

Instructions and Sample Language for El Paso County Title 32 Special Districts Annual Report and Disclosure Form

A. Authority and Submittal Instructions

Completion of this form is required by the El Paso County Board of County Commissioners pursuant to Resolution No. 06-472 found at Reception #207008420 as authorized by Colorado Revised Statutes (C.R.S.) 32-1-207 (3) (c). **The completed form shall be provided by February 28, 2015 and annually by the same date each year thereafter to:**

El Paso County Clerk & Recorder
Attn: Clerk to the Board Department
(Electronic version to be submitted to specialdistrictnotices@elpasoco.com)

In Person:

1675 W. Garden of the Gods Road, Suite 2201,
Colorado Springs, CO 80907

By Mail:

P.O. Box 2007
Colorado Springs, CO 80901-2007

Pursuant to C.R.S. 32-1-104 (2), a copy shall also be provided to:

El Paso County Assessor
1675 W. Garden of the Gods Road, Suite 2201,
Colorado Springs, CO 80907

And

El Paso County Treasurer
1675 W. Garden of the Gods Road
Colorado Springs, CO 80907

B. Copies of this Form and Sample Forms

An electronic version (.pdf) of this form is available on the El Paso County Web site at the bottom of http://adm.elpasoco.com/Development_Services/. Samples are provided for different general types of districts. In the interest of consistency, Districts are encouraged to adhere to the sample language where appropriate. However the County recognizes that each district has unique circumstances and attributes which may create the need for special or customized language to be added.

C. Purposes and Intent

The primary purpose of this form is to provide simplified standardized contact, financial and disclosure information for each Title 32 Special District in unincorporated El Paso County to be used by existing and prospective district residents and property owners, realtors, and County agencies. It is intended that these forms will be made available on the El Paso County Web site, and that this contact information can be used by interested parties to contact the Districts for further information as may be needed or requested. The County also intends to compile this information into a summary report to be provided to the Board of County Commissioners.

D. Sanctions

Pursuant to C.R.S. 32-1-209, failure to provide a complete and timely Annual Report and Disclosure Form, may be grounds for direction by the Board of County Commissioners to the County Treasurer to withhold transfer of funds to the District(s).

E. Specific Instructions for Completing the Forms

(Please also refer to the applicable sample forms for examples)

1. Name of District(s)

Please list the full name of the district, using the same form for multiple or master districts which are combined under a consolidated Service Plan.

2. Report for Calendar Year

List the full prior year for which the Report is being completed. For the reports due February, 28, 2015, the Year would be 2014.

3. Contact Information

Provide the Name, Title, Business Address, Phone and e-mail of the primary contact person for the district. Include Web site if one exists. Include a physical address if this differs from the mailing address. Provide additional specific contact information if desired.

4. Meeting Information

Provide the date, time and place of regular meetings and the posting place for these meetings. Clarify the potential for meeting times and locations to be modified throughout the year.

5. Type of Districts

In this section provide an explanation of any unique representational or relationship issues for multiple or master districts. When applicable, disclose limited control by residents along with any special opportunities for participation such as Citizens' Advisory Councils.

6. Authorized Services

List all authorized purposes based on those set out in Title 32 (e.g. water, sanitation fire protection, television relay, mosquito control etc.) Describe any specific limits on these services or facilities.

7. Active Services

List those services identified above which are actively being provided or funded by the district(s) as of the date of the report. For instance if television relay is an authorized purpose but is not being provided at this time, the purpose should only be listed in No. 6 above, and not here.

8. Current Mill Levies

List the current certified mill levies (if any) according to the categories listed. Differentiate between debt service and operational levies. The "other" category is for additional unique mill levies that do not readily fall into the debt service and operational categories.

9. Sample Calculation of Taxes for Residential and Commercial Properties

Please provide a sample calculation of the property taxes due solely to this district based on a typical residential and commercial property (if applicable), using the sample assumptions and calculation methodology provided. For districts with residential properties, please use a housing type and a market value which is

illustrative of the typical value in the district. If no average value is easily available, the default single family actual market value should be \$200,000. The default actual commercial value should be \$500,000 in the absence of any other verifiable information. No commercial example is needed if it is unlikely there will be commercially-assessed property in the district.

Be sure to update each year to adjust for possible changes in the residential versus non-residential ratios under the Gallagher Amendment (Article X, Section 3 of the Colorado Constitution). Use the format in the Sample forms, and modify as appropriate.

10. Maximum Authorized Mill Levy Caps

Specify the any debt service, operational, other or combined mill levy caps which are included in the Service Plan and/or are conditions of Board of County Commissioners' approval or are otherwise applicable to the districts. If no mill levy caps exist other than the statutory maximums, please so state. It is appropriate to include any qualifying language as to the Director's expectations for any potential mill levy increases.

11. Sample Calculation of Taxes for Residential and Commercial Properties at Maximum Mill Levy Caps

Use the same assumptions and methodology for No. 9 above, but apply the maximum mill levies authorized for the districts. It is appropriate here to quality with the Directors opinion as to the likelihood these caps might ever be reached.

12. Current Outstanding Debt

List the type and amount of all outstanding debt of the district(s) including but not necessarily limited to general obligation debt, revenue bonds, third party loans, developer funding agreements, certificates of participation, and other lease purchase agreements. Where practical, list the year and amount of the original obligation along with the remaining balance. In the case of consolidated district service plans please stipulate the individual districts for which a given debt is obligated.

13. Total Voter-Authorized Debt of the District(s)

List the total voter authorized, but not necessarily issued debt of the district(s) inclusive of any amounts listed in No. 12 above. For example if \$100 Million in general obligation debt was authorized during the organizational election for a Metropolitan District, list that amount here. If a district is prohibited from incurring any general obligation debt or must hold an election prior to any such issuance, make a note of this here. Clarify here what other kinds of debt may be issued by the district(s) (i.e. revenue bonds) where such debt is not included in the authorized amounts as listed.

14. Debt Proposed to be Issued or Re-issued in the Coming Year

List any proposed debt obligations for the coming year using the same approach as in No. 12 above (as applicable).

15. Major Facilities

List the any major facilities construction, acquisition or related activities of the district(s) initiated or completed within the past year. The threshold for listing in the category should be a function of the size and complexity of the given district.

16. Major Property Inclusions or Exclusions Within Prior Year

List property inclusions and or inclusions, if any, with the threshold for reporting base on the size and complexity of the districts