater Utility	**2,117,664**	1,892,814	2,104,671	*[5]*	**1,905,807**	(211,857)	-10%
510	Solid Waste & Recycling Utility	**326,155**	1,968,907	2,000,073		**294,989**	(31,166)	-10%
520	Golf Course	**572,966**	3,185,395	3,320,376	*[6]*	**437,985**	(134,981)	-24%
	Total Enterprise Funds	**7,546,008**	**26,088,659**	**24,041,433**		**9,593,234**	**2,047,226**	**27%**
	Internal Service Funds (WC Basis):							
602	Technology Management	**43,343**	145,700	146,300		**42,743**	(600)	
603	Fleet Management	**234,051**	-	-		**234,051**	-	0%
	Total Internal Service Funds	**277,393**	**145,700**	**146,300**		**276,793**	**(600)**	**0%**
	Total All Funds	**$ 42,242,805**	**$ 86,395,013**	**$ 90,672,432**		**$ 37,965,386**	**$ (4,277,419)**	**-10%**

[1] Projected Expenditures Include a Projected Operational "Turnback" of 5.5% , which = 1,507,380
[2] Projected Expenditures Include a Projected Operational "Turnback" of 5.0% , which = 317,590
[3] Projected Expenditures Include a Projected Operational "Turnback" of 7.0% , which = 397,740
[4] Projected Expenditures Include a Projected Operational "Turnback" of 7.0% , which = 250,070
[5] Projected Expenditures Include a Projected Operational "Turnback" of 7.0% , which = 40,840
[6] Projected Expenditures Include a Projected Operational "Turnback" of 4.0% , which = 114,700
[7] Projected Expenditures Include a Projected Operational "Turnback" of 6.0% , which = 121,140
[8] Projected Expenditures Include a Projected Operational "Turnback" of 6.0% , which = 174,130

Note that eight funds include a "turnback" and, therefore, those fund's Expenditures & Other Uses are less than the fund's total appropriations. As a reminder, "turnback" refers to a positive actual-to-budget variance at year end. Applying a turnback percentage accounts for the recognition that, due to budgetary limitations and controls, the main operating funds typically spend less than their total budget.

A history and projection of turnback for the City's main operating funds is summarized in the following table.

OPERATIONAL TURNBACK

City of Louisville, Colorado
Summary of Actual and Targeted Operational Turnback
Selected Operating Funds

Fund Description	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Target	2025 Target	2026 Target	2027 Target	2028 Target	2029 Target	2030 Target
General	9.7%	10.4%	4.3%	11.3%	20.8%	7.8%	5.5%	5.5%	5.5%	5.5%	5.5%	5.5%	5.5%
Open Space & Parks	11.7%	6.9%	6.6%	9.9%	2.8%	16.2%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%
Recreation	N/A	-2.1%	3.6%	8.1%	-0.8%	-3.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
Water Utility	21.4%	20.4%	4.2%	-1.1%	-12.2%	6.5%	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%
Wastewater Utility	12.6%	15.4%	3.5%	5.3%	-11.1%	3.5%	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%
Stormwater Utility	21.4%	7.8%	11.0%	2.0%	-9.7%	11.0%	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%
Golf Course	-16.3%	11.9%	0.0%	-7.4%	-23.1%	2.6%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%

For a more detailed review of the proposed operating and capital budgets, attached to this transmittal is a presentation of the following:

1. 2025-2026 Biennial Operating and Capital Budget by Fund, Division, and Account; and
2. 2025-2026 Biennial Operating and Capital Budget by Program and Sub-Program

LONG-TERM FINANCIAL PLAN SUMMARY

Section 5.6 of the City's Financial Policies states:

> *Six-year financial forecasts for each of the City's major operating funds will be presented to the City Council for consideration during budget development.*

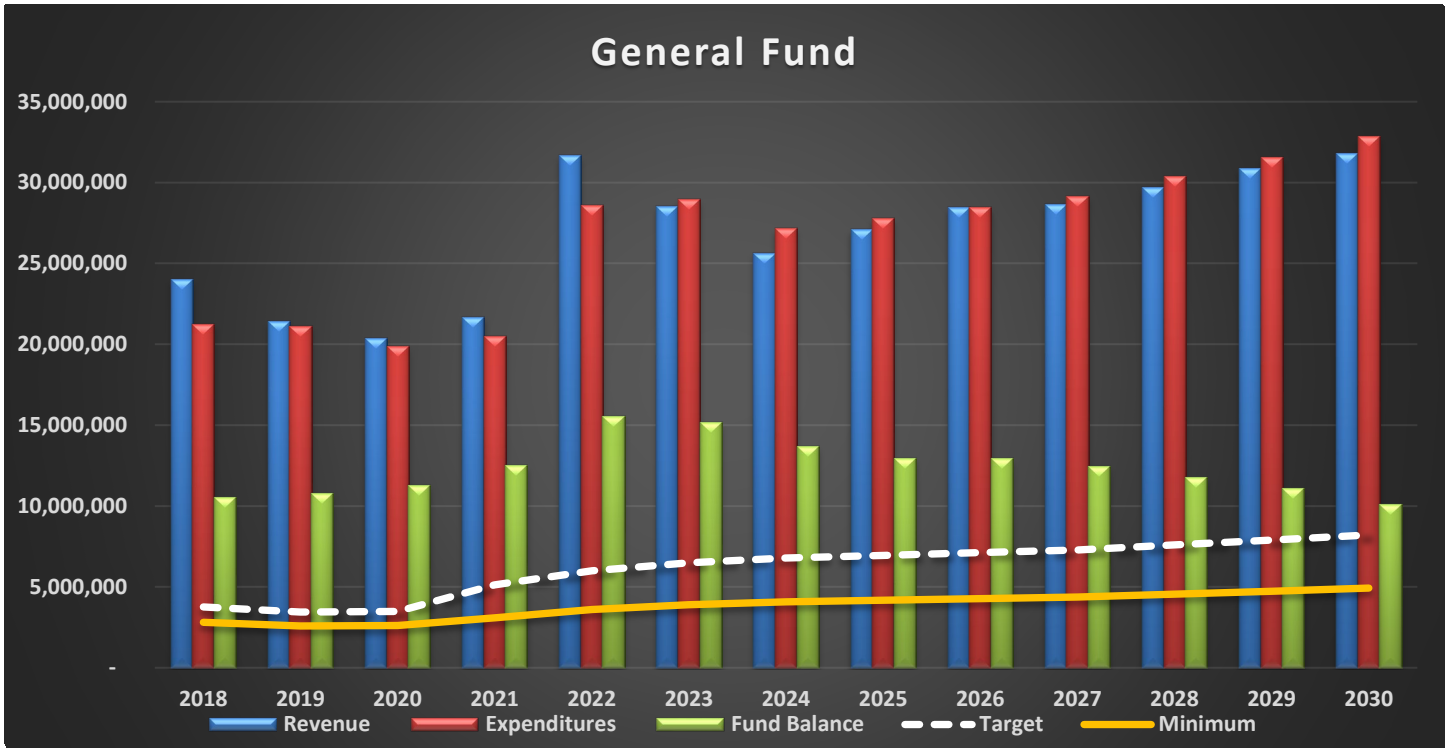
Staff have updated forecasts of revenue, expenditures, and reserves for all funds. However, staff has performed a more detailed review and has made more detailed forecasts for the major operating and capital funds, defined as the:

- General Fund;
- Open Space Fund;
- Parks Fund;
- Recreation Fund;
- Capital Projects Fund;
- Utility Funds; and
- Golf Course Fund.

The forecasting model uses the 2024 budget as the base year and then applies the revenue assumptions, operating expenditure targets, proposed interfund transfers, and the updated Capital Improvements Plan to project revenue, expenditures, and fund balances (or working capital for proprietary funds) for years 2025 through 2030.

General Fund Long-Term Forecast

Incorporating the revenue assumptions, the operating expenditure targets, and the proposed interfund transfers outlined in the preceding discussion, the following chart summarizes a history and projection of revenue, expenditures, and fund balances for the General Fund.



The City's current Reserve Policy for the General Fund states,

> *The minimum unrestricted fund balance of the General Fund shall be maintained at or above 15% of current operating expenditures. For purpose of this policy, operating expenditures are defined as all expenditures less any one-time, non-recurring transfers to other funds. Annual, recurring support transfers to other funds will be included in the definition of current operating expenditures.*
>
> *While the minimum unrestricted fund balance is set at 15% of current operating expenditures, the targeted unrestricted fund balance will be at or above 25% of current operating expenditures.*

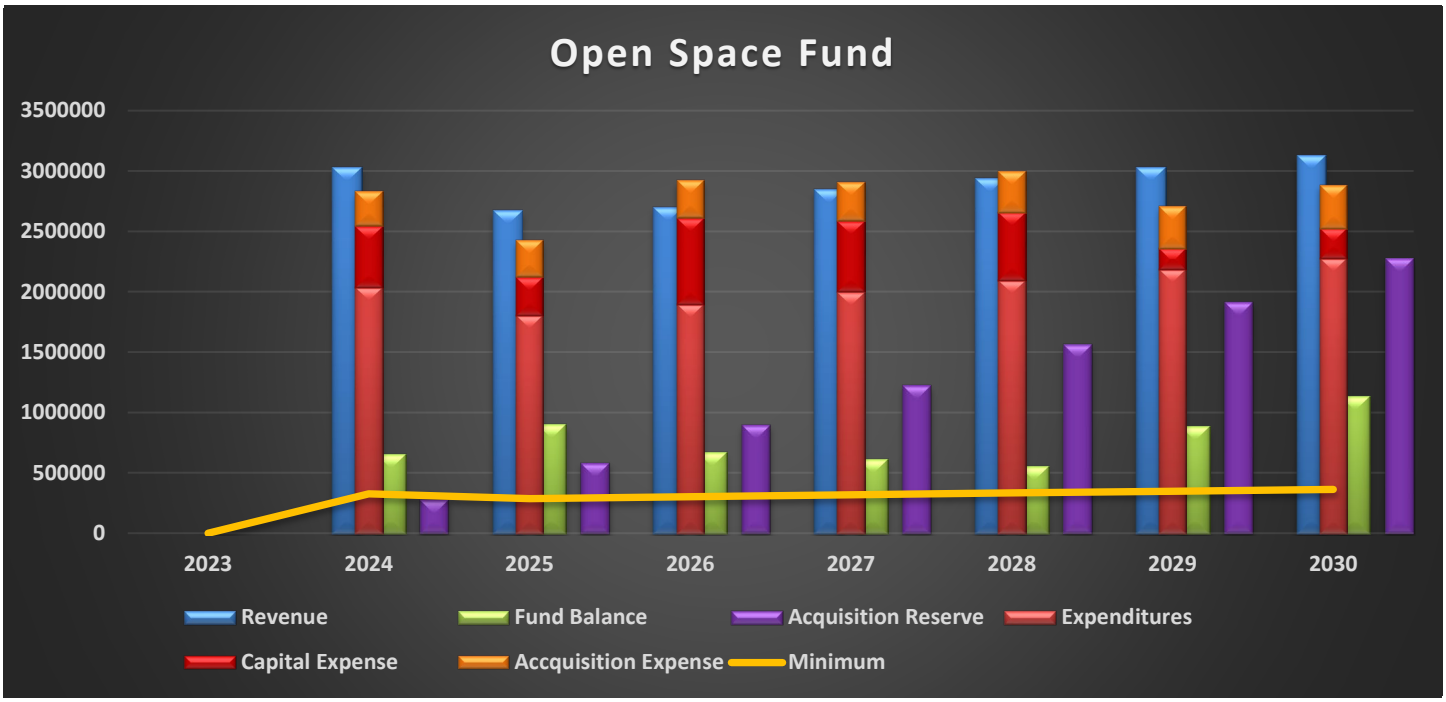
The General Fund fund balance is projected to end 2030 with approximately $10.0 million, while remaining in compliance with both reserve policies, minimum and target.

Open Space Fund Long-Term Forecast

Incorporating the revenue assumptions, the operating expenditure targets, and the updated CIP projections outlined in the preceding discussion, the following chart summarizes a history and projection of revenue, expenditures, and fund balances for the Open Space Fund.

Note: Prior to 2024, Open Space and Parks operated within a single shared Fund. Approval of Ballot Measure 2C in November 2023, defined how future Sales and Use Tax revenues were to be split, as well as requiring each division to operate within its own separate and distinct fund.

.



The City's Reserve Policy for the Open Space Fund states,

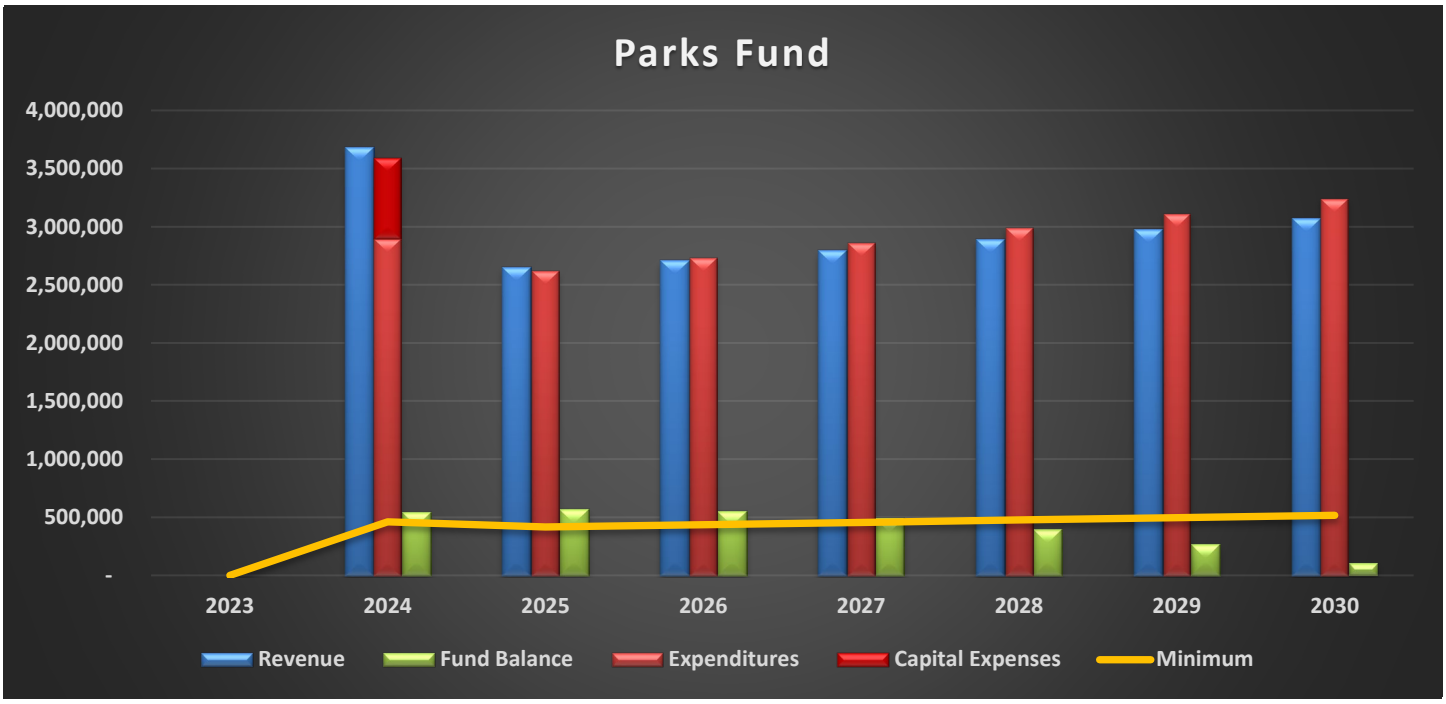
> *The minimum fund balance of the Open Space Fund shall be maintained at or above 15% of current operating expenditures. For purpose of this policy, operating expenditures include only open space operations and exclude all interfund transfers and capital outlay.*
>
> *Within the Open Space Fund, separate and apart from the minimum fund balance, an acquisition reserve is established to fund future open space acquisitions. A minimum of 30% of the annual budgeted sales and use tax revenue proceeds from the tax established in Section 3.20.200(A)(3) of the Louisville Municipal Code shall be encumbered for acquisition of open space land in and around the city, until a target reserve is achieved.*

The Open Space fund balance is projected to end 2030 with approximately $3.4 million, while remaining in compliance with both reserve policies, minimum and acquisition.

Parks Fund Long-Term Forecast

Incorporating the revenue assumptions, the operating expenditure targets, the proposed interfund transfers, and the updated CIP projections outlined in the preceding discussion, the following chart summarizes a history and projection of revenue, expenditures, and fund balances for the Parks Fund.

Note: Prior to 2024, Open Space and Parks operated within a single shared Fund. Approval of Ballot Measure 2C in November 2023, defined how future Sales and Use Tax revenues were to be split, as well as requiring each division to operate within its own separate and distinct fund.



The City's Reserve Policy for the Parks Fund states,

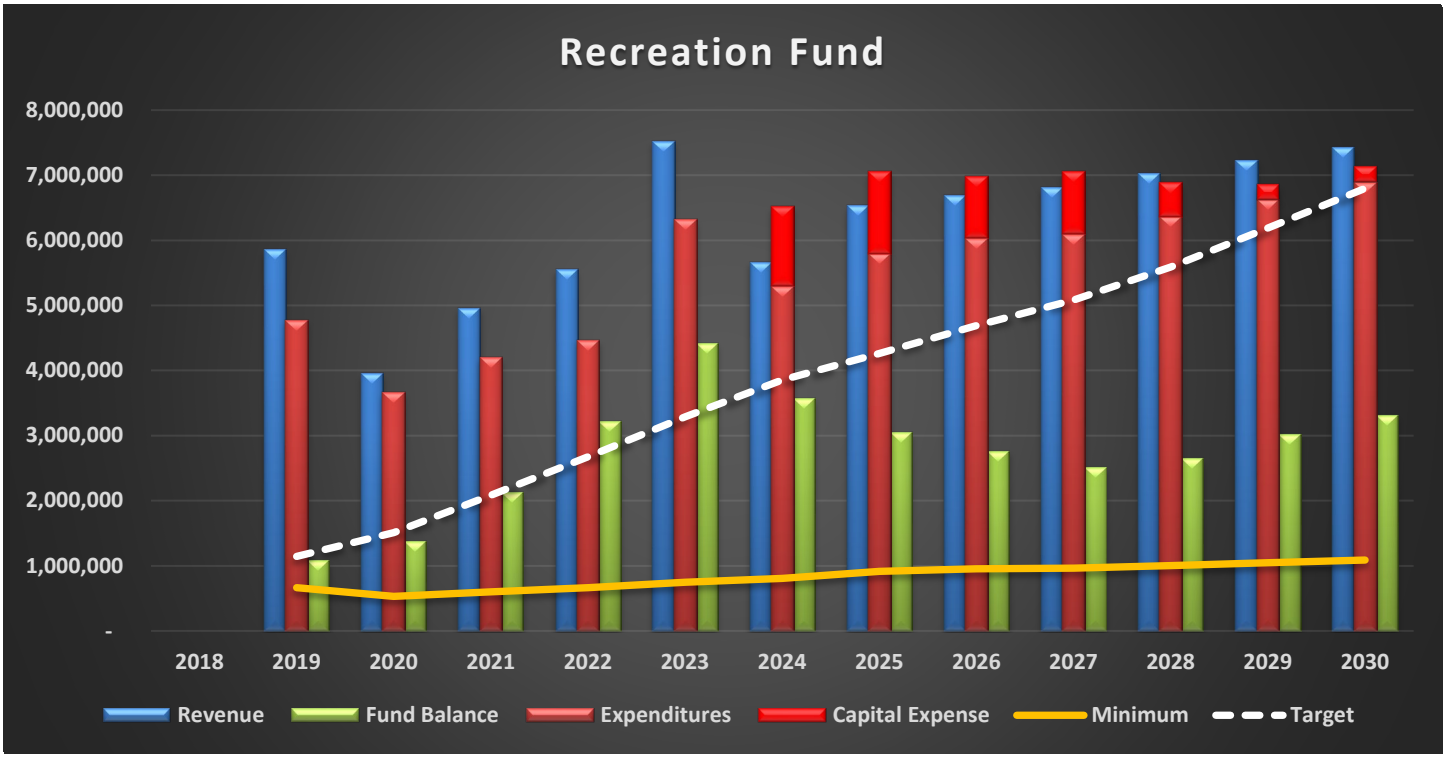
> *The minimum fund balance of the Parks Fund shall be maintained at or above 15% of current operating expenditures. For purpose of this policy, operating expenditures include only parks operations and exclude all interfund transfers and capital outlay.*
>
> *The Parks Fund requires a recurring annual transfer from the General Fund to fund its operating deficit. This annual transfer will be calculated by taking the amount of funding provided by the General Fund for Parks in 2007 ($626,900) and inflating that amount on an annual basis by the regional Consumer Price Index for All Urban Consumers. The 2007 funding level for Parks is the starting point for the calculation, since that was the last year that Parks was funded within the General Fund. In 2024, the budgeted annual transfer from the General Fund amount was $1,017,900.*

Beginning in 2025, all Parks capital projects have been shifted to the Capital Fund.

The Park Fund fund balance is projected to end 2030 with approximately $101,000, this is below the minimum reserve policy. Staff will work towards structurally balancing this fund in 2025.

Recreation Fund Long-Term Forecast

Incorporating the revenue assumptions, the operating expenditure targets, the proposed interfund transfers, and the updated CIP projections outlined in the preceding discussion, the following chart summarizes a history and projection of revenue, expenditures, and fund balances for the Recreation Fund.



The City's Reserve Policy for the Recreation Fund states,

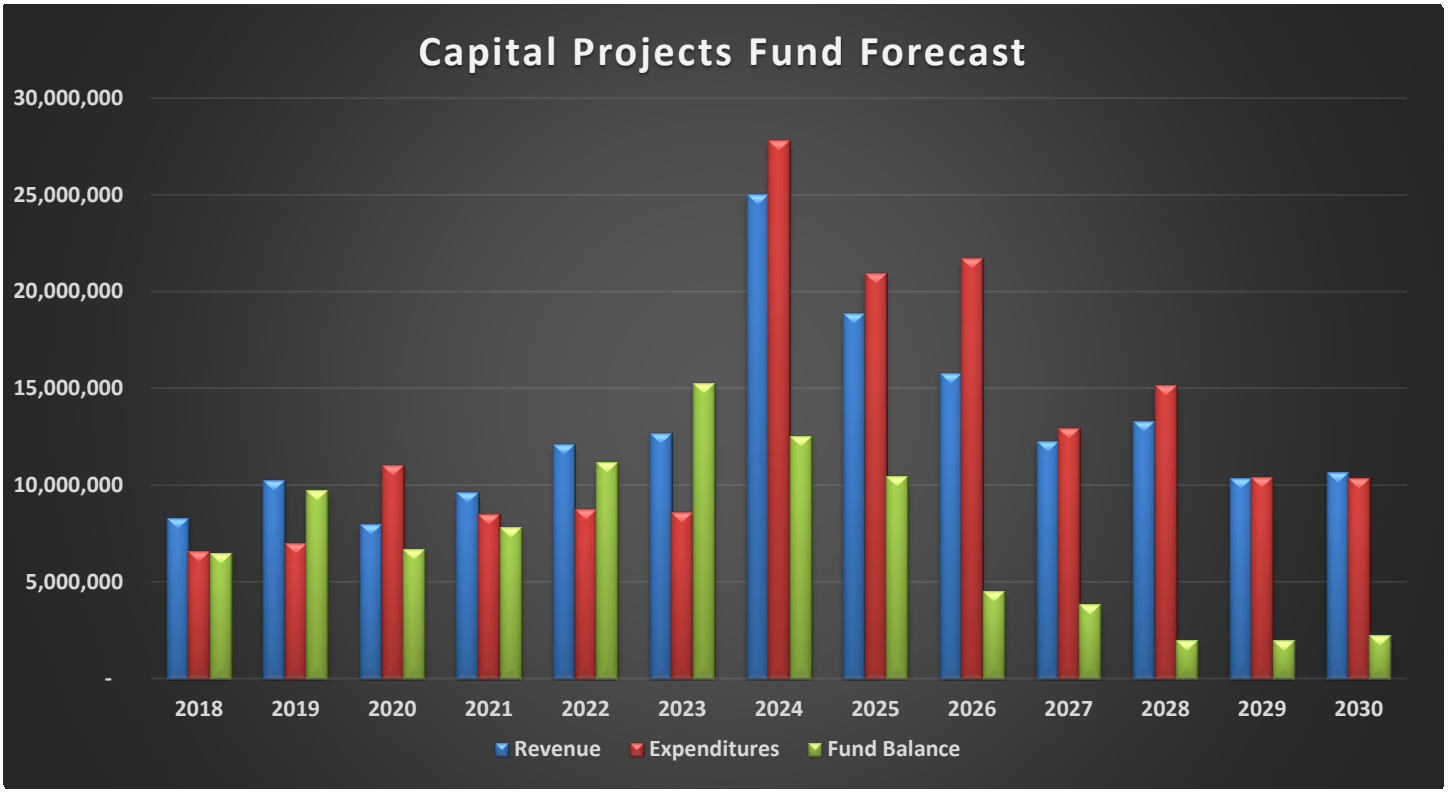
> *The minimum fund balance of the Recreation Fund shall be maintained at or above 15% of current operating expenditures. For purpose of this policy, operating expenditures are defined as all expenditures, excluding interfund transfers and capital outlay.*
>
> *In addition to maintaining an operating reserve, the Recreation Fund will also maintain a capital asset renewal and replacement reserve. The purpose of this reserve is to accumulate funds for the timely renewal and replacement of Recreation Center and Memory Square Pool assets. The methodology for calculating this reserve will be approved by the Finance Committee.*
>
> *The City Council recognizes that the dedicated sales tax and user fee revenues may not be sufficient and the Recreation Fund may also need to rely on annual General Fund transfers. The annual General Fund transfer will be calculated by taking the General Fund subsidy for the Recreation Center/Memory Square Pool in 2017 ($986,300) and inflating that amount on an annual basis by the regional Consumer Price Index for All Urban Consumers. The 2017 General Fund subsidy level is the starting point for the calculation, since that is the last year that the Recreation Center and Memory Square Pool were funded within the General Fund.*

In addition to the annual General Fund transfer towards the annual operating costs, minimum fund balance requirements, and capital asset renewal and replacement reserves, this policy also authorizes an annual transfer from the Capital Projects Fund to the Recreation Fund in the amount of $125,000 for 2019 and each year thereafter inflated on an annual basis by the regional Consumer Price Index for All Urban Consumers. This transfer is restricted for capital outlay.

The projected Recreation Fund balance at the end of 2024 is $3.6 million, which is below the capital asset renewal and replacement target by approximately $200,000. The projected Recreation Fund balance at the end of 2030 is $3.3 million. This is well above the minimum fund balance but below the capital asset renewal and replacement target.

Capital Projects Fund Long-Term Forecast

Incorporating the revenue assumptions, the operating expenditure targets, the proposed interfund transfers, and the updated CIP projections outlined in the preceding discussion, the following chart summarizes a history and projection of revenue, expenditures, and fund balances for the Capital Projects Fund.



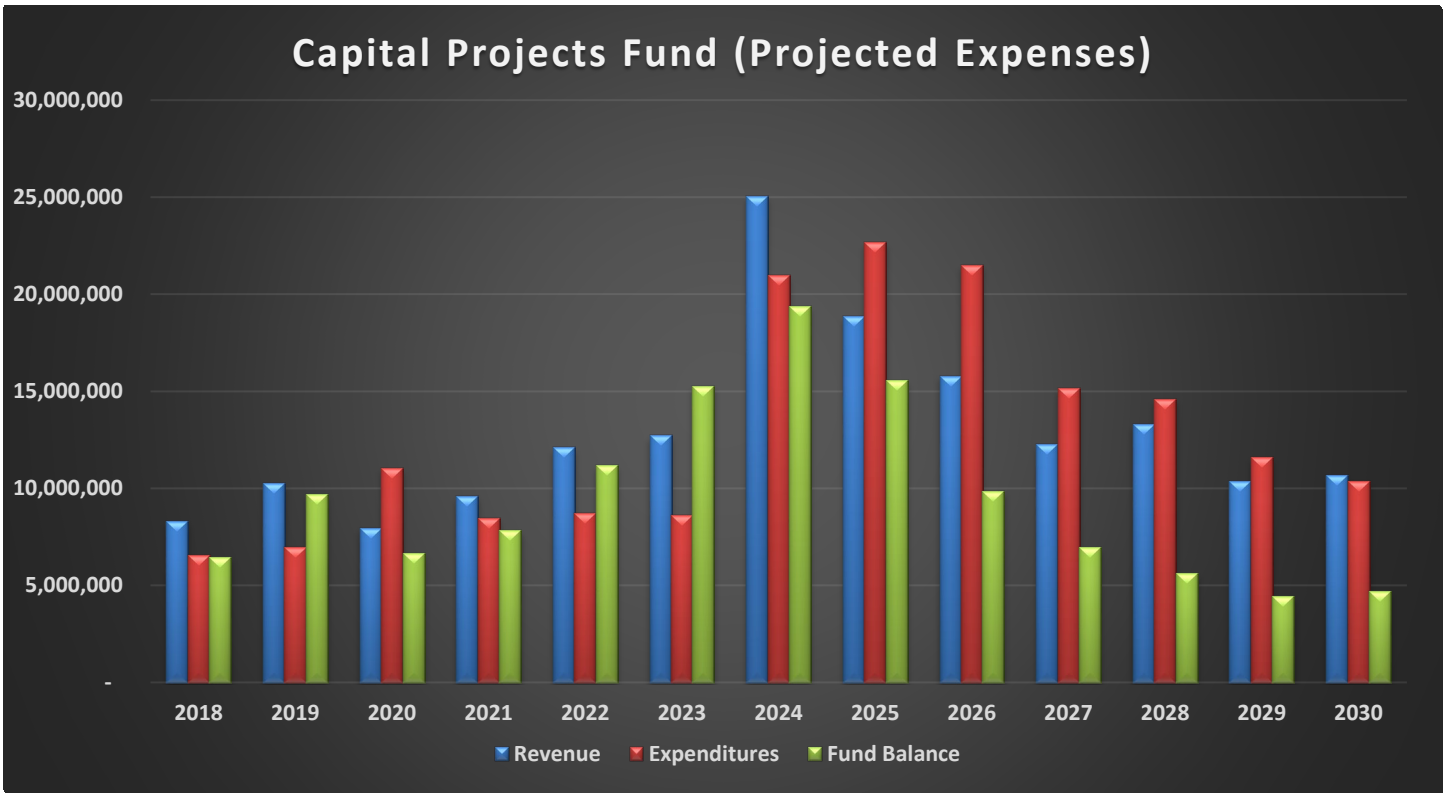
Large fluctuations in revenue, expenditures and fund balances within capital project funds are typical. The City does not have a formal reserve policy for its Capital Projects Fund. However, the City has historically attempted to maintain enough reserves to mitigate current and future risks (revenue shortfalls, unanticipated expenditures, etc.).

The projected fund balance at the end of 2030 is approximately $2.2 million.

In the following chart, we push 25% of appropriations into the subsequent year, beginning with 2024,

to better align with anticipated spending.

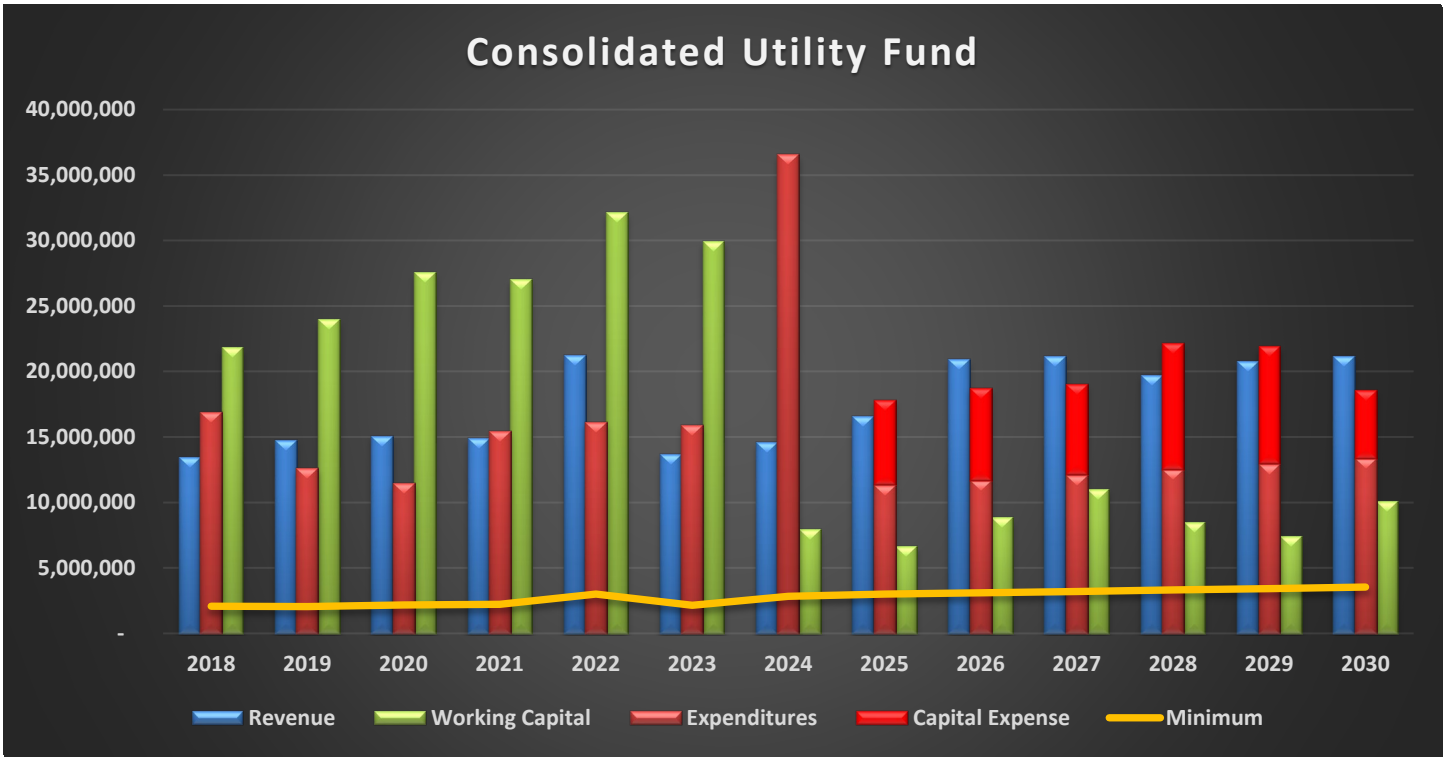
In this scenario, projected fund balance at the end of 2030 is approximately $4.7 million dollars.



Consolidated Utility Fund Long-Term Forecast

The Consolidated Utility Fund consists of the Water Utility Fund, the Wastewater Utility Fund, and the Storm Water Utility Fund.

Incorporating the revenue assumptions, the operating expenditure targets, and the updated CIP projections outlined in the preceding discussion, the following chart summarizes a history and projection of revenue, expenditures, and reserves (defined as working capital) for the Consolidated Utility Fund.



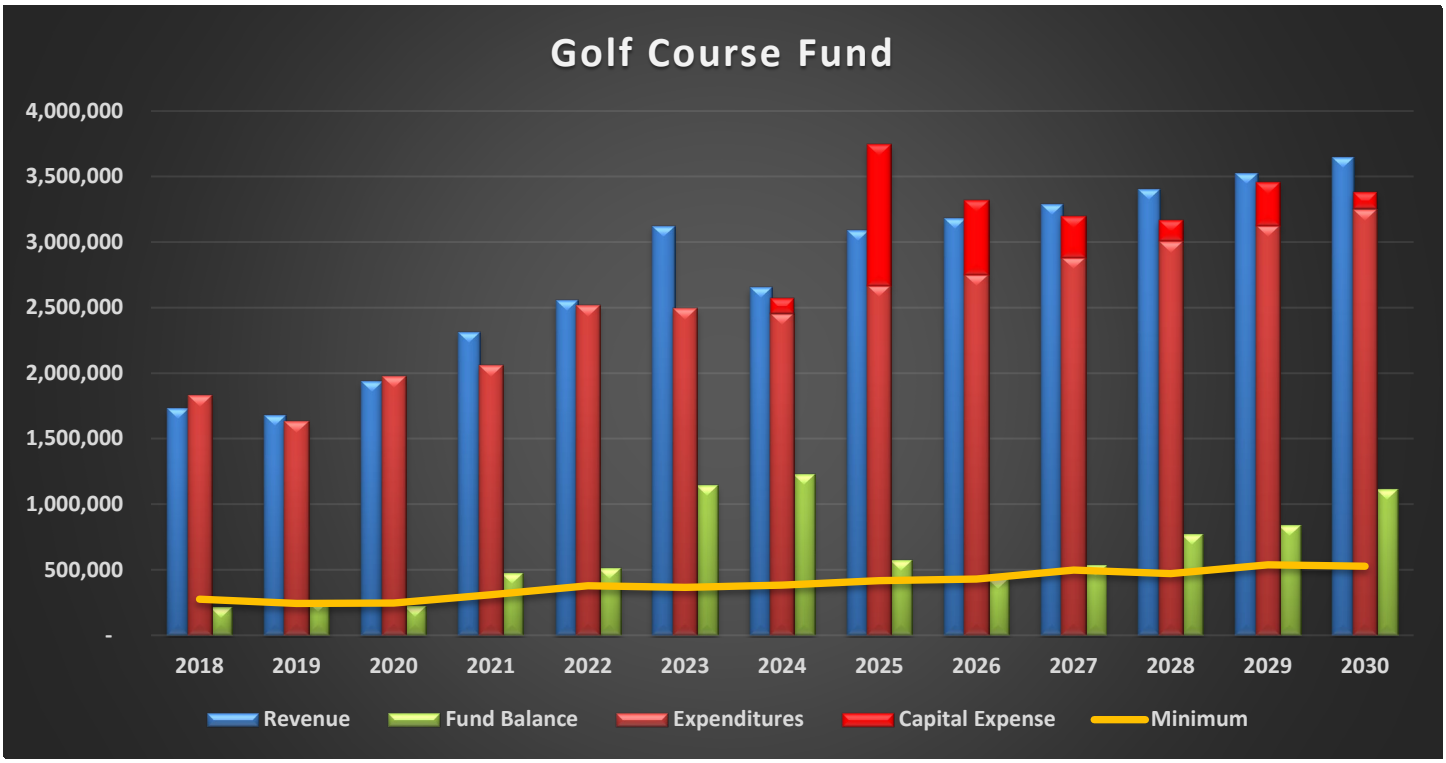
The City's Reserve Policy for the Utility Funds states,

> *The minimum working capital for the Water, Wastewater, and Storm Water Utility Funds shall be maintained at or above 25% of current operating expenses, as measured on the City's budgetary basis. For purpose of this policy, operating expenses are defined as all budgetary-basis expenses, excluding interfund transfers and capital outlay.*

The Consolidated Utility Fund reserves are expected to remain above the 25% minimum level as defined in the Reserve Policy. All the individual utility funds are also expected to remain in full compliance with the reserve policy.

Golf Course Fund Long-Term Forecast

Incorporating the revenue assumptions, the operating expenditure targets, and the updated CIP projections outlined in the preceding discussion, the following chart summarizes a history and projection of revenue, expenditures, and reserves (defined as working capital) for the Golf Course Fund.



The City's Reserve Policy for the Golf Course Fund states,

> *The minimum working capital balance of the Golf Course Fund shall be maintained at or above 15% of current operating expenditures. For purpose of this policy, operating expenditures are defined as all expenditures, excluding interfund transfers and capital outlay.*

The projected Golf Course Fund balance at the end of 2030 is $1.1 million.

AWARDS AND ACKNOWLEDGEMENTS

Awards

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award for Distinguished Budget Presentation to the City of Louisville for its 2023-2024 biennial budget. In order to receive this award a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communication medium. The award is valid for one biennium only. We believe our current budget continues to conform to program requirements, and we will be submitting it to GFOA to determine its eligibility for another award.

Acknowledgements

I want to thank the residents who participated in the community survey, contributed ideas, commented on and helped the City refine the 2025-2026 budget, Mayor Leh and City Council Members for their clear direction and strong support, and the terrific staff throughout the City. A special thank you to the leadership team who stepped in through a City Manager transition to support this process and to the finance team, including the Finance Director and Interim Finance Director. Without everyone's hard work and good advice the development and passage of the 2025-2026 Biennial Operating and Capital Budget would not have been possible.

BUDGET DOCUMENT FORMAT

Following this budget message are the following Attachments:

- 2025 and 2026 Operating & Capital Budget presented by *Fund and Object Category*;
- 2025 and 2026 Operating & Capital Budget presented by *Program and* Sub-*Program; and*
- The 2025-2030 Capital Improvements Plan

Respectfully submitted,



Samma Fox
Interim City Manager

General Fund Budget Summary

Description	2022 Actual	2023 Actual	2024 Budget	2025 Budget	2026 Budget
Tax Revenue	19,924,264	20,747,649	22,159,315	22,818,802	23,388,624
License and Permits	3,266,311	3,671,627	1,598,940	1,385,580	1,394,137
Grant Revenue	1,653,758	2,218,521	1,915,578	1,815,066	2,560,770
Fees	183,357	207,557	247,000	261,698	269,755
Fines	57,456	90,557	77,000	104,000	104,000
Miscellaneous Revenue	785,735	894,201	324,140	499,195	433,385
Other Revenue	383,668	540,328	-	-	-
Total Revenue	26,254,549	28,370,440	26,321,973	26,884,341	28,150,671
Personnel	13,756,755	14,557,310	17,098,948	17,445,626	18,366,015
Supplies	1,064,018	1,205,754	1,472,680	1,590,937	1,586,993
Services	7,346,926	7,125,238	7,613,154	7,662,640	7,446,563
Debt Service	21,635	149,938	8,480	8,600	8,600
Capital Outlay	383,668	539,192	-	63,900	-
Total Expenditures	22,573,002	23,577,432	26,193,262	26,771,703	27,408,171
Transfer In	5,416,658	190,190	322,790	208,900	215,200
Transfer Out	(6,016,186)	(5,379,080)	(2,408,770)	(2,481,000)	(2,555,500)
Net Transfers	(599,528)	(5,188,890)	(2,085,980)	(2,272,100)	(2,340,300)
Net Change in Fund Balance	3,082,019	(395,882)	(1,957,269)	(2,159,462)	(1,597,800)

Conservation Trust-Lottery Fund Budget Summary

Description	2022 Actual	2023 Actual	2024 Budget	2025 Budget	2026 Budget
Grant Revenue	270,769	293,243	308,660	256,120	263,800
Miscellaneous Revenue	(2,655)	36,122	2,440	27,224	23,141
Total Revenue	268,114	329,365	311,100	283,344	286,941
Services	190	314	100	100	100
Capital Outlay	-	-	715,000	300,000	205,500
Total Expenditures	190	314	715,100	300,100	205,600
Net Change in Fund Balance	267,924	329,051	(404,000)	(16,756)	81,341

Cemetery Perpetual Care Fund Budget Summary

Description	2022 Actual	2023 Actual	2024 Budget	2025 Budget	2026 Budget
License and Permits	67,394	49,986	33,760	36,500	37,590
Miscellaneous Revenue	(1,950)	35,412	12,010	24,831	21,106
Total Revenue	65,444	85,398	45,770	61,331	58,696
Services	347	300	300	300	300
Total Expenditures	347	300	300	300	300
Transfer Out	(8,640)	(12,480)	(16,780)	(17,300)	(17,800)
Net Transfers	(8,640)	(12,480)	(16,780)	(17,300)	(17,800)
Net Change in Fund Balance	56,457	72,618	28,690	43,731	40,596

Cemetery Fund Budget Summary

Description	2022 Actual	2023 Actual	2024 Budget	2025 Budget	2026 Budget
License and Permits	67,394	49,986	33,760	36,500	37,590
Fees	39,200	37,873	41,760	40,320	41,530
Miscellaneous Revenue	(630)	7,883	640	8,123	6,905
Total Revenue	105,964	95,742	76,160	84,943	86,025
Personnel	97,777	75,832	73,868	114,022	120,739
Supplies	2,138	5,370	8,740	10,400	11,150
Services	104,817	102,429	131,840	139,950	143,910
Capital Outlay	4,210	10,000	10,000	16,000	18,500
Total Expenditures	208,942	193,631	224,448	280,372	294,299
Transfer In	174,677	182,330	139,000	143,200	147,500
Net Transfers	174,677	182,330	139,000	143,200	147,500
Net Change in Fund Balance	71,699	84,441	(9,288)	(52,229)	(60,774)

PEG Fee Fund Budget Summary

Description	2022 Actual	2023 Actual	2024 Budget	2025 Budget	2026 Budget
Fees	19,320	15,265	16,000	14,590	13,310
Miscellaneous Revenue	(183)	2,059	240	1,635	1,390
Total Revenue	19,137	17,324	16,240	16,225	14,700
Services	10	18	50	50	50
Total Expenditures	10	18	50	20,050	20,050
Transfer Out	-	-	(50,000)	-	-
Net Transfers	-	-	(50,000)	-	-
Net Change in Fund Balance	19,127	17,306	(33,810)	(3,825)	(5,350)

Parking Improvement Fund Budget Summary

Description	2022 Actual	2023 Actual	2024 Budget	2025 Budget	2026 Budget
Miscellaneous Revenue	(223)	4,411	50	3,034	2,579
Total Revenue	(223)	4,411	50	3,034	2,579
Services	47	44	50	50	50
Total Expenditures	47	44	50	50	50
Net Change in Fund Balance	(270)	4,367	-	2,984	2,529

Historic Preservation Fund Budget Summary

Description	2022 Actual	2023 Actual	2024 Budget	2025 Budget	2026 Budget
Tax Revenue	922,808	986,119	1,012,750	1,013,119	1,039,378
Miscellaneous Revenue	(4,993)	155,440	46,600	103,682	88,130
Total Revenue	917,815	1,141,559	1,059,350	1,116,801	1,127,508
Personnel	139,556	148,486	167,063	177,143	186,131
Supplies	1,296	624	2,150	2,150	2,150
Services	85,597	788,469	288,150	563,150	563,150
Capital Outlay	145,531	-	60,850	15,000	256,450
Total Expenditures	371,980	937,579	518,213	757,443	1,007,881
Transfer Out	(184,562)	(190,190)	(202,790)	(208,900)	(215,200)
Net Transfers	(184,562)	(190,190)	(202,790)	(208,900)	(215,200)
Net Change in Fund Balance	361,273	13,790	338,347	150,458	(95,573)

Recreation Fund Budget Summary

Description	2022 Actual	2023 Actual	2024 Budget	2025 Budget	2026 Budget
Tax Revenue	1,108,412	1,183,377	1,217,980	1,217,291	1,248,844
Grant Revenue	471,860	212,733	55,000	85,000	85,000
Fees	2,635,000	3,305,175	2,998,490	3,562,643	3,677,450
Miscellaneous Revenue	73,086	1,450,760	48,060	202,346	177,244
Total Revenue	4,288,358	6,152,045	4,319,530	5,067,280	5,188,538
Personnel	2,619,187	2,990,075	3,160,770	3,537,824	3,707,776
Supplies	182,890	252,718	309,221	301,905	305,640
Services	1,610,320	1,739,300	1,894,940	2,259,888	2,338,483
Capital Outlay	56,163	1,337,956	1,220,100	859,900	774,736
Total Expenditures	4,468,560	6,320,049	6,585,031	6,959,517	7,126,635
Transfer In	1,258,280	1,374,110	1,422,200	1,464,900	1,508,800
Transfer Out	-	-	(200,000)	-	-
Net Transfers	1,258,280	1,374,110	1,222,200	1,464,900	1,508,800
Net Change in Fund Balance	1,078,078	1,206,106	(1,043,301)	(427,337)	(429,297)

Open Space Fund Budget Summary*

Description	2022 Actual	2023 Actual	2024 Budget	2025 Budget	2026 Budget
Tax Revenue	1,385,945	1,479,182	2,534,382	2,534,518	2,600,205
Grant Revenue	-	1,486,597	2,500	3,290	3,290
Miscellaneous Revenue	78,364	-	37,026	61,940	55,665
Total Revenue	1,464,309	2,965,779	2,573,908	2,599,748	2,659,160
Personnel	906,561	997,593	1,438,395	1,444,951	1,530,148
Supplies	73,031	23,835	50,135	31,111	30,151
Services	182,136	403,934	678,439	439,894	458,642
Capital Outlay	1,358,376	1,207,303	506,029	320,000	715,000
Total Expenditures	2,520,104	2,632,665	2,672,998	2,235,956	2,733,941
Transfer In	88,048	30,341	612,844	72,600	36,300
Net Transfers	88,048	30,341	612,844	72,600	36,300
Net Change in Fund Balance	(967,747)	363,455	513,754	436,392	(38,481)

** Open Space and Parks were reported as a consolidated fund in 2022 and 2023. Per a voter approved tax change effective January 1, 2024, they are reported as separate funds in 2024 and future years. Revenue shown for 2022 and 2023 is split among the two new funds, except for grants. Central Fund-Wide Charges and Snow and Ice Removal expenditures are also split evenly among the two funds for the years 2022 and 2023.*

Parks Fund Budget Summary*

Description	2022 Actual	2023 Actual	2024 Budget	2025 Budget	2026 Budget
Tax Revenue	1,385,944	1,479,181	1,520,630	1,520,719	1,560,127
Grant Revenue	-	293,243	2,500	3,290	3,290
Miscellaneous Revenue	78,364	244,198	37,025	74,396	66,252
Total Revenue	1,464,308	2,016,622	1,560,155	1,598,405	1,629,669
Personnel	1,170,269	1,297,808	1,725,666	1,737,476	1,820,109
Supplies	163,365	118,263	154,805	160,305	162,305
Services	1,066,059	888,224	1,196,189	885,203	919,721
Capital Outlay	1,235,152	156,061	699,286	-	-
Total Expenditures	3,634,845	2,460,356	3,775,946	2,782,984	2,902,135
Transfer In	988,618	1,013,821	2,215,792	1,048,400	1,079,900
Net Transfers	988,618	1,013,821	2,215,792	1,048,400	1,079,900
Net Change in Fund Balance	(1,181,919)	570,087	1	(136,179)	(192,566)

** Open Space and Parks were reported as a consolidated fund in 2022 and 2023. Per a voter approved tax change effective January 1, 2024, they are reported as separate funds in 2024 and future years. Revenue shown for 2022 and 2023 is split among the two new funds, except for grants. Central Fund-Wide Charges and Snow and Ice Removal expenditures are also split evenly among the two funds for the years 2022 and 2023.*

Capital Projects Fund Budget Summary

Description	2022 Actual	2023 Actual	2024 Budget	2025 Budget	2026 Budget
Tax Revenue	8,173,827	8,341,607	8,418,050	8,684,890	8,853,688
Grant Revenue	502,329	182,002	13,681,417	9,271,000	6,200,000
Fees	32,000	32,000	25,000	25,000	25,000
Miscellaneous Revenue	79,936	1,114,507	1,106,290	608,023	529,850
Total Revenue	8,788,092	9,670,116	23,230,757	18,588,913	15,608,538
Personnel	370,088	321,600	421,445	466,377	495,068
Services	7,662	7,542	8,610	12,610	12,610
Capital Outlay	8,228,249	8,115,607	32,745,559	20,279,926	21,040,444
Total Expenditures	8,605,999	8,444,749	33,175,614	20,758,913	21,548,122
Transfer In	3,316,881	3,031,569	465,410	267,100	181,600
Transfer Out	(135,860)	(148,360)	(153,550)	(158,200)	(162,900)
Net Transfers	3,181,021	2,883,209	311,860	108,900	18,700
Net Change in Fund Balance	3,363,114	4,108,576	(9,632,997)	(2,061,100)	(5,920,884)

Impact Fee Fund Budget Summary

Description	2022 Actual	2023 Actual	2024 Budget	2025 Budget	2026 Budget
Fees	495,043	93,442	312,740	342,900	219,500
Miscellaneous Revenue	(2,566)	13,455	13,300	9,529	8,100
Total Revenue	492,477	106,897	326,040	352,429	227,600
Services	290	159	300	300	300
Total Expenditures	290	159	300	300	300
Transfer Out	(492,977)	(92,250)	(312,740)	(339,700)	(217,900)
Net Transfers	(492,977)	(92,250)	(312,740)	(339,700)	(217,900)
Net Change in Fund Balance	(790)	14,488	13,000	12,429	9,400

Recreation Center Debt Service Fund Budget Summary

Description	2022 Actual	2023 Actual	2024 Budget	2025 Budget	2026 Budget
Tax Revenue	2,077,373	1,954,006	1,300,000	1,368,000	1,799,360
Miscellaneous Revenue	26,209	69,890	36,670	45,484	38,662
Total Revenue	2,103,582	2,023,896	1,336,670	1,413,484	1,838,022
Services	985	1,088	800	800	800
Debt Service	1,742,200	1,741,600	1,739,800	1,741,800	1,742,400
Total Expenditures	1,743,185	1,742,688	1,740,600	1,742,600	1,743,200
Transfer In	-	180,000	5,000	-	-
Net Transfers	-	180,000	5,000	-	-
Net Change in Fund Balance	360,397	461,208	(398,930)	(329,116)	94,822

Water Utility Fund Budget Summary

Description	2022 Actual	2023 Actual	2024 Budget	2025 Budget	2026 Budget
Grant Revenue	285	1,212,318	-	-	-
Fees	8,036,368	6,753,882	7,601,630	8,328,630	12,084,630
Miscellaneous Revenue	1,601,529	488,281	362,830	721,875	636,425
Other Revenue	5,868,314	14,152	-	-	-
Total Revenue	15,506,496	8,468,633	7,964,460	9,050,505	12,721,055
Personnel	1,996,401	1,975,906	2,240,368	2,646,975	2,792,798
Supplies	1,393,491	502,108	605,031	625,131	635,131
Services	3,732,432	2,362,561	2,218,773	2,290,550	2,309,602
Debt Service	981,955	981,660	987,550	101,500	101,500
Capital Outlay	2,725,016	5,290,752	17,380,085	5,334,849	5,233,950
Total Expenditures	10,829,295	11,112,987	23,431,807	10,999,005	11,072,981
Net Change in Fund Balance	4,677,201	(2,644,354)	(15,467,347)	(1,948,500)	1,648,074

Waste Water Utility Fund Budget Summary

Description	2022 Actual	2023 Actual	2024 Budget	2025 Budget	2026 Budget
Fees	3,934,259	4,319,933	5,055,000	5,488,000	6,564,000
Miscellaneous Revenue	99,112	428,638	135,760	226,795	200,008
Total Revenue	4,033,371	4,748,571	5,190,760	5,714,795	6,764,008
Personnel	1,231,813	1,367,568	1,595,582	1,905,433	2,011,143
Supplies	169,244	169,380	217,305	247,055	246,955
Services	1,197,256	1,143,195	1,238,030	1,262,310	1,339,344
Debt Service	1,272,151	1,270,583	1,285,190	2,014,300	2,011,700
Capital Outlay	328,451	1,739,632	6,327,688	757,693	662,000
Total Expenditures	4,198,915	5,690,358	10,663,795	6,186,791	6,271,142
Net Change in Fund Balance	(165,544)	(941,787)	(5,473,035)	(471,996)	492,866

Stormwater Utility Fund Budget Summary

Description	2022 Actual	2023 Actual	2024 Budget	2025 Budget	2026 Budget
License and Permits	600	600	2,000	2,000	2,000
Grant Revenue	-	250,000	250,000	250,000	250,000
Fees	953,799	1,143,013	1,141,900	1,397,900	1,590,900
Miscellaneous Revenue	11,471	300,757	19,550	58,722	49,914
Total Revenue	965,870	1,694,370	1,413,450	1,708,622	1,892,814
Personnel	327,235	329,932	372,085	431,581	454,896
Supplies	10,349	7,248	5,465	30,905	30,905
Services	119,792	91,201	285,060	122,610	122,610
Debt Service	260,561	260,240	263,230	412,700	412,100
Capital Outlay	235,357	361,880	2,167,688	414,600	1,150,000
Total Expenditures	953,294	1,050,501	3,093,528	1,412,396	2,170,511
Net Change in Fund Balance	12,576	643,869	(1,680,078)	296,226	(277,697)

Solid Waste & Recycling Utility Fund Budget Summary

Description	2022 Actual	2023 Actual	2024 Budget	2025 Budget	2026 Budget
Fees	1,627,555	1,708,405	1,800,950	1,894,740	1,961,350
Miscellaneous Revenue	(1,367)	11,103	4,040	8,891	7,557
Total Revenue	1,626,188	1,719,508	1,804,990	1,903,631	1,968,907
Personnel	71,335	82,043	96,034	98,423	103,273
Supplies	9	9	6,000	6,000	6,000
Services	1,491,112	1,616,533	1,695,550	1,823,400	1,890,800
Total Expenditures	1,562,456	1,698,585	1,797,584	1,927,823	2,000,073
Transfer In	141,933	-	-	-	-
Net Transfers	141,933	-	-	-	-
Net Change in Fund Balance	205,665	20,923	7,406	(24,192)	(31,166)

Golf Course Fund Budget Summary

Description	2022 Actual	2023 Actual	2024 Budget	2025 Budget	2026 Budget
Grant Revenue	-	5,359	-	-	-
Fees	2,384,016	2,896,254	2,645,800	3,034,570	3,137,610
Miscellaneous Revenue	171,252	141,391	11,420	54,751	47,785
Other Revenue	50	85,000	-	-	-
Total Revenue	2,555,318	3,128,004	2,657,220	3,089,321	3,185,395
Personnel	1,444,812	1,615,905	1,647,715	1,838,347	1,926,960
Supplies	298,588	268,022	321,373	306,747	299,397
Services	775,298	549,975	591,535	635,024	641,103
Capital Outlay	-	46,072	112,850	1,074,915	567,616
Total Expenditures	2,518,698	2,479,974	2,673,473	3,855,033	3,435,076
Net Change in Fund Balance	36,620	648,030	(16,253)	(765,712)	(249,681)

Technology Management Fund Budget Summary

Description	2022 Actual	2023 Actual	2024 Budget	2025 Budget	2026 Budget
Fees	53,030	53,010	53,030	142,550	142,550
Miscellaneous Revenue	(508)	4,139	3,980	3,705	3,150
Total Revenue	52,522	57,149	57,010	146,255	145,700
Services	428	3,498	750	3,750	3,750
Capital Outlay	73,661	91,786	91,849	142,550	142,550
Total Expenditures	74,089	95,284	92,599	146,300	146,300
Net Change in Fund Balance	(21,567)	(38,135)	(35,589)	(45)	(600)

Fleet Management Fund Budget Summary

Description	2022 Actual	2023 Actual	2024 Budget	2025 Budget	2026 Budget
Fees	350,800	526,190	342,200	-	-
Miscellaneous Revenue	6,920	53,165	6,540	27,835	-
Other Revenue	-	20,880	-	-	-
Total Revenue	357,720	600,235	348,740	27,835	-
Services	290	413	500	500	-
Capital Outlay	81,999	629,422	658,994	169,200	-
Total Expenditures	82,289	629,835	659,494	169,700	-
Net Change in Fund Balance	275,431	(29,600)	(310,754)	(141,865)	-

Programs and Sub-Programs

Transportation: A safe, well-maintained, effective and efficient multi-modal transportation system at a reasonable cost.

Planning and Engineering - Design infrastructure to adopted standards that meets the transportation needs of the City. Collaborate with partner agencies (RTD, CDOT) to ensure residents have adequate multimodal transportation options. Proactively redesign the street network as regulations and technology change our transportation needs over time.

Transportation Infrastructure Maintenance - Conserve natural resources by maintaining streets cost-effectively before they reach a point of rapid failure. To ensure a high quality of life and to provide services equitably, no street will be in poor condition. Streets and intersections are monitored, maintained, and adequately lit to move people, bikes and cars safely and efficiently. All arterial and collector streets have marked bicycle lanes. All streets have well maintained sidewalks.

Streetscapes - Safe, visually appealing, appropriately lit and inviting streets, sidewalks and publicly owned areas adjacent to streets and sidewalks.

Snow & Ice Removal - Safe traveling conditions for pedestrians and motorists; cost effective snow and ice control services; assist Police, Fire and Emergency Medical Services in fulfilling their duties; safe, passable streets, school bus routes and hard surface trails; safe access to City facilities; and snow cleared within 24 hours from sidewalks that are the City's responsibility.

Public Works Administration

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

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

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

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

Solid Waste, Recycling and Composting - Enable residents to dispose of their solid waste in a convenient, environmentally responsible, cost-effective manner.

Public Safety & Justice: Police and other City staff working with the community to help ensure safety; satisfy residents' expectations that individuals observe the City's Municipal Code and State Law; and the justice system is fair, effective and efficient.

Patrol and Investigation - Maintain community safety and a low crime rate through community engagement, effective patrol and efficient response times. Emphasize prevention-oriented police services by engaging community groups in effective partnerships.

Programs and Sub-Programs

Code Enforcement - Judiciously enforce the municipal code; including parking, junked vehicles, uncontrolled weeds, and stray dogs. Work with residents and the business community to achieve compliance with City ordinances. Emphasize education and voluntary compliance over punitive enforcement through the Courtesy Notice program.

Municipal Court - Maintain accurate permanent records of citations and payments, administer fair and competent hearings, treat all citizens fairly and equally.

Police Department Building Maintenance

Parks: Provide well-maintained parks and landscaped areas that are easy to walk to and enjoyable to visit or see; sports facilities that are fully used and properly maintained; and a suitable final resting place that meets community needs.

Parks - Well maintained, popular parks and facilities that provide multiple outdoor opportunities for residents of and visitors to Louisville to enjoy.

Cemetery - Provide a suitable final resting place that meets community needs.

Open Space & Trails: Acquire candidate properties as they become available and preserve, enhance and maintain native plants, wildlife and plant habitat, cultural resources, agriculture and scenic vistas and appropriate passive recreation.

Acquisition - Maintain an up-to-date list of high-priority candidate parcels for acquisition. Contact each property owner and based on the owner's expressed interests, determine the most effective strategy for voluntary acquisition of or easement on each candidate parcel. Maintain contact with each property owner consistent with their expressed interests. Voluntarily acquire candidate parcels at a price that reflects the current market value for comparable property (considering all development restrictions, size, location, existing development, and other relevant factors). Maintain funding for acquisition consistent with adopted Council policy.

Maintenance and Management - Manage the City's Open Space properties in a manner consistent with good stewardship and sound ecological principles that benefits citizens of Louisville by promoting native plants, wildlife, wildlife and plant habitat, cultural resources, agriculture and scenic vistas and appropriate passive recreation.

Education and Outreach - To inform and educate residents and visitors about the City's diverse Open Space properties and the many benefits associated with these lands. To involve residents and visitors in activities that encourage understanding and stewardship of these lands.

New Trails and Trails Maintenance - Construct the highest priority new trails and trail connections to enhance the trail system in a manner consistent with City Council adopted plans. Maintain all trails to a satisfactory level to encourage recreation and to enable safe walking, running and bike riding around Louisville.

Recreation: Promote the physical, mental and social well-being of residents and visitors through a broad range of high-quality, reasonably priced recreation and leisure activities for people all ages, interests and ability levels.

Youth Activities - Provide programs which stimulate physical, social, and cognitive skills for the youth of Louisville. Encourage community responsibility through volunteer service that supports the well-being

of the community. Provide an individualized learning environment in which each child may grow and learn at their own pace.

Adult Activities - Encourage physical activity, intellectual stimulation, and social well-being by offering adult sports leagues, adult educational programs, and other events.

Senior Activities and Services - Encourage physical activity, intellectual stimulation, and social well-being through programs and services for persons 60 and older.

Aquatics - Provide comprehensive aquatics programming that meets the needs of the community through highly accessible, enjoyable, and varied opportunities for learning and recreation. Offer a safe, responsive and welcoming aquatics environment that promotes the health and well-being of residents and visitors.

Recreation Center Management

Athletic Field Maintenance

Recreation Center Building Maintenance

Golf Course - Provide an enjoyable, yet challenging course for residents and visitors of all skill levels. Attract and retain golfers by offering competitive rates and amenities, continuous maintenance and professional management. Operate as an Enterprise by generating sufficient revenue to cover operations, debt service and capital replacement.

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

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

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

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

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

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

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

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

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

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

Administration & Support Services: Ensure inclusive, responsive, transparent, friendly, fiscally responsible, effective and efficient governance, administration and support.

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

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

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

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

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

Finance, Accounting & Tax Administration - Provide financial services in an efficient and effective manner and financial reporting that is accurate, timely, relevant, and transparent. Develop, maintain, and monitor financial policies and internal controls to ensure the safeguarding of public assets and organizational compliance with laws, regulations, and Council directives. Provide an efficient, effective, and transparent budget developing, reporting, and monitoring process. Provide other financial services, such as long-

term financial planning, debt administration, cash and investment management, cash disbursements, cash collections, and front counter services.

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

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

Facilities Maintenance - Provide and manage facilities that maintain efficient and effective operations and promote environmental and economic sustainability.

Fleet Maintenance - Provide and manage vehicles that maintain efficient and effective operations.

Summary of Revenue & Expenditures by Program

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget
Transportation	700,760	878,810	860,884	811,229
Utilities	16,631,080	16,373,660	18,377,553	23,346,784
Public Safety & Justice	86,661	290,872	279,336	100,000
Parks	2,054,590	2,094,235	2,176,943	2,137,651
Open Space & Trails	2,608,373	2,573,908	2,672,348	2,695,460
Recreation	9,283,646	6,976,750	8,156,601	8,373,933
Cultural Services	408,069	454,946	485,150	465,550
Community Design	4,726,642	2,724,940	2,584,957	2,605,450
Economic Prosperity	50,000	60,000	60,000	60,000
Administration & Support Services	834,163	514,990	261,087	232,330
Total Revenue	37,383,984	32,943,111	35,914,859	40,828,387
Transportation	9,560,210	21,333,585	14,725,845	20,714,656
Utilities	17,040,672	36,450,244	17,997,015	18,988,907
Public Safety & Justice	7,722,584	9,382,029	8,920,011	9,110,416
Parks	2,628,676	7,570,165	3,824,140	5,595,860
Open Space & Trails	2,376,254	2,242,652	1,913,727	2,391,180
Recreation	9,595,727	10,120,647	10,814,550	10,561,711
Cultural Services	2,848,918	3,390,108	3,443,045	3,475,678
Community Design	3,585,883	3,669,780	3,876,126	3,790,236
Economic Prosperity	321,633	423,407	417,427	433,620
Administration & Support Services	7,718,492	18,538,885	16,574,155	10,191,544
Total Expenditures	63,399,049	113,121,502	82,506,041	85,253,808
Transportation	(8,859,450)	(20,454,775)	(13,864,961)	(19,903,427)
Utilities	(409,592)	(20,076,584)	380,538	4,357,877
Public Safety & Justice	(7,635,923)	(9,091,157)	(8,640,675)	(9,010,416)
Parks	(574,086)	(5,475,930)	(1,647,197)	(3,458,209)
Open Space & Trails	232,119	331,256	758,621	304,280
Recreation	(312,081)	(3,143,897)	(2,657,949)	(2,187,778)
Cultural Services	(2,440,849)	(2,935,162)	(2,957,895)	(3,010,128)
Community Design	1,140,759	(944,840)	(1,291,169)	(1,184,786)
Economic Prosperity	(271,633)	(363,407)	(357,427)	(373,620)
Administration & Support Services	(6,884,329)	(18,023,895)	(16,313,068)	(9,959,214)
Total Surplus (Deficiency)	(26,015,065)	(80,178,391)	(46,591,182)	(44,425,421)

Program 31: Transportation

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Grant Revenue	664,780	663,350	663,350	663,350	-	0%	-	0%
Fees	31,569	215,410	194,500	145,300	(20,910)	-10%	(49,200)	-25%
Miscellaneous Revenue	4,411	50	3,034	2,579	2,984	5968%	(455)	-15%
Total Program Revenue	700,760	878,810	860,884	811,229	(17,926)	-2%	(49,655)	-6%
Personnel	1,350,134	1,655,698	1,624,424	1,711,587	(31,274)	-2%	87,163	5%
Supplies	303,498	345,175	351,975	357,975	6,800	2%	6,000	2%
Services	1,591,342	1,258,925	1,220,620	1,244,620	(38,305)	-3%	24,000	2%
Capital Outlay	6,315,236	18,073,787	11,528,826	17,400,474	(6,544,961)	-36%	5,871,648	51%
Total Program Expenditures	9,560,210	21,333,585	14,725,845	20,714,656	(6,607,740)	-31%	5,988,811	41%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(8,859,450)	(20,454,775)	(13,864,961)	(19,903,427)	6,589,814		(6,038,466)	
Expenditures per resident	475.63	1,061.37	732.63	1,030.58	(328.74)	-31%	297.95	41%
Full-time equivalents (FTE's)	15.14	15.51	14.80	14.80	(0.71)	-5%	-	0%

Sub-Program 311: Planning & Engineering

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Total Sub-Program Revenue	-	-	-	-	-		-	
Personnel	396,832	512,954	423,105	443,481	(89,849)	-18%	20,376	5%
Supplies	10,837	8,250	8,550	8,550	300	4%	-	0%
Services	27,229	17,380	30,870	30,870	13,490	78%	-	0%
Capital Outlay	2,950	7,050	2,025,000	-	2,017,950	28623%	(2,025,000)	-100%
Total Sub-Program Expenditures	437,848	545,634	2,487,525	482,901	1,941,891	356%	(2,004,624)	-81%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(437,848)	(545,634)	(2,487,525)	(482,901)	(1,941,891)		2,004,624	
Expenditures per resident	21.78	27.15	123.76	24.02	96.61	356%	(99.73)	-81%
Full-time equivalents (FTE's)	3.48	3.53	2.75	2.75	(0.78)	-22%	-	0%

Sub-Program 312: Infrastructure Maintenance

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Grant Revenue	664,780	663,350	663,350	663,350	-	0%	-	0%
Fees	31,569	215,410	194,500	145,300	(20,910)	-10%	(49,200)	-25%
Miscellaneous Revenue	4,411	50	3,034	2,579	2,984	5968%	(455)	-15%
Total Sub-Program Revenue	700,760	878,810	860,884	811,229	(17,926)	-2%	(49,655)	-6%
Personnel	400,540	489,299	538,366	568,635	49,067	10%	30,269	6%
Supplies	153,920	188,475	188,475	188,475	-	0%	-	0%
Services	1,306,391	952,455	903,080	921,080	(49,375)	-5%	18,000	2%
Capital Outlay	5,302,630	15,191,272	8,231,326	14,980,128	(6,959,946)	-46%	6,748,802	82%
Total Sub-Program Expenditures	7,163,481	16,821,501	9,861,247	16,658,318	(6,960,254)	-41%	6,797,071	69%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(6,462,721)	(15,942,691)	(9,000,363)	(15,847,089)	6,942,328		(6,846,726)	
Expenditures per resident	356.39	836.89	490.61	828.77	(346.28)	-41%	338.16	69%
Full-time equivalents (FTE's)	5.08	5.18	5.46	5.46	0.28	5%	-	0%

Sub-Program 313: Streetscapes

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Total Sub-Program Revenue	-	-	-	-	-		-	
Personnel	312,190	365,831	352,518	371,788	(13,313)	-4%	19,270	5%
Supplies	20,437	24,850	31,350	37,350	6,500	26%	6,000	19%
Services	168,488	247,390	224,950	229,950	(22,440)	-9%	5,000	2%
Capital Outlay	986,402	2,770,845	1,000,000	2,400,000	(1,770,845)	-64%	1,400,000	140%
Total Sub-Program Expenditures	1,487,517	3,408,916	1,608,818	3,039,088	(1,800,098)	-53%	1,430,270	89%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(1,487,517)	(3,408,916)	(1,608,818)	(3,039,088)	1,800,098		(1,430,270)	
Expenditures per resident	74.01	169.60	80.04	151.20	(89.56)	-53%	71.16	89%
Full-time equivalents (FTE's)	3.56	3.83	3.52	3.52	(0.31)	-8%	-	0%

Sub-Program 314: Snow & Ice Removal

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Total Sub-Program Revenue	-	-	-	-	-		-	
Personnel	240,573	287,614	310,435	327,683	22,821	8%	17,248	6%
Supplies	115,169	123,250	123,250	123,250	-	0%	-	0%
Services	56,945	28,760	38,760	39,760	10,000	35%	1,000	3%
Capital Outlay	23,254	104,620	272,500	-	167,880	160%	(272,500)	-100%
Total Sub-Program Expenditures	435,941	544,244	744,945	490,693	200,701	37%	(254,252)	-34%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(435,941)	(544,244)	(744,945)	(490,693)	(200,701)		254,252	
Expenditures per resident	21.69	27.08	37.06	24.41	9.99	37%	(12.65)	-34%
Full-time equivalents (FTE's)	3.02	2.97	3.07	3.07	0.10	3%	-	0%

Sub-Program 320: Public Works Administration

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Total Sub-Program Revenue	-	-	-	-	-		-	
Personnel	3,136	350	350	350	-	0%	-	0%
Supplies	25,625	6,250	7,250	7,250	1,000	16%	-	0%
Services	6,620	6,640	15,660	15,660	9,020	136%	-	0%
Capital Outlay	-	-	-	-	-		-	
Total Sub-Program Expenditures	35,381	13,240	23,260	23,260	10,020	76%	-	0%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(35,381)	(13,240)	(23,260)	(23,260)	(10,020)		-	
Expenditures per resident	1.76	0.66	1.16	1.16	0.50	76%	-	0%
Full-time equivalents (FTE's)	-	-	-	-	-		-	

Program 32: Utilities

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
License and Permits	600	2,000	2,000	2,000	-	0%	-	0%
Grant Revenue	1,462,318	250,000	250,000	250,000	-	0%	-	0%
Fees	13,925,231	15,599,480	17,109,270	22,200,880	1,509,790	10%	5,091,610	30%
Miscellaneous Revenue	1,228,779	522,180	1,016,283	893,904	494,103	95%	(122,379)	-12%
Other Revenue	14,152	-	-	-	-		-	
Total Program Revenue	16,631,080	16,373,660	18,377,553	23,346,784	2,003,893	12%	4,969,231	27%
Personnel	3,756,535	4,304,069	5,082,412	5,362,110	778,343	18%	279,698	6%
Supplies	678,745	833,801	909,091	918,991	75,290	9%	9,900	1%
Services	5,213,127	5,436,913	5,498,370	5,661,856	61,457	1%	163,486	3%
Capital Outlay	7,392,265	25,875,461	6,507,142	7,045,950	(19,368,319)	-75%	538,808	8%
Total Program Expenditures	17,040,672	36,450,244	17,997,015	18,988,907	(18,453,229)	-51%	991,892	6%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(409,592)	(20,076,584)	380,538	4,357,877	20,457,122		3,977,339	
Expenditures per resident	847.79	1,813.44	895.37	944.72	(918.07)	-51%	49.35	6%
Full-time equivalents (FTE's)	34.56	40.20	45.48	45.48	5.28	13%	-	0%

Sub-Program 321: Water [1]

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Grant Revenue	1,212,318	-	-	-	-		-	
Fees	6,728,086	7,570,520	8,297,520	12,053,520	727,000	10%	3,756,000	45%
Miscellaneous Revenue	528,230	393,940	752,985	667,535	359,045	91%	(85,450)	-11%
Total Sub-Program Revenue	8,468,634	7,964,460	9,050,505	12,721,055	1,086,045	14%	3,670,550	41%
Personnel	1,976,992	2,240,368	2,646,975	2,792,798	406,607	18%	145,823	6%
Supplies	502,108	605,031	625,131	635,131	20,100	3%	10,000	2%
Services	2,362,198	2,218,273	2,290,050	2,309,102	71,777	3%	19,052	1%
Capital Outlay	5,290,753	17,380,085	5,334,849	5,233,950	(12,045,236)		(100,899)	
Total Sub-Program Expenditures	10,132,051	22,443,757	10,897,005	10,970,981	(11,546,752)	-51%	73,976	1%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(1,663,417)	(14,479,297)	(1,846,500)	1,750,074	12,632,797		3,596,574	
Expenditures per resident	504.08	1,116.60	542.14	545.82	(574.47)	-51%	3.68	1%
Full-time equivalents (FTE's)	18.53	21.21	24.25	24.25	3.04	14%	-	0%

Note:
[1] Revenue and expenditures are presented on the City's budgetary basis.

Sub-Program 322: Wastewater [1]

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Fees	4,313,498	5,051,000	5,483,000	6,559,000	432,000	9%	1,076,000	20%
Miscellaneous Revenue	435,073	139,760	231,795	205,008	92,035	66%	(26,787)	-12%
Total Sub-Program Revenue	4,748,571	5,190,760	5,714,795	6,764,008	524,035	10%	1,049,213	18%
Personnel	1,367,568	1,595,582	1,905,433	2,011,143	309,851	19%	105,710	6%
Supplies	169,380	217,305	247,055	246,955	29,750	14%	(100)	0%
Services	1,143,195	1,238,030	1,262,310	1,339,344	24,280	2%	77,034	6%
Capital Outlay	1,739,632	6,327,688	757,693	662,000	(5,569,995)		(95,693)	
Total Sub-Program Expenditures	4,419,775	9,378,605	4,172,491	4,259,442	(5,206,114)	-56%	86,951	2%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	328,796	(4,187,845)	1,542,304	2,504,566	5,730,149		962,262	
Expenditures per resident	219.89	466.60	207.59	211.91	(259.01)	-56%	4.33	2%
Full-time equivalents (FTE's)	12.63	15.09	16.92	16.92	1.83	12%	-	0%

Note:
[1] Revenue and expenditures are presented on the City's budgetary basis.

Sub-Program 323: Storm Water [1]

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
License and Permits	600	2,000	2,000	2,000	-	0%	-	0%
Grant Revenue	250,000	250,000	250,000	250,000	-	0%	-	0%
Fees	1,143,014	1,141,900	1,397,900	1,590,900	256,000	22%	193,000	14%
Miscellaneous Revenue	300,756	19,550	58,722	49,914	39,172	200%	(8,808)	-15%
Total Sub-Program Revenue	1,694,370	1,413,450	1,708,622	1,892,814	295,172	21%	184,192	11%
Personnel	329,932	372,085	431,581	454,896	59,496	16%	23,315	5%
Supplies	7,248	5,465	30,905	30,905	25,440	466%	-	0%
Services	91,201	285,060	122,610	122,610	(162,450)	-57%	-	0%
Capital Outlay	361,880	2,167,688	414,600	1,150,000	(1,753,088)		735,400	
Total Sub-Program Expenditures	790,261	2,830,298	999,696	1,758,411	(1,830,602)	-65%	758,715	76%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	904,109	(1,416,848)	708,926	134,403	2,125,774		(574,523)	
Expenditures per resident	39.32	140.81	49.74	87.48	(91.07)	-65%	37.75	76%
Full-time equivalents (FTE's)	2.77	3.17	3.58	3.58	0.41	13%	-	0%

Note:
[1] Revenue and expenditures are presented on the City's budgetary basis.

Sub-Program 324: Solid Waste, Recycling & Composting

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Fees	1,708,405	1,800,950	1,894,740	1,961,350	93,790	5%	66,610	4%
Miscellaneous Revenue	11,103	4,040	8,891	7,557	4,851	120%	(1,334)	-15%
Total Sub-Program Revenue	1,719,508	1,804,990	1,903,631	1,968,907	98,641	5%	65,276	3%
Personnel	82,043	96,034	98,423	103,273	2,389	2%	4,850	5%
Supplies	9	6,000	6,000	6,000	-	0%	-	0%
Services	1,616,533	1,695,550	1,823,400	1,890,800	127,850	8%	67,400	4%
Capital Outlay	-	-	-	-	-		-	
Total Sub-Program Expenditures	1,698,585	1,797,584	1,927,823	2,000,073	130,239	7%	72,250	4%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	20,923	7,406	(24,192)	(31,166)	(31,598)		(6,974)	
Expenditures per resident	84.51	89.43	95.91	99.51	6.48	7%	3.59	4%
Full-time equivalents (FTE's)	0.63	0.73	0.73	0.73	-	0%	-	0%

Program 21: Public Safety & Justice

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Grant Revenue	-	230,872	179,336	-	(51,536)	-22%	(179,336)	-100%
Fines	12	-	-	-	-		-	
Fees	86,649	60,000	100,000	100,000	40,000	67%	-	0%
Total Program Revenue	86,661	290,872	279,336	100,000	(11,536)	-4%	(179,336)	-64%
Personnel	5,353,421	6,358,014	6,641,007	6,976,218	282,993	4%	335,211	5%
Supplies	301,238	400,530	393,300	399,851	(7,230)	-2%	6,551	2%
Services	1,484,296	1,362,279	1,347,804	1,374,502	(14,475)	-1%	26,698	2%
Capital Outlay	583,629	1,261,206	537,900	359,845	(723,306)	-57%	(178,055)	-33%
Total Program Expenditures	7,722,584	9,382,029	8,920,011	9,110,416	(462,018)	-5%	190,405	2%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(7,635,923)	(9,091,157)	(8,640,675)	(9,010,416)	450,482		(369,741)	
Expenditures per resident	384.21	466.77	443.78	453.25	(22.99)	-5%	9.47	2%
Full-time equivalents (FTE's)	50.03	46.93	47.20	47.20	0.27	1%	-	0%

Sub-Program 211: Patrol & Investigations

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Grant Revenue	-	230,872	179,336	-	(51,536)	-22%	(179,336)	-100%
Fees	12	-	-	-	-		-	
Total Sub-Program Revenue	12	230,872	179,336	-	(51,536)	-22%	(179,336)	-100%
Personnel	4,998,831	5,976,292	6,236,558	6,555,511	260,266	4%	318,953	5%
Supplies	278,155	366,940	359,620	366,171	(7,320)	-2%	6,551	2%
Services	1,242,323	1,076,186	1,064,364	1,092,062	(11,822)	-1%	27,698	3%
Capital Outlay	560,967	667,123	537,900	359,845	(129,223)		(178,055)	
Total Sub-Program Expenditures	7,080,276	8,086,541	8,198,442	8,373,589	111,901	1%	175,147	2%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(7,080,264)	(7,855,669)	(8,019,106)	(8,373,589)	(163,437)		(354,483)	
Expenditures per resident	352.25	402.32	407.88	416.60	5.57	1%	8.71	2%
Full-time equivalents (FTE's)	45.73	43.38	43.65	43.65	0.27	1%	-	0%

Sub-Program 212: Code Enforcement

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Total Sub-Program Revenue	-	-	-	-	-		-	
Personnel	134,308	153,599	162,277	172,365	8,678	6%	10,088	6%
Supplies	7,087	12,350	12,440	12,440	90	1%	-	0%
Services	24,439	27,146	19,880	19,880	(7,266)	-27%	-	0%
Capital Outlay	-	-	-	-	-		-	
Total Sub-Program Expenditures	165,834	193,095	194,597	204,685	1,502	1%	10,088	5%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(165,834)	(193,095)	(194,597)	(204,685)	(1,502)		(10,088)	
Expenditures per resident	8.25	9.61	9.68	10.18	0.07	1%	0.50	5%
Full-time equivalents (FTE's)	2.42	1.59	1.59	1.59	-	0%	-	0%

Sub-Program 216: Municipal Court

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Fines	86,649	60,000	100,000	100,000	40,000	67%	-	0%
Total Sub-Program Revenue	86,649	60,000	100,000	100,000	40,000	67%	-	0%
Personnel	173,836	181,148	192,039	195,569	10,891	6%	3,530	2%
Supplies	11,092	16,370	16,370	16,370	-	0%	-	0%
Services	96,011	100,810	83,610	84,110	(17,200)	-17%	500	1%
Capital Outlay	22,662	-	-	-	-		-	
Total Sub-Program Expenditures	303,601	298,328	292,019	296,049	(6,309)	-2%	4,030	1%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(216,952)	(238,328)	(192,019)	(196,049)	46,309		(4,030)	
Expenditures per resident	15.10	14.84	14.53	14.73	(0.31)	-2%	0.20	1%
Full-time equivalents (FTE's)	1.52	1.52	1.52	1.52	-	0%	-	0%

Sub-Program 219: Police Department Building Maintenance

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Total Sub-Program Revenue	-	-	-	-	-		-	
Personnel	46,446	46,975	50,133	52,773	3,158	7%	2,640	5%
Supplies	4,904	4,870	4,870	4,870	-	0%	-	0%
Services	121,523	158,137	179,950	178,450	21,813	14%	(1,500)	-1%
Capital Outlay	-	594,083	-	-	(594,083)		-	
Total Sub-Program Expenditures	172,873	804,065	234,953	236,093	(569,112)	-71%	1,140	0%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(172,873)	(804,065)	(234,953)	(236,093)	569,112		(1,140)	
Expenditures per resident	8.60	40.00	11.69	11.75	(28.31)	-71%	0.06	0%
Full-time equivalents (FTE's)	0.36	0.44	0.44	0.44	-	0%	-	0%

Program 51: Parks

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Tax Revenue	1,479,181	1,520,630	1,520,719	1,560,127	89	0%	39,408	3%
License and Permits	104,194	71,240	76,720	78,900	5,480	8%	2,180	3%
Grant Revenue	293,243	311,160	259,410	267,090	(51,750)	-17%	7,680	3%
Fees	98,554	139,090	185,520	114,130	46,430	33%	(71,390)	-38%
Miscellaneous Revenue	79,418	52,115	134,574	117,404	82,459	158%	(17,170)	-13%
Total Program Revenue [1]	2,054,590	2,094,235	2,176,943	2,137,651	82,708	4%	(39,292)	-2%
Personnel	1,164,783	1,578,380	1,642,160	1,717,570	63,780	4%	75,410	5%
Supplies	121,376	154,080	161,480	164,230	7,400	5%	2,750	2%
Services	813,646	1,148,579	990,500	1,022,960	(158,079)	-14%	32,460	3%
Capital Outlay	528,871	4,689,126	1,030,000	2,691,100	(3,659,126)	-78%	1,661,100	161%
Total Program Expenditures	2,628,676	7,570,165	3,824,140	5,595,860	(3,746,025)	-49%	1,771,720	46%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(574,086)	(5,475,930)	(1,647,197)	(3,458,209)	3,828,733		(1,811,012)	
Expenditures per resident	130.78	376.63	190.26	278.40	(186.37)	-49%	88.15	46%
Full-time equivalents (FTE's)	23.85	23.51	22.46	22.46	(1.05)	-4%	-	0%

Notes:

[1] Program Revenue excludes recurring interfund transfers from the General Fund.

Sub-Program 510: Parks & Recreation Administration

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Total Sub-Program Revenue	-	-	-	-	-		-	
Personnel	13,449	45,801	58,776	60,345	12,975	28%	1,569	3%
Supplies	1,850	2,930	3,180	3,180	250	9%	-	0%
Services	24,956	23,090	28,260	28,260	5,170	22%	-	0%
Capital Outlay	-	-	-	-	-		-	
Total Sub-Program Expenditures	40,255	71,821	90,216	91,785	18,395	26%	1,569	2%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(40,255)	(71,821)	(90,216)	(91,785)	(18,395)		(1,569)	
Expenditures per resident	2.00	3.57	4.49	4.57	0.92	26%	0.08	2%
Full-time equivalents (FTE's)	0.06	0.06	0.79	0.79	0.73	1217%	-	0%

Sub-Program 511: Parks

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Tax Revenue	1,479,181	1,520,630	1,520,719	1,560,127	89	0%	39,408	3%
License and Permits	4,222	3,720	3,720	3,720	-	0%	-	0%
Grant Revenue	293,243	311,160	259,410	267,090	(51,750)	-17%	7,680	3%
Fees	60,681	97,330	72,600	36,300	(24,730)	-25%	(36,300)	-50%
Miscellaneous Revenue	57,692	39,465	101,620	89,393	89,393	227%	(12,227)	-12%
Total Sub-Program Revenue	1,895,019	1,972,305	1,958,069	1,956,630	13,002	1%	(1,439)	0%
Personnel	1,075,504	1,458,701	1,469,362	1,536,486	10,661	1%	67,124	5%
Supplies	114,157	142,400	147,900	149,900	5,500	4%	2,000	1%
Services	685,960	993,339	821,990	850,490	(171,349)	-17%	28,500	3%
Capital Outlay	518,871	4,679,126	1,014,000	2,672,600	(3,665,126)	-78%	1,658,600	164%
Total Sub-Program Expenditures	2,394,492	7,273,566	3,453,252	5,209,476	(3,820,314)	-53%	1,756,224	51%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(499,473)	(5,301,261)	(1,495,183)	(3,252,846)	3,833,316		(1,757,663)	
Expenditures per resident	119.13	361.87	171.80	259.18	(190.07)	-53%	87.37	51%
Full-time equivalents (FTE's)	22.54	22.72	20.42	20.42	(2.30)	-10%	-	0%

Sub-Program 515: Cemetery

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
License and Permits	99,972	67,520	73,000	75,180	5,480	8%	2,180	3%
Fees	37,873	41,760	40,320	41,530	(1,440)	-3%	1,210	3%
Miscellaneous Revenue	43,296	12,650	32,954	28,011	20,304	161%	(4,943)	-15%
Total Sub-Program Revenue [1]	181,141	121,930	146,274	144,721	24,344	20%	(1,553)	-1%
Personnel	75,830	73,878	114,022	120,739	40,144	54%	6,717	6%
Supplies	5,370	8,750	10,400	11,150	1,650	19%	750	7%
Services	102,729	132,150	140,250	144,210	8,100	6%	3,960	3%
Capital Outlay	10,000	10,000	16,000	18,500	6,000	60%	2,500	16%
Total Sub-Program Expenditures	193,929	224,778	280,672	294,599	55,894	25%	13,927	5%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(12,788)	(102,848)	(134,398)	(149,878)	(31,550)		(15,480)	
Expenditures per resident	9.65	11.18	13.96	14.66	2.78	25%	0.69	5%
Full-time equivalents (FTE's)	1.25	0.73	1.25	1.25	0.52	71%	-	0%

Note:
[1] This Sub-Program table excludes recurring interfund transfers from the General Fund.

Program 52: Open Space & Trails

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Tax Revenue	1,479,182	2,534,382	2,534,518	2,600,205	136	0%	65,687	3%
Grant Revenue	1,129,191	2,500	3,290	3,290	790	32%	-	0%
Fees	-	-	72,600	36,300	72,600		(36,300)	-50%
Miscellaneous Revenue	-	37,026	61,940	55,665	24,914	67%	(6,275)	-10%
Total Program Revenue	2,608,373	2,573,908	2,672,348	2,695,460	98,440	4%	23,112	1%
Personnel	775,296	1,171,430	1,176,840	1,246,523	5,410	0%	69,683	6%
Supplies	22,672	49,730	30,706	29,746	(19,024)	-38%	(960)	-3%
Services	212,163	483,089	386,181	399,911	(96,908)	-20%	13,730	4%
Capital Outlay	1,366,123	538,403	320,000	715,000	(218,403)	-41%	395,000	123%
Total Program Expenditures	2,376,254	2,242,652	1,913,727	2,391,180	(328,925)	-15%	477,453	25%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	232,119	331,256	758,621	304,280	427,365		(454,341)	
Expenditures per resident	118.22	111.57	95.21	118.96	(16.36)	-15%	23.75	25%
Full-time equivalents (FTE's)	10.13	10.20	13.67	13.67	3.47	34%	-	0%

Sub-Program 521: Acquisition

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Tax Revenue	5,479	45,713	47,636	48,111	1,923	4%	475	1%
Fees	-	-	72,600	36,300	72,600		(36,300)	-50%
Total Sub-Program Revenue	5,479	45,713	120,236	84,411	74,523	163%	(35,825)	-30%
Personnel	5,449	5,703	7,626	8,101	1,923	34%	475	6%
Supplies	-	-	-	-	-		-	
Services	30	40,010	40,010	40,010	-	0%	-	0%
Capital Outlay	-	-	-	-	-		-	
Total Sub-Program Expenditures	5,479	45,713	47,636	48,111	1,923	4%	475	1%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	-	-	72,600	36,300	72,600		(36,300)	
Expenditures per resident	0.27	2.27	2.37	2.39	0.10	4%	0.02	1%
Full-time equivalents (FTE's)	0.03	0.04	0.05	0.05	0.01	25%	-	0%

Sub-Program 522: Maintenance & Management

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Tax Revenue	635,201	1,221,790	1,259,524	1,299,975	37,734	3%	40,451	3%
Total Sub-Program Revenue	635,201	1,221,790	1,259,524	1,299,975	37,734	3%	40,451	3%
Personnel	378,537	744,541	627,431	663,050	(117,110)	-16%	35,619	6%
Supplies	18,164	44,704	24,350	23,390	(20,354)	-46%	(960)	-4%
Services	200,424	412,545	307,743	318,535	(104,802)	-25%	10,792	4%
Capital Outlay	38,076	20,000	300,000	295,000	280,000	1400%	(5,000)	-2%
Total Sub-Program Expenditures	635,201	1,221,790	1,259,524	1,299,975	37,734	3%	40,451	3%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	-	-	-	-	-		-	
Expenditures per resident	31.60	60.79	62.66	64.68	1.88	3%	2.01	3%
Full-time equivalents (FTE's)	5.49	5.65	6.80	6.80	1.15	20%	-	0%

Sub-Program 523: Education & Outreach

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Tax Revenue	262,746	295,719	330,727	350,079	35,008	12%	19,352	6%
Total Sub-Program Revenue	262,746	295,719	330,727	350,079	35,008	12%	19,352	6%
Personnel	255,499	274,989	318,667	338,019	43,678	16%	19,352	6%
Supplies	3,422	3,690	5,020	5,020	1,330	36%	-	0%
Services	3,825	17,040	7,040	7,040	(10,000)	-59%	-	0%
Capital Outlay	-	-	-	-	-		-	
Total Sub-Program Expenditures	262,746	295,719	330,727	350,079	35,008	12%	19,352	6%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	-	-	-	-	-		-	
Expenditures per resident	13.07	14.71	16.45	17.42	1.74	12%	0.96	6%
Full-time equivalents (FTE's)	3.00	3.15	3.40	3.40	0.25	8%	-	0%

Sub-Program 524 & 528 (consolidated): New Trails & Trail Maintenance

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Tax Revenue	-	679,430	275,840	693,015	(403,590)	-59%	417,175	151%
Grant Revenue	1,129,191	-	-	-	-		-	
Total Sub-Program Revenue	1,129,191	679,430	275,840	693,015	(403,590)	-59%	417,175	151%
Personnel	135,811	146,197	223,116	237,353	76,919	53%	14,237	6%
Supplies	1,087	1,336	1,336	1,336	-	0%	-	0%
Services	7,884	13,494	31,388	34,326	17,894	133%	2,938	9%
Capital Outlay	1,328,046	518,403	20,000	420,000	(498,403)	-96%	400,000	2000%
Total Sub-Program Expenditures	1,472,828	679,430	275,840	693,015	(403,590)	-59%	417,175	151%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(343,637)	-	-	-	-		-	
Expenditures per resident	73.28	33.80	13.72	34.48	(20.08)	-59%	20.75	151%
Full-time equivalents (FTE's)	1.61	1.36	3.42	3.42	2.06	151%	-	0%

Program 53: Recreation

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Tax Revenue	1,183,375	1,217,980	1,217,291	1,248,844	(689)	0%	31,553	3%
Grant Revenue	218,092	55,000	85,000	85,000	30,000	55%	-	0%
Fees	6,201,431	5,644,290	6,597,213	6,815,060	952,923	17%	217,847	3%
Miscellaneous Revenue	1,595,748	59,480	257,097	225,029	197,617	332%	(32,068)	-12%
Other Revenue	85,000	-	-	-	-		-	
Total Program Revenue [1], [2]	9,283,646	6,976,750	8,156,601	8,373,933	1,179,851	17%	217,332	3%
Personnel	4,606,441	4,808,485	5,376,171	5,634,736	567,686	12%	258,565	5%
Supplies	520,740	630,594	608,652	605,037	(21,942)	-3%	(3,615)	-1%
Services	2,289,357	2,686,475	2,894,912	2,979,586	208,437	8%	84,674	3%
Capital Outlay	2,179,189	1,995,093	1,934,815	1,342,352	(60,278)	-3%	(592,463)	-31%
Total Program Expenditures [1]	9,595,727	10,120,647	10,814,550	10,561,711	693,903	7%	(252,839)	-2%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(312,081)	(3,143,897)	(2,657,949)	(2,187,778)	485,948		470,171	

Sub-Program 530: Recreation Center Management

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Total Sub-Program Revenue	-	-	-	-	-		-	
Personnel	455,363	535,110	667,034	731,370	131,924	25%	64,336	10%
Supplies	15,693	27,400	26,900	28,650	(500)	-2%	1,750	7%
Services	231,123	283,290	333,390	352,880	50,100	18%	19,490	6%
Capital Outlay	-	-	-	-	-		-	
Total Sub-Program Expenditures	702,179	845,800	1,027,324	1,112,900	181,524	21%	85,576	8%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(702,179)	(845,800)	(1,027,324)	(1,112,900)	(181,524)		(85,576)	
Expenditures per resident	34.93	42.08	51.11	55.37	9.03	21%	4.26	8%
Full-time equivalents (FTE's)	9.80	10.24	12.56	13.72	2.32	23%	1.16	9%

Sub-Program 531: Youth Activities

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Fees	655,101	561,720	665,800	685,780	89,393	16%	19,980	3%
Total Sub-Program Revenue	655,101	561,720	665,800	685,780	89,393	16%	19,980	3%
Personnel	490,871	546,860	582,995	598,764	36,135	7%	15,769	3%
Supplies	55,884	59,640	37,560	38,295	(22,080)	-37%	735	2%
Services	120,236	94,292	110,218	115,323	15,926	17%	5,105	5%
Capital Outlay	-	-	-	-	-		-	
Total Sub-Program Expenditures	666,991	700,792	730,773	752,382	29,981	4%	21,609	3%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(11,890)	(139,072)	(64,973)	(66,602)	59,412		(1,629)	
Expenditures per resident	33.18	34.87	36.36	37.43	1.49	4%	1.08	3%
Full-time equivalents (FTE's)	7.53	7.53	7.82	7.82	0.29	4%	-	0%

Sub-Program 532: Adult Activities

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Fees	329,204	267,790	271,550	279,680	3,760	1%	8,130	3%
Total Sub-Program Revenue	329,204	267,790	271,550	279,680	3,760	1%	8,130	3%
Personnel	435,634	444,158	520,779	539,144	76,621	17%	18,365	4%
Supplies	11,712	10,400	10,200	10,200	(200)	-2%	-	0%
Services	93,233	53,520	282,980	292,980	229,460	429%	10,000	4%
Capital Outlay	-	-	-	-	-		-	
Total Sub-Program Expenditures	540,579	508,078	813,959	842,324	305,881	60%	28,365	3%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(211,375)	(240,288)	(542,409)	(562,644)	(302,121)		(20,235)	
Expenditures per resident	26.89	25.28	40.50	41.91	15.22	60%	1.41	3%
Full-time equivalents (FTE's)	5.61	5.61	6.67	6.67	1.06	19%	-	0%

Sub-Program 533: Senior Activities & Services

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Grant Revenue	6,176	5,000	5,000	5,000	-	0%	-	0%
Fees	239,228	101,480	166,540	169,140	65,060	64%	2,600	2%
Total Sub-Program Revenue	245,404	106,480	171,540	174,140	65,060	61%	2,600	2%
Personnel	336,534	341,440	374,466	392,712	33,026	10%	18,246	5%
Supplies	33,085	34,960	45,305	45,305	10,345	30%	-	0%
Services	292,067	382,654	348,290	358,790	(34,364)	-9%	10,500	3%
Capital Outlay	-	-	-	75,000	-		75,000	
Total Sub-Program Expenditures	661,686	759,054	768,061	871,807	9,007	1%	103,746	14%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(416,282)	(652,574)	(596,521)	(697,667)	56,053		(101,146)	
Expenditures per resident	32.92	37.76	38.21	43.37	0.45	1%	5.16	14%

Sub-Program 535: Aquatics

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Fees	292,001	178,990	240,500	252,700	61,510	34%	12,200	5%
Total Sub-Program Revenue	292,001	178,990	240,500	252,700	61,510	34%	12,200	5%
Personnel	1,047,800	1,056,104	1,152,777	1,192,811	96,673	9%	40,034	3%
Supplies	83,591	114,941	117,660	117,660	2,719	2%	-	0%
Services	92,247	97,020	115,550	117,550	18,530	19%	2,000	2%
Capital Outlay	76,790	55,000	273,500	333,500	218,500	397%	60,000	22%
Total Sub-Program Expenditures	1,300,428	1,323,065	1,659,487	1,761,521	336,422	25%	102,034	6%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(1,008,427)	(1,144,075)	(1,418,987)	(1,508,821)	(274,912)		(89,834)	
Expenditures per resident	64.70	65.82	82.56	87.64	16.74	25%	5.08	6%
Full-time equivalents (FTE's)	16.97	17.72	18.98	18.98	1.26	7%	-	0%

Sub-Program 537: Golf Course [1]

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Grant Revenue	5,359	-	-	-	-		-	
Fees	2,896,255	2,645,800	3,034,570	3,137,610	388,770	15%	103,040	3%
Miscellaneous Revenue	226,391	11,420	54,751	47,785	43,331	379%	(6,966)	-13%
Total Sub-Program Revenue	3,128,005	2,657,220	3,089,321	3,185,395	432,101	16%	96,074	3%
Personnel	1,616,380	1,647,715	1,838,347	1,926,960	190,632	12%	88,613	5%
Supplies	268,022	321,373	306,747	299,397	(14,626)	-5%	(7,350)	-2%
Services	549,975	591,535	635,024	641,103	43,489	7%	6,079	1%
Capital Outlay	841,233	774,993	1,074,915	567,616	299,922	39%	(507,299)	-47%
Total Sub-Program Expenditures	3,275,610	3,335,616	3,855,033	3,435,076	519,417	16%	(419,957)	-11%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(147,605)	(678,396)	(765,712)	(249,681)	(87,316)		516,031	
Expenditures per resident	162.97	165.95	191.79	170.90	25.84	16%	(20.89)	-11%
Full-time equivalents (FTE's)	23.36	21.96	23.71	23.71	1.75	8%	-	0%

Note:
[1] Revenue and expenditures are presented on the City's budgetary basis.

Sub-Program 538: Athletic Field Maintenance

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Total Sub-Program Revenue	-	-	-	-	-		-	
Personnel	78,326	91,706	84,089	88,789	(7,617)	-8%	4,700	6%
Supplies	13,403	17,950	20,100	21,350	2,150	12%	1,250	6%
Services	79,598	115,000	113,000	119,500	(2,000)	-2%	6,500	6%
Capital Outlay	10,000	10,000	136,000	57,500	126,000	1260%	(78,500)	-58%
Total Sub-Program Expenditures	181,327	234,656	353,189	287,139	118,533	51%	(66,050)	-19%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(181,327)	(234,656)	(353,189)	(287,139)	(118,533)		66,050	
Expenditures per resident	9.02	11.67	17.57	14.29	5.90	51%	(3.29)	-19%
Full-time equivalents (FTE's)	0.86	0.97	0.82	0.82	(0.15)	-15%	-	0%

Sub-Program 539: Recreation Center Building Maintenance

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Total Sub-Program Revenue	-	-	-	-	-		-	
Personnel	145,533	145,392	155,684	164,186	10,292	7%	8,502	5%
Supplies	39,350	43,930	44,180	44,180	250	1%	-	0%
Services	830,795	1,069,164	956,460	981,460	(112,704)	-11%	25,000	3%
Capital Outlay	1,251,166	1,155,100	450,400	308,736	(704,700)	-61%	(141,664)	-31%
Total Sub-Program Expenditures	2,266,844	2,413,586	1,606,724	1,498,562	(806,862)	-33%	(108,162)	-7%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(2,266,844)	(2,413,586)	(1,606,724)	(1,498,562)	806,862		108,162	
Expenditures per resident	112.78	120.08	79.94	74.56	(40.14)	-33%	(5.38)	-7%
Full-time equivalents (FTE's)	2.11	1.38	1.38	1.38	-	0%	-	0%

Program 55: Cultural Services

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
License and Permits	4,868	7,000	7,500	7,500	500	7%	-	0%
Grant Revenue	368,004	385,916	431,500	411,500	45,584	12%	(20,000)	-5%
Fees	31,308	45,030	42,150	42,550	(2,880)	-6%	400	1%
Fines	3,908	17,000	4,000	4,000	(13,000)	-76%	-	0%
Miscellaneous Revenue	(19)	-	-	-	-		-	
Total Program Revenue	408,069	454,946	485,150	465,550	30,204	7%	(19,600)	-4%
Personnel	1,896,440	1,998,534	2,142,275	2,236,503	143,741	7%	94,228	4%
Supplies	188,729	157,470	165,020	156,920	7,550	5%	(8,100)	-5%
Services	704,024	885,504	907,000	905,730	21,496	2%	(1,270)	0%
Capital Outlay	59,725	348,600	228,750	176,525	(119,850)	-34%	(52,225)	-23%
Total Program Expenditures	2,848,918	3,390,108	3,443,045	3,475,678	52,937	2%	32,633	1%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(2,440,849)	(2,935,162)	(2,957,895)	(3,010,128)	(22,733)		(52,233)	
Expenditures per resident	141.74	168.66	171.30	172.92	2.63	2%	1.62	1%
Full-time equivalents (FTE's)	21.27	26.20	26.91	26.91	0.71	3%	-	0%

Sub-Program 551: Library Services

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Grant Revenue	362,004	352,830	391,500	361,500	38,670	11%	(30,000)	-8%
Fees	5,402	6,800	10,950	9,350	4,150	61%	(1,600)	-15%
Fines	3,908	17,000	4,000	4,000	(13,000)	-76%	-	0%
Total Sub-Program Revenue	371,314	376,630	406,450	374,850	29,820	8%	(31,600)	-8%
Personnel	1,638,619	1,714,786	1,839,891	1,921,726	125,105	7%	81,835	4%
Supplies	180,828	141,320	149,620	141,520	8,300	6%	(8,100)	-5%
Services	380,726	440,178	478,340	478,340	38,162	9%	-	0%
Capital Outlay	59,725	302,840	200,000	176,525	(102,840)	-34%	(23,475)	-12%
Total Sub-Program Expenditures	2,259,898	2,599,124	2,667,851	2,718,111	68,727	3%	50,260	2%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(1,888,584)	(2,222,494)	(2,261,401)	(2,343,261)	(38,907)		(81,860)	
Expenditures per resident	112.43	129.31	132.73	135.23	3.42	3%	2.50	2%
Full-time equivalents (FTE's)	17.89	22.04	22.74	22.74	0.70	3%	-	0%

Sub-Program 552: Museum Services

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Grant Revenue	6,000	33,086	40,000	50,000	6,914	21%	10,000	25%
Fees	14,392	-	14,500	14,500	14,500		-	0%
Total Sub-Program Revenue	20,392	33,086	54,500	64,500	21,414	65%	10,000	18%
Personnel	188,926	187,165	203,644	211,317	16,479	9%	7,673	4%
Supplies	5,464	10,070	9,320	9,320	(750)	-7%	-	0%
Services	43,526	83,476	69,700	61,630	(13,776)	-17%	(8,070)	-12%
Capital Outlay	-	15,760	28,750	-	12,990	82%	(28,750)	-100%
Total Sub-Program Expenditures	237,916	296,471	311,414	282,267	14,943	5%	(29,147)	-9%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(217,524)	(263,385)	(256,914)	(217,767)	6,471		39,147	
Expenditures per resident	11.84	14.75	15.49	14.04	0.74	5%	(1.45)	-9%
Full-time equivalents (FTE's)	2.76	2.88	2.89	2.89	0.01	0%	-	0%

Sub-Program 553: Cultural Arts & Special Events

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
License & Permits	4,868	7,000	7,500	7,500	500	7%	-	0%
Fees	2,550	22,320	8,700	8,700	(13,620)	-61%	-	0%
Miscellaneous Revenue	8,945	15,910	8,000	10,000	(7,910)	-50%	2,000	25%
Total Sub-Program Revenue	16,363	45,230	24,200	26,200	(21,030)	-46%	2,000	8%
Personnel	68,895	96,583	98,740	103,460	2,157	2%	4,720	5%
Supplies	2,437	6,080	6,080	6,080	-	0%	-	0%
Services	279,771	361,850	358,960	365,760	(2,890)	-1%	6,800	2%
Capital Outlay	-	30,000	-	-	(30,000)		-	
Total Sub-Program Expenditures	351,103	494,513	463,780	475,300	(30,733)	-6%	11,520	2%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(334,740)	(449,283)	(439,580)	(449,100)	9,703		(9,520)	
Expenditures per resident	17.47	24.60	23.07	23.65	(1.53)	-6%	0.57	2%
Full-time equivalents (FTE's)	0.62	1.28	1.28	1.28	-	0%	-	0%

Program 16: Community Design

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Tax Revenue	986,119	1,012,750	1,013,119	1,039,378	369	0%	26,259	3%
License and Permits	3,544,367	1,545,220	1,328,588	1,335,987	(216,632)	-14%	7,399	1%
Fees	40,716	120,370	139,568	141,955	19,198	16%	2,387	2%
Miscellaneous Revenue	155,440	46,600	103,682	88,130	57,082	122%	(15,552)	-15%
Total Program Revenue	4,726,642	2,724,940	2,584,957	2,605,450	(139,983)	-5%	20,493	1%
Personnel	2,201,466	2,313,171	2,389,746	2,513,406	76,575	3%	123,660	5%
Supplies	25,413	45,060	46,050	46,050	990	2%	-	0%
Services	1,317,053	1,200,699	1,425,330	974,330	224,631	19%	(451,000)	-32%
Capital Outlay	41,951	110,850	15,000	256,450	(95,850)	-86%	241,450	1610%
Total Program Expenditures	3,585,883	3,669,780	3,876,126	3,790,236	206,346	6%	(85,890)	-2%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	1,140,759	(944,840)	(1,291,169)	(1,184,786)	(346,329)		106,383	
Expenditures per resident	178.40	182.58	192.84	188.57	10.27	6%	(4.27)	-2%
Full-time equivalents (FTE's)	18.36	18.31	16.73	16.73	(1.58)	-9%	-	0%

Sub-Program 161: Community Design

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Total Sub-Program Revenue	-	-	-	-	-		-	
Personnel	600,101	661,980	738,184	771,353	76,204	12%	33,169	4%
Supplies	9,237	10,500	10,500	10,500	-	0%	-	0%
Services	268,576	489,060	488,440	38,440	(620)	0%	(450,000)	-92%
Capital Outlay	41,951	50,000	-	-	(50,000)	-100%	-	
Total Sub-Program Expenditures	919,865	1,211,540	1,237,124	820,293	25,584	2%	(416,831)	-34%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(919,865)	(1,211,540)	(1,237,124)	(820,293)	(25,584)		416,831	
Expenditures per resident	45.76	60.28	61.55	40.81	1.27	2%	(20.74)	-34%
Full-time equivalents (FTE's)	4.79	4.79	4.93	4.93	0.14	3%	-	0%

Sub-Program 162/163: Development Review

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Licenses and Permits	3,544,367	1,545,220	1,328,588	1,335,987	(216,632)	-14%	7,399	1%
Fees	40,716	120,370	139,568	141,955	19,198	16%	2,387	2%
Total Sub-Program Revenue	3,585,083	1,665,590	1,468,156	1,477,942	(197,434)	-12%	9,786	1%
Personnel	1,452,879	1,484,128	1,474,419	1,555,922	(9,709)	-1%	81,503	6%
Supplies	15,553	32,410	33,400	33,400	990	3%	-	0%
Services	260,008	423,489	373,740	372,740	(49,749)	-12%	(1,000)	0%
Capital Outlay	-	-	-	-	-		-	
Total Sub-Program Expenditures	1,728,440	1,940,027	1,881,559	1,962,062	(58,468)	-3%	80,503	4%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	1,856,643	(274,437)	(413,403)	(484,120)	(138,966)		(70,717)	
Expenditures per resident	85.99	96.52	93.61	97.62	(2.91)	-3%	4.01	4%
Full-time equivalents (FTE's)	12.29	12.22	10.49	10.49	(1.73)	-14%	-	0%

Sub-Program 165: Historic Preservation

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Tax Revenue	986,119	1,012,750	1,013,119	1,039,378	369	0%	26,259	3%
Miscellaneous Revenue	155,440	46,600	103,682	88,130	57,082	122%	(15,552)	-15%
Total Sub-Program Revenue	1,141,559	1,059,350	1,116,801	1,127,508	57,451	5%	10,707	1%
Personnel	148,486	167,063	177,143	186,131	10,080	6%	8,988	5%
Supplies	624	2,150	2,150	2,150	-	0%	-	0%
Services	788,469	288,150	563,150	563,150	275,000	95%	-	0%
Capital Outlay	-	60,850	15,000	256,450	(45,850)		241,450	
Total Sub-Program Expenditures	937,579	518,213	757,443	1,007,881	239,230	46%	250,438	33%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	203,980	541,137	359,358	119,627	(181,779)		(239,731)	
Expenditures per resident	46.65	25.78	37.68	50.14	11.90	46%	12.46	33%
Full-time equivalents (FTE's)	1.28	1.30	1.31	1.31	0.01	1%	-	0%

Program 65: Economic Prosperity [1]

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Fees	50,000	60,000	60,000	60,000	-		-	
Total Program Revenue	50,000	60,000	60,000	60,000	-	0%	-	0%
Personnel	187,536	264,677	257,297	273,490	(7,380)	-3%	16,193	6%
Supplies	1,543	800	1,500	1,500	700	88%	-	0%
Services	132,554	145,930	158,630	158,630	12,700	9%	-	0%
Capital Outlay	-	12,000	-	-	(12,000)	-100%	-	
Total Program Expenditures	321,633	423,407	417,427	433,620	(5,980)	-1%	16,193	4%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(271,633)	(363,407)	(357,427)	(373,620)	5,980		(16,193)	
Expenditures per resident	16.00	21.07	20.77	21.57	(0.30)	-1%	0.81	4%
Full-time equivalents (FTE's)	2.00	2.00	2.00	2.00	-	0%	-	0%

Note:
[1] Excludes all revenue and expenditures from the Urban Revitalization District Fund.

Sub-Program 651: Business Retention & Development [1]

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Fees	50,000	60,000	60,000	60,000	-		-	
Total Sub-Program Revenue	50,000	60,000	60,000	60,000	-		-	
Personnel	187,536	264,677	257,297	273,490	(7,380)	-3%	16,193	6%
Supplies	1,543	800	1,500	1,500	700	88%	-	0%
Services	132,554	145,930	158,630	158,630	12,700	9%	-	0%
Capital Outlay	-	12,000	-	-	(12,000)	-100%	-	
Total Sub-Program Expenditures	321,633	423,407	417,427	433,620	(5,980)	-1%	16,193	4%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(271,633)	(363,407)	(357,427)	(373,620)	5,980		(16,193)	
Expenditures per resident	16.00	21.07	20.77	21.57	(0.30)	-1%	0.81	4%
Full-time equivalents (FTE's)	2.00	2.00	2.00	2.00	-	0%	-	0%

Note:
[1] Excludes all revenue and expenditures from the Urban Revitalization District Fund.

Program 10: Administration & Support Services

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
License and Permits	118,170	43,000	45,772	46,930	2,772	6%	1,158	3%
Grant Revenue	41,285	50,000	25,000	25,000	(25,000)	-50%	-	0%
Fees	594,465	411,230	157,140	155,860	(254,090)	-62%	(1,280)	-1%
Miscellaneous Revenue	59,363	10,760	33,175	4,540	22,415	208%	(28,635)	-86%
Other Revenue	20,880	-	-	-	-		-	
Total Program Revenue	834,163	514,990	261,087	232,330	(253,903)	-49%	(28,757)	-11%
Personnel	4,129,993	5,169,831	5,098,987	5,405,826	(70,844)	-1%	306,839	6%
Supplies	387,050	534,865	644,062	635,667	109,197	20%	(8,395)	-1%
Services	2,681,965	3,042,737	3,165,006	3,351,001	122,269	4%	185,995	6%
Capital Outlay	519,484	9,791,452	7,666,100	799,050	(2,125,352)	-22%	(6,867,050)	-90%
Total Program Expenditures	7,718,492	18,538,885	16,574,155	10,191,544	(1,964,730)	-11%	(6,382,611)	-39%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(6,884,329)	(18,023,895)	(16,313,068)	(9,959,214)	1,710,827		6,353,854	
Expenditures per resident	384.00	922.33	824.58	507.04	(97.75)	-11%	(317.54)	-39%
Full-time equivalents (FTE's)	35.62	40.25	38.75	38.75	(1.50)	-4%	-	0%

Sub-Program 101: Governance & Administration

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Total Sub-Program Revenue	-	-	-	-	-		-	
Personnel	1,102,461	1,492,751	1,422,530	1,492,448	(70,221)	-5%	69,918	5%
Supplies	21,485	5,650	37,500	22,555	31,850	564%	(14,945)	-40%
Services	1,036,002	1,302,727	1,372,724	1,452,838	69,997	5%	80,114	6%
Capital Outlay	-	-	20,000	20,000	20,000		-	0%
Total Sub-Program Expenditures	2,159,948	2,801,128	2,852,754	2,987,841	51,626	2%	135,087	5%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(2,159,948)	(2,801,128)	(2,852,754)	(2,987,841)	(51,626)		(135,087)	
Expenditures per resident	107.46	139.36	141.93	148.65	2.57	2%	6.72	5%
Full-time equivalents (FTE's)	7.07	9.46	9.23	9.23	(0.23)	-2%	-	0%

Sub-Program 102: Public Information & Involvement

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Total Sub-Program Revenue	-	-	-	-	-		-	
Personnel	443,368	498,831	477,940	507,597	(20,891)	-4%	29,657	6%
Supplies	4,641	7,750	20,350	17,425	12,600	163%	(2,925)	-14%
Services	142,540	183,350	284,552	175,883	101,202	55%	(108,669)	-38%
Capital Outlay	-	-	-	-	-		-	
Total Sub-Program Expenditures	590,549	689,931	782,842	700,905	92,911	13%	(81,937)	-10%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(590,549)	(689,931)	(782,842)	(700,905)	(92,911)		81,937	
Expenditures per resident	29.38	34.32	38.95	34.87	4.62	13%	(4.08)	-10%
Full-time equivalents (FTE's)	4.24	4.14	4.13	4.13	(0.01)	0%	-	0%

Sub-Program 103: Sustainability

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Grant Revenue	41,285	50,000	25,000	25,000	(25,000)	-50%	-	0%
Total Sub-Program Revenue	41,285	50,000	25,000	25,000	(25,000)	-50%	-	0%
Personnel	185,275	233,856	278,414	295,406	44,558	19%	16,992	6%
Supplies	1,375	13,400	13,400	13,400	-	0%	-	0%
Services	316,126	175,350	137,350	337,350	(38,000)	-22%	200,000	146%
Capital Outlay	90,168	3,975,503	632,500	-	(3,343,003)	-84%	(632,500)	-100%
Total Sub-Program Expenditures	592,944	4,398,109	1,061,664	646,156	(3,336,445)	-76%	(415,508)	-39%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(551,659)	(4,348,109)	(1,036,664)	(621,156)	3,311,445		415,508	
Expenditures per resident	29.50	218.81	52.82	32.15	(165.99)	-76%	(20.67)	-39%
Full-time equivalents (FTE's)	1.16	2.16	2.16	2.16	-	0%	-	0%

Sub-Program 111: City Clerk & Public Records

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
License and Permits	32,895	33,000	34,616	36,930	1,616	5%	2,314	7%
Total Sub-Program Revenue	32,895	33,000	34,616	36,930	1,616	5%	2,314	7%
Personnel	297,208	306,206	328,742	343,576	22,536	7%	14,834	5%
Supplies	10,263	15,100	5,600	5,600	(9,500)	-63%	-	0%
Services	120,697	139,300	120,540	125,540	(18,760)	-13%	5,000	4%
Capital Outlay	-	-	-	-	-		-	
Total Sub-Program Expenditures	428,168	460,606	454,882	474,716	(5,724)	-1%	19,834	4%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(395,273)	(427,606)	(420,266)	(437,786)	7,340		(17,520)	
Expenditures per resident	21.30	22.92	22.63	23.62	(0.28)	-1%	0.99	4%
Full-time equivalents (FTE's)	3.25	3.25	3.25	3.25	-	0%	-	0%

Sub-Program 121: Legal Support

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Total Sub-Program Revenue	-	-	-	-	-		-	
Personnel	-	-	-	-	-		-	
Supplies	-	-	-	-	-		-	
Services	235,336	300,000	330,000	346,500	30,000	10%	16,500	5%
Capital Outlay	-	-	-	-	-		-	
Total Sub-Program Expenditures	235,336	300,000	330,000	346,500	30,000	10%	16,500	5%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(235,336)	(300,000)	(330,000)	(346,500)	(30,000)		(16,500)	
Expenditures per resident	11.71	14.93	16.42	17.24	1.49	10%	0.82	5%
Full-time equivalents (FTE's)	-	-	-	-	-		-	

Sub-Program 131: Human Resources & Organizational Development

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Total Sub-Program Revenue	-	-	-	-	-		-	
Personnel	677,662	754,938	772,329	821,809	17,391	2%	49,480	6%
Supplies	33,518	55,100	67,100	77,575	12,000	22%	10,475	16%
Services	250,926	288,500	212,450	235,000	(76,050)	-26%	22,550	11%
Capital Outlay	-	-	-	-	-		-	
Total Sub-Program Expenditures	962,106	1,098,538	1,051,879	1,134,384	(46,659)	-4%	82,505	8%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(962,106)	(1,098,538)	(1,051,879)	(1,134,384)	46,659		(82,505)	
Expenditures per resident	47.87	54.65	52.33	56.44	(2.32)	-4%	4.10	8%
Full-time equivalents (FTE's)	6.12	6.12	6.11	6.11	(0.01)	0%	-	0%

Sub-Program 151: Finance, Accounting, & Tax Administration

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
License and Permits	86,375	18,200	30,830	10,000	12,630	69%	(20,830)	-68%
Total Sub-Program Revenue	86,375	18,200	30,830	10,000	12,630	69%	(20,830)	-68%
Personnel	619,644	814,963	789,424	854,802	(25,539)	-3%	65,378	8%
Supplies	7,729	4,250	5,000	5,000	750	18%	-	0%
Services	219,766	181,540	133,950	133,950	(47,590)	-26%	-	0%
Capital Outlay	-	-	-	-	-		-	
Total Sub-Program Expenditures	847,139	1,000,753	928,374	993,752	(72,379)	-7%	65,378	7%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(760,764)	(982,553)	(897,544)	(983,752)	85,009		(86,208)	
Expenditures per resident	42.15	49.79	46.19	49.44	(3.60)	-7%	3.25	7%
Full-time equivalents (FTE's)	6.21	7.25	6.77	6.77	(0.48)	-7%	-	0%

Sub-Program 171: Information Technology

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Total Sub-Program Revenue	-	-	-	-	-		-	
Personnel	618,381	880,593	829,305	878,708	(51,288)	-6%	49,403	6%
Supplies	272,065	387,300	447,427	446,427	60,127	16%	(1,000)	0%
Services	65,874	148,997	178,830	168,830	29,833	20%	(10,000)	-6%
Capital Outlay	310,822	449,393	794,650	744,050	345,257	77%	(50,600)	-6%
Total Sub-Program Expenditures	1,267,142	1,866,283	2,250,212	2,238,015	383,929	21%	(12,197)	-1%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(1,267,142)	(1,866,283)	(2,250,212)	(2,238,015)	(383,929)		12,197	
Expenditures per resident	63.04	92.85	111.95	111.34	19.10	21%	(0.61)	-1%
Full-time equivalents (FTE's)	6.16	6.16	5.39	5.39	(0.77)	-13%	-	0%

Sub-Program 181: Fleet Maintenance

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Total Sub-Program Revenue	-	-	-	-	-		-	
Personnel	1,866	2,205	2,117	2,246	(88)	-4%	129	6%
Supplies	4,515	6,165	6,165	6,165	-	0%	-	0%
Services	6,634	7,930	7,930	7,430	-	0%	(500)	-6%
Capital Outlay	115	-	-	-	-		-	
Total Sub-Program Expenditures	13,130	16,300	16,212	15,841	(88)	-1%	(371)	-2%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(13,130)	(16,300)	(16,212)	(15,841)	88		371	
Expenditures per resident	0.65	0.81	0.81	0.79	(0.00)	-1%	(0.02)	-2%
Full-time equivalents (FTE's)	0.02	0.02	0.02	0.02	-	0%	-	0%

Sub-Program 191: Facility Maintenance

Description	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2024/2025 Change	% Change	2025/2026 Change	% Change
Total Sub-Program Revenue	-	-	-	-	-		-	
Personnel	184,128	185,488	198,186	209,234	12,698	7%	11,048	6%
Supplies	31,459	40,150	41,520	41,520	1,370	3%	-	0%
Services	288,064	315,043	386,680	367,680	71,637	23%	(19,000)	-5%
Capital Outlay	118,379	5,366,556	6,218,950	35,000	852,394	16%	(6,183,950)	-99%
Total Sub-Program Expenditures	622,030	5,907,237	6,845,336	653,434	938,099	16%	(6,191,902)	-90%
Surplus (Deficiency) of Revenue Over (Under) Expenditures	(622,030)	(5,907,237)	(6,845,336)	(653,434)	(938,099)		6,191,902	
Expenditures per resident	30.95	293.89	340.56	32.51	46.67	16%	(308.05)	-90%
Full-time equivalents (FTE's)	1.39	1.69	1.69	1.69	-	0%	-	0%

Community Indicators

Purpose

The purpose of the Community Indicators is to evaluate the City's progress towards achieving the goals in the Strategic Plan and our Critical Success Factors. Critical Success Factors are items that the City must achieve for the organization's vision of being 'dedicated to providing a vibrant, healthy community with the best small town atmosphere'.

These measures focus on community outcomes and align with each Critical Success Factor. Some of these measures may not be in the City's direct control but will show progress and changes experienced by those who live, work and visit Louisville.

INDICATOR	UNIT	2023 ACTUAL	2024 ESTIMATED	2025 PROJECTED	2026 PROJECTED
Financial Stewardship & Asset Management					
Debt Service Ratio (Debt Service Expenditures/Total Operating Expenditures)	%	4%	5%	5%	5%
Capital Spending as a Percentage of Total Expenditures	%	15%	15%	15%	15%
Bond Rating	Rating	AA+	AA+	AA+	AA+
Reliable Core Services					
Crime Rate for Part 1 and Part 2 Crimes	#	5,651.2	5,769	6,500	6,500
Response Time for Emergency Response Services from Initial Call	Minutes	2.23	3	3	3
Average Commute Time to Work for Residents	Minutes	24.5	25.0	25.5	26.0
Community Survey Question: Rating of Overall Appearance of Louisville[1]	% Excellent or Good	N/A	83% (2024 actual)	N/A	N/A
Community Survey Question: Rating of Ease of Walking in Louisville[1]	% Excellent or Good	N/A	84% (2024 actual)	N/A	N/A
Miles of Bicycle Paths and Lanes	#	72.6	72.6	72.6	74
Percentage of Residential Waste Diverted[2]	%	41	40	40	40
Percentage of Commercial Waste Diverted[3]	%	9	9	10	10
Community Greenhouse Gas (GHG) Emissions	MTCO2e	215,500	210,000	200,000	190,000
Community Water Use per Capita	Gallons	119	154	147	147
Vibrant Economic Climate					
City's Unemployment Rate	Rate	2.5	3.5	3.5	3.5
Percentage of City Population Living Below the National Poverty Line	%	5.4 (actual)	5	5	5
Regional Area Median Income (AMI) Compared to National AMI	#	$124,459 (154% of national)	$141,000	$147,000	$152,895
Jobs/Housing Ratio[5]	#/#	2.3/1	N/A	N/A	N/A
In-City Sales Tax per Capita	$	539	600	618	637

INDICATOR	UNIT	2023 ACTUAL	2024 ESTIMATED	2025 PROJECTED	2026 PROJECTED
Vacancy Rate by Sector	Retail Rate	16.3	5.6	6.0	5.9
	Industrial Rate	6.79	6.96	6.00	5.10
Quality Programs & Amenities					
Number of Cultural Institutions and Sporting Facilities	#	53	53	53	53
Square Feet of Public Indoor Recreation Space per Capita	Sq. ft./Capita	104,000	104,000	104,000	104,000
Engaged Community					
Voter Participation in Last Municipal Election as a Percentage of Registered Voters	%	54.7	60	50	50
Percentage of Households with Internet Connections	%	93.6	94	94	95
Healthy Workforce					
Percentage of Employees with a Performance Review of Exceeds or Higher	%	91.6	93	94	94
Full-Time Employee Attrition Rate	%	27.4	12	10	9
Percentage of Diverse Candidates in Total Applicant Pool for City Jobs[6]	%	26	30	32	35
Marshall Fire Recovery					
Percentage of Homes Rebuilt	%	23	70	90	100

Notes:

[1]The Community Survey occurs every four years. The most recent was 2024.

[2]Residential waste diversion rate includes all residential waste (single-family city contract, single-family non-city contract, multi-family) reported through Boulder County's ReTRAC database, including solid waste, recycling, compost and reuse.

[3]Commercial waste diversion rate includes all solid waste, recycling, compost and reuse materials reported through Boulder County's ReTRAC database.

[4]Based on 2022 Xcel Community Energy Report, which is pending. Measure in MTCO2e includes both residential and commercial/industrial electricity and natural gas usage. Significant decrease likely due to homes lost in the Marshall Fire.

[5]Metric impacted by Marshall Fire and recent legislation, such as HB24-1313

[6]New metric related to Equity, Diversity & Inclusion. Staff will start compiling data in 2023 for reporting starting in 2024.

Administration & Support Services Key Indicators

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

INDICATOR		UNIT	2023 ACTUAL	2024 ESTIMATED	2025 PROJECTED	2026 PROJECTED
Workload						
Percentage Change in Number of Licenses and Permits Processed by City Clerk's Office		%	-12	-20	-10	-10
Percentage Change in Number of IT Tickets Addressed		%	16.2	6.2	6.0	6.0
Number of IT Devices Supported		#	N/A	3,000	3,100	3,150
Efficiency						
Percentage of Public Record Requests Responded to within 24 Hours of Filing Request		%	40	40	40	40
Overall Energy Used for City Facilities		kBTU	55,467,692	57,000,000	59,000,000	61,000,000
Percentage Change in Water Usage for all City Facilities		%	-37	-5	-5	-5
Percentage Change in Fuel Consumption by City Fleet Vehicles		%	-13	-5	-5	-5
Percentage Change in Greenhouse Gas (GHG) Emissions for All City Facilities		%	-7	-5	-5	-5
City-Wide Revenue Forecast Accuracy Percentage		%	100	100	100	100
City-Wide Expenditure Forecast Accuracy Percentage		%	73	80	80	80
Effectiveness						
Employee Satisfaction Survey Question: Rating of City Leadership[1]	Target = 5	Rating 1 to 5	3.42	N/A	3.5	N/A
Community Survey Question: Rating of Overall Performance of City Government[2]	Target = 100	% Excellent or Good	N/A	67% (2024 actual)	N/A	N/A
Annual Training Hours per Full-Time Employee	Target = 20	#	n/a	10	20	20
Worker's Compensation Rating	Target = >1	#	1	0.81	>1	>1
Employee Satisfaction Survey Question: Rating of Overall Workplace Climate[1]	Target = 3.5	Rating 1 to 5	3.89	N/A	3.9	N/A
Internal Survey Question: Overall Performance Rating of IT Services/Support[3]	Target = 10	Rating 1 to 10	N/A	9.5	9.6	9.6
Internal Survey Question: Customer Service Satisfaction with Legal Services	Target = 5	Rating 1 to 5	4	4	4	4

INDICATOR		UNIT	2023 ACTUAL	2024 ESTIMATED	2025 PROJECTED	2026 PROJECTED
Number of Monthly Website Visitors	Target = 50,000	#	31,141	52,531	62,000	70,000
Number of Social Media Followers	Target = 30,000	#	N/A	43,424	50,000	55,000
Community Survey Question: Rating of City Response to Citizen Complaints or Concerns[2]	Target = 100	% Excellent or Good	N/A	56 (2024 actual)	N/A	N/A
Digital Content Accessibility Rating[4]	Target = TBD	TBD	TBD	TBD	TBD	TBD
Percentage of Councilmembers and Executive Leadership Team Completed City Implicit Bias Course[5]	Target = 100	%	N/A	50%	100%	100%
Percentage of Employees Who Have Completed City Implicit Bias Course[5]	Target = 100	%	N/A	60	70	80

Notes:

[1] The employee survey occurs every other year.

[2] The community survey occurs every four years. The most recent was 2024.

[3] Previously measured using different rating scale.

[4] New metric related to Digital Content Accessibility rating. Staff will start compiling data in 2023 and 2024, due to new legislation, for reporting in 2025.

[5] New metric related to Equity, Diversity & Inclusion. Staff will start compiling data in 2023 for reporting starting in 2024.

Community Design Key Indicators

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

INDICATOR		UNIT	2023 ACTUAL	2024 ESTIMATED	2025 PROJECTED	2026 PROJECTED
Efficiency						
Average Time from Submittal to City Council Public Hearing		Days	230	200	200	200
Percentage of Staff Comments Provided within 10 Business Days for Building Permits		%	87	90	90	90
Effectiveness						
Community Survey Question: Rating of Planning & Building Department[1]	Target = 90	% Excellent or Good	N/A	63 (2024 actual)	N/A	N/A
Community Survey Question: Rating of Preservation of Historic Character of Old Town[1]	Target = 90	% Excellent or Good	N/A	76 (2024 actual)	N/A	N/A
Percentage of Historic Assessments that Result in Landmarking	Target = 50	%	10	15	20	20

Notes:
[1] The community survey occurs every four years. The most recent was 2024.

Cultural Services Key Indicators

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

INDICATOR		UNIT	2023 ACTUAL	2024 ESTIMATED	2025 PROJECTED	2026 PROJECTED
Workload						
Total Library Circulation (Number of Checkouts & Renewals)[1]		#	576,234	585,000	590,000	595,000
Library Visits per Capita[2]		#	5.9	6.2	6.5	6.5
Effectiveness						
Average Number of Attendees per Outdoor Event	Target = 6,000	#	2,000	5,000	5,000	5,000
Average Number of Attendees per Indoor Event[3]	Target = 70	#	60	60	60	60
Community Survey Question: Rating of Opportunities to Attend Cultural Activities[4]	Target = 80	% Excellent or Good	N/A	66 (2024 actual)	N/A	N/A
Average Number of Attendees per Library Program	Target = 35	#	33	30	35	35
Community Survey Question: Rating of Overall Performance of Louisville Public Library[4]	Target = 98	% Excellent or Good	N/A	97 (2024 actual)	N/A	N/A
Average Number of Attendees per Museum Program	Target = 70	#	83	83	85	85
Percentage Change in Number of Museum Visitors	Target = 10	%	30	15	10	10
Community Survey Question: Rating of Overall Performance of Louisville Historical Museum[4]	Target = 95	% Excellent or Good	N/A	97 (2024 actual)	N/A	N/A

Economic Prosperity Key Indicators

Goals

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

INDICATOR		UNIT	2023 ACTUAL	2024 ESTIMATED	2025 PROJECTED	2026 PROJECTED
Effectiveness						
Community Survey Question: Rating of Overall Economic Health of Louisville[1]	Target = 90	% Excellent or Good	N/A	65 (2024 actual)	N/A	N/A
Business Satisfaction Survey Rating[2]	Target = 60	% Business Friendly Community	N/A	N/A	60	60

Notes:

[1] The community survey occurs every four years. The most recent was 2024.

[2] The business survey is being retooled and anticipated to be re-deployed in 2025.

Open Space & Trails Key Indicators

Goals

Acquire candidate properties as they become available and preserve, enhance and maintain native plants, wildlife, wildlife and plant habitat, cultural resources, agriculture and scenic vistas and appropriate passive recreation.

INDICATOR		UNIT	2023 ACTUAL	2024 ESTIMATED	2025 PROJECTED	2026 PROJECTED
Effectiveness						
Number of Acres/Parcels Acquired[1]	Target = N/A	#	1919.81	1919.81	1919.81	1919.81
Average Number of Participants per Education Program	Target = 20	#	32	25	25	25
Volunteer Hours Donated	Target = 950	#	1,082	1,000	1,000	1,000
Percentage of Acres with Active Weed Management[2]	Target = 25	%	23.5	25	25	25
Community Survey Question: Rating of Maintenance of Open Space[3]	Target = 70	% Excellent or Good	N/A	89 (2024 actual)	N/A	N/A
Community Survey Question: Rating of Maintenance of Trail System[3]	Target = 95	% Excellent or Good	N/A	92 (2024 actual)	N/A	N/A

Notes:

[1]Target is less geared towards specific acreage and more around evaluation and prospective property prioritization, available parcels, funding, etc.

[2]Acres of active weed management includes chemical and mechanical (including grazing) control efforts. Additional management efforts including monitoring, cultural, and biological control have not been captured in this acreage.

[3]The community survey occurs every four years. The most recent was 2024.

Parks Key Indicators

Goals

Provide well-maintained parks and landscaped areas that are easy to walk to and enjoyable to visits or see; sports facilities that are fully used and properly maintained.

INDICATOR		UNIT	2023 ACTUAL	2024 ESTIMATED	2025 PROJECTED	2026 PROJECTED
Workload						
Acres of Park per Capita		#	17	17	17	17
Efficiency						
Average Cost to Inter at Cemetery		$	1,330	1,330	1,330	1,330
Parks Expenditures per Acre		$	4,314	4,446	4,682	4,939
Effectiveness						
Community Survey Question: Rating of Maintenance of Louisville Cemetery[1]	Target = 100	% Excellent or Good	N/A	91 (2024 actual)	N/A	N/A
Community Survey Question: Rating of Overall Performance of Parks Division[1]	Target = 100	% Excellent or Good	N/A	89 (2024 actual)	N/A	N/A

Notes:

[1] The community survey occurs every four years. The most recent was 2024.

Public Safety Key Indicators

Goals

Police and other City staff working with the community to help ensure safety, satisfy residents' expectations that individuals observe the City's Municipal Code and State Law, and a justice system that is fair, effective, and efficient.

INDICATOR		UNIT	2023 ACTUAL	2024 ESTIMATED	2025 PROJECTED	2026 PROJECTED
Workload						
Number of Calls for Service and Officer-Initiated Activity		#	14,523	15,000	16,000	17,000
Efficiency						
Percentage of Code Enforcement Cases Brought into Voluntary		%	99.2	90	90	90
Average Time for Resolution of Cases at Municipal Court		Days	40	35	35	35
Effectiveness						
Community Survey Question: Rating of Municipal Code Enforcement Issues[1]	Target = 100	% Excellent or Good	N/A	65 (2024 actual)	N/A	N/A
Customer Rating Survey Question: Satisfaction with Municipal Court[1]	Target = 5	Rating 1 to 5	4	4	4	4
Community Survey Question: Rating of Communication Regularly with Community Members[1]	Target = 100	% Excellent or Good	N/A	60 (2024 actual)	N/A	N/A
Community Survey Question: Rating of Overall Performance of Louisville Police Department[1]	Target = 100	% Excellent or Good	N/A	87 (2024 actual)	N/A	N/A
Community Survey Question: Rating of Visibility of Patrol Cars[1]	Target = 100	% Excellent or Good	N/A	77 (2024 actual)	N/A	N/A

Notes:

[1] The community survey occurs every four years. The most recent was 2024.

Recreation Key Indicators

Goals

Promote the physical, mental and social well-being of residents and visitors through a broad range of high-quality, reasonably priced recreation and leisure activities for people of all ages, interests and ability levels.

INDICATOR		UNIT	2023 ACTUAL	2024 ESTIMATED	2025 PROJECTED	2026 PROJECTED
Efficiency						
Average Cost Recovery Rate for Youth Classes & Programs		$/Class or Program	107%-Sports 70%-Youth Activities	98%-Sports 69%-Youth Activities	98%-Youth Sports 69% Youth Activities	90% Youth Sports 70% Youth Activities
Cost Recovery Rate per Round of Golf		$/Round	63.54	74	75	76
Effectiveness						
Community Survey Question: Rating of Current Recreation Programs for Youth[1]	Target = 95	% Excellent or Good	N/A	91 (2024 actual)	N/A	N/A
Rounds of Golf per Playable Day	Target = 150	#	154	134	140	144
Community Survey Question: Overall Satisfaction of the Course[2]	Target = 5	Rating 1 to 5	N/A	82 (2024 actual)	N/A	N/A

Notes:

[1]The community survey occurs every four years. The most recent was 2024.

[2]Formerly a different survey measure, now tied to the community survey.

Transportation Key Indicators

Goals

A safe, well-maintained, effective and efficient multi-modal transportation system at a reasonable cost.

INDICATOR		UNIT	2023 ACTUAL	2024 ESTIMATED	2025 PROJECTED	2026 PROJECTED
Efficiency						
Average Cost per Snow Event		$	11,245	12,000	12,000	12,000
Cost per Square Foot Maintained of Streetscape		$	$3.42	$3.47	$3.50	$3.55
Effectiveness						
Overall Pavement Condition Index (PCI)	Target = 75	#	72.6	73	69.1	72.6
Percentage of Street Miles with PCI Score Lower than 35	Target = Less than 1	%	1	1	1	1
Percentage of Arterials & Collectors with Marked Bicycle Lanes	Target = N/A	%	60	60	60	61
Percentage of Streets with Sidewalks	Target = 100	%	95	95	95	96
Community Survey Question: Rating of Street Maintenance in Louisville[1]	Target = 100	% Excellent or Good	N/A	67 (2024 actual)	N/A	N/A
Average Response Time per Snow Event	Target = 1 HR	Hours	1HR	1HR	1HR	1HR
Community Survey Question: Rating of Snow Removal/Street Sanding[1]	Target = 100	% Excellent or Good	N/A	56 (2024 actual)	N/A	N/A
Community Survey Question: Rating of Maintenance of Medians & Street Landscaping[1]	Target = 100	% Excellent or Good	N/A	78 (2024 actual)	N/A	N/A

Notes:

[1] The community survey occurs every four years. The most recent was 2024.

Utilities Key Indicators

Goals

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

INDICATOR		UNIT	2023 ACTUAL	2024 ESTIMATED	2025 PROJECTED	2026 PROJECTED
Workload						
Annual Potable Water Produced		Gallons	1,054,830,000	1,200,000,000	1,200,000,000	1,200,000,000
Efficiency						
Cost per Ton Sent to Landfill		$	426	443	461	479
Treatment Cost per 1,000 Gallons of Wastewater		$	1.54	1.76	1.77	1.82
Energy Cost per Million Gallons per Day Billed		$	138.18	124.03	133.33	138.00
Effectiveness						
Community Survey Question: Rating of Solid Waste/Trash Services[1]	Target = 100	% Excellent or Good	N/A	80 (2024 actual)	N/A	N/A
Community Survey Question: Rating of Fees for Water/Sewer/Trash[1]	Target = 100	% Excellent or Good	N/A	63 (2024 actual)	N/A	N/A
Community Survey Question: Rating of Storm Drainage (Flooding Management)[1]	Target = 100	% Excellent or Good	N/A	87 (2024 actual)	N/A	N/A
Community Survey Question: Rating of Wastewater (Sewage System)[1]	Target = 100	% Excellent or Good	N/A	93 (2024 actual)	N/A	N/A
Community Survey Question: Rating of Quality of Louisville Water[1]	Target = 100	% Excellent or Good	N/A	88 (2024 actual)	N/A	N/A

Notes:
[1] The community survey occurs every four years. The most recent was 2024.

City of Louisville, Colorado
Six-Year Capital Improvement Plan
2025 - 2030

Open Space

Request No.	Project Account	Project Description	2025 Planned	2026 Planned	2027 Planned	2028 Planned	2029 Planned	2030 Planned	6-Year Totals
1	210522-600026	Open Space Planning Documents		150,000	255,000				405,000
2	210522-630178	Open Space Parking Lot Maintenance	70,000	65,000		40,000		40,000	215,000
3	210522-640000	Open Space New Vehicles	120,000						120,000
4	210522-660303	Open Space Signs	10,000		40,000				50,000
5	210522-660304	Open Space Amenity Maintenance	100,000	80,000	100,000		25,000	60,000	365,000
6	210524-640001	Open Space Equipment	20,000	120,000		50,000			190,000
7	210524-660305	Soft Surface Trail Maintenance & Design		300,000	150,000	150,000	150,000	150,000	900,000
8	Future Year Req	Warembourg Property and Fishing Pond Plan			44,000	325,000			369,000
		Total Open Space Fund	**320,000**	**715,000**	**589,000**	**565,000**	**175,000**	**250,000**	**2,614,000**

Conservation Trust - Lottery Fund

Request No.	Project Account	Project Description	2025 Planned	2026 Planned	2027 Planned	2028 Planned	2029 Planned	2030 Planned	6-Year Totals
9	202511-630048	Park and Playground Improvements (%)		187,500	200,000	200,000	212,500	212,500	1,012,500
10	202511-660015	Park Signs		18,000	18,000		18,000		54,000
11	202511-660306	Trail Wayfinding Signage Implementation	300,000					150,000	450,000
		Total Conservation Trust - Lottery Fund	**300,000**	**205,500**	**218,000**	**200,000**	**230,500**	**362,500**	**1,516,500**

Cemetery Fund

Request No.	Project Account	Project Description	2025 Planned	2026 Planned	2027 Planned	2028 Planned	2029 Planned	2030 Planned	6-Year Totals
12	204799-640001	Park Division Equipment Replacements (%)	16,000	18,500	22,500	24,500	25,000	25,500	132,000
13	Future Year Req	Cemetery Long Range Plan			100,000				100,000
		Total Cemetery Fund	**16,000**	**18,500**	**122,500**	**24,500**	**25,000**	**25,500**	**232,000**

PEG Fee Fund

Request No.	Project Account	Project Description	2025 Planned	2026 Planned	2027 Planned	2028 Planned	2029 Planned	2030 Planned	6-Year Totals
	205120-600008	PEG Capital	20,000	20,000	10,000	10,000	10,000	10,000	80,000
		Total PEG Fee Fund	**20,000**	**20,000**	**10,000**	**10,000**	**10,000**	**10,000**	**80,000**

City of Louisville, Colorado
Six-Year Capital Improvement Plan
2025 - 2030

Historic Preservation Fund

Request No.	Project Account	Project Description	2025 Planned	2026 Planned	2027 Planned	2028 Planned	2029 Planned	2030 Planned	6-Year Totals
14	207542-620098	Austin Niehoff Improvements	15,000	256,450					271,450
		Total Historic Preservation Fund	**15,000**	**256,450**	**-**	**-**	**-**	**-**	**271,450**

Recreation Fund

Request No.	Project Account	Project Description	2025 Planned	2026 Planned	2027 Planned	2028 Planned	2029 Planned	2030 Planned	6-Year Totals
15	208533-640000	Mini Van Replacement		75,000					75,000
16	208535-620128	Aquatics Amenity Update	75,000						75,000
17	208535-620139	Miracote Deck	170,000						170,000
18	208535-620154	Sauna & Steam area expansion		278,000					278,000
19	208535-620156	Drinking Fountain & Shower		12,000					12,000
20	208535-640144	Pool Pump Replacements	15,000					15,000	30,000
21	208535-650124	LRC Pool Furniture	13,500	13,500					27,000
22	208535-650125	Memory Square Pool Furniture		30,000	15,000				45,000
23	Future Year Req	Indoor pool replaster				220,000			220,000
24	Future Year Req	Memory Return Line Replacement			600,000				600,000
25	208538-620153	Upgrade Restroom Faciities (%)		25,000	26,000	26,000	27,500	29,000	133,500
26	208538-630179	Infield Renovations- Miners, Heritage, Cleo (%)		14,000	15,000	15,000	17,500	17,500	79,000
12	208538-640001	Park Division Equipment Replacements (%)	16,000	18,500	22,500	24,500	25,000	25,500	132,000
27	208538-660307	Convert Inline Rink to Pickelball (%)	120,000						120,000
28	208539-600027	CPTED Assesment Recommendations (%)	13,800						13,800
29	208539-620155	LRC - Family Locker Room Floor Tile Replacement	176,000						176,000
30	208539-620178	Studio Upgrades for Hybrid Fitness Classes	80,000						80,000
31	208539-630181	Turf Gym Shade Structure		47,736					47,736
32	208539-640123	Fitness Equipment Replacement	125,000	152,000	152,000	152,000	160,000	160,000	901,000
33	208539-640168	Weight Plate Replacement		45,000					45,000
34	208539-640169	TechnoGym Selectorized Replacement		39,000					39,000
35	208539-640170	Stereo Replacement in 3 studios	27,000						27,000
36	208539-650122	Furniture Replacement		25,000					25,000
37	208539-650123	Mirrors & Barre in Mt. Elbert	28,600						28,600
38	Future Year Req	Weight Benches Replacement			20,000				20,000
39	Future Year Req	Hoist Selectorized Replacement			39,000				39,000
40	Future Year Req	Samson Rigs Replacement			60,000				60,000
41	Future Year Req	Cybex Selectorized Replacement				21,000			21,000
42	Future Year Req	Shade replacement in Weight & Cardio rooms				39,600			39,600
43	Future Year Req	Washer & Dryer Replacement				20,000			20,000
44	Future Year Req	TV Replacement in Facility			10,000				10,000
		Total Recreation Fund	**859,900**	**774,736**	**959,500**	**518,100**	**230,000**	**247,000**	**3,589,236**

City of Louisville, Colorado
Six-Year Capital Improvement Plan
2025 - 2030

Capital Projects Fund

Request No.	Project Account	Project Description	2025 Planned	2026 Planned	2027 Planned	2028 Planned	2029 Planned	2030 Planned	6-Year Totals
45	301103-640030	City Wide Decarbonization - EV Charging	632,500						632,500
46	301173-600030	Access Control	374,000	374,000	374,000				1,122,000
47	301173-640000	IT Vehicle	45,000						45,000
48	301173-640171	NetAlly Tester	17,000						17,000
49	301173-640172	Printer Replacement & Manage Print	50,000	50,000					100,000
50	301173-640173	IT UPS Modernization Project	38,600	45,000	45,000				128,600
51	301173-650103	Camera & DVR Replacement	27,500	32,500	55,500				115,500
52	301173-660258	Middle Mile Fiber Enhancements	100,000	100,000					200,000
53	Future Year Req	Firewall Replacement			10,000				10,000
54	Future Year Req	Extreme Switch Replacement				60,000	60,000		120,000
55	Future Year Req	Server Replacement			175,000			175,000	350,000
56	Future Year Req	Wifi Access Point Replacement					175,000		175,000
28	301191-600027	CPTED Assesment Recommendations (%)	66,700						66,700
57	301191-620161	Police/Court Roof Replacement	315,100						315,100
58	301191-620162	Police/Court Decarbonization	1,446,000				900,000		2,346,000
59	301191-620163	Recreation Center Decarbonization	2,484,000			86,250			2,570,250
60	301191-620164	City Services Decarbonization (incl Solar)	1,000					1,105,150	1,106,150
61	301191-620165	Library Decarbonization	1,841,150				475,000		2,316,150
62	301191-650126	City Services Office Workstations	65,000	35,000					100,000
63	Future Year Req	Austin Niehoff Decarbonization				46,000			46,000
64	Future Year Req	City Hall Interior Finishes and Decarbonization			25,000	2,070,000			2,095,000
65	Future Year Req	CS - Boom Lift Overhaul				17,250			17,250
66	Future Year Req	City Services - 13 Yr Check/ Equipment Upgrade				17,250			17,250
67	Future Year Req	City Services Interior Finishes Refresh				74,750			74,750
68	Future Year Req	Police/Court Elevator 20 yr Maintenance					28,750		28,750
69	Future Year Req	Police/Court - 13 Yr Fire Alarm Check/Upgrade						23,000	23,000
70	Future Year Req	Police Court Interior Refresh			172,500				172,500
71	Future Year Req	Arts Center Decarbonization			60,200				60,200
72	301211-600031	MDT Refresh & Equipment Initiative	125,000						125,000
73	301211-640000	Police Fleet Plan	274,000	282,220	290,687	299,407	308,389	317,641	1,772,344
74	301211-640153	FLOCK CAMERAS	75,000	77,625	80,342	83,153	86,063	89,075	491,258
75	301311-600034	Citywide Traffic Counts	25,000			25,000			50,000
76	301311-610011	Affordable Housing Development/Purchase	2,000,000						2,000,000
77	301312-600032	Annual Traffic Calming Program	50,000	50,000	50,000	50,000	50,000	50,000	300,000
78	301312-600033	ADA Transition Plan	240,000						240,000
79	301312-640000	Sign Truck Replacement (Unit 3212)	70,000						70,000
80	301312-660012	Annual Resurfacing Program (MF Impacts)	5,000,000	5,150,000	5,304,500	5,463,635	5,627,544	5,796,370	32,342,049
81	301312-660022	Concrete Replacement	115,000	120,750	132,300	144,703	150,491	158,016	821,260
82	301312-660074	Traffic Signal Maintenace	1,094,500		110,000	110,000	110,000		1,424,500
83	301312-660308	Via Appia Pedestrian Improvements	110,000	540,000					650,000
84	301312-660309	South Street Underpass	1,163,876	9,119,378					10,283,254
85	301312-660311	Pavement Marking Program	218,750		230,000		241,250		690,000
86	Future Year Req	School Zone Flashing Beacon Replacement				87,120			87,120
87	Future Year Req	3202 Snowplow / Dump Truck Replacement (%)						378,000	378,000
88	Future Year Req	3204 Snowplow / Dump Truck Replacement (%)						378,000	378,000
89	Future Year Req	3424 Snowplow / Dump Truck Replacement (%)				340,000			340,000

(continued)

City of Louisville, Colorado
Six-Year Capital Improvement Plan
2025 - 2030

Capital Projects Fund cont.

Request No.	Project Account	Project Description	2025 Planned	2026 Planned	2027 Planned	2028 Planned	2029 Planned	2030 Planned	6-Year Totals
90	Future Year Req	Operations Tablet Replacement (%)					3,750		3,750
91	Future Year Req	Traffic Signal Timing			15,000		15,000		30,000
92	Future Year Req	3216 F550 Plow Truck Replacement				95,000			95,000
93	Future Year Req	3260 Sweeper Replacement (%)					345,675		345,675
94	Future Year Req	3403 Meter Truck Replacement (%)					15,000		15,000
95	Future Year Req	3409 Replacement (%)						33,000	33,000
96	301313-660310	Downtown Vision CIP	1,000,000	2,400,000	2,400,000	3,200,000			9,000,000
97	301314-640135	Loader Box Plow	60,000						60,000
98	301433-640175	Replacement Snowplow / Dump truck (Unit 3208) (%)	212,500						212,500
99	301450-640176	Fleet Tire Changer and Balancer		20,346					20,346
100	Future Year Req	Fleet Floor Cleaner Replacement				14,599			14,599
101	301511-600028	Technology Improvements	20,000	22,000	22,000	25,000	28,000	30,000	147,000
102	301511-600029	Park Division Equipment Tracking		28,000	30,000	32,500	35,000	38,000	163,500
25	301511-620153	Upgrade Restroom Faciities (%)		25,000	26,000	26,000	27,500	29,000	133,500
103	301511-620157	Sports Complex Restrooms		200,000					200,000
104	301511-620158	Indoor Batting Cage	16,000						16,000
105	301511-630036	Concrete Replacement at Sports Complex	150,000						150,000
9	301511-630048	Park and Playground Improvements (%)		187,500	200,000	200,000	212,500	212,500	1,012,500
106	301511-630049	Playground Replacement Parts / Features	15,000	18,000	20,000	22,000	25,000	27,000	127,000
107	301511-630101	Irrigation Upgrades	100,000	108,000	111,000	115,000	118,000	121,000	673,000
108	301511-630143	Median Renovations		700,000	700,000	700,000			2,100,000
109	301511-630157	Park Furnishing Replacements	15,000	18,000	20,000	22,000	25,000	25,000	125,000
110	301511-630176	Court Resurfacing		95,000	100,000	110,000	120,000	130,000	555,000
26	301511-630179	Infield Renovations- Miners, Heritage, Cleo (%)		14,000	15,000	15,000	17,500	17,500	79,000
111	301511-630180	Centennial Tennis Court Projects		350,000					350,000
112	301511-630182	Drainage improvements and Infield Replacement		150,000					150,000
113	301511-630183	Miners Fence backstop extension		150,000					150,000
114	301511-640000	Vehicle (Parks)	70,000	72,100	74,263	76,491	78,786	81,149	452,789
12	301511-640001	Park Division Equipment Replacements (%)	128,000	148,000	180,000	196,000	200,000	204,000	1,056,000
115	301511-640001	Park Division Equipment New Requests	80,000	85,000	116,000	92,500	95,000	95,000	563,500
116	301511-660099	Renovation of Arboretum		50,000	52,500	55,000			157,500
117	301511-660292	Landscaping Improvements	15,000	18,000	20,000	23,000	25,000	28,000	129,000
118	301511-660301	Surfacing Materials- Playground, Dog Park, Crusher	25,000	28,500	30,000	31,500	33,000	35,000	183,000
27	301511-660307	Convert Inline Rink to Pickelball (%)	80,000						80,000
119	Future Year Req	Feasbility Study Cleo Mudrock Park- MU Fields			150,000				150,000
120	Future Year Req	Sports Complex Parking lot Surfacing				350,000			350,000
121	Future Year Req	Splash Pad and Playground Replacement at Commu			650,000				650,000
122	301551-620159	Library Lighting Controls		176,525					176,525
123	301551-640174	AMH Replacement	200,000						200,000
124	Future Year Req	Library Millwork Refresh			57,500				57,500
125	Future Year Req	Library Snow Melt System 20yr Maintenance				23,000			23,000
126	301552-620160	Museum Fire Panel	28,750						28,750
127	Future Year Req	Museum Improvements			28,750				28,750
128	Future Year Req	Museum Building Improvements			113,850				113,850
		Total Capital Projects Fund	**20,279,926**	**21,040,444**	**12,246,892**	**14,399,108**	**9,632,198**	**9,576,402**	**87,174,969**

City of Louisville, Colorado
Six-Year Capital Improvement Plan
2025 - 2030

Water Utility Fund

Request No.	Project Account	Project Description	2025 Planned	2026 Planned	2027 Planned	2028 Planned	2029 Planned	2030 Planned	6-Year Totals
129	501498-600035	Water Efficiency Plan Update	50,000						50,000
130	501498-620166	North Water Plant Decarbonization	21,850	14,950		1,463,550			1,500,350
131	501498-620167	NWTP-Pre Treatment Building Roof Replacement	44,850						44,850
132	501498-620168	South Water Treatment Plant Decarbonization	10,500			862,500			873,000
133	501498-620169	NWTP - Roof Replacements	307,599						307,599
98	501498-640000	Replacement Snowplow / Dump truck (Unit 3208) (%)	127,500						127,500
134	501498-640000	Excavator and Flatbed Truck (%)	260,000						260,000
135	501498-640000	Operations - Locate Vehicle (%)	42,500						42,500
136	501498-640000	Engineering Vehicles Replacement (%)	39,600						39,600
137	501498-640045	Meter Replacement	1,900,000	1,900,000					3,800,000
138	501498-640167	Water Plant Chlorine Dioxide Replacement	150,000	500,000					650,000
139	501498-640178	Telemetry Site Refresh (%)		45,000					45,000
140	501498-640180	WTP Control System Replacement		420,000					420,000
141	501498-640181	South Water Plant HVAC for Pre-Treatment Bldg.	43,750						43,750
142	501498-660181	Water Pipeline Replacement	1,398,000	492,000	812,650	1,208,500	1,250,500	1,550,500	6,712,150
143	501498-660312	Northern Pump Station Improvements		550,000					550,000
87	Future Year Req	3202 Snowplow / Dump Truck Replacement (%)						42,000	42,000
88	Future Year Req	3204 Snowplow / Dump Truck Replacement (%)						42,000	42,000
89	Future Year Req	3424 Snowplow / Dump Truck Replacement (%)				85,000			85,000
144	Future Year Req	Louisville Reservoir Outlet Repairs			500,000				500,000
145	Future Year Req	Security Replacement and Upgrades (%)					136,500		136,500
146	Future Year Req	Water Valve Replacements				635,000			635,000
94	Future Year Req	3403 Meter Truck Replacement (%)					60,000		60,000
90	Future Year Req	Operations Tablet Replacement (%)					18,750		18,750
147	Future Year Req	NWTP Backwash Building Roof Replacement					28,750		28,750
95	Future Year Req	3409 Replacement (%)						77,000	77,000
28	501499-600027	CPTED Assesment Recommendations (%)	20,700						20,700
148	501499-640179	Utility Redundant Autodialer (%)	40,000						40,000
149	501499-660190	Windy Gap Firming Project	818,000	1,312,000	1,312,000	1,312,000	1,313,000	1,313,000	7,380,000
150	501499-660210	High Zone Tank Security	60,000						60,000
151	501499-670000	Water Rights Acquisition			1,100,000	1,100,000			2,200,000
152	Future Year Req	Water loop for NE Louisville			780,000				780,000
153	Future Year Req	Big Dry Creek Augmentation Station			500,000				500,000
154	Future Year Req	Filter Media Replacement HBWTP				398,000			398,000
155	Future Year Req	HBWTP Recycle System			560,000				560,000
156	Future Year Req	Raw Water Integration Project (RIP)				440,000	4,840,000		5,280,000
157	Future Year Req	Utility Fiber (%)			325,000				325,000
158	Future Year Req	Water Quality Algae Mitigation System						590,000	590,000
159	Future Year Req	WTP Instrumentation Upgrades					280,000		280,000
		Total Water Utility Fund	**5,334,849**	**5,233,950**	**5,889,650**	**7,504,550**	**7,927,500**	**3,614,500**	**35,504,999**

City of Louisville, Colorado
Six-Year Capital Improvement Plan
2025 - 2030

Wastewater Utility Fund

Request No.	Project Account	Project Description	2025 Planned	2026 Planned	2027 Planned	2028 Planned	2029 Planned	2030 Planned	6-Year Totals
145	Future Year Req	Security Replacement and Upgrades (%)					73,500		73,500
157	Future Year Req	Utility Fiber (%)			325,000				325,000
160	502499-640182	Lift Station Communication Upgrade	55,000						55,000
148	502499-640179	Utility Redundant Autodialer (%)	40,000						40,000
161	502499-620171	Waste Water Plant Decarbonization	15,843			1,026,000			1,041,843
90	Future Year Req	Operations Tablet Replacement (%)					11,250		11,250
162	Future Year Req	WWTP -Centrifuge Building Roof Replacement					74,750		74,750
163	502498-660313	Sanitary Sewer Rehab - Replacement	467,000	617,000	740,500	428,500	838,000	875,500	3,966,500
139	502498-640178	Telemetry Site Refresh (%)		45,000					45,000
135	502498-640000	Operations - Locate Vehicle (%)	42,500						42,500
136	502498-640000	Engineering Vehicles Replacement (%)	39,600						39,600
164	502498-620172	WWTP Operation Building Roof Replacement	74,750						74,750
165	502498-620170	WWTP - Admin Building Roof Replacement	23,000						23,000
		Total Wastewater Utility Fund	**757,693**	**662,000**	**1,065,500**	**1,454,500**	**997,500**	**875,500**	**5,812,693**

Storm Water Utility Fund

Request No.	Project Account	Project Description	2025 Planned	2026 Planned	2027 Planned	2028 Planned	2029 Planned	2030 Planned	6-Year Totals
98	503499-640000	Replacement Snowplow / Dump truck (Unit 3208) (%)	85,000						85,000
134	503499-640000	Excavator and Flatbed Truck (%)	65,000						65,000
136	503499-640000	Engineering Vehicle Replacement (%)	39,600						39,600
166	503499-640183	Storm Sewer CCTV Software/Implementation		650,000					650,000
167	503499-660314	SBR Lining - Slipline	225,000						225,000
168	503499-660315	Storm System Maintenance		500,000		672,500		706,500	1,879,000
90	Future Year Req	Operations Tablet Replacement (%)					3,750		3,750
93	Future Year Req	3260 Sweeper Replacement (%)					61,001		61,001
		Total Storm Water Utility Fund	**414,600**	**1,150,000**	**-**	**672,500**	**64,751**	**706,500**	**3,008,351**

City of Louisville, Colorado
Six-Year Capital Improvement Plan
2025 - 2030

Golf Course Fund

Request No.	Project Account	Project Description	2025 Planned	2026 Planned	2027 Planned	2028 Planned	2029 Planned	2030 Planned	6-Year Totals
28	520799-600027	CPTED Assesment Recommendations (%)	13,800						13,800
169	520799-620173	Clubhouse Exterior - Decking & Pergola		29,000					29,000
170	520799-620174	Maintenance Facility Storage Building	400,000						400,000
171	520799-620175	Golf Clubhouse - Basement Improvements	47,150						47,150
172	520799-620176	Golf Clubhouse - Interior Improvements	173,650						173,650
173	520799-620177	Golf Clubhouse Exterior Improvements	59,800						59,800
174	520799-630115	Cart Path Repairs	25,000	25,000					50,000
175	520799-630184	Pond Liner Replacement - Hole 11		309,241					309,241
176	520799-630184	Golf Clubhouse Parking Lot Lighting	37,375						37,375
177	520799-630185	Sunshade for Starter Station		22,000					22,000
178	520799-630186	Bunker Renovation		167,375	167,375				334,750
179	520799-640001	Electric for Robotic Mower	32,000						32,000
180	520799-640141	Golf Cart Fleet Replacement	270,140						270,140
181	520799-650127	Golf Operations Office Furniture	16,000						16,000
182	520799-660100	Tree Planting		15,000		15,000		15,000	45,000
183	Future Year Req	Golf Operations Office Furniture						50,000	50,000
184	Future Year Req	Maintenance Facility Paving Improvements					227,000	25,000	252,000
185	Future Year Req	Foley 673 Bedknife Grinder			46,465				46,465
186	Future Year Req	Foley 653 Accu-Master Reel Grinder				83,664			83,664
187	Future Year Req	175 Gallon Sprayer Replacement			49,515				49,515
188	Future Year Req	Echo Robotic Ball Picker				28,700			28,700
189	Future Year Req	Driving Range Porous Pave					65,000		65,000
190	Future Year Req	Cart Path Repairs			50,000	35,000	35,000	35,000	155,000
		Total Golf Course Fund	**1,074,915**	**567,616**	**313,355**	**162,364**	**327,000**	**125,000**	**2,570,250**

Technology Management Fund

Request No.	Project Account	Project Description	2025 Planned	2026 Planned	2027 Planned	2028 Planned	2029 Planned	2030 Planned	6-Year Totals
191	602120-650015	Computer-Hardware	142,550	142,550	142,550	142,550	142,550	142,550	855,300
		Total Technology Management Fund	**142,550**	**142,550**	**142,550**	**142,550**	**142,550**	**142,550**	**855,300**

Fleet Management Fund

Request No.	Project Account	Project Description	2025 Planned	2026 Planned	2027 Planned	2028 Planned	2029 Planned	2030 Planned	6-Year Totals
192	603312-640000	3213 F550 Plow Truck Replacement	90,000						90,000
136	603312-640000	Engineering Vehicles Replacement (%)	79,200						79,200
		Total Fleet Management Fund	**169,200**	**-**	**-**	**-**	**-**	**-**	**169,200**

City of Louisville, Colorado
Six-Year Capital Improvement Plan
2025 - 2030

All Funds

Fund Description	2025 Planned	2026 Planned	2027 Planned	2028 Planned	2029 Planned	2030 Planned	6-Year Totals
Open Space Fund	320,000	715,000	589,000	565,000	175,000	250,000	2,614,000
Conservation Trust - Lottery Fund	300,000	205,500	218,000	200,000	230,500	362,500	1,516,500
Cemetery Fund	16,000	18,500	122,500	24,500	25,000	25,500	232,000
PEG Fee Fund	20,000	20,000	10,000	10,000	10,000	10,000	80,000
Historic Preservation Fund	15,000	256,450	-	-	-	-	271,450
Recreation Fund	859,900	774,736	959,500	518,100	230,000	247,000	3,589,236
Capital Projects Fund	20,279,926	21,040,444	12,246,892	14,399,108	9,632,198	9,576,402	87,174,969
Water Utility Fund	5,334,849	5,233,950	5,889,650	7,504,550	7,927,500	3,614,500	35,504,999
Wastewater Utility Fund	757,693	662,000	1,065,500	1,454,500	997,500	875,500	5,812,693
Storm Water Utility Fund	414,600	1,150,000	-	672,500	64,751	706,500	3,008,351
Golf Course Fund	1,074,915	567,616	313,355	162,364	327,000	125,000	2,570,250
Technology Management Fund	142,550	142,550	142,550	142,550	142,550	142,550	855,300
Fleet Management Fund	169,200	-	-	-	-	-	169,200
Total for All Funds	**29,704,633**	**30,786,746**	**21,556,947**	**25,653,172**	**19,761,999**	**15,935,452**	**143,398,948**

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	
Project Name:	Open Space Planning Documents	Submitted By: Parks & Recreation	Version:

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Open Space & Trails	Maintenance & Management	Open Space Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	150,000	255,000	-	-	-	405,000
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	150,000	255,000	-	-	-	405,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



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Description & Proposed Funding:

Equipment/Project Description:

2026 - Open Space Master Plan comprehensive master plan for COL Open Space portfolio. 2027 - Wildlife Plan Covering best practices for managing wildlife conservation, prairie dog management, and habitat enhancement. 2028 - in-house Prairie Res. & Weed Management Plan: Review and updates to in-house planning documents with consultants. 2029 - Riparian Restoration Plan**- stream analysis of Coal Creek, outlining restoration areas and scope of work. *Pricing subject to change with finalization of scope. OSAB medium priority.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Project planning meets the objectives of the "Maintenance & Management" sub-program as the project is consistent with good stewardship, promoting best management practices, and enhancing the health and resilience of the COL Open Space portfolio. These plans would continue planning efforts of the Comprehensive Plan and PROST Long Range plan by addressing Open Space topics and needs in more specificity than is possible at higher-level planning efforts. Division specific plans will help staff in effective decision making related to the on-going management of City resources.

Department Priority Ranking:	Highest	Request Number:	(Finance Use)

1

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	Open Space Parking Lot Maintenance	Submitted By:	Parks & Recreation
Version:			

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Open Space & Trails	Maintenance & Management	Open Space Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	5,000	5,000	-	-	-	-	10,000
Construction	65,000	60,000		40,000		40,000	205,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	70,000	65,000	-	40,000	-	40,000	215,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

The 2025 funds are to repair and resurface the parking lot and structures in the Daughenbaugh parking lot. The funds for 2026 are to maintain the Aquarius parking by using crusher fines mixed with tackifier/stabilizer to increase the longevity of the lot surface and to design and build two drainage culvert/speed bump in the parking lot. 2028 and 2030 funds are to maintain and repair parking lots. OSAB low priority.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The goals are to refurbish the existing parking lots to a state of quality and convenience for people who use and frequent them. The projects meet the objectives of the "Maintenance & Management" Sub Program in that it is consistent with good stewardship and enhance passive recreation experiences.

Department Priority Ranking:	Medium	Request Number:	(Finance U…

2

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	Open Space New Vehicles	Submitted By:	Parks & Recreation
Version:			

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Open Space & Trails	Maintenance & Management	Open Space Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	120,000		-	-	-	-	120,000
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	120,000		-	-	-	-	120,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	2,000	-	-	-	-	-	2,000

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

2025: Vehicle request for increased staffing. Open Space is requesting two new vehicles in 2025 to accommodate the two new full time positions hired in 2024. One truck is a Ford F-150 Hybrid full duty work truck the second is a lite duty work truck either a Chevy Colorado or Ford Maverick (or similar based on availability). OSAB medium priority.

Project revenue or grants that will support the project and the impacts to the operating budget:

This project is listed in the May 2024 Budget Amendment for City Council review.

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Meets the objectives of the "Maintenance & Management" Sub Program in that the equipment will aid staff in general system maintenance and natural resource work that is consistent with good land stewardship and enhances passive recreation experiences. New staff positions will not have vehicles to drive for work duties unless the OS fleet size is increased.

Department Priority Ranking:	High	Request Number:	(Finance U…

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	Existing	Is this grant funded?	
Project Name:	Open Space Signs	Submitted By: Parks & Recreation	Version:

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Open Space & Trails	Education & Outreach	Open Space Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	4,000	-	-	-	-	-	4,000
Other Prof Services	-	-	40,000		-	-	40,000
Construction	6,000	-	-	-	-	-	6,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	10,000	-	40,000	-	-	-	50,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

2025: Three interpretive education signs. 2027: Multiple property sign replacement as the existing property signs are weathered and faded due to the elements. OSAB low priority.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Narrative ...

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The projects meet the objectives of the "Maintenance & Management" Sub Program in that it is consistent with good stewardship and enhance passive recreation experiences.

Department Priority Ranking:	Medium	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Check box if grant funded:	☐ Check
Project Name:	Open Space Amenity Maintenance	Submitted By: Parks & Recreation	Version: 3/26/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Open Space & Trails	Maintenance & Management	Open Space	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	30,000	7,000	10,000	-	-	-	47,000
Other Prof Services	-	-	-	-	25,000	-	25,000
Construction	70,000	70,000	90,000	-	-	-	230,000
Other Equip/Project Costs	-	3,000	-	-	-	60,000	63,000
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	100,000	80,000	100,000	-	25,000	60,000	365,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification









Description & Proposed Funding:

Equipment/Project Description:

2025: Ditch Stabilization at North Open Space. 2026: Vault Restroom at Aquarius Open Space trail head. 2027: The replacement of retaining walls at North Open due to hazardous and deteriorating conditions of the existing structure. 2029: Bench Replacement. 2030: Trashcan Replacement.
OSAB medium priortiy.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Meets the objectives of the "Maintenance & Management" Sub Program in that it is consistent with good stewardship and enhance passive recreation experiences.

Department Priority Ranking:	High	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	Existing	Is this grant funded?	No

Project Name: Open Space Equipment Submitted By: Parks & Recreation Version:

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Open Space & Trails	Trail Maintenance	Open Space Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	20,000	120,000	-	50,000	-	-	190,000
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	20,000	120,000	-	50,000	-	-	190,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

2025 Equipment for restoration & trails maintenance: Drill seeder attachment for ventrac for grassland restoration; plate compactor for compacting trails; tommy gate for moving equipment into truck bed; trailer to transport equipment. 2025 request pending 2024 Budget Amendment review by City Council. OSAB high priority. 2026: Tracked skid steer for the Open Space division. The purchase will include approximately 5 attachments identified as a box grader, bucket, grapple bucket miller and auger. 2028: Ventrac purchase for increased maintenance. OSAB medium priority.

Project revenue or grants that will support the project and the impacts to the operating budget:

This project is listed in the May 2024 Budget Amendment for City Council review.

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Meets the objectives of the "Maintenance & Management" Sub Program in that the equipment will aid staff in general system maintenance and natural resource work that is consistent with good land stewardship and enhances passive recreation experiences. Equipment will increase efficiency and effectiveness of staff and alleviate need to hire outside contractors to perform tasks solely because equipment is not available to perform certain tasks.

Department Priority Ranking:	High	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	Existing	Is this grant funded?	Yes

Project Name: Soft Surface Trail Maintenance & Design

Submitted By: Parks & Recreation

Version:

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Open Space & Trails	Trail Maintenance	Open Space Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	100,000	-	50,000	-	50,000	200,000
Other Prof Services	-	-	-	-	-	-	-
Construction	-	200,000	150,000	100,000	150,000	100,000	700,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	300,000	150,000	150,000	150,000	150,000	900,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Routine trail maintenance and design for aging soft surface trail systems. Trails will be more compact decreasing seasonal erosion issues, enhancing safety, and creating an enjoyable experience for trail users. Projects as follows: 2025 Aquarius; 2026 Coal Creek Trail Empire to Roosevelt Ave Dutch Creek; 2027 Dutch Creek to Augusta Lane; 2028 Warembourg/Daughenbaugh; 2029 Dillon Underpass to US-36 underpass; 2030 Davidson Mesa. OSAB medium priority.

Project revenue or grants that will support the project and the impacts to the operating budget:

There is a possibility for grant funding, but none are identified at this time.

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

This project aligns with the objectives of the "New Trails & Trail Maintenance" Sub Program by maintaining all trails to a satisfactory level to encourage recreation and to enable safe walking, running, and biking experiences in Louisville. This project also aligns with the "Maintenance and Management" Sub Program by providing appropriate passive recreation opportunities.

Department Priority Ranking: Medium

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	Existing	Is this grant funded?	No
Project Name:	Warembourg Property and Fishing Pond Plan	Submitted By:	Parks & Recreation
Version:			

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Open Space & Trails	Maintenance & Management	Open Space Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services		-	44,000	-	-	-	44,000
Construction	-		-	325,000	-	-	325,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	-	44,000	325,000	-	-	369,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Development of a Property Plan to determine necessary improvements at the Warembourg fishing pond for water retention, aquatic habitat, fishing/nature experiences, and other passive recreational opportunities. Construction costs include mapping sediment to determine depth and dredging to remove excess sediment if proposed in the plan. OSAB high priority.

Project revenue or grants that will support the project and the impacts to the operating budget:

GOCO and other grants may be available to leverage funding. GOCO has two grant options under which this could fall. Planning and Capacity (Applications due: March 6, 2024
Grants awarded: June 2024) and Generation Wild (Applications due June 6, 2024 Grants awarded: October 11, 2024)--Possible application during 2025 windows?

Reference to Plan being implemented (i.e., Master Plan):

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Construction of improvements meets the objectives of the "Maintenance & Management" sub program as the project is consistent with good stewardhip, promotes wildlife habitat, and enhances passive recreation experiences such as fishing. Meets the objectives of the "Education & Outreach" sub program.

Department Priority Ranking:	High	Request Number:	(Finance U

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	Park and Playground Improvements	Submitted By: Parks & Recreation	Version: 2/27/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Parks	Parks	Capital Projects Fund	50%
		Conservation Trust - Lottery Fund	50%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	375,000	400,000	400,000	425,000	425,000	2,025,000
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	375,000	400,000	400,000	425,000	425,000	2,025,000
Grants or Other Off-Setting Revenue		250,000	-	250,000	250,000	200,000	950,000
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Replacement of playground equipment and amenities to support continuous park improvements and playground renovations. Needs to be prioritized based on asset assessment list (current condition and age of the unit), PPLAB and staff input and known levels of usage.

Project revenue or grants that will support the project and the impacts to the operating budget:

Staff to research GoCo and other grants to support the improvements. Partial funding from Conservation Trust Fund (lottery) in certain years to offest capital funding requested.

Reference to Plan being implemented (i.e., Master Plan):

PROST Long Range Plan and General Maintenance Management Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Replace identified park amenities to provide enhanced spaces, updated playgrounds, and user experiences. Replacing and adding features(PPLAB suggested meditative spaces) to support the community's request for park improvements and updated playgrounds. Opportunity for grant funding as determined by improvement(s) and location. Goal to replace 1-2 playgrounds per year to develop an equipment replacement cycle not to exceed 15 years in length.

Department Priority Ranking:	High	Request Number:	(Finance U

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	Existing	Is this grant funded?	No
Project Name:	Park Signs	Submitted By: Parks & Recreation	Version: 1/17/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Parks	Streetscapes	Conservation Trust - Lottery Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	18,000	18,000	-	18,000	-	54,000
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	18,000	18,000	18,000	18,000	18,000	54,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

2 signs every other year to continue to replace outdated park property signs as determined by parks leadership and PPLAB.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

N/A

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Replace 1-2 Park signs every other year. Highest needs to be identified at time of replacement by park leadership, PPLAB, and residents to replace and upgrade signs throughout the system

Department Priority Ranking:	Low	Request Number:	(Finan… Us… 10

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	Trail Wayfinding Signage Implementation	Submitted By:	Parks & Recreation
Version:			

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Open Space & Trails	Trail Maintenance	Conservation Trust - Lottery Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	300,000	-	-	-	-	150,000	450,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	300,000	-	-	-	-	150,000	450,000
Grants or Other Off-Setting Revenue	300,000	-	-	-	-	50,000	350,000
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Continued implementation of Wayfinding and signage improvements across the City's trail network. The city has 7 primary trail corridors identified for wayfinding signage and desires to execute designed improvements as soon as possible. 2030 Funding to begin maintenance, as needed. OSAB high priority.

Project revenue or grants that will support the project and the impacts to the operating budget:

Supported by $350,000 funds from Conservation Trust Fund (Lottery).

Reference to Plan being implemented (i.e., Master Plan):

PROST Long Range Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Implementation of wayfinding signage throughout the City's trail system supports objectives of the "Maintenance & Management" sub-program as the effort is consistent with good stewardship, promoting best management practices, and enhancing the trail user experience which promotes recreation. Wayfinding signage is a consistent request from community members, advisory board and advocate groups.

Department Priority Ranking:	Medium	Request Number:	(Finan Use

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	Existing	Is this grant funded?	No
Project Name:	Park Division Equipment Replacements	Submitted By: Parks & Recreation	Version: 1/16/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Parks	Horticulture (Temp)	Capital Projects Fund	80%
Parks	Cemetery	Cemetery Fund	10%
Recreation	Athletic Field Maintenance	Recreation Center Fund	10%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	160,000	185,000	225,000	245,000	250,000	255,000	1,320,000
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	160,000	185,000	225,000	245,000	250,000	255,000	1,320,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification









Description & Proposed Funding:

Equipment/Project Description:

Equipment replacement for the Parks Division with electrified units as market has equivalent units. Using work orders, mileage/ hours, and use within the maintenance and operations, and 5 year (rolling) replacement program to identify replacements. Electrified units will be more costly until market has availability. Replacements to include plow blades for snow removal on walks and trails.

Project revenue or grants that will support the project and the impacts to the operating budget:

Equipment supporting the decarbonization program and multiple sub-programs.

Reference to Plan being implemented (i.e., Master Plan):

N/A

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Replacing equipment in support of year round maintenance and operations for delivering services to our community.

Department Priority Ranking:	High	Request Number:	(Finance U

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	Cemetery Long Range Plan	Submitted By: Parks & Recreation	Version:

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Parks	Cemetery	Cemetery Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	100,000	-	-	-	100,000
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	-	100,000	-	-	-	100,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification





Description & Proposed Funding:

Equipment/Project Description:

Implementation of the Cemetery Long Range plan, updating the current plan from 2008. To evaluate general upkeep of the property, the capacity of the land, and historic structures within.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

N/A

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Current Cemetery Long Range plan states we will be at land capacity in under 15 years. Review costs assoicated with Cemetery services.

Department Priority Ranking:	Low	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New			Check box if grant funded:	☐ Check
Project Name:	Austin Niehoff Improvements		Submitted By:	Public Works	Version: 3/26/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Admin & Support Services	Historic Preservation	Historic Preservation Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	15,000	-	-	-	-	-	15,000
Other Prof Services	-	-	-	-	-	-	-
Construction	-	223,000	-	-	-	-	223,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	33,450	-	-	-	-	33,450
Total Costs (Gross)	15,000	256,450	-	-	-	-	271,450
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Structural and exterior improvements to the White House (Austin Neihoff building) to include recommended items from 2014 HSA Report. This includes, but not limited to, reinforcing floor loads, removing soil in contact with wood bearing walls, inspecting framing for damage, installing a wireless fire alarm, repair or replace damaged shingle siding materials, installation of Low-E windows and resealing of openings..

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The White House (Austin Neihoff building) had a Historical Structural Assesment in 2014. Some items were completed from the report, and this request is to complete recommended tasks from the Historical Structural Assesment Report to further preserve the structure this historic building and restore its exterior.

Department Priority Ranking:	High	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	Mini Van Replacement	Submitted By:	Parks & Recreation
Version:			

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Senior Activities & Services	Recreation Center Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	75,000	-	-	-	-	75,000
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	75,000	-	-	-	-	75,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

The existing gasoline powered minivan would be replaced with a new hybrid powered minivan.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The division currently has a 2013 gas minivan and uses it for programs and travel to meetings, conferences and miscellaneous needs around the city. The van is offered to and used by mulitple city departments. The new van will be a hybrid and have increased safety features such as hands free technology and a back up camera.

Department Priority Ranking:	Medium	Request Number:	(Finan... U...

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

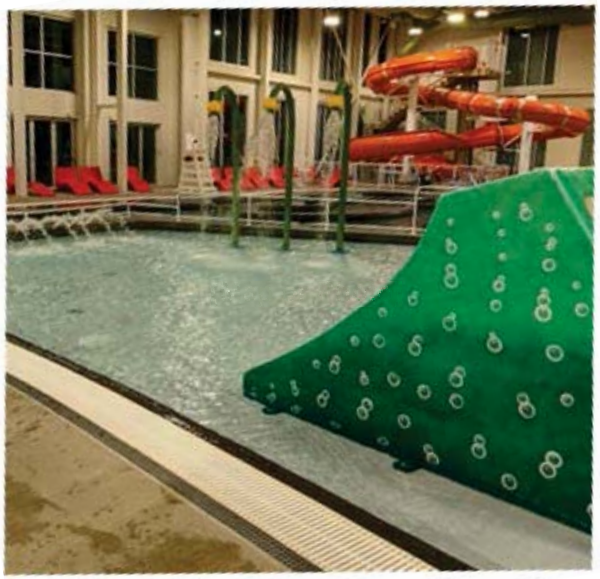
Is this a new or existing CIP?	Existing	Is this grant funded?	No
Project Name:	Aquatics Amenity Update	Submitted By:	Parks & Recreation
Version:			

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Aquatics	Recreation Center Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	60,000	-	-	-	-	-	60,000
Contingency	15,000	-	-	-	-	-	15,000
Total Costs (Gross)	75,000	-	-	-	-	-	75,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Add arches, activator button, dumping bucket, and other features to outdoor splash pad. Replace tot slide inside and zero depth sprayers with new features

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

By adding additional features and changing out slides and sprays it will keep the pool area fresh and interesting over time. This will help to attract and retain members to the facility.

Department Priority Ranking:	High	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	Existing	Is this grant funded?	No
Project Name:	Miracote Deck	Submitted By:	Parks & Recreation
Version:			

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Aquatics	Recreation Center Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	170,000	-	-	-	-	-	170,000
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	170,000	-	-	-	-	-	170,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Apply a 'Miracote' top coating to the recreation center concrete pool deck for maintenance, safety and aesthetic purposes.

Project revenue or grants that will support the project and the impacts to the operating budget:

Narrative …

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

During the renovation not all of the pool area was budgeted to have the pool deck covered and sealed with Miracote. This protective coating is a non-slip decorative sealant. The Aquatics pool deck shows wear because of general use and the use of heavy equipment. This coating will eliminate those areas of wear. For the CIP project we will have the entire surface shot blasted, all cracks will be repaired and a micro topping will be placed over the existing concrete.

Department Priority Ranking:	High	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? Existing

Check box if grant funded: ☐ Check

Project Name: Sauna & Steam area expansion

Submitted By: Parks & Recreation

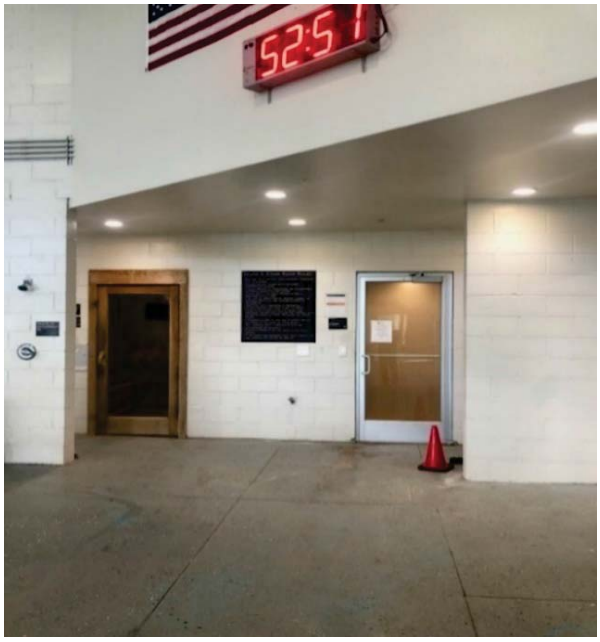
Version:

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Aquatics	Recreation Center Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	278,000	-	-	-	-	278,000
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	278,000	-	-	-	-	278,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

The walls will be expanded, along with heating and steam generator replacement and rebuild. New tile and wood will be used to increase the size and seating capacity.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

During the design phase of the 2018 expansion the Steam and Sauna were identified as amenities that needed to be expanded. With this project, the rooms will be expanded to accommodate more patrons. The wood heating element will be replaced in the sauna. The tile will be replaced the steam generator will be refurbished and resized to accommodate.

Department Priority Ranking: High

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: Drinking Fountain & Shower

Submitted By: Parks & Recreation

Version:

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Aquatics	Recreation Center Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	12,000	-	-	-	-	12,000
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	12,000	-	-	-	-	12,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Plumbing and instalation of a shower and drinking fountain close to the hot tub.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

After the expansion of the facility it was identified that a drinking fountain and shower would increase sanitation and safety. With this project a shower will be placed on the pool deck close to the hot tub for rinsing before and after use. A drinking fountain will be added to help with dehydrated or over heated patrons.

Department Priority Ranking: Medium

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

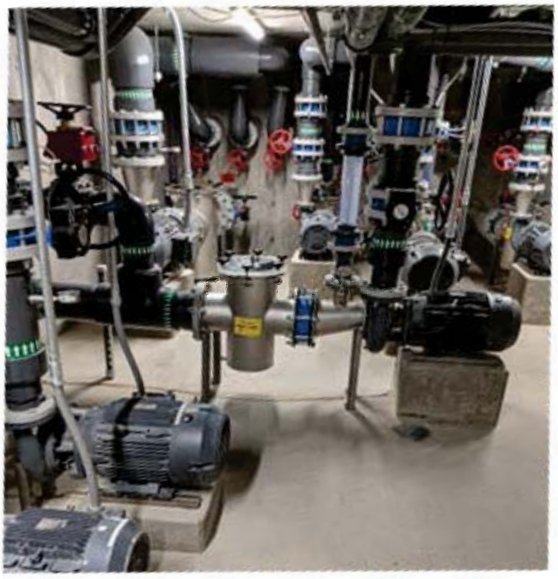
Is this a new or existing CIP?	Existing	Is this grant funded?	No
Project Name:	Pool Pump Replacements	Submitted By:	Parks & Recreation
Version:			

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Aquatics	Recreation Center Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	15,000	-	-	-	-	15,000	30,000
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	15,000	-	-	-	-	15,000	30,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Plan for replacement and repair of pumps. A 4-year schedule cycle to purchase 1-2 pumps a year, to be shelved until needed.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The pool circulation pumps are the heartbeat of the pool. To reduce downtime due to pump failure staff will purchase and store replacements so that they are on-hand when needed. The pumps will systematically be replaced during scheduled maintenance. If a catastrophic failure occurs staff will have a replacement ready for a quick repair. When pumps are replaced due to failure, if possible, they will be rebuilt and kept to achieve future savings.

Department Priority Ranking:	High	Request Number:	(Fina

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

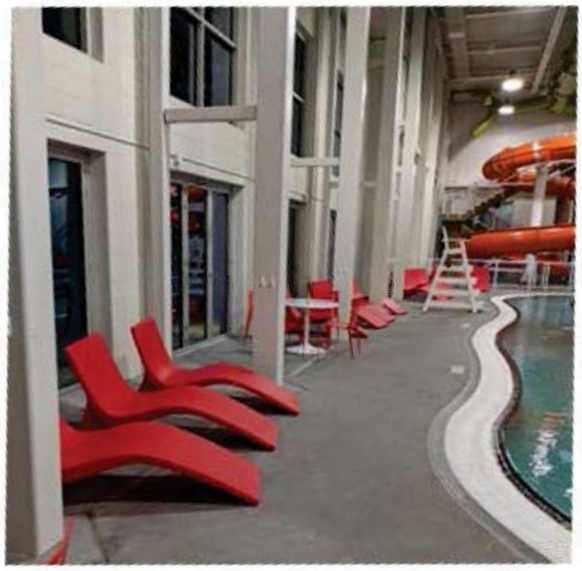
Is this a new or existing CIP?	Existing	Is this grant funded?	No
Project Name:	LRC Pool Furniture	Submitted By:	Parks & Recreation
Version:			

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Aquatics	Recreation Center Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	13,500	13,500	-	-	-	-	27,000
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	13,500	13,500	-	-	-	-	27,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Interior deck furniture is supplemented by exterior furniture over the Fall, Winter, and Spring. Additional dedicated furnishings for interior use would allow for year-round consistency. Additional cubbies are needed for pool deck storage.

Project revenue or grants that will support the project and the impacts to the operating budget:

Narrative …

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Now that staff have observed pool operations for numerous years following the 2018 renovation, the benefit of additional furniture and storage is well recognized. Purchased furniture will add seating and storage around the deck, which will give patrons more functional and enjoyable use of the spaces.

Department Priority Ranking:	High	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	Existing	Is this grant funded?	No
Project Name:	Memory Square Pool Furniture	Submitted By:	Parks & Recreation
Version:			

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Aquatics	Recreation Center Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	30,000	15,000	-	-	-	45,000
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	30,000	15,000	-	-	-	45,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

This will be replacement furniture for the pool deck at Memory Square pool.

Project revenue or grants that will support the project and the impacts to the operating budget:

Narrative …

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The Memory Square deck furniture was last purchsed in 2015. With this CIP staff will add seating and storage around the deck which gives patrons a more functional space along with replacing dated and/or damaged furniture.

Department Priority Ranking:	Medium	Request Number:	(Fina…

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	Existing	Is this grant funded?	No
Project Name:	Indoor pool replaster	Submitted By:	Parks & Recreation
Version:			

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Aquatics	Recreation Center Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-		-	210,000	-	-	210,000
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	10,000	-	-	10,000
Total Costs (Gross)	-	-	-	220,000	-	-	220,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Removal and replacement of the pool plaster and gutters in the Program Pool, Splash pool and hot tub.

Project revenue or grants that will support the project and the impacts to the operating budget:

Narrative …

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The life expectancy of the pool plaster is approximately 10 years. The constant chemical exposure and treatment to keep it white cause breakdowns and cracks. The Program and Splash pool were originally put into place with the renovation of in 2018. The pool gutters become brittle over time and break; staff replace as needed but will need to also be completely replaced during the plaster replacement.

Department Priority Ranking:	Medium	Request Number:	(Fina…

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: Memory Square Pool Return Line Replacement

Submitted By: Parks & Recreation

Version:

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Aquatics	Recreation Center Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	600,000	-	-	-	600,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	-	600,000	-	-	-	600,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Memory Square pool main pool filter return pipe replacement.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Memory Square has operated with the same filtration return pipes for over 50 years. During the renovation of 2017 the funds were not available to demo and replace the return pipes. This project would remove the old return pipes, and relocate new pipes to current code. This will increase water filtration and more importantly it will significantly diminish the possibility of catastrophic failure causing massive water loss and possible pool closure.

Department Priority Ranking: Medium

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	Upgrade Restroom Faciities	Submitted By: Parks & Recreation	Version: 1/17/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Parks	Parks	Capital Projects Fund	50%
Recreation	Athletic Field Maintenance	Recreation Center Fund	50%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch		50,000	52,000	52,000	55,000	58,000	267,000
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	50,000	52,000	52,000	55,000	58,000	267,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Contractor renovations to improve and provide restroom upgrades at Miners, Heritage, Cottonwood, Arboretum as determined by staff, data from work order, advisory boards, and leadership.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

General Maintenance Management Plan (GMMP) to support the on-

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Contracted renovations to improve customer experience, efficient features, and supporting potential vandalism. Prioritized through advisory board input, park long range plan, staff, work order data, staff and permitted use.

Department Priority Ranking: Request Number: (Fina...

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	Infield Renovations- Miners, Heritage, Cleo	Submitted By:	Parks & Recreation
Version:	1/17/2024		

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Parks	Parks	Capital Projects Fund	50%
Recreation	Athletic Field Maintenance	Recreation Center Fund	50%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch		28,000	30,000	30,000	35,000	35,000	158,000
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	28,000	30,000	30,000	35,000	35,000	158,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Contractor renovations to improve and provide level infield surfaces at Miners, Heritage, Cleo Mudrock, and the Sports Complex

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

General Maintenance Management Plan (GMMP) to support ongoing

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Contracted laser grading, infield renovations to provide improved infield surfacing for baseball fields. Prioritized with Recreation staff and permitted use. 1-2 infield renovations per year as budget allows and each infield is assessed by staff and contractor to determine total depth of infield materials needed to properly renovate infield.

Department Priority Ranking:	Medium	Request Number:	(Fina... Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	Convert Inline Rink to Pickelball	Submitted By:	Parks & Recreation
Version:			

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Parks	Parks & Recreation Administration	Capital Projects Fund	40%
Recreation	Parks & Recreation Administration	Rec Fund	60%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	200,000						200,000
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	200,000	-	-	-	-	-	200,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification





Description & Proposed Funding:

Equipment/Project Description:

Convert the in-line hockey skating rink to 6 pickleball courts. Remove existing dasher boards and install new overlay surfacing, painted court lines, chain link fencing to divide and surround the courts. Permanent posts and nets for pickle ball. Include a ~16'x 24' shade shelter with picnic tables.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

N/A

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Convert underutilized in-line skating rink to 6 pickle ball courts. Remove hockey dasher boards and install overlay surfacing (1 coat - resurface, 2 coats acrylic color), paint pickle ball lines, install posts and nets, install black vinyl chain-link fence and gates (as determined by space). Install 16ft x 24 ft shelter with picnic tables. Relocate existing bleachers to open court space remaining as feasible.

Department Priority Ranking:	High	Request Number:	(Fina... Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

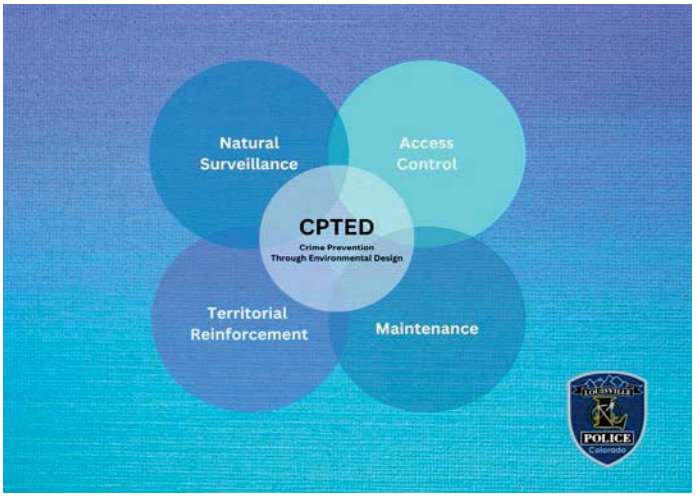
Is this a new or existing CIP?	New	Check box if grant funded:	☐ Check
Project Name:	CPTED Assesment Recommendations	Submitted By:	Public Works
Version:	3/29/2024		

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Facilities Maintenance	Water Utility Fund	18%
Recreation	Facilities Maintenance	Recreation Center Fund	12%
Recreation	Facilities Maintenance	Golf Course Fund	12%
Cultural Services	Facilities Maintenance	Capital Projects Fund	58%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	100,000	-	-	-	-	-	100,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	15,000	-	-	-	-	-	15,000
Total Costs (Gross)	115,000	-	-	-	-	-	115,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Budget requested to make corrections to Safety issues noted in CPTED (Crime Prevention through Environmental Design) reports for all City Facilities. Assesments are being conducted during CIP request period.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

CPTED (Crime Prevention through Environmental Design) assesments are being conducted to assess the safety and security of City buildings. Any Safety concerns on the reports will be addressed with this requested budget.

Department Priority Ranking:	High	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New			Check box if grant funded:	☐ Check
Project Name:	LRC - Family Locker Room Floor Tile Replacement	Submitted By:	Public Works	Version:	3/25/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Facilities Maintenance	Recreation Center Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	15,000	-	-	-	-	-	15,000
Other Prof Services	-	-	-	-	-	-	-
Construction	140,000	-	-	-	-	-	140,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	21,000	-	-	-	-	-	21,000
Total Costs (Gross)	176,000	-	-	-	-	-	176,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Remove and replace floor tiles in the Family Locker Room. Water has been a problem since the locker room was installed and is causing tiles to separate from the floor substrate. This project incudes, removal of tiles, investigation of water penetration from the slab, and replacement of tiles after water problem has been resolved.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The Family Locker Room is used by many guest of the recreation center. When tile problems happen, it is required that staff shut down up to half of the locker room area for repairs. Investigating and correcting this problem will allow the Locker room to be 100% utilized by guests, and small repairs that close large areas of the locker room should no longer be necessary.

Department Priority Ranking:	Highest	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: Studio Upgrades for Hybrid Fitness Classes

Submitted By: Parks & Recreation

Version:

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Adult Activities	Recreation Center Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	80,000	-	-	-	-	-	80,000
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	80,000	-	-	-	-	-	80,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

This budget will be used for renovations and technology upgrades to two fitness studios to accommodate the delivery of hybrid in-person / online fitness classes.

Project revenue or grants that will support the project and the impacts to the operating budget:

Hybrid classes require a Recreation & Senior Center membership pass. The adult fitness classes receive $2/person/class from membership revenue to adult fitness revenue. The operating budget will be impacted by on-going costs for maintaining equipment and software licensing.

Reference to Plan being implemented (i.e., Master Plan):

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Studio renovation to enable hybrid instruction supports the Recreation program goal of promoting the physical, mental, and social well being of residents and visitors through a broad range of high-quality, reasonably priced recreation and leisure activities for people of all ages, interests and ability levels.

Department Priority Ranking: Medium

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	Turf Gym Shade Structure	Submitted By:	Parks & Recreation
Version:			

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Youth Activities	Recreation Center Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	43,396	-	-	-	-	43,396
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	4,340	-	-	-	-	4,340
Total Costs (Gross)	-	47,736	-	-	-	-	47,736
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification





Description & Proposed Funding:

Equipment/Project Description:

Installation of 16 x 20 ft metal shade structure on the exterior, south side of the turf gym to provide sun protection and heat relief for outside programs like Summer Day Camp.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Sun & Heat Safety: The asphalt area outside the turf gym is utlized by Summer Day Camp for nine weeks each summer, 3-5 hours per day. With the southern exposure, this area receives the hottest sun on the day, during the warmest months of the year. A shade structure would support the physical, mental and social well-being of the program participants and staff by providing a sheltered space to socialize, eat, and play out of the harmful rays of the sun, while still allowing participants to enjoy the fresh air, views and nauture.

Department Priority Ranking:	Medium	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

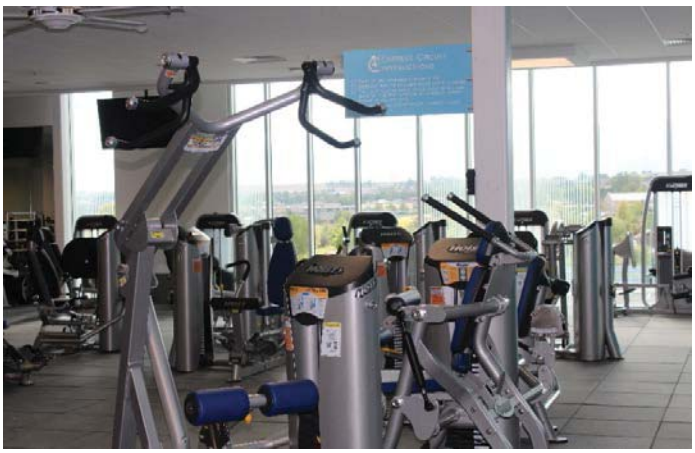
Is this a new or existing CIP?	Existing	Is this grant funded?	No
Project Name:	Fitness Equipment Replacement	Submitted By:	Parks & Recreation
Version:			

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Adult Activities	Recreation Center Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	125,000	152,000	152,000	152,000	160,000	160,000	901,000
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	125,000	152,000	152,000	152,000	160,000	160,000	901,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

This budget will be used for the ongoing repalcement of the cardiovascular, stretching circuit and free weight equipment throughout the facility & studios. 2026 earmarks the first year to start replacing circuit weight machines.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Fitness equipment attracts & retains guests who use the facility for exercise. Keeping this equipment up to date is crucial to our facility operations and keeping revenue streams consistent.

Department Priority Ranking:	Medium	Request Number:	(Fina

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	Weight Plate Replacement	Submitted By: Parks & Recreation	Version:

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Adult Activities	Recreation Center Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	45,000	-	-	-	-	45,000
Capital Equipment Purch							-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	45,000	-	-	-	-	45,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

This budget will be used for replacement of the various sizes of weight plates in the weight room.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Fitness equipment attracts & retains guests who use the facility for exercise. Keeping this equipment up to date is crucial to our facility operations and keeping revenue streams consistent.

Department Priority Ranking:	Medium	Request Number:	(Fina…

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

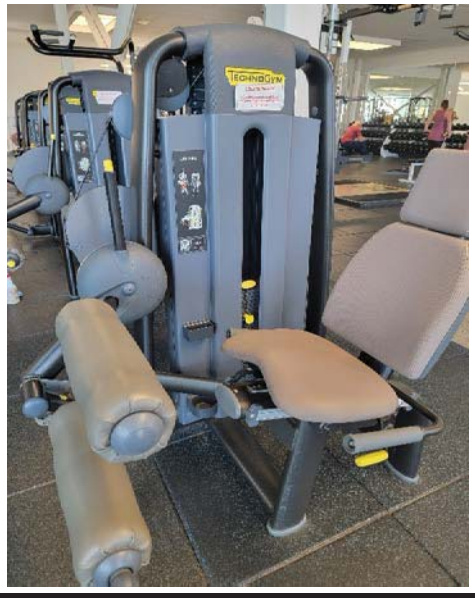
Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	TechnoGym Selectorized Replacement	Submitted By:	Parks & Recreation
Version:			

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Adult Activities	Recreation Center Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs		39,000	-	-	-	-	39,000
Capital Equipment Purch							-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	39,000	-	-	-	-	39,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

This budget will be used for the ongoing repalcement of the cardiovascular, stretching circuit and free weight equipment throughout the facility & studios. 2026 earmarks the first year to start replacing circuit weight machines.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Fitness equipment attracts & retains guests who use the facility for exercise. Keeping this equipment up to date is crucial to our facility operations and keeping revenue streams consistent.

Department Priority Ranking:	Medium	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	Stereo Replacement in 3 studios	Submitted By:	Parks & Recreation
Version:			

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Adult Activities	Recreation Center Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	27,000	-		-	-	-	27,000
Capital Equipment Purch							-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	27,000	-	-	-	-	-	27,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification





Description & Proposed Funding:

Equipment/Project Description:

Replace speakers, amps, subs, mixers, Blue Tooth in 3 fitness studios.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

End of life. Used for 115 weekly fitness classes and is important for class quality to have a good sound system.

Department Priority Ranking:	High	Request Number:	(Fina…

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	Furniture Replacement	Submitted By:	Parks & Recreation
Version:			

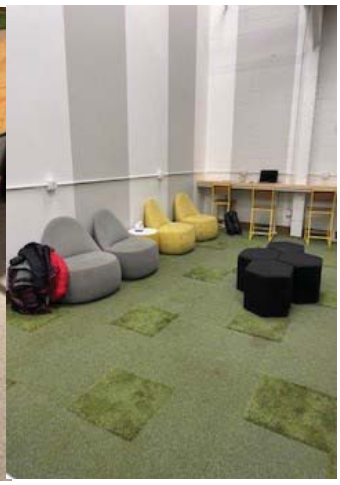
Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Recreation Center Management	Recreation Center Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	25,000	-	-	-	-	25,000
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	25,000	-	-	-	-	25,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification





Description & Proposed Funding:

Equipment/Project Description:

Replace plastic chairs in the Turf Gym and Pool Party rooms. Replace seating in the lobby area outside of the Gymnasium (Kayla's Korner). Furniture in public spaces was purchased in 2019 and is due for replacement due to wear and tear.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

This expense is included in the R&R for the Recreation & Senior Center. The furniture is getting worn out, dirty and out of date.

Department Priority Ranking:	Medium	Request Number:	(Final Ord.)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	Mirrors & Barre in Mt. Elbert	Submitted By:	Parks & Recreation
Version:			

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Adult Activities	Recreation Center Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	26,000	-	-	-	-	-	26,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	2,600	-	-	-	-	-	2,600
Total Costs (Gross)	28,600	-	-	-	-	-	28,600
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Extend barre the full length of the front wall and closing the gap between the mirrors and the wall. As well as install a dual barre.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

From a safety standpoint it is important that the participants be able to see the instructor at all times with no gaps in the mirrors. It would increase the overall quality of the classes and would accommodate participants of all heights.

Department Priority Ranking:	High	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	Weight Benches Replacement	Submitted By:	Parks & Recreation
Version:			

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Adult Activities	Recreation Center Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	20,000	-	-	-	20,000
Capital Equipment Purch							-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	-	20,000	-	-	-	20,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

This budget will be used for replacement of the various different weight benches in the weight room. Flat benches, Olympic bench, Olympic incline bench, preacher curl, Roman's chair, multi adjustable benches

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Fitness equipment attracts & retains guests who use the facility for exercise. Keeping this equipment up to date is crucial to our facility operations and keeping revenue streams consistent.

Department Priority Ranking:	Medium	Request Number:	(Fina…

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	Hoist Selectorized Replacement	Submitted By:	Parks & Recreation
Version:			

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Adult Activities	Recreation Center Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	39,000	-	-	-	39,000
Capital Equipment Purch							-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	-	39,000	-	-	-	39,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

This budget will be used for the ongoing repalcement of the cardiovascular, stretching circuit and free weight equipment throughout the facility & studios. 2026 earmarks the first year to start replacing circuit weight machines.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Fitness equipment attracts & retains guests who use the facility for exercise. Keeping this equipment up to date is crucial to our facility operations and keeping revenue streams consistent.

Department Priority Ranking:	Medium	Request Number:	(Fina… Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	Samson Rigs Replacement	Submitted By:	Parks & Recreation
Version:			

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Adult Activities	Recreation Center Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	60,000	-	-	-	60,000
Capital Equipment Purch							-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	-	60,000	-	-	-	60,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

This budget will be used for the ongoing repalcement of the cardiovascular, stretching circuit and free weight equipment throughout the facility & studios.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Fitness equipment attracts & retains guests who use the facility for exercise. Keeping this equipment up to date is crucial to our facility operations and keeping revenue streams consistent.

Department Priority Ranking:	Medium	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	Cybex Selectorized Replacement	Submitted By:	Parks & Recreation
Version:			

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Adult Activities	Recreation Center Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-		21,000	-	-	21,000
Capital Equipment Purch							-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	-	-	21,000	-	-	21,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

This budget will be used for the ongoing repalcement of the cardiovascular, stretching circuit and free weight equipment throughout the facility & studios. 2026 earmarks the first year to start replacing circuit weight machines.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Fitness equipment attracts & retains guests who use the facility for exercise. Keeping this equipment up to date is crucial to our facility operations and keeping revenue streams consistent.

Department Priority Ranking:	Medium	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	Shade replacement in Weight & Cardio rooms	Submitted By:	Parks & Recreation
Version:			

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Adult Activities	Recreation Center Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-		-	33,000	-	-	33,000
Capital Equipment Purch							-
Contingency	-	-	-	6,600	-	-	6,600
Total Costs (Gross)	-		-	39,600	-	-	39,600
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

This budget will be used for replacement of the motorized shades in the weight & cardio room.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

End of life. Weight room & Cardio room are west facing so when the sun is setting it is very bright for users.

Department Priority Ranking:	Medium	Request Number:	(Finance U

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	Washer & Dryer Replacement	Submitted By:	Parks & Recreation
Version:			

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Senior Activities & Services	Recreation Center Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	20,000	-	-	20,000
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	-	-	20,000	-	-	20,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

This budget will be used for the replacement of the commercial washer and dryer. This equipment is used daily to launder towels used by guests to wipe down equipment and also by the custodial company to launder their rags and towels used for cleaning.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

This is for replacement of the commercial washer and dryer that was origianally purchased in 2016.

Department Priority Ranking:	High	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

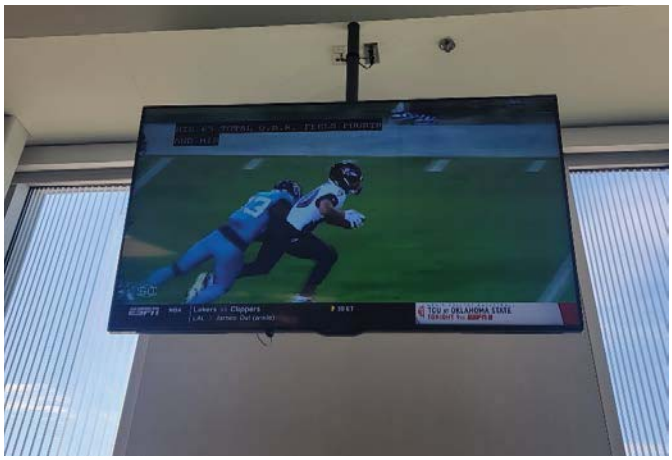
Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	TV Replacement in Facility	Submitted By:	Parks & Recreation
Version:			

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Adult Activities	Recreation Center Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	10,000	-	-	-	10,000
Capital Equipment Purch							-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	-	10,000	-	-	-	10,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Replacing 20 TV's throught out the facility. TV sizes range from 50"-80" depending on the room/area. 50"- need 7- Insignia is $230 each. 55"- need 4- $249 each. 60" (only finding 65")- need 6- Insignia $379. 80" (only finding 75" or 80") need 3- LG 75" $646 & 85" Sony is &1098.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Narrative ...

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

End of life. Also used for enterainment, rental revenue and staff trainings.

Department Priority Ranking:	Medium	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☑ Check

Project Name: City Wide Decarbonization - EV Charging

Submitted By: Public Works

Version: 3/25/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Admin & Support Services	Facilities Maintenance	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	550,000	-	-	-	-	-	550,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	82,500	-	-	-	-	-	82,500
Total Costs (Gross)	632,500	-	-	-	-	-	632,500
Grants or Other Off-Setting Revenue	409,000	-	-	-	-	-	409,000
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Install five - Level 2 Public Chargers, Six Level 2 Fleet, Two Level 3 Public and Three Level 3 Fleet Charging Stations. These will be located at the following facilities: Library, Police/Municipal, NWTP and Recreation Center.

Project revenue or grants that will support the project and the impacts to the operating budget:

Grants are available and have been applied for with Colorado Energy Office and Xcel Energy.

Reference to Plan being implemented (i.e., Master Plan):

Decarbonization Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

This project alligns with the Citys Near Term Scope in the Decarbonization Plan.

Department Priority Ranking: Medium

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New			Is this grant funded?	No
Project Name:	Access Control		Submitted By:	Information Technol	Version: 1/1/1900

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Admin & Support Services	Information Technology	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	340,000	340,000	340,000	-	-	-	1,020,000
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	34,000	34,000	34,000	-	-	-	102,000
Total Costs (Gross)	374,000	374,000	374,000	-	-	-	1,122,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	20,000	20,000	20,000	20,000	20,000	20,000	120,000

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Replacement of door hardware where needed (many doors will reuse the existing equipment) and installation of the Access Control system and hardware for all buildings throughout The City of Louisville

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Critical City Infrastructure

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The city currently faces significant challenges with its access control systems. There are three outdated systems in use: Alarm Lock, Schlage, and Continental scattered throughout various locations. Due to their outdated nature, these systems often fail to connect to the network, resulting in issues with building access, difficulty in changing door codes, and managing door schedules. Because of these outdated systems, the city is facing serious security concerns. There are very few vendors that can work on our system and because our system is so outdated many times the vendors that can work on the systems can only do limited troubleshooting. The objective of this project is to strengthen safety and security within our organization and mitigate risk associated with unauthorized access.

Department Priority Ranking:	Highest	Request Number:	(Fina

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New			Is this grant funded?	No
Project Name:	IT Vehicle		Submitted By:	Information Technol	Version:

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Admin & Support Services	Information Technology	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	45,000	-	-	-	-	-	45,000
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	45,000	-	-	-	-	-	45,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	3,000	3,000	3,000	3,000	3,000	3,000	18,000

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

The IT department in partnership with Fleet will purchase a work truck/van

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Reliable Core Services

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The city IT team faces a challenge with transportation as we currently lack a dedicated department vehicle. Instead, we rely on a shared pool vehicle that doesn't adequately meet our needs. Given our frequent fieldwork across 15 different sites, it's crucial to have a vehicle that can accommodate our equipment and tools. Unfortunately, the existing pool vehicle is too small, forcing employees to use their own vehicles to transport necessary devices and tools. Having a dedicated department vehicle tailored to our requirements would significantly improve our ability to perform our duties efficiently and effectively in the field.

Department Priority Ranking:	High	Request Number:	(Fina... Use

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	NetAlly Tester	Submitted By:	Version:

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Admin & Support Services	Information Technology	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	17,000	-	-	-	-	-	17,000
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	17,000	-	-	-	-	-	17,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	2,100	2,100	2,100	2,100	2,100	10,500

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

We would like to purchase a NetAlly network tester. This tester will streamline troubleshooting and reduce our reliance on vendors and save time on troubleshooting

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Supporting Core IT Infrastructure

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

IT would like to invest in our own troubleshooting tools. By purchasing this tool we will reduce the amount of support/service calls to vendors and reduce downtime when we have network issues. This will allow us to troubleshoot and diagnose issues immidiately and save the IT team about 100 hours per year in troubleshooting.

Department Priority Ranking:	Medium	Request Number:	(Fina[illegible] U[illegible]

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: Printer Replacement and Manage Print

Submitted By: Information Technol

Version:

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Admin & Support Services	Information Technology	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	40,000	40,000	-	-	-	-	80,000
Contingency	10,000	10,000	-	-	-	-	20,000
Total Costs (Gross)	50,000	50,000	-	-	-	-	100,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

We have several Multi Function Printers throughout the city that will be replaced and we will implement a software solution like papercut to implement a managed print solution.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The city currently faces numerous challenges with its print devices, many of which have reached their end of life and lack vendor support. The excessive number of printers, coupled with the absence of a print management solution, poses environmental sustainability concerns, incurs high support and maintenance costs, and leads to inefficiencies. This project aims to address these issues by replacing printers and implementing a managed print solution. The managed print solution will introduce print job queuing to prevent automatic printing errors. Provide outstanding internal customer service to efficiently resolve employee help desk issues.

Department Priority Ranking: Medium

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New			Is this grant funded?	No
Project Name:	IT UPS Modernization Project		Submitted By:	Information Technol	Version:

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Admin & Support Services	Information Technology	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	38,600	45,000	45,000	-	-	-	128,600
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	38,600	45,000	45,000	-	-	-	128,600
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

The goal of this project is to replace the Uninterruptible Power Supplys (UPS) at all city buildings.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Core IT Infrastructure

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

UPS is a device that provides emergency power to connected equipment in the event of a power outage or disruption. These provide backup power to our servers, networking equipment, and other sensitive devices in our data center and IT rooms throughout the city. UPS plays a critical role in ensuring the avalibility, reliability and safety of the City IT equipment. These devices are end of life and should be replaced. The IT Staff's sub-program goal is to maintain a secure and connected network ensuring all users have appropriate technological resources to effectively perform their jobs.

Department Priority Ranking:	High	Request Number:	(Fina Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New			Is this grant funded?	No
Project Name:	Camera & DVR Replacement		Submitted By:	Information Technol	Version: 1/1/1900

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Admin & Support Services	Information Technology	Capital Projects Fund	100%
	Facilities Maintenance		
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	25,500	30,000	50,000	-	-	-	105,500
Contingency	2,000	2,500	5,500	-	-	-	10,000
Total Costs (Gross)	27,500	32,500	55,500	-	-	-	115,500
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



milestone

Description & Proposed Funding:

Equipment/Project Description:

Upgrade and modernize the city's surveillance system by replacing outdated cameras and rightsizing the milestone servers for storing and streaming live footage. This initiative focuses solely on the replacement of existing cameras and servers, and does not include any new cameras.

Project revenue or grants that will support the project and the impacts to the operating budget:

NA

Reference to Plan being implemented (i.e., Master Plan):

Critical Core Infrastructure

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The city has approximately 30 cameras and 2 milestone servers that have reached end of life and require replacement. Failure to upgrade our infrastructure will result in camera malfunctions and inadequate storage capacity on the servers. Presently, the servers are insufficient in size. It is imperative that we replace and rightsize the servers to accommodate additional cameras and comply with our footage retention standards. This proactive approach will ensure the reliability and effectiveness of our surveillance system going forward. IT Staff's sub-program goals are to maintain a secure and connected network ensuring all users have appropriate technological resources to effectively perform their jobs.

Department Priority Ranking:	High	Request Number:	(Fina

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	Existing			Is this grant funded?	No
Project Name:	Middle Mile Fiber Enhancements		Submitted By:	Information Technol	Version:

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Admin & Support Services	Information Technology	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	100,000	100,000	-	-	-	-	200,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	100,000	100,000	-	-	-	-	200,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

IT Staff are working to provide fiber improvements and enhancements that will provide redundancy and integrity to the City's fiber backbone and enhance middle mile capabilities between City sites. These enhancements include upgrades fiber between Library and WWTP, and WWTP to City Services, as well as improvements and enhancements to a few other leteral fiber runs.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Critical Core IT Infrastructure

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

IT is in the final stages of completing the cities fiber ring. By completeing this last portion of our ring and partnering with Intrepid Fiber we will compelte our fiber ring for the city. Creating these fiber links will allow the City to have a fully redundant fiber ring, ensuring that all locations stay operational 24-7-365 in the event of a fiber cut. IT Staff's sub-program goal is to maintain a secure and connected network ensuring all users have appropriate technological resources to effectively perform their jobs. This would include network redundancy.

Department Priority Ranking:	Highest	Request Number:	(Fina Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

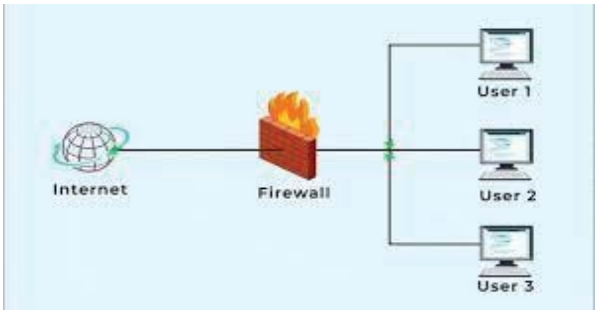
Is this a new or existing CIP?	New			Is this grant funded?	No
Project Name:	Firewall Replacement		Submitted By:	Information Technol	Version:

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Admin & Support Services	Information Technology	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	10,000	-	-	-	10,000
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	-	10,000	-	-	-	10,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

We will need to replace our 10 year old city firewall with a new one

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Core IT Infrastructure

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Firewalls last roughly 10 years. We will replace our existing firewall with a new one. This effort aligns with: maintain a secure and connected network ensuring all users have appropriate technological resources to effectively perform their jobs.

Department Priority Ranking:	High	Request Number:	(Fina Use

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New			Is this grant funded?	No
Project Name:	Extreme Switch Replacement		Submitted By:	Information Technol	Version:

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Admin & Support Services	Information Technology	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	60,000	60,000	-	120,000
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	-	-	60,000	60,000	-	120,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Replacing aging Gen 2 extreme switches at least 25 switches would be replaced.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Critical Core Infrastructure

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Once switches get beyond about 7 years old the chances for failure and downtime significantly increase. These switches would be around 8 years old at this point. They will also be nearing end of support by extreme around this time. Lifetime warranty only lasts as long as extreme has stock to replace a failed unit. If these are end of support, it can be questionable to get a replacement. Potentially extending any outages. IT Staff's sub-program goal is to maintain a secure and connected network ensuring all users have appropriate technological resources to effectively perform their jobs.

Department Priority Ranking:	Highest	Request Number:	(Fina Use

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No

Project Name: Server Replacement Submitted By: Information Technol Version:

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Admin & Support Services	Information Technology	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	175,000	-	-	175,000	350,000
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	-	175,000	-	-	175,000	350,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

This will replace the production Dell servers and storage with 4 new dell servers running Vmware VSAN. It will also purchase additional Microsoft Server 2021 Datacenter core licenses for the new servers. Current production servers will be moved into a disaster recovery and business continuity position.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Critical Core IT Infrastructure

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Production server hardware is the heart of IT services and runs all critical applications and operations. Staff refreshes production servers every 3 years and moves the current production servers into a backup position for redundancy. IT Staff's sub-program goals are to maintain a secure and connected network ensuring all users have appropriate technological resources to effectively perform their jobs.

Department Priority Ranking: High Request Number: (Fina

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New			Is this grant funded?	No
Project Name:	Wifi Access Point Replacement		Submitted By:	Information Technol	Version:

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Admin & Support Services	Information Technology	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	175,000	-	175,000
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	-	-	-	175,000	-	175,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

The goal of this project is to replace all wireless access points throughout the city that are end of life and not longer supported.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Core IT Infrastructure

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Replacing these older access points will provide a better end user experience and increase our security posture. IT Staff's sub-program goal is to maintain a secure and connected network ensuring all users have appropriate technological resources to effectively perform their jobs.

Department Priority Ranking:	Medium	Request Number:	(Fina

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? Existing

Check box if grant funded: ☐ Check

Project Name: Police/Court Roof Replacement

Submitted By: Public Works

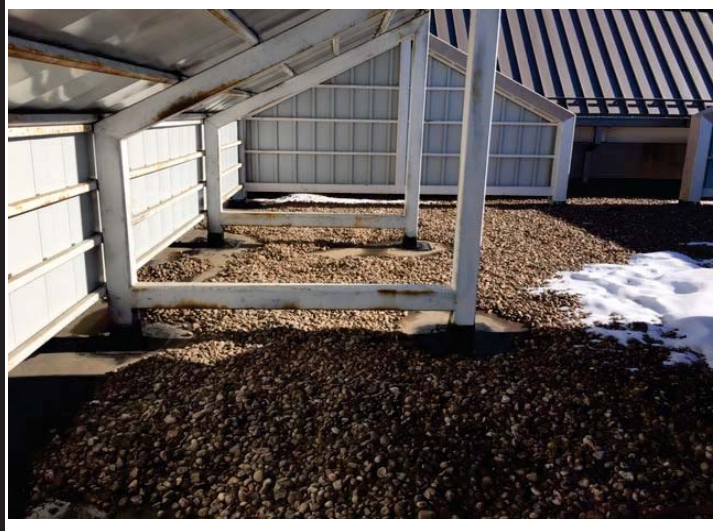
Version: 3/25/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Public Safety & Justice	Facilities Maintenance	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	274,000	-	-	-	-	-	274,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	41,100	-	-	-	-	-	41,100
Total Costs (Gross)	315,100	-	-	-	-	-	315,100
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Remove and replace ballasted EPDM roof membrane with TPO. Project includes flashing and parapet membrane

Project revenue or grants that will support the project and the impacts to the operating budget:

Maintenance costs may decrease due to less roof repairs

Reference to Plan being implemented (i.e., Master Plan):

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The roof has had multiple repairs and is in need of replacement. The expected life of an EPDM roof is 15-20 yrs. Additional roofing insulation may be required per current code when work is performed.

Department Priority Ranking: Highest

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New			Check box if grant funded:	☐ Check
Project Name:	Police/Court Decarbonization	Submitted By:	Public Works	Version:	3/25/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Public Safety & Justice	Facilities Maintenance	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	1,140,000	-	-	-	900,000	-	2,040,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	306,000	-	-	-	-	-	306,000
Total Costs (Gross)	1,446,000	-	-	-	900,000	-	2,346,000
Grants or Other Off-Setting Revenue	1,146,000	-	-	-	-	-	1,146,000
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Install 257 kW Solar Array, Replace Gas Fired RTUs with Electric Heat Pump Units, 1 electric unit heater for Sally Port, and Energy Efficiency Upgrades.

Project revenue or grants that will support the project and the impacts to the operating budget:

Grants for Solar and HVAC installation are available and have been applied for through DOLA and Xcel Energy

Reference to Plan being implemented (i.e., Master Plan):

Decarbonization Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

This scope aligns with the Near Term Scope of the Decarbonization Plan.

Department Priority Ranking:	Highest	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☑ Check

Project Name: Recreation Center Decarbonization

Submitted By: Public Works

Version: 3/25/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Facilities Maintenance	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	2,160,000	-	-	75,000	-	-	2,235,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	324,000	-	-	11,250	-	-	335,250
Total Costs (Gross)	2,484,000	-	-	86,250	-	-	2,570,250
Grants or Other Off-Setting Revenue	1,825,250	-	-	-	-	-	1,825,250
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

In 2025 - Install 380kW Solar Array, Replace 16 Gas fired HVAC units with Electric Heat Pump, and energy Efficiency Upgrades. In 2028, perform air sealing and upgrade lighting controls.

Project revenue or grants that will support the project and the impacts to the operating budget:

Grants have been applied to through Xcel Energy, CEO and DOLA

Reference to Plan being implemented (i.e., Master Plan):

Decarbonization Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

This scope aligns with the Near Term Scope of the Decarbonization Plan.

Department Priority Ranking: Highest

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New			Check box if grant funded:	☑ Check
Project Name:	City Services Decarbonization	Submitted By:	Public Works	Version:	3/26/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Admin & Support Services	Sustainability	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	961,000	961,000
Other Equip/Project Costs	1,000	-	-	-	-	-	1,000
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	144,150	144,150
Total Costs (Gross)	1,000	-	-	-	-	1,105,150	1,106,150
Grants or Other Off-Setting Revenue	-	-	-	-	-	174,000	174,000
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

2024 - Advanced load reduction, 2030 - Install 286kW Ground Mount Solar Array, envelope air sealing, air compressor leak sealing, and controls optimization.

Project revenue or grants that will support the project and the impacts to the operating budget:

Grants are available for Solar through DOLA

Reference to Plan being implemented (i.e., Master Plan):

Decarbonization Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

This scope aligns with the Near Term Scope of the Decarbonization Plan.

Department Priority Ranking:	Medium	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☑ Check

Project Name: Library Decarbonization

Submitted By: Public Works

Version: 3/29/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Cultural Services	Facilities Maintenance	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	15,000	-	-	-	-	-	15,000
Construction	1,526,000	-	-	-	475,000	-	2,001,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	300,150	-	-	-	-	-	300,150
Total Costs (Gross)	1,841,150	-	-	-	475,000	-	2,316,150
Grants or Other Off-Setting Revenue	1,595,347	-	-	-	-	-	1,595,347
Impact to Annual Maint/Operating Costs	15,000	15,000	15,000	15,000	15,000	15,000	90,000

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Installation of 2 Electric 50T HVAC Units, Replace Gas Fired Water Heater with Electric Heat Pump, Energy Efficiency upgrades. After roof replacement, Install 128kW Rooftop Solar Array.

Project revenue or grants that will support the project and the impacts to the operating budget:

Existing HVAC CIP - $450,000, CEO Building Electrification Grant - $667,000(potential Funding), CEO EV Grant $140,000

Reference to Plan being implemented (i.e., Master Plan):

Decarbonization Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

This scope aligns with the Near Term Scope of the Decarbonization Plan.

Department Priority Ranking: Highest

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

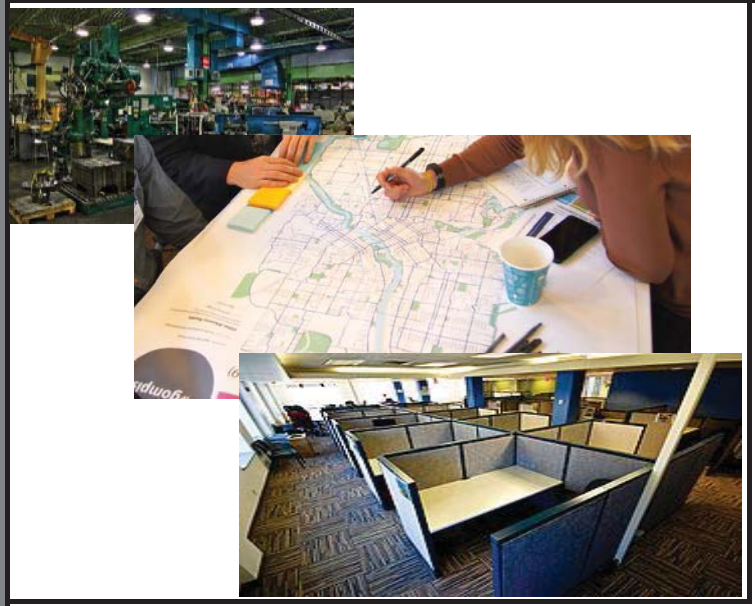
Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	City Services Office Workstations	Submitted By:	Parks & Recreation
Version:			

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Parks	Parks & Recreation Administration	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	65,000	35,000				-	100,000
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	65,000	35,000		-	-	-	100,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Workstations, seating, computers, lockers, and storage are all neededd to support current and future Department staff. Options being discussed with facilities include interior renovations, temporary trailers and/or off-site leasing.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Parks , Open Space, Public Works Facilities and Operations are out of space in City Services. There are no open work stations available and 8 new FTE are being added. Temporary solutions include the potential to renovate the current plan room into office space, rent construction job trailers and/or lease off-site office space. The long-term solution is construction of City Services 2 to the west of the current building at a cost of approximately $8M. Solutions are being explored in partnership with Facilities staff given these solutions are needed for all divisions and departments utilizing the building.

Department Priority Ranking:	High	Request Number:	(Fina…

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☑ Check

Project Name: Austin Niehoff Decarbonization

Submitted By: Public Works

Version: 3/25/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Admin & Support Services	Facilities Maintenance	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	40,000	-	-	40,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	6,000	-	-	6,000
Total Costs (Gross)	-	-	-	46,000	-	-	46,000
Grants or Other Off-Setting Revenue	-	-	-	46,000	-	-	46,000
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Imporvements to Austin Niehoff will include an infrastructure upgrade to the electric service, 2T Residential Air Source Heat Pump HVAC unit with associated piping and ductwork, and window sealing.

Project revenue or grants that will support the project and the impacts to the operating budget:

Grants have been applied for with Colorado Energy Office for Building Electrification.

Reference to Plan being implemented (i.e., Master Plan):

Decarbonization Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Installing an electric Air Source Heat pump and sealing the windows will increase the energy efficiency of the building and may decrease utility bills. This scope aligns with the City's Decarbonization Plan.

Department Priority Ranking: Medium

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: City Hall Interior Finishes and Decarbonization

Submitted By: Public Works

Version: 3/25/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Admin & Support Services	Facilities Maintenance	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	25,000	-	-	-	25,000
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	1,800,000	-	-	1,800,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	270,000	-	-	270,000
Total Costs (Gross)	-	-	25,000	2,070,000	-	-	2,095,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

This request includes all renovations needed to refresh the finishes inside the building and also scope of the Decarbonization Plan. Refresh interior paint, carpet and millwork throughout building. Replace 2 HVAC RTU's with electric units, roof replacement with 60mm TPO. Elevator modernization upgrade, VAV redesign, and energy efficiency upgrades. EV charging to include two Level 2 Public and one Level 3 Fleet dual port stations.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Decarbonization Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The interior of City Hall is dated and needs to be refreshed and modernized. This will include new paint, carpet, and millwork for interior finishes. New Electric HVAC to meet the City's Decarbonization commitment, modernization of the elevator, roof replacement and energy efficiency upgrades. This request does not include any redesign or construction of office space.

Department Priority Ranking: High

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: CS - Boom Lift Overhaul

Submitted By: Public Works

Version: 3/25/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Admin & Support Services	Facilities Maintenance	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	15,000	-	-	15,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	2,250	-	-	2,250
Total Costs (Gross)	-	-	-	17,250	-	-	17,250
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Boom Lift 15yr Maintenance

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Boom lifts have a life expectancy of 30yrs if maintained properly. This request is to replace all hoses, batteries and fluids at 15yrs, to prolong the life of the equipment.

Department Priority Ranking: Highest

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: City Services - 13 Yr Check/ Equipment Upgrade

Submitted By: Public Works

Version: 3/25/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Admin & Support Services	Facilities Maintenance	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	15,000	-	-	15,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	2,250	-	-	2,250
Total Costs (Gross)	-	-	-	17,250	-	-	17,250
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Fire System 13 yr check and maintenance

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The Fire Alarm System is 13 yrs old. This project will fund the maintenance and replacement of older, antiquated equipment within the Fire system, which may include horns, strobes, speakers and pull stations and Fire Panel communication cards.

Department Priority Ranking: Highest

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: City Services Interior Finishes Refresh

Submitted By: Public Works

Version: 3/25/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Admin & Support Services	Facilities Maintenance	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	65,000	-	-	65,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	9,750	-	-	9,750
Total Costs (Gross)	-	-	-	74,750	-	-	74,750
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

10 Year Interior Paint Refresh

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Funds being requested to refresh the paint in City Services Admin Building after 10 yrs.

Department Priority Ranking: Medium

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: Police/Court Elevator 20 yr Maintenance

Submitted By: Public Works

Version: 3/24/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Public Safety & Justice	Facilities Maintenance	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	25,000	-	25,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	3,750	-	3,750
Total Costs (Gross)	-	-	-	-	28,750	-	28,750
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

20-yr Maintenance and safety check

Project revenue or grants that will support the project and the impacts to the operating budget:

Operating Budget should not change.

Reference to Plan being implemented (i.e., Master Plan):

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The elevator will be 20yrs old in 2029 and should have a Full 20 yr PM to determine remaining life expectancy and need for replacement parts or upgrade of equipment.

Department Priority Ranking: Medium

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: Police/Court - 13 Yr Fire Alarm Check/Upgrade

Submitted By: Public Works

Version: 3/24/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Public Safety & Justice	Facilities Maintenance	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	20,000	20,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	3,000	3,000
Total Costs (Gross)	-	-	-	-	-	23,000	23,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Fire System 13 yr check and maintenance

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The Fire Alarm System is 13 yrs old. This project will fund the maintenance and replacement of older, antiquated equipment within the Fire system, which includes horns, strobes, speakers and pull stations and Fire Panel communication cards.

Department Priority Ranking: Medium

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: Police/Court Interior Refresh

Submitted By: Public Works

Version: 3/25/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Public Safety & Justice	Facilities Maintenance	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	150,000	-	-	-	150,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	22,500	-	-	-	22,500
Total Costs (Gross)	-	-	172,500	-	-	-	172,500
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Replace existing carpet on first floor with carpet tiles and repaint all walls.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The paint and carpet were last completed in 2014. The building is a 24/7 facility and is a high traffic area. Replacing carpet and paint with more modern finishes would update the interior of the building and provide a better work environment.

Department Priority Ranking: Medium

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New			Check box if grant funded:	☐ Check
Project Name:	Arts Center Decarbonization	Submitted By:	Public Works	Version:	3/25/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Cultural Services	Sustainability	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	5,000	-	-	-	5,000
Construction	-	-	48,000	-	-	-	48,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	7,200	-	-	-	7,200
Total Costs (Gross)	-	-	60,200	-	-	-	60,200
Grants or Other Off-Setting Revenue	-	-	60,200	-	-	-	60,200
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Energy efficiency upgrades to include envelope air sealing, new windows and wall Insulation.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The windows at the Arts Center are original from 1986. New windows with Low-E glass, wall insulation and envelope air sealing will increase the energy efficiency of the building. This scope aligns with the City's Decarbonization Plan.

Department Priority Ranking:	Low	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New			Is this grant funded?	No
Project Name:	MDT Refresh and Equipment Initiative		Submitted By:	Information Technol	Version:

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Admin & Support Services	Information Technology	Capital Projects Fund	100%
	Patrol & Investigations		
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	125,000	-	-	-	-	-	125,000
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	125,000	-	-	-	-	-	125,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	20,000	20,000	20,000	20,000	20,000	100,000

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

To upgrade the existing Mobile data terminals (MDT) (there computers) and ensure each patrol officer has a dedicated device, and allocating two extra devices for maintenance needs.

Project revenue or grants that will support the project and the impacts to the operating budget:

NA

Reference to Plan being implemented (i.e., Master Plan):

Providing core IT infrastructure

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Currently, each patrol car is equipped with a single MDT or computer, leading to support challenges. When these devices malfunction, the entire vehicle becomes unusable, hindering patrol officers' ability to carry out their duties effectively, especially when visiting locations like jails or other buildings. Providing each officer with their own device would significantly enhance IT support for the police force. Officers would be able to carry their devices with them, increasing productivity during visits to hospitals, jails, and other sites. This practice aligns with standard procedures in most jurisdictions, offering improved service to both the police force and IT department. The operating cost that has been added is to account for replacement computers on a 5 year replacement cycle.

Department Priority Ranking:	High	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	Police Fleet Plan	Submitted By: Police	Version: 3/15/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Public Safety & Justice	Patrol & Investigations	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs					-	-	-
Capital Equipment Purch	274,000	282,220	290,687	299,407	308,389	317,641	1,772,344
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	274,000	282,220	290,687	299,407	308,389	317,641	1,722,344
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

This project will allow for the purchase and outfitting of 5 vehicles per year for the next 6 years (2025 through 2030) and establish a funding source for the required replacement of police vehicles to ensure a proper and functional fleet. In addition to patrol vehicles, it will include the purchase of a Code Enforcement vehicle in 2026. The availability of vehicles and emergency equipment was significantly impacted between 2020-2022 creating supply shortages and increased costs.

Project revenue or grants that will support the project and the impacts to the operating budget:

Some revenue may be gained through the sale of decommissioned police vehicles as they are replaced. Grant funding opportunities may also be sought to off-set the cost of some of the equipment needed to outfit the fleet.

Reference to Plan being implemented (i.e., Master Plan):

City's Strategic Plan to provide Reliable Core Services

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

This project seeks to address the agency's need to provide basic community patrol and police response capabilities. The police vehicle fleet currently consists of 38 vehicles, 22 of which have already exceeded their service life. Patrol vehicles have much higher usage than other vehicles and the City's fleet replacement guidelines recommend replacement of patrol vehicles every 4 years while other vehicles are recommended for replacement every 12 years before they exceed their usable lifespan and the cost of ownership surpasses value. Over the next 6 years all vehicles in the fleet are subject to rotational replacement and this plan seeks to develop a strategy to address the need. The plan also allows for supporting the City's sustainability efforts to electrify its fleets, if appropriate.

Department Priority Ranking: HIGH	Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	Existing	Is this grant funded?	No
Project Name:	License Plate Recognition Technology (Flock ALPR	Submitted By:	Police
Version:			

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Public Safety & Justice	Patrol & Investigations	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	75,000	77,625	80,342	83,153	86,063	89,075	491,258
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	75,000	77,625	80,342	83,153	86,063	89,075	491,258
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

The department is currently contracted with Flock Safety for License Plate Reading Technology cameras for 20 cameras. The contract expires September 2024. The department will be seeking a renewal of the contract for 2025/2026 as well as future years, pending council approval, and adding an additional 5 cameras that have yet to be purchased but were initially approved by council at the program's inception. The system enhances public safety and investigative capabilities through the use of this technology. This was funded in previous years under 301211-640153. The cost for this program covers a per camera fee.

Project revenue or grants that will support the project and the impacts to the operating budget:

There may be Federal or State grant opportunities related to technology that can be pursued. No Revenue is anticipated to be generated through this project.

Reference to Plan being implemented (i.e., Master Plan):

Reliable Core Services and supports Collaboration

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The department seeks to enhance public safety capabilities and support regional law enforcement efforts in locating and recognizing license plates attached to vehicles with associated criminal justice system involvement. The license plate recognition identifies license plates associated with stolen vehicles, wanted and missing/endangered subjects, or other vehicles with criminal justice system alerts. The technology also bolsters investigative capabilities to help identify potential vehicles associated with criminal incidents, locally and within the region.

Department Priority Ranking:	High	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? Existing

Check box if grant funded: ☐ Check

Project Name: Citywide Traffic Counts

Submitted By: Public Works

Version: 1/3/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Transportation	Planning & Engineering	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	25,000		-	25,000		-	50,000
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	25,000	-	-	25,000	-	-	50,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

The city collects traffic counts and speed data at various locations throughout the city every three years.

Project revenue or grants that will support the project and the impacts to the operating budget:

None

Reference to Plan being implemented (i.e., Master Plan):

None

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

This project supports reliable core services.

Department Priority Ranking: High

Request Number: (Finance U

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New			Is this grant funded?	No
Project Name:	Affordable Housing Development/Purchase		Submitted By:	Administration	Version:

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Community Design	Community Design	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	2,000,000	-	-	-	-	-	2,000,000
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	2,000,000	-	-	-	-	-	2,000,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Land acquisition for affordable housing development

Project revenue or grants that will support the project and the impacts to the operating budget:

Potential to be funded by in lieu fees

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

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

Department Priority Ranking:	High	Request Number:	(Finan… U…

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Check box if grant funded:	☐ Check
Project Name:	Annual Traffic Calming Program	Submitted By:	Public Works
Version:	1/3/2024		

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Transportation	Transportation Infrastructure Maint	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	50,000	50,000	50,000	50,000	50,000	50,000	300,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	50,000	50,000	50,000	50,000	50,000	50,000	300,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification





Description & Proposed Funding:

Equipment/Project Description:

There are multiple options for traffic calming, many of which have already been implemented in the city, including asphalt speed cushions and raised crosswalks. This funding will allow for wider implementation of traffic calming at problem areas throughout the city. Over the last year, many requests have come in from residents and other areas identified by staff to further study for implementation of traffic calming.

Project revenue or grants that will support the project and the impacts to the operating budget:

None identified

Reference to Plan being implemented (i.e., Master Plan):

None

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

This project is needed to address speeding issues and pedestrian safety by the use of proven traffic calming measures. Having a specific budget for these projects will allow for wider implementation of traffic calming measures at problem areas throughout the city. This project meets works towards strategic plan goals, including reliable core services and quality programs and amenities.

Department Priority Ranking:	High	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Check box if grant funded:	☐ Check
Project Name:	ADA Transition Plan	Submitted By: Public Works	Version: 1/4/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Transportation	Transportation Infrastructure Maint	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	200,000	-	-	-	-	-	200,000
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	40,000	-	-	-	-	-	40,000
Total Costs (Gross)	240,000	-	-	-	-	-	240,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

One of the essential programs of local government is providing safe and inclusive pedestrian facilities. The original title II regulations required public entities with 50 or more employees to develop a transition plan setting forth the steps necessary to complete structural changes to facilities needed to achieve program accessibility. Many grant applications are now including documentation of an ADA Transition Plan in the application requirements. This project would complete and adopt and ADA Transition Plan for the City.

Project revenue or grants that will support the project and the impacts to the operating budget:

None

Reference to Plan being implemented (i.e., Master Plan):

City of Louisville, Colorado – Development of an ADA Transition Plan for Pedestrian Facilities in the Public Right-of-Way. - Prepared by Meeting the Challenge, February 26, 2019

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The original title II regulations required public entities with 50 or more employees to develop a transition plan setting forth the steps necessary to complete structural changes to facilities needed to achieve program accessibility. The U.S Access Board's Public Right-of-Way Accessibility Guidelines (PROWAG), is the set of scoping and technical provisions used to evaluate compliance of as-is conditions in the City's pedestrian facilities. PROWAG is endorsed by the Federal Highway Administration as the best practices for the design and construction of accessible pedestrian facilities in public rights-of-way.

Department Priority Ranking:	High	Request Number:	(Finance U

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	Existing	Is this grant funded?	No

Project Name:	Sign Truck Replacement	Submitted By: Public Works	Version: 3/25/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Transportation	Transportation Infrastructure Maint	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	65,000	-	-	-	-	-	65,000
Contingency	5,000	-	-	-	-	-	5,000
Total Costs (Gross)	70,000	-	-	-	-	-	70,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

This CIP is for the purchase of a replacement sign repair/replacement vehicle.

Project revenue or grants that will support the project and the impacts to the operating budget:

No grants have been identified at this time. Annual maintenance is not expected to change.

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The Sign truck Unit # 3212 meets the age requirement for replacement. The sign truck is used for sign maintenance and other tasks as needed in the Operations Division. This vehicle will be equipped with service body to carry tools needed to perform necessary repairs in the field as well as emergency lighting for lane closure when required.

Department Priority Ranking:	Medium	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

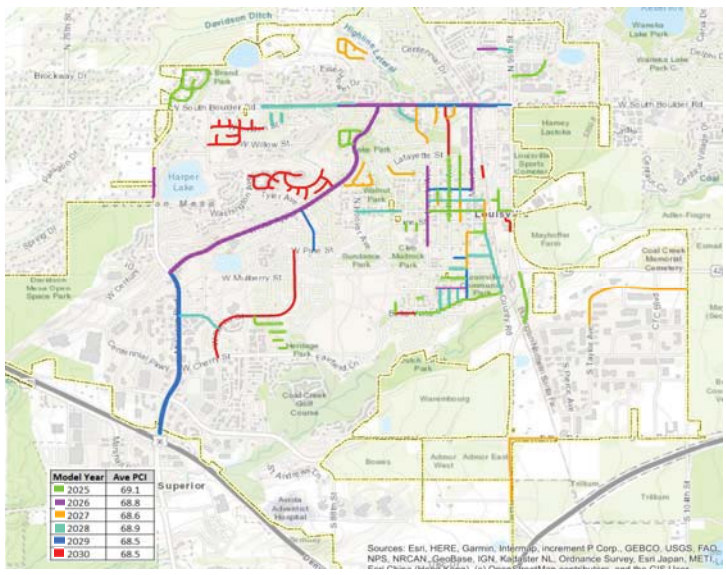
Is this a new or existing CIP?	Existing	Check box if grant funded:	☐ Check
Project Name:	Annual Resurfacing Program	Submitted By: Public Works	Version: 6/13/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Transportation	Transportation Infrastructure Maint	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	4,500,000	4,650,000	4,804,500	5,000,000	5,000,000	5,000,000	28,954,500
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	500,000	500,000	500,000	463,635	627,544	796,370	3,387,549
Total Costs (Gross)	5,000,000	5,150,000	5,304,500	5,463,635	5,627,544	5,796,370	32,342,049
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

The project includes replacement of curb, gutter, walk, as well as improving the surface condition of asphalt pavements by utilitizing a variety of maintenance techniques. Streets that exhibit signs of minor surface failure are crack sealed, patched, leveled, and resurfaced with an overlay. Streets that exhibit severe signs of deterioration are reconstructed. This project also includes miscellaneous patching, crack seal, alley repairs, and city-owned parking lot repairs. Project includes Marshal Fire impacted roads.

Project revenue or grants that will support the project and the impacts to the operating budget:

None identified

Reference to Plan being implemented (i.e., Master Plan):

None

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

This project is needed for maintenance of 200 lane miles of the city's pavement infrastructure. Maintaining the city's infrastructure is consistent with a City Council goal of addressing aging infrastructure. Pavement modeling will be updated in late 2024 with new field survey data. This funding level does not include fire impacted streets and will maintain a network PCI average at approximately 69 over the 6 year period. If fire impacted streets are also completed this funding level will maintain the network PCI average at approximately 70 over the 6 year period.

Department Priority Ranking:	Highest	Request Number:	(Final Value)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

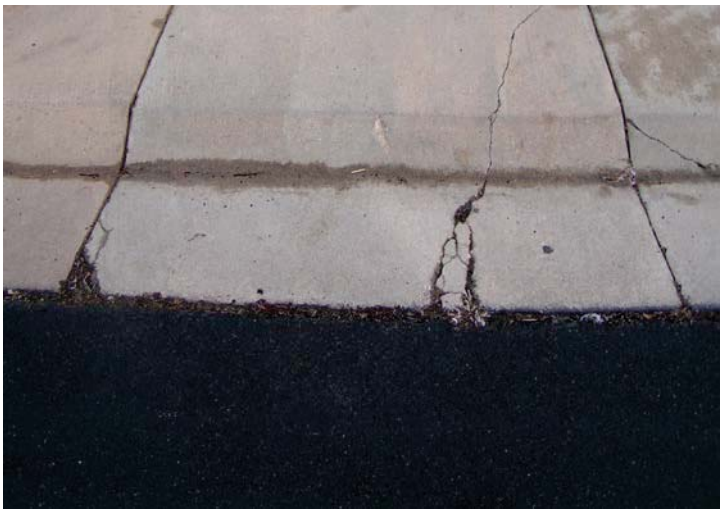
Is this a new or existing CIP?	Existing	Check box if grant funded:	☐ Check
Project Name:	Concrete Replacement	Submitted By: Public Works	Version: 3/26/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Transportation	Transportation Infrastructure Maint	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	100,000	105,000	110,250	115,763	115,763	121,551	668,326
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	15,000	15,750	22,050	28,941	34,729	36,465	152,935
Total Costs (Gross)	115,000	120,750	132,300	144,703	150,491	158,016	821,260
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

This project includes the removal and replacement of curb, gutter, walk, crosspans, and ramps at intersection corners to provide safe pedestrian walks and repair street concrete that detrimentally impacts pavement life. Settlement, heave, cracks, spalling, and ponding are typical distresses that staff evaluates to rank items for replacement.

Project revenue or grants that will support the project and the impacts to the operating budget:

None identified

Reference to Plan being implemented (i.e., Master Plan):

None

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Project will provide safe walks and reduce potential pavement failure caused by the infiltration of water into the pavement subgrade. Maintaining the City's infrastructure is consistent with a City Council goal of addressing aging infrastructure.

Department Priority Ranking:	Highest	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

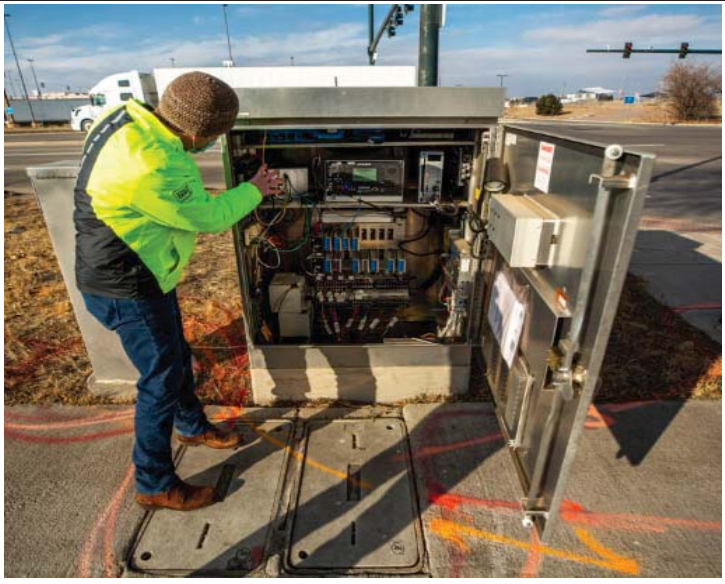
Is this a new or existing CIP?	Existing	Check box if grant funded:	☐ Check
Project Name:	Traffic Signal Maintenace	Submitted By: Public Works	Version: 6/11/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Transportation	Transportation Infrastructure Maint	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services		-	-	-	-	-	-
Construction	995,000	-	100,000	100,000	100,000		1,295,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch		-	-	-	-	-	-
Contingency	99,500	-	10,000	10,000	10,000	-	129,500
Total Costs (Gross)	1,094,500	-	110,000	110,000	110,000	-	1,424,500
Grants or Other Off-Setting Revenue	545,000	-	-	-	-	-	745,000
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

The City's traffic signals require routine maintenance as well as additional larger replacements of hardware and technology to maintain vehicle and pedestrian safety at intersections. The City's signal infrastructure needs to be brought up to recently adopted PROWAG standards to improve safety and accessibility for all users. Beginning in 2027, staff plans to begin addressing the new PROWAG standards.

Project revenue or grants that will support the project and the impacts to the operating budget:

The City will receive a grant in the amount of $745,000 ($545k Grant/$200k City) in 2024 for the purchase of signal equipment and technology to support this maintenance and upkeep. The 2025 costs will be applied to the installation of that equipment.

Reference to Plan being implemented (i.e., Master Plan):

Traffic Signal Management Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The installation of the new technology acquired through the DRCOG grant will support reliable core services, supportive technology, and financial stewardship and asset management. The new technology will allow for more efficient and safe operations of the traffic signals in Louisville. Efficient signals help improve air quality through less vehicles idling at intersections.

Department Priority Ranking:	Highest	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New			Check box if grant funded:	☐ Check
Project Name:	Via Appia Pedestrian Improvements		Submitted By:	Public Works	Version: 9/25/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Transportation	Transportation Infrastructure Maint	Capital Projects Fund	100%
			100%

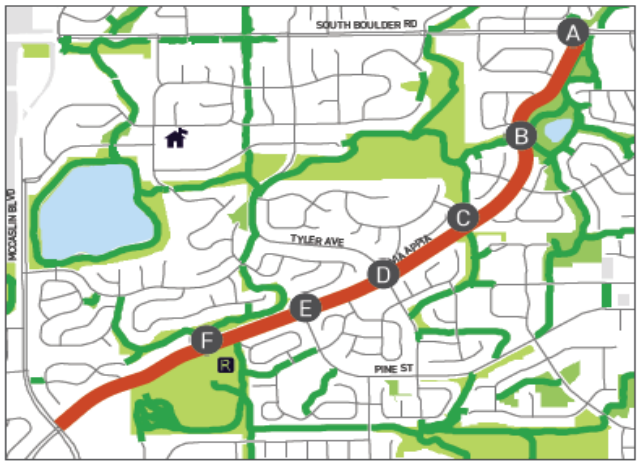
Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	100,000	-	-	-	-	-	100,000
Other Prof Services	-	-	-	-	-	-	-
Construction	-	450,000	-	-	-	-	450,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	10,000	90,000	-	-	-	-	100,000
Total Costs (Gross)	110,000	540,000	-	-	-	-	650,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification

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Figure 4.12 Via Appia Improvements



Description & Proposed Funding:

Equipment/Project Description:

The Transportation Master Plan identifies Via Appia as a road that is in need of connectivity and safety improvements. This project would provide supplemental improvements to the annual pavement and concrete program work for Via Appia. This project would further enhance the lane reduction implemented in 2024. Enhancements would include concrete and inlet work that would allow for median refuge island construction for increased pedestrian safety. Projects CP4, SW2, and AG25 of the TMP identify many of the project upgrades. This project is scheduled to be completed at the same time as the asphalt/paving maintenance on Via Appia, which is currently forecast for 2026.

Project revenue or grants that will support the project and the impacts to the operating budget:

None.

Reference to Plan being implemented (i.e., Master Plan):

Transportation Master Plan (TMP)

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Via Appia is a collector street that connects many neighborhoods from South Boulder Road to McCaslin Boulevard. Intersection improvements will help improve pedestrian safety as well as reducing speeds in the corridor. This project would support quality amenities and reliable core services.

Department Priority Ranking:	High	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Check box if grant funded:	☑ Check
Project Name:	South Street Underpass	Submitted By: Public Works	Version: 6/24/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Transportation	Transportation Infrastructure Maint	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	1,163,876	-	-	-	-	-	1,163,876
Other Prof Services	-	-	-	-	-	-	-
Construction	-	5,819,378	-	-	-	-	5,819,378
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	3,300,000	-	-	-	-	3,300,000
Total Costs (Gross)	1,163,876	9,119,378	-	-	-	-	10,283,254
Grants or Other Off-Setting Revenue	1,000,000	5,000,000	-	-	-	-	6,000,000
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

The adopted Future 42 Study included multiple recommended CO42 enhancements. Phase 1 is currently underway to advance the corridor to a 60% design, acquire ROW, and address utilities. Phase 2 is the design and construction of a South Street Underpass to provide unobstructed pedestrian and bicycle access across CO42.

Project revenue or grants that will support the project and the impacts to the operating budget:

The city has been awarded $3,000,000 from DRCOG TIP funding, $1,000,000 from LRC Bond, and $2,000,000 in IGA funding

Reference to Plan being implemented (i.e., Master Plan):

CO42 Corridor Study, Future 42 Study

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

This project will accommodate 20 year traffic forecasts and resolve multi-modal deficiencies currently present along the corridor. Maintaining the City's infrastructure is consistent with a City Council goal of addressing aging infrastructure.

Department Priority Ranking:	Highest	Request Number:	(Fina[illegible] Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? Existing

Check box if grant funded: ☐ Check

Project Name: Pavement Marking Program

Submitted By: Public Works

Version: 1/3/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Transportation	Transportation Infrastructure Maint	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	175,000	-	184,000	-	193,000	-	552,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	43,750	-	46,000	-	48,250	-	138,000
Total Costs (Gross)	218,750	-	230,000	-	241,250	-	690,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification





Description & Proposed Funding:

Equipment/Project Description:

This project will maintain lane line pavement markings by establishing a biannual contract for application of epoxy pavement marking paint and thermoplastic markings. Pavement marking contractors have the equipment and trained staff to accomplish this project most efficiently and at a lower cost. Operations staff will continue to maintain stop bars, crosswalks, and lane symbols on local and collector streets.

Project revenue or grants that will support the project and the impacts to the operating budget:

None

Reference to Plan being implemented (i.e., Master Plan):

None

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

This project is needed for maintenance of 22 miles of the city's pavement markings. Maintaining the city's infrastructure is consistent with a City Council goal of addressing aging infrastructure.

Department Priority Ranking: Highest

Request Number: (Fina[illegible]

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	School Zone Flashing Beacon Replacement	Submitted By: Public Works	Version: 3/25/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Transportation	Transportation Infrastructure Maint	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	82,120	-	-	-
Contingency	-	-	-	5,000	-	-	-
Total Costs (Gross)	-	-	-	87,120	-	-	-
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

This CIP is for the purchase of replacement school zone flashing beacons for all BVSD schools within Louisville.

Project revenue or grants that will support the project and the impacts to the operating budget:

No grants have been identified at this time. This number includes five years of connectivity and support that would then need to be renewed at approximately $20,000 every five years.

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The current school zone flashing beacons consist of an RTC-AP21 controller (10), RTC-AP22 controller (3) or Applied Information controller (2). The RTC-AT21 controllers are outdated and parts can no longer be purchased to maintain these units. Both of the manual RTC-AP control types have to be manually set for turn on and off times at the control box. The Applied Information controllers are programmable from a computer with a larger memory to accommodate the entire school year as well as back up batteries and notifications to maintain programming and notify a technician of issues before they should be activated.

Department Priority Ranking:	Medium	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No

Project Name:	3202 Snowplow / Dump Truck Replacement	Submitted By:	Public Works
Version:	3/26/2024		

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Transportation	Snow & Ice Removal	Capital Projects Fund	70%
Transportation	Transportation Infrastructure Maint	Capital Projects Fund	20%
Utilities	Water	Water Utility Fund	10%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	400,000	400,000
Contingency	-	-	-	-	-	20,000	20,000
Total Costs (Gross)	-	-	-	-	-	420,000	420,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

A replacement single axle dump truck with a v-box sander and snow plow.

Project revenue or grants that will support the project and the impacts to the operating budget:

No grants have been identified at this time. Annual maintenance is not expected to change.

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

This Vehicle will replace unit # 3202, a 2015 International truck that will meet the age requirement for replacement in 2030. The replacement unit will be used for snow plowing, maintenance of City water, sanitary sewer, storm water, and general use hauling.

Department Priority Ranking:	High	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	3204 Snowplow / Dump Truck Replacement	Submitted By:	Public Works
Version:	3/26/2024		

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Transportation	Snow & Ice Removal	Capital Projects Fund	70%
Transportation	Transportation Infrastructure Maint	Capital Projects Fund	20%
Utilities	Water	Water Utility Fund	10%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	400,000	400,000
Contingency	-	-	-	-	-	20,000	20,000
Total Costs (Gross)	-	-	-	-	-	420,000	420,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

A replacement single axle dump truck with a v-box sander and snow plow.

Project revenue or grants that will support the project and the impacts to the operating budget:

No grants have been identified at this time. Annual maintenance is not expected to change.

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

This Vehicle will replace unit # 3204, a 2015 International truck that will meet the age requirement for replacement in 2030. The replacement unit will be used for snow plowing, maintenance of City water, sanitary sewer, storm water, and general use hauling.

Department Priority Ranking:	High	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No

Project Name:	3424 Snowplow / Dump Truck Replacement	Submitted By:	Public Works
Version:	3/26/2024		

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Transportation	Snow & Ice Removal	Capital Projects Fund	40%
Transportation	Transportation Infrastructure Maint	Capital Projects Fund	40%
Utilities	Water	Water Utility Fund	20%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	400,000	-	-	400,000
Contingency	-	-	-	25,000	-	-	25,000
Total Costs (Gross)	-	-	-	425,000	-	-	425,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Tandem Axle dump truck with v-box sander, plow and winged plow attachment.

Project revenue or grants that will support the project and the impacts to the operating budget:

No grants have been identified at this time. Annual maintenance is not expected to change.

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

This Vehicle will replace unit # 3424, a 2013 International truck that will meet the age requirement for replacement in 2028. The replacement unit will be used for snow plowing, maintenance of City water, sanitary sewer, storm water, and general use hauling. The new unit will be a tandem truck that will give the Operations Division the ability to haul more material to and from jobsites cutting down time spent at the worksites. A winged snow removal attachment will be added to the new unit, which can double the amount of roads cleared by a conventional snowplow making the snowplowing operations more efficient.

Department Priority Ranking:	High	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Is this grant funded?

Project Name: Operations Tablet Replacement

Submitted By: Public Works

Version: 3/29/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Water	Water Utility Fund	50%
Utilities	Wastewater	Wastewater Utility Fund	30%
Transportation	Transportation Infrastructure Maint	Capital Projects Fund	10%
Utilities	Storm Water	Storm Water Utility Fund	10%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	35,000	-	-
Contingency	-	-	-	-	2,500	-	-
Total Costs (Gross)	-	-	-	-	37,500	-	-
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

This CIP is for the purchase of replacement rugged tablets for daily use by the Operations Division.

Project revenue or grants that will support the project and the impacts to the operating budget:

No grants have been identified at this time. Annual maintenance is not expected to change.

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

These tablets are what the Operations Division used to access water, sewer, stormwater, street signs, snow removal maps, utility locates, work orders, and remote access to SCADA for lift station monitoring outside of normal business hours. These tablets are a vital part of keeping the City of Louisville operational in all aspects in regards to Public Works. These tablets are what the Operations Division used to access water, sewer, stormwater, street sign, and snow removal maps, utility locates, work orders, and remote access to SCADA for lift station monitoring after hours and on weekends. These tablets are a vital part of keeping the City of Louisville operational in all aspects in regards to Public Works. The current tablets purchased in 2024 were suggested through conversations with the w[illegible]rm I.T. staff, a five-year replacement plan.

Department Priority Ranking: High

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Check box if grant funded:	☐ Check
Project Name:	Traffic Signal Timing	Submitted By: Public Works	Version: 1/4/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Transportation	Transportation Infrastructure Maint	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	15,000	-	15,000	-	30,000
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	-	15,000	-	15,000	-	30,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Traffic signal timing should be evaluated every 5 years for changing traffic conditions and upgrades. This project is to evaluate corridors throughout the city on a rotating basis every 5 years.

Project revenue or grants that will support the project and the impacts to the operating budget:

None

Reference to Plan being implemented (i.e., Master Plan):

Traffic Signal Master Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

This project would support reliable core services and supportive technology.

Department Priority Ranking:	High	Request Number:	(Fina[illegible] Use

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	3216 F550 Plow Truck Replacement	Submitted By: Public Works	Version: 3/26/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Transportation	Snow & Ice Removal	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	85,000	-	-	85,000
Contingency	-	-	-	10,000	-	-	10,000
Total Costs (Gross)	-	-	-	95,000	-	-	95,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

This CIP is for the purchase of a replacement F550 or equivalent Snow Plow/Streets dump truck.

Project revenue or grants that will support the project and the impacts to the operating budget:

No grants have been identified at this time. Annual maintenance is not expected to change.

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The Snow Plow/Dump truck unit #3216 meets the age requirement for replacement in 2028. This unit is used for miscellaneous street and water distribution task as well as snow plowing operations city wide.

Department Priority Ranking:	High	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No

Project Name:	3260 Sweeper Replacement	Submitted By: Public Works	Version: 3/29/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Transportation	Transportation Infrastructure Maint	Capital Projects Fund	85%
Utilities	Storm Water	Storm Water Utility Fund	15%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	386,676	-	386,676
Contingency	-	-	-	-	20,000	-	20,000
Total Costs (Gross)	-	-	-	-	406,676	-	406,676
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

This CIP is for the purchase of a replacement street sweeper.

Project revenue or grants that will support the project and the impacts to the operating budget:

No grants have been identified at this time. Annual maintenance is not expected to change.

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Unit #3260 is a 2019 Tymco Street Sweeper used by the Operations Division to maintain 263 lane miles biannually and to sweep major and collector roads for cleanliness throughout the year.

Department Priority Ranking:	Medium	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No

Project Name:	3403 Meter Truck Replacement	Submitted By: Public Works	Version: 3/29/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Water	Water Utility Fund	80%
Transportation	Transportation Infrastructure Maint	Capital Projects Fund	20%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	70,000	-	70,000
Contingency	-	-	-	-	5,000	-	5,000
Total Costs (Gross)	-	-	-	-	75,000	-	75,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

This CIP is for the purchase of a replacement meter-reading vehicle.

Project revenue or grants that will support the project and the impacts to the operating budget:

No grants have been identified at this time. Annual maintenance is not expected to change.

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Unit #3403 is a 2014 F150 that is currently used for water meter reading purposes as well as various other tasks that the Operations Division conducts daily that will meet the replacement recommendations by age in 2026. This unit will be suggested to be replaced with an electric or hybrid vehicle.

Department Priority Ranking:	Medium	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	3409 Replacement	Submitted By: Public Works	Version: 3/29/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Water	Water Utility Fund	70%
Transportation	Transportation Infrastructure Maint	Capital Projects Fund	30%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	100,000	100,000
Contingency	-	-	-	-	-	10,000	10,000
Total Costs (Gross)	-	-	-	-	-	110,000	110,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

This CIP is for the purchase of a replacement utilities general-use vehicle.

Project revenue or grants that will support the project and the impacts to the operating budget:

No grants have been identified at this time. Annual maintenance is not expected to change.

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Unit #3409 is a 2015 Chevy Silverado 2500 that is used for various utility tasks; this is also the only vehicle that is equipped with a gooseneck hitch to transport the trailer transporting the downtown patio railings. The current vehicle has been fitted with aftermarket rear suspension to assist with the heavy weight of the trailer, for that reason the existing unit will be replaced with a 3500 pickup. This budget also includes for a plow and salt spreader attachments.

Department Priority Ranking:	Medium	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

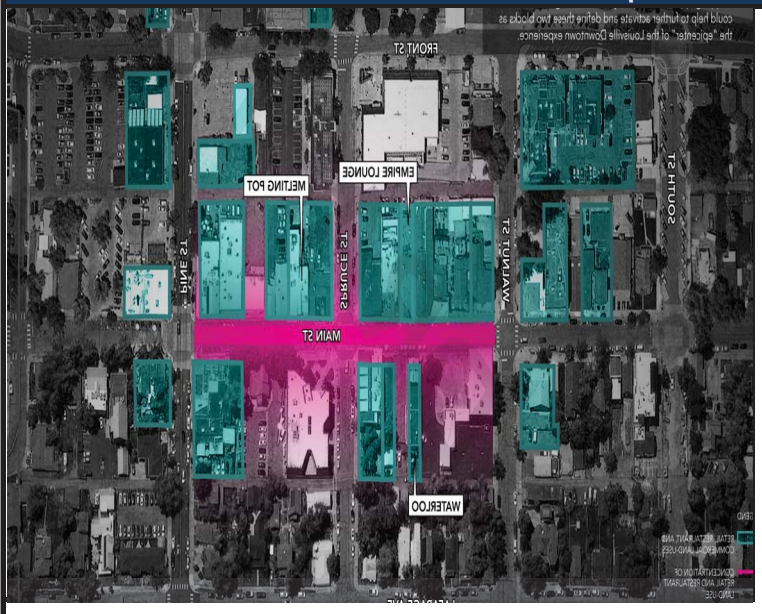
Is this a new or existing CIP?	New	Check box if grant funded:	☐ Check
Project Name:	Downtown Vision CIP	Submitted By: Public Works	Version: 2/7/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Transportation	Streetscapes	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	1,000,000					-	1,000,000
Other Prof Services	-	-	-	-		-	-
Construction	-	2,000,000	2,000,000	2,800,000		-	6,800,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	400,000	400,000	400,000	-	-	1,200,000
Total Costs (Gross)	1,000,000	2,400,000	2,400,000	3,200,000	-	-	9,000,000
Grants or Other Off-Setting Revenue	1,000,000	2,400,000	2,400,000	3,200,000		-	9,000,000
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

This project will construction projects identified and approved in the 2024 Downtown Vision Plan . Projects could include streetscape improvements, landscaping, irrigation, signage pavement and concrete

Project revenue or grants that will support the project and the impacts to the operating budget:

Staff will be working with LRC through the Downtown Vision Plan to identify projects and what funding that LRC will provide for construction of improvements.

Reference to Plan being implemented (i.e., Master Plan):

Downtown Vision Plan (2024)

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

This project will help revitalize and refresh the downtown area after 30 years. Staff is completing the Downtown Vision Plan in 2024 and this will identify CIP projects proposed in this budget.

Department Priority Ranking:	High	Request Number:	(Fina

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	Loader Box Plow	Submitted By: Public Works	Version: 3/26/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Transportation	Snow & Ice Removal	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	5,000	-	-	-	-	-	-
Capital Equipment Purch	45,000	-	-	-	-	-	-
Contingency	10,000	-	-	-	-	-	-
Total Costs (Gross)	60,000	-	-	-	-	-	-
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

The Operations Division is requesting to replace a current box plow with an upgraded capacity and design allowing for more diverse usage.

Project revenue or grants that will support the project and the impacts to the operating budget:

No grants have been identified at this time. Annual maintenance is not expected to change.

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The Operations Division currently utilizes a box plow attachment for a loader to aid in snow removal from downtown Louisville. The existing unit was manufactured in 1991 and does not have a trip edge to protect the road surface or the ability to change the angle of the "wings" so allow angled plowing and back dragging of snow. The current box plow has been repaired in house numerous times but it getting to a point that Operations spends more time repairing than using the plow. An additional $5,000 is being requested to modify the coupling on the new box plow to a Ryland fitting to fit existing hardware on both existing loaders.

Department Priority Ranking:	Highest	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	Existing	Is this grant funded?	No

Project Name:	Replacement Snowplow / Dump truck	Submitted By: Public Works	Version: 3/25/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Transportation	Snow & Ice Removal	Capital Projects Fund	50%
Utilities	Water	Water Utility Fund	30%
Utilities	Storm Water	Storm Water Utility Fund	20%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	400,000	-	-	-	-	-	400,000
Contingency	25,000	-	-	-	-	-	25,000
Total Costs (Gross)	425,000	-	-	-	-	-	425,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Tandem Axle dump truck with v-box sander, plow and additional passenger side “wing” plow attachment.

Project revenue or grants that will support the project and the impacts to the operating budget:

No grants have been identified at this time. Annual maintenance is not expected to change.

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

This Vehicle will replace unit # 3208, a 2010 International truck that will meet the age requirement for replacement in 2025. The replacement unit will be used for snow plowing, maintenance of City water, sanitary sewer, storm water, and general use hauling. The new unit will be a tandem truck that will give the Operations Division the ability to haul more material to and from jobsites cutting down time spent at the worksites. A winged snow removal attachment will be added to the new unit which can double the amount of roads cleared by a conventional snowplow making the snowplowing operations more efficient.

Department Priority Ranking:	Highest	Request Number:	98 (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No

Project Name:	Fleet Tire Changer and Balancer	Submitted By: Public Works	Version: 3/25/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Transportation	Fleet Maintenance	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	18,846	-	-	-	-	-
Contingency	-	1,500	-	-	-	-	-
Total Costs (Gross)	-	20,346	-	-	-	-	-
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

The fleet department uses these devices to remove and install tires on rims for replacement and repair of damaged or worn tires

Project revenue or grants that will support the project and the impacts to the operating budget:

No grants have been identified at this time. Annual maintenance is not expected to change.

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The current devices are starting to have usage issues that limit the ability of the fleet department to perform tire repairs and replacements in house, causing the City to outsource more work that should be done internally.

Department Priority Ranking:	Medium	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New			Is this grant funded?	
Project Name:	Fleet Floor Cleaner Replacement	Submitted By:	Public Works	Version:	3/26/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Transportation	Fleet Maintenance	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	13,099	-	-	-
Contingency	-	-	-	1,500	-	-	-
Total Costs (Gross)	-	-	-	14,599	-	-	-
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

This CIP is for the purchase of a replacement floor cleaning unit for the City Services fleet services area.

Project revenue or grants that will support the project and the impacts to the operating budget:

No grants have been identified at this time. Annual maintenance is not expected to change.

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The current floor cleaning unit is a 2016 Sanitaire that has recently developed numerous problems with the electrical system including the charging system. This unit does not have a local option for service or parts. The replacement would be selected from a local sales / service location to maintain longevity of the unit.

Department Priority Ranking:	Medium	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	Technology Improvements	Submitted By: Parks & Recreation	Version:

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Parks	Parks & Recreation Administration	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	20,000	22,000	22,000	25,000	28,000	30,000	147,000
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	20,000	22,000	22,000	25,000	28,000	30,000	147,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Purchase various technology enhancements and services to support water conservation, decarbonization, sustainable practices, and operations.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

N/A

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Install technologies throughout parks- GPS tracking on equipment, CMMS software for equipment life cycling, soil moisture and weather stations for water conservation and sustainable landscaping management.

Department Priority Ranking:	Medium	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

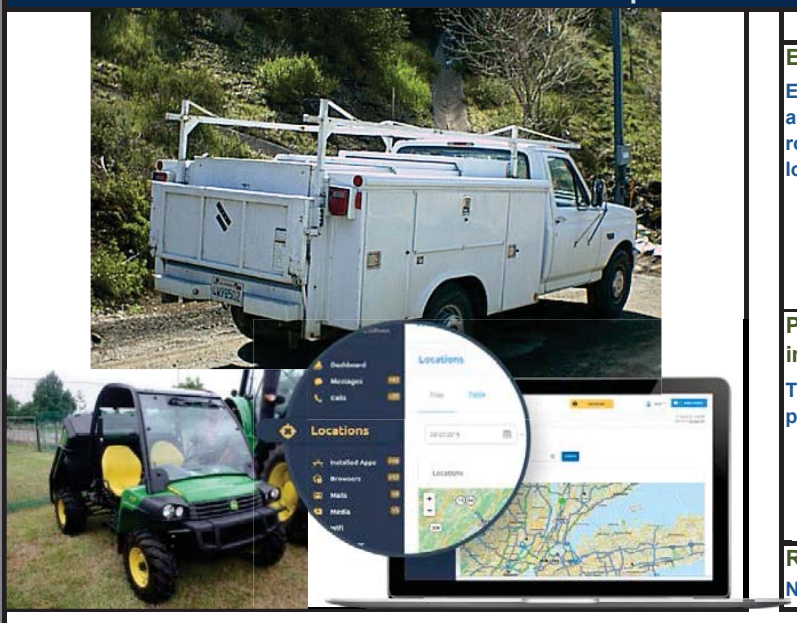
Is this a new or existing CIP?	Existing	Is this grant funded?	No
Project Name:	Park Division Equipment Tracking	Submitted By:	Parks & Recreation
Version:	2/26/2024		

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Parks	Horticulture (Temp)	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	28,000	30,000	32,500	35,000	38,000	163,500
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	28,000	30,000	32,500	35,000	38,000	163,500
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Equipment and fleet truck tracking software and "pucks" for each assigned unit for the Parks Division. Using data to manage staff routing, efficiency, idle time of vehicle to reduce emissions and track locations in event of loss.

Project revenue or grants that will support the project and the impacts to the operating budget:

Techonlogy will support the decarbonization program and multiple sub-programs.

Reference to Plan being implemented (i.e., Master Plan):

N/A

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Install fleet tracking on trucks, trailers, and operational equipment. Data will help with efficient route management, tracking of use, idle time, vehicle maintenance and loss prevention.

Department Priority Ranking:	Medium	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	Sports Complex Restrooms	Submitted By: Parks & Recreation	Version: 1/17/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Parks	Parks & Recreation Administration	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch		200,000					200,000
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	200,000	-	-	-	-	200,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Renovate or replace the Sports Complex Restroom building to provide updated sink and toilet features.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

N/A

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Address facility usages to support enhanced restroom facilities. Sports Complex is a priority based on tournament play and permited usage for 9 months of the year.

Department Priority Ranking:	Low	Request Number:	(Final CIP)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

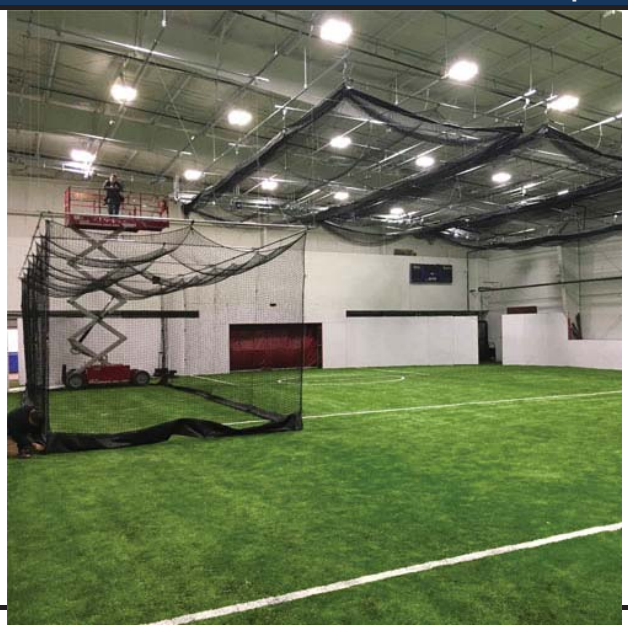
Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	Indoor Batting Cage	Submitted By:	Parks & Recreation
Version:			

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation		Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	16,000	-	-	-	-	-	16,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	16,000	-	-	-	-	-	16,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	200	-	-	-	200

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

The requested funding is to construct an indoor batting cage in 2025 in the Recreation Center Turf gym.

Project revenue or grants that will support the project and the impacts to the operating budget:

The cage would be revenue generating by charging rental and co-sponsored groups for use.

Reference to Plan being implemented (i.e., Master Plan):

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

An indoor batting cage has been requested by both co-sponsored groups and rental groups. A cage would expand our user group potential and provide a much needed option for our growing community. The cage would also be a revenue generator as co-sponsored and rental groups would be charged an extra fee to use.

Department Priority Ranking:	Medium	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	Concrete Replacement at Sports Complex	Submitted By:	Parks & Recreation
Version:			

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Parks	Parks & Recreation Administration	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	150,000	-	-	-		-	150,000
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	150,000	-	-	-	-	-	150,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Concrete replacement and repairs throughout the Sports Complex to improve access, safety, and functionality of the space.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

N/A

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Various concrete replacements to improve the use, functionality, and access to the fields at Louisville Sports Complex.

Department Priority Ranking:	Medium	Request Number:	(Final CIP)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	Playground Replacement Parts / Features	Submitted By:	Parks & Recreation
Version:	2/27/2024		

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Parks	Parks	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	15,000	18,000	20,000	22,000	25,000	27,000	127,000
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	15,000	18,000	20,000	22,000	25,000	27,000	127,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Replacement of playgrounds pieces and components as identified by certified staff inspections, asset assessment list (current condition and age of the unit), PPLAB input, and observed usage.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Replace identified pieces from CSPI inspections or breakage of parts to provide safe playground and user experiences. Replacing smaller features support the extending life of each playground. Opportunity for this funding to become operational to support continued repair of the 16 playgrounds in our inventory.

Department Priority Ranking:	Medium	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	Irrigation Upgrades	Submitted By:	Parks & Recreation
Version:			

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Parks	Streetscapes	Capital Projects Fund	50%
Recreation	Athletic Field Maintenance	Capital Projects Fund	50%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	100,000	108,000	111,000	115,000	118,000	121,000	673,000
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	100,000	108,000	111,000	115,000	118,000	121,000	673,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Upgrade irrigation controllers to central control (112 controllers total in system) to provide improved water conservation by irrigation programing and management of our streetscapes, parks, and cemetery properties. Replace/ upgrade 20 -25 controllers per year as updated software is provided by vendor. Mainline, lateral, and pump upgrade/ renovations as needed.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

General Maintenance Management Program (GMMP) to maintain and

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Central Control units replace older units to have all irrigation parks property in water conserving program and operations. Central control allows not only water efficient programming but also saves staff time in labor by being able to remotely monitor and adjust programs at individual properties. In addition to controllers, other efficiencies and savings can be achieved through repairs and replacements to components such as mainline, lateral, backflow cages, and other needs as identified by staff.

Department Priority Ranking:	High	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	Existing	Is this grant funded?	No
Project Name:	Median Renovations	Submitted By: Parks & Recreation	Version:

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Parks	Parks & Recreation Administration	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	700,000	700,000	700,000			2,100,000
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	700,000	700,000	700,000	-	-	2,100,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification





Description & Proposed Funding:

Equipment/Project Description:

Continuous upgrading and renovations of median landscape to eliminate non-functional turf, diversify tree canopy and replace aging infrastructure. PPLAB continuous advisement on median renovations until inventory has been upgraded supporting more sustainable median landscaping. Future considerations would include corridors on McCaslin, South Boulder Road, Via Appia, Dillon and Cherry.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Renovating the medians around the City will provide safe, visually appealing, and inviting streets and sidewalks. By renovating medians the City will be improving safety, visual appearance and ecological sustainability of the community in addition to establishing identity elements to aid in vehicle and pedestrian cirulation. Upgrade select areas annually as identified by staff and prioritized advisement from PPLAB until complete.

Department Priority Ranking:	Medium	Request Number:	(Final CIP)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	Existing	Is this grant funded?	No
Project Name:	Park Furnishing Replacements	Submitted By: Parks & Recreation	Version: 1/18/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Parks	Parks	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	15,000	18,000	20,000	22,000	25,000	25,000	125,000
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	15,000	18,000	20,000	22,000	25,000	25,000	125,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Replace the outdated benches and table equipment as identified by residents or staff. Accounted for supplies and materials increasing.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

General Maintenance Management Plan (GMMP) to support the

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Replace broken, damaged, rusted, benches, and picnic tables as needed. Increased per year for supplies and materials increasing.

Department Priority Ranking: Medium

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	Existing	Is this grant funded?	No
Project Name:	Court Resurfacing	Submitted By: Parks & Recreation	Version: 01/16/20204

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Parks	Parks	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch		95,000	100,000	110,000	120,000	130,000	555,000
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	95,000	100,000	110,000	120,000	130,000	555,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Resurface hard surface courts as prioritized by advisory boards, recreation and parks staff, based on conditions and permitted use.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

General Maintenance Management Plan (GMMP) supporting

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Schedule alternating year resurfacing for Tennis courts- Recreation Center, Centennial, Pirates, and Mission Greens. Resurfacing the courts on a five year cycle, the lifespan of the base material is lengthened and costly repairs to the base can be avoided. Besides lengthening the lifespan of the base material, court lines will be repainted and cracks will be sealed. Lines need to be repainted and cracks need to be sealed to maintain a useable court.

Department Priority Ranking:	Medium	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	Centennial Tennis Court Projects	Submitted By:	Parks & Recreation
Version:			

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Parks	Adult Activities	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	350,000	-	-	-	-	350,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	350,000	-	-	-	-	350,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

2026: Renovate eastern two tennis courts with 5" post tension concrete overlay, color surfacing, painted lines and new 10 ft. black vinyl chain link fence

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

PROST Long Range Plan to support the development of the property for

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

RAB and PPLAB Outdoor amenities sub group identified work plan from 2024. Repeat request from community members for additional courts and leagues which use the facility. Plan to renovate eastern two courts is to provide a long-term repair for significant cracking.

Department Priority Ranking:	Medium	Request Number:	Finance Use

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	Drainage improvements and Infield Replacement	Submitted By:	Parks & Recreation
Version:	1/17/2024		

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Parks	Parks	Capital Projects Fund	100%
		0	
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	150,000	-	-	-	-	150,000
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	150,000	-	-	-	-	150,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Drainage improvements at Enerito ballfields/ multi-use fields areas and remove grass infield on eastern field returning to infield soils.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

General Maintenance Management Plan (GMMP) to support the

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Improve drainage to manage storm water and flooding management. Return sod infield to infield material. Enhances programing and recreational permitting.

Department Priority Ranking:	Low	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No

Project Name: Miners Fence backstop extension Submitted By: Parks & Recreation Version:

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Parks		Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	150,000	-	-	-	-	150,000
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	150,000	-	-	-	-	150,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Expand backstop fencing at Miners Field to reduce foul balls from exiting into parking lots and Hwy 42.

Project revenue or grants that will support the project and the impacts to the operating budget:

Opportunity to partner with user groups for funding- Monarch little League. Could also consider this part of the Hwy 42 project. The need for additional fencing is in part due to the roadway widening and associated walkway installations.

Reference to Plan being implemented (i.e., Master Plan):

N/A

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Install expanded backstop fencing along first and third base paths to improve safety of foul balls exiting the field of paly inot parking lot and Hwy 42. Installation to be perfromed prior to underpass construction and Highway widening. Cars and pedestrians will be closer to the field of play and foul ball areas following the above projects.

Department Priority Ranking: Low Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	Existing	Is this grant funded?	No
Project Name:	Park Fleet Vehicle Replacement	Submitted By:	Parks & Recreation
Version:	1/16/2024		

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Parks	Parks	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	70,000	72,100	74,263	76,491	78,786	81,149	452,789
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	70,000	72,100	74,263	76,491	78,786	81,149	452,789
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Replacement program. Assess based on age, mileage, work orders, and downtime. Parks and Open Space replacement program 2025-4, 2026-4, 2027,-2, 2028- 3, 2029-2. Including existing parks and open space trailers.

Project revenue or grants that will support the project and the impacts to the operating budget:

N/A

Reference to Plan being implemented (i.e., Master Plan):

N/A

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

To ensure maintenance and operations needs can be met, vehicles need to be replaced on a planned basis. Superintendent and Fleet Manager assess needs yearly to ensure identified replacements are needed and still are the priority. Safe transportation for staff and equipment is key to providing and delivering the maintenance standards for the community. If Red Tail Ridge development occurs we will need additional trucks with plow blades and trailers.

Department Priority Ranking:	High	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	Park Division Equipment New Requests	Submitted By:	Parks & Recreation
Version:	1/16/2024		

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Parks	Streetscapes	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	80,000	85,000	116,000	92,500	95,000	95,000	563,500
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	80,000	85,000	116,000	92,500	95,000	95,000	563,500
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification









Description & Proposed Funding:

Equipment/Project Description:

New Equipment with electrified units as market has equivalent units. Using increases parks standards and operations to determine the equipment items. Electrified units will be more costly until market has availability. If Red tail Ridge Development occurs additional equipment will be needed to suport maintenance of ROW, Parks, and snow operations. Forestry needs a new small stump grinder.

Project revenue or grants that will support the project and the impacts to the operating budget:

New equipment supporting the decarbonization program and multiple sub-programs.

Reference to Plan being implemented (i.e., Master Plan):

PROST Long Range Plan to provided enhancement of current Parks

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

New equipment requests supporting year round maintenance and operations for delivering services to our community. Top dresser, Sprayer, Dump Trailer. If Red Tail Ridge development occurs additional equipment will be needed to support maintenance and operations.

Department Priority Ranking:	Medium	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

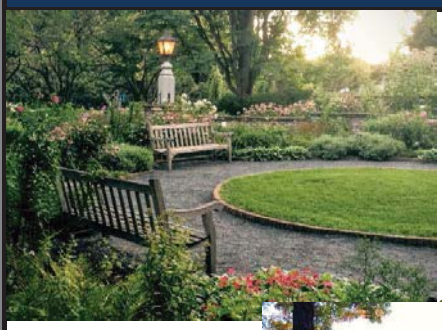
Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	Renovation of Arboretum	Submitted By:	Parks & Recreation
Version:			

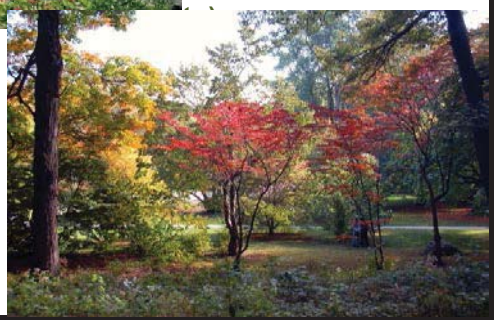
Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Parks	Parks	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	50,000	52,500	55,000	-	-	157,500
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	50,000	52,500	55,000	-	-	157,500
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification





Description & Proposed Funding:

Equipment/Project Description:

Renovation of Louisville's Arboretum to include demonstration gardens, benches, meditative spaces, more trees, educational signage and supportive infrastructure.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

2024 PPLAB work plan to discuss and provide recommendations to staff on Arboretum renovations to improve the space for the community including demonstration planting gardens- low water, sustainable, pollinator, fire-resistant plantings. Improved meditative spaces, bench seating, exercise equipment updates, walking path improvements, kiosk and educational signage, and more trees. Repairs and replacements to infrastructure supporting the above as needed.

Department Priority Ranking: Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	Existing	Is this grant funded?	No
Project Name:	Landscaping Improvements	Submitted By: Parks & Recreation	Version: 1/16/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Parks	Parks	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	15,000	18,000	20,000	23,000	25,000	28,000	129,000
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	15,000	18,000	20,000	23,000	25,000	28,000	129,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification





Description & Proposed Funding:

Equipment/Project Description:

Replacement of plant materials for park landscaping, medians, community entryways.

Project revenue or grants that will support the project and the impacts to the operating budget:

N/A

Reference to Plan being implemented (i.e., Master Plan):

N/A

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

To ensure landscaping needs can be met and replaced on a planned basis. Improvements and equitable entryways that support pollinators and sustainable standards for the community.

Department Priority Ranking:	Medium	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	Existing	Is this grant funded?	
Project Name:	Surfacing Materials- Playground, Dog Park, Crushe	Submitted By:	Parks & Recreation
Version:			

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Parks	Parks	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	25,000	28,500	30,000	31,500	33,000	35,000	183,000
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	25,000	28,500	30,000	31,500	33,000	35,000	183,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Safety surfacing materials for playgrounds, athletic infields, dog parks, soft surface trails. These materials are continuously needed to ensure safe surfacing is provided for users.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

EWF- playground surfacing, Crusher Fines- soft surface trail materials, Infield material, and dog park surfacing continuous needs of materials to provide safe surfacing for users throughout parks system.

Department Priority Ranking:	High	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	Feasbility Study Cleo Mudrock Park- MU Fields	Submitted By:	Parks & Recreation
Version:			

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Parks	Parks & Recreation Administration	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-		150,000	-	-	-	150,000
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-		-		-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-		150,000	-	-	-	150,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Feasibility study to explore potential redevelopment of the athletic fields to support multi-use athletic spaces and improved amenities for the community.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

N/A

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Community needs have evolved significantly since construction of the existing facilities. A study is desired to explore potential ways to better meet current and future needs with multi-use recreation amenities.

Department Priority Ranking:	Medium	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

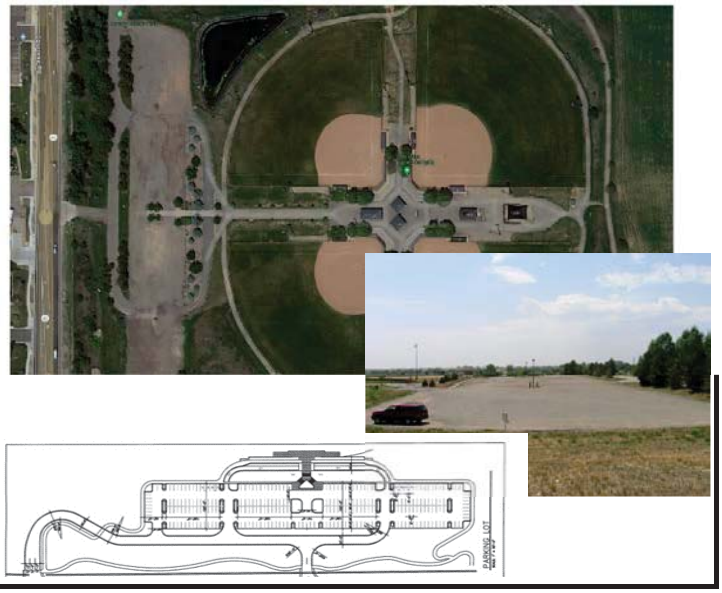
Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	Sports Complex Parking lot Surfacing	Submitted By:	Parks & Recreation
Version:	1/17/2024		

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Transportation	Transportation Infrastructure Maint	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	350,000	-	-	350,000
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	-	-	350,000	-	-	350,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Grading and surfacing material to level area and provide safe and convenient parking for the athletic fields and South Street/Downtown businesses.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Maintain parking which supports the Sports Complex, business across HWY 42, Downtown business, Coal Creek Trail, and other events supported by the city (leaf drop). Improvements would assist in ADA accessibility for patrons as well.

Department Priority Ranking:	Low	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	Splash Pad and PlaygroundReplacement at Commu	Submitted By:	Parks & Recreation
Version:			

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Parks	Parks	Capital Projects Fund	100%
Recreation			
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch			650,000	-	-	-	650,000
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	-	650,000	-	-	-	650,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification





Description & Proposed Funding:

Equipment/Project Description:

Upgrade the Splash Pad and Playground at Community Park

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Upgrade splash pad and playground at Community Park. Request was previously submitted in 2019 and repairs/replacements are needed to equipment from original park construction.

Department Priority Ranking:	Medium	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: Library Lighting Controls

Submitted By: Public Works

Version: 3/26/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Cultural Services	Facilities Maintenance	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	3,500	-	-	-	-	3,500
Construction	-	150,000	-	-	-	-	150,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	23,025	-	-	-	-	23,025
Total Costs (Gross)	-	176,525	-	-	-	-	176,525
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Replace existing lighting automation with new panel and relays. The newer lighting automation would be able to be accessed remotely to change schedules and create energy efficient schedules.

Project revenue or grants that will support the project and the impacts to the operating budget:

Replacement of equipment may decrease maintenance costs and increase energy efficiency of the building.

Reference to Plan being implemented (i.e., Master Plan):

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The Lighting automation system at the Library is 15 years old. Upgrading to the same lighting automation system as City Services and Recreation Center would replace older, antiquated equipment with newer more modern lighting controls, and allow any schedule changes to be done remotely. Currently, the relays for this system are discontinued and only found on Ebay.

Department Priority Ranking: High

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New			Is this grant funded?	No
Project Name:	AMH Replacement		Submitted By:	Library & Museum	Version:

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Cultural Services	Library Services	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	10,000	-	-	-	-	-	10,000
Other Prof Services		-	-	-	-	-	-
Construction		-	-	-	-	-	-
Other Equip/Project Costs		-	-	-	-	-	-
Capital Equipment Purch	190,000	-	-	-	-	-	190,000
Contingency		-	-	-	-	-	-
Total Costs (Gross)	200,000	-	-	-	-	-	200,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

The automated book sorter is close to the end of its expected useful life. Though the sorter is still reliable, service calls are increasing. It was installed in 2011 and will need to be replaced in 2025.

Project revenue or grants that will support the project and the impacts to the operating budget:

None.

Reference to Plan being implemented (i.e., Master Plan):

Narrative ...

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Book sorter technology is always changing. This machine will be obsolete and difficult to repair in just a few years. It's time to replace with newer technology.

123

592

Department Priority Ranking: Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: Library Millwork Refresh

Submitted By: Public Works

Version: 3/25/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Cultural Services	Facilities Maintenance	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	50,000	-	-	-	50,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	7,500	-	-	-	7,500
Total Costs (Gross)	-	-	57,500	-	-	-	57,500
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Replacement of damaged millwork cabinets and countertops at circulation desk and restrooms.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The cabinets and countertops were installed in 2009, and are becoming stained and damaged in high traffic areas. Millwork and laminate countertops should be modernized and replaced with a solid Surface countertop, which is more resilient.

Department Priority Ranking: Medium

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New			Check box if grant funded:	☐ Check
Project Name:	Library - Snow Melt System 20yr Maintenance	Submitted By:	Public Works	Version:	3/25/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Admin & Support Services	Facilities Maintenance	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	20,000	-	-	20,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	3,000	-	-	3,000
Total Costs (Gross)	-	-	-	23,000	-	-	23,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Retro commissioning of snow melt system - 20 yr PM

Project revenue or grants that will support the project and the impacts to the operating budget:

Retro commissioning may decrease maintenance costs.

Reference to Plan being implemented (i.e., Master Plan):

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The boiler for the snow melt system will be 20yrs old in 2026. Funds are being requested to re-commission the boiler and associated piping/components at 20yrs.

Department Priority Ranking:	High	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: Museum Fire Panel

Submitted By: Public Works

Version: 3/25/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Cultural Services	Facilities Maintenance	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	25,000	-	-	-	-	-	25,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	3,750	-	-	-	-	-	3,750
Total Costs (Gross)	28,750	-	-	-	-	-	28,750
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Replace existing obsolete fire panel with new.

Project revenue or grants that will support the project and the impacts to the operating budget:

A new fire panel may decrease maintenance costs and avoid unplanned emergency replacement

Reference to Plan being implemented (i.e., Master Plan):

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The fire panel currently in the Museum has been discontinued, therefore parts and raw materials required to build service boards are becoming more difficult to source and there are no guarantees how long they will be available. With uncertainty of parts availability, its recommended to replace to avoid any potential fire watches or unplanned emergency upgrade.

Department Priority Ranking: Highest

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: Museum Improvements

Submitted By: Public Works

Version: 3/29/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Cultural Services	Facilities Maintenance	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	25,000	-	-	-	25,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	3,750	-	-	-	3,750
Total Costs (Gross)	-	-	28,750	-	-	-	28,750
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

New parking lot lighting in alley and pathway lighting throughout the Museum Campus.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

There is no lighting in the alley parking lot behind the Museum Campus or throughout the campus walkways. Adding lighting at the parking lot and pathways will increase awareness and safety when parking and walking through the campus.

Department Priority Ranking: Medium

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New			Check box if grant funded:	☐ Check
Project Name:	Museum Building Improvements	Submitted By:	Public Works	Version:	3/29/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Cultural Services	Facilities Maintenance	Capital Projects Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	113,850	-	-	-	113,850
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	-	113,850	-	-	-	113,850
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Refinish wood floor in Jacoe Store, paint and seal flooring in Tomeo House, seal windows and replace 2 panes of glass, rebuild stairs on East side of Tomeo House, and paint interior of all 3 houses.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Interior of the houses have not been painted for over 10 yrs and need a refresh, flooring in the Jacoe Store is a high traffic area and refinishing and sealing will prolong the life of the floor. Windows date back to the 1990's and some panes have cracks that should be replaced

Department Priority Ranking:	High	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: Water Efficiency Plan Update

Submitted By: Public Works

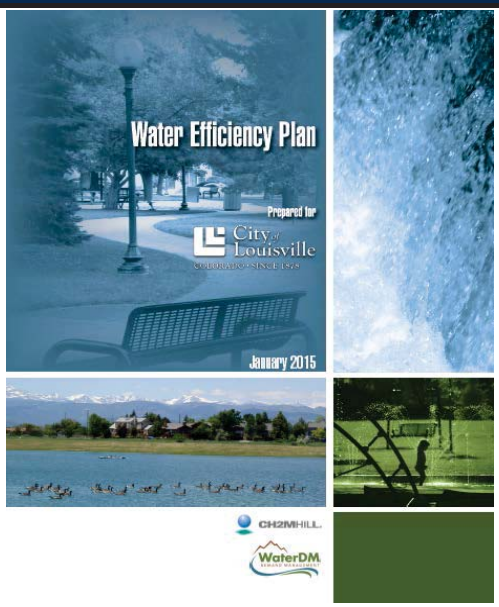
Version: 1/30/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Water	Water Utility Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	50,000	-	-	-	-	-	50,000
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	50,000	-	-	-	-	-	50,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Project will update the current 2015 water efficiency plan

No grants have been identified at this time. Annual maintenance is not expected to change.

A CWCB grant (up to 50%) will be pursued for this project. Annual maintenance is not expected to change.

Reference to Plan being implemented (i.e., Master Plan):

2024 Utility Masterplan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The State of Colorado requires all entities that sell more than 2,000 acre-feet of water to have a state approved water efficiency plan. These plans are recommended to be updated every 5-7 years. An outdated plan could result in ineligibility for Colorado Water Conservation Boards (CWCB) grants and loans.

Department Priority Ranking: High

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☑ Check

Project Name: North Water Plant Decarbonization

Submitted By: Public Works

Version: 3/25/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Sustainability	Water Utility Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	19,000	13,000	-	1,275,000	-	-	1,307,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	2,850	1,950	-	188,550	-	-	193,350
Total Costs (Gross)	21,850	14,950	-	1,463,550	-	-	1,500,350
Grants or Other Off-Setting Revenue	-	-	-	32,000	-	-	32,000
Impact to Annual Maint/Operating Costs	-	-	-	-	7,700	7,700	15,400

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

2025 - Energy Efficiency upgrades to include lighting and occupancy controls. 2026 - Replace HVAC with 3T RTU with heat wheel. 2028 - Install 376kW ground mount solar array

Project revenue or grants that will support the project and the impacts to the operating budget:

Grants have been applied for through DOLA and Xcel Energy for Building Electrification and Solar.

Reference to Plan being implemented (i.e., Master Plan):

Decarbonization Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

This scope aligns with the near term scope of the Decarbonization Plan.

Department Priority Ranking: Medium

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: NWTP-Pre Treatment Building Roof Replacement

Submitted By: Public Works

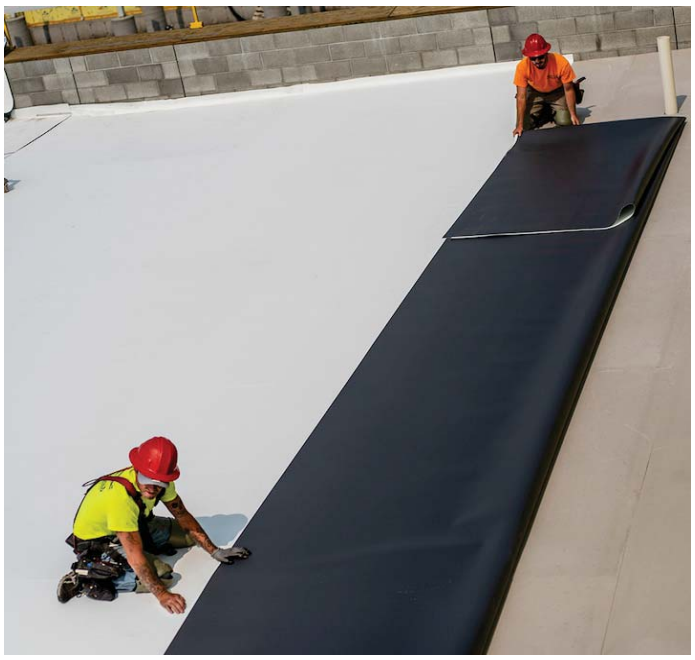
Version: 3/25/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Facilities Maintenance	Water Utility Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	39,000	-	-	-	-	-	39,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	5,850	-	-	-	-	-	5,850
Total Costs (Gross)	44,850	-	-	-	-	-	44,850
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

New 60mm TPO roof covering

Project revenue or grants that will support the project and the impacts to the operating budget:

A new roof may decrease maintenance and repair costs.

Reference to Plan being implemented (i.e., Master Plan):

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

This roof's seams are failing throughout the roof system. It is beyond its useful life and should be replaced.

Department Priority Ranking: Highest

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☑ Check

Project Name: South Water Treatment Plant Decarbonization

Submitted By: Public Works

Version: 3/25/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Sustainability	Water Utility Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	10,500	-	-	750,000	-	-	760,500
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	112,500	-	-	112,500
Total Costs (Gross)	10,500	-	-	862,500	-	-	873,000
Grants or Other Off-Setting Revenue	10,500	-	-	-	-	-	10,500
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Energy efficiency upgrades in 2025 to include lighting and occupancy controls. In 2028, install 200kW ground mount solar array.

Project revenue or grants that will support the project and the impacts to the operating budget:

Grants have been applied for through DOLA

Reference to Plan being implemented (i.e., Master Plan):

Decarbonization Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

This scope aligns with the near term scope of the Decarbonization Plan.

Department Priority Ranking: Medium

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: NWTP - Roof Replacements

Submitted By: Public Works

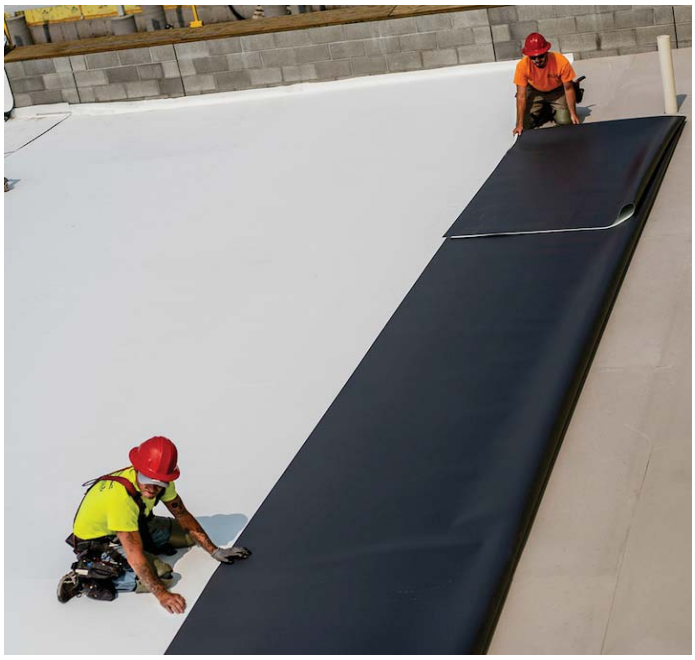
Version: 3/29/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Facilities Maintenance	Water Utility Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	205,000	-	-	-	-	-	205,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	102,599	-	-	-	-	-	102,599
Total Costs (Gross)	307,599	-	-	-	-	-	307,599
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

New 60mm TPO roof covering to roofs at admin and pre-treatment building.

Project revenue or grants that will support the project and the impacts to the operating budget:

A new roof will decrease maintenance and repair costs

Reference to Plan being implemented (i.e., Master Plan):

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

This roof's seams are failing throughout the roof system at the admin building. One of the roof sections has detached from the substrate. At the pre-treatment building, the roof's seams are failing throughout the roof system. Both roofs are beyond its useful life and should be replaced.

Department Priority Ranking: Highest

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	Excavator and Flatbed Truck	Submitted By: Public Works	Version:

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Water	Water Utility Fund	80%
Utilities	Storm Water	Storm Water Utility Fund	20%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	300,000	-	-	-	-	-	-
Contingency	25,000	-	-	-	-	-	-
Total Costs (Gross)	325,000	-	-	-	-	-	325,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

The Operations Division is requesting to replace a current backhoe with a similar capacity excavator and a flatbed truck to transport the excavator.

Project revenue or grants that will support the project and the impacts to the operating budget:

No grants have been identified at this time. Annual maintenance is not expected to change.

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The Operations Division currently utilizes a backhoe to perform routine and emergency repairs to water mains, sewer main, stormwater drainage ways as well as road surface and sub-surface repairs. The current unit a 2010 John Deere 410 Backhoe meets the replacement policy for age. The Operations Division believes that an excavator will better serve the needs of the Division than the current backhoe does. The amount listed also covers the purchase of a heavy duty tow truck to transport the excavator within DOT regulations.

Department Priority Ranking:	High	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No

Project Name:	Operations - Locate Vehicle	Submitted By: Public Works	Version: 3/26/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Water	Water Utility Fund	50%
Utilities	Wastewater	Wastewater Utility Fund	50%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	80,000	-	-	-	-	-	80,000
Capital Equipment Purch	5,000	-	-	-	-	-	5,000
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	85,000	-	-	-	-	-	85,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

To purchase an additional vehicle for employee transport for utility locates and repurposing an existing larger vehicle for day to day Operations transportation needs due to having more employees than available vehicles.

Project revenue or grants that will support the project and the impacts to the operating budget:

No grants have been identified at this time. Annual maintenance is not expected to change.

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

In the Operations Division there is a need for an additional vehicle designated for utility locates, this vehicle will be a smaller Chevy Colorado or equivalent with a storage system in the back to organize the tools and equipment needed to perform utility locates, this vehicle will be suggested to be a hybrid or electric at the time of purchase.

Department Priority Ranking:	Highest	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: Engineering Vehicle Replacement

Submitted By: Public Works

Version: 3/29/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Transportation	Planning & Engineering	Fleet Management Fund	25%
Utilities	Water	Water Utility Fund	20%
Utilities	Wastewater	Wastewater Utility Fund	20%
Utilities	Storm Water	Storm Water Utility Fund	20%
Community Design	Community Design	Fleet Management Fund	15%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	180,000	-					180,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	18,000	-	-	-	-	-	18,000
Total Costs (Gross)	198,000	-	-	-	-	-	198,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification






Description & Proposed Funding:

Equipment/Project Description:

This provides replacement of the following vehicles:
Inspector Vehicle # 3128 (2009 with 79k miles)
Engineering Vehicle # 3129 (2007 with 97k miles)

Project revenue or grants that will support the project and the impacts to the operating budget:

Project has no revenue or grant. Funding from Capital Project Fund.

Reference to Plan being implemented (i.e., Master Plan):

NA

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

All these vehicles are older than 2010 (15+ years old) and due for replacement. These will all be electric vehicles and align with the goals of reducing greenhouse gases and sustainability. Budget could be reduced if hybrid vehicles were purchased instead.

Department Priority Ranking: Highest

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? Existing

Check box if grant funded: ☐ Check

Project Name: Meter Replacement

Submitted By: Public Works

Version: 1/30/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Water	Water Utility Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	1,500,000	1,500,000	-	-	-	-	3,000,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	400,000	400,000	-	-	-	-	800,000
Total Costs (Gross)	1,900,000	1,900,000	-	-	-	-	3,800,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Water Meters have a life expectancy of 10 to 15 years. As meters age they become less efficient and read less flow resulting in loss revenues. With extended age, meters can also develop problems with leaking. This project is a 2-year process to replace all meters city-wide. Staff had nearly 1,000 hours related to meter activities in 2023.

Project revenue or grants that will support the project and the impacts to the operating budget:

No grants have been identified at this time. Annual maintenance is not expected to change.

Reference to Plan being implemented (i.e., Master Plan):

N/A

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

This project is a critical component of the City's water system and ensures accurate usage and appropriate cost recovery. In addition, improvements in meter technology includes: remote notification of leaks, tampering and out-of-threshold operating conditions. This information can also be made available to customers for real-time monitoring of their own system. Increases in meter intelligence have been shown to alert users quickly, facilitating faster troubleshooting and repair. Shortening response times can lessen damage and loss of water from leaks or breaks. Aging meters cause a great occurrence of leaks and faults that will trigger a corresponding response from the Utility. An increase in response requires more staff time to investigate and resolve these inconsistencies. In total, aging meters will increase demands on staff and reduce system cost recovery by accounting for less water than what is actually used. ☐

Department Priority Ranking: High

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: Water Plant Chlorine Dioxide Replacement

Submitted By: Public Works

Version: 1/30/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Water	Water Utility Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	50,000	-	-	-	-	50,000
Other Prof Services	-	-	-	-	-	-	-
Construction	115,000	115,000	-	-	-	-	230,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	300,000	-	-	-	-	300,000
Contingency	35,000	35,000	-	-	-	-	70,000
Total Costs (Gross)	150,000	500,000	-	-	-	-	650,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Project will provide for a permanent install of the piloted Chlorine Dioxide unit at the Howard Berry Treatment Plant in 2025. A similar unit will be procured and installed at the Sid Copeland Water Treatment Plant in 2026.

No grants have been identified at this time. Annual maintenance is not expected to change.

No grants have been identified at this time. Annual maintenance is not expected to change.

Reference to Plan being implemented (i.e., Master Plan):

2024 Utility Masterplan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Chlorine dioxide is an effective oxidant and disinfectant that is used in the City's water treatment process. The current pilot was commissioned to improve dosing rates and provide more consistent and manageable use of chlorine dioxide. The fire at the Howard Berry Treatment Plant made the pilot unit unreturnable. Fortunately it was easily repaired and has been performing satisfactorily for about a year. Given the improved performance, it is recommended to duplicate this process at Sid Copeland.

Department Priority Ranking: High

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New			Is this grant funded?	No
Project Name:	Telemetry Site Refresh		Submitted By:	Information Technol	Version:

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Water	Wastewater Utility Fund	50%
	Wastewater	Water Utility Fund	50%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	80,000	-	-	-	-	80,000
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	10,000	-	-	-	-	10,000
Total Costs (Gross)	-	90,000	-	-	-	-	90,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Current telemetry equipment is end of life and needs to be replaced at 4 sites. This project will include replacing the devices, router, and labor for reconfiguration of new equipment with Programmable Logic Controllers PLC's

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Critical Core IT Infrastructure

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Telemetry refers to the process of remotely monitoring and transmitting data from sensors, instruments, or other devices to a central location for analysis, recording, or control purposes.Our Utilities department uses many types of telemetry devices to provide rela time data, early warning signs, and monitor the overall health of several areas of the water and waste water treatment plant. The telemetry device are end of life and need to be replaced to ensure the highest quality of service. IT Staff's sub-program goal is to maintain a secure and connected network ensuring all users have appropriate technological resources to effectively perform their jobs.

Department Priority Ranking:	High	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: WTP Control System Replacement

Submitted By: Public Works

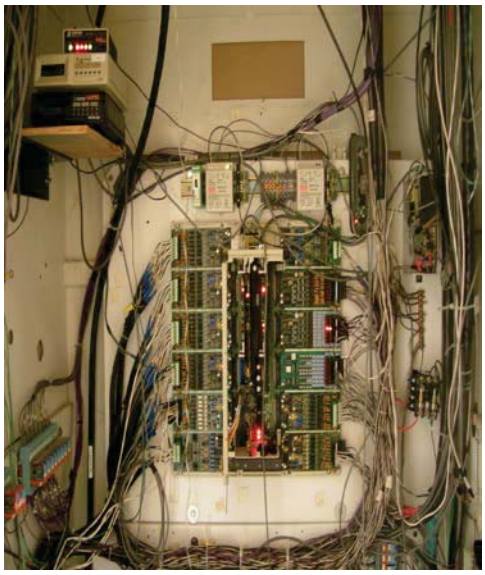
Version: 1/30/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Water	Water Utility Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	100,000	-	-	-	-	100,000
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	250,000	-	-	-	-	250,000
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	70,000	-	-	-	-	70,000
Total Costs (Gross)	-	420,000	-	-	-	-	420,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

This Project will replace Water Plant control systems that are at end of useful life and where repair or usable parts becoming unavailable.

Project revenue or grants that will support the project and the impacts to the operating budget:

No grants have been identified at this time. Annual maintenance is not expected to change.

Reference to Plan being implemented (i.e., Master Plan):

N/A

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The Water Plants existing control systems (PLC, relays, etc.) are in need of replacement. As these devices age the level of support declines, eventually making them inoperable.

Department Priority Ranking: High

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: South Water Plant HVAC for Pre-Treatment Bldg.

Submitted By: Public Works

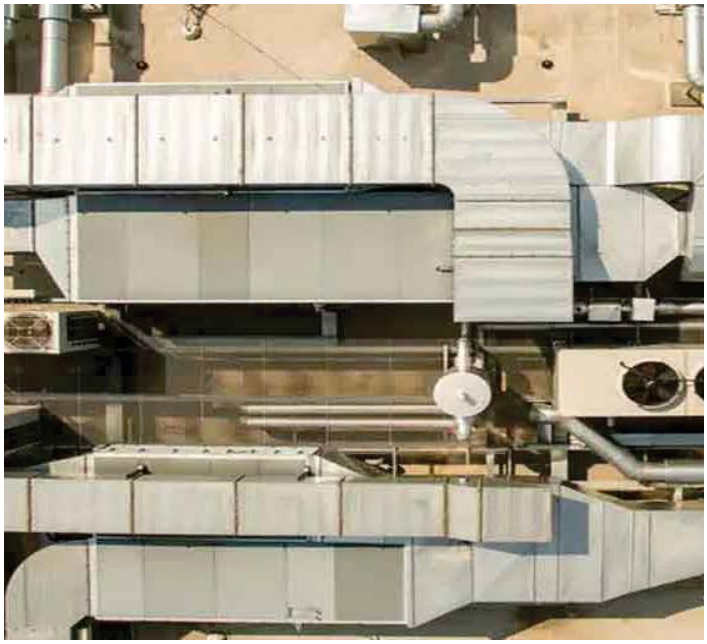
Version: 3/25/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Facilities Maintenance	Water Utility Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	3,500	-	-	-	-	-	3,500
Construction	35,000	-	-	-	-	-	35,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	5,250	-	-	-	-	-	5,250
Total Costs (Gross)	43,750	-	-	-	-	-	43,750
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Replace HVAC unit at pre-treatment building.

Project revenue or grants that will support the project and the impacts to the operating budget:

Operating costs should decrease based on improved energy efficiency and reduced maintenance costs. Xcel Energy rebates may be available for systems that provide outstanding energy efficiency

Reference to Plan being implemented (i.e., Master Plan):

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The HVAC unit that serves the pre-treatment building at the South Water Treatment Plant does not operate at 100% and is not able to be repaired. The unit is over 20 yrs old. HVAC components have an expected life span of approximately 15-20 years.

Department Priority Ranking: Highest

Request Number: (Finance use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? Existing

Check box if grant funded: ☐ Check

Project Name: Water Pipeline Replacement

Submitted By: Public Works

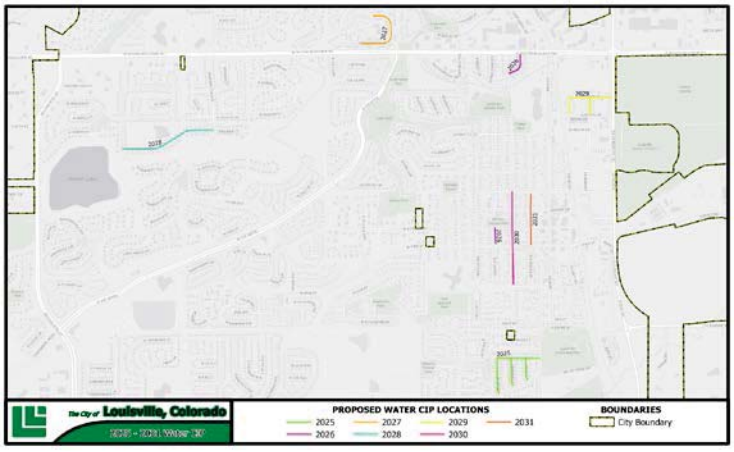
Version: 3/26/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Water	Water Utility Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	12,000	12,000	12,500	12,500	13,000	13,000	75,000
Other Prof Services	-	-	-	-	-	-	-
Construction	1,155,000	400,000	615,500	920,000	825,000	1,025,000	4,940,500
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	231,000	80,000	184,650	276,000	412,500	512,500	1,696,650
Total Costs (Gross)	1,398,000	492,000	812,650	1,208,500	1,250,500	1,550,500	6,712,150
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

This project replaces older, deficiently sized, deteriorating, water mains. As utility lines age it is more cost effective to replace segments rather than trying to do spot repairs. It is also cost efficient to replace deficient wet utilities when reconstructing or resurfacing streets. The program is focused mainly on Cast Iron and AC Pipe sized 4" and 6" and locations with frequent break data from Operations.

Project revenue or grants that will support the project and the impacts to the operating budget:

No grants have been identified at this time.

Reference to Plan being implemented (i.e., Master Plan):

None

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

This project will continue to replace old and troubled pipelines. This is an ongoing program.
This program is driven by the need to maintain the water distribution system.

Department Priority Ranking: High

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: Northern Pump Station Improvements

Submitted By: Public Works

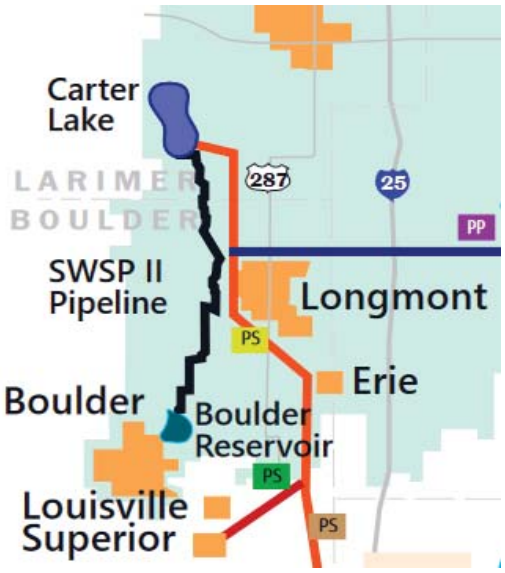
Version: 1/30/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Water	Water Utility Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	550,000	-	-	-	-	550,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	550,000	-	-	-	-	550,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

The Northern Colorado Water Conservancy (Northern) operates and maintains the Southern Water Supply Project (SWSP). The SWSP provides the delivery mechanism for the City's CB-T and Windy Gap water supplies. This project will enlarge the existing Louisville pumps in the Louisville/Superior Pump Station and look to add emergency backup power.

No grants have been identified at this time. Annual maintenance is not expected to change.

No grants have been identified at this time. Annual maintenance is not expected to change.

Reference to Plan being implemented (i.e., Master Plan):

2024 Utility Masterplan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Water received from Northern accounts for approximately 1/3 of the City's total supply. The proper maintenance of this facility ensure adequate water supplies for the entire City.

Department Priority Ranking: High

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: Louisville Reservoir Outlet Repairs

Submitted By: Public Works

Version: 1/30/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Water	Water Utility Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	435,000	-	-	-	435,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	65,000	-	-	-	65,000
Total Costs (Gross)	-	-	500,000	-	-	-	500,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Project will repair the outlet screening and piping to prevent leakage and debris interference. Project currently assumes that the reservoir can be lowered to facilitate repairs. Funding is likely not sufficient if underwater construction services are needed.

No grants have been identified at this time. Annual maintenance is not expected to change.

No grants have been identified at this time. Annual maintenance is not expected to change.

Reference to Plan being implemented (i.e., Master Plan):

2024 Utility Master Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

During a routine underwater diving inspection of the outlet works of Louisville Reservoir excessive corrosion and damage was noted on the upper outlet screening of the reservoir. The system is still able to be isolated in a limited function. Ineffective screening can allow debris to enter the outlet pipe restricting delivery of water supply. Repairing the outlet works is necessary to ensure the full operations of reservoir.

Department Priority Ranking: High

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: Security Replacement and Upgrades

Submitted By: Public Works

Version: 1/30/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Water	Water Utility Fund	65%
	Wastewater	Wastewater Utility Fund	35%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	50,000	-	50,000
Other Equip/Project Costs	-	-	-	-	110,000	-	110,000
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	50,000	-	50,000
Total Costs (Gross)	-	-	-	-	210,000	-	210,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Replacement and Upgrade of the security components (cameras, locks, access pads, etc.) for the water and wastewater facilities. Project will align with overall City efforts and timing could shift as a result.

Project revenue or grants that will support the project and the impacts to the operating budget:

No grants have been identified at this time. As a replacement of existing infrastructure, annual maintenance impacts are expected to be negilable.

Reference to Plan being implemented (i.e., Master Plan):

2024 Utility Master Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Maintaining site security not only protects critical City infrastructure it also prevents unauthorized access to hazardous conditions. Physical security is one of the foundational components to the growing threat of cyber-security. Security is a common across multiple City goals and sub programs.

Department Priority Ranking: High

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: Water Valve Replacements

Submitted By: Public Works

Version: 1/30/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Water	Water Utility Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	320,000	-	-	320,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	215,000	-	-	215,000
Contingency	-	-	-	100,000	-	-	100,000
Total Costs (Gross)	-	-	-	635,000	-	-	635,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Project looks to replace a variety of valves that are reaching the end of life. Major replacements include:
Howard Berry WTP - Filter Effluent & Intake
Sid Copeland WTP - Filter Effluent & Backwash Supply

Project revenue or grants that will support the project and the impacts to the operating budget:

No grants have been identified at this time. Annual maintenance is not expected to change.

Reference to Plan being implemented (i.e., Master Plan):

2024 Master Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Standard replacement schedule for existing critical assets.

Department Priority Ranking: High

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New			Check box if grant funded:	☐ Check
Project Name:	NWTP Backwash Building Roof Replacement	Submitted By:	Public Works	Version:	3/25/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Facilities Maintenance	Water Utility Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	25,000	-	25,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	3,750	-	3,750
Total Costs (Gross)	-	-	-	-	28,750	-	28,750
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

New 60mm TPO roof covering

Project revenue or grants that will support the project and the impacts to the operating budget:

A new roof may decrease maintenance and repair costs

Reference to Plan being implemented (i.e., Master Plan):

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

As of 2023, this roof may have 5 more years of useful life (not guaranteed). No visible repairs observed.

Department Priority Ranking:	Medium	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: Utility Redundant Autodialer

Submitted By: Public Works

Version: 1/30/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Water	Water Utility Fund	50%
Utilities	Wastewater	Wastewater Utility Fund	50%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	80,000	-	-	-	-	-	80,000
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	80,000	-	-	-	-	-	80,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

This project will provide for redundant/backup autodialer alarm systems to the Utilities.

Project revenue or grants that will support the project and the impacts to the operating budget:

No grants have been identified at this time. Annual maintenance is not expected to change.

Reference to Plan being implemented (i.e., Master Plan):

2024 Master Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

City staff rely on sophisticated SCADA (Supervisory Control and Data Acquisition) technology systems to control, analyze, operator, monitor and automated utility operations through computer hardware and software. Because of the critical nature and high consequences of failures in utility operations that these systems monitor, a secondary autodialer is proposed to provide a backup to ensure the proper notification and response of City staff occurs.

Department Priority Ranking: High

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? Existing

Check box if grant funded: ☐ Check

Project Name: Windy Gap Firming Project

Submitted By: Public Works

Version: 1/30/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Water	Water Utility Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	818,000	1,312,000	1,312,000	1,312,000	1,313,000	1,313,000	7,380,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	818,000	1,312,000	1,312,000	1,312,000	1,313,000	1,313,000	7,380,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

The Northern Colorado Water Conservancy is constructing the Chimney Hollow Reservoir for storing Windy Gap water. The City's participation is projected to provide 2,835 acre-feet of water storage. Construction is scheduled to end in 2025. Payments will continue until 2056.

Project revenue or grants that will support the project and the impacts to the operating budget:

Granting funding was not avialble for this project. Operating budgets will increase starting in 2027 to reflect new annual assessments from Northern for the operations of the new reservoir.

Reference to Plan being implemented (i.e., Master Plan):

2012 Water System Facilities Plan and 2016 Water Management Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The project is a critical component of the City's overall Water Supply portfolio and ensures a reliable water supply. Failure to complete the project would result a firm yield reduction of 600 acre-feet and the inability to meet long term projected use. Alternative to this project are severally limited and have a high decree of uncertainty and risk.

Department Priority Ranking: Highest

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? Existing

Check box if grant funded: ☐ Check

Project Name: High Zone Tank Security

Submitted By: Public Works

Version: 1/30/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Water	Water Utility Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	10,000	-	-	-	-	-	10,000
Other Prof Services	-	-	-	-	-	-	-
Construction	38,500	-	-	-	-	-	38,500
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	11,500	-	-	-	-	-	11,500
Total Costs (Gross)	60,000	-	-	-	-	-	60,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Cameras and other security measures will be designed and installed at the remote location of the City's High Zone water tank located near Marshall Lake.

Project revenue or grants that will support the project and the impacts to the operating budget:

No grants have been identified at this time. Annual maintenance is not expected to change.

Reference to Plan being implemented (i.e., Master Plan):

N/A

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

As an ongoing exercise, City facilities are continually evaluated and assessed for potential vulnerabilities and for areas of improvement. A review of security measures for the water utility has shown an opportunity to improve at the High Zone Water Storage Tank site. Adequate and reliable security allow for the protection of the City's water system and upholds the goal of providing a safe drinking supply.

Department Priority Ranking: Medium

Request Number: 150 (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? Existing

Check box if grant funded: ☐ Check

Project Name: Water Rights Acquisition

Submitted By: Public Works

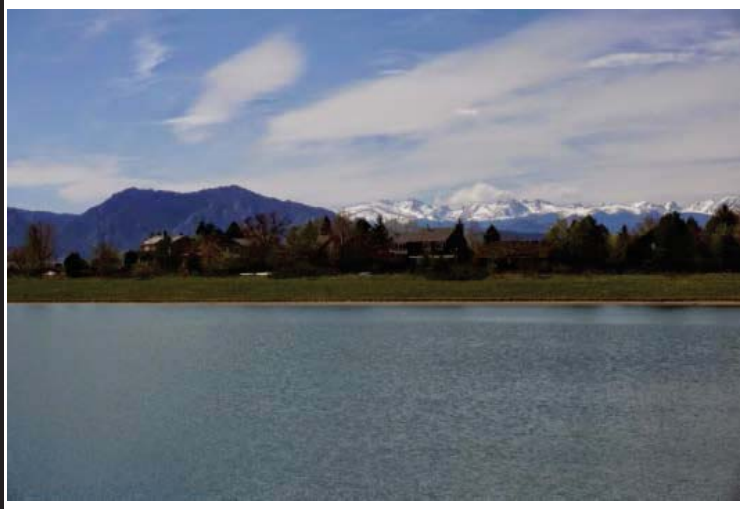
Version: 1/30/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Water	Water Utility Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	1,100,000	1,100,000	-	-	2,200,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	-	1,100,000	1,100,000	-	-	2,200,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

This project is for the acquisition of water rights to meet City water usage demands with emphasis on future growth. Given the limited availability of water rights, they will be acquired as they become available and could require funding to be adjusted in timing and amount to facilitate purchase(s).

No grants have been identified at this time. Annual maintenance is not expected to change.

No grants have been identified at this time. Annual maintenance is not expected to change.

Reference to Plan being implemented (i.e., Master Plan):

2012 Water System Facilities Plan and 2016 Water Management Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Under long term buildout conditions the City may be unable to provide adequate water supplies. The 2016 Water Management Plan calls for the acquisition of 200 acre-feet of additional water supplies. Approximately 35% of this need was secured from 2018 through 2023. This project will look to acquire another 35% during 2025 through 2030.

Department Priority Ranking: High

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: Water loop for NE Louisville

Submitted By: Public Works

Version: 2/2/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Water	Water Utility Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	600,000	-	-	-	600,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	180,000	-	-	-	180,000
Total Costs (Gross)	-	-	780,000	-	-	-	780,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

The purpose of this project is to provide redundancy in the water distribution system in an isolated section of the system where Lakespur is not looped in the water system. This project will connect Lakespur water main to the water main on Hecla Dr. The alignment of the water main will roughly follow the walking path on the South side of Hecla Lake.

Project revenue or grants that will support the project and the impacts to the operating budget:

No grants have been identified at this time.

Reference to Plan being implemented (i.e., Master Plan):

N/A

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

This program is driven by the need to improve the water distribution system.

Department Priority Ranking:

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? Existing

Check box if grant funded: ☐ Check

Project Name: Big Dry Creek Augmentation Station

Submitted By: Public Works

Version: 1/30/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Water	Water Utility Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	500,000	-	-	-	500,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	-	500,000	-	-	-	500,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

This project will consist of the construction of a new augmentation water delivery structures to allow for the delivery of replacement water from City Sources to Big Dry Creek.

No grants have been identified at this time. Annual maintenance is not expected to change.

No grants have been identified at this time. Annual maintenance is not expected to change.

Reference to Plan being implemented (i.e., Master Plan):

2012 Water System Facilities Plan and 2016 Water Management Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Water replacement releases are required by decrees granted in 1995 and 2013 to allow the use of certain City water rights. These requirements impacts approximately 1,865 acre-feet (38%) of the City's firm supply. This project will also have the capacity to compensate for additional water rights that could be purchased in the future. This project is contingent on a current 2024 project that plans to secure a pipeline route from multiple options that are under evaluation that will require cooperative agreements with various external agencies and has a high level of uncertainty and negotiation. The inability to meet return flow requirements will prevent the use of these water rights.

Department Priority Ranking: High

Request Number: (Final CIP)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? Existing

Check box if grant funded: ☐ Check

Project Name: Filter Media Replacement HBWTP

Submitted By: Public Works

Version: 1/30/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Water	Water Utility Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	50,000	-	-	50,000
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	280,000	-	-	280,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	68,000	-	-	68,000
Total Costs (Gross)	-	-	-	398,000	-	-	398,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

This project will facilitate the replacement of the filter media at the Howard Berry Water Treatment Plant. The removal of the media will allow for maintenance and inspection activities to be performed on the filter basins. Planned auxiliary work includes: painting, underdrain inspection and resealing of wall penetrations. Replacement of the underdrain is not anticipated.

Project revenue or grants that will support the project and the impacts to the operating budget:

No grants have been identified at this time. Annual maintenance is not expected to change.

Reference to Plan being implemented (i.e., Master Plan):

N/A

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

This project is a critical component of the City's water treatment process and will ensure a reliable water supply. The existing media was last replaced in 2017, with this project scheduling replacement in 11 years. Industry standard suggest replacement of filter media every 10 to 20 years. The media is currently performing as required and is not showing accelerated signs of degradation. Media material testing will be conducted prior to replacement to confirm failure of performance. If testing suggests material is adequate, the project will be delayed an appropriate period as determined at the time of testing.

Department Priority Ranking: Medium

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: HBWTP Recycle System

Submitted By: Public Works

Version: 1/30/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Water	Water Utility Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	40,000	-	-	-	40,000
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	390,000	-	-	-	390,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	130,000	-	-	-	130,000
Total Costs (Gross)	-	-	560,000	-	-	-	560,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

This CIP funds the replacement of the recycle pumps/motors at the Howard Berry Treatment Plant that have been in service for over 30 years. In addition, the access and general conditions will be improved with concrete repairs, painting and misc. equipment replacement.

Project revenue or grants that will support the project and the impacts to the operating budget:

No grants have been identified at this time. Annual maintenance is not expected to change.

Reference to Plan being implemented (i.e., Master Plan):

2024 Master Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The Howard Berry treatment plant utilizes a 500,000 gallon underground backwash recycle tank to store, recycle and discharge process water. An adjacent underground vault is used to access the recycle pumps, valving, instrumentation and to perform maintenance. A backwash operation is a mandatory function for the operations of the treatment plant. Maintaining critical infrastructure supports the water utility goals.

Department Priority Ranking: High

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? Existing

Check box if grant funded: ☐ Check

Project Name: Raw Water Integration Project (RIP)

Submitted By: Public Works

Version: 1/30/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Water	Water Utility Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	440,000	-	-	440,000
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	4,400,000	-	4,400,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	440,000	-	440,000
Total Costs (Gross)	-	-	-	440,000	4,840,000	-	5,280,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification





Description & Proposed Funding:

Equipment/Project Description:

This project includes piping and open sections of the Louisville Lateral and the possible replacement of existing piped section to provide for a continuous pipeline from Howard Berry Water Treatment Plant (HBWTP) to the Sid Copeland Water Treatment Plant (SCWTP). In addition this project will integrate the inspection, evaluation, and rehabilitation of the Harper Lake Pump Station to allow for multi-directional flow and redundancy for movement of raw water.

Project revenue or grants that will support the project and the impacts to the operating budget:

No grants have been identified at this time. Annual maintenance is not expected to change.

Reference to Plan being implemented (i.e., Master Plan):

2016 Water Management Plan & 2024 Utility Master Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

This project will allow for a secure and readily available means of increasing resiliency of the City's water supply. Project goals will allow for full integration and connect all City's water supply to two both treatment facilities. The project will include a concept defined as Load-Shifting which is detailed in the 2016 Water Management Plan (WMP) and will increase firm water supplies by 100 acre-feet. The increase in supply is anticipated as the City reaches buildout conditions.

Department Priority Ranking: High

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: Utility Fiber

Submitted By: Public Works

Version: 1/30/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Water	Water Utility Fund	50%
Utilities	Wastewater	Wastewater Utility Fund	50%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	440,000	-	-	-	440,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	210,000	-	-	-	210,000
Total Costs (Gross)	-	-	650,000	-	-	-	650,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Funding will provide the expansion and improvement of the City's utility fiber network in coordination with other City fiber needs.

Project revenue or grants that will support the project and the impacts to the operating budget:

No grants have been identified at this time. Annual maintenance is not expected to change.

Reference to Plan being implemented (i.e., Master Plan):

2024 Master Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Secure, reliable, resilient and redundant network connectivity is critical to the Utility Operations. This project will involve heavy collaboration and coordination between Public Works (PW) and Information Technology (IT). Fiber improvements scheduled for 2024 may adjust or add scope items for this 2027 project.

Department Priority Ranking: High

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: Water Quality Algae Mitigation System

Submitted By: Public Works

Version: 1/30/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Water	Water Utility Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	92,000	92,000
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	301,000	301,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	197,000	197,000
Total Costs (Gross)	-	-	-	-	-	590,000	590,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Project will install a hydrogen peroxide generator or other treatment device at Louisville Reservoir for algae mitigation.

Project revenue or grants that will support the project and the impacts to the operating budget:

No grants have been identified at this time. Annual maintenance for a mitigation system is estimated to range from $1,000 to $5,000 per year. Both items will be explored and defined more as the project gets within 2-3 years of implementation.

Reference to Plan being implemented (i.e., Master Plan):

2024 Master Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Algae in raw water storage reservoirs is the cause or contributor of a variety of water quality issues that complicate water treatment and can result in taste and odor issues or harmful algal blooms. Staff continue to categorize the types and occurrence of Algae. These ongoing efforts allow the City to customize specific solution(s) to prevent or mitigate algae impacts. Hydrogen peroxide treatment is showing promising results with additional testing and evaluation scheduled over the next several years prior to implementation.

Department Priority Ranking: Medium

Request Number: 158 (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? Existing

Check box if grant funded: ☐ Check

Project Name: WTP Instrumentation Upgrades

Submitted By: Public Works

Version: 1/30/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Water	Water Utility Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	210,000	-	210,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	70,000	-	70,000
Total Costs (Gross)	-	-	-	-	280,000	-	280,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

This Project will replace Water Plant instrumentation that was installed in 2017. These devices have a design life of 8-12 years.

Project revenue or grants that will support the project and the impacts to the operating budget:

No grants have been identified at this time. Annual maintenance is not expected to change.

Reference to Plan being implemented (i.e., Master Plan):

N/A

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

In 2017, the Water Treatment Plants installed all new instrumentation designed to monitor processes and equipment throughout both Water Treatment Plants. This gives the Plant staff critical information needed to make operational changes when needed and protect public heath. Due to product life cycles and advancing changes in technology, these instruments will be reaching end of life by 2029. This equipment is essential to run the plant efficiently and in compliance with CDPHE requirements. Completion of this project will ensure the divisions ability to maintaining the City's infrastructure and ensure safe, reliable and great tasting drinking water.

Department Priority Ranking: High

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: Lift Station Communication Upgrade

Submitted By: Public Works

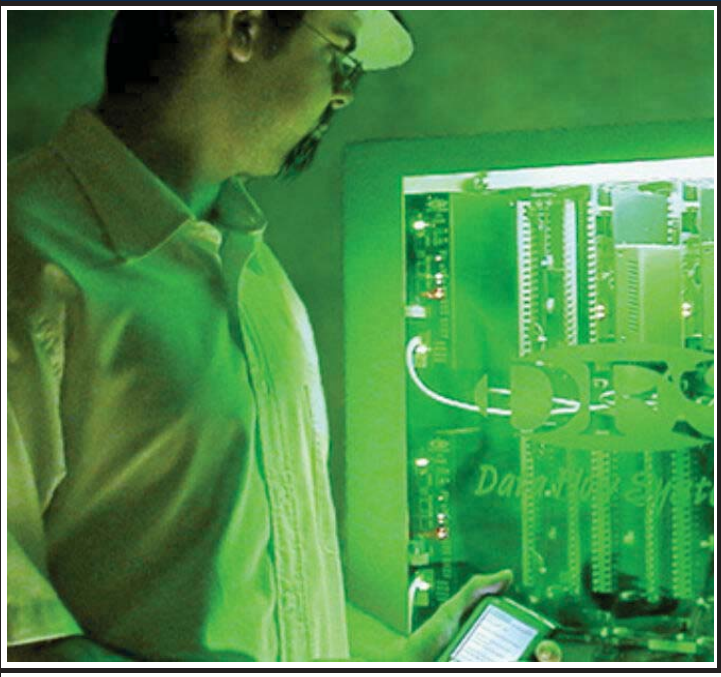
Version: 3/25/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Wastewater	Wastewater Utility Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	15,000	-	-	-	-	-	15,000
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	35,000	-	-	-	-	-	35,000
Contingency	5,000	-	-	-	-	-	5,000
Total Costs (Gross)	55,000	-	-	-	-	-	55,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Replace the existing communication system at all three wastewater pump stations to ensure proper operations of the pump stations.

Project revenue or grants that will support the project and the impacts to the operating budget:

No grants have been identified at this time. Annual maintenance is not expected to change.

Reference to Plan being implemented (i.e., Master Plan):

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The existing communications system has a limited number of lines to be able to communicate with, therefore multiple alarm codes are lined together limiting the amount of good information received from the pump stations when an issue arises. The system is also from 2012 and there are much newer and better communication systems available now.

Department Priority Ranking: High

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☑ Check

Project Name: Waste Water Plant Decarbonization

Submitted By: Public Works

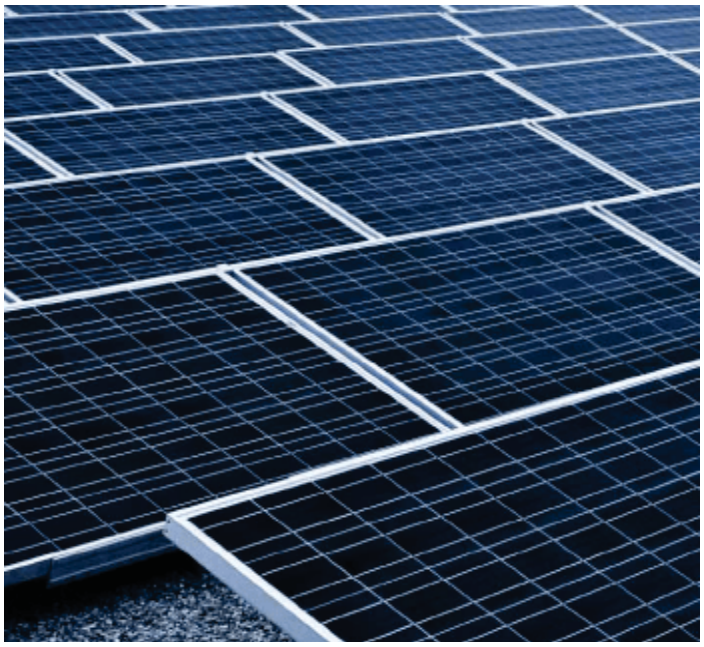
Version: 3/25/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Sustainability	Wastewater Utility Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	15,843	-	-	1,026,000	-	-	1,041,843
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	15,843	-	-	1,026,000	-	-	1,041,843
Grants or Other Off-Setting Revenue	15,843	-	-	-	-	-	15,843
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Install 690kW ground mount solar array in 2028. Envelope air sealing and lighting occupancy controls in 2025.

Project revenue or grants that will support the project and the impacts to the operating budget:

Grants have been applied for solar and energy efficiency upgrades through DOLA and IRA.

Reference to Plan being implemented (i.e., Master Plan):

Decarbonization Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

This scope aligns with the near term scope of the Decarbonization Plan.

Department Priority Ranking: Medium

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: WWTP -Centrifuge Building Roof Replacement

Submitted By: Public Works

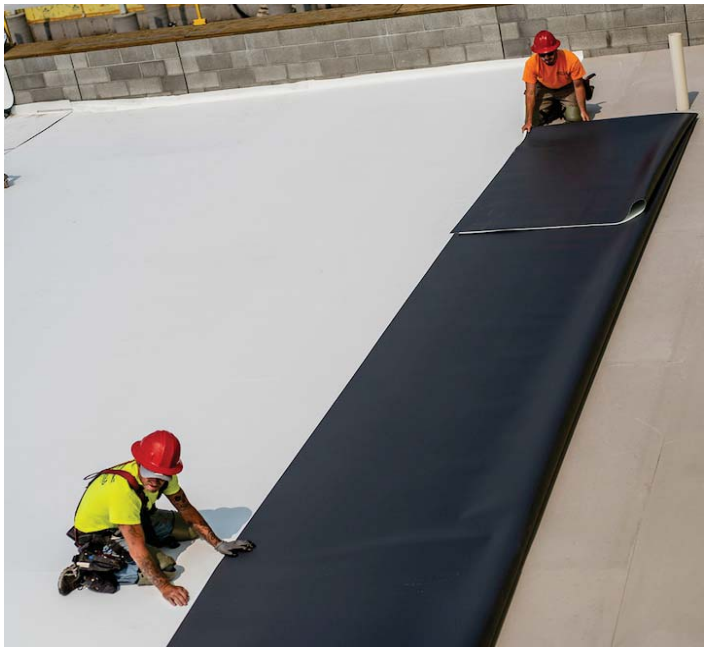
Version: 3/25/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Facilities Maintenance	Wastewater Utility Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	65,000	-	65,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	9,750	-	9,750
Total Costs (Gross)	-	-	-	-	74,750	-	74,750
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

New 60mm TPO roof covering

Project revenue or grants that will support the project and the impacts to the operating budget:

A new roof will decrease maintenance and repair costs.

Reference to Plan being implemented (i.e., Master Plan):

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

As of 2023, this roof may have 5 - 10 more years of useful life (not guaranteed). Some minor repairs are needed to prolong life..

Department Priority Ranking: Highest

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? Existing

Check box if grant funded: ☐ Check

Project Name: Sanitary Sewer Rehab - Replacement

Submitted By: Public Works

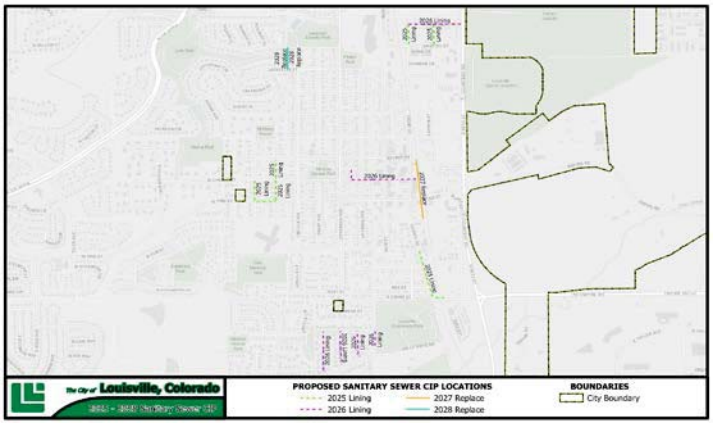
Version: 3/26/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Wastewater	Wastewater Utility Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	5,000	5,000	12,500	12,500	13,000	13,000	61,000
Other Prof Services	-	-	-	-	-	-	-
Construction	385,000	510,000	560,000	320,000	550,000	575,000	2,900,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	77,000	102,000	168,000	96,000	275,000	287,500	1,005,500
Total Costs (Gross)	467,000	617,000	740,500	428,500	838,000	875,500	3,966,500
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

The City maintains over 90 miles of sanitary sewer mains. Staff estimates approximately 17 miles of sewer mains are in need of replacement or lining. This project replaces or lines deficiently sized, deteriorating, poorly constructed sanitary sewer mains. Work is also coordinated with the Street Program to prevent replacements in new streets. The program is focused mainly on VCP sized 6" and 8".

Project revenue or grants that will support the project and the impacts to the operating budget:

No grants have been identified at this time.

Reference to Plan being implemented (i.e., Master Plan):

None

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

This project will continue to replace old and troubled pipelines. This is an ongoing program. This program is driven by the need to maintain the wastewater collection system.

Department Priority Ranking: High

Request Number: (Final CIP)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: WWTP Operation Building Roof Replacement

Submitted By: Public Works

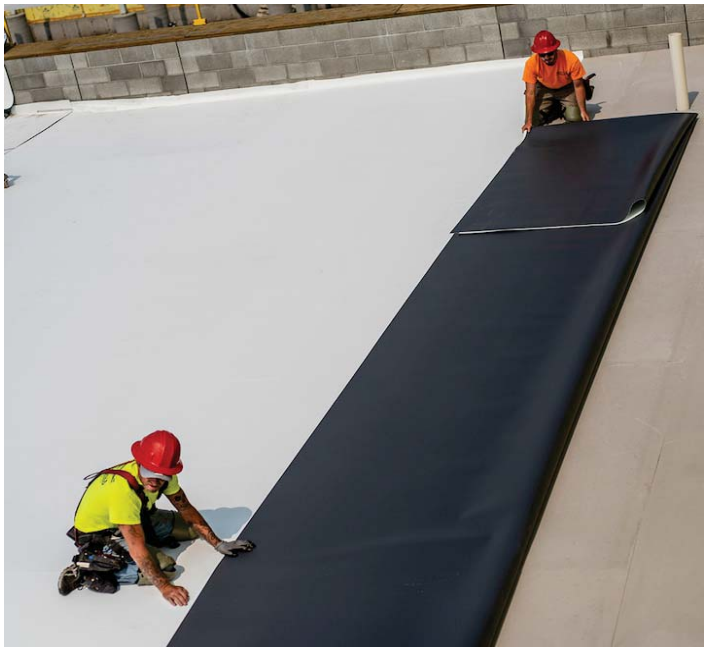
Version: 3/25/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Facilities Maintenance	Wastewater Utility Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	65,000	-	-	-	-	-	65,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	9,750	-	-	-	-	-	9,750
Total Costs (Gross)	74,750	-	-	-	-	-	74,750
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

New 60mm TPO roof covering

Project revenue or grants that will support the project and the impacts to the operating budget:

A new roof will decrease maintenance and repair costs.

Reference to Plan being implemented (i.e., Master Plan):

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

This roof's seams are failing throughout the roof system. It is beyond its useful life and needs to be replaced (Both the TPO and EPDM sections).

Department Priority Ranking: Highest

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: WWTP - Admin Building Roof Replacement

Submitted By: Public Works

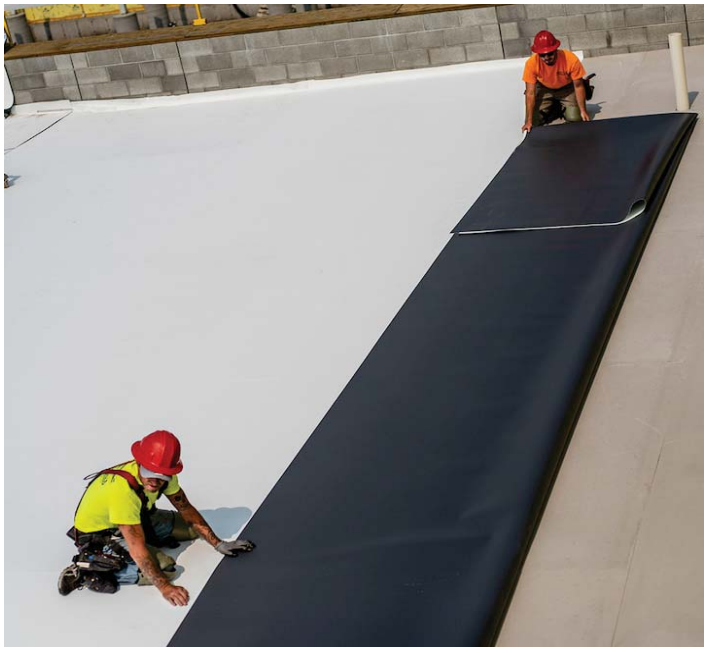
Version: 3/25/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Facilities Maintenance	Wastewater Utility Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	20,000	-	-	-	-	-	20,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	3,000	-	-	-	-	-	3,000
Total Costs (Gross)	23,000	-	-	-	-	-	23,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

New 60mm TPO roof covering

Project revenue or grants that will support the project and the impacts to the operating budget:

A new roof will decrease maintenance and repair costs.

Reference to Plan being implemented (i.e., Master Plan):

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

This roof's seams are failing throughout the roof system. It is beyond its useful life and needs to be replaced.

Department Priority Ranking: Highest

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: Storm Sewer CCTV Software/Implementation

Submitted By: Public Works

Version: 3/26/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Storm Water	Storm Water Utility Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	500,000	-	-	-	-	500,000
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	150,000	-	-	-	-	150,000
Total Costs (Gross)	-	650,000	-	-	-	-	650,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

This project would implement a program that would consist of videoing our storm system infrastructure and making the videos available to staff. This is an asset management software that will help in determining future CIPs for storm sewer

Project revenue or grants that will support the project and the impacts to the operating budget:

No grants have been identified at this time.

Reference to Plan being implemented (i.e., Master Plan):

2024 Storm water Master Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

This program is driven by the need to maintain the storm sewer system.

Department Priority Ranking: Medium

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: SBR Lining - Slipline

Submitted By: Public Works

Version: 2/22/2023

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Storm Water	Storm Water Utility Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	150,000	-	-	-	-	-	150,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	75,000	-	-	-	-	-	75,000
Total Costs (Gross)	225,000	-	-	-	-	-	225,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

This project includes installation of a culvert lining system to reinforce a ditch crossings on South boulder Rd. The culvert consist of the Goodhue crossing at Steel St.

Project revenue or grants that will support the project and the impacts to the operating budget:

No grants have been identified at this time that may be used to support the project.

Reference to Plan being implemented (i.e., Master Plan):

None

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Project will help protect South Boulder Road from potential pipe collapse providing a safe, well maintained transportation system. The project will extend the life of the existing culvert and prevent having to open trench cut a busy arterial road. Project need was identified through City employee assessment. Need is due to rusted metal culverts that are at the end of their service life.

Department Priority Ranking: High

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? Existing

Check box if grant funded: ☐ Check

Project Name: Storm System Maintenance

Submitted By: Public Works

Version: 3/26/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Utilities	Storm Water	Storm Water Utility Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering		20,000		22,500		24,000	66,500
Other Prof Services	-	-		-		-	-
Construction		400,000		500,000		525,000	1,425,000
Other Equip/Project Costs	-	-		-		-	-
Capital Equipment Purch	-	-		-		-	-
Contingency	-	80,000		150,000		157,500	387,500
Total Costs (Gross)	-	500,000	-	672,500	-	706,500	1,879,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

This project will rehabilitate City owned detention ponds and storm sewers to improve their storm water detention and drainage efficient. The project will follow the recommendations in the Louisville Storm Water Master Plan completed in 2024.

Project revenue or grants that will support the project and the impacts to the operating budget:

There are no grants identified for funding.

Reference to Plan being implemented (i.e., Master Plan):

2024 Storm Water Master Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

This project will ensure the detention ponds and storm sewer continue to function as designed. Maintain the City's infrastructure is consistent with a City Council goal of addressing again infrastructure.

Department Priority Ranking: High

Request Number: (Financial Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: Clubhouse Exterior - Decking & Pergola

Submitted By: Parks & Recreation

Version:

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Golf Course	Golf Course Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	29,000	-	-	-	-	29,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	29,000	-	-	-	-	29,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Enhancements to the existing exterior deck including outdoor carpet and a pergola structure for increased shade

Project revenue or grants that will support the project and the impacts to the operating budget:

A nicer and more comfortable exterior area will support revenue at the restaurant and pro shop.

Reference to Plan being implemented (i.e., Master Plan):

Strategic Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The clubhouse and associated amenities are fundamental to the customer experience. These facilities and amenities are needed to support players and events hosted by the golf course which bring in revenue.

Department Priority Ranking: High

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? Existing

Check box if grant funded: ☐ Check

Project Name: Maintenance Facility Storage Building

Submitted By: Parks & Recreation

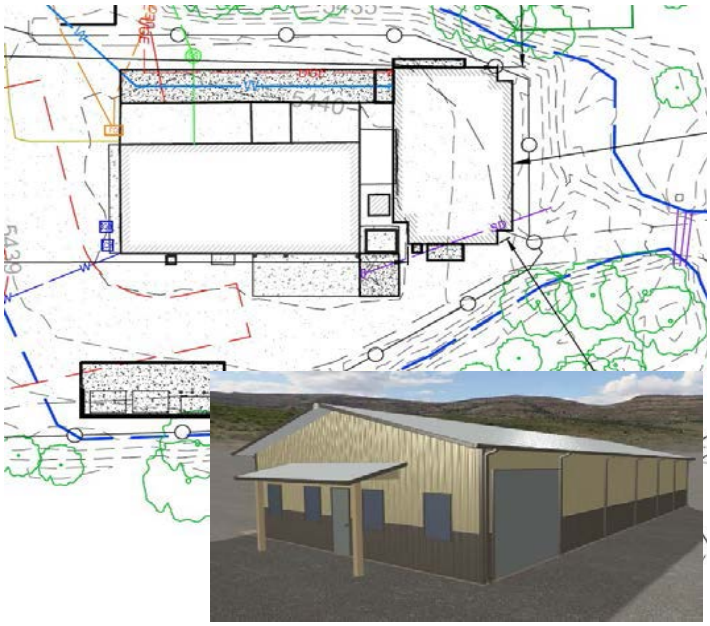
Version: 1/16/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Golf Course	Golf Course Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	400,000	-	-	-	-	-	400,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	400,000	-	-	-	-	-	400,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Construct an additional storage building at golf course's maintenance facility to increase the amount of indoor storage space available for materials, tools and maintenance equipment.

Project revenue or grants that will support the project and the impacts to the operating budget:

Supports the golf course which is a revenue generating operation.

Reference to Plan being implemented (i.e., Master Plan):

Golf strategic plan & PROST Long Range Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The existing building serving the Golf Maintenance team is inadequate to meet the needs of the present day operation. A new building is needed to increase the square footage of indoor storage space required to properly protect vital materials and equipment. This will become increasingly important as the equipment fleet is electrified in accordance with City-wide decarbonization plans and anticipated regulatory requirements on gas powered equipment. This request would cover the construction of the new building. On-going efforts to design and obtain regulatory approvals for the proposed facility are in progress with previously awarded CIP funding.

Department Priority Ranking: Highest

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New			Check box if grant funded:	☐ Check
Project Name:	Golf Clubhouse - Basement Improvements	Submitted By:	Public Works	Version:	3/26/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Facilities Maintenance	Golf Course Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	41,000	-	-	-	-	-	41,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	6,150	-	-	-	-	-	6,150
Total Costs (Gross)	47,150	-	-	-	-	-	47,150
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Repair plumbing chase and add access panels, replace existing LED tubes with LED fixtures, Add heater in cart storage and remove air circulation unit.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The basement of the Clubhouse, also know as Cart storage, is open to the elements and is vulnerable to freezing temperatures. This request would close in 3 openings with insulation, add a heating unit, replace drywall that has been damaged. Removing the Air Circulation unit will open up some areas for additional storage. The space will not be fully enclosed or insulated, but this scope will keep the area warmer in the winter months to preserve the equipment and plumbing lines located in the basement.

Department Priority Ranking:	High	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: Golf Clubhouse - Interior Improvements

Submitted By: Public Works

Version: 3/25/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Facilities Maintenance	Golf Course Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	151,000	-	-	-	-	-	151,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	22,650	-	-	-	-	-	22,650
Total Costs (Gross)	173,650	-	-	-	-	-	173,650
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Refresh interior of existing Clubhouse to include new Paint and Carpet, Insulate interior closet by front desk, add bottle fill by restaurant entrance, new plumbing fixtures, partitions, countertops at men's and women's restrooms. Add drywall between Pro Shop and Cafe to dampen sound.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The interior of the Clubhouse has not had a refresh in over 10 yrs. The carpet and paint are worn due to heavy traffic. The restrooms are in need of new fixtures and partitions and need updated. Last interior painting was completed in 2015 and restrooms renovated in 2012

Department Priority Ranking: High

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Check box if grant funded:	☐ Check
Project Name:	Golf Clubhouse - Exterior Improvements	Submitted By:	Public Works
Version:	3/27/2024		

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Facilities Maintenance	Golf Course Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	52,000	-	-	-	-	-	52,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	7,800	-	-	-	-	-	7,800
Total Costs (Gross)	59,800	-	-	-	-	-	59,800
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Repaint exterior Clubhouse, Pavilion and railings. Repair Fascia boards, reseal gutters and downspouts, and make minor repairs to siding.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The Clubhouse has not been repainted since 2015. Repainting will protect the siding and extend its remaining life. Railings and Fascia boards will be repaired and repainted.

Department Priority Ranking:	High	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	Existing	Check box if grant funded:	☐ Check
Project Name:	Cart Path Repairs	Submitted By: Parks & Recreation	Version: 1/11/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Golf Course	Golf Course Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	25,000	25,000	-	-	-	-	50,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	25,000	25,000	-	-	-	-	50,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Remove and replace damaged areas of the cart path. Add curbing and widen areas of the path to address wear and tear from cart traffic. This project will be integrated into the City's yearly concrete replacement program and coordinated with Public Works.

Project revenue or grants that will support the project and the impacts to the operating budget:

Supports the golf course which is a revenue generating operation.

Reference to Plan being implemented (i.e., Master Plan):

Golf Course Strategic Plan & PROST Long Range Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Areas of the original cart path have aged, are damaged, and are in need of repair. During the reconstruction in 2013-2014 heavy equipment damaged areas of the path and these areas continue to get worse. We will also be adding curbing where needed and expanding the cart path where cart traffic creates damage. This is broken up into 2 small projects to minimize impact to the golf course.

Department Priority Ranking:	High	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: Pond Liner Replacement - Hole 11

Submitted By: Parks & Recreation

Version: 1/16/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Golf Course	Golf Course Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	309,241	-	-	-	-	309,241
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	309,241	-	-	-	-	309,241
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Replace aging pond liner on hole 11 that is leaking.

Project revenue or grants that will support the project and the impacts to the operating budget:

Supports the golf course which is a revenue generating operation.

Reference to Plan being implemented (i.e., Master Plan):

Golf Course Strategic Plan & PROST Long Range Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The pond liner on hole 11 is leaking and in need of repair. This pond holds storm water and is part of the aesthetics of the golf course and the homes on hole 11. We have fish and other aquatic life in this pond that are at risk during the summer months when it is dry and there is little rain so we would like to re-line this pond so we do not have to add supplemental water to keep the water level at a proper elevation.

Department Priority Ranking: Medium

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New			Check box if grant funded:	☐ Check
Project Name:	Golf Clubhouse Parking Lot Lighting		Submitted By:	Public Works	Version: 3/27/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Facilities Maintenance	Golf Course Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	32,500	-	-	-	-	-	32,500
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	4,875	-	-	-	-	-	4,875
Total Costs (Gross)	37,375	-	-	-	-	-	37,375
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Install additional parking lot lighting and new exterior LED fixtures at Golf Clubhouse.

Project revenue or grants that will support the project and the impacts to the operating budget:

Reference to Plan being implemented (i.e., Master Plan):

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

There are currently only 3 parking lot lights, adding additional fixtures, will increase safety for staff and visitors when its dark out. Existing exterior fixtures to be replaced with LED.

Department Priority Ranking:	High	Request Number:	(Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: Sunshade for Starter Station

Submitted By: Parks & Recreation

Version: 1/18/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Golf Course	Golf Course Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	22,000	-	-	-	-	22,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	22,000	-	-	-	-	22,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Construct a sunshade for the starter stations on holes #1 and #10.

Project revenue or grants that will support the project and the impacts to the operating budget:

The golf course is a revenue generating operation.

Reference to Plan being implemented (i.e., Master Plan):

Golf Course Strategic Plan & PROST Long Range Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Purchase a sunshade for the starter stations on holes 1 and 10 to protect employees from the elements while they perform their job duties. Also provides shade to customers waiting to begin play.

Department Priority Ranking: Highest

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: Bunker Renovation

Submitted By: Parks & Recreation

Version: 1/16/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Golf Course	Golf Course Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	167,375	167,375	-	-	-	334,750
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	167,375	167,375	-	-	-	334,750
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Install Sand Guard System on 53 bunkers on the golf course. Https://www.porouspaveinc.com/sand-guard

Project revenue or grants that will support the project and the impacts to the operating budget:

Supports the golf course which is a revenue generating operation.

Reference to Plan being implemented (i.e., Master Plan):

Golf Course Strategic Plan & PROST Long Range Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The bunkers were renovated after the flood of 2013 without bunker liners. The life expectancy of unlined bunkers is 6-7 years so they are due to be renovated. We would like to incorporate the porous gravel liner system from Porous Pave Inc. called Sand Guard. This system keeps the shape of the bunkers intact and protects the drainage gravel so the bunkers stay clean and continue to drain well. Data from our surveys show our bunkers score the lowest out of all the amenities of the golf course so we would like to address the need to improve the performance of our bunkers.

Department Priority Ranking: Highest

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: Electric for Robotic Mower

Submitted By: Parks & Recreation

Version: 1/16/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Golf Course	Golf Course Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	32,000	-	-	-	-	-	32,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	32,000	-	-	-	-	-	32,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Add electrical charging station at the driving range to charge the robotic mowers being utilized.

Project revenue or grants that will support the project and the impacts to the operating budget:

Supports the golf course which is a revenue generating operation.

Reference to Plan being implemented (i.e., Master Plan):

Golf Course Strategic Plan & PROST Long Range Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

When we demoed the robotic mower we used extension chords to supply power to the charging station. Now that we have purchased the mower and would like to add a robotic ball picker to our driving range we need a permanent charging station located on the driving range for both units.

Department Priority Ranking: Highest

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: Golf Cart Fleet Replacement

Submitted By: Parks & Recreation

Version:

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Golf Course	Golf Course Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	270,140	-	-	-	-	-	270,140
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	270,140	-	-	-	-	-	270,140
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Replacement of the current golf cart fleet with refurbished 2020 EZGO golf carts. The refurbished carts will have had a frame off restoration and contain an upgraded lithium battery (versus lead acid battery in the current carts). The full warranty periods are in affect.

Project revenue or grants that will support the project and the impacts to the operating budget:

Lithium batteries will reduce labor costs by removing the need to water batteries on a weekly basis. The cost of electricity will also decrease due to reducing charging time for lithium batteries.

Reference to Plan being implemented (i.e., Master Plan):

Golf Course Strategic Plan & PROST Long Range Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Golf cart rentals have averaged over $300,000 in sales per year. Lithium batteries require less electricity to charge as well as reduced staff labor given the lead acid batteries in the current carts require weekly water be added. The removal of lead acid batteries will also remove the production of hydrogen gas that is produced when charging lead acid batteries.

Department Priority Ranking: High

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: Golf Operations Office Furniture

Submitted By: Parks & Recreation

Version:

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Golf Course	Golf Course Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	16,000	-	-	-	-	-	16,000
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	16,000	-	-	-	-	-	16,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Replacement of worn interior office furniture. Last replaced prior to 2013.

Project revenue or grants that will support the project and the impacts to the operating budget:

Replacing 5 to 20 year old furniture to maximize efficiency of limited space.

Reference to Plan being implemented (i.e., Master Plan):

Strategic Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Replacing 5 to 20 year old furniture to maximize efficiency. Currently the entire golf operations team of 5 employees utilize a shared 190 sq.ft office space.

Department Priority Ranking: High

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: Tree Planting

Submitted By: Parks & Recreation

Version: 1/17/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Golf Course	Golf Course Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	15,000	-	15,000	-	15,000	45,000
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	15,000	-	15,000	-	15,000	45,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Purchase and plant trees on golf course and along Coal Creek.

Project revenue or grants that will support the project and the impacts to the operating budget:

Supports the golf course which is a revenue generating operation.

Reference to Plan being implemented (i.e., Master Plan):

Golf Course Strategic Plan & PROST Long Range Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Due to weather, pests, aging, and the Marshall Fire we have removed over 210 trees from the golf course. We would like to start planting trees to add diversity and improve the health of our forested areas on the golf course.

Department Priority Ranking: Medium

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: Golf Operations Office Furniture

Submitted By: Parks & Recreation

Version:

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Golf Course	Golf Course Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	50,000	50,000
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	-	-	-	-	50,000	50,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Replacement of worn interior fixtures and outdated counter from pre-flood (2013).

Project revenue or grants that will support the project and the impacts to the operating budget:

Potential increase to merchandise sales.

Reference to Plan being implemented (i.e., Master Plan):

Strategic Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

As traffic and demand continue, staff struggle to efficiently register players with the current fixed counter design. Golf shop merchandising is limited based upon the fixtures available, limiting revenue potential.

Department Priority Ranking: High

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? Existing

Check box if grant funded: ☐ Check

Project Name: Maintenance Facility Paving Improvements

Submitted By: Parks & Recreation

Version: 1/16/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Golf Course	Golf Course Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	227,000	25,000	252,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	-	-	-	227,000	25,000	252,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

In 2027 pave the dirt parking lot. In 2028 add an office and a ventilated room for the reel and bedknife grinders.

Project revenue or grants that will support the project and the impacts to the operating budget:

Supports the golf course which is a revenue generating operation

Reference to Plan being implemented (i.e., Master Plan):

Golf Course Strategic Plan & PROST Long Range Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Paving the parking lot in 2029 will help protect the new equipment which currently gets damaged as rocks hit the cutting units and rollers. We are constantly checking the height of cut on the mowers due to the rough terrain they travel over on a daily basis. In 2030 we will build an additional interior office so that the Superintendent and Assistant Superintendent do not have to share a small office, along with building a vented room for the grinders to protect the mechanic and other staff members from the grinding debris created when using the reel and bedknife grinders.

Department Priority Ranking: Highest

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? Existing

Check box if grant funded: ☐ Check

Project Name: Foley 673 Bedknife Grinder

Submitted By: Parks & Recreation

Version: 1/12/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Golf Course	Golf Course Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	46,465	-	-	-	46,465
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	-	46,465	-	-	-	46,465
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Purchase a new bedknife grinder to replace aging bedknife grinder currently in use. The current bedknife grinder is in constant need of repair and nearing the end of it's lifespan.

Project revenue or grants that will support the project and the impacts to the operating budget:

Supports the golf course which is a revenue generating operation

Reference to Plan being implemented (i.e., Master Plan):

Golf Course Strategic Plan & PROST Long Range Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

New bedknife grinder to replace aging bedknife grinder that is reaching the end of it's lifespan. A new bedknife grinder will work more efficiently on grinding and maintaining bedknife edges on the new hybrid mowers.

Department Priority Ranking: Medium

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? Existing

Check box if grant funded: ☐ Check

Project Name: Foley 653 Accu-Master Reel Grinder

Submitted By: Parks & Recreation

Version: 1/12/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Golf Course	Golf Course Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	83,664	-	-	83,664
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	-	-	83,664	-	-	83,664
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Purchase new reel grinder to replace old reel grinder that will be at the end of it's expected lifespan. This new reel grinder will be better suited for the reels on the new hybrid mowers.

Project revenue or grants that will support the project and the impacts to the operating budget:

Supports the golf course which is a revenue generating operation.

Reference to Plan being implemented (i.e., Master Plan):

Golf Course Strategic Plan & PROST Long Range Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

New reel grinding equipment to replace the aging reel grinder we are currently using. The technology in the new reel grinder will benefit in performance on our new hybrid mowers.

Department Priority Ranking: Medium

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? Existing

Check box if grant funded: ☐ Check

Project Name: 175 Gallon Sprayer Replacement

Submitted By: Parks & Recreation

Version: 1/11/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Golf Course	Golf Course Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	49,515	-	-	-	49,515
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	-	49,515	-	-	-	49,515
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Replace 175 gallon sprayer which will be at the end of its expected usefulness.

Project revenue or grants that will support the project and the impacts to the operating budget:

Supports the golf course which is a revenue generating operation.

Reference to Plan being implemented (i.e., Master Plan):

Golf Course Strategic Plan & PROST Long Range Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

175 gallon sprayer will be 10 years old and at the end of its expected life span. The sprayer is used to spray fertilizers, soil amendments, and fungicides on greens, tees, fairways, and rough. This is an integral piece of equipment for the golf course and a priority in maintaining healthy turf and controlling weeds.

Department Priority Ranking: Highest

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: Echo Robotic Ball Picker

Submitted By: Parks & Recreation

Version: 1/12/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Golf Course	Golf Course Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	28,700	-	-	28,700
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	-	-	28,700	-	-	28,700
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Purchase a robotic ball picker for the driving range. This picker can retrieve 300 golf balls per session and automatically empty them in a receptacle.

Project revenue or grants that will support the project and the impacts to the operating budget:

Supports the golf course which is a revenue generating operation.

Reference to Plan being implemented (i.e., Master Plan):

Golf Course Strategic Plan & PROST Long Range Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

We would like to purchase a robotic ball picker to help reduce our carbon foot print by using an all electric robotic ball picker to retrieve range balls. This would greatly reduce the use of a gas driven range picker, reduce the man power picking range balls, and work in tandem with our robotic mower.

Department Priority Ranking: Medium

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP? New

Check box if grant funded: ☐ Check

Project Name: Driving Range Porous Pave

Submitted By: Parks & Recreation

Version: 2/29/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Golf Course	Golf Course Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	65,000	-	65,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	-	-	-	65,000	-	65,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Replace damaged turf area at driving range with Porous Pave and cobble stone.

Project revenue or grants that will support the project and the impacts to the operating budget:

The driving range is a revenue generating amenity.

Reference to Plan being implemented (i.e., Master Plan):

Golf Course Strategic Plan & PROST Long Range Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

In 2025 we would like to remove the turf behind the hitting mat and replace it with Porous Pave. This would expand the space for cart travel and relieve congestion at the driving range. Currently the path is too narrow for 2 carts to travel on which creates an area of dead turf and is difficult for golfers to navigate. If a customer parks their cart to hit range balls there is not enough concrete for another cart to pass without driving on the turf. The range has been extremely busy and the current path creates congestion and confusion for the players. We would like to use a mix of Porous Pave and cobble stone to accommodate the irrigation and drainage that is in this turfed area

Department Priority Ranking: Highest

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	Existing	Check box if grant funded:	☐ Check
Project Name:	Cart Path Repairs	Submitted By: Parks & Recreation	Version: 1/11/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Recreation	Golf Course	Golf Course Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	50,000	35,000	35,000	35,000	155,000
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	-	-	50,000	35,000	35,000	35,000	155,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Remove and replace damaged areas of the cart path. Add curbing and widen areas of the path to address wear and tear from cart traffic. This project will be integrated into the City's yearly concrete replacement program and coordinated with Public Works.

Project revenue or grants that will support the project and the impacts to the operating budget:

Supports the golf course which is a revenue generating operation.

Reference to Plan being implemented (i.e., Master Plan):

Golf Course Strategic Plan & PROST Long Range Plan

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

Areas of the original cart path have aged, are damaged, and are in need of repair. During the reconstruction in 2013-2014, heavy equipment damaged areas of the path and these areas continue to get worse. We will also be adding curbing where needed and expanding the cart path where cart traffic creates damage. This will be a on-going project to address the aging cart path and repair a large stretch of the cart path on hole 3, that is damaged from tree roots.

Department Priority Ranking:	High	Request Number:	[illegible]

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Project Name:	Annual IT Hardware Replacements	Submitted By:	Information Technology	Version:	1.0

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Administration & Support Services	Information Technology	Technology Management Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	142,550	142,550	142,550	142,550	142,550	142,550	855,300
Contingency	-	-	-	-	-	-	-
Total Costs (Gross)	142,550	142,550	142,550	142,550	142,550	142,550	855,300
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

Ongoing refresh of desktop, laptop, monitors, scanners, printers and copiers.

Project revenue or grants that will support the project and the impacts to the operating budget:

All City Departments contribute annually to the Technology Fund to allow for the replacement of their equipment every 4 years. These replacements are funded by the Technology Fund via cost allocations to end user Departments.

Reference to Plan being implemented (i.e., Master Plan):

Core IT Infrastructure

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

City IT Staff operate on a 4 year replacement cycle for a desktop and workgroup related hardware.
IT Staff's sub-program goal is to maintain a secure and connected network ensuring all users have appropriate technological resources to effectively perform their jobs.

Department Priority Ranking: High

Request Number: (Finance Use)

Six-Year (2025-2030) Capital Improvement Plan
Request Form for Capital Equipment or Capital Project

Identification and Funding Source

Is this a new or existing CIP?	New	Is this grant funded?	No
Project Name:	3213 F550 Plow Truck Replacement	Submitted By: Public Works	Version: 3/26/2024

Program(s):	Sub-Program(s):	Funding Source(s):	Percent
Transportation	Snow & Ice Removal	Fleet Management Fund	100%
			100%

Estimated Cash Flow Schedule

Equipment or Project Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Six-Year Total
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other Equip/Project Costs	-	-	-	-	-	-	-
Capital Equipment Purch	80,000	-	-	-	-	-	80,000
Contingency	10,000	-	-	-	-	-	10,000
Total Costs (Gross)	90,000	-	-	-	-	-	90,000
Grants or Other Off-Setting Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Operating Costs	-	-	-	-	-	-	-

Description and Justification



Description & Proposed Funding:

Equipment/Project Description:

This CIP is for the purchase of a replacement F550 or equivalent Snow Plow/Streets dump truck.

Project revenue or grants that will support the project and the impacts to the operating budget:

No grants have been identified at this time. Annual maintenance is not expected to change.

Reference to Plan being implemented (i.e., Master Plan):

Narrative …

Justification and Alignment with Program/Sub-Program Goals & Key Performance Indicators:

The Snow Plow/Dump truck unit #3213 meets the age requirement for replacement in 2025. This unit is used for miscellaneous street and water distribution task as well as snow plowing operations city wide.

Department Priority Ranking:	High	Request Number:	(Finance Use)

City of Louisville, Colorado
Unfunded Projects
2025 - 2030

Capital Fund - Unfunded Projects

Project Description	2025 Planned	2026 Planned	2027 Planned	2028 Planned	2029 Planned	2030 Planned	6-Year Totals
Conversion of Volleyball court to 2 pickleball courts (%)			105,000				105,000
Build 6-8 new pickleball courts (%)			210,000	700,000			910,000
Renovation of Cottonwood Park / Lake Park			150,000	1,250,000			1,400,000
Multi-use athletic fields - natural grass		150,000	1,350,000				1,500,000
Centennial Tennis Court Projects			175,000	1,500,000			1,675,000
Renovate Lawrence Enerrito to Synthetic Turf			150,000	1,500,000			1,650,000
Sports Complex Concession		650,000					650,000
Par Course Replacement		75,000	75,000	75,000	75,000		300,000
Via Appia Pedestrian Improvements		536,800					536,800
CO42 Corridor Enhancements		800,000	16,000,000	550,000	11,850,000	17,000,000	46,200,000
City Services 2 Building		57,500	57,500	13,800,000			13,915,000
City Hall 2 (20,000sqft.)		25,000	11,510,000				11,535,000
City Hall 2 (30,000sqft.) Incremental			5,750,000				5,750,000
City Hall 2 (40,000sqft.) Incremental			2,750,000				2,750,000
Community Park Stage Shade Solution	80,000						80,000
Total Capital Projects Fund	**80,000**	**2,374,800**	**38,177,500**	**19,375,000**	**11,925,000**	**17,000,000**	**88,932,300**

Open Space Fund - Unfunded Projects

Project Description	2025 Planned	2026 Planned	2027 Planned	2028 Planned	2029 Planned	2030 Planned	6-Year Totals
Community Trail Connections			200,000	150,000	150,000	200,000	700,000
Total Open Space Fund	**-**	**-**	**200,000**	**150,000**	**150,000**	**200,000**	**700,000**

City of Louisville, Colorado
Unfunded Projects
2025 - 2030

Conservation Trust Fund - Unfunded Projects

Project Description	2025 Planned	2026 Planned	2027 Planned	2028 Planned	2029 Planned	2030 Planned	6-Year Totals
Build 6-8 new pickleball courts (%)			90,000	300,000			390,000
Conversion of Volleyball court to 2 pickleball courts (%)			245,000				245,000
Total CTF Fund	**-**	**-**	**335,000**	**300,000**	**-**	**-**	**635,000**

Golf Course Fund - Unfunded Projects

Project Description	2025 Planned	2026 Planned	2027 Planned	2028 Planned	2029 Planned	2030 Planned	6-Year Totals
Clubhouse Renovation & Expansion				7,000,000			7,000,000
Restroom Construction (Holes 1-4)		300,000					300,000
Putting Green Renovation - Punchbowl		350,000					350,000
Clubhouse Architecture & Engineering		780,000					780,000
Clubhouse Replacement				20,000,000			20,000,000
Golf Learning Center & Club Fitting		342,000					342,000
Autonomous Add-On For Triplex Mower		130,000	130,000				260,000
Water Rights for Golf Course			100,000	100,000			200,000
Total Golf Course Fund	**-**	**1,902,000**	**230,000**	**27,100,000**	**-**	**-**	**29,232,000**



Credit: Teresa Carney

City of Louisville

Budget Adoption - 2025-2026 Budget and 2025-2030 CIP November 4th, 2024

Samma Fox, Interim City Manager
Ryder Bailey, CPA, Finance Director

Today's Agenda

- Council Priorities
- Timeline of Budget Development
- No changes since October 15th Budget Presentation
- Property Tax and Mill Levies
- Staff's Recommendation

Council Priorities

Based on early 2025 Council Work Planning and the Resident Survey:

- Economic Prosperity
- Public Safety
- Maintaining Core Services
- Affordable Housing
- All through the lenses of equity, diversity, and inclusion (EDI) and environmental sustainability

Budget Development Timeline

- ✓Tuesday, July 24th – Council Budget Retreat
- ✓Thursday, August 15th – Finance Committee – Budget Discussion
- ✓Tuesday, September 3rd – Council Meeting – Budget Special Meeting
- ✓Thursday, September 19th – Finance Committee – Budget Discussion
- ✓Thursday, September 24th – Finance Committee – CIP Discussion
- ✓Tuesday, October 1st – Council Meeting – City Manager's Recommended Budget Presentation
- ✓Tuesday, October 15th – Council Meeting – Budget Public Hearing
- **Monday, November 4th – Council Meeting – Budget Adoption**

Summary of Changes since the Oct 15th Budget Hearing Presentation

There have been **no** modifications or changes to the 2025 – 2026 Biennial Budget or 2025 – 2030 Capital Improvement Plan since the October 15th Council meeting.

Property Tax and Mill Levies

Property Tax and Mill Levies

For 2025, the following mills were used to budget property tax revenues;

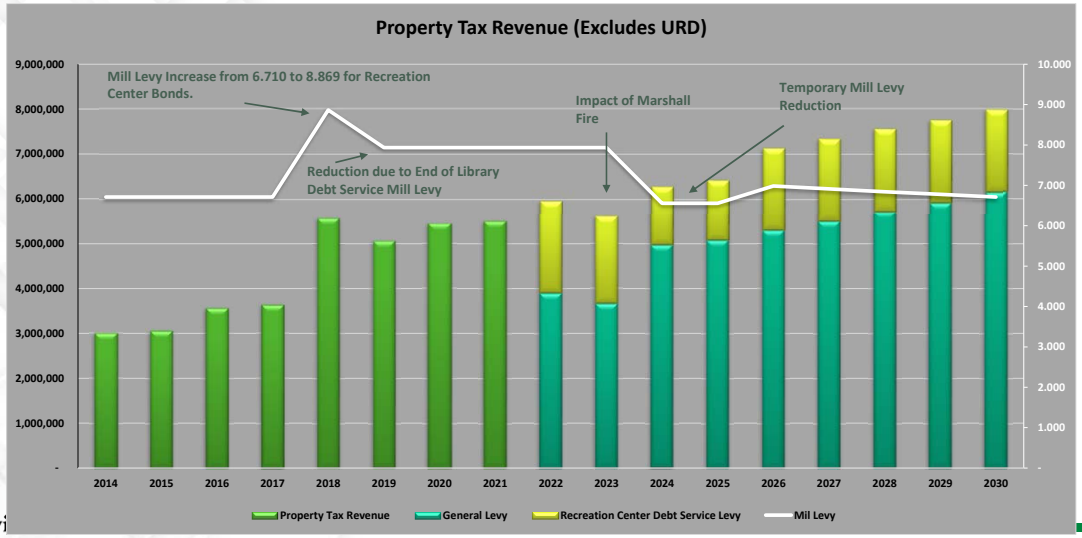
- General Operating mill – **5.184** (unchanged from 2024)
- Recreation Debt Service mill – **1.375** (unchanged from 2024)

For 2025, budgeted property tax revenues by fund;

- General Fund - $5,168,000
- Recreation Debt Service Fund - $1,368,000

The final assessed valuations, multiplied by mill levies, will determine the ***actual*** amount of property tax revenue that will be received in 2025.

Property Tax and Mill Levies



Staff's Recommendation

- Today Staff is requesting that City Council approve three Resolutions:
  - Resolution Adopting the Budget;
  - Resolution Appropriating Funds; and
  - Resolution Levying Property Tax

City Council – 2025/2026 Budget and 2025 - 2030 CIP Adoption

Thank you. Staff is available to answer questions.

SUBJECT: **DISCUSSION/DIRECTION – CITY MANAGER RESIDENCY REQUIREMENT**

DATE: **NOVEMBER 4, 2024**

PRESENTED BY: **SAMMA FOX, INTERIM CITY MANAGER**
MEREDYTH MUTH, INTERIM DEPUTY CITY MANAGER
KATHLEEN KELLY, CITY ATTORNEY

SUMMARY:
Section 8-1(c) of the City Charter reads "The City manager shall become a resident of the City within the time established by the Council, and shall remain a resident throughout the Manager's appointment." This type of requirement has been commonplace in cities for many years. Recently, however, cities across the nation have withdrawn their residency requirements after questioning if it limits the pool of applicants for this position.

In discussions with Valerie Phillips of Bob Murray and Associates, the recruiter the City hired to help fill the current city manager vacancy, she has noted that such a requirement will likely reduce the number of qualified applicants for the position as some applicants may already live locally and not want to move. Additionally, potential applicants from further away may not be able to afford to live in Louisville, even with the relatively high salary for the position.

To be clear, the Charter requirement cannot be changed without a vote of the electorate. However, the Council has some discretion as to how soon the person must become a resident. The Council may wish to discuss options, including allowing the new city manager a longer term to become a resident, and during that time refer a Charter amendment to the City's voters in November 2025.

Pro/Cons of a Residency Requirement

Pros

- Ensures the City Manager is a part of the community in which they work, which may provide them with a better understanding of issues as a resident
- Ensures City Manager is available in case of emergency
- Residents have confidence the manager understands the community
- Residents see and meet the manager around town, creating confidence in local government

Cons

- Housing prices in Louisville are too high for many people to afford
- It may limit the diversity of the pool of candidates due to the high cost of housing, the limited housing stock, and the homogenous community
- Local candidates and their families may be established in a nearby community and schools and not want to move for this position
- The housing market is currently affected by the relatively higher interest rates, and candidates may not want to sell a home for which they have a low-interest rate mortgage
- If a new city manager cannot find housing in town in the time set by council, the City could face quick turnover in this very important position

Requirements in Surrounding Municipalities

Municipality	***Charter/Municipal Code/None***	***Additional Information***
Arvada	Charter Requirement	up to 12 months to become a resident
Boulder	No Requirement	
Brighton	Charter Requirement	
Broomfield	Charter Requirement	
Englewood	Charter Requirement	
Erie	No Requirement	
Golden	Charter Requirement	
Lafayette	Charter Requirement	Council **may** require the City Administrator to become a resident of the city within the time set by the Council.
Lakewood	Charter Requirement	
Littleton	No Requirement	
Longmont	Charter Requirement	
Loveland	Charter Requirement	Within 6 months
Louisville	Charter Requirement	shall become a resident of the City within the time established by the Council
Northglenn	Code Requirement	must live withing a 45-minute commute time
Superior	No Requirement	
Westminster	Charter Requirement	

Best Practices
In general, our recruiter reports that current best practice is to allow some leeway on residency as a way to encourage a wide variety of qualified applicants for the city manager position and also to keep a city manager for a reasonable amount of time.

Options

- Leave the requirement in place and allow the new city manager a reasonable time to establish residency within the City.
- Refer a Charter amendment to the electorate on the November 2025 ballot that could change the requirement.
- If a Charter amendment is approved by the voters, the City Council could still address residency for the city manager (for instance, by contract or ordinance):
    - Require the City Manager to live within a reasonable radius that would enable them to respond quickly if needed.
    - Allow the City Manager to live outside of town with City Council approval.
    - Allow the Council to consider the specific circumstances of an incoming city manager.

FISCAL IMPACT:
Unknown at this time, costs could include a higher salary to help the new City Manager afford a home here and election costs related to a possible charter amendment ballot question.

RECOMMENDATION:
Discussion/Direction

ATTACHMENT(S):
None.

STRATEGIC PLAN IMPACT:

☒	**Financial Stewardship & Asset Management**	☒	**Reliable Core Services**
☐	**Vibrant Economic Climate**	☐	**Quality Programs & Amenities**
☐	**Engaged Community**	☒	**Healthy Workforce**
☐	**Supportive Technology**	☐	**Collaborative Regional Partner**