

Board of Directors Special Meeting  
Tuesday, May 7<sup>th</sup>, 2024, 2024 at 9:30am  
Microsoft Teams Meeting  
[CLICK HERE TO JOIN THE MEETING](#)  
Meeting ID: 246 624 575 190  
Passcode: DryK9d

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AGENDA

1. Call to Order/Declaration of Quorum
2. Announcements
3. Director Conflict of Interest Disclosures
4. Approval of Agenda
5. Public Comment
6. Consent Agenda
  - a. Approval of Meeting Minutes from 3.29.2024 and 4.5.2024
  - b. Financials for March and April 2024
7. Admin/Management
  - a. 2023 Annual Comprehensive Financial Report
  - b. Q1 2024 Budget to Actuals Report
  - c. PUBLIC HEARING
    - i. Resolution 24-06: A Resolution Adopting an Amended Budget and Appropriating Funds for the Calendar Year 2024
  - d. Events Continued
  - e. Vacant Board Seat Discussion
8. Capital Projects
  - a. Asphalt Project Update
  - b. Detention Pond Project Update
9. Director Updates/Comments
10. Adjournment

**STAFF REPORT**

TO: Lone Tree Business Improvement District Board of Directors  
FROM: Matt Gordon, Economic Development Specialist  
FOR: Tuesday, May 7<sup>th</sup>, 2024, LTBD Special Board Meeting  
SUBJECT: Summary and Updates for May 7<sup>th</sup>, 2024, Agenda Items

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6. Admin/Management

a. 2023 Annual Comprehensive Financial Report

The Lone Tree Business Improvement District engaged with McMahan and Associates, LLC. to complete 2024 Annual Comprehensive Financial Report. The 2024 Annual Comprehensive Financial Report provides a detailed Balance Sheet, Statement of Revenues, Expenditures and Changes in Fund Balances for both the General and Capital Funds, and a Budget to Actual for LTBD activities in 2023.

Total Net Position for the LTBD as of Dec 31<sup>st</sup>, 2023, was \$439,752. General Fund ending balance was \$163,902. Capital Fund ending balance was \$275,850. These ending balances are accounted for within the Proposed Amended 2024 LTBD Budget.

Actual revenues in the General Fund totaled \$307,913. Actual expenditures in the General Fund totaled \$212,715. Actual revenues in the Capital Fund totaled \$99. Actual expenditures in the Capital Fund totaled \$0.

**SUGGESTED MOTION**

Move to accept the 2023 Annual Comprehensive Financial Report prepared by McMahan and Associates, LLC for the Lone Tree Business Improvement District.

b. Q1 2024 Budget to Actual Report

DISCLAIMER- This Budget to Actuals Report uses the current budget. Future Budget to Actual Reports will use the Amended Budget, if approved.

Revenues for the General Fund were \$136,197.62 from Property Tax and Interest income. We are currently at 40.21% of expected revenue for the year. Revenues for the Capital Fund were \$0 though expected revenues were only \$50 from Interest Income.

Expenditures for the General Fund were \$85,386.34 primarily from snow removal but also from the landscaping base contract, audit, management costs, insurance and membership dues, software/office supplies. We are currently at 25% of expected expenditures for the year. Expenditures for the Capital Fund were \$0.

c. PUBLIC HEARING

i. Resolution 24-06: A Resolution Adopting an Amended Budget and Appropriating Funds for the Calendar Year 2024

The Proposed Amended 2024 Budget presented to the LTBID increases appropriations in the General Fund from \$341,397 to \$342,950 to account for QuickBooks costs, LTBID insurance costs, and Special District Association membership dues and increases appropriations in the Capital Fund from \$115,801 to \$275,900 to complete capital projects for asphalt, concrete, and restriping, detention/retention pond improvements, parking lot, walkway, and plaza light surveys, and other capital projects that the LTBID would like to see completed in 2024.

Information provided by the 2023 Annual Comprehensive Financial Report indicated larger beginning balances in the General and Capital Funds for 2024. The General Fund Beginning Balance increased \$8,108 from \$155,794 to \$163,902. The Capital Fund Beginning Balance increased \$160,049 from \$115,801 to \$275,850. This increase allowed for the total expenditures among the General and Capital Funds to increase from \$426,497 to \$618,850.

The Proposed Amended 2024 Budget intends to leave a balance of \$141,877 in the General Fund and \$0 in the Capital Fund. Allocations to the Capital Fund for 2025 will need to be considered during the next budget cycle.

Lastly, the Proposed Amended 2024 Budget Public Hearing notice was published in the Douglas County-News Press on 4.25.2024 and a 10-day notice was provided for the public to comment.

**SUGGESTED MOTION**

Move to approve Resolution 24-06: A Resolution Adopting an Amended Budget and Appropriating Funds for the Calendar Year 2024.

d. Events Continued

MAG Events, partners on the Schweiger Ranch Christkindl Markt and several other market type events around the Denver area, is interested in partnering with the City of Lone Tree and the Lone Tree Business Improvement on the creation, planning, coordination, and event management for a vendor market type event within the LTBID. Their proposal totals \$6,500 for services rendered. \$15,000 has been allocated by the City of Lone Tree for an event or events at the Entertainment District. The City of Lone Tree has accepted the proposal.

e. Vacant Board Seat Discussion

With the tragic passing of Lone Tree Business Improvement District Board Member, Rob Morrison, the LTBID Board now has the duty to recommend his successor to the Lone Tree City Council for appointment. LTBID Bylaws, Part II: Members, Section 1. Membership, Section 2. Appointment, Section 3. Terms in Office, and Section 4. Vacancies address this process and requirements.

Section. 1 Membership	Section 2. Appointment	Section 3. Terms in Office	Section 4. Vacancies
<ul style="list-style-type: none"> <li>• Must be an eligible elector</li> <li>• US Citizen</li> <li>• Colorado Resident</li> <li>• Over 18</li> </ul> <p>AND MUST EITHER</p> <ul style="list-style-type: none"> <li>• Make their primary dwelling place within LTBD</li> <li>• Own taxable real or personal property within LTBD</li> <li>• Hold of a Lease Interest in taxable real or personal property,</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Be designated by owner or lessee of taxable real or personal property within LTBD</li> </ul>	<p>Appointed by Lone Tree City Council, Recommended by LTBD.</p>	<p>Serve at the pleasure of Lone Tree City Council.</p>	<p>Appointed via Resolution by Lone Tree City Council.</p>

## 7. Capital Projects

### a. Asphalt Project Update

With the approval of the budget amendment at this meeting, project planning can begin. More detailed updates from myself and Brown Brothers will commence at future meetings. Below is a tentative timeline for work to begin.

Concrete – Friday, 6/7

Milling – Monday, 6/10

Asphalt – Tuesday – Friday 6/11 – 6/14, Mon – Tues 6/17 & 18

Striping – Wed 6/19

### b. Detention Pond Project Update

Project is on hold. Installation of a swale on the development property (Jack’s Restaurant) has been presented as an alternative solution to the full-scale detention pond survey and redesign. To account for this in the budget amendment, and to ensure that we don’t have to complete another budget amendment this year, the \$65,000 approved for this project has been allocated to the Capital Fund Line Item, Capital Projects, giving the LTBD flexibility on the spending of a restricted line item.

**Board of Directors Meeting**

Friday, March 29<sup>th</sup>, 2024, at 1pm

Microsoft Teams Meeting

[CLICK HERE TO JOIN THE MEETING](#)

Meeting ID: 246 978 449 988

Passcode: tWVzCn

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**MINUTES**

1. Call to Order/Declaration of Quorum

In attendance:

Directors: Pat McGaughran, Darryl Shoemake, Brigitte Muckerman, Donna Reed

City Staff: Jeff Holwell, Matt Gordon

Absent:

Directors: Rob Morrison

Chair McGaughran called the meeting to order at 9:03am.

2. Announcements

None.

3. Director Conflict of Interest Disclosures

None.

4. Approval of Agenda

Director Muckerman moved to approve the Agenda as presented. Chair McGaughran seconded. Motion approved unanimously.

5. Public Comment

Christi Eymer from The Garden Fairy shared public comment.

6. Consent Agenda

a. Approval of Meeting Minutes from 2.16.2024

b. Financials for February 2024

Director Shoemake moved to approve the Consent Agenda. Director Muckerman seconded. Motion approved unanimously.

7. Capital Projects

a. Asphalt and Restriping Project Quotes Review and Approval

LTBID Board Members directed Gordon to engage with Brown Brothers, obtain a quote for the entry area near Huntington Bank and provide further clarity on sections targeted for asphalt, concrete, and striping work at a future meeting.

b. Detention Pond Project Review and Approval

Holwell provided background on the detention pond project. Reed provided a suggestion to have the LTBID pay for the survey for Jack's Restaurant.

Chair McGaughran moved to approve. Seconded by Director Reed. Motion passed unanimously.

8. Admin/Management

a. LTURA/LTBID TIF Agreement Discussion

Holwell provided update on LTURA request for TIF from the LTBID.

9. Events Discussion Continued

Director Reed provided a short update on event planning in the Entertainment District. Events Discussion to be included on future agendas as an agenda item.

10. Director Updates/Comments

None.

11. Adjournment

Chair McGaughran moved to adjourn the meeting at 10:15am. Director Shoemake seconded. Motion approved unanimously.

By: \_\_\_\_\_

Pat McGaughran, Chair

**ATTEST:**

\_\_\_\_\_  
Darryl Shoemake, Secretary



**Board of Directors Special Meeting**

Friday, April 5, 2024, 10am

Microsoft Teams Meeting

[CLICK HERE TO JOIN THE MEETING](#)

Meeting ID: 247 118 115 733

Passcode: 9XEfyX

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**MINUTES**

1. Call to Order/Declaration of Quorum

In attendance:

Directors: Pat McGaughran, Darryl Shoemake, Brigitte Muckerman, Donna Reed

City Staff: Jeff Holwell, Matt Gordon

Chair McGaughran called the meeting to order at 10:04am.

2. Announcements

None.

3. Director Conflict of Interest Disclosures

None.

4. Approval of Agenda

Agenda approved as presented.

5. Public Comment

None.

6. Consent Agenda

No items.

7. Capital Projects

- a. Asphalt and Restriping Project Quote Review: Brown Brothers Asphalt and Concrete

Chair McGaughran moved to approve the quote provided by Brown Brothers including the Huntington Bank Option 1 and a 10% contingency. Seconded by Director Shoemake.

Motion passed unanimously.

8. Director Updates/Comments

Holwell provided an update on the recent passing of LTBID Board Member, Rob Morrison. The LTBID Board extended its condolences to Director Morrison's family and friends and mutually thanked him for his service to the LTBID.

Holwell and Director Shoemake provided an update to the detention pond survey and design project. Holwell and Director Shoemake recommended holding off on the detention pond survey and design due to the potential installation of a swale at the new Jack's Lone Tree site.

9. Adjournment

Chair McGaughran moved to adjourn the meeting. Seconded by Director Shoemake. Meeting adjourned at 10:33am.

By: \_\_\_\_\_

Pat McGaughran, Chair

**ATTEST:**

\_\_\_\_\_

Darryl Shoemake, Secretary





# Lone Tree Business Improvement District

## Balance Sheet

As of March 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1-101 TCF Checking Account	510,035.44
1-110 Bill.com Money Out Clearing	0.00
4-102 TCF CD	0.00
4-103 TCF CD - 09/10/21 - 0.2%	0.00
<b>Total Bank Accounts</b>	<b>\$510,035.44</b>
Other Current Assets	
1-115 Pooled Cash- General Fund	-275,850.78
1-120 Due from County Treasurer	1,543.06
1-135 Property Taxes Receivable	296,922.00
1-142 Prepaid Insurance	2,641.00
4-115 Pooled Cash- Capital Fund	275,850.42
4-141 Accrued Interest Receivable	0.00
<b>Total Other Current Assets</b>	<b>\$301,105.70</b>
<b>Total Current Assets</b>	<b>\$811,141.14</b>
<b>TOTAL ASSETS</b>	<b>\$811,141.14</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
1-201 Accounts Payable	24,781.50
<b>Total Accounts Payable</b>	<b>\$24,781.50</b>
Other Current Liabilities	
1-211 Deferred Property Taxes	296,922.00
<b>Total Other Current Liabilities</b>	<b>\$296,922.00</b>
<b>Total Current Liabilities</b>	<b>\$321,703.50</b>
<b>Total Liabilities</b>	<b>\$321,703.50</b>
Equity	
1-301 Fund Balance - General Fund	222,001.62
4-301 Fund Balance- Capital Fund	217,750.94
Net Income	49,685.08
<b>Total Equity</b>	<b>\$489,437.64</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$811,141.14</b>

# Lone Tree Business Improvement District

## Statement of Activity

March 2024

	TOTAL
Income	
1-400 General Fund Revenue	
1-401 Property Tax Revenue	128,152.90
1-403 Interest Income	124.20
<b>Total 1-400 General Fund Revenue</b>	<b>128,277.10</b>
<b>Total Income</b>	<b>\$128,277.10</b>
Expenses	
1-500 General Fund Expenditures	
1-501 Administrative	
1-507 Office Supplies / Misc Other	91.50
<b>Total 1-501 Administrative</b>	<b>91.50</b>
1-560 Landscaping & Other Maintenance	
1-561 Base Contract	5,789.00
<b>Total 1-560 Landscaping &amp; Other Maintenance</b>	<b>5,789.00</b>
1-580 Snow Plow Services	
1-581 Truck & Skid Loader Plowing	11,402.50
1-582 ATV & Hand Shoveling	13,637.50
1-583 Ice Melt	2,760.00
<b>Total 1-580 Snow Plow Services</b>	<b>27,800.00</b>
<b>Total 1-500 General Fund Expenditures</b>	<b>33,680.50</b>
<b>Total Expenses</b>	<b>\$33,680.50</b>
NET OPERATING INCOME	<b>\$94,596.60</b>
NET INCOME	<b>\$94,596.60</b>

# Lone Tree Business Improvement District

## Check Detail

March 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
1-101 TCF Checking Account						
03/04/2024	Expense		QuickBooks Payments	INTUIT * QBooks Onl MEMO INTUIT * INTUIT * QBooks Onl MEMO INTUIT *	QBooks Onl240303 QBooks Onl240303	C -91.50 91.50
03/11/2024	Bill Payment (Check)	7597764	The Garden Fairy, LLC	#62396		C -5,789.00 -5,789.00
03/13/2024	Bill Payment (Check)	7609299	White Bear Ankele Tanaka & Waldron	#33756		C -100.45 -100.45
03/20/2024	Bill Payment (Check)	7635239	The Garden Fairy, LLC	#62416		C -8,807.50 -8,807.50

# Lone Tree Business Improvement District

## Balance Sheet

As of April 30, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1-101 TCF Checking Account	479,464.94
1-110 Bill.com Money Out Clearing	0.00
4-102 TCF CD	0.00
4-103 TCF CD - 09/10/21 - 0.2%	0.00
<b>Total Bank Accounts</b>	<b>\$479,464.94</b>
Other Current Assets	
1-115 Pooled Cash- General Fund	-275,850.78
1-120 Due from County Treasurer	1,543.06
1-135 Property Taxes Receivable	296,922.00
1-142 Prepaid Insurance	2,641.00
4-115 Pooled Cash- Capital Fund	275,850.42
4-141 Accrued Interest Receivable	0.00
<b>Total Other Current Assets</b>	<b>\$301,105.70</b>
<b>Total Current Assets</b>	<b>\$780,570.64</b>
<b>TOTAL ASSETS</b>	<b>\$780,570.64</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
1-201 Accounts Payable	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
Other Current Liabilities	
1-211 Deferred Property Taxes	296,922.00
<b>Total Other Current Liabilities</b>	<b>\$296,922.00</b>
<b>Total Current Liabilities</b>	<b>\$296,922.00</b>
<b>Total Liabilities</b>	<b>\$296,922.00</b>
Equity	
1-301 Fund Balance - General Fund	222,001.62
4-301 Fund Balance- Capital Fund	217,750.94
Net Income	43,896.08
<b>Total Equity</b>	<b>\$483,648.64</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$780,570.64</b>

# Lone Tree Business Improvement District

## Statement of Activity

April 2024

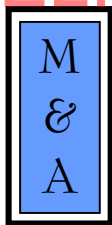
	TOTAL
Income	
<b>Total Income</b>	
Expenses	
1-500 General Fund Expenditures	
1-560 Landscaping & Other Maintenance	
1-561 Base Contract	5,789.00
<b>Total 1-560 Landscaping &amp; Other Maintenance</b>	<b>5,789.00</b>
<b>Total 1-500 General Fund Expenditures</b>	<b>5,789.00</b>
<b>Total Expenses</b>	<b>\$5,789.00</b>
NET OPERATING INCOME	\$ -5,789.00
NET INCOME	\$ -5,789.00

# Lone Tree Business Improvement District

## Check Detail

April 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
1-101 TCF Checking Account						
04/08/2024	Bill Payment (Check)	7704588	The Garden Fairy, LLC	#62440		-5,789.00 -5,789.00
04/09/2024	Bill Payment (Check)	7703932	The Garden Fairy, LLC	#62435		-4,797.50 -4,797.50
04/29/2024	Bill Payment (Check)	7786060	The Garden Fairy, LLC	#62471		-5,789.00 -5,789.00
04/29/2024	Bill Payment (Check)	7788148	The Garden Fairy, LLC	#62415		-14,195.00 -14,195.00



### **To the Board of Directors Lone Tree Business Improvement District**

We have audited the financial statements of Lone Tree Business Improvement District for the year ended December 31, 2023. Professional standards require that we provide you with the following information related to our audit.

#### **Qualitative Aspects of Accounting Policies**

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Lone Tree Business Improvement District are described in the notes to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- Estimating the allowance for uncollectible accounts (none at December 31, 2023), based on management's experience, together with actual collections history since year-end.

We evaluated the key factors and assumptions used to develop these estimates and found that they are reasonable in relation to the financial statements taken as a whole.

#### **Difficulties Encountered in Performing the Audit**

We encountered no difficulties in dealing with management in performing and completing our audit.

#### **Corrected and Uncorrected Misstatements**

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. No such misstatements were detected during the course of our audit.

#### **Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

*Member: American Institute of Certified Public Accountants*

## **Management Representations**

As is required in an audit engagement we have requested certain representations from management that are included in the management representation letter.

This report is intended solely for the information and use of the Board of Directors, management, and others within the organization and is not intended to be, and should not be, used by anyone other than those specified parties.

**McMahan and Associates, L.L.C.**  
**Avon, Colorado**



# **Lone Tree Business Improvement District**

**A Component Unit of the City of Lone Tree, Colorado**

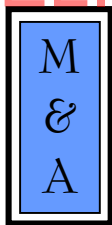
**Financial Statements**

**December 31, 2023**

**Lone Tree Business Improvement District  
Financial Statements  
December 31, 2023**

**Table of Contents**

	<b>Page</b>
<b>INDEPENDENT AUDITOR'S REPORT</b>	A1 – A3
<b>Government-wide Financial Statements:</b>	
Statement of Net Position	B1
Statement of Activities	B2
<b>Fund Financial Statements:</b>	
Balance Sheet - Governmental Funds	C1
Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds	C2
General Fund - Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual	C3
<b>Notes to the Financial Statements</b>	D1 – D9
<b>Supplementary Information:</b>	
Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual - Governmental Funds:	
Capital Projects Fund	E1



## MCMAHAN AND ASSOCIATES, L.L.C.

*Certified Public Accountants and Consultants*

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### INDEPENDENT AUDITOR'S REPORT

**To the Board of Directors  
Lone Tree Business Improvement District  
Lone Tree, Colorado**

#### **Report on the Audit of the Financial Statements**

##### ***Opinions***

We have audited the accompanying financial statements of the governmental activities and each major fund of Lone Tree Business Improvement District (the "District"), as of and for the year ended December 31, 2023, which collectively comprise the District's basic financial statements as listed in the Table of Contents, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the District, as of December 31, 2023 and the respective changes in financial position thereof and the respective budgetary comparison for the general fund, for the year then ended in accordance with accounting principles generally accepted in the United States of America ("U.S. GAAP").

##### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America ("U.S. GAAS"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

##### ***Responsibilities of Management for the Financial Statements***

The District's management is responsible for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for one year after the date that the financial statements are issued.

*Member: American Institute of Certified Public Accountants*

PAUL J. BACKES, CPA, CGMA  
MICHAEL N. JENKINS, CA, CPA, CGMA  
MATTHEW D. MILLER, CPA

AVON: (970) 845-8800  
ASPEN: (970) 544-3996  
FRISCO: (970) 668-3481

**To the Board of Directors  
Lone Tree Business Improvement District**

## ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with U.S. GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with U.S. GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control–related matters that we identified during the audit.

## ***Required Supplementary Information***

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

# PRELIMINARY DRAFT

*To the Board of Directors  
Lone Tree Business Improvement District*

## ***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's financial statements as a whole. The individual fund budgetary comparison found in Section E is presented for purposes of additional analysis and is not a required part of the basic financial statements.

Such information is the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

**McMahan and Associates, L.L.C.**  
**Avon, Colorado**

# PRELIMINARY DRAFT

## GOVERNMENT-WIDE FINANCIAL STATEMENTS

# PRELIMINARY DRAFT

**Lone Tree Business Improvement District  
Statement of Net Position  
December 31, 2023**

<b>Assets:</b>	
Cash and investments	454,216
Receivables:	
Due from County Treasurer	1,543
Property taxes receivable	296,922
Prepaid expenses	2,641
<b>Total Assets</b>	<u>755,322</u>
<b>Liabilities:</b>	
Accounts payable	18,648
<b>Total Liabilities</b>	<u>18,648</u>
<b>Deferred Inflow of Resources:</b>	
Property tax revenue	296,922
<b>Total Deferred Inflow of Resources</b>	<u>296,922</u>
<b>Net Position:</b>	
Restricted for emergencies	6,380
Unrestricted	433,372
<b>Total Net Position</b>	<u>439,752</u>

The accompanying notes are an integral part of these financial statements.

# PRELIMINARY DRAFT

Lone Tree Business Improvement District  
Statement of Activities  
For the Year Ended December 31, 2023

Functions/Programs:	Expenses	Program Revenues		Net (Expense)		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Revenues and Changes in Net Position	
					Net (Expense) Revenue	
<b>Governmental activities:</b>						
General government	212,715	-	-	-	(212,715)	
<b>Total primary government</b>	<u>212,715</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(212,715)</u>	
<b>General revenues:</b>						
Taxes:						
Property tax						279,386
Specific ownership tax						23,859
Interest income						4,767
Total General Revenues						<u>308,012</u>
<b>Change in Net Position</b>						95,297
<b>Net Position - Beginning</b>						344,455
<b>Net Position - Ending</b>						<u>439,752</u>

The accompanying notes are an integral part of these financial statements.



## FUND FINANCIAL STATEMENTS

**Lone Tree Business Improvement District  
Balance Sheet  
Governmental Funds  
December 31, 2023**

	<u>General</u>	<u>Capital Projects</u>	<u>Total Governmental Funds</u>
<b>Assets:</b>			
Cash and investments	178,366	275,850	454,216
Receivables:			
Due from County Treasurer	1,543	-	1,543
Property taxes receivable	296,922	-	296,922
Prepaid expenses	2,641	-	2,641
<b>Total Assets</b>	<u>479,472</u>	<u>275,850</u>	<u>755,322</u>
<b>Liabilities, Deferred Inflow of Resources, and Fund Balances:</b>			
<b>Liabilities:</b>			
Accounts payable	18,648	-	18,648
<b>Total Liabilities</b>	<u>18,648</u>	<u>-</u>	<u>18,648</u>
<b>Deferred Inflow of Resources:</b>			
Unavailable property tax revenue	296,922	-	296,922
<b>Total Deferred Inflow of Resources</b>	<u>296,922</u>	<u>-</u>	<u>296,922</u>
<b>Fund Balances:</b>			
Nonspendable	2,641	-	2,641
Restricted for emergencies	6,380	-	6,380
Assigned for capital projects	-	275,850	275,850
Unassigned	154,881	-	154,881
<b>Total Fund Balances</b>	<u>163,902</u>	<u>275,850</u>	<u>439,752</u>
<b>Total Liabilities, Deferred Inflow of     Resources, and Fund Balances</b>	<u>479,472</u>	<u>275,850</u>	<u>755,322</u>

The accompanying notes are an integral part of these financial statements.

**Lone Tree Business Improvement District  
Statement of Revenues, Expenditures  
and Changes in Fund Balances  
Governmental Funds  
For the Year Ended December 31, 2023**

	<u>General</u>	<u>Capital Projects</u>	<u>Total Governmental Funds</u>
<b>Revenues:</b>			
Property taxes	279,386	-	279,386
Specific ownership taxes	23,859	-	23,859
Interest income	4,668	99	4,767
<b>Total Revenues</b>	<u>307,913</u>	<u>99</u>	<u>308,012</u>
<b>Expenditures:</b>			
General government:			
Insurance	4,302	-	4,302
Legal	14,553	-	14,553
Office overhead	591	-	591
Accounting	10,837	-	10,837
Auditing	4,750	-	4,750
Landscaping services	83,779	-	83,779
Snow Plow services	76,156	-	76,156
Treasurer fees	4,247	-	4,247
Plaza and lighting maintenance	13,500	-	13,500
<b>Total Expenditures</b>	<u>212,715</u>	<u>-</u>	<u>212,715</u>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<u>95,198</u>	<u>99</u>	<u>95,297</u>
<b>Other Financial Sources (Uses):</b>			
Transfers in	(58,000)	-	(58,000)
Transfers (out)	-	58,000	58,000
<b>Total Other Financing Sources (Uses)</b>	<u>(58,000)</u>	<u>58,000</u>	<u>-</u>
<b>Net Change in Fund Balances</b>	37,198	58,099	95,297
<b>Fund Balances - Beginning of Year</b>	<u>126,704</u>	<u>217,751</u>	<u>344,455</u>
<b>Fund Balances - End of Year</b>	<u><u>163,902</u></u>	<u><u>275,850</u></u>	<u><u>439,752</u></u>

The accompanying notes are an integral part of these financial statements.

**Lone Tree Business Improvement District**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**Budget and Actual**  
**Governmental Funds - General Fund**  
**For the Year Ended December 31, 2023**

	<u>Original &amp; Final Budget</u>	<u>Actual</u>	<u>Final Budget Variance Positive (Negative)</u>
<b>Revenues:</b>			
Property taxes	257,278	279,386	22,108
Specific ownership taxes	20,582	23,859	3,277
Interest	10	4,668	4,658
<b>Total Revenues</b>	<u>277,870</u>	<u>307,913</u>	<u>30,043</u>
<b>Expenditures:</b>			
General government:			
Insurance	4,000	4,302	(302)
Legal	19,000	14,553	4,447
Office overhead	1,000	591	409
Accounting	18,000	10,837	7,163
Auditing	5,330	4,750	580
Landscaping services	92,765	83,779	8,986
Snow Plow services	170,500	76,156	94,344
Treasurer fees	3,859	4,247	(388)
Drainage pond cleaning	1,500	-	1,500
Plaza and lighting maintenance	13,900	13,500	400
<b>Total Expenditures</b>	<u>329,854</u>	<u>212,715</u>	<u>117,139</u>
<b>Other Financing Sources (Uses):</b>			
Transfers in	76,000	(58,000)	(134,000)
<b>Total Other Financing Sources (Uses)</b>	<u>76,000</u>	<u>(58,000)</u>	<u>(134,000)</u>
<b>Net Change in Fund Balance</b>	24,016	37,198	13,182
<b>Fund Balance - Beginning of Year</b>	<u>140,903</u>	<u>126,704</u>	<u>(14,199)</u>
<b>Fund Balance - End of Year</b>	<u>164,919</u>	<u>163,902</u>	<u>(1,017)</u>

The accompanying notes are an integral part of these financial statements.

**NOTES TO THE FINANCIAL STATEMENTS**

**Lone Tree Business Improvement District  
Notes to the Financial Statements  
December 31, 2023**

**I. Summary of Significant Accounting Policies**

The formation of the Lone Tree Business Improvement District (the “District”) was initiated by commercial business owners and approved by the City of Lone Tree (the “City”) on September 1, 2015. The District was created to assist with the financing, construction, operation, marketing and maintenance of public improvements and public services intended to maintain and improve the economic performance of business entities located within the District. The District is governed by a Board of Directors who are appointed by, and may be removed by, City Council. The District must submit an annual operating plan and budget for City Council approval by September 30<sup>th</sup> of each year for state statute.

The District’s financial statements are prepared in accordance with generally accepted accounting principles (“GAAP”). The Governmental Accounting Standards Board (“GASB”) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). The more significant accounting policies established by GAAP used by the District are discussed below.

Since the District’s governing body is appointed by City Council and the City has the ability to impose its will, the District is considered to be a component unit of the City but does not meet the definition of an integral part of the primary government. Therefore, the District is included and presented as a discretely presented component unit of the City. The District has no employees and contracts for all its management and professional services.

**A. Reporting Entity**

The reporting entity consists of (a) the primary government; i.e., the District, and (b) organizations for which the District is financially accountable. The District is considered financially accountable for legally separate organizations if it is able to appoint a voting majority of an organization’s governing body and is either able to impose its will on that organization or there is a potential for the organization to provide specific financial benefits, to, or to impose specific financial burdens on, the District. Consideration is also given to other organizations which are fiscally dependent; i.e., unable to adopt a budget, levy taxes, or issue debt without approval by the District. Organizations for which the nature and significance of their relationship with the District are such that exclusion would cause the reporting entity’s financial statements to be misleading or incomplete are also included in the reporting entity.

Based on these criteria, the District is not financially accountable for any other entity; however, the District is a component unit of the City of Lone Tree.

**B. Government-wide and Fund Financial Statements**

The District’s basic financial statements include both government-wide (reporting the District as a whole) and fund financial statements (reporting the District’s major funds). Both the government-wide and fund financial statements categorize primary activities as governmental type.

**1. Government-wide Financial Statements**

In the government-wide Statement of Net Position, all balances are reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The government-wide focus is on the sustainability of the District as an entity and the change in the District’s net position resulting from the current year’s activities. As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

**Lone Tree Business Improvement District  
Notes to the Financial Statements  
December 31, 2023  
(Continued)**

**I. Summary of Significant Accounting Policies (continued)**

**B. Government-wide and Fund Financial Statements (continued)**

**2. Fund Financial Statements**

The financial transactions of the District are reported in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, reserves, fund equity, revenues and expenditures/expenses. The fund focus is on current available resources and budget compliance.

The District reports the following governmental funds:

The *General Fund* is the District's primary operating fund. It accounts for all financial resources of the District, except those required to be accounted for in another fund.

The *Capital Projects Fund* is used to account for the accumulation of resources from General Fund transfers for the acquisition or construction of major capital assets.

**C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

Measurement focus refers to whether financial statements measure changes in current resources only (current financial focus) or changes in both current and long-term resources (long-term economic focus). Basis of accounting refers to the point at which revenues, expenditures, or expenses are recognized in the accounts and reported in the financial statements. Financial statement presentation refers to classification of revenues by source and expenses by function.

**1. Long-term Economic Focus and Accrual Basis**

Governmental activities in the government-wide financial statements use the long-term economic focus and are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred, regardless of the timing of the related cash flows.

**2. Current Financial Focus and Modified Accrual Basis**

The governmental fund financial statements use the current financial focus and are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Available" means collectible within the current period or soon enough thereafter (60 days) to be used to pay liabilities of the current period. Expenditures are generally recognized when the related liability is incurred. The exception to this general rule is that principal and interest on general long-term debt, if any, is recognized when due.

**3. Financial Statement Presentation**

Amounts reported as program revenues include capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes and interest income.

**Lone Tree Business Improvement District  
Notes to the Financial Statements  
December 31, 2023  
(Continued)**

**I. Summary of Significant Accounting Policies (continued)**

**D. Financial Statement Accounts**

**1. Cash and Cash Equivalents**

Cash and equivalents are defined as deposits that can be withdrawn at any time without notice or penalty and investments with maturities of three months or less.

Investments are stated at fair value. The change in fair value of investments is recognized as an increase or decrease to investment assets and investment income. The District's investment policy is detailed in note III.A.

**2. Receivables**

Receivables are reported net of an allowance for uncollectible accounts. There was no allowance as of December 31, 2023.

**3. Property Taxes**

Property taxes are assessed in one year as a lien on the property, but not collected by governmental units until the subsequent year. In accordance with GAAP, the assessed but uncollected property taxes have been recorded as a receivable and as deferred inflow of resources.

**4. Prepaid Expenses**

Prepaid expenses are amounts paid in the current year for expenses related to next year.

**5. Deferred Outflows and Inflows of Resources**

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time. Property tax revenue, is deferred and recognized as an inflow of resources in the period that the amount becomes available and earned.

**6. Fund Balance**

The District classifies governmental fund balances as follows:

*Nonspendable* - includes fund balance amounts that cannot be spent either because it is not in spendable form or because of legal or contractual requirements.

*Restricted* – includes fund balance amounts that are constrained for specific purposes which are externally imposed by providers, such as creditors or amounts constrained due to constitutional provisions or enabling legislation.



**Lone Tree Business Improvement District  
Notes to the Financial Statements  
December 31, 2023  
(Continued)**

**I. Summary of Significant Accounting Policies (continued)**

**D. Financial Statement Accounts (continued)**

**6. Fund Balance (continued)**

*Committed* – includes fund balance amounts that are constrained for specific purposes that are internally imposed by the government through formal action of the highest level of decision making authority which is the Board of Directors.

*Assigned* – includes spendable fund balance amounts that are intended to be used for specific purposes that are neither considered restricted or committed. Fund balance may be assigned by the Board of Directors or its management designee.

*Unassigned* - includes residual positive fund balance within the General Fund which has not been classified within the other above mentioned categories. Unassigned fund balance may also include negative balances for any governmental fund if expenditures exceed amounts restricted, committed, or assigned for those specific purposes.

The District uses restricted amounts first when both restricted and unrestricted fund balance is available unless there are legal documents/contracts that prohibit doing this, such as in grant agreements requiring dollar for dollar spending. Additionally, the District first uses committed, then assigned, and lastly unassigned amounts of unrestricted fund balance when expenditures are made.

The District does not have a formal minimum fund balance policy. However, the District's budget includes a calculation of targeted reserve positions and management reports the targeted amounts annually to Board of Directors.

**E. Use of Estimates**

The preparation of financial statements in conformity with GAAP requires the District's management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amount of revenues and expenditures or expenses during the reporting period. Actual results could differ from those estimates.

**Lone Tree Business Improvement District  
Notes to the Financial Statements  
December 31, 2023  
(Continued)**

**II. Stewardship, Compliance, and Accountability**

**A. Budgetary Information**

In the fall of each year, the District's Board of Directors formally adopts a budget with appropriations by fund for the ensuing year pursuant to the Local Government Budget Law of Colorado. The budgets for the funds are adopted on a basis consistent with generally accepted accounting principles ("GAAP").

As required by Colorado statutes, the District followed the following timetable in approving and enacting a budget for 2023:

- (1) For the 2023 budget year, prior to August 25, 2022, the County Assessor sent to the District the certified assessed valuation of all taxable property within the District's boundaries and prior to December 10, 2022, the County Assessor sent the final recertified assessed valuation to the District.
- (2) On or before October 15, 2022, the District's accountant submitted to the District's Board of Directors a recommended budget which detailed the necessary property taxes needed along with other available revenues to meet the District's operating requirements.
- (3) A public hearing on the proposed budget and capital program was held by the Board no later than 45 days prior to the close of the fiscal year.
- (4) For the 2023 budget, prior to December 15, 2022, the District computed and certified to the County Commissioners a rate of levy that derived the necessary property taxes as computed in the proposed budget.
- (5) For the 2023 budget, the final budget and appropriating resolution was adopted prior to December 31, 2022.

After adoption of the budget resolution, the District may make the following changes: a) it may transfer appropriated monies between funds or between spending agencies within a fund, as determined by the original appropriation level; b) it may approve supplemental appropriations to the extent of revenues in excess of the estimated in the budget; c) it may approve emergency appropriations; and d) it may reduce appropriations for which originally estimated revenues are insufficient.

Taxes levied in one year are collected in the succeeding year. Thus, taxes certified in 2022 were collected in 2023 and taxes certified in 2023 will be collected in 2024. Taxes are due on January 1<sup>st</sup> in the year of collection; however, they may be paid in either one installment (no later than April 30<sup>th</sup>) or two equal installments (not later than February 28<sup>th</sup> and June 15<sup>th</sup>) without interest or penalty. Taxes which are not paid within the prescribed time bear interest at the rate of one percent (1%) per month until paid. Unpaid amounts and the accrued interest thereon become delinquent on June 15<sup>th</sup>.

The level of control in the budget at which expenditures exceed appropriations is at the fund level. All appropriations lapse at year end.

**Lone Tree Business Improvement District  
Notes to the Financial Statements  
December 31, 2023  
(Continued)**

**II. Stewardship, Compliance, and Accountability (continued)**

**B. TABOR Amendment**

In November 1992, Colorado voters amended Article X of the Colorado Constitution by adding Section 20, commonly known as the Taxpayer's Bill of Rights ("TABOR"). TABOR contains revenue, spending, tax and debt limitations that apply to the State of Colorado and local governments. TABOR requires, with certain exceptions, advance voter approval for any new tax, tax rate increase, mill levy above that for the prior year, extension of any expiring tax, or tax policy change directly causing a net tax revenue gain to any local government. Any revenues earned in excess of the fiscal year spending limit must be refunded in the next fiscal year, unless voters approve retention of such excess revenue.

The City voters approved an election question in 1996 and 1999 to remove limits on the amount of revenue the City is allowed to collect, spend and retain.

Except for refinancing bonded debt at a lower interest rate or adding new employees to existing pension plans, TABOR requires advance voter approval for the creation of any multiple-fiscal year debt or other financial obligation unless adequate present cash reserves are pledged irrevocably and held for payments in all future fiscal years.

TABOR also requires local governments to establish an emergency reserve to be used for declared emergencies only. The reserve is calculated at 3% of fiscal year spending. Fiscal year spending excludes bonded debt service and enterprise spending. The District has reserved \$6,380, which is the approximate required reserve, at December 31, 2023.

The District's management believes it is in compliance with the financial provisions of TABOR.

**III. Detailed Notes on all Funds**

**A. Deposits and Investments**

The District's deposits are entirely covered by federal depository insurance ("FDIC") or by collateral held under Colorado's Public Deposit Protection Act ("PDPA"). The FDIC insures the first \$250,000 of the District's deposits at each financial institution. Deposit balances over \$250,000 are collateralized as required by PDPA. The carrying amount of the District's demand deposits was \$454,216 at year end.

Colorado statutes specify investment instruments meeting defined rating and risk criteria in which local governments, and entities such as the District, may invest which include:

- Obligations of the United States and certain U.S. government agency securities
- Certain international agency securities
- General obligation and revenue bonds of U.S. local government entities
- Bankers' acceptances of certain banks
- Commercial paper
- Written repurchase agreements collateralized by certain authorized securities
- Certain money market mutual funds
- Guaranteed investment contract
- Local government investment pools

**Lone Tree Business Improvement District  
Notes to the Financial Statements  
December 31, 2023  
(Continued)**

**III. Detailed Notes on all Funds (continued)**

**A. Deposits and Investments (continued)**

*Interest Rate Risk.* As a means of limiting its exposure to interest rate risk, the District diversifies its investments by security type and institution, and limits holdings in any one type of investment with any one issuer and type of issuer. The District coordinates its investment maturities to closely match cash flow needs and restricts the maximum investment term to less than five years (less in some cases) from the purchase date. As a result of the limited length of maturities the District has limited its interest rate risk.

*Credit Risk.* District investment policy limits investments to those authorized by State statutes. The District's general investment policy is to apply the prudent-person rule: investments are made as a prudent person would be expected to act, with discretion and intelligence, to seek reasonable income, preserve capital, and, in general, avoid speculative investments.

*Concentration of Credit Risk.* The District diversifies its investments by security type and institution. Financial institutions holding District funds must provide the District a copy of the certificate from the Banking Authority that states that the institution is an eligible public depository.

At year end, the District had the following deposits and investments with the following maturities:

	<b>Standard &amp; Poors Rating</b>	<b>Carrying Amounts</b>	<b>Term to Maturity</b>	
			<b>Less than one year</b>	<b>More than one year</b>
<i>Deposits:</i>				
Checking and savings	Not rated	454,216	454,216	-
		454,216		

*Fair Value of Investments.* The District measures and records its investments using fair value measurement guidelines established by generally accepted accounting principles. These guidelines recognize a three-tiered fair value hierarchy, as follows:

- *Level 1:* Quoted prices for identical investments in active markets;
- *Level 2:* Observable inputs other than quoted market prices; and,
- *Level 3:* Unobservable inputs.

**Lone Tree Business Improvement District  
Notes to the Financial Statements  
December 31, 2023  
(Continued)**

**III. Detailed Notes on all Funds (continued)**

**A. Deposits and Investments (continued)**

Investments classified in Level 1 are valued using prices quoted in active markets for those securities. Investments classified in Level 2 are valued using the following approaches:

- U.S. Treasuries, U.S. Agencies, and Commercial Paper: quoted prices for identical securities in markets that are not active;
- Repurchase Agreements, Negotiable Certificates of Deposit, and Collateralized Debt Obligations: matrix pricing based on the securities' relationship to benchmark quoted prices;
- Money Market, Bond, and Equity Mutual Funds: published fair value per share (unit) for each fund.

The District Certificates of Deposit matured September 10, 2023 and has an interest rate of 0.50%. The initial term of the Certificate of Deposit was 14 months.

**B. Transfers**

The District transferred -\$58,000 from the Capital Projects Fund to the General Fund for current operational costs.

**IV. Other Information**

**A. Risk Management**

**Colorado Special Districts Property and Liability Pool**

The District is exposed to various risks of loss related to torts, thefts of, damage to, or destruction of assets; errors or omissions; or injuries to employees.

The District is a member of the Colorado Special Districts Property and Liability Pool (Pool) as of December 31, 2023. The Pool is an organization created by intergovernmental agreement to provide property, liability, public officials' liability, boiler and machinery, and workers compensation coverage to its members. The Pool provides coverage for property claims and liability coverage claims and workers' compensation. Settled claims have not exceeded this coverage in the past three years.

The District pays annual premiums to the Pool for liability, property, and public officials' coverage. In the event aggregated losses incurred by the Pool exceed amounts recoverable from reinsurance contracts and funds accumulated by the Pool, the Pool may require additional contributions from the Pool members. Any excess funds which the Pool determines are not needed for purposes of the Pool may be returned to the member pursuant to a distribution formula.

**Lone Tree Business Improvement District**  
**Notes to the Financial Statements**  
**December 31, 2023**  
**(Continued)**

**IV. Other Information (continued)**

**A. Risk Management (continued)**

**Colorado Special Districts Property and Liability Pool (continued)**

A summary of audited statutory basis financial information for the Pool as of and for the year ended December 31, 2022 (the latest audited information available) is as follows:

Admitted Assets	69,212,177
Liabilities	<u>(45,329,704)</u>
Surplus	<u>23,882,473</u>
Revenues	27,064,468
Investment income	462,530
Expenses	<u>(25,447,966)</u>
Net Income	<u>2,079,032</u>
Change in nonadmitted assets	<u>(226,569)</u>
Surplus - Beginning	<u>22,030,010</u>
Net Position - Ending	<u>23,882,473</u>

## SUPPLEMENTARY INFORMATION

# PRELIMINARY DRAFT

**Lone Tree Business Improvement District**  
**Schedule of Revenues, Expenditures and Changes in Fund Balance**  
**Budget and Actual**  
**Governmental Funds - Capital Projects Fund**  
**For the Year Ended December 31, 2023**

	<u>Original &amp; Final Budget</u>	<u>Actual</u>	<u>Final Budget Variance Positive (Negative)</u>
<b>Revenues:</b>			
Interest	50	99	49
<b>Total Revenues</b>	<u>50</u>	<u>99</u>	<u>49</u>
<b>Expenditures:</b>			
General government:			
Landscaping upgrades	21,000	-	21,000
<b>Total Expenditures</b>	<u>21,000</u>	<u>-</u>	<u>21,000</u>
<b>Other Financing Sources (Uses):</b>			
Transfers (out)	(76,000)	58,000	134,000
<b>Total Other Financing (Uses)</b>	<u>(76,000)</u>	<u>58,000</u>	<u>134,000</u>
<b>Net Change in Fund Balance</b>	(96,950)	58,099	155,049
<b>Fund Balance - Beginning of Year</b>	<u>190,216</u>	<u>217,751</u>	<u>27,535</u>
<b>Fund Balance - End of Year</b>	<u><u>93,266</u></u>	<u><u>275,850</u></u>	<u><u>182,584</u></u>



# Lone Tree Business Improvement District

## LTBID Q1 2024 Budget vs. Actuals

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
1-400 General Fund Revenue				
1-401 Property Tax Revenue	135,864.80	313,395.00	-177,530.20	43.35 %
1-402 Specific Ownership		25,072.00	-25,072.00	
1-403 Interest Income	332.82	250.00	82.82	133.13 %
<b>Total 1-400 General Fund Revenue</b>	<b>136,197.62</b>	<b>338,717.00</b>	<b>-202,519.38</b>	<b>40.21 %</b>
4-400 Capital Fund Revenue				
4-403 Interest Income- Cap Fund		50.00	-50.00	
<b>Total 4-400 Capital Fund Revenue</b>		<b>50.00</b>	<b>-50.00</b>	
<b>Total Income</b>	<b>\$136,197.62</b>	<b>\$338,767.00</b>	<b>\$ -202,569.38</b>	<b>40.20 %</b>
<b>Expenses</b>				
1-500 General Fund Expenditures				
1-501 Administrative				
1-503 Management	272.39	50,000.00	-49,727.61	0.54 %
1-504 Audit	1,030.25	5,597.00	-4,566.75	18.41 %
1-505 Insurance/SDA Dues	557.34	4,000.00	-3,442.66	13.93 %
1-507 Office Supplies / Misc Other	181.86	500.00	-318.14	36.37 %
1-508 Treasurer's Fees		4,701.00	-4,701.00	
<b>Total 1-501 Administrative</b>	<b>2,041.84</b>	<b>64,798.00</b>	<b>-62,756.16</b>	<b>3.15 %</b>
1-560 Landscaping & Other Maintenance				
1-561 Base Contract	17,367.00	60,255.00	-42,888.00	28.82 %
1-562 Irrigation Repairs		1,500.00	-1,500.00	
1-563 Annual Flowers		17,500.00	-17,500.00	
1-564 Mulch Replacement		4,500.00	-4,500.00	
1-565 Tree Feeding / Spraying		7,500.00	-7,500.00	
1-566 Turf Fertilizer & Treatments		6,765.00	-6,765.00	
1-567 Drainage Pond Cleaning		1,500.00	-1,500.00	
1-568 Storm Damage / Other		1,000.00	-1,000.00	
1-569 Holiday Lighting		5,000.00	-5,000.00	
1-570 Plaza Planning		680.00	-680.00	
<b>Total 1-560 Landscaping &amp; Other Maintenance</b>	<b>17,367.00</b>	<b>106,200.00</b>	<b>-88,833.00</b>	<b>16.35 %</b>
1-580 Snow Plow Services				
1-581 Truck & Skid Loader Plowing	26,662.50	73,500.00	-46,837.50	36.28 %
1-582 ATV & Hand Shoveling	30,765.00	58,000.00	-27,235.00	53.04 %
1-583 Ice Melt	8,550.00	39,000.00	-30,450.00	21.92 %
<b>Total 1-580 Snow Plow Services</b>	<b>65,977.50</b>	<b>170,500.00</b>	<b>-104,522.50</b>	<b>38.70 %</b>
<b>Total 1-500 General Fund Expenditures</b>	<b>85,386.34</b>	<b>341,498.00</b>	<b>-256,111.66</b>	<b>25.00 %</b>
4-770 Capital Fund Expenditures				
4-781 Parking Lot Improvements		85,000.00	-85,000.00	
<b>Total 4-770 Capital Fund Expenditures</b>		<b>85,000.00</b>	<b>-85,000.00</b>	
<b>Total Expenses</b>	<b>\$85,386.34</b>	<b>\$426,498.00</b>	<b>\$ -341,111.66</b>	<b>20.02 %</b>

# Lone Tree Business Improvement District

## LTBID Q1 2024 Budget vs. Actuals

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
NET OPERATING INCOME	<b>\$50,811.28</b>	<b>\$ -87,731.00</b>	<b>\$138,542.28</b>	<b>-57.92 %</b>
NET INCOME	<b>\$50,811.28</b>	<b>\$ -87,731.00</b>	<b>\$138,542.28</b>	<b>-57.92 %</b>

**LONE TREE BUSINESS IMPROVEMENT DISTRICT  
RESOLUTION NO. 24-06**

**A RESOLUTION ADOPTING AN AMENDED BUDGET AND APPROPRIATING FUNDS  
FOR THE CALENDAR YEAR 2024**

WHEREAS, the Board has designated its accountant to prepare and submit a proposed amended budget to the Board in accordance with Colorado law; and

WHEREAS, the proposed amended budget has been submitted to the Board for its review and consideration; and

WHEREAS, upon due and proper notice, provided in accordance with Colorado law, said Proposed amended budget was open for inspection by the public at a designated place, a public hearing was held and interested electors were given the opportunity to register their protest to the Proposed amended budget prior to the adoption of the amended budget by the Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LONE TREE BUSINESS IMPROVEMENT DISTRICT:

Section 1. Adoption of Amended Budget. The budget attached here to and incorporated herein is approved and adopted as the amended budget of the District for fiscal year 2024. In the event of recertification of values by the County Assessor's Office after the date of adoption hereof, staff is hereby directed to modify and/or adjust the budget and certification to reflect the recertification without the need for additional Board authorization.

Section 2. Levy for General Operating Expenses. For the purpose of meeting all general operating expenses of the District during the 2024 budget year, there is hereby levied a tax of 17.500 mills upon each dollar of the total valuation of assessment of all taxable property within the District.

Section 3. General Fund Appropriations. That the 2024 appropriation for the General Fund is hereby increased from \$341,497 to \$342,950 for the following purpose: to account for costs related to accounting management software, insurance, and Special District Association membership dues.

Section 4. Capital Fund Appropriations. That the 2024 appropriation for the Capital Fund is hereby increased from \$115,801 to \$275,900 for the following purpose: to complete capital projects related to asphalt, concrete, and restriping, detention/retention pond improvement survey and design, and parking lot, walkway, and plaza light infrastructure survey.

Section 5. Appropriations. The amounts set forth as expenditures and transfers out in the budget attached hereto are hereby appropriated.

Section 6. Filing of Budget and Budget Message. The Board hereby directs its legal

counsel, manager, or other designee to file a certified copy of the adopted budget resolution, the amended budget and budget message with the Division of Local Government by April 30th of the ensuing year.

Section 7. Budget Certification. The budget shall be certified by a member of the District, or a person appointed by the District, and made a part of the public records of the District.

ADOPTED AND APPROVED ON THIS 7TH DAY OF MAY 2024.

(Resolution signature page follows.)

By: \_\_\_\_\_  
Pat McGaughran, Chair

ATTEST:

By: \_\_\_\_\_  
Darryl Shoemake, Secretary



**EXHIBIT A**

**2024 Lone Tree Business Improvement District Amended Budget**

**(Attached.)**



---

May 7, 2024

Division of Local Government  
1313 Sherman St, Room 521  
Denver, CO 80203

RE: Lone Tree Business Improvement District  
LG ID# 66622

Attached is the 2024 Amended Budget for the Lone Tree Business Improvement District in Douglas County, CO, submitted pursuant to Section 29-1-109 C.R.S. This Budget was adopted on April 19th, 2024. If there are any questions about the budget, please contact Matt Gordon with the City of Lone Tree at this telephone number, 720-509-1006.

The mill levy certified to the County Commissioners of Douglas County is 17.500 mills for all general operating purposes subject to statutory and/or TABOR limitations; 0.000 mills for G.O. bonds, 0.000 mills for refund/abatement; and 0.000 mills for Temporary Tax Credit/Milly Levy Reduction. Based on an assessed valuation of \$16,966,970, the total property tax revenue is \$292,922. A copy of the certification of mill levies sent to the County Commissioners for Douglas County is enclosed.

I hereby certify that the enclosed is true and accurate copy of the budget and certification of tax levies to the Board of County Commissioners of Douglas County, Colorado.

All the best,

A handwritten signature in black ink, appearing to be "MG" with a stylized flourish.

Matt Gordon  
City of Lone Tree  
Management Analyst I

## **LONE TREE BUSINESS IMPROVEMENT DISTRICT**

### **2024 BUDGET MESSAGE**

The Lone Tree Business Improvement District was organized by ordinance of the City of Lone Tree on September 1<sup>st</sup>, 2015. The District was established to assist with the financing, construction, operation, marketing, and maintenance of public improvements and public services intended to maintain and improve the economic performance of business entities located within the District.

The District has no employees and all operations and administrative functions are contracted.

The following budget is prepared on the modified accrual basis of accounting, which is consistent with the basis of accounting used in presenting the District's financial statements.

### **2024 BUDGET STRATEGY**

The District's strategy is to strive to provide the type of public-purpose facilities desired by the business owners and visitors to the District in the most economic manner possible. The District currently utilizes the General Fund to account for revenues generated by the 17.500 mill levy and other related sources to fund expenditures related to ongoing operation of the District and routine maintenance of facilities. In 2023, the District transferred excess funds of the General Fund to the Capital Fund that will be used for public improvements during 2024.



**Lone Tree Business Improvement District  
2024 Amended Budget**

	<b>2023 Actual</b>	<b>2024 Original Budget</b>	<b>Adjustments</b>	<b>2024 Proposed Budget Amendment</b>	<b>Notes / Assumptions</b>
<b>PROPERTY TAXES</b>					
Assessed Valuation		17,908,260	(941,290)	16,966,970	
<b>Mill Levy Breakdown:</b>					
Mill Levy - Operations	17.500	17.500	-	17.500	
<b>Total</b>	<b>17.500</b>	<b>17.500</b>	<b>-</b>	<b>17.500</b>	
Property Tax Revenue - Operations	279,386	313,395	(16,473)	296,922	AV * Mill Levy / 1,000
<b>Total</b>	<b>279,386</b>	<b>313,395</b>	<b>(16,473)</b>	<b>296,922</b>	
<b>COMBINED SUMMARY</b>					
<b>REVENUE</b>					
Property Taxes	279,386	313,395	(16,473)	296,922	AV * Mill Levy / 1,000
Specific Ownership Taxes	23,859	25,072	(1,318)	23,754	8% of Taxes
Interest Income	4,767	300	-	300	Budgeted Interest for both General and Capital
<b>TOTAL REVENUE</b>	<b>308,012</b>	<b>338,767</b>	<b>(17,791)</b>	<b>320,976</b>	
<b>EXPENDITURES</b>					
Administrative	39,280	64,797	1,453	66,250	Increase accounting for Quickbooks software costs
Landscaping	97,279	106,200	-	106,200	
Snow Plow Services	76,156	170,500	-	170,500	
Parking Lot Maintenance	-	-	-	-	Assigned to Capital Fund
Capital	-	85,000	190,900	275,900	
Contingency / Emergencies	-	-	-	-	
<b>TOTAL EXPENDITURES</b>	<b>212,715</b>	<b>426,497</b>	<b>192,353</b>	<b>618,850</b>	
<b>CHANGE IN FUND BALANCE</b>	<b>95,297</b>	<b>(87,730)</b>	<b>(210,144)</b>	<b>(297,875)</b>	
<b>BEGINNING FUND BALANCE</b>	<b>344,455</b>	<b>271,595</b>	<b>168,157</b>	<b>439,752</b>	
<b>ENDING FUND BALANCE</b>	<b>439,752</b>	<b>183,865</b>	<b>(41,988)</b>	<b>141,877</b>	
<b>COMPONENTS OF FUND BALANCE:</b>					
Nonspendable	2,641	2,000	-	2,000	Prepaid insurance
Restricted for Emergencies	6,380	10,161	(534)	9,628	3% of General Fund Revenues
Assigned for Capital	275,850	851	(851)	-	
Unassigned	154,881	170,853	(40,603)	130,250	
<b>TOTAL FUND BALANCE</b>	<b>439,752</b>	<b>183,865</b>	<b>(41,988)</b>	<b>141,877</b>	

**Lone Tree Business Improvement District  
2024 Amended Budget**

	<b>2023 Actual</b>	<b>2024 Approved Budget</b>	<b>Adjustments</b>	<b>2024 Budget Amendment</b>	<b>Notes / Assumptions</b>
<b>GENERAL FUND</b>					
<b>REVENUE</b>					
Property Taxes	279,386	313,395	(16,473)	296,922	
Specific Ownership Taxes	23,859	25,072	(1,318)	23,754	
Interest Income	4,668	250	-	250	
<b>TOTAL REVENUE</b>	<b>307,913</b>	<b>338,716</b>	<b>(17,791)</b>	<b>320,926</b>	
<b>EXPENDITURES</b>					
<b>Administrative</b>					
Accounting	10,837	-	-	-	
Management	-	50,000	-	50,000	
Audit	4,750	5,597	-	5,597	
Insurance & SDA Dues	4,302	4,000	1,000	5,000	Account for increase noted in 2023 Actuals
Legal	14,553	-	-	-	
Office Supplies/ Misc. Other	591	500	700	1,200	Quickbooks Software 5 users ≈ \$92 per month
Treasurer's Fees	4,247	4,701	(247)	4,454	
<b>Total Administrative</b>	<b>39,280</b>	<b>64,797</b>	<b>1,453</b>	<b>66,250</b>	
<b>Grounds Maintenance</b>					
<b>Landscaping &amp; Other Maintenance:</b>					
Base Contract	83,779	60,255	-	60,255	
Irrigation Maint & Repair	-	1,500	-	1,500	
Annual Flowers	-	17,500	-	17,500	
Mulch Replacement	-	4,500	-	4,500	
Tree Feeding / Spraying	-	7,500	-	7,500	
Turf Fertilizer & Treatments	-	6,765	-	6,765	
Drainage Pond Cleaning	-	1,500	-	1,500	
Storm Damage / Other	-	1,000	-	1,000	
Holiday Lighting	-	5,000	-	5,000	
Plaza Planning	13,500	680	-	680	
Tree Trimming & Pruning	-	-	-	-	
Parking Lot Maintenance	-	-	-	-	
<b>Total Landscaping &amp; Maint</b>	<b>97,279</b>	<b>106,200</b>	<b>-</b>	<b>106,200</b>	
<b>Snow Plow Services:</b>					
Plow Truck & Skid Steer	76,156	73,500	-	73,500	
ATV & Hand Shoveling	-	58,000	-	58,000	
Ice Melt	-	39,000	-	39,000	
<b>Total Snow Plowing</b>	<b>76,156</b>	<b>170,500</b>	<b>-</b>	<b>170,500</b>	
<b>Total Grounds Maintenance</b>	<b>173,435</b>	<b>276,700</b>	<b>-</b>	<b>276,700</b>	
<b>Contingency / Emergencies</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL EXPENDITURES</b>	<b>212,715</b>	<b>341,497</b>	<b>1,453</b>	<b>342,950</b>	
<b>REVENUES OVER (UNDER) EXP</b>	<b>95,198</b>	<b>(2,781)</b>	<b>(19,244)</b>	<b>(22,025)</b>	
<b>TRANSFER FROM (TO) CAPITAL FUND</b>	<b>(58,000)</b>	<b>30,000</b>	<b>(30,000)</b>	<b>-</b>	
<b>CHANGE IN FUND BALANCE</b>	<b>37,198</b>	<b>27,219</b>	<b>(49,244)</b>	<b>(22,025)</b>	
<b>BEGINNING FUND BALANCE</b>	<b>126,704</b>	<b>155,794</b>	<b>8,108</b>	<b>163,902</b>	
<b>ENDING FUND BALANCE</b>	<b>163,902</b>	<b>183,013</b>	<b>(41,136)</b>	<b>141,877</b>	

**Lone Tree Business Improvement District  
2024 Amended Budget**

		<b>2023 Actual</b>	<b>2024 Approved Budget</b>	<b>Adjustments</b>	<b>2024 Budget Amendment</b>	<b>Notes / Assumptions</b>
<b>CAPITAL FUND</b>						
<b>REVENUE</b>						
Interest Income		99	50	-	50	
<b>TOTAL REVENUE</b>		<b>99</b>	<b>50</b>	<b>-</b>	<b>50</b>	
<b>EXPENDITURES</b>						
<b>Capital</b>						
Tree Removal & Replacement		-	-	-	-	
Capital Improvements		-	-	65,000	65,000	Bohannan Huston Survey and Design Project
Lighting Improvements		-	-	5,000	5,000	Lighting and Electrical Survey of District
Plaza Upgrades- Phase 1		-	-	-	-	
Plaza Upgrades- Phase 2		-	-	-	-	
Plaza Upgrades- Phase 3		-	-	-	-	
Update Parking Lot Islands		-	-	-	-	
Entrance Enhancements		-	-	-	-	
Corner & Street Enhancements		-	-	-	-	
Replace Turf With Perennial Beds		-	-	-	-	
Parking Lot Improvements		-	85,000	93,800	178,800	Brown Brothers Quote, Multiple lots
Contingency / Emergencies		-	-	27,100	27,100	For capital projects
<b>TOTAL EXPENDITURES</b>		<b>-</b>	<b>85,000</b>	<b>190,900</b>	<b>275,900</b>	
<b>REVENUES OVER (UNDER) EXP</b>		<b>99</b>	<b>(84,950)</b>	<b>(190,900)</b>	<b>(275,850)</b>	
<b>TRANSFER FROM (TO) GENERAL FUND</b>		<b>58,000</b>	(30,000)	30,000	-	
<b>CHANGE IN FUND BALANCE</b>		<b>58,099</b>	<b>(114,950)</b>	<b>(160,900)</b>	<b>(275,850)</b>	
<b>BEGINNING FUND BALANCE</b>		217,751	115,801	160,049	275,850	
<b>ENDING FUND BALANCE</b>		<b>275,850</b>	<b>851</b>	<b>(851)</b>	<b>-</b>	

**CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments**

**TO The County Commissioners of Douglas County, Colorado  
 On behalf of the Lone Tree Business Improvement District  
 the Board of Directors  
 of the Lone Tree Business Improvement District**

**Hereby** officially certifies the following mills to be levied against the taxing entity's **GROSS** assessed valuation of: **\$16,966,970** Note: If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area the tax levies must be calculated using the NET AV. The taxing entity 's total property tax revenue will be derived from the mill levy multiplied against the **NET** assessed valuation of: **\$16,966,970**

**Submitted:** *Matt Gordon* for budget/fiscal year 2024

<b>PURPOSE</b>	<b>LEVY</b>	<b>REVENUE</b>
1. General Operating Expenses	17.500 mills	\$296,922
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction	-0.000 mills	-\$0
<b>SUBTOTAL FOR GENERAL OPERATING:</b>	<b>17.500 mills</b>	<b>\$296,922</b>
3. General Obligation Bonds and Interest	0.000 mills	\$0
4. Contractual Obligations	0.000 mills	\$0
5. Capital Expenditures	0.000 mills	\$0
6. Refunds/Abatements	0.000 mills	\$0
7. Other	0.000 mills	\$0
8. Judgment	0.000 mills	\$0
<b>TOTAL:</b>	<b>17.500 mills</b>	<b>\$296,922</b>

**THIS SECTION APPLIES TO TITLE 32, ARTICLE 1 SPECIAL DISTRICTS THAT LEVY TAXES FOR PAYMENT OF GENERAL OBLIGATION DEBT (32-1-1603 C.R.S.).** Taxing entities that are Special Districts or Subdistricts of Special Districts must certify separate mill levies and revenues to the Board of County Commissioners, one each for the funding requirements of each debt (32-1-1603, C.R.S.). Use additional pages as necessary.

The Special District's or Subdistrict's total levies for general obligation bonds and total levies for contractual obligations should be recorded on Page 1, Lines 3 and 4 respectively.

**CERTIFY A SEPARATE MILL LEVY FOR EACH BOND, CONTRACT, OTHER, AND/OR JUDGMENT:**

**BONDS**

No Bonds Available

**CONTRACTS**

No Contracts Available

**OTHER**

No Other Available

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**JUDGMENT**

No Judgment Available

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**Explanation of Change:**

Generated On Thu, 28 Dec 2023

## Public Notice

### **NOTICE OF PROPOSED 2024 AMENDED BUDGET, LONE TREE BUSINESS IMPROVEMENT DISTRICT, DOUGLAS COUNTY, COLORADO**

**NOTICE IS HEREBY GIVEN**, pursuant to Section 29-1-106, C.R.S., as amended, that a proposed amended budget for calendar year 2024 has been submitted to the Lone Tree Business Improvement District ("District"). A copy of the proposed 2024 amended budget is on file with the District and available at the following address: 9220 Kimmer Drive, Lone Tree, Colorado, during normal business hours.

**NOTICE IS FURTHER GIVEN**, that the District will consider the adoption of the proposed 2024 budget at a public hearing to be conducted at a meeting of the District to be held over the online meeting service, Microsoft Teams on **Tuesday, May 7th at 9:30am**. Meeting information accessible at [www.cityoflonetree.com](http://www.cityoflonetree.com).

Any interested person may inspect the proposed 2024 amended budget and file or register any objections thereto at any time prior to the final adoption of the 2024 amended budget.

Submitted by: Matt Gordon,  
Clerk of the Lone Tree  
Business Improvement District

Legal Notice No. 947046  
First Publication: April 25, 2024  
Last Publication: April 25, 2024  
Publisher: Douglas County News-Press



MAG  
- events -

**2024 City of Lone Tree  
First Friday Community Event  
Planning Proposal**

Drafted For:  
Matt Gordon  
4.22.2024

Prepared by:  
Meghan Gutteron  
MAG Events



## Event Planning & Management to Enhance the Experience

A well-organized event can shape a community. It is an opportunity to naturally experience connecting, bridging neighbors, businesses, and community groups together.

Our team is focused on helping you create an enhanced, genuine, and unique guest experience. Our passion lives in the details. We believe in emotional design to capture your guests and turn your event into a life experience worth remembering.

Trust us to provide you with:

- Professional event design and coordination - we will conceptualize, plan, organize and manage your event start to finish.
- Efficient, responsive, and quality service.
- Creative and unique event design to enhance the guest experience.

MAG Events has been managing large scale community events for the last 7 years, while providing event management since 2005. Including convention management, exhibit hall management, community 5k races, ticketed events, and festivals including Parker Oktoberfest and the Schweiger Ranch Austrian Christmas event. We have successfully established new event design and management for these events increasing attendance (with approx. 17,000 attendees in 2019), food and beverage sales, vendor retention and community support.





## Event Overview

City of Lone Tree to host two “First Friday” events at the Plaza at the Lone Tree Entertainment District, in Lone Tree, CO. The community events will be an interactive experience with guests enjoying various themed activities, market vendors, and entertainment.

Event Date: Dates to be confirmed - Friday, August 2, 2024 and Friday, September 6, 2024

Event Location: 9355 Park Meadows Dr, Lone Tree, CO 80124

Possible Additional Onsite Dates (if needed):

Event Structure Installation: Date to be determined

Installation of any event infrastructure such as tents, staging, restrooms, etc.

Event Structure Removal: Date to be determined.

Move out of all major event structures.



## Client Goals

To host two successful community events drawing community traffic and interest to the plaza area of the Lone Tree Entertainment District.

Have a welcoming atmosphere and experience for the community to foster a memorable event, build a strong returning audience, and grow support.

Streamline event logistics and management on event day to allow the City of Lone Tree team to network and build relationships to strengthen future events and partnerships.

## Client Needs

Event management support to design and implement two “First Friday” events.

Management of event logistics, vendors, layout, and timeline to streamline event planning.

A hands-on, responsive/communicative event planner to work in tandem with the City of Lone Tree team to achieve event goals.

Assistance in finding rentals, entertainment, and any other necessary event related vendors.



## Scope of Work

The City of Lone Tree team will maintain management of event budget and funding, event insurance (if needed), event permits, sponsorships, and marketing. The City of Lone Tree team will be responsible for all expenses, final selection of vendors and signing of contracts. The City of Lone Tree team will participate in zoom calls, phone calls, emails and in person meetings and site visits as needed and requested by planner to support the planning of the event.

MAG Events will take over all event design, logistics and management to work in tandem with The City of Lone Tree team to streamline management of the community events. MAG Events will provide ideas for event structure and design to best achieve the client's goals.

MAG Events will provide the following services:

### Event Design, Logistics & Crowd Management:

1. Review current event design plans.
2. Design and manage event layout for 2024.
  - a. Coordinate layout with all current restrictions in place for the town/county.
3. Design event schedule
4. Assist in event design/theme and décor suggestions.
5. Management of overall event logistics
6. Advise on event structure to manage crowd and attendance flow throughout the event.
7. Identify power/generator needs.
8. Assist in power vendor selections (retrieving quotes and contracts)
9. Assist in creating a traffic and parking management plan.
10. Assist in any permit and inspection needs.
11. Assist in event vendor selections (retrieving quotes and contracts)
12. Oversee event vendor management.



### Staff:

1. MAG Events will provide event management and support to The City of Lone Tree team leading up to the event.
2. MAG Events will provide staff for oversight of event structure installation and removal for up to 48 staffing hours. This includes if set up and tear down need to occur the day before and/or after the event. Staffing provided will be 2 staff for 6-hours per day.
3. MAG Events will provide additional key support staff (up to 4 staff total) to oversee event management on site during the two events. 48 staffing hours on each of the two event days (96 staffing hours total) will be provided for additional set up, vendor management, event management, and tear down. (equivalent to 4 staff for 12-hour day)

### Event Communication / Vendor Management:

1. Lead Point of Contact for all event related personnel (including but not limited to event vendors, rentals, entertainment, catering, staff, and volunteers).
  - a. Managing all vendor communications regarding questions, contracting, logistics, event schedule, set up and tear down needs, etc.
2. Event Vendor management
  - a. Assisting in additional vendor selections as needed (retrieving quotes and contracts).
    - i. Example: catering, bar, photographer, lighting company, etc.

- b. Manage event vendor scheduling, needs and logistics.
3. Entertainment management
  - a. Assisting in additional entertainment selections (retrieving quotes and contracts).
    - i. Example: performers, band, master of ceremonies, etc.
  - b. Manage entertainment scheduling, needs and logistics.
4. Regular communication with The City of Lone Tree team
  - a. Keep client update to date on
    - i. Event details
    - ii. Layout
    - iii. Schedule
    - iv. Logistics



### Volunteer Management (if needed)

1. Oversee volunteers on site the day of the events.

### Event Schedule:

1. Development and management of event schedule and timeline.
  - a. Coordinate all event vendor arrivals for event set up.
2. On-site management of event set up.
3. On-site management of event schedule.
4. On-site management of event tear down.



### Meetings & Documentation:

1. Site visits (as needed) with any vendors.
2. Site visits (as needed) with The City of Lone Tree team to review event needs.
3. MAG Events will be available for zoom calls, phone calls and in person meetings as needed to coordinate with The City of Lone Tree team.
4. MAG Events will be available for additional council as needed.
5. Collecting all necessary documents from event vendors including but not limited to W9s, Invoices, contracts, quotes for service (as needed).

MAG Events will do their best to be available to meet via phone call or zoom with 48-hour notice (based on availability), but requests as much advance notice as possible for scheduling purposes. In-person meetings or site visits must be scheduled at least 4 business days in advance, shorter notice requests may not be available and are up to the availability of MAG Events.

### Additional Services:

1. MAG Events offers décor elements that may suit your event's needs. Should you decide to utilize MAG Events décor items a quote for the selected items will be provided separately to this proposal.

## Cost of Services and Pay Schedule

Our proposal is to guarantee full coverage planning with an anticipated 225 total hours of work including the events. Regardless of the true hours worked, the client will not be billed additionally above or beyond the proposed fee unless additional staffing outside what is provided above is requested or required due to additional event demands. Additional staffing will be agreed to ahead of time and invoiced to the client at a rate of \$50/hour. For the services listed above we are requesting the following payment schedule:

Event Date Reservation due upon acceptance of the proposal (no later than May 10, 2024) - \$2,500.00

June 28<sup>th</sup>, 2024 - \$2,000.00

August 16<sup>th</sup>, 2024 - \$2,000.00

Total services for event: \$6,500.00

We thank you for your consideration and look forward to working with you. Please do not hesitate to reach out with any questions or items you may have.

Meghan Gutteron  
Owner MAG Events  
meghan@mag-events.com  
720.980.3233  
[Mag-events.com](http://Mag-events.com)





# BROWN BROTHERS ASPHALT & CONCRETE

8200 S. Akron St., Suite 105 • Centennial, CO 80112  
Office 303.781.9999 • Fax 303.762.1025

SUBMITTED TO:		PROJECT NAME / ADDRESS	
City of Lone Tree 9355 Park Meadows Dr Lone Tree, CO 80124 Matt Gordon   (720) 810-2994   <a href="mailto:matt.gordon@cityoflonetree.com">matt.gordon@cityoflonetree.com</a>		City of Lone Tree 9355 Park Meadows Dr Lone Tree, CO 80124	
PROPOSAL #	DATE	ACCOUNT EXECUTIVE	PAYMENT TERMS
17038-24-128B	4/10/2024	Courtney Sandberg	Upon Completion

**PROPOSAL AND CONTRACT – DESCRIPTION OF WORK TO BE COMPLETED – PAGE 1 of 4**

PROPOSAL AND CONTRACT – DESCRIPTION OF WORK TO BE COMPLETED – PAGE 1 of 4		
<b>RIO GRANDE &amp; PANERA LOTS</b>		<b>\$118,296</b>
<p><b>ASPHALT R&amp;R</b></p> <ul style="list-style-type: none"> <li>Sawcut edges of areas to be removed.</li> <li>Remove approx. 9,040 sq/ft of failed asphalt to a full depth of 6" in 10 locations.</li> <li>Haul away and dispose of all debris.</li> <li>Shape and compact existing subgrade in place.</li> <li>Pave approx. 9,040 sq/ft with 6" of new HMA, RAP in 10 locations.               <ul style="list-style-type: none"> <li>Bottom lift of 4" with ¾" HMA, RAP</li> <li>Top lift of 2" with ½" HMA, RAP</li> </ul> </li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>Work will be performed in 1 mobilization(s).</li> <li>Permits, Fees, Testing, Traffic Control Plans are excluded.</li> <li>Bid is based on an existing asphalt depth of 6", without paving fabric. If depth varies from said thickness, or fabric is encountered, a change order authorizing additional funds may be necessary.</li> <li>BBAC is not liable for damage to underground utilities not located by owner prior to commencement of work.</li> <li>BBAC is not liable for drainage on projects with less than 1% fall.</li> <li>Pricing excludes the import and/or export of any subgrade materials. If found, unsuitable subgrade will be replaced at a rate of \$125/ton.</li> </ul>		\$83,058
<p><b>CONCRETE CURB &amp; GUTTER</b></p> <ul style="list-style-type: none"> <li>Demo &amp; remove approx. 80 linear feet of damaged concrete curb and gutter in 3 locations.</li> <li>Haul away and dispose of all debris.</li> <li>Shape and compact existing subgrade in place.</li> <li>Form, pour, and broom finish approx. 80 linear feet of curb and gutter in 3 areas, matching existing layout.</li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>Work will be completed in 1 mobilization(s).</li> <li>Concrete is grey, 4500 PSI unless otherwise noted.</li> <li>Permits, Fees, Testing, Traffic Control Plans are excluded.</li> <li>BBAC is not liable for damage to underground utilities not located by owner prior to commencement of work.</li> <li>BBAC is not liable for drainage on projects with less than 1% fall.</li> <li>Pricing excludes the import and/or export of any subgrade materials. If found, unsuitable subgrade will be replaced at a rate of \$125/ton.</li> </ul>		\$5,278
<p><b>INFRARED PATCHES (LOCATIONS TBD)</b></p> <ul style="list-style-type: none"> <li>Patch approx. 8,750 sq/ft of damaged asphalt using the infrared method (250 Heats).</li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>Infrared patching generally will not improve the drainage properties of the existing pavement and may obstruct runoff from other sources.</li> <li>Reflective cracking will occur due to movements and condition of existing underlying asphalt.</li> </ul>		\$19,054



# BROWN BROTHERS ASPHALT & CONCRETE

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City of Lone Tree 9355 Park Meadows Dr Lone Tree, CO 80124 Matt Gordon   (720) 810-2994   <a href="mailto:matt.gordon@cityoflonetree.com">matt.gordon@cityoflonetree.com</a>		City of Lone Tree 9355 Park Meadows Dr Lone Tree, CO 80124	
PROPOSAL #	DATE	ACCOUNT EXECUTIVE	PAYMENT TERMS
17038-24-128B	4/10/2024	Courtney Sandberg	Upon Completion

**PROPOSAL AND CONTRACT – DESCRIPTION OF WORK TO BE COMPLETED – PAGE 2 of 4**

<b><u>CRACK FILL (RIO GRANDE LOT ONLY)</u></b>	\$8,594
<ul style="list-style-type: none"> <li>• Approx. 9,300 linear feet of major cracks (1/4" to 3" wide) will be caulked with a hot-applied, rubberized crack sealer.</li> </ul>	
<b><u>STRIPING (RIO GRANDE LOT ONLY)</u></b>	\$2,312
<ul style="list-style-type: none"> <li>• Restripe of the following items:               <ul style="list-style-type: none"> <li>○ 258 Parking Stalls</li> <li>○ 3 ADA Symbols</li> <li>○ 2 ADA Hash Areas</li> </ul> </li> </ul>	
<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Work will be completed in 2 mobilization(s).</li> <li>• Large cracks will be partially filled with a sand filler material.</li> <li>• Brown Brothers will not warranty areas where cracking is less than ¼" wide, greater than 3" wide, or areas considered to be "alligatored".</li> <li>• If cleaning by high pressure blowers and broom sweeping will not ensure paint will adhere, additional cleaning charges may be required.</li> <li>• Area will be free and clear of obstructions on scheduled days to complete work. If upon arrival there are obstructions that cannot be moved on the scheduled day of service, a change order in the amount of \$2,500 for an additional mobilization to complete work will be required.</li> </ul>	
<b>HUNTINGTON AREA</b>	<b>\$44,258</b>
<b><u>2" MILL &amp; OVERLAY W/ BASE REPAIRS</u></b>	
<ul style="list-style-type: none"> <li>• Roto-mill approx. 12,800 sq/ft of asphalt to a depth of 2".</li> <li>• Demo and remove approx. 1,732 sq/ft of asphalt an additional 4" for base asphalt patching.</li> <li>• Haul away and dispose of all debris.</li> <li>• Apply tac-oil coat prior to paving.</li> <li>• Pave approx. 1,732 sq/ft and compact to a finished thickness of 4" as base asphalt patching.</li> <li>• Pave approx. 12,800 sq/ft and compact to a finished thickness of 2".</li> </ul>	
<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Work will be performed in 1 mobilization(s).</li> <li>• Overlay paving depends on a stable base course with minimal cracking, after roto-milling, surface will be evaluated for necessary repairs. If unsuitable base layer of asphalt is discovered upon removal, additional funds will be necessary.</li> <li>• Bid is based on the existing asphalt, without paving fabric. If fabric is encountered, a change order authorizing additional funds may be necessary.</li> <li>• Permits, Fees, Testing, Traffic Control Plans are excluded.</li> </ul>	



# BROWN BROTHERS ASPHALT & CONCRETE

8200 S. Akron St., Suite 105 • Centennial, CO 80112  
Office 303.781.9999 • Fax 303.762.1025

SUBMITTED TO:		PROJECT NAME / ADDRESS	
City of Lone Tree 9355 Park Meadows Dr Lone Tree, CO 80124 Matt Gordon   (720) 810-2994   <a href="mailto:matt.gordon@cityoflonetree.com">matt.gordon@cityoflonetree.com</a>		City of Lone Tree 9355 Park Meadows Dr Lone Tree, CO 80124	
PROPOSAL #	DATE	ACCOUNT EXECUTIVE	PAYMENT TERMS
17038-24-128B	4/10/2024	Courtney Sandberg	Upon Completion

**PROPOSAL AND CONTRACT – DESCRIPTION OF WORK TO BE COMPLETED – PAGE 3 of 4**

**EXPIRY STATEMENT:** This proposal is valid for 14 days from the date noted on the proposal.

**PRICE VOLITILITY & ESCALATION NOTE:** Note that due to the volatility in oil and fuel prices, pricing for all materials and trucking costs continue to be impacted. All awarded projects will be evaluated prior to commencement of work to determine if a price escalation change order is warranted and/or required.

**PAGE 3 of 4**

Courtney Sandberg   (720) 229-9211   <a href="mailto:courtney@asphaltconcrete.net">courtney@asphaltconcrete.net</a>	<b>TOTAL</b>	<b>\$162,554</b>
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Approval Signature	Date
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Printed Name & Title	Phone #
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The above quotation, subject to terms and conditions attached to Proposal/Contract, is accepted, and shall constitute a contract between Brown Brothers Asphalt & Concrete, LLC, and the customer.

**EXCLUSIONS, UNLESS NOTED ABOVE:**

Bonding, permits, testing, engineering, surveying, quality control, quality assurance, traffic control, fencing, concrete pumping, correction of drainage issues, subgrade work, excavation, removing or replacing unsuitable material, removing existing waste, concrete reinforcement, dowels, colored or decorative concrete, crack sealing at transition between asphalt and other hard surfaces, caulking/grouting, erosion control, cold weather protection, frost removal, soil sterilant, hoisting, waterproofing, sweeping, hauling, site water and water metering, railings, utility adjustments, night, weekend, holiday, and overtime work, vehicle towing, site notification. Damage to: electrical work, conduit, lighting, snow/ice melt systems, landscaping, irrigation, objects obscured from view. Liquidated damages, customer scope of work changes, liability of work performed by others. Delays caused by others and acts of nature.

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**TERMS AND CONDITIONS**

**PAYMENT FOR WORK:** Unless otherwise agreed in writing, Brown Brothers Asphalt & Concrete, LLC (herein referred to as “BBAC”) shall invoice Customer at the completion of the Work and all invoices are due and payable by Customer upon receipt. BBAC reserves the right to submit progress billings to Customer on a weekly, bi-weekly or monthly basis, which shall be paid by Customer upon receipt. No defect in the Work shall relieve Customer of its obligation to make payment of amounts due. Customer shall be charged interest at the rate of 2% per month on all unpaid balances and shall pay all reasonable attorneys’ fees and costs incurred by BBAC in collecting amounts due hereunder. BBAC retains any and all lien rights. Customer acknowledges that there is volatility in raw material pricing and agrees that BBAC may increase the contract price set forth herein to account for the increased cost charged by BBAC’s suppliers for the raw materials. The contract price includes sales and use tax as applicable. Taxes can be waived only upon BBAC’s receipt of a properly executed tax exemption certificate.

**THE WORK:** BBAC will furnish all necessary labor, materials, and equipment to complete the work specified herein (the “Work”). Customer shall notify BBAC in advance when the site will be ready for the Work to be performed and shall provide BBAC with free and unobstructed access so that the Work can be commenced promptly and completed without delay. Customer shall pay for the towing of vehicles impeding the Work and all other charges incurred by BBAC due to Customer delay. Customer shall pay BBAC its reasonable charges incurred due to delays caused by Customer. All surfaces to which material is to be applied shall be in a condition similar to the condition at the time the project was bid. BBAC provides no assurance as to a completion date since the Work is subject to weather conditions, prior commitments, mechanical failures and other causes beyond BBAC’s control. Customer shall be represented by one person with authority to accept the work and authorize changes to the Work. Customer shall provide BBAC with reasonable access to a water supply source. Customer grants BBAC permission to utilize photos and video of the Work and the project site in the promotion of BBAC’s business services.

**WARRANTY:** The Work is warranted against defects in workmanship and materials for a period of one (1) year from the date of installation. BBAC makes no warranty regarding drainage where the slope provided or allowable is less than two percent (2%). BBAC’s warranty does not extend to or cover settlement or cracking of asphalt or pavement due to expansive soils or improperly compacted utility trenches, or for failures caused by the inadequate compaction of the subgrade. BBAC shall not be liable for damage to underground utilities which were improperly installed or backfilled.

**AMERICANS WITH DISABILITIES ACT:** Customer is solely responsible for maintaining the subject property in full compliance with the ADA and agrees to indemnify and hold BBAC harmless from and against any and all liability, claims, damages or expense, including attorneys’ fees, relating in any way to ADA requirements or issues. BBAC recommends that Customer obtain the services of a certified ADA consultant for site evaluations and recommendations as required by Federal and State law. If directed by the Customer to obtain compliance, BBAC may make recommendations for such work and additional charges may apply.

**SOILS:** BBAC shall have no liability to Customer or any third party relating to underlying soil conditions. BBAC will not sacrifice the quality or integrity by placing asphalt pavement on base course or subgrade that is unstable or subgrade containing frost, including top lifts or overlays when temperatures do not meet CDOT specifications. BBAC’s warranty shall be waived and of no effect should Customer direct or authorize BBAC to pave on unstable subgrade or subgrade containing frost and Customer shall be responsible for any and all resulting damage or required repairs. If Customer requests that the top lift of asphalt be placed at a later date, the cost for all cleanup is the Customer’s responsibility. If BBAC provides subcontracted construction stakes and/or subcontracted engineering services, the Customer agrees to indemnify and defend BBAC from and against any and all claims, demands, damages, costs or expenses, including attorneys’ fees, resulting from or related to these services, including drainage of water as to direction and amount, both during and after performance of the Work. If a soil sterilizer or herbicide is applied by BBAC, it is applied at the request of the Customer in an effort to retard weed growth and BBAC makes no representation or guarantee that its use will have the intended effect. Customer shall indemnify, hold harmless, and defend BBAC from and against any and all damages, claims, cost or expenses, including attorneys’ fees and costs, resulting from these services. Customer is advised to retain an independently licensed soils engineer for a study of the existing soils in order to recommend a specific pavement design. BBAC may modify this proposal and the contract price to include such recommendations.

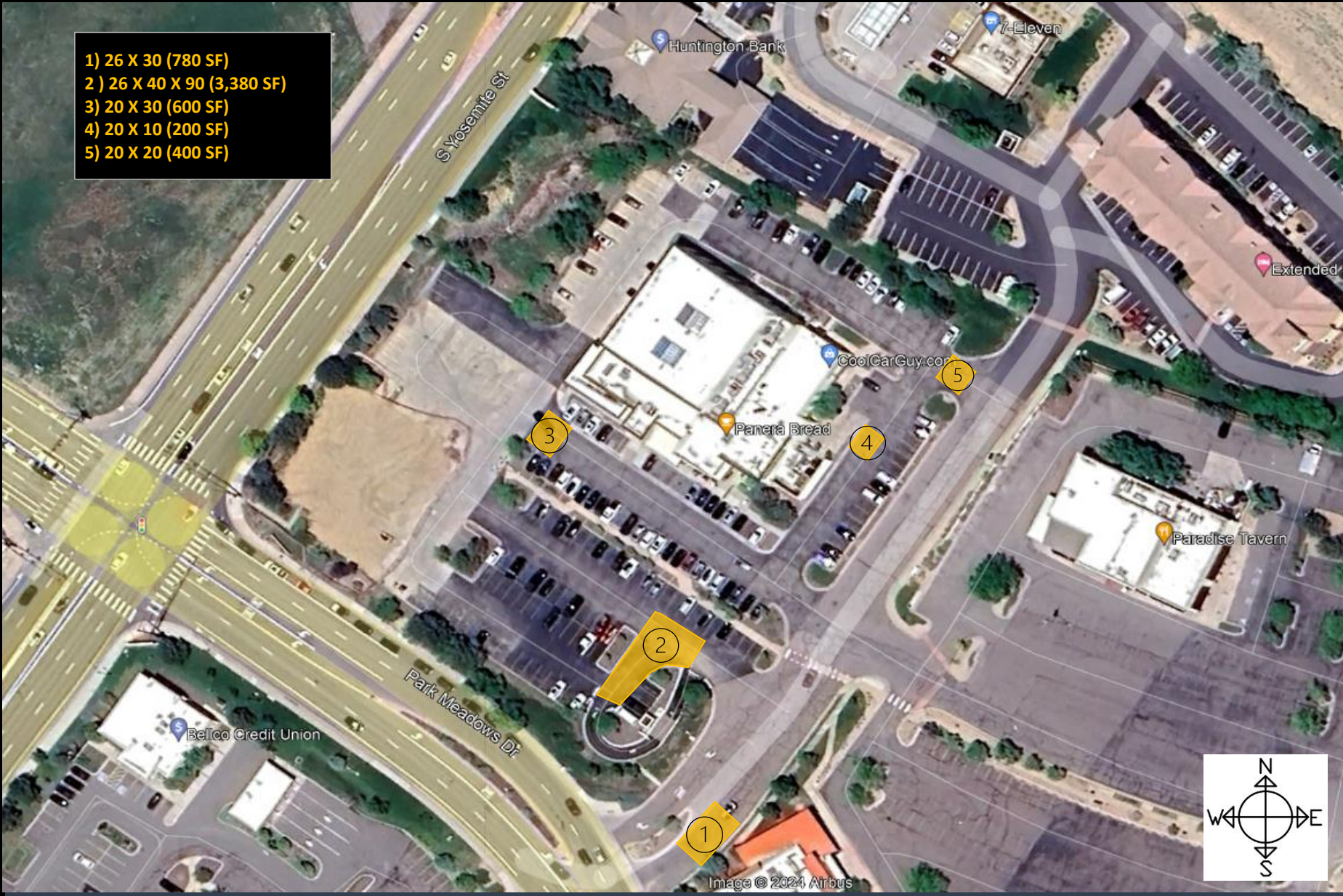
**DISPUTE RESOLUTION:** This Contract shall be governed by the laws of the State where the Work was performed. Customer shall notify BBAC within 7 days of Customer’s objection to any portion of the Work and shall pay BBAC all amounts that are not in dispute. Any dispute relating to this Contract or to the Work performed by BBAC shall be resolved solely by a court of competent jurisdiction in the County where the Work was performed. The parties expressly agree that this Contract was jointly drafted and shall be construed neither against nor in favor of either party. The prevailing party in any litigation relating to this Contract shall be entitled to an award of its reasonable costs and attorneys’ fees.

**BBAC CONTRACTORS LICENSES:** Westminster – 1700082, Greenwood Village - OL-20-04179, Broomfield - OL-21-06989, Castle Pines – 21CCP-GrnV-0343, Commerce City - 2001, Glendale - 900741, Northglenn - 21-ROW-018, Parker - 8311, Lakewood - 14820, Federal Heights - 11-0020, Brighton - CL-03518, Golden - 3641, Boulder -LIC-0008984-ROW, Thornton – EXC201900735, Denver - 241072, Arvada – AEC28, MC-B, MC-S4, Centennial – CL-03706, CL-03708, Sheridan - 180096, Aurora - 1881028 00, Louisville – LSVL-000466-2016, Colorado Springs - 712347, Wheat Ridge - #00044, Englewood 20692, Lafayette - GCA4196956, Castle Rock – 11-0069

Initials \_\_\_\_\_



- 1) 26 X 30 (780 SF)
- 2) 26 X 40 X 90 (3,380 SF)
- 3) 20 X 30 (600 SF)
- 4) 20 X 10 (200 SF)
- 5) 20 X 20 (400 SF)



**BROWN BROTHERS ASPHALT AND CONCRETE**  
 ASPHALT - CONCRETE - BRICK PAVERS  
 8200 S Akron St, Suite 105 Englewood, CO 80112

**Job Name:**  
**Address:**

City of Lone Tree (Rio Grande)  
 9355 Park Meadows Dr, Lone Tree, CO 80124

303-781-9999  
[asphaltconcrete.net](http://asphaltconcrete.net)

- 1) 30 X 20, 20 X 80 (2,200 SF)
- 2) 10 X 10 (100 SF)
- 3) 10 LIN FT, 10 X 10 (100 SF)
- 4) 40 LIN FT, 40 X 10 (400 SF)
- 5) 30 LIN FT, 22 X 40 (880 SF)

9,300 LIN FT OF CRACK FILL



Image © 2024 Airbus



**BROWN BROTHERS ASPHALT AND CONCRETE**  
 ASPHALT - CONCRETE - BRICK PAVERS  
 8200 S Akron St, Suite 105 Englewood, CO 80112



Job Name:  
 Address:

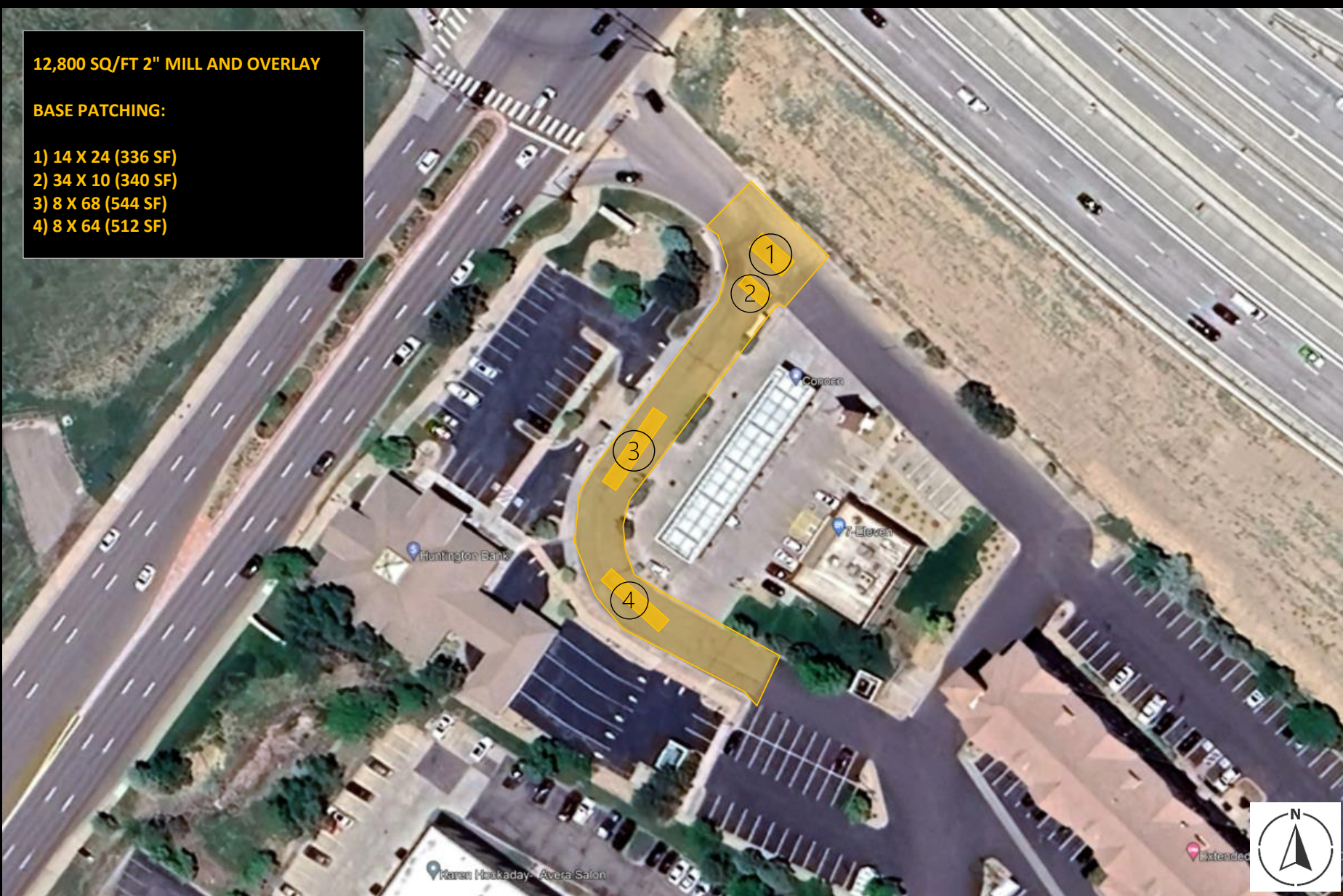
City of Lone Tree (Rio Grande)  
 9355 Park Meadows Dr, Lone Tree, CO 80124

303-781-9999  
[asphaltconcrete.net](http://asphaltconcrete.net)

**12,800 SQ/FT 2" MILL AND OVERLAY**

**BASE PATCHING:**

- 1) 14 X 24 (336 SF)
- 2) 34 X 10 (340 SF)
- 3) 8 X 68 (544 SF)
- 4) 8 X 64 (512 SF)



**BROWN BROTHERS ASPHALT AND CONCRETE**  
ASPHALT - CONCRETE - BRICK PAVERS  
8200 S Akron St. Suite 105 Englewood, CO 80112



**Job Name:**  
**Address:**

City of Lone Tree (Huntington Lot - Option 1)  
9355 Park Meadows Dr, Lone Tree, CO 80124

303-781-9999  
[asphaltconcrete.net](http://asphaltconcrete.net)