

**CITY OF LOVELAND, COLORADO  
MEETING NOTICE**

**WHO: LOVELAND POLICE CITIZEN ADVISORY BOARD**

**WHERE: LOVELAND POLICE DEPARTMENT POLICE INSTITUTE @ 5:30  
810 E. 10<sup>TH</sup> STREET**

**WHEN: MONDAY, JANUARY 5, 2015**

**WHY: AGENDA AS FOLLOWS**

- 1. Approval of the minutes 11-3-14**
- 2. City Master Plan Discussion**
- 3. Chief's Report**
- 4. City Council Report – Councilor Hugh McKean**
- 5. Other reports and discussion**

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POLICE CITIZEN ADVISORY BOARD MINUTES  
NOVEMBER 3, 2014  
POLICE TRAINING ROOM

Present: **Chairperson Pat Kistler, Erin Frisch, Mark Kirkpatrick, Dennis Soucek, Swaine Skeen, John Tindall, Chief Luke Hecker. Special guests, Dan and Max Fink**

Absent board members: **Dick Hunsaker, Ed Gassman, Tony Adams, Councilor Hugh McKean, and Bev Cardarelli**

Meeting was called to order by Chairperson Pat Kistler at 5:35 pm. A motion was made and seconded by Mark Kirkpatrick and Dennis Soucek to approve the October 6 meeting minutes. Motion was carried and approved.

CHIEF'S UPDATE

Chief mentioned that the agenda for tonight's meeting is pretty light. We will continue to discuss about the law enforcement training facility. John Tindall has drafted a letter that will be given to the City Council and other managers. The letter states that the new Regional Training Facility will have a positive impact on the safety of our citizens. It demonstrates our commitment to in-service training and keeping our officers' skills at high levels. It will keep our Officers in Loveland rather than at locations away from our city in the case of an emergency. The Regional Training Facility will meet the needs for years to come by positioning our department as one of the leaders in promoting the high quality of life we have all expected in Loveland.

The City has set aside 18 million dollars for this new Regional Training Facility.

USA Liberty Arms of Fort Collins is preparing to start construction on a 100,000 square foot shooting facility in Johnstown. They are working with Loveland and Fort Collins aggressively. The Chief mentioned that this is not something we will jump right in to. We need to figure out all the pros and cons.

- **Dennis Soucek** asked if the Regional Training Facility could be expanded to facilitate a 100 rifle range? Chief responded that this not possible. It is a fine facility for pistol guns not long guns. **Dennis Soucek** asked if it was feasible to enter in with Liberty Arms for the long gun range. The Chief said that they have not asked for a partial deal. It just make more sense to have all the training in one location.
- **Pat Kistler** asked how the City of Loveland would be paying Johnstown. The Chief said that would have to be taken up with the City Council.
- **Mark Kirkpatrick** asked how Liberty Arms would be different than the Regional Training Facility. The Chief said that Liberty Arms will be the largest shooting range in the state. It will have a 10 lane rifle facility, 25 yard range, target bobbing room, and a simulation room (high tech). The Chief said if we don't get a simulation room or a bopping room we would still have a good facility.

- **Max Fink** asked if we could do a short term contract with Liberty Arms. The Chief said absolutely.

The Chief mentioned that the Regional Training Facility will be built in phases. John Tindall was going to add more to his letter and present the final copy to the Chief. The Chief stated that he needed the letter by November 7. He encouraged the board to work on due diligence and let the City Council work on the other part.

- **Dan Fink** was present with his son **Max Fink**. They both live in Fort Collins. Max Fink was with the Boy Scout Troop 119. He was at the meeting to get his Communications Merit Badge.

**Pat Kistler** made a motion to not have a meeting in December. John Tindall seconded the motion and asked if it was okay to hold the next meeting on the 1<sup>st</sup> Monday in January. An answer was not given and will be discussed later.

**Pat Kistler** gave a motion to adjourn the meeting and Mark Kirkpatrick seconded the motion. The meeting was adjourned at 6:30 pm.

Minutes submitted by Sara Wiggett



1999 Broadway  
Suite 2200  
Denver, Colorado 80202-9750  
303.321.2547 fax 303.399.0448  
www.bbcresearch.com  
bbc@bbcresearch.com

## MEMORANDUM

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**To:** Police Citizen Advisory Commission  
**From:** BBC Research & Consulting  
**Re:** Police Capital Expansion Fees  
**Date:** December 30, 2014

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In early 2014, BBC Research & Consulting (BBC) was retained by the City of Loveland to update capital expansion fees (CEFs). This memorandum presents BBC's fee calculation for the Police Department. It also includes the growth projections used as the basis for the fee calculations.

According to the International City Management Association, CEFs are: "...monies collected formally through a set schedule, or formula, spelled out in a local ordinance...fees are levied only against new development projects as a condition of permit approval to support infrastructure needed to serve the proposed development. They are calculated to cover a proportionate share of the capital cost for that infrastructure." Loveland has imposed CEFs on new development for over 30 years.

The fee study team was directed by City Council to calculate CEFs using a different methodology compared to the traditional approach. In the past, the Police CEF was calculated using the current standards, or capital buy-in, approach where fees were based on the current level of capital investment. The new CEF calculation uses the plan based methodology, in which fees are calculated by determining the growth-related portion of future capital plans. Both approaches are legally defensible and used by municipalities across the county.

Not all capital costs are eligible to be included in CEF calculations. Only the expansion of facilities to serve new development at the existing level of service can be included in the fees. Any capital costs related to repair, replacement, and enhancement of services must be excluded from the fee calculation.

### Police Fee Calculation

The CEF study team evaluated capital costs through 2038 to determine the appropriate fee. Over 50 percent of the costs included in the 2038 capital plan are CEF eligible.

- The largest capital investment necessary through 2038 is the future police training campus. This campus will likely be shared with the City of Fort Collins but only Loveland's portion is

shown on the capital plan. Of the City's \$11.7 million share, 44 percent is attributable to growth-related needs.

- Future growth-related expansions of existing police buildings are fully included in the CEF calculation.
- Vehicles and equipment that will correspond with an expanding police force are eligible to be included in the fee calculation.
- Various repair and renewal costs are shown in the capital plan but are not included in the fee eligible amount.
- Based on the growth projections and capital improvement plan, the study team calculated a maximum allowable fee of \$407.11 per residential unit, \$0.22 per commercial square foot, and \$0.15 per industrial square foot. This is compared to the existing fee of \$874.49 per residential unit, \$0.60 per commercial square foot, and \$0.08 per industrial square foot.

**City of Loveland**  
**Growth Projections: 2038**

Year	2014	2038	Growth	Total Growth	Annual Growth
<b>Housing Units</b>	<b>29,692</b>	<b>55,163</b>	25,471	86%	3.6%
Residential Sq. ft.	60,691,229	112,755,294	52,064,064	86%	3.6%
<b>Commerical Sq. ft.</b>	<b>11,984,341</b>	<b>18,855,471</b>	6,871,130	57%	2.4%
<b>Industrial Sq. ft.</b>	<b>7,716,686</b>	10,687,348	2,970,662	38%	1.6%

Note: Square footage data based on the most accurate data available as of May 2014

Source: Larimer County Assessor, City of Loveland Annual Data and Assumptions Report, 2014



**The City of Loveland**  
**Police Plan: 2038**

	Amount	X	Growth Percentage	=	Amount to include in fees
Storage Area Expansion	\$312,500		100 %		\$312,500
On-duty Vehicle Cover	15,000		0		0
Police Training Campus	11,720,000		44		5,156,800
Install FOB's on gates	30,700		0		0
Create new trash enclosure	12,300		0		0
Insulate north wall in records	24,600		0		0
Polish concrete in booking area	36,900		0		0
Install TRANE SC-web based control package	46,125		0		0
Replace exterior wall pack lights with LED	12,300		0		0
Replace parking lot lights with LED	12,300		0		0
Study building envelope efficiency	18,500		0		0
Additional parking north side	38,375		0		0
Police Building Vehicle & Explosives Storage	284,375		100		284,375
Police Building Expansion 1	437,500		100		437,500
Police Building Renovation	945,313		0		0
Police Building Expansion 2	875,000		100		875,000
Secured Parking Municipal Court	19,305		0		0
Police Training Campus Future (Trended)	3,750,000		100		3,750,000
Police Vehicles (marked, admin, and specialty)	5,371,041		100		5,371,041
Police Equipment (weapons, body armor)	946,892		100		946,892
Police & Courts Building Repair & Renewal	3,698,500		0		0
Impact Fee Study	\$7,778		100 %		\$7,778
Minus CEF Fund Balance	4,815,190		100		4,815,190
<b>Total</b>	<b>\$23,800,113</b>				<b>\$12,326,696</b>

Note: Police equipment based on current assets

Source: City of Loveland Facilities Master Plan and Loveland Police Department

**The City of Loveland**  
**Police Plan Based Fee Calculation**

Calculation of Impact Fees		
<b>Value of Police Infrastructure</b>	\$12,326,696	
<b>Future Burden Distribution</b>		
Residential	84%	
Commercial	12%	
Industrial	4%	
<b>Costs by Land Use Category</b>		
Residential	\$10,366,998	
Commercial	\$1,504,783	
Industrial	\$454,915	
<b>Future Land Use</b>		
Residential (in dwelling units)	25,471	
Commercial (in square feet)	6,871,130	
Industrial (in square feet)	2,970,662	
<b>Impact Fee by Land Use (rounded)</b>		<b>Existing Fee</b>
Residential (per dwelling unit)	<b>\$407.01</b>	\$874.49
Commercial (per square foot)	<b>\$0.22</b>	\$0.60
Industrial (per square feet)	<b>\$0.15</b>	\$0.08