

PARKS BUDGET

Workshop 5:00 pm – 6:30 pm

DRAFT AGENDA

TOWN OF LYONS

MONDAY, OCTOBER 24, 2016

BOARD OF TRUSTEES MEETING

SHIRLEY F. JOHNSON COUNCIL CHAMBER

LYONS TOWN HALL, 432 5TH AVENUE, LYONS, COLORADO

I. 2017 Parks And Rec Budget Workshop

Documents:

[2017 BUDGET WORKSHOP-OCTOBER 24 2016-BOT PACKETFINAL.PDF](#)

I.1. Parks And Rec Fund Budget

Documents:

[COPY OF 10 17 16 2017 TOL FUNDS BUDGET 2ND UPDATE.PDF](#)

I.2. Fee Analysis - Parks Dept.

Documents:

[FEE ANALYSIS-BOT-2017 BUDGET-OCT 24 BUDGET WORKSHOP.PDF](#)

I.3. Town Of Lyons Parks - Fees And Charges Policy

Documents:

[TOWN OF LYONS PARKS FEES AND CHARGES POLICY-DRAFT-BUDGET WORKSHOP OCT. 24 2016.PDF](#)

I.4. Considerations/Responses From Oct 3 Parks Budget Workshop

Documents:

[2017 PARKS BUDGET WORKSHHP-CONSIDERATIONS FROM OCT. 3 WORKSHOP W RESPONSES-10-24-16.PDF](#)

“The Town of Lyons will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. Persons needing accommodations or special assistance should contact the Town at hr@townoflyons.com as soon as possible, but no later than 72 hours before the scheduled event.”

2017 Budget Workshop-Lyons Department of Parks, Recreation and Cultural Events
October 24, 2017

The following materials are being presented for the October 24, 2016 Budget Workshop for the Lyons Department of Parks, Recreation and Cultural Events. Information includes an updated Fee Analysis from previous discussions, a draft Fees and Charges Policy, and historical information regarding camping, parking, special events and parks related items has been included for your review and discussion. The Fee Analysis and Fees and Charges Policy has been discussed with the Parks and Recreation Commission at their October 17th, 2016 meeting and was recommended for approval to the BOT. A copy of the Lyons Department of Parks, Recreation & Cultural Events draft budget as has been reviewed with the Finance Department and Parks Staff and is also included so that you may see 2016 Year End Projections, 2017 Staff Recommendations and associated notes to date. The budget considerations that were presented at the October 3, 2016 budget workshop have been reviewed based on the workshop discussion, BOT direction and have been noted and reflected in the draft budget for further discussion.

PARKS BUDGET NOTES:

Revenues

Camping

Included is historical camping data from 2011 to 2016 (monthly and yearly) for your review. Projections for next year are based on a full season of year-round camping at LaVern Johnson Park-January 1, 2017 through December 31, 2017. Having a park with full services available to users and complete access to the river will make a huge difference to customers. The RV area has nearly doubled in capacity, jumping from 9 full-size RV sites with full hook-ups to now having 15 sites with full hook ups (2 additional available for dry RV camping), a tenting area that now has 18 sites as compared to 9 pre-flood, and a total of 3 rentable shelters as compared to two prior to the flood. A phone line for camping reservations that connects directly to an in-season park host(s) is available, and there is ever-increasing print and web advertising that has leant way to higher in-season usage.

Parking

Parking has been projected based on historical data and on the assumption that LaVern Johnson Park will be open for the full season, April 1 through Oct. 15 with parking being charged on weekends and holidays at a rate of \$5 every 4 hours per vehicle for non-residents implemented in all Lyons Park parking areas as new parks are reconstructed using automated kiosks and enforcement with Community Service Officers and the local Sheriff's Department. An informational sheet showing the possible revenue projections for Meadow Park parking based on the increased number of parking spaces has been included for your review.

Special Events

An informational sheet has been provided listing the total expenses and revenues for each of the Town's major special events from 2011 thru 2016. Staff will be happy to answer any questions concerning these events.

Also included in the following materials is information outlining our known special event permits for 2017 and associated projected revenues. The Department of Parks, Recreation

and Cultural Events has established a solid model of being able to host and implement large scale, “canned”, special events from outside our community that utilize our parks and a variety of services. Through an established permitting system, the Department works with event directors on permitting fees, rental fees (tents, tables, chairs, other event infrastructure), fees from alcohol sales, parking fees, labor costs, etc. The following “Conditions of Approval” are utilized by the Department as part of the permitting process to establish fees for each special event. Although we have seen a decline in several of these events since the flood, recent completion of parks and park amenities could see an increase in such event requests in the future. The phasing and scheduling of Bohn Park will be a challenge for use of special event space in that area in 2017.

CONDITIONS OF APPROVAL:

Permit Fee – The applicant may be required to pay a non-refundable permit fee in an amount not-to-exceed one thousand five hundred dollars (\$1500.00). The Lyons Department of Parks, Recreation, & Cultural Events shall conduct a final review of the subject application; additional charges may be added based upon its consideration of the following criteria:

- • Number of participants/ attendees
- • Duration of the Special Use
- • Geographic extent of the event on Town facilities
- • Impacts of the proposed event on Town facilities/ Actual costs of the event to the Town (i.e. labor costs, utilities, etc.)
- Application Deadlines
- • Damage to Property
- • Amount of processing time required by the Town of Lyons for the event
- • Direct benefit(s) of the event to Town of Lyons residents

a) Whether the event provides an economic infusion into the Town of Lyons;

b) Whether the event is a fundraiser for a Town of Lyons-based non-profit organization; and

c) Whether the Special Use Participants are comprised mostly of local community members.

Requests and recommendation letters may be included with the application for consideration as to how the proposed event meets the above criteria.

Repurchasing of the Town’s special event infrastructure (tents, tables, chairs, lights, banners, signs, perimeter fencing, generators, etc.) would allow for potential increases in special event permitting revenues in 2016 as we would be able to rent such items to the individual events. Where to store such items safely is of major concern.

Recreation Revenue

Lori LeGault was hired in late April of 2015 and in 2016 worked P/T 30 hours a week as the Recreation Program Assistant. She has continued to expand recreational programming opportunities for youth, adults and seniors working closely with Marissa Davis, Parks Recreation Coordinator/Parks Admin. Asst. Several of the programs that were slated for 2016 did not meet the minimum participant requirements to run the program and therefore were not held. This fits with the department’s cost recovery philosophy, those programs that have an associated cost for materials/instructors or other will have a fee charged to the participant and a minimum number of required participants in order to be held. It should be noted that we have not yet seen a full return, post-flood, to our typical registration numbers for programming and it has been challenging as not all park facilities and amenities are yet available for use for typical programs. We are seeing a steady increase in these numbers across the board. It should also be noted that although anticipated revenues for recreational programming were not fully met in 2016, expenditures were not nearly exceeded either. Lori

and Marissa have been working together on several new programs, outreach with the community, and implementing new strategies for the recreation department. In 2016 a bi-annual recreation brochure was produced and made available to the Lyons community. Several new recreational programs were offered and the community had access to many educational opportunities and programs for families and at-risk youth.

Expenses

Grants

It should be noted that grant funds, namely LCF Grants for 2017, have yet to be accounted for in reductions in the expenditure side in the following line items, but have been applied for the following amounts:

- Good Old Days by \$5,000
- Parade of Lights by \$5,000
- Sandstone Summer Concert Series/Cultural Expenses by \$4,800
- Lyons Outdoor Games-\$5,000
- Recreational Programs by \$4,000

Currently numbers reflect 2017 requests. It may be deemed necessary to increase these expenditures to meet the demands of these programs, should the Town not receive these grants in the future.

Building, Maintenance & Grounds/Maintenance & Supplies

These two line items have been increased to reflect additional parks coming back on-line in 2017 and increased demand for service related to parks by the Lyons Community. This includes increased services in LaVern Johnson Park, the Black Bear Hole, Sandstone Park and other areas, including buy-out properties.

Staffing Considerations

The following staffing has been reflected in the 2017 Parks budget-

- 1 Parks Seasonal Maint. Position-720 hours @ \$14/hr=\$12,000 (with needed payroll, etc.)
- Increase in hours for the Facility Custodial Services-640 hours @ \$12.50/hr=\$8,000
- Increase in Year Round Park Host at LaVern Johnson Park-5 months additional @ \$1,200/month=\$6,000
- Community Service Officer/Boulder County Sheriff Extra Duty-\$6,500

Capital Expenses/Purchases

- Ice Skate Rink Capital Purchases-\$11,500
- Security Camera-LMJ Park-\$7,500
- LCF Sound Equipment Grant-\$2,500

Lyons Parks and Recreation-2016 Lyons Community Foundation Grants

Bohn Park Revegetation-\$10,000-Pending

General Programming-\$2,200

2016 Good Old Days-\$2,500

2016 Sandstone Summer Concerts-\$4,800

2016 Parade of Lights-\$3,500

\$23,000 Total

Lyons Parks and Recreation-2017 Lyons Community Foundation Grants

Pending Confirmation

Sound Equipment \$3,000.000

Bohn Park Landscaping Support-\$10,000.00

Lyons Outdoor Games-\$5,000.00

General Programming-\$4,000.00

2017 Good Old Days-\$5,000.00

2017 Sandstone Summer Concerts-\$4,800.00

2017 Parade of Lights-\$5,000.00

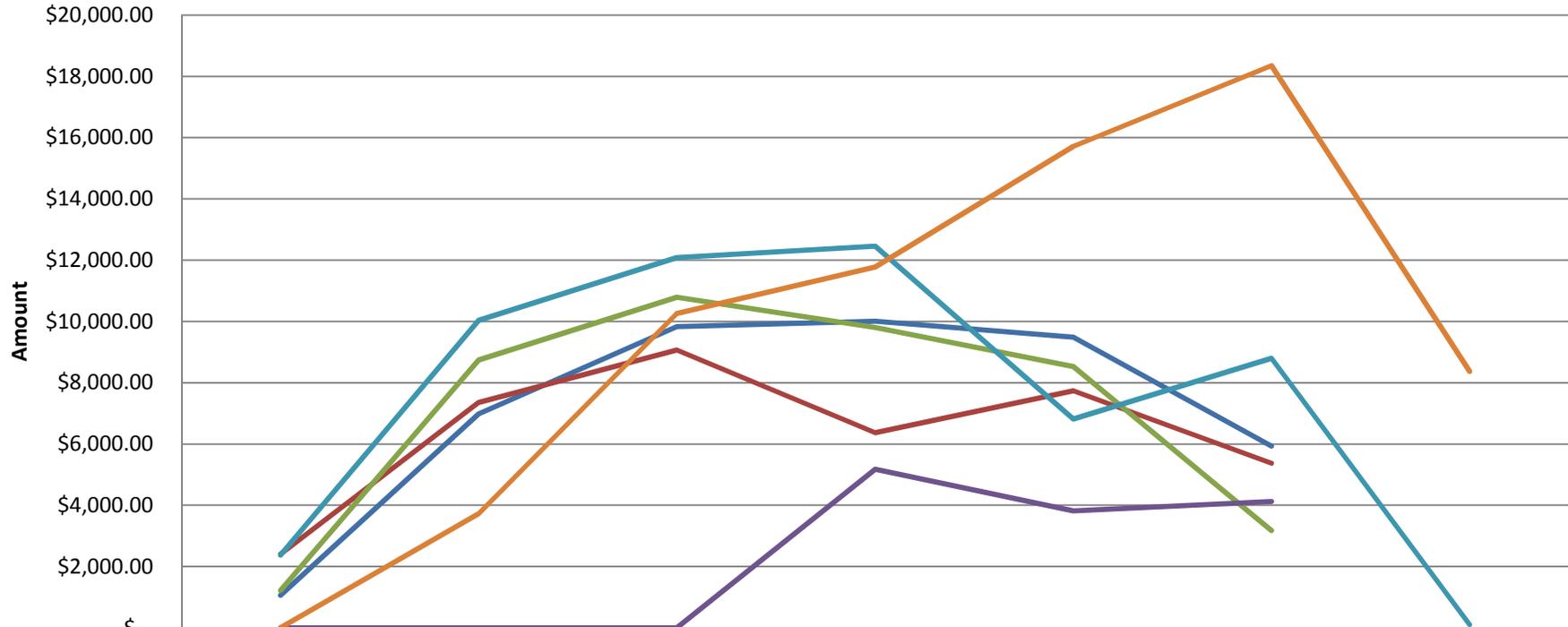
\$36,800 Total

2016 Special Event Permits-Dates Requested and Anticipated

- 1) Old Man Winter Bike Rally-Feb. (anticipate \$1-\$1.5K+)
- 2) Lyons Film Fest (anticipate \$500)
- 3) Colorado Buffalo Bike Classic (anticipate \$500)
- 4) Good Sam Bike Jam (anticipate \$500)
- 5) B-Strong Bike Race (anticipate \$500)
- 6) We anticipate there will be minimal specials events this year because the plan would be that Bohn Park will be under construction and the will not be large areas to accommodate many additional events. There is a possibility of 3-5 additional bike race/rest stop applications.

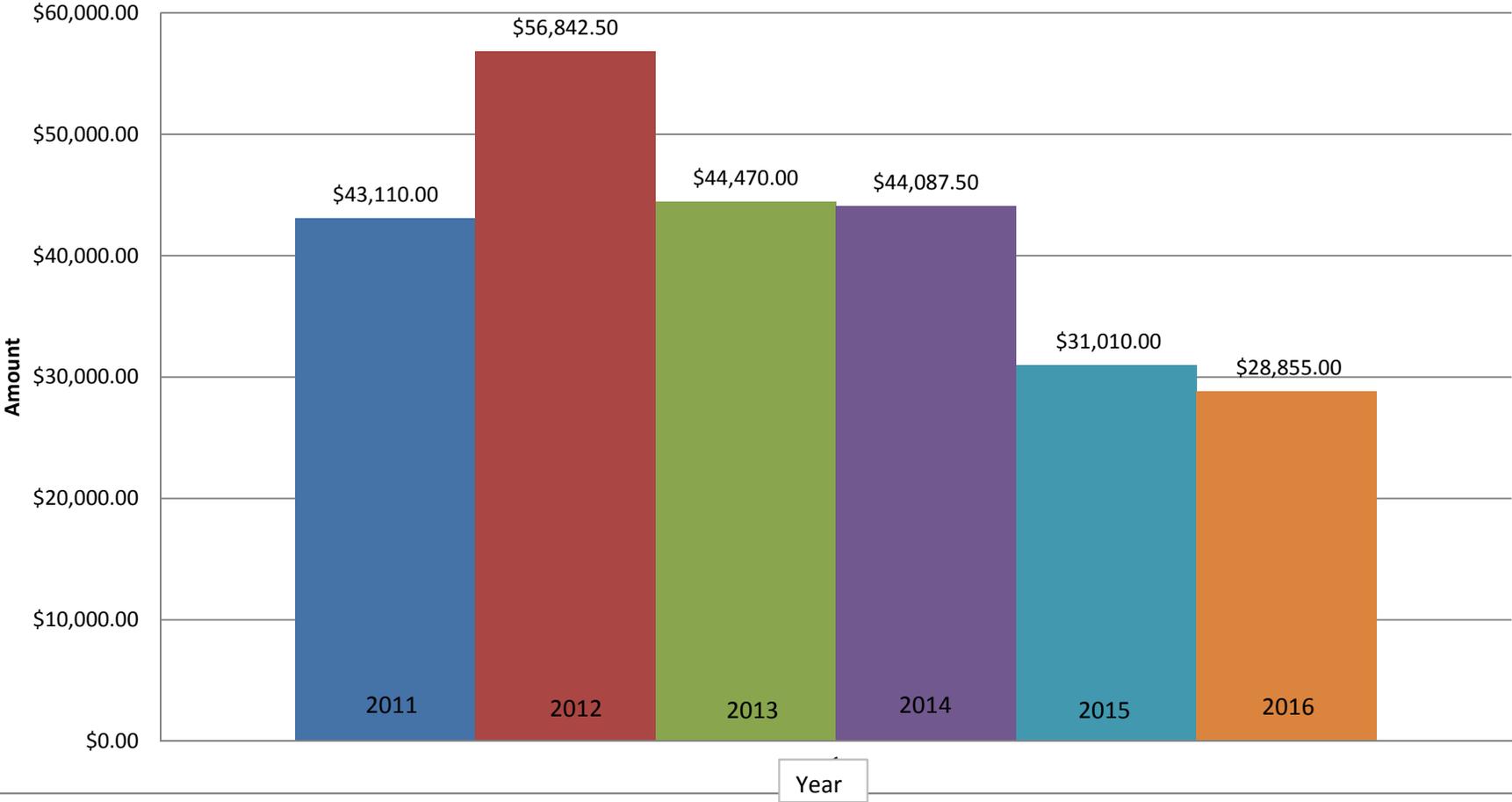
Larger special events typically will generate \$1,500 to \$3,500 and the smaller events will typically generate \$300 to \$700.

Town of Lyons Camping (All Parks)- No Events

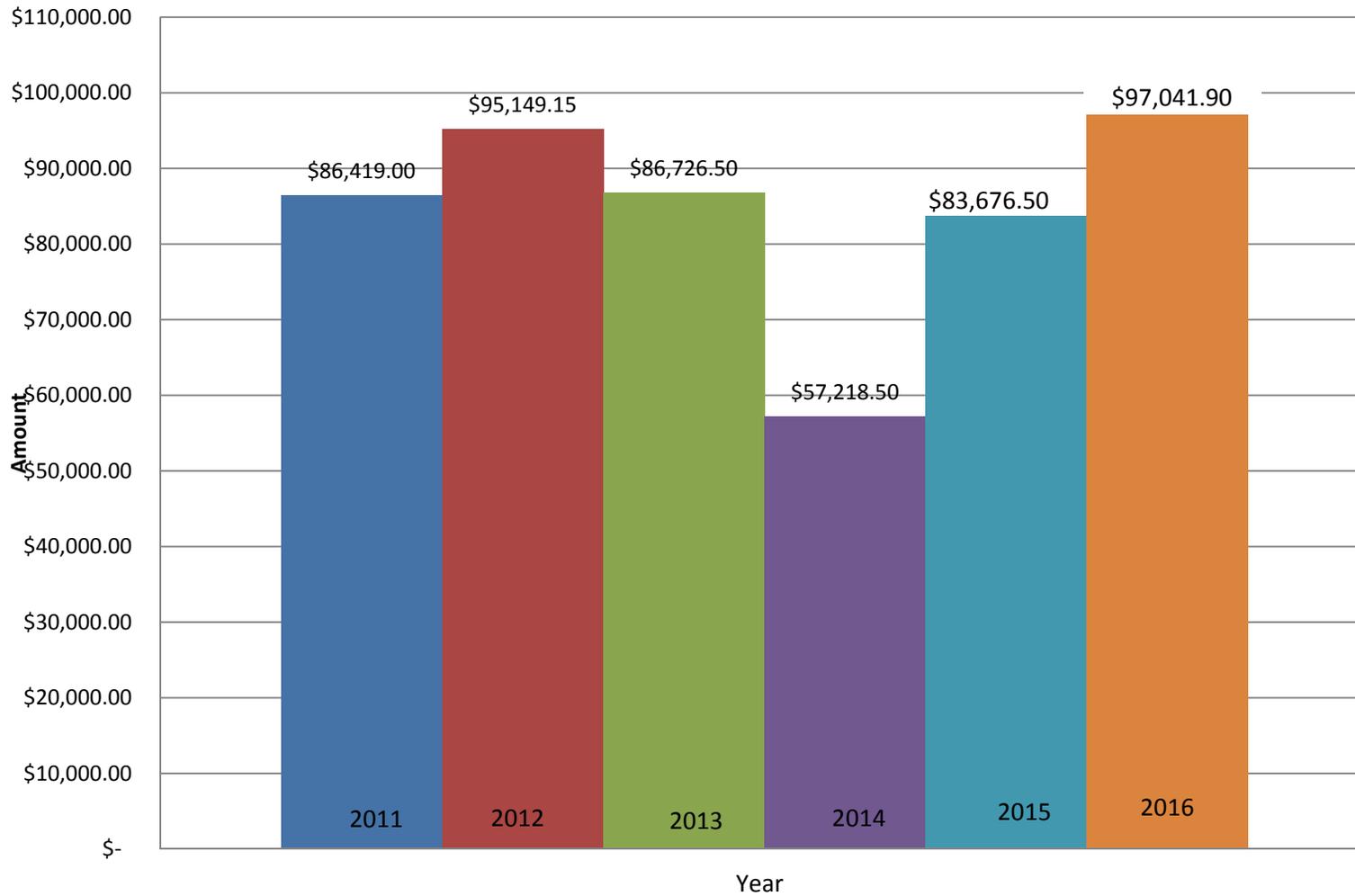


	April	May	June	July	August	September	October
2011	\$1,065.00	\$6,984.00	\$9,835.50	\$10,006.00	\$9,486.50	\$5,932.00	
2012	\$2,403.00	\$7,359.00	\$9,070.00	\$6,367.50	\$7,736.00	\$5,371.15	
2013	\$1,219.00	\$8,745.00	\$10,789.50	\$9,801.50	\$8,526.50	\$3,175.00	
2014	\$-	\$-	\$-	\$5,181.50	\$3,821.50	\$4,128.00	
2015	\$2,374.00	\$10,038.50	\$12,083.00	\$12,457.50	\$6,815.00	\$8,798.50	\$100.00
2016	\$-	\$3,723.00	\$10,262.00	\$11,776.00	\$15,713.90	\$18,349.00	\$8,373.00

Camping Festivals & Special Events Only

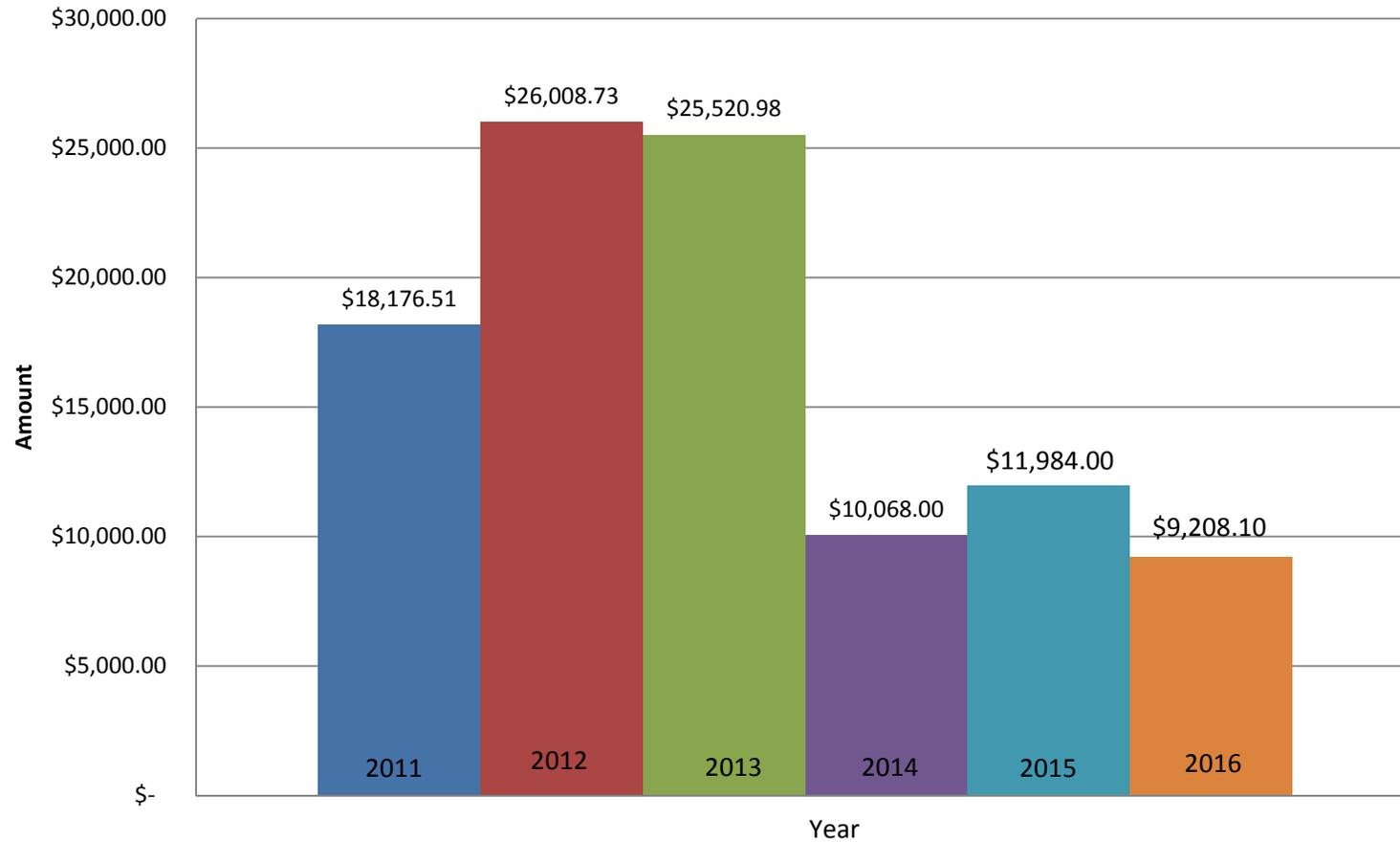


Total Camping (Meadow Park Campsites & All Events)



	April	May	June	July	August	September	October	Total
2011	\$ 1,065.00	\$ 6,984.00	\$ 9,835.50	\$ 39,193.50	\$ 23,409.00	\$ 5,932.00	\$ -	\$ 86,419.00
2012	\$ 2,403.00	\$ 7,359.00	\$ 9,070.00	\$ 36,980.00	\$ 21,663.50	\$ 17,673.65	\$ -	\$ 95,149.15
2013	\$ 1,219.00	\$ 8,745.00	\$ 10,789.50	\$ 39,944.00	\$ 22,854.00	\$ 3,175.00	\$ -	\$ 86,726.50
2014	\$ -	\$ -	\$ -	\$ 27,226.50	\$ 18,923.50	\$ 11,068.50	\$ -	\$ 57,218.50
2015	\$ 2,374.00	\$ 10,038.50	\$ 12,083.00	\$ 31,927.50	\$ 18,355.00	\$ 8,798.50	\$ 100.00	\$ 83,676.50
2016	\$ -	\$ 3,723.00	\$ 10,262.00	\$ 29,913.50	\$ 26,421.40	\$ 18,349.00	\$ 8,373.00	\$ 97,041.90

Total Parking (All Parks & Events)



	April	May	June	July	August	September	October	Total
2011	\$ 265.00	\$ 1,555.00	\$ 2,430.00	\$ 5,704.32	\$ 6,292.64	\$ 1,929.55		\$ 18,176.51
2012	\$ 593.00	\$ 1,947.69	\$ 3,762.79	\$ 9,479.28	\$ 6,145.40	\$ 4,070.57	\$ 10.00	\$ 26,008.73
2013	\$ 689.50	\$ 3,347.69	\$ 3,869.84	\$ 8,932.48	\$ 6,742.27	\$ 1,939.20		\$ 25,520.98
2014	\$ -	\$ -	\$ -	\$ 4,853.50	\$ 3,800.50	\$ 1,414.00		\$ 10,068.00
2015				\$ 5,359.50	\$ 4,123.50	\$ 2,501.00		\$ 11,984.00
2016				\$ 5,038.50	\$ 3,919.50	\$ 93.00	\$ 157.10	\$ 9,208.10

Total Special Event Permit Fees



	April	May	June	July	August	September	October	Total
2011	\$ -	\$ -	\$ 75.00	\$ 255.00	\$ 2,138.00	\$ 160.00	\$ -	\$ 2,628.00
2012	\$ 115.00	\$ 145.00	\$ 215.00	\$ 70.00	\$ 425.00	\$ 4,473.00	\$ -	\$ 5,443.00
2013	\$ -	\$ 5,016.50	\$ 345.00	\$ -	\$ 75.00	\$ 15.00	\$ -	\$ 5,451.50
2014	\$ -	\$ 2,215.00	\$ 800.00	\$ -	\$ -	\$ 1,437.50	\$ -	\$ 4,452.50
2015	\$ 330.00	\$ 3,576.00	\$ 2,705.00	\$ -	\$ 327.00	\$ 401.50	\$ -	\$ 7,339.50
2016	\$ 1,175.00						\$ 6.00	\$ 1,181.00

Good Old Days

2012		2013		2014		2015		2016	
Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue
\$ 8,662.51	\$ 9,312.00	\$ 8,442.38	\$ 11,845.35	\$ 19,468.29	\$ 15,821.11	\$ 11,483.89	5593.00+ grant	\$ 5,250.00	\$ 12,680.00

Lyons Outdoor Games

2012		2013		2014		2015		2016	
Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue
\$ 21,703.85	\$ 27,265.00	\$ 7,498.98	\$ 13,742.41	\$ 45,137.82	\$ 65,196.27	\$ 82,718.98	\$ 72,850.85	\$ 89,357.67	\$ 84,711.14

River Run

2012		2013		2014		2015		2016	
Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue
\$ 9,166.93	\$ 10,752.00	\$ 9,604.57	\$ 12,960.00	\$ 1,216.86	\$ 4,180.00	\$ 4,187.31	\$ 5,859.00	\$ 3,891.07	\$10,421.00

Parade of Lights

2012		2013		2014		2015		2016	
Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue
\$ 8,122.58	\$ 2,665.00	\$ 5,529.88	\$ 2,646.00	\$ 8,246.00	\$ 6,650.00	\$ 9,511.00	\$7,218.00 + LCF Grant		

Town of Lyons 2017 Budget Parks, Recreation, Culture

PRC Fund										
	2014 ACTUAL	2015 ACTUAL	2015 BUDGET	2016 BUDGET	2016 YTD Actual	2016 Year-End Projection	2016 Notes	2017 Budget	Staff Recommendations	2017 Notes
FUND REVENUES \$	446,935.62	546,717.28	536,950.00	559,100.00	389,040.38	560,568.26		559,100.00	643,500.00	
FUND EXPENDITURES \$	346,042.54	466,599.09	523,229.00	552,835.00	397,896.00	527,552.00		552,835.00	631,436.00	
NET OPERATING POSITION \$	100,893.08	80,118.19	13,721.00	6,265.00	(8,855.62)	33,016.26		6,265.00	12,064.00	
Fund Balance Needed to Balance Budget										
beginning year Cash and Cash Equivalents, A/R		\$ 760,921.00	\$ 760,921.00	\$ 552,063.00	\$ 552,063.00	\$ 552,063.00		\$ 585,079	\$ 577,579	
budget surplus/deficit		\$ 80,118.19	\$ 13,721.00	\$ 6,265.00	\$ (8,855.62)	\$ 33,016.26		\$ 6,265.00	\$ 12,064.00	
3 months Operating - reserve policy		\$ (116,649.77)	\$ (130,807.25)	\$ (138,208.75)	\$ (99,474.00)	\$ (131,888.00)		\$ (138,208.75)	\$ (157,859.00)	
Restricted Funds (Bond Cov) per auditors		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
Restricted home addition fees for future capital projects		\$ (30,010.00)	\$ (30,010.00)	\$ (24,500.00)	\$ (24,500.00)	\$ (24,500.00)		\$ (24,500)	\$ (24,500)	
Total Available Fund Balance Dec. 31		\$ 694,379.42	\$ 613,824.75	\$ 395,619.25	\$ 419,233.38	\$ 428,691.26		\$ 428,635.51	\$ 407,284.00	
Total Available Fund Balance w/o 3 Month Reserve Policy Dec. 31		\$ 811,029.19	\$ 744,632.00	\$ 533,828.00	\$ 518,707.38	\$ 560,579.26		\$ 566,844.26	\$ 565,143.00	
as of 10/20/2016										
REVENUES										
TAXES										
08-10-3007 HOME ADDITIONS FEE - PARKS	19,603.85	30,734.59	18,500.00	24,500	32,098.05	33,500	33500 Based on 7 homes/historical	24,500	32500	Based on historical-past 2 year average
TOTAL TAXES	19,603.85	30,734.59	18,500.00	24,500.00	32,098.05	33,500.00		\$ 24,500	\$ 32,500	
PARKS/RECREATION REVENUE										
08-21-3003 SALES TAX: MEADOW PARK - 1%	187,436.68	216,062.10	190,000.00	210,000	111,573.92	210,000.00	Based on recent year data	210,000	216,300	Based on recent year data, 3% increase per BOT
08-21-3005 USE TAX: MEADOW PARK - 1%	64,798.88	94,041.11	50,000.00	62,500	51,670.91	62,500.00	Based on 7 homes/historical past two years	62,500	62,500	historical/last two years
08-21-3400 OTHER INCOME	137.50	2,170.00	100.00	100	76.00	100.00		100	100	
08-21-3401 INTEREST INCOME	274.48	565.03	500.00	500	1,196.12	1196.12		500	500	
08-21-3402 PARK DONATIONS	413.95	3,050.00	4,500.00	4,500	9.89	1,500.00		4,500	1500	
08-21-3413 PARK GRANTS	0.00	-	0.00	-	-	-		-	-	
08-21-3424 GOCO GRANT	0.00	-	0.00	-	-	-		-	-	
08-21-3440 GAP CONTRIBUTIONS	0.00	-	0.00	-	-	-		-	-	
08-21-3500 TRANSFER IN FROM GENERAL FUND	0.00	-	0.00	-	-	-		-	-	
08-21-3509 TRANSFER IN FROM CONSRV TRUST	0.00	-	15,000.00	15,000	-	-		15,000	15000	
TOTAL PARKS/RECREATION REVENUE	253,061.49	315,888.24	260,100.00	292,600.00	164,526.84	275,296.12		\$ 292,600	\$ 295,900	
PARK DIVISION REVENUE										
08-22-3891 CAMPING REVENUES	57,126.00	83,476.50	82,000.00	89,500	66,165.50	110,000.00	Assuming Meadow open July 1-Oct. 15, expanded camping, festival impacts? RV and pull in tent	89,500	147500	Assuming full season of peak/off peak and year round camping-using O&M data analysis and past 2 years increased campsites/use
08-22-3892 SHELTER REVENUES	0.00	-	2,750.00	3,750	930.00	1,500.00	Added based on opening of Meadow and increased shelters.	3,750	5000	projections based on new rates, O&M analysis data-will need initial season to determine use
08-22-3893 PARKING FEES: MEADOW PARK/BOHN PARK (combined for 2015)	10,068.00	11,984.00	17,000.00	20,500	250.10	9,000.00	Assumes Meadow open July 1. Expanded paid Parking to 130 spaces, open July 1 thru Oct.	20,500	37000	Assumes full season, assumes system of enforcement is in place-tickets written, etc., assumes \$5/4hrs, based on 60% capacity
08-22-3894 DOG PARK FEES	1,670.00	1,327.50	1,500.00	1,500	1,405.00	1,500.00		1,500	1500	
08-22-3895 SPECIAL EVNT/LG GROUP PERMITS	4,657.50	6,811.00	9,500.00	9,250	1,606.00	2,200.00	Meadow/increased event opportunity-more events coming back on-line after flood	9,250	4500	Lost Diva Dash, Art on the Green, and others in 2016. Need to get parks and trails ack on-line to better support these events. Bohn construction could effect 2016 events/schedule.
08-22-3896 PARKING FEE: BOHN PARK (went away in '15)	0.00	-	0.00	0	-	-	Should combine all parks parking revenues	0	0	
08-22-3897 CSO TICKET REVENUE - PARKS	0.00	-	500.00	0	-	-	will need enforcement of paid parking in future or systems wont work-will need to add into budget once parks back on line.	0	0	
08-22-3899 Shower Revenue	0.00	-	0.00	0	1,931.75	2,500.00		2,500.00	4200	need full season to gauge potential
TOTAL PARK DIVISION REVENUE	73,521.50	103,599.00	113,250.00	124,500.00	72,288.35	126,700.00		\$ 124,500	\$ 199,700	
RECREATION DIVISION REVENUE										
08-23-3800 RECR PROGRAM REVENUES	16,358.36	2,747.00	13,000.00	12,500	7,505.00	8,250.00	need to review this and have Marissa/Lori submit based on 2016 programming-where is rev.? bball, 0 delete this line item	12,500	11300	Review with Marissa and Lori based on 2017 programming/rec brochures. delete this line item/no longer needed
08-23-3801 MISC RECREATION EVENTS REV (went away '15)	0.00	15.75	0.00	-	-	-	any here, senior trips? Placed grant money here in 02015.	-	-	
new SENIOR PROGRAM REVENUE (new in '15)	-	-	2,750.00	-	-	-	we can try again in 2016, most likely no rev. until 0.00 fields are built in Bohn.	-	-	covered with grant funds in 2016, applied for in 2017. LYBSA disbanded, Town staff to implement youth baseball/softball again in 2017. Need Bohn facilities for adult leagues.
08-23-3804 ADULT SOFTBALL REVENUES (change to Baseball/Softball)	0.00	-	2,500.00	-	-	-		-	-	
08-23-3860 DUMP STATION REVENUE (move to Park Division Revenue?)	1,390.10	1,475.00	1,500.00	1,500	1,560.00	1,560.00		1,500	1600	
TOTAL RECREATION DIVISION REVENUE	17,748.46	4,237.75	19,750.00	14,000.00	9,065.00	9,810.00		\$ 14,000	\$ 12,900	
CULTURAL REVENUE										
08-24-3400 LAHC GRANTS/DONATIONS INCOME	0.00	100.00	0.00	-	-	0.00		-	-	
08-24-3404 OTHER EVENTS REVENUE	0.00	-	0.00	-	-	0.00		-	-	
08-24-3850 SCFD GRANT REVENUE	0.00	-	3,600.00	-	-	0.00		-	-	
TOTAL CULTURAL REVENUE	0.00	100.00	3,600.00	0.00	-	-		\$ -	\$ -	
SPECIAL EVENT REVENUE										
08-25-3404 SPECIAL EVENTS REVENUES	0.00	336.50	1,500.00	500	-	350		500	500	
08-25-3406 LYONS 5K RIVER RUN REVENUE	4,180.00	5,867.00	12,000.00	6,500	10,421.00	10,421.00		6,500	7000	
08-25-3407 LYONS OUTDOOR GAMES REVENUE	55,474.41	72,850.85	85,000.00	83,500	84,811.14	84,811.14	still missing \$3,682 from wilderness exchange	83,500	80000	Dependant on 2017 event model/contract
08-25-3410 PARADE OF LIGHTS REVENUE	7,525.00	7,258.00	7,500.00	7,000	3,150.00	7,000.00		7,000	5500	

Town of Lyons 2017 Budget Parks, Recreation, Culture

	2014 ACTUAL	2015 ACTUAL	2015 BUDGET	2016 BUDGET	2016 YTD Actual	2016 Year-End Projection	2016 Notes	2017 Budget	Staff Recommendations	2017 Notes
08-25-3820 LYONS GOOD OLD DAYS REVENUE	15,820.91	5,845.35	15,750.00	6,000	12,680.00	12,680.00		6,000	9,500	
TOTAL SPECIAL EVENT REVENUE	83,000.32	92,157.70	121,750.00	103,500.00	111,062.14	115,262.14		\$ 103,500	\$ 102,500	
TOTAL FUND REVENUE	446,935.62	546,717.28	536,950.00	559,100.00	389,040.38	560,568.26		\$ 559,100	\$ 643,500	
EXPENDITURES										
ALLOCATED EXPENSES										
08-44-4008 OFFICE OPERATIONS	96.60	364.88	0.00	-	-	0.00		-	-	
08-44-4010 POSTAGE	0.00	-	0.00	-	-	-		-	-	
08-44-4011 EQUIPMENT MAINTENANCE	0.00	-	0.00	-	-	-		-	-	
08-44-4014 DUES & SUBSCRIPTIONS	0.00	-	0.00	-	200.00	200.00		-	-	
08-44-4015 SEMINARS/MEETINGS	0.00	-	0.00	-	-	-		-	-	
08-44-4016 TRAVEL EXPENSES	0.00	-	0.00	-	-	-		-	-	
08-44-4018 STAFF SERVICES	0.00	-	0.00	-	-	-		-	-	
08-44-4022 UNEMPL INS EXP	0.00	-	0.00	-	-	-		-	-	
08-44-4023 WORK COMP EXP	0.00	-	0.00	-	-	-		-	-	
08-44-4032 ATTORNEYS FEES	0.00	-	0.00	-	-	-		-	-	
08-44-4033 ENGINEERING FEES	0.00	-	0.00	-	-	-		-	-	
08-44-4041 PC, SOFTWARE & PRINTERS	0.00	-	0.00	-	-	-		-	-	
08-44-4055 PC TECHNICIAN FEES	0.00	-	0.00	-	-	-		-	-	
08-44-4057 TELEPHONE EXP	0.00	-	0.00	-	-	-		-	-	
08-44-4102 AUDITING FEES	0.00	-	0.00	-	-	-		-	-	
08-44-4800 GENERAL INSURANCE	0.00	-	0.00	-	-	-		-	-	
08-44-4820 LMC CODIFICATION EXP	0.00	-	0.00	-	-	-		-	-	
08-44-5009 COPIER LEASE EXP	0.00	56.21	0.00	-	-	-		-	-	
08-44-8008 Transfer to General Fund for Allocated Exp	18,356.00	19,864.00	19,864.00	21,120	10,560.00	21,120.00		21,120	21120	
TOTAL ALLOCATED EXPENSES	18,452.60	20,285.09	19,864.00	21,120.00	10,760.00	21,320.00		\$ 21,120	\$ 21,120	
ADMINISTRATION										
08-50-4000 FULLTIME SALARIES (ADMIN)	19,732.81	15,733.74	15,000.00	23,985	12,194.69	23,985.00	increased PRC salaries by 4%, \$9158, added to administrative salaries.	23,985	23543	
08-50-4006 OUTSIDE PROF SERVICE FEES	762.00	314.35	1,000.00	1,000	235.50	1,000.00		1,000	1000	
08-50-4008 OFFICE OPERATIONS	2,554.92	1,899.94	2,000.00	2,000	1,874.75	2,000.00		2,000	2000	
08-50-4010 POSTAGE	0.00	19.99	0.00	-	-	-		-	0	
08-50-4011 EQUIPMENT & SMALL TOOLS	34.04	56.21	500.00	500	271.15	500.00		500	500	
08-50-4014 DUES & SUBSCR	0.00	740.00	750.00	750	191.00	750.00		750	750	
08-50-4015 SEMINARS/MEETINGS	0.00	1,100.57	1,200.00	1,200	295.00	1,200.00		1,200	1200	
08-50-4021 TELEPHONE SERVICE	3,371.13	3,363.87	2,800.00	2,800	2,414.71	2,800.00		2,800	2800	
08-50-4024 PAYROLL TAXES - ER	1,393.18	1,141.55	1,150.00	1,150	903.22	1,150.00		1,150	1883	
08-50-4025 EMPLOYEE INS - ER	3,047.30	3,375.72	3,000.00	3,000	2,146.64	3,000.00		3,000	3000	
08-50-4026 RETIREMENT CONTRIBUTION - ER	591.87	464.71	600.00	600	373.01	600.00		600	600	
08-50-4032 ATTORNEYS FEES	1,037.00	595.00	2,500.00	1,500	888.00	1,500.00	lowered 1K	1,500	1500	
08-50-4033 ENGINEERING FEES	0.00	-	0.00	-	7,856.75	7,856.75		-	-	
08-50-4036 ADVERTISING & PUBLISHING	0.00	2,718.10	2,000.00	4,000	446.00	2,500.00	added 1K. Also added \$1000 for EAB request for arbortreum, tree survey, wetland mapping.	4,000	3500	
08-50-4041 PC, SOFTWARE & PRINTERS	0.00	1,200.00	1,500.00	1,500	-	-		1,500	1500	
08-50-4050 MISCELLANEOUS EXPENSE	334.44	1,698.27	4,500.00	3,500	1,740.37	3,500.00	lowered 1K	3,500	3500	
08-50-4055 PC TECHNICIAN FEES	0.00	85.00	250.00	250	-	-		250	250	
08-50-4519 TRANSFER OUT TO FUND 19										
08-50-4999 Transfer To Flood (reimbursable salaries)	\$ (70,171.22)	(22,609.55)	0.00	-	-	-	is there a number we can insert here based on historical.	-	-	
TOTAL ADMINISTRATION	-37,312.53	11,897.47	38,750.00	47,735.00	31,830.79	52,341.75	not adjusting here	47,735.00	47,526.00	
PARKS DIRECTOR										
08-51-4000 FULLTIME SALARIES DIRECTOR	63,240.83	61,388.54	62,000.00	64,914	50,385.19	64,914.00		64,914	66861	
08-51-4024 PAYROLL TAXES - ER	4,657.56	4,414.35	4,750.00	5,000	3,780.25	5,000.00		5,000	5349	
08-51-4025 EMPLOYEE INS - ER	13,534.86	15,558.85	27,928.00	12,500	10,991.92	12,500.00		12,500	12500	
08-51-4026 RETIREMENT CONTRIBUTION - ER	1,897.21	1,811.18	14,978.00	1,700	1,542.10	1,700.00		1,700	1700	
TOTAL PARKS DIRECTOR	83,330.46	83,172.92	100,000.00	84,114.00	66,699.46	84,114.00		\$ 84,114	\$ 86,410	
SPECIAL EVENTS										
08-55-4303 GOOD OLD DAYS EXP	18,333.79	8,359.89	15,500.00	7,750	4,763.50	5,250.00	LCF Grant of \$2,500 in 2016-need to consider possible increased police and fire costs.	7,750	8000	LCF Grant of \$5000 applied for in 2017-need to consider possible increased police and fire costs.
08-55-4705 SPECIAL EVENTS EXPENSE	1,194.08	1,482.54	1,500.00	1,500	950.00	1,000.00	Will infrastructure for events (tents/tables/chairs/etc.) be ordered or still renting in 2016?	1,500	1500	
08-55-4707 PARADE OF LIGHTS EXPENSES	8,909.45	4,991.55	9,250.00	6,500	-	4,000.00	LCF Grant of \$3,500 in 2016-need to consider increased police/fire costs	6,500	7000	LCF Grant of \$5,000 applied for in 2017-need to consider increased police/fire costs
08-55-4709 LYONS SK RIVER RUN	1,211.86	4,333.06	9,250.00	5,750	4,037.07	4,037.07		5,750	6000	
08-55-4710 LYONS OUTDOOR GAMES	32,665.52	85,326.38	64,500.00	72,500	89,357.67	89,500.00		72,500	74500	LCF grant of 5k applied for in 2017-increased cost of police/fire
TOTAL SPECIAL EVENTS	62,314.70	104,493.42	100,000.00	94,000.00	99,108.24	103,787.07		\$ 94,000	\$ 97,000	
CULTURE EXPENDITURES										
08-56-4700 CULTURAL - OTHER	300.00	550.00	7,000.00	2,000	1,320.00	1,500.00	LCF Grant of \$4,800 for Sandstone Series in 2016.	2,000	2000	LCF Grant of \$4,800 for Sandstone Series in 2017 applied for.

Town of Lyons 2017 Budget Parks, Recreation, Culture

	2014 ACTUAL	2015 ACTUAL	2015 BUDGET	2016 BUDGET	2016 YTD Actual	2016 Year-End Projection	2016 Notes	2017 Budget	Staff Recommendations	2017 Notes	
08-56-4708 LAHC EXPENSES	0.00	-	0.00	-	-	-		-			
TOTAL CULTURE EXPENDITURES	300.00	550.00	7,000.00	2,000.00	1,320.00	1,500.00		\$ 2,000	\$ 2,000		
PARKS DEPT											
08-60-4000 FULLTIME SALARIES (ADMIN)	33,822.62	33,702.34	35,000.00	33,420	25,990.01	\$ 33,420.00	are all employees included in these categories with correct hours-Lori, Marissa, August, Mike, Lonnie, Linda, Seasonal(s),	33,420	34423		
08-60-4001 PARTTIME SALARIES	20,371.55	37,837.90	50,000.00	49,754	46,924.91	\$ 49,754.00	code enforcement?, park host(s),	49,754	82654	requesting 1 additional seasonal parks maintenance for 2017 for increased O&M for LMJ Park, Buyout Properties, Main St. extension, possible Bohn Park Phase, Black Bear	
08-60-4002 MAINTENANCE SALARIES	74,195.08	65,676.85	72,500.00	72,592	45,880.73	\$ 72,592.00		72,592	74085	Impacts...add 12K, code enforcement?	
08-60-4011 EQUIP & SMALL TOOLS	0.00	2,670.00	0.00	-	73.18	\$ 73.18	Increased based on Meadow coming back on line, increased services demand.			1000	
08-60-4012 BLDG MAINT & GROUNDS	15,112.32	17,761.62	26,000.00	27,500	8,485.81	\$ 16,500.00	will utility costs be increasing for parks across the board once everything gets metered? How much?	27,500	31500	Increased for added costs for buyout property maintenance, added costs for LMJ Park, etc.	
08-60-4017 ELECTRIC SERVICES	4,740.79	10,104.99	6,250.00	6,250	6,075.83	\$ 6,250.00		6,250	6500	need 2016 information for comparison/projections	
08-60-4020 NATURAL GAS SERVICE	0.00	-	0.00	-	331.87	\$ 2,500.00				5500	Increased based on parks coming back on line/increased demand for services.
08-60-4024 PAYROLL TAXES - ER	9,429.81	8,888.80	13,500.00	13,000	8,762.54	\$ 13,000.00		13,000	15293		
08-60-4025 EMPLOYEE INS - ER	31,276.82	33,580.68	23,000.00	26,500	28,519.15	\$ 26,500.00	Increased based on parks coming back on line/increased demand for services.	26,500	26500		
08-60-4026 RETIREMENT CONTRIBUTION - ER	1,014.64	995.33	1,200.00	1,200	795.43	\$ 1,200.00	Increased based on parks coming back on line/increased demand for services.	1,200	1200		
08-60-4027 MAINTENANCE & SUPPLIES	8,897.04	11,876.49	15,000.00	18,500	5,954.26	\$ 12,500.00	Increased based on parks coming back on line/increased demand for services.	18,500	19500	Increased for added costs for buyout property maintenance, added costs for LMJ Park, etc.	
08-60-4029 VEHICLE MAINT EXP	1,083.75	2,088.57	1,500.00	4,500	643.30	\$ 2,500.00		4,500	4500	increased for increased use of parks vehicles	
08-60-4030 GASOLINE, OIL, ETC.	4,869.41	3,712.27	3,750.00	4,500	1,275.02	\$ 2,500.00		4,500	5500		
08-60-4034 KioskTransaction Fees					135.00						
08-60-4035 UNIFORMS EXPENSE	425.59	550.70	1,250.00	1,250	359.30	\$ 750.00		1,250	1250		
08-60-4038 CAPITAL IMPRMT - CAPITALIZED	0.00	-	0.00	-	-	\$ -		-	-		
08-60-4040 GAP EXPENDITURES	0.00	-	0.00	-	-	\$ -	added 2.5 K still have increased need for sanitation/portable toilets due to flood	-	-		
08-60-4041 PC, SOFTWARE & PRINTERS	0.00	-	1,500.00	1,500	-	\$ -		1,500	1500		
08-60-4050 MISCELLANEOUS EXPENSE	479.78	1,110.06	1,500.00	2,500	748.08	\$ 2,000.00		2,500	2500	Increased for on-site dumpster removal at Meadow/ increased portable toilets	
08-60-4311 SANITARY SRVS-TRASH,PORTAJ:PRF	3,940.21	7,909.40	3,000.00	5,500	3,984.00	\$ 5,500.00		5,500	9500	increased for structures being back on-line	
08-60-4317 RIVER COURSE MAINT	0.00	5,500.00	2,000.00	2,500	-	\$ -	Added to budget for property maintenance of	2,500	4000		
08-60-4321 PARK SIGNAGE	387.18	554.25	1,000.00	1,250	1,198.50	\$ 1,250.00		1,250	1250		
08-60-4322 TREE MAINTENANCE	0.00	-	2,700.00	2,700	-	\$ -		2,700	2500		
08-60-4383 BOHN PARK IMPROVEMENTS	0.00	-	0.00	1,500	616.98	\$ 1,500.00		1,500			
Automated Parking Kiosk Expenses										9000 Kiosk Expense- New Line Item	
08-60-4385 PARK LAND PURCHASES	575.92	-	-	-	-	\$ -		-	-		
08-60-4392 GOCO Grant EXP	3,450.00	-	0.00	-	-	\$ -		-	-		
08-60-6350 CSO EXPENDITURES - PARKS	0.00	-	0.00	-	-	\$ -	Civic Plus web site, \$700.	-	-		
TOTAL PARKS DEPT	214,072.51	244,520.25	260,650.00	276,416.00	186,753.90	250,289.18		\$ 276,416	\$ 339,655		
CAPITAL OUTLAY											
08-66-4038 CAPITAL PURCHASES (Civic Plus web site)	864.18	-	4,015.00	700	700.00	\$ 700.00		700	22200	security cameras, ice rink , other,Civic Plus \$700	
TOTAL CAPITAL OUTLAY	864.18	-	4,015.00	700.00	700.00	700.00		\$ 700	\$ 22,200	LCF Grant Match, \$2.5K, Sound Equipment	
BASEBALL SOFTBALL REC EXP											
08-70-4050 BASEBALL SOFTBALL EXPENSE	0.00	-	750.00	750	-	\$ -		750			
TOTAL BASEBALL SOFTBALL REC EXP	0.00	-	750.00	750.00	-	-		\$ 750			
YOUTH SCHOLARSHIPS											
08-73-4052 YOUTH SCHOLARSHIPS & EQUIP	0.00	-	0.00	-	-	\$ -	LCF Grant of \$1,000 in 2016. Also added \$15000 for education	-	-		
TOTAL YOUTH SCHOLARSHIPS	0.00	-	0.00	0.00	-	-		\$ -			
PARKS RECREATION PROGRAMMING											
08-76-4050 RECREATION PROGRAMMING	830.16	353.94	10,000.00	24,000	683.57	\$ 12,000.00		24,000	13200	LCF Grant of \$5,000 applied for in 2017.	
TOTAL PARKS RECREATION PROGRAMMING	830.16	353.94	10,000.00	24,000.00	683.57	12,000.00		\$ 24,000	\$ 13,200		
PARKS MISC RECREATION EXPENSE											
08-77-4050 MISC RECREATION EXPENSE(Goes away in '15)	3,166.54	1,326.00	0.00	-	-	\$ -	LCF Grant of \$2,000 in 2016	-	-	delete line item-no longer used	
TOTAL PARKS MISC RECREATION EXPENSE	3,166.54	1,326.00	0.00	0.00	-	-		\$ -			
DEPARTMENT 79											
08-79-4050 SENIOR PROGRAMMING MISC EXPENS	23.92	-	2,500.00	2,000	40.04	\$ 1,500.00		2,000	2325		
TOTAL DEPARTMENT 79	23.92	-	2,500.00	2,000.00	40.04	1,500.00		\$ 2,000	\$ 2,325		
TOTAL FUND EXPENDITURES	346,042.54	466,599.09	523,229.00	552,835.00	397,896.00	527,552.00		\$ 552,835	\$ 631,436		

Town of Lyons
2017 Budget
Parks, Recreation, Culture

2014 ACTUAL	2015 ACTUAL	2015 BUDGET	2016 BUDGET	2016 YTD Actual	2016 Year-End Projection	2016 Notes	2017 Budget	Staff Recommendations	2017 Notes

**Fee Analysis -
Lyons Department of Parks, Recreation & Cultural Events**

The following material has been updated since initial presentation to the BOT and the last Parks Budget workshop on October 3, 2016 and is intended to help facilitate discussion and provide comparative data on current camping, parking and shelter rental rates for the Town of Lyons.

With the completion of LaVern Johnson Park, staff has reviewed fees to be certain rates are competitive, reasonable and help to offset operations and maintenance costs based on the construction of the new park. These rates were last reviewed in 2015 (with earlier revisions made in 2006, 2009 and 2011) with regulations and fees adjusted accordingly. Camping, parking and shelter rental opportunities will increase significantly in Lavern Johnson Park now that it is fully open. The RV area has nearly doubled in capacity, jumping from 9 full-size RV sites with full hook-ups to now having 15 sites with full hook ups (2 additional available for dry RV camping), a tenting area that now has 18 sites as compared to 9 pre-flood, and a total of 3 rentable shelters as compared to two prior to the flood. In addition, we now have a total of 122 parking spaces (54 spaces pre-flood) that serve as the main parking for the park in which non-resident park users currently must pay a \$5.00 fee on weekends and holidays (residents will still be issued a parking pass). We have formal permitting systems in place for camping, parking, and shelter permits (attached). New automated kiosks have been installed (which will allow for all forms of payment) and will be operational for pay and display parking and camping payment. A phone line for camping reservations that connects directly to an in-season park host(s) is available, and there is ever-increasing print and web advertising that has leant way to higher in-season usage.

The following is a review of revenues generated from the LaVern Johnson Park campground and parking both pre and post flood:

	<u>Camping</u>	<u>Parking</u>	
2009	\$32,340.00	\$10,496.65	
2010	\$39,889.00	\$12,524.25	
2011	\$43,309.00	\$9,280.51	
2012	\$40,416.65	\$10,214.77	
2013	\$42,256.50	\$11,646.91	*Season ended 1 ½ months early
2014	\$13,131.00	\$0.00	*RV only, season did not start until July/August
2015	\$52,666.50	\$0.00	*Full RV season, minimal tent camping
2016 as of Oct. 15	\$68,196.00	\$0.00	*season did not start until June, not completed ,

***These figures do not include Planet Bluegrass or special event camping or parking revenues for the years listed.**

Fee Analysis Information

Reserved camp sites are more common in larger national and regional agencies such as the National Forest Service and Colorado State Parks. However, it is becoming more common that municipalities along the foothills and in mountain settings are also providing camping opportunities. Parking/entrance fees to parks can also be charged to maximize revenue and to control capacity. For the purpose of this study parking fees and park entrance fees are being compared as if they were the same, due to the fact that both constitute a fee for the use of a motorized vehicle. Picnic shelters and pavilions are typically key features in community and regional parks and it is no

exception in Lyons. These amenities not only provide a place to congregate, picnic and seek shelter from the elements for park guests, but are also an additional source of revenue for municipalities. Renting these facilities out for family reunions, birthday parties, weddings, corporate outings (i.e. company picnics), and other functions is common practice for municipalities that manage these facilities.

Table 1: Comparable Fees

	Parking/Extra Vehicle Fees	Additional Camper Fee	Camping Fees	Shelter Fee	Shelter Deposit
Town of Lyons	\$5.00 Non-resident and camping extra vehicle	Currently allows 2 people per permit up to 12 per site-\$5 each additional person over 2	Off Season \$15/Day –Tent \$20/Day –RV no hook ups \$33/Day – RV with hook ups Peak Season/Weekends \$20/Day – Tent \$25/Day – RV no hook ups- \$38/Day – RV with hook ups Holidays \$25/Day – Tent \$30/Day – RV no hook ups- \$43/Day – RV with hook ups	See attached fee scale for current and proposed	
City of Loveland		No City Operated Campground	No City Operated Campground	\$60.00 for a 50 person shelter	\$60.00
Town of Mead	N/A	No City Operated Campground	No City Operated Campground	Resident 4 hrs- \$60.00 Nonresident 4 hrs- \$75 Non Profit \$0.00 \$25.00 for electric Fees increases by 50% for holidays	\$100.00
Town of Erie	N/A	No City Operated Campground	No City Operated Campground	Fees are for 2 hours Resident \$40/Non Resident \$50/ Non Profit \$35.00	
Boulder County Parks and Open Space	N/A	N/A	No hookups: \$15 per night/ Electric or Water hookup: \$20 per night/ Electric and Water hookup: \$25 per night	\$35.00 fee	\$0.00
City of Boulder Open Space & Mountain Parks	\$5.00/ day Annual pass \$25	N/A		Capacity 50-150 Range Res. \$50-\$175 Non-res. \$100-\$400	
Colorado State Parks*	N/A	\$5.00 to \$8.00	\$18/Day – no hook ups \$28/ Day – with hook ups	Group Picnic Areas \$100-\$200	
City of Denver			Rvs 30amp electric \$30/	Non Sheltered	

Mountain Parks	N/A	Each Person per night \$3.25 Extra Vehicle \$5.00 Pets/ night \$1.00	per night Rvs 50 amp electric \$32.50/ night Rvs With Sewer \$32.50 Tents \$23.00 (Chief Hosa only)	Areas-\$51 Standard Shelters-\$97 Premium Shelters-\$123 M-Th, \$311- \$397 F, S, Su	
Larimer County	\$7 per day entrance fee (Horsetooth, Carter, Flatiron, Pinewood)		\$15/ per night – no electric (Jan-Dec) \$25/ per night Electric Only (April-Sept.) \$15/ per night Electric Only (October-March)	25 Max Capacity Shelter \$25 50 max Capacity \$50 Hermit Park 175 Max Capacity \$250 ½ day and \$500 full day	
Estes Park KOA	\$6.00 camping extra vehicle/visitors	2 people per site or \$6.00 camping extra vehicle/visitors	\$53/ day with hook ups RV \$29/Day-no hook ups Tent \$36/Day-full hook ups Tent	N/A	N/A
Yogi Bear's Jellystone of Estes		2 people included, \$5 each additional	\$55/ day RV with hook ups \$35/RV-no hook ups	N/A	N/A
Spruce Lake RV Park-Estes	\$5 camping extra vehicles	2 included, \$5 each additional	\$65/Day-full hook ups	N/A	N/A
Camp Dick-Allenspark-CSFS	N/A	N/A	\$19.50-\$27/Day-no hook ups, no amenities	N/A	N/A
Manor RV Park	N/A	N/A	\$55/ per night no hook ups \$72/ per night no hook ups	N/A	N/A
Longmont Union Reservoir			\$12.00 plus daily park user fee	\$75 per day Other associated fees(Open Water swim, boat fee, alcohol permit, etc.)	

*Fees vary between parks. Fee shown reflect the most common charges.

Fees

The rates charged for camping, parking and shelters depends on several factors such as:

- ◆ Pricing and cost recovery philosophy of the agency;
- ◆ Type of organization renting the facility (i.e. private or non-profit);
- ◆ Size and capacity of the facility;
- ◆ Supporting services (i.e. availability of water, electricity, trash services);
- ◆ Supporting amenities* (i.e. restrooms, BBQ grills, volleyball pits, athletic facilities, playgrounds, camping, showers, etc.).

*It is assumed that picnic tables are a standard amenity and help determine seating capacity.

Comparable Fees Analysis

Benchmarking is an important tool that allows the comparison of certain attributes of the Town's management of public spaces with other similar communities. The Town of Lyons' fees for camping, parking/extra vehicle and additional camper fees and shelters were compared to fourteen other agencies along the Front Range. Those agencies comprised of:

- Boulder County Parks and Open Space

- Longmont-Union Reservoir
- City of Boulder Open Space and Mountain Parks
- City of Loveland
- Town of Mead
- Town of Erie
- Colorado State Parks
- City of Denver Mountain Parks
- Larimer County
- Manor RV Park
- Estes Park KOA
- Yogi Bear's Jellystone of Estes
- Spruce Lake RV Park-Estes
- Camp Dick-Allenspark-CSFS

It is very difficult to find exact comparables because each City, Town or Agency has its own unique identity, its own way of conducting business and differences in what they charge for the populations they serve.

This being said the comparable information presented here should be used as a catalyst for the Town of Lyons to continue to research best practices when they are needed.

Parking / Entrance Fees

The Town of Lyons charges a \$5.00 parking fee which is less (in some cases) than what Colorado State Parks and Larimer County charge (\$6-\$8.00) for entry to their parks. It is the same rate as the City of Boulder Open Space and Mountain Parks parking fees (\$5.00), annual passes may be purchased for \$25.00. Pre-flood data shows the Town of Lyons had the potential to collect around \$10,000 to \$14,000 in parking fees annually in then Meadow Park (excluding any special events or Planet Bluegrass fees). One issue the Town is facing is the over use and overcrowding of its parks. Parking fees could be used as a means of controlling the use and capacity of the parks by raising prices and/or placing a maximum capacity on the park. One concern could be that if fees are raised beyond a certain price point, patrons will no longer park in the park or otherwise pay the fee. This could push traffic and parking to already restricted parking in downtown areas or in neighborhoods, increasing already difficult to overcome enforcement issues. In addition, park users themselves could find other areas of Town where access is available but where fees and enforcement are lacking (i.e. the Black Bear Hole). If it is not solely the goal to control visitation numbers, then monitoring parking fees of other agencies should be done to ensure that the Town's parking fees are comparable with other agencies. Given this, the Town has chosen to base its fee on an hourly rate, \$5 per every four hours. Below is a table for parking revenue projections based on both \$5 and \$10 fees and the increased number of parking spaces.

Projected Non-Resident Parking Revenues for LaVern Johnson Park

Total Number of Weekend/ Holiday Days-4/1 to 10/15	# of Parking Spaces	Total # of Vehicles @ 100% Capacity	Total # of Vehicles @ 60% Capacity	Total # of Vehicles @ 80% Capacity	Cost Per Parking Space	Total Revenues @ 60% Capacity	Total Revenues @ 80% Capacity	Total Revenues @ 100% Capacity
60	122	7,320	4,392	5,856	\$5	\$21,960	\$29,280	\$36,600
60	122	7,320	4,392	5,856	\$10	\$43,920	\$58,560	\$73,200

**Gross net revenues as maintenance is not calculated. Planet Bluegrass and other special event

parking projections not included.

It should be noted that there was and will be significant staffing that goes into the monitoring and enforcement of successful paid parking systems and such was the case of Meadow and Bohn Park pre-flood. Establishing parking and maintaining it does have associated costs to consider as well. Without enforcement measures, it will be difficult to forecast revenues with accuracy from year to year.

Camping Fees

Camping fees charged by the Town look to be in line with what other local area agencies are charging. It should be noted that in addition to charging peak season/weekend and holiday rates, Lyons also charges for each additional person over two per campsite (\$5/each person), and an additional vehicle parking charge for each vehicle over one. In 2013 camping fees generated approximately \$42,000. In 2015, fees continued to increase after opening the new RV park area, generating \$52,666.50. 2013 figures (the most complete pre-flood information, although not a full season as the flood event shortened the season by over a month and a half) and 2015 figures (the most recent post flood information, although camping did not start until after July and it was primarily RV camping only) start to show a good comparison of the park pre and post flood. It can be noted that noticeable increases in overall revenue generated due to the increased number of RV sites added can begin to be seen, even with very minimal park services and virtually no tent camping available. This trend looks to continue in 2016, again not a full season, with revenue reaching over \$68,000.

The camping sites in Lyons with its river frontage, beautiful scenery, and Front Range location make them popular and heavily used. With the development of the new park, its greater number of amenities to serve campers in the eastern portion and throughout the park, a new restroom with multiple showers, playground and fire pits, will continue to make these campsites even more popular. It is for this reason that Staff and the Parks and Recreation Commission are recommending that the BOT raise nightly rates for RV's with hook up for all seasons and holidays \$2.00 across the board.

Campsites are available on a first come first served basis or by an over the phone reservation system that we hope to upgrade to allow via the internet. This would allow for deposits and potential additional charges could be deemed as "Administration Fees."

Shelter Fees

Typically based on size of facility and its available supporting amenities, shelter and park pavilion rental rates vary from agency to agency. Town of Lyons rates currently are based on the number of people using the shelter and residency status. Other agencies utilize similar structures, and may charge using a multitude of variables such as, capacity of the shelter, half or whole day, peak season, use of utilities, etc. Pre-flood shelter rentals typically generated somewhere between \$1,500 and \$3,250 annually for the Town of Lyons Parks Department. The current shelter user fee scale is attached for your review.

In order to increase reservation of these facilities and to increase revenues, staff will use a condensed flat rate for each facility based on their capacity opposed to our current adjustable rate scale based on estimated group size. Regardless of the size of the group, we still have the operational and maintenance needs for the facilities. The new scale incorporates increased rates for peak times/holidays, half/whole day use, costs for utilities, and rates based on residency. The new Shelter User Fee Scale is attached.

Supply and Demand

The Town of Lyons has some unique recreational opportunities not available in other municipalities. Water recreation activities associated with the St. Vrain River, access to Boulder County Open Space trails, camping, and beautiful parks attract many users. The demand for these opportunities outweighs the supply during summer months, especially on the weekends. The high demand brings with it problems such as dog control, large un-permitted user groups, overcrowding, and the potential for increased criminal activity. Local residents have expressed that they feel squeezed out during times of high demand.

The high demand for Town of Lyons parks and recreation facilities may justify increasing fees to offset the maintenance needs. Additionally, increasing fees may also be used to control use and to limit capacity to some degree.

Cost Recovery

A coordinated plan for the upkeep and replacement of recreational facilities is extremely important to establishing a strong financial position for the provision of parks and recreation services. Progressive pricing efforts often go a long way in recovering the direct and indirect operating costs of providing a recreational program. It will be especially important that the Town establish a pricing methodology that reflects the community's values, but also generates adequate revenue. Currently our department operates at a cost recovery rate well above the national average and historically has operated somewhere between 40% to 70% cost recovery. The national average typically fluctuates between 20% to 35% cost recovery.

Current and Recommended Camping Rules and Fees

Copies of current camping fees and rules are attached for your information. Review of these rates should be done yearly and especially after the first full year of operations of the new park to research the parks impact on utility costs, operations and maintenance and other costs that justify increasing rates. Staff will be implementing a year round park host policy and allow for year round RV camping in LaVern Johnson Park. Many guests have called requesting these services already and having a park host present in the new park will be good in this first year of operation.

The tables below project how the increases in number of camping spots may impact revenues at various capacities for both RV and tent camping in 2017.

Projected 2017 Camping Revenue for Meadow Park Based Increase Number of Spots/Rates

# of Days	# of RV Camping Sites-full hook ups	Total Camping Days	Total Camping Days @ 60% Capacity	Total Camping Days @ 80% Capacity	Average Cost Per Night-RV Full Hookups	Total Revenues @ 60% Capacity	Total Revenues @ 80% Capacity	Total Revenues @ 100% Capacity
April 1-June 1 44 Days	15	660	396	528	\$35	\$13,860	\$18,480	\$23,100
High Season & Weekends 112 Days	15	1,680	1,008	1,344	\$40	\$40,320	\$53,760	\$67,200
Aug. 15 - Oct. 15 44 Days	15	660	396	528	\$35	\$13,860	\$18,480	\$23,100
Holidays 6 Days	15	90	54	72	\$45	\$2,430	\$3,240	\$4,050
TOTAL	15					\$70,470	\$93,960	\$117,450

**Gross net revenues as maintenance is not calculated.

# of Days	# of Tent Camping Sites	Total Camping Days	Total Camping Days @ 60% Capacity	Total Camping Days @ 80% Capacity	Average Cost Per Night-Tent Camping	Total Revenues @ 60% Capacity	Total Revenues @ 80% Capacity	Total Rev. @ 100% Capacity
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April 1- June 1 44 Days	18	792	475	634	\$15	\$7,125	\$9,510	\$11,880
High Season & Weekends 112 Days	18	2,016	1,210	1,613	\$20	\$24,200	\$32,260	\$40,320
Aug. 15 - Oct. 15 44 Days	18	792	475	634	\$15	\$7,125	\$9,510	\$11,880
Holidays 6 Days	18	108	65	86	\$25	\$1,625	\$2,150	\$2,700
TOTAL						\$40,075	\$53,430	\$66,780

****Does not include totals for new additional permit charges for vehicles, people or pets.**

**Gross net revenues as maintenance is not calculated.

****Does not include totals for new additional permit charges for vehicles, people or pets.**

Based on the information provided in the tables above, using new proposed RV rates and accounting for the increased number of camping and parking sites, it is quite noticeable that an immediate and substantial increase in revenue can be anticipated over historical depending on rate of capacity. At 60% capacity totals for parking at a rate of \$5/4 hours would be \$21,960, nearly double the highest rate collected previously (\$12,524). At 80% capacity revenues could be as much as \$29,280 for parking. With the hourly rate implemented as recommended, and as park users begin to pay the \$10 fee, revenues will be even higher. Tent and RV camping combined at 60% could bring in as much as \$109,012, again doubling the highest total recorded (\$52,666). Recent trends and data show that capacity may be closer to the 80% or higher range indicating totals around \$145,371. Current numbers indicate that we have consistently been increasing our attendance and demand for camping in Meadow Park and should fall somewhere between 60% and 80% capacity in 2017. With increased visibility due to the parks newness and tools such as website and additional advertising, demand should continue to increase steadily.

Staff Recommendation

- 1) Implement hourly parking rates at \$5 every 4 hours
- 2) Increase RV camping rates for RV's will full hook ups \$2 per night for all seasons. Adjust camping rates accordingly based on park utilities and operation and maintenance needs. Implement year-round, winter camping and park host and monitor success.
- 3) Implement new Shelter Fee Scale



SHELTER HOUSE FACILITY USER FEE SCALE

Permit Application Fee-\$15.00

Large Group Permit Application Fee for Groups of 30 or more people-\$15.00

	LYONS RESIDENT Peak Season, All Weekends and Holidays (June 1st-Sept. 10 th)	LYONS RESIDENT Off Season (April 1 st -June 1st) (Sept. 10th-Oct. 15 th)	Non Resident (June 1st- Sept. 10 th)	Non Resident (April 1 st -June 1st) (Sept. 10th- Oct. 15 th)
Quarry Shelter Max Capacity 50	½ day: \$30.00 Full Day: \$60.00	½ day: \$25.00 Full Day: \$50.00	½ day: \$55.00 Full Day:\$ 110.00	½ day: \$50.00 Full Day:\$ 100.00
St. Vrain Shelter Max Capacity 50	½ day: \$30.00 Full Day: \$60.00	½ day: \$25.00 Full Day: \$50.00	½ day: \$55.00 Full Day:\$ 110.00	½ day: \$50.00 Full Day:\$ 100.00
WPA shelter Max Capacity 80	½ day \$45.00 Full Day: \$90.00	½ day \$40.00 Full Day: \$80.00	½ day \$90.00 Full Day: \$180.00	½ day \$80.00 Full Day: \$160.00

½ day time slots are from 9am-2pm or 3am-8pm
Full day times are 9am-8pm

Electrical Fee \$25.00

Staff Time-\$15.00 per hour if applicable

DEPOSIT

A \$100.00 deposit is required for groups of 100 persons in size or less. A \$150.00 deposit is required for groups larger than 100 persons. All deposits are held by the Town of Lyons until the date of the event and all deposits are fully refundable as long as the user(s) has complied with the terms outlined in the Town of Lyons Facilities Rental and Use Agreement and the facility meets post-event inspection standards. Further Charges may be applied depending on actual damage or cleanliness of the facility.

**Please note that the Town of Lyons relies on the user(s) to estimate group size as accurately as possible. The Park Host will also be monitoring group size, among other things, the day of the event. If it is found that the user's estimation of group size was considerably low, a portion of the damage deposit may be withheld to recover the difference. Please provide all information as accurately as possible so that we may serve you better.

Town of Lyons Camping Rates

*Park Host Designates parking for campers

*Maximum of 2 people per campsite. \$5.00 for each additional person over the age of 5 (five).

*Each site includes parking 1 vehicle. Each additional vehicle is \$5.00 per day and you must park in general overflow parking away from site.

*A three night minimum is required for the 4th of July, Memorial Day, and Labor Day.

*Maximum of 6 (six) people per permit

*Maximum of 1 (one) RV/mobile camping unit or 1 (one) tent per permit

*The maximum stay is 3 (three) nights for tents and RV without hookups and 7 (seven) nights for RV's with hookups. Ask a park host for possible weekly rates.

*"Quiet Time" is from 10pm to 8 am (please have respect for others).

*No campfires are permitted and Charcoal and propane cooking are allowed only in designated grill sites.

*Campers must vacate their site by NOON of the expiration date listed on permit (DATE OUT).

*A Maximum of 2 tents per site and 1 RV per site

TOWN OF LYONS -PARKS AND RECREATION DEPARTMENT LARGE GROUP PERMIT - terms and conditions

Any person wishing to use a Town park facility for an activity, event or program that is expected to have 30 or more attendees MUST submit an application for a Large Group Permit to the Lyons Parks, Recreation & Cultural Events Department at least 30 days prior to the date of the activity, event or program.

Upon receipt of the completed application for Large Group Permit, Town staff will determine the rental fee and damage deposit. The rental fee and damage deposit must be paid in full prior to the issuance of the permit, and no later than 14 days prior to the date of the activity, event or program. Failure to timely pay the amount due will result in denial of the application for permit.

Town staff will monitor group size and activity the day of the event. If attendance at the activity, event or program exceeds the number allowed pursuant to the permit, the permit may be immediately suspended or revoked. In addition, all or part of the damage deposit may be retained by the Town of Lyons.

Permit Application & Agreement
Special Use/ Large Group/ Shelter and Park Facilities
Town of Lyons Department of Parks, Recreation & Cultural Events

Application Date: _____

PLEASE DO NOT LEAVE ANY BLANKS (MARK N/A AS APPROPRIATE). Detailed Answers will assist in expediting the processing of applications.

A. Fill in the blanks

Name of Event: _____

Date(s) of Activity, Event or Program: _____

Time(s) of Activity, Event or Program (include start and end time of event): _____

Applicant: Organization Name: _____

E-mail: _____

Applicant Name: _____ Phone: _____

Applicant Mailing Address: _____

Applicant over 18 years of age: yes no

Co-Applicant Name: _____ Phone: _____

Co-Applicant Mailing Address: _____

Applicant over 18 years of age: yes no

Responsible Party for Day of Event: Name: _____

Mobile Phone Number: _____

Number of Attendees _____

Number of Participants: _____ Entry fee per Participant: _____

Number of Vendors: _____ Number of Spectators: _____

*****Application Fees- cash or check is required at the time of submittal.**

\$50.00 Special Use Application Fee
\$15.00 Shelter Permit Application Fee
\$15.00 Large Group Application Fee

For assistance in completing the application please contact the Lyons Department of Parks, Recreation & Cultural Events at 303-823-8250 if needed.

Name of Park Facility/Shelter for reservation/permit: _____

Name, Type, Purpose of Activity, Event or Program (describe in detail the proposed use and activity for the park facility/shelter): _____

B. Vicinity Map/Site Plan

Attach a vicinity map and site plan for each event application.

**List all of the parks, trails, open space, roadways, bridges and other Town property proposed for use at the event.

C. Parking/Traffic Flow

1. Name(s) authorized personnel to direct traffic: _____

2. Are you planning to park on-site? If yes, Where do you plan to park? Include a detailed number of vehicles you expect? How Do you intend to park them (i.e. parking plan)?

3. Are you planning to park off-site? If yes, Where will you be parking? How will you be moving people to the event site?

4. Number of Parking Spaces Required:

5. Number of Parking Spaces Provided:

Be sure to indicate number of parking spaces and the locations of the following: parking areas, traffic flow, personnel directing traffic, and traffic signage on the site plan.

D. Security/Law Enforcement

Describe the plan for communications to be used in the event of an emergency [i.e. radio (what channels), cell phones, etc.]: _____

1. Will your event involve multiple Law Enforcement Agencies? (list):

2. Do you anticipate utilizing uniform deputy services from ground security or traffic direction? If so, from which department/ office (list)? _____

3. Will a private security company be used? _____
4. How will the security personnel be identified? _____
5. Will your event interrupt the normal traffic flow on any roadway? _____
6. Will your event seek to obtain authorization to park vehicles on any roadway? _____

7. Is there any possibility that your event could need the services of the Boulder County Sheriffs Department or the Boulder County Water Rescue Team, Lyons Fire Department? (List & Explain):

***Be sure to indicate locations of security personnel on the site plan. ***

E. Emergency Medical Care

1. Describe Emergency Medical Services arrangements/plan: _____

2. Indicate routes for EMS and Fire Crew access:

***Be sure to indicate locations of first aid and emergency services on the site plan. ***

F. Water

- Indicate if participants/vendors are providing their own drinking water: _____
- If providing water for your participants, describe water source and method of distribution:

***Be sure to indicate locations of water stations on the site plan if applicable. ***

G. Sanitation

1. Are you planning to use Town Restroom Facilities? If so, describe: _____

- Number of Port O Lets that you will be providing: _
2. Describe disposal plan:

3. Drop off/ Pick Up Times:

***Be sure to indicate location and number of sanitation facilities on the site plan. ***

H. Food Service

Describe all food services planned for this event and list all vendors: _____

***Be sure to indicate locations of all food service booths on the site plan. ***

I. Alcohol

** Please refer to #10 in the Rules and Regulations.

J. Utilities

1. Describe utilities required for this event:_____

2. Will this event require a sound system/amplification?: _____ If yes, describe system to be used:

Be sure to indicate all electrical sources and lighting locations on the site plan and attach cut sheets of proposed lighting if appropriate.

K. Trash Collection/Removal

1. Number of trash receptacles to be provided: _____ Type: _____

2. Will your event have dumpsters on site?: _____

3. Will your event use Town park trash receptacles?: _____

4. Describe trash removal plan/schedule: _____

5.. Describe plan to remove hot coals and grease:

Be sure to indicate location of all trash receptacles on the site plan.

L. Temporary Road Closure

1. List all roads that may be impacted by your event:_____

How?:_____

2. List the roads that will qualify for a temporary road closure to ensure the health, safety, and welfare of the public or the participants of this event: _____

Be sure to indicate location of all temporary road closures on the vicinity map and/or site plan.

M. Signage

Identify any needed signage and make arrangements with Town Staff for placement _____

Be sure to indicate location of signs on the vicinity map and/or site plan.

N. Please list any other special requirements or potential impacts that this event may incur _____

CONDITIONS OF APPROVAL:

Permit Fee – The applicant may be required to pay a non-refundable permit fee in an amount not-to-exceed one thousand five hundred dollars (\$1500.00). The Lyons Department of Parks, Recreation, & Cultural Events shall conduct a final review of the subject application, additional charges maybe added based upon its consideration of the following criteria:

- Number of participants/ attendees
 - Duration of the Special Use
 - Geographic extent of the event on Town facilities
 - Impacts of the proposed event on Town facilities/ Actual costs of the event to the Town (i.e. labor costs, utilities, etc.)
 - Application Deadlines
 - Damage to Property
 - Amount of processing time required by the Town of Lyons for the event
 - Direct benefit(s) of the event to Town of Lyons residents
 - a) Whether the event provides an economic infusion into the Town of Lyons;
 - b) Whether the event is a fundraiser for a Town of Lyons-based non-profit organization; and c)
 - Whether the Special Use Participants are comprised mostly of local community members.
- Requests and recommendation letters may be included with the application for consideration as to how the proposed event meets the above criteria.

AGREEMENT

THIS AGREEMENT is made between the TOWN OF LYONS, a municipal corporation of the State of Colorado, 432 Fifth Ave., Lyons, Colorado 80540 (“Town”) and (“User”), for the purpose of obtaining short-term use of the PARK FACIILITY/SHELTER, as described and provided for in the Agreement. This Agreement is effective following proper execution by the User and on the date of execution by the Town as indicated below.

1. **AGREEMENT TO LEASE AND RENT.** The Town hereby agrees to lease and rent the Park Facility/Shelter to the User for the Activity, Event or Program during the date and time provided above and User agrees to strictly conform to the terms and conditions of this Agreement, and those set forth in the “Lyons Park Facility/Shelter Rules and Regulations.” Failure of the User to fully and timely comply with the terms and conditions of this Agreement and the “Lyons Park Facility/Shelter Rules and Regulations” shall release the Town from any obligation to provide the Park Facility/Shelter to the User as provided in this Agreement.

2. **RENTAL FEE.** A non-refundable rental fee of \$ shall be paid to the Town prior to the Town’s execution of this Agreement. The rental fee is intended to cover reasonable administrative costs of the Town in providing the rental and lease of the Park Facility.

3. **DEPOSIT FOR DAMAGES AND CLEAN-UP.** The User shall pay to the Town prior to the Town’s execution of this Agreement a deposit in the amount of \$. At the sole discretion of the Town, payment of the damage deposit may be required in the form of certified funds or other guaranteed funds. Such damage deposit shall be refunded in full in the event the Town receives written notice of cancellation of the event at least thirty (30) days prior to the scheduled date of the event.

4. **PARK FACILITY/SHELTER DIAGRAM.** The Town may require the User to provide a diagram indicating the proposed physical layout and use of the facility/shelter. The Town shall have authority to approve, disapprove, or modify the physical layout of the event. Once approved by the Town, the diagram shall be incorporated into this Agreement as a representation of the permitted use of the facility/shelter for the event.

5. **CONFORMANCE WITH TOWN ORDINANCES, RULES AND REGULATIONS.** The User shall conduct the Event in accordance with Town ordinances, rules and regulations of the Lyons Department of Parks, Recreation, and Cultural Events.

6. **USER’S OBLIGATION TO SUPERVISE EVENT.** The User shall use every effort to supervise the Activity, Event or Program and ensure conformance with the requirements of this Agreement in the conduct of the Event. The User understands that failure to conduct the Activity, Event or Program in strict accordance with this Agreement will constitute breach of the Agreement and the Town may immediately terminate the Activity, Event or Program for such failure. The User shall be in attendance at all times during the Activity, Event or Program.

7. **ADDITIONAL SERVICES OR ACCOMMODATIONS.** The Town may, at its discretion, require that the User provide for other services or accommodations reasonably necessary to serve the Activity, Event or Program, including but not limited to parking attendants, trash removal and cleaning services, portable restrooms, temporary fencing and signage, or additional trash dumpsters or containers. In the event the Town requires the User to provide such additional services or accommodations as part of this Agreement, such requirements shall be stated in an addendum to this

Agreement acknowledged by the Town and the User and such addendum shall be incorporated into this Agreement.

8. ATTENDANCE. The Town reserves the right to limit the number of persons in attendance at the Activity, Event or Program to the number specified by the User in this Agreement.

9. NO EXCLUSIVE USE. This Agreement does not grant sole and exclusive use of all or any park of the facility/shelter to the User. Unless expressly provided by this Agreement, the Facility shall remain open to the public during the facility/shelter's normal operating hours. The Activity, Event or Program shall not interfere or impede the general public's use and enjoyment of the facility/shelter.

10. LIABILITY AND INDEMNIFICATION. The User shall neither hold nor attempt to hold the Town liable for and will hold harmless and indemnify the Town from and against any and all demands, claims, causes of action or judgments, and any and all expenses (including without limitation, attorney's fees and costs) incurred by the Town in investigating and resisting the same arising from any injury or damage to the property of the User, any other purpose whatsoever, where the injury or damage is caused by the negligence or misconduct of the User, it's agents servants, employees, guests or any other person on or where such injuries are the result of the violation of law, ordinances, governmental orders of any kind, or of any provision of this Agreement.

11. INSURANCE. User shall provide insurance coverage for the Activity, Event or Program as provided below:

- No insurance is required by the Agreement. The User is encouraged, however, to secure insurance against loss resulting from the Activity, Event or Program including loss resulting from damage to the Facility/Shelter during the Activity, Event or Program. The User's failure to secure adequate insurance to protect against loss or damage shall not limit, preclude or prevent the Town from holding the User liable for loss or damage resulting from the Activity, Event or Program or from breach of this Agreement.
- Prior to the Town's execution of this Agreement, the User shall provide to the Town evidence of liability and property damage coverage and insurance applicable to the Event in the minimum amount of \$. Certificate is to read as follows with this **exact** language: **ADDITIONALLY INSURED, TOWN OF LYONS, its OFFICERS, OFFICIALS AND EMPLOYEES.**

12. CLEAN-UP OF FACILITY/SHELTER. The User shall restore the Facility/Shelter to the same condition as that existing prior to the Activity, Event or Program and shall clean the facility/shelter of all litter, trash, debris, and shall remove all User's equipment used in conjunction with the Activity, Event or Program. In the event the User fails to adequately clean the facility/shelter or remove all equipment, the Town shall retain the damage deposit. In the event the costs to clean the facility/shelter exceed the amount of the damage deposit, the User shall pay to the Town such additional amounts. Failure to pay such costs within ten days of the date of the written notification of the amount due shall constitute a breach of this Agreement.

13. DAMAGES TO THE PARK FACILITY/SHELTER. In the event any damage occurs to the park facility or shelter during the activity, event or program (including the time before and after to set-up and break down of the event), the actual costs of repair, replacement or remedy of such damage shall be deducted from the User's damage deposit. In the event such costs exceed the amount of the damage deposit, the User shall pay the Town such additional amounts due. Failure to pay such costs within ten days of the date of the written notice of the amount due shall constitute a breach of this Agreement.

14. CONFORMANCE WITH LAWS. Nothing in this Agreement is intended to exempt, waive or otherwise modify the local ordinances and laws of the Town of Lyons.

15. NO WAIVER OF GOVERNMENTAL IMMUNITY. Nothing in this Agreement is intended to exempt, waive or in any way limit the availability or applicability of the Colorado Governmental Immunity Act, C.R.S. 24-10-101, *et seq.*, as amended.

16. NO RESPONSIBILITY FOR PROPERTY. The Town shall not be responsible for loss, theft or damage to property of the User, or agents, guests, customers, invitees, permittees, vendors or suppliers of the User.

17. TERMINATION OF AGREEMENT. This Agreement may be terminated by the Town at any time if the User breaches this Agreement. This Agreement may be unilaterally terminated by the Town or the User upon written notice received by the other party not less than ten days prior to the date of the Activity, Event or Program. In the event the User terminates this Agreement, NO refund of any or part of the fee required by paragraph 2 of this Agreement shall be made by the Town. In the event of termination by the Town for any reason other than breach of the Agreement by the User, the Town shall refund to the User the fee and damage deposit paid by the User.

18. LIMITATION OF TOWN DAMAGES. The Town shall be limited to the amount of the rental fee and damage deposit for breach of this Agreement. Unless otherwise provided by law, the Town shall not pay attorneys fees, or legal costs or expenses resulting from User's enforcement of this Agreement.

19. NO TRANSFER OR ASSIGNMENT. This Agreement shall not be transferred or assigned by the User without the prior written consent of the Town, which may withhold consent for any reason.

20. PARAGRAPH CAPTIONS. The captions of the paragraphs are set forth for convenience and reference of the parties and are not intended in any way to define, limit or describe the scope or intent of this Agreement.

21. INTEGRATION AND AMENDMENT. This Agreement may be amended only in writing signed by User and the Town. If any other provisions of this Agreement are held invalid or unenforceable, no other provision shall be affected by such holding, and all of the remaining provisions of this Agreement shall continue in full force and effect.

22. DEFAULT. Time is of the essence. If any payment or any other condition, obligation, or duty is not timely made, tendered or performed by either party, then this Agreement, at the option of the party who is not in default, may be terminated by the non-defaulting party, in which case, the non-defaulting party may recover such damages as may be proper. If the non-defaulting party elects to treat this Agreement as being in full force and effect, the non-defaulting party shall have the right to an action for specific performance or damage or both.

23. WAIVER OF BREACH. A waiver by the Town of the breach of any term or provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach by the User.

24. GOVERNING LAW AND VENUE. This Agreement shall be governed by the laws of the State of Colorado. Venue for an action for the enforcement of this Agreement shall be in appropriate court for Boulder County, Colorado.

USER: _____

Date: _____

CO-USER: _____

Date: _____

CO-USER: _____

Date: _____

TOWN OF LYONS

By: _____

ATTEST:

Town Clerk

PARK FACILITY RULES AND REGULATIONS

1. **Park Permit:** A permit is required for any park activity of 30 or more attendees. Application for the permit must be submitted to The Town of Lyons Department of Parks, Recreation and Cultural Events at least 30 days before the date of the event. All fees and deposits must be paid in full at least 14 days prior to the event. The permit must be in the possession of the group while the site is in use. Permits are non-transferable and non-refundable. The Town of Lyons reserves the right to restrict activities in any park at any given time. Any violation of The Town of Lyons Department of Parks, Recreation and Cultural Events policies, rules, regulations or guidelines may result in immediate revocation of the permit.
2. **Usage Priority:** If a site has been permitted, the permit-holder has priority over other users. However, permits do not grant exclusive use of site or facilities. Permittees shall ensure that the rights and privileges of other visitors are recognized and met.
3. **Insurance:** User shall provide insurance coverage for the Activity, Event or Program as provided below:
 - No insurance is required by the Agreement. The User is encouraged, however, to secure insurance against loss resulting from the Activity, Event or Program including loss resulting from damage to the Facility/Shelter during the Activity, Event or Program. The User's failure to secure adequate insurance to protect against loss or damage shall not limit, preclude or prevent the Town from holding the User liable for loss or damage resulting from the Activity, Event or Program or from breach of this Agreement.
 - Prior to the Town's execution of this Agreement, the User shall provide to the Town evidence of liability and property damage coverage and insurance applicable to the Event in the minimum amount of \$. Certificate is to read as follows with this **exact** language:
ADDITIONALLY INSURED, TOWN OF LYONS, its OFFICERS, OFFICIALS AND EMPLOYEES.
4. **Attendee Conduct:** The permit-holder is responsible for his/her actions and the actions of gathering attendees.
5. **Restroom Facilities:** Sites that include restroom facilities are taken on an "as is" basis; the rental fee is for reservation rights only. Permanent structured restrooms and drinking fountains are closed in the fall through the late spring for winterization.
6. **Daily Park Hours:** Lyons' parks are open for public use from 5 a.m. to 10 p.m. Parks are closed for public use from 10 p.m. to 5 a.m.
7. **Vehicle Access:** Motor vehicles are prohibited on park lawns, turf, restricted roadways, bicycle/pedestrian pathways, creek pathway, athletic fields, and where notice is posted. Roadways and parking areas are clearly marked and established. Driving beyond designated boundaries to load and unload equipment or transport goods is prohibited. Vehicles will be ticketed and towed at the owner's expense. Contact the Parks office or the Park Hosts before your event for special arrangements.
8. **Disposal of Waste Materials:** Trash must be properly disposed of in dumpsters or trash barrels. No trash shall be left outside existing trash containers. Extra trash must be removed from the park facility/shelter upon leaving. In the case of rented dumpsters, they must be removed by the next business day after the reservation. Due to potential damage to vegetation, the sewer system and the river, hot coals and grease must be properly disposed of off-site.

9. **Horse Trailers Prohibited.** The parking and use of horse trailers in all Town Parks is prohibited.
10. **Glass Bottles/Containers:** Glass bottles and containers are prohibited in all parks.
11. **Alcohol Beverages:** No alcohol beverages may be possessed, consumed or provided in any park or park facility, unless the permit holder has been issued a Special Event Permit from the Town of Lyons Liquor Authority and the State Liquor Authority. All provisions of the Colorado Liquor code and local law related to liquor apply to the parks and park facilities.
12. **Amplified Sound:** Amplified sound (i.e.: P.A. system, music) is prohibited unless specifically approved by the Town. Use shall be limited to the specific conditions of approval in the permit.
13. **Canopies and tents:** Canopies and tents may be used upon approval by the Town and may be limited. Structures with side drop panels are prohibited. Staking is prohibited; weights, including water, lead and sand are allowed upon approval.
14. **Signage:** Signs, banners, party decorations, and canopies may not be attached to trees, shelters, light fixtures, or other park structures. Blocking areas, including sidewalks, parking lots, paths, and roadways is prohibited.
15. **Prohibited activities/items:** Prohibited activities/items include, but are not limited to, aircraft, air castles, carnivals, climbing walls, dunk tanks, fireworks, golf, horseback riding, hot air balloons, inflatable games, model boats/airplanes, moon walks, petting zoos, pony rides, hammocks, ropes, search lights. Weapons, including but not limited to such items as knives, firearms, bows and arrows, martial arts weapons, are prohibited, except as permitted at a Town sanctioned event.
16. **Permitted activities:** Permitted activities may vary as deemed appropriate by The Town of Lyons Department of Parks, Recreation and Cultural Events.
17. **Destruction of Property:** It is unlawful for any person, other than authorized personnel, to mark, remove, break, or climb upon or in any way injure, damage or deface the trees, shrubs, plants, turf or any of the buildings, fences, bridges, monuments, fountains, backstops, dugouts, goal posts, or other structures or property within or upon any park, parkway, or other recreational facility.
18. **Responsibility for Damage:** The renter accepts the responsibility to pay any damage repair or any extraordinary cleaning expenses that may occur to the park facility and/or shelter due to the group's use.
19. **Admission:** Charging admission or gate charges for the activity, event or program is prohibited.
20. **Sale of Goods:** Only upon express written approval of the Town of Lyons Department of Parks, Recreation and Cultural Events may goods be sold at an activity or event.
21. **Gambling:** Raffles, gambling, bingo and games where money buys a chance are prohibited.
22. **Grills:** Outside BBQ grills (charcoal, propane, portable fire pits, appliances, etc.) are prohibited. Fires are prohibited. No fire is allowed during a fire ban as established by the Town or the Boulder County Sheriff. Fires and coals in all park grills must be doused and properly disposed of before leaving the site. Use of in park grill is the only permitted use.
23. **Noise violations:** Noise violations will be strictly enforced (amplifiers, stereos, etc.). Violators may be ticketed and fined. Violators may be removed from the park facility by Town staff or the Sheriff's Officer.

24. **Pollution of Waters:** Washing dishes, vehicles or other items in or with water from the river is prohibited. Emptying of waste materials in any manner that pollutes the water is prohibited.

25. **Adult Supervision:** No reservation or permit shall be issued except upon satisfactory assurance that the park facility and/or shelter will be under the direct supervision of an adult (18 years of age or older).

26. **Large Group Permits:** Applications for Large Group Permits (groups of 30 or more attendees) have additional conditions to comply with (detailed in separate form).

27. **Failure to Obey:** Failure to obey park closing times, allowing unruliness by intoxicated members of the group, or harassment of Town staff or volunteers will warrant forfeiture of all reservation deposits.

28. Every attendee shall fully comply with all rules and regulations of the Town of Lyons Department of Parks, Recreation and Cultural Events, and all laws of the Town of Lyons and the State of Colorado.

29. **Damage deposit:** The damage deposit paid by the applicant shall be held by the Town of Lyons until Town Staff is able to inspect the area of the activity, event or program. The permit holder will be notified in writing by mail of any damages resulting from the activity, event or program, and any amounts withheld from the damage deposit to repair such damage (to include removal of trash left).

30. Permits may be immediately suspended, revoked or modified for any reason at the sole discretion of Town staff.

By signing below, I/we hereby acknowledge that I/we have received a copy of the Town of Lyons Department of Parks, Recreation and Cultural Events Rules and Regulations, and that I/we have read and fully understand the content.

I/we release the Town of Lyons from and agree to save and hold harmless, defend and indemnify the Town of Lyons from all claims and damages or liability of any kind that may result from my/our performance of services or use or occupation of the park facility and/or shelter, including claims alleging negligence or other wrongful acts or omissions of the City. I/we agree that neither the Town of Lyons, nor any of its officers, agents, volunteers, assistants, or employees shall be held responsible or made subject to any claims, including any claim for negligence, seeking to assess damages or liability for or arising from personal injury or property damage to self or others in attendance during the use of the park facility and/or shelter. I/we release and agree to save and hold the Town of Lyons harmless for any claims for damages to myself resulting from suspension, revocation or modification of the permit.

Name _____ Date _____

Name _____ Date _____

Witness – Town Staff _____ Date _____

Town of Lyons Department of Parks, Recreation and Cultural Events

Fees and Charges Policy

The nation's park and recreation agencies have always, to a greater or lesser extent, offered diversified park and recreational services to its citizens, recognizing government's responsibility to provide community and neighborhood parks and leisure opportunities. However, in view of the increasingly heavy demands for new and expanded services, the rapid increase in operating costs and capital expenditures, and because of limited access to tax revenue, it has become difficult to maintain existing levels of service, much less provide new consistent policies that will serve as tools for evaluating services and establishing appropriate fees and charges. The imposition of fees makes possible expanded recreation programs and facility improvements that can be justified on the basis that such programs or improvements would not otherwise be possible.

The result of the current economic climate in the development and operation of parks and recreation programs and facilities has been a reduction in the availability of tax dollars for public services, particularly at local levels of government. This has caused local jurisdictions to either reduce the quality and range of community services offered or to seek alternative revenue sources to finance these services, or both.

In many municipalities the primary alternate source of revenue to additional sales or property tax is additional fees and charges placed on the user. Although Lyons looks to supplement tax revenues with state, federal, and private revenues; the need for user fees and charges clearly prevails if we plan to continue offering a high level and expanded variety of recreation programs along with continued improvement and expansion of parkland, open space and park facilities and the services required to operate and maintain them.

I. STATEMENT OF PHILOSOPHY

The underlying principle of the Lyons Department of Parks, Recreation and Cultural Event's fiscal program must be to efficiently offer the most diversified recreational services possible, ensuring that all citizens of Lyons have equal opportunity and choice in participation and equal access to public facilities. However, with increasing demands being placed upon the department to provide more services as post-flood parks are constructed and associated programming is once again initiated, and the public's ability or willingness to appropriate public funds to support that demand may be lessened, it has become an economic necessity to charge certain fees to ensure demand for services can be met. However, fees and charges for the Lyons Parks & Recreation Department services provide only one source of financing for the department. Fees must be thoroughly evaluated prior to inception to integrate them into the fiscal matrix supporting public parks and recreation services, a matrix which includes parks fund appropriations-including sales and use tax, home additions fees, capital improvements funds, grants, donations, and so on. Ultimately, the Town of Lyons must have a cost recovery philosophy, which programs and facilities are to be provided for public benefit versus individual benefit, and which fees to charge users in addition to the costs that may already be shared by users.

The goal of this fees and charges policy analysis is to establish a written operating philosophy and a consistent policy statement that will be formally adopted by the Parks and Recreation Commission and the Lyons Board of Trustees.

A. GENERAL PHILOSOPHIES

IT IS THE GOAL OF THE TOWN OF LYONS TO:

1. Improve the quality of life for each individual within Lyons through parks, open space, trails, recreation programs, special events and other cultural programming;
2. Provide and maintain safe and clean recreation and park facilities for use by the general public of Lyons and surrounding area;
3. Provide trained and qualified staff for supervision and instruction of participants in recreation programs and activities;

4. Involve the public in the planning, design, operation and evaluation of recreation and park programs, activities and facilities;
5. Provide the opportunity for residents of Lyons to participate in recreation programs and activities and to utilize the facilities of the department;
6. Establish user fees that should not discourage the use of the Lyons Department of Parks, Recreation and Cultural Events facilities and recreation programs;
7. Establish user fees that do not create a restrictive or exclusionary effect. The key principle in establishing Lyons Parks & Recreation Department user fees is the principle of equity. It is the principle that "public goods" should be paid for out of the parks fund while "private consumption" should be charged for;
8. Maintain the principle of accessibility for all user groups and to encourage everyone to actively participate.

B. SPECIFIC PHILOSOPHIES

IT IS THE POLICY OF THE TOWN OF LYONS THAT:

1. Basic Park, Trail and Open Space Use and Services Should Be Free to the General Public

Such fundamental services are those which purchase, develop, preserve and maintain park, trail and open space facilities and promote physical and mental well being and patron safety. Therefore, public funds should be used for acquisition of lands, improvement of property and facilities, management, maintenance and basic services.

Other park and recreation services and facilities should be free except where one or more of the following circumstances exists:

- a. Cost per hour of the service or operating facility is expensive. Examples include:
 - The service uses consumable materials;
 - The service requires a facility with high capital, operating or maintenance costs;
 - The service requires special preparation or clean-up;
 - The service requires special instruction at extra cost.
- b. The expansion of activity needs. (However, the extension of these services should be based upon community needs and not primarily on the revenue producing potential of the service).
- c. Use of the service or facility is limited to a relatively few individuals or special interest groups of a private character.
- d. Public property is used for private economic gain.
- e. Admission to special events where profits are used to extend the activity or cover the cost of the event.
- f. Imposition of a fee serves an independent function such as:
 - (1) Rationing limited facilities among a large number of users;
 - (2) Aiding in discipline and control;
 - (3) Promoting respect for the activity and/or service.
- g. The utility or other costs associated provide for an exclusive use.

2. Special Considerations must be given

The Lyons Department of Parks, Recreation and Cultural Events fees and charges policy must be flexible for certain individuals and groups. These include, but are not limited to the following:

a. Special Needs Individuals and Groups

Reduced or no-fee rates shall be available to residents who by virtue of an identified disability, restricted wage earning power or ability to pay. Upon application, residents who meet the criteria established by the Department may be granted reduced or no-fee rates for given programs, activities or facility use.

b. Special Interest Groups:

Special consideration should not be granted to special interest groups or individuals in the form of reduced fees or no-fee charges . Exceptions may be granted to groups who are sponsored by the Department or provide in-kind volunteer services or revenue donations to the Department.

3. Exempt Programs:

Programs exempt for this policy include programs targeted for youth which have been funded at 100% of cost within the Recreation program budget. Programs which are fully funded by grants and matching fees for in-kind services are exempt. These programs are offered at no cost to the participant. Some examples of these programs may be: C P W Hunters Education/Wildlife Programs, Educational Programs, Senior Programming, Punt Pass and Kick, etc. .

II. DEFINITIONS OF FEES AND CHARGES

A. Basic Services

Basic Services may be those as defined to promote both physical and mental well being, maintain clean and attractive parks and buildings, or provide recreation services to those persons with an identified disability, restricted wage earning power or ability to pay. Generally, basic services are offered to the general public free of charge. All costs for providing these basic services are paid from the appropriated budget.

Examples of basic services

- recreational programming, special events and cultural programming as deemed appropriate
- use of Town parks, open space or trails for passive use
- general park and recreation administration services
- park and recreation facility development

Examples of basic facilities

- park playgrounds
- unscheduled, unlighted, unmarked sport fields
- unscheduled multi-use sport courts
- unscheduled ice rink
- unscheduled volleyball
- unreserved picnic tables
- unreserved shelters
- trails and restrooms
- other park facilities that do not require scheduling, administrative services or special services or exclusive use

B. Special Services

Special Services normally incur additional costs to the Department or are provided for the benefit of a particular individual or special interest group rather than the general public. Program administrative costs (salaries plus fringe benefits) as well as the cost of the services and supplies associated with the provision of these specialized recreation programs shall be offset by the assessment of an appropriate fee. In the event a community and/or volunteer organization provides the required staffing and/or a portion of the services and supplies needed, the established fee would provide for the recovery of all program costs directly incurred by the Department. Programs which require special

instructional materials or additional personnel; use consumable materials; or require additional preparation, facilities, utilities or cleanup are classified special. For example, an art class (i.e. painting) requires a qualified instructor, uses specialized materials (paints, brushes, and other materials) and may require use of a special room for the various items of equipment and supplies. Participants in this program would normally be required to pay an additional fee for these special services. Since the benefits of these services and supplies accrue directly to the participants of these programs, the assessment of a fee to offset these costs fully is justified. These programs would have a minimum number of participants required in order to ensure the program could offset the costs required to run the program and would be cancelled if the program did not reach this minimum number. In certain instances a program may run if the costs could be offset by grants or other funding.

Examples of Special Services that should be self-sustaining are:

- All sports activities, payment of sports officials and/or league attendants to officiate in sports leagues
- Payment of recreation instructors for classes to special interest areas such as yoga, fitness classes, clinics, etc.
- Payment of instructor for training and certification of sports officials.
- Purchase of athletic equipment, awards and trophies, printing and postage for tournaments, and team registrations with leagues.
- Preparation of sports fields for department sponsored programs and for non-profit or not-for-profit groups using parks for recreation programs for youth and adult league sports .
- Provide commercial transportation and purchase admission tickets for trips to amusement parks, sports events, cultural activities, ski facilities, and museums.
- Rental of specialized facilities as needed-Rodgers Hall, Fire Dept. St. Vrain Valley School Dist. Facilities, etc.
- Purchase of food items and refreshments, etc. for various recreational programming and special events as needed
- Purchase team uniforms for sports leagues.
- Reservations and reserved spaces.

Examples of Special Facilities

- Scheduled use of indoor facilities (gyms, meeting rooms, courts, etc.)
- Scheduled use of lighted and unlighted multi-use sport court.
- s c h e d u l e d s p o r t s f i e l d u s e .
- Maintenance necessary for sports programs.
- Reserved shelters
- parking maintenance
- Reserved picnic sites
- reserved plaza or ice rink use
- c a m p s i t e s - t e n t a n d R V
- Large group permits
- Special use/event permits
- commercial use of park facilities

III. Types of Fees and Charges

The Town of Lyons Department of Parks, Recreation and Cultural Events will utilize the following basic fees and charges. They are:

A. Parking Fee

A motor-vehicle parking fee will be charged on weekends and holidays to non-residents at a rate of \$5 per every 4 hours to help off-set the increasing costs of operations and maintenance anticipated by new park construction following the 2013 flood event. Residents will be issued a yearly parking permit for free parking. Residency status will be determined by those residents that are utility paying customers of the Town of Lyons.

Non-residents will be able to purchase yearly passes at a cost yet TBD.

B. Camping Fee

A camping fee will be charged for those who wish to camp in designated camping sites in LaVern Johnson Park. Camping fees/rates may also be imposed for designated areas during special events per approved special event permits. Camping is available for both RV's (15 with full hook ups, 2 dry camping) and tent sites (9 pull in, 9 pad sites) and is charged for peak and off peak rates from April 1 to October 15. Weekend and holiday rates also apply. Rates may be found on the Town of Lyons website and are subject to change at any time.

C. Admission Fee

A fee charged for entry into an area or facility for a specific type of program, event, demonstration, or exhibit to attract visitors. Examples might include Burning Can Beer Festival, various concerts, special events, admissions for rides, etc. .

D. Rental or Reservation Fee

Payment for the exclusive use of a facility. The word exclusive is emphasized because the individual or group pays for the privilege of using the facility without interference. For example, if a LaVern Johnson Park shelter is reserved for a family reunion, the group has exclusive use OF THAT FACILITY (not the park or area of the park) during the rental period. A n y staff time for set-up, take down or clean-up, is also included. Utility costs may also apply, as well as large group permit and special event permitting as applicable.

E. User Fee

A charge to an individual or team for participation in a program or activity or for non-exclusive use of a facility. Numerous participants are usually involved in the activity or facility at the same time. The registration fee for a child to take part in a soccer or tennis clinic or the fees charged for adult softball (players and team) are examples of user fees.

F. Large Group or Special Use/Event Permit Fee

A privilege to perform a particular action within a park or facility that triggers special approval and fees. The requesting group or individual must fill out a required Permit Application and Agreement for Special Use/Large Group/Shelter and Park Facilities. Any group over 30 people in size must request use of any park area or facility so that staff may properly plan for said use and pay a permit fee, this is also true for individuals requesting use of park space for special events. The following criteria are used to establish fees for special events.

Applicant must pay a \$50 special use application fee, \$15 large group application fee (if group is over 30 people in size) and will be charged based on the following:

CONDITIONS OF APPROVAL:

□ **Permit Fee** – The applicant may be required to pay a non-refundable permit fee in an amount not-to-exceed one thousand five hundred dollars (\$1500.00). The Lyons Department of Parks, Recreation, & Cultural Events shall conduct a final review of the subject application, additional charges maybe added based upon its consideration of the following criteria:

- Number of participants/ attendees
 - Duration of the Special Use
 - Geographic extent of the event on Town facilities
 - Impacts of the proposed event on Town facilities/ Actual costs of the event to the Town (i.e. labor costs, utilities, etc.)
 - Application Deadlines
 - Damage to Property
 - Amount of processing time required by the Town of Lyons for the event
 - Direct benefit(s) of the event to Town of Lyons residents
- a) Whether the event provides an economic infusion into the Town of Lyons;

- b) Whether the event is a fundraiser for a Town of Lyons-based non-profit organization;
and
- c) Whether the Special Use Participants are comprised mostly of local community members. Requests and recommendation letters may be included with the application for consideration as to how the proposed event meets the above criteria.

G. Special Services Fee

A charge for receiving extraordinary services beyond customary levels or for having the use of special equipment or facilities where the benefits are specific to the individual or group which requests the service. Preparation of sports fields are examples of special services for which fees could be charged. Typically linked to Special Use/Event Permit Fees.

IV. COMMERCIAL USE OF FACILITIES

Safeguards are necessary to ensure proper use of public facilities when requests are received by the Department to conduct commercial or promotional activities on park property or to utilize the names of public structures or facilities in advertising a product.

A. Requisites for Approval:

1. Commercial and promotional activities in parks and recreation facilities will be evaluated on a case by case request and authorized only if they provide a positive public service and/or would reflect positively on the community. Those events or activities not considered in the best interests of the Town or pose a public security or safety risk shall be denied.
2. Commercial or promotional activities on Department property should be permitted only when they are clearly not in conflict with ongoing Department sponsored programs, or if the program can be conducted without restriction of public use for an unreasonable period of time.
3. Commercial or promotional use of public facilities including use of public names of structures should not be authorized if such use constitutes an expressed or implied endorsement of commercial products, services, or activities.
4. In some cases the Department may establish a formal bid process for commercial uses such as food and/or beverage vendors.

B. Authorization to Approve Requests:

A request to conduct commercial or promotional activities at departmental facilities, to post forms of advertising on the premises, or to utilize the names of structures or facilities in advertising a product should be directed to the Parks and Recreation Director.

1. Approval should be granted by the Director or his designated representative for permission to post signs, banners, posters or any other forms of advertising on Departmental facilities. All materials of this type must be consistent with the overall aesthetic appearance of the park. Advertising materials for specific activities must be taken down upon completion of the event. Such items donated for permanent use at a park facility must meet all of the aforementioned requirements for approval.
2. Requests to utilize the names of public structures or facilities in advertising a product should be forwarded to the Parks and Recreation Director for approval.

C. Charges for Commercial Activities

All costs incurred by the Department resulting from commercial use of a park facility should be recoverable as a part of the special service fee.

1. Groups or organizations conducting commercial activities on park facilities must pay the prevailing commercial use rental rates for use of the facility.
2. Sponsors of profit-making, commercial activities conducted on park property must

provide the Department with evidence of comprehensive general liability insurance sufficient to protect the City against risk, with a limit of at least \$1.0 million for each occurrence, which names the City as an additional insured, or Certificates of Insurance acceptable to the Director.

D. Charges for Charitable (non-sponsored) Activities:

1. Charitable, non-profit, community-serving organizations which conduct an event on park property for the purpose of raising funds, not sponsored by the Department, must pay the facility rental fees
2. Charitable, non-profit, community-serving organizations should also provide the Department with evidence of comprehensive general liability insurance sufficient to protect the City against risk, with a limit of at least \$1.0 million for each occurrence, which names the City as an additional insured, or Certificate of Insurance acceptable to the Director.

Fees collected by the Department from these fund-raising activities on Departmental facilities will be dedicated to the Park Improvement/Land Acquisition Fund for the Department.

E. Charges for Charitable (sponsored) Activities:

Charitable, non-profit, community-serving organizations which conduct an event on park property for the purpose of raising funds for Department activities or projects, should not be required to pay facility rental fees, nor should they be required to carry insurance.

All revenues collected from these fund-raising activities on Departmental facilities will be dedicated to the park improvement/land acquisition fund for the Department.

V. EVALUATION OF POLICY AND FEES AND CHARGE SCHEDULE

The Lyons Department of Parks Recreation and Cultural Events shall review annually the Fees and Charges Policy and the Fees and Charges Schedule and make appropriate adjustments as reviewed by the Parks & Recreation Commission and approved by the Lyons Board of Trustees.

LYONS PARKS, RECREATION & CULTURAL EVENTS

October 24, 2016 Budget Workshop

2017 BUDGET CONSIDERATIONS-follow up from the October 3, 2016 Budget Workshop w/ staff recommendations and updates as reflected in Parks Budget Draft

The following list of considerations is provided to assist in facilitating further budget discussions as the Department of Parks, Recreation and Cultural Events Staff works with the Finance Department to further develop its 2017 draft budget.

*Staff and BOT will need to review the 2017 budget based on the outcome of the Bohn Park Final Design and Bid Process (bids due Nov. 4) and potential phasing of the project. Should the project be prioritized and a phase is completed in 2017 that impacts the Parks budget, both with expenditures and revenues, then a budget revision may need to be made during the first quarter.

- 1) Will need to consider increasing the hours associated for Linda Johnson, Facility Custodial Services, due to Meadow Park Restrooms/Showers coming back online. 2 new facilities, 15-20/hrs per week during summer and possibly 10-12/ week winter hours, approximately an additional 640 hours. May also consider putting out an RFP for contracting of custodial services for parks/facilities to ensure quality services are provided based on continued increase in facilities and increased demands/use. Staff has prepared a draft RFP and could complete the RFP for posting at the BOT's direction. At this point in the 2017 budget process staff has increased the hours for the Facility Custodial Services position under PT salaries for an additional 640 hours @ \$12.50 or \$8,000.
- 2) Consider year round LaVern Johnson Park host salary @ \$1,250/month plus bonus. Reflected in budget under PT salaries, added \$1200/month for 5 extra months or \$6K.
- 3) Requesting one new seasonal position for parks maintenance to assist with increased operations and maintenance demand associated with LMJ Park, new main street construction, potential Bohn Park Phase, Black Bear Hole impacts and buyout property maintenance. Reflected in Budget under PT salaries for PT seasonal at \$14/hr for 720 hrs or \$10,080 (apprx. \$12K with payroll taxes, etc.)
- 4) Assumes no extra staffing for concession stand/no revenue projections for concession stand in 2017 at this time-will be researching licensing and potential staffing/contracting for various seasons. No budget implication.
- 5) How to account for increased enforcement for parking in parks/enforcement of park rules and regulations in town/other park areas (i.e. black bear hole)-hiring of Code Enforcement Officers, Boulder County Sheriff Extra Duty. Discussion item, staff has reflected in parks budget \$6,500 for a portion of a Community Service Officer or Extra Duty Boulder County Sheriff to assist with parks enforcement efforts.
- 6) Need to consider new utility and operations & maintenance costs for LMJ Park. Do we have 2016 monthly data for utilities to use for basis/projection? Revenues to offset. Reflected in the utility line items for parks.

- 7) Need to increase Sanitary Services Line Item 08-60-4311 for additional dumpster removal service in Meadow Park and increased portable toilets based on 2017 demand. **Reflected in budget, increased from \$5,500 in 2016 to \$9,500 in 2017.**
- 8) Need to add capital purchase of Ice Rink facility costs-i.e. liner, boards, nets, resurface equipment, mats, blade sharpener, staffing and utilities, etc. **Reflected in budget-\$11,500 added to purchase needed equipment, CIRSA funding available to assist with some of these costs as well.**
- 9) Assumes Lyons Ditch online and no use of potable water for irrigation in LMJ Park. **No budget implications unless potable water needed.**
- 10) Budget for research and installation of security cameras or some other system to protect new park investments from vandalism and other damages. **Reflected in budget, \$7500 added based on current estimates.**
- 11) Need to consider expenses for automated kiosks fees/charges. **Reflected in budget based on fee information provided by vendor(s) for charges in 2017-\$9K.**
- 12) Consider recreational software purchase to assist with scheduling, reservation, registration, and recreational programming services. Research and justification to be provided. **Staff to continue to research options for 2018 budget. Recreation Program software too costly to justify at this time.**
- 13) Consideration of increasing line items 08-60-4012, Building Maintenance and Grounds and 08-60-4027, Maintenance and Supplies to better support parks maintenance services now that parks facilities and amenities are coming back on-line. **Reflected in budget, Building Maintenance and Grounds increased to \$31,500 and Maintenance and Supplies increased to \$19,500.**
- 14) Need to budget \$2,500 somewhere for potential LCF Grant match for new Town Sound Equipment **Reflected in budget under capital purchases, waiting to hear on LCF grants.**
- 15) The following LCF Grants have been applied for:
 - Lyons Good Old Days-\$5,000
 - Lyons Sandstone Summer Concert Series-\$4,800
 - Lyons Parade of Lights-\$5,000
 - Lyons Outdoor Games-\$5,000
 - Lyons Recreational Programming-\$4,000
 - Lyons Sound Equipment Replacement-\$2,500
 - Lyons Bohn Park Flood Recovery-\$10,000**Waiting to hear on all grants. May have impact on special event expenses.**
- 16) The LYBSA has disbanded and asked the Town of Lyons to take over youth baseball and softball programming-staff will need to budget accordingly for equipment, uniforms, sponsorships, officials and other expenses in the future. LYBSA still has funding currently available to cover several seasons. **No 2017 budget implications.**
- 17) Need to account for potential increased zero waste cost for special events/Town events based on expectations. **Town events will be able to pass costs on to vendors and handle staffing with vols., costs will be passed on to event organizers for non-town events.**

- 18) Need to account for increased public safety-sheriff and Lyons fire staffing and other costs for special events and other services **Need to discuss with Finance if these costs are covered under extra duty or need to be reflected in the event costs themselves.**
- 19) Projections for special event applications for 2017-contact event organizers-have steadily have been losing events since flood-park development should help, but will also be a challenge schedule-wise with Bohn under construction in 2017. What will be status of 2017 Planet Bluegrass leases be-what about future? **Discussion, in progress.**
- 20) 2017 capital improvement projects/purchases-equipment, etc
 Sound Equipment Purchase/Upgrade-LCF Grant \$2,500 **added**
 Security Cameras/use **added**
 Ice Rink Equipment **added**
 Recreational Program Software Purchase **continuing research for 2018**
 Raul Vasquez Stage Lighting Upgrade **continuing research for 2018**
- 21) CIRSA replacement items for 2017-review list and prioritize-how to ensure care and inventory of items
 Special Event Infrastructure-Tents, Fencing, Power/Lighting
 Ice Rink Equipment
Staff is researching replacement items, timeline for replacement and storage options
- 22) Equipment replacement/repair-2017
 Mowers/Trucks/Utility Vehicles-**none proposed**
- 23) Increased Maintenance/Supply needs for 2017-**reflected in increased maintenance line items**
 Irrigation supplies
 Turf Maintenance
 Trash recycling-bags/liners/replacement cans/lables
 Parking passes/stickers
 Dog dispensers/bags/tags
 Signage
 Custodial supplies
 RR supplies
 Crusher fines/mulch/playground and other materials
 Etc.
- 24) Recommending RV camping rates be increased by \$2.00 for RV's requesting hook-ups as BOT recommended to help offset associated utilities. **To be established as of Jan. 1, 2017 if BOT is in agreement, Recommended by PRC**
- 25) Potential increase for gas and vehicle maintenance costs due to increased use. **Reflected in budget**
- 26) Need to budget again for regular maintenance line items such as-tree trimming, river maintenance, signage, etc. **Reflected in budget**

As recovery continues and new parks come back online and begin to be available to the public, new management plans will need to be developed and it will take significant evaluation on part of staff to

fully understand the new impacts, needs and requirements to effectively operate and maintain the new facilities.