



September 30, 2022

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

Re: Colfax Business Improvement District Submittal of 2023 Budget to the City and County of Denver (File No. 00-787-\_\_)

Please accept this letter as the Colfax Business Improvement District's formal submittal of the 2023 budget in accordance with State Statute (C.R.S. 31-25-1211). We have filed one copy with the City Clerk under file number (File No. 00-787-\_\_) and SENT one copy to Mr. Michael Kerrigan, Sr. Financial Management Analyst at [Michael.Kerrigan@denvergov.org](mailto:Michael.Kerrigan@denvergov.org) per his request.

As requested, we have enclosed copies of:

- 1) The 2022 year-to-date "budget to actual" financial reports, including projected 2023 year-end budget. - ENCLOSED;
- 2) Any material departures from the 2022 Operating Plan, and an explanation- NONE;
- 3) A copy of the Public Notice Publication for the 2022 Budget public hearing – ENCLOSED
  - a. The City prefers BID's to complete their public hearings prior to OP&B submission to the City, if you cannot achieve this deadline, your public hearing should be no later than November 1<sup>st</sup>.
- 4) The status of any planned outstanding indebtedness – There is no planned outstanding indebtedness in the 2023 Budget of the District.
- 5) The results of any audits or audit exemption application conducted during the year, if not already submitted to the City - The District was audited for the year ending December 31, 2021, which was provided to the City.
- 6) A copy of the By-laws, if any, in effect in 2022 – ENCLOSED;
- 7) A list of official Board actions (motion) in the past year, which may be copies of Board meeting minutes – MINUTES ENCLOSED (September 2022 draft as not yet approved); also enclosed are the remaining 2021 Minutes (Sept-Dec 2021) that were not yet available for submittal of last year's Operating Report.
- 8) Current list of all Board members, including name, address, phone, fax and e-mail as well as term appointment and expiration date – ENCLOSED;
- 9) Board members' attendance records for the past year – MINUTES ENCLOSED
- 10) A list of activities performed in 2022 and planned for 2023 – ENCLOSED
- 11) Information related to COVID relief efforts (if any) by the District- MINUTES ENCLOSED WITH INFORMATION REGARDING COVID RELIEF EFFORTS. PLEASE LET US KNOW IF YOU HAVE ANY QUESTIONS ABOUT THESE EFFORTS OR WOULD LIKE ADDITIONAL DETAIL.



- 12) Provide readily available documentation of tangible impacts, and performance measures that your BID provides and tracks. For instance, this could include trend occupancy rates, business or citizen surveys, crime rates, lease rates, taxable retail sales, number of jobs created, pedestrian/visitor counts, and business license revenues.
- 13) Any additional information that may be beneficial for the City Council budget approval process.

Please do not hesitate to contact me at 303-832-2086 if you have any questions regarding the attachments or statements in this letter.

Thank you,

A handwritten signature in black ink that reads "Frank Locantore". The signature is written in a cursive, flowing style.

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

Enclosures



**DENVER**  
THE MILE HIGH CITY

Michael B. Hancock  
Mayor

**DEPARTMENT OF FINANCE**  
MARGARET DANUSER  
ACTING CHIEF FINANCIAL OFFICER

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

August 1, 2022

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

Dear Denise,

This letter is to remind you to submit your District's **2023 Operating Plan and Budget (OP&B)** for review and approval as required by State Statute (C.R.S. 31-25-1211) **by September 30, 2022**. Please file the original hard copy of the OP&B with the City Clerk noting the City Clerk file number (i.e. **Filing No. 00-787-\_\_**), so that the Clerk can then fill in the blank with the current extension letter. Also, please send an electronic copy to [Michael.Kerrigan@denvergov.org](mailto:Michael.Kerrigan@denvergov.org) or if mailed, to the same address above.

The City then has until December 5<sup>th</sup> to review and approve such items. If an OP&B is not submitted by the required date, your District is at risk of not receiving funds for 2023. In order for the Denver City Council to approve your District's OP&B for 2023 in accordance with the aforementioned State Statute, and in order to properly assess whether the OP&B is operating within the formal authority granted to the BID, City Council has requested the following items be provided on an annual basis:

1. 2022 year-to-date "budget to actual" financial reports, including projected 2022 year-end results.
2. Any material departures from the 2022 Operating Plan, and an explanation.
3. A copy of your District's Public Notice publication for the 2023 Budget (and, if necessary, 2022 Budget Amendment) public hearing
  - a. The City prefers BIDs to complete their public hearings prior to OP&B submission to the City. If the District cannot achieve this deadline, the District's public hearing should be held no later than November 1<sup>st</sup>.
4. The status of any planned or outstanding indebtedness.
5. The results of any audits or audit exemption application conducted during the year, if not already submitted to the City.
6. A copy of the By-laws, if any, in effect during 2022.
7. A list of official board actions (motions) in the past year, which may be copies of Board meeting minutes.
8. Current list of all Board members including name, address, phone, fax and email as well as term appointment and expiration date.
9. Board members' attendance records for the past year.
10. A list of activities performed to date in 2022 and planned for the remainder of 2022 and 2023.
11. Information related to any ongoing COVID relief efforts (if any) by the District.
12. Please provide readily available documentation of tangible impacts and performance measures that your District provides and tracks. For instance, this could include trend occupancy rates, business or citizen surveys, crime rates, lease rates, taxable retail sales, number of jobs created, pedestrian/visitor counts, and business license revenues.
13. Any additional information that may be beneficial for the City Council budget approval process.

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

Sincerely,  
Michael Kerrigan  
Special Districts and Finance Administrator

CC by email: Frank Locantore



**RESOLUTION TO AMEND 2022 BUDGET  
COLFAX BUSINESS IMPROVEMENT DISTRICT**

WHEREAS, the Board of Directors of the Colfax Business Improvement District appropriated funds for the fiscal year 2022 as follows:

General Fund	\$1,100,689
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; and

WHEREAS, the necessity has arisen for additional expenditures or appropriations requiring the expenditure of funds in excess of those appropriated for the fiscal year 2022; and

WHEREAS, the expenditures are a contingency which could not have been reasonably foreseen at the time of adoption of the budget; and

WHEREAS, the necessity has arisen for additional appropriations and expenditures of funds as reflected by satisfactory evidence presented to and accepted by the Board of Directors at this meeting and set out in the amended budget attached hereto as **Exhibit A**; and

WHEREAS, funds are available for such expenditures from revenue funds available to the District; and

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget amendment was available for inspection by the public at a designated public office, a public hearing was held on September 13, 2022, and interested electors were given the opportunity to file or register any objections to said proposed budget amendment.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Colfax Business Improvement District shall and hereby does amend the budget for the fiscal year 2022 as follows:

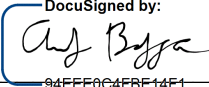
General Fund	\$1,425,731
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BE IT FURTHER RESOLVED, that such sums are hereby appropriated from the revenues of the District to the above-referenced Fund(s) for the purposes stated in **Exhibit A** and, if applicable, that such action of the Board is hereby ratified and approved *nunc pro tunc* as of the date of the actual expenditures.

*[remainder of page intentionally left blank; signature page follows]*

ADOPTED this 13<sup>th</sup> day of September 2022.

COLFAX BUSINESS  
IMPROVEMENT DISTRICT

By:    
\_\_\_\_\_  
President

DocuSigned by:  
94EEEE0C4FBE14F1...

ATTEST:  
   
\_\_\_\_\_  
Secretary

DocuSigned by:  
B9297114447B4A4...

**EXHIBIT A**

**COLFAX BUSINESS IMPROVEMENT DISTRICT  
GENERAL FUND  
2022 BUDGET AMENDMENT  
For the Years Ended and Ending December 31,**

	<b>ESTIMATED 2022</b>	<b>ADOPTED BUDGET 2022</b>	<b>AMENDED BUDGET 2022</b>
<b>Beginning Funds Available</b>	<u>\$ 1,207,064</u>	<u>\$ 1,045,153</u>	<u>\$ 1,207,064</u>
<b>Revenue</b>			
Property Taxes (Base mill levy of 7.846)	710,203	710,203	710,203
Property Taxes (Additional levy of 2.154)	194,976	194,976	194,976
Specific Ownership Taxes	47,726	63,363	63,363
Interest Income	7,892	1,000	1,000
Rent reimbursement	6,401	-	-
Bag of Colfax sales/ merchandising	180	-	-
Other	14,326	-	-
<b>Total Revenue</b>	<u>981,704</u>	<u>969,542</u>	<u>969,542</u>
<b>Expenditures</b>			
<b>Administrative:</b>			
District management	21,320	24,000	24,000
District management - special	15,754	6,649	15,000
Insurance	17,198	17,995	17,995
Audit	4,900	5,000	5,000
Accounting	17,260	17,505	17,505
Legal fees	6,364	4,365	4,365
Office supplies	7,546	5,000	5,000
Printing and reproduction	400	400	400
Postage and delivery	524	524	524
Rent/storage unit	30,967	26,634	31,000
Telephone/internet/utilities	2,100	2,575	2,575
Dues and subscriptions	4,093	3,000	3,000
Software subscriptions	-	-	-
Meetings/entertainment	2,484	1,500	1,500
Website maintenance/hosting	2,632	1,500	1,500
Treasurer's fees	9,321	13,578	13,578
Miscellaneous	2,408	1,500	1,500
<b>Total administrative</b>	<u>145,271</u>	<u>131,725</u>	<u>144,442</u>
<b>People</b>			
Compensation and benefits	248,315	237,589	237,589
Payroll taxes / pension match	22,959	24,415	24,415
Professional development	2,400	7,500	7,500
Contingency	13,773	10,000	10,000
<b>Total People</b>	<u>287,447</u>	<u>279,504</u>	<u>279,504</u>

**COLFAX BUSINESS IMPROVEMENT DISTRICT  
GENERAL FUND  
2022 BUDGET AMENDMENT  
For the Years Ended and Ending December 31,**

	<b>ESTIMATED 2022</b>	<b>ADOPTED BUDGET 2022</b>	<b>AMENDED BUDGET 2022</b>
<b>Maintenance:</b>			
Asset Management:			
General maintenance	298,434	205,878	295,012
Streetscape maintenance	83,296	33,723	85,000
Banner maintenance/ installation	5,500	-	-
Utilities	20,736	17,300	17,300
Pedestrian pole maintenance	48,758	64,000	64,000
Miscellaneous - repairs/supplies	-	-	-
Holiday lighting	2,600	4,000	4,000
Trash receptacle maintenance	2,453	15,525	15,525
Contingency	-	-	-
Total Asset Management	<u>461,777</u>	<u>340,426</u>	<u>480,837</u>
Colfax Works:			
Contract	-	88,234	-
Contingency	-	900	-
Total Colfax Works	<u>-</u>	<u>89,134</u>	<u>-</u>
<b>Total Maintenance</b>	<u>461,777</u>	<u>429,560</u>	<u>480,837</u>
<b>Programs</b>			
Safety:			
Program activities	48,000	48,000	48,000
Total Safety	<u>48,000</u>	<u>48,000</u>	<u>48,000</u>
Streetscape:			
Streetscape design	-	-	-
Accessibility	88,096	46,000	90,000
Placemaking	45,000	32,000	45,000
Streetscape imps/Wayfinding	249,343	45,000	250,000
Land use	5,000	17,000	17,000
Contingency	20,000	-	-
Total Streetscape	<u>407,439</u>	<u>140,000</u>	<u>402,000</u>
Business Support:			
Community events/meetings	-	-	-
Total Business Support	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Programs</b>	<u>455,439</u>	<u>188,000</u>	<u>450,000</u>
<b>Communications</b>			



**COLFAX BUSINESS IMPROVEMENT DISTRICT  
GENERAL FUND  
2022 BUDGET AMENDMENT  
For the Years Ended and Ending December 31,**

	<b>ESTIMATED 2022</b>	<b>ADOPTED BUDGET 2022</b>	<b>AMENDED BUDGET 2022</b>
Brand/Audience:			
Administrative	-	-	-
Advertising	2,000	2,000	2,000
District promotion	10,000	10,000	10,000
Donations	2,000	2,000	2,000
Merchandise	4,000	4,000	4,000
Contingency	-	-	-
Businesss Support:			
Bag of Colfax	3,000	3,000	3,000
Networking Events	1,500	2,000	2,000
Welcome kit	500	1,000	1,000
Community Events:			
Community events/meetings	7,000	7,000	7,000
Events consultant	13,000	15,000	15,000
Storytelling/Art:			
Characters of Colfax	1,200	2,400	2,400
Banners/ murals/ power box art	31,597	23,500	22,548
Other:			
Miscellaneous	-	-	-
<b>Total Communications</b>	<u>75,797</u>	<u>71,900</u>	<u>70,948</u>
<b>Total Expenditures requiring appropriation</b>	<u>1,425,731</u>	<u>1,100,689</u>	<u>1,425,731</u>
<b>Net Change in Funds Available</b>	<u>(444,027)</u>	<u>(131,147)</u>	<u>(456,189)</u>
<b>Ending Funds Available</b>	<u>\$ 763,037</u>	<u>\$ 914,006</u>	<u>\$ 750,875</u>
<b>Emergency Reserves</b>	<u>\$ 29,451</u>	<u>\$ 29,086</u>	<u>\$ 29,086</u>

**Certificate Of Completion**

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 Client Name: CBID  
 Client Number: 011-065212-OS00-2022  
 Source Envelope:  
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 Certificate Pages: 5  
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 Envelopeld Stamping: Enabled  
 Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Completed  
 Envelope Originator:  
 Sandy Brandenburger  
 220 S 6th St Ste 300  
 Minneapolis, MN 55402-1418  
 Sandy.Brandenburger@claconnect.com  
 IP Address: 71.229.164.46

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 9/28/2022 4:38:12 PM  
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 Sandy.Brandenburger@claconnect.com

Location: DocuSign

**Signer Events**

andrew baldyga  
 abaldyga@msn.com  
 Board Chair  
 Security Level: Email, Account Authentication (None)

**Signature**


DocuSigned by:  
  
 94EEE0C4FBE14F1...  
 Signature Adoption: Drawn on Device  
 Using IP Address: 174.29.92.203  
 Signed using mobile

**Timestamp**

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 Signed: 9/28/2022 9:18:19 PM

**Electronic Record and Signature Disclosure:**  
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Christopher Bishop  
 Christopher.bishop@UMB.com  
 Small Business Specialist  
 UMB  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 B9297114447B4A4...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 198.176.247.51

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**Electronic Record and Signature Disclosure:**  
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Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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Certified Delivered	Security Checked	9/28/2022 4:43:08 PM
Signing Complete	Security Checked	9/28/2022 4:43:34 PM
Completed	Security Checked	9/28/2022 9:18:19 PM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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<b>Electronic Record and Signature Disclosure</b>
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### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

#### **How to contact CliftonLarsonAllen LLP:**

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

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

#### **To advise CliftonLarsonAllen LLP of your new email address**

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

If you created a DocuSign account, you may update it with your new email address through your account preferences.

#### **To request paper copies from CliftonLarsonAllen LLP**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [BusinessTechnology@CLAconnect.com](mailto:BusinessTechnology@CLAconnect.com) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

#### **To withdraw your consent with CliftonLarsonAllen LLP**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to [BusinessTechnology@CLAconnect.com](mailto:BusinessTechnology@CLAconnect.com) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify CliftonLarsonAllen LLP as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by CliftonLarsonAllen LLP during the course of your relationship with CliftonLarsonAllen LLP.



**SCHILLING & COMPANY, INC.**

*Certified Public Accountants*

P.O. Box 631579  
HIGHLANDS RANCH, CO 80163

PHONE: 720.348.1086  
FAX: 720.348.2920

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

Board of Directors  
Colfax Business Improvement District  
Denver County, Colorado

Management is responsible for the accompanying budget of revenues, expenditures, and fund balances (budget) of Colfax Business Improvement District (District), for the year ending December 31, 2023, including the estimate of comparative information for the year ending December 31, 2022, and the actual comparative information for the year ending December 31, 2021, in the accompanying prescribed format. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants. We did not audit or review the budget included in the accompanying prescribed format nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on the accompanying budget.

The actual comparative information for the year ending December 31, 2021 is presented for comparative purposes as required by Colorado Revised Statutes 29-1-105. Such information is taken from the audited financial statements of the District for the year ended December 31, 2021. Dazzio & Associates, PC audited the financial statements for the year ended December 31, 2021, whose report was dated March 3, 2022.

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

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

*SCHILLING & COMPANY, INC.*

Highlands Ranch, Colorado  
September 26, 2022

**COLFAX BUSINESS IMPROVEMENT DISTRICT  
PROPERTY TAX SUMMARY INFORMATION  
2023 BUDGET AS ADOPTED  
WITH 2021 ACTUAL AND 2022 ESTIMATED  
For the Years Ended and Ending December 31,**

	<u>ACTUAL 2021</u>	<u>ESTIMATED 2022</u>	<u>ADOPTED BUDGET 2023</u>
Assessed Valuation			
Denver County	\$ 89,041,810	\$ 89,149,040	\$ 87,425,280 (A)
Mill Levy			
General Fund	10.000	10.000	10.000
Refunds and abatements	0.305	0.064	0.139
Total mill levy	<u>10.305</u>	<u>10.064</u>	<u>10.139</u>
Anticipated Tax Revenue			
Denver County	\$ 917,576	\$ 897,196	\$ 886,405
Adjustments to actual/uncollected	(7,031)	-	-
Actual or budgeted property taxes	<u>\$ 910,545</u>	<u>\$ 897,196</u>	<u>\$ 886,405</u>

(A) City approved budget with preliminary assessed valuation of \$87,425,280 however, final mill levy certification of the District reflects the final assessed valuation of the District.

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



**COLFAX BUSINESS IMPROVEMENT DISTRICT  
GENERAL FUND  
2023 BUDGET AS ADOPTED  
WITH 2021 ACTUAL AND 2022 ESTIMATED  
For the Years Ended and Ending December 31,**

	<b>ACTUAL 2021</b>	<b>ESTIMATED 2022</b>	<b>ADOPTED BUDGET 2023</b>
<b>Beginning Funds Available</b>	<b>\$ 988,094</b>	<b>\$ 1,207,064</b>	<b>\$ 755,174</b>
<b>Revenue</b>			
Property Taxes (Base mill levy of 7.846)	714,432	704,299	695,473
Property Taxes (Additional levy of 2.154)	196,113	192,897	190,932
Specific Ownership Taxes	50,138	47,726	53,184
Interest Income	1,716	7,892	10,000
Rent reimbursement	-	6,401	-
Hearts revenue	1,471	-	-
Colfax Works - DHS/HOST	25,000	-	-
Bag of Colfax sales/ merchandising	22,987	180	3,000
Insurance Proceeds	11,967	-	-
Other	993	14,326	1,500
<b>Total Revenue</b>	<b>1,024,817</b>	<b>973,721</b>	<b>954,089</b>
<b>Expenditures</b>			
<b>Administrative:</b>			
District management	19,539	21,320	25,200
District management - special	-	15,754	6,700
Insurance	15,867	17,198	20,694
Audit	4,700	4,900	5,200
Accounting	13,762	17,260	18,380
Legal fees	5,489	6,364	6,000
Office supplies	2,489	7,546	4,000
Printing and reproduction	123	400	400
Postage and delivery	214	524	524
Rent/storage unit	20,971	30,967	30,648
Telephone/internet/utilities	2,450	2,100	2,600
Dues and subscriptions	3,121	4,093	4,000
Software subscriptions	-	-	10,220
Meetings/entertainment	2,297	2,484	2,500
Website maintenance/hosting	2,018	2,632	2,000
Treasurer's fees	9,682	9,201	13,296
Miscellaneous	3,525	2,408	1,500
<b>Total administrative</b>	<b>106,247</b>	<b>145,151</b>	<b>153,862</b>

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

**COLFAX BUSINESS IMPROVEMENT DISTRICT  
GENERAL FUND  
2023 BUDGET AS ADOPTED  
WITH 2021 ACTUAL AND 2022 ESTIMATED  
For the Years Ended and Ending December 31,**

	<b>ACTUAL 2021</b>	<b>ESTIMATED 2022</b>	<b>ADOPTED BUDGET 2023</b>
<b>People</b>			
Compensation and benefits	232,157	248,315	252,852
Payroll taxes / pension match	22,753	22,959	27,551
Professional development	2,538	2,400	5,000
Contingency	-	13,773	10,237
<b>Total People</b>	<b>257,448</b>	<b>287,447</b>	<b>295,640</b>
<b>Maintenance:</b>			
Asset Management:			
General maintenance	97,413	298,434	315,000
Streetscape maintenance	10,074	83,296	35,741
Banner maintenance/ installation	2,640	5,500	-
Utilities	15,521	20,736	21,773
Pedestrian pole maintenance	61,030	48,758	43,794
Miscellaneous - repairs/supplies	480	-	-
Holiday lighting	4,811	2,600	2,400
Trash receptacle maintenance	26,642	2,453	5,000
Total Asset Management	<b>218,611</b>	<b>461,777</b>	<b>423,708</b>
Colfax Works:			
Contract	87,024	-	-
Equipment	92	-	-
Truck - gas	25	-	-
Truck - maintenance	511	-	-
Meal expenses	50	-	-
Contingency	-	-	5,000
Total Colfax Works	<b>87,702</b>	<b>-</b>	<b>5,000</b>
<b>Total Maintenance</b>	<b>306,313</b>	<b>461,777</b>	<b>428,708</b>

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

**COLFAX BUSINESS IMPROVEMENT DISTRICT  
GENERAL FUND  
2023 BUDGET AS ADOPTED  
WITH 2021 ACTUAL AND 2022 ESTIMATED  
For the Years Ended and Ending December 31,**

	<u>ACTUAL 2021</u>	<u>ESTIMATED 2022</u>	<u>ADOPTED BUDGET 2023</u>
<b>Programs</b>			
Safety:			
Program activities	-	48,000	48,000
CPTED Funding	5,025	-	-
Signage	2,320	-	-
Contingency	4,000	-	-
Total Safety	<u>11,345</u>	<u>48,000</u>	<u>48,000</u>
Streetscape:			
Streetscape design	2,875	-	-
Accessibility	-	88,096	230,000
Placemaking	-	45,000	45,000
Streetscape imprmnts/Wayfinding	41,430	249,343	-
Land use	350	5,000	20,000
Contingency	-	20,000	-
Total Streetscape	<u>44,655</u>	<u>407,439</u>	<u>295,000</u>
Business Support:			
Community events/meetings	11,550	-	-
Total Business Support	<u>11,550</u>	<u>-</u>	<u>-</u>
<b>Total Programs</b>	<u>67,550</u>	<u>455,439</u>	<u>343,000</u>
<b>Communications</b>			
Brand/Audience:			
Administrative	2,596	-	-
Advertising	949	2,000	10,000
District promotion	14,197	10,000	10,743
Donations	5,169	2,000	2,000
Merchandise	3,579	4,000	4,000
Contingency	3,241	-	-

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

**COLFAX BUSINESS IMPROVEMENT DISTRICT  
GENERAL FUND  
2023 BUDGET AS ADOPTED  
WITH 2021 ACTUAL AND 2022 ESTIMATED  
For the Years Ended and Ending December 31,**

	<u>ACTUAL</u> <u>2021</u>	<u>ESTIMATED</u> <u>2022</u>	<u>ADOPTED</u> <u>BUDGET</u> <u>2023</u>
Businesss Support:			
Bag of Colfax	-	3,000	3,000
Networking Events	-	1,500	1,000
Welcome kit	-	500	-
Community Events:			
Community events/meetings	7,297	7,000	7,500
Events consultant	10,000	13,000	15,000
Storytelling/Art:			
Characters of Colfax	7	1,200	3,000
Banners/ murals/ power box art	21,254	31,597	23,500
<b>Total Communications</b>	<u>68,289</u>	<u>75,797</u>	<u>79,743</u>
<b>Total Expenditures requiring appropriation</b>	<u>805,847</u>	<u>1,425,611</u>	<u>1,300,953</u>
<b>Net Change in Funds Available</b>	<u>218,970</u>	<u>(451,890)</u>	<u>(346,864)</u>
<b>Ending Funds Available</b>	<u>\$ 1,207,064</u>	<u>\$ 755,174</u>	<u>\$ 408,310</u>
<b>Emergency Reserves</b>	<u>\$ 30,745</u>	<u>\$ 29,212</u>	<u>\$ 28,623</u>

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

**COLFAX BUSINESS IMPROVEMENT DISTRICT  
2023 BUDGET  
SUMMARY OF SIGNIFICANT ASSUMPTIONS**

Disclosures contained in this summary as presented by management, are those that are believed to be significant as of the date of the compilation report and are not intended to be all-inclusive. The disclosures are intended to describe assumptions used during the preparation of the 2023 annual budget. Actual results may differ from the prospective results contained in the budget.

**SERVICES PROVIDED**

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

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

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

On November 7, 2017 a majority of the District's voters passed a ballot question that authorizes the District to increase taxes by \$219,000 in the first full fiscal year annually commencing in 2021, and by such a greater or lesser amount thereafter from an additional ad valorem property tax mill levy not to exceed 3.154 mills to be used for construction and maintenance of facilities. When added to the District's base mill levy of 7.846 which would be a total maximum mill of 11.000.

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

## **REVENUES**

### *Property Taxes*

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

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

### *Specific Ownership Taxes*

Specific ownership taxes are collected by the County Treasurer, primarily on vehicle licensing within the County as a whole. The specific ownership taxes are allocated by the County Treasurer to all taxing entities within the County. The budget assumes the District's share will be equal to approximately 6% of the property taxes collected.

## **EXPENDITURES**

### *Administrative and Operating Expenses*

District expenditures are forecasted based on prior years' amounts expended adjusted for known variations. The District has budgeted inflationary increases for 2023.

### *Capital Outlay*

The District is anticipating incurring \$295,000 for streetscape design and improvements.

## **DEBT AND LEASES**

On November 7, 2017, a majority of the District's voters passed a ballot question that allows the District to issue debt in the amount of \$2,500,000 with a repayment cost of \$5,000,000 to be used for construction of public improvements. The District has not budgeted for the debt to be issued in 2023.

## **RESERVES**

The District will provide for an emergency reserve fund to at least 3% of fiscal year spending for 2023, as defined under TABOR.

This information is an integral part of the accompanying budget.

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

Public Notice

NOTICE OF HEARING ON  
PROPOSED 2023 BUDGET  
AND 2022 BUDGET AMENDMENT

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

NOTICE IS HEREBY GIVEN that the proposed budget for the ensuing year of 2023 has been submitted to the Colfax Business Improvement District ("District"). Such proposed budget will be considered at a meeting and public hearing of the Board of Directors of the District to be held at 9:00 a.m./p.m. on Tuesday, September 13, 2022 at The Emerson School, 1420 Ogden Street, Denver, CO 80218 and via videoconference. Information regarding public participation by videoconference will be available at least 24 hours prior to the meeting and public hearing by contacting Sandy Brandenburger, by email at sandy.brandenburger@claconnect.com or by telephone at 303-265-7883.

NOTICE IS FURTHER GIVEN that an amendment to the 2022 budget of the District may also be considered at the above-referenced meeting and public hearing of the Board of Directors of the District. A copy of the proposed 2023 budget and the amended 2022 budget, if required, are available for public inspection at the offices of CliftonLarsonAllen LLP, 8390 E. Crescent Parkway, Suite 300, Greenwood Village, CO 80111. Any interested elector within the District may, at any time prior to final adoption of the 2023 budget and the amended 2022 budget, if required, file or register any objections thereto.

**AFFIDAVIT OF PUBLICATION**

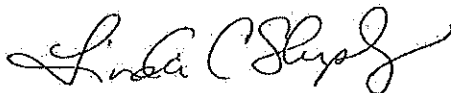
State of Colorado        )  
County of Denver        ) ss

This Affidavit of Publication for the Denver Herald-Dispatch, a weekly newspaper, printed and published for the County of Denver, State of Colorado, hereby certifies that the attached legal notice was published in said newspaper once in each week, for 1 successive week(s), the last of which publication was made 9/1/2022, and that copies of each number of said paper in which said Public Notice was published were delivered by carriers or transmitted by mail to each of the subscribers of said paper, according to their accustomed mode of business in this office.

COLFAX BUSINESS  
IMPROVEMENT DISTRICT

By: /s/ Anna Jones, District Manager

Legal Notice No. 81809  
First Publication: September 1, 2022  
Last Publication: September 1, 2022  
Publisher: Denver Herald-Dispatch



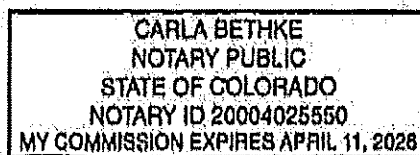
For the Denver Herald-Dispatch

State of Colorado        )  
County of Arapahoe     ) ss

The above Affidavit and Certificate of Publication was subscribed and sworn to before me by the above named Linda Shapley, publisher of said newspaper, who is personally known to me to be the identical person in the above certificate on 9/1/2022. Linda Shapley has verified to me that she has adopted an electronic signature to function as her signature on this document.

20004025550-748257

Carla Bethke  
Notary Public  
My commission ends April 11, 2026



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

Public Notice

NOTICE OF HEARING ON  
PROPOSED 2023 BUDGET  
AND 2022 BUDGET AMENDMENT

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c/o Clifton Larson Allen  
8390 E Crescent Parkway, Suite 300  
Greenwood Village CO 80111

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COLFAX BUSINESS  
IMPROVEMENT DISTRICT

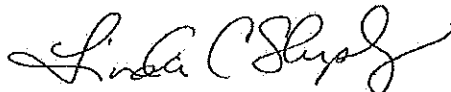
By: /s/ Anna Jones, District Manager

Legal Notice No. 81809  
First Publication: September 1, 2022  
Last Publication: September 1, 2022  
Publisher: Life on Capitol Hill

**AFFIDAVIT OF  
PUBLICATION**

State of Colorado        }  
County of Denver        } ss

This Affidavit of Publication for Life on Capitol Hill, a monthly newspaper, printed and published for the County of Denver, State of Colorado, hereby certifies that the attached legal notice was published in said newspaper once, the last of which publication was made 9/1/2022, and that copies of each number of said paper in which said Public Notice was published were delivered by carriers or transmitted by mail to each of the subscribers of said paper, according to their accustomed mode of business in this office.



For Life on Capitol Hill

State of Colorado        }  
County of Arapahoe     } ss

The above Affidavit and Certificate of Publication was subscribed and sworn to before me by the above named Linda Shapley, publisher of said newspaper, who is personally known to me to be the identical person in the above certificate on 9/1/2022. Linda Shapley has verified to me that she has adopted an electronic signature to function as her signature on this document.

20004025550-213476

Carla Bethke  
Notary Public  
My commission ends April 11, 2026

CARLA BETHKE  
NOTARY PUBLIC  
STATE OF COLORADO  
NOTARY ID 20004025550  
MY COMMISSION EXPIRES APRIL 11, 2026



**COLFAX BUSINESS  
IMPROVEMENT DISTRICT**  
City & County of Denver, Colorado

**FINANCIAL STATEMENTS  
DECEMBER 31, 2021**

## Table of Contents

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Dazzio & Associates, PC

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Certified Public Accountants

## INDEPENDENT AUDITOR'S REPORT

Board of Directors  
Colfax Business Improvement District  
City and County of Denver, Colorado

### Report on the Audit of the Financial Statements

#### *Opinions*

We have audited the accompanying financial statements of the governmental activities and the major fund of the Colfax Business Improvement District, (the District), a component unit of the City and County of Denver, Colorado, as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the District, as of December 31, 2021, and the respective changes in financial position and the budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### *Basis for Opinions*

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### *Responsibilities of Management for the Financial Statements*

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 the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

8200 South Quebec Street, Suite A3259, Centennial, Colorado 80112  
303-905-0809 • [info@dazziocpa.com](mailto:info@dazziocpa.com)

• Member American Institute of Certified Public Accountants • Member Colorado Society of Certified Public Accountants •

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

***Required Supplementary Information***

Management has omitted Management's Discussion and Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

*Dussio & Associates, P.C.*

March 3, 2022

## **BASIC FINANCIAL STATEMENTS**

**COLFAX BUSINESS IMPROVEMENT DISTRICT**  
**GOVERNMENTAL FUND BALANCE SHEET/ STATEMENT OF NET POSITION**  
**December 31, 2021**

	<b>General Fund</b>	<b>Adjustments</b>	<b>Statement of Net Position</b>
<b>ASSETS</b>			
Cash deposits and investments	\$ 1,230,302	\$ -	\$ 1,230,302
Receivable from County Treasurer	3,602	-	3,602
Property taxes receivable	897,196	-	897,196
Receivable - other	11,701	-	11,701
Lease deposit	1,900	-	1,900
Prepaid expenses	4,108	-	4,108
Capital assets, not being depreciated	-	87,263	87,263
Capital assets, net of accumulated depreciation	-	1,445,199	1,445,199
	<b>\$ 2,148,809</b>	<b>1,532,462</b>	<b>3,681,271</b>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>			
Accounts payable	\$ 40,156	-	40,156
Accrued payroll liabilities	4,393	-	4,393
	<b>44,549</b>	<b>-</b>	<b>44,549</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Unearned property tax revenue	897,196	-	897,196
	<b>897,196</b>	<b>-</b>	<b>897,196</b>
<b>FUND BALANCES</b>			
Nonspendable for prepaid items	4,108	(4,108)	-
Restricted for emergencies	30,400	(30,400)	-
Assigned for subsequent years' expenditures	131,147	(131,147)	-
Unassigned	1,041,409	(1,041,409)	-
Total Fund Balances	<b>1,207,064</b>	<b>(1,207,064)</b>	<b>-</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>			
	<b>\$ 2,148,809</b>		
<b>NET POSITION</b>			
Invested in capital assets		1,532,462	1,532,462
Restricted for emergencies		30,400	30,400
Unrestricted		1,176,664	1,176,664
<b>TOTAL NET POSITION</b>		<b>\$ 2,739,526</b>	<b>\$ 2,739,526</b>

These financial statements should be read only in connection with  
the accompanying notes to financial statements.

**COLFAX BUSINESS IMPROVEMENT DISTRICT**  
**STATEMENT OF GOVERNMENTAL FUND REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCE/ STATEMENT OF ACTIVITIES**  
**Year Ended December 31, 2021**

	<b>General Fund</b>	<b>Adjustments</b>	<b>Statement of Activities</b>
<b>REVENUES</b>			
Property taxes	\$ 910,545	\$ -	\$ 910,545
Specific ownership taxes	50,138	-	50,138
Colfax Works - DHS grant	25,000	-	25,000
Merchandise sales	24,458	-	24,458
Net investment income	1,716	-	1,716
Insurance proceeds	11,967	-	11,967
Other	993	-	993
Total Revenues	1,024,817	-	1,024,817
<b>EXPENDITURES / EXPENSES</b>			
Administrative			
District management	19,539	-	19,539
Insurance	15,867	-	15,867
Audit	4,700	-	4,700
Accounting	13,762	-	13,762
Legal	5,489	-	5,489
Office supplies	2,489	-	2,489
Printing and reproduction	123	-	123
Postage and delivery	214	-	214
Rent	20,971	-	20,971
Telephone/ internet	2,450	-	2,450
Dues and subscriptions	3,121	-	3,121
Meetings/entertainment	2,297	-	2,297
Website maintenance/ hosting	2,018	-	2,018
Treasurer's fees	9,682	-	9,682
Miscellaneous	3,525	-	3,525
Salaries, development and payroll taxes	257,448	-	257,448
Programs:			
Safety program	11,345	-	11,345
Streetscape	44,655	(9,712)	34,943
Business support	11,550	-	11,550
District maintenance			
Asset management	218,611	-	218,611
Colfax Works	87,702	-	87,702
Communications	68,289	-	68,289
Loss on disposition of capital assets	-	16,807	16,807
Depreciation expense	-	220,025	220,025
Total Expenditures	805,847	227,120	1,032,967
<b>NET CHANGE IN FUND BALANCE</b>	218,970	(218,970)	-
<b>CHANGE IN NET POSITION</b>	-	(8,150)	(8,150)
<b>FUND BALANCE/ NET POSITION</b>			
BEGINNING OF YEAR	988,094	1,759,582	2,747,676
END OF YEAR	\$ 1,207,064	\$ 1,532,462	\$ 2,739,526

These financial statements should be read only in connection with  
the accompanying notes to financial statements.



**COLFAX BUSINESS IMPROVEMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
GENERAL FUND  
For the Year Ended December 31, 2021**

	<b>Original and Final Budgeted Amounts</b>	<b>Actual</b>	<b>Variance with Final Budget - Positive (Negative)</b>
<b>REVENUES</b>			
Property taxes	\$ 902,989	\$ 910,545	\$ 7,556
Specific ownership taxes	62,657	50,138	(12,519)
Colfax Works - DHS grant	-	25,000	25,000
Merchandise sales	-	24,458	24,458
Net investment income	5,000	1,716	(3,284)
Insurance proceeds	-	11,967	11,967
Other	-	993	993
Total Revenues	<u>970,646</u>	<u>1,024,817</u>	<u>54,171</u>
<b>EXPENDITURES</b>			
Administrative:			
District management	31,186	19,539	11,647
Insurance	16,500	15,867	633
Audit	4,500	4,700	(200)
Accounting	16,995	13,762	3,233
Legal	6,180	5,489	691
Office supplies	5,000	2,489	2,511
Printing and reproduction	400	123	277
Postage and delivery	800	214	586
Rent	25,858	20,971	4,887
Telephone/ internet	2,500	2,450	50
Dues and subscriptions	3,000	3,121	(121)
Meetings/entertainment	1,500	2,297	(797)
Website maintenance/ hosting	1,500	2,018	(518)
Treasurer's fees	9,030	9,682	(652)
Miscellaneous	1,500	3,525	(2,025)
Salaries, development and payroll taxes	272,091	257,448	14,643
Programs:			
Safety program	50,000	11,345	38,655
Streetscape	140,000	44,655	95,345
Business support	-	11,550	(11,550)
District maintenance:			
Asset management	273,436	218,611	54,825
Colfax Works	95,500	87,702	7,798
Communications	64,500	68,289	(3,789)
Total Expenditures	<u>1,021,976</u>	<u>805,847</u>	<u>216,129</u>
<b>NET CHANGE IN FUND BALANCE</b>	(51,330)	218,970	270,300
<b>FUND BALANCE - BEGINNING OF YEAR</b>	<u>828,869</u>	<u>988,094</u>	<u>159,225</u>
<b>FUND BALANCE - END OF YEAR</b>	<u>\$ 777,539</u>	<u>\$ 1,207,064</u>	<u>\$ 429,525</u>

These financial statements should be read only in connection with  
the accompanying notes to financial statements.

**COLFAX BUSINESS IMPROVEMENT DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2021**

**NOTE 1 – DEFINITION OF REPORTING ENTITY**

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

The District follows the Governmental Accounting Standards Board (GASB) accounting pronouncements which provide guidance for determining which governmental activities, organizations and functions should be included within the financial reporting entity. GASB pronouncements set forth the financial accountability of a governmental organization's elected governing body as the basic criterion for including a possible component governmental organization in a primary government's legal entity. Financial accountability includes, but is not limited to, appointment of a voting majority of the organization's governing body, ability to impose its will on the organization, a potential for the organization to provide specific financial benefits or burdens and fiscal dependency.

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

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The more significant accounting policies of the District are described as follows:

**Government-wide and Fund Financial Statements**

The government-wide financial statements include the statement of net position and the statement of activities. These financial statements include all of the activities of the District. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities are normally supported by taxes and intergovernmental revenues.

The statement of net position reports all financial and capital resources of the District, the difference between the assets, deferred outflows of resources and liabilities, deferred inflows of resources of the District being reported as net position.

The statement of activities demonstrates the degree to which the direct and indirect expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program

**COLFAX BUSINESS IMPROVEMENT DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
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revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment.

Taxes and other items not properly included among program revenues are reported instead as general revenues.

**Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met. Depreciation is computed and recorded as an operating expense. Expenditures for capital assets are shown as increases in assets and redemption of bonds and notes are recorded as a reduction in liabilities.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. The major sources of revenue susceptible to accrual are property and specific ownership taxes. Expenditures are recorded when the liability is incurred or the long-term obligation paid. All other revenue items are considered to be measurable and available only when cash is received by the District.

The District reports the following major governmental fund:

The General Fund is the District's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first, then unrestricted resources as they are needed.

**Budgets**

In accordance with the State Budget Law, the District's Board of Directors holds public hearings in the fall each year to approve the budget and appropriate the funds for the ensuing year. The appropriation is at the total fund expenditures level and lapses at year end. The District's Board of Directors can modify the budget by line item within the total appropriation without notification. The appropriation can only be modified upon completion of notification and publication requirements. The budget includes each fund on its basis of accounting unless otherwise indicated.

**COLFAX BUSINESS IMPROVEMENT DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
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**Property Taxes**

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

Property taxes, net of estimated uncollectible taxes, are recorded initially as deferred inflows of resources in the year they are levied and measurable. Property tax revenues are recorded as revenue in the year they are available or collected.

**Capital Assets**

Capital assets, which include construction in progress and street lights are reported in the governmental activities column in the government-wide financial statements. Capital assets are defined by the District as assets with an initial, individual cost of more than \$5,000. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend the life of the asset are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related capital assets, as applicable. Depreciation expense has been computed using the straight-line method over 15 years for street lights and sculpture and 7 years for vehicles.

**Fund Equity**

Fund balance for governmental funds are reported in the categories listed below to make the nature and extent of the constraints placed on a government's fund balances more transparent. Because circumstances differ among governments, not every government or every governmental fund will present all of these components. The following classifications describe the relative strength of the spending constraints:

Nonspendable fund balance—the amount of fund balance that is not in spendable form (such as inventory or prepaids) or is legally or contractually required to be maintained intact.

Restricted fund balance—the amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.

Committed fund balance—amounts constrained to specific purposes by the District itself, using its highest level of decision-making authority (i.e., Board of Directors). To be

**COLFAX BUSINESS IMPROVEMENT DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
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reported as committed, amounts cannot be used for any other purpose unless the District takes the same highest level action to remove or change the constraint.

Assigned fund balance—amounts the District intends to use for a specific purpose. Intent can be expressed by the District Board of Directors or by an official or body to which the District Board of Directors delegates the authority.

Unassigned fund balance—amounts that are available for any purpose. Positive amounts are reported only in the General Fund.

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the District considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the District considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the District Board of Directors has provided otherwise in its commitment or assignment actions.

**Paid Time Off (PTO)**

Employees shall receive a certain number of weeks paid time off per calendar year. This is to be used for either vacation or sick leave at the Employee’s discretion. Employees shall accrue their PTO hours each pay period. Upon termination, employees will be paid for any unused paid time office accrued through the last pay period worked. Such accrual would be pro-rated in the event that employment is terminated mid-pay period. Unused PTO at December 31st will not be carried forward to the subsequent year for use.

**NOTE 3 - CASH AND INVESTMENTS**

Cash deposits and investments are reported on the Statement of Net Position and the Balance Sheet – Governmental Fund as follows:

Cash deposits	\$ 36,942
Investments	<u>1,193,360</u>
Total cash deposits and investments	<u>\$ 1,230,302</u>

**Cash Deposits**

The Colorado Public Deposit Protection Act (PDPA) requires that all units of local government deposit cash in eligible public depositories. Eligibility is determined by state regulators. Amounts on deposit in excess of federal insurance levels must be collateralized. The eligible collateral is determined by the PDPA. PDPA allows the institution to create a single collateral pool for all public funds. The pool for all the uninsured public deposits as a group is to be maintained by another institution or held in trust. The market value of the collateral must be at least equal to 102% of the aggregate uninsured deposits.

**COLFAX BUSINESS IMPROVEMENT DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
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The State Commissioners for banks and financial services are required by Statute to monitor the naming of eligible depositories and reporting of the uninsured deposits and assets maintained in the collateral pools.

At December 31, 2021, the District's cash deposits had a bank balance and carrying balance of \$36,942.

**Investments**

The District follows Colorado State Statutes which specify investment instruments meeting defined rating and risk criteria in which local governments may invest which include:

- . Obligations of the United States and certain U.S. government agency securities and securities of the World Bank
- . General obligation and revenue bonds of U.S. local government entities
- . Bankers' acceptances of certain banks
- . Commercial paper
- . Written repurchase agreements and certain reverse repurchase agreements collateralized by certain authorized securities
- . Certain money market funds
- . Guaranteed investment contracts
- . Local government investment pools

Colorado revised statutes limit investment maturities to five years or less unless formally approved by the Board of Directors, such actions are generally associated with a debt service reserve or sinking fund requirements.

**COLOTRUST**

At December 31, 2021, the District has invested \$1,193,360 in the Colorado Local Government Liquid Asset Trust (the Trust), an investment vehicle established for local government entities in Colorado to pool surplus funds. The State Securities Commissioner administers and enforces all State statutes governing the Trust. The Trust operates similarly to a money market fund. The Trust offers shares in two portfolios, COLOTRUST PRIME and COLOTRUST PLUS+. Both portfolios may invest in U.S. Treasury securities, repurchase agreements collateralized by U.S. Treasury securities, certain obligations of U.S. government agencies and instrumentalities, and repurchase agreements collateralized with certain U.S. government agencies or instrumentalities. COLOTRUST PLUS+ may also invest in the highest rated commercial paper. Both the COLOTRUST PRIME and COLOTRUST PLUS+ portfolios are rated AAAM by Standard and Poor's.

**Investment Valuation**

Certain investments are measured at fair value on a recurring basis are categorized within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure an asset's fair value: Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

**COLFAX BUSINESS IMPROVEMENT DISTRICT  
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However, the investments held by the District are not required to be categorized within the fair value hierarchy. These investments are measured at amortized cost or in certain circumstances the value is calculated using the net asset value (NAV) per share, or its equivalent of the investment. These investments include 2a7-like external investment pools and money market investments such as COLOTRUST.

COLOTRUST determines the NAV of the shares of each portfolio as of the close of business of each day. The NAV per share of each portfolio is computed by dividing the total value of the securities and other assets of the portfolios, less any liabilities, by the total outstanding shares of the portfolios. Liabilities, which include all expenses and fees of COLOTRUST, are accrued daily. The NAV is calculated at fair value using various inputs in determine value in accordance with FASB guidance. It is the goal of the Trust to maintain a NAV of \$1.00 per share, however changes in interest rates may affect the fair value of the securities held by COLOTRUST and there can be no assurance that the NAV will not vary from \$1.00 per share.

**NOTE 4 – CAPITAL ASSETS**

An analysis of the changes in capital assets for the year ended December 31, 2021 follows:

	<b>Balance at December 31 2020</b>	<b>Increases</b>	<b>Decreases</b>	<b>Balance at December 31, 2021</b>
Capital assets, not being depreciated:				
Construction in progress	\$ 176,659	\$ 9,712	\$ 99,108	87,263
Capital assets, being depreciated:				
Street lights	3,105,761	83,258	-	3,189,019
Vehicles	7,007	-	7,007	-
Sculpture	51,887	-	-	51,887
Total capital assets, being depreciated	<u>3,164,655</u>	<u>83,258</u>	<u>7,007</u>	<u>3,240,906</u>
Less accumulated depreciation for:				
Street lights	1,575,960	212,601	-	1,788,561
Vehicles	2,085	3,965	6,050	-
Sculpture	3,687	3,459	-	7,146
Total accumulated depreciation	<u>1,581,732</u>	<u>220,025</u>	<u>6,050</u>	<u>1,795,707</u>
Total capital assets, being depreciated, net	<u>1,582,923</u>	<u>(136,767)</u>	<u>957</u>	<u>1,445,199</u>
Total capital assets, net	<u>\$ 1,759,582</u>	<u>\$ (127,055)</u>	<u>\$ 100,065</u>	<u>\$ 1,532,462</u>

**COLFAX BUSINESS IMPROVEMENT DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
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**NOTE 5- FUND EQUITY**

At December 31, 2021, the District reported the following classifications of fund equity.

**Nonspendable Fund Balance**

The nonspendable fund balance in the General Fund in the amount of \$4,108 comprised of prepaid amounts which are not in spendable form.

**Assigned Fund Balance**

The assigned fund balance in the General Fund in the amount of \$131,147 is comprised of amounts assigned by the Board of Directors by a resolution to eliminate the projected budgetary deficit in the subsequent year's budget.

**Restricted Fund Balance**

The restricted fund balance in the amount of \$30,400 in the General Fund is comprised of the Emergency Reserves that have been provided for as required by Article X, Section 20 of the Constitution of the State of Colorado (see Note 8).

**NOTE 6 - NET POSITION**

The District has net position consisting of three components – net investment in capital assets, restricted and unrestricted.

Net investment in capital assets consists of capital assets, net of accumulated depreciation. As of December 31, 2021, the District had net investment in capital assets of \$1,532,462.

Restricted net position is restricted for use either externally imposed by creditors, grantors, contributors, or laws and regulations of other governments or imposed by law through constitutional provisions or enabling legislation. The District had restricted net position as of December 31, 2021 of \$30,400 related to Article X, Section 20 of the Colorado Constitution (Note 8).

The District's unrestricted net position as of December 31, 2021 is \$1,176,664.

**NOTE 7 - RISK MANAGEMENT**

The District is exposed to various risks of loss related to torts, thefts of, damage to, or destruction of assets; errors or omissions; injuries to employees, or acts of God.

The District is a member of the Colorado Special Districts Property and Liability Pool (Pool). The Pool is an organization created by intergovernmental agreement to provide property, liability, public officials' liability, boiler and machinery and workers compensation coverage to its members. Settled claims have not exceeded this coverage in any of the past three fiscal years.



**COLFAX BUSINESS IMPROVEMENT DISTRICT  
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The District pays annual premiums to the Pool for property liability, public officials' liability, and workers compensation coverage. In the event aggregated losses incurred by the Pool exceed amounts recoverable from reinsurance contracts and funds accumulated by the Pool, the Pool may require additional contributions from the Pool members. Any excess funds which the Pool determines are not needed for purposes of the Pool may be returned to the members pursuant to a distribution formula.

**NOTE 8- TAX, SPENDING AND DEBT LIMITATIONS**

Article X, Section 20 of the Colorado Constitution, commonly known as the Taxpayer's Bill of Rights (TABOR), contains tax, spending, revenue and debt limitations that apply to the State of Colorado and all local governments.

Spending and revenue limits are determined based on the prior year's Fiscal Year Spending adjusted for allowable increases based upon inflation and local growth. Fiscal Year Spending is generally defined as expenditures plus reserve increases with certain exceptions. Revenue in excess of the Fiscal Year Spending limit must be refunded unless the voters approve retention of such revenue.

TABOR requires local governments to establish Emergency Reserves. These reserves must be at least 3% of Fiscal Year Spending (excluding bonded debt service). Local governments are not allowed to use the emergency reserves to compensate for economic conditions, revenue shortfalls, or salary or benefit increases.

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

On November 7, 2017, a majority of the District's voters passed a ballot question that authorizes the District to increase taxes by \$219,000 annually commencing in 2018 , and by such greater or lesser amount as may be collected annually thereafter from an additional ad valorem property tax mill levy not to exceed 3.154 mills and shall District debt be increased \$2,500,000, with a repayment cost of \$5,000,000, such debt to consist of general obligation bonds, notes, and other obligations, including contracts, issued or incurred for the purpose of paying, reimbursing, or financing all or any part of the costs of acquiring, constructing, relocating, installing, completing, and otherwise providing public improvements, including street improvements to provide improvements and enhancements that address issues related to the crime, safety, cleanliness and the perception of safety while enhancing the public realm environment and accessibility for pedestrians and cyclists, such debt to be sold with a net effective interest rate not to exceed 5% and on such terms and conditions as the District Board of Directors may determine; and for operation and maintenance of such public improvements; and shall all taxes and other revenue be collected and spent by the District as a voter-approved revenue change in 2018 and in each year thereafter, without regard to any spending, revenue-raising, or other limitation contained within Article X, Section 20 of the Colorado

**COLFAX BUSINESS IMPROVEMENT DISTRICT  
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Constitution, and Section 29-1-301, C.R.S., and without limiting in any year the amount of other revenues that may be collected and spent by the District.

The District's management believes it is in compliance with the provisions of TABOR. However, TABOR is complex and subject to interpretation. Many of the provisions, including the interpretation of how to calculate Fiscal Year Spending limits will require judicial interpretation.

The District has \$2,500,000 of authorized but unissued debt as of December 31, 2021.

**NOTE 9 – GRANTS**

*Department of Human Services, City and County of Denver*

The District entered into an Agreement with the Department of Human Services (DHS) for the 2020 calendar year which was extended through June 30, 2021. The purpose of the Agreement is for the District to use the funding for the Colfax Works program which is a social enterprise work program utilizing persons experiencing homelessness within the District. The program provides outreach and recruitment to the homeless within District with the goal being that participants obtain permanent job placement outside of the Colfax Works program. The Agreement provides for DHS to remit payments monthly up to a maximum payment obligation of \$25,000 for 2021. During the year ended December 31, 2021, the District incurred expenditures in connection with the Colfax Works program in the amount of \$87,702.

**NOTE 10 - OFFICE LEASE**

On October 1, 2019, the District entered into a lease for office space. On December 1, 2021, a 2<sup>nd</sup> Amendment to the Lease Agreement was approved which extended the lease term through September 30, 2025, with escalating rental payments.

During the year ended December 31, 2021 the District paid \$19,763 in base rental payments.

Future lease payments under this office lease follows:

Year	Amount
2022	\$ 18,290
2023	12,889
2024	13,380
2025	10,311
	<u>\$ 54,869</u>

Additionally, the District pays, as additional rent, a pro rata share of operating expenses based on the square footage of the rented space.

**COLFAX BUSINESS IMPROVEMENT DISTRICT  
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**NOTE 11 – RELATED PARTIES**

One of the members of the Board of Directors of the District is an owner of two companies that the District uses for street light storage and street maintenance services. The District paid approximately \$191,774 to these vendors during 2021.

**NOTE 12 – SIMPLE IRA**

The District has established a Simple Individual Retirement Account Plan (SIMPLE IRA) for its employees which is considered to be a defined contribution pension plan. Participation in the SIMPLE IRA is optional for employees. District employees are eligible to participate in the SIMPLE IRA as of the date of hire.

The SIMPLE IRA requires a matching contribution equal to 100% of the employees' elective deferrals, up to a limit of 3% of the employees' compensation for the calendar year. Employees are permitted to make contributions to the SIMPLE IRA, up to the applicable Internal Revenue Code limits. The District is able to amend any election in the adoption agreement provided that no amendment shall authorize or permit any part of the District's contribution to be used for or diverted to purposes other than for the exclusive benefit to employees. Such amendments can become effective only at the beginning of a calendar year.

Upon employee termination or resignation, the contributions made on behalf of the employee to the SIMPLE IRA may be withdrawn, rolled over into another IRA or transferred to another IRA as directed by the employee.

For the year ended December 31, 2021, employee contributions totaled \$20,100, and the District recognized pension expense of \$4,337.

**NOTE 13 – RECONCILIATION OF GOVERNMENT-WIDE FINANCIAL STATEMENT AND FUND FINANCIAL STATEMENTS**

The Government Fund Balance/Statement of Net Position includes an adjustments column. The adjustment has the following element:

- Capital assets used in government activities are not financial resources and, therefore are not reported in the funds: Capital assets of \$1,532,462 were recorded.

The Statement of Governmental Fund Revenues, Expenditures, and Changes in Fund Balance/Statement of Activities includes an adjustment column. The adjustment has the following element:

- Governmental funds report capital outlays as expenditures, however, in the statement of activities, the costs of those assets are allocated over the asset life as depreciation expense. Capital outlay of \$9,712 and depreciation expense of \$220,025 have been recorded. District donated its truck and wrote off construction in process in the amount of \$16,807, which is reported as disposition on sale of capital assets.

This information is an integral part of the accompanying financial statements.

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

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

### **ARTICLE I THE DISTRICT**

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

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

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

### **ARTICLE II OFFICERS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **ARTICLE V AMENDMENTS**

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

## **ARTICLE VI INDEMNIFICATION**

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

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

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

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



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

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



**COLFAX BUSINESS IMPROVEMENT DISTRICT  
AND UPPER COLFAX COMMUNITY FOUNDATION**  
January 11, 2022 Regular Board Meeting Minutes  
9:00 a.m.

Directors Present: Andy Baldyga, , Kathy Bettis, Jenny Neuhalfen, and Christopher Bishop

Others Present:

Frank Locantore, Michelle Valeri and Mitch Freund; Colfax Ave BID  
Anna Jones; CliftonLarsonAllen LLP (“CLA”)  
Anthony Gengaro, Metro District Local Development Corp (“MDLDC”)  
Officer Ulrich, DPD District 6

1. Call to Order; Declaration of Quorum

Director Baldyga called the meeting to order at 9:07 a.m. and excused the absence of Directors Austin and Bentley.

2. Approval of Agenda

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

3. PUBLIC COMMENT

There were no public comments.

4. CONSENT AGENDA

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

- a. Approve December 14, 2021 Board Meeting Minutes
- b. December 2021 Debit Card totaling \$11,909.76
- c. CBID December 2021 Claims totaling \$100,930.37 and EFT payments to CenturyLink and Xcel
- d. Contracts: Dig Studio, Michael Baker International
- e. Proposal: Derek Berardi Design for Annual Report

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



5. FINANCIAL ITEMS

- a. Review and Accept the November 30, 2021 Financial Statements and Cash Position Report

Mr. Locantore reviewed the Financial Statements and Cash Position Report with the Board. Following discussion, upon a motion duly made by Director Bettis, seconded by Director Baldyga and, upon vote, unanimously carried, the Board accepted the November 30, 2021 Financial Statements and Cash Position Report.

- b. Other

None.

6. ACTION ITEMS

- a. MDLDC Contract

Mr. Freund introduced Mr. Gengaro with the Metro District Local Development Corp (“MDLDC”). Following review and discussion, upon a motion duly made by Director Neuhalfen, seconded by Director Bishop and, upon vote, unanimously carried, the Board approved the contract with MDLDC.

7. SAFETY UPDATE

- a. Denver Police District 6 Update with Officer Ulrich

Mr. Locantore and Officer Ulrich informed the Board on the 1400 Ogden block activities and increased criminal behavior, and potential strategies to increase lighting and/or other design changes to reduce some of the unwanted activities.

Officer Ulrich also provided a report on the 2021 crime statistics. She stated that the primary offenses in 2021 were trespassing and simple assault. She discussed implementing “area restrictions” that allow judges to prohibit repeat offenders from returning to the same area where a previous crime was committed by the same offender. The Board inquired about the larger encampments along the corridor.

- b. Update

None.

- c. Other

None.



8. MAINTENANCE AND COLFAX WORKS COMMITTEE

- a. Update

Mr. Freund provided background regarding the new maintenance contractor and Anthony Genargo with MDLDC described his team and proposed maintenance work to the Board. The Board had questions and discussion ensued.

- b. Other

None.

9. COMMUNICATIONS & PROGRAMS

- a. Update

Ms. Valeri provided updates to the Board and stated that the Bag of Colfax sales were good again this year and the Valentine Hearts are almost sold out.

- b. Other

None.

10. STREETSCAPE COMMITTEE

- a. Update

Mr. Locantore reported out on the MBI and Dig Studio efforts with the Board.

- b. Other

None.

11. ORGANIZATIONAL

- a. Update

Mr. Locantore stated that the Fresh Mex is moving to a new location within the BID on the Colfax Corridor.

- b. Confirm Quorum for next meeting on February 8, 2022

The Board confirmed a quorum for the February 8, 2022 meeting.

- c. Executive Session pursuant to C.R.S. §24-6-402(4)(f) to discuss personnel matters



Upon a motion duly made by Director Neuhalfen, seconded by Director Bishop and, upon vote, unanimously carried, the Board moved into Executive Session at 11:16 a.m.

Upon a motion duly made by Director Neuhalfen, seconded by Director Baldyga and, upon vote, unanimously carried, the Board moved adjourned out of Executive Session at 12:16 a.m.

Following discussion, upon a motion duly made by Director Bettis, seconded by Director Neuhalfen and, upon vote, unanimously carried, the Board approved annual adjustments for staff salaries.

Upon a motion duly made by Director Bettis, seconded by Director Neuhalfen and, upon vote, unanimously carried, the Board approved Mr. Locantore to obtain HR consultant proposals to bring forward at the February Board meeting for consideration.

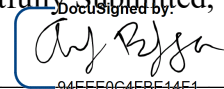
12. OTHER

None.

13. ADJOURN

Upon a motion duly made by Director Bishop, seconded by Director Bettis and, upon vote, unanimously carried, the Board adjourned the meeting at 12:18 p.m.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Amy Bishop", is written over a blue rectangular box. The box contains the text "DocuSigned by:" and a partially visible alphanumeric string "94EEE0C4FBE14F1...".

Secretary of the Meeting



**COLFAX BUSINESS IMPROVEMENT DISTRICT  
AND UPPER COLFAX COMMUNITY FOUNDATION**  
February 8, 2022 Regular Board Meeting Minutes  
9:00 a.m.

Directors Present: Andy Baldyga, Len Austin, Kathy Bettis, Jenny Neuhalfen, David Bentley and Christopher Bishop

Others Present:

Frank Locantore, Michelle Valeri and Mitch Freund; Colfax Ave BID  
Anna Jones & Jenny Hackelman; CliftonLarsonAllen LLP (“CLA”)  
Anthony Gengaro, Metro District Local Development Corp (“MDLDC”)

1. Call to Order; Declaration of Quorum

Director Baldyga called the meeting to order at 9:06 a.m.

2. Approval of Agenda

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

3. PUBLIC COMMENT

There were no public comments.

4. CONSENT AGENDA

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

- a. Approve January 11, 2022 Board Meeting Minutes
- b. January 2022 Debit Card totaling \$1,009.97
- c. CBID January 2022 Claims totaling \$69,807.92 and EFT payments to CenturyLink and Xcel
- d. Office lease extension, Second Amendment

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

5. FINANCIAL ITEMS



- a. Review and Accept the December 31, 2021 Financial Statements and Cash Position Report

Mr. Locantore reviewed the Financial Statements and Cash Position Report with the Board. The Board discussed prioritizing the streetscape improvements in order to determine the potential capital projects and associated financial planning. The Board determined to have a follow-up conversation at the Streetscape Committee Meeting later this month.

Following discussion, upon a motion duly made by Director Bettis, seconded by Director Neuhalphen and, upon vote, unanimously carried, the Board accepted the December 31, 2021 Financial Statements and Cash Position Report.

- b. Other

None.

6. ACTION ITEMS

- a. Tree Policy

Mr. Freund reviewed the tree pruning proposal with the Board. Following discussion, upon a motion duly made by Director Austin, seconded by Director Bishop and, upon vote, unanimously carried, the Board approved the tree pruning proposal.

- b. Officer Elections

Upon a motion duly made by Director Baldyga, seconded by Director Bentley and, upon vote, unanimously carried, the Board approved the following slate of officers to the Board:

Christopher Bentley – Secretary  
Andy Baldyga – Chair  
Kathy Bettis – Treasurer  
Len Austin – Vice Chair

- c. Other

None.

7. SAFETY UPDATE

- a. Denver Police District 6 Update

No report.



- b. Update

Mr. Locantore reported on the upcoming meeting with Councilman Hinds and DOTI regarding the safety initiatives concerning the 1400 block of Ogden which is considered a “persistently violent location” by the Denver Police Department (“DPD”).

- c. Other

None.

8. MAINTENANCE AND COLFAX WORKS COMMITTEE

- a. Update

Mr. Freund provided an update to the Board. Mr. Gengaro of MDLDC reported his monthly maintenance activities to the Board.

9. COMMUNICATIONS & PROGRAMS

- a. Update

Ms. Valeri provided updates to the Board on the Valentine’s hearts project. She also reported that the Irish Snug has closed permanently and is working on a communication effort to convey to the Snug what they have meant to the area.

- b. Other

None.

10. STREETScape COMMITTEE

- a. Update

Mr. Locantore provided an update on the 16<sup>th</sup> Street bike lanes, and noted he is working with DOTI to expedite this effort.

- b. Other

None.

11. ORGANIZATIONAL

- a. Update

- b. HR Research Review





Mr. Locantore and Ms. Hackelman presented their research findings on HR providers and discussion ensued by the Board.

Director Baldyga recommended staff further examine Just Works, Gusto and CLA. Staff also recommended that Directors Bentley and Neuhalfen oversee the final decisions and bring their findings back to the Board in March to ratify. Mr. Locantore reviewed the process to move this effort forward.

- c. Confirm Quorum for next meeting – Tuesday, March 8, 2022 at 9:00 a.m.

The Board confirmed a quorum.

- d. Other

None.

- 12. OTHER

None.

- 13. ADJOURN

Upon a motion duly made by Director Austin, seconded by Director Baldyga and, upon vote, unanimously carried, the Board adjourned the meeting at 11:17 p.m.

Respectfully Submitted,

DocuSigned by:

*Christopher Bishop*

Secretary of the Meeting



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

**March 8, 2022 Regular Board Meeting Minutes**

**9:00 a.m.**

Directors Present: Andy Baldyga, Len Austin, Kathy Bettis, Jenny Neuhalfen, David Bentley and Christopher Bishop

Others Present:

Frank Locantore, Michelle Valeri and Mitch Freund; Colfax Ave BID  
Anna Jones; CliftonLarsonAllen LLP (“CLA”)  
Officers Munson & Ulrich; DPD District 6  
Anthony Gengaro, Metro District Local Development Corp (“MDLDC”)  
Steve Dazzio; Dazzio & Associates, PC  
Dawn Schilling; Schilling & Co.

1. Call to Order; Declaration of Quorum

Director Baldyga called the meeting to order at 9:06 a.m.

2. Approval of Agenda

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

3. PUBLIC COMMENT

There were no public comments.

4. CONSENT AGENDA

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

- a. Approve February 8, 2022 Board Meeting Minutes
- b. February 2022 Debit Card totaling \$949.90
- c. CBID February 2022 Claims totaling \$40,209.83 and EFT payments to CenturyLink and Xcel
- d. BOA Letter

The February 2022 Board Meeting Minutes are to reflect the revision of naming Director Bishop as Secretary of the Board. Following review, upon a motion duly made by Director Neuhalfen, seconded by Director Bishop and,



upon vote, unanimously carried, the Board approved the Consent Agenda as amended.

5. FINANCIAL ITEMS

a. Consider Approval of Dazzio & Associates, PC Engagement Letter

Ms. Schilling and Mr. Dazzio reviewed the 2021 Audit engagement letter with the Board. Following review, upon a motion duly made by Director Neuhalfen, seconded by Director Austin and, upon vote, unanimously carried, the Board approved the Dazzio & Associates, PC engagement letter to perform the 2021 Audit, and authorized Mr. Locantore to sign the management representation letter.

b. 2021 Audit Review

Ms. Schilling and Mr. Dazzio reviewed the 2021 Audit with the Board. Following review, upon a motion duly made by Director Neuhalfen, seconded by Director Austin and, upon vote, unanimously carried, the Board approved the 2021 Audit.

c. January 31, 2022 Financial Statements and Cash Position Report

Ms. Schilling reviewed the January 31, 2022 Financial Statements and Cash Position Report with the Board, noting the date is incorrectly stated as 2021 on the Financial Statements. Ms. Schilling will revise the date to reflect the correct date of 2022. Following review, upon a motion duly made by Director Austin, seconded by Director Bentley and, upon vote, unanimously carried, the Board accepted the January 31, 2022 Financial Statements and Cash Position Report.

d. Other

None.

6. ACTION ITEMS

a. Ratify 2022-2023 Street Maintenance Vendor

Mr. Freund reviewed the RFP process with the Board, indicating there were six responses scored by staff and the Maintenance Committee. Mr. Freund stated Block by Block was selected for the work, and the primary reasons they were chosen areas follows:

- Branding capabilities to match Colfax BID
- Equipment they will provide
- Relatively Low Fee



Following discussion and review, upon a motion duly made by Director Bishop, seconded by Director Neuhalfen and, upon vote, unanimously carried, the Board the 2022-2023 Street Maintenance Vendor proposal as presented and to allow an additional Not to Exceed amount of \$12,000 for necessary office space if required or necessary.

b. Approve LV Events & PR Proposal: “Movie Night in the Park”

Mr. Locantore reviewed the once per month movie night on Park Avenue proposal with the Board. He stated the budgeted amount for the programming is \$15,120, and Sie Film Center is a potential partner in the effort. Following discussion, upon a motion duly made by Director Baldyga, seconded by Director Austin and, upon vote, unanimously carried, the Board approved the LV Events & PR Proposal: “Movie Night in the Park.

c. Approve HR Support from CLA to Create Staff Handbook & Policies

Mr. Locantore reviewed and led the Board in discussion regarding the proposed HR consulting to develop a staff employee handbook and policies. It was noted that the budget would be drawn from contingency under the “people” line item of the 2022 adopted budget. Questions ensued regarding health benefits and whether they were included in the package. Following discussion, upon a motion duly made by Director Neuhalfen, seconded by Director Bentley and, upon a vote, unanimously carried, the Board approved the deliverable of the employee handbook at \$2,500 and up to \$2,500 for additional consulting time as needed from staff.

d. Other

None.

7. SAFETY UPDATE

a. Denver Police District 6 Update

Officer Munson reviewed recent DPD personnel changes including the promotion of Commander Sanchez and the appointment of a new Commander. He stated that Colfax and Ogden has been the target of additional drug activity, and DPD District 6 has committed additional resources to the area.

b. Update

Mr. Locantore asked Officer Munson about the Early Intervention Team and associated activities and effectiveness. He noted that the Lion’s Lair alley lights will be installed in the coming weeks.

c. Other



None.

8. MAINTENANCE AND COLFAX WORKS COMMITTEE

- a. Update
- b. Other

No updates in addition to the maintenance vendor discussion above.

9. COMMUNICATIONS & PROGRAMS

- a. Update

Ms. Valeri provided updates to the Board regarding several items including the success of the valentine hearts program. She was commended by the Board for her good work. She also discussed the the possible creation of a business support committee with the support of Director Bishop.

- b. Other

None.

10. STREETSCAPE COMMITTEE

- a. Update
- b. Other

No updates to report.

11. ORGANIZATIONAL

- a. Update

No update to report.

- b. Confirm Quorum for April 12, 2022 Board Meeting

The Board confirmed a quorum for the April 12, 2022 Board Meeting.

- c. Other

None.

12. ADJOURN

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

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Respectfully Submitted,  
(Do not Sign Here)

*Christopher Bishop*

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Secretary of the Meeting



**COLFAX BUSINESS IMPROVEMENT DISTRICT  
AND UPPER COLFAX COMMUNITY FOUNDATION**  
**APRIL 12, 2022 Regular Board Meeting Minutes**  
9:00 a.m.

**Directors Present:** Andy Baldyga, Len Austin, Jenny Neuhalfen, and Christopher Bishop

**Others Present:**

Frank Locantore, Michelle Valeri and Mitch Freund; *Colfax Ave BID*  
Anna Jones; *CliftonLarsonAllen LLP ("CLA")*  
Officer Munson; *DPD District 6*  
Lisa Darlington and Zak Boyle; *Block By Block*

**1. CALL TO ORDER; DECLARATION OF QUORUM**

Director Baldyga called the meeting to order at 9:04 a.m.

**2. APPROVAL OF AGENDA**

Mr. Locantore recommended the removal of Oath of Office and adding the Farmer's Market Sponsorship under Action Items. Upon a motion duly made by Director Austin, seconded by Director Neuhalfen and, upon a vote, unanimously carried, the Board approved the agenda as amended and excused the absence of Directors Bettis and Bentley.

**3. PUBLIC COMMENT**

There were no public comments.

**4. CONSENT AGENDA**

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

- a. Approve March 8, 2022 Board Meeting Minutes
- b. March 2022 Debit Card totaling \$3,415.46
- c. CBID March 2022 Claims totaling \$113,462.37 and EFT payments to CenturyLink and Xcel
- d. BOA Letter
- e. Ratify Front Range Services, Inc. Contract

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

**5. FINANCIAL ITEMS**

- a. February 28, 2022 Financial Statements and Cash Position Report



Following review, upon a motion duly made by Director Austin, seconded by Director Bishop and, upon vote, unanimously carried, the Board accepted the February 28, 2022 Financial Statements and Cash Position Report.

b. Other

None.

## 6. ACTION ITEMS

### a. Ratify 2022-2023 Block By Block Contract (BBB)

Mr. Boyle and Ms. Darlington reviewed the contract with the Board. Following review, upon a motion duly made by Director Neuhalfen, seconded by Director Bishop and, upon vote, unanimously carried, the Board approved the 2022-2023 Block By Block contract, subject to the legal team to explore inclusion of an escalation clause, and the final logistics of the reimbursement/adjustment of the contract amount to reflect the cost of rent at Emerson School.

### b. 2022-2023 Operations Space Sublease – The Emerson School

It was noted that the lease will be assumed (subleased) from a current tenant for the remainder of the term of the lease that runs through February 2023. The sublease will be undertaken by the District on behalf of Block By Block. The cost per square foot is approximately \$12 per foot, with an anticipated rise to \$14 per foot at the end of the lease term. The two current external storage sites that are off-site will be combined into one at the new space at the Emerson School. A lease for the storage space will be forthcoming at a future meeting.

The Board asked CliftonLarsonAllen (CLA) to explore transferring and digitizing District documents at the same time as the move.

The operations space for the BBB truck is included in the rent and the dumpster will be located in the alley adjacent to the property. Separate garage space offsite is provided gratis by another property owner in the District for the time being, for an unspecified period of time.

Following discussion, upon a motion duly made by Director Austin, seconded by Director Neuhalfen and, upon vote, unanimously carried, the Board approved the 2022-2023 Operations Space Sublease at the Emerson School.

### c. Denver Streets Partnership Proposal for 16th Avenue Project

Mr. Locantore provided an update to the Board, and following discussion, upon a motion duly made by Director Baldyga, seconded by Director Austin and, upon vote, unanimously carried, the Board approved the Denver Streets Partnership Proposal for the 16th Avenue Project.

### d. Other- Farmers Market Sponsorship

Mr. Locantore distributed handouts to the Board and summarized his recommendation of a \$500 sponsorship to the Farmers Market. Following review





and discussion, upon a motion duly made by Director Neuhalfen, seconded by Director Baldyga and, upon vote, unanimously carried, the Board approved the Farmers Market Sponsorship in the amount of \$500.

**7. SAFETY UPDATE**

b. Denver Police District 6 Update

Officer Munson reported that Division Chief Sanchez and Commander Bowser would like to attend the May 10th meeting to give an update on the DPD6 Station move to HQ at 13th and Cherokee St.

c. Hotspots Grant Proposal Update

Mr. Locantore stated that Colfax and Ogden continue to be a problem crime area, and auto theft has increased exponentially. Officer Munson stated that the Hyundai Santa Fe car models are easily stolen. He also noted that firearm assaults have increased and staffing levels have increased as well as more cadets graduate from the Academy.

d. Other

None.

**8. MAINTENANCE AND COLFAX WORKS COMMITTEE**

a. Update

Mr. Locantore introduced Block By Block (BBB) to the Board and stated they will begin work on May 1st.

b. Other

None.

**9. COMMUNICATIONS & PROGRAMS**

a. Update

Ms. Valeri provided updates to the Board.

b. Other

None.

**10. STREETScape COMMITTEE**

a. Update

b. Other

No updates to report.



**11. ORGANIZATIONAL**

- a. Employee Handbook Update and Request for Ad Hoc Committee

The Board directed Mr. Locantore to engage with a committee of the Board and Directors Neuhalfen and Bentley volunteered for the ad hoc committee.

- b. Activating Challenged Properties

Mr. Locantore reported on the potential for a storefront space at Colfax and Vine for the BID offices. The Board discussed and generally agreed that this is a good project to inquire into. Mr. Locantore will report back in subsequent meetings. Mr. Locantore will coordinate with the Streetscape Committee.

- c. Confirm Quorum for May 10, 2022 Board Meeting

The Board confirmed a quorum for the May 10, 2022 Board Meeting.

- d. Other

None.

**12. ADJOURN**

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

DocuSigned by: Respectfully Submitted,

*Christopher Bishop*

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*Secretary of the Meeting*



**COLFAX BUSINESS IMPROVEMENT DISTRICT  
AND UPPER COLFAX COMMUNITY FOUNDATION  
MAY 10, 2022 Regular Board Meeting Minutes**

9:00 a.m.

**Directors Present:** Andy Baldyga, Jenny Neuhalfen, Christopher Bishop, Kathy Bettis, David Bentley

**Others Present:**

Frank Locantore, Michelle Valeri and Mitch Freund; Colfax Ave BID  
Anna Jones; CliftonLarsonAllen LLP (“CLA”)

CRO Cassandra Ulrich, CRO Austen Munson, Commander Kimberly Bowser, - DPD District 6

Tina Wells - Department of Transportation and Infrastructure (DOTI).

Anna Schmoll and Zak Boyle; Block By Block (BBB)

**1. CALL TO ORDER; DECLARATION OF QUORUM**

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

**2. APPROVAL OF AGENDA**

Mr. Locantore recommended adding discussion regarding BBB contract provisions. He indicated the BBB/CBID cost sharing as outlined in the packet. Director Bettis asked that the fiscal year budget impacts be outlined in addition to the calendar year. Mr. Locantore indicated that the parking for the BBB pick up truck is included in the lease at 1420 Ogden St and the garage space for the pressure-washing trailer and ATLV vehicles is still currently stable, but longer-term storage is being explored. He also indicated he has the document storage underway, and he will develop a timeline for document review. Following discussion, upon a motion duly made by Director Neuhalfen, seconded by Director Bishop and, upon a vote, unanimously carried, the Board approved the agenda as amended and excused the absence of Director Austin.

**3. PUBLIC COMMENT**

There were no public comments.

**4. CONSENT AGENDA**

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



then voted on by a single motion, second, and vote by the Board.

- a. Approve April 12, 2022 Board Meeting Minutes
- b. April 2022 Debit Card totaling \$2,758.54
- c. CBID April 2022 Claims totaling \$72,869.28 and EFT payments to CenturyLink and Xcel
- d. 2022-23 Block By Block contract
- e. 2022-23 Operations Space sublease – The Emerson School
- f. Denver Streets Partnership proposal for 16<sup>th</sup> Avenue Project

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

## 5. FINANCIAL ITEMS

- a. March 31, 2022 Financial Statements and Cash Position Report

Mr. Locantore reviewed with the Board. Following review, upon a motion duly made by Director Baldyga, seconded by Director Bettis and, upon vote, unanimously carried, the Board accepted the March 31, 2022 Financial Statements and Cash Position Report.

- b. Other

None.

## 6. ACTION ITEMS

- a. Operations Space Expense Sharing

Mr. Locantore indicated this item was previously covered and requested confirmation that the cost sharing is acceptable to the Board. The Board noted the confirmation of cost sharing is acceptable.

- b. Harmonic Media Agreement

Ms. Valeri reported an update to the Board. Discussion ensued. Following discussion, upon a motion duly made by Director Bentley, seconded by Director Bishop and, upon vote, unanimously carried, the Board approved the Harmonic Media agreement.

- c. Pedestrian Pole Painting Agreement

Mr. Freund provided an update to the Board of the Pedestrian Pole Painting agreement in the amount of Not to Exceed \$15,100. The Board discussed developing a draft policy to authorize spending by staff. Ms. Jones will develop a draft to send to Mr. Locantore and Director Bettis for their review and



comments.

Upon a motion duly made by Director Bettis, seconded by Director Neuhalfen and, upon vote, unanimously carried, the Board approved the Pedestrian Pole Painting agreement.

**7. COMMUNICATIONS & PROGRAMS**

a. Update

Ms. Valeri provided an update to the Board as per the information included in the meeting packet.

b. Other

None.

**8. MAINTENANCE AND COLFAX WORKS COMMITTEE**

a. Update

Mr. Freund provided an update to the Board and thanked Front Range and Director Austin for providing support in the transition period. BBB staff was in attendance and provided an update on their progress in May.

b. Other

None.

**9. STREETScape COMMITTEE**

a. “Welcome Center” Update

Mr. Locantore reviewed his report with the Board. The Board discussed the status of several vacant/neglected properties in the District, and possible strategies for reducing vacancies.

b. Other

None.

**10. ORGANIZATIONAL**

a. Employee Handbook Update

Mr. Locantore provided updates on the Employee Handbook noting that the Ad Hoc Committee consisting of Directors Neuhalfen and Bentley has provided feedback and plans to bring a draft to the next Board meeting.



- b. Confirm Quorum for June 14, 2022 Board Meeting

The Board confirmed a quorum for the June 14, 2022 Board Meeting.

- c. Other

None.

**11. SAFETY UPDATE**

- a. Denver Police District 6 Update: Tina Wells from DOTI and Commander Bowser with Station Location and Move Update

Commander Bowser and Ms. Wells provided an update on the relocation of the District 6 Police Station. The new station will replace the Pre-Arrestment building in the Police Headquarters facility in the 1300 block of Cherokee and allow for additional personnel, ADA accessibility, and space for the community.

They are currently in the community outreach phase. Design will begin by the end of summer 2022, abatement in 2023, construction 2024 with a completion date of the end of 2025. The total cost for the project is \$56,000,000 and funding will come from a mix of Elevate Denver bond funds (\$25 million), the sale of the existing site (est. \$10-12 Million), CIP and the Department of Safety contingency funds. The Programming Team in charge of determining the use for the existing site is in its infancy and working to identify needs from internal City agencies (like the Department of Housing Stability and Parks & Recreation). Mr. Locantore requested that the CBID, as a quasi-governmental agency, should be part of the Programming Team.

- b. Hotspots Grant Proposal Update

No update.

- c. Other

None.

**12. ADJOURN**

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

Respectfully Submitted,

DocuSigned by:

*Christopher Bishop*

B9297114447B4A4...

Secretary of the Meeting



**COLFAX BUSINESS IMPROVEMENT DISTRICT  
AND UPPER COLFAX COMMUNITY FOUNDATION  
JUNE 14, 2022 Regular Board Meeting Minutes**

9:00 a.m.

**Directors Present:** Andy Baldyga, Christopher Bishop, Kathy Bettis (present via Zoom call), David Bentley

**Others Present:**

Frank Locantore, Michelle Valeri, and Mitch Freund; Colfax Ave BID  
Anna Jones; CliftonLarsonAllen LLP (“CLA”)

**1. CALL TO ORDER; DECLARATION OF QUORUM**

Director Baldyga called the meeting to order at 9:18 a.m. and a quorum was confirmed. Director Baldyga excused the absences of Directors Austin and Neuhalfen

**2. APPROVAL OF AGENDA**

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

**3. PUBLIC COMMENT**

There were no public comments.

**4. CONSENT AGENDA**

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

- a. May 10, 2022 Board Meeting Minutes
- b. May 2022 Debit Card Totaling \$4,673.60
- c. May 2022 Claims Totaling \$78,947.12 and EFT Payments to CenturyLink and Xcel

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

**5. FINANCIAL ITEMS**

- a. April 30, 2022 Financial Statements and Cash Position Report



Mr. Locantore reviewed with the Board. Following review, upon a motion duly made by Director Bishop, seconded by Director Bentley and, upon vote, unanimously carried, the Board accepted the April 30, 2022 Financial Statements and Cash Position Report.

- b. Other

None.

## 6. ACTION ITEMS

- a. City Cast Denver Advertising Agreement – Independents Day Promotion

Ms. Valeri reviewed with the Board and discussion ensued. Following discussion, upon a motion duly made by Director Bentley, seconded by Director Bishop and, upon vote, unanimously carried, the Board approved the City Cast Denver Advertising Agreement as presented.

- b. SavATree Pruning Proposal

Mr. Freund reviewed the proposal with the Board, and the Board discussed various approaches to the proposal. Following discussion, upon a motion duly made by Director Bentley, seconded by Director Bishop and, upon vote, approved with Director Bettis dissenting, the Board approved the SavATree Pruning Proposal for the full contract scope of work and amount NTE \$81,078.

- c. Approval Process Policy

Mr. Locantore reviewed with the Board. Following review, upon a motion duly made by Director Bentley, seconded by Director Bishop and, upon vote, unanimously carried, the Board approved the Process Policy per amended changes discussion.

- d. Youth Pop Up Events Agreement

Mr. Locantore reviewed the agreement with the Board. Following review, upon a motion duly made by Director Bishop, seconded by Director Baldyga and, upon vote, unanimously carried, the Board approved the Youth Pop Up Events Agreement as presented.

- e. Staff Performance Review Board/ Director Volunteers

Following discussion the Board determined Directors Badyga and Neuhalfen would serve as the volunteers. Director Bishop will serve as backup.

## 7. COMMUNICATIONS & PROGRAMS





- a. Update  
As presented in the board packet.
- b. Other  
None.

**8. ORGANIZATIONAL**

- a. Employee Handbook Phase 1 Review

Mr. Locantore reviewed with the Board. Sections 1 and 2 were outlined by Director Bentley. The Board discussed the next steps with the handbook, and it was agreed that the draft policy would be distributed in advance of the July Board Meeting. Following review, upon a motion duly made by Director Bishop, seconded by Director Bentley and, upon vote, unanimously carried, the Board approved the Employee Handbook Phase 1.

- b. Confirm Quorum for July 12, 2022 Board Meeting at The Emerson School

The Board confirmed a quorum for the July 12, 2022 Board meeting.

- c. Other  
None.

**9. MAINTENANCE AND COLFAX WORKS COMMITTEE**

- a. Update  
As presented in the board packet.
- b. Other  
None.

**10. STREETScape COMMITTEE**

- a. “Welcome Center” Update  
As presented in the board packet.
- b. Other  
None.



**11. SAFETY UPDATE**

a. Denver Police District 6 Update:

No update.

b. Hotspots Grant Proposal Update

As presented in the board packet.

c. Other

None.

**12. ADJOURN**

There being no further business to come before the Board, Director Baldyga adjourned the meeting at 11:38 a.m.

Respectfully Submitted,

DocuSigned by:

*Christopher Bishop*

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*Secretary of the Meeting*



**COLFAX BUSINESS IMPROVEMENT DISTRICT  
AND UPPER COLFAX COMMUNITY FOUNDATION**  
**July 12, 2022 Regular Board Meeting Minutes**

9:00 a.m.

**Directors Present:** Andy Baldyga, Leonard Austin, Christopher Bishop, Kathy Bettis, Jenny Neuhalfen

**Others Present:**

Frank Locantore, Michelle Valeri, and Mitch Freund; Colfax Ave BID  
Anna Jones; CliftonLarsonAllen LLP (“CLA”)  
Alex Barakos; Pete’s Kitchen  
Officer Cassie Ulrich; Denver Police Department – District 6

**1. CALL TO ORDER; DECLARATION OF QUORUM**

Director Baldyga called the meeting to order at 9:15 a.m. and a quorum was confirmed. Director Baldyga excused the absence of Director Bentley.

**2. APPROVAL OF AGENDA**

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

**3. PUBLIC COMMENT**

Mr. Barakos introduced himself to the Board.

**4. CONSENT AGENDA**

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

- a. June 14, 2022 Board Meeting Minutes
- b. June 2022 Debit Card Totaling \$4,404.86
- c. June 2022 Claims Totaling \$43,382.88 and EFT Payments to CenturyLink and Xcel
- d. IDA Conference expense ratification
- e. Agreements with Youth Organizations

The Board inquired about the Youth Organizations Agreements, and Mr. Locantore clarified the process and informed the Board of events anticipated. Following discussion, upon a motion duly made by Director Neuhalfen, seconded by Director Bishop and, upon vote, unanimously carried, the Board approved the Consent



Agenda as presented.

**5. FINANCIAL ITEMS**

a. May 31, 2022 Financial Statements and Cash Position Report

Mr. Locantore reviewed with the Board. Director Austin asked about permit fees and noted he will work with Mr. Freund to contact the City and ask for the waivers. Following review, upon a motion duly made by Director Bishop, seconded by Director Neuhalfen and, upon vote, unanimously carried, the Board accepted the May 31, 2022 Financial Statements and Cash Position Report.

b. Other

None.

**6. ACTION ITEMS**

a. SavATree contract

Upon a motion duly made by Director Neuhalfen, seconded by Director Austin and, upon vote, motion passed to approve the SavATree contract, with Director Bettis opposing.

b. District Photography proposal

Ms. Valeri reviewed the proposal with the Board. Following review, upon a motion duly made by Director Bettis, seconded by Director Austin and, upon vote, unanimously carried, the Board approved the District Photography proposal.

c. Colfax Crawl Graphic Design Proposal

Ms. Valeri reviewed the proposal with the Board. Following review, upon a motion duly made by Director Bettis, seconded by Director Austin and, upon vote, unanimously carried, the Board approved the Colfax Crawl Graphic Design proposal.

d. Records Retention NTE \$14,000

Mr. Locantore briefed the Board on the records retention process. Discussion and questions were ensued by the Board. Following discussion, upon a motion duly made by Director Austin, seconded by Director Bishop and, upon vote, unanimously carried, the Board approved the Records Retention NTE \$14,000.

e. Unhoused Action Coalition (UAC) PR support proposal

Following review, upon a motion duly made by Director Baldyga, seconded by



Director Bettis and, upon vote, unanimously carried, the Board approved the UAC PR Support proposal NTE \$2,500.

**7. SAFETY COMMITTEE**

- a. Denver Police District 6 update

Officer Ulrich provided the Board regarding stats. Discussion ensued.

- b. 2023 Committee Request

The staff discussed the 2023 budget request, and the Board asked several questions, which the staff noted they will provide more information at the August Board meeting.

- c. Other

None.

**8. MAINTENANCE AND COLFAX WORKS COMMITTEE**

- a. Update

Mr. Freund provided the Board with updates.

- b. 2023 Committee Request

The staff discussed the 2023 budget request, and the Board asked several questions, which the staff noted they will provide more information at the August Board meeting.

- c. Other

None.

**9. COMMUNICATIONS & PROGRAMS REPORT**

- a. Updates

Ms. Valeri provided the Board with updates.

- b. 2023 Committee Request

The staff discussed the 2023 budget request, and the Board asked several questions, which the staff noted they will provide more information at the August Board meeting.

- c. Other



None.

**10. STREETScape COMMITTEE**

a. Updates

Mr. Locantore provided the Board with updates.

b. 2023 Committee Request

The staff discussed the 2023 budget request, and the Board asked several questions, which the staff noted they will provide more information at the August Board meeting.

c. Other

None.

**11. ORGANIZATIONAL**

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

b. 2023 Committee Request

The staff discussed the 2023 budget request, and the Board asked several questions, which the staff noted they will provide more information at the August Board meeting.

c. 2023 Discussion of all requests, their intersections, organizational capacity and priorities, etc.

d. August Board Meeting: Objectives and Confirm Quorum for 8-16

The Board chose to move the August board meeting from the second Tuesday of the month to August 16th – the third Tuesday of the month from 9:00 AM to 12:30 PM.

**12. ADJOURN**

There being no further business to come before the Board, upon a motion duly made by Director Baldyga, seconded by Director Bettis and, upon vote, unanimously carried, the Board adjourned the meeting at 11:57 a.m.

Respectfully Submitted,

DocuSigned by:

*Christopher Bishop*

B9297114447B4A4

Secretary of the Meeting



**COLFAX BUSINESS IMPROVEMENT DISTRICT  
AND UPPER COLFAX COMMUNITY FOUNDATION**  
**September 13, 2022 Regular Board Meeting Minutes**  
9:00 a.m.

**Directors Present:** Andy Baldyga, Leonard Austin, Christopher Bishop, Kathy Bettis, Jenny Neuhalfen, & Alex Barakos

**Others Present:**

Frank Locantore, Michelle Valeri, and Mitch Freund; Colfax Ave BID  
Anna Jones; CliftonLarsonAllen LLP (“CLA”)  
Dawn Schilling; Schilling & Company, Inc.

**1. CALL TO ORDER; DECLARATION OF QUORUM**

Director Baldyga called the meeting to order at 9:20 a.m. and a quorum was confirmed. Director Baldyga excused the absence of Director Bentley.

**2. APPROVAL OF AGENDA**

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

**3. PUBLIC COMMENT**

There were no public comments.

**4. CONSENT AGENDA**

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

- a. August 16, 2022 Special Board Meeting Minutes
- b. August 2022 Debit Card Totaling \$5,244.17
- c. August 2022 Claims Totaling \$136,665.01 and EFT Payments to CenturyLink and Xcel
- d. Letter of Support for Open Door Ministries

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

**5. FINANCIAL ITEMS**



a. July 31, 2022 Financial Statements and Cash Position Report

Ms. Schilling reviewed the July 31, 2022 Financial Statements and Cash Position Report with the Board. Following review and discussion, upon a motion duly made by Director Austin, seconded by Director Bishop and, upon vote, unanimously carried, the Board accepted the July 31, 2022 Financial Statements and Cash Position Report.

b. Other

None.

**6. ACTION ITEMS**

a. Other

None.

**7. BUDGET HEARING**

a. Conduct Public Hearing to Consider Amendment of 2022 Budget, Appropriate Expenditures and Set Mill Levies; Consider Adoption of Resolution 2022-09-01 to Amend 2022 Budget, Appropriate Expenditures and Set Mill Levies

Upon a motion duly made by Director Baldyga, seconded by Director Austin and, upon vote, unanimously carried, the Board opened the Public Hearing at 9:34 a.m.

There were no public comments.

Upon a motion duly made by Director Baldyga, seconded by Director Austin and, upon vote, unanimously carried, the Board closed the public hearing at 9:35 a.m.

Upon a motion duly made by Director Baldyga, seconded by Director Austin and, upon vote, unanimously carried, the Board approved the amendment of the 2022 Budget, Appropriate Expenditures and Set Mill Levies and Adoption of Resolution 2022-09-01 to Amend 2022 Budget, Appropriate Expenditures and Set Mill Levies.

b. 2023 Draft Budget

Ms. Schilling reviewed the draft 2023 Budget with the Board and requested the Board amend the 2022 Budget from \$ 1,100,000 to \$1,400,000. Following discussion, upon a motion duly made by Director Neuhalfen, seconded by Director Bettis and, upon vote, unanimously carried, the Board approved the amendment of the 2022 Budget from \$1,100,000 to \$1,400,000.



- c. Conduct Public Hearing to Consider Adoption of 2023 Budget, Appropriate Expenditures and Set Mill Levies; Consider Adoption of Resolution 2022-09-02 to Adopt 2023 Budget, Appropriate Expenditures and to Set Mill Levies

Upon a motion duly made by Director Baldyga, seconded by Director Austin and, upon vote, unanimously carried, the Board opened the Public Hearing at 9:38 a.m.

There were no public comments.

Upon a motion duly made by Director Baldyga, seconded by Director Austin and, upon vote, unanimously carried, the Board closed the public hearing at 9:39 a.m.

The Board discussed the 2023 Budget and anticipated the assessed valuations. They discussed the myriad of financial implications as BRT streetscape begins, and other capital projects managed by CBID.

Following discussion, upon a motion duly made by Director Neuhalfen, seconded by Director Bishop and, upon vote, unanimously carried, the Board approved the 2023 Budget, Appropriate Expenditures and Set Mill Levies and Adoption of Resolution 2022-09-02 to Adopt 2023 Budget, Appropriate Expenditures and Set Mill Levies at 10 mills.

## 8. FINANCING OPTIONS

- a. Streetscape financing options

Director Bishop reported on the potential debt options for the District to consider. He stated further information will be forthcoming.

- b. Other

None.

## 9. SAFETY, MAINTENANCE, COMMUNICATIONS, STREETSCAPE COMMITTEE UPDATES

- a. Ms. Valeri shared with the Board the initial results from the first Colfax Pub Crawl. It was good attendance, though lower than initially anticipated, and a great time was had by all. Even the last stop – #14 at The Nob Hill – had good participation from the attendees.
- b. Mr. Locantore updated the Board that the unsuccessful May application for a “Hot Spot” grant has since turned into a successful award of over \$170,000 for safety improvements in the area of the 1400 block of Ogden that has been a crime “hot spot” for over nine months.



c. Other

None.

**10. ORGANIZATIONAL**

a. Confirm Quorum for October 11, 2022 Board Meeting

The Board confirmed a quorum for the October 11, 2022 Board meeting.

b. Updates: Staff Performance Reviews, Employee Handbook and CLA’s Record Retention efforts

c. The Board discussed an opportunity to have a 2023 planning retreat and decided to hold a special meeting on October 4, 2022 from 2:30 p.m. – 5:30 p.m. at UMB Bank.

d. Other

None.

**11. EXECUTIVE SESSION, pursuant to Section 24-6-402(e), C.R.S., for the purpose of discussing matters subject to negotiations regarding District budget and compensation.**

Upon a motion duly made by Director Austin, seconded by Director Neuhalfen and, upon vote, unanimously carried, the Board entered into Executive Session at 11:14 a.m.

There were no public comments.

Upon a motion duly made by Director Austin, seconded by Director Bettis and, upon vote, unanimously carried, the Board adjourned out of Executive Session at 12:39 p.m.

No action was taken.

**12. ADJOURN**

There being no further business to come before the Board, Director Baldyga adjourned the meeting at 12:44 p.m.

Respectfully Submitted,

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*Secretary of the Meeting*



**COLFAX BUSINESS IMPROVEMENT DISTRICT  
AND UPPER COLFAX COMMUNITY FOUNDATION  
August 16, 2022 Special Board Meeting Minutes**

9:00 a.m.

**Directors Present:** Andy Baldyga, Christopher Bishop, Kathy Bettis, Jenny Neuhalfen, & Alex Barakos

**Others Present:**

Frank Locantore, Michelle Valeri, and Mitch Freund; Colfax Ave BID  
Zakary Boyle; Block By Block

Anna Jones; CliftonLarsonAllen LLP (“CLA”)

Lt. Sean Faris, Officers Cassie Ulrich & Austen Munson; Denver Police Department – District 6

**1. CALL TO ORDER; DECLARATION OF QUORUM**

Director Baldyga called the meeting to order at 9:07 a.m. and a quorum was confirmed. Director Baldyga excused the absence of Directors Austin and Bentley.

**2. APPROVAL OF AGENDA**

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

**3. PUBLIC COMMENT**

There were no public comments.

**4. CONSENT AGENDA**

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

- a. July 12, 2022 Board Meeting Minutes
- b. July 2022 Debit Card Totaling \$4,404.86
- c. July 2022 Claims Totaling \$43,382.88 and EFT Payments to CenturyLink and Xcel
- d. CenturyLink “Conditional Approval” for Wayfinding Kiosk installation
- e. FTA letter supporting BRT grant funding

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



**5. FINANCIAL ITEMS**

- a. June 30, 2022 Financial Statements and Cash Position Report

Mr. Locantore reviewed with the Board. Director Bettis asked the Board and staff about the timing of finalizing the budget and the potential need for an amendment. Following review and discussion, upon a motion duly made by Director Neuhalfen, seconded by Director Bettis and, upon vote, unanimously carried, the Board accepted the June 30, 2022 Financial Statements and Cash Position Report.

- b. Other

None.

**6. ACTION ITEMS**

- a. Marty Amble Memorial Support

Following discussion, upon a motion duly made by Director Bettis, seconded by Director Baldyga and, upon vote, unanimously carried, the Board determined to allocate \$750 to the event.

- b. Other

None.

**7. SAFETY COMMITTEE**

- a. Denver Police District 6 updates

Lt. Faris reported on the crime statistics in the BID area. He indicated the CPTED strategies for 14<sup>th</sup> and Ogden have been undertaken. The Board asked Lt. Faris several questions.

Officers Munson and Ulrich discussed additional lighting strategies along Ogden. Mr. Locantore indicated there is potential financial assistance for additional lighting through the Department of Safety.

- b. 2023 Committee Request

Mr. Locantore reviewed with the Board. The Board discussed and determined to adopt last year's budget allocation for 2023 in the absence of Board agreement with specific strategies to move the item forward.

- c. Other



None.

**8. MAINTENANCE AND COLFAX WORKS COMMITTEE**

a. Updates

Mr. Freund and Mr. Boyle provided the Board with updates.

b. 2023 Committee Request

Mr. Freund reviewed the committee request and answered questions.

c. Other

None.

**9. COMMUNICATIONS & PROGRAMS REPORT**

a. Updates

Ms. Valeri provided the Board with updates.

b. 2023 Committee Request

The Board reviewed and determined to remove the \$7,000 in the contingency line item and increase the advertising line item by \$5,000.

c. Other

None.

**10. STREETScape COMMITTEE**

a. Updates

Mr. Locantore provided the Board with updates.

b. 2023 Committee Request

Mr. Locantore reviewed with the Board.

c. Other

None.

**11. ORGANIZATIONAL**

a. 2023 Committee Request Wrap Up Discussion: intersections, organizational



capacity, priorities, etc.

The Board discussed next steps to finalize the 2023 budget in preparation for submitting the budget to the City by Sept 30th.

b. Confirm Quorum for September 13, 2022 Board Meeting

The Board confirmed a quorum for the September 13, 2022 Board meeting.

c. Updates: Staff Performance Reviews, Employee Handbook and Other

Directors Baldyga and Neuhalfen will coordinate reviews. There has been no additional progress on the Employee Handbook to-date.

d. Other

None.

**12. ADJOURN**

There being no further business to come before the Board, upon a motion duly made by Director Bettis, seconded by Director Baldyga and, upon vote, unanimously carried, the Board adjourned the meeting at 12:49 p.m.

Respectfully Submitted,

DocuSigned by:

*Christopher Bishop*

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*Secretary of the Meeting*



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

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

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

Others Present:

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

1. Call to Order; Declaration of Quorum

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

2. Approval of Agenda

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

3. PUBLIC COMMENT

There were no public comments.

4. CONSENT AGENDA

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

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

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

5. FINANCIAL ITEMS

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

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

- B. Other

None.

6. ACTION ITEMS

- a. CSG Street Maintenance Proposal for 2022

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

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

Following discussion, upon a motion duly made by Director Neuhalfen, seconded by Director Baldyga and, upon vote, unanimously carried, the Board approved the CliftonLarsonAllen LLP Engagement Letter.

7. 2022 Budget Review and Approval

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

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

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

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



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

8. SAFETY UPDATE

a. Denver Police District 6 Update

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

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

b. Other

None.

9. MAINTENANCE AND COLFAX WORKS COMMITTEE

a. Update

Mr. Freund reported that the Ready to Work team out of Bridge House Aurora is currently under quarantine due to numerous positive COVID tests. The RTW trainees will return to the District once all the BHA residents record 14 days straight of negative COVID-19 test results.

b. Other

None.

10. COMMUNICATIONS & PROGRAMS

a. Update

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

b. Other

None.

11. STREETSCAPE COMMITTEE

- a. Update
  
- b. Denver Deserves Sidewalks campaign materials

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

- c. Other

None.

12. ORGANIZATIONAL

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

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

- c. Other

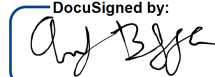
Mr. Locantore indicated for the Board that David Bentley has submitted his application for one of the vacant Board seats, and there are a couple of additional interested individuals who may also submit applications in the coming weeks.

13. ADJOURN

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

Respectfully Submitted,

DocuSigned by:



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Secretary of the Meeting



**COLFAX BUSINESS IMPROVEMENT DISTRICT  
AND UPPER COLFAX COMMUNITY FOUNDATION**  
October 12, 2021 Regular Board Meeting Minutes  
9:00 a.m.

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

Others Present:

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

1. Call to Order; Declaration of Quorum and Administer Oath of Office

Director Baldyga called the meeting to order at 9:15 a.m. and excused the absence of Directors Rosenberry and Bettis. The Board did not administer an Oath of Office to David Bentley, as he was unable to attend today’s meeting. The oath will be administered at the November Board meeting.

2. Approval of Agenda

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

3. PUBLIC COMMENT

There were no public comments.

4. CONSENT AGENDA

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

- a. Approve September 7, 2021 Board Meeting Minutes
- b. September 2021 Debit Card totaling \$4,739.71
- c. CBID September 2021 Claims totaling \$56,424.41 and EFT payments to CenturyLink and Xcel
- d. Committee Reports: Safety, Maintenance, Communications, Streetscape, Organizational

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

5. FINANCIAL ITEMS

- A. Review and Accept the August 31, 2021 and July 31, 2021 Financial Statements and Cash Position Report

Mr. Locantore reviewed the Financial Statements and Cash Position Report with the Board. Following discussion, upon a motion duly made by Director Neuhalfen, seconded by Director Baldyga and, upon vote, unanimously carried, the Board accepted the August 31, 2021 Financial Statements and Cash Position Report.

- B. Other

The Board discussed and proposed that the Safety and Maintenance Committees coordinate with the businesses between Race and Vine Street on the south side of Colfax to allocate a not to exceed (NTE) amount of \$5,000 to “triage” by cleaning and providing temporary lighting in the alley between the Lion’s Lair and Walgreens. Following discussion, upon a motion duly made by Director Austin, seconded by Director Neuhalfen and, upon vote, unanimously carried the Board approved the proposal to allocate a NTE amount of \$5,000 for the Safety and Maintenance Committees coordinate with the businesses along the Southside of the 2000 block of E Colfax Ave for assistance in triage, including cleaning and temporary lighting in the alley between the Lion’s Lair and Walgreens.

6. ACTION ITEMS

- a. Unhoused Action Coalition Statement

Mr. Locantore reviewed the Statement with the Board. Following discussion, upon a motion duly made by Director Neuhalfen, seconded by Director Austin and, upon vote, unanimously carried, the Board approved the Unhoused Action Coalition’s statement, which is included in the meeting packet.

- b. Denver Deserves Sidewalks Campaign

Following discussion, upon a motion duly made by Director Neuhalfen, seconded by Director Baldyga and, upon vote, unanimously carried, the Board approved the policy position outlining a call for sidewalk funding throughout the City of Denver.

- c. Logo Usage Policy

Ms. Valeri reviewed the draft Policy with the Board. The Board determined to re-visit this at the November meeting, after review by legal counsel for further discussion and consideration of approval.

- d. Other

None.

8. SAFETY UPDATE

Mr. Locantore reported on his most recent updates with youth groups and his discussions regarding activation strategies. He stated there will be a follow up meeting later this month to discuss pop-up strategies that he will share in detail.

He also reported that encampments seem to be appearing and moving more quickly.

a. Denver Police District 6 Update

Officer Munson provided an update to the Board stating that crime statistics indicate the area near Ogden and Corona has seen increased arrest activities, primarily due to drug violations.

Office Munson also indicated the DPD6 Halloween Party will take place again this year, and asked if CBID would like to contribute to the event.

Following discussion, upon a motion duly made by Director Neuhalfen, seconded by Director Austin and, upon vote, unanimously carried, the Board approved to contribute \$2,000 to the DPD Foundation for its annual Halloween Party and authorized up to \$1,500 to another organization(s) that provides resources to the community.

b. Other - Safety Policies

Mr. Freund drafted basic safety protocols for staff. Staff will seek legal counsel review and revise the draft for presentation to the Board and the November meeting.

None.

9. MAINTENANCE AND COLFAX WORKS COMMITTEE

a. Update

Mr. Freund provided his updated report to the Board.

b. Other

None.

10. COMMUNICATIONS & PROGRAMS

a. Update

Ms. Valeri provided her updated report to the Board.

b. Other

None.

11. STREETScape COMMITTEE

a. Update

Director Baldyga reported on the efforts surrounding the 16<sup>th</sup> Avenue bikeway and traffic calming strategies. He indicated he will come back to the Board next month with more details regarding the City's planning efforts and where and how CBID can influence and improve the design of the streetscape. He indicated CBID is in a position to help partner with the City financially on this effort and will bring back more details at the November meeting. He also reported that there is some development occurring along 16<sup>th</sup> Avenue that could compliment the plans and efforts along 16<sup>th</sup> for traffic calming.

b. Other

None.

12. ORGANIZATIONAL

a. Update

Mr. Locantore reported that Board member Jamie Rosenberry will be retiring at the end of her first term (December 2021). The Board discussed Board recruitment strategies.

b. Confirm Quorum for the November 9, 2021 Board Meeting

A quorum was confirmed for the November 9, 2021 Board meeting.

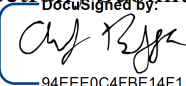
c. Other

None.

13. ADJOURN

Upon a motion duly made by Director Baldyga, seconded by Director Neuhalfen and, upon vote, unanimously carried, the Board adjourned the meeting at 11:37 a.m.

Respectfully Submitted,

DocuSigned by:  


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Secretary of the Meeting



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

Directors Present: Andy Baldyga, Leonard Austin, Kathy Bettis, Jenny Neuhalfen and David Bentley.

Others Present:

Frank Locantore, Michelle Valeri and Mitch Freund; Colfax Ave BID  
Anna Jones; CliftonLarsonAllen LLP (“CLA”)  
Chris Bishop; UMB Bank  
Liz Viscardi; LV events  
Officers Munson, Gilliam and Ulrich plus the therapy dog, Shelby; Denver Police Department, District 6

1. Call to Order; Declaration of Quorum and Administer Oath of Office

Director Baldyga called the meeting to order at 9:04 a.m. and excused the absence of Director Rosenberry. Director Baldyga administered the Oath of Office to David Bentley, and he accepted his seat on the Board.

2. Approval of Agenda

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

3. PUBLIC COMMENT

There were no public comments.

4. CONSENT AGENDA

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

- a. Approve October 12, 2021 Board Meeting Minutes
- b. October 2021 Debit Card totaling \$4,878.76
- c. CBID October 2021 Claims totaling \$61,052.33 and EFT payments to CenturyLink and Xcel
- d. Committee Reports: Safety, Maintenance, Communications, Streetscape, Organizational

- e. Approval of CliftonLarsonAllen Master Service Agreement and related statement(s) of work
- f. Approval of 2022 Annual Administrative Matters Resolution 2021-11-01

Following review and discussion, the CLA Master Service Agreement was removed from the Consent Agenda to be brought back for the December meeting discussion subject to legal review. Upon a motion duly made by Director Austin, seconded by Director Bettis and, upon vote, unanimously carried, the Board approved the Consent Agenda as amended.

5. FINANCIAL ITEMS

- A. Review and Accept the September 30, 2021 Financial Statements and Cash Position Report

Mr. Locantore reviewed the Financial Statements and Cash Position Report with the Board. Following discussion, upon a motion duly made by Director Bettis, seconded by Director Neuhalfen and, upon vote, unanimously carried, the Board accepted the September 30, 2021 Financial Statements and Cash Position Report.

- B. Other

None.

6. ACTION ITEMS

- a. MBI Engineering Consultant Proposal

Mr. Locantore reviewed the MBI Engineering Consultant Proposal with the Board. Following discussion, upon a motion duly made by Director Neuhalfen, seconded by Director Austin and, upon vote, unanimously carried, the Board approved the MBI Engineering Consultant Proposal.

- b. Guardian Angels Proposal

Mr. Locantore reviewed the Guardian Angels Proposal with the Board. Following discussion, upon a motion duly made by Director Bettis, seconded by Director Austin and, upon vote, unanimously carried, the Board approved the Guardian Angels Proposal.

- c. LV Events and PR Proposal

Ms. Viscardi introduced herself to the Board and reviewed the LV events proposal. Following discussion, upon a motion duly made by Director Austin, seconded by Director Bettis and, upon vote, unanimously carried, the Board approved the LV Events and PR Proposal.

- d. Other

None.



8. SAFETY UPDATE

a. Denver Police District 6 Update

Officer Gilliam discussed the outreach efforts in which Shelby (therapy dog) is being utilized throughout the community. She also discussed an entrepreneur program that District 6 has initiated for younger members of the community facing challenges.

Office Munson reported that the monthly crime statistics will be analyzed using more refined geographic areas, and specifically to the CBID boundaries. He also discussed District 6's plan for Thanksgiving meal distribution.

Officer Ulrich reported that the Halloween party was a big success this year.

b. Safer Alleys Update

Mr. Locantore and Director Austin discussed the Lion's Lair Alley Safety Effort. An outline was shared as a post packet item with the Board. Director Austin requested help/visibility from District 6 officers, and the officers indicated they will coordinate with the Business Improvement District.

The Board discussed the budgetary implications of the program, and it was agreed that the initial effort will be considered a Pilot Program, and once more information is gathered as the initiative is implemented, the budget can be adjusted, if needed.

9. MAINTENANCE AND COLFAX WORKS COMMITTEE

a. Update

Mr. Freund provided his updated report to the Board noting that the holiday lights are being installed and the holiday banners have been hung.

Mr. Locantore reported on the CSG/RTW maintenance resources and related task allocation. Director Bettis requested that the information be available a week prior to the next Board meeting

10. COMMUNICATIONS & PROGRAMS

a. Logo Usage Policy

Ms. Valeri provided her updated report to the Board.

b. Characters of Colfax Awards Finalists

Ms. Valeri provided a report to the Board.

c. Other

None.

11. STREETSCAPE COMMITTEE

- a. Update – 16<sup>th</sup> Avenue Protected Bike Lane

Mr. Locantore reported out on the efforts currently underway.

- b. Other

None.

12. ORGANIZATIONAL

- a. Update

None.

- b. Confirm Quorum for the December 14, 2021 Board Meeting

A quorum was confirmed for the December 14, 2021 Board meeting.

- c. Other

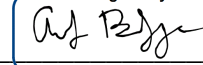
It was noted that the holiday party will be held at the Filmore on December 9, 2021.

13. ADJOURN

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

Respectfully Submitted,

DocuSigned by:



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Secretary of the Meeting



**COLFAX BUSINESS IMPROVEMENT DISTRICT  
AND UPPER COLFAX COMMUNITY FOUNDATION**  
December 14, 2021 Regular Board Meeting Minutes  
9:00 a.m.

Directors Present: Andy Baldyga, Leonard Austin, Kathy Bettis, Jenny Neuhalfen, David Bentley and Christopher Bishop

Others Present:

Frank Locantore, Michelle Valeri and Mitch Freund; Colfax Ave BID  
Anna Jones; CliftonLarsonAllen LLP (“CLA”)

1. Call to Order; Declaration of Quorum and Administer Oath of Office

Director Baldyga called the meeting to order at 9:05 a.m. and excused the absence of Director Rosenberry. Director Baldyga administered the Oath of Office to Christopher Bishop, and Director Bishop accepted his seat on the Board.

2. Approval of Agenda

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

3. PUBLIC COMMENT

There were no public comments.

4. CONSENT AGENDA

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

- a. Approve November 9, 2021 Board Meeting Minutes
- b. November 2021 Debit Card totaling \$9,062.13
- c. CBID November 2021 Claims totaling \$62,472.13 and EFT payments to CenturyLink and Xcel
- d. Schilling & Company, Inc. Engagement Letter
- e. Streetscape Design Contract: Michael Baker International
- f. LV Events & PR Contract
- g. Sign on Letter to CDOT
- h. Renew Office Lease 10/1/22 – 9/39/25
- i. Committee Reports: Safety, Maintenance, Communications, Streetscape,

Organizational

- j. Approval of CliftonLarsonAllen Master Service Agreement and related statement(s) of work

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

5. FINANCIAL ITEMS

- a. Review and Accept the October 31, 2021 Financial Statements and Cash Position Report

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

- b. Consider Approval of Dazzio & Associates, PC Engagement Letter to perform 2021 Audit - \$4,900

Following review, upon a motion duly made by Director Neuhalfen, seconded by Director Bettis and, upon vote, unanimously carried, the Board approved the Dazzio & Associates, PC engagement letter to perform the 2021 Audit in the amount of \$4,900.

6. ACTION ITEMS

- a. Streetscape Design Consultants Scope: Dig Studio

Mr. Locantore reviewed the Dig Studio scope with the Board. Following review and discussion, upon a motion duly made by Director Bettis, seconded by Director Austin and, upon vote, unanimously carried, the Board approved the Dig Studio Streetscape Design Consultants Scope.

- b. Maintenance RFQ and RFP

Mr. Locantore and Mr. Freund reviewed the maintenance RFQ and RFP with the Board. Following discussion, upon a motion duly made by Director Bettis, seconded by Director Austin and, upon vote, unanimously carried, the Board approved the Maintenance RFQ and RFP.

Following further discussion, the Board authorized the Maintenance Committee to move the RFQ forward and approve a preferred contractor to provide services. The Maintenance Committee will communicate the preferred candidate once selected to the Board and will bring it back to the January meeting for ratification by the full Board. Upon a motion duly made by Director Bettis, seconded by Director Austin and, upon vote, unanimously carried, the Board authorized the Maintenance Committee to move the RFQ forward and approve a preferred contractor to provide services.

- c. Other

None.

7. SAFETY UPDATE

- a. Denver Police District 6 Update

Mr. Locantore informed the Board of the most recent updates.

- b. Safer Alleys Update

Mr. Locantore informed the Board of updates.

8. MAINTENANCE AND COLFAX WORKS COMMITTEE

- a. Holiday Decorations Update

Mr. Freund provided an update to the Board.

- b. Other

None.

9. COMMUNICATIONS & PROGRAMS

- a. Holiday party update

Ms. Valeri provided updates to the Board.

- b. Bag of Colfax update

Ms. Valeri provided a report to the Board.

- c. Characters of Colfax Awards

Mr. Locantore and Ms. Valeri provided an update to the Board.

- d. Other

None.

10. STREETSCAPE COMMITTEE

- a. Update

Mr. Locantore reported out on all updates.

- b. Other

None.

11. ORGANIZATIONAL

a. Update

None.

b. Executive Session pursuant to C.R.S. §24-6-402(4)(f) to discuss personnel matters

Upon a motion duly made by Director Neuhalfen, seconded by Director Bentley and, upon vote, unanimously carried, the Board moved into Executive Session at 10:29 a.m.

Upon a motion duly made by Director Bettis, seconded by Director Neuhalfen and, upon vote, unanimously carried, the Board moved adjourned out of Executive Session at 11:26 a.m.

Following discussion, upon a motion duly made by Director Austin, seconded by Director Neuhalfen and, upon vote, unanimously carried, the Board approved annual bonuses.

c. Confirm Quorum for the January 11, 2022 Board Meeting

A quorum was confirmed for the January 11, 2022 Board meeting.

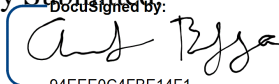
d. Other

None.

12. ADJOURN

Upon a motion duly made by Director Bettis, seconded by Director Austin and, upon vote, unanimously carried, the Board adjourned the meeting at 11:32 a.m.

Respectfully Submitted,

DocuSigned by:  
  
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Secretary of the Meeting

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

**LGID 16017**

Chair:	Andy Baldyga 1540 Race Street Denver, CO 80206 <a href="mailto:abaldyga@msn.com">abaldyga@msn.com</a> 303-949-9585	Term exp: 12.31.22 (final)
Vice Chair:	Leonard Austin Front Range Services 1457 High Street <a href="mailto:len@fronrangeservices@comcast.net">len@fronrangeservices@comcast.net</a> 303-591-7197 (303) 728-9230	Term exp: 12.31.22 (1 <sup>st</sup> )
Treasurer:	Kathy Bettis 1509 York Street, Ste. 201 Denver, CO 80206 (303) 2901-1574 (303) 478-3456 (cell) E-mail: <a href="mailto:kb@kentrogroup.com">kb@kentrogroup.com</a>	Term exp: 03.31.24 (1 <sup>st</sup> )
Secretary:	Chris Bishop (reviews minutes) UMB Bank 1635 E. Colfax Denver CO 80218 <b>720-945-2514</b> <a href="mailto:Christopher.bishop@umb.com">Christopher.bishop@umb.com</a>	Term exp: 03-31-2025  (1st) Appt. 11-12-2021
Director:	Jennifer Neuhalfen 2500 S. Cherry Street Denver, CO 80222 303-906-5678 <a href="mailto:1915E.ColfaxLLC@gmail.com">1915E.ColfaxLLC@gmail.com</a>	Term exp: 3.31.24 (1 <sup>st</sup> ) Appt. 5.14.21
Director:	David Bentley Asst. General Mgr. of Argonaut Wine & Liquor 760 E. Colfax Avenue Denver, CO 80203 <a href="mailto:david@argonautliquor.com">david@argonautliquor.com</a> 303-831-7788 x233 Cell: 720-965-4595	Term exp: 12.31.24 (1 <sup>st</sup> ) Appt. 10/21
Director:	Alex Barakos <a href="mailto:Apb233@nau.edu">Apb233@nau.edu</a> 692 S. Gilpin Street Denver, CO 80209 480-392-1134	Term exp: 3.31.25 (1 <sup>st</sup> ) Appt. 7.20.22

## Operating Report - Colfax Ave BID

Answers to questions 10, 11, and 12 (combined) - A list of activities performed in 2022 with performance measures and activities planned for 2023, along with tangible outcomes that we track.

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### MAINTENANCE

#### 2022:

1. Expanded clean street maintenance service in partnership with *Block by Block* from the 22 blocks of East Colfax Avenue to include the 87 blocks of intersecting streets and East 14th and East 16th Avenues, providing equity to all stakeholders in the 109 blocks of the District.
2. Continued regular monthly maintenance of 203 pedestrian light poles throughout the District, providing visibility and safety for pedestrians.
3. Provided maintenance and daily service to 64 trash receptacles within the public right of way. *Block by Block* has collected 8,391 garbage bags of trash YTD.
4. Removed 1,051 pieces of graffiti YTD.
5. All sidewalks in the district power washed six times throughout the year.
6. Repainted 45 pedestrian light poles in the district.
7. Displayed and removed four sets of BID street banners throughout the year.
8. Created an equitable tree pruning policy to care for the trees in the district's right-of-way.
9. We will again install and display commercial grade LED outdoor string lights for the holiday season.

#### 2023:

1. Continue clean street maintenance service in partnership with *Block by Block* to maintain public trash receptacles, pick up litter, and remove graffiti & stickers within the public right of way.
  2. Continue to repair, replace, and repaint BID assets as needed, such as trash receptacles, pedestrian light poles, and benches.
  3. Resolve long-deferred maintenance, such as tripping hazards, sidewalk deep cleaning, and other landscaping efforts.
  4. Continue tree pruning maintenance based on an equitable tree pruning policy.
  5. Continue holiday LED lighting displays on pedestrian light poles.
-



## SAFETY

### 2022:

1. Continued efforts to collaborate with local youth-based organizations planning three “Youth Street Takeover” activations on and near blocks that struggle with safety issues.
2. Worked regularly and closely with DPD on safety initiatives such as trespassing and Safety Designs.
3. Added more No Trespass signs/agreements through the district.
4. Worked with different business and property owners on safety issues near their businesses.
5. Received funding from the Department of Safety (ARPA funds) to address safety issues in the 1400 block of Ogden St.

### 2023:

1. Continue partnering with youth-focused groups to create and execute street activations (“Youth Street Takeovers”) and work to introduce those that have a business plan to landlords with vacant storefronts. This is a tandem effort to address problem areas with positive activity with discrete, temporary events, but to then parlay that “proof of concept” into a permanent occupied and activated storefront that will provide eyes-on-the-street for greater safety.
2. Fund safety improvements to storefronts and their surrounding environments.
3. Work with groups to bring more mental health resources to Colfax (STAR Program or similar).
4. Coordinate our streetscape and maintenance committee work with our safety efforts.

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## STREETSCAPE

### 2022:

1. Installed a branded bike corral at Colfax and Race outside of Pete’s Kitchen with 5 more on the way.
2. Permits secured and acquiring quotes to install eight wayfinding kiosk signs to be installed throughout the district.
3. Continued efforts with DOTI and other Colfax BIDs regarding BRT planning and communication.
4. Planned and executed a series of monthly free outdoor movie nights at 16th and Humboldt to provide a gathering space for the community.
5. Planned and executed a Bike From Work Day Bash in partnership with the Denver Streets Partnership to communicate the value and gain support for the 16th Avenue Neighborhood Bikeway.

6. DOTI has agreed to work with us and our partners at Michael Baker International and Dig Studio to design-build a Neighborhood Bikeway on 16th Avenue.
7. Created an updated design guide to provide guidance and ideas for those developing or redeveloping along our stretch of Colfax during the concept and site development plan processes.
8. Participating in the City's *Shared Streets Stakeholder Working Group* to identify and implement shared streets in Denver.

**2023:**

1. Improve wayfinding along 16th Avenue to attract bicyclists to neighboring Colfax businesses with bollards, arrows, icons, etc. with our Neighborhood Bikeway construction.
2. Activate Park Avenue with monthly movie nights throughout the summer.
3. Continue working with District 10 Councilman Chris Hinds, the City, and community groups regarding the redevelopment of the DPD6 site.
4. Continue working with other Colfax BIDs as the Colfax Collaborative on common issues such as BRT, Adaptive Reuse, etc.
5. Explore the feasibility of developing and including construction documents to build some of our streetscape vision elements as part of the BRT construction.
6. Continue working with the City's *Shared Streets Stakeholder Working Group*.

**COMMUNICATIONS**

**2022:**

1. Expanded our social media reach with Facebook, Instagram, and Twitter; created and executed strategic marketing plans for each of the BID's priority areas.
2. Continued communication to our ratepayers, providing resources and funding opportunities monthly.
3. Sent bi-weekly newsletters to the general public, promoting our district businesses, events happening in the district, and news from the city.
4. Told the stories of the people, places, and things who make Colfax so unique through our Characters of Colfax blog.
5. Curated blogs and social media posts that showcase local businesses within our district.
6. Showcased BID accomplishments in 2021 Annual Report.

**2023:**

1. Continue to grow Colfax Ave's audience via social media, newsletters, the annual report, and engaging content on our website.

2. Create a Welcome Kit for new businesses coming to the corridor with important resources and contact information.
- 

## EVENTS & PROGRAMS

### 2022:

1. Ran a successful expanded Colfax Hearts program, where seventy-five 20” hearts are installed on our light poles for the month of February with custom messages of love from the community.
2. Installed new vinyl art on our 17 electrical boxes. All art was done by local artists, who were paid for their work, and celebrated thinking and acting differently under the theme of Counterculture.
3. Held our third annual Independents Day event, increased business participation and public awareness. This event celebrates the local and independent businesses who call Colfax home.
4. Introduced a new event, The Colfax Crawl, that highlights Colfax’s dive bars and other iconic watering holes and the history that accompanies them.
5. We will produce a new set of promotional banners for the 2022-2023 winter season.
6. We will bring back our popular Bag of Colfax campaign for the holiday season. These mystery gift bags are filled with products from local businesses and raised over \$22,000 for participating businesses in 2020 and 2021.
7. We will host our annual Holiday Party in November/December. This event showcases our businesses and community partners who help make our work possible.

### 2023:

1. Plan quarterly networking events for our business and property owners.
  2. Plan and execute our signature events - Independents Day, The Colfax Crawl, and our Holiday Party.
  3. Continue our successful promotional programs like our Colfax Hearts, Power Box Art, and Bag of Colfax program.
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## BUSINESS SUPPORT

### 2022

1. Worked with various individual businesses and property owners to assist with permitting, filling vacant spaces, etc.
2. Regular communications (see “Communications,” above) and in-person meetings to understand issues and needs from the business community.

3. As Co-chair of the Economic Recovery & Relief *BID subcommittee*, we helped it evolve into a standing committee now called, The Main Streets Committee, to help all commercial districts to understand funding and program support from the City and elsewhere, to share activities and successes with one another, and to advocate for improvements to city processes that will help local businesses.
4. Working with the Denver Streets Partnership to address the triple challenges of parking, climate change, and expensive delivery service charges, we are piloting a program of e-bike delivery with Confluence Couriers, a local bike shop and delivery service in order to help our businesses get their food and other products delivered on time, with lower delivery fees, zero climate emissions, and without the challenges of finding parking.
5. Participating in the City's *Curbside Action Plan Stakeholder Working Group* to address curb management issues.

**2023**

1. Maintain support of the patio expansions and work with CPD to make them permanent.
2. Begin quarterly events to bring the business community together with information and guest speakers relevant to their interests and developments in the area.
3. Support existing local businesses by reducing vacant storefronts and providing more opportunities to new, local business owners; the CBID will explore ways to participate in a program that facilitates leasing property within the District that provides products and services to the surrounding community.
4. Continue participating in the Main Streets Committee.
5. Continue participating in the City's *Curbside Action Plan Stakeholder Working Group*.

**ORGANIZATIONAL**

**2022:**

1. Recruited two new board members representing the financial and local restaurant sectors.
2. Held twelve monthly board meetings.
3. Developed an Employee Handbook.
4. Retained all staff.

**2023:**

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