

JEFFCO BUSINESS CENTER METROPOLITAN DISTRICT NO. 1

141 Union Boulevard, Suite 150
Lakewood, Colorado, 80228-1898
Tel: 303-987-0835 • 800-741-3254
Fax: 303-987-2032

NOTICE OF A SPECIAL MEETING AND AGENDA

<u>Board of Directors:</u>	<u>Office:</u>	<u>Term/Expiration:</u>
Julie von Clausburg	President	2022/May 2022
John Strabel	Treasurer	2023/May 2023
VACANT		2022/May 2022
VACANT		2022/May 2023
VACANT		2022/May 2022
David Solin	Secretary	

DATE: June 9, 2021 (Wednesday)

TIME: 9:00 A.M.

PLACE: ***DUE TO CONCERNS REGARDING THE SPREAD OF THE CORONAVIRUS (COVID-19) AND THE BENEFITS TO THE CONTROL OF THE SPREAD OF THE VIRUS BY LIMITING IN-PERSON CONTACT, THIS DISTRICT BOARD MEETING WILL BE HELD BY CONFERENCE CALL WITHOUT ANY INDIVIDUALS (NEITHER DISTRICT REPRESENTATIVES NOR THE GENERAL PUBLIC) ATTENDING IN PERSON. IF YOU WOULD LIKE TO ATTEND THIS MEETING, PLEASE CALL IN TO THE CONFERENCE BRIDGE AT 1-877-250-3814 AND WHEN PROMPTED, DIAL IN THE PASSCODE OF 5592663.***

I. ADMINISTRATIVE MATTERS

A. Confirm Quorum and Present Disclosures of Potential Conflicts of Interest.

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

C. Acknowledge the resignation of Ann Marie Taylor from the Board of Directors, effective December 31, 2020 (enclosure). Discuss Board Vacancies.

D. Consider appointment of Brenda Lamer to the Board of Directors to fill a vacancy on the Board of Directors (Notice was published on April 25, 2021). Administer Oath of Office.

- E. Review and approve the Minutes of the November 4, 2020 special meeting (enclosure).
-

II. PUBLIC COMMENTS

- A. _____

III. FINANCIAL MATTERS

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

Fund	Period Ending Nov. 9, 2020	Period Ending Dec. 31 2020	Special Check Jan. 31, 2021	Special Check Feb. 28, 2021
General	\$ 6,309.59	\$ 2,684.38	\$ 1,677.40	\$ 2,587.71
Debt	\$ 150.00	\$ -0-	\$ -0-	\$ -0-
Capital	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Total	\$ 6,459.59	\$ 2,684.38	\$ 1,677.40	\$ 2,587.71

Fund	Period Ending March 31, 2021	Special Check April 30, 2021	Period Ending May 31, 2021
General	\$ 979.30	\$ 1,280.00	\$ 810.32
Debt	\$ -0-	\$ -0-	\$ -0-
Capital	\$ -0-	\$ -0-	\$ -0-
Total	\$ 979.30	\$ 1,280.00	\$ 810.32

- B. Review and accept unaudited financial statements for the period ending March 31, 2021 and Cash Position Statement dated March 31, 2021 (enclosure).
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- C. Ratify approval of the preparation, execution and filing of the Application for Exemption from Audit for 2020 (enclosure).
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IV. LEGAL MATTERS

- A. Review and consider adoption of Second Amendment to Resolution No. 2013-11-05 Regarding Colorado Open Records Act Requests (enclosure).
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V. OTHER BUSINESS

A. Status of development.

VI. ADJOURNMENT **THE NEXT REGULAR MEETING IS SCHEDULED FOR
NOVEMBER 3, 2021 AT 9:00 a.m. - BUDGET HEARING.**

From: [Karen Steggs](#)
To: [Karen Steggs](#)
Subject: FW: Metro District Board Member Change
Date: Thursday, May 20, 2021 8:59:00 AM

From: Ann Taylor <ataylor@firstindustrial.com>
Sent: Wednesday, December 09, 2020 3:49 PM
To: David Solin <dsolin@sdmsi.com>
Cc: Paula Williams <pwilliams@specialdistrictlaw.com>; Karen Steggs <ksteggs@sdmsi.com>; Crystal Thurston <receptionist@sdmsi.com>; Brenda Lamer <blamer@firstindustrial.com>
Subject: RE: Metro District Board Member Change

Thank you. Please accept this email as my notice that I will be resigning as a director on both the Jeffco Business Center and Aurora Commerce Center Metropolitan Districts effective December 31, 2020. Brenda Lamer with First Industrial will be replacing my position on the board. She is copied on this email. Her direct line is 720-528-7203.

It has been a pleasure working with all of you and I appreciate what you do for these districts. Have a wonderful holiday season.

Ann Taylor, CPM
First Industrial Realty Trust
8226 Park Meadows Drive
Lone Tree, CO 80124
Direct: 720-528-7215
Fax: 303-220-5585

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE JEFFCO BUSINESS CENTER METROPOLITAN DISTRICT NO. 1 HELD NOVEMBER 4, 2020

A Special 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 4th day of November, 2020, at 9:00 A.M Due to concerns regarding the spread of the coronavirus (COVID-19) and the benefits to the control of the spread of the virus by limiting in-person contact, the District Board meeting was held by conference call. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Ann M. Taylor (via phone)
Julie von Clausburg (via phone)

Also In Attendance Was:

David Solin; Special District Management Services, Inc. (via phone)
Paula Williams, Esq.; McGeady Becher, P.C. (via phone)
Brenda Lamer; First Industrial Realty Trust, Inc. (via phone)
John E. Strabel; Board Candidate; First Industrial Realty Trust, Inc. (via phone)

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 and Taylor. These statements were 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 were not 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 special meeting.

RECORD OF PROCEEDINGS

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.

Meeting Location: The Board discussed 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 due to concerns regarding the spread of COVID-19 and the benefit to the control of the spread of the virus by limiting in-person contact, this meeting was conducted via conference call and encouraged public participation via telephone. The Board noted that notice of this meeting and conference call participation information was duly posted and that it had not received any objections to the telephonic meeting or any requests that the meeting be changed by taxpaying electors within the District's boundaries.

November 6, 2019 Minutes: The Board reviewed the Minutes of the November 6, 2019 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 6, 2019 regular meeting were approved, as presented.

May 5, 2020 Election: Mr. Solin noted for the Board that the May 5, 2020 Election was cancelled, as allowed under Colorado law, by the Designated Election Official because there were no more candidates than positions available on the Board of Directors.

Discuss Vacancies and Consider Appointment of Eligible Elector to the Board: The Board considered the appointment of John Strabel to fill a vacancy on the Board of Directors.

Following discussion, upon motion duly made by Director Taylor, seconded by Director von Clausburg and, upon vote, unanimously carried, John Strabel was appointed to fill a vacancy on the Board of Directors. The Oath of Office was administered.

Appointment of Officers: The Board discussed the appointment of officers.

Following discussion, upon motion duly made by Director Taylor, seconded by Director von Clausburg and, upon vote, unanimously carried, the following slate of officers were appointed:

RECORD OF PROCEEDINGS

President	Julie von Clausburg
Treasurer	John E. Strabel
Secretary	David Solin
Assistant Secretary	Ann Taylor

Resolution No. 2020-11-01 Establishing Regular Meeting Dates, Times and Location, Establishing District Website and Designating Location for Posting of 24-Hour Notices: The Board discussed Resolution No. 2020-11-01; Establishing Regular Meeting Dates, Times and Location, Establishing District Website and Designating Location for Posting of 24-Hour Notices.

Mr. Solin reviewed the business to be conducted in 2021 to meet the statutory compliance requirements. The Board, determined to meet on June 9, 2021 and November 3, 2021, 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. 2020-11-01 Establishing Regular Meeting Dates, Times and Location, Establishing District Website and Designating Location for Posting of 24-Hour Notices. A copy of the resolution is attached hereto and incorporated herein.

§32-1-809, C.R.S. Transparency Notice - Reporting Requirements, Mode of Eligible Elector Notification: The Board discussed §32-1-809, C.R.S. reporting requirements and mode of eligible elector notification for 2021.

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 website.

FINANCIAL MATTERS

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

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-
Total Claims	\$ 1,665.07	\$ 4,281.48	\$ 4,460.31	\$ 1,428.40

RECORD OF PROCEEDINGS

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-
Total Claims	\$ 1,373.07	\$ 1,166.60	\$ 2,100.66	\$ 4,526.16

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-
Total Claims	\$ 634.60-	\$ 935.67	\$ 748.20	\$ 2,283.98

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, 2020 and the schedule of cash position statement dated September 30, 2020.

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, 2020 and the schedule of cash position statement dated September 30, 2020, 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.

2019 Application for Exemption from Audit Preparation: The Board discussed the preparation, execution and filing of the Application for Exemption from Audit for 2019.

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 2019.

2020 Application for Exemption from Audit Preparation: The Board discussed the preparation of the 2020 Application for Exemption from Audit.

RECORD OF PROCEEDINGS

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 2020.

2020 Budget Amendment Hearing: The President opened the public hearing to consider amendment to the 2020 Budget and to discuss related issues.

It was noted that publication of Notice stating that the Board would consider Amendment to 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.

Following discussion, the Board determined that a 2020 Budget Amendment was unnecessary.

2021 Budget Hearing: The Board opened the public hearing to consider the proposed 2021 Budget and discuss related issues.

It was noted that publication of Notice stating that the Board would consider adoption of the 2021 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 2020 expenditures and the proposed 2021 expenditures.

Following discussion, the Board considered the adoption of Resolution No. 2020-11-02 to Adopt the 2020 Budget and Appropriate Sums of Money, and Resolution No. 2020-11-03 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, 2020. Mr. Solin was authorized to transmit the Certification of Mill Levies to the Board of County Commissioners of the City and County of Broomfield not later than December 15, 2020. Mr. Solin was also authorized to transmit the Certification of Budget

RECORD OF PROCEEDINGS

to the Division of Local Government not later than January 30, 2021. Copies of the adopted Resolutions are attached to these minutes and incorporated herein by this reference.

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.

2022 Budget Preparation: The Board discussed the preparation of the 2022 Budget and date for public hearing to adopt the 2022 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 2022 Budget and set the date for the public hearing to adopt the 2022 Budget for November 3, 2021.

LEGAL MATTERS

McGeady Becher P.C. Document Retention Policy: Attorney Williams presented to the Board an update to the McGeady Becher P.C. Document Retention Policy.

Following discussion, the Board acknowledged the update and directed a copy of the approved McGeady Becher P.C. Document Retention Policy be attached to the Minutes for this meeting.

Potential Refunding: Attorney Williams discussed with the Board the potential for refunding the District's debt. No action was taken.

OTHER BUSINESS

Status of Development: Director Strabel reported on the status of development, noting that the Doggie Daycare, Climbing Gym, and Les Schwab Tire Center are complete and the Vectra Bank lot is for sale.

RECORD OF PROCEEDINGS

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.

Respectfully submitted,

By _____
Secretary for the Meeting

Jeffco Business Center Metropolitan District

Nov-20

Vendor	Invoice #	Date	Due Date	Amount	Account Number
Colorado Special Districts Pool	POL-0004621	9/22/2020	9/22/2020	\$ 2,667.00	1141
McGeady Becher P.C.	451W 09/2020	9/30/2020	9/30/2020	\$ 1,140.00	1675
Prairie Mountain Media	251748	10/31/2020	10/31/2020	\$ 40.92	1680
Special District Management Services	Oct-20	10/31/2020	10/31/2020	\$ 40.67	1685
Special District Management Services	Oct-20	10/31/2020	10/31/2020	\$ 28.00	1670
Special District Management Services	Oct-20	10/31/2020	10/31/2020	\$ 840.00	1612
Special District Management Services	Oct-20	10/31/2020	10/31/2020	\$ 1,058.00	1614
T Charles Wilson Insurance Service	9195	10/14/2020	10/31/2020	\$ 495.00	1141
UMB Bank, N.A.	797424	11/9/2020	11/9/2020	\$ 150.00	2668
				\$ 6,459.59	

Jeffco Business Center Metropolitan District No.1
November-20

	<u>General</u>	<u>Debt</u>	<u>Capital</u>	<u>Totals</u>
Disbursements	\$ 6,309.59	\$ 150.00	\$ -	\$ 6,459.59
Total Disbursements from Checking	<u>\$ 6,309.59</u>	<u>\$ 150.00</u>	<u>\$ -</u>	<u>\$ 6,459.59</u>

Jeffco Business Center Metropolitan District

Dec-20

\	Invoice #	Date	Due Date	Amount	Account Number
McGeady Becher P.C.	451W 10/2020	10/31/2020	10/31/2020	\$ 2,015.00	1675
Special District Management Services	Nov-20	11/30/2020	11/30/2020	\$ 25.38	1685
Special District Management Services	Nov-20	11/30/2020	11/30/2020	\$ 406.00	1612
Special District Management Services	Nov-20	11/30/2020	11/30/2020	\$ 238.00	1614
				\$ 2,684.38	

Jeffco Business Center Metropolitan District No.1
December-20

	<u>General</u>	<u>Debt</u>	<u>Capital</u>	<u>Totals</u>
Disbursements	\$ 2,684.38			\$ 2,684.38
Total Disbursements from Checking	\$ 2,684.38	\$ -	\$ -	\$ 2,684.38

Jeffco Business Center Metropolitan District

Jan-21

Vendor	Invoice #	Date	Due Date	Amount	Account Number
McGeady Becher P.C.	451W 11/2020	11/30/2020	11/30/2020	\$ 546.00	1675
Special District Management Services	Dec-20	12/31/2020	12/31/2020	\$ 11.40	1685
Special District Management Services	Dec-20	12/31/2020	12/31/2020	\$ 364.00	1612
Special District Management Services	Dec-20	12/31/2020	12/31/2020	\$ 756.00	1614
				\$ 1,677.40	

Jeffco Business Center Metropolitan District No.1
January-21

	<u>General</u>	<u>Debt</u>	<u>Capital</u>	<u>Totals</u>
Disbursements	\$ 1,677.40			\$ 1,677.40
Total Disbursements from Checking	\$ 1,677.40	\$ -	\$ -	\$ 1,677.40

Jeffco Business Center Metropolitan District

Feb-21

Vendor	Invoice #	Date	Due Date	Amount	Account Number
McGeady Becher P.C.	451W 12/2020	12/31/2020	12/31/2020	\$ 868.33	1675
McGeady Becher P.C.	451W 01/2021	1/31/2021	1/31/2021	\$ 600.00	1675
Special District Association	2021 Dues	2/4/2021	2/28/2021	\$ 276.78	1670
Special District Management Services	Jan-21	1/31/2021	1/31/2021	\$ 2.60	1685
Special District Management Services	Jan-21	1/31/2021	1/31/2021	\$ 14.00	1670
Special District Management Services	Jan-21	1/31/2021	1/31/2021	\$ 518.00	1612
Special District Management Services	Jan-21	1/31/2021	1/31/2021	\$ 308.00	1614
				\$ 2,587.71	

Jeffco Business Center Metropolitan District No.1
February-21

	<u>General</u>	<u>Debt</u>	<u>Capital</u>	<u>Totals</u>
Disbursements	\$ 2,587.71			\$ 2,587.71
Total Disbursements from Checking	\$ 2,587.71	\$ -	\$ -	\$ 2,587.71

Jeffco Business Center

21-Mar

Vendor	Invoice #	Date	Due Date	Amount	Expense Account	Account Number
McGeady Becher P.C.	451W 02/2021	2/28/2021	3/31/2021	\$ 115.00	Legal	1675
Special District Management Services	Feb-21	2/28/2021	3/31/2021	\$ 36.80	Miscellaneous	1685
Special District Management Services	Feb-21	2/28/2021	3/31/2021	\$ 532.00	Accounting	1612
Special District Management Services	Feb-21	2/28/2021	3/31/2021	\$ 295.50	Management	1614
				\$ 979.30		

Jeffco Business Center Metropolitan District No.1
March-21

	<u>General</u>	<u>Debt</u>	<u>Capital</u>	<u>Totals</u>
Disbursements	\$ 979.30			\$ 979.30
Total Disbursements from Checking	\$ 979.30	\$ -	\$ -	\$ 979.30

Jeffco Business Center Metropolitan District No.1
April-21

Vendor	Invoice #	Date	Due Date	Amount	Expense Account	Account Number
McGeady Becher P.C.	451W 03/2021	3/31/2021	4/30/2021	\$ 340.00	Legal	1675
Special District Management Services	Mar-21	3/31/2021	4/30/2021	\$ 2.00	Miscellaneous	1685
Special District Management Services	Mar-21	3/31/2021	4/30/2021	\$ 784.00	Accounting	1612
Special District Management Services	Mar-21	3/31/2021	4/30/2021	\$ 154.00	Management	1614
				\$ 1,280.00		

Jeffco Business Center Metropolitan District No.1
April-21

	<u>General</u>	<u>Debt</u>	<u>Capital</u>	<u>Totals</u>
Disbursements	\$ 1,280.00			\$ 1,280.00
Total Disbursements from Checking	\$ 1,280.00	\$ -	\$ -	\$ 1,280.00

Jeffco Business Center Metropolitan District No.1

May-21

Vendor	Invoice #	Date	Due Date	Amount	Expense Account	Account Number
McGeady Becher P.C.	4/30/2021	4/30/2021	4/30/2021	125	Legal	1675
Prairie Mountain Media	270192	4/30/2021	4/30/2021	36.52	Legal Publication	1680
Special District Management Services	4/30/2021	4/30/2021	4/30/2021	4.8	Miscellaneous	1685
Special District Management Services	4/30/2021	4/30/2021	4/30/2021	378	Accounting	1612
Special District Management Services	4/30/2021	4/30/2021	4/30/2021	266	Management	1614

810.32

Jeffco Business Center Metropolitan District No.1
May-21

	<u>General</u>	<u>Debt</u>	<u>Capital</u>	<u>Totals</u>
Disbursements	\$ 810.32			\$ 810.32
Total Disbursements from Checking	\$ 810.32	\$ -	\$ -	\$ 810.32

JEFFCO BUSINESS CENTER METROPOLITAN DISTRICT NO. 1
Schedule of Cash Position
March 31, 2021

	<u>Rate</u>	<u>Operating</u>	<u>Debt Service</u>	<u>Total</u>
Checking:				
Cash in Checking-FirstBank	-	\$ 42,474.18	\$ 67,733.36	\$ 110,207.54
TOTAL FUNDS:		<u>\$ 42,474.18</u>	<u>\$ 67,733.36</u>	<u>\$ 110,207.54</u>

2021 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><u>35.000</u></u>

Board of Directors

Julie von Clausburg	*
John E. Strabel	*

*authorized signer on checking account

JEFFCO BUSINESS CENTER METROPOLITAN DISTRICT NO. 1

FINANCIAL STATEMENTS

March 31, 2021

JEFFCO BUSINESS CENTER METROPOLITAN DISTRICT NO. 1
COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
March 31, 2021

<u>ASSETS AND OTHER DEBITS</u>	<u>GENERAL</u>	<u>DEBT SERVICE</u>	<u>LONG-TERM DEBT</u>	<u>TOTAL MEMO ONLY</u>
Assets				
Cash in Checking-FirstBank	\$ 42,474	\$ 67,733	\$ -	\$ 110,208
Property Taxes Receivable	26,774	129,404	-	156,178
Total Current Assets	<u>69,248</u>	<u>197,138</u>	<u>-</u>	<u>266,386</u>
Other Debits				
Amount in Debt Service Fund.	-	-	67,846	67,846
Amount to be Provided for Debt	-	-	2,057,753	2,057,753
Total Other Debits	<u>-</u>	<u>-</u>	<u>2,125,598</u>	<u>2,125,598</u>
Total Assets	<u>\$ 69,248</u>	<u>\$ 197,138</u>	<u>\$ 2,125,598</u>	<u>\$ 2,391,984</u>
Liabilities				
Bonds Payable	\$ -	\$ -	\$ 2,012,000	\$ 2,012,000
Developer Advance Payable	-	-	73,378	73,378
Developer Advance-Interest	-	-	40,220	40,220
Total Liabilities	<u>-</u>	<u>-</u>	<u>2,125,598</u>	<u>2,125,598</u>
Deferred Inflows of Resources				
Deferred Property Taxes	26,750	129,292	-	156,042
Total Deferred Inflows of Resources	<u>26,750</u>	<u>129,292</u>	<u>-</u>	<u>156,042</u>
Fund Balance				
Fund Balance	35,703	3,538	-	39,241
Current Year Earnings	6,794	64,308	-	71,102
Total Fund Balances	<u>42,498</u>	<u>67,846</u>	<u>-</u>	<u>110,344</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balance	<u>\$ 69,248</u>	<u>\$ 197,138</u>	<u>\$ 2,125,598</u>	<u>\$ 2,391,984</u>

JEFFCO BUSINESS CENTER METROPOLITAN DISTRICT NO. 1
Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual
For the 3 Months Ending
March 31, 2021
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>
Revenues					
Property Taxes	\$ 13,187	\$ 13,187	\$ 39,937	\$ (26,750)	33.0%
Specific Ownership Tax	316	316	4,000	(3,684)	7.9%
Interest Income	-	-	10	(10)	0.0%
Total Revenues	<u>13,503</u>	<u>13,503</u>	<u>43,947</u>	<u>(30,444)</u>	<u>30.7%</u>
Expenditures					
Accounting	1,050	1,050	8,000	6,950	13.1%
District Management	604	604	6,000	5,397	10.1%
Audit	-	-	400	400	0.0%
Insurance and Bonds/SDA	3,902	3,902	4,000	98	97.5%
Legal	715	715	8,000	7,285	8.9%
Legal Publications	-	-	200	200	0.0%
Miscellaneous	241	241	1,000	759	0.24
Treasurer's Fees	198	198	599	401	33.0%
Contingency	-	-	5,000	5,000	0.0%
Emergency Reserve	-	-	1,318	1,318	0.0%
Total Expenditures	<u>6,709</u>	<u>6,709</u>	<u>34,517</u>	<u>27,808</u>	<u>19.4%</u>
Excess (Deficiency) of Revenues Over Expenditures	6,794	6,794	9,430	(2,636)	
Beginning Fund Balance	35,703	35,703	30,343	5,360	
Ending Fund Balance	<u>\$ 42,498</u>	<u>\$ 42,498</u>	<u>\$ 39,773</u>	<u>\$ 2,725</u>	

JEFFCO BUSINESS CENTER METROPOLITAN DISTRICT NO. 1
Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual
For the 3 Months Ending
March 31, 2021
Debt Service 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>
Revenues					
Property Tax Revenue	\$ 63,736	\$ 63,736	\$ 193,028	\$ (129,292)	33.0%
Specific Ownership Taxes	1,528	1,528	5,500	(3,972)	27.8%
Total Revenues	<u>65,264</u>	<u>65,264</u>	<u>198,528</u>	<u>(133,264)</u>	<u>32.9%</u>
Expenditures					
Bond Interest	-	-	195,000	195,000	0.0%
Paying Agent Fees	-	-	150	150	0.0%
Treasurer's Fees	956	956	2,895	1,939	33.0%
Total Expenditures	<u>956</u>	<u>956</u>	<u>198,045</u>	<u>197,089</u>	<u>0.5%</u>
Excess (Deficiency) of Revenues Over Expenditures	64,308	64,308	483	63,825	
Beginning Fund Balance	3,538	3,538	4,540	(1,002)	
Ending Fund Balance	<u>\$ 67,846</u>	<u>\$ 67,846</u>	<u>\$ 5,023</u>	<u>\$ 62,823</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.leg.co.gov/osalg>

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

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
ADDRESS

Jeffco Business Center Metropolitan District No. 1
c/o Special District Management Services, Inc.
141 Union Blvd., Suite 150
Lakewood, CO 80228-1898
David Solin
303-987-0835
dsolin@sdmsi.com

For the Year Ended
12/31/2020
or fiscal year ended:

CONTACT PERSON
PHONE
EMAIL
FAX

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 Blvd., Suite 150, Lakewood, CO 80228-1898
PHONE	303-987-0835
DATE PREPARED	3/8/2021
RELATIONSHIP TO ENTITY	accountant

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 checked="" 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	Debt Service		Fund*	Fund*	
Assets				Assets			
1-1	Cash & Cash Equivalents	\$ 33,838	\$ 3,420	Cash & Cash Equivalents	\$ -	\$ -	
1-2	Investments	\$ -	\$ -	Investments	\$ -	\$ -	
1-3	Receivables	\$ 39,961	\$ 193,141	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	\$ 775	\$ 5				
1-6	Prepaid insurance	\$ 3,612	\$ -	Total Current Assets	\$ -	\$ -	
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) TOTAL ASSETS	\$ 78,186	\$ 196,566	(add lines 1-1 through 1-10) TOTAL ASSETS	\$ -	\$ -	
1-12	TOTAL DEFERRED OUTFLOWS OF RESOURCES	\$ -	\$ -	TOTAL DEFERRED OUTFLOWS OF RESOURCES	\$ -	\$ -	
1-13	TOTAL ASSETS AND DEFERRED OUTFLOWS	\$ 78,186	\$ 196,566	TOTAL ASSETS AND DEFERRED OUTFLOWS	\$ -	\$ -	
Liabilities				Liabilities			
1-14	Accounts Payable	\$ 2,546	\$ -	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	TOTAL CURRENT LIABILITIES	\$ 2,546	\$ -	TOTAL CURRENT LIABILITIES	\$ -	\$ -	
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) TOTAL LIABILITIES	\$ 2,546	\$ -	(add lines 1-19 through 1-27) TOTAL LIABILITIES	\$ -	\$ -	
1-29	TOTAL DEFERRED INFLOWS OF RESOURCES	\$ 39,937	\$ 193,028	TOTAL DEFERRED INFLOWS OF RESOURCES	\$ -	\$ -	
Fund Balance				Net Position			
1-30	Nonspendable Prepaid	\$ -	\$ -	Net Investment in Capital Assets	\$ -	\$ -	
1-31	Nonspendable Inventory	\$ -	\$ -				
1-32	Restricted [specify...]	\$ -	\$ -	Emergency Reserves	\$ -	\$ -	
1-33	Committed [specify...]	\$ -	\$ -	Other Designations/Reserves	\$ -	\$ -	
1-34	Assigned [specify...]	\$ -	\$ -	Restricted	\$ -	\$ -	
1-35	Unassigned:	\$ 35,703	\$ 3,538	Undesignated/Unreserved/Unrestricted	\$ -	\$ -	
1-36	Add lines 1-30 through 1-35 This total should be the same as line 3-33 TOTAL FUND BALANCE	\$ 35,703	\$ 3,538	Add lines 1-30 through 1-35 This total should be the same as line 3-33 TOTAL NET POSITION	\$ -	\$ -	
1-37	Add lines 1-28, 1-29 and 1-36 This total should be the same as line 1-13 TOTAL LIABILITIES, DEFERRED INFLOWS, AND FUND BALANCE	\$ 78,186	\$ 196,566	Add lines 1-28, 1-29 and 1-36 This total should be the same as line 1-13 TOTAL LIABILITIES, DEFERRED INFLOWS, AND NET POSITION	\$ -	\$ -	

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	Debt Service		Fund*	Fund*	
Tax Revenue				Tax Revenue			
2-1	Property [include mills levied in Question 10-6]	\$ 31,996	\$ 154,646	Property [include mills levied in Question 10-6]	\$ -	\$ -	
2-2	Specific Ownership	\$ 10,331	\$ 63	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	Add lines 2-1 through 2-7 TOTAL TAX REVENUE	\$ 42,327	\$ 154,709	Add lines 2-1 through 2-7 TOTAL TAX REVENUE	\$ -	\$ -	
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	\$ 30	\$ 143	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 [specify...]:	\$ -	\$ -	All Other [specify...]:	\$ -	\$ -	
2-23		\$ -	\$ -		\$ -	\$ -	
2-24	Add lines 2-8 through 2-23 TOTAL REVENUES	\$ 42,357	\$ 154,852	Add lines 2-8 through 2-23 TOTAL REVENUES	\$ -	\$ -	
Other Financing Sources				Other Financing Sources			
2-25	Debt Proceeds	\$ -	\$ -	Debt Proceeds	\$ -	\$ -	
2-26	Developer Advances	\$ -	\$ -	Developer Advances	\$ -	\$ -	
2-27	Other [specify...]:	\$ -	\$ -	Other [specify...]:	\$ -	\$ -	
2-28	Add lines 2-25 through 2-27 TOTAL OTHER FINANCING SOURCES	\$ -	\$ -	Add lines 2-25 through 2-27 TOTAL OTHER FINANCING SOURCES	\$ -	\$ -	GRAND TOTALS
2-29	Add lines 2-24 and 2-28 TOTAL REVENUES AND OTHER FINANCING SOURCES	\$ 42,357	\$ 154,852	Add lines 2-24 and 2-28 TOTAL REVENUES AND OTHER FINANCING SOURCES	\$ -	\$ -	\$ 197,209

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.

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	Debt Service		Fund*	Fund*	
	Expenditures			Expenses			
3-1	General Government	\$ 27,299	\$ 2,471	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		\$ -	\$ -		\$ -	\$ -	
3-14	Capital Outlay	\$ -	\$ -	Capital Outlay	\$ -	\$ -	
	Debt Service			Debt Service			
3-15	Principal	\$ -	\$ -	Principal	\$ -	\$ -	
3-16	Interest	\$ -	\$ 150,707	Interest	\$ -	\$ -	
3-17	Bond Issuance Costs	\$ -	\$ -	Bond Issuance Costs	\$ -	\$ -	
3-18	Developer Principal Repayments	\$ -	\$ -	Developer Principal Repayments	\$ -	\$ -	
3-19	Developer Interest Repayments	\$ -	\$ -	Developer Interest Repayments	\$ -	\$ -	
3-20	All Other [specify...]:	\$ -	\$ -	All Other [specify...]:	\$ -	\$ -	
3-21		\$ -	\$ -		\$ -	\$ -	
3-22	Add lines 3-1 through 3-21 TOTAL EXPENDITURES	\$ 27,299	\$ 153,178	Add lines 3-1 through 3-21 TOTAL EXPENSES	\$ -	\$ -	GRAND TOTAL \$ 180,477
3-23	Interfund Transfers (in)	\$ -	\$ -	Net Interfund Transfers (in) Out	\$ -	\$ -	Line 3-32 - 2019 accounts payable not included in 2019 report.
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	(Add lines 3-23 through 3-28) TOTAL TRANSFERS AND OTHER EXPENDITURES	\$ -	\$ -	(Line 3-26, plus line 3-27, less line 3-24, less line 3-25) TOTAL GAAP RECONCILING ITEMS	\$ -	\$ -	
3-30	Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures Line 2-29, less line 3-22, plus line 3-29	\$ 15,058	\$ 1,674	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	\$ 21,082	\$ 2,014	Net Position, January 1 from December 31 prior year report	\$ -	\$ -	
3-32	Prior Period Adjustment (MUST explain)	\$ (437)	\$ (150)	Prior Period Adjustment (MUST explain)	\$ -	\$ -	
3-33	Fund Balance, December 31 Sum of Line 3-30, 3-31, and 3-32 This total should be the same as line 1-35.	\$ 35,703	\$ 3,538	Net Position, December 31 Line 3-30 plus line 3-31 This total should be the same as line 1-35.	\$ -	\$ -	

F 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 29-1-504, 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 checked="" type="checkbox"/>	<input type="checkbox"/>
4-2 Is the debt repayment schedule attached? If no, MUST explain:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4-3 Is the entity current in its debt service payments? If no, MUST explain:	<input type="checkbox"/>	<input checked="" 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):	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 2,085,378	\$ -	\$ -	\$ 2,085,378

*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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes: How much?	\$ 38,480,000	
Date the debt was authorized:	11/1/1999	
4-6 Does the entity intend to issue debt within the next calendar year?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes: How much?	\$ -	
4-7 Does the entity have debt that has been refinanced that it is still responsible for?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes: What is the amount outstanding?	\$ -	
4-8 Does the entity have any lease agreements?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes: What is being leased?	[Empty Box]	
What is the original date of the lease?	[Empty Box]	
Number of years of lease?	[Empty Box]	
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	\$ 37,258	
5-2 Certificates of deposit	\$ -	
TOTAL CASH DEPOSITS		\$ 37,258
Investments (if investment is a mutual fund, please list underlying investments):		
5-3	\$ -	
	\$ -	
	\$ -	
	\$ -	
TOTAL INVESTMENTS		\$ -
TOTAL CASH AND INVESTMENTS		\$ 37,258

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 checked="" 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 checked="" 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 Please use this space to provide any explanations or comments:

- 6-1 Does the entity have capitalized assets? YES NO
- 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: YES NO

6-3 Complete the following Capital Assets table for GOVERNMENTAL 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)	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

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)	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

*must agree to prior year ending balance

PART 7 - PENSION INFORMATION

Please answer the following question by marking in the appropriate box YES NO Please use this space to provide any explanations or comments:

- 7-1 Does the entity have an "old hire" firemen's pension plan? YES NO
- 7-2 Does the entity have a volunteer firemen's pension plan? YES NO

If yes: Who administers the plan?

Indicate the contributions from:

Tax (property, SO, sales, etc.):	\$ -
State contribution amount:	\$ -
Other (gifts, donations, etc.):	\$ -
TOTAL	\$ -

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	Please use this space to provide any explanations or comments:
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8-2 Did the entity pass an appropriations resolution in accordance with Section 29-1-108 C.R.S.? If no, MUST explain:	<input checked="" 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	\$ 28,935
Debt Service	\$ 157,470
	\$ -
	\$ -

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

Please answer the following question by marking in the appropriate box

	YES	NO	Please use this space to provide any explanations or comments:
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 checked="" type="checkbox"/>	<input type="checkbox"/>	

PART 10 - GENERAL INFORMATION

Please answer the following question by marking in the appropriate box

	YES	NO	Please use this space to provide any explanations or comments:
10-1 Is this application for a newly formed governmental entity? If yes: Date of formation: <input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	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 type="text"/> PRIOR name <input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10-3 Is the entity a metropolitan district?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10-4 Please indicate what services the entity provides: <input type="text" value="see comment space"/>			
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 type="text"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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	\$	37,268	Unrestricted Fund Balan	\$	35,703	Total Tax Revenue	\$ 197,036
Current Liabilities	\$	2,546	Total Fund Balance	\$	35,703	Revenue Paying Debt Service	\$ 154,852
Deferred Inflow	\$	232,965	PY Fund Balance	\$	21,082	Total Revenue	\$ 197,209
			Total Revenue	\$	42,357	Total Debt Service Principal	\$ -
			Total Expenditures	\$	27,299	Total Debt Service Interest	\$ 150,707
			Interfund In	\$	-		
			Interfund Out	\$	-		
Governmental			- Proprietary			Enterprise Funds	
Total Cash & Investments	\$	37,268	- Current Assets	\$		Net Position	-
Transfers In	\$	-	Deferred Outflow	\$		- PY Net Position	-
Transfers Out	\$	-	- Current Liabilities	\$		- Government-Wide	
Property Tax	\$	186,642	Deferred Inflow	\$		- Total Outstanding Debt	\$ 2,085,378
Debt Service Principal	\$	-	- Cash & Investments	\$		- Authorized but Unissued	\$ 38,480,000
Total Expenditures	\$	180,477	- Principal Expense	\$		- Year Authorized	11/1/1999
Total Developer Advances	\$	-					
Total Developer Repayments	\$	-					

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?

YES NO

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	
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>03/24/2021</u> My term Expires: <u>May 2023</u>
2	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>03/19/2021</u> My term Expires: <u>May 2022</u>
3		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: _____
4		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		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		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		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: _____

EXAMPLE - DO NOT FILL OUT THIS PAGE

This sample resolution/ordinance for exemption from audit is provided as an example of the documentation that is required. The wording may be used as a basis for your own local government document, if needed, however you MUST draft your own ordinance or resolution making any changes where applicable. Legal counsel should be consulted regarding any questions.

RESOLUTION/ORDINANCE FOR EXEMPTION FROM AUDIT

(Pursuant to Section 29-1-604, C.R.S.)

A RESOLUTION/ORDINANCE APPROVING AN EXEMPTION FROM AUDIT FOR YEAR 20XX FOR THE (name of government), STATE OF COLORADO.

WHEREAS, the (governing body) of (name of government) wishes to claim exemption from the audit requirements of Section 29-1-603, C.R.S.; and

WHEREAS, Section 29-1-604, C.R.S., states that any local government where neither revenues nor expenditures exceed seven hundred and fifty thousand dollars may, with the approval of the State Auditor, be exempt from the provision of Section 29-1-603, C.R.S.; and

[Choose 1 or 2 below, whichever is applicable]

(1) WHEREAS, neither revenue nor expenditures for (name of government) exceeded \$100,000 for Year 20XX; and

WHEREAS, an application for exemption from audit for (name of government) has been prepared by (name of individual), a person skilled in governmental accounting; and

OR

(2) WHEREAS, neither revenues nor expenditures for (name of government) exceeded \$750,000 for Year 20XX; and

WHEREAS, an application for exemption from audit for (name of government) has been prepared by (name of individual or firm), an independent accountant with knowledge of governmental accounting; and

WHEREAS, said application for exemption from audit has been completed in accordance with regulations, issued by the State Auditor.

NOW THEREFORE, be it resolved/ordained by the (governing body) of the (name of government) that the application for exemption from audit for (name of government) for the year ended _____, 20XX, has been personally reviewed and is hereby approved by a majority of the (governing body) of the (name of government); that those members of the (governing body) have signified their approval by signing below; and that this resolution shall be attached to, and shall become a part of, the application for exemption from audit of the (name of government) for the year ended _____, 20XX.

ADOPTED THIS ___ day of _____, A.D. 20XX.

Mayor/President/Chairman, etc.







ATTEST:

Town Clerk, Secretary, etc.

Type or Print Names of Members of Governing Body	Date Term Expires	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TITLE	Application for Exemption from Audit
FILE NAME	2020_long_form - JBCMD1.pdf
DOCUMENT ID	8523f43a20c1a779f43a2960f981e056d596f249
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Completed

Document History

 SENT	03 / 17 / 2021 15:27:02 UTC	Sent for signature to Julie von Clausburg (jvonclausburg@firstindustrial.com) and John Strabel (jstrabel@firstindustrial.com) from ksteggs@sdmsi.com IP: 50.78.200.153
 VIEWED	03 / 19 / 2021 18:51:17 UTC	Viewed by John Strabel (jstrabel@firstindustrial.com) IP: 107.0.70.18
 VIEWED	03 / 19 / 2021 21:52:07 UTC	Viewed by Julie von Clausburg (jvonclausburg@firstindustrial.com) IP: 107.0.70.18
 SIGNED	03 / 19 / 2021 21:52:46 UTC	Signed by Julie von Clausburg (jvonclausburg@firstindustrial.com) IP: 107.0.70.18
 SIGNED	03 / 24 / 2021 17:01:53 UTC	Signed by John Strabel (jstrabel@firstindustrial.com) IP: 107.0.70.18
 COMPLETED	03 / 24 / 2021 17:01:53 UTC	The document has been completed.

**SECOND AMENDMENT TO RESOLUTION NO. 2013-11-05
JEFFCO BUSINESS CENTER METROPOLITAN DISTRICT NO. 1
REGARDING COLORADO OPEN RECORDS ACT REQUESTS**

A. Jeffco Business Center Metropolitan District No. 1 (the “**District**”) adopted on November 6, 2013, Resolution No. 2013-11-05 Regarding Colorado Open Records Act Requests, as amended by that certain Resolution No. 2014-11-05 First Amendment to Resolution No. 2013-11-05 Regarding Colorado Open Records Act Requests, adopted on November 13, 2014 (collectively, the “**Resolution**”).

B. The District desires to amend the Resolution due to a change in the District’s Official Custodian.

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

1. Defined Terms. Capitalized terms used but not otherwise defined herein shall have the meaning ascribed to them in the Resolution.

2. Amendment to Section 1 of Resolution. Section 1 of the Resolution is hereby deleted in its entirety, and substituted in lieu thereof shall be the following:

“1. Special District Management Service, Inc., the Manager for the District, is hereby designated as the “**Official Custodian**” of the public records of the District, as such term is defined in Section 24-72-202(2), C.R.S. Contact information for the Official Custodian is: Special District Management Services, Inc., 141 Union Boulevard, Suite 150, Lakewood, Colorado 80228; (303) 987-0835.”

3. Except as expressly set forth herein, the Resolution continues to be effective without modification.

[SIGNATURE PAGE FOLLOWS]

**[SIGNATURE PAGE TO SECOND AMENDMENT TO RESOLUTION REGARDING
COLORADO OPEN RECORDS ACT REQUESTS]**

RESOLUTION APPROVED AND ADOPTED ON June 9, 2021.

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

By: _____
President

Attest:

Secretary