

# Metropolitan District Board Meeting

DECEMBER 1, 2020

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MEMBERS OF THE PUBLIC: YOU WILL BE MUTED AND YOUR VIDEO TURNED OFF TO LESSEN POTENTIAL TECHNICAL ISSUES. THANK YOU FOR YOUR UNDERSTANDING.

Ken-Caryl Ranch Metropolitan District  
 KCRMD Balance Sheet  
 As of October 31, 2020

|  | General Fund<br>Year To Date<br>10/31/2020 | Conservation Trust & Grant<br>Fund<br>Year To Date<br>10/31/2020 | Debt Service Fund<br>Year To Date<br>10/31/2020 | Plains Metropolitan Dist<br>Settlement Fund<br>Year To Date<br>10/31/2020 | Community Garden Fund<br>Year To Date<br>10/31/2020 | Veterans Monument Fund<br>Year To Date<br>10/31/2020 | All Funds<br>Year To Date<br>10/31/2020 |
|--|--|--|---|---|---|--|---|
| <b>Assets</b>  |  |  |   |   |   |  |   |
| Cash and cash equivalents unrestricted                                   | 3,367,001                                  | -  | -   | -   | -   | -  | 3,367,001                               |
| Cash and cash equivalents restricted                                     | -  | 198,115  | -   | 51,881  | -   | -  | 249,996                                 |
| Accounts and grants receivable   | 31,657                                     | -  | -   | -   | -   | -  | 31,657                                  |
| Due from KCRMA   | 19,079                                     | -  | -   | -   | -   | -  | 19,079                                  |
| Due from other funds   | -  | -  | 937,848   | -   | 29,535  | 11,191   | 978,574                                 |
| Prepaid expenditures   | 23,894                                     | -  | -   | -   | -   | -  | 23,894                                  |
| Property taxes receivable  | 8,655                                      | -  | 2,177   | -   | -   | -  | 10,832                                  |
| <b>Total Assets</b>  | <b>3,450,286</b>                           | <b>198,115</b>   | <b>940,025</b>                                  | <b>51,881</b>   | <b>29,535</b>                                       | <b>11,191</b>  | <b>4,681,033</b>                        |
| <b>Liabilities, Deferred Inflows, and Fund Balances (Deficits)</b>       |  |  |   |   |   |  |   |
| <b>Liabilities</b>   |  |  |   |   |   |  |   |
| Accounts payable and accrued liabilities                                 | 93,691                                     | -  | -   | -   | -   | -  | 93,691                                  |
| Refunds and deposits payable   | 13,450                                     | -  | -   | -   | 1,650   | -  | 15,100                                  |
| Due to other funds   | 978,573                                    | -  | -   | -   | -   | -  | 978,573                                 |
| Unearned revenue   | 118,904                                    | -  | -   | -   | -   | -  | 118,904                                 |
| <b>Total Liabilities</b>   | <b>1,204,618</b>                           | <b>-</b>   | <b>-</b>  | <b>-</b>  | <b>1,650</b>  | <b>-</b>   | <b>1,206,268</b>                        |
| <b>Deferred Inflow of Resources</b>                                      |  |  |   |   |   |  |   |
| Deferred property tax revenues   | 8,655                                      | -  | 2,177   | -   | -   | -  | 10,832                                  |
| <b>Total Deferred Inflow of Resources</b>                                | <b>8,655</b>                               | <b>-</b>   | <b>2,177</b>                                    | <b>-</b>  | <b>-</b>  | <b>-</b>   | <b>10,832</b>                           |
| <b>Total Fund Balances (Deficits)</b>                                    |  |  |   |   |   |  |   |
| Nonspendable   | 23,893                                     | -  | -   | -   | -   | -  | 23,893                                  |
| Restricted for specific uses   | 150,000                                    | 198,115  | 937,848   | 51,881  | 27,885  | 11,191   | 1,376,920                               |
| Unassigned   | 2,063,120                                  | -  | -   | -   | -   | -  | 2,063,120                               |
| <b>Total Fund Balances (Deficits)</b>                                    | <b>2,237,013</b>                           | <b>198,115</b>   | <b>937,848</b>                                  | <b>51,881</b>   | <b>27,885</b>                                       | <b>11,191</b>  | <b>3,463,933</b>                        |
| <b>Total Liabilities, Deferred Inflows, and Fund Balances (Deficits)</b> | <b>3,450,286</b>                           | <b>198,115</b>   | <b>940,025</b>                                  | <b>51,881</b>   | <b>29,535</b>                                       | <b>11,191</b>  | <b>4,681,033</b>                        |

Ken-Caryl Ranch Metropolitan District  
KCRMD Budget to Actual  
As of October 31, 2020

|                                      | 01/01/2020 Through<br>10/31/2020 | Year Ending<br>12/31/2020 |                    |
|--------------------------------------|----------------------------------|---------------------------|--------------------|
|                                      | Actual                           | Annual Budget             | Budget Variance    |
| Property Tax Revenue                 | 3,235,564                        | 3,282,209                 | (46,645)           |
| Specific Ownership Taxes             | 252,279                          | 336,000                   | (83,721)           |
| General & Administration             | 141,069                          | 166,700                   | (25,631)           |
| Facilities - RH                      | 18,049                           | -                         | 18,049             |
| Facilities - DL                      | 13,139                           | 30,064                    | (16,925)           |
| Facilities - CC                      | 27                               | -                         | 27                 |
| Parks                                | 20,022                           | 53,500                    | (33,478)           |
| Wellness                             | 92,037                           | 178,000                   | (85,963)           |
| General Recreation Programs          | 20,566                           | 74,200                    | (53,634)           |
| Aquatics                             | 82,047                           | 139,500                   | (57,453)           |
| Events                               | 3,914                            | 14,000                    | (10,086)           |
| Tennis                               | 305,134                          | 568,975                   | (263,841)          |
| School Age Youth Programs            | 253,384                          | 716,199                   | (462,815)          |
| Preschool                            | 144,958                          | 317,500                   | (172,542)          |
| <b>Total Revenue</b>                 | <b>4,582,189</b>                 | <b>5,876,847</b>          | <b>(1,294,658)</b> |
| General & Administration             | 864,263                          | 882,674                   | (18,411)           |
| Facilities - RH                      | 213,615                          | 303,340                   | (89,725)           |
| Facilities - DL                      | 21,123                           | 28,701                    | (7,578)            |
| Facilities - CC                      | 148,015                          | 249,431                   | (101,416)          |
| Parks                                | 1,197,138                        | 1,708,255                 | (511,117)          |
| Recreation Management                | 191,318                          | 352,919                   | (161,601)          |
| Wellness                             | 80,232                           | 89,235                    | (9,003)            |
| General Recreation Programs          | 12,143                           | 50,699                    | (38,556)           |
| Aquatics                             | 121,689                          | 359,592                   | (237,903)          |
| Events                               | 15,644                           | 45,796                    | (30,152)           |
| Tennis                               | 274,925                          | 495,269                   | (220,344)          |
| School Age Youth Programs            | 269,667                          | 555,197                   | (285,530)          |
| Preschool                            | 160,842                          | 293,387                   | (132,545)          |
| <b>Total Expenditures</b>            | <b>3,570,614</b>                 | <b>5,414,495</b>          | <b>(1,843,881)</b> |
| Excess of Revenues Over Expenditures | 1,011,575                        | 462,352                   | 549,223            |
| Other Financing Sources (Uses)       | -                                | -                         | -                  |
| Net Change in Fund Balance           | 1,011,575                        | 462,352                   | 549,223            |
| Fund Balance - Beginning of Year     | 1,225,438                        | -                         | -                  |
| Fund Balance - End of Period         | 2,237,013                        | 462,352                   | 549,223            |

**OCTOBER 2020 CHECK REGISTER**

| <b>VENDOR</b>                      | <b>AMOUNT PAID</b> | <b>DESCRIPTION</b>                       |
|------------------------------------|--------------------|--|
| KEN-CARYL RANCH MASTER ASSOCIATION | 294,816            | pool installment payments                |
| RENNER SPORTS SURFACES             | 29,870             | tennis court repairs, fencing, surfacing |
| KEN-CARYL RANCH WATER              | 28,110             | water                                    |
| FIRSTBANK                          | 26,848             | purchasing card transactions             |
| ANCHOR                             | 8,318              | IT services                              |
| COLORADO STATE TREASURY            | 7,578              | Great Colorado Payback                   |
| CITY WIDE MAINTENANCE OF CO.       | 7,504              | janitorial                               |
| IREA                               | 4,466              | utilities-electric                       |
| COLORADO DEPARTMENT OF LABOR       | 4,035              | unemployment                             |
| IRELAND STAPLETON                  | 4,001              | legal services                           |

**2020 TOP TEN VENDORS**

| <b>VENDOR</b>                      | <b>AMOUNT PAID</b> | <b>DESCRIPTION</b>                       |
|------------------------------------|--------------------|--|
| KEN-CARYL RANCH MASTER ASSOCIATION | 1,452,783          | pool installment payments                |
| FIRSTBANK                          | 248,565            | purchasing card transactions             |
| KEN-CARYL RANCH WATER              | 141,137            | water                                    |
| CUSTOM TRUCK ONE SOURCE            | 130,140            | bucket truck                             |
| CITY WIDE MAINTENANCE OF COLO.     | 53,825             | janitorial                               |
| IRELAND STAPLETON                  | 49,516             | legal services                           |
| UNIVERSAL TRACTOR CO.              | 45,706             | front end loader/backhoe                 |
| IREA                               | 39,493             | utilities-electric                       |
| ANCHOR                             | 33,123             | IT services                              |
| RENNER SPORTS SURFACES             | 29,870             | tennis court repairs, fencing, surfacing |

# Meeting Reports

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- Master Association
- Open Space Committee
- Community Collaboration Workgroup

2021 Proposed  
Budget Public  
Hearing

Motion to Continue the  
Public Hearing on the  
Proposed 2021 Budget

Budget Presentation

# Updates Since Last Meeting

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- COVID Changes
  - Lowered capacity for gym/fitness
  - Lowered capacity for staff in buildings
  - Eliminated indoor rentals
  - Cancelled special events
- Continue to receive clarification for tennis programming
- Decreased 2021 revenues by \$90K

|                                   | 2019 Actual      | 2020 Annual Budget | 2020 Projected   | 2021 Annual Budget |
|-----------------------------------|------------------|--------------------|------------------|--------------------|
| Total Revenues                    | 5,676,958        | 5,876,847          | 4,802,595        | 5,453,896          |
| Total Expenditures                | <u>5,018,548</u> | <u>5,414,495</u>   | <u>4,281,295</u> | <u>5,110,564</u>   |
| Excess Revenues Over Expenditures | 658,410          | 462,352            | 521,301          | 343,332            |

Updates -  
Excess Rev  
Over Exp

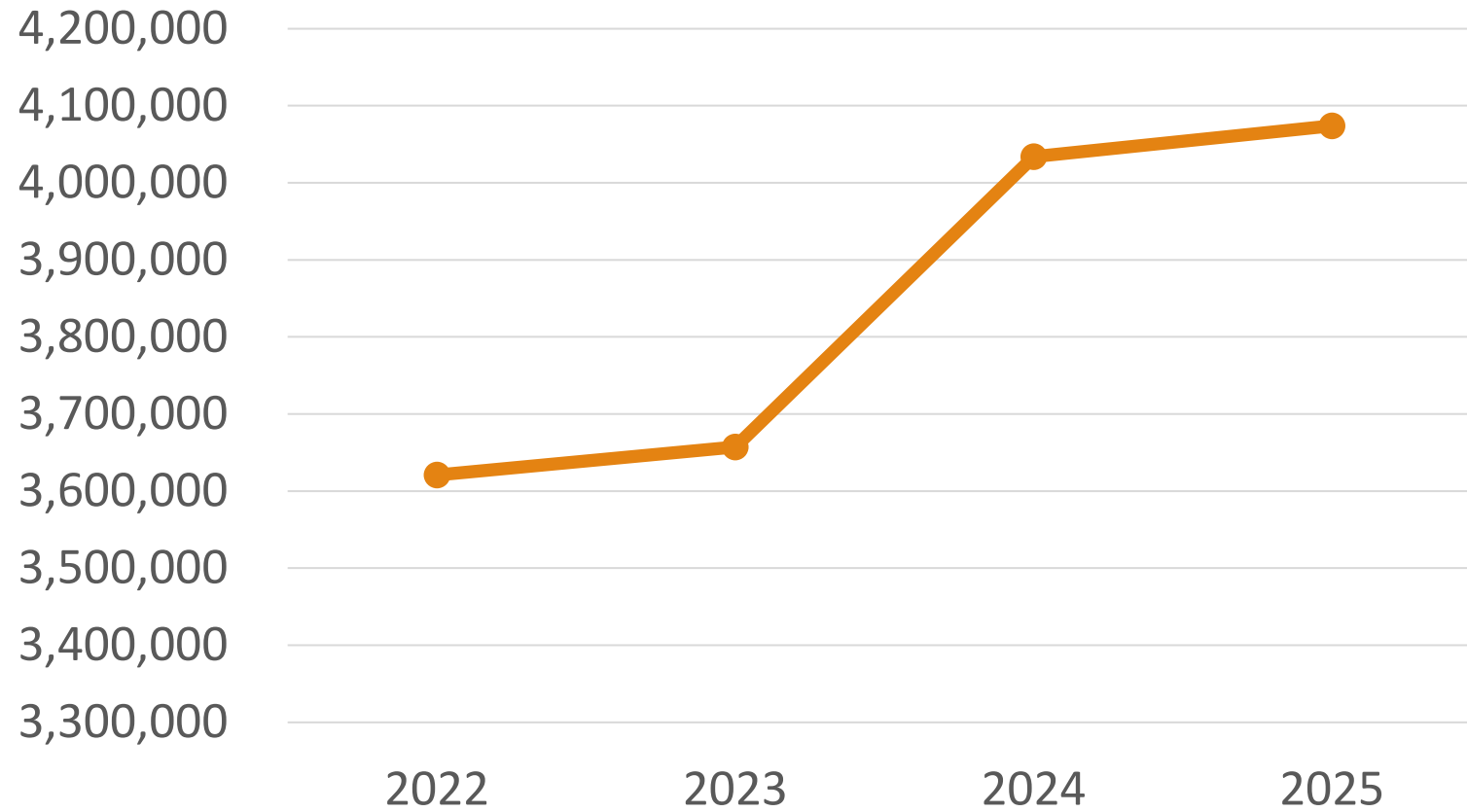
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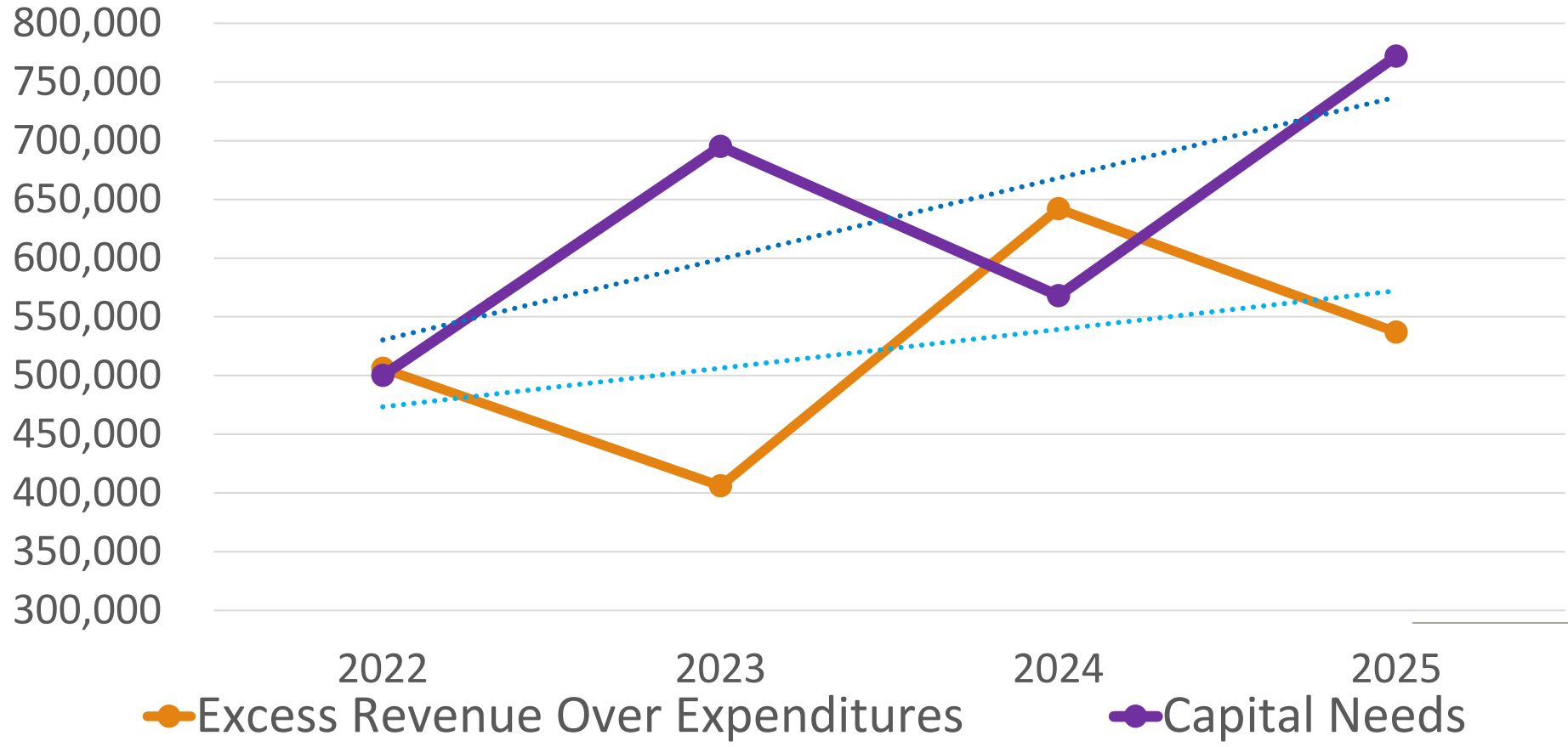
# Looking Ahead

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- RAR is frozen
- Estimate 10% increase in values in even years; 1% increase in odd years
- Based on what was experienced in 2020
- Excess revenue over expenditure is one predictor; need to take it a step farther to include capital



# Property Tax Modeling



# Property Tax Modeling



# 2021 Proposed Budget Public Hearing

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- Audience Participation – None Received
- Motion to Close the Public Hearing on the Proposed 2021 Budget
- *Action Items for later in agenda include:*
  - *Fee schedule resolution*
  - *Budget resolution*

# Employee Handbook

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- Last updated in 2012
- Changes in employment law, market, and retention
- Staff involvement
- Exercise in continuous improvement
- Two major components:
  - Administrative classifications
  - Benefit schedule
- *Consideration for a motion during action item portion of agenda **as presented**; will follow up with a service call section or any other changes*

| <b>Benefit Type</b>     | <b>Regular Full-Time</b> | <b>Variable Full-Time</b> | <b>Regular Part-Time</b> | <b>Variable Part-Time</b> | <b>Seasonal</b>  | <b>Variable Temporary</b>                     |
|-------------------------|--------------------------|---------------------------|--------------------------|---------------------------|--|---|
| Hours per Week          | 37-40                    | 30-36                     | 20-29                    | 19 & below                | Summer operational season; employed less than 26 weeks | Substitutes or employed on an as needed basis |
| Annual Hours (52 weeks) | 1924-2080                | 1560-1923                 | 1040-1559                | 1039 & below              | N/A  | N/A   |
| % of FT Hours Worked    | 100%                     | 75%                       | 50%                      | N/A                       | N/A  | N/A   |

# Classifications & Benefits – Pg 19

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| Benefit Type                         | Regular Full-Time  | Variable Full-Time | Regular Part-Time | Variable Part-Time                                       | Seasonal | Variable Temporary |
|--------------------------------------|--|--------------------|-------------------|--|----------|--------------------|
| KC Ranch Community Center/Fitness    | Drop-in use free for employee and eligible spouse and dependent children |                    |                   | Drop-in use free for employee during working season only |          |                    |
| Aquatic Facility Use                 | Drop-in use free for employee and eligible spouse and dependent children |                    |                   | Drop-in use free for employee during working season only |          |                    |
| Recreation Program Registration Fees | 20% Discount   |                    |                   | N/A  |          |                    |
| Facility Rental Fees                 | 20% Discount   |                    |                   |  |          |                    |

# Employee Recreation Benefits

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# 2020 Audit Engagement

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- Recommend Schilling & Company, Inc.
- Fee is \$13,400 which is the same as 2020 fee
- *Consideration for a motion during action item portion of agenda*



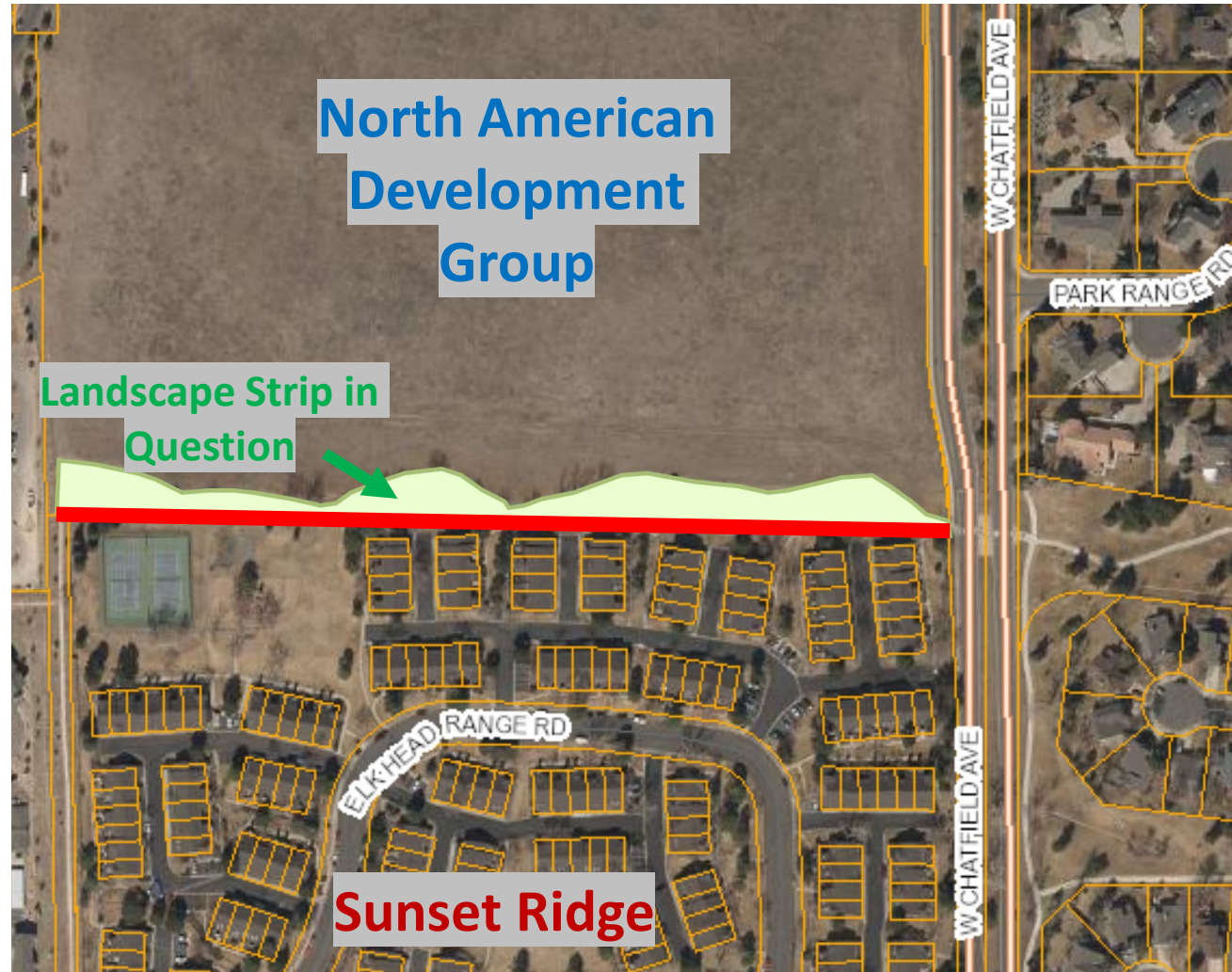
# Payroll Provider Buyout Consideration

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- Existing programs are lacking
- Three-year agreement signed until July 2021 with Asure
- Paylocity offering a buyout option
  - Free service 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> month, appx. \$3,000
  - Free W2 service appx. \$1,700
  - Buyout of contract appx. \$1,700
- *Consideration for a motion during action item portion of agenda*

# Development Update

- Met with Jefferson County Planning to discuss Land Development Regulations
- Met with North American Development Group to discuss:
  - Interested in inclusion as long-term solution
  - 1.5 acre area north of Sunset Ridge
- Board direction requested



# Committee Assignment Discussion

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- Appropriate time to reassess the current assignments
- Discussion regarding:
  - Individual interest area, willingness to participate, and schedule
  - Dual or single assignments
  - Need for Committee Description and Guidelines document
- Discussion regarding assignments
- *Consideration for a motion during action item portion of agenda*

# Continuation of Agenda

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- Community Connectivity/Audience Participation – None Received

# Continuation of Agenda

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## ■ Action Items

- RESOLUTION 20-111 A RESOLUTION ADOPTING A SCHEDULE OF FEES AND CHARGES FOR PARK AND RECREATION SERVICES, PROGRAMS, AND FACILITIES FOR CALENDAR YEAR 2021
- RESOLUTION 20-112 A RESOLUTION SUMMARIZING REVENUES AND EXPENDITURES FOR EACH FUND, ADOPTING A BUDGET FOR THE YEAR 2021, LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2021 TO HELP DEFRAID THE COSTS OF GOVERNMENT, AND APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS IN THE AMOUNTS AND FOR THE PURPOSES SET FORTH HEREIN FOR THE KEN-CARYL RANCH METROPOLITAN DISTRICT, JEFFERSON COUNTY, COLORADO, FOR THE 2021 FISCAL YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2021, AND ENDING ON THE LAST DAY OF DECEMBER 2021

# Continuation of Agenda

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- Motions
  - Motion to approve the Employee Handbook
  - Motion to approve engagement letter with Schilling & Company, Inc. for the 2020 Audit
  - Motion to approve buyout with current payroll provider and contract with Paylocity
  - Motion to Appoint Committee Representatives
  - Motion on any other matter arising during the meeting
- Board and Staff Comments