



**DENVER**  
THE MILE HIGH CITY

Michael B. Hancock  
Mayor

**DEPARTMENT OF FINANCE**

BRENDAN J. HANLON  
CHIEF FINANCIAL OFFICER

201 W. Colfax Avenue, Dept 1010  
Denver, CO 80202  
p: (720) 913-1514  
f: (720) 913-5599  
[www.denvergov.org/finance](http://www.denvergov.org/finance)

August 2, 2021

Ms. Denise Denslow, Manager  
Colfax Business Improvement District  
c/o CliftonLarsonAllen  
8390 E. Crescent Pkwy, Suite 500  
Greenwood Village 80111-2814

Dear Denise,

This letter is to remind you to submit your District's **2022 Operating Plan and Budget (OP&B)** for review and approval as required by State Statute (C.R.S. 31-25-1211) **by September 30, 2021**. Please file the original hard copy of the OP&B with the City Clerk noting the City Clerk file number (i.e. **Filing No. 00-787-\_\_**), so that the Clerk can then fill in the blank with the current extension letter. Also, please send an electronic copy to [Michael.Kerrigan@denvergov.org](mailto:Michael.Kerrigan@denvergov.org) or if mailed, to the same address above.

The City then has until December 5<sup>th</sup> to review and approve such items. If an OP&B is not submitted by the required date, your District is at risk of not receiving funds for 2022. In order for the Denver City Council to approve your District's OP&B for 2022 in accordance with the aforementioned State Statute, and in order to properly assess whether the OP&B is operating within the formal authority granted to the BID, City Council has requested the following items be provided on an annual basis:

1. 2021 year-to-date "budget to actual" financial reports, including projected 2021 year-end results.
2. Any material departures from the 2021 Operating Plan, and an explanation.
3. A copy of your District's Public Notice publication for the 2022 Budget (and, if necessary, 2021 Budget Amendment) public hearing
  - a. The City prefers BIDs to complete their public hearings prior to OP&B submission to the City. If the District cannot achieve this deadline, the District's public hearing should be held no later than November 1<sup>st</sup>.
4. The status of any planned or outstanding indebtedness.
5. The results of any audits or audit exemption application conducted during the year, if not already submitted to the City.
6. A copy of the By-laws, if any, in effect during 2021.
7. A list of official board actions (motions) in the past year, which may be copies of Board meeting minutes.
8. Current list of all Board members including name, address, phone, fax and email as well as term appointment and expiration date.
9. Board members' attendance records for the past year.
10. A list of activities performed to date in 2021 and planned for the remainder of 2021 and 2022.
11. Information related to any ongoing COVID relief efforts (if any) by the District.
12. Please provide readily available documentation of tangible impacts and performance measures that your District provides and tracks. For instance, this could include trend occupancy rates, business or citizen surveys, crime rates, lease rates, taxable retail sales, number of jobs created, pedestrian/visitor counts, and business license revenues.
13. Any additional information that may be beneficial for the City Council budget approval process.

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

Sincerely,  
Michael Kerrigan  
Financial Analyst Specialist

CC by email: Frank Locantore





September 29, 2021

Mr. Michael Kerrigan  
Denver City Clerk  
Wellington Webb Building  
201 W. Colfax Avenue  
Denver, CO 80202

Re: Colfax Business Improvement District Submittal of 2022 Budget to the City and County of Denver (File No. 00-787-\_\_\_)

Please accept this letter as the Colfax Business Improvement District's formal submittal of the 2021 budget s/b 2022 budget in accordance with State Statute (C.R.S. 31-25-1211). We have filed one copy with the City Clerk under file number (File No. 00-787-\_\_\_) and SENT one copy to Mr. Michael Kerrigan, Sr. Financial Management Analyst AT Michael.Kerrigan@denvergov.org, per his request.

As requested, we have enclosed copies of:

- 1) The 2021 year-to-date "budget to actual" financial reports, including projected 2021 year-end budget. - ENCLOSED;
- 2) Any material departures from the 2021 Operating Plan, and an explanation- NONE;
- 3) A copy of the Public Notice Publication for the 2021 Budget public hearing – ENCLOSED
  - a. The City prefers BID's to complete their public hearings prior to OP&B submission to the City, if you cannot achieve this deadline, your public hearing should be no later than November 1<sup>st</sup>.
- 4) The status of any planned outstanding indebtedness – There is no planned outstanding indebtedness in the 2022 Budget of the District.
- 5) The results of any audits or audit exemption application conducted during the year, if not already submitted to the City - The District was audited for the year ending December 31, 2020, which was provided to the City.
- 6) A copy of the By-laws, if any, in effect in 2021 – ENCLOSED;
- 7) A list of official Board actions (motion) in the past year, which may be copies of Board meeting minutes – MINUTES ENCLOSED;
- 8) Current list of all Board members, including name, address, phone, fax and e-mail as well as term appointment and expiration date – ENCLOSED;
- 9) Board members' attendance records for the past year – MINUTES ENCLOSED
- 10) A list of activities performed in 2021 and planned for 2022 – ENCLOSED
- 11) Information related to COVID relief efforts (if any) by the District- MINUTES ENCLOSED WITH INFORMATION REGARDING COVID RELIEF EFFORTS. PLEASE LET US KNOW IF YOU HAVE ANY QUESTIONS ABOUT THESE EFFORTS OR WOULD LIKE ADDITIONAL DETAIL.
- 12) Provide readily available documentation of tangible impacts, and performance measures that your BID provides and tracks. For instance, this could include trend occupancy rates,



business or citizen surveys, crime rates, lease rates, taxable retail sales, number of jobs created, pedestrian/visitor counts, and business license revenues.

- 13) Any additional information that may be beneficial for the City Council budget approval process.

Please do not hesitate to contact me at 303-779-5710 if you have any questions regarding the attachments or statements in this letter.

Thank you,

A handwritten signature in cursive script that reads "Frank Locantore". The signature is written in black ink on a light yellow rectangular background.

Frank Locantore  
Colfax Ave Business Improvement District  
Executive Director  
303-832-2086

Enclosures



**SCHILLING & COMPANY, INC.**

*Certified Public Accountants*

P.O. Box 631579  
HIGHLANDS RANCH, CO 80163

PHONE: 720.348.1086  
FAX: 720.348.2920

### **Accountant's Compilation Report**

Board of Directors  
Colfax Business Improvement District  
Denver County, Colorado

Management is responsible for the accompanying budget of revenues, expenditures, and fund balances (budget) of Colfax Business Improvement District (District), for the year ending December 31, 2022, including the estimate of comparative information for the year ending December 31, 2021, and the actual comparative information for the year ending December 31, 2020, in the accompanying prescribed format. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants. We did not audit or review the budget included in the accompanying prescribed format nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on the accompanying budget.

The actual comparative information for the year ending December 31, 2020 is presented for comparative purposes as required by Colorado Revised Statutes 29-1-105. Such information is taken from the audited financial statements of the District for the year ended December 31, 2020. Dazzio & Associates, PC audited the financial statements for the year ended December 31, 2020, whose report was dated March 1, 2021.

The budget included in the accompanying prescribed format is presented in accordance with the requirements of Colorado Revised Statutes 29-1-105, and is not intended to be a presentation in accordance with accounting principles generally accepted in the United States of America.

We are not independent with respect to Colfax Business Improvement District.

*SCHILLING & COMPANY, INC.*

Highlands Ranch, Colorado  
September 29, 2021

**COLFAX BUSINESS IMPROVEMENT DISTRICT  
PROPERTY TAX SUMMARY INFORMATION  
2022 BUDGET AS ADOPTED  
WITH 2020 ACTUAL AND 2021 ESTIMATED  
For the Years Ended and Ending December 31,**

|                                   | <u>ACTUAL<br/>2020</u> | <u>ESTIMATED<br/>2021</u> | <u>ADOPTED<br/>BUDGET<br/>2022</u> |
|-----------------------------------|------------------------|---------------------------|------------------------------------|
| Assessed Valuation                |                        |                           |                                    |
| Denver County                     | <u>\$ 88,632,320</u>   | <u>\$ 89,041,810</u>      | <u>\$ 89,951,230 (A)</u>           |
| Mill Levy                         |                        |                           |                                    |
| General Fund                      | 10.000                 | 10.000                    | 10.000                             |
| Refunds and abatements            | <u>0.100</u>           | <u>0.100</u>              | <u>0.063</u>                       |
| Total mill levy                   | <u>10.100</u>          | <u>10.100</u>             | <u>10.063</u>                      |
| Anticipated Tax Revenue           |                        |                           |                                    |
| Denver County                     | \$ 895,186             | \$ 899,322                | \$ 905,179                         |
| Adjustments to actual/uncollected |                        | -                         | -                                  |
| Actual or budgeted property taxes | <u>\$ 895,186</u>      | <u>\$ 899,322</u>         | <u>\$ 905,179</u>                  |

(A) City approved budget with preliminary assessed valuation of \$89,951,230 however, final mill levy certification of the District reflects the final assessed valuation of the District.

This financial information should be read only in connection with the accompanying accountant's compilation report and the summary of significant assumptions.

**COLFAX BUSINESS IMPROVEMENT DISTRICT  
GENERAL FUND  
2022 BUDGET AS ADOPTED  
WITH 2020 ACTUAL AND 2021 ESTIMATED  
For the Years Ended and Ending December 31,**

|                                           | <u>ACTUAL<br/>2020</u> | <u>ESTIMATED<br/>2021</u> | <u>ADOPTED<br/>BUDGET<br/>2022</u> |
|-------------------------------------------|------------------------|---------------------------|------------------------------------|
| <b>Beginning Funds Available</b>          | \$ 712,235             | \$ 988,094                | \$ 1,045,153                       |
| <b>Revenue</b>                            |                        |                           |                                    |
| Property Taxes (Base mill levy of 7.846)  | 698,436                | 708,501                   | 710,203                            |
| Property Taxes (Additional levy of 2.154) | 187,655                | 194,488                   | 194,976                            |
| Specific Ownership Taxes                  | 46,217                 | 48,297                    | 63,363                             |
| Interest Income                           | 6,863                  | 942                       | 1,000                              |
| Hearts revenue                            | -                      | 1,471                     | -                                  |
| Colfax Works - DHS/HOST                   | 50,000                 | 25,000                    | -                                  |
| Colfax Works - donations                  | 20,000                 | -                         | -                                  |
| Insurance Proceeds                        | 743                    | 3,925                     | -                                  |
| Other                                     | 4,336                  | 238                       | -                                  |
| <b>Total Revenue</b>                      | <u>1,014,250</u>       | <u>982,862</u>            | <u>969,542</u>                     |
| <b>Expenditures</b>                       |                        |                           |                                    |
| <b>Administrative:</b>                    |                        |                           |                                    |
| District management                       | 19,976                 | 19,976                    | 24,000                             |
| District management - special             | 4,528                  | 4,528                     | 6,649                              |
| Insurance                                 | 16,956                 | 16,956                    | 17,995                             |
| Audit                                     | 4,700                  | 4,700                     | 5,000                              |
| Accounting                                | 14,600                 | 14,600                    | 17,505                             |
| Legal fees                                | 9,035                  | 9,035                     | 4,365                              |
| Office supplies                           | 5,801                  | 5,801                     | 5,000                              |
| Printing and reproduction                 | 20                     | 400                       | 400                                |
| Postage and delivery                      | 421                    | 421                       | 524                                |
| Rent/storage unit                         | 20,776                 | 20,776                    | 26,634                             |
| Telephone/internet/utilities              | 2,000                  | 2,000                     | 2,575                              |
| Dues and subscriptions                    | 2,527                  | 2,527                     | 3,000                              |
| Meetings/entertainment                    | -                      | 284                       | 1,500                              |
| Website maintenance/hosting               | 2,211                  | 2,211                     | 1,500                              |
| Treasurer's fees                          | 8,887                  | 8,887                     | 13,578                             |
| Miscellaneous                             | 2,260                  | 2,260                     | 1,500                              |
| <b>Total administrative</b>               | <u>114,698</u>         | <u>115,362</u>            | <u>131,725</u>                     |
| <b>People</b>                             |                        |                           |                                    |
| Compensation and benefits                 | 218,028                | 223,746                   | 237,589                            |
| Payroll taxes / pension match             | 19,076                 | 21,036                    | 24,415                             |
| Professional development                  | 3,003                  | 7,535                     | 7,500                              |
| Contingency                               | -                      | -                         | 10,000                             |
| <b>Total People</b>                       | <u>240,107</u>         | <u>252,317</u>            | <u>279,504</u>                     |

This financial information should be read only in connection with the accompanying accountant's compilation report and the summary of significant assumptions.

**COLFAX BUSINESS IMPROVEMENT DISTRICT  
GENERAL FUND  
2022 BUDGET AS ADOPTED  
WITH 2020 ACTUAL AND 2021 ESTIMATED  
For the Years Ended and Ending December 31,**

|                                  | <u>ACTUAL<br/>2020</u> | <u>ESTIMATED<br/>2021</u> | <u>ADOPTED<br/>BUDGET<br/>2022</u> |
|----------------------------------|------------------------|---------------------------|------------------------------------|
| <b>Maintenance:</b>              |                        |                           |                                    |
| Asset Management:                |                        |                           |                                    |
| General maintenance              | -                      | 107,418                   | 205,878                            |
| Streetscape maintenance          | 6,182                  | 10,252                    | 33,723                             |
| Banner maintenance/ installation | 675                    | 2,640                     | -                                  |
| Utilities                        | 9,578                  | 11,970                    | 17,300                             |
| Pedestrian pole maintenance      | 19,004                 | 61,121                    | 64,000                             |
| Miscellaneous - repairs/supplies | 2,440                  | -                         | -                                  |
| Holiday lighting                 | 30                     | 5,750                     | 4,000                              |
| Dumpster service                 | 4,008                  | -                         | -                                  |
| Receptacle maintenance           | 30,080                 | 31,050                    | 15,525                             |
| Total Asset Management           | <u>71,997</u>          | <u>230,201</u>            | <u>340,426</u>                     |
| Colfax Works:                    |                        |                           |                                    |
| Contract                         | 156,983                | 87,888                    | 88,234                             |
| Equipment                        | 356                    | 92                        | -                                  |
| Truck - gas                      | 888                    | 25                        | -                                  |
| Truck - maintenance              | 3,087                  | 511                       | -                                  |
| Meal expenses                    | 97                     | 20                        | 900                                |
| Total Colfax Works               | <u>161,411</u>         | <u>88,536</u>             | <u>89,134</u>                      |
| <b>Total Maintenance</b>         | <u>233,408</u>         | <u>318,737</u>            | <u>429,560</u>                     |
| <b>Programs</b>                  |                        |                           |                                    |
| Safety:                          |                        |                           |                                    |
| Safety designs                   | 8,835                  | 10,000                    | -                                  |
| Program activities               | -                      | -                         | 48,000                             |
| Signage                          | -                      | 2,320                     | -                                  |
| Total Safety                     | <u>8,835</u>           | <u>12,320</u>             | <u>48,000</u>                      |
| Streetscape:                     |                        |                           |                                    |
| Streetscape design               | 12,125                 | 11,380                    | -                                  |
| Accessibility                    | -                      | 10,000                    | 46,000                             |
| Placemaking                      | -                      | 48,851                    | 32,000                             |
| Streetscape imps/Wayfinding      | 91,917                 | 100,576                   | 45,000                             |
| Land use                         | -                      | -                         | 17,000                             |
| Permitting                       | 200                    | -                         | -                                  |
| Street art                       | 6,796                  | -                         | -                                  |
| Other - COVID                    | 18,875                 | -                         | -                                  |
| Total Streetscape                | <u>129,913</u>         | <u>170,807</u>            | <u>140,000</u>                     |
| <b>Total Programs</b>            | <u>138,748</u>         | <u>183,127</u>            | <u>188,000</u>                     |

This financial information should be read only in connection with the accompanying accountant's compilation report and the summary of significant assumptions.

**COLFAX BUSINESS IMPROVEMENT DISTRICT  
GENERAL FUND  
2022 BUDGET AS ADOPTED  
WITH 2020 ACTUAL AND 2021 ESTIMATED  
For the Years Ended and Ending December 31,**

|                                                       | <u>ACTUAL<br/>2020</u> | <u>ESTIMATED<br/>2021</u> | <u>ADOPTED<br/>BUDGET<br/>2022</u> |
|-------------------------------------------------------|------------------------|---------------------------|------------------------------------|
| <b>Communications</b>                                 |                        |                           |                                    |
| Brand/Audience:                                       |                        |                           |                                    |
| Administrative                                        | 388                    | 416                       | -                                  |
| Advertising                                           | 550                    | 2,000                     | 2,000                              |
| District promotion                                    | 2,482                  | 5,000                     | 10,000                             |
| Donations                                             | 2,611                  | 5,000                     | 2,000                              |
| Merchandise                                           | 2,488                  | 4,000                     | 4,000                              |
| Contingency                                           | -                      | 5,099                     | -                                  |
| Business Support:                                     |                        |                           |                                    |
| Bag of Colfax                                         | -                      | -                         | 3,000                              |
| Networking Events                                     | -                      | -                         | 2,000                              |
| Welcome kit                                           | -                      | -                         | 1,000                              |
| Community Events:                                     |                        |                           |                                    |
| Community events/meetings                             | 2,019                  | 15,000                    | 7,000                              |
| Events consultant                                     |                        |                           | 15,000                             |
| Storytelling/Art:                                     |                        |                           |                                    |
| Characters of Colfax                                  | -                      | 1,500                     | 2,400                              |
| Banners/ murals/ power box art                        | 198                    | 18,245                    | 23,500                             |
| Other:                                                |                        |                           |                                    |
| Miscellaneous                                         | 694                    | -                         | -                                  |
| <b>Total Communications</b>                           | <u>11,430</u>          | <u>56,260</u>             | <u>71,900</u>                      |
| <br><b>Total Expenditures requiring appropriation</b> | <br><u>738,391</u>     | <br><u>925,803</u>        | <br><u>1,100,689</u>               |
| <br><b>Net Change in Funds Available</b>              | <br><u>275,859</u>     | <br><u>57,059</u>         | <br><u>(131,147)</u>               |
| <br><b>Ending Funds Available</b>                     | <br><u>\$ 988,094</u>  | <br><u>\$ 1,045,153</u>   | <br><u>\$ 914,006</u>              |
| <br><b>Emergency Reserves</b>                         | <br><u>\$ 30,428</u>   | <br><u>\$ 29,486</u>      | <br><u>\$ 29,086</u>               |

This financial information should be read only in connection with the accompanying accountant's compilation report and the summary of significant assumptions.



**COLFAX BUSINESS IMPROVEMENT DISTRICT  
2022 BUDGET  
SUMMARY OF SIGNIFICANT ASSUMPTIONS**

Disclosures contained in this summary as presented by management, are those that are believed to be significant as of the date of the compilation report and are not intended to be all-inclusive. The disclosures are intended to describe assumptions used during the preparation of the 2022 annual budget. Actual results may differ from the prospective results contained in the budget.

**SERVICES PROVIDED**

Colfax Business Improvement District (the District), a quasi-municipal corporation was organized by ordinance of the City and County of Denver (the City) in 1989 and is governed pursuant to the provision of the Colorado Business Improvement Act (Title 31). The District's service area is located within the boundaries of the City and County of Denver in the general area of East 16<sup>th</sup> Avenue on the north, East 14<sup>th</sup> Avenue on the south, the alley east of Josephine Street on the east and Grant Street (south of Colfax Avenue) and the alley between Sherman Street and Grant Street (north of Colfax Avenue) on the west. The District was organized for the purpose of designing, constructing and installing public improvements; maintenance of improvements, management development activities, organization, promotion, marketing, and management of public events, security for businesses and public areas located within the District, snow removal and refuse collection.

The Mayor of the City and County of Denver has the authority to appoint members to the District's Board of Directors. The District is also required to submit its annual budget to the City for approval. In both instances, the City is able to impose its will on the District. Consequently, the District is considered to be a component unit of the City and County of Denver.

On November 7, 2000 a majority of the District's voters passed a ballot question that authorizes the District to collect, retain and spend all revenues and other funds received from any source, including the District's existing general operating property tax rate of 7.846 mills, which rate shall not be increased without voter approval, commencing January 1, 2000 and continuing thereafter until repealed as a voter-approved revenue change, without limitation under Article X, Section 20 of the Colorado Constitution or any other law and as a permanent waiver of the 5.5% limitation under Section 29-1-301, C.R.S.

On November 7, 2017 a majority of the District's voters passed a ballot question that authorizes the District to increase taxes by \$219,000 in the first full fiscal year annually commencing in 2020, and by such a greater or lesser amount thereafter from an additional ad valorem property tax mill levy not to exceed 3.154 mills to be used for construction and maintenance of facilities. When added to the District's base mill levy of 7.846 which would be a total maximum mill of 11.000.

The District prepares its budget on the modified accrual basis of accounting in accordance with the requirements of the Colorado Revised Statutes C.R.S. 29-1-105.

## **REVENUES**

### *Property Taxes*

Property taxes are levied by the District's Board of Directors. The levy is based on assessed valuations determined by the County Assessor generally as of January 1 of each year. The levy is normally set by December 15 by certification to the Assessor to put the tax lien on the individual properties as of January 1 of the following year. The County Treasurer collects the determined taxes during the ensuing calendar year. The taxes are payable by April 30 or in equal installments at the taxpayer's election, in February and June. Delinquent taxpayers are notified in August and generally sales of the tax liens on delinquent properties are held in November and December. The County Treasurer remits the taxes collected monthly to the District.

Property taxes are estimated based on the mill levy adopted applied to the annual assessed valuation. The calculation of the taxes levied is displayed on page 2.

### *Specific Ownership Taxes*

Specific ownership taxes are collected by the County Treasurer, primarily on vehicle licensing within the County as a whole. The specific ownership taxes are allocated by the County Treasurer to all taxing entities within the County. The budget assumes the District's share will be equal to approximately 7% of the property taxes collected.

## **EXPENDITURES**

### *Administrative and Operating Expenses*

District expenditures are forecasted based on prior years' amounts expended adjusted for known variations. The District has budgeted inflationary increases for 2022.

### *Capital Outlay*

The District is anticipating incurring \$140,000 for streetscape design and improvements.

## **DEBT AND LEASES**

On November 7, 2017, a majority of the District's voters passed a ballot question that allows the District to issue debt in the amount of \$2,500,000 with a repayment cost of \$5,000,000 to be used for construction of public improvements. The District has not budgeted for the debt to be issued in 2022.

## **RESERVES**

The District will provide for an emergency reserve fund to at least 3% of fiscal year spending for 2022, as defined under TABOR.

This information is an integral part of the accompanying budget.

Colorado Community Media  
750 W. Hampden Ave. Suite 225  
Englewood, CO 80110

Public Notice

First Publication: September 2021  
Last Publication: September 2021  
Publisher: Life on Capitol Hill

Colfax Business Improve District (cla) \*\*  
c/o Clifton Larson Allen  
8390 E Crescent Parkway, Suite 300  
Greenwood Village CO 80111

See attached PDF for full text of notice.

## AFFIDAVIT OF PUBLICATION

State of Colorado }  
County of Denver } ss

This Affidavit of Publication for Life on Capitol Hill, a monthly newspaper, printed and published for the County of Denver, State of Colorado, hereby certifies that the attached legal notice was published in said newspaper once in each month, for 1 successive month(s), the last of which publication was made September 2021, and that copies of each number of said paper in which said Public Notice was published were delivered by carriers or transmitted by mail to each of the subscribers of said paper, according to their accustomed mode of business in this office.

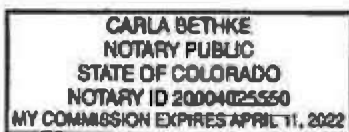


For Life on Capitol Hill

State of Colorado }  
County of Denver } ss

The above Affidavit and Certificate of Publication was subscribed and sworn to before me by the above named Linda Shapley, publisher of said newspaper, who is personally known to me to be the identical person in the above certificate on 9/2/2021. Linda Shapley has verified to me that she has adopted an electronic signature to function as her signature on this document.

Carla Bethke  
Notary Public  
My commission ends April 11, 2022



Colorado Community Media  
750 W. Hampden Ave. Suite 225  
Englewood, CO 80110

Public Notice

First Publication: September 2021  
Last Publication: September 2021  
Publisher: Life on Capitol Hill

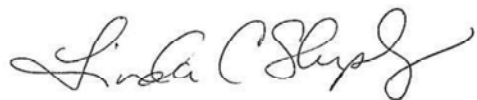
Colfax Business Improve District (cla) \*\*  
c/o Clifton Larson Allen  
8390 E Crescent Parkway, Suite 300  
Greenwood Village CO 80111

See attached PDF for full text of notice.

## AFFIDAVIT OF PUBLICATION

State of Colorado }  
County of Denver } ss

This Affidavit of Publication for Life on Capitol Hill, a monthly newspaper, printed and published for the County of Denver, State of Colorado, hereby certifies that the attached legal notice was published in said newspaper once in each month, for 1 successive month(s), the last of which publication was made September 2021, and that copies of each number of said paper in which said Public Notice was published were delivered by carriers or transmitted by mail to each of the subscribers of said paper, according to their accustomed mode of business in this office.



For Life on Capitol Hill

State of Colorado }  
County of Denver } ss

The above Affidavit and Certificate of Publication was subscribed and sworn to before me by the above named Linda Shapley, publisher of said newspaper, who is personally known to me to be the identical person in the above certificate on 9/2/2021. Linda Shapley has verified to me that she has adopted an electronic signature to function as her signature on this document.

Carla Bethke  
Notary Public  
My commission ends April 11, 2022



Colorado Community Media  
750 W. Hampden Ave. Suite 225  
Englewood, CO 80110

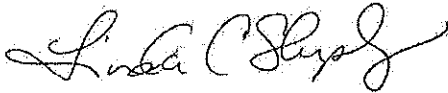
Colfax Business Improve District (cla) \*\*  
c/o Clifton Larson Allen  
8390 E Crescent Parkway, Suite 300  
Greenwood Village CO 80111

Description: No. 81171 PROPOSED BUDGET

## AFFIDAVIT OF PUBLICATION

State of Colorado        }  
County of Denver        } ss

This Affidavit of Publication for the Denver Herald-Dispatch, a weekly newspaper, printed and published for the County of Denver, State of Colorado, hereby certifies that the attached legal notice was published in said newspaper once in each week, for 1 successive week(s), the last of which publication was made 8/26/2021, and that copies of each number of said paper in which said Public Notice was published were delivered by carriers or transmitted by mail to each of the subscribers of said paper, according to their accustomed mode of business in this office.



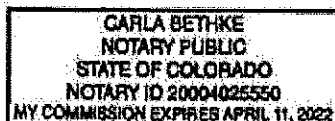
For the Denver Herald-Dispatch

State of Colorado        }  
County of Denver        } ss

The above Affidavit and Certificate of Publication was subscribed and sworn to before me by the above named Linda Shapley, publisher of said newspaper, who is personally known to me to be the identical person in the above certificate on 8/26/2021. Linda Shapley has verified to me that she has adopted an electronic signature to function as her signature on this document.

20004025550-983843

Carla Bethke  
Notary Public  
My commission ends April 11, 2022



### Public Notice

#### NOTICE AS TO PROPOSED BUDGET AND NOTICE CONCERNING BUDGET AMENDMENT

NOTICE IS HEREBY GIVEN that the proposed budget for the ensuing year of 2022 has been submitted to the Colfax Business Improvement District ("District"). Such proposed budget will be considered at a meeting and public hearing of the Board of Directors of the District to be held at Bruz Off Fax, 1495 York Street, Suite 101, Denver, Colorado 80205, at 9:00 a.m. on Tuesday, September 14, 2021.

NOTICE IS FURTHER GIVEN that an amendment to the 2021 budget of the District may also be considered at the above-referenced meeting and public hearing of the Board of Directors of the District.

A copy of the proposed 2022 budget and the amended 2021 budget, if required, are available for public inspection at the offices of CliftonLarsonAllen LLP, 8390 E. Crescent Pkwy., Suite 300, Greenwood Village, Colorado. Any interested elector within the District may, at any time prior to final adoption of the 2022 budget and the amended 2019 budget, file or register any objections thereto.

Dated: August 16, 2021

COLFAX BUSINESS IMPROVEMENT DISTRICT

By: /s/ Anna Jones District Manager

Legal Notice No. 81171  
First Publication: August 26, 2021  
Last Publication: August 26, 2021  
Publisher: Denver Herald-Dispatch

## **COLFAX BUSINESS IMPROVEMENT DISTRICT BY-LAWS**

These By-Laws of the Colfax Business Improvement District are adopted by the Board of Directors of the District pursuant to Title 31, Article 25, Part 12, Colorado Revised Statutes and Ordinance No. 334 and 1989, City and County of Denver. In the event of a conflict between these By-Laws and either the State Statute or City Ordinance, the Statute and/or Ordinance shall govern.

### **ARTICLE I THE DISTRICT**

**Section 1. Name of the District.** The name of the District shall be the “Colfax Business Improvement District”.

**Section 2. Office of the District.** The office of the District shall be located within the boundaries of the District at such place as the Board of Directors from time to time, shall by resolution, determine.

**Section 3. Boundaries of the District.** The Service Area boundaries of the District are East 16<sup>th</sup> Avenue on the north, East 14<sup>th</sup> Avenue on the south, the alley east of Josephine on the east, Grant Street (south of Colfax Avenue) and the alley between Sherman Street and Grant Street (north of Colfax Avenue). The boundaries of the District include any taxable real and personal property located within the Service Area which is not classified for tax purposes as either residential or agricultural. Such residential and agricultural property located within the Service Area is not located within the District until such time as such property changes classification to commercial. A map of the Service Area boundaries and the approximate District boundaries is maintained in the office of the District.

### **ARTICLE II OFFICERS**

**Section 1. Election of Officers and Terms.** The officers of the District shall be a Chair, Vice Chair, Secretary and Treasurer who shall be elected from among the members of the Board at the first regular meeting of the fiscal year. The office of Secretary and Treasurer may be filled by one person. An assistant Secretary may be appointed to assist the Secretary in carrying out the duties of Secretary. Members shall serve for a term of one year or until their successors are duly elected. The Board shall serve at the pleasure of the governing municipality.

**Section 2. Chair.** The Chair of the District shall preside at all meetings of the District; shall have such other duties as the Board may direct; and, shall have general supervision over the business and affairs of the District, as well as be responsible for day to day operations. The Chair shall provide direction to personnel/contract staff for the District, and be available to such persons as needed for guidance and approval of operational activities. The Chair can assign varies duties as she/he see fit to hired consultants/employee's of the District to help with the day-to-day functions of the District.

**Section 3. Vice Chair.** The Vice Chair shall preside over all meetings of the District in the absence of the Chair or in any event of his/her inability or refusal to act and shall have the powers and perform the duties of the Chair in the event the office of Chair is vacant or in the temporary absence of the Chair.

**Section 4. Secretary.** The Secretary shall act as Secretary of the meetings of the District, shall record all votes, keep a record of the proceedings of the District, maintain a record of all resolutions adopted by the District, and perform all duties incident of this office. The Secretary shall keep in safe custody the seal of the District and shall have the power to affix such seal to all contracts and instruments authorized to be executed by the District.

**Section 5. Treasurer.** The Treasurer shall take care and have custody of the funds and financial records of the District, and shall deposit District funds in such bank or banks as the District may select. The Board may also, as they see fit, engage the services of an accountant to assist with the financial duties of the District.

**Section 6. Additional Duties.** The officers shall, from time to time, perform additional duties as assigned by resolution or the Chair of the Board. The primary function of the Board, with the exception of the duties assigned in these By-Laws, is to determine policy for the District. The board can assign varies duties as they see fit to hired consultants/employee's of the District to help with the day-to-day functions of the District.

**Section 7. Vacancies.** Should any officer position become vacant, such vacancy shall be filled, for the remainder of the unexpired term, by a qualified candidate who is appointed by the Mayor of the City and County of Denver and confirmed by ordinance.

**Section 8. Expenses.** Members shall receive no compensation for services but may be reimbursed for expensed incurred on behalf of the District pursuant to authorization by the Chair.

**Section 9. Staffing.** The District may employ personnel, or contract personnel, as necessary to perform the functions of the District. Such persons shall be appointed by the Board, and serve at the pleasure of the Board. Selection and compensation shall be

determined by the Board. A committee may be formed to interview and make recommendations regarding the hiring of personnel if the Board desires.

### **ARTICLE III MEETINGS AND CONDUCT**

**Section 1. Meetings.** At the first meeting of the fiscal year, the Board shall determine the schedule for the regular meetings for the remainder of the year, including the time and location of the meetings and the posting place for such meetings. Special meetings can be called as deemed necessary and by the provisions in these By-Laws and in accordance with state statute.

**Section 2. Special Meetings.** The Chair, or any two members of the Board, may call a special meeting when determined necessary or expedient. At least 24 hours notice must be given for a Special Meeting.

**Section 3. Quorum.** At all meetings of the Board, a quorum must be present for the Board to take District action and set policy. A quorum is comprised of four members, if all Board seats are filled. If vacancies exist, a majority constitutes a quorum, but must be no less than three members at any time. When a quorum is in attendance, action may be taken by the District upon affirmative vote of the majority of the Director's present. Directors may be in attendance in person or by telephone, but physical presence is necessary for the purposes of achieving a quorum.

**Section 4. Manner of Voting.** Voting shall be called for after a motion has been made and seconded, and any desired discussion taken place. All nay votes and abstentions shall be recorded by Director name in the minutes. All Directors are entitled to vote, including the Board Chair. Voting by proxy is not permitted.

**Section 5. Conflict of Interest.** Board members are required to disclose any potential conflicts of interest in any transaction before the Board. In the case where Board action will promote financial gain of individual Board Members, Members must disclose their financial involvement and abstain from voting on such motion or attempting to include any of the contracting parties in such transaction.

**Section 6. Open Meetings.** All meetings of the Board of Directors shall be open to the public, pursuant to C.R.S. Section 24-6-402. The Board may go into executive session, as permitted under 24-6-402 by a vote of two-thirds of the quorum of the Board members in attendance.



The Board shall take no action during an executive session, and will only hold them pursuant to the criteria listed in C.R.S. Section 24-6-402.

**Section 7. Resolutions.** The Board shall act pursuant to either resolution or motion. Resolutions shall be used for all actions of a general or permanent nature. Motions may be used for acts of a temporary character or statements of general policy. All resolutions shall be in writing, recorded and authenticated by the signature of the Secretary, and shall be kept on file in the District offices. All motions shall be set forth in the minutes of the District. Resolutions and motions shall be effective immediately unless otherwise stated.

**Section 8. Resignations.** A board director may voluntarily resign by addressing a letter to the Board of Directors indicating that they are resigning and including the effective date of the resignation.

A board director may be required to resign if they are unable to effectively carry out their director responsibilities, indicated by (a) failing to attend a majority of board meetings within a twelve (12) month period; (b) missing three (3) consecutive board meetings; or, (c) intentionally misrepresenting the positions of the board of directors. A forced resignation may be executed when at least four (4) of seven (7) board members vote to force a resignations.

#### **ARTICLE IV FISCAL MATTERS**

**Section 1. Fiscal Year.** The fiscal year of the District shall be the same as a calendar year.

**Section 2. Checks.** District checks, in excess of \$1,000, shall require two Board member signatures. All checks of lesser amounts can be signed by one Board member.

**Section 3. Execution of Instruments.** The Board of Directors may authorize an officer, employee, or any other agent of the District to enter into any contract or execute and deliver any instrument in the name of and on behalf of the District. Any such authorization shall specify the particular contract or instrument, or the category of contracts of instruments, authorized to be so executed.

The Treasurer or Designee shall have the care and custody of all funds of the District and shall deposit same in the name of the District in such bank or banks as the District may select.

**Section 4. Loans.** No loan or advance shall be contracted on behalf of the District, and no note, bond or other evidence of indebtedness shall be executed or delivered in its name, except as may be authorized by the Board of Directors.

## **ARTICLE V AMENDMENTS**

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the District at any regular meeting or special meeting of the District by affirmative vote of the majority of Directors.

## **ARTICLE VI INDEMNIFICATION**

**Section 1. Indemnification.** The District shall indemnify any Director, officer, employee or former Director, officer or employee of the District, against any expenses actually and reasonably incurred by him or her in connection with the defense of any action, suit or proceeding, or for any loss or claim resulting from any such action, suit or proceeding, in which he or she is made a party by reason of being or having been a Director, officer, or employee including any matter as to which he or she is adjudged in such action, suit or proceeding, to be liable for negligence in the performance of his or her duty to the District, so long as such Director, officer or employee (past or present) conducted himself or herself in good faith and either in the best interest of the District or at least not opposed to the District's best interest. Such indemnification shall not extend to criminal acts that the Director, officer or employee knows or should have known were illegal.

**Section 2. Insurance.** The District is authorized to obtain such policy or policies of insurance for the purpose of providing such indemnification of the Directors, officers, and employees of the District and for other purposes as needs may arise.

**Section 3. No Waiver.** The indemnification provided for under this article does not constitute a waiver, either partial, or complete, or any immunities or limitations on judgments applicable to the District or any of its Directors, officers, or employees and provided for by law or otherwise.

## **ARTICLE VII RULES OF ORDER/PROCEDURES**

In the absences of rules governing points of procedure of the meetings and actions of the Board of Directors of the District, the latest revised edition of “Roberts Rules of Order” shall govern the actions of the Board.

First adopted on June 16, 1996. Amended April 21, 1998 to reflect the name change from Colfax on the Hill Business Improvement District to Colfax Business Improvement District. Repealed and readopted on May 15, 2007 to reflect changes made to rules of conduct and procedures for removing members from office, as well as other minor modifications. Amended on March 11, 2008 for the purpose of clarifying procedures.



**COLFAX BUSINESS IMPROVEMENT DISTRICT  
AND UPPER COLFAX COMMUNITY FOUNDATION**  
January 12, 2021 Special Board Meeting Minutes

9:00 a.m.

Via Zoom:

<https://us02web.zoom.us/j/86567306519?pwd=TmFSTGRFR2xRaVVxODVp05HOGVMUT0>

9

Directors Present: Andy Baldyga, Jamie Rosenberry, Kathy Bettis, Len Austin, Nikki Hazamy

Others Present:

Frank Locantore, Michelle Valeri and Mitch Freund; Colfax Ave BID

Anna Jones; CliftonLarsonAllen LLP (“CLA”)

Denver Police Department District 6 Police: Sgt. Dave Albi, Lt. Rebeterano, and Officer Teresa Gillian

Rachel Robinson; Deputy District Attorney, City and County of Denver

1. Call to Order; Declaration of Quorum

Director Baldyga called the meeting to order at 9:03 a.m.

2. Approval of Agenda

The Board moved the Good Neighbor Agreement to the Consent Agenda and the Board Officer Election to Action Items. Upon a motion duly made by Director Austin, seconded by Director Baldyga, and upon a vote, unanimously carried, the Board approved the agenda as amended.

3. PUBLIC COMMENT

There were no public comments.

4. CONSENT AGENDA

Consent Agenda - The items listed below were acted on with a single motion and vote by the Board. The Board received the information on these matters prior to the meeting. It was explained any item may be removed from the consent agenda to the regular agenda, if desired, by any Board member. Items on the consent agenda were then voted on by a single motion, second, and vote by the Board.

A. Approve December 8, 2020 Board Meeting Minutes

B. December 2020 Debit Card totaling \$12,562.24

C. CBID December 2020 Claims totaling \$116,590.35 and EFT payments to CenturyLink and Xcel

D. Committee Reports: Safety, Maintenance, Communications, Streetscape, COVID-19 Response, Organizational

E. Ratify Good Neighbor Agreements for Safe Outdoor Spaces

Upon a motion duly made by Director Rosenberry, seconded by Director Bettis and upon a vote, unanimously carried, the Board approved the Consent Agenda as amended.

5. FINANCIAL ITEMS

A. Review and Approve CBID November 30, 2020 Financial Statements and Cash Position Report

Mr. Locantore reviewed the November 30, 2020 financial statements and cash position report. Upon a motion duly made by Director Austin, seconded by Director Rosenberry, and upon a vote, unanimously carried, the Board approved the November 30, 2020 financial statements and cash position report.

A. Other

None.

6. ACTION ITEMS

A. Election of Officers

The Board discussed the current slate of officers. Upon a motion duly made by Director Baldyga, seconded by Director Hazamy, and upon a vote, unanimously carried, the Board approved the same slate of officers that was in place in 2020 for 2021.

|                  |                |
|------------------|----------------|
| Andy Baldyga     | President      |
| Leonard Austin   | Vice President |
| Kathy Bettis     | Treasurer      |
| Jamie Rosenberry | Secretary      |

7. SAFETY COMMITTEE

A. Denver Police District 6 Update

Director Rosenberry reported out that there have been no problems so far with the Safe Outdoor Spaces and all is running smoothly. Officer Gillian reviewed the reported crimes in the area noting the criminal activity as it relates to the dense encampment site adjacent to Cheba Hut on Washington Street. Officer Gillian also expanded upon the plans in place to address any potential unrest in and near the state capitol during the days before and after the Presidential inauguration.

Rachel Robinson, Assistant City Attorney, reported out regarding the role of the District Attorney's office and the restorative justice efforts underway. She presented a PowerPoint to the Board enumerating the restorative justice efforts underway at the DA's office. The Board asked questions regarding the Penn/Pearl block of Colfax and strategies to mitigate the violence and crime in that area. The Safety Committee will continue to work closely with the Denver Police Department, City and District Attorney Offices and update the CBID Board.

B. Other

None.

8. MAINTENANCE AND COLFAX WORKS COMMITTEE

Mr. Freund reported out, referencing his report contained in the packet.

A. Other

None.

9. COMMUNICATIONS & PROGRAMS Report

A. Other

Mrs. Valeri reported out regarding the “Bag of Colfax” Colfax gift bags and the overall success of the program. She reviewed some of the positive social media comments. Ms. Valeri also reviewed the Colfax Valentine’s Day hearts, indicating they sold out in less than 4 days, much more quickly than last year.

Director Hazamy and Director Austin both offered storage spaces as/if needed for future efforts that require storage, such as the heart program.

10. COVID-19 BID RESPONSE

Mr. Locantore reported on the City’s still-in-development Five Star Certification Program that allows businesses to increase their customer capacity by making Covid-safety improvements that go beyond the current standards.

A. Other

None.

11. STREETSCAPE COMMITTEE

Mr. Locantore reported that all 8 new pedestrian lights on the 1400 block of Pearl St. are installed and operational, and that some of the 50 bike racks have been installed.

A. Other

None.

12. ORGANIZATIONAL

A. New Board Members Update

Mr. Locantore reported out that the new board applications are in process. He will report back in February.

B. Confirm Quorum for Next Meeting – February 9, 2021

A quorum was confirmed.

C. Other

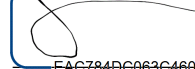
None.

14. ADJOURN

Upon a motion duly made by Director Bettis, seconded by Director Rosenberry and upon a vote, unanimously carried, the Board adjourned the meeting at 11:07 a.m.

Respectfully Submitted,

DocuSigned by:



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Secretary of the Meeting



**COLFAX BUSINESS IMPROVEMENT DISTRICT  
AND UPPER COLFAX COMMUNITY FOUNDATION**

February 9, 2021 Special Board Meeting Minutes

9:00 a.m.

Via Zoom:

<https://us02web.zoom.us/j/86567306519?pwd=TmFSTGRFR2xRaVVxODVpc05HOGVMUT0>

9

Directors Present: Andy Baldyga, Jamie Rosenberry, Kathy Bettis, Len Austin, Nikki Hazamy

Others Present:

Frank Locantore, Michelle Valeri and Mitch Freund; Colfax Ave BID  
Anna Jones; CliftonLarsonAllen LLP (“CLA”)  
Sgt. Dave Albi: Denver Police Department District 6  
Linda Lengyel: CSG

1. Call to Order; Declaration of Quorum

Director Baldyga called the meeting to order at 9:03 a.m.

2. Approval of Agenda

Director Bettis noted that the Financials Section on the agenda needed to be amended to reflect the Board is reviewing the draft year-end financials, not accepting them until next month, as some of the account balances might still fluctuate. Upon a motion duly made by Director Bettis, seconded by Director Baldyga, and upon a vote, unanimously carried, the Board approved the agenda as amended.

3. PUBLIC COMMENT

There were no public comments.

4. CONSENT AGENDA

The items listed below were acted on with a single motion and vote by the Board. The Board received the information on these matters prior to the meeting. It was explained any item may be removed from the consent agenda to the regular agenda, if desired, by any Board member. Items on the consent agenda were then voted on by a single motion, second, and vote by the Board.

- A. Approve January 12, 2021 Board Meeting Minutes
- B. January 2021 Debit Card totaling \$2,268.77
- C. CBID January 2021 Claims totaling \$77,310.46 and EFT payments to CenturyLink and Xcel



D. Committee Reports: Safety, Maintenance, Communications, Streetscape, COVID-19 Response, Organizational

Upon a motion duly made by Director Bettis, seconded by Director Rosenberry and upon a vote, unanimously carried, the Board approved the Consent Agenda as presented.

5. FINANCIAL ITEMS

A. Review 2020 Draft Financials

Mr. Locantore and Director Bettis reviewed the draft 2020 year-end financials. Upon a motion duly made by Director Bettis, seconded by Director Hazamy, and upon a vote, unanimously carried, the Board approved the 2020 draft financials.

A. Other

Mr. Locantore and Director Bettis indicated the audit is underway and will be on the March meeting agenda for the Board's approval in order to meet the City's April 1 filing deadline.

6. ACTION ITEMS

A. Other

None.

7. SAFETY COMMITTEE

A. Denver Police District 6 Update

Sgt. Albi reported out that the encampment clean ups will resume on February 10, 2021, after the appropriate and newly required posting and notice protocols have been met. He noted HOST, the Department of Transportation Infrastructure and Colorado Department of Public Health & Environment are the primary agencies dealing with the encampments; and the Denver Police Department plays a support role specific to enforcement.

Mr. Locantore discussed the difficulties regarding 311 calls being routed effectively. Sgt Albi indicated the process is being refined and revised to be more efficient and provide increased communication.

Sgt. Albi also indicated the bike teams are patrolling the District regularly.

Director Rosenberry reported that the Safety Committee is communicating with the judiciary, City and District Attorneys in order to better impact and deter repeat offenders. Director Rosenberry will report back as efforts unfold.

B. Other

None.

8. MAINTENANCE AND COLFAX WORKS COMMITTEE

Mr. Freund reported on his 2021 maintenance plan referenced in his report contained in the packet. Mr. Locantore reported that a maintenance priority plan is underway. The Board discussed working with the City Arborist more closely or consider engaging a private arborist. Director Bettis discussed the need for a consistent policy to maintain all properties within the District equally.

A. Other

None.

9. COMMUNICATIONS & PROGRAMS

Ms. Valeri highlighted her report contained in the packet. She enumerated her efforts with social media, regular eblasts and digital updates, Bag of Colfax, and Valentine's Hearts popularity and success.

A. Other

None.

10. COVID-19 BID RESPONSE

Mr. Locantore reported on the small business rating system the City has developed relative to COVID-19 compliance and the 5 Star Certification Program. Board members discussed the practicality of the time and effort in obtaining the rating. No action was taken.

A. Other

None.

11. STREETSCAPE COMMITTEE

Mr. Locantore outlined some the information provided in the Board packet. Director Baldyga indicated there are several partnerships unfolding, including with the Downtown Denver Partnership, Denver Streets Partnership, and The Department of Transportation Infrastructure (DOTI) on 16th Ave Shared Street Project.

A. Other

None.

12. ORGANIZATIONAL

A. New Board Members Update

Mr. Locantore indicated that he is still pursuing options. He asked the Board to let him know if they have any suggestions regarding potential candidates.

B. Confirm Quorum for Next Meeting – March 9, 2021

A quorum was confirmed.

C. Other

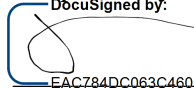
None.

14. ADJOURN

Upon a motion duly made by Director Austin, seconded by Director Rosenberry and upon a vote, unanimously carried, the Board adjourned the meeting at 10:45 a.m.

Respectfully Submitted,

DocuSigned by:



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Secretary of the Meeting



**COLFAX BUSINESS IMPROVEMENT DISTRICT  
AND UPPER COLFAX COMMUNITY FOUNDATION**

**March 9, 2021 Special Board Meeting Minutes**

9:00 a.m.

Via Zoom:

<https://us02web.zoom.us/j/86567306519?pwd=TmFSTGRFR2xRaVVxODVpc05HOGVMUT09>

Directors Present: Andy Baldyga, Kathy Bettis, Len Austin, Nikki Hazamy

Others Present:

Frank Locantore, Michelle Valeri and Mitch Freund; Colfax Ave BID  
Anna Jones; CliftonLarsonAllen LLP (“CLA”)  
Officer Munson: Denver Police Department District 6  
Dawn Schilling; Schilling & Company, Inc.  
Steve Dazzio; Dazzio & Associates, PC  
Nelda Green; CSG Rep

1. Call to Order; Declaration of Quorum

Director Baldyga called the meeting to order at 9:03 a.m.

2. Approval of Agenda

Upon a motion duly made by Director Baldyga, seconded by Director Austin, and upon a vote, unanimously carried, the Board approved the agenda as amended.

3. PUBLIC COMMENT

There were no public comments.

4. CONSENT AGENDA

The items listed below were acted on with a single motion and vote by the Board. The Board received the information on these matters prior to the meeting. It was explained any item may be removed from the consent agenda to the regular agenda, if desired, by any Board member. Items on the consent agenda were then voted on by a single motion, second, and vote by the Board.

- a. Approve February 9, 2021 Board Meeting Minutes
- b. February 2021 Debit Card totaling \$1,157.18
- c. CBID February 2021 Claims totaling \$63,520.40 and EFT payments to CenturyLink and Xcel
- d. Committee Reports: Safety, Maintenance, Communications, Streetscape, Organizational

Upon a motion duly made by Director Baldyga, seconded by Director Austin and upon a vote, unanimously carried, the Board approved the Consent Agenda as presented.

5. FINANCIAL ITEMS

A. Review and Accept CBID January 31, 2020 Financial Statements and Cash Position Report

Mr. Locantore and Ms. Schilling reviewed the January 31, 2020 Financial Statements and Cash Position Report. Upon a motion duly made by Director Bettis, seconded by Director Austin, and upon a vote, unanimously carried, the Board accepted the January 31, 2020 Financial Statements and Cash Position Report.

B. Review and Approve 2020 Audit

Ms. Schilling and Mr. Dazzio reviewed the draft 2020 Audit with the Board. Upon a motion duly made by Director Austin, seconded by Director Baldyga, and upon a vote, unanimously carried, the Board approved the 2020 Audit and authorized Mr. Locantore to sign as the representative of the District.

C. Other

None.

6. ACTION ITEMS

7. SOS Action Letter Discussion and Vote

Mr. Locantore reviewed the SOS Action Letter with the Board. Upon a motion duly made by Director Bettis, seconded by Director Austin, and upon a vote, unanimously carried, the Board approved the SOS Action Letter.

7. DigStudio Contract

Mr. Locantore reviewed the DigStudio Contract with the Board. Upon a motion duly made by Director Hazamy, seconded by Director Austin, and upon a vote, unanimously carried, the Board approved the DigStudio Contract.

7. Other

None.

7. SAFETY COMMITTEE

A. Denver Police District 6 Update

Officer Munson provided an update and reviewed the monthly crime information with the Board. He indicated that the encampment near Cheba Hut is scheduled for a clean-up this week. Director Bettis asked about proper protocols that are in place with reporting trespassing. Officer Munson clarified the protocols around encampment removal. The Board discussed the best ways to communicate with business and property owners as to

how to prevent encampments and enforce the no-trespassing agreements that are in place. Mr. Locantore indicated he will try to provide a comprehensive list of those agreements for the April meeting, including the information Mr. Freund has compiled.

B. Other

None.

8. MAINTENANCE AND COLFAX WORKS COMMITTEE

Mr. Freund reviewed his report, indicating he is discussing a potential partnership with the Downtown Denver Partnership to care for the trees throughout the District. He also indicated the LED conversion for the pedestrian lights has been initiated.

A. Other

None.

9. COMMUNICATIONS & PROGRAMS

Ms. Valeri reviewed the highlights of her report, indicating the Valentine Hearts Program was a big success and generated modest revenues.

A. Other

None.

10. STREETSCAPE COMMITTEE

Mr. Locantore outlined some the information provided in the Board packet. He reported on the 16th Avenue shared streets plan with Dig Studio. Mr. Locantore stated that kiosk wayfinding and bike amenities are being considered as part of the 16<sup>th</sup> Avenue shared streets plan.

A. Other

None.

11. ORGANIZATIONAL

A. New Board Members Update

Mr. Locantore reported out that he is still pursuing options.

B. Confirm Quorum for Next Meeting – April 13, 2021

A quorum was confirmed.

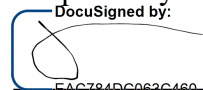
C. Other

None.

12. ADJOURN

Upon a motion duly made by Director Austin, seconded by Director Baldyga and upon a vote, unanimously carried, the Board adjourned the meeting at 11:03 a.m.

Respectfully Submitted,

DocuSigned by:  


EAC784DC063C460...

Secretary of the Meeting



**COLFAX BUSINESS IMPROVEMENT DISTRICT  
AND UPPER COLFAX COMMUNITY FOUNDATION**

**April 16, 2021 Special Board Meeting Minutes**

9:00 a.m.

Via Zoom:

<https://us02web.zoom.us/j/86567306519?pwd=TmFSTGRFR2xRaVVxODVpc05HOGVMUT0>

9

Directors Present: Andy Baldyga, Kathy Bettis, Len Austin

Others Present:

Nelda Green, Linda Lengyel, CSG  
Frank Locantore, Michelle Valeri and Mitch Freund; Colfax Ave BID  
Anna Jones; CliftonLarsonAllen LLP (“CLA”)  
Officer Teresa Gillan: Denver Police Department District 6

1. Call to Order; Declaration of Quorum

Director Baldyga called the meeting to order at 9:05 a.m.

2. Approval of Agenda

Upon a motion duly made by Director Bettis, seconded by Director Baldyga, and upon a vote, unanimously carried, the Board approved the agenda as presented.

3. PUBLIC COMMENT

There were no public comments.

4. CONSENT AGENDA

The items listed below were acted on with a single motion and vote by the Board. The Board received the information on these matters prior to the meeting. It was explained any item may be removed from the consent agenda to the regular agenda, if desired, by any Board member. Items on the consent agenda were then voted on by a single motion, second, and vote by the Board.

- a. Approve March 9, 2021 Board Meeting Minutes
- b. March 2021 Debit Card totaling \$2,576.25
- c. CBID March 2021 Claims totaling \$56,836.54 and EFT payments to CenturyLink and Xcel
- d. Committee Reports: Safety, Maintenance, Communications, Streetscape, Organizational

Upon a motion duly made by Director Bettis, seconded by Director Austin, and, upon a vote, unanimously carried, the Board approved the Consent Agenda as presented.



5. FINANCIAL ITEMS

- A. Review and Approve CBID February 28, 2021 Financial Statements and Cash Position Report

Mr. Locantore reviewed the February 28, 2021 Financial Statements and Cash Position Report. Upon a motion duly made by Director Austin, seconded by Director Baldyga, and, upon a vote, unanimously carried, the Board approved the February 28, 2021 Financial Statements and Cash Position Report.

- B. Other

None.

6. ACTION ITEMS

- a. Holiday Lighting Proposal

Mr. Freund discussed the holiday light proposal as presented in the packet. The Board discussed a variety of options and proposals and if the District should lease or buy new lights. The Board directed the staff to further research options and compile comparative bids to bring back to the May meeting.

- b. Events & Programs Support Proposal

Mr. Locantore and Ms. Valeri reviewed the proposal with the information included in the Board packet. The Board discussed budget implications and most practical approach to fund the request. After discussion, the Board directed the staff to issue a request for a proposal for contract support in an amount not to exceed \$10,000. The chosen contractor will work with the Colfax Business Improvement District staff on events and programs from May to December 2021.

Upon a motion duly made by Director Austin, seconded by Director Bettis, and, upon a vote, unanimously carried, the Board approved the Events & Programs Support Proposal.

- c. ArtHouse Bike Corral Design Proposal

Mr. Locantore reviewed the ArtHouse Bike Corral Design Proposal. Upon a motion duly made by Director Bettis, seconded by Director Baldyga, and, upon a vote, unanimously carried, the Board approved the ArtHouse Bike Corral Design Proposal.

- d. Denver Streets Partnership MOU renewal

Mr. Locantore reviewed the Denver Streets Partnership MOU renewal. Following discussion, upon a motion duly made by Director Austin, seconded by Director Baldyga, and, upon a vote, unanimously carried, the Board approved the Denver Streets Partnership MOU renewal.

- e. Parking Requirements Sign On Letter

Upon a motion duly made by Director Bettis, seconded by Director Austin, and upon a vote, unanimously carried, the Board approved the Parking Requirements Sign On Letter.

f. Other

None.

7. SAFETY COMMITTEE

a. Draft Long-Term Safety Plan Framework

This item has been postponed to the May Board Meeting.

b. Denver Police District 6 Update

Officer Gillian reported out regarding crime trends in the District. She indicated violent crime in the adjacent neighborhoods has increased and property crime has decreased. Catalytic converter thefts are also up. She stated that enforcement in the area has increased. She indicated the grant for increased patrol in the Penn and Pearl area expires in the summer. The Board and Officer Gillian discussed the criminal activity in the Penn and Pearl area and potential partnerships and solutions.

c. Trespass Agreement Updates

The Board did not discuss this item at this meeting.

d. Other

None.

8. MAINTENANCE AND COLFAX WORKS COMMITTEE

a. LED Conversion

The Board did not discuss this item at this meeting.

b. Tree Policy Follow Up

This item has been postponed to the May Board Meeting.

c. Side Street Maintenance Protocol

The Board did not discuss at this meeting.

d. Other

The Board discussed how to best address the “811 locates” of our underground utilities.. Mr. Freund will bring back a proposal for 811 underground utility contractors to the May meeting.

9. COMMUNICATIONS & PROGRAMS

a. Events Update

The Board did not act on these items at this meeting.

b. Other

None.

10. STREETSCAPE COMMITTEE

The Board did not act on these items at this meeting.

- a. Kiosk Update
- b. 16th Ave Shared Street Update
- c. Bike Corral Update
- d. Land Use/DPD6 site update
- e. Other

11. ORGANIZATIONAL

The Board did not act on these items at this meeting.

- a. New Board Members Update
- b. Placer.ai
- c. Confirm Quorum for Next Meeting – May 11, 2021
- d. Other

12. ADJOURN

Upon a motion duly made by Director Bettis, seconded by Director Baldyga, and, upon a vote, unanimously carried, the Board adjourned the meeting at 10:58 a.m.

Respectfully Submitted,

DocuSigned by:  


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Secretary of the Meeting



**COLFAX BUSINESS IMPROVEMENT DISTRICT  
AND UPPER COLFAX COMMUNITY FOUNDATION**

**May 11, 2021 Special Board Meeting Minutes**

9:00 a.m.

Via Zoom:

<https://us02web.zoom.us/j/86567306519?pwd=TmFSTGRFR2xRaVVxODVFc05HOGVMUT0>

9

Directors Present: Andy Baldyga, Kathy Bettis, Jamie Rosenberry, Len Austin (at 9:37 a.m.)

Others Present:

Frank Locantore, Michelle Valeri and Mitch Freund; Colfax Ave BID  
Jordan Honea; CliftonLarsonAllen LLP ("CLA")  
Officer Austin Munson: Denver Police Department District 6 ("DPD6") (from 9:56-10:18 a.m.)  
Jennifer Neuhalfen; Ready Temporary Services at 1915 E Colfax Ave  
Nelda Green; Consolidated Services Group ("CSG")

1. Call to Order; Declaration of Quorum

Director Baldyga called the meeting to order at 9:07 a.m.

2. Approval of Agenda

The Board discussed the need to rearrange the agenda to ensure Director Austin would be able to join for the Action Items and to ensure the DPD6 officers would be able to join for pertinent discussion. Upon a motion duly made by Director Bettis, seconded by Director Rosenberry, and upon a vote, unanimously carried, the Board approved the agenda as presented.

3. PUBLIC COMMENT

Mr. Baldyga noted that Ms. Neuhalfen was present and was potentially interested in joining the Board. Ms. Neuhalfen introduced herself and she indicated that she has operated a business on Colfax for the past 25 years. The Board thanked Ms. Neuhalfen for joining the meeting.

4. CONSENT AGENDA

The items listed below were acted on with a single motion and vote by the Board. The Board received the information on these matters prior to the meeting. It was explained any item may be removed from the consent agenda to the regular agenda, if desired, by any Board member. Items on the consent agenda were then voted on by a single motion, second, and vote by the Board.

- a. Approve April 16, 2021 Board Meeting Minutes
- b. April 2021 Debit Card totaling \$4,170.54

- c. CBID April 2021 Claims totaling \$57,426.57 and EFT payments to CenturyLink and Xcel
- d. Committee Reports: Safety, Maintenance, Communications, Streetscape, Organizational

Upon a motion duly made by Director Bettis, seconded by Director Baldyga and upon a vote, unanimously carried, the Board approved the Consent Agenda as presented.

5. FINANCIAL ITEMS

- A. Review and Approve CBID March 31, 2021 Financial Statements and Cash Position Report

Mr. Locantore reviewed the March 31, 2021 Financial Statements and Cash Position Report. Upon a motion duly made by Director Rosenberry, seconded by Director Bettis, and upon a vote, unanimously carried, the Board approved the March 31, 2021 Financial Statements and Cash Position Report.

- B. Other

None.

6. COMMUNICATIONS & PROGRAMS Report

- a. Events Update

Ms. Valeri reviewed the Communications & Programs Report with the Board. The Bag of Colfax program was a bit slower during the Mother's Day event and seems to have had more momentum around the Holidays. The Board agreed with Ms. Valeri to not run the same program for Father's Day.

Ms. Valeri also reviewed the draft of the 2020 Annual Report. She pointed out updates from prior years. The Board asked questions and thanked Ms. Valeri for her work.

- b. Other

None.

7. STREETSCAPE COMMITTEE

Mr. Locantore reviewed the Streetscape report with the Board. He noted efforts to add traffic-calming installations such as "pinch points" and traffic circles to slow traffic along the 16th Avenue Shared Street to make the District accessible and comfortable for all modes of travel. He also noted that the intention is to install the traffic-calming features in July and keep them through December as a trial period to determine if these can become more permanent features. The District is working with the Denver Streets Partnership, Dig Studio, CU Denver, and the Department of Transportation and Infrastructure ("DOTI") to design and obtain approval for these options. The Board asked clarifying questions.

Locantore also briefly provided an update on the Kiosk status and mentioned that the board will discuss a proposal for photos and videos of the DPD6 parcel.

8. MAINTENANCE AND COLFAX WORKS COMMITTEE

Mr. Freund provided an update to the Board noting that the Colfax Business Improvement District has been registered with 811 for one month and that there has been a lot of activity (“service tickets”), hence the reason and need for the board discussion and decision to hire a professional locate company. He noted that graffiti in the District is at an all-time high, and that Colfax Works has been very effective.

Mr. Freund discussed the option to donate the Colfax Business Improvement District truck to the Ready to Work program, who reached out to the District requesting a donation. Upon a motion duly made by Director Austin, seconded by Director Baldyga, and upon a vote, unanimously carried, the Board approved the donation of a truck to the Ready to Work Program.

- a. LED Conversion (tabled to June)
- b. Tree Policy Follow Up (tabled to June)
- c. Side Street Maintenance Protocol (tabled to June)

9. SAFETY COMMITTEE

Officer Munson gave an overview of the total crime in the area. He noted an increase in aggravated assault. There have been 41 arrests of which 18 were felonies. Additionally, there have also been 47 contacts for suspicious activities. He noted that there are some areas of particular concern. The Board asked clarifying questions. The Board asked Officer Munson about the Shot Spotter program’s use within the District. Officer Munson discussed the recent graffiti around Denver and efforts to address this. He noted that they believe they have identified the individuals who are responsible for the graffiti.

- a. Draft Long-Term Safety Plan Framework (tabled to June)
- b. Denver Police District 6 Update
- c. Trespass Agreement Updates
- d. Other

10. ACTION ITEMS

- a. 811 Locates

Mr. Freund discussed and recommended having a professional company address the underground utilities in the form of the 811 locates for the District. This would save time and costs to the District and it would also reduce exposure to liability. He noted that the recommendation has been updated since the packet was distributed. The recommendation is to hire Diversified Underground with a one-year contract. Upon a motion duly made by Director Bettis, seconded by Director Austin, and upon a vote, unanimously carried, the Board approved the one-year contract with Diversified Underground.

b. Holiday Light Proposals

Mr. Freund recommended the purchase of neon snowflake lights to replace the string lights throughout the District, indicating that the string lights are easily vandalized and can open the District up to liability because of the live wires. After reviewing cost comparisons between multiple companies, Mr. Freund recommended going through Colorado Christmas Lights for the purchase, installation, and storage of the neon snowflake lights. The Board asked questions regarding the proposals received and the cost of installation. Discussion ensued.

Director Austin motioned, and Director Baldyga seconded, the purchase of 208 custom neon LED lights to install on the pedestrian light poles and store off season for a total of \$54,000. Directors Bettis and Rosenberry opposed. The motion failed.

Mr. Freund received further direction to obtain additional proposals with a combination of the neon snowflake lights and rope lights.

c. Aerial photo/video of DPD6 site proposal

Director Baldyga discussed that the District has the option to have drone video footage and orthographic photos taken over the DPD6 city-owned parcel, which is part of the BID's entertainment "hub," for use with the Urban Land Institute's (ULI) Real Estate & Diversity Initiative (REDI) program where teams will plan examples of how the site can be redeveloped. The video and photos can also be used on the website or in other marketing materials. He noted that it is estimated to cost \$500 but not to exceed \$1000 for the photographer to put together the images. Upon a motion duly made by Director Austin, seconded by Director Rosenberry, and upon a vote, unanimously carried, the Board approved the Aerial Photo and Video of DPD6 site proposal.

d. SOS Flyer endorsement/logo

Mr. Locantore discussed the option to add the Colfax Business Improvement District logo to the Safe Outdoor Spaces flyer along with the RiNo BID and other Registered Neighborhood Organizations, as an endorsement of their efforts. Upon a motion duly made by Director Austin, seconded by Director Baldyga, and upon a vote, unanimously carried, the Board approved the SOS Flyer endorsement/logo.

11. ORGANIZATIONAL

a. New Board Members Update

Mr. Locantore provided a brief update.

b. Placer.ai

The Board deferred this item.

c. Confirm Quorum for Next Meeting – June 8, 2021

A quorum was confirmed for the June 8, 2021 meeting.

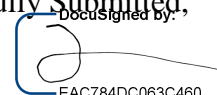
d. Other

None.

12. ADJOURN

Upon a motion duly made by Director Baldyga, seconded by Director Austin and upon a vote, unanimously carried, the Board adjourned the meeting at 11:29 a.m.

Respectfully Submitted,

  
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Secretary of the Meeting



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Subject: Please DocuSign: 4a - 5-11-21 Minutes.pdf

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Client Number: 011-065212-OS00-2021

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Document Pages: 5

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Sandy Brandenburger

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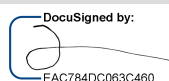
**Signer Events**

Jamie Rosenberry

opendoortosuccess@gmail.com

Security Level: Email, Account Authentication (None)

**Signature**



Signature Adoption: Drawn on Device

Using IP Address: 107.77.199.154

Signed using mobile

**Timestamp**

Sent: 6/29/2021 3:08:14 PM

Viewed: 6/30/2021 3:06:20 PM

Signed: 6/30/2021 3:06:35 PM

**Electronic Record and Signature Disclosure:**

Accepted: 6/30/2021 3:06:20 PM

ID: 9c699e28-8497-4003-8788-f35d0c426f75

**In Person Signer Events**

**Signature**

**Timestamp**

**Editor Delivery Events**

**Status**

**Timestamp**

**Agent Delivery Events**

**Status**

**Timestamp**

**Intermediary Delivery Events**

**Status**

**Timestamp**

**Certified Delivery Events**

**Status**

**Timestamp**

**Carbon Copy Events**

**Status**

**Timestamp**

**Witness Events**

**Signature**

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**Notary Events**

**Signature**

**Timestamp**

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**Status**

**Timestamps**

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Hashed/Encrypted

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Certified Delivered

Security Checked

6/30/2021 3:06:20 PM

Signing Complete

Security Checked

6/30/2021 3:06:35 PM

Completed

Security Checked

6/30/2021 3:06:35 PM

**Payment Events**

**Status**

**Timestamps**

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You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [BusinessTechnology@CLAconnect.com](mailto:BusinessTechnology@CLAconnect.com)

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To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [BusinessTechnology@CLAconnect.com](mailto:BusinessTechnology@CLAconnect.com) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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- Until or unless you notify CliftonLarsonAllen LLP as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by CliftonLarsonAllen LLP during the course of your relationship with CliftonLarsonAllen LLP.



**COLFAX BUSINESS IMPROVEMENT DISTRICT  
AND UPPER COLFAX COMMUNITY FOUNDATION**

**June 8, 2021 Special Board Meeting Minutes  
9:00 a.m.**

Directors Present: Andy Baldyga, Kathy Bettis, Jamie Rosenberry, Len Austin & Jenny Neuhalfen

Others Present:

Frank Locantore, and Mitch Freund; Colfax Ave BID  
Anna Jones; CliftonLarsonAllen LLP (“CLA”)  
Katie Troeger; Consolidated Services Group (“CSG”)

1. Call to Order; Declaration of Quorum

Director Baldyga called the meeting to order at 9:09 a.m.

2. Approval of Agenda

Upon a motion duly made by Director Austin, seconded by Director Bettis, and, upon a vote, unanimously carried, the Board approved the agenda as presented.

3. PUBLIC COMMENT

There were no public comments.

4. APPOINTMENT AND OATH OF OFFICE – JENNIFER NEUHALFEN

Director Baldyga administered the Oath of Office and acknowledged the Appointment of Jennifer Neuhalfen to the Board of Directors.

5. CONSENT AGENDA

The items listed below were acted on with a single motion and vote by the Board. The Board received the information on these matters prior to the meeting. It was explained any item may be removed from the consent agenda to the regular agenda, if desired, by any Board member. Items on the consent agenda were then voted on by a single motion, second, and vote by the Board.

- a. Approve May 11, 2021 Board Meeting Minutes
- b. April 2021 Debit Card totaling \$525.17
- c. CBID April 2021 Claims totaling \$49,701.65 and EFT payments to CenturyLink and Xcel
- d. LV Events and PR contract

- e. Committee Reports: Safety, Maintenance, Communications, Streetscape, Organizational

Upon a motion duly made by Director Austin, seconded by Director Rosenberry, and, upon a vote, unanimously carried, the Board approved the Consent Agenda as presented.

## 6. FINANCIAL ITEMS

- A. Review and Accept CBID April 30, 2021 Financial Statements and Cash Position Report

Mr. Locantore reviewed the April 30, 2021 Financial Statements and Cash Position Report. Director Austin inquired about the existing fund balance and mill levy capacity with regards to future BRT planning and possible implementation. After discussion, upon a motion duly made by Director Austin, seconded by Director Bettis, and, upon a vote, unanimously carried, the Board accepted the April 30, 2021 Financial Statements and Cash Position Report.

- B. Other

None.

## 7. ACTION ITEMS

- a. Street Tree Pruning Policy Proposal

Mr. Freund reviewed the proposed policy with the Board. The Board discussed the pros and cons to different proposal and approaches. Mr. Freund will work with the Maintenance Committee to refine the proposal and bring back to the July Board meeting for Board review and consideration.

- b. 16<sup>th</sup> Avenue Programming Proposal

Mr. Locantore reviewed the proposal with the Board. After discussion, upon a motion duly made by Director Bettis, seconded by Director Rosenberry, and, upon vote, unanimously carried, the Board approved the 16<sup>th</sup> Avenue Programming Proposal.

- c. Other

None.

## 8. SAFETY COMMITTEE

- a. Long-Term Safety Plan Framework update
- b. Denver Police District 6 update
- c. Trespass Agreement updates
- d. Other

Mr. Locantore outlined the safety plan framework with the Board stating it is to engage organizations focused on youth with efforts that would create positive activation in the

500 block of Colfax to deter the negative activity near Pennsylvania and Pearl. The Board also discussed ways to activate the vacant storefronts.

9. MAINTENANCE AND COLFAX WORKS COMMITTEE

- a. Holiday Lighting
- b. Side Street Maintenance Protocol
- c. Other

No action taken.

10. COMMUNICATIONS & PROGRAMS REPORT

- a. Power Box Art Install update
- b. Independents Day update
- c. Social Media Engagement update
- d. Other

No action taken.

11. STREETSCAPE COMMITTEE

- a. Kiosk update
- b. 16<sup>th</sup> Ave Shared Street update
- c. Bike Corral update
- d. Land Use/DPD6 Site update
- e. Other

No action taken.

12. ORGANIZATIONAL

- a. New Board Members Update

Mr. Locantore indicated another potential Board member has shown interest in joining the Board. He has initiated the approval process with the City of Denver.

- b. Staff Performance Reviews in July

Director Austin indicated an interest in participating in the review process this year with Director Baldyga.

- c. July Board Meeting: Initial 2022 Planning

It was determined that the July Board meeting will be held from 9:00 a.m. – 12:00 p.m..

- d. Confirm Quorum for Next Meeting – July 13, 2021

A quorum was confirmed for the July 13, 2021 meeting.

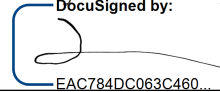
e. Other

None.

12. ADJOURN

Upon a motion duly made and seconded, unanimously carried, the Board adjourned the meeting at 10:50 a.m.

Respectfully Submitted,

DocuSigned by:  


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Secretary of the Meeting





**COLFAX BUSINESS IMPROVEMENT DISTRICT  
AND UPPER COLFAX COMMUNITY FOUNDATION**

**July 13, 2021 Regular Board Meeting Minutes  
9:00 a.m.**

Directors Present: Andy Baldyga, Kathy Bettis, Jamie Rosenberry, Len Austin & Jenny Neuhalfen

Others Present:

Frank Locantore, Michelle Valeri and Mitch Freund; Colfax Ave BID  
Anna Jones; CliftonLarsonAllen LLP (“CLA”)  
Officers Munson and Ulrich; Denver Police Department, District 6

1. Call to Order; Declaration of Quorum

Director Baldyga called the meeting to order at 9:09 a.m. It was noted that Director Hazamy has resigned from the Board.

2. Approval of Agenda

Upon a motion duly made by Director Neuhalfen, seconded by Director Bettis and, upon a vote, unanimously carried, the Board approved the agenda as amended to include the Board of Adjustments letter handed out at the meeting to be addressed under Action Items.

3. PUBLIC COMMENT

There were no public comments.

4. CONSENT AGENDA

The items listed below were acted on with a single motion and vote by the Board. The Board received the information on these matters prior to the meeting. It was explained any item may be removed from the consent agenda to the regular agenda, if desired, by any Board member. Items on the consent agenda were then voted on by a single motion, second, and vote by the Board.

- a. Approve June 8, 2021 Board Meeting Minutes
- b. June 2021 Debit Card totaling \$744.65
- c. CBID June 2021 Claims totaling \$63,047.27 and EFT payments to CenturyLink and Xcel
- d. Committee Reports: Safety, Maintenance, Communications, Streetscape, Organizational

Upon a motion duly made by Director Austin, seconded by Director Baldyga, and, upon a vote, unanimously carried, the Board approved the Consent Agenda as presented.

5. FINANCIAL ITEMS

- A. Review and Accept CBID May 31, 2021 Financial Statements and Cash Position Report

Mr. Locantore reviewed the May 31, 2021 Financial Statements and Cash Position Report. After discussion, upon a motion duly made by Director Bettis, seconded by Director Austin, and, upon a vote, unanimously carried, the Board accepted the May 31, 2021 Financial Statements and Cash Position Report.

- B. Other

None.

6. ACTION ITEMS

- a. Other

The Board reviewed the letter to the Board of Adjustments regarding Safe Outdoor Spaces (SOS) Zoning Administrator's Determination and the Park Hill site. After discussion, upon a motion duly made by Director Austin, seconded by Director Neuhalfen, and, upon a vote, unanimously carried, the Board agreed to approve the letter with suggested changes.

7. SAFETY COMMITTEE

- a. Denver Police District 6 update  
b. 2022 Committee Request  
c. Other

Officers Munson and Ulrich provided their regular monthly update, noting the annual Colfax clean up is scheduled for Saturday August 28, 2021. The Board discussed graffiti remediation and provided some ideas to mitigate along the Corridor.

Mr. Locantore reviewed the 2022 budget request indicating the safety focus is shifting from Safety Design grants to activation of specific spaces including storefronts, street activation, and working with youth groups pursuant to the request included in the packet. The Board discussed further and asked for additional details and input, suggesting a pilot program in 2022, and expanding beyond 2022 if the pilot is deemed successful.

8. MAINTENANCE AND COLFAX WORKS COMMITTEE

- a. Updates  
b. 2022 Committee Request  
c. Other

Mr. Freund reviewed the 2022 budget request indicating the street maintenance should expand beyond Colfax to include the side streets and 14th and 16th Avenues within the BID boundaries; and, to maintain the Colfax Works hybrid model with CSG. Director

Bettis asked for information about the budgetary difference between the hybrid model versus just with CSG and indicated that grants for the program should be identified as soon as possible to attempt to cover any cost difference with the Colfax Works model. Mr. Freund also delineated the other suggestions contained in the budget request in the packet.

9. COMMUNICATIONS & PROGRAMS REPORT

- a. Updates
- b. 2022 Committee Request
- c. Other

Ms. Valeri discussed the information included in the packet and reviewed the 2022 budget request. Board discussion ensued.

10. STREETSCAPE COMMITTEE

- a. Updates
- d. 2022 Committee Request
- e. Other

Mr. Locantore discussed the items included in the 2022 budget request included in the packet. The Board discussed bollards and the pros and cons of installing along the corridor. The Board also discussed ways to activate storefronts and more proactively engage retailers and desired tenants.

The Board indicated removing tree lighting as an expense and reducing or eliminating the bollards as potential ways to cut the dollar request for 2022.

11. ORGANIZATIONAL

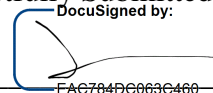
- a. Updates: New Board Members, Staff Performance Review  
Mr. Locantore briefed the Board, indicating he had identified one new Board member noting one seat will remain open as a result of Director Hazamy's resignation.
- b. 2022 Committee Request  
  
No action was taken.
- c. 2022 Discussion of all requests, their intersections, organizational capacity and priorities, etc.  
  
No action was taken.
- d. August Board Meeting: Objectives and Confirm Quorum for August 10th  
  
A quorum was confirmed.
- e. Other

None.

12. ADJOURN

Upon a motion duly made by Director Bettis, seconded by Director Austin and, upon vote, unanimously carried, the Board adjourned the meeting at 11:52 a.m.

Respectfully Submitted,

DocuSigned by:  


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Secretary of the Meeting



**COLFAX BUSINESS IMPROVEMENT DISTRICT  
AND UPPER COLFAX COMMUNITY FOUNDATION**  
August 10, 2021 Regular Board Meeting Minutes  
9:00 a.m.

Directors Present: Andy Baldyga, Kathy Bettis & Jenny Neuhalfen

Others Present:

Frank Locantore, Michelle Valeri and Mitch Freund; Colfax Ave BID  
Anna Jones; CliftonLarsonAllen LLP (“CLA”)  
Officer Munson; Denver Police Department, District 6

1. Call to Order; Declaration of Quorum

Director Baldyga called the meeting to order at 9:11 a.m. and excused the absence of Directors Austin and Rosenberry.

2. Approval of Agenda

Upon a motion duly made by Director Bettis, seconded by Director Neuhalfen and, upon a vote, unanimously carried, the Board approved the agenda as amended to reflect there were no financials included under the Consent Agenda.

3. PUBLIC COMMENT

There were no public comments.

4. CONSENT AGENDA

The items listed below were acted on with a single motion and vote by the Board. The Board received the information on these matters prior to the meeting. It was explained any item may be removed from the consent agenda to the regular agenda, if desired, by any Board member. Items on the consent agenda were then voted on by a single motion, second, and vote by the Board.

- a. Approve July 13, 2021 Board Meeting Minutes
- b. July 2021 Debit Card totaling \$TBD
- c. CBID July 2021 Claims totaling \$TBD and EFT payments to CenturyLink and Xcel
- d. Committee Reports: Safety, Maintenance, Communications, Streetscape, Organizational

Upon a motion duly made by Director Bettis, seconded by Director Baldyga, and, upon a vote, unanimously carried, the Board approved the Consent Agenda as amended minus Items b and c that were not included.

5. FINANCIAL ITEMS

- A. Review and Accept CBID April 30, 2021 Financial Statements and Cash Position Report

No action taken as Financial Statements and Cash Position Report was not included in the meeting packet.

- B. Other

None.

6. ACTION ITEMS

- a. All Traffic Data Services Agreement  
b. MOU and Revised Agreement with Denver Streets Partnership

After discussion, upon a motion duly made by Director Neuhalfen, seconded by Director Baldyga, and, upon vote, unanimously carried, the Board approved the All Traffic Data Services Agreement and the MOU and revised agreement with Denver Streets Partnership.

The enclosed proposal from Denver Streets Partnership dated July 15<sup>th</sup> was discussed by the Board, reflecting activation proposals for the 16<sup>th</sup> Avenue shared streets. After discussion, upon a motion duly made by Director Neuhalfen, seconded by Director Bettis, and, upon vote, unanimously carried, the Board approved the proposal from Denver Streets Partnership for the 16<sup>th</sup> Avenue Shared Street.

- c. Other

None.

7. SAFETY COMMITTEE

- a. Denver Police District 6 Update

Officer Munson provided an update and reported out regarding the criminal behavior along the Colfax Corridor. The Board discussed the encampment challenges in the District.

- b. Other

The Board discussed the packet enclosure entitled "From Negative to Positive Street Activity". Mr. Locantore outlines his proposal to engage youth programs to begin to activate the 500 block of Colfax at Pennsylvania & Pearl. After discussion, upon a motion duly made by Director Bettis, seconded by Director Baldyga, and, upon vote, unanimously carried, the Board approved to proceed to organize the activation planning.

8. COMMITTEE & PROGRAM 2022 BUDGET REQUESTS

a. Full Program Budget and Priorities Overview

The Board discussed the overall 2022 Budget and contextual overview.

b. Maintenance

Mr. Freund discussed the maintenance budget and explained the 2022 proposal is intended to expand the street cleaning to include all areas within the District's boundaries between 14<sup>th</sup> and 16<sup>th</sup> Avenues as well as the north/south intersecting streets. The Board asked additional questions regarding the services included in the CSG contract, which includes banner maintenance and holiday lighting as well as other miscellaneous services.

c. Communications & Programs

Ms. Valeri reviewed the proposed 2022 Communications and Programs budget. Discussion ensued.

d. Safety

Staff presented their report, and discussion ensued.

e. Streetscape

Mr. Locantore reviewed the streetscape proposed 2022 Budget and associated efforts. Director Bettis asked questions regarding land ownership and lease exploration.

f. Organizational

Mr. Locantore reviewed the organizational efforts noting there is no associated dollar amount, but rather, staff time and resources.

g. Administration & People

Mr. Locantore indicated the overall increase is approximately 3%.

h. Other

Upon a motion duly made by Director Bettis, seconded by Director Neuhalfen, and, upon vote, unanimously carried, the Board approved Items A-H that were discussed as the preliminary 2022 Budget allocation, pending Ms. Schilling's preparation for the final budget and budget hearing to be conducted at the September meeting.

9. LUNCH BREAK

10. COMMITTEE & PROGRAM 2022 BUDGET REQUESTS

No discussion.

11. COMMITTEE & BOARD DEVELOPMENT

Director Baldyga and Mr. Locantore discussed the Board vacancies. Mr. Locantore asked for the Board's suggestions on how to develop prospective Board members. Several ideas were discussed for consideration. No additional action was taken.

12. ORGANIZATIONAL

a. Updates: New Board Members, Staff Performance Reviews, Other

b. Confirm Quorum for the September 14, 2021 Board Meeting

A quorum was confirmed for the September 14, 2021 Budget Hearing Board meeting.


c. Other

None.

13. ADJOURN

Upon a motion duly made by Director Bettis, seconded by Director Neuhalfen, and, upon vote, unanimously carried, the Board adjourned the meeting at 1:09 p.m.

Respectfully Submitted,

DocuSigned by:  


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Secretary of the Meeting





**COLFAX BUSINESS IMPROVEMENT DISTRICT  
AND UPPER COLFAX COMMUNITY FOUNDATION**

September 14, 2021 Regular Board Meeting Minutes  
9:00 a.m.

Directors Present: Andy Baldyga, Leonard Austin, Kathy Bettis & Jenny Neuhalfen

Others Present:

Frank Locantore, Michelle Valeri and Mitch Freund; Colfax Ave BID  
Anna Jones; CliftonLarsonAllen LLP (“CLA”)  
Dawn Schilling; Schilling & Co.  
David Bentley; ~~P~~prospective Board member  
Carleigh Sailon; Denver STAR Program  
Officer Ulrich; Denver Police Department, District 6

1. Call to Order; Declaration of Quorum

Director Baldyga called the meeting to order at 9:06 a.m. and excused the absence of Director Rosenberry.

2. Approval of Agenda

Upon a motion duly made by Director Neuhalfen, seconded by Director Bettis and, upon a vote, unanimously carried, the Board approved the agenda as amended to reflect safety committee at the beginning of the agenda.

3. PUBLIC COMMENT

There were no public comments.

4. CONSENT AGENDA

The items listed below were acted on with a single motion and vote by the Board. The Board received the information on these matters prior to the meeting. It was explained any item may be removed from the consent agenda to the regular agenda, if desired, by any Board member. Items on the consent agenda were then voted on by a single motion, second, and vote by the Board.

- a. Approve August 10, 2021 Board Meeting Minutes
- b. July 2021 Debit Card totaling \$4,159.10 and August 2021 Debit Card totaling \$4,768.58
- c. CBID July 2021 Claims totaling \$82,907.22 and August 2021 Claims totaling \$63,755.22 and EFT payments to CenturyLink and Xcel
- d. Committee Reports: Safety, Maintenance, Communications, Streetscape, Organizational

Upon a motion duly made by Director Austin, seconded by Director Neuhalfen, and, upon a vote, unanimously carried, the Board approved the Consent Agenda as presented.

5. FINANCIAL ITEMS

- A. Review and Accept the June 30, 2021 and July 31, 2021 Financial Statements and Cash Position Reports

Ms. Schilling reviewed the Financial Statements and Cash Position Reports with the Board, and there were no questions from the Board. ~~After~~ Following discussion, upon a motion duly made by Director Neuhalfen, seconded by Director Bettis and, upon vote, unanimously carried, the Board accepted the June 30, 2021 and July 31, 2021 Financial Statements and Cash Position Reports.

- B. Other

None.

6. ACTION ITEMS

- a. CSG Street Maintenance Proposal for 2022

Following discussion, upon a motion duly made by Director Neuhalfen, seconded by Director Bettis and, upon vote, ~~unanimously carried~~, the Board approved the CSG street maintenance proposal for 2022. Director Austin abstained.

- b. Approval of CliftonLarsonAllen LLP (“CLA”) Engagement Letter

Following discussion, upon a motion duly made by Director Neuhalfen, seconded by Director Baldyga and, upon vote, unanimously carried, the Board approved the CliftonLarsonAllen LLP eEngagement L~~etter-with-CLA.~~

7. 2022 Budget Review and Approval

- a. 2022 Draft Budget
- b. Conduct Public Hearing to Consider Adoption of 2022 Budget; Appropriate Expenditures and Set Mill Levies; Consider Adoption of Resolution 2021-09-01 to Adopt 2022 Budget, Appropriate Expenditures and Set Mill Levies

Upon a motion duly made by Director Bettis, seconded by Director Baldyga and, upon vote, unanimously carried, the Board opened the public hearing at 9:43 a.m.

Upon a motion duly made by Director Bettis, seconded by Director Baldyga and, upon vote, unanimously carried, the Board closed the public hearing at 9:44 a.m.

Ms. Schilling reviewed the draft 2022 Budget with the Board. Following review and discussion, upon a motion duly made by Director Bettis, seconded by Director Neuhalfen

and, upon vote, unanimously carried, the Board approved the 2022 Budget, Appropriated Expenditures and Set Mill Levies and adopted Resolution 2021-09-01 to Adopt 2022 Budget, Appropriate Expenditures and Set Mill Levies.

8. SAFETY UPDATE

a. Denver Police District 6 Update

Officer Ulrich reported provided an update to the Board. -It was noted that Mr. Locantore will follow up with Officer Ulrich for additional information. The Board discussed the closure of Civic Center Park and possible impacts to the Colfax Corridor. The Board also discussed the closure of businesses along the corridor and the influx of encampments.

Ms. Sailon, Operations Manager of the Denver STAR Program, attended the meeting and identified-informed the Board of the services she and her team provide. She stated that she recently moved over to 911 communications. She indicated there will be an additional STAR van put into service beginning next week, and hopes to have four vans in service by the end of this year or the beginning of 2022. She noted that the STAR van can be called at 911, 720-913-STAR or the District 6 non-emergency number.

b. Other

None.

9. MAINTENANCE AND COLFAX WORKS COMMITTEE

a. Update

b. Other

None.

10. COMMUNICATIONS & PROGRAMS

a. Update

Ms. Valeri noted for the Board that the holiday party is scheduled for December 9, 2021 at the Fillmore Theater from 6:00 p.m. – 8:00 p.m. She also stated that she is working on the holiday version of “Bag of Colfax”.

b. Other

None.

11. STREETSCAPE COMMITTEE

a. Update

- b. Denver Deserves Sidewalks campaign materials

Mr. Locantore discussed the Denver Deserves Sidewalks initiative with the Board and indicated it will be a discussion item at the October meeting.

- c. Other

None.

12. ORGANIZATIONAL

- a. Update

- b. Confirm Quorum for the October 12, 2021 Board Meeting

A quorum was confirmed for the October 12, 2021 Board meeting.

- c. Other

Mr. Locantore indicated for the Board that David Bentley has submitted his application for one of the vacant Board seats, and there are a couple of additional interested individuals who may also submit applications in the coming weeks.

13. ADJOURN

Upon a motion duly made by Director Bettis, seconded by Director Baldyga and, upon vote, unanimously carried, the Board adjourned the meeting at 11:24 a.m.

Respectfully Submitted,

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Secretary of the Meeting

**COLFAX BUSINESS IMPROVEMENT DISTRICT  
8390 EAST CRESCENT PARKWAY, SUITE 300  
GREENWOOD VILLAGE, CO 80111  
303.4779.4525 303.773.2050 (F)**

**LGID 16017**

|             |                                                                                                                                                                               |                                                       |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| Chair:      | Andy Baldyga<br>1540 Race Street<br>Denver, CO 80206<br><a href="mailto:abaldyga@msn.com">abaldyga@msn.com</a><br>303-949-9585                                                | Term exp: 12.31.22<br>(final)                         |
| Vice Chair: | Leonard Austin<br>Front Range Services<br>1457 High Street<br><a href="mailto:fronrangeservices@comcast.net">fronrangeservices@comcast.net</a><br>303-591-7197 (303) 728-9230 | Term exp: 12.31.22<br>(1 <sup>st</sup> )              |
| Treasurer:  | Kathy Bettis<br>1509 York Street, Ste. 201<br>Denver, CO 80206<br>(303) 2901-1574 (303) 478-3456 (cell)<br>E-mail: <a href="mailto:kb@kentrogroup.com">kb@kentrogroup.com</a> | Term exp: 03.31.23<br>(1 <sup>st</sup> )              |
| Secretary:  | Jamie Rosenberry<br><a href="mailto:opendoortosuccess@gmail.com">opendoortosuccess@gmail.com</a><br>805-350-0242<br>801 N Logan St<br>Denver CO 80203                         | Term exp: 12.31.20<br>(1st)                           |
| Director:   | Jennifer Neuhalfen<br>2500 S. Cherry Street<br>Denver, CO 80222<br>303-906-5678<br><a href="mailto:Jh.neuhalfen@gmail.com">Jh.neuhalfen@gmail.com</a>                         | Term exp: 3.31.24<br>(1 <sup>st</sup> ) Appt. 5.14.21 |
| Director:   | Vacancy                                                                                                                                                                       | Term exp: 12.31.20                                    |
| Director:   | Vacancy                                                                                                                                                                       | Term exp: 12.31.22                                    |

## Operating Report - Colfax Ave BID

Answers to questions 10 & 11 (combined) - A list of activities performed in 2021 with performance measures and activities planned for 2022.

### MAINTENANCE

#### 2021:

1. Implemented a hybrid model for our Colfax Works program with the addition of a professional maintenance company (Consolidated Services Group) to supplement and oversee the efforts of non-profit workforce development partners Ready to Work.
2. Made repairs so that 98% of pedestrian light poles are now lit on Colfax, increasing visibility and safety for pedestrians.
3. Of our 54 trash receptacles, four were refurbished and 10 new receptacles will be installed by the end of the year, bringing us to 64 trash receptacles for public use.
4. All sidewalks in the district power washed six times throughout the year.
5. Upgraded holiday lighting for pedestrian light poles to commercial grade LED outdoor string lights.
6. Displayed and removed four sets of BID street banners throughout the year.
7. Created an equitable tree pruning policy to care for the trees in the district's right-of-way.
8. Removed 93,485 pounds of trash YTD.
9. Removed 2,112 pieces of graffiti YTD.

#### 2022:

1. Continue hybrid Colfax Works program in partnership with Consolidated Services Group and Ready to Work to maintain public trash receptacles, pick up litter, and remove graffiti within the public right-of-way.
2. Expand the clean team service area to include 14th and 16th Avenues and cross streets.
3. Continue to repair, replace, and repaint BID assets as needed, such as trash receptacles, pedestrian light poles, and benches.
4. Resolve long-deferred maintenance, such as tripping hazards, sidewalk deep cleaning, and other landscaping efforts.
5. Begin tree pruning maintenance based on tree pruning policy created in 2021.

### SAFETY

#### 2021:

1. Added more No Trespass signs/agreements through the district.
2. Began efforts to collaborate with local youth-based organizations to plan for 2022 activations of the Colfax and Pearl area (*Persistent Violent Location*, per Denver Police)

3. Worked regularly and closely with DPD on safety initiatives such as trespassing and CPTED.
4. Worked with different business and property owners on safety issues near their businesses.

**2022:**

1. Partnering with youth groups to create regular and frequent street activations at the Colfax and Pearl area.
2. Negotiate with landlords to use vacant storefront space to support the street activations and then to become an activated storefront with youth-led businesses.
3. Work with groups to bring more mental health resources to Colfax (STAR Program or similar).

**STREETSCAPE**

**2021:**

1. Installed 50 branded bike racks throughout the district.
2. Installed eight additional pedestrian light poles in the 1400 block of Pearl St. (high crime area)
3. Permitting underway for eight wayfinding kiosks to be installed throughout the district.
4. Continued efforts with DOTI and other Colfax BIDs regarding BRT planning and communication.
5. Planned and executed three events in partnership with the Denver Streets Partnership to communicate the value and gain support for the 16th Avenue Shared Street.
6. Worked with Urban Land Institute’s *Real Estate Diversity Initiative* (REDI) program to imagine development possibilities at the former DPD6 site at Colfax and Washington.
7. Created an updated design guide to provide guidance and ideas for those developing or redeveloping along our stretch of Colfax.
8. Designed Colfax-branded bike corrals to install in the District.

**2022:**

1. Improve wayfinding along 16th Avenue to attract bicyclists to neighboring Colfax businesses with bollards, arrows, icons, etc.
2. Activate Park Avenue with monthly events throughout the summer such as an evening farmers market, movie night, etc.
3. Continue working with District 10 Councilman Chris Hinds, the City, and community groups regarding the redevelopment of the DPD6 site.
4. Continue working with other Colfax BIDs as the Colfax Collaborative on common issues such as BRT, Adaptive Reuse, etc.

## COMMUNICATIONS

### 2021:

1. Expanded our social media reach with Facebook, Instagram, and Twitter; created and executed strategic marketing plans for each of the BID's priority areas.
2. Continued to increase our communication to our ratepayers, providing resources and funding opportunities every other week.
3. Sent bi-weekly newsletters to the general public, promoting our district businesses, events happening in the district, and news from the city.
4. Performed a complete website audit to ensure all information is current and relevant.
5. Created a Behind the Biz blog series, highlighting the faces behind our local businesses.
6. Showcased BID accomplishments in 2020 Annual Report.

### 2022:

1. Continue to grow Colfax Ave's audience via social media, newsletters, annual report, and engaging content on our website.
2. Create a Welcome Kit for new businesses coming to the corridor with important resources and contact information.
3. Produce a video highlighting all Colfax has to offer from old and new businesses to nightlife, concerts, and destinations.
4. Continue to tell the stories of the people, places, and things that make Colfax Colfax through our Characters of Colfax blog.

## EVENTS & PROGRAMS

### 2021:

1. Installed new art on our power boxes, adding two new boxes into the mix this year (17 total). All art was done by local artists and captured the feelings that come with being able to gather in person again.
2. Held our second annual Independents Day event, increased business participation and public awareness. This event celebrates the local and independent businesses who call Colfax home.
3. We will bring back our popular Bag of Colfax campaign for the holiday season. These mystery gift bags are filled with products from local businesses and raised over \$11,000 for participating businesses in 2020.
4. Plans underway to hold our 2021 Holiday Party, *COVID-willing*. This event will take place at the iconic Fillmore Auditorium and highlight the BID's community partners and local businesses.

### 2022:

1. Complete another power box art installation in the summer of 2022.



2. Introduce the Colfax Crawl, an event that will highlight Colfax’s dive bars and the history that accompanies them.
3. Plan and execute existing annual events and programs such as Independents Day, the Holiday Party, and Bag of Colfax.

**BUSINESS SUPPORT**

**2021:**

1. Continued support of patio expansions at 14th and Ogden businesses by purchasing water barricades, permit assistance, etc.
2. Regular communications (see “Communications,” above) and in-person meetings to understand issues and needs from the business community.
3. Co-chair of the Economic Recovery & Relief *BID subcommittee* to help all commercial districts to understand funding and program support from the City and elsewhere.

**2022:**

1. Maintain support of the patio expansions and work the CPD to make them permanent.
2. Begin quarterly events to bring the business community together with information and guest speakers relevant to their interests and developments in the area.
3. Continue co-chairing the ERRC BID-subcommittee.

**ORGANIZATIONAL**

**2021:**

1. Held twelve monthly board meetings.
2. Improved our annual planning meeting and process to determine program budgets and priorities for 2022.
3. One board member resigned, and one did not renew their second term. We’ve recruited one new board member with another candidate identified to fill the final vacancy.
4. Utilized project management software, Asana, to track projects and progress.

**2022:**

1. Continue monthly board meetings.
2. Retain all staff and develop their skills.
3. Maintain active engagement from our board members.