

# JEFFCO BUSINESS CENTER METROPOLITAN DISTRICT NO. 1

141 Union Boulevard, Suite 150  
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## NOTICE OF A SPECIAL MEETING AND AGENDA

<u>Board of Directors:</u>	<u>Office:</u>	<u>Term/Expiration:</u>
Ann M. Taylor	President	2022/May 2022
Julie von Clausburg	Treasurer	2022/May 2022
<b>VACANT</b>		2023/May 2023
<b>VACANT</b>		2022/May 2023
<b>VACANT</b>		2022/May 2022
David Solin	Secretary	

DATE: November 4, 2020 (Wednesday)

TIME: 9:00 A.M.

PLACE: *Due to Executive Order D 2020 044 Safer at Home issued by Governor Polis on April 26, 2020, and Public Health Order 20-28 implementing the Executive Order, issued by the Colorado Department of Health and Environment (CDPHE) on April 26, 2020, this meeting will be held via teleconferencing and can be joined through the directions below:*

**CALL IN NUMBER:** 1-877-250-3814

**PASSCODE:** 5592663

### I. ADMINISTRATIVE MATTERS

A. Present Disclosures of Potential Conflicts of Interest.

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B. Approve Agenda, confirm location of the meeting and posting of meeting notices and designate 24 hour posting location.

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C. Review and approve the Minutes of the November 6, 2019 regular meeting (enclosure).

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D. Discuss results of cancelled May 5, 2020 Regular Election for Directors (enclosure)

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E. Discuss vacancies on Board. Consider appointment of eligible elector(s) to the Board. Administer Oath(s) of Office. Consider appointment of John Strabel to fill a vacancy.

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F. Consider appointment of Officers:  
 President \_\_\_\_\_  
 Treasurer \_\_\_\_\_  
 Secretary \_\_\_\_\_  
 Asst. Secretary \_\_\_\_\_  
 Asst. Secretary \_\_\_\_\_  
 Asst. Secretary \_\_\_\_\_

G. Consider Adoption of Resolution No. 2020-11-\_\_\_\_ Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting 24-Hour Notices (enclosure).

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H. Discuss §32-1-809, C.R.S. Transparency Notice reporting requirements and mode of eligible elector notification.

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II. FINANCIAL MATTERS

A. Review and ratify approval of the payment of claims as follows (enclosures):

Fund	Period Ending Nov.11, 2019	Period Ending Dec. 30, 2019	Period Ending Jan. 14, 2020	Period Ending Feb. 10, 2020
General	\$ 1,665.07	\$ 4,281.48	\$ 2,460.31	\$ 1,278.40
Debt Service	\$ -0-	\$ -0-	\$ -0-	\$ 150.00
Capital	\$ -0-	\$ -0-	\$ -0-	\$ -0-
<b>Total Claims</b>	<b>\$ 1,665.07</b>	<b>\$ 4,281.48</b>	<b>\$ 4,460.31</b>	<b>\$ 1,428.40</b>

Fund	Period Ending March 12, 2020	Period Ending April 17, 2020	Period Ending May 11, 2020	Period Ending June 19, 2020
General	\$ 1,373.07	\$ 1,166.60-	\$ 2,100.66	\$ 4,526.16
Debt Service	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Capital	\$ -0-	\$ -0-	\$ -0-	\$ -0-
<b>Total Claims</b>	<b>\$ 1,373.07</b>	<b>\$ 1,166.60</b>	<b>\$ 2,100.66</b>	<b>\$ 4,526.16</b>

Fund	Period Ending July 16, 2020	Period Ending Aug. 13, 2020	Period Ending Sept. 10, 2020	Period Ending Oct. 9, 2020
General	\$ -634.60	\$ 935.67	\$ 748.20	\$ 2,283.98
Debt Service	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Capital	\$ -0-	\$ -0-	\$ -0-	\$ -0-
<b>Total Claims</b>	<b>\$ 634.60-</b>	<b>\$ 935.67</b>	<b>\$ 748.20</b>	<b>\$ 2,283.98</b>

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- B. Review and accept unaudited financial statements for the period ending September 30, 2020 and the schedule of cash position statement dated September 30, 2020 (enclosure).
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- C. Discuss the District’s inability to make a scheduled bond payment, pursuant to section 32-1-903(3), C.R.S.
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- D. Ratify approval of the preparation, execution and filing of the Application for Exemption from Audit for 2019 (enclosure).
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- E. Consider appointment of District accountant to prepare the Application for Exemption from Audit for 2020.
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- F. Conduct public hearing to consider Amendment to 2020 Budget and (if necessary) consider adoption of a Resolution to Amend the 2020 Budget.
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- G. Conduct Public Hearing on the proposed 2021 Budget and consider adoption of Resolution No. 2020-11-\_\_\_ to Adopt the 2021 Budget; Resolution No. 2020-11-\_\_\_ to Appropriate Sums of Money and Set Mill Levies (\_\_\_ mills for General Fund, \_\_\_ mills for Debt Service Fund, for a total mill levy of \_\_\_\_\_ mills) (enclosures - preliminary assessed valuations, 2021 draft Budget and Resolutions).
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- H. Consider authorizing the District Accountant to prepare and sign the DLG-70 Mill Levy Certification form for certification to the Board of County Commissioners and other interested parties.
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- I. Consider appointment of District Accountant to prepare the 2022 Budget and set date for public hearing to adopt the 2022 Budget (\_\_\_\_\_, 2021).
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III. LEGAL MATTERS

- A. Discuss update on McGeady Becher P.C. regarding District Records Retention (enclosure).
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- B. Discuss potential refunding.
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IV. OTHER BUSINESS

- A. Status of development.
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- V. ADJOURNMENT **THERE ARE NO MORE REGULAR MEETINGS SCHEDULED IN 2020.**

## RECORD OF PROCEEDINGS

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### MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JEFFCO BUSINESS CENTER METROPOLITAN DISTRICT NO. 1 HELD NOVEMBER 6, 2019

A Regular Meeting of the Board of Directors of the Jeffco Business Center Metropolitan District No. 1 (referred to hereafter as "Board") was convened on Wednesday, the 6th day of November, 2019, at 9:00 A.M., at the offices of First Industrial Realty Trust 8200 Park Meadows Drive, Suite 8226, Lone Tree, Colorado. The meeting was open to the public.

#### ATTENDANCE

#### Directors In Attendance Were:

Ann M. Taylor  
Julie von Clausburg  
John E. Strabel

#### Also In Attendance Was:

David Solin; Special District Management Services, Inc.

Paula Williams, Esq.; McGeady Becher, P.C.

#### DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Disclosure of Potential Conflicts of Interest: The Board noted it was in receipt of disclosures of potential conflict of interest statements for Directors von Clausburg, Taylor and Strabel. These statements had been filed with the Secretary of State at least seventy-two hours in advance of the meeting in accordance with the statute. Mr. Solin requested that the Directors consider whether they had any new conflicts of interest which had not been previously disclosed. Mr. Solin noted that a quorum was present and requested members of the Board to disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting, and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with the statute.

#### ADMINISTRATIVE MATTERS

Agenda: Mr. Solin distributed for the Board's review and approval, a proposed Agenda for the District's regular meeting.

Following discussion, upon motion duly made by Director Taylor, seconded by Director von Clausburg and, upon vote, unanimously carried, the Agenda was approved, as presented.

## RECORD OF PROCEEDINGS

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**Meeting Location:** The Board entered into a discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the District's Board meeting.

Following discussion, upon motion duly made by Director Taylor, seconded by Director von Clausburg and, upon vote, unanimously carried, the Board determined that because there was not a suitable or convenient location within the District's boundaries, in the County the District is located, or within 20 miles of the District's boundaries to conduct this meeting, it was determined to conduct the meeting at the above-stated date, time and location. The Board further noted that notice of the time, date and location was duly posted and that they have not received any objections to the location or any requests that the meeting place be changed by taxpaying electors within the District's boundaries.

**Minutes:** The Board reviewed the Minutes of the November 7, 2018 regular meeting.

Following review and discussion, upon motion duly made by Director Taylor, seconded by Director von Clausburg and, upon vote, unanimously carried, the Minutes of the November 7, 2018 regular meeting were approved, as presented.

**New Legislation:** Mr. Solin reviewed with the Board the recent change in legislation that authorizes the posting of meeting notices on the District's website as opposed to in three physical locations within the boundaries of the District. Mr. Solin noted the statute does require designating one physical location for the posting of notices in the event the District's website is not functioning and posting on the website cannot occur.

**Resolution Establishing Regular Meeting Dates, Times and Location, and Designating Locations for Posting of 72-Hour and 24-Hour Notices:** The Board discussed Resolution No. 2019-11-01; Establishing Regular Meeting Dates, Times and Location, and Designating Locations for Posting of 72-Hour and 24-Hour Notices.

Mr. Solin reviewed the business to be conducted in 2020 to meet the statutory compliance requirements. The Board, determined to meet on November 4, 2020, at 9:00 a.m., at the offices of First Industrial Realty Trust, 8200 Park Meadows Drive, Suite 8226, Lone Tree, Colorado.

Following discussion, upon motion duly made by Director Taylor, seconded by Director von Clausburg and, upon vote, unanimously carried, the Board adopted Resolution No. 2019-11-01; Establishing Regular Meeting Dates, Times and

## RECORD OF PROCEEDINGS

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Location, and Designating Locations for Posting of 72-Hour and 24-Hour Notices. A copy of the resolution is attached hereto and incorporated herein.

**Eligible Governmental Entity (“EGE”) Agreement Between the Statewide Internet Portal Authority (“SIPA”) and the District:** The Board reviewed an EGE Agreement between the District and SIPA for the development of a website for the District.

Following discussion, upon motion duly made by Director Taylor, seconded by Director von Clausburg and, upon vote, unanimously carried, the Board approved the EGE Agreement between the District and SIPA

**§32-1-809, C.R.S. Transparency Notice - Reporting Requirements, Mode of Eligible Elector Notification for 2018:** The Board discussed §32-1-809, C.R.S. reporting requirements and mode of eligible elector notification for the 2020 Transparency Notice.

Following discussion, upon motion duly made by Director Taylor, seconded by Director von Clausburg and, upon vote, unanimously carried, the Board determined to post the required transparency notice information on the Special District Association’s website and the District’s website to satisfy the statutory requirement.

### **FINANCIAL MATTERS**

**Claims:** The Board considered ratifying the approval of the payment of claims through the periods ending as follows:

Fund	Period Ending Nov. 21, 2018	Period Ending Dec. 20, 2018	Period Ending Jan. 18, 2019	Period Ending Feb. 19, 2019
General	\$ 4,082.13	\$ 2,502.10	\$ 918.61	\$ 1,631.60
Debt Service	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Capital	\$ -0-	\$ -0-	\$ -0-	\$ -0-
<b>Total Claims</b>	<b>\$ 4,082.13</b>	<b>\$ 2,502.10</b>	<b>\$ 918.61</b>	<b>\$ 1,631.60</b>

Fund	Period Ending March 15, 2019	Period Ending April 11, 2019	Period Ending May 13, 2019	Period Ending June 20, 2019
General	\$ 2,014.15	\$ 2,860.19	\$ 1,302.63	\$ 1,067.30
Debt Service	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Capital	\$ -0-	\$ -0-	\$ -0-	\$ -0-
<b>Total Claims</b>	<b>\$ 2,014.15</b>	<b>\$ 2,860.19</b>	<b>\$ 1,302.63</b>	<b>\$ 1,067.30</b>

## RECORD OF PROCEEDINGS

Fund	Period Ending July 17, 2019	Period Ending Aug. 19, 2019	Period Ending Sept. 19, 2019	Period Ending Oct. 11, 2019	Period Endi July 12, 20
General	\$ 276.35	\$ 244.40	\$ 341.10	\$ 997.00	\$ 1,198
Debt Service	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$
Capital	\$ -0-	\$ -0-	\$ -0-	\$ -0-	
<b>Total Claims</b>	<b>\$ 276.35</b>	<b>\$ 244.40</b>	<b>\$ 341.10</b>	<b>\$ 997.00</b>	<b>\$ 1,198</b>

Following discussion, upon motion duly made by Director Taylor, seconded by Director von Clausburg and, upon vote, unanimously carried, the Board ratified approval of the payment of claims, as presented.

**Financial Statements:** Mr. Solin reviewed with the Board the unaudited financial statements of the District for the period ending September 30, 2019 and the schedule of cash position statement dated September 30, 2019.

Following review, upon motion duly made by Director Taylor, seconded by Director von Clausburg and, upon vote, unanimously carried, the unaudited financial statements for the period ending September 30, 2019 and the schedule of cash position statement dated September 30, 2019, were approved, as presented.

**§32-1-903(3) C.R.S – Determination of Inability to make Scheduled Bond Payment:** The Board acknowledged the inability to make the scheduled bond payment pursuant to section 32-1-903(3) C.R.S.

**2018 Application for Exemption from Audit Preparation:** The Board discussed the preparation, execution and filing of the Application for Exemption from Audit for 2018.

Following discussion, upon motion duly made by Director Taylor, seconded by Director von Clausburg and, upon vote, unanimously carried, the Board ratified approval of the preparation, execution and filing of the Application for Exemption from Audit for 2018.

**2019 Application for Exemption from Audit Preparation:** The Board discussed the preparation of the 2019 Application for Exemption from Audit.

Following discussion, upon motion duly made by Director Taylor, seconded by Director von Clausburg and, upon vote, unanimously carried, the Board appointed the District Accountant to prepare, and file the Application for Exemption from Audit for 2019.



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**2019 Budget Amendment Hearing:** The President opened the public hearing to consider amendment to the 2019 Budget and to discuss related issues.

It was noted that publication of Notice stating that the Board would consider Amendment to the 2019 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the District.

No written objections were received prior to this public hearing. No public comments were received, and the public hearing was closed.

Following discussion, upon motion duly made by Director Taylor, seconded by Director von Clausburg and, upon vote, unanimously carried, the Board approved the 2019 the Debt Service Fund to be amended to \$130,000.00.

**2020 Budget Hearing:** The Board opened the public hearing to consider the proposed 2020 Budget and discuss related issues.

It was noted that publication of Notice stating that the Board would consider adoption of the 2020 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to this public hearing. No public comments were received, and the public hearing was closed.

Mr. Solin reviewed the estimated 2019 expenditures and the proposed 2020 expenditures.

Following discussion, the Board considered the adoption of Resolution No. 2019-11-03 to Adopt the 2019 Budget and Appropriate Sums of Money, and Resolution No. 2019-11-04 to Set Mill Levies (for the General Fund at 6.000 mills and the Debt Service Fund at 29.000 mills, for a total mill levy of 35.000 mills). Upon motion duly made by Director Taylor, seconded by Director von Clausburg and, upon vote, unanimously carried, the Resolutions were adopted, as discussed, and execution of the Certification of Budget and Certification of Mill Levies was authorized, subject to receipt of final Certification of Assessed Valuation from the County on or before December 10, 2019. Mr. Solin was authorized to transmit the Certification of Mill Levies to the Board of County Commissioners of the City and County of Broomfield and the Division of Local Government, not later than December 15, 2019. Mr. Solin was also authorized to transmit the Certification of Budget to the Division of Local Government not later than January 30, 2020. Copies of the adopted Resolutions are attached to these minutes and incorporated herein by this reference.

## RECORD OF PROCEEDINGS

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**DLG-70 Mill Levy Certification:** The Board considered authorizing the District Accountant to prepare and sign the DLG-70 Mill Levy Certification form for certification to the Board of County Commissioners and other interested parties.

Following discussion, upon motion duly made by Director Taylor, seconded by Director von Clausburg, and upon vote, unanimously carried, the Board authorized the District Accountant to prepare and sign the DLG-70 Mill Levy Certification form for certification to City and county of Broomfield and other interested parties.

**2021 Budget Preparation:** The Board discussed the preparation of the 2021 Budget and date for public hearing to adopt the 2021 Budget.

Following discussion, upon motion duly made by Director Taylor, seconded by Director von Clausburg and, upon vote, unanimously carried, the Board appointed the District Accountant to prepare the 2021 Budget and set the date for the public hearing to adopt the 2021 Budget for November 4, 2020.

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### **LEGAL MATTERS**

**Resolution No. 2019-11-05; Resolution Calling a Regular Election for Directors on May 5, 2020, appointing the Designated Election Official (“DEO”) and authorizing the DEO to perform all tasks required for the conduct of a mail ballot election:** The Board reviewed Resolution No. 2019-11-05 Resolution Calling a Regular Election for Directors on May 5, 2020.

Following review, upon motion duly made by Director Taylor, seconded by Director von Clausburg and, upon vote, unanimously carried, the Board adopted Resolution No. 2019-11-05; Resolution Calling a Regular Election for Directors on May 5, 2020, appointing the Designated Election Official (“DEO”) and authorized the DEO to perform all tasks required for the conduct of a mail ballot election.

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### **OTHER BUSINESS**

**Status of Development:** Director Strabel reported on the status of development noting that Les Schwab Tire Center has opened, and that the Doggie Daycare, Climbing Gym, and Vectra Bank are under construction, and that one other lot will begin construction shortly.

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### **ADJOURNMENT**

There being no further business to come before the Board at this time, following discussion, upon motion duly made by Director Taylor, seconded by Director von Clausburg and, upon vote, unanimously carried, the meeting was adjourned.

## RECORD OF PROCEEDINGS

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Respectfully submitted,

By \_\_\_\_\_  
Secretary for the Meeting

RESOLUTION NO. 2019-11-01

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE JEFFCO BUSINESS CENTER METROPOLITAN DISTRICT NO. 1  
ESTABLISHING REGULAR MEETING DATES, TIME, AND LOCATION,  
ESTABLISHING DISTRICT WEBSITE AND  
DESIGNATING LOCATION FOR POSTING OF 24-HOUR NOTICES**

A. Pursuant to Section 32-1-903, C.R.S., special districts are required to designate a schedule for regular meetings, indicating the dates, time and location of said meetings.

B. Pursuant to Section 24-6-402(2)(c)(I), C.R.S., special districts are required to designate annually at the board of directors of the district's first regular meeting of each calendar year, the public place at which notice of the date, time and location of regular and special meetings ("**Notice of Meeting**") will be physically posted at least 24 hours prior to each meeting ("**Designated Public Place**"). A special district is deemed to have given full and timely notice of a regular or special meeting if it posts its Notice of Meeting at the Designated Public Place at least 24 hours prior to the meeting.

C. Pursuant to Section 24-6-402(2)(c)(III), C.R.S., special districts are relieved of the requirement to post the Notice of Meeting at the Designated Public Place, and are deemed to have given full and timely notice of a public meeting, if a special district posts the Notice of Meeting online at a public website of the special district ("**District Website**") at least 24 hours prior to each regular and special meeting

D. Pursuant to Section 24-6-402(2)(c)(III), C.R.S., if a special district is unable to post a Notice of Meeting on the District Website at least 24 hours prior to the meeting due to exigent or emergency circumstances, then it must physically post the Notice of Meeting at the Designated Public Place at least 24 hours prior to the meeting.

E. Pursuant to Section 32-1-903, C.R.S., all special and regular meetings of the board shall be held at locations which are within the boundaries of the district or which are within the boundaries of any county in which the district is located, in whole or in part, or in any county so long as the meeting location does not exceed twenty (20) miles from the district boundaries unless such provision is waived.

F. The provisions of Section 32-1-903, C.R.S., may be waived if: (1) the proposed change of location of a meeting of the board appears on the agenda of a regular or special meeting; and (2) a resolution is adopted by the board stating the reason for which a meeting is to be held in a location other than under Section 32-1-903(1), C.R.S., and further stating the date, time and place of such meeting.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Jeffco Business Center Metropolitan District No. 1 (the "**District**"), Broomfield County, Colorado:

1. That the provisions of Section 32-1-903(1), C.R.S., be waived pursuant to the adoption of this Resolution.

2. That the Board of Directors (the “**District Board**”) has determined that conducting regular and special meetings pursuant to Section 32-1-903(1), C.R.S., would be inconvenient and costly for the directors and consultants of the District in that they live and/or work outside of the twenty (20) mile radius requirement.

3. That regular meetings of the District Board for the year 2020 shall be held on November 4, 2020 at 9:00 a.m., at the offices of First Industrial Realty Trust, Inc. 8200 Park Meadows Drive, Suite 8226, Lone Tree, Colorado.

4. That special meetings of the District Board shall be held as often as the needs of the District require, upon notice to each director.

5. That, until circumstances change, and a future resolution of the District Board so designates, the location of all special and regular meetings of the District Board shall appear on the agenda(s) of said special and regular meetings.

6. That the residents and taxpaying electors of the District shall be given an opportunity to object to the meeting(s) location(s), and any such objections shall be considered by the District Board in setting future meetings.

7. That the District Board authorizes establishment of a District Website, if such District Website does not already exist, in order to provide full and timely notice of regular and special meetings of the District Board online pursuant to the provisions of Section 24-6-402(2)(c)(III), C.R.S.

8. That, if the District has established a District Website, the Notice of Meeting of the District Board shall be posted on the District Website at least 24 hours prior to each regular and special meeting pursuant to Section 24-6-402(2)(c)(III), C.R.S. and Section 32-1-903(2), C.R.S.

9. That, if the District has not yet established a District Website or is unable to post the Notice of Meeting on the District Website at least 24 hours prior to each meeting due to exigent or emergency circumstances, the Notice of Meeting shall be posted within the boundaries of the District at least 24 hours prior to each meeting, pursuant to Section 24-6-402(2)(c)(I) and (III), C.R.S., at the following Designated Public Place:

- (a) On the monument sign at the north entrance on 116th Circle and Wadsworth Blvd

10. Special District Management Services, Inc., or his/her designee, is hereby appointed to post the above-referenced notices.

**[SIGNATURE PAGE FOLLOWS]**

**[SIGNATURE PAGE TO RESOLUTION ESTABLISHING REGULAR MEETING  
DATES, TIME, AND LOCATION, ESTABLISHING DISTRICT WEBSITE AND  
DESIGNATING LOCATION FOR 24-HOUR NOTICES]**

RESOLUTION APPROVED AND ADOPTED on November 6, 2020.

**JEFFCO BUSINESS CENTER  
METROPOLITAN DISTRICT NO. 1**

By: Ann Marie Taylor  
President

Attest:

[Signature]  
Secretary

RESOLUTION TO AMEND 2019 BUDGET  
JEFFCO BUSINESS CENTER METROPOLITAN DISTRICT NO. 1

WHEREAS, the Board of Directors of the Jeffco Business Center Metropolitan District No. 1 adopted a budget and appropriated funds for the fiscal year 2019 as follows:

General Fund	\$	28,723
Debt Service Fund	\$	121,949

WHEREAS, the necessity has arisen for additional expenditures in the Debt Service Fund requiring the unanticipated expenditure of funds in excess of those appropriated for the fiscal year 2019; and

WHEREAS, the expenditure of such funds is a contingency which could not have been reasonably foreseen at the time of adoption of the budget; and

WHEREAS, funds are available for such expenditures in the Debt Service Fund from specific ownership taxes.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Jeffco Business Center Metropolitan District No. 1 shall and hereby does amend the adopted Budget for the fiscal year 2019 and adopts a supplemental budget and appropriation for the Debt Service Fund for the fiscal year 2019, as follows:

Debt Service Fund	\$	127,000
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BE IT FURTHER RESOLVED, that such sums are hereby appropriated from the revenues of the District to the proper funds for the purposes stated.

DATED this 6<sup>th</sup> day of November, 2019.

JEFFCO BUSINESS CENTER  
METROPOLITAN DISTRICT NO. 1

By: \_\_\_\_\_

Secretary

RESOLUTION NO. 2019 - 11 - 03

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE JEFFCO BUSINESS CENTER METROPOLITAN DISTRICT NO. 1  
TO ADOPT THE 2020 BUDGET AND APPROPRIATE SUMS OF MONEY

WHEREAS, the Board of Directors of the Jeffco Business Center Metropolitan District No. 1 ("District") has appointed the District Accountant to prepare and submit a proposed 2020 budget to the Board at the proper time; and

WHEREAS, the District Accountant has submitted a proposed budget to this Board on or before October 15, 2019, 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, a public hearing was held on November 6, 2019, 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 ("TABOR") 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.

WHEREAS, the Board of Directors of the District has made provisions therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget; 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, including any inter-fund transfers listed therein, so as not to impair the operations of the District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Jeffco Business Center Metropolitan District No. 1:

1. That the budget as submitted, amended, and summarized by fund, hereby is approved and adopted as the budget of the Jeffco Business Center Metropolitan District No. 1 for the 2020 fiscal year.

2. That the budget, as hereby approved and adopted, shall be certified by the Secretary of the District to all appropriate agencies and is made a part of the public records of the District.



3. That the sums set forth as the total expenditures of each fund in the budget attached hereto as **EXHIBIT A** and incorporated herein by reference are hereby appropriated from the revenues of each fund, within each fund, for the purposes stated.

ADOPTED this 6th day of November, 2019.

  
\_\_\_\_\_  
Secretary



EXHIBIT A  
(Budget)

# JEFFCO BUSINESS CENTER METROPOLITAN DISTRICT NO.1

## 2020 Budget Message

### Introduction

The District was formed in 2000 for the purpose of providing design, acquisition, construction, installation, and financing of certain infrastructure improvements within and outside the boundaries of the District including water, sanitation, streets, safety protection, park and recreation, transportation, and television relay and translation services. When appropriate, these improvements have been dedicated to the City and County of Broomfield, or such other entities as appropriate for the use and benefit of the District taxpayers and service users.

The 2020 budget was prepared in accordance with the Local Government Budget Law of Colorado. The budget reflects the projected spending plan for the 2020 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.

The District's 2019 assessed value increased 30.6% to \$5,332,613. The District assessed a total mill of 35.000 mills for taxes collected in the 2020 fiscal year, with 29.000 mills dedicated to the Debt Service Fund and 6.000 mills dedicated to the General Fund.

### Budgetary Basis of Accounting

The District uses funds to budget and report on its financial position and results of its 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 comprise 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

The **General Fund** is used to account for revenue traditionally associated with government such as property taxes, specific ownership tax. Expenditures include District administration, legal services, and other expenses related to statutory operations of a local government.

The **Debt Service Fund** is used to account for property taxes and other revenues dedicated to pay the fiscal year's debt expense which includes principal payments, interest payments, and administrative costs associated with debt issues. Below is a summary of the District's long-term debt.

**Summary of Debt Outstanding**

**JEFFCO BUSINESS CENTER METROPOLITAN DISTRICT NO. 1**

<u>Bonds Principal Interest Maturing in the Year Ending December 31,</u>	\$2,020,000 Series 2000 General Obligation Bonds		
	Principal	Interest	Total
2020	260,000	20,800	280,800
Total	\$ 260,000	\$ 20,800	\$ 280,800

Note: The District has been unable to make Principal Payments beginning in 2005 and has made only partial payments of interest. Future payment of principal and interest will depend upon revenue sources. The District has budgeted to make only interest payments in 2020 and does not anticipate any principal reduction.

**Emergency Reserve**

As required by the TABOR amendment to the Colorado Constitution, the District has provided for an Emergency Reserve in the amount of 3% of the total fiscal year revenues in the General Fund.

**JEFFCO BUSINESS CENTER METROPOLITAN DISTRICT NO. 1**  
**Assessed Value, Property Tax and Mill Levy Information**

	<b>2018 Actual</b>	<b>2019 Adopted Budget</b>	<b>2020 Adopted Budget</b>
<b>Assessed Valuation</b>	\$ 4,136,440	\$ 4,084,186	\$ 5,332,613
<b>Mill Levy</b>			
General Fund	6.000	6.000	6.000
Debt Service Fund	29.000	29.000	29.000
<b>Total Mill Levy</b>	<u>35.000</u>	<u>35.000</u>	<u>35.000</u>
<b>Property Taxes</b>			
General Fund	\$ 24,819	\$ 24,505	\$ 31,996
Debt Service Fund	119,957	118,441	154,646
<b>Actual/Budgeted Property Taxes</b>	<u>\$ 144,776</u>	<u>\$ 142,946</u>	<u>\$ 186,642</u>

**JEFFCO BUSINESS CENTER METROPOLITAN DISTRICT NO. 1**

**GENERAL FUND  
2020 Adopted Budget  
with 2018 Actual, 2019 Adopted Budget, and 2019 Estimated**

	<b>2018 Actual</b>	<b>2019 Adopted Budget</b>	<b>2019 Estimated</b>	<b>2020 Adopted Budget</b>
<b>BEGINNING FUND BALANCE</b>	\$ 7,728	\$ 13,864	\$ 14,890	\$ 20,018
<b>REVENUE</b>				
Property Tax Revenue	24,818	24,505	24,505	31,996
Specific Ownership Taxes	1,602	7,000	1,200	1,500
Interest Income	21	40	100	10
<b>Total Revenue</b>	<b>26,441</b>	<b>31,545</b>	<b>25,805</b>	<b>33,506</b>
<b>Total Funds Available</b>	<b>34,169</b>	<b>45,409</b>	<b>40,695</b>	<b>53,524</b>
<b>EXPENDITURES</b>				
Accounting	6,946	6,300	8,000	8,000
District Management	3,970	4,300	4,300	4,500
Audit	548	600	28	400
Election Expense	1,243	-	-	1,500
Insurance and Bonds/SDA	3,831	4,200	4,001	4,000
Legal	1,910	3,000	3,500	3,500
Legal Publications	43	150	150	200
Miscellaneous	417	330	330	350
Treasurer's Fees	373	368	368	480
Reimburse Dev Adv Int	-	-	-	-
Contingency	-	5,000	-	5,000
<b>Sub-Total</b>	<b>19,279</b>	<b>24,248</b>	<b>20,677</b>	<b>27,930</b>
<b>Transfers</b>				
Transfer to Debt Service	-	3,529	-	-
Emergency Reserve	-	946	-	1,005
<b>Total Expenditures</b>	<b>19,279</b>	<b>28,723</b>	<b>20,677</b>	<b>28,935</b>
<b>Total Expenditures Requiring Appropriation</b>	<b>19,279</b>	<b>28,723</b>	<b>20,677</b>	<b>28,935</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 14,890</b>	<b>\$ 16,685</b>	<b>\$ 20,018</b>	<b>\$ 24,588</b>

**JEFFCO BUSINESS CENTER METROPOLITAN DISTRICT NO. 1**

**DEBT SERVICE FUND  
2020 Adopted Budget  
with 2018 Actual, 2019 Adopted Budget, and 2019 Estimated**

	2018 Actual	2019 Adopted Budget	2019 Estimated	2020 Adopted Budget
<b>BEGINNING FUND BALANCE</b>	\$ 1	\$ 2,468	\$ 7,592	\$ 4,684
<b>REVENUE</b>				
Property Tax Revenue	119,957	118,441	118,441	154,646
Specific Ownership Taxes	7,741	-	5,600	5,500
Interest Income	99	40	-	20
Transfer from General Fund	-	3,529	-	-
<b>Total Revenue</b>	<b>127,797</b>	<b>122,010</b>	<b>124,041</b>	<b>160,166</b>
<b>Total Funds Available</b>	<b>127,798</b>	<b>124,478</b>	<b>131,633</b>	<b>164,850</b>
<b>EXPENDITURES</b>				
Bond Interest	118,255	120,000	125,000	155,000
Bond Principal	-	-	-	-
Paying Agent Fees	150	150	150	150
Treasurer's Fees	1,801	1,799	1,799	2,320
<b>Total Expenditures</b>	<b>120,206</b>	<b>121,949</b>	<b>126,949</b>	<b>157,470</b>
<b>Total Expenditures Requiring Appropriation</b>	<b>120,206</b>	<b>121,949</b>	<b>126,949</b>	<b>157,470</b>
<b>ENDING FUND BALANCE</b>	\$ 7,592	\$ 2,529	\$ 4,684	\$ 7,380

I, David Solin, hereby certify that I am the duly appointed Secretary of the Jeffco Business Center Metropolitan District No. 1, and that the foregoing is a true and correct copy of the budget for the budget year 2020, duly adopted at a meeting of the Board of Directors of the Jeffco Business Center Metropolitan District No. 1 held on November 6, 2019.

By:   
Secretary



RESOLUTION NO. 2019 - 11 - 04

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE JEFFCO BUSINESS CENTER METROPOLITAN DISTRICT NO. 1  
TO SET MILL LEVIES

WHEREAS, the Board of Directors of the Jeffco Business Center Metropolitan District No. 1 ("District") has adopted the 2020 annual budget in accordance with the Local Government Budget Law on November 6, 2019; and

WHEREAS, the adopted budget is attached to the Resolution of the Board of Directors to Adopt the 2020 Budget and Appropriate Sums of Money, and such budget is incorporated herein by this reference; and

WHEREAS, the amount of money necessary to balance the budget for general fund expenses from property tax revenue is identified in the budget; and

WHEREAS, the amount of money necessary to balance the budget for debt service fund expenses from property tax revenue is identified in the budget; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Jeffco Business Center Metropolitan District No. 1:

1. That for the purposes of meeting all general fund expenses of the District during the 2020 budget year, the District determined to levy mills upon each dollar of the total valuation for assessment of all taxable property within the District, as set forth in the budget, to raise the required revenue.

2. That for the purposes of meeting all debt service fund expenses of the District during the 2020 budget year, the District determined to levy mills upon each dollar of the total valuation for assessment of all taxable property within the District, as set forth in the budget, to raise the required revenue.

3. That the Accountant of the District is hereby authorized and directed to immediately certify to the County Commissioners of the City and County of Broomfield, Colorado, the mill levies for the District as set forth in the District's Certification of Tax Levies (attached hereto as **EXHIBIT A** and incorporated herein by reference), recalculated as needed upon receipt of the final certification of valuation from the County Assessor in order to comply with any applicable revenue and other budgetary limits.

ADOPTED this 6th day of November, 2019.

  
\_\_\_\_\_  
Secretary



**EXHIBIT A**  
(Certification of Tax Levies)

**CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments**

TO: County Commissioners<sup>1</sup> of City and County of Broomfield, Colorado.

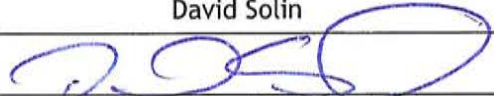
On behalf of the Jeffco Business Center Metropolitan District No. 1,  
 (taxing entity)<sup>A</sup>  
 the Board of Directors  
 (governing body)<sup>B</sup>  
 of the Jeffco Business Center Metropolitan District No. 1  
 (local government)<sup>C</sup>

Hereby officially certifies the following mills to be levied against the taxing entity's GROSS \$ 5,332,613 assessed valuation of: (GROSS<sup>D</sup> assessed valuation, Line 2 of the Certification of Valuation Form DLG 57<sup>E</sup>)

Note: If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area<sup>F</sup> 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: \$ 5,332,613 (NET<sup>G</sup> assessed valuation, Line 4 of the Certification of Valuation Form DLG 57)  
**USE VALUE FROM FINAL CERTIFICATION OF VALUATION PROVIDED BY ASSESSOR NO LATER THAN DECEMBER 10**

Submitted: 12/15/19 for budget/fiscal year 2020.  
 (no later than Dec. 15) (mm/dd/yyyy) (yyyy)

PURPOSE (see end notes for definitions and examples)	LEVY <sup>2</sup>	REVENUE <sup>2</sup>
1. General Operating Expenses <sup>H</sup>	<u>6.000</u> mills	\$ <u>31,996</u>
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction <sup>I</sup>	< <u>0.000</u> > mills	\$ < <u>0</u> >
<b>SUBTOTAL FOR GENERAL OPERATING:</b>	<b><u>6.000</u> mills</b>	<b>\$ <u>31,996</u></b>
3. General Obligation Bonds and Interest <sup>J</sup>	<u>29.000</u> mills	\$ <u>154,646</u>
4. Contractual Obligations <sup>K</sup>	<u>0.000</u> mills	\$ <u>0</u>
5. Capital Expenditures <sup>L</sup>	<u>0.000</u> mills	\$ <u>0</u>
6. Refunds/Abatements <sup>M</sup>	<u>0.000</u> mills	\$ <u>0</u>
7. Other <sup>N</sup> (specify): _____	<u>0.000</u> mills	\$ <u>0</u>
	<u>0.000</u> mills	\$ <u>0</u>
<b>TOTAL:</b> [ Sum of General Operating Subtotal and Lines 3 to 7 ]	<b><u>35.000</u> mills</b>	<b>\$ <u>186,642</u></b>

Contact person: (print) David Solin Daytime phone: (303) 987-0835  
 Signed:  Title: District 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) 864-7720.

<sup>1</sup> 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.  
<sup>2</sup> 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).

**CERTIFICATION OF TAX LEVIES, continued**

**THIS SECTION APPLIES TO TITLE 32, ARTICLE 1 SPECIAL DISTRICTS THAT LEVY TAXES FOR PAYMENT OF GENERAL OBLIGATION DEBT (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<sup>J</sup>:**

1.	Purpose of Issue:	<u>\$2,020,000 Limited tax General Obligation Bonds</u>
	Series:	<u>2000</u>
	Date of Issue:	<u>August 8, 2000</u>
	Coupon Rate:	<u>8.00%</u>
	Maturity Date:	<u>May 1, 2020</u>
	Levy:	<u>29.000</u>
	Revenue:	<u>\$154,646</u>

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

**CONTRACTS<sup>K</sup>:**

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.

RESOLUTION NO. 2019-11- 05

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
JEFFCO BUSINESS CENTER METROPOLITAN DISTRICT NO. 1  
CALLING A REGULAR ELECTION FOR DIRECTORS  
MAY 5, 2020**

A. The term of the office of Director John Strabel shall expire upon the election of his successor at the regular election, to be held on May 5, 2020 (“**Election**”), and upon such successor taking office.

B. Two vacancies currently exist on the Board of Directors of the District.

C. In accordance with the provisions of the Special District Act (“**Act**”) and the Uniform Election Code (“**Code**”), the Election must be conducted to elect one (1) Director to serve until the next regular election, to occur May 3, 2022, and two (2) Directors to serve until the second regular election, to occur May 2, 2023.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Jeffco Business Center Metropolitan District No. 1 (the “**District**”) of the Broomfield County, Colorado:

1. Date and Time of Election. The Election shall be held on May 5, 2020, between the hours of 7:00 A.M. and 7:00 P.M. pursuant to and in accordance with the Act, Code, and other applicable laws. At that time, one (1) Director shall be elected to serve until the next regular election, to occur May 3, 2022, and two (2) Directors shall be elected to serve until the second regular election, to occur May 2, 2023.

2. Precinct. The District shall consist of one (1) election precinct for the convenience of the eligible electors of the District.

3. Conduct of Election. The Election shall be conducted as an independent mail ballot election in accordance with all relevant provisions of the Code. The Designated Election Official shall have on file, no later than fifty-five (55) days prior to the Election, a plan for conducting the independent mail ballot Election.

4. Designated Election Official. David Solin shall be the Designated Election Official and is hereby authorized and directed to proceed with any action necessary or appropriate to effectuate the provisions of this Resolution and of the Act, Code or other applicable laws. The Election shall be conducted in accordance with the Act, Code and other applicable laws. Among other matters, the Designated Election Official shall appoint election judges as necessary, arrange for the required notices of election (either by mail or publication) and printing of ballots, and direct that all other appropriate actions be accomplished.

5. Absentee Ballot Applications. NOTICE IS FURTHER GIVEN, pursuant to Section 1-13.5-1002, C.R.S., that applications for and return of absentee ballots may be filed with the Designated Election Official of the District, Special District Management Services, Inc.,



141 Union Boulevard, Suite 150, Lakewood, CO 80228, between the hours of 8:00 a.m. and 5:00 p.m., until the close of business on the Tuesday immediately preceding the Election (April 28, 2020).

6. Self-Nomination and Acceptance Forms. Self-nomination and acceptance forms are available at the office of the Designated Election Official located at the above address. All candidates must file a self-nomination and acceptance form with the Designated Election Official no later than 3:00 P.M. on February 28, 2020.

7. Cancellation of Election. If the only matter before the electors is the election of Directors of the District and if, at 5:00 P.M. on March 3, 2020, there are not more candidates than offices to be filled at the Election, including candidates timely filing affidavits of intent, the Designated Election Official shall cancel the Election and declare the candidates elected. Notice of such cancellation shall be published and posted in accordance with law.

8. Severability. If any part or provision of this Resolution is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of this Resolution, it being the Board of Director's intention that the various provisions hereof are severable.

9. Repealer. All acts, orders and resolutions, or parts thereof, of the Board of Directors which are inconsistent or in conflict with this Resolution are hereby repealed to the extent only of such inconsistency or conflict.

10. Effective Date. The provisions of this Resolution shall take effect as of the date adopted and approved by the Board of Directors of Jeffco Business Center Metropolitan District No. 1.

**[SIGNATURE PAGE FOLLOWS]**


[SIGNATURE PAGE TO RESOLUTION  
CALLING A REGULAR ELECTION FOR DIRECTORS  
MAY 5, 2020]

RESOLUTION APPROVED AND ADOPTED on November 6, 2019.

**JEFFCO BUSINESS CENTER  
METROPOLITAN DISTRICT NO. 1**

By:   
President

Attest:

  
Secretary

**NOTICE OF CANCELLATION**  
**and**  
**CERTIFIED STATEMENT OF RESULTS**  
§1-13.5-513(6), 32-1-104, 1-11-103(3) C.R.S.

**NOTICE IS HEREBY GIVEN** by the Jeffco Business Center Metropolitan District No. 1, City and County of Broomfield, Colorado, that at the close of business on the sixty-third day before the election, there were not more candidates for director than offices to be filled, including candidates filing affidavits of intent to be write-in candidates; therefore, the election to be held on May 5, 2020 is hereby canceled pursuant to section 1-13.5-513(6) C.R.S.

The following candidates are declared elected for the following terms of office:

<u>Name</u>	<u>Term</u>
Vacant	Second Regular Election, May 2023
Vacant	Second Regular Election, May 2023
Vacant	Second Regular Election, May 2023

/s/ David Solin  
(Designated Election Official)

Contact Person for the District:	David Solin
Telephone Number of the District:	303-987-0835
Address of the District:	141 Union Boulevard, Suite 150, Lakewood, CO 80228
District Facsimile Number:	303-987-2032
District Email:	dsolin@sdmsi.com



Jeffco Business Center Metropolitan District No.1  
November-19

	<u>General</u>	<u>Debt</u>	<u>Capital</u>	<u>Totals</u>
Disbursements	\$ 1,665.07			\$ 1,665.07
<b>Total Disbursements from Checking</b>	<b>\$ 1,665.07</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,665.07</b>

Check No and Date	Payee	Invoice No	GL Account Title	GL Acct	Amount	Total
1609						
11/11/2019	Colorado Special Districts P&L	POL-0000367 2020	Prepaid Expenses	1-141	400.00	400.00
Total 1609:						400.00
1610						
11/11/2019	McGeady Becher P.C.	451W 8/19	Legal	1-675	65.00	65.00
11/11/2019	McGeady Becher P.C.	451W 9/19	Legal	1-675	40.00	40.00
Total 1610:						105.00
1611						
11/11/2019	Prairie Mountain Media	212178	Legal Publications	1-680	38.28	38.28
Total 1611:						38.28
1612						
11/11/2019	Special District Management Ser	60136	District Management	1-614	434.00	434.00
11/11/2019	Special District Management Ser	60136	Accounting	1-612	658.00	658.00
11/11/2019	Special District Management Ser	60136	Miscellaneous	1-690	29.79	29.79
Total 1612:						1,121.79
Grand Totals:						1,665.07

**RESOLUTION NO. 2020-11-01**

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE JEFFCO BUSINESS CENTER METROPOLITAN DISTRICT NO. 1  
METROPOLITAN DISTRICT  
ESTABLISHING REGULAR MEETING DATES, TIME, AND LOCATION,  
ESTABLISHING DISTRICT WEBSITE AND  
DESIGNATING LOCATION FOR POSTING OF 24-HOUR NOTICES**

A. Pursuant to Section 32-1-903, C.R.S., special districts are required to designate a schedule for regular meetings, indicating the dates, time and location of said meetings.

B. Pursuant to Section 24-6-402(2)(c)(I), C.R.S., special districts are required to designate annually at the board of directors of the district's first regular meeting of each calendar year, the public place at which notice of the date, time and location of regular and special meetings ("**Notice of Meeting**") will be physically posted at least 24 hours prior to each meeting ("**Designated Public Place**"). A special district is deemed to have given full and timely notice of a regular or special meeting if it posts its Notice of Meeting at the Designated Public Place at least 24 hours prior to the meeting.

C. Pursuant to Section 24-6-402(2)(c)(III), C.R.S., special districts are relieved of the requirement to post the Notice of Meeting at the Designated Public Place, and are deemed to have given full and timely notice of a public meeting, if a special district posts the Notice of Meeting online at a public website of the special district ("**District Website**") at least 24 hours prior to each regular and special meeting.

D. Pursuant to Section 24-6-402(2)(c)(III), C.R.S., if a special district is unable to post a Notice of Meeting on the District Website at least 24 hours prior to the meeting due to exigent or emergency circumstances, then it must physically post the Notice of Meeting at the Designated Public Place at least 24 hours prior to the meeting.

E. Pursuant to Section 32-1-903, C.R.S., all special and regular meetings of the board shall be held at locations which are within the boundaries of the district or which are within the boundaries of any county in which the district is located, in whole or in part, or in any county so long as the meeting location does not exceed twenty (20) miles from the district boundaries unless such provision is waived.

F. The provisions of Section 32-1-903, C.R.S., may be waived if: (1) the proposed change of location of a meeting of the board appears on the agenda of a regular or special meeting; and (2) a resolution is adopted by the board stating the reason for which a meeting is to be held in a location other than under Section 32-1-903(1), C.R.S., and further stating the date, time and place of such meeting.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Jeffco Business Center Metropolitan District No. 1 (the "**District**"), Broomfield County, Colorado:

1. That the provisions of Section 32-1-903(1), C.R.S., be waived pursuant to the adoption of this Resolution.

2. That the Board of Directors (the “**District Board**”) has determined that conducting regular and special meetings pursuant to Section 32-1-903(1), C.R.S., would be inconvenient and costly for the directors and consultants of the District in that they live and/or work outside of the twenty (20) mile radius requirement.

3. That regular meetings of the District Board for the year 2021 shall be held on \_\_\_\_\_ at \_\_\_\_\_, at the offices of First Industrial Realty Trust, Inc. 8200 Park Meadows Dr, Suite 8226, Lone Tree, CO in Douglas County, Colorado.

4. That special meetings of the District Board shall be held as often as the needs of the District require, upon notice to each director.

5. That, until circumstances change, and a future resolution of the District Board so designates, the location of all special and regular meetings of the District Board shall appear on the agenda(s) of said special and regular meetings.

6. That the residents and taxpaying electors of the District shall be given an opportunity to object to the meeting(s) location(s), and any such objections shall be considered by the District Board in setting future meetings.

7. That the District Board authorizes establishment of a District Website, if such District Website does not already exist, in order to provide full and timely notice of regular and special meetings of the District Board online pursuant to the provisions of Section 24-6-402(2)(c)(III), C.R.S.

8. That, if the District has established a District Website, the Notice of Meeting of the District Board shall be posted on the District Website at least 24 hours prior to each regular and special meeting pursuant to Section 24-6-402(2)(c)(III), C.R.S. and Section 32-1-903(2), C.R.S.

9. That, if the District has not yet established a District Website or is unable to post the Notice of Meeting on the District Website at least 24 hours prior to each meeting due to exigent or emergency circumstances, the Notice of Meeting shall be posted within the boundaries of the District at least 24 hours prior to each meeting, pursuant to Section 24-6-402(2)(c)(I) and (III), C.R.S., at the following Designated Public Place:

10. On the monument sign at the north entrance on 116th Circle and Wadsworth Blvd.

11. Special District Management Services, Inc., or his/her designee, is hereby appointed to post the above-referenced notices.

**[SIGNATURE PAGE FOLLOWS]**

**[SIGNATURE PAGE TO RESOLUTION ESTABLISHING REGULAR MEETING  
DATES, TIME, AND LOCATION, ESTABLISHING DISTRICT WEBSITE AND  
DESIGNATING LOCATION FOR 24-HOUR NOTICES]**

RESOLUTION APPROVED AND ADOPTED on November 4, 2020.

**JEFFCO BUSINESS CENTER  
METROPOLITAN DISTRICT NO. 1**

By: \_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary

Jeffco Business Center Metropolitan District No.1  
December-19

	<u>General</u>	<u>Debt</u>	<u>Capital</u>	<u>Totals</u>
Disbursements	\$ 4,281.48		\$	4,281.48
<b>Total Disbursements from Checking</b>	<b>\$ 4,281.48</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,281.48</b>

Jeffco Business Center

19-Dec

Vendor	Invoice #	Date	Due Date	Amount	Expense Account	Account Number
Colorado Special Districts P&L	POL-001809	11/20/2019	11/20/2019	\$ 2,640.00	Prepaid	1141
McGeady Becher P.C.	451W 10/19	10/31/2019	10/31/2019	\$ 40.00	-	-
Special District Management Services	11/30/2019	11/30/2019	11/30/2019	\$ 78.48	Miscellaneous	1685
Special District Management Services	11/30/2019	11/30/2019	11/30/2019	\$ 1,028.00	Management/Accounting	1680
T. Charles Wilson Insurance Services	7839	11/25/2019	1/1/2020	\$ 495.00	Management/Accounting	1680

\$ 4,281.48

**Jeffco Business Center Metropolitan District No.1**  
**January-20**

	<u>General</u>	<u>Debt</u>	<u>Capital</u>	<u>Totals</u>
<b>Disbursements</b>	\$ 2,460.31		\$	2,460.31
<b>Total Disbursements from Checking</b>	\$ 2,460.31	\$ -	\$ -	\$ 2,460.31



Jeffco Business Center Metropolitan District No. 1  
Jan-20

Vendor	Invoice #	Date	Due Date	Amount	Account Number
McGeady Becher P.C.	451W 11/19	11/30/2019	1/14/2020	\$ 1,744.00	1675
Special District Management Services	12/31/2019	12/31/2019	1/14/2020	\$ 58.31	1685
Special District Management Services	12/31/2019	12/31/2019	1/14/2020	\$ 658.00	1680
				<b>\$ 2,460.31</b>	

**Jeffco Business Center Metropolitan District No.1**  
**February-20**

	<u>General</u>		<u>Debt</u>		<u>Capital</u>		<u>Totals</u>
<b>Disbursements</b>	\$ 1,278.40	\$	150.00			\$	1,428.40
<b>Total Disbursements from Checking</b>	\$ 1,278.40	\$	150.00	\$ -		\$	1,428.40

Jeffco Business Center Metropolitan District No. 1

Feb-20

Vendor	Invoice #	Date	Due Date	Amount	Account Number
McGeady Becher P.C.	451W 179	12/31/2019	2/10/2020	\$ 260.00	1675
Special District Management Services	Jan-20	1/31/2020	2/10/2020	\$ 108.40	1685
Special District Management Services	Jan-20	1/31/2020	2/10/2020	\$ 910.00	1680
UMB Bank	702909	11/14/2019	2/10/2020	\$ 150.00	2668
				<b>\$ 1,428.40</b>	

**Jeffco Business Center Metropolitan District No.1**  
**March-20**

	<u>General</u>	<u>Debt</u>	<u>Capital</u>	<u>Totals</u>
<b>Disbursements</b>	\$ 1,373.07	\$ -		\$ 1,373.07
<b>Total Disbursements from Checking</b>	<u>\$ 1,373.07</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,373.07</u>

Jeffco Business Center Metropolitan District

Mar-20

Vendor	Invoice #	Date	Due Date	Amount	Account Number
McGeady Becher P.C.	451W 01/20	1/31/2020	3/12/2020	\$ 505.00	1675
Prairie Mountain Media	223080/I01678710	1/31/2020	3/12/2020	\$ 57.20	1635
Special District Association	2020 Dues	2/10/2020	3/12/2020	\$ 268.40	1670
Special District Management Services	Feb-20	2/29/2020	3/12/2020	\$ 10.47	1685
Special District Management Services	Feb-20	2/29/2020	3/12/2020	\$ 42.00	1670
Special District Management Services	Feb-20	2/29/2020	3/12/2020	\$ 84.00	1635
Special District Management Services	Feb-20	2/29/2020	3/12/2020	\$ 406.00	1680
				<b>\$ 1,373.07</b>	

**Jeffco Business Center Metropolitan District No.1**  
**April-20**

	<u>General</u>	<u>Debt</u>	<u>Capital</u>	<u>Totals</u>
<b>Disbursements</b>	<b>\$ 1,166.60</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,166.60</b>
<b>Total Disbursements from Checking</b>	<b>\$ 1,166.60</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,166.60</b>

Jeffco Business Center Metropolitan District No. 1

Apr-20

Vendor	Invoice #	Date	Due Date	Amount	Account Number
McGeady Becher P.C.	451W 02/2020	2/29/2020	4/17/2020	\$ 130.00	1675
Special District Management Services	Mar-20	3/31/2020	4/17/2020	\$ 0.60	1685
Special District Management Services	Mar-20	3/31/2020	4/17/2020	\$ 84.00	1635
Special District Management Services	Mar-20	3/31/2020	4/17/2020	\$ 252.00	1615
Special District Management Services	Mar-20	3/31/2020	4/17/2020	\$ 700.00	1680
				<b>\$ 1,166.60</b>	

**Jeffco Business Center Metropolitan District No.1**  
**May-20**

	<u>General</u>	<u>Debt</u>	<u>Capital</u>	<u>Totals</u>
<b>Disbursements</b>	\$ 2,100.66	\$ -		\$ 2,100.66
<b>Total Disbursements from Checking</b>	<u>\$ 2,100.66</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,100.66</u>



Jeffco Business Center Metropolitan District

May-20

Vendor	Invoice #	Date	Due Date	Amount	Account Number
McGeady Becher P.C.	451W 03/20	3/31/2020	5/11/2020	\$ 831.50	1675
Prairie Mountain Media	232447	4/30/2020	5/11/2020	\$ 45.32	1635
Special District Management Services	Apr-20	4/30/2020	5/11/2020	\$ 19.84	1685
Special District Management Services	Apr-20	4/30/2020	5/11/2020	\$ 14.00	1670
Special District Management Services	Apr-20	4/30/2020	5/11/2020	\$ 126.00	1635
Special District Management Services	Apr-20	4/30/2020	5/11/2020	\$ 28.00	1615
Special District Management Services	Apr-20	4/30/2020	5/11/2020	\$ 1,036.00	1680
				<b>\$ 2,100.66</b>	

**Jeffco Business Center Metropolitan District No.1**  
**June-20**

	<u>General</u>	<u>Debt</u>	<u>Capital</u>	<u>Totals</u>
<b>Disbursements</b>	\$ 4,526.16	\$ -	\$ -	\$ 4,526.16
<b>Total Disbursements from Checking</b>	<u>\$ 4,526.16</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,526.16</u>

Jeffco Business Center Metropolitan District

Jun-20

Vendor	Invoice #	Date	Due Date	Amount	Account Number
McGeady Becher P.C.	451W 05/20	5/31/2020	6/19/2020	\$ 805.00	1675
McGeady Becher P.C.	451W 04/20	4/30/2020	6/19/2020	\$ 2,919.00	1675
Special District Management Services	May-20	5/31/2020	6/19/2020	\$ 4.16	1685
Special District Management Services	May-20	5/31/2020	6/19/2020	\$ 70.00	1635
Special District Management Services	May-20	5/31/2020	6/19/2020	\$ 728.00	1680
				<b>\$ 4,526.16</b>	

Jeffco Business Center Metropolitan District No.1  
July-20

	General	Debt	Capital	Totals
Disbursements	\$ 634.60	\$ -		\$ 634.60
<b>Total Disbursements from Checking</b>	<b>\$ 634.60</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 634.60</b>

Jeffco Business Center Metropolitan District No. 1

Jul-20

Vendor	Invoice #	Date	Due Date	Amount	Account Number
Special District Management Services	Jun-20	6/30/2020	7/16/2020	\$ 4.60	1685
Special District Management Services	Jun-20	6/30/2020	7/16/2020	\$ 14.00	1615
Special District Management Services	Jun-20	6/30/2020	7/16/2020	\$ 616.00	1680
				<b>\$ 634.60</b>	

Jeffco Business Center Metropolitan District No.1

August-20

	<u>General</u>	<u>Debt</u>	<u>Capital</u>	<u>Totals</u>
Disbursements	\$ 935.67	\$ -	\$ -	\$ 935.67
<b>Total Disbursements from Checking</b>	<b>\$ 935.67</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 935.67</b>

Jeffco Business Center Metropolitan District

Aug-20

Vendor	Invoice #	Date	Due Date	Amount	Account Number
McGeady Becher P.C.	451W 06/2020	6/30/2020	8/13/2020	\$ 90.00	1675
Special District Management Services	Jul-20	7/31/2020	8/13/2020	\$ 19.67	1685
Special District Management Services	Jul-20	7/31/2020	8/13/2020	\$ 826.00	1680
				<b>\$ 935.67</b>	

Jeffco Business Center Metropolitan District No.1  
September-20

	General	Debt	Capital	Totals
Disbursements	\$ 748.20	\$ -		\$ 748.20
<b>Total Disbursements from Checking</b>	<b>\$ 748.20</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 748.20</b>



Jeffco Business Center Metropolitan District

Sep-20

Vendor	Invoice #	Date	Due Date	Amount	Account Number
McGeady Becher P.C.	451W 07/2020	7/31/2020	9/10/2020	\$ 57.50	1675
Special District Management Services	Aug-20	8/31/2020	9/10/2020	\$ 4.70	1685
Special District Management Services	Aug-20	8/31/2020	9/10/2020	\$ 14.00	1670
Special District Management Services	Aug-20	8/31/2020	9/10/2020	\$ 672.00	1680
				<b>\$ 748.20</b>	

Jeffco Business Center Metropolitan District No.1  
October-20

	General	Debt	Capital	Totals
Disbursements	\$ 2,283.98	\$ -		\$ 2,283.98
<b>Total Disbursements from Checking</b>	<b>\$ 2,283.98</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,283.98</b>

Jeffco Business Center Metropolitan District No. 1

Oct-20

Vendor	Invoice #	Date	Due Date	Amount	Account Number
Colorado Special Districts P&L	POL-0003969	9/9/2020	10/9/2020	\$ 450.00	1141
McGeady Becher P.C.	451W 08/2020	8/31/2020	10/9/2020	\$ 555.00	1675
Special District Management Services	Sep-20	9/30/2020	10/9/2020	\$ 4.98	1685
Special District Management Services	Sep-20	9/30/2020	10/9/2020	\$ 56.00	1670
Special District Management Services	Sep-20	9/30/2020	10/9/2020	\$ 1,050.00	1612
Special District Management Services	Sep-20	9/30/2020	10/9/2020	\$ 168.00	1614
				<b>\$ 2,283.98</b>	

**JEFFCO BUSINESS CENTER METROPOLITAN DISTRICT NO. 1**

Schedule of Cash Position

September 30, 2020

	<u>Rate</u>	<u>Operating</u>	<u>Debt Service</u>	<u>Total</u>
<b>Checking:</b>				
Cash in Checking-FirstBank	-	\$ 42,654.33	\$ 84,038.00	\$ 126,692.33
<b>TOTAL FUNDS:</b>		<u>\$ 42,654.33</u>	<u>\$ 84,038.00</u>	<u>\$ 126,692.33</u>

**2020 Mill Levy Information**

Certified General Fund Mill Levy	6.000
Certified Debt Service Fund Mill Levy	<u>29.000</u>
Total Certified Mill Levy	<u>35.000</u>

**Board of Directors**

Ann Marie Taylor	*
Julie von Clausburg	*
John E. Strabel	*

\*Authorized signer on Checking Account

**JEFFCO BUSINESS CENTER METROPOLITAN DISTRICT NO. 1**

**FINANCIAL STATEMENTS**

**September 30, 2020**

JEFFCO BUSINESS CENTER METROPOLITAN DISTRICT NO. 1  
 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS  
 September 30, 2020

<u>ASSETS AND OTHER DEBITS</u>	<u>GENERAL</u>	<u>DEBT SERVICE</u>	<u>LONG-TERM DEBT</u>	<u>TOTAL MEMO ONLY</u>
<b>Assets</b>				
Cash in Checking-FirstBank	\$ 42,654	\$ 84,038	\$ -	\$ 126,692
Cash with County Treasurer	-	-	-	-
Property Taxes Receivable	24	112	-	136
Prepaid Expenses	-	-	-	-
Total Current Assets	<u>42,678</u>	<u>84,150</u>	<u>-</u>	<u>126,828</u>
<b>Other Debits</b>				
Amount in Debt Service Fund	-	-	84,038	84,038
Amount to be Provided for Debt	-	-	2,038,267	2,038,267
Total Other Debits	<u>-</u>	<u>-</u>	<u>2,122,305</u>	<u>2,122,305</u>
<b>Total Assets</b>	<u>\$ 42,678</u>	<u>\$ 84,150</u>	<u>\$ 2,122,305</u>	<u>\$ 2,249,134</u>
<b>Liabilities</b>				
Accounts Payable	\$ -	\$ -	\$ -	\$ -
Bonds Payable	-	-	2,012,000	2,012,000
Developer Advance Payable	-	-	73,378	73,378
Developer Advance-Interest	-	-	36,927	36,927
Total Liabilities	<u>-</u>	<u>-</u>	<u>2,122,305</u>	<u>2,122,305</u>
<b>Deferred Inflows of Resources</b>				
Deferred Property Taxes	24	112	-	136
Total Deferred Inflows of Resources	<u>24</u>	<u>112</u>	<u>-</u>	<u>136</u>
<b>Fund Balance</b>				
Fund Balance	20,645	1,864	-	22,509
Current Year Earnings	22,009	82,174	-	104,183
Total Fund Balances	<u>42,654</u>	<u>84,038</u>	<u>-</u>	<u>126,692</u>
<b>Total Liabilities, Deferred Inflows of Resources and Fund Balance</b>	<u>\$ 42,678</u>	<u>\$ 84,150</u>	<u>\$ 2,122,305</u>	<u>\$ 2,249,134</u>

**JEFFCO BUSINESS CENTER METROPOLITAN DISTRICT NO. 1**  
**Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual**  
**For the 9 Months Ending,**  
**September 30, 2020**  
**General Fund**

<u>Account Description</u>	<u>Period Actual</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>Favorable (Unfavorable) Variance</u>	<u>% of Budget</u>
<b>Revenues</b>					
Property Tax Revenue	\$ 15,140	\$ 31,972	\$ 31,996	\$ (24)	99.9%
Specific Ownership Taxes	3,253	6,830	1,500	5,330	455.4%
Interest Income	30	30	10	20	296.0%
<b>Total Revenues</b>	<u>18,422</u>	<u>38,832</u>	<u>33,506</u>	<u>5,326</u>	<u>115.9%</u>
<b>Expenditures</b>					
Accounting	1,260	4,326	8,000	3,674	54.1%
District Management	854	1,456	4,500	3,044	32.4%
Audit	14	294	400	106	73.5%
Election Expense	-	579	1,500	921	38.6%
Insurance and Bonds/SDA	14	3,378	4,000	622	84.5%
Legal	148	5,338	3,500	(1,838)	152.5%
Legal Publications	-	-	200	200	0.0%
Miscellaneous	277	972	-	(972)	-
Miscellaneous	-	-	350	350	0.0%
Treasurer's Fees	228	480	480	(0)	100.0%
Contingency	-	-	5,000	5,000	0.0%
Emergency Reserve	-	-	1,005	1,005	0.0%
<b>Total Expenditures</b>	<u>2,794</u>	<u>16,823</u>	<u>28,935</u>	<u>12,112</u>	<u>58.1%</u>
Excess (Deficiency) of Revenues Over Expenditures	15,629	22,009	4,571	17,438	
<b>Other Financing Sources (Uses)</b>					
Transfer to Debt Service	-	-	-	-	
<b>Total Other Financing Sources (Uses)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Change in Fund Balance	15,629	22,009	4,571	17,438	
Beginning Fund Balance	27,026	20,645	(12,320)	32,965	
<b>Ending Fund Balance</b>	<u>\$ 42,654</u>	<u>\$ 42,654</u>	<u>\$ (7,749)</u>	<u>\$ 50,403</u>	

**JEFFCO BUSINESS CENTER METROPOLITAN DISTRICT NO. 1**  
**Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual**  
**For the 9 Months Ending,**  
**September 30, 2020**  
**Debt Service Fund**

Account Description	Period Actual	YTD Actual	Budget	Favorable (Unfavorable) Variance	% of Budget
<b>Revenues</b>					
Property Tax Revenue	\$ 73,177	\$ 154,534	\$ 154,646	\$ (112)	99.9%
Specific Ownership Taxes	19	45	5,500	(5,455)	0.8%
Interest Income	143	143	20	123	0.0%
<b>Total Revenues</b>	<u>73,339</u>	<u>154,722</u>	<u>160,166</u>	<u>(5,444)</u>	<u>96.6%</u>
<b>Expenditures</b>					
Bond Interest	-	70,227	155,000	84,773	45.3%
Paying Agent Fees	-	-	150	150	0.0%
Treasurer's Fees	1,100	2,320	2,320	(0)	100.0%
<b>Total Expenditures</b>	<u>1,100</u>	<u>72,548</u>	<u>157,470</u>	<u>84,922</u>	<u>46.1%</u>
Excess (Deficiency) of Revenues Over Expenditures	72,239	82,174	2,696	79,478	
Beginning Fund Balance	11,799	1,864	664,012	(662,148)	
<b>Ending Fund Balance</b>	<u>\$ 84,038</u>	<u>\$ 84,038</u>	<u>\$ 666,708</u>	<u>\$ (582,670)</u>	



# APPLICATION FOR EXEMPTION FROM AUDIT

## LONG FORM

FOR LOCAL GOVERNMENTS WITH EITHER REVENUES OR EXPENDITURES MORE THAN \$100,000 BUT NOT MORE THAN \$750,000

Under the Local Government Audit Law (Section 29-1-601, et seq., C.R.S.) any local government may apply for an exemption from audit if neither revenues nor expenditures exceed \$750,000 for the year.

If your local government has either revenues or expenditures of LESS than \$100,000, use the **SHORT FORM**.

### EXEMPTIONS FROM AUDIT ARE NOT AUTOMATIC

To qualify for exemption from audit, a local government must complete an Application for Exemption from Audit EACH YEAR and submit it to the Office of the State Auditor (OSA) for approval.

Any preparer of an Application for Exemption from Audit must be an independent accountant with knowledge of governmental accounting.

Approval for an exemption from audit is granted only upon the review by the OSA.

### READ ALL INSTRUCTIONS BEFORE COMPLETING AND SUBMITTING THIS FORM

ALL APPLICATIONS MUST BE FILED WITH THE OSA WITHIN 3 MONTHS AFTER THE ACCOUNTING YEAR-END. FOR EXAMPLE, APPLICATIONS MUST BE RECEIVED BY THE OSA ON OR BEFORE MARCH 31 FOR GOVERNMENTS WITH A DECEMBER 31 YEAR-END.

GOVERNMENTAL ACTIVITY SHOULD BE REPORTED ON THE MODIFIED ACCRUAL BASIS

PROPRIETARY ACTIVITY SHOULD BE REPORTED ON A BUDGETARY BASIS

POSTMARK DATES WILL NOT BE ACCEPTED AS PROOF OF SUBMISSION ON OR BEFORE THE STATUTORY DEADLINE

PRIOR YEAR FORMS ARE OBSOLETE AND WILL NOT BE ACCEPTED.

FOR YOUR REFERENCE, COLORADO REVISED STATUTES CAN BE FOUND AT THIS ADDRESS:

APPLICATIONS SUBMITTED ON FORMS OTHER THAN THOSE PRESCRIBED BY THE OSA WILL NOT BE ACCEPTED.

<http://www.lexisnexis.com/hottopics/Colorado/>

APPLICATIONS MUST BE FULLY AND ACCURATELY COMPLETED.

## CHECKLIST

- Has the preparer signed the application?
- Has the entity corrected all Prior Year Deficiencies as communicated by the OSA?
- Has the application been PERSONALLY reviewed and approved by the governing body?
- Are all sections of the form complete, including responses to all of the questions?
- Did you include any relevant explanations for unusual items in the appropriate spaces at the end of each section?
- Will this application be submitted via Fax or Email?
  - If yes, have you read and understand the new Electronic Signature Policy? See [here](#) new policy
  - or--
  - Have you included a resolution?
  - Does the resolution state that the governing body PERSONALLY reviewed and approved the resolution in an open public meeting?
  - Has the resolution been signed by a MAJORITY of the governing body? (See sample resolution.)
- Will this application be submitted via a mail service? (e.g. US Post Office, FedEx, UPS, courier.)
  - If yes, does the application include ORIGINAL INK SIGNATURES from the MAJORITY of the governing body?

Checkout our new web portal. Register your account and submit electronic Applications for Exemption From Audit, Extension of Time to File requests, Audited Financial Statements, and more! See the link below.

[OSA LG Web Portal](#)

## FILING METHODS

### NEW METHOD!

WEB PORTAL: Register and submit your Applications at our new portal: <https://apps.leq.co.gov/osa/lq>

MAIL: Office of the State Auditor  
Local Government Audit Division  
1525 Sherman St., 7th Floor  
Denver, CO 80203

FAX: 303-869-3061

EMAIL: [osa.lg@state.co.us](mailto:osa.lg@state.co.us)

QUESTIONS? 303-869-3000

## IMPORTANT!

All Applications for Exemption from Audit are subject to review and approval by the Office of the State Auditor.

Governmental Activity should be reported on the Modified Accrual Basis

Proprietary Activity should be reported on the Cash or Budgetary Basis -- A Budget to GAAP reconciliation is provided in Part 3

Failure to file an application or denial of the request could cause the local government to lose its exemption from audit for that year and the ensuing year.

In that event, AN AUDIT SHALL BE REQUIRED.

**APPLICATION FOR EXEMPTION FROM AUDIT**

**LONG FORM**

NAME OF GOVERNMENT	Jeffco Business Center Metropolitan District No. 1
ADDRESS	c/o Special District Management Services, Inc. 141 Union Boulevard Ste 150 Lakewood, CO 80228-1898
CONTACT PERSON	David Solin
PHONE	(303) 987-0835
EMAIL	dsolin@sdmsi.com
FAX	(303) 987-2032

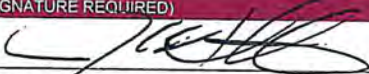
For the Year Ended  
12/31/2019  
or fiscal year ended:

**CERTIFICATION OF PREPARER**

I certify that I am an independent accountant with knowledge of governmental accounting and that the information in the Application is complete and accurate to the best of my knowledge. I am aware that the Audit Law requires that a person independent of the entity complete the application if revenues or expenditure are at least \$100,000 but not more than \$750,000, and that independent means someone who is separate from the entity.

NAME:	James H. Ruthven
TITLE	Director of Finance
FIRM NAME (if applicable)	Special District Management Services, Inc.
ADDRESS	141 Union Boulevard Ste 150, Lakewood, CO 80228-1898
PHONE	(303) 987-0835
DATE PREPARED	9-Mar-20
RELATIONSHIP TO ENTITY	Independent Outside Accountant. Board of Directors make important decisions.

**PREPARER (SIGNATURE REQUIRED)**



Has the entity filed for, or has the district filed, a Title 32, Article 1 Special District Notice of Inactive Status during the year? [Applicable to Title 32 special districts only, pursuant to Sections 32-1-103 (9.3) and 32-1-104 (3), C.R.S.]

YES	NO	If Yes, date filed:
<input type="checkbox"/>	<input type="checkbox"/>	



## PART 1 - FINANCIAL STATEMENTS - BALANCE SHEET

\* Indicate Name of Fund

NOTE: Attach additional sheets as necessary

Line #	Description	Governmental Funds		Description	Proprietary/Fiduciary Funds		Please use this space to provide explanation of any items on this page
		General Fund	Capital Projects		Fund*	Fund*	
<b>Assets</b>				<b>Assets</b>			
1-1	Cash & Cash Equivalents	\$ 24,475	\$ 1,376	Cash & Cash Equivalents	\$ -	\$ -	
1-2	Investments	\$ -	\$ -	Investments	\$ -	\$ -	
1-3	Receivables	\$ 31,996	\$ 154,646	Receivables	\$ -	\$ -	
1-4	Due from Other Entities or Funds	\$ -	\$ -	Due from Other Entities or Funds	\$ -	\$ -	
	All Other Assets [specify...]	\$ -	\$ -	Other Current Assets	\$ -	\$ -	
1-5	Cash with County Treasurer	\$ 132	\$ 638		\$ -	\$ -	
1-6	Prepaid Insurance	\$ 3,040	\$ -		\$ -	\$ -	
1-7		\$ -	\$ -	Capital Assets, net (from Part 6-4)	\$ -	\$ -	
1-8		\$ -	\$ -	Other Long Term Assets [specify...]	\$ -	\$ -	
1-9		\$ -	\$ -		\$ -	\$ -	
1-10		\$ -	\$ -		\$ -	\$ -	
1-11	(add lines 1-1 through 1-10) <b>TOTAL ASSETS</b>	\$ 59,643	\$ 156,660	(add lines 1-1 through 1-10) <b>TOTAL ASSETS</b>	\$ -	\$ -	
1-12	<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	\$ -	\$ -	<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	\$ -	\$ -	
1-13	<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	\$ 59,643	\$ 156,660	<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	\$ -	\$ -	
<b>Liabilities</b>				<b>Liabilities</b>			
1-14	Accounts Payable	\$ 6,565	\$ -	Accounts Payable	\$ -	\$ -	
1-15	Accrued Payroll and Related Liabilities	\$ -	\$ -	Accrued Payroll and Related Liabilities	\$ -	\$ -	
1-16	Accrued Interest Payable	\$ -	\$ -	Accrued Interest Payable	\$ -	\$ -	
1-17	Due to Other Entities or Funds	\$ -	\$ -	Due to Other Entities or Funds	\$ -	\$ -	
1-18	All Other Current Liabilities	\$ -	\$ -	All Other Current Liabilities	\$ -	\$ -	
1-19	<b>TOTAL CURRENT LIABILITIES</b>	\$ 6,565	\$ -	<b>TOTAL CURRENT LIABILITIES</b>	\$ -	\$ -	
1-20	All Other Liabilities [specify...]	\$ -	\$ -	Proprietary Debt Outstanding (from Part 4-4)	\$ -	\$ -	
1-21		\$ -	\$ -	Other Liabilities [specify...]	\$ -	\$ -	
1-22		\$ -	\$ -		\$ -	\$ -	
1-23		\$ -	\$ -		\$ -	\$ -	
1-24		\$ -	\$ -		\$ -	\$ -	
1-25		\$ -	\$ -		\$ -	\$ -	
1-26		\$ -	\$ -		\$ -	\$ -	
1-27		\$ -	\$ -		\$ -	\$ -	
1-28	(add lines 1-19 through 1-27) <b>TOTAL LIABILITIES</b>	\$ 6,565	\$ -	(add lines 1-19 through 1-27) <b>TOTAL LIABILITIES</b>	\$ -	\$ -	
1-29	<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	\$ 31,996	\$ 154,646	<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	\$ -	\$ -	
<b>Fund Balance</b>				<b>Net Position</b>			
1-30	Nonspendable Prepaid	\$ -	\$ -	Net Investment in Capital Assets	\$ -	\$ -	
1-31	Nonspendable Inventory	\$ -	\$ -		\$ -	\$ -	
1-32	Restricted (TABOR, Capital)	\$ -	\$ -	Emergency Reserves	\$ -	\$ -	
1-33	Committed (Fireman Welfare, Contingency)	\$ -	\$ -	Other Designations/Reserves	\$ -	\$ -	
1-34	Assigned [specify...]	\$ -	\$ -	Restricted	\$ -	\$ -	
1-35	Unassigned:	\$ 21,082	\$ 2,014	Undesignated/Unreserved/Unrestricted	\$ -	\$ -	
1-36	Add lines 1-30 through 1-35 This total should be the same as line 3-33 <b>TOTAL FUND BALANCE</b>	\$ 21,082	\$ 2,014	Add lines 1-30 through 1-35 This total should be the same as line 3-33 <b>TOTAL NET POSITION</b>	\$ -	\$ -	
1-37	Add lines 1-28, 1-29 and 1-36 This total should be the same as line 1-13 <b>TOTAL LIABILITIES, DEFERRED INFLOWS, AND FUND BALANCE</b>	\$ 59,643	\$ 156,660	Add lines 1-28, 1-29 and 1-36 This total should be the same as line 1-13 <b>TOTAL LIABILITIES, DEFERRED INFLOWS, AND NET POSITION</b>	\$ -	\$ -	

## PART 2 - FINANCIAL STATEMENTS - OPERATING STATEMENT - REVENUES

Line #	Description	Governmental Funds		Description	Proprietary/Fiduciary Funds		Please use this space to provide explanation of any items on this page
		General Fund	Capital Projects		Fund*	Fund*	
<b>Tax Revenue</b>							
2-1	Property (include mills levied in Question 10-4)	\$ 24,505	\$ 118,441	Property (include mills levied in Question 10-4)	\$ -	\$ -	
2-2	Specific Ownership	\$ 1,567	\$ 7,572	Specific Ownership	\$ -	\$ -	
2-3	Sales and Use Tax	\$ -	\$ -	Sales and Use Tax	\$ -	\$ -	
2-4	Other Tax Revenue (specify...):	\$ -	\$ -	Other Tax Revenue (specify...):	\$ -	\$ -	
2-5		\$ -	\$ -		\$ -	\$ -	
2-6		\$ -	\$ -		\$ -	\$ -	
2-7		\$ -	\$ -		\$ -	\$ -	
2-8	<b>Add lines 2-1 through 2-7 TOTAL TAX REVENUE</b>	\$ 26,072	\$ 126,013	<b>Add lines 2-1 through 2-7 TOTAL TAX REVENUE</b>	\$ -	\$ -	
2-9	Licenses and Permits	\$ -	\$ -	Licenses and Permits	\$ -	\$ -	
2-10	Highway Users Tax Funds (HUTF)	\$ -	\$ -	Highway Users Tax Funds (HUTF)	\$ -	\$ -	
2-11	Conservation Trust Funds (Lottery)	\$ -	\$ -	Conservation Trust Funds (Lottery)	\$ -	\$ -	
2-12	Community Development Block Grant	\$ -	\$ -	Community Development Block Grant	\$ -	\$ -	
2-13	Fire & Police Pension	\$ -	\$ -	Fire & Police Pension	\$ -	\$ -	
2-14	Grants	\$ -	\$ -	Grants	\$ -	\$ -	
2-15	Donations	\$ -	\$ -	Donations	\$ -	\$ -	
2-16	Charges for Sales and Services	\$ -	\$ -	Charges for Sales and Services	\$ -	\$ -	
2-17	Rental Income	\$ -	\$ -	Rental Income	\$ -	\$ -	
2-18	Fines and Forfeits	\$ -	\$ -	Fines and Forfeits	\$ -	\$ -	
2-19	Interest/Investment Income	\$ 92	\$ -	Interest/Investment Income	\$ -	\$ -	
2-20	Tap Fees	\$ -	\$ -	Tap Fees	\$ -	\$ -	
2-21	Proceeds from Sale of Capital Assets	\$ -	\$ -	Proceeds from Sale of Capital Assets	\$ -	\$ -	
2-22	All Other (insurance, blizzard, other):	\$ -	\$ -	All Other (specify...):	\$ -	\$ -	
2-23		\$ -	\$ -		\$ -	\$ -	
2-24	<b>Add lines 2-8 through 2-23 TOTAL REVENUES</b>	\$ 26,164	\$ 126,013	<b>Add lines 2-8 through 2-23 TOTAL REVENUES</b>	\$ -	\$ -	
<b>Other Financing Sources</b>							
2-25	Debt Proceeds	\$ -	\$ -	Debt Proceeds	\$ -	\$ -	
2-26	Developer Advances	\$ -	\$ -	Developer Advances	\$ -	\$ -	
2-27	Other (specify...):	\$ -	\$ -	Other (specify...):	\$ -	\$ -	
2-28	<b>Add lines 2-25 through 2-27 TOTAL OTHER FINANCING SOURCES</b>	\$ -	\$ -	<b>Add lines 2-25 through 2-27 TOTAL OTHER FINANCING SOURCES</b>	\$ -	\$ -	
2-29	<b>Add lines 2-24 and 2-28 TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	\$ 26,164	\$ 126,013	<b>Add lines 2-24 and 2-28 TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	\$ -	\$ -	<b>GRAND TOTALS</b>

IF GRAND TOTAL REVENUES AND OTHER FINANCING SOURCES for all funds (Line 2-29) are GREATER than \$750,000 - STOP. You may not use this form. An audit may be required. See Section 29-1-604, C.R.S., or contact the OSA Local Government Division at (303) 869-3000 for assistance. 152,177



**PART 3 - FINANCIAL STATEMENTS - OPERATING STATEMENT - EXPENDITURES/EXPENSES**

Line #	Description	Governmental Funds		Description	Proprietary/Fiduciary Funds		Please use this space to provide explanation of any items on this page
		General Fund	Capital Projects		Fund*	Fund*	
	<b>Expenditures</b>			<b>Expenses</b>			
3-1	General Government	\$ 19,971	\$ 1,778	General Operating & Administrative	\$ -	\$ -	
3-2	Judicial	\$ -	\$ -	Salaries	\$ -	\$ -	
3-3	Law Enforcement	\$ -	\$ -	Payroll Taxes	\$ -	\$ -	
3-4	Fire	\$ -	\$ -	Contract Services	\$ -	\$ -	
3-5	Highways & Streets	\$ -	\$ -	Employee Benefits	\$ -	\$ -	
3-6	Solid Waste	\$ -	\$ -	Insurance	\$ -	\$ -	
3-7	Contributions to Fire & Police Pension Assoc.	\$ -	\$ -	Accounting and Legal Fees	\$ -	\$ -	
3-8	Health	\$ -	\$ -	Repair and Maintenance	\$ -	\$ -	
3-9	Culture and Recreation	\$ -	\$ -	Supplies	\$ -	\$ -	
3-10	Transfers to other districts	\$ -	\$ -	Utilities	\$ -	\$ -	
3-11	Other (specify...):	\$ -	\$ -	Contributions to Fire & Police Pension Assoc.	\$ -	\$ -	
3-12		\$ -	\$ -	Other (specify...)	\$ -	\$ -	
3-13		\$ -	\$ -	Capital Outlay	\$ -	\$ -	
3-14	Capital Outlay	\$ -	\$ -	Debt Service	\$ -	\$ -	
	Debt Service			Principal	\$ -	\$ -	
3-15	Principal	\$ -	\$ -	Interest	\$ -	\$ -	
3-16	Interest	\$ -	\$ 129,813	Bond Issuance Costs	\$ -	\$ -	
3-17	Bond Issuance Costs	\$ -	\$ -	Developer Principal Repayments	\$ -	\$ -	
3-18	Developer Principal Repayments	\$ -	\$ -	Developer Interest Repayments	\$ -	\$ -	
3-19	Developer Interest Repayments	\$ -	\$ -	All Other (specify...):	\$ -	\$ -	
3-20	All Other (specify...):	\$ -	\$ -		\$ -	\$ -	
3-21		\$ -	\$ -		\$ -	\$ -	
3-22	<b>Add lines 3-1 through 3-21</b>	\$ 19,971	\$ 131,591	<b>Add lines 3-1 through 3-21</b>	\$ -	\$ -	<b>GRAND TOTAL</b>
	<b>TOTAL EXPENDITURES</b>			<b>TOTAL EXPENSES</b>	\$ -	\$ -	\$ 151,562
3-23	Interfund Transfers (in)	\$ -	\$ -	Net Interfund Transfers (In) Out	\$ -	\$ -	
3-24	Interfund Transfers out	\$ -	\$ -	Other (specify...)(enter negative for expense)	\$ -	\$ -	
3-25	Other Expenditures (Revenues):	\$ -	\$ -	Depreciation	\$ -	\$ -	
3-26		\$ -	\$ -	Other Financing Sources (Uses) (from line 2-28)	\$ -	\$ -	
3-27		\$ -	\$ -	Capital Outlay (from line 3-14)	\$ -	\$ -	
3-28		\$ -	\$ -	Debt Principal (from line 3-15, 3-18)	\$ -	\$ -	
3-29	<b>(Add lines 3-23 through 3-28)</b>	\$ -	\$ -	<b>(Line 3-26, plus line 3-27, less line 3-24, less line 3-25)</b>	\$ -	\$ -	
	<b>TOTAL TRANSFERS AND OTHER EXPENDITURES</b>			<b>TOTAL GAAP RECONCILING ITEMS</b>	\$ -	\$ -	
3-30	Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures Line 2-29, less line 3-22, plus line 3-29	\$ 6,193	\$ (5,578)	Net Increase (Decrease) In Net Position Line 2-29, less line 3-22, plus line 3-29, plus line 3-23, less line 3-24	\$ -	\$ -	
3-31	Fund Balance, January 1 from December 31 prior year report	\$ 14,889	\$ 7,592	Net Position, January 1 from December 31 prior year report	\$ -	\$ -	
3-32	Prior Period Adjustment (MUST explain)	\$ -	\$ -	Prior Period Adjustment (MUST explain)	\$ -	\$ -	
3-33	Fund Balance, December 31			Net Position, December 31	\$ -	\$ -	
	Sum of Line 3-30, 3-31, and 3-32			Line 3-30 plus line 3-31			
	This total should be the same as line 1-36.	\$ 21,082	\$ 2,014	This total should be the same as line 1-36.	\$ -	\$ -	

**IF GRAND TOTAL EXPENDITURES for all funds (Line 3-22) are GREATER than \$750,000 - STOP. You may not use this form. An audit may be required. See Section 29-1-604, C.R.S., or contact the OSA Local Government Division at (303) 869-3000 for assistance.**

## PART 4 - DEBT OUTSTANDING, ISSUED, AND RETIRED

Please answer the following questions by marking the appropriate boxes.

- |  |                          |                          |
|--|--------------------------|--------------------------|
|  | YES                      | NO                       |
| 4-1 Does the entity have outstanding debt?                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4-2 Is the debt repayment schedule attached? If no, MUST explain:            | <input type="checkbox"/> | <input type="checkbox"/> |
| 4-3 Is the entity current in its debt service payments? If no, MUST explain: | <input type="checkbox"/> | <input type="checkbox"/> |

Please use this space to provide any explanations or comments:

4-2: The District is not current on its Debt Service payments. However, the District is in compliance with the bond documents. The bond documents specifically state that the mill levy shall not be in excess of 28 mills. All funds received in the debt service fund are sent to the bondholders and are applied to outstanding interest. The developer advances have no specific prepayment requirements.

4-4 Please complete the following debt schedule, if applicable: (please only include principal amounts)

	Outstanding at beginning of year	Issued during year	Retired during year	Outstanding at year-end
General obligation bonds	\$ 2,012,000	\$ -	\$ -	\$ 2,012,000
Revenue bonds	\$ -	\$ -	\$ -	\$ -
Notes/Loans	\$ -	\$ -	\$ -	\$ -
Leases	\$ -	\$ -	\$ -	\$ -
Developer Advances	\$ 73,378	\$ -	\$ -	\$ 73,378
Other (specify):	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 2,085,378</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,085,378</b>

\*must agree to prior year ending balance

Please answer the following questions by marking the appropriate boxes.

- |  |                          |                          |
|--|--------------------------|--------------------------|
|  | YES                      | NO                       |
| 4-5 Does the entity have any authorized, but unissued, debt?<br>How much?                | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes: Date the debt was authorized:  | <input type="checkbox"/> | <input type="checkbox"/> |
|  | \$ 38,480,000            | 11/1/1999                |
| 4-6 Does the entity intend to issue debt within the next calendar year?<br>How much?     | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes:  | \$ -                     |                          |
| 4-7 Does the entity have debt that has been refinanced that it is still responsible for? | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes: What is the amount outstanding?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4-8 Does the entity have any lease agreements?   | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes: What is being leased?  |                          |                          |
| What is the original date of the lease?  |                          |                          |
| Number of years of lease?  |                          |                          |
| Is the lease subject to annual appropriation?  | <input type="checkbox"/> | <input type="checkbox"/> |
| What are the annual lease payments?  | \$ -                     |                          |

## PART 5 - CASH AND INVESTMENTS

Please provide the entity's cash deposit and investment balances.

	AMOUNT	TOTAL
5-1 YEAR-END Total of ALL Checking and Savings accounts	\$ 25,851	
5-2 Certificates of deposit	\$ -	
<b>TOTAL CASH DEPOSITS</b>		<b>\$ 25,851</b>
Investments (if investment is a mutual fund, please list underlying investments):		
5-3	\$ -	
	\$ -	
	\$ -	
	\$ -	
<b>TOTAL INVESTMENTS</b>		<b>\$ -</b>
<b>TOTAL CASH AND INVESTMENTS</b>		<b>\$ 25,851</b>

Please use this space to provide any explanations or comments:

Please answer the following question by marking in the appropriate box

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
|  | YES                      | NO                       | N/A                      |
| 5-4 Are the entity's investments legal in accordance with Section 24-75-601, et. seq., C.R.S.?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5-5 Are the entity's deposits in an eligible (Public Deposit Protection Act) public depository (Section 11-10.5-101, et seq. C.R.S.)? If no, MUST explain: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



## PART 6 - CAPITAL ASSETS

Please answer the following question by marking in the appropriate box

		YES	NO
6-1	Does the entity have capitalized assets?	<input type="checkbox"/>	<input type="checkbox"/>
6-2	Has the entity performed an annual inventory of capital assets in accordance with Section 29-1-506, C.R.S.? If no, MUST explain:	<input type="checkbox"/>	<input type="checkbox"/>

Please use this space to provide any explanations or comments:

	Complete the following Capital Assets table for GOVERNMENTAL FUNDS:	Balance - beginning of the year*	Additions	Deletions	Year-End Balance
6-3	Land	\$ -	\$ -	\$ -	\$ -
	Buildings	\$ -	\$ -	\$ -	\$ -
	Machinery and equipment	\$ -	\$ -	\$ -	\$ -
	Furniture and fixtures	\$ -	\$ -	\$ -	\$ -
	Infrastructure	\$ -	\$ -	\$ -	\$ -
	Construction In Progress (CIP)	\$ -	\$ -	\$ -	\$ -
	Other (vehicles):	\$ -	\$ -	\$ -	\$ -
	Accumulated Depreciation (Enter a negative, or credit, balance)	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ -
6-4	Complete the following Capital Assets table for PROPRIETARY FUNDS:	Balance - beginning of the year*	Additions	Deletions	Year-End Balance
	Land	\$ -	\$ -	\$ -	\$ -
	Buildings	\$ -	\$ -	\$ -	\$ -
	Machinery and equipment	\$ -	\$ -	\$ -	\$ -
	Furniture and fixtures	\$ -	\$ -	\$ -	\$ -
	Infrastructure	\$ -	\$ -	\$ -	\$ -
	Construction In Progress (CIP)	\$ -	\$ -	\$ -	\$ -
	Other (explain):	\$ -	\$ -	\$ -	\$ -
	Accumulated Depreciation (Enter a negative, or credit, balance)	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ -

\*must agree to prior year ending balance

## PART 7 - PENSION INFORMATION

Please answer the following question by marking in the appropriate box

		YES	NO
7-1	Does the entity have an "old hire" firemen's pension plan?	<input type="checkbox"/>	<input type="checkbox"/>
7-2	Does the entity have a volunteer firemen's pension plan?	<input type="checkbox"/>	<input type="checkbox"/>

Please use this space to provide any explanations or comments:

If yes: Who administers the plan?

Indicate the contributions from:

Tax (property, SO, sales, etc.):	\$ -
State contribution amount:	\$ -
Other (gifts, donations, etc.):	\$ -
<b>TOTAL</b>	\$ -
What is the monthly benefit paid for 20 years of service per retiree as of Jan 1?	\$ -

**PART 8 - BUDGET INFORMATION**

Please answer the following question by marking in the appropriate box

	YES	NO	N/A	
8-1 Did the entity file a current year budget with the Department of Local Affairs, in accordance with Section 29-1-113 C.R.S.? If no, MUST explain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please use this space to provide any explanations or comments:
8-2 Did the entity pass an appropriations resolution in accordance with Section 29-1-108 C.R.S.? If no, MUST explain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

If yes: Please indicate the amount budgeted for each fund for the year reported

Fund Name	Budgeted Expenditures/Expenses
General Fund	\$ 28,723
Debt Service Fund	\$ 121,949
	\$ -
	\$ -

**PART 9 - TAX PAYER'S BILL OF RIGHTS (TABOR)**

Please answer the following question by marking in the appropriate box

	YES	NO	
9-1 Is the entity in compliance with all the provisions of TABOR [State Constitution, Article X, Section 20(5)]? Note: An election to exempt the government from the spending limitations of TABOR does not exempt the	<input type="checkbox"/>	<input type="checkbox"/>	Please use this space to provide any explanations or comments:

**PART 10 - GENERAL INFORMATION**

Please answer the following question by marking in the appropriate box

	YES	NO	
10-1 Is this application for a newly formed governmental entity? If yes: Date of formation: <input style="width: 150px; height: 30px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please use this space to provide any explanations or comments: 10-4: For the purpose of providing design, acquisition, construction, installation, and financing of certain infrastructure improvements within and outside the boundaries of the District including water, sanitation, streets, safety protection, parks and recreation, transportation, and television relay and translation services.
10-2 Has the entity changed its name in the past or current year? If Yes: NEW name <input style="width: 350px; height: 25px;" type="text"/> PRIOR name <input style="width: 350px; height: 25px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-3 Is the entity a metropolitan district?	<input type="checkbox"/>	<input type="checkbox"/>	
10-4 Please indicate what services the entity provides: <input style="width: 400px; height: 25px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-5 Does the entity have an agreement with another government to provide services? If yes: List the name of the other governmental entity and the services provided: <input style="width: 400px; height: 25px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-6 Does the entity have a certified mill levy? If yes: Please provide the number of <u>mills</u> levied for the year reported (do not enter \$ amounts):	<input type="checkbox"/>	<input type="checkbox"/>	
	Bond Redemption mills	29.000	
	General/Other mills	6.000	
	Total mills	35.000	

Please use this space to provide any additional explanations or comments not previously included:



**OSA USE ONLY**

Entity Wide:		General Fund		Governmental Funds		Notes		
Unrestricted Cash & Investments	\$	25,851	Unrestricted Fund Balan	\$	21,082	Total Tax Revenue	\$	152,085
Current Liabilities	\$	6,565	Total Fund Balance	\$	21,082	Revenue Paying Debt Service	\$	126,013
Deferred Inflow	\$	186,642	PY Fund Balance	\$	14,889	Total Revenue	\$	152,177
			Total Revenue	\$	26,164	Total Debt Service Principal	\$	-
			Total Expenditures	\$	19,971	Total Debt Service Interest	\$	129,813
			Interfund In	\$	-			
<b>Governmental</b>			Interfund Out	\$	-	<b>Enterprise Funds</b>		
Total Cash & Investments	\$	25,851	Proprietary	\$	-	Net Position	\$	-
Transfers In	\$	-	Current Assets	\$	-	PY Net Position	\$	-
Transfers Out	\$	-	Deferred Outflow	\$	-	Government-Wide		
Property Tax	\$	142,946	Current Liabilities	\$	-	Total Outstanding Debt	\$	2,085,378
Debt Service Principal	\$	-	Deferred Inflow	\$	-	Authorized but Unissued	\$	38,480,000
Total Expenditures	\$	151,562	Cash & Investments	\$	-	Year Authorized		
Total Developer Advances	\$	-	Principal Expense	\$	-			
Total Developer Repayments	\$	-						
								11/1/1999

## PART 12 - GOVERNING BODY APPROVAL

Please answer the following question by marking in the appropriate box

YES                      NO

12-1 If you plan to submit this form electronically, have you read the new Electronic Signature Policy?

### Office of the State Auditor — Local Government Division - Exemption Form Electronic Signatures Policy and Procedures

**Policy - Requirements**

The Office of the State Auditor Local Government Audit Division may accept an electronic submission of an application for exemption from audit that includes governing board signatures obtained through a program such as DocuSign or Echosign. Required elements and safeguards are as follows:

- The preparer of the application is responsible for obtaining board signatures that comply with the requirement in Section 29-1-604 (3), C.R.S., that states the application shall be personally reviewed, approved, and signed by a majority of the members of the governing body.
- The application must be accompanied by the signature history document created by the electronic signature software. The signature history document must show when the document was created and when the document was emailed to the various parties, and include the dates the individual board members signed the document. The signature history must also show the individuals' email addresses and IP address.
- Office of the State Auditor staff will not coordinate obtaining signatures.

The application for exemption from audit form created by our office includes a section for governing body approval. Local governing boards note their approval and submit the application through one of the following three methods:

- 1) Submit the application in hard copy via the US Mail including original signatures.
- 2) Submit the application electronically via email and either,
  - a. Include a copy of an adopted resolution that documents formal approval by the Board, or
  - b. Include electronic signatures obtained through a software program such as DocuSign or Echosign in accordance with the requirements noted above.

Below is the certification and approval of the governing body. By signing, each individual member is certifying they are a duly elected or appointed officer of the local government. Governing members may be verified. Also by signing, the individual member certifies that this Application for Exemption from Audit has been prepared consistent with Section 29-1-604, C.R.S., which states that a governmental agency with revenue and expenditures of \$750,000 or less must have an application prepared by an independent accountant with knowledge of governmental accounting, completed to the best of their knowledge and is accurate and true. Use additional pages if needed.

Print the names of ALL members of the governing body below.

A MAJORITY of the members of the governing body must complete and sign in the column below.

	Full Name	A MAJORITY of the members of the governing body must complete and sign in the column below.
1	John E. Strabel	I, <u>John E. Strabel</u> , attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed <u>[Signature]</u> Date: <u>3/16/20</u> My term Expires: <u>May 2020</u>
2	Ann Marie Taylor	I, <u>Ann Marie Taylor</u> , attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed <u>[Signature]</u> Date: <u>3/16/20</u> My term Expires: <u>May 2022</u>
3	Julie von Clausburg	I, <u>Julie von Clausburg</u> , attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed <u>[Signature]</u> Date: <u>3/20/20</u> My term Expires: <u>May 2022</u>
4	Full Name	I, _____, attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed _____ Date: _____ My term Expires: _____
5	Full Name	I, _____, attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed _____ Date: _____ My term Expires: _____
6	Full Name	I, _____, attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed _____ Date: _____ My term Expires: _____
7	Full Name	I, _____, attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed _____ Date: _____ My term Expires: _____





**CERTIFICATION OF VALUES**

Name of Jurisdiction: JEFFCO BUSINESS CTR METRO DIST 1 GEN

New District:

**USE FOR STATUTORY PROPERTY TAX REVENUE LIMIT CALCULATIONS (5.5% LIMIT) ONLY**

In accordance with 39-5-121(2)(a) and 39-5-128(1), C.R.S. The total Assessed Valuations for taxable year 2020  
 In Broomfield County On 10/08/2020 Are:

Previous Year's Net Total Assessed Valuation:	\$5,332,613
Current Year's Gross Total Assessed Valuation:	\$6,656,140
(-) Less TIF district increment, if any:	\$0
Current Year's Net Total Assessed Valuation:	\$6,656,140
New Construction*:	\$1,043,440
Increased Production of Producing Mines**:	\$0
ANNEXATIONS/INCLUSIONS:	\$0
Previously Exempt Federal Property**:	\$0
New Primary Oil or Gas production from any Oil and Gas leasehold or land (29-1-301(1)(b) C.R.S.)***:	\$0
Taxes Received last year on omitted property as of August 1 (29-1-301(1)(a) C.R.S.) Includes all revenue collected on valuation not previously certified:	\$0.00
Taxes Abated or Refunded as of August 1 (29-1-301(1)(a), C.R.S.) and (39-10-114(1)(a)(I)(B) C.R.S.):	\$23.22

This value reflects personal property exemptions IF enacted by the jurisdiction as authorized by Art. X, Sec. 20(8)(b), Colo. Constitution

\* New Construction is defined as: Taxable real property structures and the personal property connected with the structure.

\*\* Jurisdiction must submit to the Division of Local Government respective Certification of Impact in order for a value to be treated as growth in the limit calculation; use forms (DLG52 & 52A).

\*\*\* Jurisdiction must apply to the Division of Local Government before the value can be treated as growth in the limit calculation; use forms (DLG 52B).

**USE FOR 'TABOR' LOCAL GROWTH CALCULATIONS ONLY**

In accordance with the Art. X, Sec. 20, Colorado Constitution and 39-5-121(2)(b), C.R.S. The Actual Valuations for the taxable year 2020  
 In Broomfield County On 10/08/2020 Are:

Current Year's Total Actual Value of All Real Property*:	\$20,217,830
ADDITIONS TO TAXABLE REAL PROPERTY: Construction of taxable real property improvements**:	\$3,598,080
ANNEXATIONS/INCLUSIONS:	\$0
Increased Mining Production***:	\$0
Previously exempt property:	\$0
Oil or Gas production from a new well:	\$0
Taxable real property omitted from the previous year's tax warrant. (Only the most current year value can be reported):	\$0
DELETIONS FROM TAXABLE REAL PROPERTY: Destruction of taxable property improvements.	\$0
Disconnections/Exclusions:	\$0
Previously Taxable Property:	\$0

\* This includes the actual value of all taxable real property plus the actual value of religious, private schools, and charitable real property.

\*\* Construction is defined as newly constructed taxable real property structures.

\*\*\* Includes production from a new mine and increases in production of a producing mine.

NOTE: All levies must be certified to the Board of County Commissioners no later than December 15, 2020

**JEFFCO BUSINESS CENTER METROPOLITAN DISTRICT NO. 1**  
**Assessed Value, Property Tax and Mill Levy Information**

	<b>2019 Actual</b>	<b>2020 Adopted Budget</b>	<b>2021 Preliminary Budget</b>
<b>Assessed Valuation</b>	\$ 4,084,186	\$ 5,332,613	\$ 5,332,613
<b>Mill Levy</b>			
General Fund	6.000	6.000	6.000
Debt Service Fund	29.000	29.000	29.000
<b>Total Mill Levy</b>	<u>35.000</u>	<u>35.000</u>	<u>35.000</u>
<b>Property Taxes</b>			
General Fund	\$ 24,505	\$ 31,996	\$ 31,996
Debt Service Fund	118,441	154,646	154,646
<b>Actual/Budgeted Property Taxes</b>	<u>\$ 142,946</u>	<u>\$ 186,642</u>	<u>\$ 186,642</u>

**JEFFCO BUSINESS CENTER METROPOLITAN DISTRICT NO. 1**

**GENERAL FUND  
2021 Preliminary Budget  
with 2019 Actual, 2020 Adopted Budget, and 2020 Estimated**

	<b>2019 Actual</b>	<b>01/20-06/20 YTD Actual</b>	<b>2020 Adopted Budget</b>	<b>2020 Estimated</b>	<b>2021 Preliminary Budget</b>
<b>BEGINNING FUND BALANCE</b>	\$ 14,890	\$ 21,082	\$ 20,018	\$ 21,082	\$ 30,343
<b>REVENUE</b>					
Property Tax Revenue	24,505	16,832	31,996	31,996	31,996
Specific Ownership Taxes	1,567	3,578	1,500	4,000	4,000
Interest Income	92	-	10	-	10
<b>Total Revenue</b>	<b>26,163</b>	<b>20,410</b>	<b>33,506</b>	<b>35,996</b>	<b>36,006</b>
<b>Total Funds Available</b>	<b>41,053</b>	<b>41,492</b>	<b>53,524</b>	<b>57,078</b>	<b>66,349</b>
<b>EXPENDITURES</b>					
Accounting	7,028	3,066	8,000	8,000	8,000
District Management	1,939	602	4,500	4,500	6,000
Audit	28	280	400	280	400
Election Expense	-	579	1,500	579	-
Insurance and Bonds/SDA	4,001	3,364	4,000	4,000	4,000
Legal	3,948	5,191	3,500	8,000	8,000
Legal Publications	2,219	-	200	200	200
Miscellaneous	-	696	-	696	1,000
Miscellaneous	364	-	350	-	-
Treasurer's Fees	368	252	480	480	480
Contingency	-	-	5,000	-	5,000
<b>Sub-Total</b>	<b>19,896</b>	<b>14,030</b>	<b>27,930</b>	<b>26,735</b>	<b>33,080</b>
<b>Transfers</b>					
Transfer to Debt Service	-	-	-	-	-
Emergency Reserve	-	-	1,005	-	1,080
<b>Total Expenditures</b>	<b>19,896</b>	<b>14,030</b>	<b>28,935</b>	<b>26,735</b>	<b>34,160</b>
<b>Total Expenditures Requiring Appropriation</b>	<b>19,896</b>	<b>14,030</b>	<b>28,935</b>	<b>26,735</b>	<b>34,160</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 21,157</b>	<b>\$ 27,462</b>	<b>\$ 24,588</b>	<b>\$ 30,343</b>	<b>\$ 32,189</b>



**JEFFCO BUSINESS CENTER METROPOLITAN DISTRICT NO. 1**

**DEBT SERVICE FUND  
2021 Preliminary Budget  
with 2019 Actual, 2020 Adopted Budget, and 2020 Estimated**

	<b>2019 Actual</b>	<b>01/20-06/20 YTD Actual</b>	<b>2020 Adopted Budget</b>	<b>2020 Estimated</b>	<b>2021 Preliminary Budget</b>
<b>BEGINNING FUND BALANCE</b>	\$ 7,592	\$ 1,864	\$ 4,684	\$ 1,864	\$ 4,540
<b>REVENUE</b>					
Property Tax Revenue	118,441	81,356	154,646	154,646	154,646
Specific Ownership Taxes	7,571	26	5,500	5,500	5,500
Interest Income	-	-	20	-	-
Transfer from General Fund	-	-	-	-	-
<b>Total Revenue</b>	<b>126,013</b>	<b>81,382</b>	<b>160,166</b>	<b>160,146</b>	<b>160,146</b>
<b>Total Funds Available</b>	<b>133,605</b>	<b>83,246</b>	<b>164,850</b>	<b>162,010</b>	<b>164,686</b>
<b>EXPENDITURES</b>					
Bond Interest	129,813	70,227	155,000	155,000	155,000
Bond Principal	-	-	-	-	-
Paying Agent Fees	150	-	150	150	150
Treasurer's Fees	1,778	1,220	2,320	2,320	2,320
<b>Total Expenditures</b>	<b>131,741</b>	<b>71,448</b>	<b>157,470</b>	<b>157,470</b>	<b>157,470</b>
<b>Total Expenditures Requiring Appropriation</b>	<b>131,741</b>	<b>71,448</b>	<b>157,470</b>	<b>157,470</b>	<b>157,470</b>
<b>ENDING FUND BALANCE</b>	\$ 1,864	\$ 11,798	\$ 7,380	\$ 4,540	\$ 7,216



RESOLUTION NO. 2020 - 11 - \_\_

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE JEFFCO BUSINESS CENTER METROPOLITAN DISTRICT NO. 1  
TO ADOPT THE 2021 BUDGET AND APPROPRIATE SUMS OF MONEY

WHEREAS, the Board of Directors of the Jeffco Business Center Metropolitan District No. 1 ("District") has appointed the District Accountant to prepare and submit a proposed 2020 budget to the Board at the proper time; and

WHEREAS, the District Accountant 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, a public hearing was held on November 4, 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 ("TABOR") 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.

WHEREAS, the Board of Directors of the District has made provisions therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget; 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, including any inter-fund transfers listed therein, so as not to impair the operations of the District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Jeffco Business Center Metropolitan District No. 1:

1. That the budget as submitted, amended, and summarized by fund, hereby is approved and adopted as the budget of the Jeffco Business Center Metropolitan District No. 1 for the 2021 fiscal year.

2. That the budget, as hereby approved and adopted, shall be certified by the Secretary of the District to all appropriate agencies and is made a part of the public records of the District.

3. That the sums set forth as the total expenditures of each fund in the budget attached hereto as **EXHIBIT A** and incorporated herein by reference are hereby appropriated from the revenues of each fund, within each fund, for the purposes stated.

ADOPTED this 4th day of November, 2020.

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Secretary

(SEAL)

EXHIBIT A  
(Budget)

I, David Solin, hereby certify that I am the duly appointed Secretary of the Jeffco Business Center Metropolitan District No. 1, and that the foregoing is a true and correct copy of the budget for the budget year 2021, duly adopted at a meeting of the Board of Directors of the Jeffco Business Center Metropolitan District No. 1 held on November 4, 2020.

By: \_\_\_\_\_  
Secretary

RESOLUTION NO. 2020 - 11 - \_\_

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE JEFFCO BUSINESS CENTER METROPOLITAN DISTRICT NO. 1  
TO SET MILL LEVIES

WHEREAS, the Board of Directors of the Jeffco Business Center Metropolitan District No. 1 ("District") has adopted the 2020 annual budget in accordance with the Local Government Budget Law on November 4, 2020; and

WHEREAS, the adopted budget is attached to the Resolution of the Board of Directors to Adopt the 2021 Budget and Appropriate Sums of Money, and such budget is incorporated herein by this reference; and

WHEREAS, the amount of money necessary to balance the budget for general fund expenses from property tax revenue is identified in the budget; and

WHEREAS, the amount of money necessary to balance the budget for debt service fund expenses from property tax revenue is identified in the budget; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Jeffco Business Center Metropolitan District No. 1:

1. That for the purposes of meeting all general fund expenses of the District during the 2020 budget year, the District determined to levy mills upon each dollar of the total valuation for assessment of all taxable property within the District, as set forth in the budget, to raise the required revenue.

2. That for the purposes of meeting all debt service fund expenses of the District during the 2021 budget year, the District determined to levy mills upon each dollar of the total valuation for assessment of all taxable property within the District, as set forth in the budget, to raise the required revenue.

3. That the Accountant of the District is hereby authorized and directed to immediately certify to the County Commissioners of the City and County of Broomfield, Colorado, the mill levies for the District as set forth in the District's Certification of Tax Levies (attached hereto as **EXHIBIT A** and incorporated herein by reference), recalculated as needed upon receipt of the final certification of valuation from the County Assessor in order to comply with any applicable revenue and other budgetary limits.

ADOPTED this 4th day of November, 2020.

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Secretary

(SEAL)

**EXHIBIT A**  
(Certification of Tax Levies)

**McGeady Becher P.C.**  
**Document Retention Policy**

**Types of Documents**

In representing you we will or may take possession of, create, and/or keep various types of documents. These consist of documents you provide to us, documents which constitute the District's official public record, and internal documents we create to assist us in providing services to you.

**Documents You Provide to Us**

It is our policy to copy and return original documents you provide to us as soon as practicable. Exceptions to this policy are original documents which should be kept as part of the District's official public record, instances where we must have an original document to represent you, or cases where we have affirmatively agreed retain a document for safekeeping.

**The District's Record**

As a part our engagement, we will maintain the District's official public Record (the "**Record**"). The Record is a highly useful and detailed compilation of documents reflecting the official actions of the District and serves multiple functions. First, it collects those documents which the public is entitled to inspect and copy under various state and federal public records and freedom of information statutes. Second, it organizes the records of the District – such as its contracts, land and title records, and easements - in a manner which is useful in conducting the ongoing business of the District. Third, the Record helps expedite the District's annual audit process. Fourth, in the event you should change legal counsel or employ in-house counsel, the Record will enable that counsel to understand the status and assume representation of the District with maximum efficiency.

The Record includes the District's organizational documents, fully-executed agreements which are still in effect, rules, regulations, resolutions adopted by the District, official minutes books, meeting notices, agendas, insurance policies, District maps, election records, bond documents, audit documents, and many more. A comprehensive list of documents comprising the Record is available from us at any time upon request.

Creating and maintaining the Record is an important and complex task, and you agree to pay our actual costs and hourly fees associated with doing this.

**Supplemental Documents**

All other documents created in course of representing you are referred to as Supplemental Documents. These include our notes, drafts, memoranda, worksheets, electronic communications, and other electronic documents stored in various media or file servers.

### **Documents We Retain**

Except as provided in this Document Retention Policy or an amendment thereto, we will keep the Record and any original documents accepted by us for safekeeping so long as we represent you.

### **Delivery of the Record**

Once a matter is concluded or our representation terminated, we deliver the original, printed Record, together with any original documents we have accepted for safekeeping, to you or the District's designee, provided our fees and costs have been paid in full. If you do not designate someone to receive these records, we will deliver them to a then-current officer or director of the District. If we are unable to deliver these documents because of your failure to designate a recipient, we may retain, destroy, or otherwise dispose of them in manner which assures their continued confidentiality within thirty (30) days following the conclusion of a matter or the termination of our representation.

We will also confidentially destroy the Record of any District in our possession if a final order of dissolution of the District is entered.

All other documents, including all Supplemental Documents, are routinely, periodically, confidentially, and permanently purged by us once they are no longer useful to us in providing services to you.