

Mr. Greg Sauber, Manager
Old South Gaylord B.I.D.
1084 South Gaylord Street
Denver, Colorado 80209
September 30, 2014

Mr George Delaney
Manager of Public Works
Department of Public Works
2001 West Colfax Avenue
Dept. 509
Denver, CO 80202

Dear Mr. Delaney,

Enclosed please find the following information requested by your office:

1. The 2015 Budget
2. The 2015 Budget Information
3. The Budget vs. Actual Report for 2014, including information on any material departures from the 2014 Operating Plan
4. The current list of the board of directors, including attendance information
5. Information on the board actions for this year

The Old South Gaylord Business Improvement District has no debt. We do have a \$15,000.00 reserve for equipment replacement, repair and maintenance.

Sincerely,



Greg Sauber
Manager

Cc: Mr. Richard Sheehan
Sr Financial Mgmt Analyst
Special Districts & Conduit Debt
City and County of Denver

Old South Gaylord BID
Profit & Loss Budget Overview
 January through December 2015

	Jan - Dec 15	
Ordinary Income/Expense		
Income		
Income		
Interest	5.75	
Property Tax	41,000.00	
Total Income	41,005.75	
 Total Income	 41,005.75	
 Expense		
Accounting Fees	1,200.00	
Bank Charges, Bank Cd. Expense	50.00	
Board Meeting Expense	90.00	
Contract Services	9,500.00	City Sidewalk Re Concrete
Directory Expense	364.73	
Dues and Licenses	343.02	
Insurance Expense	1,273.00	
Landscaping		
Decorative Tree Lighting	1,400.00	
Flowers	3,500.00	
Lawn Care	2,000.00	
Trees	6,000.00	Reg Tree Maintenance
Total Landscaping	12,900.00	
 Maintenance & Repair		
Electrical	2,000.00	
Sidewalk Cleaning	350.00	
Snow Removal	9,000.00	
Sprinkler System	2,500.00	
Total Maintenance & Repair	13,850.00	
 Postage & Freight	 85.00	
Utilities		
Utilities - Water	675.00	
Utilities xcel energy	675.00	
Total Utilities	1,350.00	
 Total Expense	41,005.75	
 Net Ordinary Income	 0.00	
 Other Income/Expense		
Other Expense		
Reserve Allocation	0.00	
Total Other Expense	0.00	
 Net Other Income	 0.00	
 Net Income	 0.00	

OLD SOUTH GAYLORD BUSINESS IMPROVEMENT DISTRICT

2015 BUDGET Notes

Prepared September 2014

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

In 2015 we have budgeted \$9500 to contract services. This is for a city sidewalk re-concrete project. This estimate has been prepared for us by ISA Construction LLC, which includes 1200 Sq Feet of City Sidewalk concrete, as well as city and closing permit. We feel that this not only will enhance the appearance of the block, but level out the sidewalks and maintain safety for pedestrians. This project was initially proposed for budget year 2013 and was not complete that year or in 2014 due to weather and scheduled planning. Our intent is to have this project finished in 2015 using the \$9500 and some remaining dollars from 2014 income.

Each year the landscaping budget is meant to provide adequate tree bed flowers, planters, lawn care, and leaf clean up for the block. Our long time vendors for these services include MTL Services and Uncommon Ground. The people that provide these services have done so for many years and know the block very well. In 2014, concrete planters were replaced. These were upgraded using part of the contracted services fund. It is our intent to continue with perennial plantings and annuals to create diverse and long lasting flower beds for the block.

In the 2015 Maintenance and Repair budget we are budgeting for the usual expenses of sidewalk cleaning, snow removal, and sprinkler system maintenance. The electrical budget is higher due to a needed upgrade in lights and electrical maintenance of the trees. The project to purchase new bicycle racks and trash receptacles as mentioned in the 2014 Budget Notes has been completed with financial aid from the city. This also included painting for light poles, benches, and bicycle racks, so that there is consistency and a cleaner look to the entire block. The BID also had to work with Denver Water to prove that we do have a backflow preventer valve. They thought we didn't and we had to use funds to prove it.

Per the above paragraph:

Sidewalk Cleaning and Sprinkler System are both done annually.

Old S Gaylord BID Budget Notes (cont'd)

Snow Removal is provided by MTL Services, and while we budget on an annual basis, actual dollars spent vary from year to year of course depending on snowfall amounts and severity of storms.

Electrical Outlets in the tree beds are maintained annually.

The Street Directory is published every year by Joyce Bickel for \$500 including printing.

Insurance Carrier is the Colorado Special District Property and Liability Pool.

Professional dues are paid annually to the Special Districts Association.

Accounting Services are provided by Jamie Ferdon.

Additional Projects for 2015:

As mentioned in the Board of Directors Annual Meeting Notes, the Board has approved the following projects to be implemented in 2015 – some of these projects are being carried over from 2014.

1. Re Concrete Sidewalks on Old South Gaylord.
2. Install and Maintain Electrical Power-plugs for Tree Lights.
3. Obtain New Bids for LED lighting.

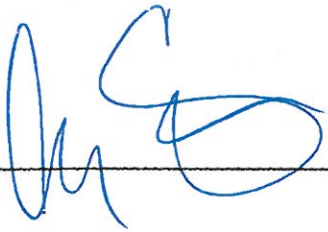
Projects or budget may be revised internally among the board members as we confirm pricing on these items in early 2015, as well as for the concrete work on the sidewalks. The board feels that these improvements will enhance the public's use and enjoyment of the 1000 block of S Gaylord.

Old S Gaylord BID Budget Notes (cont'd)

The estimated fund balance as of January 1, 2015 is \$30,000, with a reserve of \$15,000. A portion of this \$30,000 will be used for the Sidewalk Concrete project, as well as others mentioned previously in this letter. If at the end of 2015 we have additional monies that have not been utilized for projects and routine maintenance of the block, we will put these monies into the reserve as well and adjust our 2016 budget accordingly.

The Old South Gaylord Business Improvement District has no debt.

I, Greg Sauber, Manager of the Old S Gaylord Business Improvement District, certify that the attached is a true and accurate copy of the adopted 2015 budget for the District.



Old South Gaylord BID
Profit & Loss
 January through December 2014

	<u>Jan - Dec 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	
Ordinary Income/Expense					
Income					
Interest	33.65	5.75	27.90	585.22%	
Property Tax	34,508.42	35,000.00	-491.58	98.6%	
Total Income	<u>34,542.07</u>	<u>35,005.75</u>	<u>-463.68</u>	<u>98.68%</u>	
Total Income	34,542.07	35,005.75	-403.68	98.68%	
Expense					
Accounting Fees	600.00	1,200.00	-600.00	50.0%	at YE accounting fees will be \$1200/Q3 and 4 not yet paid
Bank Charges, Bank Cd. Expense	0.00	50.00	-50.00	0.0%	
Board Meeting Expense	98.50	90.00	8.50	109.44%	
Contract Services	0.00	7,300.00	-7,300.00	0.0%	Explained in notes
Directory Expense	0.00	364.73	-364.73	0.0%	Fee not yet posted/expected to be approx. \$400
Dues and Licenses	340.81	343.02	-2.21	99.36%	
Insurance Expense	1,303.00	1,273.00	30.00	102.36%	
Landscaping					
Decorative Tree Lighting	0.00	1,400.00	-1,400.00	0.0%	Fee not yet posted for holiday lights
Flowers	5,708.04	3,500.00	2,208.04	163.03%	
Lawn Care	2,237.00	2,000.00	237.00	111.85%	
Trees	0.00	1,000.00	-1,000.00	0.0%	Fee for trimming not yet posted
Total Landscaping	<u>7,945.04</u>	<u>7,900.00</u>	<u>45.04</u>	<u>100.57%</u>	
Maintenance & Repair					
Electrical	0.00	300.00	-300.00	0.0%	
Sidewalk Cleaning	0.00	350.00	-350.00	0.0%	
Snow Removal	4,435.00	6,500.00	-2,065.00	68.23%	
Sprinkler System	787.33	250.00	537.33	314.93%	
Total Maintenance & Repair	<u>5,222.33</u>	<u>7,400.00</u>	<u>-2,177.67</u>	<u>70.57%</u>	
Postage & Freight	0.00	85.00	-85.00	0.0%	
Utilities					
Utilities - Water	280.23	500.00	-219.77	58.05%	
Utilities xcel energy	1,139.86	500.00	639.86	227.97%	
Total Utilities	<u>1,420.09</u>	<u>1,000.00</u>	<u>420.09</u>	<u>142.01%</u>	
Total Expense	<u>16,929.77</u>	<u>27,005.75</u>	<u>-10,075.98</u>	<u>62.69%</u>	
Net Ordinary Income	17,612.30	8,000.00	9,612.30	220.15%	
Other Income/Expense					
Other Expense					
Reserve Allocation	0.00	8,000.00	-8,000.00	0.0%	
Total Other Expense	<u>0.00</u>	<u>8,000.00</u>	<u>-8,000.00</u>	<u>0.0%</u>	
Net Other Income	<u>0.00</u>	<u>-8,000.00</u>	<u>8,000.00</u>	<u>0.0%</u>	
Net Income	<u>17,612.30</u>	<u>0.00</u>	<u>17,612.30</u>	<u>100.0%</u>	

Old South Gaylord Business Improvement District

Board of Directors Annual Meeting

January 14, 2014

1. The board approved the following projects for completion in 2015, carrying over from non-completion in 2014:
 - Re-Concrete of City Sidewalk 1000 Block of S Gaylord.
 - Install and Maintain Electrical Power-plugs for Tree Lights.
 - Obtain New Bids for LED Lighting
2. The board approved the continued expense of the tree lights, as agreed to split with the Merchant's Association.
3. The board approved the 2015 preliminary budget, which contained all projects mentioned herein.
4. The board approved no additional projects through the end of 2014 and agreed to meet in early 2015 to approve final bids for next year's projects and to discuss viability of said.
5. The board voted to renew terms for members who were near term expiration – these dates are listed on the contact information for Board of Directors.

All Members of the board were present at January 14 Meeting.

Old South Gaylord Business Improvement District

Board of Directors

- Nicholas Antonopoulos – President
1033 South Gaylord Street
Denver, Colorado 80209
303.974.5951
5 year term expires 12/31/17
- Diana Moyle
1055 South Gaylord Street
Denver, Colorado 80209
303.322.9969 home
303.777.6613 work
5 year term expires 12/31/17
- Joyce Bickel
1099 South Gaylord Street
Denver, Colorado 80209
303.806.6363
5 year term expires 12/31/18
- Jeffrey Estey
1096 South Gaylord Street
Denver, Colorado 80209
303.777.0707
303.339.2110
5 year term expires 12/31/18

p.2 Board and Contact Information
Old South Gaylord Business Improvement District

- BID Manager: Greg Sauber
Office Location
1084 South Gaylord Street
Denver, Colorado 80209
303.339.2110
gregsauber@msn.com

- Accountant: Jamie Ferdon
303.339.2110
Jamie@washparkgrille.com