



Clerk & Recorder Number:2014-0630-K

September 30, 2022

Michael Kerrigan
Senior Financial Management Analyst
Department of Finance, Special Districts
City and County of Denver
201 West Colfax Avenue, Dept. 1004
Denver CO 80202

Dear Michael:

Enclosed in this packet is the 2023 Preliminary Operating Plan and Budget for the Colfax Mayfair Business Improvement District, as well as the following items:

1. 2022 year-to-date Budget versus Actual report, including projected year end budget
2. Any material departures from the 2022 Operating Plan—none
3. Copy of Public Notice for the 2023 budget hearing
4. Status of any planned or outstanding indebtedness—none
5. Results of any audits conducted during the year—none conducted as our BID qualified for an exemption from audit; application included for reference.
6. Copy of by-laws, if any—our board follows procedures set forth in the BID state statute
7. List of all official board actions (motions) in the past year
8. Current list of all Board members and contact/term information
9. Board member attendance records for the past year
10. List of activities performed in 2022 and planned activity for 2023
11. Documented impacts and performance measures

Please don't hesitate to contact me with any questions.

Sincerely,

A handwritten signature in cursive script that reads "Hilarie Portell".

Hilarie Portell, Executive Director
Colfax Mayfair Business Improvement District
720.810.3906
hilarie@colfaxmayfairbid.com

Colfax Mayfair Business Improvement District Proposed 2023 Operating Plan

OVERVIEW

The coronavirus pandemic affected many property and business owners throughout the Colfax Mayfair Business Improvement District. Restaurants, bars, cafes, personal services and fitness facilities worked to recover from closure orders and reduced customer sales. The BID worked to support them through access to business grants, expanded local market area promotions, a marketing grant program and a fall festival. The BID also installed new grant-funded planter pots and bicycle racks to support local business nodes in the district. Regular district cleanups and a new Business Watch program helped keep the area clean and safe for local customers.

In 2023, the BID will continue supporting ratepayers with business support, marketing, maintenance, and safety programs. The BID will also continue to advocate for policies and regulations related to implementation of the East Area Plan and Colfax transit and streetscape improvements.

GOALS

1. Support district businesses
2. Enhance market awareness, consumer spending and investment in the district
3. Advocate for district interests related to city planning and improvements
4. Ensure professional administration of the BID and its programs

ACTIONS

Administration: Build a Leading Organization

Comply with state, local and federal policies and regulations regarding BIDs and funding sources

- Compile and submit annual assessment roll, plan and budget to the City of Denver
- Administer any grant funds according to applicable regulations
- Provide written reports as required by the city, state or funding entities

Economic Development: Grow the Economic Base

Create programs to support local business

- Continue the business marketing boost grant or similar program
- Work with property and business owners involved in the Mayfair BID adaptive reuse pilot program to streamline city approval process and enhance local identity.
- Promote city legacy business program to eligible business owners

- Share information and programs offered through the City of Denver, Denver Small Business Development Center and other agencies through bi-monthly e-newsletter and personal meetings or communications

Advocate for regulatory changes to implement the East Area Plan.

- Advocate for zoning overlay called for in the East Area Plan.
- Promote best practices in small scale development and engage with developers and city planning staff

Keep BID ratepayers informed and engaged in district programs.

- Annual report
- Bi-monthly business e-newsletter, quarterly consumer e-newsletters, personal meetings, emails and texts as needed

Implement basic marketing program to attract consumer spending and new investment.

- Continue to expand the reach and impact of a monthly consumer e-newsletter, bi-monthly business/owner e-newsletter, local advertising, Facebook and Instagram tactics
- Provide marketing support to businesses as they open, expand or launch new offerings
- Make quarterly updates to the organizational website
- Work with BID property and business owners to track vacancies and property sales; connect interested parties

Build community through timely gatherings, as health orders permit.

- Promote business and community events on district Facebook page and e-newsletter
- Support nonprofit events aligned with BID mission as appropriate

Placemaking: Create a More Inviting, Connected Destination

Advocate for Colfax Bus Rapid Transit and Colfax Corridor Improvements bond projects

- Serve on Colfax Bus Rapid Transit Task Force and promote project updates
- Implement early delivery of ped safety/streetscape improvements
- Focus on business operations, customer comfort and safety

Implement small projects to enhance local identity and create a transit-oriented community corridor feel while long-term planning is underway.

- Maintain new planter pot program at nodes of community-serving businesses
- Maintain bicycle racks
- Coordinate with the City on scooter, parking and other mobility projects and policies

Participate in Transportation Demand Management Strategies

- Work with Northeast Transportation Connections on DRCOG-funded Colfax Transportation Demand Management program.
- Work with city Transportation Operations group on parking, loading zones, ROW issues, etc.

Public Safety: A Cleaner, Safer Place to Shop, Eat and Do Business

Maintain the general appearance of the district; avoid a sense of neglect.

- Maintain current trash and quarterly cleanup schedule
- Maintain planter pot program
- Provide spot cleanup as needed
- Work with property owners on Neighborhood Inspection items: weeds, debris, graffiti, nuisance activity.

Serve as a liaison to Denver Police District 2 to implement Business Watch program.

- Communicate with ratepayers on crime and safety issues; convene meetings and implement strategies on specific situations as needed
- Participate in efforts to address nuisance properties or patterns of crime

Advocacy: Build Partnerships to Benefit All

Advocate for issues of concern or resources needed in the district. Work with owners, businesses, neighborhood groups, other BIDs, advocacy groups, city departments and public officials as needed.

- Participate in the Denver BIDs Council, Colfax Collaborative, Downtown Colorado, Inc, International Downtown Association, business industry groups as needed.

**Colfax Mayfair Business Improvement District
2023 Budget**

	Original 2020 Budget	Revised Budget April 2020	Final 2021 Budget	Final 2022 Budget	Proposed 2023 Budget	Notes
Revenues						
Special Assessments	117,976	119,607	119,225	119,225	119,225	Final assessment revenue
Government Grants			10,000	5,000		Northeast Transportation Connections (TDM outreach)
			29,900			CDOT (main street program)
			119,600			Colorado Department of Local Affairs
					TBD	Denver Department of Transportation and Infrastructure
less Denver Treasury Fee	(1,191)	(1,179)	-1,197	-1,197	-1,197	
Total Revenues	116,785	118,428	277,528	123,028	118,028	
Expenditures						
Accounting	5,700	5,700	5,700	5,700	5,700	
Audit	1,500	-	0	0	0	
Assessment Coordination	1,500	1,500	1,500	1,500	1,500	Lynda Seele
Executive Director	50,400	41,609	45,000	35,000	31,200	10 hours/week, 48 weeks, \$65/hour
Administrative Coordinator	12,900	11,953	11,000	12,500	5,040	3 hours/week, 48 weeks, \$35/hour
Insurance	1,700	1,700	2,100	1,800	1,800	includes all streetscape elements--trash cans, bike racks, planter pots
Legal services	2,500	2,500	2,500	2,225	8,788	standard legal support + state and local compliance. High estimate, depends on city coord
Operations	4,500	3,000	4,000	4,000	3,000	office supplies, meeting costs, printing/mailing, memberships
Marketing	3,000	3,000	10,000	10,000		
Digital marketing					6,000	website, constant contact, Loomly, (\$2K) state-required website accessibility upgrades (\$2K), digital marketing assistance (\$4k)
Strategic counsel/copywriting					4,000	marketing strategy, maximizing tactics, 4 consumer e-newsletters, themes, messaging, social media content, ad copy, articles as needed
Graphic design					1,500	annual report, local advertising, web updates, misc projects
Events	500	-	0	0	0	
Photography	500	-	700	0	0	
Business Assistance Grants		119,607				
Business Support Projects	3,000	7,000	20,000	20,000	20,000	marketing grants or other program
Bicycle/Racks	5,000	-	0			1 rack in storage
Branded Elements-Shelters, Intersection Proj	7,500	-	0		0	
Bike Rack Maintenance	1,000	1,000	1,000	400	1,000	sticker removal, paint refresh
Planter Program Purchase, plant material			29,000	11,005	12,000	10 pots. Spring/winter plantings, spot maintenance
Planter Program Maintenance			10,000	6,800	10,000	watering (9,200), maintenance (\$400) replace damaged planter insert (\$400)
Qtrly Clean Up & Maint.	4,600	3,450	5,000	5,500	4,500	3 district cleanups, misc maintenance (spot cleanup, graffiti)
Trash Can Maintenance	7,800	7,700	7,800	6,000	2,000	repairs (logo plates), paint refresh
Safety	500	500	500	500		as needed
Planning Outreach	-	-	0			
Total Expenditures	114,100	210,219	155,800	122,930	118,028	
Surplus/(Deficit)	2,685	(91,791)	121,728	98	0	

2023 Assessment Methodology

Both land square footage and net rentable building square footage are utilized as assessment variables to equitably distribute the annual budget. However, land square footage is capped at 40,000 square feet for a single lot and contiguous lots in a single ownership.

The proposed assessments rates apply to property within the BID and have been calculated based on data supplied by the Denver Assessor and Geographic Information System (GIS) technology.

2023 Rates

Per sq. ft. of Commercial Lot*	Per sq. ft. building above grade area	Per sq. ft. building below grade area
\$0.075	\$0.075	\$0.0375

**2022 Budget Year
Year-To-Date Actuals, Budget & Projected Year End**

	<i>Year To Date Actual¹</i>	<i>Adopted Budget</i>	<i>Projected Year End</i>
Revenue			
Special Assessments	\$ 113,906	\$ 118,028	\$ 118,028
Grant Revenue	\$ 130,401	\$ 39,000	\$ 39,000
Total Revenues	\$ 244,307	\$ 157,028	\$ 157,028
Expenditures			
BID Administrative Services Total	\$ 32,621	\$ 67,800	\$ 67,800
Communication/Marketing	\$ 5,172	\$ 10,700	\$ 10,700
Placemaking	\$ 7,605	\$ 52,800	\$ 52,800
Safety	\$ -	\$ 500	\$ 500
Operations	\$ 2,798	\$ 4,000	\$ 4,000
Business Assistance Grants ²	\$ 1,700	\$ 20,000	\$ 20,000
Total Expenditure	\$ 49,896	\$ 155,800	\$ 155,800
Maintenance Reserve	\$ 194,411	\$ 1,228	\$ 1,228

¹ Through July 31, 2022

² Re-issued Business Assistance Grant payments that were not cashed in 2020

NOTICE OF PUBLIC HEARING ON PROPOSED 2023 BUDGET

NOTICE IS HEREBY GIVEN that the proposed budget for the ensuing year of 2023 has been submitted to the Colfax Mayfair Business Improvement District ("District"). Such proposed budget will be considered at a Public Hearing and regular board meeting of the Board of Directors of the District to be held at Art Gym Denver, 1460 Leyden Street, Denver, Colorado on Wednesday, September 21, 2022 at 9:00 a.m. The meeting is open to the public. A copy of the proposed 2023 budget is available for public inspection at the offices of Suburban Toppers, 5795 East Colfax Avenue, Denver, Colorado. Any interested elector within the District may, at any time prior to final adoption of the 2023 budget, register any objections thereto.

COLFAX MAYFAIR BUSINESS IMPROVEMENT DISTRICT

/s/ Barbara Macfarlane, Secretary

Published On: September 12, 2022

Published In: The Daily Journal

RESOLUTION 2022 – 2
FOR APPROVING AN EXEMPTION FROM AUDIT
FOR FISCAL YEAR 2021 FOR THE
COLFAX MAYFAIR BUSINESS IMPROVEMENT DISTRICT,
STATE OF COLORADO

WHEREAS, the Board of Directors of the Colfax Mayfair Business Improvement District wishes to claim exemption from the audit requirements of Section 29-1-1603, C.R.S.; and

WHEREAS, Section 29-1-604, C.R.S., states that any local government where neither revenues nor expenditures exceed seven hundred and fifty thousand dollars may, with the approval of the State Auditor, be exempt from the provision of Section 29-1-603, C.R.S.; and

WHEREAS, neither revenue nor expenditures for Colfax Mayfair Business Improvement District exceeded \$750,000 for fiscal year 2021; and

WHEREAS an application for exemption from audit for Colfax Mayfair Business Improvement District has been prepared by Garret Barry, an independent accountant with knowledge of government accounting; and

WHEREAS said application for exemption from audit has been completed in accordance with regulations, issued by the State Auditor.

NOW THEREFORE, be it resolved by the Board of Directors of the Colfax Mayfair Business Improvement District that the application for exemption from audit for Colfax Mayfair Business Improvement District for the fiscal year ended December 31, 2021, has been personally reviewed and is hereby approved by a majority of the Board of Directors of the Colfax Mayfair Business Improvement District; that those members of the Board of Directors have signified their approval by signing below; and that this resolution shall be attached to, and shall become a part of, the application for exemption from audit of the Colfax Mayfair Business Improvement District for the fiscal year ended December 31, 2021.

ADOPTED THIS 16th day of March, A.D. 2022.

James P Harris

ATTEST:

Barbara Macfarlane

BOARD OF DIRECTORS,
COLFAX MAYFAIR BUSINESS IMPROVEMENT DISTRICT:

	Term Expiration	Signature
Christian Anderson	March 31, 2022	
Maurice Bennett	March 31, 2024	
Amleset Desta	March 31, 2024	<i>Amleset Desta</i>
Jamie Harris	March 31, 2022	<i>James P Harris</i>
Barbara Macfarlane	March 31, 2023	<i>Barbara Macfarlane</i>
Dan Murray	March 31, 2023	<i>Dan Murray</i>
Candace Wickstrom	March 31, 2024	

APPLICATION FOR EXEMPTION FROM AUDIT

LONG FORM

FOR LOCAL GOVERNMENTS WITH EITHER REVENUES OR EXPENDITURES **MORE THAN \$100,000 BUT NOT MORE THAN \$750,000**

Under the Local Government Audit Law (Section 29-1-601, et seq., C.R.S.) any local government may apply for an exemption from audit if neither revenues nor expenditures exceed \$750,000 for the year.

If your local government has either revenues or expenditures of **LESS** than \$100,000, use the **SHORT FORM**.

EXEMPTIONS FROM AUDIT ARE NOT AUTOMATIC

To qualify for exemption from audit, a local government must complete an Application for Exemption from Audit EACH YEAR and submit it to the Office of the State Auditor (OSA) for approval.

Any preparer of an Application for Exemption from Audit must be an independent accountant with knowledge of governmental accounting.

Approval for an exemption from audit is granted only upon the review by the OSA.

READ ALL INSTRUCTIONS BEFORE COMPLETING AND SUBMITTING THIS FORM

ALL APPLICATIONS MUST BE FILED WITH THE OSA WITHIN 3 MONTHS AFTER THE ACCOUNTING YEAR-END. FOR EXAMPLE, APPLICATIONS MUST BE RECEIVED BY THE OSA ON OR BEFORE MARCH 31 FOR GOVERNMENTS WITH A DECEMBER 31 YEAR-END.

GOVERNMENTAL ACTIVITY SHOULD BE REPORTED ON THE MODIFIED ACCRUAL BASIS

PROPRIETARY ACTIVITY SHOULD BE REPORTED ON A BUDGETARY BASIS

POSTMARK DATES WILL NOT BE ACCEPTED AS PROOF OF SUBMISSION ON OR BEFORE THE STATUTORY DEADLINE

PRIOR YEAR FORMS ARE OBSOLETE AND WILL NOT BE ACCEPTED.

FOR YOUR REFERENCE, COLORADO REVISED STATUTES CAN BE FOUND AT THIS ADDRESS:

APPLICATIONS SUBMITTED ON FORMS OTHER THAN THOSE PRESCRIBED BY THE OSA WILL NOT BE ACCEPTED.

<http://www.lexisnexis.com/hottopics/Colorado/>

APPLICATIONS MUST BE FULLY AND ACCURATELY COMPLETED.

CHECKLIST

- Has the preparer signed the application?
- Has the entity corrected all Prior Year Deficiencies as communicated by the OSA?
- Has the application been PERSONALLY reviewed and approved by the governing body?
- Are all sections of the form complete, including responses to all of the questions?
- Did you include any relevant explanations for unusual items in the appropriate spaces at the end of each section?
- Will this application be submitted electronically?
 - If yes, have you read and understand the new Electronic Signature Policy? See new [here](#) policy
- or--
- Have you included a resolution?
 - Does the resolution state that the governing body PERSONALLY reviewed and approved the resolution in an open public meeting?
 - Has the resolution been signed by a MAJORITY of the governing body? (See sample resolution.)
- Will this application be submitted via a mail service? (e.g. US Post Office, FedEx, UPS, courier.)
 - If yes, does the application include ORIGINAL INK SIGNATURES from the MAJORITY of the governing body?

Checkout our new [web portal](#). Register your account and submit electronic Applications for Exemption From Audit, Extension of Time to File requests, Audited Financial Statements, and more! See the link below.

[OSA LG Web Portal](#)

FILING METHODS

NEW METHOD!

WEB PORTAL: Register and submit your Applications at our new portal: <https://apps.leg.co.gov/osa/lg>

MAIL: Office of the State Auditor
Local Government Audit Division
1525 Sherman St., 7th Floor
Denver, CO 80203

QUESTIONS? Email: osa.lg@state.co.us or Phone: 303-869-3000

IMPORTANT!

All Applications for Exemption from Audit are subject to review and approval by the Office of the State Auditor.

Governmental Activity should be reported on the Modified Accrual Basis

Proprietary Activity should be reported on the Cash or Budgetary Basis -- A Budget to GAAP reconciliation is provided in Part 3

Failure to file an application or denial of the request could cause the local government to lose its exemption from audit for that year and the ensuing year.

In that event, AN AUDIT SHALL BE REQUIRED.

APPLICATION FOR EXEMPTION FROM AUDIT

LONG FORM

NAME OF GOVERNMENT	COLFAX MAYFAIR BUSINESS IMPROVEMENT DISTRICT
ADDRESS	PO BOX 202161 DENVER, CO 80220
CONTACT PERSON	HILARIE PORTELL
PHONE	720-810-3906
EMAIL	HILARIE@COLFAXMAYFAIRBID.COM
FAX	N/A

For the Year Ended
12/31/2021
or fiscal year ended:

CERTIFICATION OF PREPARER

I certify that I am an independent accountant with knowledge of governmental accounting and that the information in the Application is complete and accurate to the best of my knowledge. I am aware that the Audit Law requires that a person independent of the entity complete the application if revenues or expenditure are at least \$100,000 but not more than \$750,000, and that independent means someone who is separate from the entity.

NAME:	Garret Barry
TITLE	Accountant
FIRM NAME (if applicable)	Ottawa Accounting and Consulting
ADDRESS	4600 S Syracuse St 9th Flr, Denver CO 80237
PHONE	303.649.0731
DATE PREPARED	3/29/2022
RELATIONSHIP TO ENTITY	Outside Accountant

PREPARER (SIGNATURE REQUIRED)

Garret H Barry

Has the entity filed for, or has the district filed, a Title 32, Article 1 Special District Notice of Inactive Status during the year? [Applicable to Title 32 special districts only, pursuant to Sections 32-1-103 (9.3) and 32-1-104 (3), C.R.S.]

YES	NO	If Yes, date filed:
<input type="checkbox"/>	<input checked="" type="checkbox"/>	

PART 1 - FINANCIAL STATEMENTS - BALANCE SHEET

* Indicate Name of Fund

NOTE: Attach additional sheets as necessary.

Please use this space to provide explanation of any items on this page

Line #	Description	Governmental Funds		Description	Proprietary/Fiduciary Funds	
		Fund*	Fund*		Fund*	Fund*
Assets				Assets		
1-1	Cash & Cash Equivalents	\$ -	\$ -	Cash & Cash Equivalents	\$ 275,937	\$ -
1-2	Investments	\$ -	\$ -	Investments	\$ -	\$ -
1-3	Receivables	\$ -	\$ -	Receivables	\$ 326	\$ -
1-4	Due from Other Entities or Funds	\$ -	\$ -	Due from Other Entities or Funds	\$ -	\$ -
1-5	Property Tax Receivable	\$ -	\$ -	Other Current Assets [specify...]		
	All Other Assets [specify...]					\$ -
1-6		\$ -	\$ -	Total Current Assets	\$ 276,263	\$ -
1-7		\$ -	\$ -	Capital Assets, net (from Part 6-4)	\$ -	\$ -
1-8		\$ -	\$ -	Other Long Term Assets [specify...]	\$ -	\$ -
1-9		\$ -	\$ -		\$ -	\$ -
1-10		\$ -	\$ -		\$ -	\$ -
1-11	(add lines 1-1 through 1-10) TOTAL ASSETS	\$ -	\$ -	(add lines 1-1 through 1-10) TOTAL ASSETS	\$ 276,263	\$ -
Deferred Outflows of Resources				Deferred Outflows of Resources		
1-12	[specify...]	\$ -	\$ -	[specify...]	\$ -	\$ -
1-13	[specify...]	\$ -	\$ -	[specify...]	\$ -	\$ -
1-14	(add lines 1-12 through 1-13) TOTAL DEFERRED OUTFLOWS	\$ -	\$ -	(add lines 1-12 through 1-13) TOTAL DEFERRED OUTFLOWS	\$ -	\$ -
1-15	TOTAL ASSETS AND DEFERRED OUTFLOWS	\$ -	\$ -	TOTAL ASSETS AND DEFERRED OUTFLOWS	\$ 276,263	\$ -
Liabilities				Liabilities		
1-16	Accounts Payable	\$ -	\$ -	Accounts Payable	\$ 32,542	\$ -
1-17	Accrued Payroll and Related Liabilities	\$ -	\$ -	Accrued Payroll and Related Liabilities	\$ -	\$ -
1-18	Unearned Property Tax Revenue	\$ -	\$ -	Accrued Interest Payable	\$ -	\$ -
1-19	Due to Other Entities or Funds	\$ -	\$ -	Due to Other Entities or Funds	\$ -	\$ -
1-20	All Other Current Liabilities	\$ -	\$ -	All Other Current Liabilities	\$ -	\$ -
1-21	(add lines 1-16 through 1-20) TOTAL CURRENT LIABILITIES	\$ -	\$ -	(add lines 1-16 through 1-20) TOTAL CURRENT LIABILITIES	\$ 32,542	\$ -
1-22	All Other Liabilities [specify...]	\$ -	\$ -	Proprietary Debt Outstanding (from Part 4-4)	\$ -	\$ -
1-23		\$ -	\$ -	Other Liabilities [specify...]:	\$ -	\$ -
1-24		\$ -	\$ -		\$ -	\$ -
1-25		\$ -	\$ -		\$ -	\$ -
1-26		\$ -	\$ -		\$ -	\$ -
1-27	(add lines 1-21 through 1-26) TOTAL LIABILITIES	\$ -	\$ -	(add lines 1-21 through 1-26) TOTAL LIABILITIES	\$ 32,542	\$ -
Deferred Inflows of Resources				Deferred Inflows of Resources		
1-28	Deferred Property Taxes	\$ -	\$ -	Pension Related	\$ -	\$ -
1-29	Other [specify...]	\$ -	\$ -	Other [specify...]	\$ -	\$ -
1-30	(add lines 1-28 through 1-29) TOTAL DEFERRED INFLOWS	\$ -	\$ -	(add lines 1-28 through 1-29) TOTAL DEFERRED INFLOWS	\$ -	\$ -
Fund Balance				Net Position		
1-31	Nonspendable Prepaid	\$ -	\$ -	Net Investment in Capital Assets	\$ -	\$ -
1-32	Nonspendable Inventory	\$ -	\$ -			
1-33	Restricted [specify...]	\$ -	\$ -	Emergency Reserves	\$ -	\$ -
1-34	Committed [specify...]	\$ -	\$ -	Other Designations/Reserves	\$ 143,731	\$ -
1-35	Assigned [specify...]	\$ -	\$ -	Restricted	\$ -	\$ -
1-36	Unassigned:	\$ -	\$ -	Undesignated/Unreserved/Unrestricted	\$ 99,990	\$ -
1-37	Add lines 1-31 through 1-36 This total should be the same as line 3-33 TOTAL FUND BALANCE	\$ -	\$ -	Add lines 1-31 through 1-36 This total should be the same as line 3-33 TOTAL NET POSITION	\$ 243,721	\$ -
1-38	Add lines 1-27, 1-30 and 1-37 This total should be the same as line 1-15 TOTAL LIABILITIES, DEFERRED INFLOWS, AND FUND BALANCE	\$ -	\$ -	Add lines 1-27, 1-30 and 1-37 This total should be the same as line 1-15 TOTAL LIABILITIES, DEFERRED INFLOWS, AND NET POSITION	\$ 276,263	\$ -

PART 2 - FINANCIAL STATEMENTS - OPERATING STATEMENT - REVENUES

Line #	Description	Governmental Funds		Description	Proprietary/Fiduciary Funds		Please use this space to provide explanation of any items on this page
		Fund*	Fund*		Fund*	Fund*	
Tax Revenue				Tax Revenue			
2-1	Property [include mills levied in Question 10-6]	\$ -	\$ -	Property [include mills levied in Question 10-6]	\$ -	\$ -	
2-2	Specific Ownership	\$ -	\$ -	Specific Ownership	\$ -	\$ -	
2-3	Sales and Use Tax	\$ -	\$ -	Sales and Use Tax	\$ -	\$ -	
2-4	Other Tax Revenue [specify...]:	\$ -	\$ -	Other Tax Revenue [specify...]:	\$ -	\$ -	
2-5		\$ -	\$ -	Special Assessments	\$ 120,060	\$ -	
2-6		\$ -	\$ -	Grants	\$ 130,401	\$ -	
2-7		\$ -	\$ -		\$ -	\$ -	
2-8	Add lines 2-1 through 2-7 TOTAL TAX REVENUE	\$ -	\$ -	Add lines 2-1 through 2-7 TOTAL TAX REVENUE	\$ 250,461	\$ -	
2-9	Licenses and Permits	\$ -	\$ -	Licenses and Permits	\$ -	\$ -	
2-10	Highway Users Tax Funds (HUTF)	\$ -	\$ -	Highway Users Tax Funds (HUTF)	\$ -	\$ -	
2-11	Conservation Trust Funds (Lottery)	\$ -	\$ -	Conservation Trust Funds (Lottery)	\$ -	\$ -	
2-12	Community Development Block Grant	\$ -	\$ -	Community Development Block Grant	\$ -	\$ -	
2-13	Fire & Police Pension	\$ -	\$ -	Fire & Police Pension	\$ -	\$ -	
2-14	Grants	\$ -	\$ -	Grants	\$ -	\$ -	
2-15	Donations	\$ -	\$ -	Donations	\$ -	\$ -	
2-16	Charges for Sales and Services	\$ -	\$ -	Charges for Sales and Services	\$ -	\$ -	
2-17	Rental Income	\$ -	\$ -	Rental Income	\$ -	\$ -	
2-18	Fines and Forfeits	\$ -	\$ -	Fines and Forfeits	\$ -	\$ -	
2-19	Interest/Investment Income	\$ -	\$ -	Interest/Investment Income	\$ -	\$ -	
2-20	Tap Fees	\$ -	\$ -	Tap Fees	\$ -	\$ -	
2-21	Proceeds from Sale of Capital Assets	\$ -	\$ -	Proceeds from Sale of Capital Assets	\$ -	\$ -	
2-22	All Other [specify...]:	\$ -	\$ -	All Other [specify...]:	\$ -	\$ -	
2-23		\$ -	\$ -		\$ -	\$ -	
2-24	Add lines 2-8 through 2-23 TOTAL REVENUES	\$ -	\$ -	Add lines 2-8 through 2-23 TOTAL REVENUES	\$ 250,461	\$ -	
Other Financing Sources				Other Financing Sources			
2-25	Debt Proceeds	\$ -	\$ -	Debt Proceeds	\$ -	\$ -	
2-26	Developer Advances	\$ -	\$ -	Developer Advances	\$ -	\$ -	
2-27	Other [specify...]:	\$ -	\$ -	Other [specify...]:	\$ -	\$ -	
2-28	Add lines 2-25 through 2-27 TOTAL OTHER FINANCING SOURCES	\$ -	\$ -	Add lines 2-25 through 2-27 TOTAL OTHER FINANCING SOURCES	\$ -	\$ -	GRAND TOTALS
2-29	Add lines 2-24 and 2-28 TOTAL REVENUES AND OTHER FINANCING SOURCES	\$ -	\$ -	Add lines 2-24 and 2-28 TOTAL REVENUES AND OTHER FINANCING SOURCES	\$ 250,461	\$ -	\$ 250,461

IF GRAND TOTAL REVENUES AND OTHER FINANCING SOURCES for all funds (Line 2-29) are GREATER than \$750,000 -STOP- You may not use this form. An audit may be required. See Section 29-1-604, C.R.S., or contact the OSA Local Government Division at (303) 869-3000 for assistance.

PART 3 - FINANCIAL STATEMENTS - OPERATING STATEMENT - EXPENDITURES/EXPENSES

Line #	Description	Governmental Funds		Description	Proprietary/Fiduciary Funds		Please use this space to provide explanation of any items on this page
		Fund*	Fund*		Fund*	Fund*	
	Expenditures			Expenses			
3-1	General Government	\$ -	\$ -	General Operating & Administrative	\$ 5,620	\$ -	
3-2	Judicial	\$ -	\$ -	Salaries	\$ -	\$ -	
3-3	Law Enforcement	\$ -	\$ -	Payroll Taxes	\$ -	\$ -	
3-4	Fire	\$ -	\$ -	Contract Services	\$ 40,958	\$ -	
3-5	Highways & Streets	\$ -	\$ -	Employee Benefits	\$ -	\$ -	
3-6	Solid Waste	\$ -	\$ -	Insurance	\$ 2,133	\$ -	
3-7	Contributions to Fire & Police Pension Assoc.	\$ -	\$ -	Accounting and Legal Fees	\$ 6,410	\$ -	
3-8	Health	\$ -	\$ -	Repair and Maintenance	\$ 8,453	\$ -	
3-9	Culture and Recreation	\$ -	\$ -	Supplies	\$ -	\$ -	
3-10	Transfers to other districts	\$ -	\$ -	Utilities	\$ -	\$ -	
3-11	Other [specify...]:	\$ -	\$ -	Contributions to Fire & Police Pension Assoc.	\$ -	\$ -	
3-12		\$ -	\$ -	Other [Communication and Outreach]	\$ 7,960	\$ -	
3-13		\$ -	\$ -	Planter Program Purchase and Materials	\$ 20,141	\$ -	
3-14	Capital Outlay	\$ -	\$ -	Capital Outlay	\$ -	\$ -	
	Debt Service			Debt Service			
3-15	Principal (should match amount in 4-4)	\$ -	\$ -	Principal (should match amount in 4-4)	\$ -	\$ -	
3-16	Interest	\$ -	\$ -	Interest	\$ -	\$ -	
3-17	Bond Issuance Costs	\$ -	\$ -	Bond Issuance Costs	\$ -	\$ -	
3-18	Developer Principal Repayments	\$ -	\$ -	Developer Principal Repayments	\$ -	\$ -	
3-19	Developer Interest Repayments	\$ -	\$ -	Developer Interest Repayments	\$ -	\$ -	
3-20	All Other [specify...]:	\$ -	\$ -	All Other [Business Support Projects and Grants]:	\$ 12,618	\$ -	
3-21		\$ -	\$ -		\$ -	\$ -	
3-22	Add lines 3-1 through 3-21	\$ -	\$ -	Add lines 3-1 through 3-21	\$ 104,293	\$ -	GRAND TOTAL
	TOTAL EXPENDITURES			TOTAL EXPENSES			\$ 104,293
3-23	Interfund Transfers (In)	\$ -	\$ -	Net Interfund Transfers (In) Out	\$ -	\$ -	
3-24	Interfund Transfers Out	\$ -	\$ -	Other [specify...][enter negative for expense]	\$ -	\$ -	
3-25	Other Expenditures (Revenues):	\$ -	\$ -	Depreciation	\$ -	\$ -	
3-26		\$ -	\$ -	Other Financing Sources (Uses) (from line 2-28)	\$ -	\$ -	
3-27		\$ -	\$ -	Capital Outlay (from line 3-14)	\$ -	\$ -	
3-28		\$ -	\$ -	Debt Principal (from line 3-15, 3-18)	\$ -	\$ -	
3-29	(Add lines 3-23 through 3-28)	\$ -	\$ -	(Line 3-27, plus line 3-28, less line 3-26, less line 3-25, plus line 3-24) TOTAL GAAP RECONCILING ITEMS	\$ -	\$ -	
3-30	Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures Line 2-29, less line 3-22, less line 3-29	\$ -	\$ -	Net Increase (Decrease) in Net Position Line 2-29, less line 3-22, plus line 3-29, less line 3-23	\$ 146,168	\$ -	
3-31	Fund Balance, January 1 from December 31 prior year report	\$ -	\$ -	Net Position, January 1 from December 31 prior year report	\$ -	\$ -	
3-32	Prior Period Adjustment (MUST explain)	\$ -	\$ -	Prior Period Adjustment (MUST explain)	\$ -	\$ -	
3-33	Fund Balance, December 31 Sum of Lines 3-30, 3-31, and 3-32 This total should be the same as line 1-37.	\$ -	\$ -	Net Position, December 31 Sum of Lines 3-30, 3-31, and 3-32 This total should be the same as line 1-37.	\$ 146,168	\$ -	

IF GRAND TOTAL EXPENDITURES for all funds (Line 3-22) are GREATER than \$750,000 - STOP. You may not use this form. An audit may be required. See Section 29-1-604, C.R.S., or contact the OSA Local Government Division at (303) 869-3000 for assistance.

PART 4 - DEBT OUTSTANDING, ISSUED, AND RETIRED

Please answer the following questions by marking the appropriate boxes.

YES NO

Please use this space to provide any explanations or comments:

4-1	Does the entity have outstanding debt?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4-2	Is the debt repayment schedule attached? If no, MUST explain: <input style="width: 450px; height: 15px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4-3	Is the entity current in its debt service payments? If no, MUST explain: <input style="width: 450px; height: 15px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4-4	Please complete the following debt schedule, if applicable: (please only include principal amounts)			
	Outstanding at beginning of year*	Issued during year	Retired during year	Outstanding at year-end
	General obligation bonds	\$ -	\$ -	\$ -
	Revenue bonds	\$ -	\$ -	\$ -
	Notes/Loans	\$ -	\$ -	\$ -
	Leases	\$ -	\$ -	\$ -
	Developer Advances	\$ -	\$ -	\$ -
	Other (specify):	\$ -	\$ -	\$ -
	TOTAL	\$ -	\$ -	\$ -

*must agree to prior year ending balance

Please answer the following questions by marking the appropriate boxes.

YES NO

4-5	Does the entity have any authorized, but unissued, debt [Section 29-1-605(2) C.R.S.]? How much? Date the debt was authorized: <input style="width: 450px; height: 15px;" type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4-6	Does the entity intend to issue debt within the next calendar year? How much? <input style="width: 450px; height: 15px;" type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4-7	Does the entity have debt that has been refinanced that it is still responsible for? What is the amount outstanding? <input style="width: 450px; height: 15px;" type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4-8	Does the entity have any lease agreements? What is being leased? What is the original date of the lease? Number of years of lease? Is the lease subject to annual appropriation? What are the annual lease payments? <input style="width: 450px; height: 15px;" type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

PART 5 - CASH AND INVESTMENTS

Please provide the entity's cash deposit and investment balances.

AMOUNT TOTAL

Please use this space to provide any explanations or comments:

5-1	YEAR-END Total of ALL Checking and Savings accounts	\$ 275,937	
5-2	Certificates of deposit	\$ -	
	TOTAL CASH DEPOSITS	\$ 275,937	
	Investments (if investment is a mutual fund, please list underlying investments):		
5-3		\$ -	
		\$ -	
		\$ -	
		\$ -	
	TOTAL INVESTMENTS	\$ -	
	TOTAL CASH AND INVESTMENTS	\$ 275,937	

Please answer the following question by marking in the appropriate box

YES NO N/A

5-4	Are the entity's Investments legal in accordance with Section 24-75-601, et. seq., C.R.S.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5-5	Are the entity's deposits in an eligible (Public Deposit Protection Act) public depository (Section 11-10.5-101, et seq. C.R.S.)? If no, MUST explain: <input style="width: 450px; height: 15px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PART 6 - CAPITAL ASSETS

Please answer the following question by marking in the appropriate box YES NO Please use this space to provide any explanations or comments:

- 6-1 Does the entity have capitalized assets? YES NO
- 6-2 Has the entity performed an annual inventory of capital assets in accordance with Section 29-1-506, C.R.S.? If no, MUST explain: YES NO

Complete the following Capital Assets table for GOVERNMENTAL FUNDS:	Balance - beginning of the year ¹	Additions ²	Deletions	Year-End Balance
Land	\$ -	\$ -	\$ -	\$ -
Buildings	\$ -	\$ -	\$ -	\$ -
Machinery and equipment	\$ -	\$ -	\$ -	\$ -
Furniture and fixtures	\$ -	\$ -	\$ -	\$ -
Infrastructure	\$ -	\$ -	\$ -	\$ -
Construction In Progress (CIP)	\$ -	\$ -	\$ -	\$ -
Other (explain):	\$ -	\$ -	\$ -	\$ -
Accumulated Depreciation (Enter a negative, or credit, balance)	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

Complete the following Capital Assets table for PROPRIETARY FUNDS:	Balance - beginning of the year*	Additions	Deletions	Year-End Balance
Land	\$ -	\$ -	\$ -	\$ -
Buildings	\$ -	\$ -	\$ -	\$ -
Machinery and equipment	\$ -	\$ -	\$ -	\$ -
Furniture and fixtures	\$ -	\$ -	\$ -	\$ -
Infrastructure	\$ -	\$ -	\$ -	\$ -
Construction In Progress (CIP)	\$ -	\$ -	\$ -	\$ -
Other (explain):	\$ -	\$ -	\$ -	\$ -
Accumulated Depreciation (Enter a negative, or credit, balance)	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

* Must agree to prior year-end balance
 - Generally capital asset additions should be reported at capital outlay on line 3-14 and capitalized in accordance with the government's capitalization policy. Please explain any discrepancy

PART 7 - PENSION INFORMATION

* YES NO Please use this space to provide any explanations or comments:

- 7-1 Does the entity have an "old hire" firefighters' pension plan? YES NO
- 7-2 Does the entity have a volunteer firefighters' pension plan? YES NO
- If yes: Who administers the plan? YES NO

Indicate the contributions from:

Tax (property, SO, sales, etc.):	\$ -
State contribution amount:	\$ -
Other (gifts, donations, etc.):	\$ -
TOTAL	\$ -

What is the monthly benefit paid for 20 years of service per retiree as of Jan 1? \$ -

PART 8 - BUDGET INFORMATION

Please answer the following question by marking in the appropriate box		YES	NO	N/A	Please use this space to provide any explanations or comments:										
8-1	Did the entity file a current year budget with the Department of Local Affairs, in accordance with Section 29-1-113 C.R.S.? If no, MUST explain:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											
8-2	Did the entity pass an appropriations resolution in accordance with Section 29-1-108 C.R.S.? If no, MUST explain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											
If yes: Please indicate the amount appropriated for each fund separately for the year reported															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 70%;">Governmental/Proprietary Fund Name</th> <th style="width: 30%;">Total Appropriations By Fund</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;"> </td> <td style="text-align: right; padding: 2px;">\$ -</td> </tr> <tr> <td style="padding: 2px;"> </td> <td style="text-align: right; padding: 2px;">\$ -</td> </tr> <tr> <td style="padding: 2px;"> </td> <td style="text-align: right; padding: 2px;">\$ -</td> </tr> <tr> <td style="padding: 2px;"> </td> <td style="text-align: right; padding: 2px;">\$ -</td> </tr> </tbody> </table>		Governmental/Proprietary Fund Name	Total Appropriations By Fund		\$ -		\$ -		\$ -		\$ -				
Governmental/Proprietary Fund Name	Total Appropriations By Fund														
	\$ -														
	\$ -														
	\$ -														
	\$ -														

PART 9 - TAX PAYER'S BILL OF RIGHTS (TABOR)

Please answer the following question by marking in the appropriate box		YES	NO	Please use this space to provide any explanations or comments:
9-1	Is the entity in compliance with all the provisions of TABOR [State Constitution, Article X, Section 20(5)]?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<small>Note: An election to exempt the government from the spending limitations of TABOR does not exempt the government from the 3 percent emergency reserve requirement. All governments should determine if they meet this requirement of TABOR.</small>				

PART 10 - GENERAL INFORMATION

Please answer the following question by marking in the appropriate box		YES	NO	Please use this space to provide any explanations or comments:						
10-1	Is this application for a newly formed governmental entity?	<input type="checkbox"/>	<input checked="" type="checkbox"/>							
If yes: Date of formation: <input style="width: 150px; height: 30px;" type="text"/>										
10-2	Has the entity changed its name in the past or current year?	<input type="checkbox"/>	<input checked="" type="checkbox"/>							
If Yes: NEW name <input style="width: 400px; height: 20px;" type="text"/>										
PRIOR name <input style="width: 400px; height: 20px;" type="text"/>										
10-3	Is the entity a metropolitan district?	<input type="checkbox"/>	<input checked="" type="checkbox"/>							
10-4	Please indicate what services the entity provides:	<input style="width: 460px; height: 20px;" type="text"/>								
10-5	Does the entity have an agreement with another government to provide services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>							
If yes: List the name of the other governmental entity and the services provided:										
<input style="width: 460px; height: 20px;" type="text"/>										
10-6	Does the entity have a certified mill levy?	<input type="checkbox"/>	<input checked="" type="checkbox"/>							
If yes: Please provide the number of <u>mills</u> levied for the year reported (do not enter \$ amounts):										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 70%;">Bond Redemption mills</td> <td style="text-align: right; padding: 2px;">0.000</td> </tr> <tr> <td>General/Other mills</td> <td style="text-align: right; padding: 2px;">0.000</td> </tr> <tr style="background-color: #0056b3; color: white;"> <td>Total mills</td> <td style="text-align: right; padding: 2px;">0.000</td> </tr> </tbody> </table>		Bond Redemption mills	0.000	General/Other mills	0.000	Total mills	0.000			
Bond Redemption mills	0.000									
General/Other mills	0.000									
Total mills	0.000									

Please use this space to provide any additional explanations or comments not previously included:

OSA USE ONLY

Entity Wide:		General Fund		Governmental Funds		Notes		
Unrestricted Cash & Investments	\$	275,937	Unrestricted Fund Balan	\$	-	Total Tax Revenue	\$	-
Current Liabilities	\$	32,542	Total Fund Balance	\$	-	Revenue Paying Debt Service	\$	-
Deferred Inflow	\$	-	PY Fund Balance	\$	-	Total Revenue	\$	-
			Total Revenue	\$	-	Total Debt Service Principal	\$	-
			Total Expenditures	\$	-	Total Debt Service Interest	\$	-
			Interfund In	\$	-			
Governmental			Interfund Out	\$	-	Enterprise Funds		
Total Cash & Investments	\$		Proprietary			Net Position	\$	146,168
Transfers In	\$		- Current Assets	\$	276,263	PY Net Position	\$	-
Transfers Out	\$		- Deferred Outflow	\$	-	Government-Wide		
Property Tax	\$		- Current Liabilities	\$	32,542	Total Outstanding Debt	\$	-
Debt Service Principal	\$		- Deferred Inflow	\$	-	Authorized but Unissued	\$	-
Total Expenditures	\$		- Cash & Investments	\$	275,937	Year Authorized		1/0/1900
Total Developer Advances	\$		- Principal Expense	\$	-			
Total Developer Repayments	\$							

PART 12 - GOVERNING BODY APPROVAL

Please answer the following question by marking in the appropriate box

YES

NO

12-1 If you plan to submit this form electronically, have you read the new Electronic Signature Policy?

Office of the State Auditor — Local Government Division - Exemption Form Electronic Signatures Policy and Procedures

Policy - Requirements

The Office of the State Auditor Local Government Audit Division may accept an electronic submission of an application for exemption from audit that includes governing board signatures obtained through a program such as DocuSign or Echosign. Required elements and safeguards are as follows:

- The preparer of the application is responsible for obtaining board signatures that comply with the requirement in Section 29-1-604 (3), C.R.S., that states the application shall be personally reviewed, approved, and signed by a majority of the members of the governing body.
- The application must be accompanied by the signature history document created by the electronic signature software. The signature history document must show when the document was created and when the document was emailed to the various parties, and include the dates the individual board members signed the document. The signature history must also show the individuals' email addresses and IP address.
- Office of the State Auditor staff will not coordinate obtaining signatures.

The application for exemption from audit form created by our office includes a section for governing body approval. Local governing boards note their approval and submit the application through one of the following three methods:

- 1) Submit the application in hard copy via the US Mail including original signatures.
- 2) Submit the application electronically via email and either,
 - a. Include a copy of an adopted resolution that documents formal approval by the Board, or
 - b. Include electronic signatures obtained through a software program such as DocuSign or Echosign in accordance with the requirements noted above.

Below is the certification and approval of the governing body. By signing, each individual member is certifying they are a duly elected or appointed officer of the local government. Governing members may be verified. Also by signing, the individual member certifies that this Application for Exemption from Audit has been prepared consistent with Section 29-1-604, C.R.S., which states that a governmental agency with revenue and expenditures of \$750,000 or less must have an application prepared by an independent accountant with knowledge of governmental accounting; completed to the best of their knowledge and is accurate and true. Use additional pages if needed.

Print the names of ALL members of the governing body below.

A MAJORITY of the members of the governing body must complete and sign in the column below.

	Full Name	
1	JAMIE HARRIS	I, JAMIE HARRIST, attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed <u>James P Harris</u> Date: <u>03 / 29 / 2022</u> My term Expires: 3/31/2022
2	CANDACE WICKSTROM	I, CANDACE WICKSTROM, attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed <u>C Wickstrom</u> Date: <u>03 / 29 / 2022</u> My term Expires: 3/31/2024
3	BARBARA MACFARLANE	I, BARBARA MACFARLANE, attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed <u>Barbara Macfarlane</u> Date: <u>03 / 30 / 2022</u> My term Expires: 3/31/2023
4	DAN MURRAY	I, DAN MURRAY, attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed <u>Dan Murray</u> Date: <u>03 / 29 / 2022</u> My term Expires: 3/31/2023
5	CHRISTIAN ANDERSON	I, CHRISTIAN ANDERSON, attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed _____ Date: _____ My term Expires: 3/31/2022
6	MAURICE BENNETT	I, MAURICE BENNETT, attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed <u>Maurice Bennett</u> Date: <u>03 / 29 / 2022</u> My term Expires: 3/31/2025
7	AMLESET DESTA	I, AMLESET DESTA, attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed <u>Amleset Desta</u> Date: <u>03 / 29 / 2022</u> My term Expires: 3/31/2024

EXAMPLE - DO NOT FILL OUT THIS PAGE

This sample resolution/ordinance for exemption from audit is provided as an example of the documentation that is required, the wording may be used as a basis for your own local government document, if needed, however you MUST draft your own ordinance or resolution making any changes where applicable. Legal counsel should be consulted regarding any questions.

RESOLUTION/ORDINANCE FOR EXEMPTION FROM AUDIT

(Pursuant to Section 29-1-604, C.R.S.)

A RESOLUTION/ORDINANCE APPROVING AN EXEMPTION FROM AUDIT FOR YEAR 20XX FOR THE (name of government), STATE OF COLORADO.

WHEREAS, the (governing body) of (name of government) wishes to claim exemption from the audit requirements of Section 29-1-603, C.R.S.; and

WHEREAS, Section 29-1-604, C.R.S., states that any local government where neither revenues nor expenditures exceed seven hundred and fifty thousand dollars may, with the approval of the State Auditor, be exempt from the provision of Section 29-1-603, C.R.S.; and

[Choose 1 or 2 below, whichever is applicable]

(1) WHEREAS, neither revenue nor expenditures for (name of government) exceeded \$100,000 for Year 20XX; and

WHEREAS, an application for exemption from audit for (name of government) has been prepared by (name of individual), a person skilled in governmental accounting; and

OR

(2) WHEREAS, neither revenues nor expenditures for (name of government) exceeded \$750,000 for Year 20XX; and

WHEREAS, an application for exemption from audit for (name of government) has been prepared by (name of individual or firm), an independent accountant with knowledge of governmental accounting; and

WHEREAS, said application for exemption from audit has been completed in accordance with regulations, issued by the State Auditor.

NOW THEREFORE, be it resolved/ordered by the (governing body) of the (name of government) that the application for exemption from audit for (name of government) for the year ended _____, 20XX, has been personally reviewed and is hereby approved by a majority of the (governing body) of the (name of government); that those members of the (governing body) have signified their approval by signing below; and that this resolution shall be attached to, and shall become a part of, the application for exemption from audit of the (name of government) for the year ended _____, 20XX.

ADOPTED THIS ___ day of _____, A.D. 20XX.

Mayor/President/Chairman, etc.

ATTEST:

Town Clerk, Secretary, etc.

Type or Print Names of Members of Governing Body	Date Term Expires	Signature

TITLE	Urgent! - Please Sign Application for Exemption From State...
FILE NAME	2021-02 202... Audit.docx and 1 other
DOCUMENT ID	704a52179688b2987733c03b9afcda1d5fcaea55
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Signed

Document History



SENT

03 / 29 / 2022

20:46:44 UTC

Sent for signature to Jamie Harris (chairfive@gmail.com), Candace Wickstrom (candace@cityfloralgreenhouse.com), Barbara Macfarlane (barbara@marczyk.com), Dan Murray (dpm1216@aol.com), Maurice Bennett (mauricebennett@me.com) and Amleset Desta (mail@amleset.net) from lynda@colfaxmayfairbid.com
IP: 199.87.138.153



VIEWED

03 / 29 / 2022

20:52:03 UTC

Viewed by Maurice Bennett (mauricebennett@me.com)
IP: 73.14.25.70



SIGNED

03 / 29 / 2022

20:52:56 UTC

Signed by Maurice Bennett (mauricebennett@me.com)
IP: 73.14.25.70



VIEWED

03 / 29 / 2022

21:09:16 UTC

Viewed by Dan Murray (dpm1216@aol.com)
IP: 107.77.230.33

TITLE	Urgent! - Please Sign Application for Exemption From State...
FILE NAME	2021-02 202... Audit.docx and 1 other
DOCUMENT ID	704a52179688b2987733c03b9afcda1d5fcaea55
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Signed

Document History

 SIGNED	03 / 29 / 2022 21:16:10 UTC	Signed by Dan Murray (dpm1216@aol.com) IP: 107.77.230.33
 VIEWED	03 / 29 / 2022 22:06:44 UTC	Viewed by Jamie Harris (chairfive@gmail.com) IP: 73.153.22.145
 SIGNED	03 / 29 / 2022 22:07:10 UTC	Signed by Jamie Harris (chairfive@gmail.com) IP: 73.153.22.145
 VIEWED	03 / 30 / 2022 00:19:25 UTC	Viewed by Amleset Desta (mail@amleset.net) IP: 24.8.214.165
 SIGNED	03 / 30 / 2022 00:20:18 UTC	Signed by Amleset Desta (mail@amleset.net) IP: 24.8.214.165

TITLE	Urgent! - Please Sign Application for Exemption From State...
FILE NAME	2021-02 202... Audit.docx and 1 other
DOCUMENT ID	704a52179688b2987733c03b9afcda1d5fcaea55
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Signed

Document History



03 / 30 / 2022
02:31:35 UTC

Viewed by Candace Wickstrom
(candace@cityfloralgreenhouse.com)
IP: 71.211.234.10



03 / 30 / 2022
02:32:14 UTC

Signed by Candace Wickstrom
(candace@cityfloralgreenhouse.com)
IP: 71.211.234.10



03 / 30 / 2022
17:05:00 UTC

Viewed by Barbara Macfarlane (barbara@marczyk.com)
IP: 174.51.245.132



03 / 30 / 2022
17:05:56 UTC

Signed by Barbara Macfarlane (barbara@marczyk.com)
IP: 174.51.245.132



03 / 30 / 2022
17:05:56 UTC

The document has been completed.



P.O. Box 202161 • Denver, CO 80220 • www.colfaxmayfairbid.com

**Colfax Mayfair Business Improvement District
Official Board Actions, 2022**

Meeting Date	Action
January 19, 2022	<ul style="list-style-type: none">• Resolution 2022-1: Contract for Flower Pots
March 31, 2022	<ul style="list-style-type: none">• Approved Resolution & Application for Exemption From Audit for Budget Year 2021
June 15, 2022	<ul style="list-style-type: none">• Approved Increased Watering Schedule for Flower Pots (Electronically)

**Colfax Mayfair Business Improvement District
Board/Staff Contact List
Updated 4/7/2022**

Executive Director P.O. Box 202161 Denver CO 80220	P E E	720.810.3906 hilarie@colfaxmayfairbid.com info@colfaxmayfairbid.com
Project Coordinator	P E	
Vacancy	P F E	
Mo Bennett Chair Five Equities 1728 Corona St. Denver CO 80210 Term Expires: March 31, 2024	P F E	303.908.6178 mauricebennett@me.com
Amleset Desta Axum Ethiopian Restaurant 5501 E. Colfax Avenue Denver, CO 80220 Term Expires: March 31, 2024	P F E	(720) 226-2683 mail@amleset.net
Jamie Harris, President Chair Five Equities 700 E 9th Ave Denver CO 80230 Term Expires: March 31, 2022	P F E	303.619.0176 None chairfive@gmail.com
Barbara Macfarlane, Secretary Marczyk Fine Foods 770 E. 17 th Ave, D Denver CO 80203 Term Expires: March 31, 2023	P F E	303.894.9499 303.894.9491 barbara@marczyk.com
Dan Murray, Treasurer Suburban Toppers 5795 E. Colfax Avenue Denver CO 80220 Term Expires: March 31, 2023	P F E	303.717.8128 303.388.0747 Dpm1216@aol.com
Candace Wickstrom, Vice President City Floral Garden Center 1440 Kearney Street Denver CO 80220 Term Expires: March 31, 2024	P F E	720.560.3508 303.355.4533 candace@cityfloralgreenhouse.com



P.O. Box 202161 • Denver, CO 80220 • www.colfaxmayfairbid.com

**Colfax Mayfair Business Improvement District
Official Board Actions, 2022**

Meeting Date	Action
January 19, 2022	<ul style="list-style-type: none"><li data-bbox="548 569 1424 606">• Resolution 2022-1: Contract for Flower Pots
March 31, 2022	<ul style="list-style-type: none"><li data-bbox="548 606 1424 674">• Approved Resolution & Application for Exemption From Audit for Budget Year 2021
June 15, 2022	<ul style="list-style-type: none"><li data-bbox="548 674 1424 743">• Approved Increased Watering Schedule for Flower Pots (Electronically)

Small Business Boost Grants

Business Name	Event Description	Event Date	Awarded
Mozart's Denver	Back to the Bar	Fall	\$2500
Clean Eatx	First Responder Fridays (free meals for first responders. Includes medical community, firefighters, police & ambulance)	September	\$2500
Owl Saloon	Celebrating Best Pizza Award from Westword	September	\$2500
	Total Awarded		\$7500

2021 Annual Report

Dear Colfax Mayfair BID Members:

As we start the third year of this pandemic everyone is yearning for a new normal. What that looks like is tough to tell. Many believe we'll see less masking, more mingling and an enthusiastic embrace of the fun we've all been missing. As the weather warms, we're keeping our fingers crossed for the full return of neighborhood shoppers, both in person and via takeout/delivery.

While some businesses have reported almost no downturn, many more have been hit hard by changes in consumer spending. The health of our entire district depends on all our businesses thriving and supporting one another.

To this end, more than a dozen businesses participated in the first-ever Colfax Fall Fest, a one-day event last October. Judging by the uptick in consumer spending, the Colfax Fall Fest is on our calendar for 2022!

Fueled by new marketing grants from the BID, many businesses partnered to host small local events that brought new customers to the area. Primarily designed for businesses hardest hit by the pandemic, the BID will continue this initiative in 2022.

Responding to a need for enhanced safety, the BID instituted a business watch program, including three educational forums for business owners. Many of you attended in-person or virtually, and your stepped-up safety measures have made a difference.

Cheerful planter pots dot the corridor and add greenery to our busy cityscape. The pots welcome pedestrians and cyclists from the surrounding neighborhoods—reinforcing our positioning as the main street for people who live and work nearby. They were funded through a grant from CDOT, with planting services from City Floral Garden Center.

Colfax Mayfair BID is keeping a close eye on 2022 trends. We'll continue to provide tools to help your business succeed!

To learn more, check our website at colfaxmayfairbid.com or contact Hilarie Portell, executive director, at 720.810.3906 or hilarie@colfaxmayfairbid.com.

Thank you for your continued support and investment in the BID!



2021 efforts focused on making the Colfax Mayfair BID district an inviting, safe place for people to shop, eat and socialize. This environment encouraged multiple purchases per visit and reinforced the district as the go-to resource for everyday essentials and well-deserved rewards



BID Board of Directors

Jamie Harris

President, Chair Five Equities

Candace Wickstrom

Vice President,
City Floral Greenhouse
& Garden Center

Dan Murray

Treasurer, Suburban Toppers

Barbara Macfarlane

Secretary, Marczyk Fine Foods

Christian Anderson

Chop Shop Casual Urban Eatery

Mo Bennett

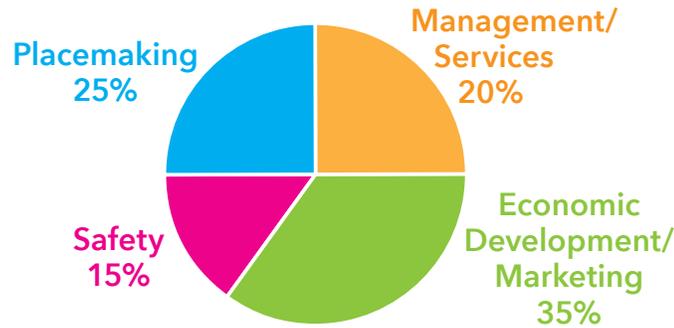
Mayfair Center

Amleset Desta

Axum Restaurant

2021 Budget

Our 2020 budget of \$157,000 was allocated in staff time and services like this:



2021 Accomplishments

Economic Development

Grow the economic base through marketing and business support

- Instituted Colfax Fall Fest that drove consumer traffic to local businesses, boosting sales and awareness of main street convenience
- Provided marketing grants for businesses to partner and host small local events that brought new customers to the area
- Helped recruit and support 7 new businesses with 45 new jobs
- BID marketing reached 7,500 local customers via 6 e-newsletters and 1,900 followers on Facebook and Instagram. Send your news to Lynda@colfaxmayfairbid.com and we'll spread the word!
- Served on the steering committee for bond-funded streetscape and Bus Rapid Transit improvements

Safety:

Enhance safety for people working, shopping and socializing in the district.

- A business watch program, including 3 educational forums for business owners, enhanced safety throughout the district
- Distributed crime and safety information to district businesses
- Acted as a liaison to District 2 police for crime patterns and nuisance activity

Placemaking

Create a safer, more attractive place for customers and investors.

- Large pots were added to key locations along the corridor as seasonal invitations to visit our neighborhood shopping district
- Worked with RTD for installation of new transit shelters at Elm and Krameria Streets
- Maintained trash cans at 6 RTD bus stops
- Performed 4 district-wide cleanups
- Building a reserve fund for maintenance or enhancement for future streetscape improvements

