

Appendix A

SPECIAL DISTRICT SERVICE PLAN INFORMATION REQUIREMENTS

for Statutory / Elbert County Compliance & Contents of the Annual Report:

Following information is required within a Service District Plan, pursuant to the requirements set forth in CRS 32-1-202 (Filing of Service Plan required - Contents).

General Statutory requirements:

- (a) Description of the proposed services;
- (b) Financial plan;
- (c) Preliminary engineering or architectural survey;
- (d) Map of the proposed special district & demographic info;
- (e) General description of the facilities;
- (f) General description of the estimated costs;
- (g) Description of intergovernmental agreements
- (h) Information sufficient to satisfy the statutory decision criteria set forth in CRS 32-1- 203, if applicable;
- (i) Such additional information as the Board of County Commissioners may require;
- (j) For a mental health care service district, any additional information required by CRS 32-17-107(2);
- (k) For a health assurance district, any additional information required by CRS 32-19- 106(2);

For the purposes of these Elbert County Special District regulations, the general statutory requirements listed above may be satisfied by including information A-I as follows:

A. Description of proposed services. [C.R.S. 32-1-202{2} {a}, as amended].

A detailed plan describing the funding required, the use and dispersal of the funding, the sources for all funding, a 10 year plan of costs and revenue projections, and the basis for all cost and revenue projections. Additional details of the proposed submittal include:

1. Infrastructure to be provided and detailed costs for each element along with projected timing.

2. List of all parties, individuals and entities providing funding and/or receiving revenue. Include projected amounts.
3. List of all parties, individuals and entities who are part of the Special District delineating their roles and responsibilities.
4. List of the managing Directors
5. Detailed analysis of projected costs for overhead, administrative costs, profits and basis for projection of operating costs.
6. Report delineating the success or failure of related endeavors in which the same parties, individual and entities have been associated. This list to include bankruptcies or turn over of Special Districts to other entities for operation.
7. Explain how / why residents would be attracted to this Special District.

B. Financial Plan in accordance with Appendix B - Information Requirements for Special District Financial Plan.

C. Preliminary engineering or architectural survey showing how the proposed services are to be provided. [Engineer Review].

D. Map of the proposed special district boundaries and an estimate of the population and valuation for assessment of the proposed district. [Financial Review].

1. Evidence of final land use approvals, such as zoning or subdivision, may be necessary
2. Population estimate at build-out
3. Comparison of revenue to Special District expenses
 - a] Valuation at
 - 70% build-out, _____
 - 80% build-out, _____
 - 90% build-out _____
 - b] Revenue generated by mill levy at
 - 1] 70% build-out, _____
 - 2] 80% build-out, _____
 - 3] 90% build-out _____
 - c] District expenses estimated at
 - 1] 70% build-out, _____
 - 2] 80% build-out, _____
 - 3] 90% build-out, _____

- E.** A general description of the facilities to be constructed and the standards of such construction, including a statement of how the facility and service standards of the proposed special district are compatible with facility and service standards of the Elbert County. [Engineer Review].
1. With respect to Water Special Districts, or Special Districts providing water services, a study of the water source adequate-ability for compliance to the 300 years rule is included with sufficient data for independent third party analysis to concur with the finding.
 2. Cost & source of replacement water should the primary water source prove inadequate.
- F.** General description of the estimated cost of: [Financial Review].
1. Acquiring land,
 2. Engineering services,
 3. Legal services,
 4. Administrative service,
 5. Initial proposed indebtedness and
 6. Estimated proposed maximum interest rates and discounts,
and
 7. Other major expenses related to the organization and initial operation of the district.
- G.** Description of any arrangement of proposed agreement with any political subdivision for the performance of any services between the proposed special district and such other political subdivision and, if the form contract to be used is available, it shall be attached to the service plan; [Legal Review].
- H.** Information, along with other evidence presented at the hearing, satisfactory to establish that each of the criteria set forth CRS 32-1-203, if applicable, is met; [Legal Review].
- I.** Such additional information as the Board of County Commissioners may require on which to base its findings, pursuant to CRS 32-1-207 [Legal Review].
1. A emergency clause to address financial despair of the District in the event that development activity occurs at rate such that the mill levy from property values become insufficient to fund the District's services within the mill levy cap and revenue from fees becomes an unreasonable burden to the property owners. [Mortgage payments including insurance and any District mill levy / service fees shall not exceed 35% of Household income.]

2. Sunset clause to **address dissolution** of the District in the event that development activity ceases or the district fails to provide services. [Need a definition for “activity ceasing.”]
3. Such a **sunset clause** should make reference to **statutorily prescribed dissolution procedures**. Any such dissolution procedures would have to be carried out accordingly. [Legal assistance / review]
4. Information about the district’s policies for inclusion, including criteria to be employed in extending services.
5. Such additional information as the Board of County Commissioners may require by **resolution**? on which to base its findings pursuant to C.R.S. 32-1-203. {C.R.S. 32-1-202{2}{i}, as amended}.
6. Exhibit A – Vicinity Map.
7. Exhibit B – Legal Description.
8. Exhibit C – District Boundary Map.
9. Exhibit D – Cost of Improvements.
10. Exhibit E – Map of Improvements.
11. Exhibit F – Financial Plan.
12. Exhibit G – Resolution of Approval.

J. Service Plan Appendix Contents

The Service Plan appendix may include the following:

1. Proposed dates for Service Plan review by the Planning Commission and the Board, and notification of any [proposed election deadlines.
2. Sufficient background information supporting the growth rates utilized in the financial alternatives or a market study to support the alternative financial scenarios. [Financial Review].

3. Community & Development Services, {CDS}, may request that the applicant submit an additional financial plan using assumptions provided by CDS.
4. Mill levy comparison of proposed operating and overlapping mill levies with at least five other similar districts in the County. [Financial Review – if included].
5. Evidence that the proposed Service Plan is in compliance with the Clean Water Plan. [Elbert County Water Advisory Committee Review].
6. If the Special District is proposed to provide wastewater treatment, additional information regarding the wastewater treatment facility is to be provided,. Including any existing local and state reviews of the facility plan for wastewater treatment facilities and arrangements and agreements relating to wastewater treatment and effluent disposal. If treatment is proposed by another entity, a letter should be provided from that entity showing agreement with the proposal, capacity and willingness to serve, and compliance with the Clean Water Plan including any phosphorous allocation requirements. [Engineer Review].
7. A separate analysis addressing how each of the approval standards set forth in the Control Act have been met. When development does not begin within two years of approval of Zoning & Subdivision, the supporting valuations, financing and services to be provided by any Special District approved to service development, shall be subject to review and updated approval by the County. [Legal Review].
8. Community & Development Services may request additional information to assist in the evaluation of the service plan as related to criteria listed in C.R.S. 32-1-203 {2} & {2.5}.

K. Contents of the Annual Report shall include, but is not limited to:

- Description of the services currently provided in the Special District,
- Financial status of the Special District, including revenues collected, itemized expenditures & budget plan, major changes in the financial status of the Special District,
- Description of the current mil levy of the Special District and how the Special District's mil levy compares to the total property taxes,
- Names of the board members for the Special District,

- Times and places for regularly scheduled meetings of the board,
- Contact information for Special District's principal business office,
- Location where public notices of the Special District are posted,
- Results of the elections of the prior year,
- Schedule of upcoming elections and election details,
- Board members whose terms are expiring, personnel changes,
- Website address where Special District election results are posted,
- Procedure & filing schedule for nominations for board positions,
- Any Special District boundary changes accomplished or contemplated,
- Any significant policy changes accomplished or contemplated,
- Any intergovernmental agreements accomplished or contemplated,
- Status of compliance with applicable laws & regulations,
- Address of any website of the Special District, and
- Any other events that significantly affect the Special District's operations.