



Creating Community, Enhancing Health, Inspiring Play since 1959

BOARD OF DIRECTORS MEETING

July 27, 2021 – 6pm

Peak Community & Wellness Center, 6612 S Ward St., Littleton, CO 80127

You are invited to a Zoom webinar.

When: Jul 27, 2021 06:00 PM Mountain Time (US and Canada)

Topic: Board Meeting 07/27/2021 Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_z10KbnFsSCSXAW8RKd4o4w

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 (Maple room)
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF JUNE 22, 2021 MINUTES
- VI. COMMUNITY COMMENTS
 - A. Part-time Scholarship Award Recipients - Ronald Hopp
 - B. Community Comments

For Zoom attendees, 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. Certificates of Participation Parameters Resolution - Ronald Hopp
 - B. 2021 Neighborhood Parks Projects Contract - Colin Insley
- VIII. EXECUTIVE DIRECTOR'S REPORT
- IX. DISCUSSION ITEMS
 - A. Finance Update - Dennis Weiner
 - B. 2022 Budget Guidelines - 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 25, 2021

Zoom Option:

You are invited to a Zoom webinar.

When: May 25, 2021 06:00 PM Mountain Time (US and Canada)

Topic: Board Meeting 5/25/2021 Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_Dqud89sZTWOTv-p6FD-joQ

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

- I. CALL TO ORDER: Director James called the regular meeting to order at 6:03pm.
- II. PLEDGE OF ALLEGIANCE: Director James led those in attendance in the Pledge of Allegiance to the Flag of the United States of America.
- III. ROLL CALL:
- | | |
|-----------------------|------------------------|
| Director Butman: | Present |
| Director Bielkiewicz: | Present |
| Director Meyer: | Present |
| Director Trimble: | Present arrived 6:17pm |
| Director James: | 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; Tom Woodard, Director of Golf; 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 approve the May 25, 2021 agenda as submitted. Director Bielkiewicz seconded the motion. Poll of the Board: Director Butman, aye; Director Bielkiewicz, aye; Director Meyer, aye; Director James, aye. The motion was approved.

V. APPROVAL OF APRIL 27, 2021 MINUTES:

MOTION: Director Meyer moved that the Foothills Board of Directors approve the minutes of the April 27, 2021 board meeting as submitted. Director Butman seconded the motion. Poll of the Board: Director Butman, aye; Director Bielkiewicz, aye; Director Meyer, aye; Director James, aye. The motion was approved.

VI. COMMUNITY COMMENTS:

Director James opened the floor for community comments. He mentioned in order to facilitate easier and help audio for the Zoom call, the Board will be speaking without masks and would recommend the board members and audience to still wear masks while inside the facility.

RECORD OF PROCEEDINGS

Diane Suchomel, district resident, thanked the Board for the improvements at Alper's Farm Park. Director James expressed thanks to Ms. Suchomel for all the continued support and feedback she gives to the District.

VII. DECISION ITEMS:

A. Board Election of Officers

The board election of officers is traditionally held in May. Referring to the memo provided, Ronald Hopp indicated officer assignments can be changed or continue with the current officers, and outlined the procedure. A motion can be made for election of officers for Chair, First Vice Chair, Second Vice Chair, Treasurer, and Secretary. There was board discussion.

MOTION: Director James moved that the Foothills Board of Directors elect the following slate of officers: Bill Meyer, Chair; Mike Bielkiewicz, First Vice Chair; Phillip Trimble, Second Vice Chair; Tim James, Treasurer; Kyle Butman, Secretary. Director Bielkiewicz seconded the motion. Poll of the Board: Director Butman, aye; Director Bielkiewicz, aye; Director Meyer, aye; Director James, aye. The motion was approved.

B. Colorado Select Girls Hockey Association Contract Assignment

Referring to the memo provided, Barb Butler said the District received a Memorandum of Understanding (MOU) that states that the Colorado Select Girls Hockey Association is moving their girl's program under Littleton Hockey Association and combining their girls to create a division called Colorado 14ers. Referring to information in the packet, Ms. Butler explained the associations are requesting that the contracts the District has with Colorado Select Girls Hockey Association be assigned to Littleton Hockey Association.

Brigette Swartz, Colorado Select Girls Hockey Association president, via Zoom, was available to answer questions and there was discussion. Paul Rufien pointed out the Colorado Select Girls agreement mirrors the Littleton and Foothills hockey agreements because they wanted a similar agreement. Regarding whether there are other programs that would want the opportunity to merge, Ms. Butler discussed there are three associations currently at the rink, and not aware of any desire for Foothills Hockey Association to combine, they don't have a girl's hockey league. Director Meyer acknowledged it is an agreement between the associations, they are just asking the Board to approve it. There was discussion about their hour usage.

MOTION: Director Bielkiewicz moved that the Foothills Board of Directors authorize the Executive Director to sign all necessary documents facilitating the assignment of the Colorado Select Girls Hockey Association Ice Rental Agreement to Littleton Hockey Association. Director Butman seconded the motion. Poll of the Board: Director Bielkiewicz, aye; Director Trimble, abstain; Director James, aye; Director Butman, aye; Director Meyer, aye. The motion was approved.

VIII. EXECUTIVE DIRECTOR'S REPORT:

Highlighting the report provided, Mr. Hopp pointed out the reported allocated hours and use hours for Edge Ice Arena.

Mr. Hopp thanked Director Bielkiewicz for attending a community meeting at Lakehurst Park where there have been challenges with obscure easements and pathways. The community called together a meeting and staff are continuing to have conversations, Mr. Hopp discussed.

Regarding the policy that was approved at the last board meeting considering open carry of firearms, Mr. Hopp said staff have implemented that policy with signage, and those sort of things. Director Meyer had communicated his understanding that it also would include concealed carry in the District's contracts; Mr. Hopp discussed the

RECORD OF PROCEEDINGS

types of contracts and agreements the District has that would be included. Staff want to ascertain which contracts would be targeted moving forward with all the contracts and would like to get Board direction related to that. He indicated the signage on the doors relate to open carry, there are state laws governing concealed carry. Mr. Hopp recognized at this point in time, staff believe the District cannot prohibit its own employees from having concealed carry.

Director Meyer questioned, while looking to include language in agreements that the open carrying of any firearm is prohibited, why couldn't similar language for carrying concealed be included as well. He added to the extent that it's an issue, it is a contract term that potentially could be negotiated and thinks we would want to include it in everything.

Mr. Rufien proposed the open carry language is most applicable to rental agreements, similar to signage that the District is going to be doing, and recognized there are a whole array of contracts. Mr. Rufien discussed belief that the District can include prohibiting concealed carry within its contracts. He recommended not putting it in the large construction contracts. The incident that led to this entire conversation is applicable to the Independent Contractor agreements, that does include a wide range of individuals or small groups of individuals, Mr. Rufien discussed and gave examples. He recommended that moving forward, with the Board's guidance, leave it to some discretion of staff as to whether a particular contract needs or benefits from that provision or not. Mr. Rufien suggested to not get into a situation where each one of these contracts are going to need to be brought to the Board first as to whether it needs that provision.

Director Meyer reiterated that with the incident that led to this, would like to see a broader limitation than just open carrying prohibited and agreed that not each one of these needs to be brought to the Board to be resolved. Board discussion ensued.

Regarding prioritization, Director James suggested the contractors providing service in the facilities over that of construction would be where to start, then could go deeper. Mr. Hopp recognized the Board would want to be more inclusive than exclusive with that provision in the contracts.

Mr. Hopp brought to the Board's attention that the District received a referral for the service plan for the Hogback Metropolitan District and discussed. It is their intent to include into the Ken Caryl Ranch Metropolitan District. Staff would have requested inclusion had they intended to not include somewhere, he explained.

Mr. Hopp pointed out the Colorado School of Mines engineering students came up with a plan for a new Hine Lake Pier.

Adding to the report, Mr. Hopp thanked Directors James and Bielkiewicz for attending the mural grand opening at Ridge Recreation Center. Mr. Hopp discussed all of the District's reservoirs are full. Staff are going to reinstitute the Foothills Magazine and plan to have a fall edition.

Mr. Hopp discussed problems at 6th Avenue West pool. Using screen share, he talked about compromised supply lines that go down under the pool and compromised pipe, showing photos. He explained running temporary supply lines would not be a cheap or timely proposition. Staff would probably like to focus efforts on the new project. He suggested asking the designers to pause the design process related to Columbine West because it is planning to be open, and focus efforts on 6th Avenue West pool. There was discussion about accommodations for the Stingrays swim team, Derek Eberhardt elaborated. The Board agreed to move forward with efforts towards 6th Avenue West pool. Mr. Hopp confirmed staff can question the architects, if Columbine West is paused and all efforts focused on 6th Avenue West, how quickly can that process get going.

Mr. Hopp indicated he and Dennis Weiner are meeting with Stifel to kick off the COP process. Based upon the current construction climate and escalating prices, he suggested the District is going to need all of \$30 million, if

RECORD OF PROCEEDINGS

not more, and need direction from the Board that \$30 million is okay to pursue. He reminded the Board of the five projects: Clubhouse, Columbine West, 6th Avenue West, Trails project, and ESCO project. Mr. Hopp confirmed staff can track at least \$30 million at this point in time, and continue to process with the designs for these projects.

IX. DISCUSSION ITEMS:

A. 2020 Audit Report

Dennis Weiner communicated that between January and May of this year, our internal staff analyzed the District's financial statements for 2020. They also worked with our audit firm, Eide Bailly through the audit process. Copies of the audit report were distributed to the Board. Two representatives from Eide Bailly were in attendance to speak about the audit process and financial statements, Paul Kane and Alex Arndt.

Paul Kane said there are no management letter comments to report, no audit adjustments, no audit findings. Using screen share, Mr. Kane summarized the two-page Independent Auditor's Report. He highlighted items in the Management's Discussion and Analysis report and financial statements. Mr. Kane went over the Letter to Governance which is required communication to governance of the Board. He pointed out the General Accounting Standards Board has set thirteen standards that are effective in the next couple of years. The biggest one is leases, Mr. Kane explained.

The Board expressed appreciation for a clean audit.

B. Finance Update

Dennis Weiner reported the financial update through April 30, 2021 as included in the packet. Mr. Weiner spoke about the highlights of the finance update including operating revenues, operating expenditures, net operating loss, non-operating revenue and expenditures. Looking at the bottom line, through April 30th, net revenue was unfavorable to the plan.

C. COVID-19 Update

Using screen share, Mr. Hopp talked about the current mask order, and explained the COVID dial has moved to level clear. He outlined a snapshot showing COVID cases for Jefferson County. Staff are continuing financial mitigation. Funds from the CARES Act have been received which are reimbursements for expenditures directly related to COVID, Mr. Hopp discussed. The District received a grant for the licensed child care program. The Special District Association is continuing to advocate for a portion of federal funds allocated to the state of Colorado, Mr. Hopp explained. An update was provided for status of parks, golf courses, facilities, and programming areas. Mr. Hopp went over the spreadsheet of the financial impact of COVID-19. The impact is tracking and trending better than originally thought.

Given that, Mr. Hopp indicated if things continue in the direction that they are, maybe there is another COVID-19 update in June, then in future meetings the financial impacts could be done as part of the finance update, unless things trend differently.

X. ADJOURNMENT:

The regular meeting was adjourned at 7:32pm. The next regular board meeting will be held at 6pm on Tuesday, June 22, 2021.

Submitted by: Richelle Riley, Recording Secretary



Creating Community, Enhancing Health, Inspiring Play since 1959

DATE: July 27, 2021

MEMO TO: Foothills Board of Directors

FROM: Ronald Hopp, Executive Director

SUBJECT: Part-time Employee Scholarship Award Recipients

The Scholarship Committee would like to thank the part-time 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 **Taylor Legault** who works as an Administrative Assistant in Youth Sports. She is currently studying Communications and Sports/Business Administration at Metro State University with plans to attend Colorado State University in the fall. Taylor plans on a career in Sports Management while staying involved in the community. Taylor helped with the Sports Made Possible program which gives athletes with a disability the opportunity to play sports. She would like to take that experience and her time at Foothills to further her community involvement throughout her professional career.

The second recipient is **Adam Rodriguez** who works as a Sports League Supervisor Lead in Youth Sports as well as a Center Associate in Leisure Services. Adam will be a Sophomore at Loras College working towards a degree in Media Studies and Coaching. He also plays for the Loras College Men's Golf Team and is an Anchor for the school's news station commentating and reporting on the school's athletics and sports events. Adam plans on a career in journalism as an Anchor or Sports Reporter with dreams of one day working for ESPN. He also plans on following in his Dad's footsteps and continue to coach youth throughout his career.

The third recipient is **Luke Vander Horst** who works in Park Maintenance for the Parks Department. Luke attends Dordt University studying Civil and Environmental Engineering. He hopes to one-day work for a small engineering company that services small towns in the Midwest or an engineering company that specializes in nuclear work both at the national and international level. Luke is also a co-captain for his school's Concrete Canoe Club which is a

sub-group of the American Society for Civil Engineers. The club designs and builds canoes entirely from concrete then competes regionally in the Spring.

The fourth recipient is **Nick Selfridge** who works as a Center Associate for the Foothills Fieldhouse. Nick is a Senior at Adams State University and studying Business Management and Accounting and working towards his MBA. He worked for the organization, Western Union Foundation, and helped develop grants and programs for underprivileged individuals who cannot finance their education, home, food or clean water. Nick plans to continue his work with Western Union Foundation and develop other non-profits in the Denver Metro area to help push for tuition assistance programs for Colorado college students.

The fifth recipient is **Parker Blatt** who works as a Referee and Coach as well as a League Supervisor for the Youth Sports Department. Parker is a student at Colorado State University studying Business and Sports Management. He would like to have a career in Sports while staying involved in Youth Sports programs. Parker has a little brother who, immediately after birth, had to have major heart surgery. His brother has since had years of physical therapy, speech therapy and multiple surgical procedures. He saw his brother overcome many challenges and have the opportunity to actively participate in Foothills Youth Sports. Parker wanted to coach youth to be sure that kids with difficulties had the same opportunities as his brother to be a part of a team and play the sport they loved.

We extend our sincerest congratulations to Taylor, Adam, Luke, Nick and Parker. 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



Creating Community, Enhancing Health, Inspiring Play since 1959

DATE: July 27, 2021

MEMO TO: Foothills Board of Directors

FROM: Ronald Hopp, Executive Director

SUBJECT: Certificates of Participation Parameters Resolution

Background Information:

Members of the public and members of the Board have been involved in the many processes to identify capital improvement priorities including the development of the Vision 2030 Master Plan as well as an internal process that evaluated and rated various projects throughout our District. As a result of these processes, staff developed a list of projects to be funded with revenues generated from a bond extension or mill levy extension/conversion, and processes related to an election to ask voters to extend the mill levy commenced.

After conducting a public polling where we tested ballot language for both a bond extension and a mill levy conversion/extension, the decision was made to proceed with a mill levy extension/conversion election in November, 2020. The District conducted the election as part of the Jefferson County Coordinated Election on November 3, 2020. The election resulted in successful passage of the question with over 77% approval. The final vote count resulted in 47,809 in favor, 13,873 opposed.

As a result of the successful election, the District will continue to collect 1.534 mills from households in Sub District A generating up to \$1,962,073 in property tax revenue in 2021 and such additional amounts generated annually thereafter depending on assessed value fluctuations. In 2021, the proceeds are being used on the construction of the pickleball/tennis court complex at Clement Park and the construction of a new ball diamond and other plaza improvements at Easton Regional Park.

In an effort to fund other identified and prioritized capital projects, staff has been communicating with the Board and has received direction to work with our public finance team and bond counsel to develop a debt issue known as Certificates of Participation. The amount previously discussed to issue is \$35 million and will fund the following projects:

- Foothills Golf Course Clubhouse Replacement
- Columbine West Pool Renovation
- 6th Ave West Pool Renovation
- Dutch Creek Trail Extension
- Energy Services Contract (Energy efficiency and mechanical system improvements)

- Other park and facility capital improvements consistent with the Vision 2030 Master Plan if additional funds are available

Staff has contracted for planning efforts on several projects that will be funded by the financed funds and has been incurring costs associated with those planning efforts. At the April 27, 2021 board meeting, the Board approved Resolution No. 21-004, which allows for reimbursement to the District from the COP proceeds for the portion of such capital expenditures incurred or to be incurred subject to the dates outlined in the resolution.

At the June 22, 2021 board meeting, the Board provided direction to staff to pursue \$35 million to fund the identified projects and to finalize all necessary documents to facilitate the issuance of the Certificates of Participation. The debt will be repaid over 20 years with an estimated average annual payment of \$2,091,617. Provided for your consideration at the meeting tonight is Parameters Resolution No. 21-005.

The closing of the Certificates of Participation and receipt of the proceeds is anticipated to occur on September 2, 2021.

Staff recommendation:

The Board of Directors move to adopt the parameters resolution.

MOTION: I move that the Foothills Board of Directors adopt Resolution No. 21-005 authorizing the financing of capital improvements pursuant to a lease-purchase financing with UMB Bank, n.a., as trustee; approving a Site Lease and Lease Purchase Agreement between the District and the trustee; approving an Official Statement; and providing other details and approving other documents in connection with the lease financing.

RESOLUTION NO. 21-005

A RESOLUTION OF THE FOOTHILLS PARK AND RECREATION DISTRICT, JEFFERSON COUNTY, COLORADO, AUTHORIZING THE FINANCING OF CAPITAL IMPROVEMENTS TO DISTRICT FACILITIES PURSUANT TO A LEASE-PURCHASE FINANCING WITH UMB BANK, N.A., AS TRUSTEE; APPROVING A SITE LEASE AND LEASE PURCHASE AGREEMENT BETWEEN THE DISTRICT AND THE TRUSTEE; APPROVING AN OFFICIAL STATEMENT; AND PROVIDING OTHER DETAILS AND APPROVING OTHER DOCUMENTS IN CONNECTION WITH THE LEASE FINANCING

WHEREAS, the Foothills Park and Recreation District, Jefferson County, Colorado (the "District"), is a quasi-municipal corporation duly organized and operating as a special district under the Constitution and laws of the State of Colorado (all capitalized terms used and not otherwise defined herein shall have the respective meanings assigned in the Lease Purchase Agreement and the Indenture (each, defined below)); and

WHEREAS, the District is authorized under Section 32-1-1001(1)(f), Colorado Revised Statutes, as amended ("C.R.S."), to acquire, dispose of and encumber real and personal property, including, without limitation, rights and interests in property, leases and easements necessary to the functions or operations of the District; and

WHEREAS, the Board of Directors of the District (the "Board") has determined that it is in the best interests of the District and its residents to finance certain capital improvements to District facilities (the "Financed Projects") utilizing a lease-purchase financing with UMB Bank, n.a., solely in its capacity as trustee (the "Trustee") pursuant to an Indenture of Trust providing for certificates of participation (the "Indenture"); and

WHEREAS, pursuant to a Site Lease (the "Site Lease") to be entered into between the District and the Trustee (the "Trustee"), the Ridge Recreation Center, located at 6613 S. Ward Street in Littleton, Colorado and Peak Community and Wellness Center, located at 6612 S. Ward Street in Littleton, Colorado (collectively, the "Leased Property") are to be leased on a long-term basis to the Trustee by the District for a lump sum rental payment and, pursuant to a Lease Purchase Agreement (the "Lease Purchase Agreement") to be entered into between the Trustee and the District, such Leased Property is to be leased back by the Trustee to the District; and

WHEREAS, the District will use the lump sum payment it receives under the Site Lease to pay the costs attributable to the Financed Projects; and

WHEREAS, the lump sum rental payment under Site Lease will be funded from the proceeds of Certificates of Participation (the "2021 Certificates") evidencing undivided interests in the right to receive certain revenues, including annual rent, payable by the District under the

Lease Purchase Agreement, which 2021 Certificates are to be delivered pursuant to the Indenture; and

WHEREAS, the 2021 Certificates will be offered for sale pursuant to a Preliminary Official Statement (the “Preliminary Official Statement”) and a final Official Statement (defined hereafter) and the 2021 Certificates are to be initially purchased by Stifel, Nicolaus & Company, Incorporated, Denver, Colorado (the “Underwriter”) pursuant to a Certificate Purchase Agreement (the “Certificate Purchase Agreement”) entered into with the Trustee acting in such capacity under the Indenture and acknowledged by the District; and

WHEREAS, the Lease Purchase Agreement expires on December 31st of any District fiscal year (a “Fiscal Year”) if the Board fails, for any reason, to appropriate sufficient amounts authorized and directed to be used to pay (i) Base Rentals (as defined in the Lease Purchase Agreement) which are scheduled to be paid and (ii) Additional Rentals (as defined in the Lease Purchase Agreement) estimated to be payable in the next ensuing Fiscal Year, and the District’s payment obligation does not constitute a mandatory charge or requirement in any ensuing budget year unless the Board decides to renew the Lease Purchase Agreement by appropriating the necessary such amounts; and

WHEREAS, there have been presented to the District and made available to the Board at or prior to this meeting, among other things, copies of the proposed forms of the Site Lease, the Lease Purchase Agreement, the Indenture, the Certificate Purchase Agreement, the Preliminary Official Statement and the Continuing Disclosure Undertaking of the District (the Continuing” Disclosure Undertaking”) (collectively, the “Leasing Documents”); and

WHEREAS, the Board is desirous of authorizing, approving and directing the execution of the agreements and instruments described above and the transactions evidenced thereby.

THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE FOOTHILLS PARK AND RECREATION DISTRICT, JEFFERSON COUNTY, COLORADO:

Section 1. Lease Financing Authorization. To accomplish the financing of the Financed Projects, the Board hereby authorizes the leasing of the Leased Property to and from the Trustee, in accordance with the provisions of the authorized Leasing Documents and subject to the parameters hereof.

Section 2. Certificate Parameters. The Board hereby approves the Indenture, dated as of the Dated Date, with changes therein, not inconsistent herewith, as are approved by the District Representative (defined hereafter); provided that: the aggregate principal amount of the 2021 Certificates authorized thereby shall not exceed \$35,400,000, the maximum net effective interest rate on the 2021 Certificates shall not exceed 3.00%, the aggregate principal of and interest on the 2021 Certificates maturing in any year during the term thereof (as well as the Base Rentals resulting therefrom) shall not exceed \$2,350,000, and the final maturity of 2021 Certificates authorized thereby shall be not later than December 31, 2041.

Section 3. Consent to Assignment or Sale. The Board hereby acknowledges and approves (i) the execution of the Indenture by the Trustee and (ii) the assignment or sale under

the Indenture of undivided interests in the right to receive certain revenues under the Lease Purchase Agreement.

Section 4. Approval of Leasing Documents. For a period of six months (180 days) from the effective date of this Resolution, the Executive Director or the Director of Finance and Administrative Services, or in the absence thereof, the Chair of the Board (each a “District Representative”), are hereby delegated the authority to determine the final terms and provisions for the financing documents within the parameters established in Section 2 of this Resolution, and in connection therewith, execute the Certificate Purchase Agreement. The Chair and all members of the Board, as well as all other appropriate officers and employees of the District, are hereby authorized and directed to execute and deliver, and to affix the seal of the District to, such documents listed below, in the forms made available to the District, with such changes therein, not inconsistent herewith, as are approved by the District’s general counsel (the execution of such documents by the District shall constitute conclusive evidence of such approval). The documents identified below are in all respects acknowledged, authorized and approved by the Board: (a) the Site Lease; (b) the Lease Purchase Agreement; (c) the Certificate Purchase Agreement; (d) the Continuing Disclosure Undertaking; and (e) all other documents or certificates as are necessary or desirable to finance the Financed Projects, in accordance with this Resolution.

Section 5. Approval of Official Statement and Execution of Miscellaneous Documents. The distribution of the Preliminary Official Statement to prospective purchasers of the 2021 Certificates in substantially the form and with substantially the content presented to the District is in all respects approved, authorized and confirmed. A final Official Statement (the “Official Statement”), in substantially the form of the Preliminary Official Statement with such changes as the District’s officers and agents deem necessary, is in all respects authorized and approved. The Chair of the Board is hereby authorized and directed to sign the Official Statement for and on behalf of the District. The Secretary or, in the absence thereof, the Treasurer is hereby authorized and directed to attest all signatures and acts of any official of the Board or the District in connection with the matters authorized by this Resolution, and to place the seal of the District on the certificates, documents and forms associated with the transactions and other matters authorized by this Resolution. The Executive Director and other officials, employees and agents of the District are hereby authorized to execute and deliver for and on behalf of the District any and all additional agreements, certificates, documents and forms and to perform all other acts that they may deem necessary or appropriate in order to implement and carry out the transactions and other matters authorized or contemplated by this Resolution and relating to the sale or assignment of undivided interests in the right to receive certain revenues under the Lease Purchase Agreement. Without limiting the foregoing, the Chair and all members of the Board, as well as all other appropriate officers and employees of the District, are hereby authorized and directed to take such actions and execute such documents, if necessary, to facilitate and provide for the transfer of remaining legal interests, if any, held by the Foothills Park and Recreation District Building Authority in the Foothills Overall Campus Subdivision, including but not limited to Tract A (on which tract is located The Peak Community Wellness Center and Administration Building) and Tract L (on which tract is located the Ridge Recreation Center).

Section 6. Obligations of the District. No provision of this Resolution, the Site Lease, the Lease Purchase Agreement, the 2021 Certificates, the Certificate Purchase Agreement, the Continuing Disclosure Undertaking or the Official Statement shall be construed as creating or constituting a general obligation or multiple-fiscal year direct or indirect indebtedness or other financial obligation whatsoever of the District nor a mandatory payment obligation of the District in any ensuing fiscal year beyond any fiscal year during which the Lease Purchase Agreement shall be in effect. The District shall have no obligation to make any payment except in connection with the payment of the Base Rentals and Additional Rentals as defined in, and in accordance with, the provisions of the Lease Purchase Agreement.

Section 7. Certificate Insurance. Upon the recommendation of the Underwriter based upon market conditions and the rating on the 2021 Certificates, one or more bond insurers may be requested to submit bids to issue the bond insurance policy in connection with the 2021 Certificates to reduce the amount of the Base Rentals due in connection with the Lease Purchase Agreement. In the event that the District Representative determines, based upon information provided by the Underwriter, that the savings to be realized by the District as a result of the issuance of the bond insurance policy, the District Representative shall be authorized to accept the commitment issued by the bond insurer, including any agreements in the best interests of the District in connection with the issuance of a surety reserve securing the 2021 Certificates. If the 2021 Certificates are issued insured by a bond insurance policy, the officers and employees of the District are hereby authorized and directed to take all actions necessary to cause the bond insurer selected to issue the bond insurance policy in accordance with the commitment, including without limitation, payment of the premium due in connection therewith and entering into any authorizing agreements.

Section 8. Declarations and Findings. Subject to the parameters of Section 2 hereof, the Board hereby determines and declares that the Base Rentals to be payable by the District on an annual basis do not to exceed the fair value of the use of the Leased Property, and that the Purchase Option Price (as defined in the Lease Purchase Agreement) represents the fair purchase price of the Leased Property. The Board hereby determines and declares that the Base Rentals, subject to the parameters of Section 2 hereof, do not exceed a reasonable amount so as to place the District under an economic or practical compulsion to appropriate moneys to make payments under the Lease Purchase Agreement or to exercise its option to purchase the Leased Property pursuant to the Lease Purchase Agreement. In making such determinations, the Board has given consideration to the current market value of the Leased Property, the cost of acquiring, constructing or equipping property similar to the Leased Property, the uses and purposes for which the Leased Property is being and will be employed by the District, the benefit to the citizens and residents of the District by reason of the use of the Leased Property pursuant to the terms and provisions of the Lease Purchase Agreement and the option of the District to purchase the leasehold interest in the Leased Property. The Board hereby determines and declares that the duration of the Lease Purchase Agreement, including all optional renewal terms, authorized under this Resolution, does not exceed the weighted average useful life of the Leased Property.

Section 9. Ratification of Prior Actions. All actions heretofore taken (not inconsistent with the provisions of this Resolution) by the Board or by the officers and employees of the District directed toward the lease purchase financing for the purposes herein set forth are hereby ratified, approved and confirmed.

Section 10. Headings. The headings to the various sections and paragraphs to this Resolution have been inserted solely for the convenience of the reader, are not a part of this Resolution, and shall not be used in any manner to interpret this Resolution.

Section 11. Severability. It is hereby expressly declared that all provisions hereof and their application are intended to be and are severable. In order to implement such intent, if any provision hereof or the application thereof is determined by a court or administrative body to be invalid or unenforceable, in whole or in part, such determination shall not affect, impair or invalidate any other provision hereof or the application of the provision in question to any other situation; and if any provision hereof or the application thereof is determined by a court or administrative body to be valid or enforceable only if its application is limited, its application shall be limited as required to most fully implement its purpose.

Section 12. Repealer. All orders, bylaws, Resolutions, and resolutions of the District, or parts thereof, inconsistent or in conflict with this Resolution, are hereby repealed to the extent only of such inconsistency or conflict.

Section 13. Effective Date. This Resolution shall be in full force and effect immediately upon adoption by the Board.

ADOPTED AND APPROVED this 27th day of July, 2021.

[SEAL]

By _____
Chair

Attest:

By _____
Secretary



Creating Community, Enhancing Health, Inspiring Play since 1959

DATE: July 27, 2021

MEMO TO: Foothills Board of Directors

FROM: Colin Insley, Director of Parks, Planning and Construction

SUBJECT: 2021 Neighborhood Parks Projects Contract

We are moving forward with five park projects as part of the 2017 Mill Levy Neighborhood Park Improvements Projects. The following Parks went out to bid this past month:

- Columbine Hills Park (irrigation replacement)
- Columbine Sports Park (irrigation replacement, installation of a larger water tap)
- Victory Park (basketball court, concrete walk, new trees, playground, picnic tables and trashcans)
- Westbury Greenbelt (irrigation replacement, new trees, concrete walk replacement)
- Westfield Park (irrigation replacement, playground replacement, trees, park amenities, picnic shelter, picnic tables and trash cans)

Staff received three bids for this project:

- Environmental Logistics: \$1,287,215.75
- Richdell Construction: \$1,335,500.00
- T2 Construction: \$1,486,385.00

These bids include the base bid and two add alternates that include tree removal and structural concrete with installation of picnic shelters.

Staff has past work history with Richdell Construction on Phase C at Clement Park and T2 Construction for 2018 Neighborhood Park Projects. Between input from our consultants and lack of response on reference checks, staff was not comfortable with Environmental Logistics, see Architerra letter attached. Our language in the bid documents states:

- A. "Bids will be analyzed on the basis of cost and other considerations. The Owner reserves the right to accept or reject any or all Bids for subsystems in any combination, and to waive or disregard formalities and irregularities as deemed in

the best interest of the OWNER. While cost is primary consideration, it will not be the sole determinative factor. Final determination of compliance with specifications or instructions shall rest solely with the OWNER or OWNER'S REPRESENTATIVE.”

After review of the bids and checking tabulations, staff is recommending awarding the bid to Richdell Construction in the amount of \$1,335,500. A copy of the bid form is attached for your review.

MOTION: I move that the Foothills Board of Directors award the contract for the 2021 Neighborhood Park Improvements Project to Richdell Construction in the amount of \$1,335,500 and authorize the Executive Director to execute the contract documents.



July 20, 2021

Mr. Colin Insley
Director of Parks Planning and Construction
Foothills Park and Recreation District
6612 S. Ward St.
Littleton, CO 80127

Dear Colin,

As we have discussed, both Mike Holweger, Owner/Manager of Applied Design Services and I have had recent experiences working with Environmental Logistics on a couple of projects. Unfortunately, both of us experienced challenges working with Environmental Logistics during these projects. Some of our concerns included damage to existing park features that were noted to be protected, lack of organization, significant delays to schedule, lack of adequate staffing, and lengthy punch-lists as a result of mistakes made during construction or failure to properly follow the plans.

By contrast, our experiences with Richdell Construction over the years have been very good, and we have felt confident in the workmanship and general quality of the work that they have constructed. We have worked with Richdell on several projects, all with different owners, over the last 20 to 30 years and have had similar experiences with them throughout that time.

If you have any questions or would like further detail, please let me know.

Sincerely,

C. Mark Taylor
Principal/Landscape Architect
The Architerra Group

TO: Foothills Park & Recreation District (OWNER)
ATTN: Colin Insley
6612 S. Ward St.
Littleton, CO 80127
Phone: (303) 409-2100

NOTICE: BIDDERS SHALL COMPLETE ALL ITEMS OF COST WHERE INDICATED IN THE BID FORM.

NAME OF CONTRACTOR: Richdell Construction Inc.

PHONE NUMBER: 303 252-0809 DATE: 9 July, 2021

TOTAL BID, BID SCHEDULES ~~A-E~~ A-E

\$ One Million three hundred twenty-six Thousand Two hundred Dollars (\$ 1,326,200⁰⁰ .00).

1. The undersigned Bidder does hereby submit a unit price proposal for the Work to be completed at Columbine Hills Park, Columbine Sports Park, Victory Park, Westbury Greenbelt, and Westfield Park, Jefferson County, Colorado, in accordance with any Instructions to Bidders and other Contract Documents dated 8/21/20 and any project plans or specifications completed by the Architerra Group, Inc. and dated 8/21/20.

A. CONDITIONS OF SUBMITTAL: As a condition of submitting this Bid Proposal, the following conditions apply:

1. Examination of the Project Area and Contract Documents has been completed. Bidder has delivered written notice, if any, to the Owner of any error, inconsistency or omission that the Bidder discovered in the Contract Documents and such errors, inconsistencies or omissions have been resolved to the Bidder's satisfaction prior to the submittal of his Bid Proposal. The Work to be completed is fully understood.
2. This Bid is valid for thirty (30) days from date of the Bid Opening.
3. No person or persons or company other than the firm listed below has any interest whatsoever in this Bid and in all respects this Bid is legal and submitted in good faith without collusion or fraud.
4. All Work shall be completed in accordance with the Contract Documents.
5. Established work schedules shall be strictly adhered to.
6. Requirements of local, state and national laws have been and will be complied with in submitting this Bid and in execution of intended work.
7. Neither the Owner nor the Architerra Group, Inc. will be responsible for any errors or omissions on the part of the Bidder.
8. COMPLETION AND SUBMITTAL OF THIS BID FORM DENOTES THAT BIDDER HAS SECURED OR RESERVED ALL MATERIALS AND THAT SUCH MATERIALS WILL BE READILY AVAILABLE AT THE TIME OF INSTALLATION.
9. This Bid Form must be completed in its entirety to be considered a valid proposal. Incomplete Bid Form will be grounds for elimination of proposal.
10. The person signing this Bid Form is fully authorized to sign on behalf of the submitting firm and binds that firm to all conditions of this Bid Form.

11. Substitution of subcontractors listed herein shall only be with the approval of Owner.
12. DETAILED BID PROPOSALS: The Bidder submits the following proposed prices for all Work as described in the Contract Documents including: all labor, all material, any required licenses and/or permits, use of equipment, transportation and any other facilities as may be required to complete the Work as intended for construction:

Bid Schedule A
Columbine Hills Park Base Bid

Item #	Item	Qty	Unit	Unit Cost	Total Cost
A1	Mobilization	1	LS	\$40,400 ⁰⁰	\$40,400 ⁰⁰
A2	Irrigation system replacement	1	LS	231,000 ⁰⁰	231,000 ⁰⁰

TOTAL FOR BID SCHEDULE A

Two Hundred Seventy-One Thousand, Four Hundred (WRITTEN IN WORDS)
\$271,400⁰⁰ (IN NUMBERS)

Unit price total bid to include Bid Schedule A for all materials and labor needed to construct the project according to the attached plans and specifications. The total bid shall also include bonding and insurance.

Bid Schedule B
Columbine Sports Park Base Bid

Item #	Item	Qty	Unit	Unit Cost	Total Cost
B1	Mobilization	1	LS	\$31,800 ⁰⁰	\$31,800 ⁰⁰
B2	Irrigation system replacement	1	LS	226,000 ⁰⁰	226,000 ⁰⁰
B3	Electrical service	1	LS	1,600 ⁰⁰	1,600 ⁰⁰
B4	Electrical distribution	1	LS	6,600 ⁰⁰	6,600 ⁰⁰

TOTAL FOR BID SCHEDULE B

Two Hundred Sixty-Six Thousand (WRITTEN IN WORDS)
\$266,000⁰⁰ (IN NUMBERS)

Unit price total bid to include Bid Schedule B for all materials and labor needed to construct the project according to the attached plans and specifications. The total bid shall also include bonding and insurance.

**Bid Schedule C
Victory Park Base Bid**

Item #	Item	Qty	Unit	Unit Cost	Total Cost
C1	Mobilization	1	LS	\$46,002 ⁰⁰	\$46,002 ⁰⁰
C2	Traffic control	1	LS	2,500 ⁰⁰	2,500 ⁰⁰
C3	Site preparation and demolition	1	LS	20,000 ⁰⁰	20,000 ⁰⁰
C4	Erosion and sediment control	1	LS	5,000 ⁰⁰	5,000 ⁰⁰
C5	Earthwork	1	LS	7,300 ⁰⁰	7,300 ⁰⁰
C6	Tree protection	1	LS	1,000 ⁰⁰	1,000 ⁰⁰
C7	6" Perforated HDPE pipe	90	LF	30 ⁰⁰	2,700 ⁰⁰
C8	6" Solid PVC pipe	13	LF	21 ⁰⁰	273 ⁰⁰
C9	6" Mitered drain	1	EA	525 ⁰⁰	525 ⁰⁰
C10	Concrete flatwork	5,050	SF EA	11.40	57,570 ⁰⁰
C11	Concrete mowstrip	25	LF	33 ⁰⁰	825 ⁰⁰
C12	Basketball goal	1	EA	5,200 ⁰⁰	5,200 ⁰⁰
C13	Basketball court striping	1	LS	800 ⁰⁰	800 ⁰⁰
C14	Reset park sign	1	LS	500 ⁰⁰	500 ⁰⁰
C15	Relocate bench	1	LS	500 ⁰⁰	500 ⁰⁰
C16	Soil preparation	7,575	SF	0.40	3,030 ⁰⁰
C17	Espresso Kentucky coffeetree	2	EA	520 ⁰⁰	1,040 ⁰⁰
C18	Golden raintree	2	EA	520 ⁰⁰	1,040 ⁰⁰
C19	Bloodgood London planetree	2	EA	500 ⁰⁰	1,000 ⁰⁰
C20	Bluegrass sod	6,300	SF	0.90	5,670 ⁰⁰
C21	Native seed and mulch	1,275	SF	0.10	127.50
C22	Native seed (overseed existing grass)	1,775	SF	0.10	177.50
C23	Rock mulch	160	SF	2 ⁰⁰	320 ⁰⁰
C24	Irrigation system	1	LS	42,600 ⁰⁰	42,600 ⁰⁰

TOTAL FOR BID SCHEDULE C

Two Hundred Five Thousand, Seven Hundred (WRITTEN IN WORDS)

\$205,700⁰⁰ (IN NUMBERS)

Unit price total bid to include Bid Schedule C for all materials and labor needed to construct the project according to the attached plans and specifications. The total bid shall also include bonding and insurance.

**Bid Schedule D
Westbury Greenbelt Base Bid**

Item #	Item	Qty	Unit	Unit Cost	Total Cost
D1	Mobilization	1	LS	\$42,005 ⁰⁰	\$42,005 ⁰⁰
D2	Traffic control	1	LS	2,500 ⁰⁰	2,500 ⁰⁰
D3	Site preparation and demolition	1	LS	6,000 ⁰⁰	6,000 ⁰⁰
D4	Erosion and sediment control	1	LS	4,000 ⁰⁰	4,000 ⁰⁰
D5	Tree protection	1	LS	500 ⁰⁰	500 ⁰⁰
D6	Concrete flatwork	2,750	SF	11.40	31,350 ⁰⁰
D7	Concrete mowstrip	195	LF	33 ⁰⁰	6,435 ⁰⁰
D8	Crusher fines pavement	700	SF	3 ⁰⁰	2,100 ⁰⁰
D9	Reset landscape boulders	15	EA	110 ⁰⁰	1,650 ⁰⁰
D10	Landscape boulders	3	EA	500 ⁰⁰	1,500 ⁰⁰
D11	Reset sign	1	EA	250 ⁰⁰	250 ⁰⁰
D12	Soil preparation	5,200	SF	0.40	2,080 ⁰⁰
D13	Red pointe maple	4	EA	500 ⁰⁰	2,000 ⁰⁰
D14	Espresso Kentucky coffeetree	2	EA	520 ⁰⁰	1,040 ⁰⁰
D15	American hophornbeam	3	EA	520 ⁰⁰	1,560 ⁰⁰
D16	Swamp white oak	2	EA	500 ⁰⁰	1,000 ⁰⁰
D17	Western hackberry	4	EA	500 ⁰⁰	2,000 ⁰⁰
D18	Bluegrass sod	4,200	SF	0.90	3,780 ⁰⁰
D19	Native seed and mulch	1,000	SF	0.10	100 ⁰⁰

D20	Native seed (overseed existing grass)	19,500	SF	0.10	1,950 ⁰⁰
D21	Irrigation system renovation	1	LS	98,000 ⁰⁰	98,000 ⁰⁰

TOTAL FOR BID SCHEDULE D

Two Hundred Eleven Thousand, Eight Hundred (WRITTEN IN WORDS)

\$211,800⁰⁰ (IN NUMBERS)

Unit price total bid to include Bid Schedule B for all materials and labor needed to construct the project according to the attached plans and specifications. The total bid shall also include bonding and insurance.

**Bid Schedule E
Westfield Park Base Bid**

Item #	Item	Qty	Unit	Unit Cost	Total Cost
E1	Mobilization	1	LS	\$52,982 ⁰⁰	\$52,982 ⁰⁰
E2	Traffic control	1	LS	3,500 ⁰⁰	3,500 ⁰⁰
E3	Site preparation and demolition	1	LS	17,000 ⁰⁰	17,000 ⁰⁰
E4	Erosion and sediment control	1	LS	9,200 ⁰⁰	9,200 ⁰⁰
E5	Earthwork	1	LS	32,000 ⁰⁰	32,000 ⁰⁰
E6	Tree protection	1	LS	1,500 ⁰⁰	1,500 ⁰⁰
E7	8" ADS inlet	1	EA	1,500 ⁰⁰	1,500 ⁰⁰
E8	6" Perforated HDPE pipe	85	LF	30 ⁰⁰	2,550 ⁰⁰
E9	6" Solid PVC pipe	62	LF	24 ⁰⁰	1,488 ⁰⁰
E10	6" Mitered drain	2	EA	525 ⁰⁰	1,050 ⁰⁰
E11	Concrete flatwork	2,700	SF	11.40	30,780 ⁰⁰
E12	Concrete flatwork – red	110	SF	28 ⁰⁰	3,080 ⁰⁰
E13	Concrete playground ramp	1	EA	2,200 ⁰⁰	2,200 ⁰⁰
E14	Concrete playground curb	155	LF	76 ⁰⁰	11,780 ⁰⁰
E15	Concrete thickened edge	60	LF	65 ⁰⁰	3,900 ⁰⁰
E16	Grass pavers	520	SF	10 ⁰⁰	5,200 ⁰⁰

E17	Boulder slab seat wall (first row at playground)	42	LF	160 ⁰⁰	6,720 ⁰⁰
E18	Boulder slab seat wall (first row at plaza)	48	LF	160 ⁰⁰	7,680 ⁰⁰
E19	Boulder slab seat wall (second row)	52	LF	160 ⁰⁰	8,320 ⁰⁰
E20	Soil preparation	14,000	SF	0.40	5,600 ⁰⁰
E21	London planetree	3	EA	500 ⁰⁰	1,500 ⁰⁰
E22	Espresso Kentucky coffeetree	1	EA	520 ⁰⁰	520 ⁰⁰
E23	Chinkapin Oak	3	EA	500 ⁰⁰	1,500 ⁰⁰
E24	Greenspire linden	3	EA	500 ⁰⁰	1,500 ⁰⁰
E25	Bluegrass sod	11,500	SF	0.90	10,350 ⁰⁰
E26	Native seed and mulch	2,500	SF	0.10	250 ⁰⁰
E27	Native seed (overseed existing grass)	25,000	SF	0.10	2,500 ⁰⁰
E28	Rock mulch	125	SF	2 ⁰⁰	250 ⁰⁰
E29	Irrigation system	1	LS	133,000 ⁰⁰	133,000 ⁰⁰
E30	Electrical service	1	LS	9,900 ⁰⁰	9,900 ⁰⁰
E31	Electrical distribution	1	LS	2,000 ⁰⁰	2,000 ⁰⁰

TOTAL FOR BID SCHEDULE E

Three Hundred Seventy-One Thousand, three Hundred (WRITTEN IN WORDS)
Dollars
\$371,300⁰⁰ (IN NUMBERS)

Unit price total bid to include Bid Schedule D for all materials and labor needed to construct the project according to the attached plans and specifications. The total bid shall also include bonding and insurance.

TOTAL FOR BASE BID – SCHEDULES A, B, C, D and E

One Million Three Hundred Twenty-Six Thousand, Two (WRITTEN IN WORDS)
Hundred Dollars
\$1,326,200⁰⁰ (IN NUMBERS)

Unit price total bid to include Bid Schedule A, B, C, D and E for all materials and labor needed to construct the project according to the attached plans and specifications. The total bid shall also include bonding and insurance.

**Bid Schedule F - Add Alternate #1
Westfield Park**

Item #	Item	Qty	Unit	Unit Cost	Total Cost
F1	Structural concrete (picnic shelter foundations)	4	CY	\$1,000 ⁰⁰	\$4,000 ⁰⁰
F2	Install 8'x8' shelter	2	EA	2,000	4,000 ⁰⁰

TOTAL FOR ADD ALTERNATE #1

Eight Thousand Dollars (WRITTEN IN WORDS)

\$8,000⁰⁰ (IN NUMBERS)

**Bid Schedule GF - Add Alternate #2
Westfield Park**

Item #	Item	Qty	Unit	Unit Cost	Total Cost
G1	Tree removal	2	EA	\$650 ⁰⁰	\$1,300 ⁰⁰

TOTAL FOR ADD ALTERNATE #2

One thousand, three hundred Dollars (WRITTEN IN WORDS)

\$1,300⁰⁰ (IN NUMBERS)

TOTAL FOR BASE BID (SCHEDULES A, B, C, D and E) AND ADD ALTERNATES #1 and #2

One Million Three Hundred Thirty-Five Thousand, Five (WRITTEN IN WORDS)

\$1,335,500⁰⁰ Hundred Dollars (IN NUMBERS)

Unit price total bid to include Bid Schedule A, B, C, D and E and Add Alternate #1 and Add Alternate #2 for all materials and labor needed to construct the project according to the attached plans and specifications. The total bid shall also include bonding and insurance.

PAYMENT TERMS: Net 30 days

WARRANTY: 1 Year Landscape & Irrigation

BID BOND AND INSURANCE: CBIC

SUBMITTING FIRM: Richdell Construction, Inc.

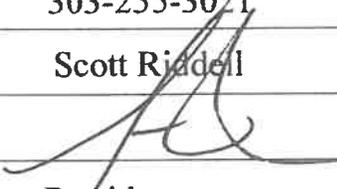
ADDRESS: 7905 W. 120th Ave.

CITY, STATE, AND ZIP CODE: Broomfield, Co 80020

TELEPHONE NUMBER: 303-252-0809

FAX NUMBER: 303-255-3021

PRINTED NAME: Scott Riddell

SIGNATURE AND DATE: 

TITLE: President

B. ADDITIONAL REQUIREMENTS:

1. LISTING OF SUBCONTRACTORS:

NAME	TRADE ADDRESS	PHONE #
Kuhn Construction	Kiowa, CO	303 570-6104
Terra Constructors	Johnstown, CO	970 481-0341

2. **ADDITIONAL COSTS:** When changes in the Work are ordered involving extra cost above the Contract Sum and when such work has been approved by the Owner in writing and the cost of said extra work cannot be priced by using unit prices noted in this Bid Form, the Contractor and Owner shall determine any change by mutual, good faith agreement based upon reasonable costs and relationship to above listed prices.
3. **CONSTRUCTION TIME SCHEDULE:** The Bidder is aware of the Construction Time Schedule, to start the Project on or about August 2, 2021, and to complete the Project by April 8, 2022, and agrees to execute the Work within this time schedule if awarded the Contract. Weather days will be allowed upon approval by Owner.
4. **UNIT PRICES:** For additions or deletions to the Contract, the above listed unit prices shall be applicable for the specific items listed. Prices shall be complete in place, including materials and installation (i.e., fittings, etc.) and anything incidental to the proper installation as specified.

- (A) The Contractor agrees that for requested and/or required changes in the scope of Work, the Contract Sum shall be adjusted in accordance with the above unit prices.
 - (B) Contractor is advised that the unit prices will enter into the determination of successful Bidder. Unreasonable prices may result in rejection of the entire Bid Proposal.
 - (C) The unit prices listed shall be those unit prices that will be charged or credited for labor and or materials regardless of the total number of units and/or amount of labor required for added or deleted work.
5. WARRANTY: Contractor should note the variable warranty:
- (A) Landscape/irrigation work - ONE YEAR.
 - (B) ALL OTHER WORK, including concrete/asphalt paving - TWO YEARS.
6. SUBMITTAL DATA: Bidder agrees to the following conditions:
- (A) The proposed Bid is a lump sum price for all Work.
 - (B) The Owner will enter into contractual agreement only if all conditions of the Contract Documents are met by Bidder.
 - (C) Provided unit prices will apply if Owner desires certain additional work.
 - (D) Receipt of the following Addenda to the Contract Documents is acknowledged:

ADDENDUM NUMBER	DATE
One	6 July 2021
Two	6 July 2021

The Bidder has taken the Addenda into full consideration in submitting his Bid Proposal.

7. SUPPLEMENTAL IRRIGATION UNIT PRICES

The following prices are intended to be the basis for additions or deletions to the irrigation work, if required. Should the undersigned bidder be required to perform work other than that shown on the submitted proposal, an additional sum will be paid to the contractor or shall be credited to the Owner on the basis of the unit prices quoted below. Such prices shall be the sum total compensation for items complete and in place, self-contained and fully operational.

SUPPLEMENTAL IRRIGATION MODIFICATION AND REPLACEMENT BID SCHEDULE:

<u>ITEM DESCRIPTION</u>	<u>BID PRICE</u>
a. Pot hole utilities	<u>\$250⁰⁰ /EA</u>
b. Pot hole irrigation	<u>250⁰⁰ /EA</u>
c. Tree protection fence	<u>3.50 /LF</u>
d. Cut and cap existing secondary pipe	<u>30⁰⁰ /EA</u>
e. Tie on and refeed secondary pipe	<u>30⁰⁰ /EA</u>
f. New 2" HDPE mainline with electro fusion fittings	<u>13⁰⁰ /LF</u>
g. New 3" HDPE mainline with electro fusion fittings	<u>21.25 /LF</u>
h. New 4" HDPE mainline with electro fusion fittings	<u>30⁰⁰ /LF</u>
i. New two wire path valve control wire cable with splice kits	<u>1⁰⁰ /LF</u>
j. New 1" electric control valve with decoder	<u>880⁰⁰ /EA</u>
k. New 1.5" electric control valve with decoder	<u>1,000⁰⁰ /EA</u>
l. New 2" electric control valve with decoder	<u>1,160⁰⁰ /EA</u>
m. New 3" sleeving installed in open trench	<u>8⁰⁰ /LF</u>
n. New 4" sleeving installed in open trench	<u>14⁰⁰ /LF</u>
o. New 6" sleeving installed in open trench	<u>16⁰⁰ /LF</u>
p. New 8" sleeving installed in open trench	<u>30⁰⁰ /LF</u>
q. New 3" sleeving installed by directional boring	<u>21⁰⁰ /LF</u>
r. New 4" sleeving installed by directional boring	<u>25⁰⁰ /LF</u>
s. New 6" sleeving installed by directional boring	<u>34⁰⁰ /LF</u>
t. New 8" sleeving installed by directional boring	<u>50⁰⁰ /LF</u>
u. New CL-200 PVC secondary pipe 2.5"	<u>5.36 /LF</u>
v. New CL-200 PVC secondary pipe 2"	<u>4.48 /LF</u>
w. New CL-200 PVC secondary pipe 1.5"	<u>3.89 /LF</u>
x. New CL-200 PVC secondary pipe 1"	<u>3.02 /LF</u>
y. Rain Bird 5006 series gear drive rotary heads with swing joint	<u>125⁰⁰ /EA</u>
z. Rain Bird 8005 series gear drive rotary heads with swing joint	<u>150⁰⁰ /EA</u>
aa. Rain Bird 1806 series pop-up spray heads with swing joint	<u>36⁰⁰ /EA</u>
bb. Tree bubbler assemblies with RWS canisters	<u>50⁰⁰ /EA</u>

THE UNDERSIGNED BIDDER HEREIN SUBMITS THIS PROPOSAL AS COMPLETED:

Firm: Richdell Construction, Inc.

Address: 7905 W. 120th Ave. Broomfield, CO 80020

Submitted by: Scott Riddell

Signature: _____

Typed/Printed Name: _____

Title: President

7/1/21





Creating Community, Enhancing Health, Inspiring Play since 1959

DATE: July 27, 2021
MEMO TO: Foothills Board of Directors
FROM: Ronald Hopp, Executive Director
SUBJECT: Executive Director's Report

Please welcome the new staff who have started working for the District and also please welcome back our rehired staff! We are excited to have them as part of our team!

<u>Name</u>	<u>Department</u>
Morrigan Adams	Ridge Pool
Ashley Amwoza	Edge Ice Arena
Zane Aplanalp	Ridge Pool
Julia Banister	Gymnastics
Kaitlyn Barrett	Edge Ice Arena
Christopher Belew	Ridge Pool
Jacob Bowen	Ridge Pool
Andrea Brenstrom	Ridge Pool
Caroline Burger	Ridge Pool
Anthony Capraro	Ridge Pool
Rory Carroll	Ridge Pool
Harris Chaudhry	Ridge Pool
Blake Damron	Day Camp Dutch Creek
Isaac Denbraber	Ridge Pool
Thomas Dodge	Sports Specialty Programming
Liv Flanagan	Ridge Pool
Colt Galloway	Urban Park Maintenance
Lukas Garza	Youth and Middle School Sports
Rebecca German	Edge Ice Arena
Gina Gersabeck	Ridge Pool
Finn Gilbert	Ridge Pool
Calvin Gilmer	Ridge Pool
Jackson Gilmer	Ridge Pool
Alaina Haussler	Ridge Pool
Thomas Herman	Ridge Pool
Adrienne Hodge	Fieldhouse Summer Sports
Sophia Holmstedt	Climbing Wall
Camden Hornor	Lilley Gulch Camp Hoppers
Marquez Ignatius	Meadows Course Maintenance

Jacob Knoll	Urban Park Maintenance
Micah Kortenhoeven	Youth and Middle School Sports
Alexa LaGrange	Ridge Pool
Ann Loyd	Ridge Pool
Preston Lux	Ridge Pool
Jamie Mathews	Clement Park Turf Maintenance
Giselle Medina	Ridge Pool
Evan Morrison	Ridge Pool
Mark Neu	Youth and Middle School Sports
Bryce Nichols	Ridge Pool
Abigail Pattison	Lilley Gulch Camp Hoppers
Scott Pemberton	Foothills Course Maintenance
Bailey Pradhan	Urban Park Maintenance
Skyler Pradhan	Urban Park Maintenance
Ryan Riegel	Ridge Pool
Nathaniel Ruckel	Ridge Pool
Kathleen Schreiner Fassioli	Ridge Pool
Diego Sena	Ridge Pool
Jenna Shipp	Gymnastics
Hannah I Smith	Ridge Pool
Zachary Szabo	Ridge Recreation Center
Maven Theibault	Ridge Pool
Ella Thomas	200553 Gymnastics
Benjamin Vanourek	Ridge Pool
Micah Wakefield	Ridge Pool
Zachary Walker	Ridge Pool
Holden Wickes	Sports Specialty Programming
Kyrianna Wright	B/A Normandy
Ian Zaccaro	SAC Batting Cages
Gabriel Zinser	Ridge Pool
Brittany DeHerrera	Youth Sports Coach/Official
Alexa Reed	CARA Coach
Mekinsey Sage	Lifeguard
Alexis Himelright	Ridge Pool
Ashley Dale	Ridge Pool
Brent Showers	Penalty Box
Bryce Montes	Youth and Middle School Sports
Danielle Hutchison	Penalty Box
Ethan Sheehan	Ridge Pool
Ethan Swaim	Lilley Gulch Camp KOTM
Julia Papaianache	Ridge Pool
Katherine Parker	Ridge Pool
Kathryn Edwards	Clement Park Splash Pad
Kyla Quinlan	Ridge Pool
Liv Flanagan	Ridge Pool
Matthew Richardson	Sports Specialty Programming
Parker Jones	Ridge Pool
Parker Lovely	Ridge Pool
Quintin Morton	Foothills Course Maintenance
Stephen Jones	Sports Specialty Programming

Taylor G Blake
Zane Aplanalp
Taylor Biffinger
Pamela Shanahan
Michael Harrison
Richard Yale
Brady Stambaugh
Abigail Stilwell

Ridge Pool
Ridge Pool
Ridge Camp KOTM
Wellness
Lilley Gulch Camp KOTM
Penalty Box
Sports Specialty Programming
Ridge Camp KOTM

The Management Team, Human Resources and Marketing have gone to meeting virtually once per week to discuss COVID-19 related and other operational issues.

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, 2021.

We were contacted by a representative from Jefferson County Health Department to see if we would allow vaccination sites in our parks throughout the District. We worked with them to identify sites that had activities. Below is an email that we received after a weekend earlier in July that outlines the sites and activities that they targeted, as well as the turnout they received. We are continuing to work with them to identify sites and events where they can have vaccine clinics.

Email from Jefferson County Public Health:

Thank you so much for allowing JeffCo PH to be present at the Foothill P&R events this past weekend. I wanted to share with you how each event went with number of vaccines administered so you are aware:

- *Concerts in Clement Park Thursday= 3 vaccines*
- *Adult Softball League at Clement Friday= 0 vaccines*
- *Youth Soccer at Easton Saturday= 1 vaccine*
- *Youth Baseball at Schaefer= 2 vaccines Saturday, 2 vaccines Sunday*
- *Total= 8 vaccines at Foothills events 7/8-11*

Overall, not too many vaccines but we absolutely appreciate the awareness and the fact that we were able to inoculate a few folks. Moving forward, we are interested in reaching out to the public pools with Foothills and will continue to circulate in the community at businesses and parks and of course at Special Olympics on 8/7.

Let me know if you have any feedback or suggestions for mobile COVID-19 vaccine clinics at other events this summer.

I attended a virtual meeting hosted by Jefferson County Open Space that included all of the Jefferson County Park and Recreation Directors. JCOS provided updates on their trail grant program as well as information related to fee schedules and Open Space recognition guidelines.

Dennis Weiner and I have been working with Stifel Public Finance and Kutak Rock to review and update all of the COP documents in anticipation of the consideration by the Board of the parameters resolution, and the subsequent procedures to issue the Certificates of Participation.

Dennis Weiner, Colin Insley and I met with representatives from the Kipling Villas Homeowner Association Board. The Kipling Villas subdivision is located in Sub-District B and will be paying off the 2002 bond approved by the residents of Sub-District B for greenbelt improvements in 2022. The Kipling Villas HOA Board is interested in exploring the feasibility of an election to continue the mill associated with the Bond debt to fund future capital and maintenance improvements to the greenbelt without raising taxes. Parks staff will be meeting with Kipling Villas' representatives to review the original masterplan and future improvements as a first step in the process. Since this would be an election run by the District, the Board would need to authorize all aspects of the election. In our preliminary discussions, the preference of the members of the HOA is to hold the election in May, 2022. The District will potentially be holding elections for members of the Board of Directors for three Wards during that same time frame. Representatives from the Kipling Villas HOA are interested to learn if the members of the Board are receptive to holding this election to extend/convert the mills associated with Sub-District B to continue to improve the greenbelts in the Kipling Villas area.

During the June meeting, there was discussion related to potentially adding the prohibition of concealed carry weapons to the District's existing policy prohibiting open carry of any firearm in our parks, trails and facilities. As a result of that, there has been some fairly extensive contact via email and phone calls from members of the public seeking more information or providing feedback about this policy consideration. Additionally, some news articles have been published about this, and also the Board and I received a letter from the Jefferson County Sheriff who weighed in on the policy consideration to help clarify the role that the sheriff's office would play, or not play, in the enforcement of a policy if enacted. I have attached a copy of the letter to this report. Staff is seeking guidance about if and when this item should appear on the agenda for further consideration. It has been communicated to individuals who have contacted the District that the item is tentatively being considered as an agenda item at the August 24, 2021 board meeting.

The Arts Department hosted its first outdoor pottery sale on Saturday, July 17th at the Amphitheater in Clement Park. After canceling our spring indoor sale due to the restrictions that were in place at the time, we created this new summer sale based on the response to the community's interest in our pottery sales as well as the students and staff's interest in hosting a sale. We started planning it in late spring and picked the outdoor location and individual artist booth layout to accommodate the restrictions that were in place before May. This new format, layout and location was a huge success! We brought in a total of \$3,313 in a one-day sale which surpassed the total sales of the Spring 2019 two-day sale at the Ridge. We plan to make the summer outdoor pottery sale a new annual event.

At the last board meeting, we informed the Board that we were going to conduct a water tight test of the lap pool at 6th Avenue West. We have conducted this test and have determined that it is water tight and is sufficient to reuse once refurbished as part of the renovation project. As a result of this determination, the design team has continued to evaluate our options in an effort to finalize the concepts. We also received excellent feedback from both the 6th Avenue West and Columbine West neighborhoods, and are utilizing this information to help us finalize the concepts for both pools.

Barb Butler, Colin Insley and I met with John Turtle, who is looking to start a bicycle team for mountain bikes and cyclocross and is also interested in developing a site. We discussed the feasibility of possible sites that may be suited for a track and types of programming. Mr. Turtle will be putting together a summary of his thoughts and presenting possible locations for our review.

On Sunday, July 18th, Columbine West Pool hosted the Foothills Swim Association's league meet for the 6th Ave West Stingrays Swim Team. The Stingrays Swim Team is a member of the Foothills Swimming Association. This league is home to 10 teams:

- Applewood Athletic Club (AAC)
- Applewood Knolls (AK)
- Columbine Knolls Swim Team (CKST)
- Golden Marlins (GOLD)
- Genesee (GEN)
- Green Mountain Swim Club (GM)
- Mount Vernon Country Club (MVCC)
- 5 Parks
- Stingrays (STING)
- Wheat Ridge Swim Team (WR)

In preparation for the meet, Foothills installed six new starting block anchors to accommodate the starting blocks from 6th Ave. We alerted the Columbine West community in Next Door; used social media to announce the one-day closure for this event; developed coupons for complimentary admission to Deer Creek, Weaver Hollow and Ridge Pools for patrons unaware of the event; and provided maps and schedules for the pools. The entire park site and pool were used for staging, tents, concessions and spectators. The meet was run efficiently and wrapped up by 2:30pm. This allowed us to open the pool for the community until 5pm. 'Amazing', 'Awesome', 'Pool is Great' were some of the words to describe the meet. Thank you to all of the aquatic staff and facility maintenance for making this last minute location a reality!

Our All Day and Part-time Preschool Programs applied for, and received, a grant from the Colorado Shines Quality Improvement fund. This grant provides licensed programs with a coach who works with teachers and administrators to help support programs in making improvements regarding the quality of care that is offered to the community. The grant also offers some financial support to go towards professional development or classroom enrichment opportunities. This year our Ridge and Lilley Gulch programs received \$1,700 each (for a total of \$3,400) to spend on quality improvement. We are excited for this opportunity and look forward to using the resources to support our programs.

I had a meeting with George Stieduhaur, President of the Littleton Hockey Association, to touch base on our current contract and generally discuss how things are going with our respective agencies.

As was discussed and approved at the June board meeting, the District applied for a grant with the State of Colorado to install a solar array on the east room of the Edge Ice Arena. Terry Green, Dennis Weiner and I participated in a virtual meeting with the administrators of the grant program to answer questions related to the application. We do not know the outcome of the application yet but we are hopeful for a successful outcome.

Colin Insley and I met with Tom Hoby, the Director of Jefferson County Open Space and Rachel Brenna, the Jefferson County Open Space Trails Coordinator to discuss our proposal to apply for a grant for funding for the Dutch Creek Trail extension. Colin Insley, Sean Kitners, Sarah McAfee and I

had previously met with Dean Pearson, from, The Architerra Group, to review requirements for the Jefferson County Open Space Trails Grant. The grant is due in September and staff will be applying for funding of the Dutch Creek Trail. Dean Pearson is helping with cost estimates and mapping.

Tom Woodard and I had a meeting with Adolfsen & Peterson Construction to discuss the Foothills Golf Course Clubhouse project and where we were with the design process. They had reached out to us to learn more about the project. One of the scenarios that we discussed to potentially use with this project would be to contract for Construction Manager/General Contractor (CM/GC) services. This would entail issuing a RFQ for these services from qualified firms and they would work with the District and Design throughout the design process by providing best construction practices and cost estimating to the process. Once the project is designed, they would serve as the general contractor for the construction project. Several of our facilities have been contracted this way including the Ridge Recreation Center and the Edge Ice Arena. Additionally, the design firm has indicated that they would prefer to work in this model as it allows for greater and more transparent interaction between the design team and a general contractor and should result in an efficient and predictable construction project. The alternative is to design the project and bid the project, as is what is typically conducted for smaller scale projects. With this approach, you have an estimate of the costs but don't truly know the market costs until it is competitively bid. We are seeking board feedback on this approach and if there is concurrence from the Board, we will issue a RFQ for CM/GC services. If the Board is interested in this approach, we would also consider the same contracting mechanism for the two pool projects as well. Given the volatility of the construction market, it would be beneficial to have a general contractor as a member of the teams for these projects.

The Roxborough Metropolitan District has been conducting feasibility studies to potentially build a new recreation center in their community. I reached out to the District Manager with their management company to inquire about the facility. They are in the final stages of determining some concepts and some cost estimates and then they would plan to determine if they would ask the voters to approve a bond to provide the funds to build the facility. I offered whatever help the District could provide and she indicated that they would likely be in touch in the future.

We have had a few virtual meetings with representatives from Mesa View Estates to discuss some potential funding mechanisms to address capital needs in Estates Park. We are getting closer to some terms which may require amending the maintenance agreement and would potentially include an addendum. This would require Board approval from both Foothills and the HOA Board.

I had a meeting with Commander Michael Daly, Jeffco Sheriff's Office, who has been promoted to the south precinct and wanted to meet to introduce himself and to talk about areas of concern in the District. We have a good working relationship with the Jefferson County Sheriff's office and I am confident that working with Commander Daly will help continue this positive association.

I participated in a conference call with Ann Terry, with the Special District Association, where the American Recovery Plan Act was discussed.

In an effort to assist agencies and businesses to always be prepared, the Jefferson County Sheriff's Office (JCSO) is offering active shooter training that provides tips and techniques for increasing the chances of survival during an active shooter situation. We have coordinated with JCSO to provide this training for staff. The training will provide participants with knowledge on how to prepare for and respond to active shooter crisis situations. The training will address the concepts of run, hide, fight and the factors associated with each decision. All employees are invited to attend.

We are having an End of Summer Picnic on Thursday, August 5, 5 – 9pm at Clement Park – pavilions M and N (west side of the park). There will be food, drinks, games and music. Board members and your families are welcome to attend! There is a concert that night, so bring lawn chairs and enjoy the evening! See invitation attached. RSVP Mary Clouse by July 30, 2021: mclouse@fhprd.org.

As a reminder, an updated Capital Projects report is included in the packet.

The quarterly reports have been included in the packet and there will be no presentations by the various departments. There is a lot of excellent information in the reports. If you have any questions on any of the information, please let us know.

IGA MONTHLY FACILITY/CLASS/GOLF USAGE

2021														
AGENCY	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL	
Bowles Metro	725	543	446	592	560	272							3,138	
Normandy Estates	172	69	148	253	108	87							837	
Plains Metro	25	5	17	0	25	105							177	
Roxborough Village	1,147	1,197	890	2,138	1,565	1,903							8,840	
TrailMark	861	649	642	1,712	764	1,215							5,843	
Vintage Reserve HOA	80	35	58	396	54	336							959	
Monthly Totals	3,010	2,498	2,201	5,091	3,076	3,918	0	0	0	0	0	0	19,794	
													19,794	



July 15, 2021

TO: Foothills Park & Recreation District - Board of Directors

CC: Ron Hopp, Executive Director

It has recently come to my attention that Foothills Park & Recreation District's Board of Directors is considering enacting a resolution to ban the carry of concealed handguns on Foothills' property. I understand this proposal is in its early stages and that it will be a topic of further discussion at the August 24 board meeting, to allow for additional input from your membership and the community at large. I submit this letter to be considered in your decision making process.

Senate Bill 21-256 allows special districts to enact a resolution or rule that prohibits lawfully permitted individuals from carrying a concealed handgun in a building or area under direct management of the district. I have substantial concern in taking action against an individual who is otherwise acting in a legal and proper manner. Additionally, such a resolution or rule "may only impose a civil penalty for a violation and require the person to leave the premises." The law is clear that for special districts, a violation is a civil offense and not a criminal offense; therefore, my office will not enforce a resolution or rule that would ban a lawfully permitted individual from carrying a concealed handgun on Foothills' property. Rather, Foothills would be solely responsible for enforcement of a resolution or rule, if enacted.

SB 21-256, and subsequent resolutions or rules enacted from it, will only serve to confuse law abiding members of the public who travel through or visit various jurisdictions. Community members should not be prevented from protecting themselves and their families as they travel throughout different areas within our communities. I am, and always will be, a proponent of responsible gun ownership. I will continue to promote safe gun carrying practices and continuing education for our citizens who lawfully possess handguns.

The role of the sheriff is to keep the peace and to protect individual liberties. It is imperative that our resources remain available for responding to allegations of criminal activity.

JEFF SHRADER, SHERIFF



Be assured that the Jefferson County Sheriff's Office remains committed to a strong partnership with the Foothills Park & Recreation District to ensure that, like the entirety of Jefferson County, it remains a safe place for all people to learn, work and play.

Respectfully,

Sheriff Jeff Shrader

JEFF SHRADER, SHERIFF

Foothills Park & Recreation District

END OF SUMMER PICNIC

Bring your family to celebrate the end of summer!

Thursday August 5, 2021 5pm-9pm

Clement Park - Pavilions M&N (west side of park)

There will be food, drinks, games and music

Bring a blanket or camping chair to enjoy the

Michael Friedman Band concert at 7pm

Please RSVP with the number of family attending

**RSVP MARY CLOUSE BY 7/30/2021
MCLOUSE@FHPRD.ORG**

Mary Clouse
Human Resources Assistant
Foothills Park & Recreation District
mclouse@fhprd.org
(P) 303.409.2180



Creating Community, Enhancing Health, Inspiring Play since 1959

DATE: July 27, 2021
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, 2021 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 6/30/2021**

Total Year-to Date Operating Revenue:

Total District Year-to-Date Operating Revenues are \$6,784,381 versus budget of \$7,982,122 or \$1,197,741 lower than planned due to the following:

- Admission Fee Revenues were \$4,667,000, which was \$1,299,778 unfavorable to plan.
 - Leisure Services admission fees were \$1,592,402 lower than planned driven by operating restrictions related to the coronavirus pandemic. Admission fees in all Leisure Services departments were lower due to the restrictions, but the most significant negative variances were seen in Children's Programs, District Athletics and Aquatics, which were lower than plan by \$857,947, \$360,814 and \$106,641, respectively.
 - Golf admission fees, including Golf Development and Improvement Fund revenue, were higher than plan by \$430,338 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 over the first half of the year.
- Rentals were \$1,614,619, which was better than plan by \$112,305 resulting from higher than planned cart rentals at both of the District's golf courses and higher youth hockey ice rental revenue at the Edge Ice Arena, which was higher than budget by \$67,143. These favorable variances were partially offset by lower facility, field and shelter rentals throughout the District due to pandemic related operating restrictions.
- Revenue from Concessions and Other Contracts was lower than planned by \$30,638, driven by lower sales at the Foothills Fieldhouse Concession stand and the Penalty Box resulting from pandemic related operating restrictions.

Total Year-To-Date Operating Expenditures:

Total District Year-to-Date Operating Expenditures are \$9,987,365 versus budget of \$11,215,501 or \$1,228,136 less than planned due to the following:

- Salaries and Wages expenditures were better than plan by \$549,452 mainly because of lower than planned part-time wages in Leisure Services resulting from continuing operating restrictions related to COVID-19 and lower than planned part-time wages in Parks, Golf and Leisure Services related to challenges experienced in recruiting for open part time positions.
- Personnel expenditures were \$59,523 lower than planned resulting from lower than planned worker's compensation insurance related to lower staff levels, lower health insurance expenditures due to changes in employee enrollment and lower than budgeted discretionary 401(k) contributions.

- Supplies expenditures were \$257,606 lower than budgeted due to lower levels of supply purchases in Leisure Services resulting from pandemic related operating restrictions and the timing of supply purchases in Parks and Golf versus when budgeted.
- Purchased Services were \$1,198,683, which was better than planned by \$364,362 because of lower expenditures related to production and sending of the District magazine and lower purchased services in all Leisure Services departments resulting from COVID-19 restrictions.

Net Operating Revenue/Loss:

Net Operating Loss was \$3,202,984 compared to a planned Net Operating Loss of \$3,233,379, or \$30,395 better than plan, driven by pandemic related operating restrictions, which limited activity in all Leisure Services departments.

Non-Operating Revenue and Expenditures:

Net Non-Operating Revenue was \$10,894,421, which was \$14,008 favorable to plan primarily due to the following:

- Other Income was \$256,339 better than budget due to unplanned funding received from the State of Colorado under the Child Care Relief Grant program and reimbursements for COVID-19 related expenditures under the Coronavirus Relief Fund.
- Specific Ownership Taxes were \$38,443 lower than planned because of a lower than planned allocation of tax collected from vehicle registrations within the County.
- Conservation Trust Fund Revenues from lottery sales were \$57,760 better than planned.
- Contributions and Grants were lower than budget by \$32,030 mainly due to lower than budgeted levels of Red, White & You sponsorships and vendor rentals.
- Property Tax Revenue was \$218,313 lower than planned because of slower collection of property taxes by the County than anticipated.
- Investment income was lower than planned by \$11,041 due to lower than planned yields on invested balances.

Net Revenue/Expenditures:

As a result, through June 30, 2021, Net Revenue was \$7,691,437, which was better than plan by \$44,403 because of better than expected revenue from COVID-19 related Grants and expenditure reimbursement programs and better than budgeted Net Operating Loss, partially offset by lower Property Tax Revenue.

Foothills Parks & Recreation District
Summary of All Units
Wednesday, June 30, 2021

	June			YTD			2021			2020 YTD
	2021	2021	Fav/(Unfav)	2021	2021	Fav/(Unfav)	Original	Remaining	%	
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Budget	Completed	
OPERATING REVENUES										
Admission Fees	\$1,495,945	\$1,663,415	(\$167,471)	\$4,667,000	\$5,966,778	(\$1,299,778)	\$12,063,371	\$7,396,371	38.69%	\$3,725,751
Rentals	406,432	345,357	61,075	1,614,619	1,502,314	112,305	3,022,133	1,407,513	53.43%	894,709
Merchandise Sales	66,537	60,066	6,471	198,886	201,050	(2,164)	497,475	298,590	39.98%	92,157
Concessions and Other Contracts	75,812	65,141	10,671	252,389	283,027	(30,638)	561,232	308,842	44.97%	157,153
Other Revenue	14,090	10,049	4,041	51,486	28,953	22,533	63,862	12,376	80.62%	80,455
TOTAL OPERATING REVENUES	2,058,815	2,144,028	(85,213)	6,784,381	7,982,122	(1,197,741)	16,208,073	9,423,692	41.86%	4,950,225
OPERATING EXPENDITURES										
Salaries and Wages	1,188,317	1,313,940	125,623	5,308,455	5,857,907	549,452	11,893,988	6,585,533	44.63%	4,616,310
Personnel	241,519	223,051	(18,468)	1,357,102	1,416,625	59,523	2,558,751	1,201,649	53.04%	1,180,107
Supplies	271,992	251,764	(20,228)	1,178,220	1,435,826	257,606	2,545,551	1,367,331	46.29%	908,817
Purchased Services	229,550	307,926	78,377	1,198,683	1,563,045	364,362	2,900,540	1,701,857	41.33%	1,142,602
Utilities	271,897	242,019	(29,878)	807,416	807,428	12	1,951,106	1,143,691	41.38%	848,172
Insurance	22,466	22,445	(21)	135,676	134,671	(1,005)	269,341	133,666	50.37%	151,144
Other Expenditures	425	-	(425)	1,814	-	(1,814)	-	(1,814)	0.00%	(30)
TOTAL OPERATING EXPENDITURES	2,226,166	2,361,146	134,981	9,987,365	11,215,501	1,228,136	22,119,277	12,131,912	45.15%	8,847,122
NET OPERATING REVENUE/(EXPENDITURES)	(167,350)	(217,118)	49,768	(3,202,984)	(3,233,379)	30,395	(5,911,204)	(2,708,220)	54.18%	(3,896,898)
NON-OPERATING REVENUE										
Fund Balance	-	-	-	43,092	46,592	(3,500)	4,740,938	4,697,846	0.91%	20,000
Property Taxes Collected to Pay GO Bonds	32,450	32,450	0	110,658	110,656	2	112,102	1,444	98.71%	2,041,140
Property Taxes Collected for Operations	3,620,866	3,767,133	(146,267)	12,627,959	12,846,273	(218,315)	13,014,143	386,185	97.03%	10,671,821
Specific Ownership Taxes	(4,085)	75,674	(79,759)	405,342	443,775	(38,433)	943,795	538,453	42.95%	448,952
Conservation Trust	172,381	125,640	46,742	309,039	251,279	57,760	502,558	193,519	61.49%	239,126
Contributions and Grants	3,602	7,200	(3,598)	34,267	66,297	(32,030)	68,647	34,380	49.92%	347,146
Investment Income	2,183	3,792	(1,609)	13,725	24,766	(11,041)	48,026	34,301	28.58%	63,161
QEBC Interest Expense Subsidy	-	-	-	-	9,658	(9,658)	19,316	19,316	0.00%	13,464
Gain/(Loss) on Investments in Bergen	(7,881)	-	(7,881)	(7,881)	-	(7,881)	-	7,881	0.00%	(7,881)
Gain/(Loss) on Sale of Capital Assets	-	-	-	4,173	-	4,173	-	(4,173)	0.00%	-
Other Income	350	-	350	256,339	-	256,339	-	(256,339)	0.00%	10,389
TOTAL NON-OPERATING REVENUE	3,819,866	4,011,888	(192,022)	13,796,713	13,799,296	(2,583)	19,449,525	5,652,812	70.94%	13,847,318
NON-OPERATING EXPENDITURES										
Grant Expenditures	4,040	31,918	27,878	31,541	58,129	26,588	144,785	113,244	21.78%	101,536
Facilities & Equipment Repairs and Replacements	239,264	239,264	-	2,323,527	2,323,527	-	11,380,566	9,057,038	20.42%	2,159,699
Debt Payments	-	-	-	52,500	52,500	-	1,235,700	1,183,200	4.25%	49,000
Interest Expense	-	-	-	287,505	287,522	18	574,326	286,822	50.06%	355,017
Other Expenditures	57,486	57,644	157	207,219	197,204	(10,015)	202,944	(4,275)	102.11%	174,623
TOTAL NON-OPERATING EXPENDITURES	300,790	328,826	28,035	2,902,292	2,918,883	16,591	13,538,320	10,636,029	21.44%	2,839,875
NET REVENUE/(EXPENDITURES)	3,351,725	3,465,944	(114,219)	7,691,437	7,647,034	44,403	0	(7,691,437)		7,110,546
TOTAL REVENUE	5,878,681	6,155,916	(277,235)	20,581,094	21,781,418	(1,200,324)	35,657,598	15,076,504	57.72%	18,797,543
TOTAL EXPENDITURES	2,526,956	2,689,972	163,016	12,889,657	14,134,384	1,244,727	35,657,598	22,767,941	36.15%	11,686,997
NET REVENUE/(EXPENDITURES)	3,351,725	3,465,944	(114,219)	7,691,437	7,647,034	44,403	0	(7,691,437)		7,110,546

Foothills Parks & Recreation District
Summary of All Units
Wednesday, June 30, 2021

	June			YTD			2021			2020 YTD
	2021 Actual	2021 Budget	Fav/(Unfav) Variance	2021 Actual	2021 Budget	Fav/(Unfav) Variance	Original Budget	Remaining Budget	% Completed	
OPERATING REVENUES										
Admission Fees:										
Total Parks and Clement Park - Admission Fees	176	-	176	15,352	153,067	(137,715)	283,077	267,725	5.42%	23,750
Leisure Services Summary - Admission Fees	759,212	1,102,903	(343,691)	2,544,282	4,136,684	(1,592,402)	8,228,384	5,684,102	30.92%	1,619,711
Golf Summary - Admission Fees	688,672	525,617	163,055	1,970,182	1,569,097	401,084	3,315,903	1,345,721	59.42%	1,957,516
Other Funds - Admission Fees	47,885	34,895	12,990	137,184	107,930	29,254	236,007	98,823	58.13%	124,775
Total Admission Fees	1,495,945	1,663,415	(167,471)	4,667,000	5,966,778	(1,299,778)	12,063,371	7,396,371	38.69%	3,725,751
Rentals:										
Total Parks and Clement Park - Rentals	44,634	54,046	(9,412)	111,585	166,290	(54,705)	228,891	117,306	48.75%	32,604
Leisure Services Summary - Rentals	148,435	151,173	(2,738)	984,573	944,535	40,037	1,889,243	904,670	52.11%	542,590
Golf Summary - Rentals	213,363	140,137	73,225	518,461	391,489	126,973	903,999	385,538	57.35%	319,514
Total Rentals	406,432	345,357	61,075	1,614,619	1,502,314	112,305	3,022,133	1,407,513	53.43%	894,709
Merchandise Sales:										
Leisure Services Summary - Merchandise Sales	5,705	8,314	(2,609)	22,549	55,031	(32,482)	100,488	77,940	22.44%	17,861
Golf Summary - Merchandise Sales	60,833	51,752	9,081	176,337	146,019	30,318	396,987	220,650	44.42%	74,296
Total Merchandise Sales	66,537	60,066	6,471	198,886	201,050	(2,164)	497,475	298,590	39.98%	92,157
Concessions and Other Contracts:										
Administration - Concessions and Other Contracts	-	-	-	10,286	10,000	286	10,000	(286)	102.86%	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	65,812	55,141	10,671	217,711	248,635	(30,924)	477,840	260,129	45.56%	122,760
Golf Summary - Concessions and Other Contracts	10,000	10,000	-	20,000	20,000	-	69,000	49,000	28.99%	20,000
Total Concessions and Other Contracts	75,812	65,141	10,671	252,389	283,027	(30,638)	561,232	308,842	44.97%	157,153
Other Revenue:										
Administration - Other Revenue	4,229	-	4,229	4,298	1,000	3,298	4,100	(198)	104.82%	2,620
Total Parks and Clement Park - Other Revenue	3,556	2,700	856	29,164	8,100	21,064	18,000	(11,164)	162.02%	21,303
Leisure Services Summary - Other Revenue	5,945	6,239	(294)	14,848	17,123	(2,275)	36,062	21,214	41.17%	48,343
Golf Summary - Other Revenue	360	1,110	(750)	3,176	2,730	446	5,700	2,524	55.72%	8,190
Total Other Revenue	14,090	10,049	4,041	51,486	28,953	22,533	63,862	12,376	80.62%	80,455
TOTAL OPERATING REVENUES:										
Administration - TOTAL OPERATING REVENUES	4,229	-	4,229	14,584	11,000	3,584	14,100	(484)	103.43%	12,620
Total Parks and Clement Park - TOTAL OPERATING REVENUES	48,365	56,746	(8,381)	160,494	331,849	(171,355)	534,360	373,866	30.03%	82,049
Leisure Services Summary - TOTAL OPERATING REVENUES	985,107	1,323,770	(338,663)	3,783,962	5,402,008	(1,618,046)	10,732,017	6,948,055	35.26%	2,351,266
Golf Summary - TOTAL OPERATING REVENUES	973,228	728,617	244,611	2,688,156	2,129,335	558,821	4,691,589	2,003,433	57.30%	2,379,515
Other Funds - TOTAL OPERATING REVENUES	47,885	34,895	12,990	137,184	107,930	29,254	236,007	98,823	58.13%	124,775

	June			YTD			2021			2020 YTD
	2021	2021	Fav/(Unfav)	2021	2021	Fav/(Unfav)	Original	Remaining	%	
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Budget	Completed	
Total TOTAL OPERATING REVENUES	2,058,815	2,144,028	(85,213)	6,784,381	7,982,122	(1,197,741)	16,208,073	9,423,692	41.86%	4,950,225
OPERATING EXPENDITURES										
Salaries and Wages:										
Administration - Salaries and Wages	90,973	90,874	(99)	545,256	548,005	2,749	1,104,297	559,041	49.38%	546,109
Total Parks and Clement Park - Salaries and Wages	191,528	211,622	20,094	985,297	1,046,217	60,920	2,161,684	1,176,387	45.58%	925,845
Leisure Services Summary - Salaries and Wages	680,416	780,933	100,517	2,873,249	3,284,228	410,979	6,626,101	3,752,853	43.36%	2,292,053
Golf Summary - Salaries and Wages	225,401	230,512	5,111	904,654	979,457	74,803	2,001,905	1,097,252	45.19%	852,303
Total Salaries and Wages	1,188,317	1,313,940	125,623	5,308,455	5,857,907	549,452	11,893,988	6,585,533	44.63%	4,616,310
Personnel:										
Administration - Personnel	20,410	20,549	139	146,237	159,629	13,391	270,792	124,554	54.00%	134,603
Total Parks and Clement Park - Personnel	49,692	43,607	(6,085)	320,424	318,815	(1,610)	566,886	246,462	56.52%	287,973
Leisure Services Summary - Personnel	126,872	121,377	(5,495)	656,389	704,259	47,869	1,298,920	642,531	50.53%	546,699
Golf Summary - Personnel	44,545	37,518	(7,027)	234,051	233,923	(128)	422,152	188,102	55.44%	210,831
Total Personnel	241,519	223,051	(18,468)	1,357,102	1,416,625	59,523	2,558,751	1,201,649	53.04%	1,180,107
Supplies:										
Administration - Supplies	(562)	1,995	2,557	19,169	8,474	(10,695)	21,289	2,120	90.04%	20,996
Total Parks and Clement Park - Supplies	60,713	54,135	(6,578)	306,657	357,645	50,989	573,605	266,949	53.46%	251,838
Leisure Services Summary - Supplies	103,685	97,572	(6,114)	450,104	624,909	174,804	1,081,213	631,108	41.63%	345,532
Golf Summary - Supplies	108,155	98,062	(10,093)	402,290	444,798	42,508	869,444	467,154	46.27%	290,452
Total Supplies	271,992	251,764	(20,228)	1,178,220	1,435,826	257,606	2,545,551	1,367,331	46.29%	908,817
Purchased Services:										
Administration - Purchased Services	41,026	58,283	17,257	274,831	342,313	67,482	648,978	374,147	42.35%	288,607
Total Parks and Clement Park - Purchased Services	29,205	58,847	29,643	256,009	267,530	11,521	390,639	134,631	65.54%	217,242
Leisure Services Summary - Purchased Services	111,735	140,354	28,619	500,937	758,741	257,804	1,526,745	1,025,808	32.81%	446,509
Golf Summary - Purchased Services	47,584	50,442	2,858	166,906	194,461	27,555	334,178	167,272	49.95%	190,244
Total Purchased Services	229,550	307,926	78,377	1,198,683	1,563,045	364,362	2,900,540	1,701,857	41.33%	1,142,602
Utilities:										
Administration - Utilities	838	(5,482)	(6,320)	(10,149)	(12,630)	(2,481)	(27,051)	(16,902)	37.52%	22,039
Total Parks and Clement Park - Utilities	118,884	142,453	23,569	234,166	342,283	108,117	860,608	626,442	27.21%	339,292
Leisure Services Summary - Utilities	88,756	58,104	(30,651)	407,333	323,673	(83,660)	725,707	318,374	56.13%	303,892
Golf Summary - Utilities	63,420	46,945	(16,476)	176,066	154,102	(21,963)	391,842	215,776	44.93%	182,949
Total Utilities	271,897	242,019	(29,878)	807,416	807,428	12	1,951,106	1,143,691	41.38%	848,172
Insurance:										
Administration - Insurance	8,633	8,633	-	51,795	51,795	-	103,590	51,795	50.00%	50,438
Total Parks and Clement Park - Insurance	4,795	4,774	(21)	29,648	28,643	(1,005)	57,287	27,638	51.75%	36,075
Leisure Services Summary - Insurance	8,031	8,031	-	48,188	48,188	-	96,377	48,188	50.00%	58,209

	June			YTD			2021			2020 YTD
	2021	2021	Fav/(Unfav)	2021	2021	Fav/(Unfav)	Original	Remaining	%	
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Budget	Completed	
Golf Summary - Insurance	1,007	1,007	-	6,044	6,044	-	12,087	6,044	50.00%	6,422
Total Insurance	22,466	22,445	(21)	135,676	134,671	(1,005)	269,341	133,666	50.37%	151,144
Other Expenditures:										
Leisure Services Summary - Other Expenditures	(1,019)	-	1,019	(652)	-	652	-	652	0.00%	(295)
Golf Summary - Other Expenditures	1,445	-	(1,445)	2,467	-	(2,467)	-	(2,467)	0.00%	265
Total Other Expenditures	425	-	(425)	1,814	-	(1,814)	-	(1,814)	0.00%	(30)
TOTAL OPERATING EXPENDITURES:										
Administration - TOTAL OPERATING EXPENDITURES	161,317	174,851	13,534	1,027,139	1,097,585	70,446	2,121,894	1,094,755	48.41%	1,062,792
Total Parks and Clement Park - TOTAL OPERATING EXPENDITURES	454,816	515,438	60,622	2,132,201	2,361,133	228,932	4,610,710	2,478,509	46.24%	2,058,266
Leisure Services Summary - TOTAL OPERATING EXPENDITURES	1,118,476	1,206,372	87,896	4,935,549	5,743,998	808,449	11,355,064	6,419,515	43.47%	3,992,599
Golf Summary - TOTAL OPERATING EXPENDITURES	491,557	464,485	(27,072)	1,892,476	2,012,784	120,308	4,031,609	2,139,133	46.94%	1,733,466
Total TOTAL OPERATING EXPENDITURES	2,226,166	2,361,146	134,981	9,987,365	11,215,501	1,228,136	22,119,277	12,131,912	45.15%	8,847,122
NET OPERATING REVENUE/(EXPENDITURES):										
Administration - NET OPERATING REVENUE/(EXPENDITURES)	(157,087)	(174,851)	17,764	(1,012,555)	(1,086,585)	74,030	(2,107,794)	(1,095,239)	48.04%	(1,050,172)
Total Parks and Clement Park - NET OPERATING REVENUE/(EXPENDITURES)	(406,451)	(458,692)	52,241	(1,971,707)	(2,029,284)	57,578	(4,076,350)	(2,104,644)	48.37%	(1,976,217)
Leisure Services Summary - NET OPERATING REVENUE/(EXPENDITURES)	(133,368)	117,398	(250,766)	(1,151,587)	(341,990)	(809,597)	(623,047)	528,540	184.83%	(1,641,333)
Golf Summary - NET OPERATING REVENUE/(EXPENDITURES)	481,671	264,132	217,539	795,680	116,551	679,130	659,981	(135,700)	120.56%	646,049
Other Funds - NET OPERATING REVENUE/(EXPENDITURES)	47,885	34,895	12,990	137,184	107,930	29,254	236,007	98,823	58.13%	124,775
Total NET OPERATING REVENUE/(EXPENDITURES)	(167,350)	(217,118)	49,768	(3,202,984)	(3,233,379)	30,395	(5,911,204)	(2,708,220)	54.18%	(3,896,898)
NON-OPERATING REVENUE										
Fund Balance:										
Other Funds - Fund Balance	-	-	-	43,092	46,592	(3,500)	4,740,938	4,697,846	0.91%	20,000
Total Fund Balance	-	-	-	43,092	46,592	(3,500)	4,740,938	4,697,846	0.91%	20,000
Property Taxes Collected to Pay GO Bonds:										
Other Funds - Property Taxes Collected to Pay GO Bonds	32,450	32,450	0	110,658	110,656	2	112,102	1,444	98.71%	2,041,140
Total Property Taxes Collected to Pay GO Bonds	32,450	32,450	0	110,658	110,656	2	112,102	1,444	98.71%	2,041,140
Property Taxes Collected for Operations:										
Administration - Property Taxes Collected for Operations	3,126,015	3,272,281	(146,266)	10,135,380	10,353,695	(218,316)	7,507,108	(2,628,272)	135.01%	10,220,625
Total Parks and Clement Park - Property Taxes Collected for Operations	459,138	459,138	0	2,048,305	2,048,305	0	4,095,391	2,047,086	50.01%	1,808,287
Leisure Services Summary - Property Taxes Collected for Operations	86,639	86,639	0	472,657	472,656	1	977,986	505,329	48.33%	487,970
Other Funds - Property Taxes Collected for Operations	(50,926)	(50,926)	0	(28,383)	(28,383)	0	433,658	462,041	(6.55%)	(1,845,061)
Total Property Taxes Collected for Operations	3,620,866	3,767,133	(146,267)	12,627,959	12,846,273	(218,315)	13,014,143	386,185	97.03%	10,671,821

	June			YTD			2021			2020 YTD
	2021 Actual	2021 Budget	Fav/(Unfav) Variance	2021 Actual	2021 Budget	Fav/(Unfav) Variance	Original Budget	Remaining Budget	% Completed	
Specific Ownership Taxes:										
Other Funds - Specific Ownership Taxes	(4,085)	75,674	(79,759)	405,342	443,775	(38,433)	943,795	538,453	42.95%	448,952
Total Specific Ownership Taxes	(4,085)	75,674	(79,759)	405,342	443,775	(38,433)	943,795	538,453	42.95%	448,952
Conservation Trust:										
Other Funds - Conservation Trust	172,381	125,640	46,742	309,039	251,279	57,760	502,558	193,519	61.49%	239,126
Total Conservation Trust	172,381	125,640	46,742	309,039	251,279	57,760	502,558	193,519	61.49%	239,126
Contributions and Grants:										
Total Parks and Clement Park - Contributions and Grants	1,002	-	1,002	1,783	2,500	(717)	2,500	717	71.33%	-
Leisure Services Summary - Contributions and Grants	1,100	-	1,100	1,100	-	1,100	-	(1,100)	0.00%	-
Other Funds - Contributions and Grants	1,500	7,200	(5,700)	31,383	63,797	(32,414)	66,147	34,764	47.44%	347,146
Total Contributions and Grants	3,602	7,200	(3,598)	34,267	66,297	(32,030)	68,647	34,380	49.92%	347,146
Investment Income:										
Administration - Investment Income	2,183	3,792	(1,609)	13,725	24,766	(11,041)	48,026	34,301	28.58%	63,161
Total Investment Income	2,183	3,792	(1,609)	13,725	24,766	(11,041)	48,026	34,301	28.58%	63,161
QEBC Interest Expense Subsidy:										
Other Funds - QEBC Interest Expense Subsidy	-	-	-	-	9,658	(9,658)	19,316	19,316	0.00%	13,464
Total QEBC Interest Expense Subsidy	-	-	-	-	9,658	(9,658)	19,316	19,316	0.00%	13,464
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%	(7,881)
Total Gain/(Loss) on Investments in Bergen	(7,881)	-	(7,881)	(7,881)	-	(7,881)	-	7,881	0.00%	(7,881)
Gain/(Loss) on Sale of Capital Assets:										
Other Funds - Gain/(Loss) on Sale of Capital Assets	-	-	-	4,173	-	4,173	-	(4,173)	0.00%	-
Total Gain/(Loss) on Sale of Capital Assets	-	-	-	4,173	-	4,173	-	(4,173)	0.00%	-
Other Income:										
Administration - Other Income	-	-	-	80,885	-	80,885	-	(80,885)	0.00%	-
Leisure Services Summary - Other Income	-	-	-	174,225	-	174,225	-	(174,225)	0.00%	-
Other Funds - Other Income	350	-	350	1,229	-	1,229	-	(1,229)	0.00%	10,389
Total Other Income	350	-	350	256,339	-	256,339	-	(256,339)	0.00%	10,389
TOTAL NON-OPERATING REVENUE:										
Administration - TOTAL NON-OPERATING REVENUE	3,120,317	3,276,073	(155,756)	10,222,109	10,378,461	(156,353)	7,555,133	(2,666,975)	135.30%	10,275,905
Total Parks and Clement Park - TOTAL NON-OPERATING REVENUE	460,140	459,138	1,002	2,050,088	2,050,805	(717)	4,097,891	2,047,803	50.03%	1,808,287
Leisure Services Summary - TOTAL NON-OPERATING REVENUE	87,739	86,639	1,100	647,982	472,656	175,326	977,986	330,004	66.26%	487,970

	June			YTD			2021			2020 YTD
	2021	2021	Fav/(Unfav)	2021	2021	Fav/(Unfav)	Original	Remaining	%	
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Budget	Completed	
Other Funds - TOTAL NON-OPERATING REVENUE	151,670	190,037	(38,368)	876,534	897,374	(20,840)	6,818,514	5,941,980	12.86%	1,275,156
Total TOTAL NON-OPERATING REVENUE	3,819,866	4,011,888	(192,022)	13,796,713	13,799,296	(2,583)	19,449,525	5,652,812	70.94%	13,847,318
NON-OPERATING EXPENDITURES										
Grant Expenditures:										
Other Funds - Grant Expenditures	4,040	31,918	27,878	31,541	58,129	26,588	144,785	113,244	21.78%	101,536
Total Grant Expenditures	4,040	31,918	27,878	31,541	58,129	26,588	144,785	113,244	21.78%	101,536
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
Other Funds - Facilities & Equipment Repairs and Replacements	239,264	239,264	-	2,303,527	2,303,527	-	11,360,566	9,057,038	20.28%	2,139,699
Total Facilities & Equipment Repairs and Replacements	239,264	239,264	-	2,323,527	2,323,527	-	11,380,566	9,057,038	20.42%	2,159,699
Debt Payments:										
Other Funds - Debt Payments	-	-	-	52,500	52,500	-	1,235,700	1,183,200	4.25%	49,000
Total Debt Payments	-	-	-	52,500	52,500	-	1,235,700	1,183,200	4.25%	49,000
Interest Expense:										
Golf Summary - Interest Expense	-	-	-	-	-	-	-	-	0.00%	3,696
Other Funds - Interest Expense	-	-	-	287,505	287,522	18	574,326	286,822	50.06%	351,321
Total Interest Expense	-	-	-	287,505	287,522	18	574,326	286,822	50.06%	355,017
Other Expenditures:										
Administration - Other Expenditures	2,687	-	(2,687)	14,139	-	(14,139)	-	(14,139)	0.00%	(18,040)
Total Parks and Clement Park - Other Expenditures	446	446	0	1,520	1,521	1	1,540	20	98.68%	1,515
Other Funds - Other Expenditures	54,354	57,198	2,844	191,559	195,683	4,124	201,403	9,844	95.11%	191,148
Total Other Expenditures	57,486	57,644	157	207,219	197,204	(10,015)	202,944	(4,275)	102.11%	174,623
TOTAL NON-OPERATING EXPENDITURES:										
Administration - TOTAL NON-OPERATING EXPENDITURES	2,687	-	(2,687)	14,139	-	(14,139)	-	(14,139)	0.00%	(18,040)
Total Parks and Clement Park - TOTAL NON-OPERATING EXPENDITURES	446	446	0	21,520	21,521	1	21,540	20	99.91%	21,515
Golf Summary - TOTAL NON-OPERATING EXPENDITURES	-	-	-	-	-	-	-	-	0.00%	3,696
Other Funds - TOTAL NON-OPERATING EXPENDITURES	297,658	328,380	30,722	2,866,632	2,897,362	30,730	13,516,780	10,650,148	21.21%	2,832,704
Total TOTAL NON-OPERATING EXPENDITURES	300,790	328,826	28,035	2,902,292	2,918,883	16,591	13,538,320	10,636,029	21.44%	2,839,875
NET REVENUE/(EXPENDITURES):										
Administration - NET REVENUE/(EXPENDITURES)	2,960,543	3,101,222	(140,679)	9,195,414	9,291,876	(96,462)	5,447,339	(3,748,075)	168.81%	9,243,774
Total Parks and Clement Park - NET REVENUE/(EXPENDITURES)	53,243	-	53,243	56,861	-	56,861	-	(56,861)	0.00%	(189,444)
Leisure Services Summary - NET REVENUE/(EXPENDITURES)	(45,629)	204,038	(249,667)	(503,605)	130,666	(634,271)	354,939	858,544	(141.88%)	(1,153,363)
Golf Summary - NET REVENUE/(EXPENDITURES)	481,671	264,132	217,539	795,680	116,551	679,130	659,981	(135,700)	120.56%	642,353

	June			YTD			2021			2020 YTD
	2021	2021	Fav/(Unfav)	2021	2021	Fav/(Unfav)	Original	Remaining	%	
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Budget	Completed	
Other Funds - NET REVENUE/(EXPENDITURES)	(98,103)	(103,447)	5,344	(1,852,914)	(1,892,059)	39,145	(6,462,259)	(4,609,345)	28.67%	(1,432,774)
Total NET REVENUE/(EXPENDITURES)	3,351,725	3,465,944	(114,219)	7,691,437	7,647,034	44,403	0	(7,691,437)	#####	7,110,546
TOTAL REVENUE:										
Administration - TOTAL REVENUE	3,124,546	3,276,073	(151,527)	10,236,693	10,389,461	(152,769)	7,569,233	(2,667,459)	135.24%	10,288,525
Total Parks and Clement Park - TOTAL REVENUE	508,505	515,884	(7,379)	2,210,582	2,382,654	(172,071)	4,632,251	2,421,668	47.72%	1,890,337
Leisure Services Summary - TOTAL REVENUE	1,072,846	1,410,410	(337,563)	4,431,944	5,874,664	(1,442,720)	11,710,003	7,278,059	37.85%	2,839,236
Golf Summary - TOTAL REVENUE	973,228	728,617	244,611	2,688,156	2,129,335	558,821	4,691,589	2,003,433	57.30%	2,379,515
Other Funds - TOTAL REVENUE	199,555	224,932	(25,377)	1,013,718	1,005,304	8,415	7,054,521	6,040,803	14.37%	1,399,931
Total TOTAL REVENUE	5,878,681	6,155,916	(277,235)	20,581,094	21,781,418	(1,200,324)	35,657,598	15,076,504	57.72%	18,797,543
TOTAL EXPENDITURES:										
Administration - TOTAL EXPENDITURES	164,003	174,851	10,848	1,041,279	1,097,585	56,307	2,121,894	1,080,616	49.07%	1,044,751
Total Parks and Clement Park - TOTAL EXPENDITURES	455,262	515,884	60,622	2,153,721	2,382,654	228,933	4,632,251	2,478,530	46.49%	2,079,781
Leisure Services Summary - TOTAL EXPENDITURES	1,118,476	1,206,372	87,896	4,935,549	5,743,998	808,449	11,355,064	6,419,515	43.47%	3,992,599
Golf Summary - TOTAL EXPENDITURES	491,557	464,485	(27,072)	1,892,476	2,012,784	120,308	4,031,609	2,139,133	46.94%	1,737,162
Other Funds - TOTAL EXPENDITURES	297,658	328,380	30,722	2,866,632	2,897,362	30,730	13,516,780	10,650,148	21.21%	2,832,704
Total TOTAL EXPENDITURES	2,526,956	2,689,972	163,016	12,889,657	14,134,384	1,244,727	35,657,598	22,767,941	36.15%	11,686,997
NET REVENUE/(EXPENDITURES):										
Administration - NET REVENUE/(EXPENDITURES)	2,960,543	3,101,222	(140,679)	9,195,414	9,291,876	(96,462)	5,447,339	(3,748,075)	168.81%	9,243,774
Total Parks and Clement Park - NET REVENUE/(EXPENDITURES)	53,243	-	53,243	56,861	-	56,861	-	(56,861)	0.00%	(189,444)
Leisure Services Summary - NET REVENUE/(EXPENDITURES)	(45,629)	204,038	(249,667)	(503,605)	130,666	(634,271)	354,939	858,544	(141.88%)	(1,153,363)
Golf Summary - NET REVENUE/(EXPENDITURES)	481,671	264,132	217,539	795,680	116,551	679,130	659,981	(135,700)	120.56%	642,353
Other Funds - NET REVENUE/(EXPENDITURES)	(98,103)	(103,447)	5,344	(1,852,914)	(1,892,059)	39,145	(6,462,259)	(4,609,345)	28.67%	(1,432,774)
Total NET REVENUE/(EXPENDITURES)	3,351,725	3,465,944	(114,219)	7,691,437	7,647,034	44,403	0	(7,691,437)	#####	7,110,546

Foothills Park & Recreation as of June 30, 2021

	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	10,285	10,000	285	364,207	352,081	(12,126)	(353,922)	(342,081)	(11,841)
Marketing	4,200	1,000	3,200	124,973	170,879	45,906	(120,773)	(169,879)	49,106
Finance	80		80	251,159	270,566	19,407	(251,079)	(270,566)	19,487
Human Resources	18		18	124,080	131,415	7,335	(124,062)	(131,415)	7,353
Information Technology				162,721	172,648	9,927	(162,721)	(172,648)	9,927
Total Administration	<u>14,583</u>	<u>11,000</u>	<u>3,583</u>	<u>1,027,140</u>	<u>1,097,589</u>	<u>70,449</u>	<u>(1,012,557)</u>	<u>(1,086,589)</u>	<u>74,032</u>
Parks									
Parks Administration	2,000		2,000	194,595	193,270	(1,325)	(192,595)	(193,270)	675
Fleet Maintenance	37		37	252,855	258,838	5,983	(252,818)	(258,838)	6,020
Urban Parks	7,324	81,850	(74,526)	760,483	899,170	138,687	(753,159)	(817,320)	64,161
Regional Parks	57,268	123,692	(66,424)	443,593	497,196	53,603	(386,325)	(373,504)	(12,821)
Kipling Villas				26,010	44,926	18,916	(26,010)	(44,926)	18,916
Clement Park	93,866	126,305	(32,439)	454,664	467,734	13,070	(360,798)	(341,429)	(19,369)
Total Parks	<u>160,495</u>	<u>331,847</u>	<u>(171,352)</u>	<u>2,132,200</u>	<u>2,361,134</u>	<u>228,934</u>	<u>(1,971,705)</u>	<u>(2,029,287)</u>	<u>57,582</u>
Leisure Service									
LS Administration				203,255	219,557	16,302	(203,255)	(219,557)	16,302
Baby Sitting		4,526	(4,526)	27	7,113	7,086	(27)	(2,587)	2,560
Lilley Gulch Rec Center	42,595	48,853	(6,258)	143,384	145,016	1,632	(100,789)	(96,163)	(4,626)
Peak Wellness Center	85,490	112,534	(27,044)	165,940	170,321	4,381	(80,450)	(57,787)	(22,663)
Ridge Rec Center	115,071	182,901	(67,830)	264,255	258,509	(5,746)	(149,184)	(75,608)	(73,576)
Climbing Wall	370	1,680	(1,310)	1,007	2,721	1,714	(637)	(1,041)	404
Total Facility Operations	<u>243,526</u>	<u>350,494</u>	<u>(106,968)</u>	<u>574,613</u>	<u>583,680</u>	<u>9,067</u>	<u>(331,087)</u>	<u>(233,186)</u>	<u>(97,901)</u>
Facility Maintenance	810		810	287,872	334,433	46,561	(287,062)	(334,433)	47,371
Wellness Programs	201,278	218,903	(17,625)	221,498	228,981	7,483	(20,220)	(10,078)	(10,142)
Cultural Arts	94,698	150,248	(55,550)	118,593	151,935	33,342	(23,895)	(1,687)	(22,208)
Children's Program Administration	42,794	70,965	(28,171)	735,538	782,976	47,438	(692,744)	(712,011)	19,267
Children's Program Teen Program	2,766	3,924	(1,158)	1,248	2,829	1,581	1,518	1,095	423
Children's Program Preschool, AI	200,236	266,179	(65,943)	112,288	148,762	36,474	87,948	117,417	(29,469)
Children's Program B&A	244,243	681,282	(437,039)	84,149	220,617	136,468	160,094	460,665	(300,571)
Children's Program Camp	275,924	598,007	(322,083)	137,732	319,436	181,704	138,192	278,571	(140,379)
Total Children's Programs	<u>765,963</u>	<u>1,620,357</u>	<u>(854,394)</u>	<u>1,070,955</u>	<u>1,474,620</u>	<u>403,665</u>	<u>(304,992)</u>	<u>145,737</u>	<u>(450,729)</u>
Aquatics Administration				178,975	205,756	26,781	(178,975)	(205,756)	26,781
Deer Creek Pool	43,760	38,469	5,291	75,014	81,874	6,860	(31,254)	(43,405)	12,151
Columbine West Pool	15,677	11,688	3,989	36,234	46,014	9,780	(20,557)	(34,326)	13,769
Sixth Avenue West Pool	(2,875)	15,114	(17,989)	14,394	37,580	23,186	(17,269)	(22,466)	5,197
Lilley Gulch Pool	41,125	34,851	6,274	77,077	73,181	(3,896)	(35,952)	(38,330)	2,378
Ridge Pool	251,280	369,970	(118,690)	471,070	458,293	(12,777)	(219,790)	(88,323)	(131,467)
Weaver Hollow Pool	55,393	40,703	14,690	67,603	80,753	13,150	(12,210)	(40,050)	27,840
Total Aquatics	<u>404,360</u>	<u>510,795</u>	<u>(106,435)</u>	<u>920,367</u>	<u>983,451</u>	<u>63,084</u>	<u>(516,007)</u>	<u>(472,656)</u>	<u>(43,351)</u>
Edge	1,132,298	1,151,463	(19,165)	771,747	810,193	38,446	360,551	341,270	19,281
District Athletics Adult Sports	138,815	200,519	(61,704)	100,682	110,558	9,876	38,133	89,961	(51,828)
District Athletics Concessions/Mi:	19,696	21,241	(1,545)	1,507	1,230	(277)	18,189	20,011	(1,822)
Schaefer Batting Cage	17,577	29,384	(11,807)	10,243	19,805	9,562	7,334	9,579	(2,245)
District Athletics Administration	31,112	33,766	(2,654)	71,564	72,770	1,206	(40,452)	(39,004)	(1,448)
Clement Park Batting Cage	19,575	24,726	(5,151)	12,282	20,342	8,060	7,293	4,384	2,909
Clement Park Concessions	2,005	3,300	(1,295)	1,374	1,380	6	631	1,920	(1,289)
Clement Splash Park	6,041	12,890	(6,849)	5,787	5,389	(398)	254	7,501	(7,247)
Foothills Sports Arena	140,477	270,321	(129,844)	126,711	194,412	67,701	13,766	75,909	(62,143)
Youth & Middle School Sports	199,746	281,046	(81,300)	120,663	157,882	37,219	79,083	123,164	(44,081)
Gymnastics	126,924	185,324	(58,400)	81,802	114,746	32,944	45,122	70,578	(25,456)
Sports Specialty Programming	87,512	100,699	(13,187)	105,232	108,624	3,392	(17,720)	(7,925)	(9,795)
Total District Athletics	<u>789,480</u>	<u>1,163,216</u>	<u>(373,736)</u>	<u>637,847</u>	<u>807,138</u>	<u>169,291</u>	<u>151,633</u>	<u>356,078</u>	<u>(204,445)</u>
Foothills Fieldhouse	151,550	236,534	(84,984)	128,802	150,006	21,204	22,748	86,528	(63,780)
Total Leisure Service	<u>3,783,963</u>	<u>5,402,010</u>	<u>(1,618,047)</u>	<u>4,935,549</u>	<u>5,743,994</u>	<u>808,445</u>	<u>(1,151,586)</u>	<u>(341,984)</u>	<u>(809,602)</u>
Golf									
Foothills Golf Course	1,628,386	1,319,881	308,505	992,670	1,143,210	150,540	635,716	176,671	459,045
Meadows Golf Course	1,059,770	809,454	250,316	899,806	869,574	(30,232)	159,964	(60,120)	220,084
Total Golf	<u>2,688,156</u>	<u>2,129,335</u>	<u>558,821</u>	<u>1,892,476</u>	<u>2,012,784</u>	<u>120,308</u>	<u>795,680</u>	<u>116,551</u>	<u>679,129</u>
Other Funds (Golf Developme	137,184	107,930	29,254				137,184	107,930	29,254
Total District	<u>6,784,381</u>	<u>7,982,122</u>	<u>(1,197,741)</u>	<u>9,987,365</u>	<u>11,215,501</u>	<u>1,228,136</u>	<u>(3,202,984)</u>	<u>(3,233,379)</u>	<u>30,395</u>



Creating Community, Enhancing Health, Inspiring Play since 1959

DATE: July 27, 2021

MEMO TO: Foothills Board of Directors

FROM: Ronald Hopp, Executive Director

SUBJECT: 2022 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 14th 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.

In 2020 and 2021, the District 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 2022 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, like the 2021 budget, we are planning to prepare the first draft of the budget based on the assumption that 2022 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 2022.

We are anticipating moderate property tax revenue growth in 2022 resulting from increased assessed property values. Operating revenues have grown in recent years because of new programming, facility additions, 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. 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 in the 2022 budget to address capital projects and increased services as identified during our 2017 mill levy increase campaign.

The attached document outlines some guidelines that I will be directing my staff to use as we develop the 2022 budget. I would encourage the Board members to provide feedback to staff regarding this proposed direction.

The following summarizes our 2022 guidelines:

- Golf revenues are typically forecasted using a three-year average, using the three most recent completed years, which are 2018 – 2020. Given the spike in golf revenue related to COVID-19 in 2020, we are proposing a more conservative approach and we plan to forecast for flat golf revenues in 2022 as compared to the 2021 Budget.
- Leisure Services admission fees are expected to increase minimally in 2022 as staff is recommending limited increases in fees for the coming year since many fees have been increased in the last several years. In addition, we are anticipating an increase in revenue at the Edge Ice Arena related to our numerous guaranteed ice rental contracts with several youth hockey associations.
- 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 2022 will be based on the Consumer Price Index. For 2022, we are proposing to increase the hourly rate for the Districts entry level positions to a level that we anticipate to be higher than the 2022 minimum wage in an effort to remain as competitive as possible in the local labor market.
- 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 4.75% and dental insurance premiums are not expected to increase. We are proposing to split the medical 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 \$4.99 million, assuming District assessed values increase by 10%, which represents a slight increase compared to the 2021 Budget.
- Gas, Electricity and Water are anticipated to increase no more than the general rate of inflation in 2022.
- Most all other expenditure categories include a 2.5% growth factor, which is slightly higher than 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.

2022 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 2021 budget or projected 2021 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.

As you are all aware, in 2020 and 2021, the District 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 2022 budget year related to the pandemic. We are cautiously optimistic that by the start of 2022 we will no longer face restrictions. **Based on that, we are planning to prepare the 2022 budget based on the assumption that 2022 will be a normal, full capacity year.**

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 2022 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. In addition, if we do need to adjust our operating revenue budget due to the Coronavirus pandemic, we will likely also need to reduce operating expenditures in order to balance the**

budget. If this happens, the annual increase may need to be reduced or eliminated.

Unemployment – is being budgeted in Human Resources but will be allocated to the departments as incurred in 2022.

Worker's Compensation – is expected to increase in 2022. 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. Dental premiums are not expected to increase and we are expecting a 4.75% increase in Medical premiums, 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 2021 full-time wages for those who will have contributed on average 4% in 2021. For those who contributed less than 4% or who did not participate in the 401(k) Plan in 2021 the discretionary contribution will only be budgeted at 2.5%. Lastly, those hired after June 30, 2021 or who are no longer employed with the District will not be eligible for a contribution.

Electricity - 2022 budget is based on actual bills for the first 7 months of 2021 plus an additional 2.5% and the last 5 months of 2020 plus an additional 5% for estimated 2021 and 2022 increase in rates.

Gas – 2022 budget is based on actual bills for the first 7 months of 2021 plus an additional 2.5% and the last 5 months of 2020 plus an additional 5% for estimated 2021 and 2022 increase in rates.

Water – 2022 budget is based on actual bills for the first 7 months of 2021 plus an additional 5% and the last 5 months of 2020 plus an additional 10% for estimated 2021 and 2022 increase in rates.

Irrigation – is budgeted based on 2022 assessments.

Insurance – is budgeted at 2.5% higher than the 2021 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. The Colorado minimum wage is adjusted on an annual basis based on the change in the Consumer Price Index (CPI). We are anticipating a 2.4% increase in the CPI and as a result, minimum wage is projected to increase to \$12.62/HR from \$12.32/HR. In an effort to remain as competitive as possible in the local labor market, the District is proposing to increase the lowest end of the pay structure to \$13.35/HR, which is projected to exceed the 2022 minimum wage by \$0.73/HR. **Please keep in mind that the new projected minimum rates are estimates at this point in time and they may be adjusted, if necessary during the budget process.** 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 are currently expected to 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	\$13.35
H-2	\$13.85
H-3	\$14.10
H-4	\$14.85
H-5	\$15.60
H-6	\$17.60
H-7	\$19.35
H-8	\$22.85
H-9	\$24.85

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 2022 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 2022 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 2022 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 2021 actual revenues and expenditures compared to the 2021 budget. This spreadsheet reflects 2021 actual numbers for January through July 2021 and uses 2021 budgeted numbers for August through December to roughly project the estimated revenues and expenditures for 2021. Because most programs are very seasonal this historical spreadsheet should be a helpful tool for spreading your revenues and expenditures by month in your 2022 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 2022 budget changed from the 2021 budget and 2021 projections may help you gauge how accurate your 2022 budget is.

Finance will provide details of the supply and purchased service accounts expenditures purchased or charged to your department between August 2020 and July 2021. This detail may help you in developing your 2022 supplies and purchased services budget.

All budgets are due to Finance by no later than September 6th. 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 6th 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!

2022 PROPOSED BUDGET SCHEDULE

- 7/27 *Executive Director presents 2022 proposed budget parameters to the Board of Directors*
- 7/28 **Budget Guidelines will be emailed to Supervisors**
- 8/19 **2022 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*
- 8/25-9/3 **Management team will meet with departments to review budget worksheets and discuss budget concerns**
- 9/6 **2022 Excel budget worksheets are completed with backup information and forwarded to Dennis Weiner no later than September 6th**
- 9/6-9/10 **Dennis uploads Excel budget worksheets to Microsoft Dynamics GP**
- 9/13 **Preliminary budget ready for review**
- 9/13-9/17 **Management team will work to balance the 2022 Proposed Budget**
- 9/23 *Publish Legal Notice of Proposed Budget Hearing*
- 9/28 *Executive Director presents a “2022 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).*
- 9/29-10/8 **Dennis will update the budget PowerPoint presentation.**
- 10/11 **Management team will prepare narratives to include in the final budget document. Narratives must be sent back to Dennis no later than October 11th**
- 10/13-10/20 **Dennis and Richelle will copy, collate and create final budget binders**
- 10/26 **Leisure Service and Golf Staff Presentations of the 2022 Proposed Budget to the Board/Public**
- 11/9 **Parks and Administrative Services Staff Presentations of the 2022 Proposed Budget to the Board/Public**
- 12/14 **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 27, 2021
MEMO TO: Foothills Board of Directors
FROM: Ronald Hopp, Executive Director
SUBJECT: Capital Projects Report through June 30, 2021

Parks, Planning and Construction

2020 Mill Levy Projects

Budget: \$2,190,000 2020 Mill Levy Funds
Additional Funding Sources: \$170,571 SB35 Funds Requested 2/6/2020
\$ 37,628 SB35 Funds Requested 6/23/2020
Other Funding: \$200,000 Reserves for the Lilley Pad Playground
\$117,100 Allocation from 2018 Projects
\$430,282 Allocation from 2019 Projects

Available Budget: \$3,145,581

Expenses to date: \$2,417,572
Scheduled Completion: Spring 2020

Woodmar Square Park

- Contractor Mobilized on Site
- All Jeffco permits received
- Demolition completed
- New Xcel service and transformer installed
- Irrigation mainline about 80% complete/ lateral lines 35% complete
- Grading complete
- Concrete complete including ADA playground path, shelter pad, bench and table pads, Peakview ROW widening, Lilley Gulch trail culvert bypass and crosswalk, and playground curb
- Tree planting to be completed when irrigation is complete

Alper's Farm Park

- All site work completed including grading, new trails, new ½ court basketball, concrete cornhole, and yard games area, irrigation, new electrical service, new water service, seeding, trees new light pole, and new site furnishings

Eagle Meadows Park

- All site work completed including updated electrical service, refurbished tennis courts and fencing, replaced concrete trail, new playground edging and ADA access, replaced irrigation, seed, and sod.
- Tree planting to be completed in the Spring
- Gazebo and soft surface trail refurbishment to be completed this summer by staff.

Schaefer Athletic Complex Playground

- Edger for playgrounds completed.
- Fencing completed.
- Playground equipment delayed due to factory fire.
- Installation in June

Williamsburg 1 Trail, Kipling Trail, Stoney Creek Trail

- Williamsburg 1 Trail – Complete
- Stoney Creek Trail – Complete
- Kipling Trail Repairs – Complete

Lilley Pad Park

- Playground and amenities- Complete

2021 Mill Levy Projects

Budget: \$2,200,000

Funding: \$2,200,000 – 2021 Mill Levy Capital Funds

Expenses to Date: \$171,764

Scheduled Completion: Spring 2022

Lakehurst Park

- Community Meeting hosted on 4/24/2021
- Additional research is being conducted on sidewalks throughout the park

Westbury Greenbelt

- Concepts put on website and reviewed by community
- Bid received in early July

Columbine Hills Park

- Bid received in early July

Columbine Hills Sports Park

- Bid received in early July

Westfield Park

- Concepts reviewed with the community
- Bid received in early July

Victory Park

- Concepts put on website and reviewed by community
- Bid received in early July

Robert A. Easton Regional Park

- 50 % schematic design

Belleview Acres Park

Budget: \$216,000

Funding: \$216,000 - SB35 Development Funds

Expenses to Date: \$170,665

- Staff working on tap fees and quotes for larger water tap

Clement Park Tennis and Pickleball Court Complex

Budget: \$1,800,000

Expenses to date: \$44,138

Funding: District Capital Budget

- Concept Completed
- Bids out and due on August 9.
- Package for County permitting submitted for review.

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: \$361,550

Budget Remaining: (\$229,550)

Scheduled Completion: Project Substantially Completed

- Under contract with Academy Sports Turf. Project scheduled for June 15 through July 15, 2020.
- Drainage issues on the perimeter of the field were identified and addressed. These improvements allow water to drain off the surface of the field.
- During installation, standing water was on the subsurface. Core samples of the subsurface were obtained. Discussion with the field representatives occurred regarding the standing water. It was determined that the water was 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 to remedy this issue.
- Project substantially completed and a 90% payment paid. The district is holding 10% as contingency. Miracle League of Metro Denver has made the first installment of their share, which is \$94,972.50.
- We were experiencing “bubbles” in the field, which are believed to be water vapor; however, it has been 3 months since one has appeared. We are continuing to work with the installation company as well as the manufacturing representative to resolve the issue.
- Field cleaning and inspection occurred the week of April 5. A few new small bubbles were observed. After deflating them it was determined that there was no water in the bubbles, the field looked great otherwise. We are observing the field throughout the first few weeks of this season to determine if the field concerns have been remediated.
- We are still experiencing some bubbling with the wet spring and continue to have discussions with Academy Sports Turf.

Ice Resurfacer for Edge

Budget: \$130,000

Funding: District Capital Project Budget

Expenses to Date: \$144,926

Budget Remaining: \$1859

Scheduled Completion: Projected Completed June 2021

- A competitive bid process was conducted in January 2021. Bids were received from Zamboni and Olympia. Staff recommendation based on pricing and options was Zamboni,
- Board approved the recommendation to purchase the Zamboni Ice Resurfacer at the January 26, 2021 board meeting.
- On January 29, 2021 the district signed a purchases agreement with Zamboni for the amount of \$144,926.00
- The ice resurfacer is on order and is scheduled for delivery May 20, 2021.
- The ice resurfacer was delivered on time and is in operation. The old ice resurfacer was picked up on June 16, 2021.

- The invoice has been submitted for payment in the amount of \$144,926. Project completed.

Sound System at the Amphitheatre

Budget: \$70,000

Funding: District Capital Project Budget

Expenses to Date: \$5,260.70

Budget Remaining: \$70,000

Scheduled Completion: Fall 2021

- A preliminary meeting held with staff in January. A decision made to do a feasibility study on the grid structure of the Amphitheatre to determine the structural integrity and weight bearing loads.
- A contract was secured with the engineering firm of Martin/Martin to complete the feasibility study. This report was received the first week of April, and determined that it is possible to use the grid to structure for speakers.
- Staff meet on site with a representative from Brown Note Design to discuss the engineering report. We are awaiting a proposal from Brown Note on purchase, design and install of speakers.
- An initial Estimate of Probable Cost was received on May 6. The amount is estimated at \$87,647.62. We have authorized Brown Note Production to proceed with the Pre-Project Design Work in the amount of \$1,166.70.
- On June 10, 2021 we signed a contract with Brown Note for the Sound System which is due to be installed September 2021.
- On June 15, 2021 initiated a contract with McBride Electrical for some electricity work that needs added for the project.

Ridge Fitness Equipment

Budget: \$120,000

Funding: Mill Levy

Expenses to Date: \$0

Budget Remaining: \$120,000

Scheduled Completion: August 2021

- Fitness intern researching equipment and pricing
- Equipment selection and order has been placed; will be using some of the excess budget to replace cardio pieces at the Peak requiring excessive repairs

Ridge Outdoor Sprayground

Budget: \$436,215

Funding: Mill Levy

Expenses to Date: \$0

Budget Remaining: \$436,215

Scheduled Completion: Fall 2021

- Refinement of budget and equipment to be furnished, pending updated pricing through Sourcewell for equipment and installation
- Equipment ordered on July 8, 2021

Outdoor Pool Refurbishments

Columbine West Pool Budget: \$30,000

Funding: District Capital Project Budget

Expenses to Date: \$32,921.75

Budget Remaining: \$(2,291.75)

6th Avenue West Pool Budget: \$30,000
Funding: District Capital Project Budget
Expenses to Date: \$29,321.75
Budget Remaining: \$687.25
Scheduled Completion: Spring 2022

- Perkins&Will along with Counsilman-Hunsaker Associates presenting concepts for further development and refinement. Final concept will be presented to stakeholders for public comment.
- Survey sent to stakeholders for the 6th Avenue West Pool concepts to assist in guiding the conceptual design process.

Golf

Meadows Tee Box Reconstruction Project

Budget: \$20,000
Vendor: Modern Golf
Funding: Golf Course Development & Improvement Fund
Project Completed
Final Cost: \$28,452.86

Meadows Golf Course Drainage Project – 12th Fairway

Budget: \$96,560
Vendor: GreenOne Industries
Funding: Golf Development & Improvement Fund
Project Completed
Final Cost: \$96,560

Foothills Cart Path Replacement and Addition Project

Budget: \$75,000
Vendor: Core Development
Funding: Golf Development and Improvement Fund
Project Completed
Final Cost: \$69,947

Foothills Tee Box Reconstruction Project

Budget: \$91,870
Vendor: Modern Golf
Funding: Golf Development and Improvement Fund
Projected Started: 2nd Week of May
Scheduled Completion: End of the year

- Tee Boxes will be rebuilt on the following holes:
 - Tee Boxes – 9 and 17 on the Championship golf course
 - Several tee boxes on the Executive golf course
 - Several tee boxes on the Par 3 golf course
- Project will start in the Spring of 2021

Foothills Cart Path Replacement and Addition Project

Budget: \$78,554

Vendor: Core Development

Funding: Golf Development and Improvement Fund

Projected Start Date: April 26, 2021

Scheduled Completion: Mid May 2021

- Core Development will be replacing and adding cart paths on the following holes at Foothills golf course
 - Hole 7 Green and 8 Tee box
 - Hole 16 Green
 - Hole 11 Green
 - Hole 12 Tee
 - Hole 13 – Tree Service Road

New Foothills Golf Course Clubhouse-Design Services Agreement

Budget: Not to Exceed \$45,000

Vendor: Johnson, Nathan, Strohe (JNS)

Funding: District Capital Project Budget

Agreement Start Date: March 10, 2021

Expenses to Date: \$20,000

Budget Remaining: \$25,000

Scheduled Completion: Late Summer or Early Fall of 2021

- JNS will provide programming and conceptual design services for the new Foothills Golf Course clubhouse
 - JNS is currently in the final stage of phase one programming. Which involves collaborating with the District and engaging the community in developing a Program of Requirements for the new facility.



DATE: July 27, 2021
MEMO TO: Board of Directors and Ronald Hopp
FROM: Dennis Weiner, Director of Finance and Administrative Services
SUBJECT: Administration Second Quarter 2021 Update

Administration Financial Performance through June 30, 2021

Total Operating Revenues are \$14,584, which was \$3,584 higher than plan because of higher than anticipated levels of advertisement sales:

Total Operating Expenditures are \$1,027,139 or \$70,446 better than planned mainly due to Purchased Services expenditures, which were \$67,482 better than planned because of lower than planned District magazine printing and mailing costs, lower than planned payroll processing costs and lower than planned public relations expenditures.

Total Net Non-Operating Revenues are \$10,207,970 or \$170,491 unfavorable to plan mainly because of lower property tax collections due to timing and lower Investment income for the first three months of the year than planned, partially offset by Coronavirus Relief Fund grant funds received.

Net Operating Revenue / Expenditure

As a result, net revenue for Administration through June 30, 2021 was \$9,195,414, which was lower than planned by \$96,462.

HR Department Updates

- Completed the following survey(s) for Employers Council: Public Employers Salary Survey, Health, Welfare and Retirement Plans Survey.
- Updated 401(k) plan to allow participation for all employees (in lieu of tracking hours for seasonal staff per SECURE Act) and to allow for increased contributions for director level and above positions.
- Assisted in recruiting/hiring process for 300 seasonal/part time employees.
- Compensation program update.
 - Completed Job Questionnaire process.
 - Utilizing new point factor tool and completed questionnaires to rate all positions.
- Monthly Safety Meetings held (in April and May).
- Employee Handbook update/reviewing proposed changes with leadership team.
- Lead COVID Committee meetings (June 8th- last meeting).

- Updated Contagious Disease & COVID-19 guidelines and acknowledgement in accordance with latest guidelines.
- Participated in Dakota Ridge High School’s Mock Interviews; coaching students on interviewing skills (virtually).
- Attended First Western Fiduciary Retirement Summit (virtually).

Training

- NOAA Weather Spotter training (departments who work outdoors during summer months attended virtually).

<u>Type of Training</u>	<u>Number of Times Training was Conducted</u>	<u>Training Conducted By</u>
CPR/AED/First Aid Training	2	West Metro

Unemployment Claims

- 16 new claims (liability and cost still pending), 75% expected to be reimbursed under the American Rescue Plan Act.

Insurance Claims

Automobile Claims: no new claims.

General Liability/Property Claims: no new claims.

Workers Compensation Claims:

14 new claims, 7 open claims (3 from Q2 2021, the other 4 are from previous quarters), \$3,502.60 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	4	4	0	3	1	3.6%
Part Time	563	53	51	2	0	53	9.4%
Totals	673	57	55	2	3	54	8.2%

Employment

		FT	Part Time	Seasonal	Total	Subs	Total Employees
2020	June	110	535	143	788	15	803
2021	June	110	563	206	879	10	889

IT Department Updates

- Replaced Mitel VOIP appliances at Peak, Ridge, Lilley Gulch, CP, MGC.
- Started testing new Mitel Mobility Application for mobile devices.
- Fixed HVAC Iconics controllers Data access.
- Replaced Peak, Ridge, MGC, Edge Video Servers.
- Upgraded VPN Server to adhere to security best practices.
- Designed and implemented subnets for internal irrigation system access for parks.
- Migrated WDS server to virtual machine on the cluster.
- Designed, tested and implemented access control program for building security.
- Deployed new SQL server for use with Building access program and as a replacement for outdated database servers.
- Retired 2 end of life servers.
- Setup Backup appliance for redundant network internet via cellular.
- Created MDM network and iPad for Aquatics programming.
- Added new workstations at Edge and Ridge for additional staffing.
- Upgraded help desk phone line to auto-attendant and added emergency hotline access.
- Added guest Wi-Fi at outdoor pool locations.
- Added new camera for Fitness (Evergreen room).

Foothills Parks & Recreation District
Administration
Wednesday, June 30, 2021

	June			YTD			2021			2020 YTD
	2021	2021	Fav/(Unfav)	2021	2021	Fav/(Unfav)	Original	Remaining	%	
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Budget	Completed	
OPERATING REVENUES										
Concessions and Other Contracts	-	-	-	\$10,286	\$10,000	\$286	\$10,000	(\$286)	102.86%	\$10,000
Other Revenue	4,229	-	4,229	4,298	1,000	3,298	4,100	(198)	104.82%	2,620
TOTAL OPERATING REVENUES	4,229	-	4,229	14,584	11,000	3,584	14,100	(484)	103.43%	12,620
OPERATING EXPENDITURES										
Salaries and Wages	90,973	90,874	(99)	545,256	548,005	2,749	1,104,297	559,041	49.38%	546,109
Personnel	20,410	20,549	139	146,237	159,629	13,391	270,792	124,554	54.00%	134,603
Supplies	(562)	1,995	2,557	19,169	8,474	(10,695)	21,289	2,120	90.04%	20,996
Purchased Services	41,026	58,283	17,257	274,831	342,313	67,482	648,978	374,147	42.35%	288,607
Utilities	838	(5,482)	(6,320)	(10,149)	(12,630)	(2,481)	(27,051)	(16,902)	37.52%	22,039
Insurance	8,633	8,633	-	51,795	51,795	-	103,590	51,795	50.00%	50,438
TOTAL OPERATING EXPENDITURES	161,317	174,851	13,534	1,027,139	1,097,585	70,446	2,121,894	1,094,755	48.41%	1,062,792
NET OPERATING REVENUE/(EXPENDITURES)	(157,087)	(174,851)	17,764	(1,012,555)	(1,086,585)	74,030	(2,107,794)	(1,095,239)	48.04%	(1,050,172)
NON-OPERATING REVENUE										
Property Taxes Collected for Operations	3,126,015	3,272,281	(146,266)	10,135,380	10,353,695	(218,316)	7,507,108	(2,628,272)	135.01%	10,220,625
Investment Income	2,183	3,792	(1,609)	13,725	24,766	(11,041)	48,026	34,301	28.58%	63,161
Gain/(Loss) on Investments in Bergen	(7,881)	-	(7,881)	(7,881)	-	(7,881)	-	7,881	0.00%	(7,881)
Other Income	-	-	-	80,885	-	80,885	-	(80,885)	0.00%	-
TOTAL NON-OPERATING REVENUE	3,120,317	3,276,073	(155,756)	10,222,109	10,378,461	(156,353)	7,555,133	(2,666,975)	135.30%	10,275,905
NON-OPERATING EXPENDITURES										
Other Expenditures	2,687	-	(2,687)	14,139	-	(14,139)	-	(14,139)	0.00%	(18,040)
TOTAL NON-OPERATING EXPENDITURES	2,687	-	(2,687)	14,139	-	(14,139)	-	(14,139)	0.00%	(18,040)
NET REVENUE/(EXPENDITURES)	2,960,543	3,101,222	(140,679)	9,195,414	9,291,876	(96,462)	5,447,339	(3,748,075)	168.81%	9,243,774
TOTAL REVENUE	3,124,546	3,276,073	(151,527)	10,236,693	10,389,461	(152,769)	7,569,233	(2,667,459)	135.24%	10,288,525
TOTAL EXPENDITURES	164,003	174,851	10,848	1,041,279	1,097,585	56,307	2,121,894	1,080,616	49.07%	1,044,751
NET REVENUE/(EXPENDITURES)	2,960,543	3,101,222	(140,679)	9,195,414	9,291,876	(96,462)	5,447,339	(3,748,075)	168.81%	9,243,774



Creating Community, Enhancing Health, Inspiring Play

DATE: July 27, 2021

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 2021

Leisure Services Financial/Budget

Revenue: Leisure Services revenues through the 2nd quarter of 2021 are \$4,431,944 which is \$1,442,720 lower than the YTD projected revenue of \$5,874,664.

Admission fees are \$2,544,282, which is \$1,592,402 lower than planned.

Rentals are \$984,573, which is \$40,037 better than planned.

Concessions and other contracts is \$30,924 lower than planned.

Other Revenue is lower than plan by \$2,275.

Expenses: Leisure Services expenses through the 2nd quarter of 2021 are \$4,935,549 which is \$808,449 lower than YTD projected expense of \$5,743,998.

Salaries and Wages are tracking \$410,979 better than planned with savings from some unfilled positions and during facility/program closure.

Supplies are \$174,804 lower than planned due to closure of facilities and programs.

Bottom line: Leisure Services is \$634,271 lower than planned due to the pandemic.

Facility Operations:

Aquatics Highlights

Through the 2nd quarter of 2021, the Aquatics Department net is \$43,350 lower than planned primarily due to unfavorable pool admission revenue (\$106,641) and expenses are favorable by \$63,084.

- During the 2nd quarter we completed seven Lifeguarding classes; and certified 78 new lifeguards. We have been successful with recruitment of summer staff and are fully staffed thus far, for the summer.

- In May the Ridge Recreation Center hosted an American Red Cross Instructor Academy in which two staff members became American Red Cross instructor certified; one WSI and the other LGI.
- In June we trained 6 WSI instructors.
- Concessions was brought in-house and has been successful. Through June, revenue is more in one month than the entire 2019 season.
- We continue to conduct random Guard Audits at each of the pools. Management staff does a brief evaluation of a lifeguard's scanning, rotation, posture, rule enforcement, uniform adherence, and customer service. Once the lifeguard is "down", the manager reviews the audit with them, provide both positive and corrective feedback.
- The Fast Fins (CARA) Summer Swim Team continues to be a successful program. The summer program saw a slight uptick in participants compared to 2019 (pre-covid) numbers. Additionally, the team began competing in virtual swim meets with other teams in the area.
- In May we completed our summer operation aquatics management preparations which included: 12 hours of Management Training for our ~14 managers; and 12 hours of All Staff Orientation for each pool.
- Completed all of the inputting for our summer and fall lessons in Community Pass.

Facility Operations Highlights

Through the 2nd quarter of 2021, Recreation Facilities and Climbing Wall combined net is \$98,305 lower than planned as we continue to navigate back to normal. Facilities/programs were still running on reservation system utilizing sign up genius through end of May. Building hours remain with hours adjusted during covid, with early closing and later start opening. Multi visit card special was offered in April, added a new online option for purchasing. Did not have huge numbers with this sale as we have in previous years, but still had a lot of Covid unknowns during this time.

Lilley Gulch Recreation Center

- Lilley Gulch net is \$4,626 lower than planned, with savings in expenses and lower admission fees/pass sales.
- Cardio/Weight remained with reservations through May, and then returned to normal usage beginning in June.
- Machines were all reopened to allow for usage of all equipment at any time. Cleaning continues regularly, set cleaning time and schedules in place.
- Staff all back to work and have hired on new for summer. Lots of retraining to get all new staff on board to pre-Covid operations.
- Pickleball back 2 times a week. Rentals are picking up again.
- Entire interior painted, more neutral colors. Freshened up building and gave new, clean feel.

Peak Community & Wellness Center

- Revenues are down \$27,044, but continue to see more and more rentals booking and our regular church group returned in June.
- Cardio/weight room opened back to normal without reservations in June.
- Cardio equipment sill in lobby, receiving a lot of feedback that patrons enjoy the cardio option there. Keeps machines more spread out. Have returned a few pieces back to main cardio room to assist with fitness trainings.
- Drop in childcare remains closed and we plan not to re-open at this time. Working with programmers to determine new, fresh programming for that space.

Ridge Recreation Center

- Ridge net is down \$73,576 as we continue to return to normal.
- Cardio/Weight room reopened during reservation time for 4 people and then returned to full use in June when reservations were dropped.
- New Cardio/Weight equipment has been ordered, part of mill levy/capital projects that were put on hold from 2020. Will be installed and completed in August.
- Starting to see an increase in pass sales and multi visit cards as more people are returning. Dropping of masks and reservations was a big help for patrons to come back.
- Pickleball running all 4 sessions a week, very slow right now as summer time the group plays outside, but have a had new patrons attend and run some new player classes.
- Climbing wall reopened in May with supervised climbs. Classes will no longer be offered due to staffing challenges, but rental and open climbs will run regularly. Currently utilizing the drop in program option through community pass for reservations for this activity.
- Rentals have picked up again now that there is no capacity and restrictions. We eliminated birthday party packages and have gone to just rentals with group rate. We see the weekends starting to fill up again.

Recreation Programs:

Arts Highlights

For the 2nd quarter of 2020 the Arts Department net is lower than planned by \$21,107. We are currently running dance, art, clay in person classes and virtual guitar classes. Numbers have started increasing in the second quarter with the loosening of restrictions and the addition of classes.

Special Events

- **Arts in the Parks**
The mural at the Ridge Recreation Center was completed in April by Pat Milbery with So-Gnar Art Collective. The multimedia piece includes a painted mural and a heart LED light instillation and has had an overwhelmingly positive response from the community. The official art opening was held on Saturday, May 8 and we hosted 60 people over two sessions. Thank you to Denver Beer Co for their beer donations for the event. All attendees received a limited addition signed print of the piece. We are looking forward to continuing the Arts in the Park program in the fall with more outdoor art instillations.
- **Concerts in Clement Park Series**
The community and arts staff are so excited to be back in the park for another year of free concerts. We have had excellent attendance, great music and multiple sponsor booths at each show. This series is very diverse musically and brings in many new local groups to the Grant Family Amphitheater. Funding for the series includes grant funding from SCFD and community business sponsorships
 - There have been two concerts in June with a total of 1,900 patrons/spectators. Concerts included Cass Clayton Band and Denver Jazz Club Youth All Stars.
- **Foothills Youth Theatre- Complaints Department and Lemonade**
The Youth Theatre program returned this summer with another sold out camp. This year we moved the show outdoors and all rehearsals and the performance took place at the amphitheater in Clement Park. This performance showcased 20 local youth actors ages 8-14 and they performed to an audience of 180. This workshop/intensive was planned during the height of the COVID restrictions and was adapted and changed as the restrictions changed. This was possible due to the hard work, planning and dedication of our staff Lauren Sigler (Arts &

Events Assistant), Taylor Hadra (Director), Jared Giamminco (Stage Manager/Assistant Director), and Kennedy Barth (Assistant Stage Manager).

Grants:

- **Scientific and Cultural Facilities District (SCFD) Grant:** In person grant presentations were suspended this year due to COVID. SCFD moved forward with the grant process and the Arts & Events Department applied for General Operating Support. The Jefferson County Cultural Council is recommending we receive \$31,716.41. This recommendation has been sent to the Jefferson County Commissioners for approval. An official award amount is announced in September. This is the highest award we have received from SCFD in over 25 years and is due to the hard work and dedication of the Arts Staff. The council noted the creativity and determination in continuing programming throughout the pandemic specifically the virtual class options and the Arts in the Park program.

Children's Programs Highlights

Children's Programs Administration

For the 2nd quarter of 2021, the Children's Programs Department net is \$276,503 unfavorable. Revenue is \$857,947 unfavorable due lower attendance most program areas and changes to program operations due to Covid-19 and low staffing. Expenditures are favorable by \$403,665 due to significant decreases in staffing, supply purchases, and purchased services.

- Rachel Frank was hired as a new Site Director of School Age Programs in May.
- Before and After Care programs were built in SchoolCare Works for upcoming enrollment with the anticipation that we will have more families return this year compared to last year.
- Site Director of 8 years in the Ridge All Day Preschool Classroom, Brenda Goodson, resigned. Full Time Teacher; Ms. Emily Box, was promoted into the Site Director role starting in mid-June.
- Site Directors Andrew Krajewski and Zach Donaghy resigned from our School Age Programs.

Early Childhood Education

- Part-time Preschool: held parent/teacher conferences in April. The classrooms ended the school year in May with outdoor, in-person graduation ceremonies.
- All Day Preschool:
 - In April parent/teacher conferences took place and programs celebrated Week of The Young Child with special activities for both students and parents.
 - Lilley Gulch hosted a Trike-a-thon in April to help raise funds for St. Jude's Children's Hospital.
 - The Ridge program held an Easter Egg Hunt in April.
 - Both preschools hosted a Muffin's/Donuts for Mom's event in May for Mother's Day.
 - In May we celebrated Teacher Appreciation Day for all early childhood staff members.
 - Lilley Gulch students participated in Field Day in May.
 - Both preschools hosted outdoor, in-person graduation ceremonies in May.

Teen Programming

- Teen Excursions filled quickly this summer. Excursions in June filled to the maximum capacity of 12. The teens were able to enjoy the Treehouse Adventure Park, horseback riding and standup paddle boarding.

- Teen Camp is supervised by a new Site Director this year, Jim Cobb. Teen Camp started the summer with many hiking adventures and field trips. So far the favorite field trip was Archery Games where the students learned to shoot archery. Jim has received many compliments. One particular parent wrote Jim an email saying how much her daughter enjoys the program; *“I wanted to let you know that on Saturday night, my daughter was SO BUMMED that it was only Saturday because she really wanted to go back to Teen Camp. Then this afternoon (Sunday) she said, “YES! Tomorrow is Monday and that means Teen Camp!”*

School Age Programs

- Before & After School Programs culminated on May 26th. Most programs experienced periods when children could not attend due to quarantines for being exposed to COVID-19. This resulted in many accounts being credited for days when children did not attend and program participation numbers being even lower than usual. No programs were required to shut down completely. Programs were required to maintain staffing levels to meet licensing requirements. Devanny elementary school continued to be our largest attended program with an average of 19 students attending morning and afternoon, but overall, all programs experienced a 25%-75% decrease in attendance compared to pre-pandemic years. Staff worked hard to continue to provide high quality activities to the children and families.
- All Staff - Summer Camp Training was held on May 27th and 28th. Camp staff was inundated with a variety of training tools in the areas of Parent Communication, Anti-Bullying Strategies, Policies and Procedures and Social Emotional Learning. Training was held in small groups at each individual camp location as opposed to bringing the entire team together as a collective group.
- Summer Camp enrollment opened to all returning families on April 6th. Most spots were filled before new families were able to register on April 14, 2021. Camps filled completely in April, with a demand from the community that was higher than we were able to accommodate due to staffing shortages.
- Summer Camp programs opened June 1st. Camps began with COVID-19 restrictions in place including; staff and children wearing masks indoors, all participants doing health screenings before entering, parents remained at classroom doors to check in/out the students as opposed to entering classroom spaces.
- COVID-19 restrictions were relaxed in all childcare settings in early June, allowing children and vaccinated staff to operate programs without wearing masks, and pre-entry health screenings were eliminated.
- Summer Camps were built to accommodate a variety of needs for families based on concerns regarding the pandemic. Camps were all limited to a maximum of 30 students to keep group sizes as low as possible. Some camps also limited activities to stay within the camp cohort. In spite of limitations, camps have enjoyed activities such as swimming at Foothills indoor and outdoor pools, field trips to Skate City, Denver Museum of Nature and Science, Nickel-a-Play, Chucky Cheese, and Adam’s Mystery Playhouse.
- Sports Camp, which had traditionally been for 3rd grade-8th grade, divided into two camps for 2021. A younger camp, All-Star Sports Camp, serving grades 2-5 and an older camp, Summer Sports Camp, serving grades 6-9. All-Star Sports had a reduced capacity to 30 kids and is basically full for the whole summer. Summer Sports Camp is averaging approximately 12 students per session.

District Athletics Highlights

Through the 2nd quarter of 2021, the Athletics Department revenue is lower than planned by \$373,737. Expenditures for the 2nd quarter of 2021 are \$169,294 better than planned. Bottom line the Athletics Department is \$204,443 worse than planned. Admission Fees are down in all departments within athletics to a total of \$360,814. On the expenditure side we are better in wages, supplies and purchased services to help the shortfall in Admission Fees. The COVID -19 pandemic is still showing affects within the athletics department.

District Athletics

- This year we have 125 teams playing in our adult summer softball leagues, teams are starting to come back and play ball since the pandemic has gotten under control. We had 86 teams play last year in our abbreviated summer season, so it was good to see teams/players getting out and playing ball again.
- Adult summer basketball leagues will get started the week of July 12, we will have 12 teams playing this summer at the Ridge Rec Center, the same number of teams that we had this past spring season.
- Adult summer outdoor volleyball leagues are underway and we have 15 teams playing on Monday night in the Co-Rec 6's league and 11 teams playing in the Thursday night women's 4's league.
- The Over 50 senior softball leagues have a couple of more games remaining prior to their seasons ending tournament. This year we have two teams playing Wednesday mornings at Schaefer Park.

District Athletics Administration

- Opened the Clement Park Splash Park at the end of May. Several patrons have made comments that they are happy to have it open with no COVID restrictions.
- The Unicorn Festival was able to host their event June 26th & 27th, 2021. It was a success with over 8000 attendees over the 2-day event at Clement Park.
- Shelters reservations for Clement Park and the Clement Park Splash Park are still going strong with them booked 90% of the time on weekends.
- Weekend baseball tournaments have taken a huge hit in the second quarter due to the weather and organizations no being able to find umpires that want to work.

Batting Cages - Clement Park & Schaefer Athletic Complex

- Because of the amount of inclement weather, we had through the end of February into Early-April, neither of the cages were ready to open on the original opening day of March 19th. But both Clement Park Staff and Schaefer Athletic Complex Staff did an excellent job getting nets up and fixing net holes when they were able. Neither cage opened until April 9th.
- Clement Park Batting Cages were closed 15 days from April 9th to June 30th due to weather.
- Schaefer Athletic Complex Batting Cages were open for two days, then closed for a month due to snow damage to the net.
 - We brought out Fisher Netting to repair the net. They originally were not able to come out from Florida until mid-June. We were able to get them here mid-May.
 - They planned to be here for three days. It only took two days and we saved approximately \$800 on the emergency project.
- We have been fully staffed and ready with six returning staff members and 10 new people this season. We do anticipate hiring a couple more when college students leave for the summer.

Foothills Sports Arena

- Once we received the go-a-head to run leagues fully but with masks, we were able to fill almost all high school leagues. We were able to start leagues the week of March 1st and completed everything by May 22nd.
 - High School Girls; Tuesdays-8 teams, Wednesdays-5 teams; Thursdays-6. Planned on 8 in each league. By the time the leagues were allowed to start, teams had dropped out because their outdoor leagues were starting.

- High School Boys - 14 teams ready to play; but, again, their HS season was started March 1st.
- High School Boys Lacrosse - 12 varsity teams and 11 sub-varsity teams. This is very close to normal, other than starting in March. We had planned to offer a Winter and Spring season this year because CHSAA had pushed the regular HS season back to start May 3rd. Most of these teams were planning to play in our Winter and “Special” Spring seasons.
- Youth soccer leagues, U11 through U14, we were planning on approximately 24 teams total. With the late start all teams were starting their outdoor seasons.
- We were not able to restart our Fall Adult 2020 leagues until Mid-March. We completed them by June 11th.
- Spring Adult Soccer Leagues were replaced by leagues finishing from Fall 2020. All fall 2020 started in Mid-April and were completed in Mid-June.
- We were able to assist Youth Sports by hosting some of their league games and practices with the unsettled weather in April, May and June. Youth Sports used a total of 20 hours. We saved Youth Sports multiple man hours of rescheduling and restructuring their practices and games. We could have helped more, but there were still facility capacity restrictions until Mid-May
- We hosted three different dog agility events. Mile High Rottweiler Club ran an event April 17th. Cairn Terrier Dog Trails ran their Memorial Weekend event May 28th – 31st. Front Range Agility Team ran their event June 3rd – 6th. We did postpone Soccer on Thurs/Fri nights for the Front Range Agility Team Trails. All are looking forward to coming back and loved the facility. We lost two agility trials to other venues. When we asked why they went elsewhere, we were told because the other venues have A/C.
- Children’s Programs Sports Camp ran their program out of the FSA for full field games June 11th & 18th. We will be their host in July the Fieldhouse is occupied for events July 12th, 13th, 27th – 29th.
- Access road has been taken care of fairly well. We are working with the Schaefer Parks staff to get them to grade the lot after a good rain to keep it as smooth as we can. They have also chalked the parking lot when we have larger events. This has helped our parking situation quite a bit. The latest dry spells have kept the lobby dusty & dirty no matter how much we clean.
- Systems Contractors, Inc. started our Roof Vent repair project June 28th. They were scheduled to be completed by June 30th. Parts that were needed were sent overnight, but did not arrive until July 2nd. They were discovered to be the wrong parts and re-ordered. The project was completed July 14th.

Gymnastics/Cheerleading

- Gymnastics admission fees are down.
- We have been booking quite a lot of rentals so we are up in rentals.
- 5 year and older classes and cheer are tracking higher, however private lessons, the 4 & under classes and team are lower.
- We added a high school team practice for the summer so hopefully that will help with team revenue.
- We have successfully completed one summer session
- The team has competed in three meets already; all the girls have qualified for state.
- I have hired replacement staff for the staff that is leaving. I am hoping to get a few more.

Youth, Middle School and Adaptive Programming

- We completed 3 MSSP seasons during the 2nd quarter, which was quite the challenge thanks to schedules and weather. While each sport played several games/meets, we did not do a tournament for any sport. We also did not offer transportation for the first time, and there were no complaints from parents or any issues that arose.

- MSSP Track & Field had a great season. We had 72 participants which was a slight increase from 2019, and had a team at all 4 schools.
- MSSP Basketball had 98 participants, a slight decrease from previous seasons. We had girls and boys' teams at 3 of the 4 schools, as Deer Creek's administration opted to not have indoor sports.
- MSSP Flag Football had teams at 2 of the 4 schools, and had 31 total participants.
- 127 kids participated in our CARA Volleyball, which was down from Spring of 2019, but to be expected with COVID and the indoor restrictions we had for much of the season.
- CARA Lacrosse was cancelled due to COVID-19. Instead we ran a Lacrosse Camp with 31 participants.
- Adaptive Baseball had 98 players in the spring season on 9 teams. Family members were required to be the buddies for players, and it worked out. Most families are excited to have buddies return in the Fall.
- Foothills partnered with the Ryan Freeman Tennis Academy to renew the Tennis program. We had 35 participants in the Spring, which was better than our 2019 numbers.
- Fencing (12), Judo (6), Horseback (29), and Karate (21) each had solid turnouts for the 2nd quarter of classes.
- Specialty Athletics utilizes volunteers to help with programming.
 - 2nd Quarter volunteer hours

▪ Coaches	15 total coaches
▪ Hours per coach	28 hours
▪ Total 2nd Q Volunteer Coach Hours	420
▪ Adaptive Baseball Volunteers	20
▪ Total 2 nd Q Adaptive Volunteers Hours	250
▪ Total hours for Both	670
▪ Cost saved (at \$12.84/hour for staff cost)	\$8,602.80
 - YTD Volunteer Hours

▪ People	35
▪ Total Hours	670
▪ Cost Savings	\$8,602.80
- For our 2nd quarter youth sports finished up flag football, soccer and baseball. It was great to get back to a sense of normalcy and parents were eager to get their kids signed up.
- The weather gave us fits but we were able to push through.
- We had a combined 1602 kids during the spring season which is only down 153 from 2019 and equates to \$149,567.50 which is up from \$133,021 in 2019 spring registrations.
- Securing staff has been a challenge but we were able to adjust some games and utilize weeknight games to make the best of it. I am looking forward to what the rest of the year looks like.
- Youth Sports utilizes volunteers to help with programming.
 - 2nd qtr. volunteer hours

• Coaches =	204 total coaches
▪ Hours per coach =	24 hours
▪ Total 2 nd Q Volunteer Hours	4896
▪ Cost saved (\$12.84 an hour for a staff cost)	\$62,864.64
 - YTD Volunteer Hours

• Coaches =	265 total coaches
• Hours per coach =	24 hours

• Total Volunteer Hours	6360
• Cost Savings	\$81,662.40

Edge Ice Arena Highlights

Through the 2nd quarter of 2021, the Edge Ice Arena's net is \$19,281 better than planned. Revenues are \$19,165 less than planned and expenses are \$38,446 better than plan. This is due to better than planned ice rentals offset by lower expenses.

- The Figure skating program is back and thriving, our new Figure Skating Director has really turned the program around quickly with new programming and fresh ideas.
- Quest for the Crown adult hockey tournament was a huge success and our first Adult league tournament to be put on since COVID, everyone was excited to be back at the rink.
- For the first time in rink history we hosted USA Hockey Nationals for Tier II Girls. It was a huge success. Our performance hosting this tournament, has brought National attention to bring future USA Hockey events back in the future.
- The Dawg Bowl this year was the biggest Adult tournament ever done in Colorado with a grand total of 60 teams, which lasted over 5 days.
- The Penalty Box, has had a record year to date, despite being closed for the month of January, a new record was set with over \$42,000 revenue for the month of June.
- Colorado Girls Select Hockey Association, dissolved and has become Colorado 14'ers.
- The brand new Zamboni was delivered on May 20th, it has been an amazing piece of equipment thus far with new technology.
- Adult leagues have come back to life although we did lose some teams due to COVID, we are trending in the right direction leading in to Winter Season.
- Both Littleton Hockey Association and CO 14'ers have booked spring and summer camps and programming which has kept our building extremely busy.
- Littleton Hockey Association held their first ever, Swim, Golf, and Hockey camp that utilized the Edge, Ridge and Meadows Golf Club. It was such a popular camp they will be growing to 2 weeks in 2022
- We continue to be the industry leader in the state of Colorado and will strive to continue this moving forward. We are completely booked for 2021 and into the first quarter of 2022.
- Foothills Hockey Association decided to make a change in their leadership, both the President and Vice President positions have been replaced as well as their Hockey Director.
- Foothills Hockey Association needed to make some cost reductions within their organization and exercised their right to vacate their office permanently.
- In June, we successfully did our annual ice allocation for the upcoming 2021-2022 season, making all user groups extremely satisfied, and contracts fulfilled. Littleton Hockey Association were allocated 1,731 hours and Colorado 14'ers were allocated 580 hours and both organizations agreed to these hours and both asked for more hours. Foothills Hockey Association was allocated 359 hours and chose to return 211 of those hours. District staff re-allocated those 211 hours to internal programs as well to both Littleton and 14'ers programs.

- Ice Allocation and Usage 2nd quarter:

Littleton Hockey Association

	<u>Allocated Hours</u>	<u>Used Hours</u>
April	95 hours	96 hours
May	70 hours	88 hours
June	75 hours	68 hours

Colorado Girls Select

	<u>Allocated Hours</u>	<u>Used Hours</u>
April	32 hours	36 hours
May	20 hours	22 hours
June	30 hours	28 hours

Foothills Hockey Association allocated hours

	<u>Allocated Hours</u>	<u>Used Hours</u>
April	0 hours	0 hours
May	0 hours	0 hours
June	0 hours	0 hours

Fitness Highlights

For the 2nd quarter of 2021, the Fitness Department net is \$10,141 lower than planned. Revenues are \$17,624 lower than plan and expenses are \$7,483 better than plan. Revenues are down due to the pandemic and expenses are better primarily to lower personnel costs and purchased services with less contracted services.

Staff Updates

- **New Hires:** Replenishing our staff has been a challenge. Hiring has been open since May for fitness instructors to replace several staff who moved on/been on leave from Foothills Fitness programs. (Patty Braley, Shane Pepper, Carla Keahey). This seems to be happening across other agencies as well, hard to attract new staff at same rates as pre-COVID. However, with a good amount of extra effort and pulling strings, we were successful in recruiting a few new faces:
 - Hired Anne Henning & Heather Surratt as subs for Group Exercise classes.
 - Hired Susan Kennedy to take over Shane's Fit for Life classes on M/W/F. Susan also took over Thursday Cardio Challenge and Silver Sneakers Circuit.
 - Hired Kindra Largent to teach Stability Ball and also as a Personal Trainer.
 - Terri Gillan took over Patty's TUE Cardio Challenge.
 - Hired Pamela Sturniolo as an Aqua Fitness sub.
 - Brought Dawn Weiss back on board after her extended leave, DEC – MAR.
 - Have not been able to successfully recruit new instructors for Pilates Reformer Classes, which is causing concerns for our ability to continue hosting classes in many popular time slots.
- **Volunteers:** To bring back senior programs and also fill needs in some sport performance areas, we have brought back volunteer positions.
 - Senior Programs-Walking Club Volunteer Leaders: Various seniors who regularly participate in our walking club were also given training and clearance BGC to host our FRI walks with minimal tasks (organize group at start of walk, manage list of attendees, etc)

- Sport Performance-Offered students from Metro State University (MSU) the experience of shadowing trainers and helping with dryland conditioning classes at the Edge Ice Arena. So far, one MSU student (David Mosher, future Fall intern) has gone through the trainings and BGC process to volunteer in this program area. Expect more participation from students in the Fall.
- Training: Hosted numerous staff trainings/planning sessions
 - Off-site fitness admin planning session
 - Training for Defer the Disease Program come back (July)-Michelle Baum & Liz Vlad were trained and instructed on class flow by Tami Schlieman

Drop in & Registration Based Fitness Classes

- **Land and Aqua**
 - As numbers of vaccinations increased, class capacities increased and restrictions decreased the class participation has increased. June capacities: Aerobics Room = 20, Spruce/Ponderosa = 20, Indoor Splash = 20, Outdoor Splash = 30, Pinyon = 15.
 - Discontinued most Virtual Classes in June due to low enrollment. Virtual classes that continue are:
 - MON - Restorative Yoga
 - MON/WED – Silver Sneakers Classic
 - THU/SUN – willpower & Grace
 - Moved from the Sign Up Genius platform to Community Pass for patrons to reserve a place in classes. It has been a difficult transition, moving from a system that served purposes well and was easier to use for patrons than Community Pass.
 - Planned for, and began in June, Outdoor Fitness Classes including:
 - Zumba - MON 5:30pm @ Clement Amphitheater
 - Splash - M/W/F 8am @ Deer Creek Pool; TU/TR 8am Weaver Hollow Pool
 - Moved Fit for Life back to the Ridge June 2. Room capacity = 20.
 - Changed Cardio Challenge format to Retro Hi Lo, which allows more instructor flexibility and, hopefully, more interest from patrons!
 - During annual closure/cleaning:
 - Replaced all stability balls in Aerobics room. Gave old stability balls to staff (free) or sold to patrons (\$5)—all 24 balls were spoken for within 2 hours!
 - Discarded non-functional aqua belts, buoys and noodles at the Ridge. Purchased new noodles for Deer Creek pool. Placed new (purchased, but not yet used) buoys from Fitness closet in Cardio-Weight Room at the Ridge.
- **Mind/Body**
 - Returned Reformers to Evergreen room from Maple room (thanks to removal of Covid-required social distancing.) Updated Evergreen room for this return in order to declutter and open up the space with fresh paint/new look.
 - Removed Neurofit class from schedule.
 - Restarted Pilates Fundamental Orientation classes, taught by Pam, Laura and Geri.
 - Returned to the schedule M/W Yoga for All Levels @ 9:15am class that Dawn Weiss taught/teaches.
 - TU 8am Gentle Yoga moved outside to the Peak patio in June.

- Planned for, and began in June, Outdoor Mind/Body Classes including:
 - Tai Chi on the grass near Clement Park Amphitheater, THU, 7am
 - Yoga with Lora at Clement Park Amphitheater, MON 8:30am
 - Gentle Yoga on the Peak Patio, TU 8:00am
- **Elite-X**
 - Quick Burn class has been gaining participants.
 - Continued efforts to restore/revive Group Training Classes with additional marketing plugs- social media, E-news, outreach to community coaches (phone & email) and handing out flyers at fields & throughout the community at various retailers.

Personal Training Programs

- Added new clients in Commit to be Fit 3-month training program. Popular with both returning and new patrons!
- Senior Adult Strength Training Classes moved back to the Peak from Edge Performance Training

Sport Performance Training Programs

- April training camps-Rocky Mountain Hockey Schools (RMHS) - weekend camps 4/10-4/18 at the Edge and our off-site trainings in Breckenridge
- May training camp-RMHS off-site at Big Bear Ice (Denver)
- June training camps-RMHS, Littleton Hockey Association (LHA)
- Evaluating potential restructuring of pricing and adding rental agreement options with hourly rates based on # participants, etc. and submitted proposals
- Edge Performance Training rental space agreement with Olympic Hockey Coach Jan Hedja

Senior Adult Programs

- Restarted Helpful Hands Knitting & Crochet, and Bridge Clubs. Both meet on Friday only.
- Started a Walking Club, which meets on Fridays at local area trails and paths.
- Sent the first e-newsletter since DEC on June 23.
- Began planning for a return to Senior Adult Activities (targeted July for first month of re-opening).
 - Decided to plan “meet ups” for summer activities instead of providing transportation to events/activities. New categories in Community Pass registration:
 - Meet & Eat – pay for meal at registration, meet at restaurant for lunch
 - Park & Play – meet at Clement Park for activities
 - Off-site Events – wine tasting, etc.
 - Clubs
 - Potential restart of Mahjong club.
 - Set future dates/began initial planning for larger events:
 - Senior Open House-October 1, 2021
 - Mind-Body Open House-January 14, 2022
 - Vino & Valentines-February 11, 2022

Foothills Fieldhouse Highlights

- The Fieldhouse net is \$22,758 which is lower by \$63,780 through the second quarter 2021, however, the Fieldhouse is recovering dollars quickly now that all restrictions have been lifted. Operating Revenues are down by \$22,738 in rentals,

\$19,901 in concessions, and \$41,347 in admission fees. Expenses are better than plan by \$21,204.

- Concession finally opened for 2 weeks in May and all of June. Even though the Fieldhouse is down \$20K for the year in concession, in just 6 weeks, concessions brought in \$2K more than what was budgeted for the time period.
- Children's Programs started limited child care at the beginning of June.
- The Fieldhouse hosted the first event in the building since 2019 and it turned out to be the largest one side event since becoming a Foothills building. The rink rental was over \$4,000 and another \$3,500 was made in concession.
- The college lacrosse league started up in June with 6 teams and lots of rink rental. This is the only league of its kind across the country and it is in partnership with Denver University. Games are played Sunday, Tuesday, and Wednesday each week for the summer and the concession sales have been steady for the games.
- Little Rookies and Youth Intro to Lacrosse started in June and classes are maxing out with the numbers showing that parents are ready to get their kids in sports and back to some normalcy.

Foothills Parks & Recreation District
Leisure Services Summary
Wednesday, June 30, 2021

	June			YTD			2021			2020 YTD
	2021	2021	Fav/(Unfav)	2021	2021	Fav/(Unfav)	Original	Remaining	%	
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Budget	Completed	
OPERATING REVENUES										
44112 + 44 Admission Fees	\$759,212	\$1,102,903	(\$343,691)	\$2,544,282	\$4,136,684	(\$1,592,402)	\$8,228,384	\$5,684,102	30.92%	\$1,619,711
44100:4416 Rentals	148,435	151,173	(2,738)	984,573	944,535	40,037	1,889,243	904,670	52.11%	542,590
44640 + 44 Merchandise Sales	5,705	8,314	(2,609)	22,549	55,031	(32,482)	100,488	77,940	22.44%	17,861
44600:4463 Concessions and Other Contracts	65,812	55,141	10,671	217,711	248,635	(30,924)	477,840	260,129	45.56%	122,760
44910 + 48 Other Revenue	5,945	6,239	(294)	14,848	17,123	(2,275)	36,062	21,214	41.17%	48,343
TOTAL OPERATING REVENUES	985,107	1,323,770	(338,663)	3,783,962	5,402,008	(1,618,046)	10,732,017	6,948,055	35.26%	2,351,266
OPERATING EXPENDITURES										
50100:5090 Salaries and Wages	680,416	780,933	100,517	2,873,249	3,284,228	410,979	6,626,101	3,752,853	43.36%	2,292,053
51100:5130 Personnel	126,872	121,377	(5,495)	656,389	704,259	47,869	1,298,920	642,531	50.53%	546,699
52100:5275 Supplies	103,685	97,572	(6,114)	450,104	624,909	174,804	1,081,213	631,108	41.63%	345,532
53100:5356 Purchased Services	111,735	140,354	28,619	500,937	758,741	257,804	1,526,745	1,025,808	32.81%	446,509
54110:5421 Utilities	88,756	58,104	(30,651)	407,333	323,673	(83,660)	725,707	318,374	56.13%	303,892
55100:5560 Insurance	8,031	8,031	-	48,188	48,188	-	96,377	48,188	50.00%	58,209
57986:5798 Other Expenditures	(1,019)	-	1,019	(652)	-	652	-	652	0.00%	(295)
TOTAL OPERATING EXPENDITURES	1,118,476	1,206,372	87,896	4,935,549	5,743,998	808,449	11,355,064	6,419,515	43.47%	3,992,599
NET OPERATING REVENUE/(EXPENDITURES)	(133,368)	117,398	(250,766)	(1,151,587)	(341,990)	(809,597)	(623,047)	528,540	184.83%	(1,641,333)
NON-OPERATING REVENUE										
41100 + 41 Property Taxes Collected for Operations	86,639	86,639	0	472,657	472,656	1	977,986	505,329	48.33%	487,970
42355 + 42 Contributions and Grants	1,100	-	1,100	1,100	-	1,100	-	(1,100)	0.00%	-
48151 + 48 Other Income	-	-	-	174,225	-	174,225	-	(174,225)	0.00%	-
TOTAL NON-OPERATING REVENUE	87,739	86,639	1,100	647,982	472,656	175,326	977,986	330,004	66.26%	487,970
NON-OPERATING EXPENDITURES										
NET REVENUE/(EXPENDITURES)	(45,629)	204,038	(249,667)	(503,605)	130,666	(634,271)	354,939	858,544	(141.88%)	(1,153,363)
TOTAL REVENUE	1,072,846	1,410,410	(337,563)	4,431,944	5,874,664	(1,442,720)	11,710,003	7,278,059	37.85%	2,839,236
TOTAL EXPENDITURES	1,118,476	1,206,372	87,896	4,935,549	5,743,998	808,449	11,355,064	6,419,515	43.47%	3,992,599
NET REVENUE/(EXPENDITURES)	(45,629)	204,038	(249,667)	(503,605)	130,666	(634,271)	354,939	858,544	(141.88%)	(1,153,363)



DATE: July 27, 2021

MEMO TO: Foothills Board of Directors

THROUGH: Ronald Hopp, Executive Director

FROM: Tom Woodard, Director of Golf

SUBJECT: Golf Division Quarterly Report / 2nd Quarter 2021

The following is an update of the major activities in the Golf Division for the 2nd quarter of 2021. This report will cover activities through June 30, 2021.

Golf Rounds:

The 78,391 rounds of golf played through the 2nd quarter of 2021 is an increase of 7,091 rounds from the 71,300 rounds played thru the 2nd quarter of 2020, and 13,757 rounds above the previous three-year 2nd quarter average of 64,634 rounds. Historically 50% of the yearly total rounds of golf are played thru the 2nd quarter of the year.

Revenue / Expenditures Summary: (see attachment)

Total Operating Revenues:

The 2nd quarter 2021 YTD Total Operating Revenue of \$2,688,156 was \$558,821 favorable to the projected 2nd quarter budget of \$2,129,335 and \$ 533,024 favorable to the previous three years YTD 2nd quarter Total Operating Revenue average of \$2,155,132. Increases of \$401,084 in Admission Fees, \$126,973 in Rentals and \$30,318 in Merchandise Sales, are the product of an increase in the rounds of golf played in 2021.

Total Operating Expenditures:

Total Operating Expenditures for the 2nd quarter were \$120,308 favorable to budget. The favorable decrease of \$74,803 in Salaries and Wages is the result of staff shortages. Savings of \$42,508 in Supplies and \$27,555 in Purchased Services are timing related, those dollars will be expended during the balance of the year. The unfavorable increase of \$21,963 in utilities is mainly the result of a special Bergen Reservoir assessment.

Net Revenue / Expenditures:

The Golf Department was \$679,130 favorable over the budgeted Net Revenue (Expenditures) through the 2nd Quarter, an increase in rounds of golf played was the main contributing factor for the advantageous numbers.

Golf Development and Improvement Fund (GDIF)

The 2021 Budget included \$327,870 in GDIF expenditures. The expenditures are all capital related and will address the most critical capital needs of the Golf Department.

Foothills Golf Course

- Cart Path Repairs and Replacement – project is complete
- Rebuilding Tee Boxes – project has started, will be completed in the fall
- Permanent Restroom on the Par 3 Golf Course - pending

Meadows Golf Course

- Install Fairway Drainage System on the 12th Hole – project is complete

Premier Restaurant Group:

The Premier Restaurant Group operates the food and beverage concession at both golf courses. The 2nd quarter YTD total gross revenue was \$465,767 compared to \$297,060 in 2020, an increase of \$168,707. Management attributes the increase in revenue to the elimination of Covid-19 guidelines in place during 2020, that mandated the closure of food and beverage operations during the early months of the Pandemic, followed by mandates of limited service.

Department Achievements in the 2nd Quarter:

Meadows Golf Course

- Golf Course is in excellent shape.
- Completed fairway drainage project on 12th fairway.

Foothills Golf Course

- JNS architectural design services completed the conceptual phase for the new clubhouse.
- Golf Course is in excellent shape.
- Jim Edfors was hired as the new Assistant Golf Professional.

Other Achievements

- Golf courses are extremely busy and staff continues to work very hard.

Challenges in the 2nd Quarter:

- Several seasonal maintenance and golf operational positions remain vacant.

Foothills Parks & Recreation District
Golf Summary
Wednesday, June 30, 2021

	June			YTD			2021			2020 YTD
	2021	2021	Fav/(Unfav)	2021	2021	Fav/(Unfav)	Original	Remaining	%	
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Budget	Completed	
OPERATING REVENUES										
44112 + 44: Admission Fees	\$688,672	\$525,617	\$163,055	\$1,970,182	\$1,569,097	\$401,084	\$3,315,903	\$1,345,721	59.42%	\$1,957,516
44100:4416 Rentals	213,363	140,137	73,225	518,461	391,489	126,973	903,999	385,538	57.35%	319,514
44640 + 44: Merchandise Sales	60,833	51,752	9,081	176,337	146,019	30,318	396,987	220,650	44.42%	74,296
44600:4463 Concessions and Other Contracts	10,000	10,000	-	20,000	20,000	-	69,000	49,000	28.99%	20,000
44910 + 48: Other Revenue	360	1,110	(750)	3,176	2,730	446	5,700	2,524	55.72%	8,190
TOTAL OPERATING REVENUES	973,228	728,617	244,611	2,688,156	2,129,335	558,821	4,691,589	2,003,433	57.30%	2,379,515
OPERATING EXPENDITURES										
50100:5090 Salaries and Wages	225,401	230,512	5,111	904,654	979,457	74,803	2,001,905	1,097,252	45.19%	852,303
51100:5130 Personnel	44,545	37,518	(7,027)	234,051	233,923	(128)	422,152	188,102	55.44%	210,831
52100:5275 Supplies	108,155	98,062	(10,093)	402,290	444,798	42,508	869,444	467,154	46.27%	290,452
53100:5356 Purchased Services	47,584	50,442	2,858	166,906	194,461	27,555	334,178	167,272	49.95%	190,244
54110:5421 Utilities	63,420	46,945	(16,476)	176,066	154,102	(21,963)	391,842	215,776	44.93%	182,949
55100:5560 Insurance	1,007	1,007	-	6,044	6,044	-	12,087	6,044	50.00%	6,422
57986:5798 Other Expenditures	1,445	-	(1,445)	2,467	-	(2,467)	-	(2,467)	0.00%	265
TOTAL OPERATING EXPENDITURES	491,557	464,485	(27,072)	1,892,476	2,012,784	120,308	4,031,609	2,139,133	46.94%	1,733,466
NET OPERATING REVENUE/(EXPENDITURES)	481,671	264,132	217,539	795,680	116,551	679,130	659,981	(135,700)	120.56%	646,049
NON-OPERATING REVENUE										
NON-OPERATING EXPENDITURES										
59020:5902 Interest Expense	-	-	-	-	-	-	-	-	0.00%	3,696
TOTAL NON-OPERATING EXPENDITURES	-	-	-	-	-	-	-	-	0.00%	3,696
NET REVENUE/(EXPENDITURES)	481,671	264,132	217,539	795,680	116,551	679,130	659,981	(135,700)	120.56%	642,353
TOTAL REVENUE	973,228	728,617	244,611	2,688,156	2,129,335	558,821	4,691,589	2,003,433	57.30%	2,379,515
TOTAL EXPENDITURES	491,557	464,485	(27,072)	1,892,476	2,012,784	120,308	4,031,609	2,139,133	46.94%	1,737,162
NET REVENUE/(EXPENDITURES)	481,671	264,132	217,539	795,680	116,551	679,130	659,981	(135,700)	120.56%	642,353



DATE: July 27, 2021

MEMO TO: Foothills Board of Directors

FROM: Colin Insley, Director of Parks, Planning and Construction

SUBJECT: Parks Quarterly Report – 2nd Quarter 2021

Overall Revenues

Overall Revenues: Were unfavorable by \$171,355. Admission fees unfavorable to plan by \$137,715 due to timing of payments and less participation., while rentals were unfavorable by \$54,705 due to weather and smaller sports tournaments.

Overall Expenses

Operating Expenses: Tracking favorable to plan by \$228,932 of the total budget spent. This was due largely to savings in utilities by \$108,117 as a result of savings in water with a very wet spring. Savings in part-time wages from vacant seasonal positions. Savings were also gained from timing in supply purchases.

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 \$700 for the Kipling Villas sub-district, Jeffco Treasurers fee.

Net Revenue(Expenditures) ended at \$56,861 favorable to plan for the quarter.

Parks Administration

Expenditures are tracking unfavorable to plan by \$1,325 of the total budget due to timing of spending for supplies.

Staff Highlights:

- Collaboration:
 - Applying for MS4 Storm Water Quality permit with the State

Projects:

- 2020 Mill Levy Projects
 - Alper's Farm Park
 - Completed Projects- new half basketball court and yard games area, new site amenities, new concrete walk through the park, new Xcel transformer and service, new water tap and service, new bluegrass field and irrigation system, and a new pedestrian light
 - Site was seeded and trees planted in May

- Woodmar Square Park
 - Completed Projects – removed old shelter and Russian Olives near playground, installed new shelter and site amenities, paved ADA access to playground and additional concrete in the area, irrigation mainline 50% installed, new Xcel transformer and service, paved Peakview ROW expansion, paved Lily Gulch trail culvert bypass and crosswalk, paved new bench and picnic table pads, and planted 24 new trees
 - In Progress – complete irrigation installation
- Eagle Meadows Park
 - Completed projects- Tennis court surface and fence replaced, replaced concrete path through the park, new irrigation, new site amenities, planted new trees and new playground curb
 - Projects to be completed-improvements to gazebo and new layer of crusher fines along path
- Schaefer Athletic Complex playgrounds
 - Site work complete
 - Playground equipment for both playgrounds received
 - Installation began 7/15/2021
- Hine Lake Pier
 - A team of Colorado School of Mines seniors completed their preliminary plan for pier replacement as their senior project.
- Clement Park Tennis and Pickle ball courts
 - In planning process with Norris Design
 - Project is out to bid
 - Work scheduled Fall-Winter 2021
- Ridge Recreation Center
 - New playground for daycare area- in planning process
 - Equipment ordered
 - Installation scheduled Fall 2021
- 2021 Mill Levy Improvement Projects
 - Upcoming projects
 - Lakehurst Park- Community Meeting hosted on 4/24/2021
 - Additional research is being conducted on sidewalks throughout the park
 - Westfield Park- Community Meeting hosted on 2/16/2021
 - Additional community inputs received by 3/17/2021
 - Design complete
 - Project out to bid
 - Victory Park
 - Victory Park site improvements were provided in January 2021, comments were received by February 3, 2021.
 - Design complete
 - Project out to bid

- Westbury Greenbelt
 - Westbury Greenbelt site improvements were provided in January 2021, comments were received by February 3, 2021.
 - Design complete
 - Project out to bid
- Columbine Hills and Sports Parks
 - In planning process to update irrigation systems
 - Irrigation Design complete
 - Irrigation Project out to bid
- Easton Regional Park
 - New picnic shelter near restroom building, 4 shade structures over bleachers at Rockies Field and small baseball field, located in the northwest section of the park.

Pride in our Parks:

- Presented about parks to South Jeffco Business alliance on 4/20/2021
- Assisted with creating new Outdoor Rental Policy
- Assisted with the creation of new Park Ranger program
- Hired new seasonal MSC Parks Operations Assistant
- Began new volunteer partnership with LDS Missionaries at Clement Park
- Planted 3 Tribute Trees and installed 1 Memorial Bench
- Ballfield maintenance training at Clement Park
- Began working with Children's Program as a special guest at summer camps

Volunteer Review:

- Boy Scout Troop
 - Trash Clean up, removed 32 lbs of trash- Harriman Lake Park
 - 4/17/2021
 - 10 volunteers, 88 total hours
- Columbine United Church
 - Trash Clean up- Sgt. Timothy M. Mossbrucker Memorial Park
 - 4/24/2021
 - 10 volunteers, 15 total hours
- Neighborhoods Earth Day Clean Up
 - Landscape bed maintenance at Water's Edge
 - 4/22/2021
 - 11 volunteers, 22 total hours
- Columbine Knolls S/E HOW clean up
 - Trash clean up and juniper bed cleaning and Wayside Meadows and West Laurel Park
 - 5/1/2021
 - 30 volunteers, 60 total hours
- Meadows Sanctuary HOA cleanup day
 - Brush, trash and weed removal
 - 5/8/2021
 - 15 volunteers, 52.5 total hours

- LDS Missionaries
 - Various project throughout Clement Park- weekly
 - 4/27, 5/13, 5/25, 6/19, 6/23, 7/7
 - 19 volunteers, 33 total hours
- LDS Youth Group
 - Mulching tree rings at Trapper's Glen Park
 - 6/16/2021
 - 25 volunteers, 50 total hours
- Foothills Teen Camp
 - Trimming trees at Kipling Villas
 - 6/17/2021
 - 22 volunteers, 33 total hours

Eagle Scout Service Projects:

- Bird houses at Easton Regional Park
 - Aiden Typer
 - Designed, built, installed new bird houses in the native area by the Lake at Easton Regional Park
 - Total volunteers: 14
 - Total volunteer hours: 77

Total Volunteer Hours for 2021 first Quarter: 156 Volunteers and 430.5 volunteer hours

Fleet Services

Overall expenses are tracking at \$5,982 favorable to plan of the total budget spent due to timing of purchasing supplies.

Highlights

- Fleet Mechanics were busy with mower service and repairs with the startup of mowing season.
- Fleet Mechanics completed over 108 work orders for vehicles, equipment and service calls for the period.
- Fleet Mechanic Randy Hoover Re-Certified his Manual Transmission and Driveline ASE certification.
- Fleet Mechanic Charles Jansen Re-Certified his Brakes ASE certification.
- Fleet Mechanic Craig Weiland completed the Annual Vehicle Inspection class at CMCA and 7-hour training course in Ford Engine Diagnostics sponsored by ATA, Craig also completed the Annual Inspection/Appendix G training at Colorado Motor Carriers Association.
- 5 busses and 5 min-busses were serviced, inspected and prepared for summer camps
- 2 Mules with cabs for Regional Parks were purchased and commissioned.
- A 2021 Ford Ranger was located, purchased and commissioned for the Park Ranger Program.
- Surplus equipment and vehicles were sold totaling over \$21,000

Urban Parks

Overall revenue tracked at \$74,528 unfavorable to plan due to weather. Overall expenditures are tracking favorable to plan by \$138,687 due to savings from a water and wet spring and savings on part-time wages in hiring seasonal staff and timing of supply purchases.

Highlights

Irrigation

- Staff completed the yearly testing and recertified 42 backflows.
- Installing new 4G Aircard cartridges for Rainbird irrigation controllers to improve speed, reliability, and communication.
- Repaired the irrigation backflow at Victory Park.
- Repaired irrigation heads at Chief Colorow Park.
- Repaired irrigation valves and laterals at Wingate South, Victory Park, and Columbine West Park and the master valve at Powderhorn Park.
- Repaired irrigation mainline break under infield at Hoida Park.
- Troubleshoot all Rainbird 3G cartridges on the irrigation systems.
- Met with IT and was able to get 6th Ave Pool Irrigation controller on secured Ethernet connection.

Baseball Fields

- Sprayed for weeds around backstops and bleachers at all ball fields: Jim Hoida, Trappers Glen, Weaver Hollow, and Lilley Gulch Parks.
- Inspected and prepared all 12-baseball fields on a weekly basis during the baseball season.
- Setup, lined and dragged the Trappers Glen, Lilley Gulch and Wayside Meadows fields for the Foothills Leagues on a weekly basis's.
- All baseball fields are in good condition going into the summer/fall baseball season
- Aerated baseball field at Weaver Hollow
- Rebuilt pitching mound for Dante Bichette field, added 50 bags of clay
- Rebuilt right hand batter's box at Dante Bichette field
- Sprayed ballfield plaza areas and Dante Bichette field warning tracks
- Sod cut for weeds on infields at upper LG and Weaver Hollow
- Repaired and repainted baseball foul poles on fields 2 and 3 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.
- Power raked, aerated, top-dressed and seeded turf inside pool area at Weaver Hollow.
- Aerated Weaver Hollow Park, and Mossbrucker Park.
- Sprayed dandelions in the back of Governor James B. Grant Park

Mowing

- Weekly and monthly mowing are on schedule in the sixty Urban Parks, trails and greenbelts

Playgrounds

- Completed playground checks and inspections
- Pulled weeds at Westbury, Westfield, Colorow, and Lakehurst Park playgrounds

Native areas/Noxious weed

- We started our noxious weed control for 2021. 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.
- Sprayed 6th Ave. frontage medians, Flora Beds, weeded Flora walk
- Sprayed Weaver Hollow pool cobble, baseball plaza and backstop
- Sprayed Trappers backstop

Park Amenities

- Painted over multiple graffiti incidents in the tunnel under Simms near Quincy
- Installed 6 new benches and 3 new tables at Alper's Farm Park
- Replaced benches and picnic tables in Trappers Glen Park for warranty rust issue.
- Repaired retaining wall at Dancing Willows Park
- Staff installed new picnic tables in the new shelter at Woodmar park.
- Installed new refurbished park sign for Alper's Farm Park.
- Installed benches, tables, grills, and trash cans at Woodmar Park.
- Installed large park entry sign for Fehringer Ranch Park.
- Repaired little library at Trappers Glen.
- Poured pad and installed memorial bench at Blue Heron.

Urban Forestry/ landscape beds

- Weeded beds, sprayed and re-mulched all beds at Lilley Gulch Recreation Center
- Sprayed weeds at all 6th Ave. entry beds and landscape beds along Flora
- Pruned trees and Sprayed tree rings at Trappers, Weaver Hollow, & Westbury then mulched all trees
- Trimmed down trees and opened access to trail on sidewalk heading E. leaving Dancing Willows
- Removed a tree at Lilley Gulch that had blown nearly over from root rot.
- Pulled and trimmed weeds along stairs leading to Flora in 6th Ave.

- Removed 2 dead trees at Mossbrucker Park.
- Removed dead tree at Westbury Park
- Removed fallen tree at Governor James B. Grant Park
- Met with homeowner about shrub and tree trimming for new sidewalk entrance to Westfield Park
- Trimmed trees and shrubs for Xcel transformer move at Westfield
- Trimmed willows off trail at Sunrise Creek near Belmont
- Spray tree rings at Trappers, Westbury, LG, Mossbrucker Park, Blue Heron Park.
- Planted new donated spruce trees 7 at Sunrise Creek, and 5 at Mossbrucker Park and 11 trees at Columbine Hills Park.

- Removed dead trees, cleaned up and pruned shrubs at Lakehurst SE. diamonds
- Removed tree stakes at Governor James B. Grant Park and Blue Heron Park.
- Trimmed trees at Eagle Meadows, Meadows greenbelt Stoney creek and Columbine west pool. Chipped all limbs.

Drainage/Lakes

- Worked with Mile Hi Flood District on sediment removal that was clogging the Weaver Creek Drainages box culverts.
- Installed drain for sump pump problem at Sunrise Creek.
- Working with Mile Hi Flood Control and Jefferson County Stormwater on the realignment and improvement of a section of Dutch Creek. The realignment will improve drainage on Coalmine Avenue.
- Working with Mile Hi Flood Control and Jefferson County Stormwater on improvement of a section of Weaver Creek. Drop inlet Structures

Trails/ Parking Lots

- Installed 25' bridge at Fehringer disc golf course over the irrigation canal crossing from hole 7 to 8
- Added material and repaired washouts on the trail at Harriman Lake.
- Staff regraded sections of the Harriman Lake, and the Fehringer Ranch's parking lots due to a large amount of rain and visitors.
- Staff worked with CORE Development Corp on the installation of a new section of trail at Wayside Meadows Park. Approximately 230 feet.
- Staff worked with CORE Development Corp on the replacement of approximately 100 feet of concrete trail in Wayside Meadows Park and West Laurel Park.
- Staff worked with CORE Development Corp on the replacement of approximately 120 feet of concrete trail in the Columbine Knolls Greenbelt.

Community/Organization Projects

- Continued working with Sabell's on 2019 Park Improvement projects with visual inspections, punch list items, warranty and final acceptance. The parks are Trapper's Glen, Dakota Station, Valley View, and Chaucer Parks.
- Continued working with Sabell's on 2020 Park Improvement projects attended weekly meetings and visual inspections on grades, concrete, and irrigation work at Eagle Meadows, Alpers Farm, and Woodmar Square.
- Urban parks staff assisted Facility Maintenance staff on pool startups at Weaver Hollow, Deer Creek and Columbine Hills Pools.
- Helped Facility Maintenance staff with the installation of the high diving board at Columbine West Pool.
- Worked with Children's programs on touch a truck.

Volunteer and outreach Projects

- Staff assisted with volunteers on Fehringer Ranch disc golf course seed project.
- Coordinated and assisted volunteer teen camp with mulching playground and trees at Kipling Villas and Lilley Gulch.
- Lilley Gulch and Kipling Villas landscape cleanup of shrub beds.

- Community Cleanup at West Laurel and Wayside Meadows Parks.
- Community Cleanup Williamsburg I Park.

Kipling Villas Sub-District

Revenue is at 100% collected from property taxes. Operating Expenses were \$18,916 favorable to plan, due to timing of supply purchase and utilities for irrigation due to a wet spring.

Highlights

- Staff performs weekly walk through on head checks and head repairs in the Kipling Villas irrigation system. The Kipling Villas irrigation system is one of the largest in the district.
- Aerated, top-dressed, and seeded bare spots on Holland & Park Hill in Kipling Villas
- Removed and trimmed down branches from spring/April snows
- Sprayed landscape beds on Iris, Park Hill, Rock beds on Holland
- Sprayed dandelions Kipling Villas-Park Hill from the E.
- Sprayed landscape beds Kipling Villas
- Fertilized April and June with weed and feed
- Sprayed tree rings on Holland and Iris
- Charged irrigation system and tested backflows

Regional Parks

Operating revenues tracked at \$66,424 unfavorable to plan due to smaller tournaments and a drop in participation compared to previous years.

Expenditures finished at \$53,603 favorable to plan largely due to savings in part time wages timing of purchasing supplies.

Highlights

- Had tournaments scheduled for almost every weekend, very challenging during the early season due to snow and rain. Hosted the Triple Crown Sparkler Softball Tournament (Schaefer).
- Planted 6 new trees at Schaefer, 4 new trees at Easton Regional Park
- Planted 14 new shrubs at Jason Jennings Field
- Weekly monitoring of the new Jason Jennings Surface
- Replaced all of the outdated irrigation controllers at Schaefer, 4 with new pedestals and concrete pads.
- Applied Bio-Char as a soil amendment on Easton Field 4 and Schaefer field 10
- Fertilized 240 acres in April with 1/2lb Nitrogen and in June 1lb Nitrogen

Schaefer Athletic Complex

- Charged Irrigation, completed irrigation head checks
- Aerated and over seeded all sports fields, aerated monthly
- Leveled all infields
- Weeded, Sprayed and leveled all warning tracks.

- Set up ATV with spray tank to preform midday drags for the Sparkler Tournament.
- Plenty of Snow removal early on.
- Weeded all beds by spraying or pulling weeds.
- Installed new home plates on all 6 fields
- Applied acelepryn (pesticide) to fields 12 & 13 for grub control, Japanese Beatle

Easton Regional Park

- Charged Irrigation, completed irrigation head checks, set a record for latest charge up due to wet spring.
- Fertilized the Peak, Ridge and Edge Turf areas.
- Laid out and painted 9 soccer fields for Foothills Soccer
- Aerated and seeded all sports fields, aerating monthly
- Had contractor repair wind damage to the quonset hut
- Put new irrigation nozzles in the spray zone behind the Peak
- Sprayed and weeded beds
- Applied selective herbicide for dandelion control.
- Applied Acelepryn on Fields 10 & 11 for grub control, Japanese Beatle

Clement Park

Total operating revenues through the 2nd quarter of 2021 finished at \$32,439 unfavorable weather and not quite as much participation as previous years.

Total operating expenditures are at \$13,070 favorable to plan due savings in PT wages.

Highlights:

- Finished hiring and training a mostly full seasonal staff
- Performed multiple cultural practices to areas that have not grown in completely including C7, Phase II and amphitheater area, playground and Splash Park. These practices included hollow and solid time aeration, inter and overseeding, topdressing, supplemental fertilizer and soil amendment applications and regular irrigation cycles. Planted over 2000 lbs of seed in these areas.
- Aerified and spiked entire park. Hollow-tine aeration in the spring and spike in the summer
- Applied bulk fertilizer application to the entire park
- Finished filling Johnston Reservoir in April and it stayed full until Mid-July
- Applied two fungicide applications to control the Fairy Ring in the multi-use fields, about two acres total
- Applied preventative insecticide application to ballfield outfields to control grubs
- Applied curative insecticide application to four elm trees at core to control dense aphid population
- Applied multiple selective and nonselective herbicide applications to control undesired weed and grass populations
- Splash Park opened!
- Assisted with George Page Field dedication

- Daily maintenance includes mowing, trimming, irrigation repairs and maintenance, ballfield preparation, Splash Park monitoring and cleaning, shelter cleaning and reservations, event setup and cleanup, sports tournaments and camps, regular sports league play, Columbine Memorial monitoring and maintenance, graffiti and vandalism cleanup, trash collection, restroom cleaning and other unexpected activities
- Events for the second quarter include weekly Farmers Market, Thursday Concerts, Children's theater camp and performance, Unicorn Fest, Triple Crown Sparklers Tournament, S. Jeffco softball and baseball, Rush soccer, Foothills adult softball league, Foothills lacrosse league, Columbine High School softball

Foothills Parks & Recreation District

Total Parks and Clement Park

Wednesday, June 30, 2021

	June			YTD			2021			2020 YTD
	2021	2021	Fav/(Unfav)	2021	2021	Fav/(Unfav)	Original	Remaining	%	
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Budget	Completed	
OPERATING REVENUES										
44112 + 442 Admission Fees	\$176	-	\$176	\$15,352	\$153,067	(\$137,715)	\$283,077	\$267,725	5.42%	\$23,750
44100:4416 Rentals	44,634	54,046	(9,412)	111,585	166,290	(54,705)	228,891	117,306	48.75%	32,604
44600:4463 Concessions and Other Contracts	-	-	-	4,392	4,392	0	4,392	0	100.01%	4,392
44910 + 48 Other Revenue	3,556	2,700	856	29,164	8,100	21,064	18,000	(11,164)	162.02%	21,303
TOTAL OPERATING REVENUES	48,365	56,746	(8,381)	160,494	331,849	(171,355)	534,360	373,866	30.03%	82,049
OPERATING EXPENDITURES										
50100:5090 Salaries and Wages	191,528	211,622	20,094	985,297	1,046,217	60,920	2,161,684	1,176,387	45.58%	925,845
51100:5130 Personnel	49,692	43,607	(6,085)	320,424	318,815	(1,610)	566,886	246,462	56.52%	287,973
52100:5275 Supplies	60,713	54,135	(6,578)	306,657	357,645	50,989	573,605	266,949	53.46%	251,838
53100:5356 Purchased Services	29,205	58,847	29,643	256,009	267,530	11,521	390,639	134,631	65.54%	217,242
54110:5421 Utilities	118,884	142,453	23,569	234,166	342,283	108,117	860,608	626,442	27.21%	339,292
55100:5560 Insurance	4,795	4,774	(21)	29,648	28,643	(1,005)	57,287	27,638	51.75%	36,075
TOTAL OPERATING EXPENDITURES	454,816	515,438	60,622	2,132,201	2,361,133	228,932	4,610,710	2,478,509	46.24%	2,058,266
NET OPERATING REVENUE/(EXPENDITURES)	(406,451)	(458,692)	52,241	(1,971,707)	(2,029,284)	57,578	(4,076,350)	(2,104,644)	48.37%	(1,976,217)
NON-OPERATING REVENUE										
41100 + 41 Property Taxes Collected for Operations	459,138	459,138	0	2,048,305	2,048,305	0	4,095,391	2,047,086	50.01%	1,808,287
42355 + 42 Contributions and Grants	1,002	-	1,002	1,783	2,500	(717)	2,500	717	71.33%	-
TOTAL NON-OPERATING REVENUE	460,140	459,138	1,002	2,050,088	2,050,805	(717)	4,097,891	2,047,803	50.03%	1,808,287
NON-OPERATING EXPENDITURES										
57100 + 58 Facilities & Equipment Repairs and Replacements	-	-	-	20,000	20,000	-	20,000	-	100.00%	20,000
53190 + 53 Other Expenditures	446	446	0	1,520	1,521	1	1,540	20	98.68%	1,515
TOTAL NON-OPERATING EXPENDITURES	446	446	0	21,520	21,521	1	21,540	20	99.91%	21,515
NET REVENUE/(EXPENDITURES)	53,243	-	53,243	56,861	-	56,861	-	(56,861)	0.00%	(189,444)
TOTAL REVENUE	508,505	515,884	(7,379)	2,210,582	2,382,654	(172,071)	4,632,251	2,421,668	47.72%	1,890,337
TOTAL EXPENDITURES	455,262	515,884	60,622	2,153,721	2,382,654	228,933	4,632,251	2,478,530	46.49%	2,079,781
NET REVENUE/(EXPENDITURES)	53,243	-	53,243	56,861	-	56,861	-	(56,861)	0.00%	(189,444)

Design and Printing

- Continued design, printing, lamination and distribution of ever-changing COVID-19 signage and messaging needs throughout the facilities and outdoor areas.
- Revised Fitness Schedules for MAR - MAY 2021 and submitted pdf for posting on website.
- Prepared Fitness schedules for JUN - AUG 2021 and submitted pdf for posting on website.
- Prepared Hockey & Public Skate calendars for APR, MAY, JUN 2021 and submitted pdfs for posting on website.
- Prepared Figure Skating calendars for APR, MAY, JUN 2021 and submitted pdfs for posting on website.
- Prepared Elite-X calendars for APR, MAY, JUN 2021 and submitted pdfs for posting on website.
- Design of digital and printed promotion of Concerts in Clement Park and submitted electronic file for posting on website and social media.
- Revised all Rental Forms and Youth & Adult Sports Registration Forms and Waivers with the updated ADA policy, Firearms policy, Hold Harmless policy and submitted interactive pdfs to appropriate departments for their use.
- Revised Special Event Agreement form and Special Parking/Street Activity Permit with the updated ADA policy, Firearms policy, Hold Harmless policy and submitted interactive pdfs for use by Clement Park Sports Office.
- Design flyers, banners and signs for departments as requested in Marketing tickets.
- Began work on upcoming District Magazine that will be distributed in September 2021.

Website, Digital Marketing, Social Media, Events and other

- Regular maintenance of website and events listings with timely updates as needed. Completed requests for website content changes, deletions and updates. Several website updates were completed throughout the website to address updates and removal of COVID-19 specific messaging, information and requirements.
- Continued to develop messaging, update webpages and communicate to our community the ongoing changes with COVID-19 restrictions and guideline changes from both CDPHE AND JCPH and how those changes impact FHPRD. Heavily promoted move to Level Clear on COVID-19 Dial and full reopening of all Foothills programs and facilities.
- Regular status updates, photo posts, event creation, social media engagement, answering patron inquiries, answering private messages, public interactions and regular review of our Facebook, Twitter and Instagram accounts. Important community messages and meetings posted on Nextdoor.com.
- Review and respond to info email account inquiries.
- Created 3 external surveys.
- Raised \$11,000 in sponsorships for Concert in Clement Park once the go ahead was given for the concerts to run. An additional \$3,850 in funds was rolled over from 2020 sponsorship commitments.
- Hosted first in-person meeting of South Jeffco Business Alliance (SJBA) in 15 months at Clement Park in June. Continued to host virtual monthly meetings of the SJBA in April and May thanks to a partnership with West Metro Chamber to provide us with access to Zoom. SJBA is an inclusive business networking group supported by Foothills.
- Submitted monthly content to Colorado Parent Magazine and Engage Jeffco e-newsletter.
- Attended virtual community/networking meetings: Jeffco Area Communicators, CPRA Special Events Group and CSEA.
- Heavily promoted hiring in all departments with an emphasis on Children's Programs, Parks and Lifeguards.
- Heavily promoted Return to Recreation to remind the community that we are open for business and here to welcome them back.
- Heavily promoted return of Concerts in Clement Park through all social media channels, e-newsletters and media outreach.
- Promoted Multi-Visit Card sale throughout the month of April and Summer Fun Pass in May for Facilities Department.
- Promoted Colorado Parks and Wildlife's #CareForColorado campaign to help reinforce Leave No Trace messaging in our parks.
- Promoted production process and opening of newest Arts in the Parks mural at Ridge Recreation Center with multiple social media posts and media outreach.
- Continued sending all e-newsletters to Seniors list as well to help keep them engaged with Foothills through April and May since most Senior programs and activities were on hold. Resumed sending Senior specific e-newsletter in June as programs reopened.
- Visited program sites to take updated photos and videos for marketing, including creating a collection of patrons wearing masks while participating in various activities and then visiting again to take new, mask free photos.
- Support communication and outreach needs for future capital projects. Conclude and analyze survey results.



Marketing & Community Outreach Department Second Quarter Report, April 1 – June 30, 2021

CONTINUED... Website, Digital Marketing, Social Media, Events and other

- Continued supporting content updates, photo changes and needs for programming staff in SignUpGenius account and then helping manage the communication once we moved away from requiring reservations.
- Managed/sold ads for the Sept 2021 – Feb 2022 edition of Foothills Magazine totaling \$4,500.

E-mail Creation & Communication

- Summer 2021 Registration Now Available Online – 4/12/21
- Golf e-newsletter: We're Hiring – 4/14/21
- E-Newsletter – 4/29/21
- Return to Recreation/Level Clear – 5/13/21
- E-Newsletter – 5/26/21
- Concerts in Clement Park – 6/16/21
- E-Newsletter – 6/24/21
- Welcome Back Senior Programs – 6/25/21