



PARKS AND RECREATION DEPARTMENT
Civic Center • 500 East Third Street, Suite 200 • Loveland, Colorado 80537
(970) 962-2727 • FAX (970) 962-2903 • TDD (970) 962-2620
www.cityofloveland.org

LOVELAND OPEN LANDS ADVISORY COMMISSION

MAY 13, 2015 – 5:30 PM

REGULAR MEETING AGENDA

**Parks & Recreation Conference Room, Suite 200
500 E. Third Street, Loveland, CO 80537**

Notice of Meeting Posted

Call to Order

Public Comment

Approval of Meeting Minutes (April 8, 2015)

City Council Liaison Report – Hugh McKean

Larimer County Open Lands Advisory Board Report – Hugh McKean/Kerri Rollins

OLAB Agenda/Minutes online: http://larimer.org/boards/minutes/openlands_advisory_board.cfm

Presentation: Capital Expansion Fee (CEF) Update – Alan Krcmarik, Executive Economic Advisor

Video Presentation: Parks & Recreation Department Promotional Video

Discussion/Action:

1. Open Lands Manager Position (Elizabeth) (6:00-6:15 pm)
2. Proposed 2016 Budget and Review of Maintenance Reserve Policy (6:15-6:45 pm)

Reports/Correspondence:

3. Big Thompson River Recreation & Conservation Assessment Update (6:45-7:00 pm)
4. Property Acquisition Updates (7:00-7:30 pm)
5. Open Lands Projects Report (7:30-7:45 pm)

Reminders:

6. Spring Waterway Cleanup (rescheduled) –May 16 at Morey, 9 am-noon
7. Big Thompson Recreation& Conservation Assessment Tour – May 27, 1-4 pm
8. City Council Study Session – May 26, 6:30 pm

Executive Session (if necessary)

(24-6-402(4)(a) C.R.S.) For information or discussion of the purchase or acquisition of real property

Commission Member Discussion Topics

Adjournment

Next Meeting Date: June 10, 2015

Wi-Fi: COLGuest Access Code: *accesswif*

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CITY OF LOVELAND OPEN LANDS ADVISORY COMMISSION

Regular Meeting Minutes – April 8, 2015

Parks & Recreation Conference Room, 500 E. Third St., Loveland, CO 80537

Commissioners Present: Gale Bernhardt, Rick Brent, Ross Livingston, Darren Pape, Jim Roode, Jean Whittaker, Bill Zawacki, Hugh McKean (City Council Liaison).

Commissioners Absent: Andy Hawbaker, Nathan Thompson, Kerri Rollins (Larimer County Liaison).

Staff Present: Debbie Eley, Brian Hayes, Janet Meisel-Burns, Michele Van Hare.

Guests: Zac Wiebe (Larimer County Natural Resources), Jana McKenzie (Logan Simpson Design).

The public meeting was called to order at 5:30 pm.

Approval of March 11, 2015 Meeting Minutes: Rick Brent made a motion to approve the minutes as written. Gale Bernhardt seconded the motion and it passed unanimously.

Public Comment: None present.

City Council Liaison Report. Hugh McKean reported on several Council items. 1) Council is considering general fund budget impacts of a food sales tax revenue reduction. 2) A lawsuit may be brought against the city regarding the legality of using dedicated sales tax fund revenues for an economic incentive to a private company. 3) A new Municipal Court Judge, Geri Joneson, will be sworn in on May 12. 4) The Rocky Mtn. Ctr. for Innovation and Technology now contains five active companies. 5) All requested budget rollovers were approved by Council.

Larimer County Open Lands Advisory Board Report. Zac Wiebe reported on several county items: 1) County and city staff are reviewing priority areas for the Big Thompson Recreation and Conservation Plan, reviewing draft chapters and meeting with the Technical Advisory Committee for input. The second public meeting will be held in May and a site tour will be scheduled for OLAC and OLAB members. 2) The new county Open Lands Master Plan is nearly complete.

Reports/Correspondence:

1. Viestenz-Smith Mountain Park Flood Restoration. Janet Meisel-Burns and Jana McKenzie presented the status of the design process, including inventory and site analysis, and two concept plans for review and discussion. Both concepts include the majority of park facilities on the north side of the river, with two options for parking on the south side, along with bridges, trails, fishing access, and picnic areas. The project schedule includes a public meeting on April 15 and a City Council study session on April 28. The Master Plan should be completed in May, with construction documents this summer, and construction beginning in spring 2016 at the earliest.

2. 2015 Trails Update. Janet Meisel-Burns provided an update on the recreation trail, including several missing links. The Madison Avenue underpass/bridge project is underway, with an expected opening by Memorial Day. Staff is working with Power on placing a trail easement over a power

easement between Rossum Drive and Wilson Ave. Replacement of the Wilson Avenue bridge damaged during the flood will require a longer bridge span due to flood damage. FEMA is reviewing the project and construction is expected in fall/winter 2015-2016. FEMA is also reviewing the damaged trail section between Taft and Wilson, and a damaged waterline that needs to be repaired prior to trail reconstruction.

3. Property Acquisition Updates. Brian Hayes reported on several potential acquisitions:

- A partnership request is likely from Fort Collins Natural Areas, for a property in the separator area. The 2015 Open Lands budget includes \$200K for partnerships. The *Plan for the Region between Fort Collins and Loveland* (1995) indicates this area as rural residential. Staff will meet with Fort Collins to discuss.
- Acquisition of the Nicholson Tract U property closed on April 7, with a non-revocable option to purchase Tract T within 5 years.
- An administrative boundary line adjustment will be processed to create a legal lot for acquisition of the 7-acre Mineral Addition property.
- The city submitted a purchase offer on the Boedecker Lake property.

4. Open Lands Projects Report.

- River's Edge Natural Area construction is scheduled to begin April 13. Most of the site will remain open for pedestrian access during construction. Updates are posted online.
- The 2014 Open Lands Annual Report was distributed and is also available online.

Reminders:

Spring Waterway Cleanup – April 18th from 9 am – noon (*Morey Wildlife Reserve*)

City Council Study Session – May 26th (*Big Thompson Recreation & Conservation Assessment*)

Commission Member Discussion Topics:

1. Jim Roode noted that the Loveland Fishing Club has \$1,000-2,000 in funds available for a possible project.

Adjournment: The meeting was adjourned at 8:35 pm.



OPEN LANDS ADVISORY COMMISSION

AGENDA ITEM: **2**

MEETING DATE: May 13, 2015

DESCRIPTION: Proposed 2016 Open Lands Budget & Review of Maintenance Reserve Policy

STAFF PRESENTER: Marilyn Hilgenberg

SUMMARY:

Staff annually evaluates and analyzes the Open Lands budget and identifies budget issues for discussion with the Open Lands Commission. Because of the timing of the 2016 Budget Schedule information presented in this packet is preliminary and will be revised before the June submittal date.

2A. 2016 City Budget Proposed Schedule

March 27, 2015	Budget Orientation Session on City of Loveland Funds and Budget Process
April 1, 2015	Equipment Replacement Schedules due to the Budget Office
April 7, 2015	1 st Reading of 2014 Rollovers to 2015 Budget
April 14, 2015	Budget Study Session with City Council
April 20, 2015	Department Capital Plans due to Budget Office
April 21, 2015	2 nd Reading of 2014 Rollovers to 2015 Budget
May 13, 2015	Budget Presentation to OL Commission (Operations, Capital & Budget Policies)
May 15, 2015	Department CORE and Account Line Worksheets due from Divisions
June 9, 2015	Study Session on 2014-2023 Capital Program
June 10, 2015	Open Lands Advisory Commission – Submitted 2016 Budget Information
June 12, 2015	Department Budgets due to Budget Office
July 1, 2015	Budget Conferences with Departments and City Manager
September 8, 2015	Study Session on 2016 Recommended City Budget
October 6, 2015	Public hearing and 1 st reading on 2016 Adopted Budget
October 20, 2015	2 nd Reading on 2016 Adopted Budget

2B. Open Lands Capital Plans

Capital Project budget proposals were submitted by Departments to the Finance Department in April and will be discussed with City Management staff and City Council during the 2016 Budget process. Both Open Lands Sales Tax and Open Lands Capital Expansion Fees were used to meet our capital goals. Provided below are projects identified in the next 5 years for the Department Open Land Funds. Division funding priorities align with the standards set forth in the 2014 Parks & Recreation Master Plan. The timing of projects is dependent upon available fund cash flow and staff resources.

Loveland Parks and Recreation - OPEN LANDS SALES TAX FUND #202 & OPEN LANDS CEF FUND 263

Financial Forecast 2015-2025

Updated 5/5/15

Staff proposes a change to Master Plan Policy B18 (page 48) from a 15% set aside for long-term management & maintenance to an Emergency/Operating Reserve of \$3 Million.

OPEN LANDS TAX

PROJECTED FUNDS	2016	2017	2018	2019	2020	TOTAL
Total Cash in Fund	11,720,392	9,170,422	6,486,089	3,883,480	3,897,257	
Designated Cash - Future Operation/Mnct [^]	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	
Available Cash Balance	8,720,392	6,170,422	3,486,089	883,480	897,257	
Revenues						
County Open Lands Tax [^]	1,836,000	1,872,720	1,910,174	1,678,078	1,711,639	9,008,612
Interest	175,810	183,410	162,150	26,500	31,400	579,270
Grants/Partnerships/HPEC/Leases	103,000	573,871	3,000	3,000	3,000	685,871
Total Revenue	2,114,810	2,630,001	2,075,324	1,707,578	1,746,039	9,587,882
Total Revenue & Resources	13,835,202	11,800,423	8,561,414	5,591,058	5,643,296	
Expenditures						
Operating Expenditures						
Operations/Maintenance	519,910	565,243	627,613	724,021	786,715	3,223,504
Operations for New Properties	28,870	44,090	75,320	39,780	21,170	209,230
Operating Sub-Total	548,780	609,333	702,933	763,801	807,885	3,432,734
Capital Outlay						
Operating Capital Equipment/Vehicles/Signage	40,000	40,000				80,000
Acquisitions & Water	2,926,000	3,900,000	2,975,000		273,000	10,074,000
Restorations/Site Developments	950,000	465,000	1,000,000	730,000		3,145,000
Partnerships	200,000	300,000		200,000		700,000
Capital Sub-Total	4,116,000	4,705,000	3,975,000	930,000	273,000	13,999,000
Total Expenditures	4,664,780	5,314,333	4,677,933	1,693,801	1,080,885	17,431,734
Net Change in Working Cash Bal	(1,664,780)	(2,314,333)	(1,677,933)	1,306,199	1,919,115	
Ending Working Cash Balance	9,170,422	6,486,089	3,883,480	3,897,257	4,562,411	

OPEN LANDS CEF

PROJECTED FUNDS	2016	2017	2018	2019	2020	TOTAL
Beginning Working Cash Balance	1,595,331	1,946,189	456,857	747,235	1,109,993	
Revenues						
Open Lands CEF	289,980	296,940	304,070	311,370	318,840	1,521,200
Interest	31,910	44,760	12,340	22,420	38,850	150,280
City Loan for Economic Incentives	28,968	28,968	28,968	28,968	28,968	144,840
Total Revenue	350,858	370,668	345,378	362,758	386,658	1,816,320
Total Revenue & Resources	1,946,189	2,316,857	802,235	1,109,993	1,496,651	
Expenditures						
OL Acquisitions		1,860,000	55,000		1,143,250	3,058,250
Total Expenditures	0	1,860,000	55,000	0	1,143,250	3,058,250
Net Change in Working Cash Bal	350,858	(1,489,332)	290,378	362,758	(756,592)	
Ending Working Cash Balance	1,946,189	456,857	747,235	1,109,993	353,401	

2C. Review of Open Lands Maintenance Reserve Policy

Historically, Loveland has had a maintenance/reserve policy which sets aside 15% of its proceeds from the Larimer County Open Space Tax for future management and maintenance of Loveland's open land properties. With the extension of the Larimer County Open Space Tax in November for another 25 years (starting in 2019), we propose that the policy be changed. Without a change to this policy, the set aside for long-term management, maintenance and operations will restrict the amount of funding that can be utilized for acquisition, restoration, and development.

Current Policy: (Loveland Parks and Recreation Master Plan – Policy B18)

B18. Loveland will set aside a minimum of 15% of annual Larimer County open space tax revenues for long-term management, maintenance and operations of its open lands system.

Proposed Revised Policy: (effective for the 2016 Budget)

B18 REVISED. *Loveland will set aside a minimum of \$3,000,000 in the Open Lands Fund as an Emergency/Liability reserve. These funds will be held in a designated reserve account and would only be utilized in an emergency situation, to assure the long-term sustainability of the open lands properties.*

2C. Open Lands – 2016 Proposed Budget

The Parks & Recreation Department administers and manages the Open Lands Program to identify, acquire, and maintain areas in conformance with the Open Lands Plan. Funding is from Loveland's portion of the Larimer County Open Space sales tax of 1/4-cent, which is approved through 2043, and through Capital Expansion Fees. There are currently 2,300 acres of open lands preserved through these funding sources. The following is the CORE operating budget for the Open Lands Division. Wages have been adjusted by 3.5% increase, operating supplies and services are budgeted at 2015 levels, and transfers for General Liability, Workers Comp and Administrative transfers have been assigned to the budget by the Finance Department.

OPEN LANDS

EXPENSE BY DIVISION/Program	'14 Actual	'15 Revised Budget	'16 Budget Proposed
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PERSONNEL SERVICES	311,005	368,570	412,475
SUPPLIES	171,660	34,050	34,050
PURCHASED SERVICES	344,280	348,070	172,200
CAPITAL	<u>2,888,670</u>	<u>5,810,079</u>	<u>4,415,860</u>
Total Expense	3,763,510	6,560,769	5,034,585

REVENUE

INTERGOVERNMENTAL	2,177,741	1,800,000	1,836,000
CAPITAL EXPANSION FEES	306,479	283,180	320,030
INTEREST	272,772	182,260	199,740
OTHER	<u>432,641</u>	<u>3,000</u>	<u>131,968</u>
Total Revenue	\$3,189,636	\$2,268,670	\$2,487,738

FTE	3.50	3.50	3.50
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2D. Open Lands 2016 Supplemental and Capital Requests

The following is a list of the anticipated new operating and capital items the Open Lands Division intends to submit for the 2016 Budget.

Operations:

1. Operation of Newly Purchased Open Lands	\$ 28,870
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Capital:

2. Acquisitions	\$2,926,000
3. Signage Program	\$ 40,000
4. Development of Sunset Vista	\$ 415,000
5. Development of Other New Properties	\$ 535,020
6. Partnerships	\$ 200,000

COMMISSION ACTION

RECOMMENDED: Informational, Budget Discussion and Approval of Reserve Policy Change



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LOVELAND OPEN LANDS ADVISORY COMMISSION

AGENDA ITEM: **3**

MEETING DATE: May 13, 2015

DESCRIPTION: Big Thompson River Recreation & Conservation Assessment Update

SUMMARY:

The Public Draft of “A Bigger Vision for The Big T: A Recreation and Resiliency Assessment” is complete and will be available online for review (www.larimer.org/bigthompsonplan). Several public meetings to present the draft plan recommendations are being held in May (5, 12, and 19), in conjunction with CDOT’s meetings regarding the permanent repairs to US 34 between Loveland and Estes Park. The project status, draft plan recommendations, and priority areas will be presented at the OLAC meeting for review.

Commission Action Recommended: Informational.



LOVELAND OPEN LANDS ADVISORY COMMISSION

AGENDA ITEM: **5**

MEETING DATE: May 13, 2015

DESCRIPTION: Open Lands Projects Report

SUMMARY:

River's Edge Natural Area Project. Construction began on April 13th by Territory Unlimited, under a contract with a 120-day time frame for completion. The majority of the site will remain open for walk-in access during construction, with a closure area fenced off around the “core area” and signage to indicate closed areas. Project information, closure updates and photos are posted online on the City’s website: www.cityofloveland.org/riversedge. The cutoff wall to protect the parking lot (hazard mitigation FEMA funding) should be constructed this week, weather permitting, with construction oversight by Ayres Engineering staff. A sign plan for the site is being developed with assistance from the Parks and Open Lands Planner, to include informational, regulatory, directional, and interpretive signage. The Railroad Avenue entrance will be repaired with new fencing and a maintenance access gate to reduce trespassing and vandalism and improve safety. Larimer County Youth Corps crews will assist with the fencing project and possibly willow harvesting/staking, for 3 weeks this summer, as part of the GOCO flood recovery grant.

Morey Wildlife Reserve. Staff is working with Stormwater, Golf and Risk Management staff as well as outside consultants to replace the amenities taken out by the 2013 flood and re-open the site. Amenities to be repaired/replaced include: kiosk, benches, crusher fine trail, asphalt entry road, gate, fencing, and signage. If feasible, the crusher fine trail may be expanded to a full loop around the former pond area. Wetlands and restoration plans are currently being discussed. The site could be opened for temporary access following the May 16 Waterway Cleanup. Asphalt and crusher fine trail restoration may not be completed until late summer/fall.

Sunset Vista Natural Area. A structural assessment of the farmstead (house and three outbuildings) will be completed by Blake Larsen Architects, to assess the condition of the buildings for evaluation of historic resources in the site management plan. Additional studies may be needed for recommendations on future use.

Commission Action Recommended: Informational.

Big Thompson Natural Area Fence Project. The flood-damaged fence on the south side of the river at Hwy 287 is being replaced with a combination of 2-rail wooden fence (front property line) and 4-strand smooth wire fence (side and back) to delineate the property boundary and provide pedestrian access. A temporary site identification sign will be installed until a permanent sign plan for Open Lands is developed. Restoration will also consist of seeding and weed control. This site will be included in the Annual Waterway Cleanup on May 16.