



Creating Community, Enhancing Health, Inspiring Play since 1959

### BOARD OF DIRECTORS MEETING

January 9, 2024 – 6pm

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

#### Virtual Option:

When: Jan 09, 2024, 6:00PM Mountain Time (US and Canada)

Topic: Foothills Park & Recreation District Board Meeting 01/09/2024 Register in advance for this webinar:

<https://events.teams.microsoft.com/event/425b540c-f190-4bde-a103-0d74167d6386@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 DECEMBER 12, 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. 2024 Budget
    - Public Hearing
    - Resolutions

- Ronald Hopp

- VIII. DISCUSSION ITEMS

IX. EXECUTIVE SESSION

A. Personnel Matters per 24-6-402(4)(f), C.R.S.

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

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## FOOTHILLS PARK & RECREATION DISTRICT REGULAR BOARD OF DIRECTORS MEETING

November 14, 2023

### Virtual Option

You are invited to a Teams webinar.

When: Nov 14, 2023, 6:00PM Mountain Time (US and Canada)

Topic: Foothills Park & Recreation District Board Meeting 11/14/2023 Register in advance for this webinar:

<https://events.teams.microsoft.com/event/f4a4785a-a883-4a84-8860-4135588b5263@e0c4bd9d-9b50-4d79-937d-213d59e132e8>

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

- I. CALL TO ORDER: Director Hanson called the regular meeting to order at 6:00pm.
- II. PLEDGE OF ALLEGIANCE: Director Hanson 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:	Absent
Director Daughtrey:	Present
Director Writz:	Present
Director Trimble:	Present - virtual

ALSO IN ATTENDANCE: Paul Rufien, District Counsel (virtual); Ronald Hopp, Executive Director; Becky Richmond, Director of Recreation; Derek Eberhardt, Assistant Director of Recreation; Dennis Weiner, Director of Finance and Administrative Services; Colin Insley, Director of Parks, Planning and Construction; Randy Meyers, Director of Golf; Richelle Riley, Recording Secretary; other Foothills staff and members of the public.

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

### IV. APPROVAL OF AGENDA:

**MOTION:** Director Daughtrey moved that the Foothills Board of Directors approve the November 14, 2023 agenda as submitted. Director Writz seconded the motion. Poll of the Board: Director Hanson, yes; Director Daughtrey, yes; Director Writz, yes; Director Trimble, yes. The motion was approved.

### V. APPROVAL OF OCTOBER 24, 2023 MINUTES:

**MOTION:** Director Daughtrey moved that the Foothills Board of Directors approve the minutes of the October 24, 2023 board meeting as submitted. Director Writz seconded the motion. Poll of the Board: Director Hanson, yes; Director Daughtrey, yes; Director Writz, yes; Director Trimble, yes. The motion was approved.

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### VI. COMMUNITY COMMENTS:

### VII. DECISION ITEMS

#### A. Board Policy Manual Review/Update

Referring to the memo provided, Ronald Hopp discussed that at the last two meetings, staff had for the Board's consideration a variety of board policies that are part of the Board Policy Manual. In September, the Board chose to defer consideration of those particular board policies to the October meeting. At the October meeting, the Board was asked to consider all of those previous policies as well as new policies. There was discussion about the Code of Conduct and at the end of the discussion, the motion that was made and seconded was to approve the Code of Conduct policy but no other policies, Mr. Hopp explained.

Mr. Hopp indicated staff understood the spirit of the Board, the conversation was that all the policies should be considered and approved but the motion did not include approval of all the other policies. To be prudent and transparent, staff wanted to bring it back and ask for consideration of all of those other policies, aside from the Code of Conduct policy which was approved at the previous meeting.

Mr. Hopp reminded that in the case of all of the policies that were previously presented, staff had no recommended changes other than the Review and Approval of Contracts and Agreements that was presented in October, and discussed.

**MOTION:** Director Daughtrey moved that in the effort to update the Board Policy Manual, the Foothills Board of Directors approve the attached policy recommendations as discussed. Director Writz seconded the motion. Poll of the Board: Director Hanson, yes; Director Daughtrey, yes; Director Writz, yes; Director Trimble, yes. The motion was approved.

#### B. Memorial Bench Application

Referring to information in the packet, Colin Insley discussed an application from Ann Johnson requesting to place a memorial bench in tribute to her husband at Harriman Lake Park. Mr. Insley pointed out a location map, and said it would be replacing an old bench that is there currently.

**MOTION:** Director Daughtrey moved that the Foothills Board of Directors approve the application for Ann Johnson to place a memorial park bench with plaque at Harriman Lake Park. Director Writz seconded the motion. Poll of the Board: Director Hanson, 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 discussed Proposition HH, it did fail on November 7, 2023. Since it did fail, we thought that we would have some additional property taxes

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that would help us with capital and operations. However, the Governor has now called a special session starting this Friday, November 17<sup>th</sup>, Mr. Hopp discussed. In terms of the budget process, Mr. Hopp indicated we thought that we would be back on the regular schedule and the Board potentially would consider budget approval on the second Tuesday of December. With Proposition HH, we thought we may have to do a special meeting, it is possible that might be the case because if they make changes to the overall assessments, they may have to give county assessors more time to provide the District assessed valuations. Mr. Hopp said staff will make adjustments accordingly, and discussed. He reiterated we will plan to have our board meeting December 12<sup>th</sup>.

Boo-rific Bash and Splash was successful. Mr. Hopp recognized that Director Writz brought her family.

Mr. Hopp reminded that we have a holiday breakfast on December 6<sup>th</sup> and invited the board members to come from 9 – 11am at the Meadows restaurant.

Mr. Hopp observed the meeting room has been changed around, and invited feedback from the Board.

In answer to Director Hanson, Mr. Hopp discussed the resurfacing project on Simms Street.

### IX. DISCUSSION ITEMS:

#### A. 2024 Proposed Budget Presentations

Colin Insley introduced Parks, Planning & Construction staff who were in attendance, and had helped put the budget book together. Referring to the 2024 Budget Book for Parks, Planning & Construction, Mr. Insley summarized overall revenues and expenditures budgeted in 2024 for the department. He provided highlights and described each area; Parks Administration, Fleet Services, Urban Parks Maintenance, Regional Parks Maintenance, Kipling Villas Sub-District, Park Rangers, Clement Park.

In answer to Director Daughtrey, Mr. Insley talked about painting the shelters at Clement Park. In answer to Director Hanson, Kevin Wilks talked about coverage and benefit provided by the park rangers. In answer to Director Writz, Kevin Brown talked about Pickleball reservations. In answer to Director Daughtrey, Gary Ramos discussed graffiti in parks. Director Daughtrey indicated she would like to see the park rangers do a presentation at a board meeting.

Becky Richmond introduced the Recreation team in attendance who built the 2024 Recreation budget. Referring to the 2024 Budget Book, Ms. Richmond went over revenues and expenditures for the Recreation Department. She discussed individual program highlights for Arts, Events & Programs, Children's Programs, Edge Ice Arena, Sports and Athletics, Indoor Sports, Facility Operations, Fitness, Aquatics.

In answer to Director Hanson, Derek Eberhardt talked about keeping pools open later in the season and staffing, Keith Dawson elaborated. Sean Kitners indicated there are no plans currently for disc golf.

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Mr. Hopp commented that throughout the whole budget process, staff have been asking the Board if there are any meaningful changes they would like to see with the overall budget from an operational perspective, staff would like to know last month or this month since we'll be moving from the preliminary budget to the final budget. Mr. Hopp went over things that will change for the final budget, and things that may change the budget timeline. Mr. Hopp discussed staff are in the process of determining capital carry-over from 2023 to 2024, and staff are asking for carry-over of favorable operating variance from 2023. He said capital recommendations will be brought forth to the Board in early 2024.

Director Daughtrey recommended the score board for swimming. Mr. Hopp assured staff made note of that and the tarp situation. He recognized those things are capital related.

Mr. Hopp indicated the final budget could be on December 12<sup>th</sup>, if there are significant updates of what the special session brings, staff will update the Board.

### X. ADJOURNMENT:

The regular meeting adjourned at 6:53pm. The next regular board meeting will be held at 6pm on Tuesday, December 12, 2023.

Submitted by: Richelle Riley, Recording Secretary



Creating Community, Enhancing Health, Inspiring Play since 1959

**DATE:** January 9, 2024

**MEMO TO:** The Foothills Board of Directors

**FROM:** Ronald Hopp, Executive Director

**SUBJECT:** 2024 Budget

The 2024 proposed budget was prepared by staff and presented to the Board at the October 24<sup>th</sup> and November 14<sup>th</sup> board meetings. Since these presentations, items which will have a financial impact to the District in 2024 were added or changed in the final 2024 budget.

The most significant changes from the initial proposed budget to the final budget relate to the 2021 COP projects, the Easton Regional Park ball diamond project, the Dutch Creek Trail extension, neighborhood park projects and other capital expenditures being carried forward to the 2024 budget year. We have added a carry-over of \$7,186,601 for the 2021 COP projects funded by proceeds from the 2021 COPs, \$2,237,241 for 2022 neighborhood park mill levy and Easton Regional Park projects funded by unspent mill levy funds and \$775,194 for capital repair and replacement expenditures funded by unspent 2023 capital funds. For the Dutch Creek Trail project, we have also added \$1,860,612 in anticipated grant funding from Jefferson County along with the additional project spending which will be funded by the Grant. In addition to the changes related to ongoing capital projects and equipment acquisitions, we have added \$5,000,000 of carry forward funds to the budget funded by our expected favorable budget performance in 2023 to address any potential additional expenditures required for the projects that are in progress and to fund additional future projects.

The budget was also updated for all other known changes including: increased property tax revenue due to final assessed valuations; changes in estimated assessments for irrigation water rights; increased County Treasurer's fees related to the change in property tax collections; increased purchased services and supplies for various operating needs including software to assist with making documents digitally accessible and actual insurance premiums for our property & liability insurance policy. The final 2024 budget is balanced with total revenues and expenditures of \$54,584,856. Staff is requesting formal (and final) approval of the budget as submitted.

Once approved by the Board, the budget information will be submitted to Jefferson County and the State of Colorado. Resolutions included in the board packet meet the statutory requirements for adoption of a budget, appropriation of funds, and certification of the mill

levy for the 2023 tax year, which will be collected during 2024. Those resolution numbers are as follows:

**Resolution No. 24-001:** Adopting the 2024 Budget for the Foothills Park & Recreation District

**Resolution No. 24-002:** Appropriating the 2024 Budget for the Foothills Park & Recreation District

**Resolution No. 24-003:** Resolution Levying Property Taxes for the Foothills Park & Recreation District for Budget year 2024.

A public notice has been published in the Jeffco Transcript indicating that the 2024 Proposed Budget is open for public inspection during business hours, it will be reviewed at the October 24<sup>th</sup> and November 14<sup>th</sup> board meetings, and that a public hearing on the budget scheduled for January 9<sup>th</sup>. At the January 9<sup>th</sup> meeting the Chair should open the public hearing and take comments from citizens on the 2024 Budget. The public hearing should then be closed prior to taking action on the aforementioned resolutions.

**MOTION:** I move that the Foothills Board of Directors approve Resolution No. 24-001 to Adopt the 2024 Budget for the Foothills Park & Recreation District; Resolution No. 24-002 to appropriate the 2024 Budget for the Foothills Park & Recreation District; and Resolution No. 24-003 to Levy 2024 property taxes for Foothills Park & Recreation District.



<b>Final Proposed 2024 Total Expenditure Budget</b>	<b>\$ 54,584,856</b>
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No. 24-001

**RESOLUTION TO ADOPT BUDGET**

(Pursuant to 29-1-108, C.R.S.)

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE FOOTHILLS PARK & RECREATION DISTRICT, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2024, AND ENDING ON THE LAST DAY OF DECEMBER, 2024.

WHEREAS, the Board of Directors of Foothills Park & Recreation District has appointed Ronald Hopp, Executive Director to prepare and submit a proposed budget to said governing body at the proper time, and;

WHEREAS, Ronald Hopp, Executive Director has submitted a proposed budget to this governing body on January 9, 2024, for its consideration, and;

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues or planned to be expended from reserves/fund balances so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE FOOTHILLS PARK & RECREATION DISTRICT, COLORADO:

Section 1. That the total budget as submitted, amended, and summarized by fund totaling \$54,584,856 adopted as the budget of the Foothills Park & Recreation District for the year stated above.

Section 2. That the budget hereby approved and adopted shall be signed by the Chair and Secretary and made a part of the public records of the District.

ADOPTED this 9<sup>th</sup> day of January, 2024.

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Phillip Trimble, Chair

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Gina M. Writz, Secretary

No. 24-002

**RESOLUTION TO APPROPRIATE SUMS OF MONEY**

(Pursuant to 29-1-108, C.R.S)

A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNT AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE FOOTHILLS PARK & RECREATION DISTRICT, COLORADO, FOR THE 2024 BUDGET YEAR.

WHEREAS, the Foothills Park & Recreation District Board of Directors has adopted the annual budget in accordance with the local Government Budget Law, on January 9, 2024, and;

WHEREAS, the Foothills Park & Recreation District Board of Directors has made provisions therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget, and;

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues and reserves or fund balances provided in the budget to and for the purposed described below, thereby establishing a limitation on expenditures for the operations of the Foothills Park & Recreation District.

NOW, THEREFORE, BE IT RESOLVED/ORDAINED BY THE BOARD OF DIRECTORS OF THE FOOTHILLS PARK & RECREATION DISTRICT, COLORADO:

Section 1. That the following sums are hereby appropriated from the revenue of each fund, to each fund, for purposes stated:

**DISTRICT FUND:**

Current Operating and Other Expenses	\$51,006,843
Debt Service and Related Expenses	\$ 3,578,013

<b>TOTAL DISTRICT FUND</b>	<b>\$54,584,856</b>
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ADOPTED this 9<sup>th</sup> day of January, 2024.

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Phillip Trimble, Chair

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Gina M. Writz, Secretary

**RESOLUTION TO SET MILL LEVIES**

(Pursuant to 39-5-128, C.R.S. and 39-1-111, C.R.S.)

A RESOLUTION LEVYING PROPERTY TAXES FOR THE YEAR 2023, TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE FOOTHILLS PARK & RECREATION DISTRICT, COLORADO, FOR THE 2024 BUDGET YEAR.

WHEREAS, the Board of Directors of the Foothills Park & Recreation District, has adopted the annual budget in accordance with the Local Government Budget Law, on January 9, 2024, and;

WHEREAS, the amount of money necessary to balance the budget for general operating purposes from property tax revenue is \$16,183,639, and;

WHEREAS, the 2023 valuation for assessment for the Foothills Park & Recreation District as certified by the County Assessor(s) is \$1,740,253,516.

NOW, THEREFORE, BE IT RESOLVED/ORDAINED BY THE BOARD OF DIRECTORS OF THE FOOTHILLS PARK & RECREATION DISTRICT, COLORADO:

Section 1. That the purpose of meeting all and other expenses of the Foothills Park & Recreation District during the 2024 budget year, there is hereby levied a tax as shown below upon each dollar of the total valuation for assessment of all taxable property within the Foothills Park & Recreation District for the year 2023.

<u>Mill Levy Certifications</u>			
<u>Mill Levy</u>	<u>Sub-District "A"</u>	<u>Regular District</u>	<u>Sub-District "B"</u>
Operating	9.463	6.829	8.405
Other	0.032	0.000	0.000
Total	9.495	6.829	8.405

Section 2. That the Executive Director and the Director of Finance and Administrative Services are hereby authorized to sign and directed to immediately certify to the County Commissioners of Jefferson County, Colorado, the mill levies for the Foothills Park & Recreation District, Regular District, Sub-district "A", and Sub-district "B" as hereinabove determined and set.

ADOPTED this 9<sup>th</sup> day of January, 2024.

Phillip Trimble, Chair

Gina M. Writz, Secretary

Colorado Community Media  
750 W. Hampden Ave. Suite 225  
Englewood, CO 80110

Foothills Park & Recreation District \*\*  
6612 S. Ward Street  
Littleton CO 80127

## AFFIDAVIT OF PUBLICATION

State of Colorado       }  
County of Jefferson    } ss

This Affidavit of Publication for the Jeffco Transcript, a weekly newspaper, printed and published for the County of Jefferson, State of Colorado, hereby certifies that the attached legal notice was published in said newspaper once in each week, for 1 successive week(s), the last of which publication was made 12/21/2023, and that copies of each number of said paper in which said Public Notice was published were delivered by carriers or transmitted by mail to each of the subscribers of said paper, according to their accustomed mode of business in this office.



For the Jeffco Transcript

State of Colorado       }  
County of Jefferson    } ss

The above Affidavit and Certificate of Publication was subscribed and sworn to before me by the above named Linda Shapley, publisher of said newspaper, who is personally known to me to be the identical person in the above certificate on 12/21/2023. Linda Shapley has verified to me that she has adopted an electronic signature to function as her signature on this document.



Carla Bethke  
Notary Public  
My commission ends April 11, 2026

CARLA BETHKE  
NOTARY PUBLIC  
STATE OF COLORADO  
NOTARY ID 20004025550  
MY COMMISSION EXPIRES APRIL 11, 2026

### Public Notice

#### NOTICE OF FINAL BUDGET HEARING

Notice is hereby given that pursuant to 29-1-105 and 106, C.R.S., the Foothills Board of Directors will consider the adoption of the 2024 final Budget during a Public Hearing at their regular board meeting January 9, 2024 at 6pm, to be held at Peak Community & Wellness Center, 6612 S Ward St, Littleton, Colorado, where said Budget is open for public inspection. Any interested elector within Foothills Park & Recreation District may appear before the Board of Directors, or file or register objections thereto at any time prior to the adoption of the final Budget.

Phillip Trimble, Chair  
Foothills Board of Directors

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