Old South Gaylord BID Joyce Bickel, Treasurer 825 E Amherst Ave Englewood, CO 80113

Manager of Public Works Department of Public Works 2001 W Colfax Ave Denver CO 80202

Dear Manager,

Enclosed please find the following information requested by your office:

- The 2025 Budget
   The 2025 Budget Information
- 3. The Budget vs Actual Report for 2024, including information on any material departures from the 2024 Operating Plan
- 4. The current list of Board of Directors, including attendance information
- 5. Information on the Board actions for this year.
- 6. Bylaws
- 7. Resolution Setting the Date, Time and Location of the Public Hearing on the Proposed 2025 Budget

8. Newspaper ad of meeting

Sincerely,

Joyce Bickel, Treasurer

Sr Financial Management Analyst Special Districts & Conduit Debt City and County of Denver

#### Old South Gaylord Business Improvement District 2024 Budget VS Actual Spending and Notes

Prepared September 2024

The purpose of the Old South Gaylord Business Improvement District is maintenance of the 1000 block of South Gaylord Street. The street is comprised of retail shops, restaurants and professional offices.

In 2025 We are budgeting for our usual expenses as described below. Any special projects are being carried over from 2024.

Many of our trees are starting to die and will need to be replaced. The City has made new rules as to the size of the tree planting boxes so we will not be able to plant new trees in the current planting spaces. In addition to the new rules, the current tree roots take up the complete area so stump grinding and enlarging the tree opening would not work for new trees. We have hired Tierra Gardens Landscape Design to make a new streetscape plan so we can create new planting boxes, irrigation, electrical and plant new trees. Our hope is that the new trees will be growing as the dying trees have to come down. As soon as we are able to get an estimate as to the cost of this project we will start looking for monies to fund the project. We intend to carefully save all extra money not spent on our usual budget to put in a Reserve for the new streetscape and replacement trees.

These are the budget items that went under or over budget and the reason why:

Accounting Fees - over - Jeff Estey (acting Treasurer during the 1st Qtr 24) paid Jamie Fenton for 2023 and 2024 services.

Bank Charges - under - no charges

Board Meeting Expense - no expenses

Contract Services - over- hired landscape architect for new tree planting design, Hired consultant to help straighten out the BID

Dues and Licenses - slightly under

Insurance Expense - under - we purchased Liability only this year

Decorative Lighting - under - possible repairs in 4th Qtr

Flowers - on budget

Lawn Care - under budget

Trees - over budget we needed more treatments for disease and pruning of dead branches

Electrical Repair - no damages

Misc - under

Sidewalk Cleaning - over budget, we under estimated costs

Snow Removal - we never know what the snow conditions actually will be. There will be more expense this winter Sprinkler Maintenance - over, we had to buy a new controller and repair sprinkler heads and install a spigot.

Water - close to budget

Electricity - close to budget

We are hoping to be on track this year in our Budget Submission Process. After our manager, Greg Sauber's death in 2022 Jeff Estey took over the Budget submission process. He had no guidance and did the best he could although we see now that we should have hired an attorney at the time to help us.

We have hired Lynda Seele, a Mill Levy specialist, to help us with our Mill Levy calculations.

We are hiring an attorney to make sure we are operating and reporting properly.

The old South Gaylord Business Improvement District has no debt and as of 9/10/24 has \$61,694.00 in the US Bank checking account.

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### Old South Gaylord BID Income, Expenses & Budget

			2023 Expenses	2024 Budget	2024 Actual Expenses	<b>Expected Additional</b>	2024 Expected		2025 Budget	
					1/1/24 to 7/22/24	4th Qtr Expenses	Total Expenses			
	Income							lucomo	Property Tax Revenue	55,076.
		Daniel de la Tarre Daniel de la Company	#00 F00 00	#CO 050 00	#C4 000 70			Income	1 2	
Incom	e	Property Tax Revenue	\$66,500.00	. ,					TBD Revenue Gap Funding	\$16,520.
		Bank Interest	\$0.00						Bank Interest	<u>\$0.</u>
	Total Income		\$66,500.00	\$69,850.00	\$64,264.27			Total Income		\$71,596.
	Operating Exp	ense						Expense		
		Accounting Fees	\$1,500.00	\$1,500.00	\$2,250.00	\$0.00	\$2,250.00		UTV Maintance	\$500.
		Bank Charges, Bank Cd Expense	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00		Block Manager	\$600.0
		Board Meeting Expense	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00		Accounting	\$0.0
		Dues and Licenses	\$0.00	\$450.00	\$420.62	\$0.00	\$420.62		Bank Fees	\$50.0
		Insurance Expense	\$1,500.00	\$2,500.00	\$846.00	\$0.00	\$846.00		Board Meeting	\$500.0
		Decorative Tree Lighting	\$6,215.63	\$10,000.00	\$1,500.00	\$1,000.00	\$2,500.00		Conferences	\$400.0
		Flowers	\$10,661.61	\$6,000.00	\$4,778.33	\$1,221.67	\$6,000.00		Directory	\$800.0
		Lawn Care	\$2,125.81	\$3,000.00	\$80.00	\$100.00	\$180.00		Dues & License	\$450.0
		Trees	\$18,116.97	\$10,000.00	\$9,428.73	\$0.00	\$9,428.73		Electrical Repair	\$15,000.0
		Electrical Maint, Repair	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00		Electricity	\$3,000.0
		Sidewalk Cleaning	\$1,200.00	\$1,200.00	\$1,400.00	\$0.00	\$1,400.00		Flowers	\$7,000.0
		Snow Removal	\$15,160.00	\$7,000.00	\$7,663.75	\$3,000.00	\$10,663.75		Insurance	\$2,500.0
		Sprinkler System	\$0.00	\$2,000.00	\$2,232.69	\$0.00	\$2,232.69		Lawn Care	\$500.0
		Utilities - Water	\$1,698.96	\$2,000.00	\$489.00	\$300.00	\$789.00		Events	\$1,000.0
		Utilities - Xcel Energy	\$1,399.50	\$3,000.00	\$960.57	\$400.00	\$1,360.57		Office Supplies	\$96.0
									Professional Fees	\$3,000.0
	Total Operatin	g Expenses	\$59,578.48	\$51,850.00	\$32,049.69	\$6,021.67	\$38,071.36		Sidewalk Cleaning, Repair	\$2,200.0
									Snow Removal	\$12,000.0
	Non Recurring	Expenses							Sprinkler System	\$1,000.0
		Conract Services	\$2,500.00	\$3,000.00	4,075.00	\$4,975.00	9,050.00		Decorative Tree Lighting	\$5,000.0
		Misc	\$19,161.93	\$15,000.00	\$8,468.68	\$200.00	\$8,668.68		Tree Maintance	\$10,000.0
	Total Non Rec	urring Expenses	\$21,661.93	\$18,000.00	12,543.68	\$5,175.00	17,718.68		Water	\$1,000.
Total E	Expenses		\$81,240.41	\$69,850.00	\$44,593.37	\$11,196.67	\$55,790.04	Total Operatin	g Expense	\$66,596.
		044=45.11				00.474.00	Non Recurring		\$5,000.	
ng Incon	ne Balance		-\$14,740.41				\$8,474.23	fotal Non Rec	urring Expenses	\$5,000.
			over budget					Total Expense		\$71,596.

### Old South Gaylord Business Improvement District Board of Directors

James DeSena 1084 S Gaylord St Denver CO 80209 303-898-4925 jcdesena@gmail.com 2 year term expires 12/31/25

Dan Shipp 1085 S Gaylord St Denver CO 80209 jcdesena@gmail.com 720-312-8043 2 year term expires 12/31/25

Lisa Figlino 1099 S Gaylord St Denver CO 80209 lisafiglino@gmail.com 303-908-9178 2 year term expires 12/31/25

Joyce Bickel (Treasurer and bookkeeper) 825 E Amherst Ave Englewood CO 80113 joycebickel@gmail.com 720-351-1585 2 year term expires 12/31/25

Jean-Philippe Failyau (Secretary) 855 Wyandot St Denver CO 80204 philippe@gastamogroup.com 720-936-6364 2 year term expires 12/31/25

Jeffrey Estey (On Site Block Supervisor) 1096 S Gaylord St Denver CO 80209 jbestey@gmail.com 303-909-8127 2 year term expires 12/31/25

### **Old South Gaylord Business Improvement District Bylaws**

These Bylaws of the Old South Gaylord Business Improvement District are adopted by the Board of Directors of the District pursuant to Title 31, Article 25, Part 12, Colorado Revised Statutes and Ordinance No. CB13-0341, City and County of Denver. In the event of a conflict between these By-Laws and either the State Statute or City Ordinance, the Statute and/or Ordinance shall govern.

## ARTICLE I THE DISTRICT

Section 1. Name of the District. The name of the District shall be the "Old South Gaylord Business Improvement District" (District).

Section 2. Office of the District. The office of the District shall be located with 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 boundary of the District is South Gaylord Street between 1000 and 1100 blocks, South Tennessee Ave to the north 1000, alley to alley, Mississippi Ave 1100 south alley to alley. The legal description is Myrtle Hill Subdivision: block 10, lots 1-24 and block 11, lots 25-48. 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 which is not located within the District until such time as such property changes classification to commercial. A map of the Service Area boundaries and 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 President, Vice President, Secretary, Treasure and Alternate Member who shall be elected from among the members of the Board at the first regular meeting of the fiscal year.

The board will be made up of the categories of Building Owner, Restaurant Owner, Retail Owner, or Other. The majority of the board cannot come from any one category. Board members must be building owners or business owners in the District. All categories must be equally considered by the decisions of the Board.

Officers Shall serve for a term of three years or until their successors are duly elected. The Board shall serve at the pleasure of the governing municipality.

Section 2. President. The President 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 President 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 President can assign various duties as he/she/they see fit to hired consultants/employees of the District to help with the day-to-day functions of the District.

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

**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 elect. 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 President 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 various duties as they see fit to hired consultant/employees of the district to help with the day-to-day functions of the District.

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

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

**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 take recommendations regarding the hiring of personnel if the

### **Old South Gaylord Board Meeting Notes**

All Board Members attended a Board Meeting on April 8,2024 at 9:30am at 1066 S Gaylord St Denver CO. Unanimous votes were given on the following voted on items:

We formed new Bylaws.

Voted to change bank accounts from Collegiate Peaks Bank to US Bank.

Voted to remove Jeff Estey as a signer on the checking account.

Voted to have Joyce Bickel, Treasurer and Jean-Philippe Failyau, Secretary to be the signers on the US Bank checking account.

Voted to keep Jeff Estey as Block Onsite Manager.

Voted to supply Jeff Estey and Joyce Bickel with credit cards for small immediate purchases.

Voted to hire Tierra Gardens Landscape Design to design a new streetscape for replacement trees and benches.

We hired Monster Tree Service to care for our trees.

We hired Natalia Panavotova to take care of the flowers.

We hired JRM Landscaping to do the maintenance of the sprinkler system.

Jeff Estey is hiring some of his restaurant employees to remove snow on the block using our UTV. He is working with them and paying them \$40.00 per hour.

Joyce Bickel is not charging for her services as Treasurer and preparing the Budget Submission.

Board desires.

**Section 10. Expenditures.** Regular expenses incurred as to the maintenance of the flowers, trees, lighting, utilities, bank fees, dues, licenses, insurance, sidewalk cleaning, snow removal, sprinkler system, bookkeeping or miscellaneous expenses do not need the approval of the Board. All new expenses and projects must be voted on by the Board. A signed itemized time card will be provided to the Treasurer for payment for all services. Itemized receipts must be provided to the Treasurer for all purchases. At no time will any service or product be used for any individual business or person.

# ARTICLE III MEETINGS AND CONDUCT

**Section 1. Meetings.** At the first meeting of the fiscal year, the Board shall determine the dates for quarterly meetings including the time and location. All board members must attend this first meeting in person. The agenda of these meetings and any proposals put forth will be emailed ahead of the meetings for the Board to consider.

Special meetings can be called as deemed necessary and by provisions in these Bylaws and in accordance with state statute.

If a Board member is unable to attend any meeting in person (except for the first meeting of the fiscal year), he/she/they may attend by Zoom or cast their vote by email after receiving the Board Agenda vote proposal.

Section 2. Special Meetings. The President, 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 five Board seats are filled. If vacancies exist, a majority constitutes a quorum, but must be no less than three members at any time. When a quorum is in attendance action may be taken by the District upon affirmative vote of the majority of the Directors present. Directors may be in attendance in person or Zoom 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 President. 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 Unser 24-6-402 by vote of two-thirds of the quorum of the Board members in attendance.

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

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

# ARTICLE IV. FISCAL MATTERS

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

**Section 2.** Checks. District checks, in excess of \$2,000.00 shall require the approval in writing of the Treasurer and the Secretary. All checks of lesser amounts can be signed by either the Secretary or the Treasurer. If either the Secretary or Treasurer is unavailable for signing, an email document of agreement for signature will be kept on record in lieu of a signature.

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

**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 a unanimous vote of the Board of Directors.

## ARTICLE V AMENDMENTS

These By-laws 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

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/her/they 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/she/they is made a party by reason of being or having been a Director, office, or employee including any matter as to which he/she/they is adjudged in such action, suit or proceeding, to be liable for negligence in the performance of his/her/they duty to the District so long as such Directory, officer or employee (past or preset) conducted himself/herself/theirselves in good faith and either in the best interest of the District or at least not oppose to the District's best interest. Such indemnification shall not extend to criminal acts that the Director, office 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. 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 lawExpenditures or otherwise.

# ARTICLE VII. RULES OF ORDER/PROCEDURES

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

Ador	ted on	4/8/2024	
740	Jica oii	7/0/2027	

## Old South Gaylord BID Board Meeting Sept 20, 2024 9:30am at Wash Park Grill Note taken by Jean-Philippe Failyau, Secretary

#### **Members in attendance:**

Jeff Estey Joyce Bickel Jim DeSenna Jean-Philippe Failyau Dan Shipp

Lisa Figlino, Lisa is out of the country but voted for the 2025 budget by email after reviewing the budget.

Dan Shipp Moved that we open our Public Board Meeting. Jean-Philippe Failyau Seconded the Motion

Lynda Seele, Property Tax Assessment Adjustor presented an analysis of our current Mill Levy position.

She explained the different solutions to our problem with having been late in filing for our Mill Levy in 2023.

Joyce hired her to help us straighten our our Mill Levy situation and train us on the procedure for \$400.00

Joyce retained The We Law Firm to help us resolve the Mill Levy situation with the city. Their retainer fee is \$500.00 and I hope that they will help us resolve this.

#### \*1. Discussion about Mill Levy and Budget

Lynda explained the problem we have with loosing mill levy revenue because the mill levy increase was not applied for in 2024. She gave us a print out of our options to remedy this and that sheet is attached. We will need to make a decision of what we want to do by 12/1/24.

We will decide which path we want to take and contact Wells Law Firm for guidance as to how to proceed.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

The Budget and Submission Packet were presented.

Comments and discussions about the Budget:

It was explained that our expected 2024 Budget Income amount was not correct because of not getting the mill levy increase. Lynda said that we should have received \$53,500. But as of 9/20/24 Joyce's accounting shows we have received \$55,976.75 to date.

Jim DeSenna Moved that the 2025 Budget of \$71,596.00 be accepted.

Jeff Estey Seconded the Motion

Voting:		
Number of Board Memb	bers For 6	
Number of Board Memb	bers Against	0

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Luis Navarette of Tierra Gardens and Design presented his plan for the new Old South Gaylord Streettscape Project.

Comments and discussions about the plans: Everyone was in favor of his plans and we will meet at another time to walk the street with the plan. Board Members will contact Joyce with any comments or suggestions for her to forward to Luis. When Luis is done with the plans, we will get bids and go forward to find funding. Wells Law Firm might have suggestions about whether we look for Grants, Bonds or City money. We will have another meeting about this.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

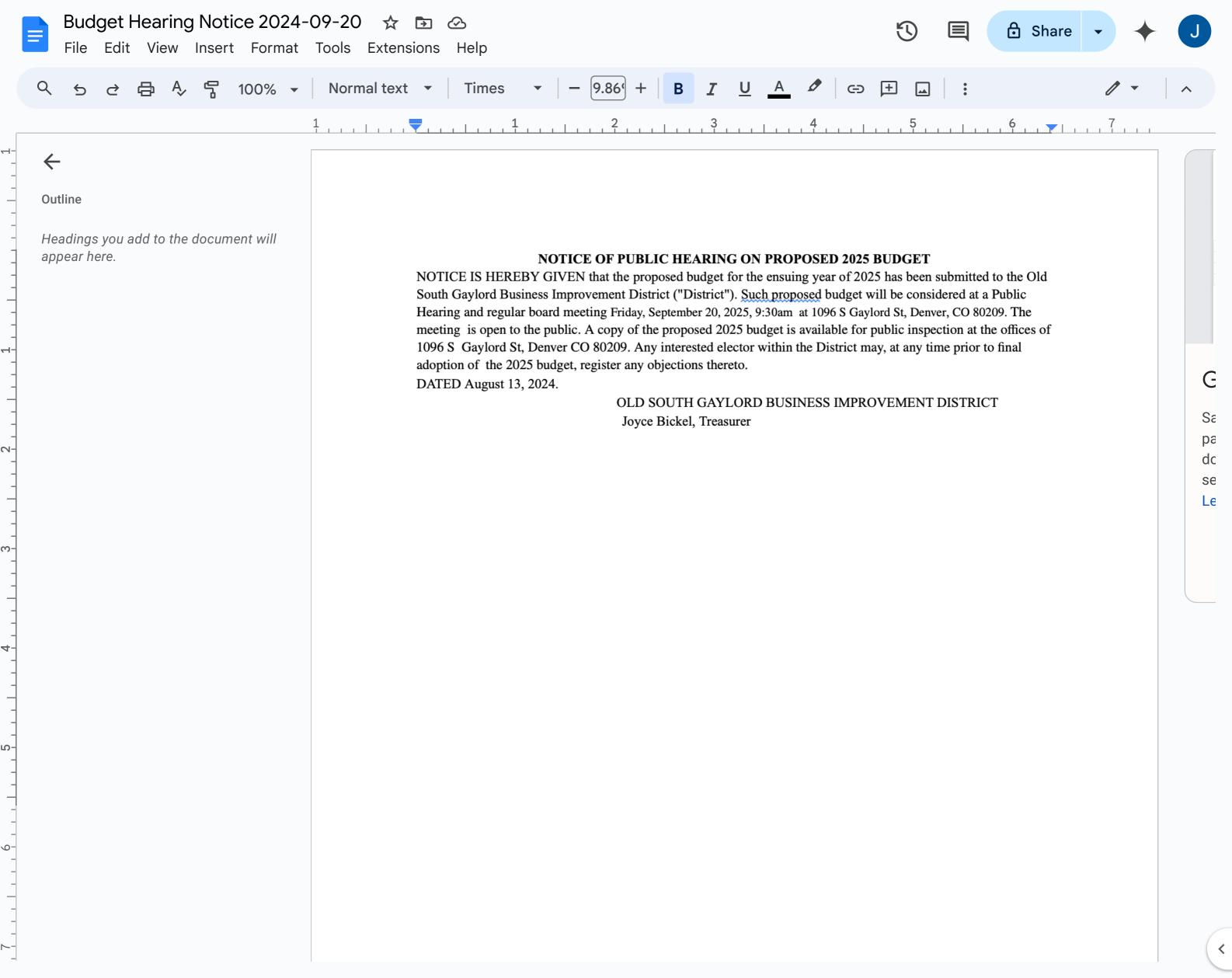
Plans for Halloween Safe Street were presented by Jeff Estey

Joyce and Jeff decided to not hire Colorado Barricade to place barricade signs to block off the street since they now want \$3,500.00 to place them and pick them up. Instead Jeff will purchase cones, with caution tape to block the street during the event. Notice signs will be placed at the North and South ends of the block stating No Parking after a certain time to warn people not to park on the block.

Discussion about Halloween Safe Street:

Karla from Silk Road explained the lack of money that has been collected from Merchant Association dues and how they don't have money to fund Halloween Safe Street and the Memorial Day Festival. She would like the BID to contribute more money but we didn't agree to anything as we are not sure what our financial situation will be this year. There was comment that the Festivals need to be self supporting. The dues are \$200.00 for offices, \$400.00 restaurants and \$300.00 for store fronts. Karla says there are many festivals in the city and not many people want to rent booths. There was a comment that customers thought there were too many booths with the same products. Example, too many tie dye, junky jewelry.

Jean-Philippe Failyau Moved that we adjourn the meeting. Joyce Bickel Seconded the Motion



#### NOTICE OF HEARING ON PROPOSED 2025 BUDGET

NOTICE IS HEREBY GIVEN that the proposed budget for the ensuing of 2025 has been submitted to the Old South Gaylord Business Improvement District ("District"). Such proposed budget will be considered at a Public Hearing and regular board meeting Friday, September 20, 2024, 9:30am at 1096 S. Gaylord St., Denver, CO 80209. The meeting will be open to the public. A copy of the proposed 2025 bugget is available for public inspection at the offices of 1096 S. Gaylord St., Denver, CO 80209. Any interested elector within the District may, at any time prior to final adoption of the 2025 budget, register any objections thereto.

OLD SOUTH GAYLORD BUSINESS IMPROVEMENT DISTRICT

Joyce Bickel, Treasurer Published: September 13, 2024 in The Daily Journal

### Old South Gaylord Submission Signatures

I Joyce Bickel, Treasurer of Old South Gaylord Business Improvement District, certify that the attached is a true and accurate copy of the adopted 2025 Budget for the District.

Joyce Bickel Sidef  Date 9/20/24
Date 9/20/24
Date
$A \left( \frac{1}{2} \right)$
James DeSena
Date 9/20/2924
Dan Shipp
Date 9/20/24
Lisa Figlino
Date 7/20/24
Jean-Philippe Failyau
Date 9120124
•
$\Omega = \Omega = \Omega$
Jeffrey Estey
Date 9/20/24

#### 1/1/2024-9/20/2024 Activities And Projects for 2025

The Old South Gaylord Board of Directors performed the following tasks:

Wrote new Bylaws

Changed Banks, assigned new check signers

Reorganized Board Members Duties

Learned the proper steps to submit a Budget and required Reports

Hired Lynda Seele to help with Mill Levy calculations

Hired Wells Law Firm to help us with the problem of our late Mill Levy submission in 2024

Hired Tierra Gardens Design to make plans for updated Tree Planters

.

On August 1, 2022 our then Board President, Greg Sauber, died suddenly. Because of this, the Old South Gaylord BID was left with no leadership and no-one that knew how to submit the Budget and Mill Levy. We think now we know what should be done.

Going forward through 2025 we will be doing our usual maintenance of the trees, flowers, snow removal and general maintenance.

We are planning to get bids for the Tree Planter and Tree Replacement Project. After getting a price for this project we will try to find the funds for this. Our trees are dying at this time and we feel the block has to have them replaced. Our Budget is not adequate to fund this without outside help.