

CITY CENTER WEST COMMERCIAL METROPOLITAN DISTRICT

141 Union Boulevard, Suite 150
Lakewood, Colorado 80228-1898
Tel: 303-987-0835 • 800-741-3254
Fax: 303-987-2032

<https://citycenterwestcommercialmd.colorado.gov>

NOTICE OF REGULAR MEETING AND AGENDA

Board of Directors:

Mike Sandene
Andrew R. Klein
Michael J. Schroeder
Paige Langley
VACANT
David Solin

Office:

President
Treasurer
Asst. Secretary
Asst. Secretary
Secretary (non-elected position)

Term/Expiration:

2025/May 2025
2027/May 2027
2027/May 2027
2025/May 2025
2027/May 2027

DATE: Monday, November 4, 2024

TIME: 1:00 P.M.

PLACE: Zoom Meeting: The meeting can be joined through the directions below:
** Individuals requiring special accommodation to attend and/or participate in the meeting please advise the District Manager (dsolin@sdmsi.com or 303-987-0835) of their specific need(s) before the meeting.*

<https://us02web.zoom.us/j/5469119353?pwd=SmtlcHJETFhCQUZEcVBBOGZVU3Fqdz09>

Meeting ID: 546 911 9353

Passcode: 912873

Dial In: 1 (719) 359-4580

I. PUBLIC COMMENTS

- A. Members of the public may express their views to the Board on matters that affect the District. Comments will be limited to three (3) minutes per person.
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II. ADMINISTRATIVE MATTERS

- A. Present disclosures of potential conflicts of interest.
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- B. Confirm quorum, location of the meeting, posting of meeting notices, and designate 24-hour posting location. Approve Agenda.
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- C. Review and consider approval of the Minutes of the November 6, 2023 Regular Meeting and Minutes of the November 6, 2023 Annual Meeting (enclosures).
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- D. Discuss business to be conducted in 2025 and location (**virtual and/or physical**) of meetings. Schedule regular meeting dates (suggested dates are June 2, 2025 and November 3, 2025 at 1:00 p.m.) and consider adoption of Resolution No. 2024-11-01 Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting of 24-Hour Notices (enclosure).
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E. Insurance Discussion:

1. Cyber Security and Increased Crime Coverage.

2. Establish Insurance Committee to make final determinations regarding insurance, if necessary.

3. Authorize renewal of District’s insurance and Special District Association (SDA) membership for 2025.

F. Website Accessibility Matters:

1. Discuss website accessibility matters.

III. FINANCIAL MATTERS

A. Review and ratify approval of payment of claims as follows (enclosures):

Fund	Period Ending Nov. 30, 2023	Period Ending Dec. 31, 2023	Period Ending Jan. 31, 2024
General	\$ 8,094.55	\$ 11,703.96	\$ 6,859.43
Payroll	\$ -0-	\$ -0-	\$ -0-
Debt	\$ -0-	\$ -0-	\$ -0-
Capital	\$ -0-	\$ -0-	\$ -0-
Total	\$ 8,094.55	\$ 11,703.96	\$ 6,859.43

Fund	Period Ending Feb. 29, 2024	Period Ending Mar. 31, 2024	Period Ending Apr. 30, 2024
General	\$ 5,779.14	\$ 7,649.03	\$ 2,695.32
Payroll	\$ -0-	\$ 52.35	\$ 92.35
Debt	\$ -0-	\$ -0-	\$ -0-
Capital	\$ -0-	\$ -0-	\$ -0-
Total	\$ 5,779.14	\$ 7,701.38	\$ 2,787.67

Fund	Period Ending May 31, 2024	Period Ending Jun. 30, 2024	Period Ending Jul. 31, 2024
General	\$ 11,190.38	\$ 7,203.65	\$ 5,203.62
Payroll	\$ -0-	\$ -0-	\$ -0-
Debt	\$ -0-	\$ -0-	\$ -0-
Capital	\$ -0-	\$ -0-	\$ -0-
Total	\$ 11,190.38	\$ 7,203.65	\$ 5,203.62

Fund	Period Ending Aug. 31, 2024	Period Ending Sept. 30, 2024	Period Ending Oct. 31, 2024
General	\$ 9,124.15	\$ 8,089.19	\$ 11,545.94
Payroll	\$ -0-	\$ -0-	\$ -0-
Debt	\$ -0-	\$ -0-	\$ -0-
Capital	\$ -0-	\$ -0-	\$ -0-
Total	\$ 9,124.15	\$ 8,089.19	\$ 11,545.94

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- B. Review and accept unaudited financial statements and schedule of cash position (enclosure).
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- C. Review and ratify approval of 2023 Audit (enclosure), and authorization of execution of Representations Letter.
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- D. Consider engagement of Tatton and Company LLC for preparation of 2024 Audit (to be distributed).
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- E. Conduct Public Hearing to consider Amendment of 2024 Budget. If necessary, consider adoption of Resolution to Amend the 2024 Budget.
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- F. Conduct Public Hearing on the proposed 2025 Budget and consider adoption of Resolution No. 2024-11-02 Resolution to Adopt the 2025 Budget and Appropriate Sums of Money, and Resolution No. 2024-11-03 Resolution to Set Mill Levies (enclosures – preliminary AV, draft 2025 Budget, and Resolutions).
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- G. Authorize District Accountant to prepare and sign the DLG-70 Certification of Tax Levies form and Mill Levy Public Information Form (“Certification”). Direct District Accountant to file the Certification with the Board of County Commissioners and other interested parties.
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- H. Consider appointment of the District Accountant to prepare the 2026 Budget and set the date for a Public Hearing to adopt the 2026 Budget for November 3, 2025, at 1:00 p.m., to be held via videoconference.
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VI. LEGAL MATTERS

- A. Discuss May 6, 2025 Regular Directors' Election and consider adoption of Resolution No. 2024-11-04 Resolution Calling Election for Directors, appointing Designated Election Official ("DEO") and authorizing the DEO to perform all tasks required for the conduct of a mail ballot election (enclosure). Self-Nomination Forms are due by February 28, 2025. Discuss the need for ballot issues and/or questions.
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- B. Discuss requirements of Section 32-1-809, C.R.S., and direct staff regarding compliance for 2025 (Transparency Notice).
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- C. Acknowledge Cost Allocation and Waiver of Rights to Reimbursement – Cost Certification Report No. 3 – Pond DD.
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- D. Ratify Bond Requisition for reimbursement of funds to BV Retail Land Holdings, LLLP and/or City Center West, LP.
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- E. Discuss Status of Inclusion Agreement Requirements.
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V. CAPITAL MATTERS

- A. Discuss status of construction.
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VI. OPERATION MATTERS

- A. Discuss and consider ratification of approval of Service Agreement between the District and PB Roche Property Solutions, LLC for 2024 Landscape Maintenance Services (enclosure).
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- B. Discuss and consider ratification of approval of Service Agreement between the District and PB Roche Property Solutions, LLC for 20234-2024 Snow Removal Services (enclosure).
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- C. Discuss and consider ratification of approval of Change Order No.1 to the Service Agreement between the District and PB Roche Property Solutions, LLC for 2024-2025 Snow Removal Services (enclosure).
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- D. Discuss and consider approval of Change Order No.1 to the Service Agreement between the District and PB Roche Property Solutions, LLC for 2025 Landscape Maintenance Services (to be distributed).
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VII. OTHER BUSINESS

- A. _____

VIII. ADJOURNMENT **THERE ARE NO MORE REGULAR MEETINGS SCHEDULED FOR 2024.**

Informational Enclosure:

- Memo regarding New Rate Structure from Special District Management Services, Inc.
- Price Change 2025 from Diversified Underground, Inc.