

# 2021 Operating Plan

## *Bluebird Business Improvement District*

### **2021 Bluebird Business Improvement District Operating Plan Overview**

The Bluebird Business Improvement District (the “District”) was formed by the City Council in and for the City and County of Denver (the “City”) pursuant to Ordinance No. 292, Series 2013, on June 24, 2013. The District boundaries are bordered by St. Paul St. on the West, Colorado Blvd. on the East, 14th Avenue on the South and 16th Avenue on the North. The District consists of a total of nine East Colfax blocks. There are 47 individual property owners and 64 businesses within the 9-block District boundaries, a land area of 478,333 sq. ft. with an assessed valuation of \$15,164,800 as of August 21, 2020. The District will impose a mill levy of 10 mills for collection next year on all taxable commercial property located within its boundaries, projected to be approximately \$151,648.

### **2021 Bluebird Business Improvement District Operating Plan Statement**

In general terms, the District’s operations facilitate, promote and oversee activities and actions to:

- Enhance the appearance and attractiveness of the nine block District for its customers, businesses, employees, neighbors and visitors;
- Provide a safe, clean and accessible shopping environment;
- Attract new businesses and retain contributing existing businesses;
- Promote the District and customer traffic to its constituent businesses through marketing, advertising, public relations and special events;
- Provide transparent fiduciary oversight and management of the District’s operating and capital budgets to enhance relationships with the District’s property and business owners, and public sector agencies providing City and State services;
- Work with the City and County of Denver to advocate for District right of way improvements to support City planning and guidelines for Colfax as a corridor for multi-modal use.

District operations and performance will be evaluated based on quantitative and qualitative measurements, including ongoing consumer, business and property owner and developer and real estate surveys, base retail sales data and year-end changes, additions of new businesses and expansion of existing businesses, website and social media penetration and media coverage.

Administrative operations will include seeking additional District funding through grant applications, fundraising and special events. The Bluebird District was able to secure \$500,000 in grant funding to support business for losses due to COVID-19 closures, decreased demand or capacity and new expenses in response to the pandemic. Additionally, the Bluebird District has submitted another grant request to DRCOG for \$50,000 to support a safer pedestrian environment and social distancing in the pedestrian realm.

#### A. Marketing & Communications

- The District is committed to informing and updating its constituents on a timely basis through its interactive website and email system, social media, public board meetings, news releases, newsletters, calendar of events and by reporting City and State projects and programs pertinent to the District.
- From time to time, the District also will survey its constituents for their opinions on necessary District physical improvements and retail and business services and community-related issues, (e.g. public safety, pedestrian safety, vehicular and bike traffic, etc.)
- The District hosts many annual events each year that are designed to engage with the community and highlight area businesses. All events are subject to the current COVID-19 restrictions, capacity of our businesses and also comfort and safety of patron. Our annual events are subject to change or cancellation due to the pandemic. These events include Tasty Colfax and Boo and Brew. Usually, hundreds of participants visit area businesses to enjoy food, music and services in the district. The district will employ an event coordinator to increase attendance, visibility and income from events and to help us think creatively about adjusting the events for safety.
- The District has set up a grant administration portal on its website to disperse funds to businesses.
- The District will continue to use the street improvement designs to guide planned improvements along Colfax Ave.

#### B. Maintenance, Capital Improvements & Public Safety

- The District will maintain amenities that it owns as well as key streetscape amenities such as existing pedestrian lights, trees, trash cans and grates.
- The District will continue to make modest investments in streetscape improvements with capital investments and through additional grant funding (if awarded).
- In addition, it plans to continue its work with the Colfax Collaborative to obtain and guide outside funding that supports Small Area Plan recommended improvements to pedestrian and bicycle safety and access to the District and its businesses. This includes proposed crossing enhancements that were prioritized by district stakeholders.

- The District will maintain relationships with the Denver Police Department and local community officers. The District will also build on relationships with the department of transportation and infrastructure to address infrastructure needs related to public safety.
- The District will work with property owners to ensure proper upkeep for recently planted trees.

### C. Economic & Business Development

- The primary focus of the BBID in recent months has been supporting businesses through COVID-19 impacts. This will continue to be a primary focus in 2021. We will continue to participate in the Economic Recovery and Resilience Committee and the Denver Business Improvement District Council to be up to speed on opportunities to support businesses. To date we have distributed thousands of free masks to businesses, purchased and provided care packages that include hand sanitizer and masks, sought multiple grant opportunities to support businesses and infrastructure and substantially increased our direct communication with business owners. We will continue these efforts in 2021.
- The District Small Area Plan identifies priorities through investments that are targeted at supporting and boosting businesses. These programs include zoning and redevelopment support, improving the customer experience by enhancing the streetscape and improving pedestrian safety, promotions for area residents, support for business-sponsored events.
- The District will continue to support business owners who seek to redevelop vacant or underutilized parcels. The District will support development through community outreach and zoning technical support.
- The District will continue to promote the district and support businesses through events that bring visitors to the area. Events are focused at bringing visitors into establishments, while promoting community engagement and support for the District.
- The District will continue to work with the City and County of Denver on main street zoning revisions responsive to business and property owner input. This has the potential to reduce costs for developers and encourage development in the district.
- The District hosted or attended several meetings regarding bus rapid transit and transportation to support access to and through the district, which supports economic development. The District will continue to work with the Department of Transportation and Infrastructure on BRT planning initiatives.

D. Administrative Services

- The District will continue to work with a team who provides legal, advisory services, marketing, placemaking, record keeping, bookkeeping, communication and implementation services to affect the operational plan and compliance requirements for the district.

# Operating Plan & Budget

## Supporting Materials Table of Contents

1. 2020 Year to date “budget to actual” financial reports
2. Any materials departures from the 2020 Operating Plan, and an explanation
3. A copy of your Public Notice publication for the 2021 Budget public hearing
4. The status of any planned or outstanding indebtedness
5. The results of any audits conducted during the year, if not already submitted.
6. A copy of the By-laws, if any, in effect in 2020
7. A list of official board actions (motions) in the past year.
8. Current list of all Board members including name, address, phone, fax and e-mails as well as term appointment and expiration date.
9. Board members attendance records for the past year.
10. A list of activities performed and planned for 2020 (and planning for in 2021);
11. Documented tangible impacts and performance measures that your BID provides and tracks. For instance this could include trend occupancy rates, business or citizen surveys, crime rates, lease rates, taxable retail sales, number of jobs created, pedestrian/visitor counts, and business license revenues. Any additional information would be beneficial for the City Council budget approval process.

- 1. 2020 Year to date “budget to actual” financial reports.** Please see 2020 with this budget to actual report.

BBID Budget 2021							
		2019 Actuals	2020 Projected Actuals	2020 Approved Budget	Notes		2021 Proposed Budget
<b>Beginning Funds Available</b>		\$63,583	\$95,744	\$124,775			\$124,775
<b>REVENUE</b>							
Property Taxes		\$105,482	\$106,132	\$ 152,588	Assumes no change in mill levy or valuations		\$151,648
Ownership Taxes		\$6,284	\$5,400	\$ 5,400			\$5,400
PS You Are Here		\$0	\$0	\$ -		\$0	\$0
Other Income (events + Covid Relief)		\$12,807	\$500,000	\$ 16,000	Actuals all Covid Relief; 2021 assumes second round relief funding		\$250,000
Interest income		\$402					
<b>TOTAL REVENUE</b>		<b>\$124,975</b>	<b>\$611,532</b>	<b>\$ 173,988</b>			<b>\$ 407,048</b>
<b>EXPENSES</b>							
<b>Administration/Economic Develmt</b>							
Operations Director (at 50% ED)		\$ 15,408	\$20,798	\$ 16,183	Actuals includes proposed \$5390 from Covid-19		\$21,668
Insurance		\$2,019	\$1,510	\$ 1,675			\$1,675
Legal		\$7,704	\$8,091	\$ 8,091	3% bump for inflation for 2021		\$8,334
Accounting/Audit		\$400	\$ 500	\$ 700	Might increase in 2021 due to relief funding		\$1,200

Memberships		\$449	\$463	\$ 500		\$515
Advisory Services Consulting (at 70% ED)		\$ 14,508	\$14,509	\$ 15,239	3% bump for inflation for 2021	\$15,696
Computer and Internet/Office		\$853	\$1,000	\$ 1,000		\$1,000
Legal Advertising		\$ 70	\$ 90	\$ 250		\$100
Placemaking design& services (at 100% ED)		\$ -	\$1,127	\$ 3,000	Not likely to be a big expense in 2021; 2020 for BB logo	\$250
Rent		\$1,035	\$1,200	\$ 1,200	See entertainment, presuming still either meeting at business or virtually	\$0
Covid Relief Grants + Expenses		\$0	\$478,583	\$ -	Covid opt-in amount less unbudgeted BID Covid-related expenses	\$230,000
-ECON DEVOPMT SUBTOTAL		\$ 17,860	\$ 21,682	\$ 21,759		\$ 21,822
<b>ADMINISTN/ECON DEVOL TOTAL</b>		<b>\$42,446</b>	<b>\$527,872</b>	<b>\$ 47,838</b>		<b>\$ 280,438</b>
<b>CAPITAL IMPROVEMENTS</b>						
Capital Improvements		\$ 13,499	\$10,000	\$ 75,375		\$39,335
<b>TOTAL CAPTIAL IMPROVEMENTS</b>		<b>\$ 13,499</b>	<b>\$10,000</b>	<b>\$ 75,375</b>		<b>\$39,335</b>



<b>Maintenance</b>							
Streetscape		\$10,614	\$ 17,000	\$ 19,656			\$39,000
Utilities		\$919	\$500	\$ 1,000			\$500
<b>MAINTANCE TOTAL</b>		<b>\$11,533</b>	<b>\$17,500</b>	<b>\$ 20,656</b>			<b>\$ 39,500</b>
<b>MARKETING</b>							
					Actuals include approved \$3000 for Q1-3 for Covid communications+ \$13,026.75 for PPE and marketing related to biz closures that can be covered by Covid Relief Grant; also adding \$5000 from general funds to augment		
Advertising/PR/Communications		\$4,000	\$20,307	\$ 4,369			\$25,500
Website		\$320	\$0	\$ -			
Meals/Entertainment		\$0	\$800	\$ 1,250			\$1,250
Printing/Office Supplies/postage		\$24	\$ 22	\$ 100			\$25
Events		\$15,225	\$6,000	\$ 21,000			\$21,000
Computer		\$0	\$ -	\$ 1,000			\$0
<b>MARKETING TOTAL</b>		<b>\$19,569</b>	<b>\$27,129</b>	<b>\$ 27,719</b>			<b>\$ 47,775</b>
<b>FUND TRANSFERS</b>							
TABOR 3% Reserve		\$ -	\$ -	\$ -			
Capital Reserve Fund		\$ -	\$ -	\$ -			
<b>TOTAL FUND TRANSFERS</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			
<b>TOTAL EXPENSES</b>		<b>\$87,047</b>	<b>\$582,501</b>	<b>\$ 171,587</b>			<b>\$ 407,048</b>

<b>NETCHANGE IN FUNDS AVAILABLE</b>		<b>\$37,928</b>		<b>\$29,031</b>		<b>\$2,400</b>		<b>\$0</b>
<b>ENDING FUNDS AVAILABLE</b>		<b>\$95,744</b>		<b>\$124,775</b>		<b>\$127,176</b>		<b>\$124,775</b>

Notes:

Mill Levy shown net of collection fee

2016-20 Milly Levy: 10 mills

**2. Any materials departures from the 2020 Operating Plan, and an explanation.**

BBID had material departures from the 2020 Operating Plan arising from its response to Covid-19, in terms of business support, including a \$500,000 opt-in to the DOLA Covid Relief Fund.

This Covid-19 Response and mitigation services to businesses included:

- (1) coordinating with the City and private sector through Economic Recovery and Relief Committees for PPE supplies for businesses, advocating for social distancing protocols for businesses (including moving ahead expeditiously with patio expansion in May);
- (2) PPE purchase and distribution;
- (3) developing communications on social distancing regulations and best practices for businesses to manage Covid-19;
- (4) technical assistance to businesses implement Covid mitigation protocols;
- (5) developing and disseminating via print, social media, web, and email communications on social distancing protocols to the public/customer base of district and Covid mitigation measures and social distancing protocols at businesses;
- (8) developing and disseminating communications and providing technical support on Covid relief and recovery financing available to businesses, including PPE and EIDL, City and Energize Colorado grants.
- (9) Communication via social media, web, and email communications of social distancing and Covid-19 mitigation to businesses.
- (10) Most recently, we are in the process of re- granting most of the \$500,000 in Covid Relief opt-on funds from DOLA to district businesses to reimburse them for revenue losses and mitigation measure expenses.

This revenue and expense is reflected in the projected actuals for 2020. The possibility of further Covid Relief funding in 2021 is reflected in the 2021 budget. This grantmaking process has required formulating a secure grant application, distribution of opportunity to businesses, providing technical assistance on the application, review of applications, distribution of funds, and submitting expenditures for reimbursement to the district.

- 3. A copy of your Public Notice publication for the 2021 Budget.**

The Denver Post, LLC

PUBLISHER'S AFFIDAVIT

City and County of Denver )  
State of Colorado )  
)

The undersigned Nicole Maestas being first duly sworn under oath, states and affirms as follows:

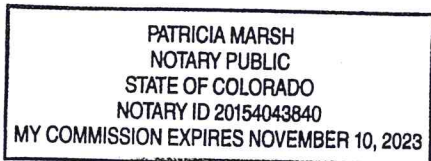
1. He/she is the legal Advertising Reviewer of The Denver Post, LLC, publisher of The Denver Post and Your Hub.
2. The Denver Post and Your Hub are newspapers of general circulation that have been published continuously and without interruption for at least fifty-two weeks in Denver County and meet the legal requisites for a legal newspaper under Colo. Rev. Stat. 24-70-103.
3. The notice that is attached hereto is a true copy, published in Your Hub for Denver Downtown/East/West (including counties of Denver, Jefferson, Arapahoe, and Adams) on the following date(s):

August 27, 2020

Nicole Maestas  
Signature

Subscribed and sworn to before me this 28 day of August, 2020.

Patricia Marsh  
Notary Public



(SEAL)

**NOTICE AS TO PROPOSED BUDGET**

NOTICE IS HEREBY GIVEN that the proposed budget for the ensuing year of 2021, has been submitted to the Bluebird Business Improvement District ("District"). Such proposed budget will be considered at the regular meeting of the Board of Directors of the District to be held in a virtual meeting at 10:30 a.m. on Wednesday, September 16th, 2020, with details on joining the meeting at <http://www.bluebirdbeat.com/meet-the-bid-board/>. Copies of such proposed budget for fiscal year 2021 are available for inspection by the public at the offices of the District, 3014 Forest St, Denver, Colorado, and at [www.bluebirddistrict.org](http://www.bluebirddistrict.org). Any interested elector within the District may, at any time prior to the final adoption of the proposed budget for the ensuing year 2021, file or register any objections thereto.

Dated August 19, 2020

BLUEBIRD  
BUSINESS IMPROVEMENT DISTRICT

By: /s/ Tom Secrist/Treasurer

**CERTIFIED COPY OF  
RESOLUTION TO ADOPT 2021 BUDGET  
BLUEBIRD BUSINESS IMPROVEMENT DISTRICT**

COMES NOW, the Secretary of the Bluebird Business Improvement District, and certifies that at a regular meeting of the Board of Directors of the District, held Tuesday the 16th day of September, 2020 at 10:30 a.m., held by virtual communication, the following Resolution was adopted by the affirmative vote of a majority of the Board of Directors, to-wit:

A RESOLUTION SUMMARIZING REVENUES AND EXPENDITURES FOR THE DISTRICT'S GENERAL OPERATING FUND, **ADOPTING A BUDGET FOR THE YEAR 2021**, TO HELP DEFRAY THE COSTS OF GOVERNMENT, AND APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS IN THE AMOUNTS AND FOR THE PURPOSES SET FORTH HEREIN FOR THE BLUEBIRD BUSINESS IMPROVEMENT DISTRICT, CITY AND COUNTY OF DENVER, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2021, AND ENDING ON THE LAST DAY OF DECEMBER, 2021.

WHEREAS, the Board of Directors of the Bluebird Business Improvement District ("District") has authorized its staff to prepare and submit a proposed budget to said governing body at the proper time; and

WHEREAS, the proposed budgets have been submitted to the Board of Directors of the District for its consideration; and

WHEREAS, upon due and proper notice, published in accordance with the law, said proposed budgets were available for inspection by the public at a designated public office, a public hearing was held on September 16, 2020, and interested electors were given the opportunity to file or register any objections to said proposed budgets; and

WHEREAS, at an election held on November 5, 2013, the District has eliminated the revenue and expenditure limitations imposed on governmental entities by Article X, Section 20 of the Colorado Constitution and Article and Section 29-1-301, C.R.S, and the budget being adopted by the Board has been prepared based on the best information available to the Board regarding the effects of said constitutional and statutory provisions; and

WHEREAS, whatever increases may have been made in the expenditures, like

increases were added to the revenues so that the budgets remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE BLUEBIRD BUSINESS IMPROVEMENT DISTRICT OF THE CITY AND COUNTY OF DENVER, COLORADO:

Section 1. 2021 Budget Revenues and Expenditures. That the estimated revenues and expenditures for each fund in fiscal year 2021, as more specifically set out in the budget attached hereto as Exhibit A, are accepted and approved.

Section 2. Adoption of Budget for 2021. That the budget as submitted, amended and attached hereto is incorporated herein, is hereby approved and adopted as the budget of the Bluebird Business Improvement District for calendar year 2021.

Section 3. 2021 Levy of General Property Taxes. That the foregoing budget indicates that the amount of money necessary to balance the budget of the District during the 2021 budget year is \$407,048, and the preliminary 2021 valuation for assessment from the Assessor of the City and County of Denver, is \$15,164,800. That for the purposes of meeting all general operating expenses of the District during the 2021 budget year, and together with other available revenues of the District, there is hereby levied a tax of 10.000 mills upon each dollar of total valuation of assessment of all taxable property within the District for the year 2021. Based on the 2021 mill levy and other revenues, 2020 general revenues to the District are estimated to be approximately \$407,048.

Section 4. Certification to the City of the City and County Assessor. That the Secretary of the District is hereby authorized and directed to certify to the Assessor of the City and County of Denver, the mill levy the District determined and set in Section 3 hereof no later than December 15, 2020. That certification shall be substantially the following form:

**CERTIFICATION OF TAX LEVY**

TO THE ASSESSOR IN AND FOR THE CITY AND COUNTY OF DENVER, COLORADO.

Dear Assessor:

For the year 2021, the Board of Directors of Bluebird Business Improvement District hereby certifies a total levy of 10.000 mills to be extended by you upon the total assessed valuation of \$15,164,800 to produce

\$ 151,648 in revenue.

The levies and revenues are for the following purposes:

PURPOSE	LEVY	REVENUE
1. General Operating Expenses	10.000 mills	\$ 151,648
2. (Minus) Temporary Property Tax Credit/Temporary Mill Levy Rate Reduction	-0- mills	\$ -0-
<b>SUBTOTAL</b>	10.000 mills	\$ 151,648
3. General Obligation Bonds and Interest *	-0- mills	\$ -0-
4. Contractual Obligations approved at elections	-0- mills	\$ -0-
5. Capital Expenditures levied pursuant to § 29-1-302 (1.5), C.R.S.	-0- mills	\$ -0-
6. Refunds/Abatements	-0- mills	\$ -0-
7. Other	-0- mills	\$ -0-
<b>TOTAL</b>	10.000 mills	\$ \$151,648

\* § 32-1-1603, C.R.S., requires special districts to "certify separate mill levies to the Board of County Commissioners, one each for funding requirements of each debt".

Contact Person: Dan Shah

Daytime Phone:(303) 931-8680

By: Tom Secrist, Treasurer

**NOTE:** Certification **must** be to three decimal places **only**. If you are located in more than one county, please list all counties here: \_\_\_\_\_ N/A

IN WITNESS WHEREOF, I have hereunto set my hand on \_\_\_\_\_,  
December \_\_, 2020.

\_\_\_\_\_  
Tom Secrist, Treasurer

Section 5. Property Tax and Fiscal Year Spending Limits. That, being fully informed, the Board finds that the foregoing budgets do not result in a violation of any applicable fiscal year spending limitation.

Section 6. Appropriations. That the amounts set forth as expenditures and balances remaining, as specifically allocated in the budget attached hereto, are hereby appropriated from the revenue of each fund, to each fund, for the purposes stated and no other.

Section 8. Budget Certification. That the budgets shall be certified by the



Secretary of the District, and be made a part of the public records of the District.

The foregoing is a true and accurate copy of the action taken by the governing body of the Bluebird Business Improvement District.

BLUEBIRD  
BUSINESS IMPROVEMENT DISTRICT

(S E A L)

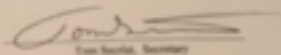
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Tom Secrist, Secretary

Secretary of the District, and be made a part of the public records of the District.

The foregoing is a true and accurate copy of the action taken by the governing body of the  
Shawford Business Improvement District.

WILEMBO  
BUSINESS IMPROVEMENT DISTRICT



Tom Searles, Secretary

(S.E.A.L.)

4. The status of any planned or outstanding indebtedness. The District has no outstanding debt and no plans for future debt acquisition at this time.

5. The results of any audits conducted during the year, if not already submitted. Please see ATTACHED.

Bluebird Business Improvement District  
Balance Sheet - Governmental Fund  
December 31, 2019  
See Accountant's Compilation Report

	<u>General Fund</u>	<u>Total All Funds</u>
<b>Assets</b>		
<b>Current assets</b>		
Cash in checking	\$ 97,091	\$ 97,091
Cash in checking retriected	4,003	4,003
Cash with County Treasurer	600	600
Prepaid Insurance	2,589	2,589
Taxes receivable	<u>152,588</u>	<u>152,588</u>
	<u>256,871</u>	<u>256,871</u>
<b>Total Assets</b>	<u><u>\$ 256,871</u></u>	<u><u>\$ 256,871</u></u>
<b>Liabilities and Equity</b>		
<b>Current liabilities</b>		
Accounts payable	<u>\$ 8,539</u>	<u>\$ 8,539</u>
	<u>8,539</u>	<u>8,539</u>
<b>Total liabilities</b>	<u>8,539</u>	<u>8,539</u>
<b>Deferred Inflows of resources:</b>		
Deferred property taxes	<u>152,588</u>	<u>152,588</u>
<b>Total Deferred Inflows of Resources</b>	<u>152,588</u>	<u>152,588</u>
<b>Fund Balances:</b>		
Nonspendable:		
Prepays	2,589	2,589
Restricted:		
Emergencies	4,003	4,003
Assigned:		
Capital improvements	40,803	40,803
Unassigned	<u>48,349</u>	<u>48,349</u>
<b>Total Fund Balances</b>	<u>95,744</u>	<u>95,744</u>
	<u><u>\$ 256,871</u></u>	<u><u>\$ 256,871</u></u>

Bluebird Business Improvement District  
Statement of Revenues, Expenditures and Changes in Fund Balance -Governmental Funds  
Budget and Actual  
For the Year Ended December 31, 2019  
General Fund

See Accountant's Compilation Report

	Annual <u>Budget</u>	<u>Actual</u>	Variance Favorable <u>(Unfavorable)</u>
<b>Revenues</b>			
Property taxes	\$ 106,552	104,882	\$ (1,670)
Specific ownership taxes	5,400	8,169	2,769
Other income	16,000	12,511	(3,489)
Interest income	-	122	122
	<u>127,952</u>	<u>125,684</u>	<u>(2,268)</u>
<b>Expenditures</b>			
Accounting	700	400	300
Bookkeeping	2,400	2,400	-
Advisory Services Consulting	15,855	15,525	330
Operations director	14,930	16,487	(1,557)
Insurance	1,675	2,012	(337)
Legal	7,927	8,243	(316)
Legal advertising	250	133	117
Membership	500	379	121
Meals/entertaining	1,250	671	579
Computer	2,000	1,223	777
Placemaking design & services	3,000	-	3,000
Rent	1,200	-	1,200
Capital improvements	36,585	43,540	(6,955)
Other maintenance	-	107	(107)
Advertising	4,000	4,280	(280)
Events	18,000	20,078	(2,078)
Office supplies	100	78	22
Streetscape	16,380	12,631	3,749
Utilities	1,200	864	336
	<u>127,952</u>	<u>129,051</u>	<u>(1,099)</u>
Excess (deficiency) of revenues over expenditures	-	(3,367)	(3,367)
Fund balance - beginning	<u>76,655</u>	<u>99,111</u>	<u>22,456</u>
Fund balance - ending	<u>\$ 76,655</u>	<u>\$ 95,744</u>	<u>\$ 19,089</u>

**6. A copy of the By-laws, if any, in effect in 2020. Please see ATTACHED.**

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

These By-Laws of the Bluebird 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. CB13-0341, 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 "Bluebird Business Improvement District" (District).

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

**Section 3. Boundaries of the District.** The Service Area boundaries of the District are East 16th Avenue on the north, East 14th Avenue on the south, Colorado Blvd. on the east and St. Paul Street on the west. 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. Officers 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 has been 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 Directors 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.

Adopted on \_\_\_\_\_ 2013

**7. A list of official board actions (motions) in the past year.**

- a. October 2019
  - i. Approved September board meeting minutes
  - ii. Approved September financial statements
  - iii. Approved resolution for 2020 budget
- b. November 2019
  - i. Approved October board meeting minutes
  - ii. Approved October financial statements
- c. December 2019
  - i. Approved November board meeting minutes
  - ii. Approved November financial statements
  - iii. Approved Michelle Valeri's Contract
  - iv. Approved Social Impact Law Contract
  - v. Approved Collaborative Events Contract
- d. January 2020
  - i. No meeting held.
- e. February 2020
  - i. Approved December board meeting minutes
  - ii. Approved January financial statements
  - iii. Approve DLC Accounting contract
  - iv. Approved mailer funding for district communication
- f. March 2020
  - i. No motions.
- g. April 2020
  - i. Approved February and March board meeting minutes
  - ii. Approved March financial statements
  - iii. Approved the 2019 Financial Compilation Report
- h. May 2020
  - i. No motions.
- i. June 2020
  - i. Approved May board meeting minutes
  - ii. Approved May financials
- j. July 2020
  - i. Approved June board meeting minutes
  - ii. Approved June financials
- k. August 2020
  - i. Approved July board meeting minutes
  - ii. Approved July financials

- iii. Approved the 2021 budget
- iv. Approved \$5,390 increase for Social Impact Law Contract (aka Anne and Laura COVID response time)
- v. Approved modified COVID relief grant structure
- I. September 2020
  - i. Approved August board meeting minutes
  - ii. Approved August financials
  - iii. Approved 2021 budget resolution
  - iv. Approved new election of officers
  - v. Approved support letter for delivery fee cap
  - vi. Approved letter of support for All Inn Grant Application

**8. Current list of all Board members**

**Sean Mandel, President**

1478 Birch Street

Denver, CO 80220

303--520--7154

[seanmandel@gmail.com](mailto:seanmandel@gmail.com)

Term: re-appointed August 3, 2020; expires June 3, 2024

**Jareb Parker, Vice President**

3301 E Colfax Ave

Denver, CO 80206

[jareb@middlemanbar.com](mailto:jareb@middlemanbar.com)

Term: Appointed August 19, 2019; expires June 3, 2021

**Tom Secrist, Treasurer and Secretary**

1532 Milwaukee Street

Denver, CO 80206

303--523--9681

[secristproperties@gmail.com](mailto:secristproperties@gmail.com)

Term: Appointed July 17, 2018; Expires June 3, 2022

**Don Novak**

3121 East Colfax Avenue

Denver, CO 80206

720--326--6246

[don@propagandalabs.com](mailto:don@propagandalabs.com)

Term: re-appointed August 3, 2020; Expires June 3, 2024

**Richard "Buzz" Geller**

**Filing No. 2013-0421-**

1430 Larimer Square, #304  
Denver, CO 80202  
303--399--0508  
[buzzgeller@paradiselandco.com](mailto:buzzgeller@paradiselandco.com)

Term: Appointed June 22, 2018; expires June 3, 2022

**Chris Swank**

1950 Forest Parkway  
Denver, CO 80220  
cswank@nipp.com

Term: Appointed May 2016; expires May 2020

**Alison Leavey**

1340 Fillmore St.  
Denver, CO 80206  
aleavey@msn.com

Appointed August 3, 2020; expires June 3, 2024

**9. Board members attendance records for the past year (October 2018 to September 2019).**

**October 2019**

Attending directors: Tom Secrist, Jareb Parker, Buzz Geller, Chris Swank, Don Novak, Sean Mandel

Directors not attending: Chris Swank, and Master Kim

**November 2019**

Attending directors: Jareb Parker, Don Novak, Sean Master and Master Kim

Directors not attending: Sean Mandel, Chris Swank, Tom Secrist and Buzz Geller

**December 2019**

Attending directors: Don Novak, Sean Mandel, Buzz Geller and Tom Secrist

Directors not attending: Master Kim, Chris Swank and Jareb Parker

**January 2020**

No meeting held.

**February 2020**

Attending directors: Don Novak, Sean Mandel, Tom Secrist, Buzz Geller, Chris Swank and Jareb Parker

Directors not attending: Master Kim

**March 2020**

Attending directors: Don Novak, Sean Mandel, Buzz Geller, Jareb Parker

Directors not attending: Master Kim and Chris Swank

**April 2020**

Attending directors: Don Novak, Sean Mandel, Buzz Geller and Don Novak

Directors not attending: Master Kim, Chris Swank and Jareb Parker

**May 2020**

Attending directors: Tom Secrist, Sean Mandel and Buzz Geller

Directors not attending: Don Novak, Master Kim, Chris Swank and Jareb Parker

**June 2020**

Attending directors: Buzz Geller, Sean Mandel, Tom Secrist, Chris Swank and Jareb Parker

Directors not attending: Don Novak

**July 2020**

Attending directors: Tom Secrist, Don Novak, Alison Leavey, Chris Swank, Buzz Geller and Sean Mandel

Directors not attending: Jareb Parker

**August 2020**

Attending directors: Tom Secrist, Alison Leavey, Chris Swank and Buzz Geller

Directors not attending: Jareb Parker, Don Novak and Sean Mandel

**September 2020**

Attending directors: Sean Mandel, Alison Leavey, Tom Secrist, Don Novak, Jareb Parker and Buzz Geller

Directors not attending: Chris Swank



**10. List of activities and involvement 2020:**

- COVID-19 relief activities outlined in #2.
- Colfax Collaboration participation: The Colfax Collaborative is the convening of the Mayfair Business Improvement District, Bluebird Business Improvement District, Colfax Business Improvement District and West Colfax Business Improvement Districts. These entities are working together to find ways to collaborate and improve their districts given that they face common issues and concerns. Through this group the BBID has participated in the CIP process and GO Bond process with success, set up a group website, built the group outreach and fostered efficiencies through shared needs.
- GO Bond Funding: The District continues to engage with the City on designs for enhanced crossings as they are being combined with BRT as bond-funded projects. This includes attending meetings, and significant outreach to stakeholders and councilmembers. These \$20 million in funds support our ongoing efforts, as outlined in our Small Area Plan, to improve connectivity and access for multi-modal users in the district.
- Mainstreet Revitalization DRCOG Grant: The district applied for, and was awarded, a grant to improve pedestrian safety by adding additional bulbs outs at intersections along Colfax. Implementation is expected in 2021.
- District Communication: We continue to publish a monthly newsletter, with district updates and information on topics relevant to visitors, business owners and residents. Additionally, we post more frequent social media updates weekly.
- East Central Neighborhood Planning Initiative: The District is represented on the steering committee for the East Central NPI. Members are committed to attending steering committee meetings, sharing resources with stakeholders and providing input on the process and outcomes that will impact the District for years to come. We have provided feedback on the recommendations and comments on the document throughout its development.
- Streetscape: The District planted additional street trees in the area and additional branded trash cans.
- Maintenance: The District has invested in sidewalk cleaning, trash removal, graffiti removals and pedestrian light upkeep. This year the luminaire in the pedestrian lights were replaced and the poles were painted.

- District Discount Card: This year we updated the discount card to include more businesses and ensure that it is more broadly available. Participating businesses are listed on our website and we continue to partner with the RNOs in the area for distribution.
- District Branding: We have formally updated our brand by partnering with the Bluebird theater to trademark the logo and have rights to use this logo in our materials. As part of this work we also updated our website and communication materials, as well as t-shirts, stickers and event materials to reflect the new logo.

**11. Please provide any documented tangible impacts and performance measures that your BID provides and tracks. For instance this could include trend occupancy rates, business or citizen surveys, crime rates, lease rates, taxable retail sales, number of jobs created, pedestrian/visitor counts, and business license revenues.**

**Sales Tax Revenues**

The District began tracking sales tax revenues in July of 2013, following its formation. 2020 Q1 through Q2 sale tax (January through June) is down 87% from the same period in 2019. This is In January and February of 2020 the district saw an overall increase, however starting in March and continuing through June 2020 the impacts of COVID-19 restrictions caused an overall decrease due to closed businesses, social distancing requirements and stay at home orders.

**SEE ATTACHED.**

**New Business Openings in 2020 to date**

- Fox Run Cafe

**Average Rent and Vacancy Rates**

BBID began tracking rent rates in 2015. Currently, rates average \$30NNN.

Currently there are four commercial spaces with vacancies, representing 6.5% of building square footage within the district. Of this, 4.9% of the total vacant area is from the abandoned motel on Colorado. Occupancy rates currently stand at over 98% of commercial units excluding the abandoned motel on Colorado, reflecting the strong demand for the district by retailers. Vacancy rates by square foot is effectively 0%. The district has a healthy mix of commercial uses. Retail and restaurants are the top uses, followed by supermarket, automotive services, office space, personal care, gas stations, miscellaneous improvements and a theater.

**Crime Statistics**

Please **SEE ATTACHED** crime statistics through 2019.

Bluebird Business Improvement District

2020	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>SEMI-ANNUAL TOTAL</u>	DECREASE FROM 2019
445000	24,601.00	23,261.00	33,430.00	24,181.00	29,182.00	29,797.00		
722000	85,154.00	82,174.00	62,319.00	36,300.00	46,996.00	63,623.00		
All Others	38,798.00	46,454.00	49,431.00	34,693.00	45,886.00	52,647.00		
<b>Grand Total</b>	<b>148,553.00</b>	<b>151,889.00</b>	<b>145,180.00</b>	<b>95,174.00</b>	<b>122,064.00</b>	<b>146,067.00</b>	808,927.00	87%

	<u>2019 Jan</u>	<u>2019 Feb</u>	<u>2019 Mar</u>	<u>2019 Apr</u>	<u>2019 May</u>	<u>2019 Jun</u>	
Food & Beverage Tax	90,422	90,643	105,539	104,717	112,023	106,444	-
Other Tax	51,621	42,858	60,236	56,921	50,913	56,788	
<b>TOTAL</b>	<b>142,043</b>	<b>133,501</b>	<b>165,775</b>	<b>161,638</b>	<b>162,936</b>	<b>163,232</b>	929,125

**Part 1 Crimes  
in the Bluebird BID  
By Year: 2010-2019**

<b>Crime Type</b>		<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>PART 1 PERSONS</b>	Homicide	0	0	0	0	0	0	0	0	0	0
	Sexual Assault	4	2	2	3	0	1	5	4	2	3
	Robbery	5	10	8	4	5	5	5	7	2	4
	Aggravated Assault	8	13	12	4	1	10	10	3	13	16
	<b>SUBTOTAL</b>	<b>17</b>	<b>25</b>	<b>22</b>	<b>11</b>	<b>6</b>	<b>16</b>	<b>20</b>	<b>14</b>	<b>17</b>	<b>23</b>
<b>PART 1 PROPERTY</b>	Burglary	13	20	20	16	7	16	19	22	15	24
	Larceny	19	24	26	35	26	39	24	32	32	34
	TFMV	26	38	26	28	16	24	20	25	43	41
	Auto Theft	18	7	10	12	8	18	14	24	15	17
	Arson	0	0	0	0	0	0	0	0	0	1
	<b>SUBTOTAL</b>	<b>76</b>	<b>89</b>	<b>82</b>	<b>91</b>	<b>57</b>	<b>97</b>	<b>77</b>	<b>103</b>	<b>105</b>	<b>117</b>
<b>GRAND TOTAL</b>		<b>93</b>	<b>114</b>	<b>104</b>	<b>102</b>	<b>63</b>	<b>113</b>	<b>97</b>	<b>117</b>	<b>122</b>	<b>140</b>

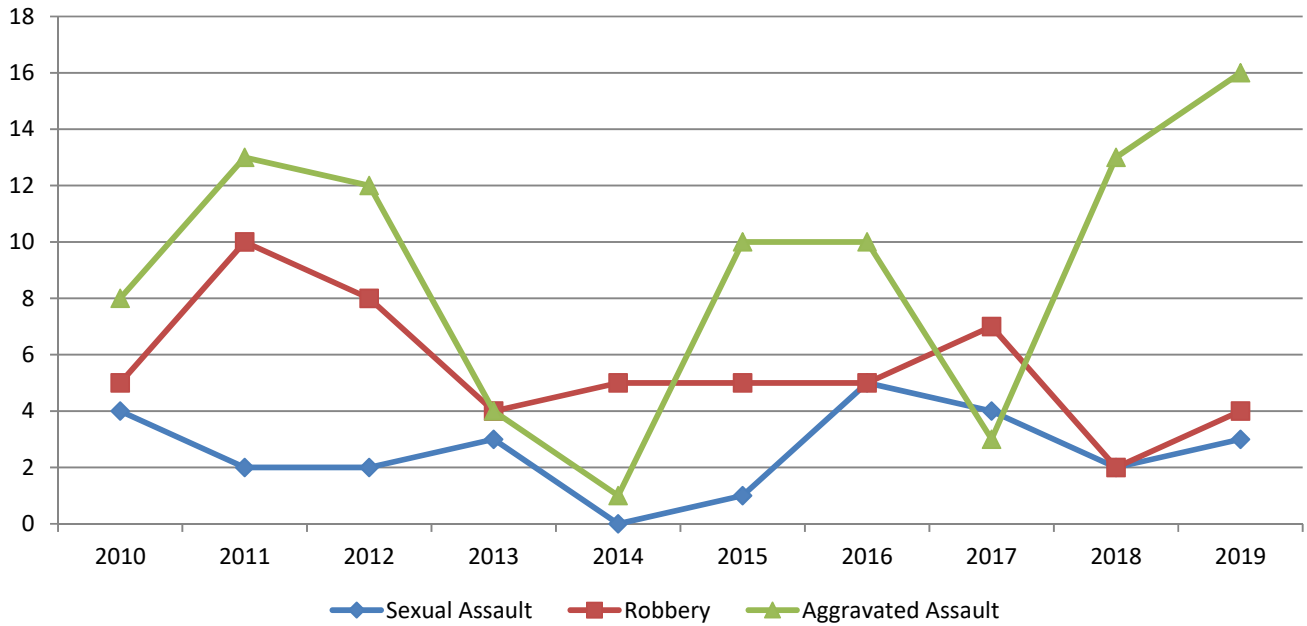
All files utilized in the creation of this report are dynamic. Dynamic files allow additions, deletions and/or modifications at any time, resulting in more complete and accurate records in the databases. Due to continuous data entry after reports are compiled, numbers may vary in previous or subsequent reports. Based on Uniform Crime Reporting Standards.

PREPARED TO DEPARTMENT OF SAFETY PUBLIC INFORMATION STANDARDS

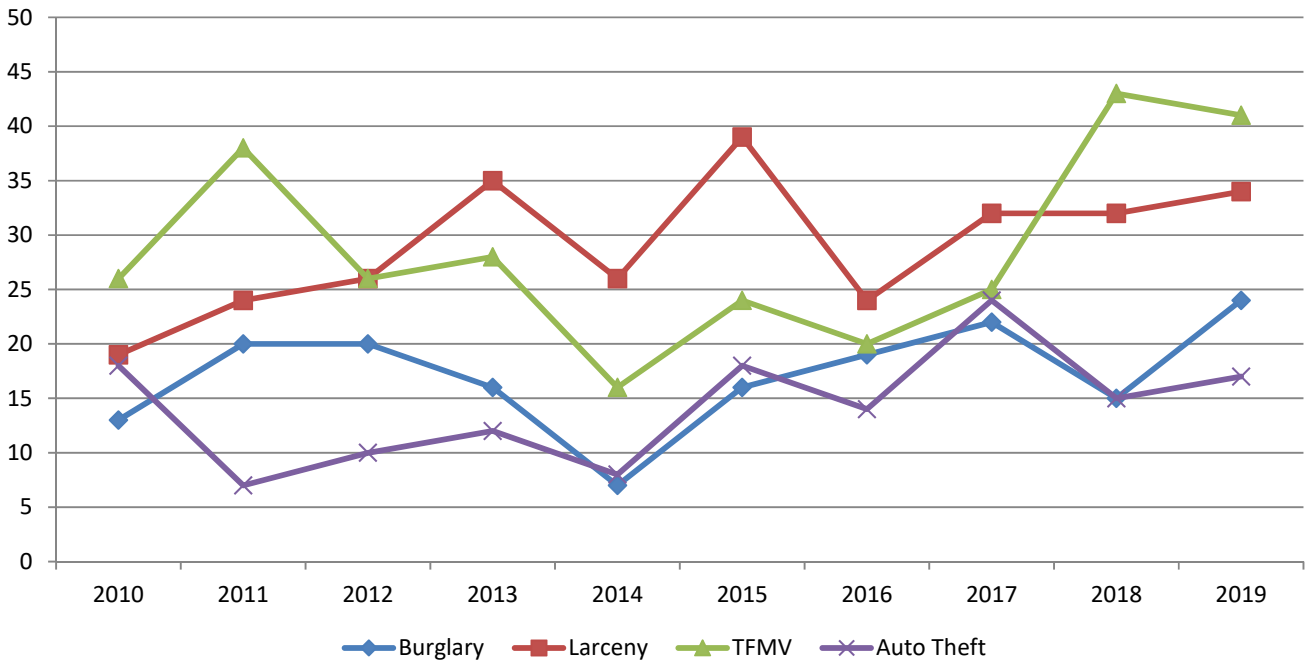
Excludes runaways, traffic offenses, unfounded reports and non-criminal activity.

The Bluebird BID is from Steele St to Colorado Blvd, 13th Ave to 17th Ave.

### Reported Person Crimes in the Bluebird BID By Year: 2010 - 2019



### Reported Property Crimes in the Bluebird BID By Year: 2010 - 2019



# Certification of Valuation by County Assessor

Name of Jurisdiction Bluebird Business Improvement District New Entity?  Yes  No

IN Denver COUNTY, COLORADO ON August 24, 2020

<b>USE FOR STATUTORY PROPERTY TAX REVENUE LIMIT CALCULATIONS ("5.5%" LIMIT) ONLY</b>
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In accordance with 39-5-121(2)(a) and 39-5-128(1), C.R.S., and no later than August 25, the Assessor certifies the TOTAL VALUATION FOR ASSESSMENT for the taxable year 2020:

1. Previous year's NET TOTAL TAXABLE assessed valuation:	1.	\$15,292,080
2. Current year's GROSS TOTAL TAXABLE assessed valuation: <small>This value reflects personal property exemptions IF enacted by the jurisdiction as authorized by Art. X, Sec. 20(8)(b), Colo. Constitution.</small>	2.	\$15,164,800
3. LESS TIF District Increment, If any:	3.	\$0
4. Current year's NET TOTAL TAXABLE assessed valuation:	4.	\$15,164,800
5. New Construction*: <small>New Construction is defined as: Taxable real property structures and the personal property connected with the structure.</small>	5.	\$0
6. Increased production of producing mine*:	6.	\$0
7. Annexations/Inclusions:	7.	\$0
8. Previously exempt Federal property*:	8.	\$0
9. New primary oil or gas production from any producing oil and gas leasehold or land (29-1-301(1)(b), C.R.S.): <small>Jurisdiction must apply (Form DLG 52B) to the division of Local Government before the value can be treated as growth in the limit calculation.</small>	9.	\$0
10. Taxes collected last year on omitted property as of August 1 (29-1-301(1)(a), C.R.S.):	10.	\$0
11. Taxes abated and refunded as of August 1 (29-1-301(1)(a), C.R.S. and (39-10-114(1)(a)(I)(B), C.R.S.):	11.	\$0

\*Jurisdiction must submit respective certifications (Forms DLG 52 & 52A) to the Division of Local Government in order for the values to be treated as growth in the limit calculation.

<b>USE FOR "TABOR LOCAL GROWTH" CALCULATIONS ONLY</b>
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In accordance with the provisions of Art. X, Sec. 20, Colo. Cons., and 39-5-121(2)(b), C.R.S., the Assessor certifies the TOTAL ACTUAL VALUATION for the taxable year 2020:

1. Current year's total actual value of ALL REAL PROPERTY: <small>This includes the actual value of all taxable real property plus the actual value of religious, private school, and charitable real property.</small>	1.	\$48,748,500
<b>ADDITIONS to taxable real property:</b>		
2. Construction of taxable real property improvements: <small>Construction is defined as newly constructed taxable real property structures.</small>	2.	\$0
3. Annexation/Inclusions:	3.	\$0
4. Increased mining production: <small>Includes production from new mines and increases in production of existing producing mines.</small>	4.	\$0
5. Previously exempt property:	5.	\$0
6. Oil or gas production from a new well:	6.	\$0
7. Taxable real property omitted from the previous year's tax warrant: <small>If land and/or a structure is picked up as omitted property for multiple years, only the most current year's actual value can be reported as omitted property.)</small>	7.	\$0
<b>DELETIONS from taxable real property:</b>		
8. Destruction of taxable real property improvements:	8.	\$0
9. Disconnections/Exclusions:	9.	\$0
10. Previously taxable property:	10.	\$0

<b>IN ACCORDANCE WITH 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES TO SCHOOL DISTRICTS:</b>
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1. Total actual value of all taxable property:	1.	
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NOTE: ALL LEVIES MUST BE CERTIFIED to the COUNTY COMMISSIONERS NO LATER THAN DECEMBER 15.

BBID Budget 2021							
		2019 Actuals	2020 Projected Actuals	2020 Approved Budget	Notes		2021 Proposed Budget
<b>Beginning Funds Available</b>		\$63,583	\$95,744	\$124,775			\$124,775
<b>REVENUE</b>							
Property Taxes		\$105,482	\$152,588	\$ 152,588	Assumes no change in mill levy or valuations		\$151,648
Ownership Taxes		\$6,284	\$5,400	\$ 5,400			\$5,400
PS You Are Here		\$0	\$0	\$ -		\$0	\$0
Other Income (events + Covid Relief)		\$12,807	\$500,000	\$ 16,000	Actuals all Covid Relief; 2021 assumes second round relief funding		\$250,000
Interest income		\$402					
<b>TOTAL REVENUE</b>		<b>\$124,975</b>	<b>\$611,532</b>	<b>\$ 173,988</b>			<b>\$ 407,048</b>
<b>EXPENSES</b>							
<b>Administration/Economic Develmt</b>							
Operations Director (at 50% ED)		\$ 15,408	\$20,798	\$ 16,183	Actuals includes proposed \$5390 from Covid-19		\$21,668
Insurance		\$2,019	\$1,510	\$ 1,675			\$1,675
Legal		\$7,704	\$8,091	\$ 8,091	3% bump for inflation for 2021		\$8,334
Accounting/Audit		\$400	\$ 500	\$ 700	Might increase in 2021 due to relief funding		\$1,200



Memberships		\$449	\$463	\$ 500		\$515
Advisory Services Consulting (at 70% ED)		\$ 14,508	\$14,509	\$ 15,239	3% bump for inflation for 2021	\$15,696
Computer and Internet/Office		\$853	\$1,000	\$ 1,000		\$1,000
Legal Advertising		\$ 70	\$ 90	\$ 250		\$100
Placemaking design& services (at 100% ED)		\$ -	\$1,127	\$ 3,000	Not likely to be a big expense in 2021; 2020 for BB logo	\$250
Rent		\$1,035	\$1,200	\$ 1,200	See entertainment, presuming still either meeting at business or virtually	\$0
Covid Relief Grants + Expenses		\$0	\$478,583	\$ -	Covid opt-in amount less unbudgeted BID Covid-related expenses	\$230,000
-ECON DEVOPMT SUBTOTAL		\$ 17,860	\$ 21,682	\$ 21,759		\$ 21,822
<b>ADMINISTN/ECON DEVOL TOTAL</b>		<b>\$42,446</b>	<b>\$527,872</b>	<b>\$ 47,838</b>		<b>\$ 280,438</b>
<b>CAPITAL IMPROVEMENTS</b>						
Capital Improvements		\$ 13,499	\$10,000	\$ 75,375		\$39,335
<b>TOTAL CAPTIAL IMPROVEMENTS</b>		<b>\$ 13,499</b>	<b>\$10,000</b>	<b>\$ 75,375</b>		<b>\$39,335</b>

<b>Maintenance</b>							
Streetscape		\$10,614	\$ 17,000	\$ 19,656			\$39,000
Utilities		\$919	\$500	\$ 1,000			\$500
<b>MAINTANCE TOTAL</b>		<b>\$11,533</b>	<b>\$17,500</b>	<b>\$ 20,656</b>			<b>\$ 39,500</b>
<b>MARKETING</b>							
						Actuals include approved \$3000 for Q1-3 for Covid communications+ \$13,026.75 for PPE and marketing related to biz closures that can be covered by Covid Relief Grant; also adding \$5000 from general funds to augment	
Advertising/PR/Communications		\$4,000	\$20,307	\$ 4,369			\$25,500
Website		\$320	\$0	\$ -			
Meals/Entertainment		\$0	\$800	\$ 1,250			\$1,250
Printing/Office Supplies/postage		\$24	\$ 22	\$ 100			\$25
Events		\$15,225	\$6,000	\$ 21,000			\$21,000
Computer		\$0	\$ -	\$ 1,000			\$0
<b>MARKETING TOTAL</b>		<b>\$19,569</b>	<b>\$27,129</b>	<b>\$ 27,719</b>			<b>\$ 47,775</b>
<b>FUND TRANSFERS</b>							
TABOR 3% Reserve		\$ -	\$ -	\$ -			
Capital Reserve Fund		\$ -	\$ -	\$ -			
<b>TOTAL FUND TRANSFERS</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			
<b>TOTAL EXPENSES</b>		<b>\$87,047</b>	<b>\$582,501</b>	<b>\$ 171,587</b>			<b>\$ 407,048</b>

<b>NETCHANGE IN FUNDS AVAILABLE</b>		<b>\$37,928</b>		<b>\$29,031</b>		<b>\$2,400</b>		<b>\$0</b>
<b>ENDING FUNDS AVAILABLE</b>		<b>\$95,744</b>		<b>\$124,775</b>		<b>\$127,176</b>		<b>\$124,775</b>

Notes:

Mill Levy shown net of collection fee

2016-20 Milly Levy: 10 mills