



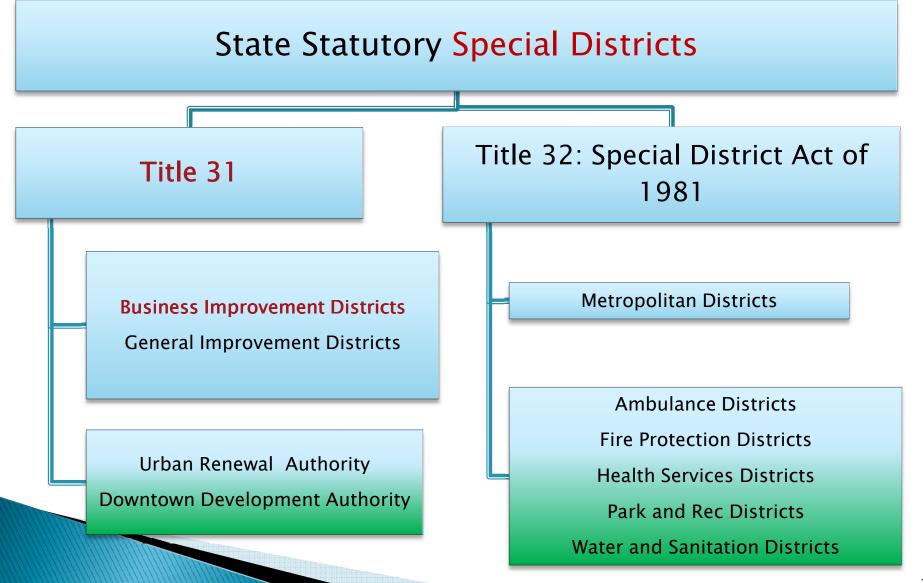
Business Improvement Districts (BIDs) 2015 Budget Review







Types of Districts





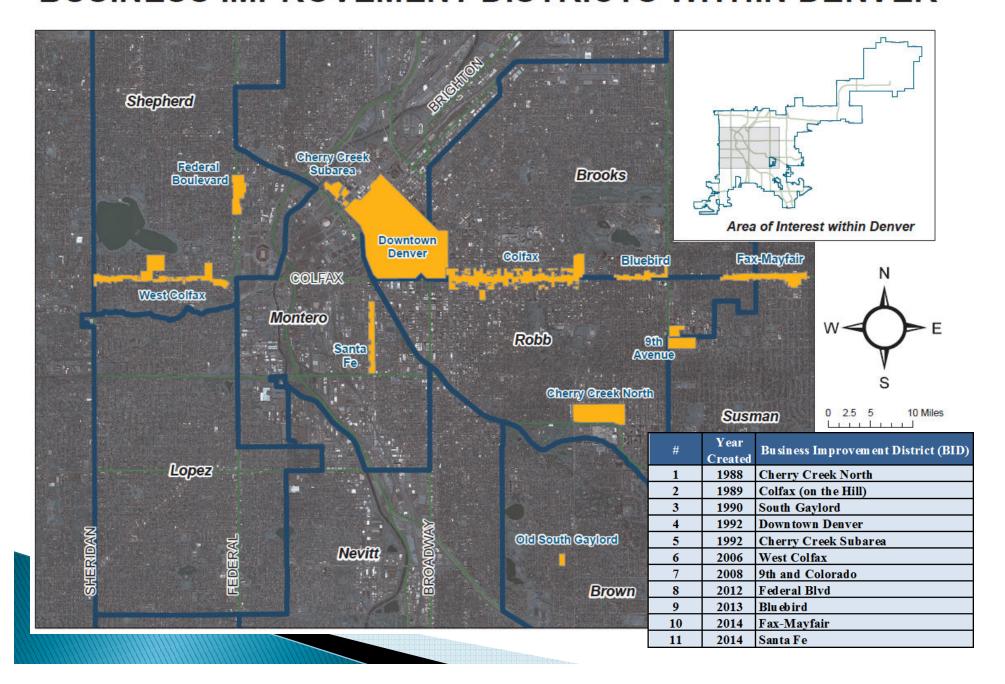
Business Improvement Districts(BIDs)

- Legal authority: Colorado Revised Statutes Sections 31-25-1201 through 31-25-1228. (Consists of commercial property only -"residential and agriculture exempt").
- Powers: To manage, control, and supervise all the business affairs of the district and of the acquisition, construction, financing, installation, and operation of district improvements, and the financing and operation of district services within its boundaries.

They have the power to issue general obligation bonds (with election) and revenue bonds; Can acquire previously constructed improvements. Powers may be expanded in the creating ordinance or by separate agreement. Once approved by Council a new governmental authority and overlapping debt is created.

- Created: Letter of Intent by property owners in the district; It is initiated by a petition of owners having at least 50% of the assessed valuation and at least 50% of the district's land. It is approved by a Creation Ordinance with public hearing.
- Revenues Derived: Through levy of ad valorem tax (property taxes) or special assessments.
- **Board of Directors**: Board of Directors are appointed by the Mayor and approved by City Council. Must meet at least once a year as board to adopt budget, audit etc.

BUSINESS IMPROVEMENT DISTRICTS WITHIN DENVER





Required Budget Approval Process

Deadline for BID to Submit
Budget

	Business						
Date	Improvement						
	District Action						
1 5	Budget Submission						
1-Sep	Reminder Notifications						
30-Sep	Submit Budget to City						
Oct 1-15th	Staff Reviews & Analysis						
15-Oct	Ordinance Request to City Council submitted to ensure deadlines met						
5-Dec	City Council approve Work Plan & Budget						
15-Dec	Deadline for Certification of Mill Levies						
22-Dec	Deadline to levy for City Council						
31-Dec							

Staff Review

Deadline to approve Work Plan and Budget

Annual BID Data Requested

Financial:

- 2015 Work Plan (Performance Activities) and Budget
- 2014 year-to-date "budget to actual" financial reports, and activities performed.
- Any material departures from the 2014 Operating Plan, and an explanation.
- The status of any planned or outstanding indebtedness.
- The results of any audits conducted during the year (2013 Annual Audited Financial Statement by July 31st of each year).

Informational:

- A copy of the By-laws, if any, in effect in 2014/2015.
- A list of official board actions (motions) in the past year.
- Current list of all Board members including name, address, phone, fax and email as well as term appointment and expiration date.
- Board members attendance records for the past year.

Performance:

If documented tangible impacts, as well as any statistical performance measures including trend occupancy rates, business or citizen surveys, crime rates, lease rates, taxable retail sales, number of jobs created, pedestrian/visitor counts, and business license revenues.

Finance Department Components of Analytic Review

Financial Review

- Confirm expenditures with 2014 year-to-date budget. Identify any material departures from the 2014 Operating Plan, and obtain an explanation.
- Review year-end financial reports for variations from reported budget. Examine results of any audits (when applicable) conducted during the year.
- Identify the status of any planned or outstanding indebtedness.
- Performa a "Budget Change" analysis to identify variations to proposed budgets.
- Review Bonded Debt compliance (where applicable) and review impact to the City's Overall Overlapping Debt.
- Reviewed performance metrics and impact to Work Plan.

Report Anomalies

Material variations, deviations from plan, audit findings, and debt compliance.

Finance Department Analysis Includes: 2015 Budget



Expenditures Comparative Summary

2. Cherry Creek North & Downtown Denver Represent 93% of BID Expenditures

Buisiness Improvement District 2015 Budget Expenditures Comparative Summary 4. Only Cherry Creek North Has Bonded Debt Service

#	Year	District in Creatic	Admin	Capital	Mainten an ce	Marketing &	Parking	Safety &	Special	Debt	Fund	Totals	% of Grand		
	Created	Order		Improvements		Econ Dev		Security	Events &	Service	Balance		Total		
				•					Projects		Reserve				
1	1988	Cherry Creek North	\$517,082	\$0	\$870,500	\$905,600	\$126,000	\$0	\$69,000	\$1,200,621	\$2,732,894	\$6,421,697	42%		
		%of Total	8%		14%	14%	2%		1%	19%	43%				
2	1989	Colfax (on the Hill)	\$161,914	\$55,000	\$135,500	\$22,235	\$0	\$0	\$50,000	\$0	\$13,133	\$437,782	2.9%		
		%of Total	37%	13%	31%	5%			11%		3.0%				
3	1990	Old South Gaylord	\$14,256	\$0	\$26,750	\$0	\$0	\$0	\$0	\$0	\$0	\$41,006	0%		
		% of Tota	35%		65%						0%				
4	1992	Downtown Denver	\$1,306,356	\$218,051	\$3,435,894	\$863,859	\$0	\$730,857	\$349,541	\$0	\$813,851	\$7,718,409	51%		
		%of Total	17%	2.8%	45%	11%	0	9%	5%		11%				
5	1992	Cherry Creek Subarea	\$13,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$46,419	\$59,419	0%		
		%of Total	22%		0%	0%					78%				
6	2006	West Colfax	\$17,549	\$0	\$22,499	\$104,751	\$0	\$0	\$16,000	\$0	\$0	\$160,799	1%		
		%of Total	11%		14%	65%			10%		0.0%				
7	2008	9th and Colorado	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%		
		(Inactive)													
8	2012	Federal Blvd	\$35,000	\$10,000	\$0	\$5,000	\$0	\$0	\$0	\$0	\$0	\$50,000	0%		
			70%	20%		10%									
9	2013	Bluebird	\$44,957	\$20,000	\$16,000	\$10,000	\$0	\$0	\$0	\$0	\$2,075	\$93,032	1%		
			48%	21%	17%	11%					2.2%				
10	2014	Fax-Mayfair	\$3,000	\$0	\$28,000	\$58,000	\$0	\$29,000	\$0	\$0	\$0	\$118,000	1%		
			3%		24%	49%		25%							
11	2014	Santa Fe	\$3,000	\$25,000	\$40,000	\$20,000	\$0	\$12,000	\$0	\$0	\$0	\$100,000	1%		
			3%	25%	40%	20%		12%							
		Totals	\$2,116,114	\$328,051	\$4,575,143	\$1,989,445	\$126,000	\$771,857	\$484,541	\$1,200,621	\$3,608,372	\$15,200,144	100%		
			14%	2%	30%	13%	1%	59/0	3%	8%	24%				

3. Maintenance and Marketing Represent 43% of BID Budgets -\$6.5M

1. \$15.2M Spent By all BIDs

Analysis Includes: 2015 BID Budget Change Summary

				Material		Mill Levy or			
		E	Budgeted	Changes to	Mill	Assessment	Principal Debt		
#	BID Name (Alpha Order)	١	Revenue	Prior Yr	Levy/Assessment	Change	Outstanding	Fu	nd Balance
1	Bluebird BID	\$	93,032	\$20K Grant	10.00	No Change	None	\$	2,075
2	Cherry Creek North BID	\$	3,247,909	No Change	10.942	No Change			
	Debt Service Mill				6.7000	No Change	\$ 16,560,000	\$	2,732,894
	Total				17.6420	No Change			
3	Cherry Creek Subarea BID	\$	15,000	No Change	0.793	No Change	None	\$	46,419
4	Colfax Ave BID***	\$	437,782	No Change	8.005	No Change	None	\$	13,133
5	Downtown Denver BID	\$	6,683,983	No Change	Assessment	No Change	None	\$	813,851
6	Fax-Mayfair BID	\$	118,000	New	Assessment	New	None	\$	-
7	Federal Blvd BID**	\$	50,000	No Change	11.944	New	None	\$	-
8	Old S. Gaylord BID	\$	41,006	No Change	7.233	No Change	None	\$	15,000
9	Santa Fe BID	\$	100,000	New	Assessment	New	None	\$	-
10	West Colfax BID	\$	160,799	No Change*	Assessment	No Change	None	\$	3,594
11	9th Ave. BID (Inactive)	\$	-	N/A	-	N/A	None	\$	-

^{*2014} West Colfax had a \$309K Predestrian Mobility Project, 2015 applying for additional grant funds

Conclusion: No Material Changes from prior period Budgets

^{**}Federal Blvd had an operational grant in 2014 from OED, now has a new Mill Levy for 2015

^{***\$45,000} Grant increase for pedestrian lights

Special District Monitoring of Overlapping Debt



 Overlapping debt capacity and community fiscal impact is monitored on an annual basis.

	City and County of Denver											
	Special District Debt Obligation Risk Assessment											
	Report Date: As of FY 2010											
					,							
			Year						Risk	Risk		
			Council					Total	Assess-	Assess-		
н			Approved		Bonds	Debt Authorized		District	ment	ment		
	District Listing	Mil Levy		Developer/Owner	Outstanding	but Unissued	District AV	Score	Rating	Rating	Comments	
									2010	2009		
M	etropolitan											
1	Alameda Station	0.00	2008	Alameda Station LLC	s -	\$ 19,725,000	s -	3.00	Minimal	Minimal	District was severed Describer 2000. But financial general solid City IGA in in	
_	BMP #1		2010	D4 Urban LLC &					Minimal		Bra Dialrial	
	DMF 41	0.00		CF Property	\$ -	\$ 300,000,000	\$ -	3.00	MINIM 31			
3	BMP #2	0.00	-	-	Inactive	Inactive	Inactive					
4		0.00	-	-	Inactive	Inactive	Inactive					
5	Bowles"	40.00	1987	Development Completed	\$ 23,100,000	<u> </u>	\$ 53,415,880	4.00	Minimal	Minimal		
6	Broadway Station \$1			Mississippi						Minimal	Amoul of Brarlager Advance reduced from prior grav by \$314,000, gel capital	
۳	Dioddady Station &1	N/A	2006	Development, LLC	\$ -	\$ 378,000,000	\$ 25,370	0.00	Low		cellag coolineed cassing definit	
7	Broadway Station #2	N/A	•	-	\$ -	\$ 378,000,000	\$ -	3.00	Minimal	Minimal		
8		11.00		-	\$ -	\$ 378,000,000	\$ 6,047,460	2.00	Minimal	Minimal		
9	Central Platte Valley	53.00	1998	Construction Mgmt	\$ 57,735,000	\$ 111,445,000	\$ 34,733,250	-2.00	Low	Low		
	Central Platte Valley (Debt)	20.00	•	-	\$ -	\$ -	\$ 48,726,530					
#	Community Coordinating	M/A	2010	N/A	M/A	M/A	M/A					
•	Denargo Market \$1		2010	Cypress Real Estate								
	,	0.00		Advisors	\$ -	\$ 22,612,500	\$ 120		Low			
크	Denargo Market #2	M/A			Inactive****	Inactive	Inactive	Inactive				
3	Denargo Market #3	M/A		-	Inactive	Inactive	Inactive	Inactive				
=	Denver Gateway Center	36.99		Vatterson & Fair Mgmt	·	\$ 12,650,000	\$ 2,987,980		Minimal	Low	Paid down Bebl improved debt calin, ero	
	Deaver Gateway Meadows	30.00		Watterson & Fair Mgmt		\$ 5,000,000	\$ 1,570	3.00	Minimal	Minimal		
	Denver High Point At DIA	15.00	2006	.NR CPI High Point, LLC		\$ 157,800,000	\$ 628,830	1.00	Low	Low		
*	Colorado International Center	M/A			\$ -	\$ 157,800,000		100				
3		60.00			\$ 6,400,000	\$ 157,800,000	\$ 10,211,900		Low	Low		
	Deaver Int'l Business Center	40.00	1994	L C Fulenwider, Inc	\$ 12,465,000	\$ 20,780,000	\$ 17,082,570	4.00	Minimal	Low	Traparary officed day to Dand Refeading	
₽	Deaver Union Station #1	0.00	2009	USNC/Perlmutter/Other	•	\$ 300,000,000	\$ -	0.00	Low			
# #	Denver Union Station \$2	30.00	-	-	<u> </u>	\$ 300,000,000	\$ 1,670,030		Minimal			
=	Denver Union Station #3	10.00		_	\$ -	\$ 300,000,000	\$ 720	3.00	Minimal			
:	Dearer Union Station #4	M/A		City Owned/USNC right	Inactive	Inactive	Inactive	+				
	Denver Union Station 25	M/A			Inactive	Inactive	Inactive				Rained will leng generaling \$1.3 H in	
	Ebert	75.00	1982	HC Develop	\$ 87,830,000	\$ 92,770,000	\$ 56,128,260	-1.00	Low	High	Bained will leng georealing \$1.3 M in additional innowe; alon a \$300E innersor	

New Analysis: **BID Performance Measures**





DEPARTMENT OF FINANCE

CARY KENNEDY CHIEF FINANCIAL OFFICER 201 W. Colfax Avenue, Dept 1010 Denver CO 80202

p: (720) 913-5500 f: (720) 913-5599

September 2, 2014

Don Novak-President Bluebird Business Improvement District 3121 East Colfax Avenue Denver, CO 80206

This letter is to remind you to submit your District's 2015 Operating Plan and Budget (OP&B) for review and approval as required by State Statute (C.R.S. 31-25-1211) by September 30, 2014. Please file the original hard copy of the OP&B with the City Clerk noting the City Clerk file number (i.e. Filing No. 2013-0421-__), so that the Clerk can then fill in the blank with the current extension letter, and send an electronic copy to Jose Comejo, Manager of Public Works, c/o Breand Kelly: Brendan Kelly enterware orgs or if mailed, Dept 509 with the same address above, and a electronic copy to myself at <u>Richard Sheeham@denvernov.org</u>.

The City then has 30 days after receipt of the OP&B, but no later than December 5th, to review and, if appropriate, approve such items. If an OP&B is not submitted by the required date, no funds will be available for 2015. Also be aware that you should certify your mill levies and furnish a copy to Public Works and the Deaver County Clerk and Recorder before December 15th, so this information can be submitted for final ordinance approval.

In order for the Denver City Council to approve your OP&B for 2015 in accordance with the aforementioned State Statute, and in order to properly assess whether the OP&B is acting in accordance with the formal authority granted to the BID, City Council has requested the following items be provided on an annual basis:

- 2014 year-to-date "budget to actual" financial reports.

 Any material departures from the 2014 Operating Plan, and an explanation.
- The status of any planned or outstanding indebtedness.
- 4. The results of any audits conducted during the year. A copy of the By-laws, if any, in effect in 2014/2015
- A list of official board actions (motions) in the past year
- Current list of all Board members including name, address, phone, fax and emaj appointment and expiration date.

 Board members attendance records for the past year.
 A list of activities performed and planned for 2014 (and 2015); and if tracked by your BID, any documented tangible impacts, as well as any statistical performance measures your BID may track. including trend occupancy rates, business or citizen surveys, crime rates, lease rates, taxable retail sales, number of jobs created, pedestrian/visitor counts, and business license revenues.

*Important Note: Assuming passage of the new BID Annual Fee policy [hearing scheduled September 5th at 10:00 am in room 1 B 6 located in the Wellington Webb Building), please anticipate identifying the City's Annual Fee in your list of expenditures representing 3% of the BID's revenue budget not exceed \$3,000 in the 2015 budget.

Please do not hesitate to contact me at 720-913-5550 if you have any questions or require additional information

Sincerely Richard Sheehan

311 for City Services

Budget Letter Reminders went out On September 2nd. We added a request for Performance Measure Data tracked by the BID. As evidenced previously by the 2015 Budgets, few Districts have historically tracked these specific performance outcomes. What we request should be reasonable and meaningful.

- 9. A list of activities performed and planned for 2014 (and 2015); and If tracked by your BID:
 - 1. Any documented tangible impacts
 - 2. Statistical performance measures your BID may track
 - a. occupancy rates
 - b. business or citizen surveys
 - c. crime rates
 - d. lease rates
 - e. taxable retail sales
 - number of jobs created
 - pedestrian/visitor counts
 - business license revenues.

Finance Department BID Analysis Conclusion

- No Material Budget Variations from prior year.
- 2014 Budgets had no material variances from last year's City Council approved 2014 BID budgets.
- Of the 3 Districts (CBID, DDBID, CCNBID) which perform annual audits, all opinions were "unqualified" (positive).
- There is no planned debt for any BID, and the 1 outstanding debt obligation of Cherry Creek North is current and in compliance, and there are no impacts to the City's overlapping debt performance.
- There are no material changes in either the BID mill levies or assessments.
- Performance measure information provided is relatively positive in nature and does not warrant any concerns at this time.



BID Creation Checklist

Business Improvement District per C.R.S. §§ 31-25-1201, City Charter and Rules & Regulations Creation Checklist

Submit letter of Intent and Letter of Intent Fee per Manager of Finance Rules and Regulations (2) to Finance Department- Special District Office 4 A A A A A A A A A A A A A A A A A A	Time Table	٧	A/C (1	Required Steps
A Submit a Creation Ordinance Draft per Manager of Finance Rules and Regulations to Special District Office 4/C Meet with Assessor to develop Map with Parcels and/or Lots/Blocks Submit (Parcel) Map with Lots/Blocks or Metes and Bounds 4/C Options: Parcel Map with Lots/Blocks and Metes 4/C Options: Parcel Map with Lots/Blocks and Metes 5/C Options: Parcel Map with Lots/Blocks and Metes 6/C Options: Parcel Map with Lots/Blocks and Metes and Bounds 6/C Options: Parcel Map with Lots/Blocks and Metes and Bounds 6/C Options: Parcel Map with Lots/Blocks and Metes and Bounds 6/C Options: Parcel Map with Lots/Blocks and Metes and Bounds 6/C Options: Parcel Map with Lots/Blocks and Metes and Bounds 6/C Options: Parcel Map with Lots/Blocks and Metes and Bounds 6/C Options: Parcel Map with Lots/Blocks and Metes and Bounds 6/C Options: Parcel Map with Lots/Blocks and Metes and Bounds 6/C Options: Parcel Map with Lots/Blocks and/or Lots/Blocks and/or Legal Description submitted to Assessor's for Address/Acres/Av check) 7/C Parcel) Map provided with a Listing of Lots/Blocks and/or Legal Description submitted to Assessor for Assessment Calculation Verification 8/C Options: Parcel Map with Lots/Blocks and/or Legal Description submitted to Assessor for Assessment Calculation Verification 9/C Parcel) Map provided with a Listing of Lots/Blocks and/or Legal Description submitted to Assessor for Assessment Calculation Verification 1/C Parcel) Map provided with a Listing of Lots/Blocks and/or Legal Description submitted to Assessor for Assessment Calculation Verification 1/C Parcel) Map provided with a Listing of Lots/Blocks and/or Legal Description submitted to Assessor for Assessment Calculation Verification 1/C Parcel) Map provided with a Listing of Lots/Blocks and/or Legal Description submitted to Assessor		\vdash	Δ	Submit letter of Intent and Letter of Intent Fee per Manager of Finance Bules and Regulations (2) to Finance Department, Special District Office
A/C About (Parcel) Map with Lots/Blocks or Metes and Bounds 2 wks Prior to Petition Submittal (unless > 200 - 1 month prior) 1 wk prior to filing Petition with Clerk C C Optional: Parcel Map with Lots/Blocks and Metes and Bounds Confirmed by City Surveyor (Note: This will assist BID in enforcement) -Informally Submit signed petition with the clerk for initial review (Review by Finance for numerical check, Assessor's for Address/Acres/AV check) -Petitions match Name and addresses -All Petitions are signed (Notary not necessary if with exceed) Compiles with CRS Sections 31-25-1201, et seq. -All addresses in the service are are shown on property list or on petition (Be sur eto charify distinction of Personal Property Owners if used) -Verification made of Assessed Valuation of real and personal property (unless personal property excluded) (over 50% minimum) of signed petitions (Note If applicable, helpful later to also get personal property (unless personal property excluded) (over 50% minimum) of signed petitions (Note If applicable, helpful later to also get personal property is of names and the list of business names associated, if/when going to election) -Petitions match Name and addresses -Verification made of Assessed Valuation of real and personal property (unless personal property excluded) (over 50% minimum) of signed petitions (Note If applicable, helpful later to also get personal property is for names and the list of business names associated, if/when going to election) -Petitions match Name and addresses -Verification made of Assessed Valuation of real and personal property (unless personal property excluded) (over 50% minimum) of signed petitions (Note If applicable, helpful later to also get personal property is to finames and the list of business names associated, if/when going to election -Petitions match Name and addresses -Verification made of Assessed Valuation of real and personal property (unless personal property excluded) (over 50% minimum) of signed petitions (Note If app		Н		
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-Informally Submit signed petition with Clerk C -Informally Submit signed petition with the clerk for initial review (Review by Finance for numerical check, Assessor's for Address/Acres/AV check) -Petitions match Name and addresses -All Petitions are signed (Notary not necessary if witnessed) Complies with CRS Sections 31-25-1201, et seqAll addresses in the service area are shown on property list or on petition (Besure to clarify distinction of Personal Property Owners if used) -Verification made of Acres (over 50% minimum) of real and personal property (unless personal property excluded) (over 50% minimum) of signed petitions -Verification made of Acres (over 50% minimum) of real and personal property (unless personal property excluded) (over 50% minimum) of signed petitions (Note: If applicable, helpful later to also get personal property is of names and the list of business names associated, if/when going to election) -(Parcel) Map provided with a Listing of Lots/Blocks and/or Legal Description submitted to Assessor for Assessment Calculation Verification -Receive prospective Board BlD appointments with term length (staggered) and have them sent to the Mayor's Office for approval to be approved by City Council per C.R.S. 31-25-1219 -A Submit an Operating Plan and Budget per C.R.S. 31-25-1210 -Petition Formally Filed with City Clerk and Special District Office -Petition Formally Filed with City Clerk and Special District Office -Petition Formally Filed with City Clerk and Special District Office -Petition Formally Filed with City Council Process schedule drafted and approved by City Council Scheduling (Timing of Council Committee can add 1-2 weeks) City Council Process schedule drafted and approved by City Council Staff -Public Hearing Notice published in newspaper of general circulation in Denver. Public Hearing Notice mailed. (Public Hearing must be held 20-40 days from the "filing of petition")		ш		
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	Week 1	\Box	С	City Council Process schedule drafted and approved by City Council Staff
Week 3 - Tuesday (10:30 am) "Even" C Hearing Resolution before Business and Development Committee - Meets "even" Tuesdays Check calendar (Often on Consent - Thursday)		П	Α	-Public Hearing Notice published in newspaper of general circulation in Denver. Public Hearing Notice mailed. (Public Hearing must be held 20-40 days from the "filing of petition")
Treating resolution before business and betreepinion committee indeed even forest or forest continue (order or constant fill and y)	Week 3 - Tuesday (10:30 am) "Even"	П	С	Hearing Resolution before Business and Development Committee - Meets "even" Tuesdays Check calendar (Often on Consent - Thursday)
Week 4 - Tuesday (9:30 am) C Mayor/Council - Hearing Resolution Request	Week 4 - Tuesday (9:30 am)	П	С	Mayor/Council - Hearing Resolution Request
Week 4 - Thursday (12 noon) C Hearing Resolution Filed	Week 4 - Thursday (12 noon)	П	С	Hearing Resolution Filed
Week 5 - Tuesday (10:30 am) "Even" A/C PowerPoint Presentation by Petitioner on Ordinance for Business and Development Committee	Week 5 - Tuesday (10:30 am) "Even"		A/C	PowerPoint Presentation by Petitioner on Ordinance for Business and Development Committee
Week 6 - Tuesday (9:30 am) C Mayor /Council on Ordinance (staff)	Week 6 - Tuesday (9:30 am)		C	Mayor/Council on Ordinance (staff)
Week 6 - Thursday (12 noon) C Ordinance Filed: Map and Parcels identified as separate files at the City Clerk's Office	Week 6 - Thursday (12 noon)		С	Ordinance Filed: Map and Parcels identified as separate files at the City Clerk's Office
Week 7 - Monday Council A/C 1st Ordinance Reading	Week 7 - Monday Council		A/C	1st Ordinance Reading
Week 8 - Monday Council A/C 2nd Ordinance Reading and Public Hearing (& Staff Report)	Week 8 - Monday Council		A/C	2nd Ordinance Reading and Public Hearing (& Staff Report)
Week 8 - Friday C Publication Date-Ordinance Effective	Week 8 - Friday		C	Publication Date-Ordinance Effective
A -BID holds first public meeting, votes on officers and appointment. If property taxes are authorized, passes resolution notice letter to submit to Assessor			Α	-BID holds first public meeting, votes on officers and appointment. If property taxes are authorized, passes resolution notice letter to submit to Assessor
A -"Board and Commissions Application" filled out to register Board members with the City conducted by Mayor's Office (certificates sent out)		ш	Α	-"Board and Commissions Application" filled out to register Board members with the City conducted by Mayor's Office (certificates sent out)
A -Provide a Board Directory to the Special District's Finance Office in the format requested		ш	Α	-Provide a Board Directory to the Special District's Finance Office in the format requested
C -Provide a copy of the Creation Ordinance to the Controller's Office to notify them of potential debt obligations		ш	_	
30-Jun A Official deadline to be recognized as organized by Assessor to enable imposition of mill levy for year in which BID is created-hand deliver notice		ш	Α	
If/when Going to Election in November A Create the designation of elector forms to turn into the elections office which allow the business and property owners to designate themselves	If/when Going to Election in November	Ш	Α	
as the representative of the business				as the representative of the business
Time Table V Submit to City -Annually	Time Table			Cubarita Cir. Appualis
Time Table V Submit to City -Annually	Time Table	V		Submit to City -Annually
1-Apr A -Provide Audited or year-end compiled Financial Statements to the Controller's Office to be incorporated in to the Comprehensive Annual Financial Report	1-Apr		Α	-Provide Audited or year-end compiled Financial Statements to the Controller's Office to be incorporated in to the Comprehensive Annual Financial Report
30-Jun A -Annual Report including Construction Schedules & Contracts, IGAs, Audited or Year-end Financial Statements.	30-Jun		Α	-Annual Report including Construction Schedules & Contracts, IGAs, Audited or Year-end Financial Statements.
30-Sep A -Budget and Operating Plan, Current Yr Budget to Actuals, Names & Terms of Board Members, Board Actions, Attendance Records all by September 30th each year	30-Sep		Α	-Budget and Operating Plan, Current Yr Budget to Actuals, Names & Terms of Board Members, Board Actions, Attendance Records all by September 30th each year