

**CARBONDALE PARKS & RECREATION COMMISSION
REGULAR MEETING**

WEDNESDAY, November 10, 2021 7:00 P.M.

Carbondale Town Hall Trustee Chambers or Virtual *

*E-mail our Boards & Commission Clerk Kae McDonald to receive an e-mail link to be able to join the meeting virtually. kmcdonald@carbondaleco.net

<u>TIME*</u>			<u>ITEM</u>	<u>DESIRED OUTCOME</u>
7:00		1.	Roll Call	
7:05		2.	Approval of October 13, 2021 Minutes	INFORMATIONAL
7:10		3.	Items from Citizens Present Not on the Agenda	
7:15		4.	Aquatics/ Wellness Coordinator- End of Season Pool Report-Margaret Donnelly	INFORMATION (Attachment A)
7:25		5.	CAFCI Overview (Carbondale Age Friendly Community Initiative) and introduction to the OLAT the Outdoor Livability Assessment Tool Niki Delson & Sue Zislis	INFORMATION DISCUSSION (Attachment B)
7:55		6.	2021 Budget Parks & Recreation Department Capital Improvement Plans & 5 year CIP spreadsheet. Budgeted Cost Recovery and Recreation Sales and Use Tax balances	INFORMATION (Attachment C)
8:15		7.	Aquatics Facility Master Plan –Next Steps Hilltop Securities Scope of Work Document	INFORMATION (Attachment D)
8:20		8.	Board Orientation Highlights Next Steps	INFORMATION
8:30		9.	Report & Updates: Staff & Commission Members <ul style="list-style-type: none"> Eric Brendlinger, Parks & Recreation Director 30/60/90 Day Outlook Master Calendar Quarterly Reports July, Aug, Sept. 2021 Jessi Rochel, Rec Center Manager Parks & Recreation Commissioners 	INFORMATION (Attachment F)

			<ul style="list-style-type: none"> Luis Yllanes, Trustee Liaison 	
9:00		10.	Adjournment*	*Please note: Times are approximate

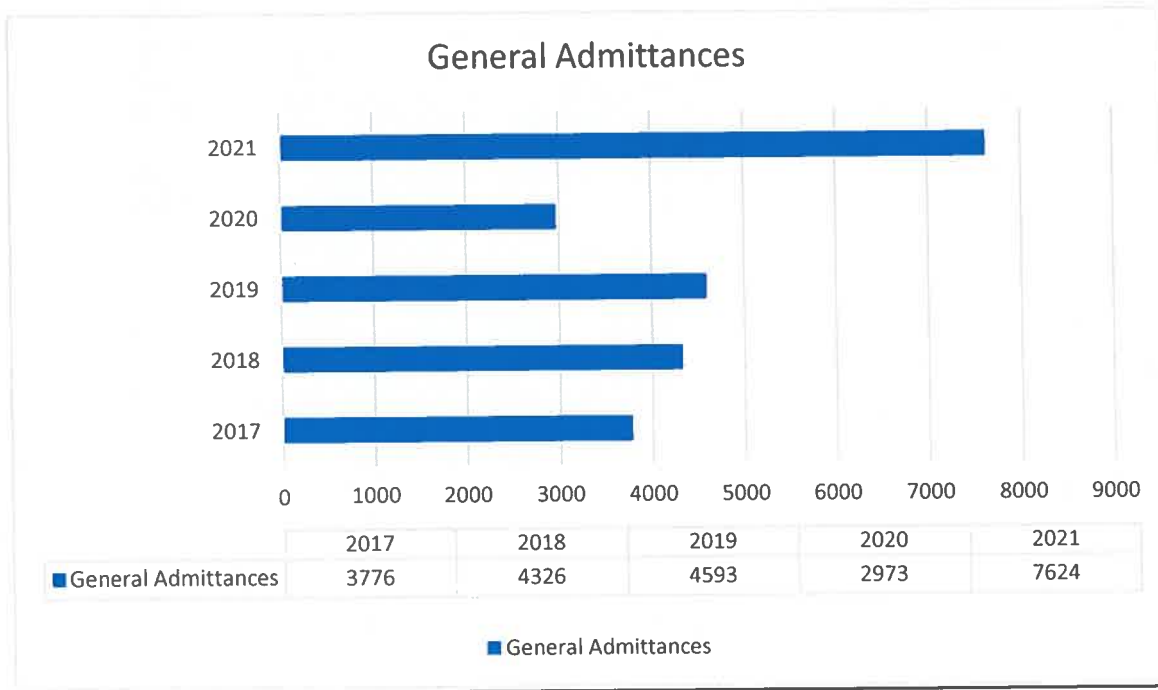
Attachment: A

POOL REPORT:

JOHN M FLEET SUMMER 2021 REPORT

Season: May 29 – October 3

18 Weeks/103 Days



Total Lap Lanes reserved for the season: 591

Swim Lessons: 156

Youth Triathlon/Tri Training: 30

Lifeguard Training: 7

Days:

Tuesday – Sunday (May 29 – August 15) Friday – Tuesday (August 16 – October 3)

- Closures due to Thunder: 6/5, 6/6, 6/20, 6/24, 6/25, 6/26, 7/1, 7/8, 7/13, 7/14, 7/16, 7/22, 7/23, 7/28, 7/29, 7/30, 8/1, 8/3, 8/6, 8/21, 9/3, 9/28

- Fecal Matter Closure: 6/16

- Pool closure due to electrical power outage: 9/16

- Pool closure due to mechanical issue: 9/26

**all closures were partial day closures this year*

Hours:

Tuesday – Sunday (May 29 – August 15): Weekdays 7am – 5:30pm/Weekends 9am – 4:30pm

- Open Swim – Weekdays 4.5 hours/Weekends 4.5 hours

- Lap Swim – Weekdays 6 lanes 6 hours, Weekends 3 hours, lap lanes available every hour for five hours for a private lane reservation for an additional \$3.

- Water Aerobics – Weekdays one hour

Friday – Tuesday (August 16 – October 3): Weekdays 10am – 6:14pm/Weekends 10am – 5pm

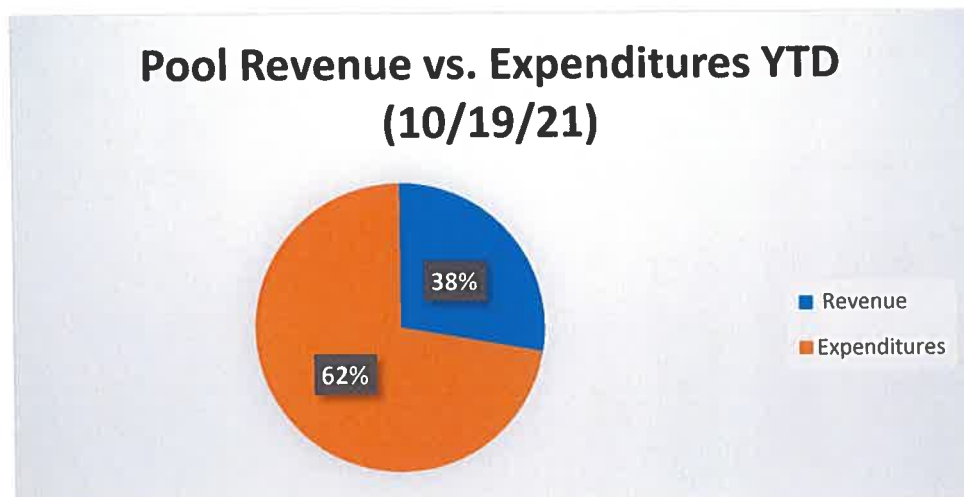
- Open Swim – Weekdays 2.5 hours/Weekends 4 hours

- Lap Swim – Weekdays 6 lanes 5.25 hours, Weekends 3 hours, the last three weeks when the weather turned cold 2 lap lanes were in all day, 2 lap lanes available every hour for five hours for a private lane reservation for an additional \$3.
- Water Aerobics – Weekdays one hour

Gross Revenue: \$53,880.75 (pool entrance fees on site)
Revenue of 20 Punch Passes: Adults 945 admittance = \$5906.25
Youth and Seniors 541 admittance = \$2299.25
SilverSneakers Revenue: 441 admittances = \$1323
Total Revenue = \$63,409.25

Expenditures Year to Date (10/19/2021): \$165,447.21

Please note that historically 20 punch pass sales and SilverSneakers admittance are allocated to the Recreation Center regardless of where they are purchased and where they are used. The admittances of adults, youth and seniors using these punch passes at the pool last season have been added in to reflect a more accurate revenue source for the pool.



Attachment B

Carbondale Age-Friendly Community Initiative

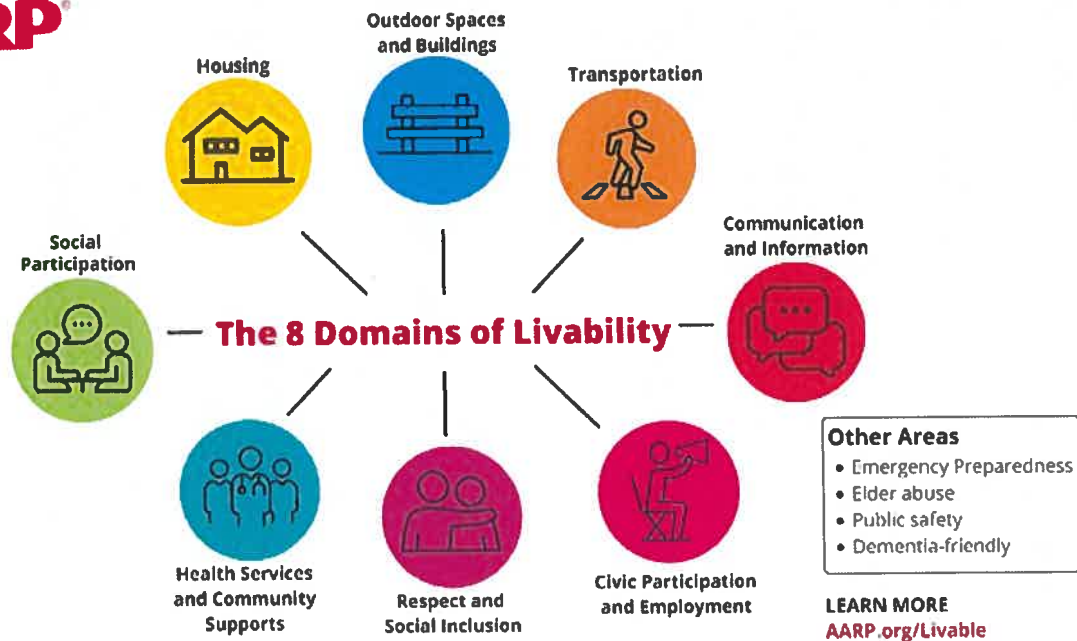
Formation

In 2019, CAFCI initiated the effort for Carbondale to be recognized as an AARP Age-Friendly Community, and in July of that year, Carbondale officially became a member of the National AARP Network of Age-Friendly States and Communities. The Network is an independent affiliate of the World Health Organization's (WHO) Age-Friendly Cities and Communities Program, an international effort launched in 2006 to help communities prepare for the growth of the older adult population.

CAFCI is the town's connection to AARP/WHO, but the town, not CAFCI, owns the Age-Friendly Community designation. It is important to note that this designation is aspirational. Membership in the Network means that a community's elected leadership has made a commitment to actively work with residents and local advocates to ensure that the community becomes increasingly livable for people of all ages. This is accomplished by supporting features like walkable streets, accessible housing and transportation and access to key services and opportunities that enable residents to participate in community activities.

According to WHO/AARP, livable communities embody characteristics of equity and sustainability. Equity means the community is livable for all residents. Livable communities value diversity, fairness, dignity and equal opportunity and realize those acts in legislation, regulation, investment and acts of daily life. Components of livability must be equally available and accessible to all residents. Sustainability connotes that the components of livability are sustainable and include long-term, integrated systems that address the interdependent economic, environmental and social concerns of a community. A livable community is safe, has affordable and appropriate housing and transportation options and offers supportive community features and services that residents need to remain in their homes and communities as they age. Livable communities foster residents' engagement in civic, economic and social life.

CAFCI'S efforts are guided by AARP's eight domains of livability:



Illustrations from iStock

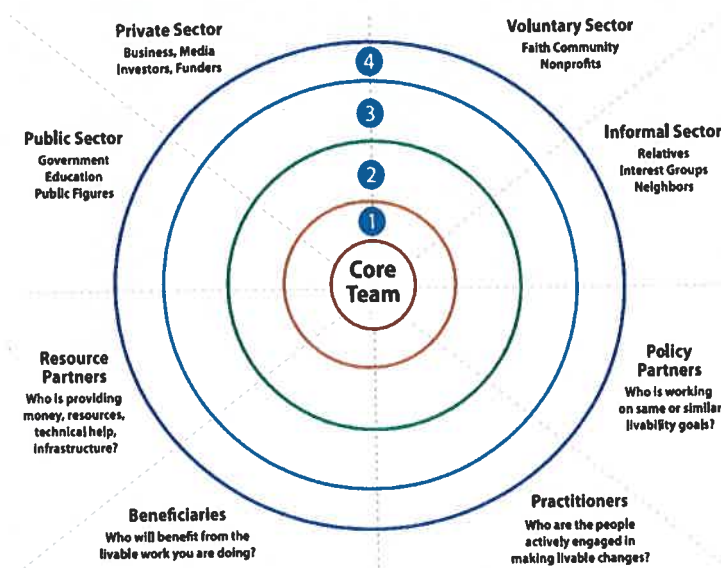
© AARP 2020 | All rights reserved | Questions? Contact AARP Livable Communities by email at Livable@AARP.org

Structure

CAFCI is a grassroots caucus of Carbondale's older residents. Our Steering Committee is 100% volunteer and comprises the following individuals: Bella Fabela, Frank Sgambati, Judie Blanchard (Co-Chair), Kristi Nicholls, Larry Bogatz, Nancy Peterson, Niki Delson (Co-Chair), Ron Kokish and Sue Zislis. We self-fund our minimal operating expenses.

CAFCI works on its own and with other organizations to strengthen the voices of Carbondale's older population by participating in town planning and civic issues. CAFCI's purpose is to make the aging population more visible, vocal, inclusive and contributory in all areas of civic and social life. CAFCI will occasionally support or provide a service on behalf of policies it supports but is primarily policy oriented.

In addition, we are creating the overarching umbrella under which our efforts toward increasing community support and participation will be accomplished (see Figure).



1. Circle of Engagement: Steering committee and volunteer helpers.

2. Circle of Champions: Elected officials, Town manager, Town commissioners, Department heads.

3. Circle of Information and Awareness: Local newspapers, Radio Station, social media platforms.

4. Circle of Possibility: Partnerships with non-profits, businesses volunteers.

1

Mission

CAFCI strives to make Carbondale an even better place to live for people of all ages and abilities by strengthening the voices and participation of Carbondale's older population in town planning and civic issues.

Vision

An *ad hoc* caucus of volunteers encouraging older adults to be visible, vocal and contributing in all town affairs.

Values

To work in collaboration and partnership with government entities, non-profits and businesses to enrich community living in Carbondale that:

- Is safe and secure.
- Offers choices in where to live and how to get around.
- Equitably serves residents of all ages, ability levels, incomes, races, ethnicities and other backgrounds.
- Enhances personal independence.
- Allows residents to remain in their homes and community as they age.
- Provides opportunities for residents of all ages, abilities and backgrounds to engage fully in civic, economic and social life.

The 8 Domains of Livability

The availability and quality of these community features impact the well-being of older adults — and help make communities more livable for people of all ages.



1. Outdoor Spaces and Buildings
2. Transportation
3. Housing
4. Social Participation
5. Respect and Social Inclusion
6. Work and Civic Engagement
7. Communication and Information
8. Community and Health Services

1. Outdoor Spaces and Buildings



People need public places to gather — indoors and out. Green spaces, seating and accessible buildings (elevators, zero-step entrances, staircases with railings) can be used and enjoyed by people of all ages.



Grandparents Park, Wichita, Kansas | Photo by Jacque Waite for AARP Kansas

[AARP.org/Livable](https://www.aarp.org/Livable)

2. Transportation



Driving shouldn't be the only way to get around. Pedestrians need sidewalks and safe, crossable streets. Dedicated bicycle lanes benefit nondrivers and drivers alike. Public transit options can range from the large-scale (trains, buses, light rail) to the small (taxis, shuttles or ride share services).



An AARP funded bus shelter in Chino Valley, Arizona | Photo courtesy Yavapai Regional Transit

[AARP.org/Livable](https://www.aarp.org/Livable)

3. Housing



Photo from Getty Images via AARP Brand

AARP surveys consistently find that the vast majority of older adults want to reside in their current home or community for as long as possible. Doing so *is* possible if a home is designed or modified for aging in place, or if a community has housing options that are suitable for differing incomes, ages and life stages.



[AARP.org/Livable](https://www.aarp.org/Livable)

4. Social Participation



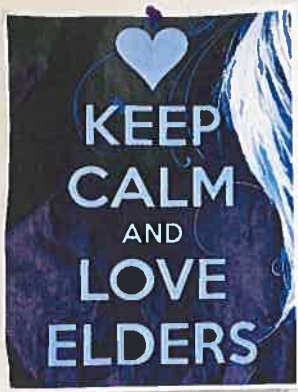
Regardless of a person's age, loneliness is often as debilitating a health condition as having a chronic illness or disease. Sadness and isolation can be combated by having opportunities to socialize and the availability of accessible, affordable and fun social activities.



Photo from Getty Images via AARP Brand

AARP.org/Livable

5. Respect and Social Inclusion



Everyone wants to feel valued. Intergenerational gatherings and activities are a great way for young and older people to learn from one another, honor what each has to offer and, at the same time, feel good about themselves.



Senior center in Tulani Lake, Arizona, Navajo Nation | Photo by Melissa Stanton, AARP Livable Communities

[AARP.org/Livable](https://www.aarp.org/livable)

6. Work and Civic Engagement



Why does work need to be an all or nothing experience? An age-friendly community encourages older people to be actively engaged in community life and has opportunities for residents to work for pay or volunteer their skills.

A volunteer working the phones for AARP Arizona | Photo by Steve Clark for AARP



[AARP.org/Livable](https://www.aarp.org/Livable)

7. Communication and Information



We now communicate in ways few could have imagined a decade ago. Age-friendly communities recognize that information needs to be shared through a variety of methods since not everyone is tech-savvy, and not everyone has a smartphone or home-based access to the internet.



A community bulletin board | Photo by Melissa Stanton, AARP Livable Communities

[AARP.org/Livable](https://www.aarp.org/Livable)

8. Community and Health Services



At some point, every person of every age gets hurt, becomes ill or simply needs some help. While it's important that assistance and care be available nearby, it's essential that residents are able to access and afford the services required.



Photo by Getty Images via AARP Brand

[AARP.org/Livable](https://www.aarp.org/Livable)



Learn more about **AARP Livable Communities**

- ***[AARP.org/Livable](https://www.aarp.org/Livable)***

Check out the member list for the

AARP Network of Age-Friendly States and Communities

- ***[AARP.org/AgeFriendly](https://www.aarp.org/AgeFriendly)***

Find free publications by visiting the **AARP Livable Communities Library**

- ***[AARP.org/LivableLibrary](https://www.aarp.org/LivableLibrary)***

Stay informed by subscribing to the free, weekly, award-winning

AARP Livable Communities e-Newsletter

- ***[AARP.org/Livable-Subscribe](https://www.aarp.org/Livable-Subscribe)***

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Email questions to Livable@AARP.org.

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OUTDOOR LIVABILITY ASSESSMENT TOOL

A comprehensive checklist for scoring outdoor spaces on design, physical and mental wellness, safety and security, and management practices to support and increase use regardless of age or ability.

Name of Park

Number of Acres

City or Town, State

Date



INTRODUCTION

Overview

Safe and Healthy Communities (SHC) developed the Outdoor Livability Assessment Tool in an effort to create more accessible and age-friendly outdoor spaces. SHC is a non-profit organization dedicated to creating and ensuring safe, healthy, sustainable, and equitable communities for all. The tool was funded by the Next50 Initiative, a foundation that promotes independence and dignity for the aging population.

The purpose of this tool is to assess and score the health and safety of parks and other outdoor spaces to ensure that they are age-friendly and accessible to people of all ages and abilities.

Older adults (age 60+) and people with disabilities can significantly benefit in physical, mental, and social well-being by spending time outdoors. Yet, outdoor spaces like parks are often not designed to accommodate the specific needs of older adults and people with disabilities, discouraging them from reaping the health benefits of these spaces. This tool supports the creation and modification of outdoor spaces that meet the specific health, safety, and mobility needs of older adults and people with disabilities.

The O-LAT is designed to assess several dimensions of parks and outdoor spaces. Instructions on how to use the tool are provided in the following sections. While several factors mediate the use of outdoor space, such as proximity, the O-LAT does not evaluate external factors but instead emphasizes factors internal to parks and outdoor space for specificity and brevity.

Relevance

The demographics of the U.S. are shifting, necessitating the development of resources and amenities, such as outdoor space, to adequately accommodate the growing number of older adults. According to 2030 U.S. population projections, Americans age 65+ will outnumber children for the first time in history, accounting for 20 percent of the population.¹ The physical and cognitive changes associated with aging necessitate that special considerations are considered when designing environments for use by older adults. The physical and mental health benefits of spending time outdoors in green space are well-documented and include outcomes such as increased physical activity, reduced stress,² anxiety, and depression,³ and lowered risk of all-cause mortality.⁴ Yet, despite accounting for over 20% of the population, older adults only account for 5% of park users. Therefore, many older adults are disproportionately not reaping the benefits of outdoor space. Thus, designing outdoor spaces to meet the preferences and needs of older adults is crucial to promoting population health. Older adults who remain active and engaged are more likely to enjoy independence, experience enhanced physical and mental well-being, and have a greater quality of life.⁵ Designing accessible and age-friendly parks is vital to ensuring that people can enjoy the benefits of outdoor space throughout the duration of their lives.

¹U.S. Census Bureau (2017). Retrieved from <https://www.census.gov/newsroom/press-releases/2018/cb18-41-population-projections.html>

²Ambrey C. (2016). Greenspace, physical activity and well-being in Australian capital cities: how does population size moderate the relationship? *Public Health*. 133: 38-44.

³Beyer, K, Kaltenebach, A, Szabo, A, Bogar, S, Nieto, F, & Malecki, K. (2014). Exposure to neighborhood green space and mental health: evidence from the survey of the health of Wisconsin. *International Journal of Environmental Research and Public Health*, 11(3), 3453–3472.

⁴Wang, H & Tassinary, L. (2019). Effects of greenspace morphology on mortality at the neighbourhood level: a cross-sectional ecological study. *The Lancet*, 3(11): 460-468

⁵Health Impact Project (2015). <https://www.pewtrusts.org/~media/assets/2015/06/connecting-public-housing-and-health.pdf?la=enSafe>

INDICATORS

Purpose

The tool's indicators (including design features, policies, and programs) were developed from more than 20 academic and professional resources including the Americans with Disabilities Act (ADA) requirements, universal design guidelines, and published research articles related to healthy and safe park design for older adults. Not all ADA requirements are included in this tool because some standards were too detailed to be effectively incorporated without sacrificing ease-of-use. Furthermore, ADA requirements establish a minimum standard and are not necessarily the best practice for constructing accessible environments. Each indicator includes a hyperlink to the data source where greater detail is provided.

Several of the indicators were developed after SHC conducted interviews with older adults and people with disabilities and park professionals. Indicators that were derived from interviews are marked with the icons below.

Key Informant Interviews



Developed based on feedback from older adults, people with disabilities, and park professionals

SHORT GLOSSARY

ADA Standards

Standards that promote accessible environments or people with disabilities, outlining the physical requirements of a building (including ramps, accessible doors, signage for the visually impaired, etc.). In September 2010, the Department of Justice (DOJ) published the Americans with Disabilities Act (ADA). ADA standards apply to commercial and public entities that have "places of public accommodation." For an entity to be ADA Compliant, they need to ensure that public spaces and "electronic and information technology" are accessible to people with disabilities, and often need to provide accommodations to do so.

Age-Friendly Environments

Age-friendly environments foster health and well-being and the participation of people as they age. They are accessible, equitable, inclusive, safe and secure, and supportive. They promote health and prevent or delay the onset of disease and functional decline. They provide people-centered services and support to enable recovery or to compensate for the loss of function so that people can continue to do the things that are important to them.

Health

A state of physical, mental, and social well-being and not merely the absence of disease and infirmity.

Universal Design

Design of products and environments are usable by all people, to the greatest extent possible, without the need for adaptation or specialized design.

INSTRUCTIONS

Select Park Size

1

This tool is segmented into seven sections, each of which has several subsections that focus on specific features or amenities. To determine which amenities are considered necessary to the park or outdoor space you are assessing, reference the “Park Categorization Chart” on the next page and self-select the park type based on rough estimates of the park’s size and the number of people it is intended to serve. Larger parks will be expected to provide more amenities than smaller parks.

Access Park Amenities

2

The scoring for each amenity is divided into three categories denoted by separate columns. The first category, **MINIMUM**, is based on the lowest acceptable standard that must be met for amenities to be considered safe and accessible for use by older adults and people with disabilities. Many of the indicators in this category are derived from ADA requirements. The second category, **SATISFACTORY**, includes indicators that increase the health, safety, or utilization of parks by older adults and people with disabilities. The third category, **EXCEPTIONAL**, includes indicators that are considered best practices based on existing research and design guidelines.





Assess all of the amenities for the size of the park you are assessing (identified in Step One) by checking each indicator.

Score the Results

3

Total the final score of each amenity by summing the number of points awarded in each column. At the end of each section, sum the points received by the total number of points available to determine how the park performed in that section. At the end of the tool, all points will be totaled and divided to give an overall rating for the park based on the categories shown below.

At the end of the assessment, the total number of points possible for each section will be tallied. The following percentage ranges indicate the final scoring categories that parks can achieve:

 Seed	 Sprout	 Sapling	 Blossom
0-39%	40-59%	60-79%	80-100%

The higher the final percentage, the more age-friendly and accessible a park is. Percentages for each section can be used to identify areas for improvement to increase the overall score for a park.

To begin, either print out this document or complete the tool on a computer or tablet. The assessment may differ based on the size or type of park or outdoor space.

SELECT PARK TYPE

Using the Chart

The chart below classifies what features and amenities are treated as essential based on the size or type of park that is being assessed. For example, a regional park that serves thousands of visitors is expected to have more age-friendly amenities than a neighborhood park. This chart serves as a guide for the minimum-level of features or amenities parks should have to ensure they are age-friendly.

	Benches/Seating	Drinking Fountain	Walking Path	Handrails	Bathrooms	Trash Receptacles	Wayfinding	Picnic Tables	Parking Lot	Community Garden	Nature Trail	Water Feature	Exercise Stations
Assisted Living Facility													
Older Adult Housing Property													
Pocket Park													
Neighborhood Park													
City Park													
Regional Park													
Other													

01 - GENERAL

Parking

Lighting

Restrooms

Water Fountains

Trash Receptacles

Amenities

Exercise Stations

Comments



GENERAL

MINIMUM

SATISFACTORY

EXCEPTIONAL

Parking

* Consider using satellite view (like Google Maps) to assess for larger parking lots

3 pts

2 pts

1 pts

For every 25 spots, there is at least one accessible spot

Accessible spots are no more than 200 feet from an entrance

Accessible spots are clearly marked with surface paint and signage

Van-accessible spaces are 11 feet wide with 5-foot access aisles

Loading/Drop-off area is curbside or has a single short curb

Direct and clear barrier-free route from parking lot to outdoor space and its amenities

Lot is landscaped with shade trees to shelter cars, people, and pavement

Covered or shaded seating area near loading zone/ drop-off area

Provides more than the minimum number of disability and van accessible parking spaces

Lighting

3 pts

2 pts

1 pts

Primary path has sufficient lighting to be navigated at night

Light poles are located outside path of travel

Light fixtures do not produce glare (i.e., use of LEDs)

Lighting illuminates shrubbery near paths for crime prevention

Light posts are evenly spaced with no gaps in lighting provided for luminaire spacing so that light distribution is uniform

All light sources are baffled with louvers or lenses

If light bollards are present, they are a minimum of 39 inches apart to ensure circulation between bollards

Motion-activated lights are installed to provide visibility at night

GENERAL

MINIMUM

SATISFACTORY

EXCEPTIONAL

Drinking Fountains

3 pts

2 pts

1 pts

Presence of water fountains that function year-round

Located on firm, slip-resistant surfaces with drainage to perimeter so that water does not accumulate under fountain

If wall-mounted, fountains is 17-19 in from front edge to wall; clear knee space is at least 27 inches high to be wheelchair accessible

Does not require excessive pushing, twisting, or gripping to use

Has a bottle-filler that only requires one hand to operate

Has a ground-level fountain for dogs

Presence of universally designed fountains that provide spouts at varying heights and that allow wheelchair to be rolled underneath

Trash Receptacles

3 pts

2 pts

1 pts

Presence of trash receptacles at park entrances

Does not require excessive pushing, pulling, or twisting to open (such as a difficult lid)

Are not overflowing

Provided throughout park along paths and in high activity areas

Receptacles specifically for recyclables in at least one location

Receptacles with lid for dog waste are provided in at least one location

Dog waste bags provided

GENERAL

Amenities

Presence of bike racks that do not require lifting

Presence of flat grassy open area for low-impact exercise

Grass is mowed to reduce tripping hazards

Park has designated quiet or low-activity areas

Presence of a water feature such as a pond, creek, or fountain

Presence of art/sculptures

Exercise Stations

Presence of exercise stations

Exercise stations have soft surface in the case of falls

Equipment is easily accessible from a path (i.e. has a pathway)

Instructions with visual accompany each piece of exercise equipment

Has low-impact exercise machines

MINIMUM

SATISFACTORY

EXCEPTIONAL

3 pts

2 pts

1 pts

3 pts

2 pts

1 pts

GENERAL SCORE

Tally the number of checks for each section:

Multiply by the points awarded for each indicator:

Sum the points earned:

Divide by **143** then multiply by 100:

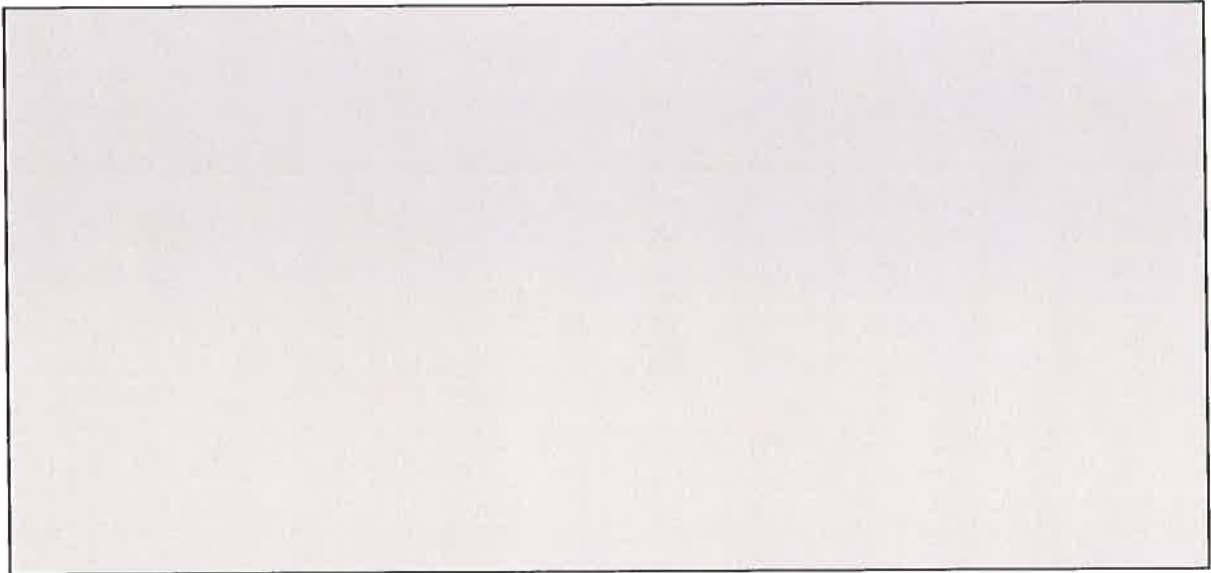
x3	x2	

02 - SEATING

Benches

Picnic Tables

Comments



SEATING

Benches

Presence of benches or seating throughout

Presence of a clear ground space that is 36 by 48 inches and adjacent to one end of each bench for wheelchair users

Have backs and armrests to provide support while seated and facilitate getting up

Seat-back is at least 42 inches wide, a minimum of 2 inches above seat, and a maximum of 18 inches above seat

Armrests are at least 10 inches above seat

Placed every 300 feet along path

Made of wood, stone, or synthetic material as to not retain excessive heat

If made of wood, benches is painted or treated to reduce splinters

Seating is provided in sun and shade all times of day

Seating is available every 50-100 feet along main paths

Picnic Tables

Has at least one wheelchair accessible seating space

27 inches high, 30 inches wide, 19 inches deep, and toe clearance of at least 9 inches minimum height

Ground space is at least 30 inches by 48 inches

Made of wood, stone, or synthetic material as not to retain excessive heat

Provides shade/covering options such as an umbrella, shade sails, or shade from trees

Table has multiple wheelchair accessible spaces for more than one person in a wheelchair to sit

Universally designed table that allows a wheelchair user to pick their seat at the middle or the ends of table

MINIMUM

SATISFACTORY

EXCEPTIONAL

3 pts

2 pts

1 pts

3 pts

2 pts

1 pts

SEATING SCORE

Tally the number of checks for each section:

Multiply by the points awarded for each indicator:

Sum the points earned:

Divide by **37** then multiply by 100:

x3	x2	

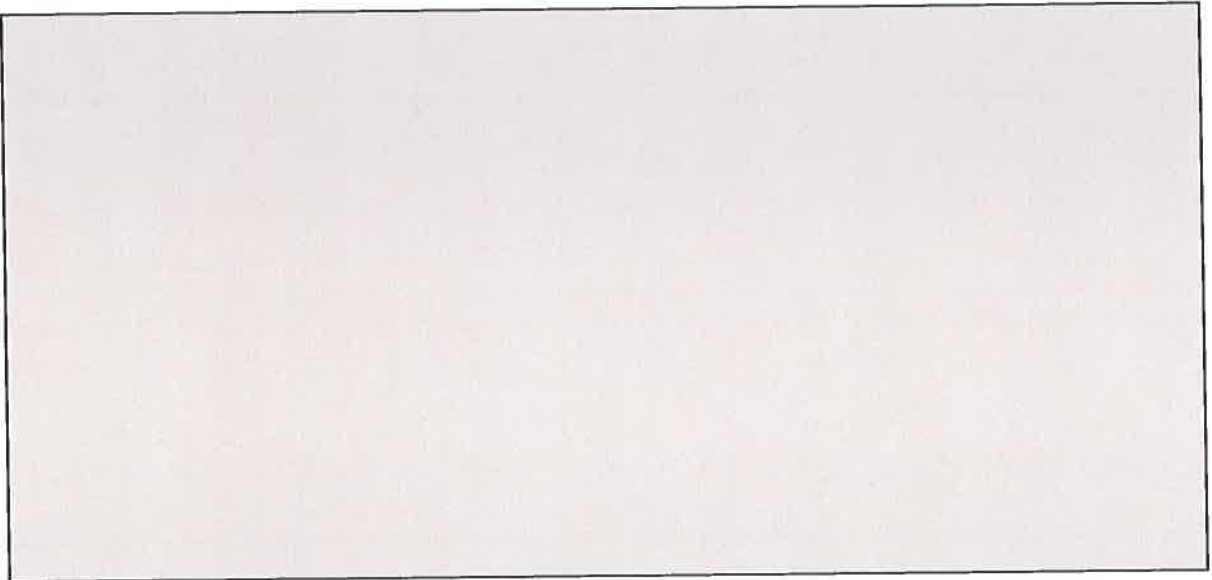
03 - GREENERY

Trees

Plants

Gardens

Comments



GREENERY		MINIMUM	SATISFACTORY	EXCEPTIONAL
Trees	3 pts	2 pts	1 pts	
<u>Trees that release seeds</u> (acorns, pine cones, etc.) are located away from paths and heavily occupied areas				
<u>If seed-releasing trees</u> are located along paths, seeds are cleared regularly				
<u>Tree roots</u> do not pose tripping hazards along paths				
<u>Presence of canopy trees</u> that provide shade and a sense of enclosure				
<u>Presence of seasonal blooming</u> trees throughout park and along walkways				
<u>Accompanied by bird</u> attracting features (feeders, houses, fountains, etc.) located near benches				
<u>Several seasonal variants of trees</u> are present to provide greenery year-round (i.e. deciduous and evergreen trees)				
Plants	3 pts	2 pts	1 pts	
<u>Plants</u> in high activity areas are non-toxic and non-injurious (e.g., thornless)				
<u>Presence of groundcover plants</u> such as grass and shrubs				
<u>Park is</u> approximately 70% lush greenery to 30% hardscape				
<u>Presence of colorful</u> flowers throughout park and along walkways				
<u>Diverse mix of plants</u> that are layered by height				
<u>Plants attract wildlife</u> such as birds, bees, and butterflies				

GREENERY

Community Gardens

*BONUS - All points will be added to section total

	MINIMUM	SATISFACTORY	EXCEPTIONAL
	3 pts	2 pts	1 pts
<u>Presence</u> of a well-maintained community garden			
<u>Gardening area</u> has seating both in sun and shade			
<u>Forward-facing</u> wheelchair access to garden that is 48 by 45 inches wide			
<u>Signage</u> near garden with rules and instructions			
<u>Presence of raised garden beds</u> that are 32 inches apart from one another for wheelchair access			
<u>Raised garden beds</u> are a minimum of 36 inches tall and at varying heights from ground, 3 to 4 feet wide			
<u>Garden</u> has an easy-to-access shed with gardening tools and materials			

GREENERY SCORE

Tally the number of checks for each section:

Multiply by the points awarded for each indicator:

Sum the points earned:

Divide by **32** then multiply by 100:

x3	x2	

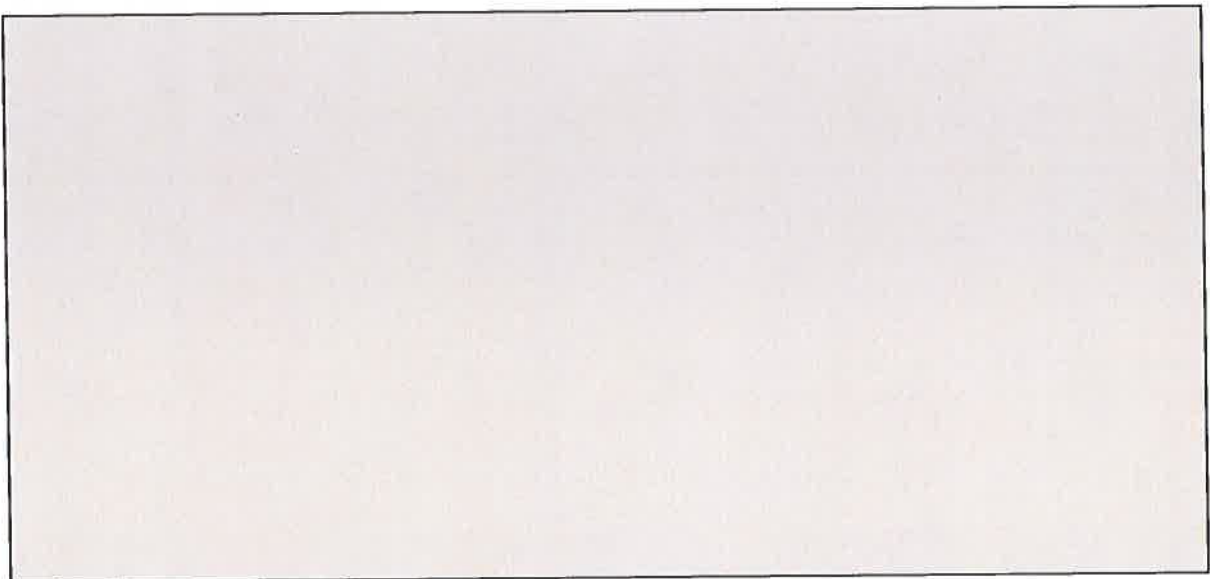
04 - PATHS

Sidewalks

Stairs & Inclines

Nature Trails

Comments



*In this tool, "Path" refers to any surface, paved or unpaved, used for circulation, mobility, or recreation. The type of path being assessed is indicated by the headings for each amenity in this section

PATHS

Sidewalks

Free of cracks and potholes

Free of excessive obstructions such as sticks, roots, or pebbles

Free of overhead obstructions (e.g., tree branches with a minimum clearance of 6 feet 7 inches)

Minimum of 3 feet wide

Surface is non-slip and non-glare

Surface is firm

Curves and is not simply linear

Is continuous and does not lead to dead-ends

Between 5-8 feet wide

Has brightly colored strips to signify change in surface type (i.e. firm to soft surface)

Has an established walking loop

Presence of quarter-mile distance markers

Between 9-10 feet wide

Both firm and soft surface options are offered (e.g., concrete and rubber surfaces)

Stairs & Inclines

*If not applicable, still check-off the indicator

Stairs are only present where necessary

If steps are necessary, they are no more than 4 inches in height

Handrails shall be provided on both sides of stairs, ramps, and inclines

Handrails are made or painted to be heat resistant

Both stairs and ramps are available as options for traversing an incline

MINIMUM

SATISFACTORY

EXCEPTIONAL

3 pts

2 pts

1 pts

PATHS

Nature Trails

*A path through a forest, field, etc, used for hiking and seeing plants and animals

	MINIMUM	SATISFACTORY	EXCEPTIONAL
	3 pts	2 pts	1 pts
<u>At least one trail</u> available that has a max grade of 5%			
<u>Is hard-surfaced</u>			
<u>Free of excessive debris</u> such as loose sticks or rocks			
<u>Is maintained</u> and free of erosion or divots			
<u>Is a minimum</u> of 36 inches wide			
<u>When segments longer than 200 feet</u> have less than 5 feet width, passing spaces are be provided at least every 200 feet			
<u>Trail is constructed of crushed rock</u> rather than uncrushed gravel or round rocks			
<u>Trail is 48 inches</u> or wider			
<u>At least one trail</u> is specifically designed to be accessible			

PATHS SCORE

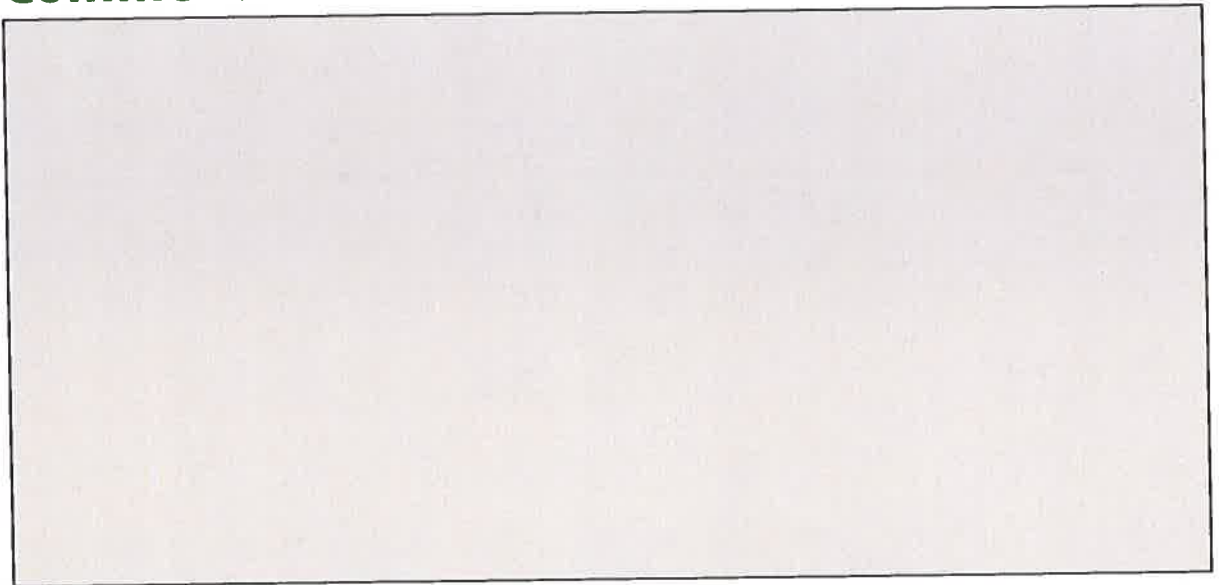
Tally the number of checks for each section:
 Multiply by the points awarded for each indicator:
 Sum the points earned:
 Divide by 64 then multiply by 100:

x3	x2	

05 - NAVIGATION

Wayfinding Signage

Comments



NAVIGATION

Wayfinding

[Visible "Park Identification Sign"](#) with the park name to mark entrances

[A map](#) of the park's layout is provided at the entrance

[A map](#) of the park's layout is available online for visitors to view or print prior to attending the park

[Signs pointing](#) to important locations (i.e. restrooms) are present wherever paths cross

[Maps](#) are provided at several locations throughout the park

Signage

[All park signage](#) is legible regardless of being in shade or sunlight

[High contrast](#) between characters and the background color (i.e. black and white)

[Minimum](#) of 12-point font

[Use of Arabic numerals](#) and sans-serif lettering

[Signage](#) is consistent throughout the park

[Signage](#) provides graphics and visuals

[Signage](#) is distinct from its surrounding environment (i.e. not a green sign amidst greenery)

[Educational signs](#) such as plant labels and those with historical information are provided throughout the park

[All signs](#) have a braille offering or accompaniment (separate signs with braille)

NAVIGATION SCORE

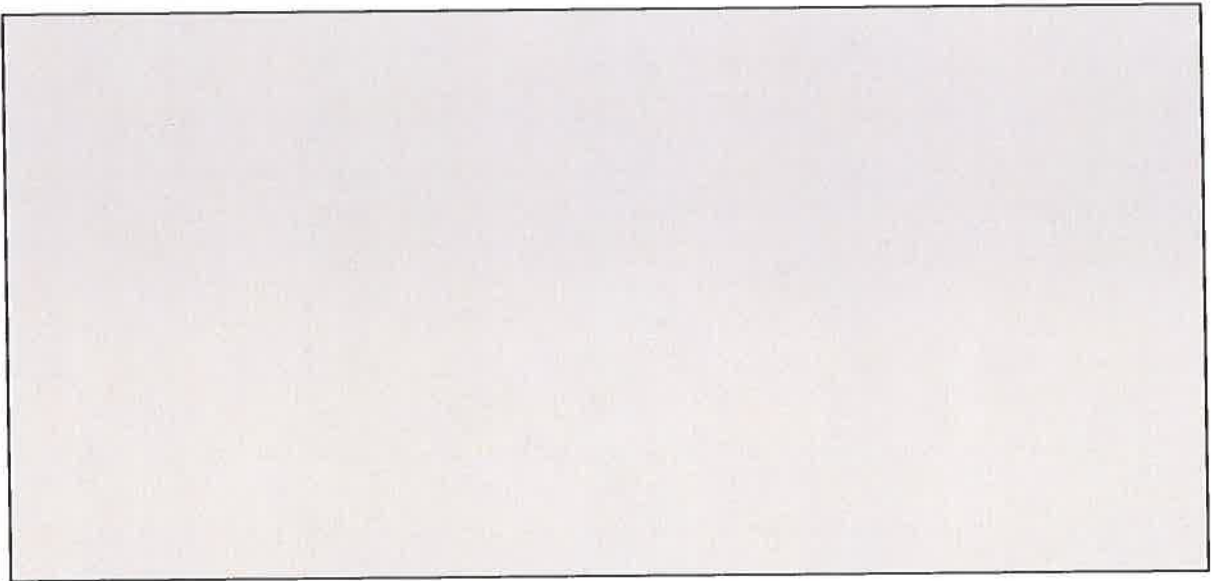
Tally the number of checks for each section:
 Multiply by the points awarded for each indicator:
 Sum the points earned:
 Divide by 30 then multiply by 100:

x3	x2	

06 - ACTIVATION

Programing & Social Engagement

Comments



ACTIVATION			
Programming & Social Engagement			
	MINIMUM	SATISFACTORY	EXCEPTIONAL
	3 pts	2 pts	1 pts
Programs and activities are offered year-round to keep the park activated			
Programming offers low-impact recreation opportunities such as tai chi, yoga, or walking groups			
Areas of the park are reserved at specified times for older adult activities or use			
Presence of bulletin board or kiosk at entrances of the park to show monthly programming			
All park promotional materials use large font and contrasting colors			
Establishment of a “friends of park group” to aid in park upkeep and security			
Presence of specialized recreation facilities for older adults such as pickle ball courts			

ACTIVATION SCORE

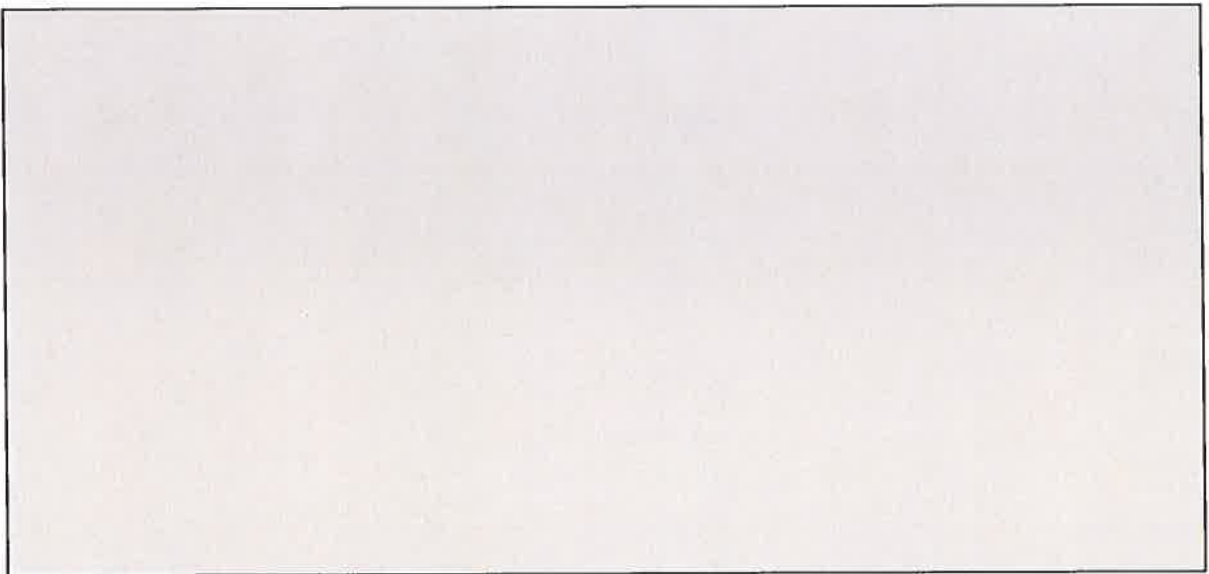
Tally the number of checks for each section:
 Multiply by the points awarded for each indicator:
 Sum the points earned:
 Divide by **15** then multiply by 100:

x3	x2	

07 - MANAGEMENT







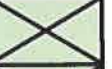






Management
Maintenance
Safety

Comments













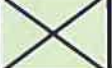






MANAGEMENT

Management

	3 pts	2 pts	1 pts
Contact information for park management and maintenance is posted both at the park and online 			
Management has a designated process for receiving feedback such as suggestion boxes or an online form 			
Parks are assessed yearly to determine utilization 			
Have a policy (posted or online) regarding dog leashing 			
Have a policy (posted or online) regarding nuisance noise 			
Establishment of a "friends of park group" to aid in park upkeep and security 			
Park rules and policies are enforced by park rangers 			

Maintenance

	3 pts	2 pts	1 pts
Park does not have excessive litter or animal droppings 			
Park has a maintenance staff that cleans park 3 or more days per week 			
Minimal graffiti throughout park (concentrated in three or fewer locations) 			
Park is virtually free of litter and animal droppings 			
No graffiti is present 			
Has a process for park users to make maintenance requests 			
Maintenance requests are resolved within 48 hours 			
Policy of removing graffiti within 48 hours 			

MANAGEMENT

Safety

	MINIMUM	SATISFACTORY	EXCEPTIONAL
	3 pts	2 pts	1 pts
Park has open design and sightlines throughout			
Park hours are posted at all entrances			
Park is free of high walls (8-10 feet) or other obstructions that block visibility			
Shrubbery is well-maintained (to prevent people from hiding in them)			
Presence of emergency call boxes throughout park or at least in high-risk areas (shaded, lots of trees/shrubbery)			
Park is activated and has people throughout			
Presence of security or police to patrol park			
Park rangers are present in park for duration of park hours			
Presence of security cameras			

MANAGEMENT SCORE

Tally the number of checks for each section:
 Multiply by the points awarded for each indicator:
 Sum the points earned:
 Divide by 48 then multiply by 100:

x3	x2	

FINAL SCORE

Sum the Points Earned from Each Section

1

General	<input type="text"/>
Seating	<input type="text"/>
Greenery	<input type="text"/>
General	<input type="text"/>
Navigation	<input type="text"/>
Activation	<input type="text"/>
Management	<input type="text"/>
Total	<input type="text"/>

Divide the Total Points Earned by Total Available




2

$$\boxed{} / 272 =$$

Multiply by 100 for Final Score and Ranking

3

$$\boxed{} \times 100 =$$

 Seed	 Sprout	 Sapling	 Blossom
0-39%	40-59%	60-79%	80-100%



TOWN OF CARBONDALE

Park & Recreation Department

511 Colorado Avenue
Carbondale, CO 81623

Parks & Recreation Agenda Memorandum

Meeting Date: November 10, 2021

TITLE: 2022-2026 Capital Improvement Plan

SUBMITTING DEPARTMENT: Parks and Recreation

ATTACHMENTS: ; 2022-2026 Parks & Recreation CIP

BACKGROUND

From a budget perspective, capital improvement planning is an important tool to allow municipalities to anticipate larger future expenditures, and prioritize these expenditures in a way that allows necessary revenues to be in-place when the expenditures occur. The Town Charter requires the preparation of a 5-year capital improvement plan (CIP) during the budget process each year. Items typically included in a capital improvement plan include:

- Major maintenance, reconstruction or expansion of parks and trails
- Major maintenance or improvements to recreation facilities
- Replacement or expansion of equipment and facilities in parks
- Vehicle or equipment replacement

DISCUSSION

The following items have been included in the proposed CIP that accompanies the proposed 2022 budget:

2022 Parks and Open Space

Submittal of a *Burke Move With Us* grant: If accepted, this grant would bring the price of the equipment down up to 40% of MSRP. The Recreation Sales and Use Tax would fund this project. (\$102,155 was original quote received from Burke and with the grant discounts a total price with installation and freight would be \$82,604, with a savings of \$19,521). **Estimated Cost:** \$82,604. **Funding:** Recreation Sales and Use Tax (RSUT)

Manage the Fiscal Aspect of the Youth Art Park GOCO Mini-Grant with Carbondale Arts: Implementation of this new playground-art park on the Rio Grande Trail across from the recreation center. **Estimated Cost:** \$35,000; **Funding :** Previously received GOCO Mini-grant, which is a reimbursable grant. Deadline for completion is March 12, 2022, so this will need a grant extension request submitted in January of 2022.

Red Hill Trailhead Amenities Project – Phase 2: Landscaping and picnic shade shelter/outdoor classroom. **Estimated Cost:** \$75,000; **Funding:** Aspen Valley Land Trust GOCO Resilient Communities Grant Program \$55,000 + \$20,00 RSUT. New C-line trail creation. **Estimated Cost:** \$30,000; **Funding:** Aspen Valley Land Trust Red Hill Trail Maintenance Endowment and conducted by Roaring Fork Outdoor Volunteers and an RFP for professional services and construction of specific sections. .

Crystal River Restoration and Weaver Ditch Efficiency Project: The Parks & Recreation Department is managing the upland and access grants associated with this project

- a) *Fishing is Fun* Grant (2020) offered by Colorado Parks & Wildlife after review and acceptance of the US Fish and Wildlife Service (USFWS) for the Crystal River Restoration project at Riverfront Park. This grant will partially fund ADA access from the road to the property and an outdoor classroom. Additional *Fishing is Fun* grant (2021) will enhance the instream fish habitat. **Estimated Cost:**\$109,000 ; **Funding:** \$30,000 from CPW for ADA access and \$50,000 for instream habitat.
- b) *Resilient Communities* grant through GOCO received by Aspen Valley Land Trust to fund the ADA access and outdoor classroom **construction** **Estimated cost:** \$109,000; **Funding:** Aspen Valley Land Trust received \$55,000 from GOCO
- c) *Colorado Water Conservation Board-CWCB and the Colorado River District -CRD* potential grants **Estimated Project Cost:**1.4 Million **Funding:** Town of Carbondale \$225,000 ask (CWCB) \$247,262 (CRD) ask with up to \$200,000 in matching funds from the Recreation Sales and Use Tax Fund. (Received \$100,000 from Colorado River District Oct 2021)

Bear Proof Trash Cans and Recycling Containers : To replace existing trash cans with bear proof trash cans and recycling specific bear proof cans in Town Parks **Estimated cost:** \$6,000; **Funding:** Trash Maintenance in Conservation Trust Fund

Gateway RV Park Improvements: Continue work for the phased project process of adapting all RV sites to 50 amp power pedestals. 5 sites left to hook up to complete project (15-19). Radio Technology WIFI system to be installed and bathhouse roof to be replaced. **Estimated Cost:** 50 amp \$10,000, WIFI \$13,000; Roof \$16,000 **Funding:** RV Park improvements/equipment \$39,000 is budgeted for this year.

Irrigation System Retrofits: Miners Park & South Highway 133 Right of Way. The Miners Park project will allow us to irrigate this park with ditch water from the Rockford ditch vs. potable municipal water. Pump purchased in 2021 so pump house and distribution will be completed in 2022 prior to irrigation season. South Highway 133 Right of Way irrigation system is not functioning properly and has seen its functional life span. New design and rebuild budgeted. **Estimated Costs:** South Highway 133, \$80,000 **Funding:** General Fund Park Improvements /Equipment

Electrification of mow crew equipment: Replacement of gas mowers, blowers and weed whackers with electric units as a start to a multi-year strategy to switch the fleet to

electric. Two hand mowers, 2 trimmers and a blower are included in the 2022 budget.
Estimated Costs: \$5,000; **Funding:** General Fund Tools /Equipment

Sopris Park Improvements: Construct a cement path from middle west bridge to the picnic shade pavilion and additional cement pads poured around the drinking fountains in Sopris Park to accommodate a touch free bottle filler and ADA compatible drinking fountains. **Estimated Costs:** \$10,000; **Funding:** General Fund Park Improvements /Equipment

Ramey-Harvey Park: Retrofit to solar irrigation controllers and a revamp of the irrigation delivery system to match our other park systems. This will take place after the deed is accepted and ownership of the park is secured and finalized
Estimated Costs: \$2,000; **Funding:** General Fund Sprinkler Systems Maintenance

North Face Bike Park: Maintenance needs and spring re-build with new capping material. This work would also include a redesign and increase in the height of the roll in for the jump lines. We have contracted with *The Jump Doctors INC.*, to maintain our North Face Bike Park and to do a spring rebuild in 2022. **Estimated Costs:** \$20,000
Funding: Bike Park Maintenance

Cemetery Improvements: Purchase and install an information kiosk at the Evergreen Cemetery so details of the rules and regulations can be posted on site in English and Spanish. Plat and survey new grave sites at the Hillcrest Cemetery on the new fenced in portion of the cemetery. **Estimated Costs:** \$6,500 **Funding:** Cemetery Improvements / maintenance

New Parks Building improvements: Additional retrofitting needs of acquired building space for the Parks Department. **Estimated Costs:** \$20,000 **Funding:** Building Maintenance

Recreation Facilities

Recreation Center: The gym skylights are failing and need to be replaced. **Estimated Costs:** \$20,000-\$25,000 **Funding:** Building Maintenance and Repair

Pool Maintenance : Demo and remove existing diving board that was deemed unfit for use and conduct some concrete repairs without an install of a new diving board in this location. New Chemtrol unit needed for distribution of sanitizing chemicals. **Estimated Costs:** Demo and concrete work- \$5,000 New Chemtrol Unit and install- \$15,000
Funding: Grounds & General Repairs & Pool Equipment

2022 to 2026 Parks and Open Space

Renovate Pool and Bath House: Based on results of the planning effort, this funding would be use to renovate/replace the existing pool and bath house. **Estimated Cost:** \$7,000,000-\$8,000,000; **Funding:** \$7,000,000 Bond, \$1,000,000 grants and fundraising

Park Playground Equipment Replace/Retrofit: Colorado Meadows and Sopris
Estimated Costs: \$230,000 **Funding:** Recreation Sales and Use Tax/GOCO Grant

North Face Park Improvements: With the pickleball additional and the mobile stage this venue will see more multi-use activities and more special events.

- a) Park Bathroom expansion and infrastructure improvements. **Estimated Costs:** \$125,000; **Funding:** Recreation Sales and Use Tax/GOCO Community Impact Grant
- b) Lighting Project: Funding is included in future years for planning and implementation for new lighting infrastructure at the Skateboard Park and Darien Tennis and Young-Calaway Alpine Bank Pickleball courts at North Face Park. **Estimated cost:** \$360,000; **Funding:** Recreation Sales and Use Tax/Grant Funding

Bonnie Fischer Park Improvements: This project involves implementation of the next phase of the master plan at Bonnie Fischer Park with bread oven improvements. **Estimated cost:** \$35,000; **Funding:** Recreation Sales and Use Tax/GOCO Grant

Thompson Park and History Park Improvements: This item provides funding for infrastructure improvements at Thompson Park and History Park and informational signage. **Estimated cost:** \$25,000; **Funding:** FMLD Mini-Grant

Nuche Park Improvements: Enhancement of natural vegetation, natural trail and signage **Estimated Costs:** \$25,000; **Funding:** RFOV and or CPW Trail Grants

Mobile Stage Enhancements: Banner package, and side walls add on. **Estimated Costs:** \$9,000; **Funding:** General Fund Recreation Facilities/Equipment

Gateway RV Park Irrigation: This item would fund irrigation improvements at the RV Park. **Estimated cost:** \$65,000; **Funding:** General Fund RV Park Budget

FISCAL ANALYSIS

Expenditures related to the 2022 Parks and Open Space total \$744,000 with a potential for \$344,521 to be grant funded, or 46% of the Parks & Recreation CIP expenditures. This includes the \$19,521 from Burke for Hendricks Playground, \$35,000 secured from GOCO for the Youth Art Park and \$80,000 secured from Colorado Parks & Wildlife Fishing is Fun Grant for the Crystal River Restoration Project and for the same project, \$55,000 secured from GOCO through Aspen Valley Land Trust Resilient Communities GOCO grant. This project also recently received a Colorado River District grant for \$100,000. The AVLTL GOCO grant also includes \$55,000 secured for the Red Hill picnic shade shelter and landscaping project.

Prepared by: Eric Brendlinger

Town Manager

Parks and Recreation Department and Open Space 2022-2026 Capital Improvement Plan					
	2022	2023	2024	2025	2026
Parks					
Renovate Pool & Bath House GOCO Community Impact Grant and Bonding		\$4,700,000	\$3,300,000		
Bear Proof Park Trash & Recycle Containers Conservation Trust Fund	\$6,000				
Park Playground Equipment Replace/Retrofit Colorado Meadows RSUT Grants			\$90,000		
Park Playground Equipment Replace/Retrofit Hendricks RSUT and grants (Burke Move it)	\$102,155				
Park Playground Equipment Replace/Retrofit Sopris RSUT and grants					\$90,000
Park Playground Youth Art Park Rio Grand GOCO Mini-Grant	\$35,000				
Improvements at Bonnie Fischer Park Bread Oven Solar, power, storage					\$35,000
Crystal River Front Park (ADA access ramp and outdoor classroom Fishing is Fun Grant)	\$30,000				
Crystal River Front Park (River restoration Fishing is Fun Grant)	\$50,000				
Crystal River Front Park (river/ park restoration work , CWCB Grant and/or Colorado River District for \$100k)	\$225,000				
Crystal River Front Park (AVLT lead on GOCO Resilient Communitys Grant)	\$55,000				
Thompson Park & History Park Improvements (Permaculture and Park signage / groundwork)			\$25,000		
North Face Bike Park re-design and maintenance needs	\$20,000				
Park Bathroom Improvements North Face Park/Gianinetti Park RSUT and grants		\$125,000		\$125,000	
Skateboard Park, Tennis & Pickleball Lighting Project (GOCO Community Impact grant)					\$360,000
Trail Improvements (Red Hill Trailhead picnic shelter/ landscaping)	\$20,000				
Trail Improvements (Red Hill Trailhead picnic shelter/ landscaping) AVLT GOCO Resilient Grant	\$55,000				
Trail Improvements (Red Hill B-line retrofit and new bike only trail creation AVLT Endowment)	\$30,000				
Nuche Park Improvements (CPW trail grant, RFOV trail work, plantings, dedication sign)				\$25,000	
Gateway RV Park Electrical Conversion 30 to 50 amps	\$10,000				
Gateway RV Park Irrigation System				\$45,000	\$25,000
Gateway RV Park Internet Services Equipment \$10,700 (2021 budget)monthly \$710	\$13,000				
Gateway RV Park Bathhouse roof	\$16,000				
Towable Mobile Stage additional stage elements , TOC banners and side walls	\$9,000				
VFD Pump and redesign for South Highway 133 corridor Irrigation System	\$80,000				

Total Capital Outlay

Potential Grant Funding
Grant Funded %

\$756,155	\$4,825,000	\$ 3,415,000	\$195,000	\$510,000
\$384,521	\$1,093,000	\$25,000	\$90,000	\$215,000
50%	21%	0%	46%	42%
	bond + grants	bond + grants		

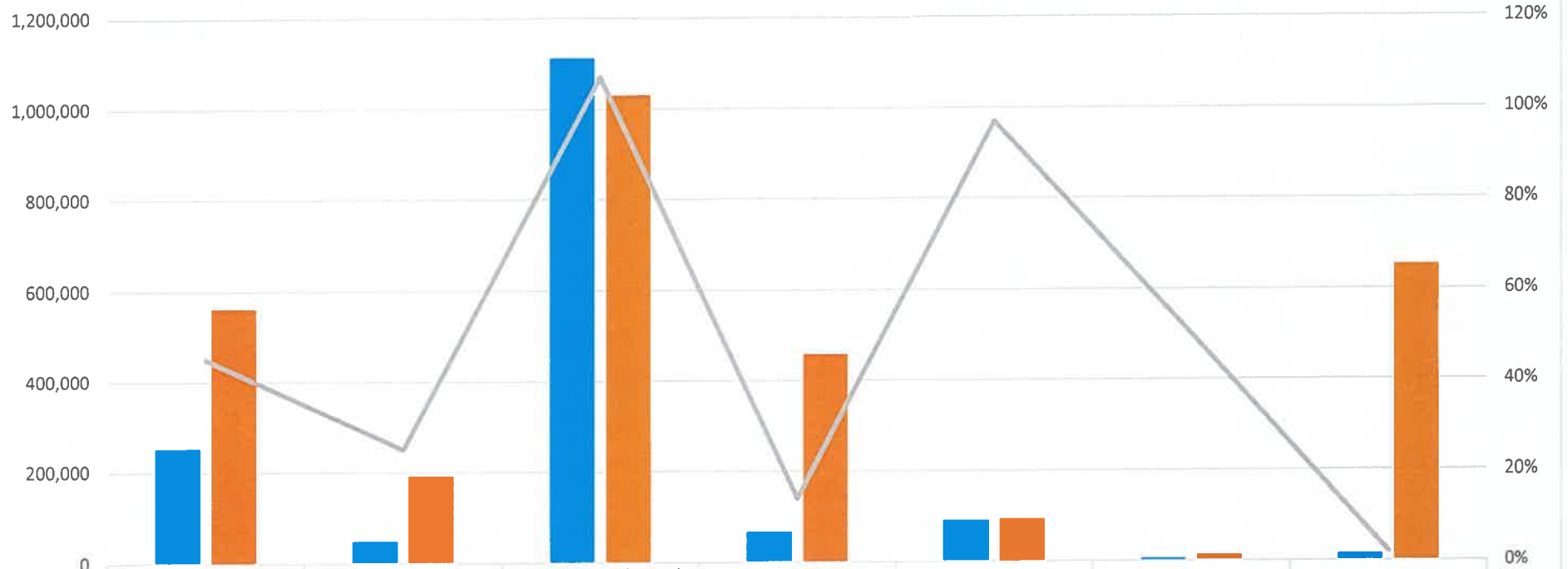
CARRY OVER FROM 2021 BUDGET

Grant accepted

Grant Requested

Grant Denied

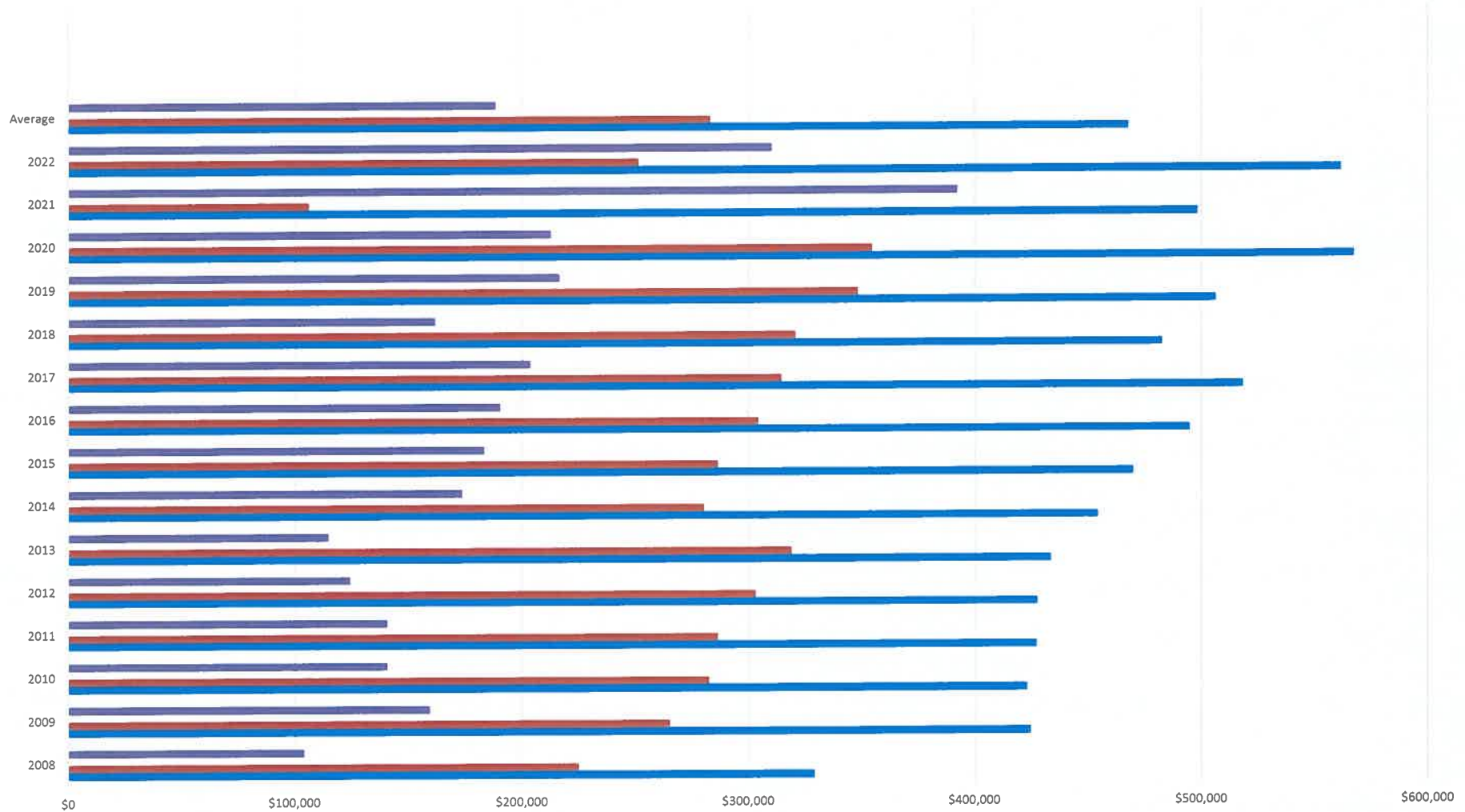
2022 Parks & Recreation Department Cost Recovery (Budgeted)



Revenues	251,500	48,000	1,112,711	65,000	90,000	6,000	15,000
Expenditures	561,763	190,813	1,030,418	457,806	92,265	12,000	653,171
Cost Recovery %	45%	25%	107%	14%	97%	50%	2%

Revenues Expenditures Cost Recovery %

Carbondale Recreation & Community Center Budgeted Cost Recovery 2008-2022



	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	Average		
Subsidy Amount	\$104,053	\$159,401	\$140,535	\$140,634	\$124,353	\$114,637	\$173,736	\$183,367	\$190,456	\$203,803	\$161,723	\$216,526	\$212,845	\$392,381	\$310,263	\$188,581		
Cost recovery	69%	62%	66%	67%	70%	74%	62%	61%	61%	61%	66%	69%	62%	21%	45%	61%		
Revenues	\$225,122	\$265,333	\$282,583	\$286,549	\$303,162	\$318,980	\$280,500	\$286,500	\$304,300	\$314,600	\$320,900	\$348,400	\$354,700	\$106,100	\$251,500	\$283,281		
Expenditures	\$329,175	\$424,734	\$423,118	\$427,183	\$427,515	\$433,617	\$454,236	\$469,867	\$494,756	\$518,403	\$482,623	\$506,392	\$567,545	\$498,481	\$561,763	\$467,950		

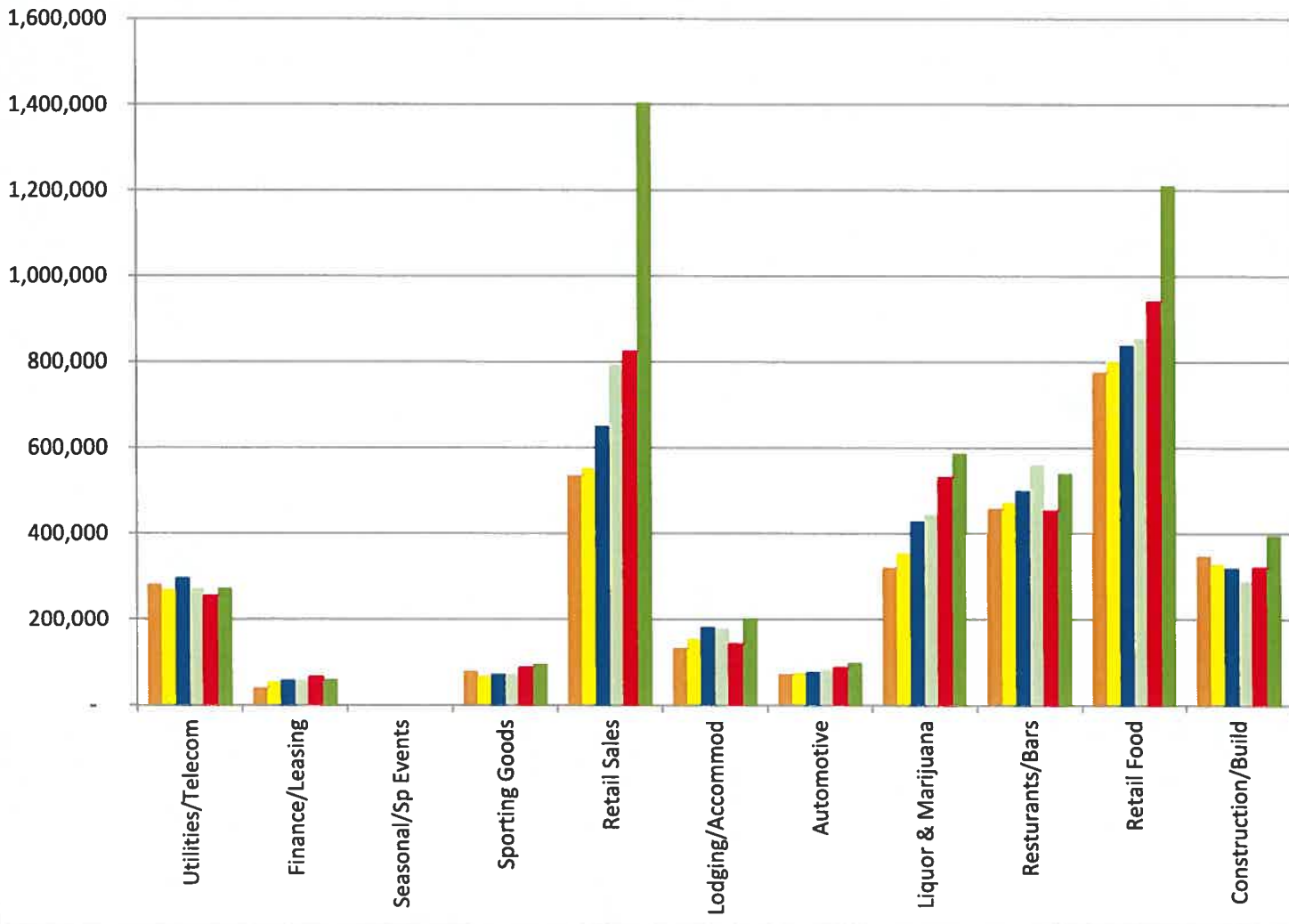
■ Subsidy Amount
 ■ Cost recovery
 ■ Revenues
 ■ Expenditures

Town of Carbondale January - September

Year to Date	2016	2017	2018	2019	2020	2021	% of Total	2020 vs 2021
Utilities/Telecom	281,593	270,695	296,527	272,222	253,562	272,944	5.6%	7.6%
Finance/Leasing	40,869	55,302	58,451	57,743	65,420	60,107	1.2%	-8.1%
Seasonal/Sp Events	250	55	143	139	-	886	0.0%	
Sporting Goods	80,009	68,306	72,380	72,369	87,289	95,963	2.0%	9.9%
Retail Sales	536,126	552,551	649,346	792,160	823,297	1,404,931	28.9%	70.6%
Lodging/Accommod	132,752	155,624	182,144	179,197	141,352	200,033	4.1%	41.5%
Automotive	73,305	75,683	77,422	82,669	86,450	98,946	2.0%	14.5%
Liquor & Marijuana	321,433	354,928	428,264	444,737	530,511	587,523	12.1%	10.7%
Resturants/Bars	459,508	473,999	499,667	560,541	452,481	540,464	11.1%	19.4%
Retail Food	776,224	802,596	838,219	854,139	940,189	1,211,234	24.9%	28.8%
Construction/Build	347,581	330,041	320,004	288,723	319,602	395,469	8.1%	23.7%
Total	3,049,650	3,139,781	3,422,568	3,604,639	3,700,153	4,868,499	100.0%	

Sales Tax Revenue-Year to Date

■ 2016
 ■ 2017
 ■ 2018
 ■ 2019
 ■ 2020
 ■ 2021





Board of Trustees Agenda Memorandum

Meeting Date: 10.26.21

TITLE: Municipal Advisor Agreement

SUBMITTING DEPARTMENT: Interim Town Manager & Finance

ATTACHMENTS: Letter of engagement with Hilltop Securities

BACKGROUND: The Town is proposing to move forward with an election question related to the construction of a Municipal Aquatics Facility. As this project, and hence the election question will have a financing component, staff felt that it was appropriate to solicit for a professional municipal advisory firm to supply data, analysis and advice related to the election question, as well as financing options. An RFP was sent to several companies who provide municipal advisory services and three responses were received. All three firms were interviewed by staff on October 14th.

DISCUSSION: As an aquatic's facility will likely be in the range of \$7-\$8 million, it is appropriate for the town to solicit professional advice on the best way to proceed for financing, bonding, and underwriting. There are two general professions who provide this type of advice: underwriters and municipal advisors. Both are capable of analyzing the Town's finances, financing options, and market trends to provide estimates and advice related to data necessary to generate an election question and to actually finance the project should the election question be approved by the electorate. The main difference between the two can be defined by their "fiduciary" obligations.

In general terms, "fiduciary" means someone acting on behalf of another. It can also be thought of in terms of a duty to look out for the best interest of a certain party. In the case of underwriters, their fiduciary obligations are to their investors or people who will buy bonds or other securities from them. In short, they are trying to maximize their investor's profits in the transaction. By contrast, municipal advisors have a fiduciary obligation to the town. They are obligated to give the town advice base on what options are in the town's best interest.

The advisor will present the financing plan to stakeholder groups, help select bond council, and negotiate with bond underwriting. Based on a review of the proposals and the interviews, staff is recommending that the Board approve the attached letter of engagement with Hilltop Securities.

RECOMMENDED MOTION: I move to approve, and authorize the Mayor to execute the attached engagement letter with Hilltop Securities.

Prepared By: Renae Gustine & Kevin Schorzman

**Jason Simmons**

Managing Director
Public Finance

October 15, 2021

Ms. Renae Gustine
Town of Carbondale
0511 Colorado Avenue
Carbondale, CO 81623

Dear Ms. Gustine:

On behalf of Hilltop Securities Inc. ("Hilltop Securities" or "Hilltop"), we appreciate the opportunity to serve as Municipal Advisor to the Town of Carbondale, Colorado (the "Issuer" or the "Town"). This letter will confirm the basic terms of our engagement and is dated, and shall be effective as of, the date executed by the Issuer as set forth on the signature page hereof (the "Effective Date").

Hilltop Securities will serve as Municipal Advisor to the Issuer. In this capacity, based on our professional experience and the information made available to us by the Issuer, Hilltop Securities agrees to perform the following services:

Financial Planning. At the direction of Issuer, Hilltop Securities shall:

1. **Survey and Analysis.** Conduct a survey of the financial resources of the Issuer to determine the extent of its capacity to authorize, issue and service any evidence of indebtedness or debt obligation that may be authorized and issued or otherwise created or assumed by the Issuer (collectively the "Debt Instruments") contemplated. This survey will include an analysis of any existing Debt Instruments as compared with the existing and projected sources of revenues which may be pledged to secure payment of debt service.
2. **Future Financings.** Consider and analyze future financing needs as projected by the Issuer's staff and consultants, if any, employed by the Issuer.
3. **Recommendations for Refinancing of Existing Debt Instruments.** On the basis of the information developed by the survey described above, and other information provided by the Issuer or publicly available, submit to the Issuer recommendations regarding the refinancing of Existing Debt Instruments, including an evaluation of maintaining all or a portion of the structure of the Existing Debt instruments and an evaluation of other potential refinancing structures through a direct bank loan or with publicly offered securities. All recommendations will be consistent with the goal of designing the Debt Instruments to be sold on terms which are advantageous to the Issuer, including the lowest interest cost consistent with all other considerations, including but not limited to the market conditions at the time of sale.
4. **Market Information.** Advise the Issuer of our interpretation of current bond market conditions, other related forthcoming bond issues and general information, including economic data, which

might normally be expected to influence interest rates or bidding conditions so that the date of sale of the Debt Instruments may be set at a favorable time.

Debt Management and Financial Implementation. At the direction of Issuer, HilltopSecurities shall:

1. Method of Sale. Evaluate the particular financing being contemplated, giving consideration to the complexity, market acceptance, rating, size and structure in order to make a recommendation as to an appropriate method of sale, and:
 - a. If the financing is executed as a direct bank loan with a commercial lender, HilltopSecurities will:
 - 1) Assist in the development and distribution of an RFP to commercial banking institutions; and
 - 2) Assist in the review and evaluation of lending proposals.
 - b. If the Debt Instruments are to be sold by negotiated sale, HilltopSecurities will:
 - 1) Assist the Issuer in selecting one or more investment banking firms to act as managers of an underwriting syndicate for the purpose of negotiating the purchase of the Debt Instruments.
 - 2) HilltopSecurities will coordinate the sale of the Debt Instruments to the selected managing underwriter and will assist the Issuer in the review and preparation of a bond purchase contract, an underwriter's agreement, or other comparable documents.
 - 3) Provide a cost comparison for transaction costs and for the interest rates which are suggested by the underwriters, to the then current market.
 - 4) Advise the Issuer as to the fairness of the price offered by the underwriters.
2. Offering Documents. Coordinate with Bond and Disclosure Counsel as may be selected by the Town to prepare any Official Statement as needed and such other documents as may be required and submit all such documents to the Issuer for examination, approval and certification. After such examination, approval and certification, Hilltop Securities shall provide the Issuer with a supply of all such documents sufficient to its needs and distribute by mail or, where appropriate, by electronic delivery, sets of the same to all parties as needed per the method of sale.
3. Credit Ratings. If necessary, make recommendations to the Issuer as to the advisability of obtaining a credit rating, or ratings, for the Debt Instruments and, when directed by the Issuer, coordinate the preparation of such information as may be appropriate for submission to the rating agency, or agencies. In those cases where the advisability of personal presentation of information to the rating agency, or agencies, may be indicated, Hilltop Securities will arrange for such personal presentations, utilizing such composition of representatives from the Issuer as may be finally approved or directed by the Issuer.
4. Trustee, Paying Agent, Registrar. Upon request, counsel with the Issuer in the selection of a Trustee and/or Paying Agent/Registrar for the Debt Instruments and assist in the negotiation of agreements pertinent to these services and the fees incident thereto.
5. Financial Publications. When appropriate, advise financial publications of the forthcoming sale of the Debt Instruments and provide them with all pertinent information.

6. Consultants. After consulting with and receiving directions from the Issuer, arrange for such reports and opinions of recognized independent consultants as may be appropriate for the successful marketing of the Debt Instruments.
7. Issuer Meetings. Attend meetings of the governing body of the Issuer, its staff, representatives or committees as requested at all times when Hilltop Securities may be of assistance or service and the subject of financing is to be discussed.
8. Printing. To the extent authorized by the Issuer, coordinate all work incident to printing of the offering documents and the Debt Instruments.
9. Bond Counsel. Maintain liaison with Bond Counsel selected by the Town in the preparation of all legal documents pertaining to the authorization, sale and issuance of the Debt Instruments.
10. Delivery of Debt Instruments. As soon as a bid for the Debt Instruments is accepted by the Issuer, coordinate the efforts of all concerned to the end that the Debt Instruments may be delivered and paid for as expeditiously as possible and assist the Issuer in the preparation or verification of final closing figures incident to the delivery of the Debt Instruments.
11. Debt Service Schedule; Authorizing Resolution. After the closing of the sale and delivery of the Debt Instruments, deliver to the Issuer a schedule of annual debt service requirements for the Debt Instruments and, in coordination with Bond Counsel, assure that the paying agent/registrar and/or trustee has been provided with a copy of the authorizing ordinance, order or resolution.
12. Elections. In the event it is necessary to hold an election to authorize the contemplated issuance, assisting in coordinating the assembly of such data as may be required for the preparation of necessary petitions, orders, resolutions, ordinances, notices and certificates in connection with the election, including assistance in the transmission of such data to the Issuer's bond counsel.

Term of this Engagement. The term of this Agreement shall begin on the Effective Date and end, unless terminated pursuant the language below, on October 15, 2022 (the "Termination Date"). This Agreement can be renewed on the Termination Date for an additional (1) year period upon mutual agreement between Hilltop Securities and the Issuer.

Termination. This Agreement may be terminated with or without cause by the Issuer or Hilltop Securities upon the giving of at least thirty (30) days' prior written notice to the other party of its intention to terminate, specifying in such notice the effective date of such termination. In the event of such termination, it is understood and agreed that only the amounts due Hilltop Securities for services provided and expenses incurred to the date of termination will be due and payable. No penalty will be assessed for termination of this Agreement.

Fees. In consideration of providing the requested services, Hilltop Securities shall receive fees as outlined in Appendix A. In any event regardless of the cause of action, Hilltop Securities' total liability (including loss and expense) to the Issuer in the aggregate shall not exceed the gross amount of fees received by Hilltop Securities pursuant to this letter agreement. The limitations of liability set forth in this letter agreement are fundamental elements of the basis of the bargain between Hilltop Securities and the Issuer, and the pricing of the services set forth above reflect such limitations. This letter agreement shall be constrained and given effect in accordance with the laws of the State of Colorado.

Required Disclosures. Hilltop Securities is providing its Municipal Advisor Disclosure Statement (the "Disclosure Statement"), current as of the date of this Agreement, setting forth disclosures by Hilltop Securities of material conflicts of interest, if any, and of any legal or disciplinary events required to be disclosed pursuant to Municipal Securities Rulemaking Board Rule G-42. The Disclosure Statement also describes how Hilltop Securities addresses or intends to manage or mitigate any disclosed conflicts of interest, as well as the specific type of information regarding, and the date of the last material change, if any, to the legal and disciplinary events required to be disclosed on Forms MA and MA-I filed by Hilltop Securities with the Securities and Exchange Commission.

Independent Contractor Status. Hilltop Securities is an independent consultant and shall not be considered an employee of the Town for any purpose.

Standard of Care. The standard of care applicable to Hilltop Securities' services will be the same degree of care, skill, and diligence normally employed by professionals performing the same or similar services. Hilltop Securities will re-perform any services not meeting this standard without additional compensation.

Indemnity. Hilltop Securities shall hold harmless and indemnify the Town from and against any damages awarded against the Town, or incurred by the Town in defense of any claim (including reasonable attorneys' fees, costs or expert witness fees), related to the professional negligence or intentional wrongful conduct of Hilltop Securities and its respective officers, employees and agents.

Insurance/Non-waiver of Governmental Immunity. Hilltop Securities shall maintain insurance sufficient to indemnify the Town from the Consultant's actions pursuant to the preceding paragraph, including Commercial General or Business Liability insurance with coverage limits of \$1,000,000 per occurrence/\$2,000,000 aggregate with the Town of Carbondale listed as additional insured. The Town reserves the right to request and receive a certified copy of any policy and any endorsement thereto.

Governmental Immunity/TABOR. Nothing herein shall be interpreted as a waiver of governmental immunity, to which the Town would otherwise be entitled under § 24-10-101, et seq., C.R.S., as amended. This contract is also contingent upon annual budgeting by the Town of Carbondale and nothing in this contract shall be construed as a multi-year financial obligation of the Town.

Immigration Compliance. Hilltop Securities shall not knowingly employ or contract with an illegal alien to perform work under this contract nor contract with any subcontractor that fails to certify to the contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this contract.

Hilltop Securities has verified or attempted to verify through participation in the Basic Pilot Program that Hilltop does not employ any illegal aliens. (For the purpose of this paragraph, "Basic Pilot Program" is defined to mean the basic pilot employment verification program created in Public Law 208, 104th Congress, as amended, and expanded in Public Law 156, 108th Congress, as amended, that is administered by the United States Department of Homeland Security). If Hilltop Securities is not accepted into the Basic Pilot Program prior to executing this contract, the Hilltop shall apply to participate in the Basic Pilot Program every three months until it is accepted or this contract has been completed, whichever is earlier. Hilltop shall not use the Basic Pilot Program procedures to undertake pre-employment screening of job applicants while this contract is being performed. This paragraph shall not be effective if the Basic Pilot Program is discontinued.

If Hilltop obtains actual knowledge that a subcontractor performing work under this contract knowingly employs or contracts with an illegal alien, the contractor shall notify the subcontractor and the Town within three days that Hilltop has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to this paragraph, the subcontractor does not stop employing or contracting with the illegal alien. Hilltop shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

Hilltop shall also comply with any reasonable request by the Colorado Department of Labor and Employment made in the course of an investigation that the department is undertaking pursuant to C.R.S. Section 8-17.5-102(2).

Subcontractors and Assignees. The providing of professional services required under paragraph this Agreement shall be the responsibility of Hilltop. This Agreement shall not be assigned by Hilltop to a third party and no sub-contractors shall be engaged without the prior express written consent of the Town.

We look forward to working with you during this engagement. Please acknowledge acceptance of these terms by signing in the space provided below and returning via email.

Sincerely,

Jason Simmons
Managing Director

Town of Carbondale, Colorado
Agreed and Accepted:

By: _____

Title: _____

Name: _____

Date: _____

APPENDIX A COMPENSATION

This Appendix A sets out the form and basis of compensation to Hilltop Securities for the Municipal Advisory Services provided under this Agreement; provided that the compensation arrangements set forth in this Appendix A shall also apply to any additional services hereafter added to the scope of the Municipal Advisory Services, unless otherwise provided in the amendment to the Agreement relating to such change in scope of Municipal Advisory Services.

Fees for Election Analysis

The Town will pay Hilltop Securities \$10,000 for the work to be completed for the anticipated election. Should the ballot initiative pass, this fee would be waived and the Town would only pay a fee for the transaction as described below. However, should the ballot initiative fail then Hilltop Securities will request payment for this \$10,000 in April 2022.

Transaction Fee

All fees for a transaction are payable on a contingent basis – the Town will only pay Hilltop Securities upon a successful issuance and closing of such financing and is payable out of proceeds from such issuance. For the anticipated issuance from a 2022 ballot initiative, the Town will pay Hilltop Securities a fee of \$35,000. This fee is inclusive of the \$10,000 that would otherwise be invoiced for the election work described above.

In Progress	Carbondale P & R Outstanding Projects			11/10/2021	Completed	30 days	60 days	90 days	
Need to check on status									
2020-21 proposed projects									
*delayed final design/ permit	Red Hill Signage for completed kiosk			Trailhead amenities built	Kiosk sign design work	RFP and Bidding for sign production	Kiosk signage completed and installed	Contracting and construction Contracting and construction Phase 1 Bidding Phase 1 bidding start construction on hold due to whitefish	
	GOCO Resilient Communities AVL T Red Hill Shade Shelter & landscaping			\$55,000	GOCO Contract & Resoution	Town fiscal agent of grant	RFP and bidding		
	Red Hill B-Line Trail Improvmnts and C-line alternate bike trail.			AVLT Trail Maintenance Endov	RFP to RFOV for 2022 work	BLM Written Plan, map new trail , site visi	RFP and Bidding		
	Crystal River Restoration and Weaver Ditch Efficiency Project			100 % conceptually designed	Final permitting Army Corps	Grant writing for construction			
	GOCO Resilient Communities AVL T ADA Access/ classroom			\$55,000	GOCO Contract &Resoution	Town fiscal agent for grant			
	Fishing is Fun Grant Crystal River Project. CPW 2020 ADA access/classroom			\$30,000	processed	submitting ACOE requested information	permitting		
	Fishing is Fun Grant Crystal River Project. CPW 2021 In-channel improvemer			\$50,000	processed	submitting ACOE requested information	permitting		
	CIWMP- Approval for 2022 weed mitigation strategies			BOT Plan presentation Feb	Test Plots Data collected	Report of efficacy of test products	start work on 2022 plan		
	Playground & Park equipment repairs Cirs a audit			RVR& Orchard spinner floors		Hendricks, Sopris and Gianinetti	vinyl coating on exposed metal		
	Electric Work at RV Park			Phase 3 complete	Contract Lassiter for phase 4	Budget for sites 15-19 for 2022	contract with Lassiter for work in 2022		
*no staff training	High Speed Radio WiFi Internet at Gateway RV Park			new proposal	budget acceptance & Contract	purchasing infratructure for wi-fi radios	Install tower on concrete base	March/ April install and on-line by May	
	Mobile Stage	3 trained	Rental contract created	Legal review of rental contract	used 7x	First Friday Dia de Los Muertos			
	Aquatics Facility Bond Process		Hilltop Securities	RFP for bond finance	Hire a Financial Advisor	Financial survey and analysis	Select Bond council and method		
	Bear Proof Trash and Recycling Cans			4 arrived and placed	2 in triangle, 2 in Thompson	Budget for 4 more in 2022			
	Nature Park-loop pathway improvements assess trail maintenance techniques				Test sections wood chips	Test Pea gravel on muddy sections	report		
	Hillcrest Cemetery				Fence Completed	contract for survey and plotting			
	RVR Park Weed Management - can/will they adopt Town weed plan			Orchard & Triangle Park	Town Staff request to GM	homeowners approaching RVR board	Present CIWMP to RVR Board		
	Bonnie Fisher Park signage and enforcement			Demeters Garden/Access roac	public outreach /sign producti	Install Signs	install signs		
	Hendricks Playground Replacement			Potential grant from Burke 50%	available in 2022	Bid received for \$82,604	playground design options		public outreach
	Nuche Park Parking Lot improvements			Grade and Road base	Street Crew	Timing TBD but before Bald Eagle Closure	Construction		
*delayed production/ delivery	Sopris Park			Water Fountain replacements	ordered	1 arrived need a second	order second need new concrete pads po	spring project	
* affected by covid-19								Write Grant budget match Bald Eagle Closure Dec 1	
Completed									
* timing pushed back	Updated Highlighted Chart of Master Plan			Completed on Website			https://www.carbondalerec.com/rec-misc/master-plans/		
	Orchard Park Playground Replacement Project			Construction completed	Completion Winter 2021				
	RVR Triangle Park Playground Equipment			Completed					
	Pickleball Courts			Completed					
	Red Hill Road Realignment and parking lots			Started 5/18-Completed 9/2	Grand opening Oct 13th, 2020				
	Park Bathroom work			Floor Treatment in Sopris	Installing curtains in Miners				
	FMLD Gianinetti Park playground renovation			completed	FMLD Grant Closeout				
	Aquatics Facility Master Plan			completed	GOCO Grant closeout				
	Electric work at Rodeo Grounds			phase 1 & 2 complete	Completed & Inspected				
	Nuche Park - Parking & Signage			Fence Permit and approval	fence completion				
*delayed construction	Miners Park Volleyball Border Project			net sleeves, lines, grass seed	Completed			RSUT evaluation process for budget shut down store for winter in shed	
	Triangle Park Tennis Courts crack repair			completed with final fix	open				
	Aquatics Facility Master Plan			Grant Closed out	Produce Marketing displays	displays pool, rec center town			
	Batting Cage at Bill Hanks			construction complete	Inspected install signage				
	Fence at White Hill (Hillcrest) Cemetery			received bid Taylor Fencing	Old Fence Removed & contrac	Construction and completed			
	Playground & Park equipment painting & repairs			Gianinetti & Sopris Gazebo	Park Signs staining and repair				
	FMLD Gianinetti Park Playground phase 2				submitted	Not awarded			
	GOCO Gianinetti Park ADA enhancements Resilient Communities Grant				did not qualify				
	GOCO/ NFWF Restore Grant for Crystal Ri			\$249,947 submitted	Award notification March 2021	Not awarded			

Carbondale Park & Recreation Commission Master Calendar

January

- Update Commission Contact List & Note Commissioner's Terms Set to Expire in the Year
- Update Highlighted Chart of Master Plan
- Review Integrated Weed Management Plan for Coming Growing Season

February

- Parks & Recreation Department Quarterly Report Oct. Nov, Dec. (Previous year)
- Check in with RFOV for Spring , Summer, Fall program collaboration
- Present Integrated Weed Management Plan to E-Board and Trustees for approval.

March

- RVR's check in prior to growing season Triangle Park, Orchard Park, Nuche Park, Riverfront Park Maintenance Review
- Check in with Roaring Fork Pickleball Association MOU (staff)
- Check in with Roaring Fork Soccer Club and contract field use
- Grant Proposal Deadline:
 - Fishing is Fun Phase 2
- Grant Award Notification:
 - GOCO Restore Colorado Program

April

- Annual check in with Board of Trustees at a work session
- Check in with Hendricks and Demeter's Community Garden Groups
- Check in with Bike Pedestrian Trails Commission
- Check in with Red Hill Council and AVLTT in regards to Red Hill Trails

May

- Parks & Recreation Department Quarterly Report Jan, Feb, March
- Check in with Tree Board
- Check in with CAFCI

June

- Parks Tour – looking at current projects, future projects & budget priorities
- Advertise for any open P & R Commission positions
- Grant Award Notification:
 - Fishing is Fun Grant

July

- Parks Tour Review for Budget Priorities
- Commission Officer Nominations
- Advertise and interviews for any open P & R Commission positions
- Grant Proposal Deadline:
 - GOCO Community Impact Grant

August

- Parks & Recreation Department Quarterly Report April, May, June

Carbondale Park & Recreation Commission Master Calendar

- Commission Officer Elections Vote
- Interview then vote on candidates for open commission positions
- Draft Department Budget Goals for the Coming Year
- Grant Proposal Deadline:

September

- New Commission Officer and new member welcome
- Check in with Roaring Fork Food Alliance in regards to the MOU for the Permaculture Gardens at the Thompson Heritage Park (Staff)

October

- Integrated Weed Management Plan – Assess Current Conditions & Create Management Plan for Next Season
- Check in with Roaring Fork Pickleball Association in accordance with the MOU (staff)

November

- Parks & Recreation Department Quarterly Report July, August, Sept.
- Budget Goals & Objectives as submitted to TOC Trustees
- Budgeted Capital Improvement Plans, Cost Recovery & Recreation Sales & Use Tax Update
- Grant Proposal Deadline:
 - GOCO Community Impact Grant Concepts due Nov. 22, application Due Dec 31, Grant awarded March 10, 2022

December

- Special Events Task Force Calendar Approval
- Review and Approval of Current Town Recreation Fees
- Final Annual Budget as Approved by TOC Trustees

Carbondale Park & Recreation Commission Master Calendar

Other Town Advisory Commissions and P & R Point of Contact:

E-Board	P & R Commission Point of Contact	_____
Bike, Pedestrian & Trails Commission	P & R Commission Point of Contact	_____
Tree Board	P & R Commission Point of Contact	_____
Public Arts Commission	P & R Commission Point of Contact	_____

Relationships through Memorandum of Understanding:

Thompson Heritage Park Permaculture Gardens Roaring Fork Food Alliance
Roaring Fork Pickleball Association

Relationships through Intergovernmental Agreements:

Roaring Fork School District

Relationships through amenity use, partnerships or association:

Carbondale Chamber & the First Friday Committee
Demeter's Community Garden
Hendrick's Community Garden
Roaring Fork Valley Soccer Club
Carbondale Wild West Rodeo Association
Three Rivers Little League
Roaring Fork Outdoor Volunteers
Roaring Fork Mt. Bike Association
Roaring Fork Transportation Authority
Friends of the Nature Park
Special Event Task Force
Carbondale Age Friendly Community Initiative (CAFCI)
Red Hill Council
Aspen Valley Land Trust
Colorado Parks & Wildlife (Bob Terrell State Wildlife Area)

Miscellaneous Links

Bond Information and Status Links
Master Plan Update Links to Executive Summaries

Parks & Recreation Department Quarterly Directors' Report– July, August, September 2021

ADMINISTRATION REPORT

1. **Human Resources:** FTE position with the Parks & Recreation Department the **Parks Maintenance Position** has been filled by Panatleon Chaparro. Position performs various skilled duties in the construction, operations and maintenance activities on town parks, mowing in the summer, snow removal in the winter, on athletic fields, cemeteries, trails and open space, irrigation systems, ditch maintenance, buildings and related town facilities and equipment. **Recreation Facilities Maintenance Lead** position has been filled by Chris Gleason. Chris has worked for the recreation department as a part-time CSR and Program Assistant, and for the Parks Department on the mow crew. Chris will be replacing Derek Miller and conducting recreation facility maintenance as a full time position.
2. **Parks Report:** Park uses returned to normal during this time with bathrooms and drinking fountains fully functional. Reservations of our picnic shade shelters resumed and organized use of our athletic fields resumed. During this time were the *KDNK Frisbee Golf Tournament*, *Roaring Fork Vally Soccer Club's* use of Miners, Hendricks and Triangle soccer fields for their youth programs. They also continued with their adult soccer league at the North Face Bill Hanks Baseball field outfield and we conducted a Coed Softball League and Youth Baseball and Softball. We encourage users of any Town Parks & Recreation amenities to follow the five levels of containment: 1. Wash your hands, 2. Wear a mask while indoors and continue to remain at least 6 feet away from non-household contacts who are not fully vaccinated 3. Avoid large crowds, 4. Stay home when sick and seek testing for Covid-19 right away, 5. Isolate or quarantine if you test positive or have been in close contact with someone who tests positive.
3. **Crystal River Restoration and Weaver Ditch Efficiency Project.** The Parks & Recreation Department is managing the upland and access grants associated with this project. Managing a Federal Fishing is Fun Grant from 2020 offered by Colorado Parks & Wildlife of \$30,000 . This grant will partially fund ADA access from the road to the property. Collaborate with stakeholders on a phased approach with other grant opportunities. This would include the Aspen Valley Land Trust grant of \$55,000 awarded from the GOCO Resilient Communities Grant cycle. The Town has entered as a grant partner and will be fiscally responsible for this reimbursable grant expenditures and contractual relationships. This grant is also earmarked for river access and classroom landscaping at the entrance to the project as a potential phase 1 of the Crystal River Restoration and Weaver Ditch Efficiency Project. A secondary Fishing is Fun grant for 2021 was applied for during the last grant cycle and \$50,000 was promised and is earmarked for instream fish habitat improvements.
4. **Aquatic Facility Report:**
The Town publicized the conceptual plan and design of a future pool that was the product of our Aquatics Facility Master Plan.. FYI- fiscal year for GOCO is July 1 to June 30. Additional granting options will be available in June of 2022 and in 2023 for implementation of the Aquatics Facility Master Plan recommendations, specifically with the *Community Impact Grants*. This grant program replaced the *LPOR (Local Parks & Outdoor Recreation)* grant cycle. An RFP for professional services from a company specializing in municipal bonding has received two proposals. Finance Department is hiring a financial advisor to re-open the search for a bond underwriter through a new RFP process. The goal is to have a bonding question on the ballot for the April 2022 election.

SPECIAL EVENTS Most events went back to normal with some covid precautions. Most of these events took place outside. Two events scheduled during this time had to be cancelled. The O2 Women's Festival sponsored by Outside Magazine and the 5 Point Film Festival, which had been rescheduled from the normal April dates.

1. *The Carbondale Farmers Market*, an essential food distribution business, was held from June 16th-September 29th at 4th and Main Street.
2. *Mt. Sopris Music Fest First Friday* July 2nd
3. *First Friday* August 6th concert in 4th street.
4. *Summer Park Concert Series* July 4th, July 11, August 8th, Sept. 12.
5. *The 50th Annual Mt. Fair Carbondale Mt. Fair* July 23,24,25
6. *Thompson House Garden Concert Series*, July 29 and August 8th.
7. *Our Town One Table* August 15th
8. *Roaring Fork Pickleball Association Tournament* August 20—22
9. *Thompson House Dance performance* August 21st
10. *Cowboy Up* August 27
11. *First Friday Family Block Party and Pride Parade* Sept 3
12. *Roaring Fork Ranch Roping* Sept. 10-12
13. *Carbondale Clay Center Event* Sept 18th
14. *Wilderness Workshop Community Party* Sept 24th
15. *First Friday Band in 4th street Park* October 1

RECREATION CENTER AND PROGRAMS: Manager's Report July, August, September 2022

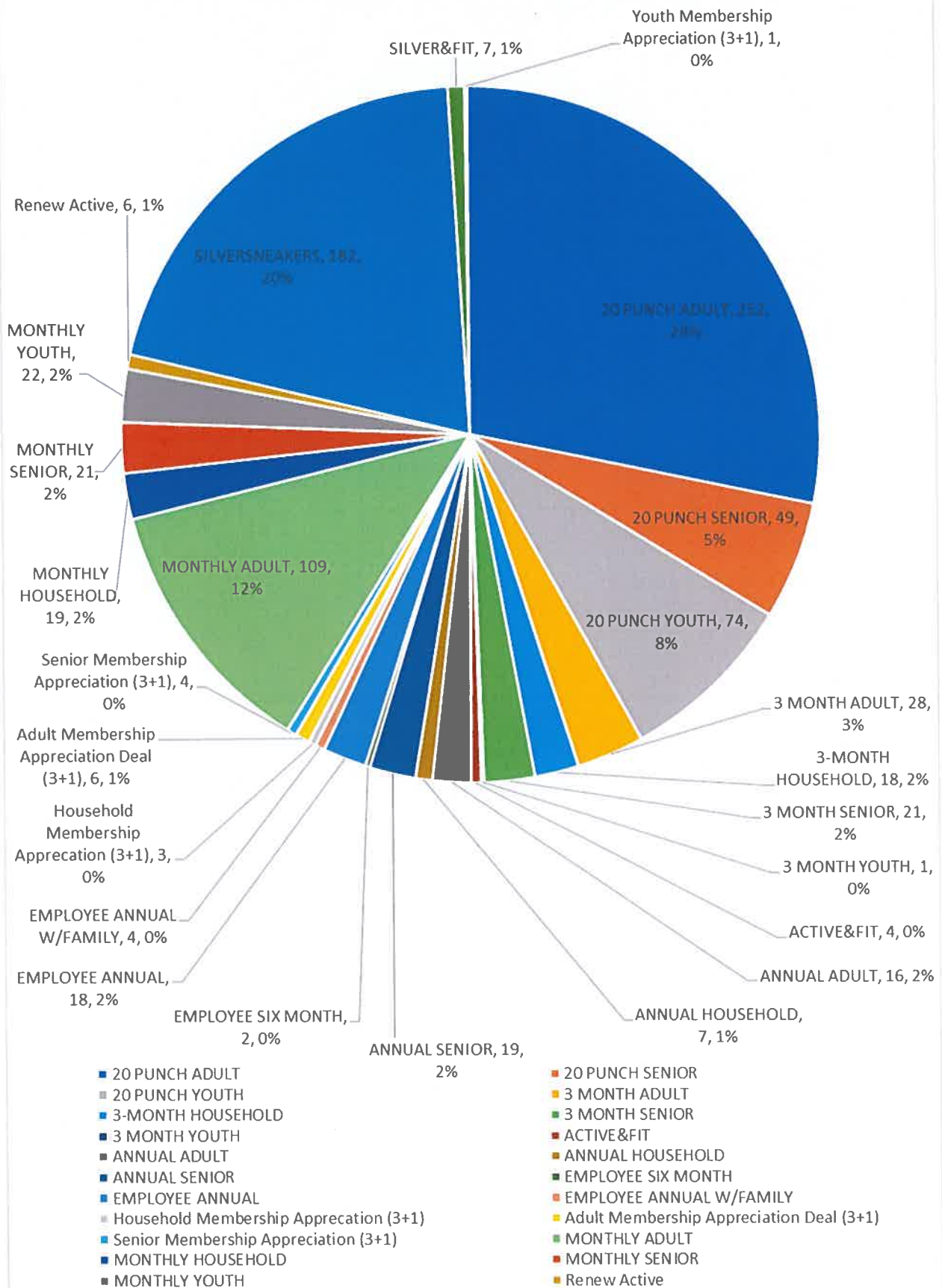
1. **Building Configuration:** The fitness area and basketball gymnasium remained rearranged to comply with social distancing with all the cardio machines set in the east side of the basketball gym, and the weight equipment spaced out in the original fitness area.

The west side of the basketball gym is utilized for fitness classes and is available for regular ½ court rentals and also drop-in play. There were 20 rentals during Quarter Three.

All of this was in place through May.

2. **Building Improvements:** We brought back the lobby furniture and opened the Activity Room for general use (stretching, cycling, etc).
3. **COVID-19 Hours:** Monday-Thursday, 6am-7pm, Friday, 6am-5pm, and Saturday, 9am-1pm. We remained closed on Sundays.
4. **Rec Center Memberships:** We continue to honor memberships affected by COVID by crediting back the days missed. All pre-COVID pricing and membership options available. Active Memberships for Q3 total 893. That is 250 more than Q2. (Pre-Covid Q3 memberships totals was 1,402.)
5. **Blood Drives:** During Q3 we offered 2 Blood Drives (July 7, August 18, September 15). All but 2 appointment spots were filled. We will continue to offer Blood Drives every month through Quarter 4 and plan to continue in 2022.
6. **Senior Trips:** We offered 3 Senior Trips during Q3. We took 8 Seniors to Twin Lakes for a Boat Tour, 10 Seniors to Leadville for a Train Ride, and 8 Seniors to Paonia for Wine Tasting.

Active Memberships Q3: July, August, September 2021



7. **Trainings:** 2 Full-Time Staff members attended a Risk Management Seminar presented by CIRSA. 1 Full-Time Staff Member and 3 Part-Time Staff members attended a training by River Bridge Regional Center on Child Abuse 101 and How to Respond. 1 Full-Time Staff member attended an ADA refresher course.
8. **Events:** Our Town One Table: Very smooth event. Table set up was successful and break down was smooth. Event patrons are very helpful with breakdown. Next year, get more diversity from Latinos.

Final Analysis	
Expenses	\$ 2,329.78
Revenue	\$ 2,000.00
Additional Revenue	\$ -
Cost Recovery	85.85%

9. **Group Fitness Classes**

Circuits and Conditioning (July and August only), SilverSneakers Boom, SilverSneakers Classic, Tai Chi (July only), Water Aerobics, and Yoga

Total Classes: 190

Total Participants: 1824

Class Average: 9.6

PARKS AND RECREATION PROGRAM COST ANALYSES:

Youth Programs Report: July, August, September 2021

Program	Participants	Expenses	Revenue	Cost Recovery
Youth Climbing (2)	10	\$499.88	\$450.00	90.02%
Youth Hikes (4)	35	\$1,043.41	\$1,225.00	117.40%
Youth Tennis (4)	25	\$544.98	\$1,250.00	229.37%
Youth Baseball/Softball	75	\$4,629.43	\$5,390.00	116.43%
TOTALS	145	\$6,717.70	\$8,315.00	123.78 %

We brought back climbing in September after taking the summer off. We had a good turnout and the program recovers its costs. We are continuing to offer it through winter and classes are already filling up!

Our youth hikes are strong and in July we went to Hunter creek the Grottos and Thomas Lakes. The hikes don't always completely fill up, but they remain fairly popular, and the kids enjoy them.

This year we re-worked our tennis program, and we are having John Williams a former tennis pro head things up. The program recovers its cost which is also a plus! We will look to keeping the same format next summer and potentially offer more options.

Baseball was a success this year and we had one softball team. We recovered our cost and next year parents are very interested in sponsoring teams.

Adult Programs Report: July, August, September 2021

Program	Participants	Expenses	Revenue	Cost Recovery
Coed Softball League	6 TEAMS	\$2,126.00	\$2,700.00	127.00%
TOTALS	6 TEAMS	\$2,126.00	\$2,700.00	127.00%

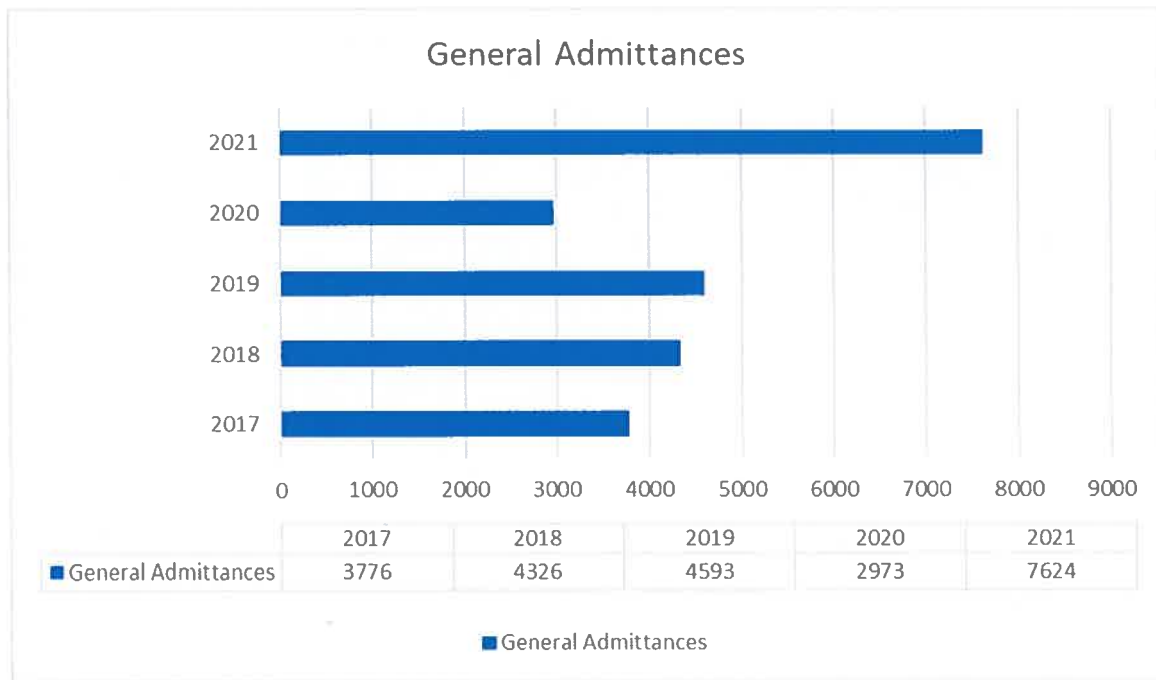
Final Analysis: Softball was a success following the pandemic, and we recovered our costs. We'll look to expand the season and include more teams in 2022.

POOL REPORT:

JOHN M FLEET SUMMER 2021 REPORT

Season: May 29 – October 3

18 Weeks/103 Days



Total Lap Lanes reserved for the season: 591

Swim Lessons: 156

Youth Triathlon/Tri Training: 30

Lifeguard Training: 7

Days:

Tuesday – Sunday (May 29 – August 15) Friday – Tuesday (August 16 – October 3)

- Closures due to Thunder: 6/5, 6/6, 6/20, 6/24, 6/25, 6/26, 7/1, 7/8, 7/13, 7/14, 7/16, 7/22, 7/23, 7/28, 7/29, 7/30, 8/1, 8/3, 8/6, 8/21, 9/3, 9/28
- Fecal Matter Closure: 6/16
- Pool closure due to electrical power outage: 9/16
- Pool closure due to mechanical issue: 9/26

**all closures were partial day closures this year*

Hours:

Tuesday – Sunday (May 29 – August 15): Weekdays 7am – 5:30pm/Weekends 9am – 4:30pm

- Open Swim – Weekdays 4.5 hours/Weekends 4.5 hours
- Lap Swim – Weekdays 6 lanes 6 hours, Weekends 3 hours, lap lanes available every hour for five hours for a private lane reservation for an additional \$3.
- Water Aerobics – Weekdays one hour

Friday – Tuesday (August 16 – October 3): Weekdays 10am – 6:14pm/Weekends 10am – 5pm

- Open Swim – Weekdays 2.5 hours/Weekends 4 hours
- Lap Swim – Weekdays 6 lanes 5.25 hours, Weekends 3 hours, the last three weeks when the weather turned cold 2 lap lanes were in all day, 2 lap lanes available every hour for five hours for a private lane reservation for an additional \$3.
- Water Aerobics – Weekdays one hour

Gross Revenue: \$53,880.75 (pool entrance fees on site)
Revenue of 20 Punch Passes: Adults 945 admittance = \$5906.25
Youth and Seniors 541 admittance = \$2299.25
SilverSneakers Revenue: 441 admittances = \$1323
Total Revenue = \$63,409.25

Expenditures Year to Date (10/19/2021): \$165,447.21

Please note that historically 20 punch pass sales and SilverSneakers admittance are allocated to the Recreation Center regardless of where they are purchased and where they are used. The admittances of adults, youth and seniors using these punch passes at the pool last season have been added in to reflect a more accurate revenue source for the pool.

