

Parks, Recreation & Cultural Services

PR&CS Administration, 1401 Recreation Way, Colorado Springs, CO 80905



Agenda TOPS Working Committee

Wednesday, June 5, 2024

7:30 a.m.

1401 Recreation Way

How to call in to the meeting for citizens:

Please dial +1 (720) 617-3426 Conference ID: 494 055 957#

How to comment:

- *For Citizen Discussion concerning items that are not on the agenda please email your comments to PRCS-TOPSWorkingCommittee-SMB@coloradosprings.gov in advance of the meeting.*
- *For Agenda Items - Before the meeting, those who wish to comment should submit their name, telephone number, and the topic or agenda item for comment to PRCS-TOPSWorkingCommittee-SMB@coloradosprings.gov. If you are a participant in Microsoft TEAMS please use the chat function to indicate you would like to comment. If you have joined the meeting via conference call, please listen for your opportunity to comment. You will be called upon to comment using the last four digits of your telephone number. Please limit your comment to three minutes.*

Agenda Preview

Board Chair

Announcements

Staff and Committee

Approval of Minutes

Committee

Citizen Discussion

Citizens

Action Items

2025 Capital Improvement Project Recommendations

Lonna Thelen/Sandy Elliott

Presentation Items

E-Bike Update

Lonna Thelen

Citizen Discussion

Citizens

Adjournment

TOPS Working Committee 2025 Proposed Capital Improvement Budget

TOPS Working Committee
June 5, 2024



Informing the Budget Process



- Park System Master Plan
- Parks, Recreation & Cultural Services Strategic Plan
- City Strategic Plan
- Community Input – needs and desires
- Opportunities to Leverage Funding
- Strategic Timing of Projects
- Urgent Repairs and Renovations
- Funding Requirements and Project Eligibility
- Board and Committee Input
- Mandates and Paybacks
- Staff Capacity

Assumptions

- Sales tax revenue assumes 2% growth in 2025 and subsequent years
- Salary & Benefits forecasted to increase 5%
- Materials, services and contracts forecasted to increase 3%

TOPS

Proposed 2025 CIP Budget

Trails, Open Space and Parks Fund (TOPS)

0.1% Sales Tax

TOPS Ordinance



Trails, Open Space and Parks (TOPS) revenue is generated from a 0.1% sales and use tax adopted by voters in April 1997, extended by voters in 2003, and extended by voters again in 2023. The tax will now expire in 2045.

There are 5 categories of spending allowed by the TOPS ordinance (Ord.97-96; Ord. 01-42):

Off the top

- **Administration-** 3% for TOPS administration, planning and management
- **Maintenance-** 6% for stewardship and maintenance of properties acquired with TOPS funds

Of the remaining

- **Open Space-** Minimum 60% for acquisition and stewardship of (all) open space lands. 75% of this amount for acquisition of Open Space.
- **Trails-** Maximum 20% for construction, acquisition and maintenance of (all) trails.
- **Parks-** Maximum 20% for acquisition and construction of new parks AND to acquire, construct, establish and maintain new parks and related facilities and to maintain and renovate all City Parks.

2023 End-of-Year Revenue Report



0.1% Trails, Open Space and Parks Tax - TOPS For Filing Period Ended November 30*

<u>Month Paid to City</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>% Over(Under) Previous Year</u>
February	681,817	676,078	741,043	828,525	852,776	2.93%
March	616,420	626,138	742,255	824,847	828,661	0.46%
April	814,083	700,611	997,375	1,076,126	1,095,423	1.79%
May	727,369	569,042	898,625	1,017,271	950,536	(6.56%)
June	732,903	708,683	918,895	983,720	1,022,677	3.96%
July	875,596	878,140	1,127,282	1,179,995	1,160,801	(1.63%)
August	803,205	824,140	1,008,377	1,087,594	1,066,335	(1.95%)
September	788,458	803,665	979,345	1,066,174	1,072,722	0.61%
October	841,777	922,298	1,076,829	1,154,188	1,140,358	(1.20%)
November	767,044	828,200	949,006	1,008,826	1,036,293	2.72%
December	714,708	773,509	914,992	930,020	996,917	7.19%
Total (Year-to-Date)	8,363,379	8,310,503	10,354,024	11,157,286	11,223,499	0.59%
Refunds (Year-to-Date)	18,339	46,735	38,704	47,289	49,501	
Net Revenue (Year-to-Date)	8,345,040	8,263,768	10,315,320	11,109,997	11,173,998	

* Filing period is the month the tax monies are collected by the retailer from their customers

TOPS Fund Future Revenue 2024-2028

TOPS projected revenue with forecasted annual amount 2024-2028

	2024	2025	2026	2027	2028	TOTALS (Next 5 Years)
Projected Revenue						
Forecasted Annual Amount	\$ 13,456,860	\$ 13,725,997	\$ 14,000,517	\$ 14,280,527	\$ 14,566,138	\$ 70,030,040
Administration allowable (3%)	\$ 403,706	\$ 411,780	\$ 420,016	\$ 428,416	\$ 436,984	\$ 2,100,901
Maintenance allowable (6%)	\$ 807,412	\$ 823,560	\$ 840,031	\$ 856,832	\$ 873,968	\$ 4,201,802
Adjusted category revenue	\$ 12,245,743	\$ 12,490,657	\$ 12,740,471	\$ 12,995,280	\$ 13,255,186	\$ 63,727,336
Trails allowable (20% Max)	\$ 2,449,149	\$ 2,498,131	\$ 2,548,094	\$ 2,599,056	\$ 2,651,037	\$ 12,745,467
Parks allowable (20% Max)	\$ 2,449,149	\$ 2,498,131	\$ 2,548,094	\$ 2,599,056	\$ 2,651,037	\$ 12,745,467
Open Space allowable (60% min)	\$ 7,347,446	\$ 7,494,394	\$ 7,644,282	\$ 7,797,168	\$ 7,953,111	\$ 38,236,402
75% of Open Space-Acquisition	\$ 5,510,584	\$ 5,620,796	\$ 5,733,212	\$ 5,847,876	\$ 5,964,834	\$ 28,677,301

TOPS Fund Summary

Q1 2024 Estimated Fund Balance



Category	Fund Balance
Trails	\$2,611,752
Open Space	\$10,604,447
Parks	(\$127,055)
Administration	\$390,823
Maintenance	\$579,469

*2023 Annual Comprehensive Financial Report (ACFR) preliminary, unaudited figures

Preliminary 2025 Revenue

Trails, Open Space and Parks Revenue **\$13,725,997***

2025 TOPS Revenue by Category

Administration (3%)	\$ 411,780
Maintenance (6%)	\$ 823,560
Trails (20% Max)	\$ 2,498,131
Parks (20% Max)	\$ 2,498,131
Open Space (60% Min)	\$ 7,494,394

Acquisition (75% of the 60%) = \$ 5,620,796

Stewardship (25% of the 60%) = \$ 1,873,599

*Revenue subject to adjustment in forecast by Budget Office

TOPS Administration



TOPS Administration – 3%	
Administration Available Revenue	\$ 411,780
Draw from Fund Balance	\$ 103,431
Total Proposed 2025 TOPS Administration Budget	\$ 515,211

TOPS Administration Salary & Benefits, Operating, CIP	Budget	% of Total
Salaries & Benefits (2.5 FTE)	\$439,750	85%
Operating	\$ 75,461	15%
<ul style="list-style-type: none"> <i>Top 3 operating: Bank & Investment Fees, Computers and Software</i> 		
Total	\$ 515,211	100%

TOPS Maintenance



TOPS Maintenance – 6%	
Maintenance Available Revenue	\$ 823,560
No Draw from Fund Balance	\$ 0
Total Proposed 2025 TOPS Maintenance Budget	\$ 807,303

TOPS Maintenance Salary & Benefits, Operating	Budget	% of Total
Salaries & Benefits (5.5 FTE)	\$ 601,223	74%
Operating	\$ 206,080	26%
<ul style="list-style-type: none"> <i>Top 2 operating: Mowing contracts and Vehicle and Equipment Maintenance</i> 		
Total	\$ 807,303	100%

TOPS Trails Category



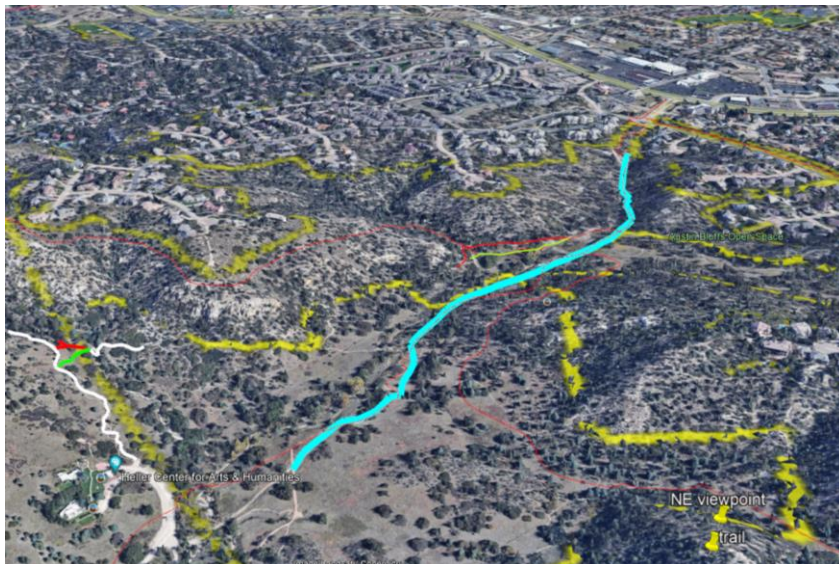
2025 Trails (20% Max) Total Revenue Available	= \$2,498,131
2025 Draw From Fund Balance	= \$1,201,869
2025 Total Proposed CIP Trails Category	= \$3,700,000
<i>Fund Balance Available – 10% Reserve + 1.8M*</i>	= \$2,768,708

Proposed Trails Category CIP Project List	
University Park Trail	\$ 50,000
Urban Trail System sign package design	\$ 50,000
Garden of the Gods Trail Wayfinding	\$ 50,000
Chamberlain Trail	\$ 750,000
Blodgett Open Space Trail Implementation	\$ 500,000
North Douglas Trail	\$ 500,000
High Priority Trails	\$1,800,000
Total Proposed 2025 Trail CIP Projects	

TOPS Trails = 100% Capital Improvement Projects

University Park Trail

- ❑ Extend and complete 0.75 miles of trail in Austin Bluffs Open Space
 - ❑ Heller Center to Rockhurst Blvd
- ❑ 2025 TOPS Trails
 - ❑ \$50,000



Urban Trail System Wayfinding Design Package



- ❑ 2025 TOPS Trails
 - ❑ \$50,000
- ❑ Create a cohesive wayfinding design package specific to our urban trail system
- ❑ Current signage is infrequent, outdated, inconsistent, and in various states of disrepair

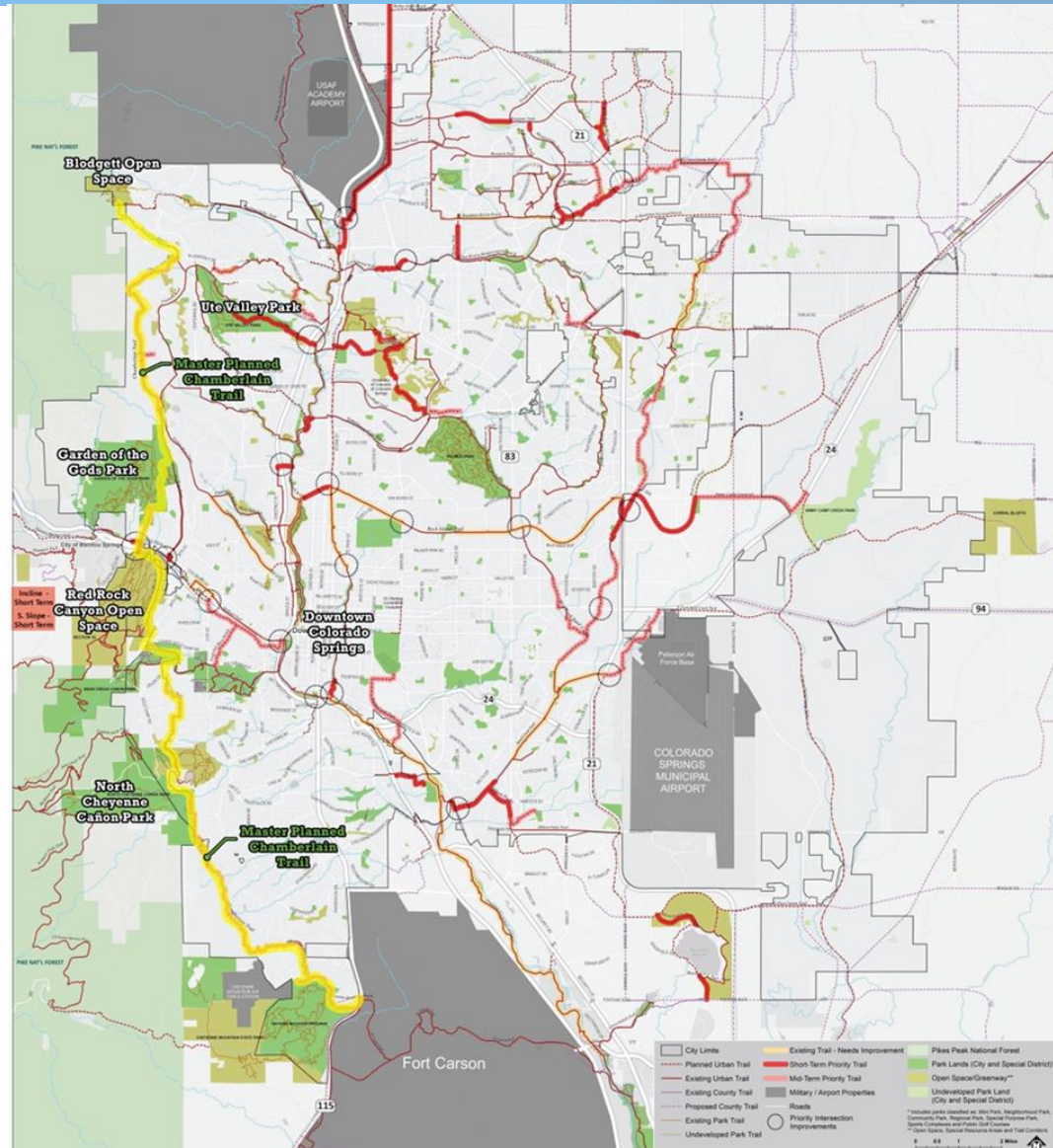


Garden of the Gods Trail Wayfinding

- 2025 TOPS Trails
 - \$50,000
- Trail Wayfinding improvements to the natural surface trail system
- Open Space Wayfinding Design Guidelines.

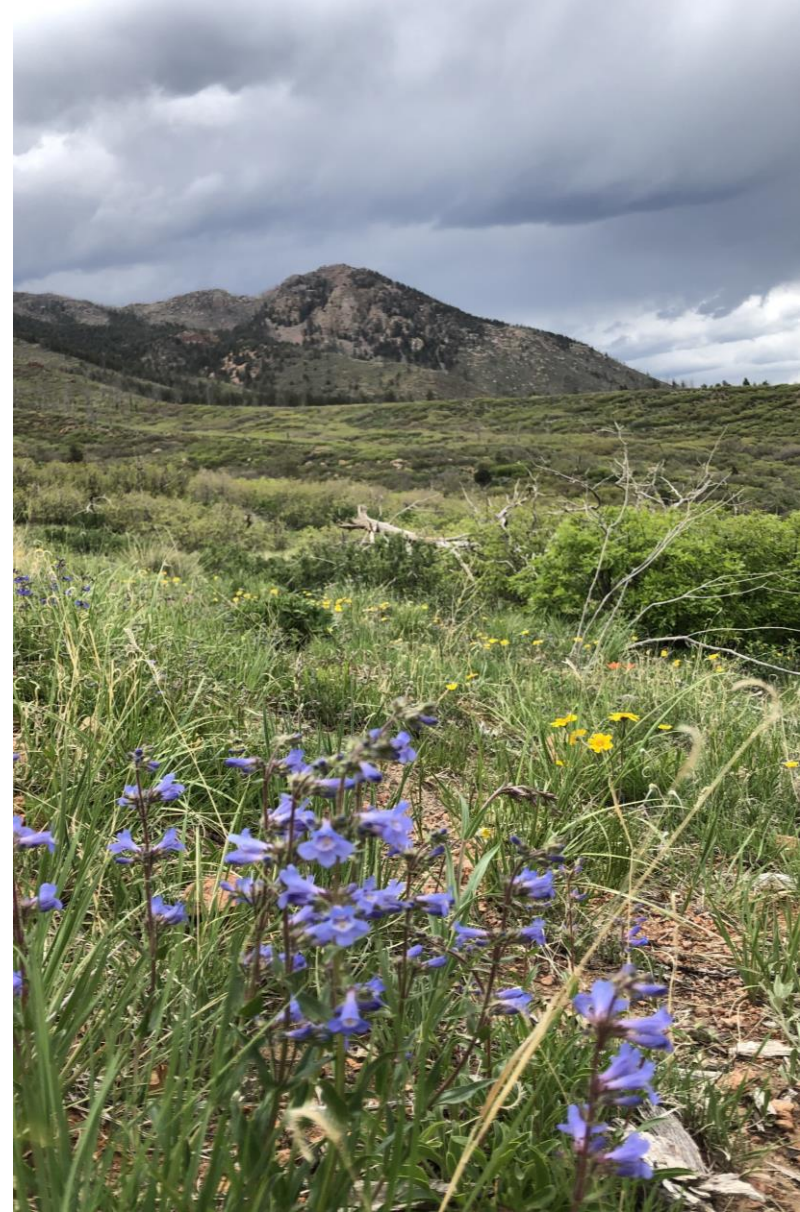
Chamberlain Trail

- ❑ 2025 TOPS Trails
 - ❑ \$750,000
- ❑ Chamberlain trail implementation primarily south of Highway 24



Blodgett Open Space Implementation

- ❑ 2025 TOPS Trails
 - ❑ \$500,000
- ❑ Open space trails infrastructure



North Douglas Trail

- 2025 TOPS Trails
 - \$500,000
- Extend North Douglas Creek Trail
 - Wilson Ranch Park
 - To Oak Valley Ranch Park
 - To Blodgett Open Space



High Priority Trails

- 2025 TOPS Trails
 - \$1,800,000
 - Property Acquisition
 - Design and Construction:
may include one of or a
portion of one or more of the
following trails:
 - Rock Island Trail
 - Sand Creek Trail
 - Cottonwood Creek Trail
 - Legacy Loop Trail System



Sand Creek looking south from Platte Avenue: Future Construction

TOPS Parks Category



2025 Parks (20% Max) Total Revenue Available	= \$ 2,498,131
Proposed Fund Balance Draw	= \$ 0
2025 Total Proposed Parks Category	= \$ 2,263,848
<i>Fund Balance Available</i>	= \$ 107,228

TOPS Parks Operating

2025 Parks Operating Budget

\$ 1,713,848

TOPS Parks CIP Projects

High Priority Playground Rehabilitations

\$ 350,000

Grey Hawk Park Implementation

\$ 200,000

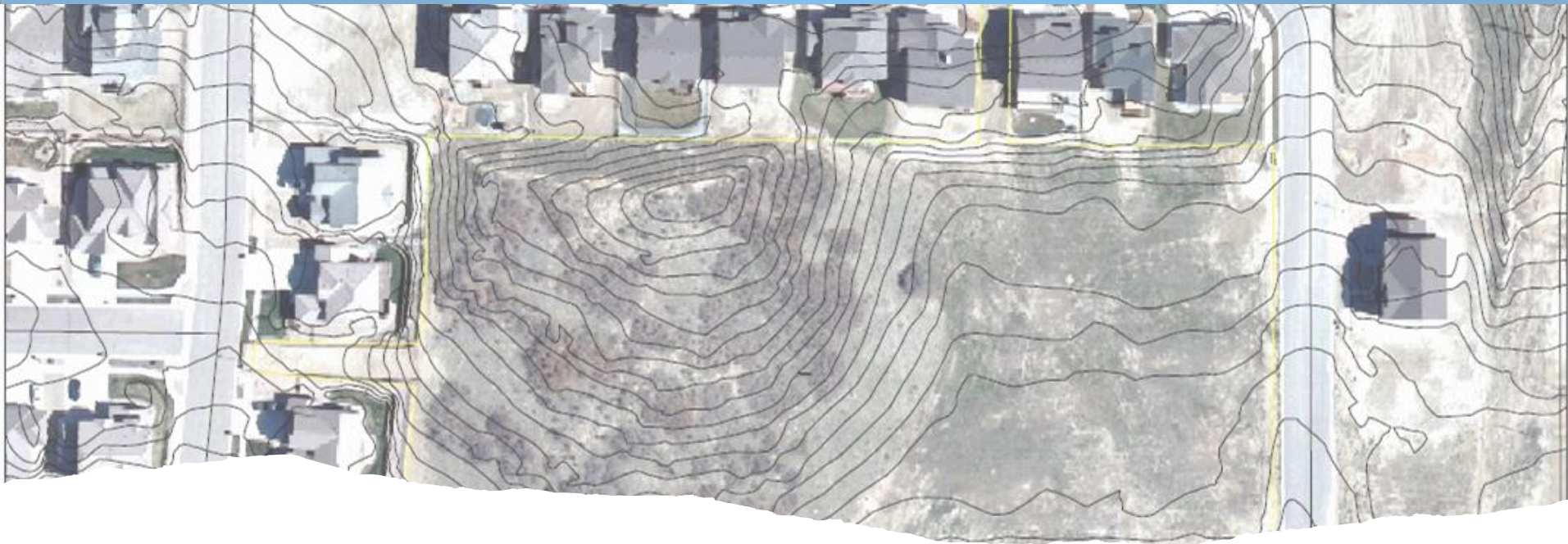
Total Proposed 2025 Parks CIP Projects

\$ 550,000

Playground Habilitation

- ❑ 2025 TOPS Parks
 - ❑ \$350,000
- ❑ High Priority Playground List: may include one of or a portion of one or more of the following playgrounds:
 - ❑ Rampart
 - ❑ Sandstone
 - ❑ Sage Brush
 - ❑ Flanagan
 - ❑ Vermijo





Grey Hawk Park Implementation

- Construction of Grey Hawk Park
- 2025 Funding:
 - \$200,000 TOPS Parks
 - \$150,000 CTF

TOPS Parks Proposed 2025 Budget

\$ 2,263,848

TOPS Parks Salary & Benefits, Operating, CIP	Budget	% of Total
Salaries & Benefits (1.5 FTE)	\$ 368,903	16%
Operating	\$ 1,344,945	60%
<ul style="list-style-type: none"> <i>Top 3 operating: Mowing contracts, Maintenance of buildings and structures, and Playground replacement parts</i> 		
CIP	\$ 550,000	24%
Total	\$ 2,263,848	100%

TOPS Open Space



Proposed 2025 Budget

TOPS Open Space Acquisition Budget (75%)

\$5,620,796

TOPS Open Space Stewardship (25%)

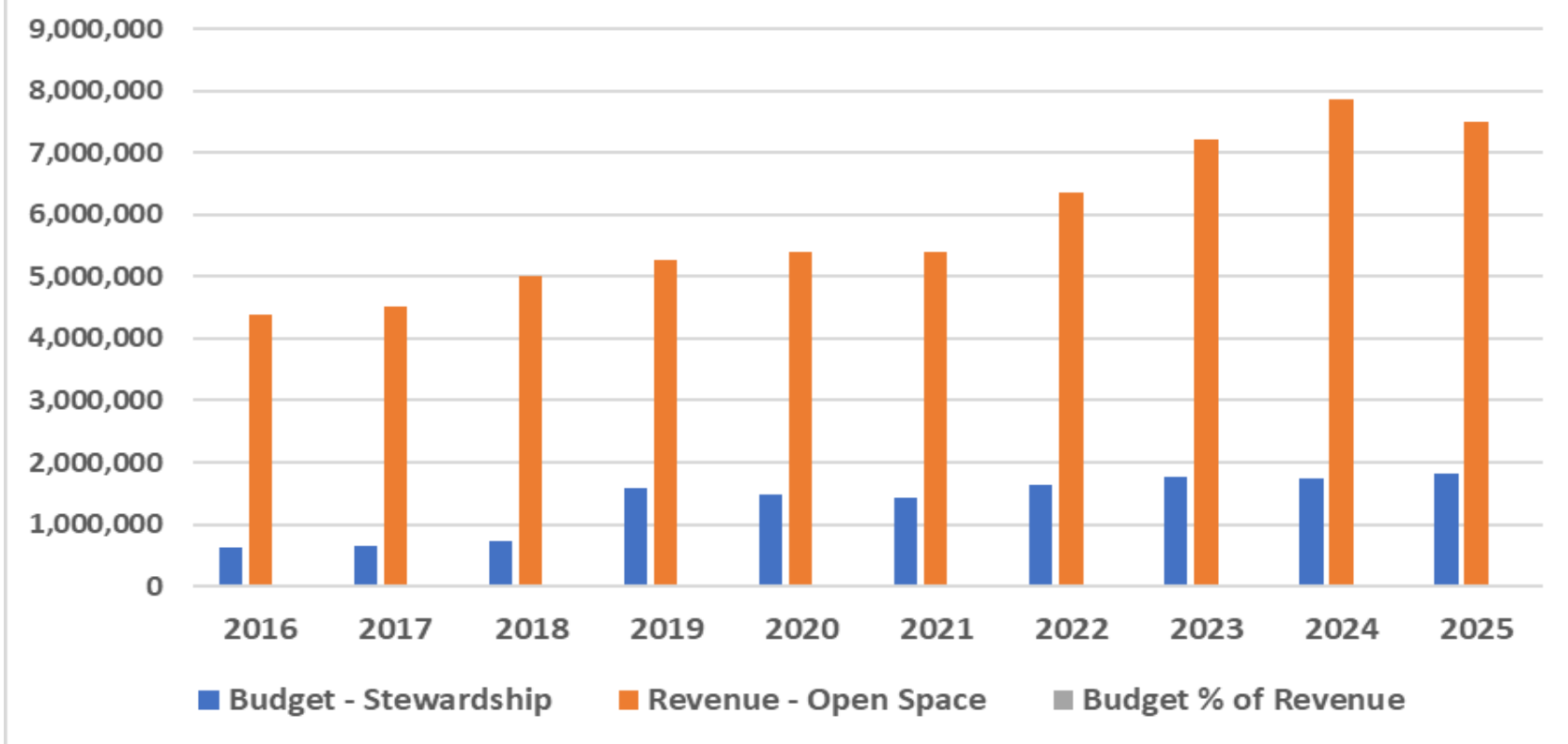
\$1,812,668

TOPS Open Space Salary & Benefits, Operating	Budget	% of Total
Salaries & Benefits (10.5 FTE Positions)	\$ 1,332,947	74%
Operating	\$ 479,721	26%
<ul style="list-style-type: none"><i>Top 3 operating: Fuels mitigation contract, Building and facility maintenance, and materials and supplies</i>		
Total	\$ 1,812,668	100%

Stewardship Funding History



Total Stewardship Budget by Year



	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Budget - Stewardship	619,000	649,000	738,900	1,595,617	1,480,455	1,437,029	1,626,309	1,759,867	1,735,222	1,812,668
Revenue - Open Space	4,372,368	4,501,940	5,005,728	5,268,354	5,396,664	5,407,082	6,346,977	7,203,378	7,868,290	7,494,395
Budget % of Revenue	14%	14%	15%	30%	27%	27%	26%	24%	22%	24%



Questions?

COLORADO SPRINGS PARKS AND RECREATION DEPARTMENT

TOPS Working Committee

Date: June 05, 2024

Item Name: 2025 Trails, Open Space and Parks (TOPS) Capital Improvement Budget

Summary:

Parks, Recreation and Cultural Services Department staff requests recommendation of the proposed 2025 Capital Improvement Program (CIP) budget. The budget has been developed based upon the 2014 Parks System Master Plan, a needs assessment, community input, and Parks, Recreation and Cultural Services Advisory Board and TOPS Working Committee discussion. The Parks, Recreation and Cultural Services Advisory Board's recommendation will be carried forward to City Council for consideration as part of the 2025 Budget process.

This is an action item for the TOPS Working Committee:

The Parks, Recreation and Cultural Services Advisory Board will consider the TOPS CIP budget at its June 13, 2024, meeting.

Background:

Each year the Parks, Recreation and Cultural Services Department conducts a process to assist in establishing priorities for the annual TOPS CIP budget. As part of the 2025 TOPS CIP budget process, the Parks, Recreation and Cultural Services Department staff have prepared projected estimates on available 2025 funding and are seeking public input as part of the TOPS CIP budget process. In accordance with the TOPS Ordinance, the TOPS Working Committee is responsible for recommending priority projects for the expenditure of TOPS funds.

Stakeholder process:

The TOPS Working Committee meetings and Parks, Recreation and Cultural Services Advisory Board meetings provide an opportunity for public comment on the TOPS CIP budget.

Alternative:

The TOPS Working Committee can recommend approval, disapproval, or modification of the 2025 TOPS CIP budget as presented.

Recommendation:

Staff requests that the TOPS Working Committee recommend to the Parks, Recreation and Cultural Services Advisory Board this 2025 TOPS CIP budget as presented.

Proposed Motion:

Move to recommend to the Parks, Recreation and Cultural Services Advisory Board this 2025 TOPS CIP budget as presented.