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Clerk & Recorder Number:2014-0630-

September 29, 2016

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 2017 Operating Plan and Budget for the Colfax Mayfair Business Improvement District, as well as the following items:

1. 2017 Budget
2. 2016 year-to-date Budget versus Actual report, including projected year end budget
3. Any material departures from the 2016 Operation Plan—none
4. Copy of Public Notice for the 2017 budget
5. Status of any planned our outstanding indebtedness—none
6. Results of any audits conducted during the year—none conducted as our BID qualified for an exemption from audit; application included for reference.
7. Copy of by-laws, if any—our board follows procedures set forth in the BID state statute
8. List of all official board actions (motions) in the past year
9. Current list of all Board members and contact/term information
10. Board member attendance records for the past year
11. List of activities performed in 2016 and planned activity for 2017
12. 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](mailto:hilarie@colfaxmayfairbid.com)

**Colfax Mayfair Business Improvement District  
2017 Budget**

<b>REVENUE</b>	<b>TOTAL</b>
Special Assessments	117,498.00
Government Grant	20,000.00
Other	<u>0.00</u>
<b>TOTAL REVENUE</b>	<b>137,498.00</b>
<b>EXPENSES</b>	
<b>BID Management &amp; Services</b>	
Contract Staff	58,080.00
Finance	11,180.00
Insurance	1,375.00
Legal Services	6,000.00
<b>BID Management &amp; Services Total</b>	<b>76,635.00</b>
<b>Marketing</b>	
Web/e-mktg	2,000.00
Photography	750.00
Events	500.00
Small projects	<u>3,000.00</u>
<b>Marketing Total</b>	<b>6,250.00</b>
<b>Public Improvements</b>	
Bicycle Corrals/Racks	20,000.00
Design/Advocacy Assistance	15,000.00
Maintenance	<u>0.00</u>
<b>Total Public Improvements</b>	<b>35,000.00</b>
<b>Safety</b>	<b>750.00</b>
<b>Operations</b>	<b>3,000.00</b>
<b>TOTAL EXPENDITURES</b>	<b><u>121,635.00</u></b>
<b>Maintenance Reserve</b>	<b><u>15,863.00</u></b>

**Colfax Mayfair Business Improvement District  
2016 Budget, Year To Date Actuals, & Projected Year End**

	Year To Date Actual	Projected Year End 2016	Adopted Budget 2016
<b>Revenue</b>			
Special Assessments <sup>1</sup>	118,157	119,000	117,498
Total Revenues	118,157	119,000	117,498
<b>Expenditures</b>			
Administrative	44,344	79,560	79,560
Communication/Marketing	1,513	5,250	5,250
District Maintenance	-		
Public Improvements	-		
Safety	24	500	500
Total Expenditure	45,881	85,310	85,310
<b>Maintenance Reserve</b>	-	33,690	32,188

<sup>1</sup> Special Assessment revenues are higher due to interest charges on assessments paid after the due date

**NOTICE**

**OF INTENT TO IMPOSE SPECIAL ASSESSMENTS UPON REAL PROPERTY LOCATED IN THE COLFAX MAYFAIR BUSINESS IMPROVEMENT DISTRICT, CITY AND COUNTY OF DENVER, FOR THE PURPOSE OF FUNDING SERVICES TO BE FURNISHED BY THE SAID DISTRICT, AND OF A PUBLIC HEARING THEREON**

1. All owners of real property hereinafter described, and all persons generally, are hereby notified that the Board of Directors of the Colfax Mayfair Business Improvement District, City and County of Denver (the "BID"), has adopted a Resolution proposing to impose special assessments to defray the cost of services to be furnished by the BID against the property specially benefited by such services, all as more particularly set forth herein.
2. The Board of Directors will hold a PUBLIC HEARING for the purpose of considering the desirability of and the need for providing the services and imposing the assessments therefor and determining the special benefits to be received by the properties to be assessed, on November 30, 2016, at 11:00 a.m. at East Montclair Community Center, located at 6740 East Colfax Avenue, Denver, Colorado. At such PUBLIC HEARING, the Board of Directors of the BID shall also consider its 2017 budget for approval and adoption.
3. The property on which the assessments are to be levied consists of the real property classified for property tax purposes as commercial within the boundaries of the BID, which is described as follows:

The area along both sides of Colfax Avenue from Elm Street to Monaco Parkway and the Mayfair Town Center area between Kearney and Leyden from Colfax Avenue south to 14<sup>th</sup> Avenue as more specifically shown on the map of the District boundaries attached hereto as Exhibit A. The boundaries of the BID include all real properties within the service area perimeter which are classified as commercial property as defined in the Business Improvement District Act, Section 31-25-1203(2), C.R.S.

4. The purpose of the special assessments is to defray the cost of the services to be furnished by the BID, which may include the following:

A.	<b><u>Economic Development,</u></b>	<ul style="list-style-type: none"><li>• Business support &amp; business attraction</li><li>• Investor and consumer marketing</li><li>• Real estate market research</li><li>• Advocacy for transportation and housing improvements</li><li>• Ratepayer communications</li></ul>
B.	<b><u>Enhanced Safety</u></b>	<ul style="list-style-type: none"><li>• Communications with businesses, owners and police</li><li>• Advocacy for adequate police patrols and other security measures</li><li>• Advocacy for abatement and mitigation of nuisance crimes and nuisance properties.</li><li>• Business watch program and security awareness</li></ul>
C.	<b><u>Physical Improvements and District Identity</u></b>	<ul style="list-style-type: none"><li>• Streetscape master plan identifying desired improvements such as pedestrian lighting, sidewalks, benches, bicycle racks, crossings, medians, signage</li><li>• Leveraging opportunities for capital improvements</li><li>• Undertaking spot and long-term maintenance</li></ul>
D.	<b><u>Advocacy</u></b>	<ul style="list-style-type: none"><li>• Having a unified voice among stakeholders to promote activities, investment and policies that will result in the overall betterment of the area.</li><li>• Liaison to city economic development, public safety, public works, planning, city council as well as neighborhood groups.</li></ul>

The Board of Directors of the BID may amend program activities in subsequent years within the general categories of improvements and services authorized by state law. Final programs and budgets will be subject to the annual review and approval of the Board of Directors of the BID.

5. The proposed method of assessment is set forth in the table below and is generally described as follows:

Both land square footage and rentable building square footage are utilized as assessment variables to equitably distribute the costs of the services to be provided by the BID. The following assessment rates (for 2017) apply to property within the BID and have been calculated based on data supplied by the Denver Assessor and Geographic Information System (GIS) technology. Proposed 2017 annual assessments are as follows:

	Per sq. ft. of Commercial Lot (capped at 40,000 sq. ft. of a single lot or of contiguous lots in a single ownership)	Per sq. ft. of rentable commercial building above grade area	Per sq. ft. of rentable commercial building below grade area
Colfax Mayfair Commercial Properties	\$0.075	\$0.075	\$0.0375

The BID will conduct the November 30, 2016 public hearing described above to consider the desirability of and the need for providing the services set forth in its Operating Plan and Budget, and imposing the special assessment set forth above to fund the same. The BID will also determine the special benefits to be derived by the properties upon which the assessment will be imposed, if any, for fiscal year 2017. In order to provide adequate funding for the costs of providing its services in subsequent years, the BID shall be authorized to increase the rates of assessment set forth above not more than five percent (5%) each year, on a cumulative basis. The assessments in 2017 will be collected by the City Treasurer of the City and County of Denver, Colorado (the "Treasurer") pursuant to an agreement by and between the BID and the Treasurer. At this point, it is expected that the Treasurer will collect the assessment in all subsequent years that the BID remains in existence.

In any year in which the assessments are assessed by the BID, the same will be due and payable without demand in one installment, the installment being due on or before the last day of February. Any amount not paid when due shall become delinquent 30 days after the due date and shall draw interest at the rate established pursuant to §5-12-106(2) and (3), C.R.S, from the date of delinquency until paid in full. Delinquent amounts may be certified to the Treasurer for collection as provided by state law. The assessments shall constitute a perpetual lien in the amount assessed against each lot or tract of land until paid in full.

The owners of property to be assessed shall have the right to file a remonstrance petition pursuant to C.R.S. § 31-25-1219(2)(b).

**NOTICE OF PUBLIC HEARING ON 2017 BUDGET**

NOTICE IS HEREBY GIVEN that the proposed budget for the ensuing year of 2017 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 the East Montclair Community Center, 6740 East Colfax, Denver, Colorado, at 11:00 a.m. on Wednesday, November 30, 2016.

A copy of the proposed 2017 budget is available for public inspection at the offices of Suburban Toppers, 2795 East Colfax Avenue, Denver, Colorado. Any interested elector within the District may, at any time prior to final adoption of the 2017 budget, file or register any objections thereto.

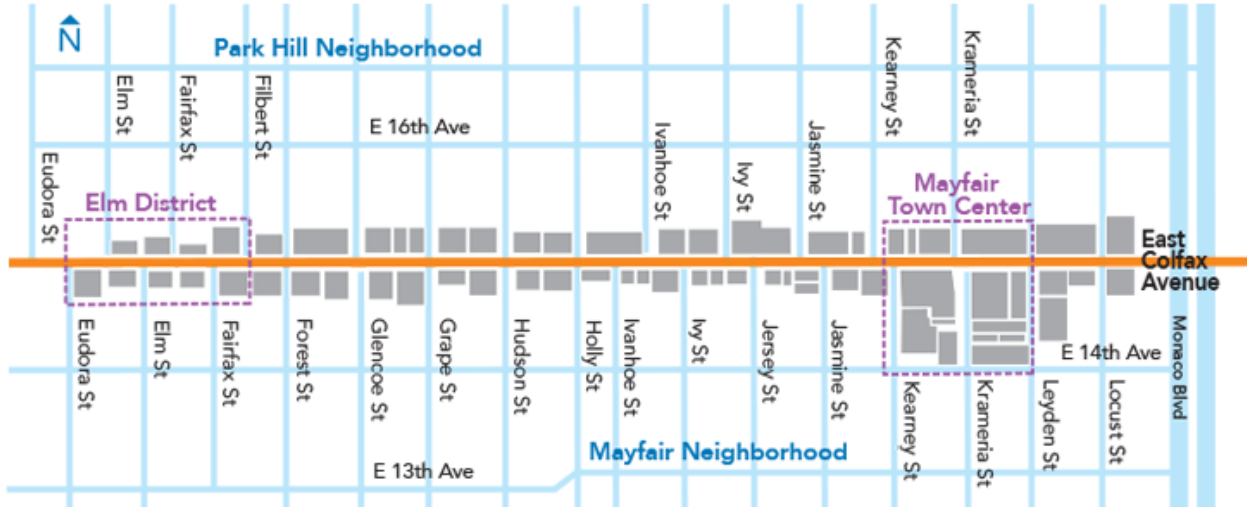
DATED as of October 26, 2016.

COLFAX MAYFAIR BUSINESS IMPROVEMENT DISTRICT

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Barbara Macfarlane, Secretary

EXHIBIT A: DISTRICT BOUNDARIES



## Applying for Exemption from Audit

In accordance with 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 revenues or expenditures for the year are not more than \$750,000. This means that neither revenues nor expenditures can exceed \$750,000 in the year.

### General Instructions READ ALL INSTRUCTIONS BEFORE COMPLETING OR SUBMITTING THIS FORM

Exemptions from audit are not automatic. Every year, in order to be exempt from audit, the local government must complete an Application for Exemption from Audit and submit it to the Office of the State Auditor. An exemption from audit is only granted upon the review and approval of the Office of the State Auditor.

The application must be received and filed with the Office of the State Auditor within 3 months after the end of the year. The application must be received in our office on or before March 31 for governments with a December 31 year-end. **POSTMARK DATES WILL NOT BE CONSIDERED.**

The appropriate version of the Application for Exemption from Audit must be used.

Prior years' forms are obsolete and will not be accepted. Applications submitted on forms other than those prescribed by the State Auditor will also not be accepted.

The application must be fully and accurately completed.

The preparer must sign the application.

The application must be personally reviewed and approved by the governing body. Approval is evidenced by one of the following two methods:

- 1) If the completed application is going to be submitted electronically using email or fax, the application **MUST** include a resolution of the governing body that states the completed application was personally reviewed and approved by a majority of the body in an open public meeting. The resolution **MUST** include the signatures of a majority of the governing body (see sample resolution).
- 2) If the completed application is going to be submitted through postal mail (U.S. Post Office, UPS, FedEx), the application must include the original ink signatures of a majority of the governing body.

**USE ONLY ONE OF THE ABOVE METHODS WHEN FILING THE APPLICATION.**

The mailing address is:

Office of the State Auditor

Local Government Audit Division

1525 Sherman St, 7th Floor

Denver, CO 80203

The fax number is: (303) 869-3061

The e-mail address is: [OSALG@state.co.us](mailto:OSALG@state.co.us)

**We Moved!**

Please note our new address:

1525 Sherman St, 7th Floor

Denver, CO 80203

303-869-3000

Two forms are available:

- 1) The "short form" should be submitted if both revenues and expenditures are less than or equal to \$100,000. A preparer of the short form must be a person skilled in governmental accounting.
- 2) The "long form" should be submitted if either revenues or expenditures are greater than \$100,000 but are less than or equal to \$750,000. A preparer of the long form must be an independent accountant with knowledge of governmental accounting.

Please call (303) 869-3000 if you need help completing the Application for Exemption from Audit forms.

**Important:** All Applications for Exemption from Audit are subject to review and approval by the Office of the State Auditor. Failure to file an application or denial of this request could cause the local government to have an exemption from audit for that year and the ensuing year. In that case, an audit shall be required.



**APPLICATION FOR EXEMPTION FROM AUDIT - LONG FORM - FOR GOVERNMENTS WITH REVENUE OR EXPENDITURES GREATER THAN \$100,000 BUT NOT MORE THAN \$750,000**

Name of Government: Fax-Mayfair Business Improvement District  
 Address: PO Box 202161  
 Denver CO 80220

Contact Person: **Hilarie Portell, Executive Director**  
 Telephone: 303-810-3906  
 Email: hilarie@faxmayfairbid.com  
 Fax:

For the Year  
 Ended December 31, 2015  
 or fiscal year ended:

Return to: 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  
 Call (303) 869-3000 if you need help completing this form.

**PLEASE READ THE ABOVE INSTRUCTIONS BEFORE SUBMITTING THE COMPLETED APPLICATION**

Section 29-1-604, C.R.S., outlines the provisions for an exemption from audit. Generally, any local government for which neither revenue nor expenditures exceed \$750,000 in any year may qualify for an exemption.

**If either revenues or expenditures are \$100,000 or greater, but not more than \$750,000, you may use this form. If both revenues and expenditures are less than \$100,000 individually, use the short form application for exemption from audit.**

**Please review ALL instructions prior to the completion of this form.**

Instructions:  
 1. Prepare this form completely and accurately. Please note that there are 11 parts to this form and all questions must be answered for the application to be considered complete.  
 a. Please use whole dollars. Do not include any cents. Please round consistently to ensure that the financial information balances between schedules.  
 2. File this form with the Office of the State Auditor within 3 months after the end of the year.  
 For years ended December 31, this form must be received by the Office of the State Auditor by March 31.  
 3. The form must be completed by an independent accountant (separate from the entity) with knowledge of governmental accounting.  
 4. The application must be personally reviewed and approved by a majority of the governing body as evidenced by one of the following methods:  
 a. Resolution of the governing body; application may be emailed, faxed, or mailed.  
 b. Original signatures - application must be mailed. Email or fax will NOT be accepted.  
 5. The preparer must sign the application that is submitted in order for it to be accepted.  
 6. Additional information may be attached to the exemption at the preparer's discretion.

**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. 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 Floor  
 Telephone Number: 303-649-0731 x 101  
 Date Prepared: 3/23/2016

I affirm that I am independent from this entity and skilled in governmental accounting (Required): The application will be rejected if not signed by the preparer.

*Garret Barry, Ottawa Accounting, 3/28/16*

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. Independent means someone who is separate from the entity. Please describe your relationship to the entity in the above box, with your signature.

Has the Entity Filed for 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:
	x	



**PART 1 - Financial Statements - Balance Sheet**

Ln #	Description:	Governmental Funds		Proprietary/Fiduciary Funds	
		Fund*	Fund*	Fund*	Fund*
	<b>Description:</b>				
	<b>Assets</b>				
1-1	Cash & Cash Equivalents	\$ -	\$ -	\$ 77,214	\$ -
1-2	Investments	\$ -	\$ -	\$ -	\$ -
1-3	Receivables	\$ -	\$ -	\$ -	\$ -
1-4	Due from Other Entities or Funds	\$ -	\$ -	\$ 9,639	\$ -
	<b>All Other Assets (specify)</b>				
1-5	Total Current Assets	\$ -	\$ -	\$ 86,853	\$ -
1-6	Capital Assets, net (from Part 6-3)	\$ -	\$ -	\$ -	\$ -
1-7	Other Long Term Assets (specify)	\$ -	\$ -	\$ -	\$ -
1-8		\$ -	\$ -	\$ -	\$ -
1-9		\$ -	\$ -	\$ -	\$ -
1-10		\$ -	\$ -	\$ -	\$ -
1-11	Total Assets (add lines 1-1 through 1-10)	\$ -	\$ -	\$ 86,853	\$ -
1-12	Total Deferred Outflows of Resources	\$ -	\$ -	\$ -	\$ -
1-13	Total Assets and Deferred Outflows	\$ -	\$ -	\$ 86,853	\$ -
	<b>Liabilities and Fund Balance</b>				
	<b>Liabilities</b>				
1-14	Accounts Payable	\$ -	\$ -	\$ 7,289	\$ -
1-15	Accrued Payroll and Related Liabilities	\$ -	\$ -	\$ -	\$ -
1-16	Accrued Interest Payable	\$ -	\$ -	\$ -	\$ -
1-17	Due to Other Entities or Funds	\$ -	\$ -	\$ -	\$ -
1-18	All Other Current Liabilities	\$ -	\$ -	\$ -	\$ -
1-19	Total Current Liabilities	\$ -	\$ -	\$ 7,289	\$ -
1-20	All Other Liabilities (specify)	\$ -	\$ -	\$ -	\$ -
1-21	Proprietary Debt Outstanding (from Part 4-4)	\$ -	\$ -	\$ -	\$ -
1-22	Other Liabilities (specify)	\$ -	\$ -	\$ -	\$ -
1-23		\$ -	\$ -	\$ -	\$ -
1-24		\$ -	\$ -	\$ -	\$ -
1-25		\$ -	\$ -	\$ -	\$ -
1-26		\$ -	\$ -	\$ -	\$ -
1-27		\$ -	\$ -	\$ -	\$ -
1-28	Total Liabilities (add lines 1-14 through 1-27)	\$ -	\$ -	\$ 7,289	\$ -
1-29	Total Deferred Inflows of Resources	\$ -	\$ -	\$ -	\$ -
	<b>Fund Balance</b>				
	<b>Nonspendable :</b>				
1-30	Prepaid Inventory	\$ -	\$ -	\$ -	\$ -
1-31		\$ -	\$ -	\$ -	\$ -
	<b>Restricted:</b>				
1-32	(specify)	\$ -	\$ -	\$ -	\$ -
1-33	(specify)	\$ -	\$ -	\$ -	\$ -
1-34	(specify)	\$ -	\$ -	\$ -	\$ -
1-35	Unassigned:	\$ -	\$ -	\$ 79,564	\$ -
	<b>Total Fund Balance (add lines 1-30 through 1-35) This total should be the same as line 3-31.</b>	\$ -	\$ -	\$ 79,564	\$ -
1-36	Total Liabilities, Deferred Inflows, and Fund Balance (add lines 1-28, 1-29 and 1-36) This total should be the same as line 1-13	\$ -	\$ -	\$ 86,853	\$ -

\*Indicate Name of Fund  
 Note: Attach additional sheets as necessary.

**PART 2 - Financial Statements - Operating Statement - Revenues**

	Governmental Funds		Proprietary/Fiduciary Funds		Grand Totals
	Fund*	Fund*	Fund*	Fund*	
<b>Tax Revenue</b>					
2-1 Property	\$ -	\$ -	\$ 117,837	\$ -	
2-2 Specific Ownership	\$ -	\$ -	\$ -	\$ -	
2-3 Sales and Use Tax	\$ -	\$ -	\$ -	\$ -	
2-4 Other Tax Revenue (specify):	\$ -	\$ -	\$ -	\$ -	
2-5	\$ -	\$ -	\$ -	\$ -	
2-6	\$ -	\$ -	\$ -	\$ -	
2-7	\$ -	\$ -	\$ -	\$ -	
2-8 Total Tax Revenue	\$ -	\$ -	\$ 117,837	\$ -	
2-9 Licenses and Permits	\$ -	\$ -	\$ -	\$ -	
2-10 Highway Users Tax Funds (HUTF)	\$ -	\$ -	\$ -	\$ -	
2-11 Conservation Trust Funds (Lottery)	\$ -	\$ -	\$ -	\$ -	
2-12 Community Development Block Grant	\$ -	\$ -	\$ -	\$ -	
2-13 Fire & Police Pension	\$ -	\$ -	\$ -	\$ -	
2-14 Grants	\$ -	\$ -	\$ -	\$ -	
2-15 Donations	\$ -	\$ -	\$ -	\$ -	
2-16 Charges for Sales and Services	\$ -	\$ -	\$ -	\$ -	
2-17 Rental Income	\$ -	\$ -	\$ -	\$ -	
2-18 Fines and Forfeits	\$ -	\$ -	\$ -	\$ -	
2-19 Interest/Investment Income	\$ -	\$ -	\$ -	\$ -	
2-20 Tap Fees	\$ -	\$ -	\$ -	\$ -	
2-21 Developer Advances	\$ -	\$ -	\$ -	\$ -	
2-22 All Other (specify)	\$ -	\$ -	\$ -	\$ -	
2-23 Denver Office of Economic Development Grant	\$ -	\$ -	\$ 148,035	\$ -	
2-24 Total Revenues (Add lines 2-8 through 2-23)	\$ -	\$ -	\$ 265,872	\$ -	
Other Financing Sources					
2-25 Debt Proceeds	\$ -	\$ -	\$ -	\$ -	
2-26 Proceeds from Sale of Capital Assets	\$ -	\$ -	\$ -	\$ -	
2-27 Other (specify)	\$ -	\$ -	\$ -	\$ -	
Total Other Financing Sources (Add lines 2-25 through 2-27)	\$ -	\$ -	\$ -	\$ -	
Total Revenues and Other Financing Sources (Add lines 2-24 and 2-28)	\$ -	\$ -	\$ 265,872	\$ -	

Note: If Total Revenues and Other Financing Sources - Total of All Funds (Line 2-24) are greater than \$780,000 - STOP, you may not use this form. An audit may be required. See Section 29-1-604, C.R.S., or contact us at (303) 869-3100 for assistance.

**PART 3 - Financial Statements - Operating Statement - Expenditures**

	Governmental Funds		Proprietary/Fiduciary Funds		Grand Totals
	Fund*	Fund*	Fund*	Fund*	
<b>Expenditures</b>					
3-1 General Government	\$ -	\$ -	\$ 32,349	\$ -	\$ 32,349
3-2 Judicial	\$ -	\$ -	\$ -	\$ -	\$ -
3-3 Law Enforcement	\$ -	\$ -	\$ -	\$ -	\$ -
3-4 Fire	\$ -	\$ -	\$ 59,854	\$ -	\$ 59,854
3-5 Highways & Streets	\$ -	\$ -	\$ -	\$ -	\$ -
3-6 Solid Waste	\$ -	\$ -	\$ -	\$ -	\$ -
3-7 Contributions to Fire & Police Pension Assoc.	\$ -	\$ -	\$ 6,460	\$ -	\$ 6,460
3-8 Health	\$ -	\$ -	\$ -	\$ -	\$ -
3-9 Culture and Recreation	\$ -	\$ -	\$ 1,629	\$ -	\$ 1,629
3-10 Other (specify)	\$ -	\$ -	\$ -	\$ -	\$ -
3-11	\$ -	\$ -	\$ -	\$ -	\$ -
3-12	\$ -	\$ -	\$ -	\$ -	\$ -
3-13	\$ -	\$ -	\$ -	\$ -	\$ -
3-14 Capital Outlay	\$ -	\$ -	\$ 87,017	\$ -	\$ 87,017
3-15 Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
3-16 Principal	\$ -	\$ -	\$ -	\$ -	\$ -
3-16 Interest	\$ -	\$ -	\$ -	\$ -	\$ -
3-17 Bond Issuance Costs	\$ -	\$ -	\$ -	\$ -	\$ -
3-18 Developer Repayments	\$ -	\$ -	\$ -	\$ -	\$ -
3-19 All Other (specify)	\$ -	\$ -	\$ -	\$ -	\$ -
3-20	\$ -	\$ -	\$ -	\$ -	\$ -
3-21 Total Expenditures (Add lines 3-1 through 3-20)	\$ -	\$ -	\$ 186,308	\$ -	\$ 186,308
3-22 Interfund Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -
3-23 Interfund Transfers (Out)	\$ -	\$ -	\$ -	\$ -	\$ -
3-24 Other (specify):	\$ -	\$ -	\$ -	\$ -	\$ -
3-25	\$ -	\$ -	\$ -	\$ -	\$ -
3-26	\$ -	\$ -	\$ -	\$ -	\$ -
3-27	\$ -	\$ -	\$ -	\$ -	\$ -
3-28 Total Transfers and Other Expenditures (Add lines 3-22 through 3-27)	\$ -	\$ -	\$ -	\$ -	\$ -
3-29 Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures (Line 2-29, less line 3-27, plus line 3-28)	\$ -	\$ -	\$ 79,564	\$ -	\$ 79,564
3-30 Fund Balance, January 1 from December 31 prior year report	\$ -	\$ -	\$ -	\$ -	\$ -
3-31 Fund Balance, December 31 (Line 3-29 plus line 3-30)	\$ -	\$ -	\$ 79,564	\$ -	\$ 79,564

**Note: If Total Expenditures - Total of All Funds (Line 3-21) 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 us at (303) 769-3000 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?		x	
4-2	Is the debt repayment schedule attached? If no, please explain:			
4-3	Is the entity current in its debt service payments? If no, please explain:			
4-4	Please complete the following debt schedule, if applicable: (Please only include principal amounts)	Retired during year	Outstanding at year-end	
	General obligation bonds	\$ -	\$ -	
	Revenue bonds	\$ -	\$ -	
	Notes/Loans	\$ -	\$ -	
	Leases	\$ -	\$ -	
	Developer Advances	\$ -	\$ -	
	Other (specify):	\$ -	\$ -	
	<b>Total:</b>	\$ -	\$ -	
<b>Please answer the following questions by marking the appropriate boxes.</b>				
4-5	Does the entity have any authorized, but unissued, debt?		x	
If yes:	How much?	\$ -		
	Date the debt was authorized:			
4-6	Does the entity intend to issue debt within the next calendar year?		x	
If yes:	How much?	\$ -		
4-7	Does the entity have debt that has been refinanced that it is still responsible for?			
If yes:	What is the amount outstanding?	\$ -		
4-8	Does the entity have any lease agreements?			
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?			
	What are the annual lease payments?	\$ -		
4-9	Does the entity have a certified mill levy?			
If yes:	Bond Redemption	0.00		
	General/Other	0.00		
	<b>Total</b>	0.00		

**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	Checking accounts	\$ 77,214		
5-2	Savings accounts	\$ -		
5-3	Certificates of deposit	\$ -		
	<b>Total Cash Deposits</b>	\$ -	\$ 77,214	
Investments (if investment is a mutual fund, please list underlying investments):				
5-4		\$ -		
5-5		\$ -		
5-6		\$ -		
5-7		\$ -		
	<b>Total Investments</b>	\$ -	\$ -	
	<b>Total Cash and Investments</b>	\$ -	\$ 77,214	
<b>Please answer the following question by marking in the appropriate box.</b>				
5-8	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, please explain:	Yes	No	
		x		



**PART 8 - BUDGET INFORMATION**

Please answer the following questions by marking in the appropriate boxes. 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? If no, please explain:  
 Yes  No

8-2 Did the entity pass an appropriations resolution? In no, please explain:  
 Yes  No

If yes: Please indicate the amount appropriated for each fund for the current year

Fund Name	Budgeted Expenditures
Yr 2015 General	\$ 225,840
	\$ -
	\$ -

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

Please answer the following question by marking in the appropriate box. 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(e))?  
 Yes  No

**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 questions by marking in the appropriate boxes. Please use this space to provide any explanations or comments.

10-1 Is this application for a newly formed governmental entity?  
 Yes  No

If yes: Date of formation:

10-2 Has the entity changed its name in the past or current year?  
 Yes  No

If Yes: Please list the NEW name & PRIOR name:

10-3 Is the entity a metropolitan district?  
 Yes  No

10-4 Please indicate what services the entity provides:

10-5 Does the entity have an agreement with another government to provide services?  
 Yes  No

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:		Governmental Funds	
Total Cash & Investments	\$ 77,214	Total Tax Revenue	\$ -
Current Liabilities	\$ 7,289	Revenue Paying Debt Service	\$ -
Deferred Inflow	\$ -	Total Revenue	\$ -
		Total Debt Service Principal	\$ -
		Total Debt Service Interest	\$ -
Governmental		Enterprise Finances	
Total Cash & Investments	\$ -	Net Position	\$ 79,504
Transfers In	\$ -	PY Net Position	\$ -
Transfers Out	\$ -	Government-Wide	
Proprietary	\$ 88,853	Total Outstanding Debt	\$ -
Current Assets	\$ -	Authorized but Unissued	\$ -
Deferred Outflow	\$ -	Year Authorized	\$ 77,214
Current Liabilities	\$ 7,289		
Total Expenditures	\$ -		
Total Developer Advances	\$ -		
Total Developer Repayments	\$ -		
		Principal Expense	\$ -



**PART 11 - 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 a person skilled in 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	Print Board Members Name	Signed	Date:
Board Member 1	Christian Anderson	<i>Christian Anderson</i> Signed Christian Anderson (Mar 29, 2016)	Mar 29, 2016
Board Member 2	Jamie Harris	<i>Jamie P Harris</i> Signed Jamie P Harris (Mar 29, 2016)	Mar 29, 2016
Board Member 3	Barbara Macfarlane	<i>Barbara Macfarlane</i> Signed Barbara Macfarlane (Mar 31, 2016)	Mar 31, 2016
Board Member 4	Dan Murray	<i>Dan Murray</i> Signed Dan Murray (Mar 31, 2016)	Mar 31, 2016
Board Member 5	Candace Wickstrom	<i>Candace Wickstrom</i> Signed Candace Wickstrom (Mar 31, 2016)	Mar 31, 2016
Board Member 6	Mark Berzins		
Board Member 7	Maurice Bennett		

**Colfax Mayfair Business Improvement District  
Official Board Actions, 2016**

Meeting Date	Action
January 20, 2016	<ul style="list-style-type: none"> <li>• Approved minutes from November 30, 2015, meeting.</li> <li>• Approved contracts with Portell Works, Lynda Seele, Ottawa Accounting, Laura Manthey Design, JHF Design, and Spencer Fane Britte &amp; Browne.</li> <li>• Approved Resolution 2016-1, Renewing Liability Insurance</li> <li>• Approved motion to support Vision Zero.</li> <li>• Approved motion to adjourn meeting.</li> </ul>
February 18, 2016	<ul style="list-style-type: none"> <li>• Approved minutes from January 20, 2016 meeting.</li> <li>• Approved motion to adjourn meeting.</li> </ul>
March 16, 2016	<ul style="list-style-type: none"> <li>• There was not a quorum present so no voting occurred.</li> </ul>
April 20, 2016	<ul style="list-style-type: none"> <li>• Approved minutes from February 18, 2016, and March 16, 2016, meetings.</li> <li>• Approved Ratification of Resolution 2016-2, Exemption From Audit</li> <li>• Approved motion to adjourn meeting.</li> </ul>
May 18, 2016	<ul style="list-style-type: none"> <li>• Approved minutes from April 20, 2016 meeting.</li> <li>• Approved motion to adjourn meeting.</li> </ul>
June 15, 2016	<ul style="list-style-type: none"> <li>• There was not a quorum present so no voting occurred.</li> </ul>
July 20, 2016	<ul style="list-style-type: none"> <li>• Approved minutes from May 18, 2016, and June 15, 2016, meetings.</li> <li>• Approved motion to adjourn meeting.</li> </ul>
August 31, 2016	<ul style="list-style-type: none"> <li>• Approved minutes from July 20, 2016 meeting.</li> <li>• Approved motion to adjourn meeting.</li> </ul>
September 21, 2016	<ul style="list-style-type: none"> <li>• Approved minutes from August 31, 2016 meeting.</li> <li>• Approved motion to adopt proposed 2017 budget and workplan</li> <li>• Approved motion to adjourn meeting.</li> </ul>

**Colfax Mayfair Business Improvement District  
2016 Board/Staff Contact List**

Executive Director P.O. Box 202161 Denver CO 80220	P E E	720.810.3906 <a href="mailto:hilarie@colfaxmayfairbid.com">hilarie@colfaxmayfairbid.com</a> <a href="mailto:info@colfaxmayfairbid.com">info@colfaxmayfairbid.com</a>
Project Coordinator Lynda Seele	P E	303.243.1813 <a href="mailto:Lynda@colfaxmayfairbid.com">Lynda@colfaxmayfairbid.com</a> <a href="mailto:info@colfaxmayfairbid.com">info@colfaxmayfairbid.com</a>
Christian Anderson Chop Shop Casual Urban Eatery 4990 East Colfax Avenue Denver, CO 80220 2 Year Appointment Term Expires: December 31, 2016	P F E	720-550-7665  <a href="mailto:christian@coloradochopshop.com">christian@coloradochopshop.com</a>
Mo Bennett Chair Five Equities 1728 Corona St. Denver CO 80210 2 Year Appointment; 2 <sup>nd</sup> Term Term Expires: December 31, 2018	P F E	303.908.6178  mauricebennett@me.com
Mark Berzins Little Pub Company 1440 Wewatta St. Suite 910 Denver CO 80202 2 Year Appointment, 2 <sup>nd</sup> Term Term Expires: December 31, 2018	P F E	303. 595.7770 none <a href="mailto:mark@littlepubco.com">mark@littlepubco.com</a>
Jamie Harris, President Chair Five Equities 7581 E. Academy Blvd., Suite 207 Denver CO 80230 2 Year Appointment Term Expires: December 31, 2016	P F E	303.619.0176 None <a href="mailto:chairfive@gmail.com">chairfive@gmail.com</a>
Barbara Macfarlane, Secretary Marczyk Fine Foods 770 E. 17 <sup>th</sup> Ave, D Denver CO 80203 2 Year Appointment Term Expires: December 31, 2016	P F E	303.894.9499 303.894.9491 <a href="mailto:barbara@marczykfinefoods.com">barbara@marczykfinefoods.com</a>
Dan Murray, Treasurer Suburban Toppers 5795 E. Colfax Avenue Denver CO 80220 2 Year Appointment Term Expires: December 31, 2016	P F E	303.717.8128 303.388.0747 <a href="mailto:Dpm1216@aol.com">Dpm1216@aol.com</a>
Candace Wickstrom, Vice President City Floral Garden Center 1440 Kearney Street Denver CO 80220 2 Year Appointment Term Expires: December 31, 2016	P F E	720.560.3508 303.355.4533 <a href="mailto:candace@cityfloralgreenhouse.com">candace@cityfloralgreenhouse.com</a>

**Colfax Mayfair Business Improvement District  
Board Member Attendance, 2016**

	Jan 20, 2016	Feb 18, 2016	Mar 16, 2016	Apr 20, 2016	May 18, 2016	Jun 15, 2016	Jul 20, 2016	Aug 31, 2016	Sep 21, 2016
Christian Anderson	Present			Present	Present		Present		
Maurice Bennett	Present	Present		Present	Present	Present	Present	Present	Present
Mark Berzins		Present	Present	Present	Present			Present	Present
Jamie Harris		Present	Present	Present	Present	Present	Present	Present	
Barbara Macfarlane	Present	Present		Present				Present	Present
Dan Murray	Present		Present	Present	Present		Present	Present	Present
Candace Wickstrom	Present	Present		Present		Present	Present	Present	

September 26, 2016

### **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](http://www.colfaxmayfairbid.com).

### **2016 Activities**

There were no material departures from the 2016 work plan. Specific tasks accomplished include:

#### **Administration**

- Complied with state, local and federal policies and regulations regarding BIDs
- Renewed contractual relationships with existing staff.
- Officially changed the legal name of the District.
- Maintained systems, policies and professional services to support the organization.
- Maintained a database of property and business owners.

#### **Economic Development**

- Kept ratepayers informed of BID activities and ways to benefit from them.
- Walked entire district to share BID information with businesses.
- Supported 6 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 700 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.
- Working with Denver Community Planning & Development to improve Main Street Zoning and the sign code.

#### **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.
- Coordinated business Adopt-A-Stop partners for RTD bus stops
- Worked with adjacent neighborhoods on 2016 Great Colfax Clean-Up.

### **Public Improvements**

- Facilitated installation of new bike lanes and bicycle racks on Krameria Street between Colfax and 14<sup>th</sup> Avenue.
- Worked with the Colfax Collaborative to position Colfax Mayfair BID for 2017 bond funding for the streetscape plan that was developed in 2015. Actively lobbying for funding from the 2017 general budget for detailed design for this project.
- Secured grant funding for 2017 installation of bicycle amenities.



## **Colfax Mayfair Business Improvement District 2017 Operating Plan**

### **GOALS**

1. Ensure professional administration of the organization and its programs.
2. Maintain district awareness and engagement among prospective investors and area consumers.
3. Successfully advocate for bond-funded streetscape improvements.
4. Build a reserve fund for long-term maintenance of public improvements and 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

*Work with adjacent property owners to expand BID service area over time*

#### **Economic Development: Grow the Economic Base**

*Keep BID ratepayers informed and engaged in district programs*

- Bi-annual update print letter
- 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.
- Refresh website with new photos, update directory.

*Advocate for, and market real estate and development opportunities*

- Provide ongoing outreach to businesses, property owners, brokers and developers to discuss real estate needs and any available assistance; maintain investor information on the website.
- Track vacancies, new investment and job creation as feasible in the district.
- Advocate for Main Street zoning text amendments to support adaptive reuse or redevelopment of Colfax properties.
- Advocate for sign code amendment or overlay to encourage signage that supports the historic character of Colfax.

*Support district businesses through local small business assistance programs*

- Share information offered through the City of Denver, Denver Small Business Development Center, Mile High Business Alliance 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 the annual Walk Denver gala in BID district.

### **Public Improvements: Create a Stronger, More Connected Destination**

*Advocate for general bond funding of streetscape capital improvements.*

- Implement Colfax Corridor bond campaign to get all Colfax BID projects approved for general bond funding. Work with all local stakeholders and advocacy groups.

*Leverage smaller grants to implement streetscape-related projects*

- Place branded bike corrals and racks in high visibility neighborhood retail locations
- Consider participating in a public art project to enhance local identity and promote pedestrian safety in partnership with Walk Denver.

*Enhance community awareness of transportation options in and around the District*

- Promote light rail service, Bus Rapid Transit plans and BID mobility projects
- Provide branded elements for new Bus Rapid Transit stations

*Look for opportunities to implement less tangible projects that support streetscape goals:*

- Analyze on-street parking opportunities in key segments
- Advocate for CDOT resurfacing project

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

*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.
- Communicate crime/safety information to community
- 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.*

## 2016 Documented Impacts

### Property Values

Property Assessed Valuation 1/1/2015	\$12,034,480	
Property Assessed Valuation 1/1/2016	14,728,805	(22.4% increase)

### New Construction/Renovation

4900 East Colfax Avenue	\$1,000,000 in renovation
6260 East Colfax Avenue	\$2,000,000 in renovation

### New Business Activity

6 New Businesses, 35 new jobs

- Great Clips
- Ceramics In The City
- Rhythm Revolution
- Computer Doc
- Jimmy Johns
- Nail Salon

### Community Engagement

11 Consumer E-Newsletters sent to over 4,000 area residents  
Community Safety Meeting with 25 participants  
Facebook Page with 700 core supporters