



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 14, 2019 - 4:30 p.m.

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

Notice of Meeting Posted

Approval of January 10, 2018 minutes

Council Liaison Report

Director's Report

Introduction of new Parks and Recreation Commission Members Keller Taylor and Kevin Turvey

Discussion/Action:

1. Finalize 2019 Parks and Recreation Commission Goals
2. Land and Water Conservation letter – Final Approval
3. Review Donation Request
4. Update on Viestenz-Smith Mountain Park Memorial/Art Selection
5. 2018 Year End Financials
6. Low Income Fee Structure – Presented by LeAnn Williams
7. Advertising Policy – Presented by LeAnn Williams

Commission Members Discussion Topics

Reports/Correspondence:

8. Operation & Project Update



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Future Topics: Metro District Explanation and Discussion, Chilson Budget Discussion and Finalization of 2019 Commission Goals

Next Meeting Date: March 14, 2019

Wi-Fi Access Code: accesswifi

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

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



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LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: 1

MEETING DATE: February 14, 2019

DESCRIPTION: Finalize 2019 Parks and Recreation Commission Goals

SUMMARY:

Information will be provided at the meeting.

Commission Action: Informational and Input



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LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: 2

MEETING DATE: February 14, 2019

DESCRIPTION: Land and Water Conservation Letter – Final Approval

SUMMARY:

A drafted letter has been provided and needs to be reviewed by the Parks and Recreation Commission

Commission Action: Informational and Input



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Proposed letter:

The Land and Water Conservation Fund stems from a simple idea: If, as a nation, we were going to deplete one national resource — offshore oil and gas — then we should take some portion of the revenue earned from that depletion to enhance natural resources elsewhere, namely by conserving and improving parks, wildlife refuges, forests, open spaces, trails, wildlife habitat and other natural areas.

Colorado has been a major beneficiary of LWCF funding, receiving over \$260 million to support projects across the state. In September 2018, this valuable source of public financing expired and currently remains in limbo, as Congress adjourned for the year without taking action to secure this critical source of public financing despite overwhelming bipartisan support. LWCF is integral to meeting the needs of our communities, businesses and local chambers, improving access to the outdoors, conserving working landscapes, developing new urban parks, and protecting wildlife.

As members of the City of Loveland Parks and Recreation Commission, we believe we have an obligation to urge you to advocate for and work diligently towards permanently reauthorizing this program with full and dedicated funding. Doing so is in the best interest of the Colorado -- It is one simple and concrete way you can improve quality of life for everyone and help maintain the outdoor traditions that so many of us cherish.

Respectfully Submitted,

Wendi Cudmore, Chair
City of Loveland Parks and Recreation Commission



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LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: 3

MEETING DATE: February 14, 2019

DESCRIPTION: Review Donation Request

SUMMARY:

Commission Action: Informational Only



City of Loveland Parks and Recreation
Donation/Sponsorship Request



Civic Center
500 East Third St. Suite 200
Loveland, CO 80537
(970) 962-2449

Contact Information

Name:	Cindy Buckardt	Title:	President
Address:	246 S. Cleveland Ave		
City, State, Zip:	Loveland CO 80537	Phone:	970 481 7993
Email:	Csh@frii.com	Fax:	970 612 0252

Organization Information

Name:	Larimer County 4-H Youth Foundation		
Tax-Exempt Status: Is your organization a non-profit or public tax-exempt organization as defined under Section 501(c)(3) of the Internal Revenue Code?		Select One:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>If No, you will only qualify for a credit for City-related costs for your request (i.e. permit fees, staff time, rental rates for facilities or equipment, etc.). Costs for City services vary and if approved, credit may or may not cover full cost of requested City services.</i>		If Yes, Tax ID #:	23-7155499

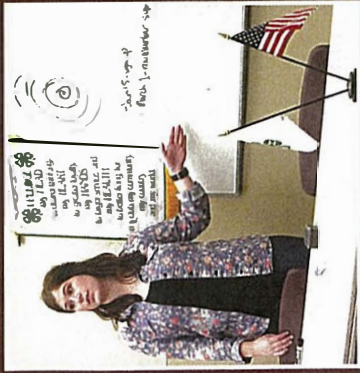
Donation Request

City Services Credit Amount Requested:	\$	Date Needed:	2/20/19	
Direct Payment Amount Requested:	\$	Event Date:	3/2/19	Event Time: 12:00 pm
Event Location: Address, City, State, Zip	5280 Arena Circle, Loveland, CO 80537			
Description of Event / Purpose:	Largest Fundraiser for the Foundation Carnival / Auction			
Community Benefit:	4-H Foundation Supports approx 1200 Youth throughout Larimer County			
Applicant Signature:	CBuckardt		Date: 1/15/19	

Return completed form via:

Mail: Parks and Recreation Admin Civic Center 500 East Third St. Suite 200 Loveland, CO 80537	Email: leann.williams@cityofloveland.org Fax: (970) 962-2449
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CITY USE ONLY			
Donation Request #: Reference # on all related DPVs	DR: 01222019	P&R Commission Meeting Date:	2/14/2019
Eligibility Met:	YES/NO	Approved Amount:	\$100.00
P&R Director Signature:	Date: 1/22/19		



Larimer County 4-H Youth Foundation

The Larimer County 4-H Youth Foundation is a 501(C)3 Non-Profit Organization. Established in 1953 and governed by a Board of Trustees that donates their time and expertise, the Foundation is an arm of the Colorado State University/Larimer County-Extension Service. The Foundation acts upon recommendations from the Colorado State University/Larimer County Extension Service and their advisory groups to create and sustain positive youth development.

The Foundation helps provide learning opportunities for Larimer County 4-H youth. These opportunities include:

- Educational programs
- Project workshops and competitions
- Camp experiences
- Counselor training
- Livestock and non-livestock events
- Youth and adult leadership and citizenry skills education
- Post-secondary education
- Member and leader recognition

4-H Pledge:

I pledge my head to clearer thinking, my heart to greater loyalty, my hands to larger service and my health to better living, for my club, my community, my country and my world.



4-H is a worldwide grassroots movement focused on youth education, community responsibility, personal leadership and volunteerism.

Organized more than 100 years ago as a way to give rural youth new agricultural skills, today's 4-H involves rural, urban and suburban youth. The 4-H program gives rural, urban and suburban youth safe learning environments and partnerships with caring adults who help them meet their basic needs of belonging, mastery, independence and generosity.

Today's 4-H. . .

- Values differences and celebrates diversity.
- Teaches life skills, leadership skills and critical thinking skills.
- Encourages healthy, positive competition.
- Fosters a spirit of community service and involvement.
- Builds character.

The Larimer County 4-H program is the largest traditional club program in Colorado, with approximately 400 volunteer adult leaders and 1,000 youth, ages 5 through 18, participating directly in the program. More than 15,000 kids are involved in 4-H when you count in the program's outreach activities.



Investing in Today's Youth

**Larimer County
4-H Youth Foundation**
501(C)3 Non-Profit Organization





Help Us Grow Leaders



4-H stands behind two key principles:

- 1) *Youth are the future.*
- 2) *Investing in youth delivers amazing benefits.*

Research regarding positive youth development indicates that 4-H members are competent, confident, connected, character-driven, caring and contributors to their communities. Tufts' Research 4-H Study of Positive Youth Development Reports shows that 4-H members are:

- 4X more likely to contribute to their communities (Grades 7-12).
- 2X more likely to be civically active (Grades 8-12).
- 2X more likely to make healthier choices (Grade 7).
- 2X more likely to earn better grades and higher levels of academic competence.

Because leaders aren't born but are developed through experiences and guidance, 4-H is dedicated to helping grow leaders. And that's where the Foundation needs your assistance.



Your Gift Helps Youth Grow

Your financial support and assistance to the Larimer County 4-H Program is needed to help grow future leaders. Your gift can be given with confidence, as 100% of Larimer County 4-H Youth Foundation donations go directly to youth programs. Annual audits/reviews ensure the accuracy of this statement.

Gifts can be given in many forms:

- *One-time donation*
- *Monthly donation*
- *Memorial and tribute gifts*
- *Endowments*

Contributions made to the Foundation are tax deductible by the donors as provided in Section 170 of the Internal Revenue Code.

To donate, please go online to
www.larimercounty4hfoundation.com
or fill out the attached form.

Questions?

Please send an email to
larimercounty4hfoundation@gmail.com
 or give the Larimer County 4-H Extension
 Office a call at (970) 498-6000.

4-H Motto:

To Make the Best Better

4-H Slogan & Philosophy: Learn by Doing



Yes, I would like to make a tax deductible donation to the Larimer County 4-H Foundation and support Larimer County 4-H youth.

I would like...

- ☐ To make a one-time donation of \$_____
- My check, made out to the Larimer County 4-H Foundation, is enclosed.
- ☐ To learn more about giving a monthly gift of \$5, \$10, \$25 or more. Please contact me.
- ☐ To obtain information about establishing a memorial or tribute gift as a meaningful way to honor a person or to celebrate a special occasion. Please contact me.

Name _____

Address _____

City _____

State _____ ZIP _____

Phone _____

Email _____



Please send to:
 Larimer County 4-H Foundation
 PO Box 270371
 Fort Collins, CO 80527



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LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: 4

MEETING DATE: February 14, 2019

DESCRIPTION: Update on Viestenz-Smith Mountain Park Memorial/Art Selection

SUMMARY:

Information will be provided at the meeting

Commission Action: Informational



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LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: 5

MEETING DATE: February 14, 2019

DESCRIPTION: 2018 Year End Financials

SUMMARY:

Information will be provided at the meeting

Commission Action: Informational



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LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: 6

MEETING DATE: February 14, 2019

DESCRIPTION: Low Income Fee Structure

SUMMARY:

Options for revising the Low Income Fee Designation will be presented and discussed. Commission Members will then provide advisement on the direction that should be taken.

Commission Action: Informational and Input



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PARKS AND RECREATION

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TO: Elizabeth Kayl, Parks and Recreation Director
Parks and Recreation Commission

FROM: LeAnn Williams, Recreation Manager

RE: Low Income Assistance Program Change

February 1, 2019

The Recreation Division has offered low income assistance for programs and activities. In the past this has been 125% of the Federal Poverty Level. In speaking to staff, the 125% has been in place for many years. The cost of living in Loveland has increased substantially over the past decade along with both the Chilson and programs increasing their fees to keep up with minimum wage and cost to provide programs increases. Housing costs alone are at 176% of the national average. With this increase, it is becoming harder for families to afford programs, activities and visits to the Chilson.

Our mission is to provide programs and activities that are inclusive to our entire community. By raising the percent of the Federal Poverty level, we are going above and beyond to reaffirm our commitment to social equity.

I am recommending we increase the low income fee designation.

Service Impact

Increasing the low income designation from 125% to 130% or 135% will allow more families who are struggling, the opportunity to participate in our programs and activities. The Loveland Housing Authority confirmed that 21 more families (37 individuals) would qualify by raising the percent from 125 to 130. The House of Neighborly Services did not return a request for information.

		CURRENT	PROPOSED	PROPOSED
number in household	2019 Federal Guidelines	125%	130%	135%
1	\$12,490	\$15,613	\$16,237	\$16,862
2	\$16,910	\$21,138	\$21,983	\$22,829
3	\$21,330	\$26,663	\$27,729	\$28,796
4	\$25,750	\$32,188	\$33,475	\$34,763
5	\$30,170	\$37,713	\$39,221	\$40,730
6	\$34,590	\$43,238	\$44,967	\$46,697
7	\$39,010	\$48,763	\$50,713	\$52,664
8	\$43,430	\$54,288	\$56,459	\$58,630
more than 8	add \$5,400 each additional person	add \$6750 each additional person	add \$7020 each additional person	Add \$7290 each additional person

Low Income Users by Year	
2013	196
2014	190
2015	140
2016	155
2017	169
2018	152

Recommendation

1. Approve raising the low income fee designation from 125% to 130% or 135% of the Federal Poverty guidelines.

Request Approval Department Director

1. Approve raising low income fee designation from 125% to 130% or 135% of the Federal Poverty guidelines.

Raise Low Income fee designation to _____ Initials _____

Approved by

Elizabeth Kayl
Parks and Recreation Director

Date:_____



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LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: 7

MEETING DATE: February 14, 2019

DESCRIPTION: Advertising Policy

SUMMARY:

The City of Loveland Parks and Recreation Department is committed to being a good steward of taxpayer money while still supporting organizations that benefit the community. The Department receives many requests to advertise a youth and/or adult programs. A policy that outlines the criteria to consider when approving advertisers with the Department is needed. This policy will ensure no direct competitors of Parks and Recreation run programs interest are allowed to advertise with the Department.

Commission Action: Informational and Input



SUBJECT: Advertising Policy

EFFECTIVE DATE: 3/15/2019

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.

PURPOSE: To ensure fair practices and guidelines when reviewing requests to advertise with the Department.

SCOPE: The City of Loveland Parks and Recreation Department is committed to being a good steward of taxpayer money while still supporting organizations that benefit the community. The Department receives many requests to advertise a youth and/or adult programs. This policy outlines the criteria to consider when approving advertisers with the Department. This policy will ensure no direct competitors of Parks and Recreation run programs interest are allowed to advertise with the Department.

RESPONSIBILITY: Parks and Recreation Management Staff

BACKGROUND: The Director finds that outside organizations regularly ask the City of Loveland's Parks and Recreation Department to advertise their programs via multiple marketing avenues. In the past the Department has allowed flyers to be placed on the digital sign boards at the Chilson for free along with paid advertising in the activity guide, email marketing, social media, t-shirts and banners.

APPROVAL: _____
Elizabeth Kayl
Director, Parks and Recreation

POLICY:

I. Policy Statement

The City of Loveland Parks and Recreation considers the outlined criteria below when determining the eligibility of advertisers.



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.

Eligibility Criteria

In considering whether to accept a proposal for consideration of advertisement, the Parks and Recreation Department takes into consideration the following non-exclusive criteria:

- Groups, individuals, non-profits or businesses that provide a product, service, program and/or benefit to the residents of the City of Loveland.

Please note that the Parks and Recreation Department will **NOT** consider advertising requests from the following:

- Groups, individuals, non-profits or businesses that promote and/or sell alcohol, sex, and/or drugs.
- Groups, individuals, businesses or non-profits that promote a political or religious cause.
- Groups that discriminate on the basis of race, color, gender, religion, disability, sexual orientation, marital status or national origin
- Groups, individuals, non-profits or businesses that are seeking to advertise and promote a service or program that is in direct competition with a City of Loveland Parks and Recreation Department service or program.
- Groups, non-profits or businesses who seek to obtain an advantage within the City’s procurement process. Any donation flowing to a third party, or to the City, will not receive any preferential treatment under any City procurement matter, whatsoever

Community Education

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

- A. Post on the City’s website and social media, the new policy and effective date.

Citizen Review

This policy has been reviewed by the Parks and Recreation Commission on February 14, 2019 and reviewed and voted on March 14, 2019 with a vote of



LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: 8

MEETING DATE: February 14, 2019

DESCRIPTION: Operations & Projects

SUMMARY:

Admin

Financial

- Below is a summary from our Department Variance Reports through year-end 2018 (figures subject to change with year-end accounting).

GENERAL FUND

- Personal Services expenses ended the month 4% under budget.
- Expenses for Supplies ended the month 10% under budget
- Purchased Services ended the month 4% under budget.
- Parks revenue ended the month 2% under budget.
- Recreation revenue is tracking 4% under budget.

GOLF FUND

- Personal Services ended the month 8% under budget.
- Supplies came in 27% under budget.
- Purchased Services came in 8% under budget.
- Golf Revenue ended the month 2% under budget.
- Year-to-date cost recovery is at 123%.



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Administrative Processes

- 2020 Budget - The Department has begun to work on our 2020 budget including reviewing base budgets and fees, updating capital improvement project budgets, etc. We are also identifying which projects which we will need to submit for re-appropriation funding (roll-overs from '18 to '19).
- National Award for Excellence in Parks & Recreation - The Department will soon be submitting their application for the National Parks and Recreation Association Gold Medal Award. This award honors Parks and Recreation agencies throughout the United States that demonstrate excellence in long-range planning, resource management and innovative approaches to delivering quality services with fiscally sound business practices. Loveland's P&R department has won the NRPA Gold Medal award once and been a finalist three times, most recently in 2015.
- 2018 Annual Report - We are putting the finishing touches on our department's 2018 Annual Report. The purpose of this document is to share with Council, other City departments, and the Loveland Community, information regarding Parks and Recreation's major initiatives, accomplishments, and financial performance for the prior year. The Annual Report will be released in February.



Marketing

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 are 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 Views	Post Engagements	Video Views	Monthly Total Reach
Jan 4 - 31	5321	93	798	7473	3830 up 202%	30,084 up 177%
Nov 30 –Dec 27	5249	52	482	4609	2514 +106%	12,627



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Chilson Center Facebook Page	Total Likes	New Likes	Page Views	Post Engagements	Video Views	Monthly Total Reach
Jan 1 – 31	4085	50	623	2073	1178 up 1,897%	5658
Nov 30 – Dec 27	4036	27	385	2424	246	6487

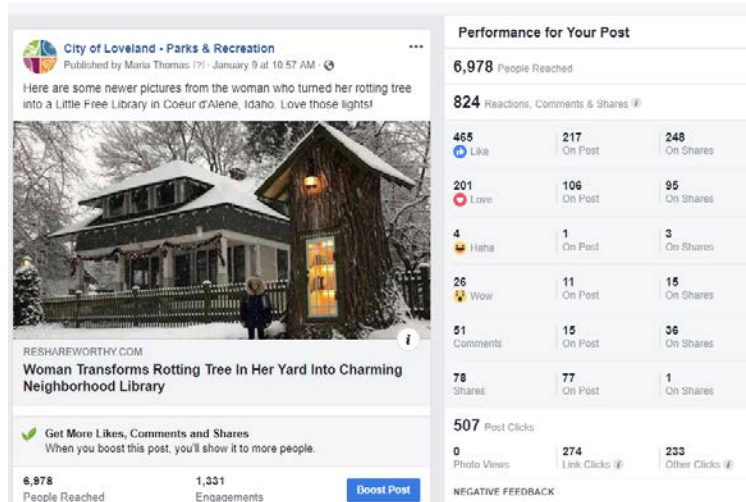
Email Marketing

Analytics	January
Email List Size	16,660
Open Rate (how many opened the email)	40.1% (industry benchmark 22.93%)
Click Rate (how many people clicked a link or image to learn more)	16.2% (industry benchmark 9.55%)
Click-Through Distribution - Top 3 (how many clicked through to specific links)	3 New Open Lands – 37.4% Mountainfilm on Tour – 24.6% Stand Up Paddle Board – 4%

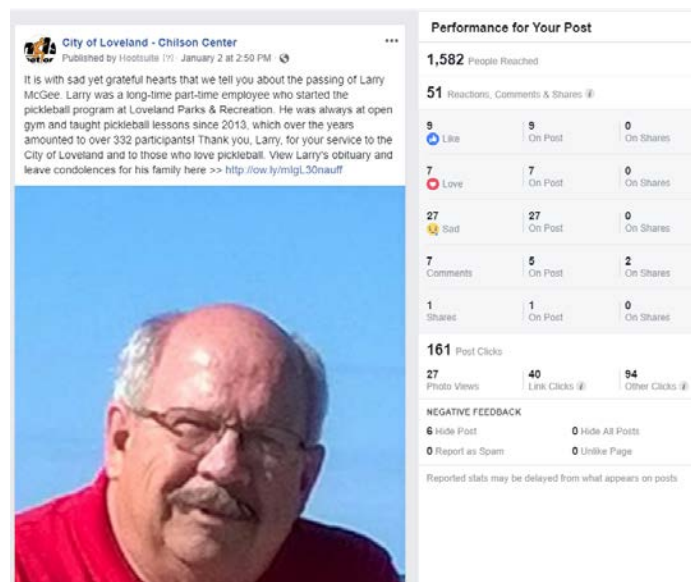
Note: Additional deep-dive metrics are available upon request, such as: Top 10 performing posts, reach by region and website traffic/popular page views.

Top Performing Posts – January

- Woman Transforms Rotting Tree In Her Yard Into Charming Neighborhood Library** – Last month we shared a similar article about this woman in Coeur d'Alene, Idaho and got great engagement. When we shared this new post, the community responded very well with a reach of 6,978 and 1,351 engagements. Social media isn't always about driving sales; it's about serving your audience. By paying attention to what *they* think is important, not what *we* think is important, we tailored our content to what matters to them. When we post about programs and classes in the future, those posts are more likely to be better received because we are building a relationship with those whom we seek to serve.



- Passing of Larry McGee** – Larry was a long-time part-time employee who started the pickleball program at Loveland Parks & Recreation. He was always at open gym and taught pickleball lessons since 2013, which over the years amounted to over 332 participants! Similar to the volunteer appreciation week posts from last year, this post reminds people of our humanity and the hard work and dedication of our amazing staff members who deserve to be recognized.





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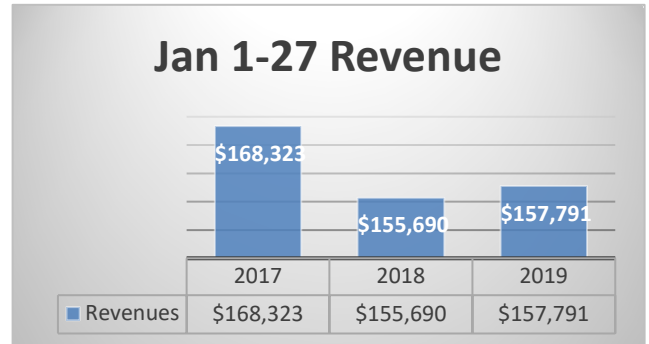
Parks and Recreation Foundation Business

- In 2019, the Parks and Recreation Foundation scholarship program has granted 39 scholarships for a total of \$1,317 in funds awarded YTD.
- The Foundation plans to do several large fundraising events this year including the annual Tee Off For Kids Golf Tournament (June 7th), beer gardens at the Farmers' Market, concessions at the North Lake Fourth of July event, and concession sales at Art in The Park (August 10th & 11th).
- The Foundation elected new board positions. Greg Guest will now serve as Foundation Chair, Scott Wilson will serve as Vice-Chair and Ryan Lundquist will serve as Treasurer.

Recreation

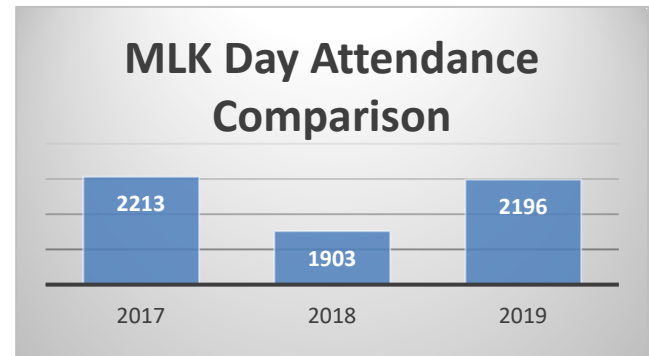
Facilities: Chilson/Winona/Swim Beach

- Chilson Revenues – January revenues through the 27th are up 1.3% from 2018. Rentals, personal training and swim lessons are trending higher than both 2017 and 2018.



- RFP Audio-Visual Chilson and Winona Pool

The RFP for Audio Visual updates throughout the Chilson and Winona Pool is open. The updates will be in a phased approach. The majority of the work will take place during the week shutdown at the Chilson the last week of August.



- Homelessness and Transient Use
 Since the beginning of the year, staff is consistently addressing a higher amount of transient use in and around the building.

- National Fitness Campaign and Fitness Court®

The Recreation Division was awarded a \$30,000 grant to purchase and install a Fitness Court® at Fairgrounds Park along the Recreation Trail. Staff is currently gathering partners for the funding and launch of the court. The concrete pour is tentatively scheduled for late spring, with an install of equipment in May with a June grand opening.



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Recreation Programs

- Personal Training – Personal Training and Small group training classes continue to see a high demand and increase in revenue. Revenue is \$2,354 higher than January of 2018.
- SilverSneakers – The SilverSneakers program continues to grow in attendance and demand. Total guest visits were 7% higher in January 2019 as compared to 2018. Yearly revenues increased 5% in 2018 over the year prior.
- New Vehicle – A new ADA accessible van was delivered in late 2018 to put into use in 2019 and beyond. The van has seen multiple senior day trips along with a youth day trip on the MLK holiday. The seniors have appreciated the ease of getting on and off the van.
- Winter Break Camp and Adaptive Rec – When school is out, our staff does a great job of conducting camps and programs to keep kids busy. Winter Break Camp saw 105 campers. The Adaptive Rec program continues to see an increase in the Sensory Family Swim at the Chilson.

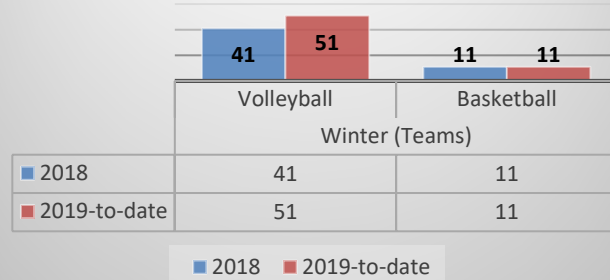
Aquatics

- Liquid Chlorine drum lift – Staff is working alongside Public Works to select a lift for the 55 gallon drums of liquid chlorine to allow use of the spill containment units within the facility. An early January Stennar pump malfunction caused an overflow and spill of liquid chlorine. The lift and use of the spill containment units will greatly improve safety for staff and patrons.

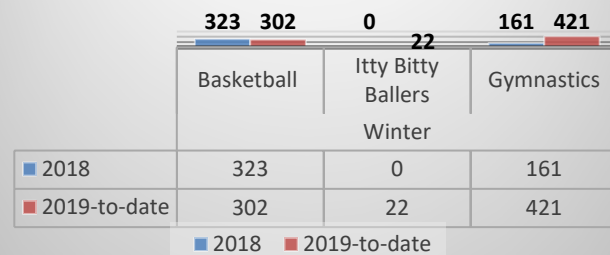
Athletics (Adult and Youth)

- Volunteers – Staff is working on a comprehensive volunteer program plan to continue toward the goal of eliminating paid youth coaches over the next few years.
- Sponsorships – In an effort to increase revenue and reduce the need to raise user fees, staff is in negotiations with a vendor to run a sponsorship and advertising campaign at the Barnes Sports Complex.

Adult Athletics Registrations



Youth Athletics Enrollments





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Planning

Project Management and Participation (These projects are further detailed in Division updates throughout this report)

- Parks & Recreation Planning Division staff are actively managing or participating in a number of department projects including:
 - Silver Glen Park Playground Replacement
 - Derby Hill Park Playground Replacement
 - Namaqua Park Playground Replacement
 - Wagner/Bonser Property Acquisition and Trail Planning
 - Bridge Design and Installation at:
 - Old St. Louis Natural
 - Boise Bluff Natural Area
 - Oxbow Natural Area
 - Loudon Ditch
 - Copper Ridge Connector/BNSF Crossing
 - Prairie Ridge Natural Area Trail, Trail Head and Parking Area Design
 - Olde Course Clubhouse Feasibility Study
 - Cattail Creek Cart Storage Structure

Parks

Depreciation Funding Projects

- 2018/19 Restroom Renovation – Both the demolition and building permits were approved in January. NeuMark Builders plan to begin demolition of the existing building during the last week of January. Project completion is estimated around mid-April.

Design work will soon begin on the Seven Lakes Restroom renovation project for the fall of 2019.

*Photo on the Right:
North Lake Tennis Court Restroom slated for
demolition and reconstruction*



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- Mehaffey Disc Golf Course Improvements – In late December and early January, staff completed the installation of concrete tee pads for the 9 hole disc golf course at Mehaffey Park. The original tee pads were constructed of rubber mats with a wood frame and road base material. Concrete pads will be safe for users during wet weather.

*Photo on the Left:
 New Disc Golf Tee Pad at Mehaffey Park*

- 2018 Sports Field Improvements – Centennial Park Ballfields are undergoing some minor improvements.
 - New ballfield screens and fence safety cap has been received to replace the weathered and tattered screens and cap at Centennial Park Ballfields.
 - Black Eagle Fence were selected from three bids received to replace the dugouts of field #3 at Centennial Park Ball Fields Complex. Since the 2013 Flood/recovery, these dugouts are now below the surrounds ground level. The contractor will begin and complete this work in the month of February.

Capital Funding Projects

- LSP Phase II – The new mixed use and addition to the office building have received roofing. The new “corporate shelter” steel structure is complete and will begin receiving the roofing panels. Irrigation mainline is 80% complete, and all lateral lines have been installed in the south fields. First lift of asphalt is 100% complete, and final lift of asphalt is 75% complete.

O & M Activities

- Parks Grounds & Fleet – Ongoing winter projects include hazard tree removals, stump grinding, the forest fire mitigation project at Round MT and improving the service drive to Owens field at North Lake. Fleet will continue to focus on preventive maintenance and refurbishing of equipment used during the growing season including the North Lake train.



Hazard Tree Removal Work

- Cemetery Operations – Sales for December brought in \$18,300 in total, comprised of 4 traditional interments, 2 in ground inurnments and 3 columbarium inurnments. The sale of 7 traditional plots were also recorded in this total.
- Sports Turf Section – Staff continues to maintain winter maintenance routes. Staff has received the new windscreen and cap and is taking advantage of the favorable weather and started installing the new fence cap on select fields at Centennial Park. Staff will be relocating small boulders at Mehaffey due to an MVA during the week of Jan. 21.
- Parks Operations – Staff continues to maintaining winter maintenance routes of year round facilities. A vehicle struck the backflow cage at Mehaffey Park resulting in an electrical failure which caused the main backflow to freeze resulting in restroom closures for a couple of days. A new insulated cage has been ordered and once installed, bollards will also be installed to prevent future damage. Updating and installing handicap signs throughout the entire parks system is an ongoing project. This project is roughly 75% complete with Barnes & Fairgrounds requiring a majority of staff's time.

Commission Action

Recommended: Informational



LOVELAND PARKS AND RECREATION COMMISSION

Minutes ♦ January 10, 2019

Present: Wendi Cudmore, John Bradley, Katie Davis, Shane McWatters, Jim Haynes, Brett Dowgin, Laura Leah Olsen

Staff: Elizabeth Kayl, LeAnn Williams, Molly Elder, Bryan Harding, Kim Lucero

Absent: Councilor Richard Ball

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

Minutes: Minutes from the November 8, 2018 meeting were reviewed and approved without changes.

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

Director's Report: Elizabeth introduced newest Commission member, Jim Haynes. Laura Leah is now a regular Commission member. There are two more vacancies with one person currently interested. Elizabeth asked the Commission to announce vacancies to anyone who may be interested in applying.

Selection of 2019 Chair and Vice-Chair: Next, the group discussed nominations for the 2019 Commission Chair and Vice-Chair. A motion was made for Wendi to remain Chair, which was approved. A nomination was made for Shane McWatters to fill Vice-Chair position, which was also approved.

2019 P&R Commission Goals: Elizabeth explained that Commission goals are usually set at the beginning of each calendar year. She asked for specific ideas from the Commission and shared some ideas of her own:

- To help foster communication to advocate for the new recreation center through a sales tax increase. (LeAnn Williams).
- There are eight underpasses in our trail system that are currently on a projects list.
- Review designs of new play features of the new neighborhood park in the Willow Bend Natural Area on 1st Street by the Boys and Girls Club and New Vision Charter School, which is currently in the planning stages (Bryan Harding). To also come up with ideas how to incorporate the natural area with the new park and provide input for an outdoor educational piece.
- Review of and feedback for the budget. (Molly Elder).



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- We could use volunteers to set up fundraisers for our 501(3)(c) P&R Foundation. (Molly Elder).
- To have representation at Council from the Commission as a united front to speak about large projects like the new recreation center. It is helpful for the Commission to express as a group how excited and anxious they are to see these projects happen and to explain “need versus want.”

John Bradley suggests the Commission consider ways to work with local businesses and churches to engage community involvement. Elizabeth shared that we currently have quite a bit of community involvement through various volunteer programs. An example provided was “Week of Hope” – an event where hundreds of volunteers from the faith-based community have come together to clean up open lands and trails. From a liability standpoint, we typically do not recruit volunteers to help with building of parks and moving equipment. John also suggested contacting CSU Natural Resource department about students (interns) helping with grant-writing. Elizabeth stated that we just had a CU student who contacted us about an internship opportunity. As this would be more of a department goal, the group directed their focus back to Commission goals. The group discussed the possibility of forming subcommittees to help with specific projects as they relate to the passion of individual Commission members. Molly plans to bring in the Chair of the P&R Foundation to explain the program and focus areas, which would provide volunteer opportunities for the Commission. Elizabeth recommends that the Commission make a manageable list of goals (3-5 things) with special committee work. CAPRA is another area that Commission may be able to help with. Elizabeth will send out a survey and list of goals to commission members and will put this item back on the agenda for next month along with the survey results.

Review Donation Request: (Informational). LeAnn reported that Carrie Martin Elementary submitted a donation request for \$100 in Chilson passes to be used as prizes for their school auction. Elizabeth approved this request. Applications are accessible online.

Review of Viestenz-Smith Mountain Park Memorial/Art Selections: Elizabeth provided background information regarding the City’s 1% donation to public art for all capital projects. P&R works with the Visual Arts Commission (VAC) to help steer the process for public art selections which will be placed on P&R properties, such as VSMP. For VSMP, there were a total of 62 artists who submitted proposals. That group has been narrowed to 3 finalists whose proposals will be presented to the Visual Arts Commission on February 7th. Bryan went over the finalists applications and art samples (photos), and also referenced each artist’s website. Wendi will get in touch with VAC to see if there is an opportunity for the Commission to provide input. The budget for the VSMP art piece is \$75,000 (1%). The history of the park and a way to represent the memorial spirit of the park will be highly considered when selecting the final artist and art feature for VSMP.

Master Plan for Cultural Services Department – Presented by Jill Stilwell: Jill Stilwell is a consultant recently hired by Cultural Services (CS) to create a master plan for that department. Jill provided brief history of the CS department, which is made up of four programs: The Rialto Theater, Loveland Museum, Art in Public Places, and the Pulliam building (phase one renovation has begun at



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the Pulliam). The four key themes that the master plan will be based on are **connect, participate, creative identity**, and **thrive**. Jill requested input regarding how Cultural Services can expand their programs to reach more of the community. Partnering with P&R was one opportunity that was discussed such as partnering with Chilson to make sure we are offering more robust programming for K-12 students. Jill also discussed how CS might be able to help support artists and enable them to thrive and earn a living through creating art. CS needs capacity to do these things and will discuss ideas how to increase revenue and venue components. Wendi asked for feedback from Commission members. John asked if this will be presented to Council, and Jill confirmed that the proposal will be finalized around March to present to Council. Jill provided her contact information and welcomes any feedback from the Commission.

Land and Water Conservation Fund (LWCF) Discussion: The LWCF, established in 1965, is a significant source of income for parks and public lands. Designed to protect and preserve America's most vulnerable public lands and national parks, LWCF provides a small portion of federal income from offshore drilling activities to help support parks and public lands. Elizabeth shared a December 20th press release announcing that the U.S. Senate failed to move forward on the legislation to renew the LWCF for 2019 and beyond. Every day that the program is in limbo, the nation loses 2.5 million dollars a day for community-driven projects. More information can be found on the NRPA website. John suggested that the group draft a letter urging renewal of the LWCF that the Commission would then send to congressional delegation, senators and the new governor. More involvement, at policy level, will be added as a Commission goal. It was agreed that Elizabeth will draft the letter and then email the draft to Commission for any changes/recommendations. She will then bring final letter to the next meeting for final approval.

Update on Community Improvement Program (CIP) Revamp – Presented by LeAnn Williams:

An update to the CIP was recently presented to City Council. Council was asked if they want to the CIP projects on the ballot in 2019 for funding through a sales tax measure. It is yet to be determined if the projects will be listed as a package of all projects or an a la carte menu. The updated timeline of 2019 or 2020 along with pros and cons were listed in the packet. Currently, P&R projects on the CIP list include a new recreation center and trail underpasses.

Future Topics: John will draft a letter on behalf of the Commission congratulating Dan Gibbs who was recently appointed Director of Natural Resources and is an incredible proponent of parks and recreation. John will bring the letter to next month's meeting for final Commission approval. LeAnn mentioned the Mountainfilm Tour showing at the Rialto on February 2nd and encouraged everyone to spread the word about the event and to also buy tickets.

Meeting adjourned at 6:15pm

Next meeting 2/14/2019