



Creating Community, Enhancing Health, Inspiring Play since 1959

BOARD OF DIRECTORS MEETING

October 24, 2023 – 6pm

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

Virtual Option:

You are invited to a Teams webinar.

When: Oct 24, 2023, 6:00PM Mountain Time (US and Canada)

Topic: Foothills Park & Recreation District Board Meeting 10/24/2023 Register in advance for this webinar:

<https://events.teams.microsoft.com/event/dc20f8f3-22c6-4739-92a1-eede0830f20b@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 SEPTEMBER 26, 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. Board Policy Manual Review/Update - Ronald Hopp
 - B. Xcel Energy Foothills Golf Course Easement - Ronald Hopp
- VIII. EXECUTIVE DIRECTOR'S REPORT

IX. DISCUSSION ITEMS

A. 2024 Proposed Budget Presentations

- Overview
- Administration
- Golf

- Ronald Hopp
- Dennis Weiner
- Randy Meyers
- Dennis Weiner

B. Finance Update

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

August 22, 2023

Virtual Option

You are invited to a Teams webinar.

When: Aug 22, 2023, 6:00PM Mountain Time (US and Canada)

Topic: Foothills Park & Recreation District Board Meeting 8/22/2023 Register in advance for this webinar:

<https://events.teams.microsoft.com/event/974e1ab0-7398-40e8-bdb2-dbe497e01cbe@e0c4bd9d-9b50-4d79-937d-213d59e132e8>

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

- I. CALL TO ORDER: Director Trimble called the regular meeting to order at 6:00pm.
- II. PLEDGE OF ALLEGIANCE: Director Trimble led those in attendance in the Pledge of Allegiance to the Flag of the United States of America.
- III. ROLL CALL:

Director Hanson:	Present
Director Lodice:	Present
Director Daughtrey:	Present
Director Writz:	Present
Director Trimble:	Present

ALSO IN ATTENDANCE: Paul Rufien, District Counsel; Ronald Hopp, Executive Director; Derek Eberhardt, Director of Operations; Colin Insley, Director of Parks, Planning and Construction; Randy Meyers, Director of Golf; Dennis Weiner, Director of Finance and Administrative Services; 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 Daughtrey moved that the Foothills Board of Directors approve the August 22, 2023 agenda as submitted. Director Lodice seconded the motion. Poll of the Board: Director Hanson, yes; Director Lodice, yes; Director Daughtrey, yes; Director Writz, yes; Director Trimble, yes. The motion was approved.

V. APPROVAL OF JULY 25, 2023 MINUTES:

MOTION: Director Daughtrey moved that the Foothills Board of Directors approve the minutes of the July 25, 2023 board meeting as submitted. Director Hanson seconded the motion. Poll of the Board: Director Hanson, yes; Director Lodice, yes; Director Daughtrey, yes; Director Writz, yes; Director Trimble, yes. The motion was approved.

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VI. COMMUNITY COMMENTS:

Kerry Schaper, Church of Jesus Christ of Latter-day Saints, invited the Board to join them at their annual project with the District. She said their church has partnered with Foothills annually since 2011. The project date is Saturday, September 9, 8am to 2pm, at Eagle Meadows Park. Ms. Schaper talked about the projects they will be doing at the park including building a new playground.

VII. DECISION ITEMS

A. Feeding Many/Jovial Concepts Agreement

Colin Insley recalled that at the July board meeting, staff had introduced Dr. Shirl Smith from Feeding Many who operates the orchard at Weaver Creek Park and Kristina Welch with Jovial Concepts. They had presented to the Board and also attended the meeting tonight. Referring to information in the packet, Mr. Insley said management of the orchard is changing from Feeding Many to Jovial Concepts. Mr. Insley talked about changes in the agreement, and pointed out the site plan attached. Mr. Insley answered questions from the Board.

MOTION: Director Writz moved that the Foothills Board of Directors approve the License Agreement for Jovial Concepts, and further authorize the Executive Director to execute the document as discussed. Director Lodice seconded the motion. Poll of the Board: Director Hanson, yes; Director Lodice, yes; Director Daughtrey, yes; Director Writz, yes; Director Trimble, yes. The motion was approved.

Mr. Hopp thanked Dr. Smith for her years with Feeding Many. Dr. Smith thanked the Board for having this project in the District.

B. Clement Park Cell Tower Agreement

Referring to information in the packet, Mr. Insley pointed out a map showing the cell tower site in Clement Park as well as the agreement. He said the original agreement and cell tower was built in 1999 and the Crown Castle agreement started in 2007. The term of the current agreement ends in 2024. They have sublets who would like to continue the terms of the agreement, expiring in 2049. Mr. Insley discussed the monthly rent and rent escalations. Director Daughtrey recommended there be a provision that the District be named as an additional insured. In answer to Director Hanson, Mr. Insley will look into the lessee being responsible for moving that tower if improvements were to be made in Clement Park between now and 2049. Director Trimble asked if there is any provision for the District to terminate the lease if we want to do something with that land, Mr. Insley will check on that as well.

MOTION: Director Daughtrey moved that the Foothills Board of Directors approve the Second Amendment to the Option and Site Sublease Agreement with STC FIVE LLC subject to legal review and the additions or corrections as discussed. Director Writz seconded the motion. Poll of the

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Board: Director Hanson, yes; Director Lodice, yes; Director Daughtrey, yes; Director Writz, yes; Director Trimble, yes. The motion was approved.

C. Jeffco Trails 2024 Partnership Grant

Mr. Insley said the Jeffco 2024 Trails Partnership grant from Jefferson County Open Space is the same grant in which the District was able to get funding for Dutch Creek Trail. He indicated staff are working on a wayfinding sign plan that is part of the Dutch Creek Trail project. Referring to the memo and an example in the packet, Mr. Insley said Jefferson County Open Space has asked if the District would apply for funds to do this throughout the District on the regional trails. It doesn't bind the District to anything, it is a 50 percent match. The District was encouraged to apply for the grant because wayfinding is also part of the Jeffco plan, Mr. Insley explained. He pointed out a resolution to include with the grant application. Mr. Insley answered questions from the Board.

MOTION: Director Lodice moved that the Foothills Park & Recreation District Board of Directors approve Resolution No. 23-003 to apply for the 2024 Jeffco Open Space Trails Partnership Program for funding to develop and install wayfinding signage along District regional trails as discussed. Director Hanson seconded the motion. Poll of the Board: Director Hanson, yes; Director Lodice, yes; Director Daughtrey, yes; Director Writz, yes; Director Trimble, yes. The motion was approved.

D. Employee Handbook Update

Frannie Masters referred to the memo in the packet summarizing what was talked about at the June meeting. It also includes the answers to the questions that came up at the meeting, as well as the revised version of the Drug and Alcohol Policy correcting a typo it had. Ms. Masters invited questions from the Board, there were no questions.

MOTION: Director Daughtrey moved that the Foothills Board of Directors adopt the updated Employee Handbook as presented and discussed. Director Writz seconded the motion. Poll of the Board: Director Hanson, yes; Director Lodice, yes; Director Daughtrey, yes; Director Writz, yes; Director Trimble, yes. The motion was approved.

VIII. EXECUTIVE DIRECTOR'S REPORT

Highlighting the report provided in the packet, Mr. Hopp thanked Directors Lodice and Hanson for attending the employee barbeque. He thanked Director Trimble and former Director Meyer for playing in the Foothills Foundation Golf Tournament.

Mr. Hopp pointed out that probably at the September meeting, staff will go through a methodical approach updating the Board Policy Manual, and explained the process.

Mr. Hopp indicated August 11th was Barb Butler's last day so the July board meeting was her last board meeting. He recognized that Ms. Butler had a great career with the District, 28 years. He wished her the best of luck in her retirement.

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Mr. Hopp reminded the Board if there are any members who would like to visit any project sites, some have, to contact him. The pools are getting closer to being completed, he discussed, and explained that Sneak Peak Open Houses for the public are in the planning stages. Mr. Hopp showed a video of a test of the water feature at Columbine West Pool, and gave an update on the pools.

Director Trimble shared that some people he plays golf with occasionally, who primarily play at South Suburban, played at Foothills golf course and very favorably compared our soon-to-be new clubhouse with the one they redid at South Suburban about four years ago, and were very impressed.

IX. DISCUSSION ITEMS:

A. Finance Update

Mr. Weiner presented the District's financial update through July 31st for this year, and went through details in the report. He highlighted total District year-to-date operating revenues, total year-to-date operating expenditures, net operating loss, non-operating revenues and expenditures. He concluded that net revenue through July 31st was better than budget.

B. Cyber Risk Assessment Update

Preston Malcolm explained that the Information Technology department has identified that there are a lot of unique challenges as far as IT security. There have been more and more vulnerabilities pop up in different systems and a lot more attacks that are happening than have happened in past years. Mr. Malcolm said the IT department has been trying to mitigate these risks more quickly and implement some best practices to help keep the District from becoming subject to one of these attacks, and protect the District's digital assets as best as possible.

Using a PowerPoint presentation, Mr. Malcolm talked about what the IT department is doing, what they have done and what they are planning on doing.

In 2022, the District was provided an opportunity by the Colorado Special Districts (CSD) Pool to undergo a cyber-audit, Mr. Malcolm explained. NetDiligence did an external analysis of the District's current state as far as information systems, he described the process. NetDiligence built a report giving the District recommendations for what should change. A print-out of the report was provided to the Board.

Mr. Malcolm explained that this opportunity from the CSD Pool was offered to the District as a method for increasing the District's insurance limits for cyber related incidents. The final report has a current rating in several categories for how the District is doing, as well as suggestions for improvements and how the District can improve that rating in future years.

The CSD Pool asked staff to present to the Board the District's exposure for Personally Identifiable Information (PII); share some of the progress made towards the recommendations; share a 12-

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month plan for some of the other recommendations not yet completed. Staff plans to address things the audit is recommending with a 12-month plan, Mr. Malcolm explained.

Personally Identifiable Information (PII); staff have identified a majority of the District's PII's are processed by third party vendors and not kept locally, Mr. Malcolm discussed. The District's current risk for PII exposure stems from three possible scenarios staff have identified and are working to protect against, he outlined. Mr. Malcolm detailed mitigations currently in place to help limit PII exposure.

Mr. Malcolm discussed staff have made improvements based on the audit's recommendations and also improvements based on general best practices, and detailed those improvements. He discussed other cybersecurity enhancements for managed detection and response services, cybersecurity training and testing program, monitor and remediate potential malicious emails reported by staff.

Mr. Malcolm said staff do plan to address everything in the audit report, and outlined things identified that need to be prioritized and things staff are planning on completing within the next 12 months.

A video was played showing progress of the Foothills Golf Course Clubhouse that Randy Meyers had recorded from his drone. Mr. Hopp invited the Board to see the site. He indicated this project is slated to be finished probably the end of January; the pools will be able to open next year.

X. ADJOURNMENT:

The regular meeting adjourned at 7:10pm. The next regular board meeting will be held at 6pm on Tuesday, September 26, 2023.

Submitted by: Richelle Riley, Recording Secretary

FOOTHILLS PARK & RECREATION DISTRICT

Creating Community, Enhancing Health, Inspiring Play since 1959

DATE: **October 24, 2023**

MEMO TO: **Foothills Board of Directors**

FROM: **Ronald Hopp, Executive Director**

SUBJECT: **Board Policy Manual Review/Update**

The District maintains a Board Policy Manual containing policies that the Board has approved over the years. A thorough review was done by staff and the Board in 2017 to bring the manual up to date. We would like to again, begin a systematic process of reviewing these board policies and bring this manual up-to-date.

The manual is categorized by Administration, Programs/Facilities/Golf, Finance, Parks/Planning. We will start at the top of the list with a few policies at a time and have staff review them, make recommendations for any changes, then bring them to the Board for review. We welcome thoughts from members of the Board if there are any changes desired and/or required.

At the September 26th board meeting, the policies provided for the Board's review and staff's recommendations were deferred to the next meeting. They included the following:

- Statement of Purposes
 - Staff recommends no change to this document.
- Duties and Responsibilities of the Board of Directors
 - Staff recommends no change to this document.
- Board of Directors Compensation
 - Staff recommends no change to this policy as it conforms with state law.
- Mission Statement and Commitments to Excellence
 - Staff recommends no change to the Mission Statement and Commitments to Excellence.
- Code of Conduct
 - Staff recommends no change to this document.
- Board Meeting Recordings
 - Staff recommends no change to this policy as it conforms with state law.
- Americans with Disabilities Act
 - Staff recommends no change to this policy.
- Press Policy
 - Staff recommends no change to this policy.

Policies presented for the Board's review and staff's recommendations at the October board meeting include:

- Review and Approval of Contracts and Agreements
 - Staff recommends changing approval process and bid publication threshold to \$120,000 to conform with new state law.
- Donations to Non-Profit Groups
 - Staff recommends no change to this policy.
- Investment Committee Indemnification Resolution
 - Staff recommends no change to this document.
- Indemnification of Directors and Employees Resolution.
 - Staff recommends no change to this document.

MOTION: I move that, in the effort to update the Board Policy Manual, the Foothills Board of Directors approve the attached policy recommendations as discussed.

STATEMENT OF PURPOSES
OF THE FOOTHILLS METROPOLITAN RECREATION AND PARK DISTRICT

COMES now the Foothills Metropolitan Recreation and Park District, formerly known as the South Jeffco Metropolitan Recreation and Park District, and shows as follows:

PURSUANT to the provisions of 32-1-28, Colorado Revised Statutes, the following Statement of Purposes is hereby filed:

1. The Foothills Metropolitan Recreation and Park District was organized by Order and Decree of the District Court in and for the County of Jefferson, State of Colorado, in Civil Action No. 13987 of the records of said Court, on the 31st day of December, 1959. At that time the name of the District was The South Jeffco Metropolitan Recreation and Park District. On the 27th day of April, 1970, the above mentioned Court entered a Decree changing the name of the District to "The Foothills Metropolitan Recreation and Park District".

At the time of the organization of the District, on December 31, 1959, the powers granted by the Decree creating it were stated as follows:

"Said District shall herewith and hereby become a governmental subdivision of the State of Colorado, and a body corporate with all the powers of a public or quasi-municipal corporation; said Board of Directors shall take such steps and proceedings as the needs of the District require, pursuant to the powers granted to them by law, and it is further ordered....."

In addition to the powers as stated in the Order of Court creating the District, the Petition which was filed in the Court to commence the procedure seeking the creation of the District, contained the following statement of purposes:

"2. The recreation facilities to be constructed or installed or purchased within and for said District shall

2.

include, among other things; Playground, complete with recreation equipment; areas for parking and picnic grounds: community halls; baseball fields, all with the necessary equipment and utility buildings and such other game or games as are usually located in a recreation district".

2. In conformance with the powers granted to the District by the Court Order above mentioned, and the original statement of purposes as contained in the petition for the organization of the District, and as granted by law, the District has, since its organization in 1959, provided a multi-million Dollar array of capital structures, buildings, parks and playing fields, improvements to lands and buildings, and a multiplicity of programs and services for the use and benefit of the community it serves. Illustrative of the types of endeavors undertaken by the District since its formation, but not by way of limitation, and currently operative, are the following:

- Community Recreation Centers - Gyms, Racquetball Courts
- Swimming pools - indoor and outdoor
- Golf courses - including clubhouses, pro shops and food
and alcoholic beverage facilities
- Public Parks and Playgrounds
- Tennis Courts
- Lakes, Ponds, fishing
- Restaurants and Concession Buildings
- Trails
- Trap Range
- Recreation Programs
- Playing fields - Baseball, Softball, Football, Soccer,
Batting Machine cages, etc.,
- Maintenance and Storage Buildings
- Administrative buildings
- Open space, Wildlife refuges

In addition to the above, the District owns, leases and manages real estate; contracts with other governmental agencies for the use and management of real estate and recreational functions and programs; owns and manages water and water rights, including stock in water and ditch companies; engages in the business re-sale of goods and equipment, dispenses food services, and holds and manages liquor licenses granted by the County of Jefferson,

3.

and State of Colorado; The District exercises rights and duties of inter-governmental co-operation such as consultations on zoning matters, coordination of activities with the school district, inter-governmental planning and financing, and other matters. The District on occasion judiciously exercises its lawful rights to pre-empt local zoning regulations when deemed appropriate.

The District, from time to time, hires financial and other speciality consultants; levies and collects ad valorem taxes, levies user fees and charges for its programs and properties, borrows money in conformance with law, and enters into contracts for purchase, sale, leasing, lease-purchasing, and acquisition of lands and all types and items of personal properties, with governmental organizations and agencies, and private persons and entities.

Attached to this Statement of Purposes are the following exhibits which are helpful in illustrating the current activities, programs, engagements and purposes of the District:

- Exhibit 1: Brochure of the District
- Exhibit 2: Copy of the District Master Plan and Update
- Exhibit 3: Listing of present sites and locations
of District activities
- Exhibit 4: Copy of the District's 1986 Budget

3. In conformance with the District's Master Plan, adopted by the Board of Directors in September, 1982, and the Master Plan Update adopted in July, 1985, the District plans the possible developments contained therein, and any capital investments, additions to existing facilities, and such other items of service to its community as the Board of Directors may from time to time establish by amendment to the Master Plan, or otherwise.

In addition to the master plan concepts above mentioned, the District plans to provide such possible facilities and activities as:

- Water parks
- Indoor and Outdoor Stadiums
- Ice Rinks
- Skeet, Rifle and Pistol Ranges
- Indoor and Outdoor Tennis and other sports facilities

4.

Amusement Parks

Creation and maintenance of water facilities such as
irrigation and water sports reservoirs

Roadside maintenance and drainage

The District plans to assist, cooperate with, contract with, and otherwise join with the City of Lakewood, The County of Jefferson, the Jefferson County Open Space Authority, any future City or Town or other governmental agency or organization, or any private person, firm or entity which from time to time may be created, or have an interest in the establishment and improvement of recreational facilities, programs and parks, both within and without the geographical boundaries of the District.

The District plans to engage in the writing and publication for sale or otherwise, of materials, works, programs, treatises, and other matters, and to provide consulting services to others for compensation.

The District plans to continue from time to time, as its Board of Directors may deem prudent, to exercise its statutory right of inclusion of additional areas into the District, and to consider pertinent exclusions from its existing boundaries.

The District plans to use to the utmost, sound financial advice, pursuant to the statutory allowance and provisions for the raising of funds for its activities by bond issue, general ad valorem taxes, specific revenue bonds, borrowings, mill levies, gifts and contributions, user fees and charges, expenditures of Land and Water Conservation funds, and other lawful methods of financing.

In order to effectuate the programs and activities of the District, the District plans to exercise functions of management and employee control, including, but not limited to the hiring, supervising and directing the work force; to discipline, suspend, or discharge for cause; to transfer or to lay off employees for lack of work; to determine the kind, character and class of work;

5.

to take on work and acquire materials from any source obtainable; to transfer work; to re-assign employees; to establish methods and processes; to evaluate and slot jobs in the Classification Plan; to establish standards of performance; and to control the course of flow, methods and systems of operation, and to conduct its business in accordance with law. Further, to establish rules, regulations and systems for retirement programs for its employees.

The District plans to undertake self insurance plans and programs, and to fund the same, as may be required from time to time and as authorized by law.

The District plans to develop presently undeveloped lands held by it, and to acquire, sell, lease or otherwise hypothecate real and personal property of every kind or nature as its Board of Directors shall deem fit and proper from time to time in the future.

4. The District is presently serving an area lying generally South of 6th Avenue, in the County of Jefferson, and from the Denver City & County westerly boundary, westerly to Indiana Avenue in Jefferson County, and southerly to the Chatfield dam. The boundary, however, is irregular, as shown on a map of the District which is attached hereto as exhibit 5. Copies of this map have been furnished to the Department, the City of Lakewood and Jefferson County. Future areas to be served by the District may be determined from time to time by the Board of Directors of the District.

Respectfully submitted,


THE FOOTHILLS METROPOLITAN RECREATION
AND PARK DISTRICT

Attest:


TIM CZARNEK

Secretary

By


QUENTIN DAHM

President.



Duties and Responsibilities
of the
Board of Directors

2017

DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS

Duties and Responsibilities of the District's Board of Directors are fluid and flexible concepts, necessarily adaptable to the situations presented to the District and the Board. This document is designed solely as an overview and guideline for Board members, and is not intended to present an exhaustive recitation of the duties and responsibilities facing a Board member. It is also not intended to limit, in any way, a Board member from effectively carrying out his/her duties and responsibilities in the best interests of the District

Reasons for a Board

- An elected Board is required under Title 32, C.R.S., and has the powers expressly set forth by that Special District Act.
- The Board is established to provide for "grass roots" citizen involvement through representative government and holds monthly public Board meetings.
- Combining elected officials into a Board provides a means for those elected officials to engage in policy-making decisions, which affect the park and recreation district.

Responsibilities of a Board

Policy Decisions

- The Board is responsible for setting policy for the Foothills Park & Recreation District.
- Policies of the District may be formal or informal, in writing or given by verbal directive. Policies may be, and in many instances should be, modified from time to time.
- Policy decisions should be planned actions – not reactions, after appropriate review and discussion by the Board.
- Formal, written policies should be periodically reviewed and updated
- Recommendations for changes in policy may be initiated by Board members, staff, or the public.

Budget Decisions

A major responsibility of the Board is to set the priorities for and make recommendations to the staff in budget preparation, and to approve and then to support the budget once adopted.

Budgeting Process:

- Determine needs of the District based on Master Plan, strategic planning, community input, and the mission and vision of the District.
- Discuss and establish priorities of needs in conjunction with staff and public input.

- Balance current needs such as maintenance, operations and capital projects with long range capital and operation needs.
- While Board members will be elected from a particular “ward” of the District, attention should be given to all geographical areas of the District. No director should focus exclusively on their specific community.
- Communicate and provide information regarding the budget to the public.
- Legal counsel and staff will keep the Board apprised of legal requirements so they are able to comply in a timely manner.

District Planning

- The Board and staff should participate in the review and updating of the District park and recreation Master Plan and have such plan available to the public.
- Plans should include: overall District development, individual facility development, overall District maintenance and capital repair of existing facilities, parks, and trails.
- Identify and provide funds and be cognizant of alternative sources of financing such as: levy, gifts, leases, bonds, endowments, matching funds, grants, and sponsorships.
- Provide for adequate representative input from the community regarding wants, needs and priorities by multiple methods to include but not be limited to: direct mail, internet, public notice, public meetings.
- Provide for adequate mechanisms to keep public well-informed on plans and progress and listen to feedback from the community: Examples include: Community comments at Board meetings, District website, newspapers, and public forums.

Financing

During the budget process, the Board defines the District goals on an annual basis based on a strategic planning process involving the Executive Director and staff as required.

- Review and reach consensus on goals prior to development of the budget.
- Review staff recommendations for setting and adopting appropriate fees and charges for all District revenue producing programs and services.
- Set budget policy on capital development, capital repairs and improvements, capital equipment purchases and use of Golf Development and Improvement Fund dollars on an annual basis.
- Set budget policy on short and long term operational and maintenance needs.
- Consider and evaluate the District’s current debt structure and the need for refinancing District debt or potentially incurring new debt.
- Board members provide leadership and support the Executive Director and staff in seeking financial opportunities for the District.

Public Image and Press Relations

Board members' actions and comments are a direct reflection on the District as a whole.

- Assist the staff in a public relations program and defining their role in public relations and media contacts.
- As an individual Board member, cannot make commitments that would be binding on either the Board or the District.
- When the Board of Directors has taken an official position on any matter, a Board member should speak regarding that matter in a manner that identifies the position taken of the Board. A Board member may voice his/her dissent to any Board decision, but the decision of the Board is made in the best interests of the District and should be supported by each Board member.
- The District has a responsibility to provide access to the District's public documents.
- Any meetings of three or more Board members during which official business is conducted or discussed must be open to the public and preceded by appropriate notice
- An Executive Session may be called by proper motion and vote. These sessions are closed to the public, and matters discussed must be kept confidential
- The Board is expected to adhere to the Code of Conduct and the Mission and Commitments to Excellence as established for the District. Appropriate social behavior and treatment of others is expected of all District Board members, employees, and patrons. Physical, mental, verbal or emotional abuse will not be accepted or tolerated by anyone participating in any District activity, facility, program or Board meeting.

Conflict of Interest

- A "potential conflicting interest" may exist when the public servant is a director, president, general manager, or similar executive officer or owns or controls directly or indirectly a substantial interest in any non-governmental entity participating in a transaction with the District.
- Any potential conflict of interest should be identified promptly, and should be discussed with the Executive Director and legal counsel.
- A Board member must give 72 hours advance written notice to the Secretary of State and to the District Board of Directors disclosing the existence of a known potential conflicting interest to which he is about to act in his official capacity.
- Once a conflict has been declared, the Board member is allowed by law to vote on the issue, but may choose to abstain from voting.

- In no case may an employee of the District also serve on the Board of Directors for the District.

Programming

Programming is a staff function and responsibility. Ideas may be suggested by the Board based on community input to them, the master planning process, or relevance suggested by programs in place at other special districts. The Board should monitor programs for implementation, balance, quality, feasibility, including review of revenue, subsidies, growth potential, and community desire for program by requesting updates and reports as necessary. They may do on-site visitations of programs.

Education/Training

Training and education regarding matters relevant to the District is important. Publications and opportunities for attendance at conferences and workshops on various relevant subjects should be made readily available to the Board and staff.

Board members should visit District facilities, programs, and parks. They should have basic knowledge about the recreational facilities, programs and parks and be able to speak about them.

Relationships

Relationship with Fellow Board Members

Board members should appreciate the need to develop respect, trust, openness and empathy for other Board member's points of view. Informed decision-making is essential. Efforts should be made to minimize political action and personal special interests. They should establish an ethical relationship among Board members. Incumbent members should provide direction and training for new Board members.

Board Relationship with Executive Director, Administrative, Supervisory, and Line Staff

- The Board selects and employs the Executive Director in accordance with nationally recommended standards and may replace him/her AT WILL.
- The Board hires and formally evaluates only the District's Executive Director unless extraordinary circumstances dictate otherwise. All other staff are hired by or through the direction of the Executive Director. Personnel issues involving all District employees other than the Executive Director shall be handled by the established means, including being addressed by appropriate supervisors, the Executive Director and the Department of Human Resources.
- Written expectations by the Board of Directors for the Executive Director should be executed on an annual basis in regard to goals, and expectations. Negotiated salary and salary increases, benefits and paid time off should be determined by the Board at the

time of hire, and modified annually as appropriate. The Board should formally evaluate the performance of the Executive Director at least once a year.

- The Board supports and encourages the Executive Director and works with him to develop and maintain a consistent District focus and strong leadership.
- The Executive Director is responsible for providing recommendations to the Board concerning decisions on policies, procedures, major program changes, legal matters and budget. The Board, having adopted a policy or approved a course of action, gives the Executive Director authority and responsibility for administering the policy or seeing that the action is taken.
- The staff should participate with the Board to settle disputes between the public and the District. The Board should always be provided with accurate background material and staff reports in advance of making a decision. The Board is not expected to accept staff proposals without review or prior to having all questions answered to their satisfaction.
- Official contacts should be primarily with the Executive Director whenever possible.
- No Board member should request any favors or special considerations from a staff member.
- In the event that a personnel issue is not settled to an employee's satisfaction after going through proper channels (supervisor, Human Resources, Executive Director), the Board may elect for the issue to be heard by having the employee submit the issue stating the relevant facts and desired remedy to the Board in writing and hear it during an Executive Session (*any employee whose personnel issues are to be discussed during executive session has the legal right to discuss the matter in an open, public session; and the Board may then choose to have the open discussion or no discussion at all*).
- The Board should approve and review, as necessary, an official personnel policy that assists in the employment of a competent staff, a sound division of duties and responsibilities, a fair salary schedule and satisfactory working conditions. Such policy should also endeavor to see that issues such as working hours, sick leave, vacations, holidays, accident compensation, job security and retirement benefits are addressed satisfactorily.

Board Relationship with Other Agencies

It is important to have open lines of communication with other agencies such as Jefferson County Open Space, Jefferson County Commissioners, R-1 Schools, and other park and recreation districts. Methods of keeping lines of communication open include: joint meetings, attendance at each other's meetings, keep informed of what other local governments are doing, and encouraging organized community groups to send a representative to Board meetings. (homeowner's associations, AAUW, League of Women Voter, etc.)

Board Meetings

A Board member's personal attention is required during Board meetings.

The Chair of the Board is responsible for the meeting format, agenda and conduct. The Chair and the Executive Director plan agenda items that should come before the Board. Other Board members may add items to the agenda through the Chair. If a Board member wishes to add an agenda item, it should be done at least one week prior to the meeting if possible so that information may be given to each Board member regarding the topic. Information for the Board meeting is distributed the Friday prior to the Board meeting.

The Board should be conducted in an orderly manner that maintains control of the meeting, including a definite, yet flexible schedule and pace. The meeting should present a non-threatening forum for public comments and input. Guests should have the opportunity to speak openly, with a time limitation if needed.

The Board should provide staff with clear and understandable direction stemming from any discussions during the Board meeting.

The Board Chair

- Official spokesperson of the Board.
- Official representative of the Board to the public and press. The Chair can and should speak for the Board regarding issues that have been voted on and decided.
- Provides leadership in setting Board goals and objectives.
- Assists in the preparation of the meeting agenda.
- Chairs Board meetings.
- Delegates authority and responsibilities to other Board members as required and to the Executive Director.
- In cooperation with the Board, promotes continued liaison with staff, press, other park and recreation agencies, the public, park and recreation professional organizations, other public entities.
- Assists with new Board member direction and orientation

Revised 5/23/17

RESOLUTION WITH REGARD TO BOARD OF DIRECTORS' COMPENSATION

WHEREAS, the Colorado General Assembly has recognized the need to increase the maximum compensation to Directors of Special Districts; and

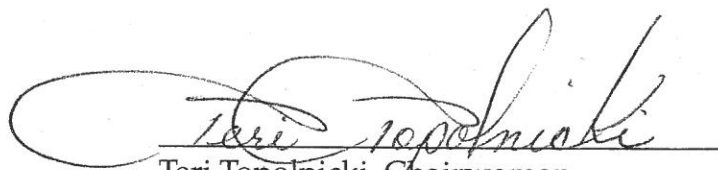
WHEREAS, the Directors of the Foothills Park and Recreation District have not had an increase in compensation for more than five years; and

WHEREAS, the position of Director requires the devotion of a substantial amount of time in addition to the time required for Board meetings for study sessions, committee meetings and educational activities; and

WHEREAS, the Board has determined that an increase in Directors' compensation, consistent with the maximum amount authorized by state statute is warranted.

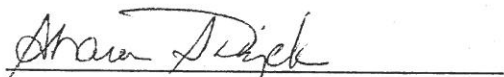
THEREFORE, BE IT RESOLVED, that the compensation of the Directors of the Foothills Park and Recreation District be and is hereby increased to the maximum amount permitted by statute, effective May 6, 1996 for all Directors entitled to receive an increase in compensation as permitted by law.

Adopted this 23rd day of April 1996.



Teri Topolnicki, Chairwoman
Foothills Park and Recreation District

Attest:



Shauna Wujek, Secretary
Foothills Park and Recreation District

OUR MISSION



Foothills Park & Recreation District

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 pride in all we do

INSPIRE

- Lead, teach, and empower
- Encourage, involve, and reward
- Create positive memorable experiences

INNOVATE

- Create new possibilities
- Promote best practices
- Invest in the District's future

COLLABORATE

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

DATE: August 12, 2003

MEMO TO: Foothills Board of Directors

FROM: Edie Hylton, Asst. Director of Leisure Services

SUBJECT: Code Of Conduct

Last month the Foothills Board of Directors reviewed a draft copy of the Code of Conduct recommended by staff and legal counsel for the District.

Code of Conduct

The Foothills Park and Recreation District, as part of its effort to be the provider of parks and recreation services in the Southwest Jefferson County, supports an atmosphere of respect and courtesy toward all individuals. Appropriate social behavior and treatment of others is expected of all District patrons and participants. Physical, mental, verbal or emotional abuse of any individual will not be accepted or tolerated in any District activity, facility or program.

Any District employee shall be authorized to enforce the Code of Conduct, along with any Rules and Regulations applicable to the facility, activity, park or program. Any person deemed to have violated the Code by 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 shall determine appropriate, up to a permanent ban from District programs and facilities, after exercising their discretion based upon the circumstances of the specific incident or occurrence.

After discussion with the Board, staff recommends the Code of Conduct for the District.

Motion: I move that the Foothills Park and Recreation District Board of Directors approve the Code of Conduct and authorize staff to display the Code of Conduct in District facilities, and carry out the Code at all District facilities, programs and services.

The following slightly altered version of the Code was utilized for printing on 18" x 24" signs to be posted in District facilities:

Code of Conduct

Foothills Park and Recreation District strives to create an atmosphere of respect and courtesy. Appropriate social behavior and treatment of others is expected of all District employees, patrons and participants. Physical, mental, verbal or emotional abuse will not be accepted or tolerated by anyone participating in any District activity, facility or program.

Any District employee shall be 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 determine appropriate, up to a permanent ban from District programs and facilities based upon the circumstances of the specific incident or occurrence.

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

Foothills Park & Recreation District
Policy for Board Meeting Recordings

June 8, 2010

Recordings of the regular meetings of the Foothills Board of Directors, which are not the official minutes, will be retained electronically for one year. Recordings of Executive Session meetings of the Foothills Board of Directors will be retained electronically for 90 days.

RESOLUTION

A RESOLUTION STATING THAT THE FOOTHILLS PARK AND RECREATION DISTRICT WILL COMPLY WITH ALL APPLICABLE DIRECTIVES CONTAINED IN THE AMERICANS WITH DISABILITIES ACT.

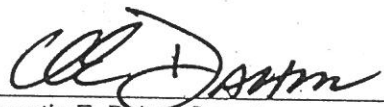
The Board of Directors of the Foothills Park and Recreation District, a quasi-municipal corporation created under Title 32, CRS 1973, hereby resolves as follows:

The Foothills Park and Recreation District has complied with Title 7 of the Civil Rights Act of 1964 and the Rehabilitation Act of 1973. As a continuation of Foothills' efforts to serve the public equitably, we are now pledging, too, our full support to the Americans with Disabilities Act. We will support and comply with all appropriate provisions that deal with:

- Employment (full compliance is effective on July 26, 1992)
- Service provided by State and local governments (effective on January 26, 1992)
- Transportation (effective on January 26, 1992)
- Telecommunications (effective on July 26, 1993)

The Foothills Board of Directors further resolves to enable and authorize the Executive Director of the Foothills Park and Recreation district to comply with all applicable provisions of the Americans with Disabilities Act.


David H. Warren, Chairman
Foothills Board of Directors


Quentin E. Dahm, Secretary
Foothills Board of Directors

(Resolution approved November 26, 1991)

Press Policy

Presented for approval November 24, 2009

The District has ongoing requests for interviews and statements in relation to business being conducted. The purpose of this policy is to provide specific information as to who is responsible for speaking with the media. The media consists of newspapers, radio, television, cable and electronic media.

Foothills Spokesperson:

Executive Director or designate

(303) 409-2107

Board of Director's Spokesperson:

Chairperson

When in doubt, refer any media inquiries to:

Communications & Marketing Supervisor

(303) 409-2525

Revised 4/25/17

Policy for Review and Approval of Contracts and Agreements

Revised July 28, 2020; October 24, 2023

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

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

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

Contracts with expenditures over \$5,000 and less than ~~\$60~~120,000 ----- Require review and approval by the Department Director, Director of Finance, Executive Director and review by legal counsel. Contracts not a part of approved budget require review and approval by the Board of Directors. Copies of all contracts must be provided to Finance department upon execution.

Construction Contracts ~~\$60~~120,000 and over ----- Are subject to Colorado Revised Statute 32-1-1001(d)(1) and require review and approval by Department Director, Director of Finance, Executive Director, review by legal counsel, and approval by the Board of Directors. This includes contracts that are a part of approved budget and contracts not a part of an approved budget. The required approvals must be secured prior to signing of the contract.

Contracts with revenues over \$150,000 and/or 4 years in length ----- Require review and approval by the Department Director, Director of Finance, Executive Director and review by legal counsel. Contracts not a part of approved budget require review and approval by the Board of Directors. Copies of all contracts must be provided to Finance department upon execution.

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

Donations to Non-Profit Groups Policy

On occasion the District receives requests from non-profit groups such as PTAs, homeowners associations, community service organizations, and other governmental agencies. The District may support these organizations through the donation of facility passes or cash within the following guidelines:

- Donations may be made only to non-profit organizations within the District and/or serving District residents.
- The Executive Director or Managers may make contributions of facility passes, golf passes, and access to facilities as deemed appropriate. The Executive Director's Office will keep a record of these donations and a summary of donated passes will be provided to the Foothills Board of Directors on an annual basis.
- The Executive Director may approve cash contributions to non-profit organizations in amounts up to \$200, provided that the Executive Director determines that such contribution would be in furtherance of a public purpose benefiting the District's overall community objectives. Any contribution in excess of \$200 must first be reviewed and approved by the Foothills Board of Directors. Cash donations will be limited to one donation per organization annually, and may be limited by availability of budgeted funds. The Executive Director's Office will keep a record of all cash donations approved by the Executive Director and a summary of such donations will be provided to the Foothills Board of Directors on an annual basis.

Approved by the Foothills Board of Directors September 10, 2002.

Revised 4/25/17

INDEMNIFICATION RESOLUTION

WHEREAS, Foothills Park and Recreation District ("District") is a Colorado special district organized and operating under Title 32 of the Colorado Revised Statutes; and

WHEREAS, District is represented by an "Investment Committee" that is appointed and serves the District by overseeing and administering a Salary Deferral Plan for the benefit of District and its employees. Members of the Investment Committee may be subject to claims arising from acts or omissions occurring during the performance of their duties on behalf of District; and

WHEREAS, District desires to defend and indemnify members of the Investment Committee against any and all liability for acts or omissions occurring during performance of their duties so as to encourage membership on the Investment Committee and service to District; and

WHEREAS, by encouraging participation on the Investment Committee, it is in the best interests of the health, safety and welfare of District and its constituents to defend and indemnify the members of the Investment Committee against liability for which Colorado law may not otherwise provide defense and indemnification.

NOW, THEREFORE, be it resolved by the Board of Directors of Foothills Park and Recreation District as follows:

1. Applicability of Governmental Immunity Act. Nothing within this Resolution shall constitute a waiver of the full scope of protections afforded District, its Directors and employees under the Colorado Governmental Immunity Act. In addition to, or in supplement of the protections and defenses of the Colorado Governmental Immunity Act, District shall pay the costs of defense of, and settlements and judgments against, a member of the Investment Committee, where the action lies or could lie in tort, including any such action brought pursuant to Federal law in any court of the State of Colorado. As a prerequisite to such payment, the Committee member must furnish District with an affidavit stating that the action against him/her is not purely personal; that the act or omission upon which the claim is based reasonably relates to the affairs of District; and that the he/she acted in good faith and in a manner which a reasonable person would have acted under the circumstances and which was not opposed to the best interests of District. District shall not pay such costs, settlement or judgment, and shall seek reimbursement from the Committee member if it is determined by a court that the claims or liability did not arise out of an act or omission occurring during his/her membership on the Investment Committee and within the scope of such membership, or that the act or omission was willful and wanton.

2. Indemnification. District shall pay the costs of defense of, and settlements and judgments against, a member of the Investment Committee, where a civil or criminal action is brought against the member for acts or omissions occurring during his/her membership on the Committee and within the scope of such membership. As a prerequisite to such payment, the Committee member must furnish District with an affidavit stating that the action against him/her is not purely personal; that the act or omission upon which the claim is based reasonably relates to the affairs of District; and that the he/she acted in good faith and in a manner which a reasonable person would have acted under the circumstances and which was not opposed to the best interests of District. District shall not pay such costs, settlement or judgment, and shall seek reimbursement from the Committee member if it is determined by a court that the claims or liability did not arise out of an act or omission occurring during his/her membership on the Investment Committee and within the scope of such membership, or that the act or omission was willful and wanton.

3. No Indemnification. In no event shall District indemnify or defend a member of the Investment Committee if he/she acted primarily for personal benefit or on the basis of other improper benefit, whether or not the act or omission was done within the scope of membership on the Committee.

4. Notice of Action or Potential Action. Any member or former member of the Investment Committee must provide District with written notice of any claim or action brought against him/her stemming from membership on the Committee within 15 days after commencement of the action. If such notice is not provided, indemnification shall not be made.

5. Legal Counsel. District shall obtain legal counsel to serve as counsel for the Committee member, unless it appears to such counsel that the interests of District and the Committee member may be adverse. In the latter event, the Committee member may select independent legal counsel, who shall be first approved by District. The Committee member shall cooperate in all respects with District and its legal counsel in his/her defense, or indemnification may be withdrawn by District.

6. Settlement. District shall approve in writing any settlement of claims and stipulated judgments against any member of the Investment Committee. District shall not be liable or otherwise responsible for any such settlement or stipulated judgment without such prior consent.

7. Duration of Indemnification. All indemnifications set forth in this Resolution shall be valid during the current fiscal and calendar year and shall be considered automatically renewed on January 1 of each year unless repealed by the affirmative act of the Board of Directors by Resolution.

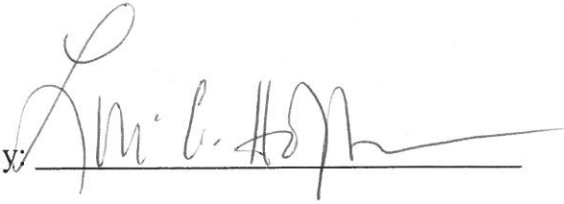
8. Act Controls. The provisions of this Resolution shall be subject to and controlled by the terms and provisions of the Colorado Governmental Immunity Act. To

the extent that any provision of this Resolution is inconsistent with the Act, it shall be deemed modified to comply with the Act.

This Resolution was approved and adopted this 14th day of JUNE, 2005 by unanimous vote of the Board of Directors of Foothills Park and Recreation District.

FOOTHILLS PARK AND
RECREATION DISTRICT

By: _____

A handwritten signature in black ink, appearing to read "M. C. Hop", is written over a horizontal line. The signature is fluid and cursive.

INDEMNIFICATION RESOLUTION

A RESOLUTION OF THE BOARD OF DIRECTORS OF
FOOTHILLS PARK & RECREATION DISTRICT
REAFFIRMING AND SUPPLEMENTING THE INDEMNIFICATION OF
DIRECTORS AND EMPLOYEES OF THE DISTRICT.

WHEREAS, Foothills Park & Recreation District ("District") is a special district operating as a quasi-municipal corporation of the State of Colorado, by virtue of organization under 32-1-101, C.R.S, et seq.; and

WHEREAS, past and present directors and employees of District may be subject to claims arising from acts or omissions occurring during the performance of their governmental duties; and

WHEREAS, District desires to defend and indemnify such persons against liability for acts or omissions occurring during the performance of their governmental duties so as to encourage employment with and/or service to District; and

WHEREAS, by encouraging persons to accept employment, it is in the best interests of the health, safety, and welfare of District and its inhabitants to defend and indemnify its directors and employees against liability for which defense and indemnification may not otherwise be provided by Colorado law.

NOW THEREFORE, be it resolved by the Board of Directors of Foothills Park & Recreation District as follows:

A. Definitions. For purposes of this Resolution, the terms below shall be defined as follows:

1. Director: Includes current and former member of the District's Board of Directors of District who are sued for acts or omissions occurring during their terms as Directors of District.
2. Employee: Includes a Director, employee, authorized volunteer, or servant of District, whether or not compensated, elected, or appointed. The term "Employee" specifically excludes any person or organization contracting to perform services or acting for District as an independent contractor.
3. Scope of Employment/Scope of Service: An act or omission of an Employee of District is within the "scope of employment" if it reasonably relates to the business or affairs of District, and the Employee acted in good faith and in a manner which a reasonable person would have believed to be in, and not opposed to, the best interests of

District. "Scope of service" has the identical meaning as "scope of employment" except that phrase may be used as a substitute from time to time within this Resolution.

4. Act: Means the Colorado Governmental Immunity Act set forth in Article 10, Title 24 of the Colorado Revised Statutes, as amended from time to time.

B. Applicability of the Governmental Immunity Act.

1. District shall pay the costs of defense of, and settlements and judgments against, a Director or Employee of District, including reasonable attorneys' fees, where the action lies or could lie in tort, including any such action brought pursuant to Federal law in any court of this State, in accordance with the Act. As a prerequisite to such payment, the Director or Employee must furnish District with an affidavit stating that the action against him/her is not purely personal; that, to his/her reasonable belief, the act or omission upon which the claim is based reasonably relates to the business affairs of District; and that the Director or Employee acted in good faith and in a manner which a reasonable person would have acted under the circumstances and which was not opposed to the best interests of District. However, District shall not pay such judgment or settlement and shall seek reimbursement from the Director or Employee for the actual costs of his defense, including actual attorneys' fees, where it is determined by a court of competent jurisdiction (a) that the injuries did not arise out of an act or omission of the Director or Employee occurring during his term of employment or service with District and within his scope of employment/scope of service, or (b) that, unless otherwise expressly authorized by the Board of Directors of District, the Employee's act or omission was willful and wanton.

2. All claims to be paid as a result of the indemnification provided hereunder shall be paid by District or its insurer, except as set forth in paragraph L, below. District shall pay judgments and settlements in accordance with the Act even if sovereign immunity bars the action against District.

C. Limitations on Unlawful Acts. District, acting through its Board of Directors, shall pay costs of defense, including reasonable attorneys' fees and any fines or penalties assessed, where a criminal action is brought against its Director or Employee for acts or omissions occurring during his/her term of employment or service with District and within his/her scope of employment or scope of service. Prior to such payment, the Director or Employee must furnish District with an affidavit stating that the action against him/her is not purely personal; that to his/her reasonable belief the act or omission upon which the claim is based occurred within his/her scope of employment or service; and that he/she had no reasonable cause to believe his/her conduct was unlawful. District shall not pay such fines or penalties, and shall be reimbursed by the Director or Employee for the actual costs of his defense, including actual attorneys' fees, where it is determined by a court of competent jurisdiction (a) that the alleged criminal action did not arise out of an act or omission by the Director or Employee occurring during his/her term of

employment with District and within his/her scope of employment, or (b) that the Director or Employee had reasonable cause to believe his/her conduct was unlawful.

D. Contract or Other Actions. District shall pay the cost of defense of, and settlements and judgments against, its Directors and Employees, including reasonable attorneys' fees, where the action lies, or could lie, in contract or arises under State or Federal laws and is not governed by the Act, except for criminal actions as hereinbefore addressed. As a prerequisite to such payment, the Director or Employee must furnish District with an affidavit stating that the action against him/her is not purely personal and that, to the best of his reasonable belief, the act or omission upon which the claim is based occurred within the scope of employment or scope of service. District shall not pay such judgments and shall be reimbursed by the Director or Employee for the actual costs of his/her defense, including actual attorneys' fees, where it is determined by a court of competent jurisdiction that (a) the damages did not arise out of an act or omission of the Director or Employee occurring during his/her term of employment or service with District and within the scope of employment, or scope of service or that (b) the Director or Employee had reasonable cause to believe such action or contract was prohibited by law.

E. Liquor License. District shall pay the cost of defense of, and settlements and judgments against, its Directors and Employees, including reasonable attorneys' fees, where the action relates to any fashion to the District's application for or maintenance of a liquor license, whether as a signatory to any documentation in conjunction with the liquor license or in conjunction with the operation of the facilities subject to any liquor license. Such activities in conjunction with a District liquor license are expressly affirmed to be within the scope of service or scope of employment with District. As a prerequisite to such payment, the Director or Employee must furnish District with an affidavit stating that the action against him/her is not purely personal and that, to the best of his reasonable belief, the act or omission upon which the claim is based occurred within the scope of employment or scope of service. District shall not pay such judgments and shall be reimbursed by the Director or Employee for the actual costs of his/her defense, including actual attorneys' fees, where it is determined by a court of competent jurisdiction that (a) the damages did not arise out of an act or omission of the Director or Employee occurring during his/her term of employment or service with District and within the scope of employment, or scope of service or that (b) the Director or Employee had reasonable cause to believe such action or contract was prohibited by law.

F. Notice of Action or Potential Action. District hereby incorporates the notice prerequisite to defense and indemnification of its Employees pursuant to all provisions of the Act for tort, contract or any and all other forms of action. Notice must be given to District by the Employee in writing within fifteen (15) days after commencement of the action or indemnification will not be made.

G. No Indemnification. In no event will District indemnify or pay the defense cost if it is adjudged that the Director or Employee has acted primarily for personal benefit or on the basis of other improper benefit, whether or not the Director or Employee is acting in his official capacity. Such defense and indemnification shall not be available to a former Employee in the event that

the tort or liability claim against him is asserted as a counterclaim or setoff in any suit brought by the Employee, except to the extent that the liability of such Employee may exceed the amount of his own claim or suit.

H. Settlement. District, acting through its Board of Directors, shall approve in writing any settlement of claims and stipulated judgments against its Directors or Employees. District shall not be liable for any such compromise or settlement given without its consent.

I. Legal Counsel. District shall obtain legal counsel to serve as counsel to the Director or Employee unless it appears to such counsel that the interests of District and the Director or Employee may be adverse. In the latter event, the Director or Employee may select independent legal counsel, who shall first be approved by District. The Director or Employee shall cooperate in all respects with District and its legal counsel in his defense. If the Director or Employee does not cooperate with District for any reason, and such action results in a judgment against District or the Director or Employee, District may elect not to indemnify the Director or Employee or to pay defense costs.

J. Employee's Costs. District shall not be responsible for costs to its Employees associated with time spent in giving depositions, testifying, or otherwise cooperating with their defense.

K. Liberal Construction. The purpose of this Resolution is to protect Directors and Employees of District against personal liability for their actions taken on behalf of District. Therefore, it is the intent of District that this Resolution be liberally construed in favor of protection of such Directors or Employees.

L. Liability Limitations. District shall indemnify an Employee up to but not to exceed the applicable limitations of the Act. District specifically reserves any defenses that are available to Directors or Employees under the Act or by common law.

M. Effect of Other Insurance, Bond, or Indemnification Plan. If District has insurance coverage for any act for which indemnification is provided by this Resolution, its coverage shall be primary. If the Director or Employee against whom a claim reimbursable under this Resolution is asserted has any other valid insurance, bond, or indemnification plan available covering the loss or damage alleged against him, and District does not have adequate insurance coverage, and the act for which indemnification is sought is other than an action sounding in tort, such insurance, bond, or other plan will be first applied to the payment of any defense costs, attorneys' fees, or claim/judgment before District's resort to obtaining funds for indemnification from sources other than insurance. The obligation of District to indemnify and save harmless the Director or Employee shall, in all events, exist only to the extent permitted by this Resolution.

N. Subrogation Rights of District. In the event of any payments pursuant to this Resolution, District or its assigns shall be subrogated to all of the Director's or Employee's rights of recovery therefore against any person or entity. The Director or Employee shall execute and

deliver instruments and papers and do whatever else is necessary to secure such rights. The Director or Employee shall do nothing to prejudice such rights.

O. Severability. If any provision of this Resolution is found to be invalid by any court of competent jurisdiction, such finding shall not affect the validity of the remainder of the Resolution.


P. Term. All indemnifications described in this Resolution shall be valid during the current fiscal and calendar year and shall be considered automatically renewed on January 1 of each year thereafter unless repealed by resolution of the Board of Directors of District within sixty (60) days prior to the renewal date.

Q. Repeal of Previous Indemnification Provisions. This Resolution shall supersede any and all previous Indemnification Resolutions adopted by any Board of Directors of this District.

R. Statute Controls. The provisions of this Resolution shall be subject to, and, to the extent of any inconsistency therewith, shall be modified by, the Colorado Governmental Immunity Act.

The above Resolution was approved and adopted this 14th day of June, 2011, by unanimous vote of Foothills Park & Recreation District Board of Directors.

By: _____


Jill D. Nunes, Chairman

ATTEST:



Keith C. Sutton, Secretary

FOOTHILLS PARK & RECREATION DISTRICT

Creating Community, Enhancing Health, Inspiring Play since 1959

DATE: October 24, 2023

MEMO TO: Foothills Board of Directors

FROM: Ronald Hopp, Executive Director

SUBJECT: Xcel Energy Foothills Golf Course Easement

Xcel Energy has requested an easement from the District on District-owned property at 3901 S Carr St where the Foothills Golf Course is located. Earlier this year, Xcel installed a new electrical service line for the Foothills Golf Course facilities.

You will find, attached, an easement document.

Staff is recommending approval of the easement.

MOTION: I move that the Foothills Board of Directors approve the Public Service Company of Colorado (Xcel Energy) easement agreement and authorize the Executive Director to execute the document as discussed.

S-T-R: NE1/4 S3 – T5S – R69W & SW1/4 S2 – T5S – R69W	Grantor: Foothills Park & Rec District	Doc No:
County: Jefferson	Address/Intersection: 3901 S Carr St	ROW Agent: Robyn Martinez
Division-City/Town: SWMD/Unincorporated	DIST/TRANS: Distribution	Descript/Author: M Sudbeck, PLS 38503
LAT & LONG GPS: 39.645590° / -105.091865°		Reception No.:

PUBLIC SERVICE COMPANY OF COLORADO EASEMENT

The undersigned Grantor hereby acknowledges receipt of good and valuable consideration from PUBLIC SERVICE COMPANY OF COLORADO (Company), 1800 Larimer Street, Suite 1100, Denver, CO 80202, in consideration of which Grantor(s) hereby grants unto said Company, its successors and assigns, a non-exclusive easement to construct, operate, maintain, repair, and replace utility lines and all fixtures and devices, used or useful in the operation of said lines, through, over, under, across, and along a course as said lines may be hereafter constructed in **A PARCEL OF LAND**, in the **NE 1/4** of Section **3** & **SW1/4** of Section **2**, Township **5 South**, Range **69 West** of the Sixth Principal Meridian in the County of Jefferson, State of Colorado, the easement being described as follows:

See "EXHIBIT A" attached hereto and made part hereof.

The easement is 10.0 feet in width. The side boundary lines of the easement shall be lengthened and shortened as necessary to encompass a continuous strip of not less than the above width at all points on Grantor's property crossed by the above described easement and extending to the boundaries of adjacent properties.

Together with the right to enter upon said premises, to survey, construct, maintain, operate, repair, replace, control, and use said utility lines and related fixtures and devices, and to remove objects interfering therewith, including the trimming of trees and bushes, and together with the right to use so much of the adjoining premises of Grantor during surveying, construction, maintenance, repair, removal, or replacement of said utility lines and related fixtures and devices as may be required to permit the operation of standard utility construction or repair machinery. The Grantor reserves the right to use and occupy the easement for any purpose consistent with the rights and privileges above granted and which will not interfere with or endanger any of the said Company's facilities therein or use thereof. Such reservations by the Grantor shall in no event include the right to erect or cause to be erected any buildings or structures upon the easement granted or to locate any mobile home or trailer units thereon. In case of the permanent abandonment of the easement, all right, privilege, and interest granted shall terminate.

The work of installing and maintaining said lines and fixtures shall be done with care; the surface along the easement area and any adjoining premises used by Company shall be restored substantially to its original level and condition.

Signed this _____ day of _____, 2023

(Type or print name below each signature line with official title if corporation, partnership, etc.):

GRANTOR: **FOOTHILLS PARK AND RECREATION DISTRICT**

BY: _____
Ronald Hopp (print name)

ITS: **Executive Director** _____

STATE OF COLORADO,)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2023
by[Grantor name(s) from above]:

Witness my hand and official seal.

My commission Expires _____

Notary Public



**EXHIBIT A – FOOTHILLS GOLF COURSE
PERMANENT EASEMENT**

A parcel of land lying in the southeast one-quarter of the northeast one-quarter (SE1/4 NE1/4) of Section 3 and the southwest one-quarter (SW1/4) of Section 2, Township 5 South, Range 69 West, of the 6th Principal Meridian, County of Jefferson, State of Colorado, being a portion of that Tract of land as described in Reception Number 91031244, Jefferson County Records, described as follows:

A 10 foot wide strip of land lying 5 feet on each side of the following described line:

Beginning on the north line of the southeast one-quarter of the northeast one-quarter (SE1/4 NE1/4) of said Section 3, from which the northeast corner thereof bears N89°43'11"E, 10.78 feet;

thence S09°39'12"E, 14.87 feet;
thence S01°04'15"W, 651.10 feet;
thence S04°53'29"W, 144.75 feet;
thence S01°42'44"W, 84.71 feet;
thence S05°27'50"W, 134.20 feet;
thence S09°17'18"W, 64.40 feet;
thence S03°18'14"E, 41.76 feet;
thence S58°27'25"W, 64.52 feet;
thence S71°51'45"W, 28.86 feet;
thence S19°42'00"W, 31.53 feet;
thence S01°14'03"W, 286.67 feet;
thence S01°59'44"W, 95.02 feet, to Point A;
thence S31°39'52"E, 14.19 feet;
thence S41°01'41"E, 59.17 feet;
thence S44°56'27"E, 65.73 feet;
thence S34°04'44"E, 70.77 feet;
thence S30°15'04"E, 16.66 feet;
thence S03°27'11"E, 58.46 feet;
thence S15°36'37"W, 183.85 feet;
thence S26°25'03"W, 24.66 feet;
thence S12°44'02"E, 31.02 feet;
thence S06°02'05"W, 154.66 feet;
thence S14°44'14"W, 20.50 feet;
thence S37°28'00"W, 18.95 feet;
thence N82°59'25"W, 15.00 feet, to the Point of Terminus.

The sidelines of said 10 foot wide strip are to be lengthened or shortened to terminate on said north line.

TOGETHER WITH a 10 foot wide strip of land lying 5 feet on each side of the following described line:

Beginning at said Point A;

thence S89°59'06"W, 12.00 feet, to the Point of Terminus.

All together containing 23,834 square feet (0.547 acres) more or less.

As shown and described on Exhibit A Sheets 3, 4 and 5, attached hereto and made a part hereof.

All lineal distance units are represented in U.S. Survey Feet.

For the purpose of this description, bearings are based on the east line of the southeast one-quarter of the northeast one-quarter (SE1/4 NE1/4) of said Section 3, which is assumed to bear N00°50'31"E.

The author of this description is Monte L. Sudbeck, PLS 38503, prepared on behalf of SEH, 2000 S Colorado Blvd, Suite 6000, Denver, CO 80222, on March 9, 2023, under Job No. 168467-21.0, for Public Service Company of Colorado, and is not to be construed as representing a monumented land survey.



EXHIBIT A - FOOTHILLS GOLF COURSE
PARCEL A

SHEET 3 OF 5

NE1/4 NE1/4,
SEC 3,
T5S, R69W

N 89°43'11" E
10.78

POINT OF
BEGINNING

S CARR ST

NE COR,
SE1/4 NE1/4 SEC 3

S 09°39'12" E
14.87

FOOTHILLS GOLF COURSE
REC. NO. 91031244

SE1/4 NE1/4,
SEC 3,
T5S, R69W

NW1/4,
SEC 2,
T5S, R69W

S 01°04'15" W
651.10

N 00°50'31" E (BASIS OF BEARINGS)
E LINE, SE1/4 NE1/4, SEC. 3

PARCEL A
23,834 S.F. (0.547 AC) M/L

S 04°53'29" W
144.75



100 0 100
feet 1"=100' feet



2000 S. Colorado Blvd
Suite 6000
Denver, Colorado 80222
Phone: 303-586-5800
FAX: 303-586-5801
www.sehinc.com

SHEET 3
SHEET 4

EXHIBIT A - FOOTHILLS GOLF COURSE
PARCEL A

SHEET 4 OF 5

SHEET 3
SHEET 4

FOOTHILLS GOLF COURSE
REC. NO. 91031244

SE1/4 NE1/4,
SEC 3,
T5S, R69W

NW1/4,
SEC 2,
T5S, R69W

PARCEL A
23,834 S.F. (0.547 AC) M/L

E LINE, SE1/4 NE1/4 SEC 3
N 00°50'31" E (BASIS OF BEARINGS)

E1/4 COR, SEC 3

SW1/4,
SEC 2,
T5S, R69W

FOOTHILLS GOLF COURSE
REC. NO. 91031244

SE1/4,
SEC 3,
T5S, R69W



100 0 100
feet 1"=100' feet

S 01°42'44" W
84.71

S 05°27'50" W
134.20

S 09°17'18" W
64.40

S 03°18'14" E
41.76

S 58°27'25" W
64.52

S 71°51'45" W
28.86

S 19°42'00" W
31.53

S 01°14'03" W
286.67

S 01°59'44" W
95.02

S 89°59'06" W
12.00

S 31°39'52" E
14.19

S 41°01'41" E
59.17

S 44°56'27" E
65.73

POINT A

SHEET 4
SHEET 5

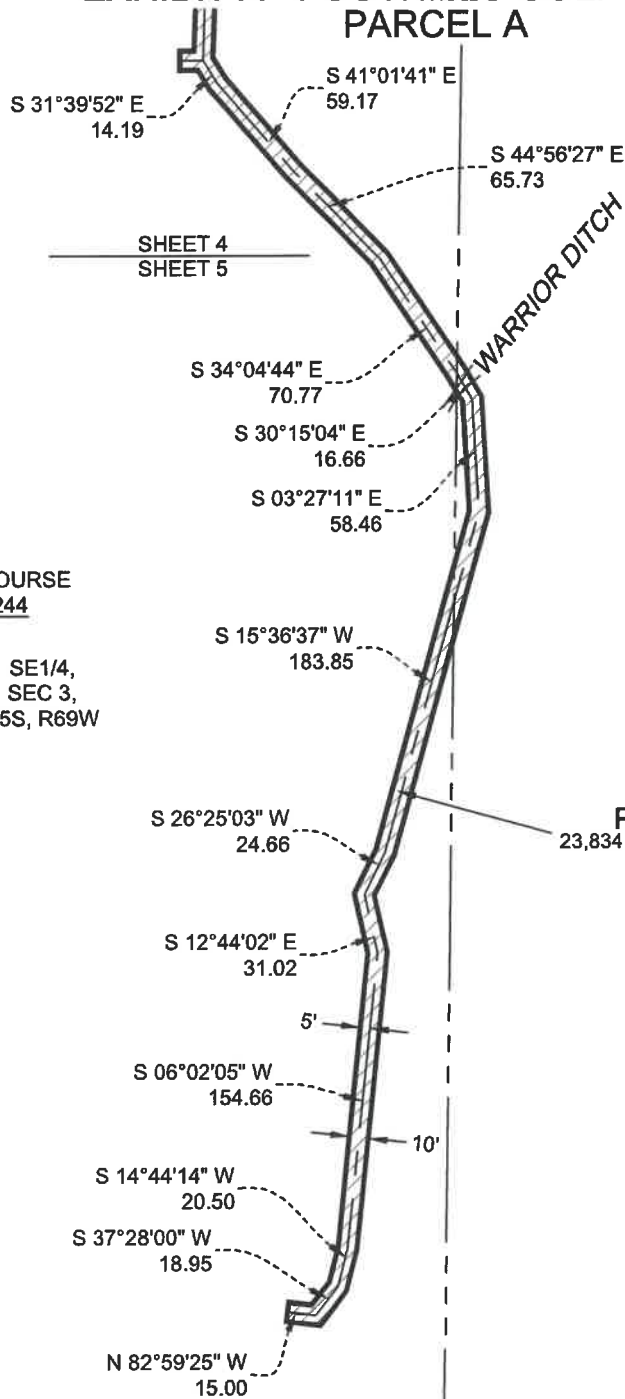


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X:\PI\PSCOC\1694672\1.0 Foothills Golf Course\9-survey\92-CAD\10-C3d\Foothills Golf Course.dwg

EXHIBIT A - FOOTHILLS GOLF COURSE PARCEL A

SHEET 5 OF 5



SHEET 4
SHEET 5

FOOTHILLS GOLF COURSE
REC. NO. 91031244

FOOTHILLS GOLF COURSE
REC. NO. 91031244

SE1/4,
SEC 3,
T5S, R69W

SW1/4,
SEC 2,
T5S, R69W

PARCEL A
23,834 S.F. (0.547 AC) M/L



100 0 100
feet 1"=100' feet



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FOOTHILLS PARK & RECREATION DISTRICT
Creating Community, Enhancing Health, Inspiring Play since 1959

DATE: October 24, 2023

MEMO TO: Foothills Board of Directors

FROM: Ronald Hopp, Executive Director

SUBJECT: Executive Director's Report

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

Name	Department
Ariana Sarro	Youth and Middle School Sports
Blake Rivard	B/A Devinney
Breanna Jonkoniec	Lilley Gulch Camp KOTM
Caitlyn Lahey	Gymnastics
Cameron White	Youth and Middle School Sports
Derek Schneider	Foothills Pro Shop & Operations
Dina Grimaldi	Wellness
Jack McCloskey	Lilley Gulch Camp KOTM
Jackson Holynski	Foothills Pro Shop & Operations
Jordan Majerus	Lilley Gulch Camp KOTM
Katya Kovac	Youth and Middle School Sports
Madelyn Culp	Peak Recreation Center
Makenna Acosta	Gymnastics
Meena Moin Afshar	Ridge Pool
Nicholas Sullivan	Ridge Recreation Center
Sarah Shibaro	Edge Ice Arena
Jeffrey Ehlinger	Meadows Driving Range
Zoe Heckel	Ridge Pool
Cali Hinchey-Weinrauch	B/A Devinney
Evan Karsten	Lilley Gulch Camp KOTM
Allyson Lee	Ridge Pool
Kevin Mcgeeney	Meadows Driving Range
Zoe Nash	Lilley Gulch Camp KOTM

Troy Betz
Dasia Vavrik
Clara Williams
Connor Sullivan

District Athletics
Children's Programs
Ridge Pool
Ridge Climbing Wall

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.

Wes Dulin was awarded the CARA Professional of the Year at the CPRA conference! Congratulations to Wes!

A Director/Manager/Supervisor meeting was held and topics of discussion were Finance/Budget Update, Capital Projects Update, Digital Accessibility, Open Discussion.

On Wednesday, September 27th, the District hosted a Sneak Peak Open House at Columbine West Pool! We were very excited to be able to allow swimming during the event in addition to giving the public an opportunity to see the improvements. The event was very successful with over 465 attending and several hundred participating in the swimming. Staff received very positive feedback from attendees with many expressing their excitement for when the pool opens next year. Thank you to Directors Trimble and Daughtrey for attending the event and former Director Butman attended the event as well.

We were hopeful that we could host a similar event at 6th Ave. West Pool as we did at Columbine West Pool, but the project has not yet received a Certificate of Occupancy, nor has the landscaping been installed. Additionally, because of the onset of colder weather, the pools and the buildings are being winterized and will not be available. As a result, we have decided to not hold an open house this fall, but instead will likely do a celebratory event and grand opening in the spring prior to the official opening of the pool.

Our Open Enrollment Benefits Fair took place Tuesday, October 24th. Representatives from our benefits vendors were available to provide information and answer questions. Open Enrollment will be October 24th – November 14th.

Email from Sixth Avenue West HOA President:

Hi Ron, Ken Last Here. The president of the Sixth Avenue West Neighborhood HOA and Robert Wrigley.

I want to thank you for your attention to our neighborhood and for addressing the pesky items that surface from our HOA from time to time (a little more frequent with the pool nearing completion). You're professionalism and care make FPR such a pleasant partnership. Please let me know if we can help you in any respect.

Sarah (McAfee) spent last Saturday in the neighborhood with a load of volunteers from the LDS church and some HOA members to clean up the drainage along upper Flora. She has a special skill to bring a project to fruition. We appreciate her and her outreach efforts.
No need to reply. Just a quick missive to let you know how much we appreciate your team.
Ken, SAWHOA

The Active Adult Open House on Friday, October 6, was a huge success! 27 sponsors participated and there were 150+ patrons who attended. Trishaws Rides and Virtual Reality Experience goggles added fun to the morning and Personal Training staff provided individualized Fitness Assessments. Fyzical PT held two sessions of the class, "Tips for Getting On & Off the Floor Safely." Healing Touch and Zero Balancing therapists, Rochelle Poland and Cindy Janechild, respectively, were on hand to share information and provide impromptu demonstrations. Many helped weave the different pieces of this event into an informative, fun morning for our patrons. THANK YOU!!

- Regina Smith, for her amazing support of all things Active Adult Open House.
- Jacqueline Bush for designing and printing *everything*.
- Kelly Rodriguez and Ann Schul for their guidance and expert help with every planning detail.
- Ann Schul for her knowledge of past Open Houses, availability for questions on a moment's notice and for organizing the patrons' Fitness Assessments.
- Kate Dragoo and Tory Pearson for their help promoting this event.
- Henrietta Petersen and Barb Starkey, for managing all of the finances.
- Kelly Rodriguez and the Maintenance staff, Chad, Patrick, Matt, Jason and Dan, for moving exercise equipment in the Peak's Lobby *early* Friday morning and for bringing in and returning 16 tables to the Ridge.

Incredible Volunteers:

- Kim Severa, set up on Thursday
- Jared Giammanco, checking in sponsors and hosting the Foothills' Information table
- David Mosher, Reilly Martinez, Alisa Rothe - hosting 40+ Fitness Assessments
- Wanda Carlile, Check-in table
- Bev Teigen, Check-in table
- Barb Gabrielle (her 13th Open House!), Morning coffee and snacks
- Kath Rafferty, Lunch and clean up
- Joannie Milito, Lunch and clean up
- Amy Ballow, Lunch and clean up
- Evelyn Kelly, Lunch and clean up
- Jane Baldwin, Lunch and clean up
- Mary Grice, Lunch and clean up
- Chris Ames and the awesome ladies from Knitting & Crochet Club
- Bill Stine, Bridge Club
- Nancy and Wayne Cassell, Mahjonn Club

Also a shout out to all the front desk staff across each facility who helped register patrons and answer questions over the last few months!

October 12th, the Foothills Golf Course played host to the annual Foothills employees' golf tournament, teeing off in a shotgun style on the Executive 9 golf course. Despite the chilly autumn day, 90 hardy employees took to the greens, making it a day to remember. We'd like to extend our sincere gratitude to the fantastic four who made it all happen - Joe Pinson and Maggie Camp of

Foothills Golf Course, and a big shout-out to Sarah McAfee and Andy Scinski. Their dedication and hard work ensured the event went off without a hitch. Also the incredible team at the Field House, who came to our rescue at the eleventh hour, opening their doors to keep us warm and well-fed. Normally the post activities are held outside in the "Grove area" at the Foothills Golf Course. Staff turned the Field House into the perfect warm sanctuary for our post-tournament festivities. This was a day of golf and employee camaraderie. Cheers to all who participated and helped make it a memorable event!

Bring the whole family to Foothills Park & Recreation District's BOO-rific Bash & Splash! This fun and affordable indoor trick-or-treating event allows children to dress in full costume, trick-or-treat among community business tables and enjoy fun activities. Swimming in the Ridge Pools is included in the festivities.

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

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	512.67	1,488.67	588.92	319.42	-	-	-	6,639.02
NORMANDY ESTATES	170.66	150.31	83.66	314.96	157.31	119.16	285.84	289.16	106.16	-	-	-	1,677.22
PLAINS METRO	51.00	3.50	-	30.00	-	-	28.50	44.00	25.00	-	-	-	182.00
ROXBOROUGH VILLAGE	2,033.76	1,161.67	1,414.21	3,349.49	1,519.40	1,650.40	3,255.67	1,486.89	776.64	-	-	-	16,648.13
TRAILMARK	1,058.50	665.00	543.75	2,073.90	824.31	931.25	1,942.39	1,078.15	329.42	-	-	-	9,446.67
VINTAGE RESERVE	139.34	293.10	16.99	611.50	112.50	177.75	820.80	330.00	127.75	-	-	-	2,629.73
MONTHLY TOTALS	4,235.68	2812.34	2,659.28	7,583.02	3,217.84	3,391.23	7,821.87	3,817.12	1,684.39	0.00	0.00	0.00	37,222.77

FOOTHILLS PARK & RECREATION DISTRICT

Creating Community, Enhancing Health, Inspiring Play

DATE: **October 24, 2023**

TO: **Foothills Board of Directors**

FROM: **Dennis Weiner, Director of Finance and Administrative Services**

SUBJECT: **SEPTEMBER FINANCIAL UPDATE**

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

**EXECUTIVE SUMMARY OF THE DISTRICT
ACTUAL VS BUDGET FOR THE YEAR-TO-DATE PERIOD ENDED 9/30/2023**

Total Year-to Date Operating Revenue:

Total District Year-to-Date Operating Revenues are \$16,367,589 versus a budget of \$14,456,729 or \$1,910,861 higher than planned due to the following:

- Admission Fee Revenues were \$12,125,370, which was \$1,315,223 better than planned.
 - Recreation admission fees were \$262,011 lower than planned driven by lower admission fees in Children's programs for Before and After Care and All Day Care programs and lower admission fees collected in Aquatics and Indoor Athletics, partially offset by higher than planned fee revenue in Fitness, Facility Operations and at the Edge Ice Arena for Hockey, Group Lessons and Figure Skating.
 - Golf admission fees, including Golf Development and Improvement Fund revenue, were \$5,112,117, which was better than plan by \$1,577,234 because of a higher number of rounds played than planned at both District golf courses.
- Rentals were \$3,185,611, which was higher than plan by \$446,774 resulting from higher than planned rental revenue from carts at both District golf courses, partially offset by lower than planned field rentals in District Athletics.
- Merchandise sales were better than plan by \$75,796, because of higher than planned levels of sales at The Meadows Golf Club pro shop.

Total Year-To-Date Operating Expenditures:

Total District Year-to-Date Operating Expenditures are \$18,723,181 versus budget of \$19,703,291 or \$980,110 better than planned due to the following:

- Salaries and Wages expenditures were \$10,029,174, which was better than plan by \$539,524, or roughly 5.1%. Full-Time Salaries were better than budget by \$151,804 mainly because of 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 \$387,720 due to the delay in opening Columbine West and Sixth Avenue West pool locations, a first quarter conversion to full-time of a budgeted part-time position in the Arts department and lower part-time hours in Parks, Children's Programs and Athletics related to unfilled part-time positions.
- Personnel expenditures were \$157,244 lower than planned, resulting from lower than planned health insurance and payroll tax expenditures related to lower staff levels.

- Supplies expenditures were \$115,858 higher than budgeted due to higher expenditures on facility and pool repair parts and operating supplies and higher cost of sales than planned driven by higher levels of merchandise sales in golf.
- Purchased Services expenditures were \$204,368 lower than budgeted due to lower election and public relations expenditures.
- Utilities were \$1,558,686, which was lower than planned by \$234,664. Electric, natural gas and water expenditures were better than planned by \$31,027, \$19,145 and \$184,492, respectively due to lower than planned usage.

Net Operating Loss:

Net Operating Loss was \$2,355,592 compared to a planned Net Operating Loss of \$5,246,563, or \$2,890,971 better than plan, driven by higher than planned revenue from Golf and lower than budgeted Salaries, Personnel and Utility expenditures throughout the District.

Non-Operating Revenue and Expenditures:

Net Non-Operating Expenditures were \$2,818,438, which was \$1,844,144 better than plan primarily due to the following:

- Investment income was better than planned by \$1,095,072 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 \$27,401 because of higher than planned taxes collected from vehicle registrations within Jefferson County.
- Conservation Trust Fund revenues from lottery sales were \$39,922 better than planned.
- Contributions and Grants were better than planned by \$301,547 driven by funds received for Children's Programs under the Childcare Stabilization and Workforce Retention Grant.
- Insurance Proceeds were better than plan by \$379,308 mainly due to reimbursements received from insurance under a claim for the roof replacement over the east rink at the Edge Ice Arena.
- Property Tax Revenue was \$30,921 lower than planned because of slower collection of property taxes by the County than anticipated.

Net Revenue/Expenditures:

As a result, through September 30, 2023, Net Expenditure were \$5,174,029, which was \$4,735,116 favorable to plan because of better-than-expected Net Operating Loss, investment income, grant revenue, Conservation Trust Fund revenues and unplanned insurance proceeds.

Foothills Park & Recreation District
Summary of All Units
Saturday, September 30, 2023

	September			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	\$1,508,974	\$1,111,763	\$397,211	\$12,125,370	\$10,810,147	\$1,315,223	\$12,889,585	\$764,215	94.07%	\$9,898,895
Rentals	433,823	314,035	119,788	3,185,611	2,738,837	446,774	3,452,548	266,937	92.27%	2,919,911
Merchandise Sales	59,608	39,042	20,566	400,754	324,958	75,796	408,001	7,247	98.22%	412,474
Concessions and Other Contracts	59,516	43,471	16,045	576,860	516,851	60,009	713,758	136,898	80.82%	499,834
Other Revenue	9,326	5,847	3,480	78,995	65,935	13,060	76,608	(2,387)	103.12%	86,425
TOTAL OPERATING REVENUES	2,071,247	1,514,157	557,090	16,367,589	14,456,729	1,910,861	17,540,500	1,172,911	93.31%	13,817,538
OPERATING EXPENDITURES										
Salaries and Wages	1,047,397	1,079,431	32,034	10,029,174	10,568,699	539,524	13,540,724	3,511,550	74.07%	9,333,175
Personnel	172,447	187,786	15,339	1,904,445	2,061,689	157,244	2,599,220	694,774	73.27%	1,869,682
Supplies	292,694	251,921	(40,774)	2,467,798	2,351,940	(115,858)	2,820,099	352,302	87.51%	2,120,560
Purchased Services	273,714	239,497	(34,217)	2,492,792	2,697,160	204,368	3,351,203	858,412	74.38%	2,338,511
Utilities	250,342	256,112	5,769	1,558,686	1,793,350	234,664	2,200,132	641,445	70.85%	1,741,575
Insurance	28,759	25,497	(3,262)	263,693	230,453	(33,240)	306,944	43,251	85.91%	218,771
Other Expenditures	(1,020)	-	1,020	6,593	-	(6,593)	-	(6,593)	0.00%	(4,570)
TOTAL OPERATING EXPENDITURES	2,064,332	2,040,242	(24,090)	18,723,181	19,703,291	980,110	24,818,322	6,095,141	75.44%	17,617,703
NET OPERATING REVENUE/(EXPENDITURES)	6,915	(526,085)	533,000	(2,355,592)	(5,246,563)	2,890,971	(7,277,822)	(4,922,230)	32.37%	(3,800,165)
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%	110,449
Property Taxes Collected for Operations	12,298	19,790	(7,492)	14,004,917	14,035,837	(30,921)	14,091,268	86,351	99.39%	14,125,111
Specific Ownership Taxes	82,821	87,587	(4,765)	767,222	739,821	27,401	994,350	227,129	77.16%	751,904
Conservation Trust	117,669	137,202	(19,534)	451,529	411,607	39,922	548,809	97,280	82.27%	429,933
Contributions and Grants	745	2,163	(1,418)	666,902	365,355	301,547	365,055	(301,847)	182.69%	1,294,614
Investment Income	151,685	14,375	137,310	1,266,640	171,568	1,095,072	205,207	(1,061,433)	617.25%	367,724
QEBC Interest Expense Subsidy	-	-	-	-	-	-	-	-	0.00%	4,459
Gain/(Loss) on Sale of Capital Assets	16,349	-	16,349	16,349	-	16,349	-	(16,349)	0.00%	13,491
Proceeds from Insurance	-	-	-	379,308	-	379,308	-	(379,308)	0.00%	9,171
Other Income	-	-	-	1,577	-	1,577	-	(1,577)	0.00%	3,584
TOTAL NON-OPERATING REVENUE	381,567	261,117	120,449	17,595,726	15,762,737	1,832,990	46,017,155	28,421,429	38.24%	17,147,534
NON-OPERATING EXPENDITURES										
Grant Expenditures	1,119	3,833	2,713	110,433	113,139	2,706	123,432	12,999	89.47%	97,337
Facilities & Equipment Repairs and Replacements	2,766,887	2,766,887	-	19,282,262	19,282,762	500	34,826,820	15,544,558	55.37%	13,505,871
Debt Payments	-	-	-	-	-	-	1,945,000	1,945,000	0.00%	355,200
Interest Expense	-	-	-	813,331	813,331	-	1,626,663	813,331	50.00%	855,939
Other Expenditures	4,791	297	(4,494)	208,138	216,088	7,950	217,419	9,281	95.73%	313,233
TOTAL NON-OPERATING EXPENDITURES	2,772,797	2,771,017	(1,780)	20,414,164	20,425,319	11,155	38,739,334	18,325,170	52.70%	15,127,581
NET REVENUE/(EXPENDITURES)	(2,384,316)	(3,035,984)	651,669	(5,174,029)	(9,909,145)	4,735,116	0	5,174,029		(1,780,213)
TOTAL REVENUE	2,452,814	1,775,275	677,539	33,963,316	30,219,465	3,743,851	63,557,655	29,594,340	53.44%	30,965,072
TOTAL EXPENDITURES	4,837,130	4,811,259	(25,870)	39,137,345	40,128,610	991,265	63,557,655	24,420,311	61.58%	32,745,285
NET REVENUE/(EXPENDITURES)	(2,384,316)	(3,035,984)	651,669	(5,174,029)	(9,909,145)	4,735,116	0	5,174,029		(1,780,213)

Foothills Park & Recreation District
Summary of All Units
Saturday, September 30, 2023

	September			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%	118,770
Leisure Services Summary - Admission Fees	786,275	714,939	71,336	7,013,253	7,275,264	(262,011)	8,926,169	1,912,916	78.57%	5,429,641
Golf Summary - Admission Fees	680,692	379,724	300,968	4,817,849	3,271,471	1,546,378	3,687,080	(1,130,769)	130.67%	4,079,114
Other Funds - Admission Fees	42,007	17,100	24,907	294,268	263,412	30,856	276,336	(17,932)	106.49%	271,371
Total Admission Fees	1,508,974	1,111,763	397,211	12,125,370	10,810,147	1,315,223	12,889,585	764,215	94.07%	9,898,895
Rentals:										
Total Parks and Clement Park - Rentals	21,335	15,261	6,074	138,353	114,104	24,249	116,813	(21,540)	118.44%	185,761
Leisure Services Summary - Rentals	196,363	198,467	(2,104)	1,661,718	1,735,289	(73,571)	2,346,791	685,073	70.81%	1,460,881
Golf Summary - Rentals	216,125	100,307	115,818	1,385,540	889,445	496,095	988,944	(396,596)	140.10%	1,273,269
Total Rentals	433,823	314,035	119,788	3,185,611	2,738,837	446,774	3,452,548	266,937	92.27%	2,919,911
Merchandise Sales:										
Leisure Services Summary - Merchandise Sales	5,756	6,942	(1,186)	54,154	55,853	(1,699)	79,296	25,142	68.29%	50,834
Golf Summary - Merchandise Sales	53,851	32,100	21,751	346,599	269,105	77,494	328,705	(17,894)	105.44%	361,640
Total Merchandise Sales	59,608	39,042	20,566	400,754	324,958	75,796	408,001	7,247	98.22%	412,474
Concessions and Other Contracts:										
Administration - Concessions and Other Contracts	-	-	-	10,000	10,000	-	10,000	-	100.00%	10,000
Total Parks and Clement Park - Concessions and Other Contracts	-	-	-	4,392	4,392	0	4,392	0	100.01%	4,392
Leisure Services Summary - Concessions and Other Contracts	46,081	42,871	3,210	501,415	497,059	4,356	637,747	136,332	78.62%	439,492
Golf Summary - Concessions and Other Contracts	13,436	600	12,836	61,053	5,400	55,653	61,619	566	99.08%	45,949
Total Concessions and Other Contracts	59,516	43,471	16,045	576,860	516,851	60,009	713,758	136,898	80.82%	499,834
Other Revenue:										
Administration - Other Revenue	1,804	275	1,529	18,720	8,775	9,945	9,050	(9,670)	206.85%	11,206
Total Parks and Clement Park - Other Revenue	-	1,800	(1,800)	5,331	15,300	(9,969)	18,000	12,669	29.62%	5,996
Leisure Services Summary - Other Revenue	7,480	3,032	4,449	53,723	35,770	17,953	42,450	(11,273)	126.56%	65,944
Golf Summary - Other Revenue	42	740	(698)	1,220	6,090	(4,870)	7,108	5,888	17.16%	3,278
Total Other Revenue	9,326	5,847	3,480	78,995	65,935	13,060	76,608	(2,387)	103.12%	86,425
TOTAL OPERATING REVENUES:										
Administration - TOTAL OPERATING REVENUES	1,804	275	1,529	28,720	18,775	9,945	19,050	(9,670)	150.76%	21,206
Total Parks and Clement Park - TOTAL OPERATING REVENUES	21,335	17,061	4,274	148,077	133,796	14,281	139,205	(8,872)	106.37%	314,919
Leisure Services Summary - TOTAL OPERATING REVENUES	1,041,955	966,250	75,705	9,284,264	9,599,235	(314,971)	12,032,453	2,748,189	77.16%	7,446,793
Golf Summary - TOTAL OPERATING REVENUES	964,146	513,471	450,675	6,612,260	4,441,511	2,170,750	5,073,456	(1,538,804)	130.33%	5,763,250
Other Funds - TOTAL OPERATING REVENUES	42,007	17,100	24,907	294,268	263,412	30,856	276,336	(17,932)	106.49%	271,371

	September			YTD			2023			2022 YTD
	2023	2023	Fav/(Unfav)	2023	2023	Fav/(Unfav)	Original	Remaining	%	
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Budget	Completed	
Total TOTAL OPERATING REVENUES	2,071,247	1,514,157	557,090	16,367,589	14,456,729	1,910,861	17,540,500	1,172,911	93.31%	13,817,538
OPERATING EXPENDITURES										
Salaries and Wages:										
Administration - Salaries and Wages	103,012	104,862	1,850	941,421	952,985	11,564	1,273,727	332,306	73.91%	912,878
Total Parks and Clement Park - Salaries and Wages	192,094	209,792	17,698	1,761,798	1,864,434	102,636	2,428,875	667,077	72.54%	1,549,091
Leisure Services Summary - Salaries and Wages	540,621	558,540	17,919	5,549,431	5,975,570	426,139	7,622,841	2,073,410	72.80%	5,183,378
Golf Summary - Salaries and Wages	211,671	206,237	(5,434)	1,775,555	1,772,710	(2,846)	2,212,281	436,726	80.26%	1,687,828
Other Funds - Salaries and Wages	-	-	-	969	3,000	2,031	3,000	2,031	32.30%	-
Total Salaries and Wages	1,047,397	1,079,431	32,034	10,029,174	10,568,699	539,524	13,540,724	3,511,550	74.07%	9,333,175
Personnel:										
Administration - Personnel	15,457	18,910	3,453	193,643	202,261	8,618	251,599	57,955	76.97%	194,621
Total Parks and Clement Park - Personnel	40,342	42,237	1,896	442,981	454,111	11,130	577,883	134,903	76.66%	413,788
Leisure Services Summary - Personnel	86,360	94,815	8,455	959,737	1,074,231	114,494	1,358,684	398,946	70.64%	947,988
Golf Summary - Personnel	30,288	31,823	1,535	308,041	330,776	22,736	410,745	102,704	75.00%	313,286
Other Funds - Personnel	-	-	-	44	310	266	310	266	14.14%	-
Total Personnel	172,447	187,786	15,339	1,904,445	2,061,689	157,244	2,599,220	694,774	73.27%	1,869,682
Supplies:										
Administration - Supplies	17,653	(11)	(17,664)	40,395	15,270	(25,125)	30,788	(9,607)	131.20%	23,023
Total Parks and Clement Park - Supplies	86,952	54,634	(32,318)	562,318	611,891	49,573	679,165	116,847	82.80%	498,990
Leisure Services Summary - Supplies	62,284	89,372	27,088	935,135	862,045	(73,090)	1,069,074	133,940	87.47%	820,421
Golf Summary - Supplies	107,956	96,590	(11,366)	832,444	768,311	(64,133)	946,649	114,205	87.94%	778,125
Other Funds - Supplies	17,849	11,335	(6,514)	97,506	94,423	(3,083)	94,423	(3,083)	103.27%	-
Total Supplies	292,694	251,921	(40,774)	2,467,798	2,351,940	(115,858)	2,820,099	352,302	87.51%	2,120,560
Purchased Services:										
Administration - Purchased Services	41,767	45,545	3,779	556,698	682,319	125,621	818,332	261,634	68.03%	603,144
Total Parks and Clement Park - Purchased Services	63,377	43,803	(19,573)	416,309	442,461	26,152	519,693	103,383	80.11%	362,229
Leisure Services Summary - Purchased Services	114,417	124,052	9,635	1,125,613	1,207,487	81,874	1,568,006	442,393	71.79%	1,004,253
Golf Summary - Purchased Services	43,390	26,096	(17,294)	369,117	324,625	(44,491)	404,906	35,789	91.16%	368,885
Other Funds - Purchased Services	10,764	-	(10,764)	25,054	40,267	15,213	40,267	15,213	62.22%	-
Total Purchased Services	273,714	239,497	(34,217)	2,492,792	2,697,160	204,368	3,351,203	858,412	74.38%	2,338,511
Utilities:										
Administration - Utilities	25,897	(2,798)	(28,694)	(11,184)	(25,396)	(14,212)	(27,654)	(16,470)	40.44%	12,148
Total Parks and Clement Park - Utilities	99,694	135,192	35,498	535,818	727,285	191,467	820,139	284,321	65.33%	647,800
Leisure Services Summary - Utilities	68,202	70,755	2,553	716,222	756,567	40,345	984,752	268,529	72.73%	749,524
Golf Summary - Utilities	56,550	52,962	(3,588)	317,830	334,894	17,064	422,895	105,065	75.16%	332,103
Total Utilities	250,342	256,112	5,769	1,558,686	1,793,350	234,664	2,200,132	641,445	70.85%	1,741,575

	September			YTD			2023			2022 YTD
	2023	2023	Fav/(Unfav)	2023	2023	Fav/(Unfav)	Original	Remaining	%	
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Budget	Completed	
Insurance:										
Administration - Insurance	9,224	10,377	1,152	82,996	93,391	10,395	124,522	41,526	66.65%	83,368
Total Parks and Clement Park - Insurance	6,058	5,612	(446)	59,410	50,510	(8,900)	67,347	7,937	88.22%	45,356
Leisure Services Summary - Insurance	11,976	8,449	(3,527)	107,780	77,023	(30,757)	102,370	(5,410)	105.28%	80,809
Golf Summary - Insurance	1,501	1,059	(442)	13,506	9,529	(3,977)	12,705	(801)	106.30%	9,238
Total Insurance	28,759	25,497	(3,262)	263,693	230,453	(33,240)	306,944	43,251	85.91%	218,771
Other Expenditures:										
Leisure Services Summary - Other Expenditures	(1,439)	-	1,439	355	-	(355)	-	(355)	0.00%	(904)
Golf Summary - Other Expenditures	419	-	(419)	6,239	-	(6,239)	-	(6,239)	0.00%	(3,666)
Total Other Expenditures	(1,020)	-	1,020	6,593	-	(6,593)	-	(6,593)	0.00%	(4,570)
TOTAL OPERATING EXPENDITURES:										
Administration - TOTAL OPERATING EXPENDITURES	213,009	176,885	(36,124)	1,803,969	1,920,830	116,861	2,471,313	667,344	73.00%	1,829,182
Total Parks and Clement Park - TOTAL OPERATING EXPENDITURES	488,516	491,271	2,755	3,778,634	4,150,692	372,059	5,093,102	1,314,468	74.19%	3,517,254
Leisure Services Summary - TOTAL OPERATING EXPENDITURES	882,420	945,984	63,563	9,394,273	9,952,923	558,650	12,705,726	3,311,453	73.94%	8,785,469
Golf Summary - TOTAL OPERATING EXPENDITURES	451,774	414,767	(37,006)	3,622,732	3,540,846	(81,886)	4,410,181	787,449	82.14%	3,485,799
Other Funds - TOTAL OPERATING EXPENDITURES	28,613	11,335	(17,277)	123,573	138,000	14,427	138,000	14,427	89.55%	-
Total TOTAL OPERATING EXPENDITURES	2,064,332	2,040,242	(24,090)	18,723,181	19,703,291	980,110	24,818,322	6,095,141	75.44%	17,617,703
NET OPERATING REVENUE/(EXPENDITURES):										
Administration - NET OPERATING REVENUE/(EXPENDITURES)	(211,206)	(176,610)	(34,596)	(1,775,249)	(1,902,055)	126,806	(2,452,263)	(677,014)	72.39%	(1,807,976)
Total Parks and Clement Park - NET OPERATING REVENUE/(EXPENDITURES)	(467,181)	(474,210)	7,029	(3,630,557)	(4,016,896)	386,340	(4,953,897)	(1,323,340)	73.29%	(3,202,335)
Leisure Services Summary - NET OPERATING REVENUE/(EXPENDITURES)	159,535	20,267	139,268	(110,010)	(353,689)	243,679	(673,273)	(563,264)	16.34%	(1,338,676)
Golf Summary - NET OPERATING REVENUE/(EXPENDITURES)	512,372	98,704	413,669	2,989,528	900,665	2,088,864	663,275	(2,326,253)	450.72%	2,277,451
Other Funds - NET OPERATING REVENUE/(EXPENDITURES)	13,394	5,765	7,630	170,694	125,412	45,282	138,336	(32,358)	123.39%	271,371
Total NET OPERATING REVENUE/(EXPENDITURES)	6,915	(526,085)	533,000	(2,355,592)	(5,246,563)	2,890,971	(7,277,822)	(4,922,230)	32.37%	(3,800,165)
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%	110,449
Total Property Taxes Collected to Pay GO Bonds	-	-	-	-	-	-	-	-	0.00%	110,449
Property Taxes Collected for Operations:										
Administration - Property Taxes Collected for Operations	(446,969)	(439,477)	(7,492)	8,772,705	8,803,626	(30,921)	5,723,845	(3,048,859)	153.27%	9,293,781
Total Parks and Clement Park - Property Taxes Collected for Operations	474,215	474,215	0	4,040,203	4,040,204	(1)	4,977,218	937,015	81.17%	3,347,813

	September			YTD			2023			
	2023	2023	Fav/(Unfav)	2023	2023	Fav/(Unfav)	Original	Remaining	%	2022
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Budget	Completed	YTD
Leisure Services Summary - Property Taxes Collected for Operations	72,347	72,347	0	905,719	905,718	1	1,147,604	241,885	78.92%	909,859
Other Funds - Property Taxes Collected for Operations	(87,295)	(87,295)	0	286,290	286,290	0	2,242,601	1,956,311	12.77%	573,658
Total Property Taxes Collected for Operations	12,298	19,790	(7,492)	14,004,917	14,035,837	(30,921)	14,091,268	86,351	99.39%	14,125,111
Specific Ownership Taxes:										
Other Funds - Specific Ownership Taxes	82,821	87,587	(4,765)	767,222	739,821	27,401	994,350	227,129	77.16%	751,904
Total Specific Ownership Taxes	82,821	87,587	(4,765)	767,222	739,821	27,401	994,350	227,129	77.16%	751,904
Conservation Trust:										
Other Funds - Conservation Trust	117,669	137,202	(19,534)	451,529	411,607	39,922	548,809	97,280	82.27%	429,933
Total Conservation Trust	117,669	137,202	(19,534)	451,529	411,607	39,922	548,809	97,280	82.27%	429,933
Contributions and Grants:										
Total Parks and Clement Park - Contributions and Grants	603	-	603	4,973	-	4,973	-	(4,973)	0.00%	3,302
Leisure Services Summary - Contributions and Grants	-	1,963	(1,963)	360,678	122,616	238,062	122,616	(238,062)	294.15%	869,027
Other Funds - Contributions and Grants	142	200	(58)	301,251	242,739	58,512	242,439	(58,812)	124.26%	422,285
Total Contributions and Grants	745	2,163	(1,418)	666,902	365,355	301,547	365,055	(301,847)	182.69%	1,294,614
Investment Income:										
Administration - Investment Income	151,685	14,375	137,310	1,266,640	171,568	1,095,072	205,207	(1,061,433)	617.25%	367,724
Total Investment Income	151,685	14,375	137,310	1,266,640	171,568	1,095,072	205,207	(1,061,433)	617.25%	367,724
QEBC Interest Expense Subsidy:										
Other Funds - QEBC Interest Expense Subsidy	-	-	-	-	-	-	-	-	0.00%	4,459
Total QEBC Interest Expense Subsidy	-	-	-	-	-	-	-	-	0.00%	4,459
Gain/(Loss) on Sale of Capital Assets:										
Other Funds - Gain/(Loss) on Sale of Capital Assets	16,349	-	16,349	16,349	-	16,349	-	(16,349)	0.00%	13,491
Total Gain/(Loss) on Sale of Capital Assets	16,349	-	16,349	16,349	-	16,349	-	(16,349)	0.00%	13,491
Proceeds from Insurance :										
Administration - Proceeds from Insurance	-	-	-	-	-	-	-	-	0.00%	5,000
Total Parks and Clement Park - Proceeds from Insurance	-	-	-	42,144	-	42,144	-	(42,144)	0.00%	-
Leisure Services Summary - Proceeds from Insurance	-	-	-	337,164	-	337,164	-	(337,164)	0.00%	4,171
Total Proceeds from Insurance	-	-	-	379,308	-	379,308	-	(379,308)	0.00%	9,171
Other Income:										
Other Funds - Other Income	-	-	-	1,577	-	1,577	-	(1,577)	0.00%	3,584
Total Other Income	-	-	-	1,577	-	1,577	-	(1,577)	0.00%	3,584

	September			YTD			2023			
	2023	2023	Fav/(Unfav)	2023	2023	Fav/(Unfav)	Original	Remaining	%	2022
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Budget	Completed	YTD
TOTAL NON-OPERATING REVENUE:										
Administration - TOTAL NON-OPERATING REVENUE	(295,284)	(425,101)	129,818	10,039,345	8,975,194	1,064,151	5,929,053	(4,110,292)	169.32%	9,666,505
Total Parks and Clement Park - TOTAL NON-OPERATING REVENUE	474,818	474,215	603	4,087,319	4,040,204	47,115	4,977,218	889,898	82.12%	3,351,115
Leisure Services Summary - TOTAL NON-OPERATING REVENUE	72,347	74,310	(1,963)	1,603,561	1,028,334	575,227	1,270,220	(333,341)	126.24%	1,783,057
Other Funds - TOTAL NON-OPERATING REVENUE	129,686	137,695	(8,009)	1,865,502	1,719,005	146,497	33,840,665	31,975,164	5.51%	2,346,857
Total TOTAL NON-OPERATING REVENUE	381,567	261,117	120,449	17,595,726	15,762,737	1,832,990	46,017,155	28,421,429	38.24%	17,147,534
NON-OPERATING EXPENDITURES										
Grant Expenditures:										
Leisure Services Summary - Grant Expenditures	-	-	-	-	-	-	-	-	0.00%	1,707
Other Funds - Grant Expenditures	1,119	3,833	2,713	110,433	113,139	2,706	123,432	12,999	89.47%	95,630
Total Grant Expenditures	1,119	3,833	2,713	110,433	113,139	2,706	123,432	12,999	89.47%	97,337
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	2,766,887	2,766,887	-	19,262,262	19,262,262	-	34,806,320	15,544,058	55.34%	13,485,871
Total Facilities & Equipment Repairs and Replacements	2,766,887	2,766,887	-	19,282,262	19,282,762	500	34,826,820	15,544,558	55.37%	13,505,871
Debt Payments:										
Other Funds - Debt Payments	-	-	-	-	-	-	1,945,000	1,945,000	0.00%	355,200
Total Debt Payments	-	-	-	-	-	-	1,945,000	1,945,000	0.00%	355,200
Interest Expense:										
Other Funds - Interest Expense	-	-	-	813,331	813,331	-	1,626,663	813,331	50.00%	855,939
Total Interest Expense	-	-	-	813,331	813,331	-	1,626,663	813,331	50.00%	855,939
Other Expenditures:										
Administration - Other Expenditures	2,106	-	(2,106)	(6,473)	-	6,473	-	6,473	0.00%	93,000
Total Parks and Clement Park - Other Expenditures	5	5	0	3,308	3,308	0	3,321	13	99.62%	1,735
Other Funds - Other Expenditures	2,679	292	(2,387)	211,303	212,780	1,477	214,098	2,796	98.69%	218,498
Total Other Expenditures	4,791	297	(4,494)	208,138	216,088	7,950	217,419	9,281	95.73%	313,233
TOTAL NON-OPERATING EXPENDITURES:										
Administration - TOTAL NON-OPERATING EXPENDITURES	2,106	-	(2,106)	(6,473)	-	6,473	-	6,473	0.00%	93,000
Total Parks and Clement Park - TOTAL NON-OPERATING EXPENDITURES	5	5	0	23,308	23,308	0	23,321	13	99.95%	21,735
Leisure Services Summary - TOTAL NON-OPERATING EXPENDITURES	-	-	-	-	-	-	-	-	0.00%	1,707
Golf Summary - TOTAL NON-OPERATING EXPENDITURES	-	-	-	-	500	500	500	500	0.00%	-
Other Funds - TOTAL NON-OPERATING EXPENDITURES	2,770,686	2,771,012	326	20,397,329	20,401,511	4,183	38,715,513	18,318,184	52.69%	15,011,139
Total TOTAL NON-OPERATING EXPENDITURES	2,772,797	2,771,017	(1,780)	20,414,164	20,425,319	11,155	38,739,334	18,325,170	52.70%	15,127,581

	September			YTD			2023			2022 YTD
	2023	2023	Fav/(Unfav)	2023	2023	Fav/(Unfav)	Original	Remaining	%	
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Budget	Completed	
NET REVENUE/(EXPENDITURES):										
Administration - NET REVENUE/(EXPENDITURES)	(508,596)	(601,711)	93,116	8,270,569	7,073,140	1,197,430	3,476,790	(4,793,779)	237.88%	7,765,529
Total Parks and Clement Park - NET REVENUE/(EXPENDITURES)	7,631	-	7,631	433,455	-	433,455	-	(433,455)	0.00%	127,044
Leisure Services Summary - NET REVENUE/(EXPENDITURES)	231,882	94,576	137,306	1,493,551	674,645	818,906	596,946	(896,605)	250.20%	442,674
Golf Summary - NET REVENUE/(EXPENDITURES)	512,372	98,704	413,669	2,989,528	900,165	2,089,364	662,775	(2,326,753)	451.06%	2,277,451
Other Funds - NET REVENUE/(EXPENDITURES)	(2,627,606)	(2,627,553)	(53)	(18,361,132)	(18,557,094)	195,962	(4,736,512)	13,624,621	387.65%	(12,392,911)
Total NET REVENUE/(EXPENDITURES)	(2,384,316)	(3,035,984)	651,669	(5,174,029)	(9,909,145)	4,735,116	0	5,174,029		(1,780,213)
TOTAL REVENUE:										
Administration - TOTAL REVENUE	(293,480)	(424,826)	131,346	10,068,065	8,993,969	1,074,096	5,948,103	(4,119,962)	169.27%	9,687,711
Total Parks and Clement Park - TOTAL REVENUE	496,153	491,276	4,877	4,235,396	4,174,000	61,396	5,116,423	881,026	82.78%	3,666,033
Leisure Services Summary - TOTAL REVENUE	1,114,302	1,040,560	73,742	10,887,824	10,627,569	260,256	13,302,673	2,414,848	81.85%	9,229,850
Golf Summary - TOTAL REVENUE	964,146	513,471	450,675	6,612,260	4,441,511	2,170,750	5,073,456	(1,538,804)	130.33%	5,763,250
Other Funds - TOTAL REVENUE	171,693	154,795	16,898	2,159,769	1,982,417	177,353	34,117,001	31,957,232	6.33%	2,618,228
Total TOTAL REVENUE	2,452,814	1,775,275	677,539	33,963,316	30,219,465	3,743,851	63,557,655	29,594,340	53.44%	30,965,072
TOTAL EXPENDITURES:										
Administration - TOTAL EXPENDITURES	215,115	176,885	(38,230)	1,797,496	1,920,830	123,334	2,471,313	673,817	72.73%	1,922,182
Total Parks and Clement Park - TOTAL EXPENDITURES	488,521	491,276	2,754	3,801,942	4,174,000	372,058	5,116,423	1,314,481	74.31%	3,538,989
Leisure Services Summary - TOTAL EXPENDITURES	882,420	945,984	63,563	9,394,273	9,952,923	558,650	12,705,726	3,311,453	73.94%	8,787,176
Golf Summary - TOTAL EXPENDITURES	451,774	414,767	(37,006)	3,622,732	3,541,346	(81,386)	4,410,681	787,949	82.14%	3,485,799
Other Funds - TOTAL EXPENDITURES	2,799,299	2,782,347	(16,951)	20,520,902	20,539,511	18,609	38,853,513	18,332,611	52.82%	15,011,139
Total TOTAL EXPENDITURES	4,837,130	4,811,259	(25,870)	39,137,345	40,128,610	991,265	63,557,655	24,420,311	61.58%	32,745,285
NET REVENUE/(EXPENDITURES):										
Administration - NET REVENUE/(EXPENDITURES)	(508,596)	(601,711)	93,116	8,270,569	7,073,140	1,197,430	3,476,790	(4,793,779)	237.88%	7,765,529
Total Parks and Clement Park - NET REVENUE/(EXPENDITURES)	7,631	-	7,631	433,455	-	433,455	-	(433,455)	0.00%	127,044
Leisure Services Summary - NET REVENUE/(EXPENDITURES)	231,882	94,576	137,306	1,493,551	674,645	818,906	596,946	(896,605)	250.20%	442,674
Golf Summary - NET REVENUE/(EXPENDITURES)	512,372	98,704	413,669	2,989,528	900,165	2,089,364	662,775	(2,326,753)	451.06%	2,277,451
Other Funds - NET REVENUE/(EXPENDITURES)	(2,627,606)	(2,627,553)	(53)	(18,361,132)	(18,557,094)	195,962	(4,736,512)	13,624,621	387.65%	(12,392,911)
Total NET REVENUE/(EXPENDITURES)	(2,384,316)	(3,035,984)	651,669	(5,174,029)	(9,909,145)	4,735,116	0	5,174,029		(1,780,213)

Foothills Park & Recreation District as of September 30, 2023

	Operating Revenue			Operating Expenditures			Net Operating Revenue (Loss)		
	Actual	Budget	Variance Fav/(Unfav)	Actual	Budget	Variance Fav/(Unfav)	Actual	Budget	Variance Fav/(Unfav)
Administration									
Executive Director	10,573	10,000	573	566,213	679,873	113,660	(555,640)	(669,873)	114,233
Marketing	13,725	8,775	4,950	275,556	304,516	28,960	(261,831)	(295,741)	33,910
Finance	1,361		1,361	460,438	445,969	(14,469)	(459,077)	(445,969)	(13,108)
Human Resources	1,651		1,651	184,163	193,662	9,499	(182,512)	(193,662)	11,150
Information Technology	1,410		1,410	317,600	296,809	(20,791)	(316,190)	(296,809)	(19,381)
Total Adminstration	28,720	18,775	9,945	1,803,970	1,920,829	116,859	(1,775,250)	(1,902,054)	126,804
Parks									
Parks Administration	2,500		2,500	342,732	337,163	(5,569)	(340,232)	(337,163)	(3,069)
Fleet Maintenance	335		335	418,494	431,646	13,152	(418,159)	(431,646)	13,487
Urban Parks	2,135	9,194	(7,059)	1,370,772	1,620,663	249,891	(1,368,637)	(1,611,469)	242,832
Regional Parks	3,175	20,987	(17,812)	772,701	773,431	730	(769,526)	(752,444)	(17,082)
Kipling Villas				122,683	198,521	75,838	(122,683)	(198,521)	75,838
Park Rangers Urban and Regional				47,245	43,625	(3,620)	(47,245)	(43,625)	(3,620)
Clement Park	139,932	103,615	36,317	704,005	745,644	41,639	(564,073)	(642,029)	77,956
Total Parks	148,077	133,796	14,281	3,778,632	4,150,693	372,061	(3,630,555)	(4,016,897)	386,342
Leisure Service									
LS Adminstration				386,778	365,785	(20,993)	(386,778)	(365,785)	(20,993)
Esports	7,922	20,727	(12,805)	28,209	39,518	11,309	(20,287)	(18,791)	(1,496)
Lilley Gulch Rec Center	105,196	91,752	13,444	270,829	288,069	17,240	(165,633)	(196,317)	30,684
Peak Wellness Center	204,644	187,508	17,136	284,984	281,986	(2,998)	(80,340)	(94,478)	14,138
Ridge Rec Center	399,552	348,685	50,867	451,391	427,304	(24,087)	(51,839)	(78,619)	26,780
Climbing Wall	3,981	3,850	131	5,925	9,714	3,789	(1,944)	(5,864)	3,920
Total Facility Operations	721,295	652,522	68,773	1,041,338	1,046,591	5,253	(320,043)	(394,069)	74,026
Facility Maintenance	818		818	397,117	416,885	19,768	(396,299)	(416,885)	20,586
Fitness Programs	448,083	388,549	59,534	308,510	397,597	89,087	139,573	(9,048)	148,621
Cultural Arts	240,485	263,820	(23,335)	276,642	250,480	(26,162)	(36,157)	13,340	(49,497)
Active Adult Programs	24,680	18,613	6,067	28,260	51,393	23,133	(3,580)	(32,780)	29,200
Total Arts & Events	265,165	282,433	(17,268)	304,902	301,873	(3,029)	(39,737)	(19,440)	(20,297)
Children's Program Administratio	109,529	115,815	(6,286)	1,216,246	1,275,608	59,362	(1,106,717)	(1,159,793)	53,076
Children's Program Teen Program							-	-	-
Children's Program Preschool, AC	401,937	448,830	(46,893)	290,252	275,620	(14,632)	111,685	173,210	(61,525)
Children's Program B&A	925,124	1,002,598	(77,474)	239,847	289,448	49,601	685,277	713,150	(27,873)
Children's Program Camp	1,108,259	1,309,219	(200,960)	479,796	633,851	154,055	628,463	675,368	(46,905)
Total Children's Programs	2,544,849	2,876,462	(331,613)	2,226,141	2,474,527	248,386	318,708	401,935	(83,227)
Aquatics Administration	775		775	276,309	304,792	28,483	(275,534)	(304,792)	29,258
Deer Creek Pool	91,543	88,426	3,117	187,014	158,076	(28,938)	(95,471)	(69,650)	(25,821)
Columbine West Pool	3,758	104,657	(100,899)	31,692	176,875	145,183	(27,934)	(72,218)	44,284
Sixth Avenue West Pool	266	115,799	(115,533)	22,552	172,894	150,342	(22,286)	(57,095)	34,809
Lilley Gulch Pool	53,352	53,715	(363)	105,538	127,321	21,783	(52,186)	(73,606)	21,420
Ridge Pool	600,255	488,942	111,313	848,905	772,181	(76,724)	(248,650)	(283,239)	34,589
Weaver Hollow Pool	107,277	108,284	(1,007)	165,888	153,402	(12,486)	(58,611)	(45,118)	(13,493)
Total Aquatics	857,226	959,823	(102,597)	1,637,898	1,865,541	227,643	(780,672)	(905,718)	125,046
Edge	2,040,274	1,983,350	56,924	1,514,493	1,457,494	(56,999)	525,781	525,856	(75)
District Athletics Adult Sports	501,744	610,066	(108,322)	193,507	214,966	21,459	308,237	395,100	(86,863)
District Athletics Concessions/Misc	31,295	34,129	(2,834)	2,014	1,845	(169)	29,281	32,284	(3,003)
Schaefer Batting Cage	25,741	45,480	(19,739)	29,397	31,293	1,896	(3,656)	14,187	(17,843)
District Athletics Administration	61,239	51,461	9,778	127,986	129,122	1,136	(66,747)	(77,661)	10,914
Clement Park Batting Cage				(151)		151	151	-	151
Clement Park Concessions	4,655	6,690	(2,035)	2,390	2,070	(320)	2,265	4,620	(2,355)
Clement Splash Park	19,336	15,742	3,594	16,979	16,401	(578)	2,357	(659)	3,016
Youth & Middle School Sports	535,360	442,185	93,175	250,844	251,795	951	284,516	190,390	94,126
Gymnastics	260,120	299,627	(39,507)	178,373	178,728	355	81,747	120,899	(39,152)
Sports Specialty Programming	209,720	196,587	13,133	253,970	250,077	(3,893)	(44,250)	(53,490)	9,240
Racket Sports	57,070	83,117	(26,047)	24,068	54,991	30,923	33,002	28,126	4,876
Total District Athletics	1,706,280	1,785,084	(78,804)	1,079,377	1,131,288	51,911	626,903	653,796	(26,893)
Foothills Fieldhouse	370,245	339,080	31,165	254,628	234,544	(20,084)	115,617	104,536	11,081
Foothills Sports Arena	330,029	331,930	(1,901)	243,092	260,798	17,706	86,937	71,132	15,805
Total Indoor Athletics	700,274	671,010	29,264	497,720	495,342	(2,378)	202,554	175,668	26,886
Total Leisure Service	9,284,264	9,599,233	(314,969)	9,394,274	9,952,923	558,649	(110,610)	(353,690)	243,680
Golf									
Foothills Golf Course	3,883,812	2,596,973	1,286,839	1,844,940	1,927,769	82,829	2,038,872	669,204	1,369,668
Meadows Golf Course	2,728,448	1,844,538	883,910	1,777,792	1,613,077	(164,715)	950,656	231,461	719,195
Total Golf	6,612,260	4,441,511	2,170,749	3,622,732	3,540,846	(81,886)	2,989,528	900,665	2,088,863
Other Funds (Golf Developme	294,268	263,414	30,854	123,573	138,000	14,427	170,695	125,414	45,281
Total District	16,367,589	14,456,729	1,910,860	18,723,181	19,703,291	980,110	(2,355,592)	(5,246,562)	2,890,970

FOOTHILLS PARK & RECREATION DISTRICT

Creating Community, Enhancing Health, Inspiring Play since 1959

DATE: October 24, 2023

MEMO TO: Foothills Board of Directors

FROM: Ronald Hopp, Executive Director

SUBJECT: Capital Projects Report through September 30, 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: \$460,317

Budget Remaining: \$2,089,702

Scheduled Completion: Spring of 2024

Lakehurst Park (Moved to 2022 Mill Levy Park Projects)

- Construction Plans 100% complete
- Application for Grading Permit into County
- Playground is ordered

West Laurel Park

- Project awarded to SaBell's Civil and Landscape
- 2022 Mill Levy Projects start construction October 2023

Jim Hoida Memorial Park.

- 2022 Mill Levy Projects Start Construction October 2023
- Project awarded to SaBell's Civil and Landscape

Willow Creek Park

- Project awarded to SaBell's Civil and Landscape
- 2022 Mill Levy Projects start construction October 2023

Westbury Park

- 2022 Mill Levy Projects Start Construction October 2023
- Project awarded to SaBell's Civil and Landscape
- Playground completed by different contractor

Columbine West Park

- Included in Columbine West Pool Project Completed

Lakehurst West Park

- Concept plans for playground survey completed
- Community selected playground
- Project into County for permits process

Easton Regional Park

Budget: \$1,150,000

Expenses to Date: \$180,463

Budget Remaining: \$969,537

Scheduled Completion 2024

- Additional Pump installed at Hine Lake completed
- Plans at 75% completion in staff review
- County permit process started
- Promenade under contract, construction began October 17, 2023

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: \$259,859

Budget Remaining \$3,461.365

Phase 1 Design Completion: March 2022

- Jefferson County constructing Simms crossing completed
- 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
- Agreement with HOA for grading on their property document waiting for HOA signature

Eagle Meadows Playground

Budget: \$175,000

Expenses to Date: \$0

Budget Remaining: \$175,000

Completion: Fall 2023 (Community Build)

- Project Completed

Recreation

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: \$33,581.81

Budget Remaining: \$16,418.17

Scheduled Completion: 2023

- Meeting with the planning department and are in the design phase
- Equipment has been ordered with Star Playground

Outdoor Pool Reconstruction

Columbine and 6th West Pool Combined Estimate: \$14,931,748.00

Funding: District Capital Project Budget

Expenses to Date: \$14,973,684.84

Budget Remaining: \$ (41,936.84)

Scheduled Completion: Fall 2023

- Columbine Sneak Peek was September 27, 2023. We estimate that 365 people attended giving rave reviews of the newly renovated pool and facility.
- Substantial completion for Columbine West.
- Inspections are occurring for 6th Avenue West Pool.
- Landscaping continues and on-going.
- Pool and building winterization will occur in the next week.
- Certificate of Occupancy expected by October 20, 2023.
- Substantial completion expected by the end of the month.

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
 - 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
 - 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
 - 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
 - Planning and Zoning review is complete
 - The driving range bathroom building renovation is complete
 - The temporary clubhouse doublewide trailer was delivered May 18th
 - All golf operations are conducted out of the temporary clubhouse
 - 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
 - Xcel removed the transformer
 - Demolition of the old clubhouse is complete
 - Grading Permit has been approved
 - 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
 - Construction started in early January of 2023
 - 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 3rd week of June
 - 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
 - Overflow parking lot completed and open June 30th
 - Water loop tracking began July 19 (Denver Water) Cutting of asphalt with the plan of digging and replacing water line to be completed in the 1st week of August.
 - Majority of perimeter drain complete and backfilled as of 7-19
 - Main floor structure going in at this time 7-19
 - 50% complete on rough-in on cart barn or lower level 7-19
 - Start of steel stud framing on the last week of July in the lower level

- Overhead Plumbing Rough (Lower Level) completed
- Overhead Mechanical Rough (Lower Level) completed
- Overhead Electrical Rough (Lower Level) completed
- Waterline loop installation Phase 1 has been complete
- Wood Structure installation on 2nd level Glulam Columns and Glulam beams has begun in areas 1, 2 and 3.
- Installation of Tongue and Groove Roof Structure has begun
- Frame Interior Walls (Lower Level) has begun
- Install overhead Coiling Doors has begun
- Completed the superstructure structural steel, glulam structure is complete at the event/ kitchen space “shed roof” area and throughout the bar area “flat roof” section.
- Glulam structure is complete at the pro shop/office “gable roof” area and the crew is making good progress on the tongue and groove roof diaphragm.
- Interior framing on the lower level is 95% complete and MEP/fire sprinkler
- Drywall on this level first week of October.
- Exterior framing is 95% percent complete and exterior insulation being completed working from North to South estimate to be 60% complete with this scope.
- Interior framing and MEP rough in have begun on the main level once again moving from the North to the South.
- The hope for dry in by the end of October
- New Clubhouse is scheduled for completion in Mid-February 2024

Additional Golf Projects

- Entrance Fence – Foothills Golf Course \$30,000
 - (Completed) Old fence removed and new post installation began week of 5/15
- Retaining wall for Ex9 lake – Foothills Golf Course \$90,000
 - Bids have been received and set to begin fall of 2023
- Rebuild 6,000sqft. Putting green – Meadows Golf Course \$140,000
 - (In process) Began the 1st week of September, Expecting to lay sod 1st week of October.

Special Projects

Foothills Parks & Recreation District/McKinstry
 Energy Performance Contract Phase 2
 September 2023 Update

1. Financial Information:

Budget: \$7,980,073
 Funding: \$5,984,983 – COP, \$1,995,090 – 2020 Capital Budget
 Expenses to Date: \$7,294,995.52
 Budget Remaining: \$685,077.48

Scheduled Completion: Construction complete, AEM/M&V continuing through December 2024

2. Safety
 - a. No open items
3. Key Dates/Schedule
 - a. McKinstry assisted with the first monthly technical services call with Long on 9/29.
4. Submittals
 - a. No submittals were provided in the last month.
5. Lighting:
 - a. McKinstry is replacing one of the Lilley Gulch display case lights. The parts are due to arrive in November.
 - b. McKinstry will be troubleshooting a couple of wall packs that are out at EIA and replacing a fixture that went out on the East rink in the upcoming weeks. The East rink fixture is due to ship 10/18.
6. Mechanical
 - a. RTU-4's bearings and shafts have failed for the third time. We are awaiting one piece before scheduling install. There is currently temporary cooling in place being monitored by McKinstry. Trane is working to honor the request of an extended year warranty for RTU-4 once the new bearings and shaft are installed.
 - b. The Ridge Recreational Center Family pool was experiencing electrical issues. These were resolved. The BAS is not currently able to start the boiler. This will be addressed at Long's October technical service meeting. The EIA heat exchange is keeping the pool at temperature.
 - c. We are waiting for the spare bearings and shafts to arrive for the RRC RTUs.
 - d. McKinstry has suggested one last change to a nuisance alarm that has been occurring on the EIA heat exchange, this will be addressed at Long's October technical service meeting.
 - e. The LG pot feeder was found to be piped correctly. The as-built drawings have been revised to reflect this change.
 - f. Lilley Gulch HVAC-1's condensate drain came off, this was fixed by Trautman and Shreve.
 - g. An IT issue with Niagara was resolved with Long this month.
 - h. LG RTU-1's dead band on the graphic does not seem to be correlating with unit behavior. Long cannot make this change, it will need to be done by Trane, who has been notified of the issue and it will be addressed when Trane is out next.
7. Future Milestone Project Activities
 - a. October/November: Final Acceptance once the spare bearings and shafts are in hand.

FOOTHILLS PARK & RECREATION DISTRICT

Creating Community, Enhancing Health, Inspiring Play since 1959

DATE: October 24, 2023

MEMO TO: Board of Directors and Ronald Hopp

FROM: Dennis Weiner, Director of Finance and Administrative Services

SUBJECT: Administration Third Quarter 2023 Update

Administration Financial Performance through September 30, 2023

Total Operating Revenues are \$28,720, which was \$9,945 higher than plan because of higher than anticipated levels of advertisement sales:

Total Operating Expenditures are \$1,803,969 or \$116,861 better than planned mainly due to lower election expenditures for the year.

Total Net Non-Operating Revenues are \$10,045,818 or \$1,070,624 favorable to plan mainly because of higher than planned investment income due to higher yields and higher invested balances than planned, partially offset by lower property tax collections due to slower collections by Jefferson County.

Net Operating Revenue / Expenditure

As a result, net revenue for Administration through September 30, 2023 was \$8,270,569, which was higher than planned by \$1,197,430.

HR Department Updates

- Finalized updated Employee Handbook and distributed to staff.
- Planned and executed all-staff BBQ.
- Coordinated Employee Bike Ride event at Clement Park.
- Participate in Accessibility Steering Committee.
- Prepared for/implemented new employment laws.
 - Changes to HFWA
 - POWR Act
 - Job Application Fairness Act
- Monitoring federal Restoring Overtime Pay Act and potential impact for the District.
- Completed renewals for benefits.
 - Negotiated medical (Kaiser) renewal to 8.71% increase.
- Attended 401(k) Fiduciary Training (virtual).
- Processed background checks and MVRs for audit.
- Collected and reviewed mid-year check-ins.
- Held monthly Safety Meetings.

- Prepared HR department budget.

Training

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

Unemployment Claims

4 new claims

Insurance Claims

Automobile Claims: 1 new auto liability claim this quarter (hail damage to Clement Park vehicle)

General Liability Claims: 1 new general liability claims this quarter.

Property Claims: 1 new claim, vandalism to solar panels at Edge

Workers Compensation Claims: 7 new claims, 5 open claims (4 from Q3 2021, the other 1 are from previous quarters), \$2,930.99 paid out this quarter.

District Turnover

3rd Quarter District Turnover							
Status	#of Employees	Total Terminations	Voluntary Term	Involuntary Terms	Exempt	Non Exempt	Turnover Rate**
Full Time	113	7	6	1	5	2	6.2%
Part Time	603	161	157	4	0	161	26.7%
Totals	716	168	163	5	5	163	22.8%

Employment

		FT	Part Time	Seasonal	Total	Subs	Total Employees
2022	October	112	602	160	874	7	881
2023	October	113	603	110	826	8	834

IT Department Updates

- Installed Starlink satellite at new Columbine West and Sixth Avenue West pool locations.
- Continued work on annual refresh of desktop and laptop computer fleet.
- Added IT security measures for IT Department administrative users.

- Installed Meraki switches, firewall & PCs at Columbine West pool.
- Installed video server and surveillance cameras at Columbine West.
- Setup PTT (Push to talk) mobile phones for Park Rangers.
- Started process of replacing a portion of the District cellphone fleet with iPhone SE model.
- Continued work on the District's Digital accessibility compliance project.
- Continued work on Foothills Golf Course Clubhouse Technology Drawings with the construction team.
- Upgraded Adobe Acrobat for several individuals for use in the District Digital accessibility compliance process.
- Continued to replace end of life Wireless Access Points at District sites.
- Consolidated desktop / laptops to laptop only with docking stations for certain users without a need for both devices.
- Installed surveillance cameras at Quonset Hut in Easton Park.
- Installed Starter shack speaker at Foothills Golf Course.

Foothills Park & Recreation District
Administration
Saturday, September 30, 2023

	September			YTD			2023			2022
	2023	2023	Fav/(Unfav)	2023	2023	Fav/(Unfav)	Original	Remaining	%	2022
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Budget	Completed	YTD
OPERATING REVENUES										
Concessions and Other Contracts	-	-	-	\$10,000	\$10,000	-	\$10,000	-	100.00%	\$10,000
Other Revenue	1,804	275	1,529	18,720	8,775	9,945	9,050	(9,670)	206.85%	11,206
TOTAL OPERATING REVENUES	1,804	275	1,529	28,720	18,775	9,945	19,050	(9,670)	150.76%	21,206
OPERATING EXPENDITURES										
Salaries and Wages	103,012	104,862	1,850	941,421	952,985	11,564	1,273,727	332,306	73.91%	912,878
Personnel	15,457	18,910	3,453	193,643	202,261	8,618	251,599	57,955	76.97%	194,621
Supplies	17,653	(11)	(17,664)	40,395	15,270	(25,125)	30,788	(9,607)	131.20%	23,023
Purchased Services	41,767	45,545	3,779	556,698	682,319	125,621	818,332	261,634	68.03%	603,144
Utilities	25,897	(2,798)	(28,694)	(11,184)	(25,396)	(14,212)	(27,654)	(16,470)	40.44%	12,148
Insurance	9,224	10,377	1,152	82,996	93,391	10,395	124,522	41,526	66.65%	83,368
TOTAL OPERATING EXPENDITURES	213,009	176,885	(36,124)	1,803,969	1,920,830	116,861	2,471,313	667,344	73.00%	1,829,182
NET OPERATING REVENUE/(EXPENDITURES)	(211,206)	(176,610)	(34,596)	(1,775,249)	(1,902,055)	126,806	(2,452,263)	(677,014)	72.39%	(1,807,976)
NON-OPERATING REVENUE										
Property Taxes Collected for Operations	(446,969)	(439,477)	(7,492)	8,772,705	8,803,626	(30,921)	5,723,845	(3,048,859)	153.27%	9,293,781
Investment Income	151,685	14,375	137,310	1,266,640	171,568	1,095,072	205,207	(1,061,433)	617.25%	367,724
Proceeds from Insurance	-	-	-	-	-	-	-	-	0.00%	5,000
TOTAL NON-OPERATING REVENUE	(295,284)	(425,101)	129,818	10,039,345	8,975,194	1,064,151	5,929,053	(4,110,292)	169.32%	9,666,505
NON-OPERATING EXPENDITURES										
Other Expenditures	2,106	-	(2,106)	(6,473)	-	6,473	-	6,473	0.00%	93,000
TOTAL NON-OPERATING EXPENDITURES	2,106	-	(2,106)	(6,473)	-	6,473	-	6,473	0.00%	93,000
NET REVENUE/(EXPENDITURES)	(508,596)	(601,711)	93,116	8,270,569	7,073,140	1,197,430	3,476,790	(4,793,779)	237.88%	7,765,529
TOTAL REVENUE	(293,480)	(424,826)	131,346	10,068,065	8,993,969	1,074,096	5,948,103	(4,119,962)	169.27%	9,687,711
TOTAL EXPENDITURES	215,115	176,885	(38,230)	1,797,496	1,920,830	123,334	2,471,313	673,817	72.73%	1,922,182
NET REVENUE/(EXPENDITURES)	(508,596)	(601,711)	93,116	8,270,569	7,073,140	1,197,430	3,476,790	(4,793,779)	237.88%	7,765,529

FOOTHILLS PARK & RECREATION DISTRICT

Creating Community, Enhancing Health, Inspiring Play since 1959

DATE: October 24, 2023

MEMO TO: Foothills Board of Directors

FROM: Derek Eberhardt, Director of Recreation Facility Operations

SUBJECT: Recreation Quarterly Report – July - September 2023

Recreation Financial/Budget

Revenue: Recreation revenues through the 3rd quarter are \$10,887,824, which is \$260,256 more than the YTD projected revenue of \$10,627,569.

Admission fees are \$7,013,253, which is \$262,011 lower than planned. This is due to lower than planned participation across Children's Programs, two pools not opening in Aquatics due to construction, and lower participation in Indoor Sports and Arts and Events.

Rentals are \$1,661,718, which is lower than planned by \$73,571 primarily in athletics due to weather impacts this spring.

Expenses: Recreation expenses through the 3rd quarter are \$ 9,394,273, which is \$558,650 lower than YTD projected expense of \$9,952,923.

Salaries and Wages are \$426,139 lower than planned due to unfilled positions and weather related cancellations of programs.

Supplies are \$73,090 higher, offset by savings of \$81,874 in Purchased Services with lower rental fees in Children's Programs and sports officials in Athletics.

Utilities are \$40,345 lower than planned with Columbine and 6th Avenue West not being operational and EPC improvements implemented.

Bottom line: Recreation Net is \$818,906 favorable to plan.

Recreation Facility Operations:

Aquatics Highlights

Through the 3rd quarter of 2023, the Aquatics Department's net is favorable by \$126,188. The net increase is primarily due to the higher than expected swim lessons, CARA swim team, and rentals throughout the year at the Ridge.

- Staff successfully completed another summer operating Weaver Hollow, Deer Creek, Lilley Gulch and the Ridge Recreation Center pools. All four aquatic facilities were fully staffed this summer, which was uncommon across the state and nation.
- Facility maintenance has now winterized Deer Creek and Weaver Hollow.

- Columbine West Pool received a Certificate of Occupancy at the end of September after holding an Open House where 465 community members came out to the pool and swam. The community members showed huge support and gratitude for the new pool
- **Swim Lessons** continue to make positive impacts on the community by teaching children how to be safe in and around the water. The pools generated over \$156k in group and day care lessons, and another \$64.6k with private lessons.
- **Rentals** for all open pools are at \$82.5k, up \$11.3k based on forecasted numbers through 3Q.
- **Fast Fins (CARA) Swim Team** has seen a huge boom in demand with 57 different children currently on a waitlist to get on the team and generating over \$28k more than expected. Our only hurdle in opening up the program to allow more kids in is the lack of pool space.
- **Foothills Masters Swim Team** has increased in projected revenues by 29% following a first place win at both the state two years in a row, and helping to win first place at the national level.
- **Lifeguard Classes** continue to provide highly trained lifeguards for aquatics, training 16 lifeguards this quarter.
- **Water Safety Instructor** Classes are a way for dedicated swim lessons instructors to learn skills they can apply to improve the quality of swim lessons. Four staff members went through twenty-five hours of rigorous training to obtain this certification to help promote water safety in the community and our Swim Lessons program.
- **Hiring** The department has hired 29 new and four returning staff this quarter, while also losing 46 seasonal employees.

Recreation Facility Operations Highlights

Through the 3rd quarter of 2023, Recreation Facilities net revenues are \$70,106 better than planned with higher than planned recreation center rentals and admission/pass sales.

Lilley Gulch Recreation Center:

- Lilley Gulch revenue is \$13,444 better than planned due to better than planned pass sales and admission fees. Expenditure are \$17,240 better than planned in due to savings in part-time salaries and supply expenses.
- Lilley Gulch did a shortened shutdown this August. Front desk staff and managers deep cleaned the building and touched up some painting as needed.
- Overall Lilley Gulch net is \$30,684 better than planned through the 3rd quarter.

Peak Community & Wellness Center:

- Peak revenues are better than planned by \$17,136 due to increased sales multi visit card and facility rentals.
- Peak expenditures are \$2,999 higher than planned in janitorial expenses and part time wages.
- Esports is still continuing to struggle. Continued effort to market and get the word out. Have become the home gaming room for Dakota Ridge High Esports team. Introduced party rental packages, well received by those patrons.
- Overall Peak net is \$14,137 better than planned.

Ridge Recreation Center:

- Overall revenues are up \$50,867 for the year, due to higher than planned rental revenues. With removal of party packages, rooms can be rented more times, bringing in more rentals each weekend.
- Expenditures are higher than planned by \$24,067 due to higher than planned in property insurance, utilities, and janitorial supplies.
- Overall, the Ridge net is \$26,780 better than planned, primarily due to increase rentals and admissions.
- Ridge had shorten shut down for deep cleanings and repainting of several party rooms.
- Climbing wall continues to be open for drop in sessions and rentals. We have 4 consistent staff running these events. We have also run several private rental events during the 3rd quarter.
- Climbing wall is running \$3,920 better than planned overall.

Fitness Program Highlights

For the 3rd quarter of 2023, the Fitness Department net is \$148,621 better than planned. Operating revenues this quarter are \$59,533 better than planned, with expenses better than planned by \$89,088 due to restructuring of fitness/facility departments.

- Personal Training Programs are up \$24,644
- Insurance Based Plans (Renew Active, SilverSneakers & Silver and Fit combined are up \$27.3k)
- Salaries and wages better than planned by \$72,265 due to removal of full-time position and addition of a part-time core.

Staff Updates

- Hired 3 new staff, but have had several resignations due to scheduling conflicts and personal reasons.
- Planning to offer partial tuition reimbursement for upcoming Pilates Intensive Reformer trainings to recruit staff. CPRA meeting confirmed other recreation centers that offer this specialty are also having a difficult time.

Fitness Events/Activities

- Summer Solstice Yoga 7/13 at Easton – rescheduled three times due to weather and only 7 attendees versus 22 last year so we hope to offer at Clement again next summer.
- Outdoor fitness classes had low participation. We will remove registration-based outdoor options in 2024.

Drop in Land and Aqua

- SilverSneakers Classic, Stretch, Zumba Gold, Yoga classes and other drop-in classes continue to reach capacity consistently; we did not see the decrease in participation often seen in the summer months. Offered a FREE Tai Chi intro to kick off the indoor WED afternoon offering that began in September, and it has maintained great participation (10-15 average).
- Staffing has been challenging with regular instructors out for surgeries, and the fitness team has worked hard juggling schedules to minimize cancellations.

Registration-based Fitness Classes

- Pilates Reformer classes continue to be in high demand; fall classes were at capacity within days of registration opening. Unfortunately, due to several staffing issues, many classes/sessions cancelled for fall season.
- Collaboration with Dakota Ridge resumed in September with yoga class. Yoga instructor also recruited high school students to volunteer with her for Zumba at a local senior center.

Personal Training Programs

- Individual & semi-private sessions continue to be consistently meeting budget making up the majority of the training budget.
- Small group training classes, Ladies Strength & Senior Adult Strength continued to maintain numbers.
- Michelle Baum, Fitness Assistant, updated all training staff bios, hired and trained two new trainers and is working to fill their schedules, create new marketing to rebuild sport performance.

Sport Performance Training Programs

- Currently recruiting for this position and new trainers are able to add classes back so hoping to rebuild this program at Cage Training Center.
- Offered an increased number of individual private training for high school & college basketball players in July & August.
- Provided training for LHA hockey camp at the Edge in July.

Recreation Programs:

Arts Events & Programs Highlights

For the 3rd quarter of 2023 the Arts, Events & Programs Department net is lower than planned by \$22,306 due to a full-time staff promotion in the Arts Department, and the restructure of the department in moving the senior programs (active adult programs) from fitness into the new department.

Active Adult Programs (formerly Senior Programs)

Active Adult Programs include events and programs geared towards adults 55+, and are available for all adults in the community.

- **Excursions & Ride and Lunch**
 - **Excursions:** We offered 12 excursions running JUL-SEP with an almost full van each time.
 - Boulder Dinner Theater, “The Sound of Music”
 - Bookcliff Winery, wine tasting
 - Rockies game
 - Colorado Springs, Olympic Training Center
 - Georgetown Loop Railroad
 - Highlands Ranch Mansion
 - Lumber Baron Inn, Tea
 - 4-Mile Historic Park, “Bright Nights” and dinner at Viale Pizza Kitchen
 - Georgetown Loop Railroad, Leaf Peeping trip
 - Hiwan Heritage Museum and lunch at Blackbird Café
 - Littleton Town Hall Arts Center Theater, “All Shook Up”

- National Renewable Energy Laboratory and lunch at Teller's Taproom & Kitchen
- **Hikes:** Erik Kerzee took patrons on 2 hikes, Lair o' the Bear and Staunton State Park. Registrations remained low for these hikes at 6 and 7 respectively.
- **Ride & Lunch:** locations include: Café Terracotta, Le French, and John Holly's Asian Bistro
- **Lunch and Learn** – hosted 80 patrons during this quarter. Topics included:
 - July - "Colorado Women's History" presented by Treasure Box Tours. Sponsor, One Medical provided lunch.
 - August - "Are My Ears Causing Me to Fall" presented and lunch by One Medical.
 - September - "Gadgets & Gizmos to Make Life Easier" presented by University of Colorado Bioengineering Department, Center for Inclusive Design. Lunch provided by sponsor, Kaiser Permanente.
- **Clubs**
 - Bridge – continues to have steady registration of about 24 each month.
 - Knitting & Crochet – Also steady registration of about 20 monthly.
 - Mahjongg – 14 registrations in July, but increased to 24 and 22 respectively, in August and September due new members coming out of the "Learn to Play Mahjongg" classes.
Learn to Play Mahjongg – 2 sessions, one each in July and August. Registration full at 12 in July and 11 in August. Will repeat this class in DEC.

Arts & Events Programs:

The Arts & Events department includes visual and performing arts classes and events offered for youth and adults.

- **Visual & Performing Arts Classes**

During the third quarter, we ran adult and youth clay, dance, guitar and special interest classes. Numbers are slightly lower than planned.

Special Events

- **Concerts in Clement Park Series**

The community and arts staff are so excited to be back in the park for another year of free concerts. We have had excellent attendance at the end of July and August due to perfect weather, great music, and multiple sponsor booths at each show. This series is very diverse musically and brings in many local bands to the Grant Family Amphitheater. Funding for the series includes grant funding from SCFD and community business sponsorships.

- In July, we had two concerts with total attendance 3,200. Roka Hueka's performance on July 20 was unexpectedly canceled due to weather and flooding of sound equipment. The bands that performed were Michael C Experience and Lookin Back.
- In August, we had two shows with a total attendance of 3,100. The bands that performed are the Michael Friedman Band and Lucky Catch.
- **As You Like It** The Foothills Theatre Company performed *As You Like It* as part of Shakespeare in Clement Park. The show ran on Friday & Saturday evenings July 21-29. Total attendance was 1,500. This year's production included the most elaborate set and visually captivating costumes. The show was not only visually beautiful, but

also enthralled audience members in Shakespeare's Forest of Arden with a cast of incredibly talented actors and a fantastic crew. This show was not possible without the hard work and dedication of the staff and volunteers: Tracy Schwartz, Director; Stephanie Brozovich, Stage Manager; Jared Giammanco, Assistant Producer; and Mike Bielkiewicz, Lighting Designer/Technical Director.

Grants

- **Scientific and Cultural Facilities District (SCFD) Grant:** We were awarded \$45,129.24 from the Jefferson County Cultural Council and the County Commissioners for General Operating Support for the Arts & Events Department. This is the highest award we have ever received from SCFD and is due to the hard work and dedication of the Arts Staff. The council noted the creativity and determination in continuing programming throughout the pandemic specifically the Arts in the Park program.

Athletics Highlights:

Through the 3rd quarter of 2023, the Athletics Department revenue is lower than planned by \$78,805. Expenditures for the 3rd quarter of 2023 are \$51,911 lower than planned. Bottom line the Athletic Department net is \$26,894 lower than planned. The majority of this is from lower participation levels in adult sports, batting cage and lower field rental revenue due to the weather. Expenses are better than planned due to lower salaries and wages and personnel cost.

District Athletics

- Adult fall softball leagues have completed $\frac{3}{4}$ of the regular season.
- This year we have 92 teams playing in our adult fall softball leagues which will conclude (weather permitting) the first week of November.
- In all Foothills, had 270 teams play in our 2023 leagues, in comparison South Suburban had 246 teams and Highlands Ranch Metro District had 247 softball teams. All three districts offer spring, summer and fall leagues.
- Adult summer basketball concluded with 12 teams participating on Thursday nights.
- The fall basketball season started a couple of weeks ago and we have 12 teams participating this fall season.
- For the 2023 basketball year, we had 60 teams participate in our adult basketball leagues this year, an increase of 13 teams from the 2022 basketball season.
- Adult fall volleyball leagues are currently underway, we have eight women's teams playing in the indoor Sunday league and nine teams participating in the Monday night Co-Rec 6's league.
- Overall, we had 68 teams participate in our adult volleyball leagues in 2023 compared to 58 in 2022.

District Athletics Administration

- Clement Park & Splash Park shelter rentals were very popular again this summer with graduations, walks, family gatherings, birthday parties, and company picnics. Shelters were booked every Saturday and Sunday. Splash Park closed September 17, 2023.
- Booked two car shows at Clement Park on August 5 and August 19. They both have showed interest in booking again for 2024.
- The first annual Lumberjack Festival happened at Clement Park on September 30-October 1, 7,000 people attended over the 2 days. They are planning on coming back in 2024
- Athletic fields opened August 1 for fall sports.

- Fall baseball began their season August 15 utilizing all of the baseball fields in the District.
- Started meeting with Sports Associations and other Tournament Directors to start booking tournament dates for 2024.

Batting Cages - Schaefer Athletic Complex

- The Schaefer Athletic Complex Batting Cage is tracking lower revenues than projected.
- The cages have had occasional maintenance problems, but the maintenance crew has been quick to respond to get them up and running.
- Part-time staff have been great with very few turnover (only one employee left) during the season.

Gymnastics/Cheerleading

- We have had more kids moving up through the program this year, so much so that our compulsory 3 team has doubled in size.
- We have had to cancel the girl's older beginner and older intermediate classes due to low enrollment. However, in order to try to combat this, and still offer programs to older girls starting January of 2024 our classes will run ages 5-7, instead of ages 5-6, and age 7-13 instead of 8-10. The hope is that changing the age ranges will give more opportunity for the older girls and we will then not have to cancel their classes.
- Classes have all been continuously running and have been opening extra spots in some to accommodate patrons.
- Team was down this quarter, however, with more kids still moving up and high school athletes coming back next month, we hope to see those number go back up
- Have hired 4 new staff members, with the hopes of being able to add more kids into classes, once they are fully trained.

Youth, Middle School and Adaptive Programming

- Soccer – Our summer session of soccer had 660 participants, which is up 177 kids from 2022. Our fall session of soccer had 924, which is up 102 kids from 2022. Between summer and fall soccer, we took in registration of \$158,292, which is up \$30,222 from 2022. Overall huge growth in soccer this quarter/year.
- Baseball – this quarter remained very steady compared to 2022. Summer session of baseball had 273 kids, which was up 5 kids from 2022. We continued to run our fall baseball program. This season had 195 kids signed up which is up 10 kids from 2022.
- Flag Football – we ran our first ever summer flag football season. This had 105 kids across 3 age divisions. Fall flag football season had 254 kids, which is up 3 kids from 2022. Flag football numbers have stopped declining and are holding steady.
- Summer basketball camp – new camps offered in July, which really exploded this year. We had 125 kids across 4 different camps with our contracted program “Hoops Academy.” This brought in \$18,025 which Foothills received 30% for facilitating registration and gym space.
- Youth Sports participated in a Colorado Rockies parade.
 - 3rd qtr volunteer hours
 - Coaches = 262 total coaches
 - Hours per coach = 24 hours
 - 3rd qtr Volunteer Hours for 2023 = 6,288
 - Cost saved (\$15.50 an hour for a staff to run practice) = \$97,464
 - YTD Volunteer Hours
 - Coaches = 761 total coaches

- Hours per coach = 24 hours
 - Total Volunteer Hours for 2023 = 18,264
 - Cost saved (\$15.50 an hour for a staff to run practice) = \$283,092
- Pickleball continues to grow, and our class offerings were plentiful this quarter. We had 245 participants in the various classes. We also had 33 private/group lessons scheduled with Mark Chomko. Lastly, we had 210 court reservations booked for at least 2 hours.
- In July, the Clement Park Pickleball Courts complex was rented for the Rocky Mountain Pickleball Championships, which brought tremendous exposure to the courts and generated \$11,000 in revenue.
- CARA Track & Field had 72 participants, down a few from 2022. We hosted a meet at Jefferson County Stadium.
- CARA Volleyball Clinic had 40 participants, up from 38 a year ago.
- Kenpo Karate had 20 participants, a small decrease from last year
- Our rejuvenated Tennis program had 76 players, up from 49 participants this quarter last year.
- Horseback Riding Program with Stockton's Plum Creek Stables had 37 riders, a bit down from last year.
- We added a Jump Rope class with Claim Jumpers, and had 8 participants.
- Specialty Athletics utilizes volunteers to help with programming.
- The following volunteer hours are reflected for the 3rd Quarter as well as YTD.
 - 3rd Quarter volunteer hours
 - Coaches 5 total coaches
 - Hours per coach 20 hours
 - Cost saved (at \$15.50/hour for staff cost) = \$1,550
 - YTD Volunteer Hours
 - People 46
 - Total Hours 950
 - Cost Savings \$14,725

Children's Programs Highlights:

Children's Programs Administration

Through the 3rd quarter of 2023, the Children's Programs Department net is favorable by \$155,703. Admission fees are \$340,567 unfavorable due to lower than planned revenue across all program areas. Non-Operating Revenues are \$358,026 with is \$238,930 higher than planned due to being awarded a health and mental health grant. Expenditures are \$248,386 favorable due to lower expenses in salaries, wages and personnel costs, lower than planned facility rentals, and lower than planned purchase services due to many expenses allocated to the health and mental health grant.

- Currently there are 917 children enrolled in our Before & After Program for the 2023-2024 School Year, compared to 828 this time last year. We also have 66 children on waitlists for the year, as we do not have enough staff to accommodate the demand. Prior to the pandemic, we would typically see approximately 900 students enrolled in before and after school programs, so we have finally returned to pre-pandemic capacities. All Day Preschool Programs have 39 children enrolled, compared to 37 this time last year. There are a few spots open in our Lilley Gulch Preschool Classroom due to high Kindergarten turnover. There are 44 children enrolled in our Part-time

Preschool Program, compared to 42 this time last year. There are 43 total preschool children across all classrooms enrolled in UPK.

- Summer school-age camp programs were offered June 1 through August 11 at multiple locations. Summer camps finished with 901 participants enrolled, compared to 821 last year. Prior to the pandemic, we had typical enrollment over 1,100 students. We continued to be limited by staffing limitations this past summer.
- We currently have 42 children attending programs who are receiving CCAP funding, compared to 51 last year at this time.
- Child Health Connection has entered into a contract as our new nurse consultant agency. All staff were delegated under our new nurse, Sami Jacobson, in the month of August.
- Laura Rocchio, tenured employee of over 20 years with the District, retired at the end of August. Michelle Kyner was hired as the Administrative Specialist position vacated by Laura. Additionally, Anthony Morales, Emilie Simmons, Matthew Gossom, Martin Milfs and Shannal Phelps were hired into School Age - Site Director Roles. Molly Campbell resigned and Brooke Armbrust has transferred to the Parks Department.

Early Childhood Education

- **Part-time Preschool** started on August 21st. This year we have 2 classrooms running on M-W-F and one on T-H. The classrooms held a "Donuts with Grown-ups" event, have gone on a field trip to Hudson Gardens and have had a visit from a storyteller, among other daily fun.
- **Lilley Gulch All Day Preschool** program continues to enroll new families. Over the summer, the students went swimming weekly at the Weaver Hollow Pool along with the Ridge classroom. The class held a "Back to School Night" in late September. Many families came and did special projects with their children along with opening the classroom to the public.
- **The Ridge All Day Preschool** has started the school year with a waitlist! They also enjoyed swimming with LG at Weaver Hollow this summer. They continue to swim weekly at the Ridge indoor pool. They also have begun to Rock climb on a weekly basis at the Ridge climbing wall. The Ridge preschool also hosted a "Back to School Night" in late September with a great family turnout building community among preschool families.
- Part-Time and All-Day preschool programs are currently participating in Colorado Universal Preschool (UPK). 43 children at Foothills Preschool are receiving funding to offset their preschool costs through UPK.
- We have increased the number of trained Mini-Bus Drivers of our preschool staff that is allowing the preschools to utilize the buses to take field trips. So far, all 3 programs have trips scheduled such as Hudson Gardens, Littleton Historical Museum, a Theater show and a Firefighter visit.

Teen Programming

- Teen programming ran a successful summer program and ended on a positive note. Jim Cobb, Site Director, utilized the Health and Mental Grant funds to provide the teens with new experience. One unique experience Jim provided was Goat Yoga, which was a big hit!
- Parent comments from our summer camp parent survey:
 - *"Love it. Jim is great. Like the lessons he teaches about responsibility. Love the rules around cell phone usage. In general staff are good role models."*
 - *"Jim Cobb is amazing. Thank you for years of awesome care and camps!"*

Camp Programs

- Summer school-age camp programs were offered June 1 through August 11 at multiple locations. Camps were capped at 30-45 students per day. Site Directors and staff planned a variety of activities and field trips for the kids including the DEFY, Nerf Turf, The Summit, Skate City, and more. We also were able to swim outside each week at all Foothills indoor and outdoor pools. Staff also planned wheels' day where the kids could bring bikes and scooters, walking field trips to nearby parks, and events such as superhero day. On-site special activities and guest speakers included cooking classes, taekwondo, karate, clay classes and bounce houses.
- Many parents commented positively on our summer camp parent survey:
 - *"My children loved summer camp. Each one made new friends and felt very safe with all of the staff members. They will definitely be coming back next year."*
 - *"I was very impressed with how outgoing and attentive the younger staff members were with the kids. I feel like they knew Luke by heart even though he only went a few days a week. I was very impressed. Alex was also wonderful and kept us informed about everything. He's also great with the kids and I appreciate him so much!"*
 - *"All the staff seem so caring and truly welcoming each day when I bring my kiddo."*
 - *"We had the best experience with Devinny KOTM and plan on joining again!"*

B/A Programs

- Before and After School Programs opened on August 15th. Participation numbers have decreased significantly in the before school programs due to the new JeffCo bell times, but have seen a significant increase in the afterschool programs. Some program highlights include:
 - **Ute Meadows Before and After Care** – Matt Cagle, the former Site Director at Peiffer, has stepped in as the Site Director for Ute Meadows. Due to growing numbers, the school has allowed the program to expand into a second temporary building at the school allowing us to open up the daily capacity from 33 to 45 students per day. Steady increasing numbers and the second temp has also allowed the program to split into two groups regularly, which has improved the overall quality of the program. Current enrollment is 101 kids.
 - **Governor's Ranch and Normandy Before & After Care** - Both locations have required increases in capacities afterschool from 33 students per day to 47 students per day afterschool. Additional staff have been hired to meet this increase in demand for care.
 - **Devinny and Westridge Before & After Care:** Both locations have a larger demand for care than we are able to accommodate. Both locations have lengthy waitlists of children needing care afterschool. We currently have 92 students enrolled at Westridge and 115 students registered at Devinny. We have 43 students waitlisted at Devinny and another 23 waitlisted at Westridge. Both locations have increased their capacities from 45 students per day to 60 students per day. We are working with both schools to acquire additional space for students and hiring additional staff to accommodate the demand.

Edge Ice Arena Highlights

Through the 3rd quarter of 2023, the Edge Ice Arena has operating revenues of \$2,040,274 and operating net revenues of \$525,781.

- In July we successfully leveled both sheets of ice and brightened our paint job.
- The Colorado Classic, our internal adult hockey tournament, had over 32 teams, with 5 coming in from out of state.
- We hosted for the 8th year, Mullets and Mustaches adult hockey tournament. 32 teams participated.
- Hockey season is in full swing with Littleton Hockey Association (LHA), Colorado 14'ers, Foothills Hockey Association (FHA) as well as our Adult leagues
- Winter Adult league season started in September with 5 divisions C-1, C-2, D-1, D-2, D-3 with a total of 35 teams.
- We hosted the CCM World Showcase for the 6th time in August; it was the largest they have had.
- Our Learn to Skate has been the largest it has ever been, and we would be doing record numbers if we had more staff.
- Our figure skating numbers are little down going into the 4th quarter due to Jefferson County Public schools changing their start and end times for schools.
- Staff are working closely with the hockey associations and other user groups to provide consistency and quality services. Management staff have been making themselves more visible during evenings, weekends and special events.
- Ice hours used for 3rd Quarter by the contracted hockey associations:
 - Foothills Hockey Association

July	0 hours
August	6 hours totaling \$1,622
September	9 hours totaling \$5,678
 - Colorado 14'ers

July	17 hours totaling \$5,040
August	22.5 hours totaling \$6,662
September	25 hours totaling \$7,301
 - Littleton Hockey Association

July	79 hours totaling \$23,310
August	153 hours totaling \$45,184
September	266 hours totaling \$78,594

Indoor Sports Facility Highlights:

Through the 3rd quarter of 2023, the Indoor Athletics Department revenue is higher than planned by \$29,264. Expenditures through the same period of 2023 are \$2,377 higher than planned. Bottom line the Indoor Athletics Department net is \$26,887 is better than planned. This mainly due to strong men's soccer leagues and increased field and rink rentals.

Foothills Fieldhouse

For the 3rd quarter of 2023, the Fieldhouse YTD revenues are \$31,165 higher than planned with higher participation in events and rink rental. Concessions are up \$29,264 YTD and is

rebuilding clientele each month a little stronger than the month before. Expenses are \$20,084 higher than plan mainly in professional services and part-time salaries due to concession growth. Rentals are \$29,264 YTD higher than plan with RMRHL Hockey and Men's Lacrosse expanding time on Monday, Tuesday, and Sunday nights.

- The Men's lacrosse league has picked up a second night on Mondays that helps with rink rental and concessions.
- The Fieldhouse concessions are up \$29,396 and have been consistently operating above budget since January.
- The nice weather and no rain throughout the quarter hurt the Fieldhouse in rink rentals and league play as it is much cheaper to play outside.
- Large events have increased revenue in the 3rd quarter. Jujitsu, Men's hockey, and lacrosse camps are the largest numbers.

Foothills Sports Arena Highlights

Through the 3rd quarter of 2023, the year to date revenue at the Foothills Sports Arena is lower than plan by \$1,901. Admission revenue is down \$15,851 while Rental revenue is up by approximately \$12,190. Expenditures through the 3rd quarter of 2023 year to date are \$17,707 higher than plan. Overall, the Foothills Sports Arena is \$ 15,806 better than planned through the 3rd quarter of 2023.

- Participation for the summer (July – Sept) programs were very steady.
- Our Adult Leagues were very strong. We were full in all leagues.
- We hosted a few new rental groups this summer. Etheri Lacrosse Camp (July 6th), Just Play Soccer (new adult group playing every Wed/Fri night), Rapids Academy.
- We had one dog agility event. Front Range Agility Club ran an event Sept 21st – 24th. We lost two agility trials, which typically run in the summer, to other venues that have conditioned buildings.
- The FSA was able to help the District's Youth Sports program with indoor practices and games saving them make-up dates and times. The time used for July – September was close to 28 hours and reduces our ability to rent to outside groups.

Foothills Park & Recreation District
Leisure Services Summary
Saturday, September 30, 2023

	September			YTD			2023			2022
	2023	2023	Fav/(Unfav)	2023	2023	Fav/(Unfav)	Original	Remaining	%	2022
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Budget	Completed	YTD
OPERATING REVENUES										
44112 + 441 Admission Fees	\$786,275	\$714,939	\$71,336	\$7,013,253	\$7,275,264	(\$262,011)	\$8,926,169	\$1,912,916	78.57%	\$5,429,641
44100:4416 Rentals	196,363	198,467	(2,104)	1,661,718	1,735,289	(73,571)	2,346,791	685,073	70.81%	1,460,881
44640 + 441 Merchandise Sales	5,756	6,942	(1,186)	54,154	55,853	(1,699)	79,296	25,142	68.29%	50,834
44600:4463 Concessions and Other Contracts	46,081	42,871	3,210	501,415	497,059	4,356	637,747	136,332	78.62%	439,492
44910 + 481 Other Revenue	7,480	3,032	4,449	53,723	35,770	17,953	42,450	(11,273)	126.56%	65,944
TOTAL OPERATING REVENUES	1,041,955	966,250	75,705	9,284,264	9,599,235	(314,971)	12,032,453	2,748,189	77.16%	7,446,793
OPERATING EXPENDITURES										
50100:5090 Salaries and Wages	540,621	558,540	17,919	5,549,431	5,975,570	426,139	7,622,841	2,073,410	72.80%	5,183,378
51100:5130 Personnel	86,360	94,815	8,455	959,737	1,074,231	114,494	1,358,684	398,946	70.64%	947,988
52100:5275 Supplies	62,284	89,372	27,088	935,135	862,045	(73,090)	1,069,074	133,940	87.47%	820,421
53100:5356 Purchased Services	114,417	124,052	9,635	1,125,613	1,207,487	81,874	1,568,006	442,393	71.79%	1,004,253
54110:5421 Utilities	68,202	70,755	2,553	716,222	756,567	40,345	984,752	268,529	72.73%	749,524
55100:5560 Insurance	11,976	8,449	(3,527)	107,780	77,023	(30,757)	102,370	(5,410)	105.28%	80,809
57986:5798 Other Expenditures	(1,439)	-	1,439	355	-	(355)	-	(355)	0.00%	(904)
TOTAL OPERATING EXPENDITURES	882,420	945,984	63,563	9,394,273	9,952,923	558,650	12,705,726	3,311,453	73.94%	8,785,469
NET OPERATING REVENUE/(EXPENDITURES)	159,535	20,267	139,268	(110,010)	(353,689)	243,679	(673,273)	(563,264)	16.34%	(1,338,676)
NON-OPERATING REVENUE										
41100 + 411 Property Taxes Collected for Operations	72,347	72,347	0	905,719	905,718	1	1,147,604	241,885	78.92%	909,859
42355 + 421 Contributions and Grants	-	1,963	(1,963)	360,678	122,616	238,062	122,616	(238,062)	294.15%	869,027
48142 Proceeds from Insurance	-	-	-	337,164	-	337,164	-	(337,164)	0.00%	4,171
TOTAL NON-OPERATING REVENUE	72,347	74,310	(1,963)	1,603,561	1,028,334	575,227	1,270,220	(333,341)	126.24%	1,783,057
NON-OPERATING EXPENDITURES										
56200:5629 Grant Expenditures	-	-	-	-	-	-	-	-	0.00%	1,707
TOTAL NON-OPERATING EXPENDITURES	-	-	-	-	-	-	-	-	0.00%	1,707
NET REVENUE/(EXPENDITURES)	231,882	94,576	137,306	1,493,551	674,645	818,906	596,946	(896,605)	250.20%	442,674
TOTAL REVENUE	1,114,302	1,040,560	73,742	10,887,824	10,627,569	260,256	13,302,673	2,414,848	81.85%	9,229,850
TOTAL EXPENDITURES	882,420	945,984	63,563	9,394,273	9,952,923	558,650	12,705,726	3,311,453	73.94%	8,787,176
NET REVENUE/(EXPENDITURES)	231,882	94,576	137,306	1,493,551	674,645	818,906	596,946	(896,605)	250.20%	442,674

FOOTHILLS PARK & RECREATION DISTRICT

Creating Community, Enhancing Health, Inspiring Play since 1959

DATE: October 24, 2023

MEMO TO: Foothills Board of Directors

FROM: Randy Meyers, Director of Golf

SUBJECT: Golf Division Quarterly Report / 3rd Quarter 2023

The following is an update of the major activities in the Golf Division for the 3rd quarter of 2023. This report will cover activities through September 30, 2023.

Golf Rounds:

The number of golf rounds played through the 3rd quarter of 2023 totaled 168,227, marking an increase of 13,158 rounds from the 155,069 rounds played during the same period in 2022. This figure also exceeds the previous three-year 3rd quarter average of 157,074 rounds by 11,153. Historically, approximately 80% of the yearly total rounds of golf are played during the first three quarters of the year.

Revenue / Expenditures Summary: (see attachment)

Total Operating Revenues:

The Year-to-Date (YTD) Total Operating Revenue for the 3rd quarter of 2023 reached \$6,612,260. This amount is \$2,170,750 above the projected 3rd quarter budget of \$4,441,511 and \$1,092,880 higher than the YTD 3rd quarter average of the previous three years, which was \$5,519,379. This remarkable growth is primarily attributed to significant increases in Admission Fees, Rentals, and Merchandise sales, which are direct outcomes of the increased rounds of golf played during the first three quarters of the year.

Total Operating Expenditures:

The 3rd quarter saw Total Operating Expenditures amounting to \$3,622,732, which is \$81,886 unfavorable to the budget. The reduction in Personnel costs by \$22,736 can be attributed to the reduction in employee hours due to weather-related closures in the 1st quarter. Furthermore, a reduction in Utilities expenses was achieved because of substantial rainfall during the spring and summer, eliminating the need to power the irrigation systems at both facilities. However, these savings were offset by increases of \$64,133 in Supplies, mainly for extra seed and fertilizer required at both Foothills and Meadows golf courses due to the harsh winter, and an additional \$44,491 in expenses related to equipment repair and aging irrigation systems.

Net Revenue / Expenditures:

The Golf Department has achieved a favorable Net Revenue (Expenditures) of \$2,089,364 over the budget through the 3rd Quarter. Several factors contributed to this increase, including a higher number of rounds of golf played, the implementation of a No-show policy, and the collection of credit card information for every advance tee-time booking in

2023. The introduction of "Preferred tee-times," allowing golfers to book 11-30 days in advance with a surcharge and full payment up-front, and the removal of blocked tee-times initially used for COVID-19 spacing also played crucial roles in this achievement.

Golf Development and Improvement Fund (GDIF)

The 2023 Budget included \$508,500 in GDIF expenditures. All expenditures are capital related and address the most critical capital needs of the Golf Department.

2023 Projects

• Entrance Fence **	– Foothills Golf Course	\$30,000
• Retaining wall for Ex9 lake*	– Foothills Golf Course	\$90,000
• 1 Groundmaster 3500 mower**	– Foothills Golf Course	\$55,000
• Toro Workman HDX+Spreader***	– Foothills Golf Course	\$55,000
• True Service Star Slitter**	– Meadows Golf Course	\$22,000
• Toro Workman HDX UV**	– Meadows Golf Course	\$45,000
• Club Car Carryall 502***	– Meadows Golf Course	\$13,000
• Toro Multi Pro 5800G +spry***	– Meadows Golf Course	\$91,000
• Rebuild 6,000sqft. Putting green*	– Meadows Golf Course	\$107,000

*** Product ordered pending delivery

**Project completed

*In process currently

Premier Restaurant Group:

The Premier Restaurant Group operates the food and beverage concession at both golf courses. The 3rd quarter total gross revenue was \$1,129,813 compared to \$1,028,580 in 2022, an increase of \$101,233 Management attributes the increase in revenue to a slight increase in the of rounds of golf in 2023 versus 2022.

Department Achievements in the 3rd Quarter:

Meadows Golf Course

- Extensive reseeding and fertilization efforts were undertaken to address the winter damage on the golf course.
- Golf course healing and in very good shape ready for the off-season.
- Started replacement the putting green
- Implementing no-show penalty fees extremely successful
- Implementation of “preferred” prepaid times 11-30 days extremely successful

Foothills Golf Course

- New Foothills golf course clubhouse construction, ongoing process
- Considerable amount of tree work completed
- Extensive reseeding and fertilization efforts were undertaken to address the winter damage on the golf course.
- New construction berms at Foothills were seeded
- Operating out of a temporary clubhouse

- Golf course healing and in very good shape ready for the off-season.
- Implementing no-show penalty fees extremely successful
- Implementation of “preferred” prepaid times 11-30 days extremely successful

Challenges in the 3rd Quarter:

- Several seasonal maintenance positions remain vacant

Foothills Park & Recreation District
Golf Summary
Saturday, September 30, 2023

	September			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										
44112 + 4420 Admission Fees	\$680,692	\$379,724	\$300,968	\$4,817,849	\$3,271,471	\$1,546,378	\$3,687,080	(\$1,130,769)	130.67%	\$4,079,114
44100:44163 Rentals	216,125	100,307	115,818	1,385,540	889,445	496,095	988,944	(396,596)	140.10%	1,273,269
44640 + 4464 Merchandise Sales	53,851	32,100	21,751	346,599	269,105	77,494	328,705	(17,894)	105.44%	361,640
44600:44630 Concessions and Other Contracts	13,436	600	12,836	61,053	5,400	55,653	61,619	566	99.08%	45,949
44910 + 4813 Other Revenue	42	740	(698)	1,220	6,090	(4,870)	7,108	5,888	17.16%	3,278
TOTAL OPERATING REVENUES	964,146	513,471	450,675	6,612,260	4,441,511	2,170,750	5,073,456	(1,538,804)	130.33%	5,763,250
OPERATING EXPENDITURES										
50100:50900 Salaries and Wages	211,671	206,237	(5,434)	1,775,555	1,772,710	(2,846)	2,212,281	436,726	80.26%	1,687,828
51100:51300 Personnel	30,288	31,823	1,535	308,041	330,776	22,736	410,745	102,704	75.00%	313,286
52100:52750 Supplies	107,956	96,590	(11,366)	832,444	768,311	(64,133)	946,649	114,205	87.94%	778,125
53100:53562 Purchased Services	43,390	26,096	(17,294)	369,117	324,625	(44,491)	404,906	35,789	91.16%	368,885
54110:54210 Utilities	56,550	52,962	(3,588)	317,830	334,894	17,064	422,895	105,065	75.16%	332,103
55100:55600 Insurance	1,501	1,059	(442)	13,506	9,529	(3,977)	12,705	(801)	106.30%	9,238
57986:57987 Other Expenditures	419	-	(419)	6,239	-	(6,239)	-	(6,239)	0.00%	(3,666)
TOTAL OPERATING EXPENDITURES	451,774	414,767	(37,006)	3,622,732	3,540,846	(81,886)	4,410,181	787,449	82.14%	3,485,799
NET OPERATING REVENUE/(EXPENDITURES)	512,372	98,704	413,669	2,989,528	900,665	2,088,864	663,275	(2,326,253)	450.72%	2,277,451
NON-OPERATING REVENUE										
NON-OPERATING EXPENDITURES										
57100 + 5810 Facilities & Equipment Repairs and Replacement	-	-	-	-	500	500	500	500	0.00%	-
TOTAL NON-OPERATING EXPENDITURES	-	-	-	-	500	500	500	500	0.00%	-
NET REVENUE/(EXPENDITURES)	512,372	98,704	413,669	2,989,528	900,165	2,089,364	662,775	(2,326,753)	451.06%	2,277,451
TOTAL REVENUE	964,146	513,471	450,675	6,612,260	4,441,511	2,170,750	5,073,456	(1,538,804)	130.33%	5,763,250
TOTAL EXPENDITURES	451,774	414,767	(37,006)	3,622,732	3,541,346	(81,386)	4,410,681	787,949	82.14%	3,485,799
NET REVENUE/(EXPENDITURES)	512,372	98,704	413,669	2,989,528	900,165	2,089,364	662,775	(2,326,753)	451.06%	2,277,451

FOOTHILLS PARK & RECREATION DISTRICT

Creating Community, Enhancing Health, Inspiring Play since 1959

DATE: October 24, 2023

MEMO TO: Foothills Board of Directors

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

SUBJECT: Parks 3rd Quarter Report - 2023

Overall Revenues

Operating Revenues: Were favorable by \$14,281 due to more shelter rentals than budgeted for. Non-Operating Expenses were favorable by 47,115 largely due to proceeds from insurance claims from stolen equipment at Easton Regional Park.

Overall Expenses

Operating Expenses: Tracking favorable to plan by \$372,059 of the total budget spent. This was due largely to savings in hiring fulltime staff, savings on irrigation water from a wet spring and early summer and supplies.

Net Revenue(Expenditures) ended at \$433,455 favorable to plan for the quarter.

Parks Administration

Operating and non-operating revenue is tracking favorable to plan by \$7,472 due to funds from memorial benches. Expenditures are tracking unfavorable to plan by \$5,570 of the total budget due to timing of spending early for supplies. Net expenditure/Revenue is tracking favorable to plan by \$1902.

Staff Highlights:

- Collaboration:
 - Applied for Jefferson County Open Space Trails Partnership Program for Regional Trail wayfinding signage
 - Applied for GOCO Youth Corps grant for invasive weed removal along the Dutch Creek Regional Trail
 - Park, Planning and Maintenance Academy Tour highlighting Clement Park and inclusive playground
 - Working through GO Play bench and table replacement issues

Projects:

- Eagle Meadows Playground Replacement
 - Community playground build September 9, 2023 with Columbine Stake from The Church of Jesus Christ of Latter-day Saints
- 2021 Easton Regional Park Improvements
 - Under contract with Architerra for construction documents.
 - Design development and construction documents in process
 - Permit process started
 - Promenade is under construction near the concession building
- 2022 Mill Levy Improvement Projects
 - Design Contract Awarded to Architerra
 - West Laurel Park
 - Project awarded to SaBell's Civil and Landscape LLC (SCL)
 - Project start October 2023
 - Meet with HOA to share updates on project
 - Jim Hoida Memorial park
 - Project awarded to SaBell's Civil and Landscape LLC (SCL)
 - Project start October 2023
 - Willow Creek Park
 - Project awarded to SaBell's Civil and Landscape LLC (SCL)
 - Playground survey to community to select playground
 - Project start October 2023
 - Westbury Park
 - Playground installation complete
 - Irrigation and non playground work project awarded to SaBell's Civil and Landscape LLC (SCL)
 - Project start October 2023
 - Columbine West Park
 - Work included in Columbine West Pool Project
 - Complete
 - Lakehurst West Park
 - Community selected a playground through a community survey
 - Location and Extents permitting process underway with Jefferson County
 - Lakehurst Park
 - CD in process
 - Permitting in process
- Dutch Creek Regional Trail
 - Designs in progress

- Permitting in progress with Jefferson County
- Simms street crossing for trail use constructed by Jefferson County
- Construction to start early 2024

Pride in our Parks:

- Oversaw the ordering, delivery and placement of new oversized Adirondack chair for Clement Park with Arts in the Park
- Installed new memorial bench at Easton Regional Park
- Worked with children's program as special guest during summer camps
- Volunteer coordination for Red, White & You
- Assisted with planning and organization of employee BBQ
- Taught Google Earth Training with Park Rangers
- Attended Annual CPRA conference in Snowmass 9/26-9/29

Park Volunteer Review:

Church of Jesus Christ of Latter-Day Saints missionaries

- Peak Circle Bed 7/5
- Wedding at the Edge 7/13
- Water's Edge bed clean up 7/26
- Peak Circle Bed 8/16
- Clean up at Fehringer Ranch Disc Golf 8/24
 - Total for 3rd quarter: 40 volunteers and 40 hours

Holcim

- Clement Park Trash clean up- 100lbs on trash
 - 7/21/23
 - 26 volunteers, 52 hours

The Church of Jesus Christ of Latter-day Saints – Columbine Stake

- Eagle Meadows Park playground build, painting, weeding and seeding
 - 9/9/23
 - 150 volunteers, 350 hours

Johns Mansville

- Lilley Gulch landscape bed clean up and curb painting
 - 9/21/23
 - 8 volunteers, 16 hours

The Church of Jesus Christ of Latter-day Saints- Front Range Stake

- Drainage and limb clean up in Sixth Ave West
 - 9/23/23
 - 60 volunteers, 240 hours

Eagle Scout Service Projects:

Columbine Memorial Fence

- Declan Mahoney
- Removed old fence, fundraised entire project, built two new fences at Columbine Memorial
- Total volunteers: 31
- Total volunteer hours: 120

Removable port-o-pot enclosure for Clement Park

- Gabe Orton
- Designed, built and installed enclosure
- Total volunteers: 22
- Total volunteer hours: 97

Tree protection at Eagle Meadows Park

- Owen Eversman
- Wrapped and painted trees in the park to protect from beaver activity
- Total volunteers: 20
- Total volunteer hours: 85

Total Parks Volunteer Hours for 2023 Third Quarter: 357 Volunteers and 1,000 volunteer hours.

Fleet

The Fleet Services Budget is tracking at \$13,486 favorable to plan largely due to savings in purchased services for repairs.

- Fleet Services Budget is tracking well at 74 % expended
- Fleet Services completed over 159 work requests during the period. These include requests for repairs, general maintenance and service calls
- Fleet Services Mechanics commissioned new equipment during the period including:
 - A Toro 5000 Z-Turn 52" mower
 - Ventrac Ballfield Groomer and Renovator attachments for Regional Parks
 - We continue waiting on a Bullseye overseeder from L.L. Johnson that was ordered in January.
 - We are working on ordering three new trucks that we tried to order in January but could not due to an early Government Sales cut-off date and supply chain issues.
We expect to order the three new trucks by November
 - A fourth needed snow plow truck is being repurposed from a 2022,

low mileage Ford F350 that was already in our Fleet. This will save the District approximately \$45,000.

- A critical John Deere tractor clutch failed and was out for repairs for 7 weeks, preventing over seeding operations.
- Fleet Mechanic Craig Wieland attended FleetPros annual convention, FleetCon in Loveland. Craig attended Ford Diagnostic and Repair System (FDRS) Training.
- Fleet Supervisor Bill Johnsmiller attended the SDA Vehicle and Driver Safety Webinar in July.
- All fleet Staff completed Cyber Security Training in the third quarter.

Urban Parks

Overall revenue tracked at \$7,059 unfavorable to plan due to fees and rentals going to Youth Sports budget. Overall expenditures are tracking favorable to plan by \$249,891 due savings on fulltime salaries and irrigation from wet spring and early summer. Non-operating revenue is tracking favorable due to \$38,072 from insurance proceeds for stolen equipment replacement. Overall revenue/expenditures are tracking favorable at \$278,905.

Irrigation

- Repaired water leak to wash pad by replacing rusted yard hydrant at the Maintenance and service center.
- Repaired drip zones from contractor tree replacement at Alper's Farm Park
- Repaired mainline break on zone # 10 and isolation gate valve at Lakehurst Park
- Repaired main line leak in native south of bluegrass circle at Dancing Willows Park
- Staff replaced 70 irrigation valve solenoids that were defective. Weathermatic warrantied the solenoids at no cost for the replacements.
- Drained all backflow to start the winterization of our irrigation systems.
- Repaired drip zones on trees at Wingate South Park
- Replaced irrigation valve and ball valve at Wingate South Park.
- Staff repaired irrigation controller decoder issue and cell card at Victory Park
- Staff worked on Calscence irrigation controller programming at Columbine Hills Park to incorporate a master valve.
- Repaired irrigation lateral break at Chaucer Park.

Baseball Fields

- Sprayed for weeds around backstops and bleachers at all 12 of our baseball fields
- Inspected and prepared all 12-baseball fields on a weekly basis during the baseball season.
- Setup, lined and dragged the Trappers Glen, Lilley Gulch and Wayside Meadows baseball fields for the Foothills Leagues on a weekly basis.
- All baseball fields are in good condition going into the Fall/Winter baseball season.
- Rebuilt granite sand grades around backstops and bleachers at Dante Bichette field that washed out due to heavy rains.

- Staff repaired wash out at Wayside Meadows Park ballfield.
- Sprayed warning tracks at Dante Bichette field and sod cut around infield and outfield grass lips
- Painted Dante Bichette and Weaver Hollow ball field foul poles
- Added clay and repaired batter's boxes at Lilley Gulch ball fields
- Removed weeds on infields at Lilley Gulch and Weaver Hollow and Hoida Parks.

Multi-use fields/ Irrigated parks

- Flagged, aerated, and fertilized all multi-use fields.
- Edged sidewalks and trimmed around trees at Westbury, Alpers Farm, and Mossbrucker parks.
- Sprayed liquid fertilizer and iron to turf field at Alper's Farm Park
- Sprayed Weaver Hollow Park ball field fence line
- Sprayed 3 walkway entry ways to Sunrise Creek Park on the north perimeter
- Laid out and painted soccer fields weekly for Foothills Youth Sports.
- Painted weekly for Foothills Youth Flag Football.
- Applied supplemental fertilizer, iron, and humates to Alper's Farm Park and pulled soil samples

Mowing

- Weekly and monthly mowing and trimming are on schedule in the 65 parks, trails and greenbelts.
- Edging all sidewalks and concrete trails and curbs in various parks.
- Mowed Bellevue Ridge greenbelt
- Scraped weeds and sod cut edges on all northwest ball fields
- Trimmed out dry ditch between Governor Grant Elementary and back looped trail of Governor Grant Park

Playgrounds/Play-courts

- Completed playground checks and inspections on our 39 playgrounds.
- Added play sand to pits at Mossbrucker Park and Lilley Gulch playgrounds
- Power washed and painted over multiple graffiti incidents Weaver Hollow Park.
- Installed new corner tab for entry panel to slide at Chief Colorow Park
- Installed new landing deck for playground at Sunrise Creek Park
- Installed new panel above foot climber at Trappers Glen Park playground
- Refreshed new mulch into the playground at Mossbrucker Park
- Installed new replacement rope ladder bridge component to Lilley Gulch playground
- Added sand to play area under shade structure at ADCAP playground of Lilley Gulch

Native areas/Noxious weed

- Continued our noxious weed control for 2023. Our primary focus is the spraying of the noxious weeds; Hairy Willow Herb, thistle, teasel, myrtle spurge and hemlock in our native areas.
- Cleared and cleaned up debris blockage on cul-de-sac drain on Queen St. in the Donkey Hill greenbelt
- Cleared and cleaned up debris blockage on cul-de-sac drain on West Ellsworth Ave. in the 6th Ave greenbelt.
- Staff sprayed out native area at Valley View Park.
- Mowed native south and west of Dancing Willows in open space areas

Park Amenities

- Staff repaired Alper's Farm Park picnic table top and seat boards
- Staff cleaned and restock the Columbine Hills restrooms daily during the baseball seasons.
- Worked with a contractor moving a covered picnic table at Willow Creek Park, hauled away old concrete pad a soil.
- Staff repaired electrical outlet and breaker on the Chaucer Park shelter.

Urban Forestry/ landscape beds

- Mulched trees at Sunrise Creek Park
- Sprayed tree rings at Hoida Park, Colorow Park, Lilley Gulch, and Weaver Hollow
- Removed dead trees at Blue Heron, and Governor Grant Park
- Trimmed suckers and pruned trees at Mossbrucker and Blue Heron parks
- Removed dead tree south of circle trail at Sunrise Creek Park
- Major clean up and debris in the eastern portions of Columbine West Park.
- Trimmed branches around Bellevue Acres playground
- Trimmed branches and willows around Dancing Willows Park path and playground.
- Pruned trees and chipped limbs at Christenson Meadows Park, Powderhorn Park, Chaucer Park, and Meadows greenbelt and Stoney Creek greenbelts.
- Sprayed tree rings at Weaver Hollow, Lilley Gulch athletic fields, Alper's Farm, Blue Heron Park, and Sunrise Creek Park.

Drainage/Lakes

- Repaired trail over culvert at west entry walking trail for Harriman Lake Park
- Repaired washed out culvert crossing for cross country race
- Opened and closed gate valve at Beer Sisters Reservoir in accordance with water level accounting and water right.
- Scraped and removed mud and debris out of tunnel under Simms St. from heavy rain and washouts

- Cleared blockage on the Lilley Gulch drainage at the Peakview underpass, which is part of Lilley Pad Park to Woodmar Park on the Regional trail.
- Staff removed a small beaver dam on the main spillway from the upper pond to the lower pond at Sanctuary Park.
- Major cleanup of mud debris in the eastern portions of Dutch Creek underpass at Pierce Street. Cleaned out the drainage fore-bay and concrete drain pan.
- We had a large amount of rain with multiple downpours and hail. Staff removed a considerable amount of mud and debris in all 7-trail underpasses.
- Removed mud and set erosion wattles around the drain pad at Sledding Hill Park parking lot.

Trails/ Parking Lots

- Added breeze to low spots along Bobby Hyatt trail
- Added dirt to ruts off trail at Country West
- Staff regrade sections of the Harriman Lake, and the Fehringer Ranch's parking lots due to a large amount of rain.
- Painted over multiple graffiti incidents in the tunnel under Simms St. near West Quincy and the Dutch Creek greenbelt tunnels.
- Hedge trimmed willows off trails at Trappers Glen and Sunrise Creek
- Trimmed and cleaned up upper most walkway into Westfield Park
- Painted parking lines at Lilley Gulch athletic field parking lot.
- Added material and repaired washouts on the trail at Harriman Lake. Fehringer Ranch culverts
- Repaired washed out culvert on a trail crossing for a cross country race at Fehringer Ranch

Community/Organization Projects

- Continued working with Richdell Construction on 2021 Park improvement projects with warranty issues. The parks are Columbine Hills, Columbine Sports, Victory Park and Westfield Park.
- Urban parks staff is assisted Facility Maintenance staff on pool shut down at Weaver Hollow, Deer Creek pools.
- Urban parks staff provide support on the pool construction projects at Columbine West and 6th Avenue West pools.

Volunteer and outreach Projects

- Staff assisted in a volunteer project, Staff chipped and removed limbs from a volunteer project at the 6th Avenue Greenbelt landscape beds.

- Staff assisted with Eagle Meadows playground build which was a volunteer and outreach Projects.

Kipling Villas Sub-District

Operating Expenses were \$75,838 favorable to plan, due to timing of purchasing supplies, purchase services and some savings on irrigation water in utilities from wet spring and early summer.

Kipling Villas Highlights

- Working with Mile Hi Flood District and Jefferson County storm water improvement of a section of North Tributary of the Lilley Gulch Drainage Corridor. Major washout of the drainage in this section.
- Fertilized turf July and September
- Repaired mainline breaks- S. Holland Way near crosswalk, and south side of Park Hill near Dover
- Repaired mainline breaks S. Holland way across from Lilley Gulch, and south side of Park Hill at S. Garrison St.
- Repaired two seeping valves on north side of Park Hill Ave.
- Contracted herbicide application to landscape beds and turf
- Scraped curb line and drain pan along Park Hill Ave. and removed debris
- Filled bags at mutt mitt stations.

Regional Parks

Revenues finished unfavorable to plan due to less credit than originally planned for solar panels. Expenditures finished at \$730 favorable to plan largely due to timing of purchasing supplies. Revenue/expenditures finished unfavorable to plan by \$17,083.

Highlights

- Worked with contractors to repair sunken concrete stairs and heaved concrete slabs at the Peak baseball fields
- Josh Quinit received his Certified Pesticide Applicators License
- Worked with Sarah McAfee and 80 volunteer middle school kids for a cleanup day at Easton Regional Park

Easton Regional Park

- Installed memorial bench at Hine Lake
- Removed shrub in front of the Peak at the request of West Metro Fire to provide clearance around fire hydrant
- Re-striped the parking lots at Water's Edge, Peak Fields, and the "Student" lot

- Installed 27 yards of engineered wood fiber at the Ridge Rec. playground
- Line 15 Foothills Youth Athletic Fields weekly
- Assisted Youth Athletics staff with repairs to their shed
- Performed fire mitigation mowing throughout the park
- Re-set all Hollywood sleeves on field E2
- Weekly mound repairs on E13 and E14
- Mowed all athletic fields twice weekly
- Mowed Water's Edge Park, Peak, Ridge Rec., Edge Ice Arena weekly
- Worked with contractor to repair portions of the Peak and Ridge parking lots
- Repaired Ward St. parking lot fence
- Repaired "Student" parking lot fence
- Scraped and leveled dirt parking lots and soft-surface trails
- Pressure washed extensive graffiti at Peak Fields shelter
- Cleaned restrooms daily
- Repaired Ridge daycare playground musical apparatus
- Repaired mainline at Rockies Field

Schaefer Athletic Complex

- Repaired mainline at Jennings Field
- Repaired 15 zone wires on surrounds around field 2 that had been trenched through by contractor
- Repaired 2 broken lateral lines broken by contractor
- Corrective tree pruning throughout park site
- Mowed all athletic fields twice weekly
- Mowed all passive turf areas once weekly
- Installed infield conditioner on fields 1, 3, and 5

Park Rangers Highlights

The Park Ranger budget is running unfavorable by \$3621 due to additional supplies purchased for the program.

Highlights

- Ranger Burtnett participated in Golden High School's Industry Interview Day by conducting simulated interviews with senior students and answering questions about the Park Ranger field
- Ranger Ganow provided Non-Escalation, De-Escalation, and Crisis Management training for Ranger staff. This training is mandatory for Foothills Park Rangers
- Rangers assisted with traffic control at Clement Park for Red, White, and You

Customer Service & Welfare Contacts

- Welfare checks—Clement park tennis courts (single male), SAC shelters (two males), one male at Westbury was stumbling but otherwise alert and oriented (provided a bottle of water), Lilley Gulch Rec. (basketball court, one individual checked fine),
- Customer Service—checked in with anglers at Harriman for quantity, species, and lures used, assisted Clement visitors to shelter Q, provided 1st Aid at Schaefer Field 2 until West Metro arrived on scene, handed out dog treats to several owners in compliance with leash laws, fielded several inquiries and requests for an off-leash dog park in the District, provided 1st aid for soccer player at Foothills Sports Arena until West Metro arrived on scene, provided 1st aid for one laceration at Easton Regional Park

Graffiti and Vandalism

- Rangers documented and cleaned graffiti at: Lilley gulch trail, Peak Fields, Columbine Hills Concessions, Ridge Rec. playground, Dutch Creek Regional Trail
- Rangers documented and provided appropriate reporting for vandalism at: Water's Edge (portable toilet blown up), Alpers Farm (picnic table), Valley View Park (picnic table, trash can and slide), Columbine Hills (gutters & downspouts damaged), Mossbrucker (picnic tables), Water's Edge (portable toilet roof caved in),

Un-housed/Overnight Camping Contacts

- Rangers encountered or made contact with un-housed individuals at: Harriman (recovered tent), Schaefer Athletic Complex (two males "borrowing the power" to charge phones), Clement Park (tent and personal items at shelter N), Clement Park (parking lot—two separate individuals), Easton Regional (Rockies Field lot—RV owner also harassing students), Wayside Meadows (provided direction and bottled water for one individual passing through), Gov. Grant Park (abandoned tent and belongings),

Dogs Off-leash

- Rangers made 30 contacts for dogs off leash with 100% compliance

Wildlife

- Rough legged hawk (Hoida playground), several deer (Easton Regional Park), rattlesnake removal (the Peak),

Land/Field Use/Parking Violations

- Parking violations—Clement (parked in turf by shelter G), long term parking issues at Clement, Christensen Meadows Park (multiple vehicles parking on turf near playground), Valley View Park (vehicle parked in turf near playground), Clement Park (vehicles parked in entrance during Pickleball tournament), Massey Draw (homeowner parking trailer behind home),
- Land Use violations—Weaver Gulch Regional Trail (homemade bridge), Fehringer (illegally dumped futon), Easton Regional Park (dumped split rail fence), Wayside Meadows (contractor building retaining wall), Clement Park (dirt bike on soccer fields),

Dutch Creek Regional Trail (contractor discarded old fence material), Dutch Creek Regional Trail (illegally dumped tires),

Safety

- Replaced caution tape at Lilley Gulch playground, removed sediment at Woodmar Square Park so drain grate would sit flush, placed safety barricades along trail corridors following large rain storms, swept broken glass in parking lots and shelters at several locations

Maintenance

- Reset the bollard at Bobby Hyatt, replaced faded coyote sign at Easton, removed fallen tree branches at Lilley Gulch, repaired several sections of smooth-wire fence at Harriman Lake, installed park rules signage at Columbine Hills Park

Clement Park

Total operating revenues through the 3rd quarter of 2023 finished favorable to plan at \$36,317 due to more rentals than planned. Total operating expenditures are at \$41,639 favorable to plan due savings from open full time positions and savings on supplies. Net overall came to \$84,027 better than plan.

Highlights

- Hired Cody Ahrens as our new Field Foreman at Clement Park. Cody was previously the Irrigation Tech at Clement Park and before that a seasonal employee for a number of seasons.
- Hired Bryce Fassell as Full Time Park Maintenance. Bryce was previously a Park Operations Attendant at Clement Park and before that
- Performed the final warranty walkthrough of the Pickleball and Tennis court complex project with the contractor, KCI Construction
- Hosted the Southwest Park Planning and Maintenance Academy. We spoke in depth about the Playground planning, ADA compliance and challenges associated with constructing and maintaining it. Also, toured Clement Park to look at and discuss the Columbine Memorial, the pickleball and tennis complex and the Splash Park. Academy attendants come from around the country so it's a pleasure to host them and "show off" Clement Park.
- The temporary fence that was in place at the amphitheater seating area for the summer was removed. It was placed to protect certain areas from further compaction and allow new turfgrass to establish.
- Installed and began using our new irrigation injection system or fertigation system. The system pumps fertilizer or other amendments directly into the irrigation discharge line to apply through regular irrigation cycles.
- Applied supplemental fertilizer, fungicide, herbicide and other pesticides, as necessary, to combat negative soil conditions, fairy ring and various weeds

- Worked with a service company to troubleshoot and repair security lights around the lake and southeast of the park. One problem was squirrels chewing wires, another problem was underground wire faults and another problem is at the top of the pole in the light fixture.
- Started a warranty replacement project on our ballfield lights. We're experiencing three ballfield light poles that won't turn off automatically, as well as many light bars being out.
- Maintained regular Shelter, Splash Park and Pickleball reservations 7 days a week
- Shut down and began winterizing the Splash Park
- Sports and Events at Clement Park in the third quarter include:
 - Red White and You
 - Foothills theatre company's Shakespeare in the Park
 - Rocky Mountain Pickleball Championships
 - Columbine High School Softball Season
 - Summerset Festival
 - Lumberjack Festival
 - Rush Soccer
 - South Jeffco Sports Association Softball and Baseball
 - True Lacrosse
 - Dave Sanders Cross Country Meet
 - Foothills Middle School Cross Country Meets

Foothills Park & Recreation District
Total Parks and Clement Park
Saturday, September 30, 2023

	September			YTD			2023			2022
	2023	2023	Fav/(Unfav)	2023	2023	Fav/(Unfav)	Original	Remaining	%	2022
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Budget	Completed	YTD
OPERATING REVENUES										
44112 + 44: Admission Fees	-	-	-	-	-	-	-	-	0.00%	\$118,770
44100:4416 Rentals	21,335	15,261	6,074	138,353	114,104	24,249	116,813	(21,540)	118.44%	185,761
44600:4463 Concessions and Other Contracts	-	-	-	4,392	4,392	0	4,392	0	100.01%	4,392
44910 + 48: Other Revenue	-	1,800	(1,800)	5,331	15,300	(9,969)	18,000	12,669	29.62%	5,996
TOTAL OPERATING REVENUES	21,335	17,061	4,274	148,077	133,796	14,281	139,205	(8,872)	106.37%	314,919
OPERATING EXPENDITURES										
50100:5090 Salaries and Wages	192,094	209,792	17,698	1,761,798	1,864,434	102,636	2,428,875	667,077	72.54%	1,549,091
51100:5130 Personnel	40,342	42,237	1,896	442,981	454,111	11,130	577,883	134,903	76.66%	413,788
52100:5275 Supplies	86,952	54,634	(32,318)	562,318	611,891	49,573	679,165	116,847	82.80%	498,990
53100:5356 Purchased Services	63,377	43,803	(19,573)	416,309	442,461	26,152	519,693	103,383	80.11%	362,229
54110:5421 Utilities	99,694	135,192	35,498	535,818	727,285	191,467	820,139	284,321	65.33%	647,800
55100:5560 Insurance	6,058	5,612	(446)	59,410	50,510	(8,900)	67,347	7,937	88.22%	45,356
TOTAL OPERATING EXPENDITURES	488,516	491,271	2,755	3,778,634	4,150,692	372,059	5,093,102	1,314,468	74.19%	3,517,254
NET OPERATING REVENUE/(EXPENDITURES)	(467,181)	(474,210)	7,029	(3,630,557)	(4,016,896)	386,340	(4,953,897)	(1,323,340)	73.29%	(3,202,335)
NON-OPERATING REVENUE										
41100 + 41: Property Taxes Collected for Operations	474,215	474,215	0	4,040,203	4,040,204	(1)	4,977,218	937,015	81.17%	3,347,813
42355 + 42: Contributions and Grants	603	-	603	4,973	-	4,973	-	(4,973)	0.00%	3,302
48142 Proceeds from Insurance	-	-	-	42,144	-	42,144	-	(42,144)	0.00%	-
TOTAL NON-OPERATING REVENUE	474,818	474,215	603	4,087,319	4,040,204	47,115	4,977,218	889,898	82.12%	3,351,115
NON-OPERATING EXPENDITURES										
57100 + 58: Facilities & Equipment Repairs and Replacements	-	-	-	20,000	20,000	-	20,000	-	100.00%	20,000
53190 + 53: Other Expenditures	5	5	0	3,308	3,308	0	3,321	13	99.62%	1,735
TOTAL NON-OPERATING EXPENDITURES	5	5	0	23,308	23,308	0	23,321	13	99.95%	21,735
NET REVENUE/(EXPENDITURES)	7,631	-	7,631	433,455	-	433,455	-	(433,455)	0.00%	127,044
TOTAL REVENUE	496,153	491,276	4,877	4,235,396	4,174,000	61,396	5,116,423	881,026	82.78%	3,666,033
TOTAL EXPENDITURES	488,521	491,276	2,754	3,801,942	4,174,000	372,058	5,116,423	1,314,481	74.31%	3,538,989
NET REVENUE/(EXPENDITURES)	7,631	-	7,631	433,455	-	433,455	-	(433,455)	0.00%	127,044

**Marketing & Community Outreach Department
Third Quarter Report, July 1 – September 30, 2023**

Design and Printing

- Prepared Drop-in Fitness schedules for JUL, AUG, SEP, OCT 2023 and submitted PDF for posting on website.
- Prepared schedules for FALL 2023 for Active Adults (previously Senior Adult Programs, Excursions, Events) and submitted PDFs for posting on website.
- Prepared Hockey & Public Skate calendars for AUG, SEP, OCT 2023. PDFs for posting on website.
- Prepared Figure Skating calendars for AUG, SEP, OCT, NOV 2023. PDFs for posting on website.
- Prepared Pool schedules for SEP 2023, OCT 2023. PDFs for posting on website.
- Designed and printed flyers, tickets, signs, banners for Active Adult Open House event.
- Completed work on SEP 2023 – FEB 2024 District Magazine, sent files to printing company.
- Printed signs for Columbine West Pool Open House and sent for lamination.
- Designed other flyers, banners, bulletin boards and signs for departments as requested in Marketing tickets.

Website, Digital Marketing, Social Media, Events and other

- Regular status updates, photo posts, event creation, social media engagement, answering patron inquiries, answering private messages, public interactions and regular review of our Facebook, Twitter, LinkedIn and Instagram accounts. Important community messages and meetings posted on Nextdoor.com.
- Regular maintenance of website and events listings with timely updates as needed. Completed requests for website content changes, deletions and updates from marketing tickets.
- Ongoing meetings with our website company to review and mediate digital accessibility issues on both ifoothills.org and foothillsgolf.org in regards to HB 21-1110 which expands the unlawful discrimination against an individual with a disability as it relates the use of technology. Reviewed site changes and individual page updates as they become available, communicate findings and any edits to company for additional remediation.
- Review and respond to info email account inquiries.
- Heavily promoted Hiring Needs for several departments; Red, White & You event and safety tips; Concerts in Clement Park; Shakespeare in Clement Park; National Park & Recreation Month; School Year Value Passes; Little Tots Drop-In at Foothills Fieldhouse; Lifeguard Classes; Fall class registration; Esports; Active Adult Open House; Fitness & Personal Training; BOO-rific Bash & Splash and Volunteerism.
- Ran the Red, White & You event on July 3 with great success. Executed a volunteer clean-up the day after the event on July 4 to pick up trash throughout Clement Park. Additional post event activities and follow up were completed.
- Began planning and marketing BOO-rific Bash & Splash event.
- Raised \$2,700 in sponsorships and \$375 in booth fees for BOO-rific Bash & Splash.
- Raised \$700 in sponsorships for Senior Open House through ongoing corporate relationships.
- Sold \$2,700 in dasher board ads at Edge Ice Arena
- Sold \$850 in dasher board ads at Foothills Fieldhouse
- Continued attending and supporting event sponsors at Concerts in Clement Park.
- Held 8 in-person, Zoom style and phone meetings with new potential sponsors and advertisers.
- Attended 6 networking events
- Attended monthly Strategic Advisory Committee meetings of West Metro Chamber

**Marketing & Community Outreach Department
Third Quarter Report, July 1 – September 30, 2023**

- Attended monthly meetings of CPRA Marketing Group
- Attended AI (Artificial Intelligence) training
- Hosted blood drive for Children's Hospital Colorado at Peak Community & Wellness Center
- Attended West Metro Fire Muster to promote Foothills programs
- Helped arrange, promoted and attended the Columbine West Pool Sneak Peek neighborhood event.
- Continued hosting in-person meetings of South Jeffco Business Alliance (SJBA). Topics included Work/Life Balance with Children's Hospital Colorado; Family Resource Center with The Action Center; and Social Media Safety for Businesses with Jefferson County Sheriff's Office.
- Submitted monthly content to Colorado Parent Magazine and Engage Jeffco e-newsletter.
- Continued to meet with Leisure Services supervisory staff monthly.
- Created one public survey for Children's Programs Summer Camps.
- Attended Golf department meeting.
- Attended internal Digital Accessibility Committee meetings.
- Attended SDA conference trainings for digital accessibility.
- Researched and attended different trainings and help documents regarding digital accessibility.
- Communicated to third party vendors regarding questionnaire for digital accessibility and tracking respondents and following up with no replies.

E-mail Creation & Communication

- Red, White & You event tips & info – 7/2/23
- Fall 2023 Registration – 7/10/23
- SJBA – 7/10/23
- Golf Callaway Demo Day – 7/11/23
- Golf Need New Grips – 7/21/23
- E-Newsletter – 7/26/23
- SJBA – 8/1/23
- Reminder: Outdoor pools closing soon – 8/6/23
- SJBA reminder – 8/9/23
- Hiring in Children's Programs – 8/17/23
- SJBA – 8/22/23
- E-Newsletter – 8/30/23
- Fall events 2023 – 9/11/23
- SJBA – Spotlight Your Business at BOO-rific – 9/15/23
- E-Newsletter – 9/27/23