

# FIVE POINTS

## BUSINESS IMPROVEMENT DISTRICT

### BOARD OF DIRECTORS MEETING

September 8, 2021

By Zoom Webinar

### AGENDA

Mission Statement: The Five Points Business Improvement District exists to strengthen and enhance the efforts of business and property owners who live, work in, or contribute to the Historic Five Points neighborhood of Denver. Our District Board's mission is to positively influence financial accountability and cultural responsibility as the area undergoes redevelopment and growth. The Five Points Business Improvement District will hold true to the best values of the past, embrace inclusive opportunities of the present and look forward to a vibrant future.

10:00 AM	I.	Call to Order	R. Cobbins
10:05 AM	II.	Video Introductions	Board
10:10 AM	III.	Administrative Items	
		A. Disclosure of Potential Conflicts of Interest	Board
		B. Approval of Board Minutes – August 11, 2021	Board
		C. Treasurer's Report – July 2021	N. Beal
		D. Resolutions to set Public Hearings for 2021 Budget Revision and 2022 Operating Plan and Budget	V. Martinez
10:20 AM	IV.	MarCom Update	K. Frazier
10:30 AM	V.	District Maintenance & Administrative Update	V. Martinez
		A. Summer Projects Update	
10:40 AM	VI.	Old Business	
		A. Ratification of Email Vote for Set Up and Break Down of the Point Pedestrian Plaza Amenities	V. Martinez
		B. Clarkson Street Closure Update	R. Cobbins
		C. Charge Ahead Colorado Grant Project Update	N. Beal
10:50 AM	VII.	New Business	
		A. 2022 Planning Process Discussion	R. Cobbins
11:20 AM	VIII.	Review of Public Comments in Chat	V. Martinez
11:30 PM	IX.	Adjourn	



FIVE POINTS BUSINESS IMPROVEMENT DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
August 11, 2021  
MINUTES

Meeting Held: Wednesday, August 11, 2021, at 10:00 AM,  
Virtual meeting held on ZOOM.US.

Attendance: The meeting of the Board of Directors of the Five Points Business Improvement District, City and County of Denver, Colorado was called and held as shown above in accordance with the applicable statutes of the State of Colorado, with the following directors present and acting:  
Ryan Cobbins, President  
LaSheita Sayer, Vice President  
Nathan Beal, Treasurer  
Haroun Cowans  
John Pirkopf  
Paul Books

Excused Absence: Maedella Stiger, Vice President

BID Staff: Vincent Martinez, Downtown Denver Partnership  
Kalisha Frazier, Five Points Marketing Group

The meeting was called to order by Board President, Ryan Cobbins at 10:04 AM.

**Approval of Board Minutes – June & July 14, 2021**

June Board Minutes - No discussion of the June Board Minutes was requested. Mr. Books moved to accept the June Board Meeting Minutes as presented. Ms. Sayer seconded the motion. Vote: unanimous in favor, motion passed.

July Board Minutes - No discussion of the July Board Minutes was requested. Ms. Sayer moved to accept the July Board Meeting Minutes as presented. Mr. Books seconded the motion. Vote: unanimous in favor, motion passed.

**Treasurer's Report – June 2021**

Mr. Beal gave the June 2021 Financial Report. A total of \$50,690 in expenditures was made in the month of June, which were then listed individually. The final account cash balance at the end of the month totaled \$255,002. Mr. Cowans made a motion to accept the June 2021 Treasurer's Report. Mr. Books seconded the motion. Vote: unanimous in favor, motion passed.

**MarCom Update**

Ms. Frazier reported on the projects in progress. Jazz Along Welton took place during the MLB All Star Game weekend in July and the Negro League baseball card cut outs stayed up at Sonny Lawson Park through the end of July and received a large amount of positive feedback.

The committee is also looking at working with Curtis Park Neighbors and the Heart of Five Points Neighborhood Association to add to the annual Trick or Treat celebration that would add a small portion of Welton and possibly include the Clarkson Street closure and possibly Five Point intersection pedestrian plaza as a location for trick or treaters to get candy from representatives from Five Points businesses.

Additionally, the committee is working on getting everything set for holiday lighting in the trees along Welton and possible expansion of decorations throughout the corridor to better connect all the blocks in the BID.

Ms. Frazier is also beginning work on the 2<sup>nd</sup> annual Holiday Stroll on Welton. She and the committee are in the very early stages of planning. She has met with Ms. Sayer, who coordinated the effort last year, for information on the planning and execution of the event. Ms. Frazier shared the task sheet with the Board Members and asked that they consider where they will be able to assist in the event planning as well as execution the day of the event.

Ms. Frazier will also be utilizing the BID's social media channels and its other outreach tools to help spread the word of the City's upcoming Northeast Downtown and Five Points Area Plan Community Open House to be held later in August.

### **District Maintenance & Administrative Update**

Mr. Martinez reported that Denver Forestry is working with their contractor to get the dead trees pulled from their pits throughout this month. CSG will then work with the City's contractor to remove tree grates so that the remaining stumps can be removed and allow the FPBID's contractor, SavATree, to come in and begin soil remediation. The goal is to start planting new trees in mid-September. The FPBID will then take over maintenance of the trees through its contractor. The team is expecting to plant some 30 – 35 new trees along the corridor.

Mr. Martinez reported that he was not able to make progress on the addition of information on the design review committee for the Five Points Historic Cultural District but hopes to have information ready in September.

### **Old Business**

#### **A. Charge Ahead Colorado Grant Award**

Ms. Sayer announced that the BID has been awarded \$32,000 through the grant program. The grant will provide an 80% match for four proposed charging stations along the Welton Corridor between 24<sup>th</sup> and 28<sup>th</sup> Streets.

Ms. Sayer stated that the project must be completed by the end of the year as laid out in the grant guidelines. Ms. Sayer provided an example of a charging station that could be used on Welton.

Ms. Sayer is asking the board for permission to move the expense timeline earlier. The initial plan called for expenses to happen in 2022. Based on guidelines the expenses will need to be made in 2021 with reimbursement coming in early 2022.

Mr. Books clarifies that not only maintenance would be the responsibility of the BID, but also electricity and Wi-Fi. Mr. Martinez suggested that regular maintenance of the stations should be added to the budget for 2022 of around \$1,000 above any warranties if installed.

Voting will be held during the Budget Adjustment Discussion later in the meeting.

B. Seating and Plaza Enhancements Update - DOTI

Mr. Cobbins turned the conversation over to Mr. Boncore to discuss the near-term projects of the Northeast Downtown and Five Points Action Plan, specifically the Clarkson Street Closure, Five Point Intersection Pedestrian Plaza and planned pedestrian safety enhancements at 3 intersections along Welton at 24<sup>th</sup>, 25<sup>th</sup> and 29<sup>th</sup> Streets. These first phase projects are expected to be implemented this Summer and Fall.

Mr. Boncore briefly reviewed the process to date and discussed the upcoming Community Open House on August 25<sup>th</sup> to discuss planning for phase 2 projects and projects that have been identified for the long-term, but no city funding has been dedicated for yet.

Mr. Boncore noted that he is here today to discuss the two primary ways the City can move forward with the Point safety improvements. The basic version would not include “non-standard” elements which includes paint and post delineations and a street mural. The non-standard elements are not typically managed by DOTI and as a result are not included in their standard enhancements package.

Mr. Boncore included a rendering of what the improvements could look like with the non-standard improvements such as seating enhancements, temporary and planted trees and planting boxes, an overall more activated plaza. In order for the non-standard enhancements to be included, the FPBID would need to agree to take on the maintenance and management of the non-standard amenities.

Ms. Sayer asked if the right turn lane can be kept as is and all other portions of the improvements done. Mr. Boncore noted that that portion is pretty pivotal to the overall safety enhancements and felt it would be difficult to take that portion out.

Mr. Cobbins noted that the island seems to have been established somewhere around 2000 and the intersection is a bit of a safety hazard. Ms. Sayer noted that she believes it was developed about the same time as when light rail came in as a better turn option from Washing to 26<sup>th</sup> Avenue.

Ms. Sayer noted that she is still against the changing of the intersection even in a temporary manner because of the iconic nature of this intersection. She noted her hope that the City will be open to the idea of taking away the closure of the right turn lane if the community gives feedback that the changes are not liked or are not safe.

Mr. Boncore noted that Denver Fire was asked for input on the change and worked with his team to understand how the turn would operate for their equipment. Mr. Boncore noted that in planning efforts the trade-off of an inconvenience to the auto for enhancements for pedestrian and bike safety was something the planning team was willing to make.

Mr. Books noted the difficulty of trying to activate areas along Welton on the track side and that at many of their properties, most activation efforts they make are on the cross-streets. He also mentioned a desire for something more creative than the typical white plastic posts that they have used at other closures. He also mentioned budgetary caution in committing to maintenance and management of amenities. Mr. Books noted that activation efforts in multiple locations along the corridor has been a long-time goal of the FPBID.

Ms. Sayer noted that the Five Point Intersection idea came about prior to plans for the Clarkson Street closure and she wonders if the change to this important intersection is really necessary now that the Clarkson Street closure is coming along

Mr. Cowans asked what the timing of implementation for this particular project is and for the Clarkson Street Plaza project. Mr. Boncore stated that they are trying to time both areas together with an opening date this Summer/Fall. An overall goal is to present this to the public as one large overall enhancement package.

As a follow-up question Mr. Cowans asked if after implementation it is still possible to reverse the enhancements if the community feels this doesn't work and what that process looks like. Mr. Boncore answered that DOTI would need to test the intersection out for 6 months to a year, if safety issues are growing or become a bigger problem, then it would be reconsidered to remove.

#### C. FPBID Assistance for Amenities

Mr. Cobbins noted that there are essentially two votes that need to happen. One in regards to the Board approving funding for maintenance and management of the non-standard elements to add those enhancements and then a separate vote related to approval of spending of funding originally considered for 2022 to this year in support of the Charge Ahead Colorado grant.

Mr. Cobbins noted that in preparation for the vote over maintenance of non-standard elements that it may be necessary to hold off and do a vote by email within the next week.

#### D. Budget Adjustment Discussion

Mr. Martinez showed the Board a graphic breaking down costs for management of the non-standard elements. The costs were based on work CSG does in downtown which includes set up and take down of seating and cleaning of the overall area. Mr. Books asked to find out from CSG what can be done to spend the least amount of money possible.

Mr. Martinez confirmed that funding for Xcel banner and gateway signage will need to be pushed to 2022 in order to commit funding to the Charge Ahead grant for this year. He also noted that work would continue this year on those projects so that they could move forward as soon as we get into 2022 and are able to install the items.

Mr. Books made a motion for an expenditure of \$32,000 in 2021 for reimbursement of \$23,000 in 2022 for the implementation of the Charge Ahead Colorado grant program. Mr. Beal seconded the motion. Vote: unanimous in favor, motion passed.

Mr. Cobbins asked that Mr. Martinez work to get updates to CSG's proposal based on today's discussion so that more info can be sent out and a vote held on the updated info within a week.

Ms. Sayer and Mr. Books asked that the FPBID have a voice on the selection committee for the street mural. Mr. Cobbins noted that the selection committee has not been named but that he was asked to participate but is happy to pass along the info to Ms. Sayer to participate for the Board as he is over committed already.

**New Business**

- A. 2022 Planning Process Discussion  
    Tabled for the September meeting

**Public Comments**

No other comments from the public were made.

With no further business, Ms. Sayer moved to adjourn. Mr. Books seconded the motion. The meeting adjourned at 11:53AM.

The forgoing minutes constitutes a true and correct copy of the Five Points Business Improvement District. Approved this 8<sup>th</sup> day of September.

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FPBID Board President

Attest:

  
  

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# Management Report

Five Points Business Improvement District  
For the period ended July 31, 2021

Prepared by

**Charlene Laus, Downtown Denver Partnership**

For management use only

**Five Points Business Improvement District**  
**Balance Sheet**  
 July 2021

	Beginning Balance January 1, 2021	YTD Changes	Ending Balance July 31, 2021
<b>ASSETS</b>			
Current Assets			
Bank Accounts			
USbank Checking	\$ 185,312	\$ 125,730	\$ 311,042
Total Bank Accounts	185,312	125,730	311,042
Other Current Assets			
Accounts Receivable	864	-	864
Prepaid /Deposits	-	-	-
Total Other Current Assets	864	-	864
Total Current Assets	186,176	125,730	311,906
<b>TOTAL ASSETS</b>	<b>\$ 186,176</b>	<b>\$ 125,730</b>	<b>\$ 311,906</b>
<b>LIABILITIES AND EQUITY</b>			
Total Liabilities	\$ -	\$ -	\$ -
<i>Equity / Fund Balance</i>			
Beginning Fund Balance	186,176	-	186,176
Net Operating Income (Loss)	-	125,730	125,730
Total Equity / Fund Balance	186,176	125,730	311,906
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 186,176</b>	<b>\$ 125,730</b>	<b>\$ 311,906</b>

**Five Points Business Improvement District**  
**Budget vs Actual - By Program/Activity**  
 July 2021

	Actual	Budget	Variance Favorable (Unfavorable)
<b>Beginning Fund Balance</b>	\$ 186,176	\$ 99,767	\$ 86,409
<b>Income and Other Sources</b>			-
Mill Levy Income-FPBID	235,155	220,000	15,155
Total Income and Other Sources of Funds	285,155	220,000	65,155
<b>Total Available Resources</b>	<b>\$ 471,331</b>	<b>\$ 319,767</b>	<b>\$ 151,564</b>
<b>Expenditures</b>			
Maintenance	57,531	96,461	38,930
Marketing/Branding	74,411	88,800	14,389
Administrative	16,827	28,700	11,874
Contingency Funds	-	7,500	7,500
Total Ongoing Expenditures	148,768	221,461	72,693
Capital Purchases	10,550	50,000	39,450
Small Business Relief Grants	108	-	(108)
<b>Total Expenditures</b>	<b>\$ 159,425</b>	<b>\$ 271,461</b>	<b>\$ 112,036</b>
<b>Ending Fund Balance</b>	<b>\$ 311,906</b>	<b>\$ 48,306</b>	<b>\$ 263,600</b>

**Five Points Business Improvement District**  
**Budget vs Actual - By Account**  
**July 2021**

	Actual	Budget	Variance Favorable (Unfavorable)
<b>Beginning Fund Balance</b>	<b>\$ 186,176</b>	<b>\$ 99,767</b>	<b>\$ 86,409</b>
<b>Income and Other Sources of Funds</b>			
Mill Levy Income-FPBID	235,155	220,000	15,155
Donations	50,000	-	50,000
FPBD Loan Payment	-	-	-
Total Income and Sources of Funds	285,155	220,000	65,155
<b>Total Available Resources</b>	<b>\$ 471,331</b>	<b>\$ 319,767</b>	<b>\$ 151,564</b>
<b>Expenditures</b>			
<i>Maintenance</i>			
General Maintenance Contract	38,769	66,461	27,692
Other Maintenance	5,363	6,000	637
Snow Removal	12,234	12,000	(234)
Utilities & Water	1,164	2,000	836
Tree & Landscape Maintenance	-	10,000	10,000
Total Maintenance	57,531	96,461	38,930
<i>Marketing/Branding</i>			
Banners	3,014	5,000	1,986
Events/Activation	44,342	23,800	(20,542)
Holiday Lighting	-	15,000	15,000
Holiday Event	2,911	10,000	7,089
Marketing Administration	24,144	30,000	5,856
Marketing Programs	-	5,000	5,000
Total Marketing/Branding	74,411	88,800	14,389
<i>Administrative</i>			
General Administration	12,909	22,000	9,091
Bank Charges & Fees	72	100	28
Community Events	-	-	-
Dues & Memberships	417	600	183
Insurance	2,694	3,000	306
Accounting / Bookkeeping Fees	-	-	-
Legal Fees	734	3,000	2,266
Total Administrative	16,827	28,700	11,874
<i>Contingency Funds</i>			
Total Ongoing Expenditures	148,768	221,461	72,693
<i>Capital Expenditures and Reserve Spending</i>			
Capital Purchases	10,550	50,000	39,450
Other Reserve Spending	108	-	(108)
Total Capital Expenditures and Reserve	10,658	50,000	39,343
<b>Total Expenditures</b>	<b>\$ 159,425</b>	<b>\$ 271,461</b>	<b>\$ 112,036</b>
<b>Net Income</b>	<b>\$ 125,730</b>	<b>\$ (51,461)</b>	<b>\$ (46,880)</b>
<b>Ending Fund Balance</b>	<b>\$ 311,906</b>	<b>\$ 48,306</b>	<b>\$ 263,600</b>

**Five Points Business Improvement District**  
**Expenditures by Vendor Summary**  
July 2021

	Total 1st Qtr 2021	Total 2nd Qtr 2021	July 2021	YTD 2021
5 Points Enterprise LLC	\$ 1,748	\$ -	\$ -	\$ 1,748
Colorado Lighting Inc	-	3,640	-	3,640
Colorado Special Districts Property and Liability	2,694	-	-	2,694
Consolidated Services Group 2, LLC	15,603	28,908	11,730	56,240
Constant Contact	135	135	45	315
Denver Water	128	197	-	325
Denver Weekly News	-	-	76	76
Desibl Studio	10,550	-	-	10,550
Downtown Denver Partnership Inc	13,000	17,389	6,000	36,389
I Made it Workshops	50	-	-	50
Maxwell Printing	2,514	-	-	2,514
Perseverance Athletic Performances	108	-	-	108
Sin Jac Electric	175	-	-	175
Special District Association	-	417	-	417
Spencer Fane LLP	503	-	231	734
US Bank	-	24	48	72
Wallace Marketing Group	500	-	-	500
Wave-*My City	117	117	39	273
XCEL ENERGY	498	258	83	839
Zozo Group LLC	1,113	16,104	9,366	26,583
<b>Total Expenditures by Vendor</b>	<b>\$ 49,435</b>	<b>\$ 82,373</b>	<b>\$ 27,618</b>	<b>\$ 159,425</b>

**Five Points Business Improvement District**  
**Statement of Cash Flows**  
July 2021

		July 2021
<b>OPERATING ACTIVITIES</b>		
Net Income	\$	125,730
Adjustments to reconcile Net Income to Net Cash provided by operations		
Accounts Receivable		-
Prepaid / Deposits		-
Accounts Payable		-
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Total Adjustments to reconcile Net Income to Net Cash provided by operations:		-
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<b>Net cash provided by operating activities</b>	<b>\$</b>	<b>125,730</b>
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<b>NET CASH INCREASE (DECREASE) FOR PERIOD</b>	<b>\$</b>	<b>125,730</b>
Cash at beginning of period		185,312
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<b>CASH AT END OF PERIOD</b>	<b>\$</b>	<b>311,042</b>
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