

CRYSTAL PARK METROPOLITAN DISTRICT

**496 Palmer Trail
Manitou Springs, CO 80829**

December 7, 2022

Division of Local Government
1313 Sherman Street, Room 521
Denver, Colorado 80203

Attached is the 2023 budget for Crystal Park Metropolitan District in El Paso County, submitted pursuant to Section 29-1-113 CRS. This budget was adopted on December 7, 2022. If there are questions on the budget, please contact Bookkeeper for the District, Joan Powers at (719) 200-2118, 496 Palmer Trail, Manitou Springs, Colorado 80829. The mill levy certified to the County Commission is 4.192 mills for all general operating purposes (not including G.O. bonds and interest or contractual obligations approved at elections or levies for capital expenditures). Based on an assessed valuation of \$9,158,420, the property tax revenue is \$38,392.

I hereby certify that the enclosed are true and accurate copies of the budget and certification of tax levies to the Board of County Commissioners.



Marlene Henderson,
Treasurer



Twana Denton,
Chairperson

Crystal Park Metropolitan District Budget Message For 2023

The Crystal Park Metropolitan District (CPMD) operates on a cash basis method of accounting.

The basic function of the District is to provide fire protection. This is done through the Crystal Park Fire Department (CPFD), which was created and exists under the auspices of the District, and through an Automatic Aid Agreement with the City of Manitou Springs. Along with fire protection, the CPFD also provides Emergency Medical Services and fire prevention education. The District pays for the continuing costs of the Fire Department, including such costs as Workers Compensation insurance, liability, equipment and vehicle insurance, radio licensing and maintenance fees, and costs associated with the Use Agreement for the building that houses the Fire Department. The District and Fire Department will continue to apply for governmental and private sector grants, and continue to raise money through donations and fundraising activities – any expenditures using such revenues will be contingent upon the realization of the revenue. All these are reflected in the District's 2023 Budget.

An additional function of the District is to ensure that street and house number signs and water storage and supply systems are provided so that emergency responders can find affected locations as well as access water for fire suppression. This is an ongoing task due to a lack of fire hydrants in Crystal Park. The 2023 budget includes the purchase and installation of a 10,000 gallon water cistern to be buried in the upper Park to supply water for fire suppression.

The Crystal Park Homeowners Association (CPHOA) will provide funds to the District for vehicle insurance on one shared-use vehicle that is insured by the District.

Taxation – The District has been funded through property taxes since 1997. As provided for in the election of May 2, 2000, the tax levy of 4.192 mills will continue unchanged for 2023.



Marlene Henderson
Treasurer

CRYSTAL PARK METROPOLITAN DISTRICT

December 7, 2022

El Paso County Commissioners
27 East Vermijo
Colorado Springs, Colorado 80903

CERTIFICATION OF TAX LEVIES

Dear Commissioners:

For the year 2023, the Board of Directors of the Crystal Park Metropolitan District hereby certifies the following mill levies to be extended upon the total assessed valuation of \$9,158,420.

The levies and revenues are for the following purposes:

	Levy	Revenue
General operating expenses	4.192 mills	\$ 38,392
Refunds/abatements	0.000 mills	-
Annual incentive payments	0.000 mills	-
Subtotal	4.192 mills	\$ 38,392
General obligation bonds and interest	0.000 mills	-
Contractual obligations approved at election	0.000 mills	-
Capital expenditures levied pursuant to 29-1-301(1.2) or 29-1-302(1.5) CRS. (counties and municipalities only)	0.000 mills	-
Expenses incurred in reappraisal ordered or conducted by State Board (county only)	0.000 mills	-
Payment to state of excess state equalization payments to school districts (county only)	0.000 mills	-
Temporary property tax credit/temporary mill levy rate reduction	0.000 mills	-
Other	0.000 mills	-
Total	4.192 mills	\$ 38,392

Contact person: Bookkeeper, Joan Powers Daytime Phone: (719) 200 - 2118


Signed: Marlene Henderson
Title: Treasurer

RESOLUTION TO SET MILL LEVIES

A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2022, TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE CRYSTAL PARK METROPOLITAN DISTRICT, COLORADO FOR THE 2023 BUDGET YEAR.

WHEREAS, the Board of Directors of the Crystal Park Metropolitan District has adopted the annual budget in accordance with the Local Government Budget Law, on December 7, 2022, and;

WHEREAS, the amount of money necessary to balance the budget for general operating purposes from property tax revenue is \$38,392 and;

WHEREAS, the amount of money necessary to balance the budget for bonds and interest is \$0, and;

WHEREAS, the amount of money necessary to balance the budget pursuant to Sections 29-1-301(1.2) and 29-1-302(1.5) for capital expenditures is \$0, and;

WHEREAS, the 2022 valuation for the assessment for the Crystal Park Metropolitan District as certified by the County Assessor is \$9,158,420.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CRYSTAL PARK METROPOLITAN DISTRICT, COLORADO:

Section 1. - That for the purpose of meeting all general operating expenses of the Crystal Park Metropolitan District during the 2023 budget year, there is hereby levied a tax of 4.192 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the year 2022.

Section 2. - That the Treasurer is hereby authorized and directed to immediately certify to the County Commissioners of El Paso County, Colorado, the mill levies for the Crystal Park Metropolitan District as herein above determined and set.

ADOPTED this 7th day of December, A.D., 2022.

ATTEST:



Marlene Henderson,
Treasurer



Twana Denton,
Chairperson

RESOLUTION TO APPROPRIATE SUMS OF MONEY

A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNTS AND FOR THE PURPOSES AS SET FORTH BELOW, FOR THE CRYSTAL PARK METROPOLITAN DISTRICT, COLORADO, FOR THE 2023 BUDGET YEAR.

WHEREAS, the Crystal Park Metropolitan District has adopted the annual budget in accordance with the Local Government Budget Law, on December 7, 2022, and;

WHEREAS, the Board of Directors has made provision 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, so as not to impair the operations of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CRYSTAL PARK METROPOLITAN DISTRICT, EL PASO COUNTY, COLORADO:

Section 1. That the following sums are hereby appropriated from the revenue of each fund, to each fund, for purposes stated:

General Fund	
Current operating expenses	\$ 51,979
Capital outlay	\$ 41,000
Debt service	\$ 0
Total General Fund	\$ 92,979

ADOPTED this 7th day of December, A.D., 2022.

ATTEST:



Marlene Henderson,
Treasurer



Twana Denton,
Chairperson

RESOLUTION

RESOLUTION TO SET ASIDE AND DESIGNATE AS A "RESERVE INCREASE" ANY AND ALL 2022 YEAR-END FUND BALANCES

WHEREAS, the Board of Directors of the Crystal Park Metropolitan District desires to set aside and designate as a "reserve increase" any and all year-end fund balances; and

WHEREAS, the Board specifically desires to set aside and designate said reserve increase as a non-emergency reserve pursuant to the provisions of Article X, Section 20(2)(e) of the Colorado Constitution and not as an emergency reserve pursuant to Article X, Section 20(5); and

WHEREAS, the specific amount to be so set aside and designated as a reserve increase will not be determined until such time as the District completes an audit;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CRYSTAL PARK METROPOLITAN DISTRICT, THAT:

Any and all year-end fund balances shall be considered a non-emergency "reserve increase" and therefore a part of 2023 "fiscal year spending" within the meaning of Article X, Section 20(2)(e) of the Colorado Constitution.

That said reserve increase is specifically intended to be a non-emergency reserve increase as permitted pursuant to said Article X, Section 20(2)(e) and not an emergency reserve as otherwise required pursuant to the provisions of Article X, Section 20(5).

That the specific amount of the reserve increase hereby set aside and designated shall be determined at such time as the District completes an application for exemption from audit.

PASSED AND RESOLVED by the Board of Directors of the Crystal Park Metropolitan District this 7th day of December, 2022.

ATTEST:



Marlene Henderson
Treasurer



Twana Denton
Chairperson

RESOLUTION TO ADOPT BUDGET

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE CRYSTAL PARK METROPOLITAN DISTRICT, COLORADO FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2023 AND ENDING ON THE LAST DAY OF DECEMBER, 2023.

WHEREAS, the Board of Directors of Crystal Park Metropolitan District has appointed Bookkeeper Joan Powers to prepare and submit a proposed budget to said governing body at the proper time; and

WHEREAS, Joan Powers has submitted a proposed budget to this governing body on October 5, 2022, 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 2, 2022, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget, and;

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CRYSTAL PARK METROPOLITAN DISTRICT, COLORADO:

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

General Fund	\$ 92,979
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Section 2. That estimated revenues for the General Fund are as follows:

From unappropriated surpluses	\$ 135,980
From emergency reserves	-
From sources other than general tax	\$ 33,514
From the general property tax levy	\$ 38,392
Total	<u>\$ 207,886</u>

That the budget as submitted, amended and herein above summarized by fund, hereby is approved and adopted as the budget of the Crystal Park Metropolitan District for the year stated above.

That the budget hereby approved and adopted shall be signed by the Treasurer and made a part of the public records of the District.

ADOPTED, this 7th day of December, 2022.

ATTEST:



Marlene Henderson
Treasurer



Twana Denton,
Chairperson

CRYSTAL PARK METROPOLITAN DISTRICT

I, Marlene Henderson, Crystal Park Metro District Treasurer, certify that the attached is a true and accurate copy of the 2023 budget of the Crystal Park Metropolitan District.

A handwritten signature in blue ink, appearing to read "M. Henderson", with a stylized flourish at the end.

December 7, 2022



Crystal Park Metropolitan District 2023 APPROVED BUDGET

January 1, 2023 to December 31, 2023

	2021 Final	2022 as of 12/07/2022	2023 Proposed
BEGINNING GENERAL FUND BALANCE JAN 1	\$101,864.09	\$127,779.72	\$135,979.83
REVENUE			
2-01 Taxes			
2-01a Current Year Property Tax			
2-01a1 El Paso County Tax Income	\$34,359.98	\$39,235.65	\$38,392.00
2-02 Specific Ownership Tax	\$4,008.38	\$3,368.13	\$3,200.00
2-06 Grants: Contingent	\$0.00	\$0.00	\$9,314.10
2-19 Donations: Contingent			
2-19a Cash Donations	\$25,173.00	\$17,435.00	\$20,000.00
2-19c Equipment Donations	\$0.00	\$0.00	\$0.00
2-20 Other Income/Reimbursements	\$3,005.45	\$2,770.00	\$1,000.00
TOTAL REVENUE	\$66,546.81	\$62,808.78	\$71,906.10
TOTAL AVAILABLE RESOURCES	\$168,410.90	\$190,588.50	\$207,885.93
EXPENDITURES			
3-01 Administrative			
3-01a Admin Expenses			
3-01a1 Association Dues (SDA; PP Firefighters)	\$0.00	\$0.00	\$100.00
3-01a2 Vectra Bank Fees	\$0.00	\$0.00	\$0.00
3-01a7 Other Admin Expense	\$36.47	\$50.91	\$35.00
3-01b El Paso Cty Treas Collect Fee	\$515.41	\$601.87	\$550.00
3-01c Fundraising Expense	\$272.95	\$81.92	\$150.00
3-01c3b VFD Project Expense Seasonal Event	\$287.00	\$187.05	\$200.00
3-01d Miscellaneous Expense			
3-01d2 Election Expenses / Compliance	\$195.08	\$357.46	\$380.00
3-01d5 Other Misc Expenses	\$328.13	\$173.50	\$195.00
3-06 Insurance Expense			
3-06b Insur-Veh, Eqpt, Liability	\$7,259.00	\$7,690.00	\$6,500.00
3-06c Worker's Compensation	\$1,887.00	\$1,938.00	\$1,850.00
3-07 Accounting and Legal Fees			
3-07a Accounting	\$1,100.00	\$1,150.00	\$1,150.00
3-07b Legal	\$0.00	\$0.00	\$5,000.00
3-08 Repairs and Maintenance			
3-8a Station House <1000	\$137.80	\$1,497.03	\$2,800.00
3-8b Hose, Ladder, Pump Tests	\$874.00	\$1,357.60	\$1,500.00
3-8c Equipment Repair	\$437.82	\$245.76	\$200.00
3-10 Building Operations			
3-10a Electricity	\$659.72	\$685.61	\$800.00
3-10b Propane	\$810.87	\$885.16	\$1,100.00
3-11 Fire Protection Expense			
3-11a CPVFD FCC License & Maint	\$7,862.00	\$6,360.00	\$6,500.00
3-11b CPVFD Sup, Tng Equip: Grant Contingent			
3-11b1 Fire Equipment & Supplies	\$0.00	\$0.00	\$0.00
3-11b2 Medical Equipment & Supplies	\$0.00	\$0.00	\$10,349.00
3-11b3 Training & Training Supplies	\$0.00	\$0.00	\$0.00

	2021 Final	2022 as of 12/07/2022	2023 Proposed
3-11c CPVFD Sup,Tng, Equip			
3-11c1 Fire Equipment & Supplies	\$56.60	\$267.88	\$750.00
3-11c2 Med Equip & Supplies	\$293.97	\$1,199.58	\$1,000.00
3-11c3 Misc CPVFD Expense	\$0.00	\$0.00	\$600.00
3-11c4 Training Expense & Supplies	\$261.68	\$925.75	\$7,000.00
3-11c5 Vehicles			
3-11c5b Vehicle Parts	\$777.49	\$37.96	\$750.00
3-11c5c Vehicle Repair	\$349.42	\$618.21	\$1,000.00
3-11c5d Vehicle Maint	\$4.25	\$0.00	\$600.00
3-11c5e Vehicle Equipment and Supply	\$294.34	\$128.21	\$700.00
3-16 Capital Outlay			
3-16b CPVFD Capital Outlay: Grant Contingent	\$0.00	\$0.00	\$0.00
3-16c1 Metro Capital Outlay: Vehicles	\$15,258.00	\$14,201.07	\$0.00
3-16c2 Metro Capital Outlay: Station Improvements	\$0.00	\$12,427.93	\$3,000.00
3-16d House & Road Signs	\$402.18	\$27.28	\$220.00
3-16e Water Storage & Supply	\$0.00	\$1,512.93	\$38,000.00
TOTAL EXPENDITURES	\$40,631.18	\$54,608.67	\$92,979.00
ENDING BALANCE	\$127,779.72	\$135,979.83	\$114,906.93
TABOR EMERGENCY RESERVE FUND (3% of Total Expenditures)			
Beginning Fund Balance - January 1	\$1,370.86	\$1,370.98	\$1,371.07
REVENUE			
Transfers in/out from General Fund	\$0.00	\$0.00	\$0.00
Interest	\$0.09	\$0.09	\$0.09
ENDING TABOR EMERGENCY RESERVE FUND BALANCE	\$1,370.98	\$1,371.07	\$1,371.16