

**TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS**

16055 Old Forest Point, Suite 103
Monument, CO 80132
(719) 484-0911



Dr. John Hildebrandt, President

Roger Lance, Vice- President
Jason Buckingham, Treasurer
Michael Smaldino, Secretary

Thomas Tharnish, Director
Terri Hayes, Director
Tom Kelly, Director

MEETING MINUTES

Meeting Date/Time: December 4, 2019 6:30P

LOCATION: Station 1, 18650 Hwy 105, Monument, CO 80132

- I. Call to Order** (Hildebrandt, 6:31P)
- II. Pledge of Allegiance**
- III. Roll Call** – Present: Lance, Hayes, Kelly, Hildebrandt
Absent: Smaldino, Buckingham, excused
Tharnish, excused
- IV. Approval of Agenda**
 - i. Agenda read and approved. (Lance: 4-0).
- V. Approval of Minutes**
 - i. Regular meeting – November 20, 2019. Minutes read and approved.
(Kelly: 3-0, Hayes abstain).
- VI. Financial Report** – None
- VII. Items not on the Agenda – Board/Citizen/Staff Comment**
(Individuals will be kept to a 3-minute time limit)
 - Director Hayes welcomed Director Kelly
- VIII. PROMOTION** - Lieutenant Mike Smith
- IX. Old Business**
 - i. **RESOLUTION 2019-06 Final Budget Approval** (Roll call vote)
MOTION: to approve Resolution 2019-06 summarizing expenditures and revenues for each fund adopting a budget for 2020. (Kelly: Ayes: Kelly, Hayes, Lance, Hildebrandt, Nays: None).
 - ii. **RESOLUTION 2019-07, 2020 Budget Appropriations** (Roll call vote)
MOTION: to approve Resolution 2019-07 appropriating sums of money to the various funds in the amount and for the purpose as set forth below, for the Tri-Lakes Monument Fire Protection District 2020 budget year. (Lance: Ayes: Kelly, Hayes, Lance, Hildebrandt, Nays: None).
 - iii. **RESOLUTION 2019-08, 2020 Property Tax Levy** (Roll call vote)
MOTION: to approve Resolution 2019-08 levying property taxes for the year

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2020, to help defray the costs of government for the Tri-Lakes Monument Fire Protection District 2020 budget year. (Lance: Ayes: Kelly, Hayes, Lance, Hildebrandt).

iv. 2020 Wage Schedule

MOTION: to approve 2020 Wage Schedule. (Lance: 4-0).

X. New Business

i. 2020 Fee Schedule

MOTION: to approve the 2020 TLMFPD Fee Schedule. (Hayes: 4-0).

ii. 2020 Board of Directors Meeting Schedule

MOTION: to approve 2020 Board of Directors' Meeting Schedule. (Hayes: 4-0).

XI. Chief's Report

i. Station 1 remodel update

ii. Station 1 annexation

iii. Engine 5

iv. 2020 Board Election-

i. Director Hayes, Buckingham, Lance and Tharnish seats are up=3-year terms.

ii. Director Kelly seat= 2-year term.

iii. January 1st self-nomination forms will be available. Public Notice and form will go on website.

iv. January, the Board will need to elect a "designated election official."

XII. Future Agenda Items

i. Investment Policy review

ii. Board Self Nomination

XIII. Adjournment

MOTION: to adjourn. (Hayes: 4-0, 6:57P)

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2019 CALL VOLUME (as of 11/29/19)

	<u>2018</u>	<u>2018 YTD</u>	<u>2019</u>	<u>YTD</u>	<u>2019 DAILY AVG (month/yr)</u>
Jan	168	168	232	232	7.5/7.5 (+38.1%)
Feb	186	354	215	447	7.7/7.6 (+26.3%)
Mar	217	571	332	779	10.7/8.7 (+36.4%)
Apr	222	793	248	1027	8.3/8.6 (+29.5%)
May	217	1010	290	1317	9.4/8.7 (+30.3%)
Jun	246	1256	215	1532	7.2/8.5 (+22.0%)
July	228	1484	282	1814	9.1/8.6 (+22.2%)
Aug	221	1705	249	2063	8.0/8.5 (+21.0%)
Sep	201	1906	240	2303	8.0/8.4 (+20.8%)
Oct	176	2082	259	2562	8.4/8.4 (+23.1%)
Nov	216	2298	226	2788	7.8/8.4 (+21.3%)
Dec	221	2519			

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2019 FINAL CALL VOLUME

	<u>2018</u>	<u>2018 YTD</u>	<u>2019</u>	<u>YTD</u>	<u>2019 DAILY AVG (month/yr)</u>
Jan	168	168	232	232	7.5/7.5 (+38.1%)
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MEETING AGENDA

Meeting Date/Time: January 22, 2020 6:30P

LOCATION: Station 1, 18650 Hwy 105, Monument, CO 80132

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Approval of Agenda**
- V. Approval of Minutes**
 - i. Regular meeting – December 4, 2019
- VI. Financial Report**
 - i. 2019 Finances Summary
- VII. Items not on the Agenda – Board/Citizen/Staff Comment**

(Individuals will be kept to a 3-minute time limit)
- VIII. Old Business**
 - i. Investment Policy
- IX. New Business**
 - i. 2020 Regular Election
RESOLUTION 2020-01: A RESOLUTION CALLING FOR THE 2020 REGULAR DISTRICT ELECTION AND APPOINTING A DESIGNATED ELECTION OFFICIAL, SETTING THE PRECINCT AND POLLING PLACE LOCATION, DELEGATING TO THE DESIGNATED ELECTION OFFICIAL THE AUTHORITY TO APPOINT JUDGES OF ELECTION FOR THE REGULAR ELECTION, AND SETTING THE COMPENSATION OF THE APPOINTED ELECTION JUDGES.
- X. Chief's Report**
- XI. Future Agenda Items**
- XII. Adjournment**

Tri-Lakes Monument Fire Protection District

Treasurer's Report

December 31, 2019

December's report represents 100% of the year so when reading through the spreadsheets compare the % of budget to 100%.

REVENUES

1. Property Taxes received were \$7,920,891 (**99.82%**) of the budget with the budgeted revenue of \$7,935,379.
2. Specific Ownership Taxes received were \$957,948 (**127.7%**), (**+27.7%**) of the budget with the budgeted revenue of \$750,000. Two months ago **+20.4%**.
3. Ambulance Revenues ytd were \$945,045 (**118.1%**) (**+18.1%**) of the budget with a projected revenue of \$800,000. Two months ago **+18.7%**
4. Impact Fees are at \$124,593 or 83.0% of expected revenue of \$150,000

Specific Ownership Taxes and Ambulance Revenues continued to perform above expectations, surpassing projected budget numbers for the year.

Whereas Impact Fees and Property Taxes fell just below budget expectations.

Overall budget revenues were about 3% over estimates for 2019.

EXPENSES

There were a handful of individual categories that exceeded their predicted budget amounts for the year. Some that I inquired about with the Fire Chief are highlighted below. Most of these were less than a \$5000 difference.

519900 Admin - General Expenses 221%

531900 Communication repair and maintenance 208%

550903 Specialty Vehicle Expenses 356%

560113 Wildland Fire Supplies 195%

Every other major category is currently at or below YTD budgeted amounts.

Overall YEARLY expenses were at **95.1%** or **4.9% UNDER budget for the year.**

CHECKS OVER \$2,500

DEC-22 checks were reviewed. All payments appeared to be appropriate. Three checks of note, one for new EMS equipment - \$13,313 for laryngoscopes. We made the annual apparatus payment on E5 at \$77,766. A check for \$11,097 was paid out to purchase Class A uniform badges.

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Monument, CO 80132

Bus: (719) 484-0911 Fax (719) 481-3456



Christopher Truty, Fire Chief

MEMO

TO: BOARD OF DIRECTORS

FROM: CHIEF TRUTY

DATE: JANUARY 17, 2020

RE: 2019 PRELIMINARY FINANCIALS

In addition to Treasurer Buckingham's monthly financial report, I'd like to provide a preliminary summary of our 2019 finances.

- 1) Total revenue for the year was \$10,167,249 compared to the budgeted amount of \$9,877,779 or \$289,470 over budget. Of that overage:
 - a. \$207,948 was Specific Ownership Tax revenue receiving \$957,948 compared to a budgeted \$750,000, a 4.3% increase over the previous year
 - b. \$145,045 was Ambulance revenue receiving \$945,045 compared to a budgeted \$800,000, an 11.4% increase over the previous year.
 - c. \$65,403 was grant revenues receiving \$116,403 compared to a budgeted \$51,000. The grant revenue was from 50% of our chipper expense and our EMTS state grant that provided us \$83,018.
 - d. \$-100,000 was wildland deployment revenue as we had no revenue here versus a budget of \$100,000. There were no deployments consequently there were no expenses either. We currently budget the same revenue and expense amounts so it's cost neutral to the District.
- 2) Total operating expenses for the year were \$7,639,807 compared to a budgeted amount of \$8,031,136 or \$391,329 under budget. The underage is attributed as follows:
 - a. We budgeted for all elements of the de-Gallagher campaign/election to be \$97,000. Our actual for this was \$18,232 or a difference of \$78,768.
 - b. We expected to spend \$15,000 for updating promotional processes and we spent \$0.
 - c. Following up on our master plan, we planned on spending \$25,000 for a consultant to provide a strategic plan and did not accomplish this.
 - d. We budgeted to spend \$75,000 on dispatch services and with our decision to hold off this consideration until after the CAD conversion, spent \$0.
 - e. We had much lower fleet maintenance issues where we spent \$168,209 versus a budgeted \$248,850 saving \$80,641.
 - f. Our equipment expenses were lower than budgeted spending \$198,310 versus a budgeted \$250,560 saving us \$52,250.

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Christopher Truty, Fire Chief

- g. Wages and benefits totaled \$5,886,126 versus a budgeted \$5,993,178 saving us \$107,052.
 - h. Training was \$53,211 under budget as we didn't have to send anyone to any firefighter academies.
- 3) Total capital expenditures were \$613,980 versus a budgeted \$634,000.
- 4) Since savings is not an accounting expense, the Monthly Detail report does not reflect the amount of funds put into reserves. However, here is a summary of the reserves:
- a. Impact fees increased by \$124,593 (Budget: \$150,000)
 - b. Capital- General increased by \$1,548,480 (Budget: \$1,564,500). This is largely attributed to the approval and rollover of the expanded Station 1 remodeling project.
 - c. Capital – Fleet increased by \$831,476 (Budget: \$831,400).
 - d. Emerg Reserves (TABOR) increased by \$79,617 (Budget: \$50,705). We will need to follow-up on this to see if too much funds were transferred to this account.
- 5) The current balance of the operating fund when revenue overages and expense underages are subtracted out puts us at 21.2% reserve where 16.7% to 25% is healthy.

Since the overage on revenue and underage on expenses is in the unrestricted funds, the Board should decide post-audit how they would like to handle the excess funds. The preliminary amount pre-audit is then estimated at \$680,799.

Respectfully submitted,

Tri-Lakes Monument Fire Protection District
Profit & Loss Budget vs. Actual
 January through December 2019

01/14/2020

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Total 410000 · REVENUE - TAX RECEIPTS	8,893,829.50	8,692,529.00	201,300.50	102.32%
Total 420000 · REVENUE- GENERAL REVENUES	929,889.84	894,250.00	35,639.84	103.99%
Total 440000 · REVENUE - INTEREST	17,814.35	10,000.00	7,814.35	178.14%
Total 490000 · MISCELLANEOUS INCOME	325,715.78	281,000.00	44,715.78	115.91%
Total Income	10,167,249.47	9,877,779.00	289,470.47	102.93%
Expense				
Total 510000 · ADMINISTRATION EXPENSES	549,375.06	650,631.00	-101,255.94	84.44%
Total 520000 · BUILDINGS EXPENSE	140,290.75	129,588.00	10,702.75	108.26%
Total 530000 · COMMUNICATIONS EXPENSE	168,483.95	230,300.00	-61,816.05	73.16%
Total 540000 · FIRE PREVENTION	3,981.56	13,500.00	-9,518.44	29.49%
Total 550000 · VEHICLES EXPENSE	168,209.65	248,850.00	-80,640.35	67.6%
Total 560000 · OPERATIONAL EQUIPMENT EXP	198,310.69	250,560.00	-52,249.31	79.15%
Total 570000 · WAGES	4,798,172.02	4,869,503.00	-71,330.98	98.54%
Total 580000 · BENEFITS	1,087,954.24	1,123,675.00	-35,720.76	96.82%
Total 610000 · TRAINING & EDUCATION EXPENSE	50,413.71	103,625.00	-53,211.29	48.65%
Total 620000 · UTILITIES EXPENSE	52,662.95	65,500.00	-12,837.05	80.4%
Total 630000 · FINANCE - DEBT SERVICE	421,951.98	345,404.00	76,547.98	122.16%
Total Expense	7,639,806.56	8,031,136.00	-391,329.44	95.13%
		Goal		100.00%

Tri-Lakes Monument Fire Protection District
Profit & Loss Budget vs. Actual
January through December 2019

01/14/2020

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
410000 · REVENUE - TAX RECEIPTS				
410100 · Revenue-Property Taxes				
410102 · Property Taxes	7,920,891.93	7,935,379.00	-14,487.07	99.82%
410109 · Tax Refund Sta2 Septic	-505.17	-350.00	-155.17	144.33%
Total 410100 · Revenue-Property Taxes	7,920,386.76	7,935,029.00	-14,642.24	99.82%
410200 · Revenue - Specific Ownership Tx	957,948.10	750,000.00	207,948.10	127.73%
410300 · Revenue - Other Tax Revenue	4,054.64	0.00	4,054.64	100.0%
410400 · Assessment Fees (Palmer Lake)	11,440.00	7,500.00	3,940.00	152.53%
Total 410000 · REVENUE - TAX RECEIPTS	8,893,829.50	8,692,529.00	201,300.50	102.32%
420000 · REVENUE- GENERAL REVENUES				
420100 · Ambulance Revenue	945,045.91	800,000.00	145,045.91	118.13%
420300 · Ambulance Rev Refunds	-18,240.07	-10,000.00	-8,240.07	182.4%
420700 · Inspection/PlanReview/Fire Prev	3,084.00	4,000.00	-916.00	77.1%
420900 · Community Services CPR	0.00	250.00	-250.00	0.0%
421100 · Contractual Adjustments	0.00	0.00	0.00	0.0%
421500 · Revenue - Wildland Deployment	0.00	100,000.00	-100,000.00	0.0%
Total 420000 · REVENUE- GENERAL REVENUES	929,889.84	894,250.00	35,639.84	103.99%
440000 · REVENUE - INTEREST	17,814.35	10,000.00	7,814.35	178.14%
490000 · MISCELLANEOUS INCOME				
490100 · Revenue - Donations	2,307.10	0.00	2,307.10	100.0%
490300 · Revenue - Grants	116,403.00	51,000.00	65,403.00	228.24%
490700 · Revenue - Impact Fees	124,593.00	150,000.00	-25,407.00	83.06%
490900 · Revenue - Insurance Recoveries	46.00	0.00	46.00	100.0%
499900 · Revenue - Misc Revenue	82,366.68	80,000.00	2,366.68	102.96%
Total 490000 · MISCELLANEOUS INCOME	325,715.78	281,000.00	44,715.78	115.91%
Total Income	10,167,249.47	9,877,779.00	289,470.47	102.93%
Expense				
510000 · ADMINISTRATION EXPENSES				
510100 · Accounting	41,520.00	41,500.00	20.00	100.05%
510300 · Auditing Expenses	9,396.10	9,756.00	-359.90	96.31%
510500 · Ambulance Collection Fee Exp	51,415.54	55,300.00	-3,884.46	92.98%
510700 · Bank Charges & Credit Card Fees	140.16	300.00	-159.84	46.72%
510900 · Penalties Fees	0.00	200.00	-200.00	0.0%
511100 · Cty Treasurer's Fees @ 1.5% Exp	118,879.58	119,025.00	-145.42	99.88%
511300 · Books, Subscriptions & Dues	6,267.04	6,500.00	-232.96	96.42%
511500 · Consultants Expense	10,000.00	35,000.00	-25,000.00	28.57%
511700 · Copies, Postage & Shipping Exp	3,710.26	3,200.00	510.26	115.95%
511900 · Cobra	1,150.00	1,150.00	0.00	100.0%
512100 · Legal Fees Expense	20,714.83	20,000.00	714.83	103.57%

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
512300 · General Liability Insurance Exp	46,892.82	42,000.00	4,892.82	111.65%
512500 · Workman's Comp Exp	152,690.81	145,000.00	7,690.81	105.3%
512700 · Admin Maintenance Contracts	4,628.19	4,000.00	628.19	115.71%
512900 · Office Supplies Expense	4,875.00	5,000.00	-125.00	97.5%
513100 · Office Equipment/Furniture	464.52	5,000.00	-4,535.48	9.29%
513300 · Medical Exams / Services	25,500.00	27,000.00	-1,500.00	94.44%
513500 · New Hire Exams	426.00	2,700.00	-2,274.00	15.78%
513700 · Promotional Processes	0.00	15,000.00	-15,000.00	0.0%
513900 · Recruiting/Hiring	668.40	3,000.00	-2,331.60	22.28%
514100 · Morale & Welfare Expense	9,394.21	10,000.00	-605.79	93.94%
514300 · Public Relations	947.71	27,000.00	-26,052.29	3.51%
514500 · Election	17,283.66	55,000.00	-37,716.34	31.43%
514600 · Election Materials	0.00	15,000.00	-15,000.00	0.0%
519100 · Special Incident	14,395.48	0.00	14,395.48	100.0%
519900 · General Expense	6,635.35	3,000.00	3,635.35	221.18%
519999 · Unassigned Credit Card Charges	1,379.40	0.00	1,379.40	100.0%
Total 510000 · ADMINISTRATION EXPENSES	549,375.06	650,631.00	-101,255.94	84.44%
520000 · BUILDINGS EXPENSE				
520100 · Repairs & Maint	79,050.89	70,000.00	9,050.89	112.93%
520300 · Supplies Expense	14,651.30	12,000.00	2,651.30	122.09%
520400 · Admin Bldg Lease	36,585.36	36,585.00	0.36	100.0%
520500 · Admin Lease CAMS	10,003.20	11,003.00	-999.80	90.91%
Total 520000 · BUILDINGS EXPENSE	140,290.75	129,588.00	10,702.75	108.26%
530000 · COMMUNICATIONS EXPENSE				
530100 · Telephone	7,195.34	12,000.00	-4,804.66	59.96%
530300 · Cable	1,628.90	2,500.00	-871.10	65.16%
530500 · Cellular	18,371.47	20,000.00	-1,628.53	91.86%
530700 · Pagers	1,901.81	2,200.00	-298.19	86.45%
530900 · Internet	14,216.84	20,000.00	-5,783.16	71.08%
531100 · Information Technology	42,593.73	35,000.00	7,593.73	121.7%
531300 · IT Subscriptions (Contracts)	51,848.26	40,000.00	11,848.26	129.62%
531500 · Maintenance Contract 800/Radio	6,750.00	5,100.00	1,650.00	132.35%
531700 · Radio License 800/Radio Sub	15,620.00	14,500.00	1,120.00	107.72%
531900 · Communication Repair & Maint	8,357.60	4,000.00	4,357.60	208.94%
532100 · Dispatch Services	0.00	75,000.00	-75,000.00	0.0%
Total 530000 · COMMUNICATIONS EXPENSE	168,483.95	230,300.00	-61,816.05	73.16%
540000 · FIRE PREVENTION				
540100 · Personnel Training - Fire Prev	298.09	3,000.00	-2,701.91	9.94%
540300 · Fire Prevention Supplies/FPB	2,778.94	6,500.00	-3,721.06	42.75%
540500 · Fire Prevention Equip/FPB Equip	904.53	4,000.00	-3,095.47	22.61%
549900 · Fire Prevention-Other/FPB	0.00	0.00	0.00	0.0%
Total 540000 · FIRE PREVENTION	3,981.56	13,500.00	-9,518.44	29.49%
550000 · VEHICLES EXPENSE				
550200 · FirefightingVehiclesExpense/Sup				

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
550201 · Firefighting Fuel Expense/Sup	27,461.33	27,000.00	461.33	101.71%
550203 · Firefighting Repairs & Maint./Sup	72,065.39	130,000.00	-57,934.61	55.44%
550205 · Ladder Testing	1,379.00	1,400.00	-21.00	98.5%
550207 · Pump Testing	1,549.60	1,700.00	-150.40	91.15%
550299 · Firefighting Vehicles-Other/Sup	0.00	0.00	0.00	0.0%
Total 550200 · Firefighting Vehicles Expense/Sup	102,455.32	160,100.00	-57,644.68	64.0%
550500 · Medical Vehicles Expense				
550501 · Medical Fuel	17,376.29	19,000.00	-1,623.71	91.45%
550503 · Medical Repairs & Maintenance	19,900.53	35,000.00	-15,099.47	56.86%
550599 · Medical Vehicles-Other	0.00	0.00	0.00	0.0%
Total 550500 · Medical Vehicles Expense	37,276.82	54,000.00	-16,723.18	69.03%
550700 · Admin Vehicles Expense				
550701 · Admin Fuel	10,449.74	15,000.00	-4,550.26	69.67%
550703 · Admin Repairs & Maintenance	10,668.23	12,500.00	-1,831.77	85.35%
550799 · Admin Vehicles Other	0.00	0.00	0.00	0.0%
Total 550700 · Admin Vehicles Expense	21,117.97	27,500.00	-6,382.03	76.79%
550900 · Specialty Vehicles Expense				
550901 · Specialty Fuel	135.23	250.00	-114.77	54.09%
550903 · Specialty Repair & Maint.	3,567.31	1,000.00	2,567.31	356.73%
550999 · Specialty Vehicles- Other	175.02	0.00	175.02	100.0%
550900 · Specialty Vehicles Expense - Other	0.00	0.00	0.00	0.0%
Total 550900 · Specialty Vehicles Expense	3,877.56	1,250.00	2,627.56	310.21%
551100 · Bench Stock	3,481.98	6,000.00	-2,518.02	58.03%
Total 550000 · VEHICLES EXPENSE	168,209.65	248,850.00	-80,640.35	67.6%
560000 · OPERATIONAL EQUIPMENT EXP				
560100 · Firefighting Equipment/Supress				
560164 · Hazmat Equipment Expense	3,367.82	5,000.00	-1,632.18	67.36%
560103 · Equipment Repairs & Maintenance	891.72	10,000.00	-9,108.28	8.92%
560105 · SCBA Equipment	3,396.31	9,000.00	-5,603.69	37.74%
560106 · SCBA Repair & Maint	5,841.51	10,000.00	-4,158.49	58.42%
560107 · PPE Equipment	18,241.24	23,200.00	-4,958.76	78.63%
560108 · PPE New Hire	1,195.20	3,500.00	-2,304.80	34.15%
560109 · PPE Repairs & Maint	2,124.58	1,500.00	624.58	141.64%
560112 · Wildland Deployment Expense	0.00	10,000.00	-10,000.00	0.0%
560113 · Wildland Fire Supplies	6,831.11	3,500.00	3,331.11	195.18%
560115 · Equipment Repairs & Maint	62.30	0.00	62.30	100.0%
560117 · Firefighting Supplies	1,454.96	2,500.00	-1,045.04	58.2%
560121 · Special Operations Equipment	0.00	1,000.00	-1,000.00	0.0%
560123 · Special Operations Supplies	0.00	500.00	-500.00	0.0%
560199 · Firefighting Equipment Expense	20,194.68	20,700.00	-505.32	97.56%
Total 560100 · Firefighting Equipment/Supress	63,601.43	100,400.00	-36,798.57	63.35%
560300 · Medical Equipment				
560302 · EMS Equipment	20,210.02	8,000.00	12,210.02	252.63%
560303 · EMS Equipment Repairs & Maint	620.00	2,000.00	-1,380.00	31.0%

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
560307 · EMS Maintenance Contracts	3,798.48	14,300.00	-10,501.52	26.56%
560309 · EMS Supplies Expense	52,633.24	65,000.00	-12,366.76	80.97%
Total 560300 · Medical Equipment	77,261.74	89,300.00	-12,038.26	86.52%
560600 · UNIFORMS EXPENSE				
560603 · Uniforms - New Hire/Promotions	1,343.00	4,000.00	-2,657.00	33.58%
560605 · Uniforms - Paid Staff	56,081.52	54,860.00	1,221.52	102.23%
560607 · Uniforms - Damaged / NonRepair	0.00	1,000.00	-1,000.00	0.0%
560699 · Uniforms Expense-Other	23.00	1,000.00	-977.00	2.3%
Total 560600 · UNIFORMS EXPENSE	57,447.52	60,860.00	-3,412.48	94.39%
Total 560000 · OPERATIONAL EQUIPMENT EXP	198,310.69	250,560.00	-52,249.31	79.15%
570000 · WAGES				
570100 · Payroll Expenses	2,327.74	3,025.00	-697.26	76.95%
570200 · Banked Vacation/Sick Expense	38,424.76	25,000.00	13,424.76	153.7%
570300 · Administration Personnel (FT)	576,518.28	576,518.00	0.28	100.0%
570400 · Operations Personnel (FT)	3,614,365.83	3,557,444.00	56,921.83	101.6%
570700 · Overtime				
570703 · Overtime (Shift)	387,838.86	400,000.00	-12,161.14	96.96%
570704 · Overtime (Admin)	3,310.80	20,000.00	-16,689.20	16.55%
570705 · Overtime (Other)	43,440.82	50,000.00	-6,559.18	86.88%
570707 · Overtime (EMS/Fire Training)	53,964.70	50,000.00	3,964.70	107.93%
570708 · Overtime (Ed Leave)	0.00	0.00	0.00	0.0%
570709 · Overtime(Wildland Backfill)	0.00	50,000.00	-50,000.00	0.0%
Total 570700 · Overtime	488,555.18	570,000.00	-81,444.82	85.71%
571700 · Wildland Deployment Pay	0.00	50,000.00	-50,000.00	0.0%
573100 · FICA Tax	0.00	0.00	0.00	0.0%
573200 · Medicare Tax	67,769.93	68,700.00	-930.07	98.65%
573300 · Unemployment Expense	10,210.30	18,816.00	-8,605.70	54.26%
Total 570000 · WAGES	4,798,172.02	4,869,503.00	-71,330.98	98.54%
580000 · BENEFITS				
580200 · Health Insurance Expense	622,829.44	630,000.00	-7,170.56	98.86%
580300 · Dental Insurance Expense	10,521.66	12,000.00	-1,478.34	87.68%
580400 · Vision Insurance Expense	0.00	0.00	0.00	0.0%
580500 · FPPA Death&Disability Insurance	114,634.67	131,700.00	-17,065.33	87.04%
580600 · Supplemental Insurance	0.00	0.00	0.00	0.0%
580700 · Insurance - Accident & Health	3,712.00	3,725.00	-13.00	99.65%
581100 · Pension Expense	333,962.70	340,900.00	-6,937.30	97.97%
582200 · Heart/Cardiac/Cancer Benefit	-1,700.00	0.00	-1,700.00	100.0%
583100 · Employee Assistance Program	2,850.00	2,850.00	0.00	100.0%
584300 · Flex Spending Payments & Fees	1,143.77	2,500.00	-1,356.23	45.75%
Total 580000 · BENEFITS	1,087,954.24	1,123,675.00	-35,720.76	96.82%
610000 · TRAINING & EDUCATION EXPENSE				
610100 · Firefighting Training	33,710.68	42,650.00	-8,939.32	79.04%
610200 · Medical Training	4,960.48	3,625.00	1,335.48	136.84%
610300 · Admin/Other Training	1,731.52	4,250.00	-2,518.48	40.74%

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
610305 · Academy Training	0.00	39,450.00	-39,450.00	0.0%
610400 · Director's Training	30.00	250.00	-220.00	12.0%
610500 · Health and Wellness	8,255.94	10,400.00	-2,144.06	79.38%
610600 · EMS Community Outreach	12.00	3,000.00	-2,988.00	0.4%
610800 · Travel/Lodging	1,713.09	0.00	1,713.09	100.0%
Total 610000 · TRAINING & EDUCATION EXPENSE	50,413.71	103,625.00	-53,211.29	48.65%
620000 · UTILITIES EXPENSE				
620100 · Electricity Expense	26,370.89	30,000.00	-3,629.11	87.9%
620200 · Heating/Gas Expense	16,237.25	24,000.00	-7,762.75	67.66%
620300 · Water & Sewer Expense	6,701.81	8,000.00	-1,298.19	83.77%
620700 · Trash Collection	3,353.00	3,500.00	-147.00	95.8%
Total 620000 · UTILITIES EXPENSE	52,662.95	65,500.00	-12,837.05	80.4%
630000 · FINANCE - DEBT SERVICE				
630100 · Lease Princ Brush Truck 0680	20,813.09	20,900.00	-86.91	99.58%
630200 · Lease Princ BC Truck 0684	11,203.84	11,300.00	-96.16	99.15%
630300 · Lease Princ 2009 Ladder 0679	67,631.30	67,600.00	31.30	100.05%
630400 · Lease Princ 2004 Pumper 0713	22,663.94	22,700.00	-36.06	99.84%
630500 · Lease Princ Station 1 0719	132,715.43	133,000.00	-284.57	99.79%
630600 · Lease Princ 2018 Engine	71,263.77	75,804.00	-4,540.23	94.01%
630700 · Lease Princ 2019 Engine	77,766.88	0.00	77,766.88	100.0%
634100 · Interest Expense	17,893.73	14,100.00	3,793.73	126.91%
Total 630000 · FINANCE - DEBT SERVICE	421,951.98	345,404.00	76,547.98	122.16%
Total Expense	7,639,806.56	8,031,136.00	-391,329.44	95.13%
Net Ordinary Income	2,527,442.91	1,846,643.00	680,799.91	136.87%
Other Income/Expense				
Other Expense				
900000 · CAPITAL IMPROVEMENT FUND				
900100 · Buildings Capital Outlay	134,594.71	195,000.00	-60,405.29	69.02%
900300 · Vehicle Capital Outlay				
900303 · Fire Vehicle Capital Outlay	140,412.35	100,000.00	40,412.35	140.41%
900305 · Medical Vehicle Capital Outlay	22,146.84	0.00	22,146.84	100.0%
900307 · Admin Vehicle Capital Outlay	0.00	0.00	0.00	0.0%
900309 · Spec Vehicle Capital Outlay	47,573.00	111,000.00	-63,427.00	42.86%
Total 900300 · Vehicle Capital Outlay	210,132.19	211,000.00	-867.81	99.59%
900600 · Equipment Capital Outlay				
900602 · Communications Capital Outlay	0.00	0.00	0.00	0.0%
900605 · Medical Equipmnt Capital Outlay	48,350.34	47,000.00	1,350.34	102.87%
900609 · Suppression Equip CapitalOutlay	220,902.57	181,000.00	39,902.57	122.05%
Total 900600 · Equipment Capital Outlay	269,252.91	228,000.00	41,252.91	118.09%
Total 900000 · CAPITAL IMPROVEMENT FUND	613,979.81	634,000.00	-20,020.19	96.84%
910000 · Unrestricted Reserves Fund				
910300 · Reserves - Capital (Fleet)	-3,512.61	831,400.00	-834,912.61	-0.42%
910400 · Reserves - Capital (General)	0.00	1,564,500.00	-1,564,500.00	0.0%
910500 · Communications Replacement Res	0.00	0.00	0.00	0.0%

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
Total 910000 · Unrestricted Reserves Fund	-3,512.61	2,395,900.00	-2,399,412.61	-0.15%
Total Other Expense	610,467.20	3,029,900.00	-2,419,432.80	20.15%

Tri-Lakes Monument Fire Protection District
Profit & Loss Prev Year Comparison
January through December 2019

	Jan - Dec 19	Jan - Dec 18	\$ Change
Ordinary Income/Expense			
Income			
410000 · REVENUE - TAX RECEIPTS			
410100 · Revenue-Property Taxes			
410102 · Property Taxes	7,920,891.93	7,536,132.04	384,759.89
410109 · Tax Refund Sta2 Septic	-505.17	-326.37	-178.80
Total 410100 · Revenue-Property Taxes	7,920,386.76	7,535,805.67	384,581.09
410200 · Revenue - Specific Ownership Tx	957,948.10	957,209.93	738.17
410300 · Revenue - Other Tax Revenue	4,054.64	4,241.90	-187.26
410400 · Assessment Fees (Palmer Lake)	11,440.00	3,075.00	8,365.00
Total 410000 · REVENUE - TAX RECEIPTS	8,893,829.50	8,500,332.50	393,497.00
420000 · REVENUE- GENERAL REVENUES			
420100 · Ambulance Revenue	945,045.91	919,770.04	25,275.87
420300 · Ambulance Rev Refunds	-18,240.07	-19,492.35	1,252.28
420700 · Inspection/PlanReview/Fire Prev	3,084.00	1,674.00	1,410.00
Total 420000 · REVENUE- GENERAL REVENUES	929,889.84	901,951.69	27,938.15
440000 · REVENUE - INTEREST	17,814.35	14,536.90	3,277.45
490000 · MISCELLANEOUS INCOME			
490100 · Revenue - Donations	2,307.10	5,650.01	-3,342.91
490300 · Revenue - Grants	116,403.00	395,021.76	-278,618.76
490700 · Revenue - Impact Fees	124,593.00	178,326.34	-53,733.34
490900 · Revenue - Insurance Recoveries	46.00	0.00	46.00
499900 · Revenue - Misc Revenue	82,366.68	5,243.24	77,123.44
Total 490000 · MISCELLANEOUS INCOME	325,715.78	584,241.35	-258,525.57
Total Income	10,167,249.47	10,001,062.44	166,187.03
Expense			
510000 · ADMINISTRATION EXPENSES			
510100 · Accounting	41,520.00	40,366.69	1,153.31
510300 · Auditing Expenses	9,396.10	8,869.29	526.81
510500 · Ambulance Collection Fee Exp	51,415.54	51,935.30	-519.76
510700 · Bank Charges & Credit Card Fees	140.16	25.38	114.78
511100 · Cty Treasurer's Fees @ 1.5% Exp	118,879.58	113,261.45	5,618.13
511300 · Books, Subscriptions & Dues	6,267.04	6,306.89	-39.85
511500 · Consultants Expense	10,000.00	33,000.00	-23,000.00
511700 · Copies, Postage & Shipping Exp	3,710.26	2,393.86	1,316.40
511900 · Cobra	1,150.00	787.30	362.70
512100 · Legal Fees Expense	20,714.83	23,210.33	-2,495.50
512300 · General Liability Insurance Exp	46,892.82	36,038.05	10,854.77
512500 · Workman's Comp Exp	152,690.81	119,371.43	33,319.38
512700 · Admin Maintenance Contracts	4,628.19	3,998.91	629.28
512900 · Office Supplies Expense	4,875.00	4,396.05	478.95

	Jan - Dec 19	Jan - Dec 18	\$ Change
513100 · Office Equipment/Furniture	464.52	1,248.58	-784.06
513300 · Medical Exams / Services	25,500.00	13,900.00	11,600.00
513500 · New Hire Exams	426.00	1,176.20	-750.20
513700 · Promotional Processes	0.00	292.46	-292.46
513900 · Recruiting/Hiring	668.40	3,941.57	-3,273.17
514100 · Morale & Welfare Expense	9,394.21	8,787.34	606.87
514300 · Public Relations	947.71	1,547.83	-600.12
514500 · Election	17,283.66	10,216.98	7,066.68
514700 · Bad Debt Expense	0.00	69,224.23	-69,224.23
519100 · Special Incident	14,395.48	0.00	14,395.48
519900 · General Expense	6,635.35	2,108.63	4,526.72
519999 · Unassigned Credit Card Charges	1,379.40	0.00	1,379.40
Total 510000 · ADMINISTRATION EXPENSES	549,375.06	556,404.75	-7,029.69
520000 · BUILDINGS EXPENSE			
520100 · Repairs & Maint	79,050.89	59,092.98	19,957.91
520300 · Supplies Expense	14,651.30	13,766.47	884.83
520400 · Admin Bldg Lease	36,585.36	35,514.36	1,071.00
520500 · Admin Lease CAMS	10,003.20	8,906.56	1,096.64
Total 520000 · BUILDINGS EXPENSE	140,290.75	117,280.37	23,010.38
530000 · COMMUNICATIONS EXPENSE			
530100 · Telephone	7,195.34	9,624.21	-2,428.87
530300 · Cable	1,628.90	1,651.70	-22.80
530500 · Cellular	18,371.47	19,141.40	-769.93
530700 · Pagers	1,901.81	2,084.56	-182.75
530900 · Internet	14,216.84	10,327.78	3,889.06
531100 · Information Technology	42,593.73	44,472.00	-1,878.27
531300 · IT Subscriptions (Contracts)	51,848.26	34,017.23	17,831.03
531500 · Maintenance Contract 800/Radio	6,750.00	6,300.00	450.00
531700 · Radio License 800/Radio Sub	15,620.00	14,458.52	1,161.48
531900 · Communication Repair & Maint	8,357.60	4,695.65	3,661.95
Total 530000 · COMMUNICATIONS EXPENSE	168,483.95	146,773.05	21,710.90
540000 · FIRE PREVENTION			
540100 · Personnel Training - Fire Prev	298.09	2,131.69	-1,833.60
540300 · Fire Prevention Supplies/FPB	2,778.94	4,061.28	-1,282.34
540500 · Fire Prevention Equip/FPB Equip	904.53	3,988.65	-3,084.12
Total 540000 · FIRE PREVENTION	3,981.56	10,181.62	-6,200.06
550000 · VEHICLES EXPENSE			
550200 · FirefightingVehiclesExpense/Sup			
550201 · Firefighting Fuel Expense/Sup	27,461.33	21,522.91	5,938.42
550203 · FirefightingRepairs&Maint./Sup	72,065.39	115,664.96	-43,599.57
550205 · Ladder Testing	1,379.00	1,334.40	44.60
550207 · Pump Testing	1,549.60	0.00	1,549.60
550299 · Firefighting Vehicles-Other/Sup	0.00	461.51	-461.51
Total 550200 · FirefightingVehiclesExpense/Sup	102,455.32	138,983.78	-36,528.46

	Jan - Dec 19	Jan - Dec 18	\$ Change
550500 · Medical Vehicles Expense			
550501 · Medical Fuel	17,376.29	15,809.22	1,567.07
550503 · Medical Repairs & Maintenance	19,900.53	35,432.74	-15,532.21
Total 550500 · Medical Vehicles Expense	37,276.82	51,241.96	-13,965.14
550700 · Admin Vehicles Expense			
550701 · Admin Fuel	10,449.74	12,090.32	-1,640.58
550703 · Admin Repairs & Maintenance	10,668.23	15,138.84	-4,470.61
550799 · Admin Vehicles Other	0.00	51.63	-51.63
Total 550700 · Admin Vehicles Expense	21,117.97	27,280.79	-6,162.82
550900 · Specialty Vehicles Expense			
550901 · Specialty Fuel	135.23	0.00	135.23
550903 · Specialty Repair & Maint.	3,567.31	475.95	3,091.36
550999 · Specialty Vehicles- Other	175.02	0.00	175.02
Total 550900 · Specialty Vehicles Expense	3,877.56	475.95	3,401.61
551100 · Bench Stock	3,481.98	3,078.95	403.03
Total 550000 · VEHICLES EXPENSE	168,209.65	221,061.43	-52,851.78
560000 · OPERATIONAL EQUIPMENT EXP			
560100 · Firefighting Equipment/Supress			
560164 · Hazmat Equipment Expense	3,367.82	0.00	3,367.82
560103 · Equipment Repairs & Maintenance	891.72	6,958.12	-6,066.40
560105 · SCBA Equipment	3,396.31	0.00	3,396.31
560106 · SCBA Repair & Maint	5,841.51	9,919.23	-4,077.72
560107 · PPE Equipment	18,241.24	21,274.21	-3,032.97
560108 · PPE New Hire	1,195.20	-375.00	1,570.20
560109 · PPE Repairs & Maint	2,124.58	1,161.50	963.08
560111 · Wildland Firefighting Equipment	0.00	1,480.02	-1,480.02
560112 · Wildland Deployment Expense	0.00	49.48	-49.48
560113 · Wildland Fire Supplies	6,831.11	3,004.22	3,826.89
560115 · Equipment Repairs & Maint	62.30	0.00	62.30
560117 · Firefighting Supplies	1,454.96	493.60	961.36
560199 · Firefighting Equipment Expense	20,194.68	17,621.90	2,572.78
Total 560100 · Firefighting Equipment/Supress	63,601.43	61,587.28	2,014.15
560300 · Medical Equipment			
560302 · EMS Equipment	20,210.02	3,040.51	17,169.51
560303 · EMS Equipment Repairs & Maint	620.00	1,634.02	-1,014.02
560307 · EMS Maintenance Contracts	3,798.48	8,464.23	-4,665.75
560309 · EMS Supplies Expense	52,633.24	46,825.97	5,807.27
Total 560300 · Medical Equipment	77,261.74	59,964.73	17,297.01
560600 · UNIFORMS EXPENSE			
560603 · Uniforms - New Hire/Promotions	1,343.00	4,510.81	-3,167.81
560605 · Uniforms - Paid Staff	56,081.52	20,847.09	35,234.43
560699 · Uniforms Expense-Other	23.00	0.00	23.00
Total 560600 · UNIFORMS EXPENSE	57,447.52	25,357.90	32,089.62
Total 560000 · OPERATIONAL EQUIPMENT EXP	198,310.69	146,909.91	51,400.78

	Jan - Dec 19	Jan - Dec 18	\$ Change
570000 · WAGES			
570100 · Payroll Expenses	2,327.74	2,212.00	115.74
570200 · Banked Vacation/Sick Expense	38,424.76	89,136.25	-50,711.49
570300 · Administration Personnel (FT)	576,518.28	544,460.20	32,058.08
570400 · Operations Personnel (FT)	3,614,365.83	3,272,622.91	341,742.92
570700 · Overtime			
570703 · Overtime (Shift)	387,838.86	573,662.33	-185,823.47
570704 · Overtime (Admin)	3,310.80	0.00	3,310.80
570705 · Overtime (Other)	43,440.82	41,351.86	2,088.96
570707 · Overtime (EMS/Fire Training)	53,964.70	11,007.02	42,957.68
Total 570700 · Overtime	488,555.18	626,021.21	-137,466.03
573200 · Medicare Tax	67,769.93	63,937.76	3,832.17
573300 · Unemployment Expense	10,210.30	13,154.75	-2,944.45
Total 570000 · WAGES	4,798,172.02	4,611,545.08	186,626.94
580000 · BENEFITS			
580200 · Health Insurance Expense	622,829.44	539,336.40	83,493.04
580300 · Dental Insurance Expense	10,521.66	9,476.49	1,045.17
580400 · Vision Insurance Expense	0.00	0.00	0.00
580500 · FPPA Death&Disability Insurance	114,634.67	99,730.83	14,903.84
580700 · Insurance - Accident & Health	3,712.00	3,687.00	25.00
581100 · Pension Expense			
581101 · Pension Accruals	0.00	-571,095.00	571,095.00
581100 · Pension Expense - Other	333,962.70	301,217.00	32,745.70
Total 581100 · Pension Expense	333,962.70	-269,878.00	603,840.70
582200 · Heart/Cardiac/Cancer Benefit	-1,700.00	-3,935.80	2,235.80
583100 · Employee Assistance Program	2,850.00	2,864.43	-14.43
584300 · Flex Spending Payments & Fees	1,143.77	-5,636.17	6,779.94
Total 580000 · BENEFITS	1,087,954.24	375,645.18	712,309.06
610000 · TRAINING & EDUCATION EXPENSE			
610100 · Firefighting Training	33,710.68	45,594.20	-11,883.52
610200 · Medical Training	4,960.48	6,882.99	-1,922.51
610300 · Admin/Other Training	1,731.52	3,906.59	-2,175.07
610400 · Director's Training	30.00	0.00	30.00
610500 · Health and Wellness	8,255.94	2,789.45	5,466.49
610600 · EMS Community Outreach	12.00	713.62	-701.62
610800 · Travel/Lodging	1,713.09	2,721.42	-1,008.33
Total 610000 · TRAINING & EDUCATION EXPENSE	50,413.71	62,608.27	-12,194.56
620000 · UTILITIES EXPENSE			
620100 · Electricity Expense	26,370.89	26,460.76	-89.87
620200 · Heating/Gas Expense	16,237.25	16,039.99	197.26
620300 · Water & Sewer Expense	6,701.81	7,670.00	-968.19
620700 · Trash Collection	3,353.00	3,167.98	185.02
Total 620000 · UTILITIES EXPENSE	52,662.95	53,338.73	-675.78
630000 · FINANCE - DEBT SERVICE			

	Jan - Dec 19	Jan - Dec 18	\$ Change
630100 · Lease Princ Brush Truck 0680	20,813.09	0.00	20,813.09
630200 · Lease Princ BC Truck 0684	11,203.84	0.00	11,203.84
630300 · Lease Princ 2009 Ladder 0679	67,631.30	0.00	67,631.30
630400 · Lease Princ 2004 Pumper 0713	22,663.94	0.00	22,663.94
630500 · Lease Princ Station 1 0719	132,715.43	0.00	132,715.43
630600 · Lease Princ 2018 Engine	71,263.77	0.00	71,263.77
630700 · Lease Princ 2019 Engine	77,766.88	0.00	77,766.88
634100 · Interest Expense	17,893.73	33,809.77	-15,916.04
635500 · Depreciation Expense	0.00	395,709.08	-395,709.08
Total 630000 · FINANCE - DEBT SERVICE	421,951.98	429,518.85	-7,566.87
Total Expense	7,639,806.56	6,731,267.24	908,539.32
Net Ordinary Income	2,527,442.91	3,269,795.20	-742,352.29
Other Income/Expense			
Other Expense			
710000 · CONTINGENT LIABILITIES			
710100 · Contingent Impact Fee Refunds	0.00	-762.50	762.50
Total 710000 · CONTINGENT LIABILITIES	0.00	-762.50	762.50
900000 · CAPITAL IMPROVEMENT FUND			
900100 · Buildings Capital Outlay	134,594.71	0.00	134,594.71
900300 · Vehicle Capital Outlay			
900303 · Fire Vehicle Capital Outlay	140,412.35	18,666.43	121,745.92
900305 · Medical Vehicle Capital Outlay	22,146.84	7,290.68	14,856.16
900307 · Admin Vehicle Capital Outlay	0.00	13,481.00	-13,481.00
900309 · Spec Vehicle Capital Outlay	47,573.00	0.00	47,573.00
Total 900300 · Vehicle Capital Outlay	210,132.19	39,438.11	170,694.08
900600 · Equipment Capital Outlay			
900602 · Communications Capital Outlay	0.00	29,996.97	-29,996.97
900605 · Medical Equipmnt Capital Outlay	48,350.34	0.00	48,350.34
900609 · Suppression Equip CapitalOutlay	220,902.57	11,797.98	209,104.59
Total 900600 · Equipment Capital Outlay	269,252.91	41,794.95	227,457.96
Total 900000 · CAPITAL IMPROVEMENT FUND	613,979.81	81,233.06	532,746.75
910000 · Unrestricted Reserves Fund			
910300 · Reserves - Capital (Fleet)	-3,512.61	10,537.83	-14,050.44
Total 910000 · Unrestricted Reserves Fund	-3,512.61	10,537.83	-14,050.44
Total Other Expense	610,467.20	91,008.39	519,458.81

Tri-Lakes Monument Fire Protection District
Bank Balances

As of December 31, 2019

	<u>Dec 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
101000 · Ops/General Fund- CCB...88	2,301,648.08
101100 · FSA- CCB...69	18,825.63
101200 · Impact Fee - CCB...51	966,596.08
101300 · Capital- CCB...77	1,595,410.83
101400 · Fleet Capital/Public Funds...27	899,153.34
104000 · Emergency Reserve - FNB ..05	293,977.12
Total Checking/Savings	<u>6,075,611.08</u>

TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT

16055 Old Forest Point, Suite 103

Monument, CO 80132

Bus: (719) 484-0911 Fax (719) 481-3456



Christopher Truty, Fire Chief

MEMO

TO: BOARD OF DIRECTORS
FROM: CHIEF TRUTY
DATE: JANUARY 17, 2020
RE: FINANCES INVESTMENT POLICY

Most of below is a repeat of a memo I sent to the Board in August of last year. However, as requested, the District's attorney will be present at the next Board meeting to walk the Board through her draft policy. It's important to know that Maureen Juran is not a government finance investment counselor. She will be walking you through how to responsibly handle the District's finances. A government investment advisor should be consulted on the actual investments to take place.

In past budget presentations, we have spoken about cashflow within the District, in other words when funds come into the District versus when they are expended. Simply, the District receives the majority of its funding through two large property tax revenue deposits, one usually near March 1 and another near July 1. Most of the rest of the funding comes through a roughly consistent monthly revenue stream composed of specific ownership taxes and ambulance service revenue.

Annually, the highest balance in the account occurs near the middle of July and the lowest near the end of February. With the passage of our 2017 mill levy, the balances in our operating account in July are substantial. Our highest balances in 2018 and 2019 were \$5.9 million and \$7 million respectively and our lowest balances were \$1.2 million and \$1.4 million respectively. At the end of 2019, we will also have 3 separate capital accounts, each with its own dedicated purpose, with a balance of about \$1 million in each. However, with interest rates still low the return on our savings is meager. The annual yield we had on our bank accounts at the end of July were .3% whereas a 6-month CD could earn us over 2%. While I am not a financial advisor, I do believe it's possible to get a better return on our savings, namely through some short-term investing which I'm told the District has done in the past.

With guidance from a financial advisor who is familiar with Colorado government finances, requirements, and restrictions, and our attorney, I'm suggesting the District evaluate short-term investment options such as Certificates of Deposit or something similar, to be invested in when our funds are at their maximum annual balances or when we don't anticipate immediately using the funds and have them redeemed long before any fund balances reach their lows or are needed.

The District's Bylaws in Sec. 200.8.11 authorize the Treasurer "*to invest or cause to be invested all surplus funds or other available funds of the District in permitted investments authorized by law or as*

EXCELLENCE

INTEGRITY

LOYALTY

RESPECT

SERVICE

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Christopher Truty, Fire Chief

specified by the Board." Up until a few years ago, the District had not been in much a position to make investments however, in the interest of being good financial stewards of the resources entrusted with us with, I'd like to suggest that there are better opportunities for us to maximize the return on the community's investment in us.

I have spoken with the District's Board President (ex-Treasurer) John Hildebrandt regarding this and he supports this provided there is no risk to the funds. Since we have not done this recently, we would like to make sure the Board has no issues with us temporarily managing our funds this way.

Respectfully submitted,

Investments

219.1 PURPOSE

The Tri-Lakes Monument Fire Protection District (hereinafter referred to as the "District") is a Colorado special district organized and operating under Article 1, Title 32, Colorado Revised Statutes (CRS).

The District is a quasi-municipal corporation and a political subdivision of the state.

The District functions under the direction of a Fire Chief who is appointed by a seven member Board of Directors. The District has legal authority to establish and implement standards for its cash and investment management operations. The purpose of this Investment Policy is to define the investment scope, objectives, delegation of authority, standards of prudence, reporting requirements, internal controls, eligible investments and transactions, diversification requirements, risk tolerance, and safekeeping and custodial procedures for the investment of the funds of the District.

The investment guidelines outlined below have been written to comply with various regulatory requirements under which the District operates. This Investment Policy was endorsed and adopted by the District Board of Directors

219.2 SCOPE

The following Investment Policy addresses the methods, procedures and practices which must be exercised to ensure effective and judicious fiscal and investment management of the District's funds. This Policy shall apply to the investment management of all investable funds under control of the District. All excess cash, except for cash in certain restricted and special accounts, shall be pooled for investment purposes. The investment income derived from the pooled investment account shall be allocated to the contributing funds based upon the proportion of the respective average balances relative to the total pooled balance. Interest earnings shall be distributed to the individual funds on a monthly basis.

219.3 INVESTMENT OBJECTIVES

All funds which are held for future disbursement shall be deposited and invested by the District in accordance with Colorado State Statutes and any resolutions enacted by the District's Board of Directors in a manner to accomplish the following objectives:

- (a) Safety of Funds: Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
- (a) Credit Risk: The District will minimize credit risk, the risk of loss due to the failure of the security issuer, by:
 - (a) Limiting investments to the safest types of securities;

Tri-Lakes Monument Fire Protection District

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Investments

- (b) Pre-qualifying the financial institutions, broker/dealers, and advisors with which the District does business; and
 - (c) Diversifying the investment portfolio so that potential losses on individual securities will be minimized.
- (b) Interest Rate Risk: The District will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates by:
 - (a) Structuring the investment portfolio so that securities mature sufficiently close to cash requirements for ongoing operations, thereby minimizing the potential need to sell securities on the open market prior to maturity; and
 - (b) Investing operating funds primarily in short- to intermediate-term securities, approved local government investment pools, approved money market mutual funds and repurchase agreements.
- (b) Liquidity of Funds: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. To ensure that adequate funds are available to pay the District's projected financial obligations, investments will be purchased or deposits made that reasonably match the anticipated cash disbursements of the District. Since all possible cash demands cannot be anticipated, the portfolio shall consist largely of securities with active secondary or resale markets so that the potential for a realized loss, if an early liquidation of a security is necessary, will be minimized.

A core of stable funds may be identified through cash flow analysis that is available for investing in longer-term securities. Although the market value of these longer-term securities may fluctuate significantly, the fluctuation will not effect the liquidity of the portfolio since they can be held to maturity in all but extreme circumstances.
- (c) Yield: The District's portfolio shall earn a competitive market rate of return on available funds throughout budgetary and economic cycles. In meeting this objective, investment management personnel will take into account the District's investment risk constraints and cash flow needs.

219.4 DELEGATION OF AUTHORITY

The ultimate responsibility and authority for investment transactions involving the District resides with the _____ who has been designated by the Board of Directors, and will hereinafter be referred to, as the "Investment Officer." The Investment Officer shall be responsible for all investment decisions and activities and shall establish written administrative procedures for the operation of the District's investment program consistent with this Investment Policy.

The Investment Officer may appoint other members of the District staff to assist him/her in the cash management and investment function. In the absence of the Investment Officer, the General Manager of the District is authorized to make investment decisions. Other persons who are

Tri-Lakes Monument Fire Protection District

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Investments

authorized to transact business and wire funds on behalf of the District are listed in Appendix I to this Investment Policy.

The District's Board, through the District's external auditors, will periodically review the compliance of the cash, treasury, and investment management practices with this Investment Policy. The Board of Directors may elect to appoint a Cash Management Advisory Board to monitor the District's investment program.

The Investment Officer may engage the support services of outside professionals, so long as it can be demonstrated that these services produce a net financial advantage and necessary financial protection of the District's resources. Such services may include engagement of financial advisors in conjunction with debt issuance, investment advisors for portfolio management support, special legal representation, third party custodial services and appraisal of independent rating services. An appointed investment advisor may be granted limited investment discretion within the guidelines of this Investment Policy with regard to the District's assets placed under its management.

219.5 PRUDENCE

The standard of prudence to be used for managing the District's assets is the "prudent investor" rule applicable to a fiduciary that states, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment considering the probable safety of their capital as well as the probable income to be derived." (CRS 15-1-304, Standard for Investments).

The District's overall investment program shall be designed and managed with a degree of professionalism that is worthy of the public trust. The District recognizes that no investment is totally free of risk and that the investment activities of the District are a matter of public record. Accordingly, the District recognizes that occasional measured losses are inevitable in a diversified portfolio and shall be considered within the context of the overall portfolio's return, provided that this Investment Policy has been followed and that the sale of a security prior to maturity is in the best long-term interest of the District.

The District's Investment Officer and other authorized investment personnel acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided that the deviations from expectations are reported in a timely fashion to the General Manager of the District and appropriate action is taken to control adverse developments.

219.6 ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process shall not engage in personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the District's General Manager any material financial interest in financial institutions

Tri-Lakes Monument Fire Protection District

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Investments

that conduct business with the District, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the District's portfolio. Employees and officers shall subordinate their personal investment transactions to those of the District particularly with regard to the timing of purchases and sales.

The District adheres to the Government Finance Officers Association's "Code of Professional Ethics."

219.7 ELIGIBLE INVESTMENTS AND TRANSACTIONS

All investments will be made in accordance with the Colorado Revised Statutes as follows: CRS 11-10.5-101, et seq. Public Deposit Protection Act; CRS 11-47-101, et seq. Savings and Loan Association Public Deposit Protection Act; CRS 24-75-601, et. seq. Funds-Legal Investments for Governmental Units; CRS 24-75-603, et seq. Depositories; and CRS 24-75-701, et seq. Local Governments-Local Government Pooling. Any revisions or extensions of these sections of the CRS will be assumed to be part of this Investment Policy immediately upon being enacted.

The District's Board has further restricted the investment of District funds to the following types of securities and transactions:

- A. Treasury Obligations: Treasury Bills, Treasury Notes, Treasury Bonds and Treasury Strips with maturities not exceeding three years from the date of purchase.
- B. Federal Instrumentality Securities: Debentures, discount notes, callable securities, step-up securities and stripped principal or coupons with maturities not exceeding three years from the date of purchase issued by the following only: Federal National Mortgage Association (FNMA), Federal Farm Credit Banks (FFCB), Federal Home Loan Banks (FHLB), Federal Home Loan Mortgage Corporation (FHLMC), and Student Loan Marketing Association (SLMA). To be approved, Federal Instrumentality Securities must be rated AAA by either Moody's or Standard and Poor's.
- C. Prime Commercial Paper issued on U.S. companies and denominated in U.S. currency with a maturity not exceeding 180 days from the date of purchase and rated at least A-1 by Standard and Poor's, P-1 by Moody's or F1 by Fitch at the time of purchase by each service that rates the commercial paper. If the commercial paper issuer has senior debt outstanding, the senior debt must be rated by each service that publishes a rating on the issuer of at least A+ by Standard and Poor's, A-1 by Moody's or A+ by Fitch. (Senior debt is defined as the most senior secured or unsecured debt of the issuer with an original maturity exceeding one year.) Furthermore, the issuer's commercial paper program's size shall exceed \$200 million.
- D. Eligible Bankers Acceptances with an original maximum maturity not exceeding 90 days, issued on domestic banks or branches of foreign banks domiciled in the U.S. and operating under U.S. banking laws, whose senior long-term debt is rated, at the time of purchase AA by Standard and Poor's, Aa by Moody's, or AA by Fitch.

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- E. Repurchase Agreements with a defined termination date of 90 days or less collateralized by U.S. Treasury securities listed in item 1 above with a maturity not exceeding 10 years. For the purpose of this section, the term "collateral" shall mean "purchased securities" under the terms of the District's approved Master Repurchase Agreement. The purchased securities shall have a minimum market value including accrued interest of 102 percent of the dollar value of the transaction. Collateral shall be held in the District's custodial bank as safekeeping agent, and the market value of the collateral securities shall be marked-to-the-market daily based on that day's bid price.

Repurchase Agreements shall be entered into only with dealers who have executed a Master Repurchase Agreement with the District and who are recognized as Primary Dealers with the Federal Reserve Bank of New York. A list of dealers who have an executed Master Repurchase Agreements with the District are listed in Annex II.

Approved counterparties to Repurchase Agreements shall have at least a short-term debt rating of A-1 or the equivalent and a long-term debt rating of A or the equivalent from one or more nationally recognized organizations which regularly rates such issuers.

- F. Local Government Investment Pools authorized under CRS 24-75-701, 702 which:
1) are "no-load" (i.e., no commission fees shall be charged on purchases or sales of shares); 2) have an objective of maintaining a constant daily net asset value per share (usually \$1.00 per share); 3) limit assets of the fund to securities authorized in this Investment Policy; 4) have a maximum stated maturity and weighted average maturity in accordance with Federal Securities Law Regulation 2a-7; and 5) have a rating of AAAm by Standard and Poor's, AAA by Moody's, or AAA/V1+ by Fitch
- G. Time Certificates of Deposit or savings accounts in state or national banks or in state or federally chartered savings banks which are state approved depositories per CRS 24-75-603, et seq. (as evidenced by a certificate issued by the State Banking Board) and are insured by the FDIC. Certificates of Deposit, which exceed the FDIC insured amount, shall be collateralized in accordance with the Colorado Public Deposit Protection Act. This collateral will have a market value equal to or exceeding 102 percent of the difference between the insured amount and the District's total deposit for all funds within the institution.
- H. Money Market Mutual Funds registered under the Investment Company Act of 1940 which: 1) are "no-load" (i.e. no commission fee shall be charged on purchases or sales of shares); 2) have a constant daily net asset value per share (usually \$1.00); 3) limit assets of the fund to those securities authorized in this Investment Policy; 4) have a maximum stated maturity and weighted average maturity in accordance with Federal Securities Regulation 2a-7; and 5) are rated either AAAm by Standard and Poor's or AAA by Moody's or Fitch.

Tri-Lakes Monument Fire Protection District

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It is the intent of the District that the foregoing list of authorized securities be strictly interpreted. Any deviation from this list must be pre-approved by the Board of Directors in writing.

219.8 INVESTMENT DIVERSIFICATION

The District's objective is to diversify the investment instruments within the portfolio to avoid incurring unreasonable risks inherent in overinvesting in specific instruments, individual financial institutions or maturities. The asset allocation in the portfolio, however, should be flexible depending upon the outlook for the economy and the securities markets.

The District may invest to the following maximum limits:

- 100% in U.S. Treasury Obligations
- 50% in qualified Certificates of Deposit
- 50% in qualified Local Government Investment Pools
- 50% in Federal Instrumentality Securities listed in 2 above
- 100% in Repurchase Agreements collateralized by U.S. Treasury Obligations
- 30% combined total in Bankers Acceptances and Commercial Paper

219.9 INVESTMENT MATURITY AND LIQUIDITY

Investments shall be limited to maturities not exceeding three years. The District at all times shall maintain 20% of its total investment portfolio in instruments maturing in 120 days or less. The investment maturity schedule shall correspond with the District's cash flow needs.

In the case of callable securities, the first call date shall be used as the maturity date for investment purposes in this section if the Investment Officer is reasonably certain that the security most likely will be called prior to maturity. If, in the opinion of the Investment Officer, the callable security will go full term to maturity, then that date will be used as the final maturity. In all cases for accounting purposes, however, the final maturity date of the callable securities shall be used as the maturity of the security in order to disclose the maximum maturity liability in the District's financial reports.

219.10 OTHER INVESTMENT GUIDELINES

Each investment transaction shall be competitively transacted with broker/dealers who have been authorized by the District. At least two broker/dealers shall be contacted for each transaction and their bid and offering prices shall be recorded.

If the District is offered a security for which there is no other readily available competitive offering, then the Treasurer will document quotations for comparable or alternative securities.

When purchasing original issue instrumentality securities, no competitive offerings will be required as all dealers in the selling group offer those securities at the same original issue price.

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The purchase and sale of all securities shall be on a delivery-versus-payment basis (i.e.: moneys will not be released by the District's safekeeping bank until securities are received at the Federal Reserve Bank).

The District seeks an active, rather than passive, management of its portfolio assets. Assets may be sold at a loss only if the Investment Officer or the investment advisor believes that the sale of the security is in the best long-term interest of the District.

219.11 SELECTION OF BROKERS/DEALERS AND FINANCIAL INSTITUTIONS ACTING AS BROKER/DEALERS

The Investment Officer shall maintain a list of authorized broker/dealers and financial institutions which are approved for investment purposes and it shall be the policy of the District to purchase securities only from those authorized institutions and firms.

To be eligible, a firm/bank must meet at least one of the following criteria:

- (a) be recognized as a Primary Dealer by the Federal Reserve Bank of New York,
- (b) be approved by the Investment Officer after a comprehensive credit and capitalization analysis indicates the firm is adequately financed to conduct business with the District,
or
- (c) be an FDIC member and meet criteria in Section XII.

Broker/dealers and other financial institutions will be selected by the Investment Officer on the basis of their expertise in public cash management and their ability to provide service to the District's account. Each broker/dealer, bank or savings and loan that has been authorized by the Investment Officer shall be required to complete and annually update a District-approved Broker/Dealer Information Request Form and supply its most recent financial statements. The Investment Officer shall maintain a file of the most recent Broker/Dealer Information Forms submitted by each firm approved for investment purposes. Broker/dealers also shall attest in writing that they have received a copy of this Investment Policy. A list of broker/dealers and financial institutions that have been authorized by the District shall be maintained in Annex III to this Investment Policy.

219.12 SELECTION OF BANKS AND SAVINGS BANKS AS DEPOSITORIES AND PROVIDERS OF GENERAL BANKING SERVICES

The Investment Officer shall maintain a list of authorized banks and savings banks which are approved to provide depository and other banking services for the District. To be eligible for authorization, a bank or savings and loan must be a member of the FDIC and must meet the minimum credit criteria (described below) of credit analysis provided by commercially available bank rating services. Banks or savings banks failing to meet the minimum criteria, or in the judgment of the Investment Officer no longer offering adequate safety to District, will be removed from the list. The list will be updated annually to insure current compliance.

The District shall utilize the commercially available bank rating services of PMA Financial Network, Inc. or Sheshunoff Information Services to perform a credit analysis on banks and savings banks

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seeking authorization. Data obtained from the bank rating services will include factors covering overall rating, liquidity, credit quality, interest rate spread, profitability, and capital adequacy.

To be eligible for designation to provide banking services, a financial institution shall qualify as a depository of public funds in Colorado as defined in CRS 24-75-603, shall provide the District certification of such qualification and shall meet the following criteria:

- (a) have a Sheshunoff Public Finance Peer Group Rating of 30 or better on a scale of zero to ninety-nine with ninety-nine being the highest quality for the most recent reporting quarter before the time of selection; or
- (b) have a PMA Financial Network, Inc. overall rating of three or better on a scale of one to five with one being the highest quality for the most recent reporting quarter before the time of selection.

The Investment Officer shall maintain a file of the most recent credit rating analysis reports performed for each approved financial institution by one of the rating firms listed above. A list of approved banks is included in Annex IV. Independent credit analysis shall be performed semi-annually on all approved banks and savings banks.

219.13 SAFEKEEPING AND CUSTODY

The Investment Officer shall approve one or more financial institutions to provide safekeeping and custodial services for the District. A District-approved Safekeeping Agreement shall be executed with each custodian bank prior to utilizing that bank's safekeeping services. To be eligible for designation as the District's safekeeping and custodian bank, a financial institution shall qualify as a depository of public funds in Colorado as defined in CRS 24-75-603, shall provide the District certification of such qualification and shall meet the following criteria:

- (a) have a Sheshunoff Peer Group Rating of 20 or better on a scale of zero to ninety-nine with ninety-nine being the highest quality for the most recent reporting quarter before the time of selection; or
- (b) have a PMA Financial Network, Inc. overall rating of three minus or better on a scale of one to five with one being the highest quality for the most recent reporting quarter before the time of selection.

Custodian banks will be selected on the basis of their ability to provide service to the District's account and the competitive pricing of their safekeeping related services.

The Investment Officer shall maintain a file of the most recent credit rating analysis reports performed for each approved financial institution by one of the rating firms listed above. Independent credit analysis shall be performed on a semi-annual basis.

The purchase and sale of securities and repurchase agreement transactions shall be settled on a delivery versus payment basis. It is required of the District that all purchased securities be perfected in the name of the District. Sufficient evidence to title shall be consistent with modern investment, banking and commercial practices.

Tri-Lakes Monument Fire Protection District

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All investment securities, except non-negotiable Certificates of Deposit, Local Government Investment Pools and Money Market Mutual Funds, purchased by the District will be delivered by either book entry or physical delivery and will be held in third-party safekeeping by a District approved custodian bank, its correspondent bank or the Depository Trust Corporation (DTC).

All Fed wireable book entry securities owned by the District shall be evidenced by a safekeeping receipt or a customer confirmation issued to the District by the custodian bank stating that the securities are held in the Federal Reserve system in a Customer Account for the custodian bank which will name the District as "customer."

All DTC eligible securities shall be held in the custodian bank's DTC participant account and the custodian bank shall issue a safekeeping receipt evidencing that the securities are held for the District as "customer."

All non-book entry (physical delivery) securities shall be held by the custodian bank's correspondent bank and the custodian bank shall issue a safekeeping receipt to the District evidencing that the securities are held by the correspondent bank for the District. The District may utilize the services of the DTC as a depository for delivery of non-wirable securities.

The District's custodian will be required to furnish the District with monthly reports of holdings of custodied securities as well as a report of monthly securities activity.

219.14 PERFORMANCE BENCHMARKS

The District shall use a dynamic benchmark rate of return for the District's investment portfolio that corresponds to the yield for the current US Treasury security that matches the weighted average maturity of the portfolio. In no case shall the benchmark yield be less than the monthly average yield of the Colorado Local Government Liquid Asset Trust (COLOTRUST) measured on an annualized basis. Fees involved with managing the portfolio should be included in the computation of the portfolio's rate of return.

The Investment Officer shall review on quarterly basis the portfolio's adherence to appropriate risk levels and a comparison between the portfolio's total return and the established investment objectives and goals.

219.15 REPORTING

Accounting and reporting on the District's investment portfolio shall conform with Generally Accepted Accounting Principles (GAAP) and the Governmental Accounting Standards Board (GASB) recommended practices. On a monthly basis, an investment report shall be prepared and submitted to the Investment Officer, who will provide it to the District's Board in a timely manner, listing the investments held by the District, the current market valuation of the investments, and performance results. The report shall include a summary of investment earnings during the period.

A record shall be maintained by the District of all bids and offerings for security transactions in order to ensure that the District receives competitive pricing.

Reports prepared by outside advisors shall be sent to the District's Investment Officer.

Investments

219.16 PROVISIONS FOR ARBITRAGE

The District may periodically issue debt obligations that are subject to the provisions of the Tax Reform Act of 1986 (section 148F), Arbitrage Rebate Regulations. Due to the legal complexities of arbitrage law and the necessary immunization of yield levels, the procedures undertaken in the reinvestment of all or a portion of the proceeds for such debt issuance may extend beyond those outlined in this Investment Policy. Therefore, the Investment Officer, upon advice from Bond Counsel and financial advisors, may alter provisions of this Investment Policy for arbitrage related investments as may be necessary to conform with federal arbitrage regulations. In all cases, however, investments will be in compliance with the Colorado Revised Statutes cited in Section VI of this Investment Policy.

Section XVI of this Investment Policy is only applicable to District funds subject to arbitrage restrictions.

219.17 POLICY REVISIONS

This Investment Policy shall be reviewed periodically by the Investment Officer and may be amended by the District's Board of Directors as conditions warrant. The data contained in the Annexes to this Investment Policy may be updated by the Investment Officer as necessary, provided the changes in no way affect the substance or intent of this Investment Policy.

TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT

16055 Old Forest Point, Suite 103

Monument, CO 80132

Bus: (719) 484-0911 Fax (719) 481-3456



Christopher Truty, Fire Chief

MEMO

TO: BOARD OF DIRECTORS

FROM: CHIEF TRUTY

DATE: JANUARY 10, 2020

RE: 2020 REGULAR ELECTION

This year is our statutorily required biennial regular election. This election will be for four 3-yr Board positions and include the seats of Roger Lance, Jason Buckingham, Thomas Tharnish, and Terri Hayes. It will also include one 2-yr Board position which is currently held by Thomas Kelly. Self-Nomination forms can be downloaded from the District's website: www.tlmfire.org.

Below is a schedule of this year's election cycle:

January 1, 2020	Self-Nomination forms can be accepted
January 22, 2020	Board approves election resolution for election type (mail/polling place) and Designated Election Official
January 26, 2020	Call for Nominations
February 28, 2020	Deadline for self-nomination forms
March 2, 2020	Deadline for Write-in candidates (Affidavit of Intent)
March 3, 2020	Potential election cancellation date if insufficient applicants
March 4, 2020?	Potential lot drawing date for ballot listing sequence
May 5, 2020	Election

There are several other deadlines which we will need to meet but these are the ones that directly affect you as Board members.

Two items the Board will need to decide/approve at this month's Board meeting, form of election and designated a 'Designated Election Official.'

The easier one is the 'Designated Election Official', who historically has been the fire chief, and is the District contact for all election-related matters. I would recommend we continue this practice.

In the 7 years that I have been fire chief, there have been 3 regular elections and 2 special elections. Here is a summary of those elections:

TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT

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Christopher Truty, Fire Chief

<u>Year</u>	<u>Election Type</u>	<u>Form</u>	<u>Ballots Issued</u>	<u>Votes Cast</u>	<u>Return Pct</u>	<u>Expenses</u>	<u>Cost per Vote cast</u>
2014	Regular*	Mail	19,474	4,279	22.0%	\$39,091	\$9.14
2015	None	**	**	**	**	**	
2016	Regular	Mail	18,657	1,760	9.4%	\$44,957	\$25.54
2017	Coord - (Mill Levy Incr)	Mail	***	10,716	***	\$14,957	\$1.40
2018	Regular	Poll	***	85	***	\$10,217	\$120.20*
2019	Coord - (de-Gallagher)	Mail	***	13,032	***	\$17,284	\$1.33

*In 2014, we also conducted an inclusion vote for only the NE corner of the district (The inclusion vote only accounted for 151 votes).

* In 2018, the high vote cost is due to the cost to consolidate/screen registered voter and property owner rolls. This cost is usually shared in a coordinated election.

For 2020, we have \$15,000 budgeted on the assumption that we would have a polling place election. The Board can choose to vote to exceed the budgeted amount if it chooses to go the mail ballot route which I would estimate at \$45,000. The suggested question for the Board would be in deciding whether to do a mail or polling place ballot is to prioritize receiving a higher number of votes at a higher expense or receive the lower number of votes at a lower expense.

In summary, through the attached resolution, the Board needs to:

- Call for a regular polling place election (May 5, 2020)
- Appoint a designated election official (DEO) (Fire Chief Chris Truty)
- Allow the designated election official to appoint judges of election
- Set the compensation for appointed election judges (\$11.00/hr).

(Should the Board decide to change their minds regarding the type of election to a mail ballot, Jen Martin will have an updated resolution that reflects this decision.)

Respectfully submitted,

**TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS**

16055 Old Forest Point, Suite 103
Monument, CO 80132
(719) 484-0911



	John Hildebrandt, President	
Roger Lance, Vice- President		Thomas Tharnish, Director
Jason Buckingham, Treasurer		Terri Hayes, Director
Michael Smaldino, Secretary		Thomas Kelly, Director

RESOLUTION NO. 2020-01

A RESOLUTION CALLING FOR THE 2020 REGULAR DISTRICT ELECTION AND APPOINTING A DESIGNATED ELECTION OFFICIAL, SETTING THE PRECINCT AND POLLING PLACE LOCATION, DELEGATING TO THE DESIGNATED ELECTION OFFICIAL THE AUTHORITY TO APPOINT JUDGES OF ELECTION FOR THE REGULAR ELECTION, AND SETTING THE COMPENSATION OF THE APPOINTED ELECTION JUDGES.

WHEREAS, THE TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT ("DISTRICT") IS A QUASI-MUNICIPAL CORPORATION AND POLITICAL SUBDIVISION OF THE STATE OF COLORADO AND A DULY ORGANIZED AND EXISTING SPECIAL DISTRICT PURSUANT TO TITLE 32, COLORADO REVISED STATUTES; AND

WHEREAS, THE TERMS OF OFFICE OF DIRECTORS ROGER LANCE, JASON BUCKINGHAM, THOMAS THARNISH, TERRI HAYES, AND THOMAS KELLY SHALL EXPIRE AFTER THEIR SUCCESSORS ARE ELECTED AT THE REGULAR SPECIAL DISTRICT ELECTION TO BE HELD ON MAY 5, 2020 ("ELECTION") AND HAVE TAKEN OFFICE; AND

WHEREAS, IN ACCORDANCE WITH THE PROVISIONS OF THE SPECIAL DISTRICT ACT ("ACT") AND THE COLORADO LOCAL GOVERNMENT ELECTION CODE, ARTICLE 13.5 OF TITLE 1, C.R.S., ("CODE") OR ANY AMENDMENTS THERETO (THE ACT AND THE CODE BEING REFERRED TO JOINTLY AS THE "ELECTION LAWS"), THE ELECTION SHALL BE CONDUCTED TO ELECT FOUR (4) DIRECTORS TO SERVE FOR A TERM OF THREE (3) YEARS AND ONE (1) DIRECTOR TO SERVE FOR A TERM OF TWO (2) YEARS;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT IN THE COUNTY OF EL PASO, STATE OF COLORADO THAT:

1. The regular election of the eligible electors of District shall be held on May 5, 2020, and conducted as a polling place election pursuant to part 9 of article 13.5 of title 1, C.R.S. in accordance with the Act, the Code, and other applicable laws ("Regular Election"). At that time, four (4) Directors will be elected to serve a three-year term and one (1) Director will be elected to serve a two-year term.
2. The Board of Directors hereby designates Christopher J. Truty as the Designated Election Official for the conduct of the Regular Election on behalf of the District and Christopher J. Truty is hereby authorized and directed to proceed with any action necessary or appropriate to effectuate the provisions of this Resolution and of the Election Laws or other applicable laws. Among other matters, the Designated Election Official shall publish the call for

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nominations, appoint election judges as necessary, arrange for the posting and publishing of required notices of election and printing of ballots, and direct that all other appropriate actions be accomplished.

3. Appointment of election judges for the elections pursuant to Section 1-13.5-401(2), C.R.S., is hereby delegated to the Designated Election Official. Election judges shall be compensated at a rate of \$11.00/hour.
4. For the Regular Election, on and since January 1, 2020, Self-Nomination and Acceptance forms are available at the Designated Election Official's office located at 16055 Old Forest Point, Suite 103, Monument, Colorado 80132. All candidates must file a Self-Nomination and Acceptance form with the Designated Election Official no later than the close of business on Friday, February 28, 2020.
5. In accordance with Section 1-13.5-504, C.R.S., the District shall consist of a single election precinct for purposes of the May 5, 2020, regular election and the polling place for such precinct shall be the District's offices located at 16055 Old Forest Point, Suite 103, Monument, Colorado 80132.
6. If the only matter before the electors at the Regular Election is the election of Directors of the District and if, at the close of business on Monday, March 2, 2020, there are not more candidates than offices to be filled at the Election, including candidates timely filing affidavits of intent no later than March 2, 2020, the Designated Election Official shall cancel the Regular Election on March 3, 2020, and declare the candidates elected. Notice of such cancellation shall be published and posted in accordance with the Code.
7. If any part or provision of this Resolution is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of this Resolution, it being the Board's intention that the various provisions hereof are severable.
8. Any and all actions previously taken by a Designated Election Official, the Secretary of the Board of Directors, or any other persons acting on their behalf pursuant to the Election Laws or other applicable laws, are hereby ratified and confirmed.
9. All acts, orders, and resolutions, or parts thereof, of the Board which are inconsistent or in conflict with this Resolution are hereby repealed to the extent only of such inconsistency or conflict.

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Jason Buckingham, Treasurer
Michael Smaldino, Secretary

Thomas Tharnish, Director
Terri Hayes, Director
Thomas Kelly, Director

10. The provisions of this Resolution shall take effect immediately.

ADOPTED this 22nd day of January, 2020.

TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT

By _____
(Chairman)

ATTEST BY:

By _____
(Secretary)

**A CALL FOR NOMINATIONS
(NOTICE BY PUBLICATION OF)**

§1-13.5-501, 1-13.5-1102(3), 32-1-905(2), C.R.S.

TO WHOM IT MAY CONCERN, and, particularly, to the electors of the TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT of EL PASO County(ies), Colorado.

NOTICE IS HEREBY GIVEN that an election will be held on the 5TH day of MAY 2020, between the hours of 7:00 a.m. and 7:00 p.m. At that time, FOUR directors will be elected to serve 3-year terms and ONE director will be elected to serve a 2-year* term. Eligible electors of the TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT interested in serving on the board of directors may obtain a Self-Nomination and Acceptance form from the District Designated Election Official (DEO):

CHRISTOPHER TRUTY
16055 OLD FOREST POINT, SUITE 103
MONUMENT, CO 80132
719-484-0911


(DESIGNATED ELECTION OFFICIAL)
(DEO ADDRESS)
(DEO ADDRESS)
(DEO Telephone)

The Office of the DEO is open on the following days: Monday-Friday from 8 a.m. to 4:30 p.m.

The deadline to submit a Self-Nomination and Acceptance is close of business on FEBRUARY 28, 2020 (not less than 67 days before the election).

Affidavit of Intent To Be A Write-In-Candidate forms must be submitted to the office of the designated election official by the close of business on Monday, MARCH 2, 2020 (the sixty-fourth day before the election).

NOTICE IS FURTHER GIVEN, an application for an absentee ballot shall be filed with the designated election official no later than the close of business on TUESDAY preceding the election, APRIL 28, 2020.



Designated Election Official Signature

In addition, C.R.S. 1-13.5-501(2) defines 'publication' as printing one time, in a newspaper of general circulation in the [special district if there is such a newspaper, and if not, then in a newspaper in the county in which the special district is located. Districts in more than one county should review the complete definition.

* Rare. Only applies in the event of a vacancy per §32-1-905 for seat elected to four year term in 2018.: [an appointee is] to serve until the next regular election, at which time, the vacancy shall be filled by election for any remaining unexpired portion of the term. C.R.S. 32-1-905(2)(a).

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RESOLUTION NO. 2020-01

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WHEREAS, THE TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT ("DISTRICT") IS A QUASI-MUNICIPAL CORPORATION AND POLITICAL SUBDIVISION OF THE STATE OF COLORADO AND A DULY ORGANIZED AND EXISTING SPECIAL DISTRICT PURSUANT TO TITLE 32, COLORADO REVISED STATUTES; AND

WHEREAS, THE TERMS OF OFFICE OF DIRECTORS ROGER LANCE, JASON BUCKINGHAM, THOMAS THARNISH, TERRI HAYES, AND THOMAS KELLY SHALL EXPIRE AFTER THEIR SUCCESSORS ARE ELECTED AT THE REGULAR SPECIAL DISTRICT ELECTION TO BE HELD ON MAY 5, 2020 ("ELECTION") AND HAVE TAKEN OFFICE; AND

WHEREAS, IN ACCORDANCE WITH THE PROVISIONS OF THE SPECIAL DISTRICT ACT ("ACT") AND THE COLORADO LOCAL GOVERNMENT ELECTION CODE, ARTICLE 13.5 OF TITLE 1, C.R.S., ("CODE") OR ANY AMENDMENTS THERETO (THE ACT AND THE CODE BEING REFERRED TO JOINTLY AS THE "ELECTION LAWS"), THE ELECTION SHALL BE CONDUCTED TO ELECT FOUR (4) DIRECTORS TO SERVE FOR A TERM OF THREE (3) YEARS AND ONE (1) DIRECTOR TO SERVE FOR A TERM OF TWO (2) YEARS;

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nominations, appoint election judges as necessary, arrange for the posting and publishing of required notices of election and printing of ballots, and direct that all other appropriate actions be accomplished.

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5. In accordance with Section 1-13.5-504, C.R.S., the District shall consist of a single election precinct for purposes of the May 5, 2020, regular election and the polling place for such precinct shall be the District's offices located at 16055 Old Forest Point, Suite 103, Monument, Colorado 80132.
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7. If any part or provision of this Resolution is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of this Resolution, it being the Board's intention that the various provisions hereof are severable.
8. Any and all actions previously taken by a Designated Election Official, the Secretary of the Board of Directors, or any other persons acting on their behalf pursuant to the Election Laws or other applicable laws, are hereby ratified and confirmed.
9. All acts, orders, and resolutions, or parts thereof, of the Board which are inconsistent or in conflict with this Resolution are hereby repealed to the extent only of such inconsistency or conflict.

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John Hildebrandt, President

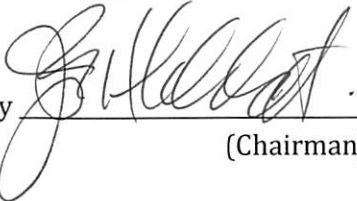
Roger Lance, Vice- President
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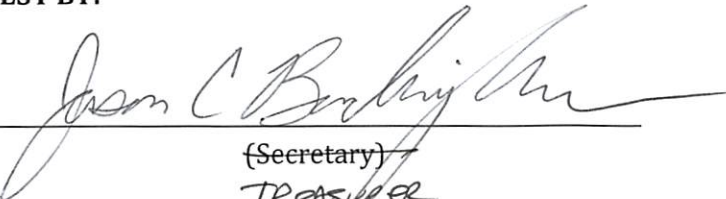
10. The provisions of this Resolution shall take effect immediately.

ADOPTED this 22nd day of January, 2020.

TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT

By 
(Chairman)

ATTEST BY:

By 
(Secretary)
TREASURER