

COUNCIL COMMUNICATION

Approved by C. 11/9/82

Item Number: 11 Transmittal Date: November 5, 1982

Subject: Conservation Trust Fund Recertification Form

Presented by: Geoff Dolan Estimated Time for Presentation: Consent

Ordinance Resolution Motion Information Item

Suggested Action: Authorize Mayor to sign

SUMMARY:

The recently approved state lottery will disburse revenues through the State Conservation Trust Fund. One of the criteria that must be met in order to receive lottery money is the establishment of a conservation trust fund.

We are requesting that the Mayor be authorized to sign the attached recertification form, indicating that we have (Ordinance #1322-1974) established this fund.



MAJORITY vote.

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STATE OF COLORADO

Department of Local Affairs



DIVISION OF LOCAL GOVERNMENT

Pat Ratliff, Director

Richard D. Lamm
Governor

M E M O R A N D U M

TO: Local Government Officials
FROM: David Metsch
SUBJECT: Conservation Trust Fund Recertification Form
DATE: September 13, 1982

The following document is applicable only to those local governments who established a conservation trust fund prior to 1982 and have informed the Division of Local Government of that action by providing the Division with a copy of their resolution. If this applies to you no other forms need be completed to insure eligibility. Please mail the completed recertification form to: Division of Local Government, attn: David Metsch, 1313 Sherman, Room 520, Denver, CO 80203.

Under the provisions of Article 21 of Title 29, CRS 1973, as amended, counties, cities, towns and special districts must certify that they have created a conservation trust fund in order to receive money from the program.

Because the number of counties, cities, towns and special districts participating in the program affects the allocation of money in the state fund, it is important that all participating governments re-certify whether they wish to continue in the program.

If this status is to be maintained, enter the required information in the appropriate spaces and return the completed form to the Colorado Division of Local Government on or before December 31, 1982.

The City of Longmont wishes to
Eligible Entity

continue in the program and hereby certifies that a conservation trust fund has been created, and that a resolution is on file with the Division of Local Government.

DATE November 9, 1982

SIGNED

William J. Severson

TITLE Mayor

ORDINANCE NO. 1322

AN ORDINANCE CREATING A CONSERVATION TRUST FUND AS AUTHORIZED BY SECT. 138-1-98 COLORADO REVISED STATUTES AS SET FORTH IN HOUSE BILL NO. 1084.

WHEREAS, the City of Longmont in order to qualify as an "eligible municipality" under Sect. 138-1-98 of the Colorado Revised Statutes, 1963 as amended, is required to create a "Conservation Trust Fund", and

WHEREAS, the City Council of the City of Longmont has determined that the creation of such a fund would be to the advantage of the citizens of the City in the promotion of health and welfare of the citizens of the City, and

WHEREAS, the Charter of the City of Longmont authorizes the creation of Special Funds;

NOW THEREFORE;

THE CITY COUNCIL OF THE
CITY OF LONGMONT, ORDAINS:

Section 1.

There is hereby created a Conservation Trust Fund for the City of Longmont.

Section 2.

The Director of Finance is hereby authorized and directed to deposit all funds received from the Conservation Trust Fund of the State of Colorado into the Conservation Trust Fund of the City of Longmont.

Section 3.

All funds so deposited in said fund shall be expended only for the acquisition, development and maintenance of new conservation sites as defined in said Section 138-1-98, being interests in land and water, acquired after the effective date of this ordinance for park or recreation purposes, for all types of open space including but not limited to floodplains, greenbelts, agricultural lands, or scenic areas, or for any scientific, historic, scenic, recreational, aesthetic, or similar purpose.

Section 4.

In the opinion of the Council of the City of Longmont this ordinance is necessary for the immediate protection and preservation of the public health, safety, convenience and general welfare, and it is enacted for that purpose and shall be in full force and effect five (5) days after its passage and final publication.

Introduced this 23rd day of July, 1974.

Passed and adopted this 13th day of August, 1974.

AUSTIN P. STONEBRAKER
MAYOR.

ATTEST:

P. K. SPANGLER

DEPUTY DIRECTOR OF FINANCE.

Published In The Longmont Scene August 15, 1974.

CTF Expenditures and FAQ - http://www.dola.state.co.us/dlg/fa/ctf/ctf_faq.html

Account Questions
Definitions
Expenditures and Project Codes

Account Questions

- **Question:** Does the CTF money have to be kept in a separate bank account or can we separate the funds with a separate line item or account in the general ledger?

Answer: As long as procedures are in place to accurately track the beginning and ending annual balances, expenditures and deposits of the conservation trust fund and the appropriate interest is applied to the fund, the CTF money can be kept as a separate line item or account on the general ledger.

- **Question:** If I do have a separate bank account for our CTF money, can I pay my bank fees for that account with money from the conservation trust fund?

Answer: Yes, this is considered a necessary cost of doing business.

- **Question:** Can I show a negative balance in my CTF account at the end of the year?

Answer: Deficit spending on any fund is not allowable by Colorado Local Government Budget Law. You will need to start every year with a balance of zero or more.

- **Question:** What if my beginning balance is different than my previous year's ending balance due to a correction necessitated by our annual audit?

Answer: Please be sure to attach a reconciliation or an audited financial statement and a brief explanation for your conservation trust fund when you submit your status report.

- **Question:** Can we use CTF dollars to pay back the General Fund for an eligible project over the course of a few years?

Answer: No. Money cannot be loaned from any other account to your CTF account. Additionally, all CTF expenditures must be reflected appropriately in the same month/year that the expense took place.

Definitions

"Eligible Entity" means a county, municipality, or special district which has created a conservation trust fund pursuant to this section and which has certified to the department of local affairs that it has created such fund.

"New Conservation Sites" means interest in land and water, acquired after establishment of a conservation trust fund pursuant to this section, for park or recreation purposes, for all types of open space, including but not limited to flood plains, greenbelts, agricultural lands, or scenic areas, or for any scientific, historic, scenic, recreational, aesthetic, or similar purpose.

"Interests in land and water" means any and all rights and interests in land or water, or both, including fee interests and less than full fee interests such as future interest, development rights, easements, covenants, and contractual rights. Every interest in land or water may be in perpetuity or for a fixed term and shall be deemed to run with the land or water to which it pertains for the benefit of the citizens of this state.

"Capitol Improvements" means the acquisition or improvement of fixed assets.

"Fixed Assets" means land, buildings, equipment and improvements other than buildings that the recipient uses to provide conservation Trust Fund-allowable expenditures, including costs of construction, renovation, demolition, rehabilitation, deferred maintenance, improvements, equipment and furnishings. Fixed assets are determined to be those with an original cost of \$500.00, or with a useful life of one year or more.

"Maintenance" means keeping Conservation Trust Fund-eligible assets in an original or existing state of repair or of preserving them from failure or decline.

Expenditures and Project Codes

IMPORTANT NOTE:

The following are *examples* of eligible and ineligible expenditures for CTF. These lists do not encompass all expenditures. Please contact Tamra Hooper at (303) 866-6398 or Christy Culp at 303-866-2369 if you have any questions or require further clarification.

All eligible expenditures must occur on a new conservation site or a public site.
A public site is defined by the department as a publicly owned site.

In order for an expenditure to be eligible for Conservation Trust Fund spending, it must fall into one of the following categories. The links below provide a brief list of eligible and ineligible expenditures in each category:

New Conservation Sites	Public Sites (recreational purposes only)	Television Translator Facility
110 - Acquisition	210 - Capital Improvements	310 - Acquisition
120 - Development	220 - Maintenance	320 - Operation
130 - Maintenance		330 - Maintenance

The link below identifies a brief list of properties, buildings, and service groups that are not eligible uses of Conservation Trust Funds:

Ineligible Properties, Buildings, and Service Groups

Acquisition of New Conservation Sites

Eligible Expenditures	Ineligible Expenditures
<p>Acquisition of property for the following uses:</p> <ul style="list-style-type: none"> • Parks and Open Space • Athletic fields and courts • Community and Recreation Centers • Swimming pools • Libraries • Museums • Fairgrounds • Campgrounds • Golf Courses • Zoos • Skate parks • Skating rinks • Shooting ranges • Easements <p>Associated costs/fees including:</p> <ul style="list-style-type: none"> • Purchase of property • Legal, architectural, and design • Grant writing • Development rights 	<p>Insurance for property</p> <ul style="list-style-type: none"> • Why not? This does not keep the property from decline nor is it a capital improvement to the property. <p>Acquisition of real property through condemnation by eminent domain</p> <ul style="list-style-type: none"> • Why not? The statute states "No moneys received from the state by any eligible entity pursuant to this section shall be used to acquire real property through condemnation by eminent domain."

Development of New Conservation Sites

Eligible Expenditures	Ineligible Expenditures
<p>Development and construction (including rental of construction equipment):</p> <ul style="list-style-type: none"> • Structures/buildings • Playgrounds • Paths and Trails • Lakes • Tennis courts • Basketballs courts • Baseball fields • Soccer fields • Permanent restroom facilities • Pavilions and shelters • Parking lots 	

Maintenance of New Conservation Sites

Eligible Expenditures	Ineligible Expenditures
<p>Maintenance:</p> <ul style="list-style-type: none"> • Salary of maintenance personnel on the properties listed under "Acquisition and Development" above, such as: <ul style="list-style-type: none"> ○ building upkeep ○ mowing ○ tree trimming ○ trash removal ○ cleaning the restrooms ○ replacing broken equipment ○ fertilizer ○ weed/insect chemicals ○ winterizing • Landscaping <ul style="list-style-type: none"> ○ planting/removing trees, plants, grass, etc ○ watering/irrigation • Swimming pool maintenance <ul style="list-style-type: none"> ○ water to fill pool ○ chemicals ○ painting and/or repair 	<p>Any expenditure that DOES NOT keep the Conservation Trust Fund eligible asset in an original or existing state or preserve it from future failure or decline:</p> <ul style="list-style-type: none"> • Rental of dumpster <ul style="list-style-type: none"> ○ Why not? You can pay your maintenance personnel to remove trash from the park because this keeps the property from decline. Rental of dumpsters and the service provided does not inherently maintain the property. • Rental of port-a-potties <ul style="list-style-type: none"> ○ Why not? This is not a fixed asset that is owned by the eligible entity. • Non-maintenance supplies: <ul style="list-style-type: none"> ○ toilet paper, paper towels, hand soap , light bulbs <ul style="list-style-type: none"> ▪ Why Not? These items are not used by the maintenance personnel to keep the site from decline. • Utility bills <ul style="list-style-type: none"> ○ Why not? Costs for power to lighting and security systems do not keep the site from decline.

Capital Improvements to Public Sites

Eligible Expenditures	Ineligible Expenditures
<p>Capital Improvements and Fixed Assets:</p> <ul style="list-style-type: none"> • Playground equipment and resurfacing (including at public schools) • Picnic tables • ADA compliance on eligible facilities • Fencing • Soccer goals • Tennis and basketball nets • Field striping • Pool equipment and furniture <ul style="list-style-type: none"> ○ pumps ○ vacuums ○ tables chairs ○ defibrillators • Recreation facility improvements <ul style="list-style-type: none"> ○ painting ○ carpet ○ window replacement • Maintenance equipment used exclusively for park/rec properties: <ul style="list-style-type: none"> ○ mowers ○ tractors ○ trimmers ○ maintenance vehicles ○ snow blowers/plows • Lighting <ul style="list-style-type: none"> ○ poles ○ wiring ○ fixtures • Security cameras/systems • Park and recreation master plans • Office equipment used for CTF eligible projects*, such as computers/laptops, computer servers, copiers, printers, fax machines, security cameras/systems <ul style="list-style-type: none"> ○ <i>If purchases are to be used by staff for purposes other than providing recreational services, CTF money can only be used to pay for a percentage of the equipment, proportionate to the percentage of use providing recreation service.</i> 	<p>Recreational program expenses:</p> <ul style="list-style-type: none"> • Coaches • Umpires • Referees • Balls/bats/protective gear • Uniforms • Fireworks • Arts and craft supplies • Program and event staff <ul style="list-style-type: none"> ○ Why not? These items do not fit within the definition of capital improvement or fixed asset. <p>Expenses on ineligible properties or buildings</p>

Maintenance of Public Sites

Eligible Expenditures	Ineligible Expenditures
<p>Maintenance:</p> <ul style="list-style-type: none"> • Salary of maintenance personnel on the properties listed under "Acquisition and Development" above, such as: <ul style="list-style-type: none"> ○ building upkeep ○ mowing ○ tree trimming ○ trash removal ○ cleaning the restrooms ○ replacing broken equipment ○ fertilizer ○ weed/insect chemicals ○ winterizing • Landscaping <ul style="list-style-type: none"> ○ planting/removing trees, plants, grass, etc ○ watering/irrigation • Swimming pool maintenance <ul style="list-style-type: none"> ○ water to fill pool ○ chemicals ○ painting and/or repair 	<p>Any expenditure that DOES NOT keep the Conservation Trust Fund eligible asset in an original or existing state or preserve it from future failure or decline:</p> <ul style="list-style-type: none"> • Rental of dumpster <ul style="list-style-type: none"> ○ Why not? You can pay your maintenance personnel to remove trash from the park because this keeps the property from decline. Rental of dumpsters and the service provided does not inherently maintain the property. • Rental of port-a-potties <ul style="list-style-type: none"> ○ Why not? This is not a fixed asset that is owned by the eligible entity. • Non-maintenance supplies: <ul style="list-style-type: none"> ○ toilet paper, paper towels, hand soap , light bulbs <ul style="list-style-type: none"> ▪ Why Not? These items are not used by the maintenance personnel to keep the site from decline. • Utility bills <ul style="list-style-type: none"> ○ Why not? Costs for power to lighting and security systems do not keep the site from decline. <p>Expenses on ineligible properties or buildings</p>

Television Translator Facilities

Operation of a system of television relay and translator facilities and the use, acquisition, equipping, and maintenance of land, buildings, and other recreational facilities therefore.

Ineligible Properties, Buildings, and Service Groups

- Chamber of Commerce
- Visitors/Welcome Center
- Town Hall
- Court House
- Cemeteries
 - **Why not?** The statute limits use of moneys from the Fund to "acquisition, development and maintenance of recreational purposes on any public site." The department has defined "public site" as a publicly owned site. The items listed above are not used for recreation purposes and are therefore not allowed.

- Any property or facility that is not owned by a local government
- Donations to or spending CTF money on
 - civic or community groups
 - public associations
 - clubs
 - non-profit organizations
 - *(Except in instances where these groups are providing maintenance services on a public site.)*
 - **Why not?** The statute limits use of moneys from the Fund to "acquisition, development and maintenance of recreational purposes on any public site." The department has defined "public site" as a publicly owned site. The items listed above are not publicly owned sites and are therefore not allowed.

MINUTES
PARKS & RECREATION ADVISORY BOARD
May 10, 2010

The May meeting of the Parks & Recreation Advisory Board was called to order by Rick Accountius at 7:00pm at the Parks Maintenance Building.

I. Roll Call

Cathy Diesing, Board Secretary called the roll call. Those present were committee members; Rick Accountius, Ruby Bowman, Sharon O'Leary, Lisa Underhill, Jim Wardell, Greg Braun and Councilmen McCoy. Mr. Gollhofer was absent.

Staff Present: Jeff Friesner, Cathy Diesing, Dan Wolford, and Paula Fitzgerald.

II. Approve Agenda

A motion by Ms. O'Leary to approve the agenda and add a New Business Agenda item a) Last Call Warning prompt. This was seconded by Mr. Wardell. The motion passed 5-1. Voting nay was Ms. Bowman.

III. Approval of minutes from the April 12, 2010 meeting. Ms. Underhill made a motion to approve the minutes as written; this was seconded by Mr. Accountius. The Motion passed 5-0. Mr. Wardell did not vote as he was absent in April.

IV. Public Invited to be Heard – Brian Hanson, Longmont, Co. Speaking as a citizen (not a Council member) in reference to the Disposal of Open Space. He feels it is important to protect to open space as it was put in the original ballot.

V. Old Business

a. Discussion Item: Use of Conservation Trust Funds. Mr. Friesner discussed how the Conservation Trust Fund is distributed. A handout was given by Mr. Friesner showing how the funds are distributed by the state- 50% to Great Outdoor Colorado Grants, 10% to State Parks and 40% to local communities that offer Parks & Recreation services, this began in 1983. Included in the handout was the total amount of money distributed to Boulder County entities. The City of Longmont received \$4,085,794.53 from 2005 to 2009. There has never been an official policy adopted by the Council that designates the Conservation Trust Funds to the greenway. Ms. Fitzgerald noted that for the last 15 years the Conservation Trust Fund has been used for the 8 miles of greenway and trailheads along with the Sandstone Ranch District Park and other small projects.

It was noted by the Board that the recreational needs of the youth are not being met and all populations are not being served. There needs to be equal options for recreation, parks and greenway use of the funds. Options for funding the greenway projects include; GOCO grants that can be applied for with matching funds from the City. The Open Space Tax was not available to use in 1983 but has since been added with an extension date. Ms. Fitzgerald was checking on the Lo-Bo trail project funding with Boulder County and the City of Longmont in reference to the Lefthand Creek Trail and she will get back to the Board on exactly what funds will be used.

The Board would like the staff to come back at the June meeting with a list of projects that could be funded by the Conservation Trust Fund. This would help the Board to add categories and percentages when setting priorities for greenway, trails and Parks and Recreation, and not specific projects.

b). Action Item: Disposal of Open Space. Mr. Wolford said the ordinance was updated with the Boards changes and that it will go to the Council on May 25, 2010. All recommendations by the Park & Recreation Board are noted. A discussion occurred on the BEA commenting on the ordinance. It was decided that anyone can weigh in at the Public hearing so a special meeting with the BEA was not needed. However; the Board would like to change the wording on page 3 of the ordinance.

A Motion by Ms. O'Leary under B-1 Line 16 to read:

1. Before taking final action on any request to dispose of open space land, the City Council shall refer the request to the Parks and Recreation Advisory Board (PRAB) and engage other advisory boards as appropriate and necessary for its recommendation. This was seconded by Mr. Wardell. The motion passed 6-0.

A discussion was held on previous notes and meetings. The Board had reached consensus at one time on the changes presented by staff.

A motion by Mr. Accountius to proceed with the ordinance as amended to the May 25, 2010 Council meeting. This was seconded by Mr. Wardell. The motion passed 5-1, with Mr. Accountius, Mr. Braun, Ms. O'Leary, Ms. Underhill and Mr. Wardell voting in favor, and Ms. Bowman voting nay.

c) Discussion Item: Capital Projects Dotocracy results. Mr. Friesner presented a handout with the results. The Board decided to wait for the Conservation Trust Fund information to come back to them before sending a recommendation letter to Council. Mr. Accountius will start a

letter and update the Board in June.

d). Information Item: Council and Board Tour. Mr. Friesner noted that the Tour had been changed by deleting the 6:30 – 6:50 Tennis Courts visit, as the courts repairs will not be started. The weather had not been warm enough. The added time could be used to discuss Heaven fest near Union Reservoir.

VI. New Business

a) Discussion Item: Last Call Warning/ Prompt. Ms. O'Leary would like to see a specific last call warning time be added to the Boards operating procedure. This would relate to carrying over agenda items or staying late to discuss them. Currently, the Board does have the rule that when 10:00pm arrives a motion extending the meeting must be made to continue. A motion was made by Ms. O'Leary that 9:45pm be the time the PRAB closes the meeting or carries over the agenda items or extends the meeting. This motion failed for lack of a second. It was discussed that at this time a motion can be made at anytime to change or prioritize the agenda, no changes in procedures occurred.

Mr. Friesner noted his invitation to Recreation Staff to attend meetings was a way of having Recreation discussed. In recent years, the majority of the PRAB meetings have been based around Parks and Open Space and not a lot about Recreation. Staff will look closer at the agenda topics when planning the meeting but continue to invite Recreation discussions.

VII. Items from Staff

1 Mr. Friesner said 180 kids fished at the Longmont Recreation Center fishing derby and the Mudhen race at MacIntosh Lake had over 400 people. Staff is working hard on the Rhythm on the River. The first Roosevelt park concert will be held June 8, with FACE performing. The first downtown concert will be June 24 with Fab 4 performing. In mid July they will have Pure Prairie League performing.

2. Mr. Wolford is working with the St. Vrain School District on a bike ride to Sandstone and back from the Museum on May 25.

He said that Mr. Bessler is doing very well with his hip replacement.

3. Ms. Fitzgerald is scheduling a planning meeting for Alta Park on June 19. Collyer Park Shelter will be updated this summer, and bids open soon. A board member asked about the amenities and that it may be old information. Mr. Fitzgerald said that they had met with the neighborhood group leaders recently, but if the neighbors wanted to

meet again, that could be arranged.

VIII. Items from Board

1. Mr. Wardell said his Longmont Baseball team is Number one in the State of Colorado. Their record is 24 wins and 2 losses. The Longmont Cyclones have a web site you can visit. In support of the Longmont Baseball League Recreational Program, the league has kids on a waiting list, because there is a need for volunteers. Marketing is done through the web site for experienced volunteers.

2. Mr. Braun complimented staff on the Dry Creek presentation. He wanted to know if there was more information on the Tennis Courts with SVVSD. Mr. Friesner noted that several offers have been submitted, but nothing has been agreed upon yet.

3. Ms. Bowman would like staff to make sure important documents are given in advance of the meeting so they can be thoroughly read. Mr. Friesner said staff provides the Board information with the most up to date and timely information that we have available to us.

IX. Adjournment

There being no further business to come before the Park & Recreation Advisory Board, it was moved by Ms. Underhill to adjourn the meeting at 10:00 pm and was seconded by Mr. Braun. The motion passed 6-0

Agenda Item: OB_a

Parks & Recreation Advisory Board

Staff Cover Memo

Meeting Date: June 14, 2010

Agenda Topic: Conservation Trust Fund Allocation

Presenter: Paula Fitzgerald

Phone to call for questions: 303-651-8448

Type of Item:

- Information
- Action
- Discussion

Background Information:

At the May 2010 PRAB meeting, discussion was initiated regarding a possible re-allocation of Conservation Trust Funds for other parks and recreation unfunded projects. Background was provided that staff could find no written financial policy earmarking CTF towards the St Vrain Greenway trail exclusively. It is surmised that this informal policy was put into place around the time of the original St. Vrain Greenway Master plan adoption in 1993. Since that time work has been continuous in the design and construction of the St Vrain Greenway and its adjunct projects such as Rogers Grove, Izaak Walton Pond and Sandstone Ranch District park.

The CTF is eligible for a variety of parks and recreational projects, and has specific provision that do not allow other project types. Attachment A provides a brief summary of the types of eligible projects for use of Longmont's Conservation Trust Funds. PRAB discussed in general terms a possible 60% / 40% split for future CTF projects listed in the Capital Improvement Program, with 60% going towards the St. Vrain Greenway and other trail projects, and 40% going to other parks and recreation projects. Staff has updated a list (Attachment B) provided to PRAB on a yearly basis as part of the CIP discussions and has categorized the projects into Upgrade, Enhancement, and Expansion categories. Upgrade and Enhancement projects would improve existing facilities, while Expansion projects are new development on lands not previously developed. Also provided is an example (Attachment C), using the current Conservation Trust Fund statement, showing the existing funding strategy and a possible 60/40 split strategy. Under the existing funding strategy all phases of St Vrain Greenway improvements would be complete in 2014. Additional phases are anticipated east of Sandstone Ranch to the eastern end of the City's planning area, however, this final work must wait until the Aggregate Industries mining work is complete in that area, so is outside the current CIP timeline. Under the proposed 60/40 split funding strategy, the work proposed on the St. Vrain Greenway would not be delayed at all, also being complete in 2014, with an additional 18 other parks and recreational projects also being funded within the 5 year CIP timeframe.

Staff will be available at the June meeting for questions and discussion.

MINUTES
PARKS & RECREATION ADVISORY BOARD
June 14, 2010

The May meeting of the Parks & Recreation Advisory Board was called to order by Rick Accountius at 7:00pm at the Parks Maintenance Building.

- I. Roll Call
Cathy Diesing, Board Secretary called the roll call. Those present were committee members; Rick Accountius, Ruby Bowman, Sharon O'Leary, Lisa Underhill, Jim Wardell, Greg Braun, and Doug Gollither. Councilmen McCoy was absent.

Staff Present: Jeff Friesner, Cathy Diesing, Dan Wolford, and Paula Fitzgerald.
- II. Approve Agenda
A motion by Ms. Underhill to approve the agenda was seconded by Mr. Gollither. The motion passed 6-0. Mr. Wardell arrived after the vote.
- III. Approval of minutes from the May 10, 2010 meeting. Ms. Underhill made a motion to approve the minutes as corrected; this was seconded by Mr. Braun. The Motion passed 5-0. Mr. Gollither did not vote as he was absent in May and Mr. Wardell arrived after the vote.
- IV. Public Invited to be Heard –None
- V. Old Business
a. Discussion Item: Use of Conservation Trust Funds: Ms. Fitzgerald reviewed the sample attachment C-1 .This was a 5 Year Conservation Trust Fund CIP 60/40 split with projects chosen by Mr. Friesner and Ms. Fitzgerald, as requested at the May meeting. This sample provided for the Greenway to be completed by 2015, in addition to other greenway projects and Recreation projects being completed. Also included in the packet was attachment C-2, which gave the strategy they would use if the CTF funds were not changed. Any changing in the fund would be for next year, as this year's budget is almost completed. Ms. Fitzgerald noted that any money left in the fund is rolled over to the next year. In 2009, money was saved in the fund, due to several grants that were received by the City. The CTF can only be used for capital projects, no maintenance items can be used, such as chemicals. A Board member requested a list dividing out Parks and Recreation projects with money totals.

The Board discussed formalizing a guiding statement, along with a strategy to make the fund changes progress as smoothly as the greenway plan has been the last 15 years. The Board would like

guidance from Mr. Pedrow, and will invite him to the July PRAB meeting. Staff was requested to research local Cities to see how they have earmarked the Conservation Trust Funds, and bring those back to the Board.

In regards to writing the request to council the Board suggested three items: 1) Explaining the guiding philosophy; and, 2) How the economic environment is right at this time; and, 3) Listing the specific projects.

b). Information Item: Disposal of Open Space. Mr. Wolford said that the Council did not accept the proposed change as requested by the Board, and the ordinance passed with the original language. It will go back at a later date for formal approval.

VI. New Business

a) Information Item: Intergovernmental Agreement for Use of Facilities with School District. Mr. Friesner reviewed the Joint Use Agreement with the St.Vrain Valley School District for use of facilities. The contract is updated every three years; the current agreement will be in effect through May of 2012. The contract allows the City or School usage of facilities with priority given over other users. Sharing of these facilities works best for the tax payers. Each is required to provide insurance and each has supervisory responsibilities. Money is exchanged only for custodial needs, such as deep cleaning after an event. Some issues have been brought up by the City concerning District affiliated but not District sponsored programs being given priority over the City activities. An example of this is the Gold Crown basketball program. The City of Longmont has never had access to high school gymnasiums.

Mr. Friesner noted a meeting is being held this week discussing the Silver Creek Tennis Courts. Both administrators will be there for both organizations. Staff feels we will get direction on how to move forward after this meeting.

VII. Items from Staff

1 Ms. Dising reminded the Board of the Pet & Doll Parade on July 19, celebrating its 80th year. The event is held at the Roosevelt Park. This years theme is UP, UP and Away. Participants will be receiving bubbles and having a good time with pets.

2. Ms. Fitzgerald said the Greenway bid advertisement paperwork is now in purchasing, the goal is to be working by August 1st. The Dry creek community park amendments for design have been approved by staff. The 17th Avenue crossing project is out for pricing. This crossing will either be at grade or under an underpass. This is a difficult area to get across the street. The Collyer Park Shelter is under contract and

MINUTES
PARKS & RECREATION ADVISORY BOARD
July 12, 2010

The July meeting of the Parks & Recreation Advisory Board was called to order by Rick Accountius at 7:00pm at the Parks Maintenance Building.

I. Roll Call

Cathy Diesing, Board Secretary called the roll call. Those present were committee members; Rick Accountius, Ruby Bowman, Sharon O'Leary, Lisa Underhill, Jim Wardell, Greg Braun, Doug Gollither and Council Member McCoy.

Staff Present: Jeff Friesner, Don Bessler, Gordon Pedrow, Dale Rademacher, Dan Wolford, Steve Ransweiler and Cathy Diesing.

II. Approve Agenda

A request by Ms. O'Leary to add under New Business c) The current status of Mr. Bessler's position once he leaves the City. This was seconded by Mr. Accountius. This motion passed 7-0. Mr. Friesner requested that New Business a) Update on PR-83 and Missing Sidewalks project be changed to an Information Item. A motion by Ms. Underhill to approve the agenda as amended was seconded by Mr. Braun. The motion passed 7-0.

III. Approval of minutes from the June 14, 2010 meeting. Ms. O'Leary made a motion to approve the minutes this was seconded by Mr. Wardell. The Motion passed 7-0.

IV. Public Invited to be Heard –None

V. Old Business

a. Discussion Item: Use of Conservation Trust Funds- City Manager- Gordon Pedrow. Mr. Accountius reviewed for Mr. Pedrow the Board discussing the possibility of changing the Conservation Trust Fund as to how the funds are allocated. Mr. Friesner said the Board would like Mr. Pedrow's input on three specific items. 1) Developing the guiding philosophy; and 2) How the economic environment is right at this time; and 3) A list of projects that could be funded by Conservation Trust Funds.

Mr. Pedrow noted that it is City Council's option to change the Conservation Trust Funds allocation, and the guiding philosophy should be what is best for the Community. A written policy has not been found by the City Clerk's office at this time, but Mr. Pedrow confirmed it was Council's direction in earlier years to have the funds go to the St. Vrain

Greenway.

At the May and June Park & Recreation Advisory Board meetings, discussions were held on other greenway and trails funding sources that were now available, these included information on Open Space Tax money going into the Greenway, and grants from GoCo. At the June meeting Ms. Fitzgerald noted that the St.Vrain Greenway is close to build-out in 2014 – 2015, and that staff would be looking to use the funds elsewhere.

The Board would like to present to Council a split of the funds (not all or nothing). The Board felt that a new generation of youth will be missing out on Recreational opportunities due to a history of these projects not being funded through the CIP process. By splitting the Conservation Trust Funds, money would continue to go to the Greenway and trail connections as well as a portion being available for Parks and Recreation projects. This would create more of a balance between the needed projects.

Mr. McCoy noted he would like to see the Council work on identifiable boarders with Frederick and Firestone, and this is where more land could be purchased through the funds. If the City uses Open Space Funds for trails there might not be enough money for purchasing additional land.

Mr. Friesner noted that he had sent an email to seven communities asking how their communities use CTF funds. Four communities responded. The City of Loveland was using their CTF for urban trails, much like Longmont currently does. Louisville, Lafayette and Brighton are using their funds for all State approved Parks and Recreation projects. Mr. Friesner noted that each year the City must complete a year-end report to the State of Colorado explaining where the funds have been used. This report is completed by Ms. Fitzgerald and the Budget Office.

A suggestion was made to have a question on the 2011 Annual Survey on splitting the funds to get the publics thoughts. It was also noted by several board members that the funds should not go toward boarder wars. A question was asked on how the Board would create a policy if approved. Mr. Pedrow said the Board should provide a roadmap as to the projects with the highest priority. The new philosophy should be to de-emphasize the greenway and accelerate other projects that have been unfunded for a long time.

It was asked by a Board Member if the Board is asking something that is out of bounds, or not feasible and should the Board move forward.

Mr. Pedrow said, the Board should have a defined policy and approach the Council that they would like to recommend a reallocation of the funds, and yes, it is feasible. If the Board develops a proposal and are united.

Mr. McCoy said his views have changed since the beginning of the meeting. The Council will do what is right for the community as it relates to land acquisition and will make sure the funds remain flexible for making things happen regardless of which funds are used.

Questions were asked on the use of Storm Drainage and Street Funds as it relates to purchasing land. Mr. Rademacher noted they are restricted. Funds are only available for repair and maintenance of the storm drainage such as the funds used for the Adrian property underpass.

It was noted by Mr. Friesner that the list of projects included in the packet were meant to be an example of what might apply if CTF were used and are not intended as the proposal for council.

Mr. Pedrow felt that going West to Pella Pond and continuing East of Sandstone should remain as a high priority. He added an Open Space opportunity with Boulder County centering around a shooting range located at the city compost facility East on Hwy. 119 may be approved. The City would be sharing costs with Boulder County and Open Space Funds by purchasing more land. This would allow public use of the shooting range along with County and City trainings at the facility.

The Board asked how Mr. Ransweiler felt about the Board looking at different uses of the CTF. Mr. Ransweiler said it is a good beginning to talk about the CTF before the Greenway is built out. One particular project included in the Greenway is the Kayak course and boating opportunities on the St.Vrain River which needs to be completed in the next few years.

Mr. Gollhofer would like to plan for public meetings to make sure the Board has community feedback and to get the community involved. It was not the Boards intention to have anything changed for the current budget year, but to open the discussions.

It was agreed by the Board to move New Business c) Information Item: Current Status of Mr. Besslers position; to before New Business a) Update on PR-83.

VI. New Business

Agenda Item:

Parks & Recreation Advisory Board

Staff Cover Memo

Meeting Date: July 12, 2010

Agenda Topic: Conservation Trust Fund Policy Change Proposal

Presenter: Jeff Friesner, Don Bessler

Phone to call for questions: _____

Type of Item:

- Information
- Action
- Discussion

Background Information:

In April, PRAB requested staff to bring back information about the Conservation Trust Fund (CTF) and existing policies regarding its use. At the May 2010 PRAB meeting, discussion began regarding a possible re-allocation of Conservation Trust Funds for other parks and recreation unfunded projects. Background was provided that staff could find no written financial policy earmarking CTF towards the St Vrain Greenway trail exclusively. It is surmised that this informal policy was put into place around the time of the original St. Vrain Greenway Master plan adoption in 1993. Since that time work has been continuous in the design and construction of the St Vrain Greenway and its adjunct projects such as Rogers Grove, Izaak Walton Pond and Sandstone Ranch District park.

In June, staff brought additional information to PRAB per their request regarding a possible 60% / 40% split for future CTF projects listed in the Capital Improvement Program, with 60% going towards the St. Vrain Greenway and other trail projects, and 40% going to other parks and recreation projects. Information was also provided regarding the eligible type of projects (per DOLA) and those ineligible. PRAB expressed concern that CTFs be used for significant projects such as those master planned and needing substantial funding to complete. Staff clarified that a flexible policy would be desirable to allow for project completion in a timely fashion even if the cost were over the target split (60/40 or other). Staff also clarified that the 2011 – 15 CIP is already in draft form so this shouldn't be looked at as a recommendation for next year's CIP. A spreadsheet with potential projects eligible under the CTF was provided outlining possible funding with the 60/40 split discussed by PRAB. PRAB requested staff to come back to the July meeting with more information on a potential financial policy, and to invite Gordon Pedrow to the meeting.

Staff has revised the June project spreadsheet including park type enhancement and expansion projects to the list so it is not exclusively recreation type projects as discussed – see Attachment A.

Staff will be available at the July meeting for questions and discussion.

CIP Project Number	Project / Fund Statement	Work Description don/jeff - do we want to remove the roll over from previous years?	Example Years:				
			2011	2012	2013	2014	2015
	Beginning Working capital		\$3,265,266	\$2,947,960	\$612,050	\$252,550	\$124,500
	Revenues		\$900,000	\$900,000	\$900,000	\$900,000	\$900,000
	Total Available Funds		\$4,165,266	\$3,847,960	\$1,512,050	\$1,152,550	\$1,024,500
Trail Projects							
		Per current CIP funding proposal target amount per year at 60% revenue + roll over	\$3,825,266	\$3,487,960	\$1,152,050	\$782,550	\$664,500
PR-5b	SVG Ph 11 - Dickens Park and Whitewater Course	Design including modifications to MP/ DD Construction	\$300,000	\$1,912,000	\$80,000	\$800,000	
PR-5b	SVG Ph 12 - Golden Ponds to Airport Road	Design including modifications to MP/ DD Construction		\$28,300	\$404,000		
PR-5b	SVG Ph 13 - Sandstone Ranch to Landfill	Design		\$52,700			
PR-155	Golden Ponds Improvements	Construction (by AI with their reclamation)		\$100,000			
D-28	Spring Gulch #2 - SSR to Stephen Day Park	Design		\$437,000			
	Total Trails Expenditures	Construction (lessens OS portion to \$1 mil)	\$300,000	\$2,093,000	\$921,000	\$800,000	\$0
Parks/ Rec Projects							
		target amount per year at 40% of revenue	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000
PB-137	Recreation Center Parking Lot Expansion	construction	\$128,400				
PB - 171	Memorial Building Renovations	design	\$8,000	\$80,000			
		construction			\$55,000	\$55,000	\$55,000
PR-174	Sunset Pool Filter Replacement	construction (supplemental to PIF)		\$87,356			
PR-152	Playground Rehabilitation Program	design		\$258,000			
		construction	\$211,750				
PR-147	Collyer Park Improvements	construction	\$24,100				
PR-147	Kensington Park Rehabilitation	design		\$416,210			
PR-101	Jim Hamm's Pond District Park	construction					
PR-125	Roosevelt Fountain	construction	\$158,200				
PR-143	Garden Acres Park Master Plan	design	\$15,000	\$231,300			
PB - 186	LRC Cardlo Room	construction					
		construction	\$35,000				
	Resurface Kanemoto Pool	construction	\$33,000				
	Replace Heater - Kanemoto Pool	construction	\$60,000				
	LRC Resurface Lap Pool	construction	\$33,500				
	Update Pool Master Plan	design	\$8,000				
	LRC Update Leisure Pool Amenities	design		\$79,800			
		construction	\$12,600	\$179,000			
	LRC Replace Waterslide & Railing	design	\$4,000	\$40,000			
	Roosevelt Pool - Upgrade Electric	design	\$6,000	\$60,000			
	Sunset Pool - Replace Chemical Building	design		\$4,500			
	Centennial Pool - Add Storage	design				\$45,000	
		construction				\$15,000	
	Roosevelt Pool - Cashier / 1st Aid room	construction					\$150,000

Parks and Recreation Advisory Board Agenda

Monday, October 11, 2010

7:00 pm

7 South Sunset

- I. Roll Call
- II. Approval of Agenda
- III. Approval of Minutes from the September 13, 2010 meeting
- IV. Special Presentation: Recognition of Rene Kingsley, Recreation Specialist as the Colorado Parks and Recreation Association's CARA Professional of the Year
- V. Public Invited to be heard
- VI. Old Business
 - a) Discussion Item: St. Vrain Riparian Corridor Project Draft Task 4
 - b) Discussion Item: Proposed Public Process for Use of Conservation Trust Funds
 - c) Information Item: Disposal of Open Space
 - d) Discussion Item: Council Retreat Topics
- VII. New Business
 - a) Information Item: Healthy Community / Comp Plan Update – No Presentation
 - b) Information Item: Annual Open Space and Trails Request for Boulder County
 - c) Information Item: Raw Water Tour – Lisa Underhill
- VIII. Items from Staff
- IX. Items from Board
- X. Public Invited to be heard
- XI. Adjournment


- IV. Public Invited to be Heard –
Kay Fissingar, 2199 Creekside Dr., Longmont, Co. Spoke in reference to holding money for land purchases.

Ramona Clark. 43 Crisman, Longmont, Co. Supports park master plans to include community gardens.

Eric Hozempa, 1026 Pratt. Is excited about the Alta Park Plan and is here to support it.

V. Old Business

a.1) Update and Response to letter on Don Bessler former position. Mr. Rademacher received the Board's letter in reference to Mr. Bessler's former position. He has also met with Mr. Accountius on August 31, 2010. Staff continues to look at all ranges of the job. Mr. Rademacher looks at other services that are delivered. Business Service, Engineering Service, Environmental Service, Operations and Natural Resources Services. The tools they use to make a decision are to achieve out-comes, not the structure. Everyone must collaborate by receiving service back and forth. No recommendations have been made at this time.



a). Discussion Item: Next steps for Use of Conservation Trust Funds. Mr. Accountius asked the Board what next steps they want to take in making a proposal to Council concerning the future use of the Conservation Trust Funds. Mr. Pedrow suggested that the Board consider conducting a public process to gather feedback on the use of the funds. Mr. Accountius requested that the Board email him five suggestions on what they feel the process should look like and include. Mr. Accountius and Mr. Friesner will discuss the action plan and get back to the Board at the October meeting. The policy needs to be at Council by February 2011 to make sure it is on the 2012 budget. If you feel you do not have enough information, please send Mr. Friesner an email on what you have questions on. Ms. Fitzgerald and Mr. Friesner will work with other City staff to bring back a public process for the Boards consideration.

b) Information Item: Heaven Fest Review. (combined from earlier discussions) Mr. Wolford said after the success of the Heaven Fest event the City is being asked to do more events at Union Reservoir. This would be a decision made by City Council and the land agreement would need to be changed. A report will be going to Council in the next sixty days to review the Heaven Fest event.

Mr. Wolford noted that there were some issues in the swim beach area, and parking, however they were dealt with on the spot, and everyone

Wyeno summarized the goals of the St.Vrain Riparian project.

1. Protect and improve in-stream conditions and water quality..
2. Protect and improve bank stability
3. Minimize / or eliminate non-point source pollution
4. Compatible with flood plain management
5. Control and eliminate invasive species and enhance habitat
6. Coordinate and be compatible with St Vrain Greenway Master Plan..

Mr. Wyeno pointed out that the St.Vrain greenway corridor is now mapped and can be on the GIS system. The staff wanted to identify the three most critical areas needing improvements – these are # 3 – Rogers Grove; restore south channel along greenway trail, stabilize headcut in north channel, install riffle/weir structures in north channel to hydrate lower floodplain, begin replacing old crack willow with native trees, plant native trees and shrubs in woodland gaps, and regrade eroding north bank upstream of fairgrounds pedestrian bridge and plant willows and native trees.

10- Kayak Course; lower floodplain, create a more stable meander pattern, and plant native trees and shrubs, plant banks of Slourgh Creek, the tributary to east of Martin Street Extension, finish removing Russian-olive, Chinese elm, locust, crack willow, plant native trees and shrubs in areas where trees have been removed and control weeds, remove remnant fencing and trash, create emergent benches in the two ponds to the north using fill material from the floodplain excavation,

11 – Lefthand Creek to North 119th St.; Create wetlands in the area north of the creek and east of the Wastewater Treatment plant by excavating and rerouting the effluent through this area, finish removing tree's as in # 10, remove large half-buried trash and concrete on south bank, widen riparian zone by lowering banks and re-align the creek for a more stable meander pattern. Use excess material to create emergent benches' in ponds and stabilize eroding banks with rootwads, vanes and vegetation.

The Board members are invited to send Mr. Wyeno emails on additional goals. Mr. Accountius questioned if there is a need to protect the St.Vrain Riparian corridor, does the City have a disaster recovery plan in place, such if the river was invested with snails, or something or filled with chemicals?. Mr. Wyeno said this was beyond what the consultants would do, but he felt it would need to be considered.

b) Discussion Item: Proposed Public Process for Use of Conservation Trust Funds. Mr. Friesner had met with Paula Fitzgerald, Sandi Seader and Jon. Clark in reference to creating a process to solicit public input in regard to the use of CTF. At the PRAB retreat in March, staff used the

equipment (Option Power) which is a voting system that asks a question and allows you to select an answer or vote on a topic. The questions will get specific information such as fund usage and demographics. The questions will be brought back to the Board for a test run in November. After that it will be presented to the public at various meetings and to various organizations. The review period will be November, December and January. At that time the Board will have information to present to the Council in February 2011. Categories will be given versus projects and questions will be based on what are allowable uses of the funds. This is the first time that a Board can directly ask citizens how to use funds. The Board will email suggestions on groups to contact for the survey. Staff will proceed with creating an educational survey

c). Action Item. Disposal of Open Space. Previously the Board reviewed the ordinance for the Disposal of Open Space. The recommendations were updated and sent to the Council on May 25, 2010. Mr. Wolford explained that the Legal Department had added a new sentence in the document, page 3 Line number four - Item 1. Public purpose. The City attorney did discover some conflicts in the language on private use and made those changes. The change was written: "Public purpose includes, but is not limited to, use of the property for right-of-way and easements for city roads, utilities, and life-essential infrastructure and the sale or exchange of property interests that results in a net benefit to the open space program". A motion by Mr. Accountius that the Park & Recreation Advisory Board accepts the language as written and supports staff taking the ordinance to council. This was seconded by Mr. Braun. A discussion followed. Ms. Bowman did not agree with the wording changes and felt a private developer could purchase lots on open space and build a Mc'mansion, that it needs to be specifically written in the document that you cannot sell it for private development. It opens it up for a private developer. . Ms. Bowman voted nay for that reason. The motion passed 5-1.

d). Discussion Item: Council Retreat Topics. Mr. Friesner asked the Board for suggestions for the Council retreat topics. The following suggestions were given.

1. Discussion of Conservation Trust Funds
2. Define what passive use on open space is.

Mr. Friesner will submit these suggestions to the directors on Friday.

e) Action Item: Update Sunset Bathhouse. Mr. Friesner gave an update on the Sunset Bathhouse project. Bids were received on September 29, 2010. However they were all over the budgeted amount.

Budget - \$886,444.00