

Mr. Greg Sauber, Manager  
Old South Gaylord B.I.D.  
1084 South Gaylord Street  
Denver, Colorado 80209  
September 30, 2013

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

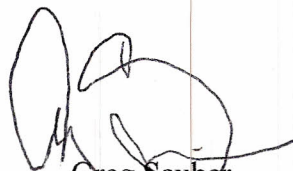
Dear Mr. Delaney,

Enclosed please find the following information requested by your office:

1. The 2014 Budget
2. The 2014 Budget Information
3. The Budget vs. Actual Report for 2013, including information on any material departures from the 2013 Operating Plan
4. The current list of the board of directors, including attendance information
5. Information on the board actions for this year

The Old South Gaylord Business Improvement District has no debt. We do have a \$3000.00 reserve for equipment replacement, repair and maintenance.

Sincerely,



Greg Sauber  
Manager

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

**Old South Gaylord BID**  
**Profit & Loss Budget Overview**  
 January through December 2014

	<u>Jan - Dec 14</u>	
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Income		
Interest	5.75	
Property Tax	35,000.00	
<b>Total Income</b>	<u>35,005.75</u>	
<b>Total Income</b>	35,005.75	
<b>Expense</b>		
Accounting Fees	1,200.00	
Bank Charges, Bank Cd. Expense	50.00	
Board Meeting Expense	90.00	
Contract Services	7,300.00	City Sidewalk Re Concrete
Directory Expense	364.73	
Dues and Licenses	343.02	
Insurance Expense	1,273.00	
Landscaping		
Decorative Tree Lighting	1,400.00	
Flowers	3,500.00	
Lawn Care	2,000.00	
Trees	1,000.00	Regular tree maintenance
<b>Total Landscaping</b>	<u>7,900.00</u>	
<b>Maintenance &amp; Repair</b>		
Electrical	300.00	
Sidewalk Cleaning	350.00	
Snow Removal	6,500.00	
Sprinkler System	250.00	
<b>Total Maintenance &amp; Repair</b>	<u>7,400.00</u>	
Postage & Freight	85.00	
<b>Utilities</b>		
Utilities - Water	500.00	
Utilities xcel energy	500.00	
<b>Total Utilities</b>	<u>1,000.00</u>	
<b>Total Expense</b>	<u>27,005.75</u>	
<b>Net Ordinary Income</b>	8,000.00	
<b>Other Income/Expense</b>		
<b>Other Expense</b>		
Reserve Allocation	8,000.00	
<b>Total Other Expense</b>	<u>8,000.00</u>	
<b>Net Other Income</b>	<u>-8,000.00</u>	
<b>Net Income</b>	<u><u>0.00</u></u>	

# OLD SOUTH GAYLORD BUSINESS IMPROVEMENT DISTRICT

## 2014 BUDGET Notes

Prepared September 2013

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

In 2014 we have budgeted \$7300 to contract services. This is for a city sidewalk re-concrete project. This estimate has been prepared for us by ISA Construction LLC, which includes 1200 Sq Feet of City Sidewalk concrete, as well as city and closing permit. We feel that this not only will enhance the appearance of the block, but level out the sidewalks and maintain safety for pedestrians. This project was initially proposed for budget year 2013 and was not complete. Our intent is to have this project finished in 2014 using the \$7300 and some remaining dollars from 2013 income.

Each year the landscaping budget is meant to provide adequate tree bed flowers, planters, lawn care, and leaf clean up for the block. Our long time vendors for these services include MTL Services and Uncommon Ground. The people that provide these services have done so for many years and know the block very well. In 2013 we continued to plant perennials in tree beds for longevity. There are some concrete planters that will need replacement in 2014 and our intent is to continue with perennial plantings and annuals to create diverse and long lasting flower beds for the block.

In the 2014 Maintenance and Repair budget we are budgeting for the usual expenses of electrical, sidewalk cleaning, snow removal, and sprinkler system maintenance. We will also be purchasing new bicycle racks and trash receptacles as mentioned in the 2013 Budget Notes. This project was not completed in 2013 and the Board would like to move this to be completed in 2014 with monies already received from the city in 2013. In addition, this dollar amount includes painting for light poles, benches, and bicycle racks, so that there is consistency and a cleaner look to the entire block. This estimate was also provided to us by ISA Construction.

Per the above paragraph:

Sidewalk Cleaning and Sprinkler System are both done annually.

## Old S Gaylord BID Budget Notes (cont'd)

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

Electrical Outlets in the tree beds are maintained annually.

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

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

Professional dues are paid annually to the Special Districts Association.

Accounting Services are provided by Dianne Zezulak.

### Additional Projects for 2014:

As mentioned in the Board of Directors Annual Meeting Notes, the Board has approved the following projects to be implemented in 2014 – these projects are being carried over from 2013.

1. Addition of new bicycle racks for the block.
2. Purchase of new trash receptacles for the block.
3. Painting of the light poles.
4. Re Concrete Sidewalks on Old South Gaylord.
5. New Concrete Planters for the block.

Projects or budget may be revised internally among the board members for new bicycle racks and trash receptacles as we confirm pricing on these items in early 2014, as well as for the painting project from ISA Construction LLC and the concrete work on the sidewalks. The board feels that these improvements will enhance the public's use and enjoyment of the 1000 block of S Gaylord.

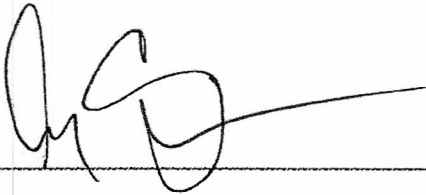


## Old S Gaylord BID Budget Notes (cont'd)

The estimated fund balance as of January 1, 2014 is \$22,000, with a reserve of \$3000. A portion of this \$22,000 will be used for the Sidewalk Concrete project, as well as others mentioned previously in this letter. We would like to rebuild our reserve this year to \$11,000 (as budgeted for 2014 to contribute \$8000) so that in future years we can reduce our operating budget and have funds available to us for projects that arise on the block and be able to continue upkeep and aesthetic value of the 1000 block of South Gaylord. If at the end of 2014 we have additional monies that have not been utilized for projects and routine maintenance of the block, we will put these monies into the reserve as well and adjust our 2015 budget accordingly.

The Old South Gaylord Business Improvement District has no debt.

I, Greg Sauber, Manager of the Old S Gaylord Business Improvement District, certify that the attached is a true and accurate copy of the adopted 2014 budget for the District.



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**Old South Gaylord BID**  
**Profit & Loss Budget vs. Actual**  
January through December 2013

	<u>Jan - Dec 13</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Income</b>				
Interest	20.96	6.01	14.95	348.75%
Property Tax	<u>36,865.32</u>	<u>35,000.00</u>	<u>1,865.32</u>	<u>105.33%</u>
<b>Total Income</b>	<u>36,886.28</u>	<u>35,006.01</u>	<u>1,880.27</u>	<u>105.37%</u>
<b>Total Income</b>	36,886.28	35,006.01	1,880.27	105.37%
<b>Expense</b>				
Accounting Fees	600.00	1,200.00	-600.00	50.0%
Bank Charges, Bank Cd. Expense	12.00	58.00	-46.00	20.69%
Contract Services	0.00	10,600.00	-10,600.00	0.0%
Directory Expense	0.00	466.01	-466.01	0.0%
Dues and Licenses	340.81	339.00	1.81	100.53%
Insurance Expense	1,957.00	1,273.00	684.00	153.73%
<b>Landscaping</b>				
Decorative Tree Lighting	0.00	1,500.00	-1,500.00	0.0%
Flowers	3,247.38	3,500.00	-252.62	92.78%
Lawn Care	1,454.00	2,000.00	-546.00	72.7%
Trees	<u>0.00</u>	<u>1,500.00</u>	<u>-1,500.00</u>	<u>0.0%</u>
<b>Total Landscaping</b>	4,701.38	8,500.00	-3,798.62	55.31%
<b>Maintenance &amp; Repair</b>				
Electrical	0.00	300.00	-300.00	0.0%
Misc	0.00	4,050.00	-4,050.00	0.0%
Sidewalk Cleaning	0.00	350.00	-350.00	0.0%
Snow Removal	4,524.00	6,500.00	-1,976.00	69.6%
Sprinkler System	<u>0.00</u>	<u>250.00</u>	<u>-250.00</u>	<u>0.0%</u>
<b>Total Maintenance &amp; Repair</b>	4,524.00	11,450.00	-6,926.00	39.51%
Postage & Freight	0.00	120.00	-120.00	0.0%
<b>Utilities</b>				
Utilities - Water	249.37	500.00	-250.63	49.87%
Utilities xcel energy	<u>800.00</u>	<u>500.00</u>	<u>300.00</u>	<u>160.0%</u>
<b>Total Utilities</b>	<u>1,049.37</u>	<u>1,000.00</u>	<u>49.37</u>	<u>104.94%</u>
<b>Total Expense</b>	<u>13,184.56</u>	<u>35,006.01</u>	<u>-21,821.45</u>	<u>37.66%</u>
<b>Net Ordinary Income</b>	<u>23,701.72</u>	<u>0.00</u>	<u>23,701.72</u>	<u>100.0%</u>
<b>Net Income</b>	<u>23,701.72</u>	<u>0.00</u>	<u>23,701.72</u>	<u>100.0%</u>

at YE accounting fees will be \$1200/Q3 and 4 not yet pai

Explained in notes  
Fee not yet posted/expected to be \$465

Fee not yet posted for holiday lights

Fee for trimming not yet posted

Not yet posted/shut on and off billed end of october

OLD SOUTH GAYLORD BUSINESS IMPROVEMENT DISTRICT  
2013 BUDGET VS ACTUAL Notes  
Prepared September 2013

The 2013 Budget vs Actual was prepared in September 2013, with Q4 estimated in notes below.

The South Gaylord BID stayed within budget in 2013 and after projected Q4 expenses we estimate there will be approximately \$22,000 remaining. The 2013 Budget included \$2800 for the purchase of new bicycle racks and trash receptacles, which was not completed in the calendar year. The Board would like to move this project to 2014.

We anticipate that the concrete sidewalk project will be completed in 2014 using some monies from 2013 and additional dollars budgeted for 2014.

We anticipate that by the end of Q4 2013 we will meet our budget for landscaping as we have continued lawn care and the winterizing of the flower beds, as well as the decorative tree lighting for the holiday season.

We estimate by year end that the dollars spent on snow removal will be slightly under budget, though this expense can be unpredictable from year to year. We typically adjust other expenditures internally as the season goes on if there are heavy snowfalls or unseasonably early/late snow.

The BID did not use money from the reserve fund in 2013. We would like to use any remaining monies at the end of 2014 to put back into our reserve to help in the future with any unforeseen circumstances or special projects regarding tree replacement or other maintenance of the block. In addition, we have included in our budget for 2014 and allocation of \$8000 to put into the reserve account.

# Old South Gaylord Business Improvement District

## Board of Directors Annual Meeting

August 23, 2013

1. The board approved the following projects for completion in 2014, carrying over from non completion in 2013:
  - Addition of new bicycle racks for the block.
  - Purchase of new trash receptacles for the block.
  - Painting of the light poles.
  - Re-Concrete of City Sidewalk 1000 Block of S Gaylord.
  - New Concrete Flower Planters.
2. The board approved the continued expense of the tree lights, as agreed to split with the Merchant's Association.
3. The board approved the 2014 preliminary budget, which contained all projects mentioned herein.
4. The board approved no additional projects through the end of 2013 and agreed to meet in early 2014 to approve final bids for next year's projects and to discuss viability of said.
5. The board approved the request for \$8000 allocation to the reserve fund for budget year 2014 as well as any additional monies not spent at the end of 2014.
6. The board voted to renew terms for members who were near term expiration – these dates are listed on the contact information for Board of Directors.

All Members of the board were present at August 23 Meeting.



## Old South Gaylord Business Improvement District

### Board of Directors

- Nicholas Antonopoulos - President  
1033 South Gaylord Street  
Denver, Colorado 80209  
303.974.5951  
5 year term expires 12/31/17
- Diana Moyle  
1055 South Gaylord Street  
Denver, Colorado 80209  
303.322.9969 home  
303.777.6613 work  
5 year term expires 12/31/17
- Max Barber  
1052 South Gaylord Street  
Denver, Colorado 80209  
303.722.7456  
5 year term expires 12/31/16
- Joyce Bickel  
1099 South Gaylord Street  
Denver, Colorado 80209  
303.806.6363  
5 year term expires 12/31/18

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

- Jeffrey Estey  
1096 South Gaylord Street  
Denver, Colorado 80209  
303.777.0707  
303.339.2110  
5 year term expires 12/31/18
- BID Manager: Greg Sauber  
Office Location  
1084 South Gaylord Street  
Denver, Colorado 80209  
303.339.2110  
[gregsauber@msn.com](mailto:gregsauber@msn.com)
- Accountant: Dianne Zezulak  
303.339.2110  
[dizezulak@comcast.net](mailto:dizezulak@comcast.net)