



South City Park Neighborhood Association Board  
P.O. Box 18375  
Denver, CO 80218

Dear James Slotta, Roger Lawson and Doña Dodson,

I am writing in response to your request for information regarding the offices in the City Park Pavilion. I would like to assure you and your neighbors, in writing, of our intentions to improve the conditions and care of the pavilion by locating park employee offices on the second floor of the City Park Pavilion. This space was specifically designed and used as office space since the pavilion was restored in 1995. Establishing and maintaining a presence in the building is critical to ensure proper security and care of this important historic park structure. Consequently, we intend to make sure the pavilion will not become vacant and will always have the best care and management possible.

KM Concessions have occupied the second floor offices for the past 12 years with 6 to 10 employees including the CEO of this private corporation. Most of the KM employees housed in the pavilion were not directly associated with the City Park operations or the pavilion uses and were primarily focused on their core business affairs to operate zoo concessions nationwide. Their corporate administrative staff responsibilities included accounting, purchasing, contracting, human resources and a variety of other functions that were largely non-park related. It is our desire to change this situation and use the office space for park related uses.

A combination of circumstances prompted us to move City Park personnel into the building:

- The KM Concession contract expired on April 30, 2008 and their staff have vacated the second floor offices
- The City Park Administrator office space was eliminated from the nearby City Park Maintenance building due to the construction of a mechanical room for the Electric Fountain therefore office space is needed to house the administrator in the park
- There is a new need for an on-site event facilitator to manage pavilion rentals
- There is our desire to station ranger staff closer to their assigned park responsibilities

We believe that Denver Park staff, whose primary duties are directly related to City Park, can be located in the pavilion to provide improved conditions and offer superior service to the community in the years to come. Three full-time permanent employees including the City Park Administrator, the East District Superintendent and the East District Administrative Assistant will occupy the space to provide personnel responsible for the pavilion and the park during normal business hours. Two seasonal employees will be stationed in the pavilion during the week, evenings and most weekends. The seasonal staff includes an events facilitator to manage the pavilion rentals and a park ranger who will be employed during the summer months. A maximum of 5 employees would be housed in the pavilion and 50% - 100% of their job responsibilities would be directly related to City Park operations and management.

Employees housed in the pavilion would serve the public to provide information about City Park, coordinate events in the park, supervise City Park and East District employees, manage long range planning and capital improvement projects for the park, manage contracts related to City Park, perform facility maintenance in

City Park, enforce park rules and regulations, establish City Park policies and develop City Park programs for the public.

We would expect about 2 – 6 staff or public visitors per typical day during the week for scheduled meetings and rarely any visitors during the weekends (except those involved in events at the pavilion). Five parking spaces would be used for staff housed in the pavilion and typically less than 12 spaces parking during the business day for staff and visitors. One to three staff vehicles would occupy the parking lot during the peak public use periods on weekends in the summer which equals less than 1% of the total parking capacity in the 80-space lot. Any more than 25 employees at one time in the pavilion would be scheduled as a special event on the first floor consistent with any other event held in the park and might occur 1 – 3 times per year. These types of larger park employee meetings have previously occurred and are consistent with use patterns of the past 10 years.

We would, however, anticipate an increase in drop-in visitors, many of whom are walking or biking in the park and who would realize that park staff is available in the pavilion to answer questions and address concerns about the park. We have no way of predicting at this time how many park users will want to initiate dialog with park employees while passing through the vicinity. In our estimation, this will become a desirable outcome of having knowledgeable and accountable staff at the pavilion and available to serve the public with much easier access and quicker, more direct response time.

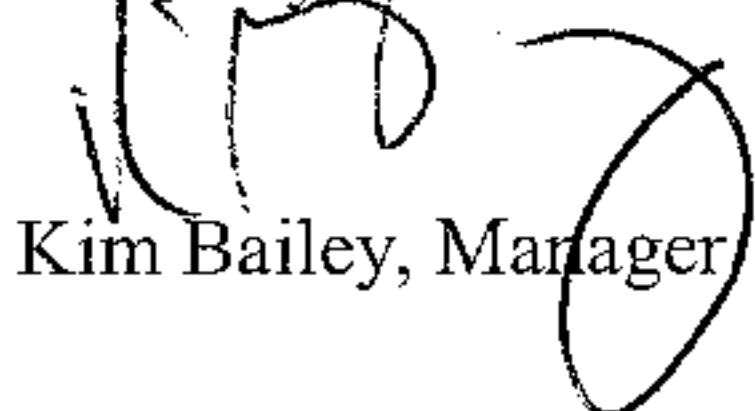
The pavilion building was originally constructed in 1896 and is listed on the National Register and as a Historic Denver Landmark. During its restoration in the 1990's an elevator was designed into the plans for access to the second floor, however, due to funding constraints the elevator was eliminated from the project. While the elevator would have provided ADA compliant access for a publicly accessible second floor space, it was decided at that time to designate the second floor private, non-public space for KM Concessions and offer reasonable accommodations for employees and visitors in the pavilion. We anticipate continuing this management strategy for Denver Park staff in the near future. In this regard, we would however be more flexible and welcome the public for meetings and visits with staff if desired on the second floor. However, if an individual or group needs special accommodations, we have optional space in the community room on the first floor which is fully ADA compliant for meetings with staff. Likewise, if an employee requires ADA standard facilities, an office can be created on the first floor if an elevator is not in place. This was the recently adopted strategy at the Molkery during the restoration of that historic structure in 2003.

We have reviewed these plans with the City Attorney's office. The proposed uses do not change existing uses and are related to the park.

I am attaching photographs taken of the offices after KM Concessions moved out of the pavilion. Please feel free to schedule a tour of the space with Helen Kuykendall at (303) 880-7132.

Again, I would like to stress our commitment to ensuring the City Park Pavilion is managed and operated as a premier park facility and with our dedicated staff located in the Pavilion, it is our intention to provide even greater service and access to the public than ever before.

Sincerely,



Kim Bailey, Manager