

Recreation Advisory Board

Agenda

**Monday, February 24, 2020
Louisville Recreation Center
900 W Via Appia
6:30 pm Regular Meeting
Ajax Room**

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Staff Updates
 - Recreational Facility Use Policy
 - Outdoor Rec Amenities update
- VI. Discuss CIP and Operational Budgets
 - Recreation CIP and Operational
 - Golf CIP and Operational
- VII. Board Updates
- VIII. Discuss items for next meeting on Monday, March 30

Recreation Advisory Board

Meeting Minutes

**January 27, 2020
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. New Board member Patrick Haines was introduced and welcomed. The following members were present:

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

Board Members Absent: None

Staff Members Present: David Baril, Kathy Martin, Nathan Mosley.

Guests Present: None

Public Members Present: None

Approval of Agenda – The agenda was modified to allow “Dashboards” to be discussed with “Staff Updates.” The modified agenda was approved unanimously.

Motion: Hueston
Second: Van Pelt

Approval of Meeting Minutes – The minutes from the December 16, 2019 meeting were approved as written.

Motion: Nickerson
Second: Bradfield

Public Comments – None

Public Meetings Posting Locations — A motion to post notice of public meetings of this Board at the Recreation Center, City Hall, The Police Department and The Library was approved unanimously.

Motion: DeBarros Second: Layton

Election of Officers For 2020

1. President, Lisa Norgard –The motion passed unanimously

Motion: Heuston

Second: Bradfiels:

2. Vice-President, Michele Van Pelt – The motion passed unanimously

Motion: Nickerson

Second: Layton

3. Secretary: Gene Kutscher – The motion passed unanimously

Motion: Hueston

Second: Bradfield

Golf Course Staffing Updates and Dashboard

David Baril highlighted the dashboard for the Golf Course by citing sales of annual passes, daily fee numbers and the distribution of revenue intake. He noted that there were 79% of budgeted playable days, but 97% of budgeted revenues. Michele Van Pelt pointed out that revenue per round was lower than expected, and this was discussed and clarified.

A new dynamic pricing system which includes 12 local golf courses in its calculations will be tried out. It is costlier than our present system but is anticipated to more than cover its costs.

Nathan Mosely reported that the Sweet Spot contract has been renewed and the Beverage Golf Cart will continue. Coal Creek Golf Course season pass holders will be issued membership cards. There cards will also be good for discounts, to be determined, perhaps at Sweet Spot or for golf merchandise, dependent on the level of membership

He also reported on four options for the purchase or lease of a replacement golf cart fleet. After discussion, a motion was made to support option D, purchasing the carts. The motion passed unanimously.

Motion: Hueston

Second: Van Pelt

Recreation and Senior Center Staffing Updates and Dashboard

Nathan Mosely reported that while the Recreation and Senior Center expenses were within 1.5 percent of projections from two and a half years ago, revenues were more than a half a million dollars greater. More than 400,000 people came through the door this year, roughly 80 percent residents. The Board and staff felt this was a very upbeat report, and a credit to Kathy Martin and her staff. Mosely also noted that the swimming facility use compromise is working well.

Rich Bradfield suggested that various options for automated check-in be explored.

Outdoor Recreation Amenities

Nathan Mosely distributed a draft report of the results of the survey generated by the Outdoor Recreation Subcommittee of the Parks and the Recreation Advisory Boards. The report included facility use, perceived needs and comparatives with national and state groups. He asked that the Board send him comments on the draft by February 12th.

He noted that planning for the Cottonwood Park remodel is starting and two Recreation Advisory Board volunteers would be wanted. Christin Hueston and Gene Kutscher expressed a willingness to serve.

Finally, Mosely explained the rationale for having this Board be deemed quasi-judicial for certain development projects. Multiple questions ensued, and he was asked to try to set up a meeting to clarify the information feed about such projects for the three Boards that he works with that in ordinary circumstances are not quasi-judicial.

2020 Work Plan and Calendar

A preliminary work plan and calendar were presented. It was suggested that a strategic conversation be included, with topics such as prioritizing use of the Recreation Center and our relationship with BVSD.

We will meet with City Council on May 12th, and our regular meetings will switch from March 23rd to the 30th and from May 25th to the 18th.

2020 Budget Process

The Board should brainstorm about and prioritize needs, including programs, amenities, and capital improvements. A draft list of Capital Improvement Projects will be provided in February. There is a June 26th deadline for operational and staffing requests.

Discussion Items for Next Meeting

- Budgetary items
- Establishing priorities for facility use
- Updated Draft Report of the Outdoor Recreation Amenities Subcommittee
- Clarification of the Redtail development vis-a-vis Board quasi-judicial status.

Adjourn – The meeting was adjourned at 8:43

Motion: Kutscher Second: Norgard

Memorandum

To: Recreation Advisory Board (RAB)
Through: Nathan Mosley, Director of Parks, Recreation and Open Space (PROS)
From: Kathy Martin, Recreation Superintendent
Date: February 24, 2020
Re: Facility Use Policy

Purpose:

The purpose of this agenda item is to get feedback from the RAB on ideas to improve or modify the policy.

The purpose of this policy is to set priorities for facilities usage, define scheduling procedures. Activities shall in no way violate the purposes, property, policies, procedures, or regulations of the City or federal and state laws. All organizations are expected to follow the rules and regulations governing the particular facility or grounds being used.

Permission to use a facility does not imply endorsement, sponsorship, or support by the City of Louisville of the views, opinions, or programs of the users or speakers.

Background:

Currently, the division lacks formal guidelines for the allocation of facilities including pool lap lanes. Athletic fields do have guidelines that will be reviewed with this process. Absent a formal policy, historical usage drives space determination. By implementing a formal space allocation policy, the division aims to prioritize and balance types and times of facility use that will in turn balance activities as well as drop in recreational opportunities.

In order to understand changes to the current procedures a look at the current process will be provided by area of the facility as well as athletic fields. Internal reservations will coincide with the production of the 3 catalogs that occur each year. January-April, May-August and September-December are the current months of the catalogs.

Next Steps:

Feedback from the RAB will be taken throughout the month of March and a revised policy will be shared at the March RAB meeting.

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Youth classrooms:

Moose & Bear Rooms in Youth Wing

Priority Level 1

Recreation & Senior Center Internal Programs

Priority Level 2

Contractors with the Recreation & Senior Center

*Based on historical usage and previous performance

*New contract proposal request shall not compete/conflict with current internal or contracted programs

Priority Level 3

General Public

*seek other rooms for availability before booking youth rooms as many classroom materials are unable to be locked away and are not appropriate for public use

Reservations

Licensed Programs- Preschool and Summer Day Camp

Reserved annually, have specific guidelines based on licensing rules and regulations

Enrichment Classes and Contractor Classes

Reserved by catalog

Senior Program Classrooms:

The Paramount is considered the senior (60+) Lounge whenever the Recreation & Senior Center is open.

Senior Services typically programs the Brooks, Crown, Kitchen, Imperial, Hecla, Centennial Games, Sunnyside and Matchless Rooms during the hours of 8:00am-4:00pm, M-F.

1. All drop in/regularly scheduled programs/meal site are booked a calendar year in advance.
2. Other programs scheduled per catalog are booked within the catalog months when programming.

The following criteria is used for priority order:

Priority Level 1

Internal Recreation & Senior Services programs (drop in programs, classes, lunch, etc.)

Priority Level 2

All Co-Sponsored* groups internal programs and events (BC Medicare, Tax Aid, etc)

Priority Level 3

All contracted internal programs (Painting, Tai Chi, Computer, etc.)

Priority Level 4

General Public

*Co-Sponsored means: a community program that provides information or a service for older adults that is not for the purpose of advertising or soliciting business for any gain.

- a. Groups that provide a service that the City of Louisville is not providing to the public
- b. Co-sponsored groups may not offer a competing service with the City of Louisville programs

Pool Allocation Procedures

1. Established organizations will be given the opportunity to reserve approximate dates for the pool in the following year dependent on adherence to required performance guidelines at the end of the season. They will have till the following dates pay the deposit and secure their requested days, times and lanes before it is open to general public.
 - a. October 1st (Jan-April)
 - b. February 1st (May- August)
 - c. June 1st (September – December)
 - d. Reservation Requests can be submitted at any time through the year. Pool reservations will be open dependent upon Pool availability after allocated organizations have secured their Pool needs or past the reservation request cutoff.
2. A \$50 change fee for each pool reservation will be required at time of request. Pools will not be secured, and can be reallocated, until deposit is received.
3. Pool reservations cancelled by user with more than 30 days notice will receive full refund (refund checks may take up to 3 weeks to be returned).
4. Pool reservations cancelled with fewer than 10 days notice will receive NO refund.
5. Pool reservations cancelled by Louisville Parks and Recreation Department due to inclement weather will be moved, rescheduled as pool availability allows or may be refunded in full.

The following criteria shall be used for the allocation of pool space in this priority level order if your program or pool allocation does not have a conflict with another city program or established contracted program:

1. All City of Louisville programs
2. Contracted programs
3. Boulder Valley School District programs and events

- a. Louisville based schools will be given priority, this includes private schools within Louisville
- 4. Non profit youth organizations
- 5. Non profit adult organizations
- 6. For profit groups within the City of Louisville
- 7. For profit groups located outside the City of Louisville

Upon processing request for Pool the City of Louisville will also consider the following:

- a. City of Louisville Pool facility impact to daily users. Only one large group rental will be allowed between Memory Square Pool and the Recreation & Senior Center.
- b. Groups that are established providers of quality programs.
- c. Previous year's performance of Guidelines:
 - a. Adherence to policies and procedures
 - b. Overall conduct of players, fans, coaches and teams on the pool and adjacent facilities
 - c. Treatment and condition of the way pool and facilities were left
- d. Historical use of pool and relationship with the City of Louisville.

Athletic Field Allocation

The following criteria shall be used for the allocation of Fields in this priority order:

- 1. All City of Louisville Parks and Recreation programs
- 2. Other City of Louisville department programs
- 3. All Co-Sponsored groups programs and events
- 4. Boulder Valley School District programs and events
- 5. Nonprofit youth organizations
- 6. Nonprofit adult organizations
- 7. For profit groups within the City of Louisville
- 8. For profit groups located outside the City of Louisville

Hardwood and Turf Gymnasium Allocation

The following criteria shall be used for the allocation of gymnasiums in this priority order:

- 1. All City of Louisville Parks and Recreation programs
- 2. Other City of Louisville department programs
- 3. All Co-Sponsored groups programs and events
- 4. Boulder Valley School District programs and events
- 5. Nonprofit youth organizations
- 6. Nonprofit adult organizations
- 7. For profit groups within the City of Louisville
- 8. For profit groups located outside the City of Louisville
- 9. Drop in use

Tennis Courts

The following criteria shall be used for the allocation of Tennis Courts in this priority order:

- 1. All City of Louisville Parks and Recreation programs

2. Other City of Louisville department programs
3. Boulder Valley School District programs and events
4. Nonprofit youth organizations
5. Nonprofit adult organizations
6. For profit groups within the City of Louisville
7. For profit groups located outside the City of Louisville
8. Drop in use

Upon processing request for facilities the City of Louisville will also consider the following:

- a. Partner groups that are established providers of quality programs for Youth and Adult Sports
- b. Previous year's performance of Permit Holder including:
 - a. Adherence to policies and procedures
 - b. Overall conduct of players, fans, coaches, teams and users on the facility requested and adjacent facilities
 - c. Treatment and condition of the way facilities were left
- c. Historical use of facilities and relationship with the City of Louisville.

Athletic Co-sponsored groups:

- a. Groups that provide a service that the City of Louisville is not providing to the public
- b. Co-sponsored groups may not offer a competing service with City of Louisville programs
- c. Co-sponsored groups must be groups that are established providers of quality programs for Youth or Adult Sports and have long outstanding relationships with the City of Louisville
- d. Co-sponsored groups must create by-laws and procedures and carry the appropriate insurances
- e. A co-sponsored group will be required to pay a fee, to the City of Louisville, based on participant participation, athletic field and light usage and maintenance.
- f. Co-sponsored groups are limited to the athletic fields and courts within the City of Louisville jurisdiction.

General Facility Rentals

All rooms within the facility will be available on a first come first serve basis beginning on the first day of established registration dates per catalog. If multiple requests for the same facility and times are requested a co-sponsored group would be given priority. All service providers would have the same access to renting rooms on space availability. (Chiropractors, wellness coaches etc.)

To: Recreation and Golf Advisory Board (RAB)
From: Kathy Martin, Superintendent of Recreation and Senior Services
Date: 2/24/20
Subject: Discussion and Prioritization on Capital Improvement Requests

Purpose:

The purpose of this agenda item is to gain feedback from RAB on suggested capital improvement projects to occur in 2021 and 2022, and up to year 2026 for future planning.

Background:

What is a Capital Improvement Project?

A Capital Improvement Program (CIP) is a planning process that identifies the capital investments a local government intends to make over a period of time. Capital, for a local government, constitutes the facilities and materials needed to perform the jurisdiction's functions and to produce and deliver the services expected of it. Generally speaking, capital improvements are assets that are unique, fixed in place (relatively), permanent or which have long useful lives, and are (relatively) expensive. The City's capitalization threshold is \$5,000.

While a CIP does not cover routine maintenance, it does include renovation, major repair, or reconstruction of damaged or deteriorated facilities. While capital improvements do not usually include furniture and equipment, capital project may include the furniture and equipment clearly associated with newly constructed or renovated facility or furniture and equipment that is significant in cost.

The City of Louisville's CIP includes expenditures for buildings, land, parks, water and sewer plants, acquisition of water rights, sidewalks, streets and curbs, storm drains, major equipment and other commodities which are of significant value and have a useful life of several years.

The planning period for the City's CIP is six years. The expenditures proposed for the first year of the program are incorporated into the Annual Budget.

From: 2019-2020 Biennial Operating and Capital Budget, p.277
<https://www.louisvilleco.gov/home/showdocument?id=22003>

CIPs to Consider

Listed below are suggested improvements/projects (in no particular order) that are worth consideration for funding to occur in the next six years. Staff is requesting input on these suggested CIPs and is open to additional suggestions as well. Staff is still working on cost estimates for some projects that do not have a cost listed.

Project	Year	Estimate
Piano Replacement	2021	\$6,700
Turf Gym Shade Structure	2021	\$40,000
Divider for Imperial/Hecla	2021	\$12,000
15 passenger Mini Bus	2026	\$95,000
Install windows in Doors for Senior Center	2021	\$5,100
Radio System for staff	2021	\$5,000
Trash/Compost/Recycle Unit Replacement	2021	\$6,000
Remove and replace Turf Gym doors	2022	\$10,000
Upgrade to security cameras	2021	\$20,000
Replace and reinstall Barre and Mirrors in Mt. Elbert	2021	\$30,000
Interactive Art throughout the Facility	2021	\$17,000
Fitness Equipment Replacement	Annually	\$100,000
Locker Room Upgrades-Mirrors and counter tops	2021	
Aquatics		
Pool Pace Clocks	2022	\$6,400
Pool Feature Refresh	2025	\$30,000
Vacuums	2023	\$7,000
Natatorium Lights	2021	\$14,000
Lap Technology Matching	2022	\$5,000
Hydroxyl Radicals	2021	\$70,300
Pump Replacements	2022	\$70,000
Pump Room Layout	2022	\$5,000
Controller Connectivity	2022	
Lifeguard Chairs	2026	\$7,000
Obstacle Course	2022	\$11,000
Family Locker Room Doors	2022	
Miracote Coat	2023	\$ 53,000
Raise Lap Pool	2026	\$35,000
Steam/Sauna Expansion	2023	
Chlorine Enclosure	2024	
Projection System	2026	\$14,000
Central Pressure Washing	2024	\$30,000
Mural	2025	\$40,000
Program Pool Diving Blocks	2024	\$14,000
Furniture	2025	\$25,000
Underwater LED Lights	2021	\$12,000
Climbing Wall	2025	\$15,000
Zip Line	2025	\$12,000
Hot Tub Shower and Drinking Fountain	2024	
Doors to gendered locker rooms	2026	

Memory Square		
Vacuums	2023	\$5,000
Boilers	2021	\$40,000
Accu-Tab/Bulk Bleach	2023	\$6,000
BecSys5's	2021	\$10,000
Furniture	2025	\$37,000
Athletic Field Maintenance		
Mainline Repairs-Sports Complex	2021	\$100,000

Next Steps:

After review and discussion, staff is requesting RAB to make a recommendation for a few CIPs to be considered by City Council as a top priority.

To: Recreation and Golf Advisory Board
From: Kathy Martin, Recreation and Senior Services Superintendent
Date: 2/24/20
Subject: Discussion on Future Operational Budget Funding Requests

Purpose:

The purpose of this agenda item is to gain feedback from RAB on suggested operational budget increases or decreases to occur in years 2021 and 2022.

Background:

What is an Operational Budget?

An operational budget is an annual budget that is utilized to provide resources to support the performance of the operation. More simply stated, the operational budgets in this case fund routine programs and operation of the Recreation & Senior Center as well as Memory Square Pool. Within operational budgets are cost accounts that support routine operations such as personnel salaries, supplies, professional services, parts, etc.

Where Can I Find the Operational Budgets for Recreation & Senior Services?

The Recreation Division's operational funding is primarily housed under the following operational budgets listed as sub-programs in the, "2019-2020 Biennial Budget Supplemental Report".

- Recreation Center Building Maintenance starts the budget through Athletic Field Maintenance (p. 237-244)

This report can be viewed on the City's website under the Finance and Utility Billing page or by clicking on the following link, <http://www.louisvilleco.gov/residents/finance-and-utility-billing-209>.

Feedback from RAB

Although the review of each operational budget will be informative, for purposes of this discussion it is not necessary. Comments provided by RAB could be as big picture as, for example, "would like to see an increased hours of operation". For these types of comments, staff will know to which cost account the feedback would relate to.

Next Steps:

After review and discussion, staff will take into consideration any feedback RAB provides and forward along to City Council as appropriate.

Memorandum

To: Recreation Advisory Board (RAB)
From: David Baril, Head Golf Professional, Coal Creek Golf Course
David Dean, Course Superintendent, Coal Creek Golf Course
Date: February 24, 2020
Re: Discussion and Prioritization of Capital Improvement Requests

The purpose of this agenda item is to provide RAB members with staff recommendations on preliminary Capital Improvement Requests and anticipated timing of implementation. Staff would like feedback from RAB on staff's recommendations as well as any additional ideas or projects that the board would like staff to consider for the upcoming biennial budget process.

2020

Golf Operations

- | | |
|---|----------|
| 1. ADA water dispenser inside the Coal Creek Clubhouse. | \$ 5,000 |
| 2. Banquet tables | \$ 1,600 |
| 3. Banquet chairs | \$975 |

2021

Golf Maintenance

- | | |
|------------------------|-----------|
| 1. Cart Path – Hole 13 | \$42,000 |
| 2. Cold Storage | \$147,500 |

2022

Golf Maintenance

- | | |
|---------------------------------|-----------|
| 1. Maintenance Shop Parking lot | \$227,000 |
|---------------------------------|-----------|

2023

Golf Operations

- 1. Clubhouse Replacement Design & Construction (approx. 20,000 sq ft)
\$7,000,000

Golf Maintenance

- 1. Course Maintenance Equipment Replacement \$581,950

2024

Golf Maintenance

- 1. Maintenance Shop Upgrades \$25,000

2025

Golf Maintenance

- 1. Pond Aerator \$11,000
- 2. Cart Path Repairs \$25,000

2026

Golf Maintenance

- 1. Cart Path Repairs \$25,000