

# COLFAX AVENUE



September 26, 2013

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

Re: Colfax Business Improvement District Submittal of 2014 Draft Budget to the City and County of Denver (File No. 00-787-N)

Please accept this letter as the Colfax Business Improvement District's formal submittal of the 2013 draft 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-N) one copy to Mr. George Delaney, Manager of Public Works, and one copy to Mr. Richard Sheehan, Sr. Financial Management Analyst, per his request in his August 23, 2013 letter.

As requested we have enclosed copies of:

- 1) The 2013 budget and "budget to actual" financial reports - ENCLOSED;
- 2) Any material departures from the 2013 Operating Plan - NONE;
- 3) The status of any planned or outstanding indebtedness - NO PLANNED OR OUSTANDING INDEBTEDNESS:
- 4) The results of any audits conducted during the year - NO AUDITS WERE CONDUCTED;
- 5) A copy of the By-laws, if any, in effect in 2013/2014 - ENCLOSED;
- 6) A list of official Board actions (motions in the past year) - MINUTES ENCLOSED;
- 7) Current list of all Board members, including name, address, phone, fax and e-mail as well as term appointment and expiration date - ENCLOSED;
- 8) Board members attendance records for the past year - MINUTES ENCLOSED

Please do not hesitate to contact me at 303-779-4525 if you have any questions regarding the attachments or statements in this letter.

Thank you,

A handwritten signature in black ink, appearing to read 'Denise Denslow'. The signature is fluid and cursive.

Denise Denslow,  
Manager, CliftonLarsonAllen LLP  
8390 E. Crescent Parkway, #500  
Greenwood Village, CO 80111

Enclosures

RECEIVED

13 SEP 27 PM 12:45

CITY CLERK  
CITY & COUNTY OF DENVER



**DENVER**  
THE MILE HIGH CITY

Michael B. Hancock  
Mayor

**DEPARTMENT OF FINANCE**

CARY KENNEDY  
CHIEF FINANCIAL OFFICER

201 W. Colfax Avenue, Dept 1010  
Denver, CO 80202  
p: (720) 913-5500  
f: (720) 913-5599  
[www.denvergov.org/finance](http://www.denvergov.org/finance)

RECEIVED  
13 SEP 27 PM 12:48  
CITY CLERK  
CITY & COUNTY OF DENVER

August 20, 2013

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

Dear Denise,

This letter is to remind you to submit your District's **2014 Operating Plan and Budget (OP&B)** for review and approval as required by State Statute (C.R.S. 31-25-1211) **by September 30, 2013**. Please file the original OP&B with the City Clerk noting the City Clerk file number (i.e. **Filing No. 00-787-N**), so that the Clerk can then fill in the blank with the current extension letter, and send or deliver a copy to George Delaney, Manager of Public Works, Dept 509 with the same address, and a copy to myself to the address listed above.

The City then has 30 days after receipt of the OP&B, but no later than December 5<sup>th</sup>, to review and, if appropriate, approve such items. If an OP&B is not submitted by the required date, no funds will be available for 2014. Also be aware that you should certify your mill levies and furnish a copy to Public Works and the Denver County Clerk and Recorder before December 15<sup>th</sup>, so this information can be submitted for final ordinance approval.

In order for the Denver City Council to approve your OP&B for 2014 in accordance with the aforementioned State Statute, and in order to properly assess whether the OP&B is acting in accordance with the formal authority granted to the BID, City Council has requested the following additional items be provided on an annual basis:

1. 2013 budget and "budget to actual" financial reports.
2. Any material departures from the 2013 Operating Plan, and an explanation.
3. The status of any planned or outstanding indebtedness.
4. The results of any audits conducted during the year.
5. A copy of the By-laws, if any, in effect in 2013/2014.
6. A list of official board actions (motions) in the past year.
7. Current list of all Board members including name, address, phone, fax and email as well as term appointment and expiration date.
8. Board members attendance records for the past year.

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

Sincerely,

Richard Sheehan  
Sr. Financial Analyst

## RECORD OF PROCEEDINGS

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### MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE COLFAX BUSINESS IMPROVEMENT DISTRICT HELD SEPTEMBER 11, 2012

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A regular meeting of the Board of Directors of the Colfax Business Improvement District was held on Tuesday, September 11, 2012, at 1490 Lafayette Street, Suite 108, Denver, Colorado.

Attendance:                    In Attendance were Directors:

Tina Pachorek  
Brian McDermott  
Jimmy Balafas  
Sean O'Connell

Absent and excused were Directors Leonard Austin, Randy Swan and April Sedillos

Also in attendance were:

Denise Denslow; CliftonLarsonAllen LLP  
Stephanie Salazar and Linda Trabucco; Economic Development  
Dawn Schilling; Schilling & Company  
Marcos Cabanillas and Ann Leggett; Denver Public Works

Call to Order                    The meeting was called to order at 10:26 a.m. by Director Balafas.

Certification of  
Agenda                    Upon a motion duly made by Director Balafas, seconded by Director O'Connell, and upon a vote, unanimously carried, the Board approved the agenda as submitted.

Minutes                    Upon a motion duly made by Director Balafas, seconded by Director McDermott, and upon a vote, unanimously carried, the Board approved the August 14, 2012 regular minutes as submitted.

Public  
Comments                    A.     Pedestrian Light Installation Update by Denver Public Works Representative, Marco Cabanillas and Ann Leggett with HKS

## RECORD OF PROCEEDINGS

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Mr. Cabanillas stated that the project is almost completed. The luminaires are currently being installed and will be complete by month end. The lighting control centers are next on the timeline, and to be installed through the end of October. The lights will begin to come on in October one by one.

Discussion ensued regarding a twilight walk. Mr. Cabanillas will get a schedule and map of lights to be turned on. Banner arms are to be installed in October. Mr. Cabanillas discussed the supplemental wrap around lighting. He noted he has received a cost estimate broken down by intersection from the contractor of \$40,000-\$50,000 per intersection. This is higher than the amount in the original contract. Denver will go out to bid next spring for the supplemental lighting. Mr. Cabanillas will provide the balance left in the budget to Ms. Salazar.

Ms. Leggett reported that communication with residents and business owners has been very positive.

### Economic Development Director's Report

Ms. Salazar reported that she and Ms. Trabucco have been working on the Victorian Home Tour. So far, they have six houses on the schedule and will be implementing the costume theme this year. She is looking for sponsors for the carriage rides.

Ms. Salazar noted that she is working on the music festival for 2013. Ms. Denslow is working on trademarking the Root 40 MusicFest name. CU, CAM associate professor Chris Daniels, Musicians In Action (M.I.A.), KBCO and Clear Channel are participating. Director O'Connell is working with public television. East High School music program, CU CAM and M.I.A. are going to be recipients.

### Financial and Items from Manager

#### A. Review and Approve September 2012 Claims

Upon a motion duly made by Director Balafas, seconded by Director Pachorek, and upon a vote, unanimously carried, the Board approved the September 2012 claims represented by check numbers 1966 through 1981 in the amount of \$25,907.13.

## RECORD OF PROCEEDINGS

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B. Preferred Maintenance Report Updates

Discussion ensued regarding winter tree watering.

C. Conduct Public Hearing to Consider Amending the 2012 Budget;  
Consider Adoption of Resolution to Amend 2012 Budget

Upon a motion duly made by Director Balafas, seconded by Director McDermott, and upon a vote, unanimously carried, the Board opened the public hearing at 10:45 a.m.

Upon a motion duly made by Director Balafas, seconded by Director McDermott, and upon a vote, unanimously carried, the Board closed the public hearing at 10:46 a.m.

Ms. Denslow noted that an amendment is not needed.

D. Conduct Public Hearing to Consider Adoption of 2013 Budget,  
Appropriate Expenditures and Set Mill Levy; Consider Adoption  
of Resolution to Adopt 2013 Budget, Appropriate Expenditures  
and Set Mill Levy

Upon a motion duly made by Director Balafas, seconded by Director McDermott, and upon a vote, unanimously carried, the Board opened the public hearing at 10:46 a.m.

Upon a motion duly made by Director Balafas, seconded by Director McDermott, and upon a vote, unanimously carried, the Board closed the public hearing at 10:47 a.m.

Upon a motion duly made by Director Balafas, seconded by Director McDermott, and upon a vote, unanimously carried, the Board approved to adopt a resolution to adopt the 2013 budget, appropriate expenditures and set mill levy.

Ms. Schilling walked through the draft budget noting that the Assessed Value dropped approximately 1.5%. She increased the specific operating taxes slightly for 2013. She also noted the donation line item for Root 40 on the expenditures are relatively similar as last year.

Discussion ensued regarding graffiti removal.

## RECORD OF PROCEEDINGS

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Director Pachorek noted a target amount for donations was discussed last year. Discussion followed regarding Root 40 Musicfest.

Ms. Denslow is to file the budget with City with clarification that any additional changes to the budget will be filed at a later date.

- E. Discuss and Consider Contribution to UCCF to Open Bank Account

Director Pachorek recommended CBID give \$100 to UCCF to open a bank account.

- F. Review and Accept Cash Position Report

Ms. Schilling reviewed the Cash Position Report with the Board.

Upon a motion duly made by Director Balafas, seconded by Director McDermott, and upon a vote, unanimously carried, the Board accepted the Cash Position Report.

### Board Member Items

- A. Review and Consider Ratification of Agreement Between the District and the City and County of Denver for Provision of Services

Upon a motion duly made by Director Balafas, seconded by Director McDermott, and upon a vote, unanimously carried, the Board approved ratification of agreement between the District and the City and County of Denver for Provision of Services.

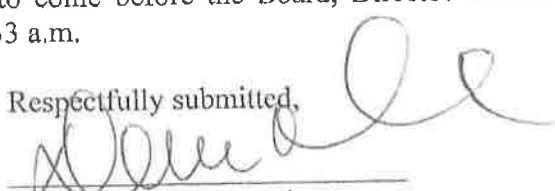
### Other Business

None.

### Adjournment

Having no further business to come before the Board, Director Balafas adjourned the meeting at 11:33 a.m.

Respectfully submitted,

  
Secretary for the Meeting

**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
UPPER COLFAX COMMUNITY FOUNDATION  
HELD  
SEPTEMBER 11, 2012**

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A regular meeting of the Board of Directors of the Upper Colfax Community Foundation was held on Tuesday, September 11, 2012, at 1490 Lafayette, Suite 108, Denver, Colorado.

Attendance:

In Attendance were Directors:

Jimmy Balafas  
Tina Pachorek  
Sean O'Connell  
Brian McDermott

Absent and excused were Directors Randy Swan, Leonard Austin, and April Sedillos

Also in attendance were:

Denise Denslow; CliftonLarsonAllen LLP  
Stephanie Salazar and Linda Trabucco; Economic Development  
Dawn Schilling; Schilling & Company  
Marcos Cabanillas and Ann Leggitt; Denver Public Works

Call to Order

The meeting was called to order at 11:06 a.m. by Director Balafas.

Declaration of  
A Quorum

A quorum was confirmed.

Operations

A. Discuss CBID Start Up Grant

The Board discussed and tabled this issue, but gave direction to take \$100 from Root 40 revenue line item to open a bank account.

B. Discuss and Consider Bank Accounts

The Board directed staff to open an account at UMB using \$100 from CBID donation.

C. Review and Approve 2012 Budget

This item was deferred.

Fundraising

Discussion ensued regarding fundraising.

Other Business

No items were discussed.

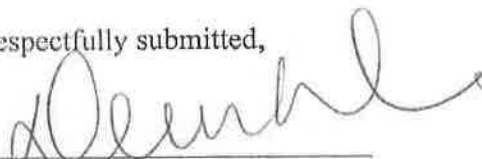
## RECORD OF PROCEEDINGS

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### Adjournment

Upon a motion duly made by Director Balafas, the meeting was adjourned at 11:06 a.m.

Respectfully submitted,



Secretary for the Meeting



## RECORD OF PROCEEDINGS

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### MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE COLFAX BUSINESS IMPROVEMENT DISTRICT HELD OCTOBER 9, 2012

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A regular meeting of the Board of Directors of the Colfax Business Improvement District was held on Tuesday, October 9, 2012, at 1490 Lafayette Street, Suite 108, Denver, Colorado.

Attendance:

In Attendance were Directors:

April Sedillos  
Randy Swan  
Jimmy Balafas  
Brian McDermott

Absent and excused were Directors Leonard Austin, Tina Pachorek and Sean O'Connell.

Also in attendance were:

Denise Denslow; CliftonLarsonAllen LLP  
Stephanie Salazar and Linda Trabucco; Economic Development  
Marcos Cabanillas; Denver Public Works  
Ryan Oestrich; Colfax Denver Film Center

Call to Order

The meeting was called to order at 10:10 a.m. by Director Sedillos.

Certification of  
Agenda

Upon a motion duly made by Director Sedillos, seconded by Director Swan, and upon a vote, unanimously carried, the Board approved the agenda as submitted.

Minutes

Upon a motion duly made by Director Sedillos, seconded by Director McDermott, and upon a vote, unanimously carried, the Board approved the September 11, 2012 regular minutes as submitted.

Public  
Comments

- A. Starz Denver Film Festival Presentation by Ryan Oestrich, Colfax Denver Film Center

## RECORD OF PROCEEDINGS

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Mr. Oestriech made a presentation and distributed a schedule to the Board. He stated the Film Fest will be November 1-11, 2012 and it is one of the most well known. He also stated that the film society intends to purchase the building by the end of 2012. Mr. Oestriech informed the Board that the film society would be interested in being on the Board if a position becomes available.

B. Pedestrian Light Installation Update – Denver Public Works Representatives, Marco Cabanillas and Ann Leggett

Mr. Cabanillas updated the Board and noted that they are working on finalizing the supplemental light budget. He stated that KECI wants to work with the City on the supplemental lighting. They have requested to work through the winter season. The City will not have to pay winterization costs. The contractor is currently working though the punch list. They should be finished with CBID punch list this week. Mr. Cabanillos is to get final as built to Ms. Salazar.

Economic  
Development  
Director's  
Report

Ms. Salazar discussed the "Colfax Connection" which is a transportation study that the City is conducting. She suggested to the City that the financial analysis include long term operational costs as well as up front. She also noted that CHUN will hold a dinner for representatives from various neighborhood organizations.

Ms. Salazar discussed business openings and closures.

Ms. Salazar updated the Board on the Victorian Home Tour, and distributed the event brochure, and noted this is the 3<sup>rd</sup> annual event.

Director Swan met with Colorado Public Radio regarding Root 40.

The Board discussed ordering poinsettias for the businesses. The consensus was to cap it at \$2500.

Ms. Salazar distributed the design of the brick at The Center.

## RECORD OF PROCEEDINGS

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Financial and  
Items from  
Manager

- A. Review and Approve August 31, 2012 Financial Statements and Accept Cash Position Report as of October 8, 2012

Upon a motion duly made by Director Sedillos, seconded by Director Swan, and upon a vote, unanimously carried, the Board approved the August 31, 2012 Financial Statements and accepted the Cash Position Report as of October 8, 2012.

- B. Review and Approve October 2012 Claims

Upon a motion duly made by Director Sedillos, seconded by Director Swan, and upon a vote, unanimously carried, the Board approved the October 2012 claims totaling \$31,816.61 represented by checks number 1982 through 2002.

- C. Review Updated 2013 Budget

Director Swan reviewed the budget with the Board. He suggested that they wait to make any large changes until they see what kind of sponsorship support they get for the Root 40 event. Discussion ensued. Director Balafas expressed concern about the cost of Root 40, and requested a breakdown of the costs.

- D. Review Updated 2013 Budget

This item was part of the previous budget discussion.

- E. Preferred Maintenance Report Updates

The report was reviewed by the Board.

Board Member  
Items

Director McDermott discussed the concept of consolidating several of the BID's.

Other Business

None.

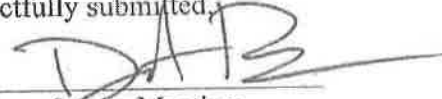
## RECORD OF PROCEEDINGS

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Adjournment

Having no further business to come before the Board, the meeting was adjourned at 12:05 p.m.

Respectfully submitted,

A handwritten signature in dark ink, appearing to be the initials 'DAB' followed by a long horizontal flourish.

Secretary for the Meeting

## RECORD OF PROCEEDINGS

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### MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE COLFAX BUSINESS IMPROVEMENT DISTRICT AND THE UPPER COLFAX COMMUNITY FOUNDATION HELD NOVEMBER 2, 2012

---

A special meeting of the Board of Directors of the Colfax Business Improvement District was held on Friday, November 2, 2012, at Castle Marne, 1572 Race Street, Denver, Colorado.

Attendance:

In Attendance were Directors:

Len Austin  
April Sedillos  
Randy Swan  
Jimmy Balafas  
Brian McDermott

Absent and excused were Directors Tina Pachorek and Sean O'Connell.

Also in attendance were:

Denise Denslow & Chuck Reid; CliftonLarsonAllen LLP  
Stephanie Salazar; Economic Development  
Dawn Schilling; Schilling & Company  
Michael D. Sapp, Jr.; City of Denver  
Reiko Anderson; Intern, City of Denver

Call to Order

The meeting was called to order at 1:30 p.m. by Director Austin.

Declaration of  
Quorum

The quorum was declared.

Certification of  
Agenda

The Board accepted the agenda as submitted.

Public  
Comments

A. None

## RECORD OF PROCEEDINGS

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### Overview

The Board acknowledged receipt of the CBID Strategic Plan and June 8, 2010 Retreat Objectives and Accomplishments that were in the packet, and proceeded with the discussion items as listed on the agenda.

### District's Five

#### Year Cost

#### History

Five years of CBID's budgets (2009-current) were distributed along with last year's audit for review and discussion.

### Goals and

#### Objectives for

#### 2013 and Beyond

- A. Street Maintenance (general clean up, graffiti, trash, etc.)
- B. Safety (halo cameras and additional police coverage)
- C. Economic Development (business development & attraction; marketing & communications; development projects; events)
- D. Root 40

Three priorities were identified for 2013:

1. Project for the year: District 6 Police Station Redevelopment
2. Identify and implement new ways to maintain safety in the district
3. Identify and facilitate opportunities for real estate redevelopment

The Board discussed goals and objectives. Director Austin asked staff to describe the process that was undertaken regarding the sponsorship of Root 40 by KBCO. Ms. Salazar described the process for bringing Mel Gibson on as a publicist. She explained that KBCO will be providing a \$42,000 package for Root 40 in exchange of them getting their logo front and center, plus a free booth at the Expo, and visibility supporting the community. Director McDermott expressed support for the endeavor. Director Balafas asked why KBCO would do this at no charge.

Discussion ensued regarding the contract. The Board asked staff to have Director O'Connell review agreement with KBCO with specific attention to potential revenue sharing and first rights of refusal.

Upon a motion duly made by Director Balafas, seconded by Director McDermott, and upon a vote, unanimously carried, the Board approved arrangement with KBCO subject to final review by Director O'Connell with attention to revenue sharing and first rights of refusal only for the year 2013. It was noted that the agreement results in revenue sharing, UCCF expenses must first be covered.

## RECORD OF PROCEEDINGS

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Discussion followed regarding the UCCF budget. There was also discussion regarding location of events.

Michael Sapp from the mayor's office briefed the Board on activities within the City that might influence CBID activities. He noted that they are concerned at the District 6 PD about improving quality of safety, while they are continuing to work on homeless initiatives, and there may be grant funds to match district investment in order to add police officers to cover CBID.

Mr. Sapp emphasized identifying priorities and bringing them back to the City to see how they might mesh. He will bring more information back to the Board. Director Sedillos inquired about plans to improve the quality of the District 6 building. Mr. Sapp stated it is under review by the real estate department and they are determining if the building is renovated or if the department moves to another building.

Director Austin stated that he would like the Board to select an annual project, i.e., support the renovation of the District 6 station. Discussion followed. Mr. Sapp agreed to arrange a meeting to discuss.

### 2013 Budget Wrap Up

Following discussion, and upon a motion duly made by Director Swan, seconded by Director McDermott, and upon a vote, the Board approved the 2013 UCCF budget and determined that CBID will support the appropriated contributions with a cap of \$35,000 for the MusicFest. The vote was 4 – 1, with Director Balafas voting no.


### Other Business

None.

### Adjournment

Having no further business to come before the Board, the meeting was adjourned at 4:40 p.m.

Respectfully submitted,

  
Secretary for the Meeting

## RECORD OF PROCEEDINGS

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### MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE COLFAX BUSINESS IMPROVEMENT DISTRICT HELD NOVEMBER 13, 2012

---

A regular meeting of the Board of Directors of the Colfax Business Improvement District was held on Tuesday, November 13, 2012, at 1490 Lafayette Street, Suite 108, Denver, Colorado.

Attendance:

In Attendance were Directors:

Leonard Austin  
Tina Pachorek  
Jimmy Balafas  
Brian McDermott

Absent and excused were Directors Sedillas, Swan and O'Connell.

Also in attendance were:

Chuck Reid; CliftonLarsonAllen LLP  
Stephanie Salazar; Economic Development  
Anthony Loeffler, Matt Ferlic & Peter Eklund; Slipstream Properties

Call to Order

The meeting was called to order at 10:15 a.m. by Director Austin.

Certification of  
Agenda

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

Minutes

Upon a motion duly made by Director Austin, seconded by Director Pachorek, and upon a vote, unanimously carried, the Board approved the October 9, 2012 regular minutes as submitted.

Upon a motion duly made by Director Austin, seconded by Director McDermott, and upon a vote, unanimously carried, the Board approved the November 2, 2012 special minutes as submitted.



## RECORD OF PROCEEDINGS

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### Public Comments

- A. Slipstream Properties Property Acquisition in CBID – Introduced by Anthony Loeffler

Mr. Loeffler, Mr. Ferlic and Mr. Eklund purchased Smiley's Laundrymat, and will be redeveloping the site and calling it the Colfax Marketplace. Slipstream is redeveloping six properties in Denver. For the Colfax Marketplace, they are considering adding apartments and will renovate the existing building and retail, with the laundry going away. Slipstream is pleased with the momentum happening on Colfax, and one of the most important facets of their proposed development is CBID's continued focus on creating a safe environment, and they are interested in assisting CBID in its mission.

- B. Pedestrian Light Installation Update

Electrical panels are being installed by Xcel Energy, and as this is done, lights are being turned on which make the area brighter and safer.

The Board discussed the \$20,000 available for art on Colfax, and noted their continued support for banners. Director Pachorek, the CBID's representative to the City's Art Selection Committee, requested clarification of the Board's intent and selection process, as the Art Committee is considering sculptures and proposals are being requested for a sculpture at Park and Colfax. The Board has requested specific goals and design criteria for banners in the way of size, design, permanence of art ownership, and goals of the program.

Additional information may need to be provided to Denver regarding the Board's interests, and the Board asked Ms. Salazar to get more information from Denver regarding this issue.

### Economic Development Director's Report

- A. Review 2013 Priorities

Mr. Michael Sapp from the City and County of Denver is still working to set up a meeting regarding the District 6 Police Station.

## RECORD OF PROCEEDINGS

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### B. Root 40 Update

As Director O'Connell is out of town, the KBCO Management agreement has not yet been executed. Ms. Salazar noted that approximately \$5,000 will be needed to update the website.

### C. General ED Update

Ms Salazar reported on the following:

- Carriage rides and Victorian Home Tour is scheduled the Saturday after Thanksgiving. Westword will be doing a story about the event. Cheeky Monk, Front Range Services and Randy Swan are sponsors for the carriage rides.
- Denver's "registered organizations" (such as CBID) are required to hold an annual neighborhood meeting which she will coordinate and hold in December.
- Front Range Services will order and pick up poinsettias that will be delivered to businesses by staff and Board members in early December.
- Public relations and media consultants are being used on an as-needed and project basis.

### D. 2013 EDD Contract

Priorities discussed at the November 2<sup>nd</sup> retreat were used to develop Exhibit A of Ms. Salazar's contract, which identifies Ms. Salazar's work focus in 2013. The base contract is the same as it has been the past three years. The Board discussed the contract and exhibit.

Following discussion, and upon a motion duly made by Director McDermott, seconded by Director Pachorek, and upon a vote, unanimously carried, the Board approved the contract as amended, by the addition of CliftonLarsonAllen LLP as a recipient of contract changes, and item 1C to reflect 2013 instead of 2011.

### Financial and Items from Manager

- ### A. Review and Accept Cash Position Report as of November 12, 2012

## RECORD OF PROCEEDINGS

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Upon a motion duly made by Director Sedillos, seconded by Director Swan, and upon a vote, unanimously carried, the Board accepted the Cash Position Report as of October 8, 2012.

### B. Review and Approve October 2012 Claims

In addition to the October 2012 claims totaling \$31, 816.61 represented by checks number 1982 through 2002, additional claims for Xcel Energy, SE Denver Graphics, Ricoh and Capital Publications in the amount of \$1095.20 represented by check numbers 1494 through 1498 written by Ms. Salazar. Upon a motion duly made by Director Sedillos, seconded by Director Swan, and upon a vote, unanimously carried, the Board approved the October 2012 current and additional claims. Director Pachorek requested the consolidation of invoices/checks to vendors in order to write fewer checks.

### C. Preferred Maintenance Report Updates

The report updates were reviewed and accepted by the Board.

### D. Review and Consider 2013 Engagement Letter with Schilling & Company, Inc.

Upon a motion duly made by Director McDermott, seconded by Director Balafas, and upon a vote, unanimously carried, the Board approved the 2013 engagement letter with Schilling & Company, Inc.

### Board Member Items

Director Pachorek stated she wants to support District 6 Halloween party, and requested that this item be added to the Board's agenda next summer.

It was noted that the UCCF bank account set up is needed at UMB bank.

### Other Business

Director McDermott noted that UMB is hosting Colfax on the Hill tomorrow night at the Colfax and Gilpin branch.

It was announced that District Manager, Denise Denslow was recently promoted to CliftonLarsonAllen LLP Partner.

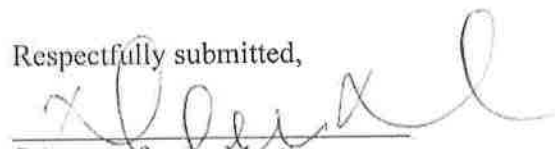
## RECORD OF PROCEEDINGS

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### Adjournment

Having no further business to come before the Board, and upon a motion duly made by Director McDermott, seconded by Director Balafas, and upon a vote, unanimously carried, the meeting was adjourned at 11:25 a.m.

Respectfully submitted,

  
Secretary for the Meeting

## RECORD OF PROCEEDINGS

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### MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE COLFAX BUSINESS IMPROVEMENT DISTRICT HELD DECEMBER 11, 2012

---

A special meeting of the Board of Directors of the Colfax Business Improvement District was held on Tuesday, December 11, 2012, at Sliceworks, 700 E. Colfax Street, Denver, Colorado.

Attendance: In Attendance were Directors:

Leonard Austin  
Tina Pachorek  
Jimmy Balafas  
Randy Swan  
Brian McDermott  
Sean O'Connell

Absent and excused was Director Sedillas

Also in attendance were:  
Denise Denslow & Chuck Reid; CliftonLarsonAllen LLP  
Stephanie Salazar & Linda Trabucco; Economic Development  
Albus Brooks; City Council Member, District 8  
Brande Micheal; District 8 Office  
Caroline Klein; Preferred Maintenance

Call to Order The meeting was called to order at 10:22 a.m. by Director Austin.

Certification of Agenda Upon a motion duly made by Director Austin, seconded by Director O'Connell, and upon a vote, unanimously carried, the Board approved the agenda as submitted.

Minutes Upon a motion duly made by Director Austin, seconded by Director McDermott, and upon a vote, unanimously carried, the Board approved the November 13, 2012 regular minutes as submitted.

Public Comments A. None.

## RECORD OF PROCEEDINGS

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### Pedestrian Light Installation Update

Ms. Salazar reported that some lights have been damaged and repairs will be covered by insurance. Approximately half of the lights are working and Xcel Energy is installing the electrical boxes/transformers for the remaining lights.

### Economic Development Director's Report

Ms. Salazar reported that she is or has:

- Responding to calls about non-working lights, crime and safety.
- Responding to Xcel grant to replace non LED lights.
- Ms. Salazar completed poinsettias deliveries.

Additional crime and safety issues were discussed. Director Pachorek wants to expand CBID's role with neighborhood coalitions and is pushing the issue with the city and county of Denver, and stated a collective approach will be more effective and efficient for everyone. Directors O'Connell and Pachorek have communicated with Chuck Samson at Upper Colfax about this issue. Director Pachorek suggested that the organizations combine distribution lists in order to maximize information in a timely manner.

The Board discussed having a joint meeting with CHUN and COTH to discuss safety. Director Austin advocated discussing the best way to utilize existing resources. The City reported that District 6 is increasing patrol hours and suggested a "summit" with a specific list of actions to be developed.

### Financial and Items from Manager

- A. Review and Approve October 31, 2012 Financial Statements and Accept Cash Position Report as of December 10, 2012

Ms. Denslow distributed the financial statements to the Board. Mr. Reid noted that Root 40 expenses have been broken out.

Upon a motion duly made by Director Swan, seconded by Director O'Connell, and upon a vote, unanimously carried, the Board approved the

## RECORD OF PROCEEDINGS

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October 31, 2012 Financial Statements and accepted the Cash Position Report as of December 10, 2012.

B. Review and Approve December 2012 Claims

Ms. Denslow stated that the CLA invoice was discounted by reviewing changes by Mr. Reid at meeting where Ms. Denslow was present.

Upon a motion duly made by Director McDermott, seconded by Director Swan, and upon a vote, unanimously carried, the Board approved the December 2012 claims.

C. Preferred Maintenance Report Updates

Ms. Klein stated that she feels like things are going well and that Preferred Maintenance is attempting to be proactive and responsive, and is looking forward to feedback. Director Swan stated the garbage cans look good. The report updates were reviewed and accepted by the Board.

Board Member  
Items

Director Austin requested that the recycling bins be removed.

Other Business

Council Member Brooks stated District 6 includes very active areas and recently met with Council Member Robb and Chief White to discuss options to improve services to the District.

There will be an artwork meeting on December 17<sup>th</sup> to select artist for sculpture. The Board is still interested in banners, and this will be discussed on December 17<sup>th</sup>. Director Austin stated that the production cost for a banner is approximately \$50.

Adjournment

Having no further business to come before the Board, and upon a motion duly made by Director Swan, seconded by Director Bafalas, and upon a vote, unanimously carried, the meeting was adjourned at 11:00 a.m.

Respectfully submitted,

  
Secretary for the Meeting

RECORD OF PROCEEDINGS

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MINUTES OF A ANNUAL NEIGHBORHOOD MEETING  
OF THE BOARD OF DIRECTORS OF THE  
COLFAX BUSINESS IMPROVEMENT DISTRICT  
HELD  
DECEMBER 11, 2012

---

An annual neighborhood meeting of the Board of Directors of the Colfax Business Improvement District was held on Tuesday, December 11, 2012, 11:00 a.m. at the Sliceworks located at 700 E. Colfax, Denver, Colorado 80218.

Attendance: In Attendance were Directors:

Leonard Austin  
Randy Swan  
Brian McDermott  
Jimmy Balafas

Also in attendance were:

Denise Denslow & Chuck Reid; CliftonLarsonAllen LLP  
Stephanie Salazar & Linda Trabucco; Economic Development  
Caroline Klein; Preferred Maintenance Services LLC  
Kory Seeler; Life on Capitol Hill  
Michael Sapp; Mayor's Office  
Albus Brooks & Blande Micheal; City Council Member

Call to Order The meeting was called to order at 11:05 a.m. by Director Austin.

Certification of Agenda Upon a motion duly made by Director Austin, seconded by Director O'McDermott, and upon a vote, unanimously carried, the Board approved the agenda as submitted.

Board Member Report A. 2013 Budget Report

Director Swan gave financial update to the Board regarding revenues and expenses for street maintenance, security, lighting ED efforts and programming.

B. 2012 Accomplishments: Presented by the Board and ED Director



## RECORD OF PROCEEDINGS

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Ms. Salazar presented 2012 year and review in addition to handout with the following items discussed:

- Marketing & PR: Substantial amount of positive public relations
- Business Resources and Support: New businesses named, along with redevelopment of projects
- Infrastructure Improvement Projects: Received approximately \$7,000,000 in private investment in the last year and \$3,000,000 in public funds
- Program: 2<sup>nd</sup> Annual Real Estate Panel, Business Watch Workshops
- District Maintenance
- Events and Promotions: Victorian Holiday Hone Tour, Root 40 MusicFest and 2<sup>nd</sup> Annual Film & Fork

### C. 2013 Priorities

Council Member Brooks presented data from District 8 residents' survey which identified the number one goal to be "a connected community". Council Member Brooks wants the areas' food desert and good jobs to be addressed.

Mr. Sapp is working on public and private partnerships with Ms. Salazar and Mr. James Buxby. Discussion ensued regarding City and County of Denver (CCD) lighting, infrastructure improvements and a higher focus on Root 40 with the Mayor's wife involvement. Mr. Buxby explains various projects with CCD is looking to fund and facade improvements were mentioned.

Police officers from District 6 provided handouts and stated that bike and vehicular thefts have increased.

During the neighborhood meeting, the following items were discussed:

- Crime and safety including bikers on sidewalks, community policing
- Bus stops including Logan, Downing, Park, York/Franklin Streets that District 6 officers would like to see improved
- Security cameras, noting that many are traffic focused, and are not used for crime control (beyond traffic crime)

Public Comment

None.

**RECORD OF PROCEEDINGS**

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Adjournment

Upon a motion duly made by Director Austin, the meeting was adjourned at 11:30 a.m.

Respectfully submitted,

  
Secretary for the Meeting

## RECORD OF PROCEEDINGS

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### MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE COLFAX BUSINESS IMPROVEMENT DISTRICT HELD JANUARY 8, 2013

---

A regular meeting of the Board of Directors of the Colfax Business Improvement District was held on Tuesday, January 8 2012, at 1490 Lafayette Street, Suite 108, Denver, Colorado.

Attendance:

In Attendance were Directors:

Leonard Austin  
Tina Pachorek  
Jimmy Balafas  
Randy Swan  
Brian McDermott  
Sean O'Connell  
April Sedillos

Also in attendance were:

Denise Denslow; CliftonLarsonAllen LLP  
Stephanie Salazar; Economic Development  
Dawn Schilling; Schilling & Co.  
Caroline Klein; Preferred Maintenance  
Chris Gaddis; City Attorney's Office  
Bryce Jones; Forum Youth Investment  
Kathi Anderson; Unsinkables  
Kristen Thomson; Good Chemistry  
Rory Seeber; Life on Capital Hill  
Dave Walstrom; COTH  
Roger Armstrong; CHUN  
Lt. Hernandez; District 6 Police Dept.

Call to Order

The meeting was called to order at 10:04 a.m. by Director Austin.

Certification of  
Agenda

Per discussion, all items on this Agenda will be deferred in order to focus and discuss public safety.

Minutes

Item deferred to February meeting.

## RECORD OF PROCEEDINGS

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### Public Safety Discussion

Director Austin introduced the topic of discussion. Director O'Connell began the discussion by thanking everyone for attending. He noted that it appears that several sectors of the community are all seeking to achieve the same goals, but doing so independently; it makes sense to come together collectively to discuss. Director O'Connell stated that he intended this meeting to be the start of an open and direct dialogue about goals and solutions with a larger forum to take place at a later date.

Mr. Dave Wahlstrom of COTH thanked the Board for their efforts on the pedestrian lights. He stated that Chuck Sampson has created a prototype for communication. Mr. Sampson presented the prototype for a larger communication network. He discussed a proposed email list serve to help all the businesses talk to each other, a type of modified, dressed up "neighborhood watch" (Colfax BizShare).

Discussion ensued regarding collective efforts of all organizations to pull this information sharing tool together. Lt. Hernandez addressed the group regarding grant monies that has been provided to District 6 from the office of economic development for additional foot patrol. His goal is to track crime prevention to the community. He encouraged the group to reach out to the Mayor's office to see if additional monies are available. The police department will be using STED (safety through environmental design) concepts to teach community safety.

General discussion regarding crime followed. Director O'Connell discussed the proposed public safety forum.

The Colfax coalition is scheduled to meet next Thursday and will report back at the next CBID meeting.

### Public Comments

There were no public comments.

### Pedestrian Light Installation Update

This item was deferred to the February meeting.

## RECORD OF PROCEEDINGS

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### Economic Development Director's Report

- A. Root 40

This item deferred to the February meeting.

### Financial and Items from Manager

- A. Review and Accept Cash Position Report as of January 8, 2013

This item was deferred.

- B. Review and Approve January 2013 Claims Totaling \$20,316.03  
Represented by Check Number 2037 Through 2045

This item was deferred.

- C. Preferred Maintenance Report Updates

This item deferred to next meeting.

- D. Review and Approve Resolution Designation Location for Posting  
of 24-Hour Notice for Year 2013

This item was deferred.

- E. 2013 Insurance

This item deferred to next meeting.

### Board Member Items

- A. Other

Director O'Connell discussed email regarding renewal for UMB Bank.

### Other Business

No other business was discussed.

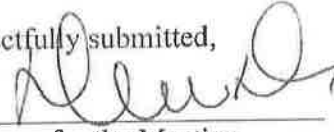
## RECORD OF PROCEEDINGS

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### Adjournment

Having no further business to come before the Board, and upon a motion duly made by Director Swan, seconded by Director Sedillos, and upon a vote, unanimously carried, the meeting was adjourned at 11:35 a.m.

Respectfully submitted,



Secretary for the Meeting

**RECORD OF PROCEEDINGS**

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**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
COLFAX BUSINESS IMPROVEMENT DISTRICT  
HELD  
FEBRUARY 12, 2013**

---

A regular meeting of the Board of Directors of the Colfax Business Improvement District was held on Tuesday, February 12, 2013, at 1490 Lafayette Street, Suite 108, Denver, Colorado.

Attendance:

In Attendance were Directors:

Leonard Austin  
Tina Pachorek  
Jimmy Balafas  
Brian McDermott  
Sean O'Connell  
Anthony Loeffler

Also in attendance were:

Denise Denslow; CliftonLarsonAllen LLP  
Linda Trabucco; Economic Development  
Dawn Schilling; Schilling & Co.  
Chris Gaddis; City Attorney's Office  
Randy Swan; Former Board Member  
Commander Lopez; District 6 Police Dept.

Call to Order

The meeting was called to order at 10:05 a.m. by Director Austin.  
The Board excused the absence of Director Sedillos.

Certification of  
Agenda

Upon a motion duly made by Director Austin, seconded by Director O'Connell, and upon vote, unanimously carried, the December Financial Statements were added to the agenda.

It was also noted that some items will be deferred due to the absence of Stephanie Salazar.

Welcome  
Director  
Loeffler

Director Austin welcomed new Director Anthony Loeffler to the Board.

## RECORD OF PROCEEDINGS

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### A. Election of Officers

Director Austin suggested the assignment of offices be designated as follows:

Len Austin – Chair	April Sedillos – Vice Chair
Sean O’Connell – Vice Chair	Jimmy Balafas – Secretary
Brian McDermott – Treasurer	

Upon a motion duly made by Director Austin, seconded by Director McDermott, and upon vote, unanimously carried, the Board agreed to the new assigned offices.

### Minutes

Upon a motion duly made by Director Austin, seconded by Director O’Connell, and upon vote, unanimously carried, the Board approved the December 11, 2012 Special Board meeting minutes and December 11, 2012 Neighborhood meeting minutes as submitted.

Upon a motion duly made by Director Austin, seconded by Director McDermott, and upon vote, unanimously carried, the Board approved the January 8, 2013 Board meeting minutes as submitted.

### Public Safety Discussion

### A. Approve Letter to Denver Requesting Grant Funds for HALO Cameras for CBID

Commander Lopez discussed the HALO cameras and stated they are reviewing options and appreciate the help and support from CBID to try to obtain funds. Discussion followed regarding the monitoring of the cameras. Commander Lopez discussed what information the police department retained from the cameras. Chris Gaddis noted that it is important for business owners to make copies of tapes where crimes are recorded. Commander Lopez also discussed the movement of Station 6 to team policing. He further stated this creates the use of 12-hour shifts to allow for better coverage during evening hours, and he has also increased the number of narcotic officers that will focus on street level drugs on Colfax. He is working on concentrating resources where they have the greatest needs. The police department is going to be hiring 107 new officers plus civilians to do administrative jobs, so the cops can go back out on the street. They are also looking at restructuring which would



## RECORD OF PROCEEDINGS

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reduce the physical size of District 6. This is planned for the first two quarters of the year.

### B. Discuss BizShare Platform

Director O'Connell discussed briefly, noting some recent distributions of information. He stated that the long term goal was to get a more interactive platform. Director Loeffler suggested looking at [www.nextdoor.com](http://www.nextdoor.com) for ideas. Discussion followed regarding how to maintain the situation, and was noted to talk with Mr. Chuck Sampson about the system in order to direct Ms. Trabucco to work on it.

Upon a motion duly made by Director Austin, seconded by Director O'Connell, and upon vote, unanimously carried, the Board decided to support the funding of the BizShare website if there are funds available. The actual cost is to be determined to provide a budget line item for continued maintenance, contingent on the funding resources.

### Public Comments

There were no public comments.

### Pedestrian Light Installation Update

Director Austin noted the walk through will be in the beginning of March.

### Economic Development Director's Report

#### A. Root 40

Ms. Trabucco updated the Board. She stated the website is operating. Discussion followed regarding fundraising. Director McDermott asked each Board member to try to solicit donations from five companies. Ms. Trabucco is working on the social media aspect.

#### B. DPD District 6 Police Station Redevelopment

Director Loeffler gave update noting the attendees for this and the discussion of what the police station's needs are. He stated identifying the needs should happen prior to creating a development plan, and that funding probably won't happen for four years, but that the conversations need to start taking place now.

## RECORD OF PROCEEDINGS

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### Financial and Items from Manager

#### A. Review and Accepted December 31, 2012 Financial Statements

Ms. Schilling reviewed with the Board noting the District has \$318,138 in cash and investments. She stated she has reviewed the reserved funds as well as the budget to actuals.

Upon a motion duly made by Director Balafas, seconded by Director McDermott, and upon vote, unanimously carried, the Board accepted the December 31, 2012 Financial Statements.

#### B. Review and Accept Cash Position Report as of February 11, 2013

This item was deferred.

#### C. Review and Ratify January 2013 Claims Totaling \$20,316.03 Represented by Check Number 2037 Through 2045

Upon a motion duly made by Director O'Connell, seconded by Director McDermott, and upon vote, unanimously carried, the Board approved the January 2013 claims totaling \$20,316.03 represented by check numbers 2037 through 2045.

#### D. Review and Approve February 2013 Claims Totaling \$36,234.81 Represented by Check Numbers 2051 Through 2072

A last minute check was added for payment to 10 til 2 with check number 2073 in the amount of \$800.

Upon a motion duly made by Director Austin, seconded by Director McDermott, and upon vote, unanimously carried, the Board approved the February claims totaling \$37,034.82 represented by check numbers 2051 through 2073 as amended.

#### E. Preferred Maintenance Report Updates

##### 1. Review and Consider Quote on New Trash Receptacle - \$1,752.74

## RECORD OF PROCEEDINGS

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It was noted that this new trash receptacle is to replace the trash can that was destroyed in the accident on January 19<sup>th</sup>.

Upon a motion duly made by Director Austin, seconded by Director Pachorek, and upon vote, unanimously carried, the Board approved the new replacement trash receptacle for \$1,752.74.

- F. Review and Approve Resolution Designation Location for Posting of 24-Hour Notice for Year 2013

Upon a motion duly made by Director Austin, seconded by Director McDermott, and upon vote, unanimously carried, the Board approved the resolution designation location for posting 24-hour notice for year 2013.

- G. 2013 Insurance

Ms. Denslow briefed the Board on the status and will be getting back with them to provide further updates.

### Board Member Items

- A. Other

No items at this time.

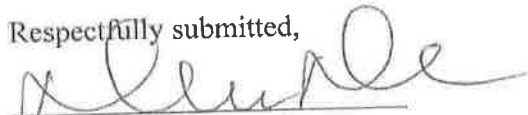
### Other Business

Discussion ensued regarding banners. Ms. Trabucco will get pricing on banners to the Board.

### Adjournment

Having no further business to come before the Board, Director Austin adjourned the meeting at 11:55 a.m.

Respectfully submitted,



Secretary for the Meeting

**RECORD OF PROCEEDINGS**

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**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
COLFAX BUSINESS IMPROVEMENT DISTRICT  
HELD  
MARCH 12, 2013**

---

A regular meeting of the Board of Directors of the Colfax Business Improvement District was held on Tuesday, March 12, 2013, at 1490 Lafayette Street, Suite 108, Denver, Colorado.

Attendance:

In Attendance were Directors:

April Sedillos  
Tina Pachorek  
Jimmy Balafas  
Brian McDermott  
Sean O'Connell  
Anthony Loeffler

Also in attendance were:

Chuck Reid; CliftonLarsonAllen LLP  
Stephanie Salazar; Economic Development  
Dawn Schilling; Schilling & Co.  
Chris Geddis; City Attorney's Office  
Commander Lopez & Mark Jacobson; District 6 Police Dept.  
Sarah Ammons, John Stringham, Chris Ramos & Gene Moore;  
Denver Health  
Mark Mehringer; NextDoor.com  
Regina "Reggie" Huerter; Denver Crime Prevention & Control  
Commission

Call to Order

The meeting was called to order at 10:04 a.m. by Director Sedillos.  
The Board excused the absence of Director Austin.

Certification of  
Agenda

Upon a motion duly made by Director Sedillos, seconded by Director Balafas, and upon vote, unanimously carried, the Board decided to move agenda items around to accommodate the attend presenters' schedules.

## RECORD OF PROCEEDINGS

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### Minutes

Upon a motion duly made by Director Sedillos, seconded by Director McDermott, and upon vote, unanimously carried, the Board approved the February 12, 2013 regular Board meeting minutes.

### Public Safety

#### A. NextDoor.com Presentation by Mark Mehringer

Commander Lopez began by commenting on the Police Department's engaging with the McDonald's Restaurant regarding the crime coalition and specific safety improvements. CBID was asked to identify other business owners the police department may contact to engage on this issue.

Commander Lopez introduced Mr. Mehringer from NextDoor.com, a website that offers a quick and effective way for the police department and neighbors to communicate. Mr. Mehringer provided details on NextDoor.com as follows:

- It is a private social network that shares information instantly with goals for lowering crime and knowing your neighbors;
- The site is NOT monitored by the police department. However, they can deliver messages to the neighborhoods.
- There are designated neighborhood leaders.
- Registered sex offenders are excluded from participation on the site.
- Several cities and the National Association of Town Watch have endorsed this site.

Discussion ensued regarding how neighborhoods are defined and how the site works for businesses. The Board thanked Mr. Mehringer for his update and took no action on this item.

#### B. Discuss BizShare Platform

No update was provided.

### Public Comments

#### A. COMBAT Study Presentation by Denver Health Medical Center

Dr. Moore and others presented information on Denver Health's COMBAT (Control of Major Bleeding After Trauma) Study and informed the Board that Denver Health is communicating with various groups to discuss and get feedback on the study. The Board thanked Sarah

## RECORD OF PROCEEDINGS

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Ammons, John Stringham, Chris Ramos & Gene Moore for providing the update and took no action on this item.

B. University of Denver Service Learning Project/Homelessness Issues Discussion with Regina Huerter

Ms. Huerter is part of a team reviewing people that frequently and repetitively move through Denver's court system. The team is attempting to provide an "Assertive Community Treatment" (ACT) program, with the goal of decreasing costs associated with serving this population.

The CBID Board is hearing this presentation as the targeted population is seen frequently by Colfax business owners.

Mr. Geddis noted that the court system will be requiring mandatory participation of this population in the ACT program and noted that the team looking at this issue includes police, courts and mental health service providers. Denver University is helping to conduct a survey regarding the impacts of this issue on businesses.

The Board thanked Ms. Huerter & Mr. Geddis for providing the update and took no action on this item.

Pedestrian Light  
Installation  
Update

Ms. Salazar reported on her discussion with Marco Cabanillas regarding the supplemental lights, and reported all lights are operational. She stated that the preliminary cost estimate for the supplemental lights was about the same as the costs of the initial lights, and the total "bond fund" amount remaining is believed to be approximately \$400,000, which Ms. Salazar is trying to verify.

Economic  
Development  
Director's  
Report

A. EDD Report on Projects and Activities

Ms. Salazar reported on the following projects and activities:

- Denver Police Department thanked Colfax business owners for their \$1,650 donation for the DPD District 6 Halloween party

## RECORD OF PROCEEDINGS

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- The map/brochure payment is due by March 14
- Jeanne Robb is coordinating Colfax Marathon with Colfax districts
- The Travelling Route 40 – “Celebrating the Character of Colfax” art show will be in CBID April 22-25 at UBM Bank
- The Recreation Center parcel assemblage is underway
- CBID needs to remain involved with discussion regarding the possible relocation of Denver Police’s District 6 headquarters.
- Colfax Corridor Connections is recommending street cars be brought back to Colfax, an idea supported by CBID, Colfax on the Hill, Capital Hill United Neighborhoods and the FAX partnership

### B. Root 40 MusicFest

Ms. Salazar noted the following regarding Root 40:

- Slipsteam Properties, 3 Lions Pub, KBCO, 9NEWS, and the Westword are sponsors
- “Musicians In Action” are partners helping produce the event again this year
- Root 40 has an active social media marketing, and the website is live and will be frequently updated
- 200 musicians have registered, and 21 venues participating, so far
- There are 35 vendors registered for the EXPO at the Fillmore
- Banners have not yet been ordered

Upon a motion duly made by Director Sedillos, seconded by Director Loeffler, and upon a vote, unanimously carried, the Board approved the purchase of banners not to exceed \$2,000.

It was noted that CBID budgeted a \$10,100 contribution to the Upper Colfax Community Foundation (UCCF) for Root 40, and that the UCCF’s Root 40 estimated expenses are around \$35,000. Root 40 still needs \$25,000 in sponsorships.

Ms. Salazar wants to request sponsorships earlier in the year (August and/or September) as this is a better time of year to request funding.

Upon a motion duly made by Director O’Connell, seconded by Director Balafas, and upon a vote, the Board approved to transfer \$10,100 to the UCCF bank account once the account has been opened. Ms. Schilling will begin tracking revenue and expenditures.

## RECORD OF PROCEEDINGS

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### Financial and Items from Manager

#### A. Review and Accepted January 31, 2013 Financial Statements

Ms. Schilling reviewed with the Board and reported there are no year-to-date surprises.

Upon a motion duly made by Director Sedillos, seconded by Director O'Connell, and upon vote, unanimously carried, the Board accepted the January 31, 2012 Financial Statements.

#### B. Review and Accept Cash Position Report as of March 11, 2013

This item was not provided.

#### C. Review and Ratify Check No. 2074 Totaling \$1,488.74 for a New Trash Receptacle

Upon a motion duly made by Director Sedillos, seconded by Director McDermott, and upon vote, unanimously carried, the Board approved check number 2074 in the amount of \$1,488.74 for a new trash receptacle.

#### D. Review and Approve March 2013 Claims Totaling \$36,652.67 Represented by Check Numbers 2126 Through 2143

Upon a motion duly made by Director Sedillos, seconded by Director McDermott, and upon vote, unanimously carried, the Board approved the March claims totaling \$36,652.67 represented by check numbers 2126 through 2143 as amended.

#### E. Preferred Maintenance Report Updates

The report updates were reviewed and accepted by the Board.

#### F. Consider Insurance Coverage for UCCF

It was noted that UCCF is still negotiating regarding Root 40 insurance.



## RECORD OF PROCEEDINGS

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Upon a motion duly made by Director Sedillos, seconded by Director O'Connell, and upon vote, unanimously carried, the Board approved the execution of insurance when the final quote is received.

G. Update on Accident at 505 E. Colfax

It was noted that the accident was fully covered by the driver and the repair timeframe is unknown.

Board Member  
Items

A. Other

No items at this time.

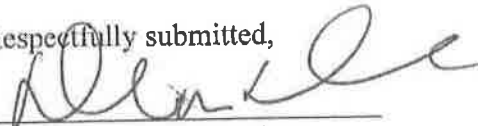
Other Business

No other business was discussed.

Adjournment

Having no further business to come before the Board, Director Sedillos adjourned the meeting at 12:17 p.m.

Respectfully submitted,



Secretary for the Meeting

## RECORD OF PROCEEDINGS

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### MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE COLFAX BUSINESS IMPROVEMENT DISTRICT HELD APRIL 16, 2013

---

A regular meeting of the Board of Directors of the Colfax Business Improvement District was held on Tuesday, April 16, 2013, at 1490 Lafayette Street, Suite 108, Denver, Colorado.

Attendance:

In Attendance were Directors:

Leonard Austin  
Jimmy Balafas  
Brian McDermott  
Sean O'Connell  
Anthony Loeffler

Also in attendance were:

Denise Denslow & Chuck Reid; CliftonLarsonAllen LLP  
Stephanie Salazar; Economic Development  
Mike Herrera, HALO Agency  
Chris Geddis; City Attorney's Office

Call to Order

The meeting was called to order at 10:05 a.m. by Director Austin.  
The Board excused the absence of Directors Sedillos and Pachorek.

Certification of  
Agenda

Upon a motion duly made, seconded, and unanimously approved, the Board amended the agenda to accept added check number 2198 in the amount of \$1900.

Minutes

Upon a motion duly made by Director O'Connell, seconded by Director Balafas, and upon vote, unanimously carried, the Board approved the March 12, 2013 regular Board meeting minutes.

Public  
Comments

A. Root 40 Media Relations, Presentation by Michael Herrera, HALO Agency

Ms. Salazar introduced Michael Herrera, and the Board introduced themselves. Mr. Herrera stated that HALO is a strategic marketing

## RECORD OF PROCEEDINGS

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company. He is volunteering his time for Root 40 and he further noted he sits on the Board for Musicians in Action. Mr. Herrera discussed having a plan for crisis communication. He noted that there should be a central point of communication should a crisis arise. He also presented a brief plan to the Board. He stated the following items that should be considered:

1. Establish protocols
2. Safety number one priority
3. Be proactive
4. Implement protocols
5. Provide timely, relevant information to the public

Must haves:

1. Contact list
2. Safety instructions to all staff
3. Make sure everyone is available
4. Establish chain of command
5. Delegate a spokesperson/community liaison
6. Establish inability before the event
7. Prevent safety meeting

Discussion followed regarding communications with the media. Mr. Herrera discussed "media tips" as follows:

1. Facts first – what happened, when, where and how
2. Never say "no comment" – defer instead
3. Never speculate
4. Authorized salesperson only
5. Do not assume anything is off the record
6. Be helpful, not evasive
7. Answer questions truthfully and sincerely
8. Understand deadlines
9. Safety first

### B. Root 40 MusicFest Update

Ms. Salazar noted that the volunteer meeting is at 5:30 p.m. on Wednesday. Commander Lopez is the main contact at the police department. Ms. Salazar provided a copy of the program to the Board and stated it will be printed in newspaper style. Ms. Salazar stated that over

## RECORD OF PROCEEDINGS

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200 bands have applied to perform. She noted that Deputy Mayor Kennedy will say a few words, along with Jeanne Robb. Ms. Salazar noted there are around 2000 Facebook followers. KBCO is running 15 second spots and the Denver Post had a "Your Hub" article. She expanded on the coverage. Director O'Connell talked about the "buzz" in the community about the festival.

Discussion followed regarding expenses. Information included in the packet that indicates 2012 had expenses of \$7,000 and 2013 had expenses of \$16,000 to date. Ms. Salazar spoke about sponsorships and Director Austin gave kudos to Ms. Salazar for the great job she has done.

### Pedestrian Light Installation Update

Ms. Salazar provided an update including the project budget to the Board. KECI has done a punch list, which is supposed to be completed by April 30, 2013. The Board discussed banners and establishing a policy. Ms. Denslow will provide a draft policy.

### Economic Development Director's Report

#### A. General Update

Ms. Salazar provided a general update to the Board. Ms. Salazar reported that Ms. Kitty's will be leaving due to nuisance claim.

#### B. Grease Monkey Signage

Ms. Salazar presented a letter of support to the Board for Grease Monkey Signage, which the Board approved by consent.

### Financial and Items from Manager

#### A. Review and Accept February 28, 2013 Financial Statements

The financial statements and Cash Position Report were reviewed with the Board.

## RECORD OF PROCEEDINGS

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Upon a motion duly made by Director Austin, seconded by Director Balafas, and upon vote, unanimously carried, the Board accepted the February 28, 2013 Financial Statements.

- B. Review and Accept Cash Position Report as of April 9, 2013
1. CBID
  2. UCCF (Root 40)

This item was discussed earlier in the meeting.

- C. Review and Approve April 2013 Claims Totaling \$43,930.88

It was noted that an additional check in the amount of \$1,900 was added to the claims to Capitol Publications.

Upon a motion duly made by Director Austin, seconded by Director Balafas, and upon vote, unanimously carried, the Board approved the April 2013 claims totaling \$45,830.88 as amended.

- D. Preferred Maintenance Report Updates

The report updates were reviewed and accepted by the Board.

- E. Insurance Update

It was noted that all have been completed and submitted.

### Board Member Items

Additional discussion ensued regarding banners and poles.


### Other Business

It was noted that UMB account signatures are still needed.

### Adjournment

Having no further business to come before the Board, Director Austin adjourned the meeting at 11:40 a.m.

Respectfully submitted,

  
Secretary for the Meeting

## RECORD OF PROCEEDINGS

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### MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE COLFAX BUSINESS IMPROVEMENT DISTRICT UPPER COLFAX COMMUNITY FOUNDATION HELD MAY 14, 2013

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A regular meeting of the Board of Directors of the Colfax Business Improvement District and Upper Colfax Community Foundation was held on Tuesday, May 14, 2013, at 1490 Lafayette Street, Suite 108, Denver, Colorado.

Attendance: In Attendance were Directors:

Leonard Austin  
April Sedillos  
Brian McDermott  
Sean O'Connell  
Anthony Loeffler  
Tina Pachorek

Also in attendance were:

Chuck Reid; CliftonLarsonAllen LLP  
Stephanie Salazar; Economic Development  
Clint Burnette; UMB Bank  
Caroline Klein; Preferred Maintenance  
Dawn Schilling; Schilling & Co.  
Kathleen Butler; East High School  
Randy Swan; Former Board Member

Call to Order

The meeting was called to order at 10:06 a.m. by Director Austin.  
The Board excused the absence of Director Balafas.

Certification of  
Agenda

Upon a motion duly made, seconded, and unanimously approved, the Board accepted the agenda as submitted.

Minutes

Upon a motion duly made by Director Austin, seconded by Director McDermott, and upon vote, unanimously carried, the Board approved the April 16, 2013 regular Board meeting minutes.

Public  
Safety

Director O'Connell report on the April 16<sup>th</sup> Safety Coalition Meeting, reporting:

- Dave Walstrom facilitated;

## RECORD OF PROCEEDINGS

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- Good discussions on resource allocations and collaboration; and
- Denver Police District boundaries are changing, and the focus will continue on habitual first responders (police & medical) users.

Director O'Connell suggested that CBID host an interactive community forum (Commander Lopez has recommended a forum like the Music Expo) which Fillmore Auditorium can host. This item will be scheduled for further discussion at the June meeting.

### Public Comments

Information about the Parr Family Memorial (at East High School) was given by Kathleen Butler. Donors are encouraged to contact Ms. Butler.

### Pedestrian Light Installation Update

Ms. Salazar stated that the punch list for the light project should be complete, and the final walk through is being scheduled with Marco Cabanillos, Denver Public Works.

Operating processes for the lights are being learned, and the amount available for the next phase is unknown and will be until the first phase project financially "closes-out."

### Economic Development Director's Report

#### A. 2013 Root 40 MusicFest Recap

Ms. Salazar provided a general update to the Board. She recommends that CBID retain control of the event, and that the event vision, marketing and sponsorship funding need better definition. Ms. Salazar reported that \$3,000 in sponsorships have been collected thus far, and an additional \$7,000 more is expected. Total approximate expenses for this event to date are \$33,000: \$7,000 in 2012 and \$26,000 in 2013.

After further discussion, and upon a motion duly made by Director Austin, seconded by Director O'Connell, and upon vote, unanimously carried, the Board approved a motion that CBID move towards hiring a Root 40 fundraiser and event coordinator. The motion passed. The Board asked that a specific proposal for these steps be brought back to the June meeting, with proposed budgets for 2014 and 2015 and performance benchmarks for the fundraiser and event coordinator positions.

B. Denver PrideFest  
CBID will be expected to clean after the PrideFest Parade.

## RECORD OF PROCEEDINGS

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- C. Letter of Support for Billy's Gourmet Hot Dogs Projecting Sign  
BOA Hearing, July 23, 2013

Renderings are not yet received, but an email will be sent to the Board on receipt.

- D. Healthcare Reform Act – The Impact on Small Businesses and  
How to Prepare CBID Businesses for January 2014

Ms. Salazar stated she would like CliftonLarsonAllen to put on the forum for CBID. UMB also presented information on healthcare. The Board asked that an email be sent to CBID contacts to gauge interest.

- E. Director Pachorek Request

Director Pachorek will be requesting CBID's support for a projecting sign. Renderings will be emailed to the Board as soon as received.

### Financial and Items from Manager

- A. Review and Accept Financial Statements and Cash Position Report  
as of March 31, 2013

Ms Schilling presented the March 31, 2013 Financial Statements and Cash Position Report to the Board.

Upon a motion duly made by Director Austin, seconded by Director Pachorek, and upon vote, unanimously carried, the Board accepted the March 31, 2013 Financial Statements and Cash Position Report.

- B. Review and Approve May 2013 Claims Totaling \$47,659.34  
Represented by Check Numbers 2154 and 2199 Through 2235

The Board discussed requesting payment to volunteers. Check No. 2222 in the amount of \$746.00 was voided as a duplicate payment to Philadelphia Insurance.

Following discussion about a request to pay two Root 40 volunteers who were critical in helping make the event successful, and upon a motion duly made by Director Loeffler, seconded by Director Sedillos, and upon vote, unanimously carried, the Board approved the May 2013 claims totaling \$47,659.34 as amended.



## RECORD OF PROCEEDINGS

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C. Status of Banner Policy for Light Poles

It was noted that CBID needs the City & County of Denver to issue an umbrella license agreement before moving forward on this issue.

D. Preferred Maintenance Report Updates

Ms. Klein presented the report to the Board, and stated all is going well. She noted there is a lot of graffiti and postings. They are gearing up for Pridefest.

Board Member  
Items

A. City Park Alliance – June Ice Cream Social in City Park,  
Sponsorship Request

Upon a motion duly made by Director Loeffler, seconded by Director, O'Connell, and upon vote, unanimously carried, the Board agreed to sponsor the City Park Alliance June social in City Park.

B. Schedule Annual Board Retreat – June 2013

A survey will be sent and location will be determined.

C. Colfax Coalition Safety Symposium, April 16, 2013 – Recap by  
Sean O'Connell

Previously discussed.

Other Business

A. Update on BizShare

Director Loeffler stated that the City & County of Denver set aside money for environmental studies for businesses along Colfax.

Adjournment

Having no further business to come before the Board, Director Austin adjourned the meeting at 12:00 p.m.

Respectfully submitted,



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Secretary for the Meeting

## RECORD OF PROCEEDINGS

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### MINUTES OF A SPECIAL RETREAT MEETING OF THE BOARD OF DIRECTORS OF THE COLFAX BUSINESS IMPROVEMENT DISTRICT UPPER COLFAX COMMUNITY FOUNDATION HELD JUNE 25, 2013

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A special retreat meeting of the Board of Directors of the Colfax Business Improvement District and Upper Colfax Community Foundation was held on Tuesday, June 25, 2013, at Castle Marne, 1572 Race Street, Denver, Colorado.

Attendance:

In Attendance were Directors:

Leonard Austin  
Brian McDermott  
Sean O'Connell  
Anthony Loeffler  
Tina Pachorek  
Jimmy Balafas

Also in attendance were:

Chuck Reid, Denise Denslow & Stephany Juneau; CliftonLarsonAllen LLP  
Stephanie Salazar; Economic Development  
James Busby; Denver Office of Economic Development

Call to Order

The meeting was called to order at 11:07 a.m. by Director O'Connell.  
The Board excused the absence of Director Sedillos.

Certification of  
Agenda

Upon a motion duly made by Director O'Connell, seconded by Director Loeffler, and unanimously approved, the Board accepted the agenda as submitted.

Minutes

Upon a motion duly made by Director O'Connell, seconded by Director Balafas, and upon vote, unanimously carried, the Board approved the May 14, 2013 regular Board meeting minutes.

Public  
Comments

There were no public comments.

Financial and  
Items from  
Manager

- A. Review and Ratify CBID June 2013 Claims Totaling \$28,356.37  
Represented by Check Numbers 2236 Through 2245

## RECORD OF PROCEEDINGS

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Upon a motion duly made by Director Loeffler, seconded by Director Pachorek, and upon vote, unanimously carried, the Board ratified June 2013 claims totaling \$28,356.37.

### B. Preferred Maintenance Report Updates

There was no discussion.

#### Priorities for 2014 – Open Forum

Ms. Denslow introduced this topic, stating that this is the opportunity to introduce items to the group for discussion that are not on the agenda. The Board concurred that the agenda is fairly comprehensive for 2014.

Mr. Reid brought up the issue of pedestrian mobility at the intersections due to years of overlays. He suggested working with CDOT to compel them to make repairs to these areas. Director Pachorek also added that curbing is an issue, both from an aesthetic and mobility perspective. She would like to see repairs made to these areas, specifically the awkward transition from curb to sidewalk. Staff will find out how to get this done with the City of Denver, and what the costs will be for such an endeavor. Mr. Busby suggested talking with Councilmember Robb and Councilmember Brooks regarding the schedule for these retrofits.

#### District 6 Police Station Mixed-Use Redevelopment Project

James Busby, Denver Office of Economic Development shared information on economic development programs. He noted there are a sundry of programs available regarding streetscape enhancements, extended police hours and housing. He noted that there have been some budget cuts, however, there is grant funding available for projects which are in alignment with the Jump Start Denver plan. Ms. Salazar mentioned the possibility of funding for projects such as light conversion, the arches, and wayfinding signage, as well as additional police officer availability. Mr. Busby confirmed that they would qualify under the Jump Start plan. Director O'Connell asked about the best approach for qualifying for grant funding. Mr. Busby stated that Colfax is a priority area for the Office of Economic Development. Grant applications are due three weeks from the date NOFA is released.

## RECORD OF PROCEEDINGS

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Ms. Salazar noted for the Board that there was a summary sheet on the District 6 Station redevelopment project in the packet. Director Loeffler stated that he and Ms. Salazar attended a meeting recently where this item was discussed. He stated that the Police Department needs 30,000 feet of office space, and 150 parking spaces with controlled access. He said that they would be willing to share a parking structure with other users, if the PD had secured access. A conceptual site plan is being prepared by KTG Y architects. Director Loeffler thought that this might be available in the next two weeks. Ms. Salazar stated that Denver staff are very interested, but want the participation of a real estate developer. Mr. Busby distributed a pamphlet regarding the Colfax Mainstreet Coalition regarding brownfields assessment grants. He stated that there is money available for assessment and possibly for mitigation of environmental issues for this site. Mr. Busby noted that the traditional financing assistance, such as new market tax credits, is available.

Parking would be welcome and accepted by the neighborhood. Incorporating a street car stop – TOD type development would be beneficial. This project will be of a scope that requires “all hands on deck” – City, DURA and private participation; a true public private partnership. Discussion followed regarding acquisition and consolidation of lots.

CBID’s action steps related to the Station redevelopment include:

- Develop plan and vision
- Present to mayor’s office
- Put team together to move forward, including Denver’s Departments of Public Works, Code & Planning, and OED
- Neighborhood involvement and process

Director Loeffler will present KTG Y’s site plan at the August Board meeting for discussion.

Director Austin inquired as to the timing of when different Denver departments should become involved in the project.

### Safety

#### A. “Safety Coalition Expo”

Director O’Connell said that the biggest challenge is to determine what the Safety Coalition Expo “looks like”. Having an expo is different than a public forum. He stated that it would be similar to any type of sporting

## RECORD OF PROCEEDINGS

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expo -- booths and vendors, in addition to police and city council members. Before the expo happens, this plan will need to be vetted out and it was suggested to ask District 6 to take the lead. Discussion followed regarding possible vendors, such as Nextdoor.com, and who may attend the expo. Director O'Connell stated that he is concerned about making this a compelling event for the average business owner or resident to attend. Director Austin suggested self defense instruction. Director O'Connell is going to continue to work with Commander Lopez on refining the project and determining if we should combine it with another event.

### Root 40 MusicFest

#### A. Fundraising and Event Manager Proposals

Ms. Salazar briefed the Board on the RFI that she distributed, and walked through some of the candidates. This person would be responsible for managing the event and fundraising process. She spoke to the budget that one of the candidates had provided, and states that she will distribute the resumes to the Board. Discussion followed regarding the candidates and how to approach the event. Ms. Salazar suggested possibly reducing the salary and incentivizing through bonuses. Additional discussion with the candidates regarding compensation in compliance with the UCCF non-profit status.

There was discussion about the fundraising goals. The Board determined that the goal for 2014 should be approximately \$100,000.

Upon a motion duly made by Director Austin, seconded by Pachorek, and upon a vote, unanimously carried the Board appointed Directors McDermott and O'Connell to an advisory committee to negotiate the contract for the event manager.

### District Banner Program Development

Ms. Salazar reported that the City of Denver currently does not have a process for banners for the "non-Xcel" light poles. She is in discussions with them regarding how this will work. She asked a Board member to volunteer to help staff work through this process with the City of Denver. Director Austin volunteered. Ms. Salazar noted that the next step was to schedule a meeting with Director Austin and the City of Denver. The outcome would be to have an annual renewable program. She also noted

## RECORD OF PROCEEDINGS

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that there will need to be a permit obtained from the Colorado Department of Transportation.

Gateway  
Enhancement  
Arches for  
Upper  
Colfax

Ms. Salazar noted that there was a copy of a picture of some arches in the packet from an area in Columbus, OH. She also provided information about the CDOT requirements. She noted for the Board that she has talked to several folks in the City of Denver regarding this, as well as with CDOT. Ms. Salazar stated that the initial reaction from CDOT was positive and that we should approach as a partnership with CDOT and Denver.

Director Balafas discussed the area in Columbus where the picture was taken. He said that it brings a lot of character to the area, and is seeking input from the Board. The consensus of the Board was that of support. Director O'Connell stated that he hopes we can incorporate lights into the design. Mr. Busby stated that if CBID could match funds, the ability to get traction on the project is even greater; it would be eligible under the CDBG program. Discussion followed regarding concepts for the arches. Ms. Salazar noted that the folks from CDOT suggested getting the Governor involved.

Upon motion by Director Balafas, and second by Director Austin, and upon a vote, unanimously carried, the Board authorized the expenditure of up to \$2000 to do a feasibility analysis of the arch way program.

Mr. Busby said that CBID should plan on at least a 25% match for funding.

Other  
Business

Ms. Salazar noted that the Three Lions Pub (Little Pub Company) wants to advocate for World Cup Soccer, and have Colfax closed for the one day event, from Grant Street to York on July 14, 2014. She stated that this wouldn't be a CBID sponsored event, but Three Lions Pub is looking for "support" from the District. Consensus was to support but not provide direct assistance.

Ms. Salazar said that she was at the Westword Showcase this month. She would like to discuss synergies with Westword and music on Upper

## RECORD OF PROCEEDINGS


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Colfax. The Board expressed support of this concept, and asked the advisory committee of Director McDermott and O'Connell to participate in this discussion as well.

### Adjournment

Having no further business to come before the Board, upon a motion duly made by Director McDermott, seconded by Director Balafas, and upon a vote, unanimously carried, the Board adjourned the meeting at 2:57 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
Secretary for the Meeting

## RECORD OF PROCEEDINGS

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### MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE COLFAX BUSINESS IMPROVEMENT DISTRICT UPPER COLFAX COMMUNITY FOUNDATION HELD JULY 9, 2013

---

A regular meeting of the Board of Directors of the Colfax Business Improvement District and Upper Colfax Community Foundation was held on Tuesday, July 9, 2013, at 1490 Lafayette Street, Suite 108, Denver, Colorado.

Attendance:

In Attendance were Directors:

April Sedillos  
Jimmy Balafas  
Brian McDermott  
Sean O'Connell  
Anthony Loeffler

Also in attendance were:

Lauren Robesky; CliftonLarsonAllen LLP  
Stephanie Salazar and Jennifer Moore; Economic Development  
Dawn Schilling; Schilling & Co., Inc.

Call to Order

The meeting was called to order at 10:06 a.m. by Director O'Connell. The Board excused the absence of Directors Austin and Pachorek.

Declaration  
Of Quorum

A quorum was confirmed.

Certification of  
Agenda

Upon a motion duly made, seconded, and unanimously approved, the Board accepted the agenda as submitted.

Minutes

Upon a motion duly made by Director McDermott, seconded by Director Balafas, and upon vote, unanimously carried, the Board approved the June 25, 2013 Special Board Retreat meeting minutes.

Public  
Safety

Director O'Connell stated there was nothing new to report at this time.

Public  
Comments

Mr. Dawson discussed his new Corner Bakery in the District, and invited everyone to visit.



## RECORD OF PROCEEDINGS

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### Pedestrian Light Installation Update

Ms. Salazar stated she is waiting to be notified for the final walkthrough.

### Economic Development Director's Report

#### A. 2013 Root 40 Event Manager

Ms. Salazar stated that an offer was presented to one of the candidates. However, the original offer fell through and the committee will explore other candidates.

Ms. Salazar noted that, ideally, the event will continue to grow. Discussion ensued regarding marketing and various scenarios for partnering with other groups on the project.

#### B. District 6 Mixed Use Redevelopment Project Update

Director Loeffler gave an update on a public-private mixed use conceptual plan for redevelopment of the District 6 Police Station.

### Financial and Items from Manager

#### A. Review and Accept Financial Statements and Cash Position Report as of May 31, 2013

Ms Schilling presented the May 31, 2013 Financial Statements and Cash Position Report to the Board. Director Loeffler requested that another column to be added in the financials to reflect the actuals from last year. It was noted that street lights are not being reported in the Governmental Fund.

Upon a motion duly made by Director O'Connell, seconded by Director McDermott, and upon vote, unanimously carried, the Board accepted the May 31, 2013 Financial Statements and Cash Position Report.

#### B. Review and Approve CBID July 2013 Claims Totaling \$24,367.50 and UCCF Claims Totaling \$183.32 Represented by Check Numbers 2246 Through 2257, and additional checks from Ms. Salazar in the amount of \$2,006.29 Represented by Check Numbers 2156 & 2157. Total claims combined \$26,557.11.

## RECORD OF PROCEEDINGS

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Discussion ensued regarding paying for incidental expenses and the current limit on the debit card. After lengthy discussion, the Board decided to raise the limit to \$1,000, give Ms. Salazar viewing access of the account activities, get a debit card for the UMB account, and Ms. Salazar to set expectations and invoicing up with vendors.

Upon a motion duly made by Director O'Connell, seconded by Director Loeffler, and upon vote, the Board agreed to raise the limit on the 1<sup>st</sup> Bank account, obtain a debit card from UMB and give Ms. Salazar viewing access of accounts.

Director Balafas requested that a final amount for UCCF be available at the August meeting. Following discussion, and upon a motion duly made by Director O'Connell, seconded by Director McDermott, and upon vote, unanimously carried, the Board approved the July 2013 claims totaling \$26,557.11.

### C. Preferred Maintenance Report Updates

Ms. Robesky presented the report to the Board.

### Board Member Items

It was noted that the City of Denver has no guidelines for the pedestrian light banners. Ms. Salazar and Director Balafas will follow up with the City for discussion.

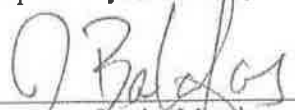
### Other Business

Ms. Salazar discussed making updates to the CBID and ROOT 40 websites. She reported she received a proposal for the Root 40 website in the amount of \$24,000. However, there may be less expensive alternatives, which she will explore.

### Adjournment

Having no further business to come before the Board, upon a motion duly made by Director McDermott, seconded by Director O'Connell, and upon vote, the Board adjourned the meeting at 11:36 a.m.

Respectfully submitted,

  
Secretary for the Meeting

**COLFAX BUSINESS IMPROVEMENT DISTRICT**  
**8390 EAST CRESCENT PARKWAY, SUITE 500**  
**GREENWOOD VILLAGE, CO 80111**  
**303.4779.4525 303.773.2050 (F)**

**LGID 16017**  
**Revised: 9.5.2013**

- Vice Chair: April Sedillos Term exp: 12.31.13  
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Term exp: 12.31.12

Director: Sean O'Connell  
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Work- Filmore Auditorium  
1510 Clarkson St. Denver 80218

Term exp: 12.31.13

**District Management:**

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Send agenda & minutes for review/Posts

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Mile Hi Business Alliance  
Christina Gustavson  
303-872-5646 x404  
[Christina@milehighbiz.org](mailto:Christina@milehighbiz.org)

Meetings: Second Tuesday of the month, 10:00 a.m. at District offices.  
1490 Lafayette, Suite 108, Denver, CO 80218

Executive Committee: Len Austin, April Sedillos, Jimmy Balafas

Posting: Life on Capitol Hill (Give to Stephanie/Linda to post)

TAX ID #: 84-1129509

## COLFAX BUSINESS IMPROVEMENT DISTRICT BY-LAWS

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

### ARTICLE I THE DISTRICT

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

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

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

### ARTICLE II OFFICERS

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

**Section 2. Chair.** The Chair of the District shall preside at all meetings of the District; shall have such other duties as the Board may direct; and, shall have general supervision over the business and affairs of the District, as well as be responsible for day to day

operations. The Chair shall provide direction to personnel/contract staff for the District, and be available to such persons as needed for guidance and approval of operational activities. The Chair can assign varies duties as she/he see fit to hired consultants/employee's of the District to help with the day-to-day functions of the District.

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

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

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

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

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

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

**Section 9. Staffing.** The District may employ personnel, or contract personnel, as necessary to perform the functions of the District. Such persons shall be appointed by the Board, and serve at the pleasure of the Board. Selection and compensation shall be determined by the Board. A committee may be formed to interview and make recommendations regarding the hiring of personnel if the Board desires.

## **ARTICLE III MEETINGS AND CONDUCT**

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

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

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

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

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

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

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

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



## **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  
PROPERTY TAX SUMMARY INFORMATION  
FORECASTED 2014 BUDGET AS PROPOSED  
WITH 2013 ACTUAL AND 2013 ESTIMATED  
For the Years Ended and Ending December 31,**

	<u>ACTUAL 2012</u>	<u>BUDGET 2013</u>	<u>PROPOSED BUDGET 2014</u>
Assessed Valuation			
Denver County	<u>\$ 45,204,250</u>	<u>\$ 44,582,210</u>	<u>\$ 45,301,490</u>
Mill Levy			
General Fund	7.846	7.846	7.846
Refunds and abatements	<u>0.319</u>	<u>0.204</u>	<u>0.209</u>
Total mill levy	<u>8.165</u>	<u>8.050</u>	<u>8.055</u>
Tax Revenue			
Denver County	<u>\$ 369,093</u>	<u>\$ 358,887</u>	<u>\$ 364,904</u>

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

**COLFAX BUSINESS IMPROVEMENT DISTRICT  
GENERAL FUND  
FORECASTED 2014 BUDGET AS PROPOSED  
WITH 2012 ACTUAL AND 2013 ESTIMATED  
For the Years Ended and Ending December 31,**

	<u>ACTUAL 2012</u>	<u>ESTIMATED 2013</u>	<u>ADOPTED BUDGET 2013</u>	<u>PROPOSED BUDGET 2014</u>
<b>Beginning Funds Available</b>	\$ 242,223	\$ 283,356	\$ 274,031	\$ 280,910
<b>Revenue</b>				
Property Taxes	360,443	358,754	358,887	364,904
Specific Ownership Taxes	24,674	21,412	22,000	22,000
Interest Income	1,717	447	500	500
Root 40 Music Fest	970	782	4,500	-
Victorian Holiday Home Tour revenue	7,905	3,163	-	3,000
Advertising revenue	4,286	3,600	-	1,500
Other	19,610	2,236	-	-
<b>Total Revenue</b>	<u>419,605</u>	<u>390,394</u>	<u>385,887</u>	<u>391,904</u>
<b>Expenditures</b>				
Administrative				
Economic development director	94,500	94,500	94,500	94,500
EDD - liability insurance	927	927	1,000	1,000
EDD - professional development	-	980	3,500	2,000
Administrative contract	36,971	31,793	25,000	25,000
District management	39,980	48,234	35,000	35,000
Insurance	7,202	8,073	7,500	7,500
Audit	-	-	-	4,500
Accounting	7,762	7,192	8,500	8,500
Legal fees	-	1,000	1,000	1,000
Office supplies	971	470	1,000	1,000
Printing and reproduction	5,302	5,000	7,000	7,000
Postage and delivery	1,052	911	300	300
Copier lease	5,319	4,040	5,000	5,000
Rent	10,321	11,001	13,000	13,000
Telephone	2,987	3,833	3,600	3,800
Board meeting expense	17	-	2,000	2,000
Dues and subscriptions	712	1,551	2,000	2,000
Website maintenance/hosting	9,170	2,670	13,500	10,000
Treasurer's fees	3,614	5,307	5,383	5,474
Miscellaneous	699	424	-	-
District maintenance				
Utilities	2,955	7,649	8,000	8,000
General landscape maintenance	72,085	83,379	80,000	84,000
Trash removal/other	14,569	2,958	17,000	17,000
Graffiti removal	10,650	10,800	12,000	12,000
Supplemental tree watering	6,692	6,000	-	6,000
Miscellaneous - repairs	515	-	-	500
Contingency	-	-	5,000	5,000

(continued)

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

**COLFAX BUSINESS IMPROVEMENT DISTRICT  
GENERAL FUND  
FORECASTED 2014 BUDGET AS PROPOSED  
WITH 2012 ACTUAL AND 2013 ESTIMATED  
For the Years Ended and Ending December 31,**

(continued)

	ACTUAL 2012	ESTIMATED 2013	ADOPTED BUDGET 2013	PROPOSED BUDGET 2014
Marketing				
Advertising	8,360	6,390	8,300	8,300
Donations	4,000	1,925	5,000	5,000
Marketing staff support	360	95	-	-
Meetings/entertainment	42	400	3,000	3,000
Miscellaneous	8,376	4,762	14,000	5,000
Root 40 Music Fest - 2012	12,583	-	-	-
Root 40 Music Fest - 2013	7,011	30,426	-	-
Contribution to UCCF - 2013 Music Fest	-	5,990	10,100	-
Contribution to UCCF - 2014 Music Fest	-	15,000	-	20,000
Victorian Holiday Home Tour expense	2,768	4,160	-	5,000
Capital outlay				
Video equipment/cameras	-	-	60,000	80,000
Gateway signage	-	-	20,000	20,000
Real estate information system	-	-	1,800	1,800
Trash receptacles	-	-	4,000	4,000
Contingency	-	-	1,000	1,000
<b>Total Expenditures</b>	<u>378,472</u>	<u>392,840</u>	<u>477,983</u>	<u>494,174</u>
<b>Emergency Reserve</b>	<u>-</u>	<u>-</u>	<u>11,577</u>	<u>11,800</u>
<b>Total Expenditures requiring appropriation</b>	<u>378,472</u>	<u>392,840</u>	<u>489,560</u>	<u>505,974</u>
<b>Net Change in Funds Available</b>	<u>41,133</u>	<u>(2,446)</u>	<u>(103,673)</u>	<u>(114,070)</u>
<b>Ending Funds Available</b>	<u>\$ 283,356</u>	<u>\$ 280,910</u>	<u>\$ 170,358</u>	<u>\$ 166,840</u>

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

**COLFAX BUSINESS IMPROVEMENT DISTRICT**

**FINANCIAL STATEMENTS**

**For the Seven Month Period  
Ended July 31, 2013**



**SCHILLING & COMPANY, INC.**

*Certified Public Accountants*

P.O. Box 631579  
HIGHLANDS RANCH, CO 80163  
PHONE: 720.348.1086  
FAX: 720.348.2920

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## 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

We have compiled the accompanying balance sheet – governmental fund of Colfax Business Improvement District (District) as of July 31, 2013, and the statement of revenue, expenditures and changes in fund balance – budget to actual – General Fund for the one month period and seven month period ended July 31, 2013, and the accompanying supplemental information as listed in the table of contents which is presented for additional analysis purposes only. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with the accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit the management discussion and analysis, the government-wide financial statements, the statement of revenues, expenditures and changes in fund balances – governmental fund and substantially all of the disclosures required by generally accepted accounting principles. If the omitted required supplemental information, statements and disclosures were included in the financial statements, they might influence the user's conclusions about the District's financial position and results of operations. Accordingly, these financial statements are not designed for those who are not informed about such matters.

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

*SCHILLING & COMPANY, INC.*

September 9, 2013



## FINANCIAL STATEMENTS

**COLFAX BUSINESS IMPROVEMENT DISTRICT  
BALANCE SHEET - GOVERNMENTAL FUND  
July 31, 2013**

	<b>GENERAL</b>
<b>ASSETS</b>	
Current assets	
Cash and investments	\$ 402,167
Cash with County Treasurer	15,917
Property taxes receivable	14,389
Security deposit	550
<b>TOTAL ASSETS</b>	<b>\$ 433,023</b>
<b>LIABILITIES</b>	
Current liabilities	
Accounts payable	\$ 27,794
Total liabilities	27,794
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Deferred property taxes	14,389
Total deferred inflows of resources	14,389
<b>FUND BALANCE</b>	
Fund balance	
Restricted for emergencies	11,600
Unassigned	379,240
Total fund balance	390,840
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCE</b>	<b>\$ 433,023</b>

See accompanying accountant's compilation report.

**COLFAX BUSINESS IMPROVEMENT DISTRICT**  
**STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**BUDGET TO ACTUAL - GENERAL FUND**  
For the One Month and Six Month Period Ended June 30, 2013

	ONE MONTH PERIOD ACTUAL	SIX MONTH PERIOD ACTUAL	ADOPTED BUDGET	VARIANCE WITH FINAL BUDGET POSITIVE (NEGATIVE)	2012 ACTUAL
<b>REVENUE</b>					
Property taxes	\$ 13,704	\$ 344,458	\$ 358,887	\$ (14,429)	\$ 360,443
Specific ownership tax	2,183	12,895	22,000	(9,105)	24,674
Interest income	236	463	500	(37)	1,717
Advertising revenue	2,200	3,600	4,500	(900)	4,286
Victorian Holiday Home Tour revenue	-	3,163	-	3,163	7,905
Root 40 Music Fest revenue	-	782	-	782	970
Miscellaneous	-	2,236	-	2,236	19,610
<b>TOTAL REVENUE</b>	<b>18,323</b>	<b>367,597</b>	<b>385,887</b>	<b>(18,290)</b>	<b>419,605</b>
<b>EXPENDITURES</b>					
Administration					
Economic development director	7,875	55,125	94,500	39,375	94,500
EDD - liability insurance	-	927	1,000	73	927
Professional development	-	980	3,500	2,520	-
Administrative contract	3,106	19,899	25,000	5,101	36,971
District management	4,042	32,276	35,000	2,724	39,980
Insurance	-	7,146	7,500	354	7,202
Accounting	673	4,865	8,500	3,635	7,762
Legal fees	-	-	1,000	1,000	-
Office supplies	89	359	1,000	641	971
Printing and reproduction	-	-	7,000	7,000	5,302
Postage and delivery	49	510	300	(210)	1,052
Copier lease	100	2,140	5,000	2,860	5,319
Rent	1,012	6,513	13,000	6,487	10,321
Telephone	350	2,983	3,600	617	2,987
Board meeting expense	198	198	2,000	1,802	17
Dues and subscriptions	-	951	2,000	1,049	712
Internet hosting service/website	450	1,208	13,500	12,292	9,170
Treasurer's fees	139	3,446	5,383	1,937	3,614
Miscellaneous	2	426	-	(426)	699
District maintenance	9,536	70,822	122,000	51,178	107,466
Marketing	1,888	8,535	30,300	21,765	21,138
Root 40 Music Fest - 2012 event	-	-	-	-	12,583
Root 40 Music Fest - 2013 event	228	30,654	10,100	(20,554)	7,011
Victorian Holiday Home Tour expense	-	4,160	-	(4,160)	2,768
UCCF Contribution	-	5,990	-	(5,990)	-
Capital outlay	-	-	86,800	86,800	-
Contingency	-	-	11,577	11,577	-
<b>TOTAL EXPENDITURES</b>	<b>29,737</b>	<b>260,113</b>	<b>489,560</b>	<b>229,447</b>	<b>378,472</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(11,414)</b>	<b>107,484</b>	<b>(103,673)</b>	<b>211,157</b>	<b>41,133</b>
<b>FUND BALANCE - BEGINNING OF PERIOD</b>	<b>402,254</b>	<b>283,356</b>	<b>274,031</b>	<b>9,325</b>	<b>242,223</b>
<b>FUND BALANCE - END OF PERIOD</b>	<b>\$ 390,840</b>	<b>\$ 390,840</b>	<b>\$ 170,358</b>	<b>\$ 220,482</b>	<b>\$ 283,356</b>

See accompanying accountant's compilation report.

**SUPPLEMENTAL INFORMATION**

**COLFAX BUSINESS IMPROVEMENT DISTRICT  
SCHEDULE OF CASH POSITION  
July 31, 2013**

<u>FINANCIAL INSTITUTION</u>	<u>Interest Rate</u>	<u>FUNDS</u>
1st Bank Checking	0.00%	\$ 14,777
1st Bank Liquid Asset	0.20%	<u>387,390</u>
<b>TOTAL CASH AND INVESTMENTS</b>		<b><u>\$ 402,167</u></b>

See accompanying accountant's compilation report.