



# Mill Levy V2 – User Guide

Delegates ONLY

**Author:** Holly Jacob

**10/31/2024**

**Version:** 1.0

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# OVERVIEW

The Mill Levy Certification Application was developed to streamline the submission process for Mill Levies from Tax Districts to the Douglas County Government. This process enables local authorities or their representatives to submit tax levy information through a secure interface within the application. Representatives can check, validate, and certify their Mill Levy data before submitting it to the County.

## Application Authorization

To gain access to the application, each Tax Districts must fill out and submit the **Mill Levy Entry Authorization Form** to the Douglas County Budget Department. Once authorized, the user will receive an email with information about the process and a link to the application.

**Mill Levy Entry Authorization Form**

All Tax Districts are required to fill out, print, sign and submit the Mill Levy Entry Authorization Form to the Douglas County Budget Department. The form will provide each Tax District authorized access to the online application and certification of mill levies. To maintain accurate and secure access, completion of this form is needed annually. ***Please note, separate forms are required for each Tax District, even if the user, contact, and authorizing person are the same for multiple Tax Districts.***

<b>Taxing Entity<sup>1</sup></b>	Tax District
<b>Local Government<sup>2</sup></b>	Metropolis District
<b>Governing Body<sup>3</sup></b>	Board of Directors

Please name all authorized users - individual(s) who will enter and certify mill levies using Douglas County's Mill Levy On-line Application.

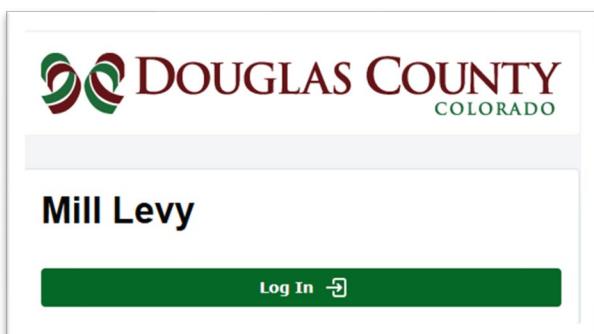
<b>Full Name</b>	<b>Tax District Name</b>	<b>Email Address</b>	<b>Phone Number</b>
Jane Doe	Regional Tax District	Justme@gmail.com	303 555 1212 ext. 1234

# INSTRUCTIONS

## Delegate Login

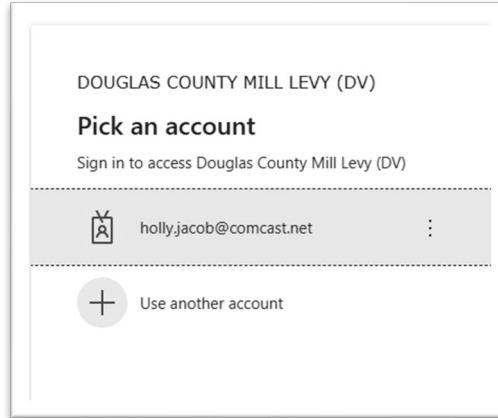
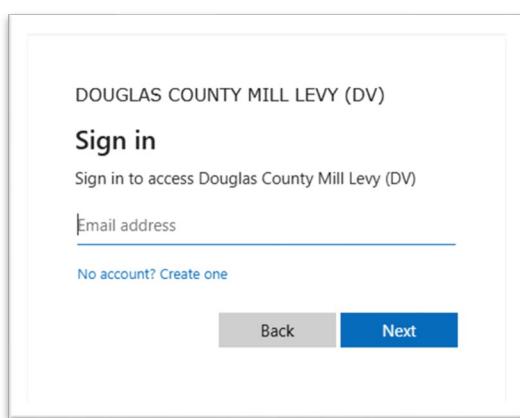
Each Delegate will receive an email with a link to the application. When you click the link, the Log In screen will be presented.

- Click Log In



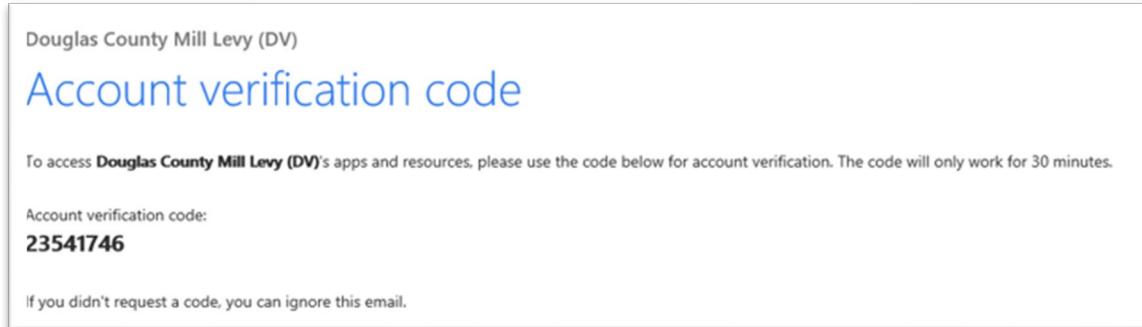
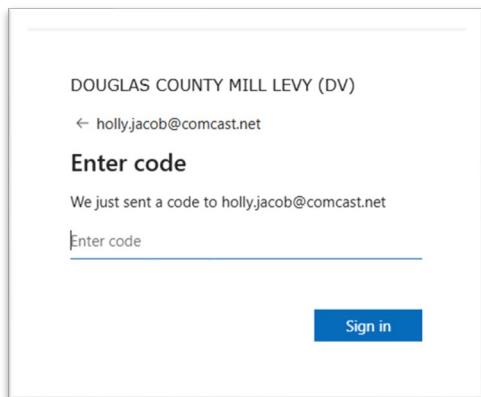
The delegate will be asked to enter their email address or select their email address if it is stored in the computer.

- Enter your email address or select your email
- Click **Next**



A verification email will be sent to the email address entered. This process replaces the need for a password and a verification email will be sent for each login.

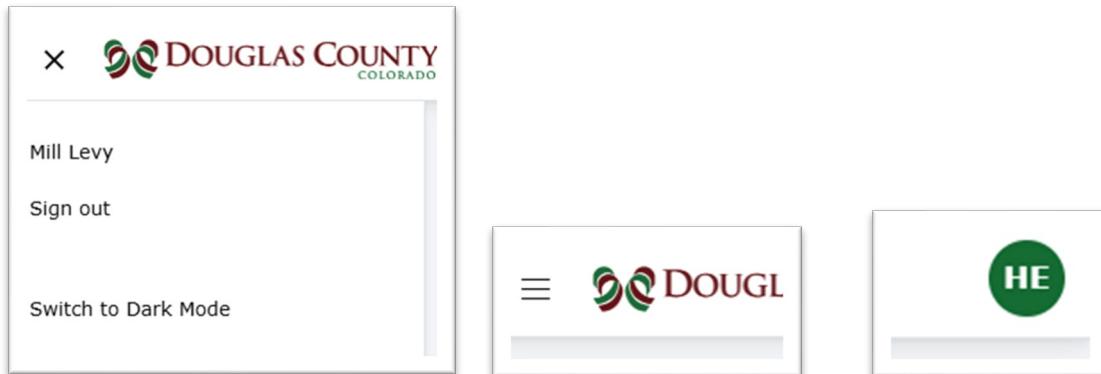
- Check your email
- Enter the verification code
- Click **Sign in**



## Application Navigation

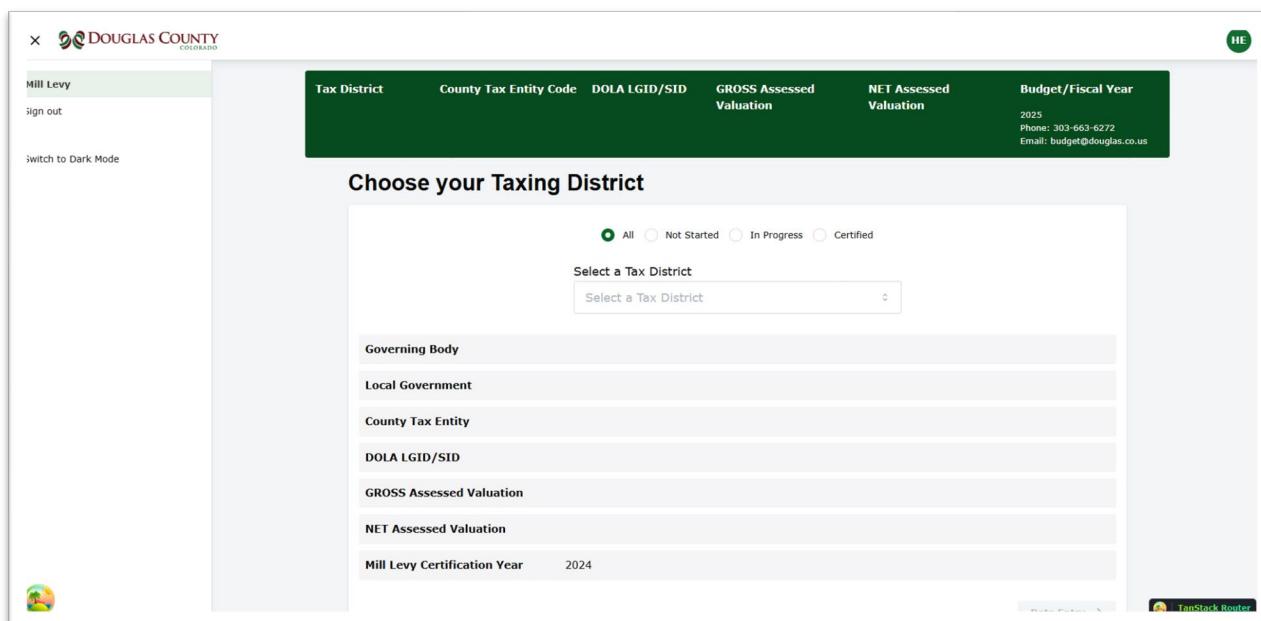
There are multiple options using the navigation on the application pages.

- Sign out by clicking either the Sign out in the navigation or clicking the circle on the top right
- Switch to Dark Mode/Light Mode
- Collapse the navigation bar by clicking on the X next to the Douglas County logo
- Expand the navigation bar by clicking on the 3 bars (hamburger) next to the Douglas County logo



## Mill Levy – Select Tax District

Once you log in to the application, you are directed to the Mill Levy - Select Tax District page. In the dropdown you will have access to all Tax Districts for which you have been granted permissions to enter the Mill Levy information.



## Select a Tax District

This page allows you to Select the Tax District to begin the Data Entry process. If you have access to multiple Tax Districts, the radial buttons allow you to filter Tax Districts based on the current data entry status. You will not be able to make changes to a Tax District that is Certified.

Once a Tax District is selected, the information in the top section will populate and will remain on every page through the process. The lower section displays information that will be used in the Certification letter. If any of the information is incorrect, please contact Douglas County - Budget via phone or email listed in the green bar.

- Click in the **Select a Tax District** box and select the Tax District
- Click the **Data Entry** button to move to the next page to enter Mill Levy information

Tax District	County Tax Entity Code	DOLA LGID/SID	GROSS Assessed Valuation	NET Assessed Valuation	Budget/Fiscal Year
Canyons Metro District 5	4524	66225	\$81,514,850	\$81,514,850	2025 Phone: 303-663-6272 Email: budget@douglas.co.us

### Choose your Taxing District

All  Not Started  In Progress  Certified

Select a Tax District  
Canyons Metro District 5 - 4524

Governing Body	Board of Directors
Local Government	Canyons Metro District 5
County Tax Entity	4524
DOLA LGID/SID	66225
GROSS Assessed Valuation	\$81,514,850
NET Assessed Valuation	\$81,514,850
Mill Levy Certification Year	2024

**Data Entry >**

## Mill Levy – Data Entry

### Data Entry Navigation

Once in the **Data Entry** process, the current Process will have a **green circle** around the number to indicate where you are in the certification process. Below that will be the actual process steps for data entry. The application will walk you through the process steps and allow you to enter mill levy information starting with **General Operating** funds, Bonds, Contracts, Other and to view Judgments. The green circle around the number indicates the current process step. Once a process step has been completed and you have moved to the next process step, a **green checkmark** will represent each completed process step. All values must be populated in a process step before you can navigate to the next process step.

NOTE: The Douglas County School District data entry process steps are a bit different. However, the instructions are the same for entering the mill levy information.

NOTE: There is a new section in data entry for HB24-1302 information required by the State. This section will allow you to enter however much data you wish to share. The data will be captured by Douglas County and reported to the State at the end of the Mill Levy certification process. See [Department of Local Affairs](#) site for more information.

Tax District	County Tax Entity Code	DOLA LGID/SID	GROSS Assessed Valuation	NET Assessed Valuation	Budget/Fiscal Year
Franktown Fire Protection District	4009	18011	\$331,877,130	\$331,877,130	2025 Phone: 303-663-6272 Email: budget@douglas.co.us

1 Select Tax District      2 Data Entry      3 Review Summary & Submit

1 General Operating      2 Bonds      3 Contracts      4 Other      5 Judgment      6 HB24-1302

Tax District	County Tax Entity Code	DOLA LGID/SID	GROSS Assessed Valuation	NET Assessed Valuation	Budget/Fiscal Year
Franktown Fire Protection District	4009	18011	\$331,877,130	\$331,877,130	2025 Phone: 303-663-6272 Email: budget@douglas.co.us

1 Select Tax District      2 Data Entry      3 Review Summary & Submit

1 General Operating      2 Bonds      3 Contracts      4 Other      5 Judgment      6 HB24-1302

### General Operation

The General Operating Funds section is standard for each district. You must enter a value for each entry, including 0 values. The Mill Levy values are limited to 9999.999.

- Enter the Mill Levy values for the current year for each fund
- Once all values are entered, the **Bonds** button will become available to move to the next process step

<b>Tax District</b>	<b>County Tax Entity Code</b>	<b>DOLA LGID/SID</b>	<b>GROSS Assessed Valuation</b>	<b>NET Assessed Valuation</b>	<b>Budget/Fiscal Year</b>
Canyons Metro District 5	4524	66225	\$81,514,850	\$81,514,850	2025 Phone: 303-663-6272 Email: budget@douglas.co.us

✓ **Select Tax District**     
 2 **Data Entry**     
 3 **Review Summary & Submit**

1 General Operating     
 2 Bonds     
 3 Contracts     
 4 Other     
 5 Judgment     
 6 HB24-1302

Purpose	Mill Levy Y-1	Mill Levy Y	Δ	Revenue Y-1	Revenue Y	Δ
General Operating Expenses	1.208	(1.208)	Required field!	\$87,579	\$0	(\$87,579)
<Minus> Temporary General Property Tax Credit/Temporary Mill Levy Rate Reduction	(0.000)	(0.000)	Required field!	(\$0)	(\$0)	(\$0)
Capital Expenditures	0.000	0.000	Required field!	\$0	\$0	\$0
Refunds/Abatements	0.000	0.000	Required field!	\$0	\$0	\$0

< **Select Tax District**     
 Bonds >

## Bonds

The Bonds section is unique for each district. You have the options to **Add** a new bond, **Edit** an existing bond or **Deactivate** a bond if it is no longer relevant. If you mistakenly Deactivate a bond, you can **Activate** it within this budget year. If you add a bond by mistake, you can **Delete** the bond.

You must enter a value for each entry even if the value is 0. The Mill Levy values are limited to 9999.999.

- Enter the Mill Levy values for the current year
- Add/Update any Bond entries
- Once all values are entered, the **Contracts** button will become available to move to the next process step

<b>Tax District</b>	<b>County Tax Entity Code</b>	<b>DOLA LGID/SID</b>	<b>GROSS Assessed Valuation</b>	<b>NET Assessed Valuation</b>	<b>Budget/Fiscal Year</b>
Canyons Metro District 5	4524	66225	\$81,514,850	\$81,514,850	2025 Phone: 303-663-6272 Email: budget@douglas.co.us

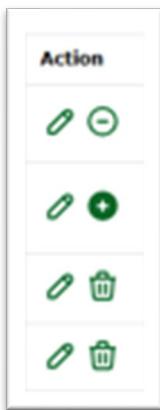
✓ **Select Tax District**     
 2 **Data Entry**     
 3 **Review Summary & Submit**

✓ General Operating     
 2 Bonds     
 3 Contracts     
 4 Other     
 5 Judgment     
 6 HB24-1302

Bond Type	Purpose of Issue	Series	Date Of Issue	Coupon Rate	Maturity Date	Mill Levy Y-1	Mill Levy Y	Δ	Revenue Y-1	Revenue Y	Δ	Action
Issued	Public Infrastructure	Series 2017A Limited Tax G O & Special Revenue Refunding & Improve. Bonds	05/25/2017	6.0% - 6.125%	12/01/2047	39.901	(39.901)	Required field!	\$2,892,777	\$0	(\$2,892,777)	 
Issued	Public Infrastructure	Series 2017B Subordinate Limited Tax G O & Special Revenue Refunding & Improve. Bonds	05/25/2017	8.00	12/15/2057	8.444	(8.444)	Required field!	\$612,180	\$0	(\$612,180)	 

+ **Add Line**     
 < **General Operating**     
 Contracts >

## Bonds Action



- Edit – Click the **pencil** in the **Action** column to Edit the bond information
- Deactivate – Click the **white circle with a minus** in the **Action** column to Deactivate a bond
- Activate – Click the **green circle with a plus** in the **Action** column to Activate a bond
- Delete – Click the **trashcan** in the **Action** column to Delete a bond. Only Bonds that were added this year can be deleted.

## Add a Bond

A Proposed or Issued bond can be entered in this section. Different fields are mandatory based on the Bond type and the required fields are marked with an asterisk. Once you select Issued, you cannot change the type back to Proposed. If you select Issued by mistake, click the Cancel button to restart the add process.

- Click the **+ Add Line** button on the bottom left
- Select Proposed or Issued and enter the data
- Click **Save** to add the Bond for the Tax District or **Cancel** to return to the Bonds page

Add Bond Fund

Proposed  Issued

Purpose Of Issue \*

Enter text

Mill Levy \*

0000.000

Revenue \*

\$0

**Cancel** **Save**

Add Bond Fund

Proposed  Issued

Purpose Of Issue \*

Series \*

Date Of Issue \*

Coupon Rate \*

Maturity Date \*

Mill Levy \*

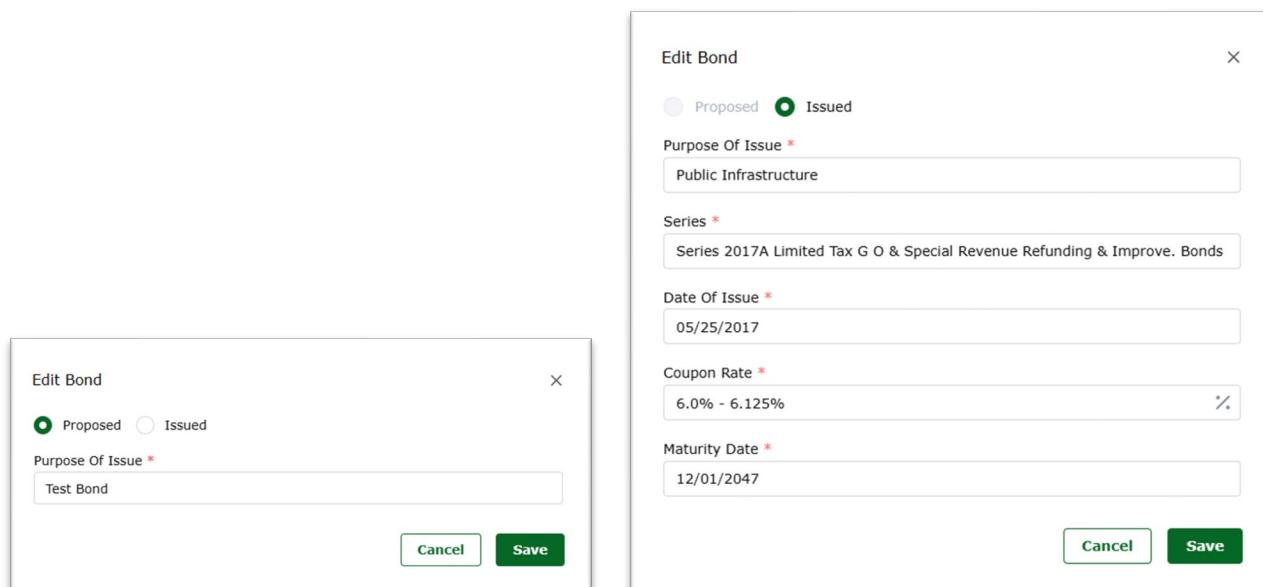
Revenue \*

**Cancel** **Save**

### Edit a Bond

A Proposed or Issued bond can be edited in this section. Different fields are available for editing depending on the Bond type. Mandatory fields are marked with an asterisk. You can change a Proposed bond to Issued in the edit screen. Once you select Issued, you can not change the type back to Proposed. If you select Issued by mistake, click the Cancel button to restart the edit process.

- Click the **pencil** in the **Action** column to edit a Bond
- Select Issued to update the Bond type from Proposed
- Update the data
- Click **Save** to update the Bond for the Tax District or click **Cancel** to return to the Bond page

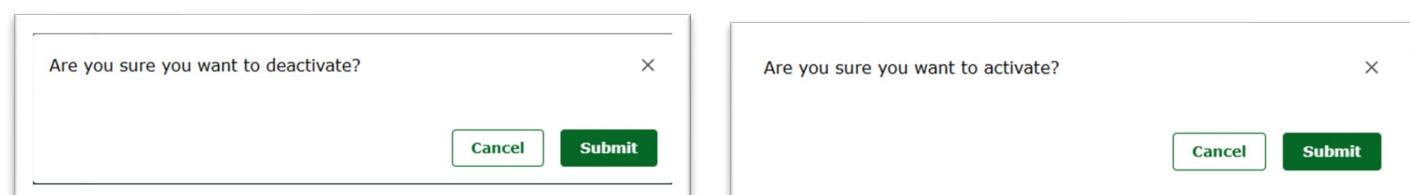


The image shows two versions of the 'Edit Bond' dialog box side-by-side. The left box is for a 'Proposed' bond, and the right box is for an 'Issued' bond. Both boxes have fields for 'Purpose Of Issue' (with 'Public Infrastructure' and 'Test Bond' examples), 'Series' (with 'Series 2017A Limited Tax G O & Special Revenue Refunding & Improve. Bonds' and '6.0% - 6.125%' examples), 'Date Of Issue' (with '05/25/2017' example), 'Coupon Rate' (with '6.0% - 6.125%' example), and 'Maturity Date' (with '12/01/2047' example). Both boxes have 'Cancel' and 'Save' buttons at the bottom.

### Deactivate or Activate a Bond

Bonds that were submitted with the previous year's certification will be displayed on this page and can be deactivated if they are no longer needed. Deactivated bonds will not be a part of the current year certification and will not be available the following year. A bond can be reactivated if deactivated in error during the current certification process.

- Click the white circle with a minus in the **Action** column to deactivate a Bond
- Click the green circle with a plus in the **Action** column to activate a Bond
- A confirmation message pop-up appears, click **Submit** to update the bond status or click **Cancel** to return to the bond page

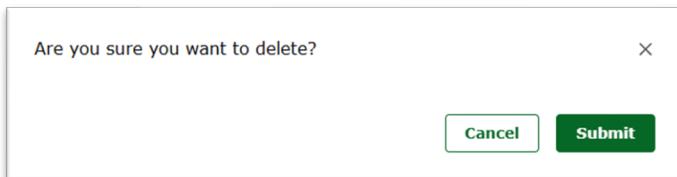


The image shows two confirmation dialog boxes. The left box asks 'Are you sure you want to deactivate?' with 'Cancel' and 'Submit' buttons. The right box asks 'Are you sure you want to activate?' with 'Cancel' and 'Submit' buttons.

### Delete a Bond

A Bond that was entered during the current Mill Levy certification process will have an Edit pencil or Delete trashcan in the Action column.

- Click the **trashcan** in the **Action** column to delete the bond
- A confirmation message pop-up appears, click **Submit** to delete the bond or click **Cancel** to return to the bond page

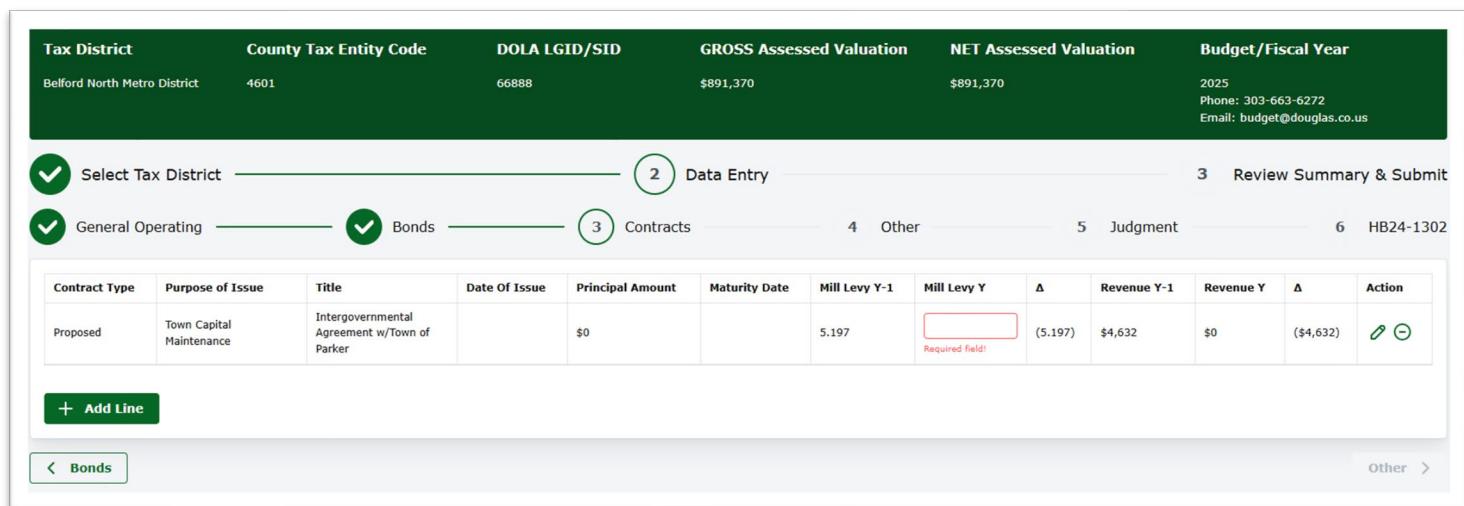


### Contracts

The Contracts section is unique for each district. You have the options to **Add** a new contract, **Edit** an existing contract or **Deactivate** a contract if it is no longer relevant. If you mistakenly Deactivate a contract, you can **Activate** it within this budget year. If you add a contract by mistake, you can **Delete** the contract.

You must enter a value for each entry even if the value is 0. The Mill Levy values are limited to 9999.999.

- Enter the Mill Levy values for the current year.
- Add/Update any Contract entries
- Once all values are entered, the **Other** button will become available to move to the next process step



Tax District	County Tax Entity Code	DOLA LGID/SID	GROSS Assessed Valuation	NET Assessed Valuation	Budget/Fiscal Year
Belford North Metro District	4601	66888	\$891,370	\$891,370	2025 Phone: 303-663-6272 Email: budget@douglas.co.us

1 Select Tax District      2 Data Entry      3 Review Summary & Submit

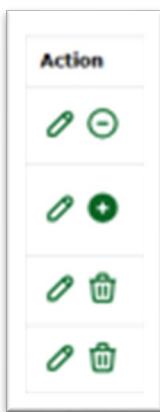
General Operating      Bonds      Contracts      4 Other      5 Judgment      6 HB24-1302

Contract Type	Purpose of Issue	Title	Date Of Issue	Principal Amount	Maturity Date	Mill Levy Y-1	Mill Levy Y	Δ	Revenue Y-1	Revenue Y	Δ	Action	
Proposed	Town Capital Maintenance	Intergovernmental Agreement w/Town of Parker		\$0		5.197	<span style="border: 1px solid red; padding: 2px;"> </span> Required field!	(5.197)	\$4,632	\$0	(\$4,632)		

+ Add Line

Bonds      Other >

## Contract Action



- Edit – Click the **pencil** in the **Action** column to Edit the contract information
- Deactivate – Click the **white circle with a minus** in the **Action** column to Deactivate a contract
- Activate – Click the **green circle with a plus** in the **Action** column to Activate a contract
- Delete – Click the **trashcan** in the **Action** column to Delete a contract. Only Contracts that were added this year can be deleted.

## Add a Contract

A Proposed or Issued contract can be entered in this section. Different fields are mandatory based on the Contract type and the required fields are marked with an asterisk. Once you select Issued, you cannot change the type back to Proposed. If you select Issued by mistake, click the Cancel button to restart the add process.

- Click the **+ Add Line** button on the bottom left
- Select Proposed or Issued and enter the data
- Click **Save** to add the Contract for the Tax District or **Cancel** to return to the Contract page

Add New Contract

Proposed  Issued

Purpose Of Issue \*

Enter text

Mill Levy \*

0000.000

Revenue \*

\$0

**Cancel** **Save**

Add New Contract

Proposed  Issued

Purpose Of Issue \*

Title \*

Date Of Issue \*

Principal Amount \*

Maturity Date \*

Mill Levy \*

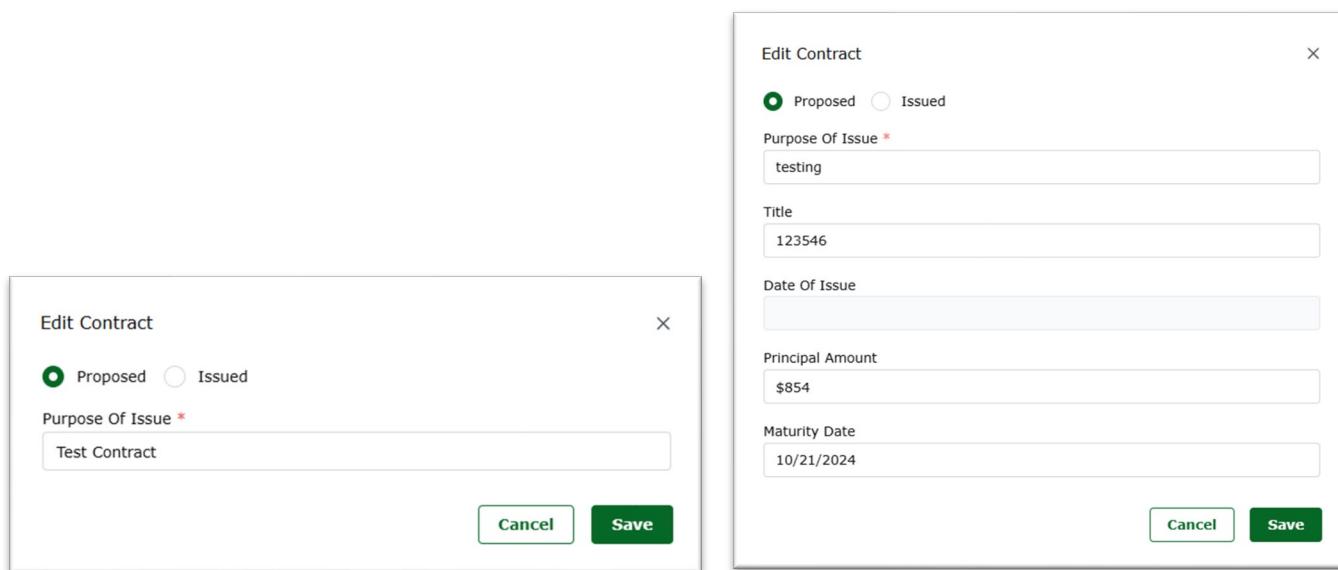
Revenue \*

**Cancel** **Save**

### Edit a Contract

A Proposed or Issued contract can be edited in this section. Different fields are available for editing depending on the Contract type. Mandatory fields are marked with an asterisk. You can change a Proposed contract to Issued in the edit screen. Once you select Issued, you cannot change the type back to Proposed. If you select Issued by mistake, click the Cancel button to restart the edit process.

- Click the **pencil** in the **Action** column on the right to edit a contract
- Select Issued to update the Contract type from Proposed
- Update the data
- Click **Save** to update the Contract for the Tax District or **Cancel** to return to the Contract page

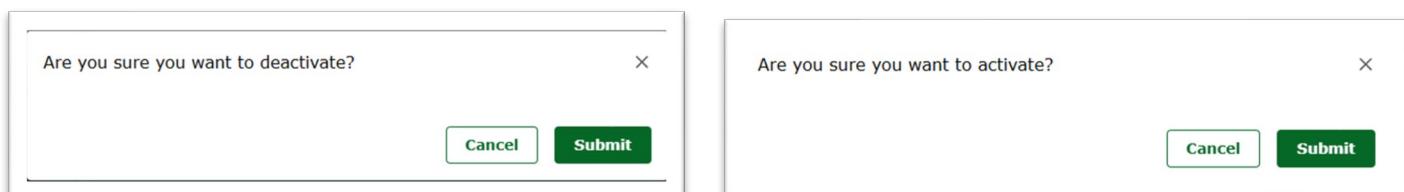


The image shows two versions of the 'Edit Contract' dialog box. The left version is for a 'Proposed' contract, with the 'Proposed' radio button selected. The right version is for an 'Issued' contract, with the 'Issued' radio button selected. Both versions include fields for 'Purpose Of Issue' (with a required asterisk), 'Title', 'Date Of Issue', 'Principal Amount', and 'Maturity Date'. Each dialog box has 'Cancel' and 'Save' buttons at the bottom.

### Deactivate or Activate a Contract

Contracts that were submitted with the previous year's certification will be displayed on this page and can be deactivated if they are no longer needed. Deactivated contracts will not be a part of the current year certification and will not be available the following year. A contract can be reactivated if deactivated in error during the current certification process.

- Click the white circle with a minus in the **Action** column to deactivate a Contract
- Click the green circle with a plus in the **Action** column to activate a Contract
- A confirmation message pop-up appears, click **Submit** to update the contract status or click **Cancel** to return to the contract page

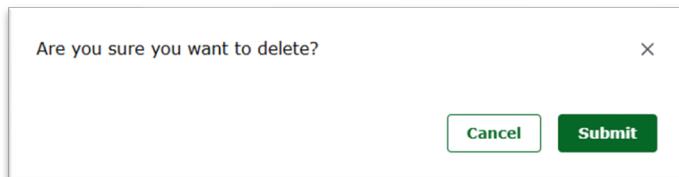


The image shows two confirmation dialog boxes. The left box asks 'Are you sure you want to deactivate?' and the right box asks 'Are you sure you want to activate?'. Both boxes have 'Cancel' and 'Submit' buttons at the bottom.

### Delete a Contract

A Contract that was entered during the current Mill Levy certification process will have an Edit pencil or Delete trashcan in the Action column.

- Click the **trashcan** in the **Action** column to delete the contract
- A confirmation message pop-up appears, click **Submit** to delete the contract or click **Cancel** to return to the contract page



### Other

The Other section is unique for each district. You have the options to **Add** a new Other, **Edit** an existing Other or **Deactivate** an Other if it is no longer relevant. If you mistakenly Deactivate an Other, you can **Activate** it within this budget year. If you add an Other by mistake, you can **Delete** the Other.

You must enter a value for each entry even if the value is 0. The Mill Levy values are limited to 9999.999.

- Enter the Mill Levy values for the current year.
- Add/Update any Other entries
- Once all values are entered, the **Judgment** button will become available to move to the next process step

Tax District	County Tax Entity Code	DOLA LGID/SID	GROSS Assessed Valuation	NET Assessed Valuation	Budget/Fiscal Year
Franktown Fire Protection District	4009	18011	\$331,877,130	\$331,877,130	2025 Phone: 303-663-6272 Email: budget@douglas.co.us

1 Select Tax District      2 Data Entry      3 Review Summary & Submit

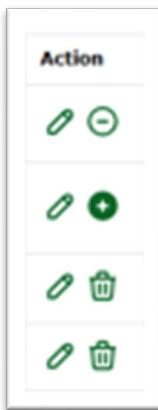
1 General Operating      2 Bonds      3 Contracts      4 Other      5 Judgment      6 HB24-1302

Purpose of Issue	Mill Levy Y-1	Mill Levy Y	Δ	Revenue Y-1	Revenue Y	Δ	Action
Voter approved mill levy adjustment	0.000	1.000	1.000	\$0	\$331,877	\$331,877	
test change	0.000	3.000	3.000	\$0	\$995,631	\$995,631	
Testing 1	0.000	1.000	1.000	\$0	\$331,877	\$331,877	

**+ Add Line**

**< Contracts** **Judgment >**

### Other Action



- Edit – Click the **pencil** in the **Action** column to Edit the Other entry information
- Deactivate – Click the **white circle with a minus** in the **Action** column to Deactivate an Other entry
- Activate – Click the **green circle with a plus** in the **Action** column to Activate an Other entry
- Delete – Click the **trashcan** in the **Action** column to Delete an Other entry. Only Other entries that were added this year can be deleted.

### Add Other

An Other entry can be entered in this section. There are only 2 fields required for data entry.

- Click the **+ Add Line** button on the bottom left
- Enter the data
- Click **Save** to add the Other entry for the Tax District or **Cancel** to return to the Other page

### Edit Other

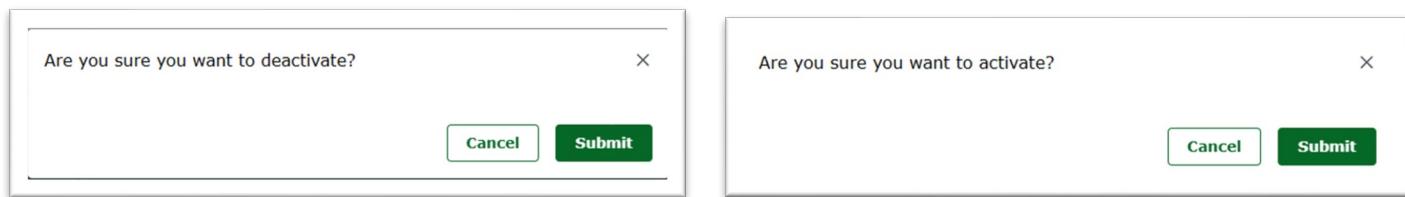
An Other entry Purpose can be edited in this section.

- Click the **pencil** in the **Action** column to edit an Other entry
- Update the Purpose
- Click **Save** to update the Other entry for the Tax District or **Cancel** to return to the Other page

### *Deactivate or Activate an Other*

Other entries that were submitted with the previous year's certification will be displayed on this page and can be deactivated if they are no longer needed. Deactivated Other entries will not be a part of the current year certification and will not be available the following year. An Other entry can be reactivated if deactivated in error during the current certification process.

- Click the white circle with a minus under **Action** to deactivate an Other entry
- Click the green circle with a plus under **Action** to activate an Other entry
- A confirmation message pop-up appears, click **Submit** to update the Other status or click **Cancel** to return to the Other page



### *Delete an Other*

An Other entry that was entered during the current Mill Levy certification process will have an Edit pencil or Delete trashcan in the Action column.

- Click the **trashcan** in the **Action** column to delete the Other entry
- A confirmation message pop-up appears, click **Submit** to delete the other entry or click **Cancel** to return to the Other page



## Judgment

Judgments are added by Douglas County Budget if needed. You will be able to see information about a Judgment if one has been added to your Tax District. This page will be read-only.

- Review the Judgment information
- Click **HB24-1302** to move to the final data entry section

Tax District	County Tax Entity Code	DOLA LGID/SID	GROSS Assessed Valuation	NET Assessed Valuation	Budget/Fiscal Year
Westfield Metro District 1 Judgment	4627	18077	\$14,540	\$14,540	2025 Phone: 303-663-6272 Email: budget@douglas.co.us

Select Tax District 2 Data Entry 3 Review Summary & Submit  
 General Operating 4 Bonds 5 Contracts 6 Other 7 Judgment 8 HB24-1302

Claimant	Mill Levy Y-1	Mill Levy Y	Δ	Revenue Y-1	Revenue Y	Δ	Action
MSP Investment Company	10.000	1.000	(9.000)	\$145	\$15	(\$130)	
robert judgment 1 update 2 - hjj	0.000	1.000	1.000	\$0	\$15	\$15	

< Other
HB24-1302 >

## HB24-1302

Douglas County is asking local governments to submit information for this House Bill using the Mill Levy Certification application, pursuant to 39-1-125 (1) (c) C.R.S. There are no specific requirements for data entry of this information and you can make as many entries as needed for your Tax District. Douglas County must submit this information to the State along with the Mill Levy Certification. You can download your entries to Excel by clicking the Export HB24 button.

Tax District	County Tax Entity Code	DOLA LGID/SID	GROSS Assessed Valuation	NET Assessed Valuation	Budget/Fiscal Year
Stonegate Village Metro District	4065	18043	\$130,042,390	\$130,042,390	2025 Phone: 303-663-6272 Email: budget@douglas.co.us

Select Tax District 2 Data Entry 3 Review Summary & Submit 4 Admin Summary  
 General Operating 5 Bonds 6 Contracts 7 Other 8 Judgment 9 HB24-1302

**Mill Levy Public Information**

Please add as many records as you feel necessary to meet the requirements of 39-1-125(1) (c) C.R.S. The information provided will be compiled and reported to the State with your mill levy certification.

Click add HB24 to add records

+ Add HB24
Export HB24

< Judgment
Review Summary & Submit >

### Add HB24-1302 Information

An HB24-1302 entry can be entered in this section. The data entry page has multiple fields that you can chose to populate. There is no limit to the number of entries you submit for the Tax District. Once added, you will be able to edit the data. Each entry will be listed in a table as they are entered into the application.

- Click the **+ Add HB24** button on the bottom left
- Enter the data
- Click **Save** to add the HB24-1302 entry for the Tax District or **Cancel** to exit the add page

Add HB24

Mill Levy Name / Purpose Enter text	Mill Levy Rate (Mills) 0000.000
Previous Year Mill Levy Rate 0000.000	Previous Year Revenue Collected \$0
Mill Levy Maximum without further voter approval 0000.000	Allowable Annual Growth in Mill Levy Revenue \$0
Actual Growth in Mill Levy Revenue over previous year \$0	
<input type="checkbox"/> Is revenue from this mill levy allowed to be retained and spent as a voter-approved revenue change pursuant to section 20 (7)(b) of Article X of the State Constitution (TABOR)?	
<input type="checkbox"/> Is revenue from this mill levy subject to the Statutory Property Tax (5.5%) Limit in 29-1-301 C.R.S?	
<input type="checkbox"/> Is revenue from this mill levy subject to any other limit on annual revenue growth enacted by the local government or another local government?	
<input type="checkbox"/> Does the mill levy need to be adjusted or does a temporary mill levy reduction need to be used in order to collect a certain amount of revenue? If 'Yes', what is the amount**?	
Other or Additional Information Enter text	
Contact Information	
Contact Name Enter text	Title Enter text
Phone Number XXX-XXX-XXXX	Email Address example@example.com
<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

### Table Entry View

Tax District	County Tax Entity Code	DOLA LGID/SID	GROSS Assessed Valuation	NET Assessed Valuation	Budget/Fiscal Year
Douglas County Government	0001	18008	\$10,612,590,640	\$10,506,631,639	2025 Phone: 303-663-6272 Email: budget@douglas.co.us

Select Tax District 2 Data Entry 3 Review Summary & Submit 4 Admin Summary  
 General Revenues 2 HB24-1302

**Mill Levy Public Information**

Please add as many records as you feel necessary to meet the requirements of 39-1-125(1) (c) C.R.S. The information provided will be compiled and reported to the State with your mill levy certification.

Name	Current Levy	Previous Levy	Previous Year Revenue	Maximum Levy	Allowable Revenue Growth	Actual Revenue Growth	Allow Retention	Statutory 5.5% Limit	Other Limit	Need Adjusted
testing emi 5	0.000	0.000	\$0	0.000	\$0	\$0	Yes	No	Yes	Yes
CHECK CONTACT NAME	0.000	0.000	\$0	0.000	\$0	\$0	No	No	No	Yes

*Edit HB24-1302 Information*

An HB24-1302 entry can be edited in this section.

- Click the **pencil** in the Edit column to edit an entry
- Update the data
- Click **Save** to update the HB24-1302 entry for the Tax District or **Cancel** to exit the edit page

### Edit HB24

Mill Levy Name / Purpose	Mill Levy Rate (Mills)		
robert	1.200		
Previous Year Mill Levy Rate	Previous Year Revenue Collected		
1.300	\$200,000		
Mill Levy Maximum without further voter approval	Allowable Annual Growth in Mill Levy Revenue		
1.300	\$2,000,000		
Actual Growth in Mill Levy Revenue over previous year			
\$100,000			
<input type="checkbox"/> Is revenue from this mill levy allowed to be retained and spent as a voter-approved revenue change pursuant to section 20 (7)(b) of Article X of the State Constitution (TABOR)?			
<input type="checkbox"/> Is revenue from this mill levy subject to the Statutory Property Tax (5.5%) Limit in 29-1-301 C.R.S?			
<input type="checkbox"/> Is revenue from this mill levy subject to any other limit on annual revenue growth enacted by the local government or another local government?			
<input type="checkbox"/> Does the mill levy need to be adjusted or does a temporary mill levy reduction need to be used in order to collect a certain amount of revenue? If 'Yes', what is the amount**?			
Other or Additional Information			
Enter text			
Contact Information			
Contact Name	Title	Phone Number	Email Address
Robert Lieou	no title	3036636221	rlieou@douglas.co.us
<input type="button" value="Cancel"/>		<input type="button" value="Save"/>	

## Review Summary & Submit

### Submit Certification

The final step for the Mill Levy Certification process is to Review Mill Levy entries and Certify the Tax District. This page displays the previous year's information along with the current year's data entry values. An Explanation of Changes comment can be added at this time to provide additional information about Mill Levy entries.

- Review the Mill Levy information added for this year
- Click the **Data Entry** Process checkmark to go back into the Data Entry section to make changes
- Enter an Explanation of Changes to provide additional information if needed
- Click **Clear Explanation of Changes** to make clear the explanation box
- Click **View Draft** to view a PDF of the Certification letter for further validation

Tax District	County Tax Entity Code	DOLA LGID/SID	GROSS Assessed Valuation	NET Assessed Valuation	Budget/Fiscal Year
Airport Vista Metro District 2	4514	66002	\$67,560	\$67,560	2025 Phone: 303-663-6272 Email: budget@douglas.co.us

Select Tax District  Data Entry  Review Summary & Submit (3)

Purpose	Mill Levy Y-1	Mill Levy Y	Δ	Revenue Y-1	Revenue Y	Δ
General Operating Expenses	16.045	0.000	(16.045)	\$1,297	\$0	(\$1,297)
<Minus> Temporary General Property Tax Credit/Temporary Mill Levy Rate Reduction	(0.000)	(0.000)	(0.000)	(\$0)	(\$0)	(\$0)
<b>Net General Operating</b>	<b>16.045</b>	<b>0.000</b>	<b>(16.045)</b>	<b>\$1,297</b>	<b>\$0</b>	<b>(\$1,297)</b>
General Obligation Bonds and Interest	0.000	0.000	0.000	\$0	\$0	\$0
Contractual Obligations	0.000	0.000	0.000	\$0	\$0	\$0
Capital Expenditures	0.000	0.000	0.000	\$0	\$0	\$0
Refunds/Abatements	0.000	0.000	0.000	\$0	\$0	\$0
Other	0.000	0.000	0.000	\$0	\$0	\$0
Judgment	0.000	0.000	0.000	\$0	\$0	\$0
<b>TOTAL</b>	<b>16.045</b>	<b>0.000</b>	<b>(16.045)</b>	<b>\$1,297</b>	<b>\$0</b>	<b>(\$1,297)</b>

Explanation of Changes  
(500 characters max)

Character Counter: 0

[Data Entry](#)

### Submit for Certification

The Submit for Certification process will Certify the Mill Levy information for the Tax District. The final Certification document will be emailed to you. A pop-up will appear with your email address and boxes to enter additional recipient emails. A summary of the Mill Levy and Revenue information is provided on the bottom.

- Click **Submit for Certification** to submit the Mill Levy information
- Click **Certify** to send the Certification document or **Cancel** to exit the submit page

Submit certification X

A confirmation email with complete details will be sent to **hjacob@douglas.co.us**. If you would like to send a copy of the confirmation email to additional recipients, add them here:

Email Address 1  
example@example.com

Email Address 2  
example@example.com

Email Address 3  
example@example.com

By certifying you are validating all information is correct, accurate, and you have authorization to submit this data on behalf of the tax district. This action officially certifies the following Mills to be levied against the tax district's NET Assessed Value. You will not be able to make further changes once you certify.

On behalf of **Castle Rock Fire Protection District**, with a NET Assessed Value of **\$147,886,560**, I hereby certify a total Mill Levy of **4.220** yielding a Revenue of **\$624,083**.

Cancel Certify

## REVISION HISTORY

Version	Modified by	Revision Date	Change Summary
1.0	Holly Jacob	10/31/2024	New