

COLFAX AVENUE



September 28, 2017

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

Re: Colfax Business Improvement District Submittal of 2018 Budget to the City and County of Denver (File No. 00-787-___)

Please accept this letter as the Colfax Business Improvement District's formal submittal of the 2018 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-___) one copy to Mr. Jose Cornejo, Manager of Public Works, c/o Brendan Kelly at Brendan.Kelly@denvergov.org and one copy to Mr. Michael Kerrigan, Sr. Financial Management Analyst, per his request.

As requested we have enclosed copies of:

- 1) The 2017 year-to-date "budget to actual" financial reports, including projected 2017 year-end budget. - ENCLOSED;
- 2) Any material departures from the 2017 Operating Plan, and an explanation- NONE;
- 3) A copy of the Public Notice Publication for the 2018 Budget public hearing – ENCLOSED
 - a. The City prefers BID's to complete their public hearings prior to OP&B submission to the City, if you cannot achieve this deadline, your public hearing should be no later than November 1st.
- 4) The status of any planned our outstanding indebtedness – NONE
- 5) The results of any audits or aduit exemption application conducted during the year, if not already submitted to the City – NO AUDITS WERE CONDUCTED;
- 6) A copy of the By-laws, if any, in effect in 2017/2018 – ENCLOSED;
- 7) A list of official Board actions (motions in the past year) – MINUTES ENCLOSED;
- 8) Current list of all Board members, including name, address, phone, fax and e-mail as well as term appointment and expiration date – ENCLOSED;
- 9) Board members attendance records for the past year – MINUTES ENCLOSED
- 10) A list of activities performed in 2017 and planned for 2018 – ENCLOSED
- 11) Provide readily available documentation of tangible impacts, and performance measures your BID provides and tracks such as 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.
- 12) Any additional information that may be beneficial for the City Council budget approval process.

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

Received by

X Dominic Diaz

9-28-2017 3:15 PM

Thank you,



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
Colfax Business Improvement District
Denver County, Colorado

Management is responsible for the accompanying budget of revenues, expenditures, and fund balances of Colfax Business Improvement District (District), for the year ending December 31, 2018, including the estimate of comparative information for the year ending December 31, 2017, and the actual comparative information for the year ending December 31, 2016, in the format required by Colorado Revised Statutes (C.R.S.) 29-1-105. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants. We did not examine or review the budget nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on the accompanying budget.

The actual comparative information for the year ending December 31, 2016 is presented for comparative purposes as required by Colorado Revised Statutes (C.R.S.) 29-1-105. Such information is taken from the compiled financial statements of the Colfax Business Improvement District for the year ended December 31, 2016. Schilling & Company, Inc. compiled the financial statements for the year ended December 31, 2016, whose report was dated February 8, 2017.

The budget is presented in accordance with the requirements of Colorado Revised Statutes (C.R.S.) 29-1-105, and is not intended to be a presentation in accordance with accounting principles generally accepted in the United States of America.

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

SCHILLING & COMPANY, INC.

Highlands Ranch, Colorado
September 20, 2017

**COLFAX BUSINESS IMPROVEMENT DISTRICT
PROPERTY TAX SUMMARY INFORMATION
FORECASTED 2018 BUDGET AS ADOPTED
WITH 2016 ACTUAL AND 2017 ESTIMATED
For the Years Ended and Ending December 31,**

	<u>ACTUAL 2016</u>	<u>ESTIMATED 2017</u>	<u>ADOPTED BUDGET 2018</u>
Assessed Valuation			
Denver County	<u>\$ 55,631,620</u>	<u>\$ 53,680,450</u>	<u>\$ 67,107,950</u>
Mill Levy			
General Fund	7.846	7.846	7.846
Refunds and abatements	0.066	0.165	0.171
Total mill levy	<u>7.912</u>	<u>8.011</u>	<u>8.017</u>
Anticipated Tax Revenue			
Denver County	\$ 440,157	\$ 430,034	\$ 538,004
Adjustments to actual/rounding	(9,469)	(20,179)	-
Actual or budgeted property taxes	<u>\$ 430,688</u>	<u>\$ 409,855</u>	<u>\$ 538,004</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 2018 BUDGET AS ADOPTED
WITH 2016 ACTUAL AND 2017 ESTIMATED
For the Years Ended and Ending December 31,**

	<u>ACTUAL 2016</u>	<u>ESTIMATED 2017</u>	<u>ADOPTED BUDGET 2018</u>
Beginning Funds Available	\$ 358,870	\$ 337,606	\$ 355,712
Revenue			
Property Taxes	430,688	409,855	538,004
Specific Ownership Taxes	29,019	28,648	37,660
Interest Income	1,060	960	500
Grants	2,000	1,795	-
Art-i-Fax Street Party donations	2,500	1,000	5,000
Merchandising	-	1,939	3,000
Other	3,836	-	-
Total Revenue	<u>469,103</u>	<u>444,197</u>	<u>584,164</u>
Expenditures			
Programs			
Safety:			
Patrols	14,700	7,500	-
Crime prevention - CPTED	-	-	20,000
	<u>14,700</u>	<u>7,500</u>	<u>20,000</u>
Streetscape/placemaking:			
Master Street Design	116,883	-	-
Street Improvements	-	-	90,000
Street art	-	-	15,000
	<u>116,883</u>	<u>-</u>	<u>105,000</u>
Ready, Willing, Working	-	-	20,000
Business support:			
Networking Events	-	1,000	3,000
	<u>-</u>	<u>1,000</u>	<u>3,000</u>
Community events/meetings	-	-	10,000
Façade improvement grants	5,000	-	-
Office furniture and equipment	6,198	-	-
Total Programs	<u>142,781</u>	<u>8,500</u>	<u>158,000</u>
Operations			
Administrative:			
District management	20,627	19,064	19,200

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 2018 BUDGET AS ADOPTED
WITH 2016 ACTUAL AND 2017 ESTIMATED
For the Years Ended and Ending December 31,**

	<u>ACTUAL 2016</u>	<u>ESTIMATED 2017</u>	<u>ADOPTED BUDGET 2018</u>
Insurance	8,944	9,062	10,350
Accounting	11,272	13,712	13,650
Professional fees - consulting	-	8,610	-
Election - legal and other costs	-	21,000	-
Legal fees	-	1,036	1,000
Office supplies	427	457	700
Printing and reproduction	-	200	1,500
Postage and delivery	454	434	1,000
Copier lease	282	-	-
Rent	12,489	13,334	-
Telephone/internet	2,382	1,333	1,500
Board meeting expense	250	-	-
Dues and subscriptions	620	1,197	3,000
Website maintenance/hosting	-	745	1,320
Treasurer's fees	4,314	4,162	8,070
Miscellaneous	2,586	2,787	1,500
Total administrative	<u>64,647</u>	<u>97,133</u>	<u>62,790</u>
Maintenance:			
General maintenance/trash removal	115,792	116,340	113,270
Streetscape maintenance	5,930	7,376	12,600
Banner maintenance	1,045	2,570	6,300
Utilities	10,020	8,180	10,080
Street light maintenance	11,219	10,830	11,025
Miscellaneous - repairs/supplies	480	560	630
Holiday lighting	3,807	2,500	4,000
Contingency	-	-	10,000
Total maintenance	<u>148,293</u>	<u>148,356</u>	<u>167,905</u>
Total Operations	<u>212,940</u>	<u>245,489</u>	<u>230,695</u>
Communications/Marketing			
Advertising	3,670	3,980	4,800
Banners	24,905	22,000	30,000
Map brochure - graphic design/printing	300	-	-
Communications intern	-	500	1,500
Art-i-Fax	1,789	8,008	10,000
Donations	1,500	1,500	5,000
Meetings/entertainment	3,150	3,359	6,400
Merchandising	-	500	3,000

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 2018 BUDGET AS ADOPTED
WITH 2016 ACTUAL AND 2017 ESTIMATED
For the Years Ended and Ending December 31,**

	<u>ACTUAL 2016</u>	<u>ESTIMATED 2017</u>	<u>ADOPTED BUDGET 2018</u>
Community Relations	1,050	80	-
Website Redesign	7,500	7,120	-
Miscellaneous	6,274	1,939	2,000
Total Communications/Marketing	<u>50,138</u>	<u>48,986</u>	<u>62,700</u>
People			
Director:			
Compensation	52,498	56,240	59,044
Healthy living stipend	5,500	6,630	7,119
Development	-	-	2,000
Communications:			
Compensation	26,360	38,690	45,146
Healthy living stipend	-	6,056	7,119
Development	150	500	2,000
Total People	<u>84,508</u>	<u>108,116</u>	<u>122,428</u>
Contingency	<u>-</u>	<u>15,000</u>	<u>10,000</u>
Total Expenditures	<u>490,367</u>	<u>426,091</u>	<u>583,823</u>
Total Expenditures requiring appropriation	<u>490,367</u>	<u>426,091</u>	<u>583,823</u>
Net Change in Funds Available	<u>(21,264)</u>	<u>18,106</u>	<u>341</u>
Ending Funds Available	<u>\$ 337,606</u>	<u>\$ 355,712</u>	<u>\$ 356,053</u>
Emergency Reserves	<u>\$ 14,073</u>	<u>\$ 13,326</u>	<u>\$ 17,525</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
2018 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 2018 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 16th Avenue on the north, East 14th Avenue on the south, the alley east of Josephine Street on the east and Grant Street (south of Colfax Avenue) and the alley between Sherman Street and Grant Street (north of Colfax Avenue) on the west. The District was organized for the purpose of designing, constructing and installing public improvements; maintenance of improvements, management development activities, organization, promotion, marketing, and management of public events, security for businesses and public areas located within the District, snow removal and refuse collection.

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

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

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

REVENUES

Property Taxes

Property taxes are levied by the District's Board of Directors. The levy is based on assessed valuations determined by the County Assessor generally as of January 1 of each year. The levy is normally set by December 15 by certification to the Assessor to put the tax lien on the individual properties as of January 1 of the following year. The County Treasurer collects the determined taxes during the ensuing calendar year. The taxes are payable by April or in equal installments,

REVENUES (continued)

at the taxpayer's election, in February and June. Delinquent taxpayers are notified in August and generally sales of the tax liens on delinquent properties are held in November and December. The County Treasurer remits the taxes collected monthly to the District.

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

Specific Ownership Taxes

Specific ownership taxes are collected by the County Treasurer, primarily on vehicle licensing within the County as a whole. The specific ownership taxes are allocated by the County Treasurer to all taxing entities within the County. The budget assumes the District's share will be equal to approximately 7% of the property taxes collected.

EXPENDITURES

Administrative and Operating Expenses

District expenditures are forecasted based on prior years' amounts expended adjusted for known variations. The District has budgeted inflationary increases for 2018.

Capital Outlay

The District is anticipating incurring \$90,000 in capital outlay for master streetscape design and improvements.

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 2018, as defined under TABOR.

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

**NOTICE AS TO PROPOSED BUDGET
AND
NOTICE CONCERNING BUDGET AMENDMENT**

NOTICE IS HEREBY GIVEN that the proposed budget for the ensuing year of 2018 has been submitted to the Colfax Business Improvement District ("District"). Such proposed budget will be considered at a meeting and public hearing of the Board of Directors of the District to be held at UMB Bank, 1635 E. Colfax Avenue, Denver, Colorado, at 9:00 a.m. on Tuesday, September 12, 2017.

NOTICE IS FURTHER GIVEN that an amendment to the 2017 budget of the District may also be considered at the above-referenced meeting and public hearing of the Board of Directors of the District.

A copy of the proposed 2018 budget and the amended 2017 budget, if required, are available for public inspection at the offices of CliftonLarsonAllen LLP, 8390 E. Crescent Pkwy., Suite 500, Greenwood Village, Colorado. Any interested elector within the District may, at any time prior to final adoption of the 2018 budget and the amended 2017 budget, file or register any objections thereto.

Dated: August 22, 2017

COLFAX BUSINESS IMPROVEMENT DISTRICT

By: /s/ Denise Denslow
District Manager

*Publish In: Life on Capitol Hill
Publish On: September 6,, 2017*

**NOTICE AS TO PROPOSED
BUDGET AND NOTICE
CONCERNING BUDGET
AMENDMENT**

NOTICE IS HEREBY GIVEN that the proposed budget for the ensuing year of 2018 has been submitted to the Colfax Business Improvement District ("District"). Such proposed budget will be considered at a meeting and public hearing of the Board of Directors of the District to be held at UMB Bank, 1635 E. Colfax Avenue, Denver, Colorado, at 9:00 a.m. on Tuesday, September 12, 2017.

NOTICE IS FURTHER GIVEN that an amendment to the 2017 budget of the District may also be considered at the above-referenced meeting and public hearing of the Board of Directors of the District.

A copy of the proposed 2018 budget and the amended 2017 budget, if required, are available for public inspection at the offices of Clifton-LarsonAllen LLP, 8390 E. Crescent Pkwy., Suite 500, Greenwood Village, Colorado. Any interested elector within the District may, at any time prior to final adoption of the 2018 budget and the amended 2017 budget, file or register any objections thereto.

Dated: August 22, 2017

**COLFAX BUSINESS IMPROVE-
MENT DISTRICT**

By: /s/ Denise Denslow
District Manager

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

ARTICLE II OFFICERS

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

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

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

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

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

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

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

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

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

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

ARTICLE III MEETINGS AND CONDUCT

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

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

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

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

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

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

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

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

ARTICLE IV FISCAL MATTERS

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

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

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

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

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

ARTICLE V AMENDMENTS

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

ARTICLE VI INDEMNIFICATION

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

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

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

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

ARTICLE VII RULES OF ORDER/PROCEDURES

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

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



**COLFAX BUSINESS IMPROVEMENT DISTRICT
AND UPPER COLFAX COMMUNITY FOUNDATION**
September 13, 2016 Regular Board Meeting Minutes
10:00 a.m.
UMB Bank, 1635 E. Colfax Avenue
Denver, CO 80218

	<p>Directors Present: Jimmy Balafas, Sean O’Connell, Vicky Hales, and Julia Grother</p>
	<p>Others Present: Denise Denslow; CliftonLarsonAllen LLP Frank Locantore; CBID Community Director Dawn Schilling; Schilling & Company Jack Curtin; Front Range Services Jimmy Martinez; 1566 Washington Street Ronald Saunier; 1566 Washington Street Teresa Densmore; 1535 High Street Mike Cerbo; 466 7 E. Colorado Avenue</p>
	<p>Call to Order; Declaration of Quorum; Certification of Agenda Director Balafas called the meeting to order at 10:36 a.m. Upon a motion duly made by Director Hales, seconded by Director O’Connell, and upon a vote, unanimously carried, the Board approved the Agenda as submitted.</p> <p>Mr. Saunier and Martinez introduced themselves to the Board. They briefed the Board on meet and greets and various other items. They are hoping to increase bike paths.</p> <p>Commander Saunier discussed the camping ordinance and the “sit and lie” ordinance. There are between 80-100 beds available at shelters for the homeless. Director O’Connell asked about the trespass agreement. His understanding is that the property owner doesn’t have to be present to address loitering if the agreement is in place. Commander Saunier stated that it doesn’t give carte blanche to arrest, but requires follow up work. Discussion followed.</p> <p>Director Balafas asked what the chances of a beat walk are. Commander Saunier stated he is meeting with his supervisor regarding this.</p>
	<p>Consent Agenda A. Minutes from July 23, 2016 Continued Board Meeting & August 3, 2016 Board Retreat</p>

	<p>B. August 2016 Maintenance Report, Front Range Services</p> <p>Upon a motion duly made by Director O'Connell, seconded by Director Grother, and upon a vote, unanimously carried, the Board approved the Consent Agenda.</p>
	<p>Financial Items: Intended Outcome: <u>VOTE</u> to Approve the Financials</p> <ul style="list-style-type: none"> A. CBID July 2016 Financial Statements and Cash Position Report B. CBID Claims Totaling \$71,387.60 and EFT Payments to Century Link and Xcel <p>Upon a motion duly made by Director Balafas, seconded by Director O'Connell, and upon a vote, unanimously carried, the Board approved the July 2016 Financial Statements and current claims totaling \$71,387.60 represented by check numbers 2826 through 2847.</p>
	<p>TOPIC 1: 2017 Budget Intended Outcome: <u>VOTE</u> to approve</p> <ul style="list-style-type: none"> A. Conduct Public Hearing to Consider Amending 2016 Budget; Consider Adoption of Resolution to Amend 2016 Budget B. Conduct Public Hearing to Consider Adoption of 2017 Budget, Appropriate Expenditures and Set Mill Levies; Consider Adoption of Resolution 2016-09-01 to Adopt 2017 Budget; Resolution 2016-09-02 Appropriate Expenditures and Resolution and 2016 -09-03 to Set Mill Levies <p>Ms. Schilling presented the draft 2017 budget to the Board. She updated the draft to show revised preliminary AV. The property tax numbers are consistent with what was discussed at the District annual retreat meeting. The total appropriations are \$474,239. Expenses are less than revenue by approximate \$3,700.</p> <p>Upon a motion duly made by Director Hales, seconded by Director Balafas, and upon a vote, unanimously carried, the public hearing was opened at 10:47 a.m.</p> <p>Upon a motion duly made by Director O'Connell, seconded by Director Hales, and upon a vote, unanimously carried, the public hearing was closed.</p> <p>There were no public comments.</p> <p>Upon a motion duly made by Director Grother, seconded by Director O'Connell, and upon a vote, unanimously carried, the Board approved the 2017 Budget and resolutions to file with the Department of Local Government.</p>
	<p>Staff Report Intended Outcome: Progress Update & Board Feedback</p> <ul style="list-style-type: none"> A. Safety Patrols & Hopeful CIP Funding fore More Patrols <p>Mr. Locantore reported on the safety patrols. He stated that they are having some effect. There seems to be a movement of people. The police reported that the number of arrests made during the safety patrol shift is higher.</p> <ul style="list-style-type: none"> B. Streetscape Design Including Media Roll-Out

	<p>Mr. Locantore stated he is working on the “bible” which will be the guiding document.</p> <p>C. <u>VOTE</u>: Board of Adjustment: Letter of of Support for Sign Approval</p> <p>Mr. Locantore stated there were signage issues that they are working on with the other BID’s. There are issues related to zoning. Sean Mandel redeveloped a property which then caused the Planning Department to require modifications to signage.</p> <p>D. <u>Feedback Request</u>: Ped/Bike Access to BRT Stations</p> <p>Mr. Locantore described the diagram that was included in the packet. Discussion followed regarding bike/pedestrian conflicts.</p> <p>E. <u>Communications/Marketing Update</u></p> <p>Ms. Randall reported on the banners; she is working with Sara Edgell to get holiday banners and lights up by November 1st. She reported that the 18 banner bags have been sold. Branding is almost finished and Ms. Randall will forward to the Board once complete. She is working with studioINSITE on the press release about the project.</p> <p>F. <u>DA Candidate Forum</u>: Wednesday, October 12, 2016 7:00-9:00</p> <p>On October 12th from 7:00 a.m. – 9:00 a.m. a there will be a candidate forum. The location is to be determined.</p> <p>Mr. Cerbo introduced himself to the Board. He stated he is running for the RTD Board, District A. He is a native of Colorado and now works for Galloway as a civil engineer. His has a big passion for resolving transportation issues.</p> <p>G. <u>Annual Neighborhood Meeting</u>: Set Date</p> <p>It was reported a change of venue on the location.</p>
	<p>TOPIC 2: Office Sublet Intended Outcome: <u>VOTE</u> on where to apply the \$350 sublet rental income <u>Recommendation</u>: Increase Sara’s work from 20 to 24 hours</p> <p>It was stated that an offer of \$350 per month was made to sublet the office. The tenant hopes to be able to fully pay at the beginning of the year with the provision if full paying sublet were to be present themselves, 30 days notice will be given. Discussion ensued and then Director Hales left the meeting at 11:00 a.m., so any action was then deferred because of lack of quorum.</p>
	<p>TOPIC 3: The Gathering Place “Art Restart” Program Intended Outcome:</p> <ul style="list-style-type: none"> A. Short presentation on their “Art Restart” Program and the connection to Colfax and potential value to marketing Colfax Ave B. <u>Recommendation</u>: Art Restart has a table at the Annual Neighborhood meeting to sell their notecards.

	<p>Ms. Densmore explained that she got introduced to CBID through Bob Hempy. The Gathering Place is Denver's only drop in shelter for women. Art Restart sells art created by people who use the services of the Gathering Place. Their goal is to help people transform their lives by earning income. Every sale the artist receives is a 5% royalty. Discussion followed about new products. Ms. Densmore stated the Art Restart has been in operation for three years.</p>
	<p>TOPIC 4: BID "Platforms" Intended Outcome:</p> <ul style="list-style-type: none"> A. Establish a process for creating platforms on key topic/issue areas. The purpose is to have a foundational position on the issues that are relevant to the BID (zoning, public safety, transportation, other?). By doing so we can make our decisions on whether or not we support issues brought to the Board, and how we could respond to media inquiries about our core values B. <u>Recommendation:</u> Two Board members to be part of each platform committee to 1) review and modify existing "boilerplate" platforms (like INC's) and 2) recommend adoption of a final platform to the full Board in 2017.
	<p>Other Items, Announcements</p> <ul style="list-style-type: none"> A. District 6 PD Halloween Party for Kids on Monday, 10/31/16 from 4:00-7:00 p.m. B. Great Opportunities C. Walking Tour of Street Tree Importance <p>Mr. Locantore stated that the Halloween Party for the kids in the District is coming up.</p> <p>He stated that John Hayden is doing a walking tour in Whittier on September 24th. Mr. Locantore will distribute information when available.</p>
	<p>Adjourn</p> <p>There being no other business before the Board, Director Balafas, adjourned the meeting at 12:04 p.m.</p>

Respectfully Submitted,


Secretary of the Meeting



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

October 11, 2016 Regular Board Meeting Minutes

10:00 a.m.

UMB Bank, 1635 E. Colfax Avenue

Denver, CO 80218

	<p>Directors Present: Jimmy Balafas, Sean O’Connell, Vicky Hales (via telephone), and Julia Grother, Gardiner Hammond, Ron Vaughn</p>
	<p>Others Present: Mathew Mendisco & Patrick Shannon; CliftonLarsonAllen LLP Frank Locantore; CBID Community Director Sara Randall; Public Information Coordinator Len Austin & Dominic V.; Front Range Services Chris Cornoado; 6980 E. 54th Place Emmett Reistroffer; 832 Mariposa Street Alen Ribic; Resident Rachel O’Bryan; Resident Helen Morgan; District Attorney Candidate Dominic V.; City and County of Denver Public Works</p>
	<p>Call to Order; Declaration of Quorum; Certification of Agenda Director Balafas called the meeting to order at 10:00 a.m. Upon a motion duly made by Director Vaughn, seconded by Director O’Connell, and upon a vote, unanimously carried, the Board approved the Agenda as submitted, and excused the absence of Director Sharp.</p>
	<p>Consent Agenda</p> <ul style="list-style-type: none"> A. Minutes from September 13, 2016 Regular Board Meeting B. September 2016 Maintenance Report, Front Range Services <p>Upon a motion duly made by Director O’Connell, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved the Consent Agenda as presented.</p>
	<p>Financial Items: Intended Outcome: <i>VOTE</i> to Approve the Financials</p> <ul style="list-style-type: none"> A. CBID Claims Totaling \$32,400.92 and EFT Payments to Century Link and Xcel <p>Mr. Mendisco reviewed the claims with the Board. Upon a motion duly made by Director Vaughn, seconded by Director Grother, and upon a vote, unanimously carried, the Board approved the current claims totaling \$32,400.92.</p>

Staff Report

Intended Outcome: Progress Update & Board Feedback

A. Security: New police patrols, increased concerns, 7-Eleven involvement –

Mr. Locantore reviewed the security services patrols with the Board and stated that he continues to work with Station 6 and the increased private security was having a positive effect. He also noted that he was in conversations with 7-Eleven and they were reaching out to the other chain stores on Colfax with the BID to see if they would be willing to contribute extra funds for security.

B. Streetscape Progress: Park Avenue Gateways, BRT's New Stop and Bike/ped-

Mr. Locantore noted the award of the \$550K from City and County of Denver for support in design of Colfax from West Colfax BID to the end of the Mayfair BID. The Board thanked Mr. Locantore for forging the relationships that it took to get the funding and thanked the other Colfax entities for helping as well. Mr. Locantore noted that he was working with the CBID design firm and finalizing several items to be presented to the Board.

C. Branding –

Ms. Randall stated she was working on the branding portions of the design and was also working on a new website design. Mr. Locantore noted that the website budget line item was not sufficient to fund the re-design and an extra \$6,000 would need to be allocated.

D. Holiday Banners & Lights

Ms. Randall noted that she was working on getting the banners done and the photo shoot was next week. Mr. Austin noted that all the lighting from last year was not salvageable and that the new lights would need to be purchased and is working on a cost estimate now.

E. DPD6 Halloween Party for Kids, Donation?

Upon a motion duly made by Director O'Connell, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved a \$500 donation for the DPD6 Halloween Party.

F. Capital Improvement Project Funding and the 2017 Bond Vote

As noted above, Mr. Locantore explained the design funds that will flow into the District and then noted that this would help CBID possibly get some allocated funding for the 2017 bond vote.

G. Holiday Party as Annual Neighborhood Meeting?

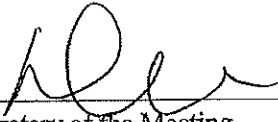
After discussion the Board decided to have the annual meeting as the holiday party and set the date for November 17th at Sassafra which is to be confirmed by Mr. Locantore and Director Grother.

H. Use of Surplus Pilot Project Budget Money

	<p>The Board discussed at length the use of the possible excess funds to increase Ms. Randall from part time to full time at 40 hours per week. After discussion and review of the July Financial Statements by Mr. Mendisco, the Board decided to hold off on increasing Ms. Randall to 40 hours per week until Mr. Locantore can work with Ms. Schilling on confirmation of the most current financial statements.</p> <p>I. CHUN Membership Renewal, \$40</p> <p>Upon a motion duly made by Director Vaughn, seconded by Director Balafas, and upon a vote, unanimously carried, the Board approved the CHUN membership renewal for \$40.</p> <p>J. District Attorney Candidate Forum, October 12, 2016 at 7:00 – 9:00 p.m.</p> <p>The candidate for District Attorney, Helen Morgan, spoke with the Board about her stance on a variety of issues. The Board thanked her and noted that they could not support her as a Board, but each individual person could if they chose to.</p>
	<p>TOPIC 1: Public Restroom Update Dominic and Allen, Public Works – Intended Outcome: How do we partner with Public Works on new testing?</p> <p>Mr. Dominic discussed the public restroom program and went through his presentation noting that they were now trying to analyze the data that they had to help determine what type of outdoor restrooms should be used, and where the locations should be. Director O’Connell noted that the cost per use of the outdoor restroom located by the Filmore was \$14 per use which was not economically feasible. Director O’Connell noted that there were a lot of positive things coming from the public restroom, but also noted that the Filmore has seen really big issues with human waste increases outside and that the program did have a long way to go before he could support it. Mr. Dominic thanked the Board and noted he would be in touch with Mr. Locantore on the next steps as well as property owners.</p>
	<p>TOPIC 2: Ballot Question 300: The Neighborhood-Supported Cannabis Consumption Pilot Program Intended Outcome:</p> <p>The proponents of Ballot Question 300 noted that outdoor recreational pot use was happening so they were simply trying to provide an indoor space that people could get off the streets and provide a safe environment for doing so. They also noted that neighborhood associations were the ones that had approval authority of the placement and licensing of this measure if approved (in addition to the City which would have final approval).</p> <p>The opponents noted that the Association for HVAC had stated that buildings were not currently set up to provide a safe air environment for this type of use. She noted that the facts were showing that this could effect the distribution and consumption of edibles which don’t react to the system the same so it could have dramatic effects on people leaving areas.</p> <p>The Board thanked both parties for their attendance.</p>
	<p>TOPIC 3: District Attorney Candidate Helen Morgan</p>

	Intended Outcome: Candidate Introduction Previously discussed.
	Other Items, Announcements None.
	Adjourn There being no other business before the Board, upon a motion duly made by Director Vaughn, seconded by Director O'Connell, and upon a vote, unanimously carried, the Board adjourned the meeting at 12:15 p.m.

Respectfully Submitted,


Secretary of the Meeting



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

November 8, 2016 Regular Board Meeting Minutes
10:00 a.m.

UMB Bank, 1635 E. Colfax Avenue
Denver, CO 80218

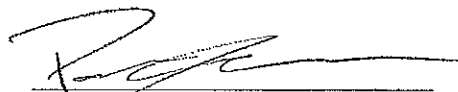
	<p>Directors Present: Jimmy Balafas, Sean O’Connell, Vicky Hales, Julia Grother and Ron Vaughn</p>
	<p>Others Present: Denise Denslow & Patrick Shannon; CliftonLarsonAllen LLP Frank Locantore; CBID Community Director Sara Randall; Public Information Coordinator Chris Cornado.; Front Range Services Dawn Schilling; Schilling & Co.</p>
	<p>Call to Order; Declaration of Quorum; Certification of Agenda Director Balafas called the meeting to order at 10:03 a.m. Upon a motion duly made by Director Vaughn, seconded by Director O’Connell, and upon a vote, unanimously carried, the Board approved the Agenda as submitted, and excused the absence of Directors Sharp and Hammond.</p>
	<p>Consent Agenda</p> <ul style="list-style-type: none"> A. Minutes from October 11, 2016 Regular Board Meeting B. October 2016 Maintenance Report, Front Range Services <p>Upon a motion duly made by Director Hales, seconded by Director O’Connell, and upon a vote, unanimously carried, the Board approved the Consent Agenda as presented.</p>
	<p>Financial Items: Intended Outcome: <u>VOTE</u> to Approve the Financials</p> <ul style="list-style-type: none"> A. CBID September 2016 Financial Statements and Cash Position Report <p>Ms. Schilling presented the Financial Statements and Cash Position Report to the Board. Upon a motion duly made by Director Vaughn, seconded by Director Hales, and upon a vote, unanimously carried, the Board accepted the Financial Statements and Cash Position Report.</p> <ul style="list-style-type: none"> B. CBID Claims Totaling \$33,851.66 and EFT Payments to Century Link and Xcel <p>Ms. Schilling reviewed the claims with the Board. Upon a motion duly made by Director</p>

	<p>O'Connell, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved the current claims totaling \$33,851.66.</p> <p>C. 2017 Schilling & Co., Inc. Engagement Letter</p> <p>Ms. Schilling presented the engagement letter to the Board noting that Schilling & Company is requesting an increase from \$95/hr. to \$100/hr. rate. Mr. Locantore asked as a cumulative for a year, what that change means. Ms. Schilling stated it would be about a 10% increase.</p> <p>Upon a motion duly made by Director Balafas, seconded by Director Grother, and upon a vote, unanimously carried, the Board approved the 2017 Schilling & Co., Inc. engagement letter with the 10% increase.</p>
	<p>Staff Report Intended Outcome: Progress Update & Board Feedback</p> <p>A. Office Sublet</p> <p>Mr. Locantore reported that Kind Colorado submitted an application to KPPF. The next steps are to have an attorney draw up papers.</p> <p>B. Small Lot Parking Exemption Moratorium Committee</p> <p>Mr. Locantore reported that there are lots that are 6250 ft. or less that are exempt from having parking. This was a concern amongst neighbors as it adds people, but no parking. The intention was to take small lots not able to be developed and if there are any resident, at most can fit five spots. Meetings are to determine what is the appropriate exemption. The amount of parking will be determined by the distance to a frequent transit line and the height of the building. The concern is that restrictions will not allow for development.</p> <p>Director O'Connell asked if this is strictly commercial. Mr. Locantore replied that it is commercial and residential. Director O'Connell wanted to know does proximity to mass transit have that big of an impact, and Mr. Locantore replied that it does, and it makes some difference. He further stated there has been research that parking minimums are inhibiting development and increasing costs.</p> <p>Mr. Locantore noted that typically the requirements for parking are based on the model that there must be enough parking for the Christmas rush. A parking spot assigned to a unit increases rent by 15%, increases affordability problem. It doesn't do any good to not have a lot developed due to lack of parking.</p> <p>Director Grother agreed that this is an area where it is possible to live without a car. Director O'Connell noted he has also had to not go to a restaurant due to lack of parking and to keep in mind what the entirety of the neighborhood needs.</p> <p>C. Cathedral Development Plans</p> <p>Mr. Locantore reported on the Cathedral Development Plan. The Archdiocese is in the early stages of building retail stores and apartments. He noted they are contemplating doing retail on Pennsylvania where a parking lot currently is located. He recommended pulling retail on</p>

	<p>Colfax instead of Pennsylvania.</p> <p>D. Banners & Holiday Lights</p> <p>Ms. Randall reported that banners should be going up as soon as they are printed sometime this week. Chris Coronado reported that 75% of old stock from last year will be alright to use. They are in the process of going through the old stock. He stated that Front Range will update their estimate with the reduced cost of lights after determination of using old stock.</p> <p>Director Vaughn asked if it was worth looking into buying better quality of lights, and Mr. Coronado explained that the better quality lights are the rope lights, but if there is a freeze, they can easily break. He also stated they are replacing the bulbs on the incandescent lights. Mr. Coronado stated they could integrate the rope lights slowly.</p> <p>Discussion ensued regarding whether to invest in the rope lights. The Board decided to replace the remaining 25% with incandescent lights and revisit rope lights next year. Director Grother suggested purchasing rope lights at the end of the season for next year.</p> <p>Upon a motion duly made by Director O'Connell, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved to replace what is needed on the string lights.</p> <p>E. Website</p> <p>Mr. Locantore reported that the website is planned to be finished by the end of 2016. He stated there will be a hard launch with new banners, etc. next year.</p> <p>F. Board Meeting Day/Time</p> <p>Discussion ensued regarding the time of future meetings. The Board decided to change the meeting times from 9:00 a.m. to 11:00 a.m. Ms. Denslow noted that the new time will be adopted as part of the new resolution.</p> <p>Upon a motion duly made by Director Balafas, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved the new meeting times.</p>
	<p>TOPIC 1: Safety Update Intended Outcome: Sharing information</p> <p>Mr. Locantore presented the Safety update. He stated he is meeting with the Police Commander to understand why there are not as much dedicated patrols as originally believe (50 hrs/week instead of 100). He explained the schedule of patrols. Director O'Connell inquired if Mr. Locantore would go on a patrol with the officers and introduce them to business owners. Director O'Connell stated it might be valuable for CBID to provide "No Trespassing" signs for businesses.</p>
	<p>TOPIC 2: Streetscape Update Intended Outcome:</p> <p>A. Update on Feedback on the Principles, the "big ideas" for each Hub/Subarea</p>

	<p>B. General Comments C. Execution of Park Ave. Park Repurpose Big Idea</p> <p>Mr. Locantore reviewed the Streetscape plan. He noted that the language in the design principles need to be updated to more accurately reflect principles (enhance perception of safety, celebrate the grit). Discussion ensued regarding how to change the language. Mr. Locantore noted he will update the document. He also noted that there will be a deeper dive into the full plan at the December meeting.</p>
	<p>TOPIC 3: Annual Neighborhood Meeting Plan – 11-17-16 Intended Outcome: Agenda and program feedback and ideas Agenda</p> <ul style="list-style-type: none"> A. 6:30 – Start and mingle with the streetscape and art B. 7:05 – Welcome, thanks to host, overview, board introduction C. 7:10 – Jimmy on the 2016 progress towards goals and 2017 plans D. 7:25 – “Shout Outs” to our support/partners like the streetscape team, police MHPS, etc. E. 7:30 – Mingle again F. 8:30 - Ends <p>Director Balafas walked through the agenda for the Annual Neighborhood meeting. The Board discussed meeting logistics.</p>
	<p>Other Items, Announcements</p> <p>Director Grother mentioned that she was contacted by a reporter regarding the challenges of Colfax business owners. Discussion ensued regarding the need for PR training.</p> <p>Director O’Connell asked if Mr. Locantore had success in discussion with 7 Eleven and other chains regarding extra security.</p>
	<p>Adjourn</p> <p>There being no other business before the Board, upon a motion duly made by Director Balafas, seconded by Director O’Connell, and upon a vote, unanimously carried, the Board adjourned the meeting at 12:05 p.m.</p>

Respectfully Submitted,



Secretary of the Meeting



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

December 13, 2016 Regular Board Meeting Minutes

10:00 a.m.

UMB Bank, 1635 E. Colfax Avenue

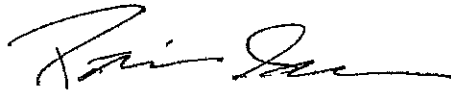
Denver, CO 80218

	<p>Directors Present: Jimmy Balafas, Sean O’Connell, Vicky Hales, Julia Grother, Gardiner Hammond and Ron Vaughn</p>
	<p>Others Present: Patrick Shannon; CliftonLarsonAllen LLP Frank Locantore; CBID Community Director Sara Randall; Public Information Coordinator Jack Curtain.; Front Range Services David Walstrom; The Walstrom Group, LLC Andy Baldyga; Resident</p>
	<p>Call to Order; Declaration of Quorum; Certification of Agenda Director Balafas called the meeting to order at 10:03 a.m. Upon a motion duly made by Director Vaughn, seconded by Director Hales, and upon a vote, unanimously carried, the Board approved the Agenda as amended to reflect an update to the current claims, and excused the absence of Directors Sharp.</p>
	<p>Consent Agenda</p> <ul style="list-style-type: none"> A. Minutes from November 8, 2016 Regular Board Meeting B. November 2016 Maintenance Report, Front Range Services <p>Upon a motion duly made by Director O’Connell, seconded by Director Grother, and upon a vote, unanimously carried, the Board approved the Consent Agenda as amended to correct a typo in the November 8, 2016 Regular Board Meeting minutes.</p>
	<p>Financial Items: Intended Outcome: <u>VOTE</u> to Approve the Financials</p> <ul style="list-style-type: none"> A. CBID October 2016 Financial Statements and Cash Position Report <p>Director Balafas presented the October 2016 Financial Statements and Cash Position Report. Upon a motion duly made by Director O’Connell, seconded by Director Vaughn, and upon vote, unanimously carried, the Board approved the October 2016 Financial Statements and Cash Position Report.</p> <ul style="list-style-type: none"> B. CBID Claims Totaling \$66,686.02 and EFT Payments to Century Link and Xcel

	<p>Director Balafas reviewed the claims with the Board. Upon a motion duly made by Director Balafas, seconded by Director Grother, and upon a vote, unanimously carried, the Board approved the current claims totaling \$66,686.02.</p>
	<p>Staff Report Intended Outcome: Progress Update & Board Feedback</p> <p>Mr. Locantore reported that there has been an increase in crime in front of the CBID office at Colfax and Pennsylvania. Mr. Curtain also reported an increase in crime in the area of Colfax and High. The Board discussed methods to mitigate the amount of crime on Colfax, including the importance of engaged property and business owners in keeping crime away from their buildings.</p> <p>Mr. Locantore reported that the Board will discuss the redevelopment of the Smiley's building at the next meeting. Mr. Locantore explained the history of the redevelopment project and discussed what action can be taken by the Board.</p> <p>Mr. Locantore informed the Board that Mr. Baldyga will be appointed by Mayor Hancock to as a Director on the Board to replace Director Sharp..</p>
	<p>TOPIC 1: "Raise The Roof" Intended Outcome: Update on Carla Madison Rec Center fundraising. Potential vote to "buy a brick" as part of the fundraiser.</p> <p>Mr. Walstrom presented on the construction of the Carla Madison Recreation Center. Mr. Walstrom's presentation included a history of the project and an overview of the facility and its amenities. He noted that the project is currently facing a shortfall in funds. Mr. Walstrom explained that individuals and businesses that donate to the Rec Center will have their name or business name placed on a "community support wall." Mr. Walstrom suggested that, subject to a donation, CBID could anchor the community support wall.</p> <p>Following discussion, upon a motion duly made by Director Balafas, seconded by Director Vaughn, and upon vote, unanimously carried, the Board approved a donation of up to \$1,000 to the Carla Madison Recreation Center, subject to final design of the Community Support Wall.</p>
	<p>TOPIC 2: Streetscape Update Intended Outcome: Detailed review of the plan, identify & suggest edits, and finalize the plan.</p> <p>Mr. Locantore reviewed the Streetscape plan. The Land Use plan was discussed first. Discussion ensued regarding the redevelopment of old and/or historic buildings and the amount of influence CBID has in their redevelopment or preservation. Director Balafas suggested that the Board speak with owners of properties that may be considered buildings of historic significance.</p> <p>Mr. Locantore reviewed the Accessibility Plan, highlighting the areas of Colfax that see the</p>

	<p>most accidents. Discussion ensued regarding the possibility of devolving Colfax from a state highway to a city street.</p> <p>Mr. Locantore reviewed the Placemaking Plan. Mr. Locantore reported that he has submitted two applications for grants for demonstration projects. Mr. Locantore discussed the plan to redesign the alleyways off of Colfax. Director O'Connell noted that the Board needs to be cognizant of how businesses use the alleyways, and proceed on a case-by-case basis. Mr. Locantore reported that all banners would be up on street poles by February.</p> <p>Mr. O'Connell noted that he would like to remove the mention of public restrooms from the Streetscape Plan. After discussion, the Board agreed that public restrooms should not be included in the Streetscape Plan.</p>
	<p>Other Items, Announcements</p> <p>Director O'Connell noted that 9News is in need of a location for its annual health fair. The health fair takes place in June.</p>
	<p>Adjourn</p> <p>There being no other business before the Board, upon a motion duly made by Director Balafas, seconded by Director Grother, and upon a vote, unanimously carried, the Board adjourned the meeting at 12:25 p.m.</p>

Respectfully Submitted,



Secretary of the Meeting



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

January 10, 2017 Regular Board Meeting Minutes
10:00 a.m.

UMB Bank, 1635 E. Colfax Avenue
Denver, CO 80218

	<p>Directors Present: Jimmy Balafas, Sean O’Connell, Vicky Hales, Julia Grother, Gardiner Hammond and Ron Vaughn, Andy Baldyga</p>
	<p>Others Present: Patrick Shannon; CliftonLarsonAllen LLP Frank Locantore; CBID Community Director Sara Randall; Public Information Coordinator Jack Curtain.; Front Range Services Dawn Schilling; Schilling & Co. Jamie Licko; Centro Myles Tangalin; Congress Park Neighbor Tim Bertoch & Jason Sisk; Consolidated Improvement Group</p>
	<p>Call to Order; Declaration of Quorum; Certification of Agenda Director Balafas called the meeting to order at 9:06 a.m. Upon a motion duly made by Director Hales, seconded by Director Vaughn and upon a vote, unanimously carried, the Board approved the Agenda as submitted.</p>
	<p>Consent Agenda</p> <ul style="list-style-type: none"> A. Minutes from December 13, 2016 Regular Board Meeting B. December 2016 Maintenance Report, Front Range Services <p>Director O’Connell requested the Front Range Maintenance Report be discussed later in the meeting. Upon a motion duly made by Director O’Connell, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved the Consent Agenda as amended.</p>
	<p>Financial Items: Intended Outcome: <u>VOTE</u> to Approve the Financials</p> <ul style="list-style-type: none"> A. CBID November 30, 2016 Financial Statements and Cash Position Report <p>Ms. Schilling presented the November 2016 Financial Statements and Cash Position Report. Upon a motion duly made by Director Grother, seconded by Director Vaughn, and upon vote, unanimously carried, the Board approved the November 2016 Financial Statements</p>

	<p>and Cash Position Report.</p> <p>B. CBID Claims Totaling \$54,370.07 and EFT Payments to Century Link and Xcel</p> <p>Ms. Schilling reviewed the claims with the Board. Upon a motion duly made by Director Vaughn, seconded by Director O’Connell, and upon a vote, unanimously carried, the Board approved the current claims totaling \$54,370.07.</p>
	<p>Staff Report Intended Outcome: Progress Update & Board Feedback</p> <p>Mr. Locantore reported there is a lot of illegal activity occurring around High Street. Mr. Curtin reported that the homeless gathering camp has returned after disappearing over the New Year holiday. Mr. Locantore is meeting with the Denver Police Department regarding this issue.</p> <p>Mr. Locantore reported that the website contract has been signed and will be underway. He also reported that he has met with the Mayor of Patchogue, President of the Chamber of Commerce and Patchogue BID Executive Director to discuss their revitalization and fundraising strategies.</p>
	<p>TOPIC 1: Streetscape Finance Plan Intended Outcome:</p> <p>A. 9:30 – Jamie Licko (Centro) Briefing with Q&A</p> <p>Ms. Licko presented the Streetscape Design Master Plan funding strategy. Highlights included:</p> <ul style="list-style-type: none"> • Streetscape plan assumes approximately \$10.5 million in costs to be realized • There are 4 phases: Preconstruction, Construction Phase 1 (2018-2019), Construction Phase 2 (2020-2022), and “Ongoing” (maintenance sustainability) (2023 and Beyond) • Ms. Licko recommended using \$125,000 from the 2017 Budget and reserves to leverage additional funding from the City of Denver and other sources • The BID needs to focus on raising \$3.5 million for capital costs, with the remainder of the funds coming from other sources • Ms. Licko recommended exploring new funding mechanisms, including: <ul style="list-style-type: none"> • Restructure current BID • Leaving BID as is and creating a General Improvement District (GID) overlay • Capital Campaign/Crowd Funding • Outside funding could include: <ul style="list-style-type: none"> • 2017 General Obligation (GO) Bond • CIP Funding • DURA Funding • Funding from other City agencies

- CDOT Devolution (Devolving Colfax from a CDOT street to a City of Denver street)
- Grants
- Ms. Licko estimated a \$100,000 annual maintenance impact. In order to fund the maintenance costs, Ms. Licko suggested:
- Slightly increasing the BID Mill Levy permanently
- Creating a two-part funding mechanism on the GID
- Explore new organizational components to the BID

The Board presented several questions during the presentation regarding what steps Rhino took to get support from business owners for GID. Ms. Licko stated that getting business owners to realize design was a major selling point, and they need to make a case that their support is necessary to accelerate development.

Further discussion regarding GID comparison with Brighton Blvd., since Colfax has more residents and challenges. Ms. Licko stated the most comparable GID would be the 14th Street GID. She also stated it is up to the Board to determine the what the boundaries of the GID will be.

The Board requested Ms. Licko if she could create a survey to gauge the willingness of the neighborhood to raise taxes prior to investing in campaign. She responded by stating the first step is a feasibility assessment, then developing an operating plan, and the third phase is petition and running election, and that most of the heavy cost is in the third phase. Discussion ensued regarding the best manner of gauging the community's interests.

The Board also asked what the goal is to get completed for the 30% streetscape design to secure a GO Bond. They asked Ms. Licko what are the details on voting for approval of the BID and GID. Ms. Licko stated that as long as they are not modifying structure of the BID, they will need a simple majority in support of mill levy increase. To create a GID, they will need a petition, city council ordinance and a TABOR election.

Mr. Locantore will discuss the potential timeline and necessary steps.

B. 9:50 - Discuss: a) Our 2017 streetscape spending, b) How to prioritize revenue generation strategies, and c) 2018 spending big picture

Previously discussed.

TOPIC 2: 2017 Goals

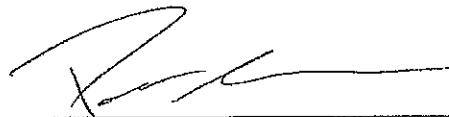
Intended Outcome: Determine our priorities and goals for the year and VOTE

Mr. Locantore reviewed the draft letter in support of the Smiley's redevelopment project. Upon a motion duly made by Director O'Connell, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board authorized Mr. Locantore to instruct Centro to proceed with the feasibility study for an amount not to exceed \$7,500.

	<p>TOPIC 3: CIG – Smiley’s Development Update Intended Outcome: Discuss our level of support and VOTE</p> <p>Mr. Sisk presented Consolidated Investment Group’s progress to this point and plan for the Smiley’s building property.</p> <ul style="list-style-type: none"> • When pulling demo permit, informed that Historic Denver would be designating property as a historic landmark • CIG conducting third party historical assessment of building to see if building hits requirements for historic preservation • By keeping existing building, parking field gets cut, loses over 60 spots. Need full parking field 2 levels below building • Maintaining building and current façade do not work for creating the needed parking field. Only solution is a full site demo and rebuild • Mr. Tangalin asked what are the limitations for keeping façade • Mr. Sisk – the building sits on a crawl space that does not allow for creating the parking field without losing the façade. • Mr. Locantore noted that the draft letter to the Historic Denver notes that the BID supports the redevelopment of the property. • Mr. Sisk presented suggestions for maintaining the history of the property, while still going forward with the demolition <p>The Board presented different concerns by asking what the CIG’s options are, and if they are not allowed to demolish the site. Mr. Bertoch explained the options include operating the current building, selling the property, doing a partial redevelopment.</p> <p>The Board asked if there is any way that this development does not meet the development plan, and Mr. Locantore responded that he does not believe so, and going forward they would need to discuss how the details work with the design plan.</p> <p>Another concern was if the apartments are market rate or affordable housing, and Mr. Bertoch stated they are market rate.</p> <p>After discussion, upon a motion duly made by Director O’Connell, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved a letter in support of the redevelopment of the Smiley’s property.</p>
	<p>TOPIC 4: Officer Elections Intended Outcome: Choose our officers for 2017</p> <p>Deferred to the next meeting.</p>

	<p>Other Items, Announcements</p> <p>The Maintenance Report was discussed in detail.</p> <p>Possible thoughts of a credit card for CBID were discussed. The Board discussed the benefits of having a credit card, but decided to discuss at a later time.</p> <p>Ms. Schilling noted that CLA's office will be preparing the 2017 contracts of Mr. Locantore and Ms. Randall.</p> <p>Mr. Locantore reported that Walk Denver's request for a grant. Upon a motion duly made by Director O'Connell, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved a letter of support for WalkDenver.</p>
	<p>Adjourn</p> <p>There being no other business before the Board, upon a motion duly made by Director Grother, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board adjourned the meeting at 11:34 a.m.</p>

Respectfully Submitted,



Secretary of the Meeting



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

February 14, 2017 Regular Board Meeting Minutes
9:00 a.m.

UMB Bank, 1635 E. Colfax Avenue
Denver, CO 80218

	<p>Directors Present: Jimmy Balafas, Sean O’Connell, Vicky Hales, Julia Grother, Gardiner Hammond, Ron Vaughn and Andy Baldyga</p>
	<p>Others Present: Denise Denslow & Patrick Shannon; CliftonLarsonAllen LLP Frank Locantore; CBID Community Director Sara Randall; Public Information Coordinator Jack Curtain.; Front Range Services Dawn Schilling; Schilling & Co. Jamie Licko; Centro Stuart MacPhail; 1133 Race Street</p>
	<p>Call to Order; Declaration of Quorum; Certification of Agenda Director Balafas called the meeting to order at 9:03 a.m. Upon a motion duly made by Director Balafas, seconded by Director Vaughn and upon a vote, unanimously carried, the Board approved the Agenda as submitted.</p>
	<p>Consent Agenda</p> <ul style="list-style-type: none"> A. Minutes from January 10, 2017 Regular Board Meeting B. January 2017 Maintenance Report, Front Range Services <p>Upon a motion duly made by Director O’Connell, seconded by Director Hales, and upon a vote, unanimously carried, the Board approved the Consent Agenda as submitted.</p>
	<p>Financial Items: Intended Outcome: <u>VOTE</u> to Approve the Financials</p> <ul style="list-style-type: none"> A. CBID December 31, 2016 Financial Statements and Cash Position Report <p>Ms. Schilling presented the December 31, 2016 Financial Statements and Cash Position Report. Upon a motion duly made by Director Grother, seconded by Director Vaughn, and upon vote, unanimously carried, the Board approved the December 31, 2016 Financial Statements and Cash Position Report.</p> <ul style="list-style-type: none"> B. CBID Claims Totaling \$30,485.96 and EFT Payments to Century Link and Xcel

	<p>Ms. Schilling reviewed the claims with the Board, noting that check number 2983 to Campbell Killin Brittan & Ray LLC needs to be added for legal services in the amount of \$535.50. Check number 2939 to David Plucket must be added for \$147.50. The correct total of claims is \$30,485.96 represented by check numbers 2924 through 2939. Upon a motion duly made by Director O'Connell, seconded by Director Grother, and upon a vote, unanimously carried, the Board approved the current claims totaling \$30,485.96 as amended.</p>
	<p>Staff Report Intended Outcome: Progress Update & Board Feedback</p> <p>Mr. Locantore presented that the new website is still in progress. He stated banners have been up for a few days, and getting great comments. The imaging, branding seems to be catching people's attention. He noted he plans to meet with DA, Beth McCann. He has met with Councilman Brooks to discuss the streetscape plan and financing.</p> <p>Ms. Randall reported that tote bags are almost sold out. She has been working with the Characters of Colfax blog, and the blog will be featured in Life on Capitol Hill in March. The new website will be up and running in approximately 4 to 6 weeks.</p> <p>Mr. Locantore introduced Stuart MacPhail, founder of CBID and a Colfax Avenue property owner. Mr. MacPhail expressed concern over the streetscape plan, namely in regard to how money will be spent and the proposed Park Avenue park.</p>
	<p>TOPIC 1: Financial review of streetscape plan Intended Outcome: Decide best path forward on funding</p> <ul style="list-style-type: none"> A. Overview of BID's fixed versus flexible costs B. Options for getting to \$3.5 million to leverage other funding C. What do we prioritize for GO Bond funding? D. What do we prioritize for approximate @125K portion of CIP money? <p>Ms. Licko discussed the pro's and con's, process, time, resistance and the risk associated with choosing to amend the existing BID or to create a GID overlay. Discussion ensued among the Board and consultants regarding what would be best for the District. A poll was taken indicating unanimous support for amending the existing BID. Ms. Licko then provided an overview of the process for engaging voters.</p> <p>TOPIC 2: 2017 Goals Intended Outcome: Determine the BID deliverables for 2017 – see 2017 Goals</p> <p>Mr. Locantore reviewed the BID goals for 2017 and a draft list of GO Bond and CIP priorities. He explained that goals are broken into three buckets: streetscape, safety patrols and business support. Director Gardner suggested adding Ogden to the list of intersections to be enhanced. Director Baldyga suggested moving the design of the removal and repurpose of the center turn lane for four blocks in the Perform hub higher on the list of priorities.</p>

	<p>TOPIC 3: Board Officer Elections Intended Outcome: Vote for Chair, Vice Chair, Secretary and Treasurer</p> <p>Upon a motion duly made by Director Balafas, seconded by Director Hales, and upon a vote, unanimously carried, the Board approved the following slate of officers:</p> <p>Sean O'Connell – Chair Jimmy Balafas – Vice Chair Ron Vaughn – Secretary Vicky Hales – Treasurer</p>
	<p>TOPIC 4: Support Letter for Safe Speeds for Denver Campaign Intended Outcome: Letter of support, see draft letter and WalkDenver blog</p> <p>Mr. Locantore reviewed the letter with the Board. Upon a motion duly made by Director Balafas, seconded by Director O'Connell, and upon a vote, unanimously carried, the Board approved the support letter to Mayor Hancock for safe speeds for Denver campaign.</p>
	<p>Other Items, Announcements</p> <p>A. Consider Approval of 2017 Contracts for Mr. Locantore and Ms. Randall</p> <p>Upon a motion duly made by Director Balafas, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved the 2017 contracts with Mr. Locantore and Ms. Randall.</p>
	<p>Adjourn</p> <p>There being no other business before the Board, upon a motion duly made, seconded, and unanimously carried, the Board adjourned the meeting at 12:27 p.m.</p>

Respectfully Submitted,



Secretary of the Meeting



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

March 14, 2017 Regular Board Meeting Minutes

9:00 a.m.

UMB Bank, 1635 E. Colfax Avenue

Denver, CO 80218

	<p>Directors Present: Sean O’Connell, Jimmy Balafas, Vicky Hales, Ron Vaughn and Andy Baldyga</p>
	<p>Others Present: Denise Denslow & Patrick Shannon; CliftonLarsonAllen LLP Frank Locantore; CBID Community Director Jack Curtin.; Front Range Services Dawn Schilling; Schilling & Co. Jamie Licko & Alys Sharp; Centro</p>
	<p>Call to Order; Declaration of Quorum; Certification of Agenda Director O’Connell called the meeting to order at 9:07 a.m. Director O’Connell requested that Centro’s presentation be moved ahead of the Financial Items on the agenda. Upon a motion duly made by Director Vaughn, seconded by Director Hales and upon a vote, unanimously carried, the Board approved the Agenda as amended.</p>
	<p>Consent Agenda</p> <ul style="list-style-type: none"> A. Minutes from February 14, 2017 Regular Board Meeting B. February 2017 Maintenance Report, Front Range Services <p>Upon a motion duly made by Vaughn, seconded by Director Hales, and upon a vote, unanimously carried, the Board approved the Consent Agenda as submitted.</p> <p>Director O’Connell suggested that the District consider applying for grants from Urban Arts Fund and other arts organizations for art and streetscape projects. Mr. Locantore will look into this matter.</p>
	<p>TOPIC 1: Financial review of streetscape plan Intended Outcomes:</p> <ul style="list-style-type: none"> A. Review of mill levy and bonding capacity scenarios B. Overview of engagement, messaging and timeline plan

	<p>Ms. Licko reported that she met with Councilmen Brooks and New to discuss funding the Master Streetscape Plan. She reported that the councilmen seemed confident that funds from the General Obligation Bond and the 2018 Capital Improvements Fund will be reserved for the Master Streetscape Plan. Mr. Locantore and Ms. Licko will prepare a package for Councilman New to present to the finance committees that are reviewing projects to allocate funds to.</p> <p>Ms. Licko reviewed the timeline for securing funding for the Master Streetscape Plan. Ms. Licko discussed timing as it relates to Tabor election deadlines as well as how the District should plan its community engagement strategy.</p> <p>Ms. Licko discussed possible strategies for engaging voters and how the District should convey its message. Discussion ensued amongst the Board related to the various engagement and messaging strategies.</p>
	<p>Financial Items: Intended Outcome: <u>VOTE</u> to Approve the Financials</p> <p>A. CBID January 31, 2017 Financial Statements and Cash Position Report</p> <p>Ms. Schilling presented the January 31, 2017 Financial Statements and Cash Position Report. Upon a motion duly made by Director O'Connell, seconded by Director Vaughn, and upon vote, unanimously carried, the Board accepted the January 31, 2017 Financial Statements and Cash Position Report.</p> <p>B. CBID Claims Totaling \$27,911.83 and EFT Payments to Century Link and Xcel</p> <p>Ms. Schilling reviewed the claims with the Board. Upon a motion duly made by Director Vaughn, seconded by Director O'Connell, and upon a vote, unanimously carried, the Board approved the current claims totaling \$27,911.83.</p>
	<p>Staff Report</p> <p>Mr. Locantore reported that there has been a great deal of graffiti in the District, especially on utility boxes.</p> <p>Mr. Locantore requested permission to reengage a private security company and off duty police. He noted that business owners have voiced interest in conducting their own patrols as well. Discussion ensued regarding the best security methods.</p> <p>Upon a motion duly made by Director Vaughn, seconded by Director O'Connell, and upon a vote, unanimously carried, the Board authorized Mr. Locantore to engage Mile High Security for security services for the months of April through October.</p> <p>Mr. Locantore reported that committees have formed at the city level to review potential projects to be funded by the General Obligation Bond. Mr. Locantore and Ms. Licko will work together to develop a Master Streetscape Plan presentation package for the</p>

	<p>committees.</p> <p>Mr. Locantore reported that he is working with Director Hales to review applications for a new assistant.</p> <p>Mr. Locantore reported that the Smileys redevelopment is progressing.</p>
	<p>Adjourn</p> <p>There being no other business before the Board, upon a motion duly made by Director O'Connell, seconded by Director Vaughn, and upon vote, unanimously carried, the Board adjourned the meeting at 11:10 a.m.</p>

Respectfully Submitted,



Secretary of the Meeting



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

April 11, 2017 Regular Board Meeting Minutes

9:00 a.m.

UMB Bank, 1635 E. Colfax Avenue

Denver, CO 80218

	<p>Directors Present: Sean O’Connell, Jimmy Balafas, Vicky Hales, Ron Vaughn and Julia Grother</p>
	<p>Others Present: Denise Denslow & Patrick Shannon; CliftonLarsonAllen LLP Frank Locantore; CBID Community Director Dawn Schilling; Schilling & Co. Jamie Licko; Centro Richard Stewart; Business Owner</p>
	<p>Call to Order; Declaration of Quorum; Certification of Agenda Director O’Connell called the meeting to order at 9:02 a.m. Upon a motion duly made by Director O’Connell, seconded by Director Grother and upon a vote, unanimously carried, the Board approved the Agenda as presented.</p>
	<p>Consent Agenda</p> <ul style="list-style-type: none"> A. Minutes from March 14, 2017 Regular Board Meeting B. March 2017 Maintenance Report, Front Range Services <p>Upon a motion duly made by Vaughn, seconded by Director Hales, and upon a vote, unanimously carried, the Board approved the Consent Agenda as amended to revise a spelling error in the March 14, 2017 meeting minutes.</p>
	<p>Financial Items: Intended Outcome: <u>VOTE</u> to Approve the Financials</p> <ul style="list-style-type: none"> A. CBID February 28, 2017 Financial Statements and Cash Position Report <p>Ms. Schilling presented the February 28, 2017 Financial Statements and Cash Position Report. Upon a motion duly made by Director O’Connell, seconded by Director Hales, and upon vote, unanimously carried, the Board accepted the February 28, 2017 Financial Statements and Cash Position Report.</p>

	<p>B. CBID Claims Totaling \$25,055.56 and EFT Payments to Century Link and Xcel</p> <p>Ms. Schilling reviewed the claims with the Board. Upon a motion duly made by Director Vaughn, seconded by Director Balafas, and upon a vote, unanimously carried, the Board approved the current claims totaling \$25,055.56.</p>
	<p>Staff Report</p> <p>Mr. Locantore reported the new Public Information Coordinator has been hired and will be starting on April 24th.</p> <p>Mr. Locantore reported that Mile High Protective Services will be under contract and beginning patrols in the next week.</p> <p>Mr. Locantore reported that the Master Streetscape Plan will be considered for GO Bond funding by the city's Transportation and Mobility subcommittee. Mr. Locantore noted that the four Colfax BIDS are grouped together in consideration for GO Bond funding. The subcommittee will make their recommendations for GO Bond funding on May 4th, which will then go to the Executive Committee and the City Council.</p>
	<p>TOPIC 1: Financing Strategies Intended Outcomes:</p> <ul style="list-style-type: none"> A. Understand the financing scenarios B. Guide the direction of the outreach <p>Ms. Licko presented the draft Mill Levy Expansion Financial Considerations memo. Ms. Licko walked through different mill levy increase scenarios, bonding capacity and how various mill levy increases will impact select businesses. The Board discussed both the need to maintain the current operating budget and the different mill levy scenarios.</p> <p>Ms. Licko will continue working with DA Davidson to run models of different scenarios. Ms. Licko will discuss the plan for presenting scenarios to test groups at the next Board Meeting.</p>
	<p>TOPIC 2: District 6 Police Station possible relocation Intended Outcome: Establish a position in support, opposition, or agnostic about the District 6 HQ possible relocation outside of our district.</p> <p>Director O'Connell reported that the city is considering either replacing or moving the District 6 police station.</p> <p>Mr. Locantore noted that moving headquarters will not reduce the police presence on Colfax.</p> <p>The Board decided not to take a stance on the matter at this time.</p>
	<p>TOPIC 3: Pedestrian Lights: use them - sell them? Intended Outcome: We have been paying to keep in storage 8 pedestrian lights.</p>

	<p>A. The Bluebird BID's offer of \$1,800 for the eight pedestrian light poles. We did not purchase them, but we've paid to store them for about 18 months. <u>Do we sell to them?</u></p> <p>B. We could also pay to put them in our district. The cost is approximately \$6,000 per pole installation. 1500 block of Clarkson and 1400 block of Ogden are good candidate locations</p> <p>Mr. Locantore reported that the District currently has 8 light poles in storage. The Bluebird BID has made an offer to purchase the light poles. Discussion ensued regarding whether to sell the poles and alternatives to storing them in their current facility. Mr. Locantore will determine the values of the light posts and attached globes and present options to the Board at the next meeting.</p>
	<p>TOPIC 4: Personal phone reimbursement policy Intended Outcome: Create clarity about a reimbursement policy for using personal phones</p> <p>Director O'Connell reported that phone calls to the BID's phone number are routed through the cell phones of the Executive Director and Public Information Officer. The employees are not currently being reimbursed for the use of their personal phones. Upon a motion duly made by Director O'Connell, seconded by Director Vaughn, and upon vote, unanimously carried, the Board approved a motion to set a personal phone reimbursement of \$50 per month for the Executive Director and Public Information Officer.</p>
	<p>TOPIC 5: Small Lot Parking Exemption Intended Outcome: Determine if we take a position on Council's bill</p> <p>Mr. Locantore explained the history of the Small Lot Parking Exemption bill to the Board. The Board decided not take a position on the bill at this time.</p>
	<p>Other Items, Announcements</p> <p>Mr. Locantore reported that Walk to Connect will be holding two walking tours on Colfax. The first will take place on Friday, April 21st from 4 p.m. to 6 p.m. The tour will start at the East High School Esplanade and end at Park Avenue. On Sunday April 23rd, Walk to Connect will walk the entire length of Colfax.</p>
	<p>Adjourn</p> <p>There being no other business before the Board, upon a motion duly made by Director Vaughn, seconded by Director Balafas, and upon vote, unanimously carried, the Board adjourned the meeting at 11:09 a.m.</p>

Respectfully Submitted,



Secretary of the Meeting

COLFAX AVE

COLFAX BUSINESS IMPROVEMENT DISTRICT AND UPPER COLFAX COMMUNITY FOUNDATION

May 9, 2017 Regular Board Meeting Minutes
9:00 a.m.

UMB Bank, 1635 E. Colfax Avenue
Denver, CO 80218

	<p>Directors Present: Sean O'Connell, Jimmy Balafas, Vicky Hales, Ron Vaughn and Julia Grother</p>
	<p>Others Present: Denise Denslow & Patrick Shannon; CliftonLarsonAllen LLP Frank Locantore; CBID Community Director Michelle Valeri; CBID Public Information Coordinator Dawn Schilling; Schilling & Co. Jamie Licko; Centro Jack Curtin; Front Range Services</p>
	<p>Call to Order; Declaration of Quorum; Certification of Agenda Director O'Connell called the meeting to order at 9:07 a.m. Upon a motion duly made by Director Grother, seconded by Director Vaughn and upon a vote, unanimously carried, the Board approved the Agenda as presented.</p>
	<p>Consent Agenda</p> <ul style="list-style-type: none">A. Minutes from April 11, 2017 Regular Board MeetingB. April 2017 Maintenance Report, Front Range ServicesC. Review and Consider Approval of Resolution No. 2017-05-01 Designating Location for Posting of 24-Hour Notice for 2017 <p>Upon a motion duly made by Grother, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved the Consent Agenda as presented.</p>

	<p>Financial Items: Intended Outcome: <u>VOTE</u> to Approve the Financials</p> <p>A. CBID March 31, 2017 Financial Statements and Cash Position Report</p> <p>Ms. Schilling presented the March 31, 2017 Financial Statements and Cash Position Report. Upon a motion duly made by Director O'Connell, seconded by Director Hales, and upon vote, unanimously carried, the Board accepted the March 31, 2017 Financial Statements and Cash Position Report.</p> <p>B. CBID Claims Totaling \$26,162.59 and EFT Payments to Century Link and Xcel</p> <p>Ms. Schilling reviewed the claims with the Board. Upon a motion duly made by Director Grother, seconded by Director Hales, and upon a vote, unanimously carried, the Board approved the current claims totaling \$26,162.59.</p>
	<p>Staff Report</p> <p>Ms. Valeri reported on the following topics:</p> <ul style="list-style-type: none"> • Content for website has been sent to the developer and the website should be up and running in a couple of weeks • Characters of Colfax will officially launch in June • <i>Art-i-fax: Reflections</i> is going to be August 5th, and the theme is going to be reflections of the past that got us to this point and reflect upon future opportunities for the Colfax community. <p>Mr. Locantore reported on the following topics:</p> <ul style="list-style-type: none"> • GO Bond, see Topic 1, below • With Director Andy Baldyga, held meeting with Public Works Director of Transportation & Mobility, Crissy Fanganello. He stated no system is in place for new property owners and businesses to contact the BID when moving to the District, and those systems need to be put in place through Community Planning & Development and Public Works Departments • Discussion ensued regarding relationships with brokers and the need to discuss vacancies on the street.

	<p>TOPIC 1: GO Bond Intended Outcome: Progress report and vote to allocate video production funds</p> <ul style="list-style-type: none"> A. Update on Colfax Collaborative Project Recommended by Committee B. Process Moving Forward through Executive Committee, then Mayor and Finally City Council Vote C. Strategy to Ensure we are on the Final Ballot D. Request for "up to \$1,000" Expense Pooled with 3 Other Colfax BID's for Video Production <p>Mr. Locantore explained the four stages of the GO bond process and provided an update on the meetings. The four Colfax BID's are considering funding a video to present plans to the Mayor and Council. Upon a motion duly made by Director O'Connell, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved to allocate \$1,000 to apply to creation of video.</p>
	<p>TOPIC 2: Streetscape Financing Intended Outcome:</p> <ul style="list-style-type: none"> A. Update from Ms. Licko on financing scenarios; stakeholder outreach meetings; and needed Op Plan revision B. Power Point Presentation <p>Ms. Licko presented the Colfax Streetscape Design Master Plan Funding Considerations and Opportunities presentation. The presentation included a refresher on the Colfax Ave Streetscape Plan, how to find funding, key city funding tools and expanding CBID's capacity. The Board discussed and provided feedback.</p> <p>Discussion also about how best to present as well as mill levy increase scenarios.</p> <ul style="list-style-type: none"> C. Feedback on Budget Allocation for Streetscape Element Installation prior to October --Potential VOTE on amount <p>This item was deferred to the next meeting.</p>

	<p>Other Items, Announcements</p> <p>A. Ride-walk of Silence on May 17th in Cheeseman Park</p> <p>Mr. Locatore explained that the event is to recognize those killed in auto-pedestrian accidents in Denver.</p> <p>B. Other</p> <p>Director O'Connell stated Mr. Locantore and Ms. Valeri have reached out to a Public Relations firm to assist with media questions related to the Streetscape Plan and Colfax in general. The Board discussed merits of hiring a PR firm, versus developing a plan internally.</p>
	<p>Adjourn</p> <p>There being no other business before the Board, upon a motion duly made by Director Balafas, seconded by Director Baldyga, and upon vote, unanimously carried, the Board adjourned the meeting at 11:14 a.m.</p>

Respectfully Submitted,



Secretary of the Meeting

COLFAX AVE

COLFAX BUSINESS IMPROVEMENT DISTRICT AND UPPER COLFAX COMMUNITY FOUNDATION

June 13, 2017 Regular Board Meeting Minutes

9:00 a.m.

UMB Bank, 1635 E. Colfax Avenue

Denver, CO 80218

	<p>Directors Present: Sean O'Connell, Jimmy Balafas, Vicky Hales, Ron Vaughn and Andy Baldyga</p>
	<p>Others Present: Patrick Shannon; CliftonLarsonAllen LLP Frank Locantore; CBID Director Michelle Valeri; CBID Public Information Coordinator Jamie Licko; Centro Jack Curtin; Front Range Services</p>
	<p>Call to Order; Declaration of Quorum; Certification of Agenda Upon a motion duly made by Director Vaughn, seconded by Director Balafas, and upon a vote, unanimously carried the meeting was called to order at 9:09 a.m., and the absences of Directors Grother and Hammond were excused. Upon a motion duly made by Director Vaughn, seconded by Director Hales and upon a vote, unanimously carried, the Board approved the Agenda as presented.</p>
	<p>Consent Agenda</p> <ul style="list-style-type: none">A. Minutes from May 9, 2017 Regular Board MeetingB. May 2017 Maintenance Report, Front Range Services <p>Upon a motion duly made by Director O'Connell, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved the Consent Agenda as presented.</p>

	<p>Financial Item: Intended Outcome: <u>VOTE</u> to Approve the Financials</p> <p>A. CBID April 30, 2017 Financial Statements and Cash Position Report</p> <p>B. CBID Claims Totaling \$TBD and EFT Payments to Century Link and Xcel</p> <p>Due to the absence of Ms. Schilling, these items were tabled to the July Board meeting.</p>
	<p>Staff Report</p> <p>Mr. Locantore reported on the following topics:</p> <ul style="list-style-type: none"> • Discussion about maintaining area around the Sinclair Gas Station • Talking to a number of groups about the streetscape project. Presenting to RESIDENCES AT Franklin Park • Mr. Locantore mentioned that upcoming expenses related will surpass maximum allowed by debit card. Discussion of need for credit card due to upcoming permitting requirements. Director Hales suggested cashier's checks from FirstBank for large purchases. Mr. Locantore will try to get invoices whenever possible so Ms.Schilling can cut checks. <p>Ms. Valeri reported on the following topics:</p> <ul style="list-style-type: none"> • Website has been launched • Launched characters on Colfax June 5th; there will be one new article per month
	<p>TOPIC 1: GO Bond Intended Outcome:</p> <p>A. Background and context for financing, Topic 2</p> <p>Ms. Valeri reported on the following topics:</p> <ul style="list-style-type: none"> • GO Bond funding for Colfax BIDs being cut from \$20 million to \$6 million. However, believe good chance at getting full funding from City Council <p>Mr. Locantore reported on the following topics:</p> <ul style="list-style-type: none"> • Councilmen with districts along Colfax support the streetscape

	<p>TOPIC 2: Finance Strategy Intended Outcome: A. Focus Group update B. Scenario options</p> <p>Ms. Licko reported on the following topics:</p> <ul style="list-style-type: none"> • Reviewed the process to date, including CIP funding, GO Bonds and work with focus groups • Focus Group: mainly talked about how to address crime and homelessness on the street • Reviewed plan cost breakdown, explaining hard costs and soft costs • Reviewed several funding scenarios and how the phasing of plan would be impacted • How to message going forward • Discussion ensued surrounding next steps, including creating ways for businesses to contact mayor/council <p>Director O’Connell polled the Board to gauge commitment on moving forward with TABOR election. The consensus was to proceed as planned and be flexible as changes come.</p>
	<p>TOPIC 3: Security Patrols Intended Outcome: A. Update B. Plan Revision</p> <p>Mr. Locantore presented on the following topics:</p> <ul style="list-style-type: none"> • Coordinating patrols between Mile High Protective Services and DPD bike patrols • Conflict with Mile High – need greater clarity around their role. Mile High has suspended patrols for past couple of weeks <ul style="list-style-type: none"> - Mr. Locantore will meet with Mile High and police to make sure all parties are clear on responsibilities.
	<p>TOPIC 4: Art-i-fax: Reflections Intended Outcome: A. Update & Feedback</p> <p>Ms. Valeri noted that Art-i-fax is at August 12th from 10am to 4pm. Will be needing volunteers. Explained the sponsorship opportunities.</p> <p>Mr. Locantore stated that this will be a demonstration to show what the area will be like if closed to traffic. He is meeting with potential sponsors, including Illegal Pete’s. He is speaking with other businesses regarding a beer garden and food court.</p> <p>Ms. Valeri noted that there are a couple grants in process for Art-i-fax.</p>

	<p>Other Items, Announcements</p> <p>A. WalkDenver Gala</p> <p>Mr. Locantore stated that the event is on July 21, 2017 on 21st Street this year, and is hosted by the Downtown Denver Partnership.</p> <p>Upon a motion duly made by Director Balafas, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved to donate \$1,000 to 2017 WalkDenver Gala.</p> <p>B. PrideFest</p> <p>PrideFest is happening this weekend.</p> <p>C. Safe Places Campaign</p> <p>Mr. Locantore stated that the Safe Places Campaign is helping businesses to be safe places for gay youth. Decals on businesses saying that this is a safe place will be rolling out this week.</p> <p>Director Baldyga stated that Colfax is active at night. In future, maybe spotlight nightlife on Colfax.. Director O'Connell stated being open to that in the past, could promote events on website. Director Vaughn stated that community events could be put on electronic sign at Argonaut Liquors.</p>
	<p>Adjourn</p> <p>There being no other business before the Board, upon a motion duly made by Director O'Connell, seconded by Director Hales, and upon vote, unanimously carried, the Board adjourned the meeting at 11:00 a.m.</p>

Respectfully Submitted,



Secretary of the Meeting

RESOLUTION OF THE
BOARD OF DIRECTORS OF THE
COLFAX BUSINESS IMPROVEMENT DISTRICT

CONCERNING SPECIAL ELECTION TO BE HELD ON NOVEMBER 7, 2017
CONDUCTED BY MAIL BALLOT

WHEREAS, the Colfax Business Improvement District of the City and County of Denver, State of Colorado (hereinafter referred to as the "District"), is a duly organized and existing quasi-municipal corporation and political subdivision of the State of Colorado, existing and operating under and by virtue of the Constitution and laws of the State of Colorado, including but not limited to Part 12 of Article 25 of Title 31, C.R.S., as amended (the "Act"); and

WHEREAS, the Board of Directors of the District has determined that the interest of the District and the public interest or necessity demand the levy of taxes and/or creation of indebtedness and/or multiple fiscal year financial obligations to carry out the objects and purposes of the District, requiring the authorization to levy taxes and create general obligation indebtedness; and

WHEREAS, Const. Colo. Art. X, Sec. 20 decrees that elections concerning ballot issues shall be decided, inter alia, in a state general election, biennial local district election, or on the first Tuesday in November of odd-numbered years; and

WHEREAS, accordingly, the Board of Directors of the District has determined to submit to the electors of the District, at the special election to be held on November 7, 2017, the ballot issue(s) set forth in **Exhibit A** hereafter; and

WHEREAS, pursuant to Section 1-13.5-101, et seq., C.R.S., the governing body of any political subdivision may make the determination to hold an election by mail ballot; and

WHEREAS, the district may choose to conduct an independent mail ballot election instead of coordinating with the county for a November election; and

WHEREAS, if such a determination is made, a designated election official shall be appointed by the governing body of the political subdivision to supervise the conduct of the election;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Colfax Business Improvement District of the City and County of Denver, Colorado:

1. That a special election to be conducted by mail ballot be called and held on November 7, 2017, within the Colfax Business Improvement District at which election the eligible electors shall vote for the levy of taxes and/or the creation of indebtedness and/or multiple fiscal year financial obligations and other matters as described in the ballot issues and questions set forth in **Exhibit A** hereafter and certified to the designated election official no later than 60 days prior to the election, including the authority to appoint election judges pursuant to Section 1-7.5-401(2), C.R.S.;

2. That pursuant to the Ordinance of the City and County of Denver, Colorado, creating the District, and this Resolution, Susan Schledorn of Spencer Fane LLP is hereby appointed to serve as the Designated Election Official for the conduct of the election. The Designated Election Official is hereby granted the authority to undertake all reasonable actions that are necessary or convenient for the conduct of the election;

3. That the election shall be held and conducted in accordance with the Colorado Local Government Election Code, Article 13.5 of Title 1, C.R.S., as supplemented by Const. Colo. Art. X, Sec 20, the applicable Current Rules and Regulations Governing Election Procedures of the

Secretary of State of the State of Colorado, and other relevant Colorado and federal law (collectively, hereafter all such law and rules shall be referred to as the "Relevant Law");

4. That should any part or provision of this Resolution be adjudged unenforceable or invalid, such judgment shall not affect, impair, or invalidate the remaining provisions of this Resolution, it being the intention that the various provisions hereof are severable;

5. That all acts, orders, resolutions, or parts thereof, of the District that are inconsistent or in conflict with this Resolution are hereby repealed to the extent only of such inconsistency or conflict;

6. That the provisions of this Resolution shall take effect immediately;

7. That all past actions taken by the District, its Board members individually and collectively, officers, agents, attorneys, and consultants directed toward the lawful conduct of the election were done in the best interests of the District and said actions are hereby ratified and confirmed as if originally taken with full authority.

8. That in the event of a conflict between this Resolution and Relevant Law, the Relevant Law shall control.

ADOPTED AND APPROVED as of the 9th day of August, 2017.

COLFAX BUSINESS IMPROVEMENT DISTRICT

By: 
President

ATTEST:


Secretary

COLFAX AVE

COLFAX BUSINESS IMPROVEMENT DISTRICT AND UPPER COLFAX COMMUNITY FOUNDATION

August 8, 2017 Regular Board Meeting Minutes

9:00 a.m.

UMB Bank, 1635 E. Colfax Avenue

Denver, CO 80218

	<p>Directors Present: Sean O'Connell, Jimmy Balafas, Vicky Hales, Ron Vaughn and Andy Baldyga</p>
	<p>Others Present: Denise Denslow; CliftonLarsonAllen-LLP Rick Kron; Spencer Fane LLP Frank Locantore; CBID Director Michelle Valeri; CBID Public Information Coordinator Jamie Licko; Centro Ms. Raville; Harm Reduction Action Center</p>
	<p>Call to Order; Declaration of Quorum; Certification of Agenda The meeting was called to order at 9:07 a.m. by Director O'Connell and the absences of Director Grother was excused. Upon a motion duly made by Director Balafas, seconded by Director Hales, and upon a vote, unanimously carried, the Board approved the Agenda as presented.</p>
	<p>Consent Agenda</p> <ul style="list-style-type: none">A. Minutes from July 11, 2017 Regular Board MeetingB. July 2017 Maintenance Report, Front Range Services <p>Upon a motion duly made by Director Vaughn, seconded by Director Baldyga, and upon a vote, unanimously carried, the Board approved the Consent Agenda as presented.</p>

	<p>Financial Item: Intended Outcome: <u>VOTE</u> to Approve the Financials</p> <p>A. CBID June 30, 2017 Financial Statements and Cash Position Report</p> <p>Ms. Denslow presented the June 30, 2017 Financial Statements and Cash Position Report. Upon a motion duly made by Director O'Connell, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board accepted the June 30, 2017 Financial Statements and Cash Position Report.</p> <p>B. CBID Claims Totaling \$33,200.09 and EFT Payments to Century Link and Xcel</p> <p>Mr. Locantore reviewed the July claims with the Board, noting items that were not standard monthly expensed, most due to the block party. Discussion ensued regarding the claims. Upon a motion duly made by Director Hales, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board ratified the July claims and EFT payments.</p> <p>C. Missing Receipt Approval Form for July</p> <p>Ms. Denslow presented the Missing Receipt Approval Form for July to the Board and explained that going forward, approval of Missing Receipt Approval Forms will be regularly included.</p>
	<p>Staff Report</p> <p>Mr. Locantore reported on the following topics:</p> <ul style="list-style-type: none"> • Mr. Locantore noted that services with Mile High Protection were discontinued due to communication challenges. Daily reports will be verified prior to final invoice payment. Discussion followed regarding safety services. <p>Ms. Valeri reported on the following topics:</p> <ul style="list-style-type: none"> • Ms. Valeria reported on Art-i-fax which will be held on August 12th. There are 15 sponsors, four bands, and live chalk performances.
	<p>TOPIC 1: Harm Reduction Action Center Intended Outcome:</p> <ul style="list-style-type: none"> A. Harm's role and a new harmful street drug heading west B. Ideas to stop public bathroom overdoses <p>Ms. Raville, from Harm Reduction Action Center, presented on their role in the Colfax community, and information on drug use and death in Colorado. She noted that there is currently an overdose epidemic in the United States. Ms. Raville discussed the concept of providing a controlled environment for intravenous drug users, to get them out of public restrooms. Ms. Raville asked the Board for their support for the program. The Board thanked Ms. Raville for her time.</p>

	<p>TOPIC 2: Ready, Willing, Working – what is it? Intended Outcome:</p> <ul style="list-style-type: none"> A. Understand the basic structure of what the Washington DC Capitol Hill BID (Michelle’s old “boss”) did with their “Clean Team.” B. Is there an appropriate way to apply this concept to Colfax? <p>Ms. Valeri presented the Ready, Willing, and Working program to the Board. This program puts homeless people to work, providing them with salaries and benefits, as well as education programs. Discussion followed regarding potentially starting a similar program here on Colfax.</p>
	<p>TOPIC 3: What are the specific 2018 outcomes we want? Intended Outcome:</p> <ul style="list-style-type: none"> A. For the streetscape plan? B. For safety? C. For placemaking? D. For businesses and property owners? E. For organizational alliances? F. For street maintenance? G. For BID, itself? (Identity, communications, events, etc.) H. Other? <p>Mr. Locantore presented the topic of 2018 outcomes. The Board members were asked to consider ideas in the categories noted above.</p> <p>Discussion regarding the topics for 2018 outcomes ensued. The following items were identified as potential priorities.</p> <p>First:</p> <ul style="list-style-type: none"> 1. Finalize (A) Plan(s) – Logistics and Timeline 2. “Way-finding” 3. Colfax Safety Coalition 4. Continued Police Engagement 5. Arti-i-fax and Other 6. Monthly “Rising Tides” 7. BID Contracts and Peers <p>Second:</p> <ul style="list-style-type: none"> 1. Owner’s Rep
	<p>TOPIC 4: Prioritizing 2018 Intended Outcome:</p> <ul style="list-style-type: none"> A. Determine our top 3 priorities B. Assign a percentage of our “non-fixed” budget to our priorities <p>The Board discussed the 5.5% revenue limitations.</p>

	<p>TOPIC 5: Cookies for Tabor organizing Intended Outcome: A. Identify relationships and outreach B. Assign tasks</p> <p>Mr. Rick Kron, from Spencer Fane, was present to provide the Board information on the upcoming November Tabor election, which is intended to approve an increase in the mill levy for the purpose of incurring debt for the streetscape enhancement project. Mr. Kron walked the Board through the election cycle, and noted that the ballot would need to be certified in early September. He recommends combining both the mill levy and Tabor questions into one. The Board has a resolution on the agenda for consideration that will, if approved, call for the election. Ms. Susan Schledorn, paralegal for Spencer Fane, will be assigned to manage the election process for CBID.</p> <p>Mr. Kron discussed the different components of the election questions with the Board. Ms. Licko recommended that the Board use the August assessed valuations for the purposes of drafting the election questions.</p> <p>Upon a motion duly made by Director O'Connell, seconded by Director Vaughn and upon vote, unanimously carried, the Board approved the Resolution Concerning Special Election to be held on November 7, 2017 Conducted by Mail Ballot.</p>
	<p>Other Items, Announcements</p> <p>A. Neighborhood Planning Initiative update</p> <p>This item was not discussed due to time constraints.</p> <p>B. Bus Rapid Transit (BRT) update</p> <p>The Board discussed the emails that were provided in their packet from business owners with concerns about the current BRT plan. The Board discussed CBID's involvement in the process; Mr. Locantore will continues to represent the interest of the BID.</p>
	<p>Adjourn</p> <p>There being no other business before the Board, upon a motion duly made by Director Balafas, seconded by Director Vaughn, and upon vote, unanimously carried, the Board adjourned the meeting at 1:23 p.m.</p>

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: Sean O'Connell
3010 Irving Street
Denver, CO 80211
720-290-5146 (c) 303-837-1002
E-mail: seanoconnell@livenation.com
Work- Filmore Auditorium
1510 Clarkson St. Denver 80218
Term exp: 12.31.18
(last)
- Vice Chair: Jimmy Balafas
Kentro Group
1509 York Street, Suite 201
Denver, CO 80206
303.355.5565 x202 720.320.5585 © 303.333.1042 (f)
E-mal: jbkentrogroup.com
1555 Blake Street, Unit 905, 80202
Term exp: 12.31.17
(last)
- Asst. Sec: Julia Grother
179 South Newton Street
Denver, CO 80219
E-mail: Julia@sassafrasamericaneatery.com
Term exp: 12.31.18
- Secretary: Gardner Hammond
1142 Ogden Street
Denver, CO 80206
E-mail: ghammond@alpinedogbrewery.com
Term exp: 12.31.18
- Director: Andy Baldyga
1540 Race Street
Denver, CO 80206
abaldyga@msn.com
303-949-9585
Term exp: 12.31.19
- Treasurer: Vicky Hales
UMB Bank
Branch Manager
1635 E. Colfax Avenue
Vicky.Hales@umb.com
Term exp: 12.31.17
Appt. 2017

Secretary:

Ron Vaughn
Argonaut Liquor, Co-Owner
760 E. Colfax Avenue
Ron@ArgonautLiquor.com
303-831-7788

Term exp: 12.31.19
(last)

2017 Accomplishments

There are still more accomplishments to come in the final quarter of 2017. This is a snapshot of the successes we had with streetscape, safety, and other programs.

Streetscape

- Completed conceptual master streetscape design plan
- Identified and implemented plan to finance the \$10.5 million streetscape build out
- Secured \$500,000 at the end of 2016 in Capital Improvement Program funding for bringing four Colfax BIDs plans to 30% design and therefore eligible for GO Bond funding
- Advocated for and successfully secured \$20 million line item in the GO Bond for Colfax safety improvements
- Produced a three-minute video on the safety challenges for pedestrian at the five-point intersection of Franklin-Park Ave-Colfax

Safety

- In October 2016, we secured our first dedicated-to-Colfax bike police patrols resulting in more police presences and more arrests
- In July 2017, we succeeded in expanding the number of dedicated Colfax bike and car patrols to nearly 24/7 coverage
- Established the *Colfax Safety Coalition* as a way to bring together the broad-based expertise of various city agencies, businesses, property owners, residents, social service providers, the District Attorney, City Attorney, Mayor's Office, and the faith community to address the complex and intersecting issues and problems within the Colfax community
- One result so far from the Colfax Safety Coalition is a working group focused on securing more trespass agreements from business and property owners

Businesses & Property Owners

- Facilitated community dialogue regarding the development of the former "Smiley's Laundromat" that resulted in support for demolishing the existing building in order to gain an active storefront streetscape, offices, and 180+ new housing units
- Worked with various Colfax businesses to find new locations or help expand their existing concepts
- Help some businesses get media attention during the launch of "Safe Places" campaign with DPD6 and The GLBT Center
- Began research on developing a 2018 "Colfax Champs" program that would be part clean team for litter and graffiti removal in addition to enhancing business outreach efforts

Communications, Marketing, & Outreach

- Increased media attention on Colfax with significant focus on safety improvements related to the \$500,000 allocation from Capital Improvement Program funding, and inclusion on the GO Bond
- Implemented our new brand identity with street light banners, website, and newsletter
- Launched our sister website, “Characters of Colfax” to spotlight the people, places, and events that exemplify the *Colfax character*
- Made a dozen presentations to surrounding neighborhood organizations and residential communities about our streetscape plan
- Acquired over 100 survey responses during our August 12th *Art-i-fax: Reflections Street Party* event on what the community most likes about a potential permanent plaza off Colfax

2018 Colfax Ave BID Operations Plan Priorities

In 2018, the Colfax Ave BID will build upon our past successes to continually improve the Colfax community as a clean, safe, and friendly place to be. We have three A-level priorities of *Streetscape*, *Safety*, and *Business/Property owner support*, which are bolstered by our B-level priorities of *Events*, *Marketing*, and *Organizational*.

One organizational priority intersects at least three of our priorities that we are temporarily calling “Colfax Champs.” For three months in the 2018 summer, we will pilot the *Colfax Champs* project by working with our street maintenance vendor and local non profits to help those struggling with securing stable employment work as part of a clean team/ambassador program.

1. Streetscape

- 1.1. Implement streetscape plan, logistics, and timeline/phasing for the buildout; coordinate with City agencies working on Colfax for the BRT and GO Bond
- 1.2. Choose element(s) to install in 2018, such as *wayfinding* signage that could be attached to our pedestrian poles
- 1.3. Explore the value and feasibility of assistance from an “owner’s rep” to make sure that our streetscape plan is implemented per our vision through GO Bond and BRT designs
- 1.4. Execute and evaluate the effectiveness of our summer pilot “Colfax Champs” program for how it improves our clean, safe, and friendly mission for the avenue
- 1.5. Expand maintenance attention to side streets with storefronts, and identify improvements near the State Capitol

2. Safety

- 2.1. Attend to and nurture the Colfax Safety Coalition with broad involvement and detailed involvement
- 2.2. Continue working with the Denver Police District 6 leaders

- 2.3. Create some crime prevention through environmental design (CPTED) “kit” that can help property owners with both occupied and vacant storefronts
- 2.4. Incorporate the *Colfax Champs* pilot over the summer to share safety information with businesses
- 2.5. Establish a safe and effective manner for our *Champs* to share with police and social service providers what they are seeing on the street
- 2.6. Explore how our work with the 7-11 on a safety plan can be replicable with other businesses on Colfax
- 2.7. Work with Denver Real Estate Department, City Council, Denver Police, Office of Economic Development, developers and others to redevelop the city-owned parcel at 701 E. Colfax where the District 6 police station is currently located.

3. Business/Property owner support

- 3.1. Pay attention to the diversity of the businesses and property owners that are getting involved, what they are interested in, and how we can best help
- 3.2. Attend to those that bring different perspectives who are not currently involved with the BID
- 3.3. Hold periodic “Rising Tides” and other meetings to address relevant issues to the businesses and property owners
- 3.4. Provide materials to the *Champs* team members that they can distribute weekly to our business community
- 3.5. Create a “Getting the Fax” presentation and to use when having individual conversations with developers, real estate brokers, Office of Economic Development, bankers, etc.
- 3.6. Work with the Denver Public Works Department to outline a parking strategy for the corridor
- 3.7. Work with business owners to identify events that can showcase their businesses and the area

4. Events

- 4.1. Organize 2018 Art-i-fax with a BID-driven working group including community members, Residences at Franklin Park, Public Works, Parks & Recreation, Councilmen New and Brooks
- 4.2. Host our November Annual Meeting to report out to our community

5. Marketing

- 5.1. New seasonal banners with our new brand
- 5.2. 80% Colfax businesses and 50% of all businesses with a listing on our website business pages
- 5.3. Branded *Colfax Champs* pilot project with uniforms and materials

6. Organizational

- 6.1. Establish advisory committees and other “feeder systems” that can involve business and property owners and help us identify who can be good future board members
- 6.2. Maintain strong BID relationships with other Colfax BIDs, Golden Triangle, and the Downtown Denver Partnership

- 6.3. Evaluate the need and value of having “sister non profit” to the BID
- 6.4. Continually evolve staff roles/responsibilities as the BID builds out the streetscape plan and involves the community on various efforts