

Handwritten: COPY stamped record

AVENUE



2000-787-R

September 25, 2015

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

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

Please accept this letter as the Colfax Business Improvement District's formal submittal of the 2016 draft budget in accordance with State Statute (C.R.S. 31-25-1211). We have filed one copy with the City Clerk under file number (File No. 00-787-R) 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 2016 budget and "budget to actual" financial reports - ENCLOSED;
- 2) Any material departures from the 2015 Operating Plan - NONE;
- 3) The status of any planned or outstanding indebtedness - NO PLANNED OR OUSTANDING INDEBTEDNESS:
- 4) The results of any audits conducted during the year - NO AUDITS WERE CONDUCTED;
- 5) A copy of the By-laws, if any, in effect in 2015/2016 - ENCLOSED;
- 6) A list of official Board actions (motions in the past year) - MINUTES ENCLOSED;
- 7) Current list of all Board members, including name, address, phone, fax and e-mail as well as term appointment and expiration date - ENCLOSED;
- 8) Board members attendance records for the past year - MINUTES ENCLOSED
- 9) A list of activities performed and planned for 2015 (and 2016); and if tracked by your BID, any documented tangible impacts, as well as any statistical performance measures your BID may track including trend occupancy rates, business or citizen surveys, crime rates, lease rates, taxable retail sales, number of jobs created, pedestrian/visitor counts, and business license revenues.

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

Thank you,

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

RECEIVED
CLERK & RECORDER
CITY & COUNTY DENVER
2015 SEP 25 AM 11:15

Enclosures

COLFAX AVENUE



September 25, 2015

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

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Thank you,

A handwritten signature in black ink, appearing to read 'Denise Denslow', is written over the typed name.

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

Enclosures

2000-787-R

**COLFAX BUSINESS IMPROVEMENT DISTRICT
GENERAL FUND
FORECASTED 2016 BUDGET AS ADOPTED
WITH 2014 ACTUAL AND 2015 ESTIMATED
For the Years Ended and Ending December 31,**

	<u>ACTUAL 2014</u>	<u>ESTIMATED 2015</u>	<u>ADOPTED BUDGET 2015</u>	<u>PRPOSED BUDGET 2016</u>
Beginning Funds Available	\$ 247,316	\$ 284,005	\$ 279,560	\$ 317,572
Revenue				
Property Taxes	357,562	353,000	360,200	429,282
Specific Ownership Taxes	24,731	25,319	22,000	30,000
Interest Income	1,057	639	500	500
Root 40 Music Fest	20,000	-	-	-
Victorian Holiday Home Tour reimb.	350	-	-	-
Advertising revenue	1,350	-	6,000	-
Grant - pedestrian lights	-	-	45,000	-
Other	-	-	-	-
Insurance Proceeds	6,107	-	-	-
Total Revenue	411,157	378,958	433,700	459,782
Expenditures				
Community program	-	51,759	67,101	87,240
Administrative	183,118	77,982	72,691	74,857
District maintenance	126,225	147,796	140,500	151,100
Marketing	22,564	35,854	32,300	45,460
Other programs	42,561	2,000	2,000	2,000
Capital outlay	-	20,000	100,000	75,332
Contingency	-	10,000	10,000	10,000
Total Expenditures	374,468	345,391	424,592	445,989
Emergency Reserve	-	-	13,011	13,793
Total Expenditures requiring appropriation	374,468	345,391	437,603	459,782
Net Change in Funds Available	36,689	33,567	(3,903)	0
Ending Funds Available	\$ 284,005	\$ 317,572	\$ 275,657	\$ 317,572

**NOTICE OF PROPOSED 2016 BUDGET
NOTICE TO AMEND 2015 BUDGET**

OF

COLFAX BUSINESS IMPROVEMENT DISTRICT

NOTICE IS HEREBY GIVEN that a proposed 2016 budget has been submitted to the Board of Directors of the Colfax Business Improvement District for the ensuing year 2016; that a copy of such proposed budget has been filed in the office of the District located at CliftonLarsonAllen LLP, 8390 E. Crescent Parkway, Suite 500, Greenwood Village, Colorado, where same is open for public inspection; and that such proposed budget will be considered at a regular meeting of the Board of Directors of the District to be held at UMB Bank, 1635 E. Colfax Avenue, Denver, Colorado 80218, on November 11, 2015 at 10:00 a.m.

NOTICE IS FURTHER GIVEN that at said meeting the Board of Directors of the Colfax Business Improvement District will also consider amending the District's 2015 budget.

Any interested elector within the District may, at any time prior to the final adoption of the 2016 Budget, or 2015 Budget Amendment, inspect the documents and file or register his or her objections thereto.

This notice is given by order of the Board of Directors of the District, and the meeting is open to the Public.

COLFAX BUSINESS IMPROVEMENT DISTRICT
City & County of Denver, Colorado

/s/ CliftonLarsonAllen LLP
Denise Denslow, Manager

Publish In: Life on Capitol Hill/Neighborhood Life

Publish On: November 4, 2015

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
BOARD MEETING MINUTES**

DATE: September 9, 2014
TIME: 10:00 a.m.
PLACE: 1490 Lafayette Street, Suite 108
Denver, Colorado 80218

Directors Present:

Jimmy Balafas
Anthony Loeffler
Tina Pachorek
Ron Vaughn
Vicky Hales

Others Present:

Stephanie Salazar; CBID Economic Development Director
Mat Mendisco CliftonLarsonAllen LLP
Dawn Schilling; Schilling & Company
Janet Jerde; See Janet Work

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

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

2. Guest Introductions

Director Balafas administered the Oath of Office to Vicky Hales. Ms. Hales was sworn in and signed the Oath of Office.

3. Consent Agenda (any item in this section of the agenda can be pulled for individual discussion, or the entire section may be approved with a single motion. All items have been reviewed by CBID's consultants and staff and are recommended for approval.)

Administrative Items

- A. Minutes from July 8, 2014 Board Meeting
- B. Minutes from the August 27, 2014 CBID Board Retreat Meeting
- C. Preferred Maintenance Reports – July & August 2014
- D. Accept Director Brad Swanson's Resignation
- E. Approve Letter of Support for History Colorado Grant Application

Upon a motion duly made by Director Pachorek, seconded by Director Balafas, and upon vote, unanimously carried, the Board approved the Consent Agenda pulling the maintenance report to the Discussion agenda.

CBID

September 9, 2014

4. Financial Items

A. Review and Accept CBID Cash Position as of June 30, 2014

Ms. Schilling reviewed with the Board. The Board unanimously accepted the Cash Position.

B. Review and Accept CBID Cash Position as of July 31, 2014

Ms. Schilling reviewed with the Board. The Board unanimously accepted the Cash Position.

C. Review and Accept June 2014 CBID Financial Statements

Ms. Schilling reviewed with the Board. The Board unanimously accepted the June Financial Statements.

D. Review and Accept July 2014 CBID Financial Statements.

Ms. Schilling reviewed with the Board. The Board unanimously accepted the July Financial Statements.

E. Approve August Claims Totaling \$21,635.47 Represented by Check Numbers 2451 Through 2460, and EFT Payments to Century Link and Xcel Energy

Ms. Schilling reviewed with the Board. Upon a motion duly made by Director Balafas, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved the August claims.

F. Approve September Claims Totaling \$21,182.44 Represented by Check Numbers 2461 Through 2469 and EFT Payments to Xcel Energy

Ms. Schilling reviewed with the Board. Upon a motion duly made by Director Balafas, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved the September claims.

5. Board Discussion About 2015 Priorities and Budget

Discussion ensued including moving forward with the new website proposal. Questions included issues with public safety, budget, ROI for the website, and if it should be more focused on information regarding the BID rather than a marketing/retail tool. Overall costs of the operations of the BID were also discussed.

After discussion, the Board decided to hold off on the website until they hear from Director Pachorek on her Public Safety presentation in September, and to get more information from Ms. Salazar on doing a business survey of the BID Business owners regarding what the businesses would like to see from the website. This item will be on the next meeting agenda.

CBID
September 9, 2014

6. Other

The Board addressed the maintenance report stating that it was noted that graffiti, trash, and overall homelessness was very high. The Board plans to investigate how to further address the issues. Director Pachorek will also address the homelessness public safety issues at the October meeting.

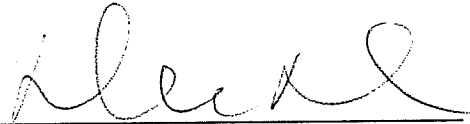
7. Public Comments

None.

8. Adjournment

With no further business to discuss, the meeting adjourned at 12:15 p.m.

Respectfully Submitted,



Secretary of the Meeting

COLFAX BUSINESS IMPROVEMENT DISTRICT BOARD MEETING MINUTES

DATE: October 14, 2014
TIME: 10:00 a.m.
PLACE: 1490 Lafayette Street, Suite 108
Denver, Colorado 80218

Directors Present:

Jimmy Balafas
Anthony Loeffler
Sean O'Connell
Crystal Sharp
Tina Pachorek
Ron Vaughn
Vicky Hales

Others Present:

Stephanie Salazar; CBID Economic Development Director
Denise Denslow; CliftonLarsonAllen LLP
Dawn Schilling; Schilling & Company
Wayne New; 443 Adams Street
Tony Weathersby
Jess Leuthauser & Cmd. Lopez; Denver PD
Jeffrey McMillan; Urban Survivalfit

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

At 10:03 a.m. Director O'Connell called the meeting to order, concurrent with the UCCF meeting. Upon a motion duly made by Director O'Connell, seconded by Director Pachorek, and upon a vote, unanimously carried, the Board directed to move Items 8 and 9 to Items 3 and 4. A quorum was present, and the agenda was accepted as amended.

2. Guest Introductions
3. Safety Proposal – Director Pachorek and Commander Lopez, DPD District 6

Director Pachorek distributed information regarding the budget as it relates to the safety committee. She suggested that over the last 7 years, nothing has changed in regard to safety on Colfax. She also distributed a proposed budget showing safety at 30% and a reduction in other areas of the budget.

Commander Lopez reported to the board that he has never seen so many homeless people before, in the last 4 years. He said that the shelters are running at capacity even in the summer months. Last year there were 164 tickets for public consumption, already this year there have been over 700. He stated that they have received authorization to hire 150 officers, but that will take a year to come into fruition due to timing of the academy, etc. Cmd. Lopez also said they are looking at moving to 8 hour shifts versus 12 hours to help cover the times where activities spike.

CBID

October 14, 2014

He spoke about the ambassador program and the training opportunities that surround that. He noted that the loitering law was ruled unconstitutional 12 years ago. He spoke about "precinct integrity" and the process for determining if the officers are staying within their area, and holding them accountable. Discussion followed.

Director Balafas commented that he would like a safety subcommittee be formed to advance this topic, and noted that it was a "work in progress".

Jeffrey McMillan – Colfax business owner. He and his brother own a security business. He introduced himself and his business to the Board.

4. Wayne New, Candidate for District 10 Council Introduction

Wayne New – candidate for Jeanne Robb's seat. Mr. New is a native of Georgia but has been in Denver for 15 years – in the Cherry Creek area. His professional background is health care management. Discussion followed regarding a potential loitering law.

5. Consent Agenda (any item in this section of the agenda can be pulled for individual discussion, or the entire section may be approved with a single motion. All items have been reviewed by CBID's consultants and staff and are recommended for approval.)

Administrative Items

- A. Minutes from September 9, 2014 Regular Board Meeting
- B. Minutes from the October 9, 2014 Special Meeting
- C. Preferred Maintenance Reports – September 2014
- D. Approve Letter of Support for Dumas Holdings, dba Squire Lounge major medication to existing licensed premises

Upon a motion duly made by Director Balafas, seconded by Director Vaughn, and upon vote, unanimously carried, the Board approved the Consent Agenda.

6. Financial Items

A. Review and Accept August 2014 Financial Statements

Ms. Schilling reviewed with the Board. Upon a motion duly made by Director O'Connell, seconded by Director Pachorek, and upon a vote, unanimously carried, the Board accepted the August 2014 Financial Statements

B. Review and Consider Approval of the October 2014 Claims Totaling \$32,979.03 Represented by Check Numbers 2470 Through 2483 and EFT Payments to Century Link and Xcel Energy

Ms. Schilling reviewed with the Board. Discussion followed regarding expenses. Ms. Salazar noted that 7 of the banners are currently up and the rest are in production. Director Loeffler asked where the banner production and installation was coded; Ms. Salazar noted these expenses are to be in the marketing line item. Discussion ensued regarding the coding of these expenses.

CBID

October 14, 2014

Upon a motion duly made by Director Loeffler, seconded by Director Pachorek, and upon a vote, unanimously carried, the Board approved the October 2014 claims and EFT payments.

7. 2015 Priorities

Director Balafas introduced the topic, stating that each item will have a Board lead. Discussion followed regarding the website priority and the budget.

Additional discussion followed the proposed safety program and the budget overall.

8. 2015 Draft Budget

Ms. Schilling reviewed the 2015 draft budget with the Board.

9. 2015 Budget Hearing

Upon a motion duly made by Director Loeffler, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board opened the Public Hearing at 12:15 p.m.

There were no public present.

Upon a motion duly made by Director Balafas, seconded by Director O'Connell, and upon a vote, unanimously carried, the Board closed the Public Hearing at 12:17 p.m.

The Board continued to discuss the budget.

The Board gave direction to the staff to modify the draft budget as discussed in order to reduce expenditures from the draft budget as submitted to the City to represent the revenues that property taxes will generate.

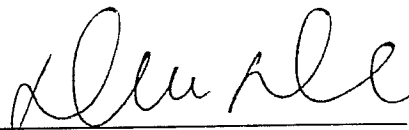
10. Public Comments

None.

11. Adjournment

With no further business to discuss, the meeting adjourned at 12:24 p.m. The next meeting will be held at UMB Bank on October 30, 2014 at 8:00 a.m. located at 1635 East Colfax Avenue.

Respectfully Submitted,



Secretary of the Meeting

COLFAX BUSINESS IMPROVEMENT DISTRICT SPECIAL BOARD MEETING MINUTES

DATE: October 30, 2014
TIME: 8:00 a.m.
PLACE: UMB Bank
1635 E. Colfax Avenue, Conference Room
Denver, Colorado 80218

Directors Present:

Jimmy Balafas
Sean O'Connell
Anthony Loeffler
Tina Pachorek
Crystal Sharp
Ron Vaughn
Vicky Hales

Others Present:

Denise Denslow; CliftonLarsonAllen LLP
Dawn Schilling; Schilling & Company
John Desmond; Downtown Denver Partnership, Inc.

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

At 8:08 a.m. Chairman Balafas called the meeting to order. A quorum was present, and the agenda was accepted as submitted.

2. Public Comment

Mr. Desmond, Executive Vice President of Downtown Denver Partnership (DDP) was introduced to the Board. He explained to the Board that the DDP and the Downtown Denver BID run parallel. The BID has been the main focus and been in place for 30 years. They focus on "clean and safe" primarily, the 16th Street Mall. They use consolidated services group for contract maintenance and have five full time ambassadors that contract with St. Francis Center plus two outreach social workers. He stated that ambassadors are a safe and welcoming presence, eyes and ears of the police and the first contact for struggling people. There is an outreach committee meeting that meets once a month. Mr. Desmond suggested that engaging business owners yields best success. Ambassadors have to go through safety training. They are asked to provide what three things are on people's minds when they visit Colfax.

3. Discussion and Consideration of Action Relating to 2015 Contracts for Services, Including Accounting, Administration and Management, Audit, Economic Development, Operations and Maintenance and Others

CBID

October 30, 2014

The Board discussed the 2015 priorities.

- Director Pachorek: Clean and Safe
Dead zones are a priority
Business Outreach
Master plan for streetscape
Events – on back burner for now
Safety plan
- Director Loeffler: Administration – Clean and safe should be focus rather than
Economic Development at this point in time
Website – just maintain a very simple one
Dead zones and business outreach
Events – no more for now
Safety plan
Cleanliness
Place markings (planters, lighting)
- Director O'Connell: In agreement with Directors Pachorek & Loeffler
Fixed grant program
Support events that exist, but no CBID ones
Clean & safe is number one priority
- Director Vaughn: Agree that cleanliness and safety are priority
Fixed improvement and dead zones
Website - minimal
Not a strong opinion about the master plan
No CBID sponsored events
Safety plan – preferably using resources other than police
Revisit Economic Development director role
- Director Sharp: Safety is very important
Likes idea of security company
Likes the Victorian House tour
Website – basic
Outreach – concerned it won't happen
Master plan – loves the idea
Curb appeal improvements
- Director Balafas: One year left on the board; owns 13 properties; wants to focus on
tangible changes
Dead zone
Thinks business happens organically
Economic development is at executive level; shift to an
administrative level is appropriate
Marketing/website – minimal
Master plan – need to be thinking ahead and identifying place
Events – need to organically happen, not CBID sponsored

CBID
October 30, 2014

Director Hales: CBID - get in touch with what businesses need or want as priority
Clean and safe
Master plan
Events – uncertain – managed by others
Dead zones
Back to basics
Polling business

4. Continuation of Discussion and/or Continued Public Hearing for the 2015 Proposed Budget and Direction to Contracted Staff Related To The Same

Upon a motion duly made by Director O'Connell, seconded by Director Pachorek, and upon a vote of 6 to 1, Director Vaughn voting against, the Board adopted the 2015 Budget, with changes as discussed

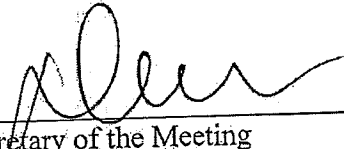
5. Board Comment

None.

6. Adjournment

With no further business to discuss, the meeting adjourned at 11:22 p.m.

Respectfully Submitted,


Secretary of the Meeting

**COLFAX BUSINESS IMPROVEMENT DISTRICT
BOARD MEETING MINUTES**

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

Directors Present:

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

Others Present:

Stephanie Salazar; CBID Economic Development Director
Denise Denslow; CliftonLarsonAllen LLP
Jeanne Robb; 1437 Bannock
Steve Farley; Spring City
Roland Martinez; Mountain States
Johanna Glaniano; 1301 E. Colfax
Maria West; 1522 Lafayette
Jim Barwick; 201 W. Colfax
Andrea Dowdy; Colfax Marathon

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

At 10:03 a.m. Director Balafas called the meeting to order, concurrent with the UCCF meeting. Upon a motion duly made by Director O'Connell, seconded by Director Balafas, and upon a vote, unanimously carried, a quorum was present, and the agenda was accepted. The Board excused the absence of Director Hales.

2. Guest Introductions

The board elected to address the presentations first on the Agenda.

3. Consent Agenda (any item in this section of the agenda can be pulled for individual discussion, or the entire section may be approved with a single motion. All items have been reviewed by CBID's consultants and staff and are recommended for approval.)

Administrative Items

- A. Minutes from October 14, 2014 Regular Board Meeting
- B. Preferred Maintenance Reports – October 2014

Upon a motion duly made by Director Balafas, seconded by Director Pachorek, and upon vote, unanimously carried, the Board approved the Consent Agenda.

4. Financial Items

A. Review and Accept September 2014 Financial Statements

Ms. Denslow reviewed the September 2014 Financial Statements and November claims with the Board. Director Loeffler noted that he thought there would be unspent funds at year end in the administrative line item as well as some of the internet line item. Discussion followed regarding the financial statements.

Upon a motion duly made by Director O'Connell, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board accepted the September 2014 Financial Statements

B. Review and Consider Approval of the November 2014 Claims Totaling \$22,526.96 Represented by Check Numbers 2094, 2484 Through 2491 and EFT Payments to Century Link and Xcel Energy

Upon a motion duly made by Director O'Connell, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved the November 2014 claims and EFT payments.

5. Proposed Zoning Code change affecting parking on small lots in Main Street Zoning, presented by Councilwoman Jeanne Robb

Councilmember Robb briefed the Board on the proposal to "right size" parking along Colfax. The presentation posed the question of whether or not a parking exemption would adversely impact the neighborhoods, and whether or not, if approved, it would encourage low income housing. She noted that 1604 building permits have been issued since 2010 on these small lots. Only six have been for small mixed use commercial/multi unit. The goal is to find a program that works city wide, not just in Cherry Creek where it is currently an active topic. Councilmember Robb walked through the proposal. The proposal provides three scenarios. Councilmember Robb will be taking this to City Council, just for discussion on December 10th, with the intent of taking it to the Planning Commission in January. Discussion followed.

6. 2015 Colfax Marathon Update, Presented by Andrea Dowdy

Ms Dowdy made a presentation to the Board regarding the 10th annual marathon, which is scheduled for May 15-17th. She noted that this is the second largest timed run in Colorado. The fastest runners in the race are awarded cash prizes; the marathon asks for these winnings to be donated back to non profits. Ms. Dowdy explained to the Board how the fund raising process works with the marathon. She also noted that last year there were 1,700 volunteers that participated and approximately 25,000 spectators along the course. Ms. Dowdy spoke about the "Come Back to Colfax" program that was created four years ago. It is a virtual coupon book, but didn't have very good success so it will not continue. Instead, as the 10th year anniversary, they would like to have CBID help sponsor costs to allow for marathon specific banners to be installed for six weeks leading

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up to the race; the marathon would pay for the design costs and seek CBID's approval of the end product.

7. Pedestrian Lights Phase 2 (Wrap Lights Project) Update, Presented by James Barwick, PW Engineering Manager and Ed Hahn, PW Project Manager

Mr. Barwick made a brief presentation to the Board. This presentation concerns only the "wrap around" lights at intersection corners. The poles have a 12 week lead time to order; the project will be bid as an install so the number of lights will not be known until the bid is complete. The number of lights will be dependent on the cost per unit installed, which won't be known until the bid is complete. The City anticipates 12 to 13 corners being done during this project. This project is slated to be bid in December. The contracting process takes approximately three months. The total budget is approximately \$680,000. Ed Hahn will be the Project Manager. Mr. Barwick will come back to the Board after the bids are received and they know the unit pricing.

8. 2015 Priorities Planning

- A. Street Maintenance Contractor Selection

Director Loeffler informed the Board that only one bid was received from Front Range Services in the amount of \$109,760 a year, which is the same amount as the current contract. Discussion followed regarding the details of the contract. Director Vaughn suggested that the bidder make a brief presentation to the Board about the scope and the details of how that contract is executed by Front Range. Director Loeffler will follow up and get back to the Board. This item was deferred until the next Board meeting.

- B. Safety Manager Role

Director Balafas stated that a committee will be formed to create a job description. Director Sharp distributed a resume of someone she knows who she feels would be a good fit. Director Pachorek volunteered for the committee, as did Director Sharp. Discussion followed on 1) role, 2) contract, 3) interview process. Director Loeffler will distribute a list of tasks obtained from Denver BID.

- C. Place-Making Plan

Director Balafas would like to get a plan in place. Discussion followed and the Board gave Ms. Salazar instruction to get pricing for holiday lights.

9. ED Director Update

- A. RNO Community Meeting at the Turnverein, 4-7 p.m., November 20, 2014

Ms. Salazar stated The Lost Highway Brewery is to provide beer and Argonaut Liquor is to assist with wine. Discussion followed.

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B. Upper Colfax Banners; Banner Pole Leasing

Ms. Salazar stated printing is complete and extra was ordered. She is working to complete the policy.

C. General Update

Ms. Salazar gave a brief update

10. Other Business

It was stated that the intersection priority list needs to be updated.

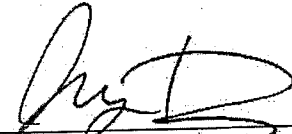
11. Public Comments

There were no public comments.

12. Adjournment

Upon a motion duly made by Director Balafas, seconded by Director Sharp, and upon a vote, unanimously carried, the Board adjourned the meeting at 12:16 p.m.

Respectfully Submitted,


Secretary of the Meeting

**COLFAX BUSINESS IMPROVEMENT DISTRICT
BOARD MEETING MINUTES**

DATE: December 9, 2014
TIME: 10:00 a.m.
PLACE: 1490 Lafayette Street, Suite 108
Denver, Colorado 80218

Directors Present:

Jimmy Balafas
Anthony Loeffler
Sean O'Connell
Crystal Sharp
Tina Pachorek
Ron Vaughn
Vicky Hales

Others Present:

Stephanie Salazar; CBID Economic Development Director
Chuck Reid; CliftonLarsonAllen LLP (CLA)
Dawn Schilling; Schilling & Co, Inc.
Frank Locantore; Uptown on the Hill RNO
Len Austin & Jack Curtin; Front Range Services

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

At 10:00 a.m. Director Balafas called the meeting to order and a quorum declared present. Upon a motion duly made by Director Vaughn seconded by Director Loeffler, and upon a vote, unanimously carried, and the agenda was amended with the addition of a letter of support for Know Wine-ing's Liquor application to the Consent Agenda.

Director Balafas noted that this is Ms. Salazar's final meeting as CBID's Economic Development Director, highlighted accomplishments from Ms. Salazar tenure, and provided her with a plaque recognizing her service. The Board also expressed their appreciation.

2. Guest and other introductions were made.

3. Consent Agenda

Upon a motion duly made by Director Pachorek, seconded by Director Vaughn, and upon vote, unanimously carried, the Board approved the Consent Agenda, which included the following items:

- A. Minutes from November 11, 2014 Regular Board Meeting
- B. Minutes from November 20, 2014 Special Annual RNO Board Meeting
- C. Preferred Maintenance Reports – November 2014
- D. Letter of Support for Know Wine-ing Liquor License Application

4. Financial Items

A. October 2014 Financial Statements

Ms. Schilling reviewed the October 2014 Financial Statements with the Board. Ms. Salazar noted that two reimbursement checks had been received from the insurance company, reimbursing CBID for damaged pedestrian lighting poles.

Upon a motion duly made by Director Loeffler, seconded by Director O'Connell, and upon a vote, unanimously carried, the Board accepted the October 2014 Financial Statements.

B. Review and Consider Approval of the December 2014 Claims Totaling \$24,680.95 Represented by Check Numbers 2492 Through 2507 and EFT Payments to Century Link and Xcel Energy

Ms. Schilling presented the claims to the Board. Ms. Salazar explained the costs paid to Meredith Long for assistance with the Safety Meeting held at the Basilica. Following discussion, upon a motion duly made by Director Loeffler, seconded by Director Pachorek, and upon a vote, unanimously carried, the Board approved the December 2014 claims and EFT payments.

5. Discuss Consulting Contracts for Accountant and District Manager

Schilling & Company's proposed 2015 Scope of Services was discussed, including the frequency of meetings amended and services provided. The 2015 proposed engagement has a \$5 per hour increase in cost. Following discussion, and upon a motion duly made by Director O'Connell, seconded by Director Pachorek, and upon a vote unanimously carried, the Board approved the Schilling & Co., Inc. engagement letter for 2015 accounting services.

Action on CliftonLarsonAllen LLP's 2015 contract was held pending discussion regarding the transition plan being developed and CBID's 2015 needs. Directors Balafas and O'Connell will work to finalize this contract which will be brought back to the Board at the January 2015 meeting.

6. Approve Revised Pedestrian Lights Phase 2 (Wrap Lights Project) Priority List

Director Loeffler requested moving the priority of the light at Corona and Colfax up to the 4th priority. Director Loeffler is making this request as the electrical box for this light is on private property and does not have an easement, and needs to be moved as part of the \$23,000,000 in improvements his company is making at this site. As such, it makes economic sense to improve the light at the same time the electrical box is moved which needs to happen as soon as possible.

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Ms. Salazar noted that the list included in the meeting packet shows the light at Corona and Colfax as priority #4, and she has added the replacement of sodium luminaries to the list of priorities at #27.

It was noted that Denver needs CBID's prioritization list as soon as possible as Denver is ordering lights, and will begin working on this project early in 2015. Ms. Salazar will send the letter to Denver.

Upon a motion duly made by Director Hales, seconded by Director Sharp, and upon a vote, unanimously carried, the Board approved the revised light prioritization.

7. 2015 Priorities Planning

A. Street Maintenance Contractor Selection, Anthony Loeffler and Vicky Hales

Director Loeffler reported that Front Range Services (FRS) and a second vendor responded to CBID's Request for Proposals for these services. FRS's proposal was less expensive and Directors Loeffler and Hales are recommending FRS be awarded the 2015 contract.

Mr. Austin expanded on how FRS may be able to begin an Ambassador Program modeled after the Downtown Denver Partnership (DDP) within CBID. Mr. Austin explained that the DDP Ambassador Program holds weekly meetings with Denver Police District 6 and has redesigned the Ambassador Program based on these meetings.

Mr. Curtin encouraged the Board to focus any CBID initiated "Ambassador" Program towards safety programs. The Board noted that the Safety Manager's role will align with the direction recommended by Directors Loeffler and Hales for the FRS contract. Discussion ensued regarding various options for aligning the maintenance and safety efforts.

The Board discussed modifying the reporting done by FRS, so that communication improves and is effective. Director Vaughn will be the primary point for the 2015 contract.

Following discussion, upon a motion duly made by Director Loeffler, seconded by Director Hales, and upon a vote, unanimously carried, the Board approved a 2015 contract with FRS and authorized Directors Loeffler and Hales to finalize the 2015 contract.

B. Safety Manager's Role – Director Pachorek, Sharp and Loeffler

Director Pachorek reported that the Safety Manager's role is still being finalized and may include marketing and/or administrative duties. The Safety Committee (Directors Pachorek, Sharp & Loeffler) is recommending that a formal job description, solicitation and interview process be followed to hire this position. District 6 is recommending strengthening community policing and creation of a block captain program. Director

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Pachorek noted that Commander Lopez believes that 60% of the police contacts in CBID are "social" with 40% of the contacts being "criminal".

Other Tasks/Skills Being Considered For This Position Include:

- Monitoring CBID's "Base Camp" internet presence;
- Having knowledge of Denver's Court system;
- Coordinating CBID's Clean & Safe Program;
- Coordinating Storefront Improvement Program;
- High level of street presence and business familiarity; and
- Frequent communication with the CBID Board.

CBID has approximately \$85,000 for this program and effort in 2015, and work is still being done to identify the exact structure of the position and/or how best to meet the need.

Chris Geddes, Denver City Attorney, offered to review contracts related to this position/need. Director Loeffler will begin building the base documents to advertise this position, and Directors Pachorek and Hales will serve as a committee to move forward on the screening and interview process as needed. The position will be advertised in Life on Capitol Hill.

C. Place-Making Plan

Directors O'Connell and Balafas will meet to begin this discussion.

8. ED Director Update

A. Ms. Salazar noted that the RNO Community Meeting at the Turnverein, on November 20, 2014 meeting went well, and a "roadmap" was provided for future events.

B. Ms. Salazar noted that the Three Blunts, LLC, dba Cheba Hut Liquor License Application is included in the packet. Following discussion, and upon a motion duly made by Director Balafas, seconded by Director Pachorek, and upon a vote, unanimously carried, the Board approved a letter of support for this application.

C. Director Balafas reported that he, Stephanie Salazar, Dawn Schilling and Chuck Reid will meet on December 11, 2014 to discuss the transition, with a final walk-through scheduled on January 5, 2015.

Hilary Waters with Life on Capitol Hill is looking for office space and interim work. This may be an option for occupying/staffing the CBID office. Director Balafas will follow up with Ms. Waters BID Operations Transition

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D. General Update

Ms. Salazar expressed her appreciation to the Board for the opportunity to work with CBID.

9. Public Comments

There were no public comments.

10. Adjournment

Upon a motion duly made by Director Balafas, and upon a vote, unanimously carried, the Board adjourned the meeting at 12:00 p.m.

Respectfully Submitted,



Secretary of the Meeting

**COLFAX BUSINESS IMPROVEMENT DISTRICT
BOARD MEETING MINUTES**

DATE: January 13, 2015
TIME: 10:00 a.m.
PLACE: 1635 East Colfax Avenue (UMB Bank)
Denver, Colorado 80218

Directors Present:

Jimmy Balafas
Anthony Loeffler
Ron Vaughn
Vicky Hales

Others Present:

Chuck Reid & Sandy Brandenburger; CliftonLarsonAllen LLP (CLA)
Dawn Schilling; Schilling & Co, Inc.
Jack Curtin; Consolidated Services Group
Anna Jones; City Council Candidate
Johanna Glaviano & Reynaldo Mireies; SAGE of the Rockies
Hilleary Waters; Life on Capitol Hill

1. Call to Order, Declaration of Quorum, Certification of Agenda:
At 10:01 a.m. Director Balafas called the meeting to order and a quorum was declared present. Upon a motion duly made by Director Loeffler, seconded by Director Vaughn, and upon a vote, unanimously carried, the agenda was approved as submitted.

2. Consent Agenda
Upon a motion duly made by Director Loeffler, seconded by Director Vaughn, and upon vote, unanimously carried, the Board approved the Consent Agenda, which included the following items:
 - A. Minutes from December 9, 2014 Regular Board Meeting
 - B. Preferred Maintenance Report
 - C. Thai Monkey Club Letter of Support, Hotel & Restaurant Liquor License Application

3. Financial Items
 - A. November 31, 2014 Financial Statements and Cash Position

Ms. Schilling reviewed the November 2014 Financial Statements and Cash Position with the Board. Upon a motion duly made by Director Loeffler, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board accepted the November 31, 2014 Financial Statements and Cash Position.

 - B. Review and Consider Approval of the January 2015 Claims Totaling \$33,172.50 and EFT Payments to Century Link and Xcel Energy

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Ms. Schilling distributed the revised claims to the Board. The January 2015 Front Range invoice was discussed, and the Board decided the invoice will be paid in arrears at the next meeting. Following discussion, upon a motion duly made by Director Loeffler, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved the January 2015 claims and EFT payments.

C. January 2015 UCCF Claims Totaling \$500.00 Represented by Check Number 2190

Upon a motion duly made by Director Loeffler, seconded by Director Hales, and upon a vote, unanimously carried, the Board approved the January 2015 UCCF claim totaling \$500.00 represented by check number 2190.

4. Guest Introductions & Scheduled Public Presentations

A. Introductions of all present were made.

B. Johanna Glaviano, SAGE of the Rockies, The GLBT Community Center of Colorado

Director Balafas introduced Johanna Glaviano and Reynaldo Mireies with The GLBT Community Center of Colorado. Ms. Glaviano distributed literature and she and Mr. Mireies gave a brief description of the Center. Ms. Glaviano stated that the Center receives approximately 40,000 visitors annually, and noted that she works with SAGE of the Rockies, who provide advocates for GLBT seniors. She indicated they are working to expand a Capital Hill comeback which is focused on "Aging in Place" services. The program implementation steps she discussed include:

1. Needs assessment
2. Building partnerships
3. Improve programs

Ms. Glaviano discussed the 2015 Gay Pride event and parade which is scheduled for June 21st & 22nd, and indicated they would like to work with CBID on this event.

C. Ms. Anna Jones, candidate for City Council, introduced herself to the Board. She currently works for Progressive Urban Management Association (PUMA) that helped CBID do strategic planning back in the mid 2000's, and wants to see Colfax thrive.

D. Ms. Hilleary Waters was introduced. Director Balafas explained that Ms. Waters will be providing interim administrative functions and "office presence" in exchange for use of the CBID offices. Ms. Waters requested approval to update the CBID website and wants to begin updating the contract/members list. The Board approved for her to do so, and requested a proposal from Ms. Waters to update the CBID map. Ideas for a 2015 map update were discussed.

Ms. Waters stated she has received a request from someone to purchase banners, and asked the Board if they would like to sell their banners. Discussion ensued, and the idea of creating posters for distribution was discussed. No action was taken on this request.

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5. 2015 Goals, Updates, Discussion & Possible Action Items

A. Safety

1. Safety Manager Position Update

The Board requested the resumes be forwarded to Director Hales and Pachorek for review. The next steps will be determined by the number of applications and skill sets.

2. Other

None.

B. Place Making

1. Façade Improvement – Directors Balafas and O’Connell

No action was taken and discussion will be brought back at a future meeting.

2. Other

None.

C. Streetscapes

1. Consolidated Services Group (CSG) Report – Director Vaughn

The 2015 contract is still being finalized by Directors Vaughn and Loeffler. Roles, tasks and responsibilities will be added to the Operations Matrix which is being developed, and which will show all CBID duties and responsible parties.

Mr. Curtin discussed how restrictive indoor smoking laws and the expansion of outside seating, have led to CBID assuming responsibility for private business’ cleaning responsibilities. Options for how to address this issue were discussed. Mr. Curtin will bring a sample letter to the next CBID Board meeting, along with a list of suggested properties that could be contacted about this issue.

D. Banner Program

The Board discussed administration of the banners program, and asked Mr. Reid for a proposal to complete a banner policy. Discussion ensued regarding the Valentine Hearts’ banners, and whether it was feasible to proceed with this program in 2015. No decisions were made on this matter.

6. Other

A. Transition Plan – Director Balafas

Director Balafas provided an update on the transition, and a draft operational matrix was provided. The needs for the Administrative and Safety roles were discussed, and whether or not the tasks can be done by one or two people. It was noted that the posted job description was a blending of the two roles. After discussion, the consensus was to wait and see what applications come in and what the skills include. The Board asked that Directors Hales and Pachorek acknowledge receipt of the applications.

B. Contract for District Manager – Director Balafas

This item was postponed until the next meeting. CBID and CliftonLarsonAllen are currently negotiating monthly fees, based on work done.

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C. Office Space Update – Director Balafas

Director Balafas stated Director Pachorek is exploring other office locations that offer street visibility. More information will be provided when Director Pachorek is present.

D. BASECAMP Policy – Mr. Reid

The Board will continue to utilize BASECAMP, and this will be disclosed on the CBID Website with an opportunity for anyone to access the BASECAMP tool by request.

E. Draft Annual Calendar

Mr. Reid distributed and reviewed with the Board. He was asked to have this item added each month to the monthly agendas.

F. Crowd Funding

This item was postponed until the next meeting.

G. Valentine Banners

Previously discussed.

H. Salazar Post Employment Contract

Upon a motion duly made by Director Loeffler, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board authorized Director Balafas to execute a post-employment contract with Ms. Salazar for work she provides to CBID.

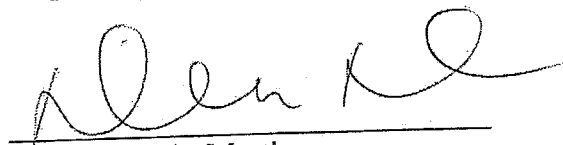
7. Other Public Comments

Ms. Schilling was requested to review the Root 40 Website contract with GoDaddy. She also asked if vendors could send electronic invoices by mail to her email address or whether they should mail them to her Schilling address. The Board determined that CBID's address still be used, and to keep the original Post Office box for now. Ms. Schilling is to reach out to the vendors and ask for electronic invoices to be sent to her as a preference.

8. Adjournment

Upon a motion duly made by Director Balafas, and upon a vote, unanimously carried, the Board adjourned the meeting at 12:03 p.m.

Respectfully Submitted,



Secretary of the Meeting

**COLFAX BUSINESS IMPROVEMENT DISTRICT
BOARD MEETING MINUTES**

DATE: February 10, 2015
TIME: 10:00 a.m.
PLACE: 1490 Lafayette Street, Suite 108
Denver, Colorado 80218

Directors Present:

Jimmy Balafas
Sean O'Connell (left the meeting at 10:30 a.m.)
Anthony Loeffler
Tina Pachorek
Crystal Sharp
Ron Vaughn
Vicky Hales

Others Present:

Denise Denslow; CliftonLarsonAllen LLP (CLA)
Jack Curtin; Consolidated Services Group
Hilleary Waters; Life on Capitol Hill
Guardian Angels
Tom Garcia; 5775 W. Darmouth Avenue
Ryan Warren; 6285 W. 29th Avenue
Sebastian Metz; sebastianmetz@yahoo.com

1. Call to Order, Declaration of Quorum, Certification of Agenda:
At 10:00 a.m. Director Balafas called the meeting to order and a quorum was declared present. Upon a motion duly made by Director Pachorek, seconded by Director O'Connell, and upon a vote, unanimously carried, the agenda was approved as submitted.

2. Consent Agenda
Director Balafas informed the Board that the contract with Ms. Salazar is simply time and materials for additional follow up for transition work. Ms. Denslow asked Mr. Curtin for clarification on name of entity with which CBID contract for maintenance services will be. He indicated that the proposal was from Front Range, and the agreement should be with them as well. Upon a motion duly made by Director Sharp, seconded by Director Vaughn, and upon vote, unanimously carried, the Board approved the Consent Agenda, which included the following items:
 - A. Minutes from January 13, 2015 Regular Board Meeting
 - B. January 2015 Maintenance Report
 - C. Front Range Services, Inc. 2015 Maintenance Contract
 - D. Stephanie Salazar 2015 Contract

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3. Financial Items

A. December 31, 2014 Financial Statements and Cash Position

Upon a motion duly made by Director Loeffler, seconded by Director Pachorek, and upon a vote, unanimously carried, the Board accepted the December 31, 2014 Financial Statements and Cash Position.

B. Review and Consider Approval of the February 2015 Claims Totaling \$16,750.71 and EFT Payments to Century Link and Xcel Energy

Upon a motion duly made by Director Pachorek, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved the February 2015 claims and EFT payments.

4. Guest Introductions & Scheduled Public Presentations

A. Guardian Angels

The Guardian Angels have been on Colfax for over 20 years, and were originally invited by CHUN to work on the street. They are a citizen group that does not have "special powers" but their presence provides a sense of safety and security. Their mission is to make people feel safe. They have not necessarily done a good job partnering with other entities or parties in the past, but it is a goal moving forward. They would like to continue to foster reaching out and creating partnerships. Director O'Connell inquired as to how they might address issues with homeless. The response was that the Guardian Angels focus on acts of violence primarily, but that their presence also helps to discourage loitering. Their mission is primarily to protect people, not property. If drug dealing is evident, they will call the police. They may engage verbally with them and ask them to hand it over, which sometimes will work, and they will try to keep them on the scene until the police arrive. Director Pachorek inquired as to whether they are available to businesses for consultation and assistance. The Guardian Angels will assist, but can't become personal security for any specific business. Director Balafas asked about funding sources. The Guardian Angels are a 501(3)c and get some funding through donations. They also get funding through security services that they perform. They have no paid staff.

5. 2015 Goals, Updates, Discussion & Possible Action Items

A. Safety – Directors Pachorek & Hales

1. Safety Manager Position Update

Director Pachorek stated that three people were interviewed. Frank Locantore is their preferred candidate for the safety position. He lives in the neighborhood and is very passionate about the position. Discussion followed regarding the candidates. Directors Pachorek and Hales also facilitated a panel interview using people from the police department. Commander Lopez also offered some training sessions for the person in this position. Mr. Locantore also has grant writing experience as well, and has worked with non profits before. Discussion ensued regarding the

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compensation package. Upon a motion duly made, seconded, and upon a vote, unanimously carried, the Board authorized Ms. Denslow to enter into negotiations with the candidate and provide the Board President with a contract to execute.

2. Discuss Interview and Potential Candidates

Previously discussed.

3. Other

None.

B. Place Making

1. Façade Improvement

a. Discuss Program Goals and Policy Options

Director Balafas stated that he and Director O'Connell are meeting on the façade improvement program this week. Discussion followed.

2. Other

None.

C. Streetscapes

1. Discussion and Possible Action on Letter Provided by CSG for Businesses with Patio Seating

Discussion followed regarding the role of Front Range Services and the safety position on streetscape and patio nuisances. Director Vaughn will coordinate with Mr. Curtin at the end of the month.

2. Other

None.

D. Marketing

1. Banner Program

a. Discussion and Possible Action on CliftonLarsonAllen Proposal

Deferred.

b. Presentation of Poster Version of Banners – Hilleary Waters

Ms. Waters stated that 13" x 18" are 2.50 a piece, and larger are \$12.00. They would be used in the business to promote the District and businesses. The Board agreed that the smaller banner posters are desirable, and they could be purchased or given away as gifts or promotional items. The Board discussed selling them as well as resurrecting the heart program next year.

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Upon a motion duly made by Director Balafas, seconded by Director Loeffler, and upon a vote, unanimously carried, the Board authorized \$500 to purchase the small posters and inquire as to the pricing of the larger.

2. Map

- a. Discussion and Possible Action on Proposal Submitted by Hilleary Waters for CBID's Map, 2015 Edition

Discussion followed regarding the map brochure and update. The Board discussed eliminating the advertising and expand on business information.

3. Other

None.

6. Other

- A. Transition Plan – Director Balafas

1. Operations Matrix

Deferred.

- B. Contract for District Manager – Director Balafas

Deferred.

- C. Office Space Update – Director Pachorek

Deferred.

- D. Crowd Funding – Director Pachorek

Deferred.

- E. UCCF – Discuss Root 40 Festival (2015 Insurance)

Deferred.

- F. 2015 Denver PrideFest

Deferred.

7. Other Public Comments

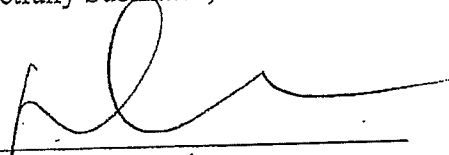
None.

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8. Adjournment

Upon a motion duly made by Director Balafas, seconded by Director Sharp, and upon a vote, unanimously carried, the Board adjourned the meeting at 11:58 a.m.

Respectfully Submitted,

A handwritten signature in black ink, consisting of a large, stylized initial 'R' followed by a series of connected loops and a long horizontal tail extending to the right.

Secretary of the Meeting

**COLFAX BUSINESS IMPROVEMENT DISTRICT
SPECIAL BOARD MEETING MINUTES**

DATE: March 10, 2015
TIME: 10:00 a.m.
PLACE: UMB Bank
1635 E. Colfax Avenue
Denver, Colorado 80218

Directors Present:

Jimmy Balafas
Scan O'Connell
Anthony Loeffler
Tina Pachorek
Ron Vaughn
Vicky Hales

Others Present:

Denise Denslow; CliftonLarsonAllen LLP (CLA)
Jack Curtin; Front Range Services, Inc.
Ross Snodgrass; Integer
Mike Hess; Denver Police Museum
Dick Thompson; Amman
Commander Lopez; Denver Police Dept.
Joe Cordts & Ed Hahn; Department of Public Works

1. **Call to Order, Declaration of Quorum, Certification of Agenda:**
At 10:00 a.m. Director Balafas called the meeting to order and a quorum was declared present. Upon a motion duly made by Director Vaughn, seconded by Director Loeffler, and upon a vote, unanimously carried, the agenda was approved as submitted and the absence of Director Sharp was excused.
2. **Guest: James Busby, Denver Office of Economic Development**

Mr. Busby was invited to the meeting to discuss possible grant funding. He briefed the Board on his role with the Office of Economic Development and stated the agency is multifaceted in addressing business needs, affordable housing and infrastructure. Director Balafas indicated an interest in streetscape grant funds. Mr. Busby said those funds are required to go through an application review process, and these applications are due in January. Director Balafas stated the desire is to get a plan done, and be considered for bond funding in the future through the City. Mr. Busby walked the Board through the process.
3. **Consent Agenda**

Mr. Curtin reported the February activities with the Board, noting the high volume of snow as well as record temperatures. He stated that the majority of the trash cans need painting. Upon a motion duly made by Director Loeffler, seconded by Director Balafas,

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and upon a vote, unanimously carried, the Board approved Front Range Services to make small repairs as needed, not to exceed a total budget of \$500.

Upon a motion duly made by Director Pachorek, seconded by Director Hales, and upon vote, unanimously carried, the Board approved the Consent Agenda, which included the following items:

- A. Minutes from February 10, 2015 Regular Board Meeting
- B. February 2015 Maintenance Report

4. Financial Items

- A. January 31, 2015 Financial Statements and Cash Position

Ms. Schilling reviewed with the Board. Upon a motion duly made by Director Loeffler, seconded by Director O'Connell, and upon a vote, unanimously carried, the Board accepted the January 31, 2015 Financial Statements and Cash Position.

- A. Review and Consider Approval of the March 2015 Claims Totaling \$15,453.70 and EFT Payments to Century Link and Xcel Energy

Upon a motion duly made by Director Pachorek, seconded by Director Loeffler, and upon a vote, unanimously carried, the Board approved the March 2015 claims and EFT payments.

5. Guest Introductions & Scheduled Public Presentations

- A. Dick Thompson, Winifred Ferrill and Pat Nading-Amman: Presentation Regarding 1st Responders Tribute, Safety Expo & Colfax Cruise

Mr. Thompson, Collector Car Council and Mike Hess, Denver Police Museum spoke about the Colfax Cruise and the Police and Fire Museums. They noted there will be a special event held on September 12th, and would like to help provide good exposure to the Police and Fire Department for young kids. The event will be in conjunction with the Colfax Cruise. Winifred Ferrill of The Denver Firefighters Museum, spoke about the history of the Firefighters Museum. Mr. Thompson distributed literature on the car cruise, and explained the different sponsorship options. The Board discussed a \$1,500 contribution, and asked for business discounts.

Upon a motion duly made by Director O'Connell, seconded by Director Pachorek, and upon a vote unanimously carried, the Board approved to donate \$1,500 out of contingency to the Colfax Cruise.

- B. Ross Snodgrass and Scott Meyer, Integer: Presentation Regarding Pro-Bono Store Front Revitalization Project Proposal

Mr. Snodgrass stated the goal is to make buyers into shoppers. He provided the Board with a presentation that showed different products his firm has worked on. He spoke about branding Colfax as an experiment, and be "infectious", "use good design for

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good". He asked the Board to help identify a business and potentially connect Integer with some funding. They will donate their time. Discussion followed regarding "dead blocks" and identifying those areas.

6. 2015 Goals, Updates, Discussion & Possible Action Items

A. Safety – Directors Pachorek & Hales

1. Safety Manager Position Update

Ms. Denslow reported that she has drafted a contract. Discussion followed regarding PTO package; the Board directed Ms. Denslow to clarify language in the draft.

2. Review and Consider Approval of Contract

Following review and discussion, the Board gave Ms. Denslow direction to make the appropriate revisions, and to work with the Board President to execute.

B. Place Making

1. Façade Improvement

a. Discuss Program Goals and Policy Options

Deferred.

C. Streetscapes – Director Vaughn

Previously discussed.

D. Marketing

1. Banner Program

a. Discussion and Possible Action on CliftonLarsonAllen Proposal

Deferred.

2. Map

No discussion.

7. Other

A. Transition Plan – Director Balafas

1. Operations Matrix

Reviewed by the Board.

B. Office Space Update – Director Pachorek

Deferred.

C. Crowd Funding

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No further discussion.

D. UCCF - Discuss Root 40 Festival (2015 Insurance)

No further discussion; the Board determined the insurance was not necessary.

E. 2015 Denver PrideFest

Deferred.

F. Phase 2 Streetlight Update

Director Balafas stated that the IGA with the City and CBID will need to have a letter acknowledging the second phase via the letter. Mr. Ed Hahn stated the delivery of the roles is around the 1st of June and a contract is awarded to them as well.

Upon a motion duly made by Director Loeffler, seconded by Director Pachorek, and upon a vote, unanimously carried, the Board authorized the letter acknowledging the second phase.

G. Consider Approval of Rotation of Businesses for Life on Capitol Hill Ad

After review and discussion, three additional business were added to the list as follows:
1) January Sassafras; 2) Lost Highway; and 3) Cheba Hut

H. Discussion of St. Johns Project – Director Pachorek

Commander Lopez distributed statistics to the Board and discussed the locations of interest. He stated that they are trying very hard to keep on top of the homelessness in this area.

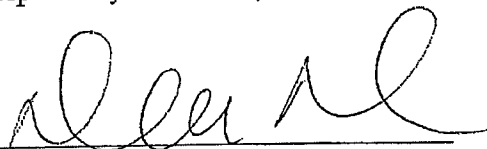
8. Other Public Comments

None.

9. Adjournment

Upon a motion duly made by Director Balafas, seconded by Director Loeffler, and upon a vote, unanimously carried, the Board adjourned the meeting at 12:50 p.m.

Respectfully Submitted,


Secretary of the Meeting

**COLFAX BUSINESS IMPROVEMENT DISTRICT
SPECIAL BOARD MEETING MINUTES**

DATE: April 14, 2015
TIME: 10:00 a.m.
PLACE: UMB Bank
1635 E. Colfax Avenue
Denver, Colorado 80218

Directors Present:

Jimmy Balafas
Sean O'Connell
Anthony Loeffler
Crystal Sharp
Vicky Hales

Others Present:

Denise Denslow; CliftonLarsonAllen LLP (CLA)
Jack Curtin; Front Range Services, Inc.
Hilleary Waters; Life on Capitol Hill
Dawn Schilling; Schilling & Co., Inc.
Frank Locantore; Community Director

1. Call to Order, Declaration of Quorum, Certification of Agenda:
At 10:05 a.m. Director Balafas called the meeting to order and a quorum was declared present. Upon a motion duly made by Director O'Connell, seconded by Director Balafas, and upon a vote, unanimously carried, the agenda was approved as submitted and the absence of Directors Pachorek and Vaughn were excused.

Director Balafas introduced Frank Locantore to the Board. Mr. Locantore greeted the Board and stated that he is excited to be here.

2. Consent Agenda

Upon a motion duly made by Director Loeffler, seconded by Director Sharp, and upon vote, unanimously carried, the Board approved the Consent Agenda, which included the following items:

- A. Minutes from March 10, 2015 Special Board Meeting
 - B. March 2015 Maintenance Report, Front Range Services
3. Discuss Recommended Locations for Re-facing Grants/Dead Zone Abatement –
Directors Balafas and O'Connell

Director Balafas introduced this item to the Board. He and Director O'Connell drove and walked the District last month to identify areas in need. Director O'Connell stated that he also used Google Maps to identify areas, block to block. He stated that they were looking for buildings and facades that need specific attention. Director O'Connell went through the list of candidates that they identified. Director O'Connell inquired to

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the rest of the Board as to how this process will work. He also suggested maybe a mural be painted on the wall of the District 6 building. Discussion followed. The Board directed Mr. Locantore to come back to the Board with the next steps and a suggested protocol, and stated that they would like to see some quick success stories. The Board asked that this topic be on the agenda moving forward.

Director O'Connell also discussed with the Board the proposed Homeless Bill of Rights. He stated that this could be impactful to businesses. The Board asked Ms. Waters to craft a letter in opposition of the bill on behalf of the District. Director O'Connell also discussed public bathroom issue. Mr. Locantore to report back to the Board on this issue.

4. Financial Items

A. February 28, 2015 Financial Statements and Cash Position

Ms. Schilling reviewed with the Board. She reported total assets at the end of February were \$623,741, and property taxes in the amount of \$82,574 were received. Ms. Schilling reviewed the budget to actual report in the General Fund.

Upon a motion duly made by Director Balafas, seconded by Director Sharp, and upon a vote, unanimously carried, the Board accepted the February 28, 2015 Financial Statements and Cash Position.

B. Review and Consider Approval of the April 2015 Claims Totaling \$21,823.11 and EFT Payments to Century Link and Xcel Energy

Ms. Schilling reviewed the April check detail with the Board. There was one additional manual check for the posters in the amount of \$645.75 represented by check number 2330. This brings the new total for the claims to \$21,823.11.

Upon a motion duly made by Director Sharp, seconded by Director Loeffler, and upon a vote, unanimously carried, the Board approved the April 2015 claims and EFT payments as amended.

5. 2015 Goals, Updates, Discussion & Possible Action Items

A. Reports/Updates – Frank Locantore, Community Director

i. Ratify Approval of Contract

Upon a motion duly made by Director Balafas, seconded by Director Sharp, and upon a vote, unanimously carried, the Board ratified approval of the contract with Frank Locantore.

ii. Work Plan Review and Approval

Mr. Locantore distributed his report and reviewed with the Board. He spent approximately 50% on clean and safe, 30% on administration and 20% on community organizing. He briefed the Board on his upcoming activities and

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meetings that he has scheduled. Director Balafas stated that he and Mr. Locantore meet weekly at 9:00 a.m. at St. Marks to review his upcoming week.

iii. Media Protocol and PR Specialist?

Director Balafas briefed the Board stating that a process and protocol needs to be established to handle media requests. Mr. Locantore distributed a proposal from Hilleary Waters & Associates to handle media requests and press releases.

Upon a motion duly made by Director Loeffler, seconded by Director Sharp, and upon a vote, unanimously carried, the Board approved the proposal and first announcement. The Board asked that the minutes reflect that Mr. Locantore's title moving forward, is Community Director, versus Safety Manager. This change was made to emphasize Mr. Locantore's focus on community organization with safety as an ancillary benefit from his efforts.

iv. Other

None.

B. Streetscapes – Director Vaughn

Director Vaughn was not in attendance. Front Range Services provided a report in the packet. Mr. Curtin briefed the Board on this month's activities. He asked the Board to consider how to address tree replacement and installation. Mr. Curtin also asked for direction regarding the banners. Mr. Locantore will come back to the Board with some thoughts on the banners.

C. Marketing – Director to be Assigned

i. Map

a. Map Brochure Discussion

Discussion regarding the map brochure ensued. The Board's consensus was to move forward with this and use contingency funds in the budget for this. Upon a motion duly made by Director Balafas, seconded by Director Sharp, and upon a vote, unanimously carried, the Board approved the proposal to implement the map brochure project.

6. Other

A. Transition Plan – Director Balafas

Director Balafas briefed the Board on the transition plan. He has provided Mr. Locantore with a list of additional duties that CLA has provided. He will get back to Director Balafas on what he can provide; CLA will then review the contract.

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i. Operations Matrix

Mr. Locantore will be taking over this function.

B. Office Space Update – Director Pachorek

Deferred.

C. 2015 Denver PrideFest

Deferred.

D. Phase 2 Streetlight Update

Deferred.

E. New Business

Mr. Locantore inquired about the Board retreat. It was determined that the May meeting would be focused on the Community Director goals and objectives.

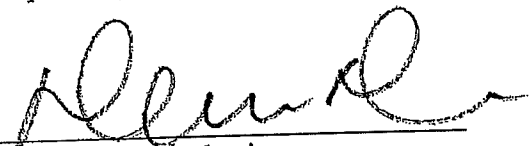
7. Other Public Comments

None.

9. Adjournment

Upon a motion duly made by Director Sharp, seconded by Director Loeffler, and upon a vote, unanimously carried, the Board adjourned the meeting at 12:08 p.m.

Respectfully Submitted,



Secretary of the Meeting

**COLFAX BUSINESS IMPROVEMENT DISTRICT
SPECIAL BOARD MEETING MINUTES**

DATE: May 12, 2015
TIME: 10:00 a.m.
PLACE: UMB Bank
1635 E. Colfax Avenue
Denver, Colorado 80218

Directors Present:

Jimmy Balafas
Anthony Loeffler
Tina Pachorek
Crystal Sharp

Others Present:

Denise Denslow; CliftonLarsonAllen LLP (CLA)
Jack Curtin; Front Range Services, Inc.
Hilleary Waters; Hilleary Waters & Associates
Dawn Schilling; Schilling & Co., Inc.
Frank Locantore; Community Director
Officer Snow; District 6
Johanna Glaviano, The Center

1. Call to Order, Declaration of Quorum, Certification of Agenda:
At 10:02 a.m. Director Balafas called the meeting to order and a quorum was declared present. Upon a motion duly made by Director Loeffler, seconded by Director Sharp, and upon a vote, unanimously carried, the agenda was approved with adding Item 6D Map Discussion and Item 6E Confirming Meeting Location for Future Meetings as amended. The absence of Directors O'Connell, Hales and Vaughn were excused.

2. Consent Agenda

Upon a motion duly made by Director Pachorek, seconded by Director Loeffler, and upon vote, unanimously carried, the Board approved the Consent Agenda, which included the following items:

A. Minutes from April 14, 2015 Special Board Meeting
B. April 2015 Maintenance Report, Front Range Services

3. Discuss Recommended Locations for Re-facing Grants/Dead Zone Abatement –
Directors Balafas and O'Connell

Director Balafas stated that he and Director O'Connell did not have a chance to meet; however, he met with Integer Group and discussed the possibility of The Great Wall building. Mr. Locantore also reported on his meeting with Integer. Director Balafas inquired with the Board as to what they thought regarding award criteria. Director Pachorek stated she spoke to one of the owners in the same building who mentioned

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crime as an issue, and that they were thinking about leaving Colfax. Discussion followed the process for awarding funds to candidates. Mr. Locantore will report back to the Board on the process that the OED uses, and comparable other community programs. Discussion also took place regarding the possibility of using CBID money as matching funds for projects awarded through OED.

A. Next Steps – Frank Locantore

Mr. Locantore will provide a process to the Board for the Façade Improvement Program.

B. Letter in Opposition of the Homeless Bill of Rights on Behalf of CBID – Ms. Waters

It was reported that this Bill did not survive.

4. Financial Items

A. March 31, 2015 Financial Statements and Cash Position

Ms. Schilling reviewed with the Board. She noted that the bulk of the remaining property taxes due should be coming in June.

Upon a motion duly made by Director Loeffler, seconded by Director Pachorek, and upon a vote, unanimously carried, the Board accepted the March 31, 2015 Financial Statements and Cash Position.

B. Review and Consider Approval of the May 2015 Claims Totaling \$21,234.66 Represented by Check Numbers 2574 Through 2583 and EFT Payments to Century Link and Xcel Energy

Ms. Schilling reviewed the May check detail with the Board. Upon a motion duly made by Director Loeffler, seconded by Director Sharp, and upon a vote, unanimously carried, the Board approved the May 2015 claims and EFT payments as submitted. Discussion followed regarding the banner arms and the process for ordering and budgeting for stolen/broken ones. Mr. Curtin also informed the Board that the trash cans would look much better with a powder coating and that he will check with Maaco Car Painting to get pricing for the powder coating. Mr. Locantore will work with Mr. Curtin to come up with a plan/schedule for doing power washing of the sidewalks (where to start, etc.). Discussion ensued regarding the powder coating and power washing.

5. Community Director Report – Frank Locantore

A. Support Naming the Central Denver Recreation Center after the Late CW Carla Madison / Decision: Letter of Support to Parks and Recreation?

Mr. Locantore reported that there will be a process for naming the recreation center. He is seeking feedback from the Board to determine if they would support naming it after Carla Madison. He will report back to the Board on the process and criteria once it is fully determined. Discussion followed, but there was a mixed reaction whether to name

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the rec center after Carla Madison or Colfax Recreation Center. The Board asked Mr. Locantore to keep them apprised.

B. First Responders Tribute, Safety Expo & Colfax Cruise / Decision: How Do We Support?

Mr. Locantore reported the progress of this event to the Board. He said they are requesting a letter from CBID supporting the event. Mr. Locantore stated he will prepare the letter of support.

C. Clean and Safe Tactics / Update and Feedback

Mr. Locantore made a presentation to the Board regarding Block by Block Safety. He stated that Mr. Gaddis from the City of Denver Department of Law would like to be a part of these meetings moving forward. He walked the Board through the process of what he would like to see take place. Discover, assessment, clean, maintain and sustainability. He noted he would like to do four blocks per week with an August completion goal.

D. Colfax BID's Collaboration / Update and Feedback

Mr. Locantore reported he and Director Loeffler were at a recent meeting that brought together all the BID's related to Colfax, and discussion determining if there was a desire for collaboration. He reported on ten items that were identified as potential collaboration topics. Extensive discussion took place regarding streetscape design work and projects in relation to the City's 2017 Bond Program.

E. Integer + Façade Improvement / Update and Feedback

Previously discussed.

F. CBID-UCCF Identity / Short Discussion to Determine Desire Next Steps

This topic was deferred.

G. St. John's - St. Francis Housing Plan / Update

Mr. Locantore gave a brief update focusing on communication between parties.

H. Life on Capitol Hill AD Addendum / Allow Frank to Add to the AD if There is an Announcement

Mr. Locantore asked the Board if he could work with the newspaper to advertise meetings and events. The Board was supportive.

I. DPD6 Site Redevelopment / Update and Feedback

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Mr. Locantore provided a brief update indicating a good deal of discussion regarding the potential redevelopment. Director Loeffler stated he would encourage an interim use of a parking lot.

6. Other

A. Office Space Update – Director Pachorek

Director Pachorek stated this is still underway.

2015 Denver PrideFest

Deferred.

B. Phase 2 Streetlight Update

Deferred.

C. Map – Hilleary Waters

Ms. Waters provided a brief media update. She noted the old map was six panels wide, and the new map is only four panels wide and uses banner designs.

D. Meeting Location

Upon a motion duly made by Director Balafas, seconded by Director Pachorek, and upon a vote, unanimously carried, the Board approved moving the regular Board meetings that are held the second Tuesday of each month at 10:00 a.m. to the UMB Bank, 1635 E. Colfax Avenue, Denver, Colorado 80218. A new meeting Notice will be posted at the Denver County Clerk's office and the Colfax Business Improvement District office each month located at 1490 Lafayette Street, Denver, Colorado 80218.

7. Other Public Comments

None.

8. Adjournment

Upon a motion duly made by Director, seconded by Director Loeffler, and upon a vote, unanimously carried, the Board adjourned the meeting at 12:22 p.m.

Respectfully Submitted,


Secretary of the Meeting



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

June 9, 2015 Special Board Meeting Minutes

10:00 a.m.

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

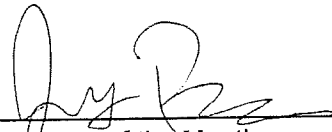
	Directors Present: Jimmy Balafas, Anthony Loeffler, Vicky Hales, Crystal Sharp
	Others Present: Denise Denslow; CliftonLarsonAllen LLP Jack Curtin; Front Range Services, Inc. Frank Locantore; Community Director Robi Salo; Guardian Angels Lt. John Coppedge & Det. Ryan Nunnely; Denver PD6 Gabriel Moak; 1187 Landy Road West Wayne New; 443 Adams Sarah Wells; 1475 Humboldt Representative Beth McCann; Candidate for Denver DA Hilleary Waters; Hilleary Waters & Associates
10:00	Call to Order; Declaration of Quorum; Certification of Agenda The meeting started at 10:00 but was not officially called to order by Director Balafas until 10:40 due to lack of quorum. A motion was made by Director Sharp and seconded by Director Loeffler to certify the agenda. The motion passed unanimously. The absences of Directors O'Connell, Pachorek and Vaughn were excused. Items from the Public Guardian Angels were present to speak to the board. They discussed some potential locations for an office and talked about their goals and objectives. Robi Salo discussed how they work in conjunction with the police department, and try to cover as much turf as possible to reduced opportunities for crime. They study martial arts, are CPR trained, and try to be positive role models for youth. They are available to assist people who need help, and to de-escalate situations – "verbal judo".
10:05	Consent Agenda Intended Outcome: A. Minutes from May 12, 2015 Board Meeting (enclosed) - <u>VOTE</u>

	<p>B. May 2015 Maintenance Report, Front Range Services (enclosed) - <u>VOTE</u> (Any item in this section can be "pulled" for additional discussion, or the entire section may be approved with a single motion. All items have been reviewed by CBID's consultants and are recommended for approval.)</p> <p>Motion made by Director Loeffler and a second by Director Balafas to approve the consent agenda, with the maintenance report pulled, as it was not received from Front Range. The vote was unanimous.</p>
10:15	<p>Financial Items: Intended Outcomes:</p> <ul style="list-style-type: none"> A. CBID April 2015 Financial Statements and Cash Position Report (enclosed) Director Loeffler reviewed the financial statements with the board. Motion made by Director Sharp and seconded by Director Loeffler to accept the financials and cash position. Approved unanimously. B. CBID Claims Totaling \$20,197.23 and EFT Payments to CenturyLink and Xcel (enclosed) Motion made by Director Sharp and seconded by Director Loeffler to approve the claims. Motion passed unanimously.
10:25	<p>Denver Police Department District 6 (DPD6) with Lt. Coppedge and Det. Nunnelly Intended Outcomes:</p> <ul style="list-style-type: none"> A. Update on Drug Dealing in Colfax Corridor B. Strategies for CBID to Address the Problem C. Ways CBID Can/Should Communicate with Businesses D. Q&A <p>Detective Nunnelly informed the board that there is a huge supply and demand issue around Colfax for narcotics. He and Lt. Coppedge discussed the process of area restriction for users who are charged. Discussion followed regarding general drug use issues. Lt. Coppedge discussed an option of a trespass agreement that the police department can enter into with property owners. This would allow the PD to prosecute for trespassing on private property, such as parking lots, after business hours. General discussion followed regarding how to report a drug deal, locations that are currently hot spots, and when to call 911.</p>
10:55	<p>Colorado State Representative, Beth McCann Intended Outcome: Update and Q&A</p> <p>Representative McCann addressed the Board, speaking about bills that will come forth this season. She spoke of the DUI felony bill that would make a fourth DUI a felony. The bill includes more treatment options on the third offense. Representative McCann also talked about youth issues and an interim step to help youths in trouble before they enter the system. She discussed several issues related to drug use, treatments, and access for first responders to drugs to reverse the effects of overdose. Representative McCann also discussed construction defect legislation. There will be a referendum on the ballot this year that, if passed, the</p>

	<p>state would be allowed to keep the revenue from marijuana taxes, as it is currently is running up against Tabor limitations. Discussion followed regarding the homeless issue. Representative McCann also reported that she will be running for District Attorney, as the current DA is term limited, as is she in State House District 8.</p>
<p>11:15</p>	<p>Community Director Report Intended Outcomes:</p> <ul style="list-style-type: none"> A. Progress - Update B. Approval of Safety Meeting Approach - <u>VOTE</u> C. OED Grant Application - Update & Timeline D. Master Design Plan - Discussion E. Facade Improvement Process & Criteria Proposal - <u>VOTE</u> F. Streetscape Plan - Discussion G. Community Director Assistant - Discussion H. Safety Plan Budget - Update <p>In the interest of time, Mr. Locantore referred to the report that was provided in the board packet. He discussed the work plan and indicated that he needs to revise it to better allocate into the three buckets. He stated for the board that he feels things are on track. He will start the block by block meetings on June 17th. This will be a trial and error process. Director Hales inquired as to the objective of the block by block meeting. Mr. Locantore said that it is to identify low hanging fruit of things that can quickly be accomplished, as well as long term goals. Also to focus on perception of the district as well as build consistency throughout the area. He discussed "shock and awesome". He is hoping to do a "clean up" on June 20th and July 25th. He also talked about identifying block captains to help push information out.</p> <p>Discussion followed regarding a donation of \$2500 to the Guardian Angels. Mr. Locantore has been working with Joe and Jim Hannifin to have the Guardian Angels be able to use the old Subway space for their headquarters. Mr. Locantore passed out a draft budget for clean and safe. Motion made by Director Balafas, seconded by Director Loeffler to approve the proposed safety budget, including the \$2500 donation to the Guardian Angels. The motion passed unanimously.</p> <p>Mr. Locantore also spoke briefly about Jumpstart 2015 and the OED grant process.</p> <p>The façade program will be determined by a subcommittee that was formed of Director Hales, Director Loeffler and Director Sharp. This group will continue to meet and discuss after the meeting adjourns. Director Balafas left at 11:55, thus there was no longer a quorum, however the subcommittee continued to meet and discuss the façade program. Director Loeffler suggested that trying to work through the city process for matching funds may be too time consuming and just to pursue the program with CBID funds. He suggested taking a parallel path, but to start on the CBID side. Mr. Locantore walked the board through the criteria for selecting the blocks to work on. The board discussed tenant/owner contributions. Mr. Locantore will redraft and distribute to the board, and then meet with Integer, himself, and the potential business owner. After that meeting takes place, and the candidate selected, a time line will be established. The consensus of the subcommittee was to direct Mr. Locantore to make the modifications discussed, and to proceed. The</p>

	final product will be on the next agenda to ratify.
11:55	Other Items, Announcements A. Colfax BID Collaborative Social: Friday, June 19, 2015, Redline Art Gallery B. Business Update: Brik, Good Chemistry, Sassafras C. Public Comment
12:00	Adjourn The meeting adjourned at 11:55; the subcommittee continued until 12:21.

Respectfully Submitted,


Secretary of the Meeting



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

July 14, 2015 Regular Board Meeting Minutes

10:00 a.m.

UMB Bank, 1635 E. Colfax Avenue

Denver, CO 80218

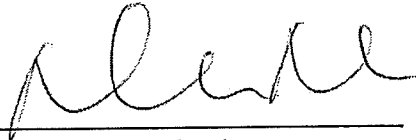
	Directors Present: Jimmy Balafas, Sean O'Connell, Vicky Hales, Ron Vaughn
	Others Present: Sandy Brandenburger; CliftonLarsonAllen LLP Jack Curtin; Front Range Services, Inc. Frank Locantore; Community Director Dawn Schilling; Schilling & Co. Albus Brooks; Denver City Council Hilleary Waters; Hilleary Waters & Associates Kevin Rawlins & Lucy Walker; EDEN Theatrical Workshop Gosia Kung & Jill Locantore; WalkDenver
10:00	Call to Order; Declaration of Quorum; Certification of Agenda Director Balafas called the meeting to order at 10:00. A motion was made by Director O'Connell and seconded by Director Vaughn to certify the agenda. The motion passed unanimously. The absences of Directors Pachorek, Loeffler and Sharp were excused.
10:05	Consent Agenda Intended Outcome: A. Minutes from June 9, 2015 Board Meeting - <u>VOTE</u> B. June 2015 Maintenance Report, Front Range Services - <u>VOTE</u> (Any item in this section can be "pulled" for additional discussion, or the entire section may be approved with a single motion. All items have been reviewed by CBID's consultants and are recommended for approval.) Motion made by Director O'Connell and a second by Director Vaughn to approve the consent agenda. The vote was unanimous.
10:15	Financial Items: Intended Outcomes:

	<p>A. CBID May 31, 2015 Financial Statements and Cash Position Report Ms. Schilling reviewed the financial statements with the Board. Motion made by Director O’Connell and seconded by Director Vaughn to accept the financial statements and cash position. Approved unanimously.</p> <p>B. CBID Claims Totaling \$29,596.56 and EFT Payments to CenturyLink and Xcel Ms. Schilling reviewed with the Board. She noted she would check on the insurance reimbursement of \$2,747.25. Motion made by Director O’Connell and seconded by Director Vaughn to approve the claims. Motion passed unanimously.</p> <p>C. UCCF Cash Detail Ms. Schilling reviewed with the Board. She asked the Board if they wanted to move the funds out of the current account which charges an \$18 monthly fee.</p>
10:20	<p>Albus Brooks Mr. Brooks expressed his gratitude to the Board for hiring Mr. Locantore as the CBID Community Director, and stated what a great impact he is making to the neighborhood. He continued to reveal his goal is to keep consistency of communications with the leaders of the City. He outlined his three basic issues on his agenda as mobility, economic development and drugs. He stated that Denver is reaching the level to go out for another GO Bond and stressed to the Board that this is he year for them to work on feasibility. He discussed safety as another main focus, and is having monthly meetings with Mr. New and Commander Lopez to keep the ongoing communications with the leaders. Camping ordinances were discussed and it was determined that the local business owners need to be made aware of the ordinances as well as the trespass signs. Director Balafas asked Mr. Locantore to make them aware.</p>
10:30	<p>Community Director Report Intended Outcomes: Provide feedback and guidance</p> <p>A. Progress – Updates on Safety Program; Façade improvements; 701 E. Colfax property; and, office move Mr. Locantore distributed copies of his report and reviewed with the Board. The process regarding the pressure washing that was completed by Front Range was explained in detail by Mr. Curtin. Mr. Locantore stated the block by block will be completed this week. A lot of good feedback calls were received from the mass mailing of people who were unable to attend the walk arounds. Director Vaughn expanded by complimenting the good efforts, and was impressed with the diverse group of people that participated.</p> <p>B. Façade criteria- <u>VOTE</u> No voting was necessary.</p> <p>C. Public Information Coordinator Position – applications, interview process, start date, etc. Mr. Locantore discussed the five applications received, but stated he has</p>

	<p>not yet fully reviewed each one. He noted Ms. Waters will help with the review process.</p> <p>D. NOFA Announcement Fill in</p> <p>E. The "Colfaxes" BID Collaborative Fill in</p> <p>F. August Retreat date and location Discussion ensued regarding dates for August retreat. Mr. Locantore will send an email to poll the Board on an agreed date for the August retreat.</p>
10:45	<p>Streetscape Design: WalkDenver Presentation Intended Outcomes:</p> <p>A. Ascertain the best practices from the West Colfax-WalkDenver collaboration</p> <p>The visitors from WalkDenver were unable to give their presentation due to time constraints. Mr. Locantore stated that their focus now is to create policies for pedestrians, and they are working with West Colfax to collect data to develop a plan.</p> <p>B. Determine the next steps to launch our Streetscape Design implementation</p> <p>Ms. Waters stated that the maps went to press this week. They are printing 20,000 instead of 10,000 because of the low price. She plans to hand deliver. Incorporating a transportation map into a Denver Visitor's website and a possible computer application was discussed, and will be brought back for further discussion at the August retreat.</p> <p>There was discussion of a new design for the banners, but still keeping with the same theme. Ms. Waters will provide a proposal for a new design for the Fall/Winter banners per request of Director Balafas.</p>
11:30	<p>Pedestrian Light Update for the "wrap arounds" on Clarkson, Ogden, York & Grant Intended Outcome: Identify next steps</p> <p>Phase 2 of the program will be this week.</p>
11:45	<p>Modification of Premises – KTM Restaurant Group, LLC dba Tacos Borrachose, aka Pinche Tacos Intended Outcome: <u>VOTE</u> on whether or not to support their request for expansion of H&R license to their proposed patio addition</p> <p>After discussion, it was determined no vote was necessary, as there was not letter of support requested from the District.</p>

11:55	Other Items, Announcements A. Monthly "Local Socials" starting in August Mr. Locantore stated that he anticipates the local socials will help build community. Discussion regarding advertisement of the monthly socials ensued, and it was noted that the District has available space in Life on Capital Hill. B. Guardian Angels getting ready to move into the Hannifin's Subway building Mr. Curtin expressed concerns about the connection of the Guardian Angels with the District. C. Other None.
12:00	Adjourn Upon a motion duly made by Director O'Connell, seconded by Director Balafas, and upon a vote, unanimously carried, the meeting adjourned at 11:55.

Respectfully Submitted,



Secretary of the Meeting



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

August 4, 2015 Annual Retreat Board Meeting Minutes

8:30 a.m.

**The Commons at Champa, 1245 Champa Street
Denver, CO 80218**

	Directors Present: Jimmy Balafas, Anthony Loeffler, Crystal Sharp, Sean O'Connell, Vicky Hales and Ron Vaughn
	Others Present: Denise Denslow; CliftonLarsonAllen LLP Frank Locantore; Community Director Dawn Schilling; Schilling & Co. Gosia Kung & Jill Locantore; WalkDenver
8:30	Breakfast
9:10	Call to Order; Declaration of Quorum; Certification of Agenda Director Balafas called the meeting to order at 9:10. A motion was made by Director O'Connell and seconded by Director Vaughn to certify the agenda. The motion passed unanimously. The absence of Director Pachorek was excused.
9:15	Overview of the day; State of the CBID Director Balafas discussed briefly with the board, the topics that were discussed last year. In 2014/2015, the board made great strides in clean and safe by hiring the Community Director, and kicking off the dead zone identification project, as well as façade improvements. Business outreach has also improved due to more direct communication. Director Balafas encouraged the board to be creative and acknowledged that last year was a big shift from prior years. The objective for the day is to come out of the retreat with a list of goals and to prioritize them. There was discussion regarding the budget process and how the retreat discussion will help dovetail into the budget. Discussion followed regarding the public information officer position. Director Hales and Mr. Locantore interviewed five candidates, and made a recommendation of hiring Rachel Griffin for the position. The board discussed also utilizing this position for social media purposes. The board discussed making her an offer and getting her on board.

9:30	<p>SWOT assessment: strengths, weaknesses, opportunitites & threats</p> <p>Mr. Locantore presented the SWOT compilation to the board. He asked the board to review the information that was provided and be prepared to "dot vote" on the areas that are most important to each director. They were given four dots for strengths, two dots for weaknesses, two dots for opportunities, and one for threats.</p> <p>Mr. Locantore reviewed the results:</p> <p>Strengths – "boots on the ground" was a very strong item for the group, followed by manpower and location. Weaknesses – crime zone received the most dots. Opportunities – façade improvements Threats – homeless/transient population.</p> <p>Discussion followed regarding the homeless/transient population issue. Director O'Connell asked if there is any indication of what is keeping them around. Mr. Locantore said that there are a lot of services offered to that particular population utilizes. Director Sharp said that she believes people are giving the homeless money and thus they stick. The board talked about the trespassing agreements. Mr. Locantore stated that he needs to follow up with block captains, people who attended the walkabouts and posting information on the website. Director O'Connell suggested posting on Next Door. Discussion followed regarding implementation.</p> <p>There was also some discussion about how to maintain forward progress on our priorities between board meetings when decisions are required or board direction is needed. Recommendation: The Board should empower President Balafas to make a decision based on good judgement and historical precedent in order to keep programs on track. The decision can be ratified by the full board at the subsequent board meeting.</p> <p>The board also wants to stay focused on their yearly priorities and objectives. The recommendation is that each board meeting includes our list of deliverables and due dates so that for a quick assessment of whether or not the projects are on track. Mr. Locantore committed to facilitating this process.</p>
10:00	<p>Master Design Plan: WalkDenver & West Colfax BID Case Study</p> <p>Jill Locantore, Policy and Program Director for WalkDenver, was in attendance to make a presentation to the board. WalkDenver is a grassroots organization and their goal is to make Denver one of the most walkable cities in the US. Ms. Locantore reviewed a list of benefits that come from walkable communities: healthier, safer, reductions in vehicle fatalities, more inclusive, more prosperous, good for the environment, more community connectivity, and more beautiful.</p> <p>WalkDenver's first "Better Block" event was Jefferson Park (25th between Federal and Elliot). This was a one day demonstration that has resulted in lower vacancies, cleaner community, and investment of \$250,000 by the city of Denver through a combination of OED and Denver Parks & Recreation funds. Ms. Locantore also spoke of the Denver Moves Pedestrian Plan which is being launched in 2015, to address policy issues related to walkability.</p>

	<p>Ms. Locantore briefed the board on work done to date regarding the “tactical urbanism” demonstration project on West Colfax, on August 16th. She talked about some concepts to address safety issues within intersections, as well as transit options, and public art. Discussion followed regarding how to come up with a plan and how it would interact with other entities’ projects. Discussion also took place regarding capturing data for the planning process, including how the data can help with a) telling our story, b) what interventions could make the biggest impact, and c) informing the kind of demonstration project we may like to do in the future – all of which lays the groundwork for what we want to do for the long-term/permanently.</p> <p>Discussion took place regarding collaboration with the other BIDs and then approaching RTD to determine what has been done to date, and what their plans are. Ms. Kung, Executive Director for WalkDenver, arrived at 11:05. Mr. Locantore reported on discussions with OED regarding the grant funding project. He was informed that the project that CBID is contemplating is more Public Works related, and thus the conversation with them needs to take place - and OED would want to be part of that conversation to see how they can help leverage funds. Mr. Locantore reported that the project needs to be “shovel ready” at the time that the grant funding is awarded. Director Balafas stated that he thinks CBID needs to get proposals to do the streetscape plan. The board consensus was that this was a priority last year and that we should get started. Mr. Locantore stated that talking with RTD about their plans is an immediate action plan, and then follow up with the three other Colfax BID’s to determine how they obtain proposals for the design work. General discussion regarding walkability took place.</p>
11:30	Break for Lunch
12:15	<p>“Blueprint Colfax 2020” Mr. Locantore opened the discussion back up with “Blueprint Colfax 2020”. The idea is to look into “our crystal ball” for Colfax and set goals for what needs to happen between now and then.</p> <p>Director Sharp: Likes the walkability concept. Director Loeffler: goal that the street is so clean and aesthetic that graffiti is something that really stands out. Director O’Connell: continuity of no dead zones – starts with the police station project. Director Balafas: facilitate a public process to encourage the private developers to invest in the area. Director Hales: Discussion regarding the possibility of parking for a fee in closed business lots, such as UMB Bank, for evening parking. Director O’Connell suggested putting business in contact with some of the professional parking companies. Director Balafas: Finding better and higher uses for underutilized properties, better “walkability” that is safe, with bulb-outs, crossings every few blocks, a gateway into the district, and façade improvements. Director Vaughn: Façade improvements – get it done quickly and right, fund it and get the first one done as soon as possible. -Get the right mix of businesses that have different “peak times” during the day so</p>

	<p>that the "draw" to the area isn't only for evening activities and stress the limited parking options and has people coming to the area at all times of the day. -We should consider doing an assessment of parking supply vs. demand.</p> <p>Mr. Locantore discussed the façade improvement project. The board reviewed some options, including doing the work through a contractor, or reimbursement to the property owners. Discussion followed regarding the criteria for the façade improvements:</p> <ol style="list-style-type: none"> 1. The property includes retail 2. All/Most retail space is currently occupied 3. Building owner is engaged with and supports their tenants 4. There is a need for design support 5. A new "face-lift" for the building can act as a positive catalyst for the surrounding area 6. Building owner and/or tenant is committed to financial and/or time contribution <p>Discussion followed regarding accountability and participation, i.e., requiring a matching fund of 50%. Action item is to have an agreement with a property owner in place by the September meeting.</p> <p>Director Vaughn asked Mr. Locantore to talk about his experience with the job so far. There was discussion about workload, and project priorities and the deliverables for Mr. Locantore. Director Hale suggested that the BID bring on the additional part time help, and giving them until the end of the year to get caught up, and then work on the façade program in 2016. Director O'Connell stated that he would still like he and Director Balafas to come to the September meeting with the criteria for recommendation to the board, with the intent of having one property done by the end of the year. Discussion followed regarding deliverables and what tasks that Mr. Locantore is spending time on. He stated that the door to door, and some of the administrative tasks during the shock and awesome period of time. He mentioned to the board that the façade improvement project has taken a back burner but he wants to follow up on it. Director O'Connell asked what feedback Mr. Locantore has received from the community. He responded that there are a lot of business owners that don't really know much about it. There was no negativity.</p>
1:00	<p>2016 CBID Goals Priorities for 2016:</p> <ul style="list-style-type: none"> • Streetscape: maintenance, holiday lights, Valentine's Hearts, etc. • Walkability • Façade Improvements • Increase Community Involvement: utilize social media/website, etc. • Continue clean and safe • Placemaking/signage/landmarks • Holiday lights Front Range I've incorporated this into the "Streetscape" on line one.
1:30	<p>Review and Evaluation of the Retreat and Next Steps</p>

	<p>Board discussed the RNO meeting and targeted a date in November. Mr. Locantore agreed to narrow down the date for the meeting.</p> <p>The board requested the annual retreat meeting be within the district next year.</p> <p>The consensus from the board was that the retreat was successful and that a road map for 2016 was identified.</p>
2:00	<p>Adjourn Upon a motion duly made by Director Sharp, seconded by Director Hale, and upon a vote, unanimously carried, the meeting adjourned at 2:00 p.m.</p>

Respectfully Submitted,



Secretary of the Meeting

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2015 Meetings: Second Tuesday of the month, 10:00 a.m.
 UMB Bank, 1635 E. Colfax Ave., Denver, CO 80218

Monthly Notices are posted on the CBID office dooring at 1490 Lafayette St (Frank Posts)

Posting: Life on Capitol Hill (Give to Hilleary to post)

TAX ID #: 84-1129509

Audit is filed with the City and County of Denver (only) on April 1st by Schilling

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Audits are conducted every 3 years

Annual Budget & Operating Plan due to Andrew Johnston at the City of Denver in September at andrew.johnston@denvergov.org and/or Michael Kerrigan, Sr. Financial Management Analyst, Dept. of Finance, Special Districts, City and County of Denver, 201 West Colfax, Dept. 1004, Denver, CO80202, michael.kerrigan@denvergov.org 720-913-5550.

clerkandrecorder@denvergov.org - Postings

8 packets and 3 extra agendas

Panera (CO Blvd. in Glendale) 303-656-4800 : Bagel Pak, Pastry Ring & Tote of OJ