



*The Mission of the Community Council is to facilitate a connected and welcoming community that instills pride and a sense of belonging in each DC Ranch resident. The Council's work includes visioning and facilitating initiatives that enhance residents' quality of life, serve collective interests and promote the DC Ranch brand. These benefits make DC Ranch a very special place to live.*

**BOARD MEETING**  
**November 4, 2021**  
**The Homestead Community Center**  
**5:30 p.m.**

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**AGENDA**

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- |       |   |                        |
|-------|---|------------------------|
| I.    | Call to Order   | Bud Kern               |
| II.   | Establish Quorum  | Bud Kern               |
| III.  | Approval of September 21, 2021 Board Meeting Minutes                        | Bud Kern               |
| IV.   | President's Report  | Bud Kern               |
|       | a. Governance Committee   |                        |
| V.    | Staff Reports   |                        |
|       | a. Staff Update   | Jenna Kohl             |
|       | b. Financial and Benefit Fee Report   | Dee Nortman            |
| VI.   | Consider Approval of the 2022 Operating Fund Budget                         | Jenna Kohl             |
| VII.  | Old Business  |                        |
|       | a. Master Plan: Authorize Release of RFQ                                    | Lynette Whitener       |
|       | b. Master Plan: Appoint Board Directors to Design-Build Selection Committee | Jenna Kohl             |
| VIII. | New Business  |                        |
|       | a. Approval of 2022 Meeting Schedule  | Jenna Kohl/Erin Valdez |
| IX.   | Adjourn Meeting   | Bud Kern               |

**COMMUNITY VALUES**

- |                                      |                              |   |
|--------------------------------------|------------------------------|---|
| ●Sense of Community                  | ●Diversity and Inclusiveness | ●Family                                 |
| ●Healthy Lifestyles                  | ●Lifelong Learning           | ●Environmental Stewardship              |
| ●Artistic and Cultural Opportunities |                              | ●Relationship with the Larger Community |



# Staff Report

## November 2021

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### Finance and Administration

- *Insurance Renewal.* Staff has been working with our brokers/consultants on renewal for both liability/D&O insurance and employee benefit renewals.
- *Investments.* Staff is taking a fresh look at ways to maximize interest income using approved investment options.
- *Accounts Receivable.* Through streamlined processes, updated delinquency policy and diligent monthly review by staff and management, the accounts receivable amount is at the lowest balance in the last several years.
- *Risk Assessment Report.* The risk assessment report review and update has been completed. This report is revised every three years.
- *Board Meetings.* The next regularly scheduled Community Council Board meeting is Jan. 27, 2022.
- *Staff anniversaries.* The following staff members celebrated serving DC Ranch with anniversaries held in October and November: Devin Haggerty (6 years), Dee Nortman (3 years).

### Events and Programs

- *DC Ranch Women's Club.* Women continue to meet monthly for social activities. Twenty-four ladies enjoyed happy hour at P.F. Chang's in September and 45 ladies had a fun night playing B-I-N-G-O and winning prizes donated from local DC Ranch businesses in October. The 4<sup>th</sup> annual Scavenger Hunt is on Saturday, Nov. 6 for a fun, socially distanced hunt around the community. This event has historically sold out. The Women's Club quarterly newsletter was emailed to 236 residents in September.
- *Spotlight Speakers Series.* The October event featured Josh Isner, DC Ranch resident and Chief Revenue Officer for Axon (formerly TASER International). Isner shared inventive technologies and answered questions from the virtual audience of 40 residents. Save the date for the next event: Professor Emeritus Stephen Siek will be discussing Frank Lloyd Wright's time in Chicago on Wednesday, Dec. 15 via Zoom.
- *Lifelong Learning: Scottsdale's Museum of the West.* Seven residents ventured off the Ranch for an afternoon of learning about the arts and cultural exchanges that marked the transition of the Old West into the New West.
- *Costumes & Cocktails.* Twenty residents donned their best Halloween costumes while guest mixologist from the Country Club at DC Ranch helped attendees concoct three specialty spooky drinks.

- *Prickly Pumpkin Patch.* The annual pumpkin patch returned this fall with 89 resident children plus their parent(s) in attendance to “pick” their favorite pumpkin in the patch, create a fall craft and enjoy snacks.
- *Bewitched Bash.* A spin on the annual Spooky Carnival, Bewitched Bash, was a two-night event to allow for a safe and spread-out event for residents. Over two nights 376 residents listened to live music, delighted in an action-packed magic show, sang along to the Sanderson Sisters performance, received a festive treat bag, cotton candy, and popcorn, and had their pick of dinner options from various food trucks.
- *Kids Cuisine: Pizza Party.* Highly popular among the young foodies of DC Ranch, Kids cuisine returns on Nov. 12. Kid residents will use their culinary skills to make pizzas from scratch.
- *Dueling Pianos.* AZ Dueling Pianos will make their debut at The Homestead on Nov. 14 to perform songs, duel their pianos, and add some comedy into the mix. Light bites and drinks will be served.
- *Staff Resignation.* Candace Thomas, event and program coordinator, accepted a new position with ASU. Her last day was Oct. 23. Staff are currently interviewing candidates for this role.

## Community Engagement

- *Living Connected Campaign.* This campaign involves collecting and sharing stories of residents helping neighbors or the greater community. Living Connected stories are now shared in the monthly Ranch Roundup newsletter.
- *DC Ranch Gives.* The DC Ranch Gives Newsletter was emailed to 86 residents and featured Joseph Mancuso in the volunteer spotlight.
  - Seven resident teens volunteered in the game booths at Bewitched Bash in October.
  - Two group service projects are scheduled for the remainder of the year including a pack and move day with Furnishing Dignity on Saturday, Nov. 6 and donation sorting with Andre House on Saturday, Dec. 11.
  - The Holiday Toy & Clothing Drive will run from Nov. 1 through Dec. 15 benefitting Amanda Hope Rainbow Angels, an organization supporting families impacted by childhood cancer and other life-threatening illnesses.
- *Volunteer of the Year.* Nominations for Volunteer of the Year awards are collected year-round. Recipients will be selected by a committee of previous award recipients and honored at the annual Volunteer Appreciation Celebration. Consider nominating a resident or community partner in the following categories: Leadership, Good Neighbor, Philanthropy, Youth, and Community Partner.
- *New Resident Welcome.* Neighborhood Voting Members and community volunteers continue to welcome new residents each month with welcome baskets. New residents continue to be invited to participate in the self-guided community tour which allows residents to experience the information, stories, and experiences as they would the traditional Sunset Tour at their convenience and from the safety of their own vehicle. In-person Sunset Tours are anticipated to resume in 2022.
- *DC Ranch Ambassadors.* Ambassadors are utilized a few times each month to help promote activities and happenings within DC Ranch. Tracking is in place to measure engagement. Recruitment is ongoing.
- *Resident Milestone Home Anniversary Program.* Launched earlier this year, the milestone anniversaries are sent to residents celebrating 5- 10- 15- and 20-year anniversaries. One

resident wrote, “Thank you for this nice note. I’ve been very happy here in DC Ranch and hope to live here for many more years. Moving here was a great choice for me!”

- *Resident Leadership Academy.* Class II has held 6 sessions, with 2 sessions and graduation remaining. Feedback has been positive, and many resident members are looking forward to getting involved once the program has been completed.

## Communications

- *Communications Mailer.* The communications team completed a high-quality mailer designed to reach many longtime and new residents who we cannot currently reach by email. It features information about the redesigned website, email, text messaging, Ranch News and social media. The mailer encourages residents to sign up for emails and texts. The goal is to help more residents become aware about day-to-day developments and engagement opportunities within DC Ranch.
- *This Week on the Ranch.* The redesigned version of this popular weekly email was launched on Oct. 4. The new design allows for images to promote events and programs, offers the flexibility to emphasize community meetings when appropriate, can be skimmed quickly and provides a better overall experience for residents.
- *Ranch Roundup.* Ranch Roundup is going digital as part of our commitment to sustainability. Beginning in January, a printed version of Ranch Roundup will no longer be included with the monthly assessments that are sent via regular mail to approximately 900 residents. A digital version will continue to be emailed and made available on DCRanch.com, and a printed version will be available for pickup at the Ranch Offices and the community centers. This move will save money and time while still delivering vital information residents expect from the monthly newsletter and events calendar.
- *Icons.* Events and programs listed on various platforms are now labeled using newly designed icons to indicate if the event is outdoor, indoor, virtual, or a combination thereof. This will help residents quickly identify program location and format. Plus, with COVID considerations remaining complex and dependent on individual circumstances, the icons make it easier for residents to determine which events they feel comfortable attending.
- *Ranch News.* The communications team will conduct a Ranch News survey with a select group of residents in early November. The digital questionnaire will allow participants to share their thoughts about the publication. The survey asks if and how often they read Ranch News, what they like and if they have any suggestions for new content.
- *Text messaging.* Almost 700 residents have registered for the service, and new registrations are submitted every week.
- *Instagram milestone:* We’re approaching 2,000 followers on Instagram with a giveaway! One lucky winner will receive a stylish Azure Deluxe State Bicycle. The 3-gear cruiser is valued at over \$550. Two winners will receive a gift basket with DC Ranch wine glasses, a bottle of wine and \$50 gift card to Liberty Station on Market Street. Follow @dcranch for contest rules.
- *Professional Development.* In September, Mike Gertzman attended a Ragan Virtual Workshop about brand journalism. Alexandra Duemer attended portions of the National Recreation and Park Association (NRPA) annual conference. Elizabeth Dankert attended several Adobe MAX sessions in October. Adobe is the primary design software package the communications team uses to create most of the DC Ranch publications, brochures, newsletters, booklets, mailers and signage.

- *Staff resignation.* Mike Gertzman, senior communications manager, accepted a new job with the City of Phoenix. His last day is Nov. 5.

## Facilities

- *Community Center Status.* Desert Camp is now open daily from 6 a.m. to 8 p.m. and is in the process of updating signage. Beginning Mon., Nov. 1 residents can enter Desert Camp through one of the four pool gates with their key fob or the lobby. The Homestead remains closed except for in person programming and all exterior amenities are open to residents.
- *Community Center Use.* Desert Camp and The Homestead community centers are seeing an increase in usage with the return of seasonal residents. There are 5 different drop-in card groups meeting throughout the week along with an increased number of residents working from the community center (averaging six per day). The Resident Services Specialist is receiving rental requests well into the first half of 2022. The updated tennis and pickleball reservation guideline has been well-received. Courts continue to be reserved out at about 45% with Fridays being the busiest day of the week.
- *Project Updates.* Pickleball court 1 is scheduled to be resurfaced mid-November which will complete the concrete extension project. New Envirowood, all weather marine grade recycled HDPE polymer furniture was ordered to replace the teak at The Homestead playground and splash pad, as well as the entrance at Desert Camp. Staff are contracting with vendors on updating fitness room equipment, roofing repairs, playground sealants, pool deck repairs, and painting projects. Overseeding has been completed at Desert Camp, The Homestead and Market Street Park.
- *Professional Development.* In October, Luis Ayala, Samantha Canchola, Mike Fenzel and Lynette Whitener attended the Southwest Buildings & Facilities Management Show & Conference. The expo provided staff the opportunity to make connections with new vendors including roofers, HVAC, fire security, etc. and staff attended appropriate workshops. Congratulations to Garret Breen who recently received the Certified Pool Operator (CPO) designation. Lynette Whitener virtually attended How Technology Advances Affect the Built World by Moss Adams. Three professionals shared their experience on how technology has changed the way they do business in general contracting and property management.

## Recreation

- *Fitness Classes.* Due to popular demand, fitness class offerings continue to expand and promote healthy lifestyles for DC Ranch residents. Indoor classes included *Strength & Balance* and *Yoga Basics* which had 102 combined registrants, with the new addition of *All Levels Yoga* on Monday and Wednesday mornings allowing for 34 additional registrants starting in October. *Aqua Fitness* served 45 residents September through October.
- *Grapenuts.* In September, 24 resident wine enthusiasts gathered to learn all about the world of Pinot Grigio and Pinot Gris from sommelier Nadia Mustafa. The next Grapenuts is scheduled for Nov. 10, where wines of South America will be explored.
- *Pickleball.* Pickleball popularity rapidly grows within the DC Ranch community. As a result, hours for the Pickleball Club have been expanded. Beginning Nov. 5, to accommodate a variety of skill levels, an additional time slot of 8 to 9 a.m. has been added for *Advanced level* play. *All levels* play will follow from 9 to 11 a.m. The aim is to relieve pressure for court time, while also allowing players to continue to socialize and improve their games.

## Public Affairs

- *DC Ranch Neighborhood Park – Phase One.* The Contractor is behind schedule so it is unlikely Phase One will be completed by the end of the year. *Phase Two.* the Community Council submitted official comments to the city regarding the development of Phase Two. The comments are also posted on the website. Chris Irish is working with city staff to confirm the city's CIP timeline so that we can advocate for the inclusion of Phase Two. Residents will also be asked to advocate as appropriate.
- *SUSD Land at Copper Ridge School.* The MOU has been extended and the new SUSD attorney worded it in such a manner that there is no expiration date; she added a cancellation clause. This is a better arrangement for both parties.
- *Scottsdale's General Plan.* Residents have been regularly informed and asked to participate in the November 2 election.
- *Construction.* An indoor auto storage condominium facility is being planned for lot 8 at the DC Ranch Corporate Center; they will need Covenant Commission and City of Scottsdale approval. Camelot's 9-lot subdivision has received Covenant approval; they are still working through the city process. Sup Decs will be signed once city approval of the 9 lots is granted. Construction will likely begin in early to mid-2022.
- *Sissoo Trees.* Chris fielded several requests from city staff/attorney and an outside attorney to meet on the Sissoo trees. She proved all the information to the RA attorney for her follow up.



The Ranch Offices on Market Street  
20551 N. Pima Rd., Suite 180  
Scottsdale, AZ 85255



STAY CONNECTED

PRESORTED FIRST  
CLASS MAIL  
US POSTAGE  
**PAID**  
PHOENIX, AZ  
PERMIT NO. 992

STAY  
CONNECTED



Taking new steps to keep residents informed



## Want to know what's happening in your community?

### DCRanch.com

The redesigned DC Ranch website has a modern, elegant appearance. The site offers a new expansive main menu, easier navigation, search tool, enhanced activities calendar and an interactive map that shows amenities, restaurants and other businesses and services in the area.

### Email

Get the community's latest news delivered right to your inbox. Email is an excellent way to learn about events and programs, community meetings and neighborhood activities. Residents can update preferences any time.

If you are not receiving DC Ranch emails, but would like to, go to [DCRanch.com/StayConnected](http://DCRanch.com/StayConnected) and let us know.

### Print

*Ranch News* is DC Ranch's monthly flagship publication for residents, stakeholders, real estate agents and greater Scottsdale. It is mailed to residents and distributed at locations throughout the community.

If you are not receiving *Ranch News* by mail every month, go to [DCRanch.com/StayConnected](http://DCRanch.com/StayConnected) and let us know. The publication is also available at [DCRanch.com](http://DCRanch.com).

### Text Messaging **NEW**

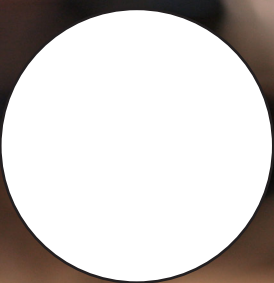
Stay in the know with text messages to your mobile phone. Choose from these categories: Emergency, Neighborhood Alerts, Events and Programs and Community Meetings.

Go to [DCRanch.com/text](http://DCRanch.com/text) to sign up to receive text messages from DC Ranch.

*Message & data rates may apply.*

### Social Media

Follow us on Instagram (**dcranch**) and Like us on Facebook (**dcranchscottsdale**). Use **#dcranch** to share photos and stories with the community.



Visit [DCRanch.com/StayConnected](http://DCRanch.com/StayConnected) or scan the QR code above for more information.

### Contact Us (All 480 numbers now require ten-digit dialing)

The Ranch Offices on Market Street	480.513.1500
Desert Camp Community Center	480.342.7178
The Homestead Community Center	480.585.1641
Facility Rentals	480.565.1746
Community Standards	480.977.1299
Landscape and Maintenance	480.585.8654
Security	480.397.9659

To provide feedback, visit [DCRanch.com/LetUsKnow](http://DCRanch.com/LetUsKnow).

[DCRanch.com/StayConnected](http://DCRanch.com/StayConnected)





*Experience all the magic of the holiday season, right here in your own backyard!*

## **Merry & Bright Trail of Lights**

Dec. 1-31 | 6 to 10 p.m. nightly  
Desert Camp | All ages | Free

Enjoy a festive stroll around the perimeter of Desert Camp Community Center for holiday lights and décor. Special nights include a blue theme on Dec. 6 to celebrate Hanukkah, as well as:

- **Merry Mistletoe Mixer**

Friday, Dec. 3 | 7 to 8:30 p.m.  
Ages 21+ | \$18

Join neighbors for a very merry variety show, beverages and holiday desserts.

- **Cocoa & Caroling**

Thursday, Dec. 9 | 6 to 9 p.m.  
All ages | Free

Don't miss an evening of classic holiday songs performed by Dicken's Carolers, hot cocoa and writing letters to Santa.

- **Merry Movie Night**

Saturday, Dec. 11 | 6:30 to 9 p.m.  
All ages | \$7

Residents will vote for their favorite holiday movie, then come out to enjoy it under the stars!

## **Cookies with Mrs. Claus**

Thursday, Dec. 2 | 4:30 to 5:30 p.m.  
The Homestead | Ages 0-8 | \$7

Bring little ones for a holiday celebration that includes cookie decorating, holiday crafts, songs and games with Mrs. Claus.

## **PJs and Pancakes**

Saturday, Dec. 4 | 9 to 10:30 a.m.  
The Homestead  
\$17 for adults and children 13+;  
\$9 for ages 4-12; ages 0-3 are free

Wear your PJs for a traditional pancake breakfast, holiday crafts and visits from Santa and other festive characters!

## **Creative Arts Class: Holiday Cocktails**

Friday, Dec. 10 | 5:30 to 7 p.m.  
The Homestead | Ages 21+ | \$23

Learn how to make holiday-inspired cocktails during this hands-on mixology class.

**Visit [DCRanch.com/holidays](http://DCRanch.com/holidays) for more information or to register.**



**DC Ranch Community Council  
Financial Highlights – Director Analysis  
for period ending September 30, 2021**

**Summary by Fund - YTD**

	<u>Operating</u>	<u>Reserve</u>	<u>Capital</u>	<u>Total CC</u>
Revenue	\$ 6,314,515	\$ 1,103	\$ 1,491	\$ 6,317,109
Expenses	2,523,270	90,420	127,359	2,741,049
<b>Operating Income/(Loss)</b>	<b>\$ 3,791,245</b>	<b>\$ (89,317)</b>	<b>\$ (125,868)</b>	<b>\$ 3,576,060</b>
Depreciation	-	-	32,007	32,007
<b>Total Income/(Loss)</b>	<b>\$ 3,791,245</b>	<b>\$ (89,317)</b>	<b>\$ (157,875)</b>	<b>\$ 3,544,053</b>
Transfers In/(Out)	(3,151,177)	383,177	2,768,000	-
<b>Total Surplus/(Deficit)</b>	<b>\$ 640,068</b>	<b>\$ 293,860</b>	<b>\$ 2,610,125</b>	<b>\$ 3,544,053</b>

**Revenue**

Operating revenue for September totaled \$520k, higher than budget by \$227k (77%). Year-to-date revenue is favorable to budget by \$3.16 mil (100%). Significant variances to budget include:

- Community Benefit Fees came in \$227k (307%) higher than forecast for September, resulting in a \$3.23 mil (296%) revenue surplus YTD. Excess benefit fees that rise above six months of cash on hand are transferred to either the reserve fund or the capital fund to save for the master plan project.
- Program revenue is \$86k under budget, due to cancellation of Dinner in the Desert, reduced capacity at the Eggstravaganza event and reduced recreation programming and classes in response to the impact of the pandemic.

**Expense**

Operating expenses for September came in \$40k (12%) favorable to budget, with year-to-date expense \$456k (15%) lower than budget. Total transfers YTD of \$2.95 mil have been made to the reserve and capital funds, over and above budgeted amounts. Notable variances include:

**Administration**

- Personnel costs are \$80k lower than estimated in the budget through September due to a couple of open positions during the year, the transition of the Facilities and Recreation Director and less than normal rental/event hours YTD.
- Employee Relations & Training is under budget YTD due to the timing of professional development and recognition programs that have not resumed in person.
- Other YTD savings in Administrative costs include Legal/Professional Fees (\$19k), Special Projects (\$9k), Office Lease (\$10k) and IT Expenses (\$11k).

**Programs**

- Program expenses are favorable to budget by \$227k YTD largely due to events and programs that were cancelled, postponed or reduced, such as DC Ranch Day (\$25k), Dinner in the Desert (\$62,500),

Eggstravaganza (\$26k), Spring Production (\$20k), Starlight Concerts (\$6k), Arts & Educations Programs (\$23k) and Programming/Classes (\$22k).

- There is also savings in Community Engagement expenses due to postponed activities, meetings and recognition.
- Communications will have an ongoing savings for the year due to a reduced number of collateral pieces (ex. program guides).

#### Facilities

- Facilities expense is \$80k below budget due to the timing of seasonal decoration costs and the timing of supplies and service expenses.

#### Balance Sheet/Cash Flow

- Operating cash on hand is equal to 5.15 months as of 9/30/2021.
- There are \$5.3 mil in capital funds and \$2.0 mil in reserve funds. A reserve audit is currently underway and will report to the Board once complete.
- The balance in Capital Fund-Current Projects represents the amount of funds remaining to complete Board approved projects.

#### Looking Forward

- Future escrow amounts *in progress* are as follows:

<u>Month</u>	<u>Currently in escrow</u>	<u>Budgeted Benefit Fees</u>
October 2021	\$301,195	\$99,620
November 2021	\$134,060	\$189,035

***Community Council is continuing the 2021 year in a positive position with \$3.8 mil in net income and \$3.6 mil favorable variance to the operating budget. This has made it possible to transfer an additional \$2.95 mil to reserve and capital funds over and above budgeted amounts. Community Benefit Fees continue to come in extraordinarily high and there are substantial savings due to postponed or reduced event offerings year-to-date.***

# DC RANCH COMMUNITY COUNCIL

## STATEMENT OF REVENUE AND EXPENSE

For the Month and YTD Ending September 30, 2021

	September 2021			Year-to-Date			Annual
	Current Month	Budget	Budget Variance	Year to Date	Budget	Budget Variance	2021 Budget
<b>INCOME</b>							
Residential Assessments	\$ 141,440	\$ 141,440	\$ -	\$ 1,273,324	\$ 1,272,960	\$ 364	\$ 1,697,280
Commerical Assessments	50,440	50,440	-	453,960	453,960	-	605,280
Community Benefit Fees	301,195	74,071	227,124	4,320,815	1,090,401	3,230,414	1,500,000
<b>Total Assessment Revenue</b>	<b>493,075</b>	<b>265,951</b>	<b>227,124</b>	<b>6,048,099</b>	<b>2,817,321</b>	<b>3,230,778</b>	<b>3,802,560</b>
Event/Club/Class Registrations	1,303	2,987	(1,684)	19,694	39,474	(19,780)	61,864
Charitable Events	-	-	-	484	62,500	(62,016)	220,500
Arts & Education	720	1,025	(305)	17,908	21,955	(4,047)	25,545
<b>Total Program Revenue</b>	<b>2,023</b>	<b>4,012</b>	<b>(1,989)</b>	<b>38,086</b>	<b>123,929</b>	<b>(85,843)</b>	<b>307,909</b>
Community Center Rentals	740	500	240	2,470	1,500	970	15,000
Community Garden	880	-	880	7,920	-	7,920	-
<b>Total Facilities Revenue</b>	<b>1,620</b>	<b>500</b>	<b>1,120</b>	<b>10,390</b>	<b>1,500</b>	<b>8,890</b>	<b>15,000</b>
Management Fee	21,960	21,960	-	197,640	197,640	-	263,520
Advertising	-	-	-	5,040	5,640	(600)	7,080
Interest	42	350	(308)	350	3,150	(2,800)	4,192
Other Income (CFD, key fobs, misc)	1,040	200	840	14,910	5,450	9,460	12,400
<b>Total Other Income</b>	<b>23,042</b>	<b>22,510</b>	<b>532</b>	<b>217,939</b>	<b>211,880</b>	<b>6,059</b>	<b>287,192</b>
<b>Total Operating Income</b>	<b>519,760</b>	<b>292,973</b>	<b>226,787</b>	<b>6,314,515</b>	<b>3,154,630</b>	<b>3,159,885</b>	<b>4,412,661</b>
<b>EXPENSES</b>							
Personnel Expenses	186,673	190,554	(3,881)	1,664,570	1,744,254	(79,684)	2,318,869
Administration	27,071	35,552	(8,481)	293,707	345,348	(51,641)	456,996
Employee Relations & Training	1,743	2,165	(422)	33,403	52,794	(19,391)	66,179
<b>Total Administrative Expense</b>	<b>215,488</b>	<b>228,271</b>	<b>(12,783)</b>	<b>1,991,680</b>	<b>2,142,396</b>	<b>(150,716)</b>	<b>2,842,044</b>
Events/Clubs/Classes	4,635	13,550	(8,915)	106,594	208,265	(101,671)	327,600
Charitable Events	-	-	-	0	62,500	(62,500)	219,600
Communications/Community Eng	4,538	15,105	(10,567)	48,557	88,632	(40,075)	113,672
Arts & Education Programs	253	3,020	(2,767)	31,070	53,880	(22,810)	64,725
<b>Total Program Expense</b>	<b>9,427</b>	<b>31,675</b>	<b>(22,248)</b>	<b>186,221</b>	<b>413,277</b>	<b>(227,056)</b>	<b>725,597</b>
Desert Camp Community Center	21,411	25,285	(3,874)	198,982	232,045	(33,063)	303,944
The Homestead Community Center	10,235	10,803	(568)	71,658	99,722	(28,064)	133,397
Seasonal Decorations	-	-	-	32,011	38,775	(6,764)	66,775
Market St Park/Paths & Trails	5,154	4,984	170	17,029	28,712	(11,683)	40,819
<b>Total Facilities Expense</b>	<b>36,801</b>	<b>41,072</b>	<b>(4,271)</b>	<b>319,679</b>	<b>399,254</b>	<b>(79,575)</b>	<b>544,935</b>
Insurance (non-EE) & Taxes	2,869	2,627	242	25,690	23,918	1,772	31,849
Other Expenses	-	-	-	-	-	-	-
<b>Total General Expense</b>	<b>2,869</b>	<b>2,627</b>	<b>242</b>	<b>25,690</b>	<b>23,918</b>	<b>1,772</b>	<b>31,849</b>
<b>Total Operating Expense</b>	<b>264,584</b>	<b>303,645</b>	<b>(39,061)</b>	<b>2,523,270</b>	<b>2,978,845</b>	<b>(455,575)</b>	<b>4,144,425</b>
<b>Net Operating Income/(Loss)</b>	<b>255,176</b>	<b>(10,672)</b>	<b>265,848</b>	<b>3,791,245</b>	<b>175,785</b>	<b>3,615,460</b>	<b>268,236</b>
Reserve & Capital Contributions	(22,353)	(22,353)	-	(3,151,177)	(201,177)	(2,950,000)	(268,236)
<b>Transfers In/(Out)</b>	<b>(22,353)</b>	<b>(22,353)</b>	<b>-</b>	<b>(3,151,177)</b>	<b>(201,177)</b>	<b>(2,950,000)</b>	<b>(268,236)</b>
<b>Net Operating Surplus/(Deficit)</b>	<b>\$ 232,823</b>	<b>\$ (33,025)</b>	<b>\$ 265,848</b>	<b>\$ 640,068</b>	<b>\$ (25,392)</b>	<b>\$ 665,460</b>	<b>\$ -</b>

# DC RANCH COMMUNITY COUNCIL

## BALANCE SHEET

At September 30, 2021

	<u>9/30/2021</u>	<u>12/31/2020</u>	<u>Y/Y Change</u>
<b>ASSETS</b>			
<b>CASH</b>			
Cash - Operating	\$ 1,891,434	\$ 1,591,637	\$ 299,796
Petty Cash	500	500	-
<b>TOTAL CASH</b>	<u>1,891,934</u>	<u>1,592,137</u>	<u>299,796</u>
<b>CAPITAL FUND</b>			
Capital Fund - Current Projects	79,253	88,939	(9,687)
Capital Fund - Savings	5,178,302	2,535,778	2,642,524
<b>TOTAL CAPITAL FUND</b>	<u>5,257,555</u>	<u>2,624,718</u>	<u>2,632,838</u>
<b>RESERVE FUND</b>			
	2,047,044	1,739,724	307,321
Accounts Receivable (Net)	147,983	145,378	2,605
Intercompany Receivable	352,789	159,847	192,942
Prepaid Expenses	127,136	31,860	95,275
Other Current Assets	-	9,999	(9,999)
<b>TOTAL CURRENT ASSETS</b>	<u>627,907</u>	<u>347,084</u>	<u>280,823</u>
<b>PROPERTY, PLANT &amp; EQUIPMENT</b>			
Furniture & Fixtures	28,459	28,459	-
Property & Equipment	130,779	107,743	23,035
Leasehold Improvements - Comm Garden	137,042	137,042	-
Homestead Remodel & Improvements	110,112	110,112	-
Desert Camp Remodel & Improvements	146,355	146,355	-
Construction In Progress	7,562	7,562	-
<b>TOTAL PROPERTY, PLANT &amp; EQUIPMENT</b>	<u>560,308</u>	<u>537,272</u>	<u>23,035</u>
Less Accumulated Depreciation	(316,756)	(284,749)	(32,007)
<b>PROPERTY, PLANT AND EQUIPMENT, NET</b>	<u>243,552</u>	<u>252,523</u>	<u>(8,972)</u>
<b>TOTAL ASSETS</b>	<u>\$ 10,067,992</u>	<u>\$ 6,556,186</u>	<u>\$ 3,511,806</u>
<b>LIABILITIES</b>			
Accounts Payable	\$ 40,024	\$ 52,448	\$ (12,424)
Intercompany Payable		8,264	(8,264)
Accrued Expenses	180,993	138,963	42,030
Prepaid Assessments	25,704	71,230	(45,526)
Deferred Revenue	2,440	-	2,440
Other Current Liabilities	(160)	10,342	(10,502)
<b>TOTAL CURRENT LIABILITIES</b>	<u>249,001</u>	<u>281,247</u>	<u>(32,246)</u>
<b>TOTAL LIABILITIES</b>	<u>\$ 249,001</u>	<u>\$ 281,247</u>	<u>\$ (32,246)</u>
<b>NET ASSETS</b>			
Capital Equity	2,808,108	1,533,535	1,274,572
Reserve Equity	1,809,562	1,469,579	339,983
Operating Equity	1,657,269	1,603,374	53,895
Current Year Profit/Loss	3,544,053	1,668,450	1,875,602
<b>TOTAL NET ASSETS</b>	<u>\$ 9,818,991</u>	<u>\$ 6,274,938</u>	<u>\$ 3,544,053</u>
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<u>\$ 10,067,992</u>	<u>\$ 6,556,186</u>	<u>\$ 3,511,806</u>

# DC RANCH COMMUNITY COUNCIL

## STATEMENT OF CASH FLOW

Year-To-Date September 2021

### CASH FLOWS FROM OPERATING ACTIVITIES

Net income (deficit) for period \$ 640,068

Adjustments to reconcile net income (deficit)

Accounts receivable	(2,605)
Prepaid insurance	(8,013)
Prepaid programs and expense	(35,322)
Prepaid expenses	(51,940)
Intercompany Receivable	(192,942)
Accounts payable	(15,885)
Accrued payroll expenses	42,446
Deferred revenue - facility rentals	2,440
Prepaid assessments	(45,526)
Prepaid event registration	-
Intercompany Payable	(8,264)
Transfer of funds from Operating to Reserve/Capital Accounts	-
Other liabilities	(1,624)

**NET CASH FROM OPERATING ACTIVITIES** 322,832

### CASH FLOWS FROM INVESTING ACTIVITIES

Purchases of Property, Plant & Equipment (23,035)

**NET INCREASE (DECREASE) IN CASH** **299,796**

CASH, BEGINNING OF PERIOD 1,592,137

**CASH, END OF PERIOD** \$ 1,891,934

### ADDITIONAL INFORMATION - OPERATING FUNDS REQUIREMENTS:

*Per Board policy, operating funds should be between 3-6 months of budgeted annual operating expenses.*

**Number of months budgeted expenses in cash, end of period:** **5.15**

Total 2021 operating budget expenses \$ 4,412,661

**MINIMUM** - Average of three months \$ 1,103,165

Amount over minimum	Amount under minimum
<u>\$ 788,769</u>	<u>N/A</u>

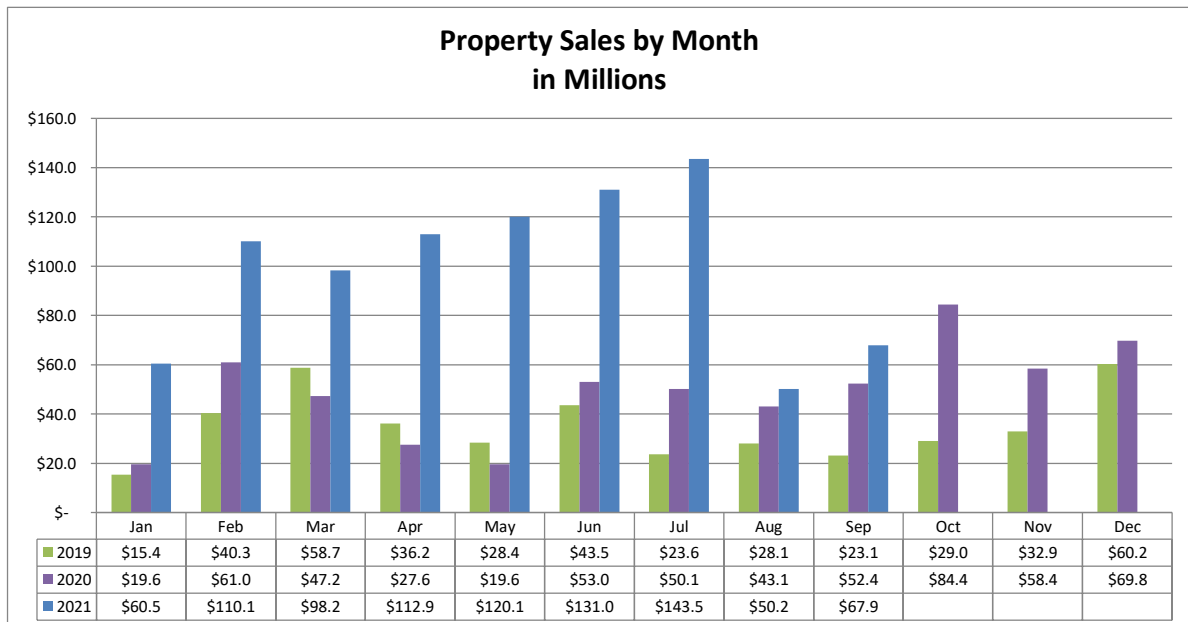
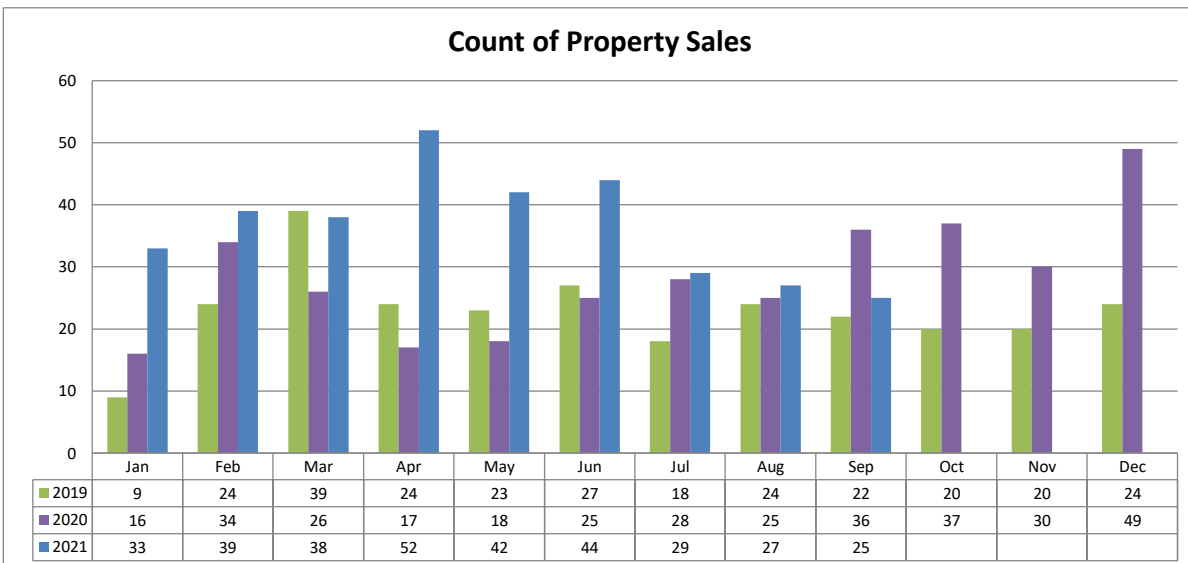
**MAXIMUM** - Average of six months \$ 2,206,331

Amount over maximum	Amount under maximum
<u>N/A</u>	<u>\$ 314,397</u>

## DC Ranch Community Council Resale Benefit Fee Trend - September 2021

Resale Benefit Fee							
Month	2019 Actual	2020 Actual	In Process	2021 Actual	2021 Budget	Budget Variance	Change from Prior Year
Jan	\$ 77,187	\$ 93,563		283,272	89,936	\$ 193,336	\$ 189,710
Feb	201,978	284,943		530,781	139,866	390,915	245,839
Mar	240,099	215,236		491,131	183,398	307,733	275,895
Apr	160,733	138,243		564,467	127,824	436,643	426,225
May	134,839	83,883		526,293	166,915	359,378	442,410
Jun	217,543	251,064		654,990	140,871	514,119	403,926
Jul	118,113	185,835		717,439	70,040	647,399	531,604
Aug	133,747	207,587		251,248	97,480	153,768	43,661
Sep	98,697	232,947		301,195	74,071	227,124	68,249
Oct	137,713	390,122	309,920		99,620		
Nov	160,508	271,763	134,060		189,035		
Dec	292,800	342,891	43,720		120,944		
<b>Annual Total</b>	<b>\$ 1,973,957</b>	<b>\$ 2,698,074</b>	<b>\$ 487,700</b>	<b>\$ 4,320,815</b>	<b>\$ 1,500,000</b>	<b>\$ 3,230,414</b>	<b>\$ 2,627,516</b>

Property Sale Breakdown				
Location	September	YTD	Average Price	YTD Average
PU 1 - House	2	75	\$ 1,060,000	\$ 975,916
PU 2 - House	9	67	1,101,447	983,442
PU 4 - House	2	43	2,462,600	2,511,191
Silverleaf - House	6	100	6,575,000	4,462,971
PU 4 - Land	1	3	2,020,000	2,215,000
Silverleaf - Land	4	32	1,925,000	2,920,714
Commercial	1	9	1,810,825	11,218,692
<b>Total/Average</b>	<b>25</b>	<b>329</b>	<b>\$ 2,717,562</b>	<b>\$ 2,718,659</b>





# DC Ranch Community Council

**To:** DC Ranch Community Council Board of Directors  
**From:** Jenna Kohl, Executive Director  
Dee Nortman, Director of Financial Operations  
**Date:** 10/27/2021  
**Subject:** *2022 Operating Budget Proposal*

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## **Recommendation**

Staff recommends that the Board approved the attached Council Operating Fund Budget for 2022.

## **Overview**

This conservative and mission-oriented budget focuses on services and programs that bring value to the community. It has gone through a rigorous development process to ensure that every number is justified. The budget as proposed is balanced with no assessment increase at \$4,506,900.

The budget is driven by Board direction, core services, prior years' experience, strategic plans, resident input (i.e. resident surveys), DCR2020, staff initiatives, and Reserve Fund requirements. This budget reflects finance committee advice and board direction to keep assessments level and increase the allocation of the benefit fee for operating fund expenses to \$1,650,000. While 2021 actuals still reflect the impact of the pandemic, we budget optimistically, with an assumption that we will be able to implement programs and services to the fullest, albeit reimagined, extent. Costs are increasing across the board, particularly related to vendors, utilities, supplies, personnel, and construction. We are pursuing cost savings through a variety of vehicles, including taking advantage of the state purchasing program, bidding out services (for example, our new phone provider contract brings significant savings), and efficiencies realized through software solutions (new accounts payable software). We are committed to strong financial stewardship through thoughtful and transparent budget development and implementation.

Upon approval, the budget spreadsheet will be modified to reflect the breakout of management fee expenses. It will be sent to DC Ranch residents with the budget transmittal letter in late November.

## **Attachments**

- 2022 Proposed Operating Budget
- 2022 Operating Budget Power Point Presentation Slides from 10.21.21 meeting





# DC RANCH COMMUNITY COUNCIL

## PROPOSED 2022 OPERATING BUDGET

Presented 11/04/2021

COMMUNITY COUNCIL OPERATING FUND	2022	2021	2021	22 Budget
DESCRIPTION	BUDGET	Projected	BUDGET	v 21 Budget
<b>Revenue</b>				
Community Council Assessments	1,664,208	1,660,724	1,654,224	9,984
Commercial Assessments	589,680	605,280	605,280	(15,600)
Builder & Developer Assessments	38,688	36,920	43,056	(4,368)
Community Council Benefit Fee	1,650,000	4,503,290	1,500,000	150,000
Events & Programming	202,301	61,405	307,909	(105,608)
Management Fee Income	314,460	263,520	263,520	50,940
Facility Rental	20,200	11,230	15,000	5,200
Community Garden Revenue	5,280	10,560	-	5,280
Interest	433	448	4,192	(3,759)
Advertising	7,200	6,480	7,080	120
Other Revenue	14,450	21,020	12,400	2,050
<b>Total Revenue</b>	<b>4,506,900</b>	<b>7,180,877</b>	<b>4,412,661</b>	<b>94,239</b>
<b>Expense</b>				
Administrative (personnel and HR expenses)	1,129,889	973,091	1,017,929	111,960
Legal/Audit/Professional Fees	30,575	28,913	40,050	(9,475)
Special Projects	20,392	4,502	12,350	8,042
Operational Expenses (Office Equip, Supplies, IT, Telephone)	339,592	348,500	374,996	(35,404)
Bank Charges	2,400	2,253	2,400	0
<b>Total Administrative Expense</b>	<b>1,522,848</b>	<b>1,357,259</b>	<b>1,447,725</b>	<b>75,123</b>
New Residents and Community Building	51,470	22,199	47,210	4,260
Communications (personnel, PR, brand, Ranch News)	532,543	492,318	499,332	33,211
Community Event & Programs (personnel, food, supplies etc.)	651,049	576,400	625,685	25,364
Recreation Programming	71,955	46,271	66,640	5,315
Charitable Events	117,500	0	219,600	(102,100)
Arts and Education	61,225	42,742	64,725	(3,500)
<b>Total Communications, Engagement, Events, Programs</b>	<b>1,485,742</b>	<b>1,179,930</b>	<b>1,523,192</b>	<b>(37,450)</b>
Desert Camp Cost Center	922,099	836,939	900,668	21,431
The Homestead Cost Center	124,188	105,617	133,397	(9,209)
<b>Total Community Center Expenses</b>	<b>1,046,287</b>	<b>942,556</b>	<b>1,034,065</b>	<b>12,222</b>
Market Street Park / Paths and Trails	39,394	27,606	40,819	(1,425)
Seasonal Decorations	66,775	60,011	66,775	0
General Reserve Contribution	283,272	444,236	244,236	39,036
Capital Fund Contribution	24,000	2,774,000	24,000	0
Management Fee	0	0	-	0
Taxes, Interest & Insurance	38,582	34,311	31,849	6,733
<b>Total Other Expenses</b>	<b>452,023</b>	<b>3,340,164</b>	<b>407,679</b>	<b>44,344</b>
<b>TOTAL EXPENSES</b>	<b>4,506,900</b>	<b>6,819,909</b>	<b>4,412,661</b>	<b>94,239</b>
<b>TOTAL REVENUE</b>	<b>4,506,900</b>	<b>7,180,877</b>	<b>4,412,661</b>	<b>94,239</b>
<b>NET SURPLUS/DEFICIT*</b>	<b>-</b>	<b>360,968</b>	<b>-</b>	<b>-</b>

\*Note: Additional transfers will be considered, depending on the amount of estimated surplus at year-end.



# 2022 Operating Fund Budget Proposal

DC RANCH COMMUNITY COUNCIL | PRESENTED OCTOBER 21, 2021

1

## Presentation overview

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DC Ranch Community Council Mission, Vision, Values

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Description of Funds

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Budget Process and Summary

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Department Overview

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Revenues & Expenses: Budget Highlights

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Overview of Reserve and Capital Funds

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Conclusion

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Q&A

*The Community Council is responsible for visioning and facilitating initiatives that enhance residents' quality of life, serve collective interests and promote the DC Ranch brand.*

*The Council provides recreational, educational, cultural, and volunteer opportunities that reflect community values; operates and programs DC Ranch amenities; creates outlets for communication; and defines DC Ranch Standards.*

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# DC Ranch Community Council

## *Community Values*

- Sense of Community
- Environmental Stewardship
- Family
- Healthy Lifestyles
- Diversity and Inclusiveness
- Lifelong Learning
- Artistic and Cultural Opportunities
- Relationship with Larger Community

## *Standing Principles*

- Fully support the DCR brand
- Sustain financial stewardship
- Maintain the highest level of landscape and appearance
- Attract, train and retain the highest quality staff and leadership
- Preserve a safe environment
- Be an active and engaged voice in regional Scottsdale issues
- Foster open and transparent communication
- Optimize governance structure

## *Strategic Initiatives*

- ▶ Further develop an amenity-rich community and level of programming
- ▶ Continue to invest in health, wellness, and active lifestyle
- ▶ Identify and position DCR for the target buyers of the future
- ▶ Invest in infrastructure and future technology for DCR growth
- ▶ Assist with the success of the three commercial properties
- ▶ Position DCR as environmentally sustainable for the future

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## DC Ranch Community Council

The mission of the Community Council is to facilitate a connected and welcoming community that instills pride and a sense of belonging in each DC Ranch resident. The Council's work includes visioning and facilitating initiatives that enhance residents' quality of life, serve collective interests, and promote the DC Ranch brand. These benefits make DC Ranch a very special place to live.

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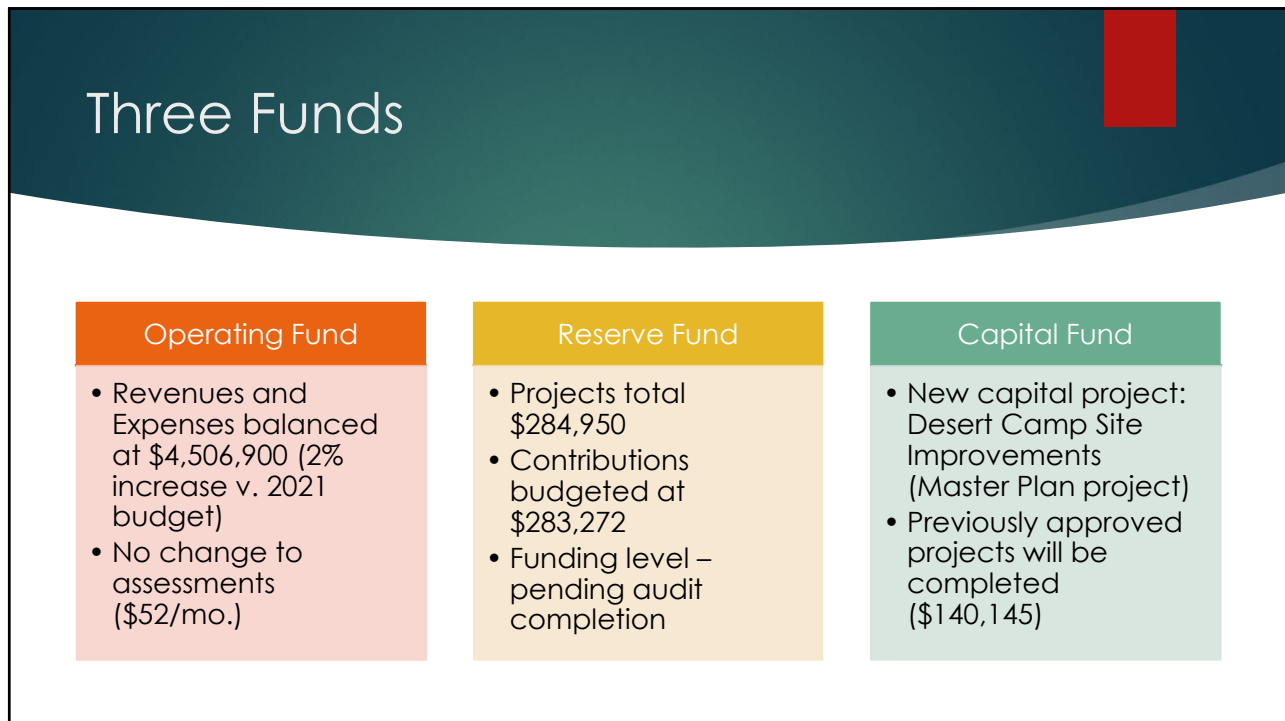
**The Funds**

 **Operating Fund:** Sustains the day to day operations of the Community Council for the Community Centers, events and programs, Market Street Park, Paths & Trails, finance and administration, community engagement, arts and education, and communications.

 **Reserve Fund:** Funded by a transfer from the operating fund, the reserve covers repair and replacement of existing assets.

 **Capital Fund:** Also funded by a transfer from the operating fund, generally of excess benefit fees, this fund covers new assets and enhancements to existing assets including those outlined in the DC Ranch master plan.

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**Three Funds**

Operating Fund	Reserve Fund	Capital Fund
<ul style="list-style-type: none"> <li>• Revenues and Expenses balanced at \$4,506,900 (2% increase v. 2021 budget)</li> <li>• No change to assessments (\$52/mo.)</li> </ul>	<ul style="list-style-type: none"> <li>• Projects total \$284,950</li> <li>• Contributions budgeted at \$283,272</li> <li>• Funding level – pending audit completion</li> </ul>	<ul style="list-style-type: none"> <li>• New capital project: Desert Camp Site Improvements (Master Plan project)</li> <li>• Previously approved projects will be completed (\$140,145)</li> </ul>

6

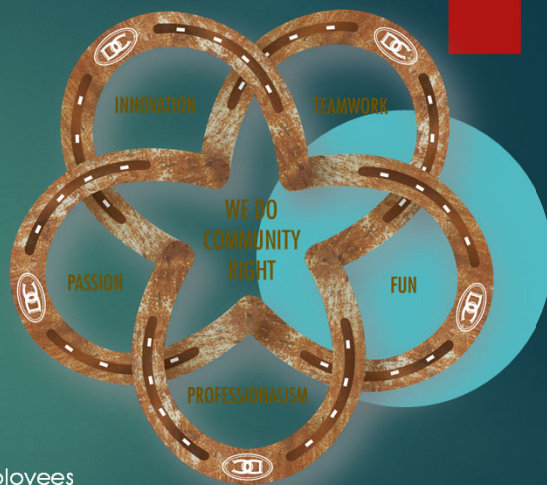
## Budget Process

- 
Reimagine
  - 
Reevaluate
  - 
Reinvest
- ▶ Budget Parameters
    - ▶ Board direction, finance committee input, resident input, staff experience
    - ▶ Strategic plans, governing documents and core services, community values
    - ▶ Quality over quantity
    - ▶ DC Ranch brand and quality standards
    - ▶ Impact of pandemic and other current events and trends
    - ▶ Keep assessments level
    - ▶ Continue to build the reserve and capital funds

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## Departments

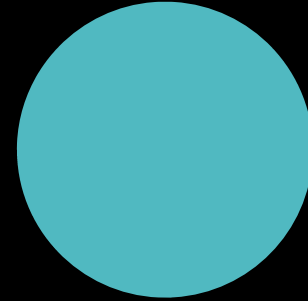
- ▶ Administration
  - ▶ Human Resources
  - ▶ Board Operations and Support
  - ▶ Finance
  - ▶ Special Projects
- ▶ Community Engagement
  - ▶ Communications
  - ▶ Events and Programs
  - ▶ Public Affairs
- ▶ Facilities and Recreation
  - ▶ Desert Camp Community Center
  - ▶ The Homestead Community Center
- ▶ 2022 Total: 23 full time and 10 part time employees
  - ▶ Some positions shared with Ranch Association/Covenant Commission
  - ▶ Plus personnel support from Ranch Association
  - ▶ No new positions (note add of Covenant position to budget)



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# Operating Fund Revenue

\$4,506,900

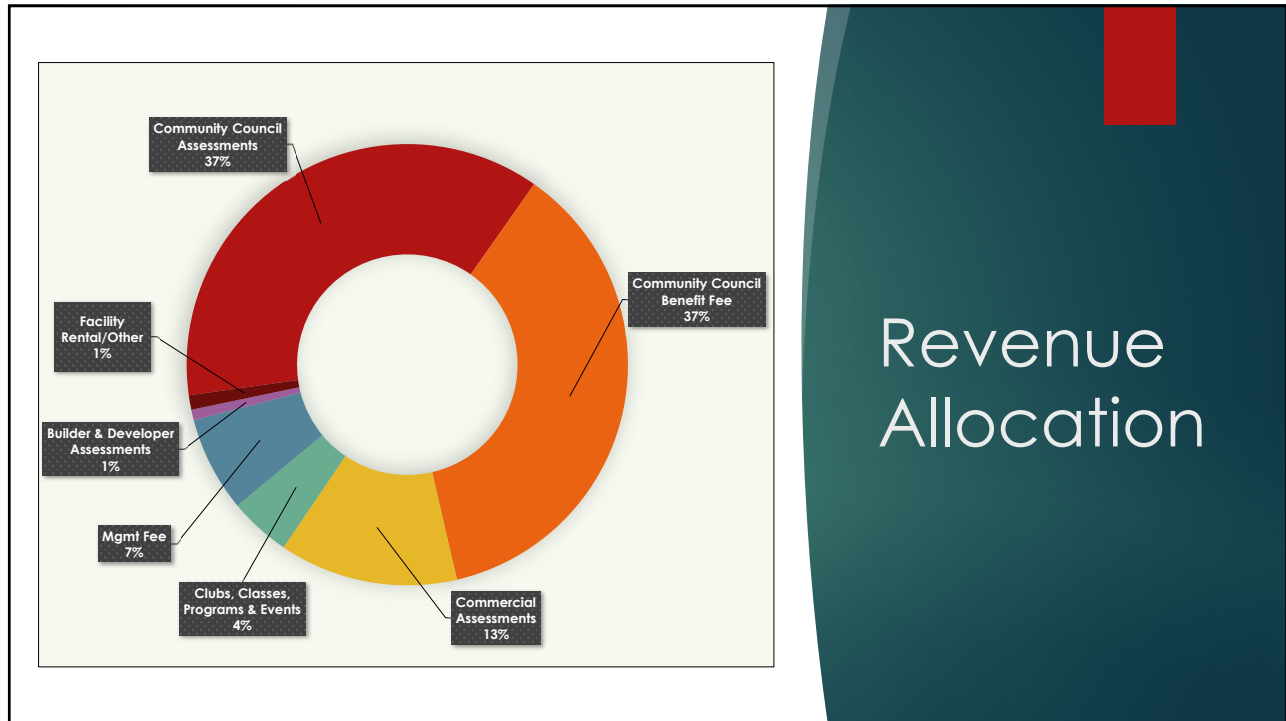


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## Revenue

Revenue	2022 Budget	2021 Budget	Y/Y Change
Community Council Assessments	\$ 1,664,208	\$ 1,654,224	\$ 9,984
Community Council Benefit Fee	1,650,000	1,500,000	150,000
Commercial Assessments	589,680	605,280	(15,600)
Builder and Developer Assessments	38,688	43,056	(4,368)
Management Fee Income	314,460	263,520	50,940
Charitable Events Registrations and Donations	123,750	220,500	(96,750)
Clubs and Class Registrations	30,380	37,664	(7,284)
Facility Rental	20,200	15,000	5,200
Art and Education Registrations	23,741	25,545	(1,804)
Events Registrations	24,430	24,200	230
Other (Interest, Advertising, CFD etc.)	27,363	23,672	3,691
<b>Total</b>	<b>\$ 4,506,900</b>	<b>\$ 4,412,661</b>	<b>\$ 94,239</b>

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## Revenue Highlights

- ▶ Revenues overall are projected to increase 2%
- ▶ Benefit Fees are budgeted at \$1,650,000, an increased allocation of \$150,000 compared to 2018, 2019, 2020, and 2021 (all at \$1.5m)
  - ▶ Variable, fluctuating income source
  - ▶ Excess benefit fees to strengthen Reserve and Capital Funds
- ▶ Assessment Impacts
  - ▶ No increase
  - ▶ Addition of 9-lot Camelot subdivision
  - ▶ Potential decrease in Corporate Center assessments

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## Revenue Highlights

- ▶ Facility rental and garden revenue projected to increase due to rentals resuming and garden lease
- ▶ Program and event registration fees are conservative and based on historical data and participation projections, challenging to predict
- ▶ Signature events adjustment due to conversion of Tour de Scottsdale
- ▶ Service fee allocation revenue spread into programs

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## Management Fee

- ▶ Covers shared costs between Community Council, Ranch Association, and Covenant Commission
- ▶ Includes communications, finance, security, landscape, maintenance, office space, joint projects and events, text messaging, etc.
- ▶ Costs are incurred within cost centers and reallocated per Management Agreement
- ▶ Modifications to landscape and maintenance allocation to meet needs of community centers more efficiently, with a dedicated three (3) FTEs in landscape and 1,250 hours in maintenance
- ▶ In 2021, Council added a full-time employee fully allocated to Covenant Commission, bringing the total to two (2) FTEs
- ▶ The Ranch Association current security contract ends on 12/31/21. The new contract is projected with a 14% increase, adding \$17k to Council allocated expense
- ▶ The park maintenance allocation was adjusted down \$16k for Council, taking into consideration the additional recreation areas that are and will be available to apartment residents
- ▶ Council net revenue budgeted at \$314,460

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# Operating Fund Expenses

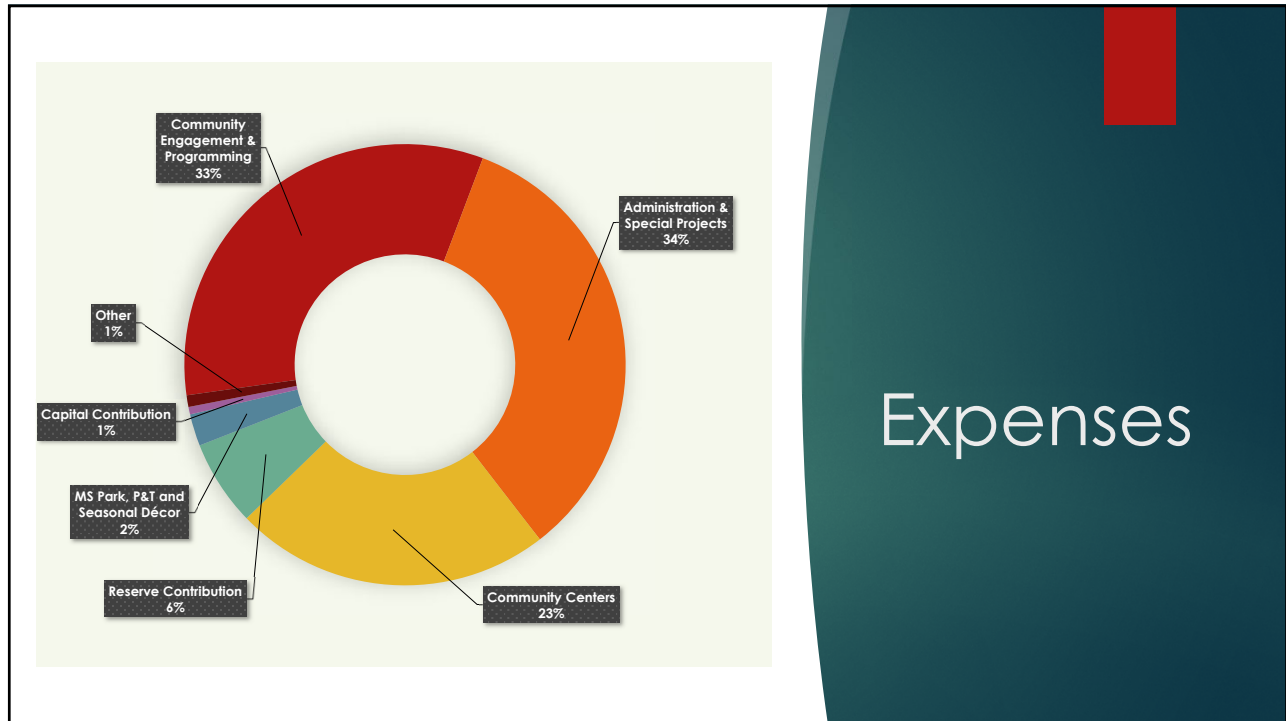
\$4,506,900

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## EXPENSES

Expense	2022 Budget	2021 Budget	Y/Y Change
Administration & Special Projects	\$ 1,522,848	\$ 1,447,725	\$ 75,123
Community Centers	1,046,287	1,034,065	12,222
Events, Clubs & Classes	723,004	692,325	30,679
New Residents, Community Building & Communications	584,013	546,542	37,471
Charitable Events	117,500	219,600	(102,100)
Market Street Park, Paths & Trails, Seasonal Decorations	106,169	107,594	(1,425)
Arts & Education	61,225	64,725	(3,500)
Reserve Fund Contributions	283,272	244,236	39,036
Capital Fund Contributions	24,000	24,000	-
Management Fee	-	-	-
Other	38,582	31,849	6,733
<b>Total</b>	<b>\$ 4,506,900</b>	<b>\$ 4,412,661</b>	<b>\$ 94,239</b>

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## Expenses | Administrative & Special Projects

- ▶ \$1,522,848 in 2022 (vs. \$1,447,725 in 2021, 5.2% increase)
- ▶ Covers employee relations and professional development, administrative salaries and benefits, uniforms, training
- ▶ Increase in benefits, insurance and other vendor costs across the board
- ▶ Legal/professional fees, audit/tax return
- ▶ Special projects such as commercial and apartment standards
- ▶ Technology including addition of AP software
- ▶ Shared operational expenses (technology hardware and software, office lease, office supplies)
- ▶ Permits, licenses, taxes
- ▶ Bank charges
- ▶ Savings realized in area of telephones and other areas due to state purchasing

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# Community Engagement Overview

- Communications
- Community Engagement
- Events and Programs
- Public Affairs
- Recreation



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## Expenses | Community Engagement

- ▶ Communications
  - ▶ \$532,543 vs. \$499,332 in 2021
  - ▶ Personnel
  - ▶ Web site and social media
  - ▶ Collateral
  - ▶ Ranch News
  - ▶ Seasonal Program Guides
  - ▶ Photography
  - ▶ Brand Management



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## Expenses | Community Engagement

- ▶ New Residents and Community Building
  - ▶ \$51,470 vs. \$47,210 in 2021
  - ▶ DC Ranch Gives (volunteer) program and events
  - ▶ Commercial owner outreach
  - ▶ Board support, meetings, orientation
  - ▶ Annual Program Open House
  - ▶ New Resident Welcome Program and collateral
  - ▶ Scottsdale involvement and engagement
  - ▶ Public Affairs



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## Expenses | Community Engagement

- ▶ Community Events and Programs
  - ▶ \$651,049 vs. \$623,685 in 2021
  - ▶ Continuing Signature events and other events & programs
  - ▶ Discontinuing PJs and Pancakes



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## Expenses | Community Engagement

- ▶ Arts and Education
  - ▶ \$61,225 vs. \$64,725 in 2021
  - ▶ Continuing: Arts and education performances, creative arts workshops, spring theater production, lifelong learning and summer camps

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## Expenses | Community Engagement

- ▶ Charitable Events
  - ▶ \$117,500 vs. \$219,600 in 2021
  - ▶ Tour de Scottsdale
  - ▶ TBD replacement event
  - ▶ Desert Affair



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## Expenses | Recreation

- ▶ Recreation Programming
  - ▶ \$71,955 vs. \$68,640 in 2021
  - ▶ Fitness Classes
  - ▶ Continuing: Wildflower Walk, Grapenuts, Pickleball/Tennis Clinics, Specialty Classes (CPR, Living with the Desert), Speakers Series
  - ▶ Women's Club, Off the Ranch



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## Facilities and Amenities

- ▶ Desert Camp Community Center
- ▶ The Homestead Community Center
- ▶ Market Street Park
- ▶ Path & Trail

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## Expenses – Community Centers

- ▶ Desert Camp Community Center
  - ▶ \$922,099 (v. \$900,668 in 2021)
  - ▶ Houses Facilities and Maintenance Staff
  - ▶ Offers outdoor heated recreational and tot pools, adventure playground, two lighted tennis courts, fitness room, basketball, pickleball courts, ramadas, BBQs, indoor and outdoor event facilities, dressing rooms with lockers and showers
  - ▶ Hosts classes, fitness activities, major events, programs, meetings, and rentals



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## Expenses – Community Centers

- ▶ The Homestead Community Center
  - ▶ \$124,188 (v. \$133,397 in 2021)
  - ▶ Houses Community Engagement and Facilities & Recreation staff
  - ▶ Hosts a variety of classes including fitness and theater, meetings and events, basketball, rentals and the playhouse
  - ▶ Offers splash pad, play structure, basketball courts, indoor and outdoor event facilities, commercial kitchen



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## Facilities and Amenities - Other

- ▶ Market Street Park and Paths and Trails (\$39,394 v. \$40,819 in 2021)
  - ▶ Landscape: turf management; wildflower program supplies; storm clean up
  - ▶ Maintenance: trash, playground; bollard lights; pet waste station supplies



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## Expenses - Other Categories

- ▶ Seasonal Decorations – Ranch Wide (\$66,775 –same as 2021)
- ▶ Insurance, Tax & Interest (\$38,582 v. \$31,849 in 2020)
- ▶ Management fees (in revenue for 2022)



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## Expenses - Transfers

- ▶ General Reserve Fund Contribution
  - ▶ Repair and replacement of Council-owned amenities and assets
  - ▶ \$283,272 (vs. \$244,236 budgeted in 2021 plus contributions of \$200,000); 6% increase
  - ▶ Audit evaluating factors such as inflation, funding level will decrease
  - ▶ Guidelines: 80% funded or above
- ▶ Capital Fund Contribution
  - ▶ \$24,000 budgeted (same as 2021)
  - ▶ Will receive excess operating/benefit funds throughout year if available
  - ▶ Projects funded through savings and excess cash as needed

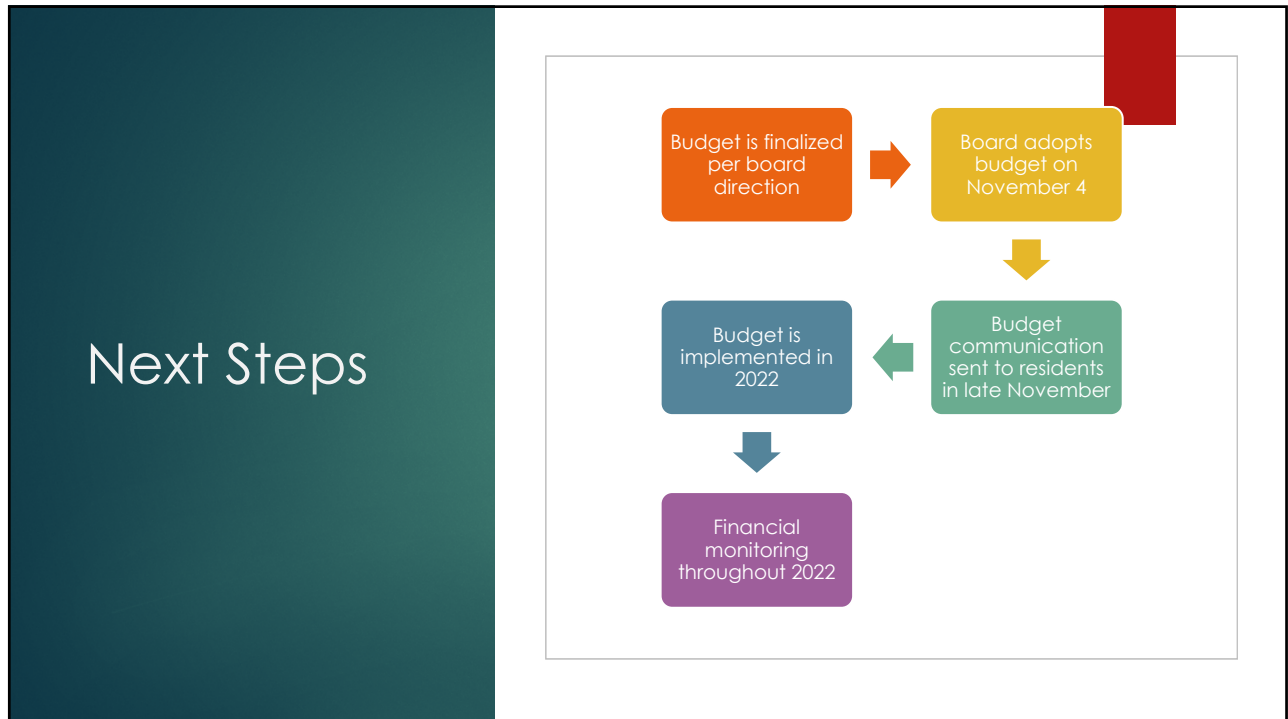
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# Conclusion

- ▶ Budget is balanced as proposed with no increase in assessments
- ▶ The budget provides for continued investment in the community, preservation of home values and the desire to meet community needs for programs, activities, and amenities, and continuing to provide valuable programs and services during unique times.

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***A community that is engaged and working together can be a powerful force.***  
*-Idowu Koyenikan*

**Thank You**  
To Board, DC Ranch Staff, Ranch Association, Covenant Commission, Finance Committee, Residents, Businesses

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# Community Council Reserve Projects Update

2021 STATUS AND 2022 PLANNED PROJECTS

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## 2021 Reserve Project Update

- ▶ 19 projects are complete or in progress for completion in 2021
- ▶ Total estimated spend in 2021 is \$158,006
- ▶ 24 Reserve projects totaling \$280,000 in work were deferred to future years (7 identified for master plan project)

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## 2021 Reserve Projects

**Desert Camp Updates**

- ▶ Tot lot
- ▶ Drinking fountains
- ▶ Rekey (both centers)
- ▶ Mist system – upper patio
- ▶ Teak furniture
- ▶ Pool filter and tarp covers


**The Homestead Updates**

- ▶ Lighting, roof recoating, HVAC
- ▶ Basketball hoops and surface
- ▶ Shade structure paint
- ▶ Water heater


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## 2022 Reserve Projects

- ▶ Estimated spend: \$284,950
- ▶ Will evaluate the reserve to identify projects that should be completed in tandem with the master plan project at Desert Camp
- ▶ Will evaluate impact of master plan improvements on reserve funding



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## 2022 Reserve Projects

### Desert Camp Updates

- ▶ BBQ Replacement
- ▶ Cabana Drapes
- ▶ Cardio Machine
- ▶ Irrigation lines, sod and landscaping
- ▶ Misting system
- ▶ Pool heaters
- ▶ Ice maker and freezer
- ▶ Technology

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## 2022 Reserve Projects

### The Homestead Updates

- ▶ Asphalt crack seal and sealcoat
- ▶ Concrete patio and paths
- ▶ Cushioned tot maintenance
- ▶ Ice maker
- ▶ Irrigation lines, landscaping, sod
- ▶ Office furniture
- ▶ Technology upgrades and server
- ▶ Windows and doors

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## 2022 Reserve Projects

- Market Street Park**
  - ▶ Tot lot maintenance
  - ▶ Drinking fountains
  - ▶ Sod replacement
  - ▶ Spray pad surface replacement
- Path and Trails**
  - ▶ Lighting repairs/replacement
  - ▶ Pet waste station
- Other**
  - ▶ Community-wide survey (every 3 yrs)

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# Questions

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# DC Ranch Community Council

**To:** DC Ranch Community Council Board of Directors  
**From:** Jenna Kohl, Executive Director  
Lynette Whitener, Senior Manager of Facilities  
**Date:** 10/28/2021  
**Subject:** *Master Plan Request for Qualifications*

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## **Recommendation**

Staff recommends that the Board take the following actions:

- Authorize release of the RFQ for the Desert Camp Site Improvement Project.
- Appoint two to three board directors to serve on the RFQ selection committee.

## **Overview**

*RFQ.* At the Sept. 21 Community Council Board meeting, the Board accepted the final Space Needs Assessment and Master Plan Concept Design as presented by Holly Street Studio, and directed staff to invite three contractor-architect teams to submit a proposal in response to a request for qualifications (RFQ) for a design-build approach for improvements at Desert Camp Community Center to include: new fitness center; new group fitness room; interior renovations; required parking improvements, demolition of existing pickleball courts and construction of four new courts; addition of two tennis courts; enhanced loop trail; FF&E and other ancillary costs. We may also ask the contractor to include optional items such as an exterior restroom facility, access improvements, barrier to buffer sound from Thompson Peak Parkway, and a reserve project for bridge inspection and repair (part of the exterior walking system).

Staff has crafted a draft RFQ, which is attached for Board review. We have asked two Master Plan Committee members to review the draft RFQ and provide comment; we will share their feedback with the Board at the Nov. 4 Board meeting as appropriate.

*Selection Committee.* Staff recommends that a committee consisting of staff, including Jenna Kohl, Lynette Whitener, and Mike Fenzel, plus two to three Council board directors, be established to review the submittals, interview the selected firms, and make a recommendation to the full Community Council Board in mid-December. Board directors would need to be available for the highlighted dates:



- Invitation to Bid Released Nov. 5, 2021
- Scheduled tours of site Nov. 8 through Nov. 16, 2021
- RFQ Response Due Nov. 29, 2021 by 5 p.m.
- Submittals Reviewed Nov. 29 and 30
- Submittals Discussed by Selection Team December 1
- Firms Notified for Interviews December 2
- Possible Interview Dates Week of Dec. 6-10
- Owner notification of contractor selection by Dec. 15, 2021
- Contractor negotiation and notice to proceed by Dec. 30, 2021

**Note that this schedule is aggressive with tight turnarounds and therefore is tentative and subject to change as it may need to be modified due to the Thanksgiving holiday.**

**Next Steps**

Staff is currently evaluating the impact of the improvements on operating expenses and revenues. We are also exploring a grant opportunity for the loop trail portion of the project. Once we have established a construction timeline with the selected contractor, we will finalize and communicate a plan to accommodate any impacts on programming and facility operations.

Upon Board approval, staff will send out the invitations to submit to the identified firms. Staff will schedule a special Board meeting for mid-December to award the bid, and we will continue to keep the Board and residents updated via the web site and other vehicles as the project progresses.



# DC Ranch Community Council

**To:** Board of Directors  
**From:** Erin Valdez, Executive Assistant/HR Administrator  
**Date:** 11/4/2021  
**Subject:** *Community Council Board of Directors 2022 Meeting Dates*

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## Recommendation/Background

Staff is seeking Board approval and finalization on the below meeting dates for 2022. These dates have been integrated around the Events & Programs calendar.

Meeting start and run times are set to remain the same as this year and previous years: 4:30 p.m. – 6:30 p.m. for exec sessions/open meetings. A 5:30 p.m. start time for the public budget work session is proposed to allow for more residents to attend; we recommend holding a 4:30 closed session before the 5:30 public budget work session.

These meeting dates have been checked against major religious holidays with no conflicts, but please review and bring any scheduling issues you may have to the November 4 meeting.

Meeting locations are set for in-person. Work Sessions will be held at the Ranch Offices, all exec/open meetings and the public budget work session will be held at The Homestead to make use of the newly installed A/V system. We hope to allow these sessions to be a hybrid model, so residents may stream the meetings virtually as needed.