



**Carbon Valley Parks and Recreation District**  
**Regular Meeting Agenda**  
**Board of Directors**  
**Via Zoom Meeting**

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**Wednesday, November 18, 2020**

**6:30 PM**

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The Board of Directors Meeting will be conducted via Zoom.

Join Zoom Meeting

<https://us02web.zoom.us/j/82296556107?pwd=RHRBdjYxaUtFOFVIL1o5ekttd3lvZz09>

Meeting ID: 822 9655 6107

Passcode: 392786

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Meeting Agenda
5. Public Comment

(Individuals that desire to address the Board of Directors are requested to sign up at the table at the entrance to the meeting room. Each individual will be provided an opportunity to speak (limited to three minutes) during Public Comment. Maximum time permitted for all Public Comment is 30-minutes).

6. Consent Agenda
  - a. October 14, 2020 Regular Meeting Minutes
  - b. September 2020 Monthly Financials
  - c. October 2020 Monthly Financials
7. Public Hearing



**Carbon Valley Parks and Recreation District**  
**Regular Meeting Agenda**  
**Board of Directors**  
**Via Zoom Meeting**

- a. Adoption and Approval of Resolution 2020-5 To Adopt Budget
  - b. Adoption and Approval of Resolution 2020-6 To Appropriate Sums of Money
  - c. Adoption and Approval of Resolution 2020-7 To Set Mill Levies
  - d. Petition for Inclusions
    - i. BCL Colorado LP
      1. Adoption and Approval of Resolution 2020-3
    - ii. Dean Annexation
      1. Adoption and Approval of Resolution 2020-4
8. Discussion
- a. Support of Executive Director to Negotiate and Sign BroadPoint Service Agreement
  - b. Updates on District
9. Monthly Operation Report
10. Monthly Board member Community Involvement Discussion
11. Board Comments – Future Agenda Items/Suggestions
- a. Guiding Principles Document
12. Adjournment



Regular Meeting Minutes  
October 14, 2020

**1. Call to Order**

The Carbon Valley Parks and Recreation District (CVPRD) Board of Directors meeting was held on Wednesday, October 14, 2020 at the Studio, located at 8350 Colorado Boulevard. President Childers called the meeting to order at 6:31 PM.

**2. Pledge of Allegiance**

The Pledge of Allegiance was led by President Childers.

**3. Roll Call**

Directors:                      Cody Childers- President  
                                         Tine Cunningham- Treasurer – via Zoom  
                                         Kevin Grinstead- Vice President  
                                         Bill Haid  
                                         Jason Stolz- Secretary – via Zoom  
                                         Tina Martin  
                                         Joshua Woita

Also Present:                  Dean Rummel, Executive Director  
                                         Hannah Wardlow, Administrative Assistant  
                                         Suzi Shankweiler, Fitness & Wellness Coordinator  
                                         Kathy Lind, Recreation Manager

**4. Approval of Meeting Agenda**

President Childers asked if the Board members had any questions in reviewing the Meeting Agenda. There were no questions or comments.

A motion was made to approve the Meeting Agenda by Vice President Grinstead; seconded by Director Woita. A vote was taken:

Present Childers – yes, Treasurer Cunningham– yes, Vice President Grinstead – yes, Director Haid– yes, Secretary Stolz – yes, Director Martin– yes, Director Woita – yes; the motion was carried.

**5. Public Comment**

There was no public comment.

**6. Consent Agenda**

**a. September 16, 2020 Regular Meeting Minutes –**

President Childers asked if the Board members had any questions in reviewing the items on the Consent Agenda, including the September 16, 2020 Regular Meeting Minutes. There were no questions or comments at this time.

Regular Meeting Minutes  
October 14, 2020

A motion was made to approve the Consent Agenda, including the September 16, 2020 Regular Meeting Minutes by Vice President Grinstead; seconded by Director Woita. A vote was taken:

President Childers – yes, Treasurer Cunningham– yes, Vice President Grinstead – yes,

During roll call of September 16, 2020 Meeting Minutes, Director Haid noticed the agenda given at the beginning of the meeting was not the correct agenda for October 14, 2020. Hannah Wardlow re-printed the correct agenda and the roll call continued. Three (3) directors approved the agenda before Director Haid noticed it was the wrong agenda. These directors were President Childers, Director Cunningham, and Vice President Grinstead. After new agenda was distributed, roll call continued with the remaining four (4) directors. These directors were Director Haid, Secretary Stolz, Director Martin, and Director Woita.

Approval of Meeting Agenda was not re-called after new agenda was distributed.

Director Haid– yes, Secretary Stolz – yes, Director Martin– yes, Director Woita – yes; the motion was carried.

**7. Public Hearing**

President Childers announced that our next three (3) agenda items would be conducted under Public Hearing and asked for a motion to move into Public Hearing.

A motion was made to move to Public Hearing by Vice President Grinstead; seconded by Director Woita. A vote was taken:

Present Childers – yes, Treasurer Cunningham– yes, Vice President Grinstead – yes, Director Haid– yes, Secretary Stolz – yes, Director Martin– yes, Director Woita – yes; the motion was carried.

**a. Draft Budget for 2021**

Executive Director, Dean Rummel, informed the board that this is the annual time of the year that we release and review the draft budget for 2021. He added that we will be putting the draft budget out for the public to review in hopes there is not much the public will want to add. If the public does add or comment on anything, we will discuss and meet again next month.

Vice President Grinstead asked if the 2020 estimated property tax is up to date. Dean Rummel replied, yes, this is the most updated number we have received.

President Childers asked if the Board members had any questions in reviewing the Draft Budget for 2021. There were no questions or comments.



Regular Meeting Minutes  
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A motion was made to approve the Draft Budget for 2021 by Vice President Grinstead; seconded by Director Woita. A vote was taken:

Present Childers – yes, Treasurer Cunningham– yes, Vice President Grinstead – yes, Director Haid– yes, Secretary Stolz – yes, Director Martin– yes, Director Woita – yes; the motion was carried.

**b. Petitions for Inclusion**

**i. BCL Colorado LP**

**Adoption and Approval of Resolution 2020-3**

Director Haid commented that he does not believe that the inclusion paperwork is complete and feels that some of the paperwork is missing.

President Childers commented that the Petitions for Inclusions do not have the proper paperwork attached. He suggested that both inclusions should be Tabled until next meeting when the appropriate paperwork is included in packet.

**ii. Dean Annexation**

**Adoption and approval of Resolution 2020-4**

Director Haid commented that he does not believe that the inclusion paperwork is complete and feels that some of the paperwork is missing.

President Childers commented that the Petitions for Inclusions do not have the proper paperwork attached. He suggested that both inclusions should be Tabled until next meeting when the appropriate paperwork is included in packet.

President Childers called for a motion to Table the Petitions for Inclusion.

A motion was made to Table the Petitions for Inclusion by Director Haid; seconded by Director Woita. A vote was taken:

Present Childers – yes, Treasurer Cunningham– yes, Vice President Grinstead – yes, Director Haid– yes, Secretary Stolz – yes, Director Martin– yes, Director Woita – yes; the motion was carried.

President Childers called for a motion to close Public Hearing.

A motion was made to close Public Hearing by Treasurer Cunningham; seconded by Secretary Stolz. A vote was taken:

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Present Childers – yes, Treasurer Cunningham– yes, Vice President Grinstead – yes, Director Haid– yes, Secretary Stolz – yes, Director Martin– yes, Director Woita – yes; the motion was carried.

**8. Discussion**

**a. Updates on District**

Dean Rummel informed the board that a staff member will come to the board meetings and speak about their department every month.

Director Martin introduced Fitness & Wellness Coordinator, Suzi Shankweiler.

Suzi Shankweiler gave a brief introduction about herself, explaining that she is the Fitness Coordinator. Suzi Shankweiler informed the board that since reopening from COVID shut down, we have included multiples fitness classes. Previously to opening, we offered 68 classes and are now offering 56. She also added that there are not as many instructors as we have had since coming back from the closure, they have stepped up. She mentioned that this time last year, we had about 1,800 participants. Currently, we have 1,412 participants. She informed the board that we are hosting classes in the gym, mind and body room, and at the Studio. At the Studio, we are holding Tai Chi, yoga, and Silver Sneakers classes. She added that the instructors have been doing a fantastic job of reminding participants to use sanitizer when cleaning equipment.

Suzi Shankweiler informed the board that she has received lots of feedback from patrons that they are comfortable with the layout of our equipment and fitness classes. She informed the board that the remodel in our cardio room is done. We have replaced our cardio equipment with brand new equipment. We are still waiting on two (2) pieces of equipment; a ladder and spin bikes.

Suzi Shankweiler thanked Dean Rummel and Kathy Lind for always supporting her through her crazy ideas that are incorporated into our fitness department.

Dean Rummel made a comment saying that we now have the best equipment in the radius of our area.

Vice President Grinstead asked if the weather has anything to do with our numbers fluctuating. Suzi Shankweiler replied no, it is because school is back in session and COVID.

Dean Rummel commented on how great the setup of the equipment and fitness classes are.

Regular Meeting Minutes  
October 14, 2020

Vice President Grinstead asked Suzi Shankweiler if there was anything the board could do to support the fitness department. She replied, as of right now, using the gym is huge and everything is working!

President Childers asked if Suzi Shankweiler and her fitness staff have been in need of extra certifications during this time. She replied that due to COVID, we cannot host in-house training, but she has recently received her cycling certification as she is going to begin teaching cycling and her nutrition certification.

Suzi Shankweiler informed the board that she has been working with all three (3) towns for a while. This summer, we were going to do yoga in the park, but due to COVID we could not. She mentioned she sees Frederick and Firestone employees in fitness classes, which is a great connection and is great to connect names to faces. She added that it is possible to do in-house trainings with Firestone and Frederick such as weight training.

Suzi Shankweiler informed Director Haid that we are bringing back Pickle Ball! He replied that is very exciting. Director Haid followed with a question asking if we replaced the lights in the gym as he has heard a few complaints about the lighting in the gym. She replied, yes.

Director Martin thanked Suzi Shankweiler for not enforcing masks while working out.

Dean Rummel introduced Kathy Lind, our Recreation Manager.

Kathy introduced herself stating that she overlooks fitness, guest service, and aquatics. Her position is facility-based with some programming built in. She informed the board that we currently have 70-80 part time staff which makes up half our district staff.

Dean Rummel informed the board that swim lessons with parents in the water did not go as planned so we have switched to strictly private lessons and so far, it has been successful. He added that are almost finished with the Guest Service Coordinator interviews and will be conducting our final three (3) interviews next week. He mentioned the ice cream social, Programs Coordinator, Terri Calvin hosted and said it was a huge hit! He said we had a man who played music, Legacy Dance perform, and had our ice cream truck from Butcher and the Blonde. He added that we had many seniors come that we have not seen since the closure.

Dean Rummel informed the board that as for sports, we are continuing to look for adult activities. He mentioned that soccer and softball are coming to an end for the season but Athletics Coordinator, Kelly Gray, is looking to start something for little kids such as volleyball. Dean Rummel followed with an update on gymnastics, mentioning that open gym is back but is not as structures as classes. He followed

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by informing the board that karate and dance are back, and dance has 85 percent of their normal fall numbers.

Dean Rummel mentioned that Harold Rowe has retired from the district. Since then, we have added a male personal trainer to our fitness team named Travis Larson along with many other fitness employees. He informed the board that we have brought back our activity guides and they will come out every two (2) months.

**b. Approval of Executive Director to Negotiate and Sign Master Services Agreement with CivicPlus, LLC for new recreation software**

Dean Rummel explained to the board why we are choosing CivicPlus as our new recreation software. He informed the board that we are currently using e-Trak as our recreation software, but it brings lots of worries with the reoccurring issues we have on a daily basis. He mentioned that we are currently using CivicPlus for our website, so it would be great to have the same platform for our website and our software. CivicPlus, as our recreation software, will allow access to at home use including texts, alerts, and reservations through the online portal. He informed the board that District Legal Consultant, Paul Rufien, had already reviewed and stamped the contract. He added that this was in the budget for this year. We are hoping to have it up and running by February or March of 2021.

Director Haid questioned Dean Rummel on how this software will be implemented. He asked if it will be turn-key or run in parallel. Dean Rummel replied saying they are giving us assistance such as importing information instead of manually adding in information. They are close to us, located in Kansas, which is great for training. Implementing this software will be on a cut-over schedule, not turn-key. Dean Rummel emphasized that we will have many tests and trainings before fully implementing it.

Dean Rummel added that we are able to pick a third-party credit card merchant which will save us money.

Kathy Lind informed the board that CivicPlus only works with government entities, so they suit and understand us.

Dean Rummel added that building new programs back in will allow us to have a fresh start with trainings for the portal and cleaning up information on the portal.

President Childers asked if the Board members had any questions in reviewing the Approval of Executive Director to Negotiate and Sign Master Services Agreement with CivicPlus, LLC for new recreation software. There were no questions or comments.

Regular Meeting Minutes  
October 14, 2020

A motion was made to approve the Approval of Executive Director to Negotiate and Sign Master Services Agreement with CivicPlus, LLC for new recreation software by Director Haid; seconded by Vice President Grinstead; A vote was taken:

Present Childers – yes, Treasurer Cunningham– yes, Vice President Grinstead – yes, Director Haid– yes, Secretary Stolz – yes, Director Martin– yes, Director Woita – yes; the motion was carried.

**9. Monthly Operation Report**

Dean Rummel informed the board that he included the information for the Monthly Operation Report in 8a, Updates on District.

**10. October 2020 Play by Play Newsletter**

Dean Rummel informed the board that he included the information for the October 2020 Play by Play Newsletter in 8a, Updates on District.

**11. Monthly Board Member Community Involvement Discussion**

Vice President Grinstead informed the board that he met with the Town of Frederick and they seemed to be excited to begin to start having activities in their parks. Vice President Grinstead asked the Town of Frederick what we could do to use their parks. They informed him they were open to anything we can add. Vice President Grinstead added they have lots of walking paths and a need for more public based activities.

President Childers mentioned to the board that three (3) board members, Bill Haid, Jason Stolz, and himself, recently participated in the Santa Cop Golf Tournament. He added that the towns and cities are not doing many Halloween activities, but some are being planned by citizens.

Vice President Grinstead added the Town of Firestone will be hosting the annual Halloween Safe Night on October 30 from 5-8 PM at the Firestone Regional Sports Complex.

**12. Board Comments-Future Agenda Items/Suggestions**

President Childers asked the new board members if they had any future agenda items. There were none.

- a. **Guiding Principles Document** – Director Haid reported the Guiding Principles Review Committee has had their first in person meeting. During the meeting, they reviewed the organization of the current Guiding Principles Document and have decided to meet once a month. He added that they will hopefully have something for the board by December or January.



Regular Meeting Minutes  
October 14, 2020

**13. Adjournment**

A motion was made to adjourn the Board of Directors meeting by Vice President Grinstead; seconded by Treasurer Cunningham at 7: 41PM.

Present Childers – yes, Treasurer Cunningham– yes, Vice President Grinstead – yes, Director Haid– yes, Secretary Stolz – yes, Director Martin– yes, Director Woita – yes; the motion was carried.

READ AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020

\_\_\_\_\_  
Cody Childers, President

ATTEST:

\_\_\_\_\_  
Jason Stolz, Secretary



# MONTHLY FINANCIAL STATEMENT

SEPTEMBER 2020



**CARBON VALLEY**  
PARKS & RECREATION DISTRICT

# MONTHLY FINANCIAL STATEMENTS - SEPTEMBER 2020

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## DISTRICT HIGHLIGHTS

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Below are highlights of the month end financial statements as of September 30, 2020:

### Cash and Investments

- Total cash and investments for the month end September 30, 2020 were \$4,429,438.18
  - General Fund: \$3,586,986.19
  - Conservation Trust Fund: \$457,259.99
  - Capital Improvements Projects Fund: \$385,192.00
- 1<sup>st</sup> Bank Liquid Asset Account is currently earning 0.050% interest, totaling \$26.07 for September 2020
- ColoTrust Plus+ is currently earning 0.50%, and has yielded \$16,948.17 in total interest for 2020

### Property Tax Collections

- In September 2020, the District received the August 2020 property tax collection of \$29,987.12. In 2020 the district has collected 100% of the levied amount, compared to 96.52% the same time last year.
- The disbursement of property taxes for September 2020 totals \$1,093,025.15. The disbursement will be paid to the District in October 2020.



# MONTHLY FINANCIAL STATEMENTS - SEPTEMBER 2020

## Carbon Valley Parks & Recreation District

### Balance Sheet

#### Governmental Funds

September 30, 2020

	General	Conservation Trust	CIP	Total
<b>Assets</b>				
General Operating Cash	\$ 1,178,032	\$ -	\$ -	\$ 1,178,032
Liquid Asset Savings	634,328	-	-	634,328
TBK - General Account	2,700	-	-	2,700
Colostrust - capital improvement	78,976	457,260	384,997	921,233
Colostrust	1,691,155	-	-	1,691,155
Colostrust - bond account	-	-	195	195
Cash drawer	1,740	-	-	1,740
Petty cash	55	-	-	55
Receivables - county treasurer	1,093,025	-	-	1,093,025
Prepaid Expenses	24,543	-	-	24,543
<b>Total Assets</b>	<b>4,704,554</b>	<b>457,260</b>	<b>385,192</b>	<b>5,547,007</b>
<b>Liabilities</b>				
Accounts payable	(108)	-	-	(108)
Sales tax payable	(370)	-	-	(370)
Payroll benefits payable	2,534	-	-	2,534
Deferred revenue	2,000	-	-	2,000
Accrued wages	84,555	-	-	84,555
<b>Total Liabilities</b>	<b>88,611</b>	<b>-</b>	<b>-</b>	<b>88,611</b>
<b>Fund Balance</b>				
Fund balance	4,615,943	457,260	385,192	5,458,396
<b>Total Fund Balance</b>	<b>4,615,943</b>	<b>457,260</b>	<b>385,192</b>	<b>5,458,396</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 4,704,554</b>	<b>\$ 457,260</b>	<b>\$ 385,192</b>	<b>\$ 5,547,007</b>

# MONTHLY FINANCIAL STATEMENTS - SEPTEMBER 2020

**Carbon Valley Parks & Recreation District**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**General Fund**  
**For the Month Ended September 30, 2020**

	Original Total Budget	Current Total Budget	Period Activity	Year-to- date Actual	Remaining Budget	Percentage Remaining
<b>Revenue</b>						
Administrative revenue	\$ 32,422	\$ 32,422	\$ -	\$ 4,414	\$ 28,008	86.39%
Program revenue	726,246	726,246	16,181	112,214	614,033	84.55%
Recreation revenue	879,452	879,452	18,393	347,649	531,803	60.47%
Maintenance revenue	-	-	-	-	-	0.00%
Non-Departmental revenue	4,129,536	4,129,536	1,109,963	3,898,265	231,271	5.60%
<b>Total Revenue</b>	<b>5,767,656</b>	<b>5,767,656</b>	<b>1,144,538</b>	<b>4,362,541</b>	<b>1,405,115</b>	<b>24.36%</b>
<b>Expenditures</b>						
Administrative expenses	1,268,355	1,274,320	62,585	677,529	596,790	46.83%
Program expenses	876,515	887,167	31,220	280,698	606,469	68.36%
Recreation expenses	1,389,070	1,401,894	69,259	602,408	799,486	57.03%
Maintenance expenses	632,898	638,552	53,576	377,680	260,872	40.85%
Non-Departmental expenses	384,271	384,271	27,794	170,394	213,877	55.66%
<b>Total Expenditures</b>	<b>4,551,110</b>	<b>4,586,205</b>	<b>244,434</b>	<b>2,108,710</b>	<b>2,477,495</b>	<b>54.02%</b>
<b>Excess Revenues Over (Under)</b>						
<b>Expenditures</b>	<b>1,216,547</b>	<b>1,181,452</b>	<b>900,104</b>	<b>2,253,831</b>	<b>(1,072,380)</b>	
<b>Fund Balance - Beginning</b>				<b>2,362,112</b>		
<b>Fund Balance - Ending</b>				<b>\$ 4,615,943</b>		

- Total year-to-date revenues for the General Fund are \$4,362,541 or 75.64% of the current year budget.
- Total year-to-date expenditures for the General Fund are \$2,108,710 or 45.98% of the current year budget.

# MONTHLY FINANCIAL STATEMENTS - SEPTEMBER 2020

**Carbon Valley Parks & Recreation District**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Conservation Trust Fund**  
**For the Month Ended September 30, 2020**

	Original Total Budget	Current Total Budget	Period Activity	Year-to-date Actual	Remaining Budget	Percentage Remaining
<b>Revenue</b>						
Conservation Trust entitlement	\$ 160,000	\$ 160,000	\$ 48,055	\$ 135,289	\$ 24,711	15.44%
Interest income	8,418	8,418	100	2,735	5,683	67.52%
<b>Total Revenue</b>	<b>168,418</b>	<b>168,418</b>	<b>48,155</b>	<b>138,024</b>	<b>30,394</b>	<b>18.05%</b>
<b>Expenditures</b>						
Weight room equipment purchase	266,500	266,500	54,675	54,675	211,825	79.48%
<b>Total Expenditures</b>	<b>266,500</b>	<b>266,500</b>	<b>54,675</b>	<b>54,675</b>	<b>211,825</b>	<b>79.48%</b>
<b>Excess Revenues Over (Under)</b>						
<b>Expenditures</b>	<b>(98,082)</b>	<b>(98,082)</b>	<b>(6,520)</b>	<b>83,348</b>	<b>181,430</b>	
<b>Fund Balance - Beginning</b>				<b>373,912</b>		
<b>Fund Balance - Ending</b>				<b>\$ 457,260</b>		

**Carbon Valley Parks & Recreation District**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Capital Improvement Projects Fund**  
**For the Month Ended September 30, 2020**

	Original Total Budget	Current Total Budget	Period Activity	Year-to-date Actual	Remaining Budget	Percentage Remaining
<b>Revenue</b>						
Interest income	-	-	65	2,919	(2,919)	0.00%
<b>Total Revenue</b>	<b>-</b>	<b>-</b>	<b>65</b>	<b>2,919</b>	<b>(2,919)</b>	<b>0.00%</b>
<b>Transfers In</b>						
Transfer from General Fund - Fund Balance	-	-	-	-	-	0.00%
Transfer from General Fund	675,000	675,000	-	-	675,000	100.00%
<b>Total Transfers In</b>	<b>675,000</b>	<b>675,000</b>	<b>-</b>	<b>-</b>	<b>675,000</b>	<b>100.00%</b>
<b>Expenditures</b>						
Contingency	50,000	50,000	-	-	50,000	100.00%
Capital Improvements						
Locker Rooms Remodel	-	-	-	-	-	0.00%
Administration Building Remodel	-	-	750	118,060	(118,060)	0.00%
Rec Center Carpeting	23,000	23,000	-	-	23,000	100.00%
Gym/Sr Center Remodel	150,000	150,000	13,988	25,840	124,160	82.77%
Fitness/Mind Body Remodel	50,000	50,000	-	-	50,000	100.00%
<b>Total Expenditures</b>	<b>273,000</b>	<b>273,000</b>	<b>14,738</b>	<b>143,900</b>	<b>129,100</b>	<b>47.29%</b>
<b>Excess Revenues Over (Under)</b>						
<b>Expenditures</b>	<b>402,000</b>	<b>402,000</b>	<b>(14,673)</b>	<b>(140,981)</b>	<b>542,981</b>	
<b>Fund Balance - Beginning CIP</b>				<b>525,978</b>		
<b>Fund Balance - Ending</b>				<b>\$ 384,997</b>		

# MONTHLY FINANCIAL STATEMENTS - SEPTEMBER 2020

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## 2020 BUDGET - SUMMARY OF SIGNIFICANT ASSUMPTIONS

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### Services Provided

The District, a quasi-municipal corporation and a political subdivision of the State of Colorado, was organized in 1983 and is governed pursuant to provisions of the Colorado Special District Act (Title 32, Article 1, Colorado Revised Statutes). The District operates under a Service Plan approved by the County of Weld County. The District's service area is located in Weld County including the communities of Frederick, Firestone, Dacono and the surrounding rural area. The District was established to construct and maintain parks and recreation facilities.

The District prepares its budget on the modified accrual basis of accounting in accordance with the requirements of the Colorado Revised Statutes C.R.S 29-1-105.

### Revenues

#### Property Taxes

Property taxes are levied by the District's Board of Directors. The levy is based on assessed valuations determined by the County Assessor generally as of January 1 of each year. The levy is normally set by December 15 certification to the County Commissioners to put the tax lien on the individual properties as of January 1 of the following year. The County Treasurer collects the determined taxes during the ensuing calendar year. The taxes are payable by September or, if in equal installments, at the taxpayer's election, in February and August. Delinquent taxpayers are notified in August and generally sales of the tax liens on delinquent properties are held in November or December. The County Treasurer remits the taxes collected monthly to the District.

For collection year 2020, the District adopted a mill levy of 4.427 for general operations. The calculation is reflected on page 77 of the 2020 Budget.

#### Specific Ownership Taxes

Specific ownership taxes are set by the State and collected by the County Treasurer, primarily on vehicle licensing within the County as a whole. The specific ownership taxes are allocated by the County Treasurer to all taxing entities within the County. The forecast assumes that the District's share will be equal to approximately 5.0% of the property taxes collected.

#### Net Investment Income

For interest earned on property tax, the District's available funds has been estimated based on an average interest rate of approximately 0.05%.

For interest earned on all other available funds, the District estimates an average interest rate of approximately 1.25% with an average daily balance of \$2M.

#### Recreation and Program Revenue

Recreation and program revenues are collected from the users of the recreation facilities and programs. These revenues include access to the recreation center as well as for participation in classes and programs provided by the District

# MONTHLY FINANCIAL STATEMENTS - SEPTEMBER 2020

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## **Conservation Trust (Lottery Proceeds)**

The District anticipates receiving revenue from the State Lottery on a per capita basis ratio. The revenue is restricted for recreation purposes under state statute.

## **Expenditures**

### **Administrative Expenditures**

Administrative expenditures include the estimated services necessary to maintain the District's administrative viability such as legal, management, accounting, insurance, IT services and meeting expense.

### **Recreation Expenditures**

Recreation expenditures include the estimated costs necessary to provide these services, including class equipment, aquatics, fitness and wellness.

### **Program Expenditures**

Program expenditures include the estimated costs necessary to provide these services, including adult and youth sports programs, gymnastics, active adult and youth programs.

### **Maintenance Expenditures**

Maintenance expenditures include the estimated services necessary to maintain and operate the Districts facilities and grounds. These expenditures include equipment, repairs and maintenance on facilities, supplies and utilities.

### **County Treasurer's Fees**

County Treasurer's fees have been computed at 2.2% of property tax collections.

### **Capital Improvement Projects**

The District anticipates infrastructure improvements during 2020 as displayed on page 66 of the 2020 Budget.

## **Capital Leases**

### **Capital Lease – Equipment Lease 2017**

On August 1, 2017, the District entered into an equipment lease with a bank for the purpose of financing the costs acquiring cardiovascular equipment. The lease agreement qualifies as a capital lease for accounting purposes and, therefore, has been recorded at the present value of the future minimum leases payments as of the inception date. The lease was capitalized in the amount of \$11,483 and bears interest at a rate of 6.68%. The District is required to make monthly payments of \$271.74 beginning on August 1, 2017 and ending August 1, 2021.

### **Capital Lease – 2009 Building Lease**

On May 1, 2009, the District entered into a Lease Agreement with Valley Bank & Trust for the purpose of financing a portion of the acquisition, construction and installation of a Senior Center and Gymnasium. Under the Agreement, the District agrees to sublease property from which Valley Bank & Trust has a leasehold interest in the land, the premises, building and improvements situated or to be situated on the land. The lease agreement

# MONTHLY FINANCIAL STATEMENTS - SEPTEMBER 2020

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qualifies as a capital lease for accounting purposes and, therefore, has been recorded at the present value of the future minimum lease payment as of the inception date. The lease was capitalized in the amount of \$1,800,000 and bears interest at a rate of 6.00%. The District is required to make semi-annual payments of \$77,472.16 due on September 1, and October 1, beginning on October 1, 2009, and ending on September 1, 2029.

## Reserves

### **Emergency Reserve**

The District has provided for an Emergency Reserve fund equal to at least 3% of fiscal year spending for 2020 as defined under TABOR.

# MONTHLY FINANCIAL STATEMENTS - SEPTEMBER 2020

	Current Year										Prior Year			
	Property Tax	Delinquent Taxes, Rebates and Abatements	Specific Ownership Taxes	Interest	Treasurer's Fees	TIF Expense	Net Amount Received	% of Total Property Taxes Received		Total Cash Received	% of Total Property Taxes Received			
								Monthly	YTD		Monthly	YTD		
January	\$ 18,589.39	\$ (43.88)	\$ 17,824.03	\$ (3.88)	\$ (275.47)	\$ (181.52)	\$ 35,908.67	0.49%	0.49%	\$ 38,438.06	0.62%	0.62%		
February	775,299.27	-	15,140.83	0.85	(11,395.12)	(15,625.67)	763,420.16	20.62%	21.11%	711,216.93	23.38%	24.00%		
March	268,959.85	-	12,109.77	12.82	(3,972.67)	(4,130.97)	272,978.80	7.15%	28.26%	296,188.73	9.24%	33.24%		
April	664,033.68	-	11,733.73	(5.88)	(9,686.47)	(18,264.65)	647,810.41	17.66%	45.92%	1,214,536.35	39.96%	73.20%		
May	226,162.40	-	13,258.39	63.24	(3,263.48)	(8,709.74)	227,510.81	6.01%	51.94%	79,582.67	2.00%	75.20%		
June	677,614.63	(2,164.82)	15,477.93	(290.17)	(9,955.64)	(11,792.46)	668,889.47	17.96%	69.90%	622,820.83	19.96%	95.16%		
July	23,996.04	-	18,612.79	46.22	(353.96)	(445.51)	41,855.58	0.64%	70.54%	34,653.70	0.49%	95.66%		
August	11,963.16	-	17,218.62	40.76	(179.17)	(56.25)	28,987.12	29.58%	70.86%	44,668.54	0.79%	96.45%		
September	1,112,370.99	-	16,174.98	4,457.53	(16,398.68)	(23,579.67)	1,093,025.15	0.00%	100.44%	41,732.42	0.44%	96.96%		
October	-	-	-	-	-	-	-	0.00%	100.44%	18,197.06	0.88%	97.84%		
November	-	-	-	-	-	-	-	0.00%	100.44%	-	0.00%	97.84%		
December	-	-	-	-	-	-	-	0.00%	100.44%	-	0.00%	97.84%		
	\$ 3,778,989.41	\$ (2,208.70)	\$ 137,551.07	\$ 4,321.49	\$ (55,480.66)	\$ (82,786.44)	\$ 3,780,386.17	100.44%	100.44%	\$ 3,158,626.72	97.84%	97.84%		

	Taxes Levied	% of Levy	Mill Levy Allocation	Property Taxes Collected	% Collected to Amount Levied
<b>PROPERTY TAX</b>					
General Fund	4,427	100.00%	4,427	\$ 3,693,994.27	98.24%
Debt Service Fund	-	0.00%	-	-	0.00%
	4,427	100.00%	4,427	\$ 3,693,994.27	98.24%
<b>Specific Ownership Tax</b>					
General Fund	\$ 225,619.00	100.00%	4,427	\$ 137,551.07	60.97%
Debt Service Fund	-	0.00%	-	-	0.00%
	\$ 225,619.00	100.00%	4,427	\$ 137,551.07	60.97%
<b>Treasurer's Fees</b>					
General Fund	\$ (82,727.00)	100.00%	4,427	\$ (55,480.66)	67.06%
Debt Service Fund	-	0.00%	-	-	0.00%
	\$ (82,727.00)	100.00%	4,427	\$ (55,480.66)	67.06%
<b>Interest</b>					
General Fund	100.00%		4,427	\$ 4,321.49	
Debt Service Fund	0.00%		-	-	
	100.00%		4,427	\$ 4,321.49	

# MONTHLY FINANCIAL STATEMENTS - SEPTEMBER 2020

**Carbon Valley Park & Recreation District  
Payment Register  
For the Month Ended September 30, 2020**

Payment Date	Transaction No.	Vendor	Amount
09/01/2020	DFT0000953	Kansas State Bank	271.74
09/04/2020	3103	Albertson-Safeway	438.16
09/04/2020	3104	American Red Cross	975.00
09/04/2020	3105	Cintas	142.32
09/04/2020	3106	Continental Partition Systems, Inc.	750.00
09/04/2020	3107	Metlife - Group Benefits	330.25
09/04/2020	3108	Sports & Fitness Inc	192.92
09/04/2020	3109	Staples Business Credit	221.72
09/04/2020	3110	Terri Calvin	54.25
09/04/2020	3111	The Aqueous Solution, Inc	73.88
09/04/2020	3112	T-Mobile	180.62
09/04/2020	3113	Christina Coleman	122.00
09/08/2020	DFT0000922	Nextera Healthcare	712.00
09/09/2020	DFT0000910	Safe Systems	465.00
09/09/2020	DFT0000916	Safe Systems	374.70
09/09/2020	DFT0000921	Les Mills United States Trading Inc	411.75
09/10/2020	DFT0000908	United Health Care	9943.12
09/11/2020	3114	ACE Hardware	120.79
09/11/2020	3115	Air Systems Engineering	13155.77
09/11/2020	3116	Alicia Martinez	41.00
09/11/2020	3117	American United Life Insurance Company	132.84
09/11/2020	3118	Colorado Department of Revenue	79.20
09/11/2020	3119	CorKat Data Solutions	4890.00
09/11/2020	3120	Empire Portable Restrooms	101.00
09/11/2020	3121	Hillyard	319.66
09/11/2020	3122	Margarito Gandarilla	415.00
09/11/2020	3123	NCSI	402.50
09/11/2020	3124	The LightCenter	8511.56
09/11/2020	3125	Thyssenkrupp Elevator Corporation	1158.77
09/11/2020	3126	Town of Frederick	2785.53
09/11/2020	3127	Volk & Bell HR Services, Inc.	1657.50
09/11/2020	DFT0000912	PERA	13121.71
09/11/2020	DFT0000913	EFTPS	3927.95
09/11/2020	DFT0000914	EFTPS	1676.34
09/11/2020	DFT0000915	Colorado Department of Revenue	1584.10
09/14/2020	DFT0000924	PERA	424.22
09/14/2020	DFT0000925	EFTPS	75.61
09/14/2020	DFT0000926	EFTPS	54.20
09/14/2020	DFT0000927	Colorado Department of Revenue	64.93
09/16/2020	DFT0000942	Firstbank	9100.84
09/17/2020	DFT0000931	Colorado Department of Revenue	25.33
09/18/2020	3128	American Red Cross	228.00
09/18/2020	3129	Brian Spotts	50.00
09/18/2020	3130	BSN Sports, LLC	29.00
09/18/2020	3131	Comcast Business	1386.36
09/18/2020	3132	David Crespin	53.51
09/18/2020	3133	Denver Door and Glass, LLC	5374.24
09/18/2020	3134	Diana Curiel	265.84
09/18/2020	3135	EMPACS LLC	4272.00
09/18/2020	3136	Front Range Promotions	1242.00



# MONTHLY FINANCIAL STATEMENTS - SEPTEMBER 2020

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09/18/2020	3137	Jennifer Grossnickel	96.00
09/18/2020	3138	Jennifer Wolf	116.00
09/18/2020	3139	Kate Walker	71.00
09/18/2020	3140	Michelle Campbell	41.00
09/18/2020	3141	Rhoda Roos	407.50
09/18/2020	3142	Sports & Fitness Inc	54675.03
09/18/2020	3143	United Power	25.31
09/18/2020	3144	United Rentals, INC	103.00
09/18/2020	DFT0000917	Beta Health Association, Inc	92.75
09/22/2020	DFT0000909	AFLAC	611.70
09/23/2020	DFT0000941	Black Hills Energy	1974.23
09/25/2020	3145	Albert J. Galli Jr.	150.00
09/25/2020	3146	American Red Cross	90.00
09/25/2020	3147	Bennett's Karate	287.40
09/25/2020	3148	BSN Sports, LLC	270.00
09/25/2020	3149	Caitlin Brome	250.00
09/25/2020	3150	Canon Financial Services, Inc.	506.51
09/25/2020	3151	CEM Sales & Service	259.40
09/25/2020	3152	Clausen & Associates CPAs, PC	5188.50
09/25/2020	3153	Colorado Department of Revenue	82.39
09/25/2020	3154	Don LeForge	204.67
09/25/2020	3155	Elizabeth Davis	67.45
09/25/2020	3156	Front Range Property, LLC	4760.57
09/25/2020	3157	Hillyard	535.45
09/25/2020	3158	Home Depot	245.16
09/25/2020	3159	Jackie Stiff	502.19
09/25/2020	3160	Lili Arroyo	100.00
09/25/2020	3161	Margarita Solorzano	525.00
09/25/2020	3162	Navita Lorenz	56.00
09/25/2020	3163	St. Vrain Youth Soccer Association	2025.00
09/25/2020	3164	Treatment Technology	830.50
09/25/2020	3165	Tyler Technologies Inc	8539.00
09/25/2020	3166	University Auto Parts Inc	24.57
09/25/2020	DFT0000930	United Power	10937.87
09/25/2020	DFT0000933	PERA	12793.41
09/25/2020	DFT0000934	PERA	22.70
09/25/2020	DFT0000939	PERA	38.91
09/30/2020	DFT0000954	PERA	115.50
09/25/2020	DFT0000935	EFTPS	3512.88
09/25/2020	DFT0000936	EFTPS	1628.58
09/25/2020	DFT0000940	EFTPS	4.98
09/25/2020	DFT0000937	Colorado Department of Revenue	1496.12
			<u>\$ 206,650.96</u>

# MONTHLY FINANCIAL STATEMENTS - SEPTEMBER 2020

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**Carbon Valley Parks & Recreation District**  
**Open Invoices**  
**For the Month Ended September 30, 2020**

<b>Invoice No</b>	<b>Description</b>	<b>Vendor</b>	<b>Invoice Date</b>	<b>Amount</b>
CM0000002	Closing Statement - Credit	Century Link	04/23/2019	\$ (16.94)
131-400455	2018 Ford E450 - Parts	University Auto Parts Inc	11/01/2019	34.32
131-401411	Credit memo for over payment on account	University Auto Parts Inc	11/01/2019	<u>(125.64)</u>
				<b><u>\$ (108.26)</u></b>

# MONTHLY FINANCIAL STATEMENT

OCTOBER 2020



**CARBON VALLEY**  
PARKS & RECREATION DISTRICT

# MONTHLY FINANCIAL STATEMENTS - OCTOBER 2020

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## DISTRICT HIGHLIGHTS

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Below are highlights of the month end financial statements as of October 31, 2020:

### Cash and Investments

- Total cash and investments for the month end October 31, 2020 were \$5,246,370.51
  - General Fund: \$4,437,280.58
  - Conservation Trust Fund: \$430,648.00
  - Capital Improvements Projects Fund: \$378,441.93
- 1<sup>st</sup> Bank Liquid Asset Account is currently earning 0.050% interest, totaling \$26.07 for October 2020
- ColoTrust Plus+ is currently earning 0.1813%, and has yielded \$17,349.31 in total interest for 2020

### Property Tax Collections

- In October 2020, the District received the September 2020 property tax collection of \$1,093,025.15. In 2020 the district has collected 100.91% of the levied amount, compared to 96.96% the same time last year.
- The disbursement of property taxes for October 2020 totals \$34,998.60. The disbursement will be paid to the District in November 2020.

# MONTHLY FINANCIAL STATEMENTS - OCTOBER 2020

## Carbon Valley Parks & Recreation District

### Balance Sheet

#### Governmental Funds

October 31, 2020

	General	Conservation Trust	CIP	Total
<b>Assets</b>				
General Operating Cash	\$ 1,994,537	\$ -	\$ -	\$ 1,994,537
Liquid Asset Savings	634,355	-	-	634,355
TBK - General Account	2,700	-	-	2,700
Colotrust - capital improvement	112,480	430,648	378,243	921,370
Colotrust	1,691,415	-	-	1,691,415
Colotrust - bond account	-	-	199	199
Cash drawer	1,740	-	-	1,740
Petty cash	55	-	-	55
Receivables - county treasurer	34,999	-	-	34,999
Prepaid Expenses	24,543	-	-	24,543
<b>Total Assets</b>	<b>4,496,822</b>	<b>430,648</b>	<b>378,442</b>	<b>5,305,912</b>
<b>Liabilities</b>				
Accounts payable	(108)	-	-	(108)
Sales tax payable	(286)	-	-	(286)
Payroll benefits payable	1,017	-	-	1,017
Deferred revenue	2,000	-	-	2,000
Accrued wages	84,555	-	-	84,555
<b>Total Liabilities</b>	<b>87,178</b>	<b>-</b>	<b>-</b>	<b>87,178</b>
<b>Fund Balance</b>				
Fund balance	4,409,644	430,648	378,442	5,218,734
<b>Total Fund Balance</b>	<b>4,409,644</b>	<b>430,648</b>	<b>378,442</b>	<b>5,218,734</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 4,496,822</b>	<b>\$ 430,648</b>	<b>\$ 378,442</b>	<b>\$ 5,305,912</b>

# MONTHLY FINANCIAL STATEMENTS - OCTOBER 2020

**Carbon Valley Parks & Recreation District**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**General Fund**  
**For the Month Ended October 31, 2020**

	Original Total Budget	Current Total Budget	Period Activity	Year-to- date Actual	Remaining Budget	Percentage Remaining
<b>Revenue</b>						
Administrative revenue	\$ 32,422	\$ 32,422	\$ -	\$ 4,414	\$ 28,008	86.39%
Program revenue	726,246	726,246	26,634	138,847	587,399	80.88%
Recreation revenue	879,452	879,452	23,070	370,718	508,733	57.85%
Maintenance revenue	-	-	-	-	-	0.00%
Non-Departmental revenue	4,129,536	4,129,536	37,419	3,935,684	193,853	4.69%
<b>Total Revenue</b>	<b>5,767,656</b>	<b>5,767,656</b>	<b>87,123</b>	<b>4,449,663</b>	<b>1,317,993</b>	<b>22.85%</b>
<b>Expenditures</b>						
Administrative expenses	1,268,355	1,274,320	46,682	724,211	550,108	43.17%
Program expenses	876,515	887,167	38,398	319,096	568,071	64.03%
Recreation expenses	1,389,070	1,401,894	71,058	673,466	728,428	51.96%
Maintenance expenses	632,898	638,552	43,865	421,545	217,008	33.98%
Non-Departmental expenses	384,271	384,271	93,419	263,813	120,458	31.35%
<b>Total Expenditures</b>	<b>4,551,110</b>	<b>4,586,205</b>	<b>293,421</b>	<b>2,402,131</b>	<b>2,184,073</b>	<b>47.62%</b>
<b>Excess Revenues Over (Under)</b>						
<b>Expenditures</b>	1,216,547	1,181,452	(206,299)	2,047,532	(866,080)	
<b>Fund Balance - Beginning</b>				2,362,112		
<b>Fund Balance - Ending</b>				<b>\$ 4,409,644</b>		

- Total year-to-date revenues for the General Fund are \$4,449,663 or 71.15% of the current year budget.
- Total year-to-date expenditures for the General Fund are \$2,402,131 or 52.38% of the current year budget.



# MONTHLY FINANCIAL STATEMENTS - OCTOBER 2020

**Carbon Valley Parks & Recreation District**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Conservation Trust Fund**  
**For the Month Ended October 31, 2020**

	Original Total Budget	Current Total Budget	Period Activity	Year-to-date Actual	Remaining Budget	Percentage Remaining
<b>Revenue</b>						
Conservation Trust entitlement	\$ 160,000	\$ 160,000	\$ -	\$ 135,289	\$ 24,711	15.44%
Interest income	8,418	8,418	69	2,787	5,631	66.89%
<b>Total Revenue</b>	<b>168,418</b>	<b>168,418</b>	<b>69</b>	<b>138,076</b>	<b>30,342</b>	<b>18.02%</b>
<b>Expenditures</b>						
Weight room equipment purchase	266,500	266,500	26,665	81,340	185,160	69.48%
<b>Total Expenditures</b>	<b>266,500</b>	<b>266,500</b>	<b>26,665</b>	<b>81,340</b>	<b>185,160</b>	<b>69.48%</b>
<b>Excess Revenues Over (Under)</b>						
<b>Expenditures</b>	(98,082)	(98,082)	(26,596)	56,736	154,818	
<b>Fund Balance - Beginning</b>				373,912		
<b>Fund Balance - Ending</b>				<b>\$ 430,648</b>		

**Carbon Valley Parks & Recreation District**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Capital Improvement Projects Fund**  
**For the Month Ended October 31, 2020**

	Original Total Budget	Current Total Budget	Period Activity	Year-to-date Actual	Remaining Budget	Percentage Remaining
<b>Revenue</b>						
Interest income	-	-	253	3,189	(3,189)	0.00%
<b>Total Revenue</b>	<b>-</b>	<b>-</b>	<b>253</b>	<b>3,189</b>	<b>(3,189)</b>	<b>0.00%</b>
<b>Transfers In</b>						
Transfer from General Fund - Fund Balance	-	-	-	-	-	0.00%
Transfer from General Fund	675,000	675,000	-	-	675,000	100.00%
<b>Total Transfers In</b>	<b>675,000</b>	<b>675,000</b>	<b>-</b>	<b>-</b>	<b>675,000</b>	<b>100.00%</b>
<b>Expenditures</b>						
Contingency	50,000	50,000	-	-	50,000	100.00%
<b>Capital Improvements</b>						
Locker Rooms Remodel	-	-	-	-	-	0.00%
Administration Building Remodel	-	-	-	118,060	(118,060)	0.00%
Rec Center Carpeting	23,000	23,000	-	-	23,000	100.00%
Gym/Sr Center Remodel	150,000	150,000	6,825	32,665	117,335	78.22%
Fitness/Mind Body Remodel	50,000	50,000	-	-	50,000	100.00%
<b>Total Expenditures</b>	<b>273,000</b>	<b>273,000</b>	<b>6,825</b>	<b>150,724</b>	<b>122,276</b>	<b>44.79%</b>
<b>Excess Revenues Over (Under)</b>						
<b>Expenditures</b>	402,000	402,000	(6,572)	(147,536)	549,536	
<b>Fund Balance - Beginning CIP</b>				525,978		
<b>Fund Balance - Ending</b>				<b>\$ 378,442</b>		

# MONTHLY FINANCIAL STATEMENTS - OCTOBER 2020

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## 2020 BUDGET - SUMMARY OF SIGNIFICANT ASSUMPTIONS

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### Services Provided

The District, a quasi-municipal corporation and a political subdivision of the State of Colorado, was organized in 1983 and is governed pursuant to provisions of the Colorado Special District Act (Title 32, Article 1, Colorado Revised Statutes). The District operates under a Service Plan approved by the County of Weld County. The District's service area is located in Weld County including the communities of Frederick, Firestone, Dacono and the surrounding rural area. The District was established to construct and maintain parks and recreation facilities.

The District prepares its budget on the modified accrual basis of accounting in accordance with the requirements of the Colorado Revised Statutes C.R.S 29-1-105.

### Revenues

#### Property Taxes

Property taxes are levied by the District's Board of Directors. The levy is based on assessed valuations determined by the County Assessor generally as of January 1 of each year. The levy is normally set by December 15 certification to the County Commissioners to put the tax lien on the individual properties as of January 1 of the following year. The County Treasurer collects the determined taxes during the ensuing calendar year. The taxes are payable by September or, if in equal installments, at the taxpayer's election, in February and June. Delinquent taxpayers are notified in August and generally sales of the tax liens on delinquent properties are held in November or December. The County Treasurer remits the taxes collected monthly to the District.

For collection year 2020, the District adopted a mill levy of 4.427 for general operations. The calculation is reflected on page 77 of the 2020 Budget.

#### Specific Ownership Taxes

Specific ownership taxes are set by the State and collected by the County Treasurer, primarily on vehicle licensing within the County as a whole. The specific ownership taxes are allocated by the County Treasurer to all taxing entities within the County. The forecast assumes that the District's share will be equal to approximately 5.0% of the property taxes collected.

#### Net Investment Income

For interest earned on property tax, the District's available funds has been estimated based on an average interest rate of approximately 0.05%.

For interest earned on all other available funds, the District estimates an average interest rate of approximately 1.25% with an average daily balance of \$2M.

#### Recreation and Program Revenue

Recreation and program revenues are collected from the users of the recreation facilities and programs. These revenues include access to the recreation center as well as for participation in classes and programs provided by the District



# MONTHLY FINANCIAL STATEMENTS - OCTOBER 2020

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## **Conservation Trust (Lottery Proceeds)**

The District anticipates receiving revenue from the State Lottery on a per capita basis ratio. The revenue is restricted for recreation purposes under state statute.

## **Expenditures**

### **Administrative Expenditures**

Administrative expenditures include the estimated services necessary to maintain the District's administrative viability such as legal, management, accounting, insurance, IT services and meeting expense.

### **Recreation Expenditures**

Recreation expenditures include the estimated costs necessary to provide these services, including class equipment, aquatics, fitness and wellness.

### **Program Expenditures**

Program expenditures include the estimated costs necessary to provide these services, including adult and youth sports programs, gymnastics, active adult and youth programs.

### **Maintenance Expenditures**

Maintenance expenditures include the estimated services necessary to maintain and operate the Districts facilities and grounds. These expenditures include equipment, repairs and maintenance on facilities, supplies and utilities.

### **County Treasurer's Fees**

County Treasurer's fees have been computed at 2.2% of property tax collections.

### **Capital Improvement Projects**

The District anticipates infrastructure improvements during 2020 as displayed on page 66 of the 2020 Budget.

## **Capital Leases**

### **Capital Lease – Equipment Lease 2017**

On July 1, 2017, the District entered into an equipment lease with a bank for the purpose of financing the costs acquiring cardiovascular equipment. The lease agreement qualifies as a capital lease for accounting purposes and, therefore, has been recorded at the present value of the future minimum leases payments as of the inception date. The lease was capitalized in the amount of \$11,483 and bears interest at a rate of 6.68%. The District is required to make monthly payments of \$271.74 beginning on August 1, 2017 and ending July 1, 2021.

### **Capital Lease – 2009 Building Lease**

On May 1, 2009, the District entered into a Lease Agreement with Valley Bank & Trust for the purpose of financing a portion of the acquisition, construction and installation of a Senior Center and Gymnasium. Under the Agreement, the District agrees to sublease property from which Valley Bank & Trust has a leasehold interest in the land, the premises, building and improvements situated or to be situated on the land. The lease agreement

# MONTHLY FINANCIAL STATEMENTS - OCTOBER 2020

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qualifies as a capital lease for accounting purposes and, therefore, has been recorded at the present value of the future minimum lease payment as of the inception date. The lease was capitalized in the amount of \$1,800,000 and bears interest at a rate of 6.00%. The District is required to make semi-annual payments of \$77,472.16 due on September 1, and October 1, beginning on October 1, 2009, and ending on September 1, 2029.

## Reserves

### Emergency Reserve

The District has provided for an Emergency Reserve fund equal to at least 3% of fiscal year spending for 2020 as defined under TABOR.

# MONTHLY FINANCIAL STATEMENTS - OCTOBER 2020

	Current Year						Prior Year					
	Property Tax	Delinquent Taxes, Rebates and Abatements	Specific Ownership Taxes	Interest	Treasurer's Fees	TIF Expense	Net Amount Received	% of Total Property Taxes Received				
								Monthly	YTD	Monthly	YTD	
January	\$ 18,589.39	\$ (43.88)	\$ 17,824.03	\$ (3.88)	\$ (275.47)	\$ (181.52)	\$ 35,908.67	0.49%	21.11%	\$ 38,438.06	0.62%	24.00%
February	775,299.27	-	15,140.83	0.85	(11,395.12)	(15,625.67)	763,420.16	20.62%	21.11%	711,216.93	23.38%	33.24%
March	268,959.85	-	12,109.77	12.82	(3,972.67)	(4,130.97)	272,978.80	7.15%	28.26%	296,188.73	9.24%	33.24%
April	664,033.68	-	11,733.73	(5.88)	(9,686.47)	(18,264.65)	647,810.41	17.66%	45.92%	1,214,536.35	39.96%	73.20%
May	226,162.40	-	13,258.39	63.24	(3,263.48)	(8,709.74)	227,510.81	6.01%	51.94%	79,582.67	2.00%	75.20%
June	677,614.63	(2,164.82)	15,477.93	(290.17)	(9,955.64)	(11,792.46)	668,889.47	17.96%	69.90%	622,820.83	19.96%	95.16%
July	23,996.04	-	18,612.79	46.22	(353.96)	(445.51)	41,855.58	0.64%	70.54%	34,653.70	0.49%	95.66%
August	11,963.16	-	17,218.62	40.76	(179.17)	(56.25)	28,987.12	0.32%	70.86%	44,668.54	0.79%	96.45%
September	1,112,370.99	-	16,174.98	4,457.53	(16,398.68)	(23,579.67)	1,093,025.15	29.58%	100.44%	21,824.19	0.07%	96.52%
October	17,657.37	-	17,406.24	1,099.75	(267.92)	(896.84)	34,998.60	0.47%	100.91%	34,767.24	0.44%	96.96%
November	-	-	-	-	-	-	-	0.00%	100.91%	41,732.42	0.88%	97.84%
December	-	-	-	-	-	-	-	0.00%	100.91%	18,197.05	0.00%	97.84%
	\$ 3,796,646.78	\$ (2,208.70)	\$ 154,937.31	\$ 5,421.24	\$ (55,748.58)	\$ (83,683.28)	\$ 3,815,394.77	100.91%	100.91%	\$ 3,158,626.72	97.84%	97.84%

	AV	Taxes Levied	% of Levy	Mill Levy Allocation	Property Taxes Collected	% Collected to Amount Levied
<b>Property Tax</b>	\$ 849,405,212	4,427 \$ 3,760,317	100.00%	4,427 \$ 3,710,754.80	98.68%	98.68%
General Fund			0.00%		-	0.00%
Debt Service Fund					-	0.00%
		4,427 \$ 3,760,316.87	1.00	4,427 \$ 3,710,754.80	98.68%	98.68%

	General Fund	Debt Service Fund
<b>Specific Ownership Tax</b>		
General Fund	\$ 225,619.00	4,427 \$ 154,957.31
Debt Service Fund	-	-
	\$ 225,619.00	4,427 \$ 154,957.31
		68.68%

	General Fund	Debt Service Fund
<b>Treasurer's Fees</b>		
General Fund	\$ (82,727.00)	4,427 \$ (55,748.58)
Debt Service Fund	-	-
	\$ (82,727.00)	4,427 \$ (55,748.58)
		67.39%

	General Fund	Debt Service Fund
<b>Interest</b>		
General Fund	100.00%	4,427 \$ 5,421.24
Debt Service Fund	0.00%	-
	100.00%	4,427 \$ 5,421.24
		100.00%

# MONTHLY FINANCIAL STATEMENTS - OCTOBER 2020

## Carbon Valley Park & Recreation District Payment Register For the Month Ended October 31, 2020

Payment Date	Transaction No.	Vendor	Amount
10/02/2020	3167	Albertson-Safeway	\$ 370.72
10/02/2020	3168	Cintas	113.25
10/02/2020	3169	Conduct All Electric	5,449.32
10/02/2020	3170	EMPACS LLC	400.00
10/02/2020	3171	Ford Motor Company	6,961.42
10/02/2020	3172	Hillyard	66.60
10/02/2020	3173	Martha Patricia Negrate Zavala	28.00
10/02/2020	3174	Pioneer Manufacturing Comany	20.00
10/02/2020	3175	Swimventory	987.35
10/02/2020	3176	TBK Bank SSB	77,472.16
10/02/2020	3177	The LightCenter	337.50
10/09/2020	3178	ACE Hardware	91.92
10/09/2020	3179	American United Life Insurance Company	85.73
10/09/2020	3180	BSN Sports, LLC	2,425.00
10/09/2020	3181	Colorado Department of Revenue	69.79
10/09/2020	3182	Comcast Business	1,386.36
10/09/2020	3183	CorKat Data Solutions	4,890.00
10/09/2020	3184	Empire Portable Restrooms	554.00
10/09/2020	3185	Front Range Promotions	320.00
10/09/2020	3186	Heather Cavan	280.00
10/09/2020	3187	Hillyard	1,000.36
10/09/2020	3188	John Gregory	63.00
10/09/2020	3189	Lynn Gregory	84.00
10/09/2020	3190	Mark Gongea	200.00
10/09/2020	3191	Matt Goodwin	389.25
10/09/2020	3192	Metlife - Group Benefits	330.25
10/09/2020	3193	Prairie Mountain Media	29.87
10/09/2020	3194	Rosangela Alves	35.00
10/09/2020	3195	Staples Business Credit	209.15
10/09/2020	3196	T-Mobile	180.62
10/09/2020	3197	Treatment Technology	376.00
10/09/2020	3198	United Rentals, INC	1,375.28
10/16/2020	3199	Metrowest Newspapers	25.52
10/16/2020	3200	NCSI	227.50
10/16/2020	3201	Prairie Mountain Media	99.47
10/16/2020	3202	Town of Frederick	1,656.25
10/23/2020	3203	Aesthetic Flooring & Hard-Surfaces, Inc.	10,863.65
10/23/2020	3204	Amazing Painting, LLC	3,200.00
10/23/2020	3205	Clausen & Associates CPAs, PC	4,251.00
10/23/2020	3206	Colorado Department of Labor and Employment	630.00
10/23/2020	3207	Colorado Department of Revenue	80.12

# MONTHLY FINANCIAL STATEMENTS - OCTOBER 2020

---

10/23/2020	3208	Colorado Special Districts Property and Liability Po	194.00
10/23/2020	3209	Deary Bros INC	9,604.92
10/23/2020	3210	Front Range Property, LLC	4,760.57
10/23/2020	3211	Hanna Electrical Contracting, Inc.	12,601.00
10/23/2020	3212	Hillyard	1,446.09
10/23/2020	3213	Home Depot	528.03
10/23/2020	3214	Metrowest Newspapers	89.32
10/23/2020	3215	Perry Watkins	56.00
10/23/2020	3216	Shannon Garcia	84.00
10/23/2020	3217	St. Vrain Sanitation District	3,239.10
10/23/2020	3218	Swimventory	416.01
10/23/2020	3219	The Aqueous Solution, Inc	90.46
10/23/2020	3220	United Power	25.31
10/06/2020	DFT0000943	Safe Systems	359.85
10/19/2020	DFT0000944	Beta Health Association, Inc	92.75
10/06/2020	DFT0000945	Les Mills United States Trading Inc	411.75
10/09/2020	DFT0000947	PERA	12,716.98
10/09/2020	DFT0000948	EFTPS	3,450.17
10/09/2020	DFT0000949	EFTPS	1,624.64
10/09/2020	DFT0000950	Colorado Department of Revenue	1,491.60
10/13/2020	DFT0000951	Colorado Department of Labor and Employment	1,193.24
10/06/2020	DFT0000952	Nextera Healthcare	623.00
10/15/2020	DFT0000955	Colorado Department of Revenue	20.83
10/23/2020	DFT0000958	PERA	13,009.91
10/23/2020	DFT0000959	PERA	22.70
10/23/2020	DFT0000960	EFTPS	3,484.09
10/23/2020	DFT0000961	EFTPS	1,656.30
10/23/2020	DFT0000962	Colorado Department of Revenue	1,507.88
10/19/2020	DFT0000963	AFLAC Group Insurance	611.70
10/13/2020	DFT0000964	United Health Care	9,770.40
10/28/2020	DFT0000965	United Power	39.72
10/28/2020	DFT0000966	United Power	32.39
10/28/2020	DFT0000967	United Power	140.20
10/28/2020	DFT0000968	United Power	106.91
10/28/2020	DFT0000969	United Power	541.56
10/28/2020	DFT0000970	United Power	29.77
10/27/2020	DFT0000971	United Power	10,233.44
10/26/2020	DFT0000977	Black Hills Energy	2,833.29
10/29/2020	DFT0000987	Firstbank	9,541.58
10/01/2020	DFT0000988	Kansas State Bank	271.74
10/09/2020	DFT0000989	Voya	75.36
10/26/2020	DFT0000990	Voya	64.91
			<u>\$ 236,708.88</u>

# MONTHLY FINANCIAL STATEMENTS - OCTOBER 2020

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**Carbon Valley Parks & Recreation District**  
**Open Invoices**  
**For the Month Ended October 31, 2020**

<b>Invoice No</b>	<b>Description</b>	<b>Vendor</b>	<b>Invoice Date</b>	<b>Amount</b>
CM0000002	Closing Statement - Credit	Century Link	04/23/2019	\$ (16.94)
131-400455	2018 Ford E450 - Parts	University Auto Parts Inc	11/01/2019	34.32
131-401411	Credit memo for over payment on account	University Auto Parts Inc	11/01/2019	<u>(125.64)</u>
				<b><u>\$ (108.26)</u></b>

**Notice of Budget Hearing for the  
Carbon Valley Parks  
and Recreation District**

Frederick, Colorado - Notice is hereby given that pursuant to 29-1-105 and 106, C.R.S., a final budget will be submitted to the Board of Directors of the Carbon Valley Parks and Recreation District on November 18, 2020 for the ensuing year of 2021. A copy of the said draft budget has been filed in the Carbon Valley Recreation Center, located at 701 5th Street, Frederick, Colorado, where said draft budget is open for public inspection between the hours of 5:30 AM and 9:00 PM, Monday through Friday, 8:00 AM and 5:00 P, on Saturday, and Sunday 10:00 AM to 5:00 PM. A copy of said draft budget has been filed in Carbon Valley Parks and Recreation Administration Studio, located at 8350 Colorado Blvd. Suite 180, Firestone, Colorado, where said draft budget is open for public inspection between the hours of 8 AM and 4 PM, Monday through Friday. The final budget will also be available for inspection on the District website at <http://www.cvprd.com/2181/Budget>.

The Carbon Valley Parks and Recreation District's Board of Directors will consider the adoption of the 2021 final budget during a Public Hearing at their Regular Board Meeting on Wednesday, November 18, 2020 at 6:30 PM, to be heard at Carbon Valley Parks and Recreation District Administrative Studio, located at 8350 Colorado Blvd. Suite 170, Firestone, Colorado, 80504. Any interested elector within the Carbon Valley Parks and Recreation District may appear before the Board of Directors, or file or register objections thereto at any time prior to the adoption of the 2021 final budget.

Dean Rummel, Executive Director  
Carbon Valley Parks and Recreation  
District

For more information or to view the final budget schedule, please contact Hannah Wardlow at [hwardlow@cvprd.com](mailto:hwardlow@cvprd.com).

Published in the Fort Lupton Press  
November 4, 2020



# 2021 BUDGET





**Carbon Valley Parks & Recreation**  
**2021 Budget**



**CARBON VALLEY**  
PARKS & RECREATION DISTRICT

Prepared By:

Jacquelyn Trampler, Controller

Dean Rummel, Executive Director



# BUDGET GUIDE

The budget is the District's fundamental policy document. It describes the District's goals and details how resources are allocated to achieve these goals. In addition, the budget serves as the annual financial plan, an operations guide and a communications tool. The budget guide provides an overview of the elements of the budget document.

The 2020 Budget document is broken down into the following sections explained below:

## **Introductory Section**

This section is an executive summary of the budget, which includes the Budget Message, an organizational overview of the District and the budget process.

## **Fund Summaries**

This section explains the fund structure of the District and purpose of the funds. The budget for each fund is presented along with analysis of past financials and current projections.

## **General Fund - Division Detail**

The Division Operating Detail section includes a summary of each division with their service delivery plan and goals. This includes a description of the Division, their mission, purpose, goals, personnel break down and proposed 2020 budget.

## **Capital Project Plan**

This plan shows the detailed capital project planning for the District in 2020. This section discusses the projects and the funding sources.

## **Appendices**

The Appendices contain a glossary of words used throughout the document that the reader may not be familiar with. It also contains the Districts debt schedules, Intergovernmental Agreements and a breakdown of the property tax levy calculation and the assessment from the county.

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# BUDGET MESSAGE

November 18, 2020

Board of Directors  
Carbon Valley Parks and Recreation District  
8350 County Rd 13 #180  
Firestone, CO 80504

We are pleased to submit the 2021 budget of \$5,811,995 to the Board of Directors, making use of all available funds. The budget presented addresses all foreseeable operational needs for the year 2021. The budget is being submitted in accordance to the Colorado Revised Statutes (C.R.S.) 21-1-105. The District uses a modified accrual basis of accounting.

In response to COVID-19 restrictions, regulations, and shifting of 2020 priorities, the District will set focus on being adaptive and flexible with operational and fiscal resources through thoughtful procedures during 2021. As staff work in conjunction with the Board of Directors, accomplishing the following initiatives based on Master Plan direction will be reprioritized in a continued effort from 2020.

- Maintaining and improving partner agency relationships
- Improving communication and partnership
- Improving marketing and overall communications
- Improving and increasing customer base
- Increasing multi-modal access
- Adding, expanding, or improving existing services
- Ensuring maximum inclusions in the District
- Ensuring maximum benefit to residents of the District
- Establishing best practices and working towards efficiencies
- Improving internal efficiencies and controls
- Allowing for exploration of additional funding options by seeking alternative funding sources and savings
- Maintaining existing District facilities while ensuring quality
- Staff development, retention and empowerment
- Improving software and technology capabilities

The annual Budget is approved by the Board of Directors due to its comprehensive nature, including outlining the range of services offered, setting a common, agreed upon direction, prioritizing the allocation of public funds, and the time invested by both the Board and staff in future planning.

# BUDGET MESSAGE

## 2021 Budget

The 2021 budget for all appropriates is \$5,811,995.

Given the 2020 COVID closure and recovery phases, 2020 actuals are not a great representation of what a normal fiscal year would present. 2021 has been budgeted with the intent of a normal operating and programmatic year but understanding that continuation of adjustments and resource allocations will be priorities throughout 2021.

## Funding Sources

Funding sources for the District are received between two methods; 1) property tax revenues, and 2) charges for services.

The majority of funding for the District is through property tax revenues. In 2020, the District saw an increase in inclusions based on the steady growth in the Carbon Valley community. This increase has shown a rise in property tax revenues for 2021.

Charges for services result from recreational and program revenues that are collected from the users of the recreation facilities and programs. Fees are assessed and adjusted annually based on the current market and recovery goals.

## Expenditures

The 2021 general operating expenditures were budgeted based on prior and current year spending. An inflation of 3% was used to determine some expenditures such as utilities and membership and dues.

## Capital Projects

Capital projects are budgeted annually as the need and associated cost may fluctuate from year to year. Priorities throughout 2021 will focus on the continued efforts to take care of current District facilities and assets. Refurbishment and replacement projects will concentrate on the customer experience within the confines and outer aesthetics of the Recreation Center, Gymnastics Center, and Senior Center totaling \$181,600 out of the Capital Improvements Project fund and \$330,000 out of the Conservation Trust Fund.

## Fund Balance and Reserves

Maintaining fund balances are critical to the financial health of the District. Based on TABOR the District will continue to hold 3% of revenues in fund balance, in addition, the Board of Directors have decided to set aside more funds in another account that will allow the District to continue operations longer if needed. The Board of Directors have also decided to create a fund balance reserve for a vehicle and equipment replacement program. A specified amount will be designated in fund balance to assign funds



# BUDGET MESSAGE

for these future expenditures. The Board of Directors will appropriate the funds in the years needed through resolution.

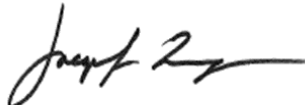
**Conclusion**

In conclusion, we submit the 2021 budget to the Board of Directors. We have made great strides this year within the organization with money management, project planning, staff trainings and ownership which is reflective within the improved and more transparent budget. Staff also worked towards a conservative yet operational budgets with success in efficiencies and allocation decreases.

Respectfully Submitted,



Dean Rummel  
Executive Director



Jacquelyn Tramper  
Controller

# BUDGET RESOLUTION

## RESOLUTION NO. 2020-5

### RESOLUTION TO ADOPT BUDGET

**A RESOLUTION, PURSUANT TO SECTION 29-1-108, C.R.S., SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND ADOPTING A BUDGET FOR THE CARBON VALLEY PARKS AND RECREATION DISTRICT, WELD COUNTY, COLORADO, FOR CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2021, AND ENDING ON THE LAST DAY OF DECEMBER 2021**

- A. The Board of Directors of the Carbon Valley Parks and Recreation District has appointed the Finance Manager, to prepare and submit a proposed budget to said governing body at the proper time; and
- B. Finance Manager has submitted a proposed budget to this governing body on October 14, 2020 for its consideration.
- C. Upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on October 14, 2020 and interested taxpayers were given the opportunity to file or register any objections to said proposed budget.
- D. The budget has been prepared to comply with all terms, limitations and exemptions, including, but not unlimited to, reserve transfers and expenditure exemptions, under Article X, Section 20 of the Colorado Constitution (“TABOR”) and other laws or obligations which are applicable to or binding upon the District.
- E. Whatever increase may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CARBON VALLEY PARKS AND RECREATION DISTRICT, WELD COUNTY, COLORADO:

- 1. That the budget, as submitted, amended, and summarized by fund, is hereby approved and adopted as the budget of the Carbon Valley Parks and Recreation District for the year stated above.
- 2. That the budget is hereby approved and adopted and made part of the public records of the Carbon Valley Parks and Recreation District.

# BUDGET RESOLUTION

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2020

Carbon Valley Parks and Recreation District

By: \_\_\_\_\_

Board of Directors, President

Attest:

By: \_\_\_\_\_

Board of Directors, Secretary

# BUDGET RESOLUTION

## RESOLUTION NO. 2020-6

### RESOLUTION TO APPROPRIATE SUMS OF MONEY

**A RESOLUTION, PURSUANT TO SECTION 29-1-108, C.R.S., APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNT AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE CARBON VALLEY PARKS AND RECREATION DISTRICT, WELD COUNTY, COLORADO, FOR THE 2021 BUDGET YEAR**

- A. The Board of Directors has adopted the annual budget in accordance with the Local Government Budget Law, on \_\_\_\_\_, 2020.
- B. The Board of Directors has made provision therein for revenues in the amount equal to or greater than the total proposed expenditures as set forth in said budget.
- C. It is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operations of the Carbon Valley Parks and Recreation District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS FOR THE CARBON VALLEY PARKS AND RECREATION DISTRICT, WELD COUNTY, COLORADO:

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

General Fund	5,623,863
Conservation Trust Fund	188,132
	<hr/>
	\$ 5,811,995
	<hr/>

# BUDGET RESOLUTION

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2020

Carbon Valley Parks and Recreation District

By: \_\_\_\_\_

Board of Directors, President

Attest:

By: \_\_\_\_\_

Board of Directors, Secretary

# ORGANIZATIONAL SUMMARY

## SERVICES PROVIDED

---

The District, a quasi-municipal corporation and a political subdivision of the State of Colorado, was organized in 1983 and is governed pursuant to provisions of the Colorado Special District Act (Title 32, Article 1, Colorado Revised Statutes). The District operates under a Service Plan approved by the County of Weld County. The District's services are located in Weld County including the communities of Frederick, Firestone, Dacono and the surrounding rural area. The District was established to construct and maintain parks and recreation facilities.

The District prepares its budget on the modified accrual basis of accounting in accordance with the requirements of the Colorado Revised Statutes C.R.S 29-1-105.

## BOARD OF DIRECTORS

---

The District is governed by a Board of Directors elected by residents of the District. The Board is made up of seven individuals elected from the District at large - two from Dacono, two from Frederick, two from Firestone and one at-large.

- President**      Cody Childers  
                      Dacono
- Vice President**    Kevin Grinstead  
                      At-Large
- Treasurer**        Tina Cunningham  
                      Frederick
- Secretary**        Jason Stolz  
                      Firestone
- Members**         William "Bill" Haid  
                      Dacono
- Joshua Woita  
                      Firestone
- Tina Martin  
                      Frederick



# ORGANIZATIONAL SUMMARY

## CVPRD LEADERSHIP TEAM

---

Dean Rummel

Executive Director

Jacquelyn Tramper

Controller

Heather Hammarstrom

Marketing and Communications Manager

Kathy Lind

Recreations Manager

Kelly Olson

Programs Manager

Blaine Shirley

Maintenance Services Manager



# ORGANIZATIONAL SUMMARY

## DISTRICT VISION, MISSION AND VALUES

---

**Vision:** To engage community, enhance life and encourage play.

**Mission:** The Carbon Valley Parks and Recreation District strives to increase and enhance recreational opportunities by providing a variety of quality programs and activities.

### Values:

#### Innovation

- Implementing meaningful change that drives results and challenges the “norm”
- Accept, Expect and Create Change
- Adopting process improvements to become efficient and effective
- Following best practices and industry standards through research, implementation and evaluation

#### Integrity

- Practicing financial responsibility by using District resources wisely
- Building trust and effective relationships
- Leading by example through honesty, dedication and pride
- Holding ourselves and others accountable for their actions and behaviors

#### Customer Service

- Creating a welcoming customer experience by having a positive attitude
- Exhibiting transparent communication internally and externally
- Striving to improve quality of life and wellbeing

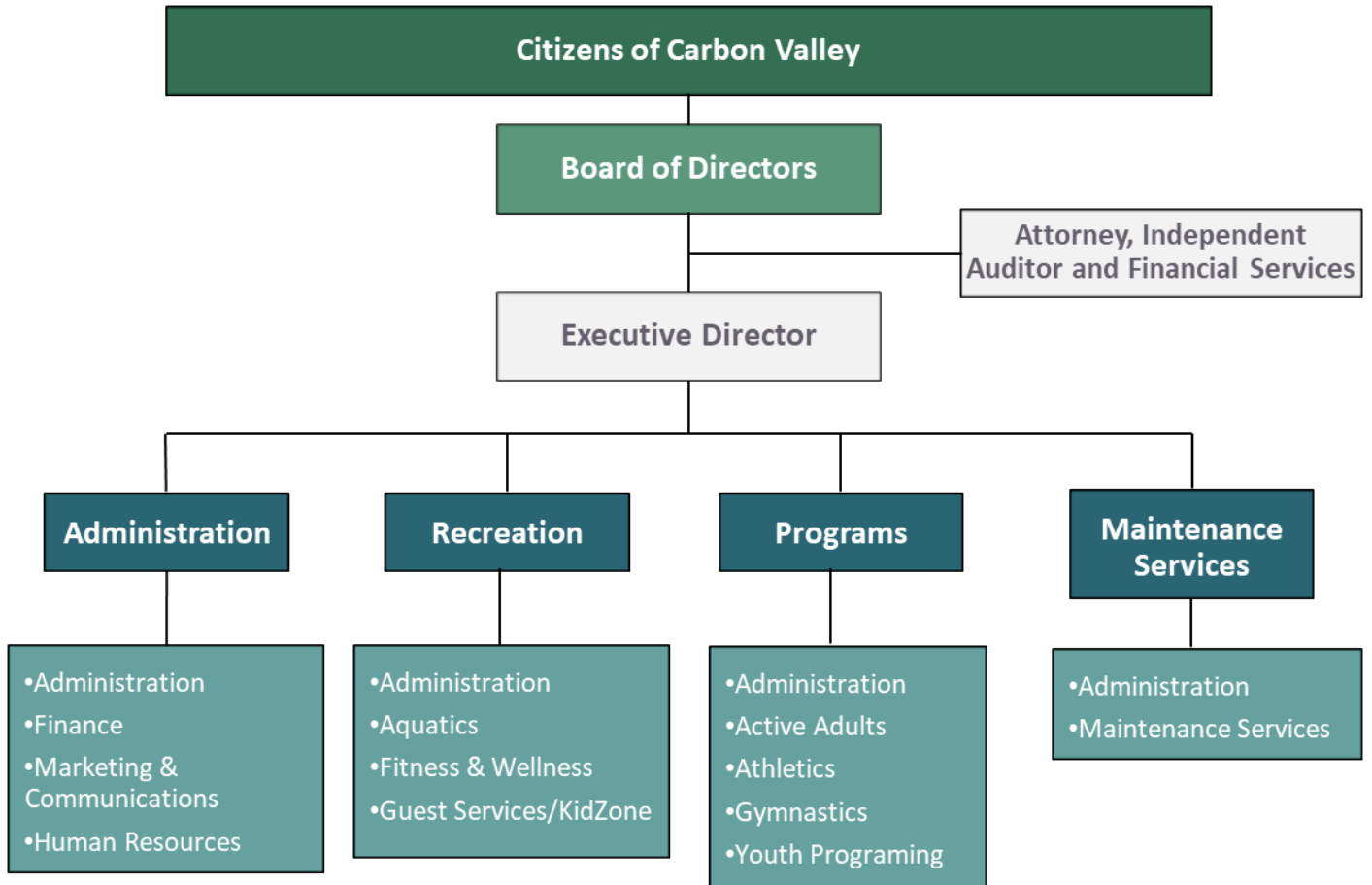
#### Teamwork

- Facilitating meaningful collaboration to inspire, lead, teach and empower
- Encouraging, involving and rewarding
- HAVE FUN!



# ORGANIZATIONAL SUMMARY

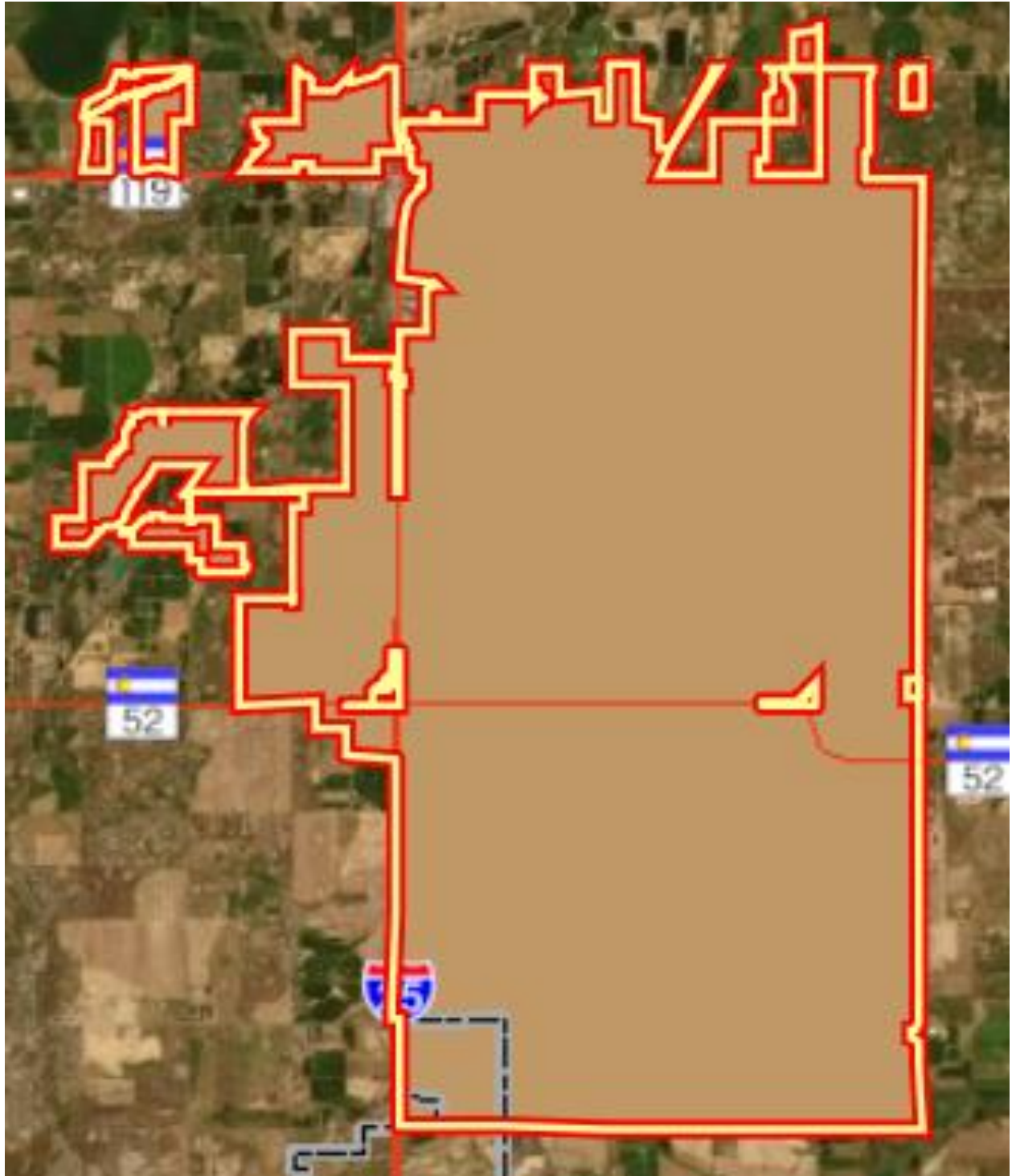
## ORGANIZATIONAL CHART



# ORGANIZATIONAL SUMMARY

## MAP OF THE CVPRD DISTRICT

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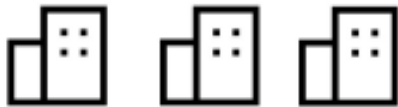


# ORGANIZATIONAL SUMMARY

## FUN FACTS ABOUT THE DISTRICT

Formed in 1983, the Carbon Valley Parks and Recreation District is a special district covering roughly 45 square miles, including the communities of Frederick, Firestone, Dacono. The District operates the Carbon Valley Recreation Center, the Carbon Valley Gymnastics/Senior Center and The Studio.

**3 RECREATION FACILITIES**



Carbon Valley  
Gymnastics/  
Senior Center

Carbon Valley  
Recreation  
Center

Firestone  
Studio &  
Admin Office

**348**  
Days Open in 2019

**9,512**  
Hours Open in 2019

**148,764**  
Total Rec Center Visits

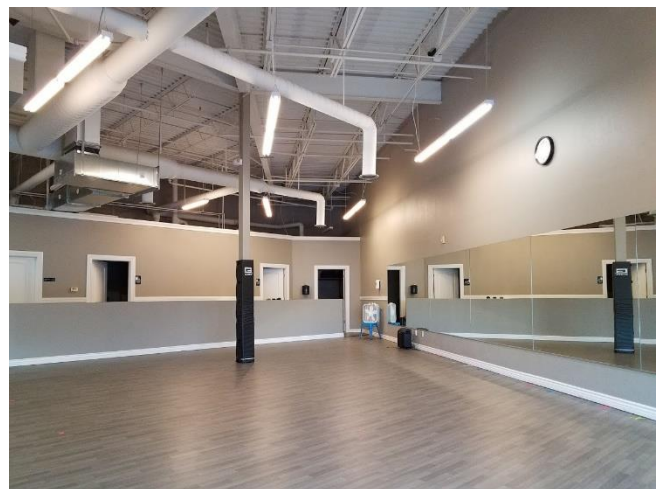


### Carbon Valley Recreation Center

- 50,000 square foot facility
- 25-yard, six lane lap pool, an activity pool with amenities such as logs, lazy river, 18' slide, splash pool for kids, steam room and hot tub
- Mind/body and fitness studios
- Gymnasium and walking track
- Racquetball court
- Cardio and weight rooms

### The Studio and Administrative Office

- Fitness studio
- Rental Space
- Administrative office



# ORGANIZATIONAL SUMMARY

## Carbon Valley Gymnastics/Senior Center

### Gymnastics Center

- Full size competition floor
- In-ground tumble trak (trampoline) leading into large foam pit
- Equipment for boys and girls programs (bars, balance beam, rings, etc.)
- Preschool equipment
- Cargo net

### Senior Center

- Lounge for coffee and socializing
- Library with diverse selection of books and puzzles
- Computer station
- Weekly lunches
- Variety of enrichment programs and trips



### District Programming

- Sports, dance, enrichment classes, aquatics, BMX, and more
- Fitness classes and personal training
- Senior trips and wellness programs
- Youth camps

## RECREATION PROGRAMS

 2,487  
Swim Lesson Participants

 337  
Private Swim Lesson Participants

 24,775  
Group Fitness Class Participants

 1,576  
Gymnastics Class Participants

 1,784  
Youth Sports Participants

 58  
Adult Sports Teams

 900  
Youth Program Participants

 1,317  
SilverSneakers Members

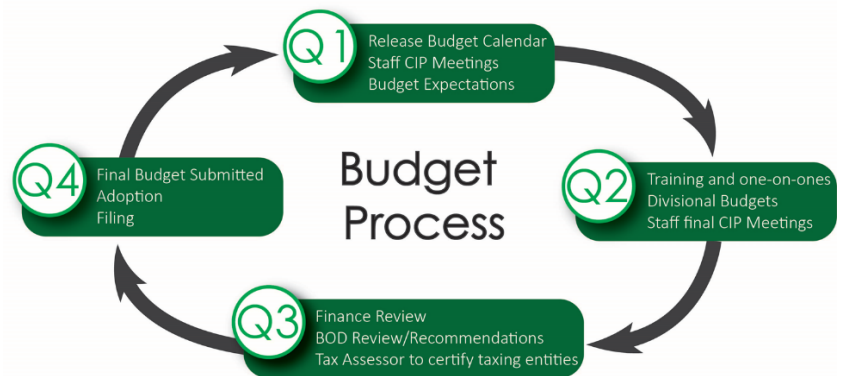
# BUDGET PROCESS

The annual budget is a fiscal plan, which presents the services and programs that will be provided to the communities within the District, and the funds needed to perform these services and programs. The Carbon Valley Parks and Recreation District construct its budget on a calendar year, as required by law.

The Budget is prepared and adopted in a manner, in accordance with law, that adequately reflects the intent of the Board of Directors for the budget year. The budget is presented as a legislative document that, together with the related appropriation resolution will represent the Board policy concerning the sources and uses of funds for the budgeted year.

## BUDGET PROCESS

The budget process begins with the publication of a budget calendar during the beginning of March. From March until May, the Controller works with staff to preform training and prepare for the budget process. The Controller meets with each division to review current and prior year spending, in preparation for the upcoming budget submissions.



Division budgets are due back, along with new budget requests and updated Service Delivery Plans by the beginning of June. After review, the Controller and Executive Director meet again with each division to review the coming year budget. Throughout the year a team of staff members meet to review and plan for current and upcoming Capital Improvement Projects and asset replacement programs.

By the end of August, the District received the Certification of Valuation from Weld County. This document helps guide Finance on making the appropriate calculations for revenue projections in the next year.

At the beginning of October, a draft of the budget is submitted to the Board of Directors for review. A “Notice of Budget” is then published prior to October 15<sup>th</sup>, and a special board meeting is filed to receive the proposed budget. The following information is required:

- Detailed estimates of proposed expenditures for each division/program within the District
- Statements of the bonded and other indebtedness of the District
- Detailed estimates of all the estimated revenues of the District
- A statement of the estimated balance or deficit for the end of the current fiscal year
- An estimate of the amount of money to be raised from current and delinquent taxes
- Any other supporting information that is requested by the Board



# BUDGET PROCESS

## Budget Hearing and Adoption

A public hearing on the proposed budget shall be held before its final adoption at such time and place as the Board shall direct. Notice of such public hearing and notice that the proposed budget is on file in the Administration Office of the District shall be published in a newspaper that specifies the date, time and place of the budget hearing and that the complete proposed budget shall be on file for public inspection during regular Administrative office hours.

The Board shall adopt the budget by resolution at least (5) working days before the final day established by law for the certification of the ensuing year's tax levy to the county.

State law requires the District to certify its property taxes and mill levy with its county by December 15<sup>th</sup> and the District's final budget be submitted by January 30<sup>th</sup> to the Department of Local Affairs.

## BUDGET AMENDMENTS

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After the budget is adopted, the approved budget can only be changed through a public hearing of a resolution amending the budget. Requests will be reviewed and determined based on availability of funding and needs of the District.



# 2021 BUDGET BY FUND

## 2021 BUDGET AS ADOPTED – SUMMARY

### CARBON VALLEY PARKS & RECREATION DISTRICT

#### 2021 Budget As Adopted - Summary

For the Years Ended and Ending December 31,

	2019 Actual	2020 Estimated	2021 Budget
Beginning Fund Balance	\$ 6,295,743	\$ 3,262,002	\$ 4,259,010
Revenues			
Property taxes	2,865,567	3,808,260	3,643,101
Specific ownership taxes	204,202	228,496	218,586
Conservation trust entitlement	190,578	174,000	180,000
Interest income	80,856	46,741	29,953
Other revenue	674,192	83,322	101,410
Maintenance revenue	10,609	-	-
Program revenue	654,702	726,246	740,950
Recreation revenue	763,354	879,452	897,995
Debt Service			
Property taxes	122,986	-	-
Specific ownership taxes	8,764	-	-
Interest	65,388	-	-
Total Revenues	<u>5,641,198</u>	<u>5,946,517</u>	<u>5,811,995</u>
Total funds available	<u>\$ 11,936,941</u>	<u>\$ 9,208,519</u>	<u>\$ 10,071,005</u>
Expenditures			
Administrative	1,082,842	1,268,355	1,258,130
Maintenance	622,161	632,898	647,661
Program	778,936	876,515	772,532
Recreation	1,074,529	1,389,070	1,270,517
County treasurer's fees	45,587	83,782	80,148
Lease principal	296,183	187,679	124,855
Lease interest	41,615	34,938	30,090
Other expense	-	-	81,265
Contingency	-	50,000	50,000
Capital improvements	1,512,877	108,400	181,600
Conservation Trust Fund	131,349	240,000	330,000
Market/Merit	-	77,872	40,000
Debt Service			
Bond principal	2,975,000	-	-
Bond interest	111,813	-	-
County treasurer's fees	1,847	-	-
Paying agent fees	200	-	-
Total expenditures	<u>8,674,939</u>	<u>4,949,509</u>	<u>4,866,797</u>
Ending fund balance	<u>\$ 3,262,002</u>	<u>\$ 4,259,010</u>	<u>\$ 5,204,208</u>
Restricted emergency reserves	157,000	169,274	165,019
Restricted Conservation Trust Fund	373,912	312,773	170,905
Assigned General Fund reserves	968,504	968,504	911,280
Assigned General Fund capital outlay	87,037	127,037	167,037
Assigned Fund Balance - CIP Fund	436,686	1,042,578	1,396,686
Assigned Fund Balance - Debt Service Projects	89,292	89,292	89,292
Non-Spendable General Fund balance	24,542	25,278	26,037
Undesignated General Fund balance	1,125,029	1,524,275	2,277,952
Total ending fund balance	<u>\$ 3,262,002</u>	<u>\$ 4,259,010</u>	<u>\$ 5,204,207</u>



# 2021 BUDGET BY FUND

## SUMMARY OF GENERAL FUND FINANCIALS

The General Fund is the District's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

### CARBON VALLEY PARKS & RECREATION DISTRICT

#### General Fund

#### 2021 Budget As Adopted

#### For the Years Ended and Ending December 31,

	2019 Actual	2020 Estimated	2021 Budget
Beginning Fund Balance	\$ 1,754,744	\$ 2,362,112	\$ 2,903,659
Revenues			
Administrative revenue			
Property taxes	2,865,567	3,808,260	3,643,101
Specific ownership taxes	204,202	228,496	218,586
Interest income	51,595	41,880	21,821
Other revenue	674,192	83,322	101,410
Maintenance revenue	10,609	-	-
Program revenue	654,702	726,246	740,950
Recreation revenue	763,354	879,452	897,995
Total Revenues	<u>5,224,221</u>	<u>5,767,656</u>	<u>5,623,863</u>
Total funds available	<u>\$ 6,978,965</u>	<u>\$ 8,129,768</u>	<u>\$ 8,527,522</u>
Expenditures			
Administrative	1,082,842	1,268,355	1,258,130
Maintenance	622,161	632,898	647,661
Program	778,936	876,515	772,532
Recreation	1,074,529	1,389,070	1,270,517
County Treasurer's fees	45,587	83,782	80,148
Lease principal	296,183	187,679	124,855
Lease interest	41,615	34,938	30,090
Other expense	-	77,872	121,265
Total expenditures	<u>3,941,853</u>	<u>4,551,109</u>	<u>4,305,197</u>
Transfer out			
Transfer to CIP Fund	675,000	675,000	675,000
Total expenditures and transfers out requiring appropriation	<u>4,616,853</u>	<u>5,226,109</u>	<u>4,980,197</u>
Ending fund balance	<u>\$ 2,362,112</u>	<u>\$ 2,903,659</u>	<u>\$ 3,547,325</u>
Restricted for emergency reserves	\$ 157,000	\$ 169,274	\$ 165,019
Assigned for contingencies	968,504	968,504	911,280
Assigned for capital outlay	87,037	127,037	167,037
Non-spendable	24,542	25,278	26,037
Total reserve	<u>1,237,083</u>	<u>1,290,092</u>	<u>1,269,373</u>
Undesignated fund balance	<u>\$ 1,125,029</u>	<u>\$ 1,613,567</u>	<u>\$ 2,277,952</u>

# 2021 BUDGET BY FUND

## SUMMARY OF DEBT SERVICE FUND FINANCIALS

The Debt Service Fund accounts for the resources accumulated and payments made for principal and interest on the Districts long-term debt of the governmental funds. At the end of 2019, the District paid off the remaining debt of the General Obligation Bond, series 2010. In 2020, the District reduced the mill levy. The remaining balance of the fund was transferred to the Capital Improvements Projects Fund at the beginning of 2020. The amount will remain as an assigned fund balance for up to one year, after which it will be used to cover any capital upkeep to the recreation center located at 701 5<sup>th</sup> Street in Frederick.

### CARBON VALLEY PARKS & RECREATION DISTRICT

#### Debt Service Fund

#### 2021 Budget As Adopted

#### For the Years Ended and Ending December 31,

	2019 Actual	2020 Estimated	2021 Adopted
Beginning Fund Balance	\$ 2,981,014	\$ -	\$ -
Revenues			
Property taxes	122,986	-	-
Specific ownership taxes	8,764	-	-
Interest income	65,388	-	-
Total Revenues	<u>197,138</u>	<u>-</u>	<u>-</u>
Total funds available	<u>\$ 3,178,152</u>	<u>\$ -</u>	<u>\$ -</u>
Expenditures			
Bond principal	2,975,000	-	-
Bond interest	111,813	-	-
County treasurer's fees	1,847	-	-
Paying agent fees	200	-	-
Total expenditures	<u>3,088,860</u>	<u>-</u>	<u>-</u>
Transfer out			
Transfer to Capital Improvements Project	-	-	-
Total expenditures and transfers out requiring appropriation	<u>3,088,860</u>	<u>-</u>	<u>-</u>
Ending fund balance	<u>\$ 89,292</u>	<u>\$ -</u>	<u>\$ -</u>
Transfer to Capital Improvements Project Fund	<u>\$ (89,292)</u>	<u>\$ -</u>	<u>\$ -</u>

# 2021 BUDGET BY FUND

## SUMMARY OF CONSERVATION TRUST FUND FINANCIALS

The Conservation Trust Fund is a Special Revenue Fund that is used to account for conservation trust revenues and expenditures incurred for eligible costs. Details can be found on page 61.

**CARBON VALLEY PARKS & RECREATION DISTRICT**  
**Conservation Trust Fund**  
**2021 Budget As Adopted**  
**For the Years Ended and Ending December 31,**

	<u>2019</u> <u>Actual</u>	<u>2020</u> <u>Estimated</u>	<u>2021</u> <u>Adopted</u>
Beginning Fund Balance	\$ 306,907	\$ 373,912	\$ 312,773
Revenues			
Conservation trust entitlement	190,578	174,000	180,000
Interest income	7,776	4,861	8,132
Total Revenues	<u>198,354</u>	<u>178,861</u>	<u>188,132</u>
Total funds available	<u>\$ 505,261</u>	<u>\$ 552,773</u>	<u>\$ 500,905</u>
Expenditures			
Weight room equipment purchase	131,349	-	-
Cardio room remodel	-	240,000	-
Capital improvements	-	-	-
Gymnastics Equipment	-	-	100,000
Outdoor Fitness Area	-	-	230,000
Total expenditures	<u>131,349</u>	<u>240,000</u>	<u>330,000</u>
Ending fund balance	<u>\$ 373,912</u>	<u>\$ 312,773</u>	<u>\$ 170,905</u>
Restricted Conservation Trust Fund	<u>373,912</u>	<u>312,773</u>	<u>170,905</u>
Total reserve	<u>\$ 373,912</u>	<u>\$ 312,773</u>	<u>\$ 170,905</u>

# 2021 BUDGET BY FUND

## SUMMARY OF CAPITAL IMPROVEMENT PROJECTS FUND FINANCIALS

The Capital Improvement Projects Fund was established in 2018. This fund will be used to account for the design, construction and improvements of various individual projects of the District. More information about this fund can be found on page 62.

**CARBON VALLEY PARKS & RECREATION DISTRICT**  
**Capital Improvements Project Fund**  
**2021 Budget As Adopted**  
**For the Years Ended and Ending December 31,**

	2019 Actual	2020 Estimated	2021 Adopted
Beginning Fund Balance	\$ 1,253,078	\$ 525,978	\$ 1,042,578
Revenues			
Interest income	21,485	-	-
Total Revenues	21,485	-	-
Transfers			
Transfer from fund balance - General Fund	-	-	-
Transfer from General Fund	675,000	675,000	675,000
Transfer from Debt Service Fund	89,292	-	-
Total Transfers	764,292	675,000	675,000
 Total funds available	 <u>\$ 2,038,855</u>	 <u>\$ 1,200,978</u>	 <u>\$ 1,717,578</u>
Expenditures			
Contingency	-	50,000	50,000
Capital improvements			
Pool Upgrades	309,793	-	-
Locker Rooms Remodel	628,261	-	-
HVAC Replacement	519,444	-	-
Administration Studio	55,379	-	-
Recreation Center - Carpeting	-	-	23,000
Gym/Senior Center - Remodel	-	108,400	41,600
Recreation Center - Fitness/Mind Body Remodel	-	-	50,000
Interior Painting - Rec Center Common Areas	-	-	12,000
Interior Painting - Pool Area	-	-	15,000
Rec Center Signage - Exterior Marque	-	-	20,000
Rec Center Signage - Interior	-	-	20,000
Total expenditures	<u>1,512,877</u>	<u>158,400</u>	<u>231,600</u>
Total expenditures and transfers out requiring appropriation	<u>1,512,877</u>	<u>158,400</u>	<u>231,600</u>
 Ending fund balance	 <u>\$ 525,978</u>	 <u>\$ 1,042,578</u>	 <u>\$ 1,485,978</u>
 Assigned Fund Balance - CIP Fund	 436,686	 1,042,578	 1,396,686
Assigned Fund Balance - Debt Service Projects	89,292	89,292	89,292
Total reserve	<u>\$ 525,978</u>	<u>\$ 1,131,870</u>	<u>\$ 1,485,978</u>

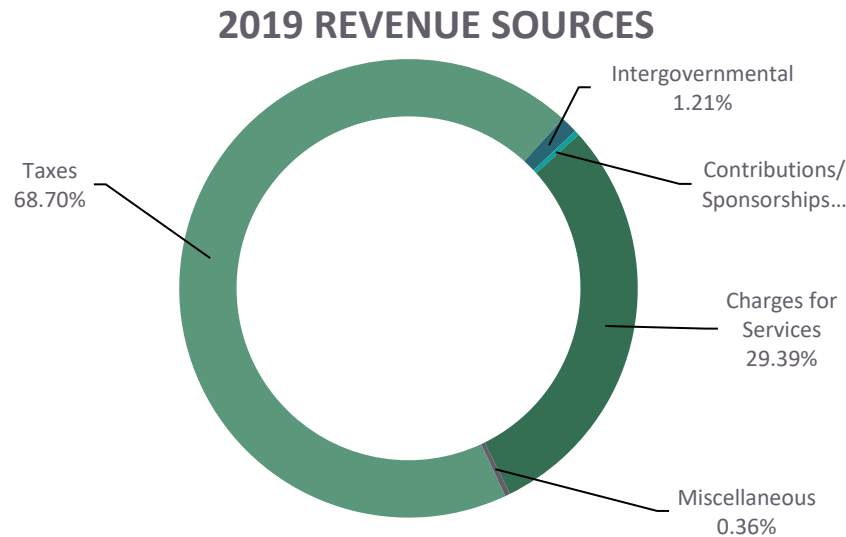
# 2021 GENERAL FUND SUMMARY

## 2021 GENERAL FUND REVENUE SUMMARY

General Fund Revenues	2019 Actual	2020 Adopted	2021 Budget
<b>Taxes</b>			
General property tax	\$ 2,865,567	\$ 3,808,260	\$ 3,643,101
Specific ownership tax	204,202	228,496	218,586
Property tax interest	4,282	1,880	1,821
<b>Total Taxes</b>	<b>3,069,769</b>	<b>4,038,636</b>	<b>3,863,508</b>
<b>Intergovernmental</b>			
Intergovernmental Agreements	53,288	50,000	67,777
<b>Total Intergovernmental</b>	<b>53,288</b>	<b>50,000</b>	<b>67,777</b>
<b>Contributions/Sponsorships</b>			
Contributions	1,902	-	-
Corporate Sponsorships	-	20,000	20,000
<b>Total Intergovernmental</b>	<b>1,902</b>	<b>20,000</b>	<b>20,000</b>
<b>Charges for Services</b>			
Program Revenue	458,159	628,371	710,907
Program Revenue - Contractual	96,239	77,796	22,358
Annual Passes	248,080	264,260	269,292
Quarterly Passes	73,284	83,570	83,570
Monthly Passes	56,244	69,760	69,760
Punch Passes	49,081	59,755	68,435
Drop in Fees	192,264	178,684	181,903
Corporate Passes	-	5,000	5,000
Rentals	39,194	64,510	62,174
Group Swim Instruction	82,834	91,128	77,725
Merchandise Sales	16,063	14,355	20,116
Other	126,872	81,831	81,339
<b>Total Charges for Services</b>	<b>1,438,313</b>	<b>1,619,020</b>	<b>1,652,578</b>
<b>Miscellaneous</b>			
Interest Income	30,737	40,000	20,000
<b>Total Miscellaneous</b>	<b>30,737</b>	<b>40,000</b>	<b>20,000</b>
<b>Total General Revenues</b>	<b>\$ 4,594,008</b>	<b>\$ 5,767,656</b>	<b>\$ 5,623,863</b>

# 2021 GENERAL FUND SUMMARY

The 2021 General Fund revenues are projected to decrease 2.49% to \$5,623,863 from the 2020 budgeted revenues of \$5,767,656. The District's largest General Fund revenue sources are Property Taxes at 68.70% and Charges for Services at 29.39%.



Below are descriptions and highlights of the District's revenue sources:

## Property Taxes

Property taxes are levied by the District's Board of Directors. The levy is based on assessed valuations determined by the County Assessor generally as of January 1 of each year. The levy is normally set by December 15 certification to the County Commissioners to put the tax lien on the individual properties as of January 1 of the following year. The County Treasurer collects the determined taxes during the ensuing calendar year. The taxes are payable by April or, if in equal installments, at the taxpayer's election, in February and June. Delinquent taxpayers are notified in August and generally sales of the tax liens on delinquent properties are held in November or December. The County Treasurer remits the taxes collected monthly to the District.

For collection year 2021, the District adopted a mill levy of 4.427 for operations.

## Specific Ownership Taxes

Specific ownership taxes are set by the State and collected by the County Treasurer, primarily on vehicle licensing within the County as a whole. The specific ownership taxes are allocated by the County Treasurer to all taxing entities within the County. The forecast assumes that the District's share will be equal to approximately 6.0% of the property taxes collected.

# 2021 GENERAL FUND SUMMARY

## Net Investment Income

For interest earned on property tax, the District's available funds has been estimated based on an average interest rate of approximately 0.05%.

For interest earned on all other available funds, the District estimates an average interest rate of approximately 1.00% with an average daily balance of \$2M.

## Charges for Services

Recreation and program revenues are collected from the users of the recreation facilities and programs. These revenues include access to the recreation center as well as for participation in classes and programs provided by the District. In 2021, Charges for Services total \$1,652,578, this is a 2.07% increase from 2020, with a budget of \$1,619,020.

## Intergovernmental Agreements

Intergovernmental agreements or IGA's are agreements between the District and other local governments. The District currently has several IGA's that are described on page 70.



## Contributions/Sponsorships

Contributions and sponsorships are received through partnerships with local businesses and organizations who pay for advertising space, promotions, or to support specific programs through the recreation center. In 2019, the District revamped the sponsorship program.

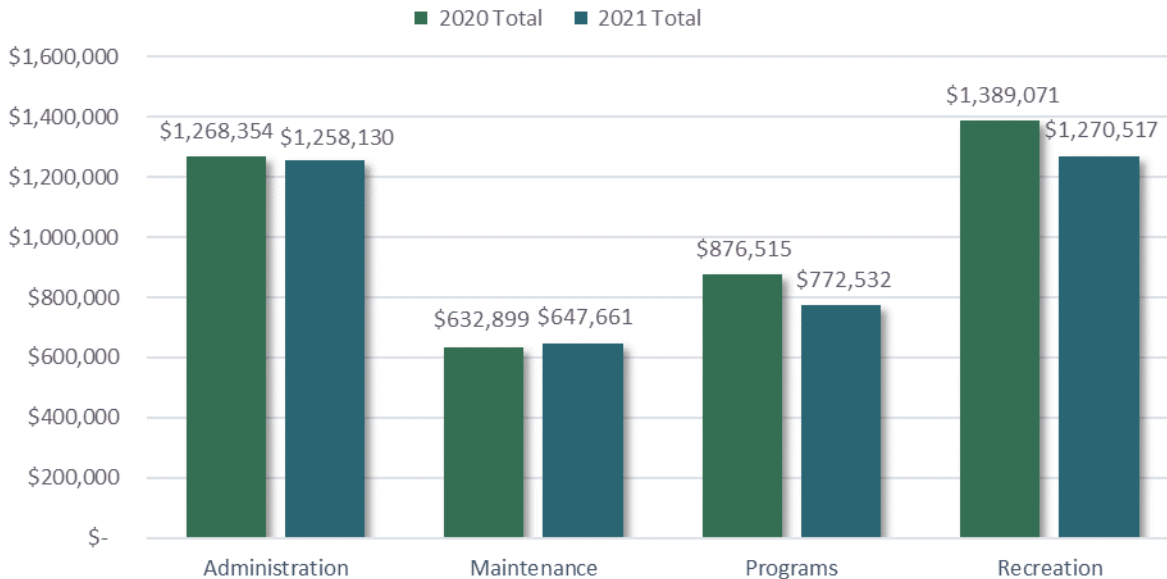


# 2021 GENERAL FUND SUMMARY

## 2021 GENERAL FUND EXPENDITURE SUMMARY

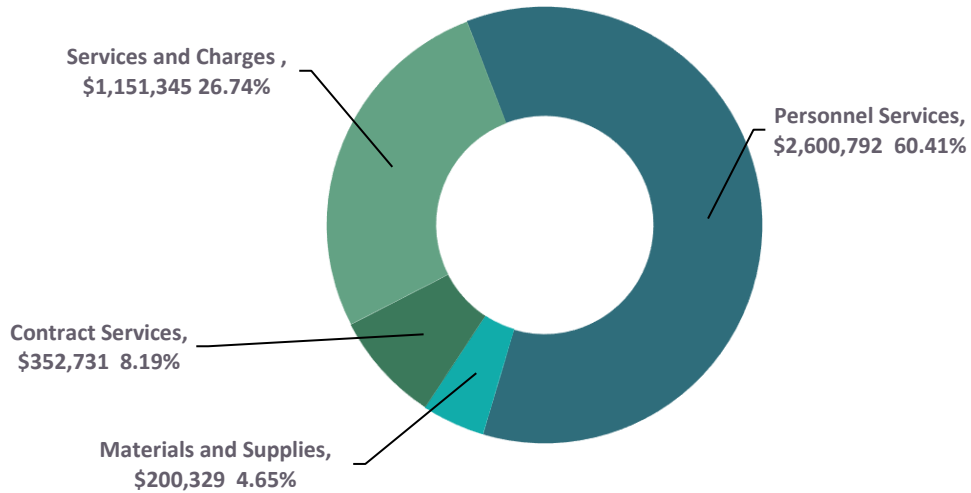
General Fund Revenues	Personnel Services	Materials and Supplies	Contract Services	Services and Charges	Total
Administration	\$ 496,689	\$ 46,250	\$ 307,133	\$ 408,058	\$ 1,258,130
Maintenance	261,127	53,250	10,188	323,096	647,661
Programs	602,489	51,836	33,790	84,417	772,532
Recreation	1,200,487	48,993	1,620	19,417	1,270,517
County Treasurer's Fee	-	-	-	80,148	80,148
Capital Lease					
Principal	-	-	-	124,855	124,855
Interest	-	-	-	30,090	30,090
Other Leases	-	-	-	81,265	81,265
Market/Merit Increases	40,000	-	-	-	40,000
<b>Total</b>	<b>\$ 2,600,792</b>	<b>\$ 200,329</b>	<b>\$ 352,731</b>	<b>\$ 1,151,345</b>	<b>\$ 4,305,197</b>

### CHANGE IN GENERAL FUND EXPENDITURES BY YEAR



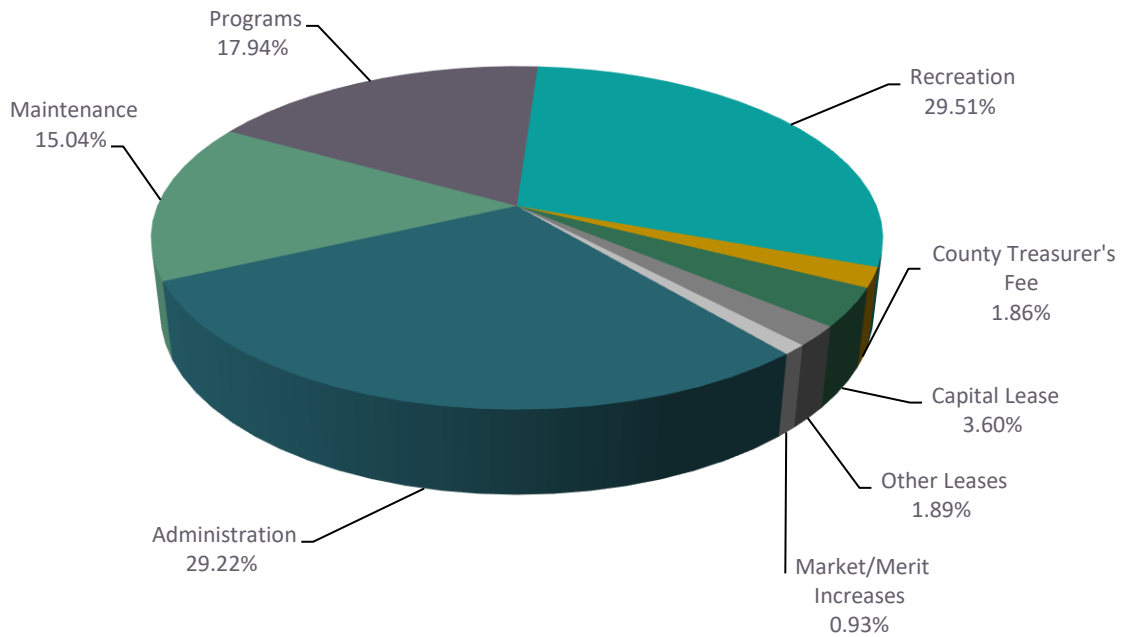
# 2021 GENERAL FUND SUMMARY

## 2020 GENERAL FUND EXPENDITURE BY TYPE



The District's General Fund consists of five Departments: Administration, Facilities & Maintenance, Programs, Recreation and Non-Departmental.

## 2021 GENERAL FUND EXPENDITURES



# 2021 GENERAL FUND SUMMARY

## Administration

The Administration Department is made of up of Administration Division, Finance, Human Resources, Marketing and Communications, Special Events and Information Technology. The department is responsible for all administration duties of the District. Expenditures include the estimated services necessary to maintain the District's administrative viability such as legal, management, accounting, insurance and Board expenses.

- In 2021, the Administration Department's expenditure budget decreased 0.81% to \$1,258,130 from the 2020 budget of \$1,268,354. Minimal changes occurred overall in the department and most 2020 budgeted initiatives have been moved to be completed in 2021.
- In 2021, the Administration Department will eliminate one full time position and make it contractual for the year, decreasing personnel services to \$496,689 or by 33.41% from the 2020 budgeted amount of \$662,644.
- The 2021 expenditure budget for Administration Benefits is estimated at \$108,399. This amount includes all insurance benefits for full-time and part-time employees of \$103,089 and \$5,310 for hiring expenses. Insurance benefits offered by the District include medical, dental, vision, group term life, NEXTERA supplemental medical insurance and an employee assistance program.
- The Materials and Supplies expenditure budget includes operating supplies, office supplies, employee uniforms, computer replacement and printer/copier supplies. The total estimate for Materials and Supplies is \$46,250 for 2021. This amount decreased by 5.57% from \$48,828 in 2020. This decrease is due to budgeting based on actual expenditures in 2019.
- Contract Services includes professional legal, accounting, human resource services, IT serveries, and financial services utilized by the District. In 2021, the District has budgeted \$307,133. This is a 40.14% increase from the 2020 budget of \$183,855. The District will eliminate one full time position and make it contractual for the 2021 budget year and utilize a third-party human resource contractor.
- Services and Charges includes travel and meeting expenses, professional development and training expenses, employee appreciation expenses, and information technology expenses. The total expenditure budget for Services and Charges in the Administration Department is estimated at \$408,058 in 2021. This amount increased \$35,031 from \$373,027 in 2021. This increase is due to several factors, including the addition of public relation expenses for the 2021 election, and the approved budget enhancements to acquire a District wide time keeping system. In 2020 the Board of Directors also approved to enter into a contract to implement new recreation software. Both implementations for the time-keeping system and recreation software are scheduled for early 2021.

## Programs

The Programs Department is comprised of Athletics Programs, Active Adults Programs, Gymnastics Programs, Youth Programs and BMX. The Programs Department is responsible for all coordination and administration of programs within the four areas.

# 2021 GENERAL FUND SUMMARY

- The 2021 estimated expenditure budget for the Programs Department is \$772,532. This is a decrease of 13.46% over the 2020 budget of \$876,515. This decrease is primarily due to the removal of a full-time position and better budgeting by staff by eliminating items that were not adding value for participants to the District programs.
- In 2021, Personnel Services decreased 12.20% from \$676,000 in 2020 to \$602,489 in 2021. This decrease is due to the elimination of a full-time position in the Athletics Division and the decrease in part-time staff hours that for programs that were not being run in prior years budgets.
- For 2021, the estimated Materials and Supplies budget for the Programs Department is \$51,836. This amount includes equipment and supplies that are needed to run the programs provided by the District. The decrease from prior year is mainly from better budgeting practices implemented throughout the Department.
- Contract Services decreased 59.45% in 2021 to \$33,790 compared to \$53,877 in 2020. The decrease is mainly due to better budgeted practices implemented in the Department.
- Services and Charges increased to \$84,417 in 2021 or 2.22% from the 2020 budget of \$67,279. The increase is mainly due to the anticipation of league association fees increasing in both the Athletics and Gymnastics Divisions.

## Recreation

The Recreation Department consists of Aquatics, Fitness and Wellness, Guest Services and KidZone. The Recreation Department is responsible for coordinating and administering programs and services within these areas.

- The Recreation Department's expenditure budget in 2021 is estimated at \$1,270,517, a 9.33% decrease from the 2020 budget of \$1,389,071. The decrease is due to the elimination of a full-time position, a reduction in part-time budgeted hours needed for programming in 2021 and a decrease in materials and supplies.
- Personnel Services expenditures will be decreased to \$1,200,487 in 2021, or 7.99% compared to the 2020 budget of \$1,296,387. The decrease is mainly due to the elimination of a full-time position that became vacant in 2020 and a decrease in budgeted hours for staff based due to better scheduling implemented in the Aquatics, Guest Services and KidZone areas.
- For 2021, the estimated Materials and Supplies budget for the Recreation Department is \$48,993, a 45.61% decrease from the 2020 budget of \$71,339. This amount includes a reduction in small equipment and supplies requested for the Aquatics Division, and a reduction in expense for pool chemicals based on a new vendor contract that the Division secured in 2020.

# 2021 GENERAL FUND SUMMARY

## Maintenance

This Maintenance Department is responsible for all facility related expenditures, including building and park maintenance, fleet, and utilities.

- In 2021, the Department plans to expend \$647,661. This is a 2.28% increase for the 2020 budget of \$632,889. The increase is primarily due to the addition of more budgeted part-time hours to hire additional custodial staff.
- The 2021 expenditure budget for Personnel Services increase to \$261,127 or 12.25% for the 2020 budget of \$229,140. This is due to adding additional budget hours for more part-time custodial staff members to ensure that the facilities are clean and safe for patrons and staff.
- The Materials and Supplies budget of \$53,250 decreased in the 2021 budget compared to the budget of \$79,359 in 2020. The decrease is due to a reduction in small equipment costs in 2021.
- In 2021, Serveries and Charges will decrease to \$323,096 from the 2020 budget of \$334,689. This is primarily due to the a reduction to Maintenance Services for grounds, fleet and equipment. Most supplies for 2020 were purchased in the beginning of the year and were unused or needed due to the District's closure. The budget will be reduced since purchased items will be used in 2021.

## Non-Departmental

The Non-Departmental department is a budgeted department for all expenditures that do not fall under any specific department. This includes property tax expenditures, merit/market budgeted increases, and General Fund principal and interest expenditures.

- In 2021, the total Non-Departmental expenditure budget is \$356,357. This includes all capital leases, other leases, County Treasurer's fee and the market/merit increase.

# 2021 GENERAL FUND SUMMARY

## CAPITAL LEASES

---

The District currently has one capital leases that is paid out of the General Fund for the 2009 Building Lease. In 2020 the District remodeled the cardio room at the recreation center and purchased new equipment with funds from the Conservation Trust Fund, eliminating the 2017 Cardio Equipment Lease. Below are the 2021 principal and interest payments that will be due:

	<b>Total Principal Due</b>	<b>Total Interest Due</b>	<b>Total Payment 2021</b>
2009 Building Lease	\$ 120,007	\$ 34,938	\$ 154,944
	<b>\$ 120,007</b>	<b>\$ 34,938</b>	<b>\$ 154,944</b>

### Capital Lease – 2009 Building Lease

On May 1, 2009, the District entered into a Lease Agreement with Valley Bank & Trust for the purpose of financing a portion of the acquisition, construction and installation of a Senior Center and Gymnasium. Under the Agreement, the District agrees to sublease property from which Valley Bank & Trust has a leasehold interest in the land, the premises, building and improvements situated or to be situated on the land. The lease agreement qualifies as a capital lease for accounting purposes and, therefore, has been recorded at the present value of the future minimum lease payment as of the inception date. The lease was capitalized in the amount of \$1,800,000 and bears interest at a rate of 6.00%. The District is required to make semi-annual payments of \$77,472.16 due on April 2, and October 2, beginning on October 2, 2009, and ending on April 2, 2029.

Payment schedules can be found, starting on page 65.

## GENERAL FUND TRANSFERS

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In 2018, the District created a Capital Improvements Project (CIP) Fund. This fund will support and track the projects carried out by the District. The General Fund will transfer \$675,000 from the 2021 budget.

# PERSONNEL

## FULL-TIME STAFF OVERVIEW

The District currently has 26.0 full-time positions. In 2020, the District eliminated two positions due to changes brought on by the pandemic. The reductions are reflected in the Programs and Recreation departments.

	2019	2020	2021
Administration	5.0	5.0	4.0
Maintenance	3.0	4.0	4.0
Programs	8.0	7.0	6.0
Recreation	11.0	12.0	11.0
	<b>25.0</b>	<b>28.0</b>	<b>25.0</b>

All full-time and part-time benefit eligible employees are offered employee benefits, including health insurance, dental and vision insurance, life and disability insurance. Other employee related costs to the District for all employees include worker’s compensation, unemployment insurance, employee training, PERA and Medicare. Full-time employees are also given a paid time off accrual each pay-period they work based on service years, and eighty hours of floating holiday to be used at the employee discretion. In 2021 the District will perform its bi-annual market survey for all full-time staff.

## PART-TIME AND SEASONAL STAFF OVERVIEW

The District employs, on average, 130 part-time and seasonal staff throughout the year. In 2021, the District budgeted a total of 66,024.25 hours for part-time and seasonal employees.

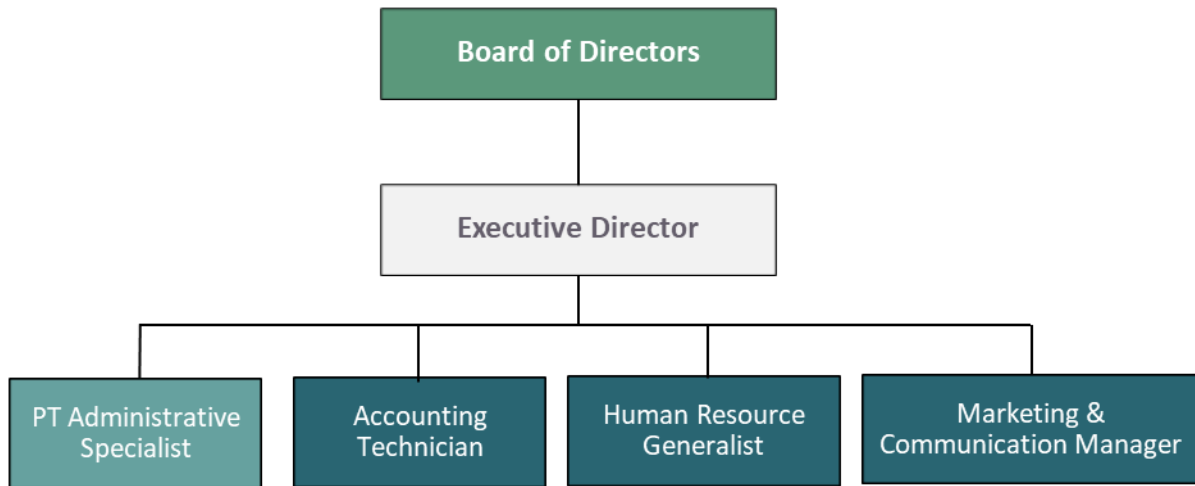
A breakdown of part time staff hours by Division is displayed in the chart, this does not include full time staff hours. Full time equivalent is calculated by 2,080 hours per year based on a 40-hour work week. In the summary for each Division, full-time equivalent includes both full-time and part-time hours requested for 2021.

Department/Division	Number of Hours Requested	Full Time Equivalent
Administration	1,540.00	0.74
Maintenance	3,732.00	1.79
Programs		
Active Adults	343.00	0.16
Athletics	1,207.00	0.58
Gymnastics	10,851.00	5.22
Youth Programs	3,960.00	1.90
Recreation		
Aquatics	22,838.00	10.98
Fitness & Wellness	5,421.25	2.61
Guest Services & KidZone	16,132.00	7.76
	<b>66,024.25</b>	<b>31.74</b>

# ADMINISTRATION

## ADMINISTRATION DEPARTMENT SUMMARY

The Administration Department is made up of the Administration Division, Finance, Human Resources, Marketing and Communications, Special Events and Information Technology. The department is responsible for all administration duties of the District.



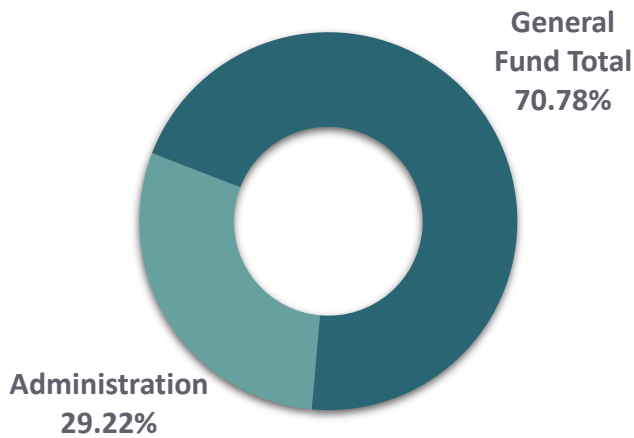
### Department Revenues Summary

Revenues	2019 Actual	2020 Adopted	2021 Budget
General Fund Revenues	\$ 13,574	\$ 32,422	\$ 32,733
<b>Total Expenditures</b>	<b>\$ 13,574</b>	<b>\$ 32,422</b>	<b>\$ 32,733</b>



# ADMINISTRATION

## Department Expenditures



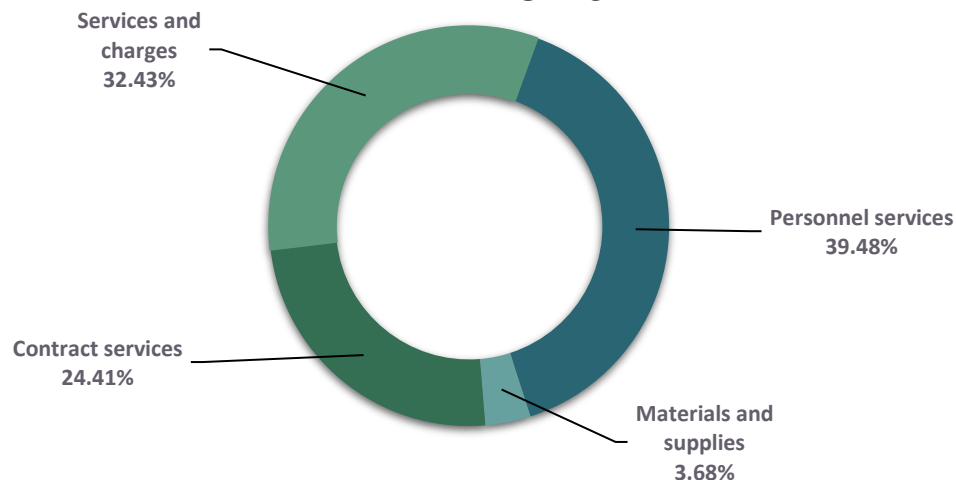
## Department Expenditures by Division

	2021 Budget
Administration	\$ 463,812
Finance	236,216
Human Resources	195,513
Marketing & Communications	152,711
Special Events	14,500
Information Technology	195,377
<b>Total</b>	<b>\$ 1,258,130</b>

## Department Expenditures by Classification

Expenditures	2019 Actual	2020 Adopted	2021 Budget
Personnel services	\$ 514,686	\$ 662,644	\$ 496,689
Materials and supplies	40,904	48,828	46,250
Contract services	290,882	183,855	307,133
Services and charges	236,369	373,027	408,058
<b>Total Expenditures</b>	<b>\$ 1,082,842</b>	<b>\$ 1,268,355</b>	<b>\$ 1,258,130</b>

## 2021 ADMINISTRATION DEPARTMENT EXPENDITURES



# ADMINISTRATION

## ADMINISTRATION DIVISION

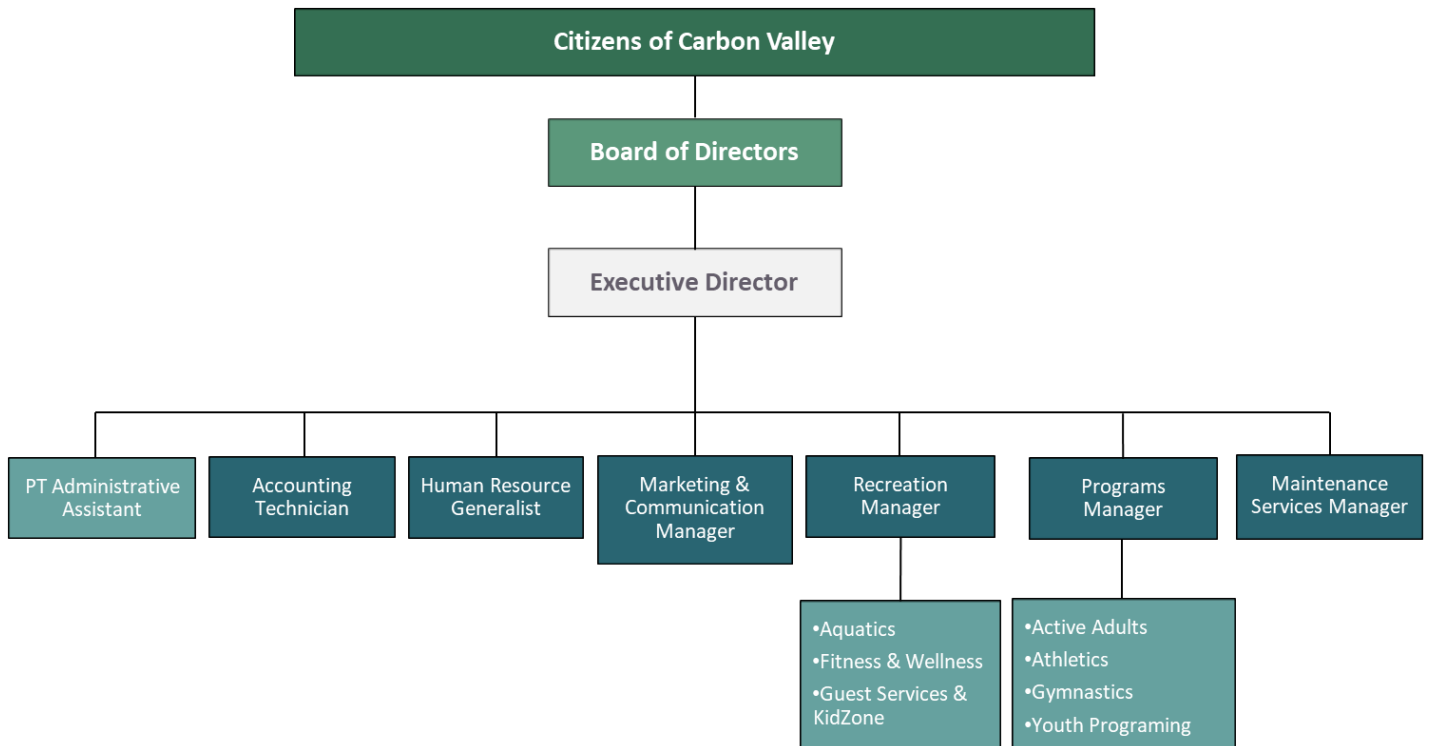
### Description

Under direction of the Board of Directors the Executive Director functions as the Districts Chief Executive Officer, exercising supervision and administrative direction of all District departments.

### Division Mission and Purpose

Through a strong commitment on behalf of district leadership, Administration supports park and recreation functions and growth through quality and dynamic services while prioritizing and maintaining high quality relationships with community members and stake holders. District leadership and vision is driven by the following key focus initiatives:

- Financial Responsibility
- Program and Service Delivery
- Organization, Staff, and Operations



# ADMINISTRATION

## FINANCE AND HUMAN RESOURCE DIVISIONS

### Description

The Finance Division is responsible for administration of all financial record-keeping and reporting functions required by the District. Finance is responsible for payroll, accounts payable, cash management, asset management, debt administration, investments, capital improvement projects plan, and preparing the annual budget.

The Human Resources Division is under direct supervision of the Controller and is responsible for administering the recruitment and pre-employment process of new hires, review and implement the employee benefit plan for open enrollment, advise on performance management and facilitate employee relations.

### Division Mission and Purpose

The mission of the Finance Division is to accurately and transparently report the financial position of the District, its departments and business activities. The Finance Division strives to provide responsive, professional and ethical administrative and fiscal services to meet the needs of the public, the Board of Directors and all departments of the District by working through partnerships.

### Division Goals

- Financial stewardship
- Capital Improvement Projects Plan coordination
- Invest funds
- Prepare District budget
- Manage annual audit
- Provide strategic financial analysis and planning
- Manage debt issuance, payments and annual disclosure updates
- Collect revenues and manage cash
- Maintain current account on all District financial transactions
- Manage procurement cards
- Process inclusion filings
- Manage information technology

# ADMINISTRATION

## MARKETING & COMMUNICATIONS DIVISION

### Description

The Marketing Department is comprised of dedicated professionals who are responsible for managing, developing, collaborating, and coordinating all marketing and communications activities for the District. Marketing staff manage the website, create marketing materials, ensure staff adhere to brand standards, and are responsible for communicating District information to new and potential internal and external customers.

### Division Mission and Purpose

Provide transparent, accurate, and timely information to the Carbon Valley Community through the delivery of integrated marketing and public relations programs.

### Division Goals

- Increase District revenue
- Improve awareness of the District
- Improve customer satisfaction
- Increase CVPRD's online presence and web traffic
- Reach new customers
- Implement a comprehensive sponsorship program
- Utilize new and innovate channels to market CVPRD programs and facilities



# ADMINISTRATION

## SPECIAL EVENTS DIVISION

### Description

The CVPRD special events division hosts a number of events that bring community members together for fun-filled, and unforgettable experiences. Currently the Special Events Division is responsible for the Daddy Daughter Dance, Firecracker 5K, and the Holiday Marketplace.

### Division Mission and Purpose

To offer unique events and experiences that bring the Carbon Valley community together.

### Division Goals

- Provide a fun, safe events that promote community engagement and health and wellness.

## INFORMATION TECHNOLOGY DIVISION

### Description

The Information Technology Division accounts for all IT related expenditures of the District. The District currently utilizes a third-party to manage and maintain the District's server, internet and computer hardware. The Division also tracks software contracts, printer contracts and supplies. In 2020, the District will plan to implement and District wide time keeping system and access to a government purchasing system. The IT Division is monitored and administrated by the Finance Division.

### Division Mission and Purpose

The mission of the Information Technology Division is to track IT related expenditures and provide the District's employees with high quality, efficient and effective software and hardware solutions.

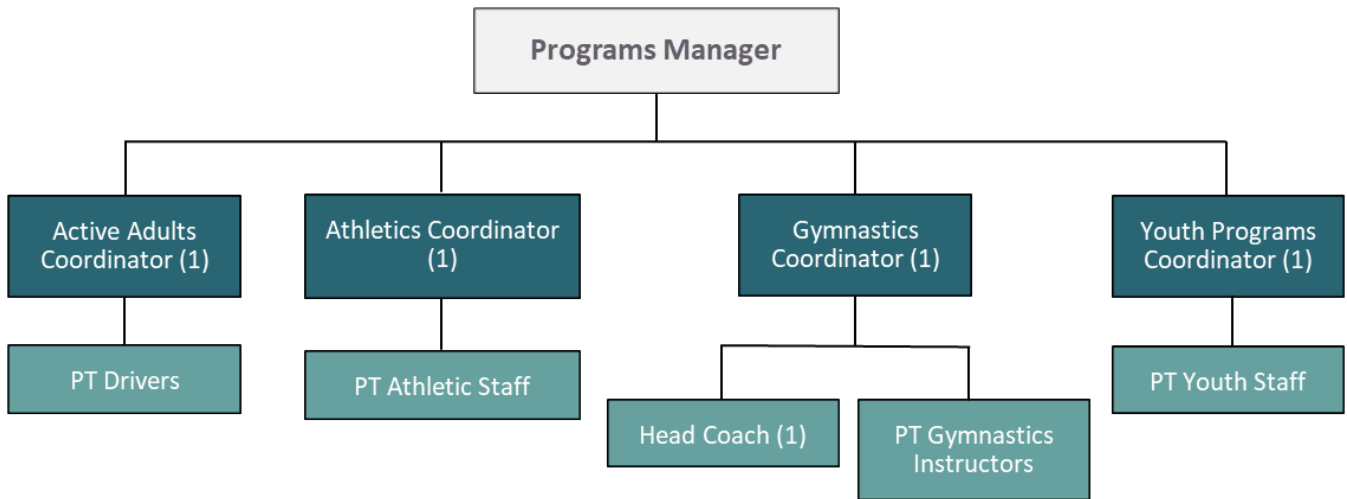
### Division Goals

- Research, purchase and implement a District-wide time keeping and scheduling system
- Upgrade all computers on the replacement schedule
- Analyze current contracts for services and develop RFPs as needed
- Research and implement trainings on software utilized by the District to keep staff up to date on changes and efficiencies

# PROGRAMS

## PROGRAMS DEPARTMENT SUMMARY

The Programs Department is comprised of Programs Administration, Active Adults Programs, Athletics Programs, Gymnastics Programs, Youth Programs and BMX. The Programs Department is responsible for all coordination and administration of programs within these areas.

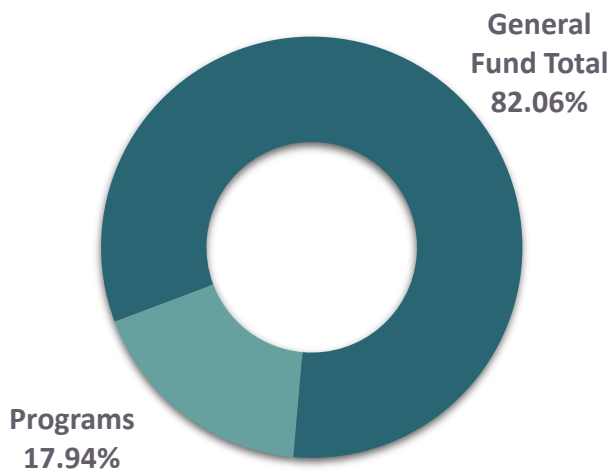


### Department Revenues Summary

Revenues	2019 Actual	2020 Adopted	2021 Budget
General Fund Revenues	\$ 643,412	\$ 726,246	\$ 740,950
<b>Total Expenditures</b>	<b>\$ 643,412</b>	<b>\$ 726,246</b>	<b>\$ 740,950</b>

# PROGRAMS

## Department Expenditures



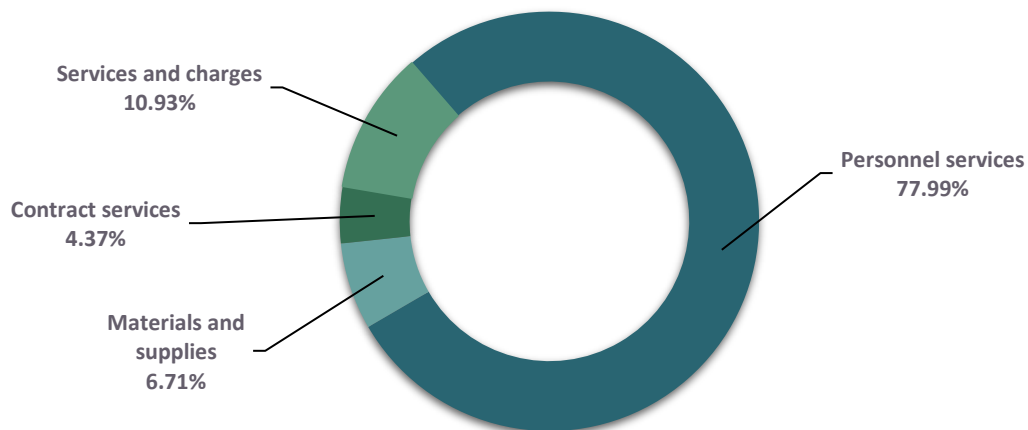
## Department Expenditures by Division

	2021 Budget
<b>Programs Administration</b>	\$ 89,077
<b>Active Adults</b>	86,251
<b>Athletics</b>	161,585
<b>Youth Programs</b>	142,904
<b>Gymnastics</b>	282,716
<b>BMX</b>	10,000
<b>Total</b>	<b>\$ 772,532</b>

## Department Expenditures by Classification

Expenditures	2019 Actual	2020 Adopted	2021 Budget
Personnel services	\$ 550,854	\$ 676,000	\$ 602,489
Materials and supplies	65,976	79,359	51,836
Contract services	60,201	53,877	33,790
Services and charges	101,905	67,279	84,417
<b>Total Expenditures</b>	<b>\$ 778,936</b>	<b>\$ 876,515</b>	<b>\$ 772,532</b>

## 2021 PROGRAMS DEPARTMENT EXPENDITURES



# PROGRAMS

## ACTIVE ADULTS DIVISION

### Description

The Active Adults Division offers programs, activities, and trips for the residents of the Carbon Valley Area. The Senior Center is in Frederick, CO and is a place for our Active Adult community to congregate and socialize.

### Division Mission and Purpose

Aspire to foster the engagement and well-being of older adults by supporting the positives of aging with offered services and activities through:

- Creating opportunity for socializing and having a place to make friends.
- Fostering mental health, overall wellbeing, education and outreach.
- Creating new experiences later in life towards the benefits for the overall wellbeing of aging adults.

### Division Goals

- Increase social opportunities for our aging adults through maintaining a high-level senior center that provides activities and a comfortable place to socialize
- Provide evolving supportive services that are conducive to the community's aging population
- Offer fun diverse activities and trips for the senior population that will offer them social interactions, exercise, and education.

Programs Manager

Active Adults Coordinator (1)

PT Drivers



1.16 FTE



# PROGRAMS

## ACTIVE ADULTS DIVISION

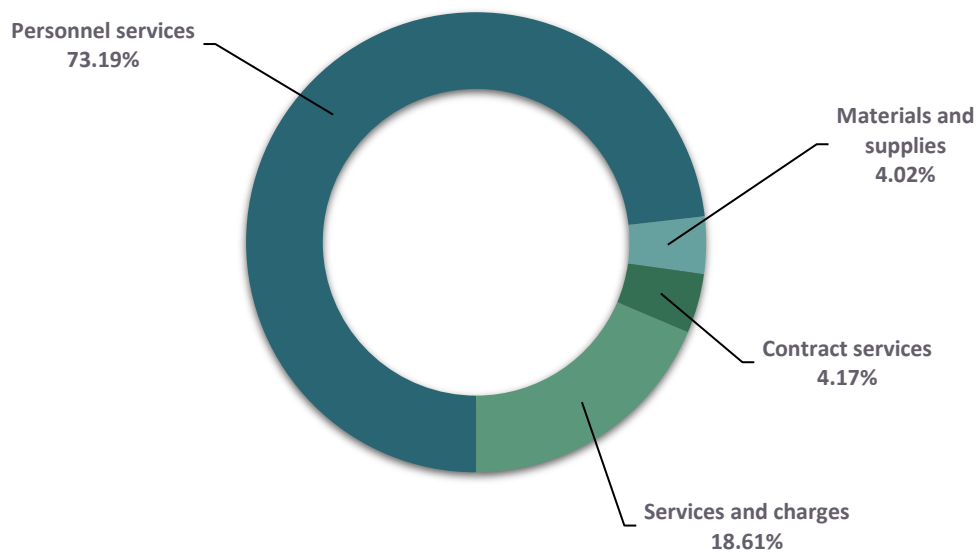
### Division Revenue – Detailed Summary

Revenues	2019 Actual	2020 Adopted	To 8/31	2021 Budget
Charges for services	\$ 120	\$ -	\$ -	\$ -
Program revenue	23,032	24,801	2,549	32,411
Other revenue	2,980	25	2,150	-
<b>Total Revenues</b>	<b>\$ 26,132</b>	<b>\$ 24,826</b>	<b>\$ 4,699</b>	<b>\$ 32,411</b>

### Division Expenditures - Detailed Summary

Expenditures	2019 Actual	2020 Adopted	To 8/31	2021 Budget
Personnel services	\$ 61,770	\$ 53,857	\$ 14,242	\$ 63,131
Materials and supplies	1,446	3,320	419	3,470
Contract services	1,200	3,600	1,000	3,600
Services and charges	17,821	14,885	816	16,050
<b>Total Expenditures</b>	<b>\$ 82,237</b>	<b>\$ 75,662</b>	<b>\$ 16,477</b>	<b>\$ 86,251</b>

### 2021 ACTIVE ADULTS EXPENDITURES



# PROGRAMS

## ATHLETICS DIVISION

### Description

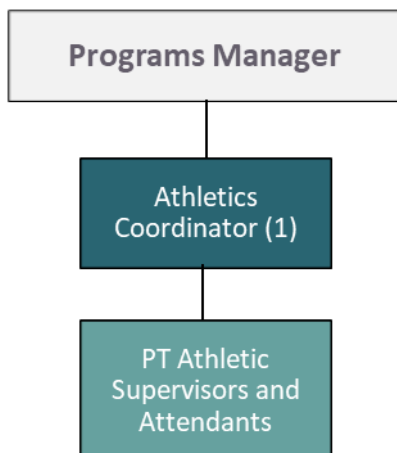
Carbon Valley Parks and Recreation District offers a variety of youth and adult sports programs aimed at increasing physical fitness and promoting social interaction. Offering quality youth and adult sports classes, camps, leagues, and hosting youth sport club practices, games, and tournaments to meet the needs of the community. The Athletics Division strives to provide exceptional athletic and team sport experiences in an environment that supports building relationships, teaching sportsmanship and teamwork, and providing an outlet for competition. Community members are encouraged to get active by participating in sports including basketball, flag football, softball, volleyball, racquetball, and pickleball, soccer and more.

### Division Mission and Purpose

To provide exceptional community-based Athletic programs for all ages by providing quality service to all participants and offering a safe and well-maintained environment where our customers can gather for a fun and enjoyable experience.

### Division Goals

- Learning all fundamental and basic sport-specific skills, and establishing building blocks for overall improvement
- Teaching the value of teamwork and becoming an effective member of a team
- Teach sportsmanship and fair play by emphasizing proper treatment of teammates, coaches, opponents and officials
- Create opportunities for the customers of all three communities to connect and build relationships and friendships through sports programs



**2.58 FTE**

# PROGRAMS

## ATHLETICS DIVISION

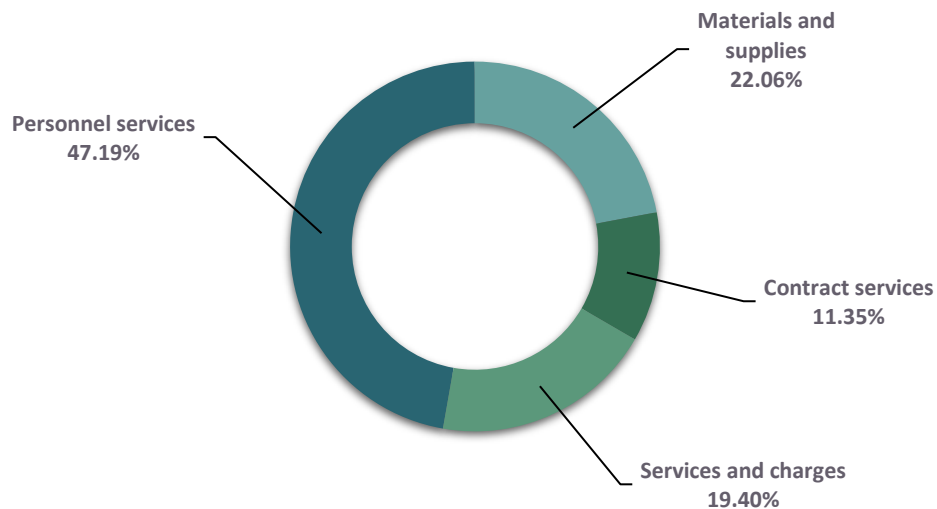
### Division Revenue – Detailed Summary

Revenues	2019 Actual	2020 Adopted	To 8/31	2021 Budget
Charges for services	\$ 9,325	\$ 11,000	\$ 1,560	\$ 9,732
Program revenue	130,907	151,039	21,221	144,322
Other revenue	2,411	-	-	2,197
<b>Total Revenues</b>	<b>\$ 142,642</b>	<b>\$ 162,039</b>	<b>\$ 22,781</b>	<b>\$ 156,251</b>

### Division Expenditures - Detailed Summary

Expenditures	2019 Actual	2020 Adopted	To 8/31	2021 Budget
Personnel services	\$ 107,780	\$ 128,868	\$ 46,253	\$ 76,255
Materials and supplies	43,771	39,194	6,796	35,654
Contract services	33,833	32,377	2,025	18,332
Services and charges	27,936	26,063	6,893	31,344
<b>Total Expenditures</b>	<b>\$ 213,320</b>	<b>\$ 226,502</b>	<b>\$ 61,966</b>	<b>\$ 161,585</b>

### 2021 ATHLETICS EXPENDITURES



# PROGRAMS

## GYMNASTICS DIVISION

### Description

The Carbon Valley Gymnastics program offers clinics, private lessons, open gyms, and recreation and competitive classes. The gymnastics program offers progressive gymnastics instruction while providing participants an opportunity to develop coordination, strength, flexibility, body awareness, and self-confidence. Recreation classes are designed to build gymnastics skills through progression, while building social skills and teamwork. Team classes are available for those that have progressed through the levels and are ready for competitions. The Carbon Valley Gymnastics teams compete in the CARA league and the gymnasts prepare during the school year and compete in the summer months. The gym includes a full-size competition floor, variety of balance beams and uneven bars, vault system, 3 sets of rings, high bar, parallel bars, pommel horse and mushroom, in-ground tumble track leading into a large foam pit, cargo net, and large variety of preschool equipment.

### Division Mission and Purpose

Increase and enhance social opportunities, physical fitness, early childhood development, and to learn new skills and drills in a safe and fun learning environment through:

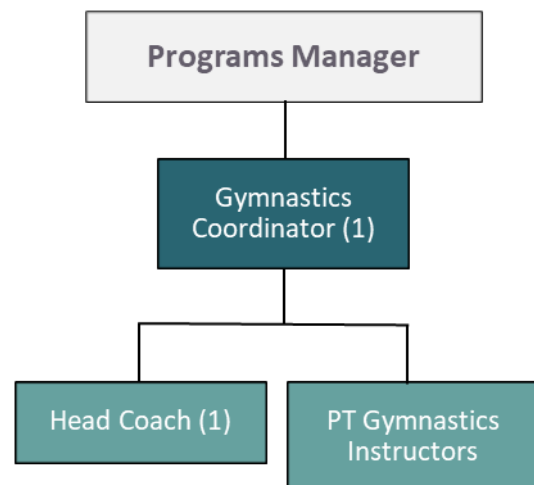
- Developing of better coordination and body awareness
- Providing children with the skills to interact within their environment and surroundings
- Perseverance to overcome obstacles and failures
- Basic social learnings such as: direction, listening, respecting others and working/thinking independently

### Division Goals

- Increase body control, self-confidence, flexibility, balance and strength in a fun and safe learning environment
- Gain positive interactions with other children and adults
- Progress thru the progression levels by skill development
- Gain confidence in self thru achieving new skills
- Encourage an active lifestyle



7.22 FTE



# PROGRAMS

## GYMNASTICS DIVISION

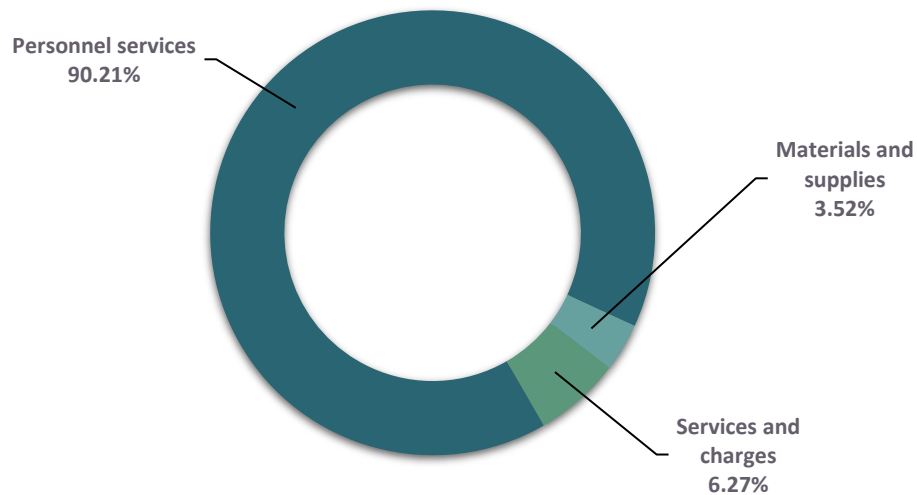
### Division Revenue – Detailed Summary

Revenues	2019 Actual	2020 Adopted	To 8/31	2021 Budget
Charges for services	\$ 30,381	\$ 28,200	\$ 6,785	\$ 34,689
Program revenue	274,068	314,055	47,165	313,041
Other revenue	28,843	15,150	1,178	21,464
<b>Total Revenues</b>	<b>\$ 333,292</b>	<b>\$ 357,405</b>	<b>\$ 55,129</b>	<b>\$ 369,194</b>

### Division Expenditures - Detailed Summary

Expenditures	2019 Actual	2020 Adopted	To 8/31	2021 Budget
Personnel services	\$ 236,714	\$ 295,379	\$ 83,448	\$ 255,030
Materials and supplies	16,139	27,120	336	9,953
Contract services	-	-	-	-
Services and charges	27,768	12,071	1,995	17,734
<b>Total Expenditures</b>	<b>\$ 280,621</b>	<b>\$ 334,570</b>	<b>\$ 85,779</b>	<b>\$ 282,716</b>

### 2021 GYMNASTICS EXPENDITURES



# PROGRAMS

## YOUTH PROGRAMS DIVISION

### Description

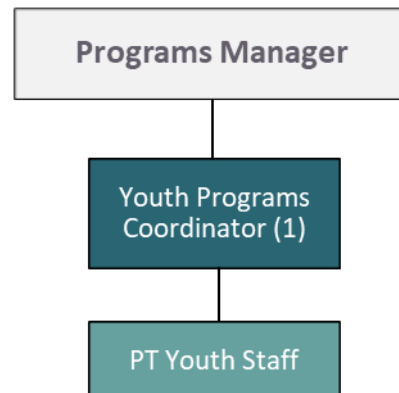
Carbon Valley Parks and Recreation District offers a variety of exciting and affordable programs for youth of all ages. The District strives to provide the community with social, physical, recreational, and educational programs that enrich the lives of children. From summer camp to dance to karate, there's a meaningful and fun program for everyone.

### Division Mission and Purpose

The Youth Division aspires to bring recreational opportunities beyond the realm of sports to the youth of Frederick, Firestone, and Dacono. These include science technology, engineering and math, music, certification, self-defense, skateboarding and dance programs. Participating in activities outside of sports continues to support youth's development of skills such as social, emotional, coordination, and skills of the arts.

### Division Goals

- Increase the number of programs offered for the youth of Carbon Valley
- Create opportunities for the youth of all three communities to connect and build relationships
- Increase the amount of safe spaces for youth to have fun



2.90 FTE

# PROGRAMS

## YOUTH PROGRAMS DIVISION

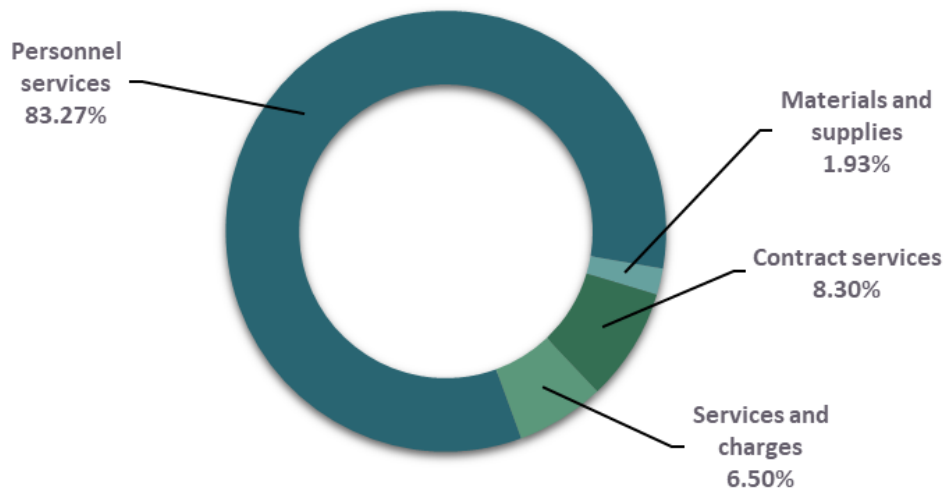
### Division Revenue – Detailed Summary

Revenues	2019 Actual	2020 Adopted	To 8/31	2021 Budget
Charges for services	\$ -	\$ -	\$ -	\$ -
Program revenue	131,345	171,976	11,202	173,094
Other revenue	-	-	2,200	-
<b>Total Revenues</b>	<b>\$ 131,345</b>	<b>\$ 171,976</b>	<b>\$ 13,402</b>	<b>\$ 173,094</b>

### Division Expenditures - Detailed Summary

Expenditures	2019 Actual	2020 Adopted	To 8/31	2021 Budget
Personnel services	\$ 84,833	\$ 110,074	\$ 20,125	\$ 118,996
Materials and supplies	4,620	9,725	-	2,760
Contract services	25,168	7,900	2,162	11,858
Services and charges	6,953	14,260	-	9,289
<b>Total Expenditures</b>	<b>\$ 121,574</b>	<b>\$ 141,959</b>	<b>\$ 22,287</b>	<b>\$ 142,904</b>

### 2021 YOUTH PROGRAM EXPENDITURES



# PROGRAMS

## BMX

### Description

Dacono BMX is one of over 270 tracks across the U.S. with more than 1,000 members. The track is sanctioned by USA BMX and the American Bicycle Association. Dacono BMX is primarily a volunteer-operated, non-profit organization working in conjunction with the Carbon Valley Park and Recreation District and the City of Dacono.

### Division Revenue – Detailed Summary

Revenues	2019 Actual	2020 Adopted	To 8/31	2021 Budget
Charges for services	\$ -	\$ -	\$ -	\$ -
Program revenue	10,000	10,000	-	10,000
Other revenue	-	-	-	-
<b>Total Revenues</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ 10,000</b>

### Division Expenditures - Detailed Summary

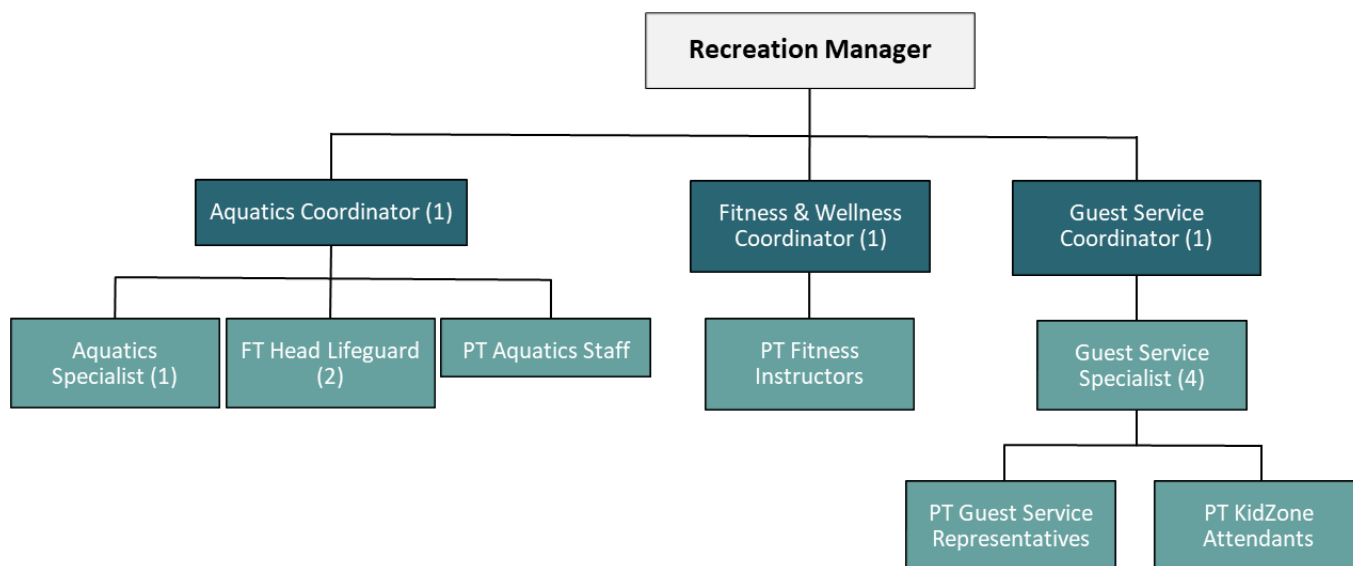
Expenditures	2019 Actual	2020 Adopted	To 8/31	2021 Budget
Personnel services	\$ 31	\$ -	\$ -	\$ -
Materials and supplies	-	-	-	-
Contract services	-	-	550	-
Services and charges	21,427	10,000	1,973	10,000
<b>Total Expenditures</b>	<b>\$ 21,457</b>	<b>\$ 10,000</b>	<b>\$ 2,523</b>	<b>\$ 10,000</b>



# RECREATION

## RECREATION DEPARTMENT SUMMARY

The Recreation Department consists of Recreation Administration, Aquatics, Fitness and Wellness, Guest Services and KidZone. The Recreation Department is responsible for coordinating and administrating programs and services within these areas.

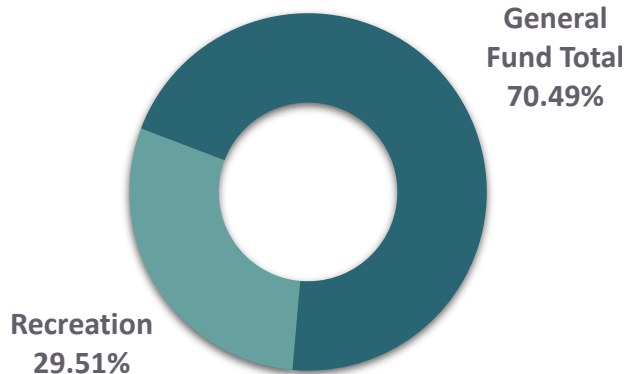


### Department Revenues Summary

Revenues	2019 Actual	2020 Adopted	2021 Budget
General Fund Revenues	\$ 763,354	\$ 879,452	\$ 897,995
<b>Total Expenditures</b>	<b>\$ 763,354</b>	<b>\$ 879,452</b>	<b>\$ 897,995</b>

# RECREATION

## Department Expenditures



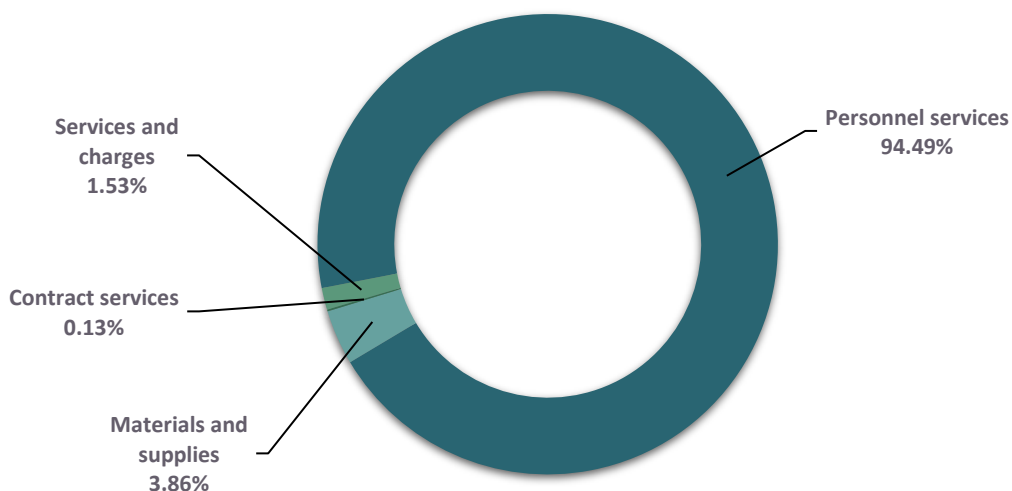
## Department Expenditures by Division

	2021 Budget
Recreation Administration	\$ 90,837
Aquatics	517,961
Fitness & Wellness	210,959
Guest Services	361,733
KidZone	89,025
<b>Total</b>	<b>\$ 1,270,517</b>

## Department Expenditures by Classification

Expenditures	2019 Actual	2020 Adopted	2021 Budget
Personnel services	\$ 989,005	\$ 1,296,387	\$ 1,200,487
Materials and supplies	64,815	71,339	48,993
Contract services	2,176	1,620	1,620
Services and charges	18,533	19,725	19,417
<b>Total Expenditures</b>	<b>\$ 1,074,529</b>	<b>\$ 1,389,070</b>	<b>\$ 1,270,517</b>

## 2021 RECREATION DEPARTMENT EXPENDITURES



# RECREATION

## AQUATICS DIVISION

### Description

A variety of aquatics programs are offered at the Carbon Valley Recreation Center for all ages and ability levels including swim lessons, aqua fitness classes, swim team, lifeguard training, adult swim hours, and open swimming. The aquatics area at the recreation center offers safety and fun for all ages and is comprised of three separate bodies of water featuring a 6 lane 25-yard lap pool and a climbing wall as well as an activity pool with play features including a lazy river, floating lily pads, water amenities, play structure, and two-story water slide. The aquatics area also features a 3,500-gallon hot tub with waterfall feature as well as a steam room.

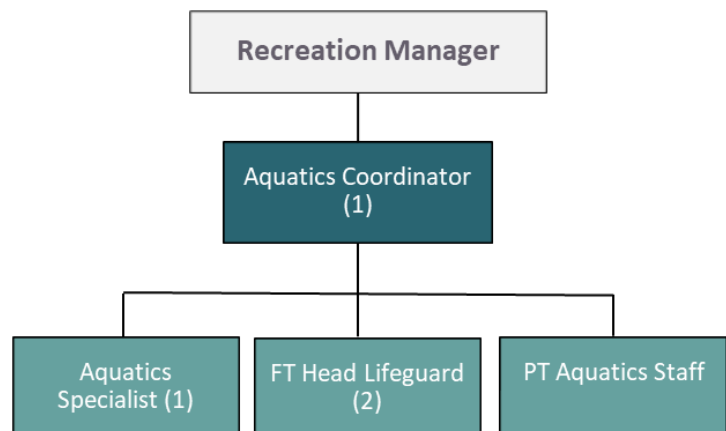
### Division Mission and Purpose

The Aquatics division aspires to deliver a safe and enjoyable experience in and around the aquatic environment through both recreational and organized swimming for the community we serve through:

- Creating opportunities for patrons to enhance life and water safety skills.
- Engaging the community and encouraging play in an aquatic environment.
- Increasing opportunities for patrons to participate in non-impact fitness and activities.
- Offering the community a safe aquatic environment with certified lifeguards.
- Providing certified lifeguarding and swim teaching jobs to the community.

### Division Goals

- Deliver a variety of aquatic programming & opportunities for all levels of swimming experience.
- Offer multiple aquatics spaces for the community to enjoy and feel safe.
- Create opportunities for patrons to enhance life and education about water safety.
- Increase skill development through learn to swim programming.
- Create a space for patrons to connect and build community relationships.
- Educate staff on safety, teamwork, customer service & success, and fun.



14.98 FTE

# RECREATION

## AQUATICS DIVISION

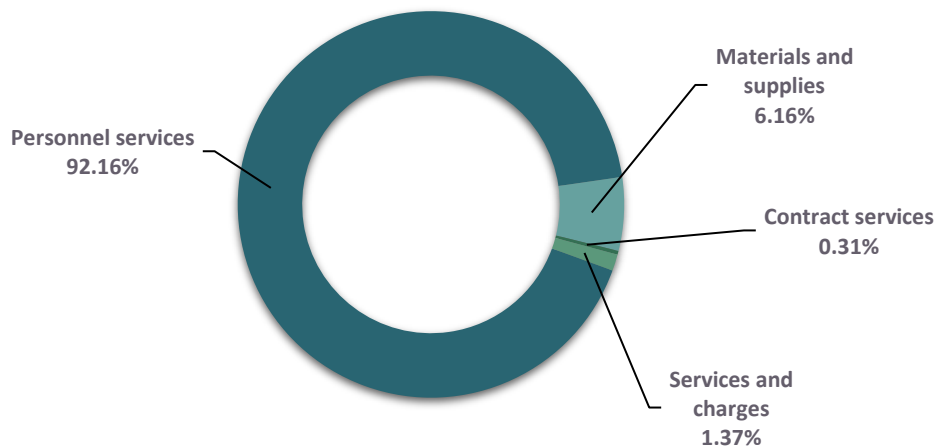
### Division Revenue – Detailed Summary

Revenues	2019 Actual	2020 Adopted	To 8/31	2021 Budget
Charges for services	\$ 13,600	\$ 14,890	\$ 2,314	\$ 14,800
Program revenue	94,795	100,158	15,317	100,266
Other revenue	-	-	-	-
<b>Total Revenues</b>	<b>\$ 108,395</b>	<b>\$ 115,048</b>	<b>\$ 17,631</b>	<b>\$ 115,066</b>

### Division Expenditures - Detailed Summary

Expenditures	2019 Actual	2020 Adopted	To 8/31	2021 Budget
Personnel services	\$ 490,651	\$ 508,052	\$ 176,555	\$ 477,370
Materials and supplies	44,480	52,380	9,191	31,884
Contract services	1,200	1,620	-	1,620
Services and charges	6,250	7,122	1,966	7,087
<b>Total Expenditures</b>	<b>\$ 542,581</b>	<b>\$ 569,174</b>	<b>\$ 187,712</b>	<b>\$ 517,961</b>

### 2021 AQUATICS EXPENDITURES



# RECREATION

## FITNESS & WELLNESS DIVISION

### Description

The District provides a variety of exercise options to meet the community's fitness needs. Patrons can challenge themselves on treadmills, ellipticals, a stair stepper, ARC trainers, a rowing machine, and stationary bikes in the bright and open cardio room. If your goal is strength training, you can build muscular strength and endurance utilizing our state-of-the-art equipment in the newly remodeled weight room.

We offer over 50 different group fitness classes every week including, Bodypump, GRIT, CXWORX, Yoga, Pilates, POUND, Zumba, Cycling, Aqua fitness, SilverSneakers and more. If you're looking for an individualized fitness plan, we have highly qualified personal trainers to help set goals, personalize a program for and provide feedback and accountability.

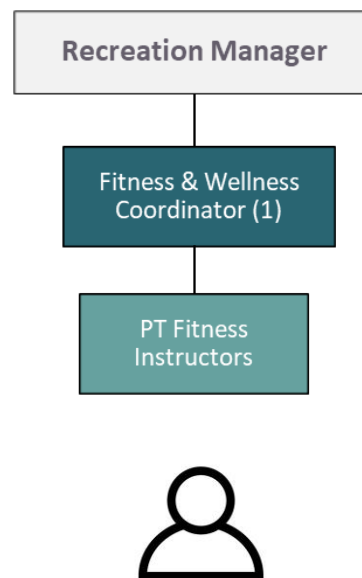
### Division Mission and Purpose

To positively impact our community and surrounding areas by providing the highest quality experience with safe, effective and fun fitness programming through:

- Enhancing the quality of life in our community by offering a variety of health, fitness and wellness services.
- Creating a healthier, happier and positive community atmosphere.
- Challenge and continually support members to achieve the highest level of sustainable fitness possible.

### Division Goals

- Increase community awareness and participation by offering multi-level fitness classes to meet the needs of many ability and interest.
- Offer specialty programming that target the sedentary to the athlete.
- Accommodate our growing fitness population by continual innovation and collaborative efforts on space and expansion.
- Challenge and continually support members to achieve the highest level of sustainable fitness possible.



3.61 FTE

# RECREATION

## FITNESS & WELLNESS DIVISION

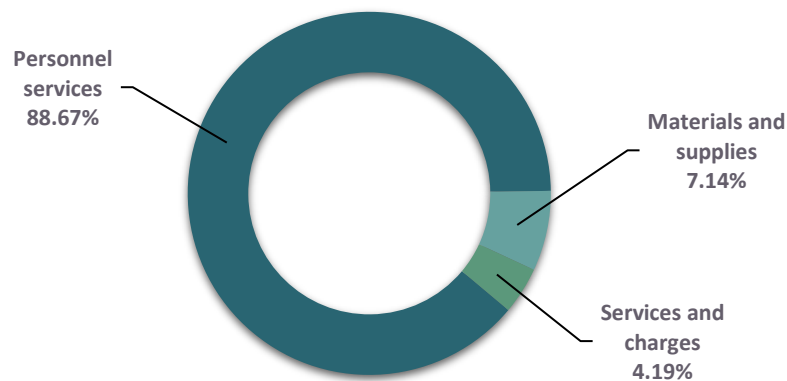
### Division Revenue – Detailed Summary

Revenues	2019 Actual	2020 Adopted	To 8/31	2021 Budget
Charges for services	\$ 40,943	\$ 55,000	\$ 17,294	\$ 52,000
Program revenue	27,985	25,266	10,087	37,856
Other revenue	500	525	24	-
<b>Total Revenues</b>	<b>\$ 69,428</b>	<b>\$ 80,791</b>	<b>\$ 27,404</b>	<b>\$ 89,856</b>

### Division Expenditures - Detailed Summary

Expenditures	2019 Actual	2020 Adopted	To 8/31	2021 Budget
Personnel services	\$ 159,082	\$ 187,061	\$ 77,367	\$ 187,059
Materials and supplies	15,820	16,030	10,828	15,060
Contract services	4,862	-	-	-
Services and charges	8,898	9,113	4,370	8,840
<b>Total Expenditures</b>	<b>\$ 188,662</b>	<b>\$ 212,204</b>	<b>\$ 92,565</b>	<b>\$ 210,959</b>

### 2021 FITNESS & WELLNESS EXPENDITURES



# RECREATION

## GUEST SERVICES & KIDZONE DIVISIONS

### Description

Guest services is the heartbeat of the Recreation Center. Whether welcoming guests to the facility, registering community members for a program, communicating with District staff and patrons, or checking in fitness class participants, guest services staff strive to provide patrons with outstanding customer service and a positive experience.

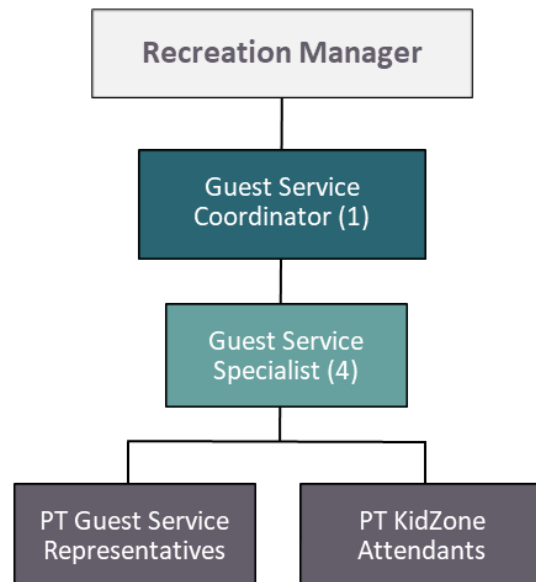
### Division Goals

- Offer great customer service to our community and patrons by creating and providing staff with customer service trainings.
- Offer opportunities to educate staff with current and future programs and services.
- Increase capacity for our Kid Zone children.
- Accommodate more party and room rental packages
- Offer access to a variety of equipment, recreational opportunities, programming, and new activities.

### Division Mission and Purpose

To offer a welcoming, clean and safe environment for our community and patrons to enjoy through:

- Offering a well-established facility where patrons of all ages in the community can participate in a variety of activities and services
- Nurturing growth in the community so patrons feel confident and assured they are receiving full benefit(s).
- To provide a trusted and safe environment in Kid Zone



12.76 FTE

# RECREATION

## GUEST SERVICES & KIDZONE DIVISION

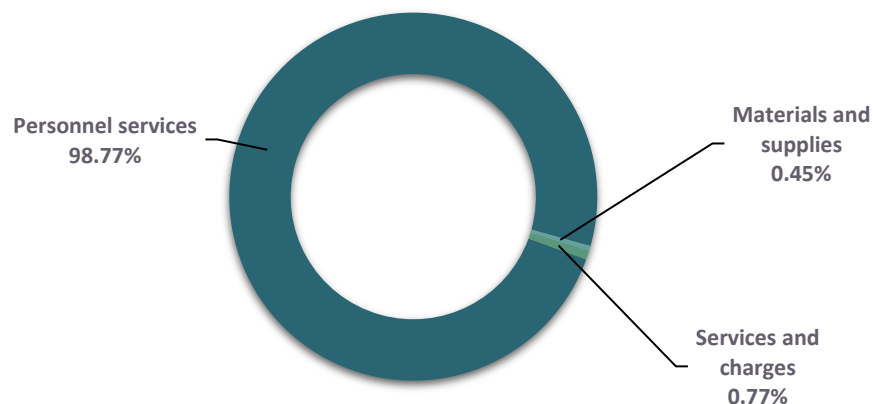
### Division Revenue – Detailed Summary

Revenues	2019 Actual	2020 Adopted	To 8/31	2021 Budget
Charges for services	\$ 582,862	\$ 673,558	\$ 282,252	\$ 683,022
Program revenue	-	-	-	-
Other revenue	6,164	10,055	1,969	10,052
<b>Total Revenues</b>	<b>\$ 589,025</b>	<b>\$ 683,613</b>	<b>\$ 284,220</b>	<b>\$ 693,074</b>

### Division Expenditures - Detailed Summary

Expenditures	2019 Actual	2020 Adopted	To 8/31	2021 Budget
Personnel services	\$ 352,778	\$ 513,452	\$ 188,973	\$ 445,220
Materials and supplies	3,783	2,894	844	2,049
Contract services	-	-	-	-
Services and charges	3,790	3,490	566	3,490
<b>Total Expenditures</b>	<b>\$ 360,351</b>	<b>\$ 519,836</b>	<b>\$ 190,384</b>	<b>\$ 450,759</b>

### 2021 GUEST SERVICES & KIDZONE EXPENDITURES

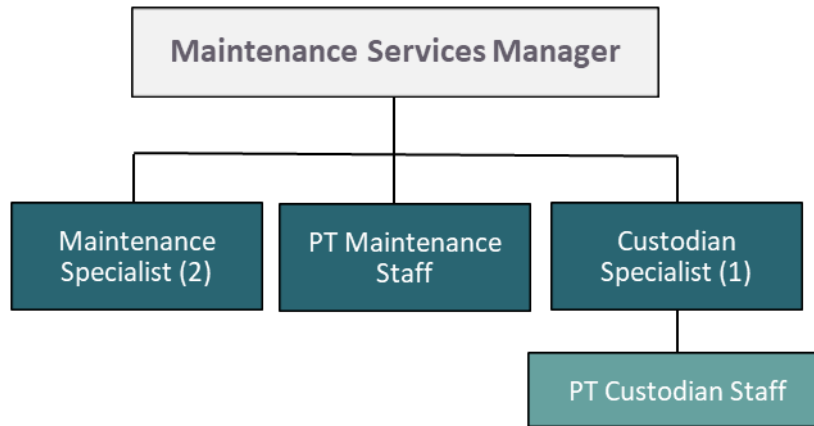




# MAINTENANCE

## MAINTENANCE DEPARTMENT SUMMARY

The Maintenance Department consists of Maintenance Administration and Maintenance Services. The Maintenance Department is responsible for maintaining all facilities, fleet vehicles and grounds.

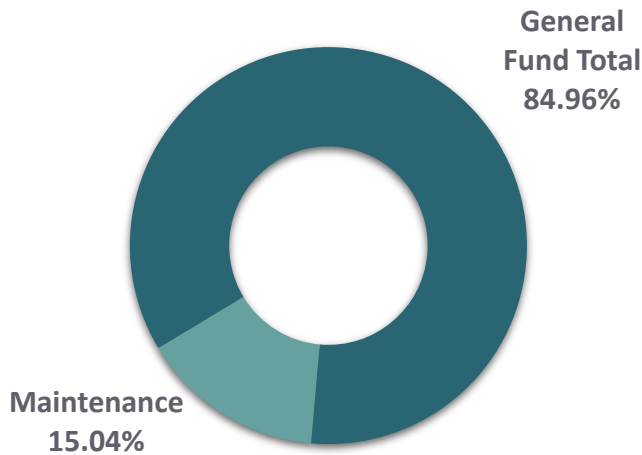


### Department Revenues Summary

Revenues	2019 Actual	2020 Adopted	2021 Budget
General Fund Revenues	\$ 636,457	\$ 3,000	\$ -
<b>Total Expenditures</b>	<b>\$ 636,457</b>	<b>\$ 3,000</b>	<b>\$ -</b>

# MAINTENANCE

## Department Expenditures



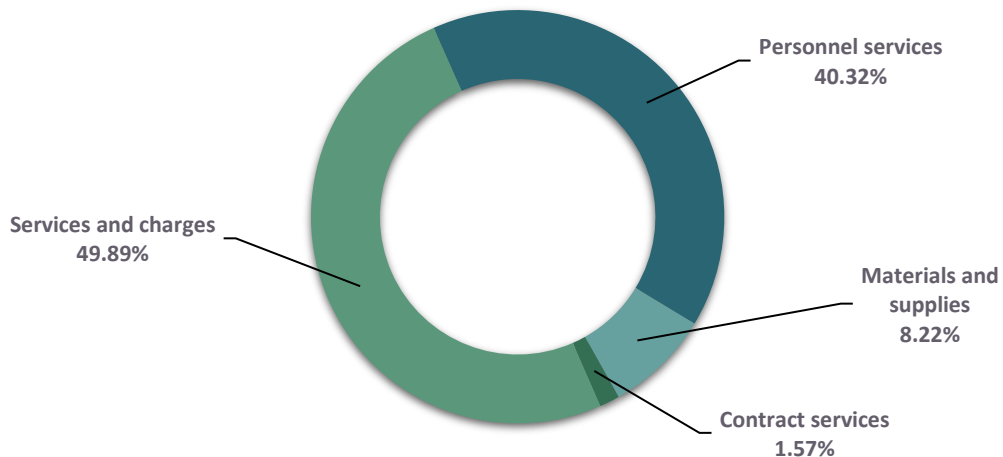
## Department Expenditures by Division

	2021 Budget	
Maintenance Administration	\$	73,025
Maintenance Services		574,636
<b>Total</b>	<b>\$</b>	<b>647,661</b>

## Department Expenditures by Classification

Expenditures	2019 Actual	2020 Adopted	2021 Budget
Personnel services	\$ 154,011	\$ 229,140	\$ 261,127
Materials and supplies	64,901	58,070	53,250
Contract services	41,484	11,000	10,188
Services and charges	361,764	334,689	323,096
<b>Total Expenditures</b>	<b>\$ 622,161</b>	<b>\$ 632,899</b>	<b>\$ 647,661</b>

## 2021 MAINTENANCE SERVICES EXPENDITURES



# MAINTENANCE

## MAINTENANCE SERVICES DIVISION

### Description

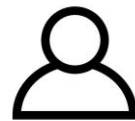
The Maintenance Services Division is responsible for all facility related expenditures, including building and park maintenance, fleet, and utilities.

### Division Mission and Purpose

The mission of the Maintenance Department is to provide excellent support and service to customers both internal and external by creating a safe and clean environment.

### Division Goals

- Guarantee safe and operational facilities and grounds for all patrons and staff
- Build and improve relationships with District partners and vendors
- Create and maintain an inhouse custodial crew, eliminating the use of contracting services out
- Upgrading all facility lighting to LED's in order to reduce electricity costs, expense on replacing bulbs and reducing our carbon footprint



**4.79 FTE**

# NON-DEPARTMENTAL

## NON-DEPARTMENTAL DEPARTMENT SUMMARY

The Non-Departmental Department accounts for all other budgeted items that do not fall into one of the District’s four functional Departments. Non-Departmental tracts all General Fund property tax revenues and related expenditures, lease and capital lease payments and a market merit account to budget employee market and merit increase for the year. In 2020, the Board of Directors agreed to invest into the District’s staff by completing a compensation study and job description analysis. The District is striving to be an employer of choice in the front range. By being more competitive with positions, the District will be able to hire the more qualified candidates and bring new and exciting changes to the District.

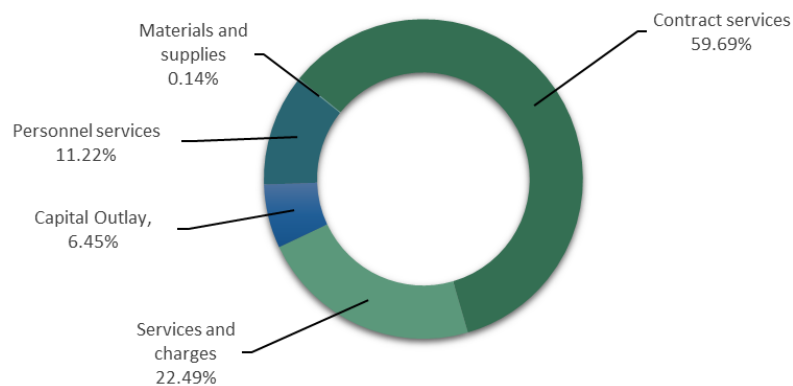
### Department Revenues Summary

Revenues	2019 Actual	2020 Adopted	2021 Budget
General Fund Revenues	\$ 3,781,981	\$ 4,078,716	\$ 3,952,186
<b>Total Expenditures</b>	<b>\$ 3,781,981</b>	<b>\$ 4,078,716</b>	<b>\$ 3,952,186</b>

### Department Expenditures by Classification

Expenditures	2019 Actual	2020 Adopted	2021 Budget
Personnel services	\$ -	\$ 77,872	\$ 40,000
Materials and supplies	-	-	500
Contract services	338,395	222,617	212,709
Services and charges	43,026	83,782	80,148
Capital Outlay	-	-	23,000
<b>Total Expenditures</b>	<b>\$ 381,421</b>	<b>\$ 384,271</b>	<b>\$ 356,357</b>

### 2021 NON-DEPARTMENTAL EXPENDITURES



# OTHER FUNDS

## 2021 CONSERVATION TRUST FUND SUMMARY

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The Conservation Trust Fund is a special revenue fund. This fund tracks the monies received from the Colorado Department of Local Affairs (DOLA) from the States lottery fund distribution, which are received quarterly. These funds are required to be used on specific projects associated with Parks & Recreation. The District plans to receive approximately \$180,000 in revenue in 2021.

Of these funds, the District plans to use \$330,000 in 2020 to purchase \$100,000 in new gymnastics equipment and \$230,000 to build an outdoor fitness area in the back of the recreation center. Encumbered funds can be used through resolution, once specific projects are determined that fall into the criteria of use defined by DOLA.

### 2020 Usage for new Cardio Equipment



### 2021 Draft of Outdoor Fitness Area



# OTHER FUNDS

## 2020 CAPITAL IMPROVEMENT PROJECT FUND

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In 2018, the District created a Capital Improvement Project (CIP) Fund. This fund will be supported by the General Fund by transfers. All expenditures from this fund will be for projects that are approved by the Board of Director and the Executive Director of the District. This fund will facilitate the tracking of projects that can include improvements to existing facilities and parks, the construction of new facilities and parks, and the acquisition of capital assets for District use.

During 2020, the District transferred \$675,000 from the General Fund to the CIP Fund. At the end of 2020, an estimated assigned fund balance of \$1,042,578 will roll over to the beginning balance of 2021. These funds will be assigned by the Board of Directors for the below listed projects. In 2021, a budget of \$675,000 will be transferred from the General Fund, to the CIP fund.

Capital projects budgeted in 2020 were postponed due to the District closure and uncertainty in cash flows during the pandemic. In 2021, the District plans roll over the 2020 capital projects and to add several other projects at the existing Recreation Center and the Gymnastics/Senior. The projects include:

<b>Capital Improvement Projects</b>	
Recreation Center - Carpeting	\$ 23,000.00
Gym/Senior Center - Remodel	41,600.00
Recreation Center - Fitness/Mind Body Remodel	50,000.00
Recreation Center - Interior Painting - Common Areas	12,000.00
Recreation Center - Interior Painting - Pool Area	15,000.00
Recreation Center - Signage - Exterior Marque	20,000.00
Recreation Center -Signage - Interior	20,000.00
	<b>\$ 181,600.00</b>

### Recreation Center - Carpeting: \$23,000

This was a 2020 project that will be moved into 2021. District plans to upgrade the carpet throughout the Recreation Center, including the lobby, hallways, KidZone and office/closet spaces.

# OTHER FUNDS

## Gymnastics/Senior Center Remodel: \$41,600

A complete remodel of the Gymnastics/Senior Center remodel was planned to be completed in 2020. A portion of this project was completed, however, portions had to be postponed. The following are the remaining items from this 2020 project that will be completed in 2021:

- Interior/exterior painting
- Interior/exterior signs
- Landscaping
- Removal of non-gymnastics equipment in the gym area
- ADA door added to the Senior Center

In 2020, the following items for the remodel were completed:

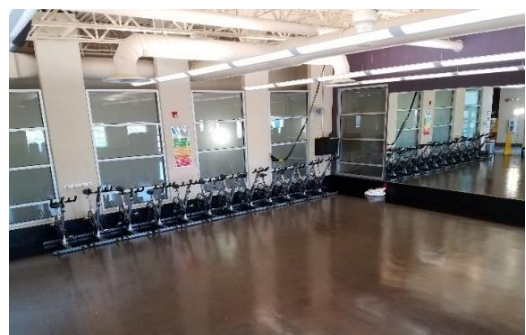
- New carpeting throughout
- New lighting
- Viewing area windows in the Gymnastics center



## Recreation Center – Fitness and Mind/Body Studio Remodel: \$50,000

This was a 2020 project that was put on hold and will plan to be completed in 2021. A complete remodel of the Fitness and Mind/Body Studio in the Recreation Center will include:

- New flooring in the Fitness room
- New lighting
- Interior Painting





# OTHER FUNDS

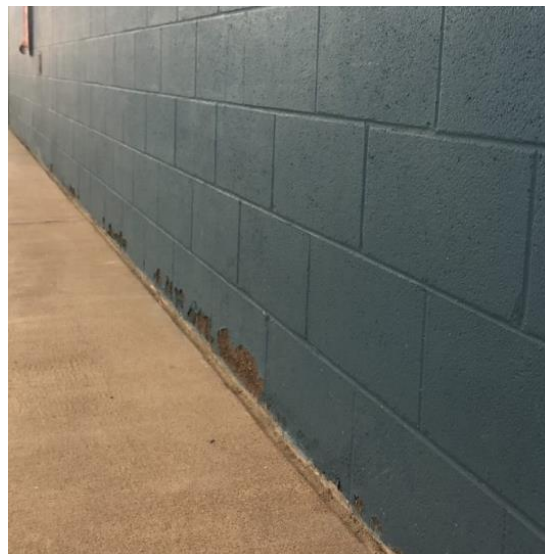
## Recreation Center – Interior Painting - Common Areas: \$12,000

The common areas of the Recreation Center to receive new/updated painting include the hallways and lobby area. Such common areas will be a continuation of the color schemes from the locker rooms, weight room, and cardio room.



## Recreation Center – Interior Painting - Pool Area: \$15,000

Walls will be scrapped, patched, and freshly painted as years of moisture, and power washing have chipped and tarnished existing paint (especially at the lower walls near the floor). In addition to paint, a new rubber baseboard will be installed for extra protection of such wear for longer durability.





# OTHER FUNDS

## Recreation Center – Signage – Exterior Marque: \$20,000

Replacement of the recreation center’s original exterior “letter” sign with a modernized electronic marque. Creating a more visually esthetic focal point to the recreation center, district news/updates, and a creation for additional sponsorship opportunities towards the District.



## Recreation Center – Signage – Interior Signs: \$20,000

Final phased steps towards updating the interior signage of the recreation center. Areas of focus include, but not limited to: the common areas, entrance ways to different sections/rooms, regulations and policies, and doors.

Old



Updated



# APPENDIX

## 2009 BUILDING LEASE PAYMENT SCHEDULE

Payment #	Payment Date	Payment Amount	Principal Paid	Interest Paid	Remaining Balance
					\$ 1,800,000.00
1	10/1/2009	79,052.30	32,177.30	46,875.00	1,767,822.70
2	4/1/2010	79,052.30	23,807.85	55,244.45	1,744,014.85
3	10/1/2010	79,052.30	24,854.61	54,197.69	1,719,160.24
4	4/1/2011	77,472.16	25,970.02	51,502.14	1,693,190.22
5	10/1/2011	77,472.16	28,369.64	49,102.52	1,664,820.58
6	4/1/2012	77,472.16	27,527.75	49,944.41	1,637,292.83
7	10/1/2012	77,472.16	28,353.80	49,118.36	1,608,939.03
8	4/1/2013	77,472.16	29,203.97	48,268.19	1,579,735.06
9	10/1/2013	77,472.16	48,405.90	29,066.26	1,531,329.16
10	4/1/2014	77,472.16	46,845.57	30,626.59	1,484,483.59
11	9/24/2014	77,472.16	48,937.09	28,535.07	1,435,546.50
12	4/2/2015	77,472.16	47,485.19	29,986.97	1,388,061.31
13	10/2/2015	77,472.16	49,710.93	27,761.23	1,338,350.38
14	4/2/2016	77,472.16	50,705.15	26,767.01	1,287,645.23
15	10/2/2016	77,472.16	51,719.26	25,752.90	1,235,925.97
16	4/2/2017	77,472.16	52,753.64	24,718.52	1,183,172.33
17	10/2/2017	77,472.16	53,808.71	23,663.45	1,129,363.62
18	4/2/2018	77,472.16	54,884.89	22,587.27	1,074,478.73
19	10/2/2018	77,472.16	55,982.59	21,489.57	1,018,496.14
20	4/2/2019	77,472.16	57,102.24	20,369.92	961,393.90
21	10/2/2019	77,472.16	58,244.28	19,227.88	903,149.62
22	4/2/2020	77,472.16	59,409.17	18,062.99	843,740.45
23	10/2/2020	77,472.16	60,597.35	16,874.81	783,143.10
24	4/2/2021	77,472.16	61,809.30	15,662.86	721,333.80
25	10/2/2021	77,472.16	63,045.48	14,426.68	658,288.32
26	4/2/2022	77,472.16	64,306.39	13,165.77	593,981.93
27	10/2/2022	77,472.16	65,592.52	11,879.64	528,389.41
28	4/2/2023	77,472.16	66,904.37	10,567.79	461,485.04
29	10/2/2023	77,472.16	68,242.46	9,229.70	393,242.58
30	4/2/2024	77,472.16	69,607.31	7,864.85	323,635.27
31	10/2/2024	77,472.16	70,999.45	6,472.71	252,635.82
32	4/2/2025	77,472.16	72,419.44	5,052.72	180,216.38
33	10/2/2025	77,472.16	73,867.83	3,604.33	106,348.55
34	4/2/2026	77,472.16	75,345.19	2,126.97	31,003.36
35	10/2/2026	31,623.43	31,003.36	620.07	0.00
		<b>\$ 2,670,417.29</b>	<b>\$ 1,800,000.00</b>	<b>\$ 870,417.29</b>	

<b>Account</b>	A record of a business transaction; a record of statement
<b>Accrual Basis of Accounting</b>	Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.
<b>Allocation</b>	Funds that are apportioned or designated to a program, function or activity
<b>Appropriation</b>	Money set aside for a specific use.
<b>Assessed Valuation</b>	The value set by the County Assessor on real and personal property to establish a basis for levying taxes.
<b>Assets</b>	Resources owned by a government
<b>Assigned fund balance</b>	The portion of the fund balance that is constrained by the government's intent to be used for specific purposes but is neither restricted nor committed. Intent is expressed by the Board of Directors to be used for a specific purpose.
<b>Bond</b>	A written promise to pay a specific amount of money on a specific date at a specified interest rate. Bonds are frequently used to finance large capital projects
<b>Budget</b>	A financial plan, which includes an estimate of expenditures for a given period or purpose and proposed means of financing the estimated expenditures.
<b>Budget Message</b>	The communication from the Executive Director and Controller to the Board of Directors and District pertaining to the proposed budget.
<b>Capital Expenditure</b>	Outlay that results in the acquisition or addition to a capital asset. For equipment it is \$5,000 or greater, and for Capital Projects it is \$10,000 or more.
<b>Capital Improvement</b>	Project improvements that will add value or extend the life of a capital asset.
<b>Capital Improvement Projects Plan</b>	A fund to account for capital expenditures and capital improvements performed or planned by the District each year.
<b>Conservation Trust Fund</b>	The special revenue fund is used to account for lottery proceeds from the State of Colorado that are legally restricted to expenditures for parks and recreation.
<b>Contingency</b>	Funds appropriated to cover unexpected expenses that may occur during the budgeted year.
<b>Contract Services</b>	A written agreement between two or more parties defining the performance of a task or service.
<b>Debt</b>	An obligation resulting from the borrowing of money or from the purchase of goods and services

# APPENDIX

<b>Debt Service Fund</b>	A fund established to finance and account for the payment of interest and principal on all general obligation debt.
<b>Department</b>	A major portion of the District, which indicates overall management responsibility for an operation.
<b>District</b>	Carbon Valley Parks & Recreation District
<b>Division</b>	An area of a department that is broken out to track revenues and expenditures specific to that area.
<b>Expenditure</b>	Outflows of funds paid or to be paid for goods and services obtained, resulting in a decrease in financial resources.
<b>Fiscal Year</b>	A twelve-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of operations. The District's fiscal year follows the calendar year.
<b>Fixed Assets</b>	Asset of a long-term character which are intended to continue to be held or used beyond one year, such as land, buildings, improvements other than buildings, machinery and equipment.
<b>Full Time Equivalent (FTE)</b>	Staffing levels are measured in FTE's to give a consistent comparison from year to year. FTE is calculated as the number of total hours worked divided by the maximum number of compensable hours in a work year (2,080 hours).
<b>Fund</b>	An independent fiscal and accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with law, regulation, policies, restrictions or limitations.
<b>Fund Balance</b>	The excess of the assets of a fund over its liabilities.
<b>General Fund</b>	A fund used to account for the financial operations of the District, which are not accounted for in any other fund.
<b>General Obligation Bonds</b>	Government bonds issued with the government's commitment to use its full taxing and borrowing authority (and other revenue sources) to make timely payments of interest and principal.
<b>Generally Accepted Accounting Principles (GAAP)</b>	Uniform standards and guidelines for financial accounting and reporting.
<b>Improvement</b>	The substitution of a better asset for the one currently used. An improvement will increase the useful life of an asset where the improvement involves only a major component of the asset.
<b>Intergovernmental Agreement (IGA)</b>	Formal agreements between governments that promote and coordinate cooperation.
<b>Maintenance</b>	The normal upkeep of property in an efficient operating condition

# APPENDIX

<b>Market Increase</b>	Compensation increase on an individual's base pay rate based on the local market indicators.
<b>Materials and supplies</b>	Materials and supplies account for tangible items acquired by the District to operate. Items include: operating supplies, office supplies, employee uniforms, computer replacement and printer/copier supplies.
<b>Merit Increase</b>	An increase to an individual's base pay rate based on performance.
<b>Mill Levy</b>	Rate by which assessed valuation is multiplied to determine property tax. A mill is 1/10 of one cent or \$1.00 of tax for every \$1,000 of assessed value.
<b>Modified Accrual</b>	Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period.
<b>Nonspendable Fund Balance</b>	The portion of fund balance that cannot be spent because it is either not in spendable form (such as prepaid amounts or inventory) or legally is contractually required to be maintained intact.
<b>Operating Expense</b>	An expense incurred in transacting normal operations.
<b>Operating Revenue</b>	Revenue from any regular source.
<b>Personnel Services</b>	Includes all salaries, wages and benefits paid by the District
<b>Restricted Fund Balance</b>	The portion of fund balance that is constrained to being used for a specific purpose by external parties (such as bondholders), constitutional provisions, or enabling legislation.
<b>Services and Charges</b>	Non-contractual services and other charges incurred by the District, such as: utility bills, membership dues and fees, league association fees.
<b>TABOR</b>	(Taxpayer's Bill of Rights) an amendment to the Colorado Constitution approved by voters in November of 1992, incorporating in the State Constitution as Section 20 of Article X. The amendment limits growth in both state and local government revenue and expenditures, makes provisions for annual elections and required voter approval for tax increases. The amendment also requires each government to establish an emergency reserve of 3% of all non-exempt funds
<b>Taxes</b>	Compulsory charges levied by a government unit for the purpose of financing services performed for the common benefit.
<b>Transfers</b>	Amount designated to move from one fund to finance activities in another.

# APPENDIX

## INTERGOVERNMENTAL AGREEMENTS

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### City of Dacono

On July 28, 2016, the District and the City of Dacono (City) entered into an intergovernmental agreement to set forth the general understandings of the parties regarding their relationship and their provision of recreation facilities and services within the City and the District. The District and the City acknowledge and agree that they will have the following general responsibilities with respect to the following matters of mutual interest to the District and the City:

The City will continue to use its best efforts to require developments within the City that are not currently within the District to file a petition for inclusion with the District.

The City will give the District the opportunity to comment on development proposals on all new developments within the City no later than 15 days prior to the Planning Commission's consideration of such development proposal.

The City will own and develop the neighborhood, area and regional parks within the City.

The City will continue to pay for the watering of the inside and surrounding areas of the regional parks within the City.

The District will provide and maintain a current contact list for the City's Public Works Manager and Chief of Police with current contact information for a District representative to be contacted in the case of emergency related to any District activity or event within the City. The District shall notify the Public Works Manager and Chief of Police in writing of any change of designated representative or such representative's contact information.

Representatives of the District shall provide the City Council with quarterly updates that include information on current and planned services and facilities, and other issues related to implementation of this Agreement, and other matters of mutual interest.

The District shall update its service plan or other necessary filings, as may be necessary to assure that it can include properties into the District that may annex into Dacono.

The District shall only include property within the District that are within the City of Dacono, the Town of Frederick or the Town of Firestone.

The District shall not enter into any agreement with City of Dacono, Town of Firestone or Town of Frederic (or properties in unincorporated Weld County to provide specific facilities or services that are inconsistent with the Master Plan approved by the District. The term of this agreement will remain in effect until December 31, 2019, unless sooner terminated by mutual written agreement.

# APPENDIX

## Town of Frederick

On April 27, 2006, the District and the Town of Frederick (Town) entered into an intergovernmental agreement to set forth the general understandings of the Parties regarding their relationship and their provision of recreation facilities and services within the Town and the District. The District and the Town acknowledge and agree that they will have the following general responsibilities with respect to the following matters of mutual interest to the District and the Town:

The Town will continue to require developments within the Town that are not currently within the District to file a petition for inclusion with the District.

The Town will give the District the opportunity to comment on development proposals on all new developments within the Town no later than 21 days prior to the Planning Commission's consideration of such development proposal.

The Town will own and develop the St. Vrain Legacy Trail within the Town limits.

The District will expend District capital improvements and maintenance funds within the Town, in amounts not less than the ratio of the total assessed valuation of all taxable property within the District. This capital improvement and maintenance expenditure allocation shall not apply to bond proceeds and shall be reviewed on a three-year basis commencing in the year 2007.

The District will operate, maintain and manage the inside (other than watering) of mutually agreed upon sports fields and/or other recreation facilities within the Town.

The District shall be responsible for cleaning of all areas and facilities used by it, and for the supervision of players and programs, and shall hold harmless the Town from any and all liability resulting there from.

With respect to the Lighted Ball Field on Block 29, the District agrees to pay all power/lighting costs associated with its use. The parties agree to evenly split the cost of all water used. The District is required to perform routine maintenance on the lighted ball field to include the following: mow and water the grassed areas weekly; daily trash pickup and maintenance of facilities; and other grounds keeping as agreed upon by the Parties. The terms of the use of the facilities on Block 29 are further clarified in the July 2012 Agreement for Joint Use of Facilities between the District, the Town and the St. Vrain School District RE-1J. The term of this agreement will remain in effect until December 31, 2021, unless sooner terminated by mutual written agreement.



# APPENDIX

## Town of Firestone

On January 14, 2015, the District and the Town of Firestone (Town) entered into an intergovernmental agreement to set forth the general understandings of the Parties regarding their relationship and their provision of recreation facilities and services within the Town and the District, and specific responsibilities concerning the use, management, operation and maintenance of certain Town-owned parks that are jointly used for recreation services. On March 9<sup>th</sup>, 2016 an amendment was made to the agreement. The District and the Town acknowledge and agree that they will have the following general responsibilities with respect to the following matters of mutual interest to the District and the Town:

The Town will continue to use its best efforts to require developments within the Town that are not currently within the District to file a petition for inclusion with the District.

The Town will give the District the opportunity to comment on development proposals on all new developments within the Town no later than 15 days prior to the Planning Commission's consideration of such development proposal.

The Town will own and develop the Firestone Trail.

The Town will own and develop the neighborhood, area and regional parks and trails within the Town.

The District will provide and maintain a current contact list to the Town for a District representative to be contacted in the case of emergency related to any District activity or event within the Town. The District shall notify the Town in writing of any change of designated representative or such representative's contact information.

To the extent permitted by law, the Town agrees to indemnify and hold harmless the District and its officials, agents and employees, from and against all liability, claims, and demands, on account of any injury, loss, or damage, which arise out of or are connected with the Town's use, operation, maintenance or management of Town Parks or other Town-owned facilities, to the extent caused by or claimed to be caused by the act, omission, or other fault of the District, its officials, agents and employees.

To the extent permitted by law, the District agrees to indemnify and hold harmless the Town, and its officials, agents and employees, from and against all liability, claims, and demands, on account of any injury, loss, or damage, which arise out of or are connected with the District's use, operation, maintenance or management of Town Parks or other Town-owned facilities, to the extent caused by or claimed to be caused by the act, omission, or other fault of the District, its officials, agents and employees. Representatives of the District shall provide the Town Board with quarterly updates that include information on current and planned services and facilities, and other issues related to implementation of this Agreement, and other matters of mutual interest.



# APPENDIX

The agreement further clarifies the joint use for specific parks with the Town, including field maintenance, storage of District equipment and consent for capital improvements. The term of this agreement will remain in effect until December 31, 2019, unless sooner terminated by mutual written agreement.

## **Town of Firestone and the Central Firestone Urban Renewal Authority Cooperation Agreement**

On December 16, 2015, the District entered into a Cooperation Agreement with the Town of Firestone and the Firestone Urban Renewal Authority as it relates to the Central Firestone Urban Renewal Plan. Whereas the Firestone Urban Renewal Authority agrees to pay to the District all of the increase in property tax revenues calculated, produced, and allocated to the Firestone Urban Renewal Authority as a result of the levy of the District upon taxable property within the Urban Renewal Area for twenty-five (25) years from the effective date of the Plan.

## **Town of Firestone and the Northern Firestone Urban Renewal Authority Cooperation Agreement**

On October 17, 2012, the District entered into a Cooperation Agreement with the Town of Firestone and the Firestone Urban Renewal Authority as it relates to the Northern Firestone Urban Renewal Plan. Whereas the Firestone Urban Renewal Authority agrees to pay to the District all of the increase in property tax revenues calculated, produced, and allocated to the Firestone Urban Renewal Authority as a result of the levy of the District upon taxable property within the Urban Renewal Area for twenty-five (25) years from the effective date of the Plan.

# 2021 MILL LEVY CERTIFICATION & RESOLUTION

## 2021 PROPERTY TAX SUMMARY

### CARBON VALLEY PARKS & RECREATION DISTRICT Property Tax Summary Information For the Years Ended and Ending December 31,

	Actual 2019	Estimated 2020	Adopted 2021
Assessed Valuation - Weld County			
Residential	\$ 237,491,790	\$ 287,602,630	\$ 302,706,980
Commercial	105,017,360	134,667,720	148,812,930
Industrial	23,180,100	35,290,440	56,980,040
Agricultural	1,151,590	1,027,760	1,043,940
Vacant Land	11,183,860	18,105,630	16,682,070
State Assessed	28,407,900	43,625,820	54,945,780
Other	281,802,250	360,059,380	314,695,430
	<u>688,234,850</u>	<u>880,379,380</u>	<u>895,867,170</u>
Adjustments	(14,693,192)	(20,144,446)	(72,939,474)
Certified Assessed Value	<u>\$ 673,541,658</u>	<u>\$ 860,234,934</u>	<u>\$ 822,927,696</u>
Mill Levy			
General Fund	4.427	4.427	4.427
Debt Service Fund	0.192	-	-
Total Mill Levy	<u>4.619</u>	<u>4.427</u>	<u>4.427</u>
Property Taxes			
General Fund	\$ 2,981,769	\$ 3,808,260	\$ 3,643,101
Debt Service Fund	129,320	-	-
Abatement	-	-	\$ -
Levied property taxes	<u>3,111,089</u>	<u>3,808,260</u>	<u>3,643,101</u>
Adjustments to actual	(122,536)	-	-
Budget Property Taxes	<u>\$ 2,988,553</u>	<u>\$ 3,808,260</u>	<u>\$ 3,643,101</u>
Budget Property Taxes			
General Fund	\$ 2,865,567	\$ 3,808,260	\$ 3,643,101
Debt Service Fund	122,986	-	-
Total Budget Property Taxes	<u>\$ 2,988,553</u>	<u>\$ 3,808,260</u>	<u>\$ 3,643,101</u>

# 2021 MILL LEVY CERTIFICATION & RESOLUTION

## RESOLUTION NO. 2020-7

### RESOLUTION TO SET MILL LEVIES

**A RESOLUTION LEVYING GENERAL PROPERTY TAXES, PURSUANT TO SECTION 39-1-111, C.R.S., FOR THE YEAR 2019, TO HELP DEFRAID THE COSTS OF GOVERNMENT FOR THE CARBON VALLEY PARKS AND RECREATION DISTRICT, WELD COUNTY, COLORADO, FOR THE 2021 BUDGET YEAR**

- A. The Board of Directors of the Carbon Valley Parks and Recreation District (the “District”) has certified the mill levy on \_\_\_\_\_, 2020 and adopted an annual budget in accordance with the Local Government Budget Law, on \_\_\_\_\_, 2020.
- B. The amount of money necessary to balance the budget for general operating expenses from property tax revenue is 3,643,101.

NOW, THEREFORE, PURSUANT TO SECTION 39-1-111, C.R.S., BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CARBON VALLEY PARKS AND RECREATION DISTRICT, WELD COUNTY, COLORADO:

- 1. That for the purpose of meeting all general operating expenses of the District during the 2020 budget year, there is hereby levied tax of 4.427 mills upon each dollar of the total evaluation for assessment of all taxable property within the District for the 2021 budget year.
- 2. That the District Accountant is hereby authorized and directed to immediately certify to the Board of County Commissioners of Weld County, Colorado, the mill levies for the District as hereinabove determined and set forth in the attached Certification of Mill Levies.

# 2021 MILL LEVY CERTIFICATION & RESOLUTION

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2020

Carbon Valley Parks and Recreation District

By: \_\_\_\_\_

Board of Directors, President

Attest:

By: \_\_\_\_\_

Board of Directors, Secretary

# 2021 MILL LEVY CERTIFICATION & RESOLUTION

I, \_\_\_\_\_, hereby certify that I am a Director and the duly elected and qualified representative of the Carbon Valley Parks and Recreation District, and that the foregoing is a true and correct copy of the Certification of Mill Levies for the budget year 2021, duly adopted at a meeting of the Board of Directors of the Carbon Valley Parks and Recreation District held on the \_\_\_\_ day of \_\_\_\_\_, 2020.

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Name and Title

# BUDGET RESOLUTION

## RESOLUTION NO. 2020-5

### RESOLUTION TO ADOPT BUDGET

**A RESOLUTION, PURSUANT TO SECTION 29-1-108, C.R.S., SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND ADOPTING A BUDGET FOR THE CARBON VALLEY PARKS AND RECREATION DISTRICT, WELD COUNTY, COLORADO, FOR CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2021, AND ENDING ON THE LAST DAY OF DECEMBER 2021**

- A. The Board of Directors of the Carbon Valley Parks and Recreation District has appointed the Finance Manager, to prepare and submit a proposed budget to said governing body at the proper time; and
- B. Finance Manager has submitted a proposed budget to this governing body on October 14, 2020 for its consideration.
- C. Upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on October 14, 2020 and interested taxpayers were given the opportunity to file or register any objections to said proposed budget.
- D. The budget has been prepared to comply with all terms, limitations and exemptions, including, but not unlimited to, reserve transfers and expenditure exemptions, under Article X, Section 20 of the Colorado Constitution (“TABOR”) and other laws or obligations which are applicable to or binding upon the District.
- E. Whatever increase may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CARBON VALLEY PARKS AND RECREATION DISTRICT, WELD COUNTY, COLORADO:

- 1. That the budget, as submitted, amended, and summarized by fund, is hereby approved and adopted as the budget of the Carbon Valley Parks and Recreation District for the year stated above.
- 2. That the budget is hereby approved and adopted and made part of the public records of the Carbon Valley Parks and Recreation District.

# BUDGET RESOLUTION

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2020

Carbon Valley Parks and Recreation District

By: \_\_\_\_\_

Board of Directors, President

Attest:

By: \_\_\_\_\_

Board of Directors, Secretary

# BUDGET RESOLUTION

## RESOLUTION NO. 2020-6

### RESOLUTION TO APPROPRIATE SUMS OF MONEY

**A RESOLUTION, PURSUANT TO SECTION 29-1-108, C.R.S., APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNT AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE CARBON VALLEY PARKS AND RECREATION DISTRICT, WELD COUNTY, COLORADO, FOR THE 2021 BUDGET YEAR**

- A. The Board of Directors has adopted the annual budget in accordance with the Local Government Budget Law, on \_\_\_\_\_, 2020.
- B. The Board of Directors has made provision therein for revenues in the amount equal to or greater than the total proposed expenditures as set forth in said budget.
- C. It is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operations of the Carbon Valley Parks and Recreation District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS FOR THE CARBON VALLEY PARKS AND RECREATION DISTRICT, WELD COUNTY, COLORADO:

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

General Fund	5,623,863
Conservation Trust Fund	188,132
	<hr/>
	<b>\$ 5,811,995</b>
	<hr/>



# BUDGET RESOLUTION

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2020

Carbon Valley Parks and Recreation District

By: \_\_\_\_\_

Board of Directors, President

Attest:

By: \_\_\_\_\_

Board of Directors, Secretary

# 2021 MILL LEVY CERTIFICATION & RESOLUTION

## RESOLUTION NO. 2020-7

### RESOLUTION TO SET MILL LEVIES

#### A RESOLUTION LEVYING GENERAL PROPERTY TAXES, PURSUANT TO SECTION 39-1-111, C.R.S., FOR THE YEAR 2019, TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE CARBON VALLEY PARKS AND RECREATION DISTRICT, WELD COUNTY, COLORADO, FOR THE 2021 BUDGET YEAR

- A. The Board of Directors of the Carbon Valley Parks and Recreation District (the "District") has certified the mill levy on \_\_\_\_\_, 2020 and adopted an annual budget in accordance with the Local Government Budget Law, on \_\_\_\_\_, 2020.
- B. The amount of money necessary to balance the budget for general operating expenses from property tax revenue is 3,643,101.

NOW, THEREFORE, PURSUANT TO SECTION 39-1-111, C.R.S., BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CARBON VALLEY PARKS AND RECREATION DISTRICT, WELD COUNTY, COLORADO:

- 1. That for the purpose of meeting all general operating expenses of the District during the 2020 budget year, there is hereby levied tax of 4.427 mills upon each dollar of the total evaluation for assessment of all taxable property within the District for the 2021 budget year.
- 2. That the District Accountant is hereby authorized and directed to immediately certify to the Board of County Commissioners of Weld County, Colorado, the mill levies for the District as hereinabove determined and set forth in the attached Certification of Mill Levies.

# 2021 MILL LEVY CERTIFICATION & RESOLUTION

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2020

Carbon Valley Parks and Recreation District

By: \_\_\_\_\_

Board of Directors, President

Attest:

By: \_\_\_\_\_

Board of Directors, Secretary



# **CARBON VALLEY**

**PARKS & RECREATION DISTRICT**

RE: Required Inclusion into Carbon Valley Parks and Recreation District - Frederick, Colorado

Dear Property Owner or Developer:

Pursuant to §3.1 of the Intergovernmental Agreement between Town of Frederick and Carbon Valley Parks and Recreation District (CVPRD), the Town requires developments/properties within the Town that are not currently within CVPRD to Petition for Inclusion into the special district. At present, the property owned by your organization in the Town of Frederick is not included in the parks and recreation special district.

To encourage immediate compliance with the agreement, an inclusion packet is enclosed with all District requirements. The packet contains instructions and forms to help you successfully and legally petition into CVPRD. A signed and notarized Petition for Inclusion form must be submitted as Exhibit A and a map of the real property/properties must be attached to the petition as well. CVPRD recommends you maintain a complete copy of the inclusion packet for your records before returning all original documents to the District for processing. CVPRD will absorb any costs associated with processing the inclusion request and a public hearing shall be scheduled.

The District requests that you respond with the petition for inclusion as soon as possible. Please do not hesitate to contact me directly with questions or concerns.

Thank you in advance for your cooperation and compliance.

Sincerely,



**Dean Rummel**

Executive Director

Carbon Valley Parks and Recreation District

701 5<sup>th</sup> Street, Frederick, CO 80530

720.728.8440 | [drummel@cvprd.com](mailto:drummel@cvprd.com) | [www.cvprd.com](http://www.cvprd.com)

Enclosures



# CARBON VALLEY

PARKS & RECREATION DISTRICT

## Instructions for Inclusion of Real Property into Carbon Valley Parks & Recreation District.

1. Pursuant to the Town/City annexation ordinance and Intergovernmental Agreement, a property that seeks annexation into or development within the Town/City shall also seek inclusion into all applicable special districts.
2. The Carbon Valley Parks and Recreation District absorbs all the costs associated with processing inclusion.
3. A Petition for Inclusion **must be executed before a notary public by 100% of the owners of the real property to be included into the District.**
4. An accurate legal description and map of the real property to be included into the District **must be attached to the fully executed Petition for Inclusion.**
5. The fully executed Petition for Inclusion must be filed with the District at the following address:

Carbon Valley Parks and Recreation District

Attention: Abbigail Hebert

701 5<sup>th</sup> Street

Frederick, Colorado 80530

303.833.3660 Fax 303.833.7068

[ahebert@cvprd.com](mailto:ahebert@cvprd.com)

6. Upon the receipt of the Petition for Inclusion, the Board of Directors of the District will set a public hearing at which the Board will consider the petition. Notice of the public hearing will be published one time prior to the public hearing.
7. At such public hearing, upon the approval of the Petition, the Board will issue an Order of Inclusion, which will be filed with the Weld County District Court with a request that the District Court Judge issue a final Order of Inclusion.
8. Upon issuance of the Order of Inclusion by the Weld County District Court Judge, the Order will be recorded with the Weld County Clerk and Recorder, and the inclusion will be in effect.



**CARBON VALLEY**  
PARKS & RECREATION DISTRICT

Petition for Inclusion Filing Name:

BCL Colorado LP

In the Matter of Carbon Valley Parks and Recreation District, Weld County, Colorado.

To The Board of Directors of District:

The undersigned Petitioner(s), being the free owner(s) of 100% of the real property hereinafter described, hereby request(s) that such property be included within the Carbon Valley Parks and recreation District, as provided by law, and for cause, state(s):

1. That such property is capable of being served with facilities of District.
2. That assent to the inclusion of such property in the District is hereby given by the undersigned, who constitute(s) the free owner(s) of 100% of such property.
3. That there shall be no withdrawal from this Petition after consideration by the Board, nor shall further objections be filed thereto by the Petitioner(s).
4. That the inclusion of such property into the District shall be subject to any and all terms and conditions established by the Board and accepted by Petitioner(s), and to all duly promulgated rules, regulations and rates of District.
5. That the property owned by Petitioner(s) and sought to be included in District is accurately described as follows:

See Exhibit A attached hereto and incorporated herein by this reference.



# CARBON VALLEY PARKS & RECREATION DISTRICT

## Exhibit A

(If more than two Petitioners/Property Owners, please copy this page as needed.)

### PETITIONER (S):

BCL Colorado LP

### Printed Name of Petitioner

BCL GP Colorado, Inc. its General Partner

### Title / Company

7994 Silver Birch Blvd,

### Property Address

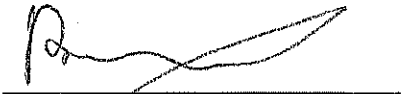
Frederick, CO 80504

### City, State, Zip COUNTY

Who owns 100 % of property

1-832-919-3161

### Phone Number or Email



### Signature of Petitioner

Benoit Lemieux, President of BCL GP Colorado, Inc., general partner of BCL Colorado LP

Country of Canada

~~State of Colorado~~ )

) ss.

Province of Quebec ~~Country~~ )

Subscribed and sworn to before me this 15 day of september, 2020.

Witness my hand and official seal.

  
Notary of the Public

My commission expires October 03, 2021





# CARBON VALLEY

PARKS & RECREATION DISTRICT

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Office Use Only:

Received petition of inclusion 9/18/2020 (date)

Board Agenda 11/18/2020 (date)

Order of Inclusion submitted to Weld County Courts \_\_\_\_\_ (date)





RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE CARBON VALLEY PARKS AND RECREATION DISTRICT  
FOR THE ADOPTION OF PETITION FOR INCLUSION INTO THE DISTRICT

RESOLUTION 2020 – 3

By the Board of Directors of the Carbon Valley Parks and Recreation District concerning an Adoption of Petition for Inclusion into the District.

WHEREAS, the Carbon Valley Parks and Recreation District Board of Directors recognized the submittal for the adoption of a petition for inclusion into the District and directed staff to provide for a public review of the document; and

WHEREAS, the District's Rules and Regulations state that persons whose property is located outside the boundaries of the District are required to file for a petition for the inclusion of real property with the District; and

WHEREAS, the District currently provides recreational services within its boundaries, for the benefit of its residents and property owners located in Weld County, State of Colorado; and

WHEREAS, Petitioner is the owner of certain real property (hereinafter, the "Property"), described in **Exhibit A** attached hereto and incorporated herein by this reference;

WHEREAS, ANNE AND JEFFERY DEAN has made a formal request dated September 19, 2020 to include their real property into the Carbon Valley Parks and Recreation District boundaries and attached to that request a legal description of that portion to be considered for inclusion; and

WHEREAS, the Carbon Valley Parks and Recreation District Board of Directors has reviewed the Adoption of a Petition for Inclusion of real property and that District Board of Directors request that portion to be included therein; and

WHEREAS, the District published notice on October 7, 2020 of a public hearing concerning the inclusion request and DEAN ANNEXATION resolution at least ten (10) days before the public hearing was held; and

WHEREAS, a public hearing was held on November 18, 2020, concerning the inclusion matter, and at the conclusion of that hearing the District decided to proceed with the adoption of the petition for inclusion of DEAN ANNEXATION.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Carbon Valley Parks and Recreation District Board of Directors concludes that the inclusion of DEAN ANNEXATION is as described in the attachment hereto; and
2. The Carbon Valley Parks and Recreation District Board of Directors hereby accepts and adopts by this resolution, effective immediately, to include DEAN ANNEXATION property into the Carbon Valley Parks and Recreation District boundaries.



The foregoing is a true copy of a resolution duly adopted by the Board of Directors of the Carbon Valley Park and Recreation District by unanimous vote at a public meeting on the \_\_\_\_ day of \_\_\_\_\_, 2020.

BY ORDER OF THE BOARD OF DIRECTORS OF THE  
CARBON VALLEY PARKS AND RECREATION DISTRICT

By: /s/ \_\_\_\_\_  
President, Cody Childers

ATTEST:

\_\_\_\_\_  
Secretary, Jason Stolz

**Notice of Public Hearing  
on Petition for Inclusion  
Of Real Property  
into Recreation District**

titions for Inclusion, please contact  
Abbigail Hebert at ahebert@cvprd.  
com.

Published in the Fort Lupton Press  
October 7, 2020

**Frederick, Colorado** - PLEASE TAKE NOTICE that at 6:30 PM on October 14, 2020 the Board of Directors of the CARBON VALLEY PARKS AND RECREATION DISTRICT will hold a public hearing to consider a Petition of Inclusion by BCL COLORADO LP to be included into the Carbon Valley Parks and Recreation District's boundaries with the following legal description of real property:

**LEGAL DESCRIPTION – NE4 26-2-68 COMM NE4 S00D29'E 30 TPOB S00D29'E 20' S89D44'W 585.59' S44D44'W 42.43' S00D15'E 606.21' CURVE TO R(R=265') CHORD=S11D52'E 106.74' S23D29'E 565.47' CURVE TO R (R=335') CHORD=S17D07'E 74.35' S66D30'W 167.42' CURVE TO L(R=218') CHORD=S33D19'W 238.61' S00D08'W 136.02' N89D51'W 658.35' S06D51'W 94.68' S38D08'E 6.75' S06D51'W 159.66' S27D33'W 28.10' S56D43'E 51.99' S07D38'E 33.57' S00D34'W 156.78' S08D40'W 134.84' S26D44'W 31.80' S12D45'W 19.11' S19D38'E 2.36' N89D44'E 1596.60' PT LYING NE OF C/L SULLIVAN DITCH N00D24'W 1298.72' TPOB EXC COMM NE 26 COR S89D44'W 30' S00D2945'E 30' TPOB S00D2945'E 20' S89D44'W 1585.59' N44D4426'E 28.28' N89D44'E 1565.50' TPOB.**

Copies of the Petition and the legal description of the property is subject to the above-mentioned inclusion may be obtained from Abbigail Hebert, 8350 County Line Rd. 13, Suite 180, Firestone, Colorado.

The public hearing will be held at the Carbon Valley Parks and Recreation District Administrative Studio Building located at 8350 County Line Rd. 13, Suite 170, Firestone, Colorado, October 14, 2020 at 6:30 PM. Questions prior to the public meeting should be directed to Hannah Wardlow, Administrative Specialist, (303) 833-3660 Ext. 127.

All interested persons, municipalities or counties that may be able to provide service to the real property, shall appear at the public hearing and show cause, in writing, why the Board of Directors of the Carbon Valley Parks and Recreation District should/should not adopt a final resolution and order approving the inclusion of the above-identified real property. The Board of Directors may continue the public hearing to a subsequent meeting. The failure of any person within the Carbon Valley Parks and Recreation District to file a written objection shall be taken as an assent on his or her part to the inclusion of the property.

Dean Rummel, Executive Director  
Carbon Valley Parks and Recreation  
District

For more information or to view Pe-

Notice of Public Hearing on Petition for Inclusion  
Of Real Property into Recreation District

Frederick, Colorado - PLEASE TAKE NOTICE that at 6:30 PM on October 14, 2020 the Board of Directors of the CARBON VALLEY PARKS AND RECREATION DISTRICT will hold a public hearing to consider a Petition for Inclusion by BCL COLORADO LP to be included into the Carbon Valley Parks and Recreation District's boundaries with the following legal description of real property:

LEGAL DESCRIPTION - NE4 26-2-68 COMM NE4 S00D29'E 30 TPOB S00D29'E 20' S89D44'W 585.59' S44D44'W 42.43' S00D15'E 606.21' CURVE TO R(R=265') CHORD=S11D52'E 106.74' S23D29'E 565.47' CURVE TO R(R=335') CHORD=S17D07'E 74.35' S66D30'W 167.42' CURVE TO L(R=218') CHORD=S33D19'W 238.61' S00D08'W 136.02' N89D51'W 658.35' S06D51'W 94.68' S38D08'E 6.75' S06D51'W 159.66' S27D33'W 28.10' S56D43'E 51.99' S07D38'E 33.57' S00D34'W 156.78' S08D40'W 134.84' S26D44'W 31.80' S10D45'W 19.11' S19D38'E 2.36' N89D44'E 1596.60' PT LYING NE OF C/L SULLIVAN DITCH N00D24'W 1298.72' TPOB EXC COMM NE 26 COR S89D44'W 30' S00D2945'E 30' TPOB S00D2945'E 20' S89D44'W 1585.59' N44D4426'E 28.28' N89D44'E 1565.50' TPOB.

Copies of the Petition and the legal description of the property is subject to the above-mentioned inclusion may be obtained from Abbigail Hebert, 8350 County Line Rd. 13, Suite 180, Firestone, Colorado.

The public hearing will be held at the Carbon Valley Parks and Recreation District Administrative Studio Building located at 8350 County Line Rd. 13, Suite 170, Firestone, Colorado, October 14, 2020 at 6:30 PM.

Questions prior to the public meeting should be directed to Hannah Wardlow, Administrative Specialist, (303) 833-3660 Ext. 127.

All interested persons, municipalities or counties that may be able to provide service to the real property, shall appear at the public hearing and show cause, in writing, why the Board of Directors of the Carbon Valley Parks and Recreation District should/should not adopt a final resolution and order approving the inclusion of the above-identified real property. The Board of Directors may continue the public hearing to a subsequent meeting. The failure of any person within the Carbon Valley Parks and Recreation District to file a written objection shall be taken as an assent on his or her part to the inclusion of the property.

Dean Rummel, Executive Director  
Carbon Valley Parks and Recreation District  
For more information or to view Petitions for Inclusion, please contact Abbigail Hebert at ahebert@cvprd.com.  
Published: Longmont Times Call October 1, 2020-1741662

Prairie Mountain Media, LLC

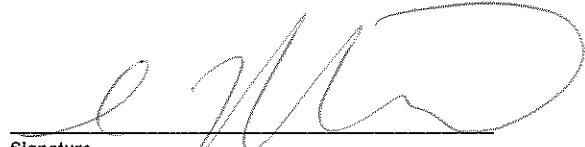
PUBLISHER'S AFFIDAVIT

County of Boulder  
State of Colorado

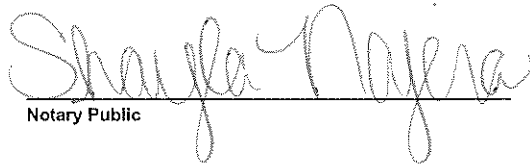
The undersigned, Elizabeth Maes, being first duly sworn under oath, states and affirms as follows:

1. He/she is the legal Advertising Reviewer of Prairie Mountain Media LLC, publisher of the *Longmont Times Call*.
2. The *Longmont Times Call* is a newspaper of general circulation that has been published continuously and without interruption for at least fifty-two weeks in Boulder County and meets the legal requisites for a legal newspaper under Colo. Rev. Stat. 24-70-103.
3. The notice that is attached hereto is a true copy, published in the *Longmont Times Call* in Boulder County on the following date(s):

Oct 1, 2020

  
\_\_\_\_\_  
Signature

Subscribed and sworn to me before me this  
1st day of October, 2020.

  
\_\_\_\_\_  
Notary Public

SHAYLA NAJERA  
NOTARY PUBLIC  
STATE OF COLORADO  
NOTARY ID 20174031965  
MY COMMISSION EXPIRES JULY 31, 2021

(SEAL)

Account: 1057646  
Ad Number: 1741662  
Fee: \$46.40

# BCL Colorado LP

7994 Silver Birch Blvd. Frederick, CO 80504





# CARBON VALLEY

PARKS & RECREATION DISTRICT

RE: Required Inclusion into Carbon Valley Parks and Recreation District - Frederick, Colorado

Dear Property Owner or Developer:

Pursuant to §3.1 of the Intergovernmental Agreement between Town of Frederick and Carbon Valley Parks and Recreation District (CVPRD), the Town requires developments/properties within the Town that are not currently within CVRPD to Petition for Inclusion into the special district. At present, the property owned by your organization in the Town of Frederick is not included in the parks and recreation special district.

To encourage immediate compliance with the agreement, an inclusion packet is enclosed with all District requirements. The packet contains instructions and forms to help you successfully and legally petition into CVPRD. A signed and notarized Petition for Inclusion form must be submitted as Exhibit A and a map of the real property/properties must be attached to the petition as well. CVPRD recommends you maintain a complete copy of the inclusion packet for your records before returning all original documents to the District for processing. CVPRD will absorb any costs associated with processing the inclusion request and a public hearing shall be scheduled.

The District requests that you respond with the petition for inclusion as soon as possible. Please do not hesitate to contact me directly with questions or concerns.

Thank you in advance for your cooperation and compliance.

Sincerely,



**Dean Rummel**  
Executive Director  
Carbon Valley Parks and Recreation District  
701 5<sup>th</sup> Street, Frederick, CO 80530  
720.728.8440 | [drummel@cvprd.com](mailto:drummel@cvprd.com) | [www.cvprd.com](http://www.cvprd.com)

Enclosures





# CARBON VALLEY

PARKS & RECREATION DISTRICT

## Instructions for Inclusion of Real Property into Carbon Valley Parks & Recreation District

1. Pursuant to the Town/City annexation ordinance and Intergovernmental Agreement, a property that seeks annexation into or development within the Town/City shall also seek inclusion into all applicable special districts.
2. The Carbon Valley Parks and Recreation District absorbs all the costs associated with processing inclusion.
3. A Petition for Inclusion **must be executed before a notary public by 100% of the owners of the real property to be included into the District.**
4. An accurate legal description and map of the real property to be included into the District **must be attached to the fully executed Petition for Inclusion.**
5. The fully executed Petition for Inclusion must be filed with the District at the following address:

Carbon Valley Parks and Recreation District

Attention: Abbigail Hebert

8350 County Line Rd. 13, Suite 180

Firestone, Colorado 80504

Phone: 303.833.3660

[ahebert@cvprd.com](mailto:ahebert@cvprd.com)

6. Upon the receipt of the Petition for Inclusion, the Board of Directors of the District will set a public hearing at which the Board will consider the petition. Notice of the public hearing will be published one time prior to the public hearing.
7. At such public hearing, upon the approval of the Petition, the Board will issue an Order of Inclusion, which will be filed with the Weld County District Court with a request that the District Court Judge issue a final Order of Inclusion.
8. Upon issuance of the Order of Inclusion by the Weld County District Court Judge, the Order will be recorded with the Weld County Clerk and Recorder, and the inclusion will be in effect.



# CARBON VALLEY

PARKS & RECREATION DISTRICT

Petition for Inclusion Filing Name:

Dean Annexation / Jeffrey & Anne Dean

In the Matter of Carbon Valley Parks and Recreation District, Weld County, Colorado.

To The Board of Directors of District:

The undersigned Petitioner(s), being the free owner(s) of 100% of the real property hereinafter described, hereby request(s) that such property be included within the Carbon Valley Parks and recreation District, as provided by law, and for cause, state(s):

1. That such property is capable of being served with facilities of District.
2. That assent to the inclusion of such property in the District is hereby given by the undersigned, who constitute(s) the free owner(s) of 100% of such property.
3. That there shall be no withdrawal from this Petition after consideration by the Board, nor shall further objections be filed thereto by the Petitioner(s).
4. That the inclusion of such property into the District shall be subject to any and all terms and conditions established by the Board and accepted by Petitioner(s), and to all duly promulgated rules, regulations and rates of District.
5. That the property owned by Petitioner(s) and sought to be included in District is accurately described as follows:

See Exhibit A attached hereto and incorporated herein by this reference.







# CARBON VALLEY

PARKS & RECREATION DISTRICT

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Office Use Only:

Received petition of inclusion 9/24/2020 (date)

Board Agenda 11/18/2020 (date)

Order of Inclusion submitted to Weld County Courts \_\_\_\_\_ (date)



RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE CARBON VALLEY PARKS AND RECREATION DISTRICT  
FOR THE ADOPTION OF PETITION FOR INCLUSION INTO THE DISTRICT

RESOLUTION 2020 – 4

By the Board of Directors of the Carbon Valley Parks and Recreation District concerning an Adoption of Petition for Inclusion into the District.

WHEREAS, the Carbon Valley Parks and Recreation District Board of Directors recognized the submittal for the adoption of a petition for inclusion into the District and directed staff to provide for a public review of the document; and

WHEREAS, the District's Rules and Regulations state that persons whose property is located outside the boundaries of the District are required to file for a petition for the inclusion of real property with the District; and

WHEREAS, the District currently provides recreational services within its boundaries, for the benefit of its residents and property owners located in Weld County, State of Colorado; and

WHEREAS, Petitioner is the owner of certain real property (hereinafter, the "Property"), described in **Exhibit A** attached hereto and incorporated herein by this reference;

WHEREAS, BCL COLORADO LP has made a formal request dated September 18, 2020 to include their real property into the Carbon Valley Parks and Recreation District boundaries and attached to that request a legal description of that portion to be considered for inclusion; and

WHEREAS, the Carbon Valley Parks and Recreation District Board of Directors has reviewed the Adoption of a Petition for Inclusion of real property and that District Board of Directors request that portion to be included therein; and

WHEREAS, the District published notice on October 7, 2020 of a public hearing concerning the inclusion request and BCL COLORADO LP resolution at least ten (10) days before the public hearing was held; and

WHEREAS, a public hearing was held on November 18, 2020, concerning the inclusion matter, and at the conclusion of that hearing the District decided to proceed with the adoption of the petition for inclusion of BCL COLORADO LP.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Carbon Valley Parks and Recreation District Board of Directors concludes that the inclusion of BCL COLORADO LP is as described in the attachment hereto; and
2. The Carbon Valley Parks and Recreation District Board of Directors hereby accepts and adopts by this resolution, effective immediately, to include BCL COLORADO LP property into the Carbon Valley Parks and Recreation District boundaries.



The foregoing is a true copy of a resolution duly adopted by the Board of Directors of the Carbon Valley Park and Recreation District by unanimous vote at a public meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

BY ORDER OF THE BOARD OF DIRECTORS OF THE  
CARBON VALLEY PARKS AND RECREATION DISTRICT

By: /s/ \_\_\_\_\_  
President, Cody Childers

ATTEST:

\_\_\_\_\_  
Secretary, Jason Stolz

Notice of Public Hearing on Petition for Inclusion  
Of Real Property into Recreation District

Frederick, Colorado - PLEASE TAKE NOTICE that at 6:30 PM on October 14, 2020 the Board of Directors of the CARBON VALLEY PARKS AND RECREATION DISTRICT will hold a public hearing to consider a Petition for Inclusion by ANNE AND JEFFERY DEAN ANNEXATION to be included into the Carbon Valley Parks and Recreation District's boundaries with the following legal description of real property:

LEGAL DESCRIPTION - A TRACT OF LAND LOCATED IN THE NORTH-EAST QUARTER (NE1/4) OF SECTION 33, TOWNSHIP 2 NORTH, RANGE 68 WEST OF THE 6TH P.M. DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 33, THENCE SOUTH 00°00'00" WEST, 963.79 FEET ALONG THE EAST LINE OF THE NE1/4 OF SAID SECTION 33 TO THE POINT OF BEGINNING; THENCE NORTH 90°00'00" WEST, 293.30 FEET; THENCE SOUTH 00°00'00" WEST, 56.21 FEET TO THE NORTH LINE EXTENDED WESTERLY OF THAT TRACT OF LAND CONVEYED TO NICK HARKALIS AND KATHERINE MAUL AS TO JOINT TENANTS AS DESCRIBED IN WARRANTY DEED RECORDED JUNE 5, 1958 IN BOOK 1504 AT PAGE 514 AS RECEPTION NO. 1279675, WELD COUNTY RECORDS; THENCE SOUTH 90°00'00" EAST, 293.30 FEET ALONG THE NORTH LINE EXTENDED WESTERLY AND ALONG THE NORTH LINE OF THAR TRACT OF LAND AS DESCRIBED AT SAID RECEPTION NO. 1279675 TO THE EAST LINE OF THE NE1/4 OF SAID SECTION 33; THENCE NORTH 00°00'00" EAST, 56.21 FEET ALONG THE EAST LINE OF THE NE1/4 OF SAID SECTION 33 TO THE TRUE POINT OF BEGINNING.

COUNTY OF WELD, STATE OF COLORADO. Copies of the Petition and the legal description of the property is subject to the above-mentioned inclusion may be obtained from Abbigail Hebert, 8350 County Line Rd. 13, Suite 180, Firestone, Colorado.

The public hearing will be held at the Carbon Valley Parks and Recreation District Administrative Studio Building located at 8350 County Line Rd. 13, Suite 170, Firestone, Colorado, October 14, 2020 at 6:30 PM.

Questions prior to the public meeting should be directed to Hannah Wardlow, Administrative Specialist, (303) 833-3660 Ext. 127. All interested persons, municipalities or counties that may be able to provide service to the real property, shall appear at the public hearing and show cause, in writing, why the Board of Directors of the Carbon Valley Parks and Recreation District should/should not adopt a final resolution and order approving the inclusion of the above-identified real property. The Board of Directors may continue the public hearing to a subsequent meeting. The failure of any person within the Carbon Valley Parks and Recreation District to file a written objection shall be taken as an assent on his or her part to the inclusion of the property.

Dean Rummel, Executive Director  
Carbon Valley Parks and Recreation District  
For more information or to view Petitions for Inclusion, please contact Abbigail Hebert at ahebert@cvprd.com.  
Published: Longmont Times Call October 1, 2020-1741657

Prairie Mountain Media, LLC


PUBLISHER'S AFFIDAVIT

County of Boulder  
State of Colorado

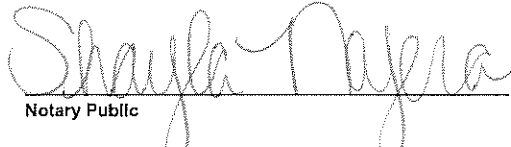
The undersigned, Elizabeth Maes, being first duly sworn under oath, states and affirms as follows:

1. He/she is the legal Advertising Reviewer of Prairie Mountain Media LLC, publisher of the *Longmont Times Call*.
2. The *Longmont Times Call* is a newspaper of general circulation that has been published continuously and without interruption for at least fifty-two weeks in Boulder County and meets the legal requisites for a legal newspaper under Colo. Rev. Stat. 24-70-103.
3. The notice that is attached hereto is a true copy, published in the *Longmont Times Call* in Boulder County on the following date(s):

Oct 1, 2020

  
Signature

Subscribed and sworn to me before me this  
1st day of October, 2020.

  
Notary Public

SHAYLA NAJERA  
NOTARY PUBLIC  
STATE OF COLORADO  
NOTARY ID 20174031965  
MY COMMISSION EXPIRES JULY 31, 2021

(SEAL)

Account: 1057646  
Ad Number: 1741657  
Fee: \$53.07

**Notice of Public Hearing  
on Petition for Inclusion  
Of Real Property  
into Recreation District**

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COMMECING AT THE NORTH-EAST CORNER OF SAID SECTION 33, THENCE SOUTH 00 ° 00'00" WEST, 963.79 FEET ALONG THE EAST LINE OF THE NE1/4 OF SAID SECTION 33 TO THE POINT OF BEGINNING; THENCE NORTH 90 ° 00'00" WEST, 293.30 FEET; THENCE SOUTH 00 ° 00'00" WEST, 56.21 FEET TO THE NORTH LINE EXTENDED WESTERLY OF THAT TRACT OF LAND CONVEYED TO NICK HARKALIS AND KATHERINE MAUL AS TO JOINT TENANTS AS DESCRIBED IN WARRANTY DEED RECORDED JUNE 5, 1958 IN BOOK 1504 AT PAGE 514 AS RECEPTION NO. 1279675, WELD COUNTY RECORDS; THENCE SOUTH 90 ° 00'00" EAST, 293.30 FEET ALONG THE NORTH LINE EXTENDED WESTERLY AND ALONG THE NORTH LINE OF THAR TRACT OF LAND AS DESCRIBED AT SAID RECEPTION NO. 1279675 TO THE EAST LINE OF THE NE1/4 OF SAID SECTION 33; THENCE NORTH 00 ° 00'00" EAST, 56.21 FEET ALONG THE EAST LINE OF THE NE1/4 OF SAID SECTION 33 TO THE TRUE POINT OF BEGGINING.

**COUNTY OF WELD, STATE OF COLORADO.**

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All interested persons, municipalities or counties that may be able to provide service to the real property, shall appear at the public hearing and show cause, in writing, why

the Board of Directors of the Carbon Valley Parks and Recreation District should/should not adopt a final resolution and order approving the inclusion of the above-identified real property. The Board of Directors may continue the public hearing to a subsequent meeting. The failure of any person within the Carbon Valley Parks and Recreation District to file a written objection shall be taken as an assent on his or her part to the inclusion of the property.

Dean Rummel, Executive Director  
Carbon Valley Parks  
and Recreation District

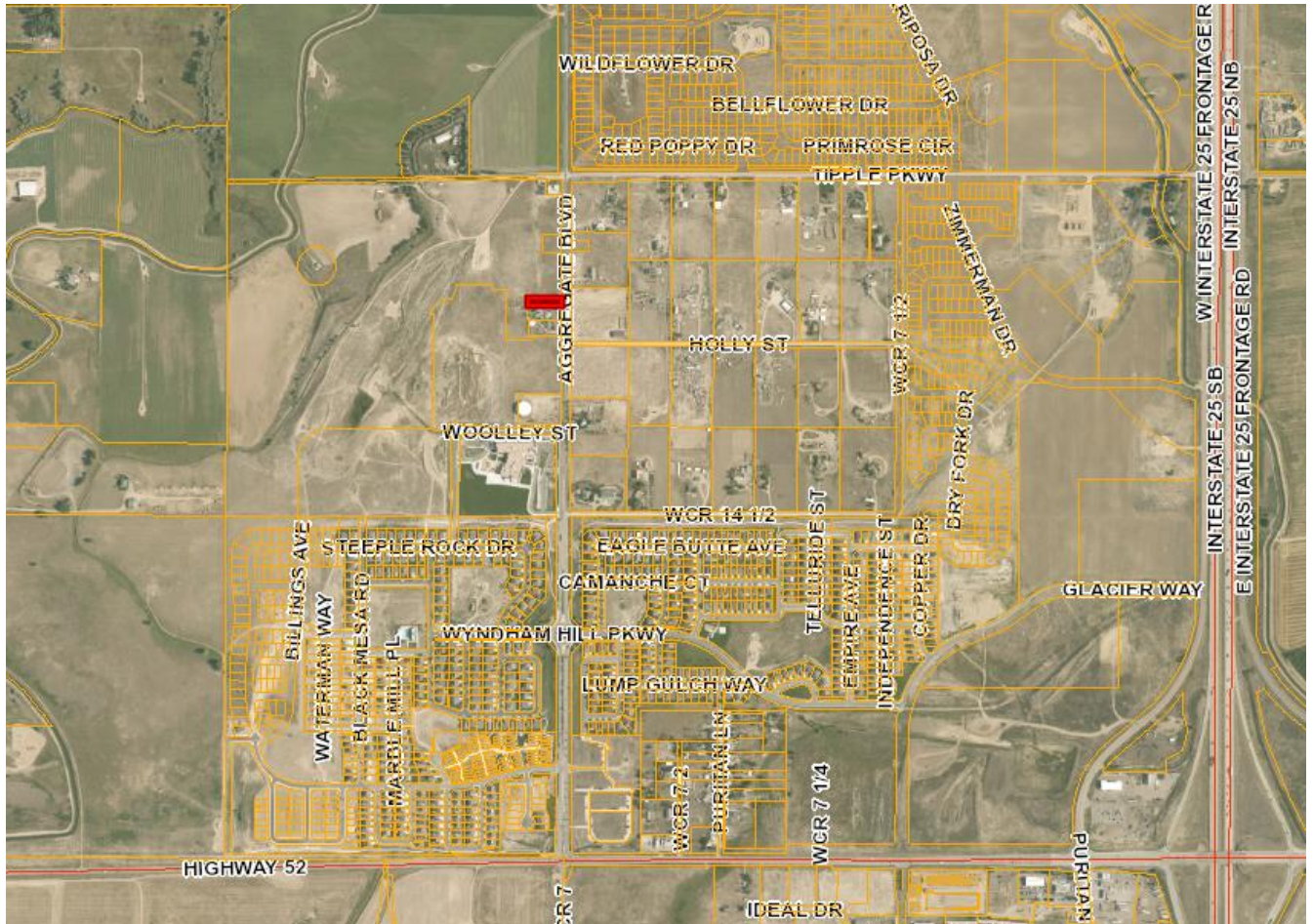
For more information or to view Petitions for Inclusion, please contact Abbigail Hebert at ahebert@cvprd.com.

Published in the Fort Lupton Press  
October 7, 2020

Anne and Jeffery Dean

Dean Annexation

6827 Aggregate Blvd. Erie, CO 80516



## **BROAD POINT CONSULTING SERVICES AGREEMENT**

This Services Agreement (the "Agreement") is entered into as of \_\_\_\_\_, 2021 by and between Broad Point Consulting, LLC., having its principal place of business at 11280 Columbine St. Firestone, CO 80504 ("BPC") and **Carbon Valley Park & Recreation District** with its principal office at **8350 CR 13 Unit 180, Firestone, CO 80504** ("Client").

### Background:

Client desires to retain BPC as an independent contractor to provide, directly or indirectly, certain accounting and financial services to the Client as of January 1, 2021, (hereinafter known as the "Effective Date");

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and intended to be legally binding, BPC and the Client hereby agree as follows:

### Section 1: PROVISION OF SERVICES

Section 1.01 Services to be Provided. In accordance with the terms and conditions of this Agreement, BPC agrees to provide to the Client certain services related to the operation and management of the business of the Client as more fully set forth on Schedule 1 attached to this Agreement (the "Services and Service Fees"). BPC agrees to provide the services in a timely and professional manner, in accordance with commercially reasonable standards of the applicable industry.

Section 1.02. Additional Services. The Client may request from time to time, and to the extent that BPC and the Client mutually agree, that BPC shall provide additional services to the Client per a written request. The scope of any such additional services, as well as the term, costs, and other terms and conditions applicable to such services, shall be agreed to in writing by BPC and the Client.

Section 1.03. No Agency. Nothing in this Agreement shall constitute or be deemed to constitute a partnership or joint venture between the parties hereto, or constitute or be deemed to constitute any party, agent, or employee of the other party for any purpose whatsoever, and neither party shall have authority or power to bind the other or to contract in the name of, or create a liability against, the other in any way or for any purpose. Any persons BPC engages to provide Services will be solely BPC's employees or will be authorized consultants of BPC and at all times will be under its responsibility, direction and control. Neither BPC nor its employees will be entitled to any employee benefits, insurance, any other benefits provided by Client to its employees, or unemployment insurance benefits. Also, BPC has no benefits provided by Workers Compensation from Client. BPC is responsible for all occupational injury through its own Workers Compensation coverage per the statutory guidelines.

Section 1.04. No Legal Advice. The Client acknowledges and agrees that BPC does not provide legal services, but instead provides accounting and financial consulting services to its subscribers on financial and software-related issues. The Client acknowledges that BPC's employees will not be providing legal advice to the Client regardless of BPC's employee qualifications, educational background or licensure by the state. On all matters that may involve legal issues, regardless of whether BPC is supplying the Client with advice or materials, the Client acknowledges and agrees that it will seek the advice of its own legal counsel since BPC provides only accounting and financial counsel and not legal counsel.

### Section 2. COMPENSATION; EXPENSES

Section 2.01. Service Costs Generally. (a) BPC shall be paid the fees set forth on Schedule 1 (the "Service and Service Fees"). (b) BPC shall invoice the Client on a monthly basis for all Service Fees and expenses for work performed pursuant to Schedule 1 (the "Monthly Invoice"). (c) The Client agrees to pay BPC not later than thirty (30) days after the invoice date of each Monthly Invoice (each a "Payment Date"), all amounts set forth on each applicable Monthly Invoice. (d) If the Client fails to pay any Monthly Invoice within twenty (20) days of the



invoice date of any such Invoice, all unpaid sums shall bear interest at the rate of one and one-half percent (1½%) per month, compounded monthly, of the amount of such Monthly Invoice due for each month or any part thereof that any amount under any Monthly Invoice remains outstanding.

Section 2.02. Amended Schedules. (a) Prior to the yearly anniversary date of this contract for so long as the relevant Services continue to be provided under this Agreement, BPC shall prepare and deliver to the Client updated version of Schedule 1, setting forth with respect to the Services described in such Schedule, any proposed changes in billing rates or methodology and, to the extent available, the Service Fees estimated to be payable for such Services for the following calendar year (the "Change Notice"). The Client shall have the right during the thirty-day period following receipt of any Change Notice (the "Termination Period") to terminate such future Services upon written notice to BPC, and such termination shall be effective as of the end of the later of the then- current in-force contract year, or thirty (30) days after BPC's receipt of Client's notice of termination pursuant to this Section. Such change in the Service Fees shall be deemed accepted by the Client if no such notice of termination is received by BPC during the Termination Period and Client appropriates funds sufficient to honor its obligations hereunder as part of its annual budget process and thereafter any termination of this Agreement shall be governed by the provisions of Section 3.

### Section 3: TERM AND TERMINATION

Section 3.01. Term and Termination. (a) This Agreement shall commence as of the Effective Date for an initial term of one year. (b) Subject to the effect of any Change Notice, this Agreement shall automatically renew each successive anniversary of the Effective Date (the "Anniversary Date") for an additional term of one year unless either party has given the other party written notice of termination at least thirty (30) days prior to the applicable Anniversary Date (c) Notwithstanding the generality of the foregoing, this Agreement may be terminated by either party upon thirty (30) days' notice, provided however, in the event the termination notice is delivered on a date other than the first day of a calendar month, the effective date of termination shall be the last day of the calendar month following the month in which a termination notice is delivered. (d) Upon any termination, the Client shall remain liable for all amounts due and payable to BPC for the Services performed under this Agreement and all associated Service Fees and Expenses, through the effective date of any such termination. (e) BPC shall have the right to terminate this Agreement upon fifteen (15) days' notice if the Client does not provide the required information or access to records necessary to provide the Services provided under Schedule 1. If for any reason Client fails to appropriate funds during its annual budget process sufficient to honor its financial obligations for the subsequent year, the Agreement shall terminate, without penalty, effective December 31 of that year.

### Section 4: INDEMNIFICATION

Section 4.01. Indemnification. To the extent permitted by law, the Client agrees to indemnify and hold harmless BPC and its affiliates, and their officers, employees, agents and representatives (BPC Indemnitees) against and from any liability, expense (including attorney fees), and claims for damages or relief, of any nature whatsoever, which may be asserted against BPC Indemnitees as a result of or arising out of (a) any acts, errors or omissions of (or directed by) the Client, or its employees or agents and (b) any breach of this Agreement by the Client. The Client's duty to defend, indemnify and hold harmless BPC Indemnitees shall extend beyond the termination of this Agreement.

Section 4.02. Liability: BPC'S liability pursuant hereto shall be limited to the amount paid to it hereunder. In no event shall BPC be liable for consequential damages. Notwithstanding the foregoing, nothing herein shall preclude the Client from bringing suit to recover from BPC all damages incurred by the Client as a result of claims made against it by third parties arising out of the negligence or misconduct of BPC, or any breach of BPC's obligations hereunder. As reciprocal procedures, BPC will indemnify the Client against claims, loss or liability resulting from BPC actions.

### Section 5: CONFIDENTIALITY

Section 5.01. Confidential Information. (a) In connection with providing the Services, BPC may receive from the Client certain confidential or proprietary information of the Client or any of its affiliates or clients, including, without limitation, information regarding prices, costs, discounts, future plans, business affairs, process information, trade secrets, technical information, employee information, employee relations discussions, and customer lists, (collectively, "Confidential Information") and if Client believes any information is confidential and valuable to Client,

Client shall mark such information with a “Confidential” legend, prior to delivering or disclosing such information to BPC. Notwithstanding anything to the contrary, any information contained in the public domain shall not be deemed to be Confidential Information. (b) BPC agrees (i) to not disclose any of the Confidential Information to anyone in any manner whatsoever without the written consent of the Client, except as otherwise provided herein; and (ii) to refrain from making use of any of the Confidential Information in any manner whatsoever as specifically contemplated under this contract. (c) BPC may disclose the Confidential Information without the prior written consent of the Client only to the extent such Confidential Information is required to be disclosed under applicable law or by a governmental or judicial order, decree, or rule, provided BPC gives written notice to the Client prior to such disclosure. (d) BPC shall be entitled to disclose the Confidential Information without the prior written consent of the Client to such employees, consultants, or agents of BPC who have a clear need to know in order to affect performance of the Services and who have agreed to abide by confidentiality obligation as set forth in this Section 5.01. (e) BPC shall be responsible for ensuring that all persons to whom the Confidential Information is disclosed shall keep such information confidential and shall not disclose or divulge the Confidential Information to any unauthorized person. (f) Upon termination of this Agreement, the Client may demand the return of any Confidential Information given to BPC at any time upon the giving of written notice to BPC. Within ten (10) business days of such notice, BPC shall return all the original Confidential Information and shall destroy any and all copies and reproductions (both written and electronic) in its possession and in the possession of any and all persons to whom such Confidential Information was disclosed pursuant to Clauses (c) or (d), except for any portions of the Confidential Information which has been incorporated into the work product or reports of BPC, produced in the performance of the Services under this Agreement, and except for any portion of the Confidential Information which BPC is relying upon to enforce or defend any legal action arising under the performance of the Services under this Agreement. For any Confidential Information, which BPC retains pursuant to the provisions of the preceding sentence, BPC shall undertake commercially reasonable efforts to protect the confidential nature of such information. (g) Should the Client not demand the return of any Confidential Information upon termination of this Agreement, BPC agrees to continue abiding by the terms of this section.

Section 5.02. Non-Solicitation. The Client agrees not to hire or attempt to hire BPC employees without the express written consent of BPC. The Client agrees to not hire or solicit BPC’s subcontractors during performance of this Agreement and for a period of twenty-four (24) months after termination of this Agreement without BPC’s written consent. In the event that the Client breaches the terms of this section, the Client shall pay BPC, as liquidated damages, an amount equal to one-half of the annual compensation of each such employee or subcontractor.

## Section 6: GENERAL MATTERS

Section 6.01. Future Litigation and Other Proceedings. In the event that the Client (or any of its officers or directors) or BPC (or any of its officers or directors) at any time after the date hereof initiates or becomes subject to any litigation or other proceedings before any governmental authority or arbitration panel regarding any issue or person which has a relationship to the substance of this Agreement, then either party shall comply, at the other party’s expense, with any reasonable requests by the other party for assistance in connection with such litigation or other proceedings (including by way of example, provision of information and making available its employees as witnesses).

Section 6.02. Information. Subject to applicable law and privileges, each party hereto covenants and agrees to provide the other party with all reasonable information regarding itself and transactions under this Agreement that the other party reasonably believes are required to comply with all applicable federal, state, county and local laws, ordinances, regulations and codes, including, but not limited to, securities laws and regulations.

Section 6.03. Force Majeure. Neither party shall be liable in damages or have any right to terminate this Agreement for any delay in performance under this Agreement (other than for delay in the payment of money due and payable hereunder) to the extent such failures or delays are caused by events beyond its control, including, without limitation to, Acts of God, Government restrictions, pandemic, wars, and insurrections, provided that, as a condition to the claim of non-liability, the party experiencing the difficulty shall give the other prompt written notice, with full

details following the occurrence of the cause relied upon. If a party affected by force majeure is unable to perform hereunder for a period of sixty (60) days or longer, the other party may terminate this contract, effective 10 (ten) days after delivery of written notice.

Section 7: MISCELLANEOUS

Section 7.01. This Agreement (including the Schedule constituting a part of this Agreement) and any other writing signed by the parties that specifically references this Agreement constitute the entire agreement among the parties. This Agreement supersedes all prior agreements, understandings and negotiations, both written and oral, between the parties with respect to the subject matter hereof. This Agreement shall be governed by and construed in accordance with the laws of the State of Colorado without regard to any conflicts of law provision thereof. If any provision of this Agreement is unenforceable, it shall have the maximum effect permitted by law and the enforceability of other provisions shall be unaffected. This Agreement may only be amended by a written agreement executed by both parties hereto. This Agreement may be executed in separate counterparts, each of which shall be deemed an original and all of which, when taken together, shall constitute one agreement. The failure of a party to enforce the provisions of this Agreement shall not be construed as a waiver of any provision nor shall such failure limit the right of such party thereafter to enforce each and every provision of this Agreement, which right shall survive the termination of this Agreement. Neither party shall transfer or assign this Agreement without the written consent of the other party.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed by their duly authorized representatives.

“Client”  
**Carbon Valley Park & Recreation District**

By (Signature): \_\_\_\_\_

Name (Print): Dean Rummel

Title: Executive Director

Date: \_\_\_\_\_

“BPC”  
**BroadPoint Consulting, LLC., a Colorado corporation**

By: \_\_\_\_\_

Name (Print): Jacquelyn Tramper

Title: Principal Consultant

Date: \_\_\_\_\_





## Appendix A

<b>Projects</b>	<b>Hours</b>
Executime - Time Keeping Software Implementation	60
CivicPlus Recreation Software Implementation	10
Annual Audit	50
Annual Budget	160
Monthly Financial Statements	
12 Months x 3 hours per month	36
Monthly Reconciliations	
12 Months x 8 hours per month	96
Quarterly Tax Reports/Filings	
4 Quarters x 3 hours per quarter	12
Bi-Weekly Payroll	
26 payrolls x 6 hours per payroll	156
Accounts Payable	
52 weeks x 3 hours per week	156
Daily Deposits	
52 weeks x 3 hours per week	156
General Ledger Reconciliations	
2 times per year x 5 hours	10
Year-end Closing/Process	40
Annual Tax Filings (W2's/1099/ACA)	40
Misc. Items	50
<b>Total Estimated Annual Hours</b>	<b>1,032</b>

- All hours are estimated and may not represent actual hours needed for specific projects. Hours may go over or under for each project and overall based on the scope of work.
- All expenses incurred on behalf of the client will be billed to the client.
- Broad Point Consulting, LLC will agree to come onsite at the Clients request no more than two (2) times per year. All related travel expenses will be billed to the Client, including, but not limited to: flight expense, hotel expense, rental car expense, gas expense and any other miscellaneous expenditures that may arise and would be considered billable.
- If pandemic conditions do not improve in 2021, BPC may, upon permission of the Client, travel to the customer site using a personal vehicle, and will bill the client at the current (2021) federal mileage rate at the time of travel (this expense will be in lieu of flight and rental car expense).
- Estimated travel expense for Client not to exceed \$5,000.

## **Recreation Division Updates**

### **Fitness and Wellness**

October was an exciting month as we completed our cardio room remodel with all new equipment, paint, lightening and electrical. Overall, our patrons have been happy with our new equipment and all the amazing features they have to offer. Group fitness class participation has held steady and consistent. In addition to our new cardio room equipment, we got new BodyPump equipment which allows for easier ergonomic functionality in classes. Class members and instructors love the new equipment! Total group fitness attendees: 1022

### **Guest Services and Kid Zone**

Guest Services had spent a lot of the month hiring and training new staff. We hired 4 new Guest Service Representative and have started the training process with them. We also hired a new Guest Service Coordinator, Zach Lindsay, and he will be starting November 16<sup>th</sup>.

We had open KidZone for one week before our closure and seemed to be busier during the evening shifts than in the morning. Unfortunately, we have decided to close it again due to health and safety precautions.

## **Programs BOD Report October 2020**

### **Everything You Need to Know About Sports**

Fall sports have ended!

Updated field rental process and ready for next spring/summer. We have seen an increase in field rentals for this fall season and expect that to continue into next spring/summer.

Working closely with Skyhawks and Supertots Sports Camp to provide kids with sports outlets without running a traditional league on Saturdays.

### **Youth Sports**

The softball season ended October 18<sup>th</sup>. We had seven fall teams, two 8U teams, two 10U teams, two 12U teams, and one 14U team with a total of 85 participants. 2019 fall season had 95 total participants. Our 8U coach pitch team took 2<sup>nd</sup> place in the end of season tournament. Congratulations!

The soccer season ended one week early due to COVID. U10 & U12 soccer teams played in the SVFC league. U12 division has two boys' teams and, two girls' teams. U10 divisions has two boys' teams, and two girls' teams. 89 total participants in U10 & U12 divisions.

Soccer season ended on October 24<sup>th</sup>. U6 division has a total of 12 teams with 76 total participants. U8 has 8 teams with 68 total participants.

2020 fall soccer season has 232 total participants. 2019 fall soccer had 328 total participants.

Upcoming Programing:

Youth volleyball league will be running November – January

Youth basketball league will be running February – March

### **Adult Sports**

Successfully ran an outdoor grass volleyball league with 5 teams this fall. It was a fun season and we expect that league to continue to run in the warmer seasons.

Halloween One Pitch Softball tournament got canceled due to the recreation center closure. We had 5 teams register and hope to run this even annually.

Upcoming Programing:

Adult volleyball league will be running December – February

### **Gymnastics**

Gymnastics has been going very well. Our numbers have jumped from 149 to 180 from September to October. Gymnasts use the Senior Center for their warm-up area, then move into the gym. The gym circuit for gymnastics classes runs floor, bars, and then beam. Gymnasts are doing very well with putting their masks on and sanitizing between events, as well as entering and exiting the facility. Each gymnast has their own warm-up area, floor strip, bar, and beam.

We ordered some smaller equipment for during this pandemic. This will allow each gymnast to use their own springboard, low balance beam, preschool bar, wedge mat for rolls, for them to keep progressing through the program.

Open Gyms started up this month, the 1-3yr old group has been going very well. We also offered a 4-7yr old group, which had a few kids each time, so we are reevaluating that age bracket.

### **Youth Programs**

#### **Karate**

With following COVID protocols karate has been limited to 8 participants per class. We are still only offering age 7+ classes and are not currently offering 4-7 age group because of limitations with the instructors. We will be offering an advanced and beginner class starting in December.

#### **Dance**

Dance continues to have strong participation. They are at about 90% of their typical numbers that they see in years past. They were lucky and were able to continue their classes at a local church when we were closed for 2 weeks due to the COVID outbreak.

## **Active Adults**

With the safer at Home orders still in effect, the Senior Center remains closed until conditions improve and move into the next phase determined by the State health department.

SilverSneakers and Renew Active new members orientations were revised and reinstated in October. This engages both the front desk and fitness staff to familiar new members with our facilities and fitness classes.

Drive in parking lot programs gained momentum in October until the COVID shutdown. Drive in Bingo attendance doubled from 12 to 25 participants in October.

Snow Buddies is an annual program that matches needy seniors with volunteers to help shovel sidewalks and driveways after a snowstorm. This program's guidelines were redefined, and volunteer background checks were reinstated to ensure we are sending safe individuals to vulnerable seniors' homes.

Effective communication strategies for Alzheimers was offered virtually in October hosted by the Northern Colorado Alzheimers chapter. This workshop successfully served 5 individuals from the Carbon Valley area.

The COVID shutdown affected several programs offered by the District including Monday zoom Happy Hour, Drive in Trivia, and the entire Aging Solo series were cancelled.

We continue to serve drive up meals to the Seniors' through the Weld County Friendly Fork program. We are consistently seeing between 28 and 38 meals depending on what's on the menu.



## Recreation Center Visits - October 2020

		5:00 AM	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	Total
10/1/2020	Senior (60+)	2	2	10	1	0	1	5	0	2	4	0	0	0	1	0	0	28
	Adult (18-59)	25	15	5	6	0	3	13	3	2	4	2	11	4	12	12	0	117
	Youth	0	0	1	0	0	0	0	0	0	0	2	1	0	4	1	0	9
		<b>27</b>	<b>17</b>	<b>16</b>	<b>7</b>	<b>0</b>	<b>4</b>	<b>18</b>	<b>3</b>	<b>4</b>	<b>8</b>	<b>4</b>	<b>12</b>	<b>4</b>	<b>17</b>	<b>13</b>	<b>0</b>	<b>154</b>
10/2/2020	Senior (60+)	6	11	7	9	5	12	1	0	0	5	4	0	0	0	0	0	60
	Adult (18-59)	28	9	4	13	10	4	12	3	1	11	9	12	4	2	4	0	126
	Youth	0	0	2	0	0	1	0	0	0	0	3	3	1	0	0	0	10
		<b>34</b>	<b>20</b>	<b>13</b>	<b>22</b>	<b>15</b>	<b>17</b>	<b>13</b>	<b>3</b>	<b>1</b>	<b>16</b>	<b>16</b>	<b>15</b>	<b>5</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>196</b>
10/3/2020	Senior (60+)	0	0	6	8	0	0	0	1	5	2	0	0	0	0	0	0	22
	Adult (18-59)	0	0	19	17	8	10	11	5	13	9	12	2	0	0	0	0	106
	Youth	0	0	0	0	0	0	2	0	4	0	6	1	0	0	0	0	13
		<b>0</b>	<b>0</b>	<b>25</b>	<b>25</b>	<b>8</b>	<b>10</b>	<b>13</b>	<b>6</b>	<b>22</b>	<b>11</b>	<b>18</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>141</b>
10/4/2020	Senior (60+)	0	0	0	0	0	2	0	1	0	5	2	1	0	0	0	0	11
	Adult (18-59)	0	0	0	0	0	18	9	8	6	12	12	2	0	0	0	0	67
	Youth	0	0	0	0	0	3	1	3	0	1	2	1	0	0	0	0	11
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>23</b>	<b>10</b>	<b>12</b>	<b>6</b>	<b>18</b>	<b>16</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>89</b>
10/5/2020	Senior (60+)	7	7	10	8	13	5	3	4	1	5	3	0	1	0	0	0	67
	Adult (18-59)	28	12	3	8	8	3	9	16	5	4	14	8	20	14	7	1	160
	Youth	0	0	0	1	1	1	0	0	0	1	3	1	2	2	2	0	14
		<b>35</b>	<b>19</b>	<b>13</b>	<b>17</b>	<b>22</b>	<b>9</b>	<b>12</b>	<b>20</b>	<b>6</b>	<b>10</b>	<b>20</b>	<b>9</b>	<b>23</b>	<b>16</b>	<b>9</b>	<b>1</b>	<b>241</b>
10/6/2020	Senior (60+)	4	2	11	4	2	0	4	0	0	5	0	0	0	2	3	0	37
	Adult (18-59)	30	12	15	7	10	7	13	8	8	2	12	15	17	7	23	2	188
	Youth	0	0	1	0	1	1	1	0	3	4	2	0	5	2	6	0	26
		<b>34</b>	<b>14</b>	<b>27</b>	<b>11</b>	<b>13</b>	<b>8</b>	<b>18</b>	<b>8</b>	<b>11</b>	<b>11</b>	<b>14</b>	<b>15</b>	<b>22</b>	<b>11</b>	<b>32</b>	<b>2</b>	<b>251</b>
10/7/2020	Senior (60+)	6	12	5	10	10	13	4	1	2	4	2	1	1	0	0	0	71
	Adult (18-59)	25	11	3	9	10	5	7	8	8	9	14	6	8	6	11	0	140
	Youth	1	1	0	0	1	1	1	0	1	1	7	1	2	0	3	0	20
		<b>32</b>	<b>24</b>	<b>8</b>	<b>19</b>	<b>21</b>	<b>19</b>	<b>12</b>	<b>9</b>	<b>11</b>	<b>14</b>	<b>23</b>	<b>8</b>	<b>11</b>	<b>6</b>	<b>14</b>	<b>0</b>	<b>231</b>
10/8/2020	Senior (60+)	3	6	5	1	2	0	4	0	2	5	2	0	1	1	3	0	35
	Adult (18-59)	24	11	8	0	10	0	10	7	3	2	10	11	4	18	16	0	134
	Youth	0	2	1	0	0	0	0	0	0	0	9	3	5	1	2	0	23
		<b>27</b>	<b>19</b>	<b>14</b>	<b>1</b>	<b>12</b>	<b>0</b>	<b>14</b>	<b>7</b>	<b>5</b>	<b>7</b>	<b>21</b>	<b>14</b>	<b>10</b>	<b>20</b>	<b>21</b>	<b>0</b>	<b>192</b>
10/9/2020	Senior (60+)	2	13	7	6	2	17	1	6	1	6	2	0	0	0	0	0	63
	Adult (18-59)	13	9	7	5	3	9	10	7	3	7	12	8	11	8	7	1	120
	Youth	0	2	1	0	1	0	2	0	1	1	2	0	3	1	0	0	14
		<b>15</b>	<b>24</b>	<b>15</b>	<b>11</b>	<b>6</b>	<b>26</b>	<b>13</b>	<b>13</b>	<b>5</b>	<b>14</b>	<b>16</b>	<b>8</b>	<b>14</b>	<b>9</b>	<b>7</b>	<b>1</b>	<b>197</b>
10/10/2020	Senior (60+)	0	0	6	8	2	1	1	1	2	4	1	0	0	0	0	0	26
	Adult (18-59)	0	0	16	22	9	6	8	8	13	10	11	1	0	0	0	0	104
	Youth	0	0	1	1	1	0	5	0	6	3	1	2	0	0	0	0	20
		<b>0</b>	<b>0</b>	<b>23</b>	<b>31</b>	<b>12</b>	<b>7</b>	<b>14</b>	<b>9</b>	<b>21</b>	<b>17</b>	<b>13</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>150</b>
10/11/2020	Senior (60+)	0	0	0	0	0	1	5	1	1	1	2	0	0	0	0	0	11
	Adult (18-59)	0	0	0	0	0	10	13	7	7	13	10	5	0	0	0	0	65
	Youth	0	0	0	0	0	2	5	0	1	0	0	0	0	0	0	0	8
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>23</b>	<b>8</b>	<b>9</b>	<b>14</b>	<b>12</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>84</b>
10/12/2020	Senior (60+)	6	6	9	2	15	7	1	5	0	6	7	2	1	0	0	0	67
	Adult (18-59)	27	7	8	11	17	6	12	10	4	7	24	16	19	13	6	0	187
	Youth	0	0	0	0	3	1	0	0	1	5	3	7	7	0	5	0	32
		<b>33</b>	<b>13</b>	<b>17</b>	<b>13</b>	<b>35</b>	<b>14</b>	<b>13</b>	<b>15</b>	<b>5</b>	<b>18</b>	<b>34</b>	<b>25</b>	<b>27</b>	<b>13</b>	<b>11</b>	<b>0</b>	<b>286</b>
10/13/2020	Senior (60+)	5	4	17	5	0	3	6	2	0	4	4	0	0	2	2	0	54
	Adult (18-59)	36	16	9	9	6	9	13	6	3	0	13	4	8	18	12	0	162
	Youth	0	0	0	0	1	2	1	0	1	0	6	1	4	4	3	0	23
		<b>41</b>	<b>20</b>	<b>26</b>	<b>14</b>	<b>7</b>	<b>14</b>	<b>20</b>	<b>8</b>	<b>4</b>	<b>4</b>	<b>23</b>	<b>5</b>	<b>12</b>	<b>24</b>	<b>17</b>	<b>0</b>	<b>239</b>

## Recreation Center Visits - October 2020

		5:00 AM	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	Total
10/14/2020	Senior (60+)	5	7	11	5	13	3	1	2	6	2	3	0	0	0	0	0	58
	Adult (18-59)	26	11	10	10	9	5	3	4	3	8	18	13	12	15	7	0	154
	Youth	1	1	0	0	0	1	0	0	1	1	3	2	2	2	0	0	14
		<b>32</b>	<b>19</b>	<b>21</b>	<b>15</b>	<b>22</b>	<b>9</b>	<b>4</b>	<b>6</b>	<b>10</b>	<b>11</b>	<b>24</b>	<b>15</b>	<b>14</b>	<b>17</b>	<b>7</b>	<b>0</b>	<b>226</b>
10/15/2020	Senior (60+)	5	0	15	5	2	0	5	0	4	0	0	0	0	0	1	0	37
	Adult (18-59)	17	13	9	2	2	2	12	6	2	7	3	8	13	18	14	0	128
	Youth	1	1	0	0	0	0	0	0	1	0	1	0	4	0	2	0	10
		<b>23</b>	<b>14</b>	<b>24</b>	<b>7</b>	<b>4</b>	<b>2</b>	<b>17</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>4</b>	<b>8</b>	<b>17</b>	<b>18</b>	<b>17</b>	<b>0</b>	<b>175</b>
10/16/2020	Senior (60+)	0	4	17	2	13	15	3	3	5	1	2	1	0	0	0	0	66
	Adult (18-59)	10	10	2	8	4	4	9	12	5	7	10	11	5	10	3	0	110
	Youth	0	0	0	0	0	0	1	7	2	2	1	2	5	0	1	0	21
		<b>10</b>	<b>14</b>	<b>19</b>	<b>10</b>	<b>17</b>	<b>19</b>	<b>13</b>	<b>22</b>	<b>12</b>	<b>10</b>	<b>13</b>	<b>14</b>	<b>10</b>	<b>10</b>	<b>4</b>	<b>0</b>	<b>197</b>
10/17/2020	Senior (60+)	0	0	6	10	1	1	2	4	1	7	0	0	0	0	0	0	32
	Adult (18-59)	0	0	15	13	8	5	15	5	7	4	12	1	0	0	0	0	85
	Youth	0	0	0	2	1	0	6	0	0	2	1	0	0	0	0	0	12
		<b>0</b>	<b>0</b>	<b>21</b>	<b>25</b>	<b>10</b>	<b>6</b>	<b>23</b>	<b>9</b>	<b>8</b>	<b>13</b>	<b>13</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>129</b>
10/18/2020	Senior (60+)	0	0	0	0	1	6	0	2	0	5	2	0	0	0	0	0	16
	Adult (18-59)	0	0	0	0	0	21	11	10	10	11	14	2	0	0	0	0	79
	Youth	0	0	0	0	0	0	1	0	0	0	2	0	0	0	0	0	3
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>27</b>	<b>12</b>	<b>12</b>	<b>10</b>	<b>16</b>	<b>18</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>98</b>
10/19/2020	Senior (60+)	8	3	13	3	14	9	5	4	5	1	5	0	1	0	0	0	71
	Adult (18-59)	18	7	5	10	4	10	11	10	11	8	23	7	25	14	9	1	173
	Youth	0	0	1	0	0	3	2	3	4	2	4	0	6	0	2	0	27
		<b>26</b>	<b>10</b>	<b>19</b>	<b>13</b>	<b>18</b>	<b>22</b>	<b>18</b>	<b>17</b>	<b>20</b>	<b>11</b>	<b>32</b>	<b>7</b>	<b>32</b>	<b>14</b>	<b>11</b>	<b>1</b>	<b>271</b>
10/20/2020	Senior (60+)	4	3	18	4	0	1	6	1	0	6	1	0	0	1	3	0	48
	Adult (18-59)	23	13	6	5	3	13	10	4	10	6	8	14	5	24	9	0	153
	Youth	0	0	0	0	1	3	0	0	0	4	4	1	1	8	4	0	26
		<b>27</b>	<b>16</b>	<b>24</b>	<b>9</b>	<b>4</b>	<b>17</b>	<b>16</b>	<b>5</b>	<b>10</b>	<b>16</b>	<b>13</b>	<b>15</b>	<b>6</b>	<b>33</b>	<b>16</b>	<b>0</b>	<b>227</b>
10/21/2020	Senior (60+)	7	6	12	3	15	12	3	1	2	4	2	0	1	1	0	0	69
	Adult (18-59)	28	6	9	8	7	6	6	2	6	10	23	17	10	18	10	1	167
	Youth	2	0	0	0	0	0	0	0	1	2	5	4	4	1	0	0	19
		<b>37</b>	<b>12</b>	<b>21</b>	<b>11</b>	<b>22</b>	<b>18</b>	<b>9</b>	<b>3</b>	<b>9</b>	<b>16</b>	<b>30</b>	<b>21</b>	<b>15</b>	<b>20</b>	<b>10</b>	<b>1</b>	<b>255</b>
10/22/2020	Senior (60+)	4	4	11	3	10	2	6	1	1	7	4	0	0	0	0	0	53
	Adult (18-59)	19	12	5	2	4	2	12	5	4	12	17	13	13	14	4	0	138
	Youth	0	0	0	0	0	1	0	0	1	0	5	2	2	0	0	0	11
		<b>23</b>	<b>16</b>	<b>16</b>	<b>5</b>	<b>14</b>	<b>5</b>	<b>18</b>	<b>6</b>	<b>6</b>	<b>19</b>	<b>26</b>	<b>15</b>	<b>15</b>	<b>14</b>	<b>4</b>	<b>0</b>	<b>202</b>
10/23/2020	Senior (60+)	5	7	8	1	12	16	4	2	0	4	0	3	1	1	0	0	64
	Adult (18-59)	16	10	9	13	12	8	4	8	11	11	10	15	10	13	8	0	158
	Youth	0	1	0	0	2	2	0	6	0	2	3	1	1	0	2	0	20
		<b>21</b>	<b>18</b>	<b>17</b>	<b>14</b>	<b>26</b>	<b>26</b>	<b>8</b>	<b>16</b>	<b>11</b>	<b>17</b>	<b>13</b>	<b>19</b>	<b>12</b>	<b>14</b>	<b>10</b>	<b>0</b>	<b>242</b>
10/24/2020	Senior (60+)	0	0	3	5	2	2	1	0	0	7	1	0	0	0	0	0	21
	Adult (18-59)	0	0	14	25	4	9	9	7	14	8	8	1	0	0	0	0	99
	Youth	0	0	4	0	1	0	4	1	0	2	1	0	0	0	0	0	13
		<b>0</b>	<b>0</b>	<b>21</b>	<b>30</b>	<b>7</b>	<b>11</b>	<b>14</b>	<b>8</b>	<b>14</b>	<b>17</b>	<b>10</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>133</b>
10/25/2020	Senior (60+)	0	0	0	0	0	3	2	0	0	0	0	0	0	0	0	0	5
	Adult (18-59)	0	0	0	0	0	21	7	5	5	8	11	2	0	0	0	0	59
	Youth	0	0	0	0	0	0	0	0	7	0	3	0	0	0	0	0	10
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>9</b>	<b>5</b>	<b>12</b>	<b>8</b>	<b>14</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>74</b>
10/26/2020	Senior (60+)	4	0	2	1	5	2	0	0	0	0	0	0	0	0	0	0	14
	Adult (18-59)	13	5	5	4	11	3	10	2	0	0	0	0	0	0	0	0	53
	Youth	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	2
		<b>17</b>	<b>5</b>	<b>7</b>	<b>5</b>	<b>16</b>	<b>5</b>	<b>12</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>69</b>
<b>Total</b>		<b>494</b>	<b>294</b>	<b>407</b>	<b>315</b>	<b>312</b>	<b>379</b>	<b>375</b>	<b>243</b>	<b>251</b>	<b>331</b>	<b>454</b>	<b>248</b>	<b>249</b>	<b>258</b>	<b>207</b>	<b>6</b>	<b>4823</b>



GUIDING PRINCIPLES  
(BYLAWS)  
OF THE  
CARBON VALLEY PARKS AND RECREATION DISTRICT  
BOARD OF DIRECTORS

As Amended and Restated as of August 19, 2020



## **Board Guiding Principles**

### **ARTICLE I – DECLARATION**

The purpose of these Board Guiding Principles (aka Bylaws) shall be to supplement and recite statutory law applicable to the District.

### **ARTICLE II – PURPOSE**

The purpose of the District is to provide public recreational facilities and activities, within the District's economic means, which will benefit both the taxpayers of the District and visitors thereto.

### **ARTICLE III – POWERS**

The District shall have all powers, direct and implied, as provided by Colorado law.

### **ARTICLE IV – OFFICE**

The principal office of the District shall be 701 5<sup>th</sup> Street, Frederick, CO.

### **ARTICLE V – BOARD OF DIRECTORS**

1. Meetings
  - a. Regular meetings shall be the third (3<sup>rd</sup>) Wednesday of each month beginning at 6:30 p.m.
  - b. A special meeting may be held upon request of any member by a majority consensus of the Board. Notice of all special meetings, permitting there is a quorum of the board at which any public business is discussed, must be posted at the designated posting locations no less than 72 hours prior to said meeting.
  - c. The current Board has elected to hold a "Study" session, when needed, on the second (2<sup>nd</sup>) Wednesday of each month beginning at 6:30 p.m. to provide the Board the opportunity to receive updates on business and community events.
2. Meetings shall be held at the Carbon Valley Parks and Recreation District Admin building "The Studio", located at 8350 Colorado Boulevard Suite 170 Firestone, Colorado.
3. Notice time and place of all regular meetings shall be posted at the recreation center facility at 701 5<sup>th</sup> Street in Frederick, Colorado, the City Hall located at 512 Cherry Street in Dacono, Colorado, and the Firestone Post Office located at 478 First in Firestone, Colorado, and on our website at [www.cvprd.com](http://www.cvprd.com).

## Board Guiding Principles

4. In commitment to be active in the District's communities with our community partners. The Board has expectations for additional time of Board of Directors. They are as follows:
  - a. The At-Large seat – to attend a municipality's council meetings with the goal of attending all municipality at least once (1) per year.
    1. One (1) town once every four (4) months
    2. Three (3) towns divided by 12 months equals one (1) meeting (any town) every four (4) months.
  - b. Municipal seats – their represented municipality councils' meeting every other month.
    1. The two (2) representative's alternate attendance – 12 months, two (2) Directors equals six (6) meetings each.
  - c. Chamber of Commerce Events – each Director will attend at least five (5) social events per calendar year. (The Chamber of Commerce has events every month and some that are several times per month).
  - d. Other/Additional events – Make reasonable attempts to be present, to further the District's public image of involvement in our community. (There are numerous events throughout the year where the District has a booth. Make reasonable attempts to be present).
5. Guiding Principals, Policies, and Rules and Regulations: The Board of Directors may adopt Guiding Principals to govern other aspects that are not in conflict with Colorado State Laws §32-1-1001 (1) (m), C.R.S.
6. Administrative Assistant and Controller Duties
  - a. The Administrative Assistant (AA), to the CVPRD Controller, serves as the Administrative Assistant to the Board of Directors, who shall prepare a Board agenda packet of each meeting and present copies to all Board members, no less than 24 hours before each meeting. Matters may be added to the agenda at the meeting by a majority vote of the Board. AA will also be responsible to tape meetings, transcribe and email copy to all Board members before the next meeting. Official Board documents shall be kept at the principal office of the District located at 701 5<sup>th</sup> Street in Frederick, Colorado, until the end of the year. The AA will maintain books of meetings minutes, proceedings and actions of the Board of Directors; and, any other Board official documents as directed by the Executive Director.

## Board Guiding Principles

- b. The District's Controller shall prepare the monthly financial statements and present copies to all Board members, no less than seven (7) days before each monthly meeting. Official Board documents shall be kept at the principal office of the District located at 701 5<sup>th</sup> Street in Frederick, Colorado. The Controller shall keep, books of accounting showing receipts and disbursements; and accounts of its cash and other assets, if any.
- c. Board members shall be entitled to receive such compensation as provided by law and approved by Budget allocation.

### **ARTICLE VI – OFFICERS**

- 1. After taking oath and filing bonds, the Board of Directors shall elect one of its members as President, a Vice President, a Treasurer and a Secretary of the District. Experience and/or desire to learn will be acceptable qualifications.
- 2. Duties:
  - a. President: The President shall preside at all meetings of the Board and shall see that all orders and resolutions of the Board are carried into effect.
  - b. Vice President: The Vice President shall perform such duties and possess such powers as from time to time may be assigned by the Board or the President. In the absence or inability of the President, the Vice-President shall perform the duties of the President.
  - c. Treasurer: The Treasurer shall sign official District documents; may work directly with the Executive Director and/or other staff (i.e., financial manager), in developing the annual budget.
  - d. Secretary: The Board Secretary is responsible for ensuring the accurate recollection of decision of the Meetings; signs official documents.
  - e. Elections:
    - 1. The officers of the District shall be elected annually by the Board of Directors. Officers shall hold office until their successors are chosen.
    - 2. Elections will be held in the month of June, providing there is a quorum. The term of office of any newly elected officer(s) shall commence immediately in the month of July. Executive Director shall preside over the meeting until such election is completed.

## Board Guiding Principles

3. The nominations for officers of the District shall be either by self-nomination or nomination by another Board member.
  4. Delegation of Duties: All officers of the Board, as between themselves and the District, shall have such authority and shall perform such duties in the management of the District as may be provided in these Guiding Principles or as may be determined by resolution of the Board of Directors not inconsistent with these Guiding Principles document. Whenever an officer is absent, or whenever, for any reason, the Board of Directors may deem it desirable, the Board may delegate the powers and duties of an officer to any other officer.
  5. Voting Process: All elections for officers of the Board will be conducted in a secret ballot by the Executive Director. The Executive Director will be the facilitator of the elections with the Executive Administrative Assistant as the validating witness.
- f. Nominations and Voting for Officers:

After all nominations have been made and the nominations have been closed, voting shall begin.

1. If more than one (1) candidate has been nominated for an office, balloting must be by a closed ballot for that office. Balloting for other candidates who have no opposition may be by voice vote.
2. If voting has been by ballot, the Executive Director will count ballots and announce the candidate with the most votes, will be declared elected with the Executive Administrative Assistant as the validating witness.

### **ARTICLE VII – COMMITTEES**

Committees made up of Board member and/or non-members shall be appointed by the President and approved by the Board. It shall be the function of all committees to investigate and make recommendations to the Board. No committee shall have any power to act in the name of the District, not to expend any District funds or to enter any obligation for expenditure thereof.

1. Regarding the Executive Director's Annual Evaluation:
  - a. The Evaluation Committee will consist of: The Board President, the Vice President, and two (2) additional (voluntary) committed Directors that will be responsible for the evaluation.



## **Board Guiding Principles**

- b. The Evaluation Committee, upon the completion of the evaluation, will present the completed evaluation to the remainder of the Board. The Board will then discuss compensation awards based on the evaluation.

### **ARTICLE VIII – EMPLOYEES**

1. Executive Director: The Board shall hire an Executive Director for the District, and set the salary and employment guidelines therefore, Executive Director Performance Evaluations will be conducted and finished in April of each given year.
2. The Board shall adopt Policy and Procedures for the District employees.

### **ARTICLE IX – BOARD BENEFITS**

While serving on the Board of Directors, Board members, their spouse/significant other and up to four (4) dependent children under the age of 18 in that household will receive a membership during time served. Board members will be charged \$5.00 per year.

### **ARTICLE X – EXECUTION OF INSTRUMENTS**

The President and the Executive Director shall sign all legal documents on behalf of the District, which document execution is authorized by the Board, and affix the District seal thereto; or, both the Treasurer and Secretary as required by law. The President, Vice President, Treasurer shall be signatories for the issuance of checks and drafts on the Districts' bank accounts.

It is the directive and requirement of the Board of Directors that there are to be two (2) signatures for checks in the amount of \$10,000 or greater with one (1) of the signatures being either the Board President or Vice President. For checks less than \$10,000, one signature from the Executive Director or the President, Vice President, or Treasurer is acceptable.

### **ARTICLE XI – FISCAL YEAR**

The fiscal year and the budget year of the District shall be the calendar year.

### **ARTICLE XII – AMENDMENTS**

These Guiding Principles may be amended by motion and affirmative vote of a majority of the Board of Directors at any regular Board meeting. The fact that an amendment is contemplated need not be stated in the notice of the meeting.





## Board Guiding Principles

### CERTIFICATION

We, the undersigned, hereby certify that Carbon Valley Parks and Recreation District is comprised of seven (7) members, constituting a quorum, were present at a meeting duly and regularly called, noticed, convened and held on THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020; and

The foregoing Bylaws, formally adopted on June 3, 1983, was amended and revised August 3, 2011, and will be amended, revised, and adopted at said meeting by the affirmative vote of \_\_\_\_\_ members, opposed by \_\_\_\_\_ members and abstained by \_\_\_\_\_ members, and that said Resolution has been duly recorded in the Board of Directors Regular Meeting Minutes and is in full force and effect.

\_\_\_\_\_  
Cody Childers, President

\_\_\_\_\_  
Kevin Grinstead, Vice President

\_\_\_\_\_  
Jason Stolz, Secretary

\_\_\_\_\_  
Tina Cunningham, Treasurer

\_\_\_\_\_  
Bill Haid

\_\_\_\_\_  
Tina Martin

\_\_\_\_\_  
Joshua Woita