



**PARKS AND RECREATION DEPARTMENT**  
Civic Center • 500 East Third Street • Loveland, Colorado 80537  
(970) 962-2727 • FAX (970) 962-2903 • TDD (970) 962-2620  
[www.cityofloveland.org](http://www.cityofloveland.org)

**LOVELAND PARKS AND RECREATION COMMISSION**

**Thursday, June 13, 2013 4:30 p.m.**

Dwayne Webster Park, Shelter #3  
401 W. 13<sup>th</sup> St, Loveland, Colorado

Notice of Meeting Posted

Approval of May 9, 2013 minutes

Council Liaison Report

**Discussion/Action:**

1. 2014 Budget & Capital Plans
2. Parks & Recreation Master Plan – Schedule, Elements & Commission Involvement

**Commission Members Discussion Topics  
Reports/Correspondence:**

3. Operations & Projects Update
4. Mehaffey Park – Council Meeting/Update of Project & Schedules (verbal update on project schedule & bid process to be provided during meeting)

**Next Meeting Date:** July 11, 2013 (at park location)

Wi-Fi Access Code: accesswifi

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**LOVELAND PARKS AND RECREATION COMMISSION**

**AGENDA ITEM: 1**

**MEETING DATE:** June 13, 2013

**DESCRIPTION:** 2014 Budget & Capital Plans

**STAFF PRESENTER:** Marilyn Hilgenberg & Gary Havener

**SUMMARY:**

**2014 Budget Schedule:**

June 11, 2013 - Study Session on 2014-2023 Capital Programs

June 13, 2013 - Parks and Recreation Commission CORE  
and Submitted 2014 Budget Information

June 14, 2013 - Department Budgets due to Budget Office

July 17, 2013 - Budget Conferences with Departments and City Manager

September 10, 2013 - Study session on 2014 Recommended City Budget

October 1, 2013 - Public hearing and first reading on 2014 Adopted Budget

October 15, 2013 - Second Reading on 2014 Adopted Budget

**1A: Budget Office 2014 Directives** that drive how the Parks and Recreation Department budget is being prepared for 2014 include:

- No inflationary increase for operating line items.
- 4.5% salary merit/market increase to the wage pool
- General liability insurance and Workers Comp figures are determined by the Risk Management Division based on historical averages. No changes in health insurance rates.
- Costs have been allocated to City Departments for Information Technology (IT) and City Attorney

**Commission Action**

**Recommended:** Informational



## 1B. Parks and Recreation Department Budgets

Each department has been given a CORE 2014 budget figure from the Budget Division and must manage its services and facilities with the designated CORE budget.

	<u>2013 Budget</u>	<u>2014 Budget</u>
Administration	\$612,960	\$ 602,520
Aquatics	162,380	\$ 175,100
Rec Programs	518,580	\$ 529,970
Spec Rec Services	280,799	\$ 296,730
Chilson Center	2,421,300	\$2,655,600
Sports Turf	572,820	\$ 590,460
Operations	977,940	\$ 885,920
Grounds	795,330	\$ 816,700
Projects		\$ 310,840
Fleet	428,390	\$ 445,130
Public Grounds	373,440	\$ 382,520
Mountain Park	149,020	\$ 151,930
Cemetery	214,190	\$ 223,040
Park Planning	222,500	\$ 183,100
Youth Athletics	333,580	\$ 376,470
Adult Athletics	338,620	\$ 283,400
Concessions/BC	<u>44,280</u>	<u>\$ 45,120</u>
Total General Fund	8,446,129	\$ 8,954,550

\$508,421 increase = 6%  
4% w/o New Adm Allocations

Trails Maintenance	152,800	\$164,090
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## 1C. Proposed 2014 Changes

### 2014 Supplemental Operating and Capital Requests:

#### Fund 100: General Fund

##### Operating:

- |  |           |
|--|-----------|
| 1. Additional Dollars for Utility Cost Increases   | \$ 46,410 |
| 2. Downtown Planter Beds/Projects & Service Center | \$ 16,750 |

##### Capital:

- |  |                  |
|--|------------------|
| 3. Barnes Softball Fields 1-4 Lighting Replacement | \$ 610,000       |
| 4. Truck for Mehaffey Park O&M                     | <u>\$ 30,580</u> |
| Total General Fund                                 | \$ 713,540       |



**Fund 100-502: On-Going Equipment Replacement Program**

5.	Equipment Replacement		\$1,128,300
	Parks Equipment Replacement	\$ 191,230	
	Chilson Center Equipment Replacement	\$ 296,530	
	Recreation/Ath Equipment Replacement	\$ 62,570	
	Irrigation Systems Replacement	\$ 230,000	
	Playground Equipment Replacement	\$ 165,000	
	Asphalt Repair/ & Hard Court Surfacing	\$ <u>182,970</u>	
	Total Fund 100-51-502		\$1,128,300

**Fund 200 Parks Improvement Fund**

1.	Restroom Renovations (Dwayne Webster & Seven Lakes)	\$ <u>205,000</u>
	Total	\$ 205,000

**Fund 201 Conservation Trust Fund**

1.	Namaqua Road Trail Connection	\$ <u>100,330</u>
	Total Fund 201	\$ 100,330

**Fund 260: Parks Capital Expansion Fund**

1.	Neighborhood Park	\$ <u>300,000</u>
	Total Parks CEF	\$ 300,000

**Fund 261: Recreation Capital Expansion Fund**

1.	Future New Recreation Center Feasibility Study	\$ <u>50,000</u>
	Total Recreation CEF	\$ 50,000

**Fund 262: Recreation Trails Capital Expansion Fund**

1.	Front Range Trails	\$ <u>200,000</u>
	Total Trails CEF	\$ 200,000

**2014 Fee Changes:**

1. Winona Pool Punch Pass Rates in line w Daily Fees
2. Youth and Adult Athletics Programs (Range adjustment)
3. Parks Shelter Alcohol Permit & Cancellation Fee Adjustment
4. Minor golf fees



## 1D. 5 Year Capital Requests in the City's Strategic Financial Plan

### 2013-2017 PR Capital Requests in City's Capital Plan

#### 2014-2018 - Parks and Recreation - CAPITAL PROJECTS SUMMARY

#### PROJECT SUMMARY/CASH FLOW FORM - Updated 6/7/13

PROJECTED FUNDS	2014	2015	2016	2017	2018	TOTAL
<b>PARKS &amp; RECREATION</b>						
Pks Imprv Structures/Facilities (200)	205,000	200,000	200,000	200,000	200,000	1,005,000
Neighborhood Park Acq/water/development (260)	300,000	400,000		600,000	600,000	1,900,000
Barnes Fields 1-4 Light Replacement (100)	610,000					610,000
LSP - Phase II (260)		550,000	2,733,760			3,283,760
Cemetery Office/Maintenance Bldg (100 GF CEF)		497,000				497,000
Columbarium (140)		160,000				160,000
Fairground Park-Phase II (260)					550,000	550,000
NL Park Renovation (100)					375,000	375,000
New Recreation Center Feasibility Study (261)	50,000					50,000
Splash Park/Pool (261)		250,000	3,000,000			3,250,000
NL Miniature Train Engine (200)				100,000		100,000
<b>RECREATION TRAILS (201 &amp; 262)</b>						
Segment 10- Wilson to W Hwy 34 (2012 T & D)	100,330	211,730				312,060
Segment 8- 29th St Imprv & West Side of Wilson by Woodward (D)				113,280		113,280
Segment 7- N. Hwy 287 to 57th Loudon Ditch (D)			616,910			616,910
Pedestrian/Bicycle Plan- Linkages/Safety		50,000				50,000
Segment 12- Denver to Boyd Lake (D)			114,460	475,230		589,690
Front Range Trail System	200,000					200,000



2014-2018 Financial Forecast - CEMETERY PERPETUAL CARE - **FUND #140**

**CEMETERY PERPETUAL CARE**

PROJECTED FUNDS	2014	2015	2016	2017	2018	Total
Beginning Working Cash Balance	2,743,338	2,835,038	2,808,748	2,955,818	3,113,358	
<b>Revenues</b>						
Perpetual Care Fees	35,100	35,000	35,000	35,000	35,000	175,100
Columbarium Fees	26,600	25,000	25,000	25,000	25,000	126,600
Interest/Other	30,000	73,710	87,070	97,540	115,190	403,510
<b>Total Revenue</b>	91,700	133,710	147,070	157,540	175,190	705,210
<b>Total Revenue &amp; Resources</b>	2,835,038	2,968,748	2,955,818	3,113,358	3,288,548	
<b>Expenditures</b>						
Columbarium		160,000				160,000
<b>Total Expenditures</b>	0	160,000	0	0	0	160,000
<b>Net Change in Working Cash Bal</b>	91,700	(26,290)	147,070	157,540	175,190	
<b>Ending Working Cash Balance</b>	2,835,038	2,808,748	2,955,818	3,113,358	3,288,548	

2014-2018 Financial Forecast - **PARKS IMPROVEMENT - FUND #200**

**PARKS IMPROVEMENT FUND**

PROJECTED FUNDS	2014	2015	2016	2017	2018	TOTAL
Beginning Working Cash Balance	1,959,218	1,853,618	1,763,808	1,680,938	1,499,058	
UGA Designated Cash	90,063	90,423	90,783	91,143	91,503	
<b>Total Cash in Fund 200</b>	2,049,281	1,944,041	1,854,591	1,772,081	1,590,561	
<b>Revenues</b>						
Park Fees	60,460	59,640	59,640	59,640	59,640	299,020
Other Revenues/Grants						0
UGA- County Fees	360	360	360	360	360	1,800
Interest	38,940	50,550	57,490	58,480	58,850	264,310
<b>Total Revenue</b>	99,760	110,550	117,490	118,480	118,850	565,130
<b>Total Revenue &amp; Resources</b>	2,149,041	2,054,591	1,972,081	1,890,561	1,709,411	
<b>Expenditures</b>						
Mehaffey Park (County Fees)						0
Pks Imprv Structures/Facilities	205,000	200,000	200,000	200,000	200,000	1,005,000
Junior Achievement Park						
NL Miniature Train Engine				100,000		100,000
<b>Total Expenditures</b>	205,000	200,000	200,000	300,000	200,000	1,105,000
<b>Net Change in Working Cash Bal</b>	(105,240)	(89,450)	(82,510)	(181,520)	(81,150)	
<b>Ending Working Cash Balance</b>	1,944,041	1,854,591	1,772,081	1,590,561	1,509,411	



2014-2018 Financial Forecast - CONSERVATION TRUST - **FUND #201**

**CONSERVATION TRUST**

PROJECTED FUNDS	2014	2015	2016	2017	2018	TOTAL
<b>TOTAL CASH</b>	2,736,598	3,174,178	3,525,145	3,491,738	3,961,758	2012-2022
Designated Cash for Future Operation/Mnct	1,403,562	1,501,062	1,598,562	1,696,062	1,793,562	
Beginning Working Cash Balance	1,333,036	1,673,116	1,926,583	1,795,676	2,168,196	
<b>Revenues</b>						
Lottery Funds	650,000	650,000	650,000	650,000	650,000	3,250,000
Interest	52,000	82,530	109,280	115,230	146,590	505,630
<b>Total Revenue</b>	702,000	732,530	759,280	765,230	796,590	3,755,630
<b>Total Revenue &amp; Resources</b>	3,438,598	3,906,708	4,284,425	4,256,968	4,758,348	
<b>Expenditures</b>						
Recreation Trail Operations & Maintenance	164,090	169,833	175,777	181,930	188,297	879,927
<b>Capital Outlay</b>						
Recreation Trail						
Segment 10- Wilson to W Hwy 34 (2012 T & D)	100,330	211,730				312,060
Segment 8- 29th St Imprv & West Side of Wilson by Woodward (D)				113,280		113,280
Segment 7- N. Hwy 287 to 57th Loudon Ditch (D)			616,910			616,910
						0
<b>Total Expenditures</b>	264,420	381,563	792,687	295,210	188,297	1,922,177
<b>Net Change in Working Cash Bal</b>	437,580	350,967	(33,407)	470,020	608,293	
<b>Ending Cash Balance</b>	3,174,178	3,525,145	3,491,738	3,961,758	4,570,051	

Designated Maintenance of 15% of Lottery Proceeds annually

Long Term operation and maintenance of recreation trail projected to be funded in Conservation Trust Fund

T= Temporary Trail Connection, D= Developer Dependent and L= Not part of the Trail Loop

2014-2018 Financial Forecast - **PARKS CAPITAL EXPANSION PARKS- FUND #260**

**PARKS CEF**

PROJECTED FUNDS	2014	2015	2016	2017	2018	TOTAL
Beginning Working Cash Balance	1,104,115	1,834,595	2,013,635	446,345	987,205	
<b>Revenues</b>						
Parks CEF's	1,059,100	1,081,340	1,104,050	1,126,130	1,148,650	5,519,270
Interest	20,980	47,700	62,420	14,730	36,530	182,360
Other						0
<b>Total Revenue</b>	1,080,080	1,129,040	1,166,470	1,140,860	1,185,180	5,701,630
<b>Total Revenue &amp; Resources</b>	2,184,195	2,963,635	3,180,105	1,587,205	2,172,385	
<b>Expenditures</b>						
Construction Coordinator	49,600					49,600
<b>Capital Outlay</b>						
Neighborhood Park Acq/water/development	300,000	400,000		600,000	600,000	1,900,000
LSP - Phases II & III		550,000	2,733,760			3,283,760
Fairground Park-Phase II & III					550,000	550,000
JA						0
Kroh Park Phase II						0
<b>Total Expenditures</b>	349,600	950,000	2,733,760	600,000	1,150,000	5,783,360
<b>Net Change in Working Cash Bal</b>	730,480	179,040	(1,567,290)	540,860	35,180	
<b>Ending Working Cash Balance</b>	1,834,595	2,013,635	446,345	987,205	1,022,385	



2014-2018 Financial Forecast - **RECREATION CAPITAL EXPANSION- FUND #261**

**RECREATION CENTER/FACILITIES CEF**

PROJECTED FUNDS	2014	2015	2016	2017	2018	TOTAL
Beginning Working Cash Balance	3,266,132	4,224,212	5,057,052	3,206,372	4,328,612	
<b>Revenues</b>						
Recreation CEF's	535,780	547,030	558,520	569,690	581,080	2,792,100
Interest	62,060	109,830	156,770	105,810	160,160	594,630
Loan Repayment/General Fund Contribution	410,240	425,980	434,030	446,740		1,716,990
<b>Total Revenue</b>	1,008,080	1,082,840	1,149,320	1,122,240	741,240	5,103,720
<b>Total Revenue &amp; Resources</b>	4,274,212	5,307,052	6,206,372	4,328,612	5,069,852	
<b>Expenditures</b>						
New Recreation Center	50,000					50,000
Splash Park/Pool		250,000	3,000,000			3,250,000
<b>Total Expenditures</b>	50,000	250,000	3,000,000	0	0	3,300,000
<b>Net Change in Working Cash Bal</b>	958,080	832,840	(1,850,680)	1,122,240	741,240	
<b>Ending Working Cash Balance</b>	4,224,212	5,057,052	3,206,372	4,328,612	5,069,852	

2014-2018 Financial Forecast - **PARKS & REC CAPITAL EXPANSION TRAILS- FUND #262**

**RECREATION TRAILS CEF**

PROJECTED FUNDS	2014	2015	2016	2017	2018	TOTAL
Beginning Working Cash Balance	697,934	675,694	811,214	893,384	622,544	
<b>Revenues</b>						
Trails CEF	164,500	167,950	171,480	174,910	178,410	857,250
Interest	13,260	17,570	25,150	29,480	23,030	108,490
Grants and Other Revenues						0
<b>Total Revenue</b>	177,760	185,520	196,630	204,390	201,440	965,740
<b>Total Revenue &amp; Resources</b>	875,694	861,214	1,007,844	1,097,774	823,984	
<b>Expenditures</b>						
Master Plan Update						0
Rec Trail Development/Acquisition						
Pedestrian/Bicycle Plan- Linkages/Safety		50,000				50,000
Segment 12- Denver to Boyd Lake (D)			114,460	475,230		589,690
Front Range Trail System	200,000					200,000
Madison Avenue Rec Trail Underpass						0
Aerterial Underpasses/Crossings						0
<b>Total Expenditures</b>	200,000	50,000	114,460	475,230	0	839,690
<b>Net Change in Working Cash Bal</b>	(22,240)	135,520	82,170	(270,840)	201,440	
<b>Ending Working Cash Balance</b>	675,694	811,214	893,384	622,544	823,984	

**Unfunded:** Future Trail Pedestrian Aerterial Street Underpasses/Crossings (Estimated 4 @ \$1,200,000 = \$4.8 Million)





## **LOVELAND PARKS AND RECREATION COMMISSION**

### **AGENDA ITEM: 2**

**MEETING DATE:** June 13, 2013

**DESCRIPTION:** **Parks & Recreation Master Plan – Schedule, Elements & Commission Involvement**

**STAFF PRESENTER:** Keven Aggers, Marilyn Hilgenberg, Gary Havener

#### **SUMMARY:**

The department completed interviews and selected the firm of MIG to complete the update of the Parks and Recreation Master Plan. The schedule for this project will be tight with the target completion date including City Council review and adoption in early January 2014.

Representatives from MIG will be in town the week of June 17-20 to begin the process. While in town MIG will be completing park and facility tours, meeting with City Councilors, and will schedule time with the Golf Advisory Board, the Open Lands Advisory Commission, and the LPRC. **The meeting with the Parks and Recreation Commission is scheduled for Monday, June 17, from 5:00 p.m. to 6:30 p.m. in the Parks and Recreation Conference Room.**

MIG will complete a three phased approach. The first phase of information gathering, including inspecting/benchmarking current conditions, park and facility evaluations, and meeting with internal stakeholders will be completed in the early part of the summer. The second phase of public outreach, including surveys and questionnaires, stakeholder meetings, and needs analysis will be held during the late summer and early fall. The last phase of plan completion, including draft recommendations, capital and operating strategies, public review and ultimate PR Commission and City Council adoption will be held in late December/early January.

#### **Commission Action**

**Recommended:** Review Work Plan and Schedule



## **LOVELAND PARKS AND RECREATION COMMISSION**

### **AGENDA ITEM: 4**

**MEETING DATE:** June 13, 2013

**DESCRIPTION:** Operations & Projects

### **SUMMARY:**

#### **Recreation**

##### Programs and Operations

- Both program and maintenance staff did a phenomenal job in completing most of the games caused by the spring inclement weather. Many of the games were rescheduled multiple times and coordinating fields and facilities with team availability was a major undertaking.
- Registrations for summer programs got a late start primarily due to school ending a week later this year. Staff is projecting participation numbers right in line with last year in most activities and programs.
- Adult summer softball team registrations are down approximately 10% in comparison with 2012. This decrease can be traced to a lack of teams and ultimate cancellation of the summer Women's league.
- The July 4<sup>th</sup> Festival will again be held at North Lake Park. This year's event will include over 12 food & information booths and fireworks will start at 9:15pm, right after the Loveland Concert Band performance.

##### Facility Use

- The Chilson Center continues to show use at a brisk pace. Revenue for the month of May was up approximately 8% in comparison with last year and interest and participation in personal training has increased exponentially – probably due to new staff as well as an upturn in the local economy.
- Winona Pool opened for the summer season on Memorial Day weekend. Operation of the pool has been transferred to the Chilson Aquatics team with some staffing and leadership changes implemented. Registrations for summer swimming lessons and the CARA swim team are right in line with projections.
- With a water level close to the high water mark, the Lake Loveland Swim Beach opened on Memorial Day weekend. In that the lake was filled at such a late date, water temperatures continue to be on the chilly side, so participation in the water has been down in comparison with past years. However, use of the sand, grass, and surrounding areas continues to be busy – especially on the weekends.



## **Parks**

### **Projects:**

- Mehaffey Park Design/Bid Process – Update to be provided during 6/13 meeting.

### **Operations:**

- North Lake Park/Owen's Field Rehabilitation – Phase II rehabilitation (i.e. additional irrigation system repairs, topdressing and seeding/sodding as needed) completed by contractor in May.
- Cemetery Caretaker's House – Asbestos Demolition Survey and Lead Based Paint Inspection Report received on uninhabited structure. Findings reveal presence of both materials on site. Staff is securing bids to mitigate hazardous materials on site in preparation for future structure demolition. Goal is to reclaim building "foot print" for conversion to traditional burial lots (50-70 lots) that will generate \$51K-\$72K in future revenue.
- North Lake Park/Lower Field Rehabilitation – Korby's Landscaping completed field rehabilitation work on the lower fields in May. Project scope included composting and sod removal/replacement, as needed.
- Security Camera Update – Final camera installation completed at Benson Sculpture Garden. System installation is now complete and operational. Staff training (Parks and Police Department representatives) to be scheduled in mid-June.
- NL Shelter #3 Refurbishment – Concrete footing and steel support installation completed in late May. Structure power washing and staining to occur week of June 10<sup>th</sup>, weather permitting. Roof and sod replacement to be scheduled around site reservations.
- Cemetery Maintenance Shop Relocation – Planning staff is researching options to "relocate structure" on site. Long-term goal is to reclaim building "foot print" for conversion to traditional burial lots for sale to public and to clean up view (curb appeal) along highway.
- Kroh Park Pump Station Replacement (2013 Depreciation Funding Project) – Pump station testing completed in May – fully operational. Project completed under budget and on schedule.

### **Commission Action**

**Recommended:** Informational



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## **LOVELAND PARKS AND RECREATION COMMISSION**

Minutes ♦ May 9, 2013

**Present:** Deb Huffsmith, Leighton Millar, Twyla Dennis, Katie Davis, Gene Alvine, Sean Cronin, Hugh McKean (City Council Liaison)

**Staff:** Gary Havener, Keven Aggers, Larry Callihan, Marilyn Hilgenberg, Janet Meisel-Burns, Carol Wallace

**Absent:** Jack Doyel, Deborah Manderscheid

**Call to Order:** The meeting was called to order at 4:30 pm.

**Minutes:** Minutes of the April 11, 2013 were approved as written.

**Council Liaison Report:** None

### **2014 Budget, Fee Schedule, Revenues**

The City's core budget information will not be available for staff until May 15<sup>th</sup>. Commission members were presented with the best presentation of proposed 2014 budget numbers. The 2013 budget has new budget accounts called Cost Allocations. These budget areas were created for any shared City service areas such as City Manager, Finance, Human Resources and Facilities. Additional budget was given to departments to cover this cost. The 2014 budget will include additional Cost Allocations for IT and City Attorney. The allocations will affect the cost recovery particularly for the Chilson Center. A Priority based Budget may be proposed in 2015. Changes in fees will include an increase in the Parks alcohol beverage permit and shelter cancellation fees. Staff is reviewing the LAA Athletic Card Fee. Many surrounding cities no longer have a separate athletic fee, but incorporate it into the cost of the athletic activity. Staff will present a complete fee schedule and cost recovery at the next meeting. The department's first quarter financials are in good shape. Golf revenue was down because of the unusual spring weather.

### **Parks & Recreation Master Plan Update**

Parks & Recreation Department should have a consulting firm selected for the Master Plan from the three firms interviewed: Greenplay, Logan Simpson Design and MIG/Winston Associates. The Parks & Recreation Commission will have the opportunity to be involved in the Master Plan update process with establishment of goals, visions and review of recommendations.

### **Mehaffey Park Project Update**

Mehaffey Park Project is now in development review. A final neighborhood meeting was held on April 25<sup>th</sup> and Staff received positive support from citizens. The slides shown at the neighborhood meeting were presented and discussed with Commission members. Construction is scheduled to start in August. A Commission member requested that staff notify all members by email of any future Mehaffey Park meetings and scheduled Council presentations.

### **Commission Discussion**

The Youth Advisory Commission requested that the City look into possibly purchasing the vacant Orchards Athletic Facility. At this time, this purchase and needed renovations are neither feasible nor advisable as a satellite recreation center.

Meeting adjourned at 6:15 pm  
/s Gene Alvine, Vice Chair