

Recreation Advisory Board

Agenda

Monday, September 23, 2019
Louisville Recreation Center
900 W Via Appia
6:30 pm-Regular Meeting at Recreation Center
Ajax Conference Room

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Public Comments on Items Not on the Agenda – 5 minutes
- VI. Staff Updates-Nathan
 - Dashboard-Nathan
 - Golf Course Strategic Plan-Nathan
 - Proposed 2020 Fees-Nathan
- VII. Recreation Staff Update-
 - Rec Center App update-Kathy
 - Punchlist/Construction Update-Kathy
 - Outdoor Rec Amenities Sub Committee
 - High School Swim team practice time update
- VIII. Discussion Items for next Meeting on Monday, October 28
- IX. Adjourn

Recreation Advisory Board

Meeting Minutes

**August 26, 2019
Recreation Center
900 West Via Appia
6:30 PM**

Call to Order – Chairperson Norgard called the meeting to order at 6:33.

Roll Call was taken and the following members were present:

Board Members Present: Rich Bradfield, Audrey DeBarros, Gene Kutscher, Angie Layton, Brett Nickerson, Lisa Norgard, Michele Van Pelt

Board Members Absent: Christin Heuston

Staff Members Present: Paul Borth, Ginger Cross, Kathy Martin, Nathan Mosley, Julie Seydel

Council Members Present: Jeff Lipton

Public Members Present: Christopher Jewett, Daniel MacLaughlin, Ryan Shaffer, Clare Arguijo-Boehm, Alison Cross, Alicia Chapman, Kaelan Norgard, Ginevra Rattalino, Carolyn Jewett, Deb Fahey, Catherine Mitchell, Kristen Boehm, Suzy Lewicki, Andrea Webster, Angela DiFronzo, Laura Shaffer, Eric Gustafson, Neil Anderson, Karen Fuyts, Emily Sampl, Kathy Brohm, Lori Prater, Genevieve Sparagna, Joanna Crean, Michele Crawford, Raili Fillion, Lisa Jupille, Sandra Byrne, Cindy Van Schonwen, Meg McClellan, Richard Morgan

Approval of Agenda – The agenda was approved by all members, with one change in the order to allow public speakers to voice their views on the topic of swimming pool use.

Motion: Norgard

Second: Bradfield

Approval of Meeting Minutes – The minutes from the July 22, 2019 meeting were approved as written.

Motion: Nickerson

Second: Bradfield

City of Louisville

*Parks & Recreation Department 749 Main Street Louisville CO 80027
303.335.4903 (phone) 303.335.4738 (fax) www.LouisvilleCO.gov*

Public Comments – Multiple speakers voiced their views of the Recreation Center Pool's hours and lane use allocations for the Monarch High School Swim teams. Paul Borth summarized the compromises reached to date, which were necessitated by the change in starting time of the High School and the schedules of coaches. The compromises were between these factors and the needs of recreational early morning swimmers. Speakers, including members of the team,

explained their devotion to swimming and some of the difficulties involved with balancing sleep, school, jobs and putting in enough of the right types of practice to succeed. Additional compromises were proposed, such as the establishment of a JV Team. Lisa Norgard thanked everyone for their input.

City Council Update

- Jeff Lipton noted that The City Council is focused on the election and the budget. He added that sales tax trends are disappointing. He also explained that land use is a big focus at the moment, with many proposed changes in the Sam's Club and Conoco-Phillips areas of the community. He asked that we build a new 2020 budget for the Golf Course and Recreation Center. He asked Lisa Norgard to clarify our duties in this area, which she did by referring to our guidelines.

Golf Course Strategic Plan, Staffing and Dashboard

Dashboards

- Nathan Mosely presented the Dashboards for both the Golf Course and the Recreation and Senior Center. These will be updated to present progress quarterly. Allocations will be shown as well. Rich Bradfield suggested additional improvements. Gene Kutscher noted the importance of including upgrades in mind when placing money aside to replace facilities and other depreciated items.

Recreation Staff and Construction Update

Staff Update

- Paul Borth re-presented the staff proposal for the swimming pool use by Monarch high School. After discussion, a motion was made and unanimously approved to have the morning recreation swim hours at 5:30-6:30 a.m., then having Monarch use 4 lanes plus access to a fifth lane until staff determines that recreational swimmers need that lane for safety, plus one injury lane in the other pool, all from 6:30-7:45 a.m. Monarch will use the family locker room.

Motion: Norgard

Second: Bradfield .

Programming, Punch List and VE

- Ginger Cross reported on the cost and uses for a Recreation Center app. Push notifications and the monthly newsletter were discussed. Jeff Lipton suggested looking into RF scanners for the admissions area. The sense of the Board is to proceed in these areas.
- Kathy Martin highlighted the latest punch list. Progress is continuing, with focus on the roof and concreting.
- Jeff Lipton and Nathan Mosely discussed the need to review the fee structure for the Recreation Center and to propose changes in line with its financial goals, keeping in mind the level of the facilities, the fees at neighboring facilities, and the financial status of our residents.
- Kathy Martin reviewed the programming update. Rich Bradfield offered that we should analyze programs and offer suggestions to presenters. Jeff Lipton added that we should also focus on what do we need to add as well as what do we need to improve.

Outdoor Recreation Amenities Subcommittee Report

- This item was tabled as the next meeting is in early September.

Discussion Items for Next Meeting

- Developing recommendations for prioritizing the use of the Recreation Center facilities.
- Programming of the Recreation Center.
- Report from the Outdoor Recreation Amenities Subcommittee.
- Presentation of Dashboards and the 8-month Recreation Center budget update

Adjourn – The meeting was adjourned at 9:10

Motion: Kutscher

Second: Norgard

January 1, 2019 To August 31, 2019

2019			
Vistor Type (groups)	Non-Resident	Resident	Total
Annual	27,106	85,120	112,226
Daily Pass	3,596	15,081	18,677
Monthly	17,244	66,798	84,042
Punch Pass	6,169	31,823	37,992
Total	54,115	198,822	252,937

2017			
Vistor Type (groups)	Non-Resident	Resident	Total
Annual	15,973	53,057	69,030
Daily Pass	1,741	12,902	14,643
Monthly	13,639	45,960	59,599
Punch Pass	5,292	23,194	28,486
Total	36,645	135,113	171,758



Sub Program Revenue

Sub Program	2019 YTD	2017 YTD	17/19 Variance	Projection	CY Budget
Adult Activities	\$144,197	\$119,137	21%	\$255,690	\$275,310
Aquatics	\$116,039	\$137,525	-16%	\$186,500	\$219,940
Senior Activities & Services	\$73,345	\$113,413	-35%	\$104,500	\$173,750
Youth Activities	\$372,111	\$340,798	9%	\$487,190	\$539,460
Athletic Field Maint					
Memory Square Pool Maint					
RecCenter Bldg Maint					
Recreation Center Mgmt					
Total	\$705,692	\$710,873	-1%	\$1,033,880	\$1,208,460

Sub Program Expenditures

Sub Program	2019 YTD	2017 YTD	17/19 Variance	Projection	CY Budget
Adult Activities	\$239,498	\$136,844	75%	\$450,430	\$445,920
Aquatics	\$685,834	\$432,988	58%	\$982,040	\$965,890
Senior Activities & Services	\$408,176	\$304,171	34%	\$650,650	\$639,220
Youth Activities	\$449,934	\$395,547	14%	\$685,970	\$703,310
Athletic Field Maint	\$163,703	\$83,095	97%	\$220,360	\$175,910
Memory Square Pool Maint	\$20,346	\$23,195	-12%	\$43,290	\$54,660
RecCenter Bldg Maint	\$476,713	\$239,047	99%	\$800,230	\$769,940
Recreation Center Mgmt	\$404,432	\$283,735	43%	\$651,850	\$582,450
Total	\$2,848,635	\$1,898,622	50%	\$4,484,820	\$4,337,300

Membership Revenue

Sub Program	2019 YTD	2017 YTD	17/19 Variance	Projection	CY Budget
Rec Memberships	\$1,165,261	\$583,575	100%	\$1,746,670	\$1,137,430
Rec Other Revenue	\$72,353	\$57,068	27%	\$91,270	\$93,320
Total	\$1,237,614	\$640,643	93%	\$1,837,940	\$1,230,750

SUBTOTALS

\$705,619
Sub Program Revenue

\$1,237,614
Membership Revenue

(\$2,848,635)
Sub Program Expense

(\$905,403)
Program Surplus/Deficit

\$554,715
Other Operating Revenue

(\$350,687)
Net Operating Surplus/Deficit

- 2 Mac Gym is grouped in Youth Activities
- 3 Senior Activity Variance decreased due to Silver Sneaker move to Membership for 2019.
- 4 Central Wide Charges - Insurance included with Recreation Center Mgmt.
- 5 Program revenue for Aquatics was down because revenue was realized in Dec 2018 for 2019. Revenue for 2020 will be realized in Dec 2019.
- 6 'Rec Other Revenue' includes Rentals, Child Care Fees, Concession Fees, In & Out, Merchandizing, and Unclassified Revenue

Other Operating Revenue

Source	2019 YTD	Projection	CY Budget
Energy Credit (Solar Power Renew)	\$32,912	\$35,000	\$0
Interest Earnings	\$5,150		
Sales Tax	\$366,400	\$643,310	\$643,310
Use Tax	\$150,253	\$216,640	\$230,440
Total	\$554,715	\$894,950	\$873,750

7 Energy Credit added to Dashboard 2019 Quarter 3
FOR INTERNAL AUDITING PURPOSES:

Expenditures - Adult Activities: 208723,208727; Aquatics: 208722,208725; Athletic Field Maint: 208754; Memory Square Pool Maint: 208754; RecCenter Bldg Maint: 208721; Senior Activities & Services: 208728,208731; Youth Activities: 208724,208726,208732

SUBTOTALS (CONT'D FROM PG.1)

(\$350,687)
Net Operating Surplus/Deficit

(\$197,984)
Other Operating Expenditures

(\$548,671)
Net Operating Surplus/Deficit + Other Exp.

\$93,750
CIF Transfer
\$832,245
GF Transfer***

\$377,324
Net Change to Fund Balance

Other Operating Expenditures

Source	2019 YTD	CY Projection	CY Budget
Capital	\$197,984	\$468,060	\$480,760

Transfers In

Source	2019 YTD	CY Projection	CY Budget***
Tfer from Capital Projs Fund	\$83,333	\$125,000	\$125,000
Xfer from General Fund	\$1,156,907	\$1,735,360	\$1,109,660
Total	\$1,240,240	\$1,860,360	\$1,234,660

*** Initial seed amount of 625,700 excluded.

Fund Balance Status

Target End of Year Fund Balance

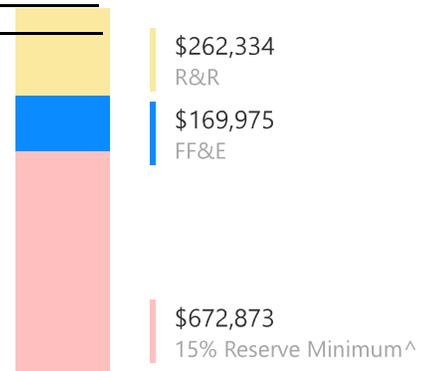


Estimated Reserve Balance



\$51,608 To Target

Target Reserve Allocation



^15% of Operating Expenditures.

Operational Budget vs Historical Average

	% CY Budget**	Historically*
Revenue	81%	75%
Expenses	63%	73%

* Avg % of Revenue or Expenses that the Rec Center historically spends during this reporting timeframe. Based on data from 2017-2019. ** Budgeted amendments included



2020 Recreation Center Fees Proposal September 2019

DAILY ADMISSION	2019 RATE	2020 5% INCREASE (Rounded)
Resident Adult	\$7.00	\$7.50
Resident Senior	\$5.00	\$5.25
Resident Youth	\$5.00	\$5.25
Resident Family	\$14.00	\$15.00
Non Resident Adult	\$10.00	\$10.50
Non Resident Senior	\$8.00	\$8.50
Non Resident Youth	\$8.00	\$8.50
Non Resident Family	\$20.00	\$21.00

2020 Recreation Center Fees Proposal September 2019

MONTHLY PASS FEES	2019 RATE	2020 5% INCREASE
Resident Adult	\$40.00	\$42.00
Resident Couple	\$60.00	\$63.00
Resident Family	\$74.00	\$78.00
Resident Senior	\$24.00	\$25.00
Resident Youth	\$24.00	\$25.00
Business Non Resident Adult	\$45.00	\$47.00
Business Non Resident Senior	\$29.00	\$31.00
Non Resident Adult	\$55.00	\$58.00
Non Resident Couple	\$75.00	\$79.00
Non Resident Family	\$99.00	\$104.00
Non Resident Senior	\$34.00	\$36.00
Non Resident Youth	\$34.00	\$36.00

2020 Recreation Center Fees Proposal September 2019

ANNUAL PASS	2019 RATE	2020 5% INCREASE (rounded)
Resident Adult	\$420.00	\$441.00
Resident Couple	\$660.00	\$693.00
Resident Family	\$708.00	\$743.00
Resident Senior	\$228.00	\$239.00
Resident Youth	\$228.00	\$239.00
Business Non Resident Adult	\$480.00	\$504.00
Business Non Resident Senior	\$288.00	\$302.00
Non Resident Adult	\$600.00	\$630.00
Non Resident Couple	\$840.00	\$882.00
Non Resident Family	\$888.00	\$932.00
Non Resident Senior	\$348.00	\$365.00
Non Resident Youth	\$348.00	\$365.00

2020 Recreation Center Fees Proposal September 2019

20 VISIT PASS	2019 RATE	2020 Discount off Daily Adm. \$1.50 Resident Discount \$1.00 Non Resident Discount
Resident Adult Per Visit	\$110.00 \$5.50	\$120.00 \$6.00
Resident Senior Per Visit	\$70.00 \$3.50	\$75.00 \$3.75
Resident Youth Per Visit	\$70.00 \$3.50	\$75.00 \$3.75
Non Resident Adult Per Visit	\$170.00 \$8.50	\$190.00 \$9.50
Non Resident Senior Per Visit	\$130.00 \$6.50	\$150.00 \$7.50
Non Resident Youth Per Visit	\$130.00 \$6.50	\$150.00 \$7.50

To: Recreation Advisory Board
From: Nathan Mosley, Director of Parks, Recreation and Open Space
Date: 9/23/19
Subject: 2020 Proposed Recreation Fees

Purpose:

The purpose of this agenda item is to update the City Council on the Recreation and Senior Center proposed fees for 2020.

Background:

Recreation and Senior Services staff, vetted three fee options a 3%, 5% and 7% increase to the City Finance Committee and the Recreation Advisory Board. Staff received feedback from both groups to do a blended increase that would result in an overall increase in revenue of 5%.

Staff is proposing that all admission fees go up 5%(roundest to nearest .25 or .50) and that the discount for 20 visit passes for **Non- Residents** goes down from \$1.50 off of daily admission rate to \$1.00 off of daily admission.

In addition to admission fees staff has looked at program fees and will apply a 5% increase to some programs effective January 2020. Examples of programs that will have an increase are swim lessons, youth sports and some youth activities. Please keep in mind that registration for January-April 2020 programs begins in December 2019. Those fees that fall under the mandatory 5% inflator will also receive an increase for 2020. Examples of those fees include park shelter rentals, facility rentals and ball field preparation fees.

Attached is a spread sheet showing current fees and 2020 proposed fees.

Next Steps:

Colorado Doorways, Inc. (1 issues)**Pool Area (1 issues)**

Issue ID	Description	Status	Type	Date Created	Due Date
002337	Doors 175 and 176 need the correct cores installed	Open	Punch List	11 Mar 2019	16 Mar 2019

Douglass Colony Group Inc. (1 issues)**Exterior (1 issues)**

Issue ID	Description	Status	Type	Date Created	Due Date
002243	Redirect downspout away from building	Open	Punch List	30 Jan 2019	04 Feb 2019

Gigaspan Solutions Inc. (1 issues)**Power & Systems Plans > Level 1 Systems Plan (1 issues)**

Issue ID	Description	Status	Type	Date Created	Due Date
002424	Pull wire to camera box	Open	Punch List	10 Apr 2019	15 Apr 2019

High Country Pools, Inc. (2 issues)**<Top level> (2 issues)**

Issue ID	Description	Status	Type	Date Created	Due Date
002414	THE FILTER DATA SHEET FOR THE LAP POOL IS MISSING. THIS DATA SHEET FROM THE MANUFACTURE SHOULD BE POSTED ON THE FILTER AS IT IS WITH ALL THE OTHER POOLS.	Open	Punch List	02 Apr 2019	07 Apr 2019
002415	THE FLOW METER FOR POOL B - LEISURE POOL IS NOT WORKING AT ALL. THIS NEEDS TO BE ADDRESSED AND CALIBRATED TO THE ACCURATE FLOW CAN BE DETERMINED.	Open	Punch List	02 Apr 2019	07 Apr 2019

Monarch Stucco, Inc. (5 issues)**Exterior (3 issues)**

Issue ID	Description	Status	Type	Date Created	Due Date
002271	Clean bottom flashing	Open	Punch List	30 Jan 2019	04 Feb 2019
002403	Skim coat stucco where metal panels were removed. Typical on west elevation	Open	Punch List	29 Mar 2019	03 Apr 2019
002235	Fix joint at head condition	Open	Punch List	30 Jan 2019	04 Feb 2019

Exterior > South Facade (1 issues)

Issue ID	Description	Status	Type	Date Created	Due Date
002431	Skin stucco where blue air barrier is still showing	Open	Punch List	26 Apr 2019	01 May 2019

Roof (1 issues)

Issue ID	Description	Status	Type	Date Created	Due Date
001276	Seal roof ladder penetrations	Open	Punch List	14 Dec 2018	19 Dec 2018

Thoutt Brothers Concrete Contractors Inc. (7 issues)**Exterior > West Facade (1 issues)**

Issue ID	Description	Status	Type	Date Created	Due Date
001965	Clean entire wall flashing of splatter	Open	Punch List	14 Jan 2019	19 Jan 2019

Exterior Site (6 issues)

Issue ID	Description	Status	Type	Date Created	Due Date
002450	Repair curb	Open	Punch List	03 May 2019	08 May 2019
002449	Repair curb	Open	Punch List	03 May 2019	08 May 2019
002188	Clean concrete Clean concrete from flashing	Open	Punch List	23 Jan 2019	28 Jan 2019
002168	Clean concrete from cover for not properly protecting it	Open	Punch List	23 Jan 2019	28 Jan 2019
002186	Clean concrete from flashing and drain cover	Open	Punch List	23 Jan 2019	28 Jan 2019
002189	CleaN concrete from flashing	Open	Punch List	23 Jan 2019	28 Jan 2019

City of Louisville Colorado Recreation Advisory Board 2019 Work Plan

Topics will be discussed in the quarter which they are listed. Items that are not complete will roll to the next quarter.

Quarterly Review: material exceptions will be discussed at monthly RAB meetings

- Financial Statements
- Enterprise Dashboards for Golf and Recreation Center
- Recreation Center attendance stats

First Quarter

- ✓ Board Elections
- ✓ Discuss RAB 2019 Work plan
- ✓ Recreation Center Grand Opening
- ✓ Recreation Center budget presentation
- ✓ Review Golf Strategic Plan
- ✓ Review Fit Zone Survey data
- Tour Recreation Center and Memory Square Pool
- ✓ Tour Coal Creek Golf Course
- ✓ Review Survey Tool & Customer Satisfaction Survey
- ✓ Construction project wrap up summary – Punch list items
- ✓ Review Memory Square Hours
- Review Business and Strategic Plan for renovated/Updated Recreation Center (Oldest New Recreation Center)
- Review Gap Analysis of Recreation and Pool activities and classes
- Review long term plan for Senior Center programming
- Review Marketing Plan
- Discuss Sales Tax Policy

Second Quarter

- Continue 1Q items not completed
- ✓ Review Recreation Proposed Capital projects for 2019-2024
- ✓ Review Recreation Center Biennial Operating Budget for 2019-2020
- ✓ Review Golf Enterprise Budget for 2019-2020 including funding of Renewal and Replacement of Equipment
- Review Proposed allocation of new Sales Tax revenues for 2018 and 2019-2020
- Begin discussion of the financial structure of the Recreation operations considering both Enterprise and Auxiliary models
- Evaluate finance policies including fees and reserves
- ✓ Review Rec Programming Plan
- ✓ Marketing & Branding
- ✓ Review our Senior Services

Third Quarter

- Continue 2Q items not completed

Fourth Quarter

- 3Q items not completed
- Review 2020/21 Budget
- Review how we are serving our youth population
- Age Well Plan Final
- Discuss Rec Center Strategic Plan

Jim Gilbert

From: Meredyth Muth
Sent: Tuesday, August 27, 2019 12:25 PM
To: Stan Zemler; Heather Balsler; Gloria Handyside; Bridget Bacon; Sharon Nemecek; Ember Brignull; Dean Johnson; Kathy Martin; Katie Baum
Cc: Dawn Burgess; Jim Gilbert; Drusilla Tieben; Erin Owen; Megan Davis
Subject: Fall Open Government Training for Advisory Boards

As you know the City's Open Government Rules require all board and commission members attend Open Government training once every two years. Fall Open Government Training for **Advisory Board Members** has been scheduled for **Wednesday, October 23 at 6:30 PM (City Hall)**.

Staff is also requested to attend periodically. If you have never been or not been in a while please consider joining us.

Please include this information in your board's September & October meeting packets and let the board members listed below know they need to attend. There is no need to RSVP. We will offer this again in the spring if members cannot attend on the 23rd. Please let me know if you have any questions. Thanks.

BRAD

Shelley Angell
Todd Budin
Steven Erikson
Darryl LaRue
Nicole Mansour
Mark Oberholzer

Cultural Council

Beth McLennan
Sean Moynihan
Adam Sloat
Robby Pitt

Historical Commission

Paula Elrod
Keith Keller
Dan Mellish
Joe Teasdale

Library Board

Helena Lechner
Conor Seyle

Open Space Board

Missy Davis
Thomas Neville
Mike Schantz

Parks & Public Landscaping Board

Laurie Herford
Ezra Paddock

Rec Board

Eugene Kutscher
Brett Nickerson

Revitalization Commission

Debra Baskett
Steve Fisher
Bob Tofte

Sustainability

Melanie Dubin
Mark Persichetti

MEREDYTH MUTH

CITY CLERK

CITY OF LOUISVILLE

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