
Clerk & Recorder Number:2014-0630-

September 29, 2017

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 2018 Operating Plan and Budget for the Colfax Mayfair Business Improvement District, as well as the following items:

1. 2017 year-to-date Budget versus Actual report, including projected year end budget
2. Any material departures from the 2017 Operating Plan—none
3. Copy of Public Notice for the 2018 budget
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 2017 and planned activity for 2018
11. Documented impacts and performance measures

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

Sincerely,



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

2018 Budget For Colfax Mayfair Business Improvement District

REVENUE	TOTAL
Special Assessments	118,156.00
Government Grant	0.00
Other	0.00
TOTAL REVENUE	118,156.00
EXPENSES	
BID Management & Services	
Contract Staff	60,480.00
Facilitator	2,500.00
Finance	7,200.00
Insurance	1,500.00
Legal Services	2,500.00
BID Management & Services Total	74,180.00
Marketing	
Web/e-mktg	2,000.00
Photography	500.00
Events	500.00
Collateral	5,000.00
Small projects	3,000.00
Marketing Total	11,000.00
Public Improvements	
Bicycle Racks	1,250.00
Design Assistance	2,000.00
Trash cans	10,000.00
Maintenance	
Bike racks	2,000.00
Trash can maintenance	5,000.00
Total Public Improvements	20,250.00
Safety	750.00
Operations	3,000.00
TOTAL EXPENDITURES	109,180.00
Maintenance Reserve	8,976.00

Colfax Mayfair Business Improvement District 2018 Operating Plan

OVERVIEW

Less than three years in existence, the Colfax Mayfair BID has emerged as a reputable, effective business district in Denver. The BID successfully advocated for general bond funding, working closely with other BIDs, neighbors, advocacy groups and elected officials. Pending voter approval, some \$75 million in general obligation bond funding will be invested in the Colfax Corridor for streetscape and transit improvements. Multiple city planning initiatives are already underway, and so is speculative real estate interest. In 2018, the Colfax Mayfair BID will take advantage of this momentum, advocating for and encouraging development of a transit-enriched, local main street.

GOALS

1. Ensure that city planning and transit initiatives support the main street vision for Colfax, with context-based development and strong local identity.
2. Influence new investment, where possible, to be consistent with main street vision.
3. Ensure professional administration of the organization and its programs.
4. Grow reserve fund for long-term maintenance of public improvements, special projects or unexpected costs.

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

Hold a strategic planning session with the board in early 2018 to set vision and goals for coming years.

Research the feasibility of expanding the BID service area west to Colorado Boulevard and east of Monaco Parkway.

Economic Development: Grow the Economic Base

Participate in, and advocate for main street vision in East Neighborhood Plan Initiative, Bus Rapid Transit planning and Upper Montclair Basin Storm Water Improvements planning.

Influence new investment, where possible, to be consistent with main street vision.

- Create a marketing piece to share with interested developers, business owners or property owners.
- Work closely with BID property and business owners to track vacancies, building sales and prospective business relocations. Connect interested parties.
- Local market survey on retail/service/other needs. Some data will be yielded from East Neighborhood Plan initiative; we could do a very low-cost e-survey.
- Engage with developers who can execute small-scale development on Colfax.
- Advocate for sign code amendment or overlay to encourage signage that supports the iconic character of Colfax.

Keep BID ratepayers informed and engaged in district programs

- Annual update print letter, annual report
- Bi-monthly business e-newsletter, personal meetings.

Maintain basic marketing program to attract consumer spending and new investment

- Monthly consumer e-newsletter, bi-monthly business/owner e-newsletter, Facebook page, quarterly updates to the organizational website, media relations.

Support district businesses through local small business assistance programs

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

Build community through timely gatherings.

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

Public Improvements: Create a Stronger, More Connected Destination

Participate in streetscape and Bus Rapid Transit planning with city Transportation staff.

Implement small projects to enhance local identity and create a main street feel while long-term planning is underway.

- Provide as-needed maintenance for new bike racks.
- Depending on feedback, consider expanding bike rack program to growing nodes of neighborhood-serving businesses.
- Provide branded elements for new Bus Rapid Transit stations

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

Improve the general appearance of the district; add another layer of main street elements.

- Evaluate costs and implementation of adding branded trash cans in locations identified in streetscape plans; program to include weekly maintenance.

Work with property owners on Neighborhood Inspection items: weeds, debris, nuisance activity.

Serve as a liaison to Denver Police District 2 to implement clean and safe initiatives

- Communicate regularly with ratepayers on crime and safety issues; convene meetings and implement strategies on specific situations as needed.
- Implement block champions approach to crime prevention
- Coordinate RTD Adopt-A-Stop partners to maintain bus stops
- Participate in efforts to address nuisance properties

Advocacy: Build Partnerships to Benefit All

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



2018 Budget, Year To Date Actuals, & Projected Year End

	Year To Date Actual	Projected Year End 2017	Adopted Budget 2017
Revenue			
Special Assessments	114,625	117,498	117,498
OED Grant	-	20,000	20,000
Total Revenues	114,625	137,498	137,498
Expenditures			
BID Administrative & Services Total	46,582	76,635	76,635
Communication/Marketing	1,733	6,250	6,250
Public Improvements	14,572	35,000	35,000
Safety	-	750	750
Operations	-	3,000	3,000
Total Expenditure	62,887	121,635	121,635
Maintenance Reserve	-	15,863	15,863

NOTICE OF PUBLIC HEARING ON PROPOSED 2018 BUDGET

NOTICE IS HEREBY GIVEN that the proposed budget for the ensuing year of 2018 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 East Montclair Community Center, 6740 East Colfax Avenue, Denver, Colorado on Tuesday, October 18th, 2017 at 11:00 a.m. A copy of the proposed 2018 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 2018 budget, register any objections thereto.

DATED as of September 20, 2017.

COLFAX MAYFAIR BUSINESS IMPROVEMENT DISTRICT
/s/ Barbara Macfarlane, Secretary

Resolution 2017 - 1

**RESOLUTION FOR APPROVING AN EXEMPTION FROM AUDIT
FOR FISCAL YEAR 2016 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 five hundred thousand dollars may, with the approval of the State Auditor, be exempt from the provision of Section 29-1-603, C.R.S.; and

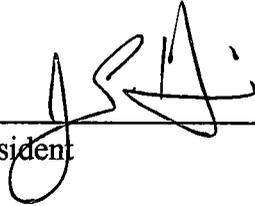
WHEREAS, neither revenue nor expenditures for Colfax Mayfair Business Improvement District exceeded \$750,000 for fiscal year 2016; and

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 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 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, 2016, 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 the application; 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, 2016.

ADOPTED THIS 15th day of February, A.D. 2017.



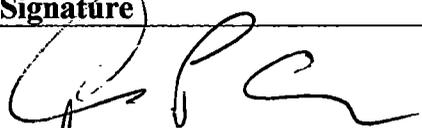
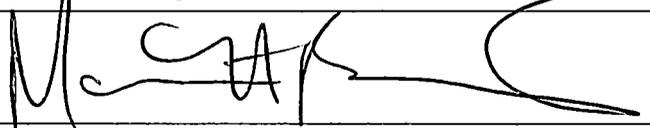
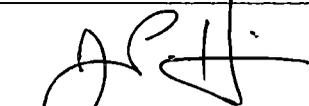
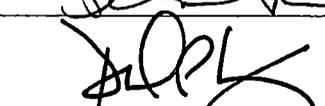
President

ATTEST:



Secretary

BOARD OF DIRECTORS,
COLFAX MAYFAIR BUSINESS IMPROVEMENT DISTRICT:

	Term Expiration	Signature
Christian Anderson	12/31/2017	
Maurice Bennett	12/31/2018	
Mark Berzins	12/31/2018	
Jamie Harris	12/31/2017	
Barbara Macfarlane	12/31/2019	
Dan Murray	12/31/2019	
Candace Wickstrom	12/31/2019	

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 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.

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 via Fax or Email?
 - If yes, 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?

FILING METHODS

MAIL: Office of the State Auditor

Local Government Audit Division

1525 Sherman St., 7th Floor

Denver, CO 80203

FAX: 303-869-3061

EMAIL: osa.lg@state.co.us

QUESTIONS? 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.

PART 1 - FINANCIAL STATEMENTS - BALANCE SHEET

* Indicate Name of Fund

NOTE: Attach additional sheets as necessary.

Governmental Funds				Proprietary/Fiduciary Funds				Please use this space to provide explanation of any items on this page
Line #	Description	Fund*	Fund*	Description	Fund*	Fund*		
Assets				Assets				
1-1	Cash & Cash Equivalents	\$	- \$	Cash & Cash Equivalents	\$	129,177 \$		
1-2	Investments	\$	- \$	Investments	\$	- \$		
1-3	Receivables	\$	- \$	Receivables	\$	- \$		
1-4	Due from Other Entities or Funds	\$	- \$	Due from Other Entities or Funds	\$	- \$		
	All Other Assets (specify)	\$	- \$	Other Current Assets	\$	- \$		
1-5		\$	- \$		\$	- \$		
1-6		\$	- \$		\$	- \$		
1-7		\$	- \$		\$	- \$		
1-8		\$	- \$		\$	- \$		
1-9		\$	- \$		\$	- \$		
1-10		\$	- \$		\$	- \$		
1-11	(add lines 1-1 through 1-10) TOTAL ASSETS	\$	- \$	(add lines 1-1 through 1-10) TOTAL ASSETS	\$	129,177 \$		
1-12	TOTAL DEFERRED OUTFLOWS OF RESOURCES	\$	- \$	TOTAL DEFERRED OUTFLOWS OF RESOURCES	\$	- \$		
1-13	TOTAL ASSETS AND DEFERRED OUTFLOWS	\$	- \$	TOTAL ASSETS AND DEFERRED OUTFLOWS	\$	129,177 \$		
Liabilities				Liabilities				
1-14	Accounts Payable	\$	- \$	Accounts Payable	\$	5,180 \$		
1-15	Accrued Payroll and Related Liabilities	\$	- \$	Accrued Payroll and Related Liabilities	\$	- \$		
1-16	Accrued Interest Payable	\$	- \$	Accrued Interest Payable	\$	- \$		
1-17	Due to Other Entities or Funds	\$	- \$	Due to Other Entities or Funds	\$	- \$		
1-18	All Other Current Liabilities	\$	- \$	All Other Current Liabilities	\$	- \$		
1-19	(add lines 1-14 through 1-18) TOTAL CURRENT LIABILITIES	\$	- \$	(add lines 1-14 through 1-18) TOTAL CURRENT LIABILITIES	\$	5,180 \$		
1-20	All Other Liabilities (specify)	\$	- \$	Proprietary Debt Outstanding (from Part 4-4)	\$	- \$		
1-21		\$	- \$	Other Liabilities (specify)	\$	- \$		
1-22		\$	- \$		\$	- \$		
1-23		\$	- \$		\$	- \$		
1-24		\$	- \$		\$	- \$		
1-25		\$	- \$		\$	- \$		
1-26		\$	- \$		\$	- \$		
1-27		\$	- \$		\$	- \$		
1-28	(add lines 1-19 through 1-27) TOTAL LIABILITIES	\$	- \$	(add lines 1-19 through 1-27) TOTAL LIABILITIES	\$	5,180 \$		
1-29	TOTAL DEFERRED INFLOWS OF RESOURCES	\$	- \$	TOTAL DEFERRED INFLOWS OF RESOURCES	\$	- \$		
Fund Balance				Net Position				
1-30	Nonspendable Prepaid	\$	- \$	Net Investment in Capital Assets	\$	- \$		
1-31	Nonspendable Inventory	\$	- \$		\$	- \$		
1-32	Restricted (specify)	\$	- \$	Emergency Reserves	\$	- \$		
1-33	Committed (specify)	\$	- \$	Other Designations/Reserves	\$	- \$		
1-34	Assigned (specify)	\$	- \$	Restricted	\$	- \$		
1-35	Unassigned	\$	- \$	Undesignated/Unreserved/Unrestricted	\$	123,997 \$		
1-36	(add lines 1-30 through 1-35) TOTAL FUND BALANCE	\$	- \$	(add lines 1-30 through 1-35) TOTAL NET POSITION	\$	123,997 \$		
1-37	(add lines 1-28, 1-29 and 1-36) TOTAL LIABILITIES, DEFERRED INFLOWS, AND FUND BALANCE	\$	- \$	(add lines 1-28, 1-29 and 1-36) TOTAL LIABILITIES, DEFERRED INFLOWS, AND NET POSITION	\$	129,177 \$		

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	\$	- \$	- Property	\$	118,157 \$	
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		\$	- \$		\$	- \$	
2-6		\$	- \$		\$	- \$	
2-7		\$	- \$		\$	- \$	
2-8	Add lines 2-1 through 2-7 TOTAL TAX REVENUE	\$	- \$	Add lines 2-1 through 2-7 TOTAL TAX REVENUE	\$	118,157 \$	
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	Developer Advances	\$	- \$	- Developer Advances	\$	- \$	
2-22	All Other (specify):	\$	- \$	- All Other (specify):	\$	- \$	
2-23		\$	- \$		\$	- \$	
2-24	Add lines 2-9 through 2-23 TOTAL REVENUES	\$	- \$	Add lines 2-9 through 2-23 TOTAL REVENUES	\$	118,157 \$	
	Other Financing Sources			Other Financing Sources			
2-25	Debt Proceeds	\$	- \$	- Debt Proceeds	\$	- \$	
2-26	Proceeds from Sale of Capital Assets	\$	- \$	- Proceeds from Sale of Capital Assets	\$	- \$	
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	\$	118,157 \$	118,157

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

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*	
3-1	Expenditures			Expenditures			
3-1	General Government	\$	\$	- General Operating & Administrative	\$ 8,124	\$	
3-2	Judicial	\$	\$	- Salaries	\$	\$	
3-3	Law Enforcement	\$	\$	- Payroll Taxes	\$	\$	
3-4	Fire	\$	\$	- Contract Services	\$ 53,181	\$	
3-5	Highways & Streets	\$	\$	- Employee Benefits	\$	\$	
3-6	Solid Waste	\$	\$	- Insurance	\$ 3,257	\$	
3-7	Contributions to Fire & Police Pension Assoc.	\$	\$	- Accounting and Legal Fees	\$ 8,382	\$	
3-8	Health	\$	\$	- Repair and Maintenance	\$	\$	
3-9	Culture and Recreation	\$	\$	- Supplies	\$	\$	
3-10	Other (specify):	\$	\$	- Utilities	\$	\$	
3-11		\$	\$	- Contributions to Fire & Police Pension Assoc.	\$	\$	
3-12		\$	\$	- Other (specify)	\$	\$	
3-13		\$	\$		\$	\$	
3-14	Capital Outlay	\$	\$	- Capital Outlay	\$	\$	
	Debt Service			- Debt Service			
3-16	Principal	\$	\$	- Principal	\$	\$	
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 (specify):	\$	\$	
3-21		\$	\$		\$	\$	
3-22	ADD LINES 3-1 THROUGH 3-21	\$	\$	ADD LINES 3-1 THROUGH 3-21	\$ 73,923	\$	GRAND TOTAL
	TOTAL EXPENDITURES			TOTAL EXPENDITURES			73,923
3-23	Interfund Transfers (In)	\$	\$	- Net Interfund Transfers (In)	\$	\$	
3-24	Interfund Transfers Out	\$	\$	- Net Interfund Transfers Out	\$	\$	
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 3-16)	\$	\$	
3-29	(Add lines 3-23 through 3-28)	\$	\$	(Line 3-26 plus line 3-27, less line 3-24, less line 3-25)	\$	\$	
	TOTAL TRANSFERS AND OTHER EXPENDITURES			TOTAL GAAP RECONCILING ITEMS			
3-30	Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures. Line 2-29, less line 3-22, plus line 3-29	\$	\$	Net Increase (Decrease) In Net Position Line 2-29, less line 3-22, plus line 3-29, plus line 3-23, less line 3-24	\$ 44,234	\$	
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	\$	\$	Net Position, December 31	\$	\$	
	Sum of Line 3-30, 3-31, and 3-32	\$	\$	Line 3-30 plus line 3-31	\$	\$	
	This total should be the same as line 1-36.	\$	\$	This total should be the same as line 1-36.	\$ 44,234	\$	

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		
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 type="checkbox"/>	<input checked="" type="checkbox"/>		
4-3	Is the entity current in its debt service payments? If no, MUST explain:	<input type="checkbox"/>	<input checked="" 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	\$	\$	\$	\$

Please answer the following questions by marking the appropriate boxes:

		YES	NO
4-5	Does the entity have any authorized, but unissued, debt?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	If yes: How much? \$		
	If yes: Date the debt was authorized:		
4-6	Does the entity intend to issue debt within the next calendar year?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	If yes: How much? \$		
4-7	Does the entity have debt that has been refinanced that it is still responsible for?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	If yes: What is the amount outstanding? \$		
4-8	Does the entity have any lease agreements?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	If yes: What is being leased?		
	What is the original date of the lease?		
	Number of years of lease?		
	Is the lease subject to annual appropriation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	What are the annual lease payments? \$		
4-9	Does the entity have a certified mill levy?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	If yes: Please provide the following mills levied for the year reported:		
	Bond Redemption	0.00	
	General/Other	0.00	
	TOTAL	0.00	

Please use this space to provide any explanations or comments:

PART 5 - CASH AND INVESTMENTS

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

		AMOUNT	TOTAL
5-1	YEAR-END Total of ALL Checking and Savings accounts	\$ 129,177	
5-2	Certificates of deposit	\$	
	TOTAL CASH DEPOSITS		\$ 129,177
5-3	Investments (If investment is a mutual fund, please list underlying investments)	\$	
	TOTAL INVESTMENTS		\$
	TOTAL CASH AND INVESTMENTS		\$ 129,177

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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please use this space to provide any explanations or comments:

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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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:	<input type="checkbox"/>	<input type="checkbox"/>

6-3	Complete the following Capital Assets table for GOVERNMENTAL 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	\$ -	\$ -	\$ -	\$ -

6-4	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	\$ -	\$ -	\$ -	\$ -

PART 7 - PENSION INFORMATION

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

7-1	Does the entity have an "old hire" firemen's pension plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7-2	Does the entity have a volunteer firemen's pension plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes:	Who administers the plan?		
	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes: Please indicate the amount appropriated for each fund for the year reported:					
		Fund Name	Budgeted Expenditures		
Year 2016	General	\$	85,310		
		\$			
		\$			
		\$			

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"/>	

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.

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:				
10-2	Has the entity changed its name in the past or current year?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If Yes: NEW name: Colfax Mayfair Business Improvement District				
PRIOR name: Fax-Mayfair Business Improvement District				
10-3	Is the entity a metropolitan district?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10-4	Please indicate what services the entity provides:			
Business Improvement District				
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:				

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 \$ 129,177	Unrestricted Fund Balance \$ 5,180	Total Tax Revenue \$	
Current Liabilities \$	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 \$		
	Interfund Out \$	Enterprise Funds	
Governmental	Proprietary	Net Position \$ 44,234	
Total Cash & Investments \$	Current Assets \$ 129,177	PY Net Position \$	
Transfers In \$	Deferred Outflow \$	Government-Wide	
Transfers Out \$	Current Liabilities \$ 5,180	Total Outstanding Debt \$	
Property Tax \$	Deferred Inflow \$	Authorized but Unissued \$	
Debt Service Principal \$	Cash & Investments \$ 129,177	Year Authorized \$	
Total Expenditures \$	Principal Expense \$		
Total Developer Advances \$			
Total Developer Repayments \$			

PART 12 - GOVERNING BODY APPROVAL

Below is the certification and approval of the governing board. By signing the board member is certifying they are a duly elected or appointed officer of the local government. Governing board members may be verified. Also by signing, the board 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 current governing board members below.		A MAJORITY of the governing board members must complete and sign in the column below.
Board Member 1	<p align="center">Print Board Member's Name</p> <p align="center">Christian Anderson</p>	<p>I, <u>Christa Anderson</u>, 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.</p> <p>Signed <u>[Signature]</u> Date: <u>3-15-2017</u></p> <p>My term Expires: <u>12/31/2017</u></p>
Board Member 2	<p align="center">Print Board Member's Name</p> <p align="center">Maurice Bennett</p>	<p>I, _____, 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.</p> <p>Signed _____ Date: _____</p> <p>My term Expires: <u>12/31/2018</u></p>
Board Member 3	<p align="center">Print Board Member's Name</p> <p align="center">Mark Berzine</p>	<p>I, <u>MARK BERZINS</u>, 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.</p> <p>Signed <u>[Signature]</u> Date: <u>3/15/17</u></p> <p>My term Expires: <u>12/31/2018</u></p>
Board Member 4	<p align="center">Print Board Member's Name</p> <p align="center">Jamie Harris</p>	<p>I, <u>Jamie Harris</u>, 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.</p> <p>Signed <u>[Signature]</u> Date: <u>3/15/17</u></p> <p>My term Expires: <u>12/31/2017</u></p>
Board Member 5	<p align="center">Print Board Member's Name</p> <p align="center">Barbara Macfarlane</p>	<p>I, <u>Barbara Macfarlane</u>, 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.</p> <p>Signed <u>[Signature]</u> Date: <u>3-15-17</u></p> <p>My term Expires: <u>12/31/2019</u></p>
Board Member 6	<p align="center">Print Board Member's Name</p> <p align="center">Dan Murray</p>	<p>I, <u>[Signature]</u>, 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.</p> <p>Signed _____ Date: _____</p> <p>My term Expires: <u>12/31/2019</u></p>
Board Member 7	<p align="center">Print Board Member's Name</p> <p align="center">Candace Wickstrom</p>	<p>I, _____, 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.</p> <p>Signed _____ Date: _____</p> <p>My term Expires: <u>12/31/2019</u></p>

Colfax Mayfair Business Improvement District Official Board Actions, 2017

Meeting Date	Action
January 18, 2017	<ul style="list-style-type: none"> • Approved minutes from November 30, 2016, meeting minutes • Approved Board Officers: Jamie Harris, President; Candace Wickstrom, Vice President; Dan Murray, Treasurer, Barbara Macfarlane, Secretary • Approved retention of subcontractor, Ben Kelly, for bond campaign consultant
February 15, 2017	<ul style="list-style-type: none"> • Approved minutes from January 18, 2017, meeting minutes • Approved Resolution 2017-1, Exemption From Audit
March 15, 2017	<ul style="list-style-type: none"> • Approved minutes from February 15, 2017, meeting minutes
April 19, 2017	<ul style="list-style-type: none"> • Approved minutes from March 15, 2017, meeting minutes • Approved expenditure of \$500 sponsorship of Walk Denver Gala
July 19, 2017	No voting
September 6, 2017	<ul style="list-style-type: none"> • Approved minutes from July 19, 2017, meeting minutes • Approved denial of Colorado Health Network request for exemption from special assessment but waived interest for 2017
September 20, 2017	<ul style="list-style-type: none"> • Approved September 6, 2017, meeting minutes • Approved April 19, 2017, meeting minutes • Approved 2018 Work Plan and Budget • Approved Resolution 2017-2 Setting Date, Time, and Place, for Public Hearing on Preliminary 2018 Budget

**Colfax Mayfair Business Improvement District
Board Members, Contact Information, and Terms**

<p>Christian Anderson Chop Shop Casual Urban Eatery 4990 East Colfax Avenue Denver, CO 80220 Term Expires: December 31, 2017</p>	<p>P F E</p>	<p>720-550-7665 None christian@coloradochopshop.com</p>
<p>Mo Bennett Chair Five Equities 1728 Corona St. Denver CO 80210 Term Expires: December 31, 2018</p>	<p>P F E</p>	<p>303.908.6178 None mauricebennett@me.com</p>
<p>Mark Berzins Little Pub Company 1440 Wewatta St. Suite 910 Denver CO 80202 Term Expires: December 31, 2018</p>	<p>P F E</p>	<p>303. 595.7770 None mark@littlepubco.com</p>
<p>Jamie Harris, President Chair Five Equities 7581 E. Academy Blvd., Suite 207 Denver CO 80230 Term Expires: December 31, 2017</p>	<p>P F E</p>	<p>303.619.0176 None chairfive@gmail.com</p>
<p>Barbara Macfarlane, Secretary Marczyk Fine Foods 770 E. 17th Ave, D Denver CO 80203 Term Expires: December 31, 2019</p>	<p>P F E</p>	<p>303.894.9499 303.894.9491 mailto:barbara@marczykfinefoods.com</p>
<p>Dan Murray, Treasurer Suburban Toppers 5795 E. Colfax Avenue Denver CO 80220 Term Expires: December 31, 2019</p>	<p>P F E</p>	<p>303.717.8128 303.388.0747 Dpm1216@aol.com</p>
<p>Candace Wickstrom, Vice President City Floral Garden Center 1440 Kearney Street Denver CO 80220 Term Expires: December 31, 2019</p>	<p>P F E</p>	<p>720.560.3508 303.355.4533 candace@cityfloralgreenhouse.com</p>



Colfax Mayfair Business Improvement District Board Member Attendance, 2017

	Jan 18 2017	Feb 15 2017	Mar 15 2017	Apr 19 2017	Jul 19 2017	Sep 6 2017	Sep 20 2017
Christian Anderson	Present	Present	Present		Present		
Maurice Bennett	Present	Present		Present	Present	Present	
Mark Berzins	Present	Present	Present	Present		Present	
Jamie Harris		Present	Present	Present			
Barbara Macfarlane		Present	Present	Present	Present	Present	
Dan Murray	Present		Present			Present	
Candace Wickstrom	Present	Present		Present		Present	

September 26, 2017

Colfax Mayfair Business Improvement District

The Colfax Mayfair Business Improvement District (BID) was formed in late 2014 to create a better place for people and business through economic development, public improvements, safety and advocacy. The district connects neighborhoods to the north and south along Colfax Avenue from Eudora Street to Monaco Parkway as well as the Mayfair Town Center at 14th Avenue and Krameria Street. More information is posted at www.colfaxmayfairbid.com.

2017 Activities

There were no material departures from the 2017 work plan. Specific tasks accomplished include:

Administration

- Complied with state, local and federal policies and regulations regarding BIDs.
- Renewed contractual relationships with existing staff.
- Maintained systems, policies and professional services to support the organization.
- Maintained a database of property and business owners.
- Compiled and submitted annual assessment roll, plan and budget to City of Denver.
- Administered grant funds according to applicable regulations.

Economic Development

- Kept ratepayers informed of BID activities and ways to benefit from them.
- Walked entire district to share BID information with businesses.
- Supported 7 new businesses (Enterprise Zone tax credits, personal property tax credits, letters of support, marketing support).
- Actively marketed real estate and development opportunities.
- Supported BID businesses with marketing, crime/safety information, district news.
- Sent a monthly e-newsletter to 4,000 area consumers to promote local businesses, news and events. Sent bi-monthly e-newsletter to 62 property owners and more than 200 businesses updating them on BID programs and opportunities.
- Maintain a popular Facebook page which reaches 894 core supporters with news of the district, events and business promotions.
- Placed several articles about small businesses within the BID in local newspapers, including The Denver Post, the Greater Park Hill News and Mayfair Neighbors, Inc.

- Participating in East Neighborhood Initiative Plan, Bus Rapid Transit Planning, Upper Montclair Storm Water Plan task forces to ensure district alignment with city plans.

Clean/Safe

Served as a liaison to District 2 police to share information, monitor crime patterns and organize safety programs with district businesses and owners.

- Worked with District 2 to specifically identify nuisance businesses/property owners and addressed these issues with the Department of Excise and License.
- Shared crime/safety information with businesses and owners, as well as adjacent neighborhoods.
- Convened a community crime/safety meeting; developed local strategies.

Public Improvements

- Secured grant funding to purchase and install bicycle racks and corrals in 15 key locations throughout the district.
- Successfully advocated for \$20 million in general bond funding for Colfax Corridor safety and streetscape improvements for a November city vote.
- Working with the Department of Public Works and Colfax Collaborative to create 30% design documents for the streetscape design proposal developed in 2015.

2017 Documented Impacts

Property Values

Property Assessed Valuation 1/1/2016	\$14,459,371	
Property Assessed Valuation 8/25/2017	\$19,691,522	(36.2% increase)

New Construction/Renovation

5000 E. Colfax	Extensive façade renovation and interior upgrade of retail spaces, started 9/2017
5040 E. Colfax	Tenant finish for The Owl Saloon
5999 E. Colfax	Construction of retail buildings at Colfax & Ivy, started 9/2017
5214 E. Colfax	Façade renovation and interior upgrade and expansion of Ceramics In The City
1417 Krameria	Interior tenant finish, neon sign restoration for Mozart's Denver

New Business Activity

- 7 New Businesses, 28 new jobs
- DJs Colfax Cafe
 - Ruth & James Salon
 - Tax on the Fax
 - The Owl
 - Law Office of Gregory Stross
 - Li's Bakery
 - Sprint Store

Community Engagement

- 10 Consumer E-Newsletters sent to over 4,000 area residents
- Community Safety Meeting
- Facebook Page with 894 core supporters
- Several hundred advocacy emails to elected officials in support of bond funding