



Park & Recreation District

Creating Community, Enhancing Health, Inspiring Play since 1959

BOARD OF DIRECTORS MEETING

April 23, 2024 – 6pm

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

Virtual Option:

<https://events.teams.microsoft.com/event/a59e22cd-c2c2-4913-8014-125ad5fa964f@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 MARCH 26, 2024 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 - Dennis Weiner
- VIII. DISCUSSION ITEMS
 - A. Finance Update - Dennis Weiner
 - B. Draft Mill Levy Ballot Language - Dennis Weiner
- IX. ADJOURNMENT

Individuals who need 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.

Record of Proceedings

Foothills Park & Recreation District Regular Board of Directors Meeting

February 27, 2024

A Virtual attendance option was made available through Microsoft Teams.

Call to Order

Director Trimble called the regular meeting to order at 6:00 p.m.

Pledge of Allegiance

Director Trimble led those in attendance in the Pledge of Allegiance to the Flag of the United States of America.

Roll Call

Director Hanson: Present, Director Lodice: Present, Director Daughtrey: Present (virtual), Director Writz: Present (virtual), Director Trimble: Present

Also in Attendance: Paul Rufien, District Counsel; Ronald Hopp, Executive Director; Becky Richmond, Director of Recreation; Dennis Weiner, Director of Finance and Administrative Services (virtual); Colin Insley, Director of Parks, Planning and Construction; Richelle Riley, Recording Secretary; other Foothills staff and members of the public.

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

Approval of Agenda

Motion: Director Lodice moved that the Foothills Board of Directors approve the February 27, 2024 agenda 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.

Approval of Previous Meeting Minutes

Motion: Director Hanson moved that the Foothills Board of Directors approve the minutes of the January 30, 2024 board meeting 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.

Community Comments

Justin Phillips and Gary Pokorn with the Foothills Foundation addressed the Board. Mr. Phillips explained that the purpose of the Foothills Foundation is to raise money for Foothills by doing fun events. He presented a check to the District for \$30,000 from their proceeds last year from their fundraising efforts with Summerset Festival; Red, White & You; and the Foothills Golf Tournament. The Foothills Foundation was thanked by the Board.

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Item 1: Part-time Scholarship Award Recipients

Mr. Hopp acknowledged that the scholarship program is an initiative made by Foothills Board of Directors who created the opportunity to financially help part-time staff pursue their goals towards higher education. Five part-time staff applied for the scholarship, and three were awarded. Recipients Justine Josupait and Jacob Bielkiewicz were present to receive their scholarship award. The third recipient, Ainsly Fowler, was not present.

Item 2: District Parks and Pride in Our Parks Presentation

Using a PowerPoint presentation, Sarah McAfee talked about what staff do in the Parks department and the Pride in Our Parks Program. She discussed the District's Regional Parks, Community Parks, Neighborhood Parks, Greenbelts, Trails Map, Core Services, Park Ranger Program, Parks Planning, and Fleet Services. Ms. McAfee talked about the Pride in Our Parks Program including volunteer information, Eagle Scout service projects, Tribute Tree and Memorial Bench program, grants, and student study opportunities. Ms. McAfee discussed the Arts in the Park projects.

Decision Items

Item 1: Jefferson County Right of Way Property Purchase

Referring to information in the packet, Colin Insley discussed that he received initial plans from Jefferson County for Pierce Street widening in front of Clement Park as part of street improvements they wish to perform. Pointing to an aerial map provided, Mr. Insley described what the County is planning for that area. In order to do the project, the County sent the District a proposal to purchase ground land from the District along Pierce Street. The construction time frame is going to be over the summer and possibly a little into fall, Mr. Insley explained. Mr. Insley pointed out the proposal for the parcel and the temporary easement during construction provided in the packet, as well the deed for the right of way and easement deed. Mr. Insley explained the documents are drafts, and staff recommend conditional approval upon final review by District Counsel and staff and adding any irrigation and site repairs to the agreement. Mr. Insley answered questions from the Board.

Motion: Director Hanson moved that the Foothills Board of Directors approve Jefferson County's offer for the purchase of right of way and temporary easement located at Robert F. Clement Park in the amount of \$25,156 plus irrigation and site repairs for the purpose of widening S. Pierce St. pending final review and approval of the District's legal counsel and District staff, and further authorize the Executive Director to execute the final documents. 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.

Item 2: Board Policy Manual Review/Update

Referring to information in the packet, Mr. Hopp reminded that staff and the Board are trying to update and revise the Board Policy Manual as needed and are currently in the category of Programs/Facilities/Golf. The three policies provided tonight for the Board's review and consideration are: Arts & Events Agency, staff are recommending no change; Clement Park Amphitheater Rental Receipts, staff are recommending no change; Golf Development and Improvement Fund, staff are recommending no change.

Motion: Director Lodice moved that in the effort to update the Board Policy Manual, the Foothills Board of Directors approve the attached policy recommendations as discussed. Director Hanson seconded the motion.

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

Executive Director's Report

Highlighting the report provided, Mr. Hopp indicated that Jefferson County Road and Bridge has offered to install new ADA bike ramps as part of the Dutch Creek Trail project.

Mr. Hopp thanked Directors Hanson, Writz and Daughtrey for attending the Foothills Clubhouse topping off ceremony and signing event on Friday. He said Director Trimble was able to sign the ridge vent a day early.

The Foothills Job Fair was Sunday, Mr. Hopp said, there were 85 plus attendees and as of this morning we have received about 120 applications for positions as the result of the job fair.

Mr. Hopp reminded that Regina Smith, with Arts & Events, sent an invitation to the Board for the opening night performance, or any performance, of The Foothills Theatre Company's *Almost, Maine*.

Mr. Hopp introduced his brother, Robert, from Montreal Canada attending the board meeting.

Discussion Items

Item 1: Trailhead Development Request

Mr. Insley recognized that in attendance was a group from the Trailhead community. Projecting an aerial map, he described a trail they would like to build across the District's property from their area to join with the Mossbrucker Trail.

Andrew Hughes, with Point Consulting, a land surveying, planning, civil engineering, landscape architecture firm, addressed the Board. He explained they are working with Grant Abbott, Eagle Scout candidate, on this project.

Grant Abbott, with Boy Scout Troop 448 and working on his Eagle Scout project, showed a PowerPoint presentation describing the trail project, explaining it would be important to this community. Grant talked about the Trailhead community and how the trail connection would benefit the neighborhood. Mr. Hughes answered questions from the Board. He clarified the concrete trail in that area would be for better connectivity with the residents, the neighborhood and surrounding community. It would be easier than going on the dirt path existing previously.

Mr. Hopp clarified these individuals approached the District to see if this would be of interest and at this point in time, they are driving the project and intending to fund it. It is on Foothills' property, so staff want to make sure that the Board is on board with it as an improvement. Because it is on Foothills' property, the intent is if they would build it, the District would give them an opportunity through a License to Occupy or construction easement to build that through their means and then dedicate it to the District. Any agreements that Paul Rufien thinks the District needs to work out with this entity, will be worked out. Mr. Hopp expressed we wanted to make sure the Board is in favor of staff continuing to dialogue and pursue this as an opportunity to support the Trailhead community. The group will be looking into the sewer easement and Mr. Insley said they would get any county permits required. There was Board consensus to move forward.

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Item 2: Finance Update

Dennis Weiner presented the District's finance update through January of 2024. He talked about some of the highlights starting with total District year-to-date operating revenues, total year-to-date operating expenditures, net operating loss, non-operating expenditures and revenues. Mr. Weiner outlined that net expenditures for the first month of the year were better than budget.

Item 3: Digital Accessibility for Board Information on Website

Referring to the memo provided, Mr. Hopp recalled that the Colorado State Legislature passed a law to expand the unlawful discrimination of individuals with a disability as it relates to technology. The District has been working very hard for a year or more to decipher that and the final guidelines have just recently come out. Mr. Hopp said staff have already started the process of updating the website, and the Golf website has already been updated. Staff have been working with the Community Pass vendor to become WCAG 2.2 compliant, and there are more vendors that staff need to continue to work with.

Mr. Hopp talked about the challenge of pdf documents on the website, they are very difficult to make compliant. A lot of the pdf documents on the website are specific to the Board of Directors. Making those accessible is very time-consuming, Mr. Hopp explained. Mr. Hopp recognized the unfortunate thing, and this will be across the board for many governmental entities, is that information is going to be removed from the website and it will appear the District is being less transparent with the information, but people can request information and it can be provided.

Mr. Hopp outlined what staff thinks should be done but wants the Board to be on board with that. By law, related to Board process, the District is required to post a meeting schedule, location and time and the agenda at least 24 hours prior to the meeting. Currently, the whole packet is being posted. Based upon what is legally required, Mr. Hopp talked about the recommendations in terms of the District's responsibility for website digital accessibility, as outlined in the memo provided, as well as the benefits of the recommendations.

Staff recommends that upcoming meeting agendas would be posted as html content, not pdf. Once the meeting is over, the agenda will be removed. Staff recommend posting the approved board meeting minutes as html content on a web page. The minutes would be accumulated into a full calendar year, he explained. For the financial statements and budgets, beginning in 2024, staff suggest posting two years of information in pdf format, we would pay to remediate that, Mr. Hopp discussed. The Board packets would be removed and no longer posted digitally. Staff would send the Board a link and ask if the Board has needs or requires assistance. Staff can also provide the Board with hard copies. There would be a statement prominently placed on the web page that states if any information is required to contact us. Mr. Hopp discussed the benefits of the recommendations and acknowledged that adjustments can be made as they come up.

Concern for lack of transparency was expressed. Mr. Hopp said our hope is that the statement that will be placed on the website that if an individual needs the agenda or minutes or any other information, they can contact the District and it will be provided helps, it may be a hard copy that is provided. Mr. Hopp agreed with concerns related to transparency and recognized the law is there for a reason and it is unfortunate that it is going to result in removal of information from websites like ours and other governmental entities. Mr. Hopp reiterated there would be the opportunity for somebody to contact us and we can provide information to

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them. Director Daughtrey expressed there has to be no charge to the public to be able to access that information, Mr. Hopp agreed that the District would not charge them.

Director Lodice observed that the District does not have a choice because of this new law that is in place unless we want to spend an excessive amount of resources and money. Mr. Hopp agreed we do not have a choice in terms of digital accessibility, we could devote more staff, time, resources, and money to doing more. We are finding that more and more entities are going to be like we are. Mr. Hopp reiterated we can massage this over time as we become more capable, or we find that there are services that can provide remediation to assist us with those things. Initially it is going to be challenging to do that, so this is where we recommend that we start, Mr. Hopp explained.

Director Trimble asked clarification that there would be a link sent to the directors in advance of the meeting. Kate Dragoo discussed that the Board will be provided with a link to view the information. It would not be a remediated document. If there were any member of the Board that would need accommodations, we would need to accommodate them and find other ways to provide them the information. She offered that packets could be printed out and delivered to their homes at least 24 hours before the board meeting. Ms. Dragoo pointed out that packets on average can be 75 -100 pages, and to send that out for remediation, we could not get it promised back to us in a 24-hour period.

Mr. Hopp recognized a Board member may need to be accommodated and staff will work through that. In answer to Director Daughtry, Mr. Hopp said staff have been monitoring how other entities are handling Board information. He gave an example for Apex Park & Recreation and indicated staff will continue to monitor the other major park & recreation districts that the District can be compared to. He pointed out that our recommendation is more generous with information on the website than what Apex is currently tracking towards.

Mr. Hopp said that if we find that we deviate somewhat or dramatically from this recommendation, we will let the Board know. We will continue to monitor those other entities. We'll start with this, monitor the impact on the community, what type of outreach we get, monitor the other entities and if we make changes, we will communicate that to the Board. The Board agreed.

Executive Session

Director Trimble announced the Board will move into Executive Session. When the Board comes out of Executive Session, there will be no further business. We will come back into the public meeting solely to adjourn the meeting.

Contract Negotiations per 24-6-402(4)(e), C.R.S.

Motion: Director Hanson moved that the Foothills Board of Directors move into Executive Session pursuant to Colorado Revised Statute 24-6-402(4)(e) for Contract Negotiations. 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.

The regular meeting adjourned at 7:20 p.m. Executive Session started at 7:23 p.m. and ended at 8:03 p.m. The regular meeting reconvened at 8:03 p.m.

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Adjournment

The regular meeting adjourned at 8:04 p.m. The next regular board meeting will be held at 6:00 p.m. on Tuesday, March 26, 2024.

Submitted by: Richelle Riley, Recording Secretary

FOOTHILLS PARK & RECREATION DISTRICT

Creating Community, Enhancing Health, Inspiring Play since 1959

DATE: April 23, 2024

MEMO TO: Foothills Board of Directors

FROM: Dennis Weiner, Director of Finance and Administrative Services

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. Beginning with the September 26, 2023 board meeting, we started a systematic process of reviewing these board policies so that we can, again, bring this manual up to date.

The manual is categorized by Administration, Programs/Facilities/Golf, Finance, Parks/Planning. The Administration section has been completed.

We welcome thoughts from members of the Board if there are any changes desired and/or required.

The policies provided for your review and staff's recommendations include the following:

- District Resident Financial Assistance Program
 - Update per staff recommendation, attached.
- Finance Policies
 - Update per staff recommendation, attached.
- Investment Policy
 - Staff recommends no change to this policy.
- Purchasing Card Policy
 - Update per staff recommendation, attached.

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.

District Resident Financial Assistance Program

Program Philosophy

The Board of Directors has approved up to \$20,000 annually for a financial assistance. All recipients must be **District Residents**. Financial assistance is designed to provide temporary aid to families and individuals who need assistance. It is not the intent or desire of the District to subsidize childcare, program fees, or recreation facility use over extended periods of time. Scholarships will not generally exceed 50% of the cost of the program. Exceptions should be reviewed with the ~~Manager/~~ Director of the department. Financial assistance may be awarded for recreation facility passes, programs, or on-going programs. **Contracts will be limited to three months**. Applicants will be eligible for **one renewal annually**. It is expected that with these conditions in place the District will be able to assist all eligible families.

Exclusions

Items that cannot be used with financial assistance include drop-in classes or programs, contracted programs where the contractor takes the registration, adult leagues, birthday parties, rentals, Children's Programs specialty camps, daily admissions, multi-visit cards, Annual ~~or Active Options~~ Pass, private lessons, ~~personal training~~, green fees, golf carts, pro-shop, gift cards, program materials and ~~items/activities~~ nothing under \$15.

Funding

Funds for financial assistance represent a reduction of revenue for the granting program. A copy of the completed contract should be forwarded to the ~~Recreation Programs Director~~ Director of Recreation once the funding financial assistance is approved.

~~Application Process~~

~~To apply, the applicant must complete a Financial Assistance Application form, provide proof of income, including copies of two most recent pay stubs and W-2 or tax statement for each working family member. If unemployed, the applicant must show proof that they have applied for unemployment. Proof of denial for Child Care Assistance Program must be attached for child care funding consideration. Applications should not be processed unless all of the requested information is provided, including income documentation. Applications must be submitted in person or by mail to the appropriate program supervisor a minimum of two (2) weeks prior to the start of the program/activity they are applying for.~~

~~Eligibility—Income Guidelines~~

~~To compute the total monthly gross income, add all income source columns, including monthly salary, child support, tips, SSI, and other income. Verify the monthly salary listed using the attached income documentation. Monthly income is figured **before tax**. Use the Income Guidelines to determine the percent of discount the applicant is eligible for. Family size includes any adults in the household in addition to children. Contact the applicant by phone to review income, special circumstances, and number of family members in the home. Working across and down the chart, determine the **percentage of District contribution (discount)**. An example of this would be if a two person family with a monthly gross income of \$3,610 enrolled in a \$49.00~~

gymnastics program, the financial assistance would pay for 30% of the class, leaving the family to pay for 70%, or \$34.30.

Approving Class / Program Requests

~~Once eligibility has been confirmed, the programmer will confirm space availability in the requested class or program. Class minimums must be met prior to awarding assistance. The program supervisor will complete the staff section of the contract and sign off on the approved classes / programs.~~

Contacting the Applicant

~~When the financial assistance has been approved, the programmer must contact the applicant to discuss the discount offer. Explain the District share and the participant share. Explain the duration of the discount (one session to three months). Make arrangements for the applicant to come in to sign the scholarship contract and pay the participant share.~~

Contracts – Duration

~~A Financial Assistance Contract form must be signed and dated by the applicant. Each contract will be valid for a specified amount of time not to exceed three months. The applicant may reapply just prior to end of an existing contract to avoid a disruption of program time. Applicants are required to complete all paperwork when reapplying, and must submit two current pay stubs or documentation verifying income. Applicants (includes all family members) may receive assistance funds for a maximum of six months in any calendar year, but **only one program per family member per three months.**~~

Participant Fees and Payment Policy

~~Complete the staff portion of the contract form. Complete the expiration date. Be sure to compute the participant share based on the amount of the discount the District is awarding. The participant share must be collected at the time of registration in order for the applicant to receive the District's share of the program fee. Except in Children's Programs, it must be paid in conjunction with Children's Programs payment policies. All subsequent participant fees must be paid in accordance to the contract, or termination of further financial benefits will occur. Participants are responsible for any supply fees not included in the registration fee.~~

Reporting District's Contribution

~~The District will maintain records of the District's Contribution of all financial assistance awarded. Figure the District's Contribution on the bottom portion of the contract. A copy of the completed contract must be forwarded to the Recreation Programs Director who will notify staff at which time the financial assistance has been depleted.~~

Finance Policies

April 13, 2010

BANK ACCOUNTS/SAFE DEPOSIT BOXES

The Board of Directors must approve by resolution the opening of bank accounts and safe deposit boxes.

The authorized signatures will be that of the Board Chair, Board Treasurer, Executive Director and the Director of Administrative Services. Two signatures are required for checks in the amount of \$20,000 or greater with one of the two signatures being either the Board Chair or Treasurer.

Approval to physically open the District's safe deposit box requires that two of the authorized signers be present.

CHECK DISBURSEMENTS

The Director of Administrative Services will distribute a copy of the monthly Check Disbursements listing to the Board Treasurer each month.

ECONOMIC FORECAST

Economic forecasts shall be completed periodically as needed for the purpose of providing a financial reference for strategic planning and decision-making, and as part of the budget process.

ANNUAL BUDGETS

The Executive Director shall present to the Board of Directors formalized guidelines to be used in the annual budget preparation and the process utilized to develop and approve the budget.

Annually a detailed budget by cost center (department), including all revenues and expenses line items, will be created and presented to the Board for their approval. The Executive Director shall present to the Board of Directors a detailed list of expenditures associated with the approved capital additions and improvements included in the annual budget.

If a revised budget is necessary as required by the Colorado State law, the revision will include a summary by department and funds and include: original budget, revised budget, and net change, narrative explanation for change, and a request for Board action or redistributions of funds if required.

FINANCIAL STATEMENTS

The District's accounting policies and financial statements shall conform to generally ~~accepting~~ accepted accounting principles as applicable to government units. The Board of Directors will receive monthly financial statements.

APPROVAL OF LEGAL EXPENSES

All legal services invoices shall be submitted to the Chair and the Treasurer of the Board for review and approval prior to payment. Additionally, all cases involving formal litigation and/or arbitration which may result in additional expense to the District will require advanced approval by the Board of Directors.

CONSERVATION TRUST FUND

The Board of Directors has established a Conservation Trust Fund to receive funds allocated to it in such amounts and for such purposes as may now and hereafter be provided by the State of Colorado pursuant to Title 29, Article 21, C.R.S. 1973, as amended. A copy of the Board resolution was delivered to the division of local government in the department of local affairs of the State of Colorado.

CAPITAL RESERVE FUND

The District establishes a general reserve fund in an amount equal to 9% of the District's annual operating budget and shall be set aside for cash flow, emergency and other purposes as determined by the Board of Directors.

The Board of Directors must approve by resolution the allocation of these reserve funds for emergency or other purposes.

The Board of Directors must approve by resolution the reduction of this general reserve fund to an amount below the established 9% of the District's annual operating budget.

AUDIT

In compliance with Colorado law, the District shall annually contract for the services of a Certified Public Accountant to examine and render an opinion of the District's financial statements.

COOPERATIVE EFFORTS WITH THE PRIVATE SECTOR

The District may pursue contracts with the private sector that provide facilities or services compatible with the mission of the District and provide revenue to minimize the requirements for additional property tax revenues. In addition, the District will work with the private sector within the guidelines of District policy and precedent to ensure that there is a continuation of economic growth for the District as well as continued enhancement of the District's tax base.

FOOTHILLS PARK & RECREATION DISTRICT INVESTMENT POLICY

June 26, 2012

Scope:

This investment policy applies to the investment activities of the Foothills Park & Recreation District. All financial assets of the District are included in the policy.

Objectives:

The investment portfolio of the Foothills Park & Recreation District shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the potential for capital losses arising from changes in market value, the credit risk of the issuer and the cash flow characteristics of the portfolio.

Prudence and Instruments:

Investments shall be made with judgment and care under the then prevailing circumstances considering the safety of the capital as well as the income derived and invested only in investments allowed under state statutes as follows:

1. Article 10.5 of Title 11, which ensures the protection of public funds deposited in eligible public depositories.
2. CRS 24-75-601
3. CRS 24-75-701

Diversification:

It is the policy of the Foothills Park & Recreation District to diversify its investment portfolio. Assets shall be diversified to reduce the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of securities.

Risk:

Foothills Park & Recreation District recognizes that investment risks can result from issuer defaults, market price changes and issuer illiquidity.

Safekeeping and Custody:

To protect against fraud and embezzlement, the assets of Foothills Park & Recreation District shall be secured through third-party custody and safekeeping procedures. Investment official shall be bonded.

Summary of Legal Investments:

These types of investments apply to all governmental entities and funds.

Statute: 24-75-601

Type of Investment

- a. Direct obligations of the U.S. treasury with a maximum maturity of five years from the settlement date unless approved by the Board.

- b. Obligations of U.S. Government Agencies with a maximum maturity of five years from the settlement date unless approved by the Board.
 - 1) Federal Farm Credit Bank
 - 2) Federal Land Bank
 - 3) FHLMC “Freddie Mac”
 - 4) FNMA “Fannie Mae”
 - 5) Export-Import Bank
 - 6) Tennessee Valley Authority
 - 7) GNMA “Finnie Mae”
 - 8) World Bank

- c. Obligations of any other U.S. agency if control of agency by U.S. is at least as extensive as those investments mentioned above.

Limitations: Security must have a maximum maturity of five years from the settlement date unless approved by the Board.

- d. G.O. Bonds of any state, District of Columbia, U.S. Territory, or any of their subdivisions.

Limitations: Security must have been rated in the highest two rating categories by two or more nationally recognized rating agencies with a maximum maturity of three years from the settlement date unless approved by the Board..

- e. Revenue Bonds of any state, District of Columbia, U.S. Territory, or any of their subdivisions.

Limitations: Security must have been rated in the highest two rating categories by two or more nationally recognized rating agencies with a maximum maturity of three years from the settlement date unless approved by the Board..

- f. Any obligation, certificate or participation or lease/purchase of the investing public entity.

- g. Any interest in a local government investment pool pursuant to CRS 24-75-701, et seq. such as “Colotrust” and “CSafe”

- h. Repurchase Agreement in security listed in (a) or (b) above.

Limitations: Securities must be marketable. Market value must be equal to funds invested at all times. Title or perfected security investment must be transferred to public entity or custodian. Securities must be delivered to public entity or third-party custodian or trustee for safekeeping. The collateral securities of the repurchase agreement must be collateralized at no less than one hundred two percent and marked to market no less frequently than weekly. Maximum maturity of five years from the settlement date unless approved by the Board.

- i. Reverse repurchase Agreement in security listed in (a) or (b) above.

Limitations: Securities must be marketable. Market value must be equal to funds invested at all times. Title or perfected security investment must be transferred to public entity or custodian. Securities must be delivered to public entity or third-party custodian or trustee for safekeeping. Maximum maturity of ninety days from the settlement date unless approved by the Board. The collateral securities of the repurchase agreement must be collateralized at no less than one hundred five percent and marked to market no less frequently than weekly. The counter-party meets the credit conditions of an issuer that would qualify under (l) below. The value of all securities does not exceed 80% of the Foothills Park and Recreation District's investment portfolio. No securities should be purchased with the proceeds of the reverse repurchase agreement that are greater in maturity than the term of the reverse repurchase agreement.

j. Money Market Funds

Limitations: Must be registered as an investment company. Investment policies must include an attempt to maintain constant share price. No sales/load fees added to purchase or redemption price. The securities have maximum maturity as specified in rule 2a-7 of the federal Investment "Investment Company Act of 1940". The fund has assets of a certain amount or has the highest current rating from at least one nationally recognized rating agency. The dollar-weighted average portfolio maturity meets the requirements of rule 2a-7 with additional limitations.

k. Guaranteed Investment Contract

Limitations: Issued by insurance company with Colorado certificate. Security must be rated in highest two rating categories by at least two or more nationally recognized rating agency. Maximum maturity not greater than three years, contracts with a maturity of greater than three years shall only be purchased with debt, certificates of participation or lease-purchase agreement proceeds. Not from refunding proceeds.

l. U.S. dollar denominated corporate or bank security, denominated in United States dollars.

Limitations: The debt matures within three years. If security is a money market instrument such as commercial paper or banker's acceptance, then it must carry at least two credit ratings from any nationally recognized credit rating agencies and must not be rated below "A1, P1, or F1", if security is any other kind of security, then it must not be rated below "AA-or AA3", and the book value of the investment shall at no time exceed 50% of the Foothills Park and Recreation District's investment portfolio, or 5% of the book value if the debt is issued by a single corporation or bank unless the Board authorizes a greater percent.



PURCHASING CARD POLICY

I. PURPOSE:

To provide a policy for approval and use of the Foothills Park & Recreation District Purchasing Card to be used for purchases as required by employees in the performance of their job duties.

II. SCOPE AND APPLICABILITY:

This policy applies to all District purchasing activity.

III. POLICY:

A. To obtain a Purchasing Card the following is required:

1. A Purchase Card Application form, which can be found on the Intranet under Finance forms, must be completed by the Supervisor/Manager including employee's requested monthly spending limit, signed by the employee, the Supervisor/Manager, and the responsible Director.
2. A Purchasing Card Policy Agreement form, which can be found on the Intranet under Finance forms, must also be signed by employee applicant with a copy given to the employee and with a copy of the Purchasing Card Policy Agreement and the Purchase Card Application forms forwarded to the Finance Department.
- ~~2.3. Once steps 1 and 2 are completed, the Finance Department requests the card from the Bank.~~
- ~~3.4. The employee applicant and Supervisors/Managers must arrange for the employee applicant to attend a training class given by the Finance Department so that they understand the process and their responsibilities. After the completion of the training the Finance Department provides the card to the employee.~~
- ~~4. At the time of training, a Bank Employee Change form which is completed by the Finance Department must be signed by the employee and approved by the Executive Director.~~

B. The cardholder's responsibilities are:

1. Use the card in a responsible manner for business purposes only, and only for purchases required in the performance of job duties.
2. The card is not appropriate for all purchases and should not be used for personal expenditures. The card may be used for travel and entertainment expenditures with prior approval from the responsible Director.
3. **DO NOT LOAN CARD TO ANYONE.**
4. Keep all receipts. Monthly match and reconcile all receipts to the monthly statement, complete the transmittal log and sign the log, forward all documents to Supervisor\Manager who will review and approve all expenditures by signing the transmittal log and forwarding all documents to the Finance Department.
5. Handle any billing discrepancies and merchandise returns. On request, the Card Program Administrator in the Finance Department will assist with problem resolution and vendor selection.

6. If the card is lost or stolen, report it immediately to the Customer Care Department and the Card Program Administrator (see lost or stolen information in “Cardholder Guide”).
7. Return the card to your supervisor when your employment with the District terminates.

C. The Manager’s responsibilities are:

1. Review and approve the cardholder’s monthly transmittal logs.
2. Notify the Finance Department and the Card Program Administrators if the employee\cardholder leaves the department or terminates employment. Return card to the Finance Department upon termination.
3. ~~Enforce non-compliance procedures when necessary and~~ Take appropriate action upon non-compliance with procedures up to and including card cancellation, employee termination and/or legal action if the card is misused.

D. The Finance Department’s responsibilities are:

1. A completed Purchasing Card Policy Agreement form and Purchase Card Application form ~~A Bank Employee Change form~~ must be completed for new employee purchasing cards and also for a permanent change in an employee’s spending limits. ~~The Bank Employee Change form must be approved by the Executive Director and forwarded to the bank.~~ The Finance Department maintains a file with the Agreement form and Application form for each cardholder.
2. Maintain a list of all cardholders and their Supervisors/Managers.
3. If the responsible Supervisor/Manager changes, the Card Program Administrator will train the new Supervisor/Manager within 60 days.
4. Assure that all transmittal logs are signed by the Cardholders and Supervisor/Manager and are supported by receipts.
5. If the responsible Supervisor/Manager is unavailable, a Manager at the next higher level may sign and approve the transmittal form.
6. Assure that any increase in spending limits is approved by the responsible Director.
7. Identify chronic problems with those that either lose or delay turning in receipts. The method of resolution with these individuals will be a written letter to the employee, with a copy to the Supervisor/Manager. If problems continue the card will be revoked.
8. A list of outstanding cards and credit limits will be sent out to Supervisors/Managers on an annual basis for review.
9. If an employee does not turn in statement, receipts and completed and approved transmittal log within one day of the due date, the Supervisor/Manager will be notified and the card put on suspension.

I have read, understand and accept the above stated policy.

Signature

Date

7/25/174/23/2024

Revised



Creating Community, Enhancing Health, Inspiring Play since 1959

DATE: April 23, 2024

TO: Foothills Board of Directors

FROM: Dennis Weiner, Director of Finance and Administrative Services

SUBJECT: MARCH 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 March 31, 2024 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 3/31/2024**

Total Year-to Date Operating Revenue:

Total District Year-to-Date Operating Revenues are \$3,514,553 versus a budget of \$3,413,854 or \$100,700 higher than planned due to the following:

- Admission Fee Revenues were \$2,473,232, which was \$121,230 better than planned.
 - Recreation admission fees were \$103,645 higher than planned driven by higher than planned admission fee revenue in Indoor Sports, Aquatics, Fitness, Facility Operations and at the Edge, partially offset by lower admission fees in Children's programs for Before and After Care programs.
 - Golf admission fees, including Golf Development and Improvement Fund revenue, were \$435,661, which was higher than plan by \$17,584 because of a higher number of rounds played than planned at Foothills Golf Course and better than planned driving range revenue at the Meadows.
- Rentals were \$780,889, which was lower than plan by \$39,976 mainly driven by lower than planned Ice rentals at the Edge Ice Arena.
- Other revenue was better than plan by \$14,858, mainly because of the timing of advertising sales versus when budgeted.

Total Year-To-Date Operating Expenditures:

Total District Year-to-Date Operating Expenditures are \$5,391,271 versus budget of \$5,789,193 or \$397,922 better than planned due to the following:

- Salaries and Wages expenditures were \$3,043,150, which was better than plan by \$122,641, or about 4%. Full-Time Salaries were better than budget by \$64,976 mainly because of the timing of hiring for open full-time positions in Administration and Golf. Part-time wages were higher than planned by \$4,412 mainly due to higher part-time hours in Parks and Children's Programs.
- Personnel expenditures were \$43,282 lower than planned, resulting from lower than planned health insurance expenditures related to open full time positions.
- Supplies expenditures were \$117,814 lower than budgeted due to the timing of expenditures for operating supplies in Golf and Parks.

- Utilities were \$279,495, which was lower than planned by \$89,024 mainly due to lower than budgeted expenditures on natural gas and electricity, which were lower than planned by \$39,896 and \$53,745, respectively due to lower than planned usage.

Net Operating Loss:

Net Operating Loss was \$1,876,717 compared to a planned Net Operating Loss of \$2,375,339, or \$498,652 better than plan, driven by higher than planned recreation admission fee revenue and lower than budgeted Salaries, Personnel, Purchased Service and Utility expenditures throughout the District.

Non-Operating Revenue and Expenditures:

Net Non-Operating Revenue was \$3,541,504, which was \$128,142 favorable to plan primarily due to the following:

- Property Tax Revenue was \$177,319 lower than planned because of slower collection of property taxes by the County than anticipated.
- Specific Ownership taxes were better than plan by \$25,684 because of higher than planned taxes collected from vehicle registrations within Jefferson County.
- Contributions and Grants were better than planned by \$79,333 resulting from the timing of Red, White & You sponsorships versus when budgeted and capacity building grant funding received under the State's Universal Preschool program for Children's Programs.
- Investment income was better than planned by \$176,127 driven by higher than planned invested balances and higher than planned yields on invested balances.

Net Revenue/Expenditures:

As a result, through March 31, 2024, Net Revenue was \$1,664,787, which was \$626,763 favorable to plan because of better-than-expected Net Operating Loss, investment income and higher revenue from grants, partially offset by lower than planned property tax revenue due to the timing of collections.

Foothills Park & Recreation District
Summary of All Units
Sunday, March 31, 2024

	March	March	Month	YTD	YTD	YTD	2024			2023
	2024	2024	Fav/(Unfav)	2024	2024	Fav/(Unfav)	Original	Remaining	%	YTD
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Budget	Completed	YTD
OPERATING REVENUES										
Admission Fees	\$803,441	\$800,191	\$3,250	\$2,473,232	\$2,352,002	\$121,230	\$13,958,526	\$11,485,294	17.72%	\$2,099,428
Rentals	254,501	271,712	(17,211)	780,889	820,865	(39,976)	3,804,271	3,023,382	20.53%	773,318
Merchandise Sales	19,546	28,771	(9,225)	44,597	50,711	(6,114)	560,429	515,832	7.96%	42,163
Concessions and Other Contracts	65,565	59,711	5,854	188,967	178,266	10,701	838,750	649,783	22.53%	177,800
Other Revenue	6,974	1,695	5,279	26,868	12,010	14,858	61,410	34,542	43.75%	26,654
TOTAL OPERATING REVENUES	1,150,027	1,162,080	(12,053)	3,514,553	3,413,854	100,700	19,223,387	15,708,833	18.28%	3,119,362
OPERATING EXPENDITURES										
Salaries and Wages	1,046,508	1,122,764	76,256	3,043,150	3,165,790	122,641	14,536,980	11,493,830	20.93%	2,802,538
Personnel	176,132	197,365	21,233	517,311	560,592	43,282	2,742,304	2,224,993	18.86%	484,128
Supplies	259,120	347,657	88,537	595,103	712,917	117,814	3,069,771	2,474,668	19.39%	623,888
Purchased Services	253,085	285,139	32,054	844,086	871,685	27,599	3,771,771	2,927,685	22.38%	759,944
Utilities	60,583	115,258	54,675	279,495	368,519	89,024	2,171,446	1,891,951	12.87%	363,282
Insurance	37,593	36,563	(1,030)	110,613	109,690	(923)	438,758	328,146	25.21%	86,276
Other Expenditures	(877)	-	877	1,514	-	(1,514)	-	(1,514)	0.00%	4,563
TOTAL OPERATING EXPENDITURES	1,832,144	2,104,746	272,603	5,391,271	5,789,193	397,922	26,731,030	21,339,759	20.17%	5,124,618
NET OPERATING REVENUE/(EXPENDITURES)	(682,116)	(942,666)	260,550	(1,876,717)	(2,375,339)	498,622	(7,507,643)	(5,630,926)	25.00%	(2,005,255)
NON-OPERATING REVENUE										
Fund Balance	-	-	-	35,493	35,493	-	15,234,529	15,199,036	0.23%	41,284
Property Taxes Collected for Operations	1,139,869	2,102,629	(962,760)	7,129,460	7,306,779	(177,319)	16,183,639	9,054,179	44.05%	6,271,056
Specific Ownership Taxes	82,137	78,601	3,536	272,813	247,129	25,684	988,716	715,904	27.59%	262,421
Conservation Trust	158,691	139,936	18,755	158,691	139,936	18,755	559,744	401,053	28.35%	187,046
Contributions and Grants	62,584	4,400	58,184	152,462	73,129	79,333	1,970,041	1,817,579	7.74%	335,197
Investment Income	82,793	36,079	46,714	280,872	104,745	176,127	424,800	143,928	66.12%	392,934
Proceeds from Insurance	-	-	-	-	-	-	-	-	0.00%	12,794
TOTAL NON-OPERATING REVENUE	1,526,073	2,361,645	(835,571)	8,029,791	7,907,211	122,580	35,361,469	27,331,678	22.71%	7,502,732
NON-OPERATING EXPENDITURES										
Grant Expenditures	1,764	3,091	1,327	5,494	6,871	1,377	155,811	150,317	3.53%	9,780
Facilities & Equipment Repairs and Replacements	590,644	590,644	-	4,377,376	4,377,376	-	23,871,198	19,493,822	18.34%	6,063,494
Debt Payments	-	-	-	-	-	-	2,020,000	2,020,000	0.00%	-
Interest Expense	-	-	-	-	-	-	1,558,013	1,558,013	0.00%	-
Other Expenditures	14,957	31,539	16,582	105,417	109,602	4,184	248,805	143,387	42.37%	85,111
TOTAL NON-OPERATING EXPENDITURES	607,365	625,274	17,909	4,488,287	4,493,849	5,561	27,853,826	23,365,539	16.11%	6,158,385
NET REVENUE/(EXPENDITURES)	236,592	793,705	(557,113)	1,664,787	1,038,024	626,763	-	(1,664,787)	0.00%	(660,909)
TOTAL REVENUE	2,676,101	3,523,725	(847,624)	11,544,345	11,321,065	223,280	54,584,856	43,040,511	21.15%	10,622,094
TOTAL EXPENDITURES	2,439,509	2,730,021	290,512	9,879,558	10,283,041	403,484	54,584,856	44,705,298	18.10%	11,283,002
NET REVENUE/(EXPENDITURES)	236,592	793,705	(557,113)	1,664,787	1,038,024	626,763	-	(1,664,787)	0.00%	(660,909)

Foothills Park & Recreation District
Summary of All Units
Sunday, March 31, 2024

	March 2024 Actual	March 2024 Budget	Month Fav/(Unfav) Variance	YTD 2024 Actual	YTD 2024 Budget	YTD Fav/(Unfav) Variance	2024 Original Budget	2024 Remaining Budget	% Completed	2023 YTD
OPERATING REVENUES										
Admission Fees:										
Recreation Summary - Admission Fees	522,806	557,815	(35,009)	2,037,571	1,933,926	103,645	9,265,200	7,227,629	21.99%	1,820,605
Golf Summary - Admission Fees	266,100	227,129	38,971	414,209	390,631	23,578	4,388,381	3,974,172	9.44%	264,039
Other Funds - Admission Fees	14,536	15,247	(712)	21,452	27,445	(5,994)	304,945	283,494	7.03%	14,784
Total Admission Fees	803,441	800,191	3,250	2,473,232	2,352,002	121,230	13,958,526	11,485,294	17.72%	2,099,428
Rentals:										
Total Parks and Clement Park - Rentals	(1,362)	439	(1,801)	2,331	439	1,892	138,085	135,754	1.69%	6,908
Recreation Summary - Rentals	191,983	212,893	(20,910)	684,830	726,134	(41,303)	2,447,566	1,762,736	27.98%	701,490
Golf Summary - Rentals	63,880	58,380	5,500	93,728	94,292	(564)	1,218,620	1,124,892	7.69%	64,919
Total Rentals	254,501	271,712	(17,211)	780,889	820,865	(39,976)	3,804,271	3,023,382	20.53%	773,318
Merchandise Sales:										
Recreation Summary - Merchandise Sales	5,929	4,736	1,193	21,323	17,507	3,816	86,684	65,361	24.60%	16,976
Golf Summary - Merchandise Sales	13,617	24,035	(10,418)	23,275	33,204	(9,930)	473,745	450,471	4.91%	25,187
Total Merchandise Sales	19,546	28,771	(9,225)	44,597	50,711	(6,114)	560,429	515,832	7.96%	42,163
Concessions and Other Contracts:										
Administration - Concessions and Other Contracts	-	-	-	-	-	-	10,000	10,000	0.00%	-
Total Parks and Clement Park - Concessions and Other Contracts	12,000	4,392	7,608	12,000	4,392	7,608	4,392	(7,608)	273.22%	4,392
Recreation Summary - Concessions and Other Contracts	51,495	50,236	1,259	170,809	168,791	2,018	674,575	503,766	25.32%	172,124
Golf Summary - Concessions and Other Contracts	2,071	5,083	(3,012)	6,158	5,083	1,075	149,783	143,625	4.11%	1,283
Total Concessions and Other Contracts	65,565	59,711	5,854	188,967	178,266	10,701	838,750	649,783	22.53%	177,800
Other Revenue:										
Administration - Other Revenue	296	-	296	10,407	5,000	5,407	9,000	(1,407)	115.63%	8,701
Total Parks and Clement Park - Other Revenue	4,172	-	4,172	4,804	-	4,804	(140)	(4,944)	(3430.00%)	3,039
Recreation Summary - Other Revenue	2,492	1,425	1,067	11,580	6,200	5,380	44,150	32,570	26.23%	12,772
Golf Summary - Other Revenue	14	270	(256)	78	810	(732)	8,400	8,322	0.93%	2,142
Total Other Revenue	6,974	1,695	5,279	26,868	12,010	14,858	61,410	34,542	43.75%	26,654
TOTAL OPERATING REVENUES:										
Administration - TOTAL OPERATING REVENUES	296	-	296	10,407	5,000	5,407	19,000	8,593	54.77%	8,701
Total Parks and Clement Park - TOTAL OPERATING REVENUES	14,810	4,831	9,979	19,134	4,831	14,303	142,337	123,203	13.44%	14,340
Recreation Summary - TOTAL OPERATING REVENUES	774,705	827,105	(52,400)	2,926,114	2,852,558	73,556	12,518,176	9,592,062	23.37%	2,723,967
Golf Summary - TOTAL OPERATING REVENUES	345,680	314,897	30,783	537,447	524,020	13,427	6,238,929	5,701,481	8.61%	357,570
Other Funds - TOTAL OPERATING REVENUES	14,536	15,247	(712)	21,452	27,445	(5,994)	304,945	283,494	7.03%	14,784

	March 2024 Actual	March 2024 Budget	Month Fav/(Unfav) Variance	YTD 2024 Actual	YTD 2024 Budget	YTD Fav/(Unfav) Variance	2024 Original Budget	2024 Remaining Budget	% Completed	2023 YTD
Total TOTAL OPERATING REVENUES	1,150,027	1,162,080	(12,053)	3,514,553	3,413,854	100,700	19,223,387	15,708,833	18.28%	3,119,362
OPERATING EXPENDITURES										
Salaries and Wages:										
Administration - Salaries and Wages	115,715	124,137	8,423	340,561	361,594	21,032	1,464,408	1,123,846	23.26%	310,698
Total Parks and Clement Park - Salaries and Wages	202,729	213,266	10,537	563,271	591,845	28,575	2,598,075	2,034,805	21.68%	502,420
Recreation Summary - Salaries and Wages	594,757	617,482	22,725	1,787,101	1,802,482	15,381	8,097,482	6,310,381	22.07%	1,612,855
Golf Summary - Salaries and Wages	133,307	167,879	34,571	352,217	409,869	57,653	2,377,015	2,024,798	14.82%	376,376
Other Funds - Salaries and Wages	-	-	-	-	-	-	-	-	0.00%	189
Total Salaries and Wages	1,046,508	1,122,764	76,256	3,043,150	3,165,790	122,641	14,536,980	11,493,830	20.93%	2,802,538
Personnel:										
Administration - Personnel	17,002	23,590	6,588	50,534	62,861	12,327	306,884	256,350	16.47%	47,382
Total Parks and Clement Park - Personnel	43,602	46,018	2,417	124,600	130,854	6,254	635,186	510,586	19.62%	113,027
Recreation Summary - Personnel	93,612	96,899	3,286	281,776	282,120	344	1,351,590	1,069,814	20.85%	251,287
Golf Summary - Personnel	21,916	30,858	8,943	60,401	84,758	24,357	448,644	388,244	13.46%	72,418
Other Funds - Personnel	-	-	-	-	-	-	-	-	0.00%	14
Total Personnel	176,132	197,365	21,233	517,311	560,592	43,282	2,742,304	2,224,993	18.86%	484,128
Supplies:										
Administration - Supplies	3,895	1,552	(2,343)	13,853	6,328	(7,525)	33,307	19,454	41.59%	5,490
Total Parks and Clement Park - Supplies	47,619	102,676	55,057	122,455	184,541	62,086	654,623	532,168	18.71%	177,358
Recreation Summary - Supplies	130,242	104,226	(26,016)	325,493	293,866	(31,627)	1,216,016	890,523	26.77%	248,200
Golf Summary - Supplies	77,364	139,204	61,840	133,302	228,182	94,880	1,165,825	1,032,523	11.43%	168,017
Other Funds - Supplies	-	-	-	-	-	-	-	-	0.00%	24,822
Total Supplies	259,120	347,657	88,537	595,103	712,917	117,814	3,069,771	2,474,668	19.39%	623,888
Purchased Services:										
Administration - Purchased Services	79,387	86,831	7,445	204,465	223,458	18,994	988,490	784,025	20.68%	179,004
Total Parks and Clement Park - Purchased Services	20,769	45,061	24,292	201,636	204,721	3,085	659,948	458,312	30.55%	158,483
Recreation Summary - Purchased Services	129,441	122,852	(6,589)	372,847	364,776	(8,071)	1,602,277	1,229,430	23.27%	355,546
Golf Summary - Purchased Services	23,488	30,394	6,906	60,214	78,730	18,516	521,056	460,842	11.56%	65,321
Other Funds - Purchased Services	-	-	-	4,925	-	(4,925)	-	(4,925)	0.00%	1,589
Total Purchased Services	253,085	285,139	32,054	844,086	871,685	27,599	3,771,771	2,927,685	22.38%	759,944
Utilities:										
Administration - Utilities	(18,709)	(558)	18,151	(16,414)	(417)	15,997	(24,888)	(8,474)	65.95%	1,125
Total Parks and Clement Park - Utilities	15,958	19,333	3,375	55,820	63,218	7,398	676,360	620,540	8.25%	71,751
Recreation Summary - Utilities	50,176	78,603	28,427	193,939	260,002	66,063	1,036,512	842,573	18.71%	258,547
Golf Summary - Utilities	13,158	17,880	4,722	46,151	45,716	(435)	483,462	437,311	9.55%	31,858
Total Utilities	60,583	115,258	54,675	279,495	368,519	89,024	2,171,446	1,891,951	12.87%	363,282
Insurance:										

	March 2024	March 2024	Month Fav/(Unfav) Variance	YTD 2024	YTD 2024	YTD Fav/(Unfav) Variance	2024			2023
	Actual	Budget		Actual	Budget		Original Budget	Remaining Budget	% Completed	YTD
Administration - Insurance	10,235	10,235	-	30,704	30,704	-	122,816	92,112	25.00%	27,673
Total Parks and Clement Park - Insurance	8,665	7,635	(1,030)	23,829	22,906	(923)	91,625	67,796	26.01%	18,174
Recreation Summary - Insurance	16,611	16,611	-	49,834	49,834	-	199,338	149,503	25.00%	35,927
Golf Summary - Insurance	2,082	2,082	-	6,245	6,245	-	24,980	18,735	25.00%	4,502
Total Insurance	37,593	36,563	(1,030)	110,613	109,690	(923)	438,758	328,146	25.21%	86,276
Other Expenditures:										
Recreation Summary - Other Expenditures	(1,031)	-	1,031	1,094	-	(1,094)	-	(1,094)	0.00%	1,752
Golf Summary - Other Expenditures	155	-	(155)	420	-	(420)	-	(420)	0.00%	2,811
Total Other Expenditures	(877)	-	877	1,514	-	(1,514)	-	(1,514)	0.00%	4,563
TOTAL OPERATING EXPENDITURES:										
Administration - TOTAL OPERATING EXPENDITURES	207,524	245,787	38,263	623,703	684,528	60,825	2,891,017	2,267,314	21.57%	571,372
Total Parks and Clement Park - TOTAL OPERATING EXPENDITURES	339,342	433,990	94,648	1,091,610	1,198,085	106,475	5,315,817	4,224,207	20.54%	1,041,213
Recreation Summary - TOTAL OPERATING EXPENDITURES	1,013,808	1,036,673	22,865	3,012,084	3,053,080	40,997	13,503,214	10,491,131	22.31%	2,764,113
Golf Summary - TOTAL OPERATING EXPENDITURES	271,470	388,297	116,827	658,949	853,500	194,551	5,020,982	4,362,033	13.12%	721,304
Other Funds - TOTAL OPERATING EXPENDITURES	-	-	-	4,925	-	(4,925)	-	(4,925)	0.00%	26,614
Total TOTAL OPERATING EXPENDITURES	1,832,144	2,104,746	272,603	5,391,271	5,789,193	397,922	26,731,030	21,339,759	20.17%	5,124,618
NET OPERATING REVENUE/(EXPENDITURES):										
Administration - NET OPERATING REVENUE/(EXPENDITURES)	(207,228)	(245,787)	38,559	(613,296)	(679,528)	66,231	(2,872,017)	(2,258,721)	21.35%	(562,672)
Total Parks and Clement Park - NET OPERATING REVENUE/(EXPENDITURES)	(324,532)	(429,159)	104,627	(1,072,476)	(1,193,254)	120,778	(5,173,480)	(4,101,004)	20.73%	(1,026,873)
Recreation Summary - NET OPERATING REVENUE/(EXPENDITURES)	(239,102)	(209,568)	(29,535)	(85,970)	(200,523)	114,553	(985,038)	(899,068)	8.73%	(40,146)
Golf Summary - NET OPERATING REVENUE/(EXPENDITURES)	74,211	(73,400)	147,610	(121,501)	(329,479)	207,978	1,217,947	1,339,449	(9.98%)	(363,734)
Other Funds - NET OPERATING REVENUE/(EXPENDITURES)	14,536	15,247	(712)	16,527	27,445	(10,919)	304,945	288,419	5.42%	(11,830)
Total NET OPERATING REVENUE/(EXPENDITURES)	(682,116)	(942,666)	260,550	(1,876,717)	(2,375,339)	498,622	(7,507,643)	(5,630,926)	25.00%	(2,005,255)
NON-OPERATING REVENUE										
Fund Balance:										
Other Funds - Fund Balance	-	-	-	35,493	35,493	-	15,234,529	15,199,036	0.23%	41,284
Total Fund Balance	-	-	-	35,493	35,493	-	15,234,529	15,199,036	0.23%	41,284
Property Taxes Collected for Operations:										
Administration - Property Taxes Collected for Operations	631,263	1,594,023	(962,761)	5,810,187	5,987,507	(177,319)	7,383,003	1,572,815	78.70%	5,105,368
Total Parks and Clement Park - Property Taxes Collected for Operations	429,648	429,648	0	1,194,953	1,194,952	1	5,177,241	3,982,288	23.08%	1,085,200
Recreation Summary - Property Taxes Collected for Operations	126,508	126,508	0	263,545	263,545	0	1,348,799	1,085,254	19.54%	226,383
Other Funds - Property Taxes Collected for Operations	(47,550)	(47,550)	0	(139,225)	(139,225)	0	2,274,596	2,413,821	(6.12%)	(145,895)
Total Property Taxes Collected for Operations	1,139,869	2,102,629	(962,760)	7,129,460	7,306,779	(177,319)	16,183,639	9,054,179	44.05%	6,271,056
Specific Ownership Taxes:										

	March 2024 Actual	March 2024 Budget	Month Fav/(Unfav) Variance	YTD 2024 Actual	YTD 2024 Budget	YTD Fav/(Unfav) Variance	2024 Original Budget	Remaining Budget	% Completed	2023 YTD
Other Funds - Specific Ownership Taxes	82,137	78,601	3,536	272,813	247,129	25,684	988,716	715,904	27.59%	262,421
Total Specific Ownership Taxes	82,137	78,601	3,536	272,813	247,129	25,684	988,716	715,904	27.59%	262,421
Conservation Trust:										
Other Funds - Conservation Trust	158,691	139,936	18,755	158,691	139,936	18,755	559,744	401,053	28.35%	187,046
Total Conservation Trust	158,691	139,936	18,755	158,691	139,936	18,755	559,744	401,053	28.35%	187,046
Contributions and Grants:										
Total Parks and Clement Park - Contributions and Grants	1,124	-	1,124	734	-	734	-	(734)	0.00%	2,157
Recreation Summary - Contributions and Grants	21,250	-	21,250	39,500	1,000	38,500	5,500	(34,000)	718.18%	46,989
Other Funds - Contributions and Grants	40,210	4,400	35,810	112,228	72,129	40,099	1,964,541	1,852,313	5.71%	286,051
Total Contributions and Grants	62,584	4,400	58,184	152,462	73,129	79,333	1,970,041	1,817,579	7.74%	335,197
Investment Income:										
Administration - Investment Income	82,793	36,079	46,714	280,872	104,745	176,127	424,800	143,928	66.12%	392,934
Total Investment Income	82,793	36,079	46,714	280,872	104,745	176,127	424,800	143,928	66.12%	392,934
Proceeds from Insurance :										
Total Parks and Clement Park - Proceeds from Insurance	-	-	-	-	-	-	-	-	0.00%	12,794
Total Proceeds from Insurance	-	-	-	-	-	-	-	-	0.00%	12,794
TOTAL NON-OPERATING REVENUE:										
Administration - TOTAL NON-OPERATING REVENUE	714,056	1,630,102	(916,046)	6,091,060	6,092,252	(1,192)	7,807,803	1,716,743	78.01%	5,498,302
Total Parks and Clement Park - TOTAL NON-OPERATING REVENUE	430,772	429,648	1,125	1,195,687	1,194,952	735	5,177,241	3,981,554	23.10%	1,100,151
Recreation Summary - TOTAL NON-OPERATING REVENUE	147,758	126,508	21,250	303,045	264,545	38,500	1,354,299	1,051,254	22.38%	273,372
Other Funds - TOTAL NON-OPERATING REVENUE	233,488	175,387	58,101	440,000	355,462	84,538	21,022,126	20,582,127	2.09%	630,907
Total TOTAL NON-OPERATING REVENUE	1,526,073	2,361,645	(835,571)	8,029,791	7,907,211	122,580	35,361,469	27,331,678	22.71%	7,502,732
NON-OPERATING EXPENDITURES										
Grant Expenditures:										
Other Funds - Grant Expenditures	1,764	3,091	1,327	5,494	6,871	1,377	155,811	150,317	3.53%	9,780
Total Grant Expenditures	1,764	3,091	1,327	5,494	6,871	1,377	155,811	150,317	3.53%	9,780
Facilities & Equipment Repairs and Replacements:										
Total Parks and Clement Park - Facilities & Equipment Repairs and Replacements	-	-	-	-	-	-	-	-	0.00%	20,000
Other Funds - Facilities & Equipment Repairs and Replacements	590,644	590,644	-	4,377,376	4,377,376	-	23,871,198	19,493,822	18.34%	6,043,494
Total Facilities & Equipment Repairs and Replacements	590,644	590,644	-	4,377,376	4,377,376	-	23,871,198	19,493,822	18.34%	6,063,494
Debt Payments:										
Other Funds - Debt Payments	-	-	-	-	-	-	2,020,000	2,020,000	0.00%	-

	March 2024 Actual	March 2024 Budget	Month Fav/(Unfav) Variance	YTD 2024 Actual	YTD 2024 Budget	YTD Fav/(Unfav) Variance	2024 Original Budget	2024 Remaining Budget	% Completed	2023 YTD
Total Debt Payments	-	-	-	-	-	-	2,020,000	2,020,000	0.00%	-
Interest Expense:										
Other Funds - Interest Expense	-	-	-	-	-	-	1,558,013	1,558,013	0.00%	-
Total Interest Expense	-	-	-	-	-	-	1,558,013	1,558,013	0.00%	-
Other Expenditures:										
Administration - Other Expenditures	(2,141)	-	2,141	(1,524)	-	1,524	-	1,524	0.00%	(8,955)
Total Parks and Clement Park - Other Expenditures	489	489	0	1,699	1,698	(1)	3,761	2,062	45.17%	1,499
Other Funds - Other Expenditures	16,609	31,051	14,442	105,243	107,904	2,661	245,044	139,801	42.95%	92,567
Total Other Expenditures	14,957	31,539	16,582	105,417	109,602	4,184	248,805	143,387	42.37%	85,111
TOTAL NON-OPERATING EXPENDITURES:										
Administration - TOTAL NON-OPERATING EXPENDITURES	(2,141)	-	2,141	(1,524)	-	1,524	-	1,524	0.00%	(8,955)
Total Parks and Clement Park - TOTAL NON-OPERATING EXPENDITURES	489	489	0	1,699	1,698	(1)	3,761	2,062	45.17%	21,499
Other Funds - TOTAL NON-OPERATING EXPENDITURES	609,017	624,786	15,769	4,488,113	4,492,150	4,038	27,850,065	23,361,952	16.12%	6,145,841
Total TOTAL NON-OPERATING EXPENDITURES	607,365	625,274	17,909	4,488,287	4,493,849	5,561	27,853,826	23,365,539	16.11%	6,158,385
NET REVENUE/(EXPENDITURES):										
Administration - NET REVENUE/(EXPENDITURES)	508,968	1,384,315	(875,347)	5,479,288	5,412,724	66,564	4,935,786	(543,502)	111.01%	4,944,586
Total Parks and Clement Park - NET REVENUE/(EXPENDITURES)	105,751	-	105,751	121,512	-	121,512	-	(121,512)	0.00%	51,779
Recreation Summary - NET REVENUE/(EXPENDITURES)	(91,344)	(83,059)	(8,285)	217,075	64,023	153,052	369,260	152,186	58.79%	233,226
Golf Summary - NET REVENUE/(EXPENDITURES)	74,211	(73,400)	147,610	(121,501)	(329,479)	207,978	1,217,947	1,339,449	(9.98%)	(363,734)
Other Funds - NET REVENUE/(EXPENDITURES)	(360,994)	(434,152)	73,158	(4,031,587)	(4,109,244)	77,657	(6,522,994)	(2,491,407)	61.81%	(5,526,765)
Total NET REVENUE/(EXPENDITURES)	236,592	793,705	(557,113)	1,664,787	1,038,024	626,763	-	(1,664,787)	0.00%	(660,909)
TOTAL REVENUE:										
Administration - TOTAL REVENUE	714,352	1,630,102	(915,751)	6,101,466	6,097,252	4,214	7,826,803	1,725,337	77.96%	5,507,003
Total Parks and Clement Park - TOTAL REVENUE	445,583	434,479	11,104	1,214,821	1,199,783	15,038	5,319,578	4,104,757	22.84%	1,114,491
Recreation Summary - TOTAL REVENUE	922,463	953,614	(31,150)	3,229,159	3,117,103	112,056	13,872,475	10,643,316	23.28%	2,997,339
Golf Summary - TOTAL REVENUE	345,680	314,897	30,783	537,447	524,020	13,427	6,238,929	5,701,481	8.61%	357,570
Other Funds - TOTAL REVENUE	248,023	190,634	57,389	461,451	382,907	78,544	21,327,071	20,865,620	2.16%	645,691
Total TOTAL REVENUE	2,676,101	3,523,725	(847,624)	11,544,345	11,321,065	223,280	54,584,856	43,040,511	21.15%	10,622,094
TOTAL EXPENDITURES:										
Administration - TOTAL EXPENDITURES	205,383	245,787	40,404	622,178	684,528	62,349	2,891,017	2,268,838	21.52%	562,417
Total Parks and Clement Park - TOTAL EXPENDITURES	339,831	434,479	94,647	1,093,309	1,199,783	106,474	5,319,578	4,226,269	20.55%	1,062,712
Recreation Summary - TOTAL EXPENDITURES	1,013,808	1,036,673	22,865	3,012,084	3,053,080	40,997	13,503,214	10,491,131	22.31%	2,764,113
Golf Summary - TOTAL EXPENDITURES	271,470	388,297	116,827	658,949	853,500	194,551	5,020,982	4,362,033	13.12%	721,304
Other Funds - TOTAL EXPENDITURES	609,017	624,786	15,769	4,493,038	4,492,150	(887)	27,850,065	23,357,027	16.13%	6,172,455

	March 2024 Actual	March 2024 Budget	Month Fav/(Unfav) Variance	YTD 2024 Actual	YTD 2024 Budget	YTD Fav/(Unfav) Variance	2024 Original Budget	Remaining Budget	% Completed	2023 YTD
Total TOTAL EXPENDITURES	2,439,509	2,730,021	290,512	9,879,558	10,283,041	403,484	54,584,856	44,705,298	18.10%	11,283,002
NET REVENUE/(EXPENDITURES):										
Administration - NET REVENUE/(EXPENDITURES)	508,968	1,384,315	(875,347)	5,479,288	5,412,724	66,564	4,935,786	(543,502)	111.01%	4,944,586
Total Parks and Clement Park - NET REVENUE/(EXPENDITURES)	105,751	-	105,751	121,512	-	121,512	-	(121,512)	0.00%	51,779
Recreation Summary - NET REVENUE/(EXPENDITURES)	(91,344)	(83,059)	(8,285)	217,075	64,023	153,052	369,260	152,186	58.79%	233,226
Golf Summary - NET REVENUE/(EXPENDITURES)	74,211	(73,400)	147,610	(121,501)	(329,479)	207,978	1,217,947	1,339,449	(9.98%)	(363,734)
Other Funds - NET REVENUE/(EXPENDITURES)	(360,994)	(434,152)	73,158	(4,031,587)	(4,109,244)	77,657	(6,522,994)	(2,491,407)	61.81%	(5,526,765)
Total NET REVENUE/(EXPENDITURES)	236,592	793,705	(557,113)	1,664,787	1,038,024	626,763	-	(1,664,787)	0.00%	(660,909)

FOOTHILLS PARK & RECREATION DISTRICT

Creating Community, Enhancing Health, Inspiring Play since 1959

DATE: April 23, 2024

MEMO TO: Foothills Board of Directors

FROM: Dennis Weiner, Director of Finance and Administrative Services

SUBJECT: Draft Mill Levy Ballot Language

At the March Board meeting, staff presented information about the Tabor Question on the 2017 November Ballot which was a 2.75 mill levy increase with a 9-year sunset provision. The election was successful with nearly 58% of the voters approving the measure. The mill levy will expire at the end of 2026 if it does not get extended. As part of the discussion, staff presented background information about the mill levy, projects that have been accomplished, a 16-year financial forecast, and the steps required to proceed towards a mill levy extension election prior to the mill levy expiration.

The Board provided direction to staff to proceed with all steps related to placing a Tabor Question on the 2024 November Ballot that will ask voters to extend the mill levy. Staff has developed some draft language for the ballot and is seeking feedback from the Board. After receiving feedback from the Board at the meeting tonight, staff will seek feedback from District Legal Counsel and the consultant who has assisted with polling and ballot language development in the past. The Board will have final and formal approval consideration at the August, 2024 Board meeting.

Staff have also been working on a list of projects that will be promoted to the public as part of the election process. These projects will be presented to the Board at a future Board meeting.

Foothills Park & Recreation District
2024 November Mail Ballot DRAFT Language

WITHOUT RAISING TAXES OR IMPOSING ANY NEW TAX, SHALL FOOTHILLS PARK & RECREATION DISTRICT'S EXISTING 2.75 MILL PROPERTY TAX LEVY (APPROVED IN NOVEMBER 2017) BE EXTENDED IN ALL FUTURE YEARS TO PROVIDE FUNDS FOR OPERATIONS, CAPITAL AND OTHER EXPENSES, INCLUDING:

MAINTAINING, CONSERVING AND IMPROVING PARKS, OPEN SPACES, NATURAL AREAS AND WATER RESOURCES THROUGHOUT THE DISTRICT;

EXTENDING, CONNECTING AND MAINTAINING TRAILS FOR WALKING, BIKING AND HIKING;

PROVIDING, MAINTAINING AND IMPROVING RECREATION OPPORTUNITIES, PROGRAMS AND FACILITIES FOR ALL RESIDENTS INCLUDING SENIORS, FAMILIES AND CHILDREN;

ENHANCING WATER CONSERVATION AND ENERGY EFFICIENCY BY REPLACING OR IMPROVING AGING SYSTEMS;

MAKING INVESTMENTS IN INFRASTRUCTURE AND TECHNOLOGY TO IMPROVE OPERATIONAL EFFICIENCY;

ENSURING MORE PARKS, FACILITIES AND PROGRAMS ARE ACCESSIBLE TO PEOPLE WITH DISABILITIES.

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

DATE: April 23, 2024

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 that they are part of our team!

Name	Department
John Abrami	Ridge Pool
Avery Ashford	Ridge Pool
Lucas Culligan	Urban Park Maintenance
Glen Dodge	Foothills Course Maintenance
Maxwell Dynda	SAC Batting Cages
Logan Fieselman	Ridge Pool
Aiden Greve	SAC Batting Cages
Jennifer Greve	District Adult Sports
Joseph Hindman	Foothills Course Maintenance
Kyle Hoffman	Ridge Pool
Patricia Jonas	Meadows Pro Shop & Operations
Mason LoBuglio	Edge Ice Arena
Angel Macias	Meadows Pro Shop & Operations
Avery Mackey	Ridge Pool
David Mazza	Regional Park Maintenance
Brandon Morris	Information Technology
Aiden Nguyen	Ridge Pool
Kevin Nguyen	Meadows Course Maintenance
Ava Payant	Youth and Middle School Sports
Annalise Peyrouse	Sports Specialty Programming
Cale Pinckernell	Ridge Pool
David Rawlins	Ridge Pool
Carter Rossetter	Ridge Pool
Brandon Schaefer	Urban Park Maintenance
Cherrellyn Schulte	Meadows Pro Shop & Operations

Morgan Sides	Clement Park Turf Maintenance
Buffy Snider	B/A Governor's Ranch
Taylor Stange	SAC Batting Cages
Andrew Van Arsdel	Ridge Pool
Ethan Wang	Meadows Pro Shop & Operations
Kent Anderson	Foothills Course Maintenance
John Callahan	Meadows Pro Shop & Operations
Kevin Campbell	Meadows Pro Shop & Operations
Charli Caraveo	Ridge Pool
Keith Dale	Ridge Pool
Nolan Davis	Foothills Driving Range
Mark Ethridge	Foothills Pro Shop & Operations
Keagan Fahling	AC Batting Cages
Emma Fay	Edge Ice Arena
Thomas Flanery	Meadows Pro Shop & Operations
Cohan Goudge	Foothills Driving Range
Levi Goyette	Foothills Driving Range
Adam Hehn	Foothills Driving Range
Lucas Hill	Foothills Driving Range
Sydney Johnson	The Ridge Pool
Erik Julius	Urban Park Maintenance
Sydney Jussel	Youth and Middle School Sports
Jennifer Kranz	The Ridge Pool
Lowan Ludwig	The Ridge Pool
Brandon Lujan	Fitness
Lucas Manzaneres	Meadows Driving Range
Mary O'Fallon	Foothills Pro Shop & Operations
Lily Pettit	Foothills Driving Range
Dylan Pollock	Foothills Course Maintenance
Lindsey Ripley	B/A Ridge
Zackery Rosen	Meadows Course Maintenance
Daniel Sanchez	Foothills Fieldhouse
James Sanchez	Meadows Course Maintenance
Frances Schneider	Meadows Pro Shop & Operations
Wyatt Schulz	Regional Park Maintenance
Douglas Scott	Foothills Driving Range
Jeffrey Todd	Foothills Driving Range
Elizabeth Tsarevski	Edge Ice Arena
Jonathan Hoffer	Meadows Course Maintenance
Tyler Quick	Sports Specialty Programming
Robert Sanderson	Sports Specialty Programming

Randy Ryan	Regional Park Maintenance
James Brunk	Meadows Course Maintenance

Please congratulate the following staff who have received a promotion or transfer within the District!

PROMOTIONS AND TRANSFERS

Name	Old Job Title	New Job Title
Ashley, Joey F.	Youth Sports Coach/Official	Greenskeeper II Seasonal
Dobrowski, Jacob W.	Irrigation Tech	Golf Maintenance Specialist
Ganow, Gwen D.	Park Ranger	Park Ranger FT
Glass, Luke A.	Lifeguard	Head Guard
Haggenjos, Zach L.	Head Guard	Assistant Pool Manager
Heister, Tyler D.	Operations Coord	Assistant Golf Professional
Hoffer, Jonathan L.	Greenskeeper Seasonal	Greenskeeper II Seasonal
Hofmann, Jenna H.	Hockey Skating Instructor I	Hockey Skating Instructor II
Howe, Audrey	Lifeguard	Youth Sports Coach/Official
Jacobs, Dennis M.	Greenskeeper II PT	Greenskeeper II Seasonal
Kammerzell, Derik S.	Park Maintenance	Greenskeeper Seasonal
Kurtz, Shayna L.	Aquatics Recreation Specialist	Lifeguard
Leask, Kai R.	Head Guard	Assistant Pool Manager
Liebel, Lucas M.	Program Aid	Teacher Assistant
Livingston, Maddie J.	Head Guard	Assistant Pool Manager
Locke, Charlie E.	Hockey Skating Instructor I	Hockey Skating Instructor II
Lodwick, Matthew D.	Assistant Golf Professional	Golf Instructor
Lux, Preston A.	Assistant Pool Manager	Pool Manager
Mauldin, Karl O.	Park Maintenance I FT	Park Maintenance II FT
McDaniel, BellaNova G.	Lifeguard	Head Guard
McNew, Ty L.	Golf Cart Mechanic	Greenskeeper II Seasonal
Mikita, Eva L.	Head Guard	Assistant Pool Manager
Norman, Ben C.	Head Guard	Assistant Pool Manager
Pena, Sergio M.	Batting Cage Attendant	MSSP Coach
Perkins, Emily M.	Teacher Assistant	Teacher
Pinson, Joe D.	Assistant Golf Professional	Head Golf Professional
Quinlan, Ky C.	Head Guard	Assistant Pool Manager
Roberts, Rob L.	Park Maintenance	Park Maintenance II
Roy, Zach K.	Head Guard	Assistant Pool Manager
Ryan, Randy S.	Park Maintenance	Park Maintenance II
Sadeghi, Brian B.	Lifeguard	Head Guard
Smith, Randy T.	Youth Sports Coach/Official	Shop Assistant
Sutton, Richard R.	Manager on Duty-Golf	Course Assistant
Swickard, Wesly C.	Lifeguard	Head Guard
Testerman, Lucy R.	Assistant Pool Manager	Pool Manager

Vigil, Marcus A.	Park Maintenance III	Park Maintenance I FT
Vitry, Steve J.	Park Maintenance	Park Maintenance II
Ward, Katelynn R.	Program Aid	Program Leader
Winey, Amythest J.	Assistant Pool Manager	Pool Manager
Zaborniak, Elena	Operations Coord	Assistant Golf Professional

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

The Digital Accessibility Steering Committee continues to meet weekly. We have recently learned that a new bill was introduced on Monday, April 15th regarding this issue. [HB24-1454](#) recognizes that current law requires state agencies and public entities to comply with digital accessibility standards on or before July 1, 2024. This bill provides a one-year extension to July 1, 2025, of immunity from liability for failure to comply with the digital accessibility standards for an agency that demonstrates good faith efforts toward compliance or toward resolution of any complaint of noncompliance. We are monitoring this newly introduced bill.

We 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 the year 2024.

A Director/Manager/Supervisor meeting was held, and topics of discussion were Finance Update, 2017 Mill Levy Extension, Digital Accessibility, Open Discussion.

Colin Insley and Frannie Masters met with Ken Caryl Parks Manager, Richard Plack, to discuss tools we use to recruit for park maintenance positions.

Gary Ramos and Colin Insley met with HOA representatives on the Meadows Sanctuary Board to share information regarding the beavers in the ponds at Sanctuary Park.

Our external audit team from FORVIS was onsite the week of March 25th for year-end field work associated with the audit of our 2023 financial statements. The team is currently working on wrapping up their audit process and we expect that the final audited financial statements will be available for the May 28, 2024 board meeting. Representatives from the audit firm will attend the meeting to speak to the Board about the audit results.

Mandatory training to defend against occurrences of workplace harassment took place for supervisors on March 28th. The training was presented by Charles T. Passaglia, Esq., founder and manager of Employment Law Solutions, Inc., a human resources consulting firm, which specializes in conducting workplace investigations and training the entire workforce in critical employment law compliance matters.

Paul Rufien and I participated in a Board of County Commissioners meeting where he gave a presentation appealing the decision by the Director of Planning and Zoning to deny our request for inclusion of a filing of the Red Rocks Ranch subdivision.

The Management Team held a workshop to discuss future capital project needs and began to discuss priorities for the five years following a hopefully successful mill levy extension election to be held in November, 2024. The focus was on projects that would be well received by the community that could be promoted as part of the mill levy information dissemination. Project recommendations will be presented to the Board at a future Board meeting.

An employee Pickleball, kickball and ping pong event was held at the Foothills Fieldhouse on April 11th. 60+ employees attended and earned wellness points for their participation. Lunch was also provided. Fun was had by all who attended!







In response to the individual who attended the Board meeting last month with a concern about drainage affecting their townhome development, staff contacted a civil engineer and contracted with them to conduct a site visit and to assess the overall situation and make some recommendations. On Thursday, April 4th, the civil engineer, Colin Insley and I conducted the site visit and met with the individual who attended the Board meeting and walked the entire site. We also encountered other residents in the area and heard their perspectives as well. We are awaiting a report from the civil engineer with her observations and recommendations, and then we will contact the resident who attended the board meeting.

Becky Richmond, Amber Stowe, Hannah Svenkerud, Brandan Glader and I attended the Triad Early Childhood Council's Special Recognition Luncheon. During this luncheon, the Council recognizes those who have made significant contributions to improving the lives of young children and their families.

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 about any of the information, please let us know.

FOOTHILLS PARK & RECREATION DISTRICT

Creating Community, Enhancing Health, Inspiring Play since 1959

DATE: April 23, 2024
MEMO TO: Foothills Board of Directors
FROM: Ronald Hopp, Executive Director
SUBJECT: Capital Projects Report through March 31, 2024

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: \$1,586,279
Budget Remaining: \$963,739
Scheduled Completion: Spring of 2024

Lakehurst Park (Moved to 2022 Mill Levy Park Projects)

- Construction Plans 100% complete
- Grading Permit Approved by the County
- Playground is ordered and in Vendor's Lot
- Bids due April 23,2024

West Laurel Park

- Shade Structure in over playground
- Site work 100% complete
- Irrigation 95% complete

Jim Hoida Memorial Park.

- Project 95% complete
- Restoration and trees planted in the spring

Willow Creek Park

- Construction underway and 60% complete
- Playground is installed

Westbury Park

- Restoration and tree planting in the spring
- 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 for Location and Extent

Easton Regional Park

Budget: \$1,150,000

Expenses to Date: \$312,918

Budget Remaining: \$837,082

Scheduled Completion 2024

- Bids received and staff to awarded to Richdell Construction
- Additional Pump installed at Hine Lake completed
- County permit process started
- Promenade completed to Ward St. parking lot

Dutch Creek Trail Extension

Overall Budget: \$3,765,052

Funding: \$1,904,440 – District Capital Budget/\$1,860,612 Jeffco Trails Grant

Expenses to Date: \$352,899

Budget Remaining \$3,368,325

Project Completion: 2024

- Grading Permit complete
- Jefferson County constructing Simms crossing completed
- Ward St. Ramps Project with County 80% complete
- Project awarded to Civil Specialties, Inc.

Recreation

Weaver Hollow Splash Pad Resurfacing

Splash Pad Resurfacing Estimate: \$32,000

Funding: District Capital Project Budget

Expenses to Date: \$0

Budget Remaining: \$32,000

- Product ordered & install anticipated Spring 2024

Ridge Upstairs Lobby Improvements

Remodel information desk & add party room Estimate: \$50,000

Funding: District Capital Project Budget

Expenses to Date: \$0

Budget Remaining: \$50,000

- Design & planning phase

Ridge Curtain Wall/Storefront Windows Replacement for Leisure (Activity) Pool

Remove and reinstall all windows damaged by wind December 2021

Funding: District Capital Project, insurance proceeds and FEMA grant

Repair Estimate: \$115,000.00

Expenses to Date: \$0

Budget Remaining: \$115,000.00

Scheduled Completion: Spring 2024

- Design and scope of work completed
- Awarded contract to Grand View Glass, Inc.
- Coordination meeting occurred March 13, 2024

Deer Creek Pool Domestic Boiler Replacement

Deer Creek Domestic Boiler Estimate: \$47,000

Funding: District Capital Project Budget

Expenses to Date: \$0

Budget Remaining: \$50,000

- Facility Maintenance obtaining final bids

Upgrade PLC Monitoring at Edge Ice Plant

PLC Monitoring System Upgrade Estimate: \$14,000

Funding: District Capital Project Budget

Expenses to Date: \$0

Budget Remaining: \$14,000

- System designed and ordered anticipated install Spring 2024

Fitness Equipment Replacements at Peak

Fitness Equipment Replacements Estimate: \$100,000

Funding: District Capital Project Budget

Expenses to Date: \$0

Budget Remaining: \$100,000

- Evaluating equipment options and obtaining bids

Bleacher Replacements at Foothills Fieldhouse

Bleacher Replacements Estimate: \$55,000

Funding: District Capital Project Budget

Expenses to Date: \$0

Budget Remaining: \$55,000

- Bids received and final selections in process
- Purchase order being finalized

Outdoor Pool Reconstruction

Columbine and 6th West Pool Combined Estimate: \$15,855,525.81

Funding: District Capital Project Budget

Expenses to Date: \$15,918,837.46

Budget Remaining: \$(63,311.65)

Scheduled to open to the public: May 2024

- 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.
- Substantial completion for 6th Avenue West.
- Landscaping continues and is on-going.
- Pool mechanical systems startup beginning in March / April weather dependent

Golf

New Foothills Golf Course Clubhouse

Budget: Estimation \$17,000,000 - \$19,000,000

Funding: District Capital Project Budget

Scheduled Completion: March of 2024

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
- Interior finishes have commenced with drywall, taping and mudding happening on both levels of the building.
- Window frames have started to be installed in the pro shop area.
- Kitchen hoods have been installed and the kitchen equipment is scheduled to arrive, and installation will begin in early December.
- The basement lights have all been installed and are operable.

- Roofing material is being installed on all areas of the building.
- The furniture for the clubhouse has been ordered. The cost of all of the furniture is \$393,741.45 which includes the procurement company's fee.
- Glulam structure completed
- Shed roof dried in, insulation/moisture barrier installation on gable roof underway
- MEP/fire sprinkler inspections ongoing
- Drywall wrapping up in area 1&2
- Interior painting started
- Kitchen walls and ceiling finishes installed
- Kitchen equipment delivered and installation in progress
- Curtain wall frames and glazing installation in area 3 (northward)
- Cart ramp walls and structural part of slab complete
- Remaining site walls being installed
- Concrete patios placed
- Curb and Gutter at main entry and new parking stalls installed
- Paving operations beginning on the North and South side of Parking lots
- Lower-level bathroom tile complete
- Floor finishes installation ongoing
- Electrical gear installed, final terminations in progress
- Gas meter installed, natural gas available to the building
- Electrical transformer set, anticipating final power to the building by end of January
- Site walls completed (except for trash enclosure walls)
- Site concrete work in progress
- Bathroom tile completed on the main level
- Polished concrete complete on the lower level, in progress on the main level
- Kitchen equipment installed
- Bar steel structure in place
- Drywall and finishing underway in area 3 (pro-shop and main corridors)
- Patio steel rails and trellis being installed
- Metal roof on the shed roof area wrapping up
- Metal trim going on the gable roof
- Metal siding and roof panels onsite
- Excel Delivered transformer on 1-19-2024
- Wall panels have started 1-20-2024
- Roof is 98 percent complete 1-20-2024
- We have permanent power
- Asphalt drive lane in front of building complete
- Bar structure installed
- All bathroom tile, partitions and plumbing fixtures installed
- All curtain wall and la cantina doors installed
- Site concrete roughly 60%
- Drywall and paint wrapping up this week
- Majority of interior lighting complete and lights burning

- Landscape irrigation has begun
- HVAC controls nearly complete and will begin HVAC Start up next week
- Kitchen equipment installed and health department permit received
- Bar patio trellis being installed this week and moving into event space trellis
- Plumbing and plumbing fixture install complete
- Bar and snack bar equipment being installed
- Site concrete: Complete
- Casework millwork: Complete
- Curtain wall system: Complete
- Exterior skin Wall Panels: 99% complete (missing a couple of panels)
- Landscape: Underway
- New Clubhouse is scheduled to open 4-22-2024 to the public
- Grand Opening scheduled week of 6-4-2024

Additional Golf Projects

- Rebuild 6,000sqft. Putting green – Meadows Golf Course
 - (Completed) and we anticipate opening the green in the spring of 2024.
- Cart Fleet Replacement Yamaha –Gas \$662,530
 - 108 carts expected to arrive for Foothills around March 1-April 1
 - 87 carts are expected to arrive for Meadows around May 1-June 1.

Special Projects

Foothills Parks & Recreation District/McKinstry
Energy Performance Contract Phase 2
March 2024 Update

1. Financial Information:
 - Budget: \$7,980,073
 - Funding: \$5,984,983 – COP, \$1,995,090 – 2020 Capital Budget
 - Expenses to Date: \$7,335,751.07
 - Budget Remaining: \$644,321.93
 - Scheduled Completion: Construction complete, AEM/M&V continuing through December 2024
2. Safety
 - a. No open items
3. Key Dates/Schedule
 - a. On 3/21 McKinstry and Daikin visited RRC to correct control issues that were found on the HRUs.
 - b. McKinstry addressed the emergency lighting in the RRC men’s and women’s locker rooms on Thu 3/28.
 - c. On 4/15 McKinstry and Eco Engineering addressed the light out behind the toilets in the RRC women’s locker room and the light out in the Eagle Mountain room. McKinstry found a control issue with two of the other lights in the Eagle Mountain room, this will be addressed shortly.
4. Mechanical
 - a. McKinstry is working on getting in writing the extended warranty for the RRC RTU-4.

- b. McKinstry is working to add an expansion tank to the Lilley Gulch domestic water boiler system to solve the leaking pressure relief valve issue that was identified. McKinstry, Lochinvar and Trautman and Shreve are visiting LGRC on Thu 4/18 to finalize the plan to add the expansion tank.
- 5. Future Milestone Project Activities
 - a. April/May: Final Acceptance



DATE: April 23, 2024

MEMO TO: Board of Directors and Ronald Hopp

FROM: Dennis Weiner, Director of Finance and Administrative Services

SUBJECT: Administration First Quarter 2024 Update

Administration Financial Performance through March 31, 2024

Total Operating Revenues are \$10,407, which was \$5,407 higher than plan because of the timing of advertisement sales versus when budgeted:

Total Operating Expenditures are \$623,703 or \$684,528 better than planned due to the timing of hiring budgeted positions in IT, lower expenditures on utilities due to lower than planned use and the timing of professional services versus when budgeted.

Total Net Non-Operating Revenues are \$6,092,584 or \$332 favorable to plan. Investment income was higher than budgeted by \$176,127 due to higher yields and higher invested balances than planned and property tax revenue was lower than planned by \$177,319 due to the timing of collections by Jefferson County.

Net Operating Revenue / Expenditure

As a result, net revenue for Administration through March 31, 2024 was \$5,479,288, which was better than planned by \$66,564.

HR Department Updates

- Held successful job fair in February- 85+ attendees.
- Implemented online I-9s (held two training sessions for supervisors)
- Reviewed Part-time Scholarship applications (along with Scholarship committee) and selected winners announced at February Board Meeting
- Attended Chatfield High School job fair.
- Led monthly Safety Committee Meetings.

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
De-Escalation Training	1	Gwen Ganow/Park Ranger
Sexual Harassment Training (Supervisors)	1	Employment Law Solutions/Chuck Passaglia

Unemployment Claims

4 new claims: 2 with favorable outcomes, 1 with unfavorable outcome, 1 still pending

Insurance Claims

Automobile Claims: no new claims

General Liability Claims: 1 new claim

Property Claims: 1 new claim (subrogation likely)

Workers Compensation Claims:

11 new claims, 7 open claims (6 from Q1 2024, 1 from previous quarters)

District Turnover

1 st Quarter District Turnover							
Status	#of Employees	Total Terminations	Voluntary Term	Involuntary Terms	Exempt	Non Exempt	Turnover Rate**
Full Time	116	4	4	0	2	2	3.4%
Part Time	647	31	31	0	0	31	4.7%
Totals	763	35	35	10	2	33	4.5%

Employment

		Full-Time	Part Time	Seasonal	Total	Subs	Total Employees
2024	March	116	647	86	849	8	857
2023	March	111	575	116	802	10	812

IT Department Updates

- Added HVAC/ OT (Operational Technology) VLAN to Foothills Golf Course.

To protect District network resources from potentially insecure OT (Operational Technology).

- Created and Migrated to Management VLAN (Virtual Local Networks) for VCenter and Hosts.

Recommended practice is for VCenter management interfaces and ESXI host management interfaces to be isolated on a VLAN separate from production that only accepts traffic from management subnets.

- Modified and Created subnets for Veeam, vSphere, and Administrative PCs.

These modifications will allow us to create a set of "protected" subnets that are isolated from regular network traffic. This allows us to meet best practices for both Veeam and vSphere, but also allows us to group them in a way that makes it easier for inter-VLAN traffic to exist between Veeam and vSphere.

- Enabled the conditional access policies currently in report only mode that control authentication context for administrators. Enabling these policies will require a phishing resistant MFA (Multi Factor Authentication) method for all administrators and will restrict administrative users to only logging in from campus IP addresses.

Changes are recommended by CISA (Cybersecurity and Infrastructure Security Agency) in their Baselines for Microsoft 365.

- Added a conditional access policy to restrict all staff except for those in the security group approved for Cell Phone Use from accessing exchange online from mobile devices.

The previous method of restricting these users is deprecated and does not function as expected.

- Completed Internet connection to New FGC Clubhouse via Comcast fiber.
- Moved and installed Layer 3 switch, Mitel Appliance, and UPS (Uninterruptible Power Supply) in server room at Foothills Golf Course clubhouse.
- Installed Wireless Access points and added Wi-Fi devices to new Clubhouse at Foothills Golf Course.
- Started annual partial fleet replacement of outdated Laptops and desktop computers.

Foothills Park & Recreation District
Administration
Sunday, March 31, 2024

	March	March	Month	YTD	YTD	YTD	2024			2023
	2024	2024	Fav/(Unfav)	2024	2024	Fav/(Unfav)	Original	Remaining	%	YTD
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Budget	Completed	
OPERATING REVENUES										
Concessions and Other Contracts	-	-	-	-	-	-	\$10,000	\$10,000	0.00%	-
Other Revenue	296	-	296	10,407	5,000	5,407	9,000	(1,407)	115.63%	8,701
TOTAL OPERATING REVENUES	296	-	296	10,407	5,000	5,407	19,000	8,593	54.77%	8,701
OPERATING EXPENDITURES										
Salaries and Wages	115,715	124,137	8,423	340,561	361,594	21,032	1,464,408	1,123,846	23.26%	310,698
Personnel	17,002	23,590	6,588	50,534	62,861	12,327	306,884	256,350	16.47%	47,382
Supplies	3,895	1,552	(2,343)	13,853	6,328	(7,525)	33,307	19,454	41.59%	5,490
Purchased Services	79,387	86,831	7,445	204,465	223,458	18,994	988,490	784,025	20.68%	179,004
Utilities	(18,709)	(558)	18,151	(16,414)	(417)	15,997	(24,888)	(8,474)	65.95%	1,125
Insurance	10,235	10,235	-	30,704	30,704	-	122,816	92,112	25.00%	27,673
TOTAL OPERATING EXPENDITURES	207,524	245,787	38,263	623,703	684,528	60,825	2,891,017	2,267,314	21.57%	571,372
NET OPERATING REVENUE/(EXPENDITURES)	(207,228)	(245,787)	38,559	(613,296)	(679,528)	66,231	(2,872,017)	(2,258,721)	21.35%	(562,672)
NON-OPERATING REVENUE										
Property Taxes Collected for Operations	631,263	1,594,023	(962,761)	5,810,187	5,987,507	(177,319)	7,383,003	1,572,815	78.70%	5,105,368
Investment Income	82,793	36,079	46,714	280,872	104,745	176,127	424,800	143,928	66.12%	392,934
TOTAL NON-OPERATING REVENUE	714,056	1,630,102	(916,046)	6,091,060	6,092,252	(1,192)	7,807,803	1,716,743	78.01%	5,498,302
NON-OPERATING EXPENDITURES										
Other Expenditures	(2,141)	-	2,141	(1,524)	-	1,524	-	1,524	0.00%	(8,955)
TOTAL NON-OPERATING EXPENDITURES	(2,141)	-	2,141	(1,524)	-	1,524	-	1,524	0.00%	(8,955)
NET REVENUE/(EXPENDITURES)	508,968	1,384,315	(875,347)	5,479,288	5,412,724	66,564	4,935,786	(543,502)	111.01%	4,944,586
TOTAL REVENUE	714,352	1,630,102	(915,751)	6,101,466	6,097,252	4,214	7,826,803	1,725,337	77.96%	5,507,003
TOTAL EXPENDITURES	205,383	245,787	40,404	622,178	684,528	62,349	2,891,017	2,268,838	21.52%	562,417
NET REVENUE/(EXPENDITURES)	508,968	1,384,315	(875,347)	5,479,288	5,412,724	66,564	4,935,786	(543,502)	111.01%	4,944,586



Creating Community, Enhancing Health, Inspiring Play since 1959

DATE: April 23, 2024
MEMO TO: Foothills Board of Directors
FROM: Becky Richmond, Director of Recreation
SUBJECT: Recreation Quarterly Report – January – March 2024

Recreation Financial/Budget

Revenue: Recreation revenues through the 1st quarter of 2024 are \$3,229,159, which is \$112,056 better than the YTD projected revenue of \$3,117,103.

Admission fees are \$2,037,571, which is \$103,645 better than planned with increased participation in Aquatics, Facilities, Fitness, Sports, Edge Ice Aena and Indoor Sports.

Rentals are \$684,830, which is \$41,303 lower than planned due to the timing of revenue recognition at Edge Ice Arena.

Concessions and other contracts is \$2,018 better than planned primarily in food sales at the Edge Ice Arena and Fieldhouse.

Expenses: Recreation expenses through the 1st quarter of 2024 are \$3,012,084, which is \$40,997 lower than YTD projected expense of \$3,053,080.

Salaries and Wages are tracking \$81,905 better than planned with savings from some unfilled positions.

Supplies are \$31,627 higher than planned due to the timing of purchases for outdoor pools.

Utilities are \$66,063 lower than planned due to favorable rates compared to plan.

Purchased Services are \$8,071 higher than planned primarily due to increased sports official costs.

Bottom line: Recreation is \$153,052 better than planned.

Recreation Highlights Arts, Events & Programs Highlights

For the 1st quarter of 2024, the Arts, Events & Programs Department net is \$9,993 better than planned. Program numbers are up overall in excursions, pottery, dance, and music. Part-time staffing is down due to full-time and core staff filling in the majority of events for the first quarter due to part-time staff illnesses.

Active Adult Programs

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

- Excursions – 7 excursions with a full van for most
 - The National Western Stock Show, (14 patrons)
 - Denver Art Museum (Cancelled),
 - Denver Center for the Performing Arts, “Behind the Scenes Tour,” (14 patrons)
 - The Tesoro Cultural Center Tour and The Fort Restaurant, (13 patrons)
 - Celestial Seasonings Factory Tour. (14 patrons)
 - Denver Brass: Celtic Awakening (14 patrons)
 - Dinner out at Cracovia Polish-American Restaurant (10 patrons)
- Ride & Lunch – Completely full registrations for each of these popular excursions:
 - Seasons 52, Lone Tree (14 patrons)
 - Pappadeaux Seafood Kitchen, Greenwood Village on 2/14. (8 patrons; 9 withdrawn)
 - Café Jordano (Lakewood). Cancelled due to blizzard. Rescheduled for July 23.
- Lunch & Learns – Offered at no cost to the community. Attendance at Lunch & Learns continues to grow, due to careful consideration of presentation topics. Full registration is generally 30 people, although registration maximums were increased for popular topics.
 - January: Let’s Talk About Chocolate, presented by Kaiser Permanente (48 patrons)
 - February: Colorado’s Lost Ski Areas, presented by book authors Caryn and Peter Boddie (43 patrons). Lunch provided by MorningStar Assisted Living and Memory Care, Littleton.
 - March: Denver’s First Families, presented by Treasure Box Tours (39 patrons). No lunch provided. Patrons either brought their own or didn’t eat during the presentation.
- Clubs:
 - Bridge Club: 47 total registrations for January-March.
 - Hand, Knee & Foot Club: 61 total registrations for January-March. This is a new club that was added in June 2023.
 - Helpful Hands Knitting Club: 81 total registrations for January-March.
 - Mahjonn Club: 60 total registrations for January-March.

Arts & Events Programs

- Visual & Performing Arts Classes, all adult and youth Pottery classes were at full capacity and most had a wait list. Dance class numbers increased in January and are maintaining their registration for classes starting in April. Guitar and Piano class numbers have increased.

- Foothills Theatre Company held auditions for *Much Ado About Nothing*, our 9th Shakespeare in Clement Park production. We had over 30 audition and cast 20. Actors come from in and around the Denver Metro area and range from seasoned professionals, college acting students, and amateur actors trying out theatre for the first time. The show runs Friday and Saturdays, July 26 - August 3 and begins rehearsals in early May.

Special Events

- **Vino & Valentines “A Mardi Gras Mystery,” February 9.** murder mystery themed party was a huge success. 71 patrons who wore costumes, played characters and really, really enjoyed the mystery. The mystery storyline was purchased online from www.MyMysteryParty.com. The event was catered by Best in the West BBQ with a New Orleans inspired dinner: jambalaya, beans and rice, salad, rolls, macaroni & cheese, and smoked sausage and chicken. Desert was complete with King Cake from Rhineland Bakery and cookies from Cathy Patel at the Edge Catering. Wine was included for all participants over 21. Arts & Events staff assisted with the management of the event and a few staff even participated in the festivities. This event was created and executed due to the creativity and vision of Terri Gillian. Thank you to Devoted Health who sponsored the event.
- **Daddy Daughter Dance- February 10.** We hosted a sold out Daddy Daughter Valentine’s Ball at the Peak. This event has become a staple in the community and is well loved by Daddy’s and their Valentines. Meredith Sleight Photography was on hand to capture the adorable moments during the dance, the Edge Catering provided food, and Jackman Brothers Entertainment provided music. A big thank you to the facility staff at the Peak and Arts Department that worked so hard on the event.
- **Almost, Maine, March 1-9** the Foothills Theatre Company presented *Almost, Maine* and this was the first spring black box theatre production since March 2020. There was a total attendance of 161 for the run of the show. *Almost, Maine* featured six actors that played multiple characters exploring themes of love in the small fictional town of Almost, Maine. This was the Foothills Theatre Company directorial debut of Stephanie (Cheddar) Brozovich and the crew was rounded out by Nick Morrissey and Regina Smith.

Fundraising

- Scientific and Cultural Facilities District (SCFD) grant was completed and submitted in March. We are asking for \$55,000 for General Operating Support for the Arts Department classes and events including the Foothills Theatre Company productions, Concerts in Clement Park, dance performances, youth theatre performances, and Arts in the Parks program.

Children’s Programs Highlights

For the 1st quarter of 2024, the Children’s Programs Department net is \$14,370 favorable to plan. Total operating revenue is \$55,593 unfavorable due to timing issues in planning as well as lower than planned attendance across some programs. Non-Operating Revenue was \$39,500, driven by grant funding. Operating expenditures are \$27,318 better than planned due to salaries, wages and personnel costs due to an open full-time position as reduced staffing needs in morning before school care. Additionally, there have been

lower purchased services primarily in before and after school programs where facility fees are lower due to lower morning participation levels.

Children's Programs Administration

- The Children's Programs will continue to participate in the Universal Preschool program for 2024-25 school year. This is the second year UPK funding has been offered to childcare centers.
- All Day Preschool registration opened in mid-March by invitation only. Currently enrolled preschool families were invited to register for the upcoming 2024-25 school year. Currently, both all-day programs at the Ridge and Lilley Gulch are full for Summer 2024 and School year 2024-2025.
- Spring Break camp was held March 18-25. Camps were hosted at the Ridge, Lilley Gulch, and the Foothills Fieldhouse. Each day students attended off-site excursions or enjoyed on-site presentations and activities. Camp Hoppers was added to our Spring Break Program, increasing our capacity to 180 students each day compared to 150 last year. Registration opened on February 28 and nearly all spots were filled by the end of business that first day. Some field trips options included Bricks and Minifigs, Glow in the Dark Minigolf, the Denver Aquarium, and more. The children's favorite field trip out of all is when the children participated in an interactive mystery theater show, "Mystery in the Toy Shop" at the Adams Mystery Playhouse. At Lilley Gulch we brought in a guest speaker from HawkQuest that educated the kids about birds of prey and how they play an important role in our ecosystem. Some special activities included making challah bread and a Nerf Party.
- Summer Camp programs were created and tested within SchoolCare Works in March. Our program will host camps at Lilley Gulch, the Ridge, the Fieldhouse, Clement Park, and 4 local elementary schools. A variety of weekly options will be available for most camps, accommodating children from age 5 through students entering 9th grade. The Summer Camp programs will provide the same capacity as last year, 460 students per day.
- Currently there are two full-time school age Site Director positions open.

Early Childhood Education

- Lilley Gulch Preschool Programs and Ridge Preschool completed their enrollment in UPK for the 2024-2025 school year. We will be supporting 45 students with Universal Preschool funding for the 2024-2025 school year across part-time and all-day preschool programs.
- The Ridge program received a grant for being a UPK provider in the amount of \$19k. Funding was used towards site improvements, furniture, technology, and curriculum.
- All Early Childhood programs received Quality Improvement grants through Colorado Shines to support the classrooms with coaching hours and materials to prepare for our upcoming Colorado shines rating. We received approximately \$14k for Ridge and \$19k for Lilley Gulch.
- Ridge and Lilley Gulch All Day Preschool program tours were given to prospective families during the months of January and February. We then began the registration process for returning and new families. Currently, both all day programs are full for Summer 2024 and School year 2024-2025.
- Part-time Preschool registration was moved to the last quarter of 2023. Registration took place in December to stay in line with JeffCo Schools registration dates. Currently

29 out of 32 M/W/F spots are full and 8 out of 16 T/TH spots are full for the 2024-2025 school year.

- Lilley Gulch and Ridge preschool programs completed their Colorado Shines Quality Rating process. Lilley Gulch completed their rating in February and received a rating of a Level 4. The Ridge preschool completed their rating in March and will receive their rating by the end of April.
- The Ridge All Day Preschool received an update to their playground with funding from a recent UPK grant. The Parks team removed the tree and the grass from inside the fenced playground and replaced the area with turf. It looks great! They hope to plant additional trees on the outside of the fence to help create more shade for the children in the playground.



School Age Programs

- In March, Dutch Creek, Ute Meadows, Hutchinson and Westridge Elementary Schools were secured as offsite locations to hold summer camps and facility requests were submitted for the upcoming 2024-2025 school year with JeffCo School District at all current before and after school off site locations.
- Morning participation has taken a bigger hit than expected after JeffCo changed bell times this school year. Most before-care programs operate below even our lowest attendance projections. Aftercare attendance has picked up at some locations and wait lists are still in place at Deviny and Westridge.
- Deviny Before & After Care still maintains a waitlist for the third year in a row. Many families have been on the waitlist since September and will not likely get a spot with us this school year. Morning numbers are below 5, each day, whereas aftercare often exceeds 60 students requiring 4 or more staff members. Staffing and space are the contributing factors for us accommodating the needs of the community at this location.
- Westridge Before and After Care has grown to be our second largest attendance site and has required a waitlist this year. The majority of returning families were added in to the program by late January, but a few new families remain on a waitlist. The site averages approximately 10 students each morning and over 50 students each afternoon.
- Site Director, David Miller, at Stony Creek resigned and Anthony Morales, current Traveling Site Director, took over the full-time position. Anthony grew up in the Stony

Creek community and was excited to be back as a leader in his community. He quickly developed positive relationships with the school administration, families and children.

District Athletics Highlights

For the 1st quarter of 2024, the Sports & Athletics Department's revenue is lower than planned by \$854 dollars. Revenue is down in adult sports (\$10,490) while revenue is up in gymnastics (\$4,545) and Youth Sports (\$9,958) to help offset the shortfall.

Expenditures for the 1st quarter of 2024 are \$72 dollars higher than planned. Overall District Athletics is \$927 dollars lower than planned for the first quarter of 2024.

District Athletics

The 2024 adult athletic year started out on a positive note:

- The winter basketball season concluded, and we had 16 teams participate in the adult winter leagues in 2024
- The spring basketball season got underway in March, and we have 14 team playing on the hardwood this spring
- We have a total of 21 teams participating in our current adult winter volleyball leagues, up two teams from 2023 (8 women's teams on Sundays & 13 teams for the Monday night Co-Rec 6's league)
- Registration for our upcoming adult summer outdoor volleyball leagues will start on April 15. The summer season will kick off on Monday, June 3.
- The spring softball season finally got started the week of March 25, we were hampered by snowstorms and windstorms, but the season is finally underway. We have 66 teams playing this spring out at Clement Park & Schaefer Athletic Complex. Adult summer softball registration started the week of March 25 as well.
- The CommunityPass registration system has been embraced by our customers and our patrons are taking full advantage of the benefits of registering for our adult leagues online.
- The Over 50 softball league will begin in April; we will have five teams participating in the league with Foothills this season.

District Athletics Administration

- Negotiated Envision Radiology to rent all Phase 1 (shelters A-F) in September for a company picnic which will generate \$2,500 for a 6-hour event.
- The Unicorn Festival is coming back again for the 5th year. This year the event will take place June 8th-9th. Rental fees increased for the event from \$10,000 to \$15,000 this year.
- Negotiated Volkswagens on the Green car show, this car show will take place on Sunday, May 19 from 8am- 2 pm with approximately 500 cars. They have not had this car show at Clement since 2019.
- Shelter rental reservations opened on January 2nd. Reservations were slow in January but picked up in March. We expect this is due to the cold weather and people not thinking about shelters.
- Permits were completed for spring field rentals. The outdoor fields opened for play on March 1st.
- The weather for March was relatively calm this year. We were able to get three out of the four weekend baseball tournaments in during the month of March.

- M&M and Things will be providing concession service for Clement Park, Schaefer Athletic Complex, Easton Regional Park and Columbine Sports Park for 2024.

Schaefer Athletic Complex Batting Cage

- The Schaefer Athletic Complex Batting Cages will open the first week of April. The facility maintenance department has been working diligently to get all the cages/machines in working order for the upcoming season.
- We are fully staffed with several returning staff members and only needed to hire a couple new staff members for 2024.

Gymnastics/Cheerleading

- We have had more requests for private lessons, and have more staff willing/able to do them, so hoping to see that budget figure improve significantly through the year
- All teams have their first meet of the season in April, and we have a total of 52 athletes competing this season.
- Our 5 and up class and 4 and under classes were both up just over \$5,000. This is a huge improvement from this time last year as we were down just over \$1,000.
- We have hired a few new staff, and they are doing well. We are hoping to hire additional staff to help replace those leaving for college in the fall.
- We have had better participation in classes, and updated some more testing sheets to help bridge the gap of students that were moving up but still missing big skills. This so far has seemed to help kids be placed and stay in the gymnastics level that best suits them.
- For the current class sessions, we have been running with higher class numbers, and keeping classes full. We only have a handful of classes with 1 or 2 spots open, everything else is full.

Specialty Athletics and Racquet Sports

- Middle School basketball returned to full scale this year. We had 2 boys and 2 girls' teams at all 4 of our schools. We had 154 total participants, which is down about 15. The school release time change has affected after school sports for MSSP.
- 48 kids participated in our CARA Volleyball Skills clinic, up from 46 last year.
- Judo and Fencing were both slightly down. Both are off-site programs. Judo is on hold until they find a new class location.
- Kenpo Karate continues to be strong, we had 17 participants in the first quarter of 2024.
- We had 80 court reservations in the 1st Quarter for Pickleball Courts at Clement Park.
- 2024 **1st quarter** volunteer hours
 - Coaches = 6 total coaches
 - Hours per coach = 30 hours
 - 1st qtr Volunteer Hours for 2024 =180
 - Cost saved (\$16.25 an hour for a staff to run practice) = \$2,925
- 2024 **YTD** volunteer hours
 - Coaches = 6 total coaches
 - Hours per coach = 30 hours
 - YTD Volunteer Hours for 2024 =180
 - Cost saved (\$16.25 an hour for a staff to run practice) = \$2,925

- In youth sports, we completed our season of winter basketball practices and games. We had 582 kids, down 13 kids from 2023. This resulted in revenue of \$60,504 which is down \$472.50. We also began flag football with 397 kids, which is up 119 participants from 2023 and revenue of \$42,488 which is up \$6,230.50 from 2023. Overall strong numbers and participation rates to start the year! We are also continuing to run girls' divisions in both sports which has been growing as well. Last, we have an intern starting in youth sports from March-June. His primary tasks will be to provide coach training, player clinics, and administrative tasks for the soccer season.
- 2024 1st quarter volunteer hours
 - Coaches = 119 total coaches
 - Hours per coach = 24 hours
 - 1st qtr Volunteer Hours for 2024 = 2,856
 - Cost saved (\$16.25) an hour for a staff to run practice = \$46,410
- 2024 YTD volunteer hours
 - Coaches = 119 total coaches
 - Hours per coach = 24 hours
 - 1st qtr Volunteer Hours for 2024 = 2,856
 - Cost saved (\$16.25) an hour for a staff to run practice = \$46,410

Edge Ice Arena Highlights

Through the 1st quarter of 2024, the Edge Ice Arena's net is \$9,702 better than planned. This is due to Adult Hockey Leagues, Learn to Play Hockey and Learn to Skate Programs being full and managing our expenses. The overall expenses are \$32,838 better than planned and our revenue is \$210,472.

- We had another successful CHSAA season; unfortunately none of our home teams made the playoffs.
- LHA ran four tournaments this quarter.
- CGHL ran two tournaments this year, one for Tier II and the other for Rec level, which is the girls' hockey playoffs for the league. The tournament ran smoothly; the Penalty Box was busy the entire weekend.
- CAHA ran their Tier II state tournament at the Edge this year; LHA 10U and 16U teams won the state championship.
- Our Learn to Skate program has been incredibly successful despite staffing shortages from the beginning of the year. We ran 3 sessions with over 300 participants in each session. We are currently full and have a waiting list of over 20 patrons.
- This past season the Edge Training Center was better utilized and had Colorado 14'ers and Littleton used every week.
- We painted our entire lower lobby, trim, locker room doors and bathrooms to complete the entire painting project.
- Overall, we have had an extremely busy quarter. Spring and summer programs are scheduled and full. We are fully staffed and ready for another great 2nd quarter.

-Littleton Hockey Association used 784 hours in the first quarter equaling \$231,116 in revenue

-Colorado 14'ers used 140 hours in the first quarter equaling \$41,226 in revenue

-Foothills Hockey Association used 32 hours in the first quarter equaling \$9,366 in revenue

Indoor Field/Arena Highlights

For the 1st quarter of 2024, the indoor athletic facilities net is \$204,799 which is favorable to plan net by \$67,258. Total revenue is \$412,737, which is higher than planned by \$71,900. This is due to higher than planned league participation in all leagues and rentals. Expenses are \$3,640 more than planned due to alarm repairs, and increased participation requiring additional sports officials.

Fieldhouse Highlights

During the 1st quarter 2024, the Fieldhouse net is \$26,175 better than planned due to all activities and teams coming in larger than expected. League & admission fees are \$6,931 better than budget. Rink rental and concessions are also better than planned, by a total of \$23,154.

- High School girls' lacrosse started in January, which took over last year's biggest in-house league that the Fieldhouse has ever had with 14 teams and over one hundred competitors participating, each paying an individual fee. The teams are comprised of local high school students from all over Jefferson County.
- The Fieldhouse hosted 2 Jujitsu events that have become so large that going forward these events will rent the entire building instead of just one side and pay for additional services outside. This will double the already large one-day rentals from \$12,000 to \$24,000 for the 2 events including concession.
- Rentals for the 1st quarter are higher than planned by \$15,225 due to the increased hours from several new vendors for the Fieldhouse during less popular timeframes. The Fieldhouse continues to increase in popularity of Box (indoor) Lacrosse, with the Men's lacrosse league rental running year-round and adding Monday nights along with the Tuesdays already rented. The Fieldhouse saw new lacrosse teams for 2024 including team 91, Concept Lacrosse, Mt Lacrosse, and Defy Lacrosse.
- Concessions for 2024 has started strong with an increase to plan of \$7,930 for the 1st quarter. The word is out that the Fieldhouse has a great snack bar so where parents used to drop off the kids for practice now they come in and wait at the bar. RMRHL and Colorado Men's Lacrosse are by far the best customers.
- The Fieldhouse added a 6v6 league this winter. It is the Twelve Step Recovery program. They play various sports throughout the year. The TSRA came to us with six teams ready to play. They played on Friday nights. They enjoyed the facility and league so much, they plan to return next winter.

Foothills Sports Arena

Through the 1st quarter of 2024, the year-to-date total revenue at the Foothills Sports Arena is \$232,593 which is better than the planned \$192,000 by \$40,463. Admission revenue is up \$42,238, while Rental revenue is down by nearly \$2,628 and Other Revenue is up \$950. Expenditures through the 1st quarter of the 2024 year to date are \$619 better than planned. Overall, The Foothills Sports Arena net is \$41,083 higher than planned through the 1st quarter of 2024.

- All Leagues were very strong. Our adult leagues were all full; Sunday Co-Rec – 10 teams, Monday Men’s Competitive – 9 teams, Tuesday Men’s Recreational – 9 teams, Wednesday Women’s 30 & Over 6v6 – 8 teams.
- Our High School Girls Soccer groups were overflowing with teams on the waitlist again. We had 28 teams total: Tues-10 teams, Wed-9 teams & Thurs-9 teams. We planned for 8 teams for each league. We had four teams more than planned. This year, games started at 4:30p and finished between 7:50p and 8p because JeffCo Schools changed their start/end times which started in the 2023/24 school year.
- We were able to run a Boys High School Soccer league this year. We had seven teams. We only planned for four teams since we canceled last year. They played on Saturday nights after our Boys HS Lacrosse leagues.
- The Boys High School Lacrosse leagues were up two teams from what we planned for the winter. We anticipated three separate leagues for 26 total teams. We ended up with Varsity A having nine teams, Varsity B had eight and Sub-Varsity with 11 teams. We hoped our uptick from last year would keep the trend, but we anticipated a drop since South Suburban opened their remodeled Sports Dome this past fall of 2023.
- Jan – Feb was full for our weekly rentals but reduced hours due to JeffCo Schools changing their bell times. We had about a \$4,500 drop in rental fees because of the change.
- March weather turned to favor outdoor usage for most of the month, mainly during the week. When the spring storms hit on the weekends, it does not help our bottom line, unfortunately. This affected our overall rental budget for rentals for March affecting the anticipated First Quarter revenue.
- We started a new rental agreement with the area Seniors Softball players. They rented Wednesdays, Jan 25th – March 16th. There were a few snow day cancelations, which we were able to accommodate on a Tues/Thurs to help them finish their season.
- We assisted the JeffCo Sheriff’s & Metro area K-9 units train throughout the winter. Officers are very appreciative. They love being able to bring their K-9’s & officers inside staying dry. They are awesome to watch, too!
- March weather turned to favor outdoor usage for most of the month. This affected our overall rental budget for rentals for March affecting the anticipated First Quarter revenue.

Aquatics Highlights

Through the 1st quarter of 2024, the Aquatics Department net is \$3,601 better than projected. Revenue is \$36,688 better than planned due to increased pool admission fees, private lessons and CARA swim team. Expenses are \$33,088 higher than planned with higher staff costs related to participation.

- The Aquatics department currently has 180 staff compared to 140 staff at this time last year. There have been 43 new hires and 5 rehires so far in calendar year 2024. We currently need approximately 60 lifeguards and 15 Head Guards for our optimal summer staffing level to operate all indoor and outdoor pools, with two more lifeguard classes scheduled before the start of summer. Our next class starts

April 26th with candidates enrolled in the class. Many of them have already applied to work with us.

- The summer part-time pool management team have been selected, and training has begun for those promoted.
- American Red Cross updated their Lifeguard program to the r.24 version. We are in process of updating all of our Lifeguard Instructors to the new program. Currently 9 of our Lifeguard Instructors have completed the update.
- The instructor training staff conducted two lifeguard classes, two lifeguard recertification courses, one Lifeguard Instructor course and one lifeguard instructor recertification, which produced 22 new lifeguards and recertified 5 current staff members. We certified 4 new lifeguard instructors and recertified 2 Lifeguard Instructors.
- One Water Safety Instructor class was taught that resulted in an additional four Water Safety Instructors to increase the quality of our swim lessons program.
- Foothills Fast Fins (CARA) swim team has 113 members. 667 children are enrolled in Learn to Swim classes.

Recreation Facility Operations Highlights

Through the 1st quarter of 2024, Recreation Facilities net is \$42,294 better than planned due to higher than planned admissions and lower than planned utility and purchased services expenses. All buildings are running as normal and seeing increased usage.

Lilley Gulch:

- Through the 1st quarter of 2024, Lilley Gulch net is \$6,921 better than planned with higher than planned pass sales.
- Basketball season wrapped up at the end of February. We had another successful quarter of internal basketball programs and full rentals schedules to youth organizations
- Dart parties slowed down during the 1st quarter due to limited availability from youth sports, specialty sports and private pickleball lesson usage, however March picked back up and hosted several.

Peak Community & Wellness Center:

- Through the 1st quarter of 2024, the Peak net is better than planned by \$25,123 primarily due to higher than planned pass sales and lower than planned operating and payroll costs.
- The Peak had a weeklong shutdown week of March 18th-23rd. Thorough cleaning and high dusting was completed during this time by facility staff. Aerobics room floor was refinished by El Paso Flooring company, as well as several other projects completed by our maintenance team.
- We have seen a large increase in usage at start of year, normal New Year's resolutions, but have not experienced the normal drop off like usual. Still seeing higher daily attendance.
- Esports is still not performing. We had Dakota Ridge high school esports team committed this past year as their practice/competitive facility. Their team is doing well and has a chance to make it to the State competition this year.

Ridge and Climbing Wall:

- Through the 1st quarter of 2024, the Ridge net was \$10,028 better than planned due to higher than planned gymnasium admissions.
- Climbing wall is open for supervised climbs primarily with some clinics and rentals too. and a couple youth learn to climb clinics during the week only. The open climbs are usually filled with max participation, but due to staffing conflicts we have had to turn down many rentals this quarter.
- Pickleball at Ridge continues to run at a very high volume. We implemented a new registration/drop in aspect to the program, similar to how we run fitness drop-in classes. Attendance was consistently high, impacting the quality of the program. We have limited attendance to ensure appropriate number of participants for session times available.
- Pickleball classes are running consistently and at full capacity. Along with beginner/intermediate classes we have started leagues and ladder play. For the 1st quarter, gym admissions were \$9k better than planned from the addition of programming through the first quarter.
- Weekends are booked consistently with room rentals and programs. Each weekend there are 2-3 “flips” per room.

Fitness Programs

- The fitness department is currently \$28,435 better than planned primarily due to increased revenues in Insurance based program admission, classes and personal training.
- Fitness programs continue to run at high capacities, with many drop-in classes consistently full.
- Ran the Milestone Marathon Challenge in February. 31 participants in the program completed with 100%. The goal was to complete a half marathon total for Heart Health Month. A total of 672 hours of activity and 80.6 marathons (2,112 miles) were completed.
- Insurance based programs continue to increase, new patron sign ups daily and revenues higher than planned. Renew Active being most popular plan type.
- Held our first Fix Your Feet workshop. A new workshop teaching participants about optimal foot health and myofascial release techniques. Included group lecture, activity and open forum to discuss overall foot health. Program reached almost full capacity with 20 participants, which was great attendance as this class was held after snowstorm and with delayed open. Received a lot of great feedback and will be hosting another workshop in May.

Drop-in fitness classes:

- Many classes are running at full capacity. Have begun to use class cards for each class, due to capacity limits.

Registration-based classes:

- Pilates Reformer classes continue to be close to capacity each session.
- We had 3 current staff members complete Stott Pilates training in the fall, resulting in the addition of additional class sessions, orientations and private trainings. We are currently running \$11k better than planned through first quarter.
- Youth Sport Performance classes have been filling, but a lack of consistent staff has made it difficult to keep classes consistent. Hired new SP trainer at end of quarter.

Personal Training Programs

- Small group Personal Training classes, Ladies Strength Training & Senior Adult Strength continue to be popular and running at full capacities.
- Chronic conditions training program is very successful and having new patrons applying to get in. David, Liz and Michelle are our current trainers for this program, with some additional staff beginning as well.
- Individual Personal Training continues to thrive, and at times difficult to meet demand with staffing challenges. The fitness assistant has done a great job assigning and bringing on as many new clients as we can handle. Personal Training has become such a large portion of our fitness revenues, evaluation of assistant core position is needed. Personal training overall is running \$10k better than planned through the first quarter 2024.

Foothills Park & Recreation District
Recreation Summary
Sunday, March 31, 2024

	March 2024 Actual	March 2024 Budget	Month Fav/(Unfav) Variance	YTD 2024 Actual	YTD 2024 Budget	YTD Fav/(Unfav) Variance	2024 Original Budget	2024 Remaining Budget	% Completed	2023 YTD
OPERATING REVENUES										
44112 + 44: Admission Fees	\$522,806	\$557,815	(\$35,009)	\$2,037,571	\$1,933,926	\$103,645	\$9,265,200	\$7,227,629	21.99%	\$1,820,605
44100:4416 Rentals	191,983	212,893	(20,910)	684,830	726,134	(41,303)	2,447,566	1,762,736	27.98%	701,490
44640 + 44: Merchandise Sales	5,929	4,736	1,193	21,323	17,507	3,816	86,684	65,361	24.60%	16,976
44600:4463 Concessions and Other Contracts	51,495	50,236	1,259	170,809	168,791	2,018	674,575	503,766	25.32%	172,124
44910 + 48: Other Revenue	2,492	1,425	1,067	11,580	6,200	5,380	44,150	32,570	26.23%	12,772
TOTAL OPERATING REVENUES	774,705	827,105	(52,400)	2,926,114	2,852,558	73,556	12,518,176	9,592,062	23.37%	2,723,967
OPERATING EXPENDITURES										
50100:5090 Salaries and Wages	594,757	617,482	22,725	1,787,101	1,802,482	15,381	8,097,482	6,310,381	22.07%	1,612,855
51100:5130 Personnel	93,612	96,899	3,286	281,776	282,120	344	1,351,590	1,069,814	20.85%	251,287
52100:5275 Supplies	130,242	104,226	(26,016)	325,493	293,866	(31,627)	1,216,016	890,523	26.77%	248,200
53100:5356 Purchased Services	129,441	122,852	(6,589)	372,847	364,776	(8,071)	1,602,277	1,229,430	23.27%	355,546
54110:5421 Utilities	50,176	78,603	28,427	193,939	260,002	66,063	1,036,512	842,573	18.71%	258,547
55100:5560 Insurance	16,611	16,611	-	49,834	49,834	-	199,338	149,503	25.00%	35,927
57986:5798 Other Expenditures	(1,031)	-	1,031	1,094	-	(1,094)	-	(1,094)	0.00%	1,752
TOTAL OPERATING EXPENDITURES	1,013,808	1,036,673	22,865	3,012,084	3,053,080	40,997	13,503,214	10,491,131	22.31%	2,764,113
NET OPERATING REVENUE/(EXPENDITURES)	(239,102)	(209,568)	(29,535)	(85,970)	(200,523)	114,553	(985,038)	(899,068)	8.73%	(40,146)
NON-OPERATING REVENUE										
41100 + 41: Property Taxes Collected for Operations	126,508	126,508	0	263,545	263,545	0	1,348,799	1,085,254	19.54%	226,383
42355 + 42: Contributions and Grants	21,250	-	21,250	39,500	1,000	38,500	5,500	(34,000)	718.18%	46,989
TOTAL NON-OPERATING REVENUE	147,758	126,508	21,250	303,045	264,545	38,500	1,354,299	1,051,254	22.38%	273,372
NON-OPERATING EXPENDITURES										
NET REVENUE/(EXPENDITURES)	(91,344)	(83,059)	(8,285)	217,075	64,023	153,052	369,260	152,186	58.79%	233,226
TOTAL REVENUE	922,463	953,614	(31,150)	3,229,159	3,117,103	112,056	13,872,475	10,643,316	23.28%	2,997,339
TOTAL EXPENDITURES	1,013,808	1,036,673	22,865	3,012,084	3,053,080	40,997	13,503,214	10,491,131	22.31%	2,764,113
NET REVENUE/(EXPENDITURES)	(91,344)	(83,059)	(8,285)	217,075	64,023	153,052	369,260	152,186	58.79%	233,226



Foothills
Park & Recreation District

Creating Community, Enhancing Health, Inspiring Play since 1959

DATE: April 23, 2024

MEMO TO: Foothills Board of Directors

FROM: Randy Meyers, Director of Golf

SUBJECT: Golf Division Quarterly Report/1st Quarter 2024

The following is an update of the major activities in the Golf Division for the first quarter of 2024. This report will cover activities through March 31, 2024.

Golf Rounds:

During the first quarter of 2024, a total of 13,233 rounds of golf were played, marking an increase of 3,659 rounds compared to the 9,574 rounds played during the first quarter of 2023. Furthermore, this figure surpasses the previous three-year first quarter average of 11,032 rounds by 2,201 rounds. It's worth noting that historically, 9% of the yearly total rounds of golf are played during the first quarter of the year.

Revenue / Expenditures Summary: (see attachment)

Total Operating Revenues:

The first quarter of 2024 saw year-to-date total operating revenue amounting to \$537,447, which reflects a favorable variance of \$13,427 compared to the projected first quarter budget of \$524,020. Additionally, this figure is \$26,740 favorable when compared to the average total operating revenue for the first quarter over the previous three years. This increase in revenue can be attributed to several factors. Specifically, there was a notable increase of \$23,578 in admission fees, along with a decrease of \$564 in rentals, attributed to wet yet favorable weather conditions during the first quarter. However, these reductions were partially offset by a \$9,930 decrease in merchandise sales.

Total Operating Expenditures:

Total operating expenditures for the first quarter amounted to \$658,949, reflecting a favorable variance of \$194,551 compared to the budget. This favorable variance can be attributed primarily to several factors. First, a reduction in salaries and wages was observed, largely due to a decrease in unfilled positions within the first quarter. Additionally, savings were realized due to the timing of supply purchases. Expenditures on purchased services decreased during the quarter, contributing to overall savings also due to timing.

Net Revenue / Expenditures:

The Golf Department was \$207,978 favorable over the budgeted Net Revenue (Expenditures) through the first quarter, an increase in rounds of golf played at both golf courses because of nicer weather was the main contributing factor for the increase.

Golf Development and Improvement Fund (GDIF)

The 2024 Budget included \$304,945 in GDIF expenditures. The total GDIF allocated budget for 2024 is \$304,945. Additional funding will added by the District capital budget. All expenditures are capital related and will address the most critical capital needs of the Golf Department

2024 first Quarter purchases

- Toro Workman HDX with Spreader purchased and delivered \$35,350
- Toro Dingo Compact Utility Loader with Attachments \$55,176
- Meadows Access drive repairs \$11,287

Premier Restaurant Group:

The Premier Restaurant Group operates the food and beverage concession at both golf courses. The first quarter total gross revenue is \$92,304 compared to \$59,718 in 2023, a increase of \$32,586. Management attributes the increase in revenue to the increased rounds of golf in 2024 versus 2023.

Department Achievements in the first Quarter:

Meadows Golf Course

- The golf course emerged from the winter season in excellent condition.
- Maggie Camp, full-time staff member, transferred from Foothills Golf Course.
- Bulkhead repairs were conducted on two of the Meadows lakes.

Foothills Golf Course

- Ongoing progress on the construction of the new Foothills golf course clubhouse.
- The golf course is in excellent condition after the winter season
- Golf Course came out of the winter in wonderful shape
- Two new full-time staff members, Tyler Heister and Elena Zeborniak, have joined golf operations team.

Other Achievements

- Brendan Murphy and Maggie Camp attended the 2024 PGA Merchandising Show in Orlando, Florida.
- Golf Operations staff received training and implemented the 6 Types of Working Genius.

Challenges in the first Quarter:

- Several seasonal maintenance positions remain unfilled.

Foothills Park & Recreation District
Golf Summary
Sunday, March 31, 2024

	March 2024 Actual	March 2024 Budget	Month Fav/(Unfav) Variance	YTD 2024 Actual	YTD 2024 Budget	YTD Fav/(Unfav) Variance	2024 Original Budget	2024 Remaining Budget	% Completed	2023 YTD
OPERATING REVENUES										
44112 + 44: Admission Fees	\$266,100	\$227,129	\$38,971	\$414,209	\$390,631	\$23,578	\$4,388,381	\$3,974,172	9.44%	\$264,039
44100:4416 Rentals	63,880	58,380	5,500	93,728	94,292	(564)	1,218,620	1,124,892	7.69%	64,919
44640 + 44: Merchandise Sales	13,617	24,035	(10,418)	23,275	33,204	(9,930)	473,745	450,471	4.91%	25,187
44600:4463 Concessions and Other Contracts	2,071	5,083	(3,012)	6,158	5,083	1,075	149,783	143,625	4.11%	1,283
44910 + 48: Other Revenue	14	270	(256)	78	810	(732)	8,400	8,322	0.93%	2,142
TOTAL OPERATING REVENUES	345,680	314,897	30,783	537,447	524,020	13,427	6,238,929	5,701,481	8.61%	357,570
OPERATING EXPENDITURES										
50100:5090 Salaries and Wages	133,307	167,879	34,571	352,217	409,869	57,653	2,377,015	2,024,798	14.82%	376,376
51100:5130 Personnel	21,916	30,858	8,943	60,401	84,758	24,357	448,644	388,244	13.46%	72,418
52100:5275 Supplies	77,364	139,204	61,840	133,302	228,182	94,880	1,165,825	1,032,523	11.43%	168,017
53100:5356 Purchased Services	23,488	30,394	6,906	60,214	78,730	18,516	521,056	460,842	11.56%	65,321
54110:5421 Utilities	13,158	17,880	4,722	46,151	45,716	(435)	483,462	437,311	9.55%	31,858
55100:5560 Insurance	2,082	2,082	-	6,245	6,245	-	24,980	18,735	25.00%	4,502
57986:5798 Other Expenditures	155	-	(155)	420	-	(420)	-	(420)	0.00%	2,811
TOTAL OPERATING EXPENDITURES	271,470	388,297	116,827	658,949	853,500	194,551	5,020,982	4,362,033	13.12%	721,304
NET OPERATING REVENUE/(EXPENDITURES)	74,211	(73,400)	147,610	(121,501)	(329,479)	207,978	1,217,947	1,339,449	(9.98%)	(363,734)
NON-OPERATING REVENUE										
NON-OPERATING EXPENDITURES										
NET REVENUE/(EXPENDITURES)	74,211	(73,400)	147,610	(121,501)	(329,479)	207,978	1,217,947	1,339,449	(9.98%)	(363,734)
TOTAL REVENUE	345,680	314,897	30,783	537,447	524,020	13,427	6,238,929	5,701,481	8.61%	357,570
TOTAL EXPENDITURES	271,470	388,297	116,827	658,949	853,500	194,551	5,020,982	4,362,033	13.12%	721,304
NET REVENUE/(EXPENDITURES)	74,211	(73,400)	147,610	(121,501)	(329,479)	207,978	1,217,947	1,339,449	(9.98%)	(363,734)

FOOTHILLS PARK & RECREATION DISTRICT

Creating Community, Enhancing Health, Inspiring Play since 1959

DATE: April 23, 2024
MEMO TO: Foothills Board of Directors
FROM: Colin Insley, Director of Parks, Planning and Construction
SUBJECT: Parks 1st Quarter Report - 2024

Overall Revenues

Operating Revenues: Were favorable by \$14,303 largely due to favorable concessions for solar panel credits and revised lease for cell tower at Clement Park. Non-Operating Revenues: Were slightly favorable to plan by \$735.

Overall Expenses

Operating Expenses: Tracking favorable to plan by \$106,475 of the total budget spent. This was due largely to savings in hiring fulltime staff and timing of purchasing supplies.

Net Revenue(Expenditures) ended at \$121,512 favorable to plan for the first quarter.

Parks Administration

Operating expenditures are tracking favorable to plan by \$6,688 of the total budget largely due to the timing of purchased services. Non-Operating Revenue was slightly favorable to plan by \$735.

Highlights:

Collaboration:

- Received \$100,000 from Jefferson County Open Space Trails Partnership Program for Regional Trail wayfinding signage
- Rocky Mountain ADA Training on Web content Accessibility guidelines
- Finalized GO Play bench and table replacements
- Finalized Placer AI Maps

Projects:

2021 Easton Regional Park Improvements

- Additional pump installed at Hine Lake
- Bids received and contract awarded to Richdell Construction
- Start date July 2024 at the conclusion of the baseball season

2022 Mill Levy Improvement Projects

- Lakehurst West Park
 - Community selected playground
 - Project into the County for Location and Extent Permitting
- West Laurel Park
 - Shade Structures installed over playground
 - Site work 100% complete
 - Irrigation 95% complete
 - Grass and tree plantings, and restoration work to be complete in the spring
- Jim Hoida Memorial park
 - Site work 100% complete
 - Irrigation 95% complete
 - Grass and tree plantings, and restoration work to be complete in the spring
- Willow Creek Park
 - Construction underway and 60% complete
 - Playground Installed
- Westbury Park
 - Site work 100% complete
 - Irrigation 95% complete
 - Grass and tree plantings, and restoration work to be complete in the spring

Lakehurst Park

- Playground has been ordered and in Vendor's Lot
- Grading Permit Approved by the County
- Bids Due April 23, 2024

Dutch Creek Trail

- Bid awarded to Civil Specialties, Inc.
- Grading permit nearly complete
- Jefferson County constructing Simms crossing completed
- Received extension for Jeffco Open Space grant
- Ward St. ramps project with Jefferson County 80% complete

Operations:

- Attended Pro Green Expo 1/31/24
- Designed, updated and ordered many new park signs
- Assisted with screening and setting up interviews for parks seasonal positions
- Installed 2 memorial benches
- 1,166 locates checked and 1 Temporary Access Permit issued
- Working with fiber companies on fiber install projects around

the District on park sites

Staff Highlights:

- Sarah McAfee joined Colorado Parks & Recreation Associations Parks Committee overseeing professional development
- Sarah assisted with staff Colorado Mammoth outing

Park Volunteer Review:

- Summit Ridge Middle School
 - Easton Regional Park
 - Easton Regional Park trash clean up 3/29/24
 - 7 volunteers, 14 hours

Eagle Scout Service Projects:

Ridge Playground snake wall

- Colin Lanigan with troop 342
- Redesigned and updated wall along Ridge Recreation Center playground to prevent snakes from entering
- Total volunteers: 25
- Total volunteer hours: 120

Fleet

The Fleet Services Budget is tracking at \$7,074 favorable to plan largely due to timing of spending out of purchased services.

Highlights

- The Fleet Department hired a new part-time mechanic at the end of January.
- Steve Durham has 3 years' experience working for Walmart Transportation in their Fleet Department and 5 years as a self-employed mechanic.
- Fleet Mechanics were busy during the period completing winter service on mowers and trailers. Snowplow repairs, service calls and routine maintenance on vehicles and equipment were also performed.
- Fleet Mechanics completed over 99 work orders for vehicles, equipment and service calls for the period.
- Fleet Mechanics Craig Wieland and Steve Durham attended a 1-hour ASE Training Webinar in the first quarter.
- OBDII Data-Reading Between the Lines (Part 2)
- Steve Durham attended DOT Annual Vehicle Inspection/Appendix G training at Colorado Motor Carriers Association.

Fleet Services spec'd and ordered the following new Equipment for the District in the first quarter:

- Ford F350 w/service body for Urban Parks
- Two Ford F350's for Urban Parks

- Ford Maverick for Park Rangers. (The 2021 Ford Ranger currently in use by Park Rangers will be re-purposed as an Urban Parks trash truck.)
- Two Kubota Skid Steers, one for each parks department.
- Kubota Tractor Urban Parks
- Kubota mini-excavator both parks dept.
- Newstripe 5000 – Sports field painter for Regional Parks
- Two Toro Sand Pro infield groomers were ordered but will not arrive until 2025

The vehicles and equipment replace old obsolete units. One older F350 plow truck was transferred to Foothills Golf Course. The rest will be sold later this year on our online government auction site, Public Surplus.

Fleet Services sold surplus obsolete equipment that included an equipment trailer, Charterhouse over-seeder, Jacobson Aerator, two 50-gallon sprayers.

Urban Parks

Overall expenditures are tracking favorable to plan by \$12,272 largely due savings on fulltime salaries and timing of purchasing supplies.

Highlights

Irrigation

- Staff is starting to charge up the urban parks 41 irrigation systems.
- Installed flow meter and master valve at Wingate South Park irrigation system.
- Recycled more salvaged heads and valves from park improvement projects

Baseball Spring Season

- Checked and replaced as needed all home plates and holly-woods on baseball fields in preparation for the spring season.
- Back dragged infield mix, ripped and dragged all 14 ball fields for the start of the spring season.
- Set schedule and dragged ballfields weekly.
- Installed rebar and chains for all baseball san-o-lets for spring athletic seasons.
- Repaired ballfield lips at Columbine, Sports Park
- Staff repaired batting cage nets at Columbine sports.
- Staff repaired batting practice rubber hit boards at Columbine Hills fields
- Added infield mix to Weaver Hollow field and leveled infield.
- Inspected all bleachers for the ballfields.
- Painted foul pole markers at Columbine hills 3 baseball fields.
- Multi-use fields/ irrigated parks
- Flagged, aerated, and fertilized irrigated parks.
- Laid out and painted for the 4 Foothills Youth Flag Football at Weaver Hollow Park Weekly.

- Installed rebar and chains for all san-o-lets for lacrosse, soccer flag football and spring athletic season.

Playgrounds

- Inspected playgrounds weekly.
- Blew playground mulch back into playgrounds after major wind storm, in the majority of our 39 playgrounds
- Added fill dirt and synthetic turf to cover construction area of ADCAP playground at Lilley Gulch
- Added garden soil to new planter boxes at ADCAP playground at Lilley Gulch.
- Cleaned and organized sheds, shop, and hallway, added labels and new playground part section

Snow Removal

- Snow removal in January, February and March, approximately 15 days of snow and ice removals.
- Staff removed a considerable amount of ice on all 7-trail underpasses.
- Chipped ice and removed ice dams at Mossbrucker, Trappers Glen, Eagle Meadows and Ship Parks.

Native Areas/Noxious Weed Treatment

- Applied pre-emergent herbicide to warning tracks, hardscapes, and landscape beds at various places in Urban Parks
- Repaired trail bollard at Bobby Hyatt Park trail entrance. .
- Replaced man-hole cover that came off of the opening at Fehringer Ranch

Park Amenities

- Bi-weekly trash collection at all parks, trails, and greenbelts
- Poured new concrete pad and installed memorial bench at Dancing Willows Park and Harriman Lake Park.
- Renovated Mossbrucker covered pavilion with new trim and paint
- Removed graffiti on Lilley Gulch Regional Trail between Kipling & S. Holland Way and the tunnels and wing walls at Simms box culvert, Chief Colorow, and Wadsworth box culvert.
- Built and installed new san-o-let enclosures at Jim Hoida Park and West Laurel Park.
- Replaced 3 trash cans and shells at Dancing Willows with updated style
- Refurbished parks signs at Sunrise Creek, Hoida and Lilley Gulch Athletic Fields and re-installed.
- Cleaned and painted restrooms at the Columbine concession building.

- Cleaned and painted main concession building at Columbine Hills for the turnover to our new concessionaire.
- Staff repaired the retaining wall at Valley View Park

Urban Forestry/ Landscape Beds

- Cut vegetation and removed debris from Belleview Ridge drainage east of Yank St.
- Major branch cleanup at all parks from two March snow storm and one April windstorm.
- Removed dead and hazardous trees throughout Clement Park
- Added 15 large 3 inch caliper trees at Clement Park.
- Major tree removals at Sanctuary Park
- Staff removed the tree wraps on all the newly planted 2022 and 2023 trees in preparation for spring. This product protects them from winter damage.

Drainage/Lakes

- Worked with Mile Hi Flood Control and Jefferson County on the rebuild of the north North Tributary of the Lilley Gulch drainage
- Monitored gate valve on Beer Sisters Lake and released water as directed by the water commissioner.
- Removed bridge at hole 17 at Fehring Ranch, brought in dirt and graded to repair erosion
- Checked underdrains from the streets into Sanctuary Park.
- Removed beaver dam in the Meadows Sanctuary drainage and Wingate's south park
- Reinstalled the culvert between the large ponds at Sanctuary Park to maintain the water levels.

Trails/ Parking Lots

- Set hay bales at Sledding Hill Park and cleaned storm drains adjacent to the parking lot.
- Major trail repairs on perimeter of paths at Kipling trail, Wingate, South trail and the Wayside trail
- Painted curb on the perimeter of the Columbine Hills parking lot.
- Staff added road-base, plus regrade sections of the Harriman Lake parking lots and trail due to a large amount of visitors.
- Added road base and repaired ruts around round-a-bout at Lilley Gulch Athletic Field Parking Lot.

Staff Projects/Training

- Staff attended CPS training classes
- Irrigation staff attended backflow class and certification training.
- Staff completed IT security and Sexual Harassment training sessions.
- Staff attended Pro-Green and CPS Spring Fling training and conferences.
- Assisted Facility Maintenance with old bleacher removal and disposal at Fieldhouse
- Moved extra disc golf baskets from Fieldhouse to MSC
- Researched and tested equipment to replace skid steers, backhoe/trencher, and tractor

- Staff worked with Richdell on 2021 Park Improvement projects in Columbine Hills, Columbine Sports, Victory Park, and Westfield Park with for site warranties on trees.
- Staff continued working with Sabell's on 2022 Park improvement. Punch list items, visual inspections, grades, concrete, trees and irrigation. The park site are, Westbury Park, Willow Creek, West Laurel Park and Hoida Park.
- Weekly trash collection and stocking of dog waste bags
- Contracted pre-emergent weed control application in landscape beds
- Removed dirt and graded along ditch of Lilley Gulch trail that homeowner stockpiled
- Deadheaded and hedge trimmed in landscape beds
- Located water lines for Splash Fiber installations
- Worked with contractor to replace and repair water lines and wires over new culvert at North Trib. Ditch along S. Holland Way.

Kipling Villas Sub-District

Operating Expenses were \$13,063 favorable to plan, due to timing of purchasing supplies.

Highlights

- Weekly trash collection and stocking of dog waste bags
- Contracted pre-emergent weed control application in landscape beds
- Removed dirt and graded along ditch of Lily Gulch trail that homeowner stockpiled
- Deadheaded and hedge trimmed in landscape beds
- Located water lines for Splash Fiber installations
- Worked with contractor to replace and repair water lines and wires over new culvert at North Trib. Ditch along S. Holland Way.

Regional Parks

Operating Revenues finished favorable to plan by \$4,041 due to credits from solar panels.

Expenditures finished at \$5,166 favorable to plan largely due to timing of purchasing supplies.

Highlights

- Staff performed snow and ice removal duties at the Peak, Ridge, Edge, Foothills Fieldhouse, Easton Regional Park, and the Schaefer Athletic Complex on 12 occasions in the first quarter
- Assisted the accounting staff with file box moving from the Peak to the Ridge Rec. Center
- Assisted Facility Maintenance with bleacher construction at the Fieldhouse

Schaefer Athletic Complex

- Staff cleaned, prepared, and painted men's and women's restroom floors, walls, and stalls
- Erected snow fence on fields 10, 14, and 15 to prevent unpermitted soccer games through the winter

- Replaced broken or worn out backboards on all backstops
- Staff pre-made 15 hollywood base anchors for the upcoming season.
- Removed football goals and set out soccer goals for spring season
- Placed protective netting at the ballfield playground
- Installed the batting cage netting for the season
- Leveled the FSA parking lot
- Repaired various potholes on Independence St. and Schaefer parking lots
- Spread pre-emergent in all rock beds at SAC, FSA, and Fieldhouse
- Spread pre-emergent on all warning tracks
- Worked with plumbing contractor to install new water heater and a slop sink in the concession stand for Jeffco Health Department
- Worked with fencing contractor to replace the old chain link fence surrounding field 10
- Weekly playground inspections
- 1st quarter bleacher inspections

Easton Regional Park

- Staff replaced and realigned the stock fence at the north end of the Ward St. parking lot
- Staff rebuilt and reinstalled the kiosk sign north of the Ward St. parking lot
- Staff began building a pole and black hardware san-o-let enclosure to match kiosks for the new san-o-let pad on the promenade
- Staff cleaned, prepared, and painted men's and women's restroom floors, walls, and stalls
- Replaced broken or worn out backboards on all backstops
- Removed overgrown lip on baseball field 14, moved irrigation heads to new location, leveled and prepared for sod installation coming in April
- Graded gravel trails from the lake to the Rockies Field, Quonset hut, and concession stand as well as the Ward St. parking lot
- Weekly playground inspections at Water's Edge, lower Ridge Rec., and upper Ridge Rec.
- 1st quarter bleacher inspections
- Collected broken branches from heavy snow storm
- Repaired various potholes at the Ridge and Edge
- Removed tree and stump at Ridge daycare in preparation of synthetic turf installation
- Spread pre-emergent in all rock beds at the Peak, Ridge, and Edge
- Spread pre-emergent in all warning tracks
- Chipped large brush pile north of the Quonset hut
- Added additional base distances on field E2 for 55', 60', and 65' at sports association request
- Dug out drainage west of field 11 and placed new rip rap

Park Rangers Highlights

The Park Ranger budget is running unfavorable by \$25,121 largely due to savings from the timing of hiring the second full time ranger.

Highlights

- Hired Gwen Ganow as our second fulltime Park Ranger. Gwen comes to us with over 14 years of experience in the industry with City of Denver, Colorado Parks and Wildlife, and South Suburban.
- Ranger Ganow provided Non-Escalation, De-Escalation, and Crisis Management training to District staff members from several different departments
- Met with Park Ranger departments from Highlands Ranch, Ken Caryl Ranch, and City of Denver to share information about each Ranger Program
- Met with the Security Manager from Highland Hills Park & Recreation District to provide insight into starting a Park Ranger program from scratch.
- Rangers met with the Director of Parks, Planning, and Construction, as well as the three Parks Supervisors to finalize a proposed Rules & Regulations document for future Board of Director's approval

Customer Service & Welfare Checks

- Assisted Fieldhouse staff with a dog bite incident involving Children's Programs staff. Rangers administered first aid and contacted Jefferson County Animal Control to file a report
- Rangers witnessed a traffic accident while on patrol. Rangers provided initial first aid assessments and traffic control until West Metro arrived on scene
- Rangers assisted Jeffco Sheriff's Office in search of a missing 11 year old in the area of Columbine West Pool and Victory Park
- Rangers increased patrols at Clement Park to provide a presence around the prairie dog relocation project in order to deter trap vandalism
- Rangers checked in on a "slumped over" individual at the Columbine Memorial as reported by a park user—individual checked alert and oriented.

Graffiti & Vandalism

- Rangers documented extensive graffiti in several locations including: Lilley Gulch Regional Trail, Dutch Creek Regional Trail, and Woodmar Square Park
- Biased based graffiti was documented and police reports generated for follow up by Jeffco Sheriff's Office
- Rangers investigated a report of an explosive device being detonated at Wayside Meadows Park. The investigation determined that a dog bag dispenser had been blown up by an unknown device, completely destroying the dispenser. A police report was generated for follow up By Jeffco Sheriff's Office

Un-housed/Overnight Camping Contacts

Rangers worked with an un-housed individual whose tow vehicle had broken down in the Rockies parking lot leaving only his airstream trailer. While the airstream was eventually towed off site, Rangers provided the individual with supplies and resources for temporary housing solutions.

- Following multiple neighbor requests, Rangers made contact with an individual parked in the Columbine West Pool parking lot. Requested Jeffco Sheriff assistance for removal from the site at 10:30pm
- Rangers made contact with one individual that had erected a tent in Clement Park with the intent to stay overnight during inclement weather. Rangers advised them of park rules, provided him with some warm socks, water and granola bars upon his exit.

Dogs Off-leash

- Rangers made over 25 dogs off leash contacts in the first quarter

Land/Field Use/Parking Violations

- Rangers made contact with two dirt bikes driving through the park at Wayside Meadows while two other dirt bikes escaped to the east
- Rangers tagged a vehicle with pressure washer trailer attached using the Easton parking lot for long-term parking—vehicle was removed within 24 hours and has not returned

Wildlife

- Rangers observed high amounts of coyote activity at Easton Regional Park, Clement Park, and regional trail corridors
- Rangers spotted a 9-point buck hanging around Easton Regional Park on several occasions
- Rangers spotted a family of foxes at Columbine Sports Park
- Several birds of prey were observed throughout the District including kestrels, turkey vultures, various hawks, bald eagles, and a great horned owl

Maintenance

- Removed overflowing trash and broken sleds from Sledding Hill Park during large snow storm
- Installed updated Park Rules signage at Columbine West Pool in relation to the long-term parking of a camper trailer
- Removed several advertising signs throughout the park system
- Swept up broken glass on the tennis courts at Dakota Station Park
- Deployed temporary “Park Hours” signage at Columbine Hills to deter after-hours activity disturbing the neighborhood
- Rangers cleaned ground litter in several locations throughout the District

Clement Park

Total operating revenues finished favorable to plan at \$9,696 largely due to higher lease payment on cell tower. Total operating expenditures are at \$37,457 favorable to plan largely due to timing of supply purchases.

Highlights

- Met with engineers from Jeffco Road and Bridge to discuss upcoming Pierce Street improvements and impacts to Clement Park
- Qualite spent two weeks making warranty repairs to ballfield lights. Over 200 lens covers were replaced, and multiple drivers were replaced and upgraded

Staff attended various training and educational opportunities including:

- Toro Service School
- Irrigation
- Agronomy
- Pesticide handling training

- Anti-Harassment training
- Tim obtained certification as a Certified Park and Recreation Professional through National Recreation and Park Association.
- Urban Parks and Foothills forester removed over 20 dead or dying trees around Clement Park.
- Tim Sanchez and Cody Ahrens participated in Foothills Job Fair
- Park Operations Attendants started working evening schedules to ensure restrooms are open and permits are managed seven days a week
- Rehired most of last year's seasonal staff and interviewed for new hires where needed.
- Staff kept up with snow and ice removal as needed through the winter months
- Re-installed trash cans, grills and placard holders in Phase I shelters following concrete replacement project in Fall.
- Completed installation of 10" magnet on pump station
- Researched and purchased capital equipment:
- Vantage Mini Truck for trash collection
- Three Club Car 500 maintenance carts
- Skid Steer Sweeper Bucket
- 82" Verti-Quake Linear Aerator-Delivered
- Sports and events during first quarter:
- Foothills Adult Softball games
- Rush Soccer practices and games
- South Jeffco Softball and Baseball practices and games
- CABA Baseball Tournaments
- Shelter Reservations

Foothills Park & Recreation District
 Total Parks and Clement Park
 Sunday, March 31, 2024

	March 2024 Actual	March 2024 Budget	Month Fav/(Unfav) Variance	YTD 2024 Actual	YTD 2024 Budget	YTD Fav/(Unfav) Variance	2024 Original Budget	2024 Remaining Budget	% Completed	2023 YTD
OPERATING REVENUES										
44100:4416 Rentals	(\$1,362)	\$439	(\$1,801)	\$2,331	\$439	\$1,892	\$138,085	\$135,754	1.69%	\$6,908
44600:4463 Concessions and Other Contracts	12,000	4,392	7,608	12,000	4,392	7,608	4,392	(7,608)	273.22%	4,392
44910 + 48' Other Revenue	4,172	-	4,172	4,804	-	4,804	(140)	(4,944)	(3430.00%)	3,039
TOTAL OPERATING REVENUES	14,810	4,831	9,979	19,134	4,831	14,303	142,337	123,203	13.44%	14,340
OPERATING EXPENDITURES										
50100:5090 Salaries and Wages	202,729	213,266	10,537	563,271	591,845	28,575	2,598,075	2,034,805	21.68%	502,420
51100:5130 Personnel	43,602	46,018	2,417	124,600	130,854	6,254	635,186	510,586	19.62%	113,027
52100:5275 Supplies	47,619	102,676	55,057	122,455	184,541	62,086	654,623	532,168	18.71%	177,358
53100:5356 Purchased Services	20,769	45,061	24,292	201,636	204,721	3,085	659,948	458,312	30.55%	158,483
54110:5421 Utilities	15,958	19,333	3,375	55,820	63,218	7,398	676,360	620,540	8.25%	71,751
55100:5560 Insurance	8,665	7,635	(1,030)	23,829	22,906	(923)	91,625	67,796	26.01%	18,174
TOTAL OPERATING EXPENDITURES	339,342	433,990	94,648	1,091,610	1,198,085	106,475	5,315,817	4,224,207	20.54%	1,041,213
NET OPERATING REVENUE/(EXPENDITURES)	(324,532)	(429,159)	104,627	(1,072,476)	(1,193,254)	120,778	(5,173,480)	(4,101,004)	20.73%	(1,026,873)
NON-OPERATING REVENUE										
41100 + 41' Property Taxes Collected for Operations	429,648	429,648	0	1,194,953	1,194,952	1	5,177,241	3,982,288	23.08%	1,085,200
42355 + 42: Contributions and Grants	1,124	-	1,124	734	-	734	-	(734)	0.00%	2,157
48142 Proceeds from Insurance	-	-	-	-	-	-	-	-	0.00%	12,794
TOTAL NON-OPERATING REVENUE	430,772	429,648	1,125	1,195,687	1,194,952	735	5,177,241	3,981,554	23.10%	1,100,151
NON-OPERATING EXPENDITURES										
57100 + 58' Facilities & Equipment Repairs and Replacements	-	-	-	-	-	-	-	-	0.00%	20,000
53190 + 53: Other Expenditures	489	489	0	1,699	1,698	(1)	3,761	2,062	45.17%	1,499
TOTAL NON-OPERATING EXPENDITURES	489	489	0	1,699	1,698	(1)	3,761	2,062	45.17%	21,499
NET REVENUE/(EXPENDITURES)	105,751	-	105,751	121,512	-	121,512	-	(121,512)	0.00%	51,779
TOTAL REVENUE	445,583	434,479	11,104	1,214,821	1,199,783	15,038	5,319,578	4,104,757	22.84%	1,114,491
TOTAL EXPENDITURES	339,831	434,479	94,647	1,093,309	1,199,783	106,474	5,319,578	4,226,269	20.55%	1,062,712
NET REVENUE/(EXPENDITURES)	105,751	-	105,751	121,512	-	121,512	-	(121,512)	0.00%	51,779

Marketing & Community Outreach Department First Quarter Report, January 1 – March 31, 2024

Design and Printing

- Revised Drop-in Fitness schedules for JAN - MAY 2024 and submitted PDFs for posting on website.
- Prepared Active Adults schedules for SUMMER 2024 and submitted PDFs for posting on website.
- Prepared Hockey & Public Skate calendars for FEB, MAR, APR 2024. PDFs for posting on website.
- Prepared Figure Skating calendars for MAR, APR, MAY 2024. PDFs for posting on website.
- Prepared Pool schedules for FEB 12 – MAR 17 and MAR 18 – APR 30, 2024. PDFs for posting on website.
- Designed and printed flyers/signs/banners for District Job Fair on FEB 25, 2024.
- Designed and printed forms, signs, banners for Colorado Classic Hockey Tournament.
- Designed and printed flyers, signs, decorations, banners for Active Adults Mardi Mystery event.
- Designed and printed flyers, decorations for Daddy Daughter event.
- Updated Children's Programs Parent Handbook for 2024 and prepared compliant file for website.
- Designed Children's Programs Summer Camps 2024 booklet and prepared file for website.
- Completed work on MAR – AUG 2024 District Magazine, delivered files to printing company for delivery to patrons and District facilities by MAR 1, 2024.
- Printed and laminated signage with messaging for Foothills Golf Course common areas.
- 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 regard 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 Foothills Job Fair; hiring needs for several departments; park shelter rentals; park safety in winter; special events, including Hops in the Park, Vino & Valentines and Daddy Daughter Dance; many programs and classes, including golf class registration; and Spring Break programming and closures.
- Began promoting ticket sales and brewery applications for Hops in the Park; band submissions and sponsorships for Concerts in Clement Park; and vendor and sponsorship opportunities for Red, White & You.
- Raised \$39,700 in sponsorships for Red, White & You
- Sold \$4,300 in ads in Foothills Magazine
- Sold \$3,800 in facility advertising at Edge Ice Arena, Foothills Fieldhouse, Foothills Sports Arena and Ridge Recreation Center.
- Held several in-person and virtual meetings with new potential sponsors and advertisers.

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- Hosted monthly meetings of South Jeffco Business Alliance (SJBA). Topics included Jeffco Economic Development Corporation, Jeffco Sheriff, Regina Marinelli and Colorado Lottery.
- Submitted monthly content to Engage Jeffco e-newsletter.
- Completed multiple digital accessibility trainings, as well as Event Ready – Planning Information for Heat Risks and Hazardous Weather training.
- Held business outreach planning meeting with Foothills Foundation to discuss event sponsorship outreach.
- Continued planning and logistics meetings for 2024 Red, White & You event.
- Attended West Metro Chamber of Commerce Board meetings and four networking events.
- Attended regional meetings with Colorado Special Event Planners, CPRA Marketing Group and Jeffco Regional Communicators.
- Attended internal Digital Accessibility Committee meetings.
- Attended Website Accessibility Training: 10 Steps to Achieve and Maintain Compliance.
- Attended Active Shooter Training and Harassment Training for Supervisors
- Researched and attended different trainings and help documents regarding digital accessibility.
- Documented all PDFs on District website to help determine what documents we need to keep, eliminate or remediate for digital accessibility.
- Rebuilt several webpages to improve or enhance digital accessibility.
- Began utilizing SiteImprove to review digital accessibility score, understand and track issues with outstanding remediation tasks, and execute corrections for remediation updates needed on both of the District websites.

E-mail Creation & Communication

- South Jeffco Business Alliance – 1/3/24
- New Goals for the New Year – 1/5/24
- Winter Information About Parks – 1/18/24
- E-Newsletter – 1/30/24
- South Jeffco Business Alliance – 2/6/24
- Job Fair – 2/20/24
- E-Newsletter – 2/27/24
- South Jeffco Business Alliance – 2/27/24
- SJBA/West Chamber Happy Hour – 3/13/24
- Weather Alert, Closure – 3/13/24
- Weather Alert, Delayed Opening – 3/14/24
- E-Newsletter – 3/26/24