

Creating Community, Enhancing Health, Inspiring Play since 1959

BOARD OF DIRECTORS MEETING

June 27, 2023 – 6pm Peak Community & Wellness Center, 6612 S Ward St., Littleton CO

Virtual Option:

You are invited to a Teams webinar. When: Jun 27, 2023, 6:00PM Mountain Time (US and Canada) Topic: Foothills Park & Recreation District Board Meeting 6/27/2023

Register in advance for this webinar: https://events.teams.microsoft.com/event/a02831ce-7fd9-4ebe-89b6-e4e3f99d6112@e0c4bd9d-9b50-4d79-937d-213d59e132e8

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 MAY 23, 2023 MINUTES
- VI. COMMUNITY COMMENTS

For virtual attendees, please click the Raise Your Hand icon 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. 2023 Neighborhood Parks Contract
 - B. Tribute Bench Application
- VIII. EXECUTIVE DIRECTOR'S REPORT

- Colin Insley - Colin Insley

IX. DISCUSSION ITEMS

- A. Feeding Many/Jovial Concepts Presentation
- B. Employee Handbook Update Overview

- Colin Insley - Frannie Masters

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

April 25, 2023

Zoom Option You are invited to a Zoom webinar. When: Apr 25, 2023 06:00 PM Mountain Time (US and Canada) Topic: Board Meeting 4/25/2023 Register in advance for this webinar: <u>https://us02web.zoom.us/webinar/register/WN_48PkjuiXTsuHUahcidyL3g</u> After registering, you will receive a confirmation email containing information about joining the webinar.

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

III.	ROLL CALL:	Director Bielkiewicz:	Present
		Director Lodice:	Present
		Director Trimble:	Present arrived 6:09pm
		Director Writz:	Present
		Director Meyer:	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; Randy Meyers, 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 Bielkiewicz moved that the Foothills Board of Directors approve the April 25, 2023 agenda as submitted. Director Writz seconded the motion. Poll of the Board: Director Bielkiewicz, aye; Director Lodice, aye; Director Writz, aye; Director Meyer, aye. The motion was approved.

V. APPROVAL OF MARCH 28, 2023 MINUTES:

MOTION: Director Writz moved that the Foothills Board of Directors approve the minutes of the March 28, 2023 board meeting as submitted. Director Bielkiewicz seconded the motion. Poll of the Board: Director Bielkiewicz, aye; Director Lodice, aye; Director Writz, aye; Director Meyer, aye. The motion was approved.

VI. COMMUNITY COMMENTS:

A. Eagle Scout Recognition

Sarah McAfee, Parks Operations Coordinator, explained she works with scouts on their Eagle Scout service projects. She said Jacob Bielkiewicz went above and beyond for this project. Jacob identified a need and designed and built ten helmet boxes for all the fields at Easton Regional Park, and has installed eight of them.

Using PowerPoint, Ms. McAfee highlighted Jacob's project. Jacob was recognized by the Board and presented with an award.

Director Meyer opened the floor for community comments in person or virtually. There were none.

VII. DECISION ITEMS

A. Tribute Bench Application

Unlike memorial benches that have been presented to the Board, this is a tribute bench requested by the Colorado Credit Union, Colin Insley discussed. He pointed out their application and location map included in the packet. The bench would be replacing an old bench at Easton Regional Park.

Director Meyer questioned if there is a concern about it seeming like advertisement. He recognized there isn't a policy on that and suggested staff might want to consider it.

Director Trimble questioned how many more of these benches are available in the District. He observed most of these are memorials for loved ones, is this going to use up one of our few remaining potential benches to honor loved ones. Mr. Insley indicated there are quite a few bench opportunities in the neighborhood parks. Sarah McAfee discussed the process of working with Park's staff to place memorial bench requests. Director Lodice agreed with advertising concerns. Discussion ensued. Mr. Hopp discussed the District's marketing opportunities for advertising. Discussion continued. Director Bielkiewicz expressed agreement with the bench request.

MOTION: Director Bielkiewicz moved that the Foothills Board of Directors approve the tribute bench request from Colorado Credit Union for the purpose of placing a park bench with plaque next to Hine Lake at Robert A. Easton Regional Park. Director Writz seconded the motion. Poll of the Board: Director Bielkiewicz, aye; Director Lodice, aye; Director Trimble, aye; Director Writz, aye; Director Meyer, aye. The motion was approved.

VIII. EXECUTIVE DIRECTOR'S REPORT:

Highlighting the report provided, Mr. Hopp recognized the Foothills Masters Swim Team.

Mr. Hopp congratulated Randy Meyers for being nominated for the Colorado PGAs PGA Player Development Award.

Mr. Hopp discussed three agreements entered into with Lakehurst Water and Sanitation District to move forward with the provision of water to the new clubhouse.

Mr. Hopp discussed he and Mr. Insley met with Kristina Welch, who is the director of a non-profit organization called Jovial Concepts. He explained the District had entered into an agreement with Feeding Many which is the community gardens and community orchard at Weaver Creek Park. The main person behind Feeding Many, Dr. Shirl Smith, informed staff that she is retiring and in the process of trying to find a replacement organization that will fulfill and continue the mission of Feeding Many. Mr. Hopp explained the District's agreement with Feeding Many says the District needs to approve and make sure whatever organization is going to take over needs to fulfill the obligations of the agreement. The Board would probably consider a new agreement with Jovial Concepts, Mr. Hopp discussed.

Mr. Hopp thanked board members who were able to attend the beam signing topping off event at Sixth Avenue West Pool.

Staff intended to have the Board consider a neighborhood park rehabilitation project construction contract, but no bids were received, Mr. Hopp discussed. It will go back out for bid within the next few weeks, and it is anticipated to be an agenda item for consideration at a future board meeting.

Mr. Hopp elaborated on the meeting Jeff Rodell and Steve Travers had with him and Dennis Weiner regarding building a new ice arena in the District. Mr. Hopp referred to the District's 2030 Master Plan, a feasibility study that was conducted for a third sheet of ice at Edge Ice Arena, and master plan for Fehringer Ranch and discussed. He explained that currently, the District is focused on fixing the existing facilities and/or replacing aging facilities before building something like that would be considered.

Mr. Hopp provided an update on Mile High BMX. Staff met with the gentleman who is the new track operator and the president. Staff feels like they are focused on enhancing their maintenance and greater utilization. Mr. Hopp talked about improvements Mile High BMX has made to the track.

Mr. Hopp talked about Community Pass registration for summer programs getting bogged down. The next catalog roll out is July 10 and Community Pass is confident they can ramp up so we don't have that issue again.

IX. DISCUSSION ITEMS:

A. Finance Update

Dennis Weiner summarized the District's financial update through March 31st, as provided in the report in the packet. He highlighted total operating revenue, total year-to-date operating expenditures, net operating loss, non-operating expenditures and revenues. Mr. Weiner concluded net expenditures year-to-date are better than planned.

There was discussion about staffing for programs.

B. Year-end Quarterly Reports

Dennis Weiner provided the first quarter update for 2023 for Administrative Services as provided in the packet. He explained that Administration, from a financial perspective, includes Marketing, Finance and Accounting, Human Resources, Information Technology, and Executive Director Department. Mr. Weiner touched on the financial performance for those areas, and went through highlights from the first quarter, 2023.

There was discussion about staffing in Children's Programs.

Barb Butler reported financials for Leisure Services, quarter one, 2023, as provided in the packet. She explained staff continue to navigate the challenges of hiring staff. Ms. Butler gave highlights for Arts and Events, Children's Programs, District Athletics, Edge Ice Arena, Indoor Fields. Derek Eberhardt gave highlights for Facility Operations including the Aquatics Department, Lilley Gulch Recreation Center, Peak Community & Wellness Center, Ridge Recreation Center, Fitness Programs.

Randy Meyers summarized the first quarter of 2023 for the Golf Department, as provided in the packet. He talked about the three-year average for rounds played at both Foothills and Meadows golf courses. Mr. Meyers summarized financials for the Golf department. He talked about department achievements and challenges in the first quarter.

Mr. Meyers provided an update on the Foothills Golf Course Clubhouse project.

Colin Insley went through the first quarter, 2023, overall financials for Parks, Planning and Construction as provided in the packet. He discussed highlights for Parks Administration, Fleet Services, Urban Parks, Kipling Villas, Regional Parks, Park Rangers, Clement Park.

Mr. Hopp provided highlights for Marketing and Community Outreach for the first quarter, 2023, as provided in the packet.

X. ADJOURNMENT:

The regular meeting adjourned at 7:37pm. The next regular board meeting will be held at 6pm on Tuesday, May 23, 2023.

Submitted by: Richelle Riley, Recording Secretary

FOOTHILLS PARK & RECREATION DISTRICT

Creating Community, Enhancing Health, Inspiring Play since 1959

DATE:	June 27, 2023
MEMO TO:	Foothills Board of Directors
FROM:	Colin Insley, Director of Parks, Planning and Construction
SUBJECT:	2023 Neighborhood Park Contract

Earlier this spring, staff put out to bid four neighborhood sites around the District. These projects will include new playgrounds, irrigation replacement and site amenities. We had interest from five contractors, however, no contractor bid the projects due to project workload and timing. Staff rebid the projects with more flexibility in timing and received five bids from local contractors. The criteria for choosing a contractor was cost, timing and previous experience. Bids were received by staff on June 12.

The four park sites bid include:

- Jim Hoida Memorial Park Irrigation replacement, interior walk work, new site amenities (trashcans and benches).
- Willow Creek Park Irrigation Replacement, playground replacement and site amenities.
- Westbury Park Irrigation replacement, playground replacement, new site amenities.
- West Laurel Park Irrigation replacement, shade structure over playground and site amenities.

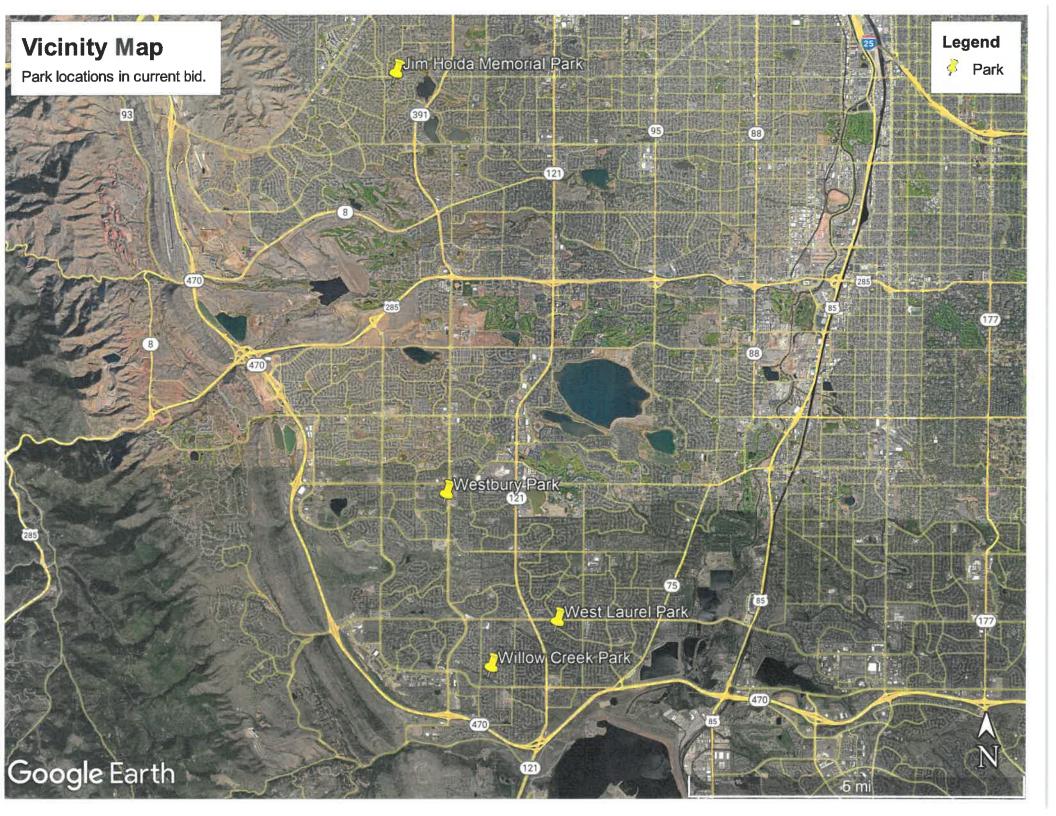
Out of the five bids received, staff is recommending SaBell's Civil and Landscape LLC in the total amount of \$1,237,655.00. Their bid was the lowest and staff have successfully worked with them on many of our past neighborhood park projects. A copy of the bid breakdown by park with engineer's estimate is enclosed for your review. A vicinity map with park locations is attached for reference.

MOTION: I move that the Foothills Board of Directors approve staff's request to award the 2023 Neighborhood Parks contract in the amount of \$1,237,655.00 to Sabell's Civil and Landscape LLC and authorize the Executive Director to execute the contract documents.

BID TAB - 2022 FOOTHILLS NEIGHBORHOOD PARKS

Bid Opening: June 12, 2023

			Engineers Estimate		SaBell's
JIM HOIDA MEMORIAL PARK		T			
	TOTAL FOR JIM HOIDA MEMORIAL				
	PARK		\$ 365,022.50	5	363,188.50
WILLOW CREEK PARK			\$-	\$	-
	TOTAL FOR WILLOW CREEK PARK		\$ 352,750.00	\$	353,480.00
WESTBURY PARK				\$	
	TOTAL FOR WESTBURY PARK		\$ 250,477.50	\$	180,934.00
WEST LAUREL PARK			\$ -	\$	-
	TOTAL FOR WEST LAUREL PARK		\$ 394,950.00	\$	335,642.50
	TOTAL FOR BASE BID				
	(SCHEDULES A, B, C, AND D)	1	\$ 1,363,200.00	\$	1,233,245.00
WEST LAUREL PARK ADD/DELETE ALTERNATE #1		T	\$-	\$	-
	TOTAL FOR ADD/DELETE ALTERNATE #1		\$ 2,500.00	\$	4,410.00
	TOTAL FOR BASE BID	T			
	(SCHEDULES A, B, C, AND D				
	AND ADD/DELETE				
	ALTERNATE #1)		\$ 1,365,700.00	\$	1,237,655.00



FOOTHILLS PARK & RECREATION DISTRICT

Creating Community, Enhancing Health, Inspiring Play

DATE:	June 27, 2023
MEMO TO:	Foothills Board of Directors
FROM:	Colin Insley, Director of Parks Planning and Construction
SUBJECT:	Tribute Bench Application

Staff received a memorial bench application from the Stearns family. The family would like to place a "tribute" bench at Dancing Willows Park. Larry Stearns has provided photos to the community showing a family of Horned Owls living in the park. The bench will be located in a prime spot to enjoy the park and area wildlife.

A copy of the Memorial Bench Application and park map are attached to this memo for your review.

MOTION: I move that the Foothills Board of Directors approve the tribute bench request from the Stearns family for the purpose of placing a park bench with dedication plaque at Dancing Willows Park.



Memorial Bench Program

Date: 5/22/2023	
Donor's Name: LARRY & LINDA	STEARNS _ THE STEARNS FAMILY]
Mailing Address:	
City:	State: Zip: Zip:
Email:	Phone Number:
Reason for Memorial Bench: TO RELAX AND ENJOY THE DANCING WILLOWS	NATURE & WILDLIFE WITHIN
Are you a District resident? YES	Carak



We want it pleasement to be mendful of park maintenence equipment / Vehicles

Benches will be 6' long park bench and are made of exp

12 weeks for bench delivery. The bench pad is 4'6" deep to jong to unch concrete and pao must cure 2-4 weeks before bench can be installed.

Location Preference* (Specific Park): DANCING WILLOW'S PARK

*Donors and staff will determine park and location

A 3.5"x7.5" zinc etched plaque in brushed silver and black text will be permanently mounted to the bench back as a record of the benches' significance. **Benches and plaques must be approved by Foothills Board of Directors.** Depending on the location the bench installation may also require HOA approval. Please note that graphics on plaques will not be approved.

> Name PHE STEARNS FAMILY She made broken look beautiful and strong look invincible. She walked with the Universe on her shoulders and made it look like a pair of wings.

(Sample Plaque below)

Wording on the plaque will read:

THER	ES	NOTH	NGI	NRON	G WITH	TAKING
TIME	-70	JUST	STOP	AND	ENJOY	THE
STILL	NES	g of	LIF	ন্দ্		

Cost: \$1,300-\$1,450 with a \$700 deposit needed after approval by Foothills Board of Directors. The remaining balance will be billed to donor after installation is complete.

All costs related to bench fabrication, installation and inscription/plaque shall be the responsibility of the donor. Foothills Park & Recreation District will not be responsible for damaged or vandalized benches. Memorial bench will be replaced at cost of the donor if they wish to replace.

Checks can be made payable to Foothills Park & Recreation District.

For more information or questions, please contact Sarah McAfee at (303) 409-2317 or smcafee@fhprd.org



FOOTHILLS PARK & RECREATION DISTRICT

Creating Community, Enhancing Health, Inspiring Play since 1959

DATE:	June 27, 2023
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!

Name	Department
Burke, Melanee P.	Gymnastics Instructor I
Burton, Tanner J.	Lifeguard
Cox, Keegan	Lifeguard
DesMarteau, Katelyn I.	Program Aid
Didonato, Anthony E.	Greenskeeper PT
Dinapoli, Isabelle S.	Shop Assistant
Doolittle, Connor M.	Park Maintenance
Emas, Lauren M.	Program Aid
Fix, Sarah M.	Assistant Program Director
Ganow, Gwen D.	Park Ranger
Giles, Adam J.	Greenskeeper Seasonal
Glider-Wood, Callie L.	Lifeguard
Gossom, Matthew C.	Site Director-School Age Programs
Goudge, Milo K.	Greenskeeper Seasonal
Goyette, Amy C.	Shop Assistant
Goyette, Brian A.	Range Crew
Holgard, Allyson T.	Fitness Instructor
Juran, Morgan R.	Youth Sports Coach/Official
Kelly, Amelia I.	Program Aid
Kohler, Landon M.	Park Maintenance III
Linquist, Brooke N.	Gymnastics Instructor I
Miller, Nicole E.	Program Aid
Moore, Lisa	Fitness Instructor
Mulberry, Payton D.	League Supervisor
Neyer, Natalie K.	Program Aid
Nickels, Daniel M.	Climbing Wall Instructor/Attendant
Parker, Cael O.	Lifeguard
	1

Pignatore, Bailey M. Quinlan, Patrick S. Quintana, Michael F. Richie, Jarrett R. Rodriguez, Elijah A. Rummell, Cade T. Testerman, Sophie R. Thomas, Sierra M. Toenjes, Jack N. Wagner, Alex D. Wall, Ryker I. Wallen, Zoe R. Balfanz, Logan D. Beard, Peyton J. Brady, Elizabeth A. Brown, Maxwell L. Colpitts, Madison M. Constant, Julia R. Delauro, Rocco X. Dinan, Christopher M. Felker, Dillon H. Ferguson, Sophia A. Gossett, Jessie R. Harrington, Adam W. Hehn, Emma A. Johnson, Luke W. Kinney, Anissa A. Kinney, Blake A. Li, Isaac J. Martinez, Samara L. McGuire, Riona K. Mendoza, Daniella M. Monroe, Caroline N. Morton, Lily A. Ogden, Nevaeh L. O'Hayre, Braden K. Rons, Jack M. Taylor, Hayden C. Walker, Zachary L. Wood, Parker D. Zaccaro, Ian C. Anderson, Kenna L.

Shop Assistant Park Maintenance II Park Maintenance **Greenskeeper PT** Range Crew Greenskeeper Seasonal Program Aid Program Leader Park Maintenance Program Leader Park Maintenance II Lifeguard Greenskeeper Seasonal Lifeguard **Program Aid** Splash Park Attendant Assistant Program Director Splash Park Attendant **Range Crew** Lifeguard Head Guard **Program Leader** Program Aid Program Leader Splash Park Attendant Park Maintenance III Splash Park Attendant Park Maintenance II Park Maintenance II Program Aid **Program Aid** Program Leader Program Leader Program Aid Center Associate Batting Cage Attendant Batting Cage Attendant Park Maintenance III Lifeguard Splash Park Attendant Batting Cage Attendant Program Leader

Bauman, Fiona V. Beecher, James W. Bourne, Nathan E. Cole, Leila E. Cruser, Colby P. Evans, Kayleigh A. Falin, Alexis V. Fortin, Gavin D. Garcia, Ashley F. Geffre, Estella M. Hammond, Avery A. Hawkins, Caitlin M. Hertel, Maxwell A. Hollingsworth, Benjamin M. Konecny, Daniel T. Madson, Holly M. McKinney, Mason R. Miller, Jayden S. Mitchell, Adam W. Mumaw, William F. Nesset, Aleksia J. Palmer, Chase L. Reagin, Caitlin E. Reeves, Krystal D. Riley, Brad J. Sand, Dennis C. Boberg, Matthew J. Gendill, Gregory M. Longbrake, Quinn C. Buhler, Benjamin T. Burley, Corbin S. Frobose, Kailey M. Hobson, Jessica S. Schmitz, Margaret A. White, Jacob L. Keeley, John P. Groffy, Ansley M. Romero, Brooklin P.

Lifeguard CARA Coach Greenskeeper Seasonal **Teacher Assistant** League Supervisor Center Associate Program Aid Park Maintenance III Program Aid Lifeguard Lifeguard Splash Park Attendant Park Maintenance **Range Crew** Lifeguard CARA Coach Greenskeeper Seasonal CARA Coach Hockey Skating Instructor II Greenskeeper Seasonal Skate Rental/Learn to Skate Assistant Greenskeeper Seasonal Fitness Instructor - Yoga/Pilates Skate Rental/Learn to Skate Assistant Site Director-School Age Programs **Range Crew** Range Crew Range Crew Range Crew Youth Sports Coach/Official Youth Sports Coach/Official Lifeguard CARA Coach Lifeguard CARA Coach Head Guard Program Aid Program Leader

The Management Team, Human Resources and Marketing have continued to meet for in-person meetings once per week.

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 for 2023.

Sarah McAfee and Sean Kitners were nominated for the TRIAD Early Childhood Council Children's Champion Award and several of us were able to attend the award ceremony/breakfast. Though they were not successful with winning the award, they were still recognized by the Council for their accomplishments and the District is very proud of all they do for the Community! The nomination form that was sent to the Triad Early Childhood Council by Amber Stowe is attached for your review.



The State of Colorado announced another Lifeguard Initiative to support lifeguarding and recertification courses during the grant period of May 25 - September 30, 2023. The aquatics department applied for, and was awarded, \$5,793 to be used for expenses associated with delivering lifeguarding courses and re-certification courses. We have five full courses and three recertification courses scheduled between now and September 30, 2023.

We have received a notification form from Jefferson County for the 2023 Coordinated Election. We are required to notify them by July 28, 2023 whether or not we are going to participate in the November 7, 2023 Coordinated Election. The District does not anticipate having a District-wide election this November. With the Board's concurrence, we will let them know that we will not have a TABOR issue for the 2023 November election.

Randy Meyers, Dennis Weiner, Brendan Murphy and I participated in a food tasting at the Meadows Golf Course restaurant. They were seeking feedback on some new menu items that were implemented starting June 1st and will also be part of the menu at the restaurant at the new clubhouse in addition to some other menu items.

As part of the 6th Ave West Pool rehabilitation project, we executed a Swimming Pool Discharge and Filter Backwash Discharge permit with College Park Water and Sanitation District. The permit outlines the parameters on times and the amount of discharge from the pools and backwash filters.

The Management Team and I met to begin to identify capital projects over the next five years. Once we develop some recommendations, we will present our preliminary thoughts to the Board to receive feedback and direction.

We submitted a claim to Xcel energy for costs we incurred when one of their transformers failed and caused damage to our meter housing and disconnect box. We submitted a claim for the costs to replace the damaged equipment and for the rental of a temporary generator and fuel that was needed to power the temporary clubhouse for about six months. The amount of the claim was \$169,375. Unfortunately, the claim was denied. We have informed them that we intend to appeal their decision and we are having discussions with Paul Rufien about next steps as well.

Dennis Weiner and I met with Marcie Ardan as a follow up to the audit process and to begin to discuss the process for the upcoming year.

Jefferson County is in the beginning phase of a major initiative to update the county's Comprehensive Master Plan, Community Wildfire Protection Plan, Comprehensive Emergency Management Plan's Evacuation Annex, Transportation Master Plans, and Land Use Code. The goal during the 18-to-24month project is to design land use, wildfire evacuation planning, and transportation policies that are aligned and provide a cohesive vision for the future and identify priorities for addressing growth, services, and land use regulation. This also reflects recommendations by the former Jeffco Wildfire Risk Reduction Task Force - now the Jeffco Wildfire Commission. Jefferson County residents, business owners and visitors can share their opinions and participate in the public workshops, surveys, and open houses over the next two years. You can find more information at togetherjeffco.com. We have provided some preliminary comments and staff will remain engaged in this process as needed.

Colin Insley, Randy Meyers, John Kinney, Brendan Murphy and I met with the contractor who is doing the grading for the new housing development, just south of the Meadows Golf Club on the southwest side of the course. As part of the development, the developer has to improve and maintain an existing drainage structure on District property. This work will not begin until late fall so it does not interfere with golf operations, but the grading has commenced. This development is part of the Ken Caryl Metropolitan District and not in our District, despite its immediate proximity to the Meadows Golf Course.

Director Daughtrey and I were able to attend the Special District Association's Board Member workshop where many topics were discussed. One of the topics discussed included the 2023 new laws that were passed that affect special Districts. The outline that SDA provided as part of this meeting is attached for your review. We are in the process of evaluating the ones most pertinent to our District. Thanks for attending Director Daughtrey!

Several staff members and I have been meeting as a committee bi-weekly to address the Digital Accessibility requirements outlined in HB 21-1110 which expands the unlawful discrimination against an individual with a disability as it relates the use of technology. We have recently sent out a digital accessibility questionnaire to our most significant digital software providers to ascertain their level of compliance and/or efforts to become compliant. We have also developed and distributed some internal policies related to a general outline and email guidelines.

Dennis Weiner, Director of Finance and Administrative Services is unable to attend the Board meeting tonight. As a result, the detailed finance report can be found in the information section of the Board packet. As a summary:

- Total District Year-to-Date Operating Revenues are \$6,957,091 versus a budget of \$6,167,178 or \$789,913 higher than planned.
- Total District Year-to-Date Operating Expenditures are \$9,359,760 versus budget of \$9,925,018 or \$565,258 better than planned.
- Net Operating Loss was \$2,402,669 compared to a planned Net Operating Loss of \$3,757,840, or \$1,355,171 better than planned.
- Net Non-Operating Expenditures were \$1,613,026, which was \$1,094,739 better than planned.
- As a result, through May 31, 2023, Net Expenditures were \$789,643, which was \$2,449,910 favorable to plan.

In June, Children's Programs at Lilley Gulch received a Capacity Building Grant for \$21,025 from the Colorado Early Childhood Stimulus Grants. The grants were awarded in recognition and support of our participation in the inaugural year of UPK Colorado. Grant funding has been earmarked and approved on expenses in the following categories:

- Furniture
- Educational Materials and Supplies
- Health Care Materials and Supplies
- Technology
- Site Infrastructure (Lilley Gulch preschool playground site work)

The lease term with Crown Castle for the cell tower at Clement Park ends in September of 2024. Crown Castle would like to extend the lease for 25 years. They are proposing increasing the rent from \$366.03 per month to \$1,000/month with a 2% escalation annually. This helps provide revenue for park maintenance operations. Unless there are any objections, staff will be asking for the Board's consideration of a new lease at a future Board meeting. There have been a variety of financial impacts on our major construction projects, which are the two pool projects and the clubhouse project. We have had significant rainfall this year which has been great for our parks, but has been somewhat detrimental to these projects, with the most impact at Columbine West. In addition to the costs associated with winter condition delays and rain/muddy condition delays this spring and summer, there have been other unknown conditions found as well as design changes that have added costs to the project. During the Board meeting, I will be providing a financial overview, highlighting some of the more major changes to date that have needed to be made and the costs associated with them.

The Special District Association (SDA) will be holding their Annual Conference September 12 – 14 in Keystone. If there are any Board members who would like to attend, please let us know and we will work with you on registration and arrangements.

Youth Theatre Production of *The Enchanted Bookshop* was performed on Friday, June 16 in front of a crowd of 150 made up of family, friends and fans. 25 actors participated in a 2 week theatre intensive at the amphitheater that ended in the performance. Due to the intense weather and heavy rain we experienced the week of the camp and the day of the performance, the staff made the decision to move the event from the Amphitheater to the Peak. This kind of last minute move took a lot of coordination from Arts & Events and facility staff. The parents, performers, and staff were all happy with the decision and the show was a huge success. Thank you to the theatre staff, Emy McGuire, Kennedy Barth, Reece Newman, Aurora McDaniel, Regina Smith and lead by Jared Giammanco.

Summer Pottery Sale was held at the amphitheater on Saturday, June 17. This was the third year of offering this event outdoors. We had great weather and lots of foot traffic. 15 artists participated in this one day, seven hour sale bringing in \$4,018 in total revenue which is \$1,000 up from last year and our new highest grossing spring/summer sale. The participating artists are instructors and adult students from our pottery program at the Ridge. One of the benefits to holding this sale at Clement Park is expanding our audience of customers and the exposure to the pottery program at Foothills.

With the many major capital projects being either currently constructed or going through the planning processes, many staff members, including myself, are involved with a myriad of meetings related to these projects.

Just a reminder, if any of the Board members would like to visit any of the project sites, I would be happy to make arrangements to meet you at any of the sites to view the progress of the projects.

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

The end of summer employee barbeque event will be held on Wednesday, August 9th starting at 4:00 p.m. We hope all of our Board members and families are able to attend!

2023													2023
NAME	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTALS
BOWLES METRO	782.42	538.76	600.67	1,203.17	604.32	-	-	-	-	-	-	-	3,729.34
NORMANDY ESTATES	170.66	150.31	83.66	314.96	157.31	-	-	-	-	-	-	-	876.90
PLAINS METRO	51.00	3.50	-	30.00	-	-	-	-	-	-	-	-	84.50
ROXBOROUGH VILLAGE	2,033.76	1,161.67	1,414.21	3,349.49	1,519.40	-	-	-	-	-	-	-	9,478.53
TRAILMARK	1,058.50	665.00	543.75	2,073.90	824.31	-	-	-	-	-	-	-	5,165.46
VINTAGE RESERVE	139.34	293.10	16.99	611.50	112.50	-	-	-	-	-	-	-	1,173.43
MONTHLY TOTALS	4,235.68	2812.34	2,659.28	7,583.02	3,217.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,508.16



TRIAD EARLY CHILDHOOD COUNCIL CHILDREN'S CHAMPION AWARD NOMINATION FORM The nomination form and other requested information must be typewritten

Your Name:	Amber Stowe
Your Title:	Children's Programs Supervisor
Agency:	Foothills Park & Recreation District
Phone Numbe	r: 303-409-2127
Fax:	N/A
Email:	ambers@fhprd.org

Name of Nominee: Sean Kitners and Sarah McAfee_____

Title and Agency Name (if nominee is an individual): Foothills Park & Recreation District - Parks Planners

Phone Number: 303-409-2303

Fax: N/A

Email: <u>seank@fhprd.org</u> <u>smcafee@fhprd.org</u>

Sean Kitners, Park Planner, and Sarah McAfee, Park Volunteer and Operations Coordinator, reach tens of thousands of youth and families in our community through their work for Foothills Park & Recreation District. Foothills manages 35 neighborhood parks, 8 community parks and 4 regional parks. Most of these parks include a playground. Sean's work includes working with playground contractors to design and build playgrounds in these parks. Sean works with community members to ensure playgrounds meet the wants, desires and needs within each individual area. He and Sarah meet with youth from each community to engage in a "my dream playground" activity. This includes coordinating with local preschools and elementary schools to meet with young people in neighborhoods and communities where playgrounds are built. Children and youth have the opportunity to design their own playgrounds on paper, and let Sean and Sarah know what features they desire. Then Sean works with contractors to match children's vision. Sean's work also requires close work with the county for all building permits etc. Sean was instrumental in the work completed in 2019 at Clement Park, where a destination, inclusive playground is visited by thousands of youth from all over the Denver area.



Image of youth on inclusive feature at Clement Park



Image of splash pad at Clement Park

Sarah's work includes coordinating volunteers within the parks. Some new park builds have been completed by large groups of volunteers who come together to actually build the playground structures.



Image of Sarah (in tan jacket) planting tree with volunteers at Sgt. Timothy Mossbrucker Park on earth day, 2023.

Sean and Sarah have also been instrumental in supporting the early childhood team at Foothills Park & Recreation District as well. Foothills manages two preschool playgrounds that Sean & Sarah have supported. Sean meets with staff to ensure playgrounds meet state licensing requirements in additional to playground safety requirements.

Community playgrounds offer a multitude of benefits that go far beyond aesthetics and giving kids something fun to do. They are the heart of a community and an indispensable gathering space that can benefit everyone. Community playgrounds provide children the opportunity to practice and hone key skills including social, emotional, cognitive and physical. Children are constantly learning through play—making new friends, sharing, taking turns and interacting with other children. This increased interaction with children of all backgrounds and abilities gives kids a more open view of the world and the opportunity to build new relationships. Community playgrounds are not only good for kids, but help adults who care for kids get outside and get active too.

Sean and Sarah and the work they do improve quality, access and availability of parks in our community, and directly impact our community's youth. They are true Children's Champions!



Special District Association of Colorado Supporting Community-Based Government

2023 NEW LAWS OUTLINE

SDA Board Member Workshops

Ann Terry Executive Director ann.terry@sdaco.org

Michael Valdez Director of Policy michael@sdaco.org

Employment

SB 23-017 – Additional Uses Paid Sick Leave

SB 23-017 expands the Colorado Healthy Families and Workplaces Act ("HFWA"), which requires that each Colorado employer provide paid sick leave for all employees, by allowing paid sick leave for bereavement leave or to care for a family member whose school, daycare, or similar facility is closed due to inclement weather.

Position: Oppose Sponsors: Sen. F. Winter, and Rep. J. Willford, Rep. J. Joseph Effective: 90 days following adjournment of the General Assembly sine die, assuming no referendum petition is filed. (August 07, 2023) Final Status: Awaiting Governor's Signature

SB 23-046 – Average Weekly Wage Paid Leave Benefits

SB 23-046 modifies the statutory calculation of the Colorado Paid Family and Medical Leave Insurance (FAMLI) Act leave benefits by including all jobs that the employee worked in the base period, instead of only the jobs from which the employee is taking leave.

Position: Monitor Sponsors: Sen. F. Winter and Rep. M. Duran Effective: Upon signature of the Governor Final Status: Governor signed on March 23, 2023

SB 23-058 – Job Application Fairness Act

SB 23-058 creates the Job Application Fairness Act, prohibiting employers from inquiring about a prospective employee's age, date of birth, and dates of attendance at or date of graduation from an educational institution on an initial employment application.

Position: Monitor

Sponsors: Sen. J. Danielson, Sen. S. Jaquez Lewis and Rep. J. Willford, Rep. M. Young Effective: 90 days following adjournment of the General Assembly sine die, assuming no referendum petition is filed. (August 07, 2023) Final Status: Awaiting Governor's Signature

SB 23-105 – Ensure Equal Pay for Equal Work

SB 23-105 amends the Colorado Equal Pay for Equal Work Act; starting on January 1, 2024, the Colorado Department of Labor and Employment is authorized to investigate and take enforcement action regarding complaints alleging violations of state pay equity laws. SB23-105 further specified the following: when job or promotional opportunities must be posted; what

information must be provided to employees when a candidate is selected; and that objectively defined career progressions need not be posted, so long as the terms and how to access such advancement are disclosed to employees.

Position: Monitor

Sponsors: Sen. J. Danielson, Sen. J. Buckner, Rep. S. Gonzales-Gutierrez, and Rep. J. Bacon Effective: January 1, 2024; assuming no referendum petition is filed. Final Status: Awaiting Governor's Signature

SB 23-111 – Public Employees' Workplace Protection

SB 23-111 establishes the Protections for Public Workers Act. Starting July 1, 2024, new state statutory rights are granted to public employees of certain state and local government employers, including special districts. These protections include discussing or expressing views regarding public employee representation or workplace issues. The Colorado Department of Labor and Employment has rulemaking, enforcement, and adjudication authority.

Position: Oppose Sponsors: Sen. R. Rodriguez, and Rep. S. Woodrow, Rep. B. Titone Effective: July 1, 2024, assuming no referendum petition is filed. Final Status: Awaiting Governor's Signature

SB 23-172 – Protecting Opportunities and Workers' Rights Act

SB 23-172 amends the Colorado Anti-Discrimination Act ("CADA") by adding an updated definition of "harassment" and to reject the severe or pervasive standard used to determine an employer's liability. SB 23-172 establishes statutory requirements for the provisions of a nondisclosure agreement to be enforceable and provides employer penalties for violations. Finally, the bill requires an employer to maintain personnel and employment records for at least five (5) years and to keep records of discriminatory or unfair employment practices in a designated repository.

Position: Monitor (after Oppose unless Amended) Sponsors: Sen. F. Winter, Sen. J. Gonzales and Rep. M. Weissman, Rep. J. Bacon Effective: 90 days following adjournment of the General Assembly sine die, assuming no referendum petition is filed. (August 07, 2023) Final Status: Awaiting Governor's Signature

<u>Fire</u>

SB 23-166 – Establishment of a Wildfire Resiliency Code Board

SB 23-166 creates the Wildfire Resiliency Code Board in the Division of Fire Prevention and Control within the Department of Public Safety. The mission of the Board is to ensure community safety from and more resiliency to wildfires by reducing the risk of wildfires to people and property through the adoption of statewide codes and standards. The board consists of 21 appointed voting members with specific government or industry qualifications and 3 non-voting members. The board is required to promulgate rules concerning the adoption and administration of codes and standards for the hardening of structures and parcels reducing fire risk in the defensible space surrounding structures in the wildland-urban interface in Colorado.

Position: Support Sponsors: Sen. L. Cutter, T. Exum and M. Froelich, E. Velasco Effective: Upon signature of the Governor Final Status: Governor signed on May 12, 2023

General

HB 23-1023 – Dollar amount for public notice for special district construction contracts

HB 23-1023 increases the public notice threshold from \$60,000 to \$120,000 or more. The dollar amount will adjust for inflation every 5 years. This adjustment for inflation every 5-years will help keep up with the costs of materials and labor.

Position: Super Support

Sponsors: Rep. W. Lindstedt, D. Wilson and Sen. D. Roberts, R. Gardner Effective: 90 days following adjournment of the General Assembly sine die, assuming no referendum petition is filed. (August 07, 2023) Final Status: Governor signed on March 17, 2023

HB 23-1032 – Remedies Persons with Disabilities

HB 1032 allows people with disabilities to bypass state administrative requirements and file their complaints direct in court in instances where businesses or governments have committed violations under the Colorado Anti-Discrimination Act and Americans with Disabilities (ADA) Act.

Position: Monitor Sponsors: Rep. D. Ortiz and Sen. Rodriguez Effective: Upon signature of the Governor Final Status: Awaiting Governor's Signature

HB 23-1105 – Homeowners' Association and Metropolitan District Homeowners' Rights Task Forces

HB 23-1105 creates task forces to examine issues impacting certain homeowners' rights in HOAs and metropolitan districts. Of the thirteen members of the Metropolitan District Homeowners' Rights Task Force, one member must be an attorney specializing in metropolitan district law as recommended by the SDA and one member must be a representative recommended by the Metropolitan District Education Coalition.

Position: Monitor Sponsors: Rep. J. Parenti, Rep. B. Titone and Sen. L. Cutter, Sen. R. Fields Effective: Upon signature of the Governor Final Status: Awaiting Governor's Signature

HB 23-1255 – Regulation Local Housing Growth Restrictions

HB 23-1255 prohibits "anti-growth laws," defined as "a land use law that explicitly limits either the growth of the population in the governmental entity's jurisdiction or the number of development permits or building applications for residential development. Numerous exceptions for temporary, nonrenewable anti-growth laws are allowed in the Act; these temporary laws may be effective for no more than 24 months in any five-year period.

Position: Oppose Sponsors: Rep. W. Lindstedt, Rep. R. Dickson and Sen. Gonzales Effective: 90 days following adjournment of the General Assembly sine die, assuming no referendum petition is filed. (August 07, 2023) Final Status: Awaiting Governor's Signature

HB 23-1259 – Open Meetings Law Executive Session Violations

HB 23-1259 amends the Open Meetings Law to specify that no award of costs or attorney fees may be ordered for pro se plaintiff (persons representing themselves) who is challenging the compliance of a local public body (including Boards of a special district) with executive session procedures in District Court.

Position: Support Sponsors: Rep. L. Daugherty, Rep. G. Evans and Sen. R. Zenzinger, Sen. C. Simpson Effective: Upon signature of the Governor Final Status: Awaiting Governor's Signature

SB 23-150 – Requiring Labeling of Disposable Wipes

SB 23-150 requires each entity described below, after December 31, 2023, to label packages of premoistened, nonwoven disposable wipes with the phrase "Do Not Flush":

- A manufacturer of a covered product that is sold or offered for sale in this state; and
- A wholesaler, supplier, or retailer that is responsible for the labeling or packaging of a covered product.

Knowing or reckless violations can be brought under the "Colorado Consumer Protection Act" as a deceptive trade practice.

Position: Support Sponsors: Sen. D. Roberts, P. Will and Rep. M. Froelich, L. Frizell Effective: 90 days following adjournment of the General Assembly sine die, assuming no referendum petition is filed. (August 07, 2023) Final Status: Governor signed on April 11, 2023

SB 23-183 – Local Government Provision of Communications Services

SB 23-183 repeals the 2005 statutory requirement (SB 05-152) for local governments, including special districts, to obtain voter approval for a local government before providing, investing, or operating telecom services, including a broadband network.

Position: Support Sponsors: Sen. K. Priola, Sen. M. Baisley and Rep. B. Titone, Rep. R. Weinberg Effective: Upon signature of the Governor Final Status: Governor signed on May 01, 2023

SB 23-244 – Technology Accessibility Cleanup

SB 23-244 clarifies statutory language to ensure the provision of reasonable accommodations for persons with disabilities. The bill requires the office of information technology to promulgate rules regarding accessibility standards for an individual with a disability for information technology systems employed by state agencies. The bill clarifies language regarding sanctions for failing to comply with accessibility standards.

Position: Monitor Sponsors: Sen. J. Bridges, Sen. R. Zenzinger and Rep. S. Bird, Rep. E. Sirota Effective: Upon signature of the Governor Final Status: Governor signed on April 04, 2023

SB 23-280 – Hazardous Material Mitigation

SB 23-280 makes several policy and fiscal changes intended to mitigate pollution by fuels and other hazardous materials, but also amends the statutes authorizing the voluntary Firefighter Cancer Trust to allow state patrol troopers assigned to the hazardous materials team to be participants and to allow the state to join the Cancer Trust to provide benefits.

Position: Monitor Sponsors: Sen. K. Mullica and Rep. M. Snyder Effective: 90 days following adjournment of the General Assembly sine die, assuming no referendum petition is filed. (August 07, 2023) Final Status: Awaiting Governor's Signature

SB 23-286 – Access to Government Records

SB 286 makes a number of changes to the Colorado Open Records Act (CORA). The bill prohibits a governmental entity from charging a per page fee under CORA if the document in question is e-mailed to the requester. The bill also states that if a governmental entity accepts payments by credit card currently, it must do so for CORA requests. Finally, the bill makes records of sexual harassment complaints against an elected official (and investigatory reports regarding the harassment complaints) available for inspection if the investigation concludes that the elected official is culpable. The bill requires that the records be redacted, however, to protect the anonymity of the accuser.

Position: Monitor

Sponsors: Sen. Hansen and M. Rep. Snyder, M. Rep. Soper Effective: 90 days following adjournment of the General Assembly sine die, assuming no referendum petition is filed. (August 07, 2023) Final Status: Awaiting Governor's Signature

<u> Tax</u>

HB 23-1062 – Metropolitan District Tax for Parks and Recreation

HB 23-1062 amends the statutory authority of metropolitan districts to seek voter approval of a sales and use tax for safety protection, street improvement, transportation services, and fire protection, by adding that a sales tax for parks or recreational facilities or programs, with voter approval.

Position: Support Sponsors: Rep. T. Mauro and Sen. N. Hinrichsen Effective: 90 days following adjournment of the General Assembly sine die, assuming no referendum petition is filed. (August 07, 2023) Final Status: Governor signed on April 17, 2023

SB 23-108 – Allowing Temporary Reductions in Property Tax Due

SB 23-108 codifies a long-standing practice among local governments that levy property tax, which is recognizing mills may be temporarily reduced or credited to provide property tax relief, in addition to being used as TABOR refund mechanisms.

Position: Monitor

Sponsors: Sen. M. Baisley, Sen. F. Winter and Rep. R. Pugliese, Rep. L. Frizell Effective: 90 days following adjournment of the General Assembly sine die, assuming no referendum petition is filed. (August 07, 2023) Final Status: Awaiting Governor's Signature

SB 23-303 – Reduce Property Taxes and Voter-Approved Revenue Change

SB 23-303 refers proposition HH to the 2023 statewide general election ballot, the following of which would take effect upon voter approval: a ten year temporary reduction in the assessed value of most classifications of property; temporary reductions in the actual value of residential property; increasing the state's Ref C cap by 1% (the proposition HH cap) and specifying what purposes for which these additional revenues may be used, including the limited backfill for non-school property taxing local governments.

Position: Oppose

Sponsors: Sen. S. Fenberg, Sen. C. Hansen and Rep. C. Kennedy, Rep. M. Weissman Effective: Upon signature of the Governor Final Status: Awaiting Governor's Signature

SB23-303 The Referred Measure's title reads in full as follows:

SHALL THE STATE REDUCE PROPERTY TAXES FOR HOMES AND BUSINESSES, INCLUDING EXPANDING PROPERTY TAX RELIEF FOR SENIORS, AND BACKFILL COUNTIES, WATER DISTRICTS, FIRE DISTRICTS, AMBULANCE AND HOSPITAL DISTRICTS, AND OTHER LOCAL GOVERNMENTS AND FUND SCHOOL DISTRICTS BY USING A PORTION OF THE STATE SURPLUS UP TO THE PROPOSITION HH CAP AS DEFINED IN THIS MEASURE?

SB 23-304 – Property Tax Valuation

SB 23-304 changes the valuation methodology used by County Assessors for property taxation by requiring the following to be considered:

- The current use;
- Existing zoning and other governmental land use or environmental regulations and restrictions;
- Multi-year leases or other arrangements affecting the use of or income from real property;
- Easements and reservations of record; and
- Covenants, conditions, and restrictions of record.

SB 23-304 also makes changes to some taxpayer protest processes and taxpayer data requests.

Position: Oppose

Sponsors: Sen. C. Hansen, Sen. S. Fenberg and Rep. B. Marshall, Rep. S. Bird Effective: 90 days following adjournment of the General Assembly sine die, assuming no referendum petition is filed. (August 07, 2023) Final Status: Awaiting Governor's Signature

Water

SB23-274 - Water Quality Control Fee-Setting by Rule

SB 23-274 delegates authority to the Water Quality Control Commission (WQCC) to set fees by rule after engaging in stakeholder outreach to identify the fee revenue needed and discuss the options for setting a cap on fee increases. SB 23-303 also updates the membership of the WQCC by requiring that no more than five of its nine members be affiliated with the same political party, and by requiring specific sectoral experience, including experience as a regulated entity, and professional or governmental experience.

Position: Oppose

Sponsors: Sen. F. Winter and Rep. R. Dickson, Rep. W. Lindstedt Final Status: Awaiting Governor's Signature

Workers' Compensation

HB 23-1076 – Workers' Compensation Updates

HB 23-1076 amends the Workers' Compensation statutes to increase benefits and make other updates, including: increasing the time limit on workers compensation mental impairment claims from 12 to 36 weeks; allowing an expedited hearing for employees in some circumstances; clarifying that insurers cannot limit maintenance medical benefits in an admission of liability; specifying that record packets for an independent medical review may be limited to those medical records that are relevant to the injury; allowing the amount and allocation of costs to the parties for an independent medical examination to be set by rule; and increasing the maximum allowable rate for a contingent attorney fee to 25 % of the amount at issue.

Position: Oppose

Sponsors: Rep. L. Daugherty and Sen. J. Marchman Effective: 90 days following adjournment of the General Assembly sine die, assuming no referendum petition is filed. (August 07, 2023) Final Status: Awaiting Governor's Signature

FOOTHILLS PARK & RECREATION DISTRICT

Creating Community, Enhancing Health, Inspiring Play since 1959

DATE:	June 27, 2023
MEMO TO:	Foothills Board of Directors
FROM:	Colin Insley, Director of Parks Planning and Construction
SUBJECT:	Feeding Many/Jovial Concepts Presentation

Since 2017, the District has had an agreement with Feeding Many for installation of a fruit orchard in the Friendly Hills area at Weaver Creek Park (see vicinity map enclosed). Dr. Shirl Smith from Feeding Many and Kristina Welch of Jovial Concepts will be providing an overview and presentation of their non-profit organizations. Both will discuss proposed changes in the orchard between the two entities. A site plan of the orchard is enclosed for your reference.





FOOTHILLS PARK & RECREATION DISTRICT

Creating Community, Enhancing Health, Inspiring Play since 1959

DATE:	June 27, 2023
MEMO TO:	Foothills Board of Directors
FROM:	Frannie Masters, Human Resources Manager
SUBJECT:	Employee Handbook Update

The Employee Handbook was last updated in 2018. Many legislative changes have occurred since then. Below is a summary of key changes:

- Various updates made to include recent legislative changes.
- Policy Changes
 - Anti-Violence policy updated
 - Additional Floating Holiday (for full-time employees only)
- Eliminated duplicative policies.
- A legal review was conducted by Employers Council. In accordance with their recommendations, some items were removed from the Employee Handbook and separate policy and/or procedure documents were created instead. This includes:
 - o Inclement Weather Procedures
 - Tuition Reimbursement
 - Background Check Procedures
 - Drug & Alcohol Policy
 - Guidelines for Alcohol at District Sponsored Events

The updated Employee Handbook and the separated policies and procedures listed above are attached for your review. At the upcoming Board meeting, I will present more details related to these key changes and answer any questions you may have. At the August Board meeting, I will again be available to answer any questions and the Board will be asked to adopt the new Employee Handbook.



Employee Handbook

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IMPORTANT INFORMATION ABOUT THE EMPLOYEE HANDBOOK

THIS HANDBOOK IS DESIGNED TO ACQUAINT EMPLOYEES WITH THE DISTRICT AND PROVIDE SOME INFORMATION ABOUT WORKING HERE. THE HANDBOOK IS NOT ALL INCLUSIVE BUT IS INTENDED TO PROVIDE EMPLOYEES WITH A SUMMARY OF SOME OF THE DISTRICT'S GUIDELINES AND OUR EXPECTATIONS REGARDING YOUR CONDUCT. THIS EDITION SUPERSEDES AND REPLACES ALL PREVIOUSLY ISSUED EDITIONS AND ANY INCONSISTENT VERBAL OR WRITTEN POLICY STATEMENTS ISSUED PRIOR TO THIS HANDBOOK.

EXCEPT AS MAY BE REQUIRED BY STATE LAW, EMPLOYMENT WITH FOOTHILLS PARK & RECREATION DISTRICT IS AT-WILL. EMPLOYEES HAVE THE RIGHT TO END THEIR WORK RELATIONSHIP WITH THE DISTRICT, WITH OR WITHOUT ADVANCE NOTICE, FOR ANY REASON. THE DISTRICT HAS THE SAME RIGHT. THE LANGUAGE USED IN THIS HANDBOOK, ANY BENEFIT PLAN, AND ANY VERBAL STATEMENTS MADE BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED; NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION. NO REPRESENTATIVE OF FOOTHILLS PARK & RECREATION DISTRICT, OTHER THAN THE EXECUTIVE DIRECTOR OR BOARD OF DIRECTORS, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE EXECUTIVE DIRECTOR OR BOARD OF DIRECTORS AND THE EMPLOYEE.

NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, EMPLOYEES WHO HAVE QUESTIONS SHOULD TALK WITH THEIR IMMEDIATE SUPERVISOR OR HUMAN RESOURCES. IN ADDITION, THE NEED MAY ARISE TO REVISE, DELETE, OR ADD TO THE PROVISIONS IN THIS HANDBOOK AND ANY APPLICABLE DISTRICT SUPPLEMENT. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, THE DISTRICT, RESERVES THE RIGHT TO MAKE SUCH CHANGES WITH OR WITHOUT PRIOR NOTICE. NO ORAL STATEMENTS OR REPRESENTATIONS CAN CHANGE THE PROVISIONS OF THIS EMPLOYEE HANDBOOK.

OUR MISSION & COMMITMENTS TO EXCELLENCE

Adopted in 2010, our Mission and Commitments both drive our daily operations and future growth. The Mission statement communicates the commitment Foothills Park & Recreation District ("District" or "Foothills") has to the people we serve. Our Commitments to Excellence represent who we are and the employees we hire. It guides us in our decision-making process and also rewards employees as individuals. The Mission & Commitments to Excellence are on display at all facilities and available on our intranet site.

OUR MISSION

Creating Community, Enhancing Health, Inspiring Play

OUR COMMITMENTS TO EXCELLENCE

Exemplify Stewardship

- Serve our staff and community
- Manage and maintain our natural and capital resources
- Commit to fiscal responsibility

Take Ownership

- Claim responsibility
- Take Initiative
- Show price in all we do

Inspire

- Lead, teach and empower
- Encourage, involve and reward
- Invest in the District's future

Innovate

- Create new possibilities
- Promote best practices
- Create positive memorable experiences

Collaborate

- Share knowledge
- Develop win/win partnerships
- Involve and communicate with stakeholders

CODE OF CONDUCT

District Code of Conduct

As a member of the Foothills Park & Recreation District community, you have the obligation to be respectful and courteous; as do all other employees, patrons, and participants. Behavior that jeopardizes the health and safety of any community member is unacceptable by anyone participating in any District activity, facility or program.

All District employees are authorized to enforce the Code of Conduct, along with any Rules and Regulations applicable to the facility, activity, park or program.

Any person acting inappropriately or disrespectfully may be subject to a revocation of the privilege of using District facilities or participating in District activities or programs. Such revocation may be for whatever period of time District staff determines appropriate, up to a permanent ban from District programs and facilities based upon the circumstances of the specific incident or occurrence.

Employees should conduct themselves in a businesslike manner while at work or when attending work related functions.

Thank you for your cooperation and for making Foothills Park & Recreation District facilities a safe and enjoyable place to work and play!

EMPLOYMENT

Equal Employment Opportunity and Unlawful Harassment

Foothills Park & Recreation District provides equal employment opportunities to all employees and applicants for employment without regard to age 40 and over, disability, race (including traits historically associated with race, such as hair texture and length, protective hairstyles), creed, color, religion, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), sexual orientation, gender identity or expression (including transgender status), marital status, national origin, disability, ancestry, results of genetic testing, service in the military or any other category protected by state or federal law. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

The District expressly prohibits any form of unlawful discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of Human Resources. The District will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. Complaints of discrimination should be filed according to the procedures described in the Harassment Policy and Complaint Procedure.

ADA and Religious Accommodation

The District will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to the District or cause a direct threat to health or safety. The District will make reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses undue hardship on the District.

Commitment to Diversity

The District is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the District and are valued for their skills, experience, and unique perspectives.

Harassment Policy and Complaint Procedure

The District is committed to maintaining a work environment that is free of unlawful workplace harassment. In keeping with this commitment, the District strictly prohibits harassment on the basis of an individual's race, religion, color, sex, gender, age, national origin, disability, sexual orientation, gender identity, or any other status protected by federal, state or local law.

It is the District's policy to provide a work environment free of sexual and other harassment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as patrons, clients, vendors, consultants, etc.

Definition of Unlawful Harassment. "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Prohibited behavior may include but is not limited to the following:

- Written form such as cartoons, e-mails, posters, drawings, or photographs.
- Verbal conduct such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct such as assault, or blocking an individual's movements.

This policy applies to all employees, including managers, supervisors, co-workers, and nonemployees such as customers, clients, vendors, consultants, etc.

Definition of Sexual Harassment While all forms of harassment are prohibited, special attention should be paid to sexual harassment. The District strongly opposes sexual harassment and inappropriate sexual conduct. "Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment. Submission or rejection to such conduct is made either explicitly or implicitly a term or condition of employment or basis for employment decisions; *or*
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct that may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

• Written form, such as cartoons, posters, calendars, notes, letters, e-mails, text messages.

- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

Complaint Procedure

If you believe, there has been a violation of the EEO policy or harassment based on a protected class, including sexual harassment, please use the following complaint procedure. The District expects employees to make a timely complaint to enable the District to investigate and correct any behavior that may be in violation of this policy.

Report the incident to the Human Resources Manager or the Director of Finance & Administrative Services who will investigate the matter and take corrective action. Your complaint will be kept as confidential as practicable. If you prefer not to go to either of these individuals with your complaint, you should report the incident to the Executive Director. Should any other supervisor/manager receive a complaint of harassment or other violation of this policy, they must immediately report it to the Human Resources Manager, the Director of Finance & Administrative Services or the Executive Director.

Retaliation

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment, or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported to Human Resources immediately and will be investigated.

If the District determines an employee's behavior is in violation of this policy, appropriate disciplinary action will be taken, up to and including termination of employment.

Pregnancy & Nursing Mothers Accommodations

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy or the physical recovery from childbirth. If an employee requests an accommodation, the District will engage in a timely, good faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of her position. A reasonable accommodation will be provided unless it imposes an undue hardship on the District's business operations.

The District may require that an employee provide a note from their health care provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact Human Resources.

The District will not deny employment opportunities or retaliate against an employee because of an employee's request for a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

A private space will be provided, and reasonable time will be permitted, for nursing mothers to express milk during the workday for up to two years following the birth of a child. The time permitted typically will run concurrently with the time already provided for meal and rest breaks. If the breaks cannot run concurrently and/or additional time is needed, Human Resources, the employee and their supervisor will agree upon a schedule, which might include the employee using unpaid leave (if non-exempt), paid time-off if available, arriving at work earlier, or leaving later. In the event unpaid leave is used, the employee will be relieved of all work-related duties during any unpaid break.

Employees will be provided with the use of a room, office, or other private area, other than a bathroom or toilet stall, that is shielded from view and free from intrusion from co-workers and the public. The District will make a reasonable effort to identify a location within close proximity to the work area for the employee to express milk. An employee who desires to have a private location in which to express milk is asked to make her request to her supervisor or Human Resources at least one week in advance of her anticipated need. This notice period will allow adequate time to identify an appropriate space. Upon receipt of the request, the supervisor must contact and coordinate with facilities.

CONFLICTS OF INTEREST & CONFIDENTIALITY

Conflicts of Interest

The District requires that employees protect District information and avoid outside activities or relationships, which do or could improperly influence their decisions or actions on the job. Further, the District expects employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interest of the District. Business dealings that appear to create a conflict between the interests of the District and an employee are unacceptable.

The District recognizes the right of employees to engage in activities outside their employment that are of a private nature and unrelated to our business. However, the employee must disclose any possible conflicts so the District may assess and prevent potential conflicts of interest from arising. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in personal gain for the employee or an immediate family member (i.e. spouse or significant other, children, parents, siblings, aunt, uncle) as a result of Foothills business dealings. No employee should take any action on behalf of the District that they know, or reasonably should know, violates any regulation. This includes such activities as bribery, kickbacks, falsehoods, and misrepresentation.

Conflict of interest situations, which could arise while moonlighting for a contractor of the District's should also be avoided. Other examples of conflict of interest could be: serving as a board member or director of a firm, holding financial interest in a business, or being self-employed in an occupation which provides goods or services to the District, or ownership, partnership, or personal involvement in supplier companies or distribution outlets related to District business.

If employees have any question whether a situation is a conflict of interest, employees should discuss the matter with their supervisor. If it remains unresolved, refer the matter to the Executive Director for a final determination.

Acceptance of Gifts & Entertainment

Accepting gifts, entertainment or other favors from individuals or Districts can also result in a conflict of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of their duties.

In addition, District services are not to be extended by any employee in exchange for special gifts, rewards or other forms of compensation from outside individuals or Districts. When employees receive any offering as a result of their status as a District employee for services performed, it must be reported to their supervisor.

Confidentiality

All employees at one time or another will receive or be exposed to personal, privileged and/or confidential information includes but is not limited to, information concerning other employees, the District's operations, patron lists, or other organizations with which we do business. Employees are obligated to ensure that this information remains confidential and that it is not disclosed. The prohibition of disclosing confidential information is effective while you are actively employed, on leave, and after your employment with the District ends.

In addition, employees are not permitted to photograph, record, photocopy, or otherwise preserve District forms, lists or other materials belonging to the District without prior authorization. Employees may request certain public records covered by the Colorado Open Records Act through an open records request.

EMPLOYMENT RELATIONSHIP

Open Door Policy/Problem Resolution

Management strives to maintain a positive and pleasant environment for all employees. Employees are encouraged to report work-related concerns. If for any reason you do not feel comfortable bringing the matter to your supervisor, feel free to raise the issue with any District leader. We encourage you to come forward and make your concerns known to District management. We cannot solve the problem if we do not know about it.

If something about your job is bothering you, or if you have a question, concern, idea, or problem related to your work, we encourage you to use the following procedure:

- 1. Discuss the situation with your supervisor within three to five days, or at least in a timely basis.
- 2. If a resolution is not reached with your supervisor or if it is preferred to not go to your supervisor, discuss the situation with your department director.
- 3. If the situation is not resolved, communicate the problem directly to Human Resources and/or a member of top management.
- 4. Should further resolution be required, the Executive Director makes the final determination.

Whistleblower Policy

Foothills is committed to high standards of ethical, moral and legal business conduct. This guideline aims to provide an avenue for employees to raise concerns and reassures them protection from reprisals.

This guideline is intended to cover protections for employees if they raise concerns such as:

- Incorrect financial reporting;
- Unlawful activity; or
- Activities that are not in line with District policy or activities, which otherwise amount to serious improper conduct.

Reporting Violations

In most cases, an employee's supervisor is in the best position to address an area of concern. However, if an employee is not comfortable speaking with their supervisor or not satisfied with the supervisor's response, they are encouraged to speak with Human Resources or anyone in management whom the employee is comfortable in approaching. Employees may also choose to be anonymous by submitting a written complaint to any of the channels listed above. Supervisors are required to report suspected violations to the Executive Director, who has specific and exclusive responsibility to investigate all reported violations.

Handling of Reported Violations

The Executive Director and Board of Directors, if deemed necessary by the Executive Director, will receive information on the reported violation and any follow-up information on actions taken. All reports will be promptly investigated and action taken if warranted by the investigation.

The District will not retaliate against an employee, who in good faith makes any reports under this policy.

PERSONNEL & PAY PRACTICES

Employee Classifications

The District has two position classifications:

- **Exempt**: Exempt employees are employees whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and state law and who are exempt from minimum wage and/or overtime pay requirements. Employees are not eligible for compensatory time off.
- **Nonexempt**: Nonexempt employees are employees whose job positions do not meet FLSA or applicable state exemption tests, and who are not exempt from minimum wage and/or overtime pay requirements. All nonexempt employees must record all time worked using whatever timekeeping method is used in their department.

In addition to the above classifications, each employee will belong to one other employment category:

- **Full-Time**: Employees who are regularly scheduled to work a minimum of 40 hours per week year-round in one position.
- **Part-Time Core**: Employees who are typically scheduled to work an average minimum of 29 and up to an average maximum of 35 hours per week year-round.

- **Part-Time**: Employees who are typically scheduled to work a maximum of 28 hours per week on average.
- **Seasonal**: Includes part-time employees who are "temporary", work during a designated season of no more than 6 months and are scheduled to work a maximum average of 28 hours per week.
- **Substitute**: Employees who work an intermittent schedule with no defined number of hours or work as a replacement for another employee on an as needed basis in cases of vacation, illness, or other need as decided by the supervisor of the department.

Part-time, seasonal, and substitutes are considered variable hour positions. With these positions the work schedule may vary, a set schedule is not guaranteed, and employees may not work over 28 hours per week on average annually.

Pay Practices

Employees are paid every other Friday. Hourly employees' earnings will include all work performed through the end of the previous two week pay period. Paydays for exempt and nonexempt salaried employees include hours worked through the end of business on the last day of the pay period with the exception that benefit time used in the pay period is reflected on the next payday. The workweek consists of forty hours during a seven-day period. The established workweek begins at 12:01 a.m. on Saturday and ends at 12:00 midnight on Friday.

If the regular payday occurs on a holiday, employees will be paid on the last working day before the regular scheduled payday. The payroll schedule showing pay periods and pay dates is available on the intranet.

Direct Deposit/Debit Card

All employees are required to either enroll in direct deposit at an institution of their choice or select a pay card. The direct deposit option requires two (2) full pay periods to implement. All non-direct deposit "live checks" will be mailed via the United States Post Office first class mail to the employee's home address of record. Contact the Payroll department for additional information.

Hours of Work

The work schedule for full and part-time employees is subject to the operational needs of the department. Each department will determine the overall working hours for the department and individuals' scheduled work hours within that framework. Management reserves the right to change the hours of work assigned to employees to ensure smooth and continuous operation.

Meal & Rest Breaks

Employees are normally allowed a rest break during the working day. A break is not to exceed fifteen minutes and should be coordinated to maintain coverage. Since this time is paid as time worked, employees must not be absent from their workstations beyond the allotted break time. Supervisors are authorized to establish and arrange rest breaks and lunch periods during each workday, which are most consistent with departmental operation. Lengths of lunch periods vary depending upon departmental requirements, scheduled working hours, and are unpaid.

Timekeeping Procedures & Guidelines

Employee procedures:

• Nonexempt employees are required to accurately record time worked via the computerized system to ensure they are compensated accurately. Time worked is all

time actually spent on the job performing assigned duties whether on the work premises or at home; this includes checking/reading/reviewing work-related emails or listening to work-related voicemail messages while away from the office or workplace, answering phones, emails, or attending to work while clocked out for a lunch break. All work time must be recorded and will be paid. Any time spent working while not clocked in (a.k.a. "working off the clock") is strictly prohibited.

- If an employee is unable to punch in or out because of a time clock malfunction, accidental oversight, or the employee is at an off-site location (training, working from home) etc., it is the employee's responsibility to complete a Missed Punched form. In this situation, the supervisor will manually correct the clock in or clock out information and maintain the form.
- Employees must record the beginning and ending time of any split shift or departure from work for personal reasons and/or lunch. *Employees who work in Parks, Golf, or Facility Maintenance Departments have a 30 minute lunch automatically deducted. If an employee works during the meal period or uses more or less than the amount of time to be automatically deducted; they must notify their immediate supervisor in writing and the supervisor will adjust the number of hours worked on the employee's time sheet. Salaried nonexempt employees receive a set salary for hours worked in a week including time off, holiday, approved leaves, etc. totaling 40 hours a week. It is the employee's responsibility to enter time off requests to ensure their timecard reflects 40 hours a week. If there is no accrued time available to use and the employee works less than 40 hours then they will be paid at an hourly rate for actual hours worked. However, when employees exceed more than 40 hours in a week, they will receive compensatory time or overtime paid if the District is officially closed and the employee works.
- Employees should not report to work more than five minutes prior to their scheduled starting time or stay more than five minutes after their scheduled stopping time, without expressed, prior authorization from their supervisor.
- Nonexempt employees should limit performing work-related duties outside their normal work schedules to emergency situations and notify their immediate supervisor if the work causes them to go into overtime. Again this includes checking and responding to emails, text messages and phone calls during off hours.
- Exempt employees may be requested to fill out time sheets in certain circumstances involving intermittent leave or when on family or medical leave to ensure proper crediting of sick or vacation hours used.
- These records are used by the District to calculate your pay. It is very important that they are accurate and complete. Employees are expected to submit accurate and complete time records reflecting all hours worked. If you also chose to keep your own personal time records, you must provide them to the District if you find a discrepancy between the District's records and your records. Contact your supervisor with any questions about how your pay is calculated. Promptly notify your supervisor or if you notice any mistakes in your time records or your pay. Also, notify one of these individuals if you perceive that anyone is interfering with your ability to record your time accurately and completely. All reports will be investigated and appropriate corrective action will be taken. The District will not tolerate retaliation against employees for making a report or participating in an investigation.

All employees are responsible for keeping their time records up to date and obtaining approval from their supervisor. Any questions regarding completion of time cards should be directed to your supervisor.

Altering, falsifying, tampering with time records or timekeeping hardware or software, or recording time for another employee is strictly prohibited.

Compensatory Time Off/Overtime Pay

Nonexempt employees must be approved, in advance by their supervisor, to work 1) more than 40 hours per workweek, (2) 12 hours per workday, or (3) 12 consecutive hours without regard to the starting and ending time of the workday. Whenever feasible, efforts should be made to avoid accruing compensatory time/overtime by adjusting the employees' work hours within the same workweek. Employees should make arrangements with their supervisor to leave early or arrive late in order not to exceed 40 hours worked in the same workweek or 12 hours per workday.

Compensatory time off is paid time off granted to a full-time nonexempt employee who works overtime. Employees will receive an hour and a half of time off for each hour of overtime worked. Only actual "time worked" in a given week is counted towards the calculation of overtime. Paid time off including vacation, sick days, personal time, holidays, bereavement leave, etc. are not counted as "actual hours worked". Accumulated compensatory time should be scheduled as soon as practical after the end of the payroll period in which the overtime was worked.

Nonexempt full-time employees will only earn compensatory time with the exception of personnel who are requested by their supervisor to come into work when the District is officially closed due to inclement weather to perform their essential functions; in that case, employees will earn overtime pay. Hourly part-time and seasonal nonexempt employees are eligible for overtime pay, not compensatory time and will be paid at one and one-half (1 1/2) times their regular rate of pay.

In the situation of an employee who works two different jobs at two different rates of pay, the method of computing the regular rate for overtime calculation purposes will be the weighted average. That is, the total earnings are computed to include compensation during the workweek from all such rates, and are then divided by the total number of hours worked at all jobs.

The maximum allowable accumulation of compensatory time is eighty (80) hours; time in excess of this limit is paid as overtime at the end of the year. Requests to use accrued comp time are handled in the same manner as leave requests and must be requested in advance. Supervisors may establish rules or limitations on the use of compensatory time consistent with District parameters. Accumulated compensatory time will be paid upon separation from the District at the employee's current rate of pay.

Pay for Exempt Employees

Exempt employees must be paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period on a weekly basis. The District is committed to complying with salary basis requirements, which allows properly authorized deductions. If you believe an improper deduction has been made to your salary, you should immediately report this information to Human Resources. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed.

Exempt Employee - Partial Day Absence

As a public entity, the District has a duty to taxpayers for public accountability in its actions. If an exempt employee who accrues sick and vacation pay is absent for less than one workday and

accrued leave is not used by an employee because accrued leave has been exhausted, the pay will be docked from the employee's salary.

Questions about Pay

Employees should first discuss any questions or concerns regarding their rate of pay and other compensation issues with their supervisor. If the supervisor is unable to answer the employee's questions, the employee or supervisor should contact the Payroll Department.

In Case of Errors or Loss

It is the employee's responsibility to review their pay stub for errors. In the unlikely event that there is an error, the employee should notify their supervisor/Payroll Department immediately. In the case of a mistake, the error will be remedied promptly. In the case of loss or theft, Payroll will attempt to stop payment on the check and reissue a new one. However, the employee is solely responsible for the monetary loss, and the District cannot be responsible for the loss or theft of a check if it cannot stop payment on the check.

Personal Data Changes

It is the responsibility of each employee to promptly update their personal data by logging into the payroll/HR system (<u>Paylocity</u>). Personal data includes mailing addresses, telephone numbers, number and names of dependents, individuals to contact in the event of an emergency, tax status, marital status, beneficiaries, etc.

WORKPLACE SAFETY

Commitment to Safety

The District is committed to providing a safe work environment for employees. Employees should report any unsafe practices or conditions to their supervisor. More information regarding the District's safety procedures are outlined in the Safety Manual, which is available on the intranet.

Anti-Violence

Any action, which in management's opinion is inappropriate to the workplace, will not be tolerated. Such behaviors may include, but are not limited to, physically and/or verbally intimidating, threatening, or violent conduct, vandalism, sabotage, arson, use of weapons, and bullying. Also prohibited is the carrying of weapons onto District property, regardless of whether the employee possesses a concealed carry permit.

Employees should immediately report any such occurrences to their supervisor or to Human Resources. We will investigate complaints. When employees are found to have engaged in the above conduct, management will take action that it believes is appropriate.

Employees should directly contact law enforcement, security, and/or emergency services if they believe there is an imminent threat to the safety and health of themselves or co-workers.

If you are a victim of domestic violence, please contact Human Resources for assistance.

Workplace bullying is repeated mistreatment through verbal abuse, offensive conduct/behaviors and work interference. If you feel you are being subjected to workplace bullying please contact Human Resources.

Smoke-Free Workplace

Foothills is a smoke-free environment. Smoking and other use of tobacco products, including but not limited to e-cigarettes is prohibited inside all of our facilities and within 15 feet of any public entrance into the building, District vehicles, or while operating motorized equipment in the performance of job duties. This policy applies to all employees, patrons, and visitors while on the District premises, including during non-business hours.

Drugs and Alcohol Policy

Alert and rational behavior is required for the safe and adequate performance of job duties. Therefore, working after the apparent use of alcohol, a controlled substance or abuse of any other substance is prohibited. This includes working after the apparent use of marijuana, whether or not you are a lawfully registered user. Furthermore, the possession, purchase, or consumption (use), or sale of a controlled substance or alcohol on District premises or while conducting District business is prohibited.

Reporting Patron Accidents, Vandalism & Damage to District Property

The District believes it is the responsibility of every patron to respect and take pride in District property. Employees of Foothills share a similar responsibility to preserve and protect the District's property. When an accident or incident of vandalism, damage or theft of District property occurs, a Property Damage/Patron Incident Report must be completed within 48 hours and submitted to Human Resources. In addition to completing this report, in any incident involving damage or theft of District property, the appropriate municipal or county police agency should be notified immediately, and any reports (police or affidavits) must be forwarded to Human Resources.

Proper Use of Equipment & Personal Use of Equipment/Supplies

When using District property employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Each employee is expected to notify their supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or visitors. Each supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, unsafe use or operation of equipment/vehicles or the use of District equipment/vehicles for personal use is prohibited. District property consists of, but is not limited to, items such as power tools, hand tools, facility areas, vehicles, computers, telephones, cellular phones, pagers, copying machines, facsimile machines, stamps, mail facilities, desks, filing cabinets, lockers, etc.

WORKPLACE GUIDELINES

Attendance and Punctuality

All employees are expected to be on time and punctual when arriving to work. In addition, regular attendance is considered an essential function and is necessary for the efficient

operation of the District. Management expects employees to strive for perfect attendance and to arrive for work on time. We recognize that, on occasion, you may not be able to come to work or need additional time before you arrive. Sickness and other emergencies cannot always be anticipated and may require you to miss all or part of your workday.

Procedure

If you cannot report to work as scheduled, you must notify your supervisor of your situation as soon as possible. Every effort should be made to contact your immediate supervisor directly at least 30 minutes prior to your normal start time so arrangements can be made to cover your work (check with your supervisor, as some departments may have a stricter timeframe for notifications). If your need for time off is foreseeable, you must provide as much notice as possible.

When you contact your immediate supervisor to let them know for how long you will be out and when you expect to return or, as the case may be, arrive for work. It is *your responsibility* to provide proper notification and to speak to your supervisor personally. Asking another employee, friend or relative to give notification is not acceptable. In the event you are not able to speak directly with your supervisor, you should leave your supervisor a voicemail message and provide information on how you can be contacted. If you will be absent for more than one day, you must call in daily unless you have made other arrangements with your supervisor.

No Call, No Show

If you are absent from work and do not notify your immediate supervisor, or otherwise, do not report to work as scheduled, you will be terminated. Should you have a legitimate reason you were unable to contact your supervisor, please contact them as soon as possible.

An employee who does not work within any three-month period, and is not on an approved leave, will be removed from payroll/terminated.

Access to Personnel Files and Disposal of Files

Human Resources is responsible for maintaining records relating to employment in a personnel file. All personnel files of each individual employee are secured within the Human Resources department file area.

If an employee wishes to view the contents of their personnel file, the employee should contact Human Resources with 24 hours' notice. Former employees, or people unknown to the Human Resources staff, must present identification to be evaluated for permission to access the personnel file. Personnel files must be reviewed in the presence of a Human Resources staff person. No part of the personnel file may be removed from the office by the employee. Photocopies of the file, or portions of the file, may be requested by the employee. Within reason, the Human Resources staff person will provide photocopies. For extensive copying, the employee will need to pay for the photocopies.

If the employee is dissatisfied with a document in their personnel file, in the presence of the Human Resources staff person, the employee may write an explanation or clarification and attach it to the disputed document.

During the course of your employment, the District will collect certain information that is classified as "personally identifiable information," or PII, under applicable laws. Such information may include, but is not limited to:

- Your first and last name or initials;
- Username(s) and password(s);
- Social security number;
- Driver license or other identification card number;
- Medical documentation;
- Biometric data;
- And more.

The District may keep these records in paper and/or electronic format.

When such documentation is no longer needed, pursuant to records retention requirements and best practices, the District will either (a) destroy the records or (b) arrange for their destruction, e.g. by shredding, erasing, or otherwise modifying the personally identifiable information in such a manner as to render it unreadable or indecipherable through any means.

Employment of Relatives

Relatives and domestic partners may be hired by the District unless:

- The persons concerned will work in a direct supervisory relationship.
- Either person is employed in a position with access to confidential information of the other, such as personnel records or is involved with the processing of payroll records; or
- Either person is responsible to audit, verify, receive or be entrusted with money handled by the other.
- The employment will pose difficulties for supervision, security, safety, or morale.

For the purposes of this policy, "relatives" are defined as spouses, domestic partners, children, siblings, parents, or grandparents. A "domestic partnership" is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with the District provided they do not work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If employees who marry or live together do work in a direct supervisory relationship with each other, the District will attempt to reassign one of the employees to another position for which they are qualified if such a position is available. If no such position is available, the employees will be permitted to determine which one of them will resign from the District. If the decision is not made within 30 calendar days, District management will decide who is to be transferred or, if necessary, separated from employment.

Please inform your supervisor and Human Resources if: (1) there is a change in your relationship with another employee; or (2) you have a family member who is employed by the District and either you or your relative have a job change (transfer, promotion or new reporting relationship); or (3) you have a relative working for any organization doing business with Foothills.

Personal Relationships

While the District does not wish to intrude into the private lives of employees, we recognize the increased potential for conflicts of interest, appearance of favoritism and risk of claims of sexual harassment when employees develop close personal relationships with each other. In order to protect the District and its employees, this policy provides directions on how to manage situations when employees develop close personal relationships with each other. For purposes of this policy, a *personal relationship* is a relationship of a romantic or intimate nature or of a character that it could result in an allegation of conflict of interest or inappropriate behavior. Supervisors are prohibited from dating subordinates that are in the same line of supervisory authority. Employees may not occupy a position with access to confidential information of the other, such as personnel records or involved with the processing of payroll records or be responsible to audit, verify, receive or be entrusted with money handled by the other.

An employee engaged in a personal relationship with another employee should promptly disclose the relationship to Human Resources. Erring on the side of disclosure and openness helps to avoid future misunderstandings. The District will work with the employees involved to determine whether it is appropriate and practical to adjust reporting or working relationships.

Personal Visitors in the Workplace

Visitors to the workplace are generally welcome however, appropriate precautions and limitations on visitation are necessary to protect health and safety, and to maintain productivity. An employee should always escort an authorized visitor to their destination. Employees are responsible for the conduct of their visitor.

Children

In general, the workplace is not an appropriate place for minor children on a frequent or continuing basis, as children in the workplace create an atmosphere that may not be conducive to achieve the department's specific goals and objectives.

Special occasions that are employer-sanctioned and at which attendance by children is encouraged should be coordinated with and approved by the department. The employee's schedule for that day should take the child's presence into consideration to eliminate potential hazards.

Children may be brought to workplaces by parent employees for brief visits or other times when common sense would dictate that it is more efficient for the employee to bring the child into an office (following or before a physician's appointment, for example). The parent employee must supervise the child(ren) on such visits. It is generally not appropriate for children of any age to be in the workplace on a regular basis, such as after school each school day or on regularly scheduled school holidays.

The District recognizes that occasionally situations may arise that leave an employee with no acceptable alternative but to bring their child(ren) to work. In the event of an emergency, or if there are no other alternatives, parent employees may have children present in the workplace, provided the parent secures prior departmental approval. Departments may implement an internal departmental policy allowing short-term visits by employees' children or may request employees to seek approval at the time of the visit. Parent employees may not leave such child(ren) in the custody of another District employee, even for brief periods of time.

Tips/Gratuities

Patrons sometimes reward prompt, courteous service with a gratuity or a tip. Excellent customer service is expected at all times. Solicitation of tips and providing additional services in exchange for a tip is prohibited. This includes any hint or suggestion to a patron that a tip is expected or providing additional services to a patron because the patron tips, is not acceptable. For this reason, tip jars and anything similar are prohibited. Additional guidelines:

- All tips received by a tipped employee must be retained by the employee.
- Tips will not be withheld for disciplinary purposes.
- Exempt supervisors/managers are prohibited from accepting tips.
- Some departments may further restrict positions that can accept tips.

A tipped employee is defined as any employee working in a position in which they customarily and regularly receive more than \$30 a month in tips. The District will take a credit in accordance with the state allowable amount per hour for all hours worked in a tipped position. If a tipped employee's tips do not meet the tip credit, they will be paid the difference to meet minimum wage requirements. Additional guidelines include:

The Internal Revenue Service (IRS) considers all cash and non-cash tips received by an employee income and subject to Federal income taxes. IRS regulations require that employees who receive more than \$20.00 in tips in any calendar month report the amount of tips. The District is required by law to deduct federal and state withholding tax and Social Security from declared tips. It is the responsibility of each employee to track their tips and report them according to department tip reporting procedures.

Outside/Additional Employment

Employees may be employed by other entities or run a personal business outside of their employment with the District. However, Foothills requires that an employee's activities away from the job must not compromise the District's interest or adversely affect their job performance and ability to fulfill their responsibilities to the District. Particularly full-time employees are cautioned to carefully consider the demands that additional work activity will create before seeking or accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, or refusal to work overtime or different hours. If outside work activity does cause or contribute to job-related problems, the employee may be asked to terminate the outside employment if they wish to remain employed with the District.

Any use of District property for outside employment is prohibited. Conducting business for outside employment or an employee's own personal business during their scheduled work hours is prohibited. This includes, but is not limited to, use of District equipment such as cell phones, computers, District vehicles, or purchasing any items under District accounts with outside vendors.

Additional Employment within the District

Part-time employees are welcome to cross-train in multiple positions and/or departments but must communicate and coordinate with their supervisors to ensure schedules do not overlap and average hours do not exceed an average 28 hours/week.

Appearance and Grooming

Our work environment encourages employees to dress comfortably for work. Good judgment is the main guideline to follow. This includes being clean and neat, with attire that meets reasonable grooming standards. So long as clothing does not conflict with applicable policies, employees' attire may be based on their gender identity. Employees should consult their supervisor for the specific dress and appearance guidelines for their department.

Uniforms

Uniforms or specific clothing necessary to the position and nametags must be worn as required. Uniforms or shirts with the word "STAFF" printed on them are not to be worn outside of work hours. The maintenance and laundering of uniform items or specific clothing provided to employees is an employee's responsibility (except staff with pre-approved uniform provisions).

Under some circumstances, items may be damaged beyond reasonable wear and tear before they are scheduled for replacement. In these cases, the employee is required to present the item to their immediate supervisor. If it is determined that the item cannot be repaired for further use, the item will be replaced by the District if the damage was caused by normal wear and tear or through the course of performing approved work related tasks. If the damage was a result of improper or reckless use, the employee may be required to cover the expense of a replacement.

Political Participation

The District encourages employees to participate in matters of responsible citizenship. The District will not interfere with the conduct of employees engaged in political activity, if the activities are confined to hours when the employees are not on duty, are not campaigning in their official District attire or uniforms, and that the activities do not impair the employee's job efficiency or that of others.

Political beliefs, activities, and affiliations are the private concern of the employee. An employee's work status is not affected by participating or not participating in lawful civic and political activities. No employee of the District can directly or indirectly coerce or command any other employee to pay, lend, or contribute salary, compensation, service, or anything else of value to any political party, group, District, or candidate.

Employees will not be required to work for, or participate in, the support of any political candidate during their off-duty hours.

Candidates for Office

Any District employee may be a candidate for a partisan political office provided that the involvement does not interfere or present a conflict of interest with their job. If involvement is necessary during normal working hours, the individual must take vacation leave or leave without pay.

Activities

Employees, while on District time or while utilizing their office or position, must not publicly support or endorse any candidates for political office, or circulate or cause to be circulated, any nominating petitions for the Board of Directors. Furthermore, while on District time, employees must not distribute any campaign literature, nor display any campaign buttons or car stickers or placards on behalf of any candidate for the Board of

Directors. No employee will be required by management or the Board of Directors to perform political activities.

Solicitation of Contributions for Political Parties or Candidates

Employees are not required to contribute to a political party, elected official, or candidate and their refusal to do so will not be used to penalize them in any way. Employees must not solicit any such contributions from any other employee while on District time or on District property

Transfers and Promotions

To provide our employees with opportunities for growth and advancement, management encourages qualified internal candidates to apply for available positions within the District. Internal candidates will be identified through the internal application process. All open positions are posted for a minimum of 7 days. Posted openings can be accessed the following ways:

- The employee self-service screen of the District payroll website (Paylocity).
- Foothills Intranet website look for the purple Foothills logo on the desktop of any District device connected to the network.
- From any device with internet capabilities: visit ifoothills.org/staff.

Employees are also encouraged to speak with their supervisor about the internal application process and to notify their supervisor prior to interviewing for any other position within the District.

Eligibility for Promotion or Transfer

To be eligible for promotion or transfer, an employee must:

- Be unrelated to an individual who directly supervises the open position, and
- Not have received discipline/correction action or be on a performance improvement plan in the last six (6) months.

Discipline/Corrective Action

The District expects employees to comply with the District's standards of behavior and performance and to correct any noncompliance with these standards. When performance or other behavior falls short of standards and/or expectations, management takes action, which, in its opinion, seems appropriate.

Disciplinary actions can range from an informal discussion with the employee about the matter to immediate discharge. Action taken by management in an individual case does not establish a precedent in other circumstances.

Background Checks

If you are arrested or there is a change in your criminal history, you must contact Human Resources immediately. Human Resources will use this information to determine if steps have to be taken to protect the District's best interest. Simply being arrested is not grounds for termination.

Release of Personnel Information

All requests for employment verification or other inquiries regarding a current or former District employee must be referred to Human Resources. Should an employee receive a written or telephone request for a reference, they should refer the request to Human Resources for handling. No employee may issue a business reference on District letterhead to any current or former employee or independent contractor. This restriction includes recommendations on social media sites.

In response to an outside request for information regarding a current or former Foothills employee, Human Resources will furnish or verify an employee's name, dates of employment, job title, department and pay rate. Responses to written requests for verification of employment will be provided only when the request is accompanied by a signed authorization form from a former or current employee to release such information. Telephone requests for verification of employment will be limited to confirming information stated by the external party.

BENEFITS OVERVIEW

As part of its compensation strategy, the District offers a number of different insurance plans for eligible employees. Employment benefits vary according to the position and status of the employee. To receive certain benefits, eligible employees may be required to meet participation requirements and pay required premiums and other contributions. The District complies with all applicable federal and state laws regarding the provision of benefits to same-sex spouses, domestic partners and couples in a civil union.

Benefit plans offered by the District are defined in legal documents such as insurance contracts and summary plan descriptions. In the event information in this Handbook or other employee communication conflicts with the actual terms and conditions of coverage, the plan documents will take precedence. Benefits described in this Handbook, including the types of benefits offered and/or the requirements for eligibility of coverage, may be modified or discontinued from time to time at the District's discretion as permitted by law. The District and its designated benefit plan administrators reserve the right to determine eligibility, interpretation and administration of issues related to benefits offered by the District.

Employees will have an opportunity to make changes to their benefit selections during the District's annual open enrollment period. Employees who experience a qualifying life event such as marriage, divorce or the birth of a child will also be allowed to make a change in their benefit selection when that event occurs, in accordance with the terms of the plan document.

In the event you take a personal or other leave of absence, please consult Human Resources to determine the impact the leave may have upon your benefits, including eligibility and/or making any required premium payments.

The District currently offers these plans:

- *Medical Insurance Plan* helps pay covered medical expenses for you and eligible family members.
- *Dental Insurance Plan* provides you and your eligible dependents dental coverage at group rates.
- Vision Insurance Plan provides you and your eligible dependents vision coverage at group rates.
- Flexible Spending Accounts (FSAs) allows employees to use pre-tax dollars to pay for eligible health care-related expenses, such as health and dental insurance premiums, co-payments and deductibles, and to be reimbursed for eligible dependent care expenses, such as dependent adult day care, nursery and preschool programs.
- Life Insurance Plan provides certain insurance coverage at group rates.

- Accidental Death and Dismemberment (AD&D) Insurance Plan provides payments in case of accidental death or dismemberment. This coverage is available to you and your eligible dependents at group rates.
- Short-Term Disability (STD) Plan helps replace your salary if you suffer a covered disability for a limited period of time.
- Long-Term Disability (LTD) Plan helps replace your salary if you suffer a covered disability for an indefinite period of time.
- Employee Assistance Program- program designed to help alleviate workplace issues due to mental health, substance abuse, personal and workplace issues.
- 401(k) Salary Deferral plan- helps you save for retirement.

For more information about these plans, including the terms, conditions, or eligibility requirements, please contact or obtain a copy of any Summary Plan Document from Human Resources. This information is also available on the intranet.

Colorado Secure Savings Program Participation

The District has a certified exemption from the Colorado Secure Savings Program. It does not participate in the Colorado Secure Savings Program since the District currently offers an employer-sponsored retirement plan, the Foothills Park & Recreation District Salary Deferral Plan to all employees. Please see the intranet or contact Human Resources to obtain information on the plan, including the terms, conditions, or eligibility requirements, or to obtain a copy of the Summary Plan Document (SPD).

Workers' Compensation Insurance

The District abides by all applicable state workers' compensation laws and regulations. Workers' Compensation benefits are designed to provide medical and compensation benefits for work-related injuries and illnesses that arise out of and in the course of employment by the District.

Responsibilities of the Employee

An employee who has a job-related injury or illness must:

- **Report the incident** to your supervisor or department director as soon as they are able, and report in writing within 10 days after the injury. The supervisor will complete an incident report with input from the employee and will submit the forms to Human Resources.
- If needed, **seek medical attention** through one of the District's designated medical providers or in cases of true medical emergency, report to the nearest emergency room.
- If an employee must be off work due to the incident, they are expected to comply with all treatment regimens and cooperate in a good-faith effort to return to work. The District may require an employee to submit to examinations by physicians selected by the District.
- Prior to returning to work, an employee must present a medical certification verifying the employee's ability to return to work. The work release should be submitted to the department supervisor for review and

approval prior to the employee's return to work. No employee will be allowed to return to work without proper medical clearance.

Failure to report injuries and/or to report for treatment to the provider(s) designated by the District may be cause for a reduction or denial of Workers' Compensation Benefits for services provided. Employees injured on the job should be aware that the District might offer modified duty to injured employees when practical and applicable. Designated Workers' Compensation clinics and forms are available on the intranet.

Pay

An employee will be paid by Foothills for the first twenty-four (24) hours of their scheduled work time lost due to a job-related illness or injury under the Workers' Compensation benefit. Absence from work due to a work-related injury or illness is compensable only when supported by the treating doctor's report, which the doctor must submit in writing to Human Resources. Should additional time off work be required, lost wages will be paid by the District's workers' compensation insurance at two-thirds of the employee's average weekly wage to a maximum benefit rate set by the state.

Return to Work (Modified Duty)

Foothills utilizes a temporary modified duty philosophy with the intent to utilize eligible injured workers in a productive capacity while they are recovering from an injury. Modified duty may be offered whenever practicable and applicable. The goal of temporary modified duty is to provide a progression of job duties that will return the employee to their regular job. The injured worker receives their pre-injury wage while on Modified Duty. Contact Human Resources for procedures to follow when implementing the Modified Duty Program.

Employee Use of Facilities

District employees are encouraged to participate in activities contributing to individual and family well-being. Facility and program benefits vary by employee classification. Employees should receive a listing of facility and program benefits from their supervisor or Human Resources.

Facility Pass

A Full-Time employee who voluntarily separates from the District and who has a minimum of ten (10) years and up to twenty (20) years of Full-Time continuous service is eligible for a facility pass. The pass will be issued for half of the length of service with the District for themselves only. An employee with twenty (20) or more years of Full-Time service is eligible for lifetime benefits for themselves only. A facility pass will have the same level of benefits that are in effect for current Full-Time employees of the District.

PAID TIME OFF AND LEAVES OF ABSENCE

The District continually strives to provide a work/life balance to its employees. The leave benefits offered are based on employment classification and hire date, meaning the date on which the employee begins to accrue the benefit and may request use of the benefit from their supervisor.

Vacation, Sick, and Personal time is deducted from those banks in arrears. This means time used will be subtracted two weeks after use. The payroll system first calculates your accrual and

then will subtract any time used. Please note that time taken needs to be used before your accrual applies otherwise you may max out your available hours and not receive an accrual or a full accrual.

Sick Time

All employees accrue paid sick time.

- Full-Time employees accrue 2.67 hours per pay period with a maximum of 64 hours per year. Accumulated sick time may be carried over from year to year, with a maximum cap of 480 hours
- All other employees (Part-Time, Seasonal and Subs) will accrue one hour of paid sick leave for every 30 hours worked up to an annual maximum of 48 hours. Up to 48 hours will carry over from year to year but balance will not exceed 48 hours at any time.
- Sick time can only be used in full hour increments and must apply to a missed shift or requested time-off in advance, except when a full hour increment would put an employee over 40 hours in a workweek.
- Unused sick leave will not be paid out upon separation of employment.
- If an employee leaves employment and is rehired within six months, their unused previously available sick time balance will be reinstated.
- Sick time will not be advanced prior to it being earned and cannot be "cashed out" in lieu of using it in accordance with this policy.

Full-time employees who exhaust their accumulated sick time balance may use accrued vacation time, personal time or compensatory time for subsequent illness or situations where sick leave would ordinarily be used. If an employee does not have any accrued time, then the time away from work will be unpaid.

Use of Sick Time

Employees can use their accrued paid sick leave for various health and safety related needs as listed:

- 1. Having a mental or physical illness, injury, or health condition that prevents them from working;
- 2. Needing to get preventive medical care, or to get a medical diagnosis, care, or treatment, of any mental or physical illness, injury, or health condition;
- 3. Needing to care for a family member who has a mental or physical illness, injury, or health condition, or who needs the sort of care listed in category (2);
- 4. Grieving, attending funeral services or a memorial, or dealing with financial and legal matters that arise after the death of a family member;
- Caring for a family member whose school or place of care has been closed—or to evacuate a place of residence—due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in closure or the need to evacuate;

- 6. The employee or the employee's family member having been a victim of domestic abuse, sexual assault, or criminal harassment, and needing leave for related medical attention, mental health care or other counseling, victim services (including legal services), or relocation; or
- 7. Due to a public health emergency, a public official having closed either (A) the employee's place of business, or (B) the school or place of care of the employee's child, requiring the employee needing to be absent from work to care for the child.

Scheduling of Sick Time Requests

If an unexpected illness or injury occurs, an *employee must call their supervisor directly as soon as possible* and notify them of the time they will be out of work. If an employee is aware of the needed time off in advance, such as in the case of a scheduled doctor's appointment, the sick time must be requested in advance. When possible, notice should be given at least two weeks prior to the requested sick time off.

Also, let your manager know when you expect to return to work. In the event you are absent for four or more workdays, medical or legal certification is required. This certification should indicate that you were unable to work due to medical or domestic violence reasons and the length of time this restriction lasted.

Employers shall not retaliate against an employee for requesting or using paid sick leave.

All sick time requests must be submitted through the online self-service portal. Employees can also view their available sick time accrual balance at any time by logging into the same online-self-service portal.

Public Health Emergency Supplemental Paid Leave

In the event of a state declared public health emergency ("PHE"), employees may be eligible for supplemental public health emergency leave. Eligible employees will receive a one-time grant of paid supplemental PHE leave of up to 80 hours, prorated for part-time employees.

- Full-Time employees will receive supplemental PHE leave of up to 80 hours if they do not have sufficient paid time off balances to cover the necessary time off. This includes sick, personal and vacation time.
- Part-Time employees will be eligible for supplemental PHE leave up to the number of hours they are scheduled for work in the upcoming 14-day period if they do not have sufficient sick time available.

Employees can use supplemental PHE leave for the following reasons:

- 1. needs to self-isolate due to either being diagnosed with, or having symptoms of, a communicable illness that is the cause of a public health emergency;
- 2. seeks diagnosis, treatment, or care (including preventive care) of such an illness;
- 3. is excluded from work by a government health official, or by an employer, due to the employee having exposure to, or symptoms of, such an illness (whether or not actually diagnosed with the illness);
- 4. is unable to work due to a health condition that may increase susceptibility or risk of such an illness; or

5. is caring for a child or other family member who is in category (1), (2), or (3), or whose school, child-care provider, or other care provider is either unavailable, closed, or providing remote instruction due to the public health emergency.

Employees must notify the District of their need for leave as soon as it is practical when the need for leave is foreseeable and the District's place of business has not been closed.

During a public health emergency, employees will continue to accrue sick time. Supplemental leave is granted one time during the entirety of public health emergency. Supplemental PHE leave will be available for 4 weeks following the end of a declared public health emergency.

Vacation Time

Paid vacation time for all Full-Time employees is accrued based on Full-Time length of service only with the District. Vacation time is accrued on a per paycheck basis for each pay period the employee works in full. The District observes the vacation accrual and usage schedules for Full-Time employees as set forth below:

- Beginning on the hire date through 5 full years of continuous employment
 - Earning Rate: 3.08 hours (.0385 days) per pay
 - Max accrual: 120 hours
- Beginning 6 through 10 full years of continuous employment
 - Earning Rate: 4.62 hours (.0577 days) per pay period (3 weeks)
 - Max accrual: 180 hours
- Beginning 11 or more full years of continuous employment
 - Earning Rate: 6.15 hours (.0768 days) per pay period (4 weeks)
 - o Max accrual: 240 hours

Vacation time can be taken as it is accrued.

In the event that not all vacation time is used in the year accrued, the accumulation of vacation time will be capped at one and a half times the maximum accrual based on years of service. Once an employee reaches the maximum accrual based on their years of service, vacation time will cease to accrue. The employee will begin to accrue vacation time again when vacation time is taken and thus reduces the accrued vacation balance below the maximum.

No vacation time will be accrued while an employee is on any type of paid or unpaid leave (i.e.: long term disability, FMLA, etc.).

Approval of Vacation Requests

All vacation time should be requested in the payroll system and approved at least two weeks in advance by the employee's supervisor. The approval of all vacation requests are at the discretion of management and will be based on District needs and staffing availability. Employees may use vacation in any hourly increment. At the discretion of the supervisor, full-time employees may take up to twenty-four (24) hours of time not yet accrued. Beyond this, employees must accrue time prior to taking time off.

Personal Time

All full-time employees are currently given 32 hours of paid personal time per year prorated based on their hire date.

Hired Between	Allotted Hours
January 1 and March 31	32 hours
April 1 and June 30	24 hours
July 1 and September 30	16 hours
October 1 and December 31	0 hours

All full-time employees who are employed each entire quarter will receive an additional eight (8) hours of personal time per quarter. Time is awarded the following quarter and is added to personal time.

Approval and Scheduling of Personal Time

Use of this personal time should be requested at least two weeks in advance and must be approved by the employee's supervisor. Personal time can be used in any hourly increment.

Personal Time Benefits at Time of Separation

Personal time is not an earned or accrued benefit. Any unused portion of personal time cannot be carried over from year to year, nor is it paid at the time of separation.

District Holidays

The District has currently designated the following eight (8) days as official District paid holidays for all full-time employees. Generally, a recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

Paid Holidays:

New Year's Day	First day o
Presidents' Day	Third Mon
Memorial Day	Last Mond
Independence Day	Fourth of .
Labor Day	First Mond
Thanksgiving Day	Fourth The
Thanksgiving Friday	Friday follo
Christmas Day	Twenty-fift

First day of January Third Monday in February Last Monday in May Fourth of July First Monday in September Fourth Thursday in November Friday following Thanksgiving Twenty-fifth of December

Holiday Pay

The District will grant paid holiday time off to all eligible employees immediately upon date of hire. Full-Time exempt and nonexempt status employees will be paid their regular pay for the actual holiday. Full-Time exempt employees who work on a holiday may designate another day to take in lieu of an additional eight (8) hours of holiday pay with approval from their supervisor. Full-Time nonexempt employees required to work on holidays are paid their regular rate, plus the eight (8) hours of holiday pay. Paid time off for holidays is not counted as hours worked for the purposes of determining overtime. Holidays are not paid if they occur during an unpaid leave or a leave of absence.

Floating Holiday

In addition to the paid holidays offered by the District, all full-time employees will be eligible to receive two (2) floating holidays, which can be used anytime during the year. The floating holidays will appear under personal time as eight (16) hours. The floating holidays must be used in the calendar year earned and cannot be carried over to the following year. Full-Time staff hired in the last quarter do not receive floating holidays.

Approval and Scheduling of Floating Holiday Time

All floating holiday time should be requested at least two weeks in advance by the employee's supervisor. The approval of the floating holiday request is at the discretion of management and will be based on the District's needs and staffing availability.

Floating Holiday Time at Separation

A floating holiday is not an earned or accrued benefit. Any unused portion cannot be carried over from year to year, nor is it paid at the time of separation.

Family and Medical Leave (FMLA)

The District provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- Incapacity due to pregnancy, prenatal medical care, or childbirth.
- To care for the employee's child after birth, or placement for adoption or foster care.
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition.
- Serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the Armed Forces, National Guard, or Reserves may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition."

Benefits and Protections

During FMLA leave, the District maintains the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Employees must continue to pay their portion of any insurance premium while on leave. If the employee is able but does not return to work after the expiration of the leave, the employee will be required to reimburse the District for payment of insurance premiums during leave. Upon return from FMLA leave, most employees are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Certain highly compensated employees (key employees) may have limited reinstatement rights.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. As with other types of unpaid leaves, paid leave will not accrue during the unpaid leave. Holidays, funeral leave, or employer's jury duty pay are not granted on unpaid leave.

Eligibility Requirements

Employees are eligible if they have worked for this District for at least 12 months, for 1,250 hours over the previous 12 months, and if they work at a work site with at least 50 employees within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive full calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

The maximum time allowed for FMLA leave is either 12 weeks in the 12-month period as defined by the District, or 26 weeks as explained above. The District uses the 12-month period measured forward from the first day of an employee's leave. The 12-month period is measured forward from the date the employee's FMLA leave first begins. Each time an employee takes leave, the District will compute the amount of leave the employee has taken under this policy from the 12-month period measured forward from the date an employee first takes FMLA leave and subtract it from the leave available and the balance remaining is the amount the employee is entitled to take at that time.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employees taking intermittent or reduced schedule leave based on planned medical treatment and those taking intermittent or reduced schedule family leave with the District's agreement may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

Substitution of Paid Leave for Unpaid Leave

The District requires employees to use accrued paid leave while taking FMLA leave. Paid leave used at the same time as FMLA leave must be taken in compliance with the District's normal paid leave policies. If an employee's leave of absence does not constitute paid leave as defined in the District's paid leave policies, the employee cannot use accrued paid leave, but can take unpaid leave. FMLA leave is without pay when paid leave benefits are exhausted.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the District's normal call-in procedures.

Employees must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities; the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees also may be required to provide a certification and periodic recertification supporting the need for leave. Recertification will be required if an extension of the leave is requested, the circumstances described in the previous certification have changed significantly, or the District receives information that causing doubt the employee's stated reason for the absence or the continuing validity of the existing medical certification. The District may require second and third medical opinions at the District's expense. Documentation confirming family relationship, adoption, or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action in accordance with the District's attendance guideline. Employees on leave must contact the Human Resources Manager at least two days before their first day of return.

Prior to returning to work, an employee who was on FMLA for their own serious health condition that made them unable to perform the essential functions of their position is required to obtain and present a certificate from their healthcare provider that they are able to return to work and perform the essential functions of their position. A release may be required for an employee on intermittent or a reduced leave schedule if reasonable safety concerns exist regarding the employee's ability to perform his or her duties, based on the serious health condition for which the employee took such leave.

The District's Responsibilities

The District will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District will provide a reason for the ineligibility.

The District will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District will notify the employee.

Unlawful Acts

FMLA makes it unlawful for the District to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA.
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against the District.

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement, which provides greater family or medical leave rights.

Medical Leave (for Employees Pre- and Post-FMLA)

A medical leave of absence may be granted to full-time employees for absences arising from the employee's illness, injury, or pregnancy. This leave may be approved under the following circumstances:

- The employee is not eligible for FMLA leave, or
- Has exhausted all available FMLA leave.

The following conditions must be met for a medical leave to be granted:

- The employee has completed ninety (90) days of employment with our District, unless leave is needed as a reasonable accommodation for a disability.
- The employee notifies the immediate supervisor as soon as possible of the need for medical leave.
- All available sick leave and earned vacation are used at the beginning of the leave of absence.
- The employee submits to HR a written statement from the attending medical provider outlining the reason for leave and the estimated time needed. (The District may require the employee to obtain an opinion from a medical provider selected by the District).
- The Human Resources Manager approves the leave before the leave is taken.

Medical leaves, and any extension of leaves, generally will be limited to no longer than 4 (four) weeks. An employee ready to return to work from leave must present a medical provider's statement indicating ability to return to work. If an employee is unable to return to work at the end of FMLA/extended leave, the employee may be entitled to additional accommodation under the Americans with Disabilities Act (ADA) or other law. The employee must supply sufficient information from their medical provider indicating that they are unable to return due to a disability and the likely date the employee will be able to return to work with or without reasonable accommodation. The employee must qualify for coverage under the Act and any accommodation provided must be reasonable and not result in any undue hardship to the employer. The scope and duration of the potential accommodation will be determined after an interactive dialogue between the employee and the District.

The District may reinstate an employee ready to return from a medical leave of absence, when in the opinion of the District; it is practical to do so or as a reasonable accommodation under the ADA.

The District currently continues medical and life insurance benefits for an employee on leave for a maximum of 16 (sixteen) weeks as long as the employee continues to pay the employee's portion of the premium. Paid time-off will not accrue during a medical leave of absence. Holidays, bereavement pay, or employer's jury duty pay will not be granted during the leave. Part-time employees are not eligible for a leave of absence under these guidelines except as may be required by the ADA. Also, see guidelines for Family and Medical Leave (FMLA Leave).

Family Care Act Leave

The District provides up to 12 weeks of unpaid leave to eligible employees to care for their partners in a civil union or domestic partnership, who have serious health conditions. Generally, leave under the Family Care Act is administered consistent with FMLA regulations. Contact your supervisor or Human Resources if you need family care leave.

Medical Leave Assistance

There may be circumstances in which a full-time employee finds them self in an FMLA qualifying situation without enough accrued paid time-off to cover the amount of time required for the absence. At such times, if the full-time employee meets the prerequisites outlined below, they may request up to 480 hours of paid sick time within a 12-month period of medical leave assistance. The medical leave assistance would run concurrent with FMLA leave. Prior to requesting paid medical leave assistance, the employee must have exhausted all their accrued time. Vacation, sick, and any other paid time off will not accrue while using medical leave assistance.

Prerequisites for requesting Medical Leave Assistance

- All eligibility requirements of FMLA apply including but not limited to the reason for leave, length of employment and hours worked.
- The reason for FMLA must be a non-work-related illness or injury.
- Unpaid FMLA creates a financial hardship.
- The employee must have exhausted all their paid time-off.
- During the time away from work, the employee must not be receiving any disability benefits or worker's compensation payments.
- Medical Leave Assistance is not available for intermittent FMLA.

Once the request has been approved by Human Resources, the employee will be notified. The employee will be paid 80% of their average weekly rate while using the Medical Assistance sick time.

Personal Leave of Absence

Normally, personal leaves of absence are not granted. If, on rare occasions, management deems the circumstances warrant approval, an unpaid leave for reasons other than illness, disability, vacation or a leave of absence otherwise protected under federal or state law may be granted.

A non-medical leave of absence **without pay** may be granted for up to thirty (30) days for personal reasons after completion of one year of continuous service. A full-time employee must have exhausted all accrued paid time-off before beginning personal leave. A written request for personal leave of absence must be submitted to the employee's supervisor, stating the purpose or reason for the leave. Each case will be reviewed and must be approved by the department manager and the Executive Director before the leave is authorized. Benefit coverage, if applicable, continues for the thirty (30) day period of the leave with the employee paying the employee portion. If leave is granted, upon return the employee may be reinstated to the same position or a position of like status and pay if such a position is available. Failure to return to work from an approved personal leave may be considered voluntary resignation from employment.

Bereavement Leave

When a death occurs in an employee's immediate family, full-time employees may take up to three (3) consecutive scheduled days off with pay to attend the funeral or make funeral arrangements. If the employee must travel out of state for the funeral, the supervisor may grant a maximum of five (5) consecutive days off. Employees must notify their supervisor of a need for such a leave immediately. The District may require verification of the need for the leave.

Immediate Family Defined

Immediate family members are defined as an employee's spouse/domestic partner, employee's or employee's spouse's parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild, and/or any relative living in the same household with the employee.

Non-Immediate Family Member, Friend, Employee, or Retiree of the District Funeral Leave

All regular, Full-Time employees may take up to eight (8) hours off with pay to attend the funeral of a non-immediate family member, friend, employee or retiree of the District. This time off will be considered by the employee's supervisor on a case-by-case basis. The supervisor should confirm that the time is recorded accurately on the timecards.

Additional Time Off

The District understands the deep impact that death can have on an individual or a family, therefore additional non-paid time off or use of the employee's accrued time may be granted. The employee may make arrangements with their supervisor for an additional three days off in the instance of the death of an immediate family member. Additional time off may be granted depending on the circumstances such as distance and the individual's responsibility for funeral arrangements.

Jury Duty

The District recognizes jury duty as a civic responsibility of everyone. Therefore, Foothills will grant leave for as long as an employee is required to serve on jury duty. In the event you receive notice to report for jury duty, please notify your supervisor immediately so that arrangements can be made to have your duties covered until you return to work.

While you serve as a juror, the District will pay you for up to a maximum of twenty (20) working days. Jury duty leave beyond this time will be without pay from the District. Foothills will pay your full regular straight time earnings and you will endorse over to the District your jury pay

check from the applicable government agency. Full-time employees will receive compensation for jury duty based on their regular base pay. All other employees will receive pay based on their schedule for the period in which they are absent from work. Time spent on jury duty will be counted as regular working time for all purposes except for overtime calculations.

FAMLI Participation

Foothills Park & Recreation District's Board of Directors has voted to opt-out of participating in the FAMLI state-run family leave program. All employees of the District have the ability to participate in FAMLI on an individual basis. FAMLI provides benefits and protections, including partial income protection for eligible employees who are temporarily unable to work due to their or a family member's qualifying medical or legal reason, specifically, for the care of a newborn, adopted child, or fostered child; to care for a family member with a serious health condition; for the employee's own serious health condition; for qualifying military exigency leave; or to address safety needs or the impact of domestic violence and/or sexual assault. Partially paid leave is available for up to 12 weeks in a calendar year or up to 16 weeks under certain circumstances related to pregnancy and childbirth. Please see Human Resources to obtain additional copies of the required notices to employees of local government employers who have opted out of FAMLI that are distributed upon hiring.

Time Off to Vote

The District encourages employees to fulfill their civic responsibilities by voting. If an employee is unable to vote in a statewide election during their non-working hours, Foothills will grant up to two hours of paid time off to vote. Employees must request time off to vote in advance from their supervisor prior to election day so that necessary time off to vote can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to normal work operations.

Military Leave

Employees granted a military leave of absence are re-employed and paid in accordance with the laws governing veteran's re-employment rights. The District pays for the first 15 days of leave per year. After that time, leave is without pay.

Domestic Abuse & Crime Victim Leave

Employees subjected to domestic abuse or who are a victim of a crime may be eligible for a leave of absence. Please see the Human Resources for more information.

COMMUNICATION

No Solicitation or Distribution

The District recognizes that employees may have interest in events and Districts outside the workplace. However, we ask that employees not solicit or distribute literature concerning these activities during work time. The use of District resources, including email, for these purposes is prohibited. Foothills defines solicitation to include verbal or written communication, raffle tickets, for-sale merchandise, e-mail distributions, circulars, handbills, other kinds of literature or anything intended to make a profit or other personal gain.

Posting or distribution of non-work related materials should be limited to non-work areas during non-work times. Non-work times include break periods, meal times, or other specified periods during the workday when staff are not expected to be performing their work tasks.

The District may, at its discretion, allow various non-profit or other companies or individuals to solicit employees provided it is at the invitation of the District and either provides a benefit to employees or is for charitable purposes. Express permission must be granted by the Executive Director.

Communication Systems

The District's computer network, access to Internet, e-mail and voicemail systems are business tools intended for employees to use in performing their job duties. Therefore, all documents and files are the property of the District. All information regarding access to the District's computer resources, such as user identifications, modem phone numbers, access codes, and passwords are confidential District information and may not be disclosed to non-District personnel.

All computer files, documents, and software stored on the District's computer systems are subject to review and inspection at any time. This includes web-based email employees may access through District systems, whether password protected or not. Employees should not assume that any such information is confidential, including e-mail either sent or received. Computer equipment should not be removed from the District premises without approval from the Information Technology ("IT") department. Upon separation of employment, all communication tools should be returned to the District.

Personal Use of the Internet

Some employees need to access information through the Internet in order to do their job. Use of the Internet is for business purposes during the time employees are working. Personal use of the Internet should not be on business time, but rather before or after work or during breaks or lunch period. Regardless, the District prohibits the display, transmittal, or downloading of material that is in violation of District guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time.

Software & Copyright

The District fully supports copyright laws. Employees may not copy or use any software, images, music, or other intellectual property (such as books or videos) unless the employee has the legal right to do so. Employees must comply with all licenses regulating the use of any software and may not disseminate or copy any such software without authorization. Employees may not use unauthorized copies of software on personal computers housed in District facilities.

District computers are loaded with software approved by the IT department. Any software needed must be authorized by your supervisor and downloaded by the IT department only.

Unauthorized Use

Employees are not to reveal confidential passwords, let unauthorized employees/patrons access terminals via their password, or to send a message under someone else's name without the latter's express permission. Employees may not attempt to gain access to another employee's personal file of e-mail messages or send a message under someone else's name without the latter's express permission. Employees are strictly prohibited from using the District communication systems in ways that management deems to be inappropriate. If you have any question whether your behavior would constitute unauthorized use, contact your immediate supervisor or IT before engaging in such conduct.

Email

Email and internet usage is primarily for business purposes only. While personal email is permitted, it is to be brief and kept to a minimum. Personal use of the Internet should not be on business time, but rather before/after work, during breaks or lunch periods. The District prohibits the display, transmittal, or downloading of material that in violation of Foothills guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory or otherwise unlawful at any time. If an employee receives any messages in violation of this policy, they should report it immediately to their supervisor. Employees should be aware that emails might be considered public records and subject to public disclosure. No one may solicit, promote, or advertise any outside District, product, or service through the use of e-mail or anywhere else on District premises during working time. Working time does not include breaks or meal periods. Management may monitor e-mail from time to time. Employees are prohibited from unauthorized use of encryption keys or the passwords of other employees to gain access to another employee's e-mail messages.

Telephones/Cell Phones/Mobile Devices

Employee work hours are valuable and should be used for business. Excessive personal phone calls/texting can significantly disrupt business operations. Employees should use their break or lunch period for personal phone calls/texting.

Confidential information should not be discussed on a cell phone. Cell/camera phones should not be used in a way that violates other District guidelines such as, but not limited to, EEO/Sexual Harassment. Employees should be aware that similar to emails, text messages might be considered public records and subject to public disclosure.

For safety reasons, use of cell phones while driving is prohibited. This includes receiving or placing calls, text messages, surfing the Internet, receiving or responding to email, checking phone messages, etc. Employees must park whenever they need to use a cell phone. Generally, stopping on the shoulder of the road is not acceptable.

The District telephones should not be used for personal long distance calls.

Phone Voice Mail System Usage

The District's voice mail system is intended for transmitting business-related information. Although the Foothills does not monitor voice messages as a routine matter, the District reserves the right to access all messages sent over the voice mail systems for any purpose. Employees must use judgment and discretion in their personal use of voice mail.

Personal Use of Social Media Guidelines

Whenever you use social media, use good judgment. Please be respectful of the District, our employees, our patrons, our partners and affiliates, and others.

Personal use of social media is never permitted on working time by means of the District's computers, District-issued mobile devices, networks, and other IT resources and communications systems. Use of personal mobile devices during work time should be kept to a minimum. The District has developed Use of Social Media Guidelines for employees who use social media like blogs, wikis, and social networking sites that may contain postings related to the District, employees of the District, and any other affiliates of the District.

Nothing in this guideline is meant to interfere with employees' right under federal law to engage in protected and concerted activity, including employees' ability to discuss terms and conditions of their employment.

Specific Guidelines:

Public communications concerning the District, employees of the District, and any other affiliates of the District must not violate any guidelines set forth in this handbook, especially as it relates to discrimination, unlawful harassment, and illegal activities.

Your personal or anyone else's blog, wiki, or social networking site is not the ideal place to make a complaint regarding alleged discrimination, unlawful harassment, or safety issues. Complaints to the District regarding these issues shall be made consistent with the complaint procedures in this Handbook so that the District can address them.

Blogs, wikis, chat rooms, and other forms of social media communications are individual interactions, not District communications. All postings on a blog, wiki, chat room, or social networking site on behalf of the District must be preapproved and sent by authorized employees only.

If you post any comment that promotes or endorses District products or services in any way, the law requires that you disclose that you are employed by the District.

You must comply with all applicable laws, including copyright and fair use laws. You may not disclose any sensitive, proprietary, confidential, or financial information about the District. Confidential information includes trade secrets or anything related to the District's inventions, strategy, financials, or products that have not been made public, internal reports, procedures, or other internal business-related confidential communications. Further detail is provided in the "Confidentiality" section of this Handbook.

When you use social media, use good judgment. Again, please be respectful of the District, our employees, our patrons, our partners and affiliates, and others. Avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, and threatening, that defames or libels our employees, customers, partners, and affiliates, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment.

Please consult with your supervisor or department director if you have any questions about the appropriateness of publishing information relating to the District, its employees, or any of its affiliates.

Media Inquires

Employees are prohibited from presenting themselves as representatives of the District unless they are expressly authorized to do so. Employees should not speak to the media on the District's behalf without first obtaining the authority to do so. All media inquiries should be referred to the Communications & Marketing Supervisor and/or the Executive Director. In addition, these individuals must approve, in advance, all press releases, publications, speeches, or other official declarations.

- All District news/events/programs will be announced formally and communicated through Marketing's well-established processes.
- Any social media accounts for Foothills Park & Recreation District must be maintained by the Marketing & Community Outreach Department. No one outside of the Marketing Department shall create any accounts, avatars, blogs, videos, etc. on any social media sites without the expressed interest and authorization from the Marketing Department.

SEPARATION OF EMPLOYMENT

If you desire to end your employment relationship with the District, we ask that you notify your supervisor as soon as possible of the intended separation. Notice generally allows sufficient time to transfer work, cover shifts, return District property, review eligibility for continuation of insurance, and make arrangements for your final pay.

District Property at Separation

Upon separation of employment for any reason, the separating employee must immediately return all District property. This includes but is not limited to keys, credit cards, laptops and cell phones. Failure to return any District property may result in deductions from the separating employee's final pay, subject to applicable laws.

HANDBOOK ACKNOWLEGEMENT & RECEIPT

(To be completed online through Paylocity)

I HAVE RECEIVED A COPY OF OUR EMPLOYEE HANDBOOK DATED SEPTEMBER 1, 2023. I UNDERSTAND THAT THE HANDBOOK PROVIDES A SUMMARY OF THE DISTRICT'S GUIDELINES AND ITS EXPECTATIONS REGARDING MY CONDUCT. I UNDERSTAND I AM TO BECOME FAMILIAR WITH ITS CONTENTS.

I UNDERSTAND THAT, EXCEPT AS MAY BE REQUIRED BY STATE LAW, MY EMPLOYMENT WITH THE DISTRICT IS AT-WILL. THIS MEANS THAT NEITHER I NOR THE DISTRICT IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A SPECIFIC PERIOD OF TIME AND THE EMPLOYMENT RELATIONSHIP MAY BE TERMINATED BY ME OR THE DISTRICT AT ANY TIME, FOR ANY REASON.

THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION.

I UNDERSTAND THAT NO REPRESENTATIVE OF FOOTHILLS PARK & RECREATION DISTRICT, OTHER THAN THE EXECUTIVE DIRECTOR OR BOARD OF DIRECTORS, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND ANY SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE EXECUTIVE DIRECTOR OR BOARD OF DIRECTORS AND ME. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

FURTHER, I UNDERSTAND THAT THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE NOT ALL INCLUSIVE. THIS HANDBOOK SUPERSEDES ALL PREVIOUSLY ISSUED EDITIONS. NO ORAL STATEMENTS OR REPRESENTATIONS CAN CHANGE THE PROVISIONS OF THE HANDBOOK OR ANY SUPPLEMENT. EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT, THE DISTRICT RESERVES THE RIGHT TO REVISE, DELETE, OR ADD TO ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS OF FOOTHILLS PARK & RECREATION DISTRICT. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS.

Employee Signature

Date

Print Name



Inclement Weather Policy

The District is committed to a year-round operating schedule in pursuit of its mission to provide exceptional services to our community. It is the intent of the District to remain open and adhere to full operations, as deemed possible. If the District is open and an employee is unable to work, the employee must notify their supervisor immediately.

If District operations are declared closed, the Executive Director will contact the designated members of management staff and inform them of the decision. In turn, they will contact the appropriate supervisory staff in their departments, who will inform employees of the decision to declare District operations closed. In addition, the Executive Director or designated contact will inform the appropriate pre-determined news media sources so that information regarding District facilities may be disseminated quickly to all concerned patrons. If you are not contacted by your supervisor ½ hour before your scheduled work time (check with your supervisor as notification times may vary for departments), you should assume the District is open for business as usual.

The Children's Programs Department will follow the Jefferson County Public School Snow Day Policy. However, if the District remains open it is expected that full-time staff work or enter in a paid leave request to cover hours of the program closing.

Golf Courses are likely to have a more frequent occurrence of closures than the rest of the District. Should golf close when the rest of the District remains open, full-time employees are expected to report to work unless a paid leave request or remote work is approved by the Director of Golf.

Weather Related Pay Practices

It is anticipated that the need to excuse any employee from work will be rare and that snowfall, other inclement weather, or emergencies will not be cause for an employee's absence. If the supervisor does excuse a full-time employee, then pay for the time taken will come from the employee's accrued time off with the exception of sick leave. Factors influencing a supervisor's decision regarding both the requested time off and method of payment for this time include, but are not limited to: the seriousness of the employee's need to be excused, travel distance to and from work, departmental work priorities and whether or not the employee provides service for that department that is essential for the operation of the District.

Employees who have the ability to work remotely, which includes but is not limited to having the proper tools and access and who have administrative job duties that can be performed offsite may be permitted to work from home in the event of inclement weather or facility closure. Please contact your supervisor to discuss this option and to request approval.

In addition, only under exceptional circumstances when the District officially closes or has modified work hours, the District may declare that employees are excused from work for all or a portion of the day. When the District operations are closed, only full-time salaried exempt and nonexempt employees may be compensated for that time.



Any hourly part-time or nonexempt maintenance employees who are requested by their supervisor to come into work when District operations are closed to perform their essential functions (not training) are compensated at the rate of one and one half (1¹/₂) times their normal rate of pay for each hour worked.



Tuition Reimbursement

Foothills Park & Recreation District ("District" or "Foothills") believes education and training are of the utmost importance and value to an employee's long-term success. Therefore, courses taken at an accredited college or university, towards a degree program that supports your role at Foothills may be reimbursed up to \$2,500 per calendar year. Courses that are for personal or cultural development will not be considered eligible for reimbursement under this benefit.

Additional Requirements:

- Any courses covered by this program must be job-related. To be job related:
 - The course must not be necessary to meet minimum education requirements for the employee's current position.
 - The course cannot be taken to qualify the employee for a different type of work.
 - The education must be related to employee's current job and must help maintain or improve the knowledge and skills required for the job.
- The employee must be a full-time employee (actively working, not on any time of paid or unpaid leave status) at the time of the request, during the entire duration of the course, and at time of payment in order to be eligible.
- All full-time employees are eligible after they have completed one year of continuous employment with the District.
 - *Note: courses started before the employee has reached one year of employment, even if the course is to be completed after the one year of employment has been met.
- The employee must obtain written approval prior to attending the course from their supervisor and department director during the budgetary process (usually no later than September). Approval of the reimbursement will be subject to the availability of funds in the department's annual budget.
- The employee must provide a copy of the course description.
- The maximum reimbursement is up to \$1,500 per calendar year for tuition and books.
- The employee must successfully complete the course with a passing grade of C (or its equivalent) or better to receive reimbursement.
- To submit for reimbursement, the employee must provide an official tuition statement from the accredited school and a copy of the completed course grade. The tuition statement must clearly indicate the name of the course for which reimbursement is requested and the course information must match the course information for which the employee initially received written approval.
- If you receive educational aid from other sources, such as Veteran's Administration Assistance, the District pays only the difference between the amount of such aid and the cost of the tuition.



• If an employee resigns or is terminated they may be required to reimburse the District for any education reimbursement monies paid to the employee during the previous twelve (12) months preceding the separation date.

Tuition Reimbursement Application

Instructions:

- Complete the tuition reimbursement application and attach descriptive information regarding the course(s).
- Meet with your department supervisor/director to discuss your tuition reimbursement request. If it is agreed that your request meets policy and budgetary guidelines, the supervisor/director will grant preliminary approval.
- Submit the original, signed form to the human resources (HR) department for final review.
- Upon completion of the course, submit a copy of your grade report to Human Resources. If the course was successfully completed, your course will be reimbursed up to the \$2500 maximum.

Date:	
Employee Name:	
Department:	Job title:
Course(s) title(s):	
Course(s) dates:	to
Degree sought (if applicat	ble):
Name of institution:	
Address of institution:	
Tuition: \$	Reimbursement Request Amount \$
Development objective (w	hat long-term goal is this program/course intended to help you

Development objective (what long-term goal is this program/course intended to help you reach, attach additional pages if needed):



Pease attach a brief outline of the program and/or included course descriptions from the school's catalog or program brochure (necessary for initial request only).

Tuition Reimbursement Acknowledgement & Approval

I understand that if this request is approved, reimbursement will be contingent upon successful completion with a passing grade of C (or its equivalent) or better; of each course and submission of all receipts and paid bills within 30 days thereafter. I have read and understand the program requirements. Further, I understand that if my employment ends with Foothills Park & Recreation District, voluntarily or involuntarily, I agree to repay any amount of tuition reimbursement I received in the previous twelve (12) months.

Employee	Signature
----------	-----------

Date

Department Approval

[] Approved [] Not approved

Reason:

Does this application meet	the established guidelines of the educational assistance
program policy? [] Yes	[] No

Was this expense included in the department budget? [] Yes [] No

Has the employee received	l previous rei	mbursement this	calendar y	ear?[]	Yes	[]No
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If yes, in the amount of \$_____ Approved Reimbursement Amount \$_____

Department Supervisor Signature

Date

Department Director Signature

Date



Human Resources Approval

This request is:	[] Approved	[] Not approved
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Reason (if not approved):

Submitted to finance for payment (date): _____

Human Resources Signature

Date



Background Check Procedures

Foothills Park & Recreation District ("District" or "Foothills") conducts background checks on all job candidates conditionally offered employment. All offers of employment are contingent upon clear results of a thorough background check. This process is conducted to verify the accuracy of the information provided by the candidate and determine their suitability for employment.

All criminal background screens are conducted post-employment offer. This information cannot be used as a basis for denying employment, unless it is determined to be job-related. Foothills reserves the right to make the sole determination concerning, any employment decision arising out of the background check.

If you are arrested or there is a change in your criminal history, you must contact Human Resources immediately. Human Resources will use this information to determine if we have to take steps to protect the District's best interest. Simply being arrested is not grounds for termination.

General Guidelines:

New Hires: A background check is required for all full-time, part-time, seasonal, substitute, positions. The background check typically must be completed and results verified before beginning work.

Rehires: A background check is required for rehires separated longer than twelve months or if one has not been completed in the last 5 years.

Current Employees: Active employees are required to submit to a background check every five years. An employee transferring to a position with access to or control over sensitive financial information will be subject to a background check. Refusal to comply may be cause for refusal to be granted a new position and/or termination.

Authorization by applicant: The candidate must authorize the background check. This is done by having the applicant complete the online process/form.

Verification of Background Checks

The results of the background check will be sent directly to Human Resources, which in turn will notify the hiring supervisor.

Adverse Action Notices

If a background check is returned with unfavorable results, Human Resources will follow all requirements of the Fair Credit Reporting Act (FCRA) and any other applicable law.



Drug & Alcohol Policy

I. Purpose

Foothills Park & Recreation District ("District") is committed to a safe, healthy, and productive work environment for all employees free from the effects of substance abuse. Abuse of alcohol, drugs, and controlled substances impairs employee judgment, resulting in increased safety risks, injuries, and faulty decision-making.

II. Scope

This policy applies to all employees.

III. Statement of Policy

To ensure a safe and productive work environment the District prohibits the use, sale, dispensation, manufacture, distribution or possession of alcohol, drugs or controlled substances on any District premises or worksites. This prohibition includes District owned vehicles, or personal vehicles being used for District business or parked on District property.

No employee shall report to work or be at work with alcohol or with any detectable amount of prohibited drugs in the employee's system. (A detectable amount refers to the standards generally used in workplace drug & alcohol testing).

Employee shall, when drugs are prescribed by a medical professional, inquire of the prescribing professional whether the drug prescribed has any side effects, which may impair the employee's ability to safely perform the employee's job duties. If the answer from the medical professional is yes, the employee shall obtain a statement from the medical professional indicating any work restrictions and their duration. The employee shall present that statement to his or her supervisor prior to going on duty.

Illegal use of drugs off duty and off District premises or work sites is not acceptable. It can affect on-the-job performance and the confidence of the public, and our customers in the District's ability to meet its responsibilities.

Any violation of this policy will result in disciplinary action up to and including termination.

IV. Reasonable Suspicion Testing

All employees will be subjected to the following Reasonable Suspicion Testing.



Any employee may be asked to submit to tests for alcohol and/or illegal drugs when the employee is reasonably suspected of being impaired in the performance of his or her job.

- 1. Reasonable suspicion testing may result from one of the following examples, but is not limited to the following:
 - a. Specific, personal and articulable observations concerning the appearance, behavior, speech or performance of the employee; or
 - Violation of a safety rule, or other unsafe work incident which, after further investigation of the employee's behavior, leads the supervisor(s) /manager(s) to believe that the employee's functioning is impaired; or
 - c. Other physical, circumstantial, or contemporaneous indicators of impairment.
- 2. When a supervisor/manager has reasonable suspicion to request testing, the supervisor/manager will arrange to transport the employee to the collection site, and will arrange for the employee's transport home.
- 3. The employee will continue in a paid status pending the receipt of drug testing results by the District.

VI. The kinds of substances tested for will include the following substances or their metabolites:

- A. Marijuana
- B. Cocaine
- C. Opioids
- D. Phencyclidine (PCP)
- E. Amphetamines
- F. Ecstasy
- G. Alcohol

VII. Inspection and Searches

The District may conduct unannounced inspection for violations of this policy in the workplace, worksites, or District premises. Employees are expected to cooperate in any inspection.



VIII. Voluntary Treatment

The District supports sound treatment efforts. Whenever practical, the District will assist employees in overcoming drug, alcohol, and other problems, which may affect employee, job performance, as long as this policy has not already been violated.

If an employee seeks treatment for drug or alcohol use, the employee may be eligible to go into a drug and/or alcohol treatment program either through the District's medical insurance program or at his or her own expense.

If the employee elects to enter an appropriate treatment program, the employee may be placed on unpaid status, but will be required to use any accrued vacation time and sick leave while participating in the evaluation and treatment program, so long as the employee is complying with the conditions of treatment. The District will have the right to require verification from the health care provider for a release to work and/or verification of treatment as covered in the District's medical leave policies. More information regarding availability of treatment resources and possible insurance coverage for treatment services is available from the Human Resources Department.

IX. Safeguards/Confidentiality

The drug screen analysis is accomplished through split sample urinalysis testing. Alcohol testing may be through breath testing. Samples will be collected in a sanitary environment designed to maximize employee's privacy while minimizing the possibility of sample tampering. If there is a positive drug and/or alcohol result on the initial screening test, the laboratory or blood alcohol technician will automatically do a second test to confirm the results. The second drug test will be performed using gas chromatography/mass spectrometry or other scientifically accepted method. A positive breath alcohol test will be confirmed by a second breath test.

All drug tests are performed by a government-certified outside laboratory. All government-certified outside laboratories strictly follow chain of custody guidelines to ensure the integrity of the testing process. The District shall use a

Medical Review Officer (MRO) who will receive the laboratory results of the testing procedure. The MRO shall be a licensed physician and have knowledge of substance abuse disorders and the appropriate medical training to evaluate positive results, medical histories, and any other relevant biomedical information. The MRO shall review all medical records made available by the tested individual when a confirmed positive test could have resulted from legally prescribed medication.



If the results of the initial test are negative, the testing laboratory will report the results to the MRO retained by the District. The MRO or the testing laboratory reports the negative results to the District. In this instance, no additional tests on the specimen will be done.

If the results of the initial test are positive, that is, if the results exceed the permitted levels for any of the six drugs tested or if the blood alcohol test comes back positive, a second confirmatory test shall be performed. The employee is prohibited from performing any duties if the initial test is positive, and while the confirmatory testing is being performed. Only specimens that are confirmed positive on the second (confirmatory) test are reported positive to the MRO for review and analysis. The MRO will contact the employee personally, in the case of a positive test result. The MRO has the responsibility of reporting to the District whether the test results are positive or negative.

An employee who does not pass a drug test may request that the original sample be analyzed again at the individual's expense by a government certified laboratory. All requests for an independent analysis must be made in writing within 72 hours of notification of a confirmed positive test result. In the event the drug and/or alcohol test results are not achieved due to a diluted sample, the applicant will be required to re-test.

Each employee will have an opportunity to discuss the drug and/or alcohol test with a Medical Review Officer in a confidential setting. Each employee upon his or her request may be provided with a written copy of the positive test result, upon written request. Upon written request within seven days of taking the test, an employee may access records relating to his drug and/or alcohol test.

X. Disciplinary Action

A. Testing Positive

Employees who test positive for drugs or alcohol are in violation of this policy. An employee who tests positive for marijuana is in violation of the

District's drug policy, even if the employee is exempt from criminal prosecution under Colorado's medical marijuana laws or is using marijuana recreationally in conformity with Colorado's Amendment 64.

Be advised that a positive drug test for marijuana constitutes a violation of (District's) drug and alcohol policy and may lead to your termination. For more information, please speak with (e.g., Human Resources).



B. Refusal to comply

Employees who refuse required testing are in violation of this policy.

C. Interference with testing

Employees who adulterate, tamper with or otherwise interfere with accurate testing are in violation of this policy.

D. Any employee, who has been observed using or possessing illegal drugs or alcohol during work time, including lunch breaks, or on District premises is in violation of this policy.

XI. At Will Employment

Nothing in this policy is to be construed to prohibit the District from maintaining a safe and secure work environment or to limit its right to impose disciplinary actions, as it may deem appropriate for reasons of misconduct or poor performance, regardless of whether the misconduct or poor performance arises out of the use of alcohol or drugs. Such disciplinary actions may include termination of employment. Employment is at-will and subject to termination by the District or the employee at any time, with or without notice and with or without cause.



ACKNOWLEDGMENT

I have received a copy of the Foothills Park & Recreation District Drug & Alcohol Policy and understand that in order to continue my employment with this employer I must abide by the terms of the policy. I agree to notify the employer of any drug violation occurring in the workplace.

I understand that this policy in no way modifies my status as an at-will employee and in no way implies, infers, or guarantees my continued employment for any definite term.

Employee

Date

Print Name



Guidelines for Alcohol at District Sponsored Events

Consumption of alcohol in moderation is permitted when served at District sponsored events and/or during after-work business meals. The following rules apply:

- Alcohol is permitted only at events that are approved by management (department director or above). This includes but is not limited to end of year or end of season celebrations and other employee teambuilding events.
- Non-alcoholic beverages must also be available during employee events.
- Alcohol must not be consumed and/or served to minors.
- Alcohol will not be served to anyone already visibly impaired by alcohol.

At events that are open to the public, employees are required to remove any Foothills "staff" apparel items such as shirts and hats prior to drinking after work to prevent the perception that an employee is still on the job. This also applies to employees drinking after work at any Foothills facility that serves alcohol.

Management asks that employees at Foothills sponsored events use common sense. If employees or their guest(s) become obviously intoxicated, belligerent, or acting outside the boundaries of good taste, management present is required to make arrangements for the employee and/or guest to be removed from the event. Such removal will be by a non-drinking adult, taxi or other form of commercial transportation, or in extreme cases, the sheriff/police department.

Please contact your direct supervisor, department director or Human Resources with questions about these guidelines.

FOOTHILLS PARK & RECREATION DISTSRICT

Creating Community, Enhancing Health, Inspiring Play since 1959

DATE: June 27, 2023

TO: Foothills Board of Directors

FROM: Dennis Weiner, Director of Finance and Administrative Services

SUBJECT: MAY FINANCIAL UPDATE

Attached are the District's Financial Summary report and discussion of the District's yearto-date operating revenues and expenditures as well as non-operating revenues and expenditures through May 31, 2023 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.

FOOTHILLS PARK & RECREATION DISTRICT

Creating Community, Enhancing Health, Inspiring Play since 1959

EXECUTIVE SUMMARY OF THE DISTRICT ACTUAL VS BUDGET FOR THE YEAR-TO-DATE PERIOD ENDED 5/31/2023

Total Year-to Date Operating Revenue:

Total District Year-to-Date Operating Revenues are \$6,957,091 versus a budget of \$6,167,178 or \$789,913 higher than planned due to the following:

- Admission Fee Revenues were \$5,076,833, which was \$626,971 better than plan.
 - Leisure Services admission fees were \$245,452 higher than planned driven by higher than planned fee revenue in youth and adult Athletics, Aquatics, Fitness and at the Edge Ice Arena for Hockey, Group Lessons and Figure Skating, partially offset by lower admission fees in Children's programs for Before and After Care and All Day Care programs.
 - Golf admission fees, including Golf Development and Improvement Fund revenue, were \$1,620,123, which was better than plan by \$381,519 because of a higher number of rounds than planned at both District golf courses.
- Rentals were \$1,407,743, which was higher than plan by \$125,107 resulting from higher than planned facility rentals at the Ridge and the Foothills Fieldhouse, and higher than planned rental revenue from carts at both District golf courses.
- Concessions and Other Contracts were higher than budget by \$33,595 due to higher than planned food and beverage sales at the Foothills Fieldhouse and the Penalty Box.

Total Year-To-Date Operating Expenditures:

Total District Year-to-Date Operating Expenditures are \$9,359,760 versus budget of \$9,925,018 or \$565,258 better than planned due to the following:

- Salaries and Wages expenditures were \$4,916,034, which was better than plan by \$250,680, or roughly 4.9%. Full-Time Salaries were better than budget by \$106,541 mainly because of a staffing change in fitness which resulted in a reduction in full-time staff headcount and the timing of hiring for open full-time positions in Parks, Facility Maintenance and Children's Programs. Part-time wages were lower than planned by \$144,139 due to a first quarter conversion to full-time of a budgeted part-time position in the Arts department and lower part-time hours in Parks, Facility Operations, at the Edge and in Golf related to unfilled part-time positions.
- Personnel expenditures were \$79,465 lower than planned, resulting from lower than planned health insurance and payroll tax expenditures related to lower staff levels.

- Supplies expenditures were \$61,274 lower than budgeted due to the timing of expenditures for program, operating and facility repair supplies in Parks, Leisure Services and Golf.
- Utilities were \$641,005, which was lower than planned by \$51,139 electric, natural gas and water expenditures were better than planned by \$30,165, \$10,937 and \$10,037, respectively due to lower than planned usage.

Net Operating Loss:

Net Operating Loss was \$2,402,669 compared to a planned Net Operating Loss of \$3,757,840, or \$1,355,171 better than plan, driven by higher than planned revenue from Golf, Athletics and facility rentals and lower than budgeted Salaries, Personnel and Utility expenditures throughout the District.

Non-Operating Revenue and Expenditures:

Net Non-Operating Expenditures were \$1,613,026, which was \$1,094,739 better than plan primarily due to the following:

- Investment income was better than planned by \$556,308 driven by higher than planned invested balances due to the timing of spending on the 2021 COP projects and higher than planned yields on invested balances.
- Specific Ownership taxes were better than plan by \$38,884 because of higher than planned taxes collected from vehicle registrations within Jefferson County.
- Conservation Trust Fund revenues from lottery sales were \$49,844 better than planned.
- Contributions and Grants were better than planned by \$25,473 driven by the timing of Red, White & You sponsorships versus when budgeted.
- Property Tax Revenue was \$108,749 higher than planned because of faster collection of property taxes by the County than anticipated.
- Insurance Proceeds were better than plan by \$318,696 mainly due to reimbursements received from insurance under a claim for the roof replacement over the east rink at the Edge Ice Arena.

Net Revenue/Expenditures:

As a result, through May 31, 2023, Net Expenditures were \$789,643, which was \$2,449,910 favorable to plan because of better than expected Net Operating Loss, investment income, Conservation Trust Fund revenues, insurance proceeds and property tax revenue due to the timing of collections.

Foothills Park & Recreation District Summary of All Units Wednesday, May 31, 2023

		May			YTD		2023			
	2023	2023	Fav/(Unfav)	2023	2023	Fav/(Unfav)	Original	Remaining	%	2022
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Budget	Completed	YTD
OPERATING REVENUES										
Admission Fees	\$1,466,769	\$1,142,789	\$323,980	\$5,076,833	\$4,449,862	\$626,971	\$12,889,585	\$7,812,752	39.39%	\$4,088,428
Rentals	337,904	319,106	18,798	1,407,743	1,282,636	125,107	3,452,548	2,044,805	40.77%	1,248,058
Merchandise Sales	59,804	49,486	10,319	135,412	140,305	(4,893)	408,001	272,589	33.19%	145,732
Concessions and Other Contracts	54,629	54,864	(235)	304,025	270,430	33,595	713,758	409,733	42.59%	260,435
Other Revenue	3,822	5,450	(1,628)	33,078	23,945	9,132	76,608	43,530	43.18%	40,461
TOTAL OPERATING REVENUES	1,922,929	1,571,696	351,233	6,957,091	6,167,178	789,913	17,540,500	10,583,409	39.66%	5,783,114
OPERATING EXPENDITURES										
Salaries and Wages	1,089,993	1,156,759	66,766	4,916,034	5,166,714	250,680	13,540,724	8,624,690	36.31%	4,595,293
Personnel	175,940	193,585	17,645	1,132,214	1,211,679	79,465	2,599,220	1,467,006	43.56%	1,107,081
Supplies	285,623	337,093	51,470	1,177,113	1,238,387	61,274	2,820,099	1,642,986	41.74%	980,047
Purchased Services	322,514	330,787	8,272	1,347,194	1,488,128	140,934	3,351,203	2,004,009	40.20%	1,301,187
Utilities	172,864	203,096	30,231	641,005	692,144	51,139	2,200,132	1,559,127	29.13%	660,888
Insurance	28,735	25,497	(3,238)	143,770	127,966	(15,804)	306,944	163,174	46.84%	121,791
Other Expenditures	(2,081)	-	2,081	2,430	-	(2,430)	-	(2,430)	0.00%	(919)
TOTAL OPERATING EXPENDITURES	2,073,587	2,246,816	173,229	9,359,760	9,925,018	565,258	24,818,322	15,458,562	37.71%	8,765,368
NET OPERATING REVENUE/(EXPENDITURES)	(150,659)	(675,120)	524,462	(2,402,669)	(3,757,840)	1,355,171	(7,277,822)	(4,875,153)	33.01%	(2,982,254)
NON-OPERATING REVENUE										
Fund Balance	-	-	-	41,284	38,548	2,736	29,812,465	29,771,181	0.14%	37,093
Property Taxes Collected to Pay GO Bonds	-	-	-	-	-	-	-	-	0.00%	76,588
Property Taxes Collected for Operations	1,413,038	1,133,655	279,383	9,764,819	9,656,070	108,749	14,091,268	4,326,449	69.30%	9,542,437
Specific Ownership Taxes	90,024	75,537	14,487	425,446	386,562	38,884	994,350	568,904	42.79%	412,444
Conservation Trust	-	-	-	187,046	137,202	49,844	548,809	361,763	34.08%	158,768
Contributions and Grants	6,658	2,325	4,333	341,736	316,263	25,473	365,055	23,319	93.61%	513,045
Investment Income	142,720	14,854	127,865	669,417	113,109	556,308	205,207	(464,210)	326.21%	75,646
Gain/(Loss) on Sale of Capital Assets	-	-	-	-	-	-	-	-	0.00%	13,491
Proceeds from Insurance	282,624	-	282,624	318,696	-	318,696	-	(318,696)	0.00%	9,171
Other Income	1,232	-	1,232	1,232	-	1,232	-	(1,232)	0.00%	
TOTAL NON-OPERATING REVENUE	1,936,296	1,226,371	709,924	11,749,677	10,647,754	1,101,923	46,017,155	34,267,478	25.53%	10,838,682
NON-OPERATING EXPENDITURES										
Grant Expenditures	30,359	15,930	(14,429)	40,928	25,250	(15,678)	123,432	82,504	33.16%	19,942
Facilities & Equipment Repairs and Replacements	1,569,673	1,569,673	-	9,143,344	9,143,844	500	34,826,820	25,683,476	26.25%	6,931,541
Debt Payments	-	-	-	-	-	-	1,945,000	1,945,000	0.00%	53,300
Interest Expense	813,331	813,331	-	813,331	813,331	-	1,626,663	813,331	50.00%	847,664
Other Expenditures	27,281	19,205	(8,076)	139,047	147,041	7,994	217,419	78,372	63.95%	201,422
TOTAL NON-OPERATING EXPENDITURES	2,440,644	2,418,139	(22,505)	10,136,651	10,129,467	(7,185)	38,739,334	28,602,682	26.17%	8,053,870
NET REVENUE/(EXPENDITURES)	(655,007)	(1,866,888)	1,211,881	(789,643)	(3,239,553)	2,449,910	0	789,643		(197,442)
TOTAL REVENUE	3,859,224	2,798,067	1,061,157	18,706,768	16,814,932	1,891,836	63,557,655	44,850,887	29.43%	16,621,796
TOTAL EXPENDITURES	4,514,231	4,664,955	150,724	19,496,411	20,054,484	558,074	63,557,655	44,061,245	30.68%	16,819,238
NET REVENUE/(EXPENDITURES)	(655,007)	(1,866,888)	1,211,881	(789,643)	(3,239,553)	2,449,910	0	789,643		(197,442)

Foothills Park & Recreation District Summary of All Units Wednesday, May 31, 2023

		May			YTD		2023			
	2023	2023	Fav/(Unfav)	2023	2023	Fav/(Unfav)	Original	Remaining	%	2022
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Budget	Completed	YTD
OPERATING REVENUES										
Admission Fees:										
Total Parks and Clement Park - Admission Fees	-	-	-	-	-	-	-	-	0.00%	1,110
Leisure Services Summary - Admission Fees	702,538	592,290	110,248	3,456,710	3,211,258	245,452	8,926,169	5,469,459	38.73%	2,799,812
Golf Summary - Admission Fees	732,224	508,561	223,663	1,528,906	1,121,988	406,918	3,687,080	2,158,174	41.47%	1,208,576
Other Funds - Admission Fees	32,008	41,939	(9,932)	91,217	116,616	(25,399)	276,336	185,119	33.01%	78,930
Total Admission Fees	1,466,769	1,142,789	323,980	5,076,833	4,449,862	626,971	12,889,585	7,812,752	39.39%	4,088,428
Rentals:										
Total Parks and Clement Park - Rentals	21,076	20,049	1,027	33,896	30,806	3,090	116,813	82,917	29.02%	56,908
Leisure Services Summary - Rentals	127,480	167,892	(40,412)	989,034	982,660	6,373	2,346,791	1,357,758	42.14%	847,138
Golf Summary - Rentals	189,349	131,165	58,184	384,814	269,169	115,644	988,944	604,130	38.91%	344,012
Total Rentals	337,904	319,106	18,798	1,407,743	1,282,636	125,107	3,452,548	2,044,805	40.77%	1,248,058
Merchandise Sales:										
Leisure Services Summary - Merchandise Sales	5,421	5,772	(350)	27,140	28,119	(978)	79,296	52,156	34.23%	26,451
Golf Summary - Merchandise Sales	54,383	43,714	10,669	108,272	112,186	(3,914)	328,705	220,433	32.94%	119,281
Total Merchandise Sales	59,804	49,486	10,319	135,412	140,305	(4,893)	408,001	272,589	33.19%	145,732
Concessions and Other Contracts:										
Administration - Concessions and Other Contracts	-	10,000	(10,000)	10,000	10,000	-	10,000	-	100.00%	10,000
Total Parks and Clement Park - Concessions and Other Contracts	-	-	-	4,392	4,392	0	4,392	0	100.01%	4,392
Leisure Services Summary - Concessions and Other Contracts	46,443	44,264	2,179	276,536	253,038	23,498	637,747	361,211	43.36%	238,213
Golf Summary - Concessions and Other Contracts	8,185	600	7,585	13,097	3,000	10,097	61,619	48,522	21.25%	7,831
Total Concessions and Other Contracts	54,629	54,864	(235)	304,025	270,430	33,595	713,758	409,733	42.59%	260,435
Other Revenue:										
Administration - Other Revenue	123	300	(177)	8,878	5,600	3,278	9,050	172	98.10%	8,931
Total Parks and Clement Park - Other Revenue	101	1,800	(1,699)	3,770	5,400	(1,630)	18,000	14,230	20.95%	4,278
Leisure Services Summary - Other Revenue	3,194	2,610	584	19,735	11,125	8,610	42,450	22,715	46.49%	24,841
Golf Summary - Other Revenue	403	740	(337)	694	1,820	(1,126)	7,108	6,414	9.77%	2,411
Total Other Revenue	3,822	5,450	(1,628)	33,078	23,945	9,132	76,608	43,530	43.18%	40,461
TOTAL OPERATING REVENUES:										
Administration - TOTAL OPERATING REVENUES	123	10,300	(10,177)	18,878	15,600	3,278	19,050	172	99.10%	18,931
Total Parks and Clement Park - TOTAL OPERATING REVENUES	21,177	21,849	(672)	42,058	40,598	1,460	139,205	97,147	30.21%	66,689
Leisure Services Summary - TOTAL OPERATING REVENUES	885,077	812,828	72,249	4,769,155	4,486,201	282,954	12,032,453	7,263,298	39.64%	3,936,453
Golf Summary - TOTAL OPERATING REVENUES	984,544	684,780	299,764	2,035,783	1,508,163	527,620	5,073,456	3,037,673	40.13%	1,682,111
Other Funds - TOTAL OPERATING REVENUES	32,008	41,939	(9,932)	91,217	116,616	(25,399)	276,336	185,119	33.01%	78,930

			May			YTD		2023			
		2023	2023	Fav/(Unfav)	2023	2023	Fav/(Unfav)	Original	Remaining	%	2022
		Actual	Budget	Variance	Actual	Budget	Variance	Budget	Budget	Completed	YTD
	Total TOTAL OPERATING REVENUES OPERATING EXPENDITURES	1,922,929	1,571,696	351,233	6,957,091	6,167,178	789,913	17,540,500	10,583,409	39.66%	5,783,114
Salaries an	d Wages:										
	Administration - Salaries and Wages	107,015	107,939	924	521,552	527,382	5,830	1,273,727	752,175	40.95%	514,538
	Total Parks and Clement Park - Salaries and Wages	206,929	219,566	12,637	895,990	957,740	61,750	2,428,875	1,532,885	36.89%	797,342
	Leisure Services Summary - Salaries and Wages	574,365	603,330	28,966	2,730,096	2,874,721	144,625	7,622,841	4,892,745	35.81%	2,551,114
	Golf Summary - Salaries and Wages	201,646	224,924	23,277	768,149	805,871	37,722	2,212,281	1,444,133	34.72%	732,299
	Other Funds - Salaries and Wages	38	1,000	962	247	1,000	753	3,000	2,753	8.24%	-
	Total Salaries and Wages	1,089,993	1,156,759	66,766	4,916,034	5,166,714	250,680	13,540,724	8,624,690	36.31%	4,595,293
Personnel:											
	Administration - Personnel	16,223	16,306	83	131,197	131,621	424	251,599	120,402	52.15%	130,383
	Total Parks and Clement Park - Personnel	42,034	43,647	1,613	273,189	277,451	4,261	577,883	304,694	47.27%	259,685
	Leisure Services Summary - Personnel	88,637	99,712	11,075	555,439	612,780	57,341	1,358,684	803,244	40.88%	541,040
	Golf Summary - Personnel	29,043	33,817	4,774	172,370	189,724	17,354	410,745	238,375	41.97%	175,974
	Other Funds - Personnel	3	103	100	19	103	84	310	291	6.11%	-
	Total Personnel	175,940	193,585	17,645	1,132,214	1,211,679	79,465	2,599,220	1,467,006	43.56%	1,107,081
Supplies:											
	Administration - Supplies	920	(213)	(1,132)	7,324	8,785	1,461	30,788	23,464	23.79%	1,855
	Total Parks and Clement Park - Supplies	56,924	64,267	7,343	301,484	336,182	34,698	679,165	377,681	44.39%	251,939
	Leisure Services Summary - Supplies	91,203	148,832	57,630	462,413	477,703	15,289	1,069,074	606,661	43.25%	386,524
	Golf Summary - Supplies	123,639	113,820	(9,819)	362,066	363,788	1,722	946,649	584,583	38.25%	339,729
	Other Funds - Supplies	12,938	10,386	(2,552)	43,827	51,930	8,103	94,423	50,597	46.42%	-
	Total Supplies	285,623	337,093	51,470	1,177,113	1,238,387	61,274	2,820,099	1,642,986	41.74%	980,047
Purchased	Services:										
	Administration - Purchased Services	102,557	99,453	(3,104)	342,732	413,842	71,111	818,332	475,600	41.88%	362,846
	Total Parks and Clement Park - Purchased Services	24,845	45,123	20,278	235,257	244,542	9,284	519,693	284,435	45.27%	217,253
	Leisure Services Summary - Purchased Services	131,433	135,588	4,155	596,506	634,074	37,569	1,568,006	971,500	38.04%	536,015
	Golf Summary - Purchased Services	61,289	38,144	(23,146)	165,314	180,178	14,863	404,906	239,592	40.83%	185,073
	Other Funds - Purchased Services	2,390	12,479	10,089	7,385	15,492	8,107	40,267	32,882	18.34%	-
	Total Purchased Services	322,514	330,787	8,272	1,347,194	1,488,128	140,934	3,351,203	2,004,009	40.20%	1,301,187
Utilities:											
	Administration - Utilities	(27,920)	(3,412)	24,508	(32,461)	(5,740)	26,721	(27,654)	4,807	117.38%	5,818
	Total Parks and Clement Park - Utilities	61,088	77,841	16,754	162,582	164,566	1,985	820,139	657,557	19.82%	149,170
	Leisure Services Summary - Utilities	65,944	82,188	16,244	390,563	405,855	15,292	984,752	594,189	39.66%	391,878
	Golf Summary - Utilities	73,753	46,478	(27,275)	120,321	127,463	7,141	422,895	302,574	28.45%	114,023
	Total Utilities	172,864	203,096	30,231	641,005	692,144	51,139	2,200,132	1,559,127	29.13%	660,888

		May			YTD		2023			
	2023	2023	Fav/(Unfav)	2023	2023	Fav/(Unfav)	Original	Remaining	%	2022
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Budget	Completed	YTD
Insurance:										
Administration - Insurance	9,200	10,377	1,176	46,098	51,884	5,786	124,522	78,423	37.02%	46,316
Total Parks and Clement Park - Insurance	6,058	5,612	(446)	30,290	28,061	(2,229)	67,347	37,057	44.98%	23,858
Leisure Services Summary - Insurance	11,976	8,449	(3,527)	59,878	42,727	(17,151)	102,370	42,492	58.49%	46,485
Golf Summary - Insurance	1,501	1,059	(442)	7,504	5,294	(2,210)	12,705	5,202	59.06%	5,132
Total Insurance	28,735	25,497	(3,238)	143,770	127,966	(15,804)	306,944	163,174	46.84%	121,791
Other Expenditures:										
Leisure Services Summary - Other Expenditures	(1,830)	-	1,830	394	-	(394)	-	(394)	0.00%	(196)
Golf Summary - Other Expenditures	(252)	-	252	2,035	-	(2,035)	-	(2,035)	0.00%	(723)
Total Other Expenditures	(2,081)	-	2,081	2,430	-	(2,430)	-	(2,430)	0.00%	(919)
TOTAL OPERATING EXPENDITURES:										
Administration - TOTAL OPERATING EXPENDITURES	207,994	230,450	22,455	1,016,441	1,127,774	111,333	2,471,313	1,454,872	41.13%	1,061,755
Total Parks and Clement Park - TOTAL OPERATING EXPENDITURES	397,877	456,057	58,179	1,898,793	2,008,542	109,749	5,093,102	3,194,309	37.28%	1,699,247
Leisure Services Summary - TOTAL OPERATING EXPENDITURES	961,728	1,078,100	116,373	4,795,289	5,047,860	252,571	12,705,726	7,910,437	37.74%	4,452,859
Golf Summary - TOTAL OPERATING EXPENDITURES	490,619	458,241	(32,378)	1,597,758	1,672,317	74,558	4,410,181	2,812,422	36.23%	1,551,507
Other Funds - TOTAL OPERATING EXPENDITURES	15,369	23,968	8,599	51,478	68,525	17,047	138,000	86,522	37.30%	-
Total TOTAL OPERATING EXPENDITURES	2,073,587	2,246,816	173,229	9,359,760	9,925,018	565,258	24,818,322	15,458,562	37.71%	8,765,368
NET OPERATING REVENUE/(EXPENDITURES): Administration - NET OPERATING REVENUE/(EXPENDITURES)	(207,871)	(220,150)	12,278	(997,563)	(1,112,174)	114,611	(2,452,263)	(1,454,700)	40.68%	(1,042,824)
Total Parks and Clement Park - NET OPERATING REVENUE/(EXPENDITURES)	(376,700)	(434,208)	57,507	(1,856,734)	,	111,210	(4,953,897)		40.08%	(1,632,558)
Leisure Services Summary - NET OPERATING REVENUE/(EXPENDITURES)	(76,651)	(434,200)	188,622	(1,830,734)	(1,907,944) (561,659)	535,524	(4,933,897)	(647,139)	3.88%	(1,032,338)
Golf Summary - NET OPERATING REVENUE/(EXPENDITURES)	493,925	226,539	267,386	438,024	(164,154)	602,178	663,275	225,251	66.04%	130,605
Other Funds - NET OPERATING REVENUE/(EXPENDITURES)	16,639	17,971	(1,332)	39,739	48,091	(8,352)	138,336	98,597	28.73%	78,930
Total NET OPERATING REVENUE/(EXPENDITURES)	(150,659)	(675,120)	524,462	(2,402,669)	(3,757,840)	1,355,171	(7,277,822)	(4,875,153)	33.01%	(2,982,254)
NON-OPERATING REVENUE										
Fund Balance:										
Other Funds - Fund Balance	-	-	-	41,284	38,548	2,736	29,812,465	29,771,181	0.14%	37,093
Total Fund Balance		-	-	41,284	38,548	2,736	29,812,465	29,771,181	0.14%	37,093
Property Taxes Collected to Pay GO Bonds:										
Other Funds - Property Taxes Collected to Pay GO Bonds	-	-	-	-	-	-	-	-	0.00%	76,588
Total Property Taxes Collected to Pay GO Bonds		-	-	-	-	-	-	-	0.00%	76,588
Property Taxes Collected for Operations:										
Administration - Property Taxes Collected for Operations	118,026	(161,358)	279,383	6,760,651	6,651,900	108,750	5,723,845	(1,036,805)	118.11%	6,866,208
Total Parks and Clement Park - Property Taxes Collected for Operations	434,474	434,475	(1)	1,990,218	1,990,220	(2)	4,977,218	2,987,000	39.99%	1,686,201

			May			YTD		2023			
		2023	2023	Fav/(Unfav)	2023	2023	Fav/(Unfav)	Original	Remaining	%	2022
		Actual	Budget	Variance	Actual	Budget	Variance	Budget	Budget	Completed	YTD
L	eisure Services Summary - Property Taxes Collected for Operations	103,806	103,806	0	442,416	442,415	1	1,147,604	705,188	38.55%	406,730
C	ther Funds - Property Taxes Collected for Operations	756,732	756,732	0	571,535	571,535	0	2,242,601	1,671,066	25.49%	583,298
т	otal Property Taxes Collected for Operations	1,413,038	1,133,655	279,383	9,764,819	9,656,070	108,749	14,091,268	4,326,449	69.30%	9,542,437
Specific Owne	ership Taxes:										
С	ther Funds - Specific Ownership Taxes	90,024	75,537	14,487	425,446	386,562	38,884	994,350	568,904	42.79%	412,444
Т	otal Specific Ownership Taxes	90,024	75,537	14,487	425,446	386,562	38,884	994,350	568,904	42.79%	412,444
Conservation	Trust:										
C	ther Funds - Conservation Trust	-	-	-	187,046	137,202	49,844	548,809	361,763	34.08%	158,768
т	otal Conservation Trust	-	-	-	187,046	137,202	49,844	548,809	361,763	34.08%	158,768
Contributions	and Grants:										
т	otal Parks and Clement Park - Contributions and Grants	579	-	579	3,436	-	3,436	-	(3,436)	0.00%	1,991
L	eisure Services Summary - Contributions and Grants	-	-	-	44,601	84,349	(39,748)	122,616	78,015	36.37%	411,684
C	other Funds - Contributions and Grants	6,079	2,325	3,754	293,699	231,914	61,785	242,439	(51,260)	121.14%	99,370
т	otal Contributions and Grants	6,658	2,325	4,333	341,736	316,263	25,473	365,055	23,319	93.61%	513,045
Investment Inc											
A	dministration - Investment Income	142,720	14,854	127,865	669,417	113,109	556,308	205,207	(464,210)	326.21%	75,646
т	otal Investment Income	142,720	14,854	127,865	669,417	113,109	556,308	205,207	(464,210)	326.21%	75,646
Gain/(Loss) or	n Sale of Capital Assets:										
C	other Funds - Gain/(Loss) on Sale of Capital Assets	-	-	-	-	-	-	-	-	0.00%	13,491
т	otal Gain/(Loss) on Sale of Capital Assets	-	-	-	-	-	-	-	-	0.00%	13,491
Proceeds from	n Insurance :										
A	dministration - Proceeds from Insurance	-	-	-	-	-	-	-	-	0.00%	5,000
т	otal Parks and Clement Park - Proceeds from Insurance	-	-	-	36,072	-	36,072	-	(36,072)	0.00%	-
L	eisure Services Summary - Proceeds from Insurance	282,624	-	282,624	282,624	-	282,624	-	(282,624)	0.00%	4,171
Т	otal Proceeds from Insurance	282,624	-	282,624	318,696	-	318,696	-	(318,696)	0.00%	9,171
Other Income:											
C	other Funds - Other Income	1,232	-	1,232	1,232	-	1,232	-	(1,232)	0.00%	-
т	otal Other Income	1,232	-	1,232	1,232	-	1,232	-	(1,232)	0.00%	-
TOTAL NON-	OPERATING REVENUE:										
A	dministration - TOTAL NON-OPERATING REVENUE	260,745	(146,503)	407,248	7,430,068	6,765,009	665,058	5,929,053	(1,501,015)	125.32%	6,946,854
т	otal Parks and Clement Park - TOTAL NON-OPERATING REVENUE	435,053	434,475	578	2,029,726	1,990,220	39,507	4,977,218	2,947,492	40.78%	1,688,192
L	eisure Services Summary - TOTAL NON-OPERATING REVENUE	386,430	103,806	282,624	769,641	526,764	242,877	1,270,220	500,579	60.59%	822,585

		May			YTD		2023			
	2023	2023	Fav/(Unfav)	2023	2023	Fav/(Unfav)	Original	Remaining	%	2022
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Budget	Completed	YTD
Other Funds - TOTAL NON-OPERATING REVENUE	854,068	834,594	19,474	1,520,243	1,365,761	154,482	33,840,665	32,320,423	4.49%	1,381,052
Total TOTAL NON-OPERATING REVENUE	1,936,296	1,226,371	709,924	11,749,677	10,647,754	1,101,923	46,017,155	34,267,478	25.53%	10,838,682
NON-OPERATING EXPENDITURES										
Grant Expenditures:										
Other Funds - Grant Expenditures	30,359	15,930	(14,429)	40,928	25,250	(15,678)	123,432	82,504	33.16%	19,942
Total Grant Expenditures	30,359	15,930	(14,429)	40,928	25,250	(15,678)	123,432	82,504	33.16%	19,942
Facilities & Equipment Repairs and Replacements:										
Total Parks and Clement Park - Facilities & Equipment Repairs and Replacements	-	-	-	20,000	20,000	-	20,000	-	100.00%	20,000
Golf Summary - Facilities & Equipment Repairs and Replacements	-	-	-	-	500	500	500	500	0.00%	
Other Funds - Facilities & Equipment Repairs and Replacements	1,569,673	1,569,673	-	9,123,344	9,123,344	-	34,806,320	25,682,976	26.21%	6,911,541
Total Facilities & Equipment Repairs and Replacements	1,569,673	1,569,673	-	9,143,344	9,143,844	500	34,826,820	25,683,476	26.25%	6,931,541
Debt Payments:										
Other Funds - Debt Payments	-	-	-	-	-	-	1,945,000	1,945,000	0.00%	53,300
Total Debt Payments	-	-	-	-	-	-	1,945,000	1,945,000	0.00%	53,300
Interest Expense:										
Other Funds - Interest Expense	813,331	813,331	-	813,331	813,331	-	1,626,663	813,331	50.00%	847,664
Total Interest Expense	813,331	813,331	-	813,331	813,331	-	1,626,663	813,331	50.00%	847,664
Other Expenditures:										
Administration - Other Expenditures	4,048	-	(4,048)	(9,462)	-	9,462	-	9,462	0.00%	55,137
Total Parks and Clement Park - Other Expenditures	267	267	0	2,275	2,276	1	3,321	1,046	68.51%	1,203
Other Funds - Other Expenditures	22,966	18,938	(4,028)	146,234	144,766	(1,469)	214,098	67,864	68.30%	145,082
Total Other Expenditures	27,281	19,205	(8,076)	139,047	147,041	7,994	217,419	78,372	63.95%	201,422
TOTAL NON-OPERATING EXPENDITURES:										
Administration - TOTAL NON-OPERATING EXPENDITURES	4,048	-	(4,048)	(9,462)	-	9,462	-	9,462	0.00%	55,137
Total Parks and Clement Park - TOTAL NON-OPERATING EXPENDITURES	267	267	0	22,275	22,276	1	23,321	1,046	95.52%	21,203
Golf Summary - TOTAL NON-OPERATING EXPENDITURES	-	-	-	-	500	500	500	500	0.00%	
Other Funds - TOTAL NON-OPERATING EXPENDITURES	2,436,329	2,417,872	(18,456)	10,123,838	10,106,691	(17,147)	38,715,513	28,591,675	26.15%	7,977,529
Total TOTAL NON-OPERATING EXPENDITURES	2,440,644	2,418,139	(22,505)	10,136,651	10,129,467	(7,185)	38,739,334	28,602,682	26.17%	8,053,870
NET REVENUE/(EXPENDITURES):										
		(200 052)	415,478	6,441,966	5,652,836	789,131	3,476,790	(2,965,177)	185.28%	5,848,892
Administration - NET REVENUE/(EXPENDITURES)	48,826	(300,003)	413,470	0,441,300	3,032,030	703,131		(2,000,1111		
Administration - NET REVENUE/(EXPENDITURES) Total Parks and Clement Park - NET REVENUE/(EXPENDITURES)	48,826 58,085	(366,653)	58,085	150,717	- 3,052,050		-	(150,717)	0.00%	
										34,430 306,179

		May			YTD		2023			
	2023	2023	Fav/(Unfav)	2023	2023	Fav/(Unfav)	Original	Remaining	%	2022
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Budget	Completed	YTD
Other Funds - NET REVENUE/(EXPENDITURES)	(1,565,622)	(1,565,308)	(315)	(8,563,857)	(8,692,840)	128,983	(4,736,512)	3,827,345	180.81%	(6,517,548)
Total NET REVENUE/(EXPENDITURES)	(655,007)	(1,866,888)	1,211,881	(789,643)	(3,239,553)	2,449,910	0	789,643		(197,442)
TOTAL REVENUE:										
Administration - TOTAL REVENUE	260,868	(136,203)	397,072	7,448,946	6,780,609	668,336	5,948,103	(1,500,843)	125.23%	6,965,784
Total Parks and Clement Park - TOTAL REVENUE	456,230	456,324	(94)	2,071,784	2,030,818	40,967	5,116,423	3,044,638	40.49%	1,754,881
Leisure Services Summary - TOTAL REVENUE	1,271,507	916,634	354,873	5,538,796	5,012,965	525,831	13,302,673	7,763,877	41.64%	4,759,038
Golf Summary - TOTAL REVENUE	984,544	684,780	299,764	2,035,783	1,508,163	527,620	5,073,456	3,037,673	40.13%	1,682,111
Other Funds - TOTAL REVENUE	886,075	876,533	9,542	1,611,460	1,482,377	129,083	34,117,001	32,505,542	4.72%	1,459,982
Total TOTAL REVENUE	3,859,224	2,798,067	1,061,157	18,706,768	16,814,932	1,891,836	63,557,655	44,850,887	29.43%	16,621,796
TOTAL EXPENDITURES:										
Administration - TOTAL EXPENDITURES	212,043	230,450	18,407	1,006,979	1,127,774	120,795	2,471,313	1,464,334	40.75%	1,116,892
Total Parks and Clement Park - TOTAL EXPENDITURES	398,144	456,324	58,179	1,921,068	2,030,818	109,750	5,116,423	3,195,355	37.55%	1,720,451
Leisure Services Summary - TOTAL EXPENDITURES	961,728	1,078,100	116,373	4,795,289	5,047,860	252,571	12,705,726	7,910,437	37.74%	4,452,859
Golf Summary - TOTAL EXPENDITURES	490,619	458,241	(32,378)	1,597,758	1,672,817	75,058	4,410,681	2,812,922	36.22%	1,551,507
Other Funds - TOTAL EXPENDITURES	2,451,697	2,441,840	(9,857)	10,175,317	10,175,216	(100)	38,853,513	28,678,196	26.19%	7,977,529
Total TOTAL EXPENDITURES	4,514,231	4,664,955	150,724	19,496,411	20,054,484	558,074	63,557,655	44,061,245	30.68%	16,819,238
NET REVENUE/(EXPENDITURES):										
Administration - NET REVENUE/(EXPENDITURES)	48,826	(366,653)	415,478	6,441,966	5,652,836	789,131	3,476,790	(2,965,177)	185.28%	5,848,892
Total Parks and Clement Park - NET REVENUE/(EXPENDITURES)	58,085	-	58,085	150,717	-	150,717	-	(150,717)	0.00%	34,430
Leisure Services Summary - NET REVENUE/(EXPENDITURES)	309,779	(161,467)	471,246	743,507	(34,895)	778,401	596,946	(146,560)	124.55%	306,179
Golf Summary - NET REVENUE/(EXPENDITURES)	493,925	226,539	267,386	438,024	(164,654)	602,678	662,775	224,751	66.09%	130,605
Other Funds - NET REVENUE/(EXPENDITURES)	(1,565,622)	(1,565,308)	(315)	(8,563,857)	(8,692,840)	128,983	(4,736,512)	3,827,345	180.81%	(6,517,548
Total NET REVENUE/(EXPENDITURES)	(655,007)	(1,866,888)	1,211,881	(789,643)	(3,239,553)	2,449,910	0	789,643		(197,442

Foothills Park & Recreation District as of May 31, 2023

	0			0			Not On on		())
	Oper	ating Revenue	Variance	Opera	ting Expenditu	variance	Net Oper	ating Revenue	(Loss) Variance
	Actual	Budget	Fav/(Unfav)	Actual	Budget	Fav/(Unfav)	Actual	Budget	Fav/(Unfav)
Administration									/
Executive Director	10,483	10,000	483	323,863	417,311	93,448	(313,380)	(407,311)	93,931
Marketing	7,300	5,600	1,700	149,118	169,804	20,686	(141,818)	(164,204)	22,386
Finance	1,027	-,	1,027	283,207	268,130	(15,077)	(282,180)	(268,130)	(14,050)
Human Resources	8		8	98,675	102,785	4,110	(98,667)	(102,785)	4,118
Information Technology	60		60	161,578	169,744	8,166	(161,518)	(169,744)	8,226
Total Admiinstration	18,878	15,600	3,278	1,016,441	1,127,774	111,333	(997,563)	(1,112,174)	114,611
Parks Parks Administration	2,500		2,500	197.046	190,585	(6,461)	(194,546)	(190,585)	(3,961)
Fleet Maintenance	2,000		2,000	242,074	236,825	(5,249)	(242,074)	(236,825)	(5,249)
Urban Parks	1,129	4,597	(3,468)	640,050	712,657	72,607	(638,921)	(708,060)	69,139
Regional Parks	810	7,835	(7,025)	355,215	404,022	48,807	(354,405)	(396,187)	41,782
Kipling Villas		,	())	47,308	47,075	(233)	(47,308)	(47,075)	(233)
Park Rangers Urban and Regional				22,782	24,750	1,968	(22,782)	(24,750)	1,968
Clement Park	37,619	28,166	9,453	394,317	392,627	(1,690)	(356,698)	(364,461)	7,763
Total Parks	42,058	40,598	1,460	1,898,792	2,008,541	109,749	(1,856,734)	(1,967,943)	111,209
Leisure Service									
LS Adminstration				202,320	206,356	4,036	(202,320)	(206,356)	4,036
				,	,	,	(,)	(,)	.,
Esports	3,495	15,111	(11,616)	15,977	22,103	6,126	(12,482)	(6,992)	(5,490)
Lilley Gulch Rec Center	62,660	57,186	5,474	152,793	158,233	5,440	(90,133)	(101,047)	10,914
Peak Wellness Center	124,964	107,507	17,457	157,436	160,100	2,664	(32,472)	(52,593)	20,121
Ridge Rec Center	244,367	206,619	37,748	248,013	234,002	(14,011)	(3,646)	(27,383)	23,737
Climbing Wall	2,596	2,550	46	4,174	4,215	41	(1,578)	(1,665)	87
Total Facility Operations	438,082	388,973	49,109	578,393	578,653	260	(140,311)	(189,680)	49,369
Facility Maintenance	818		818	191,836	223,264	31,428	(191,018)	(223,264)	32,246
Fitness Programs	268,229	218,260	49,969	179,267	225,263	45,996	88,962	(7,003)	95,965
Cultural Arts	133,833	159,014	(25,181)	160,425	142,295	(18,130)	(26,592)	16,719	(43,311)
Active Adult Programs	6,471	10,786	(4,315)	11,744	28,326	16,582	(5,273)	(17,540)	12,267
Total Arts & Events	140,304	169,800	(29,496)	172,169	170,621	(1,548)	(31,865)	(821)	(31,044)
Children's Program Administratio	66,386	62,905	3,481	639,779	718,606	78,827	(573,393)	(655,701)	82,308
Children's Program Teen Program Children's Program Preschool, AI	231,761	275,109	(43,348)	174,972	164,888	(10,084)	- 56,789	- 110,221	- (53,432)
Children's Program B&A	666,831	756,989	(90,158)	182,799	219,449	36,650	484,032	537,540	(53,508)
Children's Program Camp	40,243	69,115	(28,872)	52,101	70,688	18,587	(11,858)	(1,573)	(10,285)
Total Children's Programs	1,005,221	1,164,118	(158,897)	1,049,651	1,173,631	123,980	(44,430)	(9,513)	(34,917)
	776			100.001	470.400	7 007	(100, 100)	(170, 100)	0.040
Aquatics Administration	775	0.000	775	163,201	170,438	7,237	(162,426)	(170,438)	8,012
Deer Creek Pool Columbine West Pool	9,377	3,890	5,487	16,926	14,510	(2,416)	(7,549)	(10,620)	3,071
Sixth Avenue West Pool	319 111	8,831	(8,512)	17,222 13,764	30,602 35,288	13,380	(16,903)	(21,771)	4,868 12,488
	17,273	9,147 24,378	(9,036)	44,778	54,530	21,524 9,752	(13,653)	(26,141)	2,647
Lilley Gulch Pool			(7,105)			(10 00)	(27,505)	(30,152)	
Ridge Pool Weaver Hollow Pool	318,613 9,775	261,021 1,052	57,592 8,723	450,783 21,586	431,916 13,451	(18,867) (8,135)	(132,170) (11,811)	(170,895) (12,399)	38,725 588
Total Aquatics	356,243	308,319	47,924	728,260	750,735	22,475	(372,017)	(442,416)	70,399
Edge	1,130,591	972,075	158,516	837,470	826,433	(11,037)	293,121	145,642	147,479
-									
District Athletics Adult Sports	318,621	243,242	75,379	96,884	107,195	10,311	221,737	136,047	85,690
District Athletics Concessions/Mis	17,010	17,741	(731)	1,061	1,025	(36)	15,949	16,716	(767)
Schaefer Batting Cage	4,466	10,065	(5,599)	9,613	12,095	2,482	(5,147)	(2,030)	(3,117)
District Athletics Administration	18,402	12,739	5,663	73,581	74,116	535	(55,179)	(61,377)	6,198
Clement Park Batting Cage			(0.50)	(151)		151	151	-	151
Clement Park Concessions	1,097	1,750	(653)	1,328	1,150	(178)	(231)	600	(831)
Clement Splash Park	1,160	506	654	1,461	1,986	525	(301)	(1,480)	1,179
Youth & Middle School Sports Gymnastics	286,759 163,934	237,654 172,768	49,105 (8,834)	122,283 98,611	146,849 92,626	24,566 (5,985)	164,476 65,323	90,805 80,142	73,671 (14,819)
Sports Specialty Programming	95,274	91,369	3,905	141,282	133,488	(7,794)	(46,008)	(42,119)	(3,889)
Racket Sports	20,944	29,043	(8,099)	10,377	20,535	10,158	10,567	8,508	2,059
Total District Athletics	927,667	816,877	110,790	556,330	591,065	34,735	371,337	225,812	145,525
Foothills Fieldhouse	232,053	195,195	36,858	147,920	135,103	(12,817)	84,133	60,092	24,041
Foothills Sports Arena	269,949	252,584	17,365	151,671	166,739	15,068	118,278	85,845	32,433
Total Indoor Athletics	502,002	447,779	54,223	299,591	301,842	2,251	202,411	145,937	56,474
Total Leisure Service	4,769,157	4,486,201	282,956	4,795,287	5,047,863	252,576	(26,130)	(561,662)	535,532
Golf									
Foothills Golf Course	1,179,179	925,193	253,986	808,055	908,460	100,405	371,124	16,733	354,391
Meadows Golf Course	856,604	582,970	273,634	789,703	763,857	(25,846)	66,901	(180,887)	247,788
	2,035,783	1,508,163	527,620	1,597,758	1,672,317	74,559	438,025	(164,154)	602,179
Other Funds (Golf Developme	91,215	116,616	(25,401)	51,482	68,523	17,041	39,733	48,093	(8,360)
Total District	6,957,091	6,167,178	789,913	9,359,760	9,925,018	565,258	(2,402,669)	(3,757,840)	1,355,171

FOOTHILLS PARK & RECREATION DISTRICT

Creating Community, Enhancing Health, Inspiring Play since 1959

- DATE: June 27, 2023
- MEMO TO: Foothills Board of Directors
- FROM: Ronald Hopp, Executive Director
- SUBJECT: Capital Projects Report through May 31, 2023

Parks, Planning and Construction

2022 Mill Levy Improvement Projects

Budget: \$2,550,019
Funding: \$2,550,019 – 2022 Mill Levy, SB 35, Capital Funds
Expenses to Date: \$251,427
Budget Remaining: \$ 2,298,592
Scheduled Completion: Pending contractor's schedule submitted with rebid

Lakehurst Park (Moved to 2022 Mill Levy Park Projects)

- Construction Plans 50%/ In staff review
- Playground is ordered

West Laurel Park

• Rebid – Bids due June 12, 2023

Jim Hoida Memorial Park

• Rebid – Bids due June 12, 2023

Willow Creek Park

- Rebid Bids due June 12, 2023
- Playground design with elementary school completed. Playground survey out to the community.

Westbury Park

- Rebid Bids due June 12, 2023
- Under contract for new playground installation

Columbine West Park

- Included in Columbine West Pool Project
- Just had pre-construction meeting for landscaping and park.

Lakehurst West Park

• Concept plans for playground survey completed.

Easton Regional Park

Budget: \$1,150,000 Expenses to Date: \$154,235 Budget Remaining: \$995,765

• Additional Pump installed at Hine Lake completed

• Plans at 50% completion in staff review

Dutch Creek Trail Extension

Overall Budget: \$3,721,224 Funding: \$1,860,612 – District Capital Budget/\$1,860,612 Jeffco Trails Grant Expenses to Date: \$239,635 Budget Remaining \$3,481,589 Phase 1 Design Completion: March 2022

- Jefferson County constructing Simms crossing
- Met with Fairway Vistas HOA for grading approval.
- Met with Jefferson County to determine permitting requirements
- Construction plans back from Jefferson County. Architerra reviewing and addressing comments

Eagle Meadows Playground

Budget: \$175,000 Expenses to Date: \$0 Budget Remaining: \$175,000 Completion: Fall 2023 (Community Build)

- Playground concept sent out for survey
- Community build in September

Leisure Services

Ice Resurfacer for Edge

Budget: \$155,000 Funding: District Capital Project Budget Expenses to Date: \$140,355.65 Budget Remaining: \$14,644.35 Scheduled Completion: Completed

- The 2nd Ice Resurfacer has been identified as and approved as part of our 2022 Capital Budget. A quote of \$142,584.60 was received from Zamboni for the replacement of the 2nd Zamboni for the Edge Ice Arena. This quote includes the trade-in of the existing ice resurfacer.
- We accepted delivery of the Ice Resurfacer on March 6. It has been commissioned and is currently in use. The Colorado 14ers are paying \$2,000 in advertising money to have the Zamboni wrapped with their logo. We are waiting on communication from Zamboni on two additional parts that were promised and not delivered and are holding payment until this has been resolved.

Lilley Gulch Daycare Playground Project

Budget: \$50,000 Funding: District Capital Project Budget Expenses to Date: \$0 Budget Remaining: \$50,000 Scheduled Completion: 2023

• Meeting with the planning department and are in the design phase

Outdoor Pool Reconstruction

Columbine and 6th West Pool Combined Estimate: \$14,931,748.00 Funding: District Capital Project Budget Expenses to Date: \$ 10,152,935 Budget Remaining: \$ 4,778,813

Scheduled Completion: Fall 2023

- Roof topping off milestones: Columbine West Pool March 14 and 6th Avenue West – April 18
- Slab over grade pour for new addition pool at Columbine West Pools
- Interior masonry at both sites
- Pool equipment and pumps beginning to be set at Columbine West
- Pool addition at 6th Avenue West excavated
- Additional weather delay days added for rains creating muddy conditions
- Columbine West and 6th Avenue building finishes in process
- New pool addition at 6th concrete pour delayed due to weather
- Pool equipment and pumps being set at both locations
- Siding installed for lifeguard building at Columbine West
- Waiting for sites to dry out to grade pool deck and install trench drains

Golf

New Foothills Golf Course Clubhouse

Budget: Estimation \$17,000,000 - \$19,000,000 Funding: District Capital Project Budget Scheduled Completion: October of 2023 Vendors:

- Johnson, Nathan, Strohe (JNS) Architect
 - Provides Architectural and Interior Design services for the Foothills Golf Course Clubhouse project
 - o Design Fees \$449,333
- Adolphson & Peterson (A&P) Contract Manager / General Contractor (CM/GC)
 - Serves as advisor to the District during the preconstruction phase, and will fill the role as the General Contractor once the design is finalized
 - \circ $\;$ Fees .25% of construction cost $\;$
- Todd Goulding / Goulding Development Advisors Owners Representative
 - Will assist the District in managing the budget/overall cost of the project
 - o Fees estimated at \$118,400

Project Update:

 Weekly project meetings are held with District staff, (Ronald Hopp, Dennis Weiner, Tom Woodard, Derek Eberhardt, and Randy Meyers) JNS, A&P and Todd Goulding

- The District received, reviewed, and approved the Design Development drawings
- o Planning and Zoning review is complete
- The driving range bathroom building renovation is complete
- \circ $\;$ The temporary clubhouse doublewide trailer was delivered May 18^{th}
- o All golf operations are conducted out of the temporary clubhouse
- o The abatement process of the existing clubhouse is complete
- The GMP was submitted and approved by the Foothills Board of Directors on June 28th
- VE process is ongoing
- o Xcel removed the transformer
- o Demolition of the old clubhouse is complete
- o Grading Permit has been approved
- o Building Permit has been approved
- Xcel has removed the switchbox from old clubhouse site and new switch cabinet has been installed in the parking lot area
- o Construction started in early January of 2023
- o Drilling for caissons is complete
- Grade Beams and Pier Caps are complete
- Form and pour lower level foundation walls completed
- Structural steel has begun
- Underground electrical and plumbing for building complete and inspected.
- Lower level slab on grade prepped and ready for concrete 5/18
- Grading and underground electrical complete for the overflow parking lot is underway 5-18
- Expectation to pave overflow parking lot 3st week of June
- o 2nd level decking began 6-5
- Structural steel and decking 95% complete
- Cast in place slab on deck MEP 95% complete
- Tracking to complete structural steel and metal deck for main level 6/16
- First pour for main level slab on deck to begin week of 6/19
- Water loop tracking to begin before the end of June (Denver Water)
- Tracking paving first lift asphalt week of 6/19 "weather dependent"
- Install of perimeter drain to begin week of 6/19
- New Clubhouse is scheduled for completion in Late-December of 2023 or Early-January 2024

Additional Golf Projects

•	Entrai	nce Fence	 Foothills Golf Course 			
	0	Old fence removed and ne	w post installation began week of 5/	15		
•	Retair	ning wall for Ex9 lake	– Foothills Golf Course	\$90,000		
	0	Pending as of May 15, 202	3.			
				4		

Rebuild 6,000sqft. Putting green – Meadows Golf Course \$107,000
 Pending as of May 15, 2023.

Special Projects

1. Financial Information:

Budget: \$7,980,073 Funding: \$5,984,983 – COP, \$1,995,090 – 2020 Capital Budget Expenses to Date: \$7,268,988.34 Budget Remaining: \$711,084.66 Scheduled Completion: July 2023

- 2. Safety
 - a. No open items
- 3. Key Dates/Schedule
 - a. Lighting:
 - i. Referee's locker room lighting failed on 6/19 at Edge Ice Arena. Temporary lighting is installed, repair scheduling will be expedited.
 - b. Mechanical:
 - i. Ridge RTU-4 is down due to a bearing failure. Temporary cooling is installed until Trane parts come in for unit repair.
 - ii. Lilley Gulch Pool Heater sensor was replaced on 6/14. Unit is now functioning as intended.
 - c. Controls Optimization & Continuous Commissioning:
 - i. McKinstry is assisting with optimizing the Edge Ice Arena heat exchange system. The team was onsite in May with Long to implement some programming changes.
 - b. Substantial Completion:
 - i. All project substantial completions were executed in May, with the exception of Ridge Packaged HVAC (due to RTU-4 being down).
- 4. Submittals
 - a. No submittals were provided in the last month.
- 5. Lighting
 - a. No update this month besides above updates in section 3.
- 6. Mechanical
 - a. The Lilley Gulch building pump is now modulating. A maximum flow value was programmed to fix the issues with the pump.
- 7. Future Milestone Project Activities
 - a. June/July: Close Out Items, RTU-4 Repair