

LONE TREE BUSINESS IMPROVEMENT DISTRICT BOARD AGENDA

Board of Directors Meeting
Friday, February 16th, 2024, at 1pm
9233 Park Meadows Dr.
Lone Tree, CO 80124

Board of Directors: Pat McGaughran, Darryl Shoemake, Brigette Muckerman, Robert Morrison, Donna Reed

AGENDA

1. Call to Order/Declaration of Quorum
2. Announcements
3. Director Conflict of Interest Disclosures
4. Approval of Agenda
5. Public Comment – Members of the public may express their views to the Board on matters that affect the District. Comments will be limited to three (3) minutes per person.
6. Consent Agenda – The items listed below are a group of items to be acted on with a single motion and vote by the Board. An item may be removed from the consent agenda to the regular agenda by any Board member.
 - a. Approval of Meeting Minutes from 1.25.2024
 - b. Financials for January 2024
7. Admin/Management
 - a. Resolution 2024-01, A Resolution Adopting Budget, Appropriating Funds, and Certifying Mill Levies for the Calendar Year 2024
 - b. Resolution 2024-02, A Resolution Adopting Bylaws of the Lone Tree Business Improvement District Board of Directors
 - c. Resolution 2024-03, A Resolution Designating 2024 Regular Board Meetings, Notice of Public Meetings, and Online Notice of Public Meetings
 - d. Resolution 2024-04, A Resolution Adopting an Official Seal for the Lone Tree Business Improvement District
 - e. Resolution 2024-05, A Resolution Adopting Lone Tree Business Improvement District Official Branding
 - f. Events Discussion/Update
8. Capital Projects
 - a. Asphalt Project Update
9. Director Updates/Comments
10. Adjournment

LONE TREE BUSINESS IMPROVEMENT DISTRICT BOARD MINUTES

Board of Directors Meeting
Thursday, January 25th, 2024, at 10am
Microsoft Teams Meeting
[Click here to join the meeting](#)
Meeting ID: 265 833 823 454
Passcode: ReJr6P

Board of Directors: Pat McGaughran, Darryl Shoemake, Brigette Muckerman, Robert Morrison,
Donna Reed

MINUTES

1. Call to Order/Declaration of Quorum

In attendance:

Directors: Pat McGaughran, Darryl Shoemake, Brigette Muckerman, Donna Reed
City Staff: Jeff Holwell, Matt Gordon, Michael Wells

Absent:

Directors: Rob Morrison

Chair McGaughran called the meeting to order at 10:02am.

2. Announcements

Gordon shared the launching of a new webpage for the LT BID located at
<https://cityoflonetree.com/departments/economic-development/lone-tree-business-improvement-district/>.

3. Director Conflict of Interest Disclosures

None.

4. Approval of Agenda

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

5. Public Comment – Members of the public may express their views to the Board on matters that affect the District. Comments will be limited to three (3) minutes per person.

No members of the public present.

6. Consent Agenda – The items listed below are a group of items to be acted on with a single motion and vote by the Board. An item may be removed from the consent agenda to the regular agenda by any Board member.

- a. Approval of Meeting Minutes from 11.18.2023
- b. Financials for December 2023
- c. Approval of 2024 Landscape Maintenance and Snow Removal Contract with The Garden Fairy, LLC.

Director Shoemake moved to approve the Consent Agenda, Chair McGaughran seconded. Motion approved unanimously.

7. Admin/Management

a. Reoccurring Meeting Date and Time Discussion

Discussion centered around a consistent meeting date and time. Directors decided that the third Friday of every month at 1pm would be the LT BID Board meeting date and time. Next meeting scheduled for Friday, February 16th, 2024 to be held in person at Panera Bread located within the BID.

b. Update from City Staff on BID Admin/Management Status

Gordon provided a short update on onboarding BID Admin/Management with City staff.

8. Finance

a. Finance Policy Discussion

Gordon provided a short update on finance policy for the BID, alerting Board members to the drafting of a new finance policy for the BID to be presented at the next scheduled BID meeting.

9. Capital Projects

a. Asphalt Project Discussion

Directors instructed Gordon to identify companies to complete asphalt and restriping of selected areas of the BID. Presentation of bids for this work are to be presented at the next scheduled BID meeting.

10. Director Updates/Comments

Director Reed expressed interest in brainstorming possible events for the BID to attract new business. Gordon and Director Muckerman planned to assist Director Reed in these sessions with the goal of presenting event ideas at future meeting dates.

11. Adjournment

Chair McGaughran moved to adjourn the meeting at 10:34am. Director Shoemake seconded. Motion approved unanimously.

APPROVED THIS 16th DAY OF FEBRUARY 2024

LONE TREE BUSINESS IMPROVEMENT DISTRICT

By: _____

Pat McGaughran, Chair

ATTEST:

Darryl Shoemake, Secretary

Lone Tree Business Improvement District

Balance Sheet

As of January 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1-101 TCF Checking Account	431,651.54
1-110 Bill.com Money Out Clearing	-19,204.38
4-102 TCF CD	0.00
4-103 TCF CD - 09/10/21 - 0.2%	0.00
Total Bank Accounts	\$412,447.16
Other Current Assets	
1-115 Pooled Cash- General Fund	-275,850.42
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
Total Other Current Assets	\$301,106.06
Total Current Assets	\$713,553.22
TOTAL ASSETS	\$713,553.22
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
1-201 Accounts Payable	2,600.00
Total Accounts Payable	\$2,600.00
Other Current Liabilities	
1-211 Deferred Property Taxes	296,922.00
Total Other Current Liabilities	\$296,922.00
Total Current Liabilities	\$299,522.00
Total Liabilities	\$299,522.00
Equity	
1-301 Fund Balance - General Fund	222,001.62
4-301 Fund Balance- Capital Fund	217,750.94
Net Income	-25,721.34
Total Equity	\$414,031.22
TOTAL LIABILITIES AND EQUITY	\$713,553.22

Lone Tree Business Improvement District

Statement of Activity

January 2024

	TOTAL
Income	
Total Income	
Expenses	
1-504 Insurance/SDA Dues	557.34
1-560 Landscaping	
1-561 Base Contract	5,789.00
Total 1-560 Landscaping	5,789.00
1-570 Snow Plow Services	
1-571 Truck & Skid Loader Plowing	7,630.00
1-572 ATV & Hand Shoveling	8,782.50
1-573 Ice Melt	2,962.50
Total 1-570 Snow Plow Services	19,375.00
Total Expenses	\$25,721.34
NET OPERATING INCOME	\$ -25,721.34
NET INCOME	\$ -25,721.34

Lone Tree Business Improvement District

Check Detail

January 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
1-101 TCF Checking Account						
01/30/2024	Bill Payment (Check)	7441876	The Garden Fairy, LLC	#62312		-7,637.50
						-7,637.50
01/30/2024	Bill Payment (Check)	7443159	The Garden Fairy, LLC	#62326		-9,137.50
						-9,137.50
01/31/2024	Bill Payment (Check)	7447015	The Garden Fairy, LLC	#62352		-5,789.00
						-5,789.00
1-110 Bill.com Money Out Clearing						
01/09/2024	Bill Payment (Check)	Bill.com	Special District Association	https://app01.us.bill.com/BillPay?id=blp01APPVIDTEObmv5gs		-557.34
						-557.34
01/09/2024	Bill Payment (Check)	Bill.com	Marchetti & Weaver, LLC	https://app01.us.bill.com/BillPay?id=blp01ZDCTRPTBCbmv5gh		-481.45
						-481.45
01/09/2024	Bill Payment (Check)	Bill.com	The Garden Fairy, LLC	https://app01.us.bill.com/BillPay?id=blp01NMOTPZAUGbmv5go		-4,733.00
						-4,733.00
01/09/2024	Bill Payment (Check)	Bill.com	Marchetti & Weaver, LLC	https://app01.us.bill.com/BillPay?id=blp01TVMCPKFUObmv5gg		-928.64
						-928.64
01/09/2024	Bill Payment (Check)	Bill.com	The Garden Fairy, LLC	https://app01.us.bill.com/BillPay?id=blp01VESPHEJPMbmv5gp		-1,990.00
						-1,990.00
01/09/2024	Bill Payment (Check)	Bill.com	White Bear Ankele Tanaka & Waldron	https://app01.us.bill.com/BillPay?id=blp01GUIVFACZCbmv5gm		-2,048.95
						-2,048.95
01/09/2024	Bill Payment (Check)	Bill.com	The Garden Fairy, LLC	https://app01.us.bill.com/BillPay?id=blp01BWUKBJVETbmv5gq		-8,465.00
						-8,465.00

LONE TREE BUSINESS IMPROVEMENT DISTRICT

STAFF REPORT

TO: Lone Tree Business Improvement District Board of Directors
FROM: Matt Gordon, Economic Development Specialist
FOR: Friday, February 16th, 2024 Regular Board Meeting
SUBJECT: Summary of Resolutions Presented

Summary:

Below is a short summary for each Resolution that will be presented to you in the agenda packet for our upcoming meeting on Feb 16, 2024. Of course, I will be there in person to answer any questions!

Resolution 2024-01: A Resolution Adopting Budget, Appropriating Funds, and Certifying Mill Levies for the Calendar Year 2024

This is a standard Resolution required to be completed while approving budgets for the calendar year. I did not include this Resolution in our packet when we approved the budget originally. Apologies for that. However, we can complete this Resolution now and submit it to the State thus completing our required budget submission for 2024. I have also included our 2024 budget submission for your review again.

Resolution 2024-02: A Resolution Adopting Bylaws of the Lone Tree Business Improvement District Board of Directors

Working with the City Attorney, I drafted bylaws to streamline operation and understand the procedural aspects of managing the BID. These bylaws can be amended, changed, or completely thrown out at any time.

Resolution 2024-03: A Resolution Designating 2024 Regular Board Meetings, Notice of Public Meetings, and Online Notice of Public Meetings

This Resolution designates public posting locations for meeting agendas, notices, and public hearings. The Resolution includes posting at Panera, the City of Lone Tree, and on the new BID webpage for online posting.

Resolution 2024-04: A Resolution Adopting an Official Seal for the Lone Tree Business Improvement District

The City Communication Team worked with their team of graphic artists to design an official seal for the LT BID to affix to official documents. This is primarily a procedural Resolution.

Resolution 2024-05: A Resolution Adopting Lone Tree Business Improvement District Official Branding

To create an identity for the BID beyond the people who participate within it, I partnered again with the City Communications Team to design branding for the BID to consider.

Suggested Motion:

For all Resolutions presented, I would recommend moving to approve or adopt where applicable.

**LONE TREE BUSINESS IMPROVEMENT DISTRICT
RESOLUTION NO. 2024-01**

**A RESOLUTION ADOPTING BUDGET, APPROPRIATING FUNDS, AND
CERTIFYING MILL LEVIES FOR THE CALENDAR YEAR 2024**

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

WHEREAS, the proposed 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 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 budget prior to the adoption of the 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 Budget. The budget attached here to and incorporated herein is approved and adopted as the 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 direct 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. Levy for Debt Service Obligations. For the purposes of meeting all debt service obligations of the District during the 2024 budget year, there is hereby levied a tax of 0.000 mills upon each dollar of the total valuation of assessment of all taxable property within the District.

Section 4. Levy for Contractual Obligation Expenses. For the purposes of meeting all contractual obligations of the District during the 2024 budget year, there is hereby levied a tax of 0.000 mills upon each dollar of the total valuation of assessment of all taxable property within the District.

Section 5. Levy for Capital Project Expenses. For the purposes of meeting all capital project obligations of the District during the 2024 budget year, there is hereby levied a tax of 0.000 mills upon each dollar of the total valuation of assessment of all taxable property within the District.

Section 6. Mill Levy Adjustment. When developing the attached budget, consideration was given to any changes in the method of calculating assessed valuation, including any changes to the assessment ratios, or any constitutionally mandated tax credit, cut or abatement, as authorized in the District's service plan. The Board hereby determines in good faith (such determination to be binding and final), that to the extent possible, the adjustments to the mill levies made to account for changes in Colorado law described in the prior sentence, and the actual tax revenues generated by the mill levies, are neither diminished nor enhanced as a result of those changes.

Section 7. Certification to County Commissioners. The Board directs its legal counsel, manager, accountant, or other designee to certify to the Board of County Commissioners of Douglas County, Colorado the mill levies for the District as set forth herein. Such certification shall be in compliance with the requirements of Colorado law.

Section 8. Appropriations. The amounts set forth as expenditures in the budget attached hereto are hereby appropriated.

Section 9. 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 budget and budget message with the Division of Local Government by January 31st of the ensuing year.

Section 10. 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 16th DAY OF FEBRUARY 2024.

LONE TREE BUSINESS IMPROVEMENT DISTRICT

By: _____

Pat McGaughran, Chair

ATTEST:

(SEAL)

Darryl Shoemake, Secretary

LONE TREE BUSINESS IMPROVEMENT DISTRICT

January 12, 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 Budget for the Lone Tree Business Improvement District in Douglas County, CO, submitted pursuant to Section 29-1-116 C.R.S. This Budget was adopted on November 28th, 2023. 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 \$296,922. 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,

Matt Gordon
City of Lone Tree
Management Analyst I

LONE TREE BUSINESS IMPROVEMENT DISTRICT BOARD MINUTES

Board of Directors Meeting
Tuesday, November 28th, 2023, at 1pm
Microsoft Teams Meeting
[Click here to join the meeting](#)
Meeting ID: 298 715 731 181
Passcode: j8MN7o

Board of Directors: Chair Pat McGaughran, Darryl Shoemake, Brigette Muckerman, Robert Morrison, Donna Reed

MINUTES

1. Call to Order/Declaration of Quorum

In attendance:

Directors: Pat McGaughran, Darryl Shoemake, Donna Reed

City Staff: Jeff Holwell, Matt Gordon, Ulli Nierling

Absent:

Directors: Brigette Muckerman, Robert Morrison

Chair McGaughran called the meeting called to order at 1:41pm.

2. Announcements

a. Introduction of New Board Member – Donna Reed of Reed’s Tavern

City staff member Matt Gordon introduced new Board member, Donna Reed, to the Lone Tree BID Board.

3. Director Conflict of Interest Disclosures

None.

4. Approval of Agenda

Chair McGaughran moved to approve the agenda as presented. Seconded by Director Shoemake. Motion approved unanimously.

5. Public Comment – Members of the public may express their views to the Board on matters that affect the District. Comments will be limited to three (3) minutes per person.

No members of the public present.

6. Consent Agenda – The items listed below are a group of items to be acted on with a single motion and vote by the Board. An item may be removed from the consent agenda to the regular agenda by any Board member.

No items on the consent agenda for review and approval.

7. Finances

a. Review and Approval of Lone Tree BID 2024 Operating Plan and Proposed Budget

Director Shoemake moved to approve the Lone Tree BID 2024 Operating Plan and Budget. Seconded by Chair McGaughran. Motion approved unanimously.

8. Legal

- a. Review and Approval of an Intergovernmental Agreement between the Lone Tree BID and the City of Lone Tree

Director Reed asked questions regarding the future RFP process and services provided by the City of Lone Tree. City Staff provided answers to these questions.

Chair McGaughran moved to approve the IGA between the Lone Tree BID and the City of Lone Tree. Seconded by Director Shoemake. Motion approved unanimously.

9. Director Updates/Comments

Director Reed expressed interest in generating traffic for business and addressing safety concerns like lighting. Additionally, Director Reed wanted to clarify the focus of the BID and suggested an emphasis of supporting businesses with events like music, art walks, and 5ks. Holwell shared that city budgeted \$15k for a community event potentially at the entertainment district.

Chair McGaughran mentioned that signage had been recommended as a potential project.

10. Adjournment

Chair McGaughran adjourned the meeting at 2:01pm.

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 1st, 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. 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 Budget

	2022 Audited Actual	Variance Favorable		2023 Forecast	2024 Proposed Budget	Notes / Assumptions
		2023 Adopted Budget	(Unfavorable)			
PROPERTY TAXES						
Assessed Valuation		14,920,200		14,920,200	17,908,260	August Prelim AV per County
Mill Levy Breakdown:						
Mill Levy - Operations	17.500	17.500		17.500	17.500	Assume same as 2023, 20 Mill Maximum
Total	17.500	17.500		17.500	17.500	
Property Tax Revenue - Operations	218,000	261,104		261,104	313,395	AV * Mill Levy / 1,000
Total	218,000	261,104		261,104	313,395	
COMBINED SUMMARY						
REVENUE						
Property Taxes	218,000	261,104	-	261,104	313,395	AV * Mill Levy / 1,000
Specific Ownership Taxes	22,842	20,888	-	20,888	25,072	8% of Taxes
Interest Income	(881)	60	-	60	300	
TOTAL REVENUE	239,962	282,052	-	282,052	338,766	
EXPENDITURES						
Administrative	33,805	51,246	-	51,246	64,797	
Landscaping	72,655	112,165	-	112,165	106,200	
Snow Plow Services	147,079	170,500	-	170,500	170,500	
Parking Lot Maintenance	-	-	-	-	-	
Capital	33,474	21,000	-	21,000	85,000	
Contingency / Emergencies	-	-	-	-	-	
TOTAL EXPENDITURES	287,013	354,911	-	354,911	426,497	
CHANGE IN FUND BALANCE	(47,051)	(72,859)	-	(72,859)	(87,731)	
BEGINNING FUND BALANCE	391,506	337,561	6,894	344,455	271,595	
ENDING FUND BALANCE	344,455	264,702	6,894	271,595	183,864	
COMPONENTS OF FUND BALANCE:						
Nonspendable	551	4,244	-	4,244	2,000	Prepaid insurance
Restricted for Emergencies	7,610	8,460	-	8,460	10,161	3% of General Fund Revenues
Assigned for Capital	217,751	97,266	18,535	115,801	851	
Unassigned	118,543	154,732	(11,641)	143,090	170,852	50% of Annual Budget
TOTAL FUND BALANCE	344,455	264,702	6,894	271,595	183,864	

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Lone Tree Business Improvement District
2024 Budget

	2022 Audited Actual	2023 Adopted Budget	Variance Favorable (Unfavorable)	2023 Forecast	2024 Proposed Budget	Notes / Assumptions
GENERAL FUND						
REVENUE						
Property Taxes	218,000	261,104	-	261,104	313,395	
Specific Ownership Taxes	22,842	20,888	-	20,888	25,072	
Interest Income	(940)	10	-	10	250	
TOTAL REVENUE	239,903	282,002	-	282,002	338,716	
EXPENDITURES						
Administrative						
Accounting	10,141	18,000	-	18,000	-	
Management	-	-	-	-	50,000	
Audit	4,935	5,330	-	5,330	5,597	
Insurance & SDA Dues	3,665	4,000	-	4,000	4,000	
Legal / Management	10,865	19,000	-	19,000	-	
Office Supplies/ Misc. Other	929	1,000	-	1,000	500	Quickbooks Software
Treasurer's Fees	3,269	3,917	-	3,917	4,701	
Total Administrative	33,805	51,246	-	51,246	64,797	
Grounds Maintenance						
Landscaping & Other Maintenance:						
Base Contract	55,155	58,500	-	58,500	60,255	
Irrigation Maint & Repair	-	1,500	-	1,500	1,500	
Annual Flowers	-	17,500	-	17,500	17,500	
Mulch Replacement	4,000	4,000	-	4,000	4,500	
Tree Feeding / Spraying	-	7,500	-	7,500	7,500	
Turf Fertilizer & Treatments	-	6,765	-	6,765	6,765	
Drainage Pond Cleaning	-	1,500	-	1,500	1,500	
Storm Damage / Other	-	1,000	-	1,000	1,000	
Holiday Lighting	13,500	13,900	-	13,900	5,000	
Plaza Planning	-	-	-	-	680	
Tree Trimming & Pruning	-	-	-	-	-	
Parking Lot Maintenance	-	-	-	-	-	
Total Landscaping & Maint	72,655	112,165	-	112,165	106,200	
Snow Plow Services:						
Plow Truck & Skid Steer	61,852	73,500	-	73,500	73,500	
ATV & Hand Shoveling	51,570	58,000	-	58,000	58,000	
Ice Melt	33,658	39,000	-	39,000	39,000	
Other	-	-	-	-	-	
Total Snow Plowing	147,079	170,500	-	170,500	170,500	
Total Grounds Maintenance	219,734	282,665	-	282,665	276,700	
Contingency / Emergencies	-	-	-	-	-	
TOTAL EXPENDITURES	253,539	333,911	-	333,911	341,497	
REVENUES OVER (UNDER) EXP	(13,636)	(51,909)	-	(51,909)	(2,781)	
TRANSFER FROM (TO) CAPITAL FUND	72,000	81,000	-	81,000	30,000	
CHANGE IN FUND BALANCE	58,364	29,091	-	29,091	27,219	
BEGINNING FUND BALANCE	68,340	138,345	(11,641)	126,704	155,794	
ENDING FUND BALANCE	126,704	167,436	(11,641)	155,794	183,013	

Lone Tree Business Improvement District
2024 Budget

	2022 Audited Actual	2023 Adopted Budget	Variance Favorable (Unfavorable)	2023 Forecast	2024 Proposed Budget	Notes / Assumptions
CAPITAL FUND						
REVENUE						
Interest Income	59	50	-	50	50	
TOTAL REVENUE	59	50	-	50	50	
EXPENDITURES						
Capital						
Tree Removal & Replacement	-	21,000	-	21,000	-	
Capital Improvements	-	-	-	-	-	
Lighting Improvements	33,474	-	-	-	-	
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 (Asphalt and Striping)	-	-	-	-	85,000	
Contingency / Emergencies	-	-	-	-	-	
TOTAL EXPENDITURES	33,474	21,000	-	21,000	85,000	
REVENUES OVER (UNDER) EXP	(33,415)	(20,950)	-	(20,950)	(84,950)	
TRANSFER FROM (TO) GENERAL FUND	(72,000)	(81,000)	-	(81,000)	(30,000)	
CHANGE IN FUND BALANCE	(105,415)	(101,950)	-	(101,950)	(114,950)	
BEGINNING FUND BALANCE	323,166	199,216	18,535	217,751	115,801	
ENDING FUND BALANCE	217,751	97,266	18,535	115,801	851	

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

PURPOSE	LEVY	REVENUE
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
SUBTOTAL FOR GENERAL OPERATING:	17.500 mills	\$296,922
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
TOTAL:	17.500 mills	\$296,922

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

JUDGMENT

No Judgment Available

Explanation of Change:

Generated On Thu, 28 Dec 2023

**LONE TREE BUSINESS IMPROVEMENT DISTRICT
RESOLUTION NO. 2024-02**

**A RESOLUTION ADOPTING BYLAWS OF THE LONE TREE BUSINESS
IMPROVEMENT DISTRICT BOARD OF DIRECTORS**

WHEREAS, the District was established via City of Lone Tree Ordinance No. 15-06;

WHEREAS, Pursuant to C.R.S. § 31-25-1212(n) the Lone Tree Business Improvement District has the power to adopt and amend bylaws not in conflict with the constitution and laws of the state or with the ordinances of the municipality affected for carrying on the business, objects, and affairs of the board and of the district;

WHEREAS, adopting bylaws will enable the Board to fulfill its statutory duties;

WHEREAS, a functioning deliberative body requires a framework of rules within which to work in a fair and uniform manner.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE LONE TREE BUSINESS IMPROVEMENT DISTRICT, adopts the attached Bylaws of the Lone Tree Business Improvement District.

ADOPTED AND APPROVED ON THIS 16TH DAY OF FEBRUARY 2024.

LONE TREE BUSINESS IMPROVEMENT DISTRICT

By: _____
Pat McGaughran, Chair

ATTEST:

(SEAL)

Darryl Shoemake, Secretary

**LONE TREE BUSINESS IMPROVEMENT DISTRICT
BYLAWS**

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PART I AUTHORITY AND PURPOSE

The Lone Tree Business Improvement District (hereinafter referred to a “LT BID”) was created pursuant to Ordinance No. 15-06 under the Business Improvement District Act, Section 31-25-1201, et seq., C.R.S. The LT BID has authority to adopt these bylaws pursuant to C.R.S. § 31-25-1212(n). These bylaws are adopted pursuant to the laws of the State of Colorado and the ordinances of the City of Lone Tree. In the event of a direct conflict between these bylaws and state law or city ordinance, the state law or city ordinance shall govern.

PART II MEMBERS

Section 1. Membership

The Board of Directors (hereinafter referred to as “the Board”) shall consist of five (5) to seven (7) members. Each member shall be an eligible elector of the LT BID. An eligible elector means a natural person who is a citizen of the United States, a resident of Colorado aged eighteen years or older and who either (1) makes his primary dwelling place in the LT BID; (2) owns taxable real or personal property within the boundaries of the LT BID; (3) is the holder of a leasehold interest in taxable real or personal property within the boundaries of the LT BID; or (4) is the natural person designated by an owner or lessee of taxable real or personal property in the LT BID which is not a natural person to vote for such owner or lessee.

Section 2. Appointment

The Lone Tree City Council (hereinafter referred to as “Council”) shall appoint the members of the Board by Resolution.

Section 3. Terms in Office

Pursuant to C.R.S. §31-25-1209(b), each member shall serve at the pleasure of the Lone Tree City Council.

Section 4. Vacancies

A vacancy on the Board occurs when a Director ceases to be an elector of the LT BID, resigns, is removed from office by the City Council, is removed from office as provided by law, or dies. A vacancy on the Board shall be filled by appointment of City Council. The vacancy in any office shall be filled for the remainder of the Board member’s unexpired term.

Section 5. Compensation

Members of the Board shall receive no compensation for their services but may be reimbursed for expenses incurred in the performance of their duties in the manner provided by the Board via resolution.

PART III OFFICERS

There shall be a Chair, Vice-Chair, Secretary, and Treasurer comprised of members of the Board. The office of the Secretary and Treasurer may be served by the same person. The Board may

provide such additional duties for Officers beyond what is enumerated herein as it deems necessary, provided such duties are allowed by law.

Section 1. Chair

The Chair shall preside at all meetings of the Board and shall sign all documents on behalf of the LTBID upon approval by the Board and shall have such other duties as the Board may direct. The Chair shall appoint such committees and task forces as are authorized by the Board.

Section 2. Vice-Chair

The Vice-Chair shall perform the duties of the Chair in the absence of the Chair or in the event of the Chair's inability or refusal to act and shall have such other duties as the Board of Directors may provide.

Section 3. Secretary

The Secretary shall keep a record of all proceedings, minutes of meetings, certificates, contracts, and corporate acts of the Board and shall be custodian of the seal of the LTBID which shall be affixed to all contracts and instruments authorized by the Board.

Section 4. Treasurer

The Treasurer shall keep permanent records containing accurate accounts of all money received by and disbursed on behalf of the LTBID and shall make all required reports. The Treasurer shall have the care and custody of all LTBID monies and shall deposit such moneys in the manner provided by law and as authorized by the Board.

Section 5. The Assistant Secretary

The Board may additionally appoint an Assistant Secretary. The Assistant Secretary does not need to be a member of the Board, and if such person is not a member of the Board, then such person shall have no vote on matters in front of the Board.

Section 6. Election of Officers

Officers shall be elected annually by the Board at the first regular meeting of the fiscal year and shall serve a term of one year or until their successor is elected.

PART IV MEETINGS

Section 1. Meetings to be Public

All regular, study sessions, or special meetings of the Board, including meetings and study session held via telephonic or electronic means, shall be open to the public in accordance with the Open Meetings Act, C.R.S. § 24-6-401, et seq. Executive Sessions may be held in the manner and for those purposes as permitted in C.R.S. §24-6-4SS02(4). Meetings at which three (3) or more Board members are present, and during which any public business is discussed, or any formal action may be taken, are considered open to the public and shall be noticed as such in conformance with the Colorado Open Meetings Law. Board members may use electronic mail to communicate with each other and City staff. Electronic mail, however, should not be used to discuss the merits of Board business.

because such correspondence might be deemed a “meeting” under the Colorado Open Meetings Law thereby necessitating public notice and provision for public participation.

Section 2. Quorum

A quorum of the Board shall consist of a majority of the members. For example, if there are only five (5) Board members, a quorum shall consist of three (3) members. No meeting shall be held unless a quorum is present. In the absence of a quorum, any scheduled meeting shall be terminated by the presiding members within a reasonable time after gathering. If a meeting has not been convened due to lack of a quorum, the Board will reschedule the meeting at the earliest possible time. Staff will then post a notice of such continuance and rescheduling at the meeting place location. If such notice of continuance is posted, any application that requires public notice will not be required to re-notice.

Section 3. Regular Meetings

The regular meeting of the board shall be held monthly on a recurring designated day of the month and regular time, with such day and time determined by the board at the end of each calendar year for the next calendar year. The selected day and time for the regular meeting for any given month may be changed by vote of the board, and the posting of corresponding notices as required by Colorado law. Meetings shall be held at 9233 Park Meadows Dr, Lone Tree, CO 80124, City of Lone Tree City Hall located at 9220 Kimmer Dr, Lone Tree, CO 80124, or via electronic means unless otherwise noticed in advance in accordance with Colorado law.

Section 4. Special Meetings

The chair or any two members of the board may call a special meeting of the board upon at least twenty-four hours’ written notice to each member. Such notice shall state the purpose for which such special meeting is called.

Section 5. Notice

Public notice of all meetings of the board shall be given as provided by law and shall contain the date, time, places, and type of meeting, and specific agenda information where possible. Public notice of any meeting shall be posted at least twenty-four hours in advance at such public place or places as the board may designate annually at its first regular meeting in the fiscal year.

Section 6. Order of Business

Regular meetings of the District shall not be required to follow any specific agenda order or process although the following order shall typically be used as a guide for the District’s order of business:

1. Call to Order/Declaration of Quorum
2. Consideration of minutes of the previous meeting
3. Consideration of Motions and Resolutions
 - a. Public Hearings
 - b. General Business
4. Other Business
5. Adjournment

An opportunity for general public comment on matters not listed on the agenda may, at the discretion of the Chairperson, be provided to persons in attendance at any meeting of the District.

Section 7. Voting and Parliamentary Procedure

Voting on all questions except election of officers shall be by a roll call vote which shall be entered into or appended to the minutes of the meeting. Election of officers shall be by secret ballot. No director may abstain from voting except in the case of a conflict of interest which has been disclosed as provided by law. No proxy voting shall be permitted.

Section 8. Open Meetings

All meetings of the board for any purpose whatsoever shall be open to the public except that the board may go into executive session in the manner and for purposes provided by law.

Section 9. Motions and Resolutions

Action on any item shall be taken only at a regular or special meeting by motion or by resolution. Resolutions shall be used for all actions of a general and permanent nature, shall be in writing, shall, upon adoption, be authenticated by the secretary, and shall be contained in a well-bound book, properly indexed. All motions shall be set forth in the minutes of the meeting. Resolutions and motions shall become effective on the day of adoption unless otherwise stated.

PART V CONFLICT OF INTEREST AND ETHICS

Section 1. Disclosure of Conflict of Interest

Directors shall disclose and act on potential conflicts of interest as required by Colorado law. Directors shall disclose potential conflicts of interest in writing at least 72 hours before a meeting of the board in which the conflict will arise. Such disclosure is to be made to the board secretary (or manager on behalf of the secretary), and to the LTBID's attorney's office. At the start of the board's discussion, the Director will verbally disclose the potential conflict, not attempt to influence the decision of other board members and shall not vote on the matter.

PART VI PERSONNEL AND MANAGEMENT

Section 1. Employment and Contracts

The LTBID may employ such personnel or contract for such services as it deems necessary to exercise its powers and perform its duties and function. The terms and conditions of such employment or contracts, together with the duties to be performed, shall be determined by the board in conformance with the law.

PART VII FISCAL MATTERS

Section 1. Fiscal Year

The fiscal year of the LTBID shall be the calendar year.

Section 2. Check Writing Authority

The board shall establish limits on the check writing authority of officers, employees, and agents of the LTBID. Two signatures shall be required on all checks over ten thousand and no/100 dollars (\$10,000.00). The order of preference for board member signature is as follows: 1. Chair, 2. Treasurer, and 3. Secretary.

Section 3. Contract Authorization

The board may authorize an officer, employee, or agent of the LTBID to enter into any contract or execute and deliver any instrument in the name of an on behalf of the LTBID. Any such authorization shall specify the particular contract or instrument, or the category of contracts or instruments, so authorized.

Section 4. Debt Authorization

No loan or advance shall be made or contracted on behalf of the LTBID and no note, bond, or other evidence of indebtedness shall be executed or delivered in its name except in the manner provided by law and as authorized by the board.

PART VIII AMENDMENTS

Section 1. Amendment Procedure

These bylaws may be amended or repealed, and new bylaws adopted, by the board at any regular or special meeting subject to the requirements of Article IV, Section 5 of these bylaws.

PART IX INDEMNIFICATION

Section 1. Indemnification Disclosure

The LTBID shall indemnify any director, officer, employee, or agent, or any former director, officer, employee, or agent for any expense actually incurred in connection with any action, suite, or proceeding or for any loss or claim resulting from any such action, suit, or proceeding in which such person has been made a party by reason of being or having been such director, officer, employee, or agent, including any matter as to which such person is adjudged to be liable in such action, suit, or proceeding except for such person's willful and wanton acts or omissions in the performance of official duties.

Section 2. Indemnification Insurance

The LTBID is authorized to obtain such policy or policies of insurance for the purpose of providing such indemnification and for such other purposes as the board deems necessary.

Section 3. Limitations

The indemnification provided in this article does not constitute a waiver, either partial or complete, or any immunities or limitations on judgements provided by law with respect to the LTBID or its directors, officers, employees, or agents.

Adopted by the Board of Directors of the Lone Tree Business Improvement District this 16th day of February 2024.

By: _____
Pat McGaughran, Chair

ATTEST:

(SEAL)

Darryl Shoemake, Secretary

**LONE TREE BUSINESS IMPROVEMENT DISTRICT
RESOLUTION NO. 2024-03**

**A RESOLUTION DESIGNATING 2024 REGULAR BOARD MEETINGS, NOTICE OF
PUBLIC MEETINGS AND ONLINE NOTICE OF PUBLIC MEETINGS**

WHEREAS, the Board of Directors desires to designate the location, date, and time of its regular meetings pursuant to Article IV, Section 1 of the Lone Tree Business Improvement District Bylaws and applicable Colorado law;

WHEREAS, the Colorado General Assembly passed House Bill 19-1087, Concerning online notice of public meetings of a local government entity (“Act”), which allows local governmental entities in Colorado to post notices of public meetings on the local government’s website to meet the open meetings requirement of full and timely notice pursuant to Section 24-6-402(2)(c)(I), C.R.S.;

WHEREAS, the Board of Directors desires to post physical and website notices of its public meetings beginning on the date of this Resolution.

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

1. Except as otherwise noticed, the Board of Directors shall hold regular meetings on the 3rd Friday of every month. Regular meetings shall commence at 1:00pm.
2. Unless otherwise noticed, meetings shall be held at 9233 Park Meadows Dr, Lone Tree, CO 80124, or City of Lone Tree City Hall located at 9220 Kimmer Dr, Lone Tree, CO 80124, or via electronic means.
3. Pursuant to Section 32-1-903, C.R.S, notice of the time and place designated for all regular and special meetings of the District shall be posted on the community bulletin board located at 9233 Park Meadows Dr, Lone Tree, CO 80124, the bulletin board located at City of Lone Tree City Hall 9220 Kimmer Dr, Lone Tree, CO 80124, and on the District website, <https://cityoflonetree.com/departments/economic-development/lone-tree-business-improvement-district/>.

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ADOPTED AND APPROVED ON THIS 16TH DAY OF FEBRUARY 2024.

LONE TREE BUSINESS IMPROVEMENT DISTRICT

By: _____
Pat McGaughran, Chair

ATTEST:

(SEAL)

Darryl Shoemake, Secretary

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**LONE TREE BUSINESS IMPROVEMENT DISTRICT
RESOLUTION NO. 2024-04**

**A RESOLUTION ADOPTING AN OFFICIAL SEAL FOR THE LONE TREE BUSINESS
IMPROVEMENT DISTRICT**

WHEREAS, the Board of Directors desires to adopt an official seal to affix to all contracts and instruments authorized by the Board pursuant to Part III, Section 3 of the Lone Tree Business Improvement District Bylaws and applicable Colorado law.

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

1. The official seal adopted by the Board of Directors is as presented in EXHIBIT A.

ADOPTED AND APPROVED ON THIS 16TH DAY OF FEBRUARY 2024.

LONE TREE BUSINESS IMPROVEMENT DISTRICT

By: _____
Pat McGaughran, Chair

ATTEST:

(SEAL)

Darryl Shoemake, Secretary

EXHIBIT A
Official Seal of the Lone Tree Business Improvement District



[remainder of page intentionally left blank]

**LONE TREE BUSINESS IMPROVEMENT DISTRICT
RESOLUTION NO. 2024-05**

**A RESOLUTION ADOPTING LONE TREE BUSINESS IMPROVEMENT DISTRICT
OFFICIAL BRANDING**

WHEREAS, the Board wishes to formally adopt a logo to ensure that branding and messaging of the Lone Tree Business Improvement District are consistent and of high quality;

WHEREAS, the formal adoption of a logo signifies the Board's support for the logo and approval of the logo's and logo variations use in official communication from the Lone Tree Business Improvement District, the Board, and its designees.

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

1. The official branding adopted by the Board is presented as an attachment to this Resolution.

ADOPTED AND APPROVED ON THIS 16TH DAY OF FEBRUARY 2024.

LONE TREE BUSINESS IMPROVEMENT DISTRICT

By: _____
Pat McGaughran, Chair

ATTEST:

(SEAL)

Darryl Shoemake, Secretary

HORIZONTAL LOGO

POSITIVE



REVERSE



GRAYSCALE



STACKED LOGO

POSITIVE



LONE TREE
BUSINESS IMPROVEMENT DISTRICT

REVERSE



LONE TREE
BUSINESS IMPROVEMENT DISTRICT

GRAYSCALE



LONE TREE
BUSINESS IMPROVEMENT DISTRICT

