

EL PASO



COUNTY

COMMISSIONERS:
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LONGINOS GONZALEZ
PEGGY LITTLETON

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
CRAIG DOSSEY, EXECUTIVE DIRECTOR

MEMORANDUM

December 10, 2018

TO: Special Districts in Unincorporated El Paso County

FROM: Kari Parsons, Planner II

RE: Updated Annual Report/ Disclosure Form for Special Districts

Attached to this e-mail is an electronic version of the **Special District Annual Report and Disclosure Form** which is required to be provided by all Title 32 Districts with territory in unincorporated El Paso County on or before **February 28, 2019**. This form was authorized by the Board of County Commissioners pursuant to Resolution No. 06-472, recorded at Reception No. 207008420, and supersedes the prior form which has been in use since 1990.

Also attached are the following:

- Electronic (Microsoft Word) version of the Annual Report and Disclosure Form
- Instructions for completing the form
- Sample forms which can be used to expedite creating a form for your particular type of District.

Manually completed, hand-written forms are acceptable but are not preferred.

This combined form has two (2) distinct purposes. One is to provide the annual information directly contemplated by State Statute and the other is to provide a convenient, consistent, and updated format for general information on each District for posting on the County's website. Ultimately, there is expected to be a direct link from the County Assessor's website to the District information. Therefore, it is imperative that this form be provided and that it contain clear, complete, and updated information.

2880 INTERNATIONAL CIRCLE, SUITE 110
PHONE: (719) 520-6300



COLORADO SPRINGS, CO 80910-3127
FAX: (719) 520-6695

www.ELPASOCO.COM

A copy of this e-mail is being provided to District contacts, Special District Managers, and Special District Attorneys. To avoid potential duplication of effort and billing, please coordinate among applicable parties to determine who will be completing the form.

Copies of the form, instructions, and samples can also be found at the El Paso County Development Services Department website at www.elpasoco.com.

Please return the completed form only and any attachments you may wish to provide to:

El Paso County Clerk & Recorder
Attention: Clerk to the Board

Forms may be e-mailed to specialdistrictnotices@elpasoco.com (e-mail is preferred).

In Person:

1675 W Garden of the Gods Rd, Suite 2201,
Colorado Springs, Colorado 80907

By Mail:

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

If you have any questions on the form, instructions for completing it, or content, please contact Kari Parsons, Planner II (719-520-6306) or e-mail at kariparsons@elpasoco.com.

Enclosures

Annual Report

Instructions

Complex Metro District Sample Report

Single Metro District Sample Report

Fire District Sample Report