

## AGENDA

# Board of Directors General Meeting

## Littleton Downtown Development Authority

**Wednesday, February 18, 2026 at 4:00pm**

**Arapahoe Community College, Conference Room (M1950)**

5900 S Santa Fe Drive, Littleton, CO 80120

**ZOOM\***: <https://zoom.us/j/3088672782?pwd=K0FPUIlNlV0J2eEpTdm01aGQzNXhDUT09>

### Agenda

1. 4:00 PM Call to Order and Roll Call
2. 4:01 PM Public Comment
3. 4:04 PM Consideration of Draft Minutes \*\*
  - a. Minutes of the Regular Board meeting of January 21, 2026
4. 4:05 PM Conflict of Interest Disclosures
5. 4:05 PM Presentations
  - a. Urban Land Institute Technical Advisory Panel (ULI TAP) report  
Kathleen Osher, Deputy City Manager, City of Littleton
6. 4:35 PM Financials - Thuy Dam and Curtis Bourgouin, CLA
  - a. December 31, 2025 Unaudited Financial Statements \*\*
    - i. Motion to accept December 31, 2025 unaudited financial statements.
  - b. Monthly Operating Statement, Cash Position, Revenue Schedules, and Disbursements \*\*
    - i. Motion to accept the monthly reports and approve the disbursements.
7. 4:55 PM PM Old Business
  - a. Monthly Updates

- i. Committees
  1. 4:55 PM Block Party
    - a. General Event update - Ruth Graham, committee co-chair
    - b. Entertainment District Permit Update - Alexandra Vander Pol - Sr. manager Events and Marketing, City of Littleton
  2. 5:20 PM Public Art - Bryan Morrow, committee co-chair
- ii. 5:30 PM Clean, Maintenance and Snow \*\*
  1. Adding blocks for snow removal
  2. Snow Report (As of Feb. 11, 2026)
8. 5:40 PM New Business
  - a. N/A
9. 5:40 PM LDDA Director Update
  - a. Website RFP \*\*
10. 5:45 PM City of Littleton Update
11. 5:50 PM Board Member's Additional Input
12. 6:00 PM Adjournment
13. Calendar: Upcoming Meetings
  - a. March 18, 2026: LDDA Board Meeting, 4:00-6:00pm, ACC Conference Room M1950

#### Public Notice

The public is invited to attend all regular meetings or study sessions of the Littleton Downtown Development Authority. Please call 303-868-4006 at least 48 hours prior to the meeting if you believe you will need special assistance or any reasonable accommodation in order to attend, or participate in, any such meeting.

**\* Zoom accessibility to the LDDA Board meeting will remain open for 20 minutes after the scheduled start time. If no participants have joined within that time, the Zoom accessibility will be closed.**

**\*\* Denotes corresponding packet item for reference, see [littletondda.org/about-downtown-littleton/board-meetings](http://littletondda.org/about-downtown-littleton/board-meetings) to download board meeting packet**

## MINUTES

# Board of Directors Meeting Minutes

Littleton Downtown Development Authority

Wednesday, January 21st, 2026 at 4:00pm

Arapahoe Community College, Conference Room (M1950)

5900 S Santa Fe Drive, Littleton, CO 80120

## Minutes

### 1. Call to Order and Roll Call

The meeting was called to order at 4:00pm

Roll Call

**Members Present: 8**

Vice Chair Rob Stieg, Secretary Catharina Hughey, Treasurer Bryan Morrow, Members Cheryl Calhoun, Krista Falkenstine, Eric Hyatt, Tom Barenberg, and Council Member Merrill Stillwell.

*\*Council Member Stillwell is a non-voting member unless needed to break a tie*

**Members Absent: 2**

Chair Ruth Graham, Member John Matthews,

**Staff:**

Jenny Starkey, Executive Director; Danni Westblade, Administrative Assistant, Lisa Mayers, Legal Counsel

**Guests:**

Kathleen Osher, Deputy City Manager, Jerad Chipman, Planning Manager, Sara Dusenberry, Senior Planner, Adrienne Burton, Director of Major Projects

2. Welcome: new member - City Council Member District 1 Merrill Stillwell.  
Introductions were made. Merrill grew up in Littleton and is a property owner of the Little Man Ice Cream building on Main Street. Other boards he has served on include the Five Points Business Improvement District and South Metro Housing Options. Merrill is here to support small businesses and will start by listening and understanding the needs of the DDA. Merrill has been onboarded just like a new board member and has signed a disclosure. He is a nonvoting board member (only votes in a tie) and is the DDA's city liaison to council.
3. Public Comment  
Pam Chadbourne, resident: Pam shared that she would like the relationship between the DDA and residents to be stronger so that residents are informed to participate. Pam also believes that the Littleton Boulevard Subarea Plan and Project Downtown should be an integrated vision/concept, not separated into parts. Additionally, she would like to see a functional analysis on historic design standards, parking, housing, and economic factors to support zoning.
4. Consideration of Minutes  
The meeting minutes for December 17th, 2025 were considered. A motion for approval was made by Treasurer Bryan Morrow and seconded by Secretary Catharina Hughey. The approval of meeting minutes, as presented, passed unanimously.
5. Conflict of Interest Disclosures  
None
6. Presentations
  - a. [Downtown Crime and Safety Report](#) - Corporal Luke Bishard, Littleton Police Department \*  
Corporal Bishard presented a crime report from October- December 2025 with nothing noteworthy. Alarm calls are often slightly higher in the winter because snow can set alarms off and parking complaints are up because a parking officer has been hired.  
  
To put into perspective, there were 418 calls for service for Q4 of 2025. When something is substantiated, a report is taken - there were 120 reports in 2024 and 115 in 2025 for a combined 235 reports over the last two years. Corporal Bishard was unable to pull two years of calls for service, but it's important to recognize that there are far more calls than actualized reports. 418 just in Q4 of 2025.

Homelessness issues seem to have dropped over time, likely attributed to the success of the AllHealth Network co-responder program and the addition of a second full-time mental health professional.

- b. [Littleton Boulevard Subarea Plan](#) - Sara Dusenberry, Senior Planner, City of Littleton

Sara Dusenberry shared that this plan has been a longstanding priority for the city that has matured over time and staff has invested time in building technical expertise for what is necessary, considering its scale and complexity.

Littleton Boulevard is one of the city's most visible and complex corridors as a major east-west thoroughfare and with a collection of mid-century modern resources. The boulevard presents an opportunity to proactively guide change and a subarea plan is a detailed plan for a smaller geographic area which provides predictability for planning. Subarea Plans are meant to set policy direction and a shared roadmap for land use, mobility, urban design, and public investment decisions. The Littleton Boulevard Subarea Plan creates a community-driven, shared vision for the area with long term implementation strategies.

The LDDA's district falls partially within the study's "area of influence" and the city has asked for one LDDA board member plus a backup to serve as a member of their Stakeholder Working Group alongside other city board members, business owners and residents. The DDA liaison will provide a unique perspective and help build consensus as well as provide updates after each stakeholder meeting, keeping the board apprised of what is happening as well as provide feedback on behalf of LDDA. February 11th will be the first stakeholder meeting and Rob Stieg and Eric Hyatt have volunteered to be lead and alternative representatives.

The vision for the Subarea Plan is long-term reinvestment and improvement along the corridor while focusing on community input and data-driven analysis. The plan considers many aspects including managing land use changes intentionally, historic preservation, prioritizing preservation of affordable and workforce housing, and evaluating existing multimodal networks.

A website is being put together and community engagement will kick off in the spring. The process is expected to take approximately 18-24 months and will include data collection, visioning, and focus-area recommendations. The city will recognize the success of this plan when there is a shared understanding of direction; better alignment between public and private investment; safer, more connected transportation/mobility options; and a corridor that reflects community values while supporting long term sustainability. One of the big reasons this is being done now is because of some of the recent developments and what the impact has been on residents while also considering how to provide a draw to the city.

Jenny reminded the board that it's important for the DDA to be engaged, especially if the DDA were to consider redrawing boundaries some day and part of this subarea were to become a part of the LDDA boundaries. The city shared that there could be funding mechanisms for businesses and residents to support improvements by way of a special district and that they are not procluding any ideas. Just as the LDDA was formed, districts are formed when residents and business owners come to the city and ask for them; they cannot come from the city. Part of the process is to make sure Downtown Littleton and Littleton Boulevard complement each other and work together to make this one active corridor.

7. Monthly Operating Statement, Cash Position, Revenue Schedules, and Disbursements \*

The board asked about the sales tax income to be received by the city and staff confirmed that the check hasn't arrived yet but it will appear on next month's financials.

- a. Motion to accept the monthly reports and approve and ratify the disbursements. The monthly financials through January 14, 2026 were considered. A motion for approval was made by Treasurer Bryan Morrow and seconded by Member Cheryl Calhoun. The approval and ratification of monthly financials, as presented, passed unanimously.

8. Old Business

- a. [2025 LDDA Annual Report](#) - Jenny Starkey

Jenny presented the LDDA's 2025's annual report which shows everything the organization has done to make a difference in the downtown community. The format has changed since last year to add more clarity and align with the Plan of Development, specifically the priorities set forth in the plan. Jenny let the board know to email her with any comments, feedback, or suggestions to be made to the annual report and that it would be distributed to district constituents via an e-newsletter this month.

Vice Chair Rob Stieg suggested that board members should make an effort to spend some time personally welcoming new businesses. Other board members agreed that this would be valuable and were excited to get one-on-one feedback from businesses, particularly in regards to events.

For each new business, two board volunteers could respond via email and Rob would like to see consistent board participation. It was suggested that staff provide talking points for board members and that 2-3 businesses were visited each month with LDDA business cards and the LDDA's Business Resource Packet. This would be a great way for the board to share updates with the merchants and then to also bring back to the board any information learned from the merchants. Staff will work to incorporate a process in the coming months.

b. Sparkle & Stroll Feedback - Jenny Starkey and Danni Westblade

Staff shared survey results and final numbers from the holiday shopping campaign. Businesses would love to see another shopping campaign, maybe in the summer and the board will make an effort to discuss this option when talking to new businesses over the coming months. Participants shared feedback on how the program can be improved and the DDA will incorporate these changes next year.

There is proof in this concept and the DDA would like to explore how something like this could work during Project Downtown construction. Staff welcomes board feedback on other ways to increase shopping and repeat business (such as coupons).

Member Cheryl Calhoun commented that when Town Hall Arts Center (THAC) shows let out, almost all businesses on Main Street are closed. The board wondered if there was a way to create synergy so that businesses are

capitalizing on this crowd of people. If this is something that THAC would like to present or talk to the LDDA about, the DDA can support by getting messaging out to the constituents.

## 9. New Business

### a. Block Party Updates

The DDA had a preliminary meeting with Sigler Strategies this week and is finalizing a contract with them. A call for bands and vendors will go out shortly and an expanded Block Party planning committee with specific needs is being put together. The permit has not yet been applied for as the city is still making decisions about alcohol permitting which would likely change the permit and the map. However, the city, Public Works, and LPD all have the date saved. An announcement will be made to the public to hold the date and information will be published on the website as it's available.

An annual sponsorship package is being designed that will include opportunities to sponsor the Block Party, the Holiday Tree Program, Sparkle & Stroll and public art. The board noted that with Sigler Strategies doing a lot of the work, it will be important to monitor that staff is able to focus on other things besides the Block Party. Member Eric Hyatt confirmed with Legal Counsel Lisa Mayers that there is no conflict of interest for board members who also have businesses on Main Street to participate in the committee or the event.

Regarding the discontinuation of the Criterium, City Deputy Kathleen Osher shared that it had - become an expensive event for the city using almost 80% of their event budget. When the city was selected for the state's signature 250/150 event, they needed to consider a shift. There was a decline in numbers for Criterium with almost half of the viewers in 2025 compared to when it started and despite a heavy marketing effort, it was determined that many people don't patronize the local businesses as they are there with and for their family members and trying to keep costs down. The new 250-150 event, being called Illuminate Littleton is currently being marketed as a one-time event but is also a test for future arts and culture related events.

## 10. LDDA Director Update

### a. Board Survey responses re: community happy hour

Four DDA board members filled out a survey Jenny put together to determine the future of the Community Happy Hours and results show that it is an

effective event. The purpose remains to reach residents, businesses, and stakeholders twice a year with a \$500 budget per event. With a minimal lift, these events get the DDA in front of the community.

The board would like to see more residents who live in the district and property owners attend these events and the question of how to get invitations to residents was posed. Would more people attend if there were gift card giveaways? Recommendations were made for a mailed postcard invitations and door hangers and staff will look into best practices.

b. Letter of support to City Council

All three board members whose terms are up - Ruth Graham, Cheryl Calhoun, and Krista Falkenstine - will be reapplying for the DDA and Jenny has drafted a letter of support. All board members signed the letter during the meeting and it will be passed along to City Council as it is their final decision who is appointed to the board.

11. City of Littleton Update

None.

12. Board Member's Additional Input

Member Bryan Morrow asked for an update on the city's flower program and how the LDDA's budget for enhancing gateways will be used in 2026. Jenny reviewed photos of the current gateways with the city during her monthly meetings with Public Works and Grounds and asked how the DDA might work with the city to improve these areas. Public Works and Grounds team members responded that they worked with Denver Botanic Gardens three years ago to xeriscape these areas and don't have plans for readdressing the gateways at this time.

High-quality planters and visible changes to the gateways are important to the DDA board. The board does not believe that proper irrigation is in place and would like to reignite this conversation with Public Works at their next meeting. Bryan Morrow will join Jenny in her monthly calls with Public Works going forward.

13. Adjournment

6:01pm

14. Calendar: Upcoming Meetings

- a. February 18, 2026: LDDA Board Meeting, 4:00-6:00pm, ACC Conference Room M1950

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DRAFT

**LITTLETON DOWNTOWN DEVELOPMENT AUTHORITY**

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2025**

**Littleton Downtown Development Authority**  
**Balance Sheet - Governmental Funds**  
**December 31, 2025**

	<b>General</b>	<b>Total</b>
<b>Assets</b>		
Checking Account	\$ 41,079.12	\$ 41,079.12
Colotrust	126,354.52	126,354.52
Accounts Receivable	1,000.00	1,000.00
Receivable from County Treasurer	409.22	409.22
Receivable from City	973.11	973.11
Property Tax Receivable	202,842.00	202,842.00
Incremental Property Tax Receivable	362,028.00	362,028.00
Incremental Sales Tax Receivable	110,028.14	110,028.14
Prepaid Expenses	9,000.00	9,000.00
<b>Total Assets</b>	<b>\$ 853,714.11</b>	<b>\$ 853,714.11</b>
 <b>Liabilities</b>		
Accounts Payable	\$ 24,125.88	\$ 24,125.88
<b>Total Liabilities</b>	<b>24,125.88</b>	<b>24,125.88</b>
 <b>Deferred Inflow of Resources</b>		
Deferred Property Tax	202,842.00	202,842.00
Deferred Incremental Property Tax	362,028.00	362,028.00
<b>Total Deferred Inflow of Resources</b>	<b>564,870.00</b>	<b>564,870.00</b>
 <b>Fund Balances</b>	 <b>264,718.23</b>	 <b>264,718.23</b>
 <b>Liabilities and Fund Balances</b>	 <b>\$ 853,714.11</b>	 <b>\$ 853,714.11</b>

See selected information.

**Littleton Downtown Development Authority**  
**General Fund Statement of Revenues, Expenditures and Changes in**  
**Fund Balances - Budget and Actual**  
**For the Period Ending December 31, 2025**

	<u>Annual Budget</u>	<u>Actual</u>	<u>Variance</u>
Revenues			
Property taxes	\$ 186,185.00	\$ 185,104.61	\$ 1,080.39
Specific ownership taxes	10,174.00	10,374.43	(200.43)
Interest Income	5,600.00	11,997.56	(6,397.56)
Other Revenue	-	10,000.00	(10,000.00)
Sponsorships	41,500.00	39,380.00	2,120.00
Grants	25,875.00	35,875.00	(10,000.00)
Events income	76,829.00	69,570.94	7,258.06
Increment Revenue - Property Tax	164,439.00	161,752.91	2,686.09
Increment Revenue - Sales Tax	110,028.00	110,028.14	(0.14)
<b>Total Revenue</b>	<u>620,630.00</u>	<u>634,083.59</u>	<u>(13,453.59)</u>
Expenditures			
Management & Administration			
Executive Director	98,800.00	98,880.00	(80.00)
Administrative Assistant	27,088.00	23,628.50	3,459.50
Legal	25,000.00	23,560.86	1,439.14
Accounting/Financial	47,000.00	52,761.55	(5,761.55)
County Treasurer's Fee	5,259.00	5,221.85	37.15
<b>Subtotal - Management &amp; Administration</b>	<u>203,147.00</u>	<u>204,052.76</u>	<u>(905.76)</u>
Operations			
Miscellaneous	4,220.00	5,141.33	(921.33)
Insurance	3,656.00	4,101.00	(445.00)
Dues and Membership	4,240.00	1,698.06	2,541.94
<b>Subtotal - Operations</b>	<u>12,116.00</u>	<u>10,940.39</u>	<u>1,175.61</u>
Programs: Clean & Safe			
Downtown Core Cleaning Services	35,000.00	32,570.00	2,430.00
Snow removal	50,000.00	39,954.40	10,045.60
<b>Subtotal - Programs: Clean &amp; Safe</b>	<u>85,000.00</u>	<u>72,524.40</u>	<u>12,475.60</u>
Projects: Business Friendly & Vibrant			
Marketing Communications	43,589.00	44,508.10	(919.10)
Printing/Mailing	1,500.00	-	1,500.00
Events - Holiday Activations	17,370.00	1,980.00	15,390.00
Events - Block Party	65,000.00	99,413.65	(34,413.65)
Events - Tree Program	48,088.00	57,796.36	(9,708.36)
Events - Community Networking	1,000.00	215.29	784.71
Digital Fees	2,767.00	3,914.63	(1,147.63)
Signage	4,423.00	2,557.92	1,865.08
<b>Subtotal - Projects: Business Friendly &amp; Vibrant</b>	<u>183,737.00</u>	<u>210,385.95</u>	<u>(26,648.95)</u>
<b>Total Expenditures</b>	<u>484,000.00</u>	<u>497,903.50</u>	<u>(13,903.50)</u>
<b>Net Change in Fund Balances</b>	136,630.00	129,580.09	7,049.91
Fund Balance - Beginning	135,138.00	135,138.14	(0.14)
<b>Fund Balance - Ending</b>	<u>\$ 271,768.00</u>	<u>\$ 264,718.23</u>	<u>\$ 7,049.77</u>

## **SUPPLEMENTARY INFORMATION**

**Littleton Downtown Development Authority  
Incremental Revenues  
2025**

	<b>Property Tax Increment</b>	<b>Interest Income</b>	<b>County Treasurer's Fee</b>	<b>Sales tax Increment</b>	<b>Due To County</b>	<b>Net Amount Received</b>
Beg Balance					219.40	
January	\$ 10,140.45	\$ -	\$ (152.11)	\$ -	\$ (219.40)	\$ 9,768.94
February	25,733.06	-	(386.00)	-	-	25,347.06
March	10,471.05	11.86	(157.24)	-	-	10,325.67
April	43,311.08	0.16	(649.67)	-	-	42,661.57
May	37,602.20	70.78	(565.09)	-	-	37,107.89
June	24,954.25	19.46	(374.61)	-	-	24,599.10
July	2,921.24	62.28	(44.75)	-	-	2,938.77
August	511.07	19.87	(7.96)	-	-	522.98
September	63.59	(45.63)	(0.27)	-	-	17.69
October	2,299.59	136.53	(36.54)	-	-	2,399.58
November	3,392.93	222.52	(54.23)	-	-	3,561.22
December	352.40	63.05	(6.23)	110,028.14	-	110,437.36
	<b>\$ 161,752.91</b>	<b>\$ 560.88</b>	<b>\$ (2,434.70)</b>	<b>\$ 110,028.14</b>	<b>\$ -</b>	<b>\$ 269,687.83</b>

**Littleton Downtown Development Authority  
Property Tax Reconciliation  
2025**

	CURRENT YEAR										PRIOR YEAR		
	Property Taxes	Delinquent Taxes, Rebates and Abatements	Specific Ownership Taxes	Interest	Treasurer's Fees	Due To County	Net Amount Received by City	Net Amount Received by LDDA	% of Total Property Taxes Received		Total Cash Received	% of Total Property Taxes Received	
									Monthly	Y-T-D		Monthly	Y-T-D
Beg Balance													
January	\$ 11,576.24	\$ -	\$ 788.59	\$ -	\$ (173.64)	\$ -	\$ 12,191.19	\$ 12,191.19	6.22%	6.22%	-	0.00%	0.00%
February	29,316.77	-	855.64	-	(439.75)	-	29,732.66	29,732.66	15.75%	21.96%	-	0.00%	0.00%
March	11,933.68	-	925.51	13.61	(179.21)	-	12,693.59	12,693.59	6.41%	28.37%	-	0.00%	0.00%
April	48,112.14	-	925.53	0.16	(721.68)	-	48,316.15	48,316.15	25.84%	54.21%	-	0.00%	0.00%
May	44,465.79	-	797.83	80.38	(668.19)	-	44,675.81	44,675.81	23.88%	78.10%	-	0.00%	0.00%
June	28,577.98	-	793.62	41.88	(429.30)	-	28,984.18	28,984.18	15.35%	93.45%	-	0.00%	0.00%
July	3,483.51	-	851.59	99.68	(53.75)	-	4,381.03	4,381.03	1.87%	95.32%	-	0.00%	0.00%
August	583.59	-	894.64	22.59	(9.09)	-	1,491.73	1,491.73	0.31%	95.63%	-	0.00%	0.00%
September	362.10	-	911.27	7.17	(5.54)	-	1,275.00	1,275.00	0.19%	95.83%	-	0.00%	0.00%
October	2,625.24	-	846.84	155.83	(41.72)	-	3,586.19	3,586.19	1.41%	97.24%	-	0.00%	0.00%
November	3,996.61	-	885.73	278.48	(64.13)	-	5,096.69	5,096.69	2.15%	99.38%	-	0.00%	0.00%
December	70.96	-	897.64	5.66	(1.15)	-	973.11	973.11	0.04%	99.42%	-	0.00%	0.00%
	<b>\$ 185,104.61</b>	<b>\$ -</b>	<b>\$ 10,374.43</b>	<b>\$ 705.44</b>	<b>\$ (2,787.15)</b>	<b>\$ -</b>	<b>\$ 193,397.33</b>	<b>\$ 193,397.33</b>	<b>99.42%</b>	<b>99.42%</b>	<b>\$ -</b>	<b>0.00%</b>	<b>0.00%</b>

Taxes Levied	% of Levied	Property Taxes Collected	% Collected to Amount Levied
\$ 186,185.00	100.00%	\$ 185,104.61	99.42%
\$ 186,185.00	100.00%	\$ 185,104.61	99.42%

**Property Tax**

General Fund

**Specific Ownership Tax**

General Fund

**Treasurer's Fees**

General Fund

See selected information.

**LITTLETON DOWNTOWN DEVELOPMENT AUTHORITY  
SELECTED INFORMATION  
FOR THE PERIOD ENDED DECEMBER 31, 2025**

**Notes to the Reader:**

The financial statements of the Authority have been prepared in accordance with the criteria established by the Governmental Accounting Standards Boards (“GASB”), which is the source of authoritative accounting principles generally accepted in the United States of America (“GAAP”), as applied to governmental entities. The District’s financial statements are prepared using the modified accrual basis of accounting. The financial statements include the following departures from GAAP:

- Management’s discussion and analysis and substantially all disclosures required are omitted.
- The statement of revenues, expenditures and changes in fund balances – governmental funds has been omitted.

The financial statements are developed by the Authority to comply with GAAP, although there may be departures from GAAP not identified. These statements are primarily intended for use in managing the District’s operations and may not be suitable for other purposes. Users should be aware of these limitations when utilizing the financial statements.

**Littleton Downtown Development Authority  
Operating Statement (Budget to Actual) through February 10, 2026**

	2026 Budget		2026 YTD Actual		Variance/ Remaining
	Amount	%	Amount	%	
<b>REVENUES</b>					
Property Taxes	\$ 202,842	25.09%	\$ 8,121	21.59%	\$ (194,721)
Increment Revenue - Property Tax	362,028	44.78%	15,073	40.07%	(346,955)
Increment Revenue - Sales Tax	70,000	8.66%	-	0.00%	(70,000)
Specific Ownership Taxes	11,156	1.38%	922	2.45%	(10,234)
Grants	25,000	3.09%	13,000	34.56%	(12,000)
Events Income	80,000	9.89%	-	0.00%	(80,000)
Sponsorships	50,000	6.18%	-	0.00%	(50,000)
Interest Income	7,500	0.93%	500	1.33%	(7,000)
<b>TOTAL REVENUES</b>	<b>808,526</b>	<b>100.00%</b>	<b>37,615</b>	<b>100.00%</b>	<b>(770,911)</b>
<b>EXPENDITURES</b>					
<b>Management &amp; Administration</b>					
Executive Director	108,000		27,000		81,000
Administrative Assistant	31,200		2,333		28,867
Legal Services	45,000		2,214		42,787
Accounting/Financial Services	58,000		-		58,000
County Treasurer's Fees	8,473		348		8,125
Subtotal - Management & Administration	250,673	38.27%	31,894	59.53%	218,779
<b>Operations</b>					
Supplies/Misc. Expense	6,227		166		6,061
Insurance	4,000		4,193		(193)
Dues and Membership	3,500		2,232		1,268
Subtotal - Operations	13,727	2.10%	6,591	12.30%	7,136
<b>Programs: Beautiful &amp; Welcoming</b>					
Flowers	75,000		-		75,000
Subtotal - Programs: Beautiful & Welcoming	75,000	11.45%	-	0.00%	75,000
<b>Programs: Clean &amp; Safe</b>					
Cleaning Services	45,000		-		45,000
Snow Removal	50,000		7,080		42,920
Subtotal - Programs: Clean & Safe	95,000	14.50%	7,080	13.22%	87,920
<b>Projects: Connectivity</b>					
Public Art	15,000		-		15,000
Downtown Map/Guide	3,000		-		3,000
Banners	1,000		-		1,000
Subtotal - Projects: Connectivity	19,000	2.90%	-	0.00%	19,000
<b>Projects: Business Friendly &amp; Vibrant</b>					
Marketing & Communications	91,000		4,123		86,878
Printing/Mailing	15,000		-		15,000
Events - Holiday Activations	15,000		-		15,000
Events - Block Party	100,000		3,750		96,250
Events - Tree Program	50,000		-		50,000
Events - Community Networking	1,000		-		1,000
Digital Fees	4,600		136		4,464
Subtotal - Projects: Business Friendly & Vibrant	276,600	42.23%	8,009	14.95%	268,591
<b>TOTAL EXPENDITURES</b>	<b>655,000</b>	<b>111.45%</b>	<b>53,574</b>	<b>100.00%</b>	<b>601,426</b>
Net Change in Fund Balances	153,526		(15,959)		(169,485)
Fund Balance - Beginning	271,768		264,718		(7,050)
Fund Balance - Ending	\$ 425,294		\$ 248,759		\$ (176,535)

**Littleton Downtown Development Authority**  
**Schedule of Cash Position**  
**December 31, 2025**  
**Updated as of February 10, 2026**

	<b>General Fund</b>
<b><u>Redstone Bank - Checking Account</u></b>	
Balance as of 12/31/25	\$ 41,079.12
Subsequent activities:	
01/02/26 Card Purchase: Shift Workplace	(152.73)
01/02/26 Card Purchase: Google	(66.00)
01/05/26 Card Purchase: LS in Tea	(25.00)
01/05/26 Card Purchase: The Business Journal	(145.87)
01/05/26 Card Purchase: Downtown Colorado	(750.00)
01/07/26 CSD P&L Pool WEB PAY Littleton DDA	(4,193.00)
01/08/26 Card Purchase: Hearth Denver	(15.98)
01/08/26 Bill.com Payments	(350.00)
01/09/26 Card Purchase: Dirt Coffe	(23.83)
01/09/26 Card Purchase: GiggleBlossom	(25.00)
01/09/26 Card Purchase: Sushi Basho	(250.00)
01/13/26 Bill.com Receivable	1,000.00
01/13/26 Card Purchase: LS in Tea	(25.00)
01/13/26 Card Purchase: Little Man	(25.00)
01/13/26 Card Purchase: The Chocolate	(30.00)
01/13/26 Card Purchase: The Lazy	(35.00)
01/13/26 Card Purchase: Palenque	(50.00)
01/16/26 Card Purchase: Hearth Denver	(9.02)
01/16/26 Card Purchase: Hearth Denver	(16.85)
01/16/26 Card Purchase: Hearth Denver	(25.00)
01/16/26 Card Purchase: Kates Wine	(35.00)
01/16/26 Card Purchase: Grand Station	(50.00)
01/22/26 Deposit	110,028.14
01/28/26 Card Purchase: Playforge	(25.00)
01/28/26 Card Purchase: Amazon	(129.24)
01/28/26 Bill.com Payments	(30,505.72)
01/29/26 Card Purchase: Amazon	(20.07)
01/29/26 Card Purchase: Inside Scoop	(25.00)
01/30/26 Card Purchase: Snarfs	(25.00)
01/31/26 Interest	54.73
01/31/26 Bank Fees	(4.50)
02/02/26 Card Purchase: Shift Workplace	(152.73)
02/02/26 Card Purchase: Google	(70.25)
02/03/26 Card Purchase: Hearth Denver	(21.38)
02/03/26 Card Purchase: Zeffy.com	(255.00)
02/06/26 Deposit	13,000.00
02/09/26 Card Purchase: Special District	(775.88)
<i>Anticipated Activities:</i>	
<i>Anticipated Transfer to Colotrust</i>	(55,000.00)
<i>Anticipated Bill.com Payables</i>	(30,049.42)
<i>Anticipated balance</i>	<b>\$ 41,804.52</b>
 <b><u>ColoTrust Account</u></b>	
Balance as of 12/31/25	\$ 126,354.52
Subsequent activities:	
01/10/26 Ptax Receipt - December	973.11
01/10/26 TIF Receipt - December	409.22
01/31/26 Interest	415.18
02/10/26 Ptax Receipt - January	8,921.12
02/10/26 TIF Receipt - January	14,846.62
<i>Anticipated Activities:</i>	
<i>Anticipated Transfer from Redstone Bank</i>	55,000.00
<i>Anticipated balance</i>	<b>\$ 206,919.77</b>
<b>Total Anticipated Balance</b>	<b>\$ 248,724.29</b>

**Yield as of 01/31/26**  
Redstone Bank - 1.00%  
ColoTrust - 3.8318%

**Littleton Downtown Development Authority  
Disbursements List (01/14/26 - 02/10/26)**

<u>Vendor</u>	<u>Invoice #</u>	<u>Date</u>	<u>Payment Description</u>	<u>Category</u>	<u>Balance</u>
CliftonLarsonAllen LLP	L261057479	12/31/25	Financial	2025 Financial/Accounting	\$ 2,245.16
Designs by Sundown	104307	01/09/26	Holiday Tree Program - watering	2025 Events - Holiday Tree Program	1,680.00
CSG2	26-053	01/30/26	Snow Removal	2026 Clean & Safe - Snow Removal	4,960.00
Sigler Strategies	2	01/31/26	Block Party event management	2026 Events - Block Party	3,750.00
Spencer Fane LLP	1492952	01/31/26	Legal	2026 Legal Services	2,213.50
Starkey Strategies	1224	02/10/26	Director/Admin/Marketing Communications	2026 - Director/Admin/Marketing Communications	15,200.76
<b><u>Card Purchases/Checks</u></b>					
Invoice Total					<u>30,049.42</u>
Card Purchase: Hearth Denver		01/16/26	Block Party Core Meeting	Operations - Misc.	9.02
Card Purchase: Hearth Denver		01/16/26	Block Party Core Meeting	Operations - Misc.	16.85
Card Purchase: Hearth Denver		01/16/26	Block Party Core Meeting	Operations - Misc.	25.00
Card Purchase: Kates Wine		01/16/26	Sparkle & Stroll gift card	2025 Marketing Communications	35.00
Card Purchase: Grand Station		01/16/26	Sparkle & Stroll gift card	2025 Marketing Communications	50.00
Card Purchase: Playforge		01/28/26	Sparkle & Stroll gift card	2025 Marketing Communications	25.00
Card Purchase: Amazon		01/28/26	Rduced from Starkey bill	Due from Jenny	129.24
Card Purchase: Amazon		01/29/26	Rduced from Starkey bill	Due from Jenny	20.07
Card Purchase: Inside Scoop		01/29/26	Sparkle & Stroll gift card	2025 Marketing Communications	25.00
Card Purchase: Snarfs		01/30/26	Sparkle & Stroll gift card	2025 Marketing Communications	25.00
Card Purchase: Shift Workplace		02/02/26	Workspace Membership	Dues and Membership	152.73
Card Purchase: Google		02/02/26	Google Account	Digital Fees	70.25
Card Purchase: Hearth Denver		02/03/26	City Meeting	Operations - Misc.	21.38
Card Purchase: Zeffy.com		02/03/26	LMA Membership	Dues and Membership	255.00
Card Purchase: Special District		02/09/26	SDA Membership	Dues and Membership	775.88
Card Purchase Total					<u>1,635.42</u>
<b>Grand Total</b>					<b><u>\$ 31,684.84</u></b>

**Littleton Downtown Development Authority  
Incremental Revenues  
2026**

	<b>Property Tax Increment</b>		<b>Interest Income</b>		<b>County Treasurer's Fee</b>		<b>Sales tax Increment</b>		<b>Due To County</b>		<b>Net Amount Received</b>
Beg Balance											
January	\$ 15,072.71	\$	-	\$	(226.09)	\$	-	\$	-	\$	14,846.62
February											-
March											-
April											-
May											-
June											-
July											-
August											-
September											-
October											-
November											-
December											-
	\$ 15,072.71	\$	-	\$	(226.09)	\$	-	\$	-	\$	14,846.62

Littleton Downtown Development Authority  
Property Tax Reconciliation  
2026

	CURRENT YEAR										PRIOR YEAR		
	Property Taxes	Delinquent Taxes, Rebates and Abatements	Specific Ownership Taxes	Interest	Treasurer's Fees	Due To County	Net Amount Received by City	Net Amount Received by LDDA	% of Total Property Taxes Received		Total Cash Received	% of Total Property Taxes Received	
									Monthly	Y-T-D		Monthly	Y-T-D
Beg Balance													
January	\$ 8,121.06	\$ -	\$ 921.88	\$ -	\$ (121.82)	\$ -	\$ 8,921.12	\$ 8,921.12	4.00%	4.00%	12,191.19	6.22%	6.22%
February							-	-	0.00%	4.00%	29,732.66	15.75%	21.96%
March							-	-	0.00%	4.00%	12,693.59	6.41%	28.37%
April							-	-	0.00%	4.00%	48,316.15	25.84%	54.21%
May							-	-	0.00%	4.00%	44,675.81	23.88%	78.10%
June							-	-	0.00%	4.00%	28,984.18	15.35%	93.45%
July							-	-	0.00%	4.00%	4,381.03	1.87%	95.32%
August							-	-	0.00%	4.00%	1,491.73	0.31%	95.63%
September							-	-	0.00%	4.00%	1,275.00	0.19%	95.83%
October							-	-	0.00%	4.00%	3,586.19	1.41%	97.24%
November							-	-	0.00%	4.00%	5,096.69	2.15%	99.38%
December							-	-	0.00%	4.00%	973.11	0.04%	99.42%
	\$ 8,121.06	\$ -	\$ 921.88	\$ -	\$ (121.82)	\$ -	\$ 8,921.12	\$ 8,921.12	4.00%	4.00%	\$ 193,397.33	99.42%	99.42%

Taxes Levied	% of Levied	Property Taxes Collected	% Collected to Amount Levied
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**Property Tax**

General Fund	\$ 202,842.00	100.00%	\$ 8,121.06	4.00%
	\$ 202,842.00	100.00%	\$ 8,121.06	4.00%

**Specific Ownership Tax**

General Fund	\$ 11,156	100.00%	\$ 921.88	8.26%
	\$ 11,156	100.00%	\$ 921.88	8.26%

**Treasurer's Fees**

General Fund	\$ 3,042.63	100.00%	\$ 121.82	4.00%
	\$ 3,042.63	100.00%	\$ 121.82	4.00%

**SUMMARY OF SNOW EVENT - LDDA**

**DATE: January 20, 2026**

**ACCUMULATION: 2 inches**

**PASSES: 1**

**SUPERVISORS: Rob Hardy, Jeramie Sly**

# of Snow Technicians	Labor Hours	Equipment	Employees
PASS #1: Ice Melt Application			
3	16	Shovels/Ice Melt Application	F Burciaga, R Ramos, E Castro
		Multi-force	
	16		
# of bags/tons	Cost per bag/ton	2023-24 Product	Detail
	\$250.00	Squeegee Rock	Squeegee Rock \$250.00
27	\$28.00	Ice Melt Product(Mag)	Safe Step 8300 50 lb bag/per pound spread \$0.64
	\$24.50	Ice Melt Product (Cal/Sod)	80/20 Industrial Blend 50 lb bag/per pound spread \$0.56

**SUMMARY OF SNOW EVENT - LDDA**

**DATE: January 23-24, 2026**

**ACCUMULATION: 2 inches**

**PASSES: 1**

**SUPERVISORS: Rob Hardy, Jeramie Sly**

# of Snow Technicians	Labor Hours	Equipment	Employees
PASS #1: Ice Melt Application			
3	18	Shovels/Ice Melt Application	F Burciaga, R Ramos, E Castro
		Multi-force	
	18		
# of bags/tons	Cost per bag/ton	2023-24 Product	Detail
	\$250.00	Squeegee Rock	Squeegee Rock \$250.00
24	\$28.00	Ice Melt Product(Mag)	Safe Step 8300 50 lb bag/per pound spread \$0.64
	\$24.50	Ice Melt Product (Cal/Sod)	80/20 Industrial Blend 50 lb bag/per pound spread \$0.56

SUMMARY OF SNOW EVENT - LDDA			
DATE: January 25-26, 2026			
ACCUMULATION: 2 inches			
PASSES: 1			
SUPERVISORS: Rob Hardy, Jeramie Sly			
# of Snow Technicians	Labor Hours	Equipment	Employees
PASS #1: Ice Melt Application			
3	24	Shovels/Ice Melt Application	J Sly, R Crockett, E Castro
		Multi-force	
	24		
PASS #1: Ice Melt Application			
2	4	Shovels/Ice Melt Application	E Castro, J Burciaga,
		Multi-force	
	4		
# of bags/tons	Cost per bag/ton	2025-26 Product	Detail
	\$250.00	Squeegee Rock	Squeegee Rock \$250.00
26	\$28.00	Ice Melt Product(Mag)	Safe Step 8300 50 lb bag/per pound spread \$0.64
	\$24.50	Ice Melt Product (Cal/Sod)	80/20 Industrial Blend 50 lb bag/per pound spread \$0.56

**CSG II LLC**

2305 Tremont Place  
Denver, CO 80205

Phone # 720-271-1103 office@csgco.net  
www.csgco.net

# Estimate

Date	Estimate #
1/14/2026	184

Name / Address
Littleton Downtown Development Authority 2255 West Berry Avenue Littleton, CO 80120

			Project
Description	Qty	Rate	Total
<p>Additional Snow Removal Estimate for LDDA, 2027</p> <p>CSG will perform snow removal and ice mitigation per the expanded and red highlighted areas of the LDDA Map for 2027.</p> <p>These areas include the west entrance from Santa Fe into the LDDA core district; north on S. Curtice halfway to West Powers Avenue; north on S. Nevada halfway to West Powers Avenue; north on S. Prince halfway to West Powers Avenue; north of S. Sycamore halfway to West Powers Avenue, north on S. Rio Grande halfway toward West Powers; south on S. Nevada halfway towards Little's Creek Trail; south on S. Prince adjacent to the Littleton/Downtown Station.</p> <p>CSG estimates that each pass of additional coverage will require 3 hours of labor and eight additional bags of magnesium chloride. For 2027, CSG will want to raise our hourly rate to \$85.00/hour to cover the increase in material costs and labor rate increases.</p>	3	85.00	255.00
Thank you for your business.			<p><b>Total</b></p> <p>\$255.00</p>



# REQUEST FOR PROPOSALS (RFP)

**DRAFT**

Website Redesign & Development

Littleton Downtown Development Authority (LDDA)

## 1. Introduction

The [Littleton Downtown Development Authority](#) (LDDA) is seeking proposals from qualified firms to redesign and develop a new website for Downtown Littleton.

The current website has served as a foundational tool, and LDDA is now seeking a website to actively support downtown visitation experience and economic activity by reducing friction from discovery to arrival, strengthening district identity, and better serve downtown businesses and stakeholders through a more dynamic, user friendly platform.

LDDA intends to select a vendor that can provide professional website design, development, and ongoing hosting support aligned with the needs outlined in this RFP.

## 2. About LDDA

LDDA supports the vitality, economic health, and experience of Downtown Littleton. The district includes a mix of locally owned businesses, restaurants, cultural attractions, and community gathering spaces. The website should reflect Downtown Littleton as both:

- A destination with things to do and places to explore
- A business district with resources and support for the business community

## 3. Project Goals

The purpose of this project is to:

- Improve the experience for visitors exploring Downtown Littleton
- Clearly showcase businesses, events, and activities in the district

- Clearly present parking options and navigation information to support visitor arrival and movement throughout Downtown
- Offer a clear and organized section for business resources
- Ensure LDDA staff can maintain, update, and manage the site without technical expertise
- Accessibility compliance

## 4. Target Audiences

The website should serve:

- Visitors and tourists
- Local residents
- Downtown business owners
- Property owners and stakeholders

## 5. Scope of Work

This project includes design, development, implementation, and training. LDDA expects the selected vendor to lead the website's visual design and user experience in addition to technical build.

### A. Website Design & User Experience

LDDA has existing brand guidelines and access to photography and video assets; however, LDDA does not have in-house design staff to create website layouts or digital design systems.

The vendor shall:

- Translate LDDA's brand into a cohesive digital design
- Develop the visual look and feel of the website
- Create page layouts and user interface design
- Ensure the design supports clear navigation and usability
- Recommend structure and layout based on user experience best practices

### B. Business Directory

- Searchable and filterable directory
  - 'Open now' or 'Great for...' ( kids friendly, date night, quick bite) filtering
- Categories (dining, retail, services, etc.)
- Each business is tied to a map location
- Staff-editable listings

- Featured business rotation

### C. Interactive Map(s)

- Map showing businesses, parking, and points of interest
  - Where to park *by activity* (coffee vs dinner vs events)
  - Walking distances between clusters
  - Accessibility notes (ADA parking, curb cuts, benches)
- Easy-to-use interface

### D. Event Calendar

- Public submission form
- Approval workflow
- Recurring event capability
- Seasonal landing pages (Summer in Downtown, Holidays, etc.)
- Past events should remain searchable and indexed for SEO
  - A clear label: "This event has passed."
  - A callout like: "This event returns annually. Sign up to be notified."

### E. Visitor-Focused Content

- "Things to Do" or similar sections
- Highlighted experiences or guides
- Strong visual storytelling

### F. Business Resources Section

- Area for documents and forms
- Updates and announcements
- Catalogue of all board meeting agendas and minutes

### G. Email & Marketing Integration

- Newsletter sign-up functionality
- Integration with LDDA's email platform
- Not required/optional: CRM functionality to easily track businesses within the district's directory

## H. Content Management System (CMS)

Must be simple for non-technical staff to use. Staff must be able to update pages, businesses, events, and documents.

- Data & Insights
  - Analytics must be integrated into the new website platform
  - Staff must be able to pull data, insights and reports for board use and reporting including:
    - Event clicks, map usage, directory clicks, email sign up

## I. Accessibility & Technical

- Mobile-friendly design
- Standard accessibility practices
- Search engine-friendly structure
- Secure hosting environment

## J. Content Migration

Vendor shall outline an approach for transferring existing website content into the new site.

## K. Training

Training for LDDA staff on how to manage the website.

## 6. Budget

- Website design and build: Up to \$25,000
- Annual hosting and maintenance: Approximately \$5,500

Proposals must clearly separate one-time and annual costs.

## 7. Ongoing Hosting & Support

Proposals must describe:

- Hosting environment
- Backup and security practices
- Technical support availability
- Software updates and maintenance

## 8. Ownership

LDDA shall retain ownership of all website content, data, and design assets created under this contract. Vendors must describe how LDDA can access and export its data if services are discontinued.

## 9. Project Timeline

- RFP released: February 20, 2026
- Deadline for questions: February 27, 2026
- Deadline to submit: March 6, 2026
- Contract awarded after March 18, 2026
- LDDA's goal is to launch within 4-6 months of the contract being awarded

## 10. Proposal Requirements

1. Company background
2. Experience with similar projects
3. Website design examples
4. Description of approach
5. CMS overview
6. Timeline
7. Cost breakdown
8. Hosting/support description
9. References

## 11. Evaluation Criteria

- Relevant experience
- Visitor experience approach
- Staff usability
- Functional capabilities
- Design quality
- Cost

- Timeline

## 12. General Conditions

LDDA reserves the right to reject any or all proposals, request additional information, or modify the scope prior to contract award.