

# COLFAX AVENUE



September 29, 2014

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

Re: Colfax Business Improvement District Submittal of 2015 Draft Budget to the City and County of Denver (File No. 00-787-O)

Please accept this letter as the Colfax Business Improvement District's formal submittal of the 2014 draft budget in accordance with State Statute (C.R.S. 31-25-1211). We have filed one copy with the City Clerk under file number (File No. 00-787-O) one copy to Mr. George Delaney, Manager of Public Works, and one copy to Mr. Richard Sheehan, Sr. Financial Management Analyst, per his request in his September 2, 2014 email.

As requested we have enclosed copies of:

- 1) The 2014 budget and "budget to actual" financial reports - ENCLOSED;
- 2) Any material departures from the 2014 Operating Plan - NONE;
- 3) The status of any planned or outstanding indebtedness – NO PLANNED OR OUSTANDING INDEBTEDNESS:
- 4) The results of any audits conducted during the year – NO AUDITS WERE CONDUCTED;
- 5) A copy of the By-laws, if any, in effect in 2014/2015 – ENCLOSED;
- 6) A list of official Board actions (motions in the past year) – MINUTES ENCLOSED;
- 7) Current list of all Board members, including name, address, phone, fax and e-mail as well as term appointment and expiration date – ENCLOSED;
- 8) Board members attendance records for the past year – MINUTES ENCLOSED
- 9) A list of activities performed and planned for 2014 (and 2015); and if tracked by your BID, any documented tangible impacts, as well as any statistical performance measures your BID may track including 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.

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

Thank you,

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

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

Enclosures





**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  
Upper Colfax Community Foundation  
Denver County, Colorado

We have compiled the accompanying forecasted budget of revenues, expenses and net assets of the Upper Colfax Community Foundation for the year ending December 31, 2014, including forecasted estimates of comparative information for the year ending December 31, 2013, in accordance with attestation standards established by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of a forecast, information that is the representation of management and does not include evaluation of the support for the assumptions underlying the forecast. We have not examined the forecast and, accordingly, do not express an opinion or any other form of assurance on the accompanying budget of revenues, expenditures and fund balances or assumptions. Furthermore, there will usually be differences between the forecasted and actual results because events and circumstances frequently do not occur as expected, and those differences may be material. We have no responsibility to update this report for events or circumstances occurring after the date of this report.

Management has elected to omit the summary of significant accounting policies required by the guidelines for presentation of a forecast established by the American Institute of Certified Public Accountants. If the omitted disclosures were included in the forecast, they might influence the user's conclusions about the District's results of operations for the forecasted periods. Accordingly, this forecast is not designed for those who are not informed about such matters.

We are not independent with respect to the Upper Colfax Community Foundation.

*SCHILLING & COMPANY, INC.*

Schilling & Company, Inc.  
December 9, 2013

**UPPER COLFAX COMMUNITY FOUNDATION  
2014 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 2014 annual budget. Actual results may differ from the prospective results contained in the budget.

**SERVICES PROVIDED**

Upper Colfax Community Foundation (Foundation) was organized as a 503(c)(3) exclusively for the purposes including but not limited to:

- Promoting the preservation and restoration of significant structures, as well of the interpretation, enhancement, and protection of the unique culture and heritage of the historic East Colfax Avenue are and its surrounding neighborhoods;
- Improving educational opportunities, safety, and economic development in the East Colfax corridor through the use and utilization of public outreach methods and by supporting programs and events that also meet or cultivate these goals;
- Fostering partnerships in these aforementioned efforts through the acquisitions of grants and charitable donations from foundations, governments, community groups, individuals, and businesses in order to strengthen the East Colfax Avenue are and its surrounding neighborhoods;
- Making distributions to organizations that qualify as exempt organizations under Section 5019(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

The Foundation prepares its budget on the accrual basis of accounting.

**REVENUE**

The Foundation is anticipating \$150,000 in sponsorships for the annual Root 40 Music Festival and an additional \$4,500 in revenue from expo rental during the festival.

**EXPENDITURES**

Foundation expenses are forecasted based on prior years' amounts expended adjusted for known variations. The largest expense areas for the Foundation are costs related to the Root 40 Music Fest and management of the Foundation.

This information is an integral part of the accompanying forecasted budget.

**UPPER COLFAX COMMUNITY FOUNDATION  
 FORECASTED 2014 BUDGET AS ADOPTED  
 WITH 2012 ACTUAL AND 2013 ESTIMATED  
 For the Years Ended and Ending December 31,**

	ACTUAL 2012	ESTIMATED 2013	ADOPTED BUDGET 2013	ADOPTED BUDGET 2014
<b>Beginning Net Assets</b>	\$ -	\$ -	\$ -	\$ -
<b>Revenue</b>				
<i>Root 40 Music Fest - 2013 &amp; 2014:</i>				
Sponsorships	-	6,030	18,000	150,000
Marketing collateral	-	-	2,000	-
Merchandise sales	-	-	-	1,000
Vendor & Venue registration	-	-	-	4,500
Special events	-	-	-	5,000
Expo Income	-	-	5,250	4,500
	-	6,030	25,250	165,000
<i>Contribution from CBID</i>	-	25,101	8,425	20,000
<i>Donations</i>	-	15	-	50
<i>Victorian Holiday Home Tour - 2013</i>	-	-	4,200	6,000
<b>Total Revenue</b>	-	31,146	37,875	191,050
<b>Expenses</b>				
<i>Administrative expenses:</i>				
Economic development director	-	2,000	2,000	2,000
Administrative contract	-	-	500	500
District management	-	-	5,000	2,000
Insurance	-	272	500	2,000
Accounting	-	915	1,500	1,500
Office supplies	-	-	200	200
Printing and reproduction	-	315	100	100
Postage and delivery	-	-	100	100
Miscellaneous	-	-	100	100
	-	3,502	10,000	8,500
<i>Program expenses:</i>				
<i>Root 40 Music Fest - 2013:</i>				
Event management	-	-	5,000	-
Expo	-	-	3,000	-
Public relations/ Promotion	-	-	4,000	-
Marketing materials	-	-	5,000	-
Sponsorships	-	-	2,350	-
Contingency	-	920	1,000	-
	-	920	20,350	-
<i>Root 40 Music Fest - 2014:</i>				
Event management	-	15,000	-	50,500
Expo	-	-	-	5,000
Advertising	-	-	-	10,000
Special Events & Workshops	-	-	-	12,000
Public relations/ Promotion	-	2,260	3,000	5,000
Marketing materials	-	235	2,000	10,500
Website development & maintenance	-	5,000	-	8,500
Miscellaneous	-	29	-	17,500
Contingency	-	-	-	1,000
	-	22,524	5,000	118,000
<i>Victorian Home Tour - 2013</i>	-	4,200	-	6,000
<b>Total Expenses</b>	-	31,146	35,350	132,500
<b>Change in Net Assets</b>	-	-	2,525	58,550
<b>Ending Net Assets</b>	\$ -	\$ -	\$ 2,525	\$ 58,550

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



SCHILLING & COMPANY, INC.

Certified Public Accountants

P.O. Box 631579  
HIGHLANDS RANCH, CO 80163

PHONE: 720.348.1086  
FAX: 720.348.2920

### Accountant's Compilation Report

Board of Directors  
Colfax Business Improvement District  
Denver County, Colorado

We have compiled the accompanying forecasted budget of revenues, expenditures and fund balances of the General Fund of the Colfax Business Improvement District for the year ending December 31, 2014, including forecasted estimates of comparative information for the year ending December 31, 2013, in accordance with attestation standards established by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of a forecast, information that is the representation of management and does not include evaluation of the support for the assumptions underlying the forecast. We have not examined the forecast and, accordingly, do not express an opinion or any other form of assurance on the accompanying budget of revenues, expenditures and fund balances or assumptions. Furthermore, there will usually be differences between the forecasted and actual results because events and circumstances frequently do not occur as expected, and those differences may be material. We have no responsibility to update this report for events or circumstances occurring after the date of this report.

The actual historical information for the year 2012 is presented for comparative purposes only. Such information is taken from the compiled financial statements of the Colfax Business Improvement District for the year ended December 31, 2012. The financial statements for the year ended December 31, 2012, were compiled by Schilling & Company, Inc. and our report was dated April 8, 2013.

Management has elected to omit the summary of significant accounting policies required by the guidelines for presentation of a forecast established by the American Institute of Certified Public Accountants. If the omitted disclosures were included in the forecast, they might influence the user's conclusions about the District's results of operations for the forecasted periods. Accordingly, this forecast is not designed for those who are not informed about such matters.

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

*SCHILLING & COMPANY, INC.*

Schilling & Company, Inc.  
December 10, 2013

COLFAX BUSINESS IMPROVEMENT DISTRICT  
PROPERTY TAX SUMMARY INFORMATION  
FORECASTED 2014 BUDGET AS ADOPTED  
WITH 2013 ACTUAL AND 2013 ESTIMATED  
For the Years Ended and Ending December 31,

	ACTUAL 2012	BUDGET 2013	ADOPTED BUDGET 2014
Assessed Valuation Denver County	<u>\$ 45,204,250</u>	<u>\$ 44,582,210</u>	<u>\$ 45,187,100</u>
Mill Levy			
General Fund	7.846	7.846	7.846
Refunds and abatements	<u>0.319</u>	<u>0.204</u>	<u>0.209</u>
Total mill levy	<u>8.165</u>	<u>8.050</u>	<u>8.055</u>
Tax Revenue Denver County	<u>\$ 369,093</u>	<u>\$ 358,887</u>	<u>\$ 363,982</u>

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

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

	ACTUAL 2012	ESTIMATED 2013	ADOPTED BUDGET 2013	ADOPTED BUDGET 2014
<b>Beginning Funds Available</b>	\$ 242,223	\$ 283,356	\$ 274,031	\$ 265,910
<b>Revenue</b>				
Property Taxes	360,443	358,754	358,887	363,982
Specific Ownership Taxes	24,674	21,412	22,000	22,000
Interest Income	1,717	447	500	500
Root 40 Music Fest	970	782	4,500	10,000
Victorian Holiday Home Tour reimb.	7,905	3,163	-	6,000
Advertising revenue	4,286	3,600	-	6,000
Banner pole rental	-	-	-	-
Other	19,610	2,236	-	1,700
<b>Total Revenue</b>	<u>419,605</u>	<u>390,394</u>	<u>385,887</u>	<u>410,182</u>
<b>Expenditures</b>				
Administrative				
Economic development director	94,500	94,500	94,500	94,500
EDD - liability insurance	927	927	1,000	1,000
EDD - professional development	-	980	3,500	3,500
Administrative contract	36,971	31,793	25,000	32,000
District management	39,980	48,234	35,000	20,000
Insurance	7,202	8,073	7,500	7,500
Audit	-	-	-	3,200
Accounting	7,762	7,192	8,500	8,500
Legal fees	-	1,000	1,000	1,000
Office supplies	971	470	1,000	700
Printing and reproduction	5,302	5,000	7,000	4,000
Postage and delivery	1,052	911	300	900
Copier lease	5,319	4,040	5,000	4,000
Rent	10,321	11,001	13,000	13,000
Telephone	2,987	3,833	3,600	1,800
Board meeting expense	17	-	2,000	2,000
Dues and subscriptions	712	1,551	2,000	2,000
Website maintenance/hosting	9,170	2,670	13,500	5,000
Treasurer's fees	3,614	5,307	5,383	5,460
Miscellaneous	699	424	-	-
District maintenance				
Utilities	2,955	7,649	8,000	9,600
General maintenance/trash removal	72,085	83,379	80,000	89,040
Streetscape maintenance	14,569	2,958	17,000	17,000
Graffiti removal	10,650	10,800	12,000	14,400
Supplemental tree watering	6,892	6,000	-	3,960
Miscellaneous - repairs	515	-	-	-

(continued)

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  
FORECASTED 2014 BUDGET AS ADOPTED  
WITH 2012 ACTUAL AND 2013 ESTIMATED  
For the Years Ended and Ending December 31,

	(continued)		ADOPTED BUDGET 2013	ADOPTED BUDGET 2014
	ACTUAL 2012	ESTIMATED 2013		
Marketing	8,360	6,390	8,300	12,900
Advertising	4,000	1,925	5,000	1,700
Donations	360	95	-	-
Marketing staff support	42	400	3,000	3,000
Meetings/entertainment	8,376	4,762	14,000	5,000
Miscellaneous	12,583	-	-	-
Root 40 Music Fest - 2012	7,011	30,426	-	-
Root 40 Music Fest - 2013	-	5,990	10,100	-
Contribution to UCCF - 2013 Music Fest	-	15,000	-	20,000
Contribution to UCCF - 2014 Music Fest	2,768	4,160	-	6,000
Victorian Holiday Home Tour expense	-	-	60,000	-
Capital outlay	-	-	20,000	-
Video equipment/cameras	-	-	1,800	-
Gateway signage	-	-	4,000	-
Real estate information system	-	-	6,000	6,000
Trash receptacles	-	-	-	-
Contingency	<u>378,472</u>	<u>407,840</u>	<u>477,983</u>	<u>398,660</u>
Total Expenditures	-	-	<u>11,577</u>	<u>11,800</u>
Emergency Reserve	-	-	-	-
Total Expenditures requiring appropriation	<u>378,472</u>	<u>407,840</u>	<u>489,560</u>	<u>410,460</u>
Net Change in Funds Available	<u>41,133</u>	<u>(17,446)</u>	<u>(103,673)</u>	<u>(278)</u>
Ending Funds Available	<u>\$ 283,356</u>	<u>\$ 265,910</u>	<u>\$ 170,358</u>	<u>\$ 265,632</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  
2014 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 2014 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.

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.

The District prepares its budget on the modified accrual basis of accounting.

**REVENUE**

*Property Tax*

Property taxes are forecasted based on the mill levy adopted applied to the annual assessed valuation. Forecasted revenues are also decreased by an estimate of expected abatements.

The following schedule summarizes forecasted property tax revenues:

<u>General Fund</u>	<u>Mills Levied</u>	<u>Assessed Valuation</u>	<u>Levied Revenues</u>	<u>Est. Abate./ Collections</u>	<u>Budgeted Revenues</u>
2007	7.846	\$ 34,936,430	\$ 274,111	\$ -	\$ 274,111
2008	7.846	\$ 42,747,150	\$ 335,394	\$ -	\$ 335,394
2009	7.846	\$ 42,313,110	\$ 331,989	\$ -	\$ 331,989
2010	7.846	\$ 50,324,580	\$ 394,847	\$ -	\$ 394,847
2011	7.846	\$ 48,477,260	\$ 380,353	\$ 4,557	\$ 384,910
2012	7.846	\$ 45,204,250	\$ 354,673	\$ 14,420	\$ 369,093
2013	7.846	\$ 44,582,210	\$ 349,792	\$ 9,095	\$ 358,887
2014	7.846	\$ 45,187,100	\$ 354,538	\$ 9,444	\$ 363,982

#### EXPENDITURES

District expenditures are forecasted based on prior years' amounts expended adjusted for known variations. The largest expense areas for the District are costs related to the Economic Development Director and management of the District. The District has budgeted inflationary increases for 2014.

#### *Capital Outlay*

The District is not anticipating any capital outlay during the year.

#### DEBT AND LEASES

The District has no outstanding debt.

#### RESERVES

The District will provide for an emergency reserve fund to at least 3% of fiscal year spending for 2014, as defined under TABOR.

This information is an integral part of the accompanying forecasted budget.



## 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 Directors present. Directors may be in attendance in person or by telephone, but physical presence is necessary for the purposes of achieving a quorum.

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

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

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

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

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

## ARTICLE IV FISCAL MATTERS

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

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

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

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

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

## ARTICLE V AMENDMENTS

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

## ARTICLE VI INDEMNIFICATION

**Section 1. Indemnification.** The District shall indemnify any Director, officer, employee or former Director, officer or employee of the District, against any expenses actually and reasonably incurred by him or her in connection with the defense of any action, suit or proceeding, or for any loss or claim resulting from any such action, suit or proceeding, in which he or she is made a party by reason of being or having been a Director, officer, or employee including any matter as to which he or she is adjudged in



such action, suit or proceeding, to be liable for negligence in the performance of his or her duty to the District, so long as such Director, officer or employee (past or present) conducted himself or herself in good faith and either in the best interest of the District or at least not opposed to the District's best interest. Such indemnification shall not extend to criminal acts that the Director, officer or employee knows or should have known were illegal.

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

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

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

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

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.



## RECORD OF PROCEEDINGS

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### MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE COLFAX BUSINESS IMPROVEMENT DISTRICT UPPER COLFAX COMMUNITY FOUNDATION HELD AUGUST 13, 2013

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A regular meeting of the Board of Directors of the Colfax Business Improvement District and Upper Colfax Community Foundation was held on Tuesday, August 13, 2013, at 1490 Lafayette Street, Suite 108, Denver, Colorado.

Attendance:

In Attendance were Directors:

Leonard Austin  
Jimmy Balafas  
Sean O'Connell  
Anthony Loeffler

Also in attendance were:

Stephanie Salazar and Jennifer Moore; Economic Development  
Ronald Martinez; Mountain States Lighting  
Steve Farley; Spring City  
Andrea Viarrial; A-Dre Productions  
Chris Murphy; A-Dre Productions  
Sarah Edgell; Edgell Works  
Marco Cabanillas; Denver Public Works (via telephone)  
Chuck Reid and Stephany Juneau; CliftonLarsonAllen LLP

Call to Order

The meeting was called to order at 10:15 a.m. by Director Austin.  
The Board excused the absence of Directors Sedillos, McDermott and Pachorek.

Declaration  
Of Quorum

A quorum was confirmed.

Certification of  
Agenda

The Board accepted the agenda as submitted.

Minutes

Upon a motion duly made by Director O'Connell, seconded by Director Balafas, and upon vote, unanimously carried, the Board approved the July 9, 2013 Regular Board meeting minutes.

## RECORD OF PROCEEDINGS

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### Pedestrian Light Installation Update

Mr. Cabanillas stated that after completion of phase I, there will be approximately \$30,000 left over plus residual contingency funds, that will be rolled into the next phase. Project close-out is still pending. Phase II will be approximately \$500,000. He further suggested ordering luminaries and poles to have on hand for future replacement. There will be about 25 lights installed (at four lights per intersection, five intersections would be covered). The construction should be completed by mid-summer 2014.

Ms. Salazar stated that because the light poles have a lifetime guarantee, the district only needs to order replacement luminaries which will be easier to store. The storing facility will be discussed further at the September board meeting. Director Austin motioned for the purchase of two luminaries and was seconded by Director Balafas. The motion passed.

Director Balafas brought up the arches concept brought forth from the July Board Retreat and suggested that the District could use the remaining money in the budget to construct arches with a lighting system as gateway enhancements. Key points from discussion included:

- Sketch/plan will be provided from Mr. Farley and Mr. Martinez prior to the September 10<sup>th</sup>, 2013 meeting.
- Director Balafas moved and Director Loeffler seconded a motion creating a subcommittee that will further research the arches concept. The motion passed and Directors Balafas and Loeffler will serve on this subcommittee.
- Ms. Salazar suggested that lighting be the focus of a workshop at the September 10, 2013 meeting, which the Board agreed to do.

### Public Safety

The Board discussed combining the Health Fair with their proposed Safety Fair. Ms. Moore will look into this further.

### Economic Development Director's Report

#### A. 2014 Root 40 MusicFest Update

Andrea Viarrial and Chris Murphy with A-Dre Productions were introduced to the Board. Director O'Connell and Director McDermott, with Ms. Salazar's assistance, worked to select A-Dre Productions for the Root 40 Music Fest. Ms. Viarrial and Mr. Murphy briefed the Board on their plans and activities to date. Director O'Connell added details about the selection process and Root 40 goals.

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### B. Maps

Ms. Edgell presented the 2013-14 CBID Map and Business Directory which was well received by the Board. Ms. Edgell did the graphic design for the map, as well as for collateral for the Root 40 Distribution points for the Root 40 Music Fest, among other CBID projects. Distribution points for the 10,000 maps include VISIT Denver Convention Center, major Denver hotels, and local establishments. Ms. Moore reviewed all business listings for accuracy prior to this year's publication.

### C. 2013/2014 Business Outreach Program

CBID will be reaching out to the district businesses via email to schedule meetings to learn their needs. Several businesses have been identified that will serve as a catalyst for this effort. The program calls for thirty minute meetings with up to 100 businesses. The goal is to complete meetings by August of 2014, and follow up with a summary report of findings for distribution to the businesses in November 2014. Ideas for the meetings topics discussed include capital, safety, parking, transportation, etc.

### D. Status of Banner Policy for Pedestrian Light Poles

The Banner Policy is still in process and is being worked on by Ms. Salazar, Directors Austin and Balafas, with Denver staff to create a City policy, and for a resolution authorizing CBID to promote the District on banners. The resolution and policy will go to the Colorado Department of Transportation for final approval.

### E. NOFA Grant Application- Pedestrian Lights Luminarie Replacement

A grant application was submitted by Ms. Salazar to Denver for grant funds provided by the U.S. Department of Housing and Urban Development. \$44,000 was requested for replacement of sodium halide lights with LED lights. The grant requires a 25% match. Awards will be announced in October 2013.

It was suggested that the possible next step would be to replace Xcel lights with LED lights.

### Financial and Items from Manager

### A. Review and Accept Financial Statements and Cash Position Report as of June 30, 2013

## RECORD OF PROCEEDINGS

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The Board took no action on this item.

B. Review and Approve CBID August 2013 Claims Totaling \$32,788.75. Represented by Check Numbers 2258 through 2275 and ratify UCCF represented by Check Number 1002 for \$3,000

1. CBID -\$32,788.75
2. UCCF/Root 40 -\$587.00

Following review, there was a motion to approve the claims made by Director Austin and seconded by Director Balafas. The motion passed.

### Board Member Items

Director Loeffler updated the Board on efforts to help facilitate redevelopment of the Denver Police District 6.

Director Austin discussed the Grease Monkey request for CBID's support for a six-month extension of their non-compliant signage. Following extensive discussion, Director O'Connell moved, and Director Austin seconded a motion that CBID send a letter to Denver supporting this request, with another letter being sent to Grease Monkey regarding the importance of following Denver's process, and signage rules and regulations. The motion passed, with Director Loeffler abstaining.

Director Austin moved and Director Loeffler seconded a motion approving \$7,350 for various trees' trimming and sidewalk / tree well grate maintenance from Arbor Mountain Tree Experts. He received three bids and this was the lowest bid. The Board extensively discussed this proposal, and CBID's and individual property owner's streetscape maintenance roles. The motion passed, and the Board asked that documents referenced during the discussion and possible policies be brought back to the Board for formal action.

Director Austin will provide proposed revisions to CBID's streetscape scope-of-work for consideration at an upcoming Board meeting, and for the 2014 streetscape bid process. Ms. Salazar suggested that the request for proposals be formatted such that existing costs, and costs for the new scope of work can be compared separately, from year to year.

### Other Business

Director O'Connell moved and Director Loeffler seconded a motion to set a Special Meeting on September 25, 2013 at 5:00 p.m. as a part of the Annual Neighborhood Meeting. The motion passed.

## RECORD OF PROCEEDINGS

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### Adjournment

Having no further business to come before the Board, upon a motion duly made by Director Balafas, seconded by Director Austin, and upon vote, the Board adjourned the meeting at 12:35 p.m.

Respectfully submitted,

  
Secretary for the Meeting





RECORD OF PROCEEDINGS

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MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
COLFAX BUSINESS IMPROVEMENT DISTRICT  
UPPER COLFAX COMMUNITY FOUNDATION  
HELD  
SEPTEMBER 10, 2013

---

A regular meeting of the Board of Directors of the Colfax Business Improvement District (CBID) and Upper Colfax Community Foundation (UCCF) was held on Tuesday, September 13, 2013, at 1490 Lafayette Street, Suite 108, Denver, Colorado.

Attendance: In Attendance were Directors:  
Brian McDermott  
Jimmy Balafas  
Scan O'Connell  
Anthony Loeffler

Also in attendance were:  
Stephanie Salazar and Jennifer Moore; Economic Development  
Marco Cabanillas; Denver Public Works  
Dawn Schilling; Schilling & Co.  
Chuck Reid and Stephany Juneau; CliftonLarsonAllen LLP

Call to Order The meeting was called to order at 10:15 a.m. by Director O'Connell.  
The Board excused the absence of Directors Austin, Sedillos, and Pachorek.

Declaration  
Of Quorum A quorum was confirmed.

Certification of  
Agenda The Board accepted the agenda as submitted.

Administrative  
Items A. Minutes of August 13, 2013 Regular Board Meeting

Upon a motion duly made by Director Balafas, seconded by Director Loeffler, and upon vote, unanimously carried, the Board approved the August 13, 2013 Regular Board meeting minutes.

## RECORD OF PROCEEDINGS

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### B. Financial Statements and/or Cash Position Report as of July 31, 2013

#### 1. CBID

Upon a motion duly made by Director O'Connell, seconded by Director Loeffler, and upon a vote, unanimously carried, the Board approved the financial statements and Cash Position Report as of July 31, 2013.

#### 2. UCCF (Root 40)

No financials were presented as Ms. Schilling is still working with UMB on receiving monthly statements.

### C. CBID Claims Totaling \$18,437.63 Represented by Check Numbers 2276 through 2291

Upon a motion duly made by Director Loeffler, seconded by Director McDermott, and upon a vote, unanimously carried, the Board approved the claims totaling \$33,437.63 as amended.

### D. UCCF Claims Totaling \$3,264.12 Represented by Check Numbers 1003 Through 1006

The Board discussed A-Dre Production's role of fund raising and event planning, along with additional contributions from CBID that are needed to cover pending deficit in UCCF account. The Board questioned if CBID should provide these funds as a loan or a grant. Following the discussion and upon a motion duly made by Director O'Connell, seconded by Director Loeffler, and upon a vote, unanimously carried, the Board approved a grant to UCCF, and CBID check number 2101 for \$15,000 for the UCCF.

Upon a motion duly made by Director Loeffler, seconded by Director McDermott, and upon a vote, unanimously carried, the Board approved UCCF claims totaling \$3,264.12 represented by check numbers 1003 through 1006.

### E. 2014 Budget Process and Preliminary AV

2014 budget information will be available at the October meeting.

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### F. Budget Hearing Date

The Board set a Budget Hearing Date for November 12, 2013 at 10:00 a.m. at 1490 Lafayette Street, Suite 108, Denver, CO 80218. Director McDermott will be working with Ms. Schilling and Ms. Salazar on the 2014 Budget.

### G. Preferred Maintenance Update

The Board discussed the pending 2014 streetscape Request for Proposal process. Upon a motion duly made by Director O'Connell, seconded by Director Loeffler, and upon a vote, unanimously carried, the Board accepted the Preferred Maintenance Report as submitted.

### Board Member Items

None.

### Other Business

Ms. Moore discussed the annual meeting presentation and asked Board for agenda items and requests distribution of fliers announcing the meeting. Items to be on agenda currently include:

- General Update, including economic development, business outreach and capital projects
- Safety
- Root 40
- District 6 Redevelopment

### Workshop

A workshop with Mr. Cabanillas regarding lighting options was held, with Mr. Cabanillas leading the discussion about the \$600,000 in bond funds that are available for CBID streetscape enhancements.

Discussion items included:

- Costs for Denver managing the project
- Timing for funds
- Harris Kocher Smith is involved in the project design and as the construction engineer
- CDOT/Denver US40 responsibilities
- Arch design and approved process discussed
- Potential funding partners
- Denver purchasing spare luminaries

## RECORD OF PROCEEDINGS

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The Board's consideration of switching its priority to the "arches project" was discussed, with Director Balafas noting that initial contact has been made between CBID and CDOT and that potential location of the arches would be at the Colfax cross streets of Sherman, Josephine, Emerson, Park Ave., Clarkson, and/or York. Mr. Cabanillas stated that Denver would need stamped concept plans to consider this option and that it would be beneficial to have a plan set for the arches.

The Board also discussed the potential for Bicycle Stations similar to the Denver B-Cycle program.

The Board took no action on any of these items.

### Adjournment

Having no further business to come before the Board, upon a motion duly made by Director O'Connell, seconded by Director McDermott, and upon vote, unanimously carried, the Board adjourned the meeting at 11:30 p.m.

Respectfully submitted,



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Secretary for the Meeting



## RECORD OF PROCEEDINGS

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### MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE COLFAX BUSINESS IMPROVEMENT DISTRICT HELD SEPTEMBER 25, 2013

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A special and the Annual Meeting of the Colfax Business Improvement District (CBID) was held at 5:30 p.m. on Tuesday, September 25, 2013, at The Cheeky Monk, 534 E. Colfax Avenue, Denver, Colorado 80203.

Attendance:

Directors:

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

Absent and excused was Director Austin

Others:

Multiple Property and Business Owners (the sign-in list is attached)  
Nora Kimball; Denver Council Member Jeanne Robb's office; and

Paid Contractors:

Stephanie Salazar & Jennifer Moore; Economic Development  
Andrea Viarrial and Chris Murphy; A-Dre Productions, LLC  
Chuck Reid; CliftonLarsonAllen LLP

Call to Order

The meeting was called to order at 5:30 p.m. by Director Sedillos.

Quorum

A quorum of the Board was present.

Certification of  
Agenda

With the addition of an update by Ms. Kimball regarding the Colfax Transit Priority Study, the agenda was accepted as presented.

Colfax Transit  
Priority Study

Ms. Kimball reported that the Colfax Transit Priority Study is underway and is looking at improvements to RTD route 15L. This \$3.9 million federal grant is managed by Denver and RTD and public meetings will be held later this year, with construction improvements planned for 2015.

## RECORD OF PROCEEDINGS

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### Introduction of Lost Highway

Director Pachorek welcomed people to the Cheeky Monk and reported that the Lost Highway Brewery (named for U.S Highway 40, i.e. Colfax Avenue) is expected to open later this year.

### Overview of District Activities and 2014 Priorities

Director Sedillos reported that the first phase of the Pedestrian Light improvement project is completed and planning for the second phase is underway. The new LED lights can accommodate banners and will be less expensive for CBID to operate and maintain. Funding for this project came from Denver's bond funding program.

### Police District 6 Mixed Use Project

Director Loeffler provided an update on CBID's efforts to seek redevelopment of the Denver Police District 6 Station. CBID is seeking a public/private partnership, which will hopefully become a mixed-use redevelopment.

### Police District 6 Safety Efforts

Commander Lopez and Community Resource Officer (CRO) Mark Jacobson spoke about the changes initiated by Police Chief White, including new police district boundaries and development within District 6. Because Denver voters approved the hiring of new police officers at the last municipal election, 10 new officers are expected to be assigned to District 6 for 2014, with additional officers expected in 2015.

CRO Jacobson acknowledged CBID's sponsorship role for the annual Halloween Party which served 2,600 children in 2012 and costs \$3,500. Sponsors for this event are still needed. CRO Jacobson also reported that the Citizen's Police Academy begins in November and the police are encouraging the use of social media to assist policing efforts, and called-out NextDoor.com as a specific example.

### Pedestrian Streetscape Enhancements

Director Balafas noted that streetscape enhancements continue to be a focus for CBID, and a master streetscape plan is being explored that would look at issues such as entry monuments, lighting, arches, public art, bike racks, landscaping, etc. is being explored. This effort is challenged and aided by Colfax's varying building set-backs and concrete width, which makes the street one of the most eclectic and fun streets in Denver.

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Root 40  
MusicFest 2014

Director O'Connell introduced Ms. Viarreal and Mr. Murphy (A-Dre Productions) and the history and future hopes for the Root 40 MusicFest. CBID launched Root 40 and for the 2014 festival, contracted with A-Dre in order to elevate the event. The Root 40 2013 had hundreds of music acts and thousands of attendees, and 9News and KBCO were sponsors and have committed to sponsor again in 2014. While Root 40 was launched by CBID, it is now operated by the Upper Colfax Community Foundation, a not-for-profit agency whose mission is to give back to the Colfax Community and support the musical arts at East High School.

Business  
Outreach

Director McDermott reported on CBID's business retention and expansion efforts, which are currently focused on two items: (1) interviewing business owners regarding the Strengths, Weaknesses, Opportunities and Threats of owning and operating a business on Colfax; and (2) providing symposiums on current events that affect businesses, such as the Health Care Symposium that will be held on November 5<sup>th</sup>. As always, the CBID Board wants to hear ideas that help build Colfax's business environment and health.

Public  
Comments

A "comments, questions and answers" session followed the Board's update, with no specific action items taken by the Board other than a commitment to lock the pedestrian light circuit breaker box in the 400 block of East Colfax.

Adjournment

The formal meeting adjourned at 6:30, and attendees remained, socialized and enjoyed food and beverages (including two Lost Highway signature beers).

Respectfully submitted,



Secretary for the Meeting



**2013 Annual Neighborhood Meeting**  
**Wed, Sept 25, 2013**

**Name**

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Beth Ashby  
Rachelle Klammer  
Frank McJoughlin  
Michele Gibson  
Aimee Johnson  
Tammy Mulligan  
Leigh Hill  
Sherri Steinback  
Carrie Stein  
Matt Stein  
David Boyan  
Marvin Fisher  
D.J. Longo  
Missy Feher-Peiker  
Sarah Edgell  
John Plessincer  
Diny Golder  
James Bochenek  
Alison Torvik  
Chuck Sampson  
Bryce Jones  
Meredith Bochenek  
Teresa Caballero  
Alex Torres  
Jane Runge  
James Busby  
Tobin Kohlhepp  
Meg'n Deaner  
Ryan Shininger  
Nora Kimball  
Tae Hong  
Marty Amble  
Kathy Floyd  
Sandy Walters



## RECORD OF PROCEEDINGS

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

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A regular meeting of the Board of Directors of the Colfax Business Improvement District (CBID) was held on Tuesday, October 8, 2013, at 1490 Lafayette Street, Suite 108, Denver, Colorado.

Attendance: In Attendance were Directors:

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

Also in attendance were:

Stephanie Salazar; Economic Development  
Sue Bruner; Assistance League of Denver  
Aaron Goldhamer; Captain, Democratic Party of Denver House District 8A  
Vicky Hales; UMB Bank  
Dawn Schilling; Schilling & Co.  
Chuck Reid and Stephany Juneau; CliftonLarsonAllen LLP

Call to Order

Immediately prior to the Board meeting, representatives from UMB Bank provided the Upper Community Colfax Foundation with a \$2,000 check.

The CBID meeting was called to order at 10:00 a.m. by Director Austin. The Board excused the absence of Directors Sedillos and Pachorek.

It was noted that due to statutory and governmental processes, the Colfax Business Improvement District agendas, minutes, documents, etc., will be separated from the Upper Colfax Community Foundation documents.

Declaration  
Of Quorum

A quorum was confirmed.

Certification of  
Agenda

The Board accepted the agenda as submitted.

## RECORD OF PROCEEDINGS

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Economic  
Development  
Director's Report

A. Pedestrian Light Banner Policy Update

The Board discussed the drafting of designs for the CBID banner. Director Loeffler asked the cost to install and/or remove banners from the light poles, and Director Austin estimated it takes two employees two days to take down and put up banners, at \$40 per hour per employee. To change out 80 banners would be approximately double this estimate.

B. Phase 2 Pedestrian Light Project

The Board discussed whether or not it wanted to stay focused on the Pedestrian Light Project, or shift CBID's focus for Denver Bond Fund capital improvements to the new "arches" project. Following discussion, Director O'Connell moved Director Loeffler seconded a motion supporting the project and approving the Phase 2 priorities as identified on 9/10/2013. The motion passed.

C. Master Plan Gateway Enhancement and Streetscape Project

Director Balafas provided an update on this project, noting that he estimates that it will cost \$200,000-\$300,000 to put in arches, and he will continue to seek capital for this project. Further, he noted that while \$2,000 was allocated for a master plan, this will not be contracted for until proposals are received and presented to the Board. Ms. Salazar contacted James Busby, Denver Office of Economic Development, who may be able to help locate funding for the master plan.

D. District 6 Mixed Use Project

Director Loeffler provided an update on this project, and suggested that when money is available, CBID pursue a master plan for this project and property. The master plan could then be used to encourage more interest in this site's redevelopment.

E. Other

1. Ms. Bruner with Assistance League of Denver addressed the Board about security concerns at the Thrift Shop, and on Colfax in general. She explained that there was an armed robbery this past June and another

## RECORD OF PROCEEDINGS

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incident two weeks ago involving another individual looking to steal the cash box. She is present at the meeting to ask the Board for advice and to make the issues known. Ms. Bruner added that she has been in contact with Officer Jacobson about the matter.

The Board discussed options for the Thrift Store, and actions being taken by CBID to improve safety, and thanked Ms. Bruner for attending.

2. Mr. Goldhamer addressed the Board regarding the limited action that has occurred on plans to build a recreation center at Colfax and Josephine. Mr. Goldhamer stated that the project started in 2006 with a comprehensive study on recreational centers and bond funds were approved in 2011. To date, the project has not started, and Mr. Goldhamer is looking for support from CBID and/or advice on how to build momentum for this project.

The Board discussed options for pursuing this project and thanked Mr. Goldhamer for attending.

### Financial Items

- A. Review and Accept August 31, 2013 Financial Statements and Cash Position as of October 8, 2013

Upon a motion duly made by Director Austin, seconded by Director Balafas, and upon a vote, unanimously carried, the Board approved the financial statements and Cash Position Report as of October 8, 2013.

- B. CBID Claims Totaling \$12,977.79 Represented by Check Numbers 2301 Through 2312 and EFT Totaling \$165.00 to Manager of Finance

Additional claims received after the packet was created was presented, and upon a motion duly made by Director McDermott, seconded by Director Loeffler, and upon a vote, unanimously carried, the Board approved the claims totaling \$29,687.14 and represented by check numbers 2301 through 2315, and a manual check number 2086.

- C. Review 2014 CBID Budget

A draft budget was forwarded to the Board earlier this year. The final draft budget will be brought to the November meeting.

- D. Discussion of 2013 Audit

## RECORD OF PROCEEDINGS

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Ms. Schilling stated that the Board's policy is to be audited every third year. Beyond this, annual reports are filed with Denver.

### Administrative Items

A. Minutes of September 10, 2013 Regular Board Meeting and September 25, 2013 Special Board Meeting

Upon a motion duly made by Director Balafas, seconded by Director Loeffler, and upon vote, unanimously carried, the Board approved the September 10, 2013 Regular Board Meeting and September 25, 2013 Special Board meeting minutes.

B. 2014 District Maintenance RFP

Modifications are being made to the 2014 Streetscape Request for Proposals and scope if work provided by Director Austin and the RFP will be "on the street" as soon as final edits are received. It is planned that the Board will be able to consider a new contract for 2014 services at its December Board meeting.

The Board discussed CBID's oversight of this contract, although the Board took no action on these items.

### Board Member Items

None.

### Other Business

Ms. Salazar addressed the Board regarding the electrical boxes needing a temporary lock. Director Loeffler suggested asking Xcel to supply the lock.

### Adjournment

Having no further business to come before the Board, upon a motion duly made by Director O'Connell, seconded by Director Loeffler, and upon vote, unanimously carried, the Board adjourned the meeting at 12:00 p.m.

Respectfully submitted,

  
Secretary for the Meeting.



## RECORD OF PROCEEDINGS

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

---

A regular meeting of the Board of Directors of the Colfax Business Improvement District (CBID) was held on Tuesday, November 12, 2013, at 1490 Lafayette Street, Suite 108, Denver, Colorado, at 10:00 a.m..

Attendance:

In Attendance were Directors:

Leonard Austin  
Brian McDermott  
Jimmy Balafas  
Sean O'Connell

Also in attendance were:

Stephanie Salazar-Rodriguez; Small Business Majority  
Chris Ross; Assistance League of Denver  
Andrea Viarrial and Chris Murphy; A-Dre Productions  
Stephanie Salazar; Economic Development  
Dawn Schilling; Schilling & Co.  
Denise Denslow and Chuck Reid; CliftonLarsonAllen LLP

Call to Order

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

It was noted that due to statutory and governmental processes, the Colfax Business Improvement District agendas, minutes, documents, etc., will be separated from the Upper Colfax Community Foundation documents.

Declaration  
Of Quorum

A quorum was confirmed.

Certification of  
Agenda

The discussions on the Master Gateway Enhancement & Streetscape Project as well as the District 6 Mixed Use Project were removed from the agenda.

Public Comments

Ms. Salazar-Rodriguez presented information about the Federal Affordable Care Act, and how the Small Business Majority works with small businesses to understand and implement the Act, including information about tax credits, and the Colorado Insurance Marketplace. Their services are free.



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### Economic Development Director's Report

A. Pedestrian Light Banner Policy  
Directors Austin and Balafas along with Ms. Salazar met with the City & County of Denver to keep moving forward on the goal of having CBID become the authorizing entity for banners in the District.

B. Colfax Transit Priority Plan  
Ms. Salazar updated the Board on RTD's planned improvements on Colfax, including improved bus stops and shelters, along with longer term conceptual plans.

C. Other

Ms. Salazar noted:

- Businesses opening soon include VooDoo Doughnuts, Natural Grocers and an MRI business;
- CBID did not receive the 2014 Neighborhood Grant from Denver as the grant did not fit with Denver's overall grant goals;
- Three new halo cameras will be installed at Gilpin, Williams and High Streets by Denver in 2014; and
- Denver may have grant funds available for façade improvements in December 2013.

### Financial Items

A. September 30, 2013 Financial Statement and Cash Position  
Ms. Schilling reviewed the 9/30 statement and updated cash position. After discussion, Director O'Connell moved and Director Austin seconded a motion accepting the 9/30/13 financial statements and updated cash position report. The motion passed.

B. Claims

Upon a motion duly made by Director Austin, seconded by Director Balafas, and upon a vote, unanimously carried, the Board approved the claims totaling \$29,669.74, represented by Check Numbers 2316 Through 2328 and EFT Totaling \$750.78 to Xcel Energy.

C. 2014 CBID Budget Public Hearing

At 11:00 President Austin opened the 2014 proposed budget public hearing. Proof of notification of the budget public hearing was provided and Ms. Schilling and Ms. Salazar presented the proposed budget. Key points from the presentation and discussion included:

- 2013 revenues are tracking as expected, and 2014 revenues are anticipated to be about the same, with some increase due to banner revenues and an increase in assessed values;
- The 2014 mill levy is proposed to be the same as in 2013;
- 2013 expenditures are, in total, less than budgeted and no budget amendment is needed;

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- “Seed” funds are being provided to the Upper Colfax Community Foundation (UCCF) for the 2013 Victorian Home Holiday Tour and 2014 Root 40 Music Festival;
- 2014 total expenditures will be similar to 2013, although specific line items such as maintenance are anticipated to increase;
- Modifications were made to the Capital Projects budget; and
- The Board’s preference that CBID maintain a “balanced” budget.

The public hearing was closed at 11:32.

Following the hearing and discussion, Director McDermott moved and Director O’Connell seconded a motion to approve Resolution 2013 11-0; Resolution 2013 11-02; and Resolution 2013 11-03 as amended, and subject to final changes made by the accountant. The motion passed.

Furthermore, the Board directed that the final budget be brought to the December meeting and asked for notification if any of the changes discussed during the meeting constitute a material change to the proposed budget. If so, the final budget will be ratified by the Board in December.

A draft budget was forwarded to the Board earlier this year. The final draft budget will be brought to the December meeting.

At this point in the meeting the Board lost its quorum and no formal actions were taken.

### Administrative Items

All action items were postponed until the December meeting.

A. 2014 District Maintenance RFP  
No proposals were received and President Austin recommended renewing the contract with Preferred Maintenance for 2014, and working on revising the scope of work and requesting proposals for 2015 in the fall of 2014. This item will be brought back to the December meeting.

### Board Member Items

Director McDermott reported that he is now working for Bank of the West.

### Adjournment

Having no further business to come before the Board, and without a quorum, President Austin adjourned the meeting at 11:50.

Respectfully submitted,

  
Secretary for the Meeting

## RECORD OF PROCEEDINGS

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### MINUTES OF THE UPPER COLFAX COMMUNITY FOUNDATION BOARD OF DIRECTORS MEETING HELD ON NOVEMBER 12, 2013

#### Attendance

##### Directors:

Leonard Austin  
Brian McDermott  
Jimmy Balafas  
Sean O'Connell

##### Also:

Stephanie Salazar-Rodriguez; Small Business Majority  
Chris Ross; Assistance League of Denver  
Andrea Viarrial and Chris Murphy; A-Dre Productions  
Stephanie Salazar; Economic Development  
Dawn Schilling; Schilling & Co.  
Denise Denslow and Chuck Reid; CliftonLarsonAllen LLP

#### Call to Order

The meeting was called to order by Director Austin at 11:30.

#### Financial Items

Ms. Schilling has still not received a bank statement and will continue to work on getting a statement. Following discussion of UCCF's finances, Director McDermott moved and Director O'Connell seconded a motion approving claims totaling \$3,496.50, as detailed in check numbers 2004 – 2007. The motion passed.

At this time the Board lost its quorum and took no formal action on the following updates.

#### Event Updates

##### A. Root 40

Mr. Murphy and Ms. Viarreal (A-Dre Productions) proposed that 2014 event dates be changed to April 21-27, 2014, and that the event end with the Expo. Potential sponsors and strategies were discussed, with a sponsorship goal of \$150,000. A-Dre will keep the Board apprised of their results. Dre Productions plans to set up a 'base camp' space for sponsors and guests along Colfax Avenue temporarily during the event.

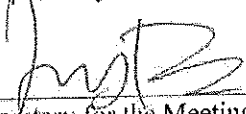
##### B. Victorian Home Holiday Tour

Ms. Salazar reported that planning and ticket sales for this event are as expected.

#### Adjournment

The Board adjourned the meeting at 11:30 p.m.

Respectfully submitted,

  
Secretary for the Meeting



## RECORD OF PROCEEDINGS

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### MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE COLFAX BUSINESS IMPROVEMENT DISTRICT HELD DECEMBER 10, 2013

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A regular meeting of the Board of Directors of the Colfax Business Improvement District (CBID) was held on Tuesday, December 10, 2013, at 1490 Lafayette Street, Suite 108, Denver, Colorado, at 10:00 a.m.

Attendance:

In Attendance were Directors:

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

Also in attendance were:

Stephanie Salazar and Jennifer Moore; Economic Development  
Dawn Schilling; Schilling & Co.  
Chuck Reid; CliftonLarsonAllen LLP (CLA)  
Chad Sinnema & Tony Lopez; Denver Police Dept. District 6  
Tony Weathersby; Denver Police Dept., HALO Unit  
Chris Gaddis; Denver Neighborhood Pros. Team  
James Busby; Denver OED  
Jim Hannifin; Previous Board Member  
Roger Armstrong; CHUN  
Hillary Waters; & Rory Seeber; Life on Capitol Hill  
Caroline Klein; Preferred Maintenance  
Randy Swan; Previous Board Member  
Albus Brooks & Jeanne Robb; Council Members, City of Denver

Board Recognition

Beginning at 10:00 welcoming remarks were made by Director Austin, Ms. Salazar, Albus Brooks and Jeanne Robb, including recognition of former Board Members and the end-of-term for Directors Austin and Sedillos. Individual comments were made by several former Board Members regarding CBID's accomplishments and opportunities.

Call to Order

The business meeting was called to order at 11:00 a.m. by Director Austin. The Board excused the absence of Director Sedillos.

Declaration  
Of Quorum

A quorum was confirmed.

## RECORD OF PROCEEDINGS

---

### Consent Agenda

Director O'Connell moved and Director McDermott seconded a motion approving the consent agenda, including:

- A. October 30, 2013 Financial Statement and Cash Position
- B. Claims totaling \$26,946.01, represented by Check Numbers 2350 - 2357 and an EFT to Xcel Energy.
- C. Minutes from October 8, 2013 and November 12, 2013
- D. Resolution No. 2013-11-04 Designating Location for Posting
- E. Preferred Maintenance Update

The 2014 contracts were discussed separately during the budget discussion.

### Final 2014 Budget

Due to a potential conflict of interest, Director Austin excused himself from the discussion. The proposed budget relies on approximately \$14,000 from reserves, and the Board discusses options to balance the budget.

1. Increasing revenues: following discussion, the Board decided it is not comfortable relying on increased revenues.
2. Decreasing expenses: following discussion the Board wants a specific contract and scope of services from CLA as a comparison of other BIDs show that CBID's administrative costs are comparatively high. The goal is to eliminate duplicity between the CBID office and CLA, and use a lower priced consultant when available. Reducing costs in this area, the Board intends to balance the budget.

It was noted that the total maintenance contract increases are approximately \$20,000 and includes additional work on light poles and the opportunity to contract with Leonard Austin for management services.

Upon a motion by Director Balafas, seconded by Director Loeffler and upon vote, unanimously carried, the Board approved to create a sub-committee composed of Directors O'Connell and Balafas who will work with Ms. Salazar and CLA to identify a scope and create a contract.

Following the discussion, upon a motion duly made by Director Loeffler, seconded by Director McDermott, and upon vote, unanimously carried, the Board approved the revised balanced budget. Director Austin abstained from the vote.

### 2014 Contracts

Director Austin moved and Director Balafas seconded a motion approving 2014 contracts with Schilling & Company, Inc. for accounting services, and Stephanie Salazar for Economic Development. The motion passed unanimously.

## RECORD OF PROCEEDINGS

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### Economic Development Director's Report

Information on the annual District 6 Children's Halloween event, along with 2014 and the Valentine Walk of Hearts order forms and information was provided to the Board. 100% of the proceeds go to the Halloween event.

Ms. Salazar informed the Board that she is attending an RTD Public Transit meeting on December 11, 2013.

### Administrative Items

- A. Review and Consider Two Proposals for the 2013 Audit:
- Wagner Barnes & Griggs, PC - \$4,500
  - Dazzio & Plutt, LLC - \$3,200

After review of the proposals, and upon motion duly made by Director Balafas, seconded by Director O'Connell, and upon a vote, unanimously carried, the Board approved the Dazzio and Plutt, LLC Proposal for the 2013 Audit in the amount of \$3,200.

- B. 2014 Streetscape Contract

Upon review of the 2014 Streetscape Contract, a motion duly made by Director O'Connell, seconded by Director Balafas, and upon a vote, unanimously carried, the Board approved the 2014 streetscape contract.

### Board Member Items

The Board would like to have certain files to be available on the website.

Director Loeffler noted that his property hosts a CBID electrical panel that does not have an easement and will need to be moved. He hopes this project can be paid as part of the pedestrian light project. Director Loeffler also presented ideas for funding from Denver for the Streetscape funding.

Director O'Connell noted he has seen a lot of graffiti on Colfax. He recommended that CBID report this matter to Denver.

### Public Comment

None.

### Adjournment

Having no further business to come before the Board, Director Austin adjourned the meeting at 12:10 p.m.

Respectfully submitted,



Secretary for the Meeting

## RECORD OF PROCEEDINGS

---

### MINUTES OF THE UPPER COLFAX COMMUNITY FOUNDATION Board MEETING HELD DECEMBER 10, 2013

A meeting of the Board of Directors of the Upper Colfax Community Foundation (UCCF) was held on Tuesday, December 10, 2013, at 1490 Lafayette Street, Suite 108, Denver, Colorado.

Attendance:

In Attendance were Directors:

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

Call to Order

The meeting was called to order at 10:00 a.m. by Director Austin.

Event Update

- A. 2014 Root 40 MusicFest  
A-Dre productions is still seeking sponsors but it is going well.
- B. Victorian Holiday Home Tour  
The Victorian Holiday Home Tour was very successful and there were over 700 attendees.

Financial Items

- A. Review and Accept Cash Position as of December 10, 2013  
  
Ms. Schilling presented the Cash Position to the Board. Following discussion, upon a motion duly made by Director O'Connell, seconded by Director Loeffler, and upon vote, unanimously carried, the Board accepted the Cash Position as of December 10, 2013.
- B. Claims Totaling \$9,197.86 by Check Numbers 2028 Through 2036  
  
Following review, upon a motion duly made by Director Austin, seconded by Director Loeffler, and upon vote, unanimously carried, the Board approved the claims totaling \$9,197.86 represented by check numbers 2028 through 2036.
- C. Draft 2014 Budget  
  
Ms. Schilling presented the proposed budget which is based on the current report from A-Dre Productions. Following discussion, upon a motion duly made by Director Balafas, seconded by Director



## RECORD OF PROCEEDINGS

---

O'Connell, and upon vote, unanimously carried, the Board approved the Draft 2014 Budget.

### Administrative Items

- A. Minutes from the October 8, 2013 and November 12, 2013 Regular Board Meetings

Following review, upon a motion duly made by Director O'Connell, seconded by Director McDermott, and upon vote, unanimously carried, the Board approved the minutes from the October 8, 2013 and November 12, 2013 regular Board meetings.

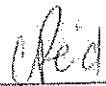
- B. Schilling & Company, Inc. 2014 Contract for Accounting Services

Following review, upon a motion duly made by Director O'Connell, seconded by Director McDermott, and upon vote, unanimously carried, the Board approved the Schilling & Company, Inc. 2014 contract for accounting services.

### Adjournment

Having no further business to come before the Board, upon a motion duly made by Director O'Connell, seconded by Director Loeffler, and upon vote, unanimously carried, the Board adjourned the meeting at 12:10 p.m.

Respectfully submitted,

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



## RECORD OF PROCEEDINGS

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### MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE COLFAX BUSINESS IMPROVEMENT DISTRICT HELD JANUARY 14, 2014

---

A regular meeting of the Board of Directors of the Colfax Business Improvement District (CBID) was held on Tuesday, January 14, 2014, at 1490 Lafayette Street, Suite 108, Denver, Colorado, at 10:00 a.m.

Attendance:                    In Attendance were Directors:  
Brian McDermott  
Jimmy Balafas  
Sean O'Connell  
Anthony Loeffler

Also in attendance:  
Stephanie Salazar; Economic Development  
Dawn Schilling; Schilling & Co.  
Chuck Reid; CliftonLarsonAllen LLP (CLA)  
Ron Vaughn; Argonaut Liquor, Co-Owner  
Crystal Sharp; Holiday Chalet, Owner  
Brad Swanson; UMB Bank

Declaration  
Of Quorum                    A quorum was confirmed.

Call to Order                    The meeting was called to order at 10:07 a.m. Director Pachorek's absence was excused.

Oaths of Office                    As 2014 appointments are not yet official, oaths were not issued. Introductions from (pending) new Board Members included:

- Ron Vaughn, Argonaut Liquor, Co-Owner. He has 26 yrs at Argonaut with a multitude of different civic involvement over the years.
- Crystal Sharp, Holiday Chalet, Owner is celebrating 10 years on April 1<sup>st</sup> and likes CBID's Clean & Safe focus, and increased police presence.
- Brad Swanson, UMB Bank, has been involved with a lot of volunteer work with community entities on Colfax.

The Board and consultants introduced themselves, their jobs, backgrounds & interests.

## RECORD OF PROCEEDINGS

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Chairman Balafas highlighted the following in a brief orientation:

- CBID created the Upper Community Colfax Foundation (UCCF), an IRS 501-C-3 non-profit organization to assist with various programs sponsored by the District. CBID and UCCF meetings are held at the same time.
- A quorum (greater than 50% of the Members) is required to convene and take action.
- The Roles of Officers; and
- The intent to create sub-committees for Board Members to lead.

The District's role and funding was discussed:

- CBID sets a mill levy (8.055), and revenues are determined by the District's assessed value, which the District uses to maintain infrastructure, encourage economic development (and retention), and to initiate projects that may be funded by grant funds, primarily from Denver. CBID works with Denver Police Department (DPD) to get more officers assigned to the District, and equipment such as the "Halo Cameras" which are monitored by DPD.
- CBID has worked with developers to get changes to the City's development code and is aggressively pursuing changes.
- CBID sometimes asked to take a position on a pending liquor license, or zoning change.
- And ultimately, business development for 368 businesses; 58 non-profits.

Ms. Salazar noted that the Special District Association is sponsoring training on January 24<sup>th</sup> regarding Board responsibilities. Ms. Salazar will send information.

Following the brief orientation, Director Balafas moved and Director Loeffler seconded a motion approving the following CBID Officers for 2014:

- Chairman: Jimmy Balafas
- Vice Chairman: Sean O'Connell
- Secretary: Tina Pachorek
- Treasurer: Anthony Loeffler

The motion passed.

### Consent Agenda

Chairman Balafas pulled the 2014 Budget Review from the consent agenda. Director O'Connell moved and Director Loeffler seconded a motion approving the remaining consent items, including:

#### Financial Items

- A. November 30, 2013 Financial Statements and Cash Position
- B. Claims Totaling \$42,119.91, Represented by Check Numbers 2358 Through 2371 and EFT to Xcel Energy and Manager of Finance

## RECORD OF PROCEEDINGS

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### Administrative Items

- A. Minutes from December 10, 2013 Board Meeting
- B. Preferred Maintenance Update

The motion passed unanimously.

### 2014 Budget Review

Ms. Schilling reviewed the final 2014 budget, as well as the 2014 UCCF budget and answered questions. As the budget was already adopted, no action was taken.

### Economic Development Director's Report

Ms. Salazar presented the report to the Board, including.

#### A. Denver Zoning Code Text Amendment – Colfax Developers Input

131 Pedestrian Lights were installed in 2013. 40 lights were installed in 2009, for a total of 171 lights. About 25 additional light poles will hopefully be installed in 2014, and Denver is going to bid in February. Locations for the new lights are to wrap the corners at key intersections, and were prioritized by the CBID Board. Mr. Loeffler notes that it may make sense to do all the lights identified on the former Smiley's property at one time (as opposed to in different phases).

#### B. Denver Recreation Center Project

An announcement was made by the Mayor's Office that funding is available. Construction is expected to begin in 2015.

#### C. Upper Colfax Safety, Health & Wellness Fair Update

Safety, Health & Wellness Fair will be held on 6/1/14, at the Fillmore. This is an exciting collaborative effort with a 9Health Fair, along with many Upper Colfax organization participants. Sponsors will be pursued in order to cover the logistical costs of the fair, and to provide 9Health Fair services to those in need.

#### D. Other

VooDoo Doughnut grand opening is on 1/15/2014. The Alta Building sold on 12/31/2013. The property and/or parking may be redeveloped. The property manager remains the same.

## RECORD OF PROCEEDINGS

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### Administrative Items

#### A. CliftonLarsonAllen LLP 2014 Scope of Work

Directors O'Connell, Balafas and Ms. Salazar met to review 2013 work and scopes moving forward, and will meet with CLA before the February meeting to finalize.

### Board Member Items

- The Board requested that Ms. Salazar come back to a future meeting with conceptual design costs for a master streetscape concept plan, and to request grant funding from Denver
- The Board requested a meeting with Council Member Brooks for redevelopment of the District 6 Police Station property.
- Chairman Balafas asked the Board to come prepared to talk about 2014 goals at the February Board meeting
- Director McDermott announced that this is his last meeting as a CBID Director. The Board thanked him for his service.
- The Board would like Ms. Schilling to keep attending the monthly meetings.

### Public Comment

None.


### Other Business

None.

### Adjournment

Having no further business to come before the Board, the meeting adjourned at 12:10 p.m.

Respectfully submitted,

  
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Secretary for the Meeting



**MINUTES OF A REGULAR MEETING OF THE  
BOARD OF DIRECTORS OF THE  
COLFAX BUSINESS IMPROVEMENT DISTRICT  
HELD FEBRUARY 11, 2014**

---

A regular meeting of the Board of Directors of the Colfax Business Improvement District (CBID) was held on Tuesday, February 11, 2014, at 1490 Lafayette Street, Suite 108, Denver, Colorado, at 10:00 a.m.

Attendance:                    In Attendance were Directors:

Jimmy Balafas  
Anthony Loeffler  
Tina Pachorek  
Crystal Sharp  
Brad Swanson

Also in attendance:

Stephanie Salazar; Economic Development  
Dawn Schilling; Schilling & Co  
Melanie King; CBID Admin & Marketing  
Consultant  
Chuck Reid; CliftonLarsonAllen LLP (CLA)  
Leonard Austin; Front Range Services  
Tae Hong; ILS Light/Days Inn Downtown  
Daniel J.M. Hyatt; ILS Light  
Marco Cabanillas, Denver Public Works (via  
conference call)

Declaration  
Of Quorum

A quorum was confirmed.

Call to Order

The meeting was called to order at 10:10 a.m. Director O'Connell and Director Vaughn's absences were excused.

Guest Introductions

All in attendance introduced themselves and their jobs.

2014 CBID Goals

The floor was opened to discuss what Board Members would like to see accomplished in 2014. The goal being to keep these ideas at the forefront.

- Director Loeffler introduced having a Master Plan for Streetscaping; looking for funding sources and the creation of architectural planning/drawings. He also listed involvement in the development of the District 6 PD.
- Director Pachorek addressed the Crime/Safety plan; discussing strategic neighborhood partnerships, developing an on-going sustainable plan, using



**MINUTES OF A REGULAR MEETING OF THE  
BOARD OF DIRECTORS OF THE  
COLFAX BUSINESS IMPROVEMENT DISTRICT  
HELD FEBRUARY 11, 2014**

---

other cities as examples in searching for grant funding dedicated to safety and to explore new street lighting with safety mechanisms.

- Director Swanson discussed Business Outreach and Board team development
- Director Sharp wants to improve the reputation of the area in general and to work on branding the identity of Upper Colfax. She volunteered to work with Melanie and Stephanie on a banner program. Chairman Balafas sees identifying dead zones in the district as a priority and to facilitate revitalization efforts.

**Pedestrian Light Project Update by Marco Cabanillas, Denver Public Works via conference call**  
The locations and priorities of pedestrian light installments were discussed. Director Loeffler is heading up the finalization of the pedestrian light priority list to submit to Mr. Cabanillas by the end of February. Denver will go out for RFPs at the end of February. Construction begins in June and should have a 4 month duration. Discussion ensued about relocating the district electrical box located on the Smiley's property to the ROW; and relocating the pedestrian light located on the NEC of Grant and E. Colfax out of the way of tall vehicles traveling on E. Colfax.

Consent Agenda

Chairman Balafas pulled the December 2013 Financials from the Consent Agenda for discussion.

Director Sharp moved and Director Loeffler seconded a motion to approve the following items:

Financial Items:

- A) Claims totaling \$29,739.31 represented by check numbers 2372 through 2388, EFT to Xcel Energy and EFT to Century Link- check # 2089/2090 were added by Stephanie (which changed the total from \$28,187.31 to \$29,739.31)
- B) Melanie King/Administrative & Marketing Consultant – Independent Consultant Contract Agreement

Administrative Items:

- C) Minutes from January 14, 2014 meeting
- D) Preferred Maintenance Report

Motion carried unanimously.

**December 31, 2013 Financial Statements and Cash Position Review**

Director Loeffler moved and Director Pachorek seconded a motion to accept the December 2013 Financial Statements and Cash Position. Motion carried unanimously.

CBID Projects & Economic  
Development Director Update

**MINUTES OF A REGULAR MEETING OF THE  
BOARD OF DIRECTORS OF THE  
COLFAX BUSINESS IMPROVEMENT DISTRICT  
HELD FEBRUARY 11, 2014**

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Director Pachorek had to dismiss herself due to a prior obligation.

- A) Streetscape LED Lighting Technologies presentation by Tae Hong  
Mr. Hong and Mr. Hyatt gave a PowerPoint presentation on the lighting solutions ILS Light provides for community uses. The board really enjoyed their lighting concepts.
- B) RTD – Denver Colfax Priority Transit Project Improvements Update:  
Proposed shelter designs and whether or not bus shelters were desired in the district was discussed. Chairman Balafas moved and Director Sharp seconded a motion to officially support no shelters in the district. The motion carried unanimously. It was decided that CBID would send RTD a letter regarding the CBID Board position on the topic.
- C) District 6 – Mixed Use Project Update by Director Loeffler:  
Director Loeffler advised that it may be 2 years before bond funding may be available. Attracting a master developer to head up the project will help gain support from Denver for the project.
- D) Banner Program Update  
Ms. Salazar announced that a banner program marketing plan would be developed with Ms. King, a new addition to the CBID office as a marketing and administrative consultant.
- E) Denver Recreation Project:  
Chairman Balafas is on the Denver Recreation Center Committee and announced that committee will be meeting over the next few weeks. He will provide updates at upcoming CBID Board Meetings.
- F) Denver’s Colfax Main Street Zoning Code Work Sessions Update:  
It was announced that Brad Buchanan is the new Director of Community Development for Denver. The development workshop in March is on hold for now.
- G) CBID website redevelopment  
Ms. Salazar suggested that redevelopment of the colfaxave.com website include the capability to sell advertising space. This suggestion was received favorably by the Board.
- H) CBID District Management Administration Update  
District management services will be divided between Ms. King and Clifton Larson Allen as determined by the Board Committee, with input from Ms. Salazar.
- I) Other: None.

Board Member Items

- A) Clifton Larson Allen (CLA) 2014 Scope of work  
Director O’Connell and Chairman Balafas are continuing discussion with CLA on this topic.

**MINUTES OF A REGULAR MEETING OF THE  
BOARD OF DIRECTORS OF THE  
COLFAX BUSINESS IMPROVEMENT DISTRICT  
HELD FEBRUARY 11, 2014**

---

B) Board Member Training --will be scheduled sometime after March 1<sup>st</sup>.

Public Comment

None.

Other Business

None.

Adjournment

Director Sharp moved and Director Swanson seconded, having no further business to come before the Board, the meeting to adjourn at 1:10p.m. Motion carried unanimously.

Respectfully submitted,

*C Reid*

Secretary for the Meeting



RECORD OF PROCEEDINGS

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MINUTES OF A SPECIAL MEETING OF THE  
BOARD OF DIRECTORS OF THE  
COLFAX BUSINESS IMPROVEMENT DISTRICT  
HELD FEBRUARY 27, 2014

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A special meeting of the Board of Directors of the Upper Colfax Community Foundation (UCCF) was held on Tuesday, February 12, 2014, at 1490 Lafayette Street, Suite 108, Denver, Colorado to discuss the 2014 Root 40 MusicFest.

Attendance:                    Directors:  
                                      Jimmy Balafas  
                                      Anthony Loeffler  
                                      Sean O'Connell  
                                      Brad Swanson  
                                      Ron Vaughn  
  
                                      Stephanie Salazar  
                                      Melanie King

Absent: Director Pachorek and Director Sharp were excused from attending the meeting

Call to Order                The meeting was called to order at 8:36 a.m. by Chairman Balafas.

2014 Root 40 MusicFest Budget projections and Cash Flow, and Funding

The Board discussed draft 2014 Root 40 MusicFest Budget Projections. Chairman Balafas moved and Director Vaughn seconded a motion to adopt the budget projections to guide the event 'boot strap' plan, and transfer \$40,000 cash from FirstBank to UMB Bank to meet cash flow needs for Root 40. Discussion ensued about moving unused cash back to FirstBank after the end of the festival. The motion carried unanimously.

Adjournment                Chairman Balafas moved and Director Swanson seconded, having no further business to come before the Board, the meeting to adjourn at 9:12 a.m. Motion carried unanimously.

Respectfully submitted,



Secretary for the Meeting



**COLFAX BUSINESS IMPROVEMENT DISTRICT  
BOARD MEETING MINUTES**

**DATE:** March 11, 2014  
**TIME:** 10:00 a.m.  
**PLACE:** 1490 Lafayette Street, Suite 108  
Denver, Colorado 80218

1. Call to Order: At 10:10 a.m. Chairman Balafas called the meeting to order. A quorum was declared present, and the agenda was accepted as presented. The CBID meeting ran concurrent with the Upper Community Colfax Foundation meeting.

Directors present:

Jimmy Balafas  
Anthony Loeffler  
Crystal Sharp  
Brad Swanson  
Ron Vaughn

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Others Present:

James Busby, City & County of Denver  
Lauren Wolken; Voodoo Doughnut General Manager  
Lindsay Leuthold & Nadine Gunsner; Denver Children's Home  
Laurie Wagner; Lighthouse Writer's Workshop  
Caroline Klein; Preferred Maintenance  
Charlie, Louie, Jim and Melissa Feher-Peiker; Castle Marne Bed & Breakfast  
Marley Bordovsky; Denver City Attorney  
Chris Gaddis; Denver City Attorney  
Mark Jacobson; Denver Police Department, District 6  
Sheila Gaylord; Unity Temple  
Stephanie Salazar & Melanie King; Economic Development  
Chuck Reid; CliftonLarsonAllen LLP  
Dawn Schilling; Schilling & Co., Inc.

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2. Oaths of Office

Notary Public, Brad Swanson administered the Oath of Office to existing Board members Balafas and Loeffler and new Board members: Crystal Sharp, and Ron Vaughn; Chairman Balafas then issued the oath to new Board member Brad Swanson.

3. Guest Introductions

Checks from the Victorian Home Holiday Tour were presented.

4. Consent Agenda

Financial items were removed from the consent agenda.

Colfax Business Improvement District  
March 11, 2014 Minutes

There was a motion to approve the following consent agenda items made by Director Balafas, seconded by Director Loeffler :

- A. Minutes from February 11, 2014 Board Meeting
- B. Minutes from February 27, 2014 Special Board Meeting
- C. Preferred Maintenance Report
- D. CliftonLarsonAllen LLP 2014 Agreement
- E. CliftonLarsonAllenLLP Report

The motion passed.

Director Loeffler asked for information about graffiti removal provided by Denver, as compared to graffiti removed by Preferred Maintenance. Denver only removes graffiti from its infrastructure –graffiti on other infrastructure (and items pasted to infrastructure) are removed by Preferred Maintenance.

Ms. Schilling reviewed the January 31, 2014 Financial Statements and Cash Position and claims totaling \$66,086.67 represented by check numbers 2390 through 2401 and EFT to Xcel Energy .

Director Loeffler moved to accept the Financial Statements, seconded by Balafas. The motion passed.

Director Loeffler moved to approve the claims, with Director Sharp seconding the motion, which passed. CLA agreed to a \$500 credit that will be applied to a future invoice.

Ms. Schilling presented the draft 2013 Audit done by Dazzio & Pluth. CBID is a “component unit” of the City & County of Denver and the audit is due to Denver on 4/1/2014. A “clean and unqualified” opinion was provided by the auditor. Following presentation, there was a motion made by Director Balafas to approve the audit subject to additional Board comments and questions and final non-material modifications made by Ms. Schilling. The motion was seconded by Director Vaughn and passed by unanimous vote.

5. CBID Projects & Economic Development Director Report

A. Streetscape Master Plan Update

Ms. Salazar will be working on a grant application that is due 3/17 to the City and County of Denver that would help fund this project. Support letters will be requested from CBID property owners.

B. District 6 Mixed-Use Project

The District 6 Mixed-Use Project (D6MU) is a redevelopment project for the area covering most of the city block - south of 16<sup>th</sup>, north of E. Colfax and between Clarkson and Washington, which CBID seeks to help facilitate. The vision is for a public-private partnership with Denver and a master developer; and would include redevelopment of the



Colfax Business Improvement District

March 11, 2014 Minutes

District 6 Police Station (which is central to the safety of Denver's entertainment center, City Hall, the Capitol, and the most densely populated area in Denver); a public parking structure;

and private uses such as a grocery, boutique hotel, fitness center, retail shops and restaurants and multi-family residential.

C. Banner Program Update

Ms. Salazar will present a banner design to CDOT and Denver for "master approval." Director Balafas wants to explore outsourcing management of this program and may bring back additional information about this option.

D. Denver Recreation Center Project Update

Chairman Balafas will be at a meeting on 3/26 where this will be discussed. Groundbreaking expected in 2015.

E. Upper Colfax 9Health Fair & Wellness Festival Update

Ms. Salazar has given Director Balafas a budget for this event. Potential vendors and events that may highlight the 9Health Fair are being developed.

Director Vaughn may be able to advertise the event on Argonaut's electronic sign, and briefly discussed requirements of the electronic sign code.

F. Other

Ms. Salazar asks the Board to approve a letter supporting the UCCF temporary liquor license application for Root 40. Director Vaughn may have a conflict of interest related to this request and recuses himself from this discussion. Following discussion Director Balafas moved and Director Swanson seconded a motion approving a letter. The motion passed, with Director Vaughn abstaining from the vote.

6. Board Member Items

The Board discussed shifting agenda items to accommodate guests and visitors.

7. Public Comments

None.

8. Other Business

None.

9. Adjournment

Colfax Business Improvement District  
March 11, 2014 Minutes

Having no further business, Chairman Balafas adjourned the meeting at 11:50 a.m.

Respectfully submitted,

*ckid*

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Secretary for the Meeting



**COLFAX BUSINESS IMPROVEMENT DISTRICT  
BOARD MEETING MINUTES**

**DATE:** April 8, 2014  
**TIME:** 10:00 a.m.  
**PLACE:** 1490 Lafayette Street, Suite 108  
Denver, Colorado 80218

1. Call to Order:

At 10:08 a.m. Chairman Balafas called the meeting to order. While there was no quorum present, the Board discussed items on the agenda, and approved actions as noted, subject to ratification at the May meeting.

Directors present:

Jimmy Balafas  
Anthony Loeffler  
Sean O'Connell

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Others Present:

Dennis Gallagher, Denver Auditor  
Jennifer Moore, CBID  
Dawn Schilling, Schilling & Co., Inc.  
Chuck Reid, CliftonLarsonAllen LLP  
Terri Carrigan; here at Crystal Sharp's request, Quizno's  
Jennifer Sexton; FirstBank

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2. Guest Introductions:

Introductions were made.

3. Evolving Government through Effective Auditing. Samantha Padilla Scheitler arrived at the meeting and rescheduled to present at the May 13th board meeting. This item was postponed until the May 13th board meeting.

4. Consent Agenda -- This item was postponed until the May meeting.

Administrative Items

- A. Minutes from March 11, 2014 Board Meeting - postponed until May 13th board meeting
- B. Preferred Maintenance Report - postponed until May 13th board meeting

5. Financial Items:

Colfax Business Improvement District  
April 8, 2014 Minutes

- A. February 28, 2014 Financial Statements and Cash Position
- B. Claims Totaling \$32,728.04 Represented by Check Numbers 2405 Through 2417 and EFT to Xcel Energy and Manager of Finance

Ms. Schilling reviewed the current claims for CBID and UCCF totaling \$32,115.54, represented by check numbers 2405 through 2416 and EFT to Xcel Energy. While there were no unexpected or unusual expenses, the invoice from C Shaffstall & Son was pulled for additional details related to Root40 expense vs. CBID expense.

Although no quorum was present, Director Loeffler moved and Director O'Connell seconded a motion to approve the claims as noted. The motion passed and this item will be brought back in May to be ratified.

The Board asked Ms. Moore to track time she spends on Root 40, in order to correctly track expenses.

6. CBID Projects & Economic Development Director Report

- A. Directors Loeffler and Balafas updated the Board on the Denver Office of Economic Development Grant Application: the application requests \$100,000 for a master plan for streetscape and other improvements on Colfax from Columbine to Grant. CBID's share of the grant is a minimum \$25,000. The project is called Upper Colfax 2020.
- B. Chairman Balafas updated the Board on Parking Challenges for Upper Colfax. Chairman Balafas, Director Vaughn and Ms. Salazar met with CHUN and City Council Member Robb to begin addressing this issue of parking challenges due to business growth and development.
- C. Denver Recreation Center Project Update: Chairman Balafas attended a meeting on March 26<sup>th</sup>, with about 25 stakeholders to begin planning for a 60,000 square foot recreation center planned to be built in 2015, with an approx. \$25 M budget. A survey is being done to identify the market needs for the Center. Chairman Balafas will pay particular attention to the Center's parking needs, as this has the potential to affect businesses.
- D. Upper Colfax 9Health Fair & Wellness Festival Update: Also known as the "Last Chance" 9Health Fair, Ms. Moore provided an update. Businesses, and Denver Police and Fire have begun to commit to the festival, on Sunday, June 1<sup>st</sup>. The Health Fair will be from 8:00 a.m. to 12:00 p.m. and the Wellness Festival will be from 10:00 a.m. to 3:00 p.m. at the Fillmore. This will be the last of the 9Health Fairs in 2014, and service vouchers are being provided to target audiences. Sponsorships are still being sought for this event. While this event did not have a specific line item in the 2014 budget, Ms. Salazar has prepared an \$8,875 budget for this event.

Colfax Business Improvement District  
April 8, 2014 Minutes

- E. Miscellaneous: The Board discussed additional trash that appears to be partly initiated by the additional traffic generated by VooDoo Doughnut, and how best to address the impacts of the business.
  
- 7. Board Member Items - None.
  
- 8. Public Comments - None.
  
- 9. Other Business - None.
  
- 10. Adjournment

Having no further business, Chairman Balafas adjourned the meeting at 11:15 a.m.

Respectfully Submitted,

*CFeid*

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Secretary of the Meeting



**COLFAX BUSINESS IMPROVEMENT DISTRICT  
BOARD MEETING MINUTES**

**DATE:** May 13, 2014  
**TIME:** 10:00 a.m.  
**PLACE:** 1490 Lafayette Street, Suite 108  
Denver, Colorado 80218

Directors Present:

Jimmy Balafas  
Sean O'Connell  
Anthony Loeffler  
Tina Pachorek  
Crystal Sharp  
Brad Swanson  
Ron Vaughn

Others Present:

Stephanie Salazar; CBID  
Jennifer Moore; CBID  
Melanie King; Root 40  
Dawn Schilling; Schilling & Company  
Chuck Reid; CliftonLarsonAllen LLP  
Julia Grotner; Sassafras American Eatery  
Samantha Scheitler; Denver Auditor's Office  
Sheri Fowler; Briarwood Medical  
Martina Yarnell-Swartz; Briarwood Medical

1. Call to Order, Declaration of Quorum, Certification of Agenda:

At 10:00 a.m. Chairman Balafas called the meeting to order, concurrent with the UCCF meeting. A quorum was present, and the agenda was accepted as presented.

2. Guest Introductions

The Board and guests introduced themselves.

3. "Evolving Government through Effective Auditing: An IMPACT REPORT for the Citizenry" – Samantha Padilla Scheitler

After 12 years as Auditor, Dennis Gallagher is in the last year of his term of office. The Auditor's Office conducts performance audits, a unique focus in the world of audits.

Ms. Scheitler does community outreach for the Auditor's Office, and noted that Business Districts exert positive influence within a neighborhood, and do a good job initiating change. The Auditor's Office does around 18 planned audits each year, as well as "organic audits" that arise based on current events. As an example, the Auditor's Office is working through new requests for audits arising out of Colorado's marijuana industry.



Colfax Business Improvement District Agenda  
May 13, 2014 Meeting Minutes

The Auditor's Office is dependent on outside entities to help identify areas that need to be audited, and for entities to be "ambassadors" for the work provided by the Auditor.

Ms. Salazar asked how/if a business improvement district (BID) could request an audit. Due to the size of a BID they are not likely to be audited.

4. Consent Agenda:

Director Pachorek and Director O'Connell moved to approve the consent agenda which included the following items:

- A. Minutes from April 8, 2014 Board Meeting
- B. Preferred Maintenance Report
- C. Letters of Support for Liquor License applications for:
  - i. Three Lions Denver LLC, dba Three Lions Pub
  - ii. Piccalilli Square LLC, dba Piccalilli Square
  - iii. Izu Sushi, Inc, dba Izu Sushi

The motion passed.

Ms. Grotner provided information about the Piccalilli Square request and the restaurant Sassafras American Eatery, which is opening its second location in the Denver area, on Colfax! Sassafras is expected to open on June 15<sup>th</sup>.

5. Financial Items:

A. March 31, 2014 Financial Statements and Cash Position

Ms. Schilling presented the draft financial statements and updated cash position. Following review, Director Balafas moved and Director Loeffler seconded a motion accepting the March 31, 2014 draft financial statements and updated cash position. The motion passed.

The Board discussed the Root 40 costs, and will have a more detailed discussion about CBID's funding of Root 40 at a future date.

B. Claims Totaling \$25,420.50 Represented by Check Numbers 2418 Through 2428 and EFT to Xcel Energy, and Century Link

Ms. Schilling reviewed the draft claims with the Board. The only unusual transaction was a reimbursement to Ms. Salazar for the CBID buyout of the office copier from Ricoh, which CBID now owns. CBID will still have an annual maintenance contract for the copier which will be approximately \$700. Following review, Chairman Balafas moved to approve the claims, with Director Loeffler seconding the motion. The motion passed.

6. CBID Projects & Economic Development Director Report

Colfax Business Improvement District Agenda  
May 13, 2014 Meeting Minutes

A. Denver Office of Economic Development Grant Application

The streetscape master plan project is a master streetscape design plan for future capital improvements to the public areas within Upper Colfax which may include: public art, lighting, outdoor benches or furniture, structural or way-finding signage, landscaping, fountains, etc. Ms. Salazar submitted a grant application to Denver on 3/17/14 for funding for this project.

Ms. Salazar reported that the grant was declined as CBID's proposal was not among the top priorities of this grant. Another grant will be offered this summer, and CBID will apply.

B. Parking Challenges for Upper Colfax Businesses & Residents

New business development along with diminished public parking is creating challenges for residents and business owners. These challenges will continue to increase as redevelopment of Upper Colfax continues.

Ms. Salazar reported that there is a "predatory" towing taking place. Ms. Salazar is working with area businesses to identify parking alternatives.

C. Denver Recreation Center Project Update by Chairman Balafas

Development of a multi-use recreation facility located on the northeast corner of East Colfax and Josephine, funded by the City & County of Denver, and a potential private developer to add retail or residential components to be determined over the next 9 months with community outreach. Chairman Balafas is the CBID representative on the Community Planning Committee. Work on the Center continues to move forward.

D. Upper Colfax 9Health Fair & Wellness Festival Update

A festival created by the CBID Board and Denver PD District 6 to bring the surrounding businesses and residential community together to learn about safety, health and wellness in a festive and fun atmosphere. This event will be held at the Fillmore.

Ms. Moore provided additional information about the Health Fair and Wellness Festival, which will be from 8:00 a.m. – 2:00 p.m. At least 25 vendors plan on attending and/or displaying at the event, and various performances (i.e. Zumba Demonstrations, nutrition classes, etc.) will be scheduled. Food trucks will provide food at the venue.

A community food drive is also part of the event with Vitamin Cottage donating tote bags for the food drive.

Ms. Yarnall-Swartz, the Admissions Coordinator at Briarwood Health Care Center, addressed the Board about Briarwood and the services they provide. Ms. Fowler

Colfax Business Improvement District Agenda  
May 13, 2014 Meeting Minutes

leads Briarwood's marketing efforts and is excited to be art of the Health Fair and Wellness Festival.

E. Banner Program

Ms. Salazar presented different options that are being considered for a "baseline" CBID banner that will be on the street when the banner spots are not otherwise filled.

F. Miscellaneous

No other items.

7. Board Member Items

None.

8. Public Comments

None.

9. Other Business

None.

10. Adjournment

With no further business to discuss, at 11:18 a.m. Director Vaughn moved and Director Pachorek seconded a motion adjourning the meeting. The motion passed.

Respectfully Submitted,



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Secretary of the Meeting



**COLFAX BUSINESS IMPROVEMENT DISTRICT  
BOARD MEETING MINUTES**

**DATE:** June 10, 2014  
**TIME:** 10:00 a.m.  
**PLACE:** 1490 Lafayette Street, Suite 108  
Denver, Colorado 80218

Directors Present:

Jimmy Balafas  
Sean O'Connell  
Anthony Loeffler  
Brad Swanson  
Ron Vaughn

Others Present:

Stephanie Salazar; CBID Economic Development Director  
Jennifer Moore; CBID  
Chuck Reid; CliftonLarsonAllen LLP  
Sarah Edgell; Edgellworks, Inc.

1. Call to Order, Declaration of Quorum, Certification of Agenda:

At 10:09 a.m. Chairman Balafas called the meeting to order, concurrent with the UCCF meeting. A quorum was present, and the agenda was accepted as amended to add an Executive Session pursuant to C.R.S. 24-6-402(4)(e) for negotiation matters involving the Root 40 MusicFest.

2. Guest Introductions

The Board and guests introduced themselves.

3. Consent Agenda:

Director Balafas and Director O'Connell moved to approve the consent agenda which included the following items:

- A. Minutes from May 13, 2014 Board Meeting
- B. Preferred Maintenance Report

The motion passed.

4. Financial Items:

A. Financial Statements and Cash Position

Following review, Director Balafas moved and Director Vaughn seconded a motion accepting the draft financial statements and updated cash position. The motion passed.

CBID

June 10, 2014

The Board discussed the Root 40 MusicFest costs, and will have a more detailed discussion about CBID's funding of the Root 40 MusicFest at a future date.

B. Claims Totaling \$28,642.73 Represented by Check Numbers 2430 Through 2439 and EFT to Xcel Energy, and Century Link

Following review, Chairman Loeffler moved to approve the claims, with Director O'Connell seconding the motion. The motion passed.

5. CBID Office Lease Renewal – 13<sup>th</sup> Amendment

It was noted that the lease rate increases 50 cents per square foot and a three year lease is proposed. Following discussion, Director Balafas moved to approve the lease renewal as amended, with Director Loeffler seconding the motion. The motion passed with amendment being the clarification of the lease years – a typographical error in the draft lease.

6. ROOT 40 MusicFest Presentation and Discussion with Melanie King

Ms. King presented and led an evaluation of the 2014 Root 40 MusicFest including results from a "survey monkey" survey (n=60, response – 18%) and face-to-face interviews with businesses. The Board discussed the vision, goal and business plan of the Root 40 MusicFest.

Following the presentation and open discussion, at 10:36 a.m. Chairman Balafas moved and Director O'Connell seconded a motion to go into Executive Session Pursuant to C.R.S. § 24-6-402(4)(e), for Negotiations Related to the Root 40 MusicFest. The Board invited Ms. Salazar to join them in the Executive Session.

At 11:06 a.m. the Board adjourned out of Executive Session and reconvened into the regular meeting. Chairman Balafas stated that the Board took no action during the Executive Session, and the Board will continue review of the Root 40 MusicFest at the July meeting.

7. CBID Projects & Economic Development Director Report

A. Report on Councilman Albus Brook's Meeting with District 8 RNO Presidents Held on May 30, 2014

Ms. Salazar stated she attended this meeting, and reported that it was a great opportunity to communicate with representatives from the surrounding neighborhoods, and that the RNO's primary concerns are parking availability within their collective neighborhoods; and increasing community participation with RNO's.

B. Denver Recreation Center Project Update – Chairman Balafas

Ms. Salazar stated she attended this meeting which focused on public input on what uses to include in the project development and the type of amenities people want to see at the facility.

CBID  
June 10, 2014

C. Report on Upper Colfax 9Health Fair & Wellness Festival Held June 1, 2014 at the Fillmore Auditorium

Ms. Moore reported on the metrics of this event, including attendance, number of vendors and volunteers, their respective feedback, and types of activities. By all accounts the event was successful. The Board and Ms. Salazar congratulated and expressed gratitude to Ms. Moore for her work.

D. Banner Designs

Ms. Edgell presented banner designs depicting Colfax's various and eclectic attributes, along with the tagline, "We call it home". The Board pared-down the multiple designs and requested that Ms. Edgell get pricing.

E. Neighborhood Homeless and Nuisance Issues and Area Parking

None.

F. Other

None.

8. Board Member Items

None.

9. Public Comments

None.

10. Other Business

Ms. Salazar announced that Ms. Moore will be leaving her employment at CBID. Ms. Moore and her husband are going on a travelling adventure.

11. Adjournment

With no further business to discuss, the meeting adjourned at 12:120 p.m.

Respectfully Submitted,

  
Secretary of the Meeting





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

**LGID 16017**

Chair: Jimmy Balafas Term exp: 12.31.15  
Kentro Group  
1509 York Street, Suite 201  
Denver, CO 80206  
303.355.5565 x202 720.320.5585 © 303.333.1042 (f)  
E-mail: [jbalafas@kgrei.com](mailto:jbalafas@kgrei.com)

Vice Chair: Sean O'Connell Term exp: 12.31.15  
3010 Irving Street  
Denver, CO 80211  
720-290-5146 (c) 303-837-1002  
E-mail: [seanoconnell@livenation.com](mailto:seanoconnell@livenation.com)  
Work- Filmore Auditorium  
1510 Clarkson St. Denver 80218

Treasurer: Anthony Loeffler Term exp: 12.31.15  
Slipstream Properties  
4701 E. Mississippi Avenue  
Glendale, CO 80246  
720-399-4390 (d) 303-328-0008 (b) 720-399-4397 (f)  
E-mail: [anthony@ssprops.com](mailto:anthony@ssprops.com)  
Or [anthony@elprop.com](mailto:anthony@elprop.com)

Secretary: Tina Pachorek Term exp: 12.31.15  
Cheeky Monk Belgian Beer Cafe  
534 E. Colfax  
Denver, CO 80218  
720-313-0157  
E-mail: [tina@thecheekymonk.com](mailto:tina@thecheekymonk.com)

Director: Crystal Sharp Term exp: 12.31.16  
Holiday Chalet, Owner  
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Denver, CO 80218  
[HolidyaChalet@aol.com](mailto:HolidyaChalet@aol.com)  
[girlroadtrip@gmail.com](mailto:girlroadtrip@gmail.com)  
720-941-0479 303-437-8245

Director: Vicky Hales  
UMB Bank  
Branch Manager  
1635 E. Colfax Avenue  
[Vicky.Hales@umb.com](mailto:Vicky.Hales@umb.com)  
720-941-2367

Term exp: 12.31.16  
Appt. 8-27-2014

Director: Ron Vaughn  
Argonaut Liquor, Co-Owner  
760 E. Colfax Avenue  
[Ron@ArgonautLiquor.com](mailto:Ron@ArgonautLiquor.com)  
303-831-7788

Term exp: 12.31.16

**District Management:**

Clifton LarsonAllen LLP  
Contact: Denise Denslow/Chuck Reid  
8390 E. Crescent Pkwy., Suite 500  
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C-BID Office  
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Caroline Klein  
Preferred Maintenance Services LLC  
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Economic Development Director  
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Dawn Schilling  
Schilling & Company, Inc.  
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Ann Leggett  
[colfaxpublicinfo@gmail.com](mailto:colfaxpublicinfo@gmail.com)  
OneSource Commercial Property Services (Maintenance)  
Kevin Knapp  
11027 S. Pikes Peak Drive, #201  
Parker, Co 80138  
303-680-9599 (b) 303-680-9499 (f)

Councilwoman Jeanne Robb  
1232 E. Colfax Ave.  
Denver, CO 80218  
303-377-1807



**Colfax Business Improvement District  
2014 Plans & Activities  
As of September 25, 2014**

**Business Retention and Expansion**

- 1) Provide and leverage other organizations' workshops to support business retention and expansion.
  - Financing Roundtable
  - Business Planning
  - Marketing your business
  - Expanding your business market
  - Enterprise Zone workshop
  - Small business energy and cost savings
- 2) Work with CBID businesses and organizations to address safety issues. Participate in Colfax Safety Coalition meetings, with businesses and residents. We work closely with the Denver PD District 6 police department in the district.

**Marketing, Communications and Branding**

1) Events & Branding

- a. Root 40 MusicFest – April 21-27, 2014: CBID underwrites this 7 day event of music, music education and the business of making music, within the 24 blocks of Upper Colfax from Grant to Columbine. It has had a deficit budget for the past 3 years. However, cash sponsorships increased from last year by 11.25%.

This was the 3<sup>rd</sup> year for the musicfest, and the number of attendees increased from the prior 2 years. Attendees could be seen walking from venue to venue to hear live music, or attend the outdoor concert during the 4 nights of live performance.

The event provided internship and musical performance opportunities to high school and college students, collected food for non-profit food pantries, and provided music education to the community.

The objectives that were achieved by this the event are:

- i. Identified the boundaries of Upper Colfax to surrounding neighborhoods, and visitor
- ii. Supported and promoted the cultural history of music in Upper Colfax
- iii. Promoted and marketed Upper Colfax businesses, in order to attract more patrons and increase business

Root 40 MusicFest partners who helped put on the week-long event include: the Colorado University College of Arts & Media, East High School, DenUM (Denver United Ministries), Denver Arts & Media, and Mile High Scenesters.

- b. Valentine's Hearts – February 2014: The community rents constructed hearts to display Valentine's messages hung on district light poles. The proceeds go to the Denver District 6 Halloween Event, a non-profit Halloween event that serves over 5,000 children in the area. The objective is to attract attention to Upper Colfax, with a fun and charitable event for the community.
- c. Upper Colfax 9Health Fair & Wellness Festival (UC9HF&WF) – June 1, 2014: UC9HF&WF is a health, safety and wellness event provided to the surrounding community to provide health screenings, exams and referrals, as well as education and resources, in a festival environment with demonstrations, entertainment, food and fun.

Over 600 people registered for the 9Health Fair screenings, and then went through the wellness festival section. Over 150 people volunteered their time to put on the event. Food and money was collected for those in need, and donated to Denver United Ministries, a non-profit organization within Upper Colfax. Around \$1,200 small donations were received from members of the community in support of the event.

## 2) Communications

- a. CBID Newsletter – distributed to over 500 constituents. The number of Upper Colfax businesses that requested promotion of their events or activities increased from 2 to 15 for the first 6 month period of the year.
- b. CBID partner communications – information shared with Districts 8 and 10 Councilmen, the Mayor's office, RNO's and others to promote of Upper Colfax activities and programs go out monthly.
- c. Life On Capitol Hill monthly ad – monthly ad promoting what is happening in Upper Colfax
- d. E-blast communications: events, notifications, workshops, etc. are distributed as needed.
- e. ColfaxAve.com website redevelopment and technology upgrade – this has been deferred to 2015. Website maintenance is underway as an interim project for 2014.

## 3) Marketing Collateral

- a. Design, update and release the 6th edition of the Upper Colfax Map Brochure – Distributed 10,000 brochures through September 2014.
- b. ROOT 40 marketing collateral: pins, t-shirts, programs – produced and distributed as part of the 2014 musicfest
- c. Light Pole Banners: 7 different Upper Colfax banner designs are currently under production to install one on the 171 pedestrian lights in Upper Colfax.

## **Business Attraction**

- 1) Identify and facilitate opportunities for real estate development – CBID Economic Development Director works with local Real Estate professionals to assist with site locations for incoming businesses and investors on an ongoing basis.

## **Projects**

### 1) City Projects

Represent and participate on behalf of CBID in the following City of Denver projects:

- a. Phase 2 Streetcar Study – Colfax Connections: The study was finalized in September, and the recommendation was for Denver to invest in Bus Rapid Transit, over a street car infrastructure.
- b. Phase 2 of the Denver Bond Funded Pedestrian Light project – Working with Denver elected officials and staff to facilitate completion of this project with the residual \$500,000 available from phase 1. Phase one cost around \$2.4 million, and provided 171 new LED pedestrian lights on E. Colfax between Grant and Josephine. The remaining funds are to be used for additional LED lights to wrap intersection corners.
- c. Installation of 3 HALO cameras at High, Williams, and Gilpin – These high technology cameras were installed at the beginning of 2014 at these corners. They were funded by the residual funds donated to Denver by CBID.
- d. Denver Central Recreation Center to be located at E. Colfax and Josephine – participated in committee strategy, and public input meetings to help Denver determine the appropriate uses within, and scale of the project.

### 2) Board Projects

Assist the CBID Board of Directors with the following:

- a. Facilitate the effort to redevelop the District 6 Police station as a public/private, mixed-use development (D6MU) – submitted a proposal to the Mayor’s office December 2013, and continue to work with Denver OED on a conceptual plan and funding sources.
- b. Spring 2014 Safety, Health & Wellness Fair, to be hosted by the Fillmore Auditorium – this turned into the June 1 Upper Colfax 9Health Fair & Wellness Festival. Denver PD District 6 had a presence with information, as well as the Denver Mounted Patrol on horseback. Also, Chris Gaddis with the Denver City Attorney’s office had a table and entertained discussions with attendees about safety and nuisance issues.
- c. Gateway enhancements and streetscape plan – applied for a grant March 17, 2014, which was unsuccessful.

## Colfax Business Improvement District

### 2015 Draft Plan

*(Note: the final plan for 2015 is subject to change)*

1. Website and Digital Marketing & Communications Plan & Implementation  
Supports the CBID Strategic Plan (See Executive Summary) -  
Marketing & Communications, Clean & Safe, Economic Development
2. Identify Property 'Dead Zones' in CBID and facilitate redevelopment
  - DPD District 6 Mixed Use Project – advocate for Denver Bond Issue Project
  - More mixed-use 'Live, Work, Play'
  - Activate the streets with more nightlife & walkable development
  - Façade Improvement Program
3. Business Outreach & Survey – Meet with & survey businesses to assist with sustainability, growth, business needs
4. Master Plan for Streetscape & Gateway Enhancements – seek funding & match \$ grant
5. Events to attract business to Upper Colfax, and market & brand the district
  - Upper Colfax 9Health Fair & Wellness Festival
  - Victorian Holiday Home Tour
  - Root 40 MusicFest
6. Safety Plan: Develop and implement a sustainable safety strategy and plan involving CBID businesses, partners and the surrounding neighborhoods.

## Brandenburger, Sandy

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**From:** Sheehan, Richard M. - Cash Risk & Capital Funding [Richard.Sheehan@denvergov.org]  
**Sent:** Tuesday, September 02, 2014 1:29 PM  
**To:** Reid, Chuck; Denslow, Denise  
**Cc:** Brandenburger, Sandy  
**Subject:** 2015 Operating Plan and Budget - Colfax BID - Due September 30th

Dear Denise and Chuck,

This letter is to remind you to submit your District's **2015 Operating Plan and Budget (OP&B)** for review and approval as required by State Statute (C.R.S. 31-25-1211) **by September 30, 2014**. 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, and send an electronic copy to Jose Cornejo, Manager of Public Works, c/o Brendan Kelly: [Brendan.Kelly@denvergov.org](mailto:Brendan.Kelly@denvergov.org); or if mailed, Dept 509 with the same address above; and a electronic copy to myself at [Richard.Sheehan@denvergov.org](mailto:Richard.Sheehan@denvergov.org).

The City then has 30 days after receipt of the OP&B, but no later than December 5<sup>th</sup>, to review and, if appropriate, approve such items. If an OP&B is not submitted by the required date, no funds will be available for 2015. Also be aware that you should certify your mill levies and furnish a copy to Public Works and the Denver County Clerk and Recorder before December 15<sup>th</sup>, so this information can be submitted for final ordinance approval.

In order for the Denver City Council to approve your OP&B for 2015 in accordance with the aforementioned State Statute, and in order to properly assess whether the OP&B is acting in accordance with the formal authority granted to the BID, City Council has requested the following items be provided on an annual basis:

1. 2014 year-to-date "budget to actual" financial reports.
2. Any material departures from the 2014 Operating Plan, and an explanation.
3. The status of any planned or outstanding indebtedness.
4. The results of any audits conducted during the year.
5. A copy of the By-laws, if any, in effect in 2014/2015.
6. A list of official board actions (motions) in the past year.
7. Current list of all Board members including name, address, phone, fax and email as well as term appointment and expiration date.
8. Board members attendance records for the past year.
9. A list of activities performed and planned for 2014 (and 2015); and if tracked by your BID, any documented tangible impacts, as well as any statistical performance measures your BID may track including 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.

**\*Important Note:** Assuming passage of the new BID Annual Fee policy [hearing scheduled September 5<sup>th</sup> at 10:00 am in room 1.B.6 located in the Wellington Webb Building], please anticipate identifying the City's Annual Fee in your list of expenditures representing 3% of the BID's revenue budget not exceed \$3,000 in the 2015 budget.

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

Sincerely,

Rick