



Built On What Matters

Town of Frederick Frederick Metropolitan District Agenda

Frederick Town Hall

401 Locust Street

Wednesday, December 3, 2025

5:45 PM

Call to Order – Roll Call

Approval of Agenda

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. FMD Budget Acknowledgement 2026 -
Kurtis Adams, Finance Director

Action Agenda

- C. FMD Budget Adoption 2026 - Public Hearing 1 -
Kurtis Adams, Finance Director
- D. FMD Mill Levy Certification 2026 -
Kurtis Adams, Finance Director

Mayor and Trustee Reports

Adjournment



Town of Frederick Frederick Metropolitan District

Meeting Minutes
March 11, 2025

Call to Order – Roll Call

At 5:35, President Crites called the meeting of the Frederick Metropolitan District Board of Directors to order.

Pledge of Allegiance

Approval of Agenda

The agenda was approved as submitted.

Public Comment

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No one signed up for public comment.

Action Agenda

- A. Oath of Office and Swearing In of Four Candidates Following the Cancellation of the Election and Declaration Deeming Candidates Elected. -

Deputy Town Attorney Christine Francescani explained the state statute requiring candidates to complete an oath of office. Two of the four candidates, President Crites and Director Lamach, were sworn in.

Mayor and Trustee Reports

There were no reports from the Directors.

Adjournment

There being no further business of the Frederick Metropolitan District, the meeting was adjourned at 5:39 PM.

**FREDERICK METROPOLITAN DISTRICT
RESOLUTION NO. 25-FMD-05**

**A RESOLUTION OF THE FREDERICK METROPOLITAN DISTRICT (FMD)
ACKNOWLEDGING RECEIPT OF THE FY 2026 PRELIMINARY BUDGET**

WHEREAS, the preliminary budget for fiscal year (FY) 2026 was presented to the Board on October 8, 2025.

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

Section 1. That the preliminary budget for 2026 was presented to the FMD board electronically on October 8, 2025.

Section 2. **Effective Date.** This resolution shall 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 3rd DAY OF DECEMBER, 2025.

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, Mayor

Kevin Brown, Mayor Pro Tem
Dan March, Trustee
Mark Lamach, Trustee

Adam Mahan, Trustee
Windi Padia, Trustee
Chad teVelde, Trustee

FMD Budget Adoption 2026 - Public Hearing 1

Agenda Date: Frederick Metropolitan District December 03, 2025

Attachments:

1. Resolution 25-FMD-06 Budget 2026
2. FMD Budget Book 2026

Reviewed By: Tricia David, Town Clerk

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 2026

Budget for the Frederick Metropolitan District. A public hearing is required prior to the adoption of the FMD FY 2026 Budget.

Detail of Issue/Request:

Included for your review and consideration is the Frederick Metropolitan District budget for 2026, which was properly noticed as required by law. A preliminary budget was provided to you as required by law by October 15, 2025 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.

Staff Recommendation

Staff recommends approval of the resolution and the 2026 budget as presented.

Community Impact

Adopting a local district budget significantly impacts a community by directly affecting quality of life, public services, and local economy, through decisions on funding for

infrastructure and safety. A well-managed budget fosters community trust and accountability through transparency and public participation.

**FREDERICK METROPOLITAN DISTRICT
RESOLUTION NO. 25-FMD-06**

**A RESOLUTION ADOPTING THE ANNUAL BUDGET AND APPROPRIATING
EXPENDITURES FOR THE FREDERICK METROPOLITAN DISTRICT FOR FISCAL
YEAR 2026**

WHEREAS, the Frederick Metropolitan District's proposed annual budget for the fiscal year 2026 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, 2026 and ending December 31, 2026, is hereby approved and adopted. Such 2026 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	\$91,136	\$23,000	\$0	\$15,400	\$0	\$98,736

INTRODUCED, READ, PASSED, AND SIGNED 3rd DAY OF DECEMBER, 2025.

ATTEST:

**FREDERICK METROPOLITAN
DISTRICT:**

By: _____
Tricia David, Secretary

By: _____
Tracie Crites, Chair

BUDGET 2026

FREDERICK METROPOLITAN DISTRICT

INTRODUCTION

FREDERICK METROPOLITAN DISTRICT BOARD

Tracie Crites	President/Chair
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Dan March	Treasurer
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Adam Mahan	Director
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Chad teVelde	Director
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Kevin Brown	Director
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Mark Lamach	Director
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Windi Padia	Director
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DIRECTORS/STAFF

Bryan Ostler	District Manager
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Tricia David	Secretary
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Kurtis Adams	District Accountant
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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, 2026

	Actual 2024	Adopted Budget 2025	Estimated 2025	Proposed Budget 2026
Beginning Fund Balance	\$ 51,318	\$ 76,209	\$ 76,209	\$ 91,136
Revenues:				
Property Taxes	25,476	16,600	16,037	22,100
Specific Ownership Taxes	847	900	570	900
Town Advances	-	-	-	-
Interest Income	-	-	-	-
Total Revenues	26,323	17,500	16,607	23,000
Total Funds Available	77,641	93,709	92,816	114,136
Expenditures:				
Accounting/Audit	-	1,500	-	1,500
Elections	-	1,500	-	1,500
Engineering	-	-	-	-
Insurance/SDA Dues	-	1,500	-	1,500
Legal	948	10,000	1,000	10,000
Management	-	-	-	-
Miscellaneous	104	500	-	500
Treasurer Fees	380	775	680	400
Repay Town Advances	-	-	-	-
Contingency	-	-	-	-
Total Expenditures	1,432	15,775	1,680	15,400
Ending Fund Balance	\$ 76,209	\$ 77,934	\$ 91,136	\$ 98,736
Assessed Valuation		332,700		442,100
Mill Levy		50.000		50.000



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TOWN OF FREDERICK

Frederick Metropolitan District

Staff Report

Tracie Crites, Mayor

Kevin Brown, Mayor Pro Tem
Dan March, Trustee
Mark Lamach, Trustee

Adam Mahan, Trustee
Windi Padia, Trustee
Chad teVelde, Trustee

FMD Mill Levy Certification 2026

Agenda Date: Frederick Metropolitan District December 03, 2025

Attachments: 1. Resolution 25-FMD-07 Mill Levy 2026

Reviewed By: Tricia David, Town Clerk

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 2026 budget year, based upon final assessed

valuations, the property tax revenues collected will be \$22,105 in 2026. Total net taxable assessed valuations from the Weld County Assessor are \$442,100 for the 2026 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 2026 budget are based on assessed property values of \$442,100 with a mill levy of 50.000 mills.

Staff Recommendation

Staff recommends to set the mill levy at 50.000 mills.

Community Impact

Certifying the mill levy will provide essential funding for public services and infrastructure.

**FREDERICK METROPOLITAN DISTRICT
RESOLUTION NO. 25-FMD-07**

**A RESOLUTION OF THE FREDERICK METROPOLITAN DISTRICT,
LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2025, TO HELP
DEFRAY THE COST OF GOVERNMENT FOR THE 2026 BUDGET YEAR.**

WHEREAS, the Frederick Metropolitan District Board has adopted the annual budget in accordance with the Local Government Budget Law, on December 03, 2025, and;

WHEREAS, the amount of money necessary to balance the budget for the general operating purposes is \$22,851 and;

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

WHEREAS, the 2025 net valuation for assessment for the Frederick Metropolitan District as certified by the County Assessor is \$457,020;

**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 2026 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 3rd DAY OF
DECEMBER, 2025.**

**FREDERICK METROPOLITAN
DISTRICT:**

By _____
Tracie Crites, Chair

ATTEST:

By _____
Tricia David, Secretary