



Aspen Fire Protection District Board of Directors Regular Monthly Meeting

MEETING DATE: May 11, 2021
MEETING TIME: 5:00pm

LOCATION: 420 E Hopkins

Due to COVID-19 restrictions, public is welcome to join this meeting virtually through Zoom. To join, please go to:

<https://us02web.zoom.us/j/81866250163?pwd=eVEvSkRrdDZNYW9BZ0dwY0dUSkphdz09> Meeting ID: 818 6625 0163 Passcode: 365443. Please contact Nikki Lapin, District Administrator at nikki.lapin@aspensfire.com if you need additional information.

AGENDA

- I. Meeting called to order
- II. Roll Call
- III. Approval of Minutes
 - a) Motion to approve minutes from Regular Meeting April 13, 2021.
- IV. Public Comment
- V. AVFD Inc. – Ryan Warren, President
- VI. North 40 Housing Project Update – Sebastian Wanatowicz
- VII. Financials
 - a) FPPA 1st Quarter Report
- VIII. Board Member Comments & Action Items
 - a) Draft Fire Marshal Job Posting
 - b) Draft Deputy Fire Marshal Job Posting
- IX. Fire Marshal Report
- X. Training Report
- XI. Wildfire Report
- XII. CEO/Fire Chief & Good of District
 - a) Woody Creek Stationkeeper
- XIII. Old Business
 - a) Aspen Fire Housing Guidelines and Rental Rates
 - b) Strategic Planning Update

XIV. New Business

Aspen Fire Protection District



420 E Hopkins Avenue • Aspen, CO 81611 • 970-925-5532 • www.aspenfire.com

Board of Directors Regular Meeting April 13, 2021

The Board of Directors of the Aspen Fire Protection District met for their regular meeting. The meeting was open to the public virtually via Zoom.

Meeting called to order by John at 5:04pm

Roll Call:

- Board of Directors Present: John Ward, Denis Murray, Dave (Wabs) Walbert, Michael Buglione, Stephen Wertheimer
- Board of Directors Absent: None
- Staff/Volunteers Present: Rick Balentine, Nikki Lapin, Charlie Curtis, Jan Legersky, Roya Beklik
- Public/Others: Karl Hanlon, Paul Backes, Tim Cottrell, Carolyn Sackariason, Michael Sherven, Paul Broome, Sebastian Wanatowicz, Parker Lathrop, Joe DiSalvo

Approval of Minutes:

MOTION: Motion by Denis to approve minutes from: Regular Meeting held on March 9, 2021, Special Meeting held on March 30, 2021 and Work Session held on April 9, 2021. February 9, 2021. Wabs second. Discussion: None. All approved

Public Comment:

- Tim Cottrell, Retired Firefighter of 25 years and current Commander of the Honor Guard, addressed the board in regards to the negative press in the newspaper and to give praise to Chief Balentine, noting there have been some serious improvements under his direction.

2020 Audited Financial Statements, Paul Backes - McMahan & Associates

- Paul reviewed the draft of the 2020 Audited Financial Statements. This was included in the board packet. The board requested a shorten version of the report that is more understandable to the board and the public, referred to as Popular Reporting. Paul will look into getting a sample of another company to see if this is what the board is looking for. Paul discussed new standards in regards to leases of more than a year.

AVFD Inc., Ryan Warren: Not Present

North 40 Housing Project Update: Paul Broome and Sebastian Wanatowicz

- Budget Review: Soft costs are the same as last month with addition of some more funds included for new owner representative. These funds were taken out of the contingency. They have seen an increase in wood prices that will come out of the contractor contingency fund.
- The site is very busy with minimal complaints from neighbors. There have been no noise complaints, just a few parking issues.
- The board requested dates be added on the spreadsheet in reference to when funds are drawn and a contingency use log.

Financials:

- FPPA Funding: There was discussion of funding FPPA with surplus of \$295,000 out of the \$795,000. There is \$400,000 budgeted to move into Operational Reserves and \$100,000 to go into the Emergency Reserve Fund.

MOTION: Motion by Wabs to increase the FPPA contributions by \$500,000. \$205,000 to come out of Operational Fund and \$295,000 of excess funds. Denis Second. There was further discussion.

AMENDED

MOTION: Amended motion by Denis to fund the FPPA with \$250,000 budgeted for 2021, plus \$295,000 from excess funds and \$205,000 from Operational Reserve Fund. Michael second. Discussion: There was further discussion of what may be needed out of the Operations Reserve Fund. Rick mentioned there is a Deputy Fire Marshal position needing to be filled. John spoke to keeping this funded as operations payroll expense growth. Steve would like to see the \$295,000 plus the \$250,000 budgeted.

AMENDED

MOTION: Amended motion by Denis to put excess \$295,000 from 2020 General Fund into FPPA. Discussion: Clarification of the \$400,000 put into the Operational Reserve Fund and \$100,000 into the Emergency Reserve Fund for 2020 and how to proceed with next year budget. Michael second. Vote: 4 Yes, Wabs recused himself. Motion passed.

Board Comments & Action Items:

- Strategic Plan Draft: The internal group met with Triton on April 9th and 10th. The committee will present the draft it to the board. Once the board reviews and is okay with proceeding it will be put into a final format. Steve felt the board didn't feel they spent enough time with Triton and giving their input.
- Salary Survey: Nikki has been working with Employer's Council on the salary survey.
- John Ward: Commented on appreciation of those that participated in the strategic planning process.
- Chief Milestones: This document was placed in the board packet. It has been reviewed by the Chief. There was addendum to the Chief contract.

MOTION Motion from John to adopt the memorandum for employment Milestone for Chief Contract dated April 9th, 2021. Steve second. No discussion. All approved.

Fire Marshal Report:

- Jan Legersky gave a brief overview. This month there has been 38 plan reviews, 22 inspections and 20 site visits, along with several burn permits and temporary heat permits. The board requested a memo each month be included in the board packet.

Training Report:

- Rick gave a brief review. Currently there is 10 Probies in the middle of training.
- Cadet Program: Zane Zachary decided not to move forward with the program due to school and other timing conflicts.

CEO/Fire Chief & Good of District

- **Health Insurance Reimbursement:** The district received \$70,000 back as part one of the dissolving of Western Slopes Healthcare Group.
- **Strategic Plan Update:** There was 16 people that participated in the strategic planning committee.
- **Wildfire Update:** It looks to be an active wildland fire season. Rick is looking into a Grant for wildfire mitigation assessments. The board requested a wildfire report for future meetings and another overview of the wildfire mapping program.
- **Deputy Fire Marshal Position:** With Jan Legersky moving into the Interim Fire Marshal position, Rick would like to put out a job posting for Deputy Fire Marshal. The Fire Marshal position will also need to be posted internally. The board would like to have a special meeting to discuss.

New Business:

- **Fire Place Housing Guidelines:** John would like to get ACPHCA guidelines and pricing with prioritizing. Rick will put together a couple plans. He is currently working on capitalization plan. Rick asked direction from the board on pricing. John would like to see ACPHA category based on income.

MOTION: Motion by John to go into Executive Session pursuant to §24-6-402(4)(f) (I), C.R.S., to discuss personnel matters not specific to any individual employee who has requested the matter to be in open session, more specifically concerning three month review of the Fire Chief

***** A full recording of this meeting can be requested by contacting the District Administrator at nikki.lapin@aspensfire.com or by calling 970-925-5532.**

AFPD - North 40 Housing - "Fire Place"
Monthly Budget Update - May 11, 2021

Description Scope of Work	Current Budget	Spent To Date 5/5/21	Balance To Complete	Clarifications & Remarks
Soft Cost Budget				
Architect Selection process		-	-	
Harry Teague	5,000.00	5,000.00	-	Conceptual drawings
Stryker/Brown	5,050.50	5,050.50	-	Conceptual drawings
		-	-	
Consultants		-	-	
BendonAdams - Land Consultant	20,000.00	18,810.48	1,189.52	
		-	-	
Type Five - Owners Rep.	245,087.24	96,636.49	148,450.75	Increased for Type Five
Stryker/Brown - Architects	862,151.49	737,220.57	124,930.92	655,067.49
KL&A Structural Engineer		-	-	78,000.00
BG Works - MEP		-	-	121,800.00
Confluence Architecture		-	-	7,284.00
Fee adjustment based on GMP cost of construction @ 4.4%	42,311.54	-	42,311.54	42,311.54
		-	-	
SGM	90,000.00	86,773.50	3,226.50	Allowance
Civil Design		-	-	Cost included above
Traffic Study		-	-	Cost included above
Surveying		-	-	Prior to construction
Final Plat	5,000.00	-	5,000.00	Allowance
		-	-	
Land Design 39 - WELS permit	5,500.00	4,490.00	1,010.00	Need to update drawings
Hines Irrigation - WELS permit	2,650.00	2,650.00	-	Complete
		-	-	
Kubed - Fire sprinkler design	1,750.00	1,750.00	-	Complete
		-	-	
Special Inspections		-	-	
Kumar - Geo-Engineers	29,500.00	3,638.75	25,861.25	Allowance
Soils report		-	-	Budget included above
Soils testing		498.50	(498.50)	Budget included above
Materials testing		-	-	Budget included above
Special inspections		-	-	Budget included above
Waterproofing special inspections	12,400.00	-	12,400.00	Allowance was \$17,748.62
		-	-	
Miscellaneous fees		-	-	
Aspen Reprographics	3,500.00	1,145.84	2,354.16	Allowance
Aspen Times	1,500.00	1,409.29	90.71	Allowance
Stewart Title	300.00	300.00	-	Complete
Pitkin County	2,654.00	2,654.00	-	Complete
City of Aspen development review	37,604.20	37,604.20	-	Complete

AFPD - North 40 Housing - "Fire Place"
Monthly Budget Update - May 11, 2021

Description Scope of Work	Current Budget	Spent To Date 5/5/21	Balance To Complete	Clarifications & Remarks
Utilities		-	-	
Water tap fees	330,021.60	330,021.60	-	Complete
Sewer tap fees	145,621.59	145,621.59	-	Complete
Holy Cross deposit	30,500.00	30,500.00	-	Complete
Holy Cross, return deposit	(28,500.00)	(28,500.00)	-	Complete
Holy Cross construction cost	28,500.00	28,500.00	-	Complete
Phone	5,000.00	-	5,000.00	Allowance
CTV	5,000.00	-	5,000.00	Allowance
Black Hills - gas line re-location	1,000.00	1,000.00	-	Complete
		-	-	
Permit Fees		-	-	
Building permit & plan check fees	243,025.00	243,025.00	-	Complete
Permit intake fee	60,750.00	60,750.00	-	Complete
Access permit	675.75	675.75	-	Complete
Use tax		-	-	NIC
GIS fee	200.00	200.00	-	Complete
Road impact fees	60,530.13	60,530.13	-	Complete
		-	-	
Building permit change order fees	24,985.00	-	24,985.00	Allowance
Change order # 1 - Trash enclosure		-	-	
		-	-	
FF & E	5,000.00	-	5,000.00	Allowance
Bike racks		-	-	
Benches		-	-	
		-	-	
Insurances		-	-	
Builders Risk		-	-	In construction budget
Performance & payment Bond		-	-	In construction budget
General Liability insurance		-	-	In construction budget
		-	-	
Legal Fees		-	-	
Karp.Neu.Hanlon	20,000.00	7,940.00	12,060.00	Allowance
		-	-	
Staging Area		-	-	
Lease & insurance	20,000.00	-	20,000.00	Allowance
		-	-	
AFPD Contingencies	500,000.00		500,000.00	Allowance
Increase for Type Five (Owners Rep)	(55,087.24)	-	(55,087.24)	
SBA Fire Station Roof Solar Panel Structural Design	(5,000.00)	-	(5,000.00)	

**AFPD - North 40 Housing - "Fire Place"
Monthly Budget Update - May 11, 2021**

Description Scope of Work	Current Budget	Spent To Date 5/5/21	Balance To Complete	Clarifications & Remarks
Work completed by AFPD		-	-	
Re-locate water line	65,931.80	65,931.80	-	Complete
Re-locate gas line	16,931.01	16,931.01	-	Complete
Lower electric vault	8,915.25	8,915.25	-	Complete
		-	-	
		-	-	
Soft Cost Total	2,855,958.86	1,977,674.25	878,284.61	
	2,865,919.00			
FCI Construction Budget				
FCI's GMP contract budget	14,208,446.00	-	14,208,446.00	Executed contract
PA # 1		172,411.70	(172,411.70)	Approved_03.23.21
PA # 2		261,922.60	(261,922.60)	Approved_04.15.21
PA # 3		512,340.70	(512,340.70)	Approved_05.05.21
Change Orders				
PCCO #1	40,378.00	-	-	Approved_04.21.21 Drywell and Drain Pipe
Construction Cost Total	14,248,824.00	946,675.00	13,261,771.00	
Grand Total	17,104,782.86	2,924,349.25	14,140,055.61	

Grand total 3/9/21

17,074,362.00



Job Cost Variance

Project # 10-20-048 Aspen Fire Place

Printed on: 4/16/2021 8:12:33AM

	Original Estimate	Approved Estmt Changes	Pending Estmt Changes	Project'd Budget	JTD Cost	JTD Variance
600001 Allowance 01						
OTH	\$18,575.00	\$0.00	\$-11,075.00	\$7,500.00	\$0.00	\$7,500.00
Cost Code Total	\$18,575.00	\$0.00	\$-11,075.00	\$7,500.00	\$0.00	\$7,500.00
600002 Allowance 02						
OTH	\$36,656.00	\$0.00	\$0.00	\$36,656.00	\$0.00	\$36,656.00
Cost Code Total	\$36,656.00	\$0.00	\$0.00	\$36,656.00	\$0.00	\$36,656.00
600003 Allowance 03						
OTH	\$37,840.00	\$0.00	\$0.00	\$37,840.00	\$0.00	\$37,840.00
Cost Code Total	\$37,840.00	\$0.00	\$0.00	\$37,840.00	\$0.00	\$37,840.00
600004 Allowance 04						
OTH	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00
Cost Code Total	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00
600005 Allowance 05						
OTH	\$28,024.00	\$0.00	\$0.00	\$28,024.00	\$0.00	\$28,024.00
Cost Code Total	\$28,024.00	\$0.00	\$0.00	\$28,024.00	\$0.00	\$28,024.00
600006 Allowance 06						
OTH	\$2,500.00	\$-2,500.00	\$0.00	\$0.00	\$0.00	\$0.00
Cost Code Total	\$2,500.00	\$-2,500.00	\$0.00	\$0.00	\$0.00	\$0.00
600007 Allowance 07						
OTH	\$35,000.00	\$0.00	\$0.00	\$35,000.00	\$0.00	\$35,000.00
Cost Code Total	\$35,000.00	\$0.00	\$0.00	\$35,000.00	\$0.00	\$35,000.00
600008 Allowance 08						
OTH	\$37,127.00	\$0.00	\$0.00	\$37,127.00	\$0.00	\$37,127.00
Cost Code Total	\$37,127.00	\$0.00	\$0.00	\$37,127.00	\$0.00	\$37,127.00
600009 Allowance 09						
OTH	\$43,205.00	\$0.00	\$0.00	\$43,205.00	\$0.00	\$43,205.00
Cost Code Total	\$43,205.00	\$0.00	\$0.00	\$43,205.00	\$0.00	\$43,205.00
600010 Allowance 10						
OTH	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
Cost Code Total	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
600011 Allowance 11						
OTH	\$25,000.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00
Cost Code Total	\$25,000.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00
600012 Allowance 12						
OTH	\$85,000.00	\$0.00	\$0.00	\$85,000.00	\$0.00	\$85,000.00
Cost Code Total	\$85,000.00	\$0.00	\$0.00	\$85,000.00	\$0.00	\$85,000.00
600013 Allowance 13						
OTH	\$52,500.00	\$0.00	\$0.00	\$52,500.00	\$0.00	\$52,500.00
Cost Code Total	\$52,500.00	\$0.00	\$0.00	\$52,500.00	\$0.00	\$52,500.00
600014 Allowance 14						
OTH	\$2,915.00	\$0.00	\$0.00	\$2,915.00	\$0.00	\$2,915.00

**Job Cost Variance
Summary Report**

	Original Estimate	Approved Estmt Changes	Pending Estmt Changes	Project'd Budget	JTD Cost	JTD Variance
Cost Code Total	\$2,915.00	\$0.00	\$0.00	\$2,915.00	\$0.00	\$2,915.00
600015 Allowance 15						
OTH	\$240,000.00	\$0.00	\$0.00	\$240,000.00	\$0.00	\$240,000.00
Cost Code Total	\$240,000.00	\$0.00	\$0.00	\$240,000.00	\$0.00	\$240,000.00
600016 Allowance 16						
OTH	\$125,000.00	\$0.00	\$0.00	\$125,000.00	\$0.00	\$125,000.00
Cost Code Total	\$125,000.00	\$0.00	\$0.00	\$125,000.00	\$0.00	\$125,000.00
600017 Allowance 17						
OTH	\$138,600.00	\$-10,070.00	\$0.00	\$128,530.00	\$0.00	\$128,530.00
Cost Code Total	\$138,600.00	\$-10,070.00	\$0.00	\$128,530.00	\$0.00	\$128,530.00
600018 Allowance 18						
OTH	\$35,000.00	\$-2,340.00	\$0.00	\$32,660.00	\$0.00	\$32,660.00
Cost Code Total	\$35,000.00	\$-2,340.00	\$0.00	\$32,660.00	\$0.00	\$32,660.00
600019 Allowance 19						
OTH	\$20,420.00	\$0.00	\$0.00	\$20,420.00	\$0.00	\$20,420.00
Cost Code Total	\$20,420.00	\$0.00	\$0.00	\$20,420.00	\$0.00	\$20,420.00
600020 Allowance 20						
OTH	\$45,000.00	\$0.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00
Cost Code Total	\$45,000.00	\$0.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00
Division Total	\$1,028,362.00	\$-14,910.00	\$-11,075.00	\$1,002,377.00	\$0.00	\$1,002,377.00
Grand Totals	\$1,028,362.00	\$-14,910.00	\$-11,075.00	\$1,002,377.00	\$0.00	\$1,002,377.00

ASSETS	<u>Apr 30, 21</u>
Current Assets	
Checking/Savings	
GENERAL FUND BANK ACCTS	
10100 · Alpine Bank--GF Checking	52,949.81
10401 · ColoTrust--GF General	814,822.85
10406 · ColoTrust--GF Emerg Reserve	251,856.93
10407 · ColoTrust--GF Operations Resrv	1,211,444.76
10409 · ColoTrust--GF FPPA	257,330.10
10545 · Grand Junction Fed Credit Union	83.45
10553 · Alpine Bank--HITF Barr	<u>6,501.04</u>
Total GENERAL FUND BANK ACCTS	2,594,988.94
CAPITAL ACQ. FUND BANK ACCTS	
10700 · Alpine Bank--Cap Acq. Checking	26,487.05
10801 · ColoTrust--Cap Acq	<u>324,669.72</u>
Total CAPITAL ACQ. FUND BANK ACCTS	351,156.77
DEBT SERVICE FUND BANK ACCTS	
11201 · ColoTrust--Debt Service	<u>1,589,155.78</u>
Total DEBT SERVICE FUND BANK ACCTS	1,589,155.78
HOUSING FUND BANK ACCOUNTS	
10890 · Alpine Bank--Housing Checking	88,599.42
10901 · ColoTrust--Housing	1,483,566.39
10905 · ColoTrust (UMB)--Construction	13,961,243.58
10906 · ColoTrust (UMB)--Cert Principal	9.75
10907 · ColoTrust (UMB)--Cert Interest	<u>6.29</u>
Total HOUSING FUND BANK ACCOUNTS	<u>15,533,425.43</u>
Total Checking/Savings	20,068,726.92
Accounts Receivable	
ACCOUNTS RECEIVABLE	
12235 · Receivable due - Pitkin County	8,675.00
12252 · Receivable due - AFD Staff	<u>2,308.13</u>
Total ACCOUNTS RECEIVABLE	<u>10,983.13</u>
Total Accounts Receivable	10,983.13

ASSETS	Apr 30, 21
Other Current Assets	
GENERAL FUND (Asset)	
10450 · Property Tax Receivable	3,113,480.85
Total GENERAL FUND (Asset)	3,113,480.85
BOND DEBT SERVICE FUND (Asset)	
10750 · Property Tax Receivable	570,322.81
Total BOND DEBT SERVICE FUND (Asset)	570,322.81
10671 · Prepaid Expenses--General Fund	19,387.58
10672 · Apparatus Deposits--CA Fund	782,343.00
Total Other Current Assets	4,485,534.24
Total Current Assets	24,565,244.29
Fixed Assets	
GENERAL FIXED ASSET GROUP	
10600 · Fire Trucks & Equip	4,429,722.00
10610 · Building Improvements	1,293,009.40
10615 · Buildings	13,398,373.00
10640 · Firefighting Equipment	375,665.98
10650 · Administrative	374,807.41
10660 · Construction in Progress	1,738,302.29
10665 · Land - North 40	1,700,000.00
10669 · Accumulated Depreciation	-7,676,469.82
Total GENERAL FIXED ASSET GROUP	15,633,410.26
Total Fixed Assets	15,633,410.26
Other Assets	
10593 · Deferred Refunding Cost	1,574,234.68
10594 · Deferred Refunding Costs-Accum.	-1,299,064.71
90103 · VPF-Def Oflow-Pens Inv Ret Diff	118,082.00
90105 · VPF-Def Oflow-Pens Contr After	382,000.00
90111 · SWDB-Def Oflow-Pens Exper Diff	70,656.34
90112 · SWDB-Def Oflow-Pens Chg Assum	39,642.24
90113 · SWDB-Def Oflow-Pens Inv Ret Dif	0.07
90115 · SWDB-Def Oflow-Pens Chg Propor	20,909.00
90116 · SWDB-Def Oflow-Pens Contr After	48,429.92
Total Other Assets	954,889.54
TOTAL ASSETS	41,153,544.09

AQUARIUS	<u><u>Apr 30, 21</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2002 · 20120 - Accts Payable--CA Fund	17,828.15
Total Accounts Payable	17,828.15
Other Current Liabilities	
CURRENT LIABILITIES	
20125 · State Unemployment Accrual	328.94
20140 · Section 125 Accrual	-8,471.06
20162 · Vol FFs Insurances Accrual	2,782.09
20310 · Federal Withholding Tax Accrual	-100.00
20314 · Stationkeepers' Fund Accrual	5,999.01
20317 · AVFD T-shirt Sales (+) Accrual	57.75
21000 · Deferred Revenue--Prop. Tax	<u>3,113,480.85</u>
Total CURRENT LIABILITIES	3,114,077.58
23050 · Accrued Int. Payable--Bond Debt	<u>43,121.27</u>
Total Other Current Liabilities	<u>3,157,198.85</u>
Total Current Liabilities	3,175,027.00
Long Term Liabilities	
BOND DEBT SERVICE FUND (Liab.)	
22000 · Deferred Revenue--Prop.Tax	570,322.81
23000 · Bonds Payable	4,850,000.00
23010 · Current Portion - Bonds Payable	880,000.00
22900 · Bond Premium	1,100,512.25
22901 · Bond Premium- Accumulate Amort.	<u>-955,334.34</u>
Total BOND DEBT SERVICE FUND (Liab.)	6,445,500.72
HOUSING DEBT SERVICE (Liab.)	
22902 · COPs Payable	13,305,000.00
22903 · Current Portion - COPs Payable	550,000.00
22904 · COPs Premium	<u>1,836,645.45</u>
Total HOUSING DEBT SERVICE (Liab.)	15,691,645.45
90200 · VPF--Net Pension Liability	880,302.00
90202 · VPF--Def Iflow--Pens Chg Assum	180,279.00
90210 · SWDB--Net Pension Liability	-20,877.42
90211 · SWDB-Def Iflow-Pens Exp Diff	409.29
90213 · SWDB-Def Iflow-Pens Inv Ret Dif	32,820.00
90214 · SWDB-Def Iflow-Pens Act/Rep Dif	7,951.76
90215 · SWDB-Def Iflow-Pens Chg Propor	33,325.97
90220 · Compensated Absences / PTO	<u>193,159.81</u>
Total Long Term Liabilities	<u>23,444,516.58</u>
Total Liabilities	26,619,543.58

AQUINO	Apr 30, 21
Equity	
FUND BALANCES	
30005 · LT Assets minus LT Debt	-7,903,918.70
30015 · Capital Acq. Fund Balance	655,027.00
30020 · Debt Svc Fund Balance	1,091,188.00
30025 · Housing Fund Balance	17,021,048.00
30300 · Net Pension Liab. & Deferrals	-860,120.00
30600 · Contingency Reserve (TABOR)	186,000.00
37500 · GF - Unrestricted Fund Balance	1,664,931.00
37501 · GF - Restricted Fund Balance	22,002.00
Total FUND BALANCES	11,876,157.30
3900 · Retained Earnings	2,576,633.32
Net Income	81,209.89
Total Equity	14,534,000.51
TOTAL LIABILITIES & EQUITY	41,153,544.09

AQAAAPR21

	<u>Apr 21</u>	<u>Jan - Apr 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income				
GENERAL (Income)				
31100 · General Property Tax				
31102 · Allocation--to Cap Acq Fund	0.00	600,000.00	320,000.00	600,000.00
31103 · Allocation--to Housing Fund	600,000.00	1,100,000.00	220,000.00	1,100,000.00
31104 · Allocation--to GF General	563,005.45	635,760.97	716,081.60	3,580,408.00
31105 · Allocation--to GF Emerg Reserve	0.00	50,000.00	10,000.00	50,000.00
31106 · Allocation--to GF Ops Reserve	0.00	200,000.00	40,000.00	200,000.00
31107 · Allocation--to GF FPPA Annual	0.00	250,000.00	50,000.00	250,000.00
31109 · Allocation--for Treasurer Fee	61,188.46	149,234.92	101,410.72	304,232.00
Total 31100 · General Property Tax	1,224,193.91	2,984,995.89	1,457,492.32	6,084,640.00
31200 · Specific Ownership Taxes	20,574.55	56,887.03	61,666.72	185,000.00
36100 · Interest Earned--Prop. Taxes	266.33	278.66	3,333.36	10,000.00
36200 · Interest on Investments	16.04	173.71	3,333.36	10,000.00
37100 · Delinquent Taxes	-705.11	-589.84	-1,333.36	-4,000.00
38000 · North 40 Lease to County	4,139.88	16,490.32	16,731.72	50,195.00
38010 · County Share of Expenses @N40	0.00	8,675.00	10,000.00	30,000.00
38015 · Tenants' Rent & Expenses @Stwd	1,740.50	5,619.33	1,333.36	4,000.00
38050 · WFAC (Wildfire Mapping) Project	0.00	41,180.00	40,000.00	40,000.00
38100 · Other Income (vs. Expense)	708.00	2,832.00		
38101 · Grants	0.00	0.00	13,333.36	40,000.00
38103 · CDPS DFPC--Cooperator Incident	0.00	0.00	33,333.36	100,000.00
38109 · Donations/Contrib (GF-Assigned)	0.00	4,198.97		
38110 · Sprinkler Permit Fees(PlansChk)	2,379.97	17,097.19	11,666.72	35,000.00
Total GENERAL (Income)	1,253,314.07	3,137,838.26	1,650,890.92	6,584,835.00
Total Income	1,253,314.07	3,137,838.26	1,650,890.92	6,584,835.00
Gross Profit	1,253,314.07	3,137,838.26	1,650,890.92	6,584,835.00
Expense				
PERSONNEL - District Staff				
41110 · Wages - Career Duty FFs	53,138.38	220,674.95	271,026.72	813,080.00
41111 · Salaries & Wages-All Other Pald	53,654.62	193,269.97	281,888.00	845,664.00
41120 · Misc. Payroll Expenses	81.00	733.20	400.00	1,200.00
41125 · Employer SUI--Staff	328.94	1,334.15	1,703.72	5,111.00
41130 · Retirement Plan--401(a)	8,313.53	37,141.92	38,966.00	116,898.00
41132 · Pension Plan--FPPA SWDB	6,849.61	24,939.98	33,695.72	101,087.00
41135 · Employer Medicare--Staff	1,621.33	6,575.68	8,235.36	24,706.00
41140 · All Insurances & HSA Contrib.	23,780.31	75,050.25	87,155.36	261,466.00
41141 · Board Match--457(b) Plan	2,135.64	8,744.53	10,234.00	30,702.00
41142 · Fit/Wellness Allowance--Staff	0.00	0.00	6,933.36	20,800.00
41143 · Health Insur--Staff Dependents	4,525.44	15,290.67	19,529.72	58,589.00
41144 · Benefits Contingency - PTO Cash	0.00	43,216.55	8,094.72	24,284.00
Total PERSONNEL - District Staff	154,428.80	626,971.85	767,862.68	2,303,587.00

ADMINISTRATIVE

	<u>Apr 21</u>	<u>Jan - Apr 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
ADMINISTRATION				
41149 · County Treasurer Fee	61,188.46	149,234.92	101,429.00	304,287.00
41150 · Employer Medicare--AVFD+	0.00	0.00	833.36	2,500.00
41155 · Employer Social Security--AVFD+	544.24	1,779.51	5,000.00	15,000.00
41160 · Employer SUI--AVFD+	0.00	0.00	208.36	625.00
41146 · Employee Wellness Program	816.00	1,397.55	2,666.72	8,000.00
41200 · Other Expense (vs. Income)				
COVID-related reimbs--part 3	<u>-15,858.64</u>	<u>0.00</u>		
Total 41200 · Other Expense (vs. Income)	-15,858.64	0.00		
41209 · WFAC (Wildfire Mapping) Project	0.00	0.00	13,333.36	40,000.00
41210 · Contr Labor/ Special Projects	10,097.50	10,097.50	15,000.00	45,000.00
41211 · Supplies & Expenses	2,178.36	9,946.92	7,741.36	23,224.00
41212 · Telephone Expense	2,445.29	10,161.83	10,000.00	30,000.00
41214 · Info. Systems & Support	2,841.00	14,665.99	10,000.00	30,000.00
41500 · Audit & Budget	0.00	12,800.00	6,000.00	18,000.00
41510 · Insurance				
Gen Liability/Accident & Other	212.00	212.00	16,666.72	50,000.00
Workers' Comp	<u>24,904.00</u>	<u>70,442.00</u>	<u>15,000.00</u>	<u>45,000.00</u>
Total 41510 · Insurance	25,116.00	70,654.00	31,666.72	95,000.00
41520 · Legal	2,660.55	10,140.55	8,333.36	25,000.00
41770 · Equip Repair/Replace	0.00	0.00	1,666.72	5,000.00
41820 · Staff Vehicle Expense	145.70	795.36	5,666.72	17,000.00
41840 · Administrative	5,557.33	15,671.67	15,000.00	45,000.00
41920 · Capital Outlay - Computers +	<u>0.00</u>	<u>0.00</u>	<u>8,333.36</u>	<u>25,000.00</u>
Total ADMINISTRATION	97,731.79	307,345.80	242,879.04	728,636.00
PERSONNEL - Volunteer Staff				
41860 · Vol. Fit/Wellness Allowance	0.00	0.00	16,033.36	48,100.00
41861 · Volunteer Health Insur/HSA/HRA	-13,074.83	37,453.11	103,054.00	309,162.00
41870 · Volunteer Health Screenings	0.00	0.00	1,666.72	5,000.00
41875 · LOSAP	46,500.00	46,500.00	33,000.00	33,000.00
41877 · Volunteer Shift Incentives	2,675.00	2,675.00		
41892 · ALL Volunteer Incentives	<u>0.00</u>	<u>0.00</u>	<u>26,666.72</u>	<u>80,000.00</u>
Total PERSONNEL - Volunteer Staff	36,100.17	86,628.11	180,420.80	475,262.00

AQAA
APR 21

	<u>Apr 21</u>	<u>Jan - Apr 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
FIRE FIGHTING				
42205 · Firefighters' Logistics/Support	826.75	2,396.00	8,333.36	25,000.00
42206 · Uniforms	44.95	11,256.95	10,000.00	30,000.00
42211 · Operational Supplies & Expenses	11,303.70	35,306.31	41,666.72	125,000.00
42212 · Rescue Supplies & Expenses	0.00	774.00	5,000.00	15,000.00
42213 · EMS Supplies & Expenses	651.27	2,284.53	5,000.00	15,000.00
42214 · Wildfire Supplies & Expenses	859.12	3,481.05	3,333.36	10,000.00
42215 · Wildfire Program (Seasonal FFs)	0.00	0.00	3,125.00	25,000.00
42300 · Fuel	500.00	2,184.36	5,000.00	15,000.00
42400 · Subscriptions & Dues	0.00	825.00	500.00	1,500.00
42402 · Honor Guard	0.00	0.00	2,500.00	7,500.00
Total FIRE FIGHTING	14,185.79	58,508.20	84,458.44	269,000.00
TRAINING				
44102 · EMS Training & Records	-700.00	1,631.48	8,000.00	24,000.00
44103 · FF Training & Records	2,686.25	5,671.85	14,000.00	42,000.00
44211 · Supplies & Expenses	1,368.23	8,458.17	3,333.36	10,000.00
Total TRAINING	3,354.48	15,761.50	25,333.36	76,000.00
FIRE PREVENTION				
43200 · Training	0.00	624.58	1,666.72	5,000.00
43211 · Supplies & Expenses	660.45	2,869.92	3,000.00	9,000.00
43212 · Public Fire Education	0.00	706.00	2,000.00	6,000.00
43214 · Advertising--Public Education	350.00	1,592.50	4,000.00	12,000.00
Total FIRE PREVENTION	1,010.45	5,793.00	10,666.72	32,000.00
COMMUNICATIONS				
45211 · Supplies & Expenses	1,471.60	2,798.10	3,333.36	10,000.00
45300 · Administration				
County Dispatch Services	0.00	0.00	15,000.00	45,000.00
County Radio Services	0.00	0.00	10,000.00	30,000.00
Total 45300 · Administration	0.00	0.00	25,000.00	75,000.00
45910 · Radio Capital Outlay	14,112.00	19,029.16	6,666.72	20,000.00
Total COMMUNICATIONS	15,583.60	21,827.26	35,000.08	105,000.00
CDPS COOPERATOR INCIDENTS				
42600 · Cooperator Incident--Misc.	0.00	0.00	1,000.00	8,000.00
42601 · Cooperator Incident--Personnel	0.00	0.00	5,250.00	42,000.00
Total CDPS COOPERATOR INCIDENTS	0.00	0.00	6,250.00	50,000.00
REPAIR SERVICES (Fleet & Equip)				
46200 · Pump & Equipment Testing	0.00	3,600.00	7,666.72	23,000.00
46211 · Supplies & Expenses & Parts	1,457.96	10,351.42	10,000.00	30,000.00
46212 · Out-source Maint& Repair				
Labor--at County Fleet	1,440.00	6,360.00		
46212 · Out-source Maint& Repair - Other	0.00	0.00	28,333.36	85,000.00
Total 46212 · Out-source Maint& Repair	1,440.00	6,360.00	28,333.36	85,000.00
Total REPAIR SERVICES (Fleet & Equip)	2,897.96	20,311.42	46,000.08	138,000.00

ACAP BY FDS

	<u>Apr 21</u>	<u>Jan - Apr 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
STATIONS, BUILDINGS & GROUNDS				
Headquarters Station				
48209 · Alarm Monitoring and T&I–HQ	0.00	0.00	566.72	1,700.00
48210 · Repairs & Maint. - Headquarters	381.29	4,691.18	7,666.72	23,000.00
48211 · Supplies & Exp. - Headquarters	339.99	2,794.86	4,000.00	12,000.00
48214 · Utilities - Headquarters	4,656.95	20,280.17	12,000.00	36,000.00
48215 · Cleaning - Headquarters	496.00	2,232.00	3,333.36	10,000.00
Total Headquarters Station	5,874.23	29,998.21	27,566.80	82,700.00
North 40 Station				
48309 · Alarm Monitoring and T&I–N40	0.00	0.00	400.00	1,200.00
48311 · Repairs & Maint. - North 40	939.29	8,062.25	6,666.72	20,000.00
48315 · Supplies & Expenses - North 40	212.05	2,236.22	4,000.00	12,000.00
48320 · Utilities - North 40	3,586.05	14,662.26	12,666.72	38,000.00
Total North 40 Station	4,737.39	24,960.73	23,733.44	71,200.00
Aspen Village Substation				
48016 · Supplies & Exp.- Aspen Village	0.00	0.00	666.72	2,000.00
48400 · Utilities - Aspen Village	578.04	2,642.06	1,816.72	5,450.00
48409 · Alarm Monitoring and T&I–AV	0.00	0.00	250.00	750.00
48410 · Repairs & Maint.- Aspen Village	310.00	3,717.00	6,666.72	20,000.00
Total Aspen Village Substation	888.04	6,359.06	9,400.16	28,200.00
Starwood Substation				
48411 · Rent & Expenses - Starwood	2,613.00	5,321.64	333.36	1,000.00
48412 · Utilities - Starwood	1,121.84	5,234.05	2,666.72	8,000.00
Total Starwood Substation	3,734.84	10,555.69	3,000.08	9,000.00
Woody Creek Substation				
47301 · Supplies & Exp. - Woody Creek	0.00	0.00	500.00	1,500.00
47302 · Utilities - Woody Creek	822.18	3,705.76	2,966.72	8,900.00
47309 · Alarm Monitoring and T&I–WC	0.00	0.00	283.36	850.00
47310 · Repairs & Maint. - Woody Creek	220.00	3,060.50	1,666.72	5,000.00
Total Woody Creek Substation	1,042.18	6,766.26	5,416.80	16,250.00
Total STATIONS, BUILDINGS & GROUNDS	16,276.68	78,639.95	69,117.28	207,350.00
TRANSFER TO OTHER FUNDS				
49502 · Transfer to CapAcquisition Fund	0.00	600,000.00	320,000.00	600,000.00
49503 · Transfer to Housing Fund	600,000.00	1,100,000.00	220,000.00	1,100,000.00
49507 · Xfer to Emergency Reserve Fund	0.00	50,000.00	10,000.00	50,000.00
49508 · Xfer to Operations Reserve Fund	0.00	200,000.00	40,000.00	200,000.00
49509 · Xfer to FPPA Annual Accrual Fnd	0.00	250,000.00	50,000.00	250,000.00
49515 · Contribution--FPPA Vol. Pension	295,000.00	295,000.00		
Total TRANSFER TO OTHER FUNDS	895,000.00	2,495,000.00	640,000.00	2,200,000.00
Total Expense	1,236,569.72	3,716,787.09	2,107,988.48	6,584,835.00
Net Income	16,744.35	-578,948.83	-457,097.56	0.00

ACQ Fund

	<u>Apr 21</u>	<u>Jan - Apr 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income				
CAPITAL ACQUISITION (Income)				
30075 · General Property Tax Allocation	0.00	600,000.00	320,000.00	600,000.00
60100 · Interest on Investments	2.41	12.82	1,333.36	4,000.00
Total CAPITAL ACQUISITION (Income)	<u>2.41</u>	<u>600,012.82</u>	<u>321,333.36</u>	<u>604,000.00</u>
Total Income	<u>2.41</u>	<u>600,012.82</u>	<u>321,333.36</u>	<u>604,000.00</u>
Gross Profit	2.41	600,012.82	321,333.36	604,000.00
Expense				
CAPITAL ACQ. Fund (Expenses)				
60110 · Cap. Outlay/Equipment/Projects				
equiping Engines 61 + 62	0.00	0.00	0.00	100,000.00
air conditioning @Stations61+63	0.00	18,722.49	13,333.36	40,000.00
replacement Engine 62	0.00	782,343.00	781,239.00	781,239.00
new fleet vehicle(s)	0.00	0.00	16,666.72	50,000.00
Total 60110 · Cap. Outlay/Equipment/Projects	<u>0.00</u>	<u>801,065.49</u>	<u>811,239.08</u>	<u>971,239.00</u>
Total CAPITAL ACQ. Fund (Expenses)	<u>0.00</u>	<u>801,065.49</u>	<u>811,239.08</u>	<u>971,239.00</u>
Total Expense	<u>0.00</u>	<u>801,065.49</u>	<u>811,239.08</u>	<u>971,239.00</u>
Net Income	<u>2.41</u>	<u>-201,052.67</u>	<u>-489,905.72</u>	<u>-367,239.00</u>

ACAPB/FIS

	<u>Apr 21</u>	<u>Jan - Apr 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income				
HOUSING (Income)				
31175 · General Property Tax Allocation	600,000.00	1,100,000.00	366,666.72	1,100,000.00
31190 · Interest on Investments	102.84	1,388.96	16,666.72	50,000.00
Total HOUSING (Income)	<u>600,102.84</u>	<u>1,101,388.96</u>	<u>383,333.44</u>	<u>1,150,000.00</u>
Total Income	<u>600,102.84</u>	<u>1,101,388.96</u>	<u>383,333.44</u>	<u>1,150,000.00</u>
Gross Profit	600,102.84	1,101,388.96	383,333.44	1,150,000.00
Expense				
HOUSING Fund (Expenses)				
70100 · North 40 Project--Soft Costs				
Architectural Services	6,429.03	27,923.19		
Construction Mgmt. Services	5,372.25	18,504.75		
Other Services / Fees	0.00	307,609.48		
Total 70100 · North 40 Project--Soft Costs	<u>11,801.28</u>	<u>354,037.42</u>		
70200 · North 40 Project--Construction	774,263.30	946,675.00	3,916,666.72	11,750,000.00
70300 · COPs--Lease Payments				
70301 · Interest Payments	0.00	0.00	0.00	543,050.00
70302 · Principal Payments	0.00	0.00	0.00	550,000.00
Total 70300 · COPs--Lease Payments	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,093,050.00</u>
70305 · Bank (UMB) Sweep / Admin Fees	119.43	481.97	2,316.72	6,950.00
Total HOUSING Fund (Expenses)	<u>786,184.01</u>	<u>1,301,194.39</u>	<u>3,918,983.44</u>	<u>12,850,000.00</u>
Total Expense	<u>786,184.01</u>	<u>1,301,194.39</u>	<u>3,918,983.44</u>	<u>12,850,000.00</u>
Net Income	<u>-186,081.17</u>	<u>-199,805.43</u>	<u>-3,535,650.00</u>	<u>-11,700,000.00</u>

AQAAPB/MS

	<u>Apr 21</u>	<u>Jan - Apr 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income				
BOND DEBT SERVICE FUND (Income)				
35100 · General Property Tax	222,681.93	542,973.35	362,504.72	1,087,514.00
35200 · Specific Ownership Taxes	3,742.53	10,347.80	11,666.72	35,000.00
35210 · Interest Earned--Prop. Taxes	48.44	50.68	666.72	2,000.00
35250 · Interest on Investments	9.42	98.25	2,333.36	7,000.00
35700 · Delinquent Taxes	-128.26	-107.30	-1,666.72	-5,000.00
Total BOND DEBT SERVICE FUND (Income)	<u>226,354.06</u>	<u>553,362.78</u>	<u>375,504.80</u>	<u>1,126,514.00</u>
Total Income	<u>226,354.06</u>	<u>553,362.78</u>	<u>375,504.80</u>	<u>1,126,514.00</u>
Gross Profit	<u>226,354.06</u>	<u>553,362.78</u>	<u>375,504.80</u>	<u>1,126,514.00</u>
Expense				
BOND DEBT SERVICE Fund (Expns.)				
50005 · County Treasurer Fee	11,130.23	27,145.96	18,125.36	54,376.00
50010 · Interest Payments	0.00	0.00	0.00	191,625.00
50011 · Principal Payments	0.00	0.00	0.00	880,000.00
50020 · Fees & Expenses	0.00	200.00	200.00	200.00
Total BOND DEBT SERVICE Fund (Expns.)	<u>11,130.23</u>	<u>27,345.96</u>	<u>18,325.36</u>	<u>1,126,201.00</u>
Total Expense	<u>11,130.23</u>	<u>27,345.96</u>	<u>18,325.36</u>	<u>1,126,201.00</u>
Net Income	<u>215,223.83</u>	<u>526,016.82</u>	<u>357,179.44</u>	<u>313.00</u>

**Fire and Police Pension Association
Aspen FPD Volunteers 711-5
For the Three Months Ending March 31, 2021**

Beginning Balance	\$3,565,402.00
Plan Direct Inflows and Outflows	
Member Contributions	
Employer Contributions	
Contributions from the SWDD Plan	
Refunds	
Affiliations/(Disaffiliations)	
Plan Transfers	
Net Benefits	(\$75,175.71)
Plan Directed Expenses	
State Funding	
Plan Direct Inflows and Outflows Sub-Total	<u>(\$75,175.71)</u>
Allocated Income and Expense	
Interest	\$2,125.78
Dividends	\$3,828.09
Other Income	\$1,915.39
Net Change Accrued Income	\$195.89
Unrealized Gain/Loss	\$18,787.22
Realized Gain/Loss	\$74,738.97
Defined Contribution Earnings (Net)	
Investment Expenses	(\$4,549.77)
Direct Expense Allocation	(\$377.01)
Other Expenses	(\$3,229.63)
Allocated Income and Expense Sub-Total	<u>\$93,434.93</u>
Ending Balance	<u><u>\$3,583,661.22</u></u>

MEMORANDUM

To: Affiliated FPPA Volunteer Pension Plan Employers
From: Peggy Job, Senior Accountant
Re: Three months ended March 31, 2021
 Allocation Report, Annual Contributions Received & Direct Expense Allocation Summary
Date: April 26, 2021

Allocation Report

Investment Performance

Your plan assets are commingled for investment purposes in the Members' Benefit Investment Fund – Long Term Pool ("Pool"). Returns for the Pool are as follows (returns for periods longer than one year are annualized):

As of 3/31/2021	Quarter	Year to Date	1 Year	3 Years	5 Years
Total Pool Net of Investment Expense*	2.84%	2.84%	28.35%	10.25%	10.29%

*FPPA Administrative Expenses are not included in the Total Pool Net of Investment Expense percentages.

The table below summarizes expenses as a percentage of net assets for the Pool:

Year	FPPA Administrative Expense*	Investment Management Expense	Total Expense Ratio
YTD 3-31-2021	0.03%	0.13%	0.16%
2020	0.13%	0.79%	0.92%
2019	0.13%	0.80%	0.93%
2018	0.16%	0.88%	1.04%
2017	0.23%	0.89%	1.12%
2016	0.24%	0.79%	1.03%

How to Calculate Your Plan Specific Expense Ratio

Your Allocation Report may reflect expenses specific to your plan such as actuarial expense and legal fees as well as expenses you directed FPPA to pay from your plan assets. These expenses are reflected in the line items *Plan Directed Expenses* and *Direct Expense Allocation*. As such, your plan's administrative expenses may differ from the Pool. In order to calculate your plan's administrative expense ratio, you will need to add the line items *Plan Directed Expenses*, *Direct Expense Allocation* and *Allocated Fees & Expenses* and divide by the *Ending Balance*.

Allocation Methodology

Investment Expenses and *Allocated Fees & Expenses* are separately allocated and separately reported in the Allocation Report. The *Investment Expenses* are allocated to each plan based on the plan's proportion of total assets. The *Allocated Fees & Expenses* are allocated based on the plan's proportion of total membership, including active, inactive and retired members as of December 31 of the prior year as defined by the guidelines within the Comprehensive Annual Financial Report. Member counts may be adjusted during the year for plan affiliation, disaffiliation, or reentry.

Review of the Report

Review the items *Member Contributions*, *Employer Contributions*, *Refunds*, *Affiliations*, *Net Benefits*, *Plan Directed Expenses* and *State Funding* and confirm that these amounts are correct year-to-date. **If any**

amount is not correct, please send a written response to FPPA by May 31, 2021. If FPPA does not receive a response by May 31, 2021, you are confirming that these report items are correct.

Annual Contributions Received

FPPA provides a schedule of your 2021 contributions received by FPPA year to date. This schedule compares contributions received in the current year to the actuarial required contributions for 2021. **Please be aware that this report shows contributions based on the date received by FPPA and does not consider if contributions relate to a prior year.** All required contributions were due to FPPA before December 31, 2021 to be included in this report. *Please be aware that most state matching funds received from DOLA for 2020 were received by FPPA in 2021. These will be included in the 2021 reports and support.*

Direct Expense Allocation Summary

Direct Expense Allocation

FPPA provides a summary of expenses directly allocated to your plan, payments received related to these expenses and the related annual budgeted amounts. These costs are identified as direct plan expenses and are charged directly to the plan as a reduction of plan assets. They are reflected in the *Direct Expense Allocation* row of your Allocation Report. You may contact me to request a detailed summary of these allocated expenses.

The direct expense allocation is comprised of costs for audit and actuarial services. The audit services relate to the SOC 1 Type 2 report over the operating effectiveness of FPPA's controls for processing data and transactions related to your plan. The SOC 1 Type 2 report has been provided since 2014 to assist employers in reporting in accordance with Governmental Accounting Standards Board Statement No. 68 (GASB 68), *Accounting and Financial Reporting for Pensions*. Actuarial services include the biennial funding valuation report (issued in odd years for Volunteer Firefighter plans and even years for Old Hire plans) and the annual GASB 68 report. Actuarial services are provided by Gabriel Roeder Smith & Co. Audit services are provided by Eide Bailly LLP.

The Colorado Revised Statutes allow FPPA to allocate expenses that are directly related to the administration of the local affiliated plans from those plan's assets. For additional information, please see C.R.S. 31-31-701(7)(a)(VI) for old hire plans and C.R.S. 31-31-705(2)(f) for volunteer fire plans.

Payment of Settlor Expenses

Please discuss these direct plan expenses with your legal counsel to determine if they are a "settlor" expense. The Department of Labor believes that the employer should bear the cost of settlor expenses. If you agree, you should reimburse the plan for these expenses. This payment is in addition to any employer contributions made to the plan or as determined by the actuary (the actuarially determined contribution).

To reimburse the plan for these costs, please send payment via ACH or wire to FPPA. These payments need to be identified separately from your actuarial required contribution in order to net out the expense. Please contact FPPA for ACH or wire Instructions.

If you have any questions regarding your allocation report or the direct allocated plan expenses, please call me at 303-770-3772 in Metro Denver or 800-332-3772 or email me at pjob@fppaco.org.

Allocation Report Descriptions

This report provides the beginning of year plan balance, year-to-date totals, and an ending plan balance as of the report date

Beginning Balance	Plan assets at the beginning of the year
Plan Direct Inflows and Outflows	
Member Contributions	Member Contributions made to the plan
Employer Contributions	Employer Contributions made to the plan
Contributions from the SWDD Plan	Contributions received for a member on disability rolling to a normal retirement
Refunds	Member withdrawal of funds from the plan
Affiliations/(Disaffiliations)	Plan affiliation or disaffiliation or idle funds distribution (typically a Volunteer Fire Plan matter)
Net Benefits	Benefits paid to retired members
Plan Directed Expenses	Payments from plan assets directed by the department Examples: legal, actuarial, and insurance expense
State Funding	State funding for volunteer plans
Plan Direct Inflows and Outflows Sub-Total	Sub-Total of the above activity
Allocated Income and Expense	
Interest*	Interest on investments
Dividends*	Dividends on investments
Other Income*	Other investment income
Net Change Accrued Income*	Change in accrued earnings for interest and dividends
Unrealized Gain/Loss*	Unrealized Gain/Loss on investments
Realized Gain/Loss*	Realized Gain/Loss on investments
Defined Contribution Earnings (Net)	Not applicable for Defined Benefit plans
Investment Expenses	Allocated share of FPPA investment expense
Direct Expense Allocation	Expenses directly allocated to the plan Examples: actuarial and audit fees
Other Expenses	Allocated share of FPPA administrative expense
Allocated Income and Expense Sub-Total	Sub-Total of the above activity
Ending Balance	Plan assets at period end

** Allocated from the Fire & Police Members' Benefit Investment Fund – Long Term Pool.*

**Fire and Police Pension Association
 Direct Expense Allocation Summary
 Aspen FPD Volunteers 711-5
 For the Three Months Ending March 31, 2021**

Type of Expense	2021 Budget	Year-to-Date Expenses	Payment of 2021 Expenses
Actuarial Expenses	\$1,316.52	\$219.42	
Audit Expenses	\$146.43	\$157.59	
Other Asset Allocation Study Expenses			
Total Direct Allocated Expenses & Payments	\$1,462.95	\$377.01	

Actuarial expenses may exceed the budget related to asset allocation studies and implementation.

Contact Peggy Job at 720-479-2345 to obtain a detailed expense listing.

Fire and Police Pension Association

Volunteer Fire Pension Plan Contributions ASPEN FPD 711-5

For the Reporting Period: 01/01/2021 through 03/31/2021

Deposit Date	Employer Contributions	State Matching Funds	Total Remittance
No deposits received for the reporting period			
Total Remittance			\$0.00
Calculated Contribution per the 01/01/2019 Actuarial Study			\$122,174.00
Difference Over/(Under)			\$(122,174.00)

Note: The Calculated Contribution amount is due to FPPA before 12/31/2021



FIRE MARSHAL

The Aspen Fire Protection District has an immediate need to hire a Fire Marshal. Additional information can be found on our website at <http://www.AspenFire.com> under Employment Opportunities.

Minimum Qualifications (see website for complete details):

- Five years recent full-time experience performing a combination of fire prevention inspections, fire protection systems inspection, plan review and construction inspections.
- Experience with and knowledge of fire and life safety applications of local, state and federal laws, codes, regulations, standards and policies.
- Technical certification as ICC Fire Inspector III and/or Colorado State Fire Inspector III-Plans Examiner
- ICS 100, 200, 300 and NIMS 700 & 800
- Bachelor's Degree preferably within the Fire Science, Emergency Services and/or Construction Management or any equivalent combination of experience and training that provides the knowledge and abilities necessary to perform the requirements of the position.
- Valid Colorado Driver's License with satisfactory driving record.

Preferred Qualifications:

- Experience with supervisory, administrative, emergency response and/or fire service training experience at the level of Assistant Fire Marshal or above to demonstrate possession of skills, knowledge,

**NOW HIRING
Deputy Fire Marshal**

**Do you....
Like serving the public?
Making it safe?
Create excellence?
Value relationships?**



ASPEN FIRE PROTECTION DISTRICT

420 East Hopkins Ave.
Aspen, CO 81611
970-925-5532
www.aspenfire.com

Wage Range: \$76,390 to \$114,585

Aspen Fire has an excellent benefit package for full-time employees that includes: medical, dental, vision, retirement, life insurance, fitness wellness allowance and a generous paid time off leave.

Dates/Deadlines:

Applications Due:

05/19



NOW HIRING Deputy Fire Marshal

Do you....
Like serving the public?
Making it safe?
Create excellence?
Value relationships?

DEPUTY FIRE MARSHAL

The Aspen Fire Protection District has an immediate need to hire a Deputy Fire Marshal. Additional information can be found on our website at <http://www.aspenfire.com> under Employment Opportunities.

Minimum Qualifications (see website for complete details):

- International Code Council (ICC) Fire Inspector I
- International Code Council (ICC) Fire Inspector II
- International Code Council (ICC) Plans Examiner and/or Valid Colorado State Fire Inspector III Plans Examiner
- Valid Colorado Driver's License with satisfactory driving record
- ICS 100, 200, 300 and NIMS 700 & 800
- Bachelor's Degree preferably within the Fire Science, Emergency Services and/or Construction Management or any equivalent combination of experience and training that provides the knowledge and abilities necessary to perform the requirements of the position.

* Some of these qualifications may be allowed to be attained within an agreed upon timeframe.

Preferred Qualifications (see website for complete details):

- Valid Colorado State Fire Inspector III Plans Examiner



ASPEN FIRE PROTECTION DISTRICT

420 East Hopkins Ave.
Aspen, CO 81611
970-925-5532
www.aspenfire.com

Wage Range: \$68,502 to \$102,754

Aspen Fire has an excellent benefit package for full-time employees that includes: medical, dental, vision, retirement, life insurance, fitness wellness allowance and a generous paid time off leave.

Dates/Deadlines:

Applications Due:	05/21
Initial Interview:	06/03 - 06/04
Start Date:	06/28*

*or as mutually agreed upon



**Aspen
Fire
Protecti
on
Dist
rict**

**Department
of Fire
Prevention
420 E
Hopkins
Ave., Aspen,
CO 81611
970-925-5532**



**FIRE MARSHAL REPORT
Board meeting 5/11/21**

1) Plan Reviews conducted (4/14/21 thru 5/10/21)

	Previous Month	Current Month
Access	4	2
Fire Alarm	12	13
Building	5	3
Gate	1	
Solar	9	7
Sprinkler	6	9
Temp Structures	1	
TOTAL REVIEWS	38	34

2) Inspections conducted (4/14/21 thru 5/10/21)

Previous Month

Current Month

Rough-ins, sprinkler	5	11
Rough-ins, fire alarm	8	13
Finals, sprinkler	3	5
Finals, fire alarm	6	5
Day Care Facilities		1
TOTAL INSPECTIONS	22	35

2) Site Visits (access, sprinkler or alarm issues, FDC/Horn & Strobe locate, gates, Knox boxes, etc.)

Total visits: 9

3) Other Items:

- a) Many phone calls, emails, questions, etc.
- b) Burn permits: Our open burning season ends May 31. No permits will be issued for anything after that date.
- c) Attended an Arson Investigation training, sponsored by Rifle Fire (May 6 & 7).
- d) We are now approaching the busy season for construction inspections. I expect requests for construction inspections to increase as we move into the summer season.

Aspen Fire Training Report May 2021

April Monthly training was the Wildland Refresher to have firefighter's Red Cards renewed. This allows these personnel to go out on federal fires. The In-Service training was a hands-on review of use of the brush trucks and their equipment.

The new recruits continue to move forward with their training and station time. They recently completed the state Hazmat Operations class and passed the practical test for the certification. They will be taking the written test to complete that certification on May 17. We are getting them set up to take their state Firefighter practical and written tests in late June and their state Live Fire test in July. Along the way they will be taking the S130/190 Wildfire training program and will receive their Red Cards as well.

As was noted last month, we have multiple recruits who already have their EMT certification, so upon completion of the Firefighter I certification, they will be eligible to become full members with the department in about ½ the time that was previously required. Those who do not have EMT will be put through an Emergency Medical Responder (EMR) class in the late summer and that will complete their requirements for full membership. Once the recruits have completed all their classes and are full members, they will be assigned a mentor on their truck team to help move them forward through their first year on the department.

The EMR-EMT bridge class is starting next week, and the students enrolled have all been working on completing the on-line portion in preparation to attend the classroom portions. The Large Animal Rescue class is scheduled for early June and we encourage you to attend as well as pass this on to friends in the area. Additionally, we are scheduled to have the state propane fired Live Fire Training Trailer here in early July to allow for all members to practice firefighting operations in a live fire situation right here in the valley instead of having to leave the area.

If you have any questions, please feel free to pass them on to me

Scott Arthur
Training Captain

Wildfire Report

Fire Danger - No Update from USFS

Notable Incidents

- April 6 - Brush Fire - McClain Flats- Bird vs Powerlines - contained at ½ acre
- May 7 - Collins Creek RX Fire - Provide Station for briefing, crew for holding, lighting, PR

Projects

- First 48 IAP - ready made Incident Action Plan so we have a template to add to for incoming resources if we have an emerging incident - nearly complete. Need edits/suggestions from UCRIFM and Pitkin IMT
- Red Mountain/Starwood Fuel Reduction project - Large scale multiagency, multiyear project being pushed mostly by Aspen Fire and ACES in conjunction with private landowners, and 3 different HOAs. We are also applying for two different matching grants in conjunction with this project. Total projected cost - 1M
- Presentation to Starwood HOA May 18th
- AI fire detection cameras - seeking private partners to fund cutting edge fire detection equipment and software program pilot.

Programs

Wildfire Risk Map - No change in program. We continue to encourage homeowners to investigate their risk rating

Wildfire Risk Assessments - detailed personal assessment of structure and surrounding wildlands, access, etc. - Approx 4hours each to complete

- 33 currently scheduled, 10 completed

Wildfire Preparedness Month - Ready. Set. Go. Social Media outreach

Farmers Market - Informational booth at farmers market this summer. Curtis/Spaulding

Qualification for APCA housing is determined according to applicant household size and maximum gross income and net assets per category. Asset caps test an applicant's (buyer or renter) need to purchase or rent a deed restricted unit. They are intended to limit competition for scarce affordable housing units.

APCHA housing categories are established according to household income levels. See Table I APCA Target Household Income Levels per Category.

Categories are further defined according to household size:

- The number of TOTAL PERSONS in a household determines household size.

See Table II for Maximum Gross Income and Net Assets per Household and category.

**TABLE I ADOPTED JUNE 21, 2017,
APCHA RESOLUTION NO. 2 (SERIES OF 2017)
WENT INTO EFFECT MAY 14, 2018**

TABLE I

APCHA HOUSEHOLD INCOME TARGET LEVELS PER CATEGORY		
<u><i>APCHA Housing</i></u>	<u><i>Target Household Income Level</i></u>	<u><i>AMI Percentage Range</i></u>
Category 1	Low-Income	Below 50% AMI
Category 2	Lower Moderate Income	50.1 - 85% AMI
Category 3	Upper Moderate Income	85.1 - 130% AMI
Category 4	Middle Income	130.1 - 205% AMI
Category 5 and RO	Upper Middle Income	205.1 - 240% AMI

For the purpose of qualification, categories 6 and 7, as described in earlier versions of the APCA Regulations have been eliminated. The change will not affect the maximum sales price for Category 6 and 7 units. Maximum sales prices are never guaranteed. The units will continue to appreciate as permitted under their respective deed restrictions (in most cases, 3% or the consumer price index, whichever is less, per year).

TABLE II

The AMI for 2020 was released on April 13, 2020; 2020 Category Income Limits are effective as of May 1, 2020. Net Assets were increased on January 1, 2021.

2020 Category Income Limits and Asset Caps (as of May 1, 2020)						
Household Size	Category 1 (50% AMI)	Category 2 (85% AMI)	Category 3 (130% AMI)	Category 4 (205% AMI)	Category 5* (240% AMI)	RO
1-person	\$38,700	\$65,750	\$100,600	\$158,600	\$185,650	No income limit
2-person	\$44,200	\$75,150	\$114,950	\$181,250	\$212,200	No income limit
3-person	\$49,750	\$84,550	\$129,300	\$203,900	\$238,700	No income limit
4-person	\$55,250	\$93,950	\$143,650	\$226,550	\$265,200	No income limit
5-person	\$59,700	\$101,450	\$155,150	\$244,650	\$286,450	No income limit
6-person	\$64,100	\$109,000	\$166,650	\$262,800	\$307,650	No income limit
Net Assets not to Exceed	\$143,000	\$327,000	\$433,000	\$612,000	\$955,000	\$2,374,000
*Categories 6 & 7 have been rolled into Category 5; Assets Increased January 1, 2021						

2020 Max. Incomes for ACI	
Household Size	Based on (50% AMI)
1-person	\$ 38,700
2-person	\$ 44,200
3-person	\$ 49,750
4-person	\$ 55,250
5-person	\$ 59,700
6-person	\$ 64,100
Net Assets not to Exceed	\$ 433,000

2020 Max. Incomes for Truscott Phase II	
Household Size	Based on (60% AMI/HERA)
1-person	\$ 49,380
2-person	\$ 56,400
3-person	\$ 63,480
4-person	\$ 70,500
5-person	\$ 76,140
6-person	\$ 81,780
Net Assets not to Exceed	\$ 327,000

Section 5. Affordable Housing Rental and Ownership

A. Rental Units

Rental units are administered by APCHA and available in Categories 1 through 5 and RO, as studio units, one-, two- and three-bedroom units and as on-site employee dormitories and units. As provided in the applicable deed restriction, rental units are managed and leased by both APCHA and the private sector. Qualification for all rentals in APCHA's inventory must be approved by APCHA. See Part III for APCHA eligibility and qualification and Part IV for rental policies and procedures.

B. Ownership Units

Ownership units administered by APCHA are available in Categories 1 through 5, and in the RO category, as provided in the applicable deed restriction. The majority of the ownership units are marketed by and through APCHA. Qualification for all sales units in the APCHA inventory must be approved by APCHA. Bid results are prioritized and decided by lottery where applicable. See Part V for purchase and sale policies and procedures.

C. Resident-Occupied Ownership (RO) Units

The RO category offers qualified higher income households the opportunity to own affordable housing FOR the benefit of the community. RO ownership policies and procedures are subject to land use approvals and/or the deed restrictions specific to each property. RO units predating the publication of these APCHA Regulations are subject to deed restrictions recorded with property title at the time of purchase. Other RO units are subject to deed restrictions specific to the property as recorded and to the Regulations.

For RO ownership qualification, Maximum Household Gross Income Levels are unlimited, and the Maximum Household Net Assets Level is higher than other APCHA categories, or unlimited as stated in the applicable deed restriction.

Section 6. APCHA Eligibility – Rental Units and Ownership Units

To be eligible to rent or purchase a unit in APCHA's inventory, unless an applicable deed restriction otherwise requires, eligible applicants/households must:

- Work full-time, 1,500 hours per calendar year in Pitkin County and/or for a Pitkin County employer and earn at least 75% of household total income in Pitkin County;
- Occupy APCHA unit as a primary residence and occupy the unit at least nine months per calendar year;
- Own no other developed residential property within the Ownership Exclusion Zone (OEZ) in accordance with Part III, Section V, this prohibition includes ownership by a spouse or member of a household;
- Meet the applicable income and asset limits; and
- Satisfy all other applicable requirements of these regulations.

A. APCA Application and Qualification

To be eligible for APCA housing, all persons must submit written application and documentation required to verify employment/work history, household size, income and assets, and other necessary information. History of employment/work, special needs and other factors may affect bid priority. See Regulations Part III for qualification policies and procedures.

B. Maximum Household Income and Assets

Per Resolution No. 02 (Series 2017), beginning May 14, 2018, APCA adjusts maximum gross income levels per category annually by the change in Pitkin County Area Median Income (AMI) using Tables I and II. The maximum net assets allowed per category will increase annually based on the lesser of the percentage change in Consumer Price Index (Urban Wage Earners) from November of one year to November of the following year, or 3%, whichever is less. See Table II for Maximum Gross Income and Net Assets per household for APCA categories.

C. Non-discrimination Policy

APCHA does not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, military status, genetic information, or any other characteristic protected under applicable federal, state or local law in any of its activities or operations. We are committed to providing an inclusive and welcoming environment.

PART II
APCHA AFFORDABLE HOUSING DEVELOPMENT OVERVIEW

Section 1. APCHA Housing Development Policy

The City of Aspen, Pitkin County and APCHA are actively involved in affordable housing development and redevelopment throughout Pitkin County to provide housing opportunities for full-time employees. All deed restrictions for newly constructed units must be approved by APCHA prior to issuance of a Certificate of Occupancy (CO). See APCHA Affordable Housing Development policy for further information and requirements.

Section 2. Maximum Sales Price and Maximum Rental Rates

TABLE III
MAXIMUM MONTHLY RENTAL RATES FOR DEED-RESTRICTED RENTAL UNITS

<i>Unit Size</i>	<i>Category 1</i>	<i>Category 2</i>	<i>Category 3</i>	<i>Category 4</i>	<i>Category 5</i>	<i>RO</i>
Studio	\$531	\$ 947	\$1,415	\$1,878	\$2,341	\$2,575
1 Bedroom	658	1,112	1,576	2,060	2,544	2,754
2 Bedroom	780	1,278	1,742	2,227	2,720	2,920
3 Bedroom	904	1,429	1,913	2,393	2,889	3,089
4 Bedroom	1,000	1,525	1,990	2,400	2,920	3,120
SF Detached	1,029	1,611	2,077	2,471	2,970	3,170

Table III sets forth the maximum monthly rental rates for deed-restricted affordable housing units. The rental rates apply and shall be in effect for at least a 6-month period from the commencement date of the initial lease. Thereafter, the maximum monthly rental rate may be increased only to the extent that the Regulations in effect permit. If there is a conflict between the Regulations and the deed-restriction on the rental property, the most restrictive document will prevail. Section 3.D.1.a, below, for additional criteria.

TABLE IV
MAXIMUM SALE PRICES FOR NEWLY DEED-RESTRICTED OWNERSHIP UNITS

<i>Unit Size</i>	<i>Category 1</i>	<i>Category 2</i>	<i>Category 3</i>	<i>Category 4</i>	<i>Category 5</i>	<i>RO</i>
Studio	\$44,000	\$100,000	\$168,000	\$283,000	\$494,000	N/A
1 Bedroom	56,000	121,000	183,000	303,000	527,000	N/A
2 Bedroom	67,000	148,000	217,000	336,000	566,000	N/A
3 Bedroom	78,000	182,000	253,000	372,000	595,000	N/A
4 Bedroom	89,000	198,000	269,000	387,000	612,000	N/A
SFH Detached	93,000	214,000	285,000	401,000	628,000	N/A
SFH Lot	N/A	N/A	N/A	N/A	164,000	\$197,000

TABLE V
2018 PAYMENT IN LIEU/IMPACT FEE SCHEDULE

Schedule can be found in City Ordinance No. 5 (Series 2018) / Effective Date 03/25/2018 (7% increase)

Section 3. Occupancy Policies for Newly Deed-restricted Units

Deed-restricted affordable housing units must comply with the occupancy standards of city or county land use regulations and codes, these Regulations and applicable deed restrictions. All new affordable housing development must include a capital reserve study as part of the initial HOA documents, as well as a separate capital reserve fund. All HOA documents must provide that a capital reserve fund be established and maintained. In addition, for projects which include both free-market and deed-restricted ownership residential units, the HOA documents must ensure the long-term affordability of the deed-restricted units by including provisions acceptable to APCHA for the control of general and special assessments, such as separation of common elements, establishing separate free market and affordable sub-associations, and determining allocated interests based on assessed valuation, square footage, or other measures.

A. Pre-occupancy Inspection

Upon the completion of construction of new units or conversion of existing units and prior to issuance of a CO for rental units or ownership units, such units shall be inspected and approved by a certified building inspector, architect and/or engineer for compliance with applicable codes, regulations and APCHA Regulations. A written inspection report of inspection approval shall be submitted to APCHA.

B. Livability Standards

Newly constructed deed-restricted affordable housing ownership units must be in marketable condition at the time of the sale. See Part V for ownership unit sale policies and procedures. Converted units must be in marketable condition and approved by APCHA prior to rental or sale. The developer shall bear the costs and expenses of any required upgrades to meet the standards listed below, as well as any structural/engineering reports required by APCHA to assess the suitability for occupancy, as follows:

- All interior walls must be freshly painted;
- Interior appliances must be less than five years old and in good condition and repair;
- Carpets must be less than five years old, in good condition and repair, or replaced if in lesser condition;
- Windows, heating, plumbing and electrical systems, fixtures and equipment must be in good condition and working order and brought up to the current code utilized by the Community Development Department;
- All exterior walls must be freshly painted within the previous year;
- Landscaping and yard must be in satisfactory condition;
- Roof must be in good repair with remaining useful life of at least ten (10) years; and
- HOA documents; i.e., Articles of Incorporation, By-Laws, and Condominium Declarations, must be approved by APCHA.

Developer/permit applicants shall bear the cost of any repairs, replacements and upgrades required to meet APCHA standards.

C. Occupant Qualification and Priority in Newly Deed-restricted Units

Unless tenant or purchaser qualification and priority is otherwise established by the applicable land use approval, newly-deed restricted units shall be marketed and leased or sold through APCHA according to these Regulations.

See Part III for APCHA Eligibility and Qualification.
See IV for Rental Policies and Procedures.
See Part V for Purchase and Sale Policies and Procedures.

1. Priority of Displaced Residents

Notwithstanding the priorities set forth in Part V, Section 2.C, APCHA owners and tenants who are displaced by new construction or conversion of existing APCHA units shall have priority for purchasing (owners) or renting (tenants) a similar APCHA unit of the same size, type and category. Displaced resident priority is determined on a case-by-case basis.

2. Priority of Qualified On-site Employees in Employer-owned Dormitories or Rental Units

In consideration of the need of employers, including but not limited to lodging enterprises, agricultural operations and other businesses, to house employees on site, employers owning on-site affordable housing rental units may, with the prior approval of APCHA, designate their APCHA-qualified employees as tenants.

In such cases, employees must meet all APCHA qualifications except income and asset maximums, which are waived.

If no person directly employed by the applicable owner/operator is APCHA-qualified, the on-site dormitory space or other units shall be made available to other qualified tenants who may be designated by APCHA.

3. Priority of Qualified Tenants and Owners Selected by Developer

Private sector developer/owners of affordable housing units shall be permitted to choose from among APCHA-qualified tenants and/or owners to occupy one-third of their affordable housing units in compliance with APCHA occupancy standards for the initial sale or lease only. All households chosen by the developer must meet the top priority criteria; i.e., four-year minimum work requirement, minimum occupancy requirement, category, not owning other property within the OEZ (see Definitions), including no ownership of other deed-restricted property unless their deed restricted unit comes available for sale through the lottery. The developer must make their choice within 30 days of the issuance of the Certificate of Occupancy (CO). The remaining units, including any units for which the developer/owner does not choose occupants, shall be marketed, leased, and sold through APCHA. For those units where the buyers are chosen by the developer, a 1% sales fee based on the purchase price is due to APCHA at the time of closing. For all other sales through APCHA, the 2% sales fee will be due at closing.

D. Rental and Sale of Newly Deed-restricted Units

1. Rental

a. Maximum Rental Rates for Deed-restricted Units

Beginning rental rates for newly deed-restricted rental units shall remain in effect during the entire lease period. After that time, rental rates may be increased in accordance with the current Maximum Annual Rental Rate Adjustment, a percentage adjustment revised annually. See Table VI.

Table III sets forth the maximum monthly rental rates for deed-restricted affordable housing units. The rental rates apply and shall be in effect for at least a 6-month period from the commencement date of the initial lease. Thereafter, the maximum monthly rental rate may be increased only to the extent that the Regulations then in effect permit. If there is a conflict between the Regulations and the deed-restriction on the rental property, the most restrictive document will prevail. The following additional criteria shall be followed:

- Maximum rental rates WILL apply whether the units are provided furnished or unfurnished.
- Tenants may not be charged for the following, either as rent or in addition to rent:
 - Cost of electricity, gas, water and sanitation in common areas
 - Condominium dues/assessments
 - Management costs
 - Property taxes
 - Landscaping costs
 - Snow plowing/shoveling
 - Condominium Insurance
- Additional costs that can be charged to the tenant, but must be verified by APCA, are:
 - Electricity, gas and/or water if not separately metered – metered costs must be based on the tenant’s share of such utilities attributable to the tenant’s net livable area. Tenants shall be responsible for individually metered utilities.
 - Trash, but proportionally based on the tenant’s net livable area
 - Other operational costs only when reviewed by APCA and approved to be charged, must be based on the tenant’s share attributable to the tenant’s net livable area.
- Prior to occupancy of a deed-restricted rental unit, APCA must qualify the tenant. All documentation required under these Regulations must be provided. The tenant must provide the owner/landlord with proof of documentation and qualification by APCA prior to occupancy. Prior to occupancy, the owner shall be required to provide a copy of the lease agreement to the APCA for approval. Leases shall meet allowable rental rates and shall be for a minimum term of six consecutive months. The unit must meet occupancy standards, one person per bedroom at all times. Owner shall provide an executed copy of the lease to APCA prior to occupancy.
- Persons employed by an owner/operator shall be given first priority to rent on-site affordable housing units associated with a lodge, agricultural operation, or commercial development, when ownership has been retained by the owner/operator of the development. Employees must meet APCA’s Regulations for occupancy, income and assets criteria in order to qualify to occupy the unit(s). In the event there are no persons directly employed by the owner who qualify, the unit shall then be offered to other qualified persons according to the Regulations. (Affordable Housing [AH] Zone development is exempt from this section.)
- All deed-restricted affordable housing rental units must comply with these Regulations, and the regulations and codes of all governmental bodies and agencies having jurisdiction. The owner of affordable housing rental units, at its cost and expense, must keep and maintain the interior and exterior of the total structure (including all residential units therein) and the adjacent open areas in a safe and clean condition and in a state of

good order and repair, reasonable wear and tear and negligent or intentional damage by tenants excepted.

- A rental unit vacant for more than forty-five (45) days must be made available for tenants selected through APCA.

b. Lease Approval by APCA

The review period for APCA is five business days. All leases must provide for a minimum lease term of six months and shall be renewed for consecutive six-month periods. Month-to-month leases are not permitted. Prior to occupancy, landlords shall provide a copy of an executed lease agreement to APCA.

2. Sale

a. Maximum Sale Prices for Newly Deed-restricted Units

Maximum Sale Prices for Newly Deed-restricted Affordable Housing Units, Single Family Units and Single-Family Lots shall be as specified in Table IV of these Regulations and shall be identified in applicable deed restrictions and maximum resale prices.

RO unit sale prices are determined in accordance with the applicable deed restrictions on a case-by-case basis. The developer generally sets the initial sale price of a newly deed-restricted RO unit. If another affordable housing ownership unit is developed in association with a RO unit, the average sale price of both units shall be no higher than the Category 3 maximum sale price for a newly deed-restricted unit.

b. Sales Through APCA

Newly deed-restricted affordable housing ownership units, single-family homes and vacant lots shall be offered for sale through APCA.

After initial sale, all APCA ownership units shall be marketed and sold through APCA bid and lottery process and/or according to deed restrictions specific to the property and Regulations. See Part V.

Section 4. APCA Approval and Execution of Deed Restrictions

APCA shall work with developers of affordable housing to draft and approve Deed Restrictions to ensure compliance with development approvals, the Regulations, city and county land use regulations and codes and governing Colorado and federal legislation.

APCA shall approve the deed restrictions for housing units before such deed restrictions are ready for recordation and prior to issuance of a CO. No occupancy is permitted without the executed deed restriction and issuance of a CO.

A. Growth Management Plan Applications

1. Mixed-use Developments – Free Market and Affordable Housing

In mixed-use developments, where a deed-restricted unit is located in a private sector condominium or subdivision that consists primarily of free market units, Homeowners' Association (HOA) assessments are typically based on the square footage. In an effort to ensure that affordable housing remains affordable, deed-restrictions for affordable units in mixed-use developments must state that HOA assessments on the affordable housing units shall be pro-rated according to the value of an affordable housing unit relative to the value of the free-market units in the development. Additionally, HOA special assessments shall be pro-rated in the same manner as the monthly HOA assessments. The governing documents shall specify that any change in HOA assessment policy is subject to APCA approval.

2. Caretaker and Accessory Dwelling Units (CDUs and ADUs)

If a caretaker or accessory dwelling unit is constructed or converted for mitigation purposes, the developer shall submit required deed restrictions to APCA for approval and execute and record such deed restrictions prior to the final building inspection and/or issuance of a CO.

B. Amendments to Deed Restrictions

Deed restrictions recorded prior to the issuance of the applicable CO shall be amended to include any changes necessary as a result of new legal requirements imposed by city or county regulations or codes. Deed restrictions may also be amended by agreement between a private sector property developer and Council or BOCC and then approved by APCA.

Upon final approval by APCA, amended Deed Restrictions shall be executed and recorded prior to issuance of a CO where applicable. Copies of executed and recorded Deed Restrictions shall be provided to APCA by the developer.

PART III

APCHA ELIGIBILITY AND QUALIFICATION

Section 1. Eligibility

To be eligible to rent or purchase a unit in APCHA's inventory, unless an applicable deed restriction otherwise requires, eligible applicants/households must:

- Work full-time, 1,500 hours per calendar year in Pitkin County and/or for a Pitkin County employer and earn at least 75% of household total income in Pitkin County;
- Occupy APCHA unit as a primary residence **and** occupy the unit at least nine months per calendar year;
- Own no other developed residential property within the Ownership Exclusion Zone (OEZ) in accordance with Part III, Section V, this prohibition includes ownership by a spouse or member of a household;
- Meet the applicable income and asset limits; and
- Satisfy all other applicable requirements of these regulations.

Applicants for workforce housing in the APCHA inventory must submit applications and documents required to verify compliance with the above referenced requirements, including without limitation, employment and work history, income and assets, household size, and such other information deemed necessary by APCHA in order to qualify as a tenant or qualified buyer. Approval must be granted by APCHA prior to signing a lease, taking title to a unit, occupying a unit, adding a name to the title of an ownership unit or a lease, or submitting a bid on an ownership unit.

Applicants for workforce housing in the APCHA inventory will only be allowed to have one qualification packet on file at any given time and it must include their entire household (see Part III, Section 2.B. 3&4). Any change in household will not be approved until point of requalification.

Fraud Warning

Signatures on documents submitted to APCHA constitute verification that all information provided is true and accurate. If any such information is determined to be false or non-verifiable, such person may be disqualified by APCHA and referred to law enforcement for investigation and/or prosecution.

A disqualified APCHA owner must list his/her ownership unit for sale as specified in the deed restriction within thirty (30) days of disqualification. A disqualified tenant's lease shall be terminated within 30 days of disqualification.

Disqualified persons may be denied future participation in the affordable housing program. Mortgage fraud may be referred to FBI for investigation.

Section 2. Qualification Rules

In addition to the information referred to above, applicants shall submit original picture IDs, affidavits and signed legal documents, providing copies (not originals) of all required documents for APCHA files. Applicants shall be charged for copies made in APCHA offices.

APCHA charges fees for applications, bid submissions, handling transactions, various filings and other services provided. Fees are payable to City of Aspen upon submission of documents or as specified in Regulations. See Appendix B for APCHA fees.

All APCHA application materials and documents shall remain confidential except as required by the Colorado Open Records Act, C.R.S. 24-72-201, *et seq.*

A. Application and Qualification

1. Application for Rental Units

A rental applicant must be submitted with all required information and fees after a rental unit is offered to him/her and prior to signing a lease or occupying a unit. See Part IV for rental policies and procedures.

Rental applicants may sign up for an advertised unit at the APCHA office, or for rental of a unit under private property management by contacting the manager or owner of an advertised rental unit directly. Look on www.apcha.org for a list of APCHA rental units and complexes.

2. Application for Ownership Units

Persons desiring to acquire a deed-restricted ownership unit in the APCHA inventory, including category and RO units, must first submit a Qualification Application and all other required documentation to APCHA for approval and for APCHA to determine qualification. A bid may be submitted with the application or after approval of the application. Each Qualification Application, after approved by APCHA, shall be valid for up to one year and will need to be updated with new information. Updated tax information is requested after January 31st and April 15th.

All persons who may occupy a unit, regardless of marital or legal status, are included for the purpose of determining the members of the household and the category. Married persons are considered as members of a single household whether they both will occupy the unit or not. Married couples may submit only one joint bid for a unit and may not submit separate bids.

B. Verification Documents

In order to determine that an applicant or household meets all of the applicable criteria, APCHA must obtain specific documentation as follows:

1. Personal Identification Documents

Applicants must present original personal identification documents and provide copies for APCHA records for approval, including the following:

- Photo ID: Valid Colorado driver license (restricted licenses, those stating “not valid for federal identification, voting or public benefit purpose” are not accepted), passport or state-issued photo ID card; and
- Proof of legal residency: Passport, Social Security Card, Permanent Resident Card.

2. Documents Verifying Employment/Work

APCHA qualification requires that applicants work full-time in Pitkin County as defined herein. RO applicants must demonstrate that at least seventy-five percent (75%) of household income is earned in Pitkin County.

- Applicants shall verify household income earned in Pitkin County by submitting copies of complete federal and state tax returns, and W-2 or 1099 forms.
- Rental applicants shall submit documents for the year preceding application; ownership applicants shall submit documents for two years preceding, or more as required to establish priority.

a. Employed applicants

Applicants working for an employer shall submit at least the following:

- Copies of W-2s and/or 1099 forms for all employees in the household;
- Copies of most recent paycheck stubs to verify current employment and income; and
- APCHA Employment Verification form signed by employer(s).

b. Self-employed, employer, business owner applicants

A self-employed, employer, or business owner applicant must work in Pitkin County a minimum of 1,500 hours per calendar year and earn at least 75% of their income within Pitkin County, from selling their goods and services to individuals, businesses, or institutional operations within Pitkin County. They must demonstrate a profit on an income tax return for at least three out of the last five years.

Employment/work verification takes into consideration the seasonal, non-traditional nature of some employment and free-lance work in the city and county. An applicant who is self-employed in Pitkin County or who works full-time within the county for a business or institution whose principal place of business is not located in Pitkin County, must provide proof of full-time employment as follows:

Required Documentation:

- Copies of the most recently filed tax return, including federal and state returns and all schedules and business tax returns;
- Copies of most recent W-2s (if applicable) and or 1099s for all employment;
- Copies of paycheck stubs received (if applicable);
- Current profit and loss statement where applicable; and
- Verification of working or doing business in Pitkin County.

APCHA may require further documentation for proof of employment in Aspen or Pitkin County. This documentation may include, but is not limited to, business and personal banking records and utility bills, as well as:

- Proof of the location of a business in Aspen or Pitkin County and a copy of lease for office space located in Aspen or Pitkin County, where applicable.
- Proof of operating expenses, such as: insurance, tax payments, rent, utilities, etc.
- Proof of hours worked, such as, a copy of current detailed work log or appointment book for the last year showing hours worked daily on each job or appointment, with clients' names and local addresses. Hours spent in administrative work such as

marketing or accounting in support of business, will count toward the work-hour requirement if demonstrated to and approved by APCA.

- Copies of client invoices showing hours on a job and/or payment for invoiced work.
- Client list providing names, local telephone numbers and addresses, description of type of work performed, and approximate hours spent working for a client in the year.
- Copies of personal and business banking records.
- City of Aspen home occupancy license – is required for offices located in residential dwellings. The license is to ensure that the home occupation is clearly incidental and secondary to the residential character of the home.
- City of Aspen business license – required for any entity doing business within the city limits either directly or indirectly; this includes businesses making retail sales and businesses that provide services only.
- Aspen/Pitkin County home occupancy – a letter confirming that you comply with the Aspen/Pitkin County home occupancy requirements.
- Business plan
- Other documentation as deemed necessary.

c. Retired or Disabled former Pitkin County Employees

An individual who was a full-time employee/worker in Pitkin County for a minimum of four years immediately prior to disability, or retirement age as defined in Part VIII of these Regulations, shall be allowed to rent and/or own such housing.

3. Verification of Qualified Household Size

The total number of persons in a household, including qualified *adults* and *dependents* (See Definitions), are counted in determining the unit size for which an APCA applicant may qualify. The occupancy requirement for any unit is at least one person per bedroom. For dependents, proof of custody is required. A dependent subject to a custody order must live in the household a minimum of 100 days per year as demonstrated by court documents or a notarized custody affidavit in order to qualify as a member of the household. Two adults that share custody of children are allowed in total the number of bedrooms of individuals plus one. For example, if there are two children, the household would be allowed to have at most five bedrooms combined.

If at the time of application, a household is expecting the birth of a child, such child will be counted as a member of the household upon APCA's receipt of a letter from a doctor stating the due date and receipt of a custody order agreement if applicable.

In establishing household size, all individuals who will be occupying a unit regardless of legal or marital status shall be parties to or named in the application and must submit all verification documents.

4. Verification of Household Gross Income and Net Assets

The gross income and net assets of all members of a household shall be included in determining qualifications and category for which the household qualifies. Rental and ownership applicants shall provide the required income and asset information for APCA review and approval as specified below.

See Table II for Maximum Gross Income and Net Assets per Household for rental and ownership unit sizes and categories.

a. Income Verification

Applicants shall submit copies of their most recently filed tax returns, including federal and state returns and all schedules and business tax returns. If applicants do not have copies of their W2's or tax returns, they must request and obtain earnings and tax information from the Social Security Administration (SSA) or the IRS.

- All applicants shall submit required tax documents for the past two years.
- All applicants must submit an APCA Employment Verification form signed by the applicant's employer(s), if requested by APCA.

b. Income Calculation

APCHA must calculate personal and household income in order to qualify applicants, determine category, and to determine compliance. There is no exact formula for determining annual income because every person or household's sources of income and documentation of such income may be different. Therefore, APCA can only identify the sources of income and the documentation of such income that are considered in determining if applicable income limitations are satisfied. It is the responsibility of all persons and households to accurately and satisfactorily document income.

The information below relates to how APCA determines income for APCA's requirements, not Low-Income Housing Tax Credit requirements.*

1. Sources of income and documentation of such income shall include:

- Wages (largest amount from W2s/1099s)
- Business/Self Employed. Start with the net profit/loss and add back in: depreciation, depletion, amortization, nonrecurring losses, loss carry-overs, capital equipment, travel, meals, entertainment and personal expenses (such as phone bill), office-in-home expenses, interest on business debt, charitable contributions and self-employment tax. Valid: Insurance, paying wages to someone else, licensing fees, advertising, office supplies, classes, tools for a contractor)
- Regular payments or distributions received from annuities, insurance policies, retirement funds, pensions, disability benefits, and death benefits
- Social Security Income (gross amount)
- Dividend/Interest
- Rental Income (gross amount less utilities, maintenance/repairs, advertising, interest portion on mortgage payments, taxes and insurance).
- Unemployment
- Capital Gain (unless a one-time event, for example the sale of a house).
- Child Support/Alimony
- Gift Received on an ongoing basis
- Trust Disbursement
- Other
- Two years of tax returns, federal, state and business.

- Two years W2s and/or 1099s
- YTD profit and loss statement
- Other documentation as requested for self-employed persons.

2. Time period for which income must be documented

APCHA determines annual income by adding the sources of income for the entire household for the year immediately preceding the year in which the application is made.

Notwithstanding the foregoing, a two-year average is used if household income from the past 2 calendar years immediately preceding the year in which the application shows a difference greater than 20%. If less than 20% difference, household income from the year immediately preceding the application is used.

The current years' income is not used in determining income except for special circumstances such as when a household did not earn any income the previous year(s) or recently started receiving alimony and/or child support, as an example. APCHA does consider YTD income to verify if an individual is working and/or meeting the minimum hour requirement.

*Households living in LIHTC units must qualify with APCHA's requirements in addition to the LIHTC requirements. The LIHTC requirements are detailed in CHFA's Low Income Housing Tax Credit Program Compliance Manual. Annual income is the gross income a family anticipates it will receive in the 12-month period following the effective date of the certification of income. The effective date at move-in is the date the household takes possession of the unit. CHFA requires that, in subsequent years, the effective date is the first day of the move-in anniversary month. For qualifying residents, CHFA's policy is to use the highest income (i.e., most conservative) scenario to determine household income. The maximum potential household income must be considered first to ensure the household qualifies for the unit. When maximum potential household income would put an applicant over the income limit, and there is credible documentation to confirm that the maximum estimate is unrealistic, a realistic amount that is less than the maximum potential may be used to qualify a household.

c. Assets Verification

All assets and liabilities, including but not limited to real and personal property, shall be considered in calculating the net assets of an applicant household. Applicants shall submit current personal and/or business financial statement(s) for all household members, including:

- Statements, records, receipts, appraisals and any documents evidencing the value of all real and personal property and contract rights owned by the applicant and members of the applicant household;
- Current appraisals or tax valuations of real property and related loan obligations;
- Documents verifying applicant and applicant household debts and obligations pertinent to qualification including copies of all loan agreements and other financial statements verifying financial obligations;
- Copy of court-approved temporary orders and final financial orders, including maintenance, child support, and property settlements, and child custody orders with exhibits and supplements;
- Other documentation as deemed necessary

Assets that have been assigned, conveyed, transferred, or otherwise disposed of within the previous ten (10) years for consideration below fair market value shall, for APCHA qualification purposes, be valued at fair market value. Fair market value shall be established by a certified appraiser approved by APCHA at the expense of applicant.

d. Income and Assets Exceptions

- Income Variations Policy – Where there is a difference of twenty percent (20%) or more between the most recent two years of income, they shall be averaged to establish the APCHA housing category for which the household is qualified.
- Retiree Asset Policy – Qualifying maximum net assets shall be adjusted to one hundred fifty percent (150%) of the amount regularly applicable in the respective category. Regardless of applicants' age, assets that are held in retirement accounts that are subject to an early withdrawal penalty will be adjusted to sixty (60) percent of present value.

e. Trusts

- APCHA provides housing for trust beneficiaries on a very limited basis. Applicant's share of the trust assets (total assets/beneficiaries) shall be included when considering the maximum net assets of an applicant, as seen in Table II. APCHA understands that trust assets may not be currently owned by the applicant but counts them towards qualification purposes as they are resources the applicant may draw upon either currently or in the future. Exceptions to this policy for special circumstances (e.g. needs based trusts) may be granted at the discretion of the APCHA Board.
- Applicants who are the beneficiary of a trust must submit:
 - A full and current executed copy of the trust, including all amendments;
 - Original copy of signed attorney opinion letter from either the attorney who drafted the trust or another attorney qualified to give a legal opinion, confirming the total assets of the trust, date/amount the trust fully distributes to the applicant, whether applicant is allowed to request distributions from the trust and if so, under what conditions (i.e. housing), and total number of living beneficiaries of the trust;
 - Signed 4506-T by trustee or authorized signer, as acceptable to APCHA and the IRS, on behalf of the trust;
 - 2 most recent tax returns of the trust;
 - statements and appraisals/description for all assets of the trust.
- In no event may a trust be identified as the owner of an APCHA ownership property.

5. Restriction on Ownership of Other Real Property

In order to qualify and to remain qualified as a tenant or owner, a person may not own any interest in improved real property or a mobile home (land and/or home) within the Ownership Exclusion Zone. This includes any such interest held personally, by a person's spouse, as a shareholder or member of a corporation, or as a partner, a joint venture or a beneficiary of a trust.

a. Ownership of Developed Property in Ownership Exclusion Zone (OEZ)

In order to qualify and to remain qualified as a tenant or owner, a person, a person's spouse, or a member of a person's household cannot own any interest in improved real property or a mobile home (land and/or home) within the OEZ. This includes any such interest held personally, as a shareholder or member of a corporation, or as a partner, or joint venture, or a beneficiary of a trust. Where a tenant or owner acquires such property

by inheritance, such person shall be permitted 180 days from the date of acquisition to transfer the property, after which time the tenant or owner shall be in violation of this subsection 5. If the other developed property is one that is within the APCA deed-restricted program, the property must be listed upon closing or prior to closing of any home. Any non-sale of the other property within 90 days requires the owner to list the most recent purchased property. This includes the ownership of week(s) in timeshares located in the OEZ.

Rental applicants may not own any OEZ property unless the property is under an active sales contract or the applicant is party to a dissolution of marriage proceeding.

Ownership applicants shall:

- List any OEZ property for sale at a competitive, free market price immediately upon closing on the affording housing unit;
- Sell such property within 180 days upon closing on the affordable housing unit;
- Such property shall not be allowed to be placed into a trust, regardless of who the beneficiary is, or other legal entity or business arrangement; and
- Submit copies of closing documents verifying sale to APCA.

If OEZ property is not sold or disposed of at fair market value within 180 days of closing, owner shall be disqualified, and his/her ownership unit shall be marketed and sold according to the deed restriction.

b. Ownership of Vacant Undeveloped Property in OEZ

Any unimproved real property owned by applicant (tenant or owner) in the OEZ must be reported as an asset at appraised value. APCA tenants and owners shall be permitted to retain ownership of such property only as long as it remains unimproved.

c. Business Ownership of Deed Restricted Housing

An employer, as defined in Part VIII, who also owns a deed restricted unit is permitted to:

- Maintain ownership of a free-market unit but must record a deed restriction on the property upon agreement with APCA for such unit as a rental unit to be available to the business owners' qualified employees, or any qualified employee.

For purchase of a free market unit and conversion to deed restricted housing the following requirements shall apply:

- Owner must inform APCA that he/she has located a free market unit for purchase for conversion and demonstrate employee needs to APCA;
- Owner and APCA agree to APCA category and rental price for the unit; and
- Owner agrees to an APCA-approved deed restriction for the unit of which must be recorded in the County where the unit is located.

6. Current APCA Tenant or Owner in Good Standing

A current APCA tenant or owner applying to rent or purchase a different APCA unit must be in good standing under applicable lease terms and/or HOA policies, payment of HOA dues, deed restrictions and these Regulations, in addition to meeting all other requirements.

Prior to applying for a new rental unit or submitting a new bid for an ownership unit, applicants shall submit to APCA all documents verifying good standing as requested by APCA.

PART IV

APCHA RENTAL POLICIES AND PROCEDURES

Section 1. Rental Priorities (APCHA Managed Properties)

All tenants for deed restricted rental units must qualify through APCHA prior to moving in and/or executing a lease. Submission of application documents demonstrating qualification is required after a rental unit is offered to a prospective tenant and prior to signing a lease or occupying the unit.

For properties under APCHA management that are advertised for rent, priority is established according to the duration of employment/work history, unless one of the following applies:

A. Emergency Workers

- To be qualified as an Emergency Worker, the applicant's employer must verify Emergency Worker Status by completing the Emergency Worker Verification Form. Once signed off, the form should be provided to the Compliance Manager for final approval.
- A qualified Emergency Worker will be placed at the top of the priority list for APCHA managed properties. Verification of Emergency Worker status is required for a one-year renewal of the lease. This requirement expires after two years of residency and service. Emergency worker priority does not extend to APCHA rental units under private property management.

B. Mobility-disabled Applicants

A qualified mobility-disabled employee (See Definitions) shall have first priority in renting or purchasing a mobility-disability, Type A, APCHA unit if all other criteria are met (i.e., category, minimum occupancy).

C. Senior Applicants (applies only to Aspen Country Inn)

Qualified seniors shall have rental priority for senior-designated units at the Aspen Country Inn. A qualified senior is someone who reaches the age of 65 or older as stated in Part VIII, Definitions, who is working in Pitkin County at the time of application or who has worked in Pitkin County full time (at least 1500 hours per year) for 4 years immediately prior to retirement or later. Second priority is granted to qualified applicants age 55 to 64, working full time in Pitkin County at the time of application. Seniors must meet all other qualification requirements.

D. Residents Displaced by Affordable Housing Property Development

Tenants of deed restricted housing may be displaced by the construction of new affordable housing units or the conversion of existing free market dwelling units to deed restricted affordable housing units. Tenants residing in free-market rental units that are converted to deed restricted affordable housing shall be permitted to continue occupancy if APCHA qualifications are met or, if qualified, they shall have priority in renting a unit of the same size at another location as determined by APCHA.

Section 2. Rental Procedures

Available rental units may be advertised by the private sector property owners. Properties managed by APCHA are listed at www.apcha.org.

A. Rental Units under APCHA Management

Rental applicants must sign up to be considered for an APCHA advertised unit in the APCHA office during the time frame indicated on the advertisement.

B. Rental Units under Private Sector Property Management

All tenants for deed restricted rental units must qualify through APCHA prior to moving in and/or executing a lease. Private owners and property management companies manage most of the deed restricted rental units in the city and county. Available rentals under private control are advertised separately from APCHA listings and each such owner or property manager may follow a different rental procedure. However, affordable housing rental applicants must qualify through APCHA prior to executing a lease, and all leases are subject to APCHA approval.

Applicants for rental of an affordable housing unit under private property management shall first inquire with the property manager or owner regarding availability of a unit and after being offered such unit, shall apply and qualify through the APCHA office.

C. ADU and CDU Rental by Preference of Owner

All tenants for deed restricted rental units must qualify through APCHA prior to moving in and/or executing a lease. Tenants of Accessory Dwelling Units (ADU, located in the city) or Caretaker Dwelling Units (CDU, located in the county) are subject to APCHA rental qualification requirements. The owner of any such unit shall be permitted to choose his/her APCHA-qualified tenant.

D. Seasonal Rentals

All tenants for deed restricted rental units must qualify through APCHA prior to moving in and PRIOR TO executing a lease. Persons working in the city or county at least thirty (30) hours per week during the winter months (November-April) shall be eligible for rental of APCHA seasonal rental units at designated properties. A seasonal employee/worker, student, intern or faculty member must submit an APCHA Seasonal Rental Application and additional documents as required, unless the unit is occupied by students and/or faculty of the Music Associates of Aspen (MAA). These properties include, but may not be limited to, Marolt Ranch, Burlingame Ranch Seasonal Housing, designated dormitory-type units located at Aspen Highlands Village.

E. Requalification and Retiring in APCHA Rental Housing

Tenants residing in deed-restricted units shall be reviewed and verified at least every two years to ensure that they continue to meet the requirements of the Regulations, including but not limited to:

- Minimum Occupancy;
- Income and Asset Requirements;
- Residency and employment; and
- Non-ownership of developed residential property in the Ownership Exclusion Zone

Tenants residing in deed-restricted housing who retire upon reaching retirement age must continue to live in the unit at least 9 months out of the year and not own any other residential property in the OEZ.

APCHA does not guarantee the availability of a workforce housing unit to the applicant. APCHA may deny access to deed restricted housing to any applicant whom APCHA finds would pose a risk to the use and enjoyment of deed restricted housing to other qualified persons, or whose record as an occupant of deed restricted housing otherwise justifies a conclusion by APCHA that it would be in the best interests of APCHA to reject the application. In making any determination under this provision APCHA shall consider among other things, the applicant's criminal record, past non-compliance under any prior leases, and past business relationships with APCHA.

TABLE VI

MAXIMUM ANNUAL APCA ADJUSTMENT

<i>Year</i>	<i>Rate Adjustment</i>	<i>Year</i>	<i>Rate Adjustment</i>
1978-1982	0.0%	2009	0.7%
1983	6.6%	2010	2.3%
1984	5.0%	2011	1.3%
1985	3.3%	2012	3.0%
1986-1988	0.0%	2013	1.7%
1989	4.7%	2014	1.1%
1990	3.0%	2015	1.1%
1991	0.0%	2016	0.1%
1992	2.0%	2017	1.5%
1993	1.2%	2018	2.3%
1994	1.0%	2019	2.2%
1995	1.1%	2020	1.9%
1996	0.99%	2021	1.3%
1997	1.31%		
1998	0.73%		
1999	0.54%		
2000	1.08%		
2001	1.40%		
2002	1.63%		
2003	2.15%		
2004	1.6%		
2005	3.0%		
2006	3.0%		
2007	1.7%		
2008	3.0%		

The increase is based on the lesser of the percentage change in the Consumer Price Index (Urban Wage Earners) from November of one year to November of the following year, or 3%, whichever is less. The index increased at the rate of 1.93% from November 2018 to November 2019; therefore, the annual increase in 2020 is 1.9%. Please contact the APCA for the actual maximum rental rates available and/or the maximum rental rates for a specific deed-restricted property.