

Rifle Parks & Recreation Advisory Board

Agenda

March 28, 2011

5:30 PM

Parks Maintenance Facility

3100 Dokes Lane

1. Call to Order
2. Minutes of March 7th Meeting
3. Comments from Public
4. Senior Center Report
5. Library Request for Pool Passes
6. Rifleclimbers.org
7. Rifle Fitness Center Update
8. Vending in Parks
9. Next Meeting – April 11th
10. Other
11. Adjourn

"Enhancing the quality of life for Rifle residents through positive recreational activities".



Date: March 24, 2011
To: PRAB
From: Aleks Briedis, Recreation Director
Tom Whitmore, Parks Director
RE: March 28th meeting

Below is a brief overview for the March 28th meeting:

Library Request for Pool Passes

The library is requesting pool passes for its summer reading program. E-mail is attached.

Rifleclimbers.org

The Rifle Climbers Coalition has launched a web site. Check it out at rifleclimbers.org

Rifle Fitness Center Update

Staff presented an update to the City Council at their last workshop. The memo distributed is included in your packet.

Vending in Parks

Mike Braaten has been helping put together a policy. Some of his suggestions are included in the packet. Staff would like to discuss further with the board.

Our next meeting is scheduled for April 11th.

Should you have any questions or concerns, please contact us.

Thanks.



RIFLE PARKS AND RECREATION ADVISORY BOARD MINUTES

MONDAY MARCH 7, 2011

PARKS FACILITY BUILDING

| MEMBERS PRESENT: | YES | NO |
|-------------------------|------------|-----------|
| Jim Boone | X | |
| Michael Churchill | X | |
| Chris Coffelt | X | |
| Betty Fitzgibbons | X | |
| Christi Gray | X | |
| Ryan Mackley | X | |
| Tom Stuver | X | |
| Ed Weiss | X | |

Meeting called to order at 5:30 p.m. by Chairman Ed Weiss.

STAFF PRESENT: Aleks Briedis, Tom Whitmore, Angie Wilkins

MINUTES OF THE FEBRUARY 7TH MEETING: Christi made a motion to accept and approve the minutes of the February 7th meeting. Tom S. 2nd the motion. Motion passed with a voice vote.

SENIOR CENTER REPORT: Betty had nothing new to report.

COMMENTS FROM THE PUBLIC: None

HEALTH AND WELLNESS CENTER UPDATE: Ryan, PRAB's representative on the PMT and staff gave an update.

SUMMER BROCHURE AND ACTIVITIES: The 2011 summer activities brochure is at the printers and will be mailed out to all residents in the next few weeks. Registration for soccer and baseball/softball/t-ball has started and swim lesson registration begins next month.

VENDING IN PARKS: Staff is still working on the policies and procedures.

SOCIAL MEDIA: Blair has been working on using social media as a method of communicating to our program participants. The Rifle Parks and Recreation facebook page has been a great success. We are currently keeping track of how participants are hearing about our programs.

Next Meeting is scheduled for March 28, 2011.

OTHER: Tom W. let the board know that asbestos abatement at the theater will start tomorrow and that the seats are all out and in storage. The City received a \$64,000 grant towards the abatement. Ed wanted to know if there were any Arbor Day activities planned. Tom S. stated that trees were being planted at Centennial Park. Jim commented on the dog waste problem at Centennial Park. Christi asked about the restroom construction at Deerfield Park. Aleks stated that staff is getting construction drawings.

Meeting was adjourned at 6:36 p.m.

Aleks:

Tom Whitmore suggested I contact you about the possibility of getting some passes to the Rifle pool this summer for the library's summer reading program. Our program asks kids to read every day and for every seven days of reading they get to pick a prize. The prizes we have so far include things like a taco from Taco Bell, one game of bowling in New Castle, 3 donut holes from Daylight Donuts or a pass to the museum in Grand Junction. I am hoping the pool would be willing to work with us with either a 2 for the price of 1 or half off coupon for the pool as an incentive for our weekly prize. You could stipulate the number of passes we give out and we would be happy to create and print the passes for you. We would also stamp the backs so that no one could easily copy them. I know with the down economy it is not easy to give anything away but I ask you to consider the number of kids who might come with parents and siblings who might not otherwise swim without the pass. Please let me know if you need any additional information and I sincerely appreciate your consideration.

Amelia

--

Amelia Shelley
Executive Director
Garfield County Public Library District
PO Box 832
Rifle, CO 81652
[970-625-4270](tel:970-625-4270)
ashelley@gcpld.org



Date: March 10, 2011
To: John Hier, City Manager
From: Aleks Briedis, Recreation Director
RE: Temporary Rifle Community Recreation and Wellness Center

City staff has been working closely with the Rifle Economic Development Corporation and the Rifle Commons to develop a program to continue current operations of The Rock Family Fitness Center and The Academy of Gymnastics. Both of these businesses were on the verge of closing and entities believed the operations should continue to provide these important amenities to the Rifle community.

The REDC has negotiated a very favorable lease with the Commons for 11,500 square feet of space. If the attached program is approved by City Council, a written agreement would be executed April 1st, with the lease commencing June 1st. The REDC would cover all tenant improvements, the cost of the lease and new gymnastics equipment. The Recreation Department would be responsible for operations of the facility.

The attached budget covers one new full-time position (a Facility Manager), part time hours to cover the front desk with one staff member during all open hours, cleaning service, utilities, lease payments for new aerobic equipment, repair to existing weight equipment, advertising and general supplies. This budget covers all costs to continue operations of the fitness area and all costs of the gymnastics area other than staffing costs of gymnastics instructors.

Currently the REDC is investigating the opportunity of contracting a private gymnastics academy to run the program. If this does not come to fruition, the Recreation Department will run the program. With either scenario, the program is expected to cover all instructor costs and contribute a minimum of \$3000 a month towards the overall expenses.

Currently the fitness center has over 110 paying members. Staff is confident that we will have at least 150 members after the first couple of months. Staff also expects on an average of 5 drop-in customers per day. The aerobics room in the back of the fitness center will be rented to independent contractors to run fitness classes. Staff expects to have the room rented 39 hours a week. These are all expected to be the minimum amounts with room to grow.

With the minimum amounts listed above the program could run at a \$95,000 deficit. Staff believes that within a couple of years, the memberships would increase to 300 members and aerobic room rentals would increase to 50 hrs a week. With this scenario, the operations would break even. To bridge the gap between these, staff will be applying for a grant from the Colorado Health Foundation to cover the deficit. All three of these scenarios are included in the attached budget.

In addition, staff will be offering additional programs to generate revenue such as Friday Night Out programs, rental of the gymnastics area during non-use hours, birthday party packages and other programs to be determined.

Staff believes this will be a great addition to the community!


CITY OF RIFLE

202 RAILROAD AVENUE • P.O. BOX 1908 • RIFLE, CO 81650
WWW.RIFLECO.ORG

(970) 665-6570 Phone • (970) 625-6285 Fax • Recreation@rifleco.org



EXPENSES

| | |
|--------------------------|----------------------|
| Regular Employees | \$ 49,608.00 |
| Part-time Employees | \$ 46,125.00 |
| Overtime | \$ - |
| Health Insurance | \$ 18,613.78 |
| FICA | \$ 704.00 |
| Medicare | \$ 1,120.00 |
| Retirement | \$ 11,735.00 |
| Unemployment Insurance | \$ 191.00 |
| Workers Comp Insurance | \$ 3,204.00 |
| Professional Services | \$ 30,000.00 |
| Utility Services | \$ 32,000.00 |
| Repair & Maint Services | \$ 2,000.00 |
| Other Purchased Services | \$ 29,000.00 |
| Dues/Memberships | \$ 500.00 |
| Communication-Telephone | \$ 2,500.00 |
| Advertising | \$ 6,000.00 |
| General Supplies | \$ 6,000.00 |
| Minor Equipment | \$ 300.00 |
| | |
| TOTAL EXPENSES | \$ 239,600.78 |

HOURS OF OPERATION

| | |
|----------|--------------------|
| M-F | 5:30 AM to 9:00 PM |
| Saturday | 8:00 AM to 8:00 PM |
| Sunday | Noon to 6:00 PM |

REVENUES

| | 150 members | 300 members | 150 and grant |
|-----------------------|----------------------|----------------------|----------------------|
| Memberships | \$ 81,000.00 | \$ 162,000.00 | \$ 81,000.00 |
| | | | |
| Drop-in | \$ 8,750.00 | \$ 17,500.00 | \$ 8,750.00 |
| | | | |
| Room rental | \$ 19,500.00 | \$ 25,000.00 | \$ 19,500.00 |
| | | | |
| Gymnastics | \$ 36,000.00 | \$ 36,000.00 | \$ 36,000.00 |
| | | | |
| HCF Grant | \$ - | \$ - | \$ 95,000.00 |
| | | | |
| TOTAL REVENUES | \$ 145,250.00 | \$ 240,500.00 | \$ 240,250.00 |

| | | | |
|------------|-----------------------|------------------|------------------|
| NET | \$ (94,350.78) | \$ 899.22 | \$ 649.22 |
|------------|-----------------------|------------------|------------------|

Suggested considerations for a park concessionaire program:

- Permit is a **non-exclusive, revocable** right to sell food, beverage, and approved merchandise or novelty items (ie: bubbles, balloons, Frisbees, climbing equipment at Mtn Park, etc.)
- Provide a list of dates/events the vendor is not allowed to vend – retaining allowance for non-profits or special event promoters to vend or provide free food/merchandise during special events
- Vending should be limited to certain parks – consider: Centennial, Metro (during non-pool season), Deerfield, and RC Park, Rifle Mountain Park, Davidson. . .
- Each park should likely have location specific vending areas.
- Vending shall only be allowed during set hours/dusk to dawn.
- A vending permit shall only be valid at Deerfield Park until a new formal concession stand is constructed
- Vendors are responsible for providing all equipment, food, and related items necessary for their concession operations.
- No capital improvements will be made by the City to accommodate vending, the vendor’s equipment, etc.
- Unless previously agreed to, no power/electrical hook-up will be available from the City and no power generators will be allowed (self-contained vendors only). If power is provided, an additional monthly fee (tbd) will be charged
- Vendors are responsible for the disposal of all trash resulting from their vending activities
- Vendors must meet state and county health codes and be licensed as required to serve food.
- Vendors shall maintain a valid mobile phone and must provide that mobile phone number to the city and be reachable during vending activities.
- Vendor permit shall be required, is revocable, non-exclusive, must be applied for annually, and shall have an annual fee associated with it.
- Previously holding a permit does not guarantee the granting of a permit in current or future years.
- Vending permit fee shall be paid annually and be remitted to the city at the time of selection for a vending permit. Permit fee may be pro-rated if granted mid-year. Vendor shall initiate no vending activity until permit fee is paid AND a permit is granted by the city.
- Payment/performance bond and/or indemnification and liability insurance with city named as co-insured? Must provide proof of workman’s compensation insurance.
- Sales tax license required
- No vending of alcohol or tobacco products (unless approved by the city)
- Vendors shall provide the city a list of products and/or menu food items and associated costs of the items proposed to be vended
- Vendors shall pay for the costs of a background check to be conducted by the City – all individuals vending/working for the vendor (?) shall have background checks.
- Must comply with all federal, state and local laws.
- Vendors shall provide a description/photo of their vending “unit”

Causes for loss of permit or rejection of permit (paraphrased from Denver RFP):

- Failure to provide complete information and/or documentation as required.
- Illegal activity
- Failure or loss of ability/willingness to perform or operate as required
- Delinquent federal, state, or local tax obligation
- Omissions or fraudulent statements
- Outstanding debts to the city
- Breach of terms and conditions of vending permit
- Conviction or indictment of a vendor or staff (that continues to “vend”) for a felony involving violence, including sexual offenses, and/or listing of the same on the Colorado Sex Offender registry or similar sexual offender registry of another state or the federal government.
- Not being in good standing with the Secretary of State.

Do we need to say something/differentiate mobile vending permits vs park vending permits