



PARKS AND RECREATION DEPARTMENT
Civic Center • 500 East Third Street • Loveland, Colorado 80537
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LOVELAND PARKS AND RECREATION COMMISSION

Thursday, May 12, 2016 - 4:30 p.m.

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

Notice of Meeting Posted

Approval of April 14, 2016 minutes

Council Liaison Report

Director's Report

Discussion/Action:

1. E-Smoking & Vaping Restriction Discussion
2. 2017 Budget Proposals
3. First Quarter Financial
4. Advertising Banner Sales Proposal

Commission Members Discussion Topics

Reports/Correspondence:

5. Operation & Project Update

Next Meeting Date: June 9, 2016

Wi-Fi Access Code: accesswifi

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LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: **2**

MEETING DATE: May 12, 2016

DESCRIPTION: 2017 Budget Proposals

STAFF PRESENTER: Molly Elder

SUMMARY:

Staff annually evaluates and analyzes trends and services and identifies budget issues for discussion with the Parks and Recreation Commission. After reviewing the current 2016 Department fees and associated revenues, staff proposes that all current cost recovery goals and policies remain unchanged.

Departmental budget information is due to the City's Budget Office by June 10th, 2016. Discussions with the City Manager will occur in July and a proposed City budget will be presented to the City Council beginning in September. Communications with the Budget Office indicate that the City will be using a core budget based on 2016 for 2017 with adjustments for wages. Our Department's objective is to maintain current service levels and continue to address goals identified in the City's Capital Plan, Parks and Recreation Master Plan and services requested by the community.



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2016 Parks and Recreation Budget

1A: Cost Recovery Policies

Because the Department has program areas that have the ability to offset expenditures with user fees, cost recovery (revenues divided by expenditures) calculations are used to help guide financial accountability.

Find below the Department's current (2016) cost recovery policies and goals. No changes are proposed for 2017.

Council Cost Recovery Policies:

Golf Division – 100% Cost Recovery

Recreation Division - 65% Cost Recovery

Commission/Department Cost Recovery Goals:

Adult Athletics - 100% Cost Recovery

Batting Cages/Concessions – 100% Cost Recovery

Outdoor Aquatics - 80% Cost Recovery

Youth Athletics - 75% Cost Recovery

Cemetery – 70% Cost Recovery

Chilson Center - 65% Cost Recovery

Recreation Programs - 50% Cost Recovery

Special Recreation Services - 45% Cost Recovery

Program/Area or Division	2016 Cost Recovery Goal*	2015 Actual Cost Recovery	2016 Projected Cost Recovery
Recreation Division	65%	74%	69%
Adult Athletics	100%	101%	102%
Batting Cage/Concessions	100%	101%	104%
Outdoor Aquatics	80%	87%	85%
Chilson Center	65%	75%	72%
Youth Athletics	75%	87%	82%
Special Rec Services	45%	67%	67%
Recreation Programs	50%	58%	56%
Cemetery	70%	56%	65%



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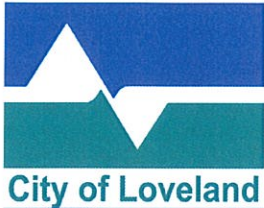
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1B. Parks and Recreation Budget CORE Operating Budgets

The following are the CORE operating budgets for the various areas of Parks and Recreation. Current wages have been adjusted by 3.5% increase.

Administration	\$681,474	(6%↑)
Outdoor Aquatics	\$222,211	(15%↑)
Youth Athletics	\$411,511	(3%↑)
Adult Athletics	\$287,502	(2%↑)
Batting Cages/Concessions	\$48,665	(3%↑)
Recreation Programs	\$575,747	(1%↑)
Special Recreation Services	\$339,997	(7%↑)
Chilson Center	\$2,890,285	(6%↑)
Parks Planning	\$262,933	(6%↑)
Sports Turf	\$557,701	(4%↓)
Parks Operations	\$978,821	(1%↑)
Parks Grounds	\$1,146,333	(2%↑)
Public Grounds	\$442,142	0%
Parks Fleet	\$521,441	(23%↑)
Cemetery	\$247,600	(2%↓)
Projects	\$373,504	(12%↑)

- ✓ Includes 3.5% Merit/Market Increase on Personnel
- ✓ Includes Medical Benefits for part-time positions eligible by the Affordable Health Care Act.



1C. Parks and Recreation 2016 Supplemental and Capital Request

The following is a list of the new operating and capital items the Parks and Recreation Department intends to submit for the 2016 Budget.

2017 Parks & Recreation Department Supplemental/Capital Requests

Fund 100:	General Fund - Capital Projects	
	ADA Renovations	\$ 200,000
	Centennial Park Concessions Stand	\$ 165,000
	Vistenz Smith Mountain Park - Phase II	\$ 225,000
	Osborne Park Pickleball Courts	\$ 325,500
	Net General Fund	\$ 915,500
Fund 100-51-502:	On-Going Equipment Replacement Program	
	<i>Parks Equipment Replacement</i>	\$ 387,124
	<i>Chilson Center Equipment Replacement</i>	\$ 216,946
	<i>Recreation/Athletics Equipment Replacement</i>	\$ 81,208
	<i>Irrigation Systems Replacement</i>	\$ 260,000
	<i>Playground Equipment Replacement</i>	\$ 168,406
	<i>Asphalt Repair & Hard Court Surfacing</i>	\$ 165,734
	Total Replacement - Fund 100-51-502	\$ 1,279,418
Fund 200:	Parks Improvement Fund	
	Restroom & Shelter Renovations	\$ 100,000
	(NL Shelter #4, Jayhaw ker Pump Station, Kroh Park Maint. Bldg)	
	Total PI Fund 200	\$ 100,000
Fund 201:	Conservation Trust Fund	
	Recreation Trails	\$ 1,737,194
	Total CT Fund 201	\$ 1,737,194
Fund 260:	Parks Capital Expansion Fund	
	Lakes at Centerra Park	\$ 200,000
	Loveland Sports Park - Phase II	\$ 390,000
	Total Parks CEF Funs	\$ 590,000
Fund 261:	Recreation Capital Expansion Fund	\$ -
Fund 262:	Recreation Trails Capital Expansion Fund	
	Recreation Trails	\$ 694,770
	Total Trails CEF Fund 262	\$ 694,770
	Total Parks and Recreation Department	\$ 5,316,882

Commission Action

Recommended: Informational



LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: 3

MEETING DATE: May 12, 2016

DESCRIPTION: First Quarter Financials

PRESENTER: Molly Elder

SUMMARY:

**Department of Parks and Recreation
2016 First Quarter Financial Report
Operating Funds**

	Projected	YTD Actual	Variance \$	Variance %
General Fund				
Administration				
Expenditures	\$146,460	\$134,612	(\$11,849)	-8.09%
Parks/Planning				
Expenditures	\$860,708	\$828,829	(\$31,879)	-3.70%
Revenues	\$136,374	\$122,280	(\$14,094)	-10.33%
Cost Recovery		14.75%		
Recreation				
Expenditures	\$1,104,383	\$1,102,508	(\$1,875)	-0.17%
Revenues	\$836,956	\$914,577	\$77,621	9.27%
Cost Recovery		82.95%		
General Fund Total				
2016 YTD Expenditures	\$2,111,551	\$2,065,949	(\$45,602)	-2.16%
2016 YTD Revenues	\$973,330	\$1,036,857	\$63,527	6.53%
Cost Recovery		50%		



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Enterprise Fund

Golf Course Operations & Maintenance - Fund #51

Expenditures	\$705,015	\$605,846	(\$99,169)	-14.07%
Revenues	\$595,014	\$503,751	(\$91,263)	-15.34%
Cost Recovery		83%		

Total All Operating Funds

2016 YTD Expenditures	\$2,816,566	\$2,671,795	(\$144,772)	-5.14%
2016 YTD Revenues	\$1,568,344	\$1,540,608	(\$27,736)	-1.77%
Cost Recovery		58%		

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

COMMISSION ACTION

RECOMMENDED: Informational and Discussion



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LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: **4**

MEETING DATE: May 12, 2016

DESCRIPTION: Advertising Banner Sales Proposal

PRESENTER: Keven Aggers

SUMMARY:

First Street Sign and Designs presented a proposal to sell advertising banners to be placed on the outfield fences of Barnes Fields 1-5, at the April Parks and Recreation Commission meeting. While this is not the first time that this proposal has been vetted by staff, additional information will be presented relating to City purchasing policies, rules and regulations relating to this type of activity in neighboring communities, involvement and impacts to the 501©3 Parks and Recreation Foundation, and a brief discussion of the advantages and disadvantages from a staff perspective.

COMMISSION ACTION: Review information and discuss advantages and disadvantages of advertising at Parks and Recreation sites and facilities.

LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: **5**

MEETING DATE: May 12, 2016

DESCRIPTION: Operations & Projects

SUMMARY:

Recreation

Chilson

- In response to noise and vibration issues in the offices located below the upstairs treadmills, new heavy duty stabilizing mats were installed. Early results show a significant reduction in the noise and vibration when the treadmills are at full capacity.



- Management staff is working with the design firm of Barker Rinker Seacat in an effort to recognize options for changing the office area configuration behind the front desk. At issue has been noise, high traffic, and cooking odors from the break room. Once several options have been recognized, BRS will prepare preliminary designs and cost estimates.
- The very popular after prom party Prom-a-Rama was held at the Chilson Center on the evening of May 1 and morning of May 2 (12 midnight to 4:00 a.m.). This parent run activity includes games, prizes, and refreshments, and has been a spring tradition for over 25 years.
- Chilson staff and a City Councilor received complaints from a guest relating to exercise in the steam room. Chilson staff researched "best practices" and talked to other area facilities that have steam rooms or saunas. While **extended** exercise is not recommended, there are no health department regulations that rule it out. Further, the 115 degree temperature limits the



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activity. Staff has had few, if any problems with individuals stretching or doing active exercises in the room and do not anticipate any changes to the current rules.

- Non-slip treatment was installed on the tile in and around the steam room with excellent results. Staff is anticipating using the same product at Winona Pool to allow for elimination of expensive matting.
- A new water heater was installed for the indoor spa. The existing heater was over 16 years old and was a hold-over from the old spa that was replaced during the 2010 renovation. Staff also experienced some minor problems with the flow meter on the Lap Pool heater that caused colder than normal water for two days a few weeks ago. Facilities Management staff replaced the part and the water temperature is back at the target level of 83/84 degrees.

Programs and Facilities

- The annual Children's Day festival was held at the Civic Center in late April. While the weather was a bit inconsistent, over 1,500 kids and parents enjoyed the numerous information booths, games, petting zoo, and refreshments coordinated by the City of Loveland.



- Registration for the Summer Adventure Bound Day Camp program is brisk with many weeks already close to capacity. This popular program for children in grades 1-6 offers daily activities and off-site excursions with fun and learning as the foundation.
- The Barnes Park Batting Cages experienced considerable damage during the snow storm in March. While the nets were lowered per manufacturer's recommendation, the large amount of snow in such a short time placed too much weight on the netting and the exterior poles failed in several places. Contractors installed new/larger exterior poles and the connectors between the nets and the poles will be rated to fail if snow loads exceed 200 lbs. per square inch. The cages are now open and fully operational for the spring and summer season.
- Facilities Management staff are getting Winona Pool ready for the Memorial Day weekend season opening. Staff is being hired and trained and new cash handling and video surveillance systems will be operational.



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- The Swimming/Wading Beach at North Lake Park will open for the season on Saturday, May 28. Open 10:00 am to 5:00 pm daily the beach is offered through an agreement with the Lake Loveland Recreation Club that allows access to the water within the designated swimming/wading area only. The beach is scheduled to remain available until Labor Day depending upon the weather and water level in the lake.

Kids to Parks Day

- Sponsored in cooperation with the National Park Trust on Saturday, May 21, Kids to Parks Day is a nation-wide day of outdoor play designed to encourage children across the country to explore their community parks and discover science, history, nature, and adventure.
 - The Loveland City Council will officially proclaim Saturday, May 21, as Kids to parks Day in Loveland.
 - The Loveland Lions Club, in cooperation with the City of Loveland will be cutting the ribbon on the new deck and awning at the North Lake Park Train at 11:00 a.m. on Saturday, May 21. Kids under the age of 16 will ride the train for free from 11:00 am to 4:00 pm. There will also be information booths on the Lions Club sight programs and hot dogs and chips for sale.



- The water features at Loveland Sports Park, Fairgrounds Park, and Mehaffey Park will open for the summer season on Kids to Parks Day.



Parks

Capital Projects:

Recreation Trail Projects:

- Long View Corridor Trail – A kick-off meeting with all 3 agencies and the consultant was held on 5/2. A draft schedule was issued and due to scope changes and other design issues the project will not be ready to bid until the spring of 2017. The schedule indicates this project may not bid until April 2017 which will delay the construction of our 2 bridge crossings of the Loudon until fall of 2017. Bottom-line – the trail will not open until May or June of 2018. This is a significant change to the overall schedule and Loveland will be pushing to move this project forward as quickly as possible but since this is a joint project the consultant must have all plans completed, cleared through CDOT and environmental before the contract can advertise for bids. All 3 agencies have some design issues that affected the schedule including the addition of our 57th St. turn lane. The good news is our grant funds don't expire until July 2018 so we are still fine within the overall grant funding schedule.
- Front Range Trail – Staff met with the County and received approval for a narrower sidewalk, detached from the roadway for the project. The sidewalk will be at least 6 foot wide on CR11C and 8 foot wide as it parallels CR30. Both grant funding partners also approved of the proposed changes and staff will begin the redesign later this month. The redesign will take about 6 weeks to complete to a 95% level of design. A review by CDOT will occur at this level of design. We will need to contact Pinyon to address any additional environmental clearances for the new alignment. Bidding and construction is now postponed until early fall.
- Trail Segment 10b – Namaqua to West US 34 underpass – JUB Engineering has completed preliminary design and feels the bridge at VSMP can be reset for this ditch crossing. This is great news and will save some of the costs anticipated for a new bridge for this trail section. Plans for review will be issued by the end of June. Once the plans are complete we will be sending them to GLIC for their review and approval. Staff anticipates trail construction to start this fall, after irrigation season, in preparation for a spring '17 opening. Staff will be preparing the trail plans once we get the bridge plans completed and approved by GLIC.
- Trail Segment 10a – Wilson to Namaqua – (no changes on this project) Staff met to discuss the general alignment and the survey work has been ordered. Once survey is complete staff will meet in the field to verify the alignment will work as noted by the survey and topo information.
- Boyd Lake Trail Easement & Construction – The only remaining trail item is the asphalt work, which is delayed until the batch plants open.



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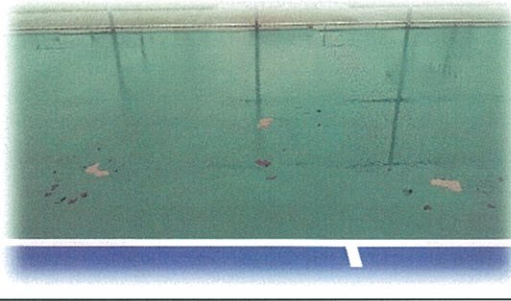
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2016 Depreciation Funding/Fund 23 Projects

- Seven Lakes Park Irrigation Project – Contract documents are complete – Western States Reclamation is scheduled to start the project in mid-June with completion anticipated the last of July.
- Park Restroom Renovation Projects (Barnes and Centennial Parks) – All interior and exterior finish work has been completed on the Barnes project. The Certificate of Occupancy was obtained in early May and the facility is open to the public.

Centennial exterior and interior work is in progress with project completion anticipated by May 20th.

Misc. or Non-Capital Projects



- Mehaffey Park Tennis Courts – Surfacing on the courts has bubbled once again. ECI and Renner Sports Company (General Contractor and subcontractor, respectively) have acknowledged that the problem is due to material adhesion to the concrete – replacement will be covered under warranty (second time). Removal of surfacing material on the north court battery commenced in late April with completion anticipated by mid-May. Surfacing replacement on the south battery of courts will commence in mid-May with completion anticipated by June 1st. Public notification of work/schedule has been posted on the Department's website.
- Cemetery Office/Shop – Building and landscape design value engineering (VE) have been completed and bid document preparation is in progress. Project will be bid in late May with commencement anticipated in late July or early August.



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- Barnes Complex Batting Cage Repairs – Black Eagle Fencing was awarded the contract to complete batting cage repairs at a cost of \$16K+. Repairs were completed in late April and the facility is open for public use.



- North Lake Park Train Depot – Loading platform, ramp flatwork and caisson installation are in progress. The awning was ordered from the vendor – project completion is anticipated prior to “Kids to Park Day” on May 21st.
- Cemetery Columbarium – Colorado Hardscape completed concrete pad installation in March and grid line cutting on the flatwork in late April. Flatwork staining will occur once day/night time temperatures are 40 degrees and rising in May.

Flood Recovery Projects:

- Wilson Bridge and Taft/Wilson Trail – Engineering should be completed this August and construction is anticipated to start in early October. Construction of the new bridge, trail improvements and the Storm water outfall at Riker Court will all be constructed together. This work will occur in the fall/winter of 2016-2017 with the trail reopening in the spring of 2017. Ayres has been working on the FEMA scope change requests and staff hopes to send an addendum to FEMA in late May. FEMA indicated they would be working on the scope change



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requests from the City of Loveland once all information is submitted. We should have a better indication of their approval later in June or July.



- Viestenz Smith Mountain Park - Staff prepared the agenda cover memo and exhibits for a CDOT agreement in April. Staff will be presenting the Possession and Use Agreement to Council on May 17th. The agreement addresses the temporary needs for CDOT Right of Way for the new roadway alignment, at the horseshoe curve, west of VSMP. This interim agreement will allow CDOT to start work in July and the final IGA for and ROW documents will be completed later this summer. All ROW and temporary easements will be reviewed by the City Manager prior to Council review and approval. Further discussions on the final CDOT agreement and Kiewit's proposal for use of a portion of Round Mountain for a staging and rock spoil site will be addressed in June and staff will be taking the master IGA and lease to Council on July 5th. The project will benefit from the material that CDOT generates from the rock blasting up the canyon and both agencies' staffs are evaluating options to determine the best win-win for both projects. A full briefing memo, regarding the CDOT issues, was sent to Council in late April.

Staff continues to work with the US Forest Service on their additional requirements to complete the utility permit. FEMA has begun the review for the conditional letter of map revision (CLOMR) and staff and the engineer are working on specific issues as they come up. Final plans and specifications will be submitted to staff in June and the project is still on schedule to bid in August with construction starting in October, if the CLOMR and USFA give approval this summer.

- FEMA coordination – Staff continues to provide support to finance for project close-out and reimbursements and will assisting with this through the end of all projects.



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Safety:



- Flood Gates/Recreation Trail – Gate and sign installation have been completed in select areas along the trail (Taft Avenue underpass above). The gates will enhance safety and operational efficiencies during flood events.
- Park and Open Lands Spring Training and Orientation – Spring training and orientation for part and full-time staff was held in the new Public Works building conference room on April 21st. Subject matter included defensive driving; environmental training, general safety and HR compliance training.

O & M Activities

- North Lake Park Train Renovation – Engine and car renovation is complete - initial equipment testing on the track is anticipated in early May.
- North Lake Park Shop Wi-Fi – Antenna and signal booster installation at the North Lake Park maintenance shop was completed by staff in late April (don't have running water but do have Wi-Fi connectivity). Testing complete and system functional – staff now has Wi-Fi capability to check reservation schedules and enhance communications with the “outside world.”





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- Edmondson Park Playground Equipment – The chin-up bar requested by a park patron was received and installed by the Projects staff in early April. Project complete.



- Chilson Center Railing – Railing installation was completed in mid-April. Playground equipment relocation and ADA ramp installation will be completed by the end of the month, weather permitting.
- Kroh Park Field #1 Conversion – Sod installation for the newly converted field was completed in late April. The Loudon Ditch is running and the Kroh Park irrigation pond is full to facilitate watering of the new field.
- Park Division On-Call Program – The Division implemented its “on-call” program on April 25th. The program, which is intended to enhance communications and response time to after-hours calls, will be in effect until October 30th.
- Kroh Park Backstop Replacement – Black Eagle Fencing was awarded a contract to remove and replace existing backstops on fields #2 and #3 at a cost of \$11K+. Project completion is anticipated by mid-May.

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- Mehaffey Park/Dog Park – Surfacing material was removed and replaced with pea gravel after multiple citizens' complained about debris mixed in the existing material on site. Removal and replacement costs exceeded \$35K (excludes hauling and disposal of original material).



- Spring Cleanup and Planting – Spring landscape bed cleanup and planting are in progress City-wide. Cleanup activities were delayed due to limb/tree cleanup associated with recent snow storms.

Commission Action

Recommended: Informational



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LOVELAND PARKS AND RECREATION COMMISSION

Minutes ♦ April 14, 2016

Present: Gene Alvine, Katie Davis, Twyla Dennis, Wendi Cudmore, Brian Steckelberg, Constance Faber, Hugh McKean (City Council Liaison)

Staff: Elizabeth Anderson, Janet Meisel-Burns, Larry Callihan, Molly Elder, Carol Wallace

Absent: Leighton Millar, Deborah Manderscheid,

Call to Order: The meeting was called to order at 4:32 pm.

Minutes: Minutes of the March 10, 2016 were approved as written.

Council Liaison

Report: City Council is review the Comp Plan Revisions.

Director's Report:

Introduction of Molly Elder, Administration/Business Manager for the Parks & Recreation Administration Office. Joe Waneka has taken a job with another school district, and once approved by City Council, Brett Dowgin will be taking his place as the R2J representative on the commission. The problems with the ground fiber at the Mehaffey Dog Park has been resolved by staff. The fiber, which was retaining moisture due to late spring snow and was not as clean as originally presented, has been replaced by pea gravel.

Public Comments:

Tom Silva, with First Street Sign & Designs, gave a brief presentation to the Commission about his proposal to hang advertisement banners on the ball field fences to promote local businesses and general revenue for the City. Commission voiced a concern about limiting the banner color options so it doesn't present a cluttered look, having the generated income for the City going to the Scholarship program and making sure there is an audit at the end of each year. Commission members agreed that further discussion at the May meeting would be needed before making any decisions.

Parks & Recreation Department 2017-2021 5-Year Capital Plan:

A brief discussion was held concerning the Department Capital Plan. The different capital areas show the amount projected for each year through 2021. The Department also carefully tracks equipment replacement on a depreciation schedule. 2017 proposed fee changes were also discussed. Some of the Cemetery fees were increase after extensive researching fees at area cemeteries. There was also a range change on some fees, which does not constitute a fee increase. A 2017 city Budget Proposed Schedule was increase to give Commission members a view of the budget process timeline.

US 34 CDOT Project – Update & Handouts at Meeting:

Staff presented Commission information about meetings between the City and CDOT regarding reconstruction of US 34 in the Big Thompson Canyon. CDOT and their general contractor, Kiewit Corporation, will need City property for staging areas and disposal of rock and small rock/gravel during this process. This collaboration between the City, CDOT and Kiewit will provide supplemental funding for the City's reconstruction of the Viestenz-Smith Mountain Park. The benefits to both CDOT and Kiewit is a location that is close to the construction site.

Commission Discussion:

The 2016 Arbor Day tree planting will be this coming Friday, April 15th, at River's Edge Natural Area at 12:30pm. The tree planting for Mehaffey Park, which was scheduled for Saturday, April 16th, has been rescheduled to the following Saturday, April 23rd, because of the forecast of snow on that day.

Meeting adjourned at 6:15 pm
/s Wendi Cudmore, Chair