



Foothills

Park & Recreation District

Creating Community, Enhancing Health, Inspiring Play since 1959

BOARD OF DIRECTORS MEETING

July 28, 2020 – 6pm

You are invited to a Zoom webinar.

When: Jul 28, 2020 06:00 PM Mountain Time (US and Canada)

Topic: Board Meeting 7/28/2020

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_Sbf_6jpuSf-3rPHiUhkcA

After registering, you will receive a confirmation email containing information about joining the webinar.

AGENDA

Pursuant to Colorado Revised Statutes 18-8-308(2), 24-18-109(3)(a), 24-18-110, 32-1-902(3), all known potential conflicts of interest of any board members have been filed with the Secretary of State.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF JUNE 23, 2020 MINUTES
- VI. COMMUNITY COMMENTS

A. Part-time Scholarship Award Recipients

- Ronald Hopp

The Board will be accepting Community Comments at this meeting. The options available are:

- If you cannot attend the meeting, please submit comments or questions prior to 12:00 PM Noon on Tuesday, July 28. Please email Richelle Riley at richeller@fhprd.org.
- During the meeting, the Board will ask for comments from the Zoom meeting attendees during the Community Comments time. Please click 'Raise Your Hand' at the bottom of the screen, and the moderator will alert the Board of your desire to speak and your microphone will be enabled. A three-minute time period will be observed and there will be only one three-minute opportunity per person to speak during the Community Comments time.

VII. DECISION ITEMS

A. November 3, 2020 Election Resolution

- Ronald Hopp

B. Contract Policy Update

- Ronald Hopp

VIII. EXECUTIVE DIRECTOR'S REPORT

IX. DISCUSSION ITEMS

- A. Mile High BMX Agreement
- B. Finance Update
- C. 2021 Budget Guidelines
- D. COVID-19 Update

- Colin Insley
- Dennis Weiner
- Ronald Hopp
- Ronald Hopp

X. ADJOURNMENT

Individuals who require special accommodation to attend and/or participate in this meeting should call the Foothills District Office at 303.409.2108 to advise of their specific need(s) at least 24 hours prior to the meeting.

RECORD OF PROCEEDINGS

FOOTHILLS PARK & RECREATION DISTRICT REGULAR BOARD OF DIRECTORS MEETING

May 26, 2020

The meeting was held as a Zoom webinar. There were 46 registrants and 40 attendees.

You are invited to a Zoom webinar.

When: May 26, 2020 06:00 PM Mountain Time (US and Canada)

Topic: Board Meeting 5/26/2020 Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_7zsHGc4IQ0e4sHM-YywQWQ

After registering, you will receive a confirmation email containing information about joining the webinar.

- I. CALL TO ORDER: Director Bosanko called the regular meeting to order at 6:05pm.
- II. PLEDGE OF ALLEGIANCE: Director Bosanko led those in attendance in the Pledge of Allegiance to the Flag of the United States of America.
- III. ROLL CALL:

Director Bielkiewicz:	Present
Director Butman:	Present
Director James:	Present
Director Meyer:	Present
Director Bosanko:	Present

ALSO IN ATTENDANCE: Paul Rufien, District Counsel; Ronald Hopp, Executive Director; Dennis Weiner, Director of Finance and Administrative Services; Derek Eberhardt, Director of Operations; Barb Butler, Director of Recreation Programs; Colin Insley, Director of Parks, Planning and Construction; Richelle Riley, Recording Secretary; other Foothills staff and members of the public.

Potential conflicts of interest were disclosed pursuant to Colorado Revised Statutes 18-8-308(2), 24-18-109(3)(a), 24-18-110, and 32-1-902(3).

IV. APPROVAL OF AGENDA:

MOTION: Director Meyer moved that the Foothills Board of Directors amend the agenda to add to Executive Session the discussion of Contract Matters and moved that the Foothills Board of Directors move the Decision Item A, Election of Officers, to the last item on the agenda prior to the Executive Session. Director Butman seconded the motion. Poll of the Board: Director Bielkiewicz, aye; Director Butman, aye; Director James, aye; Director Meyer, aye; Director Bosanko, aye. The motion was approved.

V. APPROVAL OF APRIL 28, 2020 MINUTES:

Director Bosanko noted that Director Farrar was able to review and provide comments on the minutes prior to this evening.

MOTION: Director Meyer moved that the Foothills Board of Directors approve the minutes of the April 28, 2020 board meeting as submitted. Director James seconded the motion. Poll of the Board: Director Bielkiewicz, abstain; Director Butman, aye; Director James, aye; Director Meyer, aye; Director Bosanko, aye. The motion was approved.

VI. DIRECTOR FARRAR RECOGNITION

RECORD OF PROCEEDINGS

Director Bosanko said Director Farrar is no longer on the Board pursuant to the election as she did not run for another term, and acknowledged Director Farrar's great service to the community. This board is sometimes more time consuming than they anticipate and Director Farrar was certainly one to really represent her constituents and be out there making sure to listen and hear them. Director Bosanko expressed thanks from the Board to Director Farrar for her service and wished her well moving forward.

Ronald Hopp thanked Director Farrar for her four years of outstanding service, and highlighted some of the District's accomplishments during her tenure. Mr. Hopp recognized that Director Farrar has been a good advocate for employees of the District and has been kind and thoughtful. On behalf of staff of the District, Mr. Hopp thanked Director Farrar for her outstanding service to the District, and showed a plaque that staff will deliver, as well as a gift. He recognized Director Farrar was not present for the meeting, but staff wanted to thank her publicly for her contribution to the District.

VII. DECISION ITEMS:

A. Newly Elected Board Members/Election of Officers

Director Bosanko confirmed the Election of Officers will be moved on the agenda to take place before Executive Session.

Director Bosanko introduced new board member, Michael Bielkiewicz, recognizing he has served on the Board before. Director Bosanko said the Oaths of Office were presented to her, Director Bielkiewicz, and Director Meyer last week due to the awkwardness of the Zoom meeting. She recognized Director Bielkiewicz is officially a director of the Board. Director Bielkiewicz expressed he is happy to serve again.

B. Board Signature Authorities

Mr. Hopp mentioned this item would need to come after the Board Election of Officers.

MOTION: Director Meyer moved that the Foothills Board of Directors further amend the agenda to move Decision Item B, Board Signature Authorities, to the last item before the Executive Session. Director Bielkiewicz seconded the motion. Poll of the Board: Director Bielkiewicz, aye; Director Butman, aye; Director James, aye; Director Meyer, aye; Director Bosanko, aye. The motion was approved.

C. SB-35 Application

Referring to information in the packet, Colin Insley discussed staff is recommending applying to Jefferson County with a request for previously deposited Fees-in-Lieu of Land Dedication funds for purposes of supplementing the District's capital budget for projects. Mr. Insley indicated the request is for a total of \$1,145,275 in funds plus interest which are available to the District from the account, and would be used to assist with funding for capital projects. Mr. Insley detailed the project list provided and the funds being requested, including the locations.

In order to collect the fees, Mr. Insley discussed a resolution from the Board requesting distribution of the funds is required.

Director Bielkiewicz asked if there is a stipulation that says that the funds have to be used for certain things like capital projects or can funds be used for anything that is District related. Mr. Insley said he has previously clarified that with Jefferson County, and the funds do have to be earmarked for capital projects.

RECORD OF PROCEEDINGS

In answer to Directors Bosanko and Meyer, there was discussion about how much will be left in the SB-35 funds after these funds are accessed, and if there are any other projects earmarked for the leftover dollars at this point. Mr. Insley answered about \$800,000 will be left and nothing earmarked specifically at this point. Mr. Hopp submitted there are funds from Bowles Crossing remaining, that is across the street from Clement Park, and Clement Park would be a likely location for those. There are funds from the development adjacent to our campus, so they could be used for a project for Easton Regional Park. They can be used anywhere.

In answer to Director James, Mr. Insley indicated staff have not received any requests from the neighborhood near Green Gables for any parks or improvements from Foothills at this point in time.

MOTION: Director James moved that the Foothills Board of Directors approve Resolution No. 20-008 authorizing the application to Jefferson County for disbursement of Fees-in-Lieu of Park Land Dedication funds in the total amount of \$1,145,275 plus interest for improvements to parks and facilities, and further authorize the Executive Director to prepare and submit the required application forms. Director Bielkiewicz seconded the motion. Poll of the Board: Director Bielkiewicz, aye; Director Butman, aye; Director James, aye; Director Meyer, aye; Director Bosanko, aye. The motion was approved.

VIII. EXECUTIVE DIRECTOR'S REPORT:

Highlighting the report provided, Mr. Hopp said staff have had a lot of COVID-19 related meetings. A lot of it has to do with trying to get further clarification related to state orders, effects on special districts, effects on local governments, trying to get Jefferson County Health Department to issue clearer orders, etc.

Mr. Hopp pointed out information with the Governor's designation of \$1.6 billion in relief funds to various governmental entities. Of that order, \$270 million was earmarked for local governments. Through help with the Special District Association who continue to be engaged with that overall process, and talking with DOLA, they earmarked 10 percent of that money specifically for special districts, Mr. Hopp explained. Mr. Hopp indicated he set up a meeting for tomorrow with all of the park and recreation directors in Jefferson County to meet with representatives from Jefferson County Open Space and potentially Jefferson County Health Department to discuss guidelines to potentially provide the opportunity to provide some additional services and programs to the community.

Mr. Hopp indicated he met with Gary Fuller, president of the Foothills Foundation. He pointed out there was a 401K meeting. Mr. Hopp talked about the Jason Jennings field project at Schaefer Athletic Complex.

Kevin Wilks, Regional Parks Supervisor, was nominated for the Colorado Special Districts Property and Liability Pool's quarterly safety hero award., and he was awarded that for quarter two of 2020. Kevin spearheaded a confined spaces policy for the whole District, Mr. Hopp discussed and congratulated Kevin.

Director Butman recognized we had mentioned maybe opening one outdoor pool, have we looked into the viability for opening other outdoor pools sometime over the summer. Mr. Hopp confirmed that is a discussion item during his COVID-19 presentation.

In answer to Director James, Mr. Hopp provided an update on Hine Lake and a FEMA grant that was applied for and received through Bergen. He indicated it is federal money that the state is administering, the process may be slow. Mr. Hopp added, in the meantime, the lake is filling to the restricted level, which is four feet below full. It should be ready for irrigation purposes throughout the season.

IX. DISCUSSION ITEMS:

A. 2019 Audit Report

RECORD OF PROCEEDINGS

Dennis Weiner discussed staff have worked through and completed the 2019 financial statement audit between January and early May. The audited financial statements were provided to the Board by email earlier today. Paul Kane and Kim Higgins, with the District's audit firm, Eide Bailey, were in attendance to speak to the Board about the results of the audit process and the financial statements.

Screen sharing the audit report, Ms. Higgins discussed the opinion from page one of the financial statements. She said the District has gotten a clean opinion this year for December 31, 2019. Ms. Higgins went through the Independent Auditor's Report, and reiterated the District has received a clean opinion, the best it can get, on the December 31, 2019 and 2018 financial statements. She went through the Management's Discussion and Analysis and the audited financial statements. Ms. Higgins pointed out footnotes, and concluded with their Letter to Governance.

As Treasurer, Director James expressed thanks for a job well done, and said all of his questions were answered. Director Bosanko thanked Ms. Higgins and commended Mr. Weiner and his team.

B. Finance Update

Screen sharing the finance update report, Dennis Weiner discussed the financial update through April 30, 2020. He explained the major common theme throughout the update is going to be that in March and in April, the District experienced facility closures throughout the District related to COVID-19. That has had a significant impact on the District's financial performance throughout the start of the year.

Mr. Weiner discussed the information according the report provided. The total District year-to-date operating revenues were lower than planned, and the total year-to-date operating expenditures were lower than planned; Mr. Weiner outlined those factors. Net operating loss was unfavorable to plan from operations driven by COVID-19. Mr. Weiner discussed net non-operating revenue was favorable to the plan.

As a result of all activity through April 30, 2020, net revenue was unfavorable to the budget, Mr. Weiner reported.

C. COVID-19 Update

Screen sharing the presentation, Mr. Hopp gave an overview of things the District has been doing, jurisdictional orders, and scenarios. He noted there are a few things staff are seeking board direction on such as swimming pools.

Mr. Hopp talked about the jurisdictional orders, state-wide and county. He recalled the District closed facilities initially on March 14th, that was ahead of any state-wide order which came very shortly after. Mr. Hopp talked about the orders from the state. Jefferson County Health Department is primarily driving the orders related to what is happening in Jefferson County, Mr. Hopp discussed. Mr. Hopp reiterated he has a conference call tomorrow with the county. He spoke about the Cares Act funding; staff are awaiting details of the application process. Staff will continue to assess all orders moving forward to try to bring services back on line as quickly as possible as long as they conform to state and local orders, and we deem them to be safe practices for our employees.

Mr. Hopp discussed that it was put out and asked for employees in areas other than Golf, Parks, and Facility Maintenance to help at golf courses and parks. They have done some shifts with golf maintenance and have helped with park maintenance, and have done painting and aquatics maintenance. There is a total of about 433 hours and about 75 shifts where, rather than have part-time employees come in, we have shifted full-time employees to do those sorts of things.

RECORD OF PROCEEDINGS

Mr. Hopp discussed the status of program and facility areas, and highlighted what is open and closed currently. He said based upon the projection of when larger groups of people would be allowed, it doesn't appear that there will be the allowance for very large groups of people any time in the near future, as a result of that, we have canceled Red, White & You, which was scheduled to be on July 3rd. Shakespeare in the Park has been canceled, and concerts in Clement Park have been canceled through July 16th.

In answer to Director Bielkiewicz, Mr. Hopp explained why batting cages are closed, and said it is one of the things being evaluated.

Mr. Hopp outlined three scenarios: A, B, and worst case scenario, explaining that staff are looking at all of those different variables and factors, and want to make sure it is part of the equation. He suggested with the trends that are happening and some of the guidelines that we are seeing that are being relaxed, staff feel like it is probably within scenario B.

In answer to Director Meyer regarding a forecast for what could happen with tax revenue going forward, Mr. Hopp outlined a couple of factors. If property values go down as a result of a recession/depression, that would have an impact on the District's tax base. Secondly, there is a possible reduction in Gallagher. Mr. Weiner said estimates are between 5.88 percent for the residential assessment rate to 6.15 percent for the new level for that rate. Right now that rate is 7.15. Mr. Weiner explained if valuations are equal to what they are now, that one percent drop could be more than a million dollars in reduction in property tax revenues for the District in future years. That could happen if we don't see value growth within the District. Mr. Hopp added the District has had some Gallagher impacts in the recent past as well, but the assessed valuations have offset those. We are hopeful that the District's assessed valuations may continue to offset any Gallagher reduction. He indicated right now it appears the market in assessed valuation of homes has not been impacted and we don't expect that there will be any reduction in tax revenue collections in 2020, but they could be impacted in 2021 and beyond.

Mr. Hopp indicated staff are seeking Board direction on four items. He suggested staff are under the assumption that as long as we are offering programs and facility utilization within the guidelines, that the Board is okay with that direction. He acknowledged there are probably jurisdictions out there that are taking a more conservative stance.

Mr. Hopp discussed outdoor pools – state and local jurisdictions have not allowed pools to open, there are a lot of factors, Mr. Hopp discussed. A lot of the factors have led staff to believe that it's going to be more and more challenging as time goes on, to open any of our outdoor pools. He talked about holding out the possibility of opening one outdoor pool and suggested Weaver Hollow pool.

Staff are still tracking towards the 2020 capital projects – Alpers Farm Park, Eagle Meadows Park, Woodmar Square Park, and several trail projects, Mr. Hopp discussed. The SB-35 funds help insure that these projects can continue. He reminded these were projects that were outlined as part of the mill levy to be performed in 2020. Tomorrow, staff are presenting to the Planning Commission before Jefferson County, and will hopefully get their approval to proceed with those, Mr. Hopp discussed.

Mr. Hopp indicated the local health jurisdiction would say whether masks are required or not depending on particular utilization. We have the ability as an organization to require a more stringent requirement on that, Mr. Hopp discussed. Mr. Hopp suggested we would want to do the guidelines related to mask requirement but if we want to be more stringent on that, we have that ability.

There was Board discussion on the pools and questions were answered. Derek Eberhardt talked about what it would take to get Weaver Hollow pool up and running if we got the okay to open. There was discussion about

RECORD OF PROCEEDINGS

preregistration and a reservation system. Mr. Hopp suggested if staff knew today that we could open up all of the pools, it may take till the end of June in order to get them ready to go, get them staffed and get them on line. He proposed if we have the opportunity to open Weaver Hollow, we will do that. It's probably the least amount of time to prepare and it's the most centralized location and maybe offers the best opportunities for the community. Mr. Hopp explained trying to open all four pools would be difficult. He asked if that was a fair assessment to make the decision not to open the three pools but keep options open on Weaver Hollow and then try to look at the indoor pools if we are allowed by the jurisdictions to focus on that as well.

Director Bosanko agreed and suggested even if we have six to eight weeks left in the summer and restrictions are lifted for pools somewhat and we have a swimming pool that we could open, it would be a good service to open it. She wondered if it is possible to limit that to District residents to limit the number of people that could be there, it is a District amenity that is mostly paid for by tax dollars. Director Bosanko proposed the same as far as programs and facilities, as soon as we get the okay and we have good safety precautions in place. She agreed we need to protect our employees and in order to do that, we should require masks.

Director James agreed with Director Bosanko's comments about keeping it for in-district residents. His ideas about opening golf courses were to stay in line with the stay local orders by Governor Polis. Director James advised if we open the outdoor pools, restrict that to at least having one person in the party be a District resident.

Director Bosanko made clear it's just keeping that option open at this point, we have no idea if that restriction is going to be lifted. If possible, her thought is to open them, and open the one at least.

Mr. Hopp indicated if that's the concurrence from the Board, we can start asking employees to see if there is a possibility if they would be interested in recall. We will open Weaver Hollow pool if the jurisdictions and the guidelines allow us to open. Assuming we have staffing to be able to do that, we can make sure that it is properly prepared, decide not to open those other three, and focus efforts on Weaver Hollow and potentially indoor pools if we get guidelines lifted to allow for that as well.

Mr. Hopp reiterated with the guidelines for programs and facility utilization, the suggestion was that we would require masks, which may be a more stringent requirement than what Jefferson County Health Department may require. There was discussion about mask requirements in the facilities. Mr. Hopp said staff will monitor the guidelines on that.

The Board agreed staff can continue with the 2020 capital projects.

Director Bosanko recognized with what would have been Community Comments, she should have reminded everyone that they can reach out to the Board by email. The information is on the website, www.ifoohills.org.

Regarding the Foothills Hockey Association, Director Bosanko said there is a timeline and FAQs on the website that refer to that information. Referring to the Executive Director's report, she said several meetings have occurred and an offer has been presented, the District is waiting for a response. Mr. Hopp added that the timeline and FAQs on the website outline all of the information related to the decision that was made, and also has some frequently asked questions that the District has heard a lot from various constituents and tried to consolidate those into questions and answers.

X. DECISION ITEMS

A. Newly Elected Board Members/Election of Officers

RECORD OF PROCEEDINGS

Mr. Hopp discussed that Director Bosanko, Director Meyer, and Director Bielkiewicz all ran unopposed elections and, therefore, were elected onto the Board. The Oaths of Office have already been conducted, and the Board now has the election of officers. Typically, it is the Chair of the Board, First Vice Chair, Second Vice Chair, Treasurer and Secretary.

Director Bosanko asked for a motion for slate of officers.

Director Meyer suggested that Director James would be a great Chair. There was discussion, Director James nominated Director Meyer for Chair.

MOTION: Director Bosanko moved that the Foothills Board of Directors elect the following slate of officers: Timothy W. James, Chair; Kyle Butman, First Vice Chair; Michael J. Bielkiewicz, Second Vice Chair; William Meyer, Treasurer; Lori J. Bosanko, Secretary. Director Butman seconded the motion. Poll of the Board: Director Bielkiewicz, aye; Director Butman, aye; Director James, aye; Director Meyer, aye; Director Bosanko, aye. The motion was approved.

B. Board Signature Authorities

Mr. Weiner explained with the election of new officers, our resolution for designation of individuals for signature authorities as it relates to the District's financial activities needs to be updated, along with applicable signature cards. The designated signature authorities are that of the Board Chair, Board Treasurer, Executive Director, and Director of Finance and Administrative Services.

MOTION: Director Bielkiewicz moved that the Foothills Board of Directors approve Resolution No. 20-007 to designate the current Board Chair, Board Treasurer, Executive Director, and Director of Finance and Administrative Services as the official signors as it relates to the financial activities for the District. Director Bosanko seconded the motion. Poll of the Board: Director Butman, aye; Director Bielkiewicz, aye; Director Meyer, aye; Director Bosanko, aye; Director James, aye. The motion was approved.

XI. EXECUTIVE SESSION:

- A. Personnel Matters related to COVID-19 per 24-6-402(4)(f), C.R.S.
- B. Contract Negotiations per 24-6-402(4)(e), C.R.S.

MOTION: Director Meyer moved that the Foothills Board of Directors move into Executive Session to discuss Personnel Matters related to COVID-19 per 24-6-402(4)(f) of the Colorado Revised Statutes and also to discuss Contract Negotiations per 24-6-402(4)(e) of the Colorado Revised Statutes. Director Bosanko seconded the motion. Poll of the Board: Director Butman, aye; Director Bielkiewicz, aye; Director Meyer, aye; Director Bosanko, aye; Director James, aye. The motion was approved.

Director James said if the participants would like to stay on, the Board will be coming back into the public side of the meeting at the end of the Executive Session and will most likely be adjourning at that point in time. He thanked everyone for their participation and their interest. Director James expressed appreciation for all of the feedback the Board has gotten throughout the last month, the Board does read all of the emails. He said hopefully they will be able to respond in a more timely manner in the near future, and hopefully we have some sort of final closure to the FHA/LHA/Edge negotiations. However, the silence on behalf of FHA does not lead the Board to have any encouragement for a future situation that we will be signing or agreeing to. Director James suggested to reach out to FHA leadership for comments or concerns for those with FHA ties and we look forward to getting back on the ice as soon as possible for our kids and our adult programming at the Edge.

The regular meeting adjourned at 8:19pm.

RECORD OF PROCEEDINGS

Executive Session started at 8:23pm and ended at 9:24pm.

The regular meeting reconvened at 9:25pm.

XII. ADJOURNMENT:

MOTION: Director Bosanko moved that the Foothills Board of Directors adjourn the May 26, 2020 board meeting. Director Meyer seconded the motion. Poll of the Board: Director Butman, aye; Director Bielkiewicz, aye; Director Meyer, aye; Director Bosanko, aye; Director James, aye. The motion was approved.

The regular meeting was adjourned at 9:26pm. The next regular board meeting will be held at 6pm on Tuesday, June 23, 2020.

Submitted by:

Richelle Riley, Recording Secretary

Richelle Riley

From: Nancy Werkmeister [REDACTED]
Sent: Monday, May 25, 2020 8:26 PM
To: Richelle Riley
Subject: Questions for Board Meeting

Good evening Richelle,

My questions/comments are:

1. After listening to the last board meeting and wanting to come up with a procedure for when the Board should be included in contract negotiating or decision making, I am making the following suggestions:

- a. If it involves displacement of current residents and current program in place,
- b. The current program supervisors/managers should be included in the discussion before a decision is made to change their program status,
- c. Public comment should be afforded to explain the situation, why the current program is being displaced,
- d. What are the financial repercussions for both the short and long term and how will these financial decisions effect the planning for future projects. In other words, if this decision is going to make resident tax payers mad, will they not support your requests for future monies, i.e. Passing of a bond.

2. My second comment has to do with the minutes of your meetings. For the public to wait two months to see minutes is not positive communication to your constituents and to persons interested in the direction of the district. It appears, in today's use of technology, the minutes from the current meeting could be sent to the directors within 2 weeks and those minutes could be approved thru email and then posted to your website. This would enable the public to read them and address any concerns at the next board meeting the following month. I strongly suggest this process is looked into for a more efficiently run district and to promote a more open environment to your constituents.

Thank you for your time
Nancy Werkmeister

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Creating Community, Enhancing Health, Inspiring Play since 1959

DATE: July 28, 2020

MEMO TO: Foothills Board of Directors

FROM: Ronald Hopp, Executive Director

SUBJECT: Part-time and Seasonal Scholarship Award Recipients

The Scholarship Committee would like to thank the part-time and seasonal staff who took the time and effort to apply for the scholarship. We applaud those employees who balance work, school, and community involvement. Each applicant submitted essays to share with us their contributions to their community, achievements in school, and future goals.

The Foothills Scholarship was made possible by the Board of Directors, who created the opportunity to financially help part-time staff pursue their goals towards higher education. The Scholarship Committee is pleased to announce the recipients of the \$500 Scholarship offered by Foothills.

The first recipient is **Hannah Krats** who works as a Program Leader in the Children's Programs. Hannah is currently a Senior at California State University Fresno working on her degree in Kinesiology, Exercise Science. Hannah is a lacrosse player for Fresno State and volunteers with the Team in a Kindergarten class.

The second recipient is **Evan Lim** who works as a Lifeguard. He is currently attending Colorado School of Mines. Evan is working on his Master's Degree in Computer Science. Evan has been very busy with all of his extra-curricular activities including being the Founder, Director and Selected Performer with the Equine Legends! He has performed at the Rocky Mountain Horse Expo, Boulder County Fair and Jefferson County Fair.

The third recipient is **Sarah Babish** who is a Pool Manager at Lilley Gulch. Sarah is a Senior at University of Colorado in Denver. She will be graduating with a degree in Accounting with a Specialization in Information Systems. She would like to continue her education and become a Certified Public Accountant and is currently working as an Intern and still working here at Foothills!

The fourth recipient is **Luke Vander Horst** who works at Clement Park in Park Maintenance. Luke is working towards his Bachelors of Science and Engineering degree from Dordt University. He is concentrating on Civil and Environmental engineering. In the future, Luke would like to work on updating nuclear power plants.

The fifth recipient is **Audrey Moreau** who also works in Aquatics. Audrey attends the University of Northern Colorado studying History, Secondary Education with a minor in Physics. Audrey has been involved in many clubs during her college career. One of these clubs is National History Day. She was involved in this all through high school and now is a judge and mentor!

We extend our sincerest congratulations to Hannah, Evan, Sarah, Luke and Audrey. We offer our warmest wishes to all applicants as they continue their studies. We encourage more staff to apply for the next scholarship offered. The Scholarship Committee



Park & Recreation District

Creating Community, Enhancing Health, Inspiring Play since 1959

DATE: July 28, 2020

MEMO TO: Foothills Board of Directors

FROM: Ronald Hopp, Executive Director

SUBJECT: November 3, 2020 Election Resolution

The attached Election Resolution has been prepared in order to move forward with the November 3, 2020 election coordinated with Jefferson County. The Resolution establishes the following key matters:

1. The election will be conducted on November 3, 2020, in accordance with the provisions of the Special District Act (“Act”) and the Uniform Election Code of 1992 (“Code”).
2. Richelle Riley is appointed the Designated Election Official (DEO), with the assistance of Sue Blair with Community Resource Services, our election consultant, and authorized to execute and enter into the Intergovernmental Agreement (IGA) with Jefferson County on behalf of the District.
3. The Election shall be conducted as a mail ballot election in coordination with the Jefferson County Clerk and Recorder in accordance with all relevant provisions with the Code. The County Clerk is the Coordinated Election Official for the election and shall be responsible for the Election and TABOR Notice.

I will be providing a presentation during the board meeting that will provide background information about potential capital projects, past district financial information and also financial forecasting.

MOTION: I move that the Foothills Board of Directors approve Election Resolution No. 20-010 appointing a Designated Election Official and authorizing the DEO to enter into an Intergovernmental Agreement with Jefferson County on behalf of the District for the November 3, 2020 coordinated election.

**ELECTION RESOLUTION
APPOINTMENT OF DESIGNATED ELECTION OFFICIAL
FOR THE NOVEMBER 3, 2020 COORDINATED ELECTION**

WHEREAS, the Foothills Park & Recreation District shall conduct an election on November 3, 2020 in accordance with the provisions of the Special District Act (“Act”) and the Uniform Election Code of 1992 (“Code”);

NOW, THEREFORE, be it resolved by the Board of Directors of the Foothills Park & Recreation District (“District”) in the County of Jefferson, State of Colorado that:

1. The Board of Directors hereby appoints Richelle Riley as the Designated Election Official of the District, and Sue Blair, Community Resource Services, as the Election Deputy (collectively “DEO”), who are hereby authorized and directed to proceed with any action necessary or appropriate to effectuate the provisions of the Election Resolution and of the Act, Code, or other applicable laws, including cancelation if applicable. The Election shall be conducted in accordance with the Act, Code, and other applicable laws. Among other matters, the Designated Election Official or Election Deputy shall publish the required notices of election (by publication) certify ballots, and direct that all other appropriate actions be accomplished. The November 3, 2020 election will be a County coordinated election.
2. The Board hereby approves and authorizes the DEO to execute and enter into the Intergovernmental Agreement with Jefferson County, Colorado on behalf of the District. The Election shall be conducted in accordance with the provisions of such Intergovernmental Agreement.
3. The Election shall be conducted as a mail ballot election in coordination with the Jefferson County Clerk and Recorder in accordance with all relevant provisions of the Code. The County Clerk is the Coordinated Election Official for the election and shall be responsible for the Election and TABOR Notice.
4. Any eligible elector may vote by absentee ballot at this election. Applications for an absentee ballot can be requested from the DEO. In addition to the formal application, an elector may use a form of letter that must include A) the applicant’s signature, B) residence address, and C) date of birth. The applicant must personally sign the application or letter, or have it signed by a family member related by blood or marriage. Once completed, the application or letter can be mailed, faxed or emailed back to the DEO for processing.
5. If any part or provision of this Resolution is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of this Resolution, it being the Board’s intention that the various provisions hereof are severable.
6. Any and all actions previously taken by the DEO or the Secretary of the Board of Directors or any other persons acting on their behalf pursuant to the Act, the Code or other applicable laws, are hereby ratified and confirmed.

7. All acts, orders, and resolutions, or parts thereof, of the Board that are inconsistent or in conflict with this Resolution are hereby repealed to the extent only of such inconsistency or conflict.
8. The provisions of this Resolution shall take effect immediately.

ADOPTED this 28th day of July, 2020.

Tim W. James, Chair

Attest:

Lori J. Bosanko, Secretary



Foothills
Park & Recreation District

Creating Community, Enhancing Health, Inspiring Play since 1959

DATE: July 28, 2020

MEMO TO: Foothills Board of Directors

FROM: Ronald Hopp, Executive Director

SUBJECT: Contract Policy Update

At the April 28, 2020 board meeting, there was an agenda item added by the Board and a discussion related to the contract policy. I have attached the excerpt from the approved minutes related to this conversation.

As a result of the discussion, and as noted in the minutes, we initially reached out to the other three major park and recreation districts in the Denver area to see if they had a policy that would address board approval for revenue generating contracts. None of these other Districts have a similar policy.

To assist with our deliberation process of a recommendation for an amendment to our existing Contract Policy, we have compiled a list of contracts or agreements that are revenue producing. The spreadsheet indicates if they exceed a \$100,000 threshold, and also the length of the term of the agreement. This compilation is attached for your review. Additionally, the District solicits sponsorships from businesses from the community to support events or operations. I have attached the sponsorship guide for your review.

After reviewing the compiled list, and working with District Legal Counsel, Paul Rufien, we have developed a recommended change to the Contract Policy to include a provision requiring Board approval for revenue contracts that exceed \$150,000 annually and/or five years in length. A revised Contract Policy is attached for your review and consideration.

Motion: I move that the Foothills Board of Directors approve the revised Contract Policy as discussed.

Policy for Review and Approval of Contracts and Agreements

~~September 22, 2009~~ Revised July 28, 2020

For the purpose of this policy statement “contracts” are defined as any written agreement for services, supplies or construction resulting in revenue to or a payment obligation by the District. This policy does not apply to general purchases as part of normal operations, provided those general purchases are part of the approved annual budget (i.e. utility bills, debt retirement payments, bulk supply orders, etc.). This policy is intended to be a guideline to be followed in all instances not specifically addressed by the Executive Director or Board of Directors. The District may apply additional guidelines to a particular contract if the Executive Director or Board of Directors determines that it is appropriate.

All multiple year payment contracts subject to TABOR must be reviewed and approved by District legal counsel. In the process of Board review of contracts, any significant contract changes made between initial submittal and final approval must be summarized by staff for discussion.

Contracts with expenditures under \$5,000 ---- Supervisors, managers and directors have the authority to approve and sign contracts for amounts of \$5,000 or less, provided the contract is part of an approved annual budget. Contracts not part of an approved budget require Executive Director and Board of Directors’ approval prior to signing. Copies of all contracts must be provided to Finance department upon execution.

Contracts with expenditures over \$5,000 and less than \$60,000 ----- Require review and approval by the Department Director, Director of Finance, Executive Director and review by legal counsel.

Contracts not a part of approved budget require review and approval by the Board of Directors. Copies of all contracts must be provided to Finance department upon execution.

Construction Contracts \$60,000 and over ----- Are subject to Colorado Revised Statute 32-1-1001(d)(1) and require review and approval by Department Director, Director of Finance, Executive Director, review by legal counsel, and approval by the Board of Directors. This includes contracts that are a part of approved budget and contracts not a part of an approved budget. The required approvals must be secured prior to signing of the contract.

Contracts with revenues over \$150,000 and/or 5 years in length ----- Require review and approval by the Department Director, Director of Finance, Executive Director and review by legal counsel. Contracts not a part of approved budget require review and approval by the Board of Directors. Copies of all contracts must be provided to Finance department upon execution.

Agreements ----- Other agreements requiring Board review and approval include any Intergovernmental Agreements, long-term sponsorships or exclusive rights agreements, easements or transfer of District property, concession agreements involving use of District facilities and/or equipment for time period in excess of one year.

X. DISCUSSION ITEMS:

B. Policy and Board Manual

Director Farrar discussed having a recommendation going forward since policy board that we call ourselves is enigmatic and not defined very well. She reiterated every month she is asked to vote on things like approving a sidewalk being poured, or a park bench being placed in a certain park; but something of this magnitude is done in a private session. She said she had to be a whistleblower to say what happened in the Executive Session. Director Farrar determined it should be presented for public discourse and then the elected people should be deciding on this, it should not be decided by staff.

Director Bosanko asked Director Farrar if she had a recommendation on a policy change. Director Bosanko recognized there are several contracts and agreements that do go through without board review. She asked Director Farrar if she recommends a certain dollar threshold, or what is her recommendation on what should come before the Board.

Director Farrar said she didn't know that it necessarily has to be dollar issue, why can't it be just anything that affects more than 10 or 20 customers, changing their programs, should be voted on by the Board. Director Farrar expressed thought that it's more important to vote on that stuff than to vote on whether a park bench should be sitting at Harriman Lake Park. She asked do we want to actually be useful to our constituents who we respond to or do we just want to look like we're up here, coming in once a month, getting our little script, reading it and voting on it and moving on. Director Farrar assured this was not just a padding for her resume; this was for her to come here and do something to try to make this District better.

Director Bosanko expressed the intention is that this is a part-time board and we meet once a month so for us to review all the contracts, it would delay some issues. She added that was the initial reason why the business of the District is put into the hands of management and the Executive Director because we are just a part-time board and that's why we hire the Executive Director. Director Bosanko recognized there are timing issues or concerns that could arise if we don't put parameters around things, so we have to be specific as to what we are looking for.

Director Meyer said conceptually, he is not opposed to the Board having more oversight on certain decisions, the devil will be in the details what we are looking at. He observed the way this was originally presented was that anything that is controversial should be voted on by the Board. Director Meyer expressed he has difficulty imagining how that will work out; he doesn't know how, practically, to implement that. Director Meyer discussed that many operational decisions are going to be viewed controversially by the person or entity that winds up on the short side of any particular decision, whether it's a vendor contract, whether it's a service provider, whether it's somebody who runs programming. Understanding the sentiment, he said obviously we've all gone through what we've gone through for the last two months, it in many ways makes sense. Director Meyer suggested we need time to think about how you solve the problem at hand and what the right tool would be for that.

Director James added it's going to need to be an objective number such as \$500,000 - \$1 million on the revenue side. He agreed with Director Meyer that things are going to be controversial and we have to trust staff to make these decisions. Director James suggested this might slow down the efficiencies we have worked so hard to create.

Director Bosanko expressed another thought would be to require some sort of RFP process with this type of large contract just so that there is more information gathered in time and an opportunity given to entities or businesses to put in a bid or offer, or review the openings that are available. She offered we would have to outline where and when those would be required; maybe it's a modified process than what we do for expenditures. Director Bosanko expressed interest in knowing how many contracts over Director James' suggestion there are and how many under, and how that would fit from a review standpoint. Director Bosanko questioned if there are only three above that amount, is that our goal, or would the dollar amount make sense at a different amount.

Director Farrar said that would be smart to look at the number of contracts you have to look at every month. She agreed \$100,000 or more sounds good. She said she heard the comment that whenever we change up an aerobics class we're having to make decisions on that, and we don't want to be doing that. If there is a contract that is a substantial enough amount, and especially if it's affecting this number of customers, those two things together should be looked at by the Board and voted on by Board members, not decided by executive and staff members solely; they make recommendations but we need to look at the whole thing. Director Farrar questioned are we concerned only with the bottom line, let's make money in 10 years, or are we going to be concerned with what are we going to do with all these children who now have to find a place to go play hockey. Director Farrar proposed that would have weighed heavily on all of our minds, had this been presented in that way.

Director Meyer discussed he didn't disagree with that, but reminded everybody that staff did come to the Board before this happened. It was not in a public meeting, he recognized, but this decision, arguably, the policy we are talking about implementing, this decision was still made with the Board being advised about it and the Board did not say hold off, or we need more information or anything like that. Director Meyer expressed thought that we all agreed that the way this went down with FHA not being provided the opportunity to counter the proposal, if we're doing an RFP process, it could have been done better, it could have been done differently, and in retrospect we very likely would have done it some way differently. Director Meyer indicated, here, to be suddenly implementing this policy, he's not sure we didn't satisfy the intent of it, whether or not, whatever policy we ultimately implement, would have the actual letter of it.

Director Bosanko agreed, that's where she leans towards more of a review process in open. If this would have come up a couple months prior, or in January if we knew that there was a possibility of additional ice time, that we give certain time to allow for information to be obtained and for everyone to have some awareness of it. Director Bosanko discussed if that process happens and in that process it comes to the Board, she is fine hearing the concerns but thinks there also could be a review process that's more balanced and fair and that could lead to this not happening.

Director James told Director Farrar he is willing to carry that flag onward for her. If Director Farrar wants to keep in touch, he would be receptive and thinks they agree on this.

Director Bosanko suggested to outline for management what the Board wants to see from them to help us get to a point where we can make a decision. She indicated we need to see the number of contracts over a certain dollar amount; Director Farrar had said \$100,000, Director James had said \$500,000 and had suggested to get some different levels. Director Bosanko said it would be good for the Board to really understand what's going through the RFP process right now as well. She recognized all the expenditures are for the most part, or the larger expenditures, but understanding that process and what those amounts are, that might give them an idea.

Director Meyer recognized these are all details to iron out and questioned if a 10-year contract is entered, does it meet the threshold over 10 years or is it annualized, and indicted he does not know what the appropriate approach on that would be. He agreed with Director James that we probably should see multiple levels to have a sense of where we may want to wind up if we're looking at a dollar threshold. He noted that Director Farrar mentioned the number of constituents that are impacted; that may be a valid consideration, too, that we should be looking at; what would that threshold be. He suggested there may be a direct correlation between dollars and number of constituents, probably not totally direct, but that might be something else worth looking into.

Adding some clarity, Mr. Hopp discussed there are parameters in the Colorado Revised Statutes related to expenditures and we follow those to a tee; any contracts that require board approval, we do. That threshold is construction contracts over \$60,000. Mr. Hopp explained this one was unique because it was a revenue producing contract and not an expenditure contract, so the revenue contracts are not guided in the Colorado Revised Statutes like the expenditure contracts. Mr. Hopp reiterated all of the expenditure contracts, we follow the Colorado revised statutes to a tee.

Director James added, as far as the length of contracts, looking at that as well. Is the term for four years, six years, or ten years as far as maximum contracts that can be signed?

Director Bosanko expressed interest to know how many contracts we have at those certain lengths and the reasoning why.

Director Farrar said she read through the contract but it was kind of confusing because it sounded like it had to be reviewed every year to continue on, she discussed it was very confusing.

Director Bosanko concluded this will be a good discussion and a good way to reevaluate and hopefully prevent this from happening as much as we can. She recognized even an aerobics class can be controversial depending on what's happening.

Director Farrar agreed but expressed that with the amount of money that these parents and these teams have put in, we at least owe them to vote on whether or not we're going to contract to someone else.

Mr. Hopp concluded we will work with legal counsel to draft something for future consideration. We can also look to see if there are other similar type policies or procedures that other like entities do as well.

Revenue Producing Contracts/Agreements

Vendor	Agreement Term	\$100,000 Annually	Agreement
Premier Restaurant Group	Year to year	No	Food and beverage at golf courses
Crown Castle	Fourth renewal, due 2024	No	Cell tower at Clement Park
Bear Creek Jr. Sports	10-year, due 2028	No	\$500 per year use of utilities, storage building at SAC
Feeding Many	15-year, due 2033	No	License Agreement may be renewed 5-year terms
Mile High BMX	3-year, due Dec., 2019	No	License Agreement may be renewed 5-year terms
Fit PT	3-year	No	Office lease agreement at Peak
Tivity Health	Ongoing	Yes	Silver Sneakers
Renew Active	Ongoing	Yes	Similar to Silver Sneakers
Littleton Hockey Association	10-year	Yes	Ice rental (over \$100,000 including office rental)
Littleton Hockey Association	3-year	No	Office Agreement
Foothills Hockey Association	10-year	Yes	Ice Rental Agreement plus additional summer hours exceed \$100,000 annually
Foothills Hockey Association	3-year	No	Office Agreement

South Jeffco Sports Association	N/A - not a contract	Yes	Multiple rental agreements can exceed, \$153,623 revenue in 2019
Bob Brusso	5-year	No	Concessions
Putters Pride	10-year	No	License agreement, five 5-year renewals
RMRHL Office Agreement	3-year	No	Office Agreement
Edges & Dreams	3-year	No	Office Agreement
Rocky Mountain Hockey	3-year	No	Office Agreement
Syncronicity	3-year	No	Office Agreement
Colorado Girls Select	3-year	No	Office Agreement
Clearwire Cell Tower	5-year renewals	No	Communication site lease, Edge Ice Arena
Various sports association rentals for indoor and outdoor sports facilities and fields	N/A - not a contract	No	Field or court rental agreements
Facility Rentals for meetings, events, weddings, etc.	N/A - not a contract	No	Rental agreements
Various sponsorships	N/A - not a contract	No	Generally event related



2020 Summer Events in Clement Park



Sponsorship Guide



Red, White & You

Foothills Park & Recreation District's signature event – this annual, fun-filled, patriotic tribute is held in Clement Park with something for the whole family. Features include activities for kids, live entertainment, food and beverage concessions, bounce houses, community business booths and a fireworks display. This event is 100% community supported, with free entry thanks to our sponsors and individual donations.

www.foothills.org/rwy



Concerts in Clement Park

Featuring a wide range of artists and genres, this outdoor series of concerts incorporates community support and grant-funded performances which are free, open to the public and family friendly. Performances are held at the scenic Grant Family Amphitheater in Clement Park throughout the summer.

www.foothills.org/concerts



About Foothills Park & Recreation District

Foothills serves approximately 93,000 residents and neighboring communities in the Southwest Metro Denver area. The District manages 2,400 acres of property and offers thousands of classes and programs.

Facilities and parks include:

- Ridge Recreation Center & Pools
- Edge Ice Arena
- Lilley Gulch Recreation Center & Pool
- Peak Community & Wellness Center
- Foothills Sports Arena
- Foothills Fieldhouse
- Foothills Golf Course
- Meadows Golf Club
- 4 outdoor pools (6th Avenue West, Columbine West, Deer Creek and Weaver Hollow)
- Regional Parks: Clement Park, Easton Regional Park, Schaefer Athletic Complex and Fehringer Ranch
- 43 neighborhood and community parks, and 23 greenbelts
- Batting cages, skate parks and disc golf course
- 6 regional trail corridors, which combined with park trails, total more than 31 miles.

For sponsorship information or to learn more about opportunities with Foothills Park & Recreation District, please contact Tory Pearson at 303-409-2157 or tpearson@fhprd.org.



Contact Tory Pearson
at 303-409-2157 or tpearson@fhprd.org

www.foothills.org

2020 Sponsorship Levels

Red, White & You and Concerts in Clement Park

Red, White & You Event: July 3, 2020

Estimated attendance: 50,000 – 55,000 people

Concerts in Clement Park: June – August 2020

Estimated attendance: 7,000 – 15,000 people



	\$10,000 Presenting Sponsor RWY & Concerts	\$5,000 RWY & Concerts	\$3,000 RWY & Concerts	\$1,500 RWY & Concerts	\$750 RWY only	\$1,500 ALL Concerts	\$850 4 Concerts	\$500 2 Concerts
Advertising benefits								
2 Dasher boards at Edge Ice Arena for 1 year (1,000,000 visitors/year)	★							
1 Full-page color ad in 2 issues of Foothills Magazine (58,655 printed 2 x/year)	★							
Opportunity to provide year-round banners at other Foothills locations	★							
1 Dasher board at Edge Ice Arena for 1 year (1,000,000 visitors/year)		★						
1 Full-page color ad in Foothills Magazine (58,655 printed)		★						
1/2 Page color ad in Foothills Magazine (58,655 printed)			★					
1/4 Page color ad in Foothills Magazine (58,655 printed)				★		🎵		
On-site promotion								
2 - 10' x 10' OR 1 - 10' x 20' booth space at Red, White & You	★							
1 - 10' x 10' booth space at Red, White & You		★	★	★	🇺🇸			
1 - 10' x 10' booth space at ALL Concerts	★	★				🎵		
1 - 10' x 10' booth space at 4 Concerts			★				🎵	
1 - 10' x 10' booth space at 2 Concerts				★				🎵
Name recognition from stage during welcoming comments	★	★	★	★	🇺🇸	🎵	🎵	🎵
2 Sponsor banners (3' high x 6' wide) at Red, White & You	★							
1 Sponsor banner (3' high x 6' wide) at Red, White & You		★	★					
Logo on "Thank You to Sponsors" banners	★	★	★	★	🇺🇸	🎵	🎵	🎵
Marketing benefits								
Logo placement on all printed marketing materials	★	★				🎵		
Name listed on all printed marketing materials					🇺🇸			
Logo placement on select printed marketing materials			★	★			🎵	🎵
Logo placement in Foothills e-newsletter (20,000 subscribers)	★	★	★	★		🎵		
Name listed in event press releases	★	★	★			🎵		
Linked logo placement on Foothills website	★	★	★	★	🇺🇸	🎵	🎵	🎵
Social media mentions in event promotions	★	★	★	★	🇺🇸	🎵	🎵	🎵

Sponsorship benefits are guaranteed with commitment by March 1, 2020.

Contact Tory Pearson at 303-409-2157 or tpearson@fhprd.org

Foothills reserves the right to select or refuse any business interested in advertising, sponsoring, being involved with and/or having a booth at any Foothills District's sponsored event or in any District marketing publications (in any form) for any reason.

★ Sponsor of Red, White & You and Concert Series

🇺🇸 Sponsor of Red, White & You ONLY

🎵 Sponsor of Concert Series ONLY



Creating Community, Enhancing Health, Inspiring Play since 1959

DATE: July 28, 2020

MEMO TO: Foothills Board of Directors

FROM: Ronald Hopp, Executive Director

SUBJECT: Executive Director's Report

The Management Team, Human Resources and Marketing continue to meet virtually three times per week to discuss Covid-19 related and other operational issues. I will be providing a Covid-19 update as part of the agenda.

We currently have six facility-use Intergovernmental Agreements (IGAs) with various entities that allow for the residents of those entities to utilize programs and facilities at District rates. As a reminder, each respective district is billed the differential between the resident rates and the non-resident rates. The attached spreadsheet shows revenues generated from the various IGAs year-to-date. The facilities had closed in March and reopened in June.

A Director/Manager/Supervisor Zoom webinar was held where topics of discussion were Finance Update, COVID-19 Update, Open Discussion.

We received information from Mindy Nelon, Colorado Community Media, that the Wheat Ridge Transcript and the Lakewood Sentinel are merging into a new paid newspaper that they are creating called the Jeffco Transcript, expecting that local readers will enjoy a greater breadth of Jeffco news instead of it being so Golden focused. It is a paid publication and meets the statute for public notices. Sample copies were mailed to the Ken Caryl, Columbine areas on July 16th, and the transition to the Jeffco Transcript took place on July 23rd. We have subscribed to the publication and look forward to having a media presence in this area.

We were notified from the Special District Association that the total CARES funding request for the funding earmarked by the State of Colorado specifically for special districts was \$25 million. The total amount earmarked was \$27 million and the maximum amount any one special district can receive is \$500,000. We have successfully opted in and anticipate that we will have enough eligible expenses to receive this amount.

We hosted an onsite tour with the Jefferson County Open Space Advisory Committee and Open Space staff at Clement Park on Thursday, July 9th. As you are aware, the District had received \$4 million in grants from Jefferson County Open Space for various improvements at Clement Park and they wanted to tour the park to see the improvements. They seemed impressed with the improvements and appreciated the opportunity to be onsite and out of their homes, as this was their first site visit in several months.

On July 14, the Bergen Board met to discuss some ongoing maintenance issues regarding the delivery and storage in the Bergen reservoirs. The discussion led to investigations of lowering

the channel between Bergen No.1 and No.2 to help protect the dyke between the two reservoirs and looking at some general cost items for engineering design and repair of the dyke, which has been eroding over time from wave action on the lake and lack of rip-rap- rock protection on the banks. The Bergen Board also decided to move forward with some tree and brush removal on the Bergen No. 1 dam and work on solutions to the valve and outlet blockage on Bergen No. 1, which delivers water to one of the shareholders. The Board also instructed the Bergen Manager to proceed with removal of the stump near the outlet on Polly Dean (Hine Lake) and camera the outlet so it can be determined if it needs to be replaced. I told the Bergen Board this is Foothills' highest priority, since it has the most significant operational impact to the District. The Board asked the Bergen Manager to inform the State that Bergen needs to move forward with the assessment and that it is critical for Bergen to proceed. The Board also requested the Bergen Manager to ask if the State could take on a more aggressive approach to implementing the FEMA grant which was awarded to the State for repairs to Polly Dean (Hine Lake) reservoir.

Dr. Shirl Smith with Feeding Many has applied for a building permit with Jefferson County Planning and Zoning to construct a 20' x 20 ft. picnic shelter at the Feeding Many orchard, located at Weaver Creek Park. At the February 25, 2020 board meeting, Dr. Smith presented to the Board her plans to build the picnic shelter and a vault restroom. After doing some research, it was discovered that Feeding Many would have to provide a regular restroom facility, since the local water and sewer district provided services in the area. Feeding Many determined that it would be more feasible to install an enclosure with two san-o-lets instead. Since this is a change to the original site plan, the County is requiring that Dr. Smith and Feeding Many go through a Site Approval process with Jefferson County and that the Foothills agreement with Feeding Many show an updated site plan depicting the location of these two improvements. Attached to this report, you will find a copy of the revised site plan, showing the picnic shelter and san-o-let locations. Staff is recommending that we attach the new site plan to the agreement as an exhibit to replace the old one.

Paul Rufien and I both virtually attended the Jefferson County Planning Commission meeting on Wednesday, July 22. The topic on the agenda that we both provided comments on was a Metro District Service Plan for the Deer Creek Villas. This Metro District Service Plan will serve a development adjacent to Deer Creek Golf Course, and we have requested the inclusion of this development in our District as per Section 32.F of the County's Land Development Regulation. We did not oppose the service plan, but requested that they remove the Park and Recreation Powers as part of the Service Plan, as this makes it more difficult for staff to require inclusion into our District because the County believes that State Statute would require the established metro district to provide a consent resolution. This was the case with the Red Rocks Ranch development as well, yet in this case, the service plan for that district was approved by the City of Morrison, and then was de-annexed and the County did not have the ability to change their service plan. In this case, the County has the ability to disallow the park and recreation powers when potentially approving their service plan. Unfortunately, the planning commission voted to approve the service plan including park and recreation powers despite our request to remove the park and recreation powers. This will be considered by the Board of County Commissioners at a future meeting.

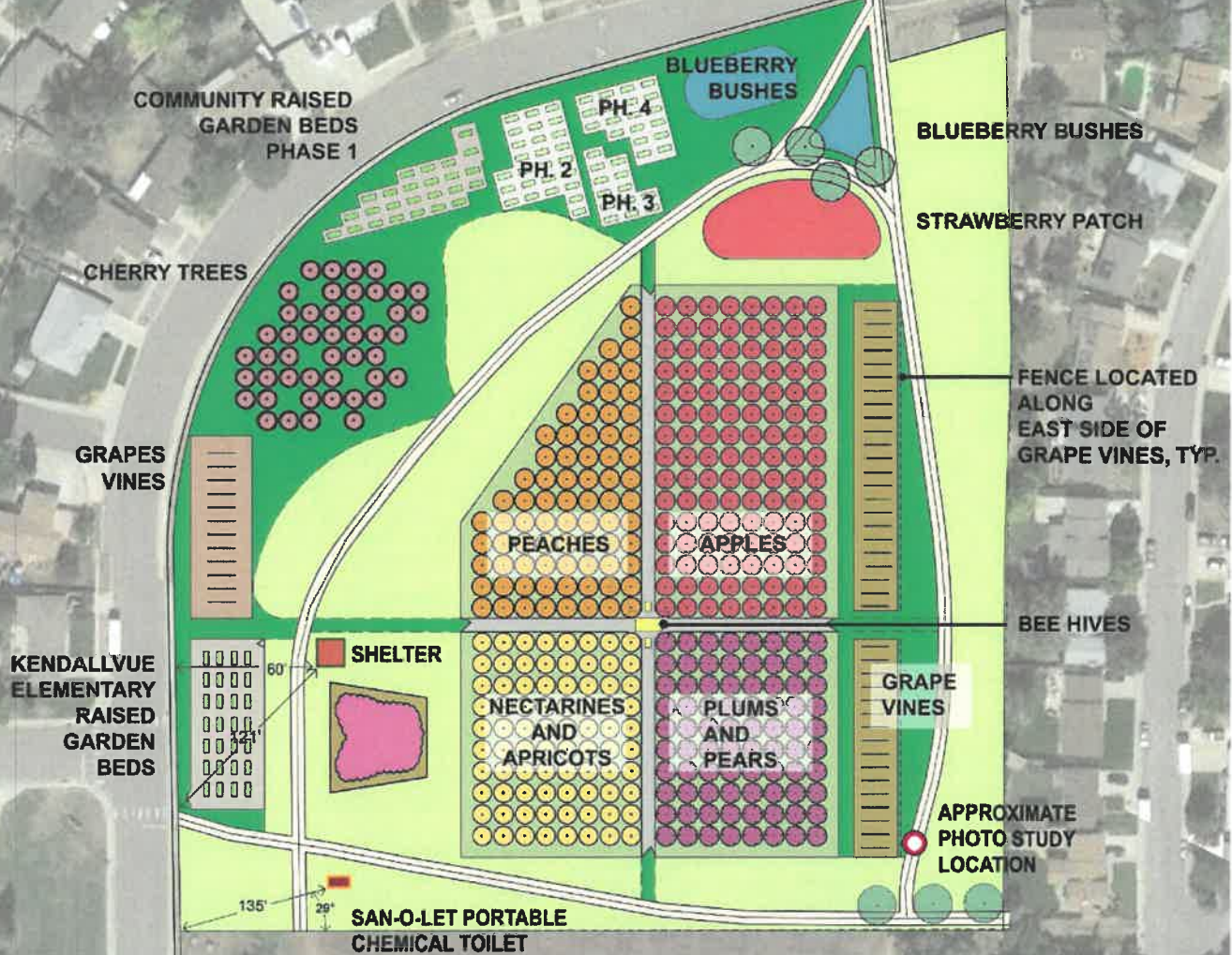
The departmental quarterly reports are included as information items in the packet, as well as an updated Capital Projects report.

IGA MONTHLY FACILITY/CLASS/GOLF USAGE[illegible]

FEEDING MANY ORGANIC ORCHARD AND COMMUNITY GARDENS SITE PLAN

Marlow and Cole Street
Morrison, Colorado

5.20.2020



WEAVER CREEK PARK



Creating Community, Enhancing Health, Inspiring Play since 1959

DATE: July 28, 2020

MEMO TO: Foothills Board of Directors

FROM: Colin Insley, Director of Parks Planning and Construction

SUBJECT: Mile High BMX Agreement

The District has been working with Mile High BMX since the first License Agreement was executed in 2012 with a five-year initial term expiring December 31, 2016. Prior to executing an extension to the initial agreement, this topic was discussed at several board meetings and a community meeting was held with neighbors at the Maintenance Service Center at the Schaefer Athletic Complex who had expressed concerns about the project as it navigated through the County development process. As a result, the renewal of the agreement was for a three-year term as opposed to a five-year term.

Since the revised agreement was approved by the Board in December of 2016 and executed in January of 2017, Mile High BMX built the track, procured and installed asphalt corners, built a starting gate, storage facility, purchased bikes and equipment for beginners and installed fencing around the site.

The terms of the agreement state that the Mile High BMX was required to submit a written notice to renew prior to or on 90 days within expiration of the agreement. Mile High BMX did not fulfill this requirement. However, after a meeting with representatives from Mile High BMX early this spring, they expressed that they wanted to renew the agreement to continue operating the track and notified the District in writing on March 14, 2020. Prior to agreeing to consider a process for potential renewal of the agreement, District staff requested Mile High BMX to remove some construction debris from the site, complete the fencing and mow the site. That work was completed in June. The track currently remains closed for now, until Mile High BMX is comfortable with a plan to re-open during the pandemic and the agreement is renewed

Staff feels that this amenity is an asset to the District and to the community and has had a good working relationship with Mile High BMX. Staff is seeking guidance and feedback from the Board of Directors related to a renewal of the agreement of an additional five-year term.

Staff has invited a representative from Mile High BMX to answer questions during discussion and review of the agreement.

Attached you will find a copy of the following:

- Jefferson County aerial map attached for reference. (Note, the map is from 2018 and does not show all of the improvements.)
- Email request from Mile High BMX to renew the agreement.
- A copy of the last agreement dated January 11, 2017

Jefferson County



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Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community



Author:
Date: 7/22/2020

Colin Insley

From: [REDACTED]
Sent: Saturday, March 14, 2020 2:46 PM
To: Colin Insley; Ron Hopp
Cc: Kevin Wilks; 'Kevin Nielsen'
Subject: Mile High BMX Agreement 2020

Good Afternoon Ron & Colin,
Mile High BMX would very much like to extend our agreement with Foothills park & recreation to continuing leasing the space at Schaefer Athletic complex.

In 2019 Mile High BMX added Racing Leagues to our normal racing & practice sessions. With over 100 new local racers entering through the 2 beginner leagues between July and September in 2019.

This is in addition to the over 1000 distinct racers who have visited, registered & raced at our facility.

2019 facility improvements include:

1. \$30,000 of asphalt installed. All install labor was donated.
2. New Storage Container added for both security and expansion needs.
3. Gate adjustments – angle & drop away – This required concrete adjustments as well as \$2,500 in new materials. All creation & install labor donated.
4. Over 20 new volunteers added to our roster.
5. Fencing project 95%+ completed with expectations to complete all by April 15th 2020.

Going forward we are requesting to increase track activities to a 3rd day per week. Currently Tuesdays and Sundays are only scheduled days. With the fence and inner parking area we're looking to add a Wednesday schedule specific to practice or leagues.

Look forward to your reply and continuing our working relationship.

Regards,
Jason

[REDACTED]

This message was sent from a sender outside the Foothills Park & Recreation District. If you are unsure of the sender do not reply or open links and contact the helpdesk.

**LICENSE AGREEMENT
FOR
BMX FACILITY AND OPERATIONS**

This License Agreement ("Agreement") is entered this 11th day of January 2017, between FOOTHILLS PARK & RECREATION DISTRICT, a quasi-municipal corporation and political subdivision of the State of Colorado ("District") and Mile High BMX ("Licensee"), collectively referred to as "Parties" and occasionally in the singular as "Party."

WHEREAS, District is the owner of certain real property, which is currently part of its "Daniel L. Schaefer Athletic Complex" (a/k/a "Schaefer Complex"), that the Parties have identified as being suitable for the construction and operation of a BMX facility; and

WHEREAS, Licensee has entered into an Affiliation and Sanction Agreement with USA BMX for the purpose of offering organized Bicycle Moto-Cross (BMX) racing and practicing bicycle events sanctioned by USA BMX. A copy of the Affiliation and Sanction Agreement ("Affiliation Agreement") is attached as Exhibit A and incorporated by this reference; and

WHEREAS, Licensee wishes to construct a suitable BMX facility on the designated portion of the Schaefer Complex and to conduct USA BMX sanctioned practices and races; and

WHEREAS, District has determined that BMX activities are consistent with its mission of providing the highest level of park and recreation opportunities to its constituents.

NOW, THEREFORE, in consideration of the terms and conditions of this Agreement, the sufficiency of which is mutually acknowledged, Parties agree as follows:

1. License.

a. Licensed Property. District grants to Licensee a revocable license for the use of a portion of the Schaefer Complex, more particularly described and depicted on the attached Exhibit B, which is incorporated by this reference ("Subject Property"). The Subject Property shall be fenced or otherwise clearly delineated on site after the construction of the BMX facility by Licensee. Lighting may be added to the Subject Property in the future upon acceptable plans being submitted by Licensee, and subject to the necessary approval of District and Jefferson County.

b. Term. This Agreement shall be effective upon execution by both Parties and shall continue through December 31, 2019. This Agreement may be renewed for additional five-year

terms upon mutual, written agreement of the Parties. In the event Licensee wishes to renew this Agreement, it shall provide District with written notice of its desire to renew on or before 90 days prior to the expiration of the existing term. The District shall have 30 days from the receipt of Licensee's notice of desire to renew within which to accept or deny the renewal in writing. District's acceptance of Licensee's notice of desire to renew shall extend the term of this Agreement through the subsequent calendar year.

c. Termination. In the event Licensee fails to cure an instance of default identified by the District under Sections 2 or 3 below within a 20 day period, the District shall have the right to immediately terminate this Agreement. Any payments made by Licensee as of the date of such termination, including the Deposit (defined below), shall be retained by the District.

d. Restoration of Subject Property. In the event of any termination of this Agreement, including the expiration of an existing term without renewal, Licensee shall be responsible for the restoration of the Subject Property to substantially the same condition as prior to Licensee's use of the Subject Property. Such restoration shall include grading as necessary, and re-vegetation with natural seeding. In the event Licensee fails to restore the Subject Property in a manner acceptable to the District, in its sole reasonable discretion, the Parties agree and stipulate that Licensee shall pay District liquidated damages in the amount of the Deposit (defined below).

e. License Fees and Deposit. As compensation for its use rights under this Agreement, Licensee shall pay District the sum of \$250.00 upon execution of the Agreement. An additional \$250.00 shall be paid upon each renewal of this Agreement, unless the Parties agree to a different sum as part of the renewal. Upon execution of this Agreement, Licensee shall provide the District with a deposit in the amount of \$250.00 ("Deposit") which shall be held by the District as security for Licensee's performance under this Agreement. In the event Licensee fails to perform its responsibilities under this Agreement, District shall have the option to perform work that it deems necessary in its sole discretion. Any costs associated with District's performance of necessary work shall be paid for from the Deposit. Prior to Licensee conducting any further activities on the Subject Property, Licensee shall be required to reimburse the District for any funds used from the Deposit. It is the intent of the Parties that the full Deposit amount of \$250.00 be held by the District prior to any event or activity being permitted on the Subject Property.

2. Revenue Sharing. The Parties agree that providing BMX services at the Schaefer Complex is a mutually beneficial relationship, with Licensee able to grow its organization and offering of BMX events, and the District able to provide a recreation opportunity to its constituents not otherwise presently available. While the provision of service is the focus of both the District and Licensee, the Parties recognize that there are revenue generating opportunities

that are mutually beneficial to be shared as part of this Agreement. Beginning with the calendar year 2013, the Parties agree to the following revenue sharing measures:

a. Flat fee. Licensee shall keep detailed records showing each time the BMX facility is opened for practice sessions. For each such facility opening, Licensee shall pay District a flat fee of \$10. No such flat fee shall be applied to races conducted at the BMX facility. At the end of each calendar year during the term of this Agreement, representatives of the District and Licensee shall meet to review the records of Licensee and to determine the total fee owed by Licensee to the District. Such fee shall be payable within 10 days of the annual meeting.

b. Parking revenue. All races rated at "Triple Point" or above will have a charge for parking. Triple Point races are state qualifier races or national races. District and Licensee shall share in the gross parking revenues by a 50/50 split. Licensee shall supply the personnel to supervise parking at these events and collect the parking fees. Such fees shall be at an amount determined by Licensee consistent with industry standards for such events. Licensee shall keep records of the cars parked and fees collected for each such event. Within five days of the end of the event, representatives of the District and Licensee shall meet to review the parking records and determine the total owed by Licensee to the District. Such revenue sharing shall be payable within 10 days of each such meeting.

c. Vendor revenue. The Parties anticipate that Triple Point or other events hosted at the BMX facility may provide opportunities for revenues from fees charged to outside vendors. The Parties recognize that the BMX facility must have a history of operation prior to such revenues becoming available. The District and Licensee will meet annually to discuss vendor related opportunities and appropriate revenue sharing opportunities associated with such opportunities. Any agreed upon revenue sharing shall be reduced to writing, executed by both Parties, and shall become part of this Agreement.

d. Licensee's accounting. As a non-profit entity, Licensee is required to keep detailed accounting records as to revenues received and expenses paid. Upon reasonable request, Licensee shall make such accounting records available to the District for review. At a minimum, representatives of the District and Licensee shall meet annually to review Licensee's accounting records. The Parties agree that to the extent Licensee's revenues significantly exceed expenditures for the BMX facility located at the Schaefer Complex, the Parties shall continue to explore and implement revenue sharing opportunities.

3. Use of Subject Property.

a. Use. Licensee agrees that through the term (and any extended term(s) of this Agreement, the Subject Property shall be used for the purposes of BMX activities, events and operations sanctioned under the Affiliation Agreement. Licensee may allow outside vendors

as part of Licensee's permitted uses, or allow separate uses to outside vendors that are consistent with Licensee's permitted uses. Licensee shall assume all liability associated with any outside vendors using the Subject Property. Any other uses of the Property not directly relating to such BMX activities, events and operations are not permitted unless other uses are previously approved by District upon written request from Licensee. If at any time District believes that Licensee is using the Subject Property for a non-authorized purpose, District shall notify Licensee in writing of the nonconforming use. Lessee shall have 10 days to cease such use or to provide District with an adequate written explanation of how the use relates to the USA BMX sanctioning. If any nonconforming use is not stopped or adequately explained, District may terminate this Agreement as set forth in Section 1(c) above.

b. Hours of Operation and Scheduling. Licensee shall provide the District with a monthly schedule of its intended use of the Subject Property. Licensee shall schedule all practices, races, activities and other events within the District's normal hours of operation for the Schaefer Complex. The District shall have the right to demand the rescheduling of any practices, races, activities or events that it deems inconsistent with its overall operation of the Schaefer Complex. Along with the schedule, Licensee will provide the District with the anticipated number of participants and spectators for each practice, race, activity or event. Licensee shall have no rights to conduct any practices, races, activities or other events that were not previously scheduled and approved by the District. Scheduling will be as follows:

1. 1 day per week practice (usually an afternoon or early evening- depending on when the sun sets.)
2. 1 day per week clinic (usually an afternoon or early evening- depending on when the sun sets.
3. 1-2 days per week race/event (usually in the morning or afternoon)
4. In the spring and fall, the weekly use would almost certainly be less.
5. 100 days a year of venue use- maximum

c. Park Rules. All District park rules, regulations and policies apply to the Subject Property and to Licensee's use.

d. Fees. Licensee shall be responsible for establishing entry and use fees for the BMX facility. Generally, any fees charged for usage of the facilities shall be consistent with USA BMX standards and competitive with related facilities in the Denver Metropolitan Area. Each participant presenting a valid District ID card shall receive \$1 off their track fee for all practice sessions and races. The Licensee will provide a financial statement annually to the District.

e. Advertising. Licensee will submit any advertising to the District for approval prior to posting. All advertising will meet District standards, and comply with all applicable laws and regulations.

f. Utilities. Licensee will be responsible for payment and installation of all utilities required for the track operation. Due to the nature and use of the District's irrigation water, the District cannot guarantee water for use on the BMX facility. The District will work with Licensee for use of irrigation water based upon District's existing policies and practices. The District will determine what it can supply based on delivery of water in the Warrior Ditch, need for water at the Foothills Golf Course and Schaefer Athletic Complex.

g. Parking. Public parking and/or vendors will be allowed in the area around the BMX facility at large events. Licensee must submit a parking plan and vendor booth plan to the District for its approval at least 5 days prior to any such event. Licensee shall obtain all necessary permits required by the local authorities/agencies.

4. Licensee Responsibilities. Licensee shall design, finance, construct and operate on the Subject Property a BMX facility with related operations suitable for USA BMX sanctioned events under the Affiliation Agreement. As part of the exercise of such purposes, Licensee shall have the following responsibilities:

a. Plans, Construction, Maintenance and Repair. Licensee shall submit all design plans to District for approval. The District has the right to share the design plans with appropriate stakeholders in the District's operations. In general, all design and building plans shall be consistent with all existing laws, including building codes, and planning and zoning requirements of Jefferson County, and meet the requirements of the USA BMX for sanctioned events under the Affiliation Agreement. Licensee shall be solely responsible for all improvements constructed on the Subject Property. The District will supply soil materials to the Licensee for construction of the track that is associated with Licensee's activities. Encroachment on areas outside of the construction zone are not permitted without prior written request and permission of the District. All such improvements shall be kept in good repair by Licensee and shall be suitable for use as part of the BMX facility and operations. Licensee will assist with relocation of the existing disc golf course.

b. Liability. Licensee shall be solely responsible for any site improvements to the Subject Property that are for the benefit of the BMX facility and operations. Such responsibility is intended by the Parties to be all-encompassing in terms of financial responsibility and liability associated with the facility. If applicable, the licensee shall be responsible for meeting all requirements under the "Jake Snakenburg Youth Concussion Act".

c. Standards of Construction and Operation. Any facilities, including any all improvements, parking areas and landscaping shall be constructed and maintained in accordance with high professional standards of appearance, integrity and condition. Damage to existing landscapes, turf, hardscape or other amenities will be returned to their previous condition. If District believes such standards are not being maintained, District shall notify Licensee in

writing of the substandard condition. Licensee shall have twenty (20) days to provide District with an adequate written plan for curing the substandard condition. If an adequate plan is not provided to District within twenty (20) days, District may terminate this Agreement pursuant to Section 1(c) above.

d. Additional District Approvals. District shall have the right to approve the name of any facility or structure on the Subject Property. Licensee shall not use District's name or logo without the prior consent of District. District shall approve any signage used on the Subject Property, such approval not to be unreasonably denied.

e. Security and Fencing. Security of the BMX facility shall be the sole responsibility of Licensee. As part of that security, but District makes no representation as to the adequacy of the security measure, Licensee shall construct six foot high chain link fencing around the BMX facility. The fence shall be maintained by Licensee and shall have at least one lockable gate so that entrance to the BMX facility is controlled by Licensee. A authorized adult representative of Licensee shall be present at all times that the BMX facility is open for practices, activities or events. The District shall be provided with a key to the gates, but no responsibility is conferred upon District for ensuring the security and safety of the BMX facility on the Subject Property.

f. Safety. Licensee shall be solely responsible for the safety of its participants and spectators. Licensee shall adhere to all applicable rules and regulations, including those dictated by the ADA, and all hazards arising from the activities at the BMX facility shall be guarded against or eliminated in accordance with the standards of the industry and USA BMX. Licensee agrees to conduct all activities on the Subject Property in a manner so as to not create any undue risk to safety of participants or spectators. All participants in BMX bicycle riding conducted on the Subject Property shall wear protective gear, including a helmet approved by USA BMX or other bicycle industry standard. Licensee must enforce the requirement of protective gear, including mandatory use of a helmet. Licensee shall post all necessary signage designating the required rules and regulations for participating in a sanctioned BMX activity or event. Nothing shall knowingly create additional risk to other park users.

g. Sanitation and Upkeep. Licensee shall be responsible for all sanitary services, trash removal and upkeep of the Subject Property. Within 24 hours of every event held on the Subject Property, the premises shall be completely cleaned and returned to a condition acceptable to the District, in its sole discretion. Any work that the District has to perform for trash removal or upkeep will be charged to Licensee at a rate of \$25.00/hour per District employee performing the work.

h. Sound System. In the event Licensee uses a sound system as part of its operations, the decibel level shall be kept at or below a level that minimizes the disruption of

other users of the Schaefer Athletic Complex, surrounding neighborhood, Foothills Golf Course and Foothills Fieldhouse, or Weiland School. The District, in its sole discretion, may limit or curtail the use of a sound system if it determines that users or neighbors are unreasonably disturbed per County Ordinances.

i. Dust. Licensee shall adhere to all Jefferson County fugitive dust requirements as per health and zoning regulations.

j. Media. Licensee shall notify the District in advance of any activity or event that is expected to generate a media presence at the Subject Property. In such event, the Parties shall cooperate to control the interference of any media with the users of the Schaefer Athletic Complex. Any unexpected media presence shall be cooperatively controlled by the Parties to the best of their abilities.

k. Reporting. Licensee shall provide the District with a written report of any accident that occurs on the Subject Property that results in injury to any person or property. Such report shall include the nature of the injury, the cause of the accident, and all actions taken by Licensee as a result of the accident or injury. In addition, Licensee shall provide the District with a written report of any incident that violates the District's Code of Conduct or that necessitate the involvement of law enforcement that may occur on the Subject Property.

l. Inspection. Licensee agrees to allow for inspection of the facilities by the District at any time during the hours of operation of the Schaefer Athletic Complex. If District requests a representative of Licensee by present during any such inspection, the Parties shall cooperate in the coordination of such inspection within a reasonable time, not to exceed three days from the date of District's request.

m. Permits. Licensee shall be responsible for obtaining all necessary permits and approvals from Jefferson County, Colorado, or any other governmental entity.

n. Services Provided. Licensee shall determine all details of service and products provided within the BMX facility, subject to competitive industry standards and the Affiliation Agreement as applicable. Licensee agrees to provide the highest standards of courtesy and customer service in operations of the facility. Licensee shall receive all revenue generated from the services provided by it on the Subject Property.

o. Alcohol. Licensee agrees that no alcohol or tobacco shall be sold or permitted on the Subject Property unless requested in writing by Licensee and approved by the District. In such event, the Parties agree that it shall be the responsibility of Licensee or a third party contractor to obtain the necessary permits from Jefferson County or the State of Colorado in order to lawfully allow the sale and consumption of alcohol on the Subject Property. Any contract between Licensee and a third party contractor that involves the sale or consumption of alcohol on the Subject Property shall include a provision under which the third party contractor

shall provide proof of adequate insurance that designates the District and Licensee as additional insureds for any such activity that occurs on the Subject Property.

p. Taxes. Licensee shall pay all real property taxes “if any” and other taxes “if any” on the Subject Property or any personal property associated with the BMX facilities and operations that may be created by Licensee’s use and operation of the Subject Property.

5. Assignments and Subleases. Licensee shall not assign its rights under this Agreement or sublet the Subject Property without the prior written consent of District.

6. Default. In addition to the rights of termination under this Agreement, in the event Licensee shall be in default in the performance of any obligation on its part to be performed under the terms of this Agreement, District may exercise any and all remedies granted in law or equity. District shall have the right to enforce all terms of this Agreement in law or in equity, and if successful Licensee shall be responsible for any attorney fees incurred by District to enforce this Agreement.

7. Insurance and Indemnification. It is the intent of Parties that District shall have no liability associated with Licensee’s construction and operation of the facilities. Licensee shall obtain adequate liability insurance covering the Subject Property and all facilities in amounts at least equal to the limitations against liability provided in the Colorado Governmental Immunity Act. District shall be an additional named insured on all policies obtained by Licensee, and Licensee shall provide District with proof of all required insurance policies. Proof of insurance will be provided to the District each time the Agreement is renewed, there is a change of insurance company or change in policy coverage. A copy of the insurance certificate will be presented to the District on an annual basis. Further, Licensee agrees to indemnify and hold District harmless against any claim, damage, loss or liability resulting from Licensee’s activities or operations of the facilities on the Subject Property, or from an outside vendor’s activities or operations of the facilities on the Subject Property. Parties intend that this indemnification be as broad as permitted by law. Nothing within this Section shall constitute a waiver of the District’s full rights under the Colorado Governmental Immunity Act.

7. Miscellaneous. This Agreement may not be amended, changed or modified unless in writing executed by Parties. All section headings contained herein are for convenience of reference only and are not intended to define or limit the scope of any provision of this Agreement. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all together shall constitute but one and the same Site Lease.

8. Notices. All notices, statements, demands, consents, approvals, authorizations, offers, designations, requests or other communications by either Party to the other shall be in writing and shall be sufficiently given and served upon the other Party if delivered personally or

if mailed shall be made by United States registered mail, return receipt requested, postage prepaid, at the address indicated below:

FOOTHILLS PARK & RECREATION DISTRICT:

c/o Executive Director
6612 South Ward Street
Littleton, Colorado 80127
303-409-2100

MILE HIGH BMX

Jason Miller, Chairman
Mile High BMX
2242 Tee Box Ct.
Castle Rock, CO 80109
303-906-7149

Parties agree that they shall promptly notify the other in the event any of the above information should change during this term of this Agreement.

IN WITNESS WHEREOF, Parties agree to this Agreement effective the day and year first written above.

FOOTHILLS PARK & RECREATION DISTRICT

By 
Ronald Hopp, Executive Director

MILE HIGH BMX

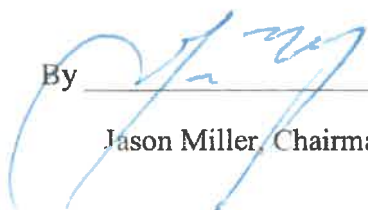
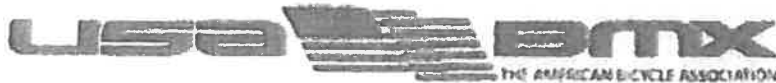
By 
Jason Miller, Chairman

Exhibit A



Affiliation and Sanction Agreement

1. The Local Organization, as identified herein below, will operate its BMX facility for the purpose of offering organized Boy's/Men's/Cross (BMX) racing and practicing to be sanctioned only by American Bicycle Association ("ABA"), an ABA's corporation, doing business as USA BMX ("USA BMX"). In turn, USA BMX agrees to sanction the Local Organization and provide services available by USA BMX including, but not limited to, the issuance and tabulation of USA BMX points, the use of USA BMX and ABA logos and associated artwork, and the benefit of USA BMX promotional programs.
2. This Affiliation and Sanction Agreement ("Agreement") shall commence on the date this Agreement is signed by an authorized official of USA BMX and end on December 31, 2015. During the term of this Agreement, the Local Organization will sponsor and run only sanctioned USA BMX events. Throughout the duration of this Agreement and for a period of twelve (12) months after the termination of this Agreement for any cause, the Local Organization shall not otherwise participate or assist in any fashion or manner whatsoever, including but not limited to, providing financial, technical, labor or advisory assistance or aid, in the operation of BMX track(s) or BMX meet(s) sanctioned by or affiliated with any other organization or entity nor otherwise compete against USA BMX in the State or geographic regions (as defined in Paragraph 10 below) where the Local Organization's track is located. Paragraph 10 of this Agreement is hereby expressly incorporated in its entirety as a part of this Paragraph 2.
3. Throughout the term of this Agreement and so long as Local Organization is not in breach of this Agreement, the Local Organization shall have the right to use the trade names USA BMX and/or ABA and to include USA BMX and/or ABA logos relative to the promotion and advertising of USA BMX sanctioned events to be held at the Local Organization's track. USA BMX retains exclusive ownership of the trade name and logo of USA BMX and ABA. The Local Organization will construct, operate and maintain its track and shall run USA BMX sanctioned events substantially in accordance with the Track Director/Operator's Manual as published by USA BMX and in accordance with any and all other rules of USA BMX as may be published by USA BMX at various times, including those set forth in the Track Director/Operator's Manual, and those set forth in other publications of USA BMX.
4. USA BMX is the developer and exclusive owner of certain computer software programs, marketing packages, Track Director/Operator's and other manuals, sanctioning agreements, drawings, records, specifications, equipment, designs, race schedules, agreements and contracts with vendors, licensees, other sanctioning organizations and other items and materials not generally known by non-USA BMX personnel (hereinafter "Confidential Information") which the Local Organization may obtain knowledge of or access to as a result of being sanctioned by USA BMX. USA BMX considers any and all such Confidential Information to be trade secrets. The Local Organization shall not, directly or indirectly, use said Confidential Information in any manner, nor, directly or indirectly, disclose, display, provide or otherwise make available all or any part of any such Confidential Information to any person or entity, unless the Local Organization has received prior written permission from USA BMX to do so, except as required by the Local Organization to perform its obligations and otherwise comply with the terms and conditions of this Agreement and with the Track Director/Operator's Manual of USA BMX.
5. USA BMX agrees to award USA BMX points to riders that legally participate in USA BMX sanctioned events operated in accordance with a USA BMX rules and procedures and held at the Local Organization's track.
6. This Agreement entitles the Local Organization to participate in all programs offered in the State or regional segment where the Local Organization's BMX track is located, including, but not limited to, USA BMX Road and Cup program and USA BMX State Championship series.
7. Because of the need to promptly enter data into USA BMX's computerized point standing data base, as well as the need to meet other publishing and reporting deadlines, the Local Organization agrees to provide to USA BMX within forty-eight (48) working hours following the conclusion of each USA BMX sanctioned event all applicable paperwork and funds, including, but not limited to, all signed race sheets, membership applications, track operator reporting forms and fees for membership, insurance and sanctioning documents in accordance with USA BMX's then current requirements for such reporting.

8. The Local Organization agrees that it shall, at all times throughout the term of this Agreement, maintain and enforce a policy or policies of insurance written by insurance carriers selected by or approved by USA BMX wherein USA BMX is the policy holder and named additional insured, which shall insure against liability or injury to and/or death of, as the policy holder and named additional insured, which shall insure against liability or injury to and/or death of, as the policy holder and named additional insured, which shall insure against liability or injury to and/or death of, as the policy holder and named additional insured, with aggregate policy limits not less than \$1,000,000 per person and occurrence. It offered by USA BMX; the Local Organization may fulfill the requirements through the payment of insurance fees to USA BMX in accordance with the schedule of such fees which may be adjusted from time to time, whereby USA BMX will acquire such liability insurance which meets or exceeds the amounts and coverage specified herein. In any event, whether secured by the Local Organization or by USA BMX, any and all such insurance will include as named insured USA BMX, the Local Organization, together with all employees, agents, volunteers, track operators, officials and all Board members of such entities. To the extent any claims, damages, costs, including attorney fees, or other sums incurred by or asserted against USA BMX as a result of any act or omission by the Local Organization is not paid by or covered by the foregoing insurance, Local Organization shall indemnify, defend, hold harmless and reimburse USA BMX upon demand for all such amounts to the extent said loss was caused by or contributed to in whole or in part, by the errors, omissions, intentional acts and/or negligence of the Local Organization.
9. This Agreement is between USA BMX and the Local Organization and may not be transferred or assigned by the Local Organization to any other person or entity without the Local Organization first obtaining the express written consent of USA BMX, which consent USA BMX shall be under no obligation to grant and which USA BMX may refuse to grant for any reason whatsoever in the sole and unfettered discretion of USA BMX. USA BMX may transfer or assign its right, title and interest in this Agreement to any other person or entity without the consent of the Local Organization.
10. This Agreement shall not make the Local Organization or the Track Operator a subsidiary, a partner, limited partner, joint venture or in any other way associated with USA BMX other than as set forth under the terms of this Agreement. The Local Organization has no authority, express or implied, to speak for, bind, or obligate USA BMX in any manner whatsoever whether contractually or otherwise.
11. USA BMX hereby reserves the right to inspect the Local Organization's BMX track at any and all times to insure compliance with the terms and conditions of this Agreement, with the Track Director Operators Manual, and all other rules and regulations of USA BMX.
12. Each of the terms and provisions contained in this Agreement are separate, independent, and severable. In the event that all or any portion of this Agreement is deemed by a court, arbitrator, tribunal, or otherwise, to be null, void, invalid, unenforceable and/or of no effect or otherwise not binding upon either of the parties, in whole or in part, said fact shall not be deemed to in any manner affect the validity of any of the remaining portions or provisions of this Agreement, all of which the parties agree shall remain in full force and effect. If a court or other tribunal finds that any provision of this Agreement is invalid or unenforceable, but that by enforcing such provision it would become valid and enforceable, then such provision shall be deemed to be written, confirmed and enforced as so limited.
13. The parties agree that, in addition to any form of legal or equitable relief that may be available to USA BMX hereunder, in the event of a breach or a threatened breach of any of the terms and conditions contained in paragraphs 2, 3 and/or 4, herein, the Local Organization agrees that in order for USA BMX to fully protect its rights hereunder, it may be necessary for USA BMX to obtain injunctive relief. Accordingly, the parties specifically agree that in the event of a breach or a threatened breach of any term or condition contained in said paragraphs 2, 3 and/or 4, herein, USA BMX shall be entitled to a preliminary and permanent injunction upon the posting of a nominal bond enjoining the Local Organization from committing or continuing any acts constituting such a breach, provided, in the event of a threatened breach, USA BMX has given the Local Organization prior notice in writing to its address on file with USA BMX not less than five (5) days before requesting said relief and the Local Organization has failed to remedy the breach within said period. As an additional remedy, for any breach by the Local Organization of the provisions of paragraph 2 of this Agreement, USA BMX shall be entitled to an award of liquidated damages from the Local Organization in the amount of \$15,000 for each and every separate violation thereof. The parties agree that the actual damages to USA BMX in the event of a breach by the Local Organization of said paragraph 2 will be difficult to ascertain and they mutually agree and intend to liquidate the damages in advance. The liquidated damage amount stated above is agreed to be reasonable and proportionate to the presumed injury that will be suffered by USA BMX upon a breach by Local Organization.
14. The prevailing party in any litigation arising from this Agreement shall be entitled to recover its reasonable costs and attorney fees from the other party, in addition to any other remedies to which it is entitled. This Agreement shall be construed and governed by the laws of the State of Arizona and the exclusive venue and jurisdiction of any litigation arising from this Agreement shall be in the Superior Court of Maricopa County, Arizona.

15. Subject to the assignment restrictions in Paragraph 8 above, this Agreement is binding upon all successors and assigns of the parties hereto.

16. The Local Organization is an incorporated, all of its members, officers, directors and trustees ("Local Organization Principals") shall have joint and individual responsibility for the performance and obligations of Local Organization as provided in this Agreement and the party (parties) executing this Agreement on behalf of the Local Organization hereby expressly represent(s) and warrant(s) that he/she/they have the actual authority from all of the Local Organization Principals that they may execute this Agreement with the intent that all of the said Local Organization Principals shall be jointly and severally bound by the terms and provision of this Agreement.

17. As security for the performance by the Local Organization of its obligations under this Agreement, the Local Organization hereby agrees to assign and transfer to USA BMX, upon written request by USA BMX to do so, all of the Local Organization's rights and interests in and to any lease or contract rights which the Local Organization may now have, or at any time during the term of this Agreement may acquire, which relates to the Local Organization's operation of any and all BMX races and practices at the track named in this Agreement. USA BMX shall not request the Local Organization to make such assignment to USA BMX unless USA BMX shall become reasonably insured to be satisfied that the Local Organization cannot abide by the terms of this Agreement. In this regard, any breach by the Local Organization of the terms and provisions of Paragraph 8 of this Agreement is hereby agreed by the parties to be good and just cause for USA BMX to request such assignment or transfer of the Local Organization's right and interests in any such lease or contract to USA BMX. In the event such a transfer or assignment of the Local Organization's rights in or to any lease or contract is effectuated pursuant to the terms of this Agreement, then as long as the Local Organization is not in default of this Agreement or has cured any such previous default of this Agreement, USA BMX will in turn re-assign to the Local Organization the reasonable right to operate the BMX facility pursuant to the terms and conditions of the lease and/or contract rights so assigned or transferred to USA BMX. Upon any subsequent default of this Agreement by the Local Organization, USA BMX shall have the option to terminate any rights which it may have granted to the Local Organization upon the terms and provisions of any lease or contract which the Local Organization has previously assigned or transferred to USA BMX. Until such rights are so terminated by USA BMX, USA BMX shall have no obligation or liability under or arising from any such lease or contract assigned or transferred to it by the Local Organization.

18. The Local Organization agrees to sponsor and run a minimum of twenty (20) USA BMX sanctioned races per year for the duration of this Agreement. The Local Organization shall commence sponsoring and running USA BMX sanctioned races within ninety (90) days of the completion of track construction by the track builder provided by USA BMX.

19. The Local Organization agrees that in the event of a breach of the terms and conditions contained in paragraph sixteen (16) herein, that in order for the USA BMX to fully protect its rights hereunder, it will be necessary for the USA BMX to obtain liquidated damages. USA BMX shall be entitled to an award of liquidated damages from the Local Organization in the amount of \$5,000 provided, in the event of a breach, USA BMX has given the Local Organization gross notice in writing to its address on file with USA BMX, not less than thirty (30) days before requesting said award and the Local Organization has failed to remedy the breach within said period. The parties agree that the amount of damages to USA BMX in the event of a breach by the Local Organization of said paragraph sixteen (16) will be difficult to ascertain and they mutually agree and intend to liquidate the damages in advance. The liquidated damage amount stated above is agreed to be reasonable and proportionate to the presumed injury that will be suffered by USA BMX upon a breach by Local Organization.

20. The "State or Geographic segment" referenced in Paragraph 2 of this Agreement is hereby defined as follows: State of Colorado.

Local Organization: MILE HIGH BMX

By: CHAD WELLS Chad Wells Owner/Chairman 4/12/12
(Print Name) (Signature) (Title) (Date)

By: _____
(Signature) (Signature) (Title) (Date)

Track Name/BMX Facility: MILE HIGH BMX

Track Number: _____ (To be assigned by USA BMX)

USA BMX			
By:	Signature:	Print:	Date:

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DATE: July 28, 2020
TO: Foothills Board of Directors
FROM: Dennis Weiner, Director of Finance and Administrative Services
SUBJECT: JUNE FINANCIAL UPDATE

Attached are the District's Financial Summary report and discussion of the District's year-to-date operating revenues and expenditures as well as non-operating revenues and expenditures through June 30, 2020 as compared to the budget.

Also included is a summary comparison of actual versus budget for the year-to-date by department. If you have any questions concerning this information, please ask me.



**EXECUTIVE SUMMARY OF THE DISTRICT
ACTUAL VS BUDGET FOR THE YEAR-TO-DATE PERIOD ENDED 6/30/2020**

Total Year-to Date Operating Revenue:

Total District Year-to-Date Operating Revenues are \$4,949,935 versus budget of \$8,069,771 or \$3,119,836 lower than budgeted due to the following:

- Admission Fee Revenues were \$3,725,461, which was \$2,489,304 unfavorable to plan.
 - Leisure Services admission fees were \$2,759,160 lower than planned due to facility closures and program cancellations in response to the coronavirus pandemic. Admission fees in all Leisure Services departments were impacted by the closures, but the most significant negative variances were seen in Children's Programs, District Athletics, Aquatics and at the Edge Ice Arena, which were lower than plan by \$956,532, \$722,978, \$319,693 and \$258,544, respectively.
 - Golf admission fees, including Golf Development and Improvement Fund revenue, were higher than plan by \$399,173 because of a higher number of rounds played at the District's golf courses related to increased public participation in golf and favorable weather conditions in the early golf season.
 - Parks admission fees were \$129,318 unfavorable to the plan because of resulting from restrictions on field use associated with the COVID-19 public health response.
- Rentals were \$894,709, which was lower than plan by \$448,232 resulting from lower facility rentals throughout the District and lower golf cart rentals at both golf courses due to facility closures.
- Merchandise Sales were lower than planned by \$116,775 because of facility closures, which have resulted in lower sales at the Edge and both District golf courses.
- Revenue from Concessions and Other Contracts was lower than planned by \$111,755 because of lower sales at the Penalty Box and the Foothills Fieldhouse Concession stand due to facility closures.

Total Year-To-Date Operating Expenditures:

Total District Year-to-Date Operating Expenditures are \$8,847,122 versus budget of \$11,201,764 or \$2,354,642 less than planned due to the following:

- Salaries and Wages expenditures were better than plan by \$1,185,845 mainly because of lower than planned part-time hours in Leisure Services due to facility closures and program cancellations related to the COVID-19 pandemic from March through early June. In addition, full-time salaries were lower than plan in Facility Maintenance and Children's Programs resulting from staff changes and the timing of hiring for open positions.

- Personnel expenditures were \$173,626 lower than planned resulting from lower than planned health insurance and payroll tax expenditures related to lower staff levels and lower than budgeted discretionary 401(k) contributions.
- Supplies expenditures were favorable to plan by \$496,956 driven by lower expenditures on supplies in Leisure Services, Golf and Parks due to facility closures, program cancellations and the timing of purchase of park maintenance supplies.
- Purchased Services were \$1,142,602, which was better than planned by \$607,654 resulting from a delay in the timing of expenditures on our bond extension election, which was originally expected to occur in May and lower purchased services expenditures in Leisure Services resulting from facility closures and program cancellations.
- Utilities were unfavorable to budget by \$101,371. Water expenditures were higher than plan by \$134,397 resulting from more water usage in Urban Parks because of warm, dry weather conditions experienced so far throughout the year. Electric and natural gas expenditures were lower than plan by \$9,377 and \$23,648, respectively, due to lower usage throughout the District.

Net Operating Revenue/Loss:

Net Operating Loss was \$3,897,188 compared to a planned Net Operating Loss of \$3,131,993, or \$765,194 unfavorable to plan, driven by lower operating revenue resulting from facility closures and program cancellations in response to COVID-19, partially offset by lower operating expenditures than planned.

Non-Operating Revenue and Expenditures:

Net Non-Operating Revenue was \$11,007,443, which was \$186,052 favorable to plan primarily due to the following:

- Net Contributions and Grants were \$299,618 favorable to plan mainly because of SB35 funds of \$288,700 requested and received for use at Schaefer Athletic Complex and Woodmar Square Park.
- Property Tax Revenue was \$178,038 lower than planned because of slower collection of property taxes by the County than anticipated.
- Specific Ownership Taxes were \$64,225 better than planned because of higher levels vehicle sales in recent years leading to increased revenue from vehicle registrations.

Net Revenue/Expenditures:

As a result, through June 30, 2020, Net Revenue was \$7,110,256, which was \$579,143 lower than plan due to higher than expected Net Operating Loss and lower levels of property tax revenue, offset by higher specific ownership taxes and higher revenue from Grants.

Foothills Parks & Recreation District
Summary of All Units
Tuesday, June 30, 2020

	June			YTD			2020			
	2020	2020	Fav/(Unfav)	2020	2020	Fav/(Unfav)	Original	Remaining	%	2019
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Budget	Completed	YTD
OPERATING REVENUES										
Admission Fees	\$1,049,522	\$1,631,071	(\$581,549)	\$3,725,461	\$6,214,766	(\$2,489,304)	\$12,316,001	\$8,590,539	30.25%	\$5,842,905
Rentals	235,470	300,047	(64,577)	894,709	1,342,941	(448,232)	2,668,303	1,773,595	33.53%	1,280,287
Merchandise Sales	41,157	60,427	(19,270)	92,157	208,931	(116,775)	504,745	412,588	18.26%	197,458
Concessions and Other Contracts	23,207	62,528	(39,321)	157,153	268,907	(111,755)	536,958	379,805	29.27%	238,636
Other Revenue	8,868	11,804	(2,936)	80,455	34,226	46,229	71,798	(8,657)	112.06%	52,188
TOTAL OPERATING REVENUES	1,358,224	2,065,877	(707,653)	4,949,935	8,069,771	(3,119,836)	16,097,805	11,147,870	30.75%	7,611,475
OPERATING EXPENDITURES										
Salaries and Wages	814,876	1,298,156	483,280	4,616,310	5,802,155	1,185,845	11,789,905	7,173,595	39.15%	5,173,859
Personnel	158,482	211,134	52,652	1,180,107	1,353,733	173,626	2,435,621	1,255,515	48.45%	1,184,555
Supplies	157,153	266,048	108,896	908,817	1,405,773	496,956	2,572,844	1,664,027	35.32%	1,210,661
Purchased Services	168,520	305,995	137,475	1,142,602	1,750,256	607,654	3,078,538	1,935,936	37.12%	1,328,383
Utilities	322,078	203,504	(118,574)	848,172	746,801	(101,371)	1,847,673	999,501	45.90%	756,556
Insurance	23,179	23,841	662	151,144	143,047	(8,098)	286,094	134,949	52.83%	131,958
Other Expenditures	152	-	(152)	(30)	-	30	-	30	0.00%	6,039
TOTAL OPERATING EXPENDITURES	1,644,439	2,308,678	664,239	8,847,122	11,201,764	2,354,642	22,010,675	13,163,552	40.19%	9,792,011
NET OPERATING REVENUE/(EXPENDITURES)	(286,215)	(242,801)	(43,415)	(3,897,188)	(3,131,993)	(765,194)	(5,912,870)	(2,015,682)	65.91%	(2,180,536)
NON-OPERATING REVENUE										
Fund Balance	-	-	-	20,000	20,000	-	2,984,929	2,964,929	0.67%	18,851
Property Taxes Collected to Pay GO Bonds	588,646	588,647	(1)	2,041,140	2,041,138	2	2,069,789	28,649	98.62%	2,024,324
Property Taxes Collected for Operations	3,166,185	3,129,006	37,179	10,671,821	10,849,860	(178,038)	11,002,156	330,335	97.00%	9,498,134
Specific Ownership Taxes	97,927	65,818	32,109	448,952	384,727	64,225	813,639	364,687	55.18%	476,953
Conservation Trust	120,097	123,191	(3,094)	239,126	246,382	(7,256)	492,764	253,638	48.53%	315,303
Contributions and Grants	(5)	2,000	(2,005)	347,146	97,000	250,146	104,850	(242,296)	331.09%	552,359
Investment Income	5,642	12,127	(6,485)	63,161	75,310	(12,149)	142,977	79,816	44.18%	111,537
QEBC Interest Expense Subsidy	-	-	-	13,464	17,885	(4,421)	35,770	22,306	37.64%	16,799
Gain/(Loss) on Investments in Bergen	(7,881)	-	(7,881)	(7,881)	-	(7,881)	-	7,881	0.00%	-
Gain/(Loss) on Sale of Capital Assets	-	-	-	-	-	-	-	-	0.00%	4,450
Proceeds from Insurance	-	-	-	-	-	-	-	-	0.00%	2,876
Other Income	-	-	-	10,389	-	10,389	-	(10,389)	0.00%	8,886
TOTAL NON-OPERATING REVENUE	3,970,610	3,920,789	49,822	13,847,318	13,732,302	115,016	17,646,875	3,799,557	78.47%	13,030,471
NON-OPERATING EXPENDITURES										
Grant Expenditures	20,769	52,045	31,276	101,536	151,008	49,472	245,777	144,240	41.31%	2,044,903
Facilities & Equipment Repairs and Replacements	140,988	140,988	-	2,159,699	2,159,699	-	7,328,192	5,168,493	29.47%	2,278,719
Debt Payments	-	-	-	49,000	49,000	-	3,248,600	3,199,600	1.51%	47,800
Interest Expense	-	-	-	355,017	354,989	(28)	709,307	354,290	50.05%	411,828
Other Expenditures	58,282	56,415	(1,867)	174,623	196,215	21,592	202,129	27,506	86.39%	162,384
TOTAL NON-OPERATING EXPENDITURES	220,039	249,448	29,409	2,839,875	2,910,911	71,036	11,734,005	8,894,130	24.20%	4,945,634
NET REVENUE/(EXPENDITURES)	3,464,356	3,428,540	35,816	7,110,256	7,689,398	(579,143)	0	(7,110,256)		5,904,301
TOTAL REVENUE	5,328,834	5,986,666	(657,831)	18,797,253	21,802,073	(3,004,820)	33,744,680	14,947,427	55.70%	20,641,946
TOTAL EXPENDITURES	1,864,478	2,558,126	693,647	11,686,997	14,112,675	2,425,678	33,744,680	22,057,683	34.63%	14,737,645
NET REVENUE/(EXPENDITURES)	3,464,356	3,428,540	35,816	7,110,256	7,689,398	(579,143)	0	(7,110,256)		5,904,301

Foothills Parks & Recreation District
Summary of All Units
Tuesday, June 30, 2020

	June			YTD			2020			
	2020	2020	Fav/(Unfav)	2020	2020	Fav/(Unfav)	Original	Remaining	%	2019
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Budget	Completed	YTD
OPERATING REVENUES										
Admission Fees:										
Total Parks and Clement Park - Admission Fees	22,760	-	22,760	23,750	153,067	(129,318)	283,077	259,328	8.39%	141,328
Leisure Services Summary - Admission Fees	267,707	1,081,558	(813,851)	1,619,711	4,378,871	(2,759,160)	8,475,214	6,855,502	19.11%	4,119,237
Golf Summary - Admission Fees	713,441	514,617	198,823	1,957,226	1,574,897	382,328	3,321,703	1,364,478	58.92%	1,477,638
Other Funds - Admission Fees	45,614	34,895	10,719	124,775	107,930	16,845	236,007	111,232	52.87%	104,703
Total Admission Fees	1,049,522	1,631,071	(581,549)	3,725,461	6,214,766	(2,489,304)	12,316,001	8,590,539	30.25%	5,842,905
Rentals:										
Total Parks and Clement Park - Rentals	2,468	45,436	(42,968)	32,604	156,490	(123,886)	234,841	202,237	13.88%	140,656
Leisure Services Summary - Rentals	57,564	116,032	(58,468)	542,590	794,211	(251,621)	1,529,463	986,873	35.48%	796,520
Golf Summary - Rentals	175,438	138,579	36,860	319,514	392,240	(72,726)	903,999	584,485	35.34%	343,112
Total Rentals	235,470	300,047	(64,577)	894,709	1,342,941	(448,232)	2,668,303	1,773,595	33.53%	1,280,287
Merchandise Sales:										
Leisure Services Summary - Merchandise Sales	279	8,675	(8,396)	17,861	55,912	(38,051)	100,758	82,897	17.73%	49,771
Golf Summary - Merchandise Sales	40,879	51,752	(10,873)	74,296	153,019	(78,723)	403,987	329,691	18.39%	147,688
Total Merchandise Sales	41,157	60,427	(19,270)	92,157	208,931	(116,775)	504,745	412,588	18.26%	197,458
Concessions and Other Contracts:										
Administration - Concessions and Other Contracts	-	-	-	10,000	10,000	-	10,000	-	100.00%	10,000
Total Parks and Clement Park - Concessions and Other Contracts	-	-	-	4,392	4,392	0	4,392	0	100.01%	4,392
Leisure Services Summary - Concessions and Other Contracts	3,207	52,528	(49,321)	122,760	234,515	(111,755)	453,566	330,805	27.07%	204,244
Golf Summary - Concessions and Other Contracts	20,000	10,000	10,000	20,000	20,000	-	69,000	49,000	28.99%	20,000
Total Concessions and Other Contracts	23,207	62,528	(39,321)	157,153	268,907	(111,755)	536,958	379,805	29.27%	238,636
Other Revenue:										
Administration - Other Revenue	141	1,000	(859)	2,620	6,000	(3,380)	11,600	8,980	22.58%	14,758
Total Parks and Clement Park - Other Revenue	3,064	3,896	(832)	21,303	7,930	13,373	17,648	(3,655)	120.71%	14,199
Leisure Services Summary - Other Revenue	5,122	6,239	(1,117)	48,343	17,124	31,219	36,860	(11,483)	131.15%	20,234
Golf Summary - Other Revenue	542	669	(127)	8,190	3,172	5,017	5,690	(2,499)	143.92%	2,998
Total Other Revenue	8,868	11,804	(2,936)	80,455	34,226	46,229	71,798	(8,657)	112.06%	52,188
TOTAL OPERATING REVENUES:										
Administration - TOTAL OPERATING REVENUES	141	1,000	(859)	12,620	16,000	(3,380)	21,600	8,980	58.43%	24,758
Total Parks and Clement Park - TOTAL OPERATING REVENUES	28,291	49,332	(21,041)	82,049	321,879	(239,830)	539,958	457,909	15.20%	300,575
Leisure Services Summary - TOTAL OPERATING REVENUES	333,879	1,265,033	(931,154)	2,351,266	5,480,634	(3,129,368)	10,595,860	8,244,595	22.19%	5,190,005
Golf Summary - TOTAL OPERATING REVENUES	950,299	715,617	234,682	2,379,225	2,143,328	235,897	4,704,380	2,325,154	50.57%	1,991,435
Other Funds - TOTAL OPERATING REVENUES	45,614	34,895	10,719	124,775	107,930	16,845	236,007	111,232	52.87%	104,703

	June			YTD			2020			2019 YTD
	2020	2020	Fav/(Unfav)	2020	2020	Fav/(Unfav)	Original	Remaining	%	
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Budget	Completed	
Total TOTAL OPERATING REVENUES	1,358,224	2,065,877	(707,653)	4,949,935	8,069,771	(3,119,836)	16,097,805	11,147,870	30.75%	7,611,475
OPERATING EXPENDITURES										
Salaries and Wages:										
Administration - Salaries and Wages	90,445	89,971	(474)	546,109	542,566	(3,542)	1,093,347	547,238	49.95%	480,472
Total Parks and Clement Park - Salaries and Wages	176,289	187,917	11,628	925,845	991,816	65,971	2,107,911	1,182,066	43.92%	888,582
Leisure Services Summary - Salaries and Wages	344,268	795,960	451,692	2,292,053	3,319,780	1,027,727	6,645,175	4,353,122	34.49%	2,968,483
Golf Summary - Salaries and Wages	203,874	224,308	20,434	852,303	947,993	95,690	1,943,473	1,091,170	43.85%	836,322
Total Salaries and Wages	814,876	1,298,156	483,280	4,616,310	5,802,155	1,185,845	11,789,905	7,173,595	39.15%	5,173,859
Personnel:										
Administration - Personnel	16,089	18,160	2,072	134,603	141,484	6,881	238,003	103,400	56.56%	110,698
Total Parks and Clement Park - Personnel	39,108	38,452	(656)	287,973	293,500	5,526	525,693	237,719	54.78%	275,706
Leisure Services Summary - Personnel	70,127	119,939	49,812	546,699	701,399	154,700	1,280,263	733,564	42.70%	593,455
Golf Summary - Personnel	33,158	34,583	1,425	210,831	217,349	6,518	391,662	180,831	53.83%	204,695
Total Personnel	158,482	211,134	52,652	1,180,107	1,353,733	173,626	2,435,621	1,255,515	48.45%	1,184,555
Supplies:										
Administration - Supplies	15,055	1,395	(13,660)	20,996	11,878	(9,118)	30,589	9,593	68.64%	7,873
Total Parks and Clement Park - Supplies	30,425	62,463	32,037	251,838	321,086	69,248	564,652	312,814	44.60%	259,989
Leisure Services Summary - Supplies	38,429	107,514	69,085	345,532	607,538	262,006	1,105,232	759,700	31.26%	556,255
Golf Summary - Supplies	73,244	94,677	21,433	290,452	465,271	174,819	872,372	581,920	33.29%	386,449
Other Funds - Supplies	-	-	-	-	-	-	-	-	0.00%	95
Total Supplies	157,153	266,048	108,896	908,817	1,405,773	496,956	2,572,844	1,664,027	35.32%	1,210,661
Purchased Services:										
Administration - Purchased Services	51,436	86,825	35,389	288,607	579,856	291,249	887,369	598,762	32.52%	298,313
Total Parks and Clement Park - Purchased Services	17,084	42,376	25,292	217,242	266,306	49,065	411,992	194,751	52.73%	212,667
Leisure Services Summary - Purchased Services	51,749	139,932	88,183	446,509	745,582	299,072	1,492,653	1,046,143	29.91%	682,417
Golf Summary - Purchased Services	48,251	36,861	(11,390)	190,244	158,513	(31,731)	286,524	96,280	66.40%	134,986
Total Purchased Services	168,520	305,995	137,475	1,142,602	1,750,256	607,654	3,078,538	1,935,936	37.12%	1,328,383
Utilities:										
Administration - Utilities	316	(2,176)	(2,492)	22,039	(13,232)	(35,271)	(24,366)	(46,405)	(90.45%)	11,095
Total Parks and Clement Park - Utilities	201,034	87,367	(113,667)	339,292	205,872	(133,420)	643,254	303,962	52.75%	202,639
Leisure Services Summary - Utilities	54,274	72,886	18,612	303,892	393,541	89,649	831,729	527,837	36.54%	389,460
Golf Summary - Utilities	66,454	45,427	(21,027)	182,949	160,620	(22,329)	397,057	214,108	46.08%	153,362
Total Utilities	322,078	203,504	(118,574)	848,172	746,801	(101,371)	1,847,673	999,501	45.90%	756,556
Insurance:										
Administration - Insurance	8,406	7,331	(1,075)	50,438	43,986	(6,452)	87,972	37,534	57.33%	39,987
Total Parks and Clement Park - Insurance	5,168	5,428	261	36,075	32,569	(3,506)	65,139	29,063	55.38%	31,523

	June			YTD			2020			
	2020	2020	Fav/(Unfav)	2020	2020	Fav/(Unfav)	Original	Remaining	%	2019
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Budget	Completed	YTD
Leisure Services Summary - Insurance	8,535	9,847	1,312	58,209	59,082	873	118,164	59,954	49.26%	53,711
Golf Summary - Insurance	1,070	1,235	165	6,422	7,410	987	14,820	8,397	43.34%	6,736
Total Insurance	23,179	23,841	662	151,144	143,047	(8,098)	286,094	134,949	52.83%	131,958
Other Expenditures:										
Leisure Services Summary - Other Expenditures	(27)	-	27	(295)	-	295	-	295	0.00%	(146)
Golf Summary - Other Expenditures	179	-	(179)	265	-	(265)	-	(265)	0.00%	6,185
Total Other Expenditures	152	-	(152)	(30)	-	30	-	30	0.00%	6,039
TOTAL OPERATING EXPENDITURES:										
Administration - TOTAL OPERATING EXPENDITURES	181,747	201,507	19,760	1,062,792	1,306,538	243,747	2,312,913	1,250,121	45.95%	948,437
Total Parks and Clement Park - TOTAL OPERATING EXPENDITURES	469,108	424,003	(45,105)	2,058,266	2,111,149	52,884	4,318,640	2,260,374	47.66%	1,871,107
Leisure Services Summary - TOTAL OPERATING EXPENDITURES	567,353	1,246,077	678,724	3,992,599	5,826,921	1,834,322	11,473,215	7,480,616	34.80%	5,243,636
Golf Summary - TOTAL OPERATING EXPENDITURES	426,231	437,091	10,860	1,733,466	1,957,156	223,690	3,905,907	2,172,440	44.38%	1,728,736
Other Funds - TOTAL OPERATING EXPENDITURES	-	-	-	-	-	-	-	-	0.00%	95
Total TOTAL OPERATING EXPENDITURES	1,644,439	2,308,678	664,239	8,847,122	11,201,764	2,354,642	22,010,675	13,163,552	40.19%	9,792,011
NET OPERATING REVENUE/(EXPENDITURES):										
Administration - NET OPERATING REVENUE/(EXPENDITURES)	(181,606)	(200,507)	18,901	(1,050,172)	(1,290,538)	240,367	(2,291,313)	(1,241,141)	45.83%	(923,680)
Total Parks and Clement Park - NET OPERATING REVENUE/(EXPENDITURES)	(440,817)	(374,671)	(66,146)	(1,976,217)	(1,789,270)	(186,946)	(3,778,682)	(1,802,465)	52.30%	(1,570,532)
Leisure Services Summary - NET OPERATING REVENUE/(EXPENDITURES)	(233,475)	18,956	(252,431)	(1,641,333)	(346,287)	(1,295,046)	(877,355)	763,978	187.08%	(53,631)
Golf Summary - NET OPERATING REVENUE/(EXPENDITURES)	524,068	278,526	245,542	645,759	186,173	459,586	798,473	152,714	80.87%	262,699
Other Funds - NET OPERATING REVENUE/(EXPENDITURES)	45,614	34,895	10,719	124,775	107,930	16,845	236,007	111,232	52.87%	104,608
Total NET OPERATING REVENUE/(EXPENDITURES)	(286,215)	(242,801)	(43,415)	(3,897,188)	(3,131,993)	(765,194)	(5,912,870)	(2,015,682)	65.91%	(2,180,536)
NON-OPERATING REVENUE										
Fund Balance:										
Other Funds - Fund Balance	-	-	-	20,000	20,000	-	2,984,929	2,964,929	0.67%	18,851
Total Fund Balance	-	-	-	20,000	20,000	-	2,984,929	2,964,929	0.67%	18,851
Property Taxes Collected to Pay GO Bonds:										
Other Funds - Property Taxes Collected to Pay GO Bonds	588,646	588,647	(1)	2,041,140	2,041,138	2	2,069,789	28,649	98.62%	2,024,324
Total Property Taxes Collected to Pay GO Bonds	588,646	588,647	(1)	2,041,140	2,041,138	2	2,069,789	28,649	98.62%	2,024,324
Property Taxes Collected for Operations:										
Administration - Property Taxes Collected for Operations	3,273,232	3,236,054	37,178	10,220,625	10,398,666	(178,041)	5,436,507	(4,784,118)	188.00%	9,053,722
Total Parks and Clement Park - Property Taxes Collected for Operations	375,109	375,108	1	1,808,287	1,808,286	1	3,797,719	1,989,432	47.62%	1,793,429
Leisure Services Summary - Property Taxes Collected for Operations	116,331	116,331	0	487,970	487,969	1	1,021,393	533,423	47.77%	364,199
Other Funds - Property Taxes Collected for Operations	(598,487)	(598,487)	0	(1,845,061)	(1,845,062)	1	746,537	2,591,598	(247.15%)	(1,713,217)

	June			YTD			2020			
	2020	2020	Fav/(Unfav)	2020	2020	Fav/(Unfav)	Original	Remaining	%	2019
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Budget	Completed	YTD
Total Property Taxes Collected for Operations	3,166,185	3,129,006	37,179	10,671,821	10,849,860	(178,038)	11,002,156	330,335	97.00%	9,498,134
Specific Ownership Taxes:										
Other Funds - Specific Ownership Taxes	97,927	65,818	32,109	448,952	384,727	64,225	813,639	364,687	55.18%	476,953
Total Specific Ownership Taxes	97,927	65,818	32,109	448,952	384,727	64,225	813,639	364,687	55.18%	476,953
Conservation Trust:										
Other Funds - Conservation Trust	120,097	123,191	(3,094)	239,126	246,382	(7,256)	492,764	253,638	48.53%	315,303
Total Conservation Trust	120,097	123,191	(3,094)	239,126	246,382	(7,256)	492,764	253,638	48.53%	315,303
Contributions and Grants:										
Total Parks and Clement Park - Contributions and Grants	-	-	-	-	2,500	(2,500)	2,500	2,500	0.00%	-
Other Funds - Contributions and Grants	(5)	2,000	(2,005)	347,146	94,500	252,646	102,350	(244,796)	339.18%	552,359
Total Contributions and Grants	(5)	2,000	(2,005)	347,146	97,000	250,146	104,850	(242,296)	331.09%	552,359
Investment Income:										
Administration - Investment Income	5,642	12,127	(6,485)	63,161	75,310	(12,149)	142,977	79,816	44.18%	111,537
Total Investment Income	5,642	12,127	(6,485)	63,161	75,310	(12,149)	142,977	79,816	44.18%	111,537
QEBC Interest Expense Subsidy:										
Other Funds - QEBC Interest Expense Subsidy	-	-	-	13,464	17,885	(4,421)	35,770	22,306	37.64%	16,799
Total QEBC Interest Expense Subsidy	-	-	-	13,464	17,885	(4,421)	35,770	22,306	37.64%	16,799
Gain/(Loss) on Investments in Bergen:										
Administration - Gain/(Loss) on Investments in Bergen	(7,881)	-	(7,881)	(7,881)	-	(7,881)	-	7,881	0.00%	-
Total Gain/(Loss) on Investments in Bergen	(7,881)	-	(7,881)	(7,881)	-	(7,881)	-	7,881	0.00%	-
Gain/(Loss) on Sale of Capital Assets:										
Other Funds - Gain/(Loss) on Sale of Capital Assets	-	-	-	-	-	-	-	-	0.00%	4,450
Total Gain/(Loss) on Sale of Capital Assets	-	-	-	-	-	-	-	-	0.00%	4,450
Proceeds from Insurance :										
Total Parks and Clement Park - Proceeds from Insurance	-	-	-	-	-	-	-	-	0.00%	2,876
Total Proceeds from Insurance	-	-	-	-	-	-	-	-	0.00%	2,876
Other Income:										
Other Funds - Other Income	-	-	-	10,389	-	10,389	-	(10,389)	0.00%	8,886
Total Other Income	-	-	-	10,389	-	10,389	-	(10,389)	0.00%	8,886

	June			YTD			2020			
	2020	2020	Fav/(Unfav)	2020	2020	Fav/(Unfav)	Original	Remaining	%	2019
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Budget	Completed	YTD
TOTAL NON-OPERATING REVENUE:										
Administration - TOTAL NON-OPERATING REVENUE	3,270,992	3,248,181	22,812	10,275,905	10,473,976	(198,071)	5,579,484	(4,696,421)	184.17%	9,165,260
Total Parks and Clement Park - TOTAL NON-OPERATING REVENUE	375,109	375,108	1	1,808,287	1,810,786	(2,499)	3,800,219	1,991,932	47.58%	1,796,305
Leisure Services Summary - TOTAL NON-OPERATING REVENUE	116,331	116,331	0	487,970	487,969	1	1,021,393	533,423	47.77%	364,199
Other Funds - TOTAL NON-OPERATING REVENUE	208,178	181,169	27,009	1,275,156	959,570	315,586	7,245,778	5,970,623	17.60%	1,704,708
Total TOTAL NON-OPERATING REVENUE	3,970,610	3,920,789	49,822	13,847,318	13,732,302	115,016	17,646,875	3,799,557	78.47%	13,030,471
NON-OPERATING EXPENDITURES										
Grant Expenditures:										
Other Funds - Grant Expenditures	20,769	52,045	31,276	101,536	151,008	49,472	245,777	144,240	41.31%	2,044,903
Total Grant Expenditures	20,769	52,045	31,276	101,536	151,008	49,472	245,777	144,240	41.31%	2,044,903
Facilities & Equipment Repairs and Replacements:										
Total Parks and Clement Park - Facilities & Equipment Repairs and Replacements	-	-	-	20,000	20,000	-	20,000	-	100.00%	20,000
Golf Summary - Facilities & Equipment Repairs and Replacements	-	-	-	-	-	-	-	-	0.00%	428
Other Funds - Facilities & Equipment Repairs and Replacements	140,988	140,988	-	2,139,699	2,139,699	-	7,308,192	5,168,493	29.28%	2,258,292
Total Facilities & Equipment Repairs and Replacements	140,988	140,988	-	2,159,699	2,159,699	-	7,328,192	5,168,493	29.47%	2,278,719
Debt Payments:										
Other Funds - Debt Payments	-	-	-	49,000	49,000	-	3,248,600	3,199,600	1.51%	47,800
Total Debt Payments	-	-	-	49,000	49,000	-	3,248,600	3,199,600	1.51%	47,800
Interest Expense:										
Golf Summary - Interest Expense	-	-	-	3,696	-	(3,696)	-	(3,696)	0.00%	-
Other Funds - Interest Expense	-	-	-	351,321	354,989	3,668	709,307	357,986	49.53%	411,828
Total Interest Expense	-	-	-	355,017	354,989	(28)	709,307	354,290	50.05%	411,828
Other Expenditures:										
Administration - Other Expenditures	1,915	-	(1,915)	(18,040)	-	18,040	-	18,040	0.00%	(12,453)
Total Parks and Clement Park - Other Expenditures	437	437	0	1,515	1,516	1	1,537	22	98.54%	1,329
Other Funds - Other Expenditures	55,929	55,978	48	191,148	194,699	3,550	200,592	9,443	95.29%	173,508
Total Other Expenditures	58,282	56,415	(1,867)	174,623	196,215	21,592	202,129	27,506	86.39%	162,384
TOTAL NON-OPERATING EXPENDITURES:										
Administration - TOTAL NON-OPERATING EXPENDITURES	1,915	-	(1,915)	(18,040)	-	18,040	-	18,040	0.00%	(12,453)
Total Parks and Clement Park - TOTAL NON-OPERATING EXPENDITURES	437	437	0	21,515	21,516	1	21,537	22	99.90%	21,329
Golf Summary - TOTAL NON-OPERATING EXPENDITURES	-	-	-	3,696	-	(3,696)	-	(3,696)	0.00%	428
Other Funds - TOTAL NON-OPERATING EXPENDITURES	217,686	249,010	31,324	2,832,704	2,889,395	56,690	11,712,468	8,879,763	24.19%	4,936,331
Total TOTAL NON-OPERATING EXPENDITURES	220,039	249,448	29,409	2,839,875	2,910,911	71,036	11,734,005	8,894,130	24.20%	4,945,634

	June			YTD			2020			
	2020	2020	Fav/(Unfav)	2020	2020	Fav/(Unfav)	Original	Remaining	%	2019
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Budget	Completed	YTD
NET REVENUE/(EXPENDITURES):										
Administration - NET REVENUE/(EXPENDITURES)	3,087,471	3,047,674	39,797	9,243,774	9,183,438	60,336	3,288,171	(5,955,603)	281.12%	8,254,033
Total Parks and Clement Park - NET REVENUE/(EXPENDITURES)	(66,145)	-	(66,145)	(189,444)	-	(189,444)	-	189,444	0.00%	204,443
Leisure Services Summary - NET REVENUE/(EXPENDITURES)	(117,144)	135,287	(252,430)	(1,153,363)	141,682	(1,295,045)	144,038	1,297,401	(800.74%)	310,568
Golf Summary - NET REVENUE/(EXPENDITURES)	524,068	278,526	245,542	642,063	186,173	455,890	798,473	156,410	80.41%	262,272
Other Funds - NET REVENUE/(EXPENDITURES)	36,106	(32,947)	69,053	(1,432,774)	(1,821,895)	389,121	(4,230,682)	(2,797,909)	33.87%	(3,127,015)
Total NET REVENUE/(EXPENDITURES)	3,464,356	3,428,540	35,816	7,110,256	7,689,398	(579,143)	0	(7,110,256)	#####	5,904,301
TOTAL REVENUE:										
Administration - TOTAL REVENUE	3,271,134	3,249,181	21,953	10,288,525	10,489,976	(201,452)	5,601,084	(4,687,441)	183.69%	9,190,017
Total Parks and Clement Park - TOTAL REVENUE	403,400	424,440	(21,041)	1,890,337	2,132,665	(242,329)	4,340,177	2,449,841	43.55%	2,096,879
Leisure Services Summary - TOTAL REVENUE	450,210	1,381,364	(931,154)	2,839,236	5,968,603	(3,129,367)	11,617,253	8,778,018	24.44%	5,554,204
Golf Summary - TOTAL REVENUE	950,299	715,617	234,682	2,379,225	2,143,328	235,897	4,704,380	2,325,154	50.57%	1,991,435
Other Funds - TOTAL REVENUE	253,792	216,064	37,729	1,399,931	1,067,500	332,431	7,481,785	6,081,855	18.71%	1,809,410
Total TOTAL REVENUE	5,328,834	5,986,666	(657,831)	18,797,253	21,802,073	(3,004,820)	33,744,680	14,947,427	55.70%	20,641,946
TOTAL EXPENDITURES:										
Administration - TOTAL EXPENDITURES	183,662	201,507	17,844	1,044,751	1,306,538	261,787	2,312,913	1,268,162	45.17%	935,984
Total Parks and Clement Park - TOTAL EXPENDITURES	469,545	424,440	(45,105)	2,079,781	2,132,665	52,885	4,340,177	2,260,397	47.92%	1,892,436
Leisure Services Summary - TOTAL EXPENDITURES	567,353	1,246,077	678,724	3,992,599	5,826,921	1,834,322	11,473,215	7,480,616	34.80%	5,243,636
Golf Summary - TOTAL EXPENDITURES	426,231	437,091	10,860	1,737,162	1,957,156	219,994	3,905,907	2,168,744	44.48%	1,729,163
Other Funds - TOTAL EXPENDITURES	217,686	249,010	31,324	2,832,704	2,889,395	56,690	11,712,468	8,879,763	24.19%	4,936,426
Total TOTAL EXPENDITURES	1,864,478	2,558,126	693,647	11,686,997	14,112,675	2,425,678	33,744,680	22,057,683	34.63%	14,737,645
NET REVENUE/(EXPENDITURES):										
Administration - NET REVENUE/(EXPENDITURES)	3,087,471	3,047,674	39,797	9,243,774	9,183,438	60,336	3,288,171	(5,955,603)	281.12%	8,254,033
Total Parks and Clement Park - NET REVENUE/(EXPENDITURES)	(66,145)	-	(66,145)	(189,444)	-	(189,444)	-	189,444	0.00%	204,443
Leisure Services Summary - NET REVENUE/(EXPENDITURES)	(117,144)	135,287	(252,430)	(1,153,363)	141,682	(1,295,045)	144,038	1,297,401	(800.74%)	310,568
Golf Summary - NET REVENUE/(EXPENDITURES)	524,068	278,526	245,542	642,063	186,173	455,890	798,473	156,410	80.41%	262,272
Other Funds - NET REVENUE/(EXPENDITURES)	36,106	(32,947)	69,053	(1,432,774)	(1,821,895)	389,121	(4,230,682)	(2,797,909)	33.87%	(3,127,015)
Total NET REVENUE/(EXPENDITURES)	3,464,356	3,428,540	35,816	7,110,256	7,689,398	(579,143)	0	(7,110,256)	#####	5,904,301

	Operating Revenue			Operating Expenditures			Net Operating Revenue (Loss)		
	Actual	Budget	Variance Fav/(Unfav)	Actual	Budget	Variance Fav/(Unfav)	Actual	Budget	Variance Fav/(Unfav)
Administration									
Executive Director	11,606	10,000	1,606	401,471	594,136	192,665	(389,865)	(584,136)	194,271
Marketing	1,050	6,000	(4,950)	144,370	158,345	13,975	(143,320)	(152,345)	9,025
Finance	122		122	252,589	264,727	12,138	(252,467)	(264,727)	12,260
Human Resources	(158)		(158)	96,404	113,071	16,667	(96,562)	(113,071)	16,509
Information Technology				167,955	176,256	8,301	(167,955)	(176,256)	8,301
Total Adminstration	12,620	16,000	(3,380)	1,062,789	1,306,535	243,746	(1,050,169)	(1,290,535)	240,366
Parks									
Parks Administration				179,372	186,557	7,185	(179,372)	(186,557)	7,185
Fleet Maintenance				230,232	253,009	22,777	(230,232)	(253,009)	22,777
Urban Parks	20,611	81,851	(61,240)	832,081	774,511	(57,570)	(811,470)	(692,660)	(118,810)
Regional Parks	32,485	123,522	(91,037)	416,110	427,594	11,484	(383,625)	(304,072)	(79,553)
Kipling Villas				31,974	43,942	11,968	(31,974)	(43,942)	11,968
Clement Park	28,953	116,505	(87,552)	368,497	425,537	57,040	(339,544)	(309,032)	(30,512)
Total Parks	82,049	321,878	(239,829)	2,058,266	2,111,150	52,884	(1,976,217)	(1,789,272)	(186,945)
Leisure Service									
LS Adminstration				184,455	188,615	4,160	(184,455)	(188,615)	4,160
Baby Sitting	2,708	6,430	(3,722)	6,088	14,087	7,999	(3,380)	(7,657)	4,277
Lilley Gulch Rec Center	22,893	45,516	(22,623)	105,068	142,557	37,489	(82,175)	(97,041)	14,866
Peak Wellness Center	49,958	100,693	(50,735)	130,510	192,860	62,350	(80,552)	(92,167)	11,615
Ridge Rec Center	82,453	230,307	(147,854)	202,338	278,597	76,259	(119,885)	(48,290)	(71,595)
Climbing Wall	3,087	12,369	(9,282)	2,552	9,393	6,841	535	2,976	(2,441)
Total Facility Operations	161,099	395,315	(234,216)	446,556	637,494	190,938	(285,457)	(242,179)	(43,278)
Facility Maintenance	150		150	212,794	307,180	94,386	(212,644)	(307,180)	94,536
Wellness Programs	153,715	341,651	(187,936)	189,317	282,612	93,295	(35,602)	59,039	(94,641)
Cultural Arts	60,515	149,867	(89,352)	103,097	143,211	40,114	(42,582)	6,656	(49,238)
Children's Program Administrati	78,330	70,965	7,365	720,123	813,495	93,372	(641,793)	(742,530)	100,737
Children's Program Teen Progra	(961)	3,601	(4,562)	120	2,773	2,653	(1,081)	828	(1,909)
Children's Program Preschool, A	145,433	280,527	(135,094)	115,224	155,295	40,071	30,209	125,232	(95,023)
Children's Program B&A	401,651	722,689	(321,038)	132,117	227,248	95,131	269,534	495,441	(225,907)
Children's Program Camp	103,526	568,094	(464,568)	78,228	306,266	228,038	25,298	261,828	(236,530)
Total Children's Programs	727,979	1,645,876	(917,897)	1,045,812	1,505,077	459,265	(317,833)	140,799	(458,632)
Aquatics Administration				189,798	227,049	37,251	(189,798)	(227,049)	37,251
Deer Creek Pool	175	40,303	(40,128)	8,095	63,711	55,616	(7,920)	(23,408)	15,488
Columbine West Pool	(228)	12,565	(12,793)	18,817	62,341	43,524	(19,045)	(49,776)	30,731
Sixth Avenue West Pool	(128)	10,417	(10,545)	4,701	42,298	37,597	(4,829)	(31,881)	27,052
Lilley Gulch Pool	8,035	35,818	(27,783)	34,778	70,367	35,589	(26,743)	(34,549)	7,806
Ridge Pool	125,744	368,830	(243,086)	280,551	458,249	177,698	(154,807)	(89,419)	(65,388)
Weaver Hollow Pool	26,410	41,013	(14,603)	32,465	72,901	40,436	(6,055)	(31,888)	25,833
Total Aquatics	160,008	508,946	(348,938)	569,205	996,916	427,711	(409,197)	(487,970)	78,773
Edge	601,625	1,029,146	(427,521)	557,969	804,898	246,929	43,656	224,248	(180,592)
District Athletics Adult Sports	39,237	219,759	(180,522)	90,965	143,989	53,024	(51,728)	75,770	(127,498)
District Athletics Concessions/M	14,625	18,241	(3,616)	1,340	1,230	(110)	13,285	17,011	(3,726)
Schaefer Batting Cage	1,697	28,016	(26,319)	1,842	16,771	14,929	(145)	11,245	(11,390)
District Athletics Administration	13,273	29,566	(16,293)	53,853	60,144	6,291	(40,580)	(30,578)	(10,002)
Clement Park Batting Cage	4,680	23,544	(18,864)	2,579	19,744	17,165	2,101	3,800	(1,699)
Clement Park Concessions		3,300	(3,300)	1,374	1,362	(12)	(1,374)	1,938	(3,312)
Clement Splash Park	170	12,590	(12,420)	598	6,149	5,551	(428)	6,441	(6,869)
Foothills Sports Arena	154,839	254,450	(99,611)	138,023	179,524	41,501	16,816	74,926	(58,110)
Youth & Middle School Sports	12,874	281,046	(268,172)	112,694	158,442	45,748	(99,820)	122,604	(222,424)
Gymnastics	94,387	204,578	(110,191)	66,579	116,059	49,480	27,808	88,519	(60,711)
Sports Specialty Programming	27,358	95,999	(68,641)	89,518	107,546	18,028	(62,160)	(11,547)	(50,613)
Total District Athletics	363,140	1,171,089	(807,949)	559,365	810,960	251,595	(196,225)	360,129	(556,354)
Foothills Fieldhouse	123,035	238,745	(115,710)	124,030	149,960	25,930	(995)	88,785	(89,780)
Total Leisure Service	2,351,266	5,480,635	(3,129,369)	3,992,600	5,826,923	1,834,323	(1,641,334)	(346,288)	(1,295,046)
Golf									
Foothills Golf Course	1,498,593	1,343,681	154,912	931,568	1,112,571	181,003	567,025	231,110	335,915
Meadows Golf Course	880,632	799,647	80,985	801,899	844,585	42,686	78,733	(44,938)	123,671
Total Golf	2,379,225	2,143,328	235,897	1,733,467	1,957,156	223,689	645,758	186,172	459,586
Other Funds (Golf Developm	124,775	107,930	16,845				124,775	107,930	16,845
Total District	4,949,935	8,069,771	(3,119,836)	8,847,122	11,201,764	2,354,642	(3,897,187)	(3,131,993)	(765,194)



Creating Community, Enhancing Health, Inspiring Play since 1959

DATE: July 28, 2020

MEMO TO: Foothills Board of Directors

FROM: Ronald Hopp, Executive Director

SUBJECT: 2021 Budget Guidelines

The annual budget preparation process will begin in early August and culminate with the Board's consideration of a budget at the December 8th meeting. To assist with the budgeting process, staff developed a fifteen-year financial forecast model, which is continually updated to project our financial position over the next fifteen years. To accomplish this, we use our best estimate of changes in our revenues and expenditures over that period based on known and projected parameters considering the impact of the economy, inflation and program changes.

We are not anticipating significant property tax revenue growth in 2021 since we had significant increases in assessed property values in 2020. Operating revenues have grown in recent years because of new programming, the addition of the Foothills Fieldhouse, and price increases, but the District is bumping up against having available space to continue this growth in revenue. We will be conducting a market analysis to evaluate our fee structure and we anticipate that there may be moderate fee increases in certain areas. We are also anticipating an increase in revenue at the Edge Ice Arena due to new guaranteed revenue contracts at higher hourly rates. Our limited ability to produce significant increases to our revenue stream, compounded by increasing operational costs, will continue to make it challenging to balance our budget in the coming years. We expect to be able to include significant funding to address capital projects and increased services as identified during our 2017 mill levy increase campaign.

In 2020, the District has faced significant operating revenue reductions and financial challenges resulting from facility closures and program restrictions mandated due to the Coronavirus pandemic. At this point in time, we do not know what restrictions will be in place, if any for the 2021 budget year related to the pandemic. We are cautiously optimistic that by the start of the year we will no longer face restrictions and based on that, we are planning to prepare the first draft of the budget based on the assumption that 2021 will be a normal, full capacity year. As we move through the budget process, we will monitor the situation and adjust the final operating budget if it becomes clear that we will be facing operating restrictions related to the pandemic in 2021.

The attached document outlines some guidelines that I will be directing my staff to use as we develop the 2021 budget. I would encourage the Board members to provide feedback to staff regarding this proposed direction.

The following summarizes our 2021 guidelines:

- Golf revenues are typically forecasted using a three-year average, using the three most recent completed years, which are 2017 – 2019, and we are currently forecasting for flat golf revenues in 2021 as compared to the 2020 Budget.
- Leisure Services admission fees are expected to increase minimally in 2021 as staff is recommending limited increases in fees for the coming year since many fees have been increased in the last several years. As aforementioned, we are anticipating an increase in revenue at the Edge Ice Arena.
- As part of the budget process, we will be proposing to include pay increases for full-time staff consistent with Employers Council salary increase estimates for the Denver metro area. We also must address an expected State mandated minimum wage increase, which for 2021 will be based on the Consumer Price Index.
- We are also proposing the continued funding of the District's discretionary 401k contribution at 5% of the full-time employee's annual salary if they are contributing an average of 4% of their pay to their 401k account and a 2.5% contribution if they are contributing less than 4%.
- Medical insurance cost is projected to increase by 4.9% and dental insurance is projected to increase by 4.0%. We are proposing to split the increase 50/50 between the District and the full-time employees who participate in the District insurance benefit.
- The Capital Equipment Repair and Replacement expenditures are currently projected to be \$4.5 million, which represents a slight decrease compared to the 2020 Budget.
- Gas, Electricity and Water are anticipated to increase no more than the general rate of inflation in 2021.
- Most all other expenditure categories include a 2.5% growth factor, which is close to the rate of local inflation as measured by the Denver/Aurora/Lakewood Consumer Price index for the past two years.

The budget guidelines that will be distributed to staff as part of the budget process, as well as the budget schedule, are attached for your information.

2021 BUDGET GUIDELINES

Budgets are a plan to determine the revenue and expenditures anticipated for the many services and programs the District provides. The budget is an important tool to help the District balance its revenue and expenditures. It also provides a process for input by the general public, Board of Directors and staff on the revenue earned and expended by the District.

For the most part the budget should be prepared using a “zero-based” approach which means staff should not simply apply a percentage increase to the 2020 budget or projected 2020 actual revenues and expenditures. Programs and services that will be provided in the coming year should be taken in to consideration when preparing a “zero-based” budget. Considerations should include the level of service we will be able to provide i.e., maintaining current service levels or increasing or decreasing service levels based on anticipated District revenues. Also, consideration should include rates charged for our services based on market analysis and anticipated participation in the coming year for our various program and services.

The District is and will continue to operate in an efficient manner and continue to identify revenue streams. The more efficient our operations are, the more funds can be made available to acquire needed equipment and make repairs and capital improvements to our aging infrastructure.

For the most part, the departments will be responsible for budgeting controllable expenditures and amounts budgeted should be developed using the “zero-based” approach.

The Finance department will update your 2021 budget for several non-controllable expenditures to make the budget process more streamlined and include the following expenditures:

Salaries – full-time head count cannot be increased without prior approval. Positions that are in the process of being replaced will be included in the budget. Full Time wages will be updated to reflect a 3.0% increase in annual salaries. The estimated increases are preliminary and are subject to the availability of funds and Board approval as part of the budget process.

Unemployment – is being budgeted in Human Resources but will be allocated to the departments as incurred in 2021.

Worker’s Compensation – is expected to increase in 2021. We are estimating a 10% increase at this time. The budget will be adjusted at a later date once the final number is available. Department budgets are based on the appropriate workers compensation classification rate multiplied by total department payroll.

Health and Dental - is budgeted at current participation. Any positions in the process of being replaced will be budgeted at the highest family rate. We are expecting 4.9% and 4.0% increases in Medical and Dental premiums, respectively, which the District is proposing to the Board, to split the dollar amount 50/50 between the District and staff.

Life Insurance – is budgeted at 3 times salary up to a maximum coverage of \$150,000 at \$0.0018 per dollar of coverage.

Social Security/Medicare – is budgeted at 7.65% of total payroll reduced by medical/dental employee payroll withholdings. For your department back up just use the 7.65%.

401(k) Discretionary Contribution – is budgeted at 5.0% of 2020 full-time wages for those who will have contributed on average 4% in 2020. For those who contributed less than 4% or who did not participate in the 401(k) Plan in 2020 the discretionary contribution will only be budgeted at 2.5%. Lastly, those hired after June 30, 2020 or who are no longer employed with the District will not be eligible for a contribution.

Electricity - 2021 budget is based on actual bills for the first 7 months of 2020 plus an additional 2.5% and the last 5 months of 2019 plus an additional 5% for estimated 2020 and 2021 increase in rates.

Gas – 2021 budget is based on actual bills for the first 7 months of 2020 plus an additional 2.5% and the last 5 months of 2019 plus an additional 5% for estimated 2020 and 2021 increase in rates.

Water – 2021 budget is based on actual bills for the first 7 months of 2020 plus an additional 5% and the last 5 months of 2019 plus an additional 10% for estimated 2020 and 2021 increase in rates.

Irrigation – is budgeted based on 2020 assessments.

Insurance – is budgeted at 2.5% higher than the 2020 budget due to anticipated increase in premiums by the SDA Pool.

Debt/Interest Expense –the budget includes actual principal and interest payments for debt, which will be charged to a Debt Fund.

Please contact Dennis Weiner if you have any questions or concerns with budget parameters for the above non-controllable expenditures.

Revenue considerations should include rates charged for our services based on market analysis and anticipated participation in the coming year for our various programs and services.

Part-time and temporary hours should be based on the staffing needs to support the programs and services planned for the coming year. Starting in 2021, the Colorado minimum wage will be tied to the annual change in the Consumer Price Index (CPI). We are anticipating a 2% increase in the CPI and as a result, we are projecting an increase in the proposed minimum of each hourly pay grade of 2%. **Please keep in mind that the new projected minimum rates are estimates at this point in time and they will be adjusted once the final 2021 minimum wage is known.** Part-time staff below the proposed minimums of each pay grade for their position will be brought up to that minimum. Those at or over the minimum will receive a 2% increase. If you need any assistance on pay rates, please contact Frannie Masters. The following table contains the updated projected minimum for each hourly pay grade:

Pay Grade	Projected Minimum
H-1	\$12.24
H-2	\$12.75
H-3	\$13.01
H-4	\$13.77
H-5	\$14.54
H-6	\$16.58
H-7	\$18.36
H-8	\$21.93
H-9	\$23.97

Overtime should be very minimal especially with the capability of spreading the hours over the number of part-time staff that the District employs each year, plus hourly employee's hours should not exceed a yearly average of 28 hrs per week.

Supplies and purchased services should be based on expected cost. Please work with your vendors to determine if there will be price increases or cuts in 2021 and adjust your budgets as needed. Please do not increase supplies and purchased services expenses unless truly needed. This will help in balancing our budget if costs are not increased when not needed. We would expect to see increases in supplies and purchased services that are in line with the growth of program participation/revenues.

Finance will email Excel budget spreadsheets to each Supervisor/Director. Attached is the 2021 Budget Schedule that needs to be followed to meet required deadlines. Please contact your supervisor, manager or director if you will have difficulty meeting this schedule.

The first worksheet that will be emailed is the input worksheet for your 2021 budget (referred to as the yellow sheets by some). The yellow highlighted rows will be updated by Finance and should not be changed except by the Finance. Again, if you have any concern on any of the budgets created by Finance please contact Dennis Weiner. The blank

rows are the controllable expenditures that you should consider creating a budget for. Please insert rows for any revenues or expenses missing in the worksheet.

The second worksheet that will be provided is a very rough projection of 2020 actual revenues and expenditures compared to the 2020 budget. This spreadsheet reflects 2020 actual numbers for January through July 2020 and uses 2020 budgeted numbers for August through December to roughly project the estimated revenues and expenditures for 2020. Because most programs are very seasonal this historical spreadsheet should be a helpful tool for spreading your revenues and expenditures by month in your 2021 budget.

Please do not just spread your budget evenly over the year, but estimate when the goods or service will be purchased and budget that expense in the appropriate month if possible. Reviewing how your 2021 budget changed from the 2020 budget and 2020 projections may help you gauge how accurate your 2021 budget is.

Finance will provide details of the supply and purchased service accounts expenditures purchased or charged to your department between August 2019 and July 2020. This detail may help you in developing your 2021 supplies and purchased services budget.

All budgets are due to Finance by no later than September 4th. If you have them prepared prior to that date, we would very much appreciate receiving them earlier. Your supervisor, manager or director will ask for your budgets prior to September 4th so that they have time to review your budget. Please work with them to determine when your budgets are due to them.

If you need any help or additional information, please do not hesitate to contact Dennis Weiner or any of the Finance staff. You all do a great job preparing and tracking your budgets and your efforts as always are very much appreciated!

2021 PROPOSED BUDGET SCHEDULE

- 7/28** *Executive Director presents 2021 proposed budget parameters to the Board of Directors*
- 7/29** **Budget Guidelines will be emailed to Supervisors**
- 8/17** **2021 Excel budget worksheets will be forwarded to supervisors with instructions**
- 8/25** *Deadline for County Assessor to certify total new assessed valuation to the District*
- 8/24-9/3** **Management team will meet with departments to review budget worksheets and discuss budget concerns**
- 9/4** **2021 Excel budget worksheets are completed with backup information and forwarded to Dennis Weiner no later than September 4th**
- 9/5-9/9** **Dennis uploads Excel budget worksheets to Great Plains**
- 9/10** **Preliminary budget ready for review**
- 9/10-9/15** **Management team will work to balance the 2021 Proposed Budget**
- 9/22** *Executive Director presents a “2021 Proposed Budget” to the Board of Directors as per Statute. (The budget will be estimated revenue and expenditures by fund in accordance with state statutes).*
- 9/23-10/5** **Dennis will update the budget PowerPoint presentation.**
- 10/9** **Management team will prepare narratives to include in the final budget document. Narratives must be sent back to Dennis no later than October 9th**
- 10/9** *Publish Legal Notice of Proposed Budget Hearing*
- 10/19-10/21** **Dennis and Richelle will copy, collate and create final budget binders**
- 10/27** **Leisure Service and Golf Staff Presentations of the 2021 Proposed Budget to the Board/Public**
- 11/10** **Parks and Administrative Services Staff Presentations of the 2021 Proposed Budget to the Board/Public**
- 12/8** **Public Hearing on the Budget
Adoption of Budget
Appropriation of Funds
Certification of Mill Levy**
- 12/15** **Statutory Deadline for Certification of Mill Levy to Jefferson County**



Creating Community, Enhancing Health, Inspiring Play since 1959

DATE: July 28, 2020

MEMO TO: Foothills Board of Directors

FROM: Ronald Hopp, Executive Director

SUBJECT: COVID – 19 Update

COVID-19 has had a major financial impact on the District because of the closure of facilities since March 14th and the inability to offer the majority of our programs. During the last three board meetings, we have outlined what the District has done to help mitigate the financial impacts. We have been constantly monitoring the state and local orders to determine the feasibility of future program and service offerings and as a result of some relaxed guidelines, we have been able to open some services and programs in addition to the golf courses being open, and our parks and trails. However, with the recent State and County orders requiring masks for all indoor use and for all activities except while swimming, this could potentially curtail some of the utilization of programs and facilities.

We will be providing an overview of what facilities, programs and services are being provided to the public, an overview of the financial mitigation efforts to date, and some revised financial forecasting during the board meeting.

DATE: July 28, 2020

MEMO TO: Board of Directors and Ronald Hopp

FROM: Dennis Weiner, Director of Finance and Administrative Services

SUBJECT: Administration Second Quarter 2020 Update

Administration Financial Performance through June 30, 2020

Total Operating Revenues are \$12,620, which was \$3,380 lower than plan because of lower than anticipated levels of advertisement sales:

Total Operating Expenditures are \$1,062,792 or \$243,747 better than planned mainly due to Purchased Services expenditures, which were \$291,249 better than planned because of lower than planned, public relations and professional services expenditures related to the election, which was originally expected to occur in May. The favorable difference from Purchased Services was partially offset by utilities, which were higher than planned due to the timing of solar electricity credits received versus when budgeted.

Total Net Non-Operating Revenues are \$10,293,945 or \$180,031 lower than planned mainly because of property tax collections, which were lower than planned by \$178,041 due to slower than anticipated collections by the County.

Net Operating Revenue / Expenditure

As a result, net revenue for Administration through June 30, 2020 was \$9,243,774, which was better than planned by \$60,336.

HR Department Updates

- Participated in Dakota Ridge High School's Mock Interviews; coaching students on interviewing skills (virtually)
- Completed the following survey(s) for Mountain States Employers: Public Employers Salary Survey, Health, Welfare and Retirement Plans Survey
- Furloughed 475 part-time employees in April, recalled close to half by end of June.
- Launched COVID-19 Response Committee in May and held weekly meetings since
 - Required to comply with "Safer at Home" guideline to "deputize a workplace coordinator(s) charged with addressing COVID-19 issues".
- Implemented Contagious Disease & COVID-19 guidelines and acknowledgement
- Reporting of all suspected, probable and confirmed cases of COVID-19 to JCPH
- Monitor CDC, CDPHE and JCPH for COVID-19 updates and guidance.

- Helped strategize COVID-19 response and develop employee communication accordingly with management
- Continue to follow new legislation, monitor impact for the District and implement as necessary. Primarily, this includes the Families First Coronavirus Response Act (FFCRA) and CARES Act
- Monthly Safety Meetings held (virtually). Site inspections continue to be on hold
- Respond to Request for Fact for all unemployment claims
- Beginning to prepare for Colorado Equal Pay Act to ensure compliance by effective date of 1/1/2021

Training

- Coordinated De-Escalation Training (happening in Q3)

Unemployment Claims

- 198 new claims (liability and cost still pending), 50% expected to be reimbursed under the CARES Act
- 8 cases of “refusal of suitable work” reported
- Total potential liability is \$ \$290,096.26 (without expected reimbursement)

Insurance Claims

Automobile Claims: 1 new claim (June wind storm resulted in damages to 2 mini busses)

General Liability/Property Claims: 1 new claim (June wind storm), 2 patrons thrown from golf carts (District is not liable but patron medical expenses are being reimbursed), damage to golf carts and beverage cart, roof damage to several buildings

Workers Compensation Claims:

3 new claims, 10 open claims (2 from Q2 2020, the other 8 are from previous quarters), \$2,453.94 paid out this quarter.

District Turnover

2nd Quarter District Turnover							
Status	#of Employees	Total Terminations	Voluntary Term	Involuntary Terms	Exempt	Non Exempt	Turnover Rate**
Full Time	110	5	5	0	5	0	4.5%
Part Time	535	29	27	2	0	29	5.4%
Totals	645	34	33	2	5	29	5.2%

Employment

		FT	Part Time	Seasonal	Total	Subs	Total Employees
2019	June	112	651	269	1032	39	1071
2020	June	110	535	143	788	15	803

IT Department Updates

- Installed new PTZ cameras on the clubhouse roofs at Meadows and Foothills golf courses
- Installed 2 new cameras to cover the yard at Meadows GC Maintenance
- Installed 2 new cameras at the Ridge to cover the back parking area and adjacent play area at the Ridge
- Installed 2 new cameras at the Peak to cover west parking lot and employee entrances
- Replaced or repaired broken cameras at various sites
- Facilitated access to ballot cameras at Lilley Gulch and the Ridge for Jefferson County
- Connected Meadows GC Maintenance to Meadows GC network with a new wireless bridge system to optimize performance and enable the use of the Meadows GC camera server
- Doubled bandwidth between Meadows GC and the Peak to better support the addition of Meadows GC Maintenance to that network
- Connected Clement Park Batting Cages to Clement Park network with a new wireless bridge system to optimize performance and eliminate cellular data connection and land line
- Connected SAC Batting Cages to MSC network with a new wireless bridge system to optimize performance and eliminate cellular data connection and land line
- Connected Foothills GC driving range shack to Foothills GC network with a new wireless bridge system to replace faulty/unreliable underground network cable
- Connected the Clement Park amphitheater and adjacent bathroom building to the Clement Park network with a new wireless bridge system and installed new wireless access points to flood the entire area with WiFi, saving about \$12k by scrapping the related project to lay fiber to those locations
- Upgraded Internet Bandwidth at 4 pools and Columbine Hills Park while reducing associated expenses by about half
- Minimized PCI cardholder data environment by moving in-scope devices to isolated network segments and implementing additional security controls
- Upgraded end-of-life Rain Bird irrigation controllers at Meadows GC and MSC
- Migrated District antivirus from Webroot to Kasperskey
- Rebuilt the imaging system used to deploy consistent operating system and software configurations to all District computers and recreated the associated processes
- Added a second DHCP server to the network to eliminate single point of failure
- Implemented Slack in the District for internal synchronous communication
- Supported the process of responding to multiple CORA-related requests

Foothills Parks & Recreation District
Administration
Tuesday, June 30, 2020

	June			YTD			2020			2019
	2020	2020	Fav/(Unfav)	2020	2020	Fav/(Unfav)	Original	Remaining	%	2019
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Budget	Completed	YTD
OPERATING REVENUES										
Concessions and Other Contracts	-	-	-	\$10,000	\$10,000	-	\$10,000	-	100.00%	\$10,000
Other Revenue	141	1,000	(859)	2,620	6,000	(3,380)	11,600	8,980	22.58%	14,758
TOTAL OPERATING REVENUES	141	1,000	(859)	12,620	16,000	(3,380)	21,600	8,980	58.43%	24,758
OPERATING EXPENDITURES										
Salaries and Wages	90,445	89,971	(474)	546,109	542,566	(3,542)	1,093,347	547,238	49.95%	480,472
Personnel	16,089	18,160	2,072	134,603	141,484	6,881	238,003	103,400	56.56%	110,698
Supplies	15,055	1,395	(13,660)	20,996	11,878	(9,118)	30,589	9,593	68.64%	7,873
Purchased Services	51,436	86,825	35,389	288,607	579,856	291,249	887,369	598,762	32.52%	298,313
Utilities	316	(2,176)	(2,492)	22,039	(13,232)	(35,271)	(24,366)	(46,405)	(90.45%)	11,095
Insurance	8,406	7,331	(1,075)	50,438	43,986	(6,452)	87,972	37,534	57.33%	39,987
TOTAL OPERATING EXPENDITURES	181,747	201,507	19,760	1,062,792	1,306,538	243,747	2,312,913	1,250,121	45.95%	948,437
NET OPERATING REVENUE/(EXPENDITURES)	(181,606)	(200,507)	18,901	(1,050,172)	(1,290,538)	240,367	(2,291,313)	(1,241,141)	45.83%	(923,680)
NON-OPERATING REVENUE										
Property Taxes Collected for Operations	3,273,232	3,236,054	37,178	10,220,625	10,398,666	(178,041)	5,436,507	(4,784,118)	188.00%	9,053,722
Investment Income	5,642	12,127	(6,485)	63,161	75,310	(12,149)	142,977	79,816	44.18%	111,537
Gain/(Loss) on Investments in Bergen	(7,881)	-	(7,881)	(7,881)	-	(7,881)	-	7,881	0.00%	-
TOTAL NON-OPERATING REVENUE	3,270,992	3,248,181	22,812	10,275,905	10,473,976	(198,071)	5,579,484	(4,696,421)	184.17%	9,165,260
NON-OPERATING EXPENDITURES										
Other Expenditures	1,915	-	(1,915)	(18,040)	-	18,040	-	18,040	0.00%	(12,453)
TOTAL NON-OPERATING EXPENDITURES	1,915	-	(1,915)	(18,040)	-	18,040	-	18,040	0.00%	(12,453)
NET REVENUE/(EXPENDITURES)	3,087,471	3,047,674	39,797	9,243,774	9,183,438	60,336	3,288,171	(5,955,603)	281.12%	8,254,033
TOTAL REVENUE	3,271,134	3,249,181	21,953	10,288,525	10,489,976	(201,452)	5,601,084	(4,687,441)	183.69%	9,190,017
TOTAL EXPENDITURES	183,662	201,507	17,844	1,044,751	1,306,538	261,787	2,312,913	1,268,162	45.17%	935,984
NET REVENUE/(EXPENDITURES)	3,087,471	3,047,674	39,797	9,243,774	9,183,438	60,336	3,288,171	(5,955,603)	281.12%	8,254,033



Creating Community, Enhancing Health, Inspiring Play since 1959

DATE: July 28, 2020

MEMO TO: Foothills Board of Directors

FROM: Derek Eberhardt, Director of Recreation Facilities Operations
Barb Butler, Director of Recreation Programs

SUBJECT: Leisure Services Quarterly Report – April – June 2020

Leisure Services Financial/Budget

Revenue: Leisure Services revenues through the 2nd quarter of 2020 are \$2,351,266 which is \$3,129,368 lower than the YTD projected revenue of \$5,480,634.

Admission fees are \$1,169,711, which is \$2,759,160 lower than planned.

Rentals are \$542,590, which is \$251,621 lower than planned.

Concessions and other contracts is \$111,755 lower than planned.

Other Revenue is higher than plan by \$31,219 with CCAP funding for children's absences during the pandemic in Children's Programs budget.

Expenses: Leisure Services expenses through the 2nd quarter of 2019 are \$5,243,554, which is \$172,496 lower than YTD projected expense of \$5,416,049.

Salaries and Wages are tracking \$1,027,727 better than planned with savings from some unfilled positions and during facility/program closure.

Supplies are \$561,078 lower than planned due to closure of facilities and programs.

Bottom line: Leisure Services is \$1,295,045 lower than planned due to the pandemic.

Facility Operations:

Aquatics Highlights

Through the 2nd quarter of 2020, the Aquatics Department net is favorable than planned by \$78,774 primarily due savings in salaries and wages and the non-operating tax subsidy. (It should be noted that with the facilities opening on June 13th; 21 summer operational days were lost at Weaver Hollow and the Ridge)

- Summer highlights through the 2nd quarter:
 - Weaver Hollow Pool and the Ridge Recreation Center lap and therapy pools opened back up after the mandated COVID-19 shut down on June 13th.

- Weaver Hollow attendance has been regularly maxed out per the county maximum numbers of 100 patrons for every hour and a half reservation block.
- The Ridge Recreation Center's lap and therapy pool have also seen near max capacity numbers since opening.
- COVID -19 shutdown highlights:
 - Ridge Recreation Center Pools:
 - Cleaned and Waxed the Yellow waterslide
 - Replace the slide flume bolts that were rusted
 - Cleaned and waxed the water playscape
 - Acid washed the bottom pool surface of both the Activity pool and Therapy pool
 - Re-grouted all three pools waterline and gutter tiles
 - Performed other regular annual shutdown cleanings
 - Facility was prepped for social distancing and current county and state COVID-19 parameters
 - Weaver Hollow Pool:
 - Pool was re-plastered in May
 - Kiddie pirate ship parts were re-furbished and re-installed
 - New pool lounge chairs were relocated to Weaver Hollow from other District pools to enhance the experience of our anticipated summer crowds
- Facility was prepped for social distancing and current county and state COVID-19 parameters

Facility Operations Highlights

Through the 2nd quarter of 2020, Recreation Facilities, Climbing Wall and Babysitting combined net is \$40, 837 lower than planned with closure of all recreation facilities March-May. No purchases and part time salaries/wages helped keep expenditures down to help the impact of no revenue. We started our opening with our current POS system, Community Pass, for reservations and pre-payment, after 2 weeks of many issues, we switched to Sign up Genius. This was better for our patrons and staff. Facilities opened amenities with 90-minute sessions, with closure of 30 minutes for cleaning of all equipment and touch points. Patrons have been very grateful that we are back open and here for the community.

Lilley Gulch Recreation Center

- June 9th we opened the cardio/weight room with reservations. We are allowing 10 people in per 90-minute session. Attendance picked up as we continued into June.
- We moved and taped off pieces of equipment to ensure social distancing while working out.
- Recalled all our part time staff to return to work, adding some additional shifts to cover the check in process and ensure only reservation holders were coming facility.
- Gymnasium opened end of June for one evening session and weekends.
- Mid way through June we switch to a new reservation system, eliminating patron and staff frustration for sign up. Been going much smoother for both.

Peak Community & Wellness Center

- Revenues are down \$50k from closure March-June and refunding of many graduation and wedding parties.
- Cardio/weight room opened June 9th for 90-minute, reservation only sessions. We moved several pieces of cardio equipment into the main lobby to add an additional

work out space and eliminate the loss of machine use. The attendance continues to pick up as time goes on.

- 15 people are allowed in cardio/weight room and 8 in cardio lobby.
- Drop in childcare remains closed

Ridge Recreation Center

- Ridge is down \$147k from March-April closure from loss of admissions and refunds of many rentals and after proms
- Cardio/weight still not open at Ridge due to size and limitations for social distancing.
- Opened Gymnasium/track use for one session in the evenings 3 times a week and on weekends. Children's programs are currently using gymnasium for day programs so no daytime use during the week.
- Pickleball restarted beginning of July for 2 sessions.
- Climbing wall remains closed, and will be for foreseeable future.

Recreation Programs:

Arts Highlights

For the 2nd quarter of 2020 the Arts Department net is lower than planned by \$49,238 due to COVID-19 related cancelations. Revenue is lower by \$89,352 with loss of programs and participation, while expenses \$40,113 better than plan with lower part time salaries, supplies and purchased services.

In the June the Arts Department began virtual dance programming and curbside pottery retail and firing services. This program is allowing for us to serve the community in the arts without being in person. Virtual classes and our retail and firing services will continue throughout the year in addition to in person classes through the fall.

Special Events

- All 2nd quarter events were canceled due to the COVID related public health orders and restrictions on group sizes. This included the Spring Pottery Sale, Dance Spring Recital, Concerts in Clement Park and the youth summer musical.

Grants:

- **Scientific and Cultural Facilities District (SCFD) Grant:** In person grant presentations were canceled this year due to COVID. SCFD is still moving forward with the allocation of funding for Tier III organizations for 2021 based on a 30% reduction in retail sales for the 2020 year. SCFD funding is based on a retail tax. A recommendation is made by the Jefferson County Cultural Council to the Jefferson County Commissioners for approval. An official award amount is announced in September.
- **Colorado Creative Industries:** due to COVID, the Colorado Creates grant process has been paused indefinitely. The Arts Department will apply for this grant when it is available again.

Children's Programs Highlights

Children's Programs Administration

For the 2nd quarter of 2020, the Children's Programs Department net is \$458,630 unfavorable. Revenue is \$917,896 unfavorable due to cancellations and significant changes to program operations due to Covid-19. Expenditures are \$459,266 due to significant decreases in staffing, supply purchases, and purchased services.

- Hired David Miller on as School Age Site Director in March.
- Summer Camp registration opened on April 8 and camps were cancelled on May 1st.
- Processed credits and refunds for Spring Break, B&A, Preschool and Summer Camps,

- Three Site Directors resigned in May at the end of the school year: Lydia Gorrell (Hutchinson), Courtney Hughes (Devinny), Jessica Hibbert (Stony Creek).
- Site Director, Anamarie Anderson (Colorow) resigned in June.
- Before & after care programs are built in SchoolCare Works with the anticipation that we will be able to provide care for the 2020-2021 school year.

Early Childhood Education

- Part-time Preschool: Programs remained closed through the end of the school year. Graduation certificates were mailed to students and a virtual celebration to culminate the year took place via Zoom.
- Lilley Gulch and Ridge - All Day Preschool:
 - Through mid-May, staff met almost daily with students and families on video platforms to read books, share projects and continue relationship building. Staff also completed parent/teacher conferences and developmental assessments for families and mailed home the results and graduations certificates. Full time staff participated in a number of online professional development opportunities. They also created lesson plans for families to do at home and shared lesson plans with all Foothills employees with young children at home during the pandemic.
 - On May 18, All Day Preschool 'in person' programming was re-opened. Approximately 30 students have returned to attend in person. Prior to their return, we worked to develop new safety and sanitization protocols to keep staff and students safe and healthy. New protocols include:
 - curbside drop off for parents
 - wellness screenings including temperature checks before children, and staff enter
 - heightened hand washing and sanitizing procedures
 - mandated wearing of face coverings for staff and recommended wearing of face coverings for children

School Age Programs

During the months of April and May, all full-time staff remained on a work from home schedule due to the ongoing Covid-19 pandemic. As a group, they continued to pursue professional development opportunities and to prep for the anticipated opening of summer camp. This included:

- Weekly professional development meetings for Site Directors that included training resources and then group discussion.
- Completing planning of activities in anticipation of summer camp running as scheduled; which did not occur.
- Site Directors from multiple programs sent emails to their families weekly with at home activities.
- Site Director Lydia Gorrell and Teacher Alex Underwood sent daily emails to all Foothills staff with at home activities for preschool and school age children.

In May, all full time staff served on action committees such as planning, staffing and safety and sanitation to prep for the upcoming summer re-opening.

- Staff organized classroom spaces for the opening of camp in June including accommodations for social distancing and minimizing shared materials.
- Managed the development of summer curriculum that encouraged minimal sharing of supplies and maximum social distancing.
- Created new safety procedures in light of the Covid-19 pandemic, including daily wellness checks from staff and children and increased sanitation procedures.
- Evaluated staffing and recalled furlough staff for the summer.

- Created summer camp training on new policies and procedures. Summer camp training occurred on May 28 & 29.
- Managed communication with families regarding new summer camp format as well as communications regarding new policies and procedures for camp.

The department created two new Summer Programs;

- Summer School Age Child Care, offered at Lilley Gulch Recreation Center, Ridge Recreation Center and the Foothills Fieldhouse, opened on June 1st. Currently we have 109 children registered in this program and attending daily out of 156 total spots. Participants are signed up M-F for the entire summer.
- Summer Sports Camp, offered outdoors at the Fieldhouse opened on June 15th. Participants can sign up for one week at a time for this week-long program geared towards 5th to 8th graders. We offer two three-hour options per day. We currently have 104 out of 320 spots filled for the summer.

Programs opened on June 1st with new safety and sanitization protocols to keep staff and students safe and healthy. New protocols include:

- curbside drop off for parents
- wellness screenings including temperature checks before children, and staff enter
- heightened hand washing and sanitizing procedures
- mandated wearing of face coverings for staff and recommended wearing of face coverings for children

All Staff, Summer Camp Training was held virtually via Zoom. Training focused primarily on new protocols for managing programs in the midst of Covid-19.

Summer School Age Childcare

Summer camp looks vastly different this year to past years due to COVID-19. Classes operated with 10-20 students per group so we can abide by social distancing mandates. Although camp looks different, children are actively engaged in a variety of different activities. Despite constraints put on program due to the Covid-19 pandemic, such as the inability to use pools or go on field trips, our classrooms have still strived to provide a fun and engaging environment for kids. Activities have included weekly wheels days where the kids are able to bring their bicycles and scooters to program, weekly water days, and walking field trips to the nearby parks. In the classroom, special projects have included constructing penny spinners, building foil boats, making slime, and tie dye. We were also fortunate to have four visits from the Jefferson Center in the month of June, which provided free 30 minute lessons to each classroom on social and emotional topics, such as coping and stress. Parents are grateful for us opening care even though it is in a reduced capacity and we are limited with what we can do.

Children's Programs - Summer Staff 2020



District Athletics Highlights

Through the 2nd quarter of 2020, the Athletics Department revenue is lower than planned by \$807,950. Expenditures for the 2nd quarter of 2020 are \$251,594 better than planned. Bottom line the Athletics Department is \$556,356 worse than planned. This is strictly due to the District being closed for the majority of the second quarter due to COVID 19. We opened batting cages, field rentals and one youth program in mid-June.

District Athletics

- In April and May Butch and his assistant Allison helped out in parks by painting a bathroom at Clement Park, as well as all of the picnic tables and garbage cans during our down time from programming.
- We also attended several webinars and CARA Zoom meetings to stay updated and informed on what the rest of Colorado was doing with their programs, procedures and policies in regards to the COVID virus.
- We continued to stay in contact with our softball and volleyball teams by sending out e-mail reminders as well as phone calls in order to update them regarding leagues possibly resuming in 2020.
- We also processed refunds for those winter/spring adult teams who did not want to roll their fees over into the next season.
- In June we were able to start taking registration for our adult softball and volleyball summer programs which are to get started the week of July 6.
- We will offer a summer softball season this year for \$660 for 10 games plus playoffs, the summer softball season should conclude at the end of September or beginning of October.
- We also offered a shorter outdoor volleyball season this summer since we lose the fields in August. This year we offered a Co-Rec 6's league which will have a six game schedule for \$175 (normally we offer an eight game schedule for \$220), and a Co-Rec 4's league for \$115 for six games (normally we offer an eight game schedule for \$150).
- We are also looking into the possibility of opening up the Splash Park on a limited basis in July.

District Athletics Administration

- Staff worked in parks and golf during the 2nd quarter while programming was on hold.
- Attended/participated in numerous ZOOM meetings relating to COVID-19
- Worked closely with staff on plans to re-open their programming area.
- Appointed to the District's COVID -19 committee.
- Late June worked on getting the Clement Park Splash Park open.
- Worked with Human Resources on getting staff from the Athletics Department unfurloughed.

Batting Cages - Clement Park & Schaefer Athletic Complex

- **Clement Park Batting Cages** opened for the season, after COVID-19 closure, on Wednesday, June 10th.
 - During the closure, we were able to clean the pitching pit area thoroughly. We were able to power wash all hitting stations, the outfield area, pitching machine area and pit area. We were able to scrape out all of the mud/dirt that flows into the pit area as well as clean out the actual ball return pit itself. We sewed a lot of small holes in the net as well as re-secure the net in front of the pitching machines.

- Scott Dietz helped tune up all machines and move a couple machines to throw across the middle of the plate.
- We were initially staffed by the Full-Time & Core Athletics Staff. Thank you to Butch Reich, Allison Shields, Wes Dulin, Joe Zaba, Katy Roehrs, Drake Biggins, Mike Hanson and Kevin Brown.
- We were able to bring our furloughed staff back June 17th for orientation. They started working the cages on June 20th. Fifteen of 17 staff members who originally returned for the spring returned after furlough. Two staff members either had other jobs or did not want to return.
- The Clement Park Cages generated, the 19 days we were open, approximately \$4,500.00
- **Schaefer Athletic Complex Batting Cage** was closed for construction to replace the nine Master Pitch Pitching Machines. The final construction was delayed until June 17th because of COVID restrictions.
 - We have replaced the old machines with 18 state of the art pitching machines. We now have a slow-pitch or fast-pitch softball machine in each of the nine cages and a baseball machine at each hitting station. All baseball and fast-pitch softball machines are Select-A-Pitch meaning the user is able to choose the speed and height of the pitches. There are also two ADA accessible stations. The entire facility has also been updated with a new building for staff to monitor the cages better, while selling tokens and drinks. There is a new ADA accessible sidewalk along with updated landscaping.
 - Thank you to Terry Green for managing the project!
 - The Schaefer Athletic Batting Cages generated, the 7 days we were open, approximately \$1,700.00

Foothills Sports Arena

- Throughout the COVID closure, we were able to do some maintenance and cleaning.
 - The interior doors of the Arena were painted black. It is a nice update to match the newer black fencing that was installed during the re-turf project.
 - The turf was swept multiple times and disinfected numerous times, as well as raking out the fence areas.
 - We were able to put on new nets on all goals.
 - The lobby and restrooms were thoroughly cleaned and the walls were painted where needed.
 - All concrete areas were power washed.
- Staff worked with parks, worked at the batting cages, worked on maintenance at the FSA, attended virtual seminars and CPRA informational meetings.
 - Some of the seminars were Coronavirus and Youth Sports: How to Manage the Crisis, How to be a Good Boss During Trying Times, HR – I-9 Webinar and Managing Multiple Generations in the Workforce were just a few.
 - Staff attended weekly meetings produced by CPRA...Facilities/Operations, Special Events, Programming: Camps/Childcare and Sports Fields & Programming.

Gymnastics/Cheerleading

- Processed credits/refunds for 45 classes and 2 months of team practices for the end of the March-April session and the full April-May session due to Covid-19
- Cancelled vendors/plans I had previously made for our home meet that was scheduled for be May 31.
- Furloughed all staff members.

- Started working on reopening plans/submitting ideas mid-April. Made approximately 6-7 different plans based off of the guidelines at the time, seeing what we were able to work with, what equipment we had and if it was high/low touch, took supplies inventory etc.
- Attended the following webinars:
 - Project Play: How to manage the crisis
 - Where do we go from here? (HR)
 - How to be a good boss
 - What kids need from coaches
 - Workplace compliance trends
 - Focusing on people: safety, morale and staffing changes during Covid
 - Coronavirus and youth sports
 - I-9 info
 - How to return to play
 - Stakeholder youth programs
 - New etiquette: Training staff on customer service during Covid
 - Weekly CPRA calls that applied to my programs:
 - Monday Facility/operations
 - Wednesday General all
 - Friday Sports programming
- Attended both all staff meetings and two CARA Gymnastics league meetings.
- Made gymnastics at home lesson plans and videos for our team girls and made a video for the Foothills at Home page. I also made a lesson plan for my regular adult private lesson so she could continue to stay healthy and mobile during the time off.
- Painted the bathroom, all picnic tables, benches and trash cans at Clement Park.
- Successfully learned how to work the batting cages.

Youth, Middle School and Adaptive Programming

- The 2nd Quarter was as different as anyone could possibly imagine with the Covid-19 pandemic forcing the closure of all programs during the 2nd Quarter of 2020.
- At the end of May, we were able to open up Horseback Riding Lessons through our partners at Stockton's Plum Creek Stables, and those were the only classes operating during the 2nd Q. In total we had 29 participants in a Horseback Riding class, more than double last spring.
- While programs were on hiatus, staff filled time with several professional development opportunities by attending a plethora of Webinars through the Aspen Institute: Project Play, NAYS, CDC, CPRA, Playcore, SME Strategy, and Stanford University.
- Staff also assisted in a variety of projects with the Parks Department, including painting shelter pillars at Clement Park, Tree removal and chipping along the Lilley Gulch trail, cleaning debris out of the drainage ditch at Dancing Willows, moving baskets and cleaning tee pads at Fehringer Ranch, grass/weed removal along foul lines and warning track at SAC, miscellaneous painting jobs around LG, SAC, and Columbine Hills.
- Joe primarily worked on a mowing crew in Urban Parks with Chris Byrnes and Gary Ramos. He also participated in many of the same webinars listed above.
- During the 2nd Quarter the youth sports office prepared for the reopening of programs by attending multiple online trainings held by the Aspen Institute, CDC, CPRA etc. This allowed us to be the most prepared we could be to offer safe programs going forward.

- We began our first sessions of an outdoor basketball camp held at the new designed Trappers Glen basketball park. We had 15 kids sign up between the two available camps.
- We also began registration for our summer session of soccer and baseball. We had 600 kids sign up for sports leagues that will begin in July.

Edge Ice Arena Highlights

Through the 2nd quarter of 2020, the Edge Ice Arena's net is \$180,592 less than planned. Revenues are \$427,521 less than planned and expenses are \$246,929 better than plan. This is due to the 2 plus month shut down however we are now rebounding nicely with programming being back open. June net revenue was up \$22,937 better than planned, with the addition of the Littleton Hockey Association.

- Contracts were executed with Foothills Hockey Association and Littleton Hockey Association for Ice Rental.
- Our Figure skating program is back and thriving.
- Our 4x4 Draft league for adults, was cancelled this year.
- We cancelled the Quest for the Crown adult hockey tournament this year but it will be back next year.
- The Dawg Bowl was rescheduled to the last weekend in July.
- The Edge Ice Arena had to cancel its 3 v 3 and 4 v 4 leagues this year.
- Our Adult leagues have come back to full swing for the summer and will run right up to our winter season this year.
- Associations have booked a lot of ice for summer programming which is out of the norm but a nice financial boost.
- We are fully booked and our ice schedule through May 2021 was finalized in the middle of June. This proactively allows us to find areas to further grow and look for new revenue streams. We continue to be rated the best rink in the state because we continue to deliver the best ice quality and customer service possible.

Fitness Highlights

For the 2nd quarter of 2020, the Fitness Department net is \$94,641 lower than planned. Revenues are \$187,936 lower than plan and expenses are \$93,295 better than plan. The COVID-19 closure and inability to bring classes and activities back fully are the reason for this decline. We did see revenues begin to rise again with our June offerings, with positive growth in Fitness Registration classes, Personal Trainings, and Insurance Based Programs (\$3.2k total for all three (SilverSneakers, Silver & Fit, Renew Active). Massage Therapy also brought in \$1.8k in revenues. These were all below the budgeted amounts, but are a sign of some returning usage in the fitness department.

Fitness Programs

All programs were closed Apr-May, with reopening of limited programming on June 15 including:

- Fitness Registration Classes - all classes are registration based with a cap of 15 participants, with the exception of virtual classes, which have no class size limit. First session of classes had average attendance numbers. We offered a reduced number of classes including:

- Virtual Group Fitness & Mind Body-11 classes offered virtually in addition to their live counterpart
- Outdoor Bootcamps, Pilates Matwork & Yoga-16 classes offered per week
- Aqua Fitness Classes at Ridge (Moving for Life 3x/week & Poolates 2x/week) and Weaver Hollow(Splash, 2x/week)
- Indoor Land Based Fitness-22 classes offered/week
- Indoor Mind-Body-32 reformer and 3 yoga classes offered/week
- Personal Training Individual and Group Classes - all one-on-one training sessions are must be reserved in advance and purchases can be made online. Classes are registration based with a cap of 15participants—the only class offered in this category was our Senior Strength & Conditioning class—offered 2x/week
- Massage Therapy – two massage therapists have returned with sessions reserved in advance. Clients can purchase their preferred option online.
- We were not able to bring back senior programming—excursions and clubs/leagues were not feasible within statewide COVID-19 guidelines for safety/social distancing.

Staff Updates

- Geri Young retired from her position as Fitness Assistant with the district as off May 29, 2020. Geri is still on staff with us as a Pilates instructor/Personal Trainer, but was ready to enjoy her retirement for the administrative side of our operations.
- We brought back 38 of 52 furloughed instructors and trainers to help us with our reopening schedules.
- We did also hire 3 new strength conditioning and performance trainers: Josh Morrison (former intern), Jessica Bahling, and Javier Chagolla.

Foothills Fieldhouse Highlights

Through the 2nd quarter of 2020, the Fieldhouse net is down \$89,780 due to the closure of the building in March for Covid-19. Revenues are by \$115,710 and expenses are better than plan by \$25,930.

- While the Fieldhouse was closed we were able to sell the alcohol understock to employees before it expired and had to be thrown away for over \$375. Coors distribution center also gave us a credit for unused kegs for over \$600 that will be used to purchase new kegs when concessions reopens.
- Children's Programs started limited child care on June 1st and has slowly grown in size as it is more like camp now instead of just child care.
- Rocky Mountain Roller Hockey started back renting time for adult hockey games on Sunday June 21st and rented 37 hours for \$4,070 through the end of the month.

Foothills Parks & Recreation District

Leisure Services Summary

Tuesday, June 30, 2020

	June			YTD			2020			2019
	2020	2020	Fav/(Unfav)	2020	2020	Fav/(Unfav)	Original	Remaining	%	2019
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Budget	Completed	YTD
OPERATING REVENUES										
44112 + 441 Admission Fees	\$267,707	\$1,081,558	(\$813,851)	\$1,619,711	\$4,378,871	(\$2,759,160)	\$8,475,214	\$6,855,502	19.11%	\$4,119,237
44100:4416 Rentals	57,564	116,032	(58,468)	542,590	794,211	(251,621)	1,529,463	986,873	35.48%	796,520
44640 + 446 Merchandise Sales	279	8,675	(8,396)	17,861	55,912	(38,051)	100,758	82,897	17.73%	49,771
44600:4463 Concessions and Other Contracts	3,207	52,528	(49,321)	122,760	234,515	(111,755)	453,566	330,805	27.07%	204,244
44910 + 481 Other Revenue	5,122	6,239	(1,117)	48,343	17,124	31,219	36,860	(11,483)	131.15%	20,234
TOTAL OPERATING REVENUES	333,879	1,265,033	(931,154)	2,351,266	5,480,634	(3,129,368)	10,595,860	8,244,595	22.19%	5,190,005
OPERATING EXPENDITURES										
50100:5090 Salaries and Wages	344,268	795,960	451,692	2,292,053	3,319,780	1,027,727	6,645,175	4,353,122	34.49%	2,968,483
51100:5130 Personnel	70,127	119,939	49,812	546,699	701,399	154,700	1,280,263	733,564	42.70%	593,455
52100:5275 Supplies	38,429	107,514	69,085	345,532	607,538	262,006	1,105,232	759,700	31.26%	556,255
53100:5356 Purchased Services	51,749	139,932	88,183	446,509	745,582	299,072	1,492,653	1,046,143	29.91%	682,417
54110:5421 Utilities	54,274	72,886	18,612	303,892	393,541	89,649	831,729	527,837	36.54%	389,460
55100:5560 Insurance	8,535	9,847	1,312	58,209	59,082	873	118,164	59,954	49.26%	53,711
57986:5798 Other Expenditures	(27)	-	27	(295)	-	295	-	295	0.00%	(146)
TOTAL OPERATING EXPENDITURES	567,353	1,246,077	678,724	3,992,599	5,826,921	1,834,322	11,473,215	7,480,616	34.80%	5,243,636
NET OPERATING REVENUE/(EXPENDITURES)	(233,475)	18,956	(252,431)	(1,641,333)	(346,287)	(1,295,046)	(877,355)	763,978	187.08%	(53,631)
NON-OPERATING REVENUE										
41100 + 411 Property Taxes Collected for Operations	116,331	116,331	0	487,970	487,969	1	1,021,393	533,423	47.77%	364,199
TOTAL NON-OPERATING REVENUE	116,331	116,331	0	487,970	487,969	1	1,021,393	533,423	47.77%	364,199
NON-OPERATING EXPENDITURES										
NET REVENUE/(EXPENDITURES)	(117,144)	135,287	(252,430)	(1,153,363)	141,682	(1,295,045)	144,038	1,297,401	(800.74%)	310,568
TOTAL REVENUE	450,210	1,381,364	(931,154)	2,839,236	5,968,603	(3,129,367)	11,617,253	8,778,018	24.44%	5,554,204
TOTAL EXPENDITURES	567,353	1,246,077	678,724	3,992,599	5,826,921	1,834,322	11,473,215	7,480,616	34.80%	5,243,636
NET REVENUE/(EXPENDITURES)	(117,144)	135,287	(252,430)	(1,153,363)	141,682	(1,295,045)	144,038	1,297,401	(800.74%)	310,568



DATE: July 28, 2020

MEMO TO: Foothills Board of Directors

FROM: Tom Woodard, Director of Golf

SUBJECT: Golf Division Quarterly Report / 2nd Quarter 2020

The following is an update of the major activities in the Golf Division for the 2nd quarter of 2020. This report will cover activities through June 30, 2020.

Golf Rounds: (see attachment)

The 71,300 rounds of golf played during the first 2 quarters of 2020 is an increase of 10,803 rounds from the 60,497 rounds played thru the 2nd quarter of 2019, and 9,035 rounds above the previous three years YTD 2nd quarter average of 62,265 rounds. Historically 45% of the yearly total rounds of golf are played during the first two quarters of the year.

Revenue / Expenditures Summary: (see attachment)

Total Operating Revenues:

The YTD Total Operating Revenue of \$2,379,225 is \$235,897 above the projected 2nd quarter budget of \$2,143,328, and \$325,180 above the previous three years YTD Total Operating Revenue average of \$2,054,045.

Unfavorable decreases of \$72,726 in Rentals, and \$78,723 in Merchandise Sales, were the result of guidelines imposed on golf courses by Jefferson County Public Health, that mandated clubhouses remain open for restroom use only, golf shops closed, and golfers were required to walk, no gas cart rentals. Those reductions were offset by a \$382,328 favorable increase in Admission Fees, which is comprised of Green-fees and the Driving Range.

Total Operating Expenditures:

Total Operating Expenditures through the 2nd quarter are \$223,690 favorable to budget. The \$31,731 unfavorable increase in Purchased services was mostly attributed to the repair of the sewer line to the Meadows golf course clubhouse. The \$22,329 unfavorable increase in Utilities, was the result of a Bergan Special Assessment. Purchased Services and Utility increases was offset by a timing related decrease of \$174,819 in Supplies. The favorable decrease of \$95,690 in Salaries and Wages was due to a reduction of staff hours in January and February of the 1st quarter because of unfavorable weather, and a hiring freeze during March and April, because of Covid-19.

Net Revenue / Expenditures:

The Golf Department is \$455,890 favorable over the budgeted Net Revenue (Expenditures) through the 2nd Quarter.

The Golf Staff has done an awesome job operating the golf courses for the first two quarters of the year! The Golf Industry benefited from the fact that playing the game of golf allows the required social distancing mandated by the CDC.

In early May, golf courses were allowed to remain open, however the majority of the economy was required to close or operate at less than capacity. As a result, the Golf Industry has flourished! Rounds of golf and revenue at the four District golf courses, especially for May and June, have exceeded rounds and revenue numbers for any month during the last 15 years.

Despite the sizeable number of rounds played, and the wear and tear on course conditions because of golf cart traffic, the golf course maintenance staff have maintained the golf courses in fantastic form. The Golf Professionals, Pro Shop, and Outside Services staffs have all worked tremendously long and hard. During May and June, it was not uncommon for staff to serve a constant stream of golfers from 5am until 10pm daily. Their hard work and dedication are greatly appreciated!

Golf Development and Improvement Fund (GDIF)

The 2020 Budget included \$270,769 in GDIF expenditures. The expenditures are all capital related and include the following items:

Foothills Golf Course

- Rebuild Tee Boxes – Deferred because of Covid-19
- Cart Path Repairs – Deferred because of Covid-19
- Repair Cart Path Transition Areas – Deferred because of Covid-19
- Irrigation Magnets - Installed
- Cart Path Replacements – Deferred because of Covid-19

Meadows Golf Course

- Drainage System on the 10th Green - Completed
- Cart Path Transition Areas – Deferred because of Covid-19
- Irrigation Magnets - Installed
- Adding Forward Tees – Scheduled for the Fall

Premier Restaurant Group:

The Premier Restaurant Group operates the food and beverage concession at both golf courses. The 2nd quarter total gross revenue was \$297,060 compared to \$419,328 in 2019, a reduction of \$122,268. Management attributes the decrease in revenue to the closure of the Restaurants in April and May because of the COVID-19 Virus.

Challenges in the 2nd Quarter:

Staff is closely monitoring the irrigation water situation at Foothills golf course and the Schaefer Athletic Complex, because of pre-drought conditions.

2020 GDIF Rounds and Revenue

Foothills Golf Course

	18-Hole Rounds	18-GDIF Revenue	9-Hole Rounds	9-Hole GDIF Revenue	GolfNow Pay at Course Rounds	GolfNow Pay at Course GDIF Revenue	Total Rounds	Total GDIF Revenue
Jan	872	\$ 1,526.00	1,389	\$ 2,430.75	343	\$ 600.25	2,604	\$ 4,557.00
Feb	231	\$ 404.25	388	\$ 679.00	296	\$ 518.00	915	\$ 1,601.25
Mar	1,311	\$ 2,294.25	3,264	\$ 5,712.00	551	\$ 964.25	5,126	\$ 8,970.50
Apr	89	\$ 155.75	327	\$ 572.25	4,756	\$ 8,323.00	5,172	\$ 9,051.00
May	1,883	\$ 3,295.25	3,105	\$ 5,433.75	14,332	\$ 25,081.00	19,320	\$ 33,810.00
Jun	2,602	\$ 4,553.50	2,411	\$ 4,219.25	14,974	\$ 26,204.50	19,987	\$ 34,977.25
July		\$ -		\$ -		\$ -	-	\$ -
Aug		\$ -		\$ -		\$ -	-	\$ -
Sep		\$ -		\$ -		\$ -	-	\$ -
Oct		\$ -		\$ -		\$ -	-	\$ -
Nov		\$ -		\$ -		\$ -	-	\$ -
Dec		\$ -		\$ -		\$ -	-	\$ -
FHGC Total	6,988	\$ 12,229.00	10,884	\$ 19,047.00	35,252	\$ 61,691.00	53,124	\$ 92,967.00

Meadows Golf Course

	18-Hole Rounds	18-GDIF Revenue	9-Hole Rounds	9-Hole GDIF Revenue	GolfNow Pay at Course Rounds	GolfNow Pay at Course GDIF Revenue	Total Rounds	Total GDIF Revenue
Jan		\$ -		\$ -	-	\$ -	-	\$ -
Feb	85	\$ 148.75	80	\$ 140.00	97	\$ 169.75	262	\$ 458.50
Mar	606	\$ 1,060.50	761	\$ 1,331.75	252	\$ 441.00	1,619	\$ 2,833.25
Apr	271	\$ 474.25	237	\$ 414.75	1,433	\$ 2,507.75	1,941	\$ 3,396.75
May	958	\$ 1,676.50	1,221	\$ 2,136.75	4,827	\$ 8,447.25	7,006	\$ 12,260.50
June	1,741	\$ 3,046.75	1,609	\$ 2,815.75	3,998	\$ 6,996.50	7,348	\$ 12,859.00
July		\$ -		\$ -		\$ -	-	\$ -
Aug		\$ -		\$ -		\$ -	-	\$ -
Sept		\$ -		\$ -		\$ -	-	\$ -
Oct		\$ -		\$ -		\$ -	-	\$ -
Nov		\$ -		\$ -		\$ -	-	\$ -
Dec		\$ -		\$ -		\$ -	-	\$ -
MGC Total	3,661	\$ 6,406.75	3,908	\$ 6,839.00	10,607	\$ 18,562.25	18,176	\$ 31,808.00
Total Golf GDIF Dollars and Rounds	10,649	\$ 18,635.75	14,792	\$ 25,886.00	45,859	\$ 80,253.25	71,300	\$ 124,775.00

Foothills Parks & Recreation District

Golf Summary

Tuesday, June 30, 2020

	June			YTD			2020			
	2020	2020	Fav/(Unfav)	2020	2020	Fav/(Unfav)	Original	Remaining	%	2019
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Budget	Completed	YTD
OPERATING REVENUES										
44112 + 441 Admission Fees	\$713,441	\$514,617	\$198,823	\$1,957,226	\$1,574,897	\$382,328	\$3,321,703	\$1,364,478	58.92%	\$1,477,638
44100:4416 Rentals	175,438	138,579	36,860	319,514	392,240	(72,726)	903,999	584,485	35.34%	343,112
44640 + 446 Merchandise Sales	40,879	51,752	(10,873)	74,296	153,019	(78,723)	403,987	329,691	18.39%	147,688
44600:4463 Concessions and Other Contracts	20,000	10,000	10,000	20,000	20,000	-	69,000	49,000	28.99%	20,000
44910 + 481 Other Revenue	542	669	(127)	8,190	3,172	5,017	5,690	(2,499)	143.92%	2,998
TOTAL OPERATING REVENUES	950,299	715,617	234,682	2,379,225	2,143,328	235,897	4,704,380	2,325,154	50.57%	1,991,435
OPERATING EXPENDITURES										
50100:5090 Salaries and Wages	203,874	224,308	20,434	852,303	947,993	95,690	1,943,473	1,091,170	43.85%	836,322
51100:5130 Personnel	33,158	34,583	1,425	210,831	217,349	6,518	391,662	180,831	53.83%	204,695
52100:5275 Supplies	73,244	94,677	21,433	290,452	465,271	174,819	872,372	581,920	33.29%	386,449
53100:5356 Purchased Services	48,251	36,861	(11,390)	190,244	158,513	(31,731)	286,524	96,280	66.40%	134,986
54110:5421 Utilities	66,454	45,427	(21,027)	182,949	160,620	(22,329)	397,057	214,108	46.08%	153,362
55100:5560 Insurance	1,070	1,235	165	6,422	7,410	987	14,820	8,397	43.34%	6,736
57986:5798 Other Expenditures	179	-	(179)	265	-	(265)	-	(265)	0.00%	6,185
TOTAL OPERATING EXPENDITURES	426,231	437,091	10,860	1,733,466	1,957,156	223,690	3,905,907	2,172,440	44.38%	1,728,736
NET OPERATING REVENUE/(EXPENDITURES)	524,068	278,526	245,542	645,759	186,173	459,586	798,473	152,714	80.87%	262,699
NON-OPERATING REVENUE										
NON-OPERATING EXPENDITURES										
57100 + 581 Facilities & Equipment Repairs and Replacements	-	-	-	-	-	-	-	-	0.00%	428
59020:5902 Interest Expense	-	-	-	3,696	-	(3,696)	-	(3,696)	0.00%	-
TOTAL NON-OPERATING EXPENDITURES	-	-	-	3,696	-	(3,696)	-	(3,696)	0.00%	428
NET REVENUE/(EXPENDITURES)	524,068	278,526	245,542	642,063	186,173	455,890	798,473	156,410	80.41%	262,272
TOTAL REVENUE	950,299	715,617	234,682	2,379,225	2,143,328	235,897	4,704,380	2,325,154	50.57%	1,991,435
TOTAL EXPENDITURES	426,231	437,091	10,860	1,737,162	1,957,156	219,994	3,905,907	2,168,744	44.48%	1,729,163
NET REVENUE/(EXPENDITURES)	524,068	278,526	245,542	642,063	186,173	455,890	798,473	156,410	80.41%	262,272



Creating Community, Enhancing Health, Inspiring Play since 1959

DATE: July 28, 2020

MEMO TO: Foothills Board of Directors

FROM: Colin Insley, Director Parks Planning and Construction

SUBJECT: Parks, Planning and Construction 2nd Quarterly Report 2020

Overall Revenues

Operating revenues are tracking at 15% or \$239,830 unfavorable to plan due to closings because of covid-19 restrictions. Non-operating revenue or tax allocation is the majority of all parks department revenue. It is tracking at 47% or un-favorable by \$2,499.

Overall Expenses

Operating expenses are tracking at 47% or \$52,884 favorable to plan. This is largely due to a savings in part-time wages and supplies tied to less field use and activities permitted during stay at home orders because of covid-19.

Non-Operating Expenses: The account is 100% expensed. The budget is mostly capital (per our agreement) with the Mesa View Homeowners Association of \$20,000 and \$1,515 for the Kipling Villas sub-district, Jeffco Treasurers fee to collect tax for the sub-district.

Net Revenue (Expenditures)

Overall net revenue/expenditures are at \$189,444 unfavorable to plan.

Parks Administration

Expenditures are tracking at 49% or favorable by \$7,185. This is due to some savings on supplies with not being able to run volunteer events due to covid-19.

Staff Highlights:

Collaboration:

- Received Starburst Award through the Colorado Lottery for the inclusive playground at Clement Park

Pride in our Parks:

- New Memorial Bench installed at Easton Regional Park
- All volunteer days cancelled through August 2020
- Working with 12 scouts on their Eagle Scout Service Project.
- Postponed volunteer tree planting at Easton with grant funding from Colorado Tree Coalition and we are hoping to reschedule in the fall depending on CDC guidelines.

Volunteer Review:

During shut down park staff was able to work with staff from other departments in the parks. We were able to accomplish a lot of projects throughout the month of May.

Columbine Hills Park

Painted the dug outs, shelters, tables, kick plates and fences
Power washed the concession building and shelters

Lilley Gulch Recreation Center

Mulch trees and landscape beds
Pruned and weeded landscape beds
Painted the cross walks, yellow curbs, and railings

Clement Park

Painted the pillars on all 16 shelters
Painted railings at the ballfields

Dancing Willows Park

Weeded and pruned landscape beds
Cleaned out a drainage that was full of trash and debris

Schaefer Athletic Complex

Cleaned up the edges along baseball field turf
Painted the dug outs
Reseeded bare spots on multi use fields
Weeded and pruned landscape beds

Christensen Meadows Park

Helped clean out drainage and chipped trees
This was a great project and neighbors were very happy to see us out there!

Lilley Gulch Regional Trail

Cleaned up area and chipped up tree branches

Fleet Services

Overall expenses are tracking at 46% or \$22,777 favorable to plan. This was mostly due to savings on supplies and part-time wages.

Staff Highlights:

- Fleet Mechanics were busy with mower service and repairs with the startup of mowing season.
- Fleet Mechanics completed over 99 work orders for vehicles, equipment and service calls for the period.

- Fleet Mechanic Randy Hoover Re-Certified his ASE Steering and Suspension certification.
- Fleet was short staffed due to a full time mechanic out on sick leave for 2 weeks in April and a part time mechanic out on medical leave for the entire 2nd quarter.
- Fleet Admin Assistant, Jan Novelli, worked from home for most of the 2nd QTR.
- After numerous cancelled orders Fleet Services was able to purchase an adequate supply of disposable masks in early May.
- A large storage container was placed outside the Fleet Shop West Entrance door for parts deliveries. Venders were instructed to drop parts and invoices in the box and not enter the building. This is now a common fleet management practice to help prevent the spread of the virus.
- Additional (60 day) temporary plates were requested from 2 vendors for a new trailer and a new brush chipper. We were unable to obtain titles and license plates since DMV offices were closed during most of the 2nd quarter.

Urban Parks

Overall revenue is at 15% or \$61,241 unfavorable to plan due less activity and covid-19 restrictions with regards to use of athletic fields. Expenditures are 51% or \$57,570 unfavorable to plan. This is mainly due to heavier than normal irrigation on new park projects for seed and sod. Also, drier and hotter than normal during the months of May and June.

Staff Highlights

Irrigation

- Backflow troubleshooting and repair work at Columbine West Park, Lakehurst Park, Columbine Hills Park and Dancing Willows Park
- Installed new 4G Aircard cartridges for Weathermatic irrigation controllers to improve speed, reliability, and communication
- Installed new external antennas for Rainbird irrigation controllers to improve communication
- Repaired two main line breaks at Eagle Meadows Park, one at Columbine Hills Park, one at Woodmar Park, one at Columbine West Park and Willow Creek Park.
- Repaired valves and laterals at Columbine Hills, Coronado Park, Eagle Meadows and Woodmar Park and Columbine West Park.
- Worked with the contractor on the Columbine West curb stop and main master valve replacement and repair of water line.

Baseball Fields

- Removed bleachers at Dante Bichette baseball field and installed new 4-row low rise bleachers
- Sprayed for weeds around backstops and bleachers at all ballfields: Jim Hoida, Trappers Glen, Weaver Hollow, and Lilley Gulch park sites.
- Inspected and prepared all 12-baseball fields in the parks on a weekly basis during baseball season.
- Setup, lined and dragged the Trappers Glen, Lilley Gulch and Wayside Meadows fields for the Foothills Leagues on a weekly basis.
- All baseball fields are in good condition going into the summer/fall baseball season

- Staff repaired 100 feet of baseball fencing at Columbine Sports Park, that was dilapidated. The fence and posts were removed and replaced.
- Staff repaired fence gates on field #4 at Columbine Hills Park.

Multi-use fields/ Irrigated parks

- Flagged, aerated, over-seeded and fertilized all Multi-use fields
- Weekly and monthly mowing are on schedule in the 65 parks, trails and greenbelts.

Playgrounds

- Staff removed swings and benches at Lilley Pad Park for the new playground coming in August.
- Completed playground checks and inspections
- Pulled weeds at Westbury, Westfield, Colorow, and Lakehurst playgrounds

Native areas/Noxious Weed Control

- We continued our noxious weed control for 2020. Our primary focus is the spraying of the noxious thistle, teasel, myrtle spurge and hemlock in our native areas and dandelions in the bluegrass parks.
- Removed unauthorized bee swarm box from tree at Weaver Creek Park
- Investigated tree cavity/raccoon problem at Dancing Willows Park
- Sprayed for thistles at Belleview Ridge Greenbelt
- Reinstalled three picnic tables back to Fehringer Ranch due to covid-19
- Treated 50' buffer around Marlowe Greenbelt for prairie dog control
- Staff removed 2 homeless camps. One was at Meadows Greenbelt and the other at the Lilley Gulch Trail.

Park Amenities

- Painted over multiple graffiti incidents in the tunnel under Simms near Quincy
- Inspected Park lights at Sunrise Creek Park and had contractor replace two photocells on warranty
- Continued to add additional dirt and topsoil around the Lilley Gulch tennis courts
- Removed wind damaged Alper's Farm Park entry sign for refurbishing
- Staff painted all the main posts and top and bottom rails at Eagle Meadows tennis courts in preparation for new fencing
- Staff installed new picnic tables in the new shelters at Valley View Park and Chaucer park
- Staff removed the practice hit wall on the Eagle Meadows tennis courts in preparation for new fencing
- Staff installed the main park signage at Valley View, Dakota Station and Chaucer Parks.
- Staff poured a new concrete pad and installed a memorial bench at Victory Park.

Urban Forestry/ Landscape beds

- Weeded beds, sprayed and re-mulched all beds at Lilley Gulch Recreation Center
- Sprayed weeds at all 6th Ave. West entry beds and landscape beds along Flora St.
- Pruned trees and sprayed tree rings in front section of Governor Grant park, then mulched all trees
- Trimmed overhanging trees and cut down stumps for homeowner in Friendly Hills Greenbelt
- Pulled and trimmed weeds along stairs leading to Flora in 6th Ave. West.
- Rented 34' bucket lift to get to broken limbs stuck in trees from the wind storm in June at Westbury Greenbelt, Lilley Gulch, and Governor Grant Park.
- Sprayed Weaver Hollow beds around building, parking lot, and entry sign bed
- Staff removed three shrub beds adjacent to Eagle Meadows tennis court in preparation of the refurbishment of the tennis courts.
- Cut and chipped an extensive amount of trees and branches in the majority of the parks and greenbelt due the 75 mph wind storm.

Drainage/Lakes

- Worked with Mile Hi Flood District on cleaning up the Dakota Station Drainage Corridor that was full of debris and volunteer trees
- Staff cleaned out a major drainage way at Christensen Meadows Park that was full of debris and volunteer trees.
- Staff cleaned out a major drainage way on the Lilley Gulch trail system that was full of debris and volunteer trees
- Staff rebuilt the small spillway on the lower pond at Sanctuary Park
- Staff installed a new culvert in the Beaver Dam on the upper pond at Sanctuary Park. This will stabilize water levels on the upper and lower ponds.

Trails/ Parking Lots

- Staff installed 8 new stop signs on the new Columbine Concrete Trail corridor.

Community/Organization Projects

Installed 3 rounds of Covid-19 signage with daily caution tape upkeep for playgrounds, shelters, basketball courts, and tennis courts Urban Parks amenities' due to the Coronavirus pandemic.

Shelters- **43**

Playgrounds- **38**

Volleyball- **2**

Tennis courts- **11**

Basketball- **9**

Skate park- Weaver Hollow Park

Disc golf – Fehringer Ranch Park

- Continued working with T2 Construction on 2018 Park Improvement projects with visual inspections, punch list items, warranty and final acceptance. The parks are Blue Heron, Governor Grant, Dewey Haberman, and Christensen Meadows Park.
- Continued working with Sabell's on 2019 Park Improvement projects attended weekly meetings and visual inspections on grades, concrete, and irrigation work at Trapper's Glen, Dakota Station, Valley View, and Chaucer Parks.

Kipling Villas Sub-District

Expenditures are at 32% or \$11,967 favorable to plan.

Staff Highlights

- Applied two fertilizer application in the Kipling Villas Greenbelts.
- Made 3 mainline repairs in the month of June in Kipling Villas for a total of 6 mainline repairs for the year.
- Staff performs weekly checks and walk through the Kipling Villas irrigation system. The Kipling Villas irrigation system is one of the largest in the District.

Regional Parks

Operating revenues are tracking at 15% or \$91,037 unfavorable to plan due to stay at home orders and restrictions on field use due to covid-19. Expenditures are at 46 % or \$11,484 favorable to plan largely due to savings in supply purchases.

Staff Highlights

- Purchased new Maxicom Central Control irrigation computer to replace outdated, unsupported irrigation computer—worked with IT Department and Rainbird to spec. and setup
- Covid-19—worked with Urban Parks to adjust staff schedules so that only ½ the crew was in at any given time which required a seven-day work week schedule; mandated single passengers in all vehicles and equipment; sanitized all common areas; implemented sanitization prior to and following use on all shared pieces of equipment; purchased disposable masks for staff use; taped off and added “Closed” signage to all playgrounds, shelters and tennis courts; removed basketball rims and added “Closed” signage to basketball court at Water's Edge; parks were extremely busy seven days a week during quarantine period requiring extensive trash removal and task adjustments to work around park activity; worked with District staff, that were working from home and needed hours, completing several projects at the Schaefer Athletic Complex
- Worked with contractor to complete resurfacing of the tennis courts at Water's Edge
- Worked with contractor to complete resurfacing of the Jason Jennings Field at Schaefer Athletic Complex
- Regional Parks staff led a playground inspection training for both Urban and Regional Parks crews

Schaefer Athletic Complex

- Filled in and leveled erosion problem along the western border of soccer field 14
- Cut in seed on all nine multi-use fields
- Aerated entire park site April and May
- Fertilized entire park site April and June
- Installed new furnishings such as park benches, trash cans, and picnic tables at batting cages
- Cut down dead trees at Jason Jennings Field—contractor left metal baskets on root balls during installation in 2004
- Disassembled and locked up all soccer goals to discourage large group use that was occurring on the weekend during the Covid-19 quarantine period
- Reinstalled all soccer goals and erected football goals when playing fields opened in June
- Repaired mainline break at Jason Jennings Field
- Worked with contractor to repair field drainage issues at Jason Jennings Field as well as the Hampden Frontage Road ditch adjacent to the Schaefer parking lot
- Reinstalled the batting cage net for opening day
- Sprayed herbicide on all parking lot cracks, cobble beds, and baseball field warning tracks
- Placed 3 pallets each (12 total) of infield conditioner to baseball fields 2, 3, 5, & 6; worked in, and releveled; leveled fields 1 & 4
- Replaced base marking whiskers on fields 1-6 (90 whiskers total)
- Worked with sports associations and user groups on weekday 8am starts to accommodate “makeup” games
- Adjusted maintenance activities to accommodate Summer Camp scheduled use on field 10

Easton Regional Park

- Cut in seed on all sports fields
- Aerated all sports fields April & May
- Fertilized all turf April & June
- Aerated, reseeded, and applied herbicide at Ridge daycare prior to reopening
- Cut out and replaced approximately 2,000 square feet of sod and infield mix on the infield skin at the Colorado Rockies Field to repair dirt to grass transition
- Repaired pitching mounds on fields 13 & 14
- Installed drain pipe from sump pump discharge to drainage behind homeowner in Shadow Ridge subdivision
- Applied grub control to turf on fields 10 & 11
- Applied herbicide to turf at the Peak, Ridge, and Edge
- Replaced all base marking whiskers on all 4 baseball fields (48 whiskers total)
- Leveled all four infields
- Sprayed herbicide on all warning tracks
- Graded all dirt parking lots and trails throughout park site

- Removed badly damaged stock fence behind HOA shrub bed on the corner of Coalmine Av. And Ward Street
- Cleaned up all landscape beds throughout park site for the season (45 landscape beds in all)
- Performed fire mitigation mowing in native lands adjacent to homes, apartments, and townhomes
- Made repairs to stock fences around Ward St. parking lot and paved parking lot west of field 8
- Repaired potholes in parking lots at the Peak, Ridge, and Edge

Clement Park

Total operating revenues through the 2nd quarter of 2020 are at 16% or \$87,552 unfavorable to plan, mainly due to less picnic shelter rentals, events and field activities due to covid-19 restrictions.

Total operating expenditures are at 44.91% or \$57,041 favorable wage budget from challenges finding seasonal staff.

Staff Highlights

- Hired and trained seasonal staff...limited due to permitted inactivity in the park
- Aerified and seeded the amphitheater seating area and playground surrounds two times, six weeks apart to grow in bare spots from Phase C
- Staff spread fertilizer in-house to the entire park, as opposed to hiring a service as in years past.
- Supplemental fertilizer and amendments applied monthly to amphitheater seating area, C1 through C4 and C7 to assist in healthier grass and soil
- Insecticides sprayed on ballfield core area trees and C1 through C4 outfields to control adult Japanese Beetle and grubs
- Fungicides sprayed on C8 through C10 to control Fairy Ring disease
- Selective and nonselective herbicides applied, as needed, throughout the park
- Leisure Services Department painted Phase I restroom exterior, Pierce St. entrance speedbumps, all wooden tables and benches and all black trash cans
- Sarah M. and volunteers painted all the shelter pillars
- De-winterized Splash Park water feature and made ready to safely operate for the upcoming season. Assisted with fencing and other changes implemented for this unconventional season
- Re-opened Phase I, Phase II and Core restrooms after shutting them down earlier for covid-19, implemented increased cleaning schedule
- Began required State water releases in June, releasing 14 acre feet of water downstream to senior water rights holders. Releases will be required monthly.
- Irrigation water usage though the second quarter = 62.05 acre feet vs. 17.73 in 2019 and 43.39 in 2018, due to hotter and drier months of May and June
- Projects completed partially due to less activity include: Ballfield fence repairs, goal mouth repairs on multi-use fields, rebuilt clay batters boxes, installed permanent ballfield field markers and tree removal

Foothills Parks & Recreation District

Total Parks and Clement Park

Tuesday, June 30, 2020

	June			YTD			2020			2019
	2020	2020	Fav/(Unfav)	2020	2020	Fav/(Unfav)	Original	Remaining	%	2019
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Budget	Completed	YTD
OPERATING REVENUES										
44112 + 44: Admission Fees	\$22,760	-	\$22,760	\$23,750	\$153,067	(\$129,318)	\$283,077	\$259,328	8.39%	\$141,328
44100:4416 Rentals	2,468	45,436	(42,968)	32,604	156,490	(123,886)	234,841	202,237	13.88%	140,656
44600:4463 Concessions and Other Contracts	-	-	-	4,392	4,392	0	4,392	0	100.01%	4,392
44910 + 48: Other Revenue	3,064	3,896	(832)	21,303	7,930	13,373	17,648	(3,655)	120.71%	14,199
TOTAL OPERATING REVENUES	28,291	49,332	(21,041)	82,049	321,879	(239,830)	539,958	457,909	15.20%	300,575
OPERATING EXPENDITURES										
50100:5090 Salaries and Wages	176,289	187,917	11,628	925,845	991,816	65,971	2,107,911	1,182,066	43.92%	888,582
51100:5130 Personnel	39,108	38,452	(656)	287,973	293,500	5,526	525,693	237,719	54.78%	275,706
52100:5275 Supplies	30,425	62,463	32,037	251,838	321,086	69,248	564,652	312,814	44.60%	259,989
53100:5356 Purchased Services	17,084	42,376	25,292	217,242	266,306	49,065	411,992	194,751	52.73%	212,667
54110:5421 Utilities	201,034	87,367	(113,667)	339,292	205,872	(133,420)	643,254	303,962	52.75%	202,639
55100:5560 Insurance	5,168	5,428	261	36,075	32,569	(3,506)	65,139	29,063	55.38%	31,523
TOTAL OPERATING EXPENDITURES	469,108	424,003	(45,105)	2,058,266	2,111,149	52,884	4,318,640	2,260,374	47.66%	1,871,107
NET OPERATING REVENUE/(EXPENDITURES)	(440,817)	(374,671)	(66,146)	(1,976,217)	(1,789,270)	(186,946)	(3,778,682)	(1,802,465)	52.30%	(1,570,532)
NON-OPERATING REVENUE										
41100 + 41: Property Taxes Collected for Operations	375,109	375,108	1	1,808,287	1,808,286	1	3,797,719	1,989,432	47.62%	1,793,429
42355 + 42: Contributions and Grants	-	-	-	-	2,500	(2,500)	2,500	2,500	0.00%	-
48142 Proceeds from Insurance	-	-	-	-	-	-	-	-	0.00%	2,876
TOTAL NON-OPERATING REVENUE	375,109	375,108	1	1,808,287	1,810,786	(2,499)	3,800,219	1,991,932	47.58%	1,796,305
NON-OPERATING EXPENDITURES										
57100 + 58: Facilities & Equipment Repairs and Replacements	-	-	-	20,000	20,000	-	20,000	-	100.00%	20,000
53190 + 53: Other Expenditures	437	437	0	1,515	1,516	1	1,537	22	98.54%	1,329
TOTAL NON-OPERATING EXPENDITURES	437	437	0	21,515	21,516	1	21,537	22	99.90%	21,329
NET REVENUE/(EXPENDITURES)	(66,145)	-	(66,145)	(189,444)	-	(189,444)	-	189,444	0.00%	204,443
TOTAL REVENUE	403,400	424,440	(21,041)	1,890,337	2,132,665	(242,329)	4,340,177	2,449,841	43.55%	2,096,879
TOTAL EXPENDITURES	469,545	424,440	(45,105)	2,079,781	2,132,665	52,885	4,340,177	2,260,397	47.92%	1,892,436
NET REVENUE/(EXPENDITURES)	(66,145)	-	(66,145)	(189,444)	-	(189,444)	-	189,444	0.00%	204,443

Design and Printing

- Design, printing and lamination of signage needs through the facility closures and then reopening of facilities and programs.

Website, Digital Marketing, Social Media, Events and other

- Managed and updated frequently changing information on the District 'announcement' web page. This is where COVID-19 related information lives in regards to our response, closure/reopening statuses, and health orders. Also created FAQ on this page to address the most commonly asked questions by our patrons due to ever changing conditions and information.
- Created and added new content to the Foothills at Home web page during the State's stay at home and safer at home orders to provide online instructional videos made by Foothills employees and virtual resources for our community.
- Created message blocks on all web pages to incorporate red/yellow/green messaging to easily let patrons know what programs and facilities were closed, coming soon or open.
- Created Know Before You Go web page to addresses what patrons needed to know about their facilities visits prior to arrival.
- Edited several other web pages to regards to COVID-19 to either add new information or delete content that no longer applies to business as it is currently offered. Worked with all departments on any special messaging needs they had.
- Created Edge Ice Arena contract webpage.
- Regular social media status updates on COVID-19 closures, reopenings and health department requirements; at-home content; event cancellations; social media engagement; answering patron inquiries; answering private messages and public interactions; and regular review of our Facebook, Twitter and Instagram accounts.
- Lead social media initiatives with staff to create photo and video posts that reflected the importance of the State's different health orders, i.e. staying home, staying active at home, wearing a mask, etc.
- Documented FHA related social media activity.
- Began hosting virtual monthly meetings of the South Jeffco Business Alliance (SJBA) in May thanks to a partnership with West Metro Chamber to provide the SJBA group with access to Zoom. SJBA is an inclusive business networking group supported by Foothills.
- Submitted occasional content to Colorado Parent Magazine and Engage Jeffco.
- Cancelled and issued refunds to all contracted vendors and community booths for the Red, White & You event.
- Created and communicated cancellation messaging of RWY, Concerts and Shakespeare in the Park.
- Reached out to all RWY and concert sponsors to notify them of event cancellation. Of the \$25,000 of funds that had been received, only one \$1,500 sponsor asked for a refund and one \$3,000 asked to roll the funds over to 2021. Created Community Sponsors webpage to address the change of sponsorship for 2020.
- Attended virtual meetings of CPRA Event Professionals and Jeffco Area Communicators.
- Attended virtual trainings from City Parks Alliance, Hootsuite and Archive Social.
- Hosted "Virtual Garden Scavenger Hunt" with Children's Hospital Colorado.
- Reviewed/edited communications for public distribution related to new attendance policies around COVID-19.
- Created the design layout and content, and incorporated Foothills branding into the new reservation system on SignUpGenius.
- Utilized Nextdoor.com to announce parks related projects, construction and closures to nearby residents.
- Announced the completion of several Improvement Projects as part of the 2017 Mill Levy.
- Created a patron survey for Leisure Services department regarding patrons 'Returning to Recreation'.

E-mail Creation & Communication

- | | |
|---|-------------------------------------|
| • Keeping You Informed – 4/2/20 | • Reopening Announcement – 6/3/20 |
| • Keeping You Informed – 4/17/20 | • Reopening Announcement – 6/8/20 |
| • Golf Courses Reopen – 4/19/20 | • Some Pools Opening – 6/11/20 |
| • Clarification of Golf reopen process – 4/21/20 | • E-Newsletter – 6/23/20 |
| • Summer School Age Childcare - public registration – 5/25/20 | • SignUpGenius – 6/25/20 |
| • Children's Hospital Event – 6/2/20 | • Golf Happenings in July – 6/29/20 |
| | • Splash Park Opening – 6/30/20 |



Creating Community, Enhancing Health, Inspiring Play since 1959

DATE: July 28, 2020

MEMO TO: Foothills Board of Directors

FROM: Ronald Hopp, Executive Director

SUBJECT: Capital Projects Report through June 30, 2020

Parks, Planning and Construction

Clement Park Phase C

Budget: \$3,518,000
Funding: \$1,500,000 - Jeffco Open Space Grant
\$1,655,000 - Foothills Capital Funds
\$ 350,000 - GOCO
\$ 13,000 - FH Foundation
Expenses to Date: \$3,468,240

- Trees Planted
- Project Completed

2018 Mill Levy Projects

Budget: \$2,538,950
Funding: \$2,500,000 - 2018 Mill Levy Capital Funds
\$ 38,950 - SB35 Development Funds
Expenses to Date: \$2,427,147
Scheduled Completion: October 2019

Wingate South

- Project Completed

Blue Heron Park

- Project Completed

Christensen Meadows Park

- Project completed

Governor James B. Grant Park

- Project Completed

Dewey Haberman Memorial Park

- Project Completed

Lilley Gulch Parking Lot

- Project Completed.

2019 Mill Levy Projects

Budget: \$2,540,965

Funding: \$2,400,000 – 2019 Mill Levy Capital Funds and SB35 Funds

Expenses to Date: \$1,968,968

Scheduled Completion: May 2020

Columbine Trail

- Concrete trail is completed

Chaucer Park

- Park improvements completed

Trapper's Glen Park

- Park improvements completed

Valley View Park

- Playground to be completed in July

Dakota Station Park

- Park improvements completed

Lilley Gulch Tennis Courts

- Project Completed

2020 Mill Levy Projects

Budget: \$2,466,785

Funding: \$2,190,000 - 2020 Mill Levy Capital Funds and SB35 Funds

Expenses to date: \$140,444

Scheduled Completion: December 2020

Woodmar Square Park

- 90% construction plans complete
- County Planning Commission approved Location and Extent

Alper's Farm Park

- 90% construction plans complete
- County Planning Commission approved Location and Extent

Eagle Meadows Park

- 90% construction plans complete
- Eagle Meadows Tennis courts under resurfacing
- County Planning Commission approved Location and Extent

Schaefer Athletic Complex Playground

- Staff had planning meeting. Staff approved site plans

Williamsburg 1 Trail, Kipling Trail, Stoney Creek Trail

- Staff measurement process for bids completed
- Staff working on bid documents

Bellevue Acres Park

Budget: \$216,000

Funding: \$216,000 - SB35 Development Funds

Expenses to Date: \$170,665

- Initial Project Completed
- Consultant putting together plans for new 1-1/2" inch tap

Leisure Services

Jason Jennings Field Replacement

Budget: \$132,000 (total project is \$351,750 - \$219,750 will be reimbursed from Miracle League of Mile High Denver)

Funding: Mill Levy

Expenses to Date: \$0

Budget Remaining: \$132,000

Scheduled Completion: Summer 2020

- Under contract with Academy Sports Turf. Project scheduled for June 15 through July 15, 2020.
- During installation standing water was found on the subsurface. Core samples were taken and discussion with the field representatives occurred regarding the standing water. It was determined that the water has not an issue and the installation was completed. After completion several “bubbles of water” appeared under the turf. The district is working with the company on this issue. Foothills has not accepted the project as complete and no payment has been made.

SAC Batting Cage Complex – Phase 2

Budget: \$98,000

Funding: Mill Levy

Expenses to Date: \$124,651.96

Budget Remaining: (\$26,651.96)

Scheduled Completion: Project Completed

- In 2019 all the batting cage equipment was replaced and new ADA sidewalk and accessibility to two cages were completed.
- February 2020 the existing shed was relocated to the Foothills Fieldhouse
- Additional cement was removed from the area and a retaining wall put in adjacent to the sidewalk.
- A new 16x16 shed is completed.
- All new electrical has been installed and is waiting for final inspection.
- Painting of the structure over the batting cages is complete.
- All irrigation, cement, fencing and landscaping is complete.
- Parking lot updates for accessibility completed in April 2020
- J&J Amusements completed the remainder of the pitching machines installation in June.
- Opening day for the public was June 24, 2020.

Re-plaster Weaver Hollow Pool

Budget: \$77,000

Funding: Capital 2020

Expenses to Date: \$77,143.50

- Project completed.

Ridge Fitness Equipment

Budget: \$120,000

Funding: Mill Levy

Expenses to Date: \$0

Budget Remaining: \$120,000

Scheduled Completion: On hold due to COVID-19

- Fitness intern researching equipment and pricing
- Project has been placed on hold.

Golf

Meadows Golf Club Parking Lot Paving Project

Budget: \$350,000

Vendor: SLV Quality Concrete

Funding: District Capital Project Budget

Expenses to Date: \$291,846

Scheduled Completion: September 2020

- 95% of the project is complete, however the contractor experienced some unseasonable winter conditions during the month of October, as a result the balance of the project will be completed in September of 2020
- The parking lot at the MGC has exceeded it's 30-year life expectancy
- SLV Quality Concrete will overlay the parking lot with an innovative long lasting low maintenance concrete
- The same process has been successfully used at Lilley Gulch, Pinehurst Country Club, and Thorn Creek Golf Club
- The parking lot will be paved in sections so that sufficient parking will be available to golfers daily
- SLV Quality Concrete proposal for paving the parking lot was \$329,316

Meadows Golf Course Drainage Project – 10th Green

Budget: \$24,007

Vendor: Modern Golf & Turf, L.L.C.

Funding: Golf Development & Improvement Fund

Expenses to Date: \$0

Budget Remaining: \$24,007

Scheduled Completion; Project Complete, waiting for invoice from Modern Golf

- Under contract with Modern Golf to repair a drainage issue behind the 10th green
- Modern Golf completed the project, we're waiting for them to submit an invoice