

Carbondale Parks & Recreation Commission Meeting Regular Meeting

December 13, 2023, at 7:00 p.m.

Room 1 at Town Hall and Virtually

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87671672132?pwd=dU0vbGlVeFpPVzY5ZDI2ekg2Wmdudz09>

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Page

1. Roll Call

2. 7:00 P.M. - 7:05 P.M.: Consent Agenda

2.1 Approval of the November 8, 2023, Meeting Minutes












3. 7:05 P.M. - 7:10 P.M.: Items from Citizens Present Not on the Agenda

4. 7:10 P.M. - 8:35 P.M.: Action Items

4.1 7:10 P.M. - 7:45 P.M.: Memorandum of Understanding Review
[P & R RFPA MOU memo Dec 2023.pdf](#) [CARBONDALE-MOU Agreement with RFPA 2023 revisions and Town staff revisions KS.pdf](#)
[site plan 2.pdf](#)

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Discuss and approve MOU language with Roaring Fork
Pickleball Association

- | | | |
|--|---|---------|
| 4.2 | <p>7:45 P.M. - 8:15 P.M.: Chacos Park Master Plan P & R Commisison Stakeholder Questions and Input</p> <p>RL-CCP-InterviewQuestions-231205.pdf  RL-CCP-site inventory analysis-231208-reduced.pdf  RL-CCP-CommunityQuestion1-231201.pdf </p> <p>Answer initial questions and provide P & R Commission feedback</p> | 14 - 31 |
| 4.3 | <p>8:15 P.M. - 8:35 P.M.: Aquatics Facility Design and Construction Update</p> <p>copy of BOT Memo Dec 12, 2023 for P & R meeting.pdf  2023_1206 CAC Scope recommendation.pdf  2023-11-29 CAC Pool Option 5.pdf  Fundraising Update 12-5-23.pdf  Job Description Cabinet Member.pdf </p> | 32 - 40 |
| <p>5. 8:35 P.M. - 9:00 P.M.: Information Only Items</p> | | |
| 5.1 | <p>8:35 P.M. - 8:45 P.M.: Special Event Task Force Information</p> <p>2023 Special Events Task Force Agenda Packet Meeting #2.pdf  2024 Calendar of Event - ROUGH DRAFT 12-6.pdf </p> | 41 - 72 |
| 5.2 | <p>8:45 P.M. - 9:00 P.M.: 30/60/90 project update</p> <p>Copy of Outstanding PR Projects-Items 30-60-90 December 2023.pdf </p> | 73 |
| <p>6. 9:00 P.M.: Adjournment</p> | | |



**TOWN OF CARBONDALE
511 COLORADO AVENUE
CARBONDALE, CO 81623**

Parks & Recreation Agenda Memorandum

Meeting Date: December 13, 2023

TITLE: Revised Memorandum of Understanding with Roaring Fork Pickleball Association for the new North Face Park pickleball courts

SUBMITTING: Parks & Recreation Department

ATTACHMENTS: MOU Language Track Changes
Site Plan

PURPOSE:

Roaring Fork Pickleball Association (RFPA) has reviewed the language of the attached MOU and is seeking approval of the document along with the conceptual site plans to build three new pickleball courts to the south of the existing courts at the North Face Park.

BACKGROUND:

The MOU establishes the relationship between the Town of Carbondale and the RFPA and will cover the 6 previously built courts and the future 3 courts at this location. The acceptance of the terms of the relationship outlined in the MOU will allow RFPA to fundraise for the construction of the pickleball courts, to seek sponsorship and to begin the process of seeking proposals for a RFQ/RFP for the construction of the three new courts.

DISCUSSION:

RFPA is willing to fund the three new courts as a design/build project in exchange for the MOU allowing for dedicated RFPA access to the courts at pre-determined and posted times. RFPA is also requesting the ability to utilize the courts for fundraising, in the form of clinics, tournaments, membership fees and organized drop-in sessions. The courts would be Town owned, on public park land and open to the public. RFPA is also asking for individual court naming sponsorship opportunities to be available to donors through donations to the RFPA. The RFPA is established as a 501 (c) (3) non-profit and can receive tax deductible donations.

ANALYSIS:

The revised MOU initial term shall extend for five years but contains language allowing for amendments which are mutually agreed upon. Next step is for the RFPA to fundraise, utilizing the approved site plan and the MOU language. Next step would be for the Town and RFPA to create a RFP/RFQ for a design /build proposals.

FINANCIAL IMPLICATIONS:

The Town shall not be obligated to proceed with development unless adequate funds are raised by RFPA. The Town will be responsible for annual and long-term maintenance of the facility. The three new courts will utilize post-tensioned concrete for the construction of the slab and industry standard court surfacing techniques, so the Town should experience minimal maintenance expenditures for the next ten years.

RECOMMENDATION:

Staff recommends that the MOU and the attached conceptual site plans be approved at this time.

Prepared By: Eric Brendlinger, Parks & Recreation Director

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
TOWN OF CARBONDALE
AND
ROARING FORK PICKLEBALL ASSOCIATION**

**REGARDING FUNDRAISING FOR DEVELOPMENT, CONSTRUCTION,
MAINTENANCE & MANAGEMENT
OF PICKLEBALL COURT COMPLEX
LOCATED WITHIN THE NORTH FACE PARK**

This Memorandum of Understanding ("MOU") is entered into this ____ day of ~~January~~^{April}, 20~~24~~¹⁹ between the TOWN OF CARBONDALE, a Colorado home rule municipal corporation with a street address of 511 Colorado Ave., Carbondale, CO, 81623 (the "Town") and the ROARING FORK PICKLEBALL ASSOCIATION, a Colorado ~~incorporated~~^{501c3} non-profit association, with a street address of 20~~0~~⁹-Maroon Place, Carbondale, CO, 81623 ("RFPA"). ~~RFPA intends to incorporate itself as a Colorado nonprofit corporation in the near future. Upon such incorporation, RFPA shall promptly provide the Town with copies of the articles of incorporation and a certificate of good standing, at which point all of RFPA's rights and obligations pursuant to this MOU shall be deemed wholly assigned to the new nonprofit corporation. However, RFPA may not further assign its rights and obligations pursuant to this MOU without express prior approval of the Town.~~

1. Background

On December 18, 2018, the Town of Carbondale's Board of Trustees authorized Town staff to work with the Roaring Fork Pickleball Association (RFPA) on their proposed master plan and development of dedicated pickleball courts at a site on Town of Carbondale land located within the Town's existing North Face Park. A condition of this authorization was that a Memorandum of Understanding (MOU) agreement be signed between the Town of Carbondale (Town) and an established local entity which will fund the project, and coordinate with the Town regarding the design, development, maintenance, improvements and priority of access to the site. The final project will be on Town land and be owned by the Town of Carbondale and operated as a public recreation amenity within a Town park, subject to the terms of this MOU.

~~On April 19th, 2019 the original MOU was signed into place by the Town of Carbondale. In accordance with Section 7 of the original agreement the term was set for review after 5 years, and renewed annually thereafter upon review. The original 6 courts were opened in the spring of 2020.~~

~~The RFPA is currently undergoing fundraising to install 3 additional courts adjacent to the existing courts based on approval by the Parks and Recreation Commission and the Board of Trustees. This approval is subject to approval of a revised MOU. The revised MOU will replace the pre-existing MOU and will cover the 9 court pickleball complex when the three new courts are built. Until that time the previous MOU is still in effect.~~

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2. Goals of the Town:

- Manage and maintain all parks, trails, open space and recreation facilities, including the Carbondale Pickleball Court Complex
- Oversee the design, development, construction and management of the Carbondale Pickleball Court Complex
- Conduct an assessment of North Face Park infrastructure present and future needs
- Schedule and post for public consumption the scheduled use of the Carbondale Pickleball Court Complex once completed.
- Manage court rentals for exclusive use, tournaments, clinics, groups and individuals

3. Goals of RFPA:

- Assist in the activities and enjoyment of pickleball for all members
- Serve and to act as a public forum for discussing, evaluating, and promoting the sport of pickleball.
- Provide private funding for construction and minor maintenance of pickleball courts through annual dues paid by members and donations.
- Promote maintenance and enhancement of pickleball facilities.
- Promote and manage competitive pickleball play, and promote player development through clinics, tournaments, and other competitive events.
- Launch or support programs and services that address local Pickleball players needs, and collaborate with the Town of Carbondale on fundraising, development, construction, scheduling, maintenance and improvements to the Carbondale Pickleball Court Complex.

4. Scope of Work:

- The work described within this MOU agreement includes ongoing and future activities to be undertaken by the Town and/or RFPA to fundraise, design, develop, construct, make improvements, maintain, schedule and manage the proposed Carbondale Pickleball Court Complex within the North Face Park.
- Current and future members of RFPA, along with other additional recruited community volunteers, will raise funds for the site preparation, design and construction of a pickleball court complex at the North Face Park, to include engineering drawings and a landscape site plan taking into consideration and highlighting the ADA access plan. Existing trees in the park to be relocated into the park or replaced with similar size and species.
- Construction of the three new pickleball courts at the North Face Park will require existing irrigation infrastructure to be abandoned under the footprint of the new courts. RFPA will be responsible for this work and any work needed to redesigned the exisitng system and make it functional for the remaining turf park irrigation needs.
- Construction of the 3 new pickleball courts will require the relocation of a water line, which is under the footprint of the new courts, and the abandonment and capping of this existing water line. This will be replaced with a new water line to be located for future access and not under the court surfaces or concrete sidewalks on the perimeter. Two new tie in points will be required to an existing water line per Town of Carbondale specifications.

- The new water line will require excavation of park lands and the removal and replacement of the split rail fence as required by the Town of Carbondale. The park lands disturbed with the relocation of the water line will need to be restored to their previous condition.
- The shade structure planned and located between the two sets of pickleball courts will need to be pre-fabricated with stamped engineering plans and specifications and the same if being custom built.
- The new courts will need sound barrier treatments on the south, and potentially east and west sides due to the proximity to residential developments.
- RFPA's president will serve as the main liason for RFPA's dealings with the Town pursuant to this MOU unless otherwise agreed by the Town.
- The work efforts and activities of RFPA and their project representatives will be outlined within this MOU and/or in an annual project plan addendum approved for future year(s).
- Any project or activity not included in this MOU or in the Town's maintenance plan for this site is subject to review and approval by designated representatives of the Town.

5. **Roles and Responsibilities:**

Town of Carbondale:

- The Town will act as the project manager for the design, permitting, request for proposals and bidding process, construction and development of the Carbondale Pickleball Court Complex based on the design parameters created by staff, stakeholders, consultants and public outreach efforts. Contingency design decisions and modifications to the project if needed, will be based on availability of resources and site conditions and consultation with Town staff, with feedback from RFPA.
- The Town will provide for access by RFPA and the general public to the Carbondale Pickleball Court Complex site, and make the site available for regularly scheduled pickleball play, subject to the following priority of use :
Scheduled Use –Priority use is given to the following organizations in this order:
 1. Town of Carbondale Programs & Activities
 2. Roaring Fork Pickleball Association
 3. Intergovernmental Agreement Use
 4. Carbondale Youth Club Sports
 5. Carbondale Residents Groups
 6. Area Youth Sports Groups
 7. Adult Groups Non-profit
- The Town will provide a schedule of annual recreation department programming use by April of each year to allow RFPA to conduct drop-in and reserved options for maximum use of court time and to allow RFPA to provide a seasonal schedule that mitigates court use conflicts.
- The Town will provide designated access to the pickleball courts for RFPA's members at the following times:

Monday, Wednesday, Friday and Saturday for ~~four~~ 54-hour blocks, starting no earlier than 7 am (peak Summer season) and no later than 10 am (weather, temperature, light driven in the shoulder seasons) This represents 20 hours a week of reserved court time for scheduled drop-in play, managed by the RFPA representatives and available to RFPA members.

Tuesday & Thursdays starting at no earlier than 5 pm- until closure due to darkness. If lights are added evening access would be revisited annually. This represents an additional 6 to 8 hours of reserved court time for scheduled drop-in play, managed by the RFPA representatives and available to RFPA members.

Designated Court Access for RFPA allows RFPA to determine play protocol depending on who shows up and the level of play. RFPA will manage this.

The Town will allow 2 RFPA tournaments per calendar year with no fee. This amounts to 8 full day rentals of the pickleball courts and the Darien multipurpose courts. RFPA will fill out our Park Reservation Facility Use Agreements and provide a certificate of insurance with the Town of Carbondale listed as additional insured. RFPA Tournaments will need to abide by park rules and regulations and provide a damage deposit as required by the facility use agreement.

~~Designated Court Access for RFPA allows RFPA to determine play protocol depending on who shows up and the level of play. RFPA will manage this.~~

- The Town will provide public access to the pickleball courts at times when RFPA scheduled and other posted activities are not taking place. Open court times allow play subject to the play rules determined by agreement between the Town and the RFPA. ~~times will be available to all on a first come first served basis. The courts are available to all on a one hour honor system if players are waiting.~~ Open court time can also be reserved thru the TOC Parks & Recreation Department. Open court time can also be designated for IGA uses by the Parks & Recreation Department. Open court time can be reserved thru Parks & Recreation Department for clinics, exhibitions, fundraisers and additional tournaments.
- The Town will provide maintenance upkeep and repair of all structural components of the Park, including but not limited to the public restrooms, parking areas, play surfaces, turf areas, sidewalks, fencing, and irrigation systems on a schedule to be determined by the Town.
- The Town will review all proposed site improvement projects and determine if they are appropriate for approval. All new projects or changes to existing or future public recreation amenities should shall be proposed and approved in writing.
- The Town may provide financial resources (if Town budgeted) that are needed for proposed activities, including but not limited to maintenance, programming, tournaments, clinics and special events.
- The Town will conduct regular trash pickups and North Face Park maintenance at a schedule to be determined by the Town and provide recycling opportunities in the park.
- The Town will meet with RFPA representatives for ongoing plan review and clarification of responsibilities annually.
- The Town will meet with RFPA representatives on or before November 1st of each year to review agreement activities and develop an annual work maintenance plan for the Pickleball Court Complex.
- The Town may seek possible outside funding for the Pickleball Court Complex and other North Face Park recreation amenitiy improvements through grants and other sources.

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- The Town may assist, when time allows, the RFPA representatives with special events and tournaments.

Roaring Fork Pickleball Association:

- RFPA will fund the design, engineering, construction and development of the Carbondale Pickleball Court Complex based on the detailed site plan prepared by ~~Jeff Dickinson, y Richard Camp Landscape Architecture (RCLA) on March 14, 2019, a copy of which is attached hereto as Exhibit A and incorporated by reference.~~ Contingency design decisions and modifications to the project if needed, will be based on availability of resources and site conditions and consultation with Town staff. The Town shall not be obligated to proceed with development unless adequate funds are raised by RFPA.
- RFPA will designate (with Town concurrence and approval) and supervise one (1) and no more than three (3) project liasons, who will work collaboratively with the Town with the collective goal to develop and construct the Carbondale Pickleball Court Complex at the North Face Park.
- As a privately funded construction project on public land, RFPA shall comply with all rules and regulations that exist in Town parks.
- Exclusive use by private individuals for camps and clinics or tournaments must abide by Town Rules and Regulations. For profit use of a public amenity requires a contractual relationship with the Town and is a fee based use of the courts.
- RFPA use of the courts in an exclusive manner (Designated Access Time) for drop-in play for RFPA members only or a market rate drop-in fee as determined by benchmarking rates from similar facilities. Drop-in rate would need to be approved by RFPA and the Town of Carbondale Parks & Recreation Department for visiting pickleball players on an annual basis. The drop-in fee for visiting pickleball players, will be managed by RFPA. This time will be granted if within the 28 hours a week of scheduled RFPA weekly use for drop-in play. This time must be previously scheduled and posted for public consumption.
- Drop-in play schedules must adapt and not conflict with TOC Parks & Recreation Department programmed use of the courts. This schedule for seasonal use will be set in April of each year with the Town of Carbondale allowing RFPA to produce a non-conflicting drop-in schedule for the upcoming season.
- RFPA use of the courts in an exclusive manner for clinics, tournaments, club fundraisers, and other uses that fall outside of the 28 hours of RFPA Designated Access Time granted for drop-in play and 2 tournaments per calendar year, will be considered exclusive use and a fee based, scheduled use of the courts.
- Weekend tournaments produced by the RFPA or RFPA members, or the general public, outside of the two scheduled RFPA tournaments mentioned above, will be considered exclusive use and a fee based, scheduled use of the courts. Court rental paperwork must be completed and paid for prior to use.
- The dual purpose Darien Tennis/Pickleball courts are full time public courts and are not part of this MOU agreement and are not subject to the rules or regulations for the dedicated pickleball courts. One court must always be available for tennis or pickleball play to the general public for drop-in use. RFPA RFPA will only use the dual-purposed tennis/pickleball courts on an as needed overflow basis and for the 2 tournaments per calendar year. These courts will be available for pickleball and or tennis open/drop-in play at other times, for those with their own nets and balls.

- Provide additional resources for all proposed activities, including but not limited to; maintenance, programming, tournaments, clinics and special events.
- Provide a schedule detailing RFPA use of the facility on an annual basis according to the scheduled priority use presented above.
- Organize and coordinate educational opportunities for school students and teachers to be introduced to the sport of pickleball.
- Provide volunteers to carry out routine maintenance, along with Town approved special projects.
- When required by the Town, obtain volunteer worker Waiver and Release Liability form signatures.
- Provide feedback to the Town of Carbondale staff of the upkeep and maintenance needs of the Carbondale Pickleball Court Complex as a public community park amenity. During any exclusive use of Town property by RFPA, RFPA shall have sole responsibility for, and the Town shall have no liability for, management of the property and any injury or damage to persons or property occasioned by RFPA, its members, agents, or invitees.

6. RFPA Fundraising Plan: RFPA wishes to underwrite the design and build costs and solicit a Pickleball Court Complex sponsorship in exchange for naming rights of the courts. In accordance to resolution No 15 Series of 2013 which authorizes procedures for the naming or renaming of public parks and public facilities, there is a provision in C-6 of that document that honors a Town Park or Park Facility donor's stipulation that the naming or renaming of the park or park facility can occur as the condition of the donation. RFPA will be required to follow the provisions in the resolution to conduct this re-naming process for the pickleball courts. RFPA also wishes to place signage on the pickleball courts to honor the donors involved in the fundraising efforts to get the courts designed and built. A permanent plaque or recognition wall is allowed. The design and size should comply with our sign code in the Unified Development Code Chapter 17 Development Standard 5.9 Signs. Individual court sponsorship opportunities for fundraising purposes would be restricted to 6" x 18" signs on the inside of the fence, thereby unseen from the exterior.

7. Term and Termination: The initial term of this MOU shall extend for five years from the date first set forth above. Thereafter, this MOU may be extended annually in accordance with Section 9, below. Notwithstanding the foregoing, the Town and/or RFPA may terminate this MOU for cause at any time by notice of material breach in writing. Except in emergency situations when notice may be immediate, such notice of material breach shall be provided at least 30 days prior to termination and the receiving party shall be given a reasonable opportunity to cure the breach. Either party may also decline to renew this MOU, with or without cause, at the conclusion of the term, per Section 9, below. In the event that either party provides the other with notice of material breach or non-renewal, the parties will meet promptly to discuss termination issues.

8. Amendment: The Town and RFPA may, from time to time, request changes in the nature of the provisions of this MOU. Such changes which are mutually agreed upon will be incorporated in written amendments to this MOU.

9. Ratification of MOU: It is agreed that, after the initial five-year term, this MOU shall be reevaluated and renewed (with or without amendments) by both parties annually, prior to November 1st

of each year. In the event that either party does not re-approve, this MOU shall be deemed to terminate on February 1 of the next year.

10. Insurance: RFPA agrees to keep and maintain for the duration of this MOU including but not limited to commercial general liability with at least the minimum limits shown below. The commercial general liability insurance shall include completed operations coverage. RFPA shall furnish the Town with a certificate of insurance listing the Town of Carbondale as Certificate Holder and as an additional insured on RFPA'S general liability policy. In the event of bodily injury or property damage loss caused by RFPA or RFPA'S actions or inactions pursuant to this MOU, RFPA's insurance coverage shall be primary with respect to any other insurance which may be available to the Town, regardless of how the "Other Insurance" provisions may read. In the event of cancellation, substantial changes or nonrenewal, the RFPA insurance carrier shall give the Town at least thirty (30) days prior written notice. No work shall be performed until RFPA has furnished to the Town the above referenced certificates of insurance, in a form suitable to the Town. Upon request, RFPA shall provide the Town copies of RFPA insurance policies and endorsements.

Commercial General Liability:

- | | |
|----------------------|-------------|
| a. Each Occurrence: | \$1,000,000 |
| b. General Aggregate | \$1,000,000 |

Nothing herein shall be construed as a waiver on the part of the Town to any defense of any claim, including but not limited to the defense of governmental immunity.

11. Indemnification: RFPA, its agents, officers, employees and volunteers shall indemnify, hold harmless, and defend the Town and all of its officers, agents, employees from and against any and all liability for personal injury and property damage arising out of or resulting from the negligent acts or omissions of its employees, its volunteers, and/or its agents, in the performance of this MOU, and any injury to persons or property occurring during any times then RFPA shall have exclusive use of Town property pursuant to this MOU. RFPA's indemnity obligations hereunder shall include the obligation to pay any attorneys' fees or other costs incurred by the Town in defense of any third party claims.

12. Assignment: Neither party shall assign any interest in this MOU unless approved in writing by both parties.

13. Governing Law: The MOU shall be construed under the statutes and laws of Colorado. It is agreed between the parties that RFPA will comply with and observe all Federal and State or local laws, or ordinances, codes, rules or regulations pertaining to this MOU and performance thereof.

14. Authority: The Town Manager under whose supervision the Parks and Recreation Department is assigned or his/her designee shall have authority to act on behalf of the Town and shall be the interpreter of the requirements of this MOU on behalf of the Town. The first point of contact for RFPA shall be the Parks and Recreation Director.

15. Independent Contractor: Employees and volunteers of RFPA shall not be deemed to be employees of the Town. RFPA will supervise its employees and volunteers and will disburse all payrolls, taxes, licenses, insurance, uniforms and all other expenses incurred by RFPA in the performance of this MOU.

16. **Governmental Immunity/Budgeting.** 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. All of the Town's obligations pursuant to this MOU are and shall remain contingent upon annual budgeting by the Town, and nothing in this MOU shall be construed as a multi-year financial obligation of the Town.

17. **Ownership/Liens.** At all times, the North Face Park, and all property and improvements within that, including the proposed new Pickleball Court Complex, shall be the property of and wholly owned by the Town, and RFPA's rights in such property shall be limited to the usage allowed for above, for so long as this MOU is effect. RFPA may not and shall not pledge its interests pursuant to this MOU in support of any loan transaction, nor create any other liens against Town property or any improvements located upon Town property. Upon termination of this MOU, the Town shall have sole discretion regarding future use and/or disposition of any improvements installed upon the North Face Park property pursuant to this MOU.

TOWN OF CARBONDALE

ROARING FORK PICKLEBALL ASSOCIATION

BY: _____
—Ben BohmfalkDan Richardson
Dickinson

BY: _____
—Trevor CannonGilla

TITLE: Mayor

TITLE: RFPA Board President

DATE: _____

DATE: _____

ATTEST:

Jessica Markham Cathy Derby, Town Clerk

MEMORANDUM

To: E. Brendlinger (Town of Carbondale)
From: N. DiFrank (RE:LAND)
Date: 11.15.2023 (REV. 12.5.23)
Project: Chacos Park Master Plan
Owner: Town of Carbondale
Subject: Community Engagement Interview Questions

COMMUNITY ENGAGEMENT QUESTIONS:

Intent: To use the following questions as a consistent inquiry during all community engagement events. The questions will also be updated bi-weekly throughout the process at the site for informal community input.

Goal: To develop an understanding of the Carbondale community's interests, needs, and wants for Chacos Park, by collecting and assessing its responses from different stakeholders and special interest groups.

1. What is the most important feature or function for the Town to consider during the planning and design of Chacos Park?
2. How do you want Chacos Park to feel when completed?
3. What is your favorite event or programmatic series in Chacos Park and/or 4th Street Plaza?
4. What mix of formal/programmed vs. informal/unprogrammed space best fits the Carbondale community needs for Chacos Park?
5. What are typical Carbondale characteristics or qualities that you would like to see in Chacos Park?
6. Why do you want to go to Chacos Park?



CHACOS PARK

SITE INVENTORY + ANALYSIS

MAIN STREET + 4TH STREET - CARBONDALE, COLORADO 81623

CLIENT PRESENTATION | DECEMBER 8, 2023

SITE ANALYSIS + CONCEPTUAL DESIGN STUDY

PROJECT VISION + APPROACH	3
SITE CONTEXT	4
EXISTING SITE	6
COMMUNITY CHARACTER	10
NEXT STEPS	14

CLIENT + PROJECT TEAM:

Owner/Client:
Town of Carbondale, CO
Eric Brendlinger, Director - Parks + Recreation
ebrendlinger@carbondaleco.net

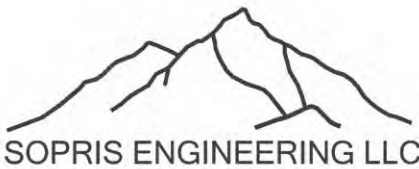
**Urban Design +
Landscape Architecture:**
RE:LAND
Nicholas DiFrank, RLA
Principal/Owner
nick@re-land.com



**Urban Design +
Architecture:**
KEO Studioworks
Jim Keo, AIA
Principal/Owner
jim@keostudioworks.com



Civil Engineering:
Sopris Engineers
Yancy Nichol, PE
Principal/Owner
ynichol@sopriseng.com



GOAL

To develop a schematic master plan for Chacos Park, that reinforces community connection and vitality, for the Town of Carbondale, CO. In support of the Chacos Family and creative spirit of the Town, a wide range of programmatic and passive use opportunities will be explored, resulting in a seasonally resilient, highly functional, and timeless social heartbeat in the core of Carbondale.

VISION

To be developed during the Schematic Design Process.

APPROACH

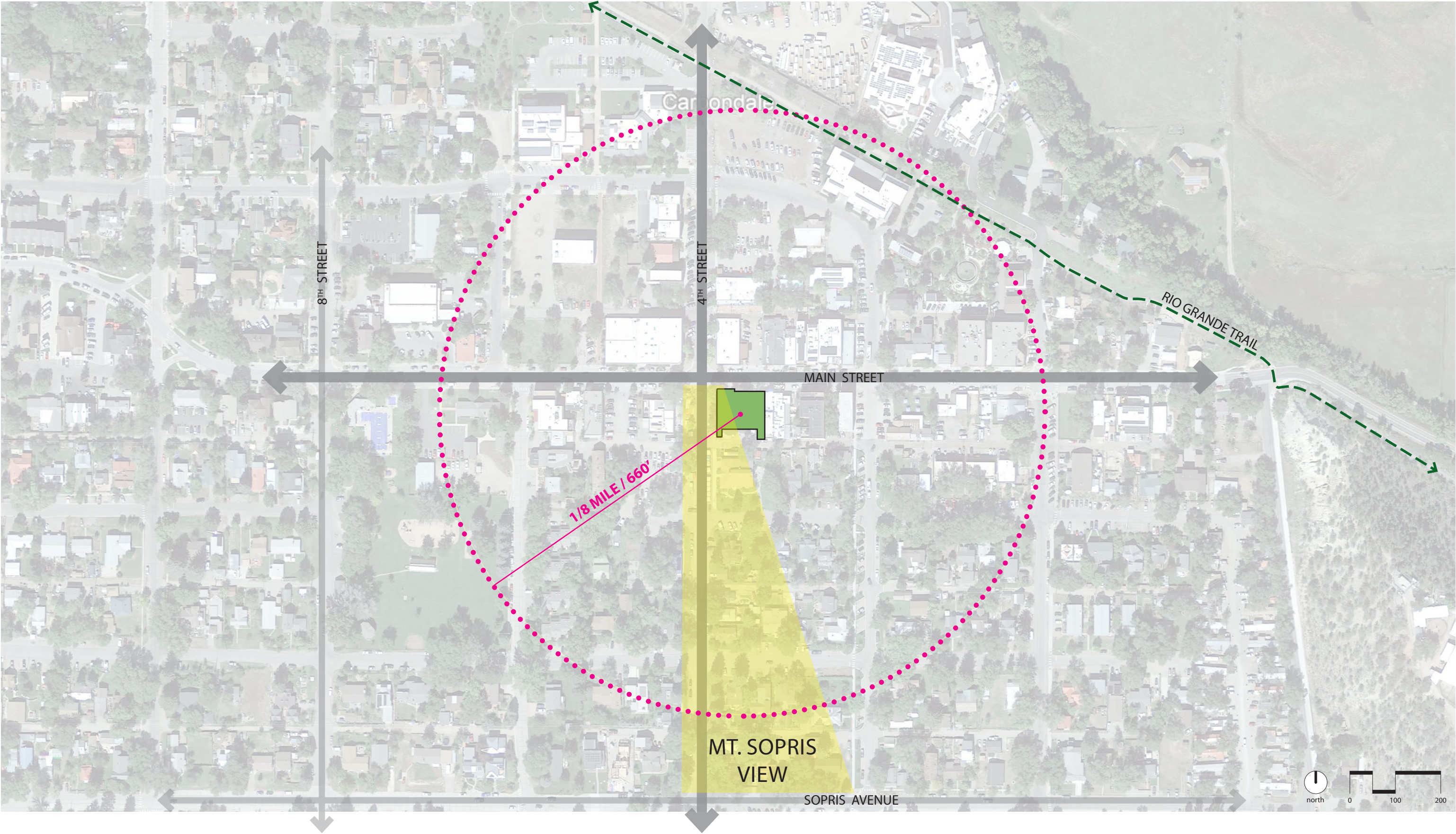
SITE PLANNING:

- Develop minimum and maximum program requirements to guide site planning studies.
- Review seasonal programming expectations and opportunities for enhanced use.
- Study circulation and access requirements to support current and anticipated community use.
- Study existing urban fabric and opportunities for design stacking to improve use and function.
- Develop preliminary site program alternatives to confirm fit and feasibility.
- Identify preferred site program and design approach.

PRELIMINARY DESIGN CONSIDERATIONS:

- Study site and urban context to determine:
 - » Optimal site program
 - » Access + circulation considerations
 - » Landform design
 - » Existing vegetation communities
 - » Site features + amenities
- Study adjacent relationships and connections
 - » Identify preferred site connections
 - » Identify optimal extenal/internal views (edit/frame)
 - » Identify optimal orientation/placement of site features
 - » Identify vegetation to maintain/remove/add
- Confirm onsite utility and infrastructure systems can accommodate proposed uses.

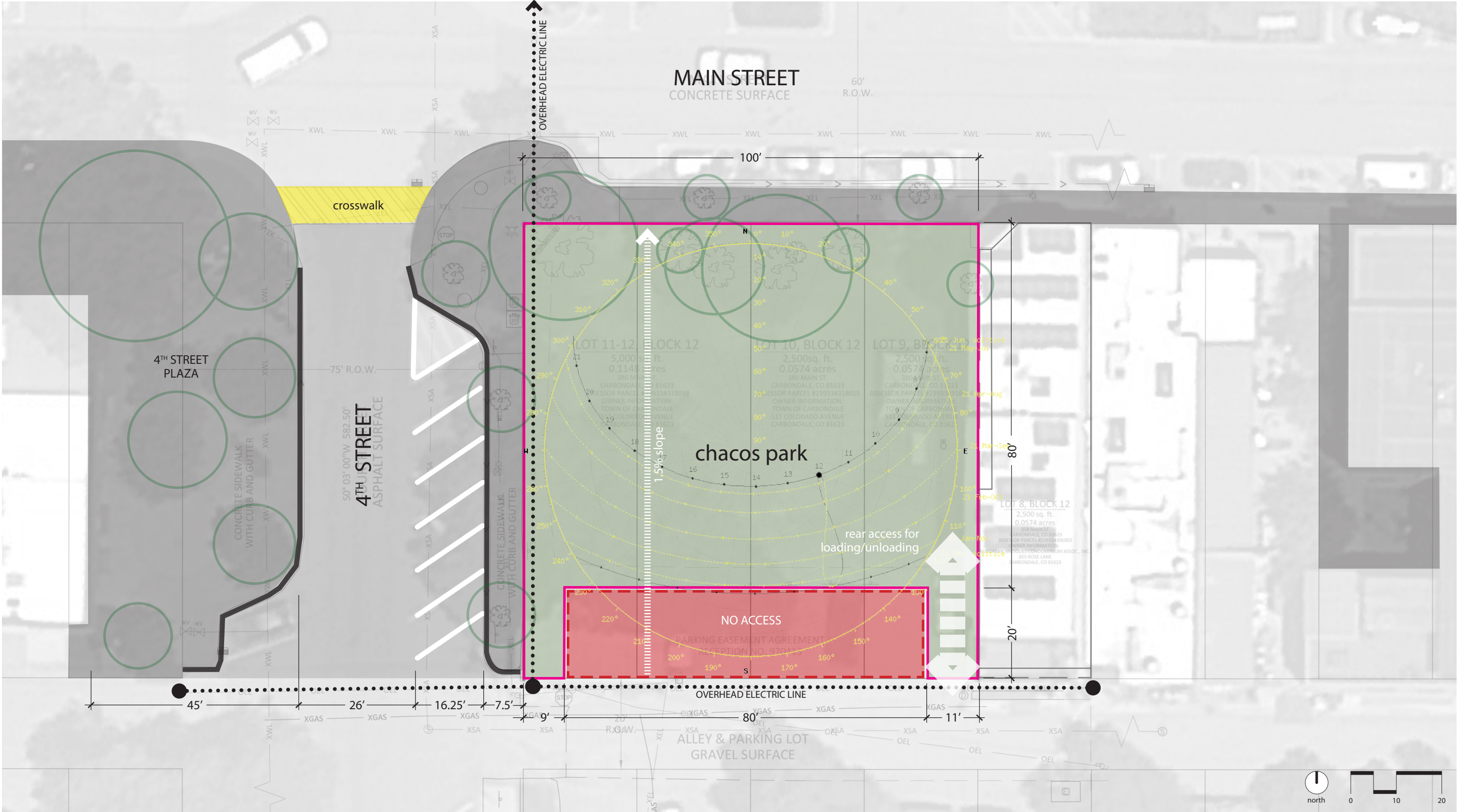
DOWNTOWN CONTEXT:



MAIN STREET CONTEXT:



SITE INVENTORY + ANALYSIS:



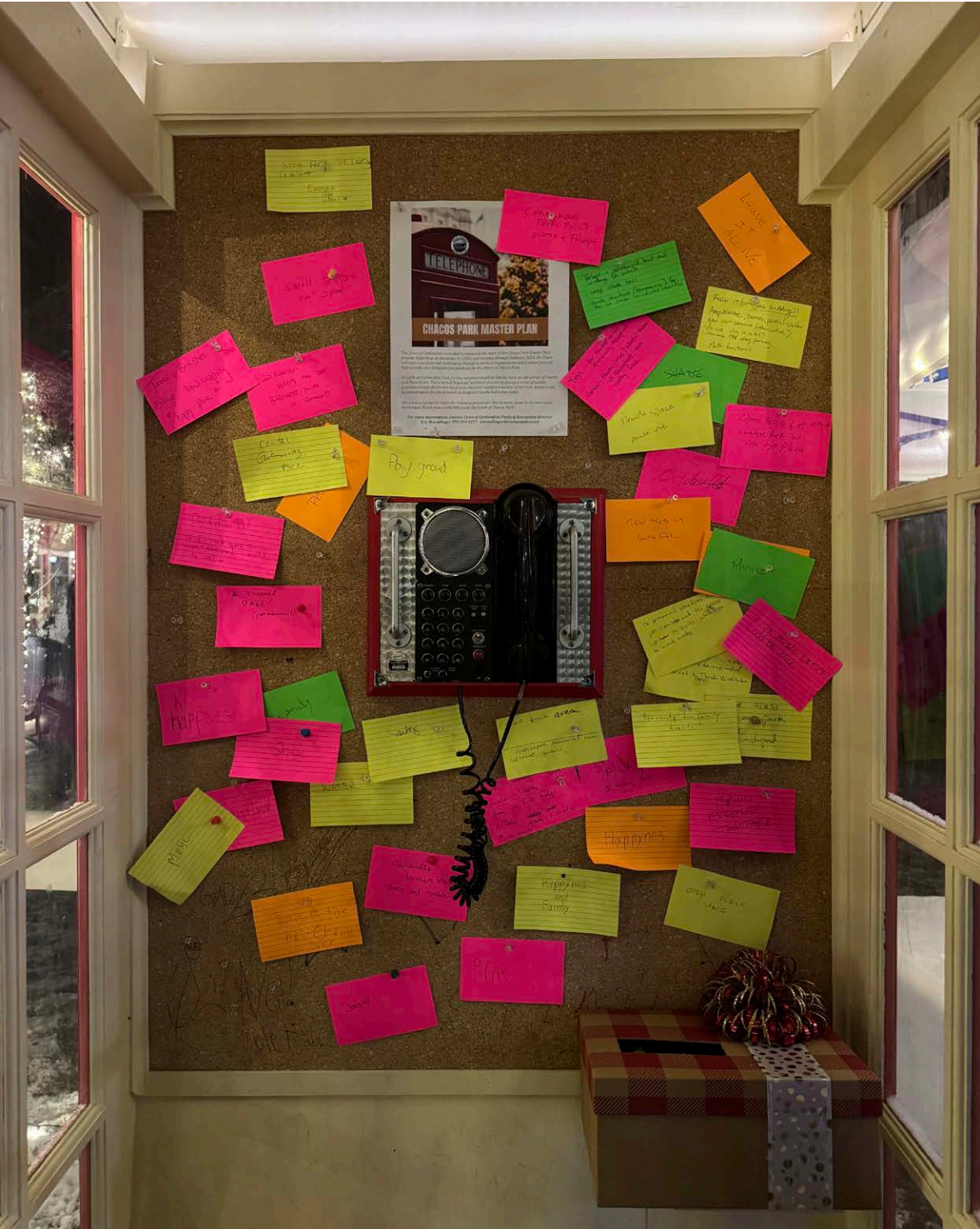
2023 PROGRAMMING:

EVENT	DATE
FIRST FRIDAY "Family Skate Night"	January 6 (Fri)
FIRST FRIDAY	Febraury 3 (Fri)
FIRST FRIDAY "Creative District Focus"	March 3 (Fri)
FIRST FRIDAY "Healing Hoof It 5K + Animal Parade"	April 7 (Fri)
FIRST FRIDAY "Family Block Party + Pride Parade"	May 5 (Fri)
BONEDALE BIKE WEEK "Morning Coffee For Bikers"	May 15-21 (Mon-Sun)
FIRST FRIDAY "Art Around Town" (Music on Stage)	June 2 (Fri)
DOWNTOWN FARMERS MARKET (Music on Stage)	June 7-Sept 27 (every Wed.)
FIRST FRIDAY "Mt. Sopris Music Fest"	July 7 (Fri)
FIRST FRIDAY "Car Show" (Music on Stage)	August 4 (Fri)
OUR TOWN ONE TABLE	August 20 (Sun)
COWBOY UP DANCE + BBQ	August 25 (Fri)
FIRST FRIDAY (Music on Stage)	September 1 (Fri)
FIRST FRIDAY "Potato Day"	October 6 (Fri)
POTATO DAY "Ross Montessori School Tator Trot Fun Run"	October 7 (Sat)
POTATO DAY "Pancake Breakfast"	October 7 (Sat)
BONEDALE FLASHMOB "Thrill the World"	October 28 (Sat)
FIRST FRIDAY "Dia De Los Muertos"	November 3 (Fri)
FIRST FRIDAY "Light Up Carbondale"	December 1 (Fri)



KICK-OFF EVENT 12/1/2023:

Community Question #1:
What is the most important feature or function for the Town to consider during the planning and design of Chacos Park?

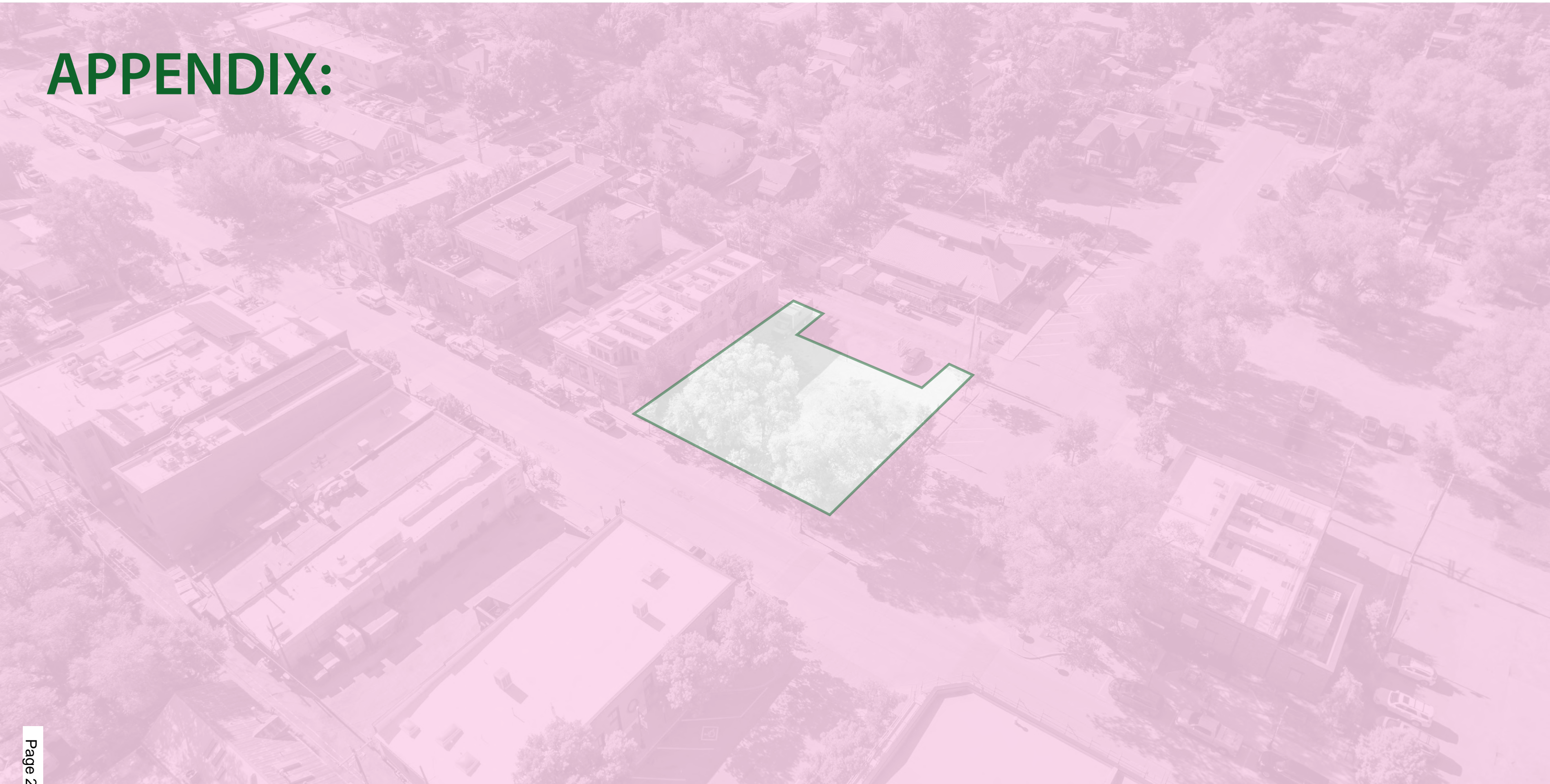


Comment Card Responses:

SITE PROGRAMMING:	VOTES:
Central Community Gathering Space	8
Multi-functional	7
Open Space for Events	7
Connected to Adjacent Spaces/Parcels	4
Food Truck Space(s)	3
Farmers Market	2
Year-round Activation	1
NATURAL FEATURES:	
Trees	6
Gardens	6
Water	2
Berms	1
BUILT FEATURES:	
Stage (Music/Performance)	16
Seating + Tables	9
Shade (structure)	8
Paths/ADA/accessibility	2
Semi-private Spaces	1
ACTIVE USES:	
Splash Pad	5
Playground	5
Ice Rink	3
EXPERIENCE:	
People/Family	6
Happiness	4
DO NOTHING/LEAVE IT ALONE:	2
ILLEGIBLE CHILDREN’S HANDWRITING/DRAWINGS:	5
TOTAL VOTES:	113

- RESPONSE SUMMARY:
1. Residents see Chacos Park as a central space for Carbondale to gather and enjoy for large celebrations and regular events, while also hoping for more daily functionality and family amenities.
 2. Chacos Park must be envisioned as a “swiss army knife” for Carbondale, by balancing a wide-range of support for seasonal events, dynamic programming needs, and daily passive uses.
 3. A permanant stage for both music and performance is highly requested. This feature presents a multi-functional opportunity when combined with other areas of need.
 4. Shade, seating, and tables offer a valuable response to community requests for daily park enjoyment and passive needs.
 5. Providing an intentional tree and plant design for the park design responds to local/regional outdoor lifestyle, existing tree health concerns, and resident input.
 6. Residents and Town leadership support clear opportunities to connect Chacos Park across 4th Street, with 4th Street Plaza, to provide increased support for pedestrian use and special events.

APPENDIX:



SITE CHARACTER:



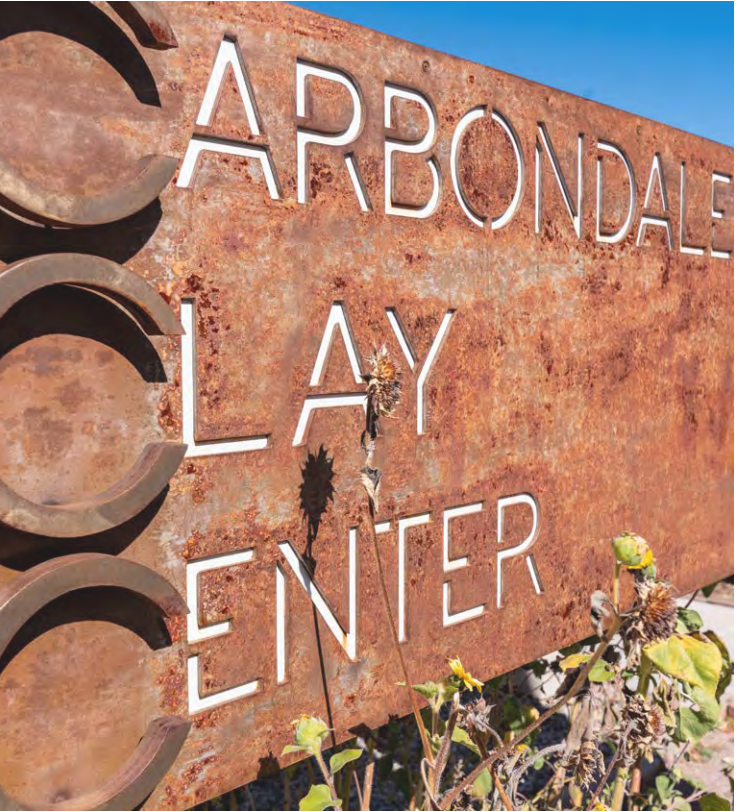
4th STREET PLAZA CHARACTER:











NEXT STEPS:

STUDY SITE PROGRAMMING

- Continue engagement with residents, project Stakeholders, and Special Interest Groups.
- Review community input alongside intended uses, events, and seasonal functions.
- Develop a preferred site concept/framework plan, based on community input, to guide design process.

BEGIN SCHEMATIC DESIGN PROCESS

- Integrate preferred framework, amenity elements, circulation and grading study.
- Develop preferred site “sketch plan”.
- Study planting, hardscape and other materials.
- Outline needs for site infrastructure and engineering.



PROJECT GOAL:

To develop a schematic master plan for Chacos Park, in support of community vitality, for the Town of Carbondale, CO. In support of the Chacos Family and creative spirit of the Town, a wide range of programmatic and passive use opportunities will be explored, resulting in a seasonally resilient, highly functional, and timeless social heartbeat in the core of Carbondale.

COMMUNITY QUESTION #1:

WHAT IS THE MOST IMPORTANT FEATURE OR FUNCTION FOR THE TOWN TO CONSIDER DURING THE PLANNING AND DESIGN OF CHACOS PARK?

PROJECT PROCESS + PRELIMINARY TIMELINE:

OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
<ul style="list-style-type: none">PROJECT KICK-OFFSITE SURVEYSITE INVENTORY + ANALYSIS	<ul style="list-style-type: none">IDENTIFY PROJECT STEERING COMMITTEEREVIEW PROJECT VISION + GOALSCOMMUNITY CHARACTER REVIEWDEVELOP SITE PROGRAMMING ALTERNATIVESMEET WITH CHACOS FAMILY	<ul style="list-style-type: none">12/1: FIRST FRIDAY COMMUNITY EVENTREVIEW SITE PROGRAMMING ALTERNATIVESDEVELOP SITE SKETCH PLANMEET WITH PROJECT STEERING COMMITTEESTAKEHOLDER GROUP INTERVIEWS12/13: PARKS COMMISSION12/19: BOARD OF TRUSTEES WORK SESSION	<ul style="list-style-type: none">1/5: FIRST FRIDAY COMMUNITY EVENTTBD: COMMUNITY OPEN HOUSEMEET WITH PROJECT STEERING COMMITTEECONFIRM PREFERRED SITE PLANBEGIN SCHEMATIC MASTER PLAN PACKAGE	<ul style="list-style-type: none">PROVIDE DRAFT SCHEMATIC PACKAGE FOR REVIEWMEET WITH PROJECT STEERING COMMITTEETBD: PARKS COMMISSIONTBD: BOARD OF TRUSTEES WORK SESSION	<ul style="list-style-type: none">PROVIDE FINAL SCHEMATIC PACKAGE FOR FINAL REVIEW + ADOPTIONTBD: BOARD OF TRUSTEES WORK SESSION

Copy of Board of Trustees Memorandum for Parks & Recreation Commission Meeting December 13, 2023

TITLE: Carbondale Aquatics Center Design Update

SUBMITTING DEPARTMENT: Parks & Recreation Department
Wember- Dave Detwiler Project Owner's Rep
Land & Shelter- Andi Korber

ATTACHMENTS: Land & Shelter scope recommendations within budget memo with
AD Miller general contractor cost estimation scenarios
Master Plan Design-2020
Present Conceptual Design -Simple
Proposed Conceptual design to take to Schematic Design
Capital Campaign Update

BACKGROUND: The attached scenarios represent the collective efforts of the project teams to bring the project within our existing budget. These clearly outline the scope tradeoffs within the approved budget amount. All of these scenarios still assume a fundraising effort, through grants and a capital campaign to raise \$1.6 million. All of the options assume Trellis and PV are add alternates with a few additional elements that are described in the attachments and all heating of pools and building will be conducted with air sourced heat pumps.

DISCUSSION: The present conceptual design is different from the master plan design for the following reasons:

- Recreation Pool was not drawn to scale if it was to have a shallow end and a diving well depth, which added significant square footage and took up additional desk space.
- Splash pad elements can be incorporated into recreation pool and deck space is needed in that location on the property.
- Ditch cannot be covered due to maintenance access needs or would require a relocation and full redesign which is outside of the scope of this project.
- 3 lap lanes are not sufficient for future use needs and the scenarios that increase lap lanes also increase the multi-use function of this body of water and the extended season opportunities. Diving board and climbing wall can be located in this pool and provide simultaneous use with lap swimmers with a 5 or 6 lane pool.
- Lap lane pool length can be diminished from 25 meters to 25 yards and still accommodate multiple simultaneous uses.
- The relocation of the diving board to the lap pool creates the opportunity for the recreation pool's square footage to be diminished, which was a large construction expenditure and an increase in operating costs and energy use due to the size and capabilities of the water delivery systems associated with a larger volume of water.

RECOMMENDATION:

- Recommendation for the design and construction team to move into schematic design phase with Option 1. This budget has a few add alternatives not included in the budget totals being presented and include some play allowance elements and the trellis and photo voltaic solar energy roof structure. These elements will be designed and priced as part of this effort. This will provide the most accurate costing scenario while maintaining the flexible option for simultaneously used pool amenities without compromising the original need for three bodies of water as identified in the master plan process.
- Option 1 puts the overall budget at \$12,154,000 which is \$501,000 over the \$11,653, 692 budget. By taking this design option to the schematic design phase and receiving more refined construction numbers we will have a better idea where to refine project savings to bring it back to the \$11.6 million budget.
- We are holding a large owner's contingency and when combined with the AD Miller construction contingency we have some flexibility and project design options that will present themselves throughout the schematic design process.
- Explore grant funding opportunities and enlist and recruit a grant writer. Continue with the work of establishing a Capital Campaign and seek private funding sources.
- Explore alternative funding, rebates and financing for the energy efficient electrification, air sourced heat pumps and the on-site PV solar array.

Prepared By: Eric Brendlinger, Parks & Recreation Director



12/6/2023

MEMO

To: Eric Brendlinger
From: Taylor Higgins, Land+Shelter
CC: Dave Detwiler, Drew Miller, Andi Korber

Project: Carbondale Aquatics Center
Subject: Scope recommendation within budget
Attachments: Carbondale Pool Options 12/06/2023

The design team, in collaboration with Town Staff, the owner's representative, and general contractor have reviewed the pool scope in more detail and would like to present a final recommendation for the body of water refinement as we proceed into schematic design.

The general contractor has priced several pool options. The scope recommendation, which was driven by Staff and the community goals, prioritize option 1. We feel confident making this recommendation to proceed with the following scope into schematic design, recognizing that at conceptual level development it slightly exceeds the construction budget goal. We expect the schematic design pricing will be much more accurate and that this scope is within a reasonable margin of achievement for the project.

For example, in the scenario where SD pricing is slightly higher than anticipated, the lap pool and rec pool will remain the priority. The spa could be scaled back to a smaller square footage or as a rough-in only scope, which should be enough to bring the project within budget.

Notes for base scope assumptions:

- Budget: All-in Construction Budget \$11.6M - Hard cost budget \$8.38M
- The diving board is included in the base fee
- All electric project – pool and building heating is by heat pump
- Add alternates not included in base scope/fee but will be designed and priced at SD level
 - Play allowance, volleyball net, rock wall
 - Trellis and PV

Carbondale Pool Options

Carbondale Pool	12/6/23
Project	Date
Carbondale, CO	
Project Location	
Carbondale Pool Options	Drew Miller (ADM)
Purpose	Completed By

Here are the costing options for the Pool as discussed in our Preconstruction Meetings

Below are a review and detail of those options.

Here is a Quick Review/Assumptions:

- Pricing is based off of the 10-13-23 Rev 4 that came in at 9,591,211.00
- This pricing assumes the Trellis and PV as Add Alternates and are removed from the original proposal
- All Pricing includes Diving Board of \$32,500. The \$30,000 Play Feature Allowance, Volleyball Net, Rock Wall allowance of \$48,000 are considered alternates and not included in the pricing
- All Heating is assumed Heat Pump's for the pools. Gas Heating would be a reduction in cost

Here are the Options and Pricing:

Option 1: As Drawn: 6 Lane Lap Pool (Deep End), Rec Pool down to 5', and Spa:

ESTIMATED COST OF CONSTRUCTION		\$	8,379,093
CONTINGENCY Held Below the Line	5%	\$	385,389.20
ESTIMATED COST OF CONSTRUCTION with CONTINGENCY		\$	8,764,483
Break out BEFORE CONTINGENCY			
		Cost	SF \$/SF
1	Site	\$ 1,272,255	26500 \$ 48.01
2	Building (s)	\$ 3,062,687	3000 \$ 1,020.90
3	Pool	\$ 4,045,439	6647 \$ 608.61

Option 2: 5 Lane Lap (Deep End), Rec Pool (As drawn 5') and Spa:

Carbondale Pool Options

ESTIMATED COST OF CONSTRUCTION		\$	8,176,144
CONTINGENCY Held Below the Line	5%	\$	376,054.73
ESTIMATED COST OF CONSTRUCTION with CONTINGENCY		\$	8,552,199
Break out BEFORE CONTINGENCY			
		Cost	SF
1	Site	\$ 1,272,255	26500
2	Building (s)	\$ 3,062,687	3000
3	Pool	\$ 3,842,873	6647

Option 3: 6 Lane Lap (Deep End), Rec Pool (As Drawn) - No Spa with Rough In Ready

ESTIMATED COST OF CONSTRUCTION		\$	7,996,853
CONTINGENCY Held Below the Line	5%	\$	367,808.40
ESTIMATED COST OF CONSTRUCTION with CONTINGENCY		\$	8,364,662
Break out BEFORE CONTINGENCY			
		Cost	SF
1	Site	\$ 1,272,255	26500
2	Building (s)	\$ 3,062,687	3000
3	Pool	\$ 3,663,920	6647

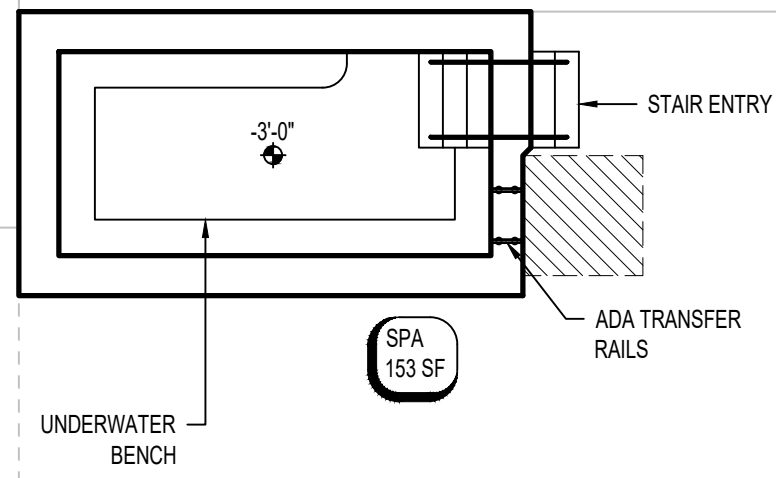
Option 4: 6 Lane Lap (Deep End), Modified Rec Pool (2,000 SF 1' - 4'), and Spa

ESTIMATED COST OF CONSTRUCTION		\$	8,101,615
CONTINGENCY Held Below the Line	5%	\$	372,626.82
ESTIMATED COST OF CONSTRUCTION with CONTINGENCY		\$	8,474,242
Break out BEFORE CONTINGENCY			
		Cost	SF
1	Site	\$ 1,272,255	26500
2	Building (s)	\$ 3,062,687	3000
3	Pool	\$ 3,768,484	6647

Please let me know if there are any other questions.

ADM recommends moving forward with SD set, as the pricing indicates here that several pool options get us within budget +/- of the project.

Thank You.



Update on Carbondale Pool Project Fundraising

While project designs and cost projections are still being refined, the capital campaign focus in October and November has been threefold:

1. Identifying and recruiting individuals to serve on a Campaign Cabinet. These are volunteers willing to help develop campaign strategies and to solicit major gifts.
2. Interviewing staff, trustees, and commission members to understand existing communications vehicles, to hear opinions and advice, and to enlist assistance.
3. Compiling a prospect list of individuals who are users of the pool, the recreation center, organized sports teams, and those who participated in the public survey about the pool.

Some have advocated for beginning fundraising right away with an option on the website and with QR codes on banners and posters. However, that is best done as part of the public phase of a campaign, to elicit many contributions in the smaller gift ranges. It is essential in capital campaigns to secure gifts in the six, five, and four-figure ranges prior to a public phase.

Anyone willing to give and/or ask for gifts in those ranges is encouraged to volunteer. Direct questions and/or suggestions to Cynthia Colebrook, cynthiacolebrook@aol.com.

Carbondale Parks and Recreation

Aquatic Facilities Expansion and Renovation Campaign

Cabinet Member

Job Description

1. Be, or become, a knowledgeable advocate for the Aquatic Facilities and its expansion and renovation plans.
2. Attend monthly Cabinet meetings to participate in developing and/or revising appropriate strategies for campaign success.
3. Give a gift that will provide a meaningful, pace-setting example for others.
4. Be a spokesperson and help raise awareness of the Aquatic Facilities renovation and expansion plans.
5. Serve as a solicitor of prospective donors during one or more of the campaign phases. Each phase will involve volunteer solicitor training, and weekly conference call report meetings.
6. Celebrate successes.
7. Participate in evaluating results and making a plan, with staff, for the future of stewardship activities with individual donors.

Appendix A

TOWN OF CARBONDALE
2023 SPECIAL EVENTS TASK FORCE MEETING

Thursday, November 30TH, 2023 @ 6:00-7:30 P.M.

AGENDA

1. Introductions of Task Force Members and interested citizens.

State your name, organization and/or special event you are representing.

2. Items not on the agenda.

3. Meeting Dates:

Tuesday, January 9th, 2024 6:00pm Special Event Task Force Recommendations Presented to Trustees

4. NEW-State Sales Tax Information for special event vendors

5. Review of the Draft 2024 Calendar of Events

6. Historic event alternative date options or changes:

- Dandelion Day two-day event on May 11th and 12th (Saturday and Sunday)
- Festival Las Americas June 22 or 29 (Saturday)
- Mexican Rodeos June 16 or 23, July 14 or 21 (Sundays)

7. New Events for 2024

- Potential pool fundraiser

8. Discuss any changes and process for additions to the approved calendar and schedule

No main street closure on January and February (4th street closed from alley to main street)

9. Security Requirements for Events Discussion

10. Recommendation for Approval of 2024 Calendar of Special Events

11. New Business

- Carbondale Wild West Rodeo parking & shuttle solutions and ideas
- Schedule an agenda time during a Garfield County Commissioners meeting

12. Board of Trustees Meeting Date: Tuesday, January 9th, 2023 6:00 pm

Recommendations presented to Trustees during their regular meeting for approval



Event Organizers State Sales Tax Collection Responsibilities

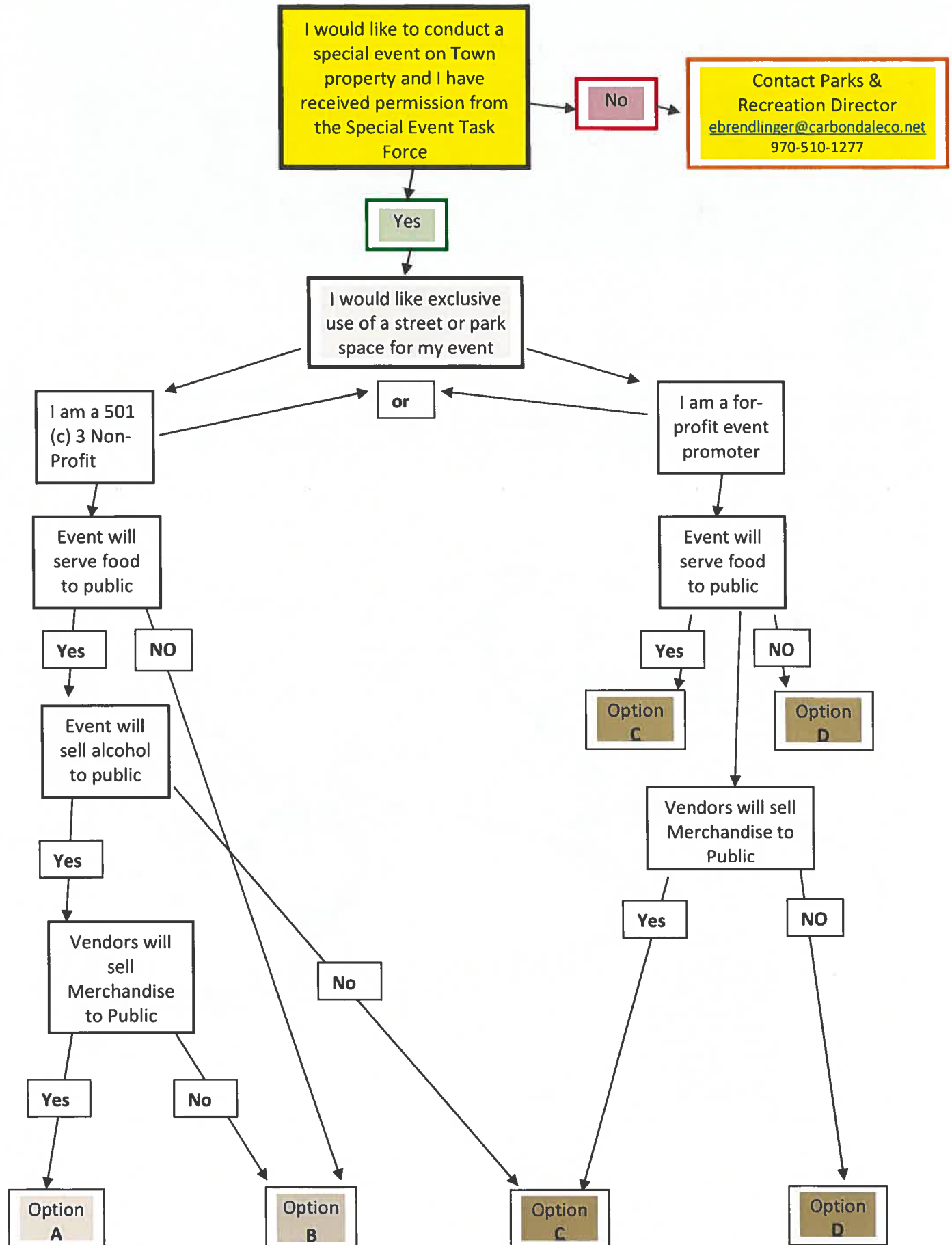
The following website link provides all of the information needed for event organizers and vendors at special events to collect and remit sales tax to the State of Colorado.

<https://tax.colorado.gov/special-event-sales-tax>

- Special event organizers should also contact dor_specialevents@state.co.us with the dates, time, and location of their event so that it can be listed on Revenue Online <https://www.colorado.gov/revenueonline/> for easier filing for the vendors.
- Flyers and forms can be provided for the vendors if needed by the event organizer and these can be found at the above website.
- Special event organizers bear various responsibilities in relation to the special event. The organizer must inform each seller participating in the event of the various taxes and tax rates that apply to retail sales made at the event.
- Additionally, the organizer must provide a list of the sellers participating in the event to the Department. The list must include the names, addresses, and multiple or single special sales event license number, if any, of each seller participating in the event. The organizer must submit such a list to the Department within ten days of the last day of the event. This list is important for the state to audit the show vendors for filing and paying taxes for special events.
- A special event organizer may elect to obtain a special event license in order to file and remit taxes on behalf of some or all of the sellers participating in the event.

More details are available at the website above.

Town of Carbondale Street or Park Special Event Rental Process

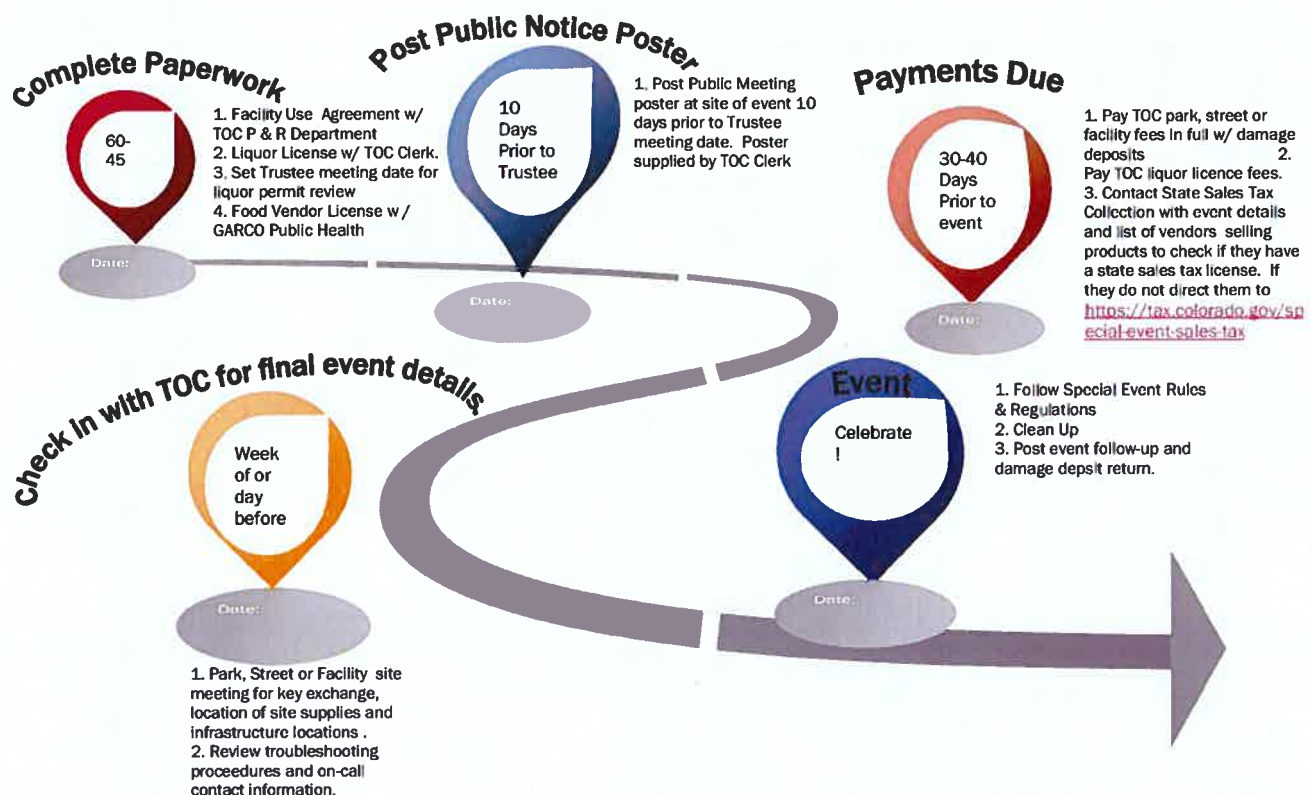


Town of Carbondale Street or Park Special Event Rental Process

Listed below are the options for special events and the necessary paperwork

Option Letter	Facility Use Agreement w/ TOC P & R Dept.	Special Event Liquor Permit w/TOC Town Clerk	Event and Vendor Paperwork Gar Co Public Health Dept.	State Sales Tax License Required by Vendors with verification by event organizer	Proof of Liability Insurance w/ Town listed as additional insured (w/ Liquor addendum if alcohol is served)
A	✓	✓	✓	✓	✓
B	✓				✓
C	✓		✓	✓	✓
D	✓				✓

For special events open to the public that utilize a Town of Carbondale Street, Park, Open Space, Indoor Facility or the Rodeo Grounds. Event can be free or have an admission fee. Event can serve alcohol or not. Event can have outside vendors, or not. Event can serve food, or not. Event can have live or amplified music or not. The facility use agreement will specify these details.



Special Event Sales Tax Information

About Special Event Sales Tax

A special event is a retail sales event located outside of a business' physical location. Examples include, but are not limited to craft fairs, art walks, festivals, holiday markets, antique shows, and garage/yard sales.

All sellers participating in the event must collect the applicable state and state-administered local sales taxes due and remit the sales tax collected to the Department. However, sellers may elect to remit such taxes to the event organizer, if the organizer has obtained a special event license. A seller participating in the event may make this election, even if the seller has obtained a special event license of their own.

Sellers at special events will need to obtain a [special event license \(/how-to-apply-for-a-special-event-license\)](#) from the Department prior to the event. Additionally, there may be local sales tax requirements for the event. Be sure to contact the event organizer and/or the local government prior to the event for more information.

After the event, sellers should file a special event sales tax return by the 20th of the month following the first day of the special event, if they have not remitted sales tax to the event organizer. For example, if an event was held from February 13-15, the special event sales tax return will be due on or before March 20th. More information about filing a return can be found on the "How to File a Special Event Return" section below.

Special Event License Requirements

Anyone making retail sales at one or more special sales events must [obtain a special event license \(/special-event-license\)](#), unless the event organizer has obtained a license to collect tax on behalf of sellers participating in the event. A special sales event is an event where retail sales are made by more than three sellers at a location other than their normal business location(s) and that occurs no more than three times in any calendar year.

Retailers need to have a special event license when selling their products at a special event at another location. Special event licenses apply only to retail sales made at the special sales event by the seller to whom the license is issued. The license does not apply to sales made at the seller's regular business location or at any other location.

The only exception to the special event license requirement is if the event is held 3 or more times per year. In that case, your business would need a Retail Sales Tax License.

[How to Apply for a Special Event License \(/special-event-license\)](#)

Special Event Organizers

Special event organizers have various responsibilities in relation to the special event. The organizer must inform each seller participating in the event of the various taxes and tax rates that apply to retail sales made at the event.

Additionally, the organizer must provide a list of the sellers participating in the event to the Department. The list must include the names, addresses, and special sales event license number, if any, of each seller participating in the event. The organizer must submit such list to the Department within ten days of the last day of the event.

A special event organizer may elect to obtain a special event license in order to file and remit taxes on behalf of some or all of the sellers participating in the event. The license will only apply to the event for which it is issued and cannot be used for any other event.

All sellers participating in the event must collect the applicable state and state-administered local sales taxes due and remit the sales tax collected to the Department. However, sellers may elect to remit such taxes to the event organizer, if the organizer has obtained a special event license. A seller participating in the event may make this election even if the seller has obtained a special event license of their own.

How to File Special Event Sales Tax

Any seller participating in a special event must file a return and remit payment of sales taxes for the event, unless the seller has remitted the taxes to the event organizer who has obtained a license as described above. If the event organizer has obtained a license, the organizer must file a return and remit payment for all sellers that have elected to remit taxes to the organizer.

The seller's or organizer's return and payment must be filed and remitted by the 20th day of the month following the month in which the special event began. If the 20th falls on a Saturday, Sunday, or legal holiday, the return and tax remittance is due the next business day.

Special event sales tax returns can be filed online or on paper. For more information about online filing, [visit the How to File Special Events Online web page \(/file-special-event-sales-tax-online\)](#). If filing by paper, be sure to use the Special Event Sales Tax Return (DR 0098 (/sales-use-tax-forms)).

Note: Retailers selling products at a special event should use their special event license number as their Colorado Account Number (CAN), instead of their retail sales tax license number. Special event sales tax cannot be filed using a Retail Sales Tax Return (DR 0100).



COLORADO

Department of Revenue^(L)

Taxation Division

Quick Links



Look Up Sales Tax Rates

(<https://colorado.ttr.services/>)



Apply for a Special Event License

(</special-event-license>)



How To File Online

(</file-special-event-sales-tax-online>)



Forms to Print/Download

(</sales-use-tax-forms>)

[View Step-by-Step DR 0098 Instructions](#)

How to Complete the DR 0098 - Special Event Sales Tax Re...



Frequently Asked Questions

1. What is a special event?

A special event is a retail sales event located outside of a business' physical location. Examples include, but are not limited to craft fairs, art walks, festivals, holiday markets, antique shows, and garage/yard sales.

2. Can I include my special event sales tax with the rest of my business' sales tax?

No. Any retailer who makes sales as a participant in a special event and also maintains a regular business location cannot simply include their special event sales in their sales tax return for their regular business location. The retailer must either file a separate return for their sales at the special event or remit the tax for such sales to the event organizer, as described above.

3. How do I get a special event license?

Visit the [Special Event License \(https://tax.colorado.gov/how-to-apply-for-a-special-event-license\)](https://tax.colorado.gov/how-to-apply-for-a-special-event-license) web page for more information.

4. What records should special event organizers maintain?

A licensed organizer must maintain records regarding all taxes remitted to the organizer for each participating seller. The records must include:

- Seller's name and address
- Amount of gross retail sales made by the seller at the event
- Amount of sales tax collected by the seller at the event

Helpful Links

[Accessibility Statement \(https://cdor.colorado.gov/accessibility\)](https://cdor.colorado.gov/accessibility)

[CDOR Homepage \(https://cdor.colorado.gov/\)](https://cdor.colorado.gov/)

[CDOR Careers \(https://www.governmentjobs.com/careers/colorado?keywords=Revenue\)](https://www.governmentjobs.com/careers/colorado?keywords=Revenue)

[Due Date Guide \(/due-date-guide\)](#)

[How Was Your Service? \(/how-was-your-service\)](#)

Contact Us

[Sign Up for Email Alerts \(/email-sign-up\)](#)

[Taxpayer Services \(/contact-us\)](#)

[Collections Section \(/contact-the-collections-section\)](#)

[Ask for Help \(/citizens-advocate\)](#)

[Tax Newsroom \(/newsroom\)](#)



[\(https://www.facebook.com/ColoradoRevenue/\)](https://www.facebook.com/ColoradoRevenue/)



[\(https://www.linkedin.com/company/corevenue/about/\)](https://www.linkedin.com/company/corevenue/about/)



[\(https://twitter.com/co_revenue?lang=en\)](https://twitter.com/co_revenue?lang=en)



[\(https://www.instagram.com/co_revenue/?igshid=MzRlODBiNWFlZA%3D%3D\)](https://www.instagram.com/co_revenue/?igshid=MzRlODBiNWFlZA%3D%3D)



[\(https://www.youtube.com/channel/UCTArFOA_JsXGM8CWHEPkVwA\)](https://www.youtube.com/channel/UCTArFOA_JsXGM8CWHEPkVwA)

 [_ \(https://www.facebook.com/jaredpolis\)](https://www.facebook.com/jaredpolis)  [_ \(https://www.twitter.com/GovofCO\)](https://www.twitter.com/GovofCO)  [_ \(https://www.instagram.com/govofco/\)](https://www.instagram.com/govofco/)

© 2023 State of Colorado | [Transparency Online \(https://data.colorado.gov/stories/s/fjyf-bdat\)](https://data.colorado.gov/stories/s/fjyf-bdat) | [Support \(https://www.colorado.gov/support\)](https://www.colorado.gov/support)

Event	Organizer	Contact	Date	Location
<i>Bonedale Flashmob October First Friday</i>	Bonedale Flashmob	Alexandra Jerunica movefromyourcenter@gmail.com	Oct 4th (Fri) 5:30-6pm	Main Street
<i>Potato Day Community Contra Dance</i>	Potato Day Committee Carbondale Historical Society	Sue Gray 970-618-1849 info@carbondalehistory.org	Oct 4th (Fri) 7:30-10 pm	Carbondale Recreation Gymnasium
<i>Potato Day Ross Montessori School Tator Trot Fun Run</i>	Ross Montessori School	Sonya Hemmen 970-963-7199 sonya.hemmen@rossmontessori.org	Oct 5th (Sat) 8:30-10:00am	4th Street Park
<i>Potato Day Pancake Breakfast</i>	Carbondale Rotary Club	Alan Cole alan@moderndaymedia.net	Oct 5th (Sat) 8 -10:30 am	4th Street Park
<i>Potato Day Parade & BBQ</i>	Potato Day Committee	Eric Brendlinger 970-510-1277 ebrendlinger@carbondaleco.net	Oct 5th (Sat) 10:30am-3pm	Main St. & Sopris Park
<i>Potato Day Gymkhana</i>	Sopris Gymkhana Club soprisgymkhanaclub@gmail.com	Sydney Linfoss 970-948-6157 Lindsey Rice 970-618-4372	Oct 6th (Sun) 9am-3pm	Gus Darien Rodeo
<i>Ride the Ranches</i>	Ascent Events	Michelle Marlow michell@ascenteventsco.com	Oct 6th (Sun)	Various Locations
<i>Indigenous Peoples Day</i>	The Center for Human Flourishing www.tcfhf.org	Rita Marsh rita@tcfhf.org	Oct 14th (Mon) 5pm-9pm	Sopris Park & Gazebo
<i>Bonedale Flashmob Thrill the World</i>	Bonedale Flashmob	Alexandra Jerunica movefromyourcenter@gmail.com	Oct 26th (Sat) 4pm	4th Street Plaza Park
<i>First Friday "Dia De Los Muertos"</i>	First Friday Committee Carbondale Arts	Jamie Abbott jamie@carbondalearts.com	Nov 1st (Fri) 5pm-9pm	Main Street
<i>Turkey Trot</i>	Parks and Recreation Dept	Margaret Donnelly mdonnelly@carbondaleco.net	Nov 21st (Thurs) 9am	Rio Grand Trail CRCC
<i>First Friday "Light Up Carbondale"</i>	First Friday Committee Parks and Recreation Dept	Carbondale Arts Margaret Donnelly	Dec 6th (Fri) 5pm-9pm	Main Street
<i>Jingle Bell Run</i>	Independence Run & Hike	Brion After 970-7040909 brion@independencerunandhike.com	Dec 15th (Sun) 11am	Independence Run & Hike Store

Event	Organizer	Contact	Date	Location
Jarapeo Ranchero Mexican Rodeo		Arturo Marban 704-222-6661 artmarban@gmail.com	July 14 or 21 (Sun)	Gus Darien Rodeo
Carbondale Mountain Fair	Carbondale Arts	Jamie Abbott jamie@carbondalearts.com	July 26-28 (Fri-Sun) Fri 12pm - Sun 7pm	Sopris Park & Main St.
<u>Mt. Sopris Runoff & 4 mile Run</u>	<u>Independence Run & Hike</u>	<u>Brion After 970-704-0909</u> brion@independencerunandhike.com	<u>July 27 (Sat)</u>	<u>Sopris Park</u>
Porcupine Loop Bike Race	Aloha Mtn Cyclery	Nic DeGross 970-963-2500 alohamountaincylery@yahoo.com	July 28 (Sun)	Sopris Park & Prince Creek
First Friday	Carbondale Arts www.carbondalearts.com	Jamie Abbott jamie@carbondalearts.com	August 2 (Fri) 5pm-9pm	Downtown Main St.
Gymkhana	Sopris Gymkhana Club soprisgymkhanaclub@gmail.com	Syndey Linfoss 970-948-6157 Lindsey Rice 970-618-4372	Aug 10, (Sat) 9am-3pm	Gus Darien Rodeo
Summer Park Concert Series	Music Committee	Steve Sandiford sguitars@sopris.net	August 11 (Sun) 3:30pm-7:30pm	Sopris Park Gazebo
Our Town One Table	Parks and Recreation Dept.	Margaret Donnelly mddonnelly@carbondalecto.net	August 18 (Sun) 5pm-8pm	4th Street Main to Euclid
Cowboy Up Dance & BBQ	Cowboy Up Committee	Natalie Bassett hablanatalia@gmail.com	August 23 (Fri) 6pm-10pm	4th Street Park & Plaza
First Friday	Carbondale Arts www.carbondalearts.com	Jamie Abbott jamie@carbondalearts.com	Sept 6 (Fri) 5pm-9pm	Downtown Main St.
Roaring Fork Ranch Roping	Wild West Rodeo Association ginny.a.harrington@gmail.com	Ginny Harrington 970-275-1165	Sept 5-7 (Fri-Sun)	Gus Darien Rodeo
Summer Park Concert Series	Music Committee	Steve Sandiford sguitars@sopris.net	Sept 8 (Sun) 3pm-7pm	Sopris Park Gazebo
Clay Center's "The Pot Swap"	Carbondale Clay Center carbondalectay.org	Angela Bruno 970-963-2529 director@carbondalectay.org	Sept 14 (Sat) 12pm-8pm	Carbondale Clay Center & Main Street
Gymkhana	Sopris Gymkhana Club soprisgymkhanaclub@gmail.com	Syndey Linfoss 970-948-6157 Lindsey Rice 970-618-4372	Sept 15 (Sun) 9am - 3pm	Gus Darien Rodeo
RFPA Tournament	Roaring Fork Pickleball Association	Trevor Cannon rfpickleball@gmail.com	Sept 20-22nd 8am-6pm	Sept 20-22nd
First Friday	Carbondale Arts	Jamie Abbott jamie@carbondalearts.com	Oct 4th (Fri) 5pm-9pm	Downtown Main St.

Event	Organizer	Contact	Date	Location
<i>Annual Art Walk</i>	Carbondale Public Arts Commission (CPAC)	Laurie Lindberg llindberg@carbondaleco.net	June 6th (Thurs) 5:30pm	Town Hall
<i>Wild West Rodeo Series</i>	Wild West Rodeo Assoc. www.carbondalerodeo.com	Mike Kennedy 970-379-3907 mikekenedy@sopris.net	June 6 - August 15 7:30-9:30pm	Gus Darien Rodeo
<i>First Friday "Art Around Town"</i>	Carbondale Arts www.carbondalearts.com	Jamie Abbott jamie@carbondalearts.com	June 7 (Fri) 5pm-9pm	Downtown Main St.
<i>Downtown Farmers' Market</i>	Carbondale Farmers' Market www.carbondalefarmersmarket.com	Erica Savard 970-987-1247	June 12th - Sept 25th Wednesdays 10am-4pm	4th Street Plaza Park
<i>Tri for the Sun Triathlon</i> <i>Sunlight Mtn Resort</i>	Parks and Recreation Dept. www.carbondalerec.com	Jamie Wall & Travis Baptiste travis.sunlight@gmail.com	June 8 (Sat) 7am-1pm	Carbondale Pool & Sunlight Mtn Resort
<i>Gymkhana</i>	Sopris Gymkhana Club soprisgymkhanaclub@gmail.com	Sydney Linfoss 970-948-6157 Lindsey Rice 970-618-4372	June 8 (Sat) 10am-2pm	Gus Darien Rodeo
<i>Mexican Rodeo Jaripeo Ranchero</i>		Arturo Marban 704-222-6661 artmarban@gmail.com	June 16 or 23 (Sun)	Gus Darien Rodeo
<i>Summer Park Concert Series</i>	Music Committee	Steve Sandiford sguitars@sopris.net	June 9 (Sun) 3:30pm-7:30pm	Sopris Park Gazebo
<i>RFPA Tournament</i>	Roaring Fork Pickleball Association	Trevor Cannon rfpickleball@gmail.com	June 13-16th 8am-6pm	YCAB & Darien Courts
<i>Wilderness Workshop</i> <i>Community Party</i>	Wilderness Workshop	Erin Riccio 720-470-7580 erin@wildernessworkshop.com	June 14 (Fri) 6pm-9pm	Sopris Park
<i>Festival Las Americas</i>	Club Rotario lucymoncadaarcila@alpinebank.com	Lucy Moncada Arcila 970-355-9743	June 22 or 29 (Sat)	Sopris Park
<i>4th of July Parade</i>	Parks and Recreation Dept www.carbondale.com	Margaret Donnelly mdonnelly@carbondaleco.net	July 4 (Thurs) 10:30am-3pm	Downtown Main St.
<i>First Friday "Community Celebration"</i> <i>23rd Annual "Mt. Sopris Music Fest"</i>	Carbondale Arts www.carbondalearts.com	Jamie Abbott jamie@carbondalearts.com	July 5 (Fri) 5pm-9pm	Downtown Main St.
<i>Gymkhana</i>	Sopris Gymkhana Club soprisgymkhanaclub@gmail.com	Sydney Linfoss 970-948-6157 Lindsey Rice 970-618-4372	July 13 (Sat) 9am-3pm	Gus Darien Rodeo
<i>Clay Center "The Potters Table"</i>	Carbondale Clay Center carbondaleclay.org	Angela Bruno 970-963-2529 director@carbondaleclay.org	July 13th (Sat) 3pm-9pm	Carbondale Clay Center & Main Street
<i>Summer Park Concert Series</i>	Music Committee	Steve Sandiford sguitars@sopris.net	July 14 (Sun) 3:30pm-7:30pm	Sopris Park Gazebo

TOWN OF CARBONDALE 2024 EVENT CALENDAR (subject to change)

Event	Organizer	Contact	Date	Location
<i>First Friday Family Skate Night</i>	Parks & Recreation Dept www.carbondalerec.com	Margaret Donnelly 970-510-1278 mdonnelly@carbondalecto.net	January 5th (Fri) 5pm-8pm	4 th Street Rink
<i>First Friday</i>	Carbondale Arts www.carbondalearts.com	Jamie Abbott jamie@carbondalecto.net	February 2nd (Fri) 5pm	Downtown Main St.
<i>Puzzle and Pie Night</i>	Parks & Recreation Dept www.carbondalerec.com	Margaret Donnelly mdonnelly@carbondalecto.net	February 25th (Sun) 4:00-7:30pm	CRCC
<i>First Friday "Creative District Focus"</i>	Carbondale Arts www.carbondalearts.com	Jamie Abbott jamie@carbondalecto.net	March 1st (Fri) 5pm	Downtown Main St.
<i>Green is the New Black Fashion Show</i>	Carbondale Arts	Jamie Abbott 970-963-1680 jamie@carbondalecto.net	March 7-9th	CRCC
<i>"Where My Peeps At?" Scavenger Hunt</i>	Parks & Recreation Dept www.carbondalerec.com	Margaret Donnelly mdonnelly@carbondalecto.net	March 30 (Sat) 8:30am	CRCC
<i>First Friday</i>	Carbondale Arts	jamie@carbondalecto.net	April 5th (Fri) 5pm	Downtown Main St. CRCC
<i>Healing Hoof It 5K and Animal Parade</i>	Sheryl Barto	sheryl@smilinggoatranch.com	April 5th (Fri) 5pm	CRCC
<i>First Friday Spring Into Wellness</i>	Carbondale Recreation Center The Center for Human Flourishing	Margaret Donnelly Rita Marsh rita@tcfhf.org	April 5th (Fri) 5pm	CRCC
<i>5 Point Film Festival</i>	5 Point Film www.5pointfilm.org	Luis Yllanes luis@5pointfilm.org	April 24-28 (Wed-Sun)	CRCC & Sopris Park
<i>Fireball Drop</i>	Carbondale Rotary Club	Alan Cole alan@moderndaymedia.net	May 3rd (Fri) 5pm	Sopris Park
<i>First Friday "Family Block Party" & Pride Parade</i>	Parks and Rec Dept michelle@ascenteventscs.com	Margaret Donnelly Michelle Marlow	May 3rd (Fri) 4pm-8pm 5:30 parade	4th Street Plaza & Main Street
<i>Dandelion Day</i>	Environment Board www.dandelionday.org	Quinn Port dandelionday81623@gmail.com	May 11th(Sat) May 12(Sun)	Sopris Park
<i>Bike Rodeo</i>	Parks and Recreation Dept. www.carbondalerec.com	Margaret Donnelly mdonnelly@carbondalecto.net	May 13th (Mon) 4pm-6pm	CRCC
<i>Pump Track Time Trials</i>	Parks and Recreation Dept. www.carbondalerec.com	Margaret Donnelly mdonnelly@carbondalecto.net	May 15th (Wed) 4pm-6pm	North Face Park
<i>Carbonale Bike Week</i>	Bonedale Bike Week	Tracy Wilson 9970-510-1083 bonedalebike@gmail.com	May 13th-17th	Various Locations



TOWN OF CARBONDALE
PARK (OR) STREET RENTAL USE AGREEMENT/
SPECIAL EVENT MANAGEMENT PLAN

Completing this *Park (or) Street Rental Use Agreement and Special Event Management Plan* is required for large special events that will impact the Carbondale community. The purpose is to assist the Event Organizer in planning their special event so that it meets the requirements established by the Town of Carbondale. This Rental Use Agreement & Special Event Management Plan should be submitted 45- 60 days prior to the event. After review by town staff, you will be notified if the event is approved, denied, or if additional information and/or a meeting with town staff is needed.

SECTION 1 - EVENT SUMMARY:

1. Name of Event: _____
2. Primary Event Organizer Name: _____
 - a. Cell Phone: _____
 - b. Email: _____
 - c. Address: _____
3. Secondary Event Organizer Name: _____
 - a. Cell Phone: _____
 - b. Email: _____
 - c. Address: _____
4. Event Location: _____
5. Event Date(s): _____
6. Event Time(s): _____
7. Event Set-up Time(s): _____
8. Event Break-Down Time(s): _____

Procedures must be in place to avoid neighborhood noise disturbance with event break-down. Breakdown within town parks must end at 10:30 pm; and Downtown breakdown at 11:30 pm

SECTION 2 - EVENT SUMMARY INFORMATION:

1. Approximate number of people expected to attend event: _____
2. Approximate Event Personnel Numbers: _____
 - a) Event Staff Leaders/Committee Organizers in charge: _____
 - b) Event Volunteers: _____
 - c) Event Contractors: _____
 - d) Event Security Personnel: _____
 - e) Event Vendors: _____
3. Event training for personnel? (Y) (N)
Describe? _____
4. Fee charged to participants? (Y) (N) If yes, how much? _____
5. Amplified music at event? (Y) (N)
If yes, times music is played (including sound checks) _____

Note: Amplified sound cannot exceed 90 decibels which event organizer is responsible to monitor. Amplified music must be approved by Board of Trustees; Music beyond 9 pm requires Trustee approval.

SECTION 3 – EVENT SITE PLAN (OR PARADE/RACE ROUTE) MAP:

Please provide an accurate detailed drawing or map depicting physical layout of event that includes the following. Must initial each requirement or write N/A (Not Applicable).

1. Boundaries

- ☐ Delineate the boundary for the entire event venue, including the names of all streets or areas that are part of the venue and surrounding area _____
- ☐ If the event involves a moving route of any kind, show the particular route, indicate the direction of travel, label street names, and identify any street closures _____
- ☐ Locate fencing, barriers/barricades, points of ingress/egress, emergency access _____

2. Site Improvements

- ☐ Location of stage, tents, canopies, booths, bleachers, other temporary structures _____
- ☐ Location of generators, electricity sources, speakers, soundboards, lighting _____
- ☐ Location area for trailers, trucks, or other event vehicles _____
- ☐ Identify start & finish area (if a race) _____

3. Security, Medical and Safety

- ☐ Show security check points _____
- ☐ Show placement of traffic control personnel _____
- ☐ Locate first aid station, ambulance access point _____
- ☐ Locate portable night lighting _____

4. Transportation and Parking

- ☐ Identify all parking areas (on/off site) _____
- ☐ Locate any drop-off/pick-up areas _____
- ☐ Locate area of park where vehicles, food trucks, or other cars will be in park _____

5. Sanitation and Solid Waste

- ☐ Locate/identify restrooms/portable toilets and hand wash stations _____
- ☐ Locate trash and recycle containers and dumpsters _____

6. Alcohol, Food Service, Vending Booth Areas

- ☐ Locate bar/beer garden area, with location of security fencing and entry/exit gates _____
- ☐ Location of food service vendor booths _____
- ☐ Location of merchandise vendor booths; information and/or demonstration booths _____

7. Smoking Area

- ☐ Public special events on town parks/streets are non-smoking, unless area is designated _____

8. Businesses and Neighbors

- ☐ Communication is needed to neighboring houses and/or businesses regarding your event. Some events may affect local businesses or impact traffic/noise to neighbors. Please make contact to anyone in the immediate vicinity of your event _____

SECTION 4 – SECURITY PLAN:

Please describe your plan to provide a safe and secure environment (required if dispensing alcohol).

Non-profit sponsored public events that have processed a Special Event Liquor License, may have the security ratios adjusted and/or waived, if they can provide an adequate number of trained volunteers and a comprehensive event management plan that mitigates staff concerns for public safety, event monitoring and the following of applicable federal and state laws. While there is no federal law on crowd safety, the National Fire Protection Association's 101 Life Safety Code is considered the standard. This code recommends having one crowd manager for every 250 occupants at an event.

Security is required for events larger than 500 attendees. If alcohol is to be served, event organizer shall provide (1) licensed security officer per (250) people in attendance. If alcohol is not to be served, event organizer shall provide (1) licensed security officer per (350) people in attendance. . To determine your security needs, please refer to the appropriate chart below.

Alcohol Served at Event		No Alcohol at Event	
# of Patrons	Security Needed	# of Patrons	Security Needed
0 – 250 =	0-1	0 – 350=	0-1
250-500 =	1-2	350-700 =	1-2
500 – 750 =	2-3	700 – 1050=	2-3
750-1000 =	3-4	1050 – 1400=	3-4
1000-1250 =	4-5	1400 – 1750=	4-5
1250-1500 =	5-6	1750 – 2100=	5-6
1500-1750 =	6-7	2100 – 2450=	6-7
1750-2000 =	7-8	2450 – 2800=	7-8
2000-2250 =	8-9	2800 – 3150=	8-9
2500 – 2750=	9-10	3150 – 3500=	9-10
2750 – 3000=	10-11	3500 – 3850=	10-11
3000 – 3250=	11-12	3850 – 4200=	11-12
3250 – 3500=	12-13	4200 – 4550=	12-13
3500 – 3750=	13-14	4550 – 4900=	13-14
3750 – 4000=	14-15	4900 – 5250=	14-15
4000 – 4250=	15-16	5250 – 5600=	15-16
4250 – 4500=	16-17	5600 – 5950=	16-17
4500 – 4750=	17-18	5950 – 6300=	17-18
4750 – 5000=	18-19	6300 – 6650=	18-19
5000 – 5250=	19-20	6650 – 7000=	19-20
5250 – 5500=	20-21	7000 – 7350=	20-21
5500 – 5750=	21-22	7350 – 7700=	21-22
5750 – 6000=	22-23		
6000 – 6250=	23-24		
6250 – 6500=	24-25		
6500 – 6750=	25-26		
6750 – 7000=	26-27		

Note: The event promoter is ultimately responsible to ensure no alcohol violations occur, regardless of the number of security required above (Example: Minors in possession of alcohol, no alcohol leaves the premises, no service to visibly intoxicated persons, etc).

A special event may choose to offset the number of security personnel you hire with volunteer security persons. For 2023 all special events can provide up to 25% of the required security personnel, as long as the volunteer security person has met the training requirements below. After the first year of implementation of these new security rules and regulations, the event promoter may meet with the chief of police to continue to evaluate the success of the event security and to discuss the appropriate percentage allowable to offset the number of professional security personnel with volunteer security for the following year's event.

1. Required Training for Volunteer Security allowing them to take the place of a hired security guard.

- ☐ ICS 100 (Available online)
 - <https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c&lang=en>
- ☐ ICS 200 (Available online)
 - <https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c&lang=en>
- ☐ CPR First Aid certified.
- ☐ Carbondale PD Special Event Training (1-day training)

2. Volunteer Security Personnel shall be responsible for the following:

- ☐ Liaison with on duty law enforcement/professional security for the event
- ☐ Monitor to ensure no underage alcohol consumption or illegal drug use occurs.
- ☐ Monitor amplified noise at all four corners of event.
- ☐ Monitor for fighting or other inappropriate behavior.
- ☐ Monitor for weapons and other dangerous devices.
- ☐ Monitor weather with National Weather Service
- ☐ Monitor parking hourly.
- ☐ Monitor event to ensure no alcohol is brought in and no alcohol leaves the premises.
- ☐ Monitor the number of attendees and ensure they remain in appropriate areas and not in off limits areas.
 - Be familiar with all exits and emergency exits.
 - In event of an emergency, should assist with mass evacuations.
 - Keep in mind additional emergency services may need to enter area at a designated location. Egress may hinder arrival of additional units.
- ☐ Provide Police Chief list of volunteer security in advance (Show completion for each volunteer of training requirements)
- ☐ Volunteer security must be easily identifiable as on-duty.
 - Off duty Volunteer Security shall not wear material which identifies them as working
- ☐ Volunteer security must be sober.
- ☐ Volunteer security must work in concert with law enforcement and other security organizations.
- ☐ Formal check-in and check-out process with the volunteer security liaison at the start and end of each day.

3. Special Events with liquor licenses:

Event management plan and the volunteer training requirements and reporting has satisfied the maximum of 25% of the security requirements.

___ Yes (take off one private security guard from the ratios above up to 25% of required security. For 2023 75% of security needs will need to be provided by private security guards)

___ No (Trained private security guards at the number circled above are still needed)

The public event must comply by hiring a security company and providing a signed copy of security contract, with # of security guards & hours that match the required private security ratios listed above, minus the volunteer security personnel at the ratio of one per 250 patrons up to 25 % of the required security needs.

4. Have you hired a professional security company to manage event security? (Y) (N)

If Yes, please provide the following information:

- ☐ Name of Security Company: _____
- ☐ Person in charge at event: _____
- ☐ His/Her Cell Phone contact at event: _____
- ☐ His/Her Cell Phone Text email address at event: _____
- ☐ Number of security personnel assigned to event: _____
- ☐ Event times they will be in place: _____
- ☐ Describe duties & functions: _____
- ☐ Emergency Operations Plan must be submitted to the Carbondale Police Department 45-days prior to the event. Emergency operations plan shall include evacuation plan and mass casualty incident plan. (Most security companies provide this as part of their contract and the Chief of Police can assist with this process)

5. Will Town of Carbondale Police Dept. enforcement services be requested? (Y) (N)

If Yes, please provide the following information:

- ☐ List purposes (enforcement, traffic, parking control, event walk-thru): _____

- ☐ List # of officers & times when needed: _____

Town law enforcement services charged out at Town cost in an agreement with Chief of Police, who has right to place officers as deemed necessary in the best interest of public safety.

SECTION 5 – MEDICAL & EMERGENCY SERVICES PLAN:

Please describe your medical and emergency services plan.

1. Will emergency medical services be summoned through 911? (Y) (N)

If Yes, please provide the following information:

- ☐ Name & cell phone of on-site staff designated as medical point of contact: _____

2. Will a licensed Emergency Medical Service provider or EMT be provided on-site? (Y) (N)

If Yes, please provide the following information:

- ☐ Name & cell phone of service provider or EMT: _____
- ☐ Aid Station location & hours: _____

3. Have you notified the National Weather Service, Grand Junction Office 970-243-7007, of your event dates?

(Y) (N)

Please provide the following information:

- ☐ Name & cell phone of the person receiving emergency weather updates: _____

SECTION 6 – TRANSPORTATION & ROAD CLOSURE TRAFFIC MANAGEMENT CONTROL

PLAN:

*Required of events involving a road closure. Main Street closure requests require 4-6 months notification to obtain approval. **Event organizers must submit an aerial drawing or map**, showing event location, along with the following information shown on the drawing or map. Must initial each section.*

- ☐ Road and/or traffic lane closure request: (Y) (N)
- ☐ Location of barricades and/or traffic cones: _____
- ☐ Proposed traffic flow map around road closure: _____
- ☐ Location of informational signage within road closure area: _____
- ☐ Location of safety lighting bar (if needed) within road closure area: _____
- ☐ Running or Bike Race route description (with start & finish line) if applicable: _____
- ☐ Parade route description (with start & finish) if applicable: _____

With this information the Public Works Director will determine a “traffic control plan” and will indicate the required road closure barricades and road detour signage needed for the event. If equipment is supplied by the Town, it will be provided at Town cost in covering staff expenses on delivery/pickup and setup/takedown. Deposit on Town equipment may be required. At the Town’s discretion, to save expenses, Event Organizer may be requested to set up/take down and safely secure the road closure barricades and signage before and after their event with instructions from the Town. Cost to the event organizer will be determined after review of your event road closure request. If a street must be posted “No Parking” by the Town, the cost is \$5.00 per side of block.

If it’s determined by the Public Works Director that the Town is unable to provide a “traffic control plan,” it may be required that the Event Organizer obtain a plan from a certified traffic control specialist. If the Public Works Director determines that the Town lacks the necessary barricades and signage due to scope and size of road closure (with limited inventory available), it may be required that Event Organizer contract all or a portion of their road closure traffic control management need services with a privately owned traffic control company.

*Town of Carbondale Parks & Recreation Department has a gross weight limit and additional rules on food trucks and other vehicles allowed into Town parks for special events. For large special events, that have permission to bring vehicles into the park, we will require that there is a plan to protect the turf with techniques that will include the following stipulations: **Must initial each requirement or write N/A (Not Applicable).***

- ☐ No vehicle access into the park if the natural weather has saturated the turf. _____
- ☐ If necessary (i.e.-food truck locations), the entry/exit would be protected with sheets of plywood and plywood would be placed under truck wheels where they are parking for the duration of the event.

- ☐ Gross vehicle weight cannot exceed 10,000 lbs. This is a light duty commercial truck class 1 & 2 only. _____
- ☐ Turf damage will be repaired using the damage deposit collected from the event organizer. _____

SECTION 7 – REFUSE/TRASH PLAN:

Event organizer shall provide for the pickup and removal of all refuse/trash and recyclable materials, both on and off event site, which results from hosting the event. Throughout the duration of the event and immediately upon conclusion, the park and/or street area must be returned to a clean condition (no later than 10:00 am the next day following event). Event organizer may use Town trash receptacles available within the event area, but will need to provide additional containers at their expense, either by hiring a trash contractor who provides appropriate containers, providing their own containers, or provide a refuse removal plan that prevents the accumulation and overflow of refuse from containers provided by the Town.

Failure to perform adequate cleanup, or if damage occurs to public property due to event, and mitigation attempts fail, event organizers will be billed at full Town cost recovery rates for cleanup and repair. In addition, such failure may result in denial of future special event approval.

Event organizer is encouraged to consider a refuse/trash recycling plan for your event. Event organizer is further encouraged to consider creating a "Green" Event. These services can be provided for a fee by local companies. If using a contracted company please provide the following:

- ☐ **Name of Service Provider:** _____
- ☐ **Contact Person:** _____
- ☐ **Mailing Address:** _____
- ☐ **Cell Phone:** _____ **Email:** _____

SECTION 8 - PORTABLE RESTROOM PLAN:

Event organizer shall provide portable restroom facilities unless you can show the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event. Please make sure these facilities are shown on your site plan. Portable toilets shall be removed from event site by 11:00 am the next day following event. Event organizer is responsible for keeping both portable toilets and park bathrooms clean, unplugged, and stocked with toilet paper from beginning to end of event. Multiple day events may require portable toilets to be pumped out daily. Please use the formula below to figure out your event's porta potty needs.

Duration of Event and number of Portable Toilets needed

	Duration of Event							
	1 hr	2 hr	3 hr	4hr	5 hr	6 hr	7 hr	8 hr
50	1	1	1	1	2	2	2	2
100	2	2	2	2	3	3	3	3
250	3	3	3	4	4	4	5	5
500	4	4	5	5	6	6	7	7
1,000	6	7	8	8	9	9	10	10
2,000	9	12	15	16	17	17	18	18

Do you plan to provide portable restroom facilities at your event? (Y) (N)

If yes, how many: _____

Number of ADA accessible portable toilets: _____

Is portable handwashing station being provided? (Y) (N)

If no, is there a sanitizer dispenser within toilet? (Y) (N)

Please provide the following information regarding event portable restroom provider:

- ☐ Name of Service Provider: _____
- ☐ Contact Person: _____
- ☐ Mailing Address: _____
- ☐ Cell Phone: _____ Email: _____

SECTION 9 – ALCOHOL MITIGATION PLAN & PERMIT REQUIRED:

*Responsible sale and/or distribution of alcohol is critical to a safe and successful event. A Town of Carbondale Liquor License Special Event permit application (\$50.00 per day of alcohol service payable to: Town of Carbondale) must be obtained from the Town Clerk, and submitted and approved by the Board of Trustees to sell alcohol (beer & wine) at your event. Only an incorporated non-profit organization is eligible for obtaining a special event liquor permit. The special event permit you receive will prohibit the consumption of alcohol outside of a controlled area or beer garden. Liquor liability coverage with a \$1,000,000 limit must be included on your certificate of insurance (also naming the Town as additionally insured). **You must submit your special event liquor license application to the Town Clerk at least 45 days prior to your event.** Applications submitted to the Town will require a hearing before the Town Trustees. Event Organizer must post a notice at event site 10-days prior to hearing before Town Trustees. Town Clerk will schedule hearing and provide notice board to be posted by event organizers.*

If your event is going to involve the sale and/or distribution of alcoholic beverages, please provide following information:

- ☐ **Hours of operation of event (include dates & times):** _____
- ☐ **Alcohol service times:** _____
(required ending is 15 minutes prior to event shutdown, although 30 minutes prior is recommended)
- ☐ **A designated fenced-in or secured area for the dispensation and consumption of alcoholic beverages is required. Show this area on your site plan and describe measures taken to secure the area:** _____
- ☐ **Must provide non-transferable ID bands/bracelets for persons 21 and over (Describe your process for identifying legal vs underage patrons):** _____
- ☐ **Describe how TIPS trained servers will monitor alcohol consumption and intoxication:**

(Note: Servers should not consume alcohol while working a shift, and should not return to shift if they consumed alcohol)

- ☐ **Describe how Security staff and/or event server volunteers will provide friendly intervention to individuals who appear intoxicated:**

- ☐ **Consider (but not required) designating a “family friendly” seating area. If included, describe the location and include on site plan:** _____
- ☐ **Will event provide alternative beverages to alcohol? If so, what?**

- ☐ **Will food be available at all times? If so, what?**

- ☐ **Is there a designated smoking area? If so, describe the location and show it on your site plan:** _____
- ☐ **How will you handle and mitigate an obviously intoxicated person who is drunk and may be driving home?**

SECTION 10 – FOOD PLAN & PERMIT:

These guidelines should assist you in developing plans for food handling, preparation, and distribution in the most responsible and legal manner. Garfield County Public Health Department paperwork process for Temporary and Special Food Service Events must be followed if you will be having any event in Garfield County where food will be sold to the public. (This includes, fairs, festivals, carnivals, farmers markets.) All vendors must obtain a retail food establishment license to serve open foods (including ice), and potentially hazardous foods that need to be temperature controlled. The event organizer is required to fill out a Garfield County Public Health Event Coordinator Plan Review (appendix A) and each vendor at your event must fill out and apply for an annual Garfield County Public Health Temporary Vendor Application (Appendix B) and a Garfield County Public Health Commissary Agreement (Appendix C) Temporary Vendor Permit Flow Chart (Appendix D). All food vendors at your event must have their original Colorado Retail Food Establishment license on premise at all times.

- ☐ **Please list food vendors at your event, name of vendor and product (s) served:**

- ☐ **Vendors Exempt from Licensing (Exempt foods include popcorn or kettle corn, raw agricultural commodities such as honeycomb and uncut produce, commercially pre-packaged products that do not require refrigeration and cottage foods such as pickled fruits and vegetables , spices, teas, dehydrated produce, nuts, seeds, honey, jams ,jellies, preserves, fruit butter, flour and baked goods, including candies, fruit empanadas, tortillas and other similar products that do not require refrigeration for safety. Please list food vendors exempt from licensing at your event, name of vendor and product (s) served:**

SECTION 11 – SALES TAX LICENSE SUBMITTAL PLAN:

*If goods and/or services (including the sale of alcohol and food) are to be sold at event, each vendor must obtain a Town of Carbondale Sales Tax License, which they must purchase and pay for at Carbondale Town Hall, 511 Colorado Avenue. Cost is \$15.00 for a temporary one-day license; \$25.00 for an annual license; and FREE for a governmental agency or charitable organization. **Note:** A governmental agency or charitable organization must still obtain a Sales Tax License, and if making taxable sales, they shall collect sales tax and consumers shall pay sales tax on such sales.*

Event organizer is responsible for submitting a list of Vendors working event to the Town of Carbondale Recreation Dept.no later than one week prior to your event. Vendors who did not obtain a Sales Tax License, and who attempt to work the event, shall be shut down by Event Organizers and/or Town staff. Event Organizers are responsible to visually verify and make sure that each vendor has their license and that it is posted within booth.

SECTION 12 – LIABILITY INSURANCE:

Liability insurance coverage must be provided for special event. If your event includes alcohol, liquor liability coverage must also be included. At least one week prior to the event, a certificate of insurance must be submitted to the Town Clerk. The certificate shall name the Town of Carbondale as an additional insured (for example: "Town of Carbondale, its officers, employees, & agents"). This commercial general liability insurance certificate requires the following minimum amount of coverage. Please initial each section.

- ☐ **\$1,000,000 each occurrence; \$2,000,000 aggregate: _____**
- ☐ **Host and general liquor liability insurance required in the same amounts listed above: _____**

SECTION 13 – EVENT DEBRIEFING:

An event debriefing may be held following your event at Town of Carbondale staff discretion. You are encouraged to attend this debriefing to help offer insight into the success of your event. The purpose of the debriefing will be to identify areas of success, and also areas in need of improvement, should you decide to hold your event annually.

SECTION 14 – FEES AND DEPOSITS

PARK (OR) STREET RENTAL USER FEE:

- ☐ \$100.00 User Fee per each day of use between 100 – 300 participants Paid Date _____
- ☐ \$200.00 User Fee per each day of use with over 300 participants Paid Date _____

PARK (OR) STREET CLEANUP/DAMAGE DEPOSIT FEE:

- ☐ \$200.00 Cleanup/Damage Deposit Fee for event with 100 – 300 participants Paid Date _____
- ☐ \$500.00 Cleanup/Damage Deposit Fee for events with over 300 participants Paid Date _____

These amounts may be increased if it is deemed necessary for a particular event or activity.

Event Organizer shall submit **two (2) checks payable to: TOWN OF CARBONDALE**

*One check designated for Rental User Fee of the Park/Street, and the other check designated for Park/Street Cleanup/Damage Deposit Fee. **These fees must be submitted with your application** and will be returned if denied. Please note that if the Town deems necessary, a portion of the cleanup/damage deposit fee may be utilized by the Town for the purpose of payment of unforeseen costs necessary to insure and protect public safety during the event, and to ensure the terms and conditions of this Rental Agreement are fulfilled. The deposit shall not limit Event Organizer from liability for such expenses in excess of the Cleanup/Damage Deposit Fee submitted. A refund check for deposit amount (minus any deductions if required) will be issued after the event.*

Initial here: _____

SECTION 15 – LICENSES, PERMITS, AND FEES

Event Organizer shall adhere to all local and state requirements regarding business licenses, taxes, vending, and special event permits and policies.

Initial here: _____

SECTION 16 – INDEMNIFICATION:

*Event Organizer agrees to indemnify the Town, its officers, agents and employees, and to hold them harmless as to any claim, liability or damages, including attorney fees and court costs, arising out of, or directly or indirectly resulting from the conduct of the event. **Certificates of insurance shall be provided to the Town Clerk at least one week prior to event.***

Initial here: _____

SECTION 17 – CANCELLATION OF EVENT:

Event may be cancelled by the Carbondale Town Manager, or his designee, if a recommendation is made by the Parks & Recreation Director, Public Works Director, or Chief of Police that the terms of this Agreement and Event Management Plan are not substantially fulfilled in a timely manner, or in the event of an unforeseen catastrophic event or act of God. In the event of such cancellation, the Town shall remit to Event Organizer all rental fees and damage deposits minus any expenditures incurred by the Town. Neither party shall be liable to the other for any lost profits, lost revenues or consequential damages in the event of such cancellation.

Initial here: _____

SECTION 18 – RELEASE OF LIABILITY:

The Town assumes no responsibility whatsoever, for any non-municipal property used within the premises of Event, and the Town is hereby expressly released and discharged from any and all liabilities for any loss, injury or damages to any person or property of Event Organizer, its employees, agents and concessionaires, or of any performer or spectator that may be sustained by reason of the occupancy within the premises of event under this Agreement. I further acknowledge and accept that there are presently additional health risks associated with my participation in this program during the COVID-19 pandemic, and hereby agree to comply with all Town of Carbondale regulations, policies and rules related to the COVID-19 pandemic for so long as the ongoing local COVID-19 health emergency exists as declared by the Town of Carbondale Board of Trustees. With full awareness and appreciation of the risks involved, I also hereby forever release, waive, discharge, and covenant not to sue, the Town of Carbondale, its Parks & Recreation department, officers, employees and agents, with regard to any and all liability, claims, demands, and causes of action whatsoever, directly or indirectly arising out of or related to any loss, damage, or injury, including death, I may sustain related to COVID-19 due to my participation in this program, regardless of any negligence by the Town or its officers, employees and/or agents.

Initial here: _____

SECTION 19 – AUTHORITY TO CONTRACT:

The Town of Carbondale and Event Organizer represent that each has the power to enter into this Agreement, and grant or receive as the case may be, the license herein granted; each represents that it does not require the consent of any other person or entity (governmental or otherwise), and that this Agreement constitutes a valid and binding obligation of the Town of Carbondale and Event Organizer which is enforceable against the respective parties in accordance with the terms hereof.

Initial here: _____

SECTION 20 – ATTORNEY'S FEES:

In the event that suit is brought (or arbitration instituted) or any attorney is employed or retained by any party to this Agreement to enforce the terms of this Agreement, to collect any money due there under, or to collect any money damages for breach thereof, the prevailing party shall be entitled to recover, in addition to any other remedy, reimbursement for reasonable attorney's fees and costs incurred in connection therewith, including the reasonable value of salaried attorney's time.

Initial here: _____

SECTION 21 – FIRST AMENDMENT ACTIVITY:

The Event Organizer acknowledges that the constitutional right to free speech and expression is afforded careful protection in traditional public forums like Town parks, streets, and sidewalks.

If an event is open to the general public and occurring on or within a Town park, street, or sidewalk, the Event Organizer acknowledges that the Town, including its Police Department, will not enforce or otherwise support any restrictions on an individual or group's First Amendment rights, except if determined, in the Town's sole discretion, that the First Amendment activity raises a significant and real issue of governmental concern, including but not limited to public health, safety, or pedestrian or vehicular traffic impediments, or significantly interferes with the specific expressive message of the event.

Initial here: _____

Event Organizer Name (Please print): _____

Signature: _____

Date: _____

SPECIAL EVENT MANAGEMENT PLAN STAFF REVIEW & RECOMMENDATION

(With Comments, Conditions, and/or Requirements for Event)

PARKS & RECREATION DIRECTOR:

Approval: _____ **Approval Pending:** _____ (see above) **Denial:** _____

Signature: _____ **Date:** _____

PUBLIC WORKS DIRECTOR:

Approval: _____ **Approval Pending:** _____ (see above) **Denial:** _____

Signature: _____ **Date:** _____

CHIEF OF POLICE:

Approval: _____ **Approval Pending:** _____ (see above) **Denial:** _____

Signature: _____ **Date:** _____

TOWN CLERK: (Liquor Licensing Approval)

Approval: _____ **Approval Pending:** _____ (see above) **Denial:** _____

Signature: _____ **Date:** _____

TOWN MANAGER:

Approval: _____ **Approval Pending:** _____ (see above) **Denial:** _____

Signature: _____ **Date:** _____

TOWN OF CARBONDALE 2024 EVENT CALENDAR (subject to change)

Event	Organizer	Contact	Date	Location
<i>First Friday Family Skate Night</i>	Parks & Recreation Dept www.carbondalerec.com	Margaret Donnelly 970-510-1278 mdonnelly@carbondaleco.net	January 5th (Fri) 5pm-8pm	4 th Street Rink
<i>First Friday</i>	Carbondale Arts www.carbondalearts.com	Jamie Abbott jamie@carbondalearts.com	February 2nd (Fri) 5pm	Downtown Main St.
<i>Puzzle and Pie Night</i>	Parks & Recreation Dept www.carbondalerec.com	Margaret Donnelly mdonnelly@carbondaleco.net	February 25th (Sun) 4:00-7:30pm	CRCC
<i>First Friday "Creative District Focus"</i>	Carbondale Arts www.carbondalearts.com	Jamie Abbott jamie@carbondalearts.com	March 1st (Fri) 5pm	Downtown Main St.
<i>Green is the New Black Fashion Show</i>	Carbondale Arts	Jamie Abbott 970-963-1680 jamie@carbondalearts.com	March 7-9th	CRCC
<i>"Where My Peeps At?" Scavenger Hunt</i>	Parks & Recreation Dept www.carbondalerec.com	Margaret Donnelly mdonnelly@carbondaleco.net	March 30 (Sat) 8:30am	CRCC
<i>First Friday</i>	Carbondale Arts	jamie@carbondalearts.com	April 5th (Fri)	Downtown Main St.
<i>Healing Hoof It 5K and Animal Parade</i>	Sheryl Barto	sheryl@smilinggoatranch.com	5pm	CRCC
<i>First Friday Spring Into Wellness</i>	Carbondale Recreation Center The Center for Human Flourishing	Margaret Donnelly Rita Marsh rita@tcfhf.org	April 5th (Fri) 5pm	CRCC
<i>5 Point Film Festival</i>	5 Point Film www.5pointfilm.org	Luis Yllanes luis@5pointfilm.org	April 24-28 (Wed-Sun)	CRCC & Sopris Park
<i>Fireball Drop</i>	Carbondale Rotary Club	Alan Cole alan@moderndaymedia.net	May 3rd (Fri) 5pm	Sopris Park
<i>First Friday "Family Block Party" & Pride Parade</i>	Parks and Rec Dept michelle@ascenteventscsco.com	Margaret Donnelly Michelle Marlow	May 3rd (Fri) 4pm-8pm 5:30 parade	4th Street Plaza & Main Street
<i>Arbor Day Volunteer Public Tree Inventory</i>	Tree Board	Lisa Page	May 4 (Sat) 9 am - 3 pm	Sopris Park
<i>Dandelion Day</i>	Environment Board www.dandelionday.org	Quinn Port dandelionday81623@gmail.com	May 11th(Sat) May 12(Sun)	Sopris Park
<i>Bike Rodeo</i>	Parks and Recreation Dept. www.carbondalerec.com	Margaret Donnelly mdonnelly@carbondaleco.net	May 13th (Mon) 4pm-6pm	CRCC
<i>Pump Track Time Trials</i>	Parks and Recreation Dept. www.carbondalerec.com	Margaret Donnelly mdonnelly@carbondaleco.net	May 15th (Wed) 4pm-6pm	North Face Park
<i>Carbondale Bike Week</i>	Bonedale Bike Week	Tracy Wilson 9970-510-1083 bonedalebike@gmail.com	May 13th-17th	Various Locations

Event	Organizer	Contact	Date	Location
<i>Annual Art Walk</i>	Carbondale Public Arts Commission (CPAC)	Laurie Lindberg llindberg@carbondaleco.net	June 6th (Thurs) 5:30pm	Town Hall
<i>Wild West Rodeo Series</i>	Wild West Rodeo Assoc. www.carbondalerodeo.com	Mike Kennedy 970-379-3907 mikekenedy@sopris.net	June 6 - August 15 7:30-9:30pm	Gus Darien Rodeo
<i>First Friday "Art Around Town"</i>	Carbondale Arts www.carbondalearts.com	Jamie Abbott jamie@carbondalearts.com	June 7 (Fri) 5pm-9pm	Downtown Main St.
<i>Downtown Farmers' Market</i>	Carbondale Farmers' Market www.carbondalefarmersmarket.com	Erica Savard 970-987-1247	June 12th - Sept 25th Wednesdays 10am-4pm	4th Street Plaza Park
<i>Tri for the Sun Triathlon</i> <i>Sunlight Mtn Resort</i>	Parks and Recreation Dept. www.carbondalerec.com	Jamie Wall & Travis Baptiste travis.sunlight@gmail.com	June 8 (Sat) 7am-1pm	Carbondale Pool & Sunlight Mtn Resort
<i>Gymkhana</i>	Sopris Gymkhana Club soprisgymkhanaclub@gmail.com	Sydney Linfoss 970-948-6157 Lindsey Rice 970-618-4372	June 8 (Sat) 10am-2pm	Gus Darien Rodeo
<i>Mexican Rodeo Jaripeo Ranchero</i>		Arturo Marban 704-222-6661 artmarban@gmail.com	June 16 or 23 (Sun)	Gus Darien Rodeo
<i>Summer Park Concert Series</i>	Music Committee	Steve Sandiford sguitars@sopris.net	June 9 (Sun) 3:30pm-7:30pm	Sopris Park Gazebo
<i>RFPA Tournament</i>	Roaring Fork Pickleball Association	Trevor Cannon rfpickleball@gmail.com	June 13-16th 8am-6pm	YCAB & Darien Courts
<i>Wilderness Workshop</i> <i>Community Party</i>	Wilderness Workshop	Erin Riccio 720-470-7580 erin@wildernessworkshop.com	June 14 (Fri) 6pm-9pm	Sopris Park
<i>Festival Las Americas</i>	Club Rotario lucymoncadaarcila@alpinebank.com	Lucy Moncada Arcila 970-355-9743	June 22 or 29 (Sat)	Sopris Park
<i>4th of July Parade</i>	Parks and Recreation Dept www.carbondale.com	Margaret Donnelly mdonnelly@carbondaleco.net	July 4 (Thurs) 10:30am-3pm	Downtown Main St.
<i>First Friday "Community Celebration"</i> <i>23rd Annual "Mt. Sopris Music Fest"</i>	Carbondale Arts www.carbondalearts.com	Jamie Abbott jamie@carbondalearts.com	July 5 (Fri) 5pm-9pm	Downtown Main St.
<i>Gymkhana</i>	Sopris Gymkhana Club soprisgymkhanaclub@gmail.com	Sydney Linfoss 970-948-6157 Lindsey Rice 970-618-4372	July 13 (Sat) 9am-3pm	Gus Darien Rodeo
<i>Clay Center "The Potters Table"</i>	Carbondale Clay Center carbondaleclay.org	Angela Bruno 970-963-2529 director@carbondaleclay.org	July 13th (Sat) 3pm-9pm	Carbondale Clay Center & Main Street
<i>Summer Park Concert Series</i>	Music Committee	Steve Sandiford sguitars@sopris.net	July 14 (Sun) 3:30pm-7:30pm	Sopris Park Gazebo

Event	Organizer	Contact	Date	Location
<i>Jarapeo Ranchero Mexican Rodeo</i>		Arturo Marban 704-222-6661 artmarban@gmail.com	July 14 or 21 (Sun)	Gus Darien Rodeo
<i>Carbondale Mountain Fair</i>	Carbondale Arts	Jamie Abbott jamie@carbondalearts.com	July 26-28 (Fri-Sun) Fri 12pm - Sun 7pm	Sopris Park & Main St.
<i><u>Mt. Sopris Runoff & 4 mile Run</u></i>	<i><u>Independence Run & Hike</u></i>	<i><u>Brion After 970-704-0909</u></i> brion@independencerunandhike.com	<i><u>July 27 (Sat)</u></i>	<i><u>Sopris Park</u></i>
<i>Porcupine Loop Bike Race</i>	Aloha Mtn Cyclery	Nic DeGross 970-963-2500 alohamountaincylery@yahoo.com	July 28 (Sun)	Sopris Park & Prince Creek
<i>First Friday</i>	Carbondale Arts www.carbondalearts.com	Jamie Abbott jamie@carbondalearts.com	August 2 (Fri) 5pm-9pm	Downtown Main St.
<i>Gymkhana</i>	Sopris Gymkhana Club soprisgymkhanaclub@gmail.com	Sydney Linfoss 970-948-6157 Lindsey Rice 970-618-4372	Aug 10, (Sat) 9am-3pm	Gus Darien Rodeo
<i>Summer Park Concert Series</i>	Music Committee	Steve Sandiford sguitars@sopris.net	August 11 (Sun) 3:30pm-7:30pm	Sopris Park Gazebo
<i>Our Town One Table</i>	Parks and Recreation Dept.	Margaret Donnelly mdonnelly@carbondaleco.net	August 18 (Sun) 5pm-8pm	4th Street Main to Euclid
<i>Cowboy Up Dance & BBQ</i>	Cowboy Up Committee	Natalie Bassett hablanatalia@gmail.com	August 23 (Fri) 6pm-10pm	4th Street Park & Plaza
<i>First Friday</i>	Carbondale Arts www.carbondalearts.com	Jamie Abbott jamie@carbondalearts.com	Sept 6 (Fri) 5pm-9pm	Downtown Main St.
<i>Roaring Fork Ranch Roping</i>	Wild West Rodeo Association ginny.a.harrington@gmail.com	Ginny Harrington 970-275-1165	Sept 5-7 (Fri-Sun)	Gus Darien Rodeo
<i>Summer Park Concert Series</i>	Music Committee	Steve Sandiford sguitars@sopris.net	Sept 8 (Sun) 3pm-7pm	Sopris Park Gazebo
<i>Clay Center's "The Pot Swap"</i>	Carbondale Clay Center carbondaleclay.org	Angela Bruno 970-963-2529 director@carbondaleclay.org	Sept 14 (Sat) 12pm-8pm	Carbondale Clay Center & Main Street
<i>Gymkhana</i>	Sopris Gymkhana Club soprisgymkhanaclub@gmail.com	Sydney Linfoss 970-948-6157 Lindsey Rice 970-618-4372	Sept 15 (Sun) 9am - 3pm	Gus Darien Rodeo
<i>RFPA Tournament</i>	Roaring Fork Pickleball Association	Trevor Cannon rfpickleball@gmail.com	Sept 20-22nd 8am-6pm	YCAB & Darien Courts
<i>st Friday</i>	Carbondale Arts	Jamie Abbott jamie@carbondalearts.com	Oct 4th (Fri) 5pm-9pm	Downtown Main St.

Event	Organizer	Contact	Date	Location
<i>Bonedale Flashmob October First Friday</i>	Bonedale Flashmob	Alexandra Jerunica movefromyourcenter@gmail.com	Oct 4th (Fri) 5:30-6pm	Main Street
<i>Potato Day Community Contra Dance</i>	Potato Day Committee Carbondale Historical Society	Sue Gray 970-618-1849 info@carbondalehistory.org	Oct 4th (Fri) 7:30-10 pm	Carbondale Recreation Gymnasium
<i>Potato Day Ross Montessori School Tator Trot Fun Run</i>	Ross Montessori School	Sonya Hemmen 970-963-7199 sonya.hemmen@rossmontessori.org	Oct 5th (Sat) 8:30-10:00am	4th Street Park
<i>Potato Day Pancake Breakfast</i>	Carbondale Rotary Club	Alan Cole alan@moderndaymedia.net	Oct 5th (Sat) 8 -10:30 am	4th Street Park
<i>Potato Day Parade & BBQ</i>	Potato Day Committee	Eric Brendlinger 970-510-1277 ebrendlinger@carbondaleco.net	Oct 5th (Sat) 10:30am-3pm	Main St. & Sopris Park
<i>Potato Day Gymkhana</i>	Sopris Gymkhana Club soprisgymkhanaclub@gmail.com	Sydney Linfoss 970-948-6157 Lindsey Rice 970-618-4372	Oct 6th (Sun) 9am-3pm	Gus Darien Rodeo
<i>Ride the Ranches</i>	Ascent Events	Michelle Marlow michell@ascenteventsco.com	Oct 6th (Sun)	Various Locations
<i>Indigenous Peoples Day</i>	The Center for Human Flourishing www.tcfhf.org	Rita Marsh rita@tcfhf.org	Oct 14th (Mon) 5pm-9pm	Sopris Park & Gazebo
<i>Bonedale Flashmob Thrill the World</i>	Bonedale Flashmob	Alexandra Jerunica movefromyourcenter@gmail.com	Oct 26th (Sat) 4pm	4th Street Plaza Park
<i>Zombie Crawl</i>	High Rockies Harm Reduction	Josie Cruz gardenofmojo@gmail.com	Oct 26th (Sat)	Various Locations Downtow
<i>First Friday "Dia De Los Muertos"</i>	First Friday Committee Carbondale Arts	Jamie Abbott jamie@carbondalearts.com	Nov 1st (Fri) 5pm-9pm	Main Street
<i>Turkey Trot</i>	Parks and Recreation Dept	Margaret Donnelly mdonnelly@carbondaleco.net	Nov 21st (Thurs) 9am	Rio Grand Trail CRCC
<i>First Friday "Light Up Carbondale"</i>	First Friday Committee Parks and Recreation Dept	Carbondale Arts Margaret Donnelly	Dec 6th (Fri) 5pm-9pm	Main Street
<i>Jingle Bell Run</i>	Independence Run & Hike	Brion After 970-7040909 brion@independencerunandhike.com	Dec 15th (Sun) 11am	Independence Run & Hike Store

In Progress						
Need to check on status	Carbondale P & R Outstanding Projects		12/13/2023	Funding source or amount	Completed	30 days
2024 New projects						60 days
						90 days
*delayed final design/ permitti	Red Hill Trail Improvements	Installed new IR&H dog pots	AVLT Maintenance Endowment	RFOV dedicated trail crew 2 day build	Sign Repair & trail user data collection	Ongoing trail maintenance
	Crystal River Restoration and Weaver Ditch Efficiency Project		Grant Funded	Redoubt Excavation river work complete	Interpretive sign design work	grant processing &sign work continues
	GOCO Resilient Communities AVLT ADA Access/ classroom		grant \$55,000	GOCO Contract &Resoution	grant extension requested	Grant closeout with GOCO
	Fishing is Fun Grant Crystal River Project. CPW 2020 ADA access/classroom		Grant \$30,000	processed received PO	grant clousout started	grant closeout
*no staff training	Fishing is Fun Grant Crystal River Project. CPW 2021 In-channel improvements		Grant \$50,000	processed received PO	"	"
	CIWMP- Approval for 2023 weed mitigation strategies		2023 Budget	BOT Approval Feb Bee Happy Lands training	evaluate previous efforts goats for 2025?	evaluate and make plans for 2024
	Playground & Park equipment repairs Cirsa audit		2023 Budget	installed test swing mats in Sopris	order and install additional swing mats	conduct repairs from audit
	Mobile Stage 3 trained planned use in 2023 (11 times)		2023 budget	BOT Fee Waiver paperwork approved	Dec No scheduled use	Jan No scheduled use
*delayed production/ delivery	Aquatics Facility		2023 Budget Bond	Owners Rep, Design and construction	OAC / SD/ fundraising/grants	OAC/SD/Pricing/ fundraising /grants
	Nature Park-loop pathway improvements trail maintenance techniques		surplus EWF from 2022	wood chips donated, burned small section	weed mitigation ordered new kiosks	dog park sign work, new kiosks
	Nature Park-Beaver issues with culverts and flooding		2024 budget	researched mitigation techniques	assess culverts when water recesses	plan or conduct wood removal
	RVR Park Weed Management - can/will they adopt Town weed plan		Orchard & Triangle Park	Town Staff request to GM	report on Triangle and Orchard	include strategy in weed management plan
	Miners Park Irrigation Retrofit to ditch water		2022 parks CIP budget	VFD Pump installed and plugged in	process vfd rebate	shut down for season
	Park Signage and Branding (Dogs in park story map)		2023 Budget	Manifest Communications P & R presented	produce signs & Kiosk ordered	produce signs
	Youth Art Park Rio Gande with Carbondale Arts		\$35k GOCO Grant Extension	extension to June 2024	fall project/ grant closeout early next year	complete phase 1
	CWWRA-Carbondale Wild West Rodeo Association MOU and solutions		2023 Rodeo Maintenance	MOU, parking ideas, garco approval	new rules evaluation and report	parking solutions meeting with GARCO
	Replace Rec Center Skylights and new security cameras		2024 Rec budget	old bids expired possible roof issues	seek new bids to include roof repairs	RFP for work produced
	Updated Highlighted Chart of Master Plan		na	April P & R Meeting	budgeting for 2025	budgeting for 2025
	4th Street Plaza Park Improvements (Chacos Park)		2023 budget	rfp and contractor selected re:LAND	public and stakeholder outreach	public outreach
	Electrification of mow equipment		2024 parks budget	equipment purchased	budget for Toro diesel electric replacement	budget for additional equipment
	Cemetery Software Purchase and implementation begun		2023 Budget 3 quotes	Chose and purchased CemSites	software training and implementation	software training and implementation
	RV Park bath house roof replacement		2024 Budget		RFP for roof contractor	choose contractor and schedule
* affected by covid-19						
Completed 2022-2023						
* change scope public outreach	Aquatics Facility Master Plan		completed	GOCO Grant closeout		
	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 fundraising	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			
	Bear Proof Trash and Recycling Cans		conservation Trust Fund	2 in triangle, 2 in Thompson	Timing TBD but before Bald Eagle Closure	Construction
*delayed bidding	Bonnie Fisher Park signage and enforcement		Demeters Garden/Access road	public outreach /sign production	Signs Installed send letters to homeowners	done
	Electric Work at RV Park		2022 rv park budget	Contracted w/Lassiter phase 4	work complete sites 15-19	Enforcement
	Red Hill Signage for completed kiosk		2022 budget	RFP with Proposals	Kiosk signage completed and installed	completed
	North Face Bike Park Jump line capping		2022 Rec budget	project completed		done
	Replace pool water heater at Pool		2021 budget partial	replaced , waiting to test	installed	test in spring when water back on
	Electrification of mow equipment		2022 parks budget	equipment purchased	Use	use assesment
	High Speed Radio WiFi Internet at Gateway RV Park		2022 rv park budget	project completed	completed	completed by May 6th
	Hillcrest Cemetery		2022 budget	Fence Completed	contract for survey and plot layout	work concluded
	GOCO Resilient Communities AVLT Red Hill Shade Shelter & landscaping		Grant \$55,000	GOCO Contract grant extension	Grant closed	money transferred to Town Bank
	CIRSA Claims property work in Parks		CIRSA Reimbursed	CIRSA payments to Town work complete	North Face Bathroom and Red Hill Porta Po	projects complete
	Red Hill C-line alternate bike trail.		AVLT Maintenance Endowment	Trail open	completed	no probuild needed
	Hendricks Playground Replacement	Burke bid \$82,604	2022 Budget appropriation	A & Z Contracted	construction began	completed by May 30
	Ramey-Harvey Park Improvements	CAFCI AARP grant 2 benches concrete	2022-23 budgeted	completed	Town reimbursed for concrete work from CAFCI	completed
	Sopris Park	ADA Path & Water Fountain replacements	ordered & contracted	construction complete	charge and make functional	hook up water fountains
	Hendricks Dog Park Water Fountain Replacement		2022 budget	Product received pad poured	make functional	complete
	Red Hill C-line alternate bike trail.		AVLT Maintenance Endowment	C-LineTrail open installed new signs	RFOV dedicated trail crew 2 day build	Ongoing trail maintenance
	Highway 133 South Irrigation replacement project		2023 Parks CIP budget	install new pump and fixed leak in line	new pump functional , leaks fixed	functional until shutdown.
	Replace Boiler and Pool Chemtrol distribution unit		2023 Pool Budget	boilers replaced	Final pool closure Sept 24th	storage of useable equipment
	Bear Proof Trash and Recycling Cans for Rodeo Grounds		2023 parks budget	equipment purchased and delivered	in storage for next season	in storage
\$ not awarded 2022	FMLD Rec Center Gym LED Lighting Retrofit		FMLD Mini-Grant	submitted	not awarded	
\$ Not awarded 2023	FMLD Chacos Park Master Plan		FMLD Planning Grant	submitted	not awarded	