



City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Meeting Agenda

LIFT

Thursday, April 12, 2018

6:30 PM

Community Room

Regular Meeting

1. Call Meeting to Order

2. Roll Call

3. Minutes to be Approved

- a) [ID# 18-130](#) Certification of the March 8, 2018 LIFT Regular Meeting Minutes

Attachments: [03-08-2018 LIFT Draft Minutes](#)

4. Public Comment

5. Financial Report

- a) [ID# 18-132](#) LIFT Financials as of 2/28/2018

Attachments: [LIFT Financial Report as of 2-28-2018](#)

6. Committee Reports

7. Unfinished Business

- a) [ID# 18-131](#) Property Tax Refund Discussion

8. New Business

9. Public Comment

10. Adjourn

The public is invited to attend all regular meetings or study sessions of the City Council or any City Board or Commission. Please call 303-795-3780 at least forty-eight (48) hours prior to the meeting if you believe you will need special assistance or any reasonable accommodation in order to be in attendance at or participate in any such meeting. For any additional information concerning City meetings, please call the above referenced number.



Staff Communication

File #: ID# 18-130, **Version:** 1

Agenda Date: 04/12/2018

Subject:

Certification of the March 8, 2018 LIFT Regular Meeting Minutes

Presented By: Cindy Christensen, Board Member/Temporary Secretary

I hereby certify that the attached minutes are an accurate representation of motions made and action taken at the March 8, 2018, regular meeting of the LIFT Board.

PROPOSED MOTION:

I move to approve, based on the recording secretary's certification, the March 8, 2018 minutes for the LIFT Board.

LIFT Meeting Minutes
8 March 2018

Roll Call: Kevin Seiler, Jason Henderson, Nicholas Millar, Jack Rychucky, Cindy Christensen, Patrick Driscoll (City Council Liaison), Wendy Heffner (Littleton City Clerk), Steve Kemp (Littleton City Attorney).

Absent: Carol Brzeczek, Joseph Orrino.

Agenda Approval: Chair Seiler announced that prior to the meeting a citizen has a concern about the agenda and would like the first Public Comment section moved to just before the approval of minutes from the last meeting. Seiler called for a motion to change the agenda accordingly.

Motion moved by Cindy Christensen, seconded by Nicholas Millar. Agenda change was approved 5/0

Public Comments:

Pam Chadbourne thanked the board for making the change in the agenda. She asked that the board consider making the agenda change permanent. She pointed out that a citizen at the October meeting (2017) was concerned about the way his comments were represented in the minutes, but his public comments came after the agenda vote and the approval of minutes. She pointed out that the city (council) had already made that change and it seems very practical. Secondly, she said the package for the meeting has not been page numbered. The board members struggle without page numbers to refer to. Additionally, several LIFT meetings were not held, and it would be helpful for the record if those meetings were listed in the minutes. Along those same lines, Pam said the board members in October were very different than the current members. For the record it would be good to have a list of the members, their terms, where they came from or when the council appointed them.

Minutes to be Approved – Henderson moved to approve the minutes of the February 8, 2018 meeting, Millar seconded.

The board briefly discussed the idea of adding page numbers to the minutes. Wendy Heffner said it is not as easy as adding numbers as documents come in from many different areas. Heffner said she will explore possibilities for the board. Kemp said that the council sets protocol for all boards and commissions, but that LIFT, as a separate political entity could set its own protocol.

The motion to approve the minutes passed 5/0.

Committee Reports

a) Attorney Research Committee

Henderson reported that he and Joe (Orrino) have met and have started on a memo to present at the April 12 meeting as scheduled.

No Unfinished Business

New Business

a. Discussion of the content of the LIFT web site

Millar started the discussion by saying in the past several years and meetings the LIFT board has “tap danced” around the web site. He asked if the board members had a chance to look at the web site and wanted to have a discussion now or at another meeting.

Heffner indicated she spoke with Eric Irvin about the web site and thought it had been somewhat updated. She did give him the information to update the list of board members and their terms. That information has been updated on the web site. She also gave Eric all the information LIFT board members have in their books and he was working on putting that on the web site.

Discussion ensued about how to update the web site and what types of things should be on it. Seiler said he had been concerned because in the past items were put on the web site that weren't official or didn't pertain directly to the activities of LIFT. He said the city attorney may have some direction on this.

Kemp said one of the things we try to do with governmental web sites is we generally don't want those to be a first amendment forum where people have a right to submit comments. He said his advice is to only have LIFT related items on the web site and links to items that serve a governmental purpose.

Heffner showed the LIFT web site on the white board in the room, so board members could see and discuss ideas about it. Seiler added that the City has agreed to host and manage the web site for LIFT. We just need to tell them what we want on it.

Seiler said once we get the information we want on the web site it could just be a matter of managing it. Board members discussed the Contact button on the web site. When someone uses it, there is no one to respond. Some citizens have been concerned because no one responds. When LIFT had a manager that person could answer citizen questions.

Concerning the Contact Us button, Heffner said we could probably send it to the board chair, or all board members? Whatever the board would like.

Christensen said that would be cumbersome and Heffner agreed. Christensen said when you go to the web site it should first say what the board does and right now it doesn't. The welcome page should talk about what LIFT is, what the urban renewal authority does. Currently that information is in the About Us tab, not in the Welcome tab. Also she said the web site is very wordy. You could get overloaded before you get too far.

Henderson said that it seems like all the information is there, but it's hard to find. I agree with everything Cindy said. Maybe if we turn it over to a committee they can

bring back their ideas of how the web site should be done, or not done, and we look at it and approve it.

Driscoll asked Heffner if there is a certain protocol for all city boards and committees? Heffner said no because LIFT is a separate political entity. LIFT has its own web site off off the City of Littleton web site.

Rychecky responded to Heffner's idea of collecting the agenda and minutes under a front-page tab saying that underscores the public comments we heard about recording the list of meetings that reflects when the board did not meet. People could find it easily.

Henderson moved that the board create a committee to review the LIFT web site and make recommendations for improvements to it. Christensen seconded.

Rychecky moved to amend the motion to add that the committee would report back to the full board in 60 days (May meeting). Millar seconded. The amendment passed 5/0.

The board voted on the motion to form a committee to review the web site and make recommendations for improvements and report back to the full board in 60 days (May meeting). The motion passed 5/0

Seiler appointed himself, Christensen and Millar to the committee and left it open for Brzeczek and Orrino to join if they want to be part of the committee.

Public Comment:

Linda Knufinke said she just wanted to say that with regards to the web site, they contracted it out to a company called CIG and they had control of the web site. It wasn't under the control of LIFT. She also wanted to give her opinions about LIFT and to have the LIFT board really understand the properties and what are the impacts of the property taxes and sales and use taxes by the properties that are in the urban renewal plan. She said she also thinks LIFT should strive to be ready to entertain proposals from developers and be able to do that. She referred board members to the Confidential Financial Statement that was in their packets and the LIFT Development Proposal Funding Request Requirements for Urban Renewal Projects to look at these and see what board members can expect from the developers, what kind of documentation they want, what kind of financial information, audited financial statements. All that information board members really must have ready before LIFT entertains a proposal from a developer.

Christensen moved to adjourn, Millar seconded. Motion passed 5/0.

Meeting adjourned at 7:10 p.m.



City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Staff Communication

File #: ID# 18-132, **Version:** 1

Agenda Date: 04/12/2018

Subject:

LIFT Financials as of 2/28/2018

Presented By: Tiffany Hooten, Finance Director

Please see attached report.



Littleton Invests for Tomorrow

**Financial Reports
As of February 28, 2018**

April 12, 2018

City of Littleton, Colorado
Balance Sheet
Littleton Invests for Tomorrow
February 28, 2018

ASSETS

Cash and cash equivalents	\$ 392,278
Receivables	164
Total assets	<u>\$ 392,442</u>

LIABILITIES

Accounts payable and other current liabilities	\$ 152,338
Due to primary government	150,000
Accrued interest	2,534
Total liabilities	<u>304,872</u>

DEFERRED INFLOWS OF RESOURCES

Property Tax	\$ 164
Total deferred inflows of resources	<u>164</u>

FUND BALANCE

Unassigned	<u>87,406</u>
Total fund balances	<u>87,406</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 392,442</u>

Littleton Invests For Tomorrow
All Funds
Revenues and Expenditures for the Period January 1, 2016 - February 28, 2018

	General Fund	Columbine Capital Projects Fund	Littleton Blvd Capital Projects Fund	North Broadway Capital Projects Fund	Santa Fe Capital Projects Fund	Total All Funds
Revenues						
Retainer Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Property Tax Revenues (incl Pen/Int)	(16)	156	24,643	572,416	3,091	600,290
Sales Tax Increment Revenues	-	70,258	112,039	22,959	-	205,256
Investment Earnings	5,233	-	-	-	-	5,233
Miscellaneous	-	-	-	-	-	-
Total Revenues	\$ 5,217	\$ 70,414	\$ 136,682	\$ 595,375	\$ 3,091	\$ 810,779
Expenditures						
Dues and Memberships	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Business Meetings	-	-	-	-	-	-
Audit Charges	900	-	-	-	-	900
Professional & Consulting	8,380	-	-	-	-	8,380
Legal Services - General	6,298	-	-	-	-	6,298
Legal Services - Capital Projects	-	-	-	-	-	-
County Collection Fee	-	2	370	8,606	46	9,024
Other Charges	1,821	-	-	-	-	1,821
Refunds to taxing entities	-	-	24,273	412,781	3,045	440,099
Services - Capital Projects General	-	-	-	-	-	-
Total Expenditures	\$ 17,399	\$ 2	\$ 24,643	\$ 421,387	\$ 3,091	\$ 466,522
Other Financing Sources (Uses)						
Transfers In	\$ 205,256	\$ -	\$ -	-	-	\$ 205,256
Transfers Out	-	(70,258)	(112,039)	(22,959)	-	(205,256)
Total Other Financing Uses	\$ 205,256	\$ (70,258)	\$ (112,039)	\$ (22,959)	\$ -	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 193,073	\$ 154	\$ -	\$ 151,029	\$ -	\$ 344,256

Littleton Invests For Tomorrow
All Funds
Statement of Revenues, Expenditures and
Changes in Fund Balance
As of February 28, 2018

	General Fund	Columbine Capital Projects Fund	Littleton Blvd Capital Projects Fund	North Broadway Capital Projects Fund	Santa Fe Capital Projects Fund	Total All Funds
Revenues						
Retainer Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative Fees	-	-	-	-	-	-
Property Tax Revenues (incl Pen/Int)	-	-	-	-	-	-
Sales Tax Increment Revenues	-	-	-	-	-	-
Investment Earnings	720	-	-	-	-	720
Miscellaneous	-	-	-	-	-	-
Total Revenues	\$ 720	\$ -	\$ -	\$ -	\$ -	\$ 720
Expenditures						
Dues and Memberships	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Business Meetings	-	-	-	-	-	-
Audit Charges	-	-	-	-	-	-
Professional & Consulting	-	-	-	-	-	-
Legal Services - General	-	-	-	-	-	-
Legal Services - Capital Projects	-	-	-	-	-	-
County Collection Fee	-	-	-	-	-	-
Refunds to taxing entities	-	-	-	-	-	-
Other Charges	-	-	-	-	-	-
Services - Capital Projects General	-	-	-	-	-	-
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 720	\$ -	\$ -	\$ -	\$ -	\$ 720
Fund Balance, Beginning	\$ 239,066	\$ 154	\$ -	\$ 152,338	\$ -	\$ 391,558
Fund Balance, Ending	\$ 239,786	\$ 154	\$ -	\$ 152,338	\$ -	\$ 392,278

Littleton Invests for Tomorrow
General Fund
Statement of Revenues, Expenditures and
Changes in Fund Balance - Budget and Actual
As of February 28, 2018

	2017 Actual	2018 Adopted Budget	2018 Amended Budget	2018 Year to Date Actual	Variance
Revenues					
Retainer Agreements	\$ -	\$ -	\$ -	\$ -	-
Sales Tax Increment - Columbine	70,258	60,000	60,000	-	(60,000)
Sales Tax Increment - Littleton Blvd	112,039	-	-	-	-
Sales Tax Increment - North Broadway	22,959	-	-	-	-
Sales Tax Increment - Santa Fe	-	-	-	-	-
Investment Earnings	4,008	500	500	720	220
Miscellaneous	-	-	-	-	-
Total Revenues	209,264	60,500	60,500	720	(59,780)
Expenditures					
Dues and Memberships	\$ -	\$ -	\$ -	\$ -	-
Business Meetings	-	-	-	-	-
Audit Charges	-	2,000	2,000	-	(2,000)
Professional & Consulting	40	14,400	14,400	-	(14,400)
Legal Services - General	3,276	4,500	4,500	-	(4,500)
Legal Services - Capital Projects	-	-	-	-	-
Other Charges	415	7,400	7,400	-	(7,400)
Services - Capital Projects General	-	-	-	-	-
Total Expenditures	3,731	28,300	28,300	-	(28,300)
Other Financing Sources (Uses)					
Loan Proceeds	-	-	-	-	-
Loan Payments	-	-	-	-	-
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Other Financing Uses	-	-	-	-	-
Excess (Deficiency) of Financial Sources over Financial Uses	205,533	32,200	32,200	720	
Fund Balance, Beginning	\$ 33,533	\$ 232,417	\$ 232,417	\$ 239,066	
Fund Balance, Ending	\$ 239,066	\$ 264,617	\$ 264,617	\$ 239,786	

Littleton Invests for Tomorrow
Capital Projects Fund - Columbine
Statement of Revenues, Expenditures and
Changes in Fund Balance - Budget and Actual
As of February 28, 2018

	2017 Actual	2018 Adopted Budget	2018 Amended Budget	2018 Year to Date Actual	Variance
Revenues					
Property Taxes	\$ 156	\$ 172	\$ 172	\$ -	\$ (172)
Sales Tax Increment	50,758	60,000	60,000	-	(60,000)
Retainer Agreements	-	-	-	-	-
Developer Fees	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	50,914	60,172	60,172	-	(60,172)
Expenditures					
County Collection Fee	\$ 2	\$ 3	\$ 3	\$ -	\$ 3
Refund to Taxing Entity - Arapahoe County	-	-	-	-	-
Refund to Taxing Entity - Littleton Public Schools	-	-	-	-	-
Refund to Taxing Entity - City of Littleton	-	-	-	-	-
Refund to Taxing Entity - South Suburban	-	-	-	-	-
Refund to Taxing Entity - Urban Drainage & Flood	-	-	-	-	-
Refund to Taxing Entity - Urban Drainage (S. Platte)	-	-	-	-	-
Total Expenditures	2	3	3	-	3
Other Financing Sources (Uses)					
Transfers In	-	-	-	-	-
Transfers Out	(70,258)	(60,000)	(60,000)	-	60,000
Total Other Financing Sources	(70,258)	(60,000)	(60,000)	-	60,000
Excess (Deficiency) of Financial Sources over Financial Uses	(19,346)	169	169	-	
Fund Balance, Beginning	\$ 19,500	\$ 154	\$ 154	\$ 154	
Fund Balance, Ending	\$ 154	\$ 323	\$ 323	\$ 154	

Littleton Invests for Tomorrow
Capital Projects Fund - Littleton Boulevard
Statement of Revenues, Expenditures and
Changes in Fund Balance - Budget and Actual
As of February 28, 2018

	2017 Actual	2018 Adopted Budget	2018 Amended Budget	2018 Year to Date Actual	Variance
Revenues					
Property Taxes	\$ 3	\$ -	\$ -	\$ -	-
Sales Tax Increment	-	-	-	-	-
Retainer Agreements	-	-	-	-	-
Developer Fees	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	3	-	-	-	-
Expenditures					
County Collection Fee	\$ -	\$ -	\$ -	\$ -	-
Refund to Taxing Entity - Arapahoe County	4,283	-	-	-	-
Refund to Taxing Entity - Littleton Public Schools	15,400	-	-	-	-
Refund to Taxing Entity - City of Littleton	1,920	-	-	-	-
Refund to Taxing Entity - South Suburban	2,494	-	-	-	-
Refund to Taxing Entity - Urban Drainage & Flood	159	-	-	-	-
Refund to Taxing Entity - Urban Drainage (S. Platte)	17	-	-	-	-
Total Expenditures	24,273	-	-	-	-
Other Financing Sources (Uses)					
Transfers In	-	-	-	-	-
Transfers Out	(112,039)	-	-	-	-
Total Other Financing Sources	(112,039)	-	-	-	-
Excess (Deficiency) of Financial Sources over Financial Uses	(136,309)	-	-	-	-
Fund Balance, Beginning	\$ 136,309	\$ -	\$ -	\$ -	-
Fund Balance, Ending	\$ -	\$ -	\$ -	\$ -	-

Littleton Invests for Tomorrow
Capital Projects Fund - North Broadway
Statement of Revenues, Expenditures and
Changes in Fund Balance - Budget and Actual
As of February 28, 2018

	2017 Actual	2018 Adopted Budget	2018 Amended Budget	2018 Year to Date Actual	Variance
Revenues					
Property Taxes	\$ 335,513	\$ -	\$ -	\$ -	-
Sales Tax Increment	-	-	-	-	-
Retainer Agreements	-	-	-	-	-
Developer Fees	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	335,513	-	-	-	-
Expenditures					
County Collection Fee	\$ 5,034	\$ -	\$ -	\$ -	-
Refund to Taxing Entity - Arapahoe County	73,256	-	-	-	-
Refund to Taxing Entity - Littleton Public Schools	261,384	-	-	-	-
Refund to Taxing Entity - City of Littleton	32,691	-	-	-	-
Refund to Taxing Entity - South Suburban	42,435	-	-	-	-
Refund to Taxing Entity - Urban Drainage & Flood	2,725	-	-	-	-
Refund to Taxing Entity - Urban Drainage (S. Platte)	290	-	-	-	-
Total Expenditures	417,815	-	-	-	-
Other Financing Sources (Uses)					
Transfers In	-	-	-	-	-
Transfers Out	(22,959)	-	-	-	-
Total Other Financing Sources	(22,959)	-	-	-	-
Excess (Deficiency) of Financial Sources over Financial Uses	(105,261)	-	-	-	-
Fund Balance, Beginning	\$ 257,599	\$ 232,290	\$ 232,290	\$ 152,338	
Fund Balance, Ending	\$ 152,338	\$ 232,290	\$ 232,290	\$ 152,338	

Littleton Invests for Tomorrow
Capital Projects Fund - Santa Fe
Statement of Revenues, Expenditures and
Changes in Fund Balance - Budget and Actual
As of February 28, 2018

	2017 Actual	2018 Adopted Budget	2018 Amended Budget	2018 Year to Date Actual	Variance
Revenues					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Sales Tax Increment	-		-	-	-
Retainer Agreements	-		-	-	-
Developer Fees	-		-	-	-
Miscellaneous	-		-	-	-
Total Revenues	-	-	-	-	-
Expenditures					
County Collection Fee	\$ -	\$ -	\$ -	\$ -	-
Refund to Taxing Entity - Arapahoe County	537		-	-	-
Refund to Taxing Entity - Littleton Public Schools	1,932		-	-	-
Refund to Taxing Entity - City of Littleton	241		-	-	-
Refund to Taxing Entity - South Suburban	312		-	-	-
Refund to Taxing Entity - Urban Drainage & Flood	20		-	-	-
Refund to Taxing Entity - Urban Drainage (S. Platte)	2		-	-	-
Total Expenditures	3,044	-	-	-	-
Other Financing Sources (Uses)					
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Transfers Out	-		-	-	-
Total Other Financing Sources	-	-	-	-	-
Excess (Deficiency) of Financial Sources over Financial Uses	(3,044)		-	-	-
Fund Balance, Beginning	\$ 3,044	\$ -	\$ -	\$ -	
Fund Balance, Ending	\$ -	\$ -	\$ -	\$ -	

Littleton Invests For Tomorrow
Bank Register
As of February 28, 2018

	Operating	ColoTrust	Total
Bank Balances at 12/31/2016	\$ 33,010.40	\$ 376,516.05	\$ 409,526.45
2017 Transactions			
2017 Property Tax Deposits	-	330,637.77	330,637.77
2017 Transfer of Funds	440,099.21	(440,099.21)	-
2017 Sales Tax Increment Deposits	-	91,216.00	91,216.00
2017 Interest Earnings	-	4,008.21	4,008.21
2017 Payments	(443,830.55)	-	(443,830.55)
2018 Transactions			
2018 Interest Earnings	-	719.85	719.85
2018 Property Tax Deposits	-	0.19	0.19
Bank Balances at 2/28/2018	<u>\$ 29,279.06</u>	<u>\$ 362,998.86</u>	<u>\$ 392,277.92</u>

Ck No.	Date	Vendor	Description	Ck Amount	Line Item
2409	1/26/17	Hoffmann Parker, Wilson, Carberry	Legal Services	462.50	Legal Services - General
-	6/8/17	Bank fee for Audit Confirmation	Prof/Cons	40.00	Professional/Consulting
2411	6/12/2017	Hoffmann Parker, Wilson, Carberry	Legal Services	666.00	Legal Services - General
2412	6/12/2017	Hoffmann Parker, Wilson, Carberry	Legal Services	999.00	Legal Services - General
2413	7/31/2017	Hoffmann Parker, Wilson, Carberry	Legal Services	1,073.00	Legal Services - General
Wire	9/14/2017	Arapahoe County	Refunds	78,075.85	Refund to Taxing Entity
Wire	9/14/2017	City of Littleton	Refunds	34,852.04	Refund to Taxing Entity
Wire	9/14/2017	South Suburban	Refunds	45,241.38	Refund to Taxing Entity
Wire	9/14/2017	Littleton Public Schools	Refunds	278,716.35	Refund to Taxing Entity
Wire	9/14/2017	Urban Drainage	Refunds	3,213.59	Refund to Taxing Entity
-	9/13/2017	Bank fee for wire transfer from ColoTrust	Bank Fee	15.00	Other
-	9/14/2017	Bank Fee for Wire for Tax Refund	Bank Fee	30.00	Other
-	9/14/2017	Bank Fee for Wire for Tax Refund	Bank Fee	30.00	Other
-	9/14/2017	Bank Fee for Wire for Tax Refund	Bank Fee	30.00	Other
-	9/14/2017	Bank Fee for Wire for Tax Refund	Bank Fee	30.00	Other
-	9/14/2017	Bank Fee for Wire for Tax Refund	Bank Fee	30.00	Other
-	9/14/2017	Bank Fee for Wire for Tax Refund	Bank Fee	30.00	Other
2414	10/23/2017	Carol Brzeczek	DCI Reimb.	150.00	Other
2145	10/30/2017	Karina Elrod	DCI Reimb.	70.00	Other
2146	11/21/2017	Hoffmann Parker, Wilson, Carberry	Legal Services	75.84	Legal Services - General
				<u>\$ 443,830.55</u>	



City of Littleton

Littleton Center
2255 West Berry Avenue
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Staff Communication

File #: ID# 18-131, **Version:** 1

Agenda Date: 04/12/2018

Subject:
Property Tax Refund Discussion

Presented By: Tiffany Hooten, Finance Director