

MEMORANDUM

To: Historic Preservation Commission

From: Jess Daniels, Senior Planner, AICP

Subject: 2025 Annual Contingency/Emergency Reserve Funds (HPF)

Date: August 18, 2025

SUMMARY:

Attached for recommendation to City Council is a draft resolution to establish an annual Contingency/Emergency Reserve Fund for the Historic Preservation Fund (HPF) for 2025.

BACKGROUND:

Section 3 of Resolution No 17, Series 2019 (Attachment No. 2) requires the establishment of an annual Contingency/Emergency Reserve Fund for the HPF:

*In the first year of the existence of the HPF, 20% of the funds of the HPF shall be placed in a Contingency/Emergency Reserve. **On an annual basis, the Commission and City Council shall reevaluate how much should be allocated to this Reserve.** These funds shall be accessed only for incentives or acquisitions that become necessary due to exigent circumstances, upon the recommendation of the Commission and approval of City Council. "Exigent circumstances" for purposes of this section shall mean that the Commission has determined, with concurrence of City Council, that without urgent action, significant damage will be done to the historic fabric or character of Louisville.*

DISCUSSION:

The language in Section 3 of Resolution No 17, Series 2019 has existed since the earliest resolution enacting provisions for administering the HPF in 2009 (i.e. Resolution No. 20, Series 2009). The Contingency/Emergency Reserve fund has not been consistently reevaluated by the Historic Preservation Commission (HPC) or Council, however the HPF has historically maintained a surplus.

Community Development staff discussed an ideal percentage for the HPF Contingency/Emergency reserve with Finance staff. Other funds require a minimum reserve of 15% of the annual operating budget. A higher percentage typically corresponds to those budgets with more capital to maintain. To be

consistent with Resolution No 17, Series 19 and other City budgets, staff recommend establishing a 2025 Contingency/Emergency Reserve Fund for the HPF of 20% of the annual operating budget (\$1,013,119), which equates to a reserve fund of approximately \$202,623.80.

The reserve funds could only be accessed if the HPC and City Council determine urgent action is needed to prevent “significant damage...to the historic fabric or character of Louisville.” The proposed reserve would provide emergency funds available for this purpose. If there is a desire to set a higher or different amount as the minimum reserve, the HPC may amend the draft resolution to recommend to City Council a different minimum reserve amount.

As part of the 2025 HPC workplan, the grant program update may include a recommendation to establish an annual Contingency/Emergency Reserve in perpetuity for the HPF moving forward and a formula for doing so. This would then automatically set the reserve without having to take formal action on an annual basis.

RECOMMENDATION:

Staff recommend that the HPC recommend approval of the draft resolution to City Council.

ATTACHMENTS:

1. Draft City Council Resolution Establishing a Historic Preservation Fund (HPF) Contingency/Emergency Reserve for 2025
2. Resolution No 17, Series 2019

**RESOLUTION NO. 9
SERIES 2025**

**A RESOLUTION APPROVING THE 2025 ANNUAL CONTINGENCY/EMERGENCY
RESERVE FUND FOR THE HISTORIC PRESERVATION FUND**

WHEREAS, Resolution No 17, Series 2019 establishes an annual Contingency/Emergency Reserve Fund for the Historic Preservation Fund; and

WHEREAS, Section 3 of Resolution No 17, Series 2019 requires that on an annual basis, the Commission and City Council shall re-evaluate how much should be allocated to the Contingency/Emergency Reserve Fund; and

WHEREAS, the Historic Preservation Commission finds that establishing the 2025 annual Contingency/Emergency Reserve Fund at 20% of the annual operating budget of the Historic Preservation Fund to be consistent with Resolution No 17, Series 19 and other City budgets.

**NOW, THEREFORE, BE IT RESOLVED THAT THE HISTORIC PRESERVATION
COMMISSION OF THE CITY OF LOUISVILLE, COLORADO:**

1. The Historic Preservation Commission recommends the City Council approve the 2025 annual Contingency/Emergency Reserve Fund for the Historic Preservation Fund in the amount of 20% of the 2025 Historic Preservation Fund operating budget.

PASSED AND ADOPTED this 18th day of August, 2025.

Lynda Haley, Chairperson