



TOWN COUNCIL STUDY SESSION AGENDA
September 25, 2023
5:00 PM

I. Study Session Items

1. E-470 Leadership Roadshow - Beau Memory/John Diak - 30 minutes
2. Salisbury Park North Concept Design Review - Colton/Collins, Hord Coplan Macht - 30 minutes
3. Parks & Recreation Cost Recovery Strategy Discussion - Colton - 15 minutes

II. Staff Updates

III. Town Council Updates/Items

IV. Study Session Follow-Up Items to Council

These items are not intended for discussion, but are another resource to provide follow-up information to the Town Council and public.

1. Engineering and Public Works August Contracts Memo



MEMORANDUM

TO: Honorable Mayor and Councilmembers
FROM: Mary Colton, Parks and Recreation Director
Brett Collins, Projects Administrator
DATE: September 25, 2023
SUBJECT: Salisbury Park North Concept Design Review

ISSUE:

Staff will present a Concept Plan for the Salisbury North Park Project.

FISCAL/BUDGET IMPACT:

None.

BACKGROUND:

Salisbury Park North is a 91-acre property, which is centrally located within the community. It was acquired by the Town in 2009 for park and open space purposes and is zoned Public Facilities, which allows for a wide variety of uses, including parks, recreation, and open space.

The Salisbury Park North Master Plan was developed through a public input process and approved by Town Council in 2014. The Master Plan provides various amenities, including multi-purpose soccer fields, multi-purpose ballfields, pickleball courts, tennis courts, play areas, picnic pavilions, restrooms, parking, landscape, and irrigation.

Town Council approved a professional services agreement in June for Hord Coplan Macht (HCM) to complete the planning, design, and construction drawings for the Salisbury Park North Project. The project is in the Concept Plan/Program Verification phase and there are some changes that are recommended to the 2014 Master Plan. Staff and HCM will present the proposed changes to the Town Council at the Study Session.

The Concept Plan was presented to the Parks, Recreation and Open Space Advisory Commission on August 29 and was recommended to be presented to the Town Council.

The Concept Plan was reviewed at a Study Session by the Planning Commission on September 14 and there were no objections to the proposed changes.

RECOMMENDATION:

Staff is recommending moving forward with the site plan process utilizing the proposed Salisbury Park North Concept Plan.

REQUESTED DIRECTION:

This item is for information and discussion.

ATTACHMENT:

None



MEMORANDUM

TO: Honorable Mayor and Councilmembers
FROM: Mary Colton, Parks and Recreation Director
DATE: September 25, 2023
SUBJECT: Parks & Recreation Cost Recovery Strategy Discussion

ISSUE:

Staff will present the Parks and Recreation cost recovery strategy and philosophy with Council and the potential associated budgetary impacts.

FISCAL/BUDGET IMPACT:

There is potential for budget implications for both capital projects and facility operations and services depending upon the level of annual cost recovery/subsidy and the amount of CIP projects in the 10-year plan.

BACKGROUND:

The Parks and Recreation Department has three (3) primary sources of funding:

1. The Parks and Recreation fund (dedicated half-cent sales tax) - Funds primarily large-scale capital projects that are universally beneficial and accessible to the community (i.e., parks, trails and open space) and also 30% of the Parks, Forestry and Open Space maintenance and operations budget. The Parks and Recreation fund also subsidizes the Recreation fund.
2. Recreation Fund - Fees and charges for recreation services and programs are implemented to generate revenue that historically has recovered 70 - 80% of operational costs. As recreation facilities age and require mechanical updates and other costs such as internal services and supplies increase, it becomes increasingly challenging to maintain a high cost recovery without affecting overall service.
3. General Fund - Funds 70% of Parks, Forestry and Open Space operations and maintenance.

We have implemented a thoughtful cost recovery strategy and philosophy that helps to ensure our financial sustainability. This strategy enables us to be more diligent about how tax dollars (half-cent sales tax) are allocated to projects and offers opportunities for revenue growth through fees and charges that help strengthen our overall system. We categorize services and determine the cost of each service utilizing data and information to adequately project cost recovery goals and establish fees and charges.

If high cost recovery (70 - 80%) in recreation operations is the goal, it may result in increased fees or service disruption to reduce expenses (i.e., reduced pool hours, canceled classes, delay in capital outlay, etc.). Conversely, this results in a lower subsidy requirement and less interfund

transfer from the Parks and Recreation fund, leaving increased funding for capital projects. If lower cost recovery (60 - 70%) in recreation operations is the goal, it may result in fewer fee increases and potentially less disruption of service, but a higher subsidy from the Parks and Recreation fund resulting in a decreased fund balance for capital projects.

Our goal is to provide Council with information that provides insight and background that may impact future budget decisions. Maintaining an operational cost recovery of 60 - 80% allows flexibility to strategically manage the subsidy requirement from the Parks and Recreation fund, while not compromising overall recreational services that our community enjoys and expects. Cost recovery targets will continue to be closely monitored and capital projects prioritized per the Master Plan. We want to ensure that this strategy and philosophy aligns with Town Council's desires.

RECOMMENDATION:

Staff recommends maintaining a responsible and achievable cost recovery goal of 60-80% for recreation operations, while continuing with financial sustainability for capital projects and delivery of exceptional recreation services.

REQUESTED DIRECTION:

Staff is seeking to inform and obtain input from Town Council about the Parks and Recreation Department's cost recovery strategy and philosophy.

ATTACHMENT:

None



MEMORANDUM

TO: Mayor and Town Council

FROM: Tom Williams, PE, Director of Engineering/Public Works 

THROUGH: Michelle Kivela, Town Manager 

DATE: September 7, 2023

SUBJECT: August Contracts

The following contracts (over \$50,000 under \$100,000) were approved in August 2023:

Professional Services Agreement for Pine Lane Bridge Rehabilitation Final Design with RS&H dated August 29, 2023.

Professional services agreement to complete the final design of the Pine Lane bridge over Cherry Creek rehabilitation project. The design is necessary for the planned 2024 construction project.

Project Cost: \$66,608.00