



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

LOVELAND PARKS AND RECREATION COMMISSION

Thursday, November 14, 2013 4:30 p.m.

Parks & Recreation Large Conference Room
500 E 3rd St, Suite 200, Loveland, Colorado

Notice of Meeting Posted

Approval of October 10, 2013

Council Liaison Report

Discussion/Action:

1. Flood Update at Meeting
2. Parks & Recreation Master Plan Update at Meeting
(Joint Boards & Commission meeting with MIG on Wednesday, December 4 from 5:30pm to 7:30pm at Group Publishing, 1515 Cascade Ave – Dinner will be served)
3. Mehaffey Update at Meeting

Commission Members Discussion Topics

Reports/Correspondence:

4. Operations & Projects Update
5. 3rd Quarter Financials – Informational Only
6. Boards & Commissions Summit in February 2014 - Two Representatives from Parks & Recreation Commission

Next Meeting Date: January 9, 2014 (no meeting in December)

Wi-Fi Access Code: accesswifi

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LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: **4**

MEETING DATE: November 14, 2013

DESCRIPTION: Operations & Projects

SUMMARY:

Recreation

- All games for the fall adult softball leagues were played at the five available fields at Barnes Park. Only one team asked for a refund due to their inability to play on the rescheduled nights. Staff is anticipating playing the spring leagues on the same number of fields, and hoping that more fields will be renovated by early June for the busier summer season.
- The Chilson Points Program is scheduled to be completed by the end of November. Over 1,000 participants have registered and comments from staff and guests alike have been quite positive.
- The R2J School district notified staff that the School Board has changed its policy on facility availability in late evenings and all schools will be closed by 9:00 p.m. This change will impact one scheduled game at each facility hosting adult volleyball and basketball leagues. Division staff is re-working schedules in an attempt to minimize the impact to all programs, but there is the outside possibility that some leagues will have to limit teams.
- All fall youth programs have been completed and weather related cancellations were rescheduled and played. The Thompson Soccer Association recently completed its season at Loveland Sports Park and all grass fields have been placed in winter season mode. The LSP Championship field is still open for play and teams are reserving/renting it on a consistent basis.
- The winter edition of the Leisure Times brochure will hit the street in early December with registrations for programs being accepted beginning December 5.

Parks

Projects:

- Mehaffey Park Design/Bid Process – Grade work restarted on 10/14 after the pond was pumped dry and the site dried out. We lost approx... 3 weeks in the overall schedule but are still keeping the critical path schedule moving forward. Staff hopes to still pave the week of Thanksgiving, if the weather holds. Staff completed GMP #2 review and approval in early October. A detailed update will be provided at the meeting.
- Park Restroom Renovation Project – Ninety percent (90%) drawings and specifications for the Dwayne Webster and Kroh Park restrooms were reviewed and revised by staff in October. One-



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hundred percent (100%) drawings are anticipated in November with the project going out to bid in December.

- Cemetery Caretaker's House – Abatement and demolition commences in early December. Project was delayed in October because the residence was serving as temporary housing for a Park Division employee displaced by the flood.
- Flood Update – Verbal progress report to be provided during November meeting. Phase I of recovery efforts (i.e. discovery and debris cleanup/removal) on affected sites is nearing completion for parks and trails. Site cleanup is still in progress at several open space sites. Phase II (re-opening and/or reconstruction of selected sites) commences in November and will continue through next year.
- Parking Lot Lighting/Loveland High School – R2J is working with the City to install new parking lot lights on the west side of Loveland HS parking lot by North Lake Park. Staff is working on an easement with the district and legal staff to permit the work and give the school district the ability to repair and maintain the new lights and existing parking. We are also wrapping their existing irrigation mainline route into the agreement which will formalize a verbal agreement for their irrigation line through the park and place this into the easement. This is an administrative action to clean-up an informal use of the park over the past 10 years. The easement will need council approval, which is schedule for early December.

Operations:

- Irrigation System Winterization – Pump station and irrigation system winterization were completed in early November. Repairs on flood damaged infrastructure are in progress and will continue throughout the winter months as weather permits.
- Veterans' Day Celebration/Dwayne Webster Park – Dwayne Webster Park (also known as Veterans' or Cannon Park by the locals) was the host site for the annual Veterans' Day celebration on 11/11.
- Maintenance Activities – Winter maintenance activities are seasonal in nature with planter bed rehab, bulb planting, and tree replacement at the top of the list.

Commission Action

Recommended: Informational



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LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: **5**

MEETING DATE: November 14, 2013

DESCRIPTION: **3rd Quarter Financials – Parks & Recreation Department**

STAFF PRESENTER: **Gary Havener**

SUMMARY:

GENERAL FUND

Departmental General Fund expenditures are tracking under budget and we project year-end savings of close to \$300,000 primarily in personnel service savings. Departmental revenues are tracking ahead of projections by \$190,656 as a result of strong program participation and Chilson Center attendance. Cemetery revenues also tracked strong for the third quarter.

CAPITAL FUNDS

Activity in the capital funds picked up in the third quarter. Capital expenditures were spent for construction of River's Edge Natural Area and Mehaffey Park. On the revenue side, capital expansion fees are tracking ahead of budget projections through the first three quarters of the year.



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**Department of Parks and Recreation
2013 Third Quarter Financial Report
Operating Funds**

	YTD Projected	YTD Actual	Variance \$	Variance %
General Fund				
Administration				
Expenditures	\$510,550	\$444,961	(\$65,589)	-12.85%
Parks/Planning				
Expenditures	\$3,095,243	\$2,922,558	(\$172,685)	-5.58%
Revenues	\$137,752	\$181,452	\$43,700	31.72%
Cost Recovery		6.21%		
Recreation				
Expenditures	\$3,333,538	\$3,268,174	(\$65,364)	-1.96%
Revenues	\$2,619,447	\$2,766,403	\$146,956	5.61%
Cost Recovery		84.65%		
General Fund Total				
2013 YTD	\$6,939,331	\$6,635,693	(\$303,638)	-4.38%
Expenditures				
2013 YTD Revenues	\$2,757,199	\$2,947,855	\$190,656	6.91%
Cost Recovery		44%		
Enterprise Fund				
Golf Course Operations & Maintenance - Fund #51				
Expenditures	\$2,922,479	\$2,761,070	(\$161,409)	-5.52%
Revenues	\$3,396,110	\$3,134,387	(\$261,723)	-7.71%
Cost Recovery		114%		
Total All Operating Funds				
2013 YTD	\$9,861,810	\$9,396,763	(\$465,047)	-4.72%
Expenditures				
2013 YTD Revenues	\$6,153,309	\$6,082,242	(\$71,067)	-1.15%
Cost Recovery		65%		

Note: Expenditures are based on daily operations and generally exclude capital. Unaudited figures.



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**Department of Parks and Recreation
2013 Third Quarter Financial Report
Capital/ Special Funds**

Capital Funds	13-Jan	YTD	YTD	Variance	Variance
	Balance	Projected	Actual	\$	%
Fund 260-263					
Parks Capital Expansion Fee (CEF)	\$13,632,554				
Expenditures		\$1,000,000	\$902,485	(\$97,515)	-9.75%
Revenues		\$2,242,530	\$2,490,253	\$247,723	11.05%
					\$15,220,322
Fund 200					
Parks Improvement Fund*	\$2,181,894				
Expenditures		\$100,000	\$49,695	(\$50,305)	-50.31%
Revenues		\$78,210	\$60,231	(\$17,979)	-22.99%
					2,192,430
Fund 201					
Conservation Trust Fund (Lottery) - includes trail maintenance	\$5,630,134				
Expenditures		\$125,000	\$105,566	(\$19,434)	-1.49%
Revenues		\$449,940	\$583,980	\$134,040	29.79%
					\$6,108,548
Fund 202					
Natural Areas Fund - includes operation and maintenance	\$14,604,069				
Expenditures		\$2,972,230	\$2,782,053	(\$190,177)	-1.49%
Revenues		\$1,335,360	\$1,604,781	\$269,421	14.00%
					\$13,426,797
Fund 140					
Cemetery Perpetual Care	\$2,629,093				
Expenditures		\$0	\$0	\$0	
Revenues		\$90,840	\$70,695	(\$20,145)	-20.32%
					\$2,699,788
Funds	\$41,594,332				
2013 Expenditures:			\$3,839,799		
2013 Revenues:			\$4,809,940		
Total Funds Balance:					\$42,564,473

Commission Action
Recommended: Informational



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LOVELAND PARKS AND RECREATION COMMISSION

Minutes ♦ October 10, 2013

Present: Jack Doyel, Deborah Manderscheid, Twyla Dennis, Gene Alvine, Sean Cronin, Leighton Millar, Katie Davis, Brian Steckelberg, Deb Huffsmith, Hugh McKean (City Council Liaison)

Staff: Gary Havener, Keven Aggers, Larry Callihan, Marilyn Hilgenberg

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

Minutes: Minutes of the August 8, 2013 were approved as written.

Council Liaison Report: Hugh McKean shared flood photos about damages to City Water Lines

Parks and Recreation Master Plan

Staff provided a Power Point presentation of the information Cindy Mendoza from MIG was scheduled to present at last month's meeting, cancelled because of the flood. Preliminary results and key findings from the community outreach process were present. MIG needs feedback from the Commission as it works on Phase II- the Needs Assessment. Commissioners have been emailed questions to provide their input. MIG will be back in town on November 13th for a joint meeting with our Boards and Commissions to present their findings.

Flood Update on Parks and Recreation Facilities

The Commission reviewed a slide presentation of the effects of the flood on parks and open lands sites along the Big Thompson River corridor. Damaged sites include Viestenz-Smith Mountain Park, Wild Nature Reserve, Morey Wildlife Reserve, Mariana Butte Golf Course, Namaqua Park and Open Lands, Recreation Trail System, Centennial Park, River's Edge Natural Area, Fairgrounds Park, Barnes Softball Complex, RFJY/CTM/Brose Open Lands. We are still in the clean-up and debris removal phase. Volunteers have been an instrumental in efforts to clean up areas, especially at Centennial and Barnes Parks.

Staff has been meeting with its insurance carrier and the Federal Emergency Management Association to evaluate sites and determine funding resources. City budgets will be adjusted at the October 15th City Council meeting and in 2014 to administer flood related costs.

Mehaffey Park – Update

In support of the staff and Commissions' desire to develop the full build out of Mehaffey Park, staff brought a budget appropriation request to the City Council Meeting on September 17th. City Council denied the additional budget appropriation for the development of the Park and asked staff to phase the Park development until the financial implications of the flood are known. Staff is reviewing GMP #2 to re-align site development with available funding. Commission voiced their desire to fully develop the Park. Staff will bring back the budget appropriation to the City Council for Phase II (including amenities on the north end of the Park) when the timing of the other flood expenses is better known.

Meeting adjourned at 6:12 pm
/s Jack Doyle, Chair