



City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Meeting Agenda

City Council

Tuesday, January 10, 2017

6:30 PM

Community Room

Study Session

1. Study Session Items

- a) [ID# 17-11](#) Judge Feldman performance review
- b) [ID# 17-02](#) Review resolution of support requested by the High Line Canal Conservancy regarding its Vision and Action Plan
- c) [ID# 17-08](#) Update on discussions with South Metro Fire Rescue (SMFR) and Cunningham Fire Protection District (CFPD)
- d) [ID# 17-07](#) Discussion of options on repayment of LIFT debt to the City

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City of Littleton

Staff Communication

1(a)

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

File #: ID# 17-11, **Version:** 1

Agenda Date: 01/10/2017

Subject:
Judge Feldman performance review



City of Littleton

Staff Communication

File #: ID# 17-02, **Version:** 1

Agenda Date: 01/10/2017

Subject:

Review resolution of support requested by the High Line Canal Conservancy regarding its Vision and Action Plan

Presented By: Mike Braaten, Deputy City Manager

POLICY QUESTION:

Does city council support moving forward a resolution in support of the High Line Canal Conservancy's (HLCC) Vision and Action Plan?

BACKGROUND:

The High Line Canal Conservancy's mission is to preserve, protect and enhance the 71-mile legacy Canal in partnership with the public. HLCC is responsible for the recent planning efforts for the High Line Canal. This work began in early 2016 with the hiring of a planning firm to lead the planning process and included numerous public meetings and events in communities along the Canal. The planning effort culminates with a Vision and Action Plan that seeks to capture the residents' and users' vision for the canal (defined individual segments), and puts an action plan in place with specific strategies to address how to move forward to preserve and enhance this resource.

Mayor Beckman is included among their Council of Advisors, among other current and former local elected officials and others whose communities and interests include the High Line Canal.

The HLCC uses the High Line Canal Working Group (HLCWG) as a conduit and sounding board for its activities. The City's representatives to the HLCWG are Mayor Bruce Beckman as the elected official, and Deputy City Manager Mike Braaten as the staff member.

A representative of the HLCC will be at the Study Session to provide an overview of the organization and the planning process.

STAFF ANALYSIS:

The HLCC's Vision for the High Line Canal: "71- meandering miles preserved and enhanced as a cherished greenway that connects us to nature and binds together varied communities from the foothills to the plains."

The guiding principles of the plan are: Natural, Connected & Continuous, Varied, Managed, and Enhanced. The guiding principles are further defined with objectives for each (found in the attached summary document).

The action plan includes the following strategies:

1. Create a roadmap for the canal's future physical form
2. Build awareness & understanding of the canal

3. Align the canal's governance & funding structure with the vision
4. Harness the community's passion to promote stewardship of the canal
5. Capitalize on existing momentum to take action now

Similar to the guiding principles, each of the strategies in the action plan is further defined with multiple supporting actions. For example, under strategy number 3, a supporting action includes, "continue to coordinate with local jurisdictions, districts, and other governing entities."

In reviewing the plan document, staff finds it is consistent with the Citywide Plan, touching upon policies found in Goal 2: An Outdoor Littleton, Goal 3: A Connected Littleton, and Goal 4: A Distinctive Littleton. The High Line Canal is specifically called out in Policy 2.6: "In addition to the river and its tributaries, identify, safeguard, and enrich the city's other outdoor resources, including the High Line Canal."

Additionally, the Action Plan includes supporting actions that are similar to objectives found in the council-adopted Parks, Recreation, and Trails Master Plan from May of 2016. Shared action items include signage and wayfinding, development of improved public communication, grow volunteer opportunities, address connections, crossings and improvements where appropriate, among others.

FISCAL IMPACTS:

None.

STAFF RECOMMENDATION:

Staff recommends moving forward a resolution of support for the HLCC's Vision and Action Plan.

Draft Resolution in Support of the High Line Canal Vision and Action Plan

November 29, 2016

WHEREAS, the High Line Canal (the “Canal”) is a cherished part of the lives of millions of people of all ages and backgrounds, serving as a natural respite from the urban experience: the Canal’s 71 meandering miles are of vital importance to the citizens of the region; and

WHEREAS, 2010 data indicates that more than 350,000 residents reside within one mile of the Canal, and more than 500,000 people use the Canal trail each year; and

WHEREAS, the Arapahoe County High Line Canal Working Group, a collaborative effort to secure funding for, and to implement, projects that help enhance and protect the unique recreational experience along the High Line Canal entered into the High Line Canal Working Group Statement of Purpose (attached as Exhibit A); and

WHEREAS, as the owners of the Canal, Denver Water has supported the region’s recreational use of the Canal trail for over 40 years and has partnered in creation of this transformational long term vision for the future of the Canal;

WHEREAS, in 2016 Douglas County, Highlands Ranch Metro District, City of Littleton, City of Centennial, Arapahoe County, South Suburban Parks and Recreation District, Greenwood Village, the City of Cherry Hills Village, the City and County of Denver, the City of Aurora, which are all of the counties, cities and districts along the High Line Canal, joined together with Denver Water and the High Line Canal Conservancy to support an extraordinary public engagement process that reached thousands of citizens, and saw over 2,500 residents attending meetings and providing feedback through a series of over 25 events and online surveys; and

WHEREAS, through this unprecedented public input process the High Line Canal Conservancy, in partnership with the counties, cities and districts along the Canal and with support from Denver Water,

developed the High Line Canal Vision and Action Plan (the “Vision Plan”); and

WHEREAS, the Vision Plan recognizes that each of the jurisdictions along the Canal have previously adopted certain management and planning strategies that address local uses and activities and these differences are acknowledged and respected by the Vision Plan.

NOW THEREFORE BE IT RESOLVED, that each of the undersigned governmental entities support the High Line Canal Vision, as stated below:

The High Line Canal’s 71 meandering miles will be preserved and enhanced as a cherished greenway that connects people to nature and binds together varied communities from the foothills to the plains.

BE IT FURTHER RESOLVED, that the undersigned support these guiding principles for the future of the High Line Canal. These guiding principles are:

Natural: To preserve the natural character of the Canal, ensuring it continues to be a natural refuge for the region’s population and wildlife. The Canal’s natural, scenic beauty is integral to its identity.

Connected & Continuous: To maintain and increase the connectivity of the Canal along all 71 miles, preserving and enhancing the Canal’s use as an important continuous resource and part of the regional environmental and trail network.

Varied: To respect the variety of communities and experiences along the Canal and to preserve its various physical characteristics of the different character zones through the course of its 71 miles.

Managed: To work together in order to preserve and support a long-term, sustainable future for generations to come. Our Canal is a critical, cherished asset for the region.

Enhanced: To enhance the enjoyment and use of the Canal in keeping with its natural and varied character.

BE IT FURTURE RESOLVED, that the undersigned affirms the “High Line Canal Statement of Purpose” to reinforce their continuing collaborative efforts (Exhibit A).

HIGH LINE CANAL WORKING GROUP STATEMENT OF PURPOSE

PURPOSE

The High Line Canal Working Group is a collaborative effort to secure funding for - and implement - projects that will help enhance and protect the unique recreation experience along the High Line Canal.

VISION

The High Line Corridor be protected forever as an intimate treasure and continuous recreation experience along a historic, naturally scenic Canal.

MEMBERS

Arapahoe County
City of Aurora
City of Centennial
City of Cherry Hills Village
City and County of Denver
Douglas County
City of Greenwood Village
Highlands Ranch Metropolitan District
City of Littleton
South Suburban Park and Recreation District

PARTICIPATING ENTITIES

Adams County
Arapahoe County Open Space and Trails Advisory Board
Cherry Hills Land Preserve
Colorado Division of Wildlife
Colorado State Parks
Denver Parks and Recreation
Denver Water
High Line Canal Preservation Association
Sand Creek Regional Greenway
South Metro Land Conservancy
South Suburban Park Foundation
The Trust for Public Land

GOALS

- To identify and pursue open space properties near the High Line Canal that enhance conservation values.
- To identify and work with relevant agencies to design and construct safety improvements at roadway and railway crossings.
- To identify and improve connectivity along the trail and to other corridors near the Canal.
- To preserve and enhance the overall trail experience.
- To enhance the trail user's experience through consistent and improved signage and mileage markers.

CONSERVATION VALUES

- The preservation of views and vistas.
- The enhancement of the public's sense of place.
- The preservation and enhancement of recreational opportunities for all citizens.
- The protection of adjacent and complementary open space properties to open up the existing character of the Canal that spans multiple jurisdictions.
- The preservation and enhancement of wildlife habitat and migration routes.
- The preservation, replacement and enhancement of the historic canopy that defines the Canal

PROCESS

- To evaluate each proposed project on its own merits as it contributes to the whole, acknowledging that landowner participation is voluntary and funding is subject to approval by participating boards and elected officials.
- All projects and proposals will fully respect the operational integrity of the Canal.

COMMITMENT

- To the vision and to the corridor as a whole;
- To agree to collaborate as we are more effective together than individually; and
- To a long-term effort that ensures a legacy for future generations.

Susan Beckman
Arapahoe County

Ronald J. Rahowaty
City of Greenwood Village

Richard A. Owens
Highlands Ranch Metropolitan District

Edward J. Pauer
City of Aurora

Don Clark
City of Littleton

Katherine C. Gestus
South Suburban Park and Recreation District

Cathy A. Noon
City of Centennial

Jim L. Repella
Douglas County

Mrs. S. McNeil
In partnership with Denver Water

Michael J. Wojniak
City of Cherry Hills Village

Guillermo J. Vela
City and County of Denver



ADOPTED IN 2011

VISION

Our Vision for the High Line Canal: 71 meandering miles preserved and enhanced as a cherished greenway that connects us to nature and binds together varied communities from the foothills to the plains.

GUIDING PRINCIPLES

OBJECTIVES



Natural

The Canal's natural, scenic beauty is integral to its identity. We will preserve the natural character of the Canal, ensuring it continues to be an urban refuge for the region's population and wildlife.



Connected & Continuous

We will maintain and increase the connectivity of the Canal along all 71 miles, preserving and enhancing the Canal's use as an important resource and regional network. We support the various physical characteristics of the Canal and will maintain the diversity of uses across the Canal's different character zones, ensuring all of the Canal's users can continue to enjoy its use where they can today.



Varied

Through the course of its 71 miles, our Canal passes through many different communities and ecosystems. We value the variety of experiences this creates and will preserve the "varied" character of the Canal.



Managed

Our Canal is a critical, cherished asset for the region. We will work together to preserve and support a long-term, sustainable future for generations to come.



Enhanced

We will enhance the enjoyment and use of the Canal in keeping with its natural and varied character.

Maintain the peaceful character of the Canal, so it continues to be a place for the region to connect with nature, from the foothills to the plains

Identify sustainable, responsible water sources for the continued nourishment of the Canal's trees and vegetation, and transition to tree species that require less water to thrive

Protect and improve wildlife habitat and environmental health of the Canal

Preserve and enhance open space along the Canal, including identifying opportunities to protect adjacent open spaces to create larger habitat areas

Employ environmentally sustainable practices in landscape management and Canal maintenance to assure overall health and public safety

Improve connectivity along the Canal by closing gaps and upgrading crossings through safety and signage

Improve connections from the Canal to other trail networks, further strengthening the regional trail network

Enable safe connectivity for all types of users: walkers, bikers, equestrians, joggers, dog-walkers, and more

Strengthen safe access to and from local neighborhoods, schools, parks, and other amenities

Minimize future interruptions of the Canal experience such as new crossings

Maintain a continuous wildlife and ecological corridor

Acknowledge that there exists diverse communities, trail character zones, & ecosystems along the Canal:
• The wild canyon (Waterton Canyon)
• The rolling foothills (Douglas County & Highlands Ranch)

• A wooded village (Cherry Hills Village, Greenwood Village, Littleton, Centennial)
• An urban refuge (Denver & unincorporated Arapahoe County)
• A meandering natural retreat in the prairie (Aurora & Denver's Green Valley Ranch)

As change happens, support enhancement and protection of unique characteristics of each character zone to best suit each zone's needs

Provide equity of experience and opportunities along the length of the Canal for the varied communities

Promote appropriate habitat caretaking in the Canal's different ecosystems

Encourage and promote continued public engagement & local leadership involvement throughout the many Canal-adjacent jurisdictions

"MANAGEMENT" IS BOTH OPERATIONAL AND PHYSICAL

Operational
Establish a clear model for governance and a sustainable funding source (both monetary and in-kind)

Strengthen regional, county, municipal, and community partnerships

Provide a role for citizen input and stewardship

Increase use, safety, and awareness of the Canal in underused areas, including coordination with law enforcement

Promote a unified brand with common themes and approaches to management along the Canal (i.e., mile markers, maps, signage, etc.)

Physical
Model responsible water management practices and consider the Canal for stormwater management where feasible

Plant drought-tolerant species that require less water and explore alternative irrigation methods

Provide appropriate maintenance of the Canal's vegetation for safety and beauty while exploring options for fewer or different trees

Provide on-going maintenance for physical improvements such as trailheads, signs, furnishings, etc.

Provide an overall wildlife management plan consistent with regional and state authority plans

Provide enhancements that are consistent with the Canal's vision

Increase awareness about the Canal and its story

Acknowledge and enhance views, landmarks, and special moments

Celebrate the Canal's history through education, historic preservation, and documentation

Improve connections and awareness where appropriate from the Canal to nearby amenities while protecting the Canal from commercialization

Coordinate with new development to encourage design that supports the character of the Canal

Provide basic infrastructure and facilities along the Canal where appropriate (i.e., trash cans)

DRAFT ACTION PLAN

The action steps to implement and sustain the vision in coordination with local entities



STRATEGY 1

Create a Roadmap for the Canal's Future Physical Form

SUPPORTING ACTIONS

1. Framework Plan
2. Character Zone Plans
3. Crossing Study 2.0
4. Stormwater Study 2.0
5. Historic Resources Study
6. Branding, Wayfinding, and Signage Design
7. Landscape Design Guidelines
8. Trail and Landscape Maintenance Standards



STRATEGY 2

Build Awareness & Understanding of the Canal

SUPPORTING ACTIONS

1. Celebrate and share this Vision & Action Plan and report on progress
2. Develop a Communications Strategy
3. Implement signage and wayfinding improvements along the Canal
4. Create supportive materials to make exploring the Canal easier
5. Expand educational programs
6. Tell the story of the Canal's history



STRATEGY 3

Align the Canal's Governance & Funding Structure with the Vision

SUPPORTING ACTIONS

1. Study and develop a long-term coordinated governance model for the Canal
2. Continue to coordinate with local jurisdictions, districts, and other governing entities
3. Evaluate existing expenditures on the HLC
4. Explore and identify funding sources (Funding Strategy)
5. Evaluate National Register Listing
6. Continue to coordinate with developers



STRATEGY 4

Harness the Community's Passion to Promote Stewardship of the Canal

SUPPORTING ACTIONS

1. Grow volunteer opportunities
2. Provide exciting donation opportunities
3. Continue to develop strategic partnerships with other cultural and community organizations
4. Continue to encourage community involvement and grow a network of local champions
5. Develop the next generation of High Line Canal stewards



STRATEGY 5

Capitalize on Existing Momentum to Take Action Now

SUPPORTING ACTIONS

1. Pursue grant funding that aligns with quick win projects
2. Provide tours and programming to increase familiarity with the Canal
3. Initiate additional stormwater demonstration projects
4. Continue to improve crossings
5. Continue to complete connections to other trail systems
6. Continue upgrading and replacing pedestrian bridges

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I. Executive Summary

<formatted version of executive summary will include more photos of the Canal>

The Community's Vision for the High Line Canal

The High Line Canal Conservancy and Denver Water, in close collaboration with a host of regional partners, facilitated a community outreach process throughout the course of 2016 to write the story of the future of the High Line Canal. Dubbed “Adventure on the Canal: Charting our course for the next century,” the process asked the public to consider how they view the long-term purpose of the Canal and its natural and recreational resources. Bringing together thousands of residents from all over the region, this initiative asked participants to “think big” about their vision for the Canal’s future.

As is the case with the more worthwhile journeys in life, “Adventure on the High Line Canal” began with establishing the context of the scene (the Canal) and featured characters (its wildlife and communities). Along the way, it offered various choices, bends and forks. Ultimately, it concluded with a satisfying resolution - a Vision that captures the community’s hopes and dreams for the future. This Vision is codified in the Vision Statement and Guiding Principles that follow:

Vision Statement

Our Vision for the High Line Canal: 71 meandering mile preserved and enhanced as a cherished greenway that connects us to nature and binds together varied communities from the foothills to the plains.

Guiding Principles

Natural: The Canal’s natural, scenic beauty is integral to its identity. We will preserve the natural character of the Canal, ensuring it continues to be an urban refuge for the region’s population and wildlife.

Connected & Continuous: We will maintain and increase the connectivity of the Canal along all 71 miles, preserving and enhancing the Canal’s use as an important resource and regional network. We support the various physical characteristics of the Canal and will maintain the diversity of uses across the Canal’s different character zones, ensuring all of the Canal’s users can continue to enjoy its use where they can today.

Varied: Through the course of its 71 miles, our Canal passes through many different communities and ecosystems. We value the variety of experiences this creates and will preserve the “varied” character of the Canal.

Managed: Our Canal is a critical, cherished asset for the region. We will work together to preserve and support a long-term, sustainable future for generations to come.

Enhanced: We will enhance the enjoyment and use of the Canal in keeping with its natural and varied character.

Sidebar: High Line Canal Quick Facts

[will be synthesized & formatted as infographic page for the final executive summary]

- Date of origination: 1880s
- Length: 71 miles
- Total area: 860 acres, slightly larger than New York's Central Park
- Owner: The Canal is currently managed by Denver Water
- Jurisdictions: The Canal passes through 11 distinct jurisdictions, which are: Adams County, Arapahoe County, City and County of Denver, Douglas County, Highlands Ranch Metro District, Littleton, Centennial, Greenwood Village, Cherry Hills Village, and Aurora
- Number of street crossings: 80
- Residents within one mile: well over 350,000 residents
- Annual number of people who use the Canal recreationally: More than 500,000
- Adjacent to 73 different Green Spaces ranging from pocket parks to state parks with a total sum of 8070 acres.
- 199 species of birds, 28 mammals, and 15 reptiles call the Canal home.
- 23,760 trees with trunks greater than 6" in diameter*

* Source: Tree Inventory (preliminary data)

Five BIG Reasons to Support the High Line Canal Vision

The Canal's leaky nature means it's no longer a responsible way to deliver water in an era focused on water conservation. Yet, as the Vision's Guiding Principles articulate, the Canal's natural beauty, environmental benefits and recreational value make it a treasured resource. As the Denver region experiences unprecedented growth in numbers and in diversity, and as water is increasingly viewed as a precious resource, the High Line Canal is a prime example of how we must look at the future differently than the past.



The High Line Canal is a nationally significant example of infrastructure reuse, stewardship, and connectivity

Just as every great story is a journey that sparks imagination and excites the mind, the community's Vision for the High Line Canal illuminates a series of powerful ideas about the future of this great resource that directly address some of the opportunities and challenges the region is experiencing. Here are five BIG reasons to support this Vision:

An Experience Like No Other

The High Line Canal extends from the foothills of the great Rocky Mountains to the expansive prairie stretching to the distance horizon. Along the way, this connective thread weaves through diverse ecosystems and communities. Now, and in the future, the canal offers residents and visitors the unique experience of exploring the incredible mosaic of people, places and wildlife of the region.

An Impressive Reach ... #71 Miles!

The High Line Canal stretches 71 miles, all the way from Waterton Canyon to just shy of the Denver International Airport. Comprising nearly 860 acres of land area (larger than Central Park in New York City!), the Canal system connects more than 8,000 acres of other open spaces and passes through 11 different jurisdictions including cities, counties, and special districts, touching many parts of the Denver metro area!

A New Life for a Regional Legacy

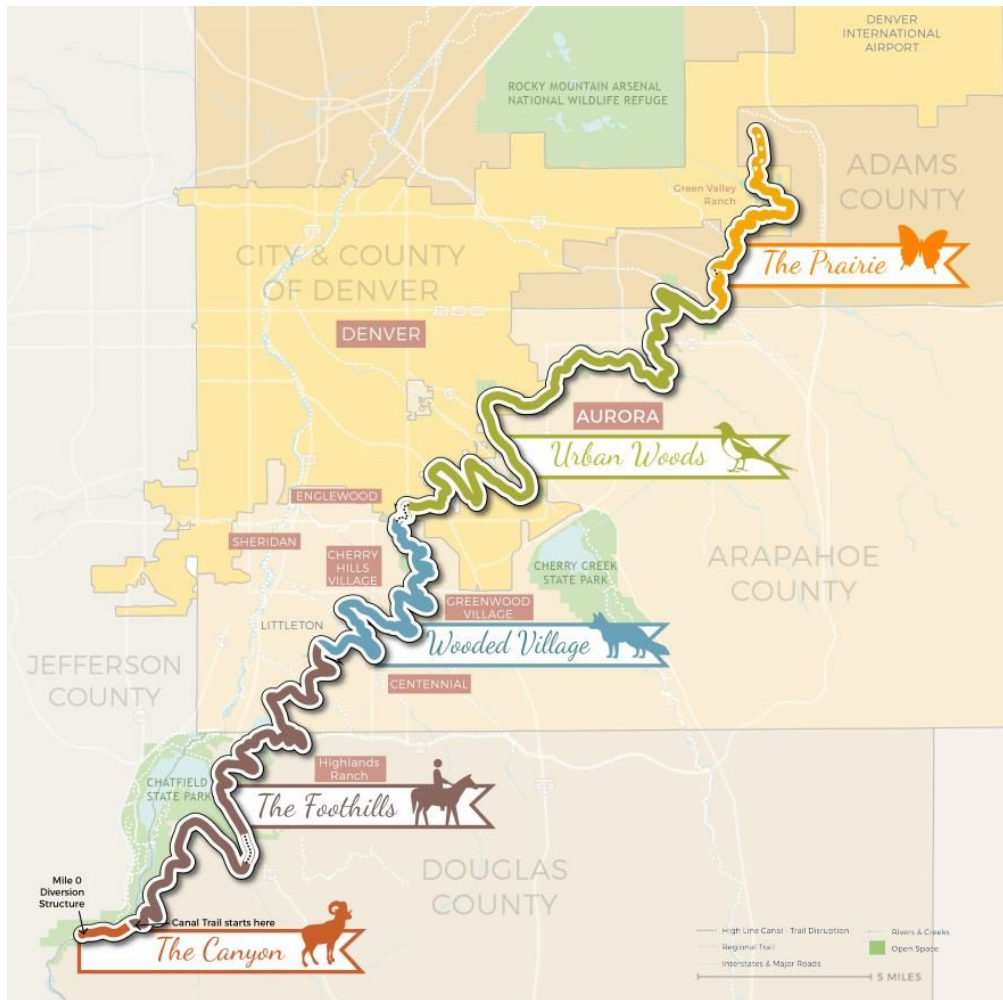
Communities across the country and around the world are creatively repurposing obsolete and abandoned infrastructure for broader benefits. The High Line Canal's diverse attributes - its rich history, cultural significance, unique ecology, and recreational potential - make it an unprecedented and multi-beneficial opportunity for the Denver region.

Communities Working Together

Tackling the challenges of a growing region requires different ways of thinking, increased collaboration and new kinds of partnerships. The High Line Canal Vision represents a model of regional cooperation - led by an effective new partnership between the newly formed High Line Canal Conservancy and Denver Water, and supported with representatives from every jurisdiction actively and eagerly "at the table"!

An Inclusive and Passionate Conversation

Literally thousands of community members actively participated in the writing of the High Line Canal Vision. They came to open houses, filled in online surveys, participated in community events, engaged along the Canal itself, and welcomed focused discussions in their meeting rooms and neighborhoods. The process promoted awareness of the Canal as a resource and created a shared understanding of its future.



The Canal as a connected, yet varied resource with five distinct character zones.

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Inset Quote:

“The High Line Canal is unlike other waterways. It was engineered to manipulate the gravitational energy of water. As it meanders along the contours of the landscape ... it turns back on itself again and again... As the user approaches and passes through each vanishing point, revealing the corridor beyond, they experience the tiniest little miracle of surprise, and because this is the historically significant, exceptionally unique High Line Canal...there are seventy miles of miracles.”

Mike Holweger, High Line Canal Preservation and Enhancement Study (2012)

The Community's Voice in Shaping the Vision

<Grid of Outreach Images>



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Today, more than 350,000 residents reside within one mile of the Canal, and recent data indicates that annually more than 500,000 people use the canal as a recreational asset. To establish a vision for the Canal's next one hundred years, this process engaged a broad range of canal users - walkers, equestrians, families, nature-lovers, bicyclists, and others who use the Canal every day - and explored a wide array of opportunities.

"Adventure on the High Line Canal" - branded to express a spirit of journey and an ambition to write a powerful forward-looking story - was a diverse, fun series of forums for public engagement and meaningful input. The

planning team structured a community outreach process that involved multiple tactics: community Open Houses, online surveys, Strategic Input Sessions with key stakeholders, City as Play events, and attending existing community events. Thousands of community members and stakeholders participated in the following ways:

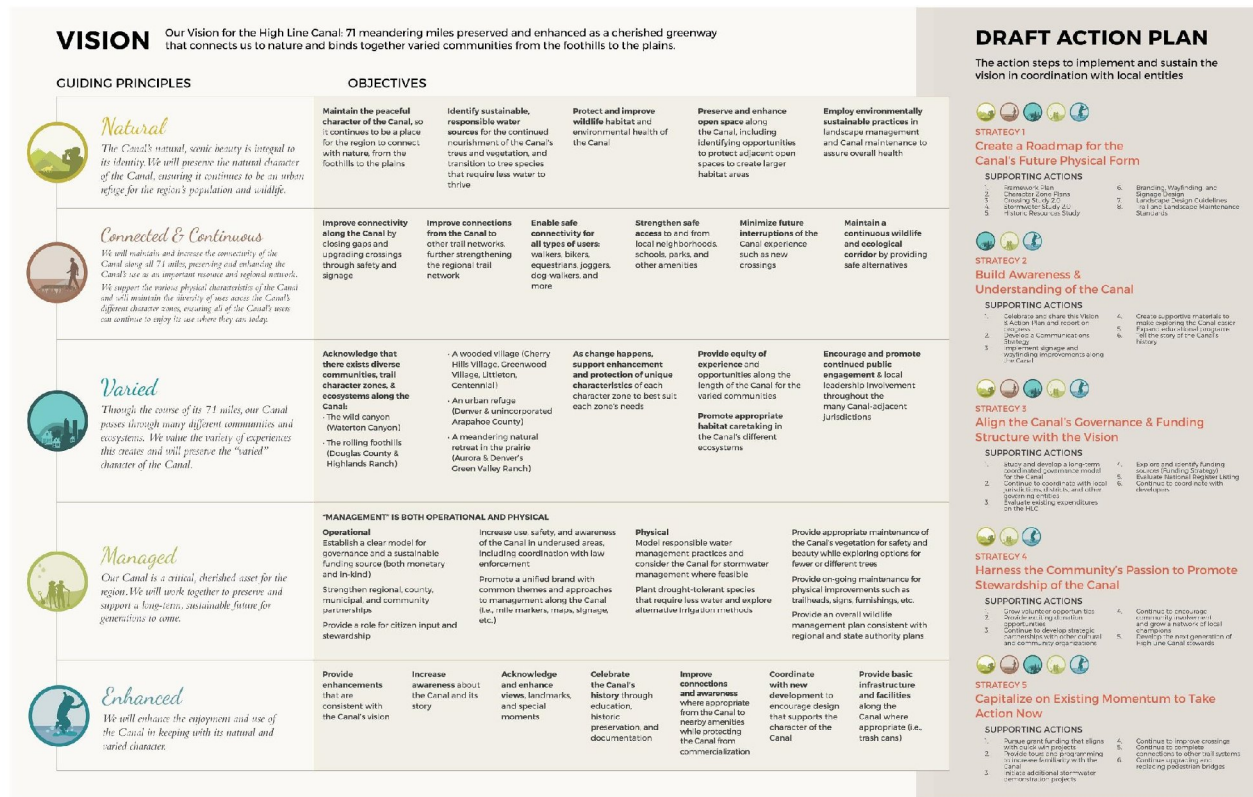
Adventure on the High Line Canal: A Summer of Outreach Opportunities [will be synthesized & formatted as infographic page for the final executive summary]			
Launched the High Line Canal Conservancy's "Learn + Connect" Campaign to introduce the Conservancy and reached over 500 people			
Developed a network of over 900 community leaders ranging from elected officials, issue groups, and neighborhood organizations to help distribute Conservancy news			
Established an E-newsletter list with nearly 2,400 recipients			
Participated at over 20 community events to share news and generate excitement about the process			
Partnered with Denver Water to send an informational flyer about upcoming public forums to over 300,000 accounts.			
Direct mailings to over 10,000 households			
"One big resource" for the metro area"- a front-page article in Denver Post, with a weekly readership of more than a million ¹			
Walk2Connect led by Chris Englert, EatWalkLearn - 55 community members along the Canal, 7 of whom walked all 71 miles			
12 public forums	Over 1,200 attendees	Chapter 1 Open Houses	32 handouts completed 1,810 stickers placed 275+ open-ended comments
		Chapter 2 Open Houses	348 handouts completed 565 stickers placed
		Chapter 3 Open Houses	47 handouts completed 525+ open-ended comments
		Chapter 4 Open Houses	350+ open-ended comments
2 Online surveys	Nearly 600 responses	OurHighLineCanal online survey	464 responses
		CrowdGauge online survey	163 responses
8 Strategic Input Sessions	Over 40 leaders	Engaged local leaders and experts in fields including education, health and wellness, economic development, environment and wildlife, developers, water, recreation, and youth engagement	
2 City as Play Events	Over 50 children	Aurora Global Fest Booth & Friendly VillageEvent	

In addition to gathering and synthesizing community feedback into a compelling Vision, the process also served to increase awareness of the Canal and share more about the Canal's special story. This range of outreach opportunities was developed to reach the broadest possible range of community members, including both current trail users and others who were previously unaware of the Canal.

¹ The Denver Post has 1,016,547 Weekly Print & Online Readers. Source: <http://www.dpmedia.co/>

Translating the Vision into Action

Where the Vision is a community-driven, forward-looking story of what the Canal can be in the future, the Action Plan outlines a series of strategies to implement the Vision. Importantly, the Action Plan considers many opportunities for continuing to preserve, protect, and enhance the Canal in support of the Vision - and creates both short and long-term actions to help guide prioritization of implementation. The Action Plan recognizes the authority of the jurisdictions along the Canal and balances the need for additional planning studies and practical “on the ground” projects. The following visualizes how the Action Plan and its strategies begin to chart a roadmap to achieve the ambitious Vision, its guiding principles and associated objectives.



Summary of Vision & Action Plan (see separate PDF to see this content full-size)

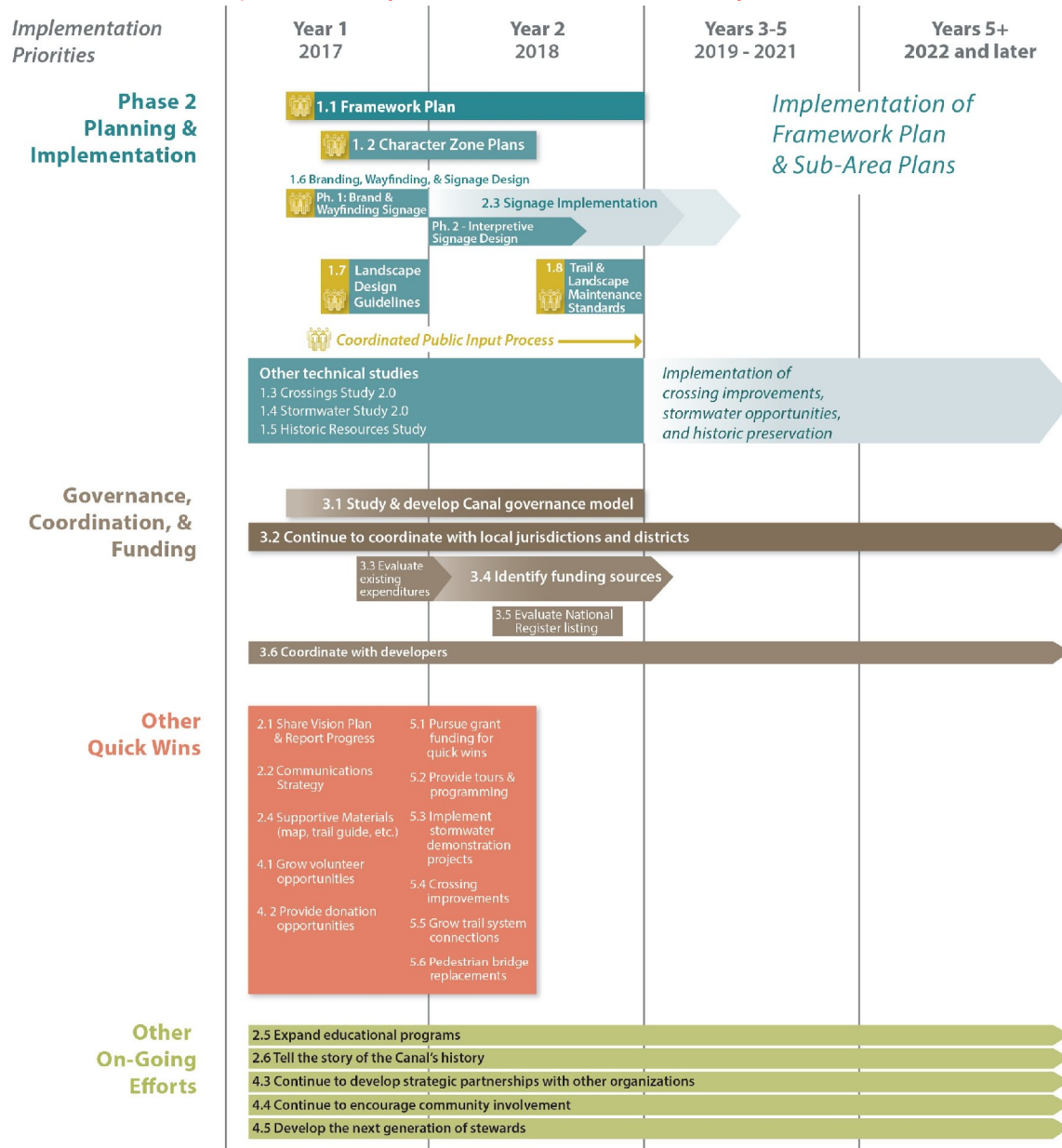
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What to Expect Next

The community's Vision for the Canal is now written and a comprehensive collection of strategic actions have been established to move the Canal into an exciting new future. The following planning and implementation timeline shows the immediate action steps that are recommended. These include additional planning efforts and technical studies needed, processes related to clarifying future governance, coordination and funding opportunities, a series of "quick wins" (or short-term implementation potentials), and other ongoing efforts to be integrated.

Central to all of these initiatives moving forward is the sense that the community and its voice will continue to be welcomed and heard. To achieve the incredible Vision established by the community will take many years of hard work, cooperation and creativity. It is a journey that will shape an incredible new legacy for the region - one that will inspire, connect and nurture generations to come.

[Timeline below will be simplified for the layout version of the Executive Summary]





City of Littleton

Staff Communication

File #: ID# 17-08, **Version:** 2

Agenda Date: 01/10/2017

Subject:

Update on discussions with South Metro Fire Rescue (SMFR) and Cunningham Fire Protection District (CFPD)

Presented By: Chris Armstrong, Fire Chief

BACKGROUND:

SMFR leadership approached LFR leadership in the summer of 2016 about the possibility of a unified department. Chief Armstrong presented this request to the Littleton City Council at its September 13 meeting. The majority of council agreed that Chief Armstrong could participate in conversations regarding a potential unification.

Since that time, divisions of each agency have worked together to collect data in all areas of each department including operations, training, emergency medical service, communications and fire prevention. Safety, service delivery, governance, and financial sustainability are among the important topics for consideration. The chiefs will conduct periodic check-ins with policy makers and elected officials as additional information is gathered. There will be ample opportunity for citizen input if a formal proposal moves forward.

All three chiefs will be in attendance the January 10, 2017 study session. Although there is limited information to share at this point, the chiefs want to update city council members on the unification discussions and answer questions from the perspective of each department.



City of Littleton

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2255 West Berry Avenue
Littleton, CO 80120

Staff Communication

File #: ID# 17-07, **Version:** 1

Agenda Date: 01/10/2017

Subject:

Discussion of options on repayment of LIFT debt to the City

Presented By: Mike Braaten, Deputy City Manager

BACKGROUND:

At the December 6, 2016 regular meeting, city council voted to repeal three urban renewal plans, keeping only the Columbine Square Urban Renewal Plan intact. Council also approved retaining the city's urban renewal authority, Littleton Invests for Tomorrow (or LIFT), as the administrator of the remaining urban renewal plan.

The three urban renewal plans that were repealed were the Santa Fe, Littleton Boulevard and North Broadway plans. Council now needs to provide direction to LIFT pertaining to debt owed to the city and options on returning the property tax to the originating taxing entities for the repealed plan areas.

Staff has provided three attachments to this memo. The first reviews the available fund balances for LIFT. The second shows five options for repayment using LIFT's available fund balances. The third is the Cooperation and Loan Agreement between the city and LIFT, adopted December, 2014.

LIFT's available funds currently total \$409,336; this includes \$33,101 in the operational account and \$376,326 collected in property tax and sales tax increment and associated interest.

Additionally, the city's finance department has revised the sales tax increment estimate for LIFT for 2016/2017 to \$82,000. The \$82,000 estimate is derived from the Columbine Square (\$42K) and Littleton Boulevard (\$40K) plans and not yet included in LIFT's available funds as noted above; however, these amounts are included in the repayment options mentioned below and provided as an attachment. Sales tax increment was generated from Littleton Boulevard through November 2016 prior to being repealed in early December, 2016. The plan area is estimated to have generated \$40,000 in sales tax increment payable to LIFT in 2017.

STAFF ANALYSIS:

Staff has provided five options for council to recommend to LIFT to address the debt owed to the city and return property tax increment from the originating taxing entities (again, the options are detailed in an attached spreadsheet).

In each of the options staff has assumed the other taxing entities are kept whole (minus county assessor fees), meaning all of the property tax increment collected by LIFT in the three repealed plan areas will be returned to each entity on a pro rata basis. LIFT's 2017 adopted budget of \$36,245 is built into each option. The first three options forego any refund of sales tax increment to the city as currently required in section 2.2 of the Loan agreement, which reads as follows:

“Any Collected Tax Revenues not necessary or used to pay Obligations of the LIFT during the then current Fiscal Year shall be returned to the city by the end of the first calendar quarter following such Fiscal Year.”

If council selects options 1, 2, or 3, staff recommends the loan agreement be revised to address this provision.

Option 1: Return property tax funds from the three repealed plan areas to the originating taxing entities and repay the entirety of LIFT’s loan balance to the city.

Option 1 Explanation: This option addresses the obligations of LIFT entirely and results in about \$41,949 available to fund the operations of LIFT in 2018 and thereafter. This is approximately one year of operating funds for LIFT. It is unlikely that the organization would be able to sustain itself beyond 2018, should Columbine Square be slow to redevelop.

Option 2: Return property tax funds from the three repealed plan areas to the originating taxing entities and repay three-quarters of the outstanding balance of the LIFT loan to the city.

Option 2 Explanation: In addition to returning the property tax increment to the originating taxing entities, this option apportions the LIFT debt equally to the four plan areas and pays-off three-quarters of the debt recognizing that three of the four plans have been repealed. This results in a loan balance of \$37,797 going forward and approximately \$79,746 at the end of 2017 from which LIFT could operate. The ability of LIFT to repay the remainder of the loan is uncertain.

Option 3: (Staff’s recommendation) Return property tax funds from the three repealed plan areas to the originating taxing entities and repay \$50,000 of the LIFT loan to the city.

Option 3 Explanation: This option addresses the return of property tax increment and paying-down \$50,000 of the debt to the city in 2017. This results in a healthy \$143,139 fund balance moving into 2018 with an outstanding loan balance of \$101,190. This option allows LIFT to address any requirements associated with Columbine Square’s redevelopment and allows for the debt to the city to be addressed over the next three years. Should council select this option, staff recommends revising the loan agreement to address section 2.2 (discussed earlier) and to require a future payment of \$50,000 in 2018 with the remainder, \$50,000 plus interest, due in 2019.

Option 4: Return property tax funds from the three repealed plan areas to the originating taxing entities and return all sales tax to the city per section 2.2 of the Loan Agreement (noted above), but does not address any payment from LIFT for the loan.

Option 4 Explanation: Per the agreement, LIFT has until December 16, 2019 to address the loan to the city and this option defers any payment of the loan to a future date, while addressing repayment of the property tax of the repealed plans and the return of sales tax increment funds to the city. Should this option be selected, LIFT is estimated to be left with \$33,343 at the end of 2017. This may not be adequate to address the operations of LIFT should Columbine Square redevelop and for the loan to be addressed in the given timeframe.

Option 5: Return property tax funds from the three repealed plans to the originating taxing entities and return a portion of sales tax to the city per section 2.2 of the Loan Agreement (noted following), and entirely pay-off

LIFT's debt to the city.

Option 5 Explanation: Similar to option 4, but pays off the debt to the city, resulting in zero operational funds after 2017. If this option is selected, an additional loan will be required for LIFT to continue to operate past 2017.

STAFF RECOMMENDATION:

Staff recommends that council select option 3 to forward to LIFT. Additionally, staff recommends an amendment to the Cooperation and Loan Agreement to address and memorialize the agreed upon repayment to the property tax entities for the three repealed plan areas and a loan payment plan to the city of \$50,000 in 2017, \$50,000 in 2018, with the remainder due in 2019.

LIFT as of 12/23/2016

Operating account	\$ 33,010.40	
ColoTrust account	<u>\$ 376,326.28</u>	Includes property tax, sales tax increment and interest.
	\$ 409,336.68	

Columbine

Property Tax	\$ -	net of fees
Sales Tax Increment	<u>\$ 19,500.00</u>	
	\$ 19,500.00	

Littleton Blvd

Property Tax	\$ 24,269.69	net of fees
Sales Tax Increment	<u>\$ 71,581.00</u>	
	\$ 95,850.69	

North Broadway

Property Tax	\$ 234,639.36	net of fees
Sales Tax Increment	<u>\$ 22,959.00</u>	
	\$ 257,598.36	

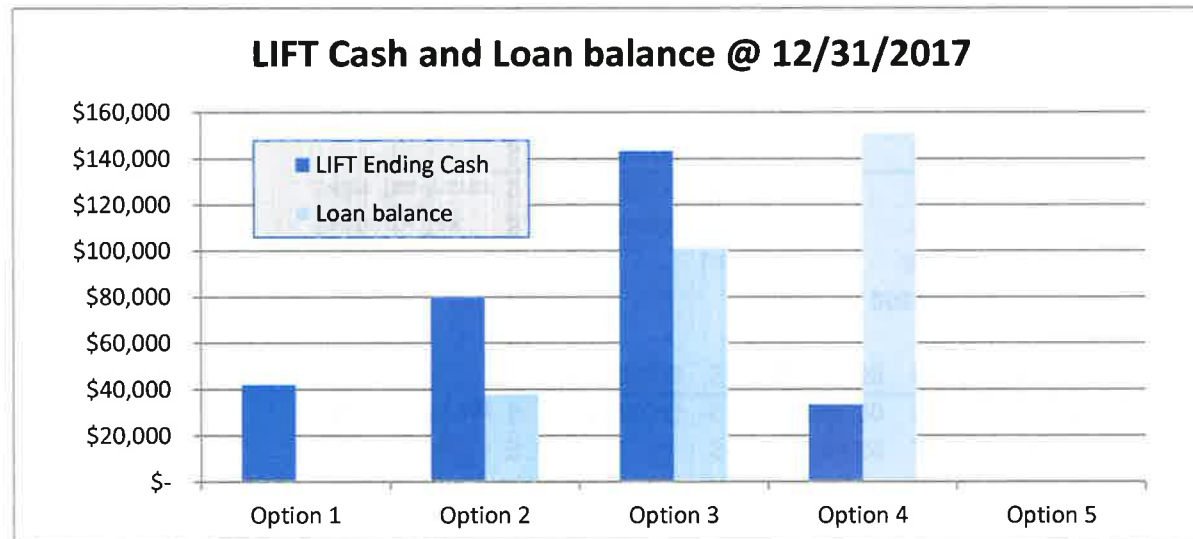
Santa Fe

Property Tax	\$ 3,043.71	net of fees
Sales Tax Increment	<u>\$ -</u>	
	\$ 3,043.71	

Total Property Tax	\$ 261,952.76	net of fees
Total Sales Tax Increment	\$ 114,040.00	
Interest Income	<u>\$ 333.52</u>	
Total Revenues	\$ 376,326.28	

Revised estimate for 2016/2017	<u>\$ 82,000.00</u>	
	\$ 458,326.28	

	2016/2017				
	Option 1	Option 2	Option 3	Option 4	Option 5
Available funds	\$ 409,336.68	\$ 409,336.68	\$ 409,336.68	\$ 409,336.68	\$ 409,336.68
Property Tax refund	\$ (261,952.76)	\$ (261,952.76)	\$ (261,952.76)	\$ (261,952.76)	\$ (261,952.76)
Available funds	\$ 147,383.92	\$ 147,383.92	\$ 147,383.92	\$ 147,383.92	\$ 147,383.92
Additional estimated sales tax increment	\$ 82,000.00	\$ 82,000.00	\$ 82,000.00	\$ 82,000.00	\$ 82,000.00
Refund sales tax increment	\$ -	\$ -	\$ -	\$ (159,795.00)	\$ (41,948.92)
Available funds	\$ 229,383.92	\$ 229,383.92	\$ 229,383.92	\$ 69,588.92	\$ 187,435.00
Loan repayment	\$ (151,190.00)	\$ (113,393.00)	\$ (50,000.00)	\$ -	\$ (151,190.00)
Available funds	\$ 78,193.92	\$ 115,990.92	\$ 179,383.92	\$ 69,588.92	\$ 36,245.00
Estimated admin costs/Int earnings	\$ (36,245.00)	\$ (36,245.00)	\$ (36,245.00)	\$ (36,245.00)	\$ (36,245.00)
Available funds at end of 2017	\$ 41,948.92	\$ 79,745.92	\$ 143,138.92	\$ 33,343.92	\$ -
Available funds beginning of 2018	\$ 41,948.92	\$ 79,745.92	\$ 143,138.92	\$ 33,343.92	\$ -
Loan balance at 12/31/2017	\$ -	\$ 37,797.00	\$ 101,190.00	\$ 151,190.00	\$ -



COOPERATION AGREEMENT

THIS COOPERATION AGREEMENT ("Agreement") is made this 1st day of November, 2015 (the "Effective Date"), between the LITTLETON RIVERFRONT AUTHORITY D/B/A LITTLETON INVESTS FOR TOMORROW, an independent Colorado body corporate and politic ("Authority" or "LIFT"), and the CITY OF LITTLETON, COLORADO, a municipal corporation of the State of Colorado ("City").

WHEREAS, the Authority is in need of certain services that benefit the day-to-day administrative functioning of the Authority, and which are specifically contemplated by C.R.S. § 31-25-105(1)(l); and

WHEREAS, the City desires to provide such services to the Authority at no cost unless otherwise indicated.

NOW THEREFORE, in consideration of the mutual covenants contained herein, the sufficiency of which is hereby acknowledged by the parties, the Authority and the City agree as follows:

I. SERVICES PROVIDED BY THE CITY TO THE AUTHORITY

- a) The City shall provide the Authority a secure location for storage of Authority records, provided however, no such storage shall make the City the custodian of Authority records under the Colorado Open Records Act, § 24-72-200.1, *et seq.*, C.R.S. ("CORA"). Such storage location shall be determined by the City, in its reasonable discretion, and the City agrees to provide access during regular business hours to Authority representatives.
- b) The City shall provide the Authority access to the City's printing shop for services and supplies. The Authority shall be charged at a rate applicable to City departments. The City shall provide a monthly bill to the Authority for these costs, and the Authority shall reimburse the City for these costs.
- c) The City shall, from time to time and at the request of the Authority, provide the Authority with meeting space in which to conduct meetings and events.
- d) The City shall provide the Authority with space on its bulletin boards and website to publicize its meetings, events, contact and other information.
- e) The City shall provide a mailbox at Littleton Center in order to facilitate communication between the parties.
- f) The City shall provide administrative, public communications and accounting services as per Exhibit A, Scope of Services

II. AUTHORITY OBLIGATIONS

- a) The Authority agrees to reimburse the City monthly for the printing services and supplies, as detailed in Section I(b), above.
- b) The Authority shall be responsible for responding to all records requests received by it pursuant to CORA, or otherwise. The City in coordination with the Authority may provide access to the records stored at the City to any member of the public in accordance with the provisions of CORA. All obligations of the Authority under CORA shall remain the responsibility of the Authority.
- c) The Authority agrees to provide the City with periodic updates regarding the activities of the Authority, including presentations to City Council or staff, as requested by the City.

III. AUTHORITY AND CITY RELATIONSHIP

The Authority and the City agree that they are separate and independent entities and that the acts and omissions of one shall not be considered the acts and omissions of the other.

IV. MISCELLANEOUS

- a) This Agreement supersedes and replaces the Cooperation Agreement dated July 15, 2014 between the parties, and shall be for a term of two years from the Effective Date. This Agreement shall be renewed upon written agreement of the parties prior to the end of the then current term.
- b) This Agreement shall be binding on the parties, their agents, subcontractors, successors, or assigns.
- c) Authorized Representatives. To the extent that an action is required to be taken by any party to this Agreement, such action may, subject to the last sentence of this Section, be taken by the following representatives: for the City, the City Manager, or such other person appointed by the foregoing in writing and furnished to the other parties to this Agreement; for the Authority, the Chairman, or such other person appointed by the foregoing in writing and furnished to the other parties to this Agreement.
- d) Notice. Any required notice shall be given as follows:

If to the City:	City of Littleton
	Office of the City Manager
	2255 W. Berry Avenue
	Littleton, CO 80120

With a copy to: City of Littleton
City Attorney
2255 W. Berry Avenue
Littleton, Colorado 80120

If to the Authority: Littleton Invests for Tomorrow
Attn: Executive Director
2255 W. Berry Avenue
Littleton, Colorado 80120

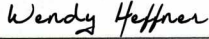
With copy to: Corey Y. Hoffmann, Attorney at Law
Hoffmann, Parker, Wilson & Carberry, P.C.
1530 Sixteenth Street, Suite 200
Denver, Colorado 80202

Telephone: (303) 825-6444

- e) Severability. Any provision of this Agreement that is prohibited, unenforceable, or not authorized in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition, unenforceability or lack of authorization without affecting the validity, enforceability, or legality of such provisions in any other jurisdiction. No party to this Agreement shall be liable to the other parties with respect to any such provision finally adjudicated in accordance with applicable law to be prohibited, unenforceable, or not authorized by law.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

DocuSigned by:



Wendy Heffner
CITY CLERK

CITY OF LITTLETON, COLORADO

DocuSigned by:



Phil Cernanec
PRESIDENT OF COUNCIL

APPROVED AS TO FORM:

DocuSigned by:



Kristin Schledorn
CITY ATTORNEY

ATTEST:



~~TREASURER~~

~~SECRETARY~~

~~DIRECTOR~~

APPROVED AS TO FORM:



Corey Y. Hoffman
GENERAL COUNSEL

LITTLETON INVESTS FOR
TOMORROW



Justin Hay
CHAIRMAN

EXHIBIT A

Scope of Services

Administrative Services

1. Collect and distribute mail from LIFT mailbox located in City Center to Executive Director and/or LIFT Board Chairman, as appropriate, on a weekly basis.
2. Provide public information and answer inquiries, as appropriate, from telephone, email or written requests for general information. Refer technical or detailed requests to the Executive Director.
3. Prepare monthly LIFT Board Meeting agenda in coordination with the Executive Director at least five (5) days before the meeting.
4. Schedule meeting room, video recording and provide public notice of monthly LIFT Board meetings (bulletin board and website).
5. Assemble and distribute monthly LIFT Board meeting agenda and attachments as provided by Executive Director, LIFT Board Chairman, and LIFT General Counsel and City Finance Staff to include email distribution of agenda to the LIFT Board and posting on the website a minimum of three (3) days prior to the meeting and providing bound hard copies for the LIFT Board at the meeting location.

Accounting Services

1. Maintain the following accounting records for each fund of the Authority
 - a. Cash receipt and disbursement journals
 - b. General ledger
 - c. Accounts receivable journals and ledgers
 - d. Deposits with banks and financial institutions
 - e. Bank accounts reconciliation
 - f. Investment records
 - g. Development fee records
2. Prepare and file federal quarterly and year-end tax reports as necessary. Such reports/filings will be limited to the 941, W-2, W-3, 1099 and 1096.
3. Prepare financial statements and applicable supplemental schedules – monthly or quarterly or as requested by the Authority's Board of Commissioners.

4. Prepare schedule of cash position to manage the Authority's cash deposits, funding for checks and investment programs in accordance with policies established by the Board of Commissioners.
5. Assist with the annual budget preparation and filing. Assist the Board of Commissioners in monitoring actual expenditures against appropriation/budget.
6. Prepare audit schedules and draft annual financial statements with footnotes for use by the Authority's auditors or if appropriate prepare and file an Application for Exemption from Audit
7. Attend Board meetings as required to review financial statements and check book register.

Public Relations and Communications

1. Monitor public correspondence as necessary.
2. Serve as webmaster and provide content.
3. Provide news releases and communicate with the news media on behalf of LIFT, as necessary.
4. Develop communication material such as public meeting mailings and notices, newspaper releases/legal notices, collateral materials and brochures as requested by Authority.
5. Provide written update on public communication activity prior to Board meetings
6. Monitor and report on local and state legislative activity concerning urban renewal through link on website.