



City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Meeting Agenda

LIFT

Thursday, September 13, 2018

6:30 PM

Community Room

Regular Meeting

1. Call Meeting to Order

2. Roll Call

2. Approval of Agenda

3. Minutes to be Approved

4. Public Comment

5. Financial Report

- a. [ID# 18-308](#) August Financials

Attachments: [LIFT - Financials as of August 31](#)

6. Committee Reports

7. Unfinished Business

- a. Website Update
- b. Update Attorney Search
- c. Application Documents Committee Report

8. New Business

- a. Urban Renewal Board Training Seminar/New Direction

9. 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.



City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Staff Communication

File #: ID# 18-308, **Version:** 1

Agenda Date: 09/13/2018

Subject:
August Financials



Littleton Invests for Tomorrow

**Financial Reports
As of August 31, 2018**

September 10, 2018

Littleton Invests For Tomorrow
All Funds
Revenues and Expenditures for the Period January 1, 2016 - Aug 31, 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)	320	24,643	572,416	3,091	600,454
Sales Tax Increment Revenues	-	144,154	112,039	22,959	-	279,152
Investment Earnings	8,315	-	-	-	-	8,315
Miscellaneous	-	-	-	-	-	-
Total Revenues	\$ 8,299	\$ 144,474	\$ 136,682	\$ 595,375	\$ 3,091	\$ 887,921
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	-	4	370	8,606	46	9,026
Other Charges	1,836	-	-	-	-	1,836
Refunds to taxing entities	-	-	24,273	412,781	3,045	440,099
Services - Capital Projects General	-	-	-	-	-	-
Total Expenditures	\$ 17,414	\$ 4	\$ 24,643	\$ 421,387	\$ 3,091	\$ 466,539
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	\$ 196,141	\$ 74,212	\$ -	\$ 151,029	\$ -	\$ 421,381

**Littleton Invests For Tomorrow
All Funds
Statement of Revenues, Expenditures and
Changes in Fund Balance
As of August 31, 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)	-	164	-	-	-	164
Sales Tax Increment Revenues	-	73,896	-	-	-	73,896
Investment Earnings	3,802	-	-	-	-	3,802
Miscellaneous	-	-	-	-	-	-
Total Revenues	\$ 3,802	\$ 74,060	\$ -	\$ -	\$ -	\$ 77,862
Expenditures						
Dues and Memberships	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Business Meetings	-	-	-	-	-	-
Audit Charges	-	-	-	-	-	-
Professional & Consulting	-	-	-	-	-	-
Legal Services - General	-	-	-	-	-	-
Legal Services - Capital Projects	-	-	-	-	-	-
County Collection Fee	-	3	-	-	-	3
Refunds to taxing entities	-	-	-	-	-	-
Other Charges	15	-	-	-	-	15
Services - Capital Projects General	-	-	-	-	-	-
Total Expenditures	\$ 15	\$ 3	\$ -	\$ -	\$ -	\$ 18
Excess (Deficiency) of Revenues over Expenditures	\$ 3,787	\$ 74,057	\$ -	\$ -	\$ -	\$ 77,844
Fund Balance, Beginning	\$ 239,066	\$ 154	\$ -	\$ 152,338	\$ -	\$ 391,558
Fund Balance, Ending	\$ 242,853	\$ 74,211	\$ -	\$ 152,338	\$ -	\$ 469,402

Littleton Invests for Tomorrow
General Fund
Statement of Revenues, Expenditures and
Changes in Fund Balance - Budget and Actual
As of August 31, 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	73,896	-	(73,896)
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	3,802	3,302
Miscellaneous	-	-	-	-	-
Total Revenues	209,264	60,500	74,396	3,802	(70,594)
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	15	(7,385)
Services - Capital Projects General	-	-	-	-	-
Total Expenditures	3,731	28,300	28,300	15	(28,285)
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	46,096	3,787	
Fund Balance, Beginning	\$ 33,533	\$ 232,417	\$ 239,066	\$ 239,066	
Fund Balance, Ending	\$ 239,066	\$ 264,617	\$ 285,162	\$ 242,853	

**Littleton Invests for Tomorrow
Capital Projects Fund - Columbine
Statement of Revenues, Expenditures and
Changes in Fund Balance - Budget and Actual
As of August 31, 2018**

	2017 Actual	2018 Adopted Budget	2018 Amended Budget	2018 Year to Date Actual	Variance
Revenues					
Property Taxes	\$ 156	\$ 172	\$ 172	\$ 164	\$ (8)
Sales Tax Increment	50,758	60,000	73,896	73,896	-
Retainer Agreements	-	-	-	-	-
Developer Fees	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	50,914	60,172	74,068	74,060	(8)
Expenditures					
County Collection Fee	\$ 2	\$ 3	\$ 3	\$ 3	\$ (0)
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	(0)
Other Financing Sources (Uses)					
Transfers In	-	-	-	-	-
Transfers Out	(70,258)	(60,000)	(73,896)	-	73,896
Total Other Financing Sources	(70,258)	(60,000)	(73,896)	-	73,896
Excess (Deficiency) of Financial Sources over Financial Uses	(19,346)	169	169	74,057	
Fund Balance, Beginning	\$ 19,500	\$ 154	\$ 154	\$ 154	
Fund Balance, Ending	\$ 154	\$ 323	\$ 323	\$ 74,211	

Littleton Invests for Tomorrow
Capital Projects Fund - Littleton Boulevard
Statement of Revenues, Expenditures and
Changes in Fund Balance - Budget and Actual
As of August 31, 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 August 31, 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	\$ -	\$ -	\$ -	-
Other	-	-	26,310	-	26,310
Refund to Taxing Entity - Arapahoe County	73,256	-	22,427	-	22,427
Refund to Taxing Entity - Littleton Public Schools	261,384	-	79,731	-	79,731
Refund to Taxing Entity - City of Littleton	32,691	-	9,986	-	9,986
Refund to Taxing Entity - South Suburban	42,435	-	12,960	-	12,960
Refund to Taxing Entity - Urban Drainage & Flood	2,725	-	834	-	834
Refund to Taxing Entity - Urban Drainage (S. Platte)	290	-	90	-	90
Total Expenditures	417,815	-	152,338	-	152,338
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)	-	(152,338)	-	-
Fund Balance, Beginning	\$ 257,599	\$ 232,290	\$ 152,338	\$ 152,338	
Fund Balance, Ending	\$ 152,338	\$ 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 August 31, 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 August 31, 2018

	<u>Operating</u>	<u>ColoTrust</u>	<u>Total</u>
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	1.84	3,799.94	3,801.78
2018 Property Tax Deposits	-	161.24	161.24
2018 Sales Tax Increment Deposits	73,896.00	-	73,896.00
2018 Payments	(15.00)	-	(15.00)
2018 Transfer of Funds	36,000.00	(36,000.00)	-
Bank Balances at 8/31/2018	\$ 139,161.90	\$ 330,240.00	\$ 469,401.90

<u>Ck No.</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Ck Amount</u>	<u>Line Item</u>
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
2415	10/30/2017	Karina Elrod	DCI Reimb.	70.00	Other
2416	11/21/2017	Hoffmann Parker, Wilson, Carberry	Legal Services	75.84	Legal Services - General
-	3/19/2018	Bank Fee for wire transfer	Bank Fee	15.00	Other
				\$ 443,845.55	