

# MCA

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# 2020 COMMUNITY BUDGET

PRESENTED

November 20th, 2019

# MCA

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STAPLETON™

## 2020 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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## **MASTER COMMUNITY ASSOCIATION INC.**

### **AUTHORITY & FUNDING**

The Stapleton MCA was originally created in 2001 by Forest City (Stapleton's Master Developer) through the statutes identified in the Colorado Common Ownership Act of 1973 (CCIOA) to be responsible for the management of all common elements created, ensure the enforcement of all covenants and establish rules necessary for the operation of the community.

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.

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### **GOVERNANCE**

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 11 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.

# MCA

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## **What We Do**

We operate Stapleton's Special District property and assets through comprehensive parks and recreation management, ongoing recreational and cultural programming, and ensure for the long-term operation and sustainability of all Stapleton's public facilities and assets. We are responsible for the operation all property owned by the Park Creek Metropolitan District, which includes community pools, amphitheaters, neighborhood parks, pedestrian paths, parkways and alleys for the common benefit of all Stapleton residents.

## **Parks & Alleys**

The MCA manages over 50 parks (200Acres) that are spread throughout the entire community. These include parks, trails, playgrounds, sport fields and picnic areas. In addition, the MCA manages 55 miles of public alleys designed to service individual properties.

## **Pools**

The Stapleton MCA operates and maintains seven (7) outdoor pool facilities that are designed to meet the needs of the community. Generally, outdoor pools open Memorial Day weekend and close for the season on Labor Day.

## **Programs**

The MCA produces and supports community events and programs to create a vibrancy and sense of community for our residents and businesses. Many of Stapleton's community events are centered around the South Green located within the 29th Avenue Town Center and the North Green located in the Conservatory Green neighborhood. The event season kicks into high gear May through September. The summer boasts something for everyone, from outdoor movies to live concerts and our celebrated outdoor markets. The CUBE at Conservatory Green hosts community events as well as private events throughout the entire year.

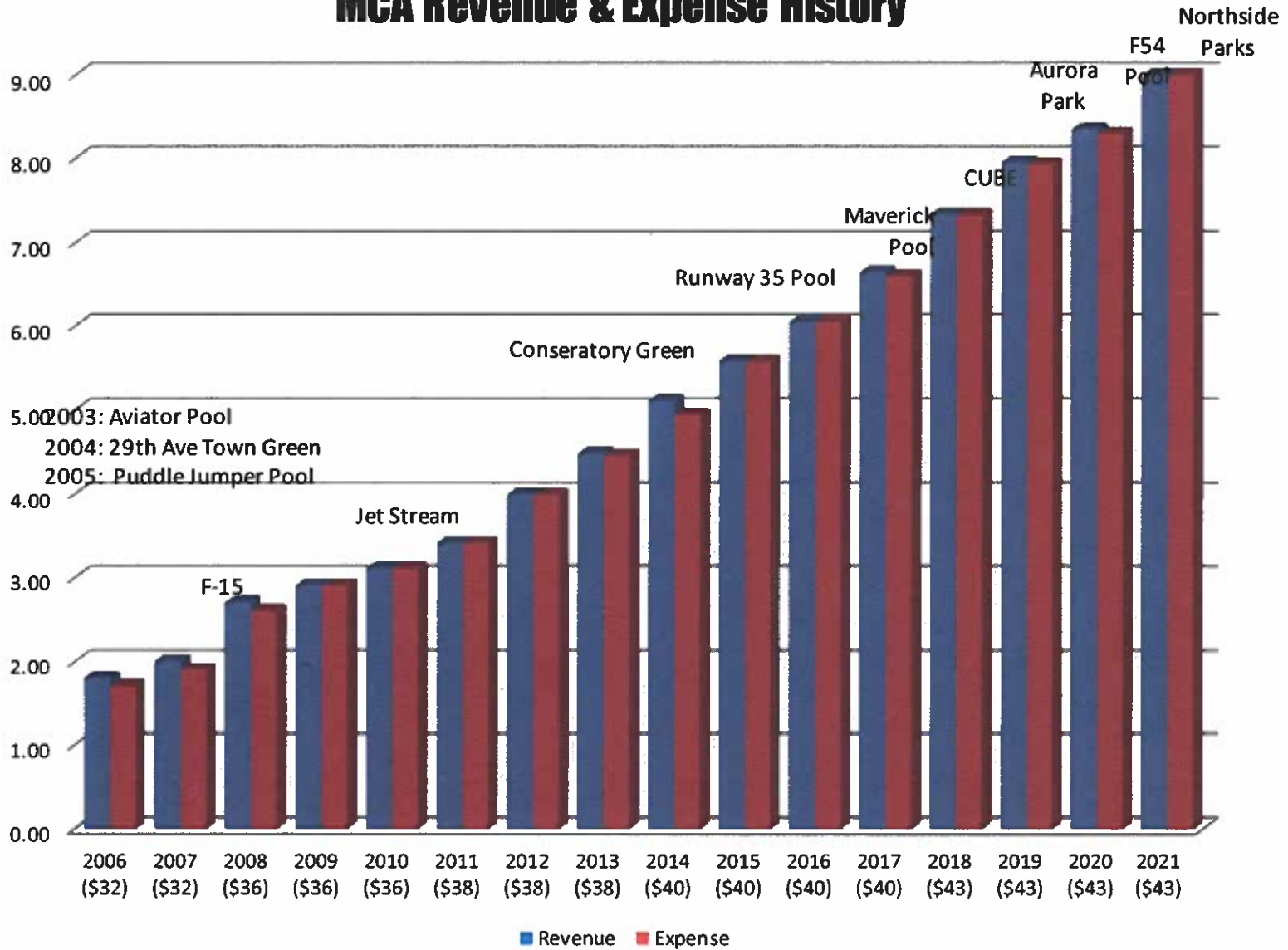
## **Covenant Control**

The MCA maintains covenant control throughout all the neighborhoods which is designed to enforce rules over property owner's responsibility to maintain their properties to the community standard. These covenants apply to both the landscaping and exterior structures. In addition, improvements to individual properties must be approved through the MCA's design review

## **COMMUNITY INVESTMENT FUND**

The MCA supports workforce development, affordable housing, education, sustainable development and parks & open space with the collection of the Community Fee which is currently contributing over \$1M annually towards these important initiatives.

# MCA Revenue & Expense History



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# MCA

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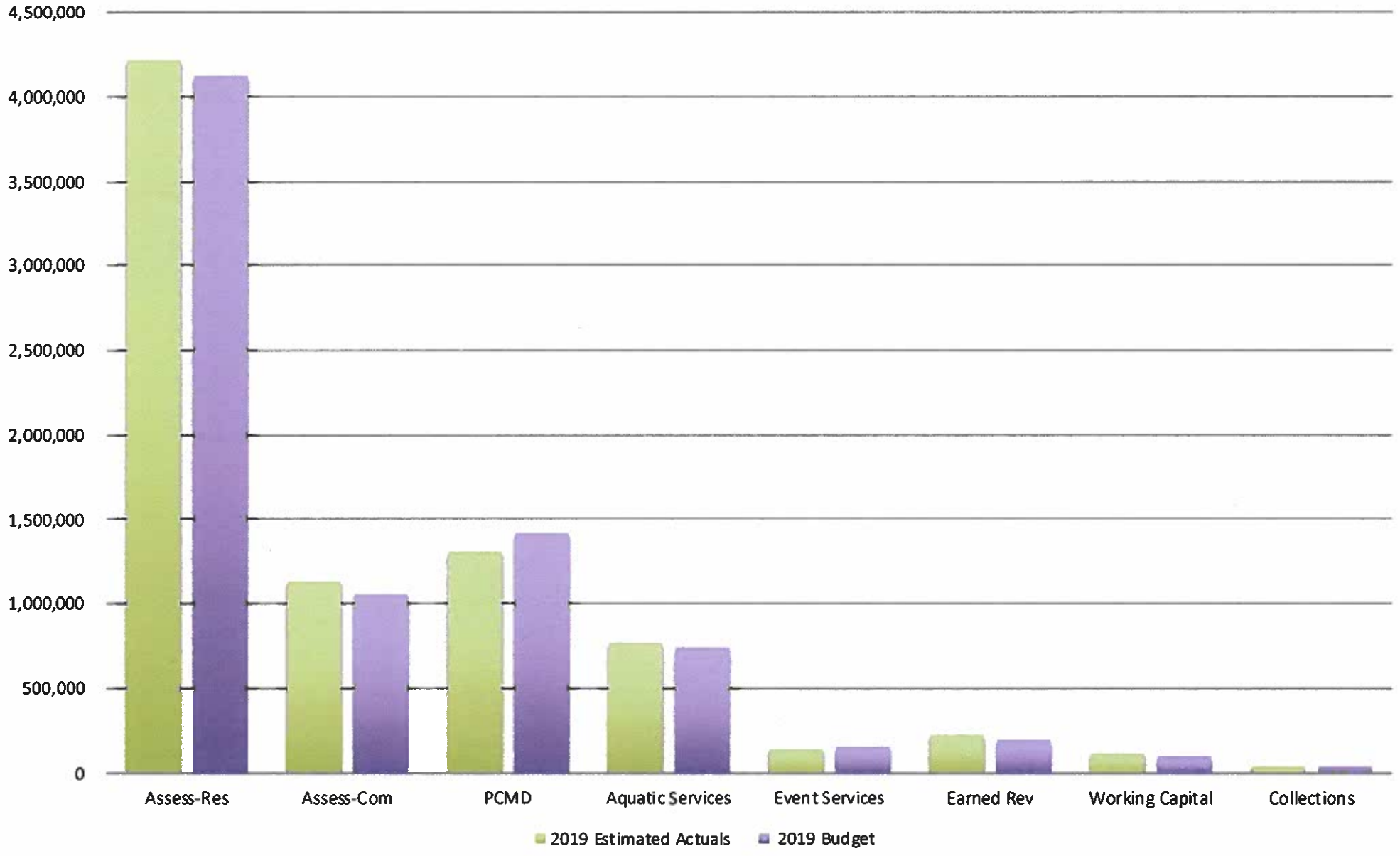


## **2019 ESTIMATED ACTUALS VS. BUDGET**

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

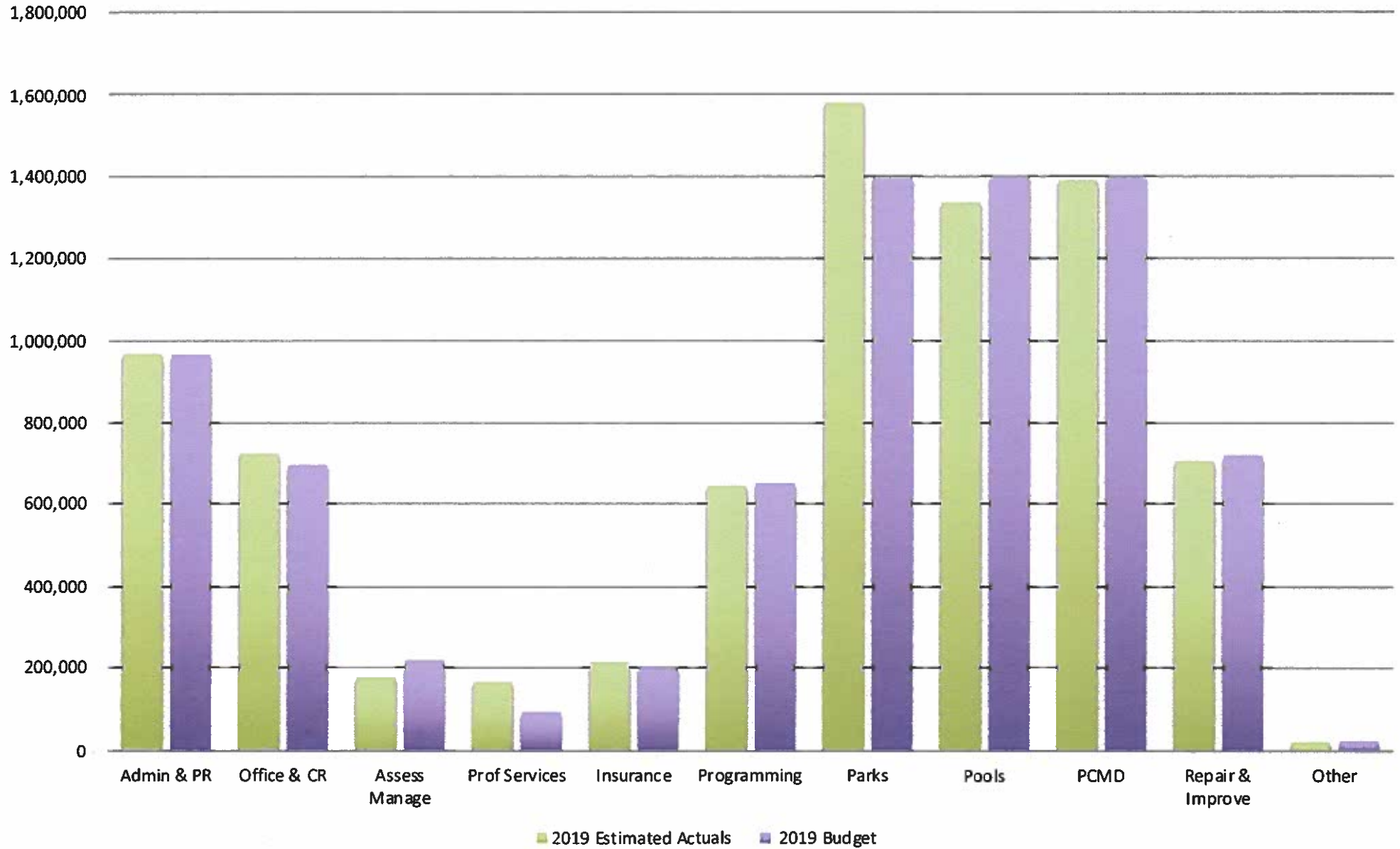
	<b>2019 Estimated</b>			
	<b>Actuals</b>	<b>2019 Budget</b>	<b>Over/Under</b>	<b>%</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Assess-Res	4,215,978	4,120,078	95,900	2%
Assess-Com	1,131,591	1,056,380	75,211	7%
PCMD	1,308,905	1,417,853	(108,948)	-8%
Aquatic Services	771,706	744,270	27,436	4%
Event Services	138,966	155,500	(16,534)	-11%
Earned Rev	223,773	192,900	30,873	16%
Working Capital	114,200	96,000	18,200	19%
Collections	39,341	37,800	1,541	4%
<b>Total Income</b>	<b>7,944,460</b>	<b>7,820,781</b>	<b>123,679.00</b>	<b>2%</b>
<b>Expense</b>				
Admin & PR	967,224	965,100	2,124	0%
Office & CR	724,649	696,300	28,349	4%
Assess Manage	176,380	218,400	(42,020)	-19%
Prof Services	166,823	93,000	73,823	79%
Insurance	213,850	202,000	11,850	6%
Programming	645,215	651,199	(5,984)	-1%
Parks	1,580,783	1,398,790	181,993	13%
Pools	1,336,488	1,400,620	(64,132)	-5%
PCMD	1,390,598	1,399,853	(9,255)	-1%
Repair & Improve	706,000	720,000	(14,000)	-2%
Other	21,658	24,000	(2,342)	
<b>Total Expense</b>	<b>7,929,668</b>	<b>7,769,262</b>	<b>160,406</b>	<b>2%</b>
<b>Net Ordinary Income</b>				
	14,792	51,519		

# 2019 Revenue





# 2019 Expense



# 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 provide for the maintenance and operation of and 5 interactive water that shall be operated between April 15<sup>th</sup> and October 15<sup>th</sup>. 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 provide for the maintenance and operation of 50+ community parks (approx. 200 acres) Parkway Medians, ROW and storm water facilities.
3. MCA will provide maintenance of over 6,000 trees.
4. MCA will provide maintenance for 200 Trash & recycling services in public spaces
5. MCA will provide 120 dog stations
6. MCA will continue to oversee mosquito control contract for all storm water facilities throughout north and south Stapleton.

### **Repair & Replacements**

1. Parks = \$150K (Trees, Grasses, Drainage & lighting)
2. Parkways = \$100K (Trees, Pathways)
3. Alleys = \$120K (Concrete)

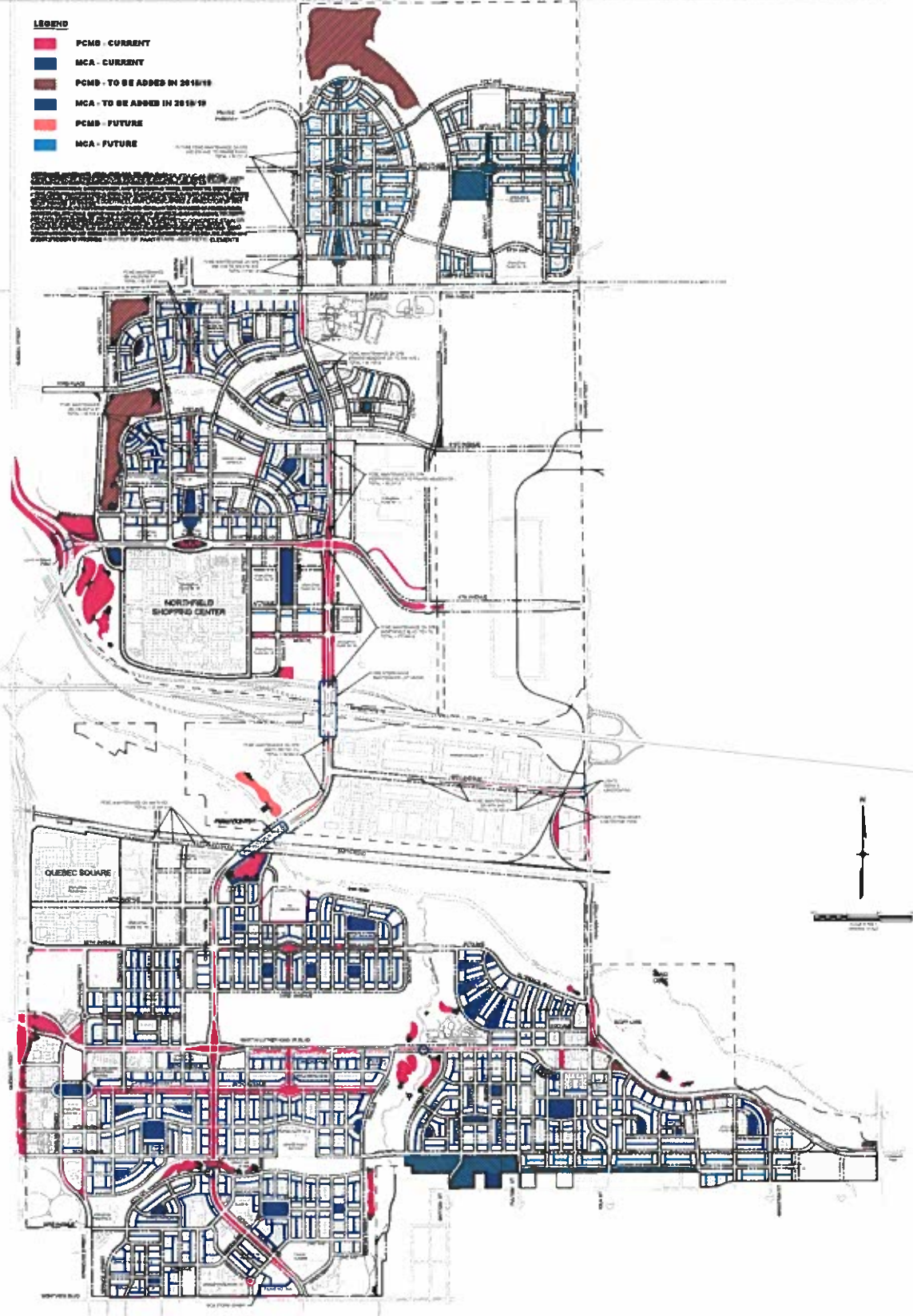
### **Improvement Priorities**

1. Added park lighting.
2. Additional shade structures at Playgrounds and Parks
3. Additional stage improvements at Conservatory Green.
4. Playground Shade where feasible.

**LEGEND**

- PCMB - CURRENT
- MCA - CURRENT
- PCMB - TO BE ADDED IN 2018/19
- MCA - TO BE ADDED IN 2018/19
- PCMB - FUTURE
- MCA - FUTURE

STAPLETON MANAGED FACILITIES AS OF FEBRUARY 23, 2018



**STAPLETON MANAGED FACILITIES  
AS OF FEBRUARY 23, 2018**



JOB NO. 14-0001  
SHEET 1 OF 1

# 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.....	14,500
• Annual usage (6 pools).....	150,000
• Maximum Daily users	3,500
• Swim Classes offered.....	550
• Program Participants....	3,000
• Program Participant days.....	37,000
• Swim Team.....	400+

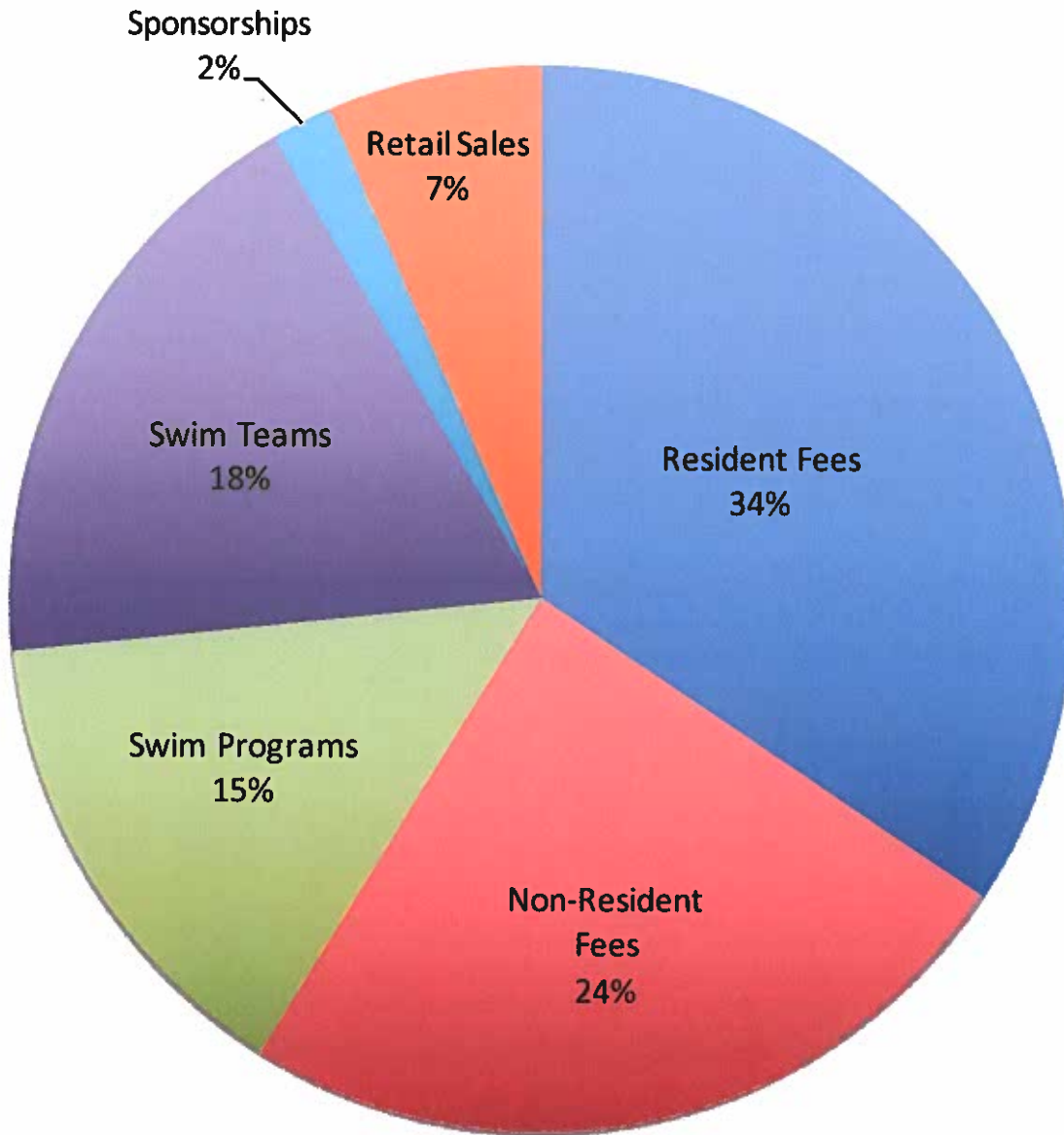
### Pools

1. MCA will operate 7 pools with an estimated usage of 150,000 visits from Memorial Day to Labor Day
2. MCA will hire and train a seasonal staff of approximately 135 Seasonal employees to operate pools from Memorial Day to Labor Day
3. MCA will operate a full offering of swim programs to the community including: Swim Team; Learn to swim; Adult Programs
4. MCA will operate Pool Concession

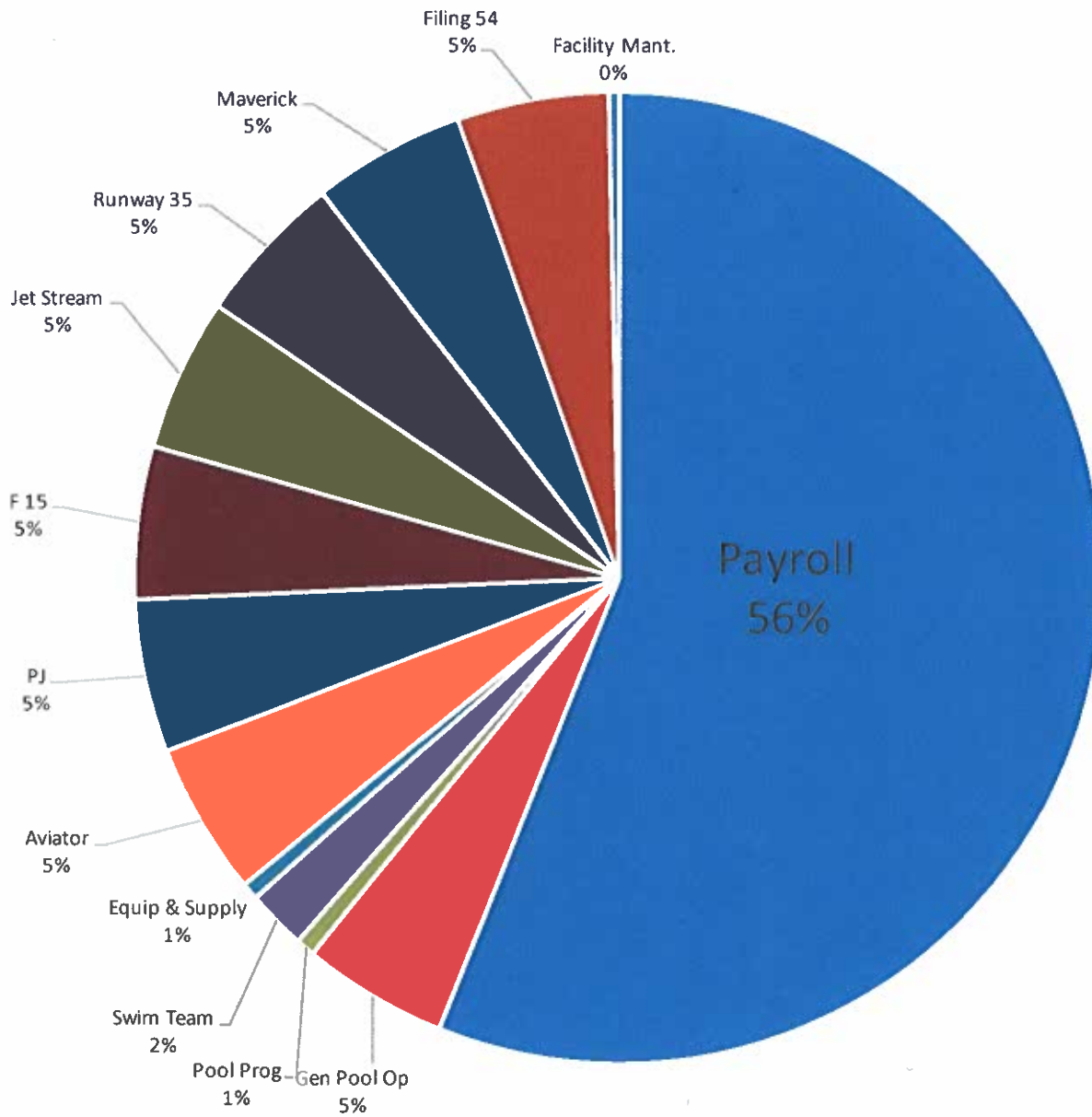
### Pool Fees

1. Resident card fee will be \$20 per year per card (Same price online or in person)
2. Non-Resident fees will remain at \$8 per regular entry (Holidays & Weekends \$10)
3. Resident Guests will remain at \$5 per entry (except weekends and holidays \$10)
4. Unlimited Resident Guest Card will remain at \$80 each (4 max per household)
5. Swim programs will remain the same per session (\$8 per class for standard session \$42-\$50)

# 2020 Aquatics Revenue



# 2020 Aquatic Expenses



# MCA

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## COMMUNITY PROGRAMMING

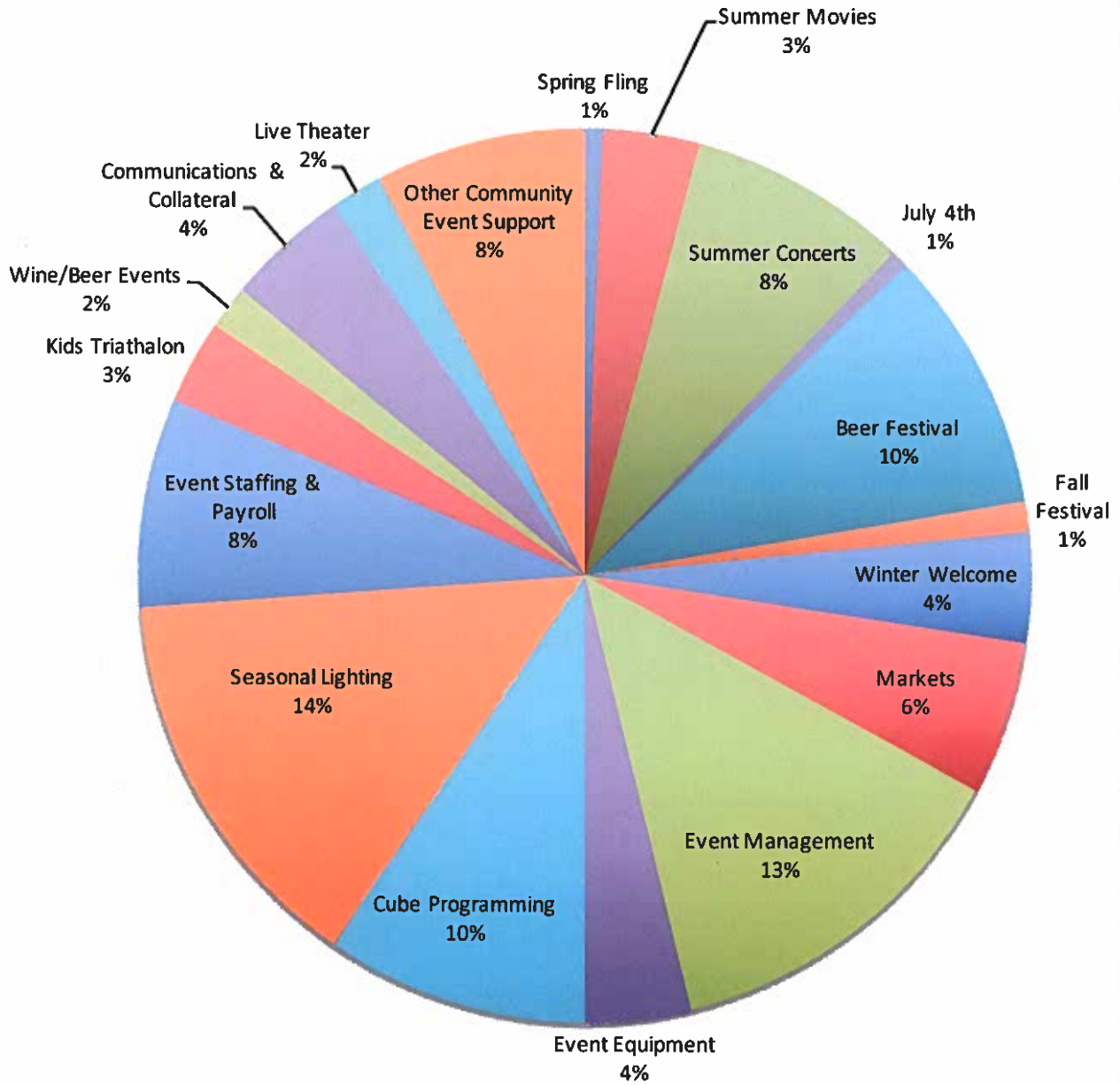
The mission of the MCA Community Events & Programming Department is to provide community-wide access to a variety of free and low cost creative programming, community oriented events and general community gatherings that are identified by the community through their initiative and/or participation. It 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.

### 2019 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 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 events such as “First Friday Flights”, “Active Minds” and “Family Fun Nights at the Pools”
5. MCA will produce outdoor live community theater productions.
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)

# 2020 Programming Expense





# 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 fulltime managing staff of 8 that focus on the Cube, community events, front desk, Membership, communications and facility maintenance.
3. MCA will lease 4,000 s.f. at 8351 for central Administration, Aquatics, Programming, and Board Room.
4. MCA will lease the Cube location at 8371 Northfield Blvd to house MCA front desk as well as community event space and public restrooms to support Conservatory Green events.
5. MCA will lease 1500 S.F. at 7350 E. 29<sup>th</sup> Ave in the Town Center Building to house MCA seasonal Front Desk and community room.
6. MCA will lease Restroom facilities located within "The Mint" to support Founders Green events.
7. MCA will oversee accounting contract with MSI Inc. to bill and collect from approximately 12,500 residential, builder, developer and commercial owners.

# MCA

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## 2020 COMMUNITY BUDGET

2020 is a year that the SMCA will continue to see significant growth in its operational responsibilities. We will gain additional operation of parks Parkways and pools north of 56<sup>th</sup> Ave and east of Moline. The MCA is also anticipating significant programming of both the CUBE and Conservatory Green as more homes are occupied north of I70.

MCA 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 elected community delegates to ratify the proposed budget and send it to the MCA Executive Board. This ratification will occur at the annual meeting of the Community Delegates and Executive Board scheduled for Wednesday, November 28<sup>th</sup> at Noon at the MCA CUBE (8371 Northfield Blvd 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.

All comments regarding this proposed budget or any other concerns with MCA 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, December 18<sup>th</sup> at 6:30 PM at the MCA CUBE (8731 E.49<sup>th</sup> Denver, CO 80238).

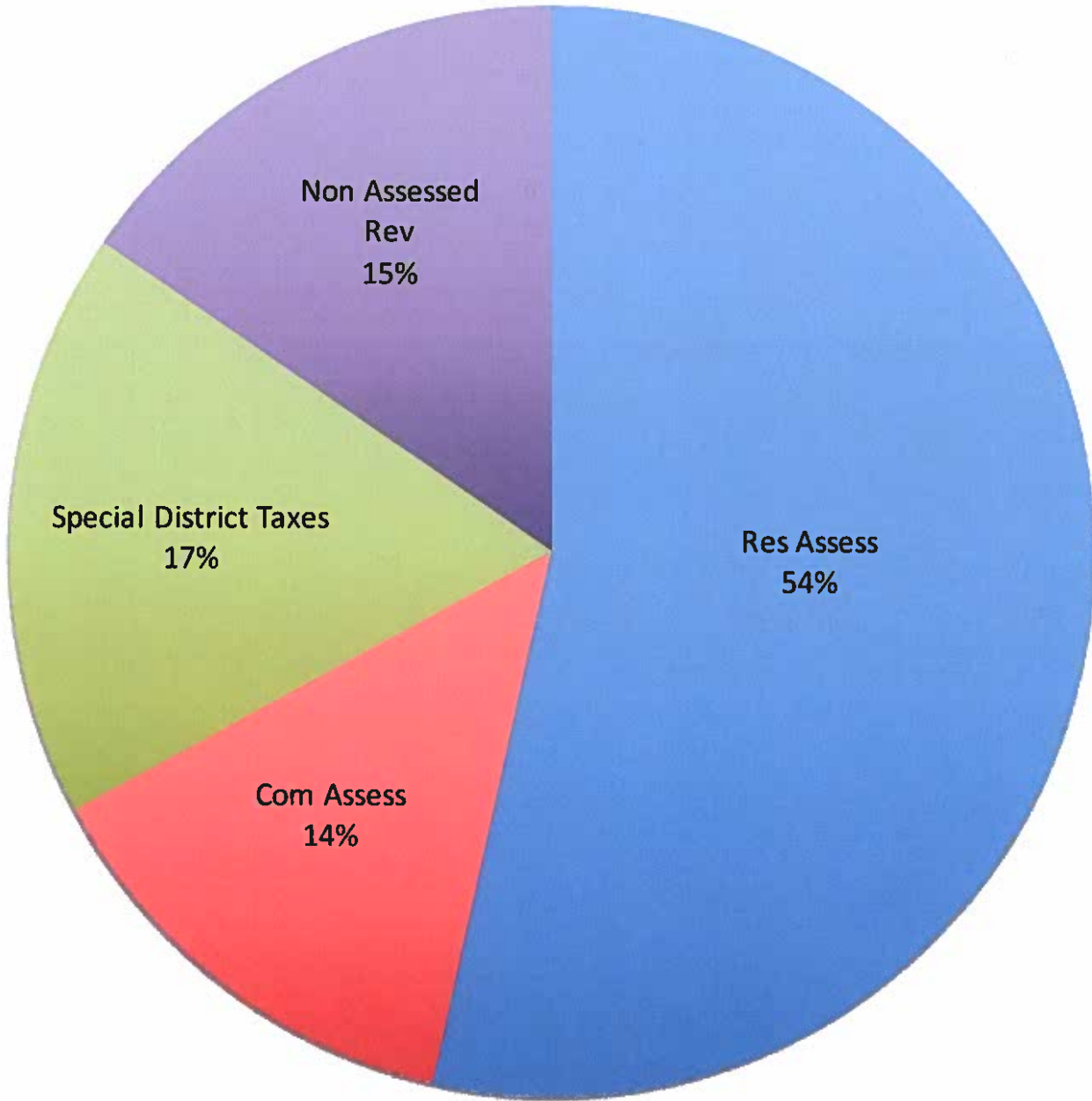
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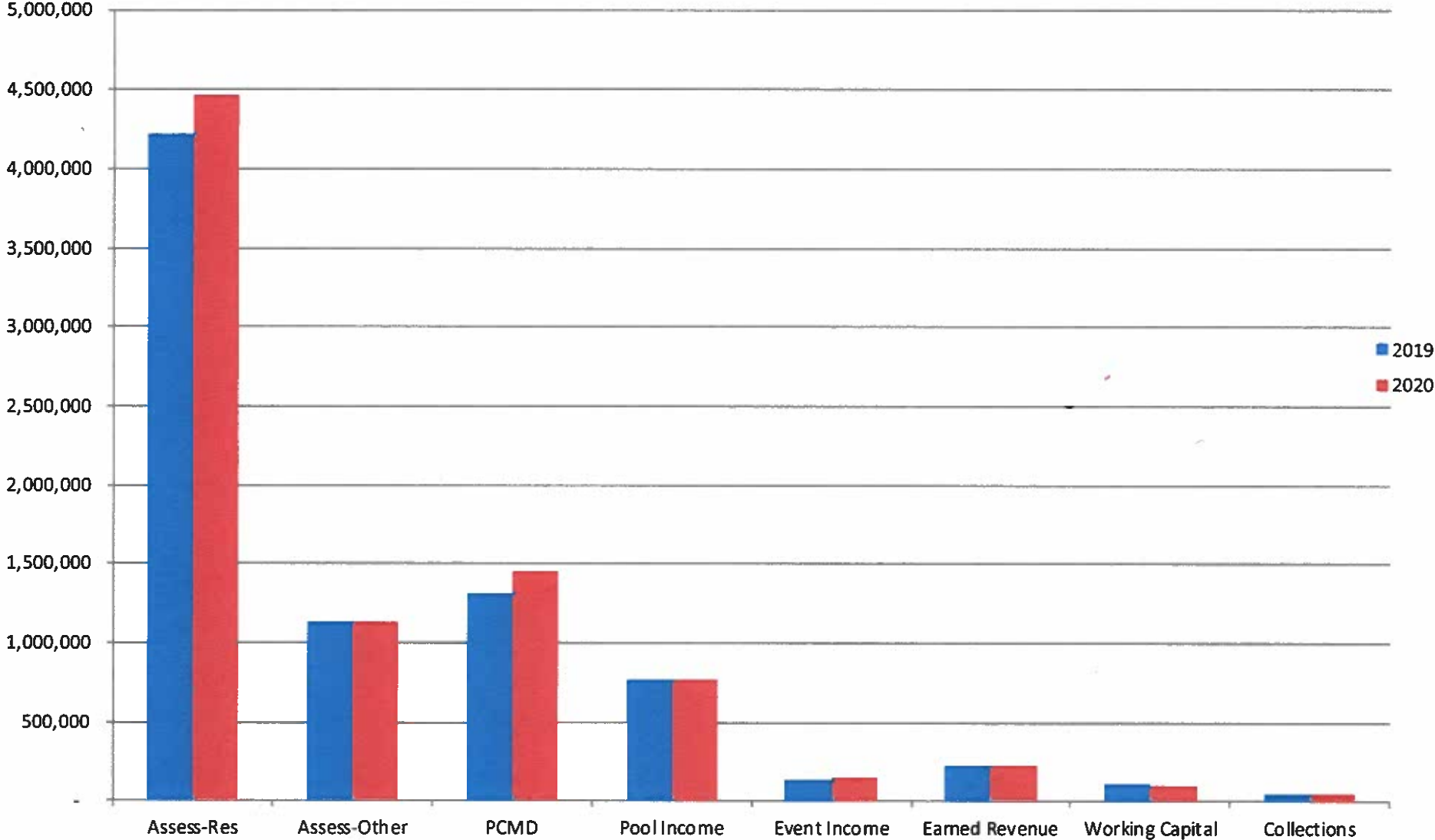
## 2020 BUDGET ASSUMPTIONS

- Estimated Population..... 30,500
- Number of Residential Properties..... 9,540
- Number of Rental Properties..... 2,196
- Number of Business Entities..... 120
- Total Commercial Units ..... 1,787
- Park Acres Managed.....200 Acres
- ROW Managed..... 40 acres
- Total Alley Surface Maintained..... 55 Miles
- Pool/Aquatic Facilities Managed ..... 7
- Pool Cards Issued..... 16,500
- Outdoor Amphitheaters..... 2
- Leased Community / Event space..... 6,000 s.f.
- Leased Office space..... 4,000 s.f.
- Full time Employees..... 12
- PT and/or Seasonal Employees.....150

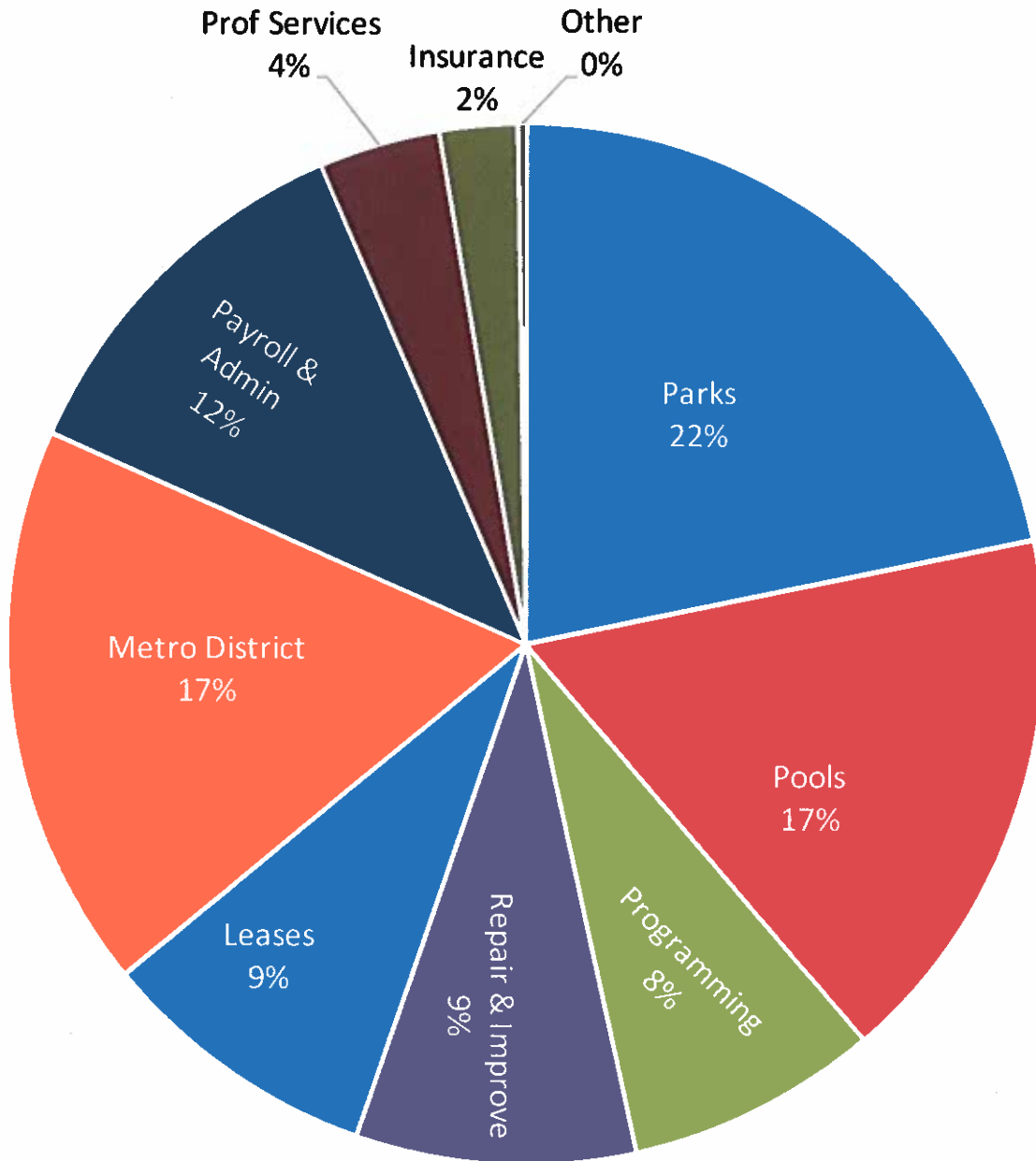
# MCA Core Funding 2020 \$8M



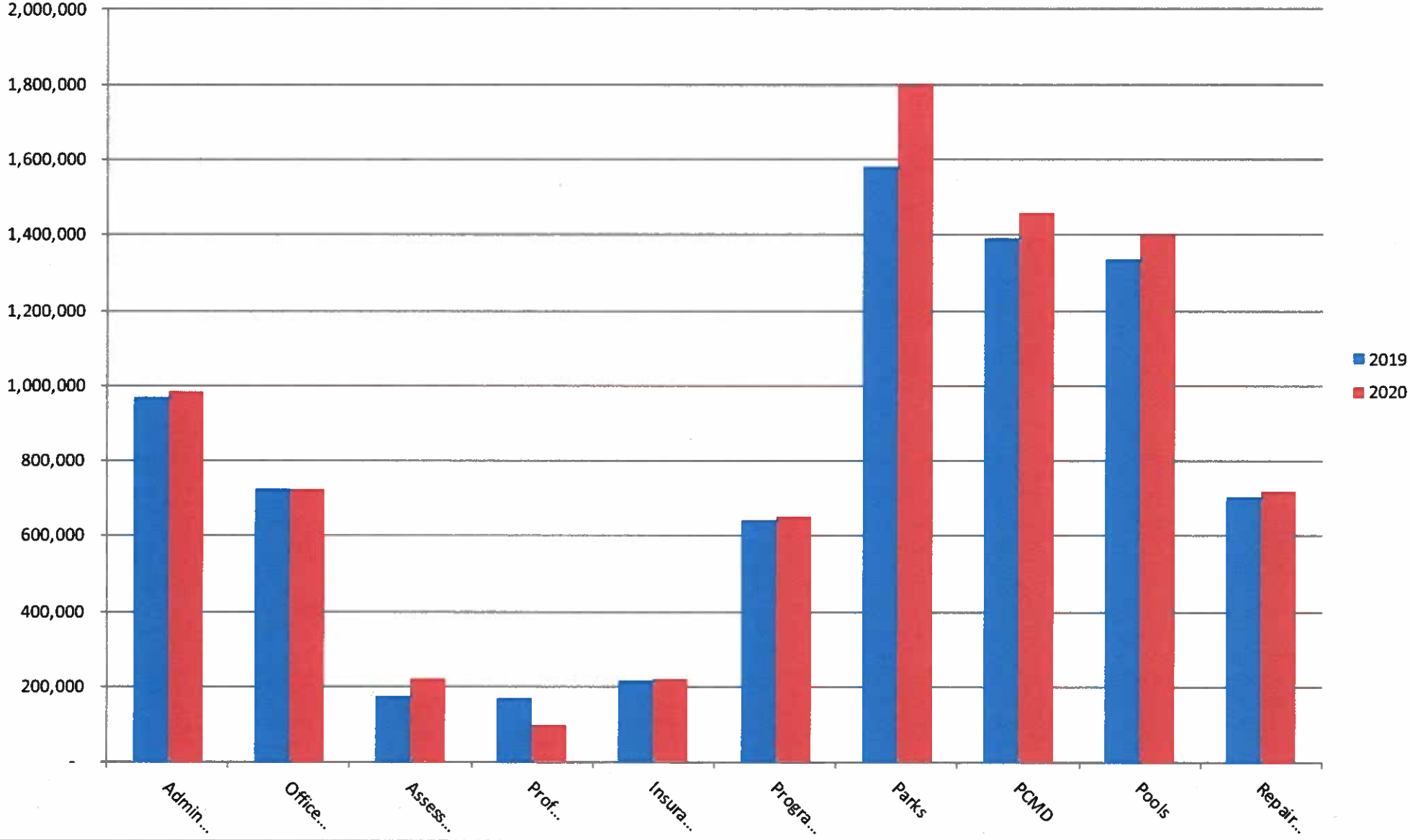
# Revenue Comps



# MCA Core Spending 2020 \$8M



# Expense Comps



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

	<b>2019 Estimated</b>						
	<b>Actuals</b>	<b>2019 Budget</b>	<b>Over/Under</b>	<b>%</b>	<b>2020 Budget</b>	<b>Over/Under</b>	<b>%</b>
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Collections	39,341	37,800	1,541	4%	40,000	659	2%
<b>Total Income</b>	<b>7,944,460</b>	<b>7,820,781</b>	<b>123,679.00</b>	<b>2%</b>	<b>8,341,629</b>	<b>397,169</b>	<b>5%</b>
<b>Expense</b>							
Admin & PR	967,224	965,100	2,124	0%	985,000	17,776	2%
Office & CR	724,649	696,300	28,349	4%	725,000	351	0%
Assess Manage	176,380	218,400	(42,020)	-19%	218,400	42,020	19%
Prof Services	166,823	93,000	73,823	79%	100,000	(66,823)	-67%
Insurance	213,850	202,000	11,850	6%	220,000	6,150	3%
Programming	645,215	651,199	(5,984)	-1%	651,200	5,985	1%
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Repair & Improve	706,000	720,000	(14,000)	-2%	720,000	14,000	2%
Other	21,658	24,000	(2,342)		22,500	842	4%
<b>Total Expense</b>	<b>7,929,668</b>	<b>7,769,262</b>	<b>160,406</b>	<b>2%</b>	<b>8,299,517</b>	<b>369,849</b>	<b>4%</b>
<b>Net Ordinary Income</b>							
	14,792	51,519			42,112		



# MCA

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## 2020 ASSESSMENT SCHEDULE

Assessment are as follows: Effective January 1, 2019		
TYPE OF UNIT	DESCRIPTION	ASSESSMENT
For Sale Regular Residential	Individually owned dwelling units sold at market rate prices.	\$43.00 / Month
For Sale Affordable Residential	Individually owned dwelling units' subject to restrictions under the Workforce Housing Program.	\$25.00 / Month
For Rent Residential - Market Rate	Apartments/multi-family rental units.	\$26.00 / 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.	\$14.00 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