



Aspen Fire Protection District Board of Directors Special Meeting

MEETING DATE: October 14th, 2021

LOCATION: 420 E Hopkins

MEETING TIME: 11:30am

The public is welcome to join this meeting virtually through Zoom. To join, please go to:

<https://us02web.zoom.us/j/81866250163?pwd=eVEvSkRrdDZNYW9BZ0dwY0dUSkphdz>

09 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. Aspen Fire Housing Guidelines and Rental Rates

FIRE PLACE OPERATIONS BUDGET - WORKSHEET

October 12, 2021

UNIT TYPE	# UNITS	SF PER UNIT	TOTAL SF
3BR Single Family Home	1	1752	1752
3BR Townhome	4	1611	6444
2BR Townhome	4	1273	5092
3BR Loft	1	1811	1811
2BR Flat Apartment	1	1124	1124
1BR Flat Apartment	1	768	768
Studio Loft	1	890	890
Studio Apartment	2	592	1184
TOTAL UNITS	15		

CASH FLOW SUMMARY - WORKSHEET

TOTAL # UNITS: 15
 NET LEASABLE SF: 19065

	APCHA RATES	# UNITS	INCOME PER MONTH
Cat. 1 - Efficiency Studio	\$ 538.00	1	\$ 538.00
Cat. 2 - Efficiency Studio	\$ 959.00	1	\$ 959.00
Cat. 3 - Efficiency Studio	\$ 1,433.00	1	\$ 1,433.00
Cat. 4 - Efficiency Studio	\$ 1,902.00	0	\$ -
		Total = 3	
Cat. 1 - One Bedroom	\$ 667.00	1	\$ 667.00
Cat. 2 - One Bedroom	\$ 1,126.00	0	\$ -
Cat. 3 - One Bedroom	\$ 1,596.00	0	\$ -
Cat. 4 - One Bedroom	\$ 2,087.00	0	\$ -
		Total = 1	
Cat. 1 - Two Bedroom	\$ 790.00	1	\$ 790.00
Cat. 2 - Two Bedroom	\$ 1,295.00	2	\$ 2,590.00
Cat. 3 - Two Bedroom	\$ 1,765.00	2	\$ 3,530.00
Cat. 4 - Two Bedroom	\$ 2,256.00	0	\$ -
		Total = 5	
Cat. 1 - Three Bedroom	\$ 916.00	1	\$ 916.00
Cat. 2 - Three Bedroom	\$ 1,448.00	2	\$ 2,896.00
Cat. 3 - Three Bedroom	\$ 1,938.00	2	\$ 3,876.00
Cat. 4 - Three Bedroom	\$ 2,424.00	0	\$ -
		Total = 5	
Cat. 1 - Three Bedroom Single Family House	\$ 1,042.00	0	\$ -
Cat. 2 - Three Bedroom Single Family House	\$ 1,632.00	1	\$ 1,632.00
Cat. 3 - Three Bedroom Single Family House	\$ 2,104.00	0	\$ -
Cat. 4 - Three Bedroom Single Family House	\$ 2,503.00	0	\$ -
		Total = 1	
		15	\$ 19,827.00 / mo.

EFFECTIVE GROSS INCOME

15

\$ 237,924.00 / yr.

Vacancy	2.50%	4.5 months per 180 total units months turnover could be 1%	\$ (5,948.10)
NET			\$ 231,975.90
Property Tax (No tax if non-profit per assessor)	\$ -	per unit per year	\$ -
Insurance Liability and Comprehensive	\$ 50.00	per unit per month	\$ (9,000.00)
On-site Management	\$ 3,000.00	per unit per year	\$ (45,000.00)
Maintenance Reserve / FFE Reserve	\$ 1,000.00	per unit per year	\$ (15,000.00)
Capital Repair/Replacement Reserve	\$ 8,000.00	per unit per year	\$ (120,000.00)
Utilities, Water, Trash, Wifi, Electric, Basic Cable	\$ 125.00	per month per unit	\$ (22,500.00)
Telephone, Professional Services, Office Supplies	\$ -	per month	\$ -
Bad Debt Collection (1%)	\$ -	per year	\$ -
Legal	\$ 5,000.00	per year	\$ (5,000.00)
Accounting	\$ 15,000.00	per year	\$ (15,000.00)
Advertising, Website Maintenance, etc	\$ -	per month	\$ -
TOTAL OPERATING EXPENSES			\$ (231,500.00)
NET OPERATING INCOME			\$ 475.90

\$5k deductible, umbrella, mgmt, soup to nuts
 \$1500 to \$3000 per unit per year budget (free unit?)
 Need to verify each item costs
 For management

Maximum Rental Rates

TABLE III - APCA Regulations, page 16

Maximum Monthly Rental Rates for DEED-RESTRICTED rental units

Certain Property Deed-Restrictions allow for rental rates exceeding the rates below

Unit Size	Category 1	Category 2	Category 3	Category 4	RO
Studio	\$538	\$959	\$1,433	\$1,902	\$2,608
1 Bedroom	667	1,126	1,596	2,087	2,790
2 Bedroom	790	1,295	1,765	2,256	2,958
3 Bedroom	916	1,448	1,938	2,424	3,129
SF Detached	1,042	1,632	2,104	2,503	3,211

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 Guidelines in effect permit. If there is a conflict between the Guidelines and the deed-restriction on the rental property, the most restrictive document will prevail. Section 6.D.1.a, below, for additional criteria.

6.D. Rental and Sale of Newly Deed-restricted Units

1. Rental

1. Maximum Rental Rates for Newly Deed-restricted Units

Maximum Monthly Rental Rates for Newly Deed-restricted Affordable Housing units shall be as specified in Table III of these Guidelines.

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 VIII (APCHA Guidelines).

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 Guidelines then in effect permit. If there is a conflict between the Guidelines and the deed-restriction on the rental property, the most restrictive document will prevail. The following additional criteria shall be followed:

- Maximum rental rates shall apply whether the units are provided furnished or unfurnished.
- Rental rates cannot be increased to pay for, the following:
 - 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 APCHA, are:
 - Electricity, gas and/or water if not separately 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 APCHA 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, the APCHA must qualify the tenant. All verification required under these Guidelines must be provided. The tenant must provide the owner/landlord with proof of verification and qualification by the APCHA prior to occupancy. The owner shall be required to provide a copy of the lease agreement to the APCHA for approval. Leases shall meet occupancy standards and allowable rental rates and shall be for a minimum term of six consecutive months. Owner shall provide an executed copy of the lease to the APCHA prior to occupancy.
- Persons employed by an owner/operator shall be given first priority to rent 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 the APCHA's Guidelines 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 Guidelines. (Affordable Housing [AH] Zone development is exempt from this section.)

- All deed restricted affordable housing rental units must comply with all rules, 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 prior to initial lease or between qualified tenants shall be made available for tenants selected through APCHA.

Rental rates for dormitory and other on-site employee units shall be calculated on a case-by-case basis and approved by APCHA, in consideration of the unique and varying characteristics of each facility, with affordability as a key factor. Rates shall not include the cost of utilities in common areas, condominium dues, management costs and taxes.

EMPLOYEE HOUSING

Intent: It is the intent of this guideline to quantify the philosophy of employee housing for employees and volunteers of the Roaring Fork Fire Rescue Authority.

Philosophy: It is the philosophy of the RFFRA that overcoming the cost of living in the upper roaring fork valley is a critical element to recruiting and retaining public safety personnel. To that end, whenever feasible, the RFFRA will continue to bolster and support a program that helps our personnel to be part of our communities and our organization.

- I. Definitions
 - a. Attached unit: a rental unit that is attached, or co-located, with a fire station or on fire authority property.
 - b. Unattached unit: a rental unit that is operated by the RFFRA but is not contiguous to a fire station.
 - c. Firefighter Trainee: a part-time employee that is classified as a trainee due to lack of qualifications or certifications.
- II. Qualifications for employee housing program
 - a. Eligibility for this program and the underlying deed restriction placed upon the property, requires that the Lessee be an Authority Volunteer that meets the requirements of a Member in Good Standing, or a full or part-time employee of the Authority. Auxiliary or reserve volunteer members are not eligible for continued occupancy of employee housing.
 - b. Members that participate in the employee housing program must make constant effort toward obtaining Firefighter I, EMT, and Haz-mat ops certifications at a minimum. Participants that fail to obtain and maintain these certifications within 18 months may be subject to lease cancellation.
 - c. The Authority reserves the right to exclude members from the program if they own property, which is any developed residential property, that has an address within the Roaring Fork Drainage situated in Eagle, Pitkin, Garfield or Gunnison Counties, or within the Colorado River Drainage from and including the unincorporated No Name area to and including Rifle, and including, but not limited to, the incorporated and unincorporated areas of Aspen, Basalt, Carbondale, El Jebel, Glenwood Springs, Marble, Meredith, New Castle, No Name, Redstone, Rifle, Snowmass, Snowmass Village, and Woody Creek.
- III. Selection and Application
 - a. When a unit is set to be vacated the Authority will advertise the unit internally to current employees and volunteers.
 - b. If units remain unfilled after internal advertising, the District shall try to recruit, or hire from an eligibility list, reserve firefighters who wish to fill these units.
 - c. Internal and external applicants for employee housing shall be evaluated on the following:
 - i. Current certifications
 - ii. Longevity with the Authority
 - iii. Disclosures of applicants in regards to (II)(c) above
 - iv. Complete Application form
 - d. In the event the Authority can not fill the employee housing unit the Authority may entertain lease agreements of employees of partner public safety agencies.
- IV. Authority owned rental units
 - a. Six studio apartments attached to station 45.

EMPLOYEE HOUSING

- i. In the event the Authority is unable to rent these units to Authority personnel they must be offered first to the Snowmass Chapel before any other partner agency.
 - b. Two one-bedroom apartments attached to station 41.
 - c. Two two-bedroom apartments attached to station 41.
 - d. Two two-bedroom units in the Willits Building 7.
 - e. One studio apartment attached to station 44.
 - f. One two-bedroom executive unit in Snowmass Village. The Authority Board controls the allocation and agreement for this unit and is excluded from specific language contained herein.
- V. Rental Rates
- a. Studio Apartment: \$500 per month
 - b. One-bedroom unit: \$700 per month
 - c. Two-bedroom unit: \$900 per month
 - d. Three-bedroom unit: \$1000 per month
 - e. Units under a memo of understanding with third-party lessor.
 - i. The Authority will issue a monthly payment to the lessor for the difference between the applicable rent and the rent due, plus \$150 as an offset for utilities if not included in the monthly rent.
 1. Example: *An employee rents a 2-bedroom unit from a lessor with which the Authority has an agreement. The unit rents for \$1850 per month and does not include utilities. Each month the Authority would submit to the lessor \$1100.00. ($\$1850 - \$900 = \$950 + \$150 \text{ for utilities} = \1100.00)*
- VI. Lease agreements
- a. All lessors of Authority owned units shall be party to an executed lease prior to taking possession of, or moving into, a unit.