



CITY CLERK  
CITY & COUNTY OF DENVER

13 SEP 27 AM 10:45

RECEIVED

4500 W. Colfax Avenue  
Denver, CO 80204  
(303)623-3232

September 26, 2013

City Clerk  
201 W. Colfax Ave.  
Denver, CO 80202

Re: West Colfax BID 2014 Budget and Operating Plan: File No. 06-694- *M*

To the Clerk for the City and County of Denver:

I am submitting the attached 2014 Operating Plan and Budget for the West Colfax BID. Also attached are:

1. 2013 budget and "budget to actual" financial reports.
2. 2012 compilation report by Terry & Stephenson PC.
3. By-laws in effect throughout 2013.
4. List of official board resolutions from 2013, with board member attendance.
5. BID information sheet with list of current board members.

Please note in reference to the attached compilation report, that the district was granted an exemption from the state audit requirement. Please also note that the district made no material departures from its 2013 Operating Plan and does not have any planned or existing indebtedness.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dan Shah', written over a horizontal line.

Dan Shah  
Director

cc: Richard Sheehan, Sr. Financial Analyst, Department of Finance  
George Delany, George Delaney, Chief Operations Officer/Deputy Manager of  
Operations Manager of Public Works



## WEST COLFAX BUSINESS IMPROVEMENT DISTRICT 2014 OPERATING PLAN/ACTION AGENDA

### **BID background**

The BID was formed in late 2006 as an outgrowth of the West Colfax planning process in order to implement the goals of the West Colfax Plan. The broadly supported plan sets out a vision for a revitalized West Colfax Avenue between Federal and Sheridan characterized by a pedestrian-friendly mixture of uses.

### **Mission and Goals of BID**

The West Colfax Business Improvement District revitalizes West Colfax Avenue as Denver's sustainable Main Street by:

- promoting large-scale investment through land assembly and sustainable redevelopment
- supporting and recruiting retail
- sponsoring improvements to the ROW that encourage pedestrian usage and multi-modal transportation

To achieve its mission, the BID brings resources to West Colfax through:

- tax credits, incentives and rebates to increase business sustainability
- attracting investment in mixed-use development and amenities
- small business financing assistance
- market analysis, and
- targeted investments such as to the streetscape.

### **Leadership**

The BID is very fortunate to be led by its engaged, knowledgeable and active board, comprised

## **Leadership**

The BID is very fortunate to be led by its engaged, knowledgeable and active board, comprised of property owners on West Colfax Avenue. Many of board members also own their own businesses. Working closely with this engaged and diverse board, the Director Dan Shah develops strategies and provides the day-to-day implementation required to achieve the organization's mission of revitalizing the West Colfax corridor.

## **REAL ESTATE DEVELOPMENT AND LAND USE**

Land Assembly and Development Promotion. These activities are intended to meet the challenge of redeveloping underutilized land characterized by limited depth and options for assembly, while also augmenting residential density through mixed-use.

- Deploy Colfax Main Street Brownfield program in order to provide prospective developers with EPA-funded environmental assessments on historic gas station and drycleaner sites.
- Explore with property owners an Urban Renewal Designation for district to leverage resulting financing tools.
- Undertake event for real estate industry.
- Maintain database of comparable sales, site information, and occupancy and web-based listing of development opportunities, to assist developers identify promising developments.
- Connect owners and prospective investors and support deals through sales, groundleases and joint ventures. Explore referral fee revenue for this role by obtaining broker's license.
- Support redevelopment/land assembly of St Anthony's site, particularly any Colfax Avenue commercial component.
- Advocate for expansion of Main Street zoning into residential areas in key nodes.
- Advocate for development-friendly regulations on behalf of property owners, such as by ensuring that site plan requirements and streetscape guidelines are tailored to the street and property and cause no undue burden to property owners.

## **ECONOMIC DEVELOPMENT**

Retail Recruitment.

- Base retail marketing strategy based on marketing surveys conducted in 2013.
- Develop promotional materials (including district map of retail, services and other amenities) derived from 2013 interactive map images and land use graphics.
- Attract further mixed-use and retail investment to bring missing services and amenities with unmet demand identified in market research, directly and at trade shows.
- Use façade match grant program to incentivize retail selection of West Colfax locations.
- Recruit end-users to newly developed retail space in mixed-use developments, such as West End Lofts and Mile High Vista to include neighborhood-serving retailers and service.
- Consider best space options for WCBID offices with Del Norte's planned exit as tenant from current space.

Business support and expansion.

- Continue façade matching grant program as key prong of business support, advocacy and recruitment strategy focused on improving profitability and appearance and appeal to customers, increased customer traffic and job creation, as well as new neighborhood serving businesses.
- Recruit neighborhood serving restaurants based on new flexibility of in obtaining liquor licenses within 500 feet of schools.
- Continue technical and legal assistance as recruitment tool, such as with social venture café planned for Colfax and Yates and tap room project.
- Work to bring range of financing options to businesses and prospects, including below-market financing options.
- Conduct trainings, individualized needs assessments and consultations to businesses to enable them to access resources described here.
- Perform annual business audit tracking industry sector and job creation.

### **MARKETING AND EVENTS**

Promote the BID, development and business activity to property and business owners, retailers, developers, and general public via:

- New marketing materials.
- Social media (Facebook, Twitter, website) to highlight new projects, BID businesses, services and amenities.
- Direct, face-to-face contact with potential investors, business and property owners, and neighborhood organizations.
- Electronic newsletters (completing email list of businesses and property owners) and other correspondence to constituents.
- Businesses assistance social media promotion (e.g. Google+, Yelp).
- Develop and implement spring festival with new events committee based on process and model developed during successful April Light Rail opening events (The Party Doesn't Stop @ Perry).

### **STREET**

These strategies are designed to improve the street and streetscape in order to create an attractive, pedestrian friendly environment that will be conducive to retail growth and job creation.

- Finalize implementation of pedestrian mobility project to promote safe and easy pedestrian and cycle access between neighborhood amenities, retail and public transit as foundation for consumer-driven revitalization of the corridor.
- Leverage funds to invest in further public art, street crossings to improve safety, so walking becomes more safe and appealing, enabling residents to rely on low-cost transportation and promoting greater use of district businesses, attracting new services and generating jobs.
- Promote public safety and combat vagrancy and vice by engaging with police, residents, and businesses.
- Draft redevelopment design guidelines, particularly focused on public amenity zones in key district nodes.
- Promote B-cycle stations in West Colfax

## **PUBLIC ART**

To enhance the appearance of West Colfax, continue to promote and install art.

- Include art in mobility project design, finalizing installation of art Bus Shelters with RTD.
- Continue graphic design approach for buildings/vacancies to unify corridor and reinforce district identity.
- Search out other funding and other opportunities to add public art to West Colfax corridor and attract artists as tenants.
- Continue historic signage renovation. Work with other Colfax Denver districts to press for zone code amendments enabling creative signage in keeping with unique character of Colfax.
- Continue 40 West Arts district partnership based on success of Traveling Route 40.

**2014 Budget for West Colfax BID: Preliminary Draft 9/10/13**

**Revenue**

*Operating Revenue*

Special Assessment	\$	135,136.00
Façade Project Administration	\$	5,000.00

**Subtotal operating** \$ 140,136.00

*Project Based Revenue*

Pedestrian Mobility Project	\$	208,804.50
Façade Improvement Project	\$	15,000.00

**Subtotal project based** \$ 223,804.50

<b>Total Revenue</b>	<b>\$</b>	<b>363,940.50</b>
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**Expenses**

*Operating Expenses*

Accounting	\$	800.00
Legal Counsel	\$	1,000.00
Charity	\$	300.00
Bank Fees	\$	160.00
Printing	\$	300.00
Equipment and Office	\$	700.00
Rent (incl. telecom, utilities, office supplies and postage)	\$	7,500.00
Dues	\$	575.00
Contractual Administrative Support	\$	1,200.00
ED Salary	\$	72,549.36
ED Taxes & Benefits	\$	12,450.64
Training and Travel	\$	2,400.00
Liability & Property Insurance	\$	2,183.00
Board Workers Comp Insurance	\$	191.00
Landscaping & Other Maintenance	\$	8,478.00
Irrigation System and Water	\$	1,217.25
Design Guidelines	\$	10,000.00
Marketing	\$	3,000.00
Events	\$	3,500.00
Increase in TABOR Operating Reserve	\$	1,000.00
Maintenace Reserve	\$	10,631.75

**Subtotal operating** \$ 140,136.00

*Project Based Expenses*

Pedestrian Mobility	\$	198,804.50
Façade Grants	\$	15,000.00
Audit for Mobility Project	\$	10,000.00

**Subtotal project based** \$ 223,804.50

<b>Total Expenses</b>	<b>\$</b>	<b>363,940.50</b>
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Notes:

1. TABOR Increased to 3% of operating revenue \$4,054

2013 Budget for West Colfax BID

**Revenue**

*Operating Revenue*

Special Assessment	\$	95,150.00
Special Economic Development	\$	30,000.00
<b>Subtotal operating</b>	<b>\$</b>	<b>125,150.00</b>

*Project Based Revenue*

Pedestrian Mobility Project	\$	198,804.50
Façade Improvement Project	\$	62,500.00

<b>Subtotal project based</b>	<b>\$</b>	<b>261,304.50</b>
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<b>Total Revenue</b>	<b>\$</b>	<b>386,454.50</b>
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**Expenses**

*Operating Expenses*

Accounting	\$	800.00
Legal Counsel	\$	1,000.00
Charity	\$	300.00
Bank Fees	\$	160.00
Printing	\$	200.00
Equipement and Office	\$	500.00
Rent (incl. telecom, utilities, office supplies and postage)	\$	7,500.00
Dues	\$	575.00
Contractual Adminstrative Support	\$	1,200.00
Salary	\$	72,549.36
Benefits (Soc. Sec, FICA, etc)	\$	12,450.64
Other Economic Development	\$	6,500.00
Training and Travel	\$	2,400.00
Liability Insurance (incl. owned improvments)	\$	2,347.75
Landscaping & Other Maintenance	\$	3,150.00
Irrigation System and Water	\$	1,217.25
Marketing/Market Study	\$	10,800.00
Events	\$	1,500.00

<b>Subtotal operating</b>	<b>\$</b>	<b>125,150.00</b>
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*Project Based Expenses*

Pedestrian Mobility	\$	188,804.50
Façade Grants	\$	50,000.00
Audit	\$	10,000.00
Grant Administration	\$	12,500.00

<b>Subtotal project based</b>	<b>\$</b>	<b>261,304.50</b>
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<b>Total Expenses</b>	<b>\$</b>	<b>386,454.50</b>
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Notes:

1. TABOR Increased to 3% of operating revenue	<b>\$3,755</b>
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**Profit & Loss Budget vs. Actual**

January 1 through September 6, 2013

	Jan 1 - Sep 6, 13	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
Assessment Tax	83,955.19	63,652.50	20,302.69	131.9%
Event Income	750.00	0.00	750.00	100.0%
EZ Marketing Grant	5,200.00	0.00	5,200.00	100.0%
Facade Program Income	0.00	42,708.31	-42,708.31	0.0%
Grant OED/ED	0.00	20,500.00	-20,500.00	0.0%
Interest Inc	7.82	0.00	7.82	100.0%
Mobility Grant	17,201.16	135,849.73	-118,648.57	12.7%
SIPA Grant	5,770.00	0.00	5,770.00	100.0%
<b>Total Income</b>	<b>112,884.17</b>	<b>262,710.54</b>	<b>-149,826.37</b>	<b>43.0%</b>
<b>Expense</b>				
Accounting	750.00	546.69	203.31	137.2%
Bank Charge	125.59	109.35	16.24	114.9%
Board Workers Comp	190.12	0.00	190.12	100.0%
Charity	0.00	205.00	-205.00	0.0%
Contract Labor	429.58	820.00	-390.42	52.4%
Dues	522.06	392.94	129.12	132.9%
Entertainment	200.00	0.00	200.00	100.0%
Event	240.00	0.00	240.00	100.0%
Expense Reimb	2,207.99	478.35	1,729.64	461.6%
Facade Match	1,119.01	0.00	1,119.01	100.0%
Grant Administration	0.00	8,541.69	-8,541.69	0.0%
Legal Counsel	0.00	683.35	-683.35	0.0%
Liability & Property insurance	2,182.26	1,604.32	577.94	136.0%
<b>Maintenance</b>				
Irrigation	101.28	831.81	-730.53	12.2%
Maintenance permits	5,405.19	2,152.50	3,252.69	251.1%
permits	200.00	0.00	200.00	100.0%
<b>Total Maintenance</b>	<b>5,706.47</b>	<b>2,984.31</b>	<b>2,722.16</b>	<b>191.2%</b>
Marketing	375.00	0.00	375.00	100.0%
Mobility Project	16,976.96	129,016.42	-112,039.46	13.2%
<b>Office</b>				
Equipment	691.70	0.00	691.70	100.0%
<b>Total Office</b>	<b>691.70</b>	<b>0.00</b>	<b>691.70</b>	<b>100.0%</b>
Office Supplies	0.00	341.69	-341.69	0.0%
Payroll and Rent	78,464.68	63,208.35	15,256.33	124.1%
Printing	0.00	136.69	-136.69	0.0%
SIPA Project	410.00	0.00	410.00	100.0%
Vrain Project	200.00	0.00	200.00	100.0%
WC Green Project	2,500.00	0.00	2,500.00	100.0%
<b>Total Expense</b>	<b>113,291.42</b>	<b>209,069.15</b>	<b>-95,777.73</b>	<b>54.2%</b>
<b>Net Income</b>	<b>-407.25</b>	<b>53,641.39</b>	<b>-54,048.64</b>	<b>-0.8%</b>



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**TERRY & COMPANY, P.C.**Certified Public Accountants & Management Consultants

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To the Board of Trustees of  
West Colfax Business Improvement District

We have compiled the accompanying statement of assets and liabilities arising from cash transactions of West Colfax Business Improvement District (the District) as of December 31, 2012, and the related statements of revenue collected and expenses paid for the year then ended.

We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with the cash basis of accounting.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the cash basis of accounting and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

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

Management has elected to omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the District's financial statement of assets and liabilities arising from cash transactions. Accordingly, these financial statements are not designed for those who are not informed about such matters.

*Terry & Company, P.C.*

March 23, 2013  
Denver, Colorado

**WEST COLFAX BUSINESS IMPROVEMENT DISTRICT**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**(ARISING FROM CASH TRANSACTIONS)**  
**DECEMBER 31, 2012**

Assets	
Current Assets	
Cash	\$ 95,603
Investments	3,359
Total current assets	<u>98,962</u>
Right of way improvements	<u>324,323</u>
Total Assets	<u><u>\$ 423,285</u></u>
Net Assets	
Emergency reserves	\$ 419,926
Unrestricted	3,359
Total Net Assets	<u><u>\$ 423,285</u></u>

(SEE ACCOUNTANTS' COMPILATION REPORT)

**WEST COLFAX BUSINESS IMPROVEMENT DISTRICT**  
**STATEMENT OF REVENUES COLLECTED AND EXPENSES PAID**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

Revenues Collected	
Special assessment	\$ 90,840
Grant WC Green	137,533
Grant FAX	12,300
Gifts	30
Interest income	<u>8</u>
 Total Revenues Collected	 <u>240,711</u>
 Expenses Paid	
Salaries & benefits	70,118
Rent and utilities	6,914
Marketing	545
Professional services	875
Contributions	300
Contract labor	738
Advertising	244
Bank charges	235
Entertainment	200
Maintenance	1,181
Vrain project expenses	1,862
Other expenses	<u>1,524</u>
 Total Expenses Paid	 <u>84,736</u>
 Excess of Revenues Collected over Expenses Paid	 <u>155,975</u>
 Beginning net assets, as previously reported	 21,045
Prior period adjustment - error in recording street improvements	 <u>242,906</u>
Beginning net assets as restated	<u>263,951</u>
Net assets, end of year	<u><u>\$ 419,926</u></u>

(SEE ACCOUNTANTS' COMPILATION REPORT)

## WEST COLFAX BUSINESS IMPROVEMENT DISTRICT BY-LAWS

These By-Laws of the West 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 "West 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 16<sup>th</sup> Avenue on the north, ~~East~~ 14<sup>th</sup> Avenue on the south, Federal Boulevard on the east and Sheridan Boulevard on the west. The boundaries of the District include any taxable real and personal property located within the Service Area which is not classified for tax purposes as either residential or agricultural. Such residential and agricultural property located within the Service Area is not located within the District until such time as such property changes classification to commercial. A map of the Service Area boundaries and the approximate District boundaries is maintained in the office of the District.

### ARTICLE II OFFICERS

**Section 1. Election of Officers and Terms.** The officers of the District shall be a President, Vice President, 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. President.** The President 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 President 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 President may also act on behalf of the Board, with the best interests of the District in mind, if emergency necessitates. The President will make best efforts to inform Board members prior to regular meeting of such action that has taken place. An emergency is defined as an action, which if not to take place prior to the next regular Board meeting, financial, aesthetic, or quality of life harm will come to the District.

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

**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, shall deposit District funds in such bank or banks as the District may select, and shall sign all checks of the District, as provided in Article V, Section 2.

**Section 6. Additional Duties.** The officers shall, from time to time, perform additional duties as assigned by resolution or the President 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.

**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 *President*.

**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 President, 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 three members, if all Board seats are filled. If vacancies exist, a majority constitutes a quorum, but must be no less than two

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 President. All Board members must vote on all motions with the exception of when a conflict of interest is present, in which case a Member can call for abstention. Abstentions are only to be used in the case of bona fide conflict of interest as defined by these By-Laws. 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.

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#### **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.** The Board President shall be authorized to sign all checks.

**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 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.

WCBID Board Actions & Attendance 2013

**January**

No January meeting.

**Feb 12**

In attendance: Dave Goldblatt, Dennis Gonzalez, Laura Rogers

Approved Design Contract for Mobility Project with Hyperform Design  
Approved Notice Posting Location

**March 12**

In attendance: Dave Goldblatt, Annette Alo, Laura Rogers, and Dennis Gonzalez.

Approved Terry & Co. Contract to Conform 2012 Financial Statement

**April 9**

In attendance: Dave Goldblatt, Annette Alo, Laura Rogers

Approved Contract for Façade Improvement Program with Denver OED  
Approved Contract for Mobility Access Improvements with Denver OED.

**May 14**

In attendance: Shaw Aryan for Annette Alo, Carl Rogers for Laura Rogers, Dennis Gonzalez, Diane Vollmer (no quorum as proxy voting not allowed)

**June 11**

In attendance: David Goldblatt, Annette Alo, Carl Rogers for Laura Phelps, Dennis Gonzalez

Approved Contract for Interactive Wayfinding Mapping Services with CommonSights

**July 9**

In attendance: David Goldblatt, Annette Alo, Diane Vollmer, Laura Rogers, Dennis Gonzalez, Diane Vollmer

Approved Letter of Support for St Anthony's GDP  
Approved Contract for Asset Mapping Research



Approved Contract for Marketing/Photography

**Aug 13**

In attendance: David Goldblatt, Laura Rogers, Dennis Gonzalez, Diane Vollmer

Approved License Agreement with Walgreens for Monument Installation

**September 9**

In attendance: Dave Goldblatt, Diane Vollmer, Dennis Gonzalez

Approved Contract for Public Art Design, Fabrication and Installation

Approved License Agreement with Golden Manor for Shelter Installation

Approved 2014 Operating Plan and Budget

Approved \$100 Donation for 10<sup>th</sup> Anniversary of ULC

Approved WCBID Support for Cameron Bertron's Application to join board