

Mr. Greg Sauber, Manager  
Old South Gaylord B.I.D.  
1084 South Gaylord Street  
Denver, Colorado 80209  
September 30, 2017

Jose Cornejo c/o Brendan Kelly  
Manager of Public Works  
Department of Public Works  
2001 West Colfax Avenue  
Dept. 509  
Denver, CO 80202

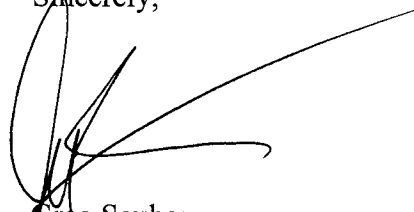
Dear Mr. Cornejo,

Enclosed please find the following information requested by your office:

1. The 2018 Budget
2. The 2018 Budget Information
3. The Budget vs. Actual Report for 2017, including information on any material departures from the 2017 Operating Plan
4. The current list of the board of directors, including attendance information
5. Information on the board actions for this year

The Old South Gaylord Business Improvement District has no debt. We do have a \$15,000.00 reserve for equipment replacement, repair and maintenance.

Sincerely,



Greg Sauber  
Manager

Cc: Michael Kerrigan  
Sr. Financial Mgmt Analyst  
Special Districts & Conduit Debt  
City and County of Denver

## Old South Gaylord Business Improvement District

### Board of Directors

- James DeSena  
1084 South Gaylord Street  
Denver, Colorado 80209  
5 year term expires 12/31/20
- Dan Shipp  
1085 South Gaylord Street  
Denver, Colorado 80209  
303.777.7060 work  
5 year term expires 12/31/22
- Lisa Figlino  
1099 South Gaylord Street  
Denver, CO 80209  
303.733.4848  
5 year term expires 12/31/20
- Joyce Bickel  
1099 South Gaylord Street  
Denver, Colorado 80209  
303.806.6363  
5 year term expires 12/31/18
- Jeffrey Estey  
1096 South Gaylord Street  
Denver, Colorado 80209  
303.777.0707

303.339.2110

5 year term expires 12/31/18

- BID Manager: Greg Sauber  
Office Location  
1084 South Gaylord Street  
Denver, Colorado 80209  
303.339.2110  
[gregsauber@msn.com](mailto:gregsauber@msn.com)
  
- Accountant: Jamie Ferdon  
303.339.2110  
[Jamie@washparkgrille.com](mailto:Jamie@washparkgrille.com)

OLD SOUTH GAYLORD BUSINESS IMPROVEMENT DISTRICT  
2017 BUDGET VS ACTUAL Notes  
Prepared September 2017

The 2017 Budget vs Actual was prepared in September 2017, with Q4 estimated in notes below.

The South Gaylord BID is staying within budget. One of our 2017 projects have not yet been completed and will need to carry over into 2018. The signage and marketing we budgeted for in 2017 is taking longer than originally anticipated. Obtaining permits from the Department of Transportation is still ongoing for the sign we would like to have displayed on I-25. We are also still working on finding the proper technology to have a lit marquee sign. We are continuing our pursuit of these signs.

We did complete the dead tree and the sprinkler rebuild projects using some monies from the monies we budgeted for in 2017. We also completed the backwater valve and backflow preventer project, as well as the light pole maintenance.

We anticipate that by the end of Q4 2017 we will meet our budget for landscaping as we have continued lawn care and the winterizing of the flower beds, as well as the decorative tree lighting for the holiday season.

We estimate by year end that the dollars spent on snow removal will be slightly under budget, though this expense can be unpredictable from year to year. We typically adjust other expenditures internally as the season goes on if there are heavy snowfalls or unseasonably early/late snow.

The BID did not use money from the reserve fund in 2017. We would like to use any remaining monies at the end of 2017 to put back into our reserve to help in the future with any unforeseen circumstances or special projects regarding other maintenance of the block.

Old South Gaylord BID  
Profit & Loss  
January through September 2016

	<u>Jan - Sep17</u>	<u>2017 Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Income</b>				
Income	0.00	10.00	-10.00	0.0%
Property Tax	53,919.30	51,706.00	2,213.30	104.28%
<b>Total Income</b>	<u>53,919.30</u>	<u>51,716.00</u>	<u>2,203.30</u>	<u>104.26%</u>
<b>Total Income</b>	53,919.30	51,716.00	2,203.30	104.26%
<b>Expense</b>				
<b>Accounting Fees</b>	1,200.00	1,200.00	0.00	100.0% \$300 billed in 4th qtr
<b>Bank Charges, Bank Cd. Expense</b>	120.00	120.00	0.00	100.0%
<b>Board Meeting Expense</b>	78.03	100.00	-21.97	78.03%
<b>Directory Expense</b>	450.00	450.00	0.00	100.0%
<b>Dues and Licenses</b>	402.15	450.00	-47.85	89.37%
<b>Insurance Expense</b>	1,950.00	2,000.00	-50.00	97.5% 4th qtr exp estimated
<b>Landscaping</b>			0.00	
Decorative Tree Lighting	6,900.00	7,000.00	-100.00	98.57% 4th qtr exp estimated
Flowers	4,641.28	5,000.00	-358.72	92.83%
Lawn Care	800.00	2,000.00	-1,200.00	40.0% 4th qtr exp estimated
Trees	5,950.00	5,500.00	450.00	108.18%
<b>Total Landscaping</b>	<u>18,291.28</u>	<u>19,500.00</u>	<u>-1,208.72</u>	<u>93.8%</u>
<b>Maintenance &amp; Repair</b>				
Electrical	0.00	2,000.00	-2,000.00	0.0% still working/not billed yet
Misc	2,310.00	3,000.00	-690.00	77.0% repainting of power poles
Sidewalk Cleaning	350.00	350.00	0.00	100.0%
Snow Removal	8,000.00	8,271.00	-271.00	96.72% 4th qtr exp estimated
Sprinkler System	1,109.53	2,500.00	-1,390.47	44.38% still working/not all billed yet
<b>Total Maintenance &amp; Repair</b>	<u>11,769.53</u>	<u>16,121.00</u>	<u>-4,351.47</u>	<u>73.01%</u>
<b>Office Supplies</b>	354.58	100.00	254.58	354.58%
<b>Postage &amp; Freight</b>	49.00	0.00	49.00	100.0%
<b>Signage &amp; Marketing</b>	2,091.77	10,000.00	-7,908.23	20.92% still working
<b>Utilities</b>				
Utilities - Water	600.00	675.00	-75.00	88.89%
Utilities xcel energy	1,200.00	1,000.00	200.00	120.0%
<b>Total Utilities</b>	<u>1,800.00</u>	<u>1,675.00</u>	<u>125.00</u>	<u>107.46%</u>
<b>Total Expense</b>	<u>38,556.34</u>	<u>51,716.00</u>	<u>-13,159.66</u>	<u>74.55%</u>
<b>Net Ordinary Income</b>	<u>15,362.96</u>	<u>0.00</u>	<u>15,362.96</u>	<u>100.0%</u>
<b>Net Income</b>	<u>15,362.96</u>	<u>0.00</u>	<u>15,362.96</u>	<u>100.0%</u>

	<b>2017 Expected</b>
	<b>Revs and Exps</b>
<hr/>	
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Income</b>	
Income	0.00
Property Tax	55,000.00
<b>Total Income</b>	<u>55,000.00</u>
<b>Total Income</b>	55,000.00
<b>Expense</b>	
<b>Accounting Fees</b>	1,200.00
<b>Bank Charges, Bank Cd. Expense</b>	120.00
<b>Board Meeting Expense</b>	100.00
<b>Directory Expense</b>	450.00
<b>Dues and Licenses</b>	450.00
<b>Insurance Expense</b>	2,000.00
<b>Landscaping</b>	
Decorative Tree Lighting	7,000.00
Flowers	5,000.00
Lawn Care	2,000.00
Trees	5,950.00
<b>Total Landscaping</b>	<u>19,950.00</u>
<b>Maintenance &amp; Repair</b>	
Electrical	2,000.00
Misc	3,000.00
Sidewalk Cleaning	350.00
Snow Removal	8,500.00
Sprinkler System	2,000.00
<b>Total Maintenance &amp; Repair</b>	<u>15,850.00</u>
<b>Office Supplies</b>	375.00
<b>Postage &amp; Freight</b>	49.00
<b>Signage &amp; Marketing</b>	2,100.00
<b>Utilities</b>	
Utilities - Water	700.00
Utilities xcel energy	1,500.00
<b>Total Utilities</b>	<u>2,200.00</u>
<b>Total Expense</b>	<u>44,844.00</u>
<b>Net Ordinary Income</b>	<u>10,156.00</u>
<b>Net Income</b>	<u><u>10,156.00</u></u>

Old South Gaylord BID  
**Budget Overview**  
January through December 2018  
Jan - Dec 18

<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Income	
Property Tax	53,975.00
<b>Total Income</b>	<u>53,975.00</u>
<b>Total Income</b>	53,975.00
<b>Expense</b>	
Accounting Fees	1,200.00
Bank Charges, Bank Cd. Expense	120.00
Board Meeting Expense	100.00
Directory Expense	450.00
Dues and Licenses	450.00
Insurance Expense	2,000.00
<b>Landscaping</b>	
Decorative Tree Lighting	7,000.00
Flowers	5,000.00
Lawn Care	2,000.00
Trees	5,500.00
<b>Total Landscaping</b>	<u>19,500.00</u>
<b>Maintenance &amp; Repair</b>	
Electrical	2,000.00
Sidewalk Cleaning	350.00
Snow Removal	8,000.00
Sprinkler System	2,000.00
<b>Total Maintenance &amp; Repair</b>	<u>12,350.00</u>
Office Supplies & Expenses	100.00
<b>Utilities</b>	
Utilities - Water	675.00
Utilities xcel energy	1,000.00
<b>Total Utilities</b>	<u>1,675.00</u>
<b>Total Expense</b>	<u>37,945.00</u>
<b>Net Ordinary Income</b>	16,030.00
<b>Other Income/Expense</b>	
Other Income	0.00
<b>Other Expense</b>	
Reserve Allocation	16,030.00
<b>Total Other Expense</b>	<u>16,030.00</u>
<b>Net Other Income</b>	<u>-16,030.00</u>
<b>Net Income</b>	<u><u>0.00</u></u>

# OLD SOUTH GAYLORD BUSINESS IMPROVEMENT DISTRICT

## 2018 BUDGET Notes

Prepared September 2017

The purpose of the Old South Gaylord Business Improvement District is maintenance of the 1000 block of South Gaylord Street. The street is comprised of retail shops, restaurants and professional offices.

In 2018 we are only budgeting for our usual expenses described below. Any special projects are being carried over from 2017.

Each year the **landscaping budget** is meant to provide adequate tree bed flowers, planters, lawn care, and leaf clean-up for the block. Our long time vendors for these services include MTL Services and Uncommon Ground. The people that provide these services have done so for many years and know the block very well. It is our intent to continue with perennial plantings and annuals to create diverse and long lasting flower beds for the block.

In the 2018 **Maintenance and Repair** budget we are budgeting for the usual expenses of sidewalk cleaning, snow removal, and sprinkler system maintenance.

Per the above paragraph:

**Sidewalk Cleaning and Sprinkler System** are both done annually.

**Snow Removal** is provided by MTL Services, and while we budget on an annual basis, actual dollars spent vary from year to year of course depending on snowfall amounts and severity of storms.

**Electrical Outlets** in the tree beds are maintained annually.

The **Street Directory** is published every year by Joyce Bickel for \$500 including printing.

**Insurance Carrier** is the Colorado Special District Property and Liability Pool.

**Professional dues** are paid annually to the Special Districts Association.



Accounting Services are provided by Jamie Ferdon.

## Projects for 2018:

As mentioned in the Board of Directors Annual Meeting Notes, the Board has approved the following projects that are being carried over from 2017.


1. Continue working on bids for Marquee Signage
2. Continue working with the Dept. of Transportation regarding highway sign

Projects or budget may be revised internally among the board members as we confirm pricing on these items in early 2018. The board feels that these improvements will enhance the public's use and enjoyment of the 1000 block of S Gaylord.

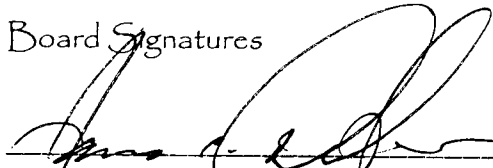
The estimated fund balance as of January 1, 2018 is \$20,000, with a reserve of \$15,000. A portion of this \$20,000 will be used for the ongoing signage and marketing project. This was budgeted for in 2017. If at the end of 2017 we have additional monies that have not been utilized for projects and routine maintenance of the block, we will put these monies into the reserve as well and adjust our 2018 budget accordingly.

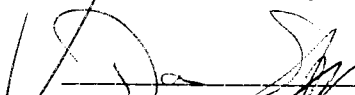
The Old South Gaylord Business Improvement District has no debt.


I, Greg Sauber, Manager of the Old S Gaylord Business Improvement District, certify that the attached is a true and accurate copy of the adopted 2018 budget for the District.


  
\_\_\_\_\_  
Greg Sauber  
Date 10/2/17

Board Signatures

  
\_\_\_\_\_  
James DeSena  
Date 10/5/2017

  
\_\_\_\_\_  
Dan Shipp  
Date 10/4/17

  
\_\_\_\_\_  
Lisa Figlino  
Date 10/4/17

  
\_\_\_\_\_  
Joyce Bickel  
Date 10/4/17

\_\_\_\_\_  
Jeffrey Estey  
Date