



**Town of Frederick
Frederick Metropolitan
District Agenda
Special Meeting**
Frederick Town Hall
401 Locust Street
Tuesday, December 10, 2024

5:45 PM

Call to Order – Roll Call

Pledge of Allegiance

Approval of Agenda

Special Presentations

Public Comment

This portion of the agenda is provided to allow members of the audience to provide comments to the Frederick Metropolitan District. Please sign in and you will be called. If your comments or concerns require an action, that item(s) will need to be placed on a later Agenda. Please limit the time of your comments to three (3) minutes.

Staff Reports

Consent Agenda

Consent Agenda items are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda Items unless a Board member so requests, in which case the item may be removed from the Consent Agenda and considered at the end of the Consent Agenda.

- A. Approval of Minutes
- B. Resolution 24-FMD-02 FMD Budget Acknowledgement
- C. Resolution 24-FMD-05 Consideration of Adoption of an Annual Resolution for the Frederick Metropolitan District

Action Agenda

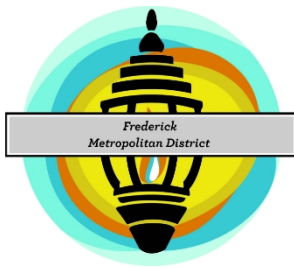
- D. Resolution 24-FMD-06 FMD Budget Adoption
- E. Resolution 24-FMD-07 FMD Mill Levy Certification

F. Resolution 24-FMD-04 FMD Audit Exemption

Mayor and Trustee Reports

Adjournment

FMD Meeting



Frederick metropolitan district

Meeting Minutes

401 Locust Street Frederick, CO 80530

January 09, 2024

Call to Order: At 6:04 p.m. President Crites called the meeting to order.

Roll Call: Present were President Crites, Treasurer March, and Directors Padia, Brown, Lamach and teVelde. Also present were District Manager Bryan Ostler, District Accountant Jason Leslie, Kurtis Adams, and Jim Hunsaker

Pledge of Allegiance: President Crites invited everyone to join in the pledge.

Director Matters:

Consent Agenda:

- A. December 06, 2022 Minutes – Kelly Green, Interim Secretary
- B. May 09, 2023 Minutes – Kelly Green, Interim Secretary
- C. December 12, 2023 Minutes – Kelly Green, Interim Secretary

Motion by Treasurer March and seconded by Director Padia to approve the consent agenda.

Upon roll call vote, motion passed unanimously.

Action Agenda:

Resolution 24-FMD-01 A Resolution to set the 2024 Mill Levies. Motion by Treasurer March and seconded by Director Padia to approve resolution 24-FMD-01.

Upon roll call vote, motion passed unanimously.

There being no further business of the Board, President Crites adjourned the meeting at 6:13 p.m.

Approved by the Frederick Metropolitan District:

ATTEST:

Tracie Crites, President

Tricia David, Secretary

Built on What Matters.



Built On What Matters

TOWN OF FREDERICK

Frederick Metropolitan District

Staff Report

Tracie Crites, President

Kevin Brown, Treasurer
Dan March, Director
Mark Lamach, Director

Adam Mahan, Director
Windi Padia, Director
Chad teVelde, Director

Resolution 24-FMD-02 FMD Budget Acknowledgement

Agenda Date: Frederick Metropolitan District

Attachments: 1. Resolution

Reviewed By: Jason Leslie, Deputy Town Manager

Action Type

1) Legislative: Actions that relate to subjects of a long term and general applicability; such as the passing of ordinances/resolutions/policies/etc.

Strategic Plan Alignment:

Fiscally Responsible Governance – The Town of Frederick plans for, identifies, leverages, and utilizes resources that reflect exemplary stewardship for those who live in Frederick and those who will seek out Frederick in the future.

<u>Summary Statement:</u>
The resolution provided verifies that the Frederick Metropolitan District Board received a preliminary budget in compliance with State Statute.
<u>Detail of Issue/Request:</u>
To be in compliance with CRS 29-1-105, the Frederick Metropolitan District Board must receive a preliminary budget for the upcoming fiscal year no later than October 15 of each year. The resolution provided verifies that the board received the preliminary budget on October 8, 2024, and has met this statutory requirement.
<u>Legal Comments:</u>
The resolution was reviewed by the FMD Attorney.
<u>Alternatives/Options</u>
Not applicable.
<u>Financial Considerations</u>
Not applicable.
<u>Staff Recommendation</u>

Staff recommends approval of the resolution as presented.
<u>Community Impact</u>
Not applicable.

**FREDERICK METROPOLITAN DISTRICT
RESOLUTION NO. 24-FMD-02**

**A RESOLUTION OF THE FREDERICK METROPOLITAN DISTRICT (FMD)
ACKNOWLEDGING RECEIPT OF THE FY 2025 PRELIMINARY BUDGET**

WHEREAS, the preliminary budget for fiscal year (FY) 2025 was presented to the Board on October 8, 2024.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE
FREDERICK METROPOLITAN DISTRICT:**

Section 1. That the preliminary budget for 2025 was presented to the FMD board electronically on October 8, 2024.

Section 2. **Effective Date.** This resolution shall be become effective immediately upon adoption.

Section 3. **Repealer.** All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.

Section 4. **Certification.** The Secretary shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

**INTRODUCED, READ, PASSED, AND ADOPTED THIS 10th DAY OF DECEMBER,
2024.**

ATTEST:

**FREDERICK METROPOLITAN
DISTRICT:**

By _____
Tricia David, Secretary

By _____
Tracie Crites, Chair



Built On What Matters

TOWN OF FREDERICK

Frederick Metropolitan District

Staff Report

Tracie Crites, President

Kevin Brown, Treasurer
Dan March, Director
Mark Lamach, Director

Adam Mahan, Director
Windi Padia, Director
Chad teVelde, Director

Resolution 24-FMD-05 Consideration of Adoption of an Annual Resolution for the Frederick Metropolitan District

Agenda Date: Frederick Metropolitan District

Attachments: 1. Frederick Metro District Resolution 24-FMD-05

Reviewed By: Jason Leslie, Deputy Town Manager

Action Type

1) Legislative: Actions that relate to subjects of a long term and general applicability; such as the passing of ordinances/resolutions/policies/etc.

Strategic Plan Alignment:



EFFECTIVE, EFFICIENT & STRATEGIC GOVERNMENT OPERATIONS

- As an employer of choice, the Town of Frederick will lead the region in a culture of efficiency, innovation, and strategic partnerships in all municipal services to far exceed the community's expectations and exemplify the fact that Frederick is Built on What Matters, its people.

Summary Statement:

The annual resolution is adopted each year to outline the business of the district for the upcoming year. This resolution will also outline the duties of the membership and staff, legal noticing, posting requirements, election requirements, and meeting times.

Detail of Issue/Request:

Below is a snapshot of some of the main items that adoption of the resolution would approve.

1. Directors will not receive compensation for services.
2. The Longmont Times Call is designated as the official newspaper for publication of legal notices for the district.
3. The official posting place for meeting notices is the Bella Rosa Golf Course Clubhouse.
4. The regular meeting for the district will be held at 5:45 PM on the 10th day of December 2024.
5. Various duties of the secretary.
6. District Accountant Kurtis Adams will serve as the budget officer.
7. Town Clerk or Town Clerk's Designee is appointed as the Designated Election Official.
8. Various duties of the Designated Election Official.

Legal Comments:

Not Applicable.

Alternatives/Options

The Directors may choose to change any of the items outlined in the annual resolution as they see fit.

Financial Considerations

Not Applicable.

Staff Recommendation

The resolution mirrors the resolution from 2023 and staff recommends approval.

Community Impact

The impact on the community will be that they will be informed of when FURA meetings will happen as they will know when and where to find the information.

CERTIFIED COPY OF ANNUAL ADMINISTRATIVE RESOLUTION OF FREDERICK METROPOLITAN DISTRICT

RESOLUTION 24-FMD-05

STATE OF COLORADO)
) ss.
COUNTY OF WELD)

At the regular meeting of the Board of Directors of the Frederick Metropolitan District, Weld County, Colorado, held at _____ p.m., on December 10, 2024, at 401 Locust Street, Frederick, Colorado, there were present:

President – Tracie Crites	Secretary – Tricia David
Treasurer – Danny L. March	(non-director)
Director – Chad teVelde	
Director – Windi Padia	
Director – Adam Mahan	
Director – March Lamach	
Director – Kevin R. Brown	

Also present were: _____.

When the following proceedings were had and done, to wit:

It was moved by Director _____ to adopt the following Resolution and ratify actions taken in connection herewith:

WHEREAS, the Frederick Metropolitan District (the “District”) was organized as a special district pursuant to an Order of the District Court in and for Weld County, Colorado, and is located within the Town of Frederick and said County; and

WHEREAS, the Board of Directors of the District has a duty to perform certain obligations in order to assure the efficient operation of the District; and

WHEREAS, the Directors may receive compensation for their services subject to the limitations imposed by § 32-1-902(3)(a)(I) and (II), C.R.S.; and

WHEREAS, § 32-1-103(15), C.R.S., requires the Board of Directors to publish certain legal notices in a newspaper of general circulation in the District; and

WHEREAS, § 32-1-903(1), C.R.S., requires that the Board of Directors shall meet regularly at a time and in a place to be designated by the Board; and

WHEREAS, pursuant to § 32-1-903(1), C.R.S., all special and regular meetings of the Board shall be held at locations that are within the boundaries of the District or that are within the boundaries of any county in which the District is located, or, in any county so long as the meeting location does not exceed twenty miles from the District boundaries, unless an appropriate resolution to hold the meeting in another location is adopted by the Board and notice appears on the meeting agenda; and

WHEREAS, § 32-1-903(2), C.R.S., requires that the notice of the time and place designated for all regular and special meetings shall be posted either on the District's website or in at least one designated public place within the limits of the District at least 24 hours prior to said meeting; and

WHEREAS, § 32-1-1001(2)(a), C.R.S., requires that at least thirty (30) days' notice be provided to customers within or outside the District receiving domestic water or sanitary sewer services directly from the District, prior to the District considering at a public meeting the fixing or increasing of any fees, rates, tolls, penalties, or charges for domestic water or sanitary sewer services; and

WHEREAS, in accordance with the Colorado Governmental Immunity Act, the Board is given authority to obtain insurance against liability for injuries for which the District may be liable under the Colorado Governmental Immunity Act, pursuant to § 24-10-115, C.R.S.; and

WHEREAS, §§ 32-1-901(2) and 32-1-902(2), C.R.S., requires the District to obtain an individual, schedule, or blanket surety bond in an amount of no less than \$1,000 per director and \$5,000 for the Board Treasurer, and to file such bond with the District Court and the Division of Local Government at the time of filing of Board members' oaths of office; and

WHEREAS, § 32-1-104.8, C.R.S., requires the District to record a special district public disclosure document and a map of the boundaries of the District with the County Clerk and Recorder of each county in which the District is located, and at any subsequent time that an order confirming the inclusion of property into the District is recorded; and

WHEREAS, § 32-1-306, C.R.S., requires the District to file a current, accurate map of its boundaries with the Division of Local Government and the Weld County Assessor on or before January 1 of each year; and

WHEREAS, § 32-1-104(2), C.R.S., requires the District, on or before January 15, to file a copy of the notice required by § 32-1-809, C.R.S., with the Board of County Commissioners, Assessor, Treasurer, Clerk and Recorder, the governing body of any municipality in which the District is located, and the Division of Local Government, the notice as required by § 32-1-809, C.R.S.; and

WHEREAS, § 32-1-809, C.R.S., requires that on or before January 15 of each year the District will provide a notice to the eligible electors of the District containing the information required by § 32-1-809(1), C.R.S., in the manner set forth in § 32-1-809(2), C.R.S.; and

WHEREAS, the Local Government Budget Law of Colorado, §§ 29-1-101, *et seq.*, C.R.S., requires the Board to hold a public hearing on proposed budgets and amendments thereto, to adopt budgets, and to file copies of the budgets and amendments thereto; and

WHEREAS, in accordance with the Public Securities Information Reporting Act, §§ 11-58-101, *et seq.*, C.R.S., issuers of non-rated public securities must file an annual report with the Department of Local Affairs; and

WHEREAS, in accordance with § 29-1-604(1), C.R.S., if expenditures and revenues of the District are not in excess of \$100,000, the District may file an exemption from audit with the State auditor; or, in accordance with § 29-1-604(2), C.R.S., if expenditures and revenues of the District are at least \$100,000 but not more than \$750,000 the District may, with the approval of the State Auditor, file an exemption from audit with the State Auditor, or in accordance with § 29-1-603, C.R.S., the governing body of the District shall cause to be made an annual audit of the financial statements for each fiscal year; and

WHEREAS, elections may be held pursuant to the Special District Act, Colorado Local Government Election Code, and the Uniform Election Code of 1992 for the purpose of 1) electing members of the District's Board of Directors, 2) to present certain ballot issues to the eligible electors of the District as required by Article X, § 20 of the Colorado Constitution, and 3) to present certain ballot questions to the eligible electors of the District; and

WHEREAS, § 1-1-111(2), C.R.S., states that all powers and authority granted to the governing body of a political subdivision may be exercised by the appointed Designated Election Official; and

WHEREAS, §§ 1-11-103 and 32-1-104(1), C.R.S., require the District to notify the Division of Local Government of the results of any elections held by the District, including business address, telephone number, and the contact person; and

WHEREAS, § 32-1-1101.5, C.R.S., requires the District to certify results of any election to incur general obligation indebtedness to the board of county commissioners of each county in which the special district is located or to the governing body of the municipality that has adopted a resolution of approval of the District; and

WHEREAS, § 32-1-1604, C.R.S., requires within 30 days of incurring or authorizing general obligation debt that the District shall record a notice of such debt with the County Clerk and Recorder, on a form prescribed by the Division of Local Government; and

WHEREAS, special district directors are governed by § 32-1-902(3), C.R.S., which requires such director to disqualify himself or herself from voting on an issue in which he or she has a conflict of interest unless the director has properly disclosed such conflict in compliance with law, and by the provisions of the Colorado Code of Ethics, §§ 24-18-101, *et seq.*, C.R.S., which provide rules of conduct concerning public officials and their fiduciary duties; and

WHEREAS, § 32-1-902, C.R.S., requires the Board to elect officers, including a Chair of the Board and President of the District, a Treasurer of the Board and District, and a Secretary, who may be a member of the Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF FREDERICK METROPOLITAN DISTRICT, TOWN OF FREDERICK, WELD COUNTY, COLORADO AS FOLLOWS:

1. The Board of Directors of the District determines that directors shall not receive compensation for services as directors.

2. The Board determines to hold a regular meeting at 6:00 p.m. on the 9th day of December, 2025.

5. The Board directs the District Accountant to obtain and maintain insurance for the District, to insure the Directors acting within the scope of employment by the Board against all or any part of such liability for an injury; to insure against the expense of defending a claim for injury against the District or its Board. Additionally, the Board directs staff to obtain bonds or equivalent insurance coverage as required by §§ 32-1-901(2) and 32-1-902(2), C.R.S., in an amount of no less than \$1,000 per director and \$5,000 for the Board Treasurer, and to file the bond or certificate of insurance with the District Court and the Division of Local Government.

6. In the event the District obtains insurance through the SDA Insurance Pool, the Board designates the Secretary as the District's "Primary Representative" and designates District Accountant as the District's "Alternate Representative" to the SDA Insurance Pool so that District insurance coverage may be timely renewed annually and updated as necessary.

7. The Board directs the Secretary to file the Special District Public Disclosure Document and map with Weld County Clerk and Recorder any time that the District records an Order of Inclusion with the County Clerk and Recorder.

8. The Board directs the Secretary to file an accurate boundary map with the Division of Local Government and the Weld County Assessor, as may be required by statute.

9. The Board directs the Secretary to file a copy of the Special District Transparency Notice as described in § 32-1-809, C.R.S., with the Weld County Board of County Commissioners, Assessor, Treasurer, Clerk and Recorder, the governing body of municipalities in which the District is located, and the Division of Local Government; and further directs legal counsel to notify the registered electors in the District of certain specified District information by completing the Special District Transparency Notice as detailed in § 32-1-809, C.R.S., and causing it to be posted or delivered pursuant to statute.

10. The Board designates the District Accountant to serve as the budget officer, and to submit a proposed budget to the Board by October 15 for the following year, and, in cooperation with legal counsel, to schedule a public hearing on the proposed budget; to prepare a final budget, budget resolutions and amendments to the budget, if necessary; to certify the mill levies on or before December 15; and to file the approved budgets and amendments thereto with

the proper governmental entities in accordance with the Local Government Budget Law of Colorado.

11. The Board directs the District Accountant to prepare and file the annual public securities report for nonrated public securities issued by the District, with the Department of Local Affairs on or before March 1, if applicable.

12. The Board directs the District Accountant to prepare or cause to be prepared for filing with the State Auditor either an Audit Exemption and Resolution for approval of Audit Exemption for the prior fiscal year by March 31; or an audit of the financial statements by June 30; further, the Board directs that the Audit be filed with the State Auditor by July 31.

13. The Board hereby appoints the Town Clerk or Town Clerk's designee as the "Designated Election Official" of the District for any elections to be held during 2025 and any subsequent year. The Board hereby grants all powers and authority for the proper conduct of the election to the Designated Election Official or designee, including but not limited to appointing election judges, appointing a canvass board and cancellation, if applicable, of the election.

14. The District directs the Designated Election Official to notify the Division of Local Government of the results of any elections held by the District, including business address, telephone number, and the contact person.

15. The District directs the Designated Election Official to certify results of any election to incur general obligation indebtedness to the Weld County Board of County Commissioners.

16. Whenever the District authorizes or incurs general obligation debt, the Board directs the Designated Election Official to record a notice of such debt with the County Clerk and Recorder, within 30 days of authorizing or incurring the debt, on a form prescribed by the Division of Local Government.

17. The District hereby directs each present and future member of the Board to execute an Affidavit of Qualification of Director, to be retained in the District's files.

18. The District hereby elects the following officers for the District:

President –
Secretary –
Treasurer –
District Accountant –

19. The Board directs the Town Clerk or the Town Clerk's designee to file conflict of interest disclosures provided by Board members with the Secretary of State 72 hours prior to first meeting of the Board and thereafter as directed by Board member(s). In addition, written disclosures provided by Board members required to be filed with the governing body in accordance with § 18-8-308, C.R.S., shall be deemed filed with the Board of Directors of the District when filed with the Secretary of State.

20. The Board extends the indemnification resolution to allow the resolution to continue in effect as written.

21. The Board extends the disposal of personal identifying information resolution to allow the resolution to continue in effect as written.

22. The Board extends the Colorado Open Records Act resolution and policy to allow the policy to continue in effect as written.

Whereupon, the motion was seconded by Director _____, and unanimously carried, the resolution was adopted as presented.

[Remainder of Page Intentionally Left Blank]

ADOPTED AND APPROVED THIS 10TH DAY OF DECEMBER, 2024.

FREDERICK METROPOLITAN
DISTRICT

By: _____
President / Chair of the Board

ATTEST:

By: _____
Secretary

CERTIFICATION

I, _____, Secretary of the Board of the Frederick Metropolitan District, do hereby certify that the attached and foregoing Resolution is a true copy from the records of the proceedings of the Board of said District, on file with _____, legal counsel to the District.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the District, at Weld County, Colorado, this ____th day of December, 2024.

Secretary



Built On What Matters

TOWN OF FREDERICK

Frederick Metropolitan District

Staff Report

Tracie Crites, President

Kevin Brown, Treasurer
Dan March, Director
Mark Lamach, Director

Adam Mahan, Director
Windi Padia, Director
Chad teVelde, Director

Resolution 24-FMD-06 FMD Budget Adoption

Agenda Date: Frederick Metropolitan District

Attachments:

1. Resolution
2. FMD Budget Book 2025

Reviewed By: Jason Leslie, Deputy Town Manager

Action Type

1) Legislative: Actions that relate to subjects of a long term and general applicability; such as the passing of ordinances/resolutions/policies/etc.

Strategic Plan Alignment:

Fiscally Responsible Governance – The Town of Frederick plans for, identifies, leverages, and utilizes resources that reflect exemplary stewardship for those who live in Frederick and those who will seek out Frederick in the future.

Summary Statement:

The resolution presented will authorize and approve the Fiscal Year 2025 Budget for the Frederick Metropolitan District. A public hearing is required prior to the adoption of the FMD FY 2025 Budget.

Detail of Issue/Request:

Included for your review and consideration is the Frederick Metropolitan District budget for 2025, which was properly noticed as required by law. A preliminary budget was provided to you as required by law by October 15, 2024 and no changes have been made to the budget since it was initially presented. Also included is the budget document for FMD which includes a brief history, accounting information, the budget and goals.

The Frederick Metropolitan District's budgetary basis of accounting method is a modified accrual basis, which combines accrual-basis accounting with cash-basis accounting. Modified accrual accounting recognizes revenues when they become available and measurable and with a few exceptions, recognizes expenditures when they are incurred.

Legal Comments:

The resolution was reviewed by the FMD Attorney.

Alternatives/Options

The FMD could choose not to approve the budget and direct staff to make changes accordingly.

Financial Considerations

The budget is balanced as presented.
<u>Staff Recommendation</u>
Staff recommends approval of the resolution and the 2025 budget as presented.
<u>Community Impact</u>
Not applicable.

**FREDERICK METROPOLITAN DISTRICT
RESOLUTION NO. 24-FMD-06**

**A RESOLUTION ADOPTING THE ANNUAL BUDGET AND APPROPRIATING
EXPENDITURES FOR THE FREDERICK METROPOLITAN DISTRICT FOR FISCAL
YEAR 2025**

WHEREAS, the Frederick Metropolitan District's proposed annual budget for the fiscal year 2025 has been prepared and submitted to the FMD Board of Commissioners; and

WHEREAS, such budget contains all of the matters required by law, and said budget is in balance as required by law; and

WHEREAS, a public hearing has been held on the proposed budget following public notice of the same.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF
THE FREDERICK METROPOLITAN DISTRICT:**

Section 1. The Annual Budget for the Frederick Metropolitan District, for the Fiscal Year beginning January 1, 2025 and ending December 31, 2025, is hereby approved and adopted. Such 2025 Annual Budget document(s) are attached hereto and made a part hereof.

Section 2. Monies are hereby appropriated for said fiscal year as provided below:

<u>Entity</u>	<u>Beginning Cash Est.</u>	<u>Revenues</u>	<u>Transfers In</u>	<u>Expenditures</u>	<u>Transfers Out</u>	<u>Ending Est. Cash</u>
Frederick Metropolitan District	\$75,707	\$17,500	\$0	\$15,775	\$0	\$77,432

INTRODUCED, READ, PASSED, AND SIGNED 10TH DAY OF DECEMBER, 2024.

ATTEST:

**FREDERICK METROPOLITAN
DISTRICT:**

By: _____
Tricia David, Secretary

By: _____
Tracie Crites, Chair

BUDGET 2025

FREDERICK METROPOLITAN DISTRICT

INTRODUCTION

FREDERICK METROPOLITAN DISTRICT BOARD

Tracie Crites	President/Chair
---------------	-----------------

Dan March	Treasurer
-----------	-----------

Adam Mahan	Director
------------	----------

Chad teVelde	Director
--------------	----------

Kevin Brown	Director
-------------	----------

Mark Lamach	Director
-------------	----------

Windi Padia	Director
-------------	----------

DIRECTORS/STAFF

Bryan Ostler	District Manager
--------------	------------------

Tricia David	Secretary
--------------	-----------

Kurtis Adams	District Accountant
--------------	---------------------

General Information

HISTORY

The Frederick Metropolitan District was established on November 5, 2019, following a vote by qualified voters to organize as a special district pursuant to Article 1 of Title 32, Colorado Revised Statutes pursuant to its service plan.

EMPLOYEES AND BENEFITS

Frederick Metro District does not have any regular, full-time or part-time employees. The Town of Frederick provides administrative services.

BUDGET PROCESS

The budget has been structured and prepared using the guidelines of the Governmental Finance Officers Association (GFOA). Two sources, Governmental Accounting, Auditing and Financial Reporting (GAAFR) and the Governmental Accounting Standards Board (GASB) guide the financial reporting and annual budget process. The Frederick Metropolitan District prepares its budget on a calendar-year basis as required by state statute. The budget must be balanced or show a revenue surplus. "Balanced Budget" is defined as a "balance between total estimated expenditures and total anticipated revenues, including surpluses." This means that the appropriated expenditures cannot exceed the sum of the revenues and beginning fund balance. The Frederick Metropolitan District's definition of a "Balanced Budget" complies with the statutory requirements for the State of Colorado located in C.R.S. 29-1-103 (2).

BUDGET TERM

The budget term begins the first day of January and ends on the last day of December.

BASIS OF BUDGETING

Modified accrual basis is used for all Frederick Metropolitan District fund operations. Under the modified accrual basis of accounting, revenues are recognized as soon as they are both measurable and available and expenditures are recorded when a liability is incurred except for debt service. Frederick Metropolitan District considers the revenue and expenditures if collected or incurred within 60 days of the end of the fiscal period. The basis of accounting used in the budget is the same as the basis of accounting used in the financial statements.

BUDGET PREPARATION

The budget process starts early each year. In June, the District Accountant prepares core data. This data is presented with current period data and revenue projections for both the current year as well as the upcoming year. The worksheets containing this data are then distributed to the District Manager who reviews the information and decides what should be included in the Proposed Budget. The Proposed Budget document is submitted to the Frederick Metropolitan District Board no later than October 15, with work sessions as requested and determined necessary by the Board following the submittal.

PUBLIC HEARINGS

The proposed budget is a matter of public record and is open to the public for inspection. At a minimum, one public hearing is held on the proposed budget. Appropriate notice of the time and place of the hearing is placed in a newspaper of general circulation.

ADOPTION OF BUDGET AND APPROPRIATION OF FUNDS

In accordance with state statutes, on or before the fifteenth (15th) day of December, the Frederick Metropolitan District Board shall adopt a balanced budget by ordinance for the ensuing year. The Board appropriates sums of money, as it deems necessary, to defray all expenditures.

BUDGET AMENDMENTS

The Adopted Budget can be amended during the year by presenting the Frederick Metropolitan District Board with a Resolution for approval. Generally, budget amendments are used for one-time items such as project related grants, or other one-time expenses that could not have been reasonably predicted during the budget process.

BUDGET OVERVIEW

Frederick Metropolitan District
Proposed Budget
General Fund
For the Year ended December 31, 2025

	Actual 2023	Adopted Budget 2024	Estimated 2024	Proposed Budget 2025
Beginning Fund Balance	<u>\$ 40,600</u>	<u>\$ 51,318</u>	<u>\$ 51,318</u>	<u>\$ 75,707</u>
Revenues:				
Property Taxes	18,837	25,500	25,361	16,600
Specific Ownership Taxes	826	1,000	750	900
Town Advances	-	-	-	-
Interest Income	<u>34</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>19,697</u>	<u>26,500</u>	<u>26,111</u>	<u>17,500</u>
Total Funds Available	<u>60,297</u>	<u>77,818</u>	<u>77,429</u>	<u>93,207</u>
Expenditures:				
Accounting/Audit	-	1,500	-	1,500
Elections	-	1,500	-	1,500
Engineering	-	-	-	-
Insurance/SDA Dues	-	1,500	-	1,500
Legal	365	10,000	948	10,000
Management	-	-	-	-
Miscellaneous	8,614	500	-	500
Treasurer Fees	-	-	775	775
Repay Town Advances	-	-	-	-
Contingency	-	-	-	-
Total Expenditures	<u>8,979</u>	<u>15,000</u>	<u>1,723</u>	<u>15,775</u>
Ending Fund Balance	<u><u>\$ 51,318</u></u>	<u><u>\$ 62,818</u></u>	<u><u>\$ 75,707</u></u>	<u><u>\$ 77,432</u></u>
Assessed Valuation		<u><u>473,580</u></u>		<u><u>512,820</u></u>
Mill Levy		<u><u>50.000</u></u>		<u><u>50.000</u></u>



Built On What Matters

TOWN OF FREDERICK

Frederick Metropolitan District

Staff Report

Tracie Crites, President

Kevin Brown, Treasurer
Dan March, Director
Mark Lamach, Director

Adam Mahan, Director
Windi Padia, Director
Chad teVelde, Director

Resolution 24-FMD-07 FMD Mill Levy Certification

Agenda Date: Frederick Metropolitan District

Attachments:

1. FMD WC Prelim Assessed Value Cert FY25 (for reference)
2. FMD WC Final Assessed Value Cert FY25
3. Resolution

Reviewed By: Jason Leslie, Deputy Town Manager

Action Type

1) Legislative: Actions that relate to subjects of a long term and general applicability; such as the passing of ordinances/resolutions/policies/etc.

Strategic Plan Alignment:

Fiscally Responsible Governance – The Town of Frederick plans for, identifies, leverages, and utilizes resources that reflect exemplary stewardship for those who live in Frederick and those who will seek out Frederick in the future.

Summary Statement:

The purpose of the attached resolution is to set the mill levy for General Fund operations. The mill levy must be certified to Weld County by December 15th of each year.

Detail of Issue/Request:

The Frederick Metropolitan District has maintained the mill levy at 50.000 since its inception to preserve the opportunity to collect property tax revenue for operations in the General Fund. For the upcoming 2025 budget year, based upon final assessed valuations, the property tax revenues collected will be \$16,635 in 2025. Total net taxable assessed valuations from the Weld County Assessor are \$332,700 for the 2025 budget year.

Legal Comments:

The resolution was reviewed by the FMD Attorney.

Alternatives/Options

Approve the mill levy at the calculated rate, or approve a reduced mill levy rate.

Financial Considerations

The property tax revenues that are reflected in the 2025 budget are based on assessed property values of \$332,700 with a mill levy of 50.000 mills.

Staff Recommendation

Staff recommends to set the mill levy at 50.000 mills.

Community Impact

Not applicable.

**FREDERICK METROPOLITAN DISTRICT
RESOLUTION NO. 24-FMD-07**

**A RESOLUTION OF THE FREDERICK METROPOLITAN DISTRICT,
LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2024, TO HELP
DEFRAY THE COST OF GOVERNMENT FOR THE 2025 BUDGET YEAR.**

WHEREAS, the Frederick Metropolitan District Board has adopted the annual budget in accordance with the Local Government Budget Law, on December 10, 2024, and;

WHEREAS, the amount of money necessary to balance the budget for the general operating purposes is \$16,635 and;

WHEREAS, the amount of money necessary to balance the budget for the bonds and interest is \$0 and;

WHEREAS, the 2024 net valuation for assessment for the Frederick Metropolitan District as certified by the County Assessor is \$332,700;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE
FREDERICK METROPOLITAN DISTRICT;

Section 1. That for the purpose of meeting all general operating expenses of the Frederick Metropolitan District during the 2025 budget year, there is hereby levied a mill levy of 50.000 mills, upon each dollar of the total valuation of assessment of all taxable property within the Town for the year 2025.

Section 2. That the District Accountant is hereby authorized and directed to immediately certify to the County Commissioners of Weld County, Colorado, the mill levies for the Frederick Metropolitan District as hereinabove determined and set.

Section 3. Effective Date. This resolution shall become effective immediately upon adoption.

Section 4. Repealer. All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.

Section 5. Certification. The Secretary shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 10th DAY OF DECEMBER, 2024.

**FREDERICK METROPOLITAN
DISTRICT:**

By _____
Tracie Crites, Chair

ATTEST:

By _____
Tricia David, Secretary



Built On What Matters

TOWN OF FREDERICK

Frederick Metropolitan District

Staff Report

Tracie Crites, President

Kevin Brown, Treasurer
Dan March, Director
Mark Lamach, Director

Adam Mahan, Director
Windi Padia, Director
Chad teVelde, Director

Resolution 24-FMD-04 FMD Audit Exemption

Agenda Date: Frederick Metropolitan District

Attachments:

1. Resolution
2. 2024 Audit Exemption Short Form

Reviewed By: Jason Leslie, Deputy Town Manager

Action Type

1) Legislative: Actions that relate to subjects of a long term and general applicability; such as the passing of ordinances/resolutions/policies/etc.

Strategic Plan Alignment:

Fiscally Responsible Governance – The Town of Frederick plans for, identifies, leverages, and utilizes resources that reflect exemplary stewardship for those who live in Frederick and those who will seek out Frederick in the future.

<u>Summary Statement:</u>
The resolution provided verifies that the Frederick Metropolitan District received less than \$750,000 in revenues, nor expenditures requiring an external audit. Having received less than \$100,000 in revenues nor expenditures, allow the Frederick Metropolitan District to use the Short Form for Application for Exemption from Audit.
<u>Detail of Issue/Request:</u>
Under the Local Government Audit Law, C.R.S. 29-1-601, any local government can apply for an exemption from audit if neither revenues nor expenditures exceed \$750,000 in the year. To qualify for an exemption, the local government must complete the Application for Exemption from Audit, and include an approved resolution from the governing board.
<u>Legal Comments:</u>
The resolution was reviewed by the FMD Attorney.
<u>Alternatives/Options</u>
Not applicable.
<u>Financial Considerations</u>
Not applicable.

<u>Staff Recommendation</u>
Staff recommends approval of the resolution as presented.
<u>Community Impact</u>
Not applicable.

**FREDERICK METROPOLITAN DISTRICT
RESOLUTION NO. 24-FMD-04**

**A RESOLUTION APPROVING AN EXEMPTION FROM AUDIT FOR FISCAL
YEAR 2024 FOR THE FREDERICK METROPOLITAN DISTRICT**

WHEREAS, the Board of Directors of Frederick Metropolitan District wishes to claim exemption from the audit requirements of Section 29-1-603. C.R.S.; and

WHEREAS, section 29-1-604, C.R.S., states that any local government where neither revenues nor expenditures exceed seven hundred and fifty thousand dollars may, with approval of State Auditor, be exempt from the provision of Section 29-1-604, C.R.S.; and

WHEREAS, neither revenues nor expenditures for Frederick Metropolitan District exceeded \$100,000 for Fiscal Year 2024; and

WHEREAS, an application for exemption from audit for Frederick Metropolitan District has been prepared by Kurtis Adams, a person skilled in government accounting; and

WHEREAS, said application for exemption from audit has been completed in accordance with regulation, issued by State Auditor.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE
FREDERICK METROPOLITAN DISTRICT:**

Section 1. The application for exemption from audit for Frederick Metropolitan District for the Fiscal Year ended December, 2024, has been personally reviewed and is hereby approved by a majority of the Board of Directors of the Frederick Metropolitan District; that those members of the Board of Directors have signified their approval by signing below; and that this resolution shall be attached to, and shall become a part of, the application for exemption from audit of the Frederick Metropolitan District for the Fiscal Year ended December, 2024.

**INTRODUCED, READ, PASSED, AND SIGNED ON THE 10th DAY OF DECEMBER,
2024:**

ATTEST:

**FREDERICK METROPOLITAN
DISTRICT:**

BY: _____
Tricia David, Secretary

BY: _____
Tracie Crites, Chair

<u>Member of Board of Directors</u>	<u>Date Term Expires</u>	<u>Signatures</u>
Adam Mahan	2024	_____
Dan March	2026	_____
Kevin Brown	2024	_____
Mark Lamach	2024	_____
Windi Padia	2026	_____
Chad teVelde	2026	_____
Tracie Crites	2024	_____

APPLICATION FOR EXEMPTION FROM AUDIT SHORT FORM

IF EITHER REVENUES OR EXPENDITURES EXCEED \$100,000, USE THE **LONG FORM**.

Under the Local Government Audit Law (Section 29-1-601, et seq., C.R.S.) any local government may apply for an exemption from audit if neither revenues nor expenditures exceed \$750,000 in the year.

EXEMPTIONS FROM AUDIT ARE NOT AUTOMATIC

To qualify for exemption from audit, a local government must complete an Application for Exemption from Audit EACH YEAR and submit it to the Office of the State Auditor (OSA).

Any preparer of an Application for Exemption from Audit-SHORT FORM must be a person skilled in governmental accounting.

Approval for an exemption from audit is granted only upon the review by the OSA.

READ ALL INSTRUCTIONS BEFORE COMPLETING AND SUBMITTING THIS FORM

ALL APPLICATIONS MUST BE FILED WITH THE OSA WITHIN 3 MONTHS AFTER THE ACCOUNTING YEAR-END.

FOR EXAMPLE, APPLICATIONS MUST BE RECEIVED BY THE OSA ON OR BEFORE MARCH 31 FOR GOVERNMENTS WITH A DECEMBER 31 YEAR-END.

GOVERNMENTAL ACTIVITY SHOULD BE REPORTED ON THE MODIFIED ACCRUAL BASIS
PROPRIETARY ACTIVITY SHOULD BE REPORTED ON A BUDGETARY BASIS

POSTMARK DATES WILL NOT BE ACCEPTED AS PROOF OF SUBMISSION ON OR BEFORE THE STATUTORY DEADLINE

PRIOR YEAR FORMS ARE OBSOLETE AND WILL NOT BE ACCEPTED.

APPLICATIONS SUBMITTED ON FORMS OTHER THAN THOSE PRESCRIBED BY THE OSA WILL NOT BE ACCEPTED.

APPLICATIONS MUST BE FULLY AND ACCURATELY COMPLETED.

FOR YOUR REFERENCE, COLORADO REVISED STATUTES CAN BE FOUND AT:

<http://www.lexisnexis.com/hottopics/Colorado/>

CHECKLIST

- ☐ Has the preparer signed the application?
- ☐ Has the entity corrected all Prior Year Deficiencies as communicated by the OSA?
- ☐ Has the application been PERSONALLY reviewed and approved by the governing body?
- ☐ Did you include any relevant explanations for unusual items in the appropriate spaces at the end of each section?
- ☐ Will this application be submitted via Fax or Email?
 - ☐ If yes, have you read and understand the new Electronic Signature Policy? See new policy -> [here](#)
 - or--
 - ☐ If yes, have you included a resolution?
 - ☐ Does the resolution state that the governing body PERSONALLY reviewed and approved the resolution in an open public meeting?
 - ☐ Has the resolution been signed by a MAJORITY of the governing body? (See sample resolution.)
- ☐ Will this application be submitted via a mail service? (e.g. US Post Office, FedEx, UPS, courier.)
 - ☐ If yes, does the application include ORIGINAL INK SIGNATURES from the MAJORITY of the governing body?

FILING METHODS

NEW METHOD! Register and submit your Applications at our new portal!

WEB PORTAL: <https://apps.leg.co.gov/osa/lg>

MAIL: Office of the State Auditor
Local Government Audit Division
1525 Sherman St., 7th Floor
Denver, CO 80203

FAX: 303-869-3061

EMAIL: osa.lg@state.co.us

QUESTIONS? 303-869-3000

IMPORTANT!

All Applications for Exemption from Audit are subject to review and approval by the Office of the State Auditor.

Governmental Activity should be reported on the Modified Accrual Basis

Proprietary Activity should be reported on the Cash or Budgetary Basis

Failure to file an application or denial of the request could cause the local government to lose its exemption from audit for that year and the ensuing year.

In that event, AN AUDIT SHALL BE REQUIRED.

APPLICATION FOR EXEMPTION FROM AUDIT

SHORT FORM

NAME OF GOVERNMENT
ADDRESS

Frederick Metropolitan Distrtict
401 Locust Street
Frederick, CO 80530

For the Year Ended
12/31/19
or fiscal year ended:

CONTACT PERSON
PHONE
EMAIL
FAX

Kurtis Adams
(720)382-5562
KAdams@frederickco.gov

12/31/2024

PART 1 - CERTIFICATION OF PREPARER

I certify that I am skilled in governmental accounting and that the information in the application is complete and accurate, to the best of my knowledge.

NAME:
TITLE
FIRM NAME (if applicable)
ADDRESS
PHONE
DATE PREPARED

Kurtis Adams
District Accountant

401 Locust Street, Frederick, CO 80530
(720)382-5561
10/1/2024

PREPARER (SIGNATURE REQUIRED)

Please indicate whether the following financial information is recorded
using Governmental or Proprietary fund types

GOVERNMENTAL
(MODIFIED ACCRUAL BASIS)



PROPRIETARY
(CASH OR BUDGETARY BASIS)



PART 2 - REVENUE

REVENUE: All revenues for all funds must be reflected in this section, including proceeds from the sale of the government's land, building, and equipment, and proceeds from debt or lease transactions. Financial information will not include fund equity information.

Line#	Description	Round to nearest Dollar	Please use this space to provide any necessary explanations
2-1	Taxes: Property (report mills levied in Question 10-6)	\$ 25,361	
2-2	Specific ownership	750	
2-3	Sales and use	-	
2-4	Other (specify):	-	
2-5	Licenses and permits	-	
2-6	Intergovernmental: Grants	-	
2-7	Conservation Trust Funds (Lottery)	-	
2-8	Highway Users Tax Funds (HUTF)	-	
2-9	Other (specify):	-	
2-10	Charges for services	-	
2-11	Fines and forfeits	-	
2-12	Special assessments	-	
2-13	Investment income	-	
2-14	Charges for utility services	-	
2-15	Debt proceeds (should agree with line 4-4, column 2)	-	
2-16	Lease proceeds	-	
2-17	Developer Advances received (should agree with line 4-4)	-	
2-18	Proceeds from sale of capital assets	-	
2-19	Fire and police pension	-	
2-20	Donations	-	
2-21	Other (specify):	-	
2-22		-	
2-23		-	
2-24	(add lines 2-1 through 2-23) TOTAL REVENUE	\$ 26,111	

PART 3 - EXPENDITURES/EXPENSES

EXPENDITURES: All expenditures for all funds must be reflected in this section, including the purchase of capital assets and principal and interest payments on long-term debt. Financial information will not include fund equity information.

Line#	Description	Round to nearest Dollar	Please use this space to provide any necessary explanations
3-1	Administrative	\$ -	
3-2	Salaries	-	
3-3	Payroll taxes	-	
3-4	Contract services	-	
3-5	Employee benefits	-	
3-6	Insurance	-	
3-7	Accounting and legal fees	\$ 1,723	
3-8	Repair and maintenance	-	
3-9	Supplies	-	
3-10	Utilities and telephone	-	
3-11	Fire/Police	-	
3-12	Streets and highways	-	
3-13	Public health	-	
3-14	Capital outlay	-	
3-15	Utility operations	-	
3-16	Culture and recreation	-	
3-17	Debt service principal (should agree with Part 4)	-	
3-18	Debt service interest	-	
3-19	Repayment of Developer Advance Principal (should agree with line 4-4)	-	
3-20	Repayment of Developer Advance Interest	-	
3-21	Contribution to pension plan (should agree to line 7-2)	-	
3-22	Contribution to Fire & Police Pension Assoc. (should agree to line 7-2)	-	
3-23	Other (specify):	-	
3-24		-	
3-25		-	
3-26	(add lines 3-1 through 3-24) TOTAL EXPENDITURES/EXPENSES	\$ 1,723	

If TOTAL REVENUE (Line 2-24) or TOTAL EXPENDITURES (Line 3-26) are GREATER than \$100,000 - **STOP**. You may not use this form. Please use the "Application for Exemption from Audit - LONG FORM".

PART 4 - DEBT OUTSTANDING, ISSUED, AND RETIRED

Please answer the following questions by marking the appropriate boxes.

	Yes	No		
4-1 Does the entity have outstanding debt? If Yes, please attach a copy of the entity's Debt Repayment Schedule.	☐	☒		
4-2 Is the debt repayment schedule attached? If no, MUST explain:	☐	☐		
4-3 Is the entity current in its debt service payments? If no, MUST explain:	☐	☐		
4-4 Please complete the following debt schedule, if applicable: (please only include principal amounts)(enter all amount as positive numbers)	Outstanding at end of prior year*	Issued during year	Retired during year	Outstanding at year-end
General obligation bonds	\$ -	\$ -	\$ -	\$ -
Revenue bonds	\$ -	\$ -	\$ -	\$ -
Notes/Loans	\$ -	\$ -	\$ -	\$ -
Leases	\$ -	\$ -	\$ -	\$ -
Developer Advances	\$ -	\$ -	\$ -	\$ -
Other (specify):	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

*must tie to prior year ending balance

	Yes	No
4-5 Does the entity have any authorized, but unissued, debt?	☐	☒
If yes: How much?	\$ -	
Date the debt was authorized:		
4-6 Does the entity intend to issue debt within the next calendar year?	☐	☒
If yes: How much?	\$ -	
4-7 Does the entity have debt that has been refinanced that it is still responsible for?	☐	☒
If yes: What is the amount outstanding?	\$ -	
4-8 Does the entity have any lease agreements?	☐	☒
If yes: What is being leased?		
What is the original date of the lease?		
Number of years of lease?		
Is the lease subject to annual appropriation?	☐	☒
What are the annual lease payments?	\$ -	

Please use this space to provide any explanations or comments:

PART 5 - CASH AND INVESTMENTS

Please provide the entity's cash deposit and investment balances.

	Amount	Total
5-1 YEAR-END Total of ALL Checking and Savings Accounts	\$ 156,720	
5-2 Certificates of deposit	\$ -	
Total Cash Deposits		\$ 156,720
Investments (if investment is a mutual fund, please list underlying investments):		
	\$ -	
	\$ -	
	\$ -	
	\$ -	
Total Investments		\$ -
Total Cash and Investments		\$ 156,720

	Yes	No	N/A
5-4 Are the entity's Investments legal in accordance with Section 24-75-601, et seq., C.R.S.?	☐	☐	☒
5-5 Are the entity's deposits in an eligible (Public Deposit Protection Act) public depository (Section 11-10.5-101, et seq. C.R.S.)?	☒	☐	☐

If no, MUST use this space to provide any explanations:

PART 6 - CAPITAL ASSETS

Please answer the following questions by marking in the appropriate boxes.

Yes

No

6-1 Does the entity have capital assets?

☐
☒

6-2 Has the entity performed an annual inventory of capital assets in accordance with Section 29-1-506, C.R.S.,? If no, MUST explain:

☐
☒

6-3 Complete the following capital assets table:

	Balance - beginning of the year*	Additions (Must be included in Part 3)	Deletions	Year-End Balance
Land	\$ -	\$ -	\$ -	\$ -
Buildings	\$ -	\$ -	\$ -	\$ -
Machinery and equipment	\$ -	\$ -	\$ -	\$ -
Furniture and fixtures	\$ -	\$ -	\$ -	\$ -
Infrastructure	\$ -	\$ -	\$ -	\$ -
Construction In Progress (CIP)	\$ -	\$ -	\$ -	\$ -
Other (explain):	\$ -	\$ -	\$ -	\$ -
Accumulated Depreciation	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

Please use this space to provide any explanations or comments:

PART 7 - PENSION INFORMATION

Please answer the following questions by marking in the appropriate boxes.

Yes

No

7-1 Does the entity have an "old hire" firemen's pension plan?

☐
☒

7-2 Does the entity have a volunteer firemen's pension plan?

☐
☒

If yes: Who administers the plan?

Indicate the contributions from:

Tax (property, SO, sales, etc.):	\$ -
State contribution amount:	\$ -
Other (gifts, donations, etc.):	\$ -
TOTAL	\$ -
What is the monthly benefit paid for 20 years of service per retiree as of Jan	\$ -

Please use this space to provide any explanations or comments:

PART 8 - BUDGET INFORMATION

Please answer the following questions by marking in the appropriate boxes.

Yes

No

N/A

8-1 Did the entity file a budget with the Department of Local Affairs for the current year in accordance with Section 29-1-113 C.R.S.?

☒
☐
☐

8-2 Did the entity pass an appropriations resolution, in accordance with Section 29-1-108 C.R.S.? If no, MUST explain:

☒
☐
☐

If yes: Please indicate the amount budgeted for each fund for the year reported:

Fund Name	Budgeted Expenditures/Expenses
General Fund	\$ 15,500

PART 9 - TAXPAYER'S BILL OF RIGHTS (TABOR)

Please answer the following question by marking in the appropriate box

Yes

No

9-1 Is the entity in compliance with all the provisions of TABOR [State Constitution, Article X, Section 20(5)]?

☒

☐

Note: An election to exempt the government from the spending limitations of TABOR does not exempt the government from the 3 percent emergency reserve requirement. All governments should determine if they meet this requirement of TABOR.

If no, MUST explain:

PART 10 - GENERAL INFORMATION

Please answer the following questions by marking in the appropriate boxes.

Yes

No

10-1 Is this application for a newly formed governmental entity?

☒

☒

If yes: Date of formation:

10-2 Has the entity changed its name in the past or current year?

☐

☒

If yes: Please list the NEW name & PRIOR name:

10-3 Is the entity a metropolitan district?

☒

☐

Please indicate what services the entity provides:

Governmental support services to land parcel owners within district

10-4 Does the entity have an agreement with another government to provide services?

☐

☒

If yes: List the name of the other governmental entity and the services provided:

10-5 Has the district filed a *Title 32, Article 1 Special District Notice of Inactive Status* during the

☐

☒

If yes: Date Filed:

10-6 Does the entity have a certified Mill Levy?

☒

☐

If yes: Please provide the following mills levied for the year reported (do not report \$ amounts):

Bond Redemption mills

-

General/Other mills

50.000

Total mills

50.000

Please use this space to provide any explanations or comments:

PART 11 - GOVERNING BODY APPROVAL

Please answer the following question by marking in the appropriate box		YES	NO
12-1	If you plan to submit this form electronically, have you read the new Electronic Signature Policy?	☒	☐

Office of the State Auditor — Local Government Division - Exemption Form Electronic Signatures Policy and Procedure

Policy - Requirements

The Office of the State Auditor Local Government Audit Division may accept an electronic submission of an application for exemption from audit that includes governing board signatures obtained through a program such as DocuSign or Echosign. Required elements and safeguards are as follows:

- The preparer of the application is responsible for obtaining board signatures that comply with the requirement in Section 29-1-604 (3), C.R.S., that states the application shall be personally reviewed, approved, and signed by a majority of the members of the governing body.
- The application must be accompanied by the signature history document created by the electronic signature software. The signature history document must show when the document was created and when the document was emailed to the various parties, and include the dates the individual board members signed the document. The signature history must also show the individuals' email addresses and IP address.
- Office of the State Auditor staff will not coordinate obtaining signatures.

The application for exemption from audit form created by our office includes a section for governing body approval. Local governing boards note their approval and submit the application through one of the following three methods:

- 1) Submit the application in hard copy via the US Mail including original signatures.
- 2) Submit the application electronically via email and either,
 - a. Include a copy of an adopted resolution that documents formal approval by the Board, **or**
 - b. Include electronic signatures obtained through a software program such as DocuSign or Echosign in accordance with the requirements noted above.

Print the names of ALL members of current governing body below. Print Board Member's Name		A <u>MAJORITY</u> of the members of the governing body must complete and sign in the column below.
Board Member 1	Tracie Crites	I <u>Tracie Crites</u> , attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed _____ Date: _____ My term Expires: _____
Board Member 2	Dan March	I <u>Dan March</u> , attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed _____ Date: _____ My term Expires: _____
Board Member 3	Chad teVelde	I <u>Chad teVelde</u> , attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed _____ Date: _____ My term Expires: _____
Board Member 4	Kevin Brown	I <u>Kevin Brown</u> , attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed _____ Date: _____ My term Expires: _____
Board Member 5	Adam Mahan	I <u>Adam Mahan</u> , attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed _____ Date: _____ My term Expires: _____
Board Member 6	Mark Lamach	I <u>Mark Lamach</u> , attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed _____ Date: _____ My term Expires: _____
Board Member 7	Windi Padia	I <u>Windi Padia</u> , attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed _____ Date: _____ My term Expires: _____

EXAMPLE - DO NOT FILL OUT THIS PAGE

This sample resolution/ordinance for exemption from audit is provided as an example of the documentation that is required. The wording may be used as a basis for your own local government document, if needed; however you MUST draft your own ordinance or resolution making any changes where applicable. Legal counsel should be consulted regarding any questions.

RESOLUTION/ORDINANCE FOR EXEMPTION FROM AUDIT

(Pursuant to Section 29-1-604, C.R.S.)

A RESOLUTION/ORDINANCE APPROVING AN EXEMPTION FROM AUDIT FOR FISCAL YEAR 20XX FOR THE **(name of government)**, STATE OF COLORADO.

WHEREAS, the **(governing body)** of **(name of government)** wishes to claim exemption from the audit requirements of Section 29-1-603, C.R.S.; and

WHEREAS, Section 29-1-604, C.R.S., states that any local government where neither revenues nor expenditures exceed seven hundred and fifty thousand dollars may, with the approval of the State Auditor, be exempt from the provision of Section 29-1-603, C.R.S.; and

[Choose 1 or 2 below, whichever is applicable]

(1) WHEREAS, neither revenue nor expenditures for **(name of government)** exceeded \$100,000 for Fiscal Year 20XX; and

WHEREAS, an application for exemption from audit for **(name of government)** has been prepared by **(name of individual)**, a person skilled in governmental accounting; and

OR

(2) WHEREAS, neither revenues nor expenditures for **(name of government)** exceeded \$750,000 for Fiscal Year 20XX; and

WHEREAS, an application for exemption from audit for **(name of government)** has been prepared by **(name of individual or firm)**, an independent accountant with knowledge of governmental accounting; and

WHEREAS, said application for exemption from audit has been completed in accordance with regulations, issued by the State Auditor.

NOW THEREFORE, be it resolved/ordained by the **(governing body)** of the **(name of government)** that the application for exemption from audit for **(name of government)** for the Fiscal Year ended _____, 20XX, has been personally reviewed and is hereby approved by a majority of the **(governing body)** of the **(name of government)**; that those members of the **(governing body)** have signified their approval by signing below; and that this resolution shall be attached to, and shall become a part of, the application for exemption from audit of the **(name of government)** for the fiscal year ended _____, 20XX.

ADOPTED THIS ____ day of _____, A.D. 20XX.

EXAMPLE - DO NOT FILL OUT THIS PAGE

Mayor/President/Chairman, etc.

ATTEST:

Town Clerk, Secretary, etc.

Type or Print Names of Members of Governing Body	Date Term Expires	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____