

**CARBONDALE PARKS & RECREATION COMMISSION  
REGULAR MEETING  
WEDNESDAY, August 10, 2022 7:00 P.M.  
Carbondale Town Hall Trustee Chambers**

<b><u>TIME*</u></b>			<b><u>ITEM</u></b>	<b><u>DESIRED OUTCOME</u></b>
<b>7:00</b>		<b>1.</b>	<b>Roll Call</b>	
<b>7:05</b>		<b>2.</b>	<b>Approval of July 13, 2022 Minutes</b>	<b>INFORMATIONAL</b>
<b>7:10</b>		<b>3.</b>	<b>Items from Citizens Present Not on the Agenda</b>	
<b>7:15</b>		<b>4.</b>	<b>Vote on Chair and Vice Chair for 2021-22 Vote on Youth P &amp; R Member</b>	<b>INFORMATION DECISION (Attachment A)</b>
<b>7:25</b>		<b>5.</b>	<b>Park Assessment Tool Final Version Review</b>	<b>INFORMATION (Attachment B)</b>
<b>8:00</b>		<b>6.</b>	<b>Draft Parks &amp; Recreation Department Budget Goals 2023</b>	<b>INFORMATION (Attachment C)</b>
<b>8:15</b>		<b>7.</b>	<b>Aquatics Facility Master Plan – Bond Underwriter Timeline &amp; S &amp; P Rating presentation Draft Construction Timeline Aspen Community Foundation Non-endowed Organizational Fund Details</b>	<b>INFORMATION (Attachments D)</b>
<b>8:45</b>		<b>8.</b>	<b>Report &amp; Updates: Staff &amp; Commission Members</b> <ul style="list-style-type: none"> <li>• Eric Brendlinger, Parks &amp; Recreation Director</li> <li>• 30/60/90 Day Outlook</li> <li>• Jessi Rochel, Rec Center Manager</li> <li>• Parks &amp; Recreation Commissioners</li> <li>• Luis Yllanes, Trustee Liaison</li> </ul>	<b>INFORMATION (Attachment D)</b>
<b>9:00</b>		<b>9.</b>	<b>Adjournment*</b>	<b>*Please note: Times are approximate</b>

## TOWN OF CARBONDALE

### APPLICATION FOR APPOINTMENT OR REAPPOINTMENT TO TOWN ADVISORY BOARDS AND COMMISSIONS

THIS IS AN APPLICATION FOR APPOINTMENT \_\_\_\_\_ REAPPOINTMENT X

NAME OF APPLICANT: Misha Logan  
MAILING ADDRESS: 859 Garfield Ave.  
STREET ADDRESS OF RESIDENCE: 859 Garfield Ave  
TELEPHONE: (Work) \_\_\_\_\_ (Home) 970-340-9571  
OTHER PHONE: \_\_\_\_\_ E-MAIL: misha22499@rfschools.com

INDICATE WHERE YOU WOULD LIKE YOUR AGENDAS AND INFORMATIONAL  
MATERIALS DELIVERED:

E-mail

(If you are seeking reappointment, it is only necessary to fill in your name and those  
informational items which have changed since you were last appointed.)

BOARD OR COMMISSION FOR WHICH (RE) APPOINTMENT IS SOUGHT:

Parks and recreation

NEW APPOINTMENT ONLY:

Describe any special knowledge, abilities, background or interests which you feel will provide a  
positive contribution to the goals and purposes of the board or commission for which you are  
seeking appointment. (Attach resume if desired or use an extra sheet of paper if necessary.)

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Signature \_\_\_\_\_

Date \_\_\_\_\_

CONGRATULATIONS! The \_\_\_\_\_ has  
appointed you to the \_\_\_\_\_ by official  
action taken on \_\_\_\_\_. Your term will expire \_\_\_\_\_.

We greatly appreciate your interest and participation in the municipal government  
process.

Mayor and Board of Trustees  
Town of Carbondale

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# Town of Carbondale Parks and Recreation

## Modified DRAFT Assessment Tool

WORKING DRAFT 8/5/2022



<b>Park Name</b>	(fill in name of park for this assessment)
<b>Park Purpose</b>	(fill in purpose of this park)
<b>Park Description</b>	(fill in general description of park)
<b>Overall Impressions</b>	(Describe general condition / visible improvements needed)
<b>Park Acreage</b>	(To be completed by Staff)
<b>Park Capacity</b>	(To be completed by Staff)
<b>Reviewer:</b>	
<b>Review Date:</b>	

Park Name	[Fill in name of park for this assessment]				Responses to questions (write in any comments/suggestions)	
	YES (check in box if Park does have)	NO (check in box if Park does not have)	Not applicable (N/A)	Does this park need to address this item? If yes, then what is the level of priority of need? (immediate short-term, long-term)		
<b>General</b>						
<b>Access</b>						
Nearby streets have signage with directions to park						
Presence of bike racks						
ADA parking quantities meet Town code						
Accessible spots are clearly marked with surface paint and signage						
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						
Sidewalks connect park to the surrounding area for walkability						
Presence of a bus stop near park						
Covered or shaded seating area near loading zone/drop-off area						
Parking has sufficient lighting for facilities open past dark						
All light sources are baffled so lighting is focused down on walking path (Dark Sky compliant)						
<b>Restrooms</b>						
Open and usable year-round						
If no permanent bathroom present or not open year-round, portable toilets are provided year-round						
If no permanent bathroom present or not open year-round, portable toilets are provided seasonally						
If portable toilets are provided, they are sited properly for accessibility (from parking areas, free of step to get in/out, etc.)						
Large enough to accommodate wheelchairs and walkers (minimum 60 inches)						
Has ADA stalls (# of stalls)					Quantity:	
Door to facility is easily operable (i.e. not too heavy, easy to use handle, clear space at door swing)						
Stall doors are easily operable (i.e. self-closing hinges, easy to use handles and locks, clear space at door swing)						
Has toilets to accommodate young children						
Has non-slip flooring						
Restroom is visibly regularly maintained/cleaned						
At least one child changing table present						
Presence of a family bathroom						
Presence of a non-gender bathroom						
Stalls have hooks to hang a cane or bags						
Presence of a height-adjustable changing table that can accommodate adult weight						
Hand washing/sanitizing area present and accessible						
<b>Drinking Fountains</b>						
Presence of seasonal working water fountains and/or bottle filling stations						
Fountain/filling station is universally accessible (children, wheelchairs, etc.)						
Well drained/no water pooling around fixture						
Easily operable						
Water source for dogs						
<b>Trash Receptacles</b>						
Presence of wildlife resistant trash receptacles throughout the park (# of receptacles?)						Quantity:
Presence of recyclable receptacles throughout the park (# of receptacles?)						Quantity:
Trash is visibly regularly maintained/picked up						
Dog waste bags are provided						
Dog pots are provided						Quantity:
Are any trash, recyclable, or dog waste pots needed? If so, where?						Response:

Park Name	(Fill in name of park for this assessment)				Responses to questions (write in any comments/suggestions)
	YES (check in box if Park does have)	NO (check in box if Park does not have)	Not applicable (N/A)	Does this park need to address this item? If yes then what is the level of priority of need? (immediate short-term long-term)	
<b>SEATING</b>					
<b>Benches</b>					
Presence of benches throughout					
How many benches are in park?					Quantity:
Seating is accessible by firm path					
Presence of a clear ground space that is 36 by 48 inches and adjacent to one end of each bench for wheelchair users					
Seating has appropriate sized backs and armrests to provide support and facilitate getting up					
How many feet between benches along main paths?					Response:
Surface material of bench does not retain excessive heat and is free of splinters					
What type of material is the bench surface?					Response:
Seating is provided in sun and shade					
Are more benches needed in this park? (size of park versus seating options provided seem adequate?)					
<b>Picnic Tables</b>					
How many picnic tables are available?					Quantity:
Picnic tables are accessible by firm paths					
The park has at least one wheelchair accessible picnic table					
There are tables available with multiple wheelchair accessible spaces					
Constructed of heat resistant and splinter resistant material					
What type of materials is the table constructed of?					Response:
Shade / Covering Provided					
Are more picnic tables needed in this park? (size of park versus table options provided seem adequate?)					
<b>Landscaping</b>					
<b>Additional Features</b>					
Presence of flat grassy open area for low-impact exercise					
Ground surface is maintained to reduce tripping hazards (i.e. grass areas are properly maintained and healthy)					
Irrigation is in maintained order					
Park has designated quiet or low-activity areas					
Presence and maintenance of art/sculptures					
<b>Trees and Vegetation</b>					
The parks are nicely vegetated and maintained where appropriate to support shade, habitat diversity, heat island cooling, stormwater management, etc.					
Presence of canopy trees that provide shade					
There is diversity in the tree species of the park					
Vegetation provides habitat opportunities for the town's diverse wildlife populations					
Plants in high activity areas are non-toxic and non-injurious such as not having thorns					
Landscaping is attractive and well maintained					
Native and drought resistant plants support pollinators and wildlife					
Does this park lend itself to the addition of more trees?					

Park Name	(Fill in name of park for this assessment)				Responses to questions (write in any comments/suggestions)
	YES (check in box if Park does have)	NO (check in box if Park does not have)	Not applicable (N/A)	Does this park need to address this item? If yes, then what is the level of priority of need? (immediate short-term long-term)	
<b>Community Gardens</b>					
Presence of well-maintained garden beds and pathways					
Signage near garden includes rules, instructions and plot rental information					
Gardening area has seating both in sun and shade					
Garden has easy to access water source and is accessible for wheelchairs					
Garden has an easy to access shed with gardening tools and materials					
Garden beds are accessible by a firm pathway					
Raised garden beds are at varying heights from ground to accommodate seated and standup gardening					
<b>Paths</b>					
<b>Sidewalks</b>					
Sidewalks/Pathways are free of cracks and potholes					
Sidewalks/Pathways are free of ground level obstructions and tripping hazards: roots, pebbles, leaves, sticks, seeds, etc.					
Sidewalk / Pathway surfacing is of a firm material					
Free of overhead obstructions such as tree branches					
Sidewalk / Pathway is a minimum of 3 feet wide					
Sidewalk / Pathway exceeds 3 feet in width					
How wide is the sidewalk / pathway?					Response:
Surface is non-slip					
Park has a continuous pathway that loops and does not lead to dead-ends					
Presence of quarter-mile distance markers					
Both firm and soft surface options are offered					
<b>Stairs &amp; Inclines</b>					
Are stairs present in this park?					
Stair risers are consistent in height					
Is the height of the stair riser comfortable? If not, how high is it?					Response:
Handrails / guardrails are provided for any stairs, ramps, and inclines					
Handrails are comfortable (temperature, grip, etc.). If no, why not?					Response:
If stairs are present, a ramp is also available as an option for traversing inclines					
Are stairs needed in this park? If so, where?					Response:
<b>Nature Trails</b>					
Users are able to experience nature on a trail with a reasonable grade					
Users are able to experience nature on a hard surfaced trail					
At least one trail is specifically designed to be accessible					
Free of excessive debris such as loose sticks or rocks					
Is maintained and free of erosion or divots					
Is a minimum of 3 feet wide					
Trail is constructed of crushed rock or packed dirt rather than uncrushed gravel or round rocks					

Park Name	(fill in name of park for this assessment)				
	YES (check in box if Park does have)	NO (check in box if Park does not have)	Not applicable (N/A)	Does this park need to address this item? If yes then what is the level of priority of need? (immediate short-term long-term)	Responses to questions (write in any comments/suggestions)
<b>Amenities and Features</b>					
<b>Play Fields</b>					
Presence of play field(s)					
If yes, what type? (If no, skip ahead)					Response:
If yes, how many?					Response:
Does the field meet regulation play size?					Response:
Condition of turf					Response (very good/good/poor):
Presence of necessary accessories (goals, fencing, etc.)					
Presence of spectator seating					
Presence of player seating					
Presence of shade for seating					
Access to water fountain/filling station					
Access to restrooms					
<b>Sport Courts</b>					
Presence of sport court(s)					
If yes, what type? (If no, skip ahead)					Response:
If yes, how many?					Response:
Overall Condition?					Response (very good/good/poor):
Presence of necessary accessories (nets, fencing, etc.)					
Presence of spectator seating					
Presence of player seating					
Presence of shade for seating					
Access to water fountain/filling station					
Access to restrooms					
<b>Playgrounds</b>					
Presence of playground (if no, skip ahead)					
Playground is friendly for 0-5 year olds					
Playground is friendly for 5-12 year olds					
Multi-generational activities are present					
Restroom is in close proximity					
Good sightlines from benches					
Surfacing material is at a proper and adequate depth					
Shade is present within the playground					
Accessible activities are present					
Playground is approachable from parking via an accessible path					
<b>Exercise Stations</b>					
Park lends itself to having exercise station					
Presence of exercise stations					
Exercise stations have soft surface in case of falls					
Equipment is easily accessible from a path					
Instructions with visuals accompany each piece of exercise equipment					
Has low-impact exercise machines					

Park Name	(Fill in name of park for this assessment)				Responses to questions (write in any comments/suggestions)
	YES (check in box if Park does have)	NO (check in box if Park does not have)	Not applicable (N/A)	Does this park need to address this item? If yes, then what is the level of priority of need? (immediate, short-term, long-term)	
<b>Dog Parks</b>					
Dog rules are posted in park					
Dog agility features are present					
<b>Water Areas</b> (boat launch/ponds/ditches/river front)					
Presence and healthy maintenance of water features/water sources					
Universal access to water provided					
Benches present					
Accessible fishing area provided (Fishing is Fun)					
Fishing access allowed					
Signage present for rules/regulations/warnings					
Boat Launch / watercraft access					
<b>Other General Amenities</b>					
Presence of specialized recreation facilities for older adults (i.e. pickleball courts, exercise equipment, etc.)					
Presence of space for group gatherings					
What additional amenities would this park benefit from?					Response:
Quiet calm areas can be found in park					
<b>Navigation</b>					
<b>Signage and Wayfinding</b>					
A map of the park's layout is provided at the entrance					
Rules and regulations are posted					
Interpretive signs are present in the park					
Wayfinding signs pointing to important locations (i.e. restrooms, features) are present throughout the park, especially where paths cross					
Visible "Park Identification Sign" with the park name to mark entrances					
Park is clearly defined as a "Town of Carbondale" park open to all					
Are more park signs needed? If so, what kind and where?					Response:
All park signage is legible (readable font characters and size)					
High contrast between characters and the background color					
Signage is consistent throughout the park					
Signage is universal through graphics and visuals					
Signage is distinct from its surrounding environment such as not having a green sign amidst greenery					
Educational signs such as plant labels and those with historical information are provided throughout the park					
Bi-lingual signs are offered					
All signs have a braille offering or accompaniment (separate signs with braille at ground-level)					
Maps (either paper or permanent) are provided at several locations throughout the park					
A map of the park's layout is available online for visitors to view or print prior to visiting the park					
Parking areas, restrooms, and major site features and amenities are clearly identified in mapping					
Online information is consistent with onsite signage					
Contact information for park management and maintenance is posted both at the park and online					
Information on park rentals are identified and signed with current rental information					



Park Name	(Fill in name of park for this assessment)				Responses to questions (write in any comments/suggestions)
	YES (check in box if Park does have)	NO (check in box if Park does not have)	Not applicable (N/A)	Does this park need to address this item? If yes then what is the level of priority of need? (immediate, short-term, long-term)	
<b>Operations and Maintenance</b>					
<b>Maintenance</b>					
Park has excessive litter or animal droppings					
Park has graffiti					
Has a posted process for park users to make maintenance requests					
<b>Safety</b>					
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					
If a park is open after dusk, sufficient pathway lighting is provided to navigate					
<b>Other comments regarding park:</b>	(Fill in any additional information Staff should know or track on this park)				



TOWN OF CARBONDALE  
511 COLORADO AVENUE  
CARBONDALE, CO 81623

## **Parks & Recreation Commission Draft Budget Goals & Work Plan**

Date of Meeting: August 10th, 2022

**TITLE:** Parks & Recreation Dept. FY-2023 Draft Budget Goals and Work Plan

**SUBMITTING:** Eric Brendlinger- Parks & Recreation Director

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**BACKGROUND:** This is the work plan budget goals that have been used in developing our FY-2023 budget specific to maintenance needs, potential grants and master plan goals.

### **Parks & Recreation Administration**

- 1. Playgrounds and Park Bathroom Improvements:** We still have one playgrounds in our inventory that needs replacement, Colorado Meadows, but for this budget cycle we are interested in looking at Gianinetti Park Bathroom upgrade, which is our oldest toilet building in any of our parks (circa 1984). Two single user ADA compliant bathrooms with a small mechanical room is quoted by one pre-fabrication company at \$200,000 or 4 private separate restroom located around a central utility room for \$290,000. The Recreation Sales and Use Tax would fund this project. Closing out the Youth Art Park GOCO Mini-Grant with Carbondale Arts for phase one of this new playground-art park. (\$35,000) Deadline for the completion of this grant extension is September 30, 2022.
- 2. Aquatics Facility Design and Construction needs :** Bond proceeds to be used for owners representation throughout the RFP/RFQ process to get a architectural firm, engineering, and mechanical firms designing the project. The owners rep will need to have aquatics experience and have experience with green projects and net zero operational goals. FYI- fiscal year for GOCO is July 1 to June 30. Additional granting options will be available in June of 2023 and in 2024 for implementation of the Aquatics Facility Master Plan recommendations, specifically with the *Community Impact Grants* which has three grant funding cycles per year.
- 3. Crystal River Restoration and Weaver Ditch Efficiency Project.** The Parks & Recreation Department has spoken to the grantors associated with this project to let them know of the new construction time frame, which will take place in the summer of 2023. This is necessary to allow time for additional fundraising due to the high bids received for the project and the tight in-river work window (March to September 30<sup>th</sup>). The project will be put out to bid in early 2023. The upland and ADA access work will need to be completed after the in-stream work has been completed. Staff is managing a Federal *Fishing is Fun* Grant from 2020 offered by Colorado Parks & Wildlife (\$30,000 promised). This grant will partially fund ADA access from the road to the property. A secondary *Fishing is Fun* grant for 2021 was applied for and \$50,000 was

promised and is earmarked for instream fish habitat improvements. The Town has requested a grant extension of two years from the GOCO Board for the Aspen Valley Land Trust grant of \$55,000 awarded from the 2020 *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.

## **Parks Department**

1. The Parks & Recreation Commission conducted a site-visit to many of our parks and assessed that there is a need for additional regulatory signage and additional park information in many of our parks. The first step is to provide a location in each of our parks with picnic shade shelters or plumbed bathroom buildings via an information kiosk attached to the building or stand alone in a prominent entrance location to the park.. These parks will include Sopris, Gianinetti, Triangle, Miners, 4<sup>th</sup> Street Plaza Park and the North Face. 7 information wall mounted kiosks will be \$7,000. The Parks & Recreation Commission has received public input on dogs in park issues, and other rules of use of Town parks. The goal is for the department and the commission to develop a multi-pronged approach to convey the existing rules and regulation in Town Parks. This will be accomplished with a public information campaign to include education, signage, mapping, public outreach, social media posts and enforcement.
2. Utilizing the Conservation Trust Fund to replace existing trash cans with bear proof trash cans and recycling specific bear proof cans in Town Parks. The next parks slated to receive bear proof trash cans will be the Gus Darien Rodeo Grounds permanent trash can locations on the property. Total of 2 will be budgeted in 2023 for \$4,000
3. Red Hill Trails maintenance and trailhead amenities project progress. Aspen Valley Land Trust received a GOCO Resiliency Grant for \$55,000, and the Phase 2 picnic shade shelter/outdoor classroom space and additional landscaping at the Red Hill trailhead. A grant extension of 12 months has been requested from the GOCO Board. Construction and landscaping is scheduled for the fall of 2022, but the extension allows the landscaping work to be finalized in the spring of 2023.
4. 6 new targets for Archery Range from Pacific Bow Butts for \$3,000. 5 new aluminum spectator bleachers for Hendricks Park soccer field for \$8,100
5. Irrigation Needs- South Highway 133 right of way irrigation system project is designed and will go back out to bid this fall. We did not get any bids on the first round last April. The expenditures are budgeted in the 2022 budget. If we do not see bids for a fall project we will need to carryover the construction funding to 2023. Estimated cost of the project is \$80,000. \$24,000 will be spent on the variable frequency drive pump station this year.
6. Electrification of mow crew equipment: Replacement of gas mowers, blowers and weed whackers with electric units is a multi-year strategy to switch the fleet to electric. We have one diesel mower that will be retired early in exchange for a Colorado Clean Diesel Program grant, managed by CLEER, that will fund up to 25-45% of the new equipment. This will help with the purchase of an electric zero turn 52 inch ECO ride on top mower with a retail price of \$10,598 which includes extra batteries. Additional batteries are needed to increase daily mow time to 8

hours. One electric hand mower, a trimmer and a blower are also included in the 2023 budget for a total of \$1,057.

7. North Face Bike Park maintenance needs and spring re-build with additional capping material. We have contracted with *The Jump Doctors INC.*, to maintain our North Face Bike Park and to do a spring rebuild in 2023. Estimate \$20,000
8. Weed Management Plan Information: The comprehensive plan can be found on the Carbondale Recreation Center website : <https://www.carbondalerec.com/rec-misc/parks/>. Park-specific plans and the information on the techniques used in 2022 can be found here <https://www.carbondalerec.com/rec-misc/parks/> In 2022 we utilized a Natural Land Managers proprietary product at the North Face Bike park and on our baseball infields. The product stemmed the growth and partially worked on the Canada Thistle at the bike park but did not have a noticeable effect in our other test plots, which included the three Ballfield infields, which have been overrun with bindweed.
9. Cemetery Improvements: Research software for Cemetery mapping to update our records with a digital interface. Looking at the following cloud-based software companies: *CIMS*, *Chronicle* and *CemSites*. After initial mapping and software set-up \$5,000-\$10,000 most have an ongoing annual fee of up to \$500.00 to host the data with different levels of services. Increase in topsoil needs and river cobble removal from each burial. Additional funding will be needed in the cemetery budget to cover these costs. \$10,000

### **Recreation Department**

1. Continue to provide a variety of programming for all ages. The goal is the re-instatement of youth league play for 2023 with our indoor youth basketball programs and to bring back or overnight "Learn to Backpack" trips, which is part of our Trails & Tents program. We apply and receive an outfitters permit with the White River National Forest to conduct these hikes and backpacking trip.

### **Recreation Center:**

1. The CRCC has averaged a cost recovery for the last 15 years of our operations of 61%. Our cost recovery for 2022 was budgeted at only 45%. We hope to get back to normal operations, the sale of memberships and special event rentals in 2023 and we will work to maximize recreation center use in the coming year but will do this in a secondary manner with public health and employee health and safety being priority number one.
2. 2023 is our 5 year benchmark for an inflationary increase in our user fees at the recreation center. These will be presented during the budget process as part of Schedule A for municipal fees and charges.
3. Building Maintenance Expenditures: Skylight replacements \$22,000

### **Swimming Pool:**

1. The goal is to get one more season (Summer of 2023) out of the existing pool maintenance systems. With design and engineering proposed in 2023-24 Fall and Winter, this will allow for an amended pool season with demolition and construction of the new pool starting in September/October of 2023. This would allow for a tentative opening date of June 2024. Existing maintenance needs of the present pool: Replacement of one of our two pool heaters. Estimate \$8,000. Potentially will need a new Chemtrol unit for distribution of sanitizing chemicals if our present system becomes unrepairable. Estimate \$15,000
2. Expenditures out of the bond in 2023 will cover a sub-contracted owner's representative, architectural, mechanical and electrical engineering and final construction design plans prior to demolition and construction costs. In case the bonded amount is short of the cost estimates of the pool and bath house design fundraising will be needed through grant writing, sponsorships and a potential capital campaign through a non-profit foundation.

### **Recreation Programming:**

1. Continue to Produce two sheets of ice for public use and some youth recreation "Learn to Play Hockey" programming. (Gus Darien and 4<sup>th</sup> St. Plaza Park)
2. Our self-produced Special Events for 2022. Easter 5K Scavenger Hunt and egg hunt, First Friday Events, Pump Track Time Trials and Bike Safety Rodeo, 4<sup>th</sup> of July Parade, Concert and Pool Party, Spring into Fun Family Block Party, the Turkey Trot 5K Running Race, Light-Up Carbondale. We will maintain our managerial role for both Our Town, One Table and Potato Day. New events that will continue in 2023 will be the Tri for the Sun Triathlon in June, some concert and dance series taking place at the Thompson Park and potential use of the stage for benefit concerts, such as the Big Head Todd concert at the RVR driving range that took place in 2022. A promotor is interested in conducting Mexican rodeos at the Gus Darien Rodeo Arena in 2023.
3. Continue to be involved with the Garfield County Healthy Community Coalition with Margaret serving as a board member. Continuation of the local HEAL committee and collaboration with Roaring Fork Food Alliance, Cooking Matters, Garfield County Public Health, and the Colorado State University extension programs and instructors. Continue to produce an events calendar and conduct the public process of the Special Events Task Force each fall to plan out the special events calendar for the upcoming year.

**Prepared By:** Eric Brendlinger, Parks & Recreation Director

August 5, 2022



# **Town of Carbondale, Colorado**

**Parks and Recreation Sales and Use Tax Revenue Bonds, Series 2022**

Rating Presentation



## Town Mission and Goals

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**Town Mission Statement:** To maintain and enhance an environmentally sensitive, culturally diverse, family oriented small town, with town government providing quality service to the Carbondale community.

The Town's Goals Are:

- To support the existence of an ethnically and culturally diverse community.
- To preserve and enhance access to the local decision making process.
- To protect the physical and natural environment.
- To keep the diversity of population in Carbondale that make the Town the quality progressive place that it is.
- Maintain and/or create a diversity of housing types through land use codes and planning goals.
- To broaden and enhance recreational opportunities and facilities in the community.
- To maintain the importance of the individual in the community and the ability of the individual to make a difference.
- To facilitate and enhance opportunity for people to work together and preserve community networking systems.
- To maintain and promote a high level of community volunteerism.

# **Recreation Sales and Use Tax Revenue Fund**

## **SECTION 3**





# Recreation Sales and Use Tax Fund

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## Revenues

- All revenues collected from the dedicated 0.50% sales and use tax for recreation uses are deposited in the Recreation Sales and Use Tax Fund.
  - Additional revenues received in this fund include charges for services and other small amounts of revenue from various sources.
- Prior to COVID, sales and use tax revenues accounted for approximately 60% of total revenues in this Fund. However, in fiscal years 2020 and 2021 sales and use tax revenues have accounted for approximately 85% and 82% of total revenues, respectively.
  - While those revenues increased significantly in 2021, the change in percentage is largely due to a decrease in revenues from charges for services.
  - Prior to COVID, revenues from charges for services accounted for approximately 30% of total revenues. This declined to just 11% and 14% in fiscal years 2020 and 2021, respectively.
  - This reduction was a result of lack of use of the facilities as a result of the pandemic.

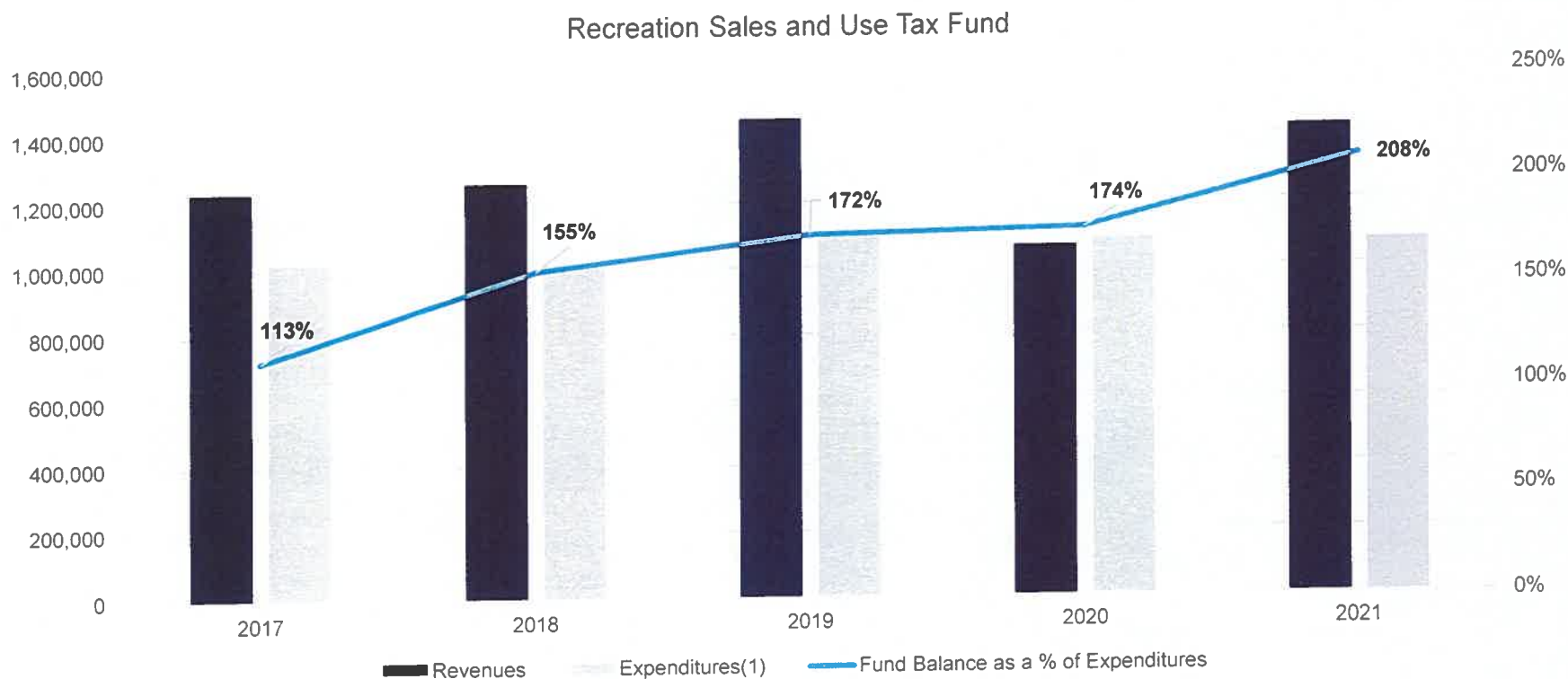
## Expenditures

- Primary expenditures in this Fund are for the implementation of parks and recreation facilities and programs for the Town, including the operation of the Community Recreation Center and the Municipal Swimming Pool.
  - These expenditures include paying for recreation personnel including 4 full time and approximately 30 part time employees which staff these two facilities.
- Expenditures have been relatively consistent year-over-year in the Recreation Fund.



## Historical Revenues, Expenses and Fund Balance

- The Town has historically maintained an operating surplus in the Recreation Sales and Use Tax Fund, which has allowed it to accumulate a sizeable fund balance over the last several years.
  - The Town did spend a minimal amount of this fund balance in 2020 as a result of revenue loss due to COVID.
- The Town does not have a minimum fund balance target for the Recreation Fund.



(1) Expenditures include transfers out of the fund that were made to the Bond Redemption Fund for repayment on the bonds related to the Recreation Sales and Use Tax.  
Source: Derived from the Town's ACFRs for the years ended December 31, 2017-2021.



# Budget Summary and Year-To-Date Results

- The 2022 Budget for the Recreation Fund included a 5% increase in sales tax revenues based on projected year end collections for 2021.
  - Actual collections for FY2021 were within \$500 of projections at the time of the budget.
- The budget also included an increase of approximately 70% in charges for services over projected year-end estimates for FY2021.
  - This increase is due to the attendance at recreation facilities returning to pre-COVID norms.
- The Town does not expect there to be a material change in fund balance for the Recreation Fund in FY2022.
- As the Town finalizes cost estimates for the new aquatic facility, it may use some fund balance in the Recreation Fund to support the full cost of the project.
  - This will depend on the final proceeds from the 2022 Bonds, potential grants received for the project, and additional fundraising campaigns of the Town.

Budget Summary and Year-to-Date Financials		
	2022 Final Budget	Actual YTD through 6/30/22 <sup>(1)</sup>
<b>Revenues</b>		
Sales tax revenue	\$998,691	\$365,832
Use tax – motor vehicle	65,000	32,896
Use Tax – building permits	52,020	80,813
Investment income	5,000	3,405
Intergovernmental	370,000	20,772
Charges for services	270,900	148,490
Other income	<u>20,600</u>	<u>17,213</u>
Total revenues	1,782,211	669,423
<b>Expenditures</b>		
Pool	26,663	31,414
Park improvements	552,000	29,059
Trail improvements	75,000	17,635
Riding area and building	2,000	--
Salaries and benefits	550,475	247,670
Park and recreation facilities	<u>365,356</u>	<u>148,221</u>
Total expenditures	1,571,494	473,999
Transfers	<u>(211,500)</u>	<u>(105,750)</u>
<b>Net change</b>	\$ (783)	\$89,673

(1) Unaudited; interim financial information only.

# **Parks and Recreation Sales and Use Tax Revenue Bonds, Series 2022**

## **SECTION 4**



# Plan of Finance

## The Project

- Proceeds from the 2022 Bonds will be used to finance the construction of a new aquatic center which will replace the existing John M. Fleet Pool.
  - The new facility will increase the capacity of the existing pool and provided a needed update of the supporting infrastructure.
  - The Town plans to demolish the existing pool structures in Fall 2023 with project completion in Summer 2024.
- The Town is in the process of finalizing designs for the project and plan to execute a guaranteed maximum price contract with a contractor. The Town will supplement the 2022 Bond proceeds with grant revenue, fund raising efforts, and available funds as needed if the project cost is greater than the generated project fund.

## Sources & Uses

### Sources

Par	\$8,000,000
Premium	865,333
Total	\$8,865,333

### Uses

Project Fund	\$8,598,786
Costs of Issuance	266,547
Total	\$8,865,333

## Legal and Credit Fundamentals

- The 2022 Bonds will be issued on a parity lien with the Town's outstanding Recreation Sales and Use Tax Revenue Refunding Note, 2018.
  - The 2018 Note includes an additional bonds test of 1.50x coverage, which will be maintained with the 2022 Bonds.
- We currently anticipate using municipal bond insurance and including a surety reserve policy for the 2022 Bonds.

## Bond Structure

- Interest payments for the Series 2022 Bonds will be on June 1 and December 1 with principal payments on June 1.
- Payments for the Series 2022 Bonds will be structured to wrap around the Town's existing payments on the 2018 Loan.



## Projected Debt Service and Coverage

- Aggregate debt service will increase to approximately \$600,000 in 2023 and 2024 while the 2018 Note is outstanding and then drop slightly to approximately \$590,000 thereafter.
- Even during a lower revenue year in 2020 due to the COVID pandemic, revenue coverage would still have been approximately 1.50x on the combined projected maximum annual debt service.

Historical Pledged Revenues and Pro-Forma Debt Service Coverage*					
Year	Pledged Sales and Use Tax Revenues <sup>(1)</sup>	Historical Actual Debt Service	Coverage	Combined Maximum Annual Debt Service <sup>(2)*</sup>	Coverage
2017	\$716,700	\$212,993	3.36x	599,793	1.19x
2018	753,054	211,160	3.57x	599,793	1.26x
2019	909,722	206,282	4.41x	599,793	1.52x
2020	899,766	206,261	4.36x	599,793	1.50x
2021	1,165,146	206,208	5.65x	599,793	1.94x

(1) Reflects the Pledged Sales and Use Tax Revenues collected at a rate of 0.5%.

(2) Represents the estimated Combined Maximum Annual Debt Service on the 2022 Bonds and the 2018 Note (\$599,793\* in 2023\*).

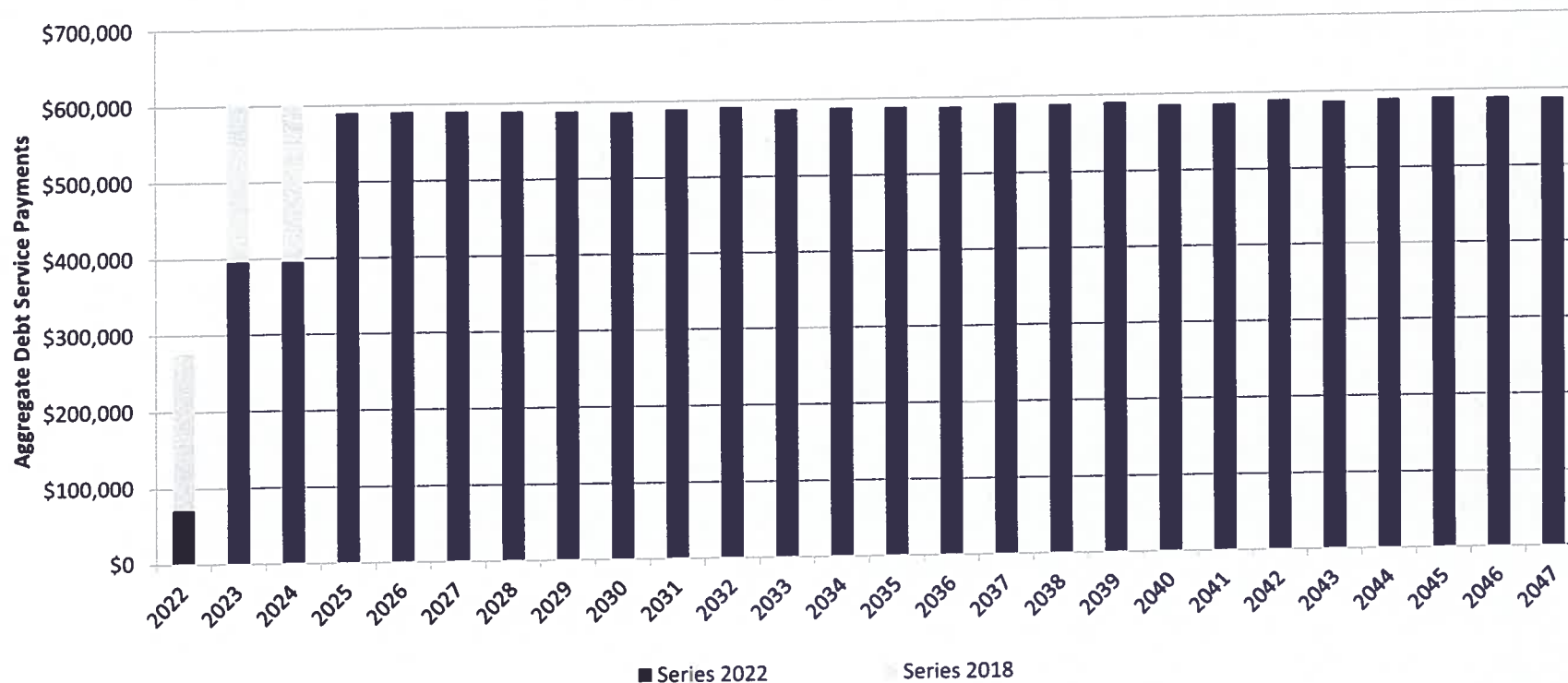
\*Preliminary; subject to change.

Year	Principal	Interest	Debt Service	2018 Note	Total Debt Service
2022		69,956	69,956	206,221	276,177
2023		393,500	393,500	206,293	599,793
2024		393,500	393,500	206,219	599,719
2025	195,000	393,500	588,500		588,500
2026	205,000	383,750	588,750		588,750
2027	215,000	373,500	588,500		588,500
2028	225,000	362,750	587,750		587,750
2029	235,000	351,500	586,500		586,500
2030	250,000	339,750	589,750		589,750
2031	260,000	327,250	587,250		587,250
2032	275,000	314,250	589,250		589,250
2033	290,000	300,500	590,500		590,500
2034	305,000	286,000	591,000		591,000
2035	320,000	270,750	590,750		590,750
2036	330,000	257,950	587,950		587,950
2037	345,000	244,750	589,750		589,750
2038	360,000	227,500	587,500		587,500
2039	380,000	209,500	589,500		589,500
2040	400,000	190,500	590,500		590,500
2041	420,000	170,500	590,500		590,500
2042	440,000	149,500	589,500		589,500
2043	460,000	127,500	587,500		587,500
2044	485,000	104,500	589,500		589,500
2045	510,000	80,250	590,250		590,250
2046	535,000	54,750	589,750		589,750
2047	560,000	28,000	588,000		588,000
Total	8,000,000	6,410,820	14,410,820	618,733	15,024,389



# Aggregate 2022 Bond Financing and 2018 Loan

Outstanding Recreation Sales and Use Tax Debt by Series



Series	Outstanding Par	Outstanding Coupon Range	Use of Proceeds	Final Maturity	Call Date
2018	\$586,200	2.75%	Refunding	12/1/2024	Currently Callable
Projected 2022	8,000,000	To be determined	New Money	12/1/2047	12/1/2032
Total Par	\$8,586,200				





# Series 2022 Timetable

## Financing Schedule

August 24

- Receive Rating

September 6

- Preliminary Official Statement Posted

September 13

- Pricing

September 27

- Closing and Delivery of Proceeds



# AQUATICS FACILITY CONSTRUCTION PLANNER 2022-2024

**PROJECT** TOWN OF CARBONDALE AQUATICS  
FACILITY DESIGN, ENGINEERING AND  
CONSTRUCTION POST BOND ELECTION

**ORGANIZER** TOWN OF CARBONDALE PARKS &  
RECREATION DEPARTMENT

This represents the steps to conduct a design/build or design/ bid/build project with the interests of the Town being represented by a sub-contracted owner's representative. This timeline does not reflect the potential additional fundraising, grant work, or potential for naming rights or corporate/ foundation sponsorship. This timeline allows ample time for design and bidding but leaves a small window for construction (8 months) requiring an early closure (September 2023) prior to the delayed beginning (June) of the 2024 pool season. This 8-month construction window would be during the winter so could incur some additional costs due to weather issues.

PROJECT PHASE	STARTING	ENDING	
PHASE 1 RFP & CONTRACT WITH OWNERS REP	Date: Sept 2022	Date: Oct 2022	Select an Owner's Representative with experience in green building techniques and net zero experience and sub-contract this work to begin the process of selecting design and engineering with selected construction model. 4-6 week
PHASE 2 RFP/RFQ WITH ARCHITECTS AND ENGINEERING	Date: Oct 2022	Date: Dec 2022	Number of contracts will depend upon the project's relationship to the contractors if a design/build vs. design/bid/build. 2-to-3-month duration.
PHASE 3 PRELIMINARY SCHEMATIC DESIGN, BUDGETING	Date: Jan 2023	Date: April 2023	Architect and engineering firms selected. Structural, mechanical and electrical systems are described and documented. A detailed cost estimate is produced and compared with available budget dollars. 3-to-4-month duration
PHASE 4 FINALIZE DESIGN DOCUMENTS, CONSTRUCTION DOCUMENTS	Date: May 2023	Date: July 2023	Based on approved design development documents, contractors and subs finalize drawings and specifications that will be used to bid the project. 3-month duration
PHASE 5 CONSTRUCTION BIDDING	Date: Aug 2023	Date: Sept 2023	6-to-8-week duration. Hard deadline. bids are made public, and the successful bidder is awarded the project contract.
PHASE 6 DEMOLITION	Date: Sept 2023	Date: Oct 2023	Pool season would need to be shortened so demolition could take place with sub-contractors or Town equipment.
PHASE 7 CONSTRUCTION	Date: Oct 2023	Date: May 2024	8-month construction window with the goal being a pool opening in June for the summer 2024. Several factors can affect this timeline, including utility installation, soil conditions requiring remediation, hazardous material removal, supply chain delays and labor shortages.



## Establish a Fund at ACF

Aspen Community Foundation manages several types of funds to meet the needs of donors, nonprofit organizations, and the community. ACF assists fund advisors by maintaining fund records, researching potential grant recipients, ensuring that distributions are made to qualified tax-exempt organizations, and connecting donors with potential fund recipients.

### Donor Advised Funds

Donor Advised Funds offer the advantages of a private foundation yet have lower management costs and greater tax benefits. With a minimum contribution of \$10,000 you can establish a fund in the name of your family, your business, or anyone you wish to honor. Donor advisors can actively participate in the giving process by recommending organizations to receive grants from their fund.

### Memorial Funds

Memorial Funds can operate like a Donor Advised Fund, yet are named in memory of a loved one and can also be combined with other types of funds, such as the Tom Peirce Memorial Scholarship Fund.

### Field of Interest Funds

Field of Interest Funds allow a donor to invest in specific causes. These funds can support a broad array of interests such as the arts, education or health. The donor specifies his interest at the time the fund is created and may rely on ACF to identify organizations capable of making the greatest impact.

### Scholarship Funds

ACF's scholarship funds bring together students in need and individuals who care about education to enable more students to reach their educational goals. Scholarship funds may be established to benefit a specific student demographic, school or field of study.

### Organization Funds

#### Organization Endowment Funds

Nonprofit organizations may place their endowed funds at ACF, thus assuring donors that funds earmarked for the future will be invested wisely and used appropriately. ACF manages the fund as part of its investments and then distributes an annual payment to the organization.

#### Non-Endowed Organization Funds

Organizations may place assets into a Non-Endowed Fund at ACF, which are pooled with ACF's investments. The organization has access to earnings and principal and can draw from the fund for specific purposes that support the work of the organization.

### Designated Funds

Designated Funds ensure long-term support for a specific nonprofit organization, identified by the donor at the time the fund is established. The named organization receives an annual disbursement from the designated fund.



## Organization Funds

Nonprofit organizations establish Organization Funds with Aspen Community Foundation to create permanent funding sources for their programs, ensuring long-term organizational objectives. By working with the Community Foundation, nonprofits receive professional investment management and administration at a low cost. Donors to these funds are also assured that if a given organization ceases to exist, the Foundation will continue the nonprofit's charitable objectives. The nonprofit organization receives annual distributions for unrestricted uses, although the Fund is technically owned by the Community Foundation on behalf of the organization.

The Community Foundation believes that by assisting nonprofits in building their endowments we can help strengthen the community.

1. Consolidated investment management provides a better return with lower administrative costs through economies of scale. You increase your income with fewer hassles.
2. Donors receive assurance that their money will be managed in perpetuity even if your organization ceases to exist. You may gain new donors.
3. Access to donors who structure all their gifting through one resource at the Community Foundation and who can name your organization as a partial beneficiary of their philanthropy. At a minimum, Organizational Funds are listed in the Community Foundation's annual report and donor newsletters. You may get new prospects.
4. Access to the legal staff of the Council on Foundations, of which the Community Foundation is a member, for assistance in structuring complex gifts to the endowment, such as property or other lifetime gifts which require special consideration and current updates on new tax implications for charitable gifts.
5. Exemption for the organization from filing a tax return or reporting on this Fund since the Fund's financial transactions are consolidated with those of other funds on the Community Foundation's 990.
6. Speed and convenience for donors. This can be especially important for year-end contributions and situations when stock or real estate is in the process of being sold and time is of the essence.
7. Regular reporting to your organization and staff of fund performance. You don't have to write reports.

# GRANTMAKING FUNDS



## ACF and Field of Interest Funds

2020 Rescue Fund  
40 Years Endowment Fund  
ACF Endowment Fund  
Basalt Area Gives Fund  
Community to Community Fund  
Cradle to Career Fund  
Larey J. Dresner Memorial Fund  
EBF Cultural Diversity Fund  
GlenX Career Expo Fund  
Healthcare Alliance Fund  
McBride African Intern Fund  
Normandy and World War II Education Fund  
Save-A-Life Fund  
SLM Special Needs Fund  
Valley Autism Assistance Fund

## Designated Funds

Sam Coffey Endowment Fund  
Holly and Richard Glasier Colorado Animal Rescue (CARE) Fund  
Holly and Richard Glasier Colorado Mountain College Fund  
Holly and Richard Glasier Valley View Hospital Fund  
Rip McManus Endowment Fund

## Organization Funds

Aspen Junior Hockey Endowment Fund  
Aspen Santa Fe Ballet Endowment Fund  
Bob Beattie Endowment Fund of  
Aspen Valley Ski & Snowboard Club  
The Buddy Program Endowment Fund  
Angus L. Graham Memorial Fund  
Grassroots Asia Organization Fund  
Roaring Fork Leadership Endowment Fund  
Thunder River Theatre Company General Fund  
Thunder River Theatre Company Endowment Fund  
Trees, Water & People Fund  
Valley View Hospital Foundation Endowment Fund  
YouthZone Foundation Fund



In Progress									
Need to check on status	Carbondale P & R Outstanding Projects		8/10/2022	Funding source or amount	Completed	30 days	60 days	90 days	
2022 New projects									
*delayed final design/ permit	GOCO Resilient Communities AVL		Red Hill Shade Shelter & landscaping	Grant \$55,000	GOCO Contract & Resoution	Ask GOCO for Grant Extension	Late Aug start construction	Completion	
	Red Hill B-Line Trail Improvements and C-line alternate bike trail.		AVLT Maintenance Endowment	Trail open		completed	no probuild needed, produce new signs	Install new signs	
	Crystal River Restoration and Weaver Ditch Efficiency Project		Grant Funded	Not Fully Funded	construction delayed due to high bid	year delay	fundraising		
*no staff training	GOCO Resilient Communities AVL		ADA Access/ classroom	grant \$55,000	GOCO Contract &Resoution	coconstruction delayed due to high bid	year delay	grant extension	
	Fishing is Fun Grant Crystal River Project.		CPW 2020 ADA access/classroom	Grant \$30,000	processed	construction delayed due to high bid	year delay	grant extension	
	Fishing is Fun Grant Crystal River Project.		CPW 2021 In-channel improvemen	Grant \$50,000	processed	construction delayed due to high bid	year delay	grant extension	
*delayed production/ delivery	CIWMP- Approval for 2022 weed mitigation strategies		2022 Budget	BOT 2022 Plan Approved	Contracted Natural Land managers	Implement Plan	Implement Plan		
	Playground & Park equipment repairs Cirsa audit		2022 Budget	RVR & Orchard spinner floors	Hendricks replacement, Sopris &Gianinetti	vinyl coating on exposed metal	summer maintenance project		
	Mobile Stage		3 trained used 8 times in 2021	2022 budget	purchased side walls and banners	Create fee waiver guidelines	summer use	Summer Use	
	Aquatics Facility Bond Process		Hilltop Securities	hired council & bond finance	voter approved	schedule bond release dates for Sept.	Hire Owners Rep and Bond Underwriters	RFP for engineering and design work	
	Nature Park-loop pathway improvements		trail maintenance techniques	surplus EWF from 2021	Test sections wood chips donated	Test Pea gravel in mud under wood chips	Wood Chip project-Friends of park	wood chip project	
	RVR Park Weed Management - can/will they adopt Town weed plan			Orchard & Triangle Park	Town Staff request to GM	experiment in Triangle and Orchard	report	report	
	Hendricks Playground Replacement		Burke bid \$82,604	2022 Budget	RFP closed 5 proposals	contracted with A to Z Recreation	ordering and demo	construction	
	Sopris Park		Water Fountain replacements	ordered	equipment arrived	bid accepted for new concrete pads	fall project August/Sept	fall project August/Sept	
				2022 Budget	research	subcontract graphic artist	produce	marketing and advertise	
	Dogs in park story map			2022 parks CIP budget	VFD Pump installed and plugged in	Functional	process VFD rebate	Functional	
	Miners Park Irrigation Retrofit to ditch water			2022 Parks CIP budget	rfp and bids-no bids by due date	re advertise	re open bid in August	award bid and contract fall project	
	Highway 133 South Irrigation replacement project			\$35k GOCO Grant Extension	extension to Sept 2022	RFP for contractor phase 1	Summer Project	Grant closeout with GOCO	
	Youth Art Park Rio Gande with Carbondale Arts			2022 Rec budget & FMLD Mini	Grant not awarded	contraccting for LED Gym retrofit	summer project scheduled	summer project completion	
	Replace Rec Center Skylights and LED Gym retrofit		2022 Pool Budget	budgeted	fall project if needed	Schedule and contract the work			
	Replace Pool Chemtrol distribution unit		na	Feb P & R Meeting	use for 2023 budgeting	<a href="#">use for 2023 budgeting</a>	budgeting for 2023		
	Updated Highlighted Chart of Master Plan			2022 budgeted	New town park paperwork	bear proof trash cans & install signage	install solar irrigation controllers	install picnic table and regulatory permanent signs	
	Ramey-Harvey Park Improvements			Not budgeted	Title work complete	demo shed for parking easement	Research improvements	Budget for improvements 2023	
4th Street Plaza Park Imrovements									
* affected by covid-19									
Completed 2021-22									
* timing pushed back	Orchard Park Playground Replacement Project			Construction completed	Completion Winter 2021				
* change scope public outreach	Aquatics Facility Master Plan			completed	GOCO Grant closeout				
*delayed fundraising	Nuche Park - Parking & Signage			Fence Permit and approval	fence completion				
	Miners Park Volleyball Border Project			net sleeves, lines, grass seed	Completed				
	Triangle Park Tennis Courts crack repair			completed with final fix	open				
*delayed bidding	Batting Cage at Bill Hanks			construction complete	Inspected install signage	shut down store for winter in shed			
	Fence at White Hill (Hillcrest) Cemetery		received bid Taylor Fencing	Old Fence Removed & contract	Construction and completed				
	Nuche Park Parking Lot improvements		Grade and Road base	Street Crew		Timing TBD but before Bald Eagle Closure	Construction	Bald Eagle Closure Dec 1	
	Bear Proof Trash and Recycling Cans			conservation Trust Fund	2 in triangle, 2 in Thompson	arrived and placed	done	done	
	Bonnie Fisher Park signage and enforcement			Demeters Garden/Access road	public outreach /sign production	Signs Installed send letters to homeowners	Enforcement	Enforcement	
	Electric Work at RV Park			2022 rv park budget	Contracted w/Lassiter phase 4	work complete sites 15-19	completed	completed by May	
	Red Hill Signage for completed kiosk			2022 budget	RFP with Proposals	Kiosk signage completed and installed	done		
	North Face Bike Park Jump line capping			2022 Rec budget	project completed				
	Replace pool water heater at Pool			2021 budget partial	replaced , waiting to test	installed	test in spring when waer back on	functioning	
	Electrification of mow equipment			2022 parks budget	equipment purchased	Use	use	use assesment	
	High Speed Radio WiFi Internet at Gateway RV Park			2022 rv park budget	project completed	completed	completed by May 6th	completed	
	Hillcrest Cemetery			2022 budget	Fence Completed	contract for survey and plot layout	work concluded	work concludes	
	Red Hill C-line alternate bike trail.			AVLT Maintenance Endowment	Trail open	completed	no probuild needed		
	Grants not awarded 2022	FMLD Rec Center Gym LED Lighting Retrofit		FMLD Mini-Grant	submitted	not awarded			