



SOUTH METRO FIRE RESCUE
Regular Board of Directors' Meeting
June 5, 2023
9195 East Mineral Avenue, Centennial, CO

I. REGULAR BOARD MEETING – 6:00 P.M. – Board Room

A. MEETING CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. APPROVAL OF THE AGENDA

E. PUBLIC COMMENT

Public Conduct at Meetings. Comments by members of the public shall be made only during the “Public Comment” portion of the meeting or a specified “Public Hearing,” and shall be limited to three minutes per individual and five minutes per group spokesperson unless additional opportunity is given at the Board’s discretion. Each member of the public wishing to speak shall identify themselves by name, address, and agenda item, if any, to be addressed. Disorderly conduct, harassment, or obstruction of or interference with meetings by physical action, verbal utterance, nuisance or any other means are prohibited. Such conduct may result in removal of person(s) responsible for such behavior from the meeting, a request for assistance from law enforcement, and criminal charges filed against such person(s).

F. CONSENT AGENDA

Consent Agenda items are provided for study in the Board packets and introduced in the General Session for the Board’s review. They can be adopted by a single motion. All resolutions and proposed actions must be read by title prior to a vote on the motion. Any Consent Agenda items may be removed at the request of a Director and heard separately or tabled.

1. May 1, 2023 South Metro Fire Rescue Fire Protection District Regular Board Meeting Minutes
2. May 15, 2023 South Metro Fire Rescue Fire Protection District Special Board Meeting Minutes

G. ACTION ITEMS

1. Election of Officers – Dell’Orfano
2. April 2023 Financial Statements – Miskimins
3. Castle Pines URA – Dell’Orfano
4. Lobbyist Selection Process – Dell’Orfano

H. DISCUSSION ITEMS

1. Station 15 – Miskimins/Milan

I. INFORMATION ITEMS

1. Election Costs Overview – Dell’Orfano
2. IGA Update – Dell’Orfano

J. EXECUTIVE SESSION (upon motion)

K. NEXT MEETING(S)

Special Board of Directors' Meeting to be held on June 19, 2023, 6:00 p.m. TBD.

Regular Board of Directors' Meeting to be held on July 10, 2023, 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

L. ADJOURNMENT

South Metro Fire Rescue Fire Protection District
Regular Board of Directors' Meeting Minutes
May 1, 2023

Present:

Jim Albee, Chair	Bob Baker, Fire Chief
Renee Anderson, Vice Chair	Mike Dell'Orfano, Chief Govt. Affairs Officer
William Shriver, Treasurer	John Curtis, Deputy Chief – Emergency Services
Sue Roche, Secretary	Jon Adams, Deputy Chief - Internal Services (absent)
Kevin Leung	Kristin Eckmann, Deputy Chief – Community Services
Rich Sokol (excused absence)	Dillon Miskimins, CFO Business Services
Bruce Stahlman	Camie Chapman, CHRO Employee Services
	Bob Cole, Legal Counsel (via Teams)

Others Present: SMFR Staff Members and guests

MEETING CALL TO ORDER

Chair Albee called the Regular Meeting of the South Metro Fire Rescue Fire Protection District to order at 6:02 p.m. and welcomed everyone to the meeting.

The meeting was suspended at 6:02 p.m. in order to conduct the South Metro Volunteer Firefighter Pension Board of Trustees Meeting.

The regular meeting reconvened at 6:26 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was recited at the South Metro Volunteer Firefighter Pension Board of Trustees' Meeting.

ROLL CALL

Director Sokol's absence is excused. All of the other Board members were present in person.

PUBLIC COMMENT

N/A

CONSENT AGENDA

April 3, 2023 South Metro Fire Rescue Fire Protection District Regular Board Meeting Minutes
April 17, 2023 South Metro Fire Rescue Fire Protection District Special Board Meeting Minutes

A motion was made by Renee Anderson and seconded by Sue Roche to approve the consent agenda as presented. All were in favor and the motion carried.

PRESENTATION

Local 2086 Foundation Overview – Local 2086 President Dzengelewski provided an overview of the legacy agencies that had foundations designed to provide assistance to first responders in need and how through the mergers the South Metro Professional Firefighters Foundation was created. Local 2086 President Dzengelewski introduced SMPFF President Shawn Cummings, Lieutenant at Station 43 B Shift.

SMPFF President Cummings informed that the District has two foundations, the Safety Foundation that provides education and risk reduction trainings to the citizens and the SMPFF, which, as stated by Local President Dzengelewski, is for the purpose of providing assistance to first responders and their families in their time of need. SMPFF President provided an overview of the Foundation, highlighting:

- About the Foundation
- Testimonials
- Year-In Review
- Upcoming Events
- Website
- Social Media
- Shopping Donations
- Friends & Family of the Foundation
- Sparky Truax Memorial Scholarship
- Apparel & Patch Support
- Donation/Info Business Cards
- ULtiPro Donation Enrollment

At Director Anderson's request, SMPFF President Cummings stated that the website has various options for donating as well as a place to apply for assistance & outlined the recommendations of friends and co-workers and building the relationships with those who are having events to suggest SMPFF be the event beneficiary. Director Anderson suggested that be outlined on the website.

At Director Shriver's request, SMPFF President Cummings reported that the Board conducts an annual review of the funds to determine their target donations so the foundation can stay solvent.

Director Leung suggested that the Board check in the Douglas County School Board because every year they allocate funds for donations, usually very early in the year. Director Leung offered to provide contact information.

Local President Dzengelewski thanked the Board for allowing them to make the presentation & stated that SMPFF President Cummings really understated the work that is done by the Foundation, with the added bonus that they are connected to the District.

The Board thanked them for the presentation.

ACTION ITEMS

Public Hearing: Order by the Board of Directors of the South Metro Fire Rescue Fire Protection District for Inclusion of Real Property – Englewood/McLellan Reservoir Foundation (Lot 2A, Highlands Ranch – Filing No. 156, 1st Amendment)

Chair Albee opened the public hearing at 6:52 p.m.

Chief Dell'Orfano stated that Staff has received a Petition for Inclusion for Lot 2A of Highlands Ranch – Filing 156, 1st Amendment located in Douglas County near the northeast corner of Lucent Boulevard and Town Center Drive. The petitioner (owner/landlord) is the Englewood/McLellan Reservoir Foundation. The property is subject to a ground lease and the tenant is University of Colorado Health, who consents to the inclusion. A portion of this parcel was not originally within the Highlands Ranch Metropolitan District (HRMD) boundaries and therefore was not included within SMFR's district as a part of the unification. The parcel consists of two "parts" with Part 1 containing the existing UC Health hospital and Part 2 containing an open field. Previously, Part 1 was included in HRMD but Part 2 was not. Also, the boundaries between the two parts is not clear, so the petitioner has requested to include the entire parcel again. The tentative plan is to build medical office buildings on Part 2. The entire parcel and surrounding area have received emergency services for several decades and there are no concerns with SMFR's ability to continue serving them. The petitioner will be paying

for the actual costs to process the inclusion, including legal, publication, and court filing fees. The 2022 assessed values total \$54,839,850. Although the hospital portion is exempt, future revenues are anticipated once Part 2 is developed.

Director Anderson stated that the HRMD and Centennial Water & Sanitation had to go through the same process of including and reincluding recently.

There was no public comment and Chair Albee closed the public hearing at 7:02 p.m.

A motion was made by Renee Anderson and seconded by Sue Roche to approve the Order by the Board of Directors of the South Metro Fire Rescue Fire Protection District for Inclusion of Real Property – Englewood/McLellan Reservoir Foundation (Lot 2A, Highlands Ranch – Filing No. 156, 1st Amendment) as presented. All were in favor and the motion carried.

March 2023 Financial Statements – CFO Miskimins presented the financial statements executive summary:

- Fund balance increased by approximately \$25.2M compared to January bringing fund balance to a total of \$86.2M.
- Through March, the District has collected \$53.7M in property and \$2.5M in specific ownership tax revenue, which reflects 43.11% collection vs. 42.8% last year for property taxes, and 25.5% vs. 21.82% for specific ownership taxes.
- As of March 31st, the District has expended \$34.7M in the General Fund related to operations or 21.21% of the annual budget.
- Ambulance transports have exceeded 2023 budget expectations by 154 transports, for total number of transports of 5,967 through March. The District's net revenue is \$447K over the year-to-date budgeted amount and \$882K more than the same period last year, though the majority of the rise is due to increase in base fees. Total bad debt has increased in 2023 as compared to 2022. Through March this year, bad debt as a % of net revenue is at 26.4% as compared to 22.3% in 2022. Collections received as % of bad debt is at 5.9% through March this year as compared to 9.6% in 2022.
- Through March, the District has billed approximately \$605K in Plan Review Fees or 26.3% of the total budgeted amount.
- Through March, minimum staffing overtime expense was \$508K, which is a decrease of \$730K from YTD March 2022.
- In March, the District has expended \$4M or 22.83% of our total budgeted expenditures in the Capital Fund.

CFO Miskimins reminded that the February activity was included in this report.

Director Anderson stated that it is now May and people are finding out their new tax rates, she suspects that the bad debt is likely to increase as well as DCSO is working to collect overdue license plates, which might be part of the reason for the increase collection of specific ownership taxes.

At Chair Albee's request, CFO Miskimins confirmed that the trend for staffing is to be under budget & utilities are forecast to go over budget. Staff is updating the Q1 forecast accordingly. The update will be presented at the first budget workshop that will show the forecasted and project balance for minimum staffing, as well as other areas.

Chair Albee stated that although he understood the previous reporting of budget to actual in the general fund, he likes the new format better. CFO Miskimins stated that in prior presentation, Staff has combined accounts called net investment income as investment income and market to market. Investment income is money that is physically collected each month plus interest. Market to market is a monthly adjustment based on the value of the portfolios at the end of each month, which has been referred to as the paperless transactions.

At Directors Shriver and Stahlman's request, CFO Miskimins reminded that CSIP is the Colorado Statewide Investment Program, which is a local government investment pool. Chandler's investments are 1-3 years and PFM's are 3-5 years in duration.

At Director Leung's request, CFO Miskimins stated that some of the reasons why the salary and benefits percentages are low for the first quarter could be that there are three pay periods in two months later in the year, only a portion of the Academy salaries are included, and attrition. Chair Albee added that on the salary and benefits side, the YTD budget could be that they are only 6/26ths into the payrolls, less than 25%.

At Director Stahlman's request, CFO Miskimins will provide a breakdown of the Miscellaneous Revenue.

A motion was made by William Shriver and seconded by Kevin Leung to accept the March 2023 Financial Statements as presented. All were in favor and the motion carried.

SMFR Resolution No. 2023-07 A Resolution Repealing and Readopting a Fee Schedule for Fire Code Inspections and Plan Reviews – CFO Miskimins stated that as presented last month, this is the third rendition and is the same as what was presented at the meeting a couple of weeks ago.

A motion was made by Renee Anderson and seconded by William Shriver to approve SMFR Resolution No. 2023-07 A Resolution Repealing and Readopting a Fee Schedule for Fire Code Inspections as presented. All were in favor and the motion carried.

DISCUSSION ITEMS

N/A

INFORMATION ITEMS

Station 15 Update – Chief Milan introduced Eric Becker and Mark Ruckoldt from Oz Architecture & John Sattler from Diversified Consulting Solutions. Chief Milan reviewed the station update, highlighting the following:

- Design Process – documents are complete and have been submitted to the City of Centennial and SMFR. Expect approval by mid-July.
- Program & Financials – RLB Associates was contracted to price each of the milestone drawings in the process. Initial construction cost estimates were at \$10M for the schematic design. At the design development phase, construction cost estimates were \$9.5M. With additional value engineering during the final construction document phase, the final estimate came in at \$8.1M for construction costs. They were able to find efficiencies and right-size the project without reducing quality and safety of the crews. There will be additional costs for design fees, demolition, site work, and furniture, fixtures, and equipment, resulting in an overall budgeted cost of \$10M.
- Timeline:
 - Bid Conference: May 9, 2023 at 1:00 p.m.
 - Community Open House: May 27, 2023
 - Bid Date: June 6, 2023
 - Station vacated: May 30, 2023
 - SMFR search training in the structure: June
 - Abatement and demolition: late June to early July 2023
 - Building and related permits: early July 2023
 - Construction Starts: August 2023
 - Substantial Completion: August 2024
 - Station 15 open – by start of Q4 2024

At the Board's request, Chief Milan will send out the most recent renderings of the station design to the Board.

At Director Anderson's request, Oz Architecture's Eric Becker stated that based on feedback, it's hard to beat Station 20; however, they are pleased with the aesthetics and cleaned up floor plan renderings with a very tight footprint and budget as well as working with new NFPA requirements.

At Chair Albee's request, Chief Eckmann stated now that the timeline is buttoned up and the open house date confirmed, Staff will be pushing out the information. They will also be doing more of an outreach with the station opening and more of a targeted outreach for the old station. The City of Centennial will also be helping promote the events.

At Chair Albee's request, Chief Dell'Orfano is working with Chief Milan to potentially get on the Board's agenda for a review and discussion prior to the final contract approval anticipated to be on June 19th.

IGA Update – Chief Dell'Orfano reported that there were no new IGAs signed in April.

Correspondence items in the Board's packet are summarized below as well as other information items that were communicated:

- Chief Powell reminded the Recruit Academy Family Night is Monday, May 8th starting at 4:00 p.m. at the JSF.
- Chief Baker:
 - At the invitation of Director Leung and his wife, Shirley, last weekend he and Denise were the honored guests for the Chinese New Year Celebration Banquet of Yick Keong Benevolent Association. Hank Eng was also there with his wife.
 - Last week he had dinner with Dr. James Min, founder of Cleery, Inc., who is interested in doing coronary angiogram cat scans & offered 50 of them to us for free.
 - Reported that Human Resources has a new hiring program called the Community Referral Partner Program. CHRO Chapman added that Staff has reached out to the Arapahoe Rescue Patrol, Explorers, EMT program and Rock Canyon HS fire academy leaders to recommend candidates from their programs that they feel would be a good fit for SMFR's values. Those candidates would go directly to the oral boards.
 - Attended the Red 1 & Red 2 ARFF Apparatus Dedication Ceremony last week at Centennial airport. Chief Curtis thanked Chief Richardson for his work in acquisition of the apparatus and presentation at the ceremony. Chief Curtis also thanked the Board for supporting initiatives to support health and safety with apparatus. Director Anderson thanked Fleet for getting it all pulled together in less than a year from approval. Fleet Manager Frank thanked the Board for their support.
 - Attended the Colorado Fallen Firefighters Memorial in Lakewood on Saturday as well as the 5-Year Cancer Survival Celebration for former Centennial Mayor Cathy Noon, the longest lasting survivor of an alternative treatment study group for pancreatic cancer.
 - The National Day of Prayer for Local, State and National Government, including First Responders is Thursday at Discovery Park in Parker, if any of the Board members are interested in attending, just let him know.
 - Leaves Friday to attend the National Fallen Firefighter Memorial in Emmitsburg, Maryland where Tony Palato's name will be added to the wall. He will be back on Monday.
- Chief Dell'Orfano noted that Staff has provided the Board with updated maps reflecting the Colorado House and Senate and the U.S. House of Representatives and Senate districts within our boundaries.
- The Executive Communications KPI Report for March 2023, Dispatch Dashboard KPI & Arapahoe County 911 Authority 2023 Annual Report were included in the Board's packet.
- A thank you letter from West Metro Fire Protection District was received expressing appreciation for SMFR's assistance during the Hogback Fire on March 31st.
- A thank you note was received for Engine and Medic 41 & MED 1 from a grieving mother thanking them for their hard work attempting to revive her son.
- Local 2086 President Dzengelewski:
 - No report.

EXECUTIVE SESSION (UPON MOTION)

A motion was made by Jim Albee and seconded by Bruce Stahlman at 7:47 p.m. to convene to Executive Session pursuant to §24-6-402(4)(b), for the purpose of receiving legal advice on specific legal questions related to the Saiz Claim. All were in favor and the motion carried.

The regular meeting convened at 8:16 p.m.

A motion was made by Sue Roche and seconded by Renee Anderson to approve the settlement for the Saiz Claim negotiated by our insurance company and direct the Chair and Fire Chief to take the necessary steps to execute the settlement. The motion passed 6 – 0.

NEXT MEETING

The next Special South Metro Fire Rescue Board of Directors’ meeting will take place on May 15, 2023 at 6:00 p.m. at the UC Health Hospital, 1500 Park Central Drive, Highlands Ranch, CO.

The next Regular South Metro Fire Rescue Board of Directors’ meeting will take place on June 5, 2023, at 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

ADJOURNMENT

Chair Albee adjourned the meeting at 8:18 p.m.

Attested by: _____ Date: _____

DRAFT

South Metro Fire Rescue Fire Protection District
Special Board of Directors' Meeting Minutes
May 15, 2023

Present:

Jim Albee, Chair	Bob Baker, Fire Chief
Renee Anderson, Vice Chair	Mike Dell'Orfano, Chief Govt. Affairs Officer
William Shriver, Treasurer (excused absence)	John Curtis, Deputy Chief – Emergency Services
Sue Roche, Secretary	Jon Adams, Deputy Chief - Internal Services
Kevin Leung	Kristin Eckman, Deputy Chief – Community Services
Rich Sokol	Dillon Miskimins, CFO Business Services
Bruce Stahlman	Camie Chapman, CHRO Employee Services
	Allison Ulmer, Legal Counsel

Others Present: SMFR Staff Members & Guests

MEETING CALL TO ORDER

Chair Albee called the Special Meeting of the South Metro Fire Rescue Fire Protection District to order at 6:02 p.m. at UC Health Hospital, 1500 Park Central Drive in Highlands Ranch and welcomed everyone to the meeting.

PLEDGE OF ALLEGIANCE

Chair Albee led the Pledge of Allegiance to the Flag of the United States of America.

OATH OF OFFICE

Assistant to the Fire Chief Andrews swore in the Oath of Office for Directors Sue Roche, Renee Anderson, Jim Albee and Bruce Stahlman prior to the start of the meeting and submitted to the County Clerks so that the Board Members were able to fully participate and vote in the meeting

ROLL CALL

Director Shriver's absence is excused. All of the other Board members were present in person.

PUBLIC COMMENT

N/A

ACTION ITEM

N/A

INFORMATION ITEMS

EMS Quarterly Update – Dr. Ben Usatch, Medical Director of the Emergency Department, introduced himself, provided a short personal bio & introduced Dr. Merle Taylor, Hospital President, Diversified Services and Metro Denver Community Hospitals, explaining that he is in charge of everything outside of Anschutz. Dr. Taylor provided an update on the expansion of the hospital & surrounding land.

EMS Operations Captain Pietrzyk and Dr. Apfelbaum provided an EMS first quarter update, including:

Call Overview

Cardiac Arrest

HANDTEVY

Blood alert

Public Health Program

Future Projects 2023

At Director Anderson's suggestion, Dr. Apfelbaum agreed it would be great if the HANDTEVY would be able to provide instructions on the administering of ketamine but because of the notoriety of its use now it is not like to be anytime soon.

Chief Curtis gave kudos to Captain Pietrzyk and Dr. Apfelbaum for taking the initiative to attend conferences with great connectivity and foresight and being a part of the forward movement in EMS initiatives.

The Board thanked Captain Pietrzyk and Dr. Apfelbaum for their work to keep SMFR as a front runner in EMS care.

DISCUSSION ITEMS

Station 15 Update – CFO Miskimins stated that Chief Milan was unable to make it tonight so John Sattler from Diversified Consulting Solutions assisted with the presentation & updated the Board on design, costs, timeline, and the procurement process for Station 15. Knowing that some board members are new to the process, Staff included several documents in the packet for informational purposes, including:

1. Owner's Representative's Activity Summary – A summary of activities related to the project.
2. RLB 200% Construction Documents Estimate – The final estimate of construction costs from RLB, our third-party cost estimator, based on the architects' final construction documents.
3. Detailed Project Timeline
4. Request for Proposal Document – Published on May 4, Bids Due June 6.
5. Contract Documents – Industry standard contracting documents, reviewed and edited by SMFR legal counsel, that the selected Contract will agree to.

Presentation Overview:

- Design Progress
- Program and Financials
- Timeline
- Contractor Procurement

At Director Stahlman's request, Mr. Sattler stated that some of the recent projects for SMFR have been completed under a Construction Manager/General Contractor (CMGC), which builds in layers of contingency close to 7% - 8%. For this project, the benefit of a third-party consultant doing interactive real time costs help drive the focus of value engineering and feels fairly comfortable with the 2.7% contingency.

At Director Sokol's request, Mr. Sattler explained the utility and services that are a direct cost to the owner & outlined the professional services breakdown. The chosen architect is the same that has been used for the last three or four station builds for SMFR and the budgeted amount for their services. CFO Miskimins explained the use of the third-party cost consultant RLB to provide real-time cost reports. Mr. Sattler walked through some of construction cost fluctuations, bid process, and explained what is believed to be the erosion of the CMGC process and how the third-party cost consultant & quality architects are able to do the cost benefit analysis and guide the process without the necessity of a GC.

At Director Stahlman's request, Mr. Sattler stated that the permits have already been submitted to the building department, SMFR for fire permit, Denver Water and Xcel Energy. The timeline to build in the appropriate intervals is 12-14 weeks, which is not overly aggressive but responsible. The completion timeframe of August 2024 includes 12-15 days of bad weather delays, which are dependent upon the state of the construction.

Chair Albee commented on his surprise when reviewing the detail from the cost estimator and does not know how the numbers are determined. He is confident in the process but would like to see comparisons that make it easier to rationalize.

CFO Miskimins stated that Staff will provide the Board with a detailed cost-breakdown for the project & will create a fact sheet to assist with explaining the design and costs associated with the project.

CFO Miskimins requested the Board reach out to him if more information is needed between now and the June 19th meeting.

Employee Total Compensation Preparation for 2024 Budget – CHRO Chapman introduced HR Generalist Autumn Regan who helped put together the information & reported that Staff is beginning to prepare the 2024 budget for employee compensation and benefits and provided an overview of the current philosophy for establishing our compensation and benefits program and discuss goals for the 2024 budget.

Reviewed:

- Compensation Philosophy
- Working Towards 2024
- Total Compensation Worksheet Sample

At Director Sokol's request, CHRO Chapman will send out the total compensation worksheet sample to the Board.

At Director Anderson's request, CHRO Chapman stated that Wellness, Facilities, Training are all very beneficial, it is tough to put a value on them.

At Director Stahlman's request, CHRO Chapman reviewed the rule of 75 in funding the RHS account balance to assist the retirees until they get to the age to qualify for Medicare coverage.

Chair Albee stated that it is interesting to see the quantitative numbers and then look at the qualitative information.

At Director Albee's request, CHRO Chapman stated that the Line has a separate set of vacation accruals from Staff.

At Director Sokol's request, appreciates looking at total compensation when setting the guidelines.

CHRO Chapman stated that we want to make some good data decisions. HR is pulling the data together now and will use that data to assist the Board with making decisions. The Staff survey is also important to determine what the employees really want.

Chair Albee clarified that there's a different benefit package on some things between Line and Staff. Thinks that is something that will probably continue to be appropriate when we invest resources that don't exist in every job.

At Director Leung's request, CHRO Chapman explained that there is a promotional percentage up to the Deputy Chief positions. All positions are working under the Chief, whether under the Working Agreement or not.

The Board stated they are interested in seeing the data. Common point of view, such as reason for education differential, will make it easier to decide and requested one or two work sessions to assist with the decision-making process.

Chief Baker stated that it is unusual for an organization to have this type of data from HR. The Board thanked them for the presentation.

Correspondence items in the Board's packet are summarized below as well as other information items that were communicated:

- Chief Baker:
 - Stated he received an email today that the Parker Rotarians are going to make the Fire Chief and Police Chief Honorary Rotarians.
 - Reminded that the Women's Conference starts tomorrow. 120 people signed up, 28 departments outside of SMFR and 10 outside of Colorado attending. Director Anderson is going to be speaking at the conference, as well as Chief Baker and Local President Dzengelewski.

- Informed that many of SMFR's employees have private businesses and one of our Captain's, who owns a private business, wrote a personal check for \$2,000 as a donation to the Women's Conference. Says a lot about our internal support.
- Director Anderson stated the concern over property taxes will continue as there is still lots of information to come down the pike, so not a whole lot that can be planned for at this time.
- Chair Albee gave a shout out for the reorganization of the Board web page.
- Local President Dzengelewski reminded that the hockey tournament is coming up this weekend & would love to see the Board members there.

EXECUTIVE SESSION (UPON MOTION)

N/A

NEXT MEETING

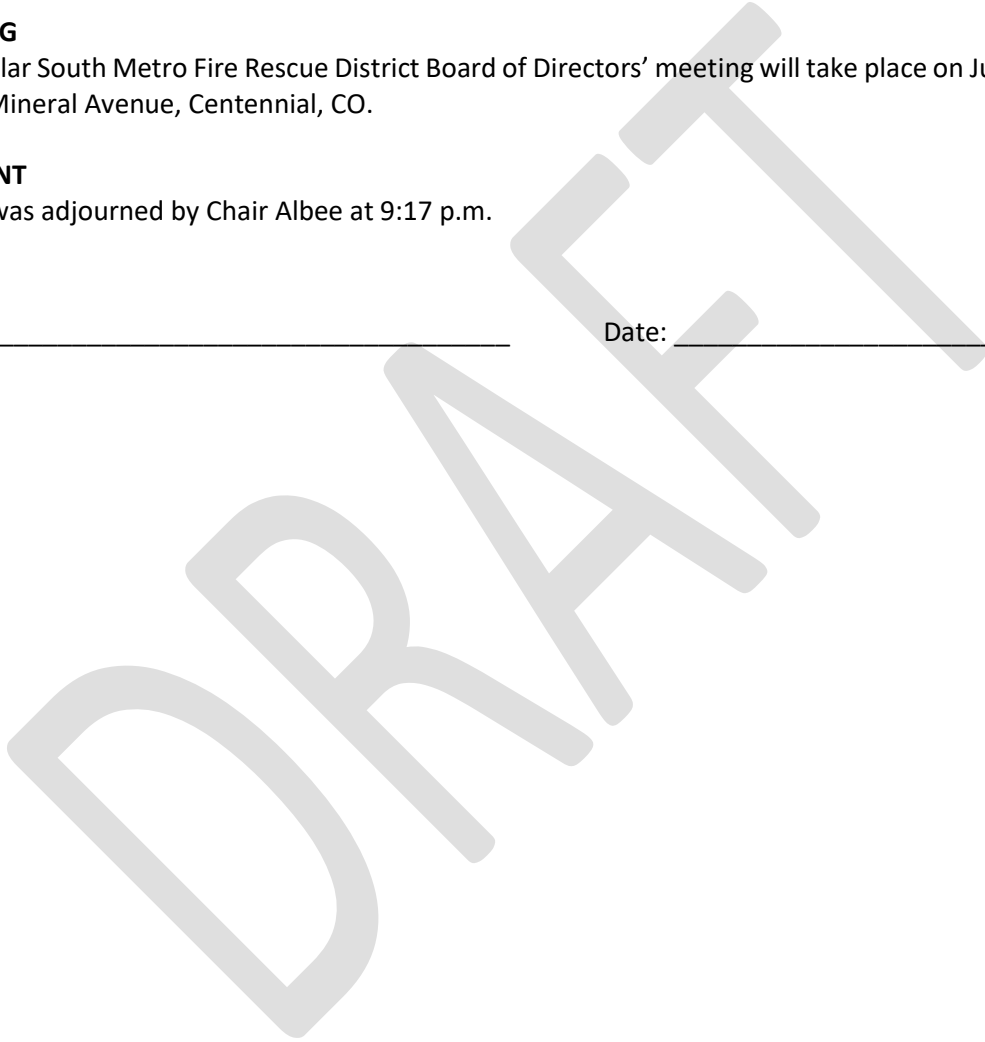
The next Regular South Metro Fire Rescue District Board of Directors' meeting will take place on June 5, 2023, at 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

ADJOURNMENT

The meeting was adjourned by Chair Albee at 9:17 p.m.

Attested by: _____

Date: _____



SOUTH METRO FIRE RESCUE

BOARD AGENDA

MEETING DATE: 6/5/2023

AGENDA ITEM TYPE: ACTION ITEM

SUBJECT: Election of Officers

BACKGROUND: Per the South Metro Fire Rescue district bylaws, the board shall elect officers at the first regular meeting after the election or “at such times as deemed appropriate” by the board. The positions include Chair/President, Vice-Chair/Vice-President, Secretary, and Treasurer.

RECOMMENDATION: N/A

SUBMITTED BY: Mike Dell’Orfano

APPROVED BY: Bob Baker



South Metro Fire Rescue

Monthly Financial Reports

For the Month Ending
April 30, 2023

April 2023 Financial Update

Executive Summary



1. Fund balance increased by approximately \$6.7 million compared to March bringing fund balance to a total of \$92.9 million.
2. Through April, the District has collected \$76.7 million in property and \$3.3 million in specific ownership tax revenue, which reflects 61.61% collection vs. 62.49% last year for property taxes, and 34.15% vs. 30.05% for specific ownership taxes.
3. As of April 30th, the District has expended \$52.9 million in the General Fund related to operations or 32.36% of the annual budget.
4. Ambulance transports have exceeded 2023 budget expectations by 415 transports, for total number of transports of 7,985 through April. The District's net revenue is \$715K over the year-to-date budgeted amount and \$1.1M more than the same period last year, though a large portion of this rise is due to increase in base fees. Total bad debt has increased in 2023 as compared to 2022. Through April this year, bad debt as a % of net revenue is at 24.5% as compared to 22.3% in 2022. Collections received as % of bad debt is at 6.12% through April this year as compared to 10.05% in 2022.
5. The District received first quarter excise taxes totaling \$148,412.
6. Through April, the District has billed approximately \$793k in Plan Review Fees or 34.46% of the total budgeted amount.
7. Through April, the District has expended \$6.8 million or 38.8% of our total budgeted expenditures in the Capital Fund. The schedule of expenditures from the capital projects fund is included on page 11.
8. The District placed in service both new ARFF units and Pierce KW Tender in the total amount of \$2.5 million. This amount was previously recorded in the prepaids account and has been expensed in the "vehicles and apparatus" line of the Capital Projects Fund.
9. The District invested \$25 million held in CSIP in a 6-months maturity at 5.29% interest rate.
10. Included at the end of the financial reports:
 - a. Schedule of taxes collected by month.
 - b. Schedule of capital outlay expenditures.
 - c. Schedule of Prepaid Capital Project Expenditures.

South Metro Fire Rescue
Balance Sheet
April 30, 2023



	General	Capital Projects	Building Rental	Self Insured Medical	Total	Prior Month Totals	Variance from Prior Month
Assets							
Checking	\$ 905,867	\$ 67,681	\$ 601,939	\$ 84,041	\$ 1,659,528	\$ 1,522,713	\$ 136,815
Money market	127,014	-	-	-	127,014	33,277	93,737
CSIP	24,958,753	9,256,948	17,955	3,181,579	37,415,235	39,980,226	(2,564,991)
Investments	21,839,146	-	-	-	21,839,146	21,651,622	187,524
Accounts receivable	29,762,147	178,184	-	-	29,940,331	14,356,831	15,583,500
Interest receivable	101,489	-	-	-	101,489	76,092	25,397
Leases receivable	432,278	-	2,311,245	-	2,743,523	2,743,523	-
Due from other funds	125,871	-	-	-	125,871	125,871	-
Prepays	2,910,353	6,190,139	-	28,578	9,129,070	11,910,424	(2,781,354)
Inventory	1,404,736	-	-	-	1,404,736	1,456,951	(52,215)
Total Assets	82,567,654	15,692,952	2,931,139	3,294,198	104,485,943	93,857,530	10,628,413
Liabilities							
Accounts payable - general	126,748	1,090,291	169,251	1,949,662	3,335,953	3,804,550	(468,597)
Accounts payable - payroll and benefits	5,407,723	-	-	-	5,407,723	30,449	5,377,274
Deferred revenue	44,336	-	-	-	44,336	1,044,311	(999,975)
Deferred leases	423,184	-	2,241,946	-	2,665,130	2,665,130	-
Due to other funds	-	-	-	125,871	125,871	125,871	-
Total Liabilities	6,001,991	1,090,291	2,411,197	2,075,533	11,579,013	7,670,311	3,908,702
Nonspendable:						Current Year Subtotals	
Prepaid Items	2,910,353	6,190,139	-	28,578	9,129,070		
Inventory	1,404,736	-	-	-	1,404,736		
						10,533,806	
Restricted:							
TABOR Reserve (3%)	4,823,573	-	-	-	4,823,573		
Excise Tax Reserve	-	1,571,582	-	-	1,571,582		
Self Insurance	-	-	-	1,190,087	1,190,087		
						7,585,242	
Committed:							
Capital Projects Reserve	-	6,840,940	-	-	6,840,940		
Operating Reserve (20%)	32,683,960	-	-	-	32,683,960		
						39,524,900	
Assigned:							
Building Rental	-	-	519,942	-	519,942		
JACC Projects	316,455	-	-	-	316,455		
						836,397	
Unassigned							
	34,426,586	-	-	-	34,426,586		
						34,426,586	
Fund Balances							
	<u>\$ 76,565,663</u>	<u>\$ 14,602,661</u>	<u>\$ 519,942</u>	<u>\$ 1,218,665</u>	<u>\$ 92,906,930</u>	<u>\$ 92,906,930</u>	

South Metro Fire Rescue FPD
Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget to Actual
General Fund
For the period ending April 30, 2023



	Current Period Actuals	YTD Actuals	Annual Budget	Annual Variance	33% % Received	PY Actual YTD	Variance CY to PY
Revenues							
Property tax	\$ 23,045,337	\$ 76,747,563	\$ 124,574,007	\$ (47,826,444)	61.61%	\$ 78,558,194	\$ (1,810,631)
Specific ownership tax	838,543	3,309,242	9,690,566	(6,381,324)	34.15%	3,211,656	97,586
Ambulance transport services	1,264,361	4,749,909	13,270,944	(8,521,035)	35.79%	3,859,855	890,054
Medicare/medicaid supplemental payment	-	-	7,368,878	(7,368,878)	0.00%	-	-
Investment income	160,657	325,645	-	325,645	0.00%	125,323	200,322
Mark to market	168,548	518,763	-	518,763	0.00%	(849,398)	1,368,161
Rental income	15,897	66,230	186,947	(120,717)	35.43%	72,787	(6,557)
Permit / Plan review	187,814	792,789	2,300,625	(1,507,836)	34.46%	786,652	6,137
Reimbursements	198,597	631,964	1,908,394	(1,276,430)	33.11%	436,563	195,401
Dispatch fees	30,801	78,490	133,092	(54,602)	58.97%	65,533	12,957
Miscellaneous	175,552	200,898	1,217,312	(1,016,414)	16.50%	33,378	167,520
Total Revenues	26,086,107	87,421,493	160,650,765	(73,229,272)	54.42%	86,300,543	1,120,950
Expenditures					% Used		
Salaries	10,247,358	29,030,572	90,951,268	61,920,696	31.92%	27,200,189	(1,830,383)
Overtime - minimum staffing	514,287	1,189,906	8,548,063	7,358,157	13.92%	2,298,070	1,108,164
Overtime - other	736,532	1,416,157	3,274,964	1,858,807	43.24%	761,842	(654,315)
Benefits	4,545,801	12,667,731	37,765,945	25,098,214	33.54%	12,785,950	118,219
Supplies	120,263	547,740	1,788,430	1,240,690	30.63%	552,071	4,331
Equipment	170,522	640,724	1,725,439	1,084,715	37.13%	649,575	8,851
Memberships and certifications	15,410	67,472	260,183	192,711	25.93%	69,998	2,526
Awards and recognition	3,081	66,179	136,091	69,912	48.63%	43,178	(23,001)
Uniforms	283,611	611,596	1,467,762	856,166	41.67%	533,331	(78,265)
Software maintenance	286,366	1,032,482	3,057,405	2,024,923	33.77%	851,283	(181,199)
Hardware maintenance	9,614	40,098	694,300	654,202	5.78%	61,464	21,366
Utilities	162,365	651,170	1,569,215	918,045	41.50%	521,703	(129,467)
Fuel	72,407	313,979	1,003,850	689,871	31.28%	274,494	(39,485)
Fleet supplies	67,715	291,846	590,000	298,154	49.47%	203,023	(88,823)
Physicals	6,700	252,593	300,908	48,315	83.94%	30,035	(222,558)
Bank and credit card fees	10,053	43,361	154,000	110,639	28.16%	52,964	9,603
Equipment lease	4,652	18,384	72,775	54,391	25.26%	18,166	(218)
Vehicle lease	39,265	153,387	420,000	266,613	36.52%	140,345	(13,042)
Audit	-	15,000	70,000	55,000	21.43%	24,500	9,500
Legal	6,326	70,270	250,000	179,730	28.11%	60,725	(9,545)
Professional services	274,420	1,373,575	4,012,210	2,638,635	34.23%	990,108	(383,467)
Insurance	79,547	329,101	854,732	525,631	38.50%	233,168	(95,933)
Seminars, conferences and travel	78,998	214,176	675,074	460,898	31.73%	174,119	(40,057)
Meeting expense	6,896	33,739	107,510	73,771	31.38%	23,264	(10,475)
Repairs and maintenance	76,905	514,097	1,276,756	762,659	40.27%	477,784	(36,313)
Outside rental	712	5,997	24,500	18,503	24.48%	13,970	7,973
Tuition assistance, EAP, and other programs	48,742	139,383	499,546	360,163	27.90%	146,498	7,115
Treasurer's fees	346,349	1,151,869	1,868,873	717,004	61.63%	1,177,593	25,724
Total Expenditures	18,214,897	52,882,584	163,419,799	110,537,215	32.36%	50,485,216	(2,397,368)

South Metro Fire Rescue FPD
Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget to Actual
General Fund
For the period ending April 30, 2023



	Current Period Actuals	YTD Actuals	Annual Budget	Annual Variance		PY Actual YTD	Variance CY to PY
Excess of Revenues Over (Under) Expenditures	7,871,210	34,538,909	(2,769,034)	37,307,943	33%	35,815,327	(1,276,418)
Other Financing Sources (Uses)							
Sale of assets	268	268	135,000	(134,732)	0.20%	-	268
Total Other Financing Sources (Uses)	268	268	135,000	(134,732)		(15,000,000)	15,000,268
Net Change in Fund Balances	7,871,478	34,539,177	(2,634,034)	37,173,211		20,815,327	13,723,850
Fund Balances - Beginning of Year	42,026,486	42,026,486	40,393,074	1,633,412			
Fund Balances - End of Year	<u>\$ 49,897,964</u>	<u>\$ 76,565,663</u>	<u>\$ 37,759,040</u>	<u>\$ 38,806,623</u>			

DRAFT

South Metro Fire Rescue FPD
Schedule of Expenditures - Budget to Actual - Salaries and Benefits
General Fund
For the period ending April 30, 2023



	Current Period Actuals	YTD Actuals	YTD Budget	YTD Variance	Annual Budget	Annual Variance	% Used	PY Actual YTD	Variance CY to PY
Expenditures									
Salaries	\$ 10,223,561	\$ 28,946,159	\$ 28,417,638	\$ (528,521)	\$ 88,619,403	\$ 59,673,244	32.66%	\$ 26,756,910	\$ (2,189,249)
Buyouts	23,796	84,413	365,556	281,143	2,331,865	2,247,452	3.62%	443,279	358,866
Overtime - Minimum Staffing	415,303	923,368	1,680,290	756,922	7,798,063	6,874,695	11.84%	2,019,586	1,096,218
Overtime - FLSA	98,984	266,538	245,192	(21,346)	750,000	483,462	35.54%	278,484	11,946
Overtime - Wildland Deployment	353,968	436,746	288,369	(148,377)	852,000	415,254	51.26%	84,491	(352,255)
Overtime - USAR Deployment & Training	-	-	-	-	184,764	184,764	0.00%	2,289	2,289
Overtime - Other	382,564	979,410	731,719	(247,691)	2,238,200	1,258,790	43.76%	675,063	(304,347)
Benefits	4,545,801	12,667,731	12,575,317	(92,414)	36,980,070	24,312,339	34.26%	11,337,783	(1,329,948)
HSA Contributions	-	-	-	-	785,875	785,875	0.00%	1,448,167	1,448,167
Total Expenditures	\$ 16,043,977	\$ 44,304,365	\$ 44,304,082	\$ (283)	\$ 140,540,240	\$ 96,235,875	31.52%	\$ 43,046,052	\$ (1,258,313)

South Metro Fire Rescue
Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget to Actual
Capital Projects Fund
For the period ending April 30, 2023



	Current Period Actuals	YTD Actuals	Annual Budget	Annual Variance		PY Actual YTD	Variance CY to PY
Revenues					% Received		
Excise tax	\$ -	\$ 148,412	\$ 480,000	\$ (331,588)	30.92%	\$ 151,545	\$ (3,133)
Investment income	30,236	134,814	-	134,814	0.00%	-	134,814
Total Revenues	<u>1,030,236</u>	<u>1,283,226</u>	<u>480,000</u>	<u>803,226</u>	<u>267.34%</u>	<u>151,545</u>	<u>1,131,681</u>
Expenditures					% Used		
Buildings and grounds	291,962	912,670	8,421,125	7,508,455	10.84%	879,929	(32,741)
Vehicles and apparatus	2,459,370	2,459,370	5,343,883	2,884,513	46.02%	1,699	(2,457,671)
Equipment	46,853	3,428,738	3,765,000	336,262	91.07%	59,637	(3,369,101)
Total Expenditures	<u>2,798,185</u>	<u>6,800,778</u>	<u>17,530,008</u>	<u>10,729,230</u>	<u>38.80%</u>	<u>941,265</u>	<u>(5,859,513)</u>
Excess of Revenues Over (Under) Expenditures	<u>(1,767,949)</u>	<u>(5,517,552)</u>	<u>(17,050,008)</u>	<u>11,532,456</u>		<u>(789,720)</u>	<u>(4,727,832)</u>
Other Financing Sources (Uses)							
Transfers from other funds	-	-	-	-		15,000,000	(15,000,000)
Sale of assets	(268)	-	-	-		1,615,053	(1,615,053)
Total Other Financing Sources (Uses)	<u>(268)</u>	<u>-</u>	<u>-</u>	<u>-</u>		<u>16,615,053</u>	<u>(16,615,053)</u>
Net Change in Fund Balances	<u>(1,768,217)</u>	<u>(5,517,552)</u>	<u>(17,050,008)</u>	<u>11,532,456</u>		<u>15,825,333</u>	<u>(21,342,885)</u>
Fund Balances - Beginning of Year		<u>20,120,213</u>	<u>21,439,782</u>	<u>(1,319,569)</u>			
Fund Balances - End of Year		<u>\$ 14,602,661</u>	<u>\$ 4,389,774</u>	<u>\$ 10,212,887</u>			

South Metro Fire Rescue
Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget to Actual
Building Rental Fund
For the period ending April 30, 2023



	Current Period Actuals	YTD Actuals	Annual Budget	Annual Variance		PY Actual YTD	Variance CY to PY
Revenues					% Received		
Rental income	\$ 56,364	\$ 225,460	\$ 651,542	\$ (426,082)	34.60%	\$ 251,528	\$ (26,068)
Total Revenues	<u>56,364</u>	<u>225,460</u>	<u>651,542</u>	<u>(426,082)</u>	<u>34.60%</u>	<u>251,528</u>	<u>(26,068)</u>
Expenditures					% Used		
Supplies	740	1,207	14,021	12,814	8.61%	4,516	3,309
Utilities	24,923	100,384	280,708	180,324	35.76%	86,254	(14,130)
Professional services	-	-	5,000	5,000	0.00%	700	700
Outside services	9,789	37,366	110,000	72,634	33.97%	35,682	(1,684)
Routine maintenance/Outside repairs	9,829	49,767	169,264	119,497	29.40%	43,753	(6,014)
Equipment	-	-	10,100	10,100	0.00%	5,578	5,578
Building and grounds	-	-	65,375	65,375	0.00%	-	-
Total Expenditures	<u>45,281</u>	<u>188,724</u>	<u>654,468</u>	<u>465,744</u>	<u>28.84%</u>	<u>176,483</u>	<u>(12,241)</u>
Net Change in Fund Balances	<u>11,083</u>	<u>36,736</u>	<u>(2,926)</u>	<u>39,662</u>		<u>75,045</u>	<u>(13,827)</u>
Fund Balances - Beginning of Year		<u>483,206</u>	<u>517,643</u>	<u>(34,437)</u>			
Fund Balances - End of Year		<u>\$ 519,942</u>	<u>\$ 514,717</u>	<u>\$ 5,225</u>			

South Metro Fire Rescue FPD
Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget to Actual
Self-Insured Medical Fund
For the period ending April 30, 2023



	Current Period Actuals	YTD Actuals	Annual Budget	Annual Variance		PY Actual YTD	Variance CY to PY
Revenues					% Received		
Medical premiums	\$ 1,641,949	\$ 5,606,901	\$ 16,004,600	\$ (10,397,699)	35.03%	\$ 4,679,010	\$ 927,891
Dental premiums	66,772	263,420	-	263,420	-	-	263,420
Miscellaneous revenue	-	530,951	600,000	(69,049)	88.49%	477,380	53,571
Stop loss refunds	611	9,439	50,000	(40,561)	18.88%	-	9,439
Net investment earnings	11,102	29,102	12,500	16,602	232.82%	1,445	27,657
Total Revenues	1,720,434	6,439,813	16,667,100	(10,227,287)	38.64%	5,157,835	1,281,978
Expenditures					% Used		
Medical payments	928,235	4,335,084	15,204,370	10,869,286	28.51%	4,138,394	(196,690)
Dental payments	81,410	240,110	-	(240,110)	0.00%	-	(240,110)
HSA contributions	375	508,250	-	(508,250)	0.00%	-	(508,250)
Stop loss insurance / admin fees	105,046	259,641	1,153,992	894,351	22.50%	352,989	93,348
Total Expenditures	1,115,066	5,343,085	16,358,362	11,015,277	32.66%	4,491,383	(851,702)
Excess of Revenues Over (Under) Expenditures	605,368	1,096,728	308,738	787,990		666,452	2,133,680
Net Change in Fund Balances	605,368	1,096,728	308,738	787,990		666,452	2,133,680
Fund Balances - Beginning of Year		121,937	1,389,326	(1,267,389)			
Fund Balances - End of Year		\$ 1,218,665	\$ 1,698,064	\$ (479,399)			

South Metro Fire Rescue
 Schedule of Property Tax Collections
 Arapahoe, Douglas, and Jefferson Counties
 2023



Month	Property Taxes			Interest	Specific Ownership	Treasurer's Fee	2023 Total	Percent Collected	2022 Collections	Percent Collected
	Current Year	PY Adj	TIF							
January	2,605,975	(41,404)	(17,407)	(1,251)	776,743	(38,200)	3,284,456	2.48%	2,516,732	1.87%
February	43,477,404	(53,001)	(174,860)	(6,628)	800,808	(648,711)	43,395,013	35.26%	41,279,156	32.55%
March	7,958,512	(26,681)	(26,312)	(2,652)	893,148	(118,609)	8,677,405	41.81%	11,543,921	41.13%
April	22,543,175	623,464	(121,302)	(2,388)	838,543	(346,349)	23,535,143	59.59%	25,261,144	59.90%
May	-	-	-	-	-	-	-	-	11,893,898	68.74%
June	-	-	-	-	-	-	-	-	33,072,505	93.32%
July	-	-	-	-	-	-	-	-	2,214,790	94.97%
August	-	-	-	-	-	-	-	-	1,468,874	96.06%
September	-	-	-	-	-	-	-	-	863,247	96.70%
October	-	-	-	-	-	-	-	-	860,425	97.34%
November	-	-	-	-	-	-	-	-	1,101,866	98.16%
December	-	-	-	-	-	-	-	-	663,530	98.65%
Total	76,585,067	502,377	(339,881)	(12,919)	3,309,242	(1,151,869)	78,892,017		132,740,087	
	sum of all Property Tax sub categories =		76,747,563							
Budget	125,392,957	-	(818,950)	-	9,690,566	(1,868,873)	132,395,700			

South Metro Fire Rescue
 Schedule of TIF Diverted By County
 2023

Month	Arapahoe County	Douglas County	2023 Total TIF
January	-	(17,407)	(17,407)
February	-	(174,860)	(174,860)
March	-	(26,312)	(26,312)
April	(7)	(121,295)	(121,302)
May	-	-	-
June	-	-	-
July	-	-	-
August	-	-	-
September	-	-	-
October	-	-	-
November	-	-	-
December	-	-	-
Total	(7)	(339,873)	(339,881)

South Metro Fire Rescue
 Excise Tax Collections
 2023

Quarter	Amount
Q1	148,411.63
Q2	-
Q3	-
Q4	-
Total	148,411.63

Year	Amount
2019	17,761.00
2020	347,055.96
2021	577,987.65
2022	480,364.98
Grand total	1,571,581.22

South Metro Fire Rescue
Capital Details
4/30/2023



Project	Expenses to Date
Buildings and Grounds - Capital Projects Fund	
Station 15 - New station build	\$ 459,789 *
Station 19 - New concrete	11,118 *
Station 33 - New generator	50,299
Station 35 - Remodel	6,415
Station 43 - Furnace replacement	26,259 *
JSF - First Floor Remodel	296,052 *
MHQ - Remodel	11,709
TJTC - Design fees	26,734 *
Sleep Initiative	24,294 *
Total Buildings and Grounds	912,670
Vehicle and Apparatus - Capital Projects Fund	
2 Oshkosh Stricker ARFF Units	2,004,647 *
Pierce KW Tender	454,723 *
Total Vehicle and Apparatus	2,459,370
Leases - Capital Projects Fund	
Ambulance pram lease	54,945 *
Warehouse lease	150,060 *
Total Lease	205,005
Total Capital Purchases	\$ 3,577,045

**Current period expenses.*

South Metro Fire Rescue
Prepaid Capital Project Expenses Schedule

As of 4/30/23

Anticipated In Service (Budget Year)

Description	Board Approved	Original Budgeted Year	Anticipated In Service (Budget Year)		Total
			2023	2024	
AEV Ambulance Purchase - Eight Units*	9/13/2021	2022	\$ 21,724	\$ -	\$ 21,724
2023 Freightliner M2 Hazmat	11/1/2021	2023	753,287	-	753,287
Heavy Rescue - Tiller Unit# 3395	1/24/2022	2024	-	1,700,075	1,700,075
Type I Fire Engine Purchase - Four Units# 3391, 3392, 3393, 3394	4/4/2022	2024	-	3,357,446	3,357,446
Type 6 Brush Engine - Two Units# 2280, 2281	12/6/2021	2021	146,891	-	146,891
Type 3 Brush Engine Unit #2282	12/6/2021	2022	6,121	-	6,121
Dive Unit	12/5/2022	2023	-	6,121	6,121
2023 BC vehicles - Three Units	12/5/2022	2023	41,951	-	41,951
2023 AEV Medics - Five Units	1/10/2022	2023	62,482	-	62,482
Support Services Unit-2023 Ram 5500	12/5/2023	2023	72,782	-	72,782
Total			\$ 1,105,238.00	\$ 5,063,642.00	\$ 6,168,880.00

Original Budgeted Year: The year the Board can expect the purchase to be included in the budget.

Anticipated in Service (Budget Year): Cost of the purchase in the anticipated budget year the purchase will go into service.

* Added to CIP in 2022

BOARD OF DIRECTORS AGENDA ITEM

STAFF REPORT



Meeting Date: 6/5/2023
Agenda Item Type: Action Item
Agenda Item: Castle Pines URA
Submitted By: Mike Dell'Orfano
Approved: Bob Baker

SUMMARY:

The City of Castle Pines has begun the process of creating an urban renewal authority (URA). An initial step is to appoint a commissioner to the URA that represents special districts. Contingent on agreement from the other special districts that SMFR will be the representative, staff requests the board select which SMFR board member will be appointed.

BACKGROUND:

During the February 6, 2023 board meeting, the city manager and mayor of Castle Pines expressed the city's desire to establish a URA and provided an overview of the boundaries, desired intent, estimated financial impact, and key processes. On May 9, 2023, the city council adopted Resolution No. 23-26 creating the URA. One commissioner of the URA is required to be a representative of the special districts levying a mill levy within the boundaries of the URA. The SMFR board has previously expressed interest in being the special district representative. Staff has reached out to the special districts expressing our interest and is waiting to hear back on their level of support. The city has asked for the selection to occur by June 19th.

Below is a list of the special districts that are within the URA boundary (city boundaries); the red highlighted ones overlap the commercial district/study area where projects will occur:

Mile High Flood District
Cedar Hill Cemetery Association
South Metro Fire Rescue Fire Protection District
Castle Pines Metro District
Parker Water & Sanitation District
Castle Rock Fire Protection District
Castle Pines North Metro District
Douglas County Soil Conservation District
Cherry Creek Basin Water Quality Authority
Douglas Public Library District
Hidden Pointe Metro District
Canyons Metro District
North Pine Vistas Metro District
Castle Pines Town Center Metro District

COST:

There are no costs associated with a board member serving on the commission. There is no compensation to board members other than expenses.

STRATEGIC INITIATIVE:

Two key focus areas of the strategic plan are to be a strong, regional partner and provide strategic, sustainable fiscal stewardship. As a member of the URA commission, SMFR is able to be a good partner while also providing oversight of the financial and service impacts of the URA.

RECOMMENDED ACTION/MOTION:

Staff recommends a board member be appointed to serve on the URA commission. A potential motion:

MOTION: I move to appoint [insert name] as a Commissioner to the City of Castle Pines Urban Renewal Authority, contingent on the other special districts in the city agreeing to South Metro Fire Rescue's representation.

ALTERNATIVE OPTIONS:

The board could choose not to appoint an SMFR board member to the commission and rely on another special district to provide that representation. Staff would work with the other special districts to make an alternate appointment.

ATTACHMENTS:

N/A



7437 Village Square Dr., Ste. 200 • Castle Pines, CO 80108
303-705-0200 • castlepinesco.gov

May 19, 2023

South Metro Fire Rescue Fire Protection District
9195 E MINERAL AVE,
CENTENNIAL, CO 80112

Re: Designation of Urban Renewal Authority Commissioners

Dear Entity:

The City Council of Castle Pines ("City" or "Castle Pines") has created an Urban Renewal Authority ("URA") to address blighted areas of the City and has adopted Resolution No. 23-26 to memorialize this decision, a copy of which is attached with this letter. Per Resolution No. 23-26 and the Colorado Urban Renewal Law, the URA is comprised of the members of the City Council, including the Mayor, and a commissioner appointed by the Mayor and approved by the City Council.

In accordance with the Colorado Urban Renewal Law, Resolution No. 23-26 also established commissioner seats on the URA to be filled as follows:

- One commissioner must be appointed by the Douglas County Board of County Commissioners (the "County");
- **One commissioner must be appointed by agreement of the special districts levying a mill within the boundaries of the URA (which boundaries are coterminous with those of the City) (the "Special Districts"). This commissioner must be a board member of one of the Special Districts; and**
- One commissioner must be appointed by the Douglas County School District Board of Education (the "BOE"). This commissioner must be an elected member of the BOE.

See C.R.S. §§ 31-25-104(2), 31-25-104(2.5), and 31-25-115(1.5).

Per Resolution No. 23-26, the terms of office of the commissioners appointed by the BOE, the Special Districts, and the County shall continue until such commissioners are replaced by their respective appointing parties or until such commissioners become ineligible to serve under the Urban Renewal Law.

URA meetings will generally be held, as needed, at 5:30 P.M. on the first Tuesday of each month. It is important that the individual appointed by your agency be available to attend these meetings. It is anticipated the first meeting of the URA will be held on September 5, 2023.

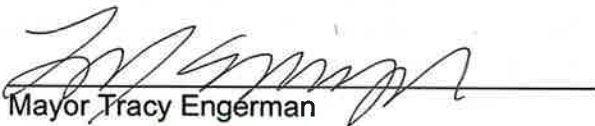
The City of Castle Pines respectfully requests that your URA Commissioner appointment be made by June 19, 2023, and that you send his or her name and contact information by U.S. Mail, fax, or e-mail to:

City of Castle Pines
Community Development Department
Attn: Samuel L. Bishop, AICP, Director
7437 Village Square Dr. Ste. 200
Castle Pines, CO 80108

E-mail: sam@castlepinesco.gov
Phone: 303.705.0225

Should you have any questions, please contact Mr. Bishop using the contact information above. Your cooperation and participation are much appreciated during the URA's public improvement process within the City of Castle Pines.

Regards,


Mayor Tracy Engerman

RESOLUTION NO. 23-26

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF CASTLE PINES, COLORADO
CREATING THE CASTLE PINES URBAN RENEWAL AUTHORITY, DESIGNATING
THE CITY COUNCIL AS THE AUTHORITY, AND PROVIDING FOR THE
APPOINTMENT OF ADDITIONAL COMMISSIONERS BY AFFECTED TAXING
ENTITIES AND THE MAYOR OF THE CITY OF CASTLE PINES**

WHEREAS, a petition with the signatures of at least twenty five (25) registered electors within the City of Castle Pines (“City”) was filed with the City Clerk setting forth that there is a need for an urban renewal authority to function in the City; and

WHEREAS, Part 1 of Article 25 of Title 31, Colorado Revised Statutes (the “Urban Renewal Law”) provides for the creation and operation of an urban renewal authority to function in the City; and

WHEREAS, during the hearing before City Council on May 9, 2023, City Council was presented with a document entitled Castle Pines West Commercial District Conditions Survey (January 2023) prepared by Ricker Cunningham LLC and incorporated herein by this reference (the “Conditions Survey”), which Conditions Survey shows that more than four of the conditions of blight set forth in Section 31-25-103(3) of the Urban Renewal Law exist within the City; and

WHEREAS, during the hearing before City Council on May 9, 2023, a full opportunity to be heard was granted to all residents and taxpayers of the City and to all other interested persons at a public hearing held before the City Council on the issue of whether the City Council should find that one or more slum or blighted areas exist in the City, and that the acquisition, clearance, rehabilitation, conservation, development, or redevelopment, or a combination thereof of such area is necessary in the interest of the public health, safety, morals, or welfare of the residents of the City, and whether the City Council should declare it to be in the public interest that an urban renewal authority for the City be created; and

WHEREAS, pursuant to Section 31-25-104(l)(a) of the Urban Renewal Law, on April 27, 2023, notice of a hearing to consider the creation of an urban renewal authority in the City was duly published in *The Douglas County News-Press*, a newspaper having a general circulation in the City, which publication occurred at least ten days preceding the date of the hearing, and a copy of the proof of publication of the notice is attached hereto as **Exhibit A** and incorporated herein; and

WHEREAS, in accordance with Section 31-25-104(2.5) and Section 31-25-115(1) of the Urban Renewal Law, the City Council is desirous of creating an urban renewal authority to be named the Castle Pines Urban Renewal Authority (the “Authority”) and designating the City Council, including the Mayor, such authority; and

WHEREAS, the Board of County Commissioners of Douglas County (the “County”), the Douglas County School District RE-1 (the “School District”), and those special districts levying

a mill levy within the boundaries of the Authority (the “Special Districts”) have been notified of their rights to appoint additional commissioners to the Authority; and

WHEREAS, the Mayor has been notified of her right to appoint an additional commissioner to the Authority, subject to the approval of such appointment by the City Council; and

WHEREAS, during the hearing of City Council on May 9, 2023, the Mayor communicated to City Council that she designated herself as the chairperson of the Authority for the first year of the Authority in accordance with Section 31-25-104(2)(a)(I) of the Urban Renewal Law; and

WHEREAS, by passage of this Resolution the City Council desires to approve the Mayor’s designation of herself as the initial chairperson of the Authority in accordance with Section 31-25-104(2)(a)(IV) of the Urban Renewal Law.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CASTLE PINES, COLORADO:

Section 1. The foregoing recitals are incorporated herein by reference.

Section 2. Pursuant to Sections 31-25-104(1)(b) of the Urban Renewal Law and based upon evidence presented at the public hearing of May 9, 2023, the City Council hereby declares it to be in the public interest that an urban renewal authority for the City be created, and such urban renewal authority is hereby created to exercise the powers provided in the Urban Renewal Law.

Section 3. In particular, based on the Conditions Survey and other evidence and testimony presented to City Council at the May 9th, 2023 public hearing, City Council finds and declares that there are one or more blighted areas (the “Blighted Area”), as such term is defined in the Urban Renewal Law, existing within the boundaries of the City.

Section 4. The City Council finds that the acquisition, clearance, rehabilitation, conservation, development, or redevelopment, or a combination thereof, of the Blighted Area is necessary to protect the public health, safety, morals, or welfare of the residents of the City.

Section 5. The urban renewal authority for the City shall be known as the Castle Pines Urban Renewal Authority and shall have all the powers necessary and convenient to carry out and effectuate the provisions of the Urban Renewal Law.

Section 6. In accordance with Section 31-25-104(1)(b) of the Urban Renewal Law, the boundaries of the Authority shall be coterminous with those of the City.

Section 7. The Authority shall consist of eleven (11) commissioners, as follows:

- (a) Pursuant to Section 31-25-104(2.5) and Section 31-25-115(1) of the Urban Renewal Law, the City Council hereby appoints itself as the Authority. The terms of office of each member of City Council serving as a commissioner, including the Mayor, shall be coterminous with their terms as a member of City Council.
- (b) One additional commissioner of the Authority shall be appointed *by each* of the School District, the Special Districts, and the County in accordance with Sections 31-25-104(2), 31-25-104(2.5), and 31-25-115(1.5) of the Urban Renewal Law. Per said Sections, the commissioner representing the School District and the commissioner representing the Special Districts shall be an elected member of the board of education of the School District and a board member of one of the Special Districts, respectively. The terms of office of the commissioners appointed by the School District, the Special Districts, and the County shall continue until such commissioners are replaced by their respective appointing parties or until such commissioners become ineligible to serve under the Urban Renewal Law. If a vacancy occurs on any of these three (3) seats, it shall be filled in accordance with the Urban Renewal Law.
- (c) One additional commissioner of the Authority shall be appointed by the Mayor subject to approval of the appointment by the City Council in accordance with Sections 31-25-104(2.5) and 31-25-104(2)(a)(IV) of the Urban Renewal Law, respectively. The term of office of the commissioner appointed by the Mayor and their successors shall be five (5) years in accordance with Section 31-25-104(2)(b) of the Urban Renewal Law; the initial five-year term shall commence on the date the appointment is approved by the City Council. If a vacancy occurs in this seat, it shall be filled in accordance with the Urban Renewal Law.

Section 8. Notice is hereby given to the Mayor of the enactment of this Resolution in compliance with Section 31-25-104(1)(b) of the Urban Renewal Law.

Section 9. Pursuant to Section 31-25-104(2)(a)(IV) of the Urban Renewal Law, City Council hereby approves the Mayor's designation of herself as the chairperson of the Authority for the first year, commencing on the date of filing of the certificate described in Section 10 of this Resolution.

Section 10. A certified copy of this Resolution shall be filed in the records of the City. A copy of this Resolution along with the certificate attached hereto as **Exhibit B** shall be filed with the Colorado Division of Local Government in the Department of Local Affairs pursuant to Section 31-25-104(1)(b) of the Urban Renewal Law. Upon the filing of such certificate, the commissioners and their successors are constituted as the Castle Pines Urban Renewal Authority, which shall be an urban renewal authority pursuant to the Urban Renewal Law and a body corporate and politic.

Section 11. The officers, employees, and agents of the City are hereby directed to perform, or cause to be performed, such other actions as required or contemplated by the Urban Renewal Law, including presentation of urban renewal plan(s) to Planning

Commission and City Council pursuant to Section 31-25-107 of the Urban Renewal Law for the Authority to consider undertaking future urban renewal projects.

Section 12. If any part, section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.

Section 13. All actions taken by the City's officers, employees, and agents in furtherance of the creation of the Authority are hereby ratified and confirmed.

Section 14. All prior resolutions or any parts thereof, to the extent they are inconsistent with this Resolution, are hereby rescinded.

Section 15. Effective Date. This Resolution shall take effect and be enforced immediately upon its approval by the City Council.

INTRODUCED, READ, AND ADOPTED AT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF CASTLE PINES BY A VOTE OF ___ IN FAVOR AND ___ AGAINST THIS ___ DAY OF _____, 2023.

Tracy Engerman, Mayor

ATTEST:

APPROVED AS TO FORM:

Tobi Duffey, MMC, City Clerk

Linda C. Michow, City Attorney

EXHIBIT A
PROOF OF PUBLICATION

(See attached.)

EXHIBIT B

**CERTIFICATE OF
THE COMMISSIONERS OF THE
CASTLE PINES URBAN RENEWAL AUTHORITY
OF THE CITY OF CASTLE PINES, COLORADO**

(See attached.)

BOARD OF DIRECTORS AGENDA ITEM

STAFF REPORT



Meeting Date: 6/5/2023

Agenda Item Type: Action Item

Agenda Item: Lobbyist Selection Process

Submitted By: Mike Dell'Orfano

Approved: Bob Baker

SUMMARY:

Staff will begin the process of selecting a lobbyist to assist the organization on a contractual basis in navigating, tracking, and crafting legislation, providing updates to the board, and building relationships with state representatives and senators. This action item is to gauge the board's interest in participating in the selection process and appoint board members as applicable.

BACKGROUND:

During the March 6, 2023 board meeting, the board expressed interest in contracting with a legislative lobbyist. Examples of future legislation to be pursued by staff include clean-up in election laws, firearms, service plans, and monitoring the need for November elections. Staff recommended waiting until the end of the 2023 legislative session to begin soliciting lobbyists. The initial steps of the selection process will include a Request for Proposals.

COST:

Staff has not received formal costs, but discussions with one lobbyist and the City of Lone Tree have indicated establishing a monthly retainer with total costs ranging from \$30 - \$50k annually. The board may need to appropriate funds through a budget amendment depending on the status of the budget later in the year.

STRATEGIC INITIATIVE:

The ability to successfully track and influence legislation that impacts our employees, infrastructure, funding, services, and other aspects of the fire service is a strategy behind all of our strategic initiatives. A key focus area of our strategic plan is also to be a strong, regional partner which includes collaborating with our industry organizations and building relationship with our community representatives. A lobbyist provides an additional resource to strengthen these efforts.

RECOMMENDED ACTION/MOTION:

Staff would appreciate direction from the board on their desired participation in the selection process.

A potential motion:

MOTION: I move to appoint [insert name(s)] to assist staff in the selection of a contract lobbyist and report to the board on the results of the selection process.

ALTERNATIVE OPTIONS:

The board could direct staff to conduct the process without board participation, appoint one or two board members to participate, just receive a report on the results, or other board suggestions. The board could also reconsider whether to contract with a lobbyist.

ATTACHMENTS:

N/A



Talking Points for Costs for Station 15 Rebuild

Below are talking points related to the costs for the construction of Station 15:

Project Budget is \$10.2 million which includes \$280,000 in project contingency. Construction costs and Utilities are \$8.6 million (83%) of the total project budget.

1. \$1.6 million (17%) of the total project budget are for soft costs, things like professional services (architects, engineers, etc.), entitlements (permit fees, tap fees, etc.), and bonds and insurance.
2. The \$8.6 million construction costs include some larger items listed below, some specifically related to being a fire station:
 - a. \$410,000 to demo the existing building and prepare the site for construction. This includes \$90,000 for import fill, alone.
 - b. Apparatus bay doors are \$35,000 each for a total of \$105,000.
 - c. ADA required elevator for \$112,000.
 - d. \$71,000 for Fire Suppression System plus \$72,000 for fire detection and security.
 - e. \$90,000 for vehicle exhaust system to mitigate exhaust fumes inside the apparatus bay.
 - f. \$246,000 for heating, ventilating, and air conditioning terminal and package units.
 - g. \$100,000 for a generator supporting critical infrastructure.
 - h. \$225,000 for first-in alerting system to notify firefighters of a call.
 - i. \$90,000 for 8 inch concrete paving for apparatus apron and bays

The cost for many of these items is higher than what is listed above, but included in the costs of the various trade categories. For example, the \$100,000 cost for the generator represents the cost of the equipment – but doesn't account for the electrical, concrete and site work that is required for it to be operational. Those costs are included under their respective trade category.

3. The building is a mixed occupancy which triggers requirements for fire separations, fire detection, and fire sprinklers. The station is designed to purposefully protect firefighter health including a clean corridor with related shower and decontamination facilities as an example. There are three offices, a wellness facility, seven bedrooms, and six bathrooms in addition to a three bay apparatus and support space.
4. Utility services are substantial and include a 2" water service, 800 amp electrical service, and substantial storm water management systems. Structural steel and masonry coupled with durable finishes enhance performance and reduce life cycle costs.

I hope this provides some more information that you can relay to your constituents.

SMFR BOARD OF DIRECTORS ELECTION

05/02/2023

COST SUMMARY

Ballot Printing & Postage	1 Vision	\$346,351.35
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(228,500 ballots, secrecy sleeves, envelopes printed & postage)

Magnetic Ballot Box Signage	FastSigns	\$858.90
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Election Oversight	CRS of Colorado	\$114,784.50
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(board candidate orientation, ballot creation/certification, coordination with printer for election material accuracy, review of eligible elector list, self-nomination review, pro-rata counting equipment rental, ballot programming, returned ballot processing & scanning into pollbook, coordination of ballot box pickups for 15 ballot box locations, election judge expenses, responding to questions about candidates & voting locations, postage reimbursement for undeliverable ballots)

Ballot Collection & Sorting	Douglas County Elections	\$1,354.65
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Election Oversight	Collins Cole Flynn Winn Ulmer	\$30,031.00
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(voter list review, publications, responding to questions about candidates & voting locations, certification of election results, filing with State & Counties)

TOTAL:		\$493,380.40
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4-21-23

Dear South Metro Fire Rescue,

Thank you for your bravery & hard work to help put out the fast moving fire March 30 near Simla. We so appreciate all that you did to help. God Bless you.

With Deepest Appreciation,
Tim & Mary Ann Sheridan



Mary Ann Sheridan
34000 County Road 94
Simla, CO 80823 PM

DIANA J. WILSON
1472 Laurenwood Way
Highlands Ranch CO 80129

May 15, 2023

South Metro Fire Rescue
9195 E. Mineral Avenue
Centennial CO 80112

Re: Randall Ferris

I would like to extend my thanks to the responders of South Metro Fire Rescue who responded to my call for help on April 22, 2023.

I appreciate South Metro's quick response and the compassion and kindness they extended to me during this traumatic experience.

Sincerely,



Diana Wilson



We are so grateful!

On behalf of all the employees and volunteers at Dinosaur Ridge, we greatly appreciate your hard work on the Hogback Fire March 31, 2023, and all the mop up in the days following. We are planning a special Firefighters & Families Appreciation Day this fall- will be in touch!

*Peg O'Keefe
Volunteer*

*Lilly Pruden
Marta P*

ERIN LaCOUNT

Thank you!!
Alyce

*4
M
M*

Thank You!
Kaitlin

Thank you! -kat

Meagan Plowman

Dana

Thank You!
Finn

THANK YOU!

Karen Eberhardt

Jill Daniels

*Paul
Don Archuleta*

Frankie?

Don Jones

Pete Madrone

Samir

Thank You!
Katie

INDIAN RIDGE ELEMENTARY

2022-2023



THANK YOU

DEAR GENEROUS DONOR,

INDIAN RIDGE ELEMENTARY'S PTO, STUDENTS, AND FACULTY WOULD LIKE TO SEND A HEARTFELT THANK YOU FOR YOUR DONATION TO OUR ONLINE AUCTION WHICH HELPED RAISE OVER \$12K!

YOUR SUPPORT HELPS ENRICH LEARNING & EDUCATIONAL PROGRAMMING FOR OVER 350 CHILDREN. YOU ARE CONTRIBUTING TO OUR TEACHERS, CLASSROOMS, STEM PROGRAMS, AUTHOR VISITS, GRANTS AND MUCH MORE.

WE ARE VERY PRIVILEGED TO HAVE YOU IN OUR COMMUNITY AND APPRECIATE YOUR ROLE IN OUR SUCCESS.

Indian Ridge Elementary School



Dear South Metro Fire Rescue,

A huge thanks for the beautiful bouquet of flowers and the kind sentiments. It was a long stay in bed, but the flowers brightened the room and my spirits 😊

Also want to thank you for your flexibility and accommodations in allowing Bob to be home with me. We couldn't have done it without your support.

I am now pain-free! Completely changed my life and I'm so grateful. All up from here!

Patty McInnis-Cole



THANK YOU



CHIEF BAKER,

THANK YOU FOR YOUR PARTICIPATION
AS A SPEAKER AT THE PARKER NATIONAL
DAY OF PRAYER. YOUR INTRODUCTION
AND PRAYER FOR GOVERNMENT WAS VERY
WELL RECEIVED AND WAS KEY TO THE
SUCCESS OF THIS INAUGURAL EVENT.
YOUR FAITHFUL SERVICE AND WILLINGNESS
TO GIVE BACK TO OUR COMMUNITY ARE
RECOGNIZED AND GREATLY APPRECIATED.

SINCERELY,

MARCELLA T. SHADLE

PRAYER PASTOR

SOUTHEAST CHRISTIAN CHURCH

PARKER, COLORADO