

SUBJECT: RESOLUTION NO. 93, SERIES 2025 – A RESOLUTION
APPROVING THE 2025 ANNUAL CONTINGENCY / EMERGENCY
FUND FOR THE HISTORIC PRESERVATION FUND

DATE: NOVEMBER 18, 2025

PREPARED BY: JESS DANIELS, SENIOR PLANNER

PRESENTED BY: JESS DANIELS, SENIOR PLANNER

SUMMARY:

The request is for City Council to set the annual 2025 Annual Contingency/Emergency Reserve Funds for the Historic Preservation Fund (HPF) to 25% of the 2024 annual sales and use tax 1/8% revenue.

BACKGROUND / PRIOR DISCUSSIONS:

[Resolution No 17, Series 2019](#) regulates the administrative procedures for the Historic Preservation Fund (HPF). Section 3 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.*

ANALYSIS:

The Contingency/Emergency Reserve fund has not been consistently re-evaluated by the Historic Preservation Commission (HPC) or Council, however the HPF has historically maintained a surplus. In the latter half of 2025, Community Development staff noted an increase in inquiries and applications pertaining to the request of historic grants from the HPF. In addition, the City purchased a historic property using HPF funds with the intent to landmark, resell and reimburse the fund. This context prompted the need to formally set the Contingency/Emergency Reserve fund in 2025 to ensure a minimum amount of funds are maintained in the HPF for the fiscal year.

As per Resolution No 17, Series 2019, reserve funds can 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.

Historic Preservation Commission Recommendation

At the August 18, 2025, meeting, the Historic Preservation Commission approved a resolution to recommend that City Council establish an annual Contingency/Emergency Reserve Fund to be twenty-five percent (25%) of the 2024 1/8% sales and use tax revenue. [LINK: August 18, 2025 Historic Preservation Commission Communication](#)

As part of the 2025 HPC work plan, 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 the Commission and City Council having to take formal action on an annual basis.

2025 COUNCIL WORK PLAN:

This item is not on the 2025 City Council Work Plan.

FISCAL IMPACT:

Budgeted?: **Not Applicable**

The 2024 annual sales and use tax 1/8% revenue for the HPF is \$1,053,168.56. Twenty-five percent (25%) of this revenue is \$263,292.14. There is no fiscal impact to formalizing a reserve/emergency fund of \$263,292.14 from the existing balance of the fund, but it will better ensure fiscal sustainability of this fund.

ALTERNATIVE(S):

That Council provide direction to set the reserve/emergency fund to an alternative amount.

RECOMMENDATION:

Approval of Resolution No. 93, Series 2025, approving the 2025 annual Contingency/Emergency Reserve Fund for the Historic Preservation Fund (HPF) to be set at twenty-five percent (25%) of the 2024 1/8% sales and use tax revenue (or \$263,292.14).

ATTACHMENT:

1. Resolution No. 93, Series 2025

**RESOLUTION NO. 93
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 Historic Preservation Commission and City Council shall re-evaluate how much should be allocated to the Contingency/Emergency Reserve Fund; and

WHEREAS, the Historic Preservation Commission passed a Resolution on August 18, 2025 recommending that City Council set the 2025 annual Contingency/Emergency Reserve Fund for the Historic Preservation Fund at twenty-five percent (25%) of the 2024 1/8% sales and use tax revenue.

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

Section 1. The 2025 annual Contingency/Emergency Reserve Fund for the Historic Preservation Fund (HPF) is set at twenty-five percent (25%) of the revenues derived from the 2024 1/8% sales and use tax revenue.

PASSED AND ADOPTED this 18th day of November 2025.

By: _____
Christopher M. Leh, Mayor

ATTEST:

Genny Kline, City Clerk