HIGHLAND RESCUE TEAM AMBULANCE DISTRICT

Highland Rescue Team Ambulance District
317 S. Lookout Mountain Road
Golden, CO 80401
Tel. 303-526-9571

January 25, 2021

DIVISION OF LOCAL GOVERNMENT
Colorado Department of Local Affairs
1313 Sherman Street, Room 521
Denver, CO 80203

RE: Highland Rescue Team Ambulance District 2021 Budget

Division of Local Government:

Attached is the 2021 Budget for the Highland Rescue Team Ambulance District of Jefferson County, Colorado submitted pursuant to Section 29-1-116, C.R.S. After a public hearing at the regular meeting on November 10, 2020 as published, this budget was adopted on December 8, 2020. The resolutions, budget message, and mill levy certification are also included.

If there are any questions on the budget, please contact Barb DeBoer, Administrator, at telephone number 303-526-9571.

I, Christina Shea, certify that the attached is a true and accurate copy of the adopted 2021 Budget of the Highland Rescue Team Ambulance District.

Sincerely,

Christina Shea

Christina Shea, Accountant
HIGHLAND RESCUE TEAM AMBULANCE DISTRICT

Highland Rescue Team Ambulance District Actual and Budget Worksheets:

Statement of Activities For the Years and Year to Date shown - Actual and Budget

		2019	2020			2021	
		Actual *(Audited)*	**Actual** ***YTD***	Forecast 12 Months	**Original Budget**	Adopted	
		31-Dec-19	31-Dec-20	31-Dec-20	31-Dec-20	**Budget**	
	Revenues						
	Program Revenues						
11-4101	Fees, transports & evaluations	397,771	401,515	401,515	364,800	364,800	1
11-4105	Fees, Co Medicaid Supplemental payment	14,358	31,953	31,953	21,600	28,500	2
11-4173	Other - program related, bad debt collections	20,760	9,785	9,785	18,000	12,000	3
11-4103	Less- Disallowed revenue (contractual allow)	(163,905)	(135,082)	(135,082)	(145,920)	(135,000)	4
11-4170	Less- Provision for bad debts	(59,667)	(60,063)	(60,063)	(58,368)	(58,368)	5
11-4120	Less- Allowances, various	(618)	(3,092)	(3,092)	(2,000)	(2,000)	6
11-4180	Less- Collection expense	(66)		0	0	0	7
11-4220	Team outsource revenue	10,709	7,541	7,541	25,000	30,000	8
11-4223	Special event fee income	1,000	73	73	1,000	1,000	9
11-4330	Grants	3,617	6,316	6,316	0	4,328	10
Foundatio	Grants - HRT Foundation	0		0	20,000	20,000	10
	General Revenues	0				0	11
11-4990	Interest income	6,312	2,043	2,043	6,000	3,000	12
11-4800	Other	2,901	13,868	13,868	0	2,000	13
	Proceeds from sale of property	0	0	0	0	0	14
	Total program and general revenues	233,172	274,857	274,857	250,112	270,260	R1
	Tax Revenues						
11-4230	Real property taxes	334,905	355,052	355,052	355,797	624,814	15
11-4234	Rebate/refund/omitted real prop taxes	0	(712)	(712)	(250)	(200)	16
19-8000	Less County treasurer's fees	(5,030)	(5,318)	(5,318)	(5,337)	(9,372)	17
11-4235	Specific ownership taxes	29,058	24,170	24,170	30,000	30,000	18
	Total net tax revenues	358,933	373,192	373,192	380,210	645,242	R2
		597,135	*653,367*	*695,553*	*635,659*	*924,874*	
	Total revenues	592,105	648,049	648,049	630,322	915,502	R3

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Statement of Activities For the Years and Year to Date shown - Actual and Budget

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		31-Dec-19	31-Dec-20	31-Dec-20	31-Dec-20	**Budget**	
	Operations						
12-6160, 1	Salaries & wages, medical	183,093	176,393	176,393	192,060	198,800	19
payroll tax	Payroll Tax (FICA)	14,281	13,759	13,759	14,981	15,506	20
12-6204	Unemployment insurance	495	512	512	576	596	21
12-6305	Pension contribution	5,128	6,541	6,541	5,762	8,123	22
12-7580	Member wellness program	3,060	2,325	2,325	4,100	3,000	23
12-6250	Workers comp insurance	7,071	8,343	8,343	10,500	10,000	24
12-6305	Health and life	16,784	16,874	16,874	16,800	16,764	25
12-6302	Accident/Health insurance	3,696	3,936	3,936	5,304	3,888	26
12-6405	Immunizations	26	0	0	0	0	27
12-6410	Uniforms	8,525	7,881	7,881	7,000	8,500	28
12-7570	Security systems maintenance	71	103	103	250	300	29
12-7562	Medical supplies	12,229	16,171	16,171	13,000	13,000	30
12-7561	Medications and oxygen supplies	4,578	5,477	5,477	6,500	6,500	31
12-7625	Team Outsource and other response (wildland)	9,374	9,576	9,576	20,000	23,000	32
12-7567	Software, applications and equipment	5,490	4,453	4,453	5,200	5,650	33
12-7555	Fire Dept. purchase clearing	64	(507)	(507)	0	0	33
12-7575	Recognition	12,267	12,538	12,538	14,000	14,000	34
12-7620, 1	Dispatch (Jeffcom911), mobile/pagers	13,342	12,825	12,825	13,588	13,373	35
	Total operations	299,574	297,200	297,200	329,621	341,001	E1
	Safety & Training						
13-7230	Exams & certifications	193	428	428	1,000	885	36
13-7225, 1	Seminars & tuition, incl travel	18,632	6,427	6,427	21,000	21,000	37
13-7410	Training media	80	255	255	500	500	38
13-7565	Supplies, training	2,120	2,289	2,289	4,500	4,600	39
	Total safety & training	21,025	9,399	9,399	27,000	26,985	E2

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		31-Dec-19	31-Dec-20	31-Dec-20	31-Dec-20	**Budget**	
	Apparatus & Equipment						
16-7154	Insurance, auto liability	5,724	5,724	5,724	5,724	5,939	40
16-7710	R&M, communications equip	2,754	275	275	2,000	2,000	41
16-7713	Repair & Maintenance	7,624	2,372	2,372	8,000	8,000	42
16-7714	R&M, exterior/body	1,972	303	303	1,000	1,000	43
16-7726	R&M, medical equipment	12,587	14,498	14,498	13,000	13,000	44
16-7717	R&M, preventive	4,311	2,365	2,365	3,750	4,000	45
16-7770	Tires	1,469	22	22	2,500	2,500	46
16-7765	Fuel	5,140	2,524	2,524	5,000	5,000	47
	Total apparatus & equipment	41,581	28,083	28,083	40,974	41,439	E3
	Facilities/Station						
17-7158	Insurance, package	2,901	3,111	3,111	2,921	3,272	48
17-7738	R&M, building & grounds incl security	4,010	4,327	4,327	5,000	4,500	49
17-7750	Trash and recycling	1,447	1,679	1,679	1,540	1,800	50
17-7755	Snow plowing	160	70	70	200	200	51
17-7757	Pest control	564	564	564	600	600	52
17-7759	TV service	1,833	1,235	1,235	1,100	1,100	53
17-7765	Electricity	2,246	2,173	2,173	3,000	3,000	54
17-7767	Gas	7,285	4,941	4,941	8,000	7,500	55
17-7770	Water	1,855	1,579	1,579	1,800	1,800	56
17-7775	Septic pumping	3,663	3,875	3,875	5,000	5,000	57
17-7700	Station supplies	4,040	3,424	3,424	4,200	4,200	58
	Total facilities	30,004	26,978	26,978	33,361	32,972	E4

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		31-Dec-19	31-Dec-20	31-Dec-20	31-Dec-20	**Budget**	
	Administration						
19-6150, 1	Wages & salaries, administrative	44,966	58,522	58,522	87,600	136,110	59
payroll tax	Payroll Tax (FICA) and processing fees	4,203	6,691	6,691	6,833	10,617	60
19-6204	Unemployment insurance	130	0	0	263	408	61
19-6250	Workers compensation	87	120	120	500	500	62
19-6301, 1	Health and life; pension	8,023	6,534	6,534	14,850	19,300	63
19-6350	Recruiting	0	168	168	1,000	300	64
19-6910	Legal fees	0	3,363	3,363	5,000	3,000	65
19-6925	Accounting fees	15,699	19,921	19,921	16,000	18,500	66
19-6935	Billing - contract billing service	6,651	7,789	7,789	7,000	8,000	67
19-6920	Audit fees	5,200	5,400	5,400	5,400	5,600	68
19-7152	Insurance, general & umbrella liability	6,751	6,876	6,876	6,900	7,159	69
19-7153	Insurance, public officials & crime	3,500	3,642	3,642	3,600	3,735	70
19-7215	Meetings, including meals	341	160	160	400	400	71
19-7235	Dues and subscriptions	740	1,866	1,866	1,250	2,000	72
19-7535	Admin-supplies, printing, computer	2,025	2,540	2,540	2,000	2,500	73
19-7540	Admin--Postage & shipping	0	240	240	100	500	74
19-7900	Telephone	2,179	2,268	2,268	2,200	2,400	75
19-7910	Bank & credit card service charges	277	258	258	300	300	76
19-7920	Community relations	3,219	161	161	3,500	3,500	77
19-7905	Election expense	1,641	30,085	30,085	45,000	0	78
	Total administration	105,632	156,604	156,604	209,696	224,829	E5

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	Actual *(Audited)*	**Actual** ***YTD***	Forecast 12 Months	**Original Budget**	Adopted	
	31-Dec-19	31-Dec-20	31-Dec-20	31-Dec-20	**Budget**	
Capital Expenditures						
Vehicles-						
Ambulance purchase/remount					208,000	
QRV (Quick Response Vehicle)						
Power lifts (x3)						
Medical Equipment-						
AED						
Lifepak/AED						
Stretchers						
Pram (power)						
Cardiac Monitor, Stair chairs, other (Grants)					9,150	
Other Response Equipment-						
Radio/communications equipment					10,000	
Wildland Radios					7,000	
E-PCR with computers/ESO Software					3,500	
PPE	440		0	600	1,000	
Station Furnishings & Equipment-						
Furniture and Improvements	6,161	1,416	1,416	5,000		
Snow removal equipment/ATV						
Training equipment						
ID system/Security/Surveillance/Knox						
Computer equipment and website		650	650	2,000	1,000	
Building & Site Improvements-						
Emergency generator						
Engineering/Architectural Feasibility Study (CIP)						
Station improvements						
Station Expansion and parking lot						
Station expansion contingency						
Free standing garage/shed (2018-2019)	55,616	8,985	8,985	10,000		
Matching funds-grant contingency						
Total capital expenditures	62,217	11,051	11,051	17,600	239,650	80

Highland Rescue Team Ambulance District Actual and Budget Worksheets:

Statement of Activities For the Years and Year to Date shown - Actual and Budget

		2019	2020			2021	
		Actual *(Audited)*	**Actual** ***YTD***	Forecast 12 Months	**Original Budget**	Adopted	
		31-Dec-19	31-Dec-20	31-Dec-20	31-Dec-20	**Budget**	
19-8005	LOSAP	56,639	50,000	50,000	52,000	57,000	81
	Total expenses	616,672	579,315	579,315	710,251	963,876	E6
		559,485	*573,582*	*663,514*	*715,588*	*973,248*	
	Net change in fund balance	(24,567)	68,734	68,734	(79,929)	(48,374)	FC
	or Excess/(Deficiency) of Revenues over Expenditures						
			10,636				
					0	0	
	Net change in fund balance	(24,567)	68,734	68,734	(79,929)	(48,374)	
	Beginning funds available (general fund)	434,662	410,095	434,662	396,973	***503,396***	F1
	Ending funds available (general fund)	410,095	478,829	503,396	317,044	455,022	F2
	Current Assets	849,960	534,392				
	Less Liabilities	(439,865)	(55,979)				
	Current portion--debt service	0	0				
	Total ending funds available (general fund)	410,095	478,413				

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	31-Dec-19	31-Dec-20	31-Dec-20	31-Dec-20	**Budget**	
Reconciliation to Statement of Activities (GAAP Basis)						
Net change in fund balance	(24,567)	68,734	68,734	(79,929)	(48,374)	
Add Capital expenditures	62,217	11,051	11,051	17,600	239,650	
Deduct Depreciation expense	(91,790)		(150,000)	(150,000)	(150,000)	
Deduct book value of sold assets	0		0	0	0	
Add principal portion of debt	0		.	0	0	
Add accrued payroll expenses			0	0	0	
Deduct change-accrued interest payable, rounding	0	(415)	0	0	0	
Change in net assets ("Net Income/(Loss)")	(54,140)	79,370	(75,686)	(212,329)	41,276	NI
Cash balances -- these funds are cumulative balance for the stated period						E
Cash, beginning balance	433,429	433,219				
Cash, ending balance	433,219	447,630				
Increase/(Decrease) in cash	(210)	14,411				
Funds (not cash)						
Restricted for Emergencies (TABOR)	20,000	20,000	20,000	20,000	20,000	
Committed for LOSAP Liability	56,639	52,000	52,000	52,000	57,000	
Assigned for Ambulance Replacement *	133,000	157,000	157,000	157,000	40,000	
Unassigned and Prepaids	200,456	249,829	274,396	88,044	338,022	
Total funds, ending balance	410,095	478,829	503,396	317,044	455,022	

** cash surplus earmarked for ambulance replacement (cumulative)*

Assessed Valuation	168,100,614		177,898,669	178,518,190	V

BUDGET MESSAGE

Highland Rescue Team Ambulance District

The 2021 Budget for the Highland Rescue Team Ambulance District includes key features as outlined below. The District maintains its accounts on a modified accrual basis and its budget on a modified cash basis.

The services to be provided during the budget year are the following:

Ambulance and emergency medical response services within the District boundaries (these boundaries are generally known as the Genesee Fire Protection District and Foothills Fire Protection District, combined). Services include staffing and operation of a program to provide paramedic and advanced life support on a full-time basis, utilizing volunteer staff and paid staff. Estimated population of the service area is 11,500, with estimated build-out for the area of 11,684.

Revenue:

The two primary revenue sources are real property taxes (67% of revenues) and fees for transporting and evaluating patients (net fees are 23% of revenues). Gross fee revenue is subject to significant reductions for write-offs required by law and other allowances and uncollectible amounts. Other major sources of revenue are ownership taxes and grants.

Expenses and Capital Expenditures:

The seven expense categories include Operations, Safety and Training, Apparatus and Equipment, Station, Administration, Length of Service Plan, and Capital Expenditures. The combined total of Operations and Administration salaries, wages, payroll taxes and benefits account for the largest expenditure in the budget; Operations expenditures including Length of Service Plan make about 41% of the total expenditures. About 25% of total expenses have been allocated to capital expenditures this budget year. Administration accounts for about 23% of total expenditures. The District has no debt. The District sets aside funds for scheduled ambulance replacements.

The table below shows the budgeted dollar amount of each revenue and expense category and the difference between each for the budget year of 2021:

	Summary (Budget)
Revenues	
Patient Related Fees	$ 209,932
Property Taxes (net of County fees)	615,242
Grants and Other	90,328
Total revenues	915,502
Expenses	
Operations	341,001
Safety & Training	26,985
Apparatus & Equipment	41,439
Facilities/Station	32,972
Administration	224,829
Capital Expenditures	239,650
Length of Service Program	57,000
Total expenses	963,876
Revenues Less Expenses/	
Net Change to Fund Balance	$ (48,374)

Fund Balance/Expenditures Exceed Revenues:

The budget expenditures exceed the revenues and therefore reduces the fund balance. The fund balance is budgeted at approximately $395,800 for year ending December 31, 2021.

HIGHLAND RESCUE TEAM AMBULANCE DISRICT

RESOLUTION

COMBINED RESOLUTIONS OF THE HIGHLAND RESCUE TEAM AMBULANCE DISTRICT ADOPTING THE BUDGET, SETTING THE MILL LEVY AND APPROPRIATING SUMS OF MONEY

TO ADOPT BUDGET

WHEREAS, the Board of Directors of the Highland Rescue Team Ambulance District has appointed a Budget Officer to prepare and submit a proposed 2021 budget to the Board at the proper time; and

WHEREAS, said Budget Officer has submitted a proposed budget to this Board on or before October 15, 2020, for its consideration; and

WHEREAS, upon due and proper notice, published or posted in accordance with the law said proposed budget was open for inspection by the public at a designated place and a public hearing was held on November 10, 2020 and interested electors were given the opportunity to file or register any objections to said proposed budget; and

WHEREAS, the budget has been prepared to comply with all terms, limitations and exemptions, including but not limited to, reserve transfers and expenditure exemptions, under Article X, Section 20 of the Colorado Constitution and other laws or obligations which are applicable to or binding upon the District; and

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Highland Rescue Team Ambulance District:

1. That estimated expenditures for each fund are as follows:

General Fund	$ 973,248

2. That estimated revenues are as follows:

General Fund:

From unappropriated surpluses	$ 48,374
From sources other than general property taxes	300,060
From the general property tax levy	624,814
	$ 973,248

3. That reserves have been or are hereby established for each appropriate fund or combined as a single reserve fund as set forth in the Budget to preserve the spending exemption for reserves under Article X, Section 20 of the Colorado Constitution, and all such reserves shall be transferred or expended within any fund as set forth in the Budget.

4. That the Budget, as submitted and herein summarized by fund, be and the same hereby is, approved and adopted as the Budget of the for the 2021 fiscal year.

HIGHLAND RESCUE TEAM AMBULANCE DISRICT

5. That the Budget, as hereby approved and adopted, shall be certified by the Treasurer or President of the District to all appropriate agencies and is made a part of the public records of the District.

TO SET MILL LEVY

WHEREAS, the 2020 valuation for assessment for the Highland Rescue Team Ambulance District, as certified by the Jefferson County Assessor, is $178,518,190

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of Highland Rescue Team Ambulance District:

1. That for the purposes of meeting general operating expenses of the District during the 2021 budget year, there is hereby levied a tax of 3.500 mills upon each dollar of the total valuation for assessment of all taxable property within the District, to raise $624,814 in revenue.

2. That the Treasurer or President of the District is hereby authorized and will direct staff to immediately certify to the County Commissioners of Jefferson County, Colorado, the mill levy for the District as herein above determined and set.

TO APPROPRIATE SUMS OF MONEY

WHEREAS, the Board of Directors of Highland Rescue Team Ambulance District has made provision therein for revenues in an amount equal to the total proposed expenditures as set forth in its Budget for 2021; and

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the Budget to and for the purposes described below, as more fully set forth in the Budget, so as not to impair the operations of the District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Highland Rescue Team Ambulance District that the following sums are hereby appropriated from the revenues of each fund, to each fund for the purposes stated:

General Fund	$ 973,248

ADOPTED AND APPROVED this 9th day of December, 2020,

Board of Directors
HIGHLAND RESCUE TEAM AMBULANCE DISTRICT

John T Zimm

President or Treasurer

ATTEST:

Secretary or Vice President

4392 County Tax Entity Code DOLA LGID/SID ____ / ____

CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments

TO: County Commissioners[1] of Jefferson County, Colorado.

On behalf of the **Highland Rescue Team Ambulance District**,
(taxing entity)[A]

the Board of Directors
(governing body)[B]

of the Highland Rescue Team Ambulance District
(local government)[C]

Hereby officially certifies the following mills to be levied against the taxing entity's GROSS assessed valuation of: $ 178,518,190
(GROSS[D] assessed valuation, Line 2 of the Certification of Valuation Form DLG 57[E])

Note: If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area[F] the tax levies must be calculated using the NET AV. The taxing entity's total property tax revenue will be derived from the mill levy multiplied against the NET assessed valuation of: $ _____
(NET[G] assessed valuation, Line 4 of the Certification of Valuation Form DLG 57)

Submitted: *12/09/2020* for budget/fiscal year *2021*.
(not later than Dec. 15) (mm/dd/yyyy) (yyyy)

PURPOSE (see end notes for definitions and examples)	**LEVY**[2]		**REVENUE**[2]
1. General Operating Expenses[H]	3.5000	mills	$ 624,814
2. <**Minus**> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction[I]	< 0 >	mills	$ < 0 >
SUBTOTAL FOR GENERAL OPERATING:	3.5000	**mills**	**$ 624,814**
3. General Obligation Bonds and Interest[J]		mills	$
4. Contractual Obligations[K]		mills	$
5. Capital Expenditures[L]		mills	$
6. Refunds/Abatements[M]		mills	$
7. Other[N] (specify):		mills	$
		mills	$
TOTAL: [Sum of General Operating Subtotal and Lines 3 to 7]	3.5000	**mills**	**$ 624,814**

Contact person: (print) Christina Shea *(approved by Board 12/8/2020)*
Daytime phone: (720) 350-3031
Signed: /s/ Christina Shea
Title: Accountant

Include one copy of this tax entity's completed form when filing the local government's budget by January 31st, per 29-1-113 C.R.S., with the Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, CO 80203. Questions? Call DLG at (303) 866-2156.

[1] If the taxing entity's boundaries include more than one county, you must certify the levies to each county. Use a separate form for each county and certify the same levies uniformly to each county per Article X, Section 3 of the Colorado Constitution.
[2] Levies must be rounded to three decimal places and revenue must be calculated from the total *NET assessed valuation* (Line 4 of Form DLG57 on the County Assessor's *final* certification of valuation).

<u>THIS SECTION APPLIES TO TITLE 32, ARTICLE 1 SPECIAL DISTRICTS THAT LEVY TAXES FOR PAYMENT OF GENERAL OBLIGATION DEBT</u> (32-1-1603 C.R.S.). Taxing entities that are Special Districts or Subdistricts of Special Districts must certify separate mill levies and revenues to the Board of County Commissioners, one each for the funding requirements of each debt (32-1-1603, C.R.S.) Use additional pages as necessary. The Special District's or Subdistrict's total levies for general obligation bonds and total levies for contractual obligations should be recorded on Page 1, Lines 3 and 4 respectively.

CERTIFY A SEPARATE MILL LEVY FOR EACH BOND OR CONTRACT:

BONDS[J]:

1. Purpose of Issue: _____
   Series: _____
   Date of Issue: _____
   Coupon Rate: _____
   Maturity Date: _____
   Levy: _____
   Revenue: _____

2. Purpose of Issue: _____
   Series: _____
   Date of Issue: _____
   Coupon Rate: _____
   Maturity Date: _____
   Levy: _____
   Revenue: _____

CONTRACTS[K]:

3. Purpose of Contract: _____
   Title: _____
   Date: _____
   Principal Amount: _____
   Maturity Date: _____
   Levy: _____
   Revenue: _____

4. Purpose of Contract: _____
   Title: _____
   Date: _____
   Principal Amount: _____
   Maturity Date: _____
   Levy: _____
   Revenue: _____

Use multiple copies of this page as necessary to separately report all bond and contractual obligations per 32-1-1603, C.R.S.

Notes:

[A] **Taxing Entity—**A jurisdiction authorized by law to impose ad valorem property taxes on taxable property located within its territorial limits (please see notes B, C, and H below). For purposes of the DLG 70 only, a taxing entity is also a geographic area formerly located within a *taxing entity's* boundaries for which the county assessor certifies a valuation for assessment and which is responsible for payment of its share until retirement of financial obligations incurred by the *taxing entity* when the area was part of the *taxing entity*. For example: an area of excluded property formerly within a special district with outstanding general obligation debt at the time of the exclusion or the area located within the former boundaries of a dissolved district whose outstanding general obligation debt service is administered by another local government[C].

[B] **Governing Body—**The board of county commissioners, the city council, the board of trustees, the board of directors, or the board of any other entity that is responsible for the certification of the *taxing entity's* mill levy. For example: the board of county commissioners is the governing board ex officio of a county public improvement district (PID); the board of a water and sanitation district constitutes ex officio the board of directors of the water subdistrict.

[C] **Local Government -** For purposes of this line on Page 1of the DLG 70, the local government is the political subdivision under whose authority and within whose boundaries the *taxing entity* was created. The local government is authorized to levy property taxes on behalf of the *taxing entity*. For example, for the purposes of this form:

1. a municipality is both the local government and the *taxing entity* when levying its own levy for its entire jurisdiction;
2. a city is the local government when levying a tax on behalf of a business improvement district (BID) *taxing entity* which it created and whose city council is the BID board;
3. a fire district is the local government if it created a subdistrict, the *taxing entity*, on whose behalf the fire district levies property taxes.
4. a town is the local government when it provides the service for a dissolved water district and the town board serves as the board of a dissolved water district, the *taxing entity*, for the purpose of certifying a levy for the annual debt service on outstanding obligations.

[D] **GROSS Assessed Value -** There will be a difference between gross assessed valuation and net assessed valuation reported by the county assessor only if there is a "tax increment financing" entity (see below), such as a downtown development authority or an urban renewal authority, within the boundaries of the *taxing entity*. The board of county commissioners certifies each *taxing entity's* total mills upon the *taxing entity's* Gross Assessed Value found on Line 2 of Form DLG 57.

[E] **Certification of Valuation by County Assessor, Form DLG 57 -** The county assessor(s) uses this form (or one similar) to provide valuation for assessment information to a *taxing entity*. The county assessor must provide this certification no later than August 25th each year and may amend it, one time, prior to December 10th.

[F] **TIF Area—**A downtown development authority (DDA) or urban renewal authority (URA), may form plan areas that use "tax increment financing" to derive revenue from increases in assessed valuation (gross minus net, Form DLG 57 Line 3) attributed to the activities/improvements within the plan area. The DDA or URA receives the differential revenue of each overlapping *taxing entity's* mill levy applied against the *taxing entity's* gross assessed value after subtracting the *taxing entity's* revenues derived from its mill levy applied against the net assessed value.

[G] **NET Assessed Value—**The total taxable assessed valuation from which the *taxing entity* will derive revenues for its uses. It is found on Line 4 of Form DLG 57.

[H] **General Operating Expenses (DLG 70 Page 1 Line 1)—**The levy and accompanying revenue reported on Line 1 is for general operations and includes, in aggregate, all levies for and revenues raised by a *taxing entity* for purposes not lawfully exempted and detailed in Lines 3 through 7 on Page 1 of the DLG 70. For example: a fire pension levy is included in general operating expenses, unless the pension is voter-approved, if voter-approved, use Line 7 (Other).

[I] **Temporary Tax Credit for Operations (DLG 70 Page 1 Line 2)—**The Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction of 39-1-111.5, C.R.S. may be applied to the *taxing entity*'s levy for general operations to effect refunds. Temporary Tax Credits (TTCs) are not necessary for other types of levies (non-general operations) certified on this form because these levies are adjusted from year to year as specified by the provisions of any contract or schedule of payments established for the payment of any obligation incurred by the *taxing entity* per 29-1-301(1.7), C.R.S., or they are certified as authorized at election per 29-1-302(2)(b), C.R.S.

[J] **General Obligation Bonds and Interest (DLG 70 Page 1 Line 3)—**Enter on this line the total levy required to pay the annual debt service of all general obligation bonds. Per 29-1-301(1.7) C.R.S., the amount of revenue levied for this purpose cannot be greater than the amount of revenue required for such purpose as specified by the provisions of any contract or schedule of payments. Title 32, Article 1 Special districts and subdistricts must complete Page 2 of the DLG 70.

[K] **Contractual Obligation (DLG 70 Page 1 Line 4)—**If repayment of a contractual obligation with property tax has been approved at election and it is not a general obligation bond (shown on Line 3), the mill levy is entered on this line. Per 29-1-301(1.7) C.R.S., the amount of revenue levied for this purpose cannot be greater than the amount of revenue required for such purpose as specified by the provisions of any contract or schedule of payments.

[L] **Capital Expenditures (DLG 70 Page 1 Line 5)—**These revenues are not subject to the statutory property tax revenue limit <u>if</u> they are approved by counties and municipalities <u>through public hearings</u> pursuant to 29-1-301(1.2) C.R.S. and for special districts <u>through approval from the Division of Local Government</u> pursuant to 29-1-302(1.5) C.R.S. or for any *taxing entity* if <u>approved at election</u>. Only levies approved by these methods should be entered on Line 5.

[M] **Refunds/Abatements (DLG 70 Page 1 Line 6)—**The county assessor reports on the Certification of Valuation (DLG 57 Line 11) the amount of revenue from property tax that the local government did not receive in the prior year because taxpayers were given refunds for taxes they had paid or they were given abatements for taxes originally charged to them due to errors made in their property valuation. The local government was due the tax revenue and would have collected it through an adjusted mill levy if the valuation errors had not occurred. Since the government was due the revenue, it may levy, in the subsequent year, a mill to collect the refund/abatement revenue. An abatement/refund mill levy may generate revenues up to, but not exceeding, the refund/abatement amount from Form DLG 57 Line 11.

1. Please Note: <u>If the *taxing entity* is in more than one county, as with all levies, the abatement levy must be uniform throughout the entity's boundaries and certified the same to each county.</u> To calculate the abatement/refund levy for a *taxing entity* that is located in more than one county, first total the abatement/refund amounts reported by each county assessor, then divide by the *taxing entity*'s total net assessed value, then multiply by 1,000 and round <u>down</u> to the nearest three decimals to prevent levying for more revenue than was abated/refunded. This results in an abatement/refund mill levy that will be uniformly certified to all of the counties in which the *taxing entity* is located even though the abatement/refund did not occur in all the counties.

[N] **Other (DLG 70 Page 1 Line 7)—**Report other levies and revenue not subject to 29-1-301 C.R.S. that were not reported above. For example: a levy for the purposes of television relay or translator facilities as specified in sections 29-7-101, 29-7-102, and 29-7-105 and 32-1-1005 (1) (a), C.R.S.; a voter-approved fire pension levy; a levy for special purposes such as developmental disabilities, open space, etc.