



# COLORADO BUDGET LAW BASICS

*FOR LOCAL GOVERNMENTS*

August 21, 2025



**COLORADO**  
Department of Local Affairs

# AGENDA

- . DOLA as a Resource
- . Budgeting Approaches & Financial Policies
- . Components of the Budget
- . Amendments
- . E-filing
- . Legal Limits



# DEPARTMENT OF LOCAL AFFAIRS

- . The Division of Housing
- . The Division of Local Government
- . The Division of Property Taxation
- . The Board of Assessment Appeals
- . The State Demography Office



# DIVISION OF LOCAL GOVERNMENT

The Division of Local Government provides strategic expertise, advocacy, and funding to strengthen Colorado. The division promotes local problem solving, informs decision making and invests in communities.

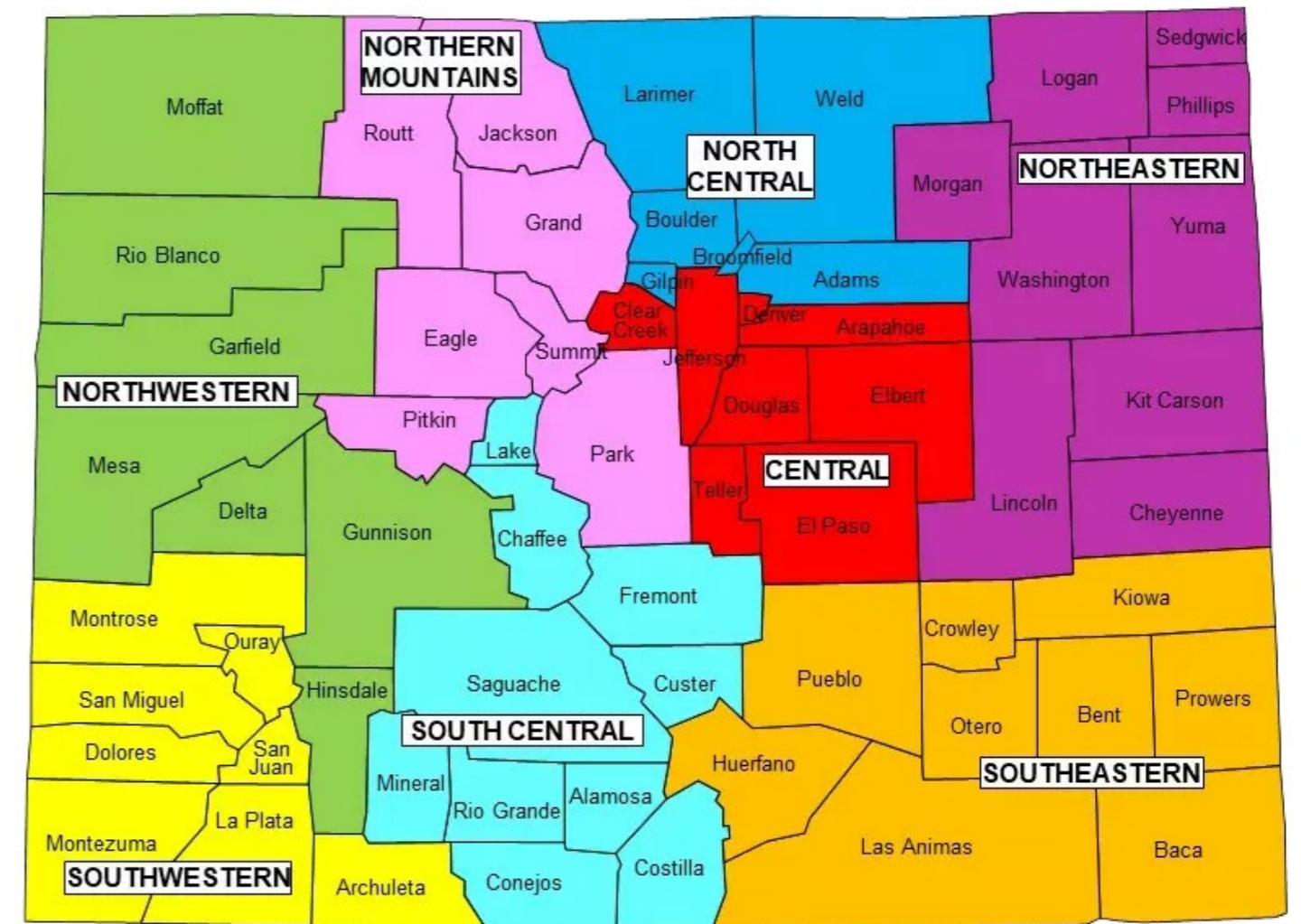
- Funding Opportunities
- Disaster Recovery, Rebuilding, Resiliency
- Training and Technical Assistance
- Required Filing and Reporting



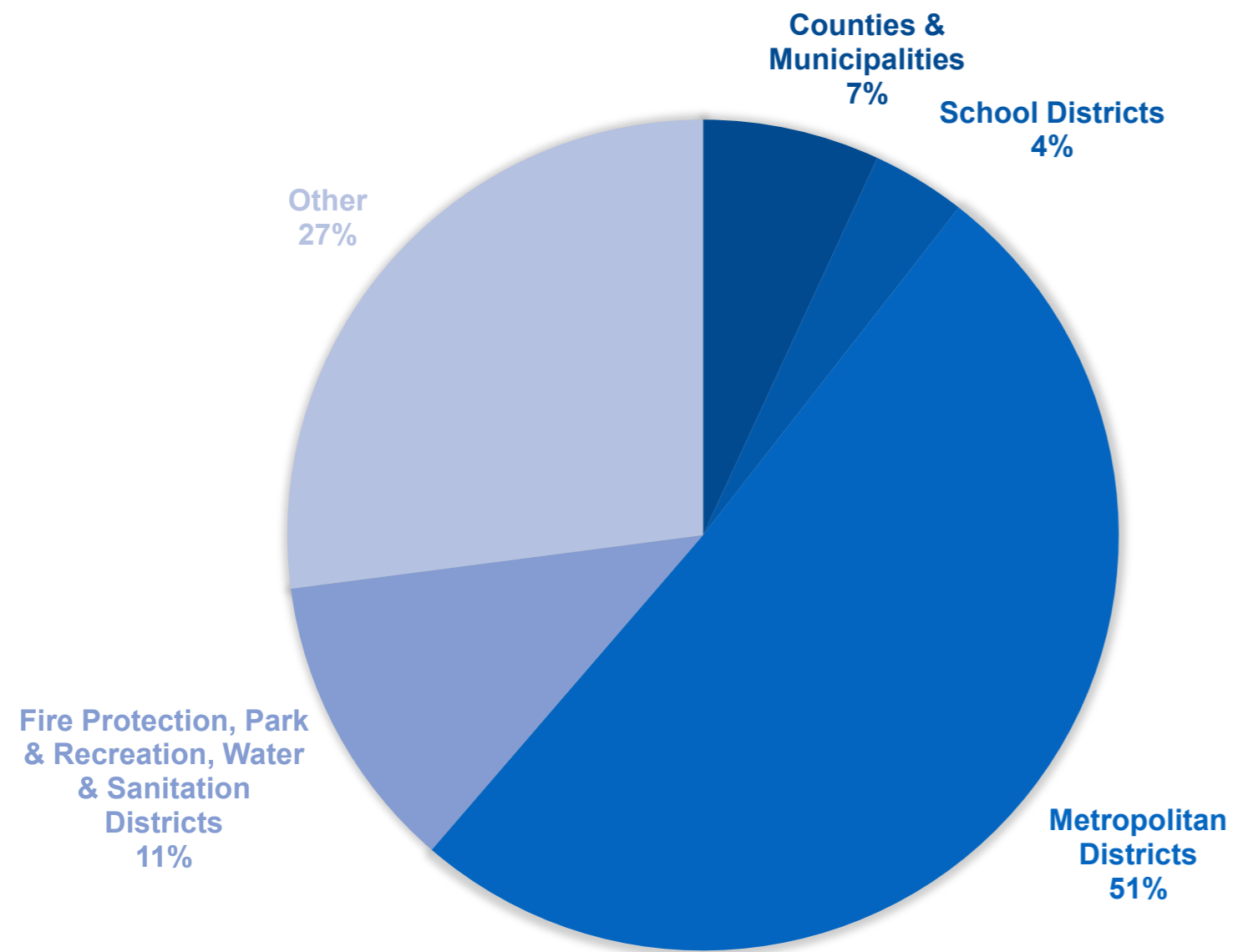
# REGIONAL TEAM SERVICES

Regional Managers can help local governments and community agencies:

- Define issues
- Evaluate options
- Identify solutions
- Conduct management training
- Facilitate planning
- Provide community development technical assistance
- Teach good governance practices
- Support your capital improvement planning
- Provide board training, visioning and goal setting



# COLORADO LOCAL GOVERNMENTS



- 4,904 Active Local Governments
  - 62 Counties
  - 2 City & Counties
  - 271 Municipalities
  - 178 School Districts
  - 248 Fire Districts
  - 261 Water and/or Sanitation Districts
  - 57 Library Districts
  - 59 Park and Rec. Districts
  - 2,503 Metropolitan Districts
  - ~ 1,000+ other districts of more than 60 different types



# APPROACHES TO BUDGETING



# BUDGETING APPROACHES

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**Program** Program-focused: Organized set of activities achieving a common purpose

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**Zero-Based** Each program restarts at \$0 and managers must justify what they're doing and the amount requested.

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**Target** \$X amount of revenue. Each spending category/agency increases or decreases by x amount.

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**Traditional  
Line-Item** What are we spending revenue on at the fund level?

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**Priority-Based** How can we best spend the revenue? What problem will we solve or prioritize as a community?



# PURPOSE OF A BUDGET

## Simplified

- Revenues and expenses
- Dollars and results
  - “Goals with price tags” - Wildavsky - 1984

## More Than Numbers...

A tool to **communicate** with your community about your financial health, priorities and how you're **planning** to get there.



# BUDGET COMPONENTS



# BUDGET STATUTES - WHO HAS TO DO IT?

## [C.R.S. 29-1-102\(13\)](#). Definitions.

"Local government" means any authority, county, municipality, city and county, district, or other political subdivision of the state of Colorado; any institution, department, agency, or authority of any of the foregoing; and any other entity, organization, or corporation formed by intergovernmental agreement or other contract between or among any of the foregoing...does not include...any home rule city or town, home rule city and county, cities and towns operating under a territorial charter, school district, or local college district.

## [C.R.S. 29-1-113\(2\)](#) Filing of budget.

...budgets shall be filed with the division by **home rule** cities, cities and counties, and towns and cities operating under a territorial charter for the purpose of information and research.



# WHAT'S REQUIRED:

## [CRS 29-1-103](#). Budgets required.

(1) Each local government shall adopt an annual budget. To the extent that the financial activities of any local government are fully reported in the budget or budgets of a parent local government or governments, a separate budget is not required. Such budget shall present a complete financial plan by fund and by spending agency within each fund for the budget year and shall set forth the following:

- a) All proposed expenditures for administration, operations, maintenance, debt service, and capital projects to be undertaken or executed by any spending agency during the budget year;
- b) Anticipated revenues for the budget year;
- c) Estimated beginning and ending fund balances;
- d) The corresponding actual figures for the prior fiscal year and estimated figures projected through the end of the current fiscal year, including disclosure of all beginning and ending fund balances, consistent with the basis of accounting used to prepare the budget;
- e) A written budget message describing the important features of the proposed budget, including a statement of the budgetary basis of accounting used and a description of the services to be delivered during the budget year; and
- f) Explanatory schedules or statements classifying the expenditures by object and the revenues by source.



# BUDGET MESSAGE

(e) A written budget message describing the **important features** of the proposed budget, including a statement of the **budgetary basis of accounting** used and a **description of the services** to be delivered during the budget year.



# BUDGET MESSAGE

KIOWA COUNTY, COLORADO, COLORADO  
BUDGET 2025

BUDGET MESSAGE

SERVICES PROVIDED

The attached budget for the Kiowa County, Colorado for the year 2025 includes general government, judicial, public safety, health and hospital, auxiliary, road and bridge, department of social services, and conservation trust.

IMPORTANT FEATURES

The property tax revenue for budget year 2025 is \$1,835,127, a decrease of \$8,311. The county's assessed valuation decreased by \$178,516 from \$39,598,690 to \$39,420,174. The mill levy is 46.553. Anticipated impact fee revenue of \$5,050,000 is included in General Fund Revenues. Total fund balance is projected to increase by \$1,929,120 to \$9,018,776 as of the end of 2025.

BUDGETARY BASIS OF ACCOUNTING

In developing its 2025 budget the board of county commissioners, of Kiowa County, Colorado has used a cash basis as its budgetary basis of accounting.

TABOR ISSUES

In compliance with Tabor, the County is hereby increasing its emergency reserve for 2025 to \$292,123, which is at least 3% of governmental fund budget year expenditures of \$9,737,437.



# BUDGET SCHEDULES

- By fund and spending agency
- Expenditures
- Revenues
- Beginning fund balances
- Ending fund balances
- Prior year actuals
- Current year estimates



# BUDGET SCHEDULES

Beginning Balance

Revenues

## GENERAL FUND BUDGET BENT CONSERVATION DISTRICT

JANUARY 1 - DECEMBER 31, 2025

DESCRIPTION	ACTUAL PRIOR YEAR 2023	ESTIMATED CURRENT YEAR 2024	BUDGET YEAR 2025
Beginning Balance January 1	\$ 244,183.46	\$ 285,733.79	\$ 359,898.75
<b>REVENUE</b>			
Advertisements sold: Annual Meeting	\$ 300.00	\$ -	\$ -
Building Rent	\$ 114,072.12	\$ 114,072.12	\$ 114,072.12
Equipment Rent	\$ 3,604.80	\$ 4,800.00	\$ 5,000.00
Equipment Sales	\$ 144.42	\$ 1,079.28	\$ 150.00
General Property Tax (Mil Levy)	-	-	-
Interest Earned	\$ 5,664.58	\$ 6,188.12	\$ 6,200.00
<b>Grants</b>			
State			
Direct Assistance	\$ 8,625.27	\$ 8,688.61	\$ 8,700.00
Matching Grants (CSCB)	\$ -	\$ -	\$ 25,000.00
Conservation District Technician (CDT)	\$ -	\$ 86,760.00	\$ 86,760.00
WLCC DCT	\$ -	\$ -	\$ 49,300.00
County			
Weed	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
STAR+ Grant		\$ 99,540.00	\$ 104,000.00
Other Income (Specify below)			
SIPA Grant	\$ 2,944.44	\$ -	\$ -
<b>TOTAL REVENUE</b>	\$ 140,355.63	\$ 326,128.13	\$ 404,182.12
<b>TOTAL AVAILABLE FUNDS</b>	\$ 384,539.09	\$ 611,861.92	\$ 764,080.87
<b>EXPENDITURES ON NEXT PAGE</b>			



# BUDGET SCHEDULES

Expenditures

Ending balance

DESCRIPTION	ACTUAL PRIOR YEAR 2023	ESTIMATED CURRENT YEAR 2024	BUDGET YEAR 2025
<b>EXPENDITURES</b>			
SIPA Grant Expense	\$ 2,944.44	\$ -	\$ -
Cost of Goods Sold	\$ 159.16	\$ 1,149.82	\$ 1,200.00
Noxious Weed Expense	\$ 103.02	\$ -	\$ -
Board Member Mileage	\$ 1,676.80	\$ 2,440.88	\$ 2,500.00
Internet Service	\$ 651.24	\$ 651.24	\$ 651.24
Sales Tax License Renewal	\$ 16.00	\$ -	\$ 16.00
Building Maintenance	\$ 2,411.16	\$ 2,524.15	\$ 3,000.00
Equipment Maintenance	\$ 2,474.39	\$ 2,156.29	\$ 3,000.00
Fuel Expense	\$ 124.07	\$ 673.54	\$ 1,500.00
Insurance: General Liability	\$ 4,850.00	\$ 4,983.00	\$ 5,500.00
Insurance: Workman's Comp	\$ 497.00	\$ 507.00	\$ 700.00
Cleaning Supplies	\$ 547.59	\$ 912.49	\$ 1,500.00
Office Supplies	\$ 2,102.37	\$ 2,455.36	\$ 3,500.00
Pest Control	\$ 260.33	\$ 400.00	\$ 400.00
Snow Removal	\$ 100.00	\$ -	\$ 250.00
Education: Other	\$ 1,998.84	\$ 3,319.12	\$ 3,500.00
Education Scholarship	\$ 1,000.00	\$ 3,000.00	\$ 3,000.00
Donations	\$ 45.00	\$ 45.00	\$ 145.00
Dues & Subscriptions	\$ 1,967.46	\$ 1,886.21	\$ 2,000.00
Contract Labor	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00
Professional Services:			
Accountant	\$ 1,650.00	\$ 1,750.00	\$ 1,800.00
Postage	\$ 66.55	\$ 148.85	\$ 200.00
<b>Meeting Expenses:</b>			
Annual Meeting	\$ 3,005.70	\$ 2,942.40	\$ 3,500.00
Meeting-other	\$ 486.64	\$ 1,900.00	\$ 2,000.00
Training Expenses	\$ 135.92	\$ 1,324.23	\$ 1,000.00
Payroll	\$ 53,979.20	\$ 148,308.98	\$ 160,000.00
License and Tags	\$ 100.10	\$ 122.52	\$ 130.00
Property Taxes	\$ 43.84	\$ 43.84	\$ 43.84
Municipal Utilities	\$ 7,479.58	\$ 8,735.66	\$ 9,000.00
Utilities Natural Gas	\$ 3,728.90	\$ 2,564.53	\$ 4,000.00
STAR+ Grant Expense	\$ -	\$ 52,818.06	\$ 60,000.00
Matching Grant Expense	\$ -	\$ -	\$ 25,000.00
WLCC DCT Expense	\$ -	\$ -	\$ 18,406.25
<b>TOTAL EXPENDITURES</b>	\$ 98,805.30	\$ 251,963.17	\$ 321,642.33
<b>Annual Net</b>	\$ 41,550.33	\$ 74,164.96	\$ 82,539.79
<b>Ending Balance December 31</b> (Beginning Bal. + Annual Net)	\$ 285,733.79	\$ 359,898.75	\$ 442,438.54
<b>Emergency Reserves - Do NOT Spend</b> (3% of Annual Expenditures)	\$ 2,964.16	\$ 7,558.90	\$ 9,649.27
<b>Unrestricted Reserves</b> (Ending Balance - Emergency Res.)	\$ 282,769.63	\$ 352,339.85	\$ 432,789.27



# BUDGET HEARING NOTICE

## [C.R.S. 29-1-106](#). Notice of budget.

(1) Upon receipt of the proposed budget, the governing body shall cause to be published a notice containing the following information:

- a) The date and time of the hearing at which the adoption of the proposed budget will be considered;
- a) A statement that the proposed budget is available for inspection by the public at a designated public office located within the boundaries of the local government, or, if no public office is located within such boundaries, the nearest public office where the budget is available; and
- a) A statement that any interested elector of the local government may file any objections to the proposed budget at any time prior to the final adoption of the budget by the governing body.

(2) If the governing body has submitted or intends to submit a request for increased property tax revenues to the division pursuant to section 29-1-302 (1), the amount of the increased property tax revenues resulting from such request shall be stated in such notice or in a subsequent notice in the manner provided in subsection (3) of this section.



# BUDGET HEARING NOTICE

## NOTICE OF BUDGET<sup>1</sup> (Pursuant to 29-1-106, C.R.S.)

NOTICE is hereby given that a proposed budget has been submitted to the Name of Government for the ensuing year of Year; a copy of such proposed budget has been filed in the office of Unit of Government, where the same is open for public inspection; such proposed budget will be considered at Regular or Special meeting of the Name of Governing Body to be held at Location on Date at Time.

Any interested elector of Name of Local Government **may inspect the proposed budget and file or register any objections thereto at any time prior to the final adoption of the budget.**



# BUDGET HEARING NOTICE

(3)

- a) For any local government whose proposed budget is more than fifty thousand dollars, the notice required by subsection (1) of this section shall be published one time in a newspaper having general circulation in the local government.
- a) Any local government whose proposed budget is fifty thousand dollars or less shall cause copies of the notice required by subsection (1) of this section to be posted in three public places within the jurisdiction of such local government in lieu of such publication.

- Proposed budget  $>$  \$50,000  
Newspaper
- Proposed budget  $\leq$  \$50,000  
3 public places



# BUDGET ADOPTION AND APPROPRIATIONS

## 29-1-108. Adoption of budget - appropriations - failure to adopt.

- (1) The governing body of the local government shall hold a **hearing** to consider the adoption of the proposed budget, at which time objections of the electors of the local government shall be considered. The governing body shall revise, alter, increase, or decrease the items as it deems necessary in view of the needs of the various spending agencies and the anticipated revenue of the local government. Adoption of the proposed budget shall be effective only upon an affirmative vote of a majority of the members of the governing body.
  
- (1) **Before the mill levy is certified** pursuant to section 39-1-111 or 39-5-128, C.R.S., the governing body shall enact an ordinance or resolution adopting the budget and making appropriations for the budget year. The **amounts appropriated shall not exceed the expenditures** specified in the budget. Appropriations shall be made **by fund or by spending agencies within a fund**, as determined by the governing body. Changes to the adopted budget or appropriation shall be made in accordance with the provisions of section 29-1-109.



# ADOPTING THE BUDGET

DOUGLAS COUNTY LIBRARIES  
BOARD OF TRUSTEES  
RESOLUTION 2024-12-02 TO ADOPT BUDGET

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE DOUGLAS COUNTY LIBRARIES, DOUGLAS COUNTY, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2025, AND ENDING ON THE LAST DAY OF DECEMBER, 2025.

WHEREAS, the Board of Trustees of the Douglas County Libraries has authorized Robert W. Pasicznyuk, Executive Library Director, to prepare and submit a proposed budget to said governing body at the proper time; and

WHEREAS, Robert W. Pasicznyuk, Executive Library Director, has submitted a proposed budget to this governing body 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 Wednesday, December 4, 2024 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 or planned to be expended from reserves/fund balances, so that the budget remains in balance, as required by law.


NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE DOUGLAS COUNTY LIBRARIES OF DOUGLAS COUNTY, COLORADO:

Section 1. That the budget as submitted, amended, and summarized by fund, hereby is approved and adopted as the budget of the Douglas County Libraries for the year stated above.

Section 2. That the budget hereby approved and adopted shall be signed by the President and Vice President of the Board of Trustees and made a part of the public records of the Douglas County Libraries.

ADOPTED this 4th day of December, 2024.

ATTEST:

  
TR (Terry) Nolan  
Douglas County Libraries Board President

  
Jessica Kallweit  
Douglas County Libraries Board Vice President



**ORDINANCE TO ADOPT BUDGET  
ORDINANCE NO. 75 (G.E.G.I.D.)  
GRAND ELK RANCH GENERAL IMPROVEMENT DISTRICT**

**AN ORDINANCE SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND, AND ADOPTING A BUDGET FOR THE GRAND ELK RANCH GENERAL IMPROVEMENT DISTRICT, TOWN OF GRANBY, COLORADO FOR THE CALENDAR YEAR BEGINNING ON THE 1ST DAY OF JANUARY, 2025, AND ENDING ON THE LAST DAY OF DECEMBER, 2025.**

**WHEREAS**, the Board of Directors of the Grand Elk Ranch General Improvement District, Town of Granby has appointed Derek Assmann, Treasurer of the G.I.D. to prepare and submit a proposed budget to said governing body at the proper time; and

**WHEREAS**, a proposed budget was prepared and submitted to this governing body by October 15, 2024 for its consideration; and

**WHEREAS**, the system development fee will decrease to \$0 per single family equivalent/lot in 2025. The s.d.f. is a bond requirement to make up the shortfall in property tax due to decreased assessed valuation over the past few years as well as for exempt properties deeded to the G.I.D. by a developer, some of which remain unsold at the time of preparation of budget; and

**WHEREAS**, upon due and proper notice, published and posted in accordance with law, said proposed budget was open for inspection by the public at a designated place, and a public hearing will be held on November 12, 2024 and interested taxpayers have been 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 ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF GRANBY, COLORADO AS THE EX-OFFICIO BOARD FOR THE GRAND ELK RANCH GENERAL IMPROVEMENT DISTRICT:**

Section 1. That estimated expenditures for each Grand Elk Ranch General Improvement District Fund are as follows:

Operations and Maintenance Fund	\$ 243,515	
Debt Service Fund	1,138,230	
Capital Projects Fund	0	
EXPENDITURE SUBTOTAL		\$ 1,381,745
NON-EMERGENCY RESERVES SUBTOTAL		0
TOTAL ALL FUNDS		\$ 1,381,745

**ORDINANCE 75 (G.E.G.I.D.) TO ADOPT BUDGET  
PAGE TWO**

Section 2. That the estimated revenues for each fund are as follows:

<u>Operations and Maintenance Fund</u>		
From general property tax	\$ 235,835	
From sources other than property tax	7,680	
From sale of property	0	
From reserves	0	
<b>TOTAL OPERATIONS AND MAINTENANCE FUND</b>		<b>\$ 243,515</b>
<u>Debt Fund</u>		
From general property tax	\$1,086,730	
From system development fee	0	
From sources other than general property tax	51,500	
From reserves	0	
From transfers from other funds	0	
<b>TOTAL DEBT FUND (G.I.D.)</b>		<b>\$1,138,230</b>
<u>Capital Projects Fund</u>		
From sources other than general property tax	\$ 0	
From reserves	0	
From transfers – Debt Unrestricted	0	
<b>TOTAL CAPITAL PROJECTS FUND</b>		<b>\$ 0</b>
<b>TOTAL ALL GRAND ELK G.I.D. FUNDS</b>		<b>\$1,381,745</b>

Section 3. That the budget as submitted, amended, and herein above summarized by fund, hereby is approved and adopted as the budget of the Grand Elk Ranch General Improvement District, Town of Granby for the year stated above.

Section 4. That the budget as hereby approved and adopted shall be signed by the President and Secretary and made a part of the public records of the Grand Elk Ranch General Improvement District, Town of Granby, Colorado.



# APPROPRIATING FUNDS

DOUGLAS COUNTY LIBRARIES  
BOARD OF TRUSTEES  
RESOLUTION 2024-12-04 TO APPROPRIATE SUMS OF MONEY

A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS IN THE AMOUNTS AND FOR THE PURPOSES AS SET FORTH BELOW FOR THE DOUGLAS COUNTY LIBRARIES, DOUGLAS COUNTY, COLORADO, FOR THE 2025 BUDGET YEAR.

WHEREAS, the Board of Trustees has adopted the annual budget in accordance with the Local Government Budget Law, on December, 4, 2024; and

WHEREAS, the Board of Trustees has made provision therein for revenues in an amount less 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 and reserves or fund balances provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operations of the Douglas County Libraries;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE DOUGLAS COUNTY LIBRARIES, DOUGLAS COUNTY, COLORADO:

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

## Appropriations

General Fund:	
Current operating expenses	\$37,954,585
Tax Relief	5,000,000
Capital Outlay	870,000
Emergency reserves	<u>1,054,497</u>
Total general fund appropriations	\$44,879,082

ADOPTED this 4th day of December 2024.

ATTEST:



TR (Terry) Nolan  
Douglas County Libraries Board President



Jessica Kallweit  
Douglas County Libraries Board Vice President



**ORDINANCE TO APPROPRIATE SUMS OF MONEY  
ORDINANCE NO. 76 (G.E.G.I.D)**

**AN ORDINANCE APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNTS AND FOR THE PURPOSES AS SET FORTH BELOW, FOR THE GRAND ELK RANCH GENERAL IMPROVEMENT DISTRICT, TOWN OF GRANBY, COLORADO FOR THE 2025 BUDGET YEAR.**

**WHEREAS**, the Board of the Grand Elk Ranch General Improvement District, Town of Granby has adopted the annual budget in accordance with the Local Government Budget Law, on November 12, 2024; and

**WHEREAS**, the Board has made a 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 Grand Elk Ranch General Improvement District; and

**WHEREAS**, the voters passed several ballot questions for the Grand Elk Ranch General Improvement District on November 6, 2001, including questions approving mill levies for debt payments and maintenance and operation expenses.

**NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF GRANBY, COLORADO AS THE EX-OFFICIO BOARD FOR THE GRAND ELK RANCH GENERAL IMPROVEMENT DISTRICT:**

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

<u>Grand Elk General Improvement District Operations &amp; Maintenance Fund</u>	
Operations and Maintenance	\$ 228,825
Transfer to Debt Fund	0
Sale of Property costs	0
Reserve Increase	14,690
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND</b>	<b>\$ 243,515</b>
<u>Grand Elk Ranch General Improvement District Debt Fund</u>	
Debt Service	\$ 803,900
General Operating Expenses	53,900
Transfers to Capital Fund	0
Reserve Increase	280,430
<b>TOTAL G.I.D. DEBT FUND</b>	<b>\$ 1,138,230</b>

ORDINANCE NO. 76 APPROPRIATING SUMS OF MONEY GRAND ELK G.I.D.  
PAGE TWO

<u>Grand Elk Ranch General Improvement District Capital Projects Fund</u>	
Capital Outlay	\$ 0
<b>TOTAL G.I.D. CAPITAL PROJECTS FUND</b>	<b>\$ 0</b>
<b>TOTAL OF ALL FUNDS</b>	<b>\$ 1,381,745</b>

READ, PASSED, AND ORDERED ADOPTED BY THE BOARD OF THE GRAND ELK RANCH GENERAL IMPROVEMENT DISTRICT, TOWN OF GRANBY, COLORADO, THIS 12<sup>th</sup> DAY OF NOVEMBER, A.D., 2024.




Votes approving:	<u>7</u>
Votes opposed:	<u>0</u>
Absent:	<u>0</u>
Abstained:	<u>0</u>

GRAND ELK RANCH GENERAL IMPROVEMENT DISTRICT

ATTEST:

  
Deborah K. Hess, CMC  
*Ex-officio Secretary of the District*

  
Joshua Hardy  
*Ex-officio President of the District*

Published in the Sky-Hi News and Middle Park Times on the 20<sup>th</sup> day of November, 2024.



# SETTING THE MILL LEVY

DOUGLAS COUNTY LIBRARIES  
BOARD OF TRUSTEES  
RESOLUTION 2024-12-03 TO SET MILL LEVIES

A RESOLUTION LEVYING PROPERTY TAXES FOR THE YEAR 2025, TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE DOUGLAS COUNTY LIBRARIES, DOUGLAS COUNTY, COLORADO, FOR THE 2025 BUDGET YEAR.

WHEREAS, the Board of Trustees of the Douglas County Libraries has adopted the annual budget in accordance with the Local Government Budget Law, on Wednesday, December 4, 2024; and

WHEREAS, the amount of money necessary to balance the budget for general operating purposes from property tax revenue is \$42,001,506; and

WHEREAS, the 2024 valuation for assessment for the Douglas County Libraries, as certified by the County Assessor, is \$10,500,376,390;

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE DOUGLAS COUNTY LIBRARIES, DOUGLAS COUNTY, COLORADO:

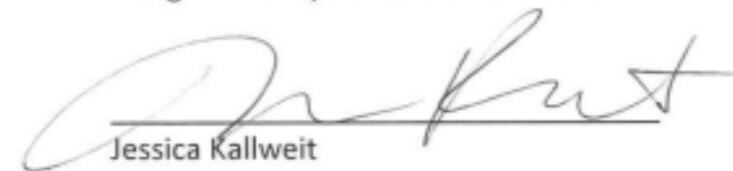
Section 1. That for the purposes of meeting all general operating expenses of the Douglas County Libraries during the 2025 budget year, there is hereby levied a tax of 4.000 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the year 2025.

Section 2. That the Secretary is hereby authorized and directed to immediately certify to the County Commissioners of Douglas County, Colorado, the mill levies for the Douglas County Libraries as hereinabove determined and set.

ADOPTED this 4th day of December 2024.



TR (Terry) Nolan  
Douglas County Libraries Board President



Jessica Kallweit  
Douglas County Libraries Board Vice President



**ORDINANCE TO SET MILL LEVY  
ORDINANCE NO. 77 (G.E.G.I.D)  
GRAND ELK RANCH GENERAL IMPROVEMENT DISTRICT**

**AN ORDINANCE LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2024, TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE GRAND ELK RANCH GENERAL IMPROVEMENT DISTRICT, TOWN OF GRANBY, COLORADO, FOR THE 2025 BUDGET YEAR.**

**WHEREAS**, the Board of Trustees of the Town of Granby acting as the *ex-officio* Board of the Grand Elk Ranch General Improvement District has adopted the annual budget in accordance with the Local Government Budget Law, on November 12, 2024; and

**WHEREAS**, the amount of money necessary to balance the budget for the general operating purposes from property tax revenue is \$235,835; 10 mills maximum not to exceed \$250,000; and

**WHEREAS**, the amount of money necessary to balance the budget for the bond and interest payments from property tax revenue in the Debt Service Fund is \$1,086,730; 35 mills Gallagherized for 2024 to 46.08 mills

**WHEREAS**, the District held an election on November 6, 2001 authorizing the use of mill levies for the operations and debt service funds not to exceed 45 mills but also require "Galagherization" for debt service which causes the total mill levy to exceed 45 mills.

**WHEREAS**, the November 6, 2001 election authorized the 2001 and 2002 bond issues, refinanced in 2007 and again October 6, 2020, greatly reducing the interest rate; and

**WHEREAS**, the 2024 valuation of assessment for the Grand Elk Ranch General Improvement District as certified by the County Assessor on August 14, 2024 was \$23,583,540 from \$21,656,840 the previous year.

**NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF GRANBY, COLORADO AS THE EX-OFFICIO BOARD FOR THE GRAND ELK RANCH GENERAL IMPROVEMENT DISTRICT:**

Section 1. That for the purpose of meeting all general operating expenses of the General Improvement District during the 2025 budget year, there is hereby levied a tax of 10 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the year 2024 in the amount of \$235,835.

Section 2. That for the purpose of meeting all bonds and interest of the General Improvement District during the 2025 budget year, there is hereby levied a tax of 46.08 mills

ORDINANCE NO. 77 TO SET MILL LEVY G.E. G.I.D.  
PAGE TWO

upon each dollar of total valuation for assessment of all taxable property within the District for the year 2024 in the amount of \$1,086,730.

Section 3. That the Grand Elk Ranch General Improvement District Treasurer is hereby authorized and directed to certify to the County Commissioners of Grand County, Colorado, the mill levies for the Grand Elk Ranch General Improvement District as herein above determined and set, and recalculated after receiving the final December certification of valuation from the County Assessor in compliance with applicable revenue and other budgetary limits.

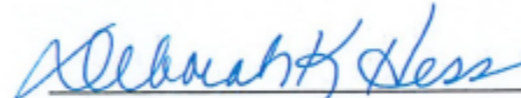
**READ, PASSED, AND ADOPTED BY THE BOARD OF THE GRAND ELK RANCH GENERAL IMPROVEMENT DISTRICT, TOWN OF GRANBY, COLORADO, this 12<sup>th</sup> DAY OF NOVEMBER, A.D., 2024.**

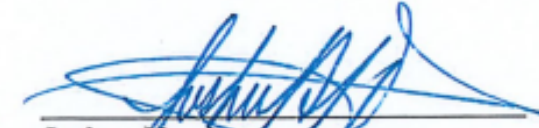


Votes approving:	<u>7</u>
Votes opposed:	<u>0</u>
Absent:	<u>0</u>
Abstained	<u>0</u>

GRAND ELK RANCH GENERAL IMPROVEMENT DISTRICT

ATTEST:

  
Deborah K. Hess, CMC  
*Ex-officio* Secretary of the District

  
Joshua Hardy  
*Ex-officio* President of the District

Published in the Sky-Hi News and Middle Park Times on the 20<sup>th</sup> day of November, 2024.



# BUDGET FILING

## 29-1-113. Filing of budget.

- (1) No later than thirty days following the beginning of the fiscal year of the budget adopted pursuant to section 29-1-108, the governing body shall cause a certified copy of such budget, including the budget message, to be filed in the office of the division. The budget of a special district shall include any resolutions adopting the budget, appropriating moneys, and fixing the rate of any mill levy. Copies of the budget of a local government and of ordinances or resolutions authorizing expenditures or the transfer of funds shall be filed with the officer or employee of the local government whose duty it is to disburse moneys or issue orders for the payment of money.



# BUDGET TIMELINE



# BUDGET TIMELINE

---

**October 15** Present the budget to the board, publish or post hearing notice

---

**December 15** Certify the mill levy (adopt the budget and appropriations first)

---

**December 31** Adopt the budget and appropriations, if there is no mill levy

---

**January 31** E-file the budget to DOLA



# BUDGET AMENDMENTS



# AMENDING THE BUDGET - [C.R.S. 29-1-109](#) & [C.R.S. 29-1-111](#)

---

**Transfer**    Increasing appropriations

---

**Supplemental**    Increasing appropriations

---

**Revision**    Decreasing appropriations

---

**Contingency**    Increasing appropriations



# TRANSFER AMENDMENT

Moving money from one appropriated fund to another

Example: General Fund → Capital Fund

Procedural Requirements:

- Publish/Post notice and conduct a hearing
- Adopt resolution or ordinance
- E-file resolution or ordinance with DLG



# SUPPLEMENTAL AMENDMENT

Receiving unanticipated revenue to spend in the budget year

Example: Receiving a grant

Procedural Requirements:

- Publish/Post notice and conduct a hearing
- Adopt resolution or ordinance
- E-file resolution or ordinance with DLG



# REVISION AMENDMENT

Reduction of appropriation to reduce expenditure levels

Example: Local Walmart shuts down and staff or board recommends amendment

Procedural Requirements:

- Optional notice and hearing
- Optional resolution or ordinance



# CONTINGENCY AMENDMENT

The governing body may authorize the expenditure of funds in excess of the appropriation in emergencies

Example: An unanticipated repair project that requires dipping into reserves.

Procedural Requirements:

- Adopt resolution or ordinance at a public meeting
- E-file resolution or ordinance with DLG



# E-FILING



**COLORADO**  
Department of Local Affairs

# E-FILING PORTAL

## What can be e-filed?

- Annual budgets
- Budget amendments
- Election documents

## How to set-up an account?

Go to [dlg.colorado.gov/account-login](https://dlg.colorado.gov/account-login)  
Click “Login Instructions”

## User IDs: Create your own

Use the same login credentials for all DLG portals.

## Account Login

Filing and Reporting Home Page	▼
Account Login	▼
Create an Account	
Existing User ID	
Update My Information	
File and Refile a Document	
Special Districts - Director Information	
Audits and Exemptions	
Civil Asset Forfeiture Reporting	
Direct Distribution - Severance Tax & Federal Mineral Lease	▶
Local Government Information Systems	



## Updates to E-Filing Portal and Local Government Information System

The Division of Local Government (DLG) has implemented a new e-filing portal to be used by all local government entities, requiring some current users to create new login credentials. [Learn More](#)

## NEW E-filing Portal

Use this portal to file:

- Annual Budget Documents
- Election Documents
- Special District Documents
- Update Contact Information

[Log Into the E-Filing Portal](#)

[Webinar Recording: New E-Filing Portal Demonstration](#)



## Grants Portal

Use this portal to:

- Apply for available funding through open applications
- Manage existing projects funded through the division

[Log Into the Grants Portal](#)

## Formulaic Programs Portal

Use this portal for the following programs:

- Conservation Trust Fund
- Firefighter Cardiac Benefit
- Volunteer Firefighter Pension
- Direct Distribution

[Log Into the Formulaic Programs Portal](#)



# E-FILING PORTAL

Request access to your local government to begin e-filing and view past and current submissions.

## Local Government E-Filing Portal - Main Menu

[My Profile](#) [Password](#) [Logout](#)

### Local Government E-Filing Portal - Main Menu

[→ Request access to an organization or view existing requests](#)

You are associated with multiple local governments. Please select which local government you would like to view from the following list:

Action	Local Government: ^
<a href="#">→</a>	<b>TEST</b>
<a href="#">→</a>	<b>Test Abbreviated Fire Protection District</b>



# E-FILING PORTAL

**Review your Local Government Profile and Officials** to verify the contact information on file is accurate and up-to-date.

## Local Government E-Filing Portal

Local Government: TEST  
Local Government ID (LGID): 68032

[Local Government Profile](#)

[Officials](#)

[Main Menu](#)

[Main](#)

[Budget](#)

[Finance](#)

[Elections](#)

[Organizational](#)

[Contacts](#)

[Other Filings](#)

[FILE A DOCUMENT](#)

DOCUMENTS NEEDING ATTENTION (0) [+](#)

SUBMITTED DOCUMENTS: PENDING REVIEW BY DLG (0) [+](#)

RECENT ACTIVITY (1) [+](#)




# E-FILING PORTAL - BUDGET OFFICER

**Update the Budget Officer Official via the E-filing Portal** to ensure timely receipt of critical Division communications, including reminders, updates, and past-due notifications regarding budget filing.

## Local Government E-Filing Portal - Officials

Local Government: TEST  
Local Government ID (LGID): 68032

Go Back

(1 of 1) << >>			
Name:	Official Type:	Title:	Action
<i>Information not on file. Please update.</i>	<b>Budget Officer</b> A person designated to prepare the budget a...		
(1 of 1) << >>			



# E-FILING PORTAL RESOURCES

Visit our [website](#) for step-by-step instructions, brief video tutorials, and a recorded webinar to help navigate the portal such as:

- Account set-up
- Organization access
- Changing contact information
- Filing and refiling
- Special district directors



# LOCAL GOVERNMENT INFORMATION SYSTEM

Logo: COLORADO Department of Local Affairs Division of Local Government

Search

Local Government Home > Funding > Training & Technical Assistance > Recovery, Rebuilding, & Resiliency > Filing & Reporting > DOLA >

- Account Login
- Audits and Exemptions
- Budget Reporting
- Civil Asset Forfeiture Reporting
- Direct Distribution Resources
- Local Government Information Systems**
- Special Districts

TOWN HALL INC. 1881

## Filing and Reporting

Please consult the resources below to complete filing or reporting requirements with the Division or to view filed info

Home > Filing and Reporting

## Senate Bill 23B-001 Information and Resources

On November 20, 2023, Governor Polis signed Senate Bill 23B-001, which made several changes to the property tax process. Deadlines to the property tax and budget process have also been postponed and may impact your local government.

[Access the Special Session Property Tax Relief Resource Page](#)

- Local Government Information System (LGIS)**
- Civil Asset Forfeiture Reporting

Logo: COLORADO Department of Local Affairs

Local Governments | Counties | Municipalities | Local Government Types | Local Government Finances | Property Tax Entities | 5.5% Revenue Limits

## Search Active Colorado Local Governments (4,862 local governments)

Local Government Name:

County:

Local Government Type:

**NOTE:** Searches that return a large number of local governments might take a while to run.

[Search](#) | [Clear All](#) | [Export \(.xlsx\)](#)

Local Governments Found:

Name: ⌵	Mailing Address:	LGID: ⌵	Type: ⌵	County:	Filings:
No records found.					

# LEGAL LIMITS



# LEGAL LIMITS ON BUDGETS

## TABOR

- Debt
- Mill Levy
- Fiscal year spending
- Property tax revenue

## Statutory

- 5.5% property tax revenue limit
- 5.25% (or 10.5% over two years) revenue limit - NEW



# DEBT LIMIT

TABOR Art. X, Sec. 20 (4)(b) requires voter approval in advance

“Except for refinancing district bonded debt at a lower interest rate or adding new employees to existing district pension plans, creation of any multiple-fiscal year direct or indirect district debt or other financial obligation whatsoever without adequate present cash reserves pledged irrevocably and held for payments in all future fiscal years.



# FISCAL YEAR SPENDING LIMIT

TABOR Art. X, Sec. 20 (4)(a)

The maximum percentage increase allowed is percent change of “inflation” + “local growth”

“ . . .all district expenditures and reserve increases except. . .”

## Exceptions:

- Gifts
- Federal funds
- Collections for another government
- Pension contributions by employees
- Pension fund earnings
- Reserve expenditures or transfers
- Damage awards
- Property sales
- Conservation Trust Fund distributions



# PROPERTY TAX-RELATED LIMITS

## Mill Levy Limit - TABOR Limit, Art. X, Sec. 20(7)(c)

. “. . .districts must have voter approval in advance for. . .any. . mill levy above that for the prior year. . .”

## TABOR Property Tax Revenue Limit - TABOR Limit, Art. X, Sec. 20(7)(c)

. “The maximum annual percentage change in each district’s property tax revenue equals inflation in the prior calendar year plus annual local growth. . .”

Total amount of property tax generated cannot exceed inflation + local growth

Inflation = US Bureau of Labor Statistics Consumer Price Index for Denver-Aurora-Lakewood

Local growth = net percent change in actual value of all real property from construction, minus destruction and additions to and deletions from taxable real property



# PROPERTY TAX-RELATED LIMITS

## 5.5% Property Tax Revenue Limit - Statutory Limit, C.R.S. 29-1-301

. “All statutory tax levies. . . shall be so reduced as to prohibit the levying of a greater amount of revenue than was levied in the preceding year *plus five and one-half percent* plus. . .”

Growth: Increases in assessed value due to new construction, boundary changes, etc.

## 5.25% Revenue Limit - NEW

- . Locally calculated, starts in budget year 2026
- . Excludes: school districts, home rule, entities subject to 5.5% limit and haven't waived the limit, entities that do not have voter approval to remove some TABOR restrictions
- . Excludes revenue attributable to new construction, annexation/inclusions, specific ownership revenue, and more



# PROPERTY TAX LIMITS - WHICH APPLIES?

- TABOR (Art. X, Sec. 20 (1))
  - “supersede conflicting” state or local laws
  - “other limits on district revenue. . . may be weakened only by future voter approval.”
- Where one limit permits what another limit prohibits, the most restrictive of the limits applies.
- Most restrictive limit produces the least amount of property tax.



# MANAGING THE MILL LEVY LIMIT

“Preserving” the Existing Mill Levy

Existing Levy = 9.265                      \$88,018

Temp. Reduction = -0.089                      -\$846

Net Levy = 9.176                      \$87,172

[Form DLG 70 Certification of Tax Levies for Non School Governments](#)

# LEGAL LIMITS ON BUDGETS

Voters can approve an allowance to one or more of the limits.

## TABOR

- Debt
- Mill Levy
- Fiscal year spending
- Property tax revenue

## Statutory

- 5.5% property tax revenue limit
- 5.25% revenue limit



# ENTERPRISES AND BONDING

- Enterprise, Art. X, Section 20 (2)(d)
  - “. ..means a government-owned business authorized to issue its own revenue bonds and receiving under 10% of annual revenue in grants from all Colorado state and local governments combined”
- Water or sewer fund may meet definition
- May not need voter approval for debt



# RESOURCES



**COLORADO**  
Department of Local Affairs

# WHERE TO GET STARTED?

<https://dlg.colorado.gov/budget-information-and-resources>

## Budget Resources and Filing

Budget and Finance Home	▼
5.5% Property Tax Revenue Limit	►
<b>Budget Information and Resources</b>	▼
Budget Requirements	
Budget Calendar	
Budget Amendments	
County and Municipal Financial Compendium	
Federal Revenue Programs	►
Financial Dashboard for Counties and Municipalities	
HB24-1302 Mill Levy Public Information	
Inflation - Denver-Aurora-Lakewood Consumer Price Index	
Local Government Purchasing Assistance	

## September 2024 Update

A general informational webinar on recent property tax law changes in the 2024 Special Session bill HB24-1001 and 2024 Regular Session bills SB24-233 and HB24-1302 is available as a [recorded webinar online](#) with [slides](#). For specific guidance on how to comply with the recently adopted property tax information bill from the 2024 Regular Session, please visit the [HB24-1302 Mill Levy Public Information page](#).

## Resources

- [Budget Requirements](#) - Statute requires a few items be included with a budget filing. Use this checklist to ensure your budget meets the standards.
- [Budget Calendar](#) - This budget calendar provides general dates to consider in the preparation and adoption of the budget. Each local government should use these to guide the creation of their own budget process calendar.
- [Budget Amendments](#) - Budget amendments are occasionally necessary, and should be filed with the division when adopted by a local government.
- [E-file](#) your budget
- [Local Government Information System](#) - View annual budgets and other documents filed by local governments.

## Updates to E-Filing Portal and Local Government Information System

The Division of Local Government (DLG) has implemented a new e-filing portal to be used by all local government entities, requiring some current users to create new login credentials. [Learn More](#)

## Sample Forms

- [Budget Notice](#) (PDF Download)
- [Budget Message](#) (PDF Download)
- [Revenue Worksheet](#) (Excel Download)
- [Expenditure Worksheet](#) (Excel Download)
- [Financed Purchase of an Asset or Certificate of Participation Supplement](#) (PDF Download)
- [Certification of Tax Levies-DLG 70](#) (PDF Download)

## Resolution/Ordinances

- [Resolution/Ordinance to Adopt](#) (PDF Download)
- [Resolution/Ordinance to Appropriation](#) (PDF Download)
- [Resolution/Ordinance to Set Mill Levies](#) (PDF Download)
- [Resolution/Ordinance for Contingency](#) (PDF Download)
- [Resolution/Ordinance for Fund Transfers](#) (PDF Download)
- [Resolution/Ordinance for Supplemental](#) (PDF Download)



# RESOURCE LINKS

DOLA Resources

[Budgeting and Finance](#)

[Regional Managers](#)

[Colorado Resiliency Office](#)

[Property Tax Revenue Limits](#)

Local Govt. List/Filings

[Local Government Information System](#)

CO Government Finance Officers Association

[cgfoa.org](#)

Government Finance Officers Association

[Materials Library \(gfoa.org\)](#)

[Best Practices & Resources \(gfoa.org\)](#)

[Financial Policies \(gfoa.org\)](#)

ICMA - City and County Managers Association

[Finance and Budgeting \(icma.org\)](#)



**Mia Gonzales**  
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**Division of Local Government**

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1313 Sherman St. Room 521, Denver, CO 80203  
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