



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, February 8, 2018 - 4:30 p.m.
Parks & Recreation, Large Conference Room
500 E 3rd St, Suite 200, Loveland, Colorado

Notice of Meeting Posted

Approval of January 11, 2018 minutes

Council Liaison Report

Director's Report

Discussion/Action:

1. Big Thompson Master Plan Presentation – Presented by Chris Carlson
2. 2018/2019 Project Projections and Prioritization – Shanen Weber
3. Appointment of Parks and Recreation Commission Vice Chairperson
4. Park Naming Policy Approval
5. Packet for Sponsorship for Rec Trailer Program

Commission Members Discussion Topics

Reports/Correspondence:

6. Operation & Project Update

Future Topics:

Next Meeting Date: March 8, 2018

Wi-Fi Access Code: accesswifi



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LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: 1

MEETING DATE: February 8, 2018

DESCRIPTION: Big Thompson River Master Plan

SUMMARY: Wright Water Engineers and THK recently completed the final Big Thompson River Corridor Master Plan. The Executive Summary is attached for your reference. Chris Carlson, the City's Storm Water Engineer, is now taking the final draft of the Plan through the various boards and commissions for further input and ultimately adoption by City Council and the Board of County Commissioners. City and County staff were key stakeholders in the process and provided valuable data and input. There was also a high level of citizen input and interest.

This Big Thompson River Master Plan was funded through the City of Loveland and a Community Development Block Disaster Recovery Planning Grant with the intent of creating a guidance for future improvements for the entire river corridor, regardless of landownership. The goals for the project were:

1. Create a resilient river corridor
2. Improve Flood Conveyance
3. Preserve and maintain natural areas along the river
4. Support a urban fishery
5. Acquire lands along the river corridor including floodway and floodplain
6. New opportunities for active water-based recreation
7. Regional bike/pedestrian trail from west Loveland to I-25
8. Open lands for wildlife
9. Access to City-owned natural areas and trails
10. Comprehensive maintenance and management plan program.
11. Increased community involvement with the river corridor

Loveland Parks and Recreation owns several properties along the Big Thompson River and will be a key player in the implementation of Master Plan recommendations. Additionally, the Plan identified several recreational opportunities within the river corridor which will be considered in Department planning efforts. We believe this has been a valuable process and will help guide the river corridor for decades to come.



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LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: 2

MEETING DATE: February 8, 2018

DESCRIPTION: *2018/2019 Project Projections and Prioritization*

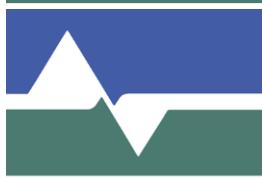
SUMMARY:



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	A	B	C	D	E	F	G	H	I	J
2	1-Feb-18	Priority	2018				2019			
44	Prairie Ridge Natural Area									
45	Prairie Ridge Management Plan	H	X	X						
46	Prairie Ridge Entry/Parking Lot/Restroom/ADA Trail Design	M	X	X	X					
47	Prairie Ridge Construction Management	M			X	X	X	X	X	
48	Soft-surface trails	M			X	X	X	X	X	X
49										
50	Skyline Natural Area									
51	Skyline Natural Area Management Plan	M		X	X					
52	Hunter's Run Trail, Solar OL/Trail, Meadowbrook Connection/Parking Area	M		X	X					
53	Skyline Project Management	M						X	X	X
54	Design	L				X	X			
55										
56	South Front Range Trail									
57	Planned Connection Ryan's Gulch to Recreation Trail	M				X				
58	Proposed trail alignment/costs on Fancher CE	L	X							
59	Ryan's Gulch II Concept Design	L			X					
60										
61	Sunset Vista Natural Area/Long View Trail									
62	Long View Trail Project Management	H	X	X	X					
63	Sunset Vista/Copper Ridge Management Plan	H	X	X						
64	Demo of Sunset Vista Structures & Restoration of area	M	X	X	X	X	X	X	X	
65	Soft Surface trails at Sunset Vista	M			X	X	X	X	X	X
66										
67	Open Land Acquisitions/Easements (Under Consideration)									
68	Asnicar	H	X	X						
69	Flying W	H		X	X					
70	Olhausen, Bruner	H		X	X					
71	Whiteside	H					X	X		
72	Martin Marietta Land East of Kings Crossing	H			X	X				
73	Hunter's Run Outlot for Trailhead and Parking at Meadowbrook	M			X	X				
74	Nicholson- Oxbow- Tract Q	L				X				
75	Dakota Ridge- Northwest Loveland	L		X	X					
76										
77	Open Lands Management Plans									
78	River Corridor Management Plan (Wild,Morey,Oxbow,Namaqua,Kings X, Ward. OSL,WB)	M			X	X	X	X		
79	West Loveland (Ward, Whiteside)	M					X	X		
80	Boedecker Area (West & Hill & Home Supply Ditch Trail)	M				X	X			
81	River's Edge Management Plan	L			X	X	X	X		



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2	1-Feb-18	Priority	2018				2019			
125	Civic Center Plaza - Landscape restoration (Unfunded)	L								
126	Osborn Park Pickleball Courts and restroom	L								
127	Waste Management Plan - Barnes/Fairgrounds	L			X	X				
128	Other Projects/Improvements Identified									
129	Correct ditch shifting between Big Thompson Manor & Rec Trail at Civic Center	H	X	X						
130	NL Handicapped Accessible Miniature Train Car	H					X	X		
131	Kroh Shop & Concession CMU Work	M	X							
132	Recreation									
133	New Recreation/Community Center Planning	H	X	X	X	X				
135	Golf									
136	<u>OL Clubhouse</u>									
137	OC Clubhouse Design Process	H	X	X	X	X				
138	OC Clubhouse construction	M					X	X	X	X
139										
140	Utility Mapping of OC and CC	H	X							
141	Complete Remodel of #7 and #14 Tee	H	X	X						
142	Grading #10 property line/New tee #13	H	X	X						
143	Audubon Certification	H	X	X	X	X	X	X		
144	Concrete portion of #17 Cart Path	H		X						
145	Install Water and Electric to #3/#5 bathroom	H		X						
146	Mariana Butte Parking Lot Maintenance	H		X						
147	Install Turn Around #11 MB	H			X	X				
148	Cart Storage Installation at Cattail Creek	H			X	X	X	X		
149	POS Conversion	H		X						
150	CC Hole Signs	M	X							
151	MB Hole Signs	M		X						
152	Final Forward Tees Construction at OC	M					X	X		
153	Bunker Renovation OC - #2, #10, #17	M		X	X	X				
154	Replacement of Irrigation #15	M					X	X		
155	Expand Pod Tees #11 and #14	M						X	X	
156	Irrigation Upgrade to Cattail Creek	L								
157	Bridge Repair	L								
158	MB Front Nine/Back Nine Study	L						X		
159	Department Planning and Administrative Initiatives									
160	Park Map Updates for Webpages and Brochures	H								
161	Review of City's Zoning & Development Codes	H	X							
162	Prepare information of Department Projects for Ballot Initiative	H	X	X	X					
163	Lakes at Centerra School IGA/Payments/Billing Verification	H	X							
164	ADA Transitional Plan Implementation	H	X	X	X	X	X	X	X	
165	Timberlane Farm Consultant Contract	M	X	X						
166	Annexation of Swisher and Jayhawker	L	X	X						



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	A	B	C	D	E	F	G	H	I	J
2	1-Feb-18	Priority	2018				2019			
167	GRANTS									
168	Fishing is Fun- Willow Bend	H	X							
169	Namaqua Avenue Grants -GOGO Design/TAP for Construction	M	X	X	X	X	X	X	X	X
170	Copper Ridge Trail Connection- GOCO Connect	M			X					
171	GOCO Open Lands Cycle	M		X						
172	South Front Range Trail	M					X	X		
173	Prairie Ridge Grants- CPW & GOCO	L	X							
174										



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LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: 5

MEETING DATE: *February 8, 2018*

DESCRIPTION: *Packet for Sponsorship for Rec Trailer Program*



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SPONSORSHIP OPPORTUNITIES



City of Loveland Parks & Recreation aims to make a positive impact in residents' lives every day. We invite you and your business to join us. Whether it's in a park, on a trail, at our recreation center or on a golf course, those who use our facilities are engaged in living good lives. Why not partner with us to help them do so?

As a Parks & Recreation Sponsor, your business will be showcased alongside a division of our city that plays a defining role in people's lives. Sponsors enjoy many benefits, including marketing exposure delivered to a loyal target market who actively engages in our services.

CONTACT

LeAnn Williams | leann.williams@cityofloveland.org | (970) 962-2449
cityofloveland.org/parksrecreation



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PARKS & RECREATION STATS

7,015 Facebook LIKES 

P&R + Chilson Center combined

30,272 page views/month

445,713 visitors
who used Chilson in 2017



Fairgrounds Park



Chilson fitness class

CHILSON RECREATION CENTER

Average monthly visits 37,143

Busy days: MON/TUE/WED

OVER residents
7,549 are
members

Busy times: 6A, 12P, 5P

SPECIAL EVENTS

Farmers Market Each summer from June through September, thousands of people flock to Fairgrounds Park every Sunday to enjoy fresh produce, artisan food, local beers and live music. Our most popular event, this is your chance to build your brand awareness over the long haul as people return every week to sample goodies. Voted one of the 10 best farmers markets in Colorado!



Loveland Farmers Market

Kids to Parks Day, Saturday, May 19 Connect with local kids and their families on this national observance as they discover and explore Loveland parks. The community will know you're part of good stewardship of our land and are invested in the well-being of the City of Loveland.

Movies in the Park Grab the popcorn as we screen movies at sunset in our local parks. Guests will see your business front and center on the big screen before and after the movie. Set up a table at our event to interact with community members, or have us pass out your branded merchandise.

Recreation Trailer If you build it, they will come. Our mobile recreation trailer meets our community right where they live. This trailer of fun will showcase your brand as we drive it all over the City of Loveland bringing smiles and physical activity to kids who might not otherwise be able to participate in recreational activities.

Ski & Sports Swap Where old things become new again! This event is a great community builder of active individuals looking to upgrade their ski & sports equipment at an affordable price. Get in front of potential patrons eager to spend money. It's like Black Friday in here!

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SPONSORSHIP OPPORTUNITIES



\$10,000

\$5,000

\$2,500

Leisure Times Ads	Full page + 3x/yr	Half page + 3x/yr	Quarter page + 3x/yr
Chilson Guest Passes	6 per year	3 per year	1 per year
Facebook Mentions	4 per year	2 per year	2 per year
Digital Signage in Chilson Center	✓	✓	
P&R Website	Logo + link	Logo + link	Business listing
Special Event Sponsor	5 events	3 events	2 events
Company Brochure at Chilson Front Desk	✓	✓	✓
Gym or Pool Signage	✓		
Chilson T-Shirts	Logo on back	Logo on back	
Wellness Center Banner	✓		
Press Release	✓		
Recreation Trailer	✓		
Email Marketing	Logo/link in footer	Logo/link in footer	
Gym Floor Logo (separate, multi-year opportunity)			

DRAFT

OTHER WAYS TO SPONSOR

Recreation Trailer	\$4,000 large logo placement	\$2,000 medium logo placement	\$1,000 small logo placement
Movies in the Park	\$5,000 Named presenting sponsor in all media at each movie Banner Logo on-screen Swag giveaways	\$1,000 On-screen logo at 2 movies + swag giveaways	\$500 On-screen logo at 1 movie + swag giveaways
Cardboard Classic Sled Contest	\$1000 Presenting	\$500 Gold	\$250 Silver

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LOVELAND PARKS & RECREATION SNAPSHOT



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CONNECTING THE COMMUNITY

LIVE • LOVE • LAND



Open Lands & Trails Environmental Education



Games on the Range, Mariana Butte Golf Course



Loveland Farmers Market



Colorado Children's Day



Lake Loveland Swim Beach



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LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: 6

MEETING DATE: February 8, 2018

DESCRIPTION: **Operations & Projects**

SUMMARY:

Admin

Financial

- Below is a summary from our Department Variance Reports through (unaudited) year-end 2017.

GENERAL FUND

- Personal Services expenses ended the year 4% under budget. This number would be higher except that we have had four very long-term employees retire from the City in 2017. Payouts from those retirements has had a substantial impact on Personal Services budgets.
- Expenses for Supplies ended the year 5% over budget.
- Purchased Services ended the year 1% under budget.
- Parks revenue ended the month 125% over budget (\$281K over - this includes \$165K in funds received from federal grants and insurance recoveries and \$110K in costs allocated to other departments for public grounds maintenance).
- Recreation revenue is tracking 5% under budget.

GOLF FUND

- Personal Services ended the year 2% under budget.
- Supplies came in 25% under budget.
- Purchased Services came in 6% under budget.
- Golf Revenue ended the year in line with budget.
- Year-end cost recovery is at 109%.



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Administrative Processes

- The P&R Department has begun work towards CAPRA (Commission for Accreditation of Parks and Recreation Agencies) accreditation through the National Recreation and Parks Association (NRPA). CAPRA Accreditation demonstrates that an agency is in compliance with national standards of excellence. There are currently 166 CAPRA accredited agencies in the United States, including 8 in Colorado (the cities of Durango, Golden, Lafayette, Wheat Ridge, Town of Castle Rock, Jefferson County, Fort Carson and Town of Erie). The CAPRA process will help us more fully understand—what are our capabilities, what are our strengths, what are our weaknesses, and most importantly, are we providing the services and support that our community members need and desire?
- The Administrative Business Manager participated in beta testing of the new Power Plan budget software with the Budget Team. The software looks like it will be very helpful and will provide opportunities for increased efficiency throughout the budget process.
- The Marketing team is working on changes to the Parks and Recreation website to improve the user experience and interface. Requests for Proposals for redesign of the P&R website will be issued in early February.
- Work has begun on the Parks and Recreation 2017 Annual Report. This report is a useful tool to help us share the significant improvements and achievements made by the department in 2017. The report will be finalized and distributed in early February.
- In early January, the Administrative Business Manager attended a Disaster Financial Management Workshop put on by the Colorado Division of Homeland Security and Emergency Management. In the coming months, the department will be working on refining and consolidating our emergency management policies and procedures. The department will work with Pat Mialy to ensure that our systems work in accordance with the City's emergency management plans. We will implement yearly refresher trainings on this topic for department staff and management.





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Foundation Business

- So far in 2018, the Parks and Recreation Foundation scholarship program has granted **40 scholarships for a total of \$2,094 in funds awarded.**
- The Foundation has applied for several grants including requests to Otterbox, Walmart, and Dicks Sporting Goods, and is waiting to hear back on whether those grant requests were successful.
- The annual Pints for People fundraising event is scheduled for May 2nd at Aleworks.
- Planning for the 2018 Tee Off For Kids Golf Tournament is underway. This is the Foundation's largest fundraiser and will take place Friday, June 8th at Mariana Butte golf course. This year the Foundation is using a new website platform allowing for the acceptance of sponsorships, registrations and payments online. We are hoping that this improved registration process will help up gain more golfers at the event.
- The Foundation is investigating allowing the Loveland Housing Authority to become a referring agency for the recreation scholarship program.

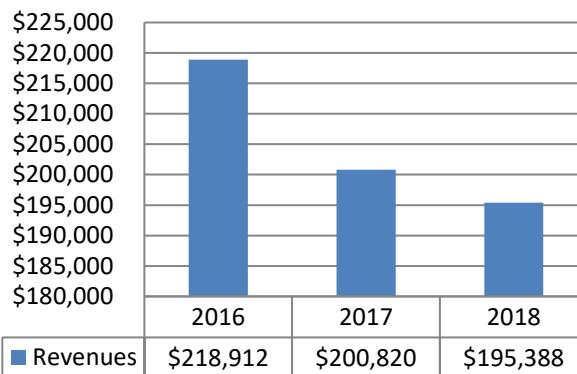




Recreation

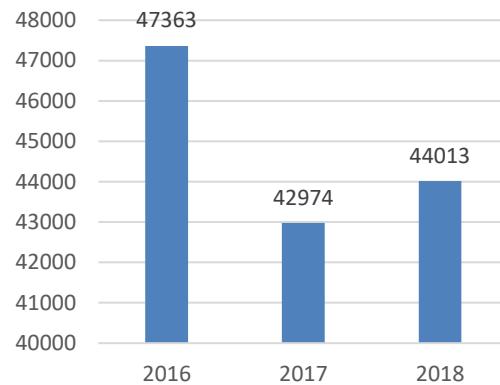
Facilities: Chilson/Winona/Swim Beach

January Revenue



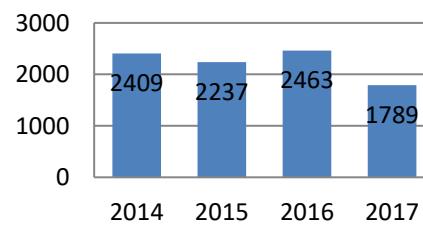
January 1-31 Revenue Comparison 2016-2018

January Visits



January 1-31 Visit Comparison

President's Day Total Admissions



- January revenues are down 2.7 % from 2017 and down 10.7% from 2016. Swim lessons are up \$2,000 from 2016-17. January drop-in visits are slightly up from 2017. Martin Luther King numbers were good but the icy and snowy weather did keep people away.
- New daily and punch card rates went into effect January 1, 2018.



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- Integrating when-to-work software for clerks and childcare staff. This software is used in aquatics and to improve efficiency and communication with frontline staff, it was rolled out at the first of the year.
- Staff is in ongoing communication with the contracted cleaning crew who still are not meeting expectations. Staff is conducting weekly inspections with the contractor. Shortfalls in cleaning are mitigated with internal operations staff to ensure the facility is well maintained. This puts a big stress on staff resources especially during inclement weather
- Artist, Mark Guglielmo, was on site 1/26-27 to take photographs for the photo mosaic he is creating to be on permanent display at Chilson by June.
- Audio Visual upgrades to the Oak and Conference rooms are finished.
- Four of the eight electric basketball winches were installed in mid-January. Facilities and the contractor are waiting on the final parts to finish installation.
- An Indoor Cycling HVAC system is installed and operational. This will allow the cycling room to cool when the rest of the facility is calling for heat. This safety upgrade will prevent overheating with our cycling participants.

Recreation Programs

- Kerry Helke starts February 8th as the Recreation Coordinator of Outdoor Recreation and Special Events. She comes to us from New Mexico with a wealth of both special event and outdoor recreation experience.
- Final Interviews for the Business Services Tech in the Senior Center are the first week of February.
- Staff is working on the specifications of the new ADA compliant van to be purchased for senior day and teen trips in 2018.
- The Senior Center has processed over 100 new enrollees into the Silver Sneakers program.



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- Senior Fitness classes continue to reach max capacity.
- 204 guests registered within the first five hours of open enrollment for senior day trips.

Aquatics

- Improved access to eyewash station in pump room by mounting hose reel on wall and painting yellow caution box.
- To reduce glare on the water and improve lifeguard visibility, battery operated window shades were installed in key upper story windows of the lap pool.
- Recruitment for summer positions will begin Friday February 2nd.
- Facilities replaced all backwash valves on the outdoor hot tub sand filters.
- All capacitors in the UV systems were replaced in December and January to ensure systems are operating at full capacity for the new year.

Athletics (Adult, Youth and Batting Cages)

- Youth Basketball up and running, with over 320 participants playing on 33 teams.
- Adult soccer team fee increased \$50 starting spring of 2018. This was in response to an Adult Soccer fee study in the region. Our prices are still below other organizations in the region.
- Tournament agreements are in place for all but three organizations for 2018. There are 29 tournaments scheduled to-date.
- Staff is investigating batting cage options (i.e. private contractor or keeping it in house) for 2019.
- Staff is revamping the cash handling and overall procedures, operational hours and staff of the batting cages. We have seen a steady decline in revenue over the past five years, yet our expenses have not decreased at the same rate. Staff is working on innovative ways to increase revenue while looking at efficiencies to reduce operating expenses.



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- Launched new gymnastic programs – homeschool gymnastics and adult gymnastic fitness.
- Created a women's basketball open gym to generate interest and growth to reinstate a women's league.

531 Youth Athletics			
Monthly Expenses	2017	2018	
	Actual	2018 MTD	Projected
Personal Services	\$37,134.49	\$14,553.56	\$20,622.96
Supplies	\$1,107.76	\$1,142.75	\$1,142.75
Purchased Services	\$282.33	\$750.50	\$1,260.50
TOTALS	\$38,524.58	\$16,426.81	\$23,026.21
Monthly Revenue	\$26,482.50	\$15,719.00	\$27,181.00

532 Adult Athletics			
Monthly Expenses	2017	2018	
	Actual	2018 MTD	Projected
Personal Services	\$23,434.54	\$13,022.05	\$18,392.21
Supplies	\$1,107.76	\$1,142.75	\$1,142.75
Purchased Services	\$220.00	\$2,204.50	\$2,918.50
TOTALS	\$24,762.30	\$16,369.30	\$22,453.46
Monthly Revenue	\$1,342.00	\$733.00	\$733.00

533 Batting Cages			
Monthly Expenses	2017	2018	
	Actual	2018 MTD	Projected
Personal Services	\$1,067.32	\$349.76	\$511.50
Supplies	\$0.00	\$0.00	\$0.00
Purchased Services	\$30.00	\$17.19	\$17.19
TOTALS	\$1,097.32	\$366.95	\$528.69
Monthly Revenue	\$0.00	\$0.00	\$0.00

** MTD - Month to date is January 1 - 26, 2018



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Adult Athletics - Registrations

		2017	2018 To-date
Winter (Teams)	Volleyball	41	44
	Basketball	11	12
	Totals	52	56
Women's Open Gym Basketball (# of participants for month)		0	21

Adult Athletics - * Team Registration

		2016	2017
Fall	Softball	41	46
	Volleyball	41	42
	Basketball	5	0
	Soccer	15	16
	Totals	102	104

Youth Athletics - Enrollments

		2017	2018 To-date
Winter	Soccer	19	14
	Basketball	361	323
	Gymnastics	582	456
TOTAL		962	793

Youth Athletics - Enrollments

		2016	2017 To-date
Fall	Soccer	668	608
	Football	252	239
	Volleyball	130	112
	Lax class	19	12
	Basketball	187	192
	Gymnastics	639	622
	Basketball (Jr. Hoopsters)		
	Hockey	N/A	8
	Tennis	65	67
TOTAL		1968	1872



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Planning

Flood Recovery Projects

- Viestenz Smith Mountain Park (VSMP)-Phase II:
 - Project scope includes enhancing the park entry, additional parking, trail connections, site lighting and natural landscaping.
 - Construction document Bid Set was submitted to City and county for final review the third week in January.

Capital Projects

- Loveland Sports Park Phase II
 - Project scope includes additional parking, 6 new turf fields, additional office space to existing maintenance facility, new restroom, new picnic shelters, landscaping and irrigation.
 - A 95% Construction Document set was submitted on January 12th to Parks and Rec. planning staff followed by review and comments. An SDP (Site Development Plan) will be submitted February 1st.
- Namaqua Bridge Project
 - Project scope includes a new bridge over the Big Thompson River with a below grade concrete pedestrian trail along the river that allows access to City owned property to the west, open lands to the north and Namaqua Park to the east.
 - Coordinating with Larimer County, Big T River Coalition and CDOT for future consideration of connecting to existing recreation trail and Mariana Butte neighborhood to the south.
 - 30% Construction Documents were submitted, reviewed and commented on by Parks and Rec. planning division.
- Namaqua Underpass Project
 - Project scope includes a new below grade crossing under Namaqua Ave. to allow safe pedestrian access along the southern stretch of the recreation trail.
 - GOCO and TAP (Transportation Alternatives Program) grants were awarded to this project.



- Professional consultant services for this project were solicited and proposals were reviewed mid-January with contract negotiations finalized end of January.



Before Underpass



After Underpass

Other Trail Projects in the planning process

- Prairie Ridge Trail – refer to Open Lands and Trails
- Long View Trail – refer to Open Lands and Trails
- Copper Ridge Trail Connections – refer to Open Lands and Trails

Planning Initiative

- Big Thompson River Corridor Master Plan
 - Coordinated with stormwater, parks and open lands to review and comment on the *draft* Master Plan document.
- Timberlane Farm
 - In determining the future of the historical Timberlane Farm, planning staff has participated in discussions regarding opportunities, challenges and constraints the farm may have. Staff have met the consultants on site to walk the farm and outbuildings. A white paper summarizing the consultants (Sunflower Development) findings, possibilities and recommendations will be provided to staff for review in the next month.



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Community and Educational Support

- Colorado State University
 - In an effort to reach out and broaden student's exposure of the landscape architecture and horticulture professional industry, CSU has invited Parks and Recreation staff to participate and collaborate with students in an event to explain our work in the design profession and how we enhance community well-being.
 - Parks and Recreation staff were also invited to a broader community panel discussion on 'Urban Green Spaces: Boosting Community Well-being through Horticulture and Design' presented by CSU.



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Parks

Depreciation Funding Projects

- Playground Replacements (Sherri Mar & Sunnyside) – Both playground projects have been completed with the exception of the ADA accessibility ramp at Sunnyside Park. Due to temperatures and schedule in January, staff put on hold the installation of this entrance ramp until February.

Misc. or Non-Capital Projects



Cemetery building after demolition work

- Cemetery Office/Shop Remodel - Hazardous material abatement work has completed and passed state inspections. Demolition work was also completed by the second week of January. The project is now on hold while construction permit applications make their way through the Development Center.

- ADA Self Evaluation & Transition Plan – The final draft of the full transition plan has been loaded into the W-T Group host site and is currently being reviewed by the Parks & Recreation Management Team. As part of the transition plan, all full and regular part time Department staff will receive a 1.5-2.0 hour training as an overview and basic understanding. Then, key management staff will complete the project with a final wrap up meeting with the W-T Group. Both of these sessions will occur in late February.



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New Centennial Park Sidewalks

- Centennial Park Sidewalk Replacement – During the ball field light replacement project in 2017, some of the sidewalks leading up to the complex were damaged from construction and delivery equipment. These sidewalks were not in good condition prior to the project and did not meet ADA accessibility standards for width and slope. Projects staff have completed concrete pours and are currently working on grading and back fill. Irrigation adjustments and sod will complete the project this spring.

O & M Activities



Christmas Tree Recycling Program

- Parks Grounds – Winter maintenance and tree care will be the priority from December through February. This includes snow removal, Christmas tree recycling, aftercare of new trees and shrubs, staff training, prepping damaged turf areas for sod, updating irrigation maps, tree pruning/removals and stump grinding.

- Parks Fleet Management – The Fleet Section of the Parks Division has been very busy with annual servicing of existing equipment, ordering new equipment slated for replacement and decommissioning equipment on the depreciation schedule.



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- **Parks Operations** – Staff will continue to focus on winter maintenance routes as well as repairing select seasonal restroom facilities. We have seen an increase in vandalism and inappropriate behavior in restrooms this winter season. Mehaffey and Barnes Parks seem to be targets of choice. As a result, these restrooms have been closed for the remainder of the winter season. Operations will begin closing all other park restrooms at dust for the remainder of the winter season to minimize the risk of this activity.



Winter service line @ Loveland Sports Park

- **Sports Turf Section** – Snow removal will continue to be a high priority on the Championship Field as the winter months are our busiest time of year. Projects will include Russian olive removal/treatment and stump grinding. Staff discovered and repaired a water line leak at Loveland Sports Park. This leak was very minor and staff made repairs before any major damage was caused.

- **Cemetery Operations** – Staff will continue to provide services through the winter season without office or shop space on site. Equipment has been relocated and shifted to other locations during the office remodel. Sales for January were extremely strong with \$29,000 in total. Five traditional interments, four in-ground inurnments, and three columbarium inurnments. The sale of six traditional plots and five columbarium niches were also recorded in this total.

Commission Action

Recommended: Informational



LOVELAND PARKS AND RECREATION COMMISSION
Minutes ♦ January 11, 2018

Present: Wendi Cudmore, Katie Davis, Shane McWatters, Brett Dowgin, Gene Alvine, Jessica Hinterberg, Kyle Regan, John Bradley, Councilor Richard Ball

Staff: Elizabeth Kayl, Molly Elder, Dan Willadsen, LeAnn Williams, Shanen Weber, Maria Thomas, Kim Lucero

Absent: Constance Keeney, Leighton Millar

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

Minutes: Minutes from the November 9, 2017 meeting were reviewed and approved without changes.

Introductions of new P&R Commission Members; P&R Marketing Coordinator; and Administrative Specialist were made.

Council Liaison Report: Richard Ball discussed upcoming City initiatives and explained that the sales tax increase would allow for something like what happened in 1983/85 with the construction of City Hall, the annex, lagoon, etc. The proposed tax revenue increase would raise money for new fire stations, underpasses, rec center, and library branch; aiming for fall ballot for initiatives. Explained that City staff cannot advocate for the Sales Tax increase but Council can. Reported that Steve Adams is hiring to fill the Administrative Assistant and City Attorney positions (Clay is retiring). P&R Commission's priority should be to spread the word for new rec center.

Director's Report: Discussion regarding accreditation process through CAPRA (Commission for the Accreditation of Parks and Recreation Agencies). Molly is working with two CAPRA experts for guidance to reach goal. This is a lengthy 2-year process, but it is a prestigious and distinguished certification demonstrating excellence. Molly explained there are 10 categories with sub-categories with policies for each one: e.g., risk, human resources, facilities management. Regular updates will be made available at future commission meetings. Community Improvement Program was discussed and explained that it is a bucket of initiatives, which includes new rec center, new fire station, museum expansion, new library branch, and transportation. Bucket is all or nothing – cannot approve/refuse one item without affecting all. Elizabeth explained that educating the community is the key to getting bucket of initiatives passed. Having a "sunset" (expiration) for the increase is important for voters. Discussed importance of having both supporters & nay-sayers on board and turning around the nay-sayers.

Kickoff of JA Renaming Process: Discussion by Dan W. that he received email in September from the Junior Achievement organization that this name and the JA initials, and use thereof, was an infringement of their trademark. Dan explained to the commission the history of the park's name and that the renaming process is underway. Copies of the proposed renaming policy were provided to commission members and attendees. At the next Commission meeting the group can decide how they would like to proceed in gathering a list of possible names (ie. reach out to community for input?, naming contest?, etc.). Wendi suggested commissioners email their feedback about the new naming policy by the next Commission meeting.

Approval of New P&R Logo: Review of proposed Parks and Recreation logo. The department is currently working with the City Manager for signature block approval. Discussed how color palette is unique to P&R Dept. The Brand Standard Guide and Graphic ID Guide are being created. Commission members are encouraged to email suggestions.



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Commission Discussion: Appointment of new P&R Commission Chairperson was made. Katie motioned that Wendi remain as Chair and that motion was approved. It was suggested that Constance be nominated for P&R Commission Vice Chairperson, but since she was not present at the meeting, a decision was made to table nomination of Vice Chair until the next meeting (February). Commission asked that NRPA link be emailed to them. **New commission list will also be emailed.** Elizabeth asked to please email Admin if anyone is unable to attend future commission meetings to ensure we will have a quorum. Wendi asked for additional comments/questions, and LeAnn discussed the Rec Trailer program to be implemented in the summer. This program touches on our social equity pillar. The Rec Trailer will be used for special events and to visit local parks throughout the summer to reach kids who cannot afford, or don't have transportation to, rec center activities. We are also planning to host movies in the parks. Sponsorships will be used to fund this new program. LeAnn will bring sponsorship package to February meeting.

**Meeting adjourned at 6:00pm
Next Meeting 2/8/2018**