

## Operations & Finance Department

January 27, 2023

### Carolyn Carlson, Director of Administration

Jess Willuweit, Finance Manager, Lisa Oakley, HR Coordinator, Dalton Herrin, Finance Associate & Mike Wold, Administrative Assistant

- Completed 2023 employee health insurance renewals resulting in a 14% decrease in premiums without a significant decrease in coverages.
- Group in-person training has resumed for supervisors and their staff. This holds true for both Employers Council classes as well as for an in-house supervisor training held in November.
- Installation completed on Q48 hybrid meeting room allowing both remote and in-person attendance at key meetings.

### Recent Accomplishments and Current Activities:

- Operations
  - Projects & Aid Highlights:
    - Cascade Cottages: Review of Mundis Bishop's proposed design alternatives in February. This spring the team will meet to consider and select the best design with final schematics expected mid-summer.
    - Shadow Mountain Lookout Tower: Anderson Hallas has submitted the draft Construction Drawings to NPS. Next an extensive NPS and SHPO review process with final drawings expected in late May.
    - GMVC Visitor Center: Aid funds provided for a full security surveillance system to protect the valuable interpretive exhibits and RMC store.
  - Added another '23 hybrid Toyota Sienna and '22 hybrid Toyota RAV4 to fleet.
  - Successfully submitted all year-end reports and fund reimbursements for seven (7) NPS and USDAFS task agreements.
  - Rocky Terraces:
    - Fully executed AIA contracts between RMC and Kinley Built.
    - Larimer County building permit finally approved! Construction has officially commenced with much excavation work already in progress.
    - Working with KinleyBuilt to ensure tax exempt and efficient purchasing.
- Finances
  - Q3 2022 financials have been completed and distributed to all departments.
  - Completed proposed 2023 budget after consultation with all departments.
  - Submitted required documents for our 2022 federal tax return.
  - Passed our annual 401K audit ensuring that we meet all IRS and DOL requirements.
  - Opened a new Bank of Estes Park account to house Rocky Terraces project funds and track spending.
- Human Resources
  - Lisa completed a 5-day accelerated Human Resources Management Certificate Program.

- Implementation of 2 Paylocity modules: COBRA Administration and Performance Management, to document employee performance more easily.
- Updated the New Hire Orientation PowerPoint presentation to accurately reflect the 2023 employee handbook surrounding benefits, time off, medical insurance, holidays, and other important policies.
- Currently screening and interviewing:
  - Retail Clerks and Warehouse Assistant
  - Member and Donor Services Assistant
  - Diversity Intern Cohort Program Assistant
  - 2023 Bailey Research Fellow
- Recently extended offers to
  - RMNP Cartographic Technician - February '23
  - Diversity Intern Cohort Program Coordinator - February '23
  - Communications Manager - February '23
  - Communications Assistant - February '23

### **Upcoming Activities and Projects**

- Beginning the 2022 audit documentation process. Fieldwork to begin March 13<sup>th</sup>.
- Due to amendments to the CARES Act, we are researching and calculating potential Employee Retention Tax Credits (ERTC) that RMC may qualify for.
- Researching alternative insurance vendors to fulfill the requirements of the Colorado FAMILI program, yet be exempt from the current state-run program.
- Anticipating the installation of Trailblazer Broadband at the Fall River Visitor Center for both store and visitor use by March. Working with the Town and RMNP to finalize the fall phases installation to include Beaver Meadows Visitor Center, RMC Q48 Office, and the retail offices and warehouse.
- Working with Blackbaud to migrate our local financial database to web-hosted Financial Edge (FENXT). Our projected launch date is in mid-April with a future integration phase with our Raiser's Edge (RENXT) database slated for late summer.

### **Challenges and Opportunities**

- Continue analyzing our current cash position, while considering FDIC insurance limits, to identify potential opportunities and exposures.
- Reviewing and possibly renegotiating our credit card merchant accounts to ensure best rates.
- Work with the retail team to complete final closing activities for retail outlet locations that have not reopened since 2020.

### **Program Financials**

- Administrative revenue is up due to increase in interest rates and a \$485,000 in kind Young-Pierce property donation.
- Other expenses such as depreciation and insurance, exceed budget due to the purchase of the Pierce-Young property as well as increases in payroll processing fees due to paying contractors through our payroll software.