

Honea, Jordan

From: Kerrigan, Michael C. - DOF Financial Analyst Specialist
<Michael.Kerrigan@denvergov.org>
Sent: Wednesday, August 5, 2020 4:03 PM
To: Denslow, Denise; frank
Cc: Perry, Laura K. - DOF Financial Director; Snyder, Emily J. - DOF Financial Manager;
Neiman, Bradley - CAO Senior Assistant City Attorney
Subject: Annual Operating Plan and Budget Reminder- Colfax BID

Dear Denise and Frank,

This letter is to remind you to submit your District's **2021 Operating Plan and Budget (OP&B)** for review and approval as required by State Statute (C.R.S. 31-25-1211) **by September 30, 2020**. 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 or if mailed, to the same address above.

The City then has until December 5th 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 2021. In order for the Denver City Council to approve your District's OP&B for 2021 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. 2020 year-to-date "budget to actual" financial reports, including projected 2020 year-end results.
2. Any material departures from the 2020 Operating Plan, and an explanation.
3. A copy of your District's Public Notice publication for the 2021 Budget (and, if necessary, 2020 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 1st.
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 2020.
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 2020 and planned for the remainder of 2020 and 2021.
11. Information related to 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
Department of Finance | Capital Planning and Programming
(720)-913-5550 phone | michael.kerrigan@denvergov.org

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September 30, 2020

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

Re: Colfax Business Improvement District Submittal of 2021 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 2020 budget s/b 2021 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 2020 year-to-date "budget to actual" financial reports, including projected 2020 year-end budget. - ENCLOSED;
- 2) Any material departures from the 2020 Operating Plan, and an explanation- NONE;
- 3) A copy of the Public Notice Publication for the 2020 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 1st.
- 4) The status of any planned outstanding indebtedness – There is no planned outstanding indebtedness in the 2021 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, 2019, which was provided to the City.
- 6) A copy of the By-laws, if any, in effect in 2020 – 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 2020 and planned for 2021 – 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,



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, 2021, including the estimate of comparative information for the year ending December 31, 2020, and the actual comparative information for the year ending December 31, 2019, 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, 2019 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 Town for the year ended December 31, 2019. Dazzio & Associates, PC audited the financial statements for the year ended December 31, 2019, whose report was dated March 18, 2020.

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 24, 2020

**COLFAX BUSINESS IMPROVEMENT DISTRICT
PROPERTY TAX SUMMARY INFORMATION
2021 BUDGET AS ADOPTED
WITH 2019 ACTUAL AND 2020 ESTIMATED
For the Years Ended and Ending December 31,**

	ACTUAL 2019	ESTIMATED 2020	ADOPTED BUDGET 2021
Assessed Valuation			
Denver County	\$ 65,924,490	\$ 88,632,320	\$ 87,583,850 (A)
Mill Levy			
General Fund	10.000	10.000	10.000
Refunds and abatements	0.020	0.100	0.310
Total mill levy	10.020	10.100	10.310
Anticipated Tax Revenue			
Denver County	\$ 660,563	\$ 895,186	\$ 902,989
Adjustments to actual/uncollected	(19,248)	-	-
Actual or budgeted property taxes	\$ 641,315	\$ 895,186	\$ 902,989

(A) City approved budget with preliminary assessed valuation of \$87,583,850 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
2021 BUDGET AS ADOPTED
WITH 2019 ACTUAL AND 2020 ESTIMATED
For the Years Ended and Ending December 31,**

	<u>ACTUAL 2019</u>	<u>ESTIMATED 2020</u>	<u>ADOPTED BUDGET 2020</u>	<u>ADOPTED BUDGET 2021</u>
Beginning Funds Available	\$ 554,546	\$ 712,235	\$ 428,158	\$ 828,869
Revenue				
Property Taxes (Base mill levy of 7.846)	641,315	701,312	714,777	708,501
Property Taxes (Additional levy of 2.154)	-	193,786	193,786	194,488
Specific Ownership Taxes	48,712	41,806	63,599	62,657
Interest Income	9,913	8,052	5,000	5,000
Donations	2,656	-	-	-
Colfax Works - DHS/HOST	40,009	50,000	50,000	-
Colfax Works - donations	30,000	20,000	-	-
Other	894	1,871	-	-
Insurance Proceeds	6,708	743	-	-
Total Revenue	<u>780,207</u>	<u>1,017,570</u>	<u>1,027,162</u>	<u>970,646</u>
Expenditures				
Administrative:				
District management	21,477	21,492	21,012	23,760
District management - special	8,556	4,998	7,210	7,426
Insurance	12,281	15,976	15,000	16,500
Audit	4,000	4,700	-	4,500
Accounting	17,040	14,466	16,500	16,995
Legal fees	11,526	6,076	6,000	6,180
Office supplies	1,829	5,693	1,800	5,000
Printing and reproduction	175	40	400	400
Postage and delivery	506	786	500	800
Rent/storage unit	6,497	24,046	24,840	25,858
Telephone/internet/utilities	2,015	1,964	2,500	2,500
Dues and subscriptions	1,774	2,829	3,000	3,000
Meetings/entertainment	7,020	1,500	3,200	1,500
Website maintenance/hosting	1,613	3,100	1,500	1,500
Treasurer's fees	6,426	8,959	13,628	9,030
Miscellaneous	1,463	1,500	1,500	1,500
Total administrative	<u>104,198</u>	<u>118,125</u>	<u>118,590</u>	<u>126,449</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
2021 BUDGET AS ADOPTED
WITH 2019 ACTUAL AND 2020 ESTIMATED
For the Years Ended and Ending December 31,**

	<u>ACTUAL 2019</u>	<u>ESTIMATED 2020</u>	<u>ADOPTED BUDGET 2020</u>	<u>ADOPTED BUDGET 2021</u>
People				
Compensation and benefits	135,488	218,528	219,367	230,887
Payroll taxes / pension match	11,039	18,650	16,788	23,704
Professional development	7,374	7,500	7,500	7,500
Contingency	-	-	10,000	10,000
Total People	<u>153,901</u>	<u>244,678</u>	<u>253,655</u>	<u>272,091</u>
Maintenance:				
Asset Management:				
General maintenance	47,550	-	-	108,900
Streetscape maintenance	801	13,700	15,000	50,584
Banner maintenance/ installation	473	2,400	2,500	4,000
Utilities	8,839	9,584	10,584	10,902
Pedestrian pole maintenance	9,030	12,530	12,670	64,000
Pedestrian pole - replacement	22,990	-	-	-
Miscellaneous - repairs/supplies	3,025	9,900	10,000	-
Holiday lighting	4,284	3,900	4,000	4,000
Dumpster service	2,876	3,700	3,900	-
Receptacle maintenance	-	31,050	31,050	31,050
Contingency	-	-	50,000	-
Total Asset Management	<u>99,868</u>	<u>86,764</u>	<u>139,704</u>	<u>273,436</u>
Colfax Works:				
Contract	127,628	162,085	172,733	90,000
Equipment	2,222	5,000	5,000	5,000
Truck - gas	851	1,400	1,500	-
Truck - maintenance	4,594	4,000	5,000	-
Meal expenses	460	6	2,000	500
Contingency	4,950	-	10,000	-
Total Colfax Works	<u>140,705</u>	<u>172,491</u>	<u>196,233</u>	<u>95,500</u>
Total Maintenance	<u>240,573</u>	<u>259,255</u>	<u>335,937</u>	<u>368,936</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
2021 BUDGET AS ADOPTED
WITH 2019 ACTUAL AND 2020 ESTIMATED
For the Years Ended and Ending December 31,**

	<u>ACTUAL 2019</u>	<u>ESTIMATED 2020</u>	<u>ADOPTED BUDGET 2020</u>	<u>ADOPTED BUDGET 2021</u>
Programs				
Safety:				
CPTED Funding	-	20,000	20,000	40,000
Signage	1,353	1,000	1,000	10,000
Contingency	-	23,500	30,000	-
Total Safety	<u>1,353</u>	<u>44,500</u>	<u>51,000</u>	<u>50,000</u>
Streetscape:				
Streetscape design	-	23,312	25,000	15,000
Streetscape Improvements	68,814	156,179	120,000	125,000
Permitting	-	3,000	20,000	-
Street art	28,628	5,000	5,000	-
Other - COVID	-	30,000	50,000	-
Contingency	-	-	35,000	-
Total Streetscape	<u>97,442</u>	<u>217,491</u>	<u>255,000</u>	<u>140,000</u>
Total Programs	<u>98,795</u>	<u>261,991</u>	<u>306,000</u>	<u>190,000</u>
Communications				
Brand/Audience:				
Administrative	-	-	-	3,500
Advertising	3,136	3,800	4,800	2,000
District promotion	-	5,000	5,000	5,000
Donations	2,800	3,000	3,000	5,000
Merchandise	2,279	3,000	3,000	4,000
Contingency	-	-	-	7,000
Events:				
Networking Events	-	-	1,000	-
Community events/meetings	-	-	5,000	15,000
Storytelling/Art:				
Characters of Colfax	779	888	3,360	2,000
Banners/ murals/ power box art	14,111	199	-	21,000
Other:				
Miscellaneous	890	1,000	2,000	-
Graphic design/printing	450	-	-	-
Art-i-Fax	606	-	-	-
Total Communications	<u>25,051</u>	<u>16,887</u>	<u>27,160</u>	<u>64,500</u>
Contingency	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</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
2021 BUDGET AS ADOPTED
WITH 2019 ACTUAL AND 2020 ESTIMATED
For the Years Ended and Ending December 31,**

	<u>ACTUAL 2019</u>	<u>ESTIMATED 2020</u>	<u>ADOPTED BUDGET 2020</u>	<u>ADOPTED BUDGET 2021</u>
Total Expenditures requiring appropriation	622,518	900,936	1,041,342	1,021,976
Net Change in Funds Available	157,689	116,634	(14,180)	(51,330)
Ending Funds Available	<u>\$ 712,235</u>	<u>\$ 828,869</u>	<u>\$ 413,978</u>	<u>\$ 777,539</u>
Emergency Reserves	<u>\$ 23,406</u>	<u>\$ 30,527</u>	<u>\$ 30,815</u>	<u>\$ 29,119</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
2021 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 2021 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 16th Avenue on the north, East 14th 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 2019, 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 2021.

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 2021.

RESERVES

The District will provide for an emergency reserve fund to at least 3% of fiscal year spending for 2021, 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

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

Description: No. 80646 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 9/3/2020, 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.



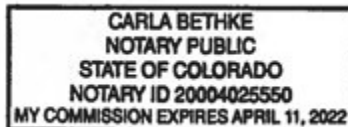
For the Denver Herald-Dispatch

State of Colorado }
County of Denver } ss

The above Affidavit and Certificate of Publication was subscribed and sworn to before by the above named Gerard Healey, publisher of said newspaper, who is personally known to me to be the identical person in the above certificate on 9/3/2020. Gerard Healey has verified to me that he has adopted an electronic signature to function as his signature on this document.

20004025550-392717

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 2021 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 UMB Bank, 1635 E. Colfax Avenue, Denver, Colorado, at 9:00 a.m. on Tuesday, September 8, 2020.

NOTICE IS FURTHER GIVEN that an amendment to the 2020 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 2021 budget and the amended 2020 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 2021 budget and the amended 2020 budget, file or register any objections thereto.

Dated: August 25, 2020

COLFAX BUSINESS IMPROVEMENT DISTRICT

By: /s/ Anna Jones, District Manager

Legal Notice No. 80646
First Publication: September 3, 2020
Last Publication: September 3, 2020
Publisher: The Denver Herald-Dispatch

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

Public Notice

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

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Dated: August 25, 2020

**COLFAX BUSINESS
IMPROVEMENT DISTRICT**

By: /s/ Anna Jones, District Manager

Legal Notice No. 80646
First Publication: September 3, 2020
Last Publication: September 3, 2020
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

Description: No. 80646 PROPOSED BUDGET

**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 week, for 1 successive week(s), the last of which publication was made 9/3/2020, 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.



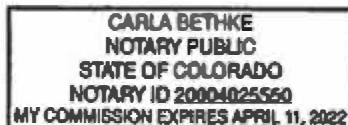
For Life on Capitol Hill

State of Colorado }
County of Denver } ss

The above Affidavit and Certificate of Publication was subscribed and sworn to before by the above named Gerard Healey, publisher of said newspaper, who is personally known to me to be the identical person in the above certificate on 9/3/2020. Gerard Healey has verified to me that he has adopted an electronic signature to function as his signature on this document.

20004025550-670536

Carla Bethke
Notary Public
My commission ends April 11, 2022



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 16th Avenue on the north, East 14th 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**

September 10, 2019 Regular Board Meeting Minutes

9:00 a.m.

UMB Bank

1635 E. Colfax Avenue

Denver, CO 80218

Directors Present: Andy Baldyga, Yvette Freeman (left at 11:17 a.m.), Jamie Rosenberry, Ron Vaughn, Kathy Bettis, Vicky Hales

Others Present:

Frank Locantore & Michelle Valeri; Colfax Ave BID
Anna Jones; CliftonLarsonAllen LLP
Jack Curtin; CSG
Dawn Schilling; Schilling & Co.
DPD District 6 Officer; Sgt. Dave Albi
Galia Halpern; Denver Government Aide to Councilman Hinds

1. Call to Order; Declaration of Quorum

Upon a motion duly made by Director Vaughn, seconded by Director Bettis, and upon a vote, unanimously carried, the Board called the meeting to order at 9:06 a.m., and a quorum was confirmed, and the absence of Director Callahan was excused.

2. Approval of Agenda

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

3. Public Comment

Mr. Curtin from CSG presented the following topics for discussion:

- A. Mentioned that the street is deteriorating
- B. Grant Street to Pearl Street is attracting more crime, especially the Renaissance Bldg., the 7-Eleven and "The Castle" storage facility at the corner of Vine Street.
- C. A different approach is needed from the Business Improvement District and District 6 to effectively address.
- D. He suggested that security be obtained from 6 p.m. – 10 p.m. possibly on Thursday, Friday and Saturdays.
- E. Activity stops at Vine Street, and does not appear to go further east
- F. Director Baldyga asked to move Safety Issues to the Budget discussion.

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 an 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 13, 2019 Special Meeting Minutes
- B. August 2019 Debit Card totaling \$1,128.50
- C. CBID August 2019 Claims totaling \$37,307.78 and EFT payments to CenturyLink and Xcel
- D. Ratify UCCF Claims Totaling \$450.00

Mr. Locantore and Ms. Valeri noted some changes to the August Minutes.

Upon a motion duly made by Director Vaughn, seconded by Director Rosenberry and upon a vote, unanimously carried, the Board approved the Consent Agenda items with amendments to the August 13, 2019 Special Meeting Minutes.

5. FINANCIAL ITEMS

- A. Review and Accept CBID July 31, 2019 Financial Statements and Cash Position Report

Ms. Schilling reviewed the July 31, 2019 Financial Statements and Cash Position Report with the Board.

Upon a motion duly made by Director Hales, seconded by Director Bettis, and upon a vote, unanimously carried, the Board accepted the July 31, 2019 Financial Statements and Cash Position Report.

- B. Account Interest Rate Comparison and CD vs CSAFE Account Benefits

Director Hales reviewed with the Board and stated that the ColoTrust Plus (a fund specifically for local governments) is at 2.215% interest, which is higher than the current amount that the District is getting.

Ms. Schilling indicated she will initiate paperwork and indicated that Directors Bettis and Baldyga will be authorized signers, and she will close out the existing First Bank account. Ms. Schilling will inform the City and County that they will keep the First Bank checking.

Upon a motion duly made by Director Freeman, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved to move the liquid asset account monies to ColoTrust Plus account and close the First Bank liquid asset account. The signers will be Directors Bettis and Baldyga. Ms. Schilling is a limited signer with limited access to allow for wire transfers to move monies.

6. 2020 BUDGET

- A. Conduct Public Hearing to Consider Amending 2019 Budget; Consider Adoption of Resolution 2019-09-01 to Amend 2019 Budget

Ms. Schilling informed the Board that amending the 2019 Budget was not necessary.

B. Conduct Public Hearing to Consider Adoption of 2020 Budget; Appropriate Expenditures and Set Mill Levies; Consider Adoption of Resolution 2019-09-02 to Adopt 2020 Budget, Appropriate Expenditures and to Set Mill Levies

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

Ms. Schilling reviewed the Assessed Value and refund and abatement mill levy as well as the Denver County mill levy certification process through the end of the year. The Board had questions regarding the possibility of changes due to the property tax challenges.

Ms. Schilling reviewed the additional following items with the Board:

- The 2020 Proposed Budget and Resolution, and stated the current year revenues exceed the budgeted revenues by approximately \$35,000
- The ending fund balance available is approximately \$463,000
- The revenue to the District has increased significantly
- She recommended allocating a range of \$220,000 to \$368,000 for reserve in order to allow the District financial flexibility in the future
- The Board had questions regarding additional revenues, and stated that allocating to safety programs could be beneficial for the District. Ms. Schilling indicated that there is \$31,000 allocated in the Safety Committee in the current budget.
- Ms. Valeri indicated HOST (previously DHA) has awarded Colfax Works \$50,000. She stated the City Council will adopt the Mayor's Budget in October.
 - Director Freeman reinforced Mr. Curtin's comments regarding the need for enhanced safety; suggesting we take a comprehensive view of the problem
 - Director Vaughn reiterated the need to coordinate more closely with the DPD District 6
 - Director Rosenberry recommended coordination with other BIDS; could we potentially hire Colorado Coalition for the Homeless to help advise us
 - Director Bettis indicated we should allocate more money to the Safety Committee

The Board agreed to increase the existing Committee Budgets by the following amounts and specifics will be determined at a future Safety Committee meeting and through further discussions with DPD:

- Safety Committee - \$40,000
- Maintenance Committee - \$40,000
- Streetscape Committee - \$20,000 for safety-related expenditures

Upon a motion duly made by Director Freeman, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board closed the public hearing at 10:35 a.m.

After discussion, upon a motion duly made by Director Hales, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board adopted the 2020 Budget,

approved the Resolution to Adoption 2020 Budget, Appropriate Expenditures and Set Mill Levies at the current 10 mills.

C. Other

None.

7. ORGANIZATIONAL

A. Ratification of Agreements

1. JVA - \$4,000
2. Winter Banners – NTE \$2,800
3. LV Events – NTE \$2,500

Upon a motion duly made by Director Rosenberry, seconded by Director Bettis, and upon a vote, unanimously carried, the Board ratified the agreements.

B. Approval of Contracts

1. Front Range – NTE \$15,600
2. Storage License
3. Alta Court Lease - \$58,920

Upon a motion duly made by Director Rosenberry, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved the contracts.

C. Operations Manager Job Description & Proposed Salary \$55,000-\$70,000

Director Bettis noted that this job description is about physical requirements and asked that some of the language be added to include physical demands of the job. Ms. Valeri stated she would make the appropriate revisions.

Upon a motion duly made by Director Hales, seconded by Director Rosenberry, and upon a vote, unanimously carried, the Board approved the Operations Job Description and Proposed Salary, pending the updated revisions.

D. Other

None.

8. MAINTENANCE AND COLFAX WORKS COMMITTEE

- A. Summary of Progress
- B. Request of the Board
- C. Other

There were no updates other than what is outlined in the committee report.

9. SAFETY COMMITTEE

A. Summary of Progress

B. Request of the Board

C. Other

It was noted that Director Rosenberry is an asset to the Safety Committee, and could be used more tactically to help with Outreach.

Sergeant David Albi of the Denver Police Department (DPD) District 6 introduced himself and his role. The Board conveyed issues that are concerning them with regard to the area along the Corridor near Colfax and Pennsylvania and Pearl. Potential solutions and partnerships were discussed. Sgt. Albi provided some background to the current situation and rise in incidents along the Corridor.

The Board indicated they would like to see the level of attention given to this by DPD that the Board feels it needs. Sgt. Albi agreed and committed to attending future meetings on a monthly basis.

10. STREETScape COMMITTEE

A. Summary of Progress

B. Request of the Board

C. Other

No update other than what is included in the committee report.

11. ANNOUNCEMENTS

A. Confirm Quorum for Next Meeting – October 8, 2019

A quorum was confirmed.

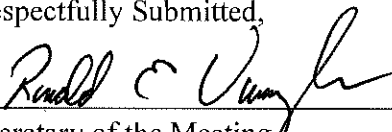
B. Other

Mr. Locantore stated the INC meeting is September 14th regarding East Central NPI. Ms. Valeri noted another Colfax Works crew member obtained FTE.

12. ADJOURN

Upon a motion duly made by Director Bettis, seconded by Director Hales, and upon a vote, unanimously carried, the Board adjourned the meeting at 11:40 a.m.

Respectfully Submitted,


Secretary of the Meeting



COLFAX BUSINESS IMPROVEMENT DISTRICT
September 27, 2019 Special Board Meeting Minutes

11:30 a.m.

The Mulhern Group
1400 Glenarm Place, Suite 300
Denver, CO 80202

Directors Present: Andy Baldyga, Yvette Freeman, Jamie Rosenberry, Kathy Bettis and Vicky Hales

1. Call to Order; Declaration of Quorum

Upon a motion duly made by Director Baldyga, seconded by Director Bettis, and upon a vote, unanimously carried, the Board called the meeting to order at 11:35 a.m., and a quorum was confirmed, and the absence of Directors Callahan & Vaughn were excused.

2. Approval of Agenda

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

3. Public Comment

None.

4. Executive Session, pursuant to C.R.S., Section 24-6-402(4)(f) for the purposes of personal matters, identifying the person or position to be discussed.

Upon a motion duly made by Director Hales, seconded by Director Freeman, and upon a vote, unanimously carried, the Board went into Executive Session at 11:38 p.m.

Upon a motion duly made by Director Freeman, seconded by Director Bettis, and upon a vote, unanimously carried, the Board adjourned out of Executive Session at 12:08 p.m.

The Board discussed the desire to increase salary of Michelle Valeri for the remaining of 2019 and future years. Upon a motion duly made by Director Hales, seconded by Director Freeman, and upon a vote, unanimously carried, the Board approved an increase of salary for Ms. Valeri effective October 1, 2019, and form a committee to review benefits for the Colfax Avenue BID staff as well as adding a budget line item to be designated for use towards a Colfax Avenue BID staff retirement fund.

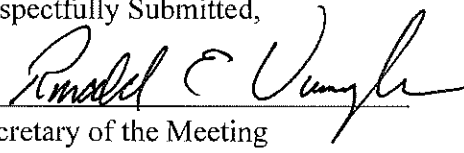
5. Other

None.

6. 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 12:13 p.m.

Respectfully Submitted,


Secretary of the Meeting



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

October 8, 2019 Regular Board Meeting Minutes

9:00 a.m.

UMB Bank

1635 E. Colfax Avenue

Denver, CO 80218

Directors Present: Andy Baldyga, Jimmy Callahan, Jamie Rosenberry, Ron Vaughn, Kathy Bettis

Others Present:

Frank Locantore & Michelle Valeri; Colfax Ave BID

Anna Jones; CliftonLarsonAllen LLP

Len Austin; Front Range Services

Denver Police Department District 6 Officers; Sgt. Dave Albi; Teresa Gillian and Austin

Munson, Community Resource Officers

Galia Halpern; Denver City Council Aide to District 10 Councilman Hinds

Daniel Butler; Assistant City Attorney, Prosecution and Code Enforcement, City of Denver, City Attorney's Office

1. Call to Order; Declaration of Quorum

Upon a motion duly made by Director Callahan, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board called the meeting to order at 9:04 a.m. A quorum was confirmed, and the absence of Directors Freeman and Hales were excused.

2. Approval of Agenda

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

3. Public Comment

None.

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 an 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 September 10, 2019 Minutes and Special Board Meeting September 27, 2019 Special Meeting Minutes

- B. September 2019 Debit Card totaling \$523.37
- C. CBID September 2019 Claims totaling \$39,958.05 and EFT payments to CenturyLink and Xcel
- D. Other

Upon a motion duly made by Director Callahan, seconded by Director Vaughn and upon a vote, unanimously carried, the Board approved the Consent Agenda items.

5. ORGANIZATIONAL

A. HR benefits management, Mountain States Employers Council

Mr. Marco Shaw reviewed the benefits of membership, training and other services provided by the Employers Council. The cost for membership is \$875 per year and \$95 per hour for consulting services

The Board and staff asked questions, which were answered by Mr. Shaw.

Director Bettis asked whether human resource services should be outsourced or if the staff can take the HR functions when the third employee is hired.

Director Vaughn indicated a preference to ask staff to research the various comparable BIDs and come back next month with a recommendation. Director Bettis asked for a response next week with approaches and associated costs.

B. September 27, 2019 Special Board Meeting Update – Andy Baldyga

Director Baldyga provided a review of the September 27, 2019 Board meeting. There were no questions.

C. Board Representation Discussion

The Board discussed recruiting new members and the protocol to select and nominate for 2020, when Directors Hales and Vaughn step off. Mr. Austin indicated he will re-submit his application to the City due to a procedural error. Other potential nominees were discussed.

D. Characters of Colfax Awards at Holiday Party

Ms. Valeri discussed the annual holiday party on Wednesday, November 20th, with the 30th Anniversary “Characters of Colfax” awards to be determined.

E. Other

None.

6. FINANCIAL ITEMS

- A. Review and Approve CBID August 31, 2019 Financial Statements and Cash Position Report

Director Bettis reviewed the August 31, 2019 Financial Statements and Cash Position Report with the Board as Director Hales was not present.

Upon a motion duly made by Director Bettis, seconded by Director Callahan, and upon a vote, unanimously carried, the Board accepted the August 31, 2019 Financial Statements and Cash Position Report.

B. Other

None.

7. MAINTENANCE AND COLFAX WORKS COMMITTEE

A. Summary of Progress

B. Request of the Board

C. Other

As Director Freeman was not in attendance, Ms. Valeri reported out regarding progress.

The Operations Manager job posting is live. Over 60 applications have been received. The posting closes on October 31st. The Hiring Committee is comprised of Directors Bettis and Freeman, Ms. Valeri and Mr. Locantore.

Ms. Valeri indicated there are some street furniture purchases she recommends due to poor current condition and need for replacement of banner arms and trash receptacle rings. She noted the cost would be \$1,445.50 to repair banner arms and trash receptacle rings.

Upon a motion duly made by Director Vaughn, seconded by Director Rosenberry, and upon a vote, unanimously carried, the Board approved the cost of \$1,445.50 to repair banner arms and receptacle rings. Ms. Valeri will head the effort to order and install the banner arms and receptacle rings.

Mr. Austin provided a photographic audit of all of the assets in the District. Ms. Valeri mentioned the banners will be switched November 1st and it presents a cost-effective opportunity to repair the banner arms and trash receptacles.

Mr. Austin will follow-up with additional information for the Board as his process continues.

8. SAFETY COMMITTEE

A. Summary of Progress

B. Request of the Board

C. Other

Mr. Locantore mentioned Colfax BID has received 10 CPTED applications, currently under review. The BID will award up to \$20,000 for CPTED projects. The exact timeline has not been determined, but the intention is that the CPTED awards will be reported out at the November Board meeting.

Trespassing signs are being printed. Mr. Locantore and Officer Gillian (DPD6) will discuss signs with businesses in the community as part of the community outreach and block captain/Neighborhood Watch roll-out happening over the next few weeks.

DPD6 Officers Munson and Gillian are putting together a neighborhood watch that is tailored to the Colfax Ave BID area. The program is designed to work with community members. DPD6 and the BID will develop Business Watch and Neighborhood Watch programs in tandem, outreaching to both residents and businesses. The watches will work toward visual deterrents such as signage. The BID will create the Facebook Group and partner with neighborhood groups and businesses for direct communication about safety issues. This allows for better efficiencies with DPD.

Daniel Butler, Assistant City Attorney, discussed "area restrictions" which bans the person charged with criminal activity in the area from coming within a specific distance of a specific place. Typically, a distance of 100 yards. Violation of an area restriction can be charged as a stand-alone criminal conviction in addition to any other underlying charges.

The DPD officers' advice to utilize area restrictions is that the complainant ask that a probable cause statement include an area restriction.

When police arrive the complainant can ask for defendant's full name and case number if there is an arrest; one can follow-up the next day with the City Attorney's office to ask if the area restriction has been granted. Area restrictions can be in effect for one year or the duration of a probationary period. When inquiring, the complainant is advised to specifically ask the City Attorney to search in Versadex as opposed to NCIC for better results.

The City Attorney's Office can file civil complaints against buildings for allowing drug distribution or other civil offenses. A predicate criminal offense (under public nuisance ordinance) needs to be met in order to correspond with the civil criminal filing.

The DPD Officers also noted:

- They hope to place light towers along Colfax starting on Halloween.
- New recruits will be deployed on foot patrols on Colfax.
- Several other strategies are being discussed internally at District 6.

After the DPD Officers departed, Mr. Locantore indicated District 6 is asking for sponsors of the Halloween Party.

Upon a motion duly made by Director Bettis, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved a donation of \$1,000 ("Almighty Wizard" sponsor level) on behalf of the Colfax Ave BID to the DPD District 6 Halloween Party.

9. STREETSCAPE COMMITTEE

- A. Summary of Progress
- B. Request of the Board
- C. Other

Mr. Locantore noted that the license agreement for placing the monument sign at the Fillmore has been fully executed. He is working with Adcon to get the City of Denver permits finalized.

After discussion, Mr. Locantore indicated he will obtain pricing for the bike racks in time for the October 17th Streetscape Committee meeting.

10. ANNOUNCEMENTS

A. Confirm Quorum for Next Meeting – November 12, 2019

A quorum was confirmed.

B. Announcements

i. East Central Area Plan next steps

Mr. Locantore indicated the NPI process is moving towards a City Council vote in early 2020 and some neighborhood opposition is forming.

Ms. Jones noted Laura Aldrete will be sworn in today as the new Planning Director for the City and County of Denver.

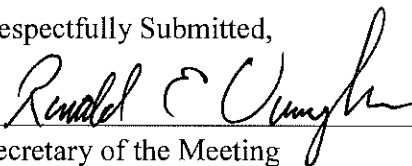
ii. Other

None.

12. ADJOURN

Upon a motion duly made by Director Bettis, seconded by Director Vaughn and upon a vote, unanimously carried, the Board adjourned the meeting at 11:38 a.m.

Respectfully Submitted,


Secretary of the Meeting



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

November 12, 2019 Regular Board Meeting Minutes

9:00 a.m.

UMB Bank

1635 E. Colfax Avenue

Denver, CO 80218

Directors Present: Andy Baldyga, Jimmy Callahan (departed at 10:39 a.m.), Jamie Rosenberry, Ron Vaughn, Kathy Bettis, Yvette Freeman and Vicky Hales

Others Present:

Frank Locantore & Michelle Valeri; Colfax Ave BID
Anna Jones; CliftonLarsonAllen LLP
Jack Curtin and Len Austin; Front Range Services
Denver Police Department District 6 Officers; Sgt. Dave Albi; Teresa Gillian and Austin Munson, Community Resource Officers
Eric Alstad; Thin Man and St. Mark's
Piep van Heuven and Hilarie Portell; Denver Streets Partnership

1. Call to Order; Declaration of Quorum

Upon a motion duly made by Director Vaughn, seconded by Director Freeman, and upon a vote, unanimously carried, the Board called the meeting to order at 9:02 a.m.

2. Approval of Agenda

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

3. Public Comment

None.

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 an 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 October 8, 2019 Minutes
- B. October 2019 Debit Card totaling \$4,205.36
- C. CBID October 2019 Claims totaling \$45,676.56 and EFT payments to CenturyLink and Xcel

D. Other

Upon a motion duly made by Director Vaughn, seconded by Director Callahan and upon a vote, unanimously carried, the Board approved the Consent Agenda items.

5. FINANCIAL ITEMS

A. Review and Approve CBID September 30, 2019 Financial Statements and Cash Position Report

Director Hales reviewed the September 30, 2019 Financial Statements and Cash Position Report with the Board. Director Hales noted the need to change the signers on Bill.com, UMB Bank and FirstBank. She will follow up with Ms. Schilling regarding these changes.

Upon a motion duly made by Director Vaughn, seconded by Director Callahan, and upon a vote, unanimously carried, the Board accepted the September 30, 2019 Financial Statements and Cash Position Report.

B. Review and Approve Colotrust Model Resolution

Director Hales reviewed the Colotrust Model Resolution with the Board. Upon a motion duly made by Director Callahan, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved the Colotrust Model Resolution.

C. Discuss and Approve Schilling and Company Accounting Services Engagement Letter

Director Hales reviewed the Schilling and Company Accounting Services Engagement Letter with the Board. Upon a motion duly made by Director Bettis, seconded by Director Callahan, and upon a vote, unanimously carried, the Board approved the Schilling and Company Accounting Services Engagement Letter.

D. Other

None.

6. ORGANIZATIONAL

A. Summary of Progress

i. Benefits

Mr. Locantore reviewed his research and asked the Board for more guidance. The Board had questions regarding medical benefits. Director Bettis indicated she will sit down with Mr. Locantore to review potential benefit providers. Director Bettis asked that the budget submitted to the City be distributed to the Board.

Mr. Locantore will distribute a draft recommendation and benefit details by December 2, 2019 for the Board to review in advance of the next Board meeting.

Mr. Locantore will compile benefit details and Ms. Valeri will develop a draft handbook.

ii. Board member applicants

Len Austin, owner of Front Range and CSG, has worked in the District since 1997. He wants to see business promotion and lively businesses. Mr. Austin sat on the Board previously from 2007-2012.

Eric Alstad, owner of Thin Man and St. Mark's, has acquired the DenUM building and will be re-developing it. Mr. Alstad has an interest in Colfax because it is an important part of the City, and he is interested in maintaining the current diversity.

Max Odom applied for a Board position but was not present at the meeting.

Director Bettis indicated the Board commitment is about 10 hours per month. Director Freeman characterized this as a "working Board" and reiterated the time commitment.

B. Request of the Board

C. Other

Ms. Valeri reminded all about the 30th Anniversary Celebration on November 20th and unveiled a new banner design by local artist Karl Christian Krumpholz, featuring eight iconic Colfax institutions, past and present.

7. MAINTENANCE AND COLFAX WORKS COMMITTEE

A. Summary of Progress

B. Request of the Board

C. Other

Director Bettis asked about the lighting inspection. The first inspection was done in October and a second one on November 4th. Repairs per a \$750 NTE were authorized.

Ms. Valeri noted that there are eight finalists for the Operations Manager position and that they will conduct in-person interviews next week.

Ms. Valeri reported that the fourth Colfax Works participant has obtained full-time employment and provided other updates.

8. SAFETY COMMITTEE

D. Summary of Progress

E. Request of the Board

F. Other

DPD Officer Munson reported out regarding the neighborhood outreach. Officer Munson discussed trespass sign information and noted he will attend the 30th Anniversary Celebration. Sergeant Albi indicated other efforts are underway.

9. STREETScape COMMITTEE

- A. Summary of Progress
- B. Request of the Board
- C. Other

Director Bettis reported out that the sculpture sign is up. BCER, the electrical contractor, will confirm progress regarding right of way permits. BCER is also finalizing pedestrian light electrical drawings and will then send them out to bid.

Director Bettis indicated bike rack designs have been developed and will require City approval. Mr. Locantore indicated he will follow up with the designer to ensure permits are acquired.

Director Bettis indicated she would like it approved before the end of the year.

10. *PRESENTATION*: DENVER STREETS PARTNERSHIP (Piep van Heuven and Hilarie Portell, DSP staff and Board)

- A. Overview of DSP and connection to Colfax

Ms. van Heuven and Ms. Portell presented an overview of DSP to the Board, noting their promotion for active transportation: walking, biking, transit, accessibility and people-friendly streets.

They noted that they have been working with several partners with similar goals to enhance mobility and streets in Denver, funding, policy and safety. Monthly meetings are open to the public.

The Board had questions specifically regarding the Colfax BRT build-out. Ms. Portell indicated it is still several years out.

- B. Requests of the Board (if any)
- C. Other

11. ANNOUNCEMENTS

- A. Confirm Quorum for Next Meeting – December 10, 2019

A quorum was confirmed.

12. ADJOURN

Upon a motion duly made by Director Freeman, seconded by Director Vaughn and upon a vote, unanimously carried, the Board adjourned the meeting at 11:39 a.m.

Respectfully Submitted,

Ronald C. Unger
Secretary of the Meeting



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

December 10, 2019 Regular Board Meeting Minutes

9:00 a.m.

UMB Bank

1635 E. Colfax Avenue

Denver, CO 80218

Directors Present: Andy Baldyga, Jimmy Callahan, Jamie Rosenberry, Ron Vaughn, Kathy Bettis, Yvette Freeman

Others Present:

Frank Locantore & Michelle Valeri; Colfax Ave BID

Anna Jones; CliftonLarsonAllen LLP

Galia Halpern; Denver City Council Aide to District 10 Councilman Hinds

Austin Munson, Community Resource Officer, Denver Police Department District 6

Dawn Schilling, Schilling & Co. (via telephone)

1. Call to Order; Declaration of Quorum

Upon a motion duly made by Director Callahan, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board called the meeting to order at 9:06 a.m. The Board excused the absence of Director Hales.

2. Approval of Agenda

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

3. Public Comment

None.

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 an 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 November 12, 2019 Minutes

B. November 2019 Debit Card totaling \$8,588.15

C. CBID November 2019 Claims totaling \$57,598.50 and EFT payments to CenturyLink and Xcel

D. Other

Upon a motion duly made by Director Callahan, seconded by Director Vaughn and upon a vote, unanimously carried, the Board approved the Consent Agenda items.

5. FINANCIAL ITEMS

A. Review and Approve CBID October 31, 2019 Financial Statements and Cash Position Report

Ms. Schilling reviewed the October 31, 2019 Financial Statements and Cash Position Report with the Board. Director Bettis had questions regarding Streetscape Committee expenditures. The Streetscape Committee and Ms. Schilling will schedule a working session before the end of the year to ensure all 2019 expenditures are paid in 2019.

Upon a motion duly made by Director Callahan, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board accepted the October 31, 2019 Financial Statements and Cash Position Report.

B. Other

None.

6. ORGANIZATIONAL

A. Summary of Progress

Mr. Locantore reviewed the holiday party and attendance. Overall the event was deemed a success.

B. Request of the Board

i. Benefits and HR decisions

Mr. Locantore outlined the services offered by the SDA Insurance pool for HR needs. The Board agreed that utilizing the pool resources is a desirable option.

Mr. Locantore reviewed the options he has researched for various benefits and the table he created that was enclosed in the packet materials. The Board determined Directors Rosenberry and Bettis will assist Mr. Locantore in determining the best plan to move the decision forward. Mr. Locantore will provide more information to Directors Bettis and Rosenberry to review the options. A recommendation will be provided to the full Board at the January meeting.

ii. Denver Streets Partnership (free) membership – vote

Upon a motion duly made by Director Bettis, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved the Denver Streets Partnership membership.

iii. New board members

The Board discussed the five potential Board candidates and which applicants they would like to recommend to the Mayor's Office for approval. The Board determined they will invite all three candidates they have not yet met to the January Board meeting for six-minute interviews and make a determination at that time. Mr. Locantore will inquire whether they are interested in participating in a committee whether chosen for the Board or not.

iv. Conditions for support letters

The Board discussed a process to determine its approval of specific proposals and site plans within its boundaries, and agreed to continue to determine its support or non-support for specific projects.

v. Items to ratify

None.

vi. Renew INC Dues \$40.00

Upon a motion duly made by Director Bettis, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved to renew the INC dues.

C. Other

The Board discussed the applicants for the Operations Manager position and put forth a recommended individual to hire. Mitch Freund was recommended, along with a proposed salary range and relocation allowance not-to-exceed \$57,500 with an additional (beyond the \$57,500) amount for a healthy living stipend. His employment start date will be determined once Mr. Locantore follows up with Mr. Freund.

The Board discussed the renewal of the International Downtown Association membership. Upon a motion duly made by Director Freeman, seconded by Director Bettis, and upon a vote, unanimously carried, the Board agreed to renew the International Downtown Association membership for 2020.

After some discussion between staff and the Board, and upon a motion duly made by Director Bettis, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved staff members to renew or add memberships and determine donations or marketing amounts up to \$1,000 without the Board's approval, providing the budget line item has not been exceeded.

Ms. Jones mentioned that items that fall within that threshold and are acted upon by staff between Board meetings should be indicated by placing them on the Consent Agenda of the subsequent Board meeting. The Board concurred.

The Board discussed the Worker's Compensation policy through the Liability Pool. Upon a motion duly made by Director Freeman, seconded by Director Rosenberry, and upon a vote, unanimously carried, the Board approved the Worker's Compensation policy.

7. EXECUTIVE SESSION PURSUANT TO SECTION 24-6-402(4)(F), C.R.S, FOR THE PURPOSES OF DETERMINING POSITIONS RELATIVE TO MATTERS THAT

MAY BE SUBJECT TO NEGOTIATIONS, DEVELOPING STRATEGY FOR NEGOTIATIONS, AND INSTRUCTING NEGOTIATORS REGARDING THE DISTRICT'S OPERATIONS MANAGER POSITION

Executive session was not needed.

8. MAINTENANCE AND COLFAX WORKS COMMITTEE

- A. Summary of Progress
- B. Request of the Board
- C. Other

No action was taken.

9. SAFETY COMMITTEE

- D. Summary of Progress
- E. Request of the Board
- F. Other

Denver Police Department (DPD) Officer Munson provided updates indicating crime has decreased slightly over the past month. Officer Munson added that Mr. Curtin offered to donate a light tower to DPD to deploy on Colfax and DPD is working to accept the donation.

Officer Munson mentioned their increased focus on neighborhood watches in the community, adding that the BID and DPD District 6 have planned to develop a business watch program. Mr. Locantore added CPTED efforts with DPD and CBID are moving ahead. Director Freeman commented that the 7-11 near Pearl and Colfax remains active.

10. STREETSCAPE COMMITTEE

- A. Summary of Progress
- B. Request of the Board
- C. Other

No action was taken.

11. ANNOUNCEMENTS

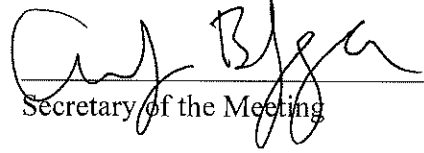
- A. Confirm Quorum for Next Meeting – January 14, 2020
- B. The Colfax Museum News
- C. Denver BID Council
- D. BID Board Member Time Commitment Discussion in January

No discussion took place on the above items.

12. ADJOURN

Upon a motion duly made by Director Vaughn, seconded by Director Freeman and upon a vote, unanimously carried, the Board adjourned the meeting at 11:57 a.m.

Respectfully Submitted,


Secretary of the Meeting



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

January 14, 2020 Regular Board Meeting Minutes

9:00 a.m.

UMB Bank

1635 E. Colfax Avenue

Denver, CO 80218

Directors Present: Andy Baldyga, Jimmy Callahan, Jamie Rosenberry, Kathy Bettis, Yvette Freeman

Others Present:

Frank Locantore & Michelle Valeri; Colfax Ave BID

Anna Jones; CliftonLarsonAllen LLP

Len Austin; Front Range Services and CSG

Galia Halpern; Denver City Council Aide to District 10 Councilman Hinds

Denver Police Department District (DPD) 6 Officers; Sgt. Dave Albi; Austin Munson,
Community Resource Officers

Nikki Hazamy; Corner Beet and Rooted Heart Yoga and Wellness

David Bentley; Argonaut Liquor

1. Call to Order; Declaration of Quorum

Upon a motion duly made by Director Freeman, seconded by Director Rosenberry, and upon a vote, unanimously carried, the Board called the meeting to order at 9:02 a.m.

2. Approval of Agenda

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

3. 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 an 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 10, 2019 Minutes

B. December 2019 Debit Card totaling \$624.06

C. CBID December 2019 Claims totaling \$58,570.73 and EFT payments to CenturyLink and Xcel

D. Staff-approved memberships, Donations and Marketing expenses

Director Bettis noted a change to the December minutes regarding the new staff member's financial compensation. Upon a motion duly made by Director Bettis, seconded by Director Callahan and upon a vote, unanimously carried, the Board approved the Consent Agenda items with the noted revision to the December minutes.

4. FINANCIAL ITEMS

A. Review and Approve CBID November 30, 2019 Financial Statements and Cash Position Report

Director Bettis reviewed the November 30, 2019 Financial Statements and Cash Position Report with the Board and noted she will follow up regarding the transfer of funds to ColoTrust. There were no questions from the Board.

Upon a motion duly made by Director Callahan, seconded by Director Rosenberry, and upon a vote, unanimously carried, the Board accepted the November 30, 2019 Financial Statements and Cash Position Report.

B. Other

None.

5. PUBLIC COMMENT (LIMITED TO 3 MINUTES PER SPEAKER)

A. Interviews with potential Board members (6 minutes each): David Bentley, Nikki Hazamy, and Len Austin (candidate Max Odom is out of town and could not attend but submitted answers to written questions in advance of the meeting)

In order to fill the two Board vacancies created with the departure of Director Ron Vaughn and Director Vicki Hales, the Board held interviews to fill those two seats. The board candidates introduced themselves and provided responses to questions previously submitted by Mr. Locantore. Interviews were 6 minutes each. The following individuals were interviewed by the Board:

- David Bentley – Argonaut Liquor
- Nikki Hazamy – Owner of Corner Beet and Rooted Heart Yoga and Wellness
- Len Austin – Front Range Service and CSG
- Max Odom – Property owner and developer was not in attendance at the meeting, but had spoken with Board members prior to the meeting

The Board discussed the prospective candidates and agreed on extending an offer to Nikki Hazamy and Len Austin to join the Board, with an invitation for David Bentley to participate in the Safety Committee and Max Odom to participate in the Streetscape Committee. Mr. Locantore will follow-up with Board members and the City to formalize their appointments.

Upon a motion duly made by Director Bettis, seconded by Director Rosenberry, and upon a vote, unanimously carried, the Board approved the offers to Nikki Hazamy and Len Austin to join the Board contingent upon the City's formal action to approve the appointments.

6. EXECUTIVE SESSION PURSUANT TO SECTION 24-6-402(4)(F), C.R.S., FOR THE PURPOSES OF DETERMINING POSITIONS RELATIVE TO MATTERS REGARDING STAFF COMPENSATION AND BENEFITS

Upon a motion duly made by Director Freeman, seconded by Director Bettis, and upon a vote, unanimously carried, the Board adjourned into Executive Session at 10:26 a.m.

Upon a motion duly made by Director Callahan, seconded by Director Freeman, and upon a vote, unanimously carried, the Board adjourned out of Executive Session at 11:02 a.m.

7. ORGANIZATIONAL

A. Active:

i. Staff benefits, bonuses, and compensation

The Board discussed and decided upon staff benefits, compensation and bonuses. Director Bettis discussed the research she has conducted with regard to benefits. Directors Bettis and Baldyga will develop guidelines for staff performance in 2020. Director Freeman will provide background material.

Director Bettis reviewed compensation adjustments and outlined proposed increase amounts for Mr. Locantore and Ms. Valeri.

The Board discussed benefits and Director Bettis suggested increasing the annual stipend to include health, dental and phone. The Board discussed a retirement match, which will be tabled until the February meeting.

Upon a motion duly made by Director Bettis, seconded by Director Rosenberry, and upon a vote, unanimously carried, the Board approved staff benefits, compensation and bonuses.

ii. Employee handbook

The discussion with regard to an employee handbook will be addressed at the February meeting.

iii. Other

The Board discussed an amendment to the office lease agreement to include a closet to store Ready to Work equipment for an additional \$50.00 per month. Upon a motion duly made by Director Baldyga, seconded by Director Bettis, and upon a vote, unanimously carried, the Board approved an amendment to the lease agreement to include a storage closet.

B. Requests / Actions (if any)

i. Ratify Mitchell Freund employee agreement

Upon a motion duly made by Director Bettis, seconded by Director Baldyga, and upon a vote, unanimously carried, the Board ratified Mitchell Freund's employee agreement.

- ii. Officer Elections: postpone to February board meeting

C. Other

Director Bettis will communicate changes to Ms. Schilling regarding staff compensation.

8. MAINTENANCE AND COLFAX WORKS COMMITTEE

A. Active:

- i. Monthly inspections, ongoing

B. Requests / Actions (if any)

- i. Ratify Ready to Work contract

Upon a motion duly made by Director Bettis, seconded by Director Baldyga, and upon a vote, unanimously carried, the Board ratified the Ready to Work contract.

- ii. Ratify HOST contract

Upon a motion duly made by Director Bettis, seconded by Director Baldyga, and upon a vote, unanimously carried, the Board ratified the HOST contract.

C. Other

9. SAFETY COMMITTEE

DPD Officers Albi Gillian and Munson reviewed CPTED progress, and noted that it would move forward next week.

Detective Albi indicated the camping ban has been consuming much of their time and energy; that Environmental Health has been leading the camping ban enforcement with an eye toward health considerations.

Substance Abuse Navigator (SUN) has a new coordinator who is helping with homeless outreach. Officers Albi and Munson will provide the Board with contact information next month.

Citywide crime is down over the last month; there has been a moderate increase on Colfax near Pennsylvania and Pearl.

Officers Albi and Munson reported they are still working on crime reduction in and adjacent to the 500 block of Colfax at Pennsylvania and Pearl.

10. STREETSCAPE COMMITTEE

A. Other

Mr. Locantore will send BCER Electrical Engineering documents (electrical drawings for kiosks and pedestrian lights) to the Board for review.

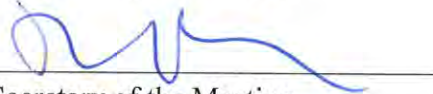
11. ANNOUNCEMENTS

- A. Confirm Quorum for Next Meeting – February 11th, 2020
- B. East Central Area Plan final comments by Feb 5th, 2020
- C. Colfax Museum fundraiser and update
- D. Intersection improvements happening through January

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 12:01 p.m.

Respectfully Submitted,



Secretary of the Meeting

COLFAX AVE

COLFAX BUSINESS IMPROVEMENT DISTRICT AND UPPER COLFAX COMMUNITY FOUNDATION

February 11, 2020 Regular Board Meeting Minutes

9:00 a.m.

UMB Bank

1635 E. Colfax Avenue

Denver, CO 80218

Directors Present: Andy Baldyga, Jamie Rosenberry, Kathy Bettis, Yvette Freeman (by phone),
Nikki Hazamy, Leonard Austin

Others Present:

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

Anna Jones; CliftonLarsonAllen LLP

Denver Police Department (DPD) District 6 Community Resource Officers; Sgt. Austin Munson
and Sgt. Teresa Gillian

1. Call to Order; Declaration of Quorum

Upon a motion duly made by Director Bettis, seconded by Director Baldyga, and upon a vote, unanimously carried, the Board called the meeting to order at 9:15 a.m. The Board excused the absence of Director Callahan.

2. Approval of Agenda

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

3. PUBLIC COMMENT

No public was present.

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 an 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 14, 2020 Board Meeting Minutes
- B. January 2020 Debit Card totaling \$5,624.58
- C. CBID January 2020 Claims totaling \$61,250.08 and EFT payments to CenturyLink and Xcel
- D. Colorado Special District Insurance Policy Renewal
- E. Anti-Discrimination Policy

Director Freeman noted some minor changes to the January meeting minutes. Upon a motion duly made by Director Bettis, seconded by Director Freeman and upon a vote, unanimously carried, the Board approved the Consent Agenda items with the noted revision to the January minutes.

4. FINANCIAL ITEMS

A. Review and Approve CBID December 31, 2019 Financial Statements and Cash Position Report

Director Bettis reviewed the December 31, 2019 Financial Statements and Cash Position Report and noted Ms. Schilling has reorganized the financials to be consistent with the budget. There were no questions from the Board.

Upon a motion duly made by Director Rosenberry, seconded by Director Austin, and upon a vote, unanimously carried, the Board accepted the December 31, 2019 Financial Statements and Cash Position Report.

6. ORGANIZATIONAL

Ms. Valeri reviewed communications updates from her report in the Board packet. Director Austin indicated Rotary or Gathering Place may be a good partner for next year's Valentine's signage efforts.

Swearing in of new Board members

Director Baldyga conducted the swearing in of new Directors Austin and Hazamy.

Officer Elections: Chair, Vice Chair, Treasurer and Secretary

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

Upon a motion duly made by Director Freeman, seconded by Director Bettis, and upon a vote, unanimously carried, the Board approved the Board positions as listed above.

Record-keeping / document maintenance - tabled until the March meeting.

2020 Organizational Priorities, Goals and Calendar

Mr. Locantore reviewed the 2020 calendar and organizational priorities for the year.

Directors Bettis and Austin requested follow-up regarding snow shoveling liability, additional information from the City and business owners, and liability implications from the insurance pool. Director Freeman suggested

setting City standards as the baseline for the BID. The Maintenance Committee will address this and report back in March.

A. Other

- i. Staff evaluations / retirement benefits / employee handbook updates
-discussion to follow in subsequent meetings

7. MAINTENANCE AND COLFAX WORKS COMMITTEE

Mr. Freund reported out regarding the Maintenance Committee activities noting the following updates.

- i. On-going monthly lighting inspections
- ii. Pedestrian lights in blocks near Pearl and blocks near Downing scheduled for repairs

8. SAFETY COMMITTEE

DPD District 6 Officers Gillian and Munson reported out. The Neighborhood Watch meeting was held last month; they are looking to increase engagement with BID businesses. Overall, Officers Gillian and Munson are looking for 60% participation. They suggested another kick-off meeting and asked BID staff for help to attract participants.

Officers Gillian and Munson noted that a total of 1600 guns were taken off the street in 2019. They also reported that felony arrests are up and total arrests have gone down in the last year.

They reiterated trespassing agreements make it easier for DPD to enforce other crimes.

The Officers noted that census workers will be starting up soon.

Mr. Locantore will follow up with Sergeant Albi regarding the lighting at Pennsylvania and Pearl with a letter of support.

9. STREETSCAPE COMMITTEE

Director Bettis reported out regarding bike racks, anticipating they will be installed in April. The Board members discussed ensuring racks are placed in strategic locations.

- A. Requests/Actions (if any)
- B. Other

11. ANNOUNCEMENTS

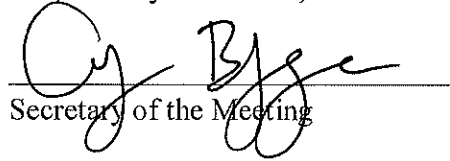
- A. Confirm Quorum for Next Meeting – March 10, 2020.

A quorum was confirmed.

12. ADJOURN

Upon a motion duly made by Director Bettis, seconded by Director Austin and upon a vote, unanimously carried, the Board adjourned the meeting at 11:06 p.m.

Respectfully Submitted,


Secretary of the Meeting



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

March 10, 2020 Regular Board Meeting Minutes

9:00 a.m.

UMB Bank

1635 E. Colfax Avenue

Denver, CO 80218

Directors Present: Andy Baldyga, Jamie Rosenberry, Kathy Bettis, Yvette Freeman (by phone),
Nikki Hazamy, Leonard Austin, Jimmy Callahan

Others Present:

Frank Locantore, Michelle Valeri & Mitch Freund; Colfax Ave BID
Anna Jones and Jordan Honea; CliftonLarsonAllen LLP
Denver Police Department (DPD) District 6 Community Resource Officers; Teresa Gillian
Galia Halpern; Denver City Council Aide to District 10 Councilman Hinds
Dawn Schilling; Schilling & Company (via phone)

1. Call to Order; Declaration of Quorum

Upon a motion duly made by Director Bettis, seconded by Director Baldyga, and upon a vote,
unanimously carried, the Board called the meeting to order at 9:07 a.m.

2. Approval of Agenda

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

3. PUBLIC COMMENT

No public was present.

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 an 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 11 2020 Board Meeting Minutes
- B. February 2020 Debit Card totaling \$2,457.00
- C. CBID February 2020 Claims totaling \$69,223.95 and EFT payments to CenturyLink and Xcel
- D. Ratify Dirty Hands Fabricator (bike rack) agreement

The Board noted that Director Callahan would need to leave by 10:30 and amended the agenda to reflect an earlier discussion of items from the Safety Committee. Upon a motion duly made by Director Bettis, seconded by Director Callahan and upon a vote, unanimously carried, the Board approved the Consent Agenda as revised.

4. FINANCIAL ITEMS

A. Review and Approve CBID December 31, 2019 Revised Financial Statements, January 31, 2020 Financial Statements and Cash Position Report

Ms. Schilling attended the meeting by phone to discuss the amended financial statements from December 2019 and January 2020. She noted there were additional invoices included, increasing the December payable amount and expenditures by \$4,700; requiring an adjustment to the January 2020 financial statements.

The Board discussed the benefits of leasing a truck to reduce the maintenance costs. The Maintenance Committee will review these options and address their findings at the August retreat.

Upon a motion duly made by Director Bettis, seconded by Director Callahan, and upon a vote, unanimously carried, the Board accepted the December 31, 2019 and January 31, 2020 financial statements and cash position report.

Ms. Schilling reviewed the reasons for an annual audit, including ratepayer transparency, potential grant requirements and overall District accountability.

Upon a motion duly made by Director Bettis, seconded by Director Austin, and upon a vote, unanimously carried, the Board approved the Dazzio & Associates audit engagement letter.

Ms. Schilling reviewed the year-end financial statements and notes prepared for the 2019 audit. Upon a motion duly made by Director Bettis, seconded by Director Callahan, and upon a vote, unanimously carried, the Board approved the draft audit as presented.

B. Updated Bill.com signers for UCCF and CBID

Ms. Schilling will provide new signer documentation to CLA and the CBID.

C. Other

6. ACTION ITEMS

A. Complete Conflict of Interest Disclosure forms

Conflict of Interest and Designation of Elector forms were distributed and signed by the Board members. The Board asked for more information regarding the requirement for Conflicts of Interest. Ms. Jones indicated she and Ms. Honea will work with Spencer Fane to distribute the requested information.

B. Discuss Retirement benefit policy

Director Bettis reviewed two plans and approaches and the specifics of the various plans available. Director Bettis recommended using RBC Wealth via Ascencia, which requires an employer match. Director Bettis will provide further information for the Board to review, which will be included in the April packet. Mr. Locantore will share said information with the other staff in advance of the April meeting. This expense was not budgeted for and will come out of contingency.

C. Approve East Central Area Plan (ECAP) Support Letter, March 1, 2020

Tabled until April. Mr. Locantore will make revisions to the current draft based on Board comments.

D. Approve Letter in support of portable floodlight at Pennsylvania and Pearl

The Board reviewed. The letter will be revised with some slight modifications. Upon a motion duly made by Director Austin, seconded by Director Rosenberry, and upon a vote, unanimously carried, the Board approved the Letter in support of the portable floodlight at Pennsylvania and Pearl.

E. Discuss / Approve co-sponsorship of Building Small Business Solutions Forum

The Board discussed and noted that the staff has been given the authority to approve such sponsorships under the amount of \$500.

F. Other

7. SAFETY COMMITTEE

A. DPD Updates

DPD District 6 Officer Gillian reported out on crime in the area and trends overall. The CAB meeting will be cancelled this month as the DPD is limiting unnecessary gathering for the short-term due to COVID-19.

B. Discuss Volunteer Ambassador effort

Mr. Locantore and Mr. Freund discussed the opportunity to explore an ambassador program for the Colfax corridor. Some aspects of the program would include creating a volunteer job description and responsibilities. The Board asked Mr. Locantore and Mr. Freund to initiate the Volunteer Ambassador Program and approved the following aspects:

- a) Develop a volunteer description
- b) Develop training and standard practices
- c) The Board approved NTE \$2,000 for volunteer program initiation.

Upon a motion duly made by Director Austin, seconded by Director Rosenberry, and upon a vote, unanimously carried, the Board approved the Volunteer Ambassador Program to be ratified in April.

C. CPTED site visits scheduling – no updates

D. Business & Neighborhood Watch Updates – no updates

E. Other

8. MAINTENANCE AND COLFAX WORKS COMMITTEE

A. Report-out re policy position re snow shoveling

Mr. Locantore indicated snow shoveling will not be undertaken by the BID.

B. Report 811 / Utility Notification Center of Colorado

Mr. George is addressing the 811 / Utility Notification Center of Colorado.

C. Updates re On-going monthly lighting inspections

Mr. Locantore noted that monthly lighting inspections are underway.

D. Status of Pedestrian lights in blocks near Pearl and Downing scheduled for repairs

Mr. Locantore noted that Colorado Lighting is addressing the repairs of the pedestrian lights in blocks near Pearl and Downing.

E. Other

None.

9. STREETSCAPE COMMITTEE

A. Status of bike racks installation, kiosks, and 1400 block of Pearl ped light installations

Director Bettis reported that the bike racks are moving forward and the pedestrian lights are still being worked on.

B. BRT Updates / Timeline

Director Bettis noted that the BRT planning is continuing.

C. Other

None.

10. ORGANIZATIONAL

A. Suggested approach to records retention and maintenance

The staff will begin the process of reviewing the BID's paper records and provide information and updates next month. Directors Baldyga and Austin will volunteer to assist the staff.

B. Other

None.

11. COMMUNICATIONS & PROGRAMS REPORT

Ms. Valeri reported out that the 2019 Annual Report is complete and at the printer. The BID will host a business networking happy hour at Bruz Beers on March 26th to drive ratepayer engagement and share the BID's Annual Report.

A. Program ideas / updates

B. Other

12. ANNOUNCEMENTS

A. Confirm Quorum for Next Meeting – April 14, 2020

A quorum was confirmed.

B. ECAP comment deadline April 12th, 2020

C. Other

13. ADJOURN

Upon a motion duly made by Director Bettis, seconded by Director Austin and upon a vote, unanimously carried, the Board adjourned the meeting at 11:53 p.m.

Respectfully Submitted,

DocuSigned by:

Andy Baldyga

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Secretary of the Meeting



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

April 14, 2020 Regular Board Meeting Minutes
9:00 a.m.

Via Go To Meeting: <https://global.gotomeeting.com/join/115225461>

Directors Present: Andy Baldyga, Jamie Rosenberry, Kathy Bettis, Yvette Freeman, Leonard Austin

Others Present:

Frank Locantore, Michelle Valeri & Mitch Freund; Colfax Ave BID
Anna Jones and Jordan Honea; CliftonLarsonAllen LLP
Denver Police Department (DPD) District 6 Community Resource Officers; Austin Munson

1. Call to Order; Declaration of Quorum

Upon a motion duly made by Director Freeman, seconded by Director Bettis, and upon a vote, unanimously carried, the Board called the meeting to order at 9:17 a.m. The Board noted and excused the absences of Directors Callahan and Hazamy.

2. Approval of Agenda

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

No public was present.

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 an 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 10, 2020 Board Meeting Minutes
- B. March 2020 Debit Card totaling \$2,275.47
- C. CBID March 2020 Claims totaling \$49,049.19 and EFT payments to CenturyLink and Xcel
- D. Ratify Dirty Hands Fabricator Contract
- E. Accept Retirement benefit policy
- F. Accept East Central Area Plan (ECAP) Support Letter

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.

4. FINANCIAL ITEMS

A. Review and Approve CBID February 29, 2020 Financial Statements and Cash Position Report

Director Bettis noted that some of the timing for revenues will be delayed due to the COVID-19 pandemic, but that the District has the reserves to cover those revenues. Director Bettis reviewed the financial statements, cash position report and other items. There were no questions from the Board. Upon a motion duly made by Director Bettis, seconded by Director Callahan, and upon a vote, unanimously carried, the Board approved the draft audit as presented.

B. Updated First Bank and UMB Signers for UCCF and CBID

No update.

C. Audit Update and Recommendations

No update.

6. ACTION ITEMS

A. Approve CHUN Re-zoning Support Letter

Upon a motion duly made by Director Freeman, seconded by Director Bettis, and upon a vote, unanimously carried, the Board approved the CHUN Re-zoning Support Letter.

B. Other

None.

7. SAFETY COMMITTEE

A. DPD Updates

Officer Munson provided updates noting that the light tower has been delivered and will be used adjacent to the Capitol Hill apartments to curb burglaries. He noted that it will move to Colfax once things have returned back to “normal”.

Officer Munson indicated that there had been an increase in car break ins, apartment and business theft and burglaries, car theft and porch package theft.

Officer Munson provided an update regarding COVID-19 communication efforts, and the CPTED site visits they completed. He is working on writing up the reports for each of the applicants.

B. Other

None.

8. COVID-19 BID Response

Mr. Locantore, Ms. Valeri and Mr. Freund reported out efforts aimed at economic relief for the businesses along the corridor. Update to the enclosed report included personal contacts to over 100 ratepayers and coordination with other Denver BIDs – particularly the Colfax and other smaller-sized BIDs. Board members reported out regarding some of the impacts to their businesses.

9. MAINTENANCE AND COLFAX WORKS COMMITTEE

A. Update 811 / Utility Notification Center of Colorado

Mr. Freund noted that this was on-going.

B. Updates Re On-going monthly lighting inspections

Mr. Freund noted that monthly lighting inspections are underway.

C. Status of Pedestrian lights in blocks near Pearl and Downing scheduled for repairs

Mr. Freund noted that repairs are on-going.

D. Other

Mr. Freund reported out the Ready to Work crews are getting back to work after being quarantined, and updated the Board on the on-going efforts with the data collection app.

9. STREETSCAPE COMMITTEE

A. Status of bike racks installation, kiosks, and 1400 block of Pearl ped light installations

Director Bettis reported that the bike racks are moving forward and the pedestrian lights are still being worked on.

B. BRT Updates / Timeline

Director Bettis noted that the BRT planning is continuing.

C. Other

Mr. Locantore reported out regarding Adcon pricing and discussion regarding prices of materials and labor, the Board directed him to revisit the proposed cost increases with Adcon.

10. ORGANIZATIONAL

A. Update regarding records retention and maintenance

No update.

B. Other

None.

11. COMMUNICATIONS & PROGRAMS REPORT

Ms. Valeri provided updates, indicating she is emphasizing relief opportunities for COVID-19 impacts.

12. ANNOUNCEMENTS

A. Confirm Quorum for Next Meeting – May 12 2020

A quorum was confirmed.

B. ECAP comment deadline April 12th, 2020

No action.

C. Other

13. ADJOURN

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

Respectfully Submitted,

DocuSigned by:

Andy Baldyga

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Secretary of the Meeting



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

May 12, 2020 Special Board Meeting Minutes

9:00 a.m.

Via Go To Meeting: <https://global.gotomeeting.com/join/225692117>

Directors Present: Andy Baldyga (arrived 10:44 a.m.), Jamie Rosenberry, Kathy Bettis, Yvette Freeman, Leonard Austin, Nikki Hazamy, Jimmy Callahan

Others Present:

Frank Locantore, Michelle Valeri & Mitch Freund; Colfax Ave BID
Anna Jones; CliftonLarsonAllen LLP
Denver Police Department (DPD) District 6 Community Resource Officers; Austin Munson

1. Call to Order; Declaration of Quorum

Upon a motion duly made by Director Freeman, seconded by Director Callahan, and upon a vote, unanimously carried, the Board called the meeting to order at 9:09 a.m.

2. Approval of Agenda

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

3. PUBLIC COMMENT

No public was present.

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 an 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 14 2020 Board Meeting Minutes
- B. April 2020 Debit Card totaling \$383.98
- C. CBID April 2020 Claims totaling \$44,599.36 and EFT payments to CenturyLink and Xcel
- D. Tattoo Artists Support
- E. T-Shirt Proposal
- F. CPTED Grants

The Board discussed and chose to remove items D-F from the Consent Agenda, with the CPTED Grant Program to be addressed under Safety Matters. Upon a motion duly made by Director

Callahan, seconded by Director Bettis and upon a vote, unanimously carried, the Board approved the Consent Agenda as amended.

4. FINANCIAL ITEMS

A. Review and Approve CBID March 31, 2020 Financial Statements and Cash Position Report

Director Bettis mentioned that property tax collections are slightly down per the State's change in the tax payment deadlines, with no major impacts anticipated.

Director Bettis reviewed the financial statements and noted that approximately 25% of revenues have been expended through the first quarter as anticipated, with insurance slightly higher than anticipated, but nothing unusual. The Board did not have any questions.

Mr. Locantore reported that the Ready-to-Work payments have varied but should hold steady around \$15,000 per month moving forward.

Upon a motion duly made by Director Callahan, seconded by Director Rosenberry, and upon a vote, unanimously carried, the Board approved the March 31, 2020 Financial Statements and Cash Position Report as presented.

B. Updated First Bank and UMB Signers for UCCF and CBID

Director Bettis reported that the First Bank and UMB signers have not yet been finalized. She will follow up with Ms. Schilling. Director Bettis will work on finalizing signers for FirstBank and ColoTrust. Mr. Locantore will handle UMB.

C. Other

No update.

6. ACTION ITEMS

A. Other

None.

7. SAFETY COMMITTEE

A. CPTED Grant Program

Mr. Locantore introduced the CPTED Grant Program to the Board. Director Freeman had questions regarding the different grant amounts for different properties; Board discussion ensued. Mr. Locantore addressed concerns. Director Callahan had questions regarding grant amounts, clarifying that he would like to understand what the discrepancies are. Director Bettis suggested a comprehensive analysis would be appropriate. Once accomplished, this analysis is to be brought back to the full Board for discussion and approval. Mr. Locantore will take steps to meet with the City Attorney and DPD, and compile all information for the Board at the June Meeting

B. DPD Updates

Officer Munson reported out:

- DPD has deployed high visibility patrols;
- 41 arrests for burglaries; 12 motor vehicle thefts; several arson arrests;
- Reached out to McDonalds re enhanced safety measures;
- Detailed CPTED information and processes

C. Other

None.

8. COVID-19 BID Response

Mr. Locantore reported out regarding aspects of his staff report that is included in the meeting packet; Ms. Valeri reported out regarding communications. They reported out regarding the Tattoo and T-shirt Fundraisers. Director Bettis asked to table these items until they had a clearer idea of the expectations. Director Austin indicated using the 501(c)3 as opposed to going through the BID accounts might be appropriate. Director Freeman indicated she would like to understand the legal and practical implications. Mr. Locantore will run the program past Tom George, attorney for the District, for legal advice and document those communications in writing. A committee of Directors Rosenberry and Hazamy are to manage and approve the next steps of the process per legal counsel's approval for the T-shirt and Tattoo efforts.

Upon a motion duly made by Director Freeman, seconded by Director Austin, and upon a vote, unanimously carried, the Board appointed the Committee of Directors Rosenberry and Hazamy.

9. MAINTENANCE AND COLFAX WORKS COMMITTEE

Mr. Freund reported out:

- COVID has created complications, generally
- Working with homeless encampments, specifically at St. Francis and Argonaut
- Helping provide resources to those in need
- Colfax Works increased focus on 14th between Emerson and Pearl
- Colfax Works has been focusing on smaller tagging and sticker removal

Director Austin asked questions regarding Ready-to-Work employees and cleaning of encampments. Mr. Freund provided more detail regarding their involvement. Director Austin also asked about running motor vehicle checks on drivers. Mr. Freund responded all drivers are insured and have background checks.

A. Update 811 / Utility Notification Center of Colorado

Mr. Freund noted that this was on-going.

B. Updates Re On-going monthly lighting inspections

Mr. Freund noted that he is working with Colorado Lighting to get lights repaired- still have several still out of service.

C. Status of Pedestrian lights in blocks near Pearl and Downing scheduled for repairs

Mr. Freund noted that repairs are on-going.

D. Other

None.

10. STREETSCAPE COMMITTEE

A. Status of bike racks installation, kiosks, and 1400 block of Pearl pedestrian light installations

Director Baldyga asked questions regarding the bike rack installations. Mr. Locantore does not know the timeline but will report back next month.

B. BRT Updates / Timeline

No specific update.

C. StudioSeed Proposal for Services re Streetscape and Urban Design Update

Director Freeman asked that COVID language be incorporated into the proposal. Director Bettis agreed the CBID “Design to the new world”. The Board discussed that consultants would interact with the Streetscape Committee and report back to the Board. Upon a motion duly made by Director Bettis, seconded by Director Austin, and upon a vote, unanimously carried, the Board approved the StudioSeed Proposal.

D. Workman & Associates, LLC Proposal for Government Relations and Procurement Consulting

Mr. Locantore reported that Workman & Associates contract is for obtaining City of Denver Tier III encroachment permits and entitlements for all streetscape furniture including kiosks, bike racks, pedestrian lighting, and other items installed. Director Freeman asked that language addressing recovery assistance related to COVID be included in the contract. Upon a motion duly made by Director Austin, seconded by Director Rosenberry, and upon a vote, unanimously carried, the Board approved the addition of the COVID language to the proposal.

E. Other

It was confirmed that Director Austin is the Chair of the Streetscape Committee. No action was taken.

11. ORGANIZATIONAL

A. Update regarding records retention and maintenance

No update.

B. Annual Planning Meeting Team

Mr. Locantore reported out on the annual planning meeting scheduled in August with a July priority setting session. Director Bettis and Director Austin volunteered to work with Mr. Locantore on the planning.

C. Climate Crisis Task Force

Mr. Locantore reported out regarding the climate task force.

D. Other

None.

12. COMMUNICATIONS & PROGRAMS REPORT

Ms. Valeri provided updates. No discussion.

13. ANNOUNCEMENTS

A. Confirm Quorum for Next Meeting – June 9, 2020

A quorum was confirmed.

B. Evolving Timeline for the East Central Area Plan

No action.

C. Other

14. EXECUTIVE SESSION WITH REGARD TO PERSONNEL MATTERS TO DISCUSS OVERSIGHT OF DISTRICT MAINTENANCE AND OPERATIONS (If needed, an executive session may be called pursuant to and for the purposes set forth in Section 24-6-402(4), C.R.S., after announcement of the specific topic for discussion and statutory citation authorizing the executive session, and a vote of two-thirds of the quorum of the Board present)

Upon a motion duly made by Director Baldyga to enter into executive session pursuant to Section 24-6-402(4)(e), C.R.S., to develop negotiating positions and strategy and to instruct negotiators on matters related to the administration and management of the District's maintenance contracts and maintenance contractors, seconded by Director Austin, and upon a vote, unanimously carried, the Board entered into Executive Session at 11:43 a.m.

Upon a motion duly made by Director Austin, seconded by Director Bettis, and upon a vote, unanimously carried, the Board adjourned out of executive session at 12:05 p.m.

The Board reported their intent to expand the Maintenance Committee scope to allow Directors Freeman and Austin to work with Mr. Freund to develop procedures and processes regarding the maintenance and operations in the BID, and to provide oversight, direction and close management in the immediate term. Longer term-oversight will be captured in the procedures and policies to be brought back to Board by the committee members at a subsequent Board meeting. Upon a motion duly made by Director Baldyga, seconded by Director Bettis, and upon a vote, unanimously carried, the Board approved the expansion of the Maintenance Committee scope.

15. ADJOURN

Upon a motion duly made by Director Bettis, seconded by Director Freeman and upon a vote, unanimously carried, the Board adjourned the meeting at 12:15 p.m.

Respectfully Submitted,

DocuSigned by:

Andy Baldyga

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Secretary of the Meeting



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

June 9, 2020 Special Board Meeting Minutes

9:00 a.m.

Via Microsoft Teams Meeting: https://teams.microsoft.com/l/meetup-join/19%3ameeting_NTM00TU0ODAtYWFhMi00MmEzLTlIMDItZDRINjk5YzQ4ODkx%40thread.v2/0?context=%7b%22Tid%22%3a%224aaa468e-93ba-4ee3-ab9f-6a247aa3ade0%22%2c%22Oid%22%3a%22652a8f16-833b-47cd-ba39-c242a0d4db52%22%7d

Directors Present: Andy Baldyga, Jamie Rosenberry, Kathy Bettis, Yvette Freeman, Leonard Austin, Nikki Hazamy

Others Present:

Frank Locantore, Michelle Valeri and Mitch Freund; Colfax Ave BID
Anna Jones; CliftonLarsonAllen LLP
Denver Police Department (DPD) District 6 Community Resource Officers; Austin Munson and Theresa Gillian
Edwin Velis; District resident

1. Call to Order; Declaration of Quorum

Upon a motion duly made by Director Freeman, seconded by Director Bettis, and upon a vote, unanimously carried, the Board called the meeting to order at 9:07 a.m. The Board excused the absence of Director Callahan.

2. Approval of Agenda

Upon a motion duly made by Director Baldyga, seconded by Director Rosenberry, and upon a vote, unanimously carried, the Board approved the agenda with slight timing modifications to accommodate staff and DPD schedules.

3. PUBLIC COMMENT

Edwin Velis, resident, joined the call as an interested resident hoping to gain more information regarding the BID and its activities.

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 May 12, 2020 Board Meeting Minutes
- B. May 2020 Debit Card totaling \$3,529.06

- C. CBID May 2020 Claims totaling \$35,043.96 and EFT payments to CenturyLink and Xcel
- D. Studio Seed Executed Contract

The Board discussed minor revisions to the agenda, noting the removal of the Phil Workman contract from the Consent Agenda, noting that it will be brought back next month for ratification. 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 amended.

5. FINANCIAL ITEMS

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

Director Bettis reviewed the financial statements and committee expenditures. Upon a motion duly made by Director Rosenberry, seconded by Director Hazamy, and upon a vote, unanimously carried, the Board approved the April 30, 2020 financial statements and cash position report.

- B. Updated First Bank and UMB Signers for UCCF and CBID

Director Bettis reported that the First Bank and UMB signers have not yet been finalized. This will be finalized by next month.

- C. Other

No update.

6. ACTION ITEMS

- A. Emergency Relief Fund

Mr. Locantore reviewed the emergency relief fund proposal that was distributed as a post-packet item. The Board had several questions regarding the proposal. Director Baldyga suggested a phased approach may be practical. Director Bettis indicated the Board and staff collectively need to focus on current projects that are underway. Director Bettis suggested using \$10,000 for PPE to be distributed to local businesses within the District with support of a committee of membership from Directors Hazamy and Rosenberry. Upon a motion duly made by Director Bettis, seconded by Director Austin, and upon a vote, unanimously carried, the Board approved the support of the PPE expenditure of \$10,000. Director Freeman asked that a written update be provided from the staff regarding the PPE acquisition to be included in the effort and presented to the Board at the July meeting.

- B. Discuss CLA Contract Renewal

Ms. Jones discussed the renewal of the CLA contract. The Board asked for a contract proposal to be brought to the July meeting.

- C. Other

None.

7. SAFETY COMMITTEE

A. DPD Updates

Officer Munson and Officer Gillian reported out:

- During the recent protests – there were 20 break-ins in the District.
- They will have CPTED report finalized and distributed to the businesses who will then reach out to CBID for follow-up action and grants.
- District 6 has primarily been dealing with protests on a daily basis, which has consumed most of their time.

Upon a motion duly made by Director Baldyga, seconded by Director Bettis, and upon a vote, unanimously carried, the Board named Director Rosenberry as the Safety Committee Chair, replacing Director Callahan.

B. CPTED Grant Program

The CPTED Grant Program was discussed and noted as a project not yet completed.

C. Other

None.

8. COVID-19 BID Response

- A. Tattoo Support – Committee Report Out
- B. T-Shirt Fundraiser
- C. Discuss Protests and Clean Up
- D. Other

The Board noted the COVID-19 BID response was discussed earlier in the meeting under the Emergency Relief Fund section. The remaining items were not addressed.

9. MAINTENANCE AND COLFAX WORKS COMMITTEE

Mr. Freund reviewed the report included as part of the packet. Directors Austin and Freeman thanked Mr. Freund for his hard work during COVID-19 and the protests, including:

- A. Update on New Oversight Structure
- B. Updates on Ready to Work
- C. Update 811 / Utility Notification Center of Colorado

Not addressed. The Board discussed an outage of the pedestrian light at 1234 E Colfax as a result of plumbers breaking the electric line.

- D. Updates re On-going Monthly Lighting Inspections

Not addressed.

E. Ready-to-Work / CDC Update

Not addressed.

F. Front Range Services Proposal for Additional Maintenance Services

Not addressed.

G. Other

Not addressed.

10. **STREETSCAPE COMMITTEE**

A. Confirm Len Austin as New Committee Chair

Upon a motion duly made by Director Baldyga, seconded by Director Freeman, and upon a vote, unanimously carried, the Board appointed Director Austin as the chair of the Streetscape Committee, replacing Director Bettis who is now the Board Treasurer.

Director Austin reviewed the Streetscape report included in the packet.

B. Status and Timeline of Bike Racks Installation, Kiosks, and 1400 Block of Pearl Ped Light Installations

The bike racks are currently being fabricated; the kiosk permitting process is underway at the City with a comment due date of July 2, 2020; the pedestrian lights RFP is being drafted for review.

C. BRT Updates/Timeline

No specific update.

D. Other

None.

11. **ORGANIZATIONAL**

Director Baldyga reviewed the report included in the packet.

A. Retreat Planning Update

Directors Bettis and Austin are the Organizational Committee members working with Mr. Locantore on the retreat.

B. Annual Performance Review Timeline

Not addressed.

C. Climate Crisis Task Force

Not addressed.

D. Update Regarding Records Retention and Maintenance

Not addressed.

E. Other

None.

12. COMMUNICATIONS & PROGRAMS REPORT

Ms. Valeri reviewed her report and provided updates, including an overview of the communications report and updates included in the packet. Her efforts have been largely focused on COVID-19 outreach and support for District businesses.

13. ANNOUNCEMENTS

A. Confirm Quorum for Next Meeting – July 14, 2020

A quorum was confirmed.

B. Evolving Timeline for the East Central Area Plan

No action.

C. Other

14. EXECUTIVE SESSION EXECUTIVE SESSION PURSUANT TO SECTION 24-6-402(4)(e), C.R.S., TO DEVELOP NEGOTIATING POSITIONS AND STRATEGY AND TO INSTRUCT NEGOTIATORS ON MATTERS RELATED TO THE ADMINISTRATION AND MANAGEMENT OF THE DISTRICT'S MAINTENANCE CONTRACTS AND MAINTENANCE CONTRACTORS (If needed, an executive session may be called pursuant to and for the purposes set forth in Section 24-6-402(4), C.R.S., after announcement of the specific topic for discussion and statutory citation authorizing the executive session, and a vote of two-thirds of the quorum of the Board present)

Upon a motion duly made by Director Baldyga to enter into executive session pursuant to Section 24-6-402(4)(e), C.R.S., to develop negotiating positions and strategy and to instruct negotiators on matters related to the administration and management of the District's maintenance contracts and maintenance contractors, seconded by Director Bettis, and upon a vote, unanimously carried, the Board entered into Executive Session at 11:19 a.m.

Upon a motion duly made by Director Austin, seconded by Director Freeman, and upon a vote, unanimously carried, the Board adjourned out of executive session at 12:08 p.m.

15. ADJOURN

Upon a motion duly made by Director Baldyga, seconded by Director Freeman and upon a vote, unanimously carried, the Board adjourned the meeting at 12:11 p.m.

Respectfully Submitted,

DocuSigned by:

Andy Baldyga

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Secretary of the Meeting



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

July 14, 2020 Special Board Meeting Minutes
9:00 a.m.

Via Zoom: [https://us02web.zoom.us/meeting/register/tZMsceGtqzMqGd1I7vRTmLG6e8DeybDO2kKw](https://us02web.zoom.us/join/joinMeeting?meetingRef=6e8DeybDO2kKw)

Directors Present: Andy Baldyga, Jamie Rosenberry, Kathy Bettis, Yvette Freeman, Leonard Austin, Nikki Hazamy

Others Present:

Frank Locantore, Michelle Valeri and Mitch Freund; Colfax Ave BID
Anna Jones; CliftonLarsonAllen LLP
Denver Police Department (DPD) District 6 Community Resource Officers; Austin Munson

1. Call to Order; Declaration of Quorum

Upon a motion duly made by Director Austin, seconded by Director Bettis, and upon a vote, unanimously carried, the Board called the meeting to order at 9:04 a.m. The Board excused the absence of Director Callahan.

2. Approval of Agenda

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

3. PUBLIC COMMENT

No public present.

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 June 9, 2020 Board Meeting Minutes
- B. June 2020 Debit Card totaling \$2,642.74
- C. CBID June 2020 Claims totaling \$43,832.88 and EFT payments to CenturyLink and Xcel
- D. Ratify Pachner Agreement

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 presented.

5. FINANCIAL ITEMS

A. Review and Approve CBID May 31, 2020 Financial Statements and Cash Position Report

Director Bettis reviewed the financial statements and committee expenditures. Upon a motion duly made by Director Austin, seconded by Director Rosenberry, and upon a vote, unanimously carried, the Board approved the May 31, 2020 financial statements and cash position report.

B. Updated First Bank and UMB Signers for UCCF and CBID

Director Bettis reported that the UMB signors are Director Bettis as primary and Directors Austin and Baldyga as secondary. She noted the paperwork for First Bank signatures is complete.

C. Other

No update.

6. ACTION ITEMS

A. Discuss CLA Contract Renewal

Ms. Jones reviewed the 2021 proposal. There were no questions from the Board. Upon a motion duly made by Director Austin, seconded by Director Freeman, and upon a vote, unanimously carried, the Board approved the CLA management contract for renewal.

B. CSG Proposal for Additional Maintenance Services

Mr. Locantore reviewed the Front Range Services proposal, reporting that it is for additional maintenance services. He noted some of the information included in the packet was incorrect. Page 48 in the packet is the correct attachment, which is a pricing sheet. It was noted that because Len Austin, one of the CBID Board members has an ownership interest in CSG, he will recuse himself from any and all votes related to this item. It was also noted that Director Austin's conflict disclosures have been filed with the Secretary of State.

Upon a motion duly made by Director Bettis, seconded by Director Rosenberry, and upon a vote, the Board approved the proposal for additional maintenance services. Director Austin abstained.

The Board discussed and approved a \$20,000 not-to-exceed agreement for maintenance items including Front Range services on an as-needed basis to be allocated at staff's discretion. Upon a motion duly made by Director Bettis, seconded by Director Rosenberry, and upon a vote, unanimously carried, the Board approved the not-to-exceed agreement.

C. Colfax Is Open Proposal and PPE Update

Mr. Locantore reviewed the Colfax Is Open proposal. After discussion, upon a motion duly made by Director Hazamy, seconded by Director Rosenberry, and upon a vote, the proposal was approved as presented.

D. Approve Pedestrian Light Pole Installation RFP

The Board discussed the Pedestrian Light Pole Installation RFP; it is moving ahead. No Board action required.

E. Other

None.

7. SAFETY COMMITTEE

A. DPD/CPTED Grant Program Recommendations Updates Report

Officer Munson reported out:

- Car theft is on the rise
- DPD is coordinating with the City regarding moving campers adjacent to Morey Middle School
- CPTED is moving forward

B. 2021 Program Priorities and Budget Request

Mr. Locantore reported out regarding 2021 anticipated programs and the budget request per the enclosure in the packet.

C. Other

None.

8. MAINTENANCE AND COLFAX WORKS COMMITTEE

A. Report

B. 2021 Program Priorities and Budget Request

C. Other

Director Freeman reported out regarding 2021 anticipated programs and the budget request per the enclosure in the packet.

9. STREETSCAPE COMMITTEE

A. Report

- B. 2021 Program Priorities and Budget Request
- C. Other

Mr. Locantore reported out regarding the 2021 anticipated programs and budget request per the enclosure in the packet.

10. COMMUNICATIONS & PROGRAMS REPORT

- A. Report
- B. 2021 Program Priorities and Budget Request
- C. Other

Ms. Valeri reported out regarding 2021 anticipated programs and the budget request per the enclosure in the packet.

11. ORGANIZATIONAL

- A. 2020 Organizational Scan: Progress Towards Goals

Mr. Locantore reviewed the Board priorities as determined at the 2019 retreat with a staff scoring associated with each item.

- B. 2021 Anticipated Budget

- C. 2021 Organizational Priorities: determine if there is a clear agreement on priorities & staff/board responsibilities

Mr. Locantore reviewed staff roles and associated changes anticipated in 2021 per the information included in the packet.

Director Freeman indicated she feels the Safety Committee can be addressed through the Executive Director as opposed to Maintenance staff. This topic will be brought back for the Annual Planning Meeting in August.

- D. Annual Planning Meeting update

Mr. Locantore indicated he is working with Directors Austin and Bettis to plan the annual meeting.

- E. Other

None.

12. ANNOUNCEMENTS

- A. Confirm Quorum for Next Meeting – August 11, 2020

A quorum was confirmed. The Board discussed meeting in person vs. virtual. Mr. Locantore will poll the Board regarding their preference.

B. Staff Performance Review Timeline

Mr. Locantore outlined the timeline and process for staff reviews to be held on July 23 and 24, 2020 and that they will include Directors Baldyga and Bettis. Director Bettis suggested moving the board discussion of staff performance reviews and Executive Session to a time other than the August meeting. It was agreed to move the Executive Session after the August meeting.

C. Climate Crisis Task Force

D. Update regarding records retention and maintenance

E. Timeline for the East Central Area Plan through committee and City Council

F. Streetscape element spending from Elevate Denver BRT-Ped Improvements

G. Other

No action was taken on items C through G.

13. ADJOURN

Upon a motion duly made by Director Austin, seconded by Director Freeman and upon a vote, unanimously carried, the Board adjourned the meeting at 11:57 a.m.

Respectfully Submitted,

DocuSigned by:

Andy Baldyga

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Secretary of the Meeting



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

August 11, 2020 Special Board Meeting Minutes

9:00 a.m.

Bruz Off^o Fax

1495 York St, Suite 101

Denver, CO 80206

Via Zoom:

<https://us02web.zoom.us/j/86597765193?pwd=dXZSVkNsbHFqSy90NENhZlBkUkVlZz09>

Directors Present: Andy Baldyga, Jamie Rosenberry, Kathy Bettis, Yvette Freeman (via phone), Leonard Austin, Nikki Hazamy

Others Present:

Frank Locantore, Michelle Valeri and Mitch Freund; Colfax Ave BID
Anna Jones; CliftonLarsonAllen LLP
Dawn Schilling; Schilling & Co.

1. Call to Order; Declaration of Quorum

Upon a motion duly made by Director Bettis, seconded by Director Austin, and upon a vote, unanimously carried, the Board called the meeting to order at 9:15 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 amended.

3. PUBLIC COMMENT

No public present.

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 July 14, 2020 Board Meeting Minutes
- B. July 2020 Debit Card totaling \$2,597.66
- C. CBID July 2020 Claims totaling \$57,974.28 and EFT payments to CenturyLink and Xcel
- D. Committee Reports
- E. Director Callahan resignation

The Board noted revisions to the July minutes. Ms. Jones indicated those changes will be incorporated as requested. Mr. Locantore noted the resignation of Director Callahan, indicating that the Board would discuss the vacancy next month.

Upon a motion duly made by Director Austin, 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 June 30, 2020 Financial Statements and Cash Position Report

Director Bettis reviewed the financial statements and committee expenditures; Ms. Schilling provided brief updates. Upon a motion duly made by Director Austin, seconded by Director Hazamy, and upon a vote, unanimously carried, the Board approved the June 30, 2020 financial statements and cash position report.

B. Other

No update.

6. 2021 PLANNING

A. 2020 Accomplishments/Laying Foundation for 2021

Director Baldyga and Mr. Locantore reported out the 2020 accomplishments and reviewed the enclosures in the packet.

B. 2021 Committee Priorities & Budgets

i. Safety

Mr. Locantore and Director Rosenberry reported out based on the budget request contained in the packet. Director Bettis suggested the staff track time regarding mental health efforts in order to provide data and metrics if the District were to ever request a partner or financial support in this area.

ii. Streetscape

Mr. Locantore reported out on the proposed 2021 activities and budget needs based on the budget request in the packet.

iii. Communications

Ms. Valeri reported out based on the budget request in the packet; the Board had questions regarding some of the allocations.

Director Freeman asked if COVID-19 efforts could be treated separately if government and/or grant reimbursement is a future option. Ms. Jones indicated

DOLA is reimbursing some COVID-related expenses. Board and staff concurred that some tracking regarding COVID-related work could be useful.

iv. Maintenance-Colfax Works

Mr. Freund reported out based on the budget request in the packet.

The Board inquired as to additional fundraising for Ready to Work. Ms. Valeri indicated there were no additional grant funds anticipated in 2021. The Board deliberated the balanced responsibilities of the District to fulfill both excellent standards of maintenance and social responsibility. After discussion, the Board budgeted the full request to accommodate either or both maintenance providers – Ready to Work and an additional maintenance contractor.

v. Administration

Ms. Schilling will work with Directors Bettis and Baldyga and Mr. Locantore to finalize the draft 2021 budget for distribution to the Board prior to the September meeting. Ms. Schilling will attend the September meeting and make final adjustments to the budget as needed then.

C. Committee & Staff Recommendations

The Board discussed staff roles with regard to items delineated in the Safety Committee budget. The Board and staff discussed, and encouraged the Executive Director to balance the various competing priorities of the Safety Committee acknowledging that the staff allocation will need to be somewhat flexible. Mr. Locantore agreed.

7. OTHER BUSINESS

A. CPTED Grant Program Recommendations

Mr. Locantore reviewed the CPTED grant requests. Upon a motion duly made by Director Rosenberry, seconded by Director Hazamy, and upon a vote, the Board unanimously approved the grant requests as presented. Director Bettis recused herself from the vote as Kentro is a potential recipient of the grant funding.

B. Board Meetings: duration, expectations, preparation & materials, outcomes, facilitation, etc.

Tabled to September.

C. Other

None.

8. ANNOUNCEMENTS

A. Confirm Quorum for Next Meeting – September 8, 2020

B. 2021 Budget Process

- a. September 8, 2020 Board Meeting – Public Hearing to Review and Approve 2021 Budget
 - b. September 30, 2020 – Budget and Operating Report Due to City of Denver
 - c. December 15, 2020 – Mill Levy Certified
- C. Executive Committee: EXECUTIVE SESSION WITH REGARD TO PERSONNEL MATTERS TO DISCUSS OVERSIGHT OF DISTRICT MAINTENANCE AND OPERATIONS (If needed, an executive session may be called pursuant to and for the purposes set forth in Section 24-6-402(4), C.R.S., after announcement of the specific topic for discussion and statutory citation authorizing the executive session, and a vote of two-thirds of the quorum of the Board present)

Director Baldyga indicated an executive session will be held to discuss staff remuneration at a later date.

D. Other

9. 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 12:07 p.m.

Respectfully Submitted,

DocuSigned by:

Andy Baldyga

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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 1540 Race Street Denver, CO 80206 abaldyga@msn.com 303-949-9585	Term exp: 12.31.22 (final)
Vice Chair:	Leonard Austin Front Range Services 1457 High Street fronrangeservices@comcast.net 303-591-7197 (303) 728-9230	Term exp: 12.31.22 (1 st)
Treasurer:	Kathy Bettis 1509 York Street, Ste. 201 Denver, CO 80206 (303) 2901-1574 (303) 478-3456 (cell) E-mail: kb@kentrogroup.com	Term exp: 12.31.20 (1 st)
Secretary:	Jamie Rosenberry opendoortosuccess@gmail.com	Term exp: 12.31.20 (1st)
Director:	Yvette Freeman 1201 E. Colfax Avenue #201 Denver, CO 80218 720-550-8117 (202)306-6821 (cell) E-mail: yvette@pumaworldhq.com	Term exp: 12.31.20 (1 st)
Director:	VACANT	Term exp: 12.31.20
Director:	Nikki Hazamy Corner Beet / Rooted Heart Yoga and Wellness, Owner (1 st) 1401 N Ogden Street thecornerbeet@gmail.com 313-617-7049	Term exp: 12.31.22

Operating Report: Colfax Ave BID

Answers to questions 10 & 11 (combined) - A list of activities performed in 2020 with performance measures and activities planned for 2021.

Maintenance

2020:

1. Maintained all 2019 maintenance activities.
2. Replaced and repaired BID assets: adding twelve new trash receptacles.
3. Maintained the new capital/property installed by the BID.
4. Hired a seasoned Operations Manager to spearhead all maintenance initiatives.
5. Increased and improved our maintenance support for the Colfax district businesses.

2021:

1. Expand ongoing clean street maintenance to create higher standards and practices.
2. Continue to repair, replace, and repaint BID assets as needed, such as trash receptacles, pedestrian light poles, and benches.
3. Resolve long-deferred maintenance, such as tripping hazards, sidewalk deep cleaning, and other landscaping efforts.

Safety

2020:

1. Awarded over \$20,000 to businesses through our CPTED grant program.
2. Added more No Trespass signs/agreements through the district.
3. Received more mental health and homeless outreach clinicians to work Colfax through the DPD pilot program, Support Team Assisted Response (STAR).
4. We did not submit a grant to Caring for Denver Foundation for funding innovative and collaborative mental health initiatives on Colfax because the program we wanted was exactly the same as the STAR Program (above) for which DPD received a grant.
5. Worked regularly and closely with the DPD on safety initiatives such as trespassing and CPTED.

2021:

1. Maintain previous activities.
2. Continue to recruit business and property owners to No Trespass agreements with DPD.
3. Expand DPD's STAR program and work with City Council representatives to fully fund a "STAR"-type program through the City budget process; and, explore other/new programs that can help with quality-of-life issues in the district.
4. Establish working partnerships and strategies with homeless outreach providers.
5. Improve our Crime Prevention Through Environmental Design program to expand the safe-design of premises.

Streetscape

2020:

1. Fabricated bike racks, getting permits for them and eight wayfinding kiosks.
2. Determined that we don't need a Tier III Encroachment Permit as initially believed.
3. Began work installing eight additional pedestrian light poles in the 1400 block of Pearl St. where drug dealing occurs.
4. Maintained efforts with the BRT Task Force.
5. Continued to facilitate the monthly Neighborhood Planning Initiative for East Central Area Plan (ECAP) as steering committee chair, worked with RNOs, businesses, and other stakeholders to make recommendations, and advocated to City Council members to vote to adopt the plan.
6. Began working with Parks & Rec to "Adopt-a-Park" on Colfax plus conversations about longer-term planning to acquire new space for new parks along Colfax.
7. Determined we should not plant new trees until at least the BRT NEPA process is complete and areas of construction are finalized; We fear that the trees would be adversely impacted by the disturbance .

2021:

1. We will install more streetscape elements like way-finding kiosks, bike racks, etc.
2. Our efforts to guide the BRT NEPA process will be ongoing throughout 2021.
3. As a continuation of our unexpected efforts around Covid-19 recovery, we'll continue to foster greater ability to expand outdoor spaces.
4. We plan to work with DOTI and other partners to maintain and "beautify" the traffic-calming on 16th Ave.
5. We'll facilitate a process that brings community, City, and developer stakeholders together to envision development on Colfax between Marion and Washington streets.
6. With Councilman Hinds, the City's Real Estate, Financing, CPD, DEDO, DOTI, we'll discuss the best path forward for the City-owned DPD6 police station site.

Colfax Works

2020:

1. Expanded Colfax Works program from five to seven days per week.
2. As of September 2020, two trainees have graduated into full-time employment and independent housing.

2021:

1. Combine the current workforce development model with a professional street maintenance company to create sustainable higher standards and practices.
2. Empower workforce development trainees with professional job skills.
3. Graduate four crew members into full-time employment and independent housing.

Communications

2020:

1. Maintained all current activities; 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. Dramatically increased our communications during the height of the pandemic and "shut-down" to help direct our ratepayers to resources.

2021:

1. Continue to grow Colfax Ave's audience via social media, regular e-newsletters, and engaging content on our website.
2. Bring more art to the street in the form of murals, power box art installations, street banners, etc.
3. Continue to tell the stories of Colfax via our Characters of Colfax blog - shining a light on the people, places, and things that make Colfax, Colfax.

Events

2020:

1. Determined that there was not enough support and capacity and too much pandemic to allow us to host a new park/plaza pop-up for a month in 2020.
2. Our November 2019 Annual Meeting had record attendance where we showcased our work with our community partners and reported accomplishments to the community while celebrating the Colfax Ave BID's 30th Anniversary.
3. We will not host an in-person end-of-year annual meeting/party in 2020 due to Covid-19, but we will figure out an alternative.
4. Hosted our first annual Independents Day that was safely-planned with the pandemic in mind including an on-your-own scavenger hunt with \$500 in Colfax business gift cards as prizes.
5. Recruited one dozen artists with an emphasis on artists of color, youth, and from the disability community to design and install art on 15 electric power boxes the BID owns.

2021:

1. Host our Annual Meeting/Holiday Party with the addition of a Community Tree Lighting.
2. Hold the second annual Independents Day to celebrate the local and independent nature of the street.
3. Plan the inaugural Colfax Crawl to highlight the history of Colfax and its dive bars.
4. Install new art on the 15 power boxes.

Business Support

2020:

1. Provided support and counseling on issues such as safety, historic preservation, permitting, and social media promotions.
2. Went door-to-door to deliver the BID's 2019 Annual Report, face masks, and interview businesses if they wanted to expand outdoors during the pandemic.
3. Added substantial communications and other outreach to businesses about financial relief, PPE, and recovery efforts as a result of the economic crunch from the pandemic.



4. Continued communications about BRT, the East Central Area Plan, and other City information and resources.

2021:

1. Continuing all of the 2020 activities.
2. Allowing for flexibility to provide support as needed in a very uncertain economic time.

Organizational

2020:

1. Hired and trained a new Operations Manager.
2. Develop one new board member; one board member resigned.
3. Determined that there was no need for a bank loan or line of credit to help with streetscape implementation in 2020.
4. Held twelve monthly board meetings.
5. Developed one new board member.
6. Held our annual planning meeting to determine program budgets and priorities for 2021.
7. Sent the Communications Director to a high level training: Emerging Leaders Fellowship program.

2021:

1. Continue monthly board meetings.
2. Renew first term board members for 2021 and recruit new board members to fill vacancies, and provide board orientation.
3. Retain all staff and develop their skills.