

CERTIFIED RECORD
OF
PROCEEDINGS RELATING TO
TRAILMARK METROPOLITAN DISTRICT
CITY OF LITTLETON
JEFFERSON COUNTY, COLORADO
AND THE BUDGET HEARING
FOR FISCAL YEAR
2019

STATE OF COLORADO)
)
COUNTY OF JEFFERSON)ss.
)
TRAILMARK)
METROPOLITAN DISTRICT)

The Board of Directors of the TrailMark Metropolitan District, City of Littleton, Jefferson County, Colorado, held a special meeting at the TrailMark Fire Station No. 19, 8490 W. Trailmark Parkway, Littleton, Colorado, on 8th day, November, 2018 at 6:30 p.m.

Present were the following members of the Board:

| | |
|-------------------|----------------|
| Curtis Fankhouser | President |
| Wayne Lupton | Vice President |
| Sandy Farish | Secretary |
| Catherine LaClair | Treasurer |

Director Handley was absent, and his absent was excused.

Also present were:

Cathy Noon, Community Resource Services of Colorado, LLC;
Community Members

The Chairman stated that proper publication was made to conduct a public hearing on the District's 2019 budget. The Chairman opened the public hearing on the District's proposed 2019 budget. There being no public present to comment on the District's budget, the public hearing was closed.

Thereupon, Director Lupton introduced and moved the adoption of the following Resolution:

RESOLUTION

A RESOLUTION SUMMARIZING REVENUES AND EXPENDITURES FOR EACH FUND, ADOPTING A BUDGET, LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2019

TO HELP DEFRAY THE COSTS OF GOVERNMENT, AND APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS IN THE AMOUNTS AND FOR THE PURPOSES SET FORTH HEREIN FOR THE TRAILMARK METROPOLITAN DISTRICT, CITY OF LITTLETON, JEFFERSON COUNTY, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2019, AND ENDING ON THE LAST DAY OF DECEMBER, 2019,

WHEREAS, the Board of Directors of the TrailMark Metropolitan District has authorized its consultants to prepare and submit a proposed budget to said governing body no later than October 15, 2018; and

WHEREAS, the proposed budget has been submitted to the Board of Directors of the District for its consideration; and

WHEREAS, upon due and proper notice, published on November 8, 2018 in a newspaper having general circulation within the boundaries of the District, pursuant to statute, said proposed budget was available for inspection by the public at a designated public office, a public hearing was held on November 8, 2018 and interested electors were given the opportunity to file or register any objections to said proposed budget; and

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues or planned to be expended from reserves of fund balances so that the budget remains in balance, as required by law; and

WHEREAS, the amount of money necessary to balance the budget for general operating purposes from property tax revenue is \$118,969 ; and

WHEREAS, the 2017 valuation for assessment for the District as certified by the County Assessor for Jefferson County is \$29,742,234; and

WHEREAS, at an election held on November 3, 1998, the District eliminated the property tax revenue and expenditure limitations imposed on governmental entities by Article X, Section 20 of the Colorado Constitution and Section 29-1-301, C.R.S., as amended.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TRAILMARK METROPOLITAN DISTRICT, CITY OF LITTLETON, JEFFERSON COUNTY, COLORADO:

Section 1. 2019 Budget Revenues. That the estimated revenues for each fund as more specifically set out in the budget attached hereto are accepted and approved.

Section 2. 2019 Budget Expenditures. That the estimated expenditures for each fund as more specifically set out in the budget attached hereto are accepted and approved.

Section 3. Adoption of Budget for 2019. That the budget as submitted, and attached hereto and incorporated herein by this reference, and if amended, then as amended, is hereby approved and adopted by the Board of Directors as the true and accurate budget of the TrailMark Metropolitan District for calendar year 2019.

Section 4. Levy of General Property Taxes. That the Board of Directors does hereby certify the levy of general property taxes for collection in 2019 as follows:

A. Levy for General Operating Fund Expenses. That for the purposes of meeting all general operating expense of the District during the 2019 budget year, there is hereby levied a tax of 15 mills minus a temporary mill levy reduction of 11 mills for a net mill levy of 4 mills upon each dollar of the total valuation of assessment of all taxable property within the District for the year 2018.

B. Levy for Debt Service Fund (General Obligation Bonds and Interest).
General Obligations Bonds for the District were paid in full in 2018.

Section 5. Property Tax and Fiscal Year Spending Limits. That, being fully informed, the Board finds that the foregoing budget and mill levies do not result in a violation of any applicable property tax or fiscal year spending limitation.


Section 6. Certification. The District's manager is hereby authorized and directed to certify by December 15, 2018, to the Board of County Commissioners of Jefferson County, Colorado, the mill levies for the District herein above determined and set, or be authorized and directed to certify to the Board of County Commissioners of Jefferson County, Colorado, as herein above determined and set, but as recalculated as needed upon receipt of the final certification of valuation from the County Assessor on or about December 10, 2018, in order to comply with any applicable revenue and other budgetary limits or to implement the intent of the District. That said certification shall be in substantially the form set out and attached hereto and incorporated herein by this reference.

Section 7. Appropriations. That the amounts set forth as expenditures and balances remaining, as specifically allocated in the budget attached hereto, are hereby appropriated from the revenue of each fund, to each fund, for the purposes stated and no other.

The foregoing Resolution was seconded by Director La Clair.

ADOPTED AND APPROVED this 8th day of November, 2018.

TRAILMARK METROPOLITAN DISTRICT



Curtis Fankhouser, President

ATTEST:



Sandy Farish, Secretary

STATE OF COLORADO)
)
COUNTY OF JEFFERSON)ss.
)
TRAILMARK)
METROPOLITAN DISTRICT)

I, Sandy Farish, Secretary of the Board of Directors of the TrailMark Metropolitan District, City of Littleton, Jefferson County, Colorado, do hereby certify that the foregoing pages numbered 1 to 5, inclusive, constitute a true and correct copy of the record of proceedings of the Board of Directors of said District, adopted at a special meeting of the Board held at the TrailMark Fire Station No. 19, 8490 W. Trailmark Parkway, Littleton, Colorado on November 8, 2018, at 6:30 p.m., as recorded in the official record of the proceedings of the District, insofar as said proceedings relate to the budget hearing for fiscal year 2019; that said proceedings were duly had and taken; that the meeting was duly held; and that the persons were present at the meeting as therein shown. Further, I hereby certify that the attached budget is a true and accurate copy of the 2019 budget of the District.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the official seal of the District this 8th day of November, 2018.

(SEAL)


Secretary



TO BE ATTACHED TO PROCEEDINGS:

- **2019 BUDGET, AS ADOPTED, WITH BUDGET MESSAGE**
- **COPY OF THE SIGNED CERTIFICATION OF TAX LEVIES FOR FISCAL YEAR 2019, AS SUBMITTED TO THE BOARD OF COUNTY COMMISSIONERS**

**TRAILMARK METROPOLITAN DISTRICT
GENERAL FUND
FORECASTED 2019 BUDGET AS ADOPTED
WITH 2017 ACTUAL AND 2018 ESTIMATED
For the Years Ended and Ending December 31,**

| | 2017 | 2018 | 2019 |
|---|---------------------|---------------------------------------|--|
| | Actual | Estimated Modified Accrual | Adopted Budget Modified Accrual |
| REVENUES | | | |
| Property taxes | \$ 274,415 | \$ 297,064 | \$ 118,969 |
| Specific ownership taxes | 80,428 | 67,194 | 35,000 |
| HOA cost sharing | 23,862 | 15,489 | 12,500 |
| Interest | 8,191 | 17,955 | 5,000 |
| Miscellaneous | - | 500 | 500 |
| Total revenues | <u>386,896</u> | <u>398,202</u> | <u>171,969</u> |
| EXPENDITURES | | | |
| Management and accounting | 27,093 | 25,053 | 26,200 |
| District management - special services | - | 1,764 | 5,000 |
| Audit | 9,034 | 8,476 | 10,000 |
| Directors fees | 2,400 | 2,217 | 5,000 |
| Insurance and SDA dues | 5,095 | 5,100 | 5,500 |
| Legal | 1,345 | 3,269 | 10,000 |
| Legal publications | 211 | 250 | 250 |
| Miscellaneous | 1,023 | 3,500 | 3,000 |
| Payroll taxes | 184 | 560 | 560 |
| County treasurer fees | 4,118 | 4,456 | 1,785 |
| Utilities | 401 | 1,500 | 1,500 |
| Ground maintenance - HOA | 16,071 | 22,307 | 20,000 |
| Ground maintenance - general | - | 5,000 | 5,000 |
| Fence painting and repair - annual filing | 37,355 | 31,000 | 25,000 |
| Fence painting and repair - incidentals | - | 7,000 | 1,500 |
| Stormwater system | | | |
| - General maintenance | 30,627 | 40,000 | 45,000 |
| - Maintenance - Centennial Water | 625 | 1,400 | 1,400 |
| - Water quality monitoring | - | 1,500 | 1,500 |
| - Improvements | - | 10,000 | 10,000 |
| - Miscellaneous | - | 100 | 100 |
| Contingency | - | - | 6,000 |
| Total expenditures | <u>135,582</u> | <u>174,452</u> | <u>184,295</u> |
| EXCESS OF REVENUE OVER EXPENDITURES | <u>251,314</u> | <u>223,750</u> | <u>(12,326)</u> |
| OTHER FINANCING USES | | | |
| Transfer to debt service fund | (210,000) | (246,576) | - |
| Transfer to capital asset replacement reserve | - | (65,000) | (25,000) |
| Total other financing uses | <u>(210,000)</u> | <u>(311,576)</u> | <u>(25,000)</u> |
| NET CHANGE IN FUND BALANCE | 41,314 | (87,826) | (37,326) |
| BEGINNING FUND BALANCE | <u>1,162,394</u> | <u>843,708</u> | <u>755,882</u> |
| ENDING FUND BALANCE | <u>\$ 1,203,708</u> | <u>\$ 755,882</u> | <u>\$ 718,556</u> |

**TRAILMARK METROPOLITAN DISTRICT
DEBT SERVICE FUND
FORECASTED 2019 BUDGET AS ADOPTED
WITH 2017 ACTUAL AND 2018 ESTIMATED
For the Years Ended and Ending December 31,**

| | 2017 Actual | 2018 Estimated Modified Accrual | 2019 Adopted Budget Modified Accrual |
|--|------------------------|--|---|
| REVENUES | | | |
| Property taxes | \$ 548,830 | \$ 450,000 | \$ - |
| Interest | 3,916 | 2,500 | - |
| Total revenues | <u>552,746</u> | <u>452,500</u> | <u>-</u> |
| EXPENDITURES | | | |
| Bond principal | 695,000 | 715,000 | - |
| Bond interest | 30,955 | 5,288 | - |
| Paying agent fees | 550 | 1,000 | - |
| County treasurer fees | 8,236 | 8,000 | - |
| Total expenditures | <u>734,741</u> | <u>729,288</u> | <u>-</u> |
| EXCESS OF REVENUES UNDER EXPENDITURES | (181,995) | (276,788) | - |
| OTHER FINANCING SOURCES | | | |
| Transfer from general fund | 210,000 | 246,576 | - |
| Total other financing sources | <u>210,000</u> | <u>246,576</u> | <u>-</u> |
| NET CHANGE IN FUND BALANCE | 28,005 | (30,212) | - |
| BEGINNING FUND BALANCE | <u>2,207</u> | <u>30,212</u> | <u>-</u> |
| ENDING FUND BALANCE | <u>\$ 30,212</u> | <u>\$ -</u> | <u>\$ -</u> |

**TRAILMARK METROPOLITAN DISTRICT
 CAPITAL ASSET REPLACEMENT RESERVE
 FORECASTED 2019 BUDGET AS ADOPTED
 WITH 2017 ACTUAL AND 2018 ESTIMATED
 For the Years Ended and Ending December 31,**

| | <u>2017 Actual</u> | <u>2018 Estimated Modified Accrual</u> | <u>2019 Adopted Budget Modified Accrual</u> |
|---|------------------------|--|---|
| REVENUES | | | |
| HOA cost sharing | \$ - | \$ - | \$ 300,000 |
| Total revenues | <u>-</u> | <u>-</u> | <u>300,000</u> |
| EXPENDITURES | | | |
| - Fence replacement | - | - | 600,000 |
| Total expenditures | <u>-</u> | <u>-</u> | <u>600,000</u> |
| EXCESS OF REVENUES OVER EXPENDITURES | - | - | (300,000) |
| OTHER FINANCING SOURCES | | | |
| Transfers from general fund | - | 65,000 | 25,000 |
| Total other financing sources | <u>-</u> | <u>65,000</u> | <u>25,000</u> |
| NET CHANGE IN FUND BALANCE | - | 65,000 | (275,000) |
| BEGINNING FUND BALANCE | <u>-</u> | <u>360,000</u> | <u>425,000</u> |
| ENDING FUND BALANCE | <u>\$ -</u> | <u>\$ 425,000</u> | <u>\$ 150,000</u> |

TRAILMARK METROPOLITAN DISTRICT 2019 BUDGET MESSAGE

Introduction

The budget reflects the projected spending plan for the 2019 fiscal year based on available revenues. This budget provides for the annual debt service on the District's general obligation debt as well as the general operation of the District and capital project revenue and expenditures.

The District was formed in 1994 for the purpose of providing design, financing, acquisition, and construction of certain infrastructure improvements including water, streets, sanitary sewer, and traffic and safety controls. When appropriate, these improvements have been dedicated to Jefferson County, South Suburban Park and Recreation District, City of Littleton or other entities as appropriate for the use and benefit of the District taxpayers and service users.

Budgetary Basis of Accounting

The District uses funds to budget and report on the financial position and results of operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain governmental functions. The various funds determine the total District budget. All of the District's funds are considered Governmental Funds and are reported using the current financial resources and the modified accrual basis of accounting. Revenues are recognized when they are measurable and available. Revenues are considered available when they are collectible within the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures, other than the interest on long term obligations, are recorded when the liability is incurred or the long-term obligation paid.

FUND SUMMARIES

General Fund. The General Fund is used to account for resources traditionally associated with government such as property taxes, specific ownership tax and expenditures which include district administration, legal services, and other expenses related to statutory operations of a local government. The primary source of revenue comes from property taxes, specific ownership taxes, and interest income.

The District certified a net 4.000 mills in its General Fund. This will generate \$118,969 in property taxes. The District's 2018 assessed value is \$29,742,234.

Debt Service Fund. The District retired its debt in 2018.

Capital Asset Replacement Reserve. The District established this Fund in 2019 to provide for the maintenance and replacement of public improvements.

Emergency Reserve. As required under Article X, Section 20 of the Colorado Constitution, the District has provided for an Emergency Reserve in the amount of 3% of the total fiscal year expenditures in the General Fund.

Leases: The District has no leases.

CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments

TO: County Commissioners¹ of JEFFERSON COUNTY, Colorado.

On behalf of the TRAILMARK METROPOLITAN DISTRICT,
(taxing entity)^A

the BOARD OF DIRECTORS
(governing body)^B

of the TRAILMARK METROPOLITAN DISTRICT
(local government)^C

Hereby officially certifies the following mills to be levied against the taxing entity's GROSS \$ 29,742,234 assessed valuation of: (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) USE VALUE FROM FINAL CERTIFICATIN OF VALUATION PROVIDED BY ASSESSOR NO LATER THAN DECEMBER 10

Submitted: 12/08/2018 for budget/fiscal year 2019.
(not later than Dec. 15) (dd/mm/yyyy) (yyyy)

| PURPOSE (see end notes for definitions and examples) | LEVY ² | REVENUE ² |
|--|---------------------------|--------------------------|
| 1. General Operating Expenses ^H | <u>15.000</u> mills | \$ <u>446,134</u> |
| 2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction ^I | < <u>11.000</u> > mills | \$ < <u>327,165</u> > |
| SUBTOTAL FOR GENERAL OPERATING: | <u>4.000</u> mills | \$ <u>118,969</u> |
| 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] | <u>4.000</u> mills | \$ <u>118,969</u> |

Contact person: (print) Sue Blair, CRS of Colorado, LLC Daytime phone: 303-381-4977
Signed:  Title: District Manager

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) 864-7720.

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).
Page 1 of 4 D.L.G. 70 (Rev. 6/16)