

2018 Operating Plan

Bluebird Business Improvement District

2018 Bluebird Business Improvement District Operating Plan Overview

The Bluebird Business Improvement District (the “District”) was formed by the City Council in and for the City and County of Denver (the “City”) pursuant to Ordinance No. 292, Series 2013, on June 24, 2013. The District boundaries are bordered by St. Paul St. on the West, Colorado Blvd. on the East, 14th Avenue on the South and 16th Avenue on the North. The District consists of a total of nine East Colfax blocks. There are 46 individual property owners and 57 businesses within the 9-block District boundaries, a land area of 478,333 sq. ft. with an assessed valuation of \$10,720,400 as of August 22, 2017. The District will impose a mill levy of 10 mills for collection next year on all taxable commercial property located within its boundaries, projected to be approximately \$106,132.

2018 Bluebird Business Improvement District Operating Plan Statement

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

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

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

Administrative operations will include seeking additional District funding through grant applications, fundraising and special events.

A. Marketing & Communications

- The District is committed to informing and updating its constituents on a timely basis through its interactive website and email system, social media, public board meetings, news releases, newsletters, calendar of events and by reporting City and State projects and programs pertinent to the District.
- From time to time, the District also will survey its constituents for their opinions on necessary District physical improvements and retail and business services and community-related issues, (e.g. public safety, pedestrian safety, vehicular and bike traffic, etc.)
- The District hosts many annual events each year that are designed to engage with the community and highlight area businesses. These events include Tasty Colfax and Boo and Brew. Hundreds of participants visit area businesses to enjoy foods, music and services in the district. The district will employ an event coordinator to increase attendance, visibility and income from events.
- The District will update its logo and complete website upgrades and improvements.
- The District will continue to use the street improvement designs to guide planned improvements along Colfax Ave.

B. Maintenance, Capital Improvements & Public Safety

- The District will maintain amenities that it owns as well as key streetscape amenities such as existing pedestrian lights, trees, and grates.
- The District will continue to make modest investments in streetscape improvements with capital investments.
- In addition, it plans to continue its work with the Colfax Collaborative to obtain and guide outside funding that supports Small Area Plan recommended improvements to pedestrian and bicycle safety and access to the District and its businesses. This includes proposed crossing enhancements that were prioritized by district stakeholders and we succeed in getting on the ballot for GO bond funding.
- The District will maintain relationships with the Denver Police Department and local community officers. The District will also build on relationships with Public Works to address infrastructure needs related to public safety.
- The District is working with property owners to plant trees.
- The District is in the process of soliciting artists for the fabrication and installation of functional art to enhance district identity and a sense as a place.

C. Economic & Business Development

- The District Small Area Plan identifies priorities through investment that are targeted at supporting and boosting businesses. These programs include zoning and redevelopment support, improving the customer experience by enhancing the streetscape and improving pedestrian safety, promotions for area residents, support for business-sponsored events.
- The District will continue to support business owners who seek to redevelop vacant or underutilized parcels. The District will support development through community outreach and zoning technical support.
- The District will continue to promote the district and support businesses through events that bring visitors to the area. Events are focused at bringing visitors into establishments, while promoting community engagement and support for the District.
- The District will focus on changes to the sign code, such as through an overlay district, that supports Colfax's unique character as Denver's historic Main Street, working collaboratively with other Colfax business districts and business owners.
- The District will continue to work with the City and County of Denver on main street zoning revisions responsive to business and property owner input. This has the potential reduce costs for developers and encourage development in the district.
- The District hosted or attended several meetings regarding bus rapid transit and transportation to support access to and through the district, which supports economic development. The District will continue to work with Public Works on BRT planning initiatives.
- The District is engaged with the Denveright planning work and will continue to participate in focus groups and sessions to advocate for business and property owner needs and concerns.
- The District will continue to participate in the East Central Neighborhood Planning Initiative as steering committee members.

D. Administrative Services

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

Operating Plan & Budget

Supporting Material Table of Contents

1. 2017 Year to date “budget to actual” financial reports
2. Any materials departures from the 2017 Operating Plan, and an explanation
3. A copy of your Public Notice publication for the 2018 Budget
4. The status of any planned or outstanding indebtedness
5. The results of any audits conducted during the year, if not already submitted.
6. A copy of the By-laws, if any, in effect in 2017/2018
7. A list of official board actions (motions) in the past year.
8. Current list of all Board members including name, address, phone, fax and e-mails as well as term appointment and expiration date.
9. Board members attendance records for the past year.
10. A list of activities performed and planned for 2016 (and 2017);
11. Documented tangible impacts and performance measures that your BID provides and tracks. For instance this could include trend occupancy rates, business or citizen surveys, crime rates, lease rates, taxable retail sales, number of jobs created, pedestrian/visitor counts, and business license revenues. Any additional information would be beneficial for the City Council budget approval process.

1. 2017 Year to date “budget to actual” financial reports. Please see ATTACHED August budget to actual report.

Bluebird Business Improvement District

BUDGET VS. ACTUALS: 2017 - FY17 P&L

January - December 2017

	Actual	Budget	over Budget	Total Remaining
INCOME				
Other	13,414.23	25,000.00	-11,585.77	11,585.77
In Kind	1,612.55		1,612.55	-1,612.55
Total Other	15,026.78	25,000.00	-9,973.22	9,973.22
Ownership Taxes	5,738.43	5,400.00	338.43	-338.43
Property Taxes	83,847.84	86,686.00	-2,838.16	2,838.16
PS You are Here	440.00		440.00	-440.00
Total Income	105,053.05	117,086.00	-12,032.95	12,032.95
GROSS PROFIT	105,053.05	117,086.00	-12,032.95	12,032.95
EXPENSES				
Adminstration				
Accounting/Audit	500.00	700.00	-200.00	200.00
Advisory Services Consulting - Dan	9,040.00	13,560.00	-4,520.00	4,520.00
Bookkeeping	1,600.00	2,400.00	-800.00	800.00
Computer and Internet Expenses	555.50	1,452.00	-896.50	896.50
Insurance	1,434.51	1,500.00	-65.49	65.49
Legal - Social Impact	4,800.00	7,200.00	-2,400.00	2,400.00
Legal Advertisement		500.00	-500.00	500.00
Memberships	286.19	500.00	-213.81	213.81
Operations Director - Anne	8,000.00	12,000.00	-4,000.00	4,000.00
Placemaking Design & Services	2,816.15	5,278.00	-2,461.85	2,461.85
Total Adminstration	29,032.35	45,090.00	-16,057.65	16,057.65
Capital Improvments		38,146.00	-38,146.00	38,146.00
Maintenance				
Contract Services	259.00		259.00	-259.00
Streetscape	5,320.12	9,650.00	-4,329.88	4,329.88
Utilities	803.85	1,200.00	-396.15	396.15
Total Maintenance	6,382.97	10,850.00	-4,467.03	4,467.03
Marketing				
Advertising/ PR	1,600.00	3,000.00	-1,400.00	1,400.00
Events	19,556.63	15,000.00	4,556.63	-4,556.63
Website Upgrade/Maint.	1,665.00	5,000.00	-3,335.00	3,335.00
Total Marketing	22,821.63	23,000.00	-178.37	178.37
Meals and Entertainment	108.00		108.00	-108.00
Printing	10.42		10.42	-10.42
Total Expenses	58,355.37	117,086.00	-58,730.63	58,730.63
NET OPERATING INCOME	46,697.68	0.00	46,697.68	-46,697.68
OTHER INCOME				
Interest Earned	0.38		0.38	-0.38
Total Other Income	0.38	0.00	0.38	-0.38
NET OTHER INCOME	0.38	0.00	0.38	-0.38

	Actual	Budget	over Budget	Total Remaining
NET INCOME	\$46,698.06	\$0.00	\$46,698.06	\$ -46,698.06

2. Any material departures from the 2017 Operating Plan, and an explanation.

BBID had no material departures from the 2017 Operating Plan.

3. A copy of your Public Notice publication for the 2018 Budget, SEE ATTACHED.

Legal/Public Notice

DenverPost.com



NOTICE AS TO PROPOSED BUDGET

NOTICE IS HEREBY GIVEN that the proposed budget for the ensuing year of 2018, has been submitted to the Bluebird Business Improvement District ("District"). Such proposed budget will be considered at the regular meeting of the Board of Directors of the District to be held at **10:30 a.m. on Tuesday, October 17th, 2017, at 3121 E. Colfax Ave, Denver, Colorado**.

Copies of such proposed budget for fiscal year 2018 are available for inspection by the public at the offices of the District, 3121 E. Colfax Ave, Denver, Colorado, and at www.bluebirddistrict.org. Any interested elector within the District may, at any time prior to the final adoption of the proposed budget for the ensuing year 2018, file or register any objections thereto.

Dated September 26, 2017

BLUEBIRD
BUSINESS IMPROVEMENT DISTRICT

By: /s/ Tom Secrist, Secretary/Treasurer

NOTICE AS TO PROPOSED BUDGET

NOTICE IS HEREBY GIVEN that the proposed budget for the ensuing year of 2018 has been submitted to the West Colfax Business Improvement District ("District"). Such proposed budget will be considered at the regular meeting of the Board of Directors of the District to be held at 5:00 p.m. on **Monday, October 16, 2017, at 3275 W 14th Ave #202**, Denver, Colorado.

Copies of such proposed budget for fiscal year 2018 are available for inspection by the public at the offices of the District, 3275 W. Colfax Avenue, #202, Denver, Colorado, and at www.westcolfaxbid.org. Any interested elector within the District may, at any time prior to the final adoption of the proposed budget for the ensuing year 2018, file or register any objections thereto.

Dated September 12, 2017.

WEST COLFAX
BUSINESS IMPROVEMENT DISTRICT

By: /s/ Rene Doubleday, Secretary

Denver District Court, 1437 Bannock Street, Denver, CO 80202
In the Matter of the Petition of: Parent/Petitioner: Nunez, Charlene Christine, for

Minor Child: Garcia, Mattison Connie

To change the child's name to: Mattison Connie Nunez

Case Number: 17CV509, Courtroom: 316

NOTICE TO NON-CUSTODIAL PARENT BY PUBLICATION

Notice to: Matt Garcia III, non-custodial parent

Notice is given that a hearing is scheduled as follows:

Date: October 24, 2017, Time: 11:00 AM

Location: 1437 Bannock Street, Courtroom 316, Denver, CO 80202 for the purpose of requesting change of name for Mattison Connie Garcia

At this hearing the Court may enter an order changing the name of the minor child.

To support or voice objection to the proposed name change, you must appear at the hearing.

Date: 09/06/2017

Charlene C. Nunez

7471 Irving Street, Westminster, Co 80031

NOTICE

To: First Mortgagees of Lots in the Edge at Stapleton Homeowners Association

Date: September 12, 2017

Re: Notice of Proposed Declaration Amendment

The purpose of this notice is to provide written notice of the proposed Sixth Amendment to the Declaration of Covenants, Conditions and Restrictions of The Edge At Stapleton Townhomes ("Sixth Declaration Amendment") to first mortgagees/first deed of trust beneficiaries of Lot(s) within the community of The Edge at Stapleton Homeowners Association ("Association"), pursuant to C.R.S. § 38-33.3-217(1)(b)(i). The Association, through its Board of Directors and with assistance from legal counsel, has prepared the proposed Sixth Declaration Amendment to the existing Declaration of Covenants, Conditions and Restrictions of The Edge at Stapleton Townhomes, a Planned Community, which is located in the City and County of Denver, State of Colorado, and which was recorded in the real property records of the City and County of Denver, Colorado on April 25, 2011, at Reception No. 2011044861, as it may have been amended and supplemented from time to time (the "Declaration"). The purpose of the Sixth Declaration Amendment, generally, is to remove certain dispute resolution procedures from the Declaration and other specific provisions that are favorable to the Declarant.

If you do not deliver to the Association a negative response within sixty (60) days after the date of this notice you shall be deemed to have approved the proposed Declaration Amendment, pursuant to C.R.S. § 38-33.3-217(1)(b)(i). You may deliver your response in writing to the Association, c/o Moeller Graf, P.C., 385 Inverness Pkwy., Suite 200, Englewood, CO 80112, but you are not required to respond.

Please review this notice carefully. It may affect your rights in the Lot within the Association's community in which you may have an interest.

A copy of the proposed Declaration Amendment may be obtained by contacting attorneys Moeller Graf, P.C., at 720-279-2568 or via email at gzinth@moellergraf.com

Denver Probate Court, Denver County, Colorado
1437 Bannock Str. Rm 230, Denver, CO 80202

In the Interests of:

Ninamarie Denison

Case Number: 17PR31110

Division: 1 Courtroom: 224

Attorney:

The Law Offices of W. Dan Mahoney, P.C.

730 17th Street, Suite 340

Denver, CO 80202

Phone: 303-407-0484

Fax: 303-407-2400

E-mail: Dan@Mahoneylaw.net

NOTICE OF HEARING BY PUBLICATION PURSUANT TO § 15-10-401, C.R.S.

To: **Rose Marie Denison**

Last Known Address, if any: unknown

A hearing on Petition to settle Personal Injury Claim, for minor, Ninamarie Denison

Will be held at the following time and location or at a later date to which the hearing may be continued:

Date: November 6, 2017, Time: 9:00a.m.

Courtroom or Division: 224 & 1

1437 Bannock Str. Rm 230, Denver, CO 80202

W. Dan Mahoney

730 17th Street, Suite 340

Denver, CO 80202

NOTICE TO CREDITORS: Estate of **Annette Elisabeth Charlotte Graener a/k/a Annette Graener**, deceased, case #17PR30734. All persons having claims against the above-named estate are required to present them to the Personal Representative or to the Probate Court of City and County of Denver, State of Colorado **on or before January 14, 2018**, or the claims may be forever barred. Michael J. Holmes, PO Box 1084, Breckenridge, CO 80424.

NOTICE TO CREDITORS. Estate of **Agnes P. Topil, a/k/a Agnes Pint Topil, a/k/a Agnes Topil**, deceased, case # 2017PR30685. All persons having claims against the above-named estate are required to present them to the personal representative or to Denver Probate Court of the City and County, Colorado **on or before January 14, 2018** or the claims may be forever barred. Stanley Pint, Personal Representative, 915 Prairie Oak Drive, Belle Plaine, MN 56011.

NOTICE TO CREDITORS: Estate of **Doris Elizabeth Wright**, deceased, case #2017PR031025. All persons having claims against the above-named estate are required to present them to the Personal Representative or to the Denver Probate Court Denver County, Colorado **on or before January 28, 2018**, or the claims may be forever barred. Steven G. Wright, 1401 Lawrence St., Ste. 2300, Denver, Colorado 80202.

NOTICE TO CREDITORS. Estate of **Frederick R. Colinsworth**, deceased, case # 2017PR30906. All persons having claims against the above-named estate are required to present them to the personal representative or to District Court of Denver County, Colorado **on or before January 21, 2018** or the claims may be forever barred. Jack LeProwse, Attorney for Personal Representative, 7390 Lowell Boulevard, Westminster, CO 80030.

NOTICE TO CREDITORS: Estate of **Marlin Weaver**, deceased, case #17PR0349. All persons having claims against the above-named estate are required to present them to the Personal Representative or to the Denver Probate Court of the City and County of Denver, Colorado **on or before January 21, 2018**, or the claims may be forever barred. Cassandra Clark, 7145 Steinmeier Dr., Indianapolis, IN 46250.

WELCOME TO DENVER POST MEMBERSHIP



Activate your membership today and start saving more, experiencing more and accessing more coverage from Colorado's largest newsroom.

Visit DenverPostMemberServices.com for complete information.

THE DENVER POST
Membership

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

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

Bluebird Business Improvement District
Financial Statements

December 31, 2016

ACCOUNTANT'S COMPILATION REPORT

Board of Directors
Bluebird Business Improvement District

We have compiled the accompanying Balance Sheet – Governmental Fund and Account Groups of the Bluebird Business Improvement District as of December 31, 2016 and the related Statements of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – Governmental Fund for the year then ended. We have not audited or reviewed the accompanying financial statements and, accordingly, we do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist the management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit the Statements of Net Position, Statement of Activities, Management Discussion and Analysis and all of the disclosures required by accounting principles generally accepted in the United States of America. Accordingly, the accompanying financial statements are not intended to be used by readers who are not familiar with the District's financial affairs or informed about such matters that would be disclosed in complete financial statements.

Simmons & Wheeler P.C.

March 15, 2017

Bluebird Business Improvement District
Balance Sheet - Governmental Fund
December 31, 2016
See Accountant's Compilation Report

	<u>General Fund</u>	<u>Total All Funds</u>
Assets		
Current assets		
Cash in checking	\$ 52,790	\$ 52,790
Cash with County Treasurer	879	879
Prepaid Insurance	1,912	1,912
Taxes receivable	<u>86,686</u>	<u>86,686</u>
	<u>142,267</u>	<u>142,267</u>
Total Assets	<u><u>\$ 142,267</u></u>	<u><u>\$ 142,267</u></u>
Liabilities and Equity		
Current liabilities		
Accounts payable	<u>3,557</u>	<u>3,557</u>
	<u>3,557</u>	<u>3,557</u>
Total liabilities	<u>3,557</u>	<u>3,557</u>
Deferred Inflows of resources:		
Deferred property taxes	<u>86,686</u>	<u>86,686</u>
Total Deferred Inflows of Resources	<u>86,686</u>	<u>86,686</u>
Fund Balances:		
Nonspendable:		
Prepays	1,912	1,912
Restricted:		
Emergencies	3,513	3,513
Unassigned	<u>46,599</u>	<u>46,599</u>
Total Fund Balances	<u>52,024</u>	<u>52,024</u>

Bluebird Business Improvement District
Statement of Revenues, Expenditures and Changes in Fund Balance -Governmental Funds
Budget and Actual
For the Year Ended December 31, 2016
General Fund

See Accountant's Compilation Report

	Annual <u>Budget</u>	<u>Actual</u>	Variance Favorable <u>(Unfavorable)</u>
Revenues			
Property taxes	\$ 85,817	86,907	\$ 1,090
Specific ownership taxes	5,400	5,804	404
PS You Are Here	10,000	9,555	(445)
Mobility Grant	40,000	-	(40,000)
OED Grant	3,333	-	(3,333)
Interest income	-	169	169
	<u>144,550</u>	<u>102,435</u>	<u>(42,115)</u>
Expenditures			
Accounting	700	500	200
Treasure's fees	-	870	(870)
Bookkeeping	1,800	2,400	(600)
Donations	-	250	(250)
Advisory Services Consulting	13,560	13,560	-
Operations director	10,800	12,000	(1,200)
Insurance	1,500	1,676	(176)
Legal	7,200	7,200	-
Legal advertising	500	82	418
Membership	500	551	(51)
Bank charges	-	190	(190)
Computer	1,452	313	1,139
Placemaking design & services	24,612	11,962	12,650
Capital improvements	52,193	12,904	39,289
Advertising	6,000	537	5,463
Website upgrade	1,200	-	1,200
Events	5,000	7,973	(2,973)
Office supplies	-	25	(25)
Streetscape	3,000	21,408	(18,408)
Utilities	1,200	746	454
	<u>131,217</u>	<u>95,147</u>	<u>36,070</u>
Excess (deficiency) of revenues over expenditures	13,333	7,288	(6,045)
Fund balance - beginning	35,324	44,736	9,412
Fund balance - ending	<u>\$ 48,657</u>	<u>\$ 52,024</u>	<u>\$ 3,367</u>

6. A copy of the By-laws, if any, in effect in 2016/2017. Please see ATTACHED.

BLUEBIRD BUSINESS IMPROVEMENT DISTRICT BY-LAWS

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

ARTICLE I THE DISTRICT

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

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

Section 3. Boundaries of the District. The Service Area boundaries of the District are East 16th Avenue on the north, East 14th Avenue on the south, Colorado Blvd. on the east and St. Paul Street on the west. The boundaries of the District include any taxable real and personal property located within the Service Area, which is not classified for tax purposes as either residential or agricultural. Such residential and agricultural property located within the Service Area is not located within the District until such time as such property changes classification to commercial. A map of the Service Area boundaries and the approximate District boundaries is maintained in the office of the District.

ARTICLE II OFFICERS

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

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

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

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

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

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

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

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

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

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

ARTICLE III MEETINGS AND CONDUCT

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

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

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

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

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

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

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

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

ARTICLE IV FISCAL MATTERS

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

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

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

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

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

ARTICLE V AMENDMENTS

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

ARTICLE VI INDEMNIFICATION

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

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

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

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

ARTICLE VII RULES OF ORDER/PROCEDURES

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

Adopted on _____ 2013

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

- a. October 2016
 - i. Approved September board meeting minutes
 - ii. Approved September financial statements
 - iii. Approved Workers Compensation Rejection
- b. November 2016
 - i. No meeting held.
- c. December 2016
 - i. Approved November board meeting minutes
 - ii. Approved November financial statements
 - iii. Approved Reimbursement for Boo and Brew Expenses
 - iv. Approved Liability Insurance policy and rolling payment
 - v. Approved Front Range Proposal for Services not to exceed \$10,850
 - vi. Approved MOU for Denver Vision Zero
- d. January 2017
 - i. Approved December board meeting minutes
 - ii. Approved December financials
 - iii. Approved \$250 for Bluebird District Happy Hour
 - iv. Approved Simmons and Wheeler compiled financials contact extension
- e. February 2017
 - i. Approved January board meeting minutes
 - ii. Approved January financials
 - iii. Approved \$770 to trademark the Bluebird Theater logo, with use of logo available to BID
 - iv. Approved Front Range proposal to repair pedestrian lights, not to exceed \$3,800
 - v. Approved contract for website and logo update with First in Post Productions
- f. March 2017
 - i. Approved February board meeting minutes
 - ii. Approved February financial statements
 - iii. Approved the 2016 Compiled Financials Report
- g. April 2017
 - i. Approved March board meeting minutes
 - ii. Approved March financial statements
 - iii. Approved purchase of Wausau model WS-302 trash cans
- h. May 2017

- i. Approved April board meeting minutes
 - ii. Approved April financial statements
 - iii. Approved \$270 reimbursement for fixing pedestrian lights
 - iv. Approved new posting locations at Sprouts for monthly meeting notice
 - v. Approved letter of support to WalkDenver for the Denver Streets Partnership
 - vi. Approved up to \$1,000 for GO Bond support video
- i. June 2017
 - i. Approved May board meeting minutes
 - ii. Approved May financial statements
 - iii. Approved \$125 for Voter Voice platform to support GO Bond Outreach
 - iv. Approved \$8,300 for a public functional art program in the district
- j. July 2017
 - i. No meeting held.
- k. August 2017
 - i. Approved July board meeting minutes
 - ii. Approved July financial statements
- l. September 2017
 - i. Approved August board meeting minutes
 - ii. Approved August financial statements
 - iii. Approved 2018 budget
 - iv. Approved \$500 contribution to support Carla Madison Recreation Center

8. Current list of all Board members

Don Novak, President

3121 East Colfax Avenue
Denver, CO 80206
720--326--6246

don@propagandalabs.com

Term: Appointed June 2013; re-appointed 2016 – term expires May 2020

Tom Secrist, Treasurer and Secretary

1532 Milwaukee Street
Denver, CO 80206
303--523--9681

secristproperties@gmail.com

Term: Appointed June 2013; expired May 2014; re-appointed 2014; expires May 2018

Sean Mandel, Vice President

1478 Birch Street
Denver, CO 80220
303--520--7154

seanmandel@gmail.com

Term: Appointed June 2013; re-appointed 2016 - term expires May 2020

Master Sung Hwan “Tiger” Kim

1480 Steele Street
Denver, CO 80206
303--388--1408

[mastertigerkim@gmail.c](mailto:mastertigerkim@gmail.com)

[om](#)

Term: Appointed June 2013; re-appointed 2016 - term expires May 2020

Richard “Buzz” Geller

1430 Larimer Square, #304
Denver, CO 80202
303--399--0508

[buzzgeller@paradiselandco.c](mailto:buzzgeller@paradiselandco.com)

[om](#)

Term: Appointed June 2013; term expired May 2014; re-appointed June 2014; term expiring May 2018

Chris Swank

1950 Forest Parkway

Denver, CO 80220
cswank@nipp.com
Term: Appointed May 2016; expires May 2020

Drew Gottlieb

1515 Madison Street
Denver, CO 80206
303--870--0268
grewgottliebpc@gmail.com

Term: Appointed June 2013; term expired May 2014; re-appointed June 2014; term expires May 2017

9. Board members attendance records for the past year (September 2016 to September 2017).

October 2016

Attending directors: Tom Secrist, Master Kim, Drew Gottlieb, Sean Mandel and Don Novak.
Directors not attending: Buzz Geller and Chris Swank.

November 2016

No meeting held.

December 2016

Attending directors: Sean Mandel, Chris Swank, Drew Gottlieb and Don Novak. Directors not attending: Buzz Geller, Tom Secrist and Master Kim.

January 2017

Attending directors: Buzz Geller, Sean Mandel, Chris Swank, Don Novak, Tom Secrist and Master Kim. Directors not attending: Drew Gottlieb.

February 2017

Attending directors: Drew Gottlieb, Buzz Geller, Don Novak, Tom Secrist and Master Kim.
Directors not attending: Chris Swank and Sean Mandel.

March 2017

Attending directors: Drew Gottlieb, Buzz Geller, Don Novak, Tom Secrist. Directors not attending: Chris Swank, Master Kim and Sean Mandel.

April 2017

Attending directors: Chris Swank, Buzz Geller, Master Kim Don Novak, Tom Secrist. Directors not attending: Drew, Gottlieb, and Sean Mandel.

May 2017

Attending directors:, Buzz Geller, Don Novak, Tom Secrist and Sean Mandel. Directors not attending: Chris Swank, Master Kim, and Drew Gottlieb.

June 2017

Attending directors:, Buzz Geller, Don Novak, Tom Secrist and Sean Mandel. Directors not attending: Chris Swank, Master Kim, and Drew Gottlieb.

July 2017

No meeting held.

August 2017

Attending directors:, Buzz Geller, Don Novak, Tom Secrist and Sean Mandel. Directors not attending: Chris Swank and Master Kim.

September 2017

Attending directors:, Chris Swank, Master Kim, Tom Secrist and Sean Mandel. Directors not attending: Buzz Geller and Don Novak.

10. List of activities and involvement 2017:

- Tasty Colfax: Tickets for the Tasty Colfax sold out, bringing many visitors to area businesses. Tasty Colfax is a restaurant and pub crawl through the eclectic business, entertainment, and arts districts on E Colfax Ave between York and Colorado Blvd. This event features numerous district eateries, showcasing their delectables, ranging from Thai food to the best biscuits in Denver. The extended block party fuses urban energy with small town community, and includes live street music, fine and urban art all along your favorite main street, Colfax Avenue. Bluebird supported the event through promotions and financial support.
- Boo n' Brew: The District hosts this Halloween neighborhood event. There is facepainting, haunted houses, pumpkin carving, candy, brews for the adults and music. This block party draws out the neighborhood while supporting local businesses.
- Bluebird District Small Area Plan: The Bluebird District Small Area Plan has continued to be invaluable in guiding district initiatives. The plan has proven to be a valuable reference for decision making and prioritization. The District has also used this plan to communicate with Denveright planning initiatives to provide a nuanced understanding of the District.
- Colfax Collaboration participation: The Colfax Collaborative is the convening of the Mayfair Business Improvement District, Bluebird Business Improvement District, Colfax Business Improvement District and West Colfax Business Improvement Districts. These entities are working together to find ways to collaborate and improve their districts given that they face common issues and concerns. Through this group the BBID has participated in the CIP process and GO Bond process with success, set up a group website, built the group outreach and fostered efficiencies through shared needs.
- Denver CIP funding: Building off of the District's engineered designs, we worked with the Colfax Collaborative and Denver Public Works to secure \$500,000 in funding to bring designs up to 30% to position the Collaborative members to be competitive for GO Bond funding and also to further refine the designs.
- GO Bond Funding: The District actively participated in all stages of the GO Bond funding process. This included attending meetings, and significant outreach to stakeholders and councilmembers. The District, and Colfax Collaborative members, have \$20 million included in the proposed GO Bond package for vote in November 2017. These funds support our ongoing efforts, as outlined in our Small Area Plan, to improve connectivity and access for multi-modal users in the district.

- District Newsletter: A newsletter to businesses and a separate letter to all area stakeholders provides relevant updates on new businesses, business opportunities, events, development and area programs.
- East Central Neighborhood Planning Initiative: The District is represented on the steering committee for the East Central NPI. Members are committed to attending steering committee meetings, sharing resources with stakeholders and providing input on the process and outcomes that will impact the District for years to come.
- Bus Rapid Transit: The City has been working on plans for BRT in our district. This bus will offer faster speed service in upgraded busses and improved stops along Colfax. The plan initially had the route moving through, but not stopping in the district. Area residents, business owners and the BBID advocated for a BRT stop within the district and public works is working with us to make this happen. The first step will be to improve 15L bus stops.
- Streetscape: The District is in the process of installing trash cans and additional trees in our continued efforts to enhance the streetscape.
- Maintenance: The District has invested in sidewalk cleaning, holiday light installation and pedestrian light upkeep.
- Public Functional Art: The District is in the process of selecting an artist to complete a functional art installation in the district. An example of this may be an artistically designed bench or bike rack.

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

District member project input and support.

1. **Letter of Support: District members were integral** to building strong support for including Colfax funding in the GO Bond package. They submitted thousands of letters to area council members to voice support for the proposed project funding.

Sales Tax Revenues

The District began tracking sale tax revenues in July of 2013, following its formation. The comparison between the latest quarterly data available (2016 Q1 to 2017 (Q1)) is up 11% over the prior year. The revenue increase indicates that more visitors are spending more money in the district. This is also due to the decrease in vacant storefronts and upgrades to existing buildings. **SEE ATTACHED.**

New Business Openings in 2017 to date

Milkroll Creamery, Law and Lar, Damsel fly, Shared Work Space (multiple tenants)

Average Rent and Vacancy Rates

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

Occupancy rates currently stand at over 97% of commercial units, reflecting the strong demand for the district by retailers. If the current development is pulled out of these numbers the occupancy rates by square foot are at 99%. The district has a healthy mix of commercial uses. Retail and restaurants are the top uses, followed by supermarket, automotive services, office space, personal care, gas stations, miscellaneous improvements and a theater.

With additional space being brought online to meet retail demand, vacancy rates remain flat compared to the same period in 2015. This is notwithstanding new openings absorbing 4000 square feet of vacant space from the prior year. The vast majority of the 72,000 square footage is attributable to the abandoned motel on Colorado and Colfax. Of this the former Greenbuddies site at 3805 W Colfax represents 23,693 square feet and is currently being developed. The development will include a bank, office space and retail.

Crime Statistics

Please **SEE ATTACHED** crime statistics through 2016. From 2015 to 2016 the district saw a decrease of 14% in overall reported crimes. The decrease is reflected in crimes against property, with the greatest decrease in larceny. Auto has also decreased. Sexual assault crimes increased from 1 in 2015 to 5 in 2016. This will be an area to focus on in the coming year.

**Part 1 Crimes
in the Bluebird BID
By Year: 2010 -2016**

Crime Type		2010	2011	2012	2013	2014	2015	2016
PART 1 PERSONS	Homicide	0	0	0	0	0	0	0
	Sexual Assault	4	2	2	3	0	1	5
	Robbery	5	10	8	4	5	5	5
	Aggravated Assault	8	13	12	4	1	10	10
	SUBTOTAL	17	25	22	11	6	16	20
PART 1 PROPERTY	Burglary	13	20	20	16	7	16	19
	Larceny	19	24	26	35	26	39	24
	TFMV	26	38	26	28	16	24	20
	Auto Theft	18	7	10	12	8	18	14
	Arson	0	0	0	0	0	0	0
	SUBTOTAL	76	89	82	91	57	97	77
GRAND TOTAL		93	114	104	102	63	113	97

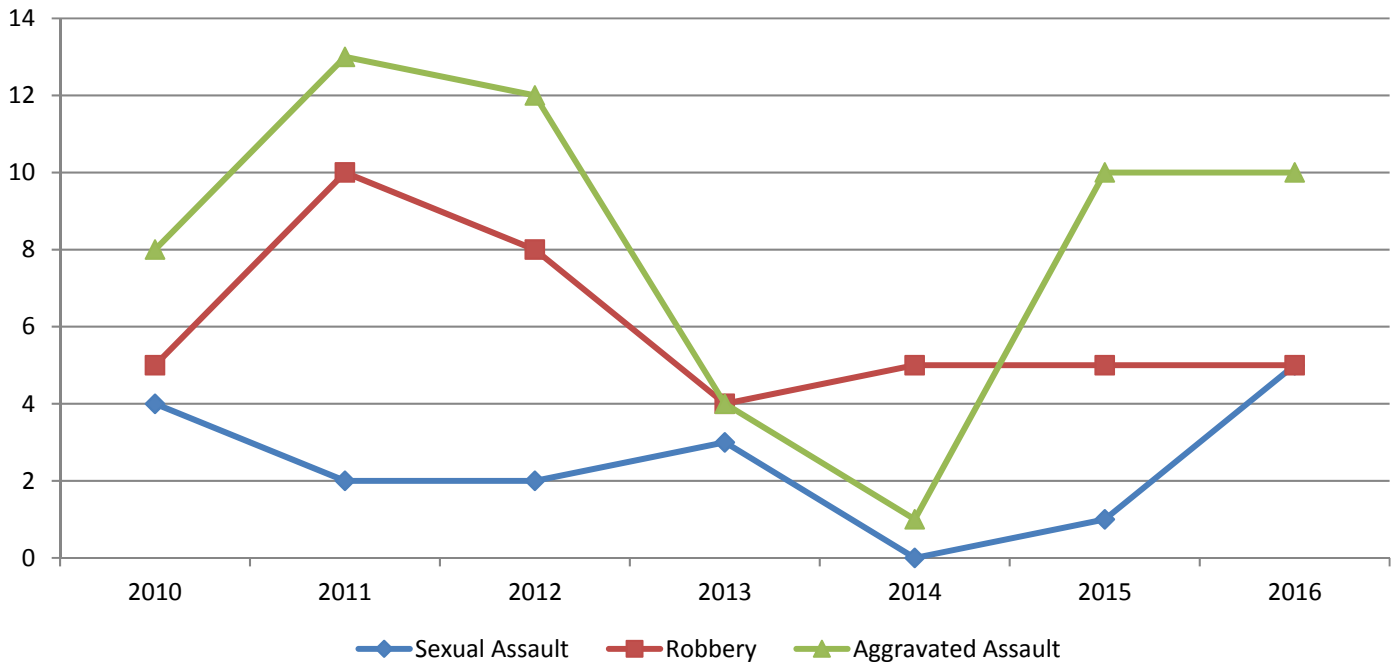
All files utilized in the creation of this report are dynamic. Dynamic files allow additions, deletions and/or modifications at any time, resulting in more complete and accurate records in the databases. Due to continuous data entry after reports are compiled, numbers may vary in previous or subsequent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

PREPARED TO DEPARTMENT OF SAFETY PUBLIC INFORMATION STANDARDS

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

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

**Reported Person Crimes
in the Bluebird BID
By Year: 2010 - 2016**



**Reported Property Crimes
in the Bluebird BID
By Year: 2010 - 2016**

