

# COLFAX AVENUE



September 26, 2016

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

Re: Colfax Business Improvement District Submittal of 2017 Budget to the City and County of Denver  
(File No. 00-787-\_\_)

Please accept this letter as the Colfax Business Improvement District's formal submittal of the 2017 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-\_\_) one copy to Mr. Jose Cornejo, Manager of Public Works, c/o Brendan Kelly at [Brendan.Kelly@denvergov.org](mailto: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 2017 budget and "budget to actual" financial reports - ENCLOSED;
- 2) Any material departures from the 2016 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 2016/2017 – 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 2016 (and 2017); 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,

A handwritten signature in blue ink, appearing to read 'Denise Denslow', written over a horizontal line.

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

Enclosures

**RESOLUTION NO. 2016-09-01**

**A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE COLFAX BUSINESS IMPROVEMENT DISTRICT, DENVER COUNTY, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2017, AND ENDING ON THE LAST DAY OF DECEMBER, 2017**

WHEREAS, the Board of Directors of Colfax Business Improvement District (the "District") has appointed Schilling & Company, Inc. to prepare and submit a proposed budget to the Board of Directors of the District at the proper time; and

WHEREAS, the budget was submitted to the Board of Directors of the District on or before October 15, 2016, for its consideration;

WHEREAS, upon due and proper notice published on September 4, 2016 in accordance with the law; said proposed budget was open for inspection by the public at a designated place: the office of CliftonLarsonAllen LLP, located at 8390 E. Crescent Parkway, Suite 500, Greenwood Village, Colorado, and interested electors of the District were given the opportunity to file or register any objections to the proposed budget; and a public hearing was held on September 13, 2016 at 10:00 a.m., at UMB, 1635 E. Colfax Avenue Denver, Colorado 80218; and

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues or were planned to be expended from reserves/fund balances so that the budget remains in balance, as required by law.

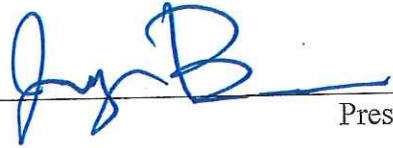
NOW, THEREFORE, BE IT RESOLVED BY the Board of Directors of the Colfax Business Improvement District, Denver County, Colorado:

Section 1. That the budget as submitted, amended, and summarized by fund and attached hereto as Exhibit A, is hereby approved and adopted as the Budget of the Colfax Business Improvement District for the year 2017.

Section 2. That the 2017 Budget hereby approved and adopted shall be signed by the President and Secretary of the District, made a part of the public records of the District and filed in accordance with applicable law.

APPROVED AND ADOPTED this 13<sup>th</sup> day of September, 2016, by a vote of 4 for and 0 against.

COLFAX BUSINESS IMPROVEMENT  
DISTRICT, a quasi-municipal corporation and  
political subdivision of the State of Colorado

By:  President

ATTEST:

By:   
Secretary



SEAL

**EXHIBIT A**  
**COLFAX BUSINESS IMPROVEMENT DISTRICT**  
**2017 BUDGET**





**SCHILLING & COMPANY, INC.**

*Certified Public Accountants*

P.O. Box 631579  
HIGHLANDS RANCH, CO 80163

PHONE: 720.348.1086  
FAX: 720.348.2920

### **Accountant's Compilation Report**

Board of Directors  
Colfax Business Improvement District  
Denver County, Colorado

We have compiled the accompanying forecasted budget of revenues, expenditures and fund balances of the General Fund of the Colfax Business Improvement District for the year ending December 31, 2017, including forecasted estimates of comparative information for the year ending December 31, 2016, in accordance with attestation standards established by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of a forecast, information that is the representation of management and does not include evaluation of the support for the assumptions underlying the forecast. We have not examined the forecast and, accordingly, do not express an opinion or any other form of assurance on the accompanying budget of revenues, expenditures and fund balances or assumptions. Furthermore, there will usually be differences between the forecasted and actual results because events and circumstances frequently do not occur as expected, and those differences may be material. We have no responsibility to update this report for events or circumstances occurring after the date of this report.

The actual historical information for the year 2015 is presented for comparative purposes only. Such information is taken from the compiled financial statements of the Colfax Business Improvement District for the year ended December 31, 2015. Schilling & Company, Inc. compiled the financial statements for the year ended December 31, 2015, which were dated March 1, 2016.

Management has elected to omit the summary of significant accounting policies required by the guidelines for presentation of a forecast established by the American Institute of Certified Public Accountants. If the omitted disclosures were included in the forecast, they might influence the user's conclusions about the District's results of operations for the forecasted periods. Accordingly, this forecast is not designed for those who are not informed about such matters.

We are not independent with respect to the Colfax Business Improvement District.

*SCHILLING & COMPANY, INC.*

Schilling & Company, Inc.  
September 26, 2016

**COLFAX BUSINESS IMPROVEMENT DISTRICT  
PROPERTY TAX SUMMARY INFORMATION  
FORECASTED 2017 BUDGET AS ADOPTED  
WITH 2015 ACTUAL AND 2016 ESTIMATED  
For the Years Ended and Ending December 31,**

	<u>ACTUAL 2015</u>	<u>BUDGET 2016</u>	<u>ADOPTED BUDGET 2017</u>
Assessed Valuation			
Denver County	<u>\$ 44,996,820</u>	<u>\$ 55,631,620</u>	<u>\$ 53,858,970</u>
Mill Levy			
General Fund	7.846	7.846	7.846
Refunds and abatements	<u>0.159</u>	<u>0.066</u>	<u>0.165</u>
Total mill levy	<u>8.005</u>	<u>7.912</u>	<u>8.011</u>
Anticipated Tax Revenue			
Denver County	<u>\$ 360,200</u>	<u>\$ 440,157</u>	<u>\$ 431,464</u>

This financial information should be read only in connection with the accompanying accountant's compilation report and the summary of significant assumptions.

**COLFAX BUSINESS IMPROVEMENT DISTRICT  
GENERAL FUND  
FORECASTED 2017 BUDGET AS ADOPTED  
WITH 2015 ACTUAL AND 2016 ESTIMATED  
For the Years Ended and Ending December 31,**

	ACTUAL 2015	ESTIMATED 2016	ADOPTED BUDGET 2016	ADOPTED BUDGET 2017
<b>Beginning Funds Available</b>	\$ 284,005	\$ 358,870	\$ 347,572	\$ 310,532
<b>Revenue</b>				
Property Taxes	359,897	440,157	440,157	431,464
Specific Ownership Taxes	27,042	26,221	30,800	30,202
Interest Income	762	237	500	300
Grant -City for painting utility boxes	-	2,500	-	-
Grants	-	-	-	10,000
Art-i-Fax Street Party donations	-	3,500	-	1,000
Merchandising	-	-	-	5,000
Other	9	2,406	-	-
Insurance Proceeds	2,107	-	-	-
<b>Total Revenue</b>	<u>389,817</u>	<u>477,021</u>	<u>471,457</u>	<u>477,966</u>
<b>Expenditures</b>				
<b>Programs</b>				
Safely:				
Patrols	-	30,000	30,000	30,000
Safety support contributions	2,500	500	500	-
	<u>2,500</u>	<u>30,500</u>	<u>30,500</u>	<u>30,000</u>
Streetscape/placemaking:				
Master Street Design	-	95,000	95,000	25,000
Street Improvements	-	25,000	25,000	6,000
	<u>-</u>	<u>120,000</u>	<u>120,000</u>	<u>31,000</u>
Business support:				
Networking Events	-	-	-	1,000
	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,000</u>
Community program	3,375	-	-	-
Façade improvement grants	-	5,000	5,000	-
<b>Total Programs</b>	<u>5,875</u>	<u>155,500</u>	<u>155,500</u>	<u>62,000</u>
<b>Operations</b>				
Administrative:				
District management	23,309	23,055	18,000	18,000
Insurance	6,916	8,944	7,500	9,000
Accounting	13,053	10,293	11,000	13,000
Legal fees	-	-	1,000	1,000
Office supplies	623	96	700	700
Printing and reproduction	447	-	5,072	5,000
Postage and delivery	976	696	4,996	3,200
Copier lease	606	-	-	-
Copier maintenance	-	849	750	-
Rent	11,973	12,015	13,000	6,000
Telephone/Internet	2,290	2,337	2,300	1,800
Board meeting expense	-	750	-	-
Dues and subscriptions	1,311	1,710	2,000	2,000
Website maintenance/hosting	315	-	600	600
Treasurer's fees	3,602	7,449	6,602	6,472
Miscellaneous	506	888	1,500	1,500
<b>Total administrative</b>	<u>65,927</u>	<u>69,082</u>	<u>75,020</u>	<u>68,272</u>

This financial information should be read only in connection with the accompanying accountant's compilation report and the summary of significant assumptions.

**COLFAX BUSINESS IMPROVEMENT DISTRICT  
GENERAL FUND  
FORECASTED 2017 BUDGET AS ADOPTED  
WITH 2015 ACTUAL AND 2016 ESTIMATED  
For the Years Ended and Ending December 31,**

	ACTUAL 2015	ESTIMATED 2016	ADOPTED BUDGET 2016	ADOPTED BUDGET 2017
<b>Maintenance:</b>				
General maintenance/trash removal	110,229	114,696	117,400	117,400
Streetscape maintenance	11,250	12,000	12,000	12,000
Banner maintenance	-	4,000	6,000	6,000
Utilities	9,966	9,909	9,600	9,600
Street light maintenance	15,604	13,777	4,500	10,500
Miscellaneous - repairs/supplies	-	600	600	600
Total maintenance	<u>147,049</u>	<u>154,982</u>	<u>150,100</u>	<u>156,100</u>
<b>Total Operations</b>	<u>212,976</u>	<u>224,064</u>	<u>225,120</u>	<u>224,372</u>
<b>Communications/Marketing</b>				
Advertising	6,230	6,465	6,060	3,030
Banners	11,987	20,000	20,000	22,000
Graphic design/printing: map brochure	12,064	2,500	6,000	6,000
Communications intern	-	-	-	500
Street Art Committee	-	6,000	6,000	-
Donations	3,500	-	2,000	2,000
Meetings/entertainment	3,220	4,071	3,400	3,400
Merchandising	-	-	-	6,500
Community Relations	3,325	1,725	-	2,000
Website Redesign	-	10,000	10,000	-
Miscellaneous	5,691	5,481	2,000	2,000
Total Communications/Marketing	<u>46,017</u>	<u>56,242</u>	<u>55,460</u>	<u>47,430</u>
<b>People</b>				
Director:				
Compensation	40,500	51,989	53,560	56,238
Healthy living stipend	-	6,000	6,180	6,180
Development	1,824	1,824	2,500	-
Communications:				
Compensation	7,760	19,740	20,000	45,000
Healthy living stipend	-	-	-	6,180
Development	-	-	2,500	2,500
Total People	<u>50,084</u>	<u>79,553</u>	<u>84,740</u>	<u>116,098</u>
<b>Contingency and reserves</b>	-	10,000	-	10,000
<b>Total Expenditures</b>	<u>314,952</u>	<u>525,359</u>	<u>520,820</u>	<u>459,900</u>
<b>Emergency Reserve</b>	-	-	14,144	14,339
<b>Total Expenditures requiring appropriation</b>	<u>314,952</u>	<u>525,359</u>	<u>534,964</u>	<u>474,239</u>
<b>Net Change in Funds Available</b>	<u>74,865</u>	<u>(48,338)</u>	<u>(63,507)</u>	<u>3,727</u>
<b>Ending Funds Available</b>	<u>\$ 358,870</u>	<u>\$ 310,532</u>	<u>\$ 284,065</u>	<u>\$ 314,259</u>
<b>Emergency Reserves</b>	<u>\$ 13,100</u>	<u>\$ 14,311</u>	<u>\$ 14,144</u>	<u>\$ 14,339</u>

This financial information should be read only in connection with the accompanying accountant's compilation report and the summary of significant assumptions.

**COLFAX BUSINESS IMPROVEMENT DISTRICT  
2017 BUDGET  
SUMMARY OF SIGNIFICANT ASSUMPTIONS**

Disclosures contained in this summary as presented by management, are those that are believed to be significant as of the date of the compilation report and are not intended to be all-inclusive. The disclosures are intended to describe assumptions used during the preparation of the 2017 annual budget. Actual results may differ from the prospective results contained in the budget.

**SERVICES PROVIDED**

Colfax Business Improvement District (the District), a quasi-municipal corporation was organized by ordinance of the City and County of Denver (the City) in 1989 and is governed pursuant to the provision of the Colorado Business Improvement Act (Title 31). The District's service area is located within the boundaries of the City and County of Denver in the general area of East 16<sup>th</sup> Avenue on the north, East 14<sup>th</sup> Avenue on the south, the alley east of Josephine Street on the east and Grant Street (south of Colfax Avenue) and the alley between Sherman Street and Grant Street (north of Colfax Avenue) on the west. The District was organized for the purpose of designing, constructing and installing public improvements; maintenance of improvements, management development activities, organization, promotion, marketing, and management of public events, security for businesses and public areas located within the District, snow removal and refuse collection.

On November 7, 2000 a majority of the District's voters passed a ballot question that authorizes the District to collect, retain and spend all revenues and other funds received from any source, including the District's existing general operating property tax rate of 7.846 mills, which rate shall not be increased without voter approval, commencing January 1, 2000 and continuing thereafter until repealed as a voter-approved revenue change, without limitation under Article X, Section 20 of the Colorado Constitution or any other law and as a permanent waiver of the 5.5% limitation under Section 29-1-301, C.R.S.

The District prepares its budget on the modified accrual basis of accounting.

**REVENUE**

*Property Tax*

Property taxes are forecasted based on the mill levy adopted applied to the annual assessed valuation. Forecasted revenues are also decreased by an estimate of expected abatements.

The following schedule summarizes forecasted property tax revenues:

<u>General Fund</u>	<u>Mills Levied</u>	<u>Assessed Valuation</u>	<u>Levied Revenues</u>	<u>Est. Abate./ Collections</u>	<u>Budgeted Revenues</u>
2007	7.846	\$ 34,936,430	\$ 274,111	\$ -	\$ 274,111
2008	7.846	\$ 42,747,150	\$ 335,394	\$ -	\$ 335,394
2009	7.846	\$ 42,313,110	\$ 331,989	\$ -	\$ 331,989
2010	7.846	\$ 50,324,580	\$ 394,847	\$ -	\$ 394,847
2011	7.846	\$ 48,477,260	\$ 380,353	\$ 4,557	\$ 384,910
2012	7.846	\$ 45,204,250	\$ 354,673	\$ 14,420	\$ 369,093
2013	7.846	\$ 44,582,210	\$ 349,792	\$ 9,095	\$ 358,887
2014	7.846	\$ 45,187,100	\$ 354,538	\$ 9,444	\$ 363,982
2015	7.846	\$ 44,996,820	\$ 353,045	\$ 7,155	\$ 360,200
2016	7.846	\$ 55,631,620	\$ 436,486	\$ 3,671	\$ 440,157
2017	7.846	\$ 53,858,970	\$ 422,577	\$ 8,887	\$ 431,464

#### EXPENDITURES

District expenditures are forecasted based on prior years' amounts expended adjusted for known variations. The District has budgeted inflationary increases for 2017.

#### *Capital Outlay*

The District is anticipating incurring \$31,000 in capital outlay for master streetscape design and improvements.

#### DEBT AND LEASES

The District has no outstanding debt.

#### RESERVES

The District will provide for an emergency reserve fund to at least 3% of fiscal year spending for 2017, as defined under TABOR.

This information is an integral part of the accompanying forecasted budget.

**RESOLUTON NO. 2016-09-02**

**RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS IN THE AMOUNT AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE COLFAX BUSINESS IMPROVEMENT DISTRICT, DENVER COUNTY, COLORADO, FOR THE 2017 BUDGET YEAR**

WHEREAS, the Board of Directors of Colfax Business Improvement District (the "District") has adopted the annual budget in accordance with the Local Government Budget Law, on September 13, 2016; and

WHEREAS, the Board of Directors of the District has made provision therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget; and

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues and reserves or fund balances provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operations of the District;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Colfax Business Improvement District, Denver County, Colorado:

Section 1. That the following sums are hereby appropriated from the revenue of each fund, to each fund, for the purposes stated:

General Fund	\$474,239
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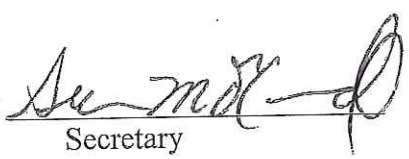
APPROVED AND ADOPTED this 13<sup>th</sup> day of September, 2016 by a vote of 4 for and 0 against.



COLFAX BUSINESS IMPROVEMENT  
DISTRICT, a quasi-municipal corporation and  
political subdivision of the State of Colorado

By:  President

ATTEST:

By:   
Secretary



SEAL

**RESOLUTION NO. 2016-09-03**

**A RESOLUTION LEVYING PROPERTY TAXES FOR YEAR 2016 FOR COLLECTION  
IN 2017, TO HELP DEFRAY THE COSTS OF GOVERNMENT  
FOR THE COLFAX BUSINESS IMPROVEMENT DISTRICT,  
DENVER COUNTY, COLORADO,  
FOR THE 2017 BUDGET YEAR**

WHEREAS, the Board of Directors of the Colfax Business Improvement District has adopted the annual budget, in accordance with the Local Government Budget Law of Colorado, on September 13, 2016; and

WHEREAS, the 2016 valuation for assessment for the Colfax Business Improvement District (the "District"), as certified by the Denver County Assessor is \$53,858,970; and

WHEREAS, the amount of money necessary to balance the budget for general operating purposes from property tax revenue is \$431,464; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Colfax Business Improvement District, Denver County, Colorado:

Section 1. That for the purpose of meeting all general operating expenses of the District during the 2017 budget year, there is hereby levied a tax of 8.011 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the year 2016 which includes a mill levy of .165 for refunds and abatements.


Section 2. That the District Manager is hereby authorized and directed to immediately certify to the Board of County Commissioners of Denver County, State of Colorado (the "Board of County Commissioners"), the mill levies for the District as hereinabove determined and set, or be authorized and directed to certify to the Board of County Commissioners the mill levies for the District as hereinabove determined and set, but as recalculated as needed based upon the final (December) certification of valuation from the Denver County Assessor in order to comply with any applicable revenue and other budgetary limits.

APPROVED AND ADOPTED this 13<sup>th</sup> day of September, 2016, by a vote of 4 for and 0 against.

COLFAX BUSINESS IMPROVEMENT DISTRICT, a quasi-municipal corporation and political subdivision of the State of Colorado

By:  President

ATTEST:

By:   
Secretary



SEAL

**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 16<sup>th</sup> Avenue on the north, East 14<sup>th</sup> 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.

**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.

**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  
AND UPPER COLFAX COMMUNITY FOUNDATION**

September 8, 2015 Regular Board Meeting Minutes  
10:00 a.m.

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


	<p><b>Directors Present:</b> Jimmy Balafas, Sean O’Connell, Anthony Loeffler, Tina Pachorek, Ron Vaughn</p>
	<p><b>Others Present:</b> Denise Denslow; CliftonLarsonAllen LLP Frank Locantore; Community Director Dawn Schilling; Schilling &amp; Co. Troy Diack &amp; Jack Curtin; Front Range Services, Inc. Gosia Kung &amp; Jill Locantore; WalkDenver Hilleary Waters; Hilleary Waters &amp; Associates Sara Randall; Public Information Coordinator Liz Adams; Denver City Council Seanne Dindinger-Martinez &amp; Randy Russell; Star Telecommunications</p>
10:00	<p><b>Call to Order; Declaration of Quorum; Certification of Agenda</b> – Director Balafas called to order at 10:04 a.m. Motion made by Director Vaughn, seconded by Director Loeffler to approve the agenda. The motion passed unanimously. Directors Hales and Sharp were absent, but excused.</p>
10:05	<p><b>Consent Agenda</b> Intended Outcome: <u>VOTE</u> to accept</p> <ul style="list-style-type: none"> <li>A. Minutes from July 14, 2015 Board Meeting</li> <li>B. Minutes from August 4, 2015 Annual Retreat Meeting</li> <li>C. September 2015 Maintenance Report, Front Range Services</li> </ul> <p>(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 Balafas and seconded by Director Loeffler to approve the Consent Agenda. The motion passed unanimously.</p>

10:10	<p><b>Financial Items:</b>  Intended Outcomes: <u>VOTE</u> to Approve the Financials</p> <p>A. CBID July 31, 2015 Financial Statements and Cash Position Report  Ms. Schilling reviewed the financials with the Board. She reviewed the balance sheet for the General Fund with total assets of \$522,277. She stated that these funds are largely held in the liquid asset account, and approximately \$9,700 is still to be collected in property taxes. She reviewed the revenues and expenses with the Board, noting that line items are currently within budget. No capital outlay has been expended to date. Discussion followed regarding street lights. A motion made by Director O'Connell, seconded by Director Vaughn to accept the July 31, 2015 Financials. The motion passed unanimously.</p> <p>B. CBID Claims Totaling \$34,845.78 and EFT payments to CenturyLink and Xcel  Ms. Schilling reviewed with the Board and noted that the claims were revised to include two additional checks. Motion by Director Loeffler, seconded by Director Balafas to approve checks number 2614-2628, plus EFT, totaling \$36,139.69. The motion passed unanimously. Discussion followed regarding banner repairs and replacements.</p> <p>C. Ratify CBID August Claims Totaling \$24,446.33  Motion by Director Loeffler, seconded by Director Vaughn to ratify the August claims totaling \$24,446.33. The motion passed unanimously.</p> <p>D. Other  Ms. Schilling distributed a budget template to the board to prepare for budget discussions.</p>
11:25	<p><b>Community Director Report</b>  Intended Outcomes:</p> <p>A. Progress Update &amp; Board Feedback  Mr. Locantore gave an update to the Board on activities on the street, discussing hot spots in the area.</p> <p>B. Sara Randall Introduction  Ms. Randall was introduced at the beginning of the meeting. She will be performing part time public information coordinator duties.</p> <p>C. CBID Map Brochure  Although not on the agenda, Ms. Waters distributed the newly printed map brochure. She discussed her distribution efforts including meeting with the hotel concierge group. She has continued to deliver to DIA, and select destination locations. Ms. Waters is also working on banners for the holidays. Discussion followed the branding of CBID.</p> <p>D. Ratify August 17, 2015 Contractor Agreement between CBID and Sara Randall  Motion by Director Balafas, seconded by Director Vaughn to ratify contractor agreement between CBID and Ms. Randall was approved. The motion passed unanimously.</p>
10:30	<p><b>TOPIC 1: 2016 Operating Plan Outline</b>  Intended Outcomes: <u>VOTE</u> on the Plan Outline</p> <p>A. Agreement on topic &amp; issue focus</p> <p>B. Consensus on priorities</p> <p>C. Recommendations for the budget allocations</p>

	<p>Mr. Locantore reviewed the draft that was provided in the packet. He suggested that the four areas of focus for 2016 should be placemaking, streetscape, team building, and business services. The Board discussed and will provide feedback to Mr. Locantore, but the general consensus was that it is on topic. Director Loeffler felt that this will give him the framework needed for forming the budget. No vote necessary on this item.</p>
11:05	<p><b>TOPIC 2: WalkDenver Proposal</b>  Intended Outcome: Determine if and to what level CBID hires WalkDenver - <u>VOTE</u>  Mr. Locantore introduced the Walk Denver proposal to the Board. The proposal provides for a “menu of options” ranging from a simple pedestrian count, to a full assessment. The initial scope is \$2,000, the art and wayfinding \$8,000, and the tactical assessment \$40,000. Director Pachorek stated that the issue that needs to be addressed is the current population on the street, which is causing pedestrian activity to be impeded and that signs will not help that. The pedestrian count was discussed as an introductory step. This will allow CBID to better understand pedestrian traffic patterns. This item was then tabled for further discussion at the October meeting.</p>
11:30	<p><b>TOPIC 3: Facade Grant Proposal</b>  Intended Outcome: <u>VOTE</u> to Support the Criteria and Application  Director Balafas asked Mr. Locantore to distribute the application to the Board for comment. There was discussion regarding the criteria that was compiled. Discussion followed regarding properties that were, at some point, identified as potential historic properties. Mr. Locantore is going to contact the city for that information. This topic will be placed on the next agenda.</p>
11:40	<p><b>TOPIC 4: Denver Police District 6 Halloween Party For Kids:</b>  Motion by Director Balafas, seconded by Director Vaughn to donate \$1,000 to the District 6 Halloween Party for kids. The motion passed unanimously.</p>
11:45	<p><b>TOPIC 5: November Neighborhood Meeting Date</b>  Intended Outcome: Date chosen. Options include: Thurs 11/12, Tues 11/17, Wed 11/18, Thurs 11/19.  Mr. Locantore to send out a doodle calendar.</p>
11:50	<p><b>TOPIC 6: Smart Deal For Denver - Presentation by Liz Adams</b>  Intended Outcome: Information sharing / potential vote to support  Liz Adams commended the Board for their efforts. She is a recent Denver City Council candidate. Ballot issue 2c will extend the tax on rental cars and hotels; the ballot question, if passed, will direct those additional funds on redevelopment of the National Western Stockshow complex, the Colorado Convention Center and other tourism related items. Ms. Adams discussed the funding uses, including making the stockshow complex equipped with wireless technology.</p>
11:55	<p><b>TOPIC 7: Central Denver Recreation Center Naming</b>  Intended Outcome: Determine our position on the naming of the Rec Center. There are two proposals to the Parks &amp; Rec Advisory Board: 1) The Carla Madison Rec Center, 2) The Ernestine McClain Smith Rec Center. And, it could be named something else and we don't need to take a position.  Mr. Locantore stated that the two names are still in discussion. He generally referred to the process that will be undertaken to solicit input.</p>

12:00	<b>Other Items, Announcements</b> Mr. Locantore stated that he would like to have a review. Ms. Denslow will help provide a form to use.
	<b>Adjourn</b> Motion by Director O'Connell, seconded by Director Pachorek to adjourn the meeting at 12:28 p.m. The motion passed unanimously.

Respectfully Submitted,

  
Secretary of the Meeting



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

**October 13, 2015 Regular Board Meeting Minutes**  
10:00 a.m.

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

	<p><b>Directors Present:</b> Jimmy Balafas, Sean O’Connell, Anthony Loeffler, Vicky Hales (left at 11:50 a.m.) and Ron Vaughn</p>
	<p><b>Others Present:</b> Denise Denslow; CliftonLarsonAllen LLP Frank Locantore; CBID Community Director Len Austin; Front Range Services, Inc. Hilleary Waters; Hilleary Waters &amp; Associates Sara Randall; CBID Public Information Coordinator</p>
10:00	<p><b>Call to Order; Declaration of Quorum; Certification of Agenda</b> – Director Balafas called to order at 10:00 a.m. Motion made by Director Loeffler and seconded by Director Vaughn to approve the consent agenda. The motion passed unanimously. Directors Pachorek and Sharp were absent, but excused.</p>
10:05	<p><b>Consent Agenda</b> Intended Outcome: <u>VOTE</u> to accept</p> <ul style="list-style-type: none"> <li>A. Minutes from September 9, 2015 Board Meeting</li> <li>B. September 2015 Maintenance Report, Front Range Services</li> </ul> <p>(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>Discussion took place regarding holiday lights. The Board considered authorizing Mr. Locantore to spend an amount not to exceed \$4000 to have Front Range purchase and install holiday lights. Upon a motion duly made by Director Loeffler, seconded by Director Vaughn, the Board approved Mr. Locantore to spend a not to exceed amount of \$4,000 to have Front Range purchase and install holiday lights.</p> <p>A motion made by Director Balafas, and seconded by Director Vaughn to approve the consent agenda. The motion passed unanimously.</p>



10:10	<p><b>Financial Items:</b></p> <p>A. Intended Outcomes: <u>VOTE</u> to Approve the Financials  CBID September 2015 Financial Statements and Cash Position Report (enclosed) Ms. Denslow reviewed the September 30, 2015 Financial Statements with the Board. Discussion followed regarding the budgeted line item for the replacement of sodium lights to LED. The budget also shows an offset of a grant for this purpose. Mr. Locantore is to follow up on the grant. Upon a motion made by Director Loeffler, seconded by Director O'Connell and, upon a vote, unanimously carried, the Board accepted the September 30, 2015 Financial Statements and Cash Position Report.</p> <p>B. CBID Claims Totaling \$28,304.72 and EFT payments to CenturyLink and Xcel  Ms. Denslow reviewed the claims with the Board. She apprised the Board on the additional Front Range costs, including pedestrian light storage. Mr. Austin of Front Range, agreed to reduce the monthly storage fee. However, the Board would like to continue to explore other options for storage. Discussion followed regarding the office space situation. Upon a motion duly made by Director Loeffler, second by Director Balafas, and upon a vote, unanimously carried, the Board approved the current claims totaling \$28,304.72 and the EFT payments to CenturyLink and Xcel.</p>
10:25	<p><b>Community Director Report</b></p> <p>Intended Outcomes:</p> <p>A. Progress Update &amp; Board Feedback (enclosed): Mr. Locantore reviewed the report with the Board. Discussion followed regarding safety.</p> <p>B. IDA Membership: <u>VOTE</u> (BIDs with Budgets between \$300,001 - \$600,000 the annual dues are \$710). Mr. Locantore discussed his attendance at the annual conference in San Francisco. He suggested that membership with IDA would be very valuable to the District, and asked the Board to authorize approval for registration. Upon a motion duly made by Director Balafas, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved the District to become a member of International Downtown Association.</p> <p>C. Op Plan "Build out" Review and Feedback. Mr. Locantore stated that he has expanded the plan to seven buckets versus four. Safety used to be embedded in placemaking and now has its own place in the plan. Discussion followed regarding the possibility of "refreshing" the 501 3(c) for grant application purposes.</p>
10:45	<p><b>TOPIC 1: Facade Criteria &amp; Application</b></p> <p>Intended Outcomes:</p> <p>A. <u>VOTE</u> to approve. Discussion followed regarding the budget for each submittal and the need for the applicant to provide information regarding in kind contribution and participation. The application will also be modified to include a request for a photograph. Upon a motion duly made by Director Loeffler, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved the facade criteria and application. It was noted</p>



	<p>that Director Hales expressed support prior to her departure.</p> <p>B. Identify 3 blocks for CBID to directly approach owners to apply.  Recommendations: 1) Emilio's - Sassafra; 2) The Great Wall - Nob Hill; 3) City Grille - Fork &amp; Spoon</p>
11:00	<p><b>TOPIC 2: Master Streetscape Design Plan RFP process</b></p> <p>Intended Outcome: Determine the components and parameters to include in the RFP. Mr. Locantore asked the Board to review the enclosed RFP and provide feedback. He walked them through some of the changes he is suggesting in the red lined version he provided at the meeting.</p>
11:15	<p><b>TOPIC 3: 2016 Draft Budget</b></p> <p>Intended Outcome: Suggest and make revisions to budget based on the Op Plan</p> <ul style="list-style-type: none"> <li>A. Does the budget reflect the organizational priorities?</li> <li>B. Does each "bucket" of the Op Plan have associated budget lines?</li> <li>C. Does the amount allocated seem accurate?</li> <li>D. Do we want to be "spending out" all our budget by the end of 2016, or do we want to create reserves that can benefit us in the future?</li> </ul> <p>Director Loeffler introduced the proposed 2016 Budget to the Board. Discussion followed regarding rebranding of the District, as well as the Banner Program. The Board agreed to redo the website. However, "rebranding" is still a point of discussion. Director Balafas asked the Board if they feel CBID needs to be rebranded? Director Vaughn suggested getting concepts, and then decide. Director Loeffler stated that the Board didn't need to make the decision today; there is money allocated for different studies in the draft 2016 Budget. The Board determined that they will increase the miscellaneous line item up to \$10,000, and this could include efforts to rebrand. Other discussion took place regarding specific line items. Ms. Denslow noted that the public hearing will take place at the November meeting, and the Board will consider adoption of the budget resolution and mill levy certification.</p>
11:50	<p><b>TOPIC 4: WalkDenver Proposal</b></p> <p>Intended Outcome: Defer Proposal  A decision to be part of Master Streetscaping Design in 2016.</p>
11:55	<p><b>Other Items, Announcements</b></p> <p>Barventure - "Promotion books" that can be a revenue stream for CBID. Each book that includes "2 for 1" drink coupons can have a code where CBID gets \$10 for every \$20 book sold. "Barventure is a neighborhood drinking booklet organized by neighborhood maps. 81 bars and restaurants all offering buy-one-get-one free drinks. The purpose is to encourage travelers and new movers to explore our neighborhoods and support local businesses. A community program allowing folks to explore businesses and their associated neighborhoods in a fun and easy fashion. <a href="http://www.barventure.com">www.barventure.com</a>. This item was discussed and deferred. Mr. Locantore will explore options tied to the map brochure.</p>
12:00	<p><b>Adjourn</b></p>

Motion by Director Balafas, seconded by Director Vaughn to adjourn the meeting at 12:36 p.m. The motion passed unanimously.

Respectfully Submitted,



Secretary of the Meeting



**COLFAX BUSINESS IMPROVEMENT DISTRICT  
AND UPPER COLFAX COMMUNITY FOUNDATION  
November 10, 2015 Regular Board Meeting Minutes  
10:00 a.m.**

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

	<b>Directors Present:</b> Jimmy Balafas, Sean O'Connell, Anthony Loeffler, Crystal Sharp, Vicky Hales and Ron Vaughn
	<b>Others Present:</b> Denise Denslow; CliftonLarsonAllen LLP Frank Locantore; CBID Community Director Len Austin and Jack Curtin; Front Range Services, Inc. Sara Randall; CBID Public Information Coordinator Dawn Schilling; Schilling & Co., Inc.
10:00	<b>Call to Order; Declaration of Quorum; Certification of Agenda</b> Director Balafas called to order at 10:00 a.m. Director Pachorek was absent, but excused.
10:05	<b>Consent Agenda</b> Intended Outcome: <u>VOTE</u> to accept A. Minutes from October 13, 2015 Board Meeting B. October 2015 Maintenance Report, Front Range Services (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.) Upon a motion duly made by Director O'Connell, seconded by Director Loeffler, the Board approved the Consent Agenda. The motion passed unanimously.
10:10	<b>Financial Items:</b> A. Intended Outcomes: <u>VOTE</u> to Approve the Financials CBID September 30, 2015 Financial Statements and Cash Position Report Ms. Schilling reviewed the September 30, 2015 Financial Statements with the Board, noting total assets of \$466,464. The majority of the funds sit in the liquid account. She noted that the budget to actuals is generally in line; the capital outlay has not been expended. The Fund balance is approximately \$475,000. Upon a motion made by Director Balafas, seconded by Director Vaughn and, upon a vote, unanimously carried, the Board accepted the September 30, 2015 Financial Statements and Cash Position Report. B. CBID Claims Totaling \$35,168.98 and EFT payments to CenturyLink and Xcel

	<p>Ms. Schilling reviewed the claims with the Board. Upon a motion duly made by Director Loeffler, second by Director Balafas, and upon a vote, unanimously carried, the Board approved the current claims totaling \$35,168.98 and the EFT payments to CenturyLink and Xcel.</p> <p>C. UCCF UMB Reconciliation Summary of October 31, 2015 - \$14,508.71 Ms. Schilling reviewed with the Board.</p>
10:25	<p><b>Community Director Report</b> Intended Outcomes:</p> <ul style="list-style-type: none"> <li>A. Progress Update &amp; Board Feedback: Mr. Locantore reviewed the report with the Board.</li> <li>B. Holiday Lights Budget Amendment: <u>VOTE</u> This was addressed with the claims.</li> <li>C. Colfax Collaborative Holiday Party at Abend Art Gallery - <u>VOTE</u> This party will be held on December 9<sup>th</sup> and would be a combined effort with Colfax on the Hill, Bluebird BID, and Walk Denver. The Board discussed funds for events and charities. Upon a motion duly made by Director Loeffler, seconded by Director Hales, and upon a vote, unanimously carried, the Board approved to contribute \$500 for the event.</li> </ul>
10:40	<p><b>TOPIC 1: 2016 Budget</b> Intended Outcome:</p> <ul style="list-style-type: none"> <li>A. Conduct Public Hearing to Consider Adoption of 2016 Budget, Appropriate Expenditures and Set Mill Levy; Consider Adoption of Resolutions to Adopt 2016 Budget, Appropriate Expenditures and Set Mill Levy – <u>VOTE</u> Upon a motion duly made by Director O’Connell, seconded by Director Loeffler, and upon a vote, unanimously carried, the Board opened the public hearing at 10:09 a.m. There were no public comments. Ms. Schilling reviewed the budget with the Board, and stated the only thing that has changed from the draft budget of last month is under capital outlay – two line items for streetscape – design and construction. The budget presented today combines these two line items to one, entitled master street design, at \$100,000. Discussion followed on the approach of this item in the budget. Director Loeffler stated that he preferred to break it out into two line items. Discussion followed regarding the streetscape RFP and safety issues. Mr. Locantore suggested a place holder amount for a potential pilot of resource ambassadors in 2016. Director Pachorek suggested putting an amount of \$50,000 in the budget. Ms. Schilling is estimating a \$317,000 carry over from 2015. The Board’s direction was to create a new line item for the pilot program at \$30,000. The Board also directed Ms. Schilling to separate the streetscape out into design and improvements, \$75,000 and \$25,000 respectively. Upon a motion duly made by Director Balafas, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board closed the public hearing at 10:56. Upon a motion duly made by Director Balafas, second by Director Sharp, and upon a vote, unanimously carried, the Board approved the Resolution to Adopt the 2016 Budget, Appropriate Expenditures and Certify the Mill Levy, with changes as discussed.</li> <li>B. Discuss including piloting “Resource Ambassadors”</li> </ul>



	This item was covered under budget discussion.
11:10	<p><b>TOPIC 2: Master Street Design RFP</b>  Intended Outcome: Feedback &amp; potential vote  Mr. Locantore opened the discussion on the streetscape RFP, stating that he did some reformatting of the prior draft, and better clarified the objective of the process. The Board members will review the RFP and provide feedback prior to the next Board meeting.</p>
11:30	<p><b>TOPIC 3: Audience Communication Strategy</b>  Intended Outcome:  A. Presentation &amp; feedback Potential <u>VOTE</u>  Ms. Randall had provided in the Board packet a memorandum regarding a potential communication strategy. She has been in communication with a consultant in Los Angeles, who is willing to help start the conversation for a fee that covers her travel expenses. Discussion followed. The consensus was to bring Jess Schmidt out for a visit with CBID to get a rebranding / marketing plan started – a vision for the logo.</p>
11:45	<p><b>TOPIC 4: Neighborhood Meeting</b>  Intended Outcome: Feedback  The Board reviewed the agenda that Mr. Locantore provided in the packet. The format of the meeting is going to be an “open house” style with a “presentation” at 7:00 p.m. Discussion followed regarding the breakout sessions and assignments. The meeting will be on the 17<sup>th</sup> at 6:00 p.m. at Brick.</p>
11:55	<p><b>Other Items, Announcements</b>  Discussion regarding new Board members after Directors Loeffler and Pachork leave. Mr. Locantore will consolidate applications and submit to the City.  Mr. Curtin stated that there are extra light poles stored in their shop. He is of the opinion that these lights could be installed as the ballasts are generally what breaks, not the poles. The poles are also under warranty. There are also 23 banner brackets, but no arms. The Board consensus was to use the brackets to fill in the voids on the street. On the new lights on Colfax, there are 17 receptacles to plug in holiday lights are not working. Mr. Curtin will provide a list to Director Balafas, who will work with the City on getting them repaired.</p>
12:00	<p><b>Adjourn</b>  Upon a motion duly made by Director O’Connell, seconded by Director Loeffler, and upon a vote, unanimously carried, the Board adjourned the meeting at 12:19 p.m.</p>

Respectfully Submitted,

  
Secretary of the Meeting



**COLFAX BUSINESS IMPROVEMENT DISTRICT  
 AND UPPER COLFAX COMMUNITY FOUNDATION**  
**December 8, 2015 Regular Board Meeting Minutes**  
 10:00 a.m.  
 UMB Bank, 1635 E. Colfax Avenue  
 Denver, CO 80218

	<p><b>Directors Present:</b> Jimmy Balafas, Anthony Loeffler, Vicky Hales, Tina Pachorek and Ron Vaughn</p>
	<p><b>Others Present:</b> Denise Denslow; CliftonLarsonAllen LLP          Frank Locantore; CBID Community Director          Len Austin and Jack Curtin; Front Range Services, Inc.          Sara Randall; CBID Public Information Coordinator          Dawn Schilling; Schilling &amp; Co., Inc.          Edwin Montoya &amp; Tim Moore; Mile High Protection          Emily Silverman; City of Denver Public Works          Robin Kniech; Denver City Council Member At Large</p>
10:00	<p><b>Call to Order; Declaration of Quorum; Certification of Agenda</b>          Director Balafas called to order at 10:02 a.m. Director O’Connell and Director Sharp were absent, but excused.</p>
10:05	<p><b>Consent Agenda</b>          Intended Outcome: <u>VOTE</u> to accept</p> <p>A. Minutes from November 10, 2015 Board Meeting          B. November 2015 Maintenance Report, Front Range Services          (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>Mr. Curtin noted he would like the Front Range Contract renewal to be on the January agenda as it represents a 3% increase. He also reported acorn lights are being stored at their facility for \$900 per month. The Board discussed finding a new location to store the lights.</p> <p>Upon a motion duly made by Director Balafas, seconded by Director Vaughn, the Board approved the Consent Agenda. The motion passed unanimously.</p>

10:10	<p><b>Financial Items:</b></p> <p>A. Intended Outcomes: <u>VOTE</u> to Approve the Financials          CBID October 31, 2015 Financial Statements and Cash Position Report          Ms. Schilling reviewed the October 31, 2015 Financial Statements with the Board, noting total assets of \$439,496. The majority of the funds sit in the liquid account. She noted that the budget to actuals is generally in line; the capital outlay has not been expended. The Fund balance is approximately \$415,311.00. Upon a motion made by Director Pachorek, seconded by Director Hales and, upon a vote, unanimously carried, the Board accepted the October 31, 2015 Financial Statements and Cash Position Report.</p> <p>B. CBID Claims Totaling \$28,837.02 and EFT payments to CenturyLink and Xcel          Ms. Schilling distributed the revised the claims and reviewed with the Board. Upon a motion duly made by Director Balafas, second by Director Vaughn, and upon a vote, unanimously carried, the Board approved the current claims totaling \$28,837.02 and the EFT payments to CenturyLink and Xcel.</p> <p>C. Intended Outcomes: <u>VOTE</u> to Approve Engagement Letter with Schilling and Co. for 2016 Accounting Services          Ms. Schilling presented her engagement letter for 2016 services. She stated that the fee and scope are the same as 2015. Upon a motion made by Director Balafas, seconded by Director Loeffler to approve the Schilling and Co. engagement letter.</p>
10:25	<p><b>Community Director Report</b>          Intended Outcomes:</p> <p>A. Progress Update &amp; Board Feedback:          Mr. Locantore reported he is working with the City on a possible "Eyes on the Street" program. This will likely result in a pilot program that uses positive marketplace tactics to encourage the liquor stores to discontinue selling alcohol to people who are in an inebriated stated. Discussion followed regarding the Board vacancies and the January meeting. The Board directed Mr. Locantore to follow up with a couple of potential candidates to fill the vacancies and set the next meeting for Thursday, January 14, 2016.</p>
10:40	<p><b>TOPIC 1: Master Street Design Plan RFP Approval</b>          Intended Outcome:</p> <p>A. Progress Update &amp; Board Feedback:          Director Balafas noted that the goal is to have the RFP go out by the first of the year. Mr. Locantore stated that the desire is to have the plan shovel ready by the beginning of 2017. Director Loeffler suggested that once a landscape architect is selected, they should seek feedback from the adjoining BID's to ensure flow between the streetscapes. Discussion followed regarding the budget for the plan; the Board directed Mr. Locantore to use a range comparable to Mayfair.</p>
11:10	<p><b>TOPIC 2: Public Restroom: Councilwoman Kniech</b>          Intended Outcome:</p> <p>A. Presentation &amp; Board Feedback:          Councilwoman Kniech, At Large and Emily Silverman, Department of Public Works, made a presentation to the Board on the public restroom pilot program. Councilwoman Kniech said the issue of human waste has become</p>



	<p>prevalent in a few neighborhoods and rather than piecemeal an approach, the thought is to look at the issue holistically in Denver. She stated that there has been a lot of research on location, type, etc. She said the preferred approach is when you have a location that appeals to many different types of user groups, such as tourists, entertainment venues, homeless, and transportation routes. She presented the prototype unit to the Board. This facility would be attended to at all times. It is taken out every evening and cleaned and refilled with water. The current location being targeted is at Colfax and Clarkson. It is close to the police station and has a place that is very visible (it is by the Fillmore). There is a halo camera right on the location. She stated again that this is a pilot and that there is flexibility to allow for the greatest success. Councilwoman Kniech said that the goal is to launch in February. Discussion followed regarding payment for use and costs. The costs for the unit is approximately \$100,000; additional costs are due to attendants. Councilmember Kniech stated that in many cities, these facilities are provided by advertising companies, which then use the facility for advertising purposes. Director Pachorek suggested providing literature in the restrooms regarding help and support services for the homeless population who may be using the facilities. Director Vaughn stated that he supports the facilities for tourist purposes, but concerned about the small population that the homeless represents. Ms. Silverman reiterated that this is a pilot. The attendants will have smart phones that allow them to collect data to help refine the program.</p>
11:30	<p><b>TOPIC 3: Humanitarian Protection Resources Specialists</b>  Intended Outcome:  A. Intended Outcomes: <u>VOTE</u> to establish pilot project in 2016 that will run from February through March with modifications made to fine tune frequently. Mr. Locantore reminded the Board that at the last meeting, funds were allocated for an “ambassador” pilot program. Mile High Protection Services LLC were at the meeting to talk about the security aspect of such a program. Tim Moore and Edwin Montoya were in attendance. Mr. Locantore suggested piloting Thursday through Saturday approximately 8:00 p.m. to 3:00 a.m. he suggested mixing that up over the course of a month to see what is most effective, and focus on the Grant to Pearl area. Discussion followed regarding the ability for Mile High to ask people to move. They use the approach of “humanitarian resources” to help start the conversation and provide information, and during the process get them to move. They also use tactics to make it uncomfortable for them to stay. This topic will be revisited at another meeting; the Board expressed interest in pursuing a plan.</p>
11:45	<p><b>TOPIC 4: Contact Renewals</b>  Intended Outcome: Feedback  A. Contracts for 2016 CBID services with Frank Locantore and Sara Randall were reviewed. Upon a motion duly made by Director Balafas, seconded by Director Vaughn, to approve renewal of the 2016 CBID contract.</p>
11:55	<p><b>Other Items, Announcements</b>  A. Colfax Collaborative Holiday Party at Abend Art Gallery  CBID is co-hosting a holiday party with Colfax on the Hill, Bluebird BID, and</p>

	<p>WalkDenver at Abend Art Gallery on Wednesday, December 9<sup>th</sup>. This helps CBID reach a wider audience for our work.</p> <p>B. Renew CHUN Membership Motion was duly made by Director Balafas, seconded by Director Vaughn to approve renewing the CHUN membership at a cost of \$50 annually.</p> <p>C. The date for the Communications-Branding session is set for Thursday, January 14, 2016</p>
12:00	<p><b>Adjourn</b> Upon a motion duly made by Director Balafas, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board adjourned the meeting at 12:12 p.m.</p>

Respectfully Submitted,



Secretary of the Meeting



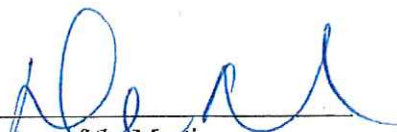
**COLFAX BUSINESS IMPROVEMENT DISTRICT  
 AND UPPER COLFAX COMMUNITY FOUNDATION**  
**January 14, 2016 Special Board Meeting Minutes**  
 10:00 a.m.  
 UMB Bank, 1635 E. Colfax Avenue  
 Denver, CO 80218

	<p><b>Directors Present:</b> Jimmy Balafas, Vicky Hales, Ron Vaughn, Crystal Sharp, Julia Grother and Gardiner Hammond</p>
	<p><b>Others Present:</b> Denise Denslow; CliftonLarsonAllen LLP          Frank Locantore; CBID Community Director          Sara Randall; CBID Public Information Coordinator          Jess Schmidt; Marketing Consultant for Porter Novelli</p>
	<p><b>Call to Order; Declaration of Quorum; Certification of Agenda</b>          Director Balafas called the meeting to order at 9:40 a.m. Ms. Randall provided the Board with an outline/presentation for the session, and stated the day is about helping to identify what we as “Colfax” branding and messaging.</p>
	<p><b>Goals For The Day</b></p> <ul style="list-style-type: none"> <li>• Develop language and personality that can be used as part of a comprehensive communications campaign</li> <li>• Ensure that the communications initiative is on target, relevant and effective</li> <li>• Create messages that everyone throughout this organization can elaborate on and rally behind</li> </ul> <p>Ms. Schmidt walked the Board through the presentation and provided a foundation for the day’s discussion. She asked the Board how they would describe Colfax. Director Sharp said “expect anything and everything”. She stated that the target audience is 25-50 in age, with the biggest attraction being music. Director Hales said audience is both out of towners and local tourists.</p> <p>Buckets:          25-50 age group          Residents          Music          Marijuana</p>

	<p>Tourists (both local and out of town) Business/property</p>
	<p><b>The Process</b></p> <ul style="list-style-type: none"> <li>Requirements of Success</li> <li>Concise, clear, scalable messages</li> <li>Most of all, consensus for consistent use</li> <li>Logical path to defining the Brand</li> <li>Step one: Thought leadership in the room today</li> <li>Step two: Compile and ladder up</li> <li>Step three: Review, approve and act!</li> </ul> <p>Discussion followed.</p>
	<p>Positive authentic experience Swell of word of mouth Hidden gem Raising the ordinary to extraordinary Diamond in the rough The fax Nostalgic Established Heart Pulse Soul Urban If you haven't been to Colfax, you haven't been to Denver</p> <p>It was noted that historic context is important.</p>
	<p><b>Elevator Speech:</b></p> <p>Colfax is .....</p>
	<p><b>Colfax Avenue Priorities:</b></p> <p><b><u>-Safety</u></b></p> <ul style="list-style-type: none"> <li>• Pilot ambassador program (trained "good Samaritans")</li> <li>• Guardian Angels</li> </ul> <p>How to respond to the concerns about safety... be prepared or the question, but not a "promotional" item. Be prepared to discuss programs and resources in place.</p> <p><b><u>-Opportunities</u></b></p> <p>Events (marathon, races, gay pride parade, MLK parade, 420, Taste of Colfax) – how to capitalize on them. What are the "events" that are unique to Colfax?</p> <ul style="list-style-type: none"> <li>• Pete's</li> <li>• Squire open mike</li> </ul>

	<ul style="list-style-type: none"> <li>• Alpine yoga and run club</li> <li>• Concert venues and music</li> <li>• VooDoo Donuts</li> <li>• Pinche Tacos</li> <li>• Bound by Design (tattoo shops)</li> <li>• Argonaut</li> <li>• 303 Boards</li> </ul> <p>Social Media?</p> <p><b>-Relevance</b></p> <p>What is different? Why do people care:</p> <ul style="list-style-type: none"> <li>• Banners</li> <li>• Different personalities that flavor the area</li> <li>• Businesses – concepts fresh</li> <li>• Eclectic – not a monoculture</li> <li>• Proximity</li> <li>• Walkability – 1.4 mile end to end</li> <li>• 2 breweries</li> <li>• Seasonal local/independent restaurants</li> </ul>
	<p>How to describe who we are:</p> <p>Exercise on who/what/priorities</p>
	<p>Ms. Randall closed out the session, and will bring materials to the next Board meeting for consideration. She stated that an RFP has been drafted for communication pieces outside of what current staff can provide.</p>
	<p><b>Other Items</b></p> <p>The group shared take aways from the day.</p>
	<p><b>Adjourn</b></p> <p>There being no other business before the Board, the meeting adjourned at 1:55 p.m.</p>

Respectfully Submitted,

  
Secretary of the Meeting



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

February 9, 2016 Special Board Meeting Minutes  
10:00 a.m.

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

	<p><b>Directors Present:</b> Jimmy Balafas, Sean O’Connell, Vicky Hales, Ron Vaughn and Gardiner Hammond</p>
	<p><b>Others Present:</b> Denise Denslow; CliftonLarsonAllen LLP Frank Locantore; CBID Community Director Sara Randall; CBID Public Information Coordinator Jack Curtin; Front Range Services Travis Gee; Brik House Hilleary Waters; Life on Capitol Hill Michael Kerrigan; City of Denver</p>
	<p><b>Call to Order; Declaration of Quorum; Certification of Agenda</b> Director Balafas called the meeting to order at 10:02 a.m. and the absence of Directors Sharp and Grother were excused.</p>
	<p><b>Consent Agenda</b> Intended Outcome:</p> <ul style="list-style-type: none"> <li>A. Minutes from December 8, 2015 Regular Board Meeting and January 14, 2016 Special Meeting Session (enclosed) – <u>VOTE</u></li> <li>B. December 2015 and January 2016 Maintenance Reports, Front Range Services (enclosed) – <u>VOTE</u></li> <li>C. Review and Consider Approval of Engagement Letter with Front Range Services for 2016 Maintenance - \$9,421.00 per month (remuneration increase of \$274) (enclosed) –<u>VOTE</u></li> </ul> <p>Upon a motion duly made by Director Balafas, seconded by Director O’Connell, and upon a vote, unanimously carried, the Board approved items of the Consent Agenda.</p>



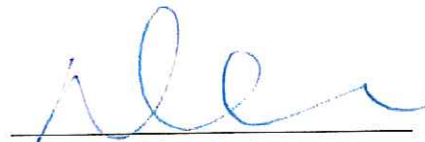
	<p><b>Financial Items:</b>  Intended Outcomes: <u>VOTE</u> to Approve the Financials</p> <ul style="list-style-type: none"> <li>A. CBID November 2015 Financial Statements and Cash Position Report (enclosed)</li> <li>B. Ratify January 2016 Claims totaling \$31,246.30 and EFT payments to CenturyLink and Xcel Energy (enclosed)</li> <li>C. UCCF – Ratify January 2016 Claims totaling \$12,690.81 to CLA (enclosed)  CBID Current Claims totaling \$23,035.60 and EFT payments to CenturyLink and Xcel (enclosed)</li> </ul> <p>Ms. Denslow reviewed with the Board. There was discussion regarding the banners and the potential for having events such as the marathon pay for the cost of take down and set up. After discussion, upon a motion duly made by Director O'Connell, seconded by Director Hales, and upon a vote, unanimously carried, the Board approved the November 2015 Financial Statements and Cash Position Report, and ratified the CBID January 2016 claims and UCCF January 2016 claims.</p>
	<p><b>TOPIC 1: Denver DA Candidate Michael Kerrigan</b>  Intended Outcome: Introduction + Q &amp; A with candidate</p> <p>Mr. Kerrigan presented to the Board his background in civil litigation. Discussion followed regarding several topics, including homelessness and public safety. The Board followed with questions.</p>
	<p><b>Staff Report</b>  Intended Outcomes: Progress update &amp; board feedback with specific emphasis on the Master Streetscape Design Plan: Timeline, Selection, Stakeholders, etc.</p> <ul style="list-style-type: none"> <li>• Would any board members like to be on the selection committee and the stakeholder group?</li> </ul> <p>Mr. Locantore asked the Board to identify for him the areas in which they want to be involved. He will follow up with an email to the Board.</p> <p>Discussion followed regarding Root 40. Mr. Locantore asked if we could "keep it alive" given that the domain and name is already owned. Ms. Randall is to look into finding other musicians to spearhead.</p> <p>Mr. Locantore also asked that the next meeting the Board discuss potential donation opportunities for 2016.</p> <p>Director O'Connell discussed the BRT meeting. He stated they will be working with a local organization, and look to build out the bulb outs and implement newer, more efficient buses. They are looking to increase the frequency of the 15L. He stated the plan calls for a bus only lane on Colfax. The Board discussed this with concern about the feasibility of this approach. Mr. Locantore said he would like to reach out to bring folks to the next meeting regarding this issue.</p>

	<p><b>TOPIC 2: Officer Elections</b>  Intended Outcome: Oath of Office – New Directors and Electing President, Vice President, Secretary, and Treasurer</p> <p>Director Balafas noted that this would be his last year on the Board, and thus, the last year as President. The slate remains the same with Director Hammond and Grother as Assistant Secretaries.</p> <p>Upon a motion duly made by Director Balafas, seconded by Director O’Connell, and upon a vote, unanimously carried, the Board approved adopting this slate as follows:</p> <p>Jimmy Balafas: Chair/President  Sean O’Connell: Vice Chair  Vicky Hales: Treasurer  Ron Vaughn: Secretary  Julia Grother: Assistant Secretary  Gardiner Hammond: Assistant Secretary  Crystal Sharp: Assistant Secretary</p>
	<p><b>TOPIC 3: Communications/Branding update</b>  Intended Outcome: Follow up and next steps</p> <p>Ms. Randall presented to the Board the results of the strategy session from the last meeting. The goal of the session was to determine a consistent identity and uniform message. After further discussion, the consensus was that Colfax Ave still remains an appropriate and branding for CBID. Directors Hammond and Grother are to bring back some ideas for branding to the Board, including potential names and logos. Ms. Randall also stated that the tag line “unique by nature, independent by choice” seems to continue to stick.</p>
	<p><b>TOPIC 4: St. John’s &amp; St. Francis apartment construction</b>  Intended Outcome: What are the elements of a <i>Good Neighbor Agreement</i> (GNA) we support?</p> <p>Mr. Locantore presented the background to the Board. There was discussion regarding the Good Neighbor Agreement and the general composition of the residents. The Board tasked Mr. Locantore with obtaining an example of what this would look like.</p>
	<p><b>TOPIC 5: Vision Zero Supporter Statement</b>  Intended Outcome: Discuss supporting Vision Zero statement (See attachment)</p> <ul style="list-style-type: none"> <li>• Supporting the Vision Zero statement means that we agree with the statement in <b>bold</b> on the top of page two of the attachment.</li> </ul> <p>The vision statement is related to reducing pedestrian fatalities. The Board’s consensus was to support the Vision Zero Statement.</p>
	<p><b>Other Items, Announcements</b></p> <p>A. Suggested items for next month’s board meeting?  B. Vision Zero “Love-In” on Friday Feb 12th starting at the Fillmore for peds</p>



	<p>C. Tavern Uptown development maintaining the "historic" building -- Neighborhood Meeting on Wed Feb 17th at Denver Community Church.</p> <p>D. RTD bus shelter design charrette for the 15L/BRT on Tues Feb 16 at Aurora MLK Library 8:30-12 noon. RSVP required.</p> <p>Director O'Connell spoke about the shelters, stating that RTD is looking at the different options, including simple roof, walls, different types of seating. Discussion followed. The Board expressed concern about creating environments to encourage drug activity.</p>
	<p><b>Adjourn</b> There being no other business before the Board, upon a motion duly made by Director Balafas, seconded by Director O'Connell, and upon a vote, unanimously carried, the Board adjourned the meeting at 11:37 p.m.</p>

Respectfully Submitted,



Secretary of the Meeting



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

**March 8, 2016 Special Board Meeting Minutes**

10:00 a.m.

UMB Bank, 1635 E. Colfax Avenue

Denver, CO 80218

	<p><b>Directors Present:</b> Jimmy Balafas, Sean O’Connell, Crystal Sharp, Vicky Hales, Ron Vaughn, Gardiner Hammond and Julia Grother</p>
	<p><b>Others Present:</b> Denise Denslow; CliftonLarsonAllen LLP          Frank Locantore; CBID Community Director          Sara Randall; CBID Public Information Coordinator          Jack Curtin; Front Range Services          Dawn Schilling; Schilling and Company          Lacy Bell; RTD          Tim Baldwin &amp; Ryan Billings; Bus Rapid Transit          Curt Upton; Community Planning &amp; Development of Main Street Design          Mackenzie Victory –Oatman</p>
	<p><b>Call to Order; Declaration of Quorum; Certification of Agenda</b>          Director Balafas called the meeting to order at 10:04 a.m. Upon a motion duly made by Director Sharp, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved the Agenda.</p>
	<p><b>Consent Agenda</b>          Intended Outcome:          A. Minutes from February 9, 2016 Regular Board Meeting and January 14, 2016 Special Meeting Session (enclosed) – <u>VOTE</u>          B. February 2016 Maintenance Report, Front Range Services (enclosed) – <u>VOTE</u>          It was noted that a correction was made to the Minutes to clarify that Director Balafas will not be leaving the Board after 2016, but rather will be stepping down from the role as President.          Upon a motion duly made by Director O’Connell, seconded by Director Sharp, and upon a vote, unanimously carried, the Board approved items of the Consent Agenda.</p>

**Financial Items:**

Intended Outcomes: VOTE to Approve the Financials

- A. CBID December 2015 and January 2016 Financial Statements and Cash Position Report (enclosed)

Ms. Schilling reviewed with the Board noting that the December financials were included in the packet. She directed the Board to page 15 of the packet to compare the budget to actuals. The budgeted revenue was less than budgeted, but that was due to the fact that the grant for lights was not applied for last year. Expenditures were less than budgeted, allowing for an ending fund balance of \$358,870. Ms. Schilling then reviewed the January financials. Upon a motion duly made by Director Sharp, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board accepted the December 2015 and January 2016 financial statements and cash position. Director Hales was requested to bring the interest rates for the UMB accounts back to the Board.

- B. CBID February 2016 Claims totaling \$25,349.01 and EFT payments to CenturyLink and Xcel Energy (enclosed)

Ms. Schilling noted that a check will be added for \$87.85 to Sara Randall for reimbursement of expenses. Director O'Connell inquired as to the status of the lease. Mr. Locantore indicated that it is still status quo, but that Alta Court is showing the space. The lease is still place for two years until it is sub-leased. Upon a motion duly made by Director O'Connell, seconded by Director Sharp, and upon a vote, unanimously carried, the Board approved the February 2016 claims.

- C. Summary of Credit Accounts

Ms. Schilling stated that there are some instances where Mr. Locantore and Ms. Randall are using personal credit cards for business purposes from time to time. The summary in the packet outlined some options for business accounts/credit cards. Discussion ensued. Upon a motion duly made by Director O'Connell, seconded by Director Sharp, and upon a vote, unanimously carried, the Board directed the District to apply for accounts at Office Depot and FedEx, and to raise the limit on the debit card to \$500 and to add Ms. Randall as a user on the card.

- D. Establish Office Depot account:

Discussed preciously under Summary of Credit Accounts.

- E. Approval of Insurance Reinstatement Letter - \$300

After discussion, the Board declined to approve this reinstatement letter. The check for this will be voided.

**Community Director Report**

Intended Outcome: Progress update & Board feedback

- A. Streetscape Design proposal update

The Board discussed and determined that the rating should be focused on a strong design component, versus outreach and financing. Mr. Locantore will revise the schedule of values.

- B. Safety Proposals Update
- C. Communications Plan Update

Mr. Locantore asked the Board to consider membership to INC. Upon a motion duly made by Director Grother, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved membership to INC.

As a follow up from last month's meeting, Mr. Locantore recommended donations to the police to purchase bicycles (\$1,000), firefighters (\$500), and use the money from the hearts on Colfax to the annual DPD6 Kids Halloween Party (last year was nearly \$1,000). Discussion ensued. The Board's consensus was to proceed with the hearts and defer the other two items, pending additional information.

**TOPIC 1: Colfax Street Context Briefings**

Intended Outcome: Understand some of the dynamics at play relevant to our streetscape and transportation along Colfax

- A. Community Planning and Development on Main Street Design- Curt Upton, Community Planning and Development, City of Denver

Mr. Upton presented the vision, from a planner's perspective on what a main street like Colfax is. He stated that it is meant to be more than a transportation corridor, but also a destination. Mr. Upton presented the survey data gathered by ULI as well as some information about the "main street code." Mr. Upton provided many examples of this code at work already on Colfax, as well as some images from the city of Phoenix.

- B. Public Works on the Bus Rapid Transit


Ryan Billings and Tim Baldwin presented the Colfax corridor Connections to the Board. The key challenge is to add capacity to Colfax without tearing down buildings. Mr. Baldwin indicated that numerous options were considered, but that it was pared down to three options, bus rapid transit, modern streetcar, and enhanced bus. The BRT has a lower cost than the streetcar, and has high ridership, as well as strong economic benefit. The recommendation was to implement bus rapid transit during peak times, and replaces the 15L. There would be exclusive lanes during peak times, and 5 minute intervals. The modifications to the stops only will result in a 13 spot loss, end to end. Costs estimated to be \$125,000,000 - \$135,000,000 in capital, \$21,000,000 in operating costs. This will increase ridership by 23,000 riders, and 10 minute travel time savings, one direction for the full route.

- C. RTD on the New 15L Bus Shelters

Lacy Bell made a brief presentation on the 15L bus shelters. RTD has applied for grants and received approximately \$11,000,000 in funding over the next several years for improvements to the stops. This will include security cameras, enhanced lighting, transit

	<p>signal priority, and canopies that can be rolled into the BRT project. Ms. Bell showed the Board the visual preference survey that they performed, noting that transparency and open shelters received preference by the public. A charrette was held to engage stakeholders, and the outcome was that the character of the structure was less important than other items, such as seating. Ms. Bell showed a visual of what the structures will likely look like.</p>
	<p><b>Officer Elections</b>  Intended Outcome: Oaths of Office</p> <p>Oaths of Office were administered to Directors Balafas, O'Connell, Grother and Hammond.</p>
	<p><b>Other Items, Announcements</b>  None.</p>
	<p><b>Adjourn</b>  There being no other business before the Board, upon a motion duly made by Director O'Connell, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board adjourned the meeting at 12:33 p.m.</p>

Respectfully Submitted,

  
Secretary of the Meeting



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

**April 12, 2016 Regular Board Meeting Minutes**

10:00 a.m.

UMB Bank, 1635 E. Colfax Avenue

Denver, CO 80218

	<p><b>Directors Present:</b> Jimmy Balafas, Sean O’Connell, Vicky Hales, Ron Vaughn and Gardiner Hammond</p>
	<p><b>Others Present:</b> Denise Denslow; CliftonLarsonAllen LLP Frank Locantore; CBID Community Director Sara Randall; CBID Public Information Coordinator Jack Curtin; Front Range Services Hilleary Waters; Life on Capitol Hill Travis Gee; Brik</p>
	<p><b>Call to Order; Declaration of Quorum; Certification of Agenda</b> Director Balafas called the meeting to order at 10:00 a.m. Upon a motion duly made by Director Vaughn, seconded by Director Hales, and upon a vote, unanimously carried, the Board approved the Agenda.</p>
	<p><b>Consent Agenda</b> Intended Outcome: A. Minutes from March 8, 2016 Regular Board Meeting as amended (enclosed) – <u>VOTE</u> B. March 2016 Maintenance Report, Front Range Services (enclosed) – <u>VOTE</u> Upon a motion duly made by Director O’Connell, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved items of the Consent Agenda.</p>
	<p><b>Financial Items:</b> Intended Outcomes: <u>VOTE</u> to Approve the Financials A. CBID February 2016 Financial Statements and Cash Position Report (enclosed)</p> <p>Ms. Denslow reviewed with the Board. Director Hales noted that she looked into moving the accounts to UMB, and there was no real financial gain. Ms. Denslow noted that the budgets to actuals are largely still low numbers as it is early in the year. However, insurance is front loaded and paid in full in the beginning of the year. Upon a motion duly made by Director Hales, seconded by Director Vaughn, and upon a vote, unanimously carried, the</p>



Board accepted the February 2016 Financial Statements and Cash Position.  
B. CBID March 2016 Claims totaling \$25,742.28 and EFT payments to CenturyLink and Xcel Energy (enclosed)

Upon a motion duly made by Director Hales, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved the March 2016 claims.

### Staff Report

Intended Outcome: Progress update & Board feedback

Attention to security plan

“It’s pronounced: Colfax Ave BID”

A. Streetscape Design proposal update

Mr. Locantore reviewed his staff report with the Board as follows:

### Community Director

#### Clean & Safe (50%)

- Downtown Denver BID, Susan Fry meeting on security patrols, economies of scale, collaboration
- Received 5 quotes from security companies
- Drafted and re-drafted Security plan
- Met with Safety committee to review patrol applicants, review draft plan and strategies
- Met with Cmdr. Lopez and Lt. Wyatt to review draft security plan
- Met with Michael Sapp on security plan
- Informally surveyed businesses in the Grant to Pearl section about the “when-where-what” activity they are experiencing
- Met with Rocky Piro, Director of Colorado Center for Sustainable Urbanism at CU Denver about graduate student work regarding Colfax Ave sustainability
- Set April 18 meeting with CM New and Cmdr. Lopez to discuss the security plan

#### Great Place (25%)

- Created follow up for the selection committee on the Design Plan proposals to determine interviewees
- Set Streetscape Finalist interview for Monday morning April 11 and plan to make a recommendation to the board
- Created the scoring and interview process for the finalists
- CM Wayne New meeting on accessing capital improvement funds
- Held 3rd & 4th Street Art committee meeting and made decisions on a) district-wide street art plan with utility boxes, b) help facilitate jury-judging of utility box art with *Colfax Ave BID* rate payer Abend Art Gallery coordinated with the WalkDenver gala at Abend, c) art scene “launch” during Denver Days (Sat., July 30 or Aug 6) at Gilpin & Colfax (UMB parking lots and some of Gilpin), d) recruiting artists and planned the art for the *PS You Are Here* grant award we received with the other Colfax BIDs for the crosswalks at Williams and Race, e) networking with Curt Bean with the non profit, *Art of War* to have military veterans potentially painting some utility boxes, f) applied for Urban Art Fund grant to help fund the committee and artscapes along Colfax.
- Continued working with the “Colfax Collaborative of BIDs” to build support within PW in order to focus the City’s attention and Capital Improvement Project Funds on Colfax.

Business Support (10%)

- Persistently called the non emergency police number on "campers" that are hanging out around the Advance Auto Zone at Gaylord and Colfax
- Conversation with EOD Tattoo about applying for the facade grant

Organizational (15%)

- Followed Sara's lead on packing up and moving the office.
- Finished shepherding the Colfax Ave BID amended budget through the City Council process.

**Public Information Coordinator**

Communications (60%)

- RFP for rebranding and Website on website - out
- Updated website
- Worked with Hilleary and Sarah on Spring banner series. Saw increased engagement on Facebook and articles in *LOCH* and *YourHub*
- Interview with WestWord
- Social Media - 1,131 Likes on Facebook and good engagement on new banners
- Instagram account created @ColfaxAveDen
- Using May *LOCH* ad to announce Streetscape plan
- Planning media coverage for street art work and security patrols

Events (20%)

- Planned & Collaborated Blush & Blu
- Planning Tribute to Colfax April 24

Organizational Support (20%)

- Sold furniture, organized and in process of moving offices.
- Need to decide on what to do about the printer we can't sell
- CenturyLink & Grasshopper
- Recruiting potential tenant for vacant storefront

Ms. Randall stated that the move to the new office is underway. They are switching phone services and saving approximately \$100 a month. Boxes that are on site will be stored at Cheeky Monk in the basement until further notice. Discussion followed regarding the copy machine and banners. Ms. Waters spoke about the banners and her efforts to get them visible on social media avenues. Ms. Randall stated that she and Director Grother and Hammond have been working with her on an RFP for website services. This will be posted on Friday.

**TOPIC 1: Streetscape Design Firm Recommendation and Approval**

Intended Outcome:

- A. Review and Accept the Selection Committee Recommendation
- B. Authorize CLA, Jimmy and Frank to negotiate contract


Mr. Locatore distributed the proposal from studioINSITE. The committee was comprised of Mr. Locatore, Curt Upton, Riley Lamee, Eric Swan, Roger Armstrong, Rachel Griffen, Andy Baldegas, Ignagio, Director Hales and Director Balafas. The seven were reduced down to two finalists including PUMA. The committee is recommending awarding the contract with studioINSITE. Director Balafas and Mr. Locantore will negotiate the contract;



	<p>contract; if this endeavor is not successful, they will turn to PUMA. Mr. Locantore discussed how to fund this project through various line items. Discussion followed regarding the budget and the product that will be the result of the study. Upon a motion duly made by Director Vaughn, seconded by Director O'Connell, and upon a vote, unanimously carried, the Board authorized Director Balafas, Director Hales and Mr. Locantore to negotiate with studioINSITE to enter into a contract, with the revision of the proposal to include engineering services as part of the fee.</p>
	<p><b>TOPIC 2: Capital Improvement Project Funding Request</b>  Intended Outcome:</p> <ul style="list-style-type: none"> <li>A. Short discussion/brainstorm on potential project funding needs</li> <li>B. Empower two Board members and Frank to submit funding request based on Board feedback, District need, opportunity and cost</li> </ul> <p>Mr. Locantore met with Councilmember New to discuss. He indicated the process for funding requests to the Mayor's office from Public Works has begun. Councilmember New suggested that CBID provide input and recommendations for the 2017 Budget. Discussion followed possibly submitting trash receptacle painting, light installation on the corner wraps and potentially a park. Mr. Locantore also noted that stormwater issues should be considered as part of the future repaving project.</p>
	<p><b>TOPIC 3: Street Art Committee</b>  Intended Outcome:</p> <ul style="list-style-type: none"> <li>A. Board permission to paint on the Colfax Ave BID utility boxes</li> <li>B. Denver Days Launch Party is a fundraiser for the committee (held on either Saturday, July 30 or Saturday, August 6 in UMB Parking lot and Gilpin Street)</li> <li>C. CBID donation to the Street Art Committee = \$6,000</li> </ul> <p>Mr. Locantore reported that they have had four committee meetings. The committee is calling for artists to paint the utility boxes. This will bring color and activity to the street. A joint grant for \$10,000 was received to be split between the three BIDS, with matching funds for cross walk painting, etc. The utility boxes will be a part of a contest with public voting and a prize awarded at the WalkDenver Gala event. He suggested a launch party at the UMB parking lot at Gilpin with food, music, etc. Mr. Locantore asked the Board if they support the \$6,000 donation to the arts committee which included the \$1,000 for WalkDenver.</p>
	<p><b>TOPIC 4: WalkDenver Gala Sponsorship</b>  Intended Outcome: Artist Sponsorship Donation: \$1,000  (This \$1,000 sponsorship is included in the Street Art Committee budget, and is not an additional expense on top of the \$6,000 donation to the committee) This was included under previous agenda item.</p> <p>Additional Item: Safety Pilot Project  Mr. Locantore stated that he has received proposals from different security providers as well as talked with District 6 about hiring off duty police officers. The draft pilot project included in the packet is now off with PD to get comments; it will then go to Councilmember New. Mr. Locantore also stated that he is requesting \$50,000 from the</p>

	City. Commander Lopez suggested keeping data to support the success of the pilot. Discussion followed regarding goals and objectives, including less crime activity, sustainability, perception, etc.
	<b>Adjourn</b> There being no other business before the Board, upon a motion duly made by Director Balafas, seconded by Director O'Connell, and upon a vote, unanimously carried, the Board adjourned the meeting at 12:02 p.m.

Respectfully Submitted,



Secretary of the Meeting



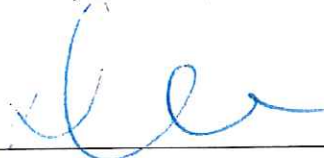
**COLFAX BUSINESS IMPROVEMENT DISTRICT  
 AND UPPER COLFAX COMMUNITY FOUNDATION**  
**May 10, 2016 Regular Board Meeting Minutes**  
 10:00 a.m.  
 UMB Bank, 1635 E. Colfax Avenue  
 Denver, CO 80218

	<p><b>Directors Present:</b> Jimmy Balafas, Sean O’Connell, Vicky Hales, Ron Vaughn, Crystal Sharp, Julia Grother and Gardiner Hammond</p>
	<p><b>Others Present:</b> Denise Denslow; CliftonLarsonAllen LLP          Frank Locantore; CBID Community Director          Sara Randall; CBID Public Information Coordinator          Jeffrey Linger; Front Range Services          Dawn Schilling; Schilling &amp; Co.          Colin Mallet; Sassafras          Darby Donhue; Holiday Chalet</p>
	<p><b>Call to Order; Declaration of Quorum; Certification of Agenda</b>          Director Balafas called the meeting to order at 10:04 a.m. Upon a motion duly made by Director Hales, seconded by Director Grother, and upon a vote, unanimously carried, the Board approved the Agenda. Director Balafas requested everyone in the room introduce themselves as the two guest were present</p>
	<p><b>Consent Agenda</b>          Intended Outcome:          A. Minutes from April 12, 2016 Regular Board Meeting as amended (enclosed) – <u>VOTE</u>          B. April 2016 Maintenance Report, Front Range Services (enclosed) – <u>VOTE</u>          Upon a motion duly made by Director O’Connell, seconded by Director Sharp, and upon a vote, unanimously carried, the Board approved items of the Consent Agenda.</p>
	<p><b>Financial Items:</b>          Intended Outcomes: <u>VOTE</u> to Approve the Financials          A. CBID March 31, 2016 Financial Statements and Cash Position Report (enclosed)</p> <p>Ms. Schilling reviewed with the Board. She noted there should be a property tax installment paid in June. She reviewed the budget to actual spreadsheet, stating that outside of pre-paid, the expenditures are running in line as anticipated. Upon a motion duly made by Director</p>

	<p>Sharp, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board accepted the March 31, 2016 Financial Statements and Cash Position.</p> <p>B. CBID April 2016 Claims totaling \$34,677.11 and EFT payments to CenturyLink and Xcel Energy (enclosed)</p> <p>Upon a motion duly made by Director Balafas, seconded by Director O'Connell, and upon a vote, unanimously carried, the Board approved the April 2016 claims totaling \$34,677.11 represented by check numbers 2743 through 2759..</p>
	<p><b>Community Director Report</b> Intended Outcome: Progress Update &amp; Board Feedback</p> <p>A. Safety Program (attachment)</p> <p>Mr. Locantore stated that over the last month he has been working with the City on some possible funding options. The packet included information that was presented to Councilmember New for \$188,000 to be used for foot/bike patrols in 2017. This would be two off duty police, six hours a day, for 52 weeks. This takes into consideration the \$30,000 that CBID has budgeted. He also met with the CEO and Office o Marijuana that he still needs to meet with the safety committee and interview the private security companies.</p> <p>B. Capital Improvements ("2017 and Future Budget Priorities" attachment) the Board referred to the memo in the packet.</p> <p>Ms. Randall noted that the RFP for the website is out and they are getting good response on the utility box street art project. They are waiting on one more application. The office move is going slowly, but the copier was sold for \$500. Ms. Randall is also working with someone to translate press releases into Spanish.</p> <p>Mr. Locantore talked about meeting the Director of Real Estate, Jeff Steinberg, regarding the process for developing the property at 701 E. Colfax (DPD 6 – across from Argonaut). There was discussion as to whether it is essential to have a full police station there (\$25,000,000). This would be a 2020 project. Other concepts were discussed.</p> <p>Mr. Locantore discussed the concept of an "eclectic" subarea, that may be a transition zone for food trucks moving into small restaurant spaces. For example, some blocks have 7-9 doors in the block that may have once been 7-9 different businesses. The "eclectic" subarea could be populated by small niche businesses that are starting up, or that are transitioning from food trucks to "bricks and mortar" establishments that may be ideal for this concept. StudioINSITE will organize a focus group in June and community input in July on this another topics related to the streetscape and vision.</p>
	<p><b>TOPIC 1: Streetscape Design</b> Intended Outcome:</p> <p>A. General Timeline of Activities ("Timeline" attachment) B. Intended outcomes ("Excerpt..."attachment")</p>

	<p>C. Discuss how to optimize board member involvement and feedback studioINSITE has been engaged. They will be coming to the next board member.</p>
	<p><b>TOPIC 2: August Retreat</b>  Intended Outcome:</p> <ul style="list-style-type: none"> <li>A. Set date</li> <li>B. Discuss goals and draft some agenda items</li> <li>C. Include the role that studioINSITE and their team can play</li> </ul> <p>Director Balafas stated we will target a date in August. The board will discuss 2017 goals. Discussion followed regarding the budget process; the board was informed that the final approved budget needs to go to the City by September 30<sup>th</sup>. Ms. Schilling will provide the board with a draft budget in July, and hold the budget hearing in September. The Board retreat will be August 3, 2016 from 10:00 a.m. – 2:00 p.m.</p>
	<p><b>Other Items, Announcements:</b> Mr. Locantore reminded the board that the name is now “Colfax Ave” for branding purposes.</p>
	<p><b>Adjourn</b>  There being no other business before the Board, upon a motion duly made by Director Balafas, seconded by Director Grother, and upon a vote, unanimously carried, the Board adjourned the meeting at 10:58 a.m.</p>

Respectfully Submitted,



Secretary of the Meeting





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

June 14, 2016 Regular Board Meeting Minutes  
10:00 a.m.

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

	<p><b>Directors Present:</b> Jimmy Balafas, Sean O’Connell, Vicky Hales, Crystal Sharp and Julia Grother</p>
	<p><b>Others Present:</b> Denise Denslow; CliftonLarsonAllen LLP Frank Locantore; CBID Community Director Sara Randall; CBID Public Information Coordinator Darby Donhue; Holiday Chalet Jack Curtin; Front Range Services</p>
	<p><b>Call to Order; Declaration of Quorum; Certification of Agenda</b> Director Balafas called the meeting to order at 10:00 a.m. Upon a motion duly made by Director Grother, seconded by Director Sharp, and upon a vote, unanimously carried, the Board approved the Agenda and excused the absence of Directors Hammond and Vaughn.</p>
	<p><b>Consent Agenda</b> Intended Outcome: A. Minutes from May 10, 2016 Regular Board Meeting as amended – <u>VOTE</u> B. May 2016 Maintenance Report, Front Range Services – <u>VOTE</u></p> <p>Upon a motion duly made by Director O’Connell, seconded by Director Grother, and upon a vote, unanimously carried, the Board approved items of the Consent Agenda.</p>
	<p><b>Financial Items:</b> Intended Outcomes: <u>VOTE</u> to Approve the Financials A. CBID April 30, 2016 Financial Statements and Cash Position Report (enclosed)</p> <p>Upon a motion duly made by Director Hales, seconded by Director Sharp, and upon a vote, unanimously carried, the Board accepted the April 30, 2016 Financial Statements and Cash Position.</p>

- B. CBID May 2016 Claims totaling \$36,941.57 and EFT payments to CenturyLink and Xcel Energy (enclosed)

Upon a motion duly made by Director Sharp, seconded by Director O'Connell, and upon a vote, unanimously carried, the Board approved the May 2016 claims totaling \$36,941.57 represented by check numbers 2760 through 2786.

**Community Director Report**

Intended Outcome: Progress Update & Board Feedback

- A. Supplies for the artists:  $\$50 \times 14 = \$700$  (all ready included in budget)
- B. Vote to ratify website company decision

Ms. Randall briefed the Board on the website proposals. Six were contacted, but only 4 responded. Ms. Randall met with the communications group and went through the proposals and decided upon Arthouse. She noted that their proposal was very succinct and that they are already working with studioinsite. The proposal was revised to include some additional branding items such as letterhead. The proposal is for \$10,000, which had been authorized by the Board at the last meeting. Upon a motion duly made by Director Hales, seconded by Director Balafas, and upon a vote, unanimously carried, the Board ratified the approval of the Arthouse proposal.

- C. Sign up for 15 bus ride and Colfax Walk

No report.

- D. Vote on budget modification to address the \$19,052.25 shortfall with the Streetscape

The Board had budgeted \$100,000 for streetscape design, but is \$19,052 short. Mr. Locantore recommended taking a portion of the façade and communication line items to cover this shortfall. Upon a motion duly made by Director O'Connell, seconded by Director Hales, and upon a vote, unanimously carried, the Board approved the reallocation of funds.

- E. Vote on Facade improvement grant recommendation

Mr. Locantore recommended using \$5,000 to allow BOD Tattoo to make repairs to the neon lights at their establishment. Discussion followed regarding the schedule of this project and the viability of the application. The Board decided to defer this item to allow them to review the property and to talk with the landowner.

- F. 2017 budget priorities

No discussion.

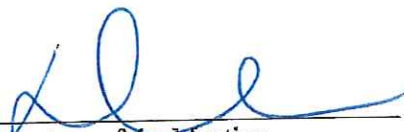
- G. [Segue from our 2008 Vision (PUMA) and Colfax Plan (2011) into the streetscape

	<p>“Talking About Placemaking”]</p> <p>Mr. Locantore went over his report with the Board. He noted that they are anticipating a check for the painting of the utility boxes. He reported that the office move is nearly complete as well.</p> <p>Ms. Randall asked the Board to approve power washing of the sidewalks in the amount of \$5,150. The Board permitted the power washing as it is already a budgeted item.</p>
	<p><b>TOPIC 1: Streetscape About Placemaking Regarding Encon Development Opportunities</b></p> <p>Intended Outcome:</p> <ul style="list-style-type: none"> <li>A. Understanding what makes for a high-quality public realm</li> <li>B. Envisioning a great Colfax Ave public realm</li> </ul> <p>The studioInsite team was in attendance to present placemaking concepts. The presentation centered on quality of life, economic development, and safety related to improvement of the public realm. Potential funding opportunities were also introduced to the Board, with the intent of a more in depth conversation at a future Board Meeting. Discussion followed regarding what this financing mechanism might be, and targeting specific catalyst projects.</p> <p>The team will be putting together information from the focus groups. The advisory group will review and provide the three preferred alternatives for the Board to review at the retreat.</p>
	<p><b>TOPIC 2: Safety Committee Plan Recommendation</b></p> <p>Intended Outcome: Vote on security patrol recommendation.</p> <p>Mr. Locantore said that 5 private security companies have been interviewed. The committee’s recommendation is for Mile High Security. References checked out well. He also noted that off duty police would be \$50 per person per hour.</p> <p>Director O’Connell, accepted the Safety Committee’s recommendation to expend \$30,000 for a pilot program to include both private security and off duty officer services.</p>
	<p><b>Other Items, Announcements</b></p> <ul style="list-style-type: none"> <li>A. PrideFest weekend Mr. Locantore noted that PrideFest is to take place this weekend. He suggested that the Board email blast a note of support given recent incidents in Florida. The clean up after the weekend will be standard annual practice.</li> <li>B. Brik birthday weekend Mr. Locantore noted that they will be having a one year anniversary party this</li> </ul>



	<p>weekend.</p> <p>C. Other Director O'Connell reported that the pilot project for the portable restroom is underway. He noted that the usage hasn't been substantial. The program is going to continue under more targeted times and places. Director O'Connell is going to follow up with the Board with reports.</p>
	<p><b>Adjourn</b> There being no other business before the Board, upon a motion duly made by Director Sharp, seconded by Director Hales, and upon a vote, unanimously carried, the Board adjourned the meeting at 12:20 p.m.</p>

Respectfully Submitted,

  
Secretary of the Meeting



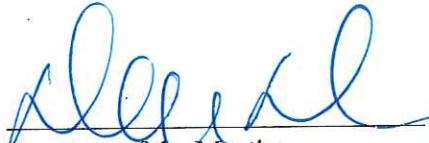
**COLFAX BUSINESS IMPROVEMENT DISTRICT  
 AND UPPER COLFAX COMMUNITY FOUNDATION**  
**July 23, 2016 Continued Regular Board Meeting Minutes**  
 2:00 p.m.  
 UMB Bank, 1635 E. Colfax Avenue  
 Denver, CO 80218

	<p><b>Directors Present:</b> Jimmy Balafas, Sean O’Connell, Vicky Hales, Ron Vaughn, and Gardiner Hammond</p>
	<p><b>Others Present:</b> Denise Denslow; CliftonLarsonAllen LLP          Frank Locantore; CBID Community Director</p>
	<p><b>Call to Order; Declaration of Quorum; Certification of Agenda</b>          Director Balafas called the meeting to order at 2:08 p.m.</p>
	<p><b>Meeting Continuation Goals</b></p> <ul style="list-style-type: none"> <li>A. Set 2017 Goals, Priorities and Next Steps</li> <li>B. Have 2017 Budget Reflect Those Goals and Priorities</li> </ul> <p>Mr. Locantore kicked off the continued retreat for the purpose of discussing the details of the 2017 Budget. The goal of the meeting is to get to a board specified amount, utilizing the 2017 priorities. The budget that the Board has in front of them is currently \$93,453 short. Discussion took place regarding the programs presented in the draft budget. The Board spoke about options for revenue as related to the Banner Program, and how to rotate the stock out. The Board also discussed sub leasing the Lafayette space to reduce that expense. Discussion followed regarding staffing.</p>
	<p><b>Topic 4: 2017 Priorities</b>          Intended Outcomes: <u>VOTE</u> to Approve the Financials</p> <ul style="list-style-type: none"> <li>A. Review “fixed” expenses and discretionary budget money</li> <li>B. Priority discussion             <ul style="list-style-type: none"> <li>1. What are the 2017 Colfax Avenue BID priorities and how do they relate to our goals?                 <ul style="list-style-type: none"> <li>a. Safety</li> <li>b. Streetscape implementation                     <ul style="list-style-type: none"> <li>i. What is our strategy for implementing the streetscape design? Do we fund some streetscape improvements in 2017?</li> <li>ii. How should we determine which to fund – things that are very visible; elements that we can implement in all four sub areas; one big thing that is</li> </ul> </li> </ul> </li> </ul> </li> </ul>

	<p>a real “attention-grabber”; and/or small expense items/efforts with high visibility and media appeal?</p> <p>iii. Do we allocate money to expert consultation in order to raise additional funds to build out the entire design plan?</p> <p>c. Place making/ Pilot projects / Demonstration events</p> <p>i. Examples: Restaurant Tasters, Pub Crawls / Poker Run, History Tours, “Park- ing” Day, Park Ave “vacation day”</p> <p>ii. Objectives: Create a positive narrative about Colfax Ave and all it has to offer; attract more people to the street like the Super Bowl Parade</p> <p>d. Fundraising (approve some efforts/projects only if the money is raised outside of levied taxes)</p> <p>i. What would those be and why?</p> <p>ii. Would we consider and approve some project/effort that is low-cost but has the ability to “ramp up” if we raise money?</p> <p>2. Do we want to make any changes to the “fixed” costs?</p> <p>How do we choose to spend our money? Do we build reserves to build a big project in a future year or leverage our savings for bond money? Do we spend some money on low-cost, high-visual street elements? Do we consider building support from our ratepayers for a one-time special fee?</p> <p>The following action items were determined:</p> <ul style="list-style-type: none"> <li>• Remove the “big element” item from the streetscape - \$50,000</li> <li>• Remove uniforms and jackets - \$1,000</li> <li>• Defer audit - \$4,200</li> <li>• Remove one of the “development” line items - \$2,500</li> <li>• Add \$1,238 to Director salary</li> <li>• Deduct \$22,000 from banners</li> <li>• Remove \$5,000 façade</li> <li>• Remove \$3,000 for donations</li> <li>• Street maintenance – remove \$2,600 from Front Range contract</li> <li>• Street maintenance – deduct \$1,000</li> </ul>
	<p><b>TOPIC 5: Next Steps</b> Intended Outcome: Budget agreement</p> <p>A. Agree on budget amounts for “fixed” costs B. Agree on budget amounts for discretionary spending C. Agree on goals for fundraising outside of levied taxes</p> <p>After discussion, the Board stated any additional revenue from property taxes go back into streetscape plan. It was determined to move \$21,000 from placemaking to streetscaping and call it “placemaking/streetscape”.</p>
	<p><b>Announcements</b></p>

	None.
	<b>Adjourn</b> There being no other business before the Board, upon a motion duly made by Director Balafas, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board adjourned the meeting at 3:58 p.m.

Respectfully Submitted,



Secretary of the Meeting



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

**August 3, 2016 Special Board Meeting Minutes**

Annual Retreat

10:00 a.m.

Holiday Chalet, 1820 E. Colfax Avenue

Denver, CO 80218

	<p><b>Directors Present:</b> Jimmy Balafas, Sean O’Connell, Vicky Hales, Ron Vaughn, Julia Grother, Crystal Sharp</p>
	<p><b>Others Present:</b> Mathew Mendisco; CliftonLarsonAllen LLP          Frank Locantore; CBID Community Director          Sara Randall; CBID Public Information Coordinator          Will Fenton, Councilwoman Kniech’s office          Cheney Bostic &amp; Jim Leggit, studioINSITE          Jill Locantore; WalkDenver          Marty Gregg &amp; Zach Kotel; ArtHouse          Jamie Licko &amp; Alye Sharp; Centro</p>
	<p><b>Call to Order; Declaration of Quorum; Certification of Agenda &amp; Welcome</b>          Intended Outcome: Set Expectations for retreat results</p> <ul style="list-style-type: none"> <li>A. Grounding in the streetscape planning process and expected results</li> <li>B. Provide framework for 2017 priorities and a supporting budget</li> </ul> <p>Director Balafas called the meeting to order at 10:00 a.m. Upon a motion duly made by Director Balafas, seconded by Director O’Connell, and upon a vote, unanimously carried, the Board approved the agenda.</p> <p>Mr. Locantore reviewed the agenda and gave an overview of the topics for the day and the goals that the Board was trying to achieve which was setting priorities based on the presentations for the day as well as sticking to the CBID theme of safe and clean.</p>
	<p><b>TOPIC 1: Public Restrooms</b>          Intended Outcome: Share information and experiences</p> <ul style="list-style-type: none"> <li>A. Update: Will Fenton, Councilwoman Kniech’s office</li> </ul> <p>Mr. Fenton spoke briefly about several issues surrounding the public bathroom initiative as well as some of the upcoming priorities the Denver City Council was considering including the upcoming bond issue in 2017.</p>

	<p>B. Q&amp;A + Feedback</p> <p>Director O'Connell stated that he had not had a great experience with the public bathroom initiative because it had created a place that was not policed and attracted a lot of loitering of people near the area. Mr. Fenton acknowledged this and stated that they were working on a new model that the parks and recreation department use and hopefully that will help out the situation.</p>
	<p><b>Topic 2: Streetscape design review</b></p> <p>Intended Outcomes: Understand progress and direction of the streetscape design; provide feedback on the designs, community feedback</p> <p>A. Summary of progress to date: Cheney Bostic, studioINSITE</p> <p>Mr. Bostic gave the presentation to the Board laying out the agenda and the path that had been taken to get to this point and noted that they were through the first two phases of the project.</p> <p>B. Pedestrian analysis: Jill Locantore, WalkDenver</p> <p>1. Analysis presentation</p> <p>Ms. Locantore handed out her presentation and reviewed the results with the Board. She noted several statistics along the CBID coordinator and including accidents and walking trends along CBID such as the high traffic areas, etc.</p> <p>2. Q&amp;A</p> <p>The Board asked about the sidewalk issues on CBID and increasing the landscape with the issues on sidewalks, etc. Mr. Locatore stated that they would be addressed later in the meeting.</p> <p>C. Design: Landscape, Cheney Bostic &amp; Jim Leggit, studioINSITE</p> <p>1. Presentation of design alternative</p> <p>Mr. Cheney &amp; Mr. Leggit gave their presentation to the Board and stated that they were through Phase 2 of the 4. They presented several ideas pertaining to streetscape improvements and signage ideas based on Board feedback. The Board talked through various ideas that were presented and agreed that the next steps would present a more concise understanding.</p> <p>2. Q&amp;A</p> <p>No questions were addressed..</p> <p>D. Design: Identity (gateways, wayfinding, branding): Marty Gregg, Zach Kotel; Arthouse</p> <p>1. Analysis Presentation</p> <p>Mr. Gregg and Kotel presented signage ideas to the Board. The Board discussed the various models and agreed that the signage needed to fit within the scope of what would be achieved through the other beautification processes. Mr. Locantore commented that they would address those with the next presentation.</p> <p>2. Q&amp;A</p> <p>No questions were addressed.</p> <p>E. Financing: How much money do we need and where can it come from? Jamie Licko, Alye Sharp, Centro</p> <p>1. Options</p> <p>Ms. Licko and Sharp presented the financial analysis to the Board. The ideas that were surfaced were reflective of the upcoming City and County of Denver Bond issue and possibilities of mill levy increases with using different mechanisms including a GID or maybe a special District. The Board discussed the various ideas and agreed to have Ms. Licko come back with some realistic numbers that were more reflective of the political will</p>



	<p>of getting some sort of an election passed for a property tax increase and exactly what type of financial impact that would have on the businesses.</p> <p>2. Q&amp;A</p> <p>The Board asked Ms. Licko several questions regarding the formation of a GID and the other options that had been presented. The Board instructed Ms. Licko to come back with the final part of the presentation at the next regular meeting.</p> <p>F. Wrap up</p> <p>No discussion.</p>
	<p><b>Lunch</b></p> <p>Intended Outcome: Nourishment and brain relation</p> <p>A. Check messages, if needed</p> <p>B. Eat and chatter about</p>
	<p><b>TOPIC 3: Review of past year</b></p> <p>Intended Outcome: Understand how well we work organizationally</p> <p>A. Progress</p> <p>Mr. Locantore handed out his report and reviewed it with the Board on various accomplishments and shortfalls for 2016.</p> <p>B. Obstacles &amp; Challenges</p> <p>Ms. Randall reviewed the public outreach and social media tasks that had been achieved and noted that the Facebook page was the most utilized communication piece that CBID was currently using.</p> <p>C. Feedback, Q&amp;A</p> <p>None discussed.</p>
	<p><b>TOPIC 4: 2017 Priorities</b></p> <p>Intended Outcome:</p> <p>A. Discuss &amp; set organization priorities</p> <p>The Board discussed the various ideas that had been presented and focused mainly on the financial components that it would take to move forward with some of the priorities that had been presented. Director Balafas noted that it would be difficult to convince some of the property owners to pass additional mill levy because the taxes in the area were already tough to manage. However, if the public education was such that the public could understand the ultimate benefit, he was in favor of investigating it further. The Board agreed and asked what the cost would be to get the full election process, and Mr. Mendisco stated that without full analysis, the average election and public education process of this type would probably cost about \$60-\$80K.</p> <p>B. Match budget to priorities</p> <p>No discussion.</p> <p>C. Determine next steps</p> <p>The Board continued the meeting to August 23, 2016 at 2:00 p.m. at UMB Bank. Mr. Locantore asked that the Board think about their priorities with the understanding of matching the goals of CBID which was clean and safe.</p>
	<p><b>TOPIC 5: Next Steps</b></p> <p>Intended Outcome: Understand the timeline and needs for these items</p> <p>A. Budget</p> <p>B. Design</p> <p>Previously discussed.</p>



	<b>Announcements</b> No announcements were given.
	<b>Adjourn</b> There being no other business before the Board, upon a motion duly made by Director Balafas, the Board continued the meeting to August 23, 2015 at 2:00 p.m. at UMB Bank..

Respectfully Submitted,



Secretary of the Meeting

**COLFAX BUSINESS IMPROVEMENT DISTRICT  
8390 EAST CRESCENT PARKWAY, SUITE 500  
GREENWOOD VILLAGE, CO 80111  
303.4779.4525 303.773.2050 (F)**

**LGID 16017**

- Chair: Jimmy Balafas Term exp: 12.31.16  
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2016 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 5636 Colfax Ave., Denver 80203 (Frank Posts)

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TAX ID #: 84-1129509

Audit is filed with the City and County of Denver (only) on April 1<sup>st</sup> by Schilling  
Audits are conducted every 3 years

Annual Budget & Operating Plan due to Andrew Johnston at the City of Denver in September at

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10 packets and 3 extra agendas

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