



STAFF BRIEFINGS and WORK SESSIONS

Hybrid Meeting

AGENDA

October 15, 2024, Immediately Following Hearings

BCC Boardroom, 5th Floor and WebEx Virtual Platform

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2. **Reports**
Commissioners
County Manager
County Attorney
3. **Executive Session**
 - 3.1 Short term rental regulations – legal advice under C.R.S. § 24-6-402(4)(b)
 - 3.2 Greenbelt trail – legal advice under C.R.S. § 24-6-402(4)(b) and advice to negotiators under C.R.S. § 24-6-402(4)(e)
 - 3.3 Legal update – legal advice under C.R.S. § 24-6-402(4)(b)
4. **Adjourn**
5. **Work Sessions - No Agenda Items**

Agenda Item 1.1

BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER

Topic: Request for Grant Approval and Supplemental Budget – Congressionally Directed Spending – Open Space

Presented by: Julie Liggett, Grants and Special Projects Coordinator,
Open Space

Date: 10/15/2024

☐ For Information

☐ For Discussion/Board Direction

☒ Consent to
Place on Business/
Hearing Agenda

Issue:

Jefferson County Open Space (JCOS) staff requests Board of County Commissioners (BCC) approval to accept an \$80,000 USDA Forest Service grant for Forest Health Youth Corps funding and a \$20,000 budget supplement to accommodate the grant.

Background:

In February 2023, County departments were notified of the opportunity to apply for Congressionally Directed Spending (CDS) funds. JCOS applied for \$80,000 through Senators Hickenlooper and Bennet, and Representative Petterson to support a Forest Health Youth Corps project. Due to tight deadlines, the application was not presented to the BCC at that time. On September 27, 2024, JCOS received a Federal Financial Assistance Award letter for \$80,000 for the project.

Discussion:

This project provides youth summer employment opportunities that contribute to responsible forest management and mentor's future stewards of our natural environment. Youth Corp crews will perform wildfire mitigation and forest pest mitigation in Jefferson County open spaces that are at high risk of catastrophic wildfire. Work includes reducing ladder fuels and opening tree canopies to slow the spread of fire.

Fiscal Impact: ☒ yes ☐ no

There is no match required, but JCOS has committed up to \$20,000 in Open Space Funds to complete the project.

- Year of impact: 2025-2026
- TABOR impact: None
- Existing grant or project: None
- New grant or project: Congressionally Directed Spending

- Requested in adopted budget: No
- Ongoing or one-time: One-time
- General Fund impact: None
- Staffing impact: N/A
- ARPA impact: No
- Match requirements: 25% of project cost was stated in the application but is not required
- Mandate/Contractual obligation: Federal Financial Assistance agreement between USDA, Forest Service, Rocky Mountain Region Safety, Fire, and Aviation Management and JCOS

Revenue Limits Impact: ☐ yes ☒ no

SPA Review: Support, no concerns

County Attorney Review: Anthony Chambers, October 2, 2024

Facilities Review: No fiscal impact

BIT Review: No fiscal impact

Fleet Review: No fiscal impact

Human Resources Review (new FTE only): N/A

Recommendations:

That the BCC support a budget supplemental if the grant application for Forest Health Youth Corps funding for a Congressionally Directed Spending grant from the USDA Forest Service in the amount of approximately \$80,000 is awarded and that the BCC authorize the Chair to execute the grant contract and related documents at a future hearing.

Originator: Julie Liggett, Grants and Special Projects Coordinator, 303-271-5924

Contacts for Additional Information:

Steve Murdock, Natural Resources Supervisor, smurdock@co.jefferson.co.us, 303.271.5998

BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER

Topic: RESTORE Grant – Amended Agreement – Open Space

Julie Liggett, Grants and Special Projects Coordinator, Open Space

Date: 10/15/2024

☐ For Information

☐ For Discussion/Board Direction

☒ Consent to
Place on Business/
Hearing Agenda

Issue:

Jefferson County Open Space (JCOS) staff requests approval from the Board of County Commissioners (BCC) for the Chair to execute Amendments One and Two to the Contract Between Larimer County and Jefferson County Open Space.

Background:

The RESTORE Colorado Program (Restoration and Stewardship of Outdoor Resources and the Environment) employs a collaborative funding model to support large-scale habitat restoration and stewardship projects across public and private lands. The program is administered by the National Fish and Wildlife Foundation (NFWF).

Larimer County was the applicant for the RESTORE grant awarded in 2022 and JCOS was a subrecipient.

Discussion:

The original Agreement dated August 30, 2022 (attached as Exhibit A to Amendment One to the Contract) for \$26,250 identified Jefferson County as one of the recipients of a grant from NFWF to restore winter habitat needed for elk and mule deer. Larimer County and Jefferson County are requesting an amendment to the original contract to increase the grant to Jefferson County by \$20,625 for a total award of \$46,875.

In the original Agreement, it was agreed that Larimer County's portion of the NFWF grant was not to exceed \$161,625. The original Agreement between Jefferson County and Larimer County requires the mutual consent of Colorado Parks and Wildlife, City of Fort Collins, Boulder County, Jefferson County, and Larimer County in order to increase Larimer County's overall contribution under the Agreement between Larimer County and Jefferson County. The purpose of this Amendment is to increase the total Agreement dollar amount to be contributed by Larimer County to \$171,675.00.

The additional funds coming to JCOS and Larimer County (\$20,625 to JCOS and \$10,050 to Larimer County) are coming from funds Boulder County is unable to use. There are no additional match requirements.

Fiscal Impact: ☒ **yes** ☐ **no**

Under Amendment One, JCOS will receive an additional \$20,625 in grant funds. The original match was \$9,616; no additional matching funds are required. Amendment Two has no fiscal impact.

- Year of impact: 2024-2026
- TABOR impact: None
- Existing grant or project: None
- New grant or project: None
- Requested in adopted budget: No
- Ongoing or one-time: One-time
- General Fund impact: None
- Staffing impact: N/A
- ARPA impact: No
- Match requirements: 25% of project cost
- Mandate/Contractual obligation: Cooperative agreement between NRCS and JCOS

Revenue Limits Impact: ☐ **yes** ☒ **no**

SPA Review: Support, no concerns

County Attorney Review: Anthony Chambers, October 7, 2024

Facilities Review: No fiscal impact

BIT Review: No fiscal impact

Fleet Review: No fiscal impact

Human Resources Review (new FTE only): N/A

Recommendations:

That the Board of County Commissioners (BCC) consider authorizing the Chair to execute Amendments One and Two of the Contract between Larimer County and Jefferson County and supporting a supplemental budget increase of up to \$21,000 at a future hearing.

Originator: Julie Liggett, Grants and Special Projects Coordinator, 303-271-5924

Contacts for Additional Information:

Steve Murdock, Natural Resources Supervisor, smurdock@co.jefferson.co.us, 303-271-

5998

BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER

**Topic: Lookout Mountain Preserve - Public Service Company EV
Charging Station Easement JCOS24-14**

Presented by: Hillary Merritt, Deputy Director, Open Space

Date: 10/15/2024

☐ For Information

☐ For Discussion/Board Direction

☒ Consent to
Place on Business/
Hearing Agenda

Issue:

Requesting approval to grant a permanent utility easement to Public Service Company of Colorado (PSCo) for a new service line that supplies power to electric vehicle (EV) charging stations at Lookout Mountain Preserve.

Background:

Jefferson County's Climate Action Plan 2022 has adopted strategic climate programs and goals, including: 1) BCC Resolution CC20-254, declaring Climate Change a critical priority for Jefferson County, 2) Jefferson County's Climate Action Plan, and 3) Jefferson County's Electric Vehicle Action Plan.

To help meet these goals, Jefferson County Open Space (JCOS) installed EV charging stations at Crown Hill and Clear Creek Canyon Parks and these charging stations are effectively reducing local greenhouse gas emissions (10.2 Tons in their first year) and simultaneously generating revenue. JCOS wants to install additional EV charging stations at Lookout Mountain Preserve.

Discussion:

The proposed EV charging stations at Lookout Mountain Preserve are estimated to cost approximately \$65,000 and JCOS is seeking grant funds to offset the cost. PSCo is offering JCOS a \$19,000 construction allowance through its EV Service Infrastructure Program to cover the installation of new electric service to power the EV charging stations. In exchange for these funds, JCOS must grant a permanent utility easement to PSCo for the service line and agree to install two EV charging stations that provide ports to charge four vehicles at a time. JCOS will also apply for a \$25,000 Charge Ahead Colorado Grant and will cover the remaining \$21,000 with Open Space funds. The EV charging stations will be located in the northwest corner of the parking area at Lookout Mountain Preserve, just north of Boettcher Mansion.

Fiscal Impact: ☒ yes ☐ no

\$21,000 paid with Open Space Funds from the adopted 2024 budget.

- Year of impact: 2024
- TABOR impact: None
- Existing grant or project: None
- New grant or project: None
- Requested in adopted budget: Funding is part of 2024 adopted budget
- Ongoing or one-time: One-time
- General Fund impact: None
- Staffing impact: None
- ARPA impact: None
- Match requirements: None
- Mandate/Contractual obligation: None

Revenue Limits Impact: ☐ yes ☒ no

SPA Review: Support, no concern.

County Attorney Review: Anthony Chambers, reviewed October 1, 2024

Facilities Review: Support, no concern.

BIT Review: Support, no concern.

Fleet Review: Support, no concern.

Human Resources Review (new FTE only): N/A

Recommendations:

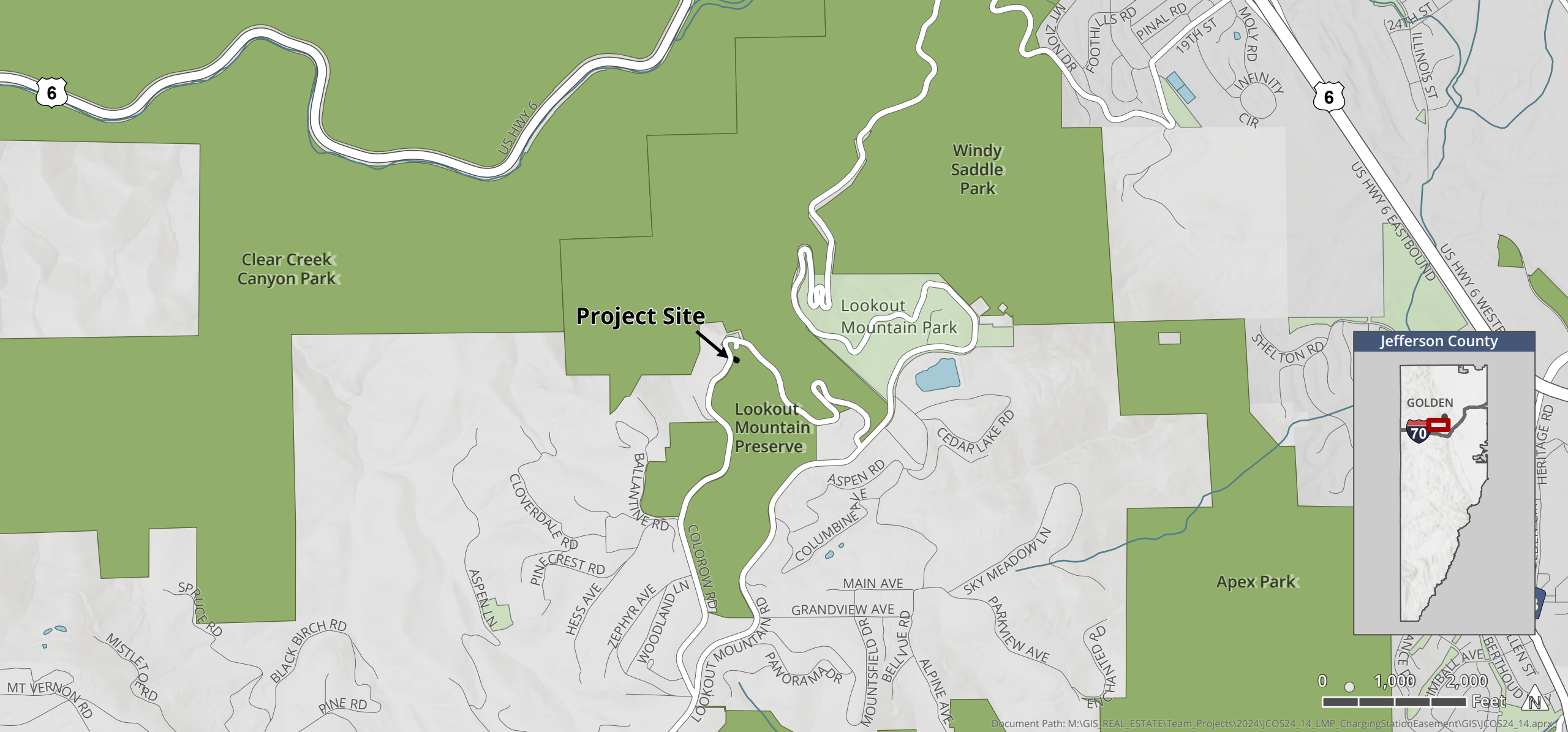
That the Board of County Commissioners consider the recommendation made by JCOS Staff and the Open Space Advisory Committee in Resolution #24-16 approving the grant of a utility easement to PSCo for a new service line that supplies power to EV charging stations at Lookout Mountain Preserve and authorize execution of the easement and all related documents at a future hearing.

Originator:

Hillary Merritt, Deputy Director

Contacts for Additional Information:

Hillary Merritt, Deputy Director, hmerritt@co.jefferson.co.us 303-271-5948



Lookout Mountain Preserve - JCOS24-14

Public Service Company EV Charging Station Easement

Last Revised 8/22/2024



Project Site



Jeffco Open Space



JEFFERSON
COUNTY COLORADO



Lookout Mountain Preserve - JCOS24-14

Public Service Company EV Charging Station Easement

Last Revised 8/22/2024



Project Site



Jeffco Open Space



JEFFERSON
COUNTY COLORADO
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Open Space

BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER

**Topic: Evergreen Park & Recreation District - Deed to Kittredge Park
JCOSD24-13**

Presented by: Hillary Merritt, Deputy Director, Open Space

Date: 10/15/2024

☐ For Information

☐ For Discussion/Board Direction

☒ Consent to
Place on Business/
Hearing Agenda

Issue:

Jefferson County Open Space (JCOS) proposes to convey the 1.581-acre Kittredge Park to the Evergreen Park & Recreation District (EPRD).

Background:

JCOS acquired Kittredge Park in 1986 and since then has leased it to EPRD. For decades, park visitors have recreated down to and within Bear Creek on the south side of the park. JCOS recently settled a legal dispute regarding access to portions of the land located south of the park and completed a land exchange to clearly delineate boundaries between park property lying north of Bear Creek and private property lying south of Bear Creek.

Discussion:

Rather than amending the lease agreement to include these newly acquired portions of the park, and exclude the conveyed portions, the parties have agreed to terminate the lease agreement and JCOS will deed the entirety of Kittredge Park to EPRD, enabling the expansion of the park's trail system, and providing increased access to Bear Creek. The Jeffco Open Space Reverter will be placed on the Property to ensure it is used exclusively for park and open space purposes.

Fiscal Impact: ☐ yes ☒ no

Revenue Limits Impact: ☐ yes ☒ no

SPA Review: Support, no concern.

County Attorney Review: Anne Kelson, reviewed October 1, 2024

Facilities Review: Support, no concern.

BIT Review: Support, no concern.

Fleet Review: Support, no concern.

Human Resources Review (new FTE only): N/A

Recommendations:

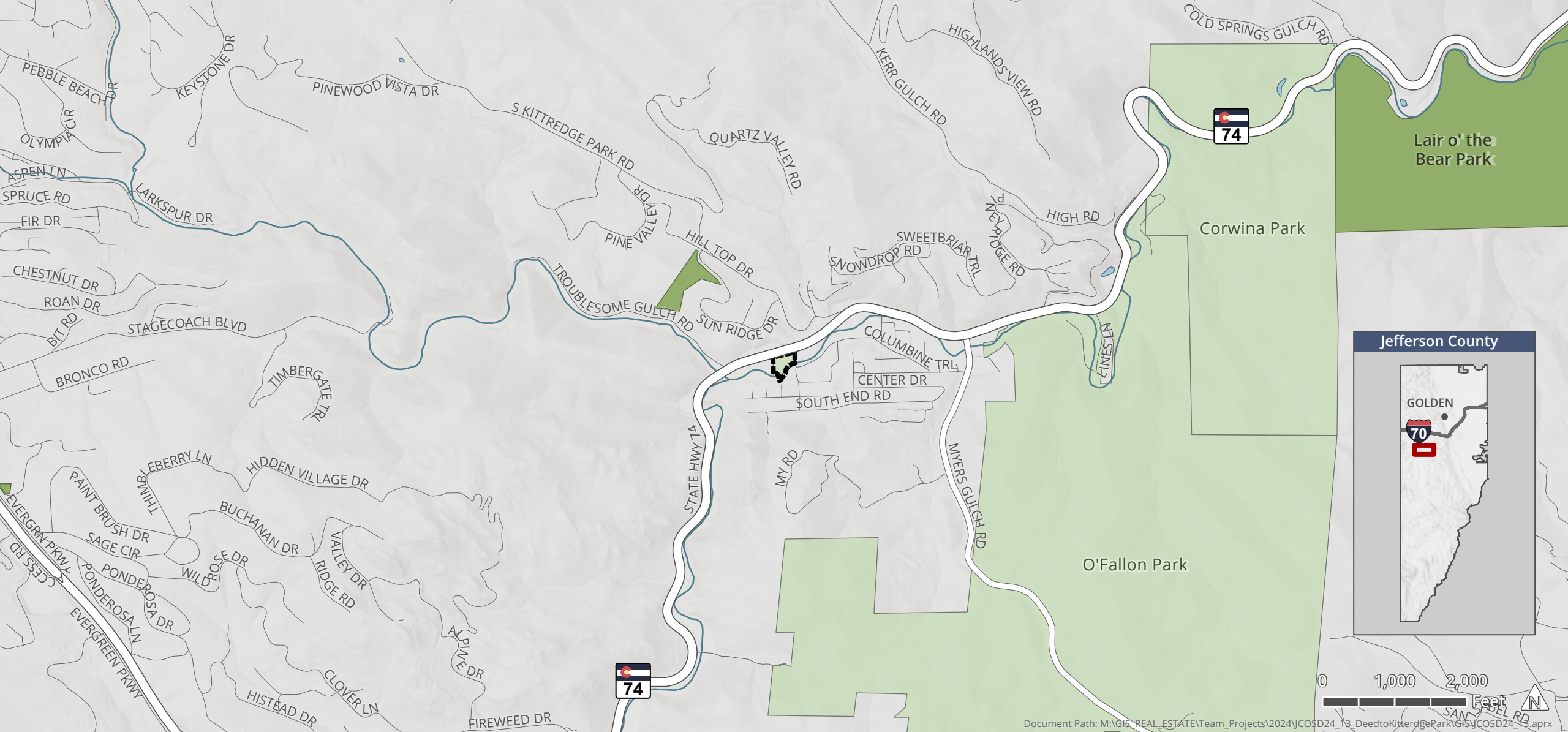
That the Board of County Commissioners consider the recommendation made by JCOS Staff and the Open Space Advisory Committee in Resolution #24-15, approving the termination of the Lease Agreement and conveyance of Kittredge Park to EPRD and authorize execution of the required documents at a future hearing.

Originator:

Hillary Merritt, Deputy Director

Contacts for Additional Information:

Hillary Merritt, Deputy Director, hmeritt@co.jefferson.co.us 303-271-5948



Evergreen Park & Recreation District - JCOSD24-13

Deed to Kittredge Park

Last Revised 8/1/2024



Project Site



Jeffco Open Space



JEFFERSON
COUNTY COLORADO
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Open Space



Document Path: M:\GIS_REAL_ESTATE\Team_Projects\2024\JCOSD24_13_DeedtoKitterdgePark\GIS\JCOSD24_13.aprx

Evergreen Park & Recreation District - JCOSD24-13

Deed to Kittredge Park

Last Revised 8/1/2024



Project Site



JEFFERSON
COUNTY COLORADO
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Open Space

BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER

**Topic: Evergreen Park & Recreation District – Kittredge Park
Improvements Community Partnership Program Award**

Presented by: Hillary Merritt, Deputy Director, Open Space

Date: 10/15/2024

☐ For Information

☐ For Discussion/Board Direction

☒ Consent to
Place on Business/
Hearing Agenda

Issue:

In 2021, the Board of County Commissioners (BCC) approved the Community Partnership Program (CPP) and allocated 7% of the County's annual Colorado Lottery proceeds, held in the County's Conservation Trust Fund (CTF), for this purpose. Evergreen Park & Recreation District (EPRD) has submitted a proposal for improvements for Kittredge Park which has been reviewed by Jeffco Open Space (JCOS) and will be presented to the BCC for consideration and action.

Background:

Adopted August 31, 2021, the Administrative Policy Conservation Trust Fund allocates 7% annual Colorado Lottery proceeds for the CPP. The CPP provides funding to 501(c)(3) nonprofit or governmental entities for up to 25% of local or up to 50% of regional conservation, park, and recreation projects in unincorporated Jefferson County. As of September 1, 2024, the CPP had a balance of \$776,287.89 for these purposes.

Through awards approved by the BCC, funding can be used for the acquisition, development, and maintenance of new conservation properties, for capital improvements, or for the maintenance of recreational amenities on publicly owned sites. CPP proposals are accepted at any time, evaluated by JCOS, and approved by the BCC.

Discussion:

EPRD has submitted a proposal requesting \$50,000 for the improvements to Kittredge Park to support a new bathroom, parking improvements and preservation of a nature trail. The application for Kittredge Park improvements is a local project with an estimated total cost of \$162,700. EPRD will meet the 50% required matching contributions which are estimated at \$112,700 or 69%.

Fiscal Impact: ☒ yes ☐ no

\$50,000 from the Jefferson County Conservation Trust Fund CPP fund balance which is

\$ 776,287.89 as of September 1, 2024. This project qualifies for use of CTF dollars.

- Year of impact: 2024
- TABOR impact: None, county will not be receiving any funds
- Existing grant or project: N/A
- New grant or project: New
- Requested in adopted budget: No
- Ongoing or one-time: One-time
- General Fund impact: None
- Staffing impact: None
- ARPA impact: None
- Match requirements: N/A
- Mandate/Contractual obligation: N/A

Revenue Limits Impact: ☐ yes ☒ no

There is no impact to the county's TABOR Fiscal Year Spending Limit because the county will not be receiving any funds, and the Conservation Trust Fund is exempt from TABOR.

SPA Review: Support, no concern.

County Attorney Review: Anthony Chambers, October 1, 2024

Facilities Review: Support, no concern.

BIT Review: Support, no concern.

Fleet Review: Support, no concern.

Human Resources Review (new FTE only): N/A

Recommendations:

That the Board of County Commissioners consider the recommendation made by JCOS Staff to approve the \$50,000 Community Partnership Program grant request from Evergreen Park & Recreation District for improvements to Kittredge Park and authorize the grant of these funds and a supplemental budget increase of \$50,000 at a future hearing.

Originator:

Hillary Merritt, Deputy Director

Contacts for Additional Information:

Hillary Merritt, Deputy Director, hmerritt@co.jefferson.co.us 303-271-5948



Evergreen Park & Recreation District – Kittredge Park Improvements Community Partnership Program Award





STATE HWY 74

1.581 acres - surveyed

WELCH AVE

COLUMBINE TRL

SHELDON ST

Bear Creek

0 100 200

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Feet



Community Partnership Program Request

	Amount	Percentage
Grant Amount Request	\$50,000	31%
Applicant Match	\$112,700	69%
Total Project Cost	\$162,700	100%





Questions?

BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER

Topic: Hildebrand Water Diversion Structure Replacement

Presented by: Hillary Merritt, Deputy Director, Open Space

Date: 10/15/2024

☐ For Information

☐ For Discussion/Board Direction

☒ Consent to
Place on Business/
Hearing Agenda

Issue:

Future award of a purchase order for construction of two failing water diversion structures at Hildebrand Ranch Park.

Background:

The County owns and operates ditch rights along Deer Creek in Hildebrand Ranch Park. The ditches utilize four diversion structures to draw water rights from Deer Creek. One structure was replaced in 2015, however the other three are still in need of replacement. The County hired a consultant to design replacement of the three remaining structures. These designs have been completed and permitted.

Discussion:

The County has issued a Request for Cost Proposals (RFCP) to the four companies on the Master Contract for General Construction Services. The RFCP is for construction services to replace two (Garden and Hayland) of the three designed structures in 2024-2025 with an anticipated cost of approximately \$800,000.

Fiscal Impact: ☒ yes ☐ no

Included in the 2024 Open Space approved budget.

- Year of impact: 2024-2025.
- TABOR impact: None
- Existing grant or project: None
- New grant or project: None
- Requested in adopted budget: Yes
- Ongoing or one-time: One-time
- General Fund impact: None
- Staffing impact: N/A
- ARPA impact: No
- Match requirements: None
- Mandate/Contractual obligation: Purchase order with awarded contractor

Revenue Limits Impact: ☐ yes ☒ no

SPA Review: Support, no concerns

County Attorney Review: Anthony Chambers, 10/01/24

Facilities Review: No fiscal impact

BIT Review: No fiscal impact

Fleet Review: No fiscal impact

Human Resources Review (new FTE only): N/A

Recommendations:

Staff recommends that the Board of County Commissioners supports placing this item on a future Business/Hearing Agenda to issue a purchase order for construction services with the awarded contractor for construction improvements of water diversion structures at Hildebrand Ranch Park with an anticipated cost of approximately \$800,000.

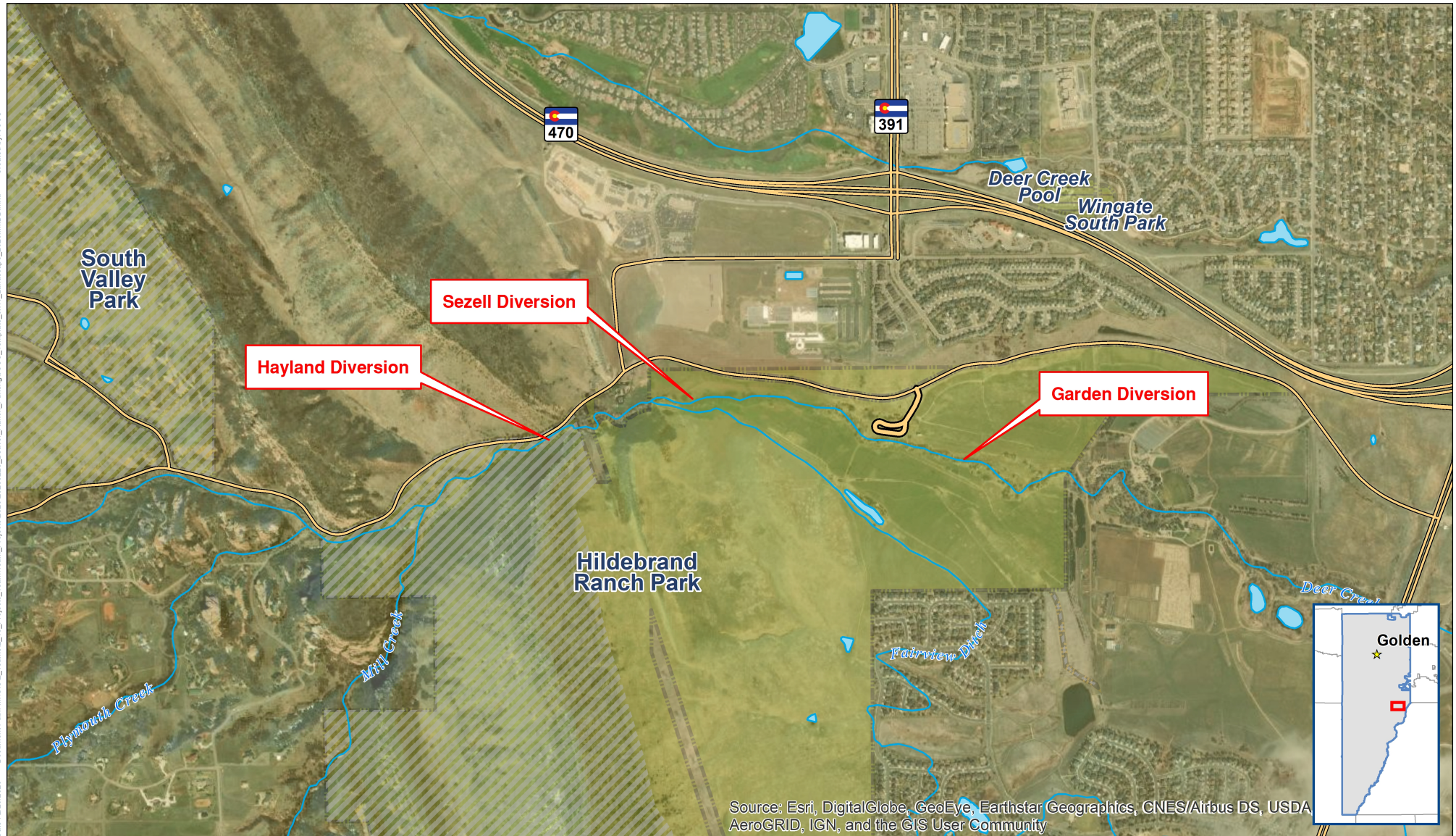
Originator: Lauren Copenhagen, Project Manager, Open Space, 303-271-5937

Contacts for Additional Information:

Lisa Tatum, Purchasing Agent, ltatum@jeffco.us, 303-271-8587

HILDEBRAND RANCH PARK

Approximate Diversion Structure Locations



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA AeroGRID, IGN, and the GIS User Community

0 0.2 0.4
Miles

Scale is 1:19,907 when printed at 8.5"x11"

Last Revised 2/25/2020

Data Sources: Jeffco Open Space, Jeffco ITS, USGS, NHD, CDOT, DRCOG



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jeffco.us/open-space

BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER

Topic: North Table Mountain Park Improvements

Presented by: Hillary Merritt, Deputy Director, Open Space

Date: 10/15/2024

☐ For Information

☐ For Discussion/Board Direction

☒ Consent to
Place on Business/
Hearing Agenda

Issue:

Future award of a purchase order for design of improvements at North Table Mountain Park (NTM).

Background:

Currently, the West trailhead at NTM has capacity for approximately 70 vehicles and during high visitation there is often overflow parking onto the entry road. It is proposed to expand the trailhead to approximately 130 vehicles. Tucker Gulch trail connects north Golden to the HWY 6 trail and downtown Golden, however, there is a missing link through NTM. This project would design the missing link and provide connectivity for recreation and commuting. With potential development in the area, there is the opportunity to realign the access road to NTM. The realignment would increase access by allowing full turning movements to and from NTM onto HWY 93.

During the summer of 2023 several storms damaged the service roads at NTM. The County has applied for FEMA mitigation funding under disaster declaration DR-4731 to mitigate the damage. Before repairs can start, a hydrology and hydraulics (H&H) study should be completed to determine appropriate mitigation measures.

Discussion:

The County has developed a Scope of Work (SOW) for design services utilizing an existing master contract of Tucker Gulch Trail, expanding the West Trailhead, and realigning the entry road. Incorporating the H&H study into the overall project will prevent duplicate work and provide a cost-effective way to inform needed mitigation efforts. Approximately \$2,000,000 is in the combined adopted and proposed budgets of 2024-2025 for design and construction services.

Fiscal Impact: ☒ yes ☐ no

Included in the 2024 Open Space approved budget and 2025 Open Space proposed budget.

- Year of impact: 2024-2025

- TABOR impact: No
- Existing grant or project: No
- New grant or project: No
- Requested in adopted budget: Yes
- Ongoing or one-time: One-time
- General Fund impact: No
- Staffing impact: N/A
- ARPA impact: No
- Match requirements: 7.5% County, 7.5% State, 85% FEMA (H&H Study only)
- Mandate/Contractual obligation: Purchase order with awarded consultant

Revenue Limits Impact: ☐ yes ☒ no

SPA Review: Support, no concerns

County Attorney Review: Anthony Chambers, 10/01/24

Facilities Review: No fiscal impact

BIT Review: No fiscal impact

Fleet Review: No fiscal impact

Human Resources Review (new FTE only): N/A

Recommendations:

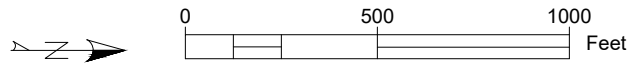
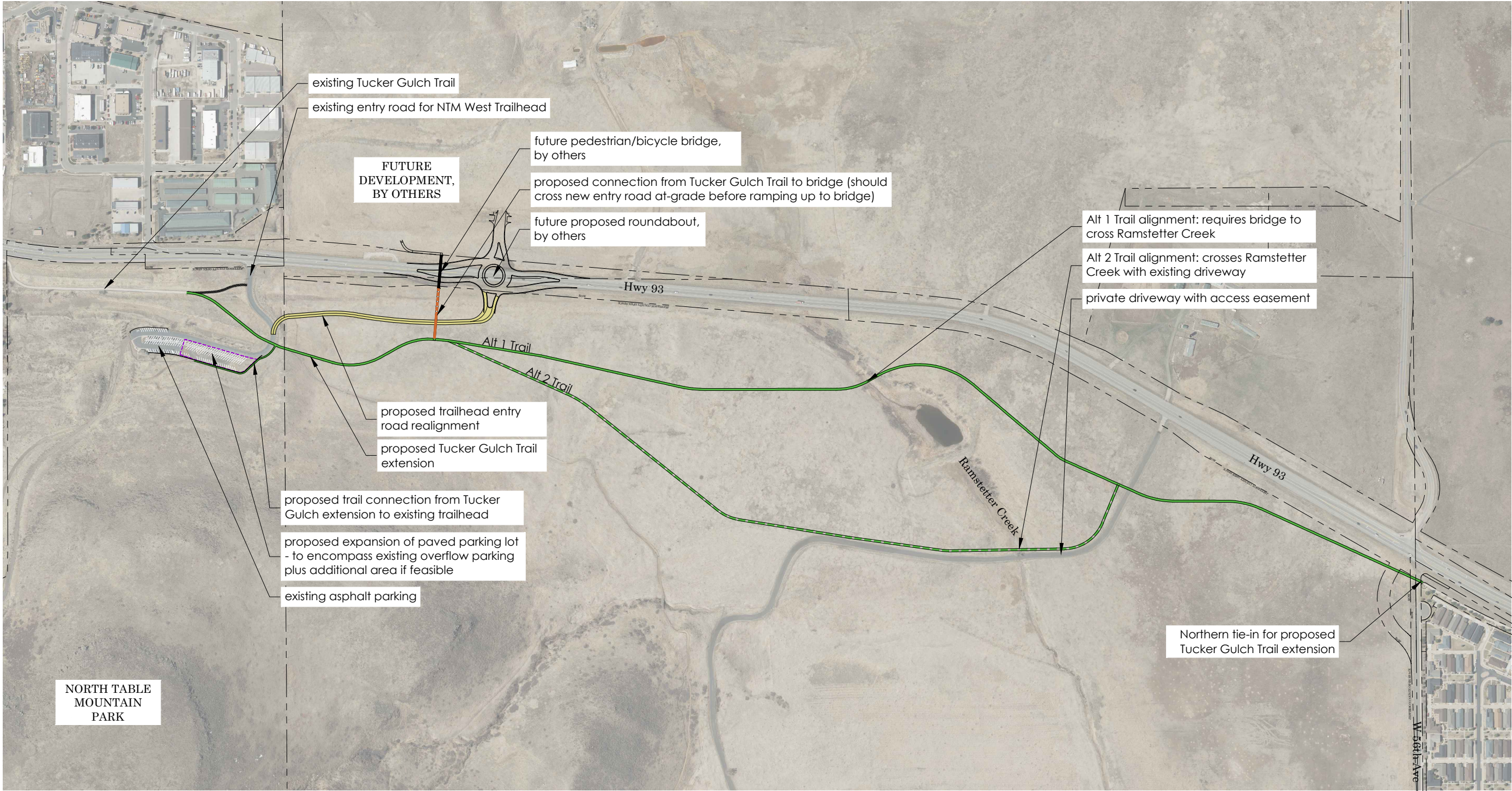
Staff recommends that the Board of County Commissioners approves to place this item on future Business/Hearing Agenda to issue a purchase order for design services with the awarded consultant for design of improvement at NTM.

Originator: Lauren Copenhagen, Project Manager, Open Space, 303-271-5937

Contacts for Additional Information:

Cory Marusin, Operations Coordinator, cmarusin@jeffco.us, 303-271-5920

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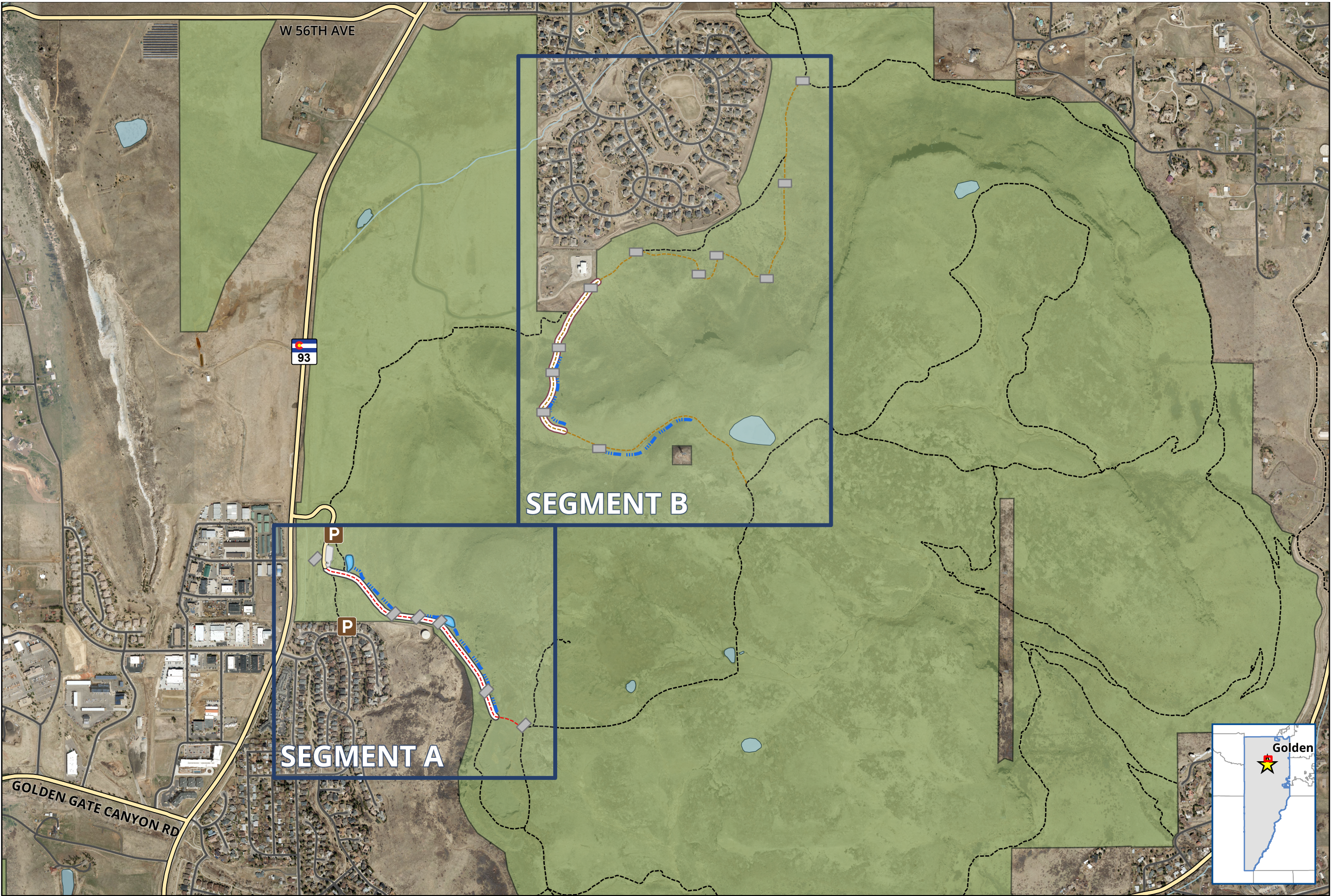


PROJECT OVERVIEW
NTM WEST IMPROVEMENTS

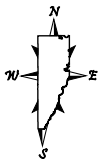
DATE: 9/23/2024
DRAWN BY: cgelatt
REVISIONS:

North Table Mountain Park

Culvert/Ditch Inspection and Hydrology Assessment



- Jeffco Open Space
- Jeffco Open Space Trail
- Segment A
- Segment B
- Proposed Asphalt
- Proposed Type 6
- Channel
- Basin
- Culvert
- Major or Park Access Road
- Local Road
- P Parking Lot



0 0.25
Miles

Scale is 1:12,500 when printed at 11"x17"
Last Revised 6/19/2024

