

Jeffrey Estey, Manager
Old South Gaylord B.I.D.
1096 South Gaylord Street
Denver, Colorado 80209
September 30, 2023

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

Dear Manager,

Enclosed please find the following information requested by your office:

1. The 2024 Budget
2. The 2024 Budget Information
3. The Budget vs. Actual Report for 2023, including information on any material departures from the 2023 Operating Plan
4. The current list of the board of directors, including attendance information
5. Information on the board actions for this year

The Old South Gaylord Business Improvement District has no debt.

Sincerely,

DocuSigned by:

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10/5/2023

Jeffrey Estey
Manager

Cc: Michael Kerrigan
Sr. Financial Mgmt Analyst
Special Districts & Conduit Debt
City and County of Denver

Old South Gaylord Business Improvement District

Board of Directors

- James DeSena
1084 South Gaylord Street
Denver, Colorado 80209
2 year term expires 12/31/25
- Dan Shipp
1085 South Gaylord Street
Denver, Colorado 80209
303.777.7060 work
2 year term expires 12/31/25
- Lisa Figlino
1099 South Gaylord Street
Denver, CO 80209
303.733.4848
2 year term expires 12/31/25
- Joyce Bickel (Treasurer)
1099 South Gaylord Street
Denver, Colorado 80209
303.806.6363
2 year term expires 12/31/25
- Jean-Philippe Failiau
855 Wyandot Street
Denver, CO 80204
720.936.6364
2 year term expires 12/31/25
- BID Manager: Jeffrey Estey
1096 South Gaylord Street
Denver, Colorado 80209
303.909.8127
jbestey@gmail.com
- Accountant: Jamie Ferdon
720.207.4170
Jamie@washparkgrille.com

Old South Gaylord BID

Jan Budget Overview Under Budget

2023

	2023 Budget	Jan Budget	Under Budget	% of Budget
Ordinary Income/Expense				
Income				
Property Tax	66,500.00	47,104.11	19,395.89	29.17%
Total Income	66,500.00	47,104.11	19,395.89	29.17%
Total Income	66,500.00	47,104.11	19,395.89	29.17%
Expense				
Accounting Fees	2,400.00	0.00	2,400.00	100.00% to be billed in 4th qtr
Bank Charges, Bank Cd. Expense	200.00	0	200.00	100.00%
Board Meeting Expense	1,000.00	0.00	1,000.00	100.00% to be billed in 4th qtr
Directory Expense	500.00	0.00	500.00	100.00% to be billed in 4th qtr
Dues and Licenses	450.00	436.25	13.75	3.06%
Insurance Expense	2,500.00	2,435.00	65.00	2.60%
Landscaping				
Decorative Tree Lighting	5,000.00	156.25	4,843.75	96.88% more to be billed in 4th qtr
Flowers	5,500.00	5,956.27	-456.27	-8.30%
Lawn Care	2,500.00	875.00	1,625.00	65.00% more to be billed in 4th qtr
Trees	7,000.00	1,766.97	5,233.03	74.76%
Total Landscaping	20,000.00	8,754.49	11,245.51	128.45%
Maintenance & Repair				
Electrical	2,000.00	0.00	2,000.00	100.00% more to be billed in 4th qtr
Misc	15,000.00	9,347.97	5,652.03	37.68%
Sidewalk Cleaning	350.00	1,200.00	-850.00	-242.86%
Snow Removal	7,000.00	13,880.00	-6,880.00	-98.29%
Sprinkler System	2,000.00	0.00	2,000.00	100.00% more to be billed in 4th qtr
Total Maintenance & Repair	26,350.00	24,350.00	2,000.00	8.21%
Office Supplies & Expenses	100.00	0.00	100.00	100.00%
Signage and Marketing	10,000.00	0.00	10,000.00	100.00%
Utilities				
Utilities - Water	1,200.00	631.64	568.36	47.36% more to be billed in 4th qtr
Utilities xcel energy	1,800.00	809.92	990.08	55.00% more to be billed in 4th qtr
Total Utilities	3,000.00	1,700.00	1,300.00	43.33%
Total Expense	66,500.00	37,675.74	28,824.26	43.34%
Net Income	0.00	9,428.37	-9,428.37	-100.00%

OLD SOUTH GAYLORD BUSINESS IMPROVEMENT DISTRICT
2023 BUDGET VS ACTUAL Notes
Prepared September 2023

The **2023 Budget vs Actual** was prepared in September 2023, with Q4 estimated in notes below:

The South Gaylord BID needs to alter its budget. Monies that were originally going to marketing for signage as budgeted for in the last 4 years, will be going towards new benches and other improvements to the block.

Joyce Bickel agreed to be our "Arborist Advocate". She will keep track and follow tree treatments as well as making sure the flowers are thriving. Tree trimming and decorative tree lighting will take place in the fall of 2023.

We anticipate that by the end of Q4 2023 we will meet our budget for landscaping as we are continuing lawn care and the winterizing of the flower beds.

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

Many of our other routing expenses will be billed in the 4th quarter.

After the passing of our manager, Greg Sauber, in 2022, the board is still trying to regroup and evaluate what is needed for the block.

Some personnel changes have been decided. Jeff Estey is now elected as the BID manager. Joyce Bickel is now the Treasurer. Christina May has been brought on to help with BID paperwork and other projects that may come up. Jean-Phillipe Failyau, the owner of Perdida and Home Grown Tap & Dough, has been added as a board member.

City of South Gaylord BID
Profit & Loss
January 2024 through December 2024
2024

Ordinary Income/Expense	
Income	
Income	
Property Tax	69,850.00
Total Income	<u>69,850.00</u>
Total Income	69,850.00
Expense	
Accounting Fees	1,500.00
Bank Charges, Bank Cd. Expense	200.00
Board Meeting Expense	1,000.00
Contract Services	3,000.00
Dues and Licenses	450.00
Insurance Expense	2,500.00
Landscaping	
Decorative Tree Lighting	10,000.00
Flowers	6,000.00
Lawn Care	3,000.00
Trees	10,000.00
Total Landscaping	<u>29,000.00</u>
Maintenance & Repair	
Electrical	2,000.00
Misc	15,000.00
Sidewalk Cleaning	1,200.00
Snow Removal	7,000.00
Sprinkler System	2,000.00
Total Maintenance & Repair	<u>27,200.00</u>
Utilities	
Utilities - Water	2,000.00
Utilities xcel energy	3,000.00
Total Utilities	<u>5,000.00</u>
Total Expense	<u>69,850.00</u>
Net Ordinary Income	<u>0.00</u>
Net Income	<u><u>0.00</u></u>

OLD SOUTH GAYLORD BUSINESS IMPROVEMENT DISTRICT
2024 BUDGET Notes
Prepared September 2023

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

In 2024 we are only budgeting for our usual expenses described below. Any special projects are being carried over from 2023.

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

In 2024 **Maintenance and Repair** budget we are budgeting for the usual expenses of sidewalk cleaning, snow removal, and sprinkler system maintenance.

Our Board Meeting Expenses have increased due to the new city requirement of publication and holding of a public hearing.

Per the above paragraph:

Sidewalk Cleaning and Sprinkler System are both done annually.

Snow Removal is provided by MTL Services, and while we budget on an annual basis, actual dollars spent vary from year to year of course depending on snowfall amounts and severity of storms. We also acquired an ATV plow to help reduce the cost.

Electrical Outlets in the tree beds are maintained annually.

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

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

Professional dues are paid annually to the Special Districts Association.

Accounting Services are provided by Jamie Ferdon.

Projects for 2024:

The street will be installing new metal trash receptacles in which we are estimating to be around \$5,000. There will also be upgrades to our planter beds and landscaping. We are asking for an additional \$15,000 for other miscellaneous projects that are still being determined by the board. We will also be bringing on Melissa Swank to help with BID paperwork and other projects that may come up. We estimate the total cost for the year to be around \$3000.

Projects or budget may be revised internally among the board members as we confirm pricing on these items in early 2024.

If at the end of 2024 we have additional monies that have not been utilized for projects and routine maintenance of the block, we will put these monies into a reserve and adjust our 2025 budget accordingly.

The Old South Gaylord Business Improvement District has no debt.

I, Jeffrey Estey, Intermim Manager of the Old S Gaylord Business Improvement District, certify that the attached is a true and accurate copy of the adopted 2024 budget for the District.

DocuSigned by:
Jeff Estey 10/5/2023

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Jeffrey Estey Date

Board Signatures

DocuSigned by:
James DeSena 10/5/2023

287E4806D47047C...

James DeSena Date

DocuSigned by:
Dan Shipp 10/5/2023

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Dan Shipp Date

DocuSigned by:
[Signature] 10/5/2023

CD6ADBFB5509D4D2...

Lisa Figlino Date

DocuSigned by:
Joyce Bickel 10/5/2023

C99BFE5EDAF740F...

Joyce Bickel Date

DocuSigned by:
Jean-Philippe Failyau 10/5/2023

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Jean-Philippe Failyau Date