



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, June 14, 2018 - 4:30 p.m.

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

Notice of Meeting Posted

Approval of May 10, 2018 minutes

Council Liaison Report

Director's Report

Discussion/Action:

1. Youth Athletic Grant Follow-up Discussion/Options – LeAnn Williams
2. Hang Gliding, Paragliding, and Powered Paragliding Policy – Dan Willadsen

Commission Members Discussion Topics

Reports/Correspondence:

3. Operation & Project Update

Future Topics:

Next Meeting Date: July 12, 2018

Wi-Fi Access Code: accesswifi

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LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: 1

MEETING DATE: June 14, 2018

DESCRIPTION: YA Grant Follow-up Discussion/Options

SUMMARY:



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Parks and Recreation Department

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SUBJECT: Youth Athletic Grant

BACKGROUND: The Parks and Recreation Department Commission has allocated \$230, 860 since 1992 to outside youth athletic organizations through a competitive grant process. Staff has reviewed the 26-year-old grant process and found that the original intent of the grant is no longer being met. At the May P&R Commission meeting, members agreed that four outside youth athletic groups were the main recipients of the funding. These same four groups already receive discounted rates and priority use on City of Loveland Athletic Fields. It was generally agreed that these groups no longer need funding as their budget and participation far exceeds many of the City of Loveland's internal programs. The Parks and Recreation Commission asked staff to come back with three to four options to discussion and approval at the June 2018 meeting.

Parks and Recreation Commission Options:

I. The Youth Athletic Grant will undergo no changes.

Staff and the Commission concluded at the May meeting that the Youth Athletic Grant had outlived its original purpose. The Commission has the option to continue allocating the funds as they have in the past.

II. The Youth Athletic Grant will be handed over to the Parks and Recreation Foundation

This option was presented to the Parks and Recreation Foundation at its May meeting. While the Foundation is open to assisting with the allocation of funding, staff has found that this will place a heavy burden on the Administrative and Business Manager.

III. Recreation Division Internal Competitive Grant

Staff finds that the Youth Athletic Grant (YAG) has outlived its original purpose. Staff finds that allocating new funds toward innovative ideas could assist the Recreation Division in meeting the pillars of social equity and health and wellness within the Parks and Recreation Department. Innovation is one of the key bright lines of the Parks and Recreation Department but innovative new programs require funding. The City Budget office has stated that there will be no new funding for the near future. Staff concludes that that in order to increase the number of innovative free and low cost offerings to the Loveland community, the YAG should be repurposed for use as an internal grant awarded annually from proposals submitted by Recreation Division staff. All Recreation Division full-time employees are eligible to submit proposals. The Parks and Recreation Commission will be the sole granting authority of allocated funds.

YAG options for commission June 2018



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Parks and Recreation Department

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IV. Internal and External Competitive Grant

The Parks and Recreation Commission, along with the Recreation Manager, will change the youth athletic grant to an innovative and need-based Recreation Grant. The allocated monies will be used to fund 1-5 proposals per year that meet the following criteria.

1. Innovation
2. Need
3. How does the proposal meet the mission of the City of Loveland's Parks and Recreation Department?
4. How does the proposal address each of the three pillars of the City of Loveland's Parks and Recreation Department?
 - a. Social Equity
 - b. Health and Wellness
 - c. Conservation

V. External Competitive Grant

The Parks and Recreation Commission along with the Recreation Manager will change the youth athletic grant to an innovative and need based External Recreation Grant. The allocated funds will be used to fund 1-5 proposals per year that meet the following criteria.

1. Innovation
2. Need
3. How does the proposal meet the mission of the City of Loveland's Parks and Recreation Department?
4. How does the proposal address each of the three pillars of the City of Loveland's Parks and Recreation Department?
 - a. Social Equity
 - b. Health and Wellness
 - c. Conservation

Community Education

The Department will provide information on the implementation of this grant via the following methods:

- A. Post notice of new grant and effective date throughout the Recreation Division workspaces.
- B. Educating Recreation Division staff via the Division monthly meeting on Grant purpose, submittal guidelines and due dates.
- C. Educate the public via social media, website and newspaper publications.

Citizen Review

The Parks and Recreation Commission reviewed these options at their regular meeting on June 14, 2018. The Parks and Recreation Commission approved option ____ by a vote of ____ to ____.



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LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: 2

MEETING DATE: June 14, 2018

DESCRIPTION: **Hang Gliding, Paragliding, and Powered Paragliding Policy**

SUMMARY:



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City of Loveland



Parks and Recreation Department Policy

Number: PK - TBD

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SUBJECT: Hang Gliding, Paragliding, and Powered Paragliding

EFFECTIVE DATE: August 1, 2018

PURPOSE: To enhance the safety and quality of experience for all patrons who utilize City of Loveland parks, golf, open lands, trails and recreation facilities.

SCOPE: This policy prohibits the use of hang gliders, paragliders, and powered paragliders within all City of Loveland parks and recreation facilities.

RESPONSIBILITY: Parks and Recreation Staff and Enforcement by Loveland Police Department

BACKGROUND: The Director finds that the operation of hang gliders, paragliders, and powered paragliders will jeopardize the safety of patrons who utilize City of Loveland parks and recreation facilities and patrons who utilize the aforementioned flying apparatus. The Director also finds that the use of the aforementioned flying apparatus substantially interfere with the use and enjoyment of other patrons in City of Loveland parks and recreation facilities.

REVIEW SCHEDULE: Annually in January by Parks and Recreation Department Staff. Every five years by the Parks and Recreation Commission (PRC) or more frequently if recommended by staff.

This policy has been reviewed and approved by the Parks and Recreation Commission on _____ by a vote of _____ to _____.

APPROVAL:

Elizabeth Kayl
Director, Parks and Recreation

POLICY:

I. Policy Statement

The Parks and Recreation Department prohibits the possession or use of hang gliders, paragliders, and powered paragliders within, or upon, all City of Loveland parks and recreation facilities.

Draft Powered Glider Policy Amended 6-7-18



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Parks and Recreation Department Policy Number: PK - TBD
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II. Definitions

Hang gliding

The use of an unpowered flying apparatus for persons consisting of a frame with a fabric airfoil stretched over it where the operator is suspended from a harness below and controls flight by body movement.

Patron or Person

Any person who utilizes any City of Loveland park or recreation facility.

Paragliding

Use of an unpowered flying apparatus in which a wide canopy resembling a parachute, which is attached to a person's body by a harness in order to allow them to glide through the air after jumping from or being lifted to a height.

Powered paragliding

Use of a powered flying apparatus in which a wide canopy resembling a parachute, which is attached to an open air cockpit along with a motor (sometimes referred to as a para-motor) that provides enough thrust to take off from the ground by the pilot.

III. General Guidelines

Modification of Policy

This policy is subject to amendment or rescission, at any time, at the discretion of the Department Director.

Authority

The Loveland Municipal Code ("LMC") Section 12.40.010, provides that, "[t]he parks and recreation department shall have the authority to establish and enforce such rules and regulations as it deems necessary pertaining to the operation of all parks and recreational facilities owned or operated by the city." This policy is being produced pursuant to the aforementioned Section of the LMC.

Prohibition

No person shall be permitted to take-off, land, operate below an altitude of 500 ft (feet) AGL (above ground level), possess, or otherwise utilize a hang glider, paraglider, and powered paraglider, within, or upon, all City of Loveland parks and recreation facilities.

Inconsistent Use

Any person found to be in violation of the "prohibition" portion of this policy is utilizing City property in a manner and for a purpose inconsistent with the manner or purpose for which the City property was intended.

Remedy

Any person found to be in violation of the prohibition portion of this policy may be asked to leave the relevant premises or may be asked to refrain from activity that violates this policy. Department



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Parks and Recreation Department Policy

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personnel are instructed to engage in an approach that is focused on public education of this policy, when appropriate.

In the event aggravating circumstances exist or the patron refuses to cooperate, Department personnel are encouraged to contact the Loveland Police Department to assist in the issuance of a temporary trespass notice to the violating patron or the issuance of a summons and complaint for trespassing under LMC 9.48.010(D) to the violating patron.

Community Education

The Department will provide information on the implementation of this policy via the following methods:

- A. Post notice of new policy and effective date in parks where this type of activity has been occurring.
- B. Post on the City's website and social media, the new policy and effective date.
- C. Staff will notify any person engaged in the act of hang gliding, paragliding, and powered paragliding of the new policy and effective date.



LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: 3

MEETING DATE: June 14, 2018

DESCRIPTION: Operations & Projects

SUMMARY:

Admin

Financial

- Below is a summary from our Department Variance Reports through the end of the prior month (4/30/2018).

GENERAL FUND

- Personal Services expenses ended the month 2% under budget.
- Expenses for Supplies ended the month 8% under budget.
- Purchased Services ended the month 3% under budget.
- Parks revenue ended the month 6% under budget.
- Recreation revenue is tracking 2% under budget.

GOLF FUND

- Personal Services ended the month 9% under budget.
- Supplies came in 15% under budget.
- Purchased Services came in 2% under budget.
- Golf Revenue ended the month 1% under budget.
- Year-to-date cost recovery is at 121%.

Administrative Processes

- The P&R Department continues its 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 compliant with national standards of excellence.





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- The Department has submitted to the Budget office all required elements for the 2019 budget including CIP requests, 10-year equipment replacement, base budgets, and decision packages.
- In early May, several P & R managers attended a Disaster Cost Recovery Workshop hosted by Larimer County. It was extremely informative in helping us prepare for a future natural disaster.



- The Department's 2nd Annual Photo Contest is underway with May 31st as the deadline for submissions. This year has seen a dramatic increase in the number of entries with over 170 to date! To view submissions visit <http://bit.ly/LovelandPics>
- As part of the department's improved focus on marketing, with the end goal of informing the public about P&R services and amenities, we have begun tracking analytics related to our marketing and public outreach efforts. Below are results from Facebook marketing over the past several months for both the Parks and Recreation Facebook page and the Chilson Facebook Page.

Parks & Recreation Facebook Page	Total Likes	New Likes	Page Engagement	Weekly Total Reach
March 2018	3676	56	258	2566
April 2018	3701	60	635	5563
May 2018	3812	135	753	6928

Chilson Center Facebook Page	Total Likes	New Likes	Page Engagement	Weekly Total Reach
March 2018	3547	55	413	5742
April 2018	3596	68	974	10,802 – reach doubled in 1 month
May 2018	3641	60	669	7,965



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- The chart below shows results of additional digital marketing and outreach efforts.

Additional Digital Marketing Efforts			
Email Marketing - May	<u>Division-Wide:</u> 36.8% open rate 27.6% click through	<u>OL & Trails eblast:</u> 40% open rate 14.4% click through	<u>Industry Benchmarks:</u> 22.93% open rate 9.55% click through
Photo Contest	172 entries to date		
Ask Maria Blog	2,843 total page views April - May	Top Post: Nest Cams 525 page views in < 2 days; 1,839 page views to date	

Note: Additional deep-dive metrics are available upon request, such as: Top 10 performing posts, reach by region and website traffic/popular page views.

- Below is information on our highest performing social media posts in May.
 - *Driving community engagement by asking for user input to name our Barn Owl.*

Performance for Your Post

4,478	People Reached				
114	Reactions, Comments & Shares				
38	Like	7	On Post	31	On Shares
9	Love	3	On Post	6	On Shares
57	Comments	12	On Post	45	On Shares
10	Shares	10	On Post	0	On Shares
406	Post Clicks				
48	Photo Views	41	Link Clicks	317	Other Clicks

Help us name our Barn Owl!

View live nest cams at <http://bit.ly/NestCams>

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► Notifying the Public that Loveland's splash parks are open.

City of Loveland - Chilson Center
Published by Hootsuite [?] · May 23 at 12:10pm ·

Quit getting yelled at for splashing. Our splash parks are now open, and that's exactly what you're SUPPOSED to do! Locations: Loveland Sports Park (950 N. Boyd Lake Ave), Mehaffey Park (3285 W. 22nd St.), and Fairgrounds Park (700 S. Railroad Ave.)



Performance for Your Post

4,165 People Reached		
125 Reactions, Comments & Shares		
76 Like	23 On Post	53 On Shares
7 Love	1 On Post	6 On Shares
1 Haha	0 On Post	1 On Shares
13 Comments	0 On Post	13 On Shares
28 Shares	28 On Post	0 On Shares
221 Post Clicks		
22 Photo Views	0 Link Clicks	199 Other Clicks
NEGATIVE FEEDBACK		
1 Hide Post	0 Hide All Posts	
0 Report as Spam	0 Unlike Page	

Reported stats may be delayed from what appears on posts

► Sharing safety information regarding snakes which may be found on our open lands and trails.

City of Loveland - Chilson Center
Published by Hootsuite [?] · May 3 at 10:01am ·

Please use caution when out and about on Loveland trails and open spaces. Rattlesnake sightings on the trail north of Centennial Park have been reported in the last several days.



Get More Likes, Comments and Shares
Boost this post for \$7 to reach up to 2,200 people.

2,441 people reached

Performance for Your Post

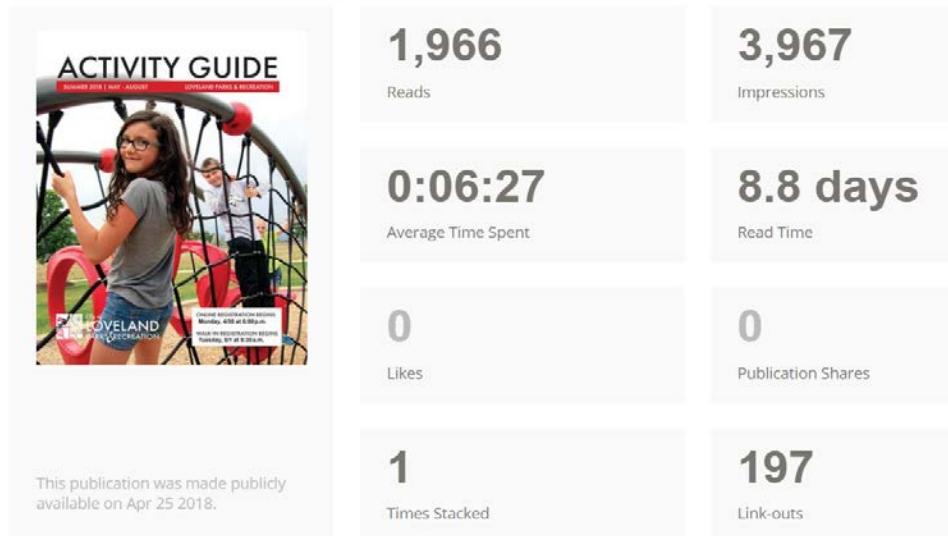
2,441 People Reached		
70 Reactions, Comments & Shares		
19 Like	8 On Post	11 On Shares
1 Haha	0 On Post	1 On Shares
9 Wow	2 On Post	7 On Shares
20 Comments	0 On Post	20 On Shares
21 Shares	21 On Post	0 On Shares
279 Post Clicks		
15 Photo Views	0 Link Clicks	264 Other Clicks



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- The image below shows user analytics from our new interactive online guide. This new format allows users to browse the Activity Guide online and click through to add program registration directly to their webtrac shopping cart.

Statistics for **Summer 2018 Activity Guide**



Foundation Business

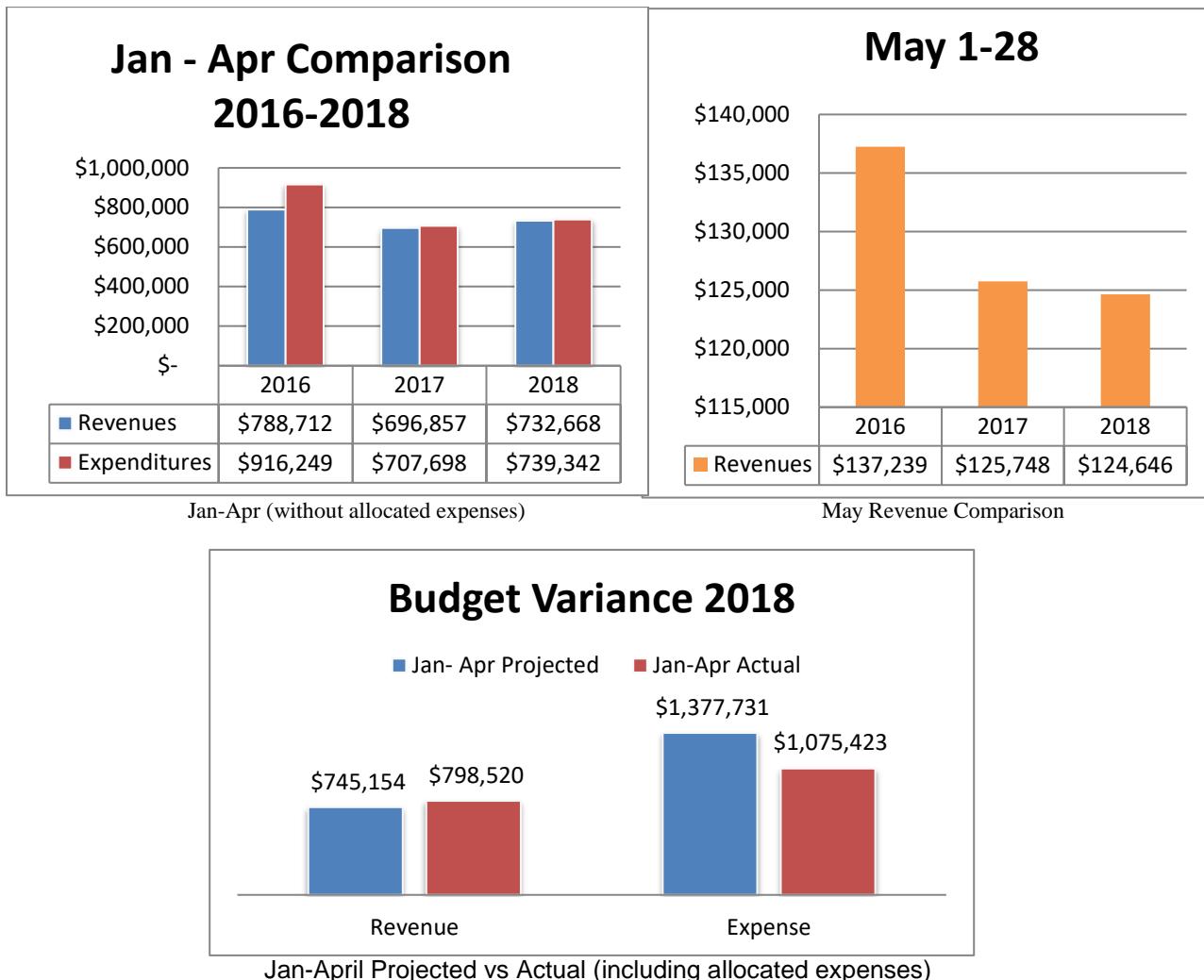
- YTD in 2018, the Parks and Recreation Foundation scholarship program **has granted 112 scholarships for a total of \$5,414 in funds awarded!**
- The 2018 "Tee Off For Kids" Golf Tournament will take place Friday, June 8th at Mariana Butte golf course. This is the Foundation's largest fundraiser. Interested golfers can register online at www.cityofloveland.org/teeoffforkids
- The Foundation will be participating in the Farmer's Market beer garden on June 24th and July 29th. The Foundation board will assist in checking ID's and selling tickets for beer. We hope to net several thousand dollars from these events to help fund the Youth Recreational Scholarship program.
- As an additional fundraiser, the Foundation will again be selling concessions at Art in the Park on August 11th and 12th.





Recreation

Facilities: Chilson/Winona/Swim Beach



- January- May expenses (without allocated expenses) are up 4.5% from 2017 and 19.3% from 2016. January had 3 paychecks which was a significant increase from previous years.
- Revenues are up 5.1 % from 2017, down 7.1% from 2016.
- Allocated expenses are \$14,000/month higher in 2018 than in 2016-2017.
- May 1-28 revenue is down 0.9 % from 2017 down 9.2 % from 2016.
- **Kids to Parks Day** issued **108 free youth admissions** in response to the buy an adult admission; get a child admission free promotion. Each of these families also received a coupon for the same special at Winona this summer.



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- Tracey Newby, Guest Services Coordinator at the Chilson, graduated from the LEAD Loveland program.
- Facility rentals were healthy for the month of May with 22 swim and 1 gymnastics birthday parties, and many external events including the School District Crystal Apple Awards, a dance banquet, wedding reception, baby shower, graduation parties, church swim night and more!
- The Senior Center multi-purpose rooms are in the middle of the LED upgrade. Scheduled completion is the end of June.
- Congratulations to Donald Edgar, our new full-time Building Supervisor. Donald, currently a part-time Facility Supervisor was selected from a very competitive applicant pool.

Recreation Programs

- Our personal training is launching a pilot program to bring on contractual personal trainers for our guests. Staff is working with current instructors to coordinate a specialized teen fitness program for this summer.
- The Summer Day Camp staff started their training with 8 staff members attending the CPRA P.L.A.Y camp conference. Sarah Gagne, Senior Recreation Coordinator, co-hosted the CPRA P.L.A.Y Camp conference and facilitated one of the breakout sessions for directors addressing the changes in State Licensing for preschools.
- The summer Events Staff has been training during the month of May to launch the Mobile Recreation Trailer, Movies in the Park and Farmers Market.
- Senior Summer Day Trip registration started very strong. Current revenues for the summer is \$12,787. Senior Fitness continues to max out classes with 30-50 guests per class. SilverSneakers unique visits for the month of April was 9,923 (this is an increase of 900 guests in comparison to 2017 April attendance).



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Aquatics



- The Loveland Swim Beach and Winona Pool opened Memorial Day. Winona's attendance was 116 despite the chilly weather and early closure due to inclement weather. Staff worked quickly to create a safe swim zone at the Swim Beach after the water level rose approximately eight feet, flooding part of the parking lots and moving the concrete blocks designating the swim area.
- Lifeguard certification class had 10 enrollments. 9 passed and 2 were hired as seasonal Summer Lifeguards.

Waterfront certification class had with 11 enrollments (9 internal), for eligibility to work at the swim beach. Aquatics hired 2 assistant managers for Winona, as well as 5 lead lifeguards (3 internal), 4 lifeguards, and Assistant CARA coach this month.

- Staff spent much time training staff and getting outdoor facilities ready to open. Facilities discovered a bad motor on the tea cup at the Wiona Pool and were able to rewire a spare from Chilson lap pool to get it ready for opening day.
- The Steam Room Generator lost a transformer. It will be down a week while Facilities waits on a part.

Athletics (Adult, Youth and Batting Cages)

- Staff worked with HR to reclassify the Athletics Business Services Technician to an Athletic Specialist to better serve our customers and meet the needs of the workgroup. The Athletics Specialist position is posted and will be filled by the end of June.
- Submitted 2018-19 R2J school reservation requests. Fall challenges are emerging due to new school times affecting evening programming.



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- The wet spring continued to play havoc on spring programs. Staff worked tirelessly to schedule makeup games and all leagues are up-to-date.
- The Field of Dreams “Movie in the Park” was scheduled at Barnes May 31.
- Created a season pass option for the batting cages to improve revenues.

Monthly Expenses	2017 Actual	2018 MTD	2018 Projected
Personal Services	\$29,022.89	\$20,338.13	\$20,993.95
Supplies	\$140.00	\$0	\$0
Purchased Services	\$283.22	\$3,787.50	\$5,232.50
TOTALS	\$29,446.11	\$24,125.63	\$26,226.45
Monthly Revenue	\$68,784.62	\$41,380.00	\$46,746.25

532 Adult Athletics

Monthly Expenses	2017 Actual	2018 MTD	2018 Projected
Personal Services	\$22,249.01	\$16,903.34	\$16,404.60
Supplies	\$778.04	\$0	\$500.00
Purchased Services	\$220.00	\$4,590.50	\$6,790.00
TOTALS	\$23,247.05	\$21,493.84	\$23,694.60
Monthly Revenue	\$40,932.25	\$45,182.50	\$48,271.04

533 Batting Cages

Monthly Expenses	2017 Actual	2018 MTD	2018 Projected
Personal Services	\$1,634.23	\$1,479.79	\$1,689.88
Supplies	\$102.15	\$0	\$80.00
Purchased Services	\$181.93	\$101.68	\$1,050.00
TOTALS	\$1,918.31	\$1,581.47	\$2,819.88
Monthly Revenue	\$2,887.00	\$1,604.95	\$4,547.34

** MTD - Month to date is May 1 - 23, 2018



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Adult Athletics - Registrations			
		2017	2018 To-date
Summer (Teams)	Volleyball	26	20
	Softball	70	74
	Soccer	17	14
	Cornhole	0	7
	Totals	113	115
Youth Athletics - Enrollments			
		2017	2018 To-date
Summer	Soccer (Pre-K)	103	72
	Basketball		
	OD 3x3	53	33
	T-ball	228	177
	Baseball	277	209
	Girls Softball	135	119
	Gymnastics	407	234
	Lacrosse		
	(League)	52	30
	Tennis	164	102
	Pre-CARA Camp	14	14
	CARA Tennis	64	66
	TOTAL	1497	1056



Planning

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. Construction to begin June 2018 and the park will be open fall of 2019.
- Viestenz Smith Mountain Park (VSMP)-Phase II
 - Project scope includes enhancing the park entry, additional parking, trail connections, site lighting and natural landscaping. Construction to start mid-June and be completed mid-September.
- 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. Design is underway and should be completed by November 2018.



Parks

Depreciation Funding Projects

- 2018 Synthetic Field Replacement – Sprinturf has been given the Notice to Proceed and will begin work on Monday, June 4. This project is slated to take no more than 40 total days to complete.
- 2018 Asphalt Parking Lot Maintenance – Goltz will be coordinating work at Fairgrounds Park with the Operations Section and the soon to begin Public Works Railroad Avenue project.
- 2018 Restroom Renovation – Staff met on site with The Architects' Studio (TAS) on April 25th at the North Lake Park Tennis Courts restroom facility. This initial meeting answered basic design criteria questions and allows TAS to collect data to build a base design for replacement.

Misc. or Non-Capital Projects

- Cemetery Office/Shop Remodel – The month of May has seen much progress on this building renovation. At the end of April, the interior was still stud walls while electrical and mechanical were being roughed in, no windows and the roof was just completed.

Now, exterior siding is close to complete and drywall has been completed. Shelving and cabinets are currently being installed as the ductwork for the HVAC unit is being finished.



Cemetery Office & Shop Remodel

- ADA Self Evaluation & Transition Plan – The department has started the process of evaluating the transition plan for the prioritization of 2018 funding, and the evaluation of current programming being offered. This may include utilizing current year renovation



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projects to get the most efficient use of funding, and help focus programming and policy changes as it relates to accessibility.

O & M Activities

- Parks Grounds & Fleet – spring planting of annual flowers was completed and work will begin on shrub bed replacement and dead tree removals. Plans for the new landscape around the cemetery office building and former house grounds are in progress with that phase of the project anticipated to start in late June or early July. The Round MT trailhead was opened back to the public on May 24th. Both the Nature trail and Summit trail were inspected prior to opening. The Nature trail was in good condition and the Summit trail had some small trees down which were cleared. Four larger trees between mile maker 1 and 2 and three more between mile markers 3 and 4 will need a chainsaw crew to clear by the end of the month. Viestenz Smith MT Park will remain closed for phase II construction. Irrigation water use is down about by 80% from normal for the months of April and May due to beneficial rains. All other activities are routine in nature for the summer.
- Cemetery Operations –Sales for May brought in \$9,825 in total comprised of one traditional interments and four in ground inurnments. The sale of three traditional plots and one Cremation space were also recorded in this total. Upgrades to the Veteran's Memorial were completed on time with a very large turnout for Memorial Day.



2018 Memorial Day Service



Veteran's Memorial, Loveland Burial Park

- Parks Operations –Staff is in routine maintenance mode with restrooms and shelter reservations. Staff prepared over 50 shelter reservations during the very busy Memorial Day weekend for



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numerous graduation parties and other events. Staff has been working with Loveland PD again this year to coordinate logistics for the Annual Fishing Derby on June 2nd.

- Sports Turf Section –Staff is currently transitioning select fields from spring activities into summer fields. All irrigations systems have been evaluated and are currently running as programmed. Electrical issues related to the cemetery irrigation system continue to keep staff busy. Materials have been order for renovations to all batter's boxes as well as pitching and catching areas at the Barnes Softball complex. Project to be completed by June 25th.

Commission Action

Recommended: Informational



LOVELAND PARKS AND RECREATION COMMISSION
Minutes ♦ May 10, 2018

Present: Wendi Cudmore, Katie Davis, Gene Alvine, Jessica Hinterberg, Kyle Regan, John Bradley, Brett Dowgin, Leighton Millar

Staff: Molly Elder, Dan Willadsen, LeAnn Williams, Kelly Smith, Kim Lucero

Absent: Councilor Richard Ball, Elizabeth Kayl, Shane McWatters, Constance Keeney

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

Minutes: Minutes from the April 12, 2018 meeting were reviewed and approved without changes.

Public Attendees: There were five members from the community in attendance – four from Loveland Tennis Association to listen and provide feedback about tennis programs in our community and one to listen for information related to Colorado native plants.

Council Liaison Report: No update to report as the Council Liaison was not in attendance.

Director's Report: Elizabeth Kayl was not in attendance; therefore, LeAnn Williams and Molly Elder provided a report in her absence. LeAnn advised that Scott Sinn is leaving his position with the City of Loveland to take a promotion within City of Austin. His last day will be May 18th. Scott was a key contributor in the LSP Phase II construction project and will be greatly missed. The position will be posted as soon as Elizabeth gets back from vacation. Applications will be reviewed next week for the Parks and Rec Planning Manager position. A full-time, benefitted preschool position for the Small Fries program has been approved by the City Manager, and it will be posted on Friday and filled in June. Molly reminded everyone that the new golf manager, Mark Esoda, starts on May 14th. Molly also provided information about the CEF discussion at the Tuesday night study session and the importance of CEFs and how they fund expansion of our parks and trails. LeAnn discussed that the mobile rec trailer is ready to launch and has almost \$15,000 of funding from community sponsors. Dan Willadsen added that an IGA with Larimer County is being finalized which will allow maintenance and security for Viestenz-Smith Mountain Park (VSP) and Round Mountain Trail (RMT). This will go before Council next week for approval. RMT is to open Memorial Day weekend and VSP in September. LeAnn added that the Community Improvement Program for a proposed sales tax increase is officially dead for 2018. Molly advised that the new Activity Guide is out with a new interactive format and asked for any feedback from any of the members. Molly also mentioned monthly e-blasts have begun.

Tennis Discussion: LeAnn Williams discussed the youth tennis program's cost and that the division is looking for opportunities on how to grow the program. There was only one RFP received from a Fort Collins concessionaire and will not be moving forward with a contract at this time. Expansion of youth tennis programs will be reviewed again in 2019. CARA tennis is the only program available through Parks and Rec at this time, and the public will be directed to other tennis programs in the Northern Colorado area. LTA members provided feedback about tennis courts and wind screens needing repair, restroom facilities needing renovation, and storage being accessible – all at North Lake Park. LTA members asked if tennis courts can be plowed in the winter months, and Dan explained that they cannot be plowed in order to preserve the surfacing of the courts. LTA said they have shoveled them and will continue to do so, and Dan asked that only plastic shovels be used to prevent damage to the surface of the courts.



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Viestenz-Smith Mountain Park Presentation: Kelly Smith provided a presentation on Phase II construction of Viestenz-Smith Mountain Park. It went out to bid a couple weeks ago and will go before Council on May 15th. Phase II will include expansion of parking in the upper east end of the park along with the addition of ADA accessible trails and an additional pedestrian bridge. Phase II is moving quickly and construction is expected to be complete by early Fall. Environmental education exhibits and signage will have an updated look and fishing access will be increased. There will be native plant signage as well since many environmental education classes will be held at this location.

Youth Athletic Grant (YAG) Presentation/Historical Information: LeAnn Williams presented the history of this grant process and explained that the program is being evaluated for 2018. Since its inception in 1992, the program has provided \$231,000 in youth athletic grants to local sports associations. Many of these organizations who received funding now have budgets larger than the City's Youth Athletics budget. Staff feels it is important that we evaluate this program to ensure that it continues to serve its intended purpose. It was generally agreed that the Commission wanted to continue to support a program which would allow low-income and/or at-risk youth to participate in non-City sponsored sport and recreation activities. If the program were to change, one option would be to mirror the program off of the existing youth scholarship program and manage it through the Parks and Recreation Foundation. Discussion was held regarding new ways to advertise the current scholarship program and YAG – inclusion in the Program Guide was suggested. Molly stated that she would talk to the Loveland Parks and Recreation Foundation Board to see if they would be supportive of running a rec scholarship fund for non-city programs through the Foundation (in lieu of operating the existing Youth Athletic Grant Program). She will report back to the Commission in June. Topic will be tabled until next meeting. Staff is to come back with 3-4 options on how to use the 2018 funding. The Commission will then decide at the June meeting how to spend 2018 funding and future funding.

City of Loveland P&R Special Event Guidelines/Policy: LeAnn Williams discussed that an Administrative Regulation (AR) is being drafted by the City to address sponsorship of special events by the City and requests for donations from the City. A draft of the policy is included with the Commission packet for everyone's review. Commission approved the policy as drafted contingent upon review and sign off by the legal department.

City of Loveland P&R Special Event Sponsorship Request Form: LeAnn Williams discussed this form in its draft state (copy also included with Commission packet). Discussion was made about the language stating that no political and/or religious sponsorships or endorsements would be allowed per the policy. LeAnn emphasized that there would be no roll out of an AR without the approval of our legal department. Commission has no objections and will move forward with this form contingent upon final approval by the legal department.

1st Quarter Financial Review: Molly Elder reviewed the first quarter 2018 financials. Any questions regarding the financials can be directed to Molly and she is happy to provide additional detail where needed.

2019 Core Budgets and Fees Review: Molly Elder reviewed the proposed 2019 core budgets and fee changes. All related budget information was included in the packet with the exception of special funds. Those were not included because no CEF forecast has been made available by the Budget office. Merit increase of 2.75% was discussed for benefitted employees and no merit increases to non-benefitted employees. Expense budget will remain flat with the exception of increases in non-benefitted salaries due to the minimum wage increase. Revenues are also expected to remain flat. Cost allocation expenses have been removed from General Fund budgets. Allocations will still be applied to Open Lands and Golf Divisions. The budget is due on May 18th and personnel figures were just received yesterday.

Commission Member Discussion: Katie addressed a community concern about pickleball-use in the parks and wanted clarification regarding how scheduling is done and how schedules are posted at the courts. Dan provided clarification. There is community concern that unfair pickleball play is happening and not everyone is being included and allowed to



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play. A letter written by a community member voicing their concerns on this topic was given to Dan. Discussion was made regarding the best way for the Commission to communicate to Council (individual representative or as group, via letter or in person at a council meeting) when problems arise.

**Meeting adjourned at 6:30pm
Next Meeting 6/14/2018**