

Recreation Advisory Board

Agenda

Monday, September 23, 2024
Louisville Recreation & Senior Center
900 W Via Appia
6:30pm

Members of the public are welcome to attend and give comments remotely; however, the in-person meeting may continue even if technology issues prevent remote participation.

- *You can call in to 1-719-359-4580 or 1-833-548-0276(Toll Free) Webinar ID #886 7577 1709*
- *You can log in via your computer. Please visit the City's website here to link to the meeting: www.louisvilleco.gov/rab*

The Board will accommodate public comments during the meeting. Anyone may also email comments to the Board prior to the meeting at KathyM@LouisvilleCO.gov.

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Public Comments on Items Not on the Agenda
- VI. Staff Updates

Persons planning to attend the meeting who need sign language interpretation, translation services, assisted listening systems, Braille, taped material, or special transportation, should contact the City Clerk's Office at 303.335.4536 or MeredythM@LouisvilleCO.gov. A forty-eight-hour notice is requested.

Si requiere una copia en español de esta publicación o necesita un intérprete durante la reunión, por favor llame a la Ciudad al 303.335.4536 o 303.335.4574.

- Zoom Fitness Update-Kathy Martin
- Long Range Plan Update-Bryon Weber
- Director Updates- Adam Blackmore

VII. Board Updates

- Outdoor Rec Amenities Update
- Board Feedback

VIII. Discussion Items for Next Meeting

IX. Adjourn

Recreation Advisory Board

Meeting Minutes

**August 26, 2024
Recreation Center
900 West Via Appia
6:30 PM**

Call to Order – Chairperson Norgard called the meeting to order at 6:30.

Roll Call was taken and the following members were present:

Board Members Present: Dick Friedson, Gene Kutscher, Douglas Minter, Lisa Norgard, Mary O'Brien, Michele Van Pelt

Board Members Absent: Angie Layton

Staff Members Present: David Baril, Ginger Cross, Kathy Martin

City Council Member Present: none

Public Members Present: Gabriela Martinez, Nancy Beery, David Beery, Cindy Kalman, John Webb, Susan Nedell, Jean Gass, Becky Knott, Judy Lawson

Approval of Agenda – The agenda was approved by all members.

Motion: Michele Van Pelt

Second: Lisa Norgard

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

Motion: Gene Kutscher

Second: Lisa Norgard

Public Comments on Items Not on the Agenda

Nancy Beery: Nancy and her husband, Dave, are concerned that the Rec Center plans to discontinue Zoom classes in January. The Zoom classes allow Nancy to participate in an exercise class, even when immunocompromised. There are a lot of people who need to avoid crowded situations that would put their health at risk. Infections will be on the rise in the winter, precisely when the Rec Center

City of Louisville

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plans to cancel Zoom classes. In addition, if all the Zoom attendees were to join the regular classes, the classes would be too crowded, and there could be parking and transportation issues. The technology for Zoom is in place, and it works. Nancy would like the Zoom classes to continue.

Gabriela Martinez pointed out the mission statement on the wall of the meeting room, to “protect, preserve and enhance the quality of life in our community.” She agreed with Nancy’s points and added that the Recreation and Senior Center need to serve everyone in the community, including seniors and those with medical conditions. Zoom classes allow remote workers to participate in classes which they would otherwise not be able to attend.

Cindy Kalman said that exercise classes are often too crowded already, and the addition of current Zoom participants would make this worse. Zoom classes are important for people who are working remotely, allowing them to participate. Zoom classes allow people with various health conditions to participate and stay well.

John Webb stated that his Zoom yoga class is a tremendous resource. He appealed to the RAB to support the continuation of Zoom classes. The in-person classes are already quite full, and they will become unmanageable if more people join them. Zoom classes extend the reach of the classes. They also decrease the use of cars, which fits with the sustainability goals of the City.

Susan Nedell recently moved back after recovery from the Marshall Fire. The Zoom classes helped her and others to feel a part of the community. The instructors are good at managing both platforms. The in-person classes are often full, with many more participants on Zoom. Zoom classes work well for people who work remotely. She urges the staff to reconsider discontinuing Zoom classes.

Becky Knott said that she is a yoga teacher at the Rec Center. She has taught many of the same people for years. Class attendees have developed a sense of community. The Zoom platform works for people who would otherwise be unable to participate, including people with social anxiety, agoraphobia, hearing problems, and other disabilities. If Zoom participants were to come in person, the classes would be too full and uncomfortable. She added that it’s not necessarily easier to teach with Zoom, but it’s fulfilling to reach so many people.

Judy Lawson: If Zoom classes are discontinued, the Rec Center will lose people who don’t have the time to attend, due to transportation, work, or driving at night. Parents often need to be able to do a class at home, so that they don’t need to hire a babysitter. The purpose of the Rec Center should be the physical and mental wellbeing of the community. She asks staff to allow the teachers who want to use Zoom to be able to continue.

Jean Gass agreed with the previous speakers. Zoom classes provide an important accessibility option. They often fit better with people's work schedules. She is thankful to have a Zoom option and requests that it continue.

Staff Updates

Department Marketing Update – Ginger Cross

Ginger is the Senior Marketing Specialist for Parks, Recreation and Open Space (PROS). Her job is to support and champion PROS staff and educate and inform the public about what's happening.

- Gov Delivery is the new email platform. This has been introduced and is still being tweaked. There is a new app for both the Golf Course and the Rec Center.
- A new part-time Marketing Specialist started work in April. A new City Communications Manager began work in March.
- Ginger uses a variety of ways to communicate with the public, including social media, print, emails, mobile apps, websites, and videos. She welcomes additional ideas for communication.
- Recent large initiatives include Wayfinding signage and the Bike Safety Campaign. RAB members mentioned concerns about the speed of E-bikes on the trails. Ginger said that City Council considers this issue a priority.
- Ginger presented slides showing the communication flow chart of the PROS department and the various communication channels. PROS is the largest department in the City, and there is always a lot happening.
- Staff is working to meet the regulations of the Web Content Accessibility Guidelines (WCAG) law in Colorado.
- RAB members expressed appreciation for Ginger's work.

Recreation & Senior Update – Kathy Martin

- The Mission Greens tennis court fence installation was scheduled for August 25. The surfacing is scheduled for late September.
- Bryon Weber will come to the RAB meeting next month to present Master Plan Update information.
- Samma Fox is serving as interim City Manager. The City hopes to hire a new City Manager by December. The City will not hire a new HR director until a new City Manager is hired.
- Staff completed many projects during maintenance week. The resurfaced indoor track will open by Friday, August 30. Counters were changed out in the women's locker room.
- The new Cold Plunge is popular. It is now free with admission and first come, first served. Kathy reported an increase in drop-in visits related to the popularity of the Cold Plunge.

Budget – Kathy Martin

Kathy reported that the budget process is moving along. The former City manager wanted the entire wish list presented to City Council. Departments are now in the process of decreasing and modifying requests. All position requests have been eliminated. Capital projects have been modified and staffing has been slightly modified. Sales tax revenue is down, which affects City Council decisions. The Rec Center does receive dedicated sales tax, in addition to money from the general fund. Outdoor Rec items are still on the list, but some projects have been pushed out in time. City Council will consider the budget items on September 3.

Golf Updates – David Baril

- Greens aeration is scheduled for September 3 and 4, with a less invasive process than in the spring.
- Cart path construction is on schedule in September. During the construction, nine holes will be open.
- The new ForeUp POS system is in the hands of IT. The new system will have texting capability, will cost less, and will have a dedicated service rep in Colorado.
- The concession contract was offered to Western Golf Hospitality.
- The plan to replace golf carts is still waiting budget approval.
- The sand traps are uneven; some have sand and others don't. David Dean would like to have them redone.

Board Updates

Outdoor Rec Amenities Update

- Gene said that the Outdoor Rec Subcommittee met and continues to support the outdoor rec amenity requests that were previously submitted.
- Gene reported that there is a proposal from a private group to build a tennis/pickleball complex on the land east of the Louisville Sports Complex. The advocates of this envision a possible public/private partnership.
- This land is part of an Intergovernmental Agreement (IGA) between Lafayette, Louisville, and Boulder County. The plan was to develop baseball/softball fields on the Louisville side and soccer/multipurpose fields on the Lafayette side. Louisville built the Sports Complex with amenities for baseball and softball, but Lafayette has not done anything with their portion of the land.
- Kathy said that the IGA is still in effect, and she would email a copy of the IGA to Board members. She reported that Adam Blackmore met with Lafayette representatives and learned that Lafayette has no interest in building soccer/multipurpose fields.
- Gene wants to make sure that City Council members are aware of the background and purpose of the IGA. RAB members support the creation of

soccer/ multipurpose fields, and this location was historically designated for this specific purpose.

- RAB members discussed the possibility of providing information that might encourage Lafayette to build soccer fields, such as the possibility of revenue generation from tournaments.

Discussion Items for Next Meeting

Staff Updates

Long-range planning – Bryon Weber

Zoom classes

Director Update – Adam Blackmore

Golf Course Maintenance – David Dean

Outdoor Rec Subcommittee Update

Golf Course Update

Board Updates

Adjourn – The meeting was adjourned at 7:53.

Motion: Lisa Norgard

Second: Gene Kutscher

To: Recreation and Golf Advisory Board
From: Kathy Martin, Recreation and Senior Services Superintendent
Date: 9/23/2024
Subject: Zoom Fitness Classes

Purpose:

This agenda item is brought to the RAB in response to the attendance from staff and guests at the last meeting as well as emails that have been shared. As staff continues to work through and evaluate this I wanted to share a memo of findings that has been prepared as part of the review of these programs. It includes the requirements and hurdles that staff is facing to continue these offerings. The City of Louisville is actively working on a 2-year budget for 2025-2026 and the expense for the equipment and licenses to continue hybrid and Zoom only classes are not currently in the proposed budget. We understand how important these classes are to some guests but staff have to balance the ability to offer these classes in compliance with licensing requirements and present a fiscally responsible budget. Please see the attached memo for additional details and we appreciate your support as staff works through difficult budget and programming decisions but please keep in mind that that the final determination will be made in collaboration with the Director, City Manager and City Council as a part of the budget approval process.

Background:

Please see the attached memo for background information on this topic.

Memorandum

To: Adam Blackmore, Director of PROST
From: Kathy Martin, Superintendent of Recreation & Senior Services
Date: September 3, 2024
Re: Zoom Fitness

Zoom fitness began in March 2020 in response to the pandemic. The Louisville Recreation & Senior Center was the first recreation center in the state to roll out remote fitness offerings. The initial response to remote fitness was immense and was a way to connect emotionally and physically during a time of extreme isolation. Once the Recreation & Senior Center re-opened under strict public health guidelines the fitness classes began to be offered in a hybrid fashion. As the pandemic waned and restrictions were lessened staff lessened the amount of hybrid fitness offerings but have continued a large offering. Attendance within Zoom fitness has decreased over time and staff had considered eliminating Zoom fitness just prior to the Marshall Fire.

After the Marshall Fire a decision was made to offer free memberships to fire impacted families of Louisville and also to continue to offer Zoom fitness classes as a way to help connect fire displaced families to the community. In 2023 staff proposed ending Zoom fitness classes in coordination with the ending of free Recreation Center passes, decreased participation, staff time to continue to coordinate, conversion to Zoom phone because of shared accounts were all factors weighing into the decision to end Zoom fitness classes.

Again, in 2024 staff is proposing to end Zoom fitness classes at the end of the year. 25 out of the 119 group fitness classes per week are currently being offered hybrid. The back end work to offer Zoom fitness classes is extensive while tracking visits and inputting those visits for payment. Attendance in Zoom fitness averages 677 people per month of which approximately 138 are unique. 60% of those people come into the facility as well as attend classes virtually. 7 passes are used regularly by FIRE pass families to participate in Zoom classes. Average Zoom attendance per class is 1-12 per class. The highest used pass types for Zoom fitness participants are the Renew Active and Silver Sneakers which are our lowest revenue passes. All other Recreation & Senior Centers within Boulder County have stopped offering remote fitness classes. The closest facility that offers remote fitness is Apex Parks and Recreation District in Arvada and they offer remote only classes and not the hybrid classes.

Why We Need to Change Our Current Approach:

To insure that we are in compliance with license agreements with Zoom and Microsoft. The use of shared accounts is prohibited under our End User License Agreement (EULA), does not comply with our cybersecurity insurance requirements or our cybersecurity policy.

Zoom Rooms

To be compliant Zoom Rooms would need to be set up for each space. A Zoom Room allows the Recreation & Senior Center to reserve the room for meetings, with the room itself having a dedicated license. To implement Zoom Rooms, we would need to install specific equipment in each room. Although we do not have a formal quote, based on previous estimates, the one-time cost for setting up each room would range from \$20,000 to \$40,000, with an ongoing cost of \$500 annually for the Zoom Room license. This equipment will need to be replaced every 5 years.

Staff understands there is a strong desire for the Recreation & Senior Center to continue Zoom fitness from some participants and fitness staff for various reasons such as accessibility, overcrowded in person classes and ease of participation for seniors specifically. If Zoom classes are continued IT highly recommends Zoom Rooms for an enhanced user experience as well as better administrative functions. A drawback to this solution is that the classes that are remote only will have to be canceled or moved onsite to the Recreation Center. The expense to implement the above was not included in the 2025-26 budget requests and would need to be added once final direction is given.

September 16, 2024

To: Recreation Advisory Board
From: Bryon Weber, PROS Project Manager

Re: Draft Request for Proposal – PROS Department Long Range Plan

Enclosed is a draft RFP for the PROS Department’s Long Range Plan. We’d like to get your feedback on the overall planning approach and framework as staff finalize the document. We currently plan for Advisory Board reviews at the September (OSAB, RAB) and October (PPLAB) meetings in hopes of getting Board feedback incorporated into the RFP so that Council can review it in late October and staff can publish it for bidding in November.

A couple thoughts when reviewing the draft document:

- 1) A reminder that the PROS Department Long Range Plan will remain at a high level and establish the Department’s direction and objectives for the next 10 years. For instance, the long range plan might identify the need to develop a weed management plan on open space properties within a certain timeframe, but not get into details of which types of weeds need to be treated by which methods.
- 2) The suggested planning approach is structured in hopes of providing specific attention to each PROS Division (Parks, Recreation & Senior Center, Open Space, and Golf) as well an overview/executive summary for the Department itself. To do so, a common framework of topics is outlined with the intention of systematically exploring each topic division by division. We’ve tried to make the list of topics comprehensive but consolidated knowing that more topics will result in a higher consulting fee and a more complicated planning effort.
- 3) The approach includes both the Trails plan and Cottonwood/Lake Park plan as optional bid alternates. The hope is to better isolate the scope and fees associated with each of the planning efforts while also allowing staff more procurement flexibility to ensure consultants have appropriate subject matter expertise.
- 4) PROS Staff are currently reviewing this document and the version provided incorporates Open Space staff feedback. Other input from Open Space staff for on-going discussion is noted below.
- 5) Note that items in RED text below and within the RFP itself are simply placeholders which require future modification.

Feedback that would be most helpful:

- 1) **Does the division by division approach make sense? Is it confusing or need more explanation?**

Rec Staff Feedback: Yes, the approach is supported.

RAB Feedback: <board to provide input here>

2) Dose the framework of topics sufficiently cover your division? Are there other topics that come to mind that we should include for your division or others?

Rec Staff Feedback:

- A. Ensure the inventory analysis includes outdoor rec amenities with bench marking comparisons to national standards (NRPA?). We need to capture all the on-going conversations about pickle ball, tennis, BMX, soccer, multipurpose fields, softball, baseball, etc.
- B. Recreation and Senior Center would benefit from clarified direction/fiscal policy related to cost recovery for programs and services.

RAB Feedback: <board to provide input here>

3) Does the outline of public input seem appropriate? Too much or too little?

Rec Staff Feedback: Ensure Youth Advisory Board is included in the input process.

RAB Feedback: <board to provide input here>

4) Does the list of deliverables seem appropriate? Are there other deliverables you think would be helpful?

Rec Staff Feedback: Yes, the deliverables seem appropriate

RAB Feedback: <board to provide input here>

5) Are there other suggested adjustments to the document?

Rec Staff Feedback: N/A

RAB Feedback: <board to provide input here>

SEE ENCLOSED DRAFT RFP DATED 9/3/24

Long Range Plan Update

RAB - September 23, 2024

Why are we here tonight?

- ▶ Provide an update on the LRP and Staff's current strategy for the planning process
- ▶ Gather Board input on Request for Proposal (RFP) advertisement to obtain consulting services

What is a Long Range Plan?

- ▶ Commonly referred to as a master plan, strategic plan, vision plan
- ▶ Essential a roadmap to managing and developing City's Parks, Rec & OS system for next 10 years

Why is the plan important?

- ▶ Louisville last completed in 2012 (typical 10 year update, so we're overdue)
- ▶ Sets vision and foundation for the department and divisions for years to come
- ▶ Planning process will capture public input on the current and future needs of the department
- ▶ Identify priorities and next steps to implementation, including alignment of CIP investment
- ▶ This is the process and the document PROS staff and City leadership will rely on to ensure we're meeting the Community's needs and desires for the next decade

What is the timeline and process?

- ▶ 12-18 month process with consultant support
- ▶ 2024 Q3/4- develop a Request for Proposal to retain a planning consultant
- ▶ **Incorporate board & staff input into a revised RFP, goes to Council 10/15**
- ▶ 2024 Q4 - Select consultant via competitive bidding process
- ▶ 2025 Q1 - Project Plan, Public Survey & Initial Assessment (Open House)
- ▶ 2025 Q2 - Preliminary Recommendations (Advisory Board meeting)
- ▶ 2025 Q3 - Revised Recommendations & Initial Priorities (Open House) (Council)
- ▶ 2026 Q4 - Final Recommendations & Priorities (Joint Advisory Board meeting?)
- ▶ 2026 Q1 - Plan Adoption (Council)

Planning approach & strategy

- ▶ Division by Division planning
- ▶ ensure that all four division are addressed by the planning effort
- ▶ All divisions get a standard range of topics/evaluations
- ▶ Inclusion of two add alternates (Trails Plan & Cottonwood/Lake Park)

Board Input

- ▶ Does the division by division approach make sense? Is it confusing or need more explanation?
- ▶ Does the framework of topics sufficiently cover your division? Are there other topics that come to mind that we should include for your division or others?
- ▶ Does the outline of public input seem appropriate? Too much or too little?
- ▶ Does the list of deliverables seem appropriate? Are there other deliverables you think would be helpful?
- ▶ Are there other suggested adjustments to the document?

Immediate Next Steps:

- ▶ Going to Advisory boards in coming weeks (OSAB & RAB in September and PPLAB in October).
- ▶ Incorporating feedback from Boards into revised RFP that will go to Council in mid-October.



DRAFT - REQUEST FOR PROPOSAL

**Parks, Recreation & Open Space (PROS)
Department Long Range Plan**

Project Number: **301511-630176**

**PROPOSALS WILL BE ACCEPTED UNTIL 3PM,
DECEMBER 6TH, 2024**

Note: Proposals should be submitted electronically via email to the enclosed Parks, Recreation & Open Space Department Contacts

**City of Louisville | Parks, Recreation & Open Space
749 Main Street Louisville, CO 80027
PH: (303) 335-4735 www.louisvilleco.gov**

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- 1.10 Inquiries**
- 1.11 Contact Information**

Exhibit A – Cost Proposal Form

Exhibit B – Qualification Evaluation Form

Exhibit C – Interview Evaluation Form

1.1 INVITATION TO BID

The City of Louisville (“the City”) is soliciting bids from qualified consultants (“Respondents”) to work with City staff and provide a **Long Range Plan for the Parks, Recreation & Open Space Department**.

Digital copies of the Bidding Documents will be available after **November 1st, 2024** through the department office, on-line via the Rocky Mountain Bid System and on the City’s website: <https://www.louisvilleco.gov/doing-business/bidding-opportunities-requests-for-proposals>

Bids will be accepted electronically by the department until 3pm on December 6th, 2024. See bidding documents for submission requirements and contact information.

The City of Louisville is an Equal Opportunity Employer.

1.2 PROJECT SUMMARY

The City of Louisville, Colorado is seeking a consultant, or consulting team, to facilitate the development of a long range plan for the City’s Parks, Recreation & Open Space (PROS) Department.

Located in Boulder County and within the Denver-Metropolitan area, Louisville is home to roughly 19,000 residents. The PROS Department currently manages 37 parks comprising 355 acres, over 650 acres of City-owned and 1,200 acres of jointly managed Open Space, a 130,000 square foot Recreation and Senior Center, the 18-hole Coal Creek Golf Course, 32 miles of trails and other miscellaneous facilities, programs and services.

The planning effort will include a robust public input process and should result in evaluations and recommendations specific to each of the Department’s four divisions – Parks, Recreation & Senior Center, Open Space and the Coal Creek Golf Course. Additionally, the City desires to include two parallel/subsequent planning efforts focusing on 1) A dedicated plan for the City’s multimodal trail infrastructure and 2) A programmatic and conceptual site plan for the City’s Cottonwood & Lake Park property. Both of these efforts are included as bidding alternates for the purpose of this request for proposal.

The last iteration of the Department’s long range planning efforts took place in 2012. The Louisville community has since grown and evolved and experienced multiple noteworthy events including a 2013 flood, COVID-19 pandemic and 2021 Marshall Fire which have all left lasting impacts on the residents and City government. The City has also experienced multiple life-cycles in leadership at the City Council, City Manager, and Department and Division levels. An updated long range plan is much needed to provide guidance for the Department’s on-going operations and investments.

The PROS Long Range Plan will build upon a foundation created by other planning and visioning efforts which have been completed and/or are underway by other City Departments. Notably, an update to the City’s Comprehensive Plan scheduled to be complete in mid-2025, a wildfire mitigation analysis completed in 2023, a housing study completed in 2024 and

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numerous other division levels plans. The PROS Department desires to set a vision and strategic direction for the next 10 years with a consulting team that can bring outside perspective and expertise to the department and its divisions.

It is anticipated that the planning contract will begin in early 2025 with plan adoption in 2026.

1.3 SCOPE OF WORK

Long Range Plan (PROS Department & Division Plans)

The City's desired planning approach (subject to consultant input) is structured to provide dedicated attention, evaluation and recommendations for each of its four Divisions. To ensure the needs and priorities of each Division are evaluated and addressed by the plan, the topics below should be systematically explored for each Division, as well as for the overall Department itself.

Framework of topics to be explored for PROS Department overall and separately for each of four PROS Divisions:

- Review of previous planning documents and studies (files to be provided by City)
- Summary of notable changes occurring since 2012 PROS plan
- Assessment of current governing structure and partnerships (internally between Divisions, within the City between Departments and with outside agencies)
- Assistance in confirming and/or updating Vision and Goals
- Completion of an inventory and analysis of existing Amenities, Programs & Services
- Evaluation of service provisions (such as GAP or LOS analysis) with improvement recommendations relevant to industry studies and trends
- Assessment of staffing, finances, etc. with recommendations based on benchmarking to communities of similar profiles
- Review of existing management and maintenance plans, as applicable
- Identification of relevant policies and/or procedures needing further development (in-depth development to be completed by others subsequent to long range plan)
- Suggestion of additional studies and/or planning efforts needed (in-depth development to be completed by others subsequent to long range plan)
- Forecasting of key facility and/or project needs to inform Capital Improvement Planning
- Assist with prioritization of the above and development of actionable next steps for plan implementation
- Other topics/issues unique to each Division, if applicable
- Other topics/issues suggested by Consultant (suggestions desired as part of proposal process if possible)

Public Engagement & Input

- Public survey development (to be delivered via City's existing survey platforms)
- Public Open House (2 minimum, with stations for each Division)
- Advisory Board presentations (2 visits to each of 4 boards, 8 meetings total)
- City Council Presentation (2 minimum)

Deliverables

- Public Survey formatting and questions
- Development of meeting materials and presentation delivery for engagement events listed above
- Written report encompassing above topics with evaluations and recommendations specific to the Department and each of four divisions. Reports to include photos, graphics, maps etc. as needed.
- Communication with City staff in regular meetings (monthly or every two weeks depending on project phase)

Bid Alternates 1 & 2

In addition to the PROS Long Range Plan, the City requests proposals for two bidding alternates. Respondents can choose whether to provide proposals for one, both, or neither of the alternates below. As its sole discretion the City may choose to include one, both or neither of these alternates as part of the selected respondent's overall contract and/or re-bid these alternates via a separate, future request for proposal.

Alternate #1 – Trails Plan

The City desires a dedicated plan for its multimodal trail network which is comprised of regional and community level connections in both hard and soft surface infrastructure. Ideally, this plan would include the following topics:

Topics to be explored:

- Public input survey specific to trails (or trail specific questions on overall survey)
- Review of relevant plans impacting trails (such as Comprehensive Plan, Transportation Management Plan, County/Regional trail plans, Site specific trail designs already completed by City, Open Space vegetation surveys, etc.)
- Analysis, evaluation and recommendations for trail connectivity at neighborhood, community and regional levels
- Development of policy and/or approach for undesignated "social" trails
- Trail Design and Construction Standards
- Identification of future policy and/or planning needs
- Identification of future project and/or construction needs
- Cost projections for suggested projects to inform Capital Improvement requests
- Assistance with prioritization of the above to identify implementation next steps
- Other topics, as suggested by consultant

Public Engagement & Input (in addition to meetings identified above)

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- Open House (2 public open houses specific to the topic)
- Advisory Board (1 presentation at each of 4 boards, 4 meetings total)
- City Council (1 presentation)

Deliverables:

- Public Survey formatting and questions
- Development of meeting materials and presentation delivery for engagement events listed above
- Written report encompassing above topics with evaluations and recommendations. Report to include photos, graphics, maps etc. as needed.
- Communication with City staff in regular meetings (monthly or every two weeks depending on project phase)

Alternate #2 – Property Program Plan for Cottonwood / Lake Park

Upon completion of the Long Range Plan, the City desires a subsequent planning effort dedicated to producing a programmatic and conceptual site plan for two current properties known as Cottonwood Park and Lake Park Open Space. The two adjacent properties are located in the heart of the City and were recently expanded via a land acquisition resulting from purchase of private property. These areas are present new opportunities for conservation and/or recreational programming, but require a formalized planning process to balance various public desires for the future of each property.

Topics to be explored:

- How does these properties fit into the context of the City's overall park and open space property portfolio
- Site analysis with opportunities and constraints for each property
- What programmatic uses and functions are desired by the public for each property
- How to balance potentially competing goals of conservation and recreation programming
- Conceptually, how and where would any proposed new amenities and functions be located and incorporated within an overall site plan for the properties
- Cost projections for proposed improvements for purpose of capital funding requests
- Actionable next steps for implementation of plan recommendations
- Other, as suggested by Consultant

Public Engagement & Input (in addition to meetings identified above)

- Open House (2 public open houses specific to the topic)
- Advisory Board (1 presentation at each of 4 boards, 4 meetings total)
- City Council (1 presentation)

Deliverables:

- Public Survey formatting and questions
- Development of meeting materials and presentation delivery for engagement events listed above
- Written report encompassing above topics with evaluations and recommendations. Report to include photos, graphics, maps etc. as needed.
- Communication with City staff in regular meetings (monthly or every two weeks depending on project phase)

1.4 SELECTION PROCESS

The selection process will include two steps: the first being a qualification review, the second being an interview of a short-list of firms meeting the qualification requirements.

Step One: Qualification

To be considered qualified respondents should meet ALL of the following criteria:

- 1) Demonstrate experience on five (5) projects of similar scope and complexity.
- 2) Have provided Long Range Planning services for a minimum of two (2) projects in the past five (5) years with planning budgets over \$100,000. Note: The two projects highlighted can overlap with the five projects in Criteria #1.

Firms/teams which satisfy the minimum qualifications will then be evaluated based on the selection criteria outlined in Appendix B – Qualification Evaluation Form. In accordance with Appendix B, the following criteria will be used to evaluate all proposals:

- The consultant's interest in the services which are the subject of this RFP, as well as their understanding of the scope of such services and the specific requirements of the City of Louisville.
- The reputation, experience, and efficiency of the consultant and/or team. Proven experience working with each of the four specific divisions is preferred.
- The ability of the consultant to provide quality services within time and funding constraints.
- The general organization of the proposal: Special consideration will be given to submittals which are appropriate, address the goals; and provide in a clear and concise format the requested information.
- Such other factors as the City determines are relevant to consideration of the best interests of the City.

Step Two: Interview

A short list of qualified firms, not to exceed five total, will be interviewed to determine the Owner's final selection.

Scoring: Interviewed firms will be evaluated based on the selection criteria outlined in Appendix C – Interview Evaluation Form

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1.5 REQUIRED SUBMITTALS

For proposal review, please submit the following. One digital copy (single PDF file preferred) should be submitted to the enclosed contacts prior to the Proposal Deadline. Proposals should include the following and in the order given:

1. Letter of Interest
2. Past Experience of Similar Projects (5 minimum with 2 in last 5 years over \$100,000)
3. Narrative of Project Approach, Scope and/or Suggestions
4. Project Team Resumes
5. Required Forms
 - a. Completed Bid Form (Exhibit A)

Note: While not required for bidding, the selected contractor will be required to obtain a performance bond equal to the amount of the contract value as part of the contract authorization process.

1.6 ANTICIPATED SCHEDULE / KEY DATES

Daily Camera Submission.....	11/1/2024
Post RFP to Rocky Mountain E- Purchasing (Bidnet) and City Website.....	11/1/2024
First Publication Daily Camera	11/4/2024
Second Publication Daily Camera	11/11/2024
Pre-Proposal Meeting (optional)	11/13/2024
Inquiry Deadline.....	3:00 p.m. 11/15/2024
Inquiry Response Deadline	11/20/2024
Proposals Due.....	3 p.m. 12/6/2024
Proposal Review (No formal bid opening)	12/6/2024
Bid Tabulation sent to bidders.....	12/9/2024
City Council Packet.....	12/9/2024
City Council Approval Meeting	12/17/2024
Notice of Award	12/18/2024
Notice to Proceed, Bonds, Insurance, etc.	12/18/2024
Substantial Completion.....	To be Determined 2026
Final Project Completion.....	To be Determined 2026

1.7 PERIOD OF SERVICE

The Respondent Team should be available to begin work per the above scheduled dates upon approval of their proposal. Any foreseen limitations and/or conflicts impacting the proposed project schedule should be noted as a part of the respondent's submission.

1.8 BUDGET, COMPENSATION & PAYMENT

All payments will cover all overhead, profit, deliverables, travel and other expenses incidental to the project. Payments will be made on a monthly basis upon receipt and acceptance of an invoice indicating the percentage of service completion for which payment is due. Hourly rate and unit pricing schedules shall be included in the contract for possible additions or deletions to the services. The selected Respondent Team will be required to enter into an agreement with the City. The City's standard independent contractor agreement is attached for reference.

1.9 STANDARD TERMS AND CONDITIONS

Respondents should be aware of the following terms and conditions what have been established by the City of Louisville:

- The request for bid is not an offer of contract. The provisions in the RFP and any purchasing policies or procedures of the City are solely for the fiscal responsibility of the City, and confer no rights, duties or entitlements to any party submitting proposals.
- The City of Louisville reserves the right to reject any and all proposals, to consider alternatives, to waive any informalities and irregularities, and to re-solicit proposals.
- The City of Louisville reserves the right to conduct such investigations of and discussions with those who have submitted proposals or other entities as they deem necessary or appropriate to assist in the evaluation of any proposal or to secure maximum clarification and completeness of any proposal.
- The City of Louisville assumes no responsibility for payment of any expenses incurred by any proponent as part of the RFP process.
- All submittals become the property of the City, a matter of public record and will not be returned. Proprietary information included in submittals must be clearly identified and will be protected, if possible. Unit pricing and total cost information will not be considered proprietary.
- The City has the right to use any or all ideas presented in response to this invitation to bid. Disqualification of the respondent does not eliminate this right. The City reserves the right to select the proposal that is most advantageous to the City, even if it is not the least expensive.
- No Bid may be withdrawn within a period of sixty (60) days after proposal submission deadline.
- The successful proposer shall be required to sign a contract with the City in a form provided by and acceptable to the City. The contractor shall be an independent contractor of the City. A sample contract is enclosed.

1.10 INQUIRIES

DRAFT: 9/3/24

Prospective respondents may make written inquiries by email prior to the inquiry deadline. Inquiries will also be accepted at the pre-proposal meeting. An addendum will be released to all pre-bid meeting attendees (and posted to Bidnet) with any required clarifications, revisions and/or associated documents prior to the inquiry response deadline. Inquiries should be sent via email to the contacts listed below.

1.11 SUBMISSIONS & CONTACT INFORMATION

Proposals will be accepted until 3pm MT on the Proposal Deadline listed above. Late proposals will not be accepted. *Please keep submissions to 10mb or less.*

Proposals shall be submitted electronically via email to the contacts below:

Bryon Weber
Project Manager | Parks, Recreation & Open Space
bweber@louisvilleco.gov

AND

Marla Olson
Senior Administrative Assistant | Parks, Recreation & Open Space
molson@louisvilleco.gov

EXHIBIT A - COST PROPOSAL FORM

PROJECT: PROS Department Long Range Plan
PROJECT NUMBER: 301313-630413
OWNER: CITY OF LOUISVILLE, COLORADO

FIRM: _____

DATE: _____

LINE	SERVICE ITEM	SERVICE FEE	NOTES
1	Long Range Plan	\$	
2	Alternate 1 - Trails Plan	\$	
3	Alternate 2 - Cottonwood/Lake Park Plan	\$	
4	Other:	\$	if applicable
5	Total:	\$	sum of lines 1-4

SIGNATURE: _____

NAME: _____

TITLE: _____

EXHIBIT B - Qualification Evaluation Form

PROJECT: PROS Department Long Range Plan
 PROJECT NUMBER: 301313-630413
 OWNER: CITY OF LOUISVILLE, COLORADO

FIRM:

DATE:

Minimum Criteria	Yes/No
Provides three (5) examples of similar projects	
Provides two (2) with 5 years over \$100,000	

ITEM	SCORE	NOTES
Overall Impression (5 points) The strength, clarity and relevance of the submitted proposal.		
Firm Qualification (5 points) The reputation and ability of the firm to provide quality services related to the scope of the project.		
Team Member Qualifications (15 points) The experience and skills of specific team members proposed to participate in the project.		
Proven Success (15 points) The demonstrated capabilities of the firm based on project examples provided. Strength and relevance of client references provided.		
Cost Proposal (10 points) Mathematical scoring of the proposed management price percentage relative to other qualified respondents. See scoring formula in Exhibit F.		
Total (50 points possible)		

EXHIBIT C - Interview Evaluation Form

PROJECT: PROS Department Long Range Plan
PROJECT NUMBER: 301313-630413
OWNER: CITY OF LOUISVILLE, COLORADO

FIRM:

DATE:

ITEM	SCORE	NOTES
Overall Impression (15 points)		
The overall demeanor and enthusiasm conveyed by the team members during the interview.		
Project Team (25 Points)		
The experience of the project team, including any proposed sub-contractors. Preference given to project teams with experience working together on projects of similar scope and scale.		
Project Approach & Schedule (10 points)		
Willingness to partner with the City and consultants for mutual success. Availability of the project team to provide services within calendar year 2025 and into 2026.		
Total (50 points possible)		

Memo

Date: August 20, 2024

To: Louisville Mayor Leh and City Council Members

From: RAB & PPLAB Outdoor Subcommittee

Re: Work Plan Prioritization and Response to PROST CIP Requests 2025-2030

The RAB and PPLAB Outdoor Subcommittee have worked collaboratively together this year and have prioritized a Work Plan recommendation for Council. Our requests are aligned with the City goals of the Parks Department: to keep facilities well maintained and “to provide multiple outdoor opportunities for residents of and visitors to Louisville to enjoy and providing a positive impact to our community.”

High Priority: Renovation of the East Tennis Courts at Centennial Park

- These courts are heavily used by a wide range of tennis players of all ages. They are the home courts for Centennial Valley Tennis Association (CVTA), which is a nonprofit, volunteer organization which provides low-cost opportunities for USTA league play. The courts are used in the summer for Colorado Association of Recreational Athletics (CARA) matches. This program is run by the Louisville Rec Center and gives youth an opportunity to receive instruction, practice, and play matches with teams from other cities. The Rec Center provides drop-in play for seniors once a week on these courts, which are open to all levels of players. The courts are also frequently used for social play.

Goal:

- Repair current cracks properly so they do not reappear in a couple of months as happened in 2023.

- When asked by City employees in 2023 to prioritize repair of the tennis courts, RAB members prioritized the Centennial courts, due to the dangerous cracks on the courts. The recommendation was ignored, as City employees chose to improve other courts.
- RAB members believe that the City will be wasting money, if the courts are not correctly renovated.
- Regularly scheduled maintenance and repair of current facilities is imperative. Maintenance should not be a part of competitive budgeting, particularly when it's a safety issue.

High Priority Goal: Convert the Inline Skating Rink to Six Pickleball Courts

- Pickleball is extremely popular, and Louisville does not have any dedicated outdoor courts. Residents must travel to other nearby cities to play. Pickleball can be enjoyed by all ages and is a good way to meet people.
- Noise can be an issue for the location of pickleball courts. This location has already been successfully used for pickleball. It is far from any houses.
- The inline skating rink is not in much demand.

High Priority: Construction of a new Golf Clubhouse at Coal Creek Golf Course

- The current clubhouse has been a low priority, is in need of multiple upgrades, is inadequate for our current demand, and is not sustainable with current codes.
- With an overriding statement from ZDesign Group and their assessment of Coal Creek Golf Course relative to other public/municipal facilities. *“The most successful operations occur when the quality of the golf course and practice facilities matches the quality and size of the clubhouse. When this is in alignment, we see facilities maximize their revenue potential.”*

Goals:

- Address Lack of Operational Space
 - Coal Creek, in conjunction with the Coal Women's League, Men's League, Couples League, Novice League and the Coal Creek Junior

League programming now exceeds 1,000 golfers who utilize this facility on average 30 times per year.

- Inability to host their social activities or banquets for over 100 attendees due to lack of space.
- Inadequate restroom capacities.
- The space allotted for golf cart storage, originally designed in the 1980's for 40 gasoline golf carts now compacts 65 golf carts into the same space.
 - Creates battery management inefficiencies.
 - Creates body damage to the carts squeezing more into less.
- Operational Management Space
 - Currently five individuals work out of a 190 square foot office.
 - There are no private discussions and long-term planning conversations are often interrupted.
- Address Inadequate Sustainability
 - Substandard infrastructure which is not in alignment with current City standards.
 - 30-year-old windows.
 - Cast iron pipes which have failed with band aid fixes.
 - Sewer Gas is present sporadically as multiple floor drains P-traps dry.
 - Limited indoor storage.
- Address other Coal Creek Golf Course Needs
 - Provide an outdoor restroom and storm shelter on the front nine.
 - New practice facilities and short game area.
 - Undersized parking lot.
 - Undersized golf course maintenance building and improvements.
 - No event space.
 - Local business meetings
 - Large corporate and fundraising golf outings
 - Social gatherings – multiple requests but unable to accommodate which is lost revenue.
 - Revenue avenues to consider – host weddings, celebration of life, graduations, birthday, reunions, banquets, and meetings.

- See Attached Financial Analysis for the potential revenues that can be generated with the building of a new clubhouse.

Medium Priority Goal: Build an Additional Tennis Court(s) at Centennial Park

- There is demand for additional tennis courts. On the Athletic Amenity Survey of 2019, additional tennis courts were listed as the second greatest need for outdoor athletic facilities, surpassed only by soccer/multipurpose fields. 47.22% of respondents said that they use tennis courts, and the weighted average for using funds for tennis courts compared to other amenities was 44.84%.
- An additional court at Centennial Park would allow CVTA to have an entire team match at one site. Currently, some matches are played at Centennial Park and other matches are played at other courts. Most other teams that compete in USTA tennis have home courts with five+ courts.

Medium Priority Goal: Find Space for and Construct a Soccer/Multi-Purpose Field Complex

- The City has no regulation soccer fields and must rent fields from the School District. Soccer is an extremely popular sport for youth and adults. In addition, other popular sports are also played on a soccer field, including Lacrosse and Ultimate (originally known as ultimate frisbee).
- The 2019 Athletic Amenity Survey showed that soccer fields and multipurpose fields are a high priority for Louisville residents, with 41.93% of respondents stating that their children use these amenities. The weighted average for using funds for fields was 47.65%.
- This is listed as a Medium Priority simply because the city doesn't currently have the space for this asset.
- The potential revenue generated by hosting soccer tournaments for the city and its surrounding businesses would be economically beneficial.

Sept. 17, 2024

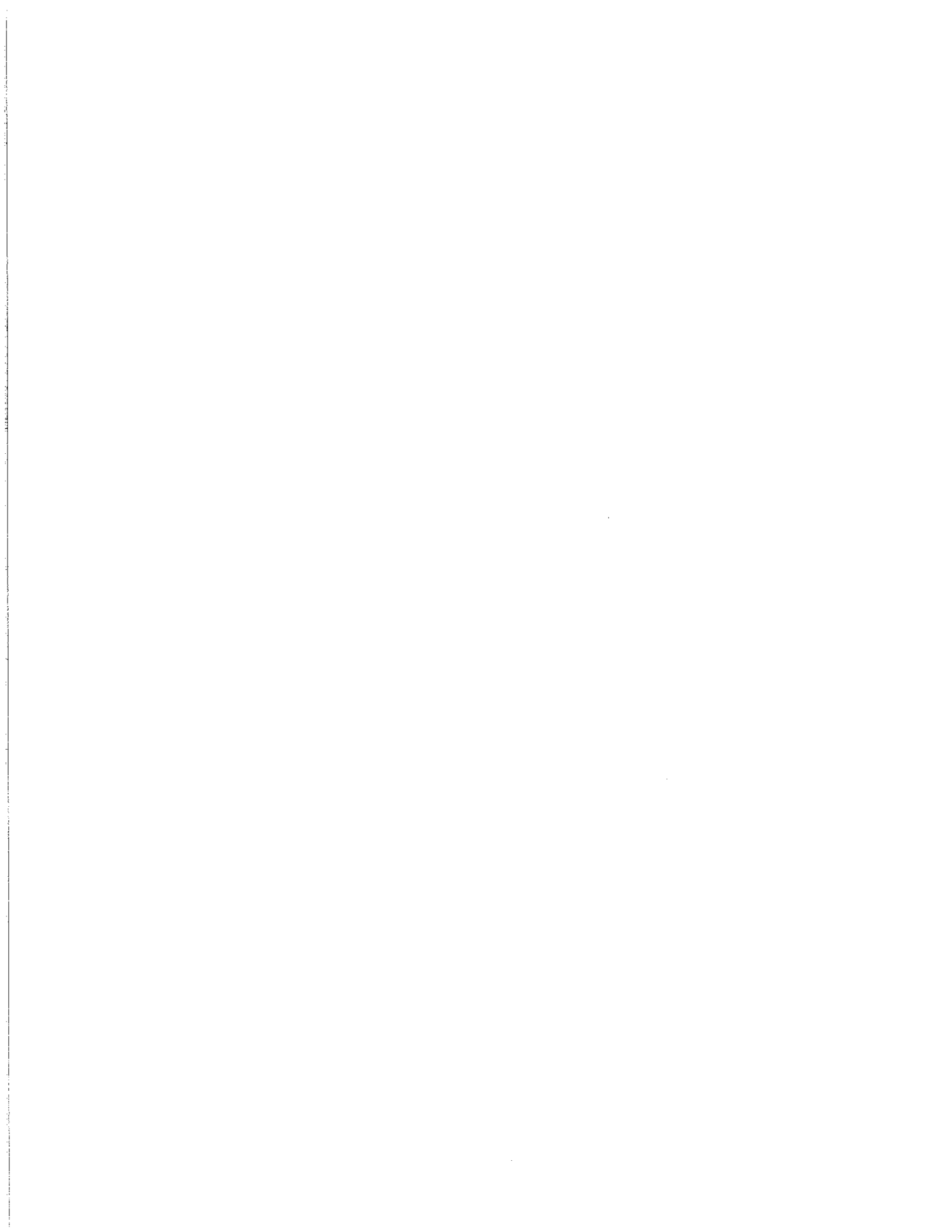
Hi Kathy,

Please distribute this letter and attachment from the Parks/RAB subcommittee to Adam and Abby and yourself. Also. Please add it to the agenda and packet for our next RAB meeting aa an outdoor recreation item.

The letter was hand delivered to City Hall and the subcommittee members from Parks will take care of placing it on their meeting agenda.

Thank You,


Gene Kutscher



Dear Mayor Chris Leh and City Council Members:

We, the Subcommittee on Outdoor Recreation of the Parks Advisory Board and the Recreation Advisory Board, unanimously urge you to intervene immediately in a matter involving the April, 1993 Intergovernmental Agreement (IGA) between Louisville, Lafayette and Boulder County, as well as the May, 2014 supplemental resolution (#62 series 2012) regarding the development of the Lafayette designated ballfield spaces covered by that agreement.

While our subcommittee has been discussing the needs and possible locations for outdoor recreation, events may be overtaking us, as evidenced by the recent article (attached) in an early August Boulder Daily Camera. While we realize that, as Adam Blackmore reminds us, we have not yet had a request from Lafayette to modify the IGA, and in meeting with representatives from Lafayette, they expressed to him no current desire to develop their option for ballfields, we ask that you be proactive regarding this matter, especially as the absence of a City Manager makes keeping track of the many items of importance more difficult.

We advocate for: (1) a review by City Council (or designee) of the IGA, (2) a reminder to your counterparts in Lafayette that Louisville has long since carried out our end of the agreement by constructing ballfields used by both communities for many years, and as they have yet to carry out their end of the agreement, thereby shortchanging both communities, a push for their committing to a near-future construction of appropriate shared facilities.

While the proposed city-private partnership cited in the Daily Camera is likely to be of interest to our tennis players (A subcommittee member was told in writing that Boulder and Centennial Valley Tennis Associations support that proposal) and possibly our pickleball players, we do not believe it serves the City of Louisville well. Our explorations indicate Louisville's greatest needs are youth and adult soccer fields, also adaptable for the fast-growing sports of Lacrosse and flag football. While it might be tempting for Lafayette to envision revenue generated by a tennis/pickleball facility, we believe that the revenue potential from soccer and other tournaments to be held on the proposed fields is potentially far greater. To this end, we request a feasibility study regarding the need for and potential revenue from using the Lafayette

controlled land for sports fields. We also strongly feel that as there is an indoor pickleball facility currently under construction in Louisville, the proposed indoor Lafayette pickleball courts cited in the Daily Camera will compete directly with the new Louisville business.

We plan on discussing this letter at upcoming full advisory board meetings and will gladly address any concerns or requests from you.

Sincerely,

The Parks Advisory Board and Recreation Advisory Board Subcommittee on
Outdoor recreation, Lisa Norgard, Chair 7/16/24 

Cc: Adam Blackmore, Abby McNeal, Kathy Martin

Agenda item: PAB, RAB

Aug 5, 2024

EAST COUNTY

'It's a perfect location'

Boulder man looks to garner support for new tennis facility proposal



Steve LeBlang stands in front of a proposed tennis facility site at Colo. 42 and South Boulder Road, on a plot of land between Louisville and Lafayette. CLIFF GRASSMICK — STAFF PHOTOGRAPHER

BY ALISSA NOE

ANOE@PRAIRIEMOUNTAINMEDIA.COM

When Boulder announced the closure of the Rocky Mountain Tennis Center and the University of Colorado Boulder South tennis courts for housing development and floodplain mitigation, it left the city's racket sports community desperately searching for an alternative.

A previous proposal in Gunbarrel, the Tennis Center of the Rockies, has been tabled due to strong opposition from the neighboring community, and the owners recently put the plot of land back up for sale.

Steve LeBlang, a Boulder resident and tennis enthusiast, believes he may have just the remedy for a county that's starving for more recreational opportunities. He said he's found a prime spot for a public-private venture with the Harney-Lastoka Open Space, located near Colo. 42 and South Boulder Road, on a plot of land between Louisville and Lafayette.

He hopes to build a facility that houses eight indoor tennis courts, 12 outdoor tennis courts and eight covered pickleball courts.

"It's a perfect location," LeBlang said. "It's flat. It's on Highway 42. It has turn lanes. It has a signal there already. It has an entrance. A lot of the infrastructure, there's utilities, water and sewer already available. You don't have to bring anything. ... I can't think of a better location."

The plot, which sits directly across Courtesy Road from a shopping center that includes Ziggi's Coffee and Moe's Bagels, already houses softball fields, a community garden and a water treatment facility. The first amendment to the intergovernmental agreement, which was drafted in 2014, granted Louisville and Lafayette 24 acres apiece for "athletic fields and similar development." According to LeBlang, over the past 10 years, Louisville has built a sports complex and Boulder County has contributed the Kerr Community Gardens, while Lafayette's piece of the property remains vacant.

LeBlang began the process of researching similar public-private ventures surrounding sporting facilities in Colorado earlier this year, and landed on the Parker Racquet Club in South Denver as his ideal model. The privately-owned business leases the land from the city for \$1 a year, and then funds itself the rest of the way. It charges \$24 hourly fees for members and \$40 an hour for nonmembers for usage of its indoor courts.

He said that his venture, funded mostly by himself and his partner Tim Kullick, would incur little cost on taxpayers, and noted that the interest from local tennis players has been "off the charts." He hopes it can become the new home for the CU women's team.

"I'm working with a variety of different former players... But it's also something that at this stage of my life that I wanted to be involved in something for the communities," LeBlang said. "I'm probably going to be putting a substantial investment into the project myself. I think there are a variety of CU fans, if it was going to be the home for the women's tennis team, that I think people would be very generous."

Stephanie Schlageter, owner and CEO of Radiance Medspa in downtown Louisville and a member of the Louisville chamber of commerce board of directors, believes a tennis facility would draw more people to the downtown area and boost local businesses.

She hopes to see the LeBlang's dream become a reality.

"Oh, I think it's amazing," Schlageter said. "It's honestly a no-brainer for the city of Louisville. I mean, I'm a property owner as well as a business owner in Louisville, and that piece of land that he wants to develop has been just sitting there unused, empty. It's just a prime piece of real estate that has so much potential and it has just gone unused for like, as long as I know — 14 years, maybe longer — but it's in such a prime location to be made use of for great community purpose.

"I think that Steve has the plan and the funding and the knowledge and expertise to develop that land into something amazing for the community. I truly think it's like a gift handed to us on a silver platter."

Rob Scott, the executive director of the Intermountain Section of the United States Tennis Association — which includes Colorado, Wyoming, Nevada, Utah, Montana and Idaho — said he believed the proposal had the "greatest chance of surviving."

"I think it might be the University of Michigan (who) did a study on the healthiest sports in the world, and tennis was by far the winner," Scott said. "If you play tennis regularly, your life is extended by 10 years. That's the bottom line. It's the best sport for health and wellness. What that means is it helps society because people are fitter, they're happier. There's a whole host of positive benefits for society, for people who play tennis.

"In terms of if people had this opportunity, then that would continue. If they don't have this opportunity, then it's going to be quite difficult. People have to travel greater distances to play outside of the Boulder County area. It's going to be hard to find facilities for them to actually play at."

Earlier this week, LeBlang — in partnership with the USTA — sent out a mass email asking tennis aficionados to contact their local city and county officials and urge them to support the project. Their website, <https://lafayetteacquetclub.com/>, also details the plan.

In the coming weeks, he intends to speak before the Lafayette and Louisville city councils to lay out his proposal and ask them to amend the IGA. Bradley Curl, a real estate attorney with Packard and Dierking, said that all three parties — Louisville, Lafayette and Boulder County — would have to agree to expand the scope of recreational activities to include tennis and pickleball.

City and county officials from each entity could not be reached for comment.

"We've just started the process to understand exactly what procedures may be required with respect to each governmental entity," Curl said. "Each of those entities is going to have their own process and each of those processes is going to be a robust public process in and of itself. But at the end of the day, we would need approval from all three of them to amend the IGA.

“What they did in Parker — again, I didn’t draft the documents — my understanding is that there’s a public-private partnership, such that private folks come in and undertake all of the construction and the management and maintenance of the facility for the entire term of a ground lease. And then upon expiration of that ground lease term, all the facilities and things revert back to municipality. In that case, to the city of Parker.”