

# **MANSFIELD HEIGHTS WATER AND SANITATION DISTRICT**

## **2023 Budget Message**

### **Introduction**

The Mansfield Heights Water and Sanitation District was formed in 1960 for the purpose of providing potable water and sanitary sewer service to the Mansfield Heights Subdivision, Arapahoe County, Colorado.

Water service is provided to District homeowners under a Total Service Distributors Contract with the Denver Water Department.

Sanitary sewer service is provided to homeowners directly by the Mansfield District. In addition to a normal and customary wastewater collection system, the District operates and maintains a sewer lift station. Wastewater treatment and disposal is provided by the Metropolitan Wastewater Reclamation District through an agreement with Hillcrest Water and Sanitation District. Also, Mansfield and Hillcrest have an agreement for the joint use and maintenance of an outfall attaching to the Metropolitan District System.

### **Basis of Accounting**

The basis of accounting utilized in preparation of the 2023 budget is the modified accrual system.

### **Budget Features**

The District uses a single fund into which all revenues are taken and expenditures made. Revenues to be collected in 2023 consist primarily of sewer service fees paid by individual homeowners. For tax year 2023, the District certified a zero mill levy - the District receives no property tax revenue.

The District has no leases.

**BUDGET RESOLUTION**

**(2023)**

**CERTIFIED COPY OF RESOLUTION**

STATE OF COLORADO )  
 ) ss.  
COUNTY OF ARAPAHOE COUNTY )

At the special meeting of the Board of Directors of the Mansfield Heights Water and Sanitation District, County of Arapahoe, Colorado, held at 3:30 p.m., on October 27, 2022, at Community Resource Services, 7995 E. Prentice Avenue, Suite 103E, Greenwood Village, CO 80111.

Present were Directors:

- Richard B. Fullerton
- William Klingensmith
- David Brenman
- Graham Hollis
- Candice Goldstein

Also present were:

Sue Blair; Community Resource Services of Colorado

The District Manager reported that, prior to the meeting, each of the directors were notified of the date, time and place of this meeting and the purpose for which it was called. The District Manager further reported that this is a special meeting of the Board of Directors of the District and that a notice of the meeting was posted in accordance with statute.

Thereupon, Director Hollis introduced and moved the adoption of the following Resolution:

RESOLUTION

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND, ADOPTING A BUDGET, LEVYING GENERAL PROPERTY TAXES FOR THE YEAR TO HELP DEFRAY THE COSTS OF THE GOVERNMENT, AND APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS IN THE AMOUNTS AND FOR THE PURPOSES SET FORTH HEREIN FOR THE MANSFIELD HEIGHTS WATER AND SANITATION DISTRICT, ARAPAHOE COUNTY, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2023 AND ENDING ON THE LAST DAY OF DECEMBER, 2022.

WHEREAS, the Board of Directors (the “Board”) of the Mansfield Heights Water and Sanitation District, (the “District”) has authorized its consultants to prepare and submit a proposed budget to said governing body no later than October 15, 2022; and

WHEREAS, the proposed 2023 budget has been submitted to the Board for its consideration; and

WHEREAS, upon due and proper notice, posted in accordance with Colorado law and published on October 18, 2022, in The Villager, said proposed budget was open for inspection by the public at a designated place, a public hearing was held at 3:30 p.m. on October 27, 2022, and interested electors were given the opportunity to file or register any objections to said proposed budget; and

WHEREAS, the budget being adopted by the Board has been prepared based on the best information available to the Board regarding the effects of Article X, Section 20 of the Colorado Constitution; 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 MANSFIELD HEIGHTS WATER AND SANITATION DISTRICT, ARAPAHOE COUNTY, COLORADO, AS FOLLOWS:

Section 1. Summary of 2023 Revenues and 2023 Expenditures. That the estimated revenues and expenditures for each fund for fiscal year 2023, as more specifically set forth in the budget attached hereto, are accepted and approved.

Section 2. Adoption of Budget. That the budget as submitted, or as amended, and attached hereto and incorporated herein is approved and adopted as the budget of the District for fiscal year 2023.

Section 3. 2023 Levy of General Property Taxes. That the foregoing budget indicates that the amount of money from property tax revenue necessary to balance the budget for the General Fund for operating expenses is \$0, and that the 2022 valuation for assessment, as certified by the Arapahoe County Assessor, is \$18,462,760. That for the purposes of meeting all general operating expenses of the District during the 2023 budget year, there is hereby levied a tax of 0.000 mills upon each dollar of the total valuation of assessment of all taxable property within the District during the year 2022.

Section 4. Certification to Board of County Commissioners. That the attorney, accountant or manager for the District is hereby authorized and directed to certify to the Arapahoe County Board of County Commissioners, no later than December 15, 2022, the mill levies for the District hereinabove determined and set. That said certification shall be substantially in the same form as attached hereto and incorporated herein by this reference.

Section 5. Appropriations. That the amounts set forth as expenditures and balances remaining, as specifically allocated in the budget attached hereto, are hereby appropriated from the revenue of each fund to each fund, for the purposes stated and no other.

Section 6. Budget Certification. That the budget shall be certified by the Secretary/Treasurer of the District and made a part of the public records of the District.

The foregoing Resolution was seconded by Director Brenman.

RESOLUTION APPROVED AND ADOPTED ON OCTOBER 27, 2022.

~~MANSFIELD HEIGHTS WATER AND SANITATION DISTRICT~~

By:

  
\_\_\_\_\_  
President

ATTEST:

  
\_\_\_\_\_  
Secretary

STATE OF COLORADO  
COUNTY OF ARAPAHOE  
MANSFIELD HEIGHTS WATER AND SANITATION DISTRICT

I, William Klingensmith, hereby certify that I am a director and the duly elected and qualified Secretary of Mansfield Heights Water and Sanitation District (the "District"), and that the foregoing constitutes a true and correct copy of the record of proceedings of the Board of Directors of said District adopted at a meeting of the Board of Directors of the District held at 3:30 p.m. on October 27, 2022, held by video conference, as recorded in the official record of the proceedings of the District, insofar as said proceedings relate to the budget hearing for fiscal year 2023; that said proceedings were duly had and taken; that the meeting was duly held; and that the persons were present at the meeting as therein shown.

Subscribed and sworn to this 27<sup>th</sup> day of October, 2022.

  
Secretary

**EXHIBIT A**  
**2023 BUDGET DOCUMENT & BUDGET MESSAGE FOR**  
**MANSFIELD HEIGHTS WATER AND SANITATION DISTRICT**

**MANSFIELD HEIGHTS WATER AND SANITATION DISTRICT  
GENERAL FUND  
2023 ADOPTED BUDGET  
WITH 2021 ACTUAL AND 2022 ESTIMATED AMOUNTS  
FOR THE YEARS ENDED AND ENDING DECEMBER 31,**

	<b>2021 Actual</b>	<b>2022 Estimated</b>	<b>2023 Adopted</b>
<b>REVENUES</b>			
Sewer service fees	\$ 107,800	\$ 108,050	\$ 107,900
Penalties	300	-	-
Interest	302	2,500	2,500
Unrealized gain/loss	(380)	(1,000)	-
Total revenues	<u>108,022</u>	<u>109,550</u>	<u>110,400</u>
<b>EXPENDITURES</b>			
<u>General</u>			
Accounting/management/utility billing	23,468	21,000	21,000
Audit exemption	1,000	1,000	1,000
Directors' fees	500	1,000	1,000
Election	380	1,513	5,000
Engineering	3,801	6,000	3,000
Insurance	4,214	4,563	4,600
Special district association dues	-	333	400
Legal	609	6,000	6,000
Legal publications (The Villager)	54	100	100
Outfall line participation - maintenance	6,974	1,000	884
Outfall line participation - SRF loan payment	4,396	3,000	1,998
Payroll taxes	38	100	100
Sewer treatment - Metro Wastewater	18,352	38,392	8,556
Sewer operation and maintenance	1,611	11,500	11,500
Sewer operation and maintenance - engineering	-	11,500	11,500
Sewer system capital outlay	45,511	-	-
Miscellaneous	-	500	500
Repairs and maintenance	-	4,000	4,000
Lift station operation	3,520	4,000	4,000
Utilities	511	500	500
Utility billing costs (postage, statements, etc.)	-	500	500
<u>Debt service</u>			
SRF loan principal	24,654	25,150	25,655
SRF loan interest	7,120	6,625	6,119
Total expenditures	<u>146,713</u>	<u>148,276</u>	<u>117,912</u>
<b>NET CHANGE IN FUND BALANCE</b>	<b>(38,691)</b>	<b>(38,726)</b>	<b>(7,512)</b>
<b>BEGINNING FUND BALANCE</b>	<b>488,497</b>	<b>449,806</b>	<b>411,080</b>
<b>ENDING FUND BALANCE</b>	<b><u>\$ 449,806</u></b>	<b><u>\$ 411,080</u></b>	<b><u>\$ 403,568</u></b>

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

TO: County Commissioners<sup>1</sup> of ARAPAHOE COUNTY, Colorado.

On behalf of the MANSFIELD HEIGHTS WATER AND SANITATION DISTRICT,  
(taxing entity)<sup>A</sup>

the BOARD OF DIRECTORS  
(governing body)<sup>B</sup>

of the MANSFIELD HEIGHTS WATER AND SANITATION DISTRICT  
(local government)<sup>C</sup>

Hereby officially certifies the following mills to be levied against the taxing entity's GROSS \$ 18,462,760 assessed valuation of: (GROSS<sup>D</sup> assessed valuation, Line 2 of the Certification of Valuation Form DLG 57<sup>E</sup>)

Note: If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area<sup>F</sup> the tax levies must be calculated using the NET AV. The taxing entity's total property tax revenue will be derived from the mill levy multiplied against the NET assessed valuation of: \$ \_\_\_\_\_ (NET<sup>G</sup> assessed valuation, Line 4 of the Certification of Valuation Form DLG 57) USE VALUE FROM FINAL CERTIFICATIN OF VALUATION PROVIDED BY ASSESSOR NO LATER THAN DECEMBER 10

Submitted: 12/10/2022 for budget/fiscal year 2023  
(not later than Dec. 15) (dd/mm/yyyy) (yyyy)

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

Contact person: (print) Sue Blair, CRS of Colorado, LLC Daytime phone: 303-381-4977

Signed:  Title: District Manager

Include one copy of this tax entity's completed form when filing the local government's budget by January 31st, per 29-1-113 C.R.S., with the Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, CO 80203. Questions? Call DLG at (303) 864-7720.

<sup>1</sup> If the taxing entity's boundaries include more than one county, you must certify the levies to each county. Use a separate form for each county and certify the same levies uniformly to each county per Article X, Section 3 of the Colorado Constitution.  
<sup>2</sup> Levies must be rounded to three decimal places and revenue must be calculated from the total NET assessed valuation (Line 4 of Form DLG57 on the County Assessor's final certification of valuation).