

**NOTICE OF REGULAR MEETING OF THE**

**HAVANA BUSINESS IMPROVEMENT DISTRICT**

NOTICE IS HEREBY GIVEN that the Board of Directors of the **HAVANA BUSINESS IMPROVEMENT DISTRICT**, of the City of Aurora on **January 15, 2020,** at Denny’s Restaurant, 1505 So Havana, Aurora, CO 80012, for the purpose of addressing those matters set out in the agenda below and conducting such other business as may properly come before the Board. The meeting is open to the public.

BY ORDER OF THE BOARD OF DIRECTORS:

**HAVANA BUSINESS IMPROVEMENT DISTRICT**

By: Secretary to the Board

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**AGENDA**

1. Call to order & Introductions

2. Disclosure of potential conflicts of interest

3. Approval of meeting minutes from **December 2019**

4. Acceptance of **November & December 2019**

5. Board Ask & Vote + See Attached 2020 Board Budget with $192,612 in Board Reserves

BUCKLEY AFB/VETERANS/MILITARY COMMUNITY

* + $1600 for each concert --- Buckley AFB Concert: Stampede & BID host 2nd Friday Event in April/May 2020 – Patio Concert at the Panther Den at Buckley AFB ($1300 Host concert for leadership at Buckley AFB + $300 for booth rental/marketing promotions/giveaways to attendees)
  + $2000 --- Defense Council Social – On Havana Street – up to 100 Buckley leadership in attendance with 2 drink tickets + appetizers in October/November 2020, location TBD, (Suggestions: Uncle Joe’s Hong Kong Style Bistro, Angry Chicken, Stampede, Seoul BBQ & Hot Pot, Mariscos El Rey, Colorado Rapids & cater from a restaurant)
  + No amount – Discussion – Host Buckley Spouses and Hearts Apart (Families with Deployed Spouses) at Colorado Rapids Youth Soccer Facility – Finn would open the facility, host family fun workshops, BID hosts snacks/drinks/meal and giveaways

MULTI-MODAL OUTREACH WITH OTHER BIDS AND STAKEHOLDERS

* + $1000-1500 Contract for District Lunch with Downtown Colorado Inc. – host a multi-modal outreach/simple networking event --- invite all the other SDA, experts, BIDS and help encourage our stakeholders to participate
  + $3500 – Contract for Downtown Colorado Inc for Outreach Event on Multi-Modal Planning and Engagement with experts from DCI + BID networking with other districts like ours with multi-modal challenges and opportunities
  + Lunch costs for a DCI event for up to 40 (We already budgeted for $1500 in the 2020 budget)
  + Woody’s Wings – 4 slot Newsrack removal & storage (requested estimate) vs. repair (~$2k) and replace (~$3k)

8. **Present the founder of On Havana Street – Gayle Jetchick – Award**

9. **Event Updates:**

* + **APD** ---- January 2020: Aurora Police Department & BID Businesses – Please support the 2020 Rock it Sock it Fundraiser – Donate socks and toiletries to BID business donation sites
  + Friday, February 7, 2020 – OHS TABLE ONLY to promote the OHS 2020 events - Panther Den Community Center on Buckley AFB Concert & Outreach with Buckley AFB Leadership (Need a CAC & DOD card to attend)
  + March 2020: Celebrate Small Business --- Mom & Pop Business Month
  + May 1- 8, 2020 --- Celebrate our 100+ Restaurants - Eat On Havana Street
  + Saturday, May 2, 2020: Rose Garden Clean Up – Volunteers Needed
  + Friday, June 19, 2020: VIP/Volunteer Cruzin’ Havana - Thank You Dinner at Mr. Panda Super Buffet at 6pm
  + Saturday, June 20, 2020:  Cruzin’ Havana Car Show at The Stampede & Kaiser
  + Tuesday, June 23, 2020:  1st Summer Rose Garden Concert – 6MDB & Hoagie Night

8. **Aurora Police Department**

9. **2020 On Havana Street Corridor Multi-Modal Study Update & Process - Transportation Planners**

10. **Housing On Havana Street Update – City Planners**

* **Argenta**
* **Mubarak Estates – Near Havana & Colorado**
* **Mountain View Church – Habitat for Humanity Build – Near Havana & Jewel**

11. **Other Developments – City Planners**

12. **Business Updates: See Attached**

* New/Closed Businesses
* Property Updates
* Community Outreach
* Social Media/Website
* Branding Identity
* Other BID updates
* Contracts – Sentinel, Concerts, AV/Stage, Webolutions, Visit Aurora, Hotel Key Cards
* Business Watch Updates

13. Other Announcements

14. **Next BID Board meeting will be Thursday, February 20, 2020 at 8:30 a.m. at the Denny’s Restaurant, 1505 S Havana Street, Aurora, CO 80012.**

2020 MEETINGS ARE AT 8:30 A.M. AT DENNY’S AT 1505 S HAVANA, 3rd Thursday of each month IN THE MEETING ROOM TOWARDS THE BACK OF THE RESTAURANT

Thursday, February 20, 2020

Thursday, March 19, 2020

Thursday, April 16, 2020

Thursday, May 21, 2020

Thursday, June 18, 2020

Thursday, July 16, 2020

Thursday, August 20, 2020

Thursday, September 17, 2020

Thursday, October 15, 2020

Thursday, November 19, 2020 – Annual Stakeholders’ Meeting at The Stampede

Thursday, December 3, 2020 – Board Conference Call with Spencer Fane

10. **Adjourn**

Dated: January 14, 2020

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| **THINGS TO DO ON HAVANA STREET IN 2020** | |
| **DATE** | **EVENT** |
| January 6 to February 29, 2020 | [Rock it Sock it Fundraiser](https://onhavanastreet.com/2020-rock-it-sock-it-fundraiser/) |
| Friday, February 7, 2020 | [On Havana Street at Buckley AFB](https://onhavanastreet.com/events/2nd-fridays-at-buckley-afb/) - 2nd Friday's at the Panther Den Community Center |
| All of March 2020 | Boba & Business – Networking at Snowl – 3/18/2020 at 2-4pm + $500 Giveaway (Gift Cards from Small Businesses On Havana Street) |
| May 1ST to 8th, 2020 – Friday to Friday | [Eat On Havana Street Week](https://onhavanastreet.com/events/eatonhavanast-2020/) |
| Saturday, May 2, 2020 | [Community Rose Garden Clean Up](https://onhavanastreet.com/events/2020-annual-community-rose-garden-clean/) |
| Friday, June 19, 2020 | [13th Annual Cruzin’ Havana VIP Dinner for Sponsors & Volunteers](https://onhavanastreet.com/events/2020-cruzin-vip-volunteer-dinner/) |
| Saturday, June 20, 2020 | [13th Annual Cruzin' Havana Car Show & Poker Run](https://onhavanastreet.com/events/2020-cruzin-havana-classic-car-show/) |
| Tuesday, June 23, 2020 | [6MDB - June Rose Garden Concert](https://onhavanastreet.com/events/june-23-2020-ultimate-80s-concert/)+ Free Hoagie Night |
| Saturday, July 18, 2020 | [National Ice Cream Month in July - Yappy Hour – Celebrate Pets On Havana Street Event with FREE GoodTimes Pawbenders and Giveaways](https://onhavanastreet.com/events/yappyhour-2020/) |
| Sunday, July 19, 2020 | [Frozen Treats Event - National Ice Cream Day – Progressively Eat Frozen Treats On Havana Street](https://onhavanastreet.com/events/national-ice-cream-day-july-19-2020/) |
| Tuesday, July 28, 2020 | [Byron Shaw Projex - Rose Garden Concert + Pizza Party](https://onhavanastreet.com/events/july-28-2020-byron-shaw-projex-free-concert/) |
| Tuesday, August 25, 2020 | [Tunisia Band - Rose Garden Concert + Ice Cream Social](https://onhavanastreet.com/events/august-25-2020-tunisia-concert-ice-cream-social/) |
| Thursday, August 27, 2020 | [Host Defense Council - Colorado National Guard on Buckley AFB](https://onhavanastreet.com/events/defense-council-at-the-140th-wingcong/) |
| Tuesday, September 22, 2020 | [Last Days of Summer Dotsero Concert at the Stampede](https://onhavanastreet.com/events/dotsero-at-the-stampede-2020/) |
| Setember 2020 - date TBD by Safeway | Grocery Cart Races at Safeway |
| September 2020 - date TBD by Safeway | Grocery Cart Races After Party & Awards Ceremony |
| DATE TBD – Fall 2020 | Defense Council/Military/Veterans - Buckley AFB Leadership Social – Location TBD |
| Saturday, October 31, 2020 | [Trick or Treat On Havana Street at Gardens on Havana (GC PRIZES, COSTUME CONTESTS, CANDY FOR 40 SHOPS, FREE PAWBENDERS & PET COSTUME CONTESTS)](https://onhavanastreet.com/events/halloween2020/) |
| 11/12/2020 Hosted by Schomp Automotive | [Art 2C on Havana Gala at Schomp Subaru](https://onhavanastreet.com/events/art-2c-on-havana-street-2020/) |
| Thursday, November 19, 2020 | [Annual Stakeholders Meeting](https://onhavanastreet.com/events/nov-19-2020-havana-bid-annual-stakeholders-mtg/) BBQ Lunch at The Stampede |
| Saturday, November 28, 2020 | [Black Friday Weekend - Holiday Caroling with the Aurora Singers + Secret Santa Event Gift Cards Giveaways to Shoppers](https://onhavanastreet.com/events/holiday-caroling-2020/) |
| DATE TBD | Community Event - Anshutz Medical Campus, which includes the VA Eastern Colorado Health Care System, UCHealth University of Colorado Hospital (UCH), Children’s Hospital of Colorado and the 184-acre Fitzsimons Life Science District/ Hospitals |
| DATE TBD | **HOST DCI (OTHER BIDS and Special Districts)** |

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| GENERAL FUND OF THE HAVANA BUSINESS IMPROVEMENT DISTRICT | | | | | | | | Notes for Board:  $62,359.31 in First Bank 12/31/2019  $201,948.41 BOTW 12/31/2019  $264,307.72 TOTAL ending balance in accts on 12/31/2019 |  |
| **2020 BUDGET** | **Original** | **Actual** | **Original** | **Actual** | **Original** | **Estimated** | **Original** |  |
| **REVENUES** | **2017 Budget** | **2017 Budget** | **2018 Budget** | **2018 Budget** | **2019 Budget** | **End of 2019** | **2020 Budget** |  |
| **Est. BEGINNING FUND BALANCE** | $164,745 | $169,159 | $203,354 | $214,360 | $232,778 | $232,778 | $347,159 |  |
| Property Taxes (4.5 mills) ($97,663,367 x .0045) = $439,485 | $349,857 | $344,445 | $404,441 | $395,631 | $402,201 | $475,016 | $439,485 |  |
| URA Property Tax Increment $16,237,764 x .0045 = $73,069 | $75,544 | $75,544 | $69,259 | $80,897 | $69,258 | $82,757 | $73,069 |  |
| Specific Ownership Taxes | $25,000 | $34,962 | $28,000 | $34,442 | $28,000 | $33,137 | $37,000 |  |
| Interest | $50 | $69 | $50 | $51 | $50 | $145 | $60 |  |
| Sponsorships and other revenues | $10,000 | $8,446 | $8,000 | $7,594 | $8,000 | $10,000 | $10,000 |  |  |
| **TOTAL REVENUES** | $460,451 | $463,466 | $509,750 | $518,595 | $507,509 | $833,543 | $906,773 |  |  |
| **TOTAL REVENUE AND FUND BALANCE** | $625,196 | $632,625 | $713,104 | $732,955 | $740,287 | $1,066,321 | $1,253,932 |  |  |
| **EXPENDITURES** | **Original 2017** | **Actual 2017** | **Original 2018** | **Actual 2018** | **Original 2019** | **Est. End 2019** | **Original 2020** |  |  |
| Marketing (inc tool incentive $19,000) | $162,000 | $142,856 | $152,000 | $146,920 | $157,000 | $156,800 | $180,000 |  |  |
| Special Events | $91,000 | $84,893 | $94,000 | $82,490 | $100,000 | $100,000 | $115,000 |  |  |
| Program Management (inc $10,000 snow) | $20,000 | $5,989 | $20,000 | $13,188 | $20,000 | $10,760 | $15,000 |  |  |
| District Identity | $75,000 | $64,866 | $75,000 | $55,352 | $66,000 | $27,509 | $70,000 |  |  |
| Audit & Accounting | $9,000 | $8,690 | $9,000 | $8,915 | $9,000 | $8,585 | $12,000 |  |  |
| Website/Branding | $30,000 | $28,822 | $20,000 | $19,330 | $30,000 | $29,554 | $30,000 |  |  |
| Insurance | $5,500 | $6,010 | $5,500 | $5,940 | $10,000 | $5,700 | $10,000 |  |  |
| Legal | $3,000 | $3,611 | $3,500 | $4,502 | $5,000 | $2,200 | $5,000 |  |  |
| Payroll Taxes | $5,610 | $5,540 | $11,200 | $11,011 | $12,000 | $9,941 | $5,500 |  |  |
| ED Salary + Staff Consultants | $72,469 | $72,469 | $133,912 | $117,235 | $108,287 | $108,287 | $93,350 |  |  |
| 3% retirement savings match |  |  | $4,017 | $1,302 | $1,950 | $2,047 | $2,201 |  |  |
| Worker's Comp .003% of Employees Salary |  |  |  | $195 | $400 | $409 | $280 |  |  |
| Employee medical insurance |  |  | $8,000 | $3,139 | $8,000 | $4,877 | $0 |  |  |
| ADP Payroll Fees |  |  |  | $1,002 | $1,200 | $1,623 | $1,700 |  |  |
| Stk Rlns 61060 |  |  | $0 | $0 | $1,000 | $550 | $1,000 |  |  |
| Staff Prof Develop/Training |  |  | $0 | $40 | $500 | $500 | $1,500 |  |  |
| Board Dev/Strat Planning 61070 |  |  | $0 | $0 | $3,000 | $2,870 | $3,000 |  |  |
| Mileage | $3,200 | $3,230 | $6,400 | $4,132 | $6,400 | $7,100 | $6,400 |  |  |
| Other - Tax Revenue - Treasurer's Fee (1.5% ON $512,555) | $6,226 | $0 | $7,142 | $5,934 | $7,072 | $7,072 | $7,688 |  |  |
| **TOTAL EXPENDITURES:** | $483,005 | $426,976 | $549,671 | $480,627 | $546,809 | **$486,384** | **$559,619** |  |  |
| **BOARD RESERVES** | $100,432 | $0 | $149,149 | $1,295 | $155,687 | $218,634 | $192,612 |  |  |
| Reserves (3% Tabor on $512,555) | $12,452 | $0 | $14,284 | $14,284 | $14,144 | $14,144 | $15,377 |  |  |
| **TOTAL EXPENDITURES w/ Tabor & Board Reserves** | $595,889 | $426,976 | $713,104 | $496,206 | $716,640 | $719,162 | $767,514 |  |  |