

# MCA

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# 2017 COMMUNITY BUDGET

PRESENTED ANNUAL MEMBERS MEETING

November 9th, 2016

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7350 E. 29<sup>th</sup> Ave, Suite 300 • Denver CO 80238 • (303)388-0724  
[www.stapletoncommunity.com](http://www.stapletoncommunity.com)

# MCA

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## 2017 DRAFT BUDGET SUMMARY

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### MISSION STATEMENT

The Stapleton MCA is a 501(c) 4 Non Profit Community Development Organization whose mission it is to create and sustain a sense of community at Stapleton through comprehensive management of parks and recreational facilities, community events and cultural programming.

# MCA

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## MCA HISTORY

The Stapleton MCA was originally created and funded in 2001 by Stapleton's Master Developer (Forest City) through the statutes identified in the Colorado Common Ownership Act of 1973 (CCIOA) to be responsible for the operation and management of all property owned by the Park Creek Metropolitan District which includes community recreational facilities and centers, neighborhood parks, pedestrian paths, parkways and alleys for the common benefit of all Stapleton residents.

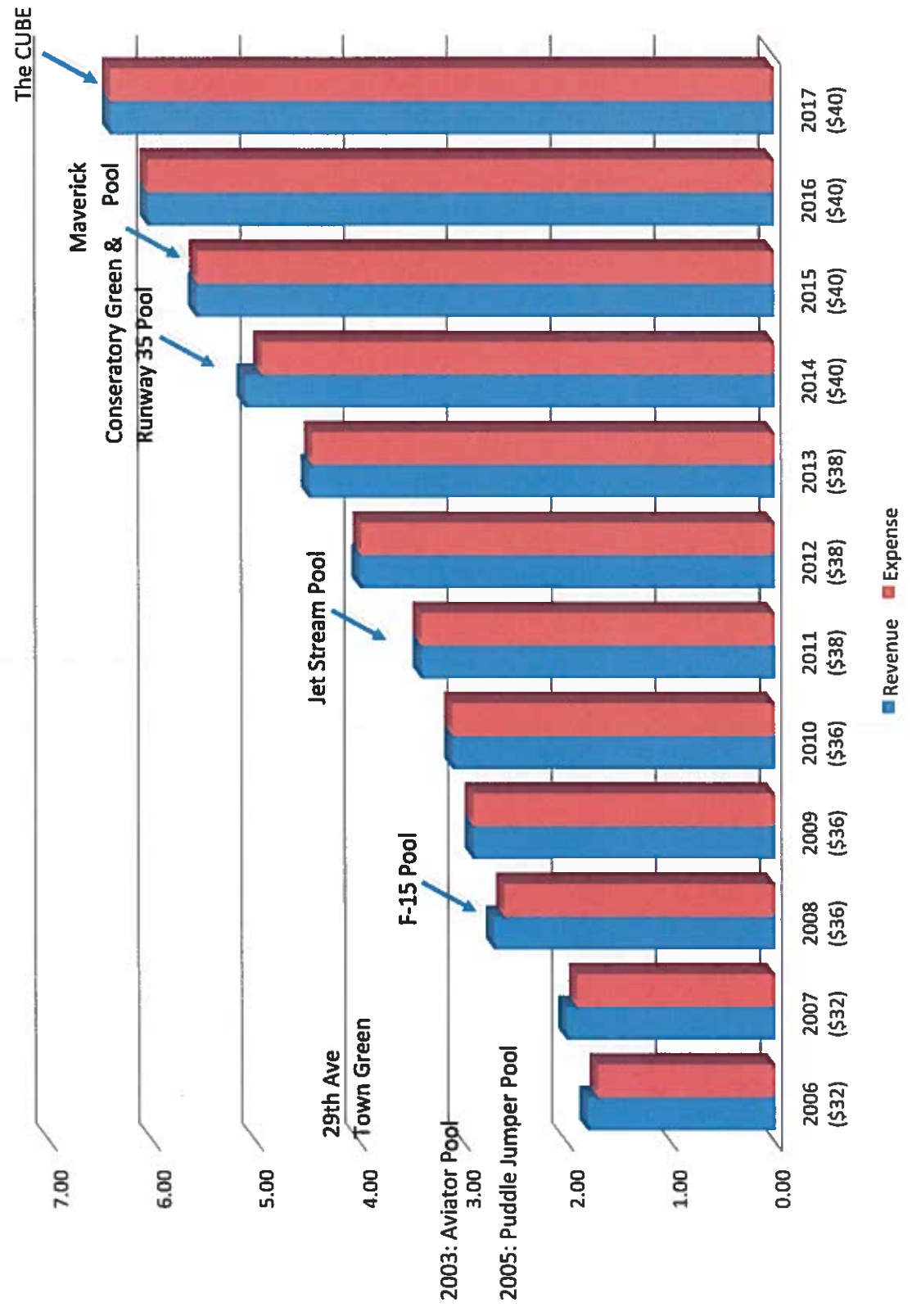
The Stapleton MCA is funded through monthly assessments levied to each property owner within the boundaries of the Stapleton planned unit development (PUD). The assessment authority granted through Colorado state statute is outlined in the Association's Declaration, which residents are provided when they purchased property. All property owners (residential & commercial) within the Stapleton PUD are members of the Stapleton MCA and are subject to these community assessments.

At the inception of the Stapleton community, monthly "single family" home assessments were set at approximately \$32 / month. It was always envisioned that as new facilities came online that incremental increases to those assessments would be necessary to adequately respond the neighborhoods needs. Over the past 11 years we will have brought on over 40 parks, 6 aquatic facilities and been able to dramatically expand the community programming, all the while keeping up with the ability to repair and replace aging components necessary to meet the community standards. With next years anticipated rates we will have accomplished all that with average increase of \$0.72/month/year to the average Stapleton homeowner.

Since 2006 the SMCA has been a self-managed organization consisting of the Executive Board, Community Delegates and an Executive Director. The "Community Delegates" set annual assessment rates as part of the budgeting process. Stapleton is currently organized into 14 delegate districts. Members of each district elect a delegate annually to act as the primary advisory committee to the Executive Board. The board is the governing body, which transacts the business of the SMCA. The Executive Director manages the day-to-day operations of the organization and oversees SMCA staff and contractors.

All SMCA documents, budgets, financials and meeting information are posted online and can be downloaded at [www.stapletoncommunity.com](http://www.stapletoncommunity.com). The MCA welcomes all forms of comments and suggestions from the residents on how we may better serve the community.

# MCA Revenue & Expense History



# MCA

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## 2016 Q3 FINANCIALS

### Net Ordinary Income

- **YTD Results** **On budget**

### Revenue Highlights

- **Total Revenues** **99%**
- **Residential Assessments** **+2%**
- **Commercial Assessments** **-4%**
- **Aquatics** **+4%**
- **Programming** **-4%**

### Expense Highlights

- **Total Expenses** **99%**
- **Leases** **-4%%**
- **Administration** **-3%**
- **Aquatics** **+10%**
- **Programming** **-11%**
- **Parks** **+4%**

**Stapleton Master Community Association**  
**Statement of Activity**  
**January through September 2016**

Accrual Basis

	Jan - Sep 16	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4010 · Assessments	2,856,342.87	2,917,392.00	-61,049.13	97.9%
4020 · PCMD	741,907.62	811,655.00	-69,747.38	91.4%
4030 · Working Capital	81,600.00	72,000.00	9,600.00	113.3%
4040 · Collections	15,330.83	18,000.00	-2,669.17	85.2%
4060 · Aquatic Services	648,329.84	621,000.00	25,329.84	104.1%
4070 · Programming	166,998.84	173,000.00	-6,301.16	96.4%
4080 · Facility Rental	57,829.59	56,000.00	1,829.59	103.3%
4085 · Special Services	28,664.16	33,000.00	-4,335.84	86.9%
4090 · Other Income	3,514.99	7,200.00	-3,685.01	48.8%
4095 · Retail Sales	28,857.88	34,500.00	-5,642.12	83.6%
<b>Total Income</b>	<u>4,827,076.62</u>	<u>4,743,747.00</u>	<u>-116,670.38</u>	<u>97.5%</u>
<b>Gross Profit</b>	4,627,076.62	4,743,747.00	-116,670.38	97.5%
<b>Expense</b>				
5010 · Administration & Governance	611,108.59	612,059.94	-951.35	99.8%
5015 · MCA Office & Community Rooms	391,463.13	412,767.00	-21,303.87	94.8%
5030 · Assessment Management	136,386.51	140,700.00	-4,313.49	96.9%
5040 · Professional Services	38,055.40	50,750.00	-12,694.60	75.0%
5060 · Insurance	166,320.57	130,300.00	36,020.57	127.6%
5100 · Community Programming	536,647.28	606,915.00	-70,267.72	88.4%
5210 · Park Maintenance	532,325.84	529,500.00	2,825.84	100.5%
5220 · Park Utilities	177,534.43	145,350.00	32,184.43	122.1%
5300 · District Maintenance	532,979.08	613,455.00	-80,475.92	86.9%
5320 · District Utilities	200,453.04	184,700.00	15,753.04	108.5%
5400 · Aquatic Programming	728,547.83	645,520.00	83,027.83	112.9%
5450 · Aquatic Facilities	389,961.81	361,930.00	28,031.81	107.7%
5500 · Other Expenses	6,176.38			
5900 · Fund Transfers	466,284.00	468,000.00	-1,716.00	99.6%
<b>Total Expense</b>	<u>4,914,243.69</u>	<u>4,901,946.94</u>	<u>12,296.75</u>	<u>100.3%</u>
<b>Net Ordinary Income</b>	-287,167.07	-158,199.94	-128,967.13	181.5%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
6010 · Reserve Funds	254,611.42	216,000.00	38,611.42	117.9%
6020 · Improvement Fund	218,284.00	225,000.00	-6,716.00	97.0%
6050 · Community Fund	40,158.43	20,000.00	20,158.43	200.8%
<b>Total Other Income</b>	<u>513,053.85</u>	<u>461,000.00</u>	<u>52,053.85</u>	<u>111.3%</u>
<b>Other Expense</b>				
7010 · Reserve Repairs & Replacements	139,077.53	250,000.00	-110,922.47	55.6%
7020 · Improvement Projects	150,834.42	250,000.00	-99,165.58	60.3%
7050 · Community Fund Projects	17,500.00	20,000.00	-2,500.00	87.5%
<b>Total Other Expense</b>	<u>307,411.95</u>	<u>520,000.00</u>	<u>-212,588.05</u>	<u>59.1%</u>
<b>Net Other Income</b>	<u>205,641.90</u>	<u>-59,000.00</u>	<u>264,641.90</u>	<u>-348.5%</u>
<b>Net Income</b>	<u>-81,525.17</u>	<u>-217,199.94</u>	<u>135,674.77</u>	<u>37.5%</u>

**Stapleton Master Community Association  
Balance Sheet Prev Year Comparison  
As of September 30, 2016**

Accrual Basis

	Sep 30, 16	Sep 30, 15	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1000 · Operating Funds	-138.41	0.00	-138.41	-100.0%
1010 · MSI Assessment Acct	332,063.73	287,729.13	44,334.60	15.4%
1015 · MCA Operating Acct	113,675.34	54,517.87	59,157.47	108.5%
1020 · MCA Operating Reserve	590.91	201,037.35	-200,446.44	-99.7%
1050 · MCA Reserve Funds	543,905.49	1,435,709.68	-891,804.19	-62.1%
1070 · MCA Community Fee Fund	229,119.81	186,325.95	42,793.86	23.0%
<b>Total Checking/Savings</b>	1,219,216.87	2,165,319.98	-946,103.11	-43.7%
<b>Accounts Receivable</b>				
1110 · Accounts receivable	348,872.66	390,043.80	-41,171.14	-10.6%
1115 · Doubtful accounts allowance	-50,000.00	-50,000.00	0.00	0.0%
<b>Total Accounts Receivable</b>	298,872.66	340,043.80	-41,171.14	-12.1%
<b>Other Current Assets</b>				
1299 · Undeposited Funds	1,000.00	1,000.00	0.00	0.0%
1300 · Payroll Service Customer Asset	-2,050.76	-2,050.76	0.00	0.0%
1410 · Inventories for sale	1,500.24	1,500.24	0.00	0.0%
1420 · Inventories for use	10,506.44	10,506.44	0.00	0.0%
1450 · Prepaid expenses	28,340.66	28,340.66	0.00	0.0%
1530 · Petty Cash - MSI	1,200.00	1,200.00	0.00	0.0%
1535 · Cash Banks - MCA	2,827.00	2,827.00	0.00	0.0%
1550 · Training Equipment - Aquatics	3,890.59	3,890.59	0.00	0.0%
<b>Total Other Current Assets</b>	47,214.17	47,214.17	0.00	0.0%
<b>Total Current Assets</b>	1,565,303.70	2,552,577.95	-987,274.25	-38.7%
<b>Fixed Assets</b>				
1620 · Pool Facility - operating	23,513.54	22,874.64	638.90	2.8%
1630 · Leasehold improvements	1,039,207.45	129,747.66	909,459.79	701.0%
1640 · Furniture, fixtures, & equip	304,854.57	294,275.88	10,578.69	3.6%
1650 · Vehicles	91,990.04	72,271.51	19,718.53	27.3%
1660 · Construction in progress	14,634.12	14,634.12	0.00	0.0%
1745 · Accum deprec	-107,112.90	-107,112.90	0.00	0.0%
<b>Total Fixed Assets</b>	1,367,086.82	426,690.91	940,395.91	220.4%
<b>TOTAL ASSETS</b>	<u>2,932,390.52</u>	<u>2,979,268.86</u>	<u>-46,878.34</u>	<u>-1.6%</u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2010 · Accounts payable	222,676.01	281,823.80	-59,147.79	-21.0%
<b>Total Accounts Payable</b>	222,676.01	281,823.80	-59,147.79	-21.0%
<b>Credit Cards</b>				
2050 · Credit card - Capital One VISA	-9,398.78	3,540.70	-12,939.48	-365.5%
<b>Total Credit Cards</b>	-9,398.78	3,540.70	-12,939.48	-365.5%
<b>Other Current Liabilities</b>				
2100 · Payroll Liabilities	4,833.24	-2,068.78	6,902.02	333.6%

**Stapleton Master Community Association  
Balance Sheet Prev Year Comparison  
As of September 30, 2016**

Accrual Basis

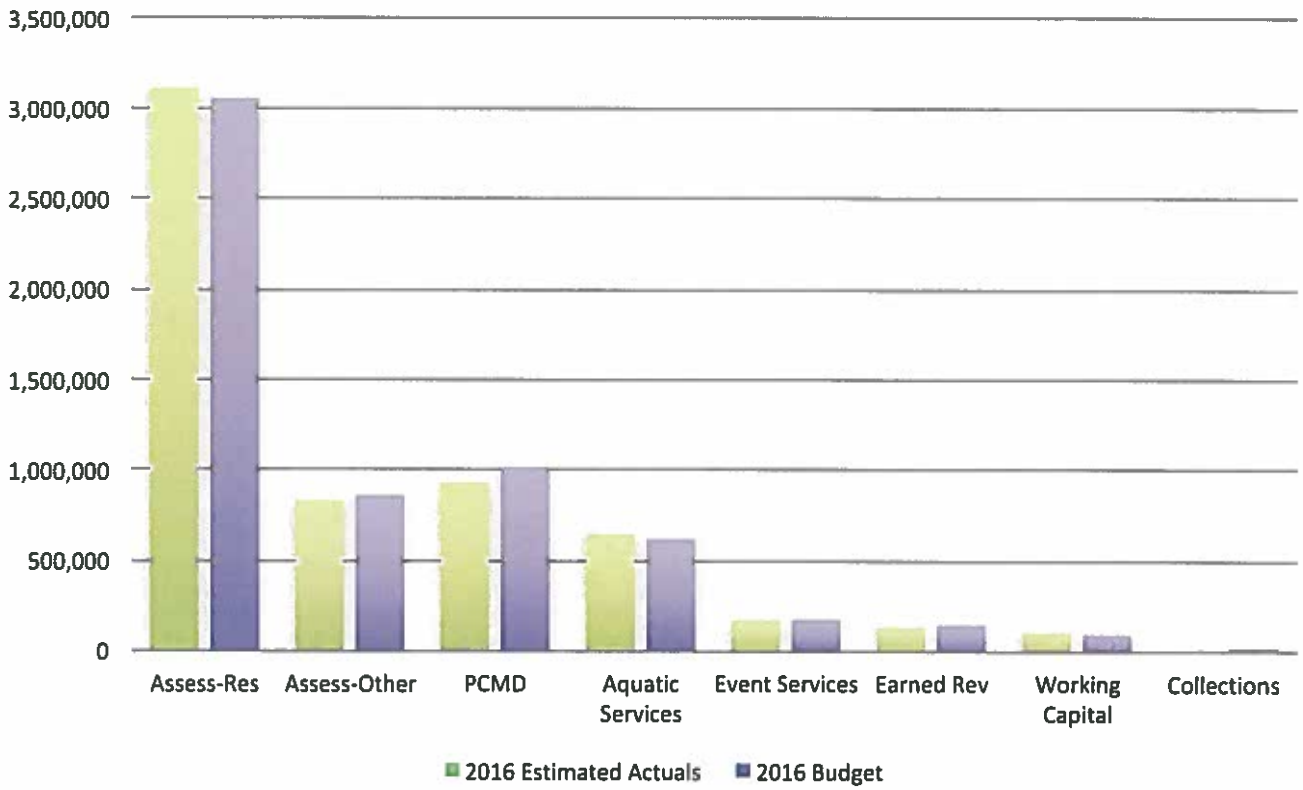
	Sep 30, 16	Sep 30, 15	\$ Change	% Change
2111 · Direct Deposit Liabilities	1,778.22	-12,633.25	14,411.47	114.1%
2200 · Prepaid Assessments	157,791.11	147,677.59	10,113.52	6.9%
2240 · Future Improvement Fund	0.00	46,978.12	-46,978.12	-100.0%
2250 · Swim Team Fund	5,414.75	5,098.75	316.00	6.2%
2260 · F10 Stormsewer Reserve Fund	36,000.00	12,000.00	24,000.00	200.0%
2410 · Refundable advances	-260.23	-260.23	0.00	0.0%
<b>Total Other Current Liabilities</b>	<b>205,557.09</b>	<b>196,792.20</b>	<b>8,764.89</b>	<b>4.5%</b>
<b>Total Current Liabilities</b>	<b>418,834.32</b>	<b>482,156.70</b>	<b>-63,322.38</b>	<b>-13.1%</b>
<b>Total Liabilities</b>	<b>418,834.32</b>	<b>482,156.70</b>	<b>-63,322.38</b>	<b>-13.1%</b>
<b>Equity</b>				
3001 · Opening Bal Equity	85,504.30	85,504.30	0.00	0.0%
3010 · Unrestrict (retained earnings)	1,345,470.07	1,132,301.30	213,168.77	18.8%
3300 · Working Capital Equity	1,164,507.00	1,164,507.00	0.00	0.0%
Net Income	-81,525.17	114,799.56	-196,324.73	-171.0%
<b>Total Equity</b>	<b>2,513,956.20</b>	<b>2,497,112.16</b>	<b>16,844.04</b>	<b>0.7%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,932,790.52</b>	<b>2,979,268.86</b>	<b>-46,478.34</b>	<b>-1.6%</b>



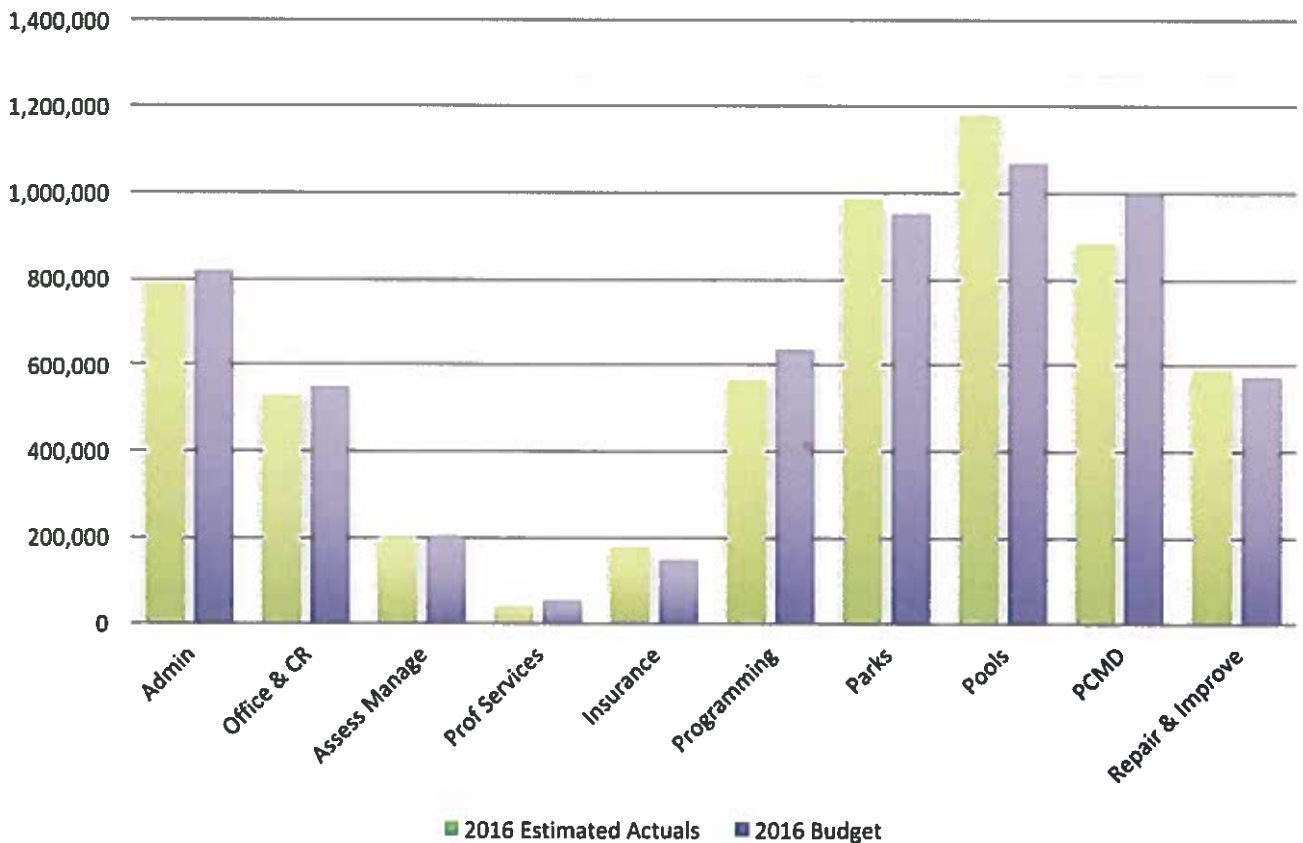
**Stapleton Master Community Association**  
**SMCA Statement of Activities**  
January through December

	<b>2016</b>			
	<b>Estimated</b>			
	<b>Actuals</b>	<b>2016 Budget</b>	<b>Over/Under</b>	<b>%</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Assess-Res	3,109,591	3,054,144	55,447	2%
Assess-Other	831,886	864,512	(32,626)	-4%
PCMD	930,808	1,017,030	(86,222)	-8%
Aquatic Services	649,329	624,000	25,329	4%
Event Services	173,698	180,000	(6,302)	-4%
Earned Rev	134,764	146,600	(11,836)	-8%
Working Capital	105,600	96,000	9,600	10%
Collections	21,330	24,000	(2,670)	-11%
<b>Total Income</b>	<b>5,957,006</b>	<b>6,006,286</b>	<b>(49,280.00)</b>	<b>-1%</b>
<b>Expense</b>				
Admin	789,887	818,279	(28,392)	-3%
Office & CR	529,052	550,356	(21,304)	-4%
Assess Manage	199,286	203,600	(4,314)	-2%
Prof Services	39,555	54,500	(14,945)	-27%
Insurance	178,333	147,900	30,433	21%
Programming	565,452	636,720	(71,268)	-11%
Parks	985,001	951,350	33,651	4%
Pools	1,180,533	1,069,510	111,023	10%
PCMD	883,446	999,030	(115,584)	-12%
Repair & Improve	591,284	575,000	16,284	3%
<b>Total Expense</b>	<b>5,941,829</b>	<b>6,006,245</b>	<b>(64,416)</b>	<b>-1%</b>
<b>Net Ordinary Income</b>	<b>15,177</b>	<b>41</b>		

## Revenue



## Expense



# MCA

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## 2017 STATISTICS

• Estimated Population.....	23,000
• Number of Residential Properties.....	7000
• Number of Rental Properties.....	1520
• Number of Business Entities.....	120
• Total Commercial Units .....	1100
• Total Alley Surface Maintained.....	55 Miles
• Pool/Aquatic Facilities Managed .....	6
• Park Acres Managed.....	80 Acres
• ROW Managed.....	40 acres
• Full time & Part-time Employees .....	12
• Seasonal Employees.....	150

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## 2017 BUDGET ASSUMPTIONS

1. Residential Assessments to remain at \$40 per month
2. Estimated units as of Jan 1, 2017 is 7,000
3. We will continue to see 35 – 45 new sales per month
4. Development will continue in filings on the North up to 56<sup>th</sup> and North Aurora
5. Inventory of properties that the builders & developer should maintain in 2017
6. Rental units will increase to 1600 units by mid 2017
7. Commercial development will increase to 1200 units by summer 2017
8. Commercial assessment rate will remain the same (\$4.60 – \$14.40)
9. “For Rent” Affordable product will remain \$12.00/ Month in 2017

# MCA



## 2017 ASSESSMENT SCHEDULE

Assessment are as follows: Effective January 1, 2017		
TYPE OF UNIT	DESCRIPTION	ASSESSMENT
For Sale Regular Residential	Individually owned dwelling units sold at market rate prices.	\$40.00 / Month
For Sale Affordable Residential	Individually owned dwelling units subject to restrictions under the Workforce Housing Program.	\$24.00 / Month
For Rent Residential - Market Rate	Apartments/multi-family rental units.	\$24.00 / Month
For Rent Residential - Affordable	Apartments/multi-family rental units.	\$12.00 / Month
Filing 2 Commercial, Office, Other	Units used for commercial, retail, light industrial, office, or public or private recreation use.	\$13.25 per 2,000 s.f./ Month
Filing 13 & 7 Industrial	Units used for commercial, retail, light industrial, office, or public or private recreation use.	\$4.85 per 2,000 s.f./ Month
All other Commercial, Office, Other	Units used for commercial, retail, light industrial, office, or public or private recreation use.	\$9.25 per 2,000 s.f./ Month
Filing 10 Montevue & Central Park Mixed-Use	Commercial units located to adjacent private storm sewer system owned by Park Creek Metro District (PCMD)	\$9.25 per 2,000 s.f./ month PLUS \$15/ parcel /month

# MCA

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## ADMINISTRATION & GOVERNANCE

The mission of MCA administration is to provide the appropriate level of operational support and oversight that allows for efficient operations in the three main areas of MCA operations; Pools, Parks and Programming. MCA Administration will provide support through strong accounting and financial management of MCA revenues and expenses. MCA Administration will provide comprehensive human resource management to support the recruitment, training and deployment of the 150+ staff necessary to operate the community as identified. MCA will manage a responsive member services team to promptly respond to the wide variety of community questions, concerns and needs that the MCA office fields on a daily basis.

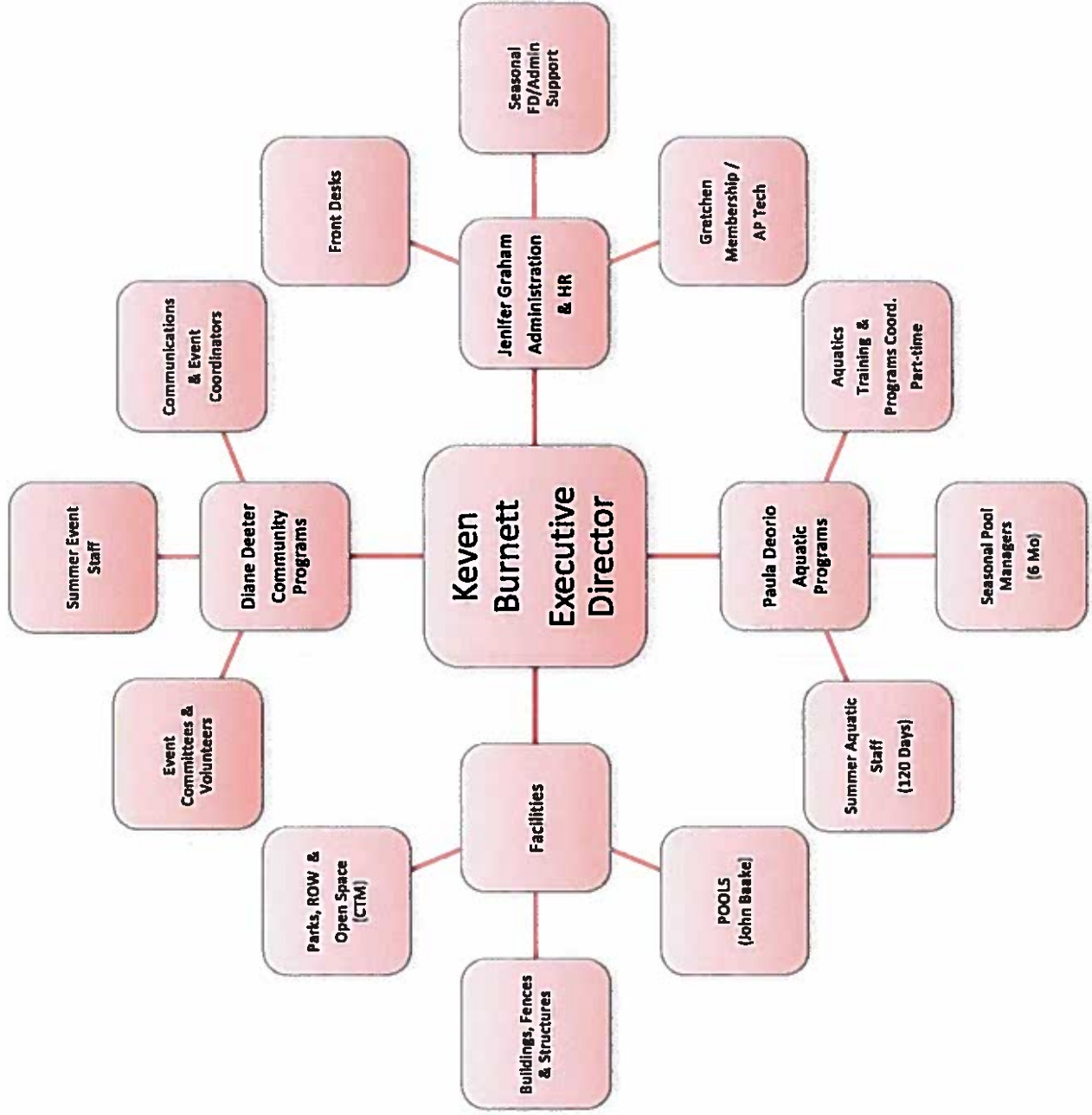
1. MCA will continue to staff its operations with 4 fulltime Directors (Executive Director, Community Director, Aquatics Director, Admin/HR Director)
2. MCA will maintain its support staff at 7 with an additional of 1 position that will focus on the Cube and community events, in addition to the current positions, (Front Desk, Membership Manager, Communications Manager Event Coordinator and Aquatics Coordinator)
3. MCA will continue to 7350 E. 29<sup>th</sup> Ave in the Town Center Building to house MCA Front Desk, Aquatic, Programming, Facilities, Administration, and the Community Room. This is still a short-term lease agreement that will be maintained until a long-term solution is determined.
4. MCA will lease North Cube location at 8371 Northfield Blvd to house MCA front desk as well as additional community space and public restrooms.
5. MCA will oversee accounting contract with MSI Inc. to bill and collect from approximately 9,000 residential, builder, developer and commercial owners.

**Stapleton Master Community Association**  
**Administrative & Support Budget Overview**  
 January through December 2017

	Jan - Dec 17
<b>Ordinary Income/Expense</b>	
<b>Expense</b>	
<b>5010 · Administration &amp; Governance</b>	
5010-01 · Payroll Expenses	642,000.00
5010-02 · Payroll Increases	24,396.00
5010-03 · Health Insurance	81,600.00
5010-04 · LTD/Life	8,880.00
5010-06 · 401K Plan	24,000.00
5010-08 · Staff Incentive Program	1,800.00
5010-09 · Staff/Board Training	6,000.00
5010-10 · Board/Del Meeting Expense	3,600.00
5500-02 · Association Contingency	24,000.00
<b>Total 5010 · Administration &amp; Governance</b>	<b>816,276.00</b>
<b>5015 · MCA Office &amp; Community Rooms</b>	
<b>5020 · MCA-South</b>	
5020-01 · Lease	232,356.00
5020-05 · Janitorial Service	15,000.00
<b>Total 5020 · MCA-South</b>	<b>247,356.00</b>
<b>5025 · MCA - North</b>	
5025-01 · Lease	168,000.00
5025-03 · CAM	48,000.00
5025-05 · Janitorial Services	15,000.00
<b>Total 5025 · MCA - North</b>	<b>231,000.00</b>
<b>5050 · Office Operation</b>	
5050-01 · Postage	6,000.00
5050-02 · Office Supply	12,000.00
5050-03 · Intranet	1,200.00
5050-04 · Meetings	3,600.00
5050-05 · Phone	18,000.00
5050-06 · Computer Hardware / Software	12,000.00
5050-07 · Office Equipment	9,600.00
5050-08 · Office F&B	3,600.00
5050-09 · Office Contingency	6,000.00
<b>Total 5050 · Office Operation</b>	<b>72,000.00</b>
<b>Total 5015 · MCA Office &amp; Community Rooms</b>	<b>550,356.00</b>
<b>5030 · Assessment Management</b>	
5030-01 · Assessment Processing	177,000.00
5030-02 · Lein Fees	2,400.00
5030-03 · A/R Processing Fee	10,800.00
5030-04 · Other MSI Management	4,800.00
5030-05 · Uncollectable Debt	11,000.00
5030-07 · MSI Postage	3,600.00
<b>Total 5030 · Assessment Management</b>	<b>209,600.00</b>
<b>5040 · Professional Services</b>	
5040-01 · Legal Fees	12,000.00
5040-02 · Audit / Taxes	14,000.00
5040-05 · Architecture & Mapping	5,000.00
5040-06 · Graphics & Signs	3,600.00
5040-07 · Website	6,000.00
<b>Total 5040 · Professional Services</b>	<b>40,600.00</b>
<b>5060 · Insurance</b>	<b>170,000.00</b>
<b>Total Expense</b>	<b>1,786,832.00</b>
<b>Net Ordinary Income</b>	<b>-1,786,832.00</b>
<b>Net Income</b>	<b>-1,786,832.00</b>



# MCA OPERATING STRUCTURE



MCA

STAPLETON

# MCA



## STAPLETON AQUATICS

The mission of the MCA Aquatics department is to recruit, train and deploy a qualified and customer service oriented staff intended to provide a safe and accessible facility for the Stapleton residents to swim and recreate on a daily basis. The MCA aquatics department will recruit, train and deploy a qualified teaching staff to ensure sufficient aquatic programming is offered for each skill level and interest group that show the critical mass necessary to make programs financially viable. The MCA Aquatics department will recruit, train and deploy qualified front desk and concession staff necessary to fully operate each aquatic facility in accordance with the community standards.

• Number of Active Resident Cards.....	14,000
• Annual usage (6 pools).....	150,000
• Maximum Daily users	3,500
• 2016 Swim Classes offered.....	550
• 2016 Program Participants....	3,000
• 2016 Program Participant days.....	37,000
• 2016 Swim Team.....	400

### Pools

1. MCA will hire and train a seasonal staff of approximately 145 Seasonal employees to operate pools from Memorial Day to Labor Day
2. MCA will operate 6 pools with an estimated usage of 160,000 visits from Memorial Day to Labor Day
3. MCA will operate Pool Concession
4. MCA will operate a full offering of swim programs to the community including: Swim Team; Learn to swim; Adult Programs

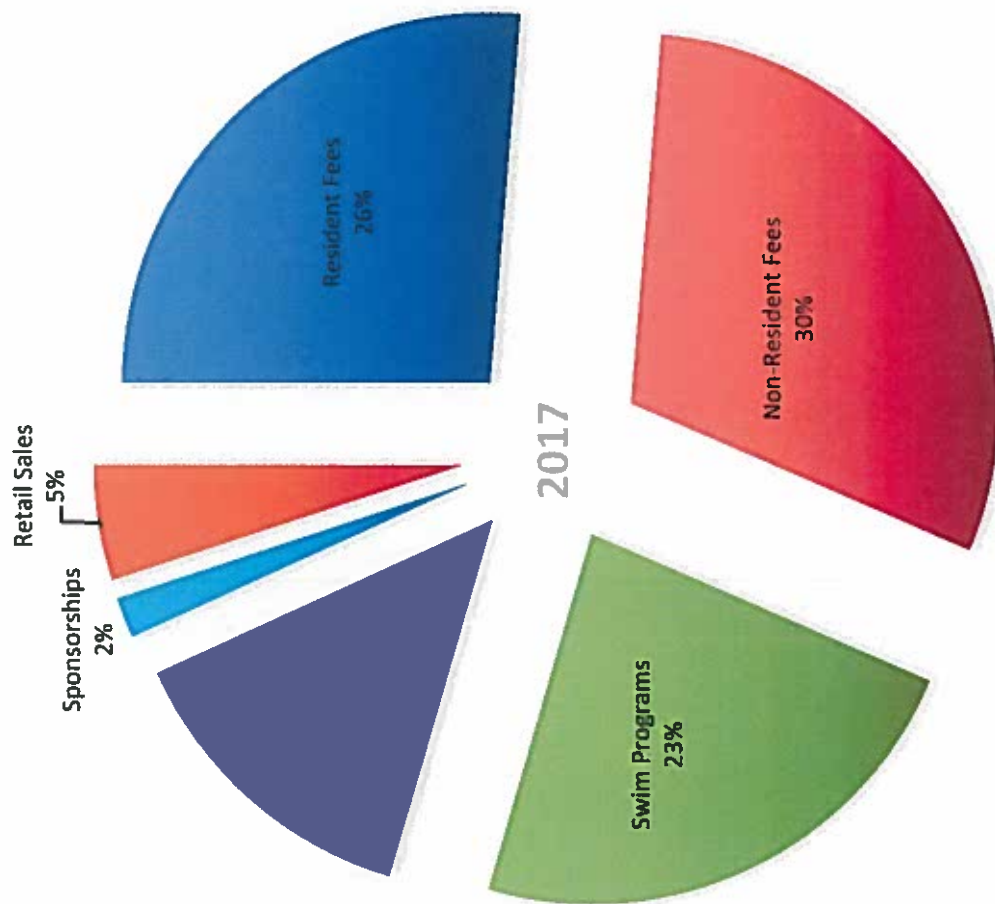
### Pool Fees

1. Resident card fee will remain \$20 per year
2. Discounted renewals “**Online Only**” for \$10 per card
3. Non-Resident fees will remain at \$8 per regular entry (Holidays & Weekends \$10)
4. Resident Guests will remain at \$5 per entry (except weekends and holidays \$10)
5. Unlimited Resident Guest Card will remain at \$80 each (4 max per household)
6. Swim programs will remain the same per session (\$8 per class for standard session \$42-\$50)



**Stapleton Master Community Association  
Aquatics Budget Overview**  
January through December 2017

	Jan - Dec 17
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4060 · Aquatic Services	
4060-01 · Resident Fees	186,700.00
4060-02 · Non-Resident Fees	205,500.00
4060-03 · Swim Programs	170,000.00
4060-04 · Swim Team	100,000.00
4060-08 · Pool Sponsorships	10,000.00
4060-09 · Swim Team Sponsorships	2,500.00
<b>Total 4060 · Aquatic Services</b>	<b>674,700.00</b>
4095 · Retail Sales	
4095-01 · Aquatics Pro Shop	13,000.00
4095-02 · Pool Concessions	18,000.00
<b>Total 4095 · Retail Sales</b>	<b>31,000.00</b>
<b>Total Income</b>	<b>705,700.00</b>
<b>Gross Profit</b>	<b>705,700.00</b>
<b>Expense</b>	
5400 · Aquatic Programming	
5400-01 · Payroll Expense	
5400-03 · Seasonal Bonus	28,000.00
5400-01 · Payroll Expense - Other	610,500.00
<b>Total 5400-01 · Payroll Expense</b>	<b>638,500.00</b>
5405 · General Pool Operation	
5400-05 · Employee Testing	1,200.00
5400-06 · Staff Uniforms	18,000.00
5400-07 · Employee Incentive Program	3,500.00
5400-08 · Staff Meetings & Training	3,600.00
5400-09 · Lifeguard Training	1,500.00
5400-10 · Licensing	2,500.00
5400-11 · Retail Sales Tax	1,500.00
5400-12 · Concessions	7,500.00
5405-01 · Collateral & Signage	1,250.00
5405-02 · Pool ID System	5,000.00
5405-03 · Safety Equipment	7,500.00
5405-04 · Pro Shop	1,500.00
5405-05 · Storage	3,960.00
<b>Total 5405 · General Pool Operation</b>	<b>58,510.00</b>
5407 · Pool Programming	3,200.00
5408 · Swim Team	
5408-01 · Suits & Uniforms	15,000.00
5408-02 · Activities	9,000.00
5408-03 · Equipment	6,000.00
<b>Total 5408 · Swim Team</b>	<b>30,000.00</b>
<b>Total 5400 · Aquatic Programming</b>	<b>730,210.00</b>
5450 · Aquatic Facilities	
5406 · Facility Equip & Supply	
5406-01 · Pool Supplies	5,000.00
<b>Total 5406 · Facility Equip &amp; Supply</b>	<b>5,000.00</b>
5451 · Aviator Pool	68,125.00
5452 · Puddle Jumper Pool	61,025.00
5453 · Filling 15 Pool	61,025.00
5454 · Jet Stream Pool	61,025.00
5455 · Runway 35	60,925.00
5456 · Maverick	60,925.00
5490 · Facility Maintenance	
5490-01 · Tools & Equipment	5,000.00
<b>Total 5490 · Facility Maintenance</b>	<b>5,000.00</b>
5450 · Aquatic Facilities - Other	0.00
<b>Total 5450 · Aquatic Facilities</b>	<b>383,050.00</b>
<b>Total Expense</b>	<b>1,113,260.00</b>
<b>Net Ordinary Income</b>	<b>-407,560.00</b>
<b>Net Income</b>	<b>-407,560.00</b>



# MCA

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## COMMUNITY PROGRAMMING

The mission of the MCA Community Events & Programming department is to provide community-wide access to a variety of free and low cost creative programming, community oriented events and general community gatherings that are identified by the community through their initiative and/or participation. It is the goal of the community events & programming department to offer programming to all major sectors of the community including but not limited to families, singles, empty-nesters, kids, seniors and “identified common community groups” etc.

**2016 Season Attendees**

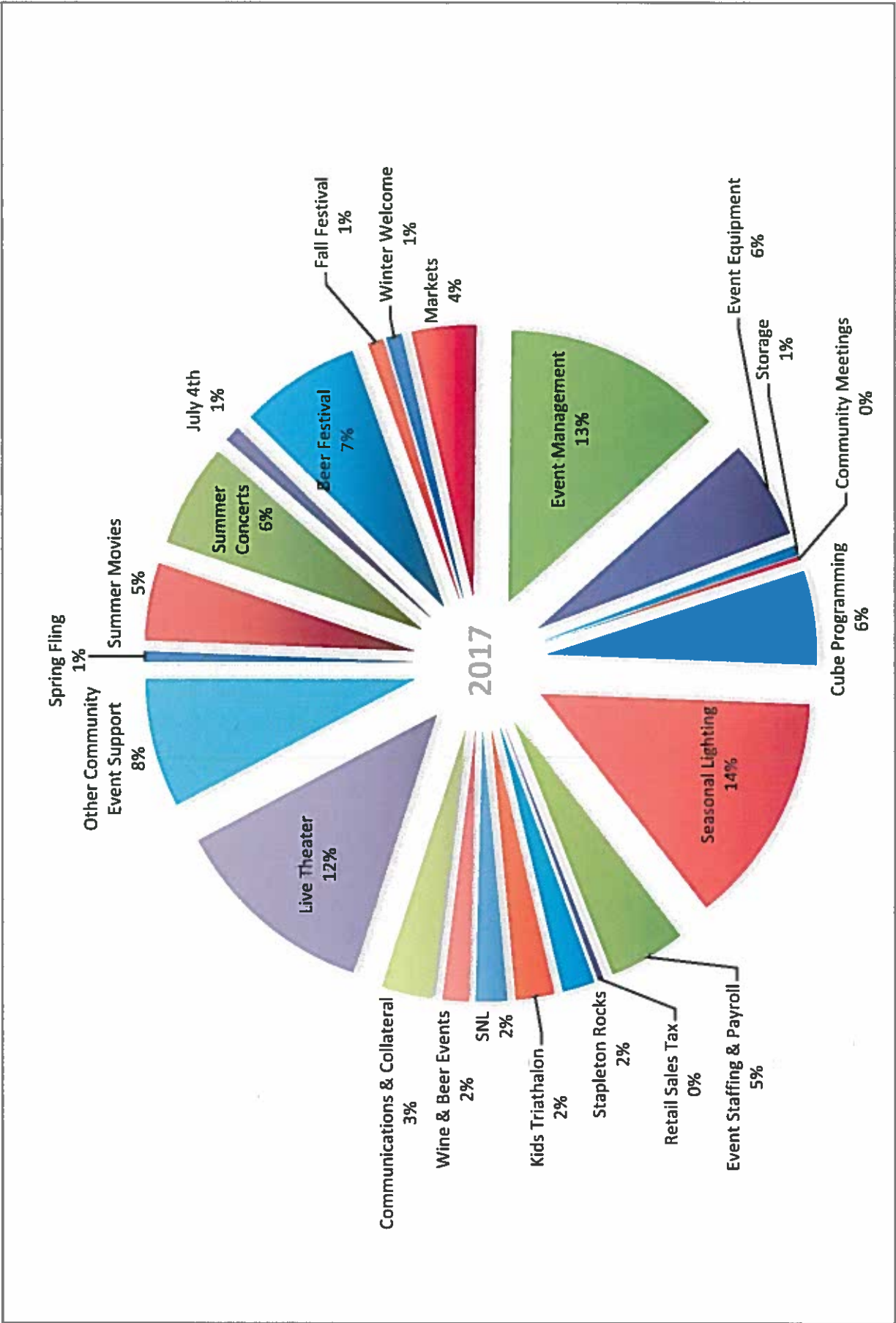
**85,000 – 100,000**

1. MCA will program the 29<sup>th</sup> Ave Town Center Green with a robust summer series of actives including: Movies, Concerts and Markets
2. MCA will produce the Stapleton Beer Festival, Stapleton Rocks and the Winter Welcome
3. MCA will continue to grow and expand recreational programming such as the Stapleton Kids Triathlon held annually in August
4. MCA will continue to grow several successful 2016 events such as “First Friday Flights”, “Active Minds” and “Family Fun Nights at the Pools”
5. MCA will continue outdoor live theater productions including the August Shakespeare in the Park production of
6. MCA will add additional season lighting to reflect both summer and winter ambiance primarily located within the 29<sup>th</sup> Ave town center and Conservatory Green
7. MCA will work to develop unique additional indoor programming designed for Conservatory Green and the Cube (e.g. Thursday evening Jazz/Blues series)
8. MCA will continue our partnership with Sam Gary Library to support added community programming (Focus on tweens & teens)
9. MCA will continue to partner with Central Park Rec Center to support added community programming. (focus on tweens & teens)

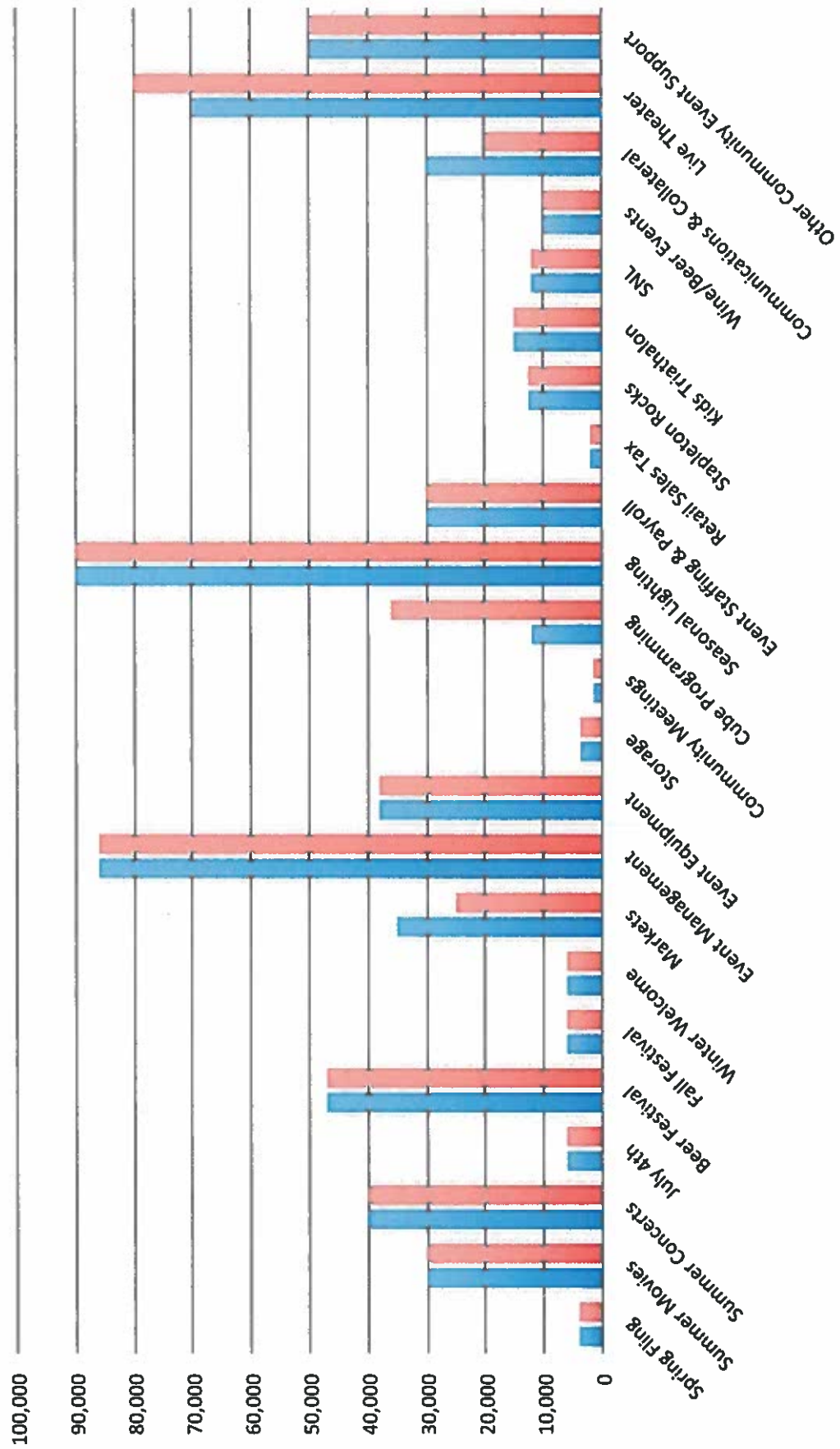
**Stapleton Master Community Association  
Community Programming Budget Overview  
January through December 2017**

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	Jan - Dec 17
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>4070 · Programming</b>	
4070-01 · Beer Festival	60,000.00
4070-03 · Event Sponsorships	75,000.00
4070-04 · Kids Triathlon	15,000.00
4070-05 · SNL	10,000.00
4070-06 · Wine Events	10,000.00
4070-10 · Other Event Income	10,000.00
<b>Total 4070 · Programming</b>	180,000.00
<b>4095 · Retail Sales</b>	
4095-03 · Event Concessions	1,500.00
<b>Total 4095 · Retail Sales</b>	1,500.00
<b>Total Income</b>	181,500.00
<b>Gross Profit</b>	181,500.00
<b>Expense</b>	
<b>5100 · Community Programming</b>	
5100-01 · Spring Fling	4,000.00
5100-02 · Summer Movies	30,000.00
5100-03 · Summer Concerts	40,000.00
5100-04 · July 4th	6,000.00
5100-05 · Beer Festival	47,000.00
5100-06 · Fall Festival	6,000.00
5100-07 · Holiday Festival	6,000.00
5100-08 · Farmers Market	25,000.00
5100-09 · Event Management	86,000.00
5100-10 · Event Equipment	38,000.00
5100-11 · Storage	3,720.00
5100-12 · Community Meetings	1,500.00
5100-13 · CUBE Programming	36,000.00
5100-14 · Seasonal Lighting	90,000.00
5100-15 · Event Staffing & Payroll	30,000.00
5100-16 · Retail Sales Tax	2,000.00
5100-17 · Stapleton Rocks	12,500.00
5100-18 · Kids Triathlon	15,000.00
5100-19 · SNL	12,000.00
5100-20 · Wine & Beer Events	10,000.00
5120-01 · Programming & Communication	20,000.00
5120-02 · Community Theater	80,000.00
5120-03 · Other Community Event Support	50,000.00
<b>Total 5100 · Community Programming</b>	650,720.00
<b>Total Expense</b>	650,720.00
<b>Net Ordinary Income</b>	-469,220.00
<b>Net Income</b>	-469,220.00



# Community Programming



■ 2016 ■ 2017

# MCA

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## COMMUNITY PARKS AND FACILITIES

It is the Mission of the MCA Community Parks & Facilities Department to maintain and operate all community parks and facilities in accordance with the established Stapleton community standards. The parks and facilities department will ensure the ongoing preventative maintenance needed for maximum lifespan of each individual facility. The MCA Parks and facilities department will oversee and/or manage all capital improvement projects (CIP) authorized by the Board of Directors and will ensure proper future maintenance procedures are outlined for each.

### **Parks & Facilities**

1. MCA will manage and oversee the maintenance and operation of 6 outdoor aquatic facilities and corresponding systems that shall be operated between Memorial Day weekend and Labor Day weekend. MCA shall manage the system as a whole and determine the most efficient operating hours and season to best respond to the seasonal demands by residents.
2. MCA will oversee contracts for the maintenance and operation of approx. 120 acres of Park, Medians, ROW and open space.
3. MCA will continue to oversee mosquito control contract for all storm water facilities throughout north and south Stapleton.

### **Repair & Replacements**

1. Pools = \$50K (misc. repairs)
2. Parks = \$100K (Trees, Drainage & Landscaping)
3. Parkways = \$75K (Trees)
4. Alleys = \$120K (Concrete)

### **Improvements**

1. Added lighting/security systems at Aviator, PJ, F15, JS, R35, Maverick
2. Additional shade structures at Maverick Pool



- PCMD - CURRENT
- NCA - CURRENT
- PCMD - TO BE ADDED IN 2015/16
- NCA - TO BE ADDED IN 2015/16
- PCMD - FUTURE
- NCA - FUTURE

**STAPLETON MANAGED FACILITIES**  
**STATION SECTION 10**

**LEGEND**

PCMD - CURRENT  
 NCA - CURRENT  
 PCMD - TO BE ADDED IN 2015/16  
 NCA - TO BE ADDED IN 2015/16  
 PCMD - FUTURE  
 NCA - FUTURE

**NOTES:**

1. THIS PLAN IS A PRELIMINARY PLAN AND IS SUBJECT TO THE APPROVAL OF THE LOCAL AUTHORITY AND THE LOCAL COUNCIL. THE LOCAL AUTHORITY AND LOCAL COUNCIL MAY REQUIRE CHANGES TO THIS PLAN AT ANY STAGE OF THE DESIGN PROCESS.

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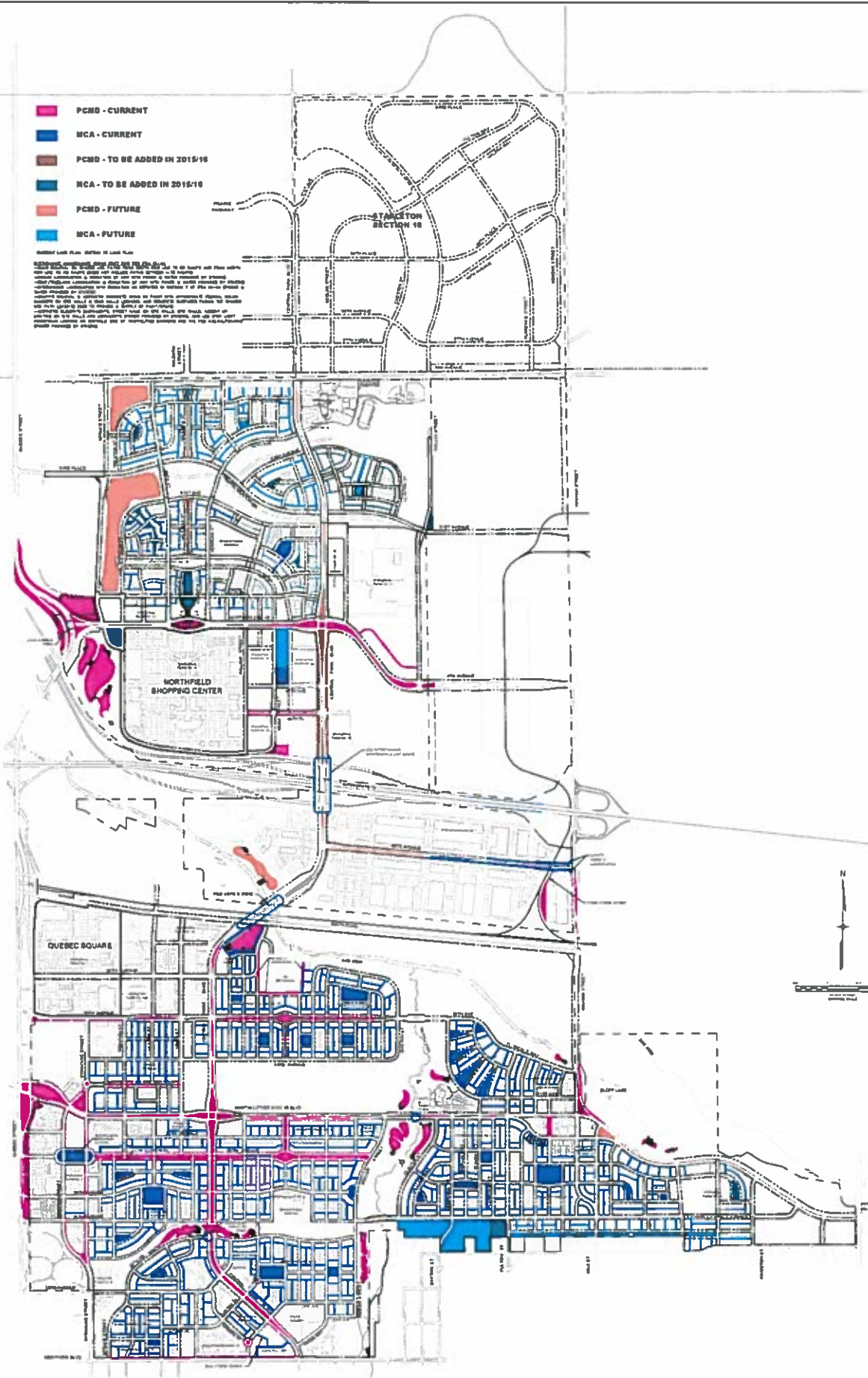
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10. THE LOCAL AUTHORITY AND LOCAL COUNCIL MAY REQUIRE CHANGES TO THIS PLAN AT ANY STAGE OF THE DESIGN PROCESS.



**STAPLETON MANAGED FACILITIES**

PREPARED BY **Matrix DESIGN GROUP**

JOB NO. 14-047-004

SHEET 1 OF 1



**Stapleton Master Community Association  
Parks & District Budget Overview  
January through December 2017**

	Jan - Dec 17
<b>Ordinary Income/Expense</b>	
<b>Expense</b>	
5210 · Park Maintenance	
5210-01 · Maintenance Contract	414,168.00
5210-02 · Annual Installations	64,500.00
5210-03 · Irrigation Maintenance	51,500.00
5210-04 · Grounds Maintenance	80,000.00
5210-05 · Grounds Improvements	30,000.00
5210-06 · Lighting Maintenance	18,000.00
5210-07 · Playground Maintenance	10,000.00
5210-08 · Snow Removal	90,000.00
5210-10 · Waterscape Maintenance	3,000.00
5210-11 · Trash, Debris & PP	10,000.00
5210-13 · Tree Maintenance	2,000.00
<b>Total 5210 · Park Maintenance</b>	<b>773,168.00</b>
5220 · Park Utilities	
5220-01 · Water	139,700.00
5220-02 · Gas & Electricity	29,850.00
5220-04 · Storm Drain Fees	135,000.00
5230-01 · F32 Water	38,000.00
5230-02 · Water Service Equip	18,000.00
<b>Total 5220 · Park Utilities</b>	<b>360,550.00</b>
5300 · District Maintenance	
5310-01 · Maintenance Contract	536,316.00
5310-03 · Irrigation Maintenance	48,000.00
5310-04 · Grounds Maint/Repair	38,000.00
5310-05 · Grounds Improvement	18,000.00
5310-06 · Storm Water Maintenance	94,080.00
5310-07 · Lighting Maintenance	19,200.00
5310-09 · Snow Removal	41,000.00
5310-10 · Trash & Debris Removal	18,000.00
5310-11 · Tree Maint/Replace	15,000.00
<b>Total 5300 · District Maintenance</b>	<b>827,596.00</b>
5320 · District Utilities	
5320-01 · Water	243,200.00
5320-02 · Gas & Electricity	19,200.00
<b>Total 5320 · District Utilities</b>	<b>262,400.00</b>
<b>Total Expense</b>	<b>2,223,714.00</b>
<b>Net Ordinary Income</b>	<b>-2,223,714.00</b>
<b>Net Income</b>	<b>-2,223,714.00</b>

# MCA

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## 2017 COMMUNITY BUDGET

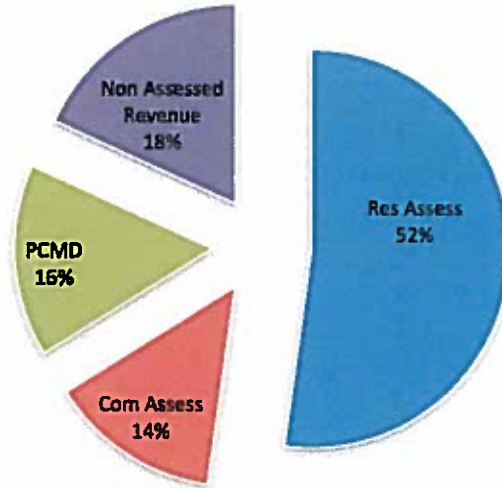
2017 is a year that the SMCA will continue to see significant growth in its operational responsibilities. This is the second full year that it will oversee the operation of parks, pools and programming in the north and Conservatory Green. The SMCA is also anticipating significant programming of the Conservatory Green amphitheater and fountain area.

SMCA staff has focused on compiling and presenting a responsible, forward-looking budget. Given the pace of growth in the community as it relates to facility development we want to ensure the proper funding levels for all areas of operation. It is our intent to expand carefully and conservatively. We will continue to closely evaluate all the contractual services that we currently contract on an annual basis and determine if cost saving will continue or if those areas will be more cost effective under one of the “in-house” departments.

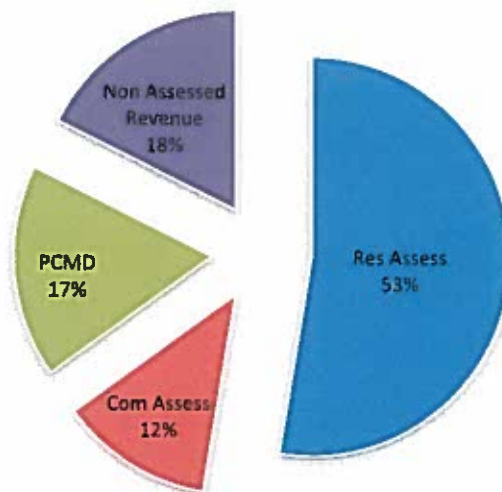
It is the responsibility of the 2016 elected community delegates to ratify the proposed budget and send it to the SMCA Executive Board. This ratification will occur at the annual meeting of the Community Delegates and Executive Board scheduled for Wednesday, November 16 at Noon at the SMCA Community Room (7350 E.29<sup>th</sup> Ave. Ste. 300 Denver, CO 80238). If the delegates fail to ratify a new budget with a revised assessment schedule the board will be required to revert to the most recent previous budget and corresponding assessment schedule.

Any and all comments in regards to this proposed budget or any other concerns with SMCA operations should be directed to your elected delegate or to the executive board. Delegates can be contacted via email or at the annual members meeting scheduled for Wednesday, November 9<sup>th</sup> at 6:30 PM at the SMCA CUBE (8731 E.49<sup>th</sup> Denver, CO 80238).

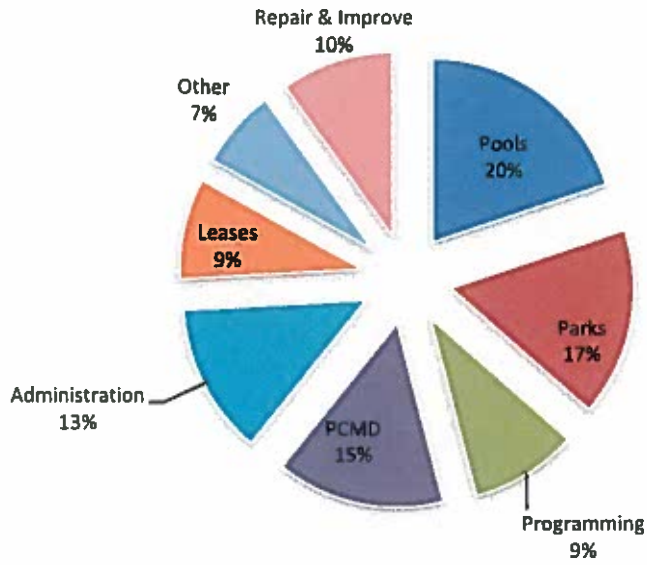
### 2016 MCA Funding (\$6.0M)



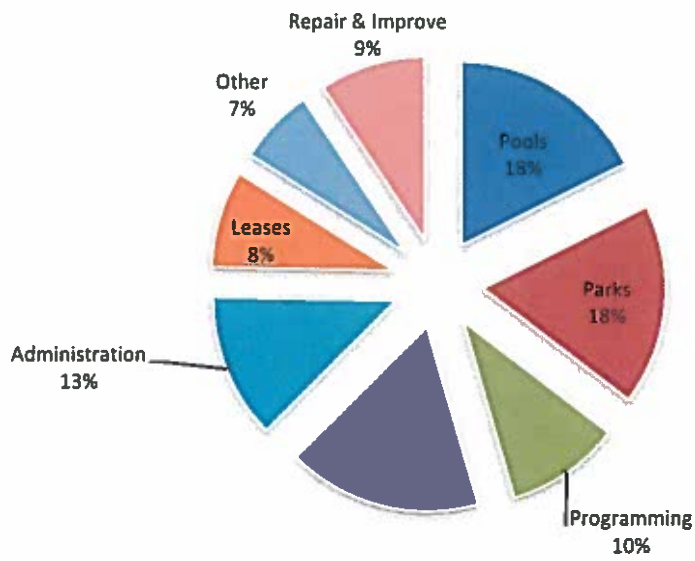
### 2017 MCA Funding (\$6.4M)



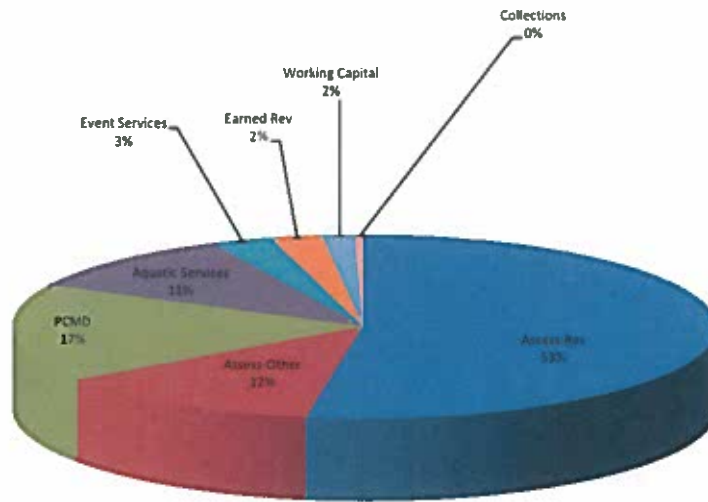
### MCA Core Spending 2016



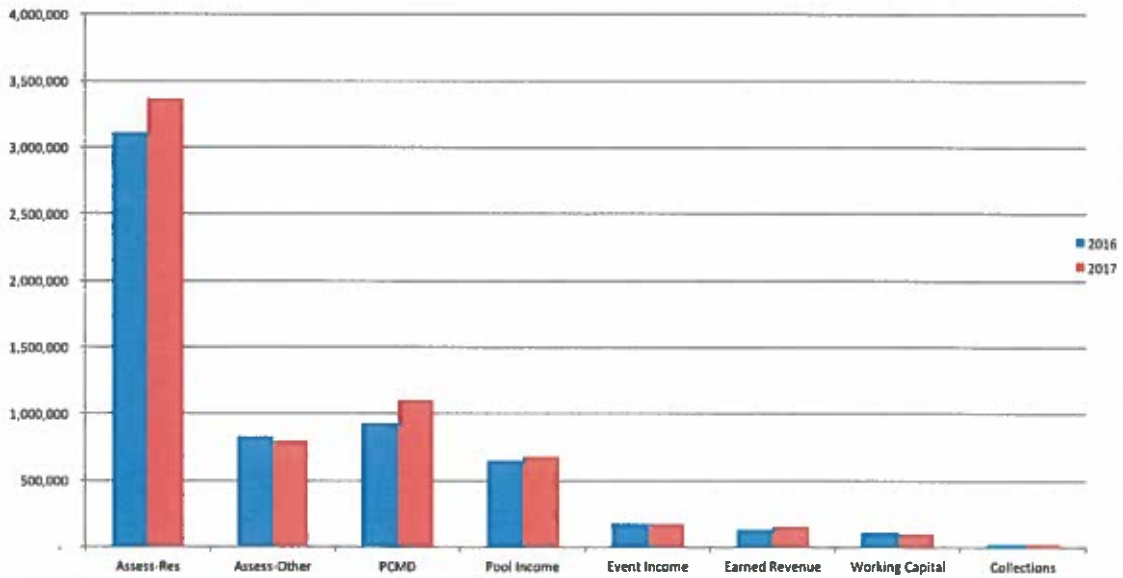
### MCA Core Spending 2017



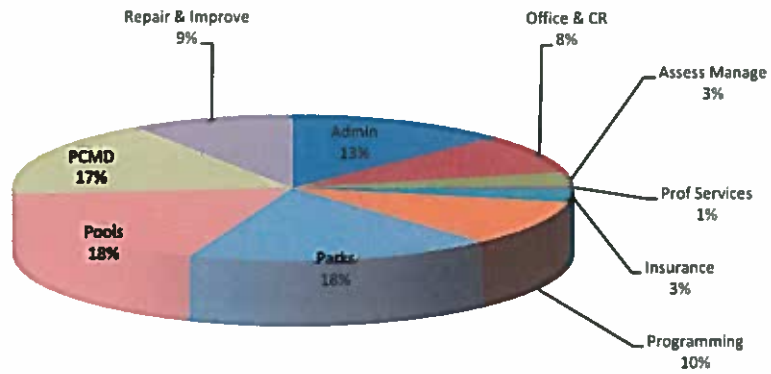
### 2017 Revenues



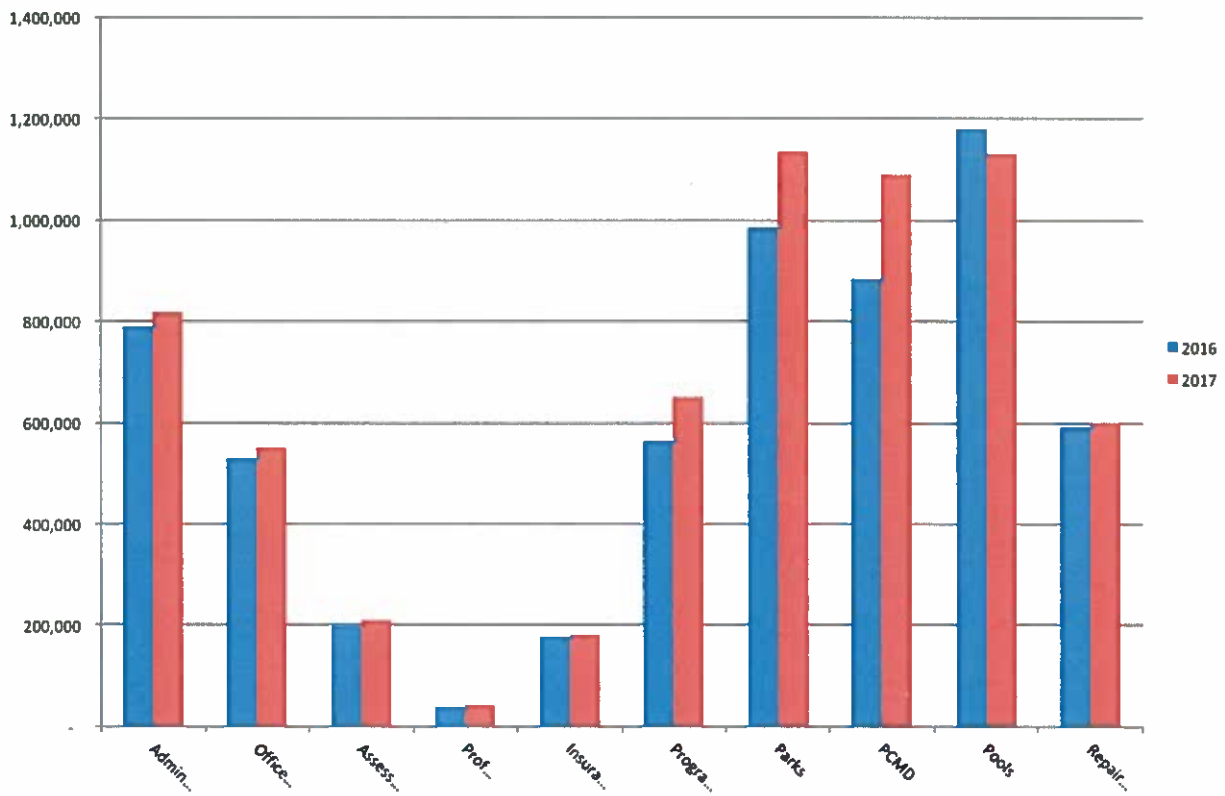
### Revenue Comps



### 2017 EXPENSE



### Expense Comps



**Stapleton Master Community Association  
Budget Overview  
January through December 2017**

	Jan - Dec 17
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4010 · Assessments	4,167,648.00
4020 · PCMD	1,107,996.00
4030 · Working Capital	96,000.00
4040 · Collections	24,000.00
4060 · Aquatic Services	674,700.00
4070 · Programming	180,000.00
4080 · Facility Rental	82,500.00
4085 · Special Services	38,000.00
4095 · Retail Sales	32,500.00
<b>Total Income</b>	6,403,344.00
<b>Gross Profit</b>	6,403,344.00
<b>Expense</b>	
5010 · Administration & Governance	816,276.00
5015 · MCA Office & Community Rooms	550,356.00
5030 · Assessment Management	209,600.00
5040 · Professional Services	40,600.00
5060 · Insurance	170,000.00
5100 · Community Programming	650,720.00
5210 · Park Maintenance	773,168.00
5220 · Park Utilities	360,550.00
5300 · District Maintenance	827,596.00
5320 · District Utilities	262,400.00
5400 · Aquatic Programming	731,810.00
5450 · Aquatic Facilities	398,050.00
5900 · Fund Transfers	606,000.00
<b>Total Expense</b>	6,397,126.00
<b>Net Ordinary Income</b>	6,218.00
<b>Other Income/Expense</b>	
<b>Other Income</b>	
6010 · Reserve Funds	438,000.00
6020 · Improvement Fund	168,000.00
6050 · Community Fund	50,000.00
<b>Total Other Income</b>	656,000.00
<b>Other Expense</b>	
7010 · Reserve Repairs & Replacements	338,000.00
<b>Total Other Expense</b>	338,000.00
<b>Net Other Income</b>	318,000.00
<b>Net Income</b>	324,218.00

# MCA

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## Next Steps...

### **Nov 16 – Annual Executive Board & Delegate Meeting**

- Noon - 2 pm Stapleton Community Room (7350 E. 29<sup>th</sup> Ave)
- 2016 Delegates must approve 2017 Budget
- Member input: [delegates@stapletoncommunity.com](mailto:delegates@stapletoncommunity.com)
- Updated Meeting Information & Dates:  
[www.StapletonCommunity.com](http://www.StapletonCommunity.com)

A handwritten signature in black ink, appearing to read "Keven A. Burnett".

**Keven A. Burnett**  
**Executive Director**