



**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, October 8, 2015 - 4:30 p.m.**

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

Notice of Meeting Posted

Approval of September 10, 2015 minutes

Council Liaison Report

**Discussion/Action:**

1. Youth Athletic Grant Program
2. Third Quarter Financials Report (handout at meeting)
3. Capital Projects Update (handout at meeting)

**Commission Members Discussion Topics**

**Reports/Correspondence:**

4. Operation & Project Update

**Next Meeting Date:** November 12, 2015

Wi-Fi Access Code: accesswifi

*The City of Loveland is committed to providing an equal opportunity for services, programs and activities and does not discriminate on the basis of disability, race, age, color, national origin, religion, sexual orientation or gender. For more information on non-discrimination or for translation assistance, please contact the City's Title VI Coordinator at [TitleSix@cityofloveland.org](mailto:TitleSix@cityofloveland.org) or [970-962-2372](tel:970-962-2372). The City will make reasonable accommodations for citizens in accordance with the Americans with Disabilities Act (ADA). For more information on ADA or accommodations, please contact the City's ADA Coordinator at [bettie.greenberg@cityofloveland.org](mailto:bettie.greenberg@cityofloveland.org) or [970-962-3319](tel:970-962-3319).*

*"La Ciudad de Loveland está comprometida a proporcionar igualdad de oportunidades para los servicios, programas y actividades y no discriminar en base a discapacidad, raza, edad, color, origen nacional, religión, orientación sexual o género. Para más información sobre la no discriminación o para asistencia en traducción, favor contacte al Coordinador Título VI de la Ciudad al [TitleSix@cityofloveland.org](mailto:TitleSix@cityofloveland.org) o al 970-962-2372. La Ciudad realizará las acomodaciones razonables para los ciudadanos de acuerdo con la Ley de Discapacidades para americanos (ADA). Para más información sobre ADA o acomodaciones, favor contacte al Coordinador de ADA de la Ciudad en [bettie.greenberg@cityofloveland.org](mailto:bettie.greenberg@cityofloveland.org) o al 970-962-3319".*



**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**

**AGENDA ITEM:** **1**

**MEETING DATE:** October 8, 2015

**DESCRIPTION:** **Youth Athletic Grant Program**

**PRESENTER:** **Keven Aggers**

**SUMMARY:**

Each year, the Parks and Recreation Department budgets \$10,000 to fund a grant program for local youth athletic organizations. Over the past few years most grant funds have been earmarked to fund scholarships that directly benefit the young people participating in these activities. In that the 2015 operating year for most of the applicants is complete, staff is recommending a review of the process and establishment of a new schedule for early 2016.

**COMMISSION ACTION**

**RECOMMENDED:** Review the grant application process and recommend changes or adjustments with a target date of January 2016 to advertise for grant applications.



**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)

City of Loveland  
2016 YOUTH ATHLETICS  
GRANT PROGRAM  
**Draft for review**



**DATED: October 8, 2015**

## **YOUTH ATHLETICS GRANT PROGRAM**

**GOAL:** The establishment of a supplementary funding mechanism that supports the efforts, solidifies the existence, *and directly benefits the participants* of self-directed, non-profit, youth athletic organizations providing athletic programs for young people under the age of 18 within the City of Loveland.

### **PROGRAM GUIDELINES AND FUNDING LIMITS:**

1. Total available funding in 2016 is set at \$10,000. The Youth Athletics Financial Grant Program is funded by the City of Loveland. As such, the availability and level of funding is solely dependent upon the City of Loveland budget process and can fluctuate greatly from one year to the next.
2. Youth Athletics Grant funds should be used to improve access to athletic program participation for Loveland area residents. While there isn't a residency requirement, the funds are generated through tax dollars from the City of Loveland budget, and as such should go toward providing benefits to Loveland area residents and programs. Special consideration will be given to 2016 applications that directly impact the participants of a program (i.e. equipment, scholarships, etc.).
3. Youth Athletics Grant funds must be expended for the exact purpose stated in the grant application and on the award notification. No exceptions, please!
4. Youth Athletic Organizations receiving grant funds must provide a clear and complete accounting of all expenditures related to the grant within 60 days of their actual expenditure. This accounting should include copies of invoices, receipts, bills, cancelled checks showing payment, and a list of scholarship recipients if applicable. Failure to provide this information could negatively impact future grant applications.
5. The Youth Athletic Grant program does not fund coach, administrator, or staff salaries or benefits; office rental and expenses; travel for coaches or players; training for coaches; umpire or official costs, and/or any expenditure that does not **directly** benefit the young people playing in the specific sport or activity.



**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)

**ELIGIBILITY REQUIREMENTS:**

1. Requirements apply to existing as well as newly formed youth athletic organizations that satisfy the goal of the Youth Athletic Grant Program.
2. Organization must be a legally incorporated non-profit corporation recognized by the Secretary of State for the State of Colorado, or have an application for non-profit incorporation pending. A 501(C)3 Federal tax designation will also be accepted as proof of non-profit status.
3. Organization must provide a list of officers, an annual report for the most recent fiscal year showing participation statistics by sport to include but not be limited to number of participants, age and gender of participants, number of teams, length and number of seasons, number of practices, number of games, number of paid vs. volunteer coaches, and a financial statement for the immediate past fiscal year (the year-end annual Treasurer's Report is acceptable). If an organization is just getting started, a predicted budget or accounting for the organization may be substituted for this requirement.
4. Organization must show a consistent ability to manage and administer the funds generated by the activity in a fiscally responsible manner. Proof of this ability should be submitted in the form of financial policies requiring at least a dual signature savings and/or checking account. If organization is just getting started, proof of established accounts will satisfy this requirement.
5. Organization must be effective and consistent in offering an athletic activity open to and beneficial to the youth of Loveland. Proof of this ability is left up to the discretion of each organization submitting an application.  
***The City of Loveland does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the provision of services.***



## APPLICATION REQUIREMENTS:

- Clubs or organizations meeting the above eligibility requirements should submit a grant proposal to include the following:
- Name of Organization as it appears on the Articles of Incorporation.
- Organization mailing address and e-mail address.
- Name, phone number, and e-mail address for organization spokesperson.
- A current W-9 Form for the organization.
- A copy of the Articles of Incorporation designating the organization as a non-profit corporation recognized by the Secretary of the State of Colorado or a copy of a pending application for a certificate of incorporation.
- A list of officers and an annual report for the most recent fiscal year including a financial statement and/or a budget for the immediate past fiscal year. For groups who are just getting started, a brief business plan indicating need for the activity, as well as pending community support and predicted budgets for the upcoming fiscal year will be accepted.
- Provide demographic information on your participants including: total number of separate participants on an annual basis; number of boys and girls; age statistics (use the age categories that are in place for your sport or activity); estimate % of participants that live within the Loveland city limits.
- Briefly outline the programs you offer on a seasonal basis (winter, spring, summer, fall), and list the number of teams, number of participants, and genders of participants in each activity per season; and list the facilities and locations that your organization uses for practices and games for each sport offered, as well as the total number of contact hours you have with your teams per sport.
- Briefly explain your competitive affiliation and the type of competition or curriculum that your organization follows (i.e. Ft. Collins League, travel team(s), tournament team(s), governing body, internal leagues, classes and clinics, etc.).
- Supporting documentation outlining a long-range business plan including projections for potential market size, participant numbers, long and short-term goals, etc. is optional but could support your application.
- Explain any direct ties you have to other organizations (either local, state, or national). Does your organization act as a direct feeder to other programs (i.e. specific high schools, religious schools, other athletic organizations, etc.)? If so, which ones. Is your organization affiliated with any other private or public business or association?
- Does your organization limit participation based upon the participant and/or family's membership in other organizations (churches, specific schools, other clubs, organizations, memberships, or businesses)? If so, which ones. Is participation limited for any reason? If so, please explain.
- A listing of the exact amount of funding requested from the Youth Athletics Organization Grant Program with a specific line item breakdown as to the purpose to which the funding will be applied with an estimated schedule for the expenditure of the funds.



**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)

- Recipients of past YA Grant Funds are reminded that a clear and complete accounting of all expenditures related to the grant must be submitted to the City. This accounting should include copies of invoices, receipts, bills, cancelled checks showing payment, and a list of scholarship recipients if applicable. Failure to provide this information for past grants will negatively impact current year grant applications.

**APPLICATION SCHEDULE:**

1. Applications for funding for the Youth Athletics Grant Program will be accepted at the Loveland Parks and Recreation Department - 500 East Third Street - Loveland, Colorado 80537 until **3:00pm (our clock), Monday, January 25, 2016**. Complete applications can also be submitted electronically by emailing the application to [YAGrant@ci.loveland.co.us](mailto:YAGrant@ci.loveland.co.us). Applications can be e-mailed as a Word attachment and/or a pdf file with copies of any required certificates sent as a pdf file attachment.
2. Applications may take whatever form the organization feels appropriately conveys the proposed need for, and use of, YA Grant Funding.
3. Grant proposals will be reviewed by a sub-committee of the Parks and Recreation Commission with a recommendation forwarded to the entire commission at the next available scheduled Commission meeting held on the second Thursday of each month. Publicity of final grant awards will be the sole responsibility of the City of Loveland and the Loveland Parks and Recreation Commission.
4. Disbursement of funds will be made within 45 days of the notice of approval of a grant unless otherwise specified by spending parameters outlined in the organization's grant proposal and approved by the Loveland Parks and Recreation Commission.
5. The awarding of Youth Athletics Organization Grant Funding by the Loveland Parks and Recreation Commission shall be permanent and is not open to appeal. However, the Loveland Parks and Recreation Commission and/or the City of Loveland reserve the right to withhold and/or reallocate Youth Athletics Grant Funding from any organization that ceases to meet the eligibility requirements as outlined above. Organizations receiving grant funding must continue offering their activity in an effective and consistent fashion throughout the grant year. Any deviation from the purposes and activities of the organization listed in the application will constitute a forfeiture of rights and the Parks and Recreation Commission and/or the City of Loveland will withhold any unallocated program funding and require reimbursement of program funding already awarded to the organization.
6. If a group receives an award, no funding can be distributed until the City of Loveland has a current W-9 form on file from the organization.



## LOVELAND PARKS AND RECREATION COMMISSION

### AGENDA ITEM: **4**

**MEETING DATE:** October 8, 2015

**DESCRIPTION:** Operations & Projects

**SUMMARY:**

#### Recreation

##### Ongoing Equipment and System Follow-up

- The Chilson Aquatics areas were closed for annual maintenance at the end of August and into early September. Both main pools were drained and all equipment received a thorough cleaning and preventive maintenance work on heaters, filters, and chemical feeding systems. A major failure of the main pump impeller on the leisure pool caused that facility to remain closed for an additional ten days – all facilities are currently operational.
- New Ellipticals and treadmills were installed in August with a Stepmill awaiting a control board to complete the replacement of cardio equipment for this year. Comments from guests have been positive.
- The Barnes Batting Cages are scheduled to receive new netting. This replacement project has been delayed for several years as the cages were in excellent condition and not in need of replacement. However, staff believes that we have stretched the life of the nets to the point where replacement is necessary. Work should be complete by early November.
- Winona Pool will be receiving a new standing seam metal roof this off-season. The existing shake shingled roof has been in place for a number of years and Facilities Management staff believe that it has reached its life expectancy. This work will be complete by December.

##### Programs and Operations

- Recreation Program Supervisor Elaine Brush will be serving as Interim Chilson Facility Manager while Ashlee Taylor is out on personal leave.
- Player numbers for youth soccer, gymnastics, and flag football are tracking right in line with past years. Youth volleyball is showing a 28% increase in participation with tennis and lacrosse experiencing some reduction. Staff believes that all programs will reach targeted participation projections.
- The Lake Loveland Swim Beach closed a week early due to low water conditions at Lake Loveland. This trend has been in effect for several years with the lack of late summer rains downstream causing a call for irrigation water. All things considered, the beach experience a safe and effective operating season in 2015.
- Team numbers in fall adult softball were down about 15% in comparison with the past few years. This is a trend that is being experienced in most Front Range communities as the Baby Boomers age out of the more active and competitive programs. Fortunately, the popularity of girls' softball



**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)

has backfilled the open fields keeping the Barnes Fields at Fairgrounds Park one of the most active and busy facilities in our inventory.

- Team numbers for adult soccer are up 10% in comparison with the past few years.

**Field and Facility Scheduling/Use**

- The Loveland Swim Club is once again using Winona Swimming Pool for afternoon practices during the month of September. In that the facility is not scheduled to be winterized until early October, this annual rental creates additional revenue at a time when the facility would be closed and dormant.
- The weekly Farmer's Market at Fairgrounds Park finished its operating season in late September and was one of the more popular markets in the area. On August 30 and September 27, the market hosted the "Front Range Rally" benefiting the Food Bank of Northern Colorado. This event featured the normal 30+ Farmer's Market vendors but added craft breweries, local food trucks, BBQ, and special entertainment. Many of the vendors reported doubling normal sales and running out of product with an estimated 2,500 people attending.

**Park**

**Capital Projects:**

**Mehaffey Park**

- Mehaffey Park – Belmire completed final seeding on the Frisbee golf course in late September and winterization of the water feature occurred in early October. Project closeout is in progress.

**Recreation Trail Projects**

- Madison Avenue Trail/Railroad Crossing – The Division's Construction Coordinator is working with Omnitrax to repair a dangerous railroad crossing across the Recreation Trail at Madison Avenue. Project options and revised cost estimates are in progress.





- Front Range Trail – The IGA, which was approved by Larimer County in September, was submitted as an agenda item for Loveland City Council consideration and approval on October 6<sup>th</sup>. Stay tuned for outcome.....
- Long View Corridor Trail – Completion and approval of the IGA/MOU between participating governmental entities is on hold pending the outcome of a meeting on October 5<sup>th</sup> regarding project financing (repayment) with Ft. Collins and Larimer County. As a result, project design and engineering will be delayed until November.
- Boyd Lake Trail Routing – Construction of the 2<sup>nd</sup> phase of the Boyd Lake Spillway Project commenced in late September. Planning staff and the Greeley Loveland Irrigation Canal (GLIC) design team have agreed upon a temporary and preferred route to keep the Recreation Trail open for public use during the project.

## **2015 Depreciation Funding/Fund 23 Projects**

- Park Restroom Renovation Projects (Barnes and Centennial Parks) – Barnes restroom renovation project commenced in late September and demolition is now complete. The Centennial Park restroom renovation project will follow in mid-October.
- Playground Renovation – Design/build proposals were submitted for the North Lake Park and Osborn Park playgrounds in late September and are under staff review at this time. Playground renovation will commence in the 4<sup>th</sup> Quarter with completion anticipated by year's end.
- Barnes Complex Irrigation Project – Belmire is continuing to work on irrigation system replacement on Fields #5 and #6 - project completion is anticipated in late October or early November.

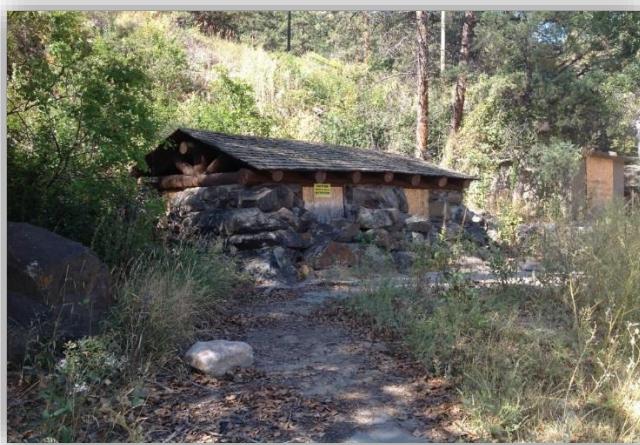
## **Misc. or Non-Capital Projects**

- Cemetery Office/Shop – TAS is proceeding with design and cost estimate preparation based on the preferred option, which was presented to the LPRC on September 10<sup>th</sup>.
- North Lake Park Tennis Courts – Anchor Engineering (Denver) was selected to provide project design services for post tension court and electrical system. Court reconstruction will carry forward to 2016 if rollover funds are approved by City Council.
- Cemetery Web Map – Web map project completed by IT with P&R Department staff testing scheduled in October. The project will "go live" once in-house testing is completed and the "bugs" are worked out of the program. Roll-out to the public is anticipated in January 2016.



**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)

## Flood Recovery Projects:



- Viestenz Smith Mountain Park – The design team is proceeding with plan revisions based on recent staff feedback and project cost estimate preparation is in progress. 85% to 90% drawings should be available for team review in November.

## O & M Activities

- Surveillance Cameras – Security camera installation completed at Benson Sculpture Garden, Centennial Park, Loveland Sports Park and North Lake Park. Software has been loaded on Park Division PC's and the system is operational (all cameras recording) at this time. Staff training is scheduled in October.
- NL Park Internet Access – Operations and IT staffs are exploring the feasibility and viability of providing internet access to the North Lake Park maintenance building. Internet access would improve communications and enhance operational efficiencies by allowing staff to access site reservations (shelters, tennis courts, etc.) on line. Stay tuned for outcome.....
- Maintenance Activities – Sections are catching up on a backlog of maintenance activities in preparation for a change of seasons and irrigation system/pump station/water feature winterizations. Maintenance activities include bulk fertilizer applications, fall preparation of planter beds and landscape areas, turf aeration and vacuuming, tree pruning and hazard tree removal and weed control.



**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)



- Fairground Park Plaza Repairs – Projects crew corrected erosion and drainage issues in the core area of the Fairgrounds Park plaza in early October. Scope of work included planter bed removal, grading, formwork and concrete step and flatwork installation.

**Commission Action**

**Recommended:** Informational



**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

Minutes ♦ September 10, 2015

**Present:** Gene Alvine, Leighton Millar, Deborah Manderscheid, Wendi Cudmore, Twyla Dennis, Joe Waneka

**Staff:** Elizabeth Anderson, Marilyn Hilgenberg, Keven Aggers, Larry Callihan, Troy Griebe, Carol Wallace

**Absent:** Jack Doyel, Brian Steckelberg, Katie Davis, Hugh McKean (City Council Liaison)

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

**Minutes:** Minutes of the June 11, 2015 meeting was approved except for one change – approved with modifications was added to first item.

**Council Liaison Report:** None

**Cemetery Update:**

A PowerPoint presentation was given on the City of Loveland's two burial sites, Loveland Burial Park and Lakeside Burial Park. Staff is suggesting changes to the rules and regulations for the cemeteries, which will need to be approved by City Council. Presently they state that no dogs are allowed, and there are limitations on adornments. Some fencing and adornments can cause maintenance issues. Once the proposed changes are approved by City Council, a form will need to be signed by customers stating that they have read the rules and regulations. The life of the cemeteries can be extended by reclaiming or using additional space, such as roads. The present office and shop will be demolished and a new, more efficient office and shop will be constructed in another, more accessible area. The design and construction will be about \$600,000. A new columbarium will be added, which will generate four times the revenue over the cost because of its design. There will be an on-site interactive office kiosk to enable customers the ability to locate cemetery information using a variety of ways. The kiosk will be installed after the office & shop are built. Approximately 464 spaces can be reclaimed as unoccupied or abandoned. There is a State process that must be followed in order to legally reclaim the sites. Ossuaries, which are vertical buildings, are good for areas where space is limited.

Citizen, Bruce Croissant, briefly presented some recommendations for changes at the Cemetery. He left staff with a copy of his longer presentation.

**Commission Discussion:**

Information was given to Commission members about the open houses to be held concerning CEFs. Commission members were encouraged to attend to express their opinions.

Next meeting will include Commission member term expiration information and the Recreation Feasibility Study update.

Meeting adjourned at 5:40 pm  
/s Wendi Cudmore, Vice-Chair