RECORD OF PROCEEDINGS - **DRAFT**

 TO BE Approved on 8/19/2021

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF

THE HAVANA BUSINESS IMPROVEMENT DISTRICT

Held: August 18, 2021, 10am via Go To Meeting. The phone in number United States: +1 (669) 224-3412, **Access Code:** 425-389-565 and URL – <https://www.gotomeet.me/onhavanastreet> are listed publicly on our [website](https://onhavanastreet.com/events/september-17-2020-havana-bid-board-meeting/) and our [Facebook](https://www.facebook.com/OnHavanaStreet) at [@OnHavanaStreet](https://www.facebook.com/OnHavanaStreet).

Attendance: Chance Horiuchi – BID, Ed Tynan with Tynan’s VW, Nissan & Superstore, Naomi Colwell – Aurora Police Foundation, Charles Thompson - AMCAP, Emily APD Analyst, Mayor Mike Coffman, Lt Shaker, Amanda Gildea – Auditor prospect for BID, Sergeant Sandoval APD PAR unit, Jodi Bothwell – AMCAP, Lori Kropp – BID property owner (joined 10:02am) joined via phone call and video conference.

Board members: Garrett Walls, Donovan Welsh, Matt Rauzi, John Sanchez, Yuly Williams, Sean Choi, & Gary Sliger (Caller 4) by Phone at 10:00am.

**The recording and transcription of the meeting is available upon request.**

**Disclosure of potential conflicts of interest**: The board members present noted for the record that they have financial interests in entities that own property within the boundaries of the Havana BID, are active in developing property within the boundaries of the District, or are employed by such entities, and that such interests may be affected from time to time by actions of the Havana BID's Boards of Directors. In accordance with state law, the Directors have filed written disclosures describing such potential conflicts of interest with the Secretary of State, and the Directors present verbally reaffirmed such disclosures on the record of this meeting.

Lori Kropp – BID property owner (joined 10:02am) noted for the minutes.

**The board established a quorum and made motions to approve the June & July 2021 Financials and July Minutes.**

Garrett shared a note with Chance to use “move” instead of “motion” when doing the minutes.

**Acceptance of the July 2021 Minutes:** No questions, suggestions, or additions. Garrett moved to approve the July 2021 Minutes pending any substantive, formatting, and administrative changes without objections. Garrett moved to accept the minutes as approved as amended, Donovan seconded, all in favor non opposed. No nay votes. July 2021 Minutes were approved.

**Acceptance of the June 2021 Financials:** No questions, suggestions, or additions. Garrett asked for a moved to approve the June 2021 Financials pending any substantive, formatting, and administrative changes without objections and **moved to include the general ledger as added.** Garrett moved to accept the financials as approved as amended, Matt seconded, all in favor non opposed. No nay votes. June 2021 financials were approved. **Garrett asked to add the June 2021 general ledger to the Financials and asked to have the accountant’s explanation added to the minutes.**

June 2021 GL Financials: [https://onhavanastreet-my.sharepoint.com/:b:/p/chance/EQLyudylLGVNmrCNRJZBqYcBDdYRwA0GMWOgtliGq6OlIA?e=wxSUbM](https://onhavanastreet-my.sharepoint.com/%3Ab%3A/p/chance/EQLyudylLGVNmrCNRJZBqYcBDdYRwA0GMWOgtliGq6OlIA?e=wxSUbM)

Receipt Regarding the BAB Reimbursement and Negative $14 on the Financials: [https://onhavanastreet-my.sharepoint.com/:b:/p/chance/ERHC7QQhmmNAosEjKkwMFUEBRpksNDQad4zwYDUUyMG2dA?e=fRi53E](https://onhavanastreet-my.sharepoint.com/%3Ab%3A/p/chance/ERHC7QQhmmNAosEjKkwMFUEBRpksNDQad4zwYDUUyMG2dA?e=fRi53E)

June 2021 Financials: [https://onhavanastreet-my.sharepoint.com/:b:/p/chance/EQHnQnVYZoFMpktvrytmqAsBi3rDF2wI-S3qK3NbhBfuyQ?e=c4Du5I](https://onhavanastreet-my.sharepoint.com/%3Ab%3A/p/chance/EQHnQnVYZoFMpktvrytmqAsBi3rDF2wI-S3qK3NbhBfuyQ?e=c4Du5I)

**Notes and Explanation from Bill Flynn (BID accountant) via email follow up, post BID BOD Meeting:** “Some of the payroll items do not match because 50% of the expense is related to employee payroll. For example, if the employee pays $400 in payroll tax, the employer also pays $400, but we were recorded $800 in the GL when $400 of it was actually payroll. The $14 credit is due to the $41 BAB award basket deposit on 6/3/2021 which was coded to event expense.”

See receipt for the BAB Award Winners Basket items from the Dollar Tree: [https://onhavanastreet-my.sharepoint.com/:b:/p/chance/ERHC7QQhmmNAosEjKkwMFUEBRpksNDQad4zwYDUUyMG2dA?e=fRi53E](https://onhavanastreet-my.sharepoint.com/%3Ab%3A/p/chance/ERHC7QQhmmNAosEjKkwMFUEBRpksNDQad4zwYDUUyMG2dA?e=fRi53E)

**Garrett noted that the BID’s financials have “a good balance, fund balance on the events budget line.” He shared that he was “having a little bit of trouble reconciling that back to General Ledger.” The BID BOD would like “to find out why we have a negative or turns out it's in real life, positive balance, it shows up as negative.” He would like to “find out why we have $14 in deposits, on that GL code, a positive refund balance? reconcile balance of the $14 in negative in GL code.”**

**Acceptance of the July 2021 Financials:** No questions, suggestions, or additions. Garrett asked for a moved to approve the July 2021 financials pending any substantive, formatting, and administrative changes without objections, explanation from the accountant for positive balance for the event line and GL code.

July 2021 GL Financials: [https://onhavanastreet-my.sharepoint.com/:b:/p/chance/EdJN4H0ViENGniYArk7I-8IB7HIh8tyXNqFzsSzzVL5oJA?e=wQYuoX](https://onhavanastreet-my.sharepoint.com/%3Ab%3A/p/chance/EdJN4H0ViENGniYArk7I-8IB7HIh8tyXNqFzsSzzVL5oJA?e=wQYuoX)

July 2021 Financials: [https://onhavanastreet-my.sharepoint.com/:b:/p/chance/EXBJ4sKO-GhImgcwXszGfLUBsQoA53ezzJiTQ\_cKRosnYg?e=Xize3H](https://onhavanastreet-my.sharepoint.com/%3Ab%3A/p/chance/EXBJ4sKO-GhImgcwXszGfLUBsQoA53ezzJiTQ_cKRosnYg?e=Xize3H)

Garrett moved to accept the financials as approved as amended, Yuly seconded, all in favor non opposed. No nay votes. July 2021 Financials were approved.

**Noting for minutes at 10:06am – Jodi Bothwell/AMCAP joined the call.**

**Update from Mayor Mike Coffman:** He congratulated Garrett with the success of his new business and his continued leadership in the city. He shared the staffing issues with APD. APD PAR (police area representatives) have been rotating in and out of patrol. He hopes for a path forward with the police academy graduating more officers. There are more recruits in the academy and hope to fulfill the challenges in the future.

**County Jail Limitations:** He shared some of the challenges with Covid and safety requirements with the Arapahoe County jails. He shared how the county jails have been challenged with capacity limits with social distancing requirements for public health safety. The county was “doing their best to lower the populations of their jails for public health reasons.” The “capacity limits made it very difficult, from a law enforcement perspective, to not be able to arrest people for motor vehicle theft or property crimes, adaptation to the county jail for pretrial confinement pending their court date.” Mayor Coffman shared that there was a “71% increase in motor vehicle theft from 2019 to 2020. It has been tough on the auto dealers on the Havana corridor. We hope to go back to the policies prior to Covid to help with the auto theft challenges and having a fully staffed police force.”

**Redevelopment On Havana Street and Near the Corridor:** He is also “very excited to see the Fan Fare location and Argenta redevelopment moving forward.” He is also focused on the redevelopment of east side of Lowry, outside of the corridor, but near the BID corridor.

**Homeless Camping Ban Update**: Regarding an update on the homelessness camping ban: He put forward a camping ban proposal. “It was a 5/5 tie vote. If it fails on August 23rd, then he can’t bring it forward for 6 months. He shared that homeless encampments are difficult for the city and community. He also feels that “it is important to have a policy in place and solutions.” He is compassionate to those experiencing homelessness. He shared that the proposed ban **“**designated areas for individuals experiencing homelessness.” Then he shared that he has been “hearing from business owners, as there's a lot of property crime related to the encampments in their businesses. So, I really think it is important to have a solution that's both, fair to the homeowners, to the small business owners, and have compassion to those who are experiencing homelessness.” He shared that he is uncertain how the proposal will go and who will vote on council. “There are 5 open seats in the Council Wards I, II, III and two at large positions that will be appointed into next year. There will be changes in the makeup of the City Council going into next year.”

**Questions with the Mayor:** Garrett Walls asked if any other board or stakeholders had any more questions for Mayor Coffman. None.

**Thank you to the Havana BID**: The Mayor shared that the Havana BID has been incredible for Aurora. He shared that as someone who grew up in Aurora he remembers when the corridor was in decline with blight issues and now “the corridor looks so incredible right now.” “The BID has been the catalyst for change to make this happen. Thank you. The Havana BID has made such an incredible difference for the city. He thanked the BID for always seeking to make the corridor better and that “this organization was the catalyst for change.”

**13:27 - 13:30: Garrett shared that Chad Argentar with the City Planning joined the meeting at 10:12am to be noted for the minutes.**

**APD Update – Lt. Shaker, Sergeant Sandoval and Emily Ellwood: Sergeant Thomas Graham** not present and on vacation, but Sergeant Sandoval – PAR Unit and Emily Ellwood – APD Analyst shared an update for the BID. Sandoval gave an update on PAR and APD and Emily put together an overview presentation of crime in the area with a concentration around 6th to Dartmouth. See the presentation here: [8 19 2021 APD Update Havana Corridor Crime Presentation.pptx](https://onhavanastreet-my.sharepoint.com/%3Ap%3A/p/chance/EUOtBHUjMWtCt2SLl8lC-FUBwVtWv4cL_cr1sWutwFoTEQ?e=xvJsmE)

Sgt. Sandoval shared just as “the mayor mentioned, the police department has been challenged right now with manpower and other issues that, that relate to that. The businesses and corridor have experienced commercial burglary, robbery, shoplifting, and motor vehicle deaths.

“Up to this point, from January to where we're at, we've had 109 incidents up from the previous year. He showed a graph showing commercial crime counts from 2017 to 2021 where 2017: 214 crimes, 2018: 178 crimes, 2019: 140 crimes, 2020: 165 crimes and 2021: 190 crimes.” Another slide showed the increase in population over the years and the breakdown of the crimes: robberies, burglaries, auto thefts, and shoplifting, year to date. Robberies: 19, Shoplifting: 37, 71 thefts, and 63 burglaries year to date. Regarding auto thefts the report shared that the in “2014 there were 100 alone and along the corridor, there have been 173 auto thefts year to date. The motor vehicle thefts in District 1 Aurora show about 2044 thefts in 2021, 173 thefts in the Havana corridor, and the average of 10 vehicles stolen per day in the entire district. These numbers are per the district, so not necessarily only along the corridor.”

Emily showed a graphic of the motor vehicle thefts with the distribution of the motor vehicle thefts that we've had so far from January up until today.

**Bozarth Armed Robbery Update:** Sergeant Sandoval shared that he thinks “about 43 vehicles were stolen and there was one arrest made in that incident. The arrest was for Giovanni Gomez in Denver, held on some bonds, and a case has been made on him. He was picked up on August second of this year and it doesn't look like he's being held. He's going through the court process and does have warrants out for his arrest.” This is all that APD can share on the robbery for now.

**CommunityCrimeMap.com Access for the Public:** Emily shared and showed how the public has access to a website where one can search fields for specific locations and crimes occurring in that area. APD has access to the same analytics through Lexis Nexis program with a little bit more in-depth details than the public view.  She shared that this is a helpful tool that the public can use to monitor activity in a geographic area. Emily shared that the crime map does have a delay in data transfer. Example: If something happened like the night before, “you may not necessarily see it pop up immediately because that data does have to make it through a couple of different checkpoints before it gets to Lexis Nexis. So those that have been assigned case numbers, and I believe it also will let you look at 911 calls for service too. You won't get any details beyond just maybe what the call was for.” Also, “assault or arson crimes will not have specifics because it may be an ongoing investigation, but it's a good tool for keeping an eye on particular areas.” She also shared that if anyone is interested in learning more or has any requests for data, then she is happy to “field some requests within reason, of course, as far as statistics are concerned.”

**Monthly Crime Stats in the Board Updates are from the Lexis Nexis Community Crime Map Website:** Chance shared her screen and showed that the crime updates attached in the monthly board updates include the crime data from the CommunityCrimeMap.com website. Chance cuts, copies, and pastes each crime that occurs on the commercial properties for the corridor monthly. She shared how useful this public access tool is and thanked APD for sharing a more detailed update with the BID and stakeholders.

Ed Tynan thanked APD for sharing the APD. Chance asked the stakeholders if they had any other questions for APD. None.

**7a. On Havana Street Events:** Chance gave an overview of the upcoming BID events and shared that her and Yuly will be meeting to go over the rest of the year’s events and 2022 events for the 2022 budget.

**Stampede Concert:** She shared that the 9/28 Stampede concert is all set, ads are ready to be published and online tickets are live. She also shared with the board that the BID will prepare to update the concert attendees at the end of September if there is a mask mandate or requirement for attendees indoors. The BID will stay up to date on the health department’s requirements for indoor gatherings. The BID did add some public safety recommendations, but The Stampede and the BID have not implemented a vaccination requirement to attend.

**Rocket Fizz Halloween Support:** Chance gave an update on Halloween events. The BID will not host a trick or treating event but will support and work with Rocket Fizz at The Gardens on Havana to host a Halloween Costume Contest event. Rocket Fizz is hosting their own event and we decided it would be best to support an existing event due to the property owner permissions and insurance for events. On Havana Street is considered a third-party organization and not a tenant of AMCAP so there are requirements regarding safety as well as permissions to be able to host and use the shopping center’s community spaces. We were going to host our own virtual costume contest, but the participation was very low last year virtually during Covid shutdowns and restrictions. We experienced a very different level engagement virtually and received about 50 costume contest entries online, and most of them were the same families. When we hosted the costume contest in-person we had 700-800 photo waivers and entries.  The BID will sponsor the gift card prizes from businesses along the corridor in the gardens, and then we will purchase about $500 in their Rocket Fizz Mystery Bags. We are planning the event with a plan b in case that the BID and Rocket Fizz is not allowed to do in-person trick or treating or a costume contest in their store. We will just have an online/social media promotion instead where the first 50 customers or 100 customers can pick up a mystery bag at Rocket Fizz. The Mystery Bags are a Rocket Fizz signature item, which is a goody bag of different international candies from all over the world.

**Buckley Air Force/Space Force Holiday Event**: The BID will not host an in-person holiday caroling event with gift card giveaways. The BID decided to do a social campaign with Buckley Space Force highlighting the On Havana Street businesses. The base hosts an event called, “12 Days of Christmas or 12 Days of reindeer games” every year online on their social media platforms. Buckley has recently been designated as the Space Force. The new recognition has received lots of media attention and a lot of exposure/engagement online. For example, one of the 12 days will be featuring Gardens on Havana Shopping Center. The BID is partnering with the air force's videographer at a very discounted rate of $1000 to do commercial videos featuring the corridor each day with a social media giveaway. This is the partnered marketing campaign we will be hosting this holiday season instead of carolers and distributing gift cards to shoppers in-person.

**Cruzin’ Havana 2022 Update:** Dick Thompson with Collector Car Council of Colorado was not able to join the board meeting and is also exploring other venues for the car show. There have been discussions with the car council and the future of hosting the car show On Havana Street. Many of the properties that typically host the festival sites are a little hesitant on hosting the classic car show. The BID has received mixed feedback from property owners saying they are not a fan of the car show and then others are saying, “Oh it's a wonderful signature event of On Havana Street. It's a part of our Havana motor mile. Let's continue to do it. However, without the property owner’s permission to host the festival site, we can't really host the car show. One of the challenges is that the BID is waiting to hear back from Kaiser. We are not sure if Kaiser will allow the BID or the CCCC to use their parking lot, but The Stampede already gave us permission to host the car show in 2022. The board will have more discussion regarding Cruzin’ via email.

**Chance asked if anyone had any questions regarding upcoming or future events? None.**

**7b. BID Budget 2022:** The BID’s preliminary budget for 2022 will be presented at the next board meeting on 9/16 and submitted to the City of Aurora on 9/20. We hope to receive the preliminary assessed values in late November/early December and then present the final with certification of mill levy on the 2nd Thursday in December. The official budget and approval of the mill levy are due to the State of Colorado, DOLA and DORA on 12/15 for filing. Chance shared that she would be meeting with Yuly to reallocate funds as needed for 2021 with the changes in virtual events due to Covid restrictions and plan for the 2022 events budget.

**Any questions regarding the BID budget process? None.**

**7c. BID Annual Audit for 2021 in 2022:** Amanda Gildea with Colorado CPA Company joined the board meeting as a welcomed guest. Amanda introduced herself to the board and shared that she was a referral from our former auditor and current accountant, Bill Flynn with Simmons and Wheeler. Her company primarily only does audits, bookkeeping and accounting for special districts in Colorado. She works closely with Bill Flynn and the other special district accounts he manages. Chance shared that the BID is exploring different auditors for the upcoming audit of 2021 in 2022. Chance is working on receiving other referrals from DCI and PUMA.

**Any questions regarding the audit or questions for Amanda? None.**

**7d. Korea Town Aurora Update + Golf Tournament:** Chance shared that the golf tournament is going well and that 20+ BID stakeholders are participating. The golf tournament is a marketing fundraiser to promote Korea Town. The Korea Town plans to bring the golf tournament to Common Grounds next year. Tomorrow the BID and Korea Town will be hosting the Governor for a tour and business round table. **Any questions on Korea Town? None.**

**7e. Other Board Discussions: None. 7f. Business & Board Updates: Chance asked the attendees to see the attached board updates and review.**

**Last Call for Other Announcements and Public Comments:** John Sanchez has an upcoming networking event and welcomes stakeholders to attend. Chad shared he will investigate the sign requirements and permits for Sam’s No 3 and adding On Havana Street panels. Chance noted that we no longer have a board quorum. Offline the board will have a discussion and vote on approving a proposal for adding panels to the Sam’s No 3 monument sign. The proposal has taken a very long time, but the board can vote via e-mail. Chance shared she sent the [Sam’s No 3 proposal to the Board via email](https://onhavanastreet-my.sharepoint.com/%3Ab%3A/p/chance/EUimNx1av4ROh4dJ5Z5BAIQBDDw4AN6Ss9nOGSWRzUPiSg). The panels proposed cost about $2000-3000 and at most $3500 to add panels to the monument sign. One of the challenges was that Sam’s No 3 has been requesting panels and signs for almost 10-13 years ago, but city code always said we weren't allowed to. We recently asked planners and the city shared that adding panels is not an issue. The BID now has approval and can add the On Havana Street signs. The reason why the cost is a little different than the previous proposals is because the proposed panels are a lot smaller. We chose smaller panels so that our signs did not disrupt the existing signage and monument sign.

Figure Birchtree Shopping Center District Marker installed 8.27.2021

**Does anybody have any questions regarding the district markers?**

**The only other update is that the other district markers that we were helping with at Birch Tree Shopping Center should be installed next week. Ad Light shared that the installers could send a photo update to the board via e-mail after it's installed.**

**Chance adjourned the meeting at 10:38am. Chance asked,** “Any other board members, have any comments, questions, concerns, announcements?” No other BID business was conducted at this meeting. **Next BID Board meeting will be Thursday, September 16, 2021, at 10 a.m. VIA HAVANA BID BOARD GoToMeeting UNTIL FURTHER NOTICE DUE TO COVID 19.**

Adjournment: There being no further business to come before the Board the meeting was adjourned at approximately adjourned 10:38am. The foregoing minutes constitutes a true and correct copy of the minutes of the above-referenced meeting, as approved by the Board of Directors of the Havana Business Improvement District.

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Chairperson of the Board