

City of Littleton

Meeting Agenda

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Thursday, April 13, 2017 6:30 PM Community Roc
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1. Introduction of Board Members

2. Roll Call

a) <u>ID# 17-106</u> Election of Officers

3. Approval of Agenda

4. Public Comment

5. General Business

a) <u>ID# 17-109</u> Discussion of Council's Protocols and Legislative Rules

Attachments: Protocols and Standards of Conduct Legislative Rules

b) <u>Resolution</u> A resolution specifying the location where notices of public meetings are to be posted and the newspaper where notices and other information required to be published will be printed for 2017.

Attachments: Resolution No 01-2017

- c) <u>ID# 17-105</u> Discussion of recording secretary
- d) <u>ID# 17-103</u> Discussion of LIFT Director
- e) <u>ID# 17-104</u> Discussion of legal representation
- f) <u>ID# 17-100</u> Cooperation Agreement between City of Littleton and LIFT

Attachments: 2015 - COOPERATION AGREEMENT

6. Financial Report

a) <u>ID# 17-101</u> LIFT Financial Reports as of March 31, 2017 <u>Attachments:</u> <u>Balance Sheet 3-31-17</u>

General Ledger detail 3-31-17

Avail Bdgt 3-31-17

LIFT		Meeting Agenda	April 13, 2017
b)	<u>ID# 17-102</u>	Discussion of Refund request from Arapahoe County from LIFT	
	<u>Attachments:</u>	Refund request from Arapahoe County from LIFT	
c)	<u>ID# 17-108</u>	Discussion of Refund request from Littleton Public Schools from LIF	т
	<u>Attachments:</u>	LPS - Refund	
d)	<u>ID# 17-91</u>	Discussion of options on repayment of LIFT debt to the City - PRESENTED TO COUNCIL ON 01/10/2017	
	<u>Attachments:</u>	LIFT Account Balances as of 01-01-2017	
		LIFT repayment options	
		2015 - Cooperation Agreement - LIFT (1)	
e)	<u>ID# 17-110</u>	Discussion of Banking Situation	
<u>7. N</u>	<u>ew Business</u>		

 a)
 ID# 17-107
 Discussion on Work Plan Development/Columbine Square

 Attachments:
 Amended Columbine Square Urban Rewewal Plan.pdf

8. Comments/Reports

9. Adjourn

The public is invited to attend all regular meetings or study sessions of the City Council or any City Board or Commission. Please call 303-795-3780 at least forty-eight (48) hours prior to the meeting if you believe you will need special assistance or any reasonable accommodation in order to be in attendance at or participate in any such meeting. For any additional information concerning City meetings, please call the above referenced number.



2(a)

Staff Communication

File #: ID# 17-106, Version: 1

Agenda Date: 04/13/2017

Subject: Election of Officers

Recording secretary will open the meeting and call for nominations for chair of the LIFT Board. Board will vote on the nominated members and the majority vote will be the chair.

The chair will then call for nominations for a vice-chair of the LIFT Board. The Board will vote on the nominated members and the majority vote will be the vice-chair.



Staff Communication

5(a)

File #: ID# 17-109, Version: 1

Agenda Date: 04/13/2017

Subject: Discussion of Council's Protocols and Legislative Rules

Presented By: Wendy Heffner, City Clerk



PROTOCOLS AND STANDARDS OF CONDUCT Adopted 02/02/2016 Amended 02/07/2017

I. Purpose and Intent

The Charter of the City of Littleton provides the founding document for all issues concerning protocols and standards of conduct as a primary reference, and the City of Littleton is committed to maintaining high ethical standards. The city operates in a representative democracy to serve the citizens of Littleton and ensure the community's needs are met. Public servants have a special responsibility to carry out their duties with integrity. In order to preserve the confidence and trust of the public, the Protocol and Standards of Conduct provides uniform rules to guide the conduct of the city's council and board and commission members, hereinafter referred to as boards.

Non-substantive changes to this document may be made and then distributed to council.

II. Meeting Protocols

A. Public input and observation are an important part of the democratic process. Council/ boards should make the public feel welcome and should refrain from showing any sign of partiality, prejudice or disrespect toward an individual participating in or attending a public forum. Members of city council/boards should be fair and impartial in listening to public testimony. City council will accept any written comments if they include the name and address of the sender. Comments to be included in city council's packets will be sent to the city clerk no later than 1:00 p.m. on the Thursday before the Tuesday meeting. If there are issues that need to be addressed after packets are distributed, the correspondence received by the city clerk by noon on the Monday before a public hearing will be disseminated to city council via email and will be collated; any documents received after 12:00 p.m. on the day of a council meeting will be disseminated the night of the city council meeting.

B. Council expects civility among and between council, boards, and members of the public while in meetings. Any person who makes offensive, insulting, threatening, insolent, slanderous or obscene remarks or becomes disruptive, boisterous or who makes threats against any person or against public order and security while in the council chamber shall be removed at the direction of the mayor from the meeting, unless permission to remain is granted by the majority vote of the council members present.

- C. Council/boards should show respect for each other at all times. Disagreement and debate are constructive and expected. An effective council/board is composed of members who are able to agree to disagree without personalizing issues.
- D. Members of the council/boards and the public are expected to refrain from sidebar conversations to the greatest extent possible so as not to detract from the speaker who has the floor.
- E. Because scheduled meetings are the intended forum for public debate and dialog, council expects all council/board members to keep an open mind without prejudgment, to work collaboratively to identify promising options, to openly discuss and evaluate options, and to listen to the concerns of other council/boards prior to making a decision. Additionally, it should be understood that acknowledgement of individual opinions and ideas, especially those that differ from one's own, is what allows the best discussion and decision for the community.
- F. Council/boards are expected to attend meetings having reviewed all the materials and to be prepared to ask questions, make comments, and discuss all issues.
- G. To attain efficiency, council/boards should simply state, "I agree" rather than restating a point.
- H. Council/boards should ask the mayor/chair to intervene if discussion becomes repetitive.
- I. Council/boards should consider the best interests of the city and the ramifications to all the citizens and businesses while considering issues.
- J. Council/boards should refrain from undermining the council/board as a whole or undermining an individual member. Members should feel comfortable communicating the reasoning for their voting decision. However, after the decision has been made, the member should support the decision of the body and move forward.
- K. It is improper during roll call for any council/board members to state or attempt to state the vote or sentiments of any absent council/board member.
- L. Any council/board member who is unable to attend a scheduled meeting shall notify the mayor/chair or city manager at least 24 hours in advance of said meeting, if possible.
- M. Council/boards agree to bring non-substantive changes to items on the agenda to staff outside of a public meeting and retain substantive items for public discussion with council/board.
- N. The city council is responsible for making policy. The city staff is responsible for implementing policy. Council members and staff should understand the difference between creating policy and implementing policy and be respectful and supportive of each

role. In the development of policy recommendations to the city council, alternatives should be evaluated and addressed by staff.

O. The city council desires to have all city council, planning board, historic preservation board, board of adjustment, board of appeals, and licensing authority regular, special, and study session meetings televised and recorded. When creating any working groups or committees, the city council shall determine whether the purpose of the committee warrants its meetings being recorded and televised.

III. Confidential Information

Confidential information shall not be disclosed to anyone other than city council, boards or city staff whose official duties are related to the subject matter of the confidential information. This protocol shall not be construed as prohibiting the city manager and city attorney from distributing confidential information to the extent reasonably necessary to implement council direction.

IV. Making Public Statements

- A. When giving a written or oral personal public opinion concerning issues facing or involving the city, all council, board or commission members shall refrain from making statements on behalf of the city or the body upon which he or she serves, unless such person has explicitly been authorized by the respective body. When acting as, or perceived as acting as, a representative of the official body he or she represents, an individual must always uphold the approved council, board or commission point of view.
- B. Any comments made by a council/board member at a meeting of another board should be assumed to be the council/board member's personal views or opinions and not the official position of the council/board unless stated otherwise.
- C. Council reports are intended to communicate to other council members about meetings and information that are of value and beneficial to the body as a whole.

V. Council/Boards and City Employee Communications

A. To foster open communication and the public policy-decision making process, it is the desire of council to ensure an evenness of communication between council/boards and staff as well as between council/board members. This means all council/board members expect to receive information that is relevant to the council/board's policymaking authority and deliberations as well as to the education and knowledge of individual members.

- B. All city council and board and commission members shall use city email for email communication on any city issues.
- C. Council/boards should seek direction from the city manager if there is any doubt regarding the appropriate level of contact with city employees.
- D. Council/boards should make reasonable attempts to notify the appropriate city staff members in advance of public meetings about key questions and discussion points that they would like addressed during the public meeting.
- E. For routine questions or requests (e.g., code complaints, questions regarding agenda items), council/boards should contact the city manager's office or the appropriate city department director with information about the request. These requests can be made at any time rather than waiting for a formal referral at a council/board meeting. It is the responsibility of staff to ensure an evenness of information when questions are asked of staff that relate to an issue that might come before the council/board and disseminate information accordingly. Legal questions should be initiated through the deputy city attorney whenever possible and appropriate.
- F. Requests for additional information or reports that staff determines would take a significant amount of staff time/resources shall be referred to the city manager for review and possible consideration by the council/boards as a whole and agreed upon as something that merits an investment of city resources.
- G. Critical comments about specific city employees' performance should only be made to the city council appointees that include the city manager, the city attorney and the municipal judge through correspondence or conversation outside the public setting.
- H. All boards shall be given sufficient and reasonable advance notice of a council meeting for which the board either will be the subject of an agenda item or is being requested to participate in the council meeting agenda, allowing for scheduling and preparation.

VI. Involvement in Administrative Functions

- A. Members of council/boards shall refrain from influencing the recommendations made by staff or the information provided by staff to the council/board as a whole.
- B. Members of council/boards should have the same information for decision-making purposes. The council/boards may expect staff to provide each member with identical information on items scheduled for deliberation, even when requested by only one member.

VII. Council Conduct with Boards and Commissions

- A. The city council has established several boards and commissions as a means of gathering more community input. Citizens who serve on most boards or commissions are advisors to the city council. They are a valuable resource to the city's leadership and should be treated with appreciation and respect. Council members should refrain from having any ex parte communications with boards concerning issues and/or applications before any quasi-judicial body. Council communication with boards shall be solely through a joint work session or through council liaisons as set forth below.
- B. Since the attendance of three or more council members constitutes a legal council meeting, council members should advise the city clerk at least 24 hours in advance of their planned attendance or at another function where discussion of city business is anticipated so that appropriate and timely public notification can be prepared and posted.

VIII. Council Meetings with Boards and Commissions

- A. To elevate the communication between individual boards and council and to even the flow of information, the council may meet with the council-appointed boards at a study session at least yearly, or on an as-needed basis as requested by the board/commission or the city council.
- B. To facilitate positive relations between the boards and the council, the mayor may appoint a council liaison to the fine arts board, library board, and museum board. The council may, at its sole discretion, choose to appoint liaisons to other boards and commissions as it deems appropriate. The role of the liaison shall be to convey current and relevant information on council activities to the individual board or commission; to provide input as requested; and generally provide a conduit of council activity and actions.

IX. Council/Board and Commission Conduct With the Public

- A. Council/boards should be cordial, welcoming, and respectful to the public in all situations.
- B. Council/boards should be welcoming and respectful to speakers without exception.
- C. If necessary, public comments received during a public meeting will be followed up by staff at a later time or as directed by the council/board. It is not anticipated nor expected for staff to respond during that meeting unless specifically requested by the council/board.
- D. Questions from the council/board to speakers should seek to clarify or expand information. Members should avoid challenging or criticizing speakers. If a speaker is off the topic or exhibits behavior or language that is disruptive or disrespectful, the mayor

or chair should interrupt, focus the speaker, and reestablish the order and decorum of the meeting.

X. Personal Expectations

A. Responsibility.

- 1. I understand that the community expects me to serve with dignity and respect and be an agent of the democratic process.
- 2. I avoid actions that might cause the public to question my independent judgment.
- 3. I do not use my office or the resources of the city for personal or political gain.
- 4. I am a prudent steward of public resources and actively consider the impact of my decisions on the financial and social stability of the city and its citizens.

B. Fairness.

- 1. I promote consistency, equity and non-discrimination in public agency decisionmaking.
- 2. I make decisions based on the merits of an issue, including research and facts.
- 3. I encourage diverse public engagement in decision-making processes and support the right of the public to have access to public information concerning the conduct of the city's business.
- C. Respect.
 - 1. I treat my fellow city officials, staff, commission members and the public with patience, courtesy, civility, and respect, even when we disagree on what is best for the community and its citizens.

D. Integrity.

- 1. I am honest with all elected officials, staff, commission members, boards, and the public.
- 2. I am prepared to make decisions for the best interest of the public whether those decisions are popular or not.
- 3. I take responsibility for my actions even when it is uncomfortable to do so.



LEGISLATIVE RULES Adopted 02/16/2016; Amended 02/07/2017

I. Rules of Order and Business Adopted; Purpose

- a. These rules shall govern all meetings and proceedings of the city council, boards, commissions, and authorities and the order of business, and the conduct of the mayor, city council and board and commission members and persons in attendance at such meetings.
- b. All city commissions, boards, and authorities shall adhere to these rules and procedures to the extent that these rules and procedures are not inconsistent with the public business to be conducted by such bodies. Where applicable throughout this document, references to city council will be interchangeable with boards, commissions, and authorities, and references to mayor or mayor pro tem will be interchangeable with chair, vice chair or other presiding officer of any board, commission or authority.
- c. These rules are simple. Strict technical rules may impede rather than advance the legislative process. Reason, common sense, and cooperation must prevail in the conduct of city business. Dissent and debate are essential and beneficial elements of our system of free and open government. No action of the city shall be deemed invalid because of failure to follow any rule of order or business provided herein.
- d. The council may hold joint meetings with boards, commissions, or authorities in addition to other meetings.
- e. Non-substantive changes may be made to this document and then distributed to council.

II. Council Meetings

- a. Regular Meetings. The city council shall conduct regular meetings generally on the first and third Tuesdays of each month. All regular meetings shall begin promptly at 6:30 p.m. Meetings shall be held at the city hall unless otherwise posted in accordance with state law. The time, date, and location of any meeting can be changed by majority vote of council and posted in accordance with state law.
- b. Special Meetings. Special meetings shall be called by the mayor at the request of a

majority of council, in action taken at a publicly noticed council meeting, or may be noticed by the city clerk upon the request of the mayor or two or more members of the city council. Generally, special meetings shall start at 6:30 p.m. Notice of special meetings of council shall be given to the members not less than 24 hours before the time fixed for the meeting.

- c. Emergency Meetings. In the event an emergency has been declared by the city manager, notice of emergency meetings shall be given by the most expedient mechanism available in such event; emergency meetings may be called by the mayor or the city manager. Notice of the date, time, and place of any emergency meeting shall be given to the council members and the public not less than one hour prior to the time fixed for the meeting.
- d. Study Sessions. The city council may conduct study sessions generally on the second and fourth Tuesday of each month. The city council may hold study sessions on such dates and at such times as called by city council or the city manager. Generally, study sessions shall begin at 6:30 p.m. Such study sessions may coincide with regular or special meetings of city council. The purpose of the study session is to discuss and study items. Council may vote or take a consensus to give direction to staff. Study sessions shall not be a forum for public hearings.
- e. Meeting Cancellation. Except for those cancellations necessitated by Acts of God, notice of cancelling a meeting of city council shall be posted and given to the members not less than 24 hours before the time fixed for the meeting.
- f. Meeting Duration. Regular and Special meetings of the city council shall end at approximately 10:00 p.m. unless formal action is taken by the council to extend the meeting duration.
- g. Agenda. The agenda for meetings of city council shall be prepared by the city manager and posted by the city clerk in the manner required by law.
- h. Order of Agenda. The agenda, for regular and special meetings, may be organized as follows: call to order, roll call, Pledge of Allegiance, public comment, consent agenda, general business, public hearing and second reading of ordinances, reports, and adjournment.
- i. Review and Approval of Minutes. At each regular meeting of non-quasi-judicial board, commission or authority that is not recorded, the draft minutes of the preceding meetings shall be reviewed, amended if appropriate, and approved.
- j. Approval of action minutes. For city council, quasi-judicial boards and authorities: At each regular meeting of the city council or quasi-judicial board or authority, action minutes will be presented by the city clerk/recording secretary to be approved by city council, commission, board or authority.

III. Council Proceedings

- a. Roll Call. The mayor shall call the meeting to order and the city clerk shall call roll. In the absence of a quorum at the time appointed for a meeting, the members present may, by a majority vote, take a recess or recesses, and direct the city clerk to procure the attendance of absent members.
- b. Temporary Chair. In both the absence of the mayor and mayor pro tem, the city clerk shall call the council to order and call the roll of the members. If a quorum is found to be present, the council shall proceed to elect, by a majority vote of those present, a chair of the meeting, to act until the mayor or mayor pro tem of the council appears.
- c. Decorum. During the meeting, the mayor shall preserve order and decorum and decide all questions of order, decide who is allowed to speak, and in what order, be it either a council member or a member of the audience.
- d. Appeals from Decisions of the Chair. The mayor shall preserve decorum and decide all questions of order, subject to appeal to council. In case of an appeal by a council member of a ruling of the mayor, the question shall be: "Shall the decision of the mayor stand as the decision of the council?" The council shall vote to either affirm or reverse the decision of the mayor. If a member transgresses the rules of council, the mayor shall call him or her to order.

IV. Parliamentary Rules

As a guiding principle, the following rules of procedure will be observed at regular and special meetings.

- a. Addressing Presiding Officer. Every member speaking to a question or making a motion shall address the presiding officer, who shall thereupon state the nature of the question under debate.
- b. Debate Limitation. No member shall be allowed to speak more than once to a motion before all members have had an opportunity to speak.
- c. Questions to Contain One Subject. All questions (motions) submitted for a vote shall contain only one subject.
- d. Discussion. Discussion on an agenda item may be held prior to a motion.
- e. Main Motion. A subject is introduced by a main motion. Once seconded, no other topics should be taken up until after the motion is disposed of.

- f. Motion to Amend. This motion is used when the intention is to change, add, or omit some part of a main motion. This motion is debatable and requires a majority vote of the members present for passage. A motion to amend is not amendable. First, a vote is held on the motion to amend. If that vote is affirmative, the second vote is held on the main motion as amended. Only one amendment to a motion may be on the floor at any one particular time. Any motion to amend shall consist of but one amendment. An amendment once rejected may not be moved again in the same form.
- g. Motion to Table or Postpone to a Date Certain. This motion requires that consideration of the main motion be delayed until a certain, stated time for, among other reasons, obtaining more information. A future date certain shall be set when the subject is considered. This motion is debatable and requires a majority vote of the members present for passage.
- h. Motion to Table Indefinitely. This motion postpones consideration of the main motion in such a way that the issue being discussed may be taken up at an unspecified, later date when a majority of the members present vote to "call it from the table." This motion is not debatable and requires a majority vote of the members present for passage.
- i. Motion to Call the Question. This motion is made to end discussion that has become lengthy or repetitious. When the motion is seconded, the mayor immediately calls the vote on the question of closing the discussion. This motion is not debatable and requires a 2/3 vote of the members present for passage.
- j. Motion to Reconsider. The council may reconsider a vote during the same meeting on the motion by a member who voted on the prevailing (winning) side of the issue. If that vote is affirmative, a second vote is held on the issue to be reconsidered. A motion to reconsider a proposal that has been acted upon must be made prior to adjournment of the meeting. A majority vote, of members present, of the council, board or commission shall be sufficient for reconsideration of a vote.
- k. Vote. The mayor shall call for a vote by requesting the ayes in favor of the motion and nays opposed to the motion be reflected on the vote board. If there is no vote board, the members shall cast their vote by voice.
- 1. Show of Hands. The mayor or any other member may request a show of hands at any time. No member may vote by proxy.
- m. Point of Order, Questions, and Inquiries. A point of order may be raised at any time and supersedes any issue being discussed at the time. The mayor shall rule on the point of order before proceeding. If a member disagrees with the ruling by the mayor, such member may appeal such ruling by stating "Shall the decision of the mayor be sustained?" A majority

vote in the negative is required to overturn the mayor's ruling. The appeal is debatable and the mayor may participate in the debate without giving up the chair.

- n. Procedures. Whenever necessary, advice may be asked as to correct procedures or facts may be requested. The mayor shall respond to the question or refer it to the proper person.
- o. Withdrawal of Motions. When a motion is made and seconded, it shall be stated by the chair before debate. A motion may not be withdrawn by the mover without the consent of the member seconding it and the approval of a majority of council.
- p. Motion to Adjourn or Recess. A motion to adjourn or recess is not debatable and shall be in order at any time, except as follows:
 - 1. When repeated without intervening business or discussion;
 - 2. When made as an interruption of a member while speaking;
 - 3. When the previous questions have been ordered;
 - 4. While a vote is being taken.
- q. Motion to Adjourn. At the conclusion of business, the mayor may declare the meeting adjourned without waiting for a motion or a member may move to adjourn. A motion to adjourn by a member is not debatable and a majority vote of the members present is required for passage. When the meeting is adjourned, the meeting is immediately halted.
- r. Suspension. Unless otherwise provided by Charter or ordinance, any rule except such as required by a two-thirds (2/3) vote may be suspended by the vote of a majority of the members of council present without debate. A rule requiring a 2/3 vote may be suspended upon a vote of 2/3 of the members, of the council present.
- s. Committees/Liaisons. The mayor shall appoint board and commission liaisons and the chair of any special committee and such appointments shall be ratified by council. The mayor may appoint special committees of council members or citizens, which shall be ratified by council, to assist in the study of items before the council and the committee so appointed shall serve until the matter is disposed of by the council.
- t. Election of Mayor. The mayor and mayor pro tem shall be elected by council. Nominations will be accepted at the meeting by the city clerk and each council member will cast a public vote for their selected candidates. Council members may be allowed questions of the candidates prior to voting.
- v. "Robert's Rules of Order Newly Revised." Robert's Rules of Order may be considered persuasive authority in deciding any questions arising on points of order not covered by these parliamentary rules.

V. Changes/Additions

Changes and additions to these rules and procedures may be made at any regular or special meeting of the city council for which the proposed changes have been publicly posted at the same time the agenda for the meeting is posted by an affirmative vote of at least four members of the entire council. Changes and/or additions shall be effective at the next regular or special meeting.



Staff Communication

5(b)

File #: Resolution 1-2017, Version: 1

Agenda Date: 01/17/2017 Subject:

A resolution specifying the location where notices of public meetings are to be posted and the newspaper where notices and other information required to be published will be printed for 2017.

BACKGROUND:

The Colorado Open Meetings Law, C.R.S. § 24-6-401, *et seq.*, requires that the location for the posting of meeting notices "shall be designated annually at the local body's first meeting of each calendar year."

Except where publication in a newspaper is specifically required by state statute, the terms "publication," "publish" or "published" shall mean a minimum of two (2) of the following three (3) methods: a) posting on the city's website; b) physical posting at the Littleton Center, Bemis Public Library and the Littleton Municipal Courthouse; or c) publication in a newspaper of general circulation in the city." The *Littleton Independent* is a newspaper of general circulation.

STAFF RECOMMENDATION:

The city clerk's office recommends LIFT designate the following posting locations for 2017: City of Littleton website, <u>www.littletongov.org <http://www.littletongov.org></u>; the bulletin boards at the main entrances of the Littleton Center, 2255 W. Berry Ave.; Bemis Library, 6014 S. Datura St.; and the Littleton Municipal Courthouse, 2069 W. Littleton Blvd. Staff recommends that when publication in a newspaper is specifically required, it be in the *Littleton Independent*.

PROPOSED MOTION:

I move to approve the resolution designating the locations where public meetings are to be posted, and the newspaper where notices are printed for 2017.

1	CITY OF LITTLETON, COLORADO
2	
3	Resolution No. 01
4 5	Sorrigg 2017
5 6	Series, 2017
0 7	A RESOLUTION OF THE RIVERFRONT AUTHORITY D/B/A
8	LITTLETON INVESTS FOR TOMORROW (LIFT) OF THE CITY OF
9	LITTLETON, COLORADO, SPECIFYING THE LOCATION WHERE
10	NOTICES OF PUBLIC MEETINGS ARE TO BE POSTED AND THE
11	NEWSPAPER WHERE NOTICES AND OTHER INFORMATION
12	REQUIRED TO BE PUBLISHED WILL BE PRINTED FOR 2017.
13	
14	
15	WHEREAS, pursuant to the Colorado Open Meetings Law, §§ 24-6-401, et seq.,
16	C.R.S., as amended, the LIFT Board, as a local public body, is required to give timely and
17	adequate notice of its meetings;
18	
19	WHEREAS, pursuant to § 24-6-402(2)(c) C.R.S., as amended, "In addition to
20	any other means of full and timely notice, a local public body shall be deemed to have given full
21	and timely notice if the notice of the meeting is posted in a designated public place within the
22	boundaries of the local public body no less than twenty-four hours prior to the holding of the
23	meeting. The public place or places for posting such notice shall be designated annually at the
24	public body's first regular meeting of each calendar year"; and
25	
26	WHEREAS , except where publication in a newspaper is specifically required by
27 28	state statute, the terms "publication", "publish" or "published" shall mean posting on the LIFT website and a minimum of two (2) of the following three (3) methods: a) posting on the city's
20 29	website; b) physical posting at the Littleton Center, Bemis public library and the Littleton
30	municipal courthouse; or c) publication in a newspaper of general circulation in the city;
31	municipal couldiouse, of c/ publication in a newspaper of general enculation in the erty;
32	NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF
33	THE CITY OF LITTLETON, COLORADO, THAT:
34	;;;,;,;,;
35	Section 1. The LIFT Board hereby designates the City of Littleton website,
36	www.littletongov.org, with a direct link on the home page and the bulletin boards at the main
37	entrances of the Littleton Center, 2255 W. Berry Ave.; Bemis Library, 6014 S. Datura St.; and
38	the Littleton Municipal Courthouse, 2069 W. Littleton Blvd., as the locations where all notices
39	required to be posted concerning open meetings shall be posted.
40	
41	Section 2. Notices and other information, when specifically required by state
42	statute to be published in a newspaper of general circulation within the City of Littleton, shall be
43	published in the Littleton Independent.
44	
45	

Resolution No 01-2017 Page 2 of 2

46	INTRODUCED, READ AND ADOPTED at a regularly scheduled meeting of the	
47	City Council of the City of Little	eton, Colorado, on the 13 th day of April, 2017, at 6:30 p.m. at the
48	Littleton Center, 2255 West Berr	ry Avenue, Littleton, Colorado.
49 50 51	ATTEST:	
52 53	RECORDING SECRETARY	CHAIR
54 55 56	APPROVED AS TO FORM:	
57 58 59	LEGAL COUNSEL	



Staff Communication



File #: ID# 17-105, Version: 1

Agenda Date: 04/13/2017

Subject: Discussion of recording secretary



Staff Communication

5(d)

File #: ID# 17-103, Version: 1

Agenda Date: 04/13/2017

Subject: Discussion of LIFT Director



Staff Communication



File #: ID# 17-104, Version: 1

Agenda Date: 04/13/2017

Subject: Discussion of legal representation



Staff Communication

5(f)

File #: ID# 17-100, Version: 1

Agenda Date: 04/13/2017

Subject: Cooperation Agreement between City of Littleton and LIFT

Review cooperation agreement.

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)(1); 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. <u>AUTHORITY OBLIGATIONS</u>

- 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; 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.

DIRECTOR

Appressing by: Wendy Heffner

Weffely²Meffiner CITY CLERK

APPROVED AS TO FORM:

Kristin Schledorn CITY ATTORNEY

CITY OF LITTLETON, COLORADO

DocuSigned by:

Phili Cumane PRESIDENT OF COUNCIL

ATTEST TREASURER SECRETA

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.

- 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.



Staff Communication



File #: ID# 17-101, Version: 1

Agenda Date: 4/13/2017

Subject: LIFT Financial Reports as of March 31, 2017

Presented By: Tiffany Hooten, Finance Director, City of Littleton

BACKGROUND:

The Financial Reports as of March 31, 2017 have been attached.

	3/31/2017
18 - Littleton Invests for Tomorrow (LIFT)	
Assets	
Current Assets	
Cash and Cash Equivalents	
Cash	\$32,547.90
Cash Equivalents	\$534,754.45
Total Cash and Cash Equivalents	\$567,302.35
(Due to) From Other Funds	(\$533,696.50)
Total Current Assets	\$33,605.85
Total Assets	\$33,605.85
Liabilities & Fund Balance	
Liabilities	
Current Liabilities	
Other Liabilities	\$1,578.75
Total Current Liabilities	\$1,578.75
Long Term Principal	\$150,000.00
Total Liabilities	\$151,578.75
Fund Balance	
Fund Balance	(\$117,972.90)
Total Fund Balance	(\$117,972.90)
Total Liabilities & Fund Balance	\$33,605.85

	3/31/2017
91 - LIFT Capital Projects - Columbine	
Assets	
Current Assets	
Property Taxes Receivable Net	
Property Taxes	\$156.00
Total Property Taxes Receivable Net	\$156.00
(Due to) From Other Funds	\$19,500.00
Total Current Assets	\$19,656.00
Total Assets	\$19,656.00
Liabilities & Fund Balance	
Liabilities	
Current Liabilities	
Deferred Revenue	\$156.00
Total Current Liabilities	\$156.00
Total Liabilities	\$156.00
Fund Balance	
Fund Balance	\$19,500.00
Total Fund Balance	\$19,500.00
Total Liabilities & Fund Balance	\$19,656.00

	3/31/2017
92 - LIFT Capital Projects - Littleton Blvd	
Assets	
Current Assets	
Property Taxes Receivable Net	
Property Taxes	\$999.00
Estimated Uncollectable	(\$999.00)
Total Property Taxes Receivable Net	\$0.00
Accounts Receivable	\$40,458.00
(Due to) From Other Funds	\$136,311.74
Total Current Assets	\$176,769.74
Total Assets	\$176,769.74
Liabilities & Fund Balance	
Fund Balance	
Fund Balance	\$176,769.74
Total Fund Balance	\$176,769.74
Total Liabilities & Fund Balance	\$176,769.74

	3/31/2017
93 - LIFT Capital Projects - North Broadway	
Assets	
Current Assets	
Property Taxes Receivable Net	
Property Taxes	\$336,262.00
Estimated Uncollectable	(\$365.00)
Total Property Taxes Receivable Net	\$335,897.00
(Due to) From Other Funds	\$374,839.97
Total Current Assets	\$710,736.97
Total Assets	\$710,736.97
Liabilities & Fund Balance	
Liabilities	
Current Liabilities	
Deferred Revenue	\$335,897.00
Total Current Liabilities	\$335,897.00
Total Liabilities	\$335,897.00
Fund Balance	
Fund Balance	\$374,839.97
Total Fund Balance	\$374,839.97
Total Liabilities & Fund Balance	\$710,736.97

	3/31/2017							
94 - LIFT Capital Projects - Santa Fe								
Assets								
Current Assets								
Property Taxes Receivable Net								
Property Taxes	\$5.00							
Estimated Uncollectable	(\$5.00)							
Total Property Taxes Receivable Net	\$0.00							
(Due to) From Other Funds	\$3,044.79							
Total Current Assets	\$3,044.79							
Total Assets	\$3,044.79							
Liabilities & Fund Balance								
Fund Balance								
Fund Balance	\$3,044.79							
Total Fund Balance	\$3,044.79							
Total Liabilities & Fund Balance	\$3,044.79							
		Orig Bdgt 12/31/2017	Budget Changes	Final Budget 12/31/2017	YTD Actual 3/31/2017	YTD Encumbrance	Available Budget	% Spent
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18 - Littleton Invests for To	omorrow (LIFT)							
Revenue								
General								
18-580-5704	Int ColoTrust	\$0.00	\$150.00	\$150.00	\$534.66	\$0.00	(\$384.66)	356.44%
18-580-5991	Tr In LIFT Capital Projects - Columbine	\$0.00	\$24,000.00	\$24,000.00	\$0.00	\$0.00	\$24,000.00	0.00%
Total		\$0.00	\$24,150.00	\$24,150.00	\$534.66	\$0.00	\$23,615.34	2.21%
Total General		\$0.00	\$24,150.00	\$24,150.00	\$534.66	\$0.00	\$23,615.34	2.21%
Total Revenue		\$0.00	\$24,150.00	\$24,150.00	\$534.66	\$0.00	\$23,615.34	2.21%
Expenditures								
General								
LIFT								
18-580-7430	Professional/Consulting Svcs	\$0.00	\$14,400.00	\$14,400.00	\$0.00	\$0.00	\$14,400.00	0.00%
18-580-7431	Audit	\$0.00	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.00%
18-580-7443	Special Legal Services	\$0.00	\$15,000.00	\$15,000.00	\$462.50	\$0.00	\$14,537.50	3.08%
18-580-7700	Other Charges	\$0.00	\$2,365.00	\$2,365.00	\$0.00	\$0.00	\$2,365.00	0.00%
18-580-7910	Note Princ Pmt	\$0.00	\$150,000.00	\$150,000.00	\$0.00	\$0.00	\$150,000.00	0.00%
18-580-7921	Loan Interest Expense	\$0.00	\$1,190.00	\$1,190.00	\$0.00	\$0.00	\$1,190.00	0.00%
Total		\$0.00	\$186,955.00	\$186,955.00	\$462.50	\$0.00	\$186,492.50	0.25%
Total		\$0.00	\$186,955.00	\$186,955.00	\$462.50	\$0.00	\$186,492.50	0.25%
Total Expenditures		\$0.00	\$186,955.00	\$186,955.00	\$462.50	\$0.00	\$186,492.50	0.25%
NET SURPLUS/(DEFICIT)	\$0.00	(\$162,805.00)	(\$162,805.00)	\$72.16	\$0.00	(\$162,877.16)	(0.04)%

		Orig Bdgt 12/31/2017	Budget Changes	Final Budget 12/31/2017	YTD Actual 3/31/2017	YTD Encumbrance	Available Budget	% Spent
91 - LIFT Capital Projects -	Columbine							
Revenue								
General								
91-580-5021	Property Tax.Current Year	\$0.00	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
91-580-5033	Tax Increment	\$0.00	\$24,000.00	\$24,000.00	\$0.00	\$0.00	\$24,000.00	0.00%
Total		\$0.00	\$24,500.00	\$24,500.00	\$0.00	\$0.00	\$24,500.00	0.00%
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Total General		\$0.00	\$24,500.00	\$24,500.00	\$0.00	\$0.00	\$24,500.00	0.00%
Total Revenue		\$0.00	\$24,500.00	\$24,500.00	\$0.00	\$0.00	\$24,500.00	0.00%
Expenditures								
General								
LIFT								
91-580-7410	Collection Fee	\$0.00	\$25.00	\$25.00	\$0.00	\$0.00	\$25.00	0.00%
Total		\$0.00	\$25.00	\$25.00	\$0.00	\$0.00	\$25.00	0.00%
Total		\$0.00	\$25.00	\$25.00	\$0.00	\$0.00	\$25.00	0.00%
Total Expenditures		\$0.00	\$25.00	\$25.00	\$0.00	\$0.00	\$25.00	0.00%
Transfers Out								
Transfers Out								
91-580-8518	Tr Out LIFT Gen Fund	\$0.00	\$24,000.00	\$24,000.00	\$0.00	\$0.00	\$24,000.00	0.00%
Total Transfers Out		\$0.00	\$24,000.00	\$24,000.00	\$0.00	\$0.00	\$24,000.00	0.00%
Total Transfers Out		\$0.00	\$24,000.00	\$24,000.00	\$0.00	\$0.00	\$24,000.00	0.00%
NET SURPLUS/(DEFICIT)		\$0.00	\$475.00	\$475.00	\$0.00	\$0.00	\$475.00	0.00%

		Orig Bdgt 12/31/2017	Budget Changes	Final Budget 12/31/2017	YTD Actual 3/31/2017	YTD Encumbrance	Available Budget	% Spent
92 - LIFT Capital Projects -	Littleton Blvd							
Revenue								
General								
92-580-5021	Property Tax.Current Year	\$0.00	\$0.00	\$0.00	\$2.98	\$0.00	(\$2.98)	0.00%
92-580-5023	Penalties On Del Tax	\$0.00	\$0.00	\$0.00	\$0.12	\$0.00	(\$0.12)	0.00%
92-580-5033	Tax Increment	\$0.00	\$0.00	\$0.00	\$40,458.00	\$0.00	(\$40,458.00)	0.00%
Total		\$0.00	\$0.00	\$0.00	\$40,461.10	\$0.00	(\$40,461.10)	0.00%
Total General		\$0.00	\$0.00	\$0.00	\$40,461.10	\$0.00	(\$40,461.10)	0.00%
Total Revenue		\$0.00	\$0.00	\$0.00	\$40,461.10	\$0.00	(\$40,461.10)	0.00%
Expenditures								
General								
LIFT								
92-580-7410	Collection Fee	\$0.00	\$0.00	\$0.00	\$0.05	\$0.00	(\$0.05)	0.00%
92-580-7781	Refund to Taxing Entity - Littleton Public School	\$0.00	\$18,808.00	\$18,808.00	\$0.00	\$0.00	\$18,808.00	0.00%
92-580-7782	Refund to Taxing Entity - City of Littleton	\$0.00	\$2,214.00	\$2,214.00	\$0.00	\$0.00	\$2,214.00	0.00%
92-580-7783	Refund to Taxing Entity - South Suburban	\$0.00	\$2,926.00	\$2,926.00	\$0.00	\$0.00	\$2,926.00	0.00%
92-580-7784	Refund to Taxing Entity - Urban Drainage & Flo	\$0.00	\$22.00	\$22.00	\$0.00	\$0.00	\$22.00	0.00%
92-580-7785	Refund to Taxing Entity - Urban Drainage (S Pla	\$0.00	\$210.00	\$210.00	\$0.00	\$0.00	\$210.00	0.00%
Total		\$0.00	\$24,180.00	\$24,180.00	\$0.05	\$0.00	\$24,179.95	0.00%
Total		\$0.00	\$24,180.00	\$24,180.00	\$0.05	\$0.00	\$24,179.95	0.00%
Total Expenditures		\$0.00	\$24,180.00	\$24,180.00	\$0.05	\$0.00	\$24,179.95	0.00%
NET SURPLUS/(DEFICIT)		\$0.00	(\$24,180.00)	(\$24,180.00)	\$40,461.05	\$0.00	(\$64,641.05)	(167.33)%

		Orig Bdgt 12/31/2017	Budget Changes	Final Budget 12/31/2017	YTD Actual 3/31/2017	YTD Encumbrance	Available Budget	% Spent
93 - LIFT Capital Projects -	North Broadway							
Revenue								
General								
93-580-5021	Property Tax.Current Year	\$0.00	\$0.00	\$0.00	\$119,027.01	\$0.00	(\$119,027.01)	0.00%
95-580-5021 Total	Property Tax.Current Tear	\$0.00	\$0.00	\$0.00	\$119,027.01	\$0.00	(\$119,027.01)	0.00%
Totai			\$0.00	\$0.00	\$119,027.01		(\$119,027.01)	0.00%
Total General		\$0.00	\$0.00	\$0.00	\$119,027.01	\$0.00	(\$119,027.01)	0.00%
Total Revenue		\$0.00	\$0.00	\$0.00	\$119,027.01	\$0.00	(\$119,027.01)	0.00%
Expenditures								
General								
LIFT								
93-580-7410	Collection Fee	\$0.00	\$0.00	\$0.00	\$1,785.40	\$0.00	(\$1,785.40)	0.00%
93-580-7781	Refund to Taxing Entity - Littleton Public School	\$0.00	\$180,576.00	\$180,576.00	\$0.00	\$0.00	\$180,576.00	0.00%
93-580-7782	Refund to Taxing Entity - City of Littleton	\$0.00	\$21,254.00	\$21,254.00	\$0.00	\$0.00	\$21,254.00	0.00%
93-580-7783	Refund to Taxing Entity - South Suburban	\$0.00	\$28,100.00	\$28,100.00	\$0.00	\$0.00	\$28,100.00	0.00%
93-580-7784	Refund to Taxing Entity - Urban Drainage & Flo	\$0.00	\$344.00	\$344.00	\$0.00	\$0.00	\$344.00	0.00%
93-580-7785	Refund to Taxing Entity - Urban Drainage (S Pla	\$0.00	\$2,016.00	\$2,016.00	\$0.00	\$0.00	\$2,016.00	0.00%
Total		\$0.00	\$232,290.00	\$232,290.00	\$1,785.40	\$0.00	\$230,504.60	0.77%
Total		\$0.00	\$232,290.00	\$232,290.00	\$1,785.40	\$0.00	\$230,504.60	0.77%
Total Expenditures		\$0.00	\$232,290.00	\$232,290.00	\$1,785.40	\$0.00	\$230,504.60	0.77%
NET SURPLUS/(DEFICIT)		\$0.00	(\$232,290.00)	(\$232,290.00)	\$117,241.61	\$0.00	(\$349,531.61)	(50.47)%

		Orig Bdgt 12/31/2017	Budget Changes	Final Budget 12/31/2017	YTD Actual 3/31/2017	YTD Encumbrance	Available Budget	% Spent
94 - LIFT Capital Projects -	Santa Fe							
Revenue								
General								
94-580-5021	Property Tax.Current Year	\$0.00	\$0.00	\$0.00	\$1.02	\$0.00	(\$1.02)	0.00%
94-580-5023	Penalties On Del Tax	\$0.00	\$0.00	\$0.00	\$0.08	\$0.00	(\$0.08)	0.00%
Total		\$0.00	\$0.00	\$0.00	\$1.10	\$0.00	(\$1.10)	0.00%
Total General		\$0.00	\$0.00	\$0.00	\$1.10	\$0.00	(\$1.10)	0.00%
Total Revenue		\$0.00	\$0.00	\$0.00	\$1.10	\$0.00	(\$1.10)	0.00%
Expenditures								
General								
LIFT								
94-580-7410	Collection Fee	\$0.00	\$0.00	\$0.00	\$0.02	\$0.00	(\$0.02)	0.00%
94-580-7781	Refund to Taxing Entity - Littleton Public School	\$0.00	\$2,332.00	\$2,332.00	\$0.00	\$0.00	\$2,332.00	0.00%
94-580-7782	Refund to Taxing Entity - City of Littleton	\$0.00	\$274.00	\$274.00	\$0.00	\$0.00	\$274.00	0.00%
94-580-7783	Refund to Taxing Entity - South Suburban	\$0.00	\$362.00	\$362.00	\$0.00	\$0.00	\$362.00	0.00%
94-580-7784	Refund to Taxing Entity - Urban Drainage & Flo	\$0.00	\$5.00	\$5.00	\$0.00	\$0.00	\$5.00	0.00%
94-580-7785	Refund to Taxing Entity - Urban Drainage (S Pla	\$0.00	\$26.00	\$26.00	\$0.00	\$0.00	\$26.00	0.00%
Total		\$0.00	\$2,999.00	\$2,999.00	\$0.02	\$0.00	\$2,998.98	0.00%
Total		\$0.00	\$2,999.00	\$2,999.00	\$0.02	\$0.00	\$2,998.98	0.00%
Total Expenditures		\$0.00	\$2,999.00	\$2,999.00	\$0.02	\$0.00	\$2,998.98	0.00%
NET SURPLUS/(DEFICIT)		\$0.00	(\$2,999.00)	(\$2,999.00)	\$1.08	\$0.00	(\$3,000.08)	(0.04)%

$\begin{array}{c c c c c c c c c c c c c c c c c c c $	ate	Trans.	Journal	Reference	Debit Amount	Credit Amount	Balance	Project Desc.
$\begin{array}{c c c c c c c c } \hline \begin{array}{c c c c c c c c c c c c c c c c c c c $	8-171-104	1						
$ \begin{array}{c c c c c c c c c c c c c c c c c c c $	ccount	18-171-1041 (WF - C	Operating)					
$\begin{array}{ c c c c c c } Account Subtouls} & \hline $0.00 & $462.50 \\ \hline $312017 & $$Account Net Change & $$462.50 \\ \hline $322.547.90 \\ \hline $323.57 \\ \hline $322.57 \\ \hline 32	/1/2017			Account Beginning Balance			\$33,010.40	
$ \begin{array}{c c c c c c c } \hline Account Net Change & (8402.50) \\ \hline 312017 & Account Sufing Balance & S252.547.90 \\ \hline 5252.547.90 \\ \hline 5254.90 \\ \hline 5254.9$	31/2017	49268-2	Journal Entry	January 2017 LIFT expenditures		\$462.50		
Account Ending Balance \$32,547,90 F171-1196 \$32,547,90 F171-1196 Account Reginning Balance \$32,547,90 1/2017 Account Reginning Balance \$30,6516.05 1/2017 49215.7 Journal Entry LIFT Taxes - January 2017 \$3,05 1/2017 49216.7 Journal Entry LIFT Taxes - January 2017 \$3,140,37 1/2017 49216.7 Journal Entry LIFT Taxes - January 2017 \$3,544.0.39 1/2017 49216.7 Journal Entry LIFT Taxes - January 2017 \$3,544.0.39 282017 49727.1 Journal Entry LIFT Taxes - Horbary 2017 \$1,51.88 282017 49727.3 Journal Entry LIFT Taxes - Horbary 2017 \$1,51.80 282017 49904.7 Journal Entry LIFT Taxes - March 2017 \$2,33.37 1/2017 Account Subtotals \$158,238.40 \$0.00 1/2017 Account Balginning Balance \$158,238.40 \$0.00 1/2017 Account Reginning Balance \$158,238.40 \$0.00 1/2017 Account Beginning Balance \$158,238.40 \$0.00 1/2017 Account Beginning Balance \$158,238.40 \$0.00 1/2017 Account Beginning Balance \$158,00				Account Subtotals	\$0.00	\$462.50		
Arthr1196 Account Reginning Balance S376,516.05 1/2017 Account Reginning Balance S376,516.05 1/2017 49215-1 Journal Entry LIFT Taxes - January 2017 S 1.08 1/2017 49215-1 Journal Entry LIFT Taxes - January 2017 S 1.08 1/2017 49215-1 Journal Entry LIFT Taxes - January 2017 S 1.04 1/2017 49267-1 Journal Entry LIFT Taxes - Manuary 2017 S 1.04 1/2017 49384.1 Journal Entry LIFT Taxes - March 2017 S 1.04 1/2017 49304-7 Journal Entry LIFT ColoTrust Interest - Narch 2017 S 1.03,801.22 1/2017 49304-7.1 Journal Entry LIFT ColoTrust Interest - March 2017 S 1.03,801.22 1/2017 49304-7.1 Journal Entry LIFT ColoTrust Interest - March 2017 S 1.05,8238.40 3/2017 Account Net Change S 1.05,8238.40 S 3.05,15.05 1/2017 Account Net Change S 1.04,040.00 3/2017 Account Net Change S 0.00 3/2017 Account Ending Balance	/31/2017			Account Net Change			(\$462.50)	
Account B471-1196 (ColDText) 1/2017 Account Beginning Balance \$376,516.05 1/2017 49215.7 Journal Eury LIFT Taxes - January 2017 \$1.08 1/2017 49215.7 Journal Eury LIFT Taxes - January 2017 \$1.08 1/2017 49205.7 Journal Eury LIFT Taxes - February 2017 \$1.18 1/2017 49388.1 Journal Eury LIFT Taxes - February 2017 \$1.18, 18 282017 49727.3 Journal Eury Sata Increment - Lu Bivd - February 2017 \$1.13, 18, 10, 20 282017 49727.3 Journal Eury Sata Increment - Lu Bivd - February 2017 \$233.37 282017 49704.7 Journal Eury Sata Increment - Lu Bivd - February 2017 \$233.47 282017 49704.7 Journal Eury Sata Increment - Lu Bivd - February 2017 \$233.47 282017 49904.7 Journal Eury LIFT ColoTrus Interest - February 2017 \$233.47 282017 49904.12 Journal Eury LIFT ColoTrus Interest - February 2017 \$233.47 282017 B17 LiPS (Dec To/Dec Fom Columbies)	/31/2017			Account Ending Balance			\$32,547.90	
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N2017 49267-1 Journal Entry Interest Earned LIFT Colo Trust \$149.71 0/2017 49388-1 Journal Entry LIFT Taxes - February 2017 \$151.58 8/2017 49727-3 Journal Entry LIFT Colo Trust Interest - February 2017 \$151.58 8/2017 49727-3 Journal Entry Sales Tax Increment - Lin Bivd - February \$163.80.02 8/2017 49904-12 Journal Entry LIFT Colo Trust Interest - March 2017 \$233.37 Account Subtotals \$158.238.40 \$0.00 731/2017 Account Net Change \$158.238.40 8/2017 Account Ending Balance \$158.238.40 10/2017 Account Beginning Balance \$114.040.00) 731/2017 Account Beginning Balance \$114.040.00) 731/2017 Account Met Change \$0.00 731/2017 Account Met Change \$0.00 731/2017 Account Met Change \$0.00 731/2017 Account Beginning Balance \$0.00 731/2017 Account Met Change \$0.00 731/2017 Account Beginning Balance \$0.00 7411592 Account Entry	0/2017	49215-1	Journal Entry	LIFT Taxes - January 2017	\$3.05			
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/31/2017 Account Net Change \$158,238.40 /31/2017 Account Ending Balance \$554,754.45 ++77+1591	31/2017	49904-12	Journal Entry	LIFT ColoTrust Interest - March 2017	\$233.37			
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18-171-1591 (Due To)/Due From Columbine) 1/2017 Account Beginning Balance (\$114,040.00) /31/2017 Account Net Change \$0.00 /31/2017 Account Net Change \$0.00 /31/2017 Account Net Change \$0.00 /31/2017 Account Ending Balance (\$114,040.00) /41/1592 Keount 18-171-1592 (Due To)/Due From Ltn Blvd) 1/2017 Account Beginning Balance (\$24,269.69) 1/2017 49215-5 Journal Entry Interfund Balancing Entry \$3.05 1/2017 49388-4 Journal Entry Interfund Balancing Entry \$3.05 1/2017 49727-5 Journal Entry Interfund Balancing Entry \$3.040.39 28/2017 49727-5 Journal Entry Interfund Balancing Entry \$40,458.00	/31/2017			Account Net Change			\$158,238.40	
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1/2017 Account Beginning Balance (\$114,040.00) /31/2017 Account Net Change \$0.00 /31/2017 Account Ending Balance (\$114,040.00) /31/2017 Account Ending Balance (\$114,040.00) /31/2017 Account Ending Balance (\$114,040.00) /art1-1592 Account Ending Balance (\$114,040.00) /art1-1592 Iter To //Due From Ltn Blvd) (\$24,269.69) 10/2017 49215-5 Journal Entry Interfund Balancing Entry \$3.05 10/2017 49388-4 Journal Entry Interfund Balancing Entry \$3.05 28/2017 49727-5 Journal Entry Interfund Balancing Entry \$3.40.39 28/2017 49727-5 Journal Entry Interfund Balancing Entry \$40,458.00	8-171-159	1						
/31/2017 Account Net Change \$0.00 /31/2017 Account Ending Balance (\$114,040.00) P-171-1592	count	18-171-1591 ((Due T	o)/Due From Columbine)					
Account Ending Balance (\$114,040.00) Account Ending Balance (\$114,040.00) Account Is-171-1592 (Due To)/Due From Ltn Blvd) Account Beginning Balance (\$24,269.69) Account Beginning Balancing Entry \$3,305 Account Beginning Balancing Entry \$3,440.39 Account Beginning Balancing Entry \$3,440.39 Account Beginning Balancing Entry \$40,458.00	1/2017			Account Beginning Balance			(\$114,040.00)	
1/2017 Account Beginning Balance (\$24,269,69) 10/2017 49215-5 Journal Entry Interfund Balancing Entry \$3,440,39 10/2017 49727-5 Journal Entry Interfund Balancing Entry \$\$40,458.00	/31/2017			Account Net Change			\$0.00	
18-171-1592 ((Due To)/Due From Ltn Blvd)1/2017Account Beginning Balance(\$24,269.69)10/201749215-5Journal EntryInterfund Balancing Entry\$3.0510/201749388-4Journal EntryInterfund Balancing Entry\$3,440.3928/201749727-5Journal EntryInterfund Balancing Entry\$40,458.00	2/31/2017			Account Ending Balance			(\$114,040.00)	
1/2017Account Beginning Balance(\$24,269.69)10/201749215-5Journal EntryInterfund Balancing Entry\$3.0510/201749388-4Journal EntryInterfund Balancing Entry\$3,440.3928/201749727-5Journal EntryInterfund Balancing Entry\$40,458.00	3-171-159	2						
10/201749215-5Journal EntryInterfund Balancing Entry\$3.0510/201749388-4Journal EntryInterfund Balancing Entry\$3,440.3928/201749727-5Journal Entry\$40,458.00	ccount	18-171-1592 ((Due T	o)/Due From Ltn Blvd)					
10/201749388-4Journal EntryInterfund Balancing Entry\$3,440.3928/201749727-5Journal Entry\$40,458.00	/1/2017			Account Beginning Balance			(\$24,269.69)	
10/201749388-4Journal EntryInterfund Balancing Entry\$3,440.3928/201749727-5Journal Entry\$40,458.00	10/2017	49215-5	Journal Entry	Interfund Balancing Entry		\$3.05		
28/2017 49727-5 Journal Entry Interfund Balancing Entry \$40,458.00	10/2017	49388-4		c ,		\$3,440.39		
Account Subtotals \$0.00 \$43.901.44	28/2017	49727-5		c ,				
			-		\$0.00			

Date	Trans.	Journal	Reference	Debit Amount	Credit Amount	Balance	Project Desc.
Account	18-171-1592 ((Due To	o)/Due From Ltn Blvd)					
12/31/2017			Account Net Change			(\$43,901.44)	
12/31/2017			Account Ending Balance			(\$68,171.13)	
18-171-1593	3						
Account	18-171-1593 ((Due To	o)/Due From N. Broadway)					
1/1/2017			Account Beginning Balance			(\$234,639.36)	
3/10/2017	49904-8	Journal Entry	LIFT Taxes - March 2017		\$113,801.22	(, , , , , , , , , , , , , , , , , , ,	
			Account Subtotals	\$0.00	\$113,801.22		
12/31/2017			Account Net Change			(\$113,801.22)	
12/31/2017			Account Ending Balance			(\$348,440.58)	
18-171-1594	4		C C				
		o)/Due From Santa Fe URA)				
1/1/2017			Account Beginning Balance			(\$3,043.71)	
1/10/2017	49215-11	Journal Entry	Interfund Balancing Entry		\$1.08	(1-)/	
			Account Subtotals	\$0.00	\$1.08		
12/31/2017			Account Net Change			(\$1.08)	
12/31/2017			Account Ending Balance			(\$3,044.79)	
18-171-3806	6						
Account	18-171-3806 (Accr In	nt Payable - Loan)					
1/1/2017			Account Beginning Balance			(\$1,578.75)	
12/31/2017			Account Net Change			\$0.00	
12/31/2017			Account Ending Balance		_	(\$1,578.75)	
18-171-3954	4					(1)	
	- 18-171-3954 (Note/Ci	ity of Littleton 2014)					
1/1/2017			Account Beginning Balance			(\$150,000.00)	
12/31/2017			Account Net Change			\$0.00	
12/31/2017			Account Ending Balance			(\$150,000.00)	
18-171-4330	0						
	18-171-4330 (Fund B	alance)					
recoult	10-171-4000 (Fund D	and the second s					

Account 12/31/2017 12/31/2017		Balance)					
12/31/2017	04		Account Net Change			\$0.00	
	04		Account Ending Balance			\$118,045.06	
18-580-570							
Account	18-580-5704 (Int C	oloTrust)					
1/1/2017			Account Beginning Balance			\$0.00	
1/31/2017	49267-2	Journal Entry	Interest Earned LIFT Colo Trust		\$149.71		
2/28/2017	49727-2	Journal Entry	LIFT ColoTrust Interest - February 2017		\$151.58		
3/31/2017	49904-13	Journal Entry	LIFT ColoTrust Interest - March 2017	·	\$233.37		
			Account Subtotals	\$0.00	\$534.66		
12/31/2017			Account Net Change			(\$534.66)	
12/31/2017			Account Ending Balance			(\$534.66)	
18-580-744	43						
Account	18-580-7443 (Special	Legal Services)					
1/1/2017			Account Beginning Balance			\$0.00	
1/31/2017	49268-1	Journal Entry	January 2017 LIFT expenditures	\$462.50			
			Account Subtotals	\$462.50	\$0.00		
12/31/2017			Account Net Change			\$462.50	
12/31/2017			Account Ending Balance			\$462.50	
91-171-129	90						
Account	91-171-1290 (Proper	ty Tax Rec.Curr Year)					
1/1/2017			Account Beginning Balance			\$156.00	
12/31/2017			Account Net Change			\$0.00	
12/31/2017			Account Ending Balance			\$156.00	
91-171-151	18						
Account	91-171-1518 ((Due Te	o)/Due From River Auth)					
1/1/2017			Account Beginning Balance			\$19,500.00	
12/31/2017			Account Net Change			\$0.00	
12/31/2017			Account Ending Balance			\$19,500.00	
91-171-38	52						

Date	Trans.	Journal	Reference	Debit Amount	Credit Amount	Balance	Project Desc.
Account	91-171-3852 (Def Rev	v/Curr Yr Prop Tax)					
1/1/2017			Account Beginning Balance			(\$156.00)	
12/31/2017			Account Net Change			\$0.00	
12/31/2017			Account Ending Balance			(\$156.00)	
91-171-433	0						
Account	91-171-4330 (Fund B	Balance)					
1/1/2017			Account Beginning Balance			(\$19,500.00)	
12/31/2017			Account Net Change			\$0.00	
12/31/2017			Account Ending Balance			(\$19,500.00)	
92-171-129	1						
Account	92-171-1291 (Proper	ty Tax Rec/Delinquent)					
1/1/2017			Account Beginning Balance			\$999.00	
12/31/2017			Account Net Change			\$0.00	
12/31/2017			Account Ending Balance			\$999.00	
92-171-129	2						
Account	92-171-1292 (Est. Un	coll. Del. Property Tax)					
1/1/2017			Account Beginning Balance			(\$999.00)	
12/31/2017			Account Net Change			\$0.00	
12/31/2017			Account Ending Balance			(\$999.00)	
92-171-142	3						
Account	92-171-1423 (AR - A	ccruals)					
1/1/2017			Account Beginning Balance			\$40,458.00	
12/31/2017			Account Net Change			\$0.00	
12/31/2017			Account Ending Balance			\$40,458.00	
92-171-151	8						
Account	92-171-1518 ((Due T	o)/Due From LIFT)					
1/1/2017			Account Beginning Balance			\$95,850.69	
1/10/2017	49215-6	Journal Entry	Interfund Balancing Entry	\$3.05			

Date	Trans.	Journal	Reference	Debit Amount	Credit Amount	Balance	Project Desc.
Account 9	02-171-1518 ((Due T	Fo)/Due From LIFT)					
2/10/2017	49388-5	Journal Entry	Interfund Balancing Entry	\$3,440.39			
2/28/2017	49727-6	Journal Entry	Interfund Balancing Entry	\$40,458.00			
3/1/2017	49904-3	Journal Entry	Correction - Feb tax revenues		\$3,440.39		
			Account Subtotals	\$43,901.44	\$3,440.39		
12/31/2017			Account Net Change			\$40,461.05	
12/31/2017			Account Ending Balance			\$136,311.74	
92-171-4330							
Account 9	02-171-4330 (Fund l	Balance)					
1/1/2017			Account Beginning Balance			(\$136,308.69)	
12/31/2017			Account Net Change			\$0.00	
12/31/2017			Account Ending Balance			(\$136,308.69)	
92-580-5021							
Account 9	02-580-5021 (Prope	rty Tax.Current Year)					
1/1/2017			Account Beginning Balance			\$0.00	
1/10/2017	49215-2	Journal Entry	LIFT Taxes - January 2017		\$2.98		
2/10/2017	49388-2	Journal Entry	LIFT Taxes - February 2017		\$3,492.78		
3/1/2017	49904-1	Journal Entry	Correction - Feb tax revenues	\$3,492.78			
			Account Subtotals	\$3,492.78	\$3,495.76		
12/31/2017			Account Net Change			(\$2.98)	
12/31/2017			Account Ending Balance			(\$2.98)	
92-580-5023							
Account 9	02-580-5023 (Penalt	ies On Del Tax)					
1/1/2017			Account Beginning Balance			\$0.00	
1/10/2017	49215-3	Journal Entry	LIFT Taxes - January 2017		\$0.12		
			Account Subtotals	\$0.00	\$0.12		
12/31/2017			Account Net Change			(\$0.12)	
12/31/2017			Account Ending Balance			(\$0.12)	
92-580-5033							
Account 9	02-580-5033 (Tax In	acrement)					
1/1/2017			Account Beginning Balance			\$0.00	
2/28/2017	49727-4	Journal Entry	Sales Tax Increment - Ltn Blvd - Februar		\$40,458.00		

Date	Trans.	Journal	Reference	Debit Amount	Credit Amount	Balance	Project Desc.
Account	92-580-5033 (Tax In	crement)					
			Account Subtotals	\$0.00	\$40,458.00		
12/31/2017			Account Net Change			(\$40,458.00)	
12/31/2017			Account Ending Balance			(\$40,458.00)	
92-580-741	D						
Account	92-580-7410 (Collect	tion Fee)					
1/1/2017			Account Beginning Balance			\$0.00	
1/10/2017	49215-4	Journal Entry	LIFT Taxes - January 2017	\$0.05			
2/10/2017	49388-3	Journal Entry	LIFT Taxes - February 2017	\$52.39			
3/1/2017	49904-2	Journal Entry	Correction - Feb tax revenues		\$52.39		
			Account Subtotals	\$52.44	\$52.39		
12/31/2017			Account Net Change			\$0.05	
12/31/2017			Account Ending Balance			\$0.05	
93-171-129	D						
Account	93-171-1290 (Proper	rty Tax Rec.Curr Year)					
1/1/2017			Account Beginning Balance			\$335,897.00	
12/31/2017			Account Net Change			\$0.00	
12/31/2017			Account Ending Balance			\$335,897.00	
93-171-129 ⁻	1						
Account	93-171-1291 (Proper	rty Tax Rec/Delinquent)					
1/1/2017			Account Beginning Balance			\$365.00	
12/31/2017			Account Net Change			\$0.00	
12/31/2017			Account Ending Balance			\$365.00	
93-171-1292	2						
Account	93-171-1292 (Est. Ur	ncoll. Del. Property Tax)					
1/1/2017			Account Beginning Balance			(\$365.00)	
12/31/2017			Account Net Change			\$0.00	
12/31/2017			Account Ending Balance			(\$365.00)	
93-171-151	В						

Date	Trans.	Journal	Reference	Debit Amount	Credit Amount	Balance	Project Desc.
Account	93-171-1518 ((Due T	o)/Due From LIFT)					
1/1/2017			Account Beginning Balance			\$257,598.36	
3/1/2017	49904-6	Journal Entry	Correction - Feb tax revenues	\$3,440.39			
3/10/2017	49904-11	Journal Entry	LIFT Taxes - March 2017	\$113,801.22			
			Account Subtotals	\$117,241.61	\$0.00		
12/31/2017			Account Net Change			\$117,241.61	
12/31/2017			Account Ending Balance			\$374,839.97	
93-171-3852	2						
Account	93-171-3852 (Def Re	v/Curr Yr Prop Tax)					
1/1/2017			Account Beginning Balance			(\$335,897.00)	
12/31/2017			Account Net Change			\$0.00	
12/31/2017			Account Ending Balance		_	(\$335,897.00)	
93-171-4330)						
Account	93-171-4330 (Fund E	Balance)					
1/1/2017			Account Beginning Balance			(\$257,598.36)	
12/31/2017			Account Net Change			\$0.00	
12/31/2017			Account Ending Balance		_	(\$257,598.36)	
93-580-5021	I						
Account	93-580-5021 (Proper	ty Tax.Current Year)					
1/1/2017			Account Beginning Balance			\$0.00	
3/1/2017	49904-4	Journal Entry	Correction - Feb tax revenues		\$3,492.78		
3/10/2017	49904-9	Journal Entry	LIFT Taxes - March 2017		\$115,534.23		
			Account Subtotals	\$0.00	\$119,027.01		
12/31/2017			Account Net Change			(\$119,027.01)	
12/31/2017			Account Ending Balance		_	(\$119,027.01)	
93-580-7410)						
Account	93-580-7410 (Collect	ion Fee)					
1/1/2017			Account Beginning Balance			\$0.00	
3/1/2017	49904-5	Journal Entry	Correction - Feb tax revenues	\$52.39			
3/10/2017	49904-10	Journal Entry	LIFT Taxes - March 2017	\$1,733.01			

Date	Trans.	Journal	Reference	Debit Amount	Credit Amount	Balance	Project Desc.
ccount	93-580-7410 (Collect	ion Fee)					
			Account Subtotals	\$1,785.40	\$0.00		
/31/2017			Account Net Change			\$1,785.40	
/31/2017			Account Net Change Account Ending Balance			\$1,785.40	
-171-1291	1		Recount Entiting Bulance			\$1,705.10	
		ty Tax Rec/Delinquent)					
coulle	· · · · · · · · · · · · · · · · · · ·	y 1uii 1100,201114u0110)					
1/2017			Account Beginning Balance			\$5.00	
/31/2017			Account Net Change			\$0.00	
2/31/2017			Account Ending Balance			\$5.00	
1-171-1292	2						
ccount	94-171-1292 (Est. Un	coll. Del. Property Tax)					
1/2017			Account Beginning Balance			(\$5.00)	
1/2017			Account Deginning Datance			(\$5.00)	
2/31/2017			Account Net Change			\$0.00	
2/31/2017			Account Ending Balance			(\$5.00)	
4-171-1518							
count	94-171-1518 ((Due To	o)/Due From LIFT)					
1/2017			Account Beginning Balance			\$3,043.71	
10/2017	49215-12	Journal Entry	Interfund Balancing Entry	\$1.08			
			Account Subtotals	\$1.08	\$0.00		
/31/2017			Account Net Change			\$1.08	
2/31/2017			Account Ending Balance			\$3,044.79	
1-171-4330)						
ccount	94-171-4330 (Fund B	alance)					
1/2017			Account Beginning Balance			(\$3,043.71)	
1,2017						(\$3,073.71)	
2/31/2017			Account Net Change			\$0.00	
/31/2017			Account Ending Balance			(\$3,043.71)	
-580-5021	1						

Date	Trans.	Journal	Reference	Debit Amount	Credit Amount	Balance Project De	esc.
Account	94-580-5021 (Proper	ty Tax.Current Year)					
/10/2017	49215-8	Journal Entry	LIFT Taxes - January 2017		\$1.02		
			Account Subtotals	\$0.00	\$1.02		
2/31/2017			Account Net Change			(\$1.02)	
2/31/2017			Account Ending Balance			(\$1.02)	
4-580-502	3						
ccount	94-580-5023 (Penalti	es On Del Tax)					
/1/2017			Account Beginning Balance			\$0.00	
10/2017	49215-9	Journal Entry	LIFT Taxes - January 2017		\$0.08		
			Account Subtotals	\$0.00	\$0.08		
2/31/2017			Account Net Change			(\$0.08)	
2/31/2017			Account Ending Balance			(\$0.08)	
4-580-741	0						
ccount	94-580-7410 (Collect	ion Fee)					
1/2017			Account Beginning Balance			\$0.00	
10/2017	49215-10	Journal Entry	LIFT Taxes - January 2017	\$0.02			
			Account Subtotals	\$0.02	\$0.00		
/31/2017			Account Net Change			\$0.02	
2/31/2017			Account Ending Balance			\$0.02	
/2017				Grand To	otal Beginning Balance	\$0.00	
/31/2017				G	rand Total Net Change	\$0.00	
2/31/2017				Grana	Total Ending Balance	\$0.00	



Staff Communication



File #: ID# 17-102, Version: 1

Agenda Date: 04/13/2017

Subject: Discussion of Refund request from Arapahoe County from LIFT



Office of the County Attorney

5334 South Prince Street Littleton, Colorado 80120-1136 Phone: 303-795-4639 Fax: 303-738-7836 www.arapahoegov.com attorney@arapahoegov.com

> RONALD A. CARL County Attorney

March 16, 2017

LIFT Board City of Littleton 2255 W. Berry Ave. Littleton, CO 80120

Mike Braaten Deputy City Manager City of Littleton 2255 W. Berry Ave. Littleton, CO 80120

RE: Littleton Urban Renewal Plan Repeal – Refund of Incremental Tax Revenues

Dear LIFT Board and Mr. Braaten,

In a letter dated December 22, 2016, you notified the Arapahoe County Board of County Commissioners that the Littleton City Council repealed three of four urban renewal plans and that tax increment should cease to be collected. At the request of the Board of County Commissioners of Arapahoe County, I write to request a refund of the County's portion of incremental tax revenues received by Littleton Invests for Tomorrow related to the North Broadway Urban Renewal Plan.

On December 2, 2014, Littleton adopted the North Broadway Urban Renewal Plan (the "Plan"). On December 6, 2016, Littleton repealed the Plan. During the life of the Plan, Littleton and Littleton Invests for Tomorrow ("LIFT") did not establish a project, obtain financing, or perform any acts to increase the assessed value of the properties within the Plan area. However, the assessed value for the Plan area increased. The increase was mostly from the renovation and remodeling of the King Soopers Shopping Center, and in no way was related to urban renewal activities. This increase in assessed value created incremental tax revenues that were paid to LIFT in 2016 and that are scheduled to be paid to LIFT in 2017. The County requests a refund of the County's portion of the incremental tax revenues paid to LIFT in 2016 and that will be paid in 2017.

LIFT BOARD Mike Braaten March 16, 2017 Page 2

Please let me know if you have any questions regarding this letter.

Sincerely,

Ronald A. Carl Arapahoe County Attorney

cc: Ken Fellman, Interim City Attorney Kissinger & Fellman, P.C.
3773 Cherry Creek N. Drive Ptarmigan Place, Suite 900 Denver, Colorado 80209

> Corey Hoffmann, LIFT Attorney Hoffmann, Parker, Wilson & Carberry, P.C., 511 16th Street, Suite 610, Denver, CO 80202

Arapahoe County Board of County Commissioners



Littleton Center 2255 West Berry Avenue Littleton, CO 80120

Staff Communication



File #: ID# 17-108, Version: 1

Agenda Date: 04/13/2017

Subject: Discussion of Refund request from Littleton Public Schools from LIFT



March 23, 2017

LIFT Board City of Littleton 2255 W. Berry Ave. Littleton, CO 80120

Mike Braaten Deputy City Manager City of Littleton 2255 W. Berry Ave. Littleton, CO 80120

Dear LIFT Board and Mr. Braaten:

In a letter dated December 22, 2016, you notified Littleton Public Schools that the Littleton City Council repealed three of four urban renewal plans and that tax increment should cease to be collected. At the request of the Littleton Public Schools Board of Education, I write to request a refund of the district's portion of incremental tax revenues received by Littleton Invests for Tomorrow related to the North Broadway Urban Renewal Plan.

On December 2, 2014, Littleton adopted the North Broadway Urban Renewal Plan (the Plan). On December 6, 2016, Littleton repealed the Plan. During the life of the Plan, Littleton and Littleton Invests for Tomorrow (LIFT) did not establish a project, obtain financing, or perform any acts to increase the assessed value of the properties within the Plan area; however, the assessed value for the Plan area increased. The increase was mostly from the renovation and remodeling of the King Soopers Shopping Center and in no way was related to urban renewal activities. This increase in assessed value created incremental tax revenues that were paid to LIFT in 2016 and that are scheduled to be paid to LIFT in 2017. The district requests a refund of the district's portion of the incremental tax revenues paid to LIFT in 2016 and that will be paid in 2017. LIFT Board Mike Braaten March 23, 2017 Page 2

Please let me know if you have any questions regarding this letter.

Sincerely,

(

Diane Doney Assistant Superintendent of Business Services/Chief Financial Officer Littleton Public Schools (303) 347-3379

cc: Ken Fellman, Interim City Attorney Kissinger & Fellman, P.C. 3773 Cherry Creek N. Drive Ptarmigan Place, Suite 900 Denver, CO 80209

> Corey Hoffman, LIFT Attorney Hoffman, Parker, Wilson & Carberry, P.C. 511 16th Street, Suite 610 Denver, CO 80202



6(d)

Staff Communication

File #: ID# 17-91, Version: 1

Agenda Date: 01/10/2017

Subject:

Discussion of options on repayment of LIFT debt to the City - PRESENTED TO COUNCIL ON 01/10/2017

Presented By: Mike Braaten, Deputy City Manager

THIS STAFF COMMUNICATION IN IT'S ENTIRETY WAS PRESENTED TO CITY COUNCIL ON 01/10/2017 - THIS IS FOR INFORMATION PURPPOSES.

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

File #: ID# 17-91, Version: 1

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 ColoTrust account \$ 33,010.40

\$ 376,326.28 Includes property tax, sales tax increment and interest.

\$ 409,336.68

Columbine		
Property Tax	\$ -	net of fees
Sales Tax Increment	\$ 19,500.00	_
	\$ 19,500.00	-
Littleton Blvd		
Property Tax	\$ 24,269.69	net of fees
Sales Tax Increment	\$ 71,581.00	
	\$ 95,850.69	-
North Broadway		
Property Tax	\$ 234,639.36	net of fees
Sales Tax Increment	\$ 22,959.00	
	\$ 257,598.36	-
Santa Fe		
Property Tax	\$ 3,043.71	net of fees
Sales Tax Increment	\$ -	
	\$ 3,043.71	-
Total Property Tax	\$ 261,952.76	net of fees
Total Sales Tax Increment	\$ 114,040.00	
Interest Income	\$ 333.52	_
Total Revenues	\$ 376,326.28	-
Revised estimate for 2016/2017	\$ 82,000.00	_
	\$ 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	\$ <u>4</u> 5
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)(1); 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. <u>AUTHORITY OBLIGATIONS</u>

- 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; and furnished to the other parties 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.

DIRECTOR

Appressing by: Wendy Heffner

Weffely²Meffiner CITY CLERK

APPROVED AS TO FORM:

Kristin Schledorn CITY ATTORNEY

CITY OF LITTLETON, COLORADO

DocuSigned by:

Phili Cumane PRESIDENT OF COUNCIL

ATTEST TREASURER SECRETA

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.

- 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.



Littleton Center 2255 West Berry Avenue Littleton, CO 80120

Staff Communication

6(e)

File #: ID# 17-110, Version: 1

Agenda Date: 04/13/2017

Subject: Discussion of Banking Situation



Littleton Center 2255 West Berry Avenue Littleton, CO 80120

Staff Communication

7(a)

File #: ID# 17-107, Version: 1

Agenda Date: 04/13/2017

Subject: Discussion on Work Plan Development/Columbine Square

Amended Columbine Square Urban Renewal Plan

City of Littleton, Colorado

Amended Columbine Square Urban Renewal Plan (1.2015)

Amended Columbine Square Urban Renewal Plan

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Amended Columbine Square Urban Renewal Plan

City of Littleton, Colorado

1.0 Introduction

1.1 Preface

This <u>Amended Columbine Square Urban Renewal Plan</u> (the "Plan" or the "Amended Urban Renewal Plan") has been prepared for the City of Littleton ("City"). It will be carried out by Littleton Invests for Tomorrow (the "Authority" or LIFT), pursuant to the provisions of the Urban Renewal Law of the State of Colorado, Part 1 of Article 25 of Title 31, Colorado Revised Statutes, 1973, as amended (the "Act"). The administration and implementation of this Amended Plan, including the preparation and execution of any documents implementing it, shall be performed by LIFT.

1.2 Blight Findings

Under the Act, an urban renewal area is a blighted area, which has been designated as appropriate for one or more Urban Renewal Projects. In each urban renewal area, conditions of blight, as defined by the Act, must be present, and in order for LIFT to exercise its powers, the City Council must find that the presence of those conditions of blight, "substantially impairs or arrests the sound growth of the municipality or constitutes an economic or social liability, and is a menace to the public health, safety, morals or welfare."

The <u>Columbine Square Area Conditions Survey</u>, prepared by RickerlCunningham, dated June, 2014, and presented to the LIFT Board under separate cover, demonstrates that the Columbine Square Area ("Study Area"), as defined in the Survey, is a blighted area under the Act.

1.3 Other Findings

The Area, as defined in Section 1.4 below, is appropriate for one or more urban renewal activities and undertakings authorized by the Act to be advanced by LIFT.

It is the intent of the City Council in adopting this Amended Plan that LIFT has available to it powers authorized in the Act which are necessary and appropriate to accomplish the objectives stated herein. Further, it is the intent of this Amended Plan that LIFT exercise these powers for the elimination of qualifying conditions in the Area and furtherance of the goals and objectives of the community's general plan.

The powers conferred by the Act are for public uses and purposes for which public money may be expended. This Amended Plan is in the public interest and necessity -- such finding being a matter of legislative determination by the City Council.

1.4 Urban Renewal Area Boundaries

The Area includes all properties within the City limits as delineated in Figure No. 1 and described in the legal description presented in Appendix B. The boundaries of the Area include approximately 35 acres of land generally defined to include 19 legal parcels and adjacent rights-of-way. Geographically, it is situated in the western portion of the city, south of West Belleview Avenue between South Lowell and South Federal Boulevards. It includes the now vacant Columbine Square Shopping Center, as well as several commercial parcels located south of the Center between South Lowell Boulevard and South Linden Drive. In case of a conflict, the legal description presented in Appendix B shall prevail.

1.4.1 Map of Columbine Square Urban Renewal Plan Area (Figure No. 1)

The Urban Renewal Area map is presented as Figure No. 1 on the following page.



Figure No. 1: Columbine Square Urban Renewal Plan Area

Amended Columbine Square Urban Renewal Plan (1.2015)

1.5 Public Participation

The Original <u>Columbine Square Urban Renewal Plan's</u> content was presented to business and property owners located within the Plan boundaries (which will not change as a result of this amendment), as well as the community at-large. The LIFT Board approved the Original Plan on Monday, August 18, 2014 and this Amended Plan on Monday, December 15, 2014, at regular meetings of the Authority. Notification of the public hearing **will be** provided to property owners, residents and owners of business concerns at their last known address of record within the Area as required by the Act. Notice of the public hearing to consider the Plan **will be** published in the Littleton Independent.

The Planning Board reviewed the Original Plan on Monday, August 25, 2014, and Thursday, September 4, 2014, and recommended adoption of that Plan by the Littleton City Council whereas it was consistent with the City's Comprehensive Plan, the <u>Citywide</u> <u>Plan, a Section of the City of Littleton Comprehensive Plan</u>, adopted 2014, as amended. Whereas it is the intent of LIFT and City Council to provide for public participation in proposed developments and planning efforts, which advance the intent of this Amended Plan; development proposals submitted for approval by LIFT will continue to be made available to the public in an open meeting format.

2.0 Definitions

Act – means the Urban Renewal Law of the State of Colorado, Part 1 of Article 25 of Title 31, Colorado Revised Statutes, as amended. Unless otherwise stated, all capitalized terms herein shall have the same meaning as set forth in the Act.

Activity Area – means targeted areas that have the potential to develop or redevelop and usually within the study area of a Corridor Plan or Neighborhood Plan. They can serve as catalyst areas for economic development efforts, public / private joint ventures or special districts, and otherwise innovative developments (as defined in the <u>Citywide Plan</u>, Adopted 2014).

Amended Area or Urban Renewal Area – means the <u>Original</u> and this <u>Amended Columbine</u> <u>Square Urban Renewal Plan Area</u> (both of which are the same and will not be altered as a result of this amendment) as depicted in Figure No. 1 and legally described in Appendix B.

Amended Plan or **Amended Urban Renewal Plan** – means the <u>Amended Columbine Square</u> <u>Urban Renewal Plan</u> (this Amended Plan).

Area or **Urban Renewal Area** – means the <u>Original</u> and this <u>Amended Columbine Square Urban</u> <u>Renewal Plan Area</u> (both of which are the same and will not be altered as a result of this amendment) as depicted in Figure No. 1 and legally described in Appendix B.

Authority – means Littleton Invests for Tomorrow (LIFT).

Base Amount – means that portion of <u>property taxes</u> which are produced by the levy at the rate fixed each year by or for each public body upon the valuation for assessment of taxable property in a Tax Increment Area last certified prior to the effective date of approval of the Amended Plan; and, that portion of <u>municipal sales taxes</u> collected within the boundaries of the Tax Increment Area in the twelve-month period ending on the last day of the month prior to the effective date of approval of the Amended Plan.

City Council – means the City Council of the City of Littleton.

Comprehensive Plan – means the <u>Citywide Plan</u>, a Section of the City of Littleton <u>Comprehensive Plan</u>, adopted 2014.

Cooperation Agreement – means any agreement between LIFT and the City, or any public body (the term "public body" being used in this Amended Plan as defined by the Act) respecting action to be taken pursuant to any of the powers set forth in the Act or in any other provision of Colorado law, for the purpose of facilitating public undertakings deemed necessary or appropriate by LIFT under this Amended Plan. **Corridor** – generally represents linear areas along major arterial streets and including commercial corridors (as defined in the <u>Citywide Plan</u>, adopted 2014).

C.R.S. – means the Colorado Revised Statutes, as amended from time to time.

Economic Plan – means the <u>City of Littleton Economic Plan</u>, adopted 2013.

Impact Report – means the <u>Columbine Square Urban Renewal Plan - Arapahoe County Impact</u> <u>Report</u> prepared by RickerlCunningham, dated August 2014 and presented to the LIFT Board under separate cover.

Original Plan or **Original Urban Renewal Plan** – means the Original <u>Columbine Square Urban</u> <u>Renewal Plan</u> (the Plan).

Redevelopment / Development Agreement – means one or more agreements between LIFT and developer(s) and / or property owners or such other individuals or entities as may be determined by LIFT to be necessary or desirable to carry out the purposes of this Amended Plan.

Study Area – means the geographic area defined for the Survey.

Survey – means the <u>Columbine Square Area Conditions Survey</u>, prepared by RickerlCunningham, dated June, 2014 and presented to the LIFT Board under separate cover.

Tax Increment – means that portion of property and / or municipal sales taxes in excess of the base amount set forth in Section 7.3.2 of this Amended Plan allocated to and, when collected paid into LIFT's Tax Increment Revenue Fund.

Tax Increment Area – means that area designated as a Tax Increment Area, as defined and pursuant to the procedures set forth in Section 6.12 of this Amended Plan.

Tax Increment Finance (or Financing) (TIF) - means a financing mechanism which uses future revenues resulting from private investment within an established area (Tax Increment Area) to fund improvements for the public benefit.

Tax Increment Revenue Fund - means a fund supervised by the Authority, the resources of which include incremental ad valorem property and / or municipal sales tax revenue resulting from investment and reinvestment in an established urban renewal area.

Urban Renewal Project – as defined in the Act.

3.0 Amended Plan Purpose and Vision

The purpose of this Amended Plan is to reduce, eliminate and prevent the spread of blight and to stimulate growth and investment within the Area boundaries. To accomplish this purpose, this Amended Plan is intended to promote local objectives expressed in adopted community plans and advance the priorities of the Comprehensive Plan. The City of Littleton's Comprehensive Plan, known as the <u>Citywide Plan, a Section of the City of Littleton</u> <u>Comprehensive Plan</u>, was adopted in 2014. Presented below is an excerpt (taken verbatim) from that document that describes its content and intentions for advancing *A Vision for the Future of Littleton*. Additional excerpts are presented in Appendix A of this Amended Plan and referenced in Section 5.0 below.

3.1 Amended Plan Vision

The community Comprehensive Plan, the <u>Citywide Plan</u>, is comprised of two sections, both of which are intended to inform future land-use-related actions. The first – Part I: Goals and Policies – is based on values that were articulated through Inspire Littleton's two-year process of gathering community ideas and feedback. As explained, "These values reflect themes that resonated throughout citizen comments on why this community is special and what they would like Littleton to become." Further, "These core values formed the foundation for the Neighborhood, Corridor, and Activity Area Plans that *once completed* will guide development and decision- making tailored to the community's needs." Finally, "In this combination, future planning, development, land

use, and zoning decisions should reflect the overarching Goals and Vision outlined here."

The second section – Part II: Transformative Actions – describes strategic actions in areas of primary importance necessary to achieve the citywide Goals and Policies outlined in Part I. As explained, "These actions will guide all underlying plan and policy documents, as well as zoning code changes, budget decisions, and capital investments. To achieve the citizens' vision for Littleton, there must be a collaborative, long-term commitment to these strategic actions."

Vision for the Future of Littleton

Littleton is a community that embraces its authentic small-town qualities while enjoying the advantages of a metropolitan area. The city should continue to exemplify and promote a sustainable economy, environment, and society. Littleton will:

- Respect and build upon its history
- Foster its small-town, family-friendly character
- Be home to people of all ages and backgrounds
- Value livability, diversity, and progress
- Promote a vibrant economy for individuals, businesses, and the city as a whole
- Value the importance of its citizens and its natural resources
- Manage and direct change
- Strive for sustainability in economic, environmental, and social decisions
- Raise the bar to increase the quality of community and economic development

3.2. Amended Plan Objective

The objective of this Amended Plan is to alleviate conditions of blight by actively promoting investment and reinvestment within its commercial corridors and to make financial resources available to assist its partners (private, public, non-profit and others)

with addressing those conditions of blight identified herein, especially those that render projects within its boundaries infeasible.

3.3 Amended Plan Development and Design Objectives

All development in the Area shall conform to the zoning code and any site-specific zoning regulations or policies which might impact properties, all as are in effect and as may be amended from time to time. Although the Act authorizes LIFT to: undertake zoning and planning activities to regulate land use, establish maximum or minimum densities, and institute other building requirements in an urban renewal area, for the purpose of this Amended Plan, LIFT anticipates that the City will regulate land use and building requirements through existing municipal codes and ordinances.

General objectives include redevelopment of properties within the Area for the purpose of generating revenue sufficient to fund public improvements that address conditions of blight and facilitate investment. Specific objectives expressed by property owners, residents and business owners who participated in meetings held in association with development of the Original Plan include the following:

- 1. Eliminate and prevent blight by facilitating redevelopment.
- 2. Implement elements of the Comprehensive Plan.
- 3. Support and advance actions identified in existing plans related to development of vacant and under-utilized parcels that are consistent with the vision of the (Original) Plan and this Amended Plan.
- 4. Provide public infrastructure and make more efficient use of existing land.
- 5. Promote sustainability development, fiscal, resource, etc.
- 6. Advance product types that can leverage public investment in planned improvements including multiple modes of transportation (vehicular and non-vehicular).
- 7. Improve pedestrian realm improvements in a manner consistent with the existing community character.
- 8. Encourage economic sustainability throughout the community and growth in appropriate locations.

- 9. Provide a range of financing mechanisms for improvements.
- 10. Provide additional opportunities for residential development to support commercial uses in the Area.
- 11. Support existing industry by encouraging a stronger jobs-housing balance.
- 12. Encourage growth and stability in local businesses.
- 13. Facilitate public-private partnerships.

3.4 Amended Plan Implementation

As the plan administrator, LIFT will seek to advance the objectives listed above through the following if deemed necessary:

- Financing of redevelopment projects and critical infrastructure; and
- Agreements with private, public and other partners to undertake redevelopment projects.

LIFT will work in cooperation with the City to advance objectives through:

- Investment in the public realm (roadway, parks, open space);
- Encouragement of development consistent with or exceeding existing standards;
- Provision of supportive programs to existing area businesses; and
- Judicious use of limited resources.

4.0 Blight Conditions

Before an urban renewal plan can be adopted by the City, the urban renewal area must be determined to be a "blighted area" as defined in Section 31-25-103(2) of the Act, which means that, in its present condition and use, the presence of at least <u>four</u> (or five in cases where the use of eminent domain is anticipated), of the following factors (see below) in the area, substantially impairs or arrests the sound growth of the municipality, retards the provision of

housing accommodations, or constitutes an economic or social liability, and is a menace to the public health, safety, morals, or welfare:

- (a) Slum, deteriorated, or deteriorating structures;
- (b) Predominance of defective or inadequate street layout;
- (c) Faulty lot layout in relation to size, adequacy, accessibility, or usefulness;
- (d) Unsanitary or unsafe conditions;
- (e) Deterioration of site or other improvements;
- (f) Unusual topography or inadequate public improvements or utilities;
- (g) Defective or unusual conditions of title rendering the title nonmarketable;
- (h) The existence of conditions that endanger life or property by fire or other causes;
- Buildings that are unsafe or unhealthy for persons to live or work in because of building code violations, dilapidation, deterioration, defective design, physical construction, or faulty or inadequate facilities;
- (j) Environmental contamination of buildings or property;
- (k.5) The existence of health, safety, or welfare factors requiring high levels of municipal services or substantial physical underutilization or vacancy of sites, buildings, or other improvements; or
- (I) If there is no objection by the property owner or owners and the tenant or tenants of such owner or owners, if any, to the inclusion of such property in an urban renewal area, "blighted area" also means an area that, in its present condition and use and, by reason of the presence of any <u>one</u> of the factors specified in paragraphs (a) to (k.5) of Section 31-25-103(2), substantially impairs or arrests the sound growth of the municipality, retards the provision of housing accommodations, or constitutes an economic or social liability, and is a menace to the public health, safety, morals, or welfare.

The general methodology for conducting the Survey is to: (i) define the Study Area; (ii) gather information about properties, infrastructure and other improvements within that Study Area; (iii) evaluate evidence of blight through field reconnaissance, review of aerial photography, discussions with representatives of various City departments; and, (iv) record observed and documented conditions listed as blight factors in the Act.

Among the 11 qualifying factors identified in the Act, the Survey describes the presence of the following 10 blight factors in both the Study Area and Area which is the subject of this Amended Plan.

- (a) Slum, deteriorated, or deteriorating structures;
- (b) Predominance of defective or inadequate street layout;
- (c) Faulty lot layout in relation to size, adequacy, accessibility, or usefulness;
- (d) Unsanitary or unsafe conditions;
- (e) Deterioration of site or other improvements;
- (f) Unusual topography or inadequate public improvements or utilities;
- (h) The existence of conditions that endanger life or property by fire or other causes;
- Buildings that are unsafe or unhealthy for persons to live or work in because of building code violations, dilapidation, deterioration, defective design, physical construction, or faulty or inadequate facilities;
- (j) Environmental contamination of buildings or property;
- (k5) The existence of health, safety, or welfare factors requiring high levels of municipal services or substantial physical underutilization or vacancy of sites, buildings, or other improvements.

5.0 Amended Plan Relationship to Other Community Documents

5.1 Amended Plan Conformity

As supported by specific references presented herein, implementation of this Amended Plan will further the objectives and requirements of the Comprehensive Plan with respect to development and redevelopment, particularly within targeted locations of the community. In addition, as development occurs in the Area, it shall conform to the Comprehensive Plan and any subsequent updates, as well as any regulating documents including the current building code or other rules, regulations, and policies promulgated pursuant thereto. Any site-specific planning documents that might impact properties in the Area including, but not limited to City-approved site, drainage, and public improvement plans; and, any applicable City design standards, all as may be in effect



Figure No. 2: Neighborhoods, Corridors and Activity Areas Map

Amended Columbine Square Urban Renewal Plan (1.2015)



Figure No. 3: Generalized Current Land Use Map

and amended from time to time, will also be adhered to. Finally, conditions of blight within the Area will be remedied by this Amended Plan and redevelopment by private enterprise to the extent possible, but will need to first be identified as a priority investment by LIFT in consultation with the City and affected property owners. It is this Amended Plan's intent that public improvements will be phased as the market allows and funded in part by tax increment revenues.

5.2 Consistency with the Comprehensive Plan

As explained earlier, a general plan for the City, known as the <u>Citywide Plan, a Section of</u> <u>the City of Littleton Comprehensive Plan</u>, was adopted in 2014. LIFT, with the cooperation of the City, private enterprise and other public bodies, will undertake projects and activities described herein in order to eliminate the identified conditions of blight while also implementing the goals and objectives of the Comprehensive Plan and all other City adopted plans which impact properties within the Area. Key goals and policies of that plan which this <u>Amended Columbine Square Urban Renewal Plan</u> will advance are described in detail Appendix A.

5.2.1 Neighborhoods, Corridors and Activity Areas Map (Figure No. 2)

The location of the area that is the subject of this Amended Plan is generally referenced in the <u>Citywide Plan</u> as an under-performing commercial center. It is also located within the influence area of the South Santa Fe Drive corridor, as reflected on the Neighborhoods, Corridors and Activity Areas Map which appears in the <u>Citywide Plan</u> and here as Figure No. 2. A definition of this geography (corridor) is presented in Section 2.0.

5.2.2 Generalized Current Land Use Map (Figure No. 3)

The Area, in relation to the city at-large, is reflected in its Generalized Current Land Use Map which appears in the <u>Citywide Plan</u> and here as Figure No. 3.

5.3 Correlation with Other Community Plans

Implementation of this Amended Plan will be consistent with development objectives expressed in all City-adopted and accepted plans that speak specifically to properties in the Area. In addition to the Comprehensive Plan, this Amended Plan will advance the priorities of the community's <u>Economic Plan</u>, as also identified in Appendix A.

6.0 Authorized Authority Undertakings and Activities

Whereas the Act allows for a wide range of activities to be used in the implementation of an urban renewal plan, it is LIFT's intent to provide both financial assistance and public improvements in partnership with property owners and other affected parties in order to accomplish the objectives stated herein. Public-private partnerships and other forms of cooperative development will be essential to LIFT's strategy for preventing the spread of blight and eliminating existing blighting conditions. Specific undertakings of the Authority in the furtherance of this Amended Plan are described as follows.

6.1 Complete Public Improvements and Facilities

LIFT may, or cooperate with others to, finance, install, construct, and reconstruct any public improvements. Additionally, LIFT may, or cooperate with others to, demolish and clear existing improvements for the purpose of promoting the objectives of this Amended Plan and the Act.

While public projects should, whenever possible, stimulate (directly and indirectly) desired private sector investment, it is the intent of this Amended Plan that the combination of public and private investment that occurs in the Area will contribute to the overall economic well-being of the community at-large.

As described in Section 4.0 of this Amended Plan, 10 qualifying conditions of blight, as defined in Section 31-25-103(2) of the Act, are evident in the Area. This Amended Plan proposes to remedy those conditions by providing certain public improvements and facilities, including, but not limited to the following:

- (a) Slum, deteriorated, or deteriorating structures: improvements to buildings and other structures including fascias, fences and retaining walls;
- (b) Predominance of defective or inadequate street layout: road and parking area repairs; paving; gateway and driveway construction; and, safety improvements;
- Faulty lot layout in relation to size, adequacy, accessibility, or usefulness: improved access; and, property assemblage (if necessary);
- (d) Unsanitary or unsafe conditions: enhanced lighting on public rights-of-way; parking lot construction; completion of pedestrian improvements; and, any required off-site improvements deemed reasonable and for the public benefit including drainage;
- (e) Deterioration of site or other improvements: signage repairs and construction; landscaping; and, roadway surface improvements;
- Unusual topography or inadequate public improvements or utilities: on-site and off-site infrastructure improvements as approved by LIFT; sidewalk and complete street construction projects; and, improved curbs and gutters;
- (h) The existence of conditions that endanger life or property by fire or other causes: fire protection improvements to buildings;
- Buildings that are unsafe or unhealthy for persons to live or work in because of building code violations, dilapidation, deterioration, defective design, physical construction, or faulty or inadequate facilities: structural improvements; and items listed under (h) above;
- (j) Environmental contamination of buildings or property: items listed under (h and i) above; and
- (k5) The existence of health, safety, or welfare factors requiring high levels of municipal services or substantial physical underutilization or vacancy of sites, buildings, or other improvements: financial support for property development and redevelopment.

6.2 Complete Other Improvements and Facilities

Whereas there could be non-public improvements in the Area that may be required to accommodate development and redevelopment and still benefit the public, LIFT may

assist in the financing or construction of these improvements to the extent authorized by the Act.

6.3 Promote Development and Redevelopment

A key concept associated with implementation of this Amended Plan is targeted investment that will serve to catalyze development throughout the Area and fund future public improvements. The potential impact of this investment to Arapahoe County is quantified in the <u>Columbine Square Urban Renewal Plan – Arapahoe County Impact</u> <u>Report</u> presented to the LIFT Board under separate cover.

6.4 Adopt Standards

As stated earlier, all development in the Area shall conform to applicable rules, regulations, policies, other requirements, and standards of the City, along with any other governmental entity which has jurisdiction within its boundaries. While the Act allows for the adoption of standards and requirements applicable to projects undertaken in an urban renewal area, in the context of this Amended Plan, it is LIFT's intention that investment in the Area conform to City-approved documents.

6.5 Modify this Amended Plan

LIFT may propose, and the City Council may make, modifications to this Amended Plan as may be necessary provided they are consistent with the Comprehensive Plan and any subsequent updates. Additionally, any such amendments made in accordance with this Amended Plan and as otherwise contemplated, must also be compliant with the Act. Finally, LIFT may, in specific cases, allow non-substantive variations from the provisions of this Amended Plan if it determines that a literal enforcement of the provision would constitute an unreasonable limitation beyond the intent and purpose stated herein.

6.6 Review this Amended Plan

The ongoing review process for this Amended Plan is intended to provide a mechanism to allow those parties responsible for administering and implementing key projects within its boundaries to periodically evaluate its effectiveness and make adjustments to ensure efficiency in implementing these activities. To this end, the following steps are presented to serve as a guide for its <u>future</u> review:

- (a) LIFT may propose modifications, and the City Council may make such modifications as may be necessary provided they are consistent with the Comprehensive Plan and any subsequent updates, as well as the Act.
- (b) Modifications may be developed from suggestions by LIFT, property and business owners, and City staff operating in support of LIFT and advancement of this Amended Plan.

6.7 Provide Relocation Assistance

While it is not anticipated as of the date of this Amended Plan that acquisition of real property will result in the relocation of any individuals, families, or business concerns; if such relocation becomes necessary, LIFT will adopt a relocation plan in conformance with the Act.

6.8 Demolish, Clear and Prepare Improvements

While not anticipated as of the date of this Amended Plan, LIFT may, on a case-by-case basis, elect to demolish or cooperate with others to clear buildings, structures and other improvements within the Area in an effort to advance projects deemed consistent with the vision stated herein. Additionally, existing Development or Cooperation Agreements may require such demolition or site clearance to -- eliminate unhealthy, unsanitary, and unsafe conditions; or, obsolete uses deemed detrimental to the public welfare; and / or remove and prevent the spread of deterioration.

6.9 Acquire and Dispose of Property

While the Act allows for the acquisition of property by negotiation or any other method, it is not the intent of this Amended Plan that LIFT uses its resources to acquire property by eminent domain. Further, while the urban renewal law permits acquisition by eminent domain, in the context of this Amended Plan the LIFT Board will confer decisions of eminent domain to the Littleton City Council.

Properties acquired by entities other than the Authority may temporarily be operated, managed and maintained by the Authority if requested to do so by the acquiring entity and deemed in the best interest of an Urban Renewal Project and this Amended Plan. Such property under the management and control of the Authority may be rented or leased pending its disposition for redevelopment.

LIFT may sell, lease, or otherwise transfer real property or any interest in real property subject to existing covenants, conditions and restrictions, including architectural and design controls, time restrictions on development, and building requirements in accordance with the Act and this Amended Plan.

6.10 Enter Into Redevelopment / Development Agreements

LIFT may enter into Redevelopment / Development Agreements or other contracts with developer(s) or property owners or such other individuals or entities determined to be necessary to carry out the purposes of this Amended Plan. Further, such Agreements, or other contracts, may contain terms and provisions deemed necessary or appropriate for the purpose of undertaking the activities contemplated by this Amended Plan and the Act. Any existing agreements between the City and private parties that are consistent with this Amended Plan are intended to remain in full force and effect, unless all parties to such agreements agree otherwise.

6.11 Enter Into Cooperation Agreements

For the purpose of this Amended Plan, LIFT may enter into one or more Cooperation Agreements pursuant to the Act. Whereas the City and LIFT recognize the need to cooperate in the implementation of this Amended Plan, these Cooperation Agreements may include without limitation the planning, financing, installation, construction and / or reconstruction of public or other eligible improvements. This paragraph shall not be construed to require any particular form of cooperation.

6.12 Create Tax Increment Area

The boundaries of the Area shall be as set forth in Section 1.5 and more fully described in Appendix B. It is the intent of the City Council in approving this Amended Plan that upon its adoption the Authority is authorizing the use of TIF resources as part of its efforts to advance the vision, objectives and projects described herein, all in accordance with C.R.S. § 31-25-107(9), and to do so within the entirety of the Area as set forth in Appendix B. The Authority is further specifically authorized to expend both property and sales tax incremental revenues to the extent authorized by the Act and this Amended Plan. However, improvements which enhance the financial viability of existing businesses and / or redevelopment of these businesses will be a priority use for these resources, not the acquisition of real property by eminent domain. See Section 6.9 above.

While this <u>Amended Columbine Square Urban Renewal Plan</u> contemplates that the primary method of assisting with financing eligible expenses in the Area will be through the use of property tax increment revenue, City Council hereby determines to allocate municipal sales tax increment upon adoption of this Amended Plan. Such municipal sales tax increment shall be used for a particular Urban Renewal Project upon approval of a Cooperative Agreement (sales tax sharing agreement) between the Authority and City, whereas the sharing of municipal sales tax incremental revenues is specifically authorized by this Amended Plan without the need for further modification or amendment of the same. Such agreements shall be authorized after receipt of a financing plan outlining the proposed amounts and purpose for which the municipal sales tax increment is to be used. Upon City Council approval of said Cooperative Agreement, the municipal sales tax increment will be allocated and distributed in

accordance with the tax increment financing provisions of Section 31-25-107 (9), C.R.S., which is by this reference incorporated herein as if set forth in its entirety.

Unless specifically provided for to the contrary, upon adoption of this Amended Plan, incremental tax revenues, if any, levied and collected upon taxable property in the Tax Increment Area, shall be allocated to the Authority as set forth for a period not to exceed the statutory limitation of twenty-five years, and preferably for a lesser period as provided in any Cooperation Agreement and / or Redevelopment / Development Agreement.

7.0 Project Financing

7.1 Public Investment Objective

A critical component to the success of any urban renewal strategy is participation by both the public and private sectors whereas no one entity, either public or private, has sufficient resources alone to sustain a long-term improvement effort. Possible public infrastructure investments may include, but will not be limited to completing: pedestrian improvements including construction of sidewalks, street lights and other design enhancements intended to improve safety for vehicular and non-vehicular movement; roadway improvements including curbs, gutters, and drainage infrastructure; and, utilities under the authority of the City; as well as, providing financial assistance for expenses considered eligible under the Act.

7.2 Financial Mechanisms

LIFT may finance undertakings pursuant to this Amended Plan by any method authorized under the Act or any other applicable law, including without limitation of the following: issuance of notes, bonds and other obligations as defined in the Act in an amount sufficient to finance all or part of this Amended Plan; borrowing of funds and creation of indebtedness; reimbursement agreements; and / or utilization of the following: federal or state loans or grants, interest income, annual appropriation agreements, agreements with public or private entities; and loans, advances and grants from any other available sources. The principal, interest, costs and fees on any indebtedness are to be paid for with any lawfully available funds of LIFT.

Debt may include bonds, refunding bonds, notes, interim certificates or receipts, temporary bonds, certificates of indebtedness, or any other obligation lawfully created.

7.3 Tax Increment Financing

Activities may be financed by LIFT under the TIF provisions of the Act. Such incremental revenues may be used for a period not to exceed the statutory requirement, which is presently twenty-five years as set forth in Section 6.12 above.

7.3.1 Special Fund

In accordance with the requirements of the law, LIFT shall establish a Tax Increment Revenue Fund for the deposit of all funds generated pursuant to the division of ad valorem property and municipal sales tax revenue described in this Amended Plan.

7.3.2 Base Amount

The Base Amount includes that portion of the property taxes which are produced by the levy at the rate fixed each year by or for each public body upon the assessed valuation of taxable property in the Tax Increment Area last certified prior to the effective date of approval of this Amended Plan (or future amendments); and, that portion of municipal sales taxes collected within the boundaries of the Tax Increment Area in the twelve-month period ending on the last day of the month prior to the effective date of approval of this Amended Plan and paid to the public body, as are all other taxes collected by or for said public body.

7.3.3 Incremental Revenues

Incremental revenues including that portion of said property, and if authorized by City Council, municipal sales taxes in excess of the base amount set forth in Section 7.3.2 above shall be allocated to and, when collected, paid into LIFT's Tax Increment Revenue Fund. The Authority may use these funds to pay the principal of, the interest on, and any other premiums due in connection with the bonds of, loans or advances to, or indebtedness incurred (whether funded, refunded, assumed, or otherwise) by the Authority, for financing or refinancing, in whole or in part, any portion of an Urban Renewal Project considered eligible under the Act. Unless and until the total valuation for assessment of the taxable property in any Tax Increment Area exceeds the base valuation, all of the taxes levied upon taxable property in the Tax Increment Area shall be paid into the funds of the respective public bodies. Also, when such bonds, loans, advances and indebtedness, including interest thereon and any premiums due in connection therewith, have been paid, all taxes upon the same taxable property shall be paid to the respective public bodies.

Further, the incremental portion of said taxes, as described in this subsection 7.3.3, may be irrevocably pledged by the Authority for the payment of, principal and interest on, and any premiums due in connection with such bonds, loans, advances and / or indebtedness incurred by Authority to finance an Urban Renewal Project (as defined in the Act); except:

- (a) Any offsets collected by the County Treasurer for return of overpayments or any funds reserved by the Authority for such purposes in accordance with Section 31-25-107(9)(a)(III) and (b), C.R.S.
- (b) Any reasonable (as determined by the Authority) set-asides or reserves of incremental taxes paid to the Authority for payment of expenses associated with administering this Amended Plan.

If there is any conflict between the Act and this Amended Plan, the provisions of the Act shall prevail, and the language in this Amended Plan automatically deemed to conform to the statute.

7.4 Other Financing Mechanisms / Structures

This Amended Plan is designed to provide for the use of TIF as one tool to facilitate investment and reinvestment within the Area. However, in addition to tax increment financing, LIFT shall be authorized to finance implementation of this Amended Plan by any method authorized by the Act. Given the obstacles associated with redevelopment, LIFT recognizes that it is imperative that solutions and available resources are comprehensive, flexible and creative. To this end, LIFT is committed to making a variety of strategies and mechanisms available which are financial, physical, market and organizational in nature, since it is the intent of this Amended Plan to use the tools either independently or in various combinations. If not available through LIFT, the Authority LIFT may contract with the City to administer specific incentives.

8.0 Severability

If any portion of this Amended Plan is held to be invalid or unenforceable, such invalidity will not affect the remaining portions of the same.

Amended Columbine Square Urban Renewal Plan

City of Littleton, Colorado

Appendix A:

<u>Citywide Plan, a Section of the City of Littleton Comprehensive Plan</u>, adopted 2014 (taken verbatim)

<u>City of Littleton Economic Plan</u>, adopted 2013 (excerpts taken verbatim)

Introduction

<u>Purpose</u>

The Comprehensive Plan provides a broad vision for the city's future. It offers a framework for decisions affecting private and public development. It is the mission statement and guide for the city's land use-related regulatory tools and programs, including zoning and the capital improvements program. The Comprehensive Plan includes both a Citywide Plan, provided herein, and more detailed Small Area Plans for Neighborhoods, transportation-based Corridors, and Activity Areas, provided separately. While the Citywide Plan addresses larger issues, the Small Area Plans address more detailed issues and provide more detailed recommendations. All Small Area Plans are consistent with, and help advance the implementation of, the Citywide Plan.

<u>Use</u>

Citizens, property owners, developers, city staff, and appointed and elected city officials use the Comprehensive Plan according to their respective roles in the decision-making process.

Because the plan cannot anticipate all issues and questions, it does not include policies that will address every situation. In those cases where it does not address a situation or issue, but the issue has citywide ramifications and needs a citywide perspective, users should base their interpretation on the Vision, Goals, Policies, and Transformative Actions. In these cases, users should also rely on more specific direction provided in the relevant Neighborhood, Corridor, and Small Area plans. Similarly, the complexity of land use-related issues may result in a conflict between Policies. Again, users should base their analysis and interpretation on other elements of the plan.

The Comprehensive Plan provides guidelines for development decisions through the Vision, Goals, and Policies in the Citywide Plan and the more specific Goals and Policies in Small Area Plans for Neighborhoods, Corridors, and Activity Areas.

Demographics

The Vision, Goals, Policies, and Actions in the Comprehensive Plan reflect the city's demographic trends. Figures B and C on the following page represent two of the most significant changes in Littleton's population between 1980 and 2010. The average household size, as represented by Figure B, has decreased from 2.65 persons per household to 2.25. That reduction is paralleled by the trend illustrated

in Figure C, which demonstrates that both the largest and the second largest population groups have progressively shifted to older age categories, as residents who were parents of young children, and their children, have both aged. The land use implications of these two trends include a reduction in school age populations, a resulting decline in school enrollments, and a reprogramming of schools in order to maximize efficiencies and reduce costs. As a result, there is a desire to attract young residents to enjoy the city's family-friendly neighborhoods and amenities and to help the school district retain its high standards. The same trends have resulted in an increasing desire for housing, services, and infrastructure that meet the needs of older residents.

Implementation

Strategic implementation of the Comprehensive Plan will occur over time. The plan will guide the majority of implementation through its use as a framework for development-related decisions and capital improvements. Business cycles, competing needs, unanticipated opportunities, and available resources will influence implementation schedules. Detailed work programs will reflect those factors and facilitate implementation.

Planning Process

Following its launch in May 2012, Inspire Littleton, the city's public outreach element of the comprehensive planning process, generated great enthusiasm, garnered an enviable rate of public participation, and did an excellent job marketing the process and the plan. Early in the process, more than 100 people participated in planning forums across the city.

InspireLittleton.org, the city's interactive website, ran throughout the planning and review process and welcomed more than 600 individuals as they registered and participated in the ongoing community discussion. As part of the outreach at public forums, parades, and other community events, nearly 1,000 people wrote ideas on sticky notes and posted them on the Inspire Littleton idea boards. Some drew pictures representing what they love about Littleton or what they think would make Littleton an even better place to live. As of November 2013, the 608 active participants on the website, 7,106 visitors, and 51,752 page views generated 557 ideas and provided 857 comments on those ideas.

Updating

A snapshot in time, the Comprehensive Plan should be monitored for its effectiveness and regularly updated to better reflect current conditions, issues, and opportunities. At a minimum, the planning

board should initiate a Comprehensive Plan review every five years and, if deemed necessary, update the plan.

Related Plans

The 2013 Comprehensive Plan has two sections: the Citywide Plan and the small area plans. Whereas the Citywide Plan provides the foundation for the Comprehensive Plan, the small area plans provide specific objectives, strategies, and metrics for each of the targeted small areas. The small area plans are divided into three categories: neighborhood plans, corridor plans, and activity area plans, as shown on the following page in Figure D.

- Neighborhood plans address a specific residential area within the city. There are nine neighborhoods defined within the city boundaries. Each neighborhood plan will be updated as deemed necessary by the planning board and city council. A list of all neighborhood plans is listed in Figure D. As neighborhood plans are updated or created (where no plan exists currently), public outreach will be conducted to solicit input from residents in the neighborhood. As plans are updated, neighborhood boundaries may be revised to better represent the current and anticipated conditions.
- Corridors generally represent linear areas along major arterial streets and commercial corridors.
 Figure E illustrates the preliminary configuration of the corridors. The boundaries of neighborhood plans and corridor plans will not overlap to avoid conflicting objectives. Each corridor plan will define specific objectives, strategies, guidelines, and metrics for achieving its goals and policies.
- Activity Areas are targeted areas that have a potential for new development or redevelopment and are usually within the study area of a corridor plan or neighborhood plan. These can serve as catalyst areas for economic development efforts, public / private joint ventures, or special districts to encourage innovative development. Each activity area plan will define specific objectives, strategies, guidelines, and metrics for encouraging, designing, and implementing development that stimulates the area and complements the underlying corridor plan and/or neighborhood plan(s). Preliminary activity areas have been identified in figure d, but the planning board and city council may add or delete activity areas as market conditions change. Activity area plans may be contained within corridor plans or neighborhood plans.

Other reports and documents used to draft the 2014 Citywide Plan are regional land use plans; state, regional, and city transportation plans; and park plans. These documents complement the Comprehensive Plan and are considered to be advisory to it, even though they may not be referenced individually by the plan or adopted as elements of the plan.

A. Citywide Plan

The Citywide Plan is comprised of two sections that guide the city's future land-use-related actions. The first – **Part I: Goals and Policies** – is based on values that were articulated through Inspire Littleton's two year process of gathering community ideas and feedback. These values reflect themes that resonated throughout citizen comments on why this community is special and what they would like Littleton to become. These core values form the foundation for the Neighborhood, Corridor, and Activity Area Plans that will guide development and decision- making tailored to each community's needs. In this combination, future planning, development, land use, and zoning decisions should reflect the overarching Goals and Vision outlined here.

The second section – **Part II: Transformative Actions** – describes strategic actions in areas of primary importance necessary to achieve the citywide Goals and Policies outlined in Part I. These actions will guide all underlying plan and policy documents, as well as zoning code changes, budget decisions, and capital investments. To achieve the citizens' vision for Littleton, there must be a collaborative, long-term commitment to these strategic actions.

Vision for the Future of Littleton

Littleton is a community that embraces its authentic small-town qualities while enjoying the advantages of a metropolitan area. The city should continue to exemplify and promote a sustainable economy, environment, and society. Littleton will:

- Respect and build upon its history
- Foster its small-town, family-friendly character
- Be home to people of all ages and backgrounds
- Value livability, diversity, and progress
- Promote a vibrant economy for individuals, businesses, and the city as a whole
- Value the importance of its citizens and its natural resources
- Manage and direct change
- Strive for sustainability in economic, environmental, and social decisions
- Raise the bar to increase the quality of community and economic development

Part 1: Goals and Polices

Goal 1: A Dynamic Littleton

Foster a vibrant and evolving community.

A Dynamic Littleton – Policies

- 1.1 Generate more opportunities for residents to live, shop, and play where they work and to work, shop, and play where they live.
- 1.5 Identify the Activity Areas, such as those around the light rail stations, that might benefit from public/private investment.

Partner with private-sector individuals and entities to explore, promote, and follow-through with the best prospects.

- 1.6 Encourage housing that responds to changing demands in the local housing market, allows every generation and income group to call Littleton home, and is otherwise consistent with this plan.
- 1.7 Evaluate the redevelopment potential of blighted properties. Work with owners throughout the redevelopment process to encourage sustainable uses and design to optimize mitigation of possible negative effects on adjacent uses.
- 1.8 Require that new commercial development be appropriately buffered from adjacent uses.

Goal 2: An Outdoor Littleton

Capitalize and expand upon Littleton's most valuable outdoor resources, including the South Platte River and its tributaries; the High Line Canal; and the city's parks, open space, trails, panoramic views, landscape, wildlife, recreational facilities, and public gathering places. Make these resources as available to the public as possible while protecting and enhancing them.

An Outdoor Littleton - Policies

- 2.1 Treat the South Platte River and its tributaries as one of the city's most important assets.
 - a. Inventory, protect, and enhance the river's primary natural areas and wildlife habitat.
 - b. Beyond the areas categorized as the most important natural areas and wildlife habitats, identify locations adjacent to the river that are appropriate for enlivening urban land uses. For example, consider restaurants with outside dining, multiple-unit housing, outdoor-related retailers, bicycle and rollerblade rentals, and other activities for people of all ages and with a diversity of interests.
- 2.3 Encourage inviting outdoor activity and gathering places in new developments.

Goal 3: A Connected Littleton

Enhance local, regional, and global linkages - physical, social, and technological.

A Connected Littleton - Policies

- 3.1 Incorporate the concept of complete streets into the city's efforts to better accommodate and reduce conflicts among multiple modes of traffic and to help make the city more pedestrian, bicycle, and vehicle- friendly.
- 3.4 Provide inviting connections between commercial development and adjacent residential neighborhoods.
- 3.6 Generate a creative and comprehensive way- finding system that reinforces Littleton's sense of place, while providing directions within the city.
- **3.7** Remain technologically current while integrating information and communication technology throughout the city.

Goal 4: A Distinctive Littleton

Maintain and expand upon the characteristics that make Littleton an authentic and distinctive community.

A Distinctive Littleton - Policies

- 4.2. Encourage preservation of historic structures, districts, and places that are significant to Littleton history.
- 4.4. Encourage "architecture of place" and small, independent businesses that differentiate Littleton from nearby municipalities.
- 4.5. Create distinctive gateways to the city, its downtown, and other points of interest.

Part II: Transformative Actions

The three actions described below are the most critical steps for achieving the city's Vision, Goals, and Policies. Successful completion of these actions requires a comprehensive and long-term commitment; concerted effort; collaboration between local, regional, and governing agencies; and private-sector investment.

Transformative Action 1: Highlight the River

- 1.4 Set the stage for new development or redevelopment at the identified locations. Use tools such as zoning and capital improvements to accomplish this.
- 1.5 Attract the best possible development and redevelopment to the identified areas. Employ economic and procedural instruments to realize this.
- 1.6 Focus public and private investments along the river.
- 1.7 Locate and design public investments so that they optimize their potential to leverage private investments.

Transformative Action 2: Focus on Activity Areas and Corridors

- 2.1 Identify and designate as Activity Areas or Corridors those locations or street corridors, respectively, where additional new development or redevelopment is desired and either occurring or anticipated. Designated areas should be those that will have the most transformative impacts on achieving the city's Vision.
- 2.2 Use tools such as small area plans, zoning, capital improvements, and other incentives to set the stage for redevelopment and new development in designated activity areas and corridors.
- 2.3 Encourage desired development and redevelopment in designated activity areas and corridors.

Transformative Action 3: Direct Littleton's Growth

3.5 Implement the city's economic plan; review and revise it as necessary in order to remain current. See the city's website, littletongov.org, for a link to the plan.

The Comprehensive Plan is the foundation of both quasi-judicial land-use decisions and administrative decision-making. The Citywide Plan provides an overall decision making framework and the neighborhood, corridor, and activity area plans provide more detailed guidance.

City of Littleton Economic Plan, adopted 2013 (excerpts taken verbatim)

Introduction

Littleton is a city with many assets. It is a great community in which to live, work and play. It possesses an attractive hometown feeling, an extensive system of parks and interconnected trails, a historic Main Street, light rail access and superior public schools. These attributes are a strong foundation on which to build ongoing economic vitality and a proactive plan for strategic development. Other states and neighboring communities have outlined plans and identified tools that help attract and retain businesses and guide the development of vacant land, underutilized corridors, infill improvements, and the revitalization of residential areas. To remain competitive, Littleton must do more.

<u>Risk</u>

The risk of failing to act is a decline in retail sales. The city cannot afford any measureable reduction in sales tax revenue. A proactive plan calls for an analysis of the current and future retail market as well as a long-term plan for additional revenue streams.

Opportunity Cost

The cost of doing nothing or failing to act is lost opportunity. With retail trends shifting, the city must evaluate the potential impacts on existing and incoming retailers. The plan should encourage attraction of retail operations on the upswing, help mitigate decline of existing operations and minimize leakage to other jurisdictions.

Overview

The City of Littleton is home to approximately 2,493 businesses employing more than 28,510 workers. These two figures indicate success in retaining and attracting dynamic businesses offering a wide variety of employment opportunities. Jobs are important to the city for a variety of reasons, but primarily because people working in the community spend money here and often desire to live here, both of which result in sales tax revenue. While tax revenue is important, it is the vibrant and vital interplay between residential, business, and retail uses that help define the city's unique draw. With its structural reliance on sales tax revenue for operations, the city needs to be particularly supportive of retail businesses. Additionally, employees who commute to Littleton for work may decide to purchase a residence or shop in the city, which means more people and activity helping to expand the retail, residential, and employment market.

Challenging economic conditions and competition from other cities requires a thoughtful and flexible Economic Plan. The city needs to approach the business and community development process with a "yes" first attitude, an open mind and new tools that allow it to foster vitality. The city needs a plan that provides resources to retain and grow existing business and addresses the requirements for attracting new business. By implementing the Comprehensive Plan and Economic Plan, the city can achieve the following results. **Note: Those bolded in red below are particularly relevant as they relate to the objectives stated in this Plan.**

- * Retain and strengthen existing businesses
- * Attract new businesses that offer new employment opportunities and new sources of revenue
- * Promote new growth and development located along major transit lines and proximate to retail and service hubs in order to increase the customer base for Littleton businesses
- Improve the quality and availability of single-family housing through encouraging reinvestment in existing housing stock, an affordable senior housing rehab incentive program and expanded housing and graduated care options within or proximate to Littleton
- * Encourage new housing development to complement existing housing stock and bolster local property values
- * Improve or redevelop distressed and underperforming shopping areas
- * Identify and improve undeveloped and underdeveloped properties along major corridors to meet the goals of the Comprehensive Plan
- * Increase employment opportunities
- * Expand the availability of products and services in Littleton
- * Make strategic investments in expanding Littleton's parks and open space system in order to strengthen connections while stimulating high-quality development/redevelopment
- * Develop, recognize and capitalize on strategic relationships and partnerships that make Littleton a great community

Assets, Priorities & Opportunities

<u>Assets</u>

Source: Citizen Survey, Business Survey, Inspire Littleton and Staff

- 1. Hometown Feel
- 2. Schools
- 3. Light Rail
- 4. Historic Main Street
- 5. Diverse Residential Areas
- 6. City Support of Business
- 7. Open Space and Interconnected Bike Paths and Trails
- 8. Health Care and Technology Business Clusters in South Park
- 9. Museum, Library, Buck Center, Hudson Gardens
- 10. South Platte River, Carson Nature Center, South Platte Park
- 11. Community Events
- 12. Educated Workforce
- 13. Developable Land with Great Visibility and Access
- 14. Developable Sites with Entitlements in Place

Priorities

Source: Citizen Survey, Business Survey, Inspire Littleton and Staff

- 1. Create Incentive for Business Investment (Meeting Site Selector Requirements)
- 2. Engage Property Owners and Developers
- 3. Inventory Existing Parking and Additional Options for the Downtown Area
- 4. Strategic Revitalization Along Major Corridors (Littleton Boulevard, Santa Fe, Broadway)
- 5. Update Aging Shopping Centers
- 6. Restore Underperforming Shopping Centers
- 7. Strategically Expand Retail Options
- 8. Diversification of Revenue Streams
- 9. Expand Employment Opportunities
- 10. Revitalize Northeast Neighborhood
- 11. Update and Increase Available Housing with Revitalization Programs

- 12. Increase Senior Housing Options
- 13. Attract More Students for K-12

Opportunities

- 1. Infill Development
- 2. Redevelopment
- **3. Transit Oriented Development**
- 4. Health and Wellness
- 5. Technology and Information
- 6. Creative Industries
- 7. Tourism and Outdoor Recreation
- 8. Downtown as an Economic Engine

Immediate Priorities

Priority #1 Create Incentives for Business Investment (Meeting Site Selector Requirements)

- Issue: Site selectors are looking for properties that meet specific functional/location requirements as well as overall cost profiles including public incentives and finance mechanisms. Competitor cities offer a variety of incentives and many have more diverse property offerings. The right incentives can help when site selector goals can't be completely accommodated by the private sector alone.
- Solution(s): To remain competitive with other cities, Littleton needs to offer the tools required to attract and complete developments (TIF's, PIF's, Sales Tax Sharing Agreements, Use Tax Rebates, and Permit Fee Abatement).
- Priority #2 Engage Property Owners and Developers

Being landlocked with limited vacant land for development in private ownership requires several things.

- Issue: Communication and positive rapport with land owners and developers.
- Solution(s): Identify land owners and developers. Engage them in an ongoing communication to include access to the city manager and department representatives empowered to expedite the development process.

- Issue: Partner with owners, developers and the affected community to gain expeditious approval of projects that further the goals of the Comprehensive Plan.
- Solution(s): Expedite projects that meet economic and land use goals whenever possible. Continue to amend development codes to ensure all steps in process add value to the outcome. Provide feasible alternatives when necessary. Identify specific uses and desired types of development.
- Issue: Strategies for a proactive approach to infill development.
- Solution(s): Engage property owners in regular communications. Hold commercial property owner roundtables to discuss issues and describe city resources, including the "Revitalization Incentive Grant." Identify specific uses and desired development. Provide the tools required for strategic infill improvements such as making limited property acquisitions through typical arm's length transactions that facilitate assemblage; or a land exchange with current city owned parcels. Use public tools to guide higher quality development that implements the city's goals that would otherwise not be viable.
- Priority #4 Strategic Revitalization along Major Corridors (Littleton Boulevard, Santa Fe and Broadway)
- Issue: The city has three major corridors that need improvement and strategies for sustainable development as identified by the Comprehensive Plan. The city needs to identify the major assets and issues and mechanisms for new development and redevelopment. Sub-area plans for each of these areas should be a high priority and those plans should include a strategic relationship to one another. A variety of development tools should be considered to implement the plans.
- Solution(s): The reformation of an Urban Renewal Authority to identify districts and projects and implement improvements. Focusing revitalization along Littleton Boulevard and Broadway will have several positive impacts. Littleton Boulevard is the gateway to downtown Main Street and strategic redevelopment would benefit both areas. The Broadway corridor is improving one or two parcels at a time. A more comprehensive strategy would help create a more cohesive appearance and feel. Many experts recommend planned developments that border and face onto as opposed to away from the river. Various city plans have recognized the Santa Fe corridor as a premier location for mixed-use development. These plans should be reviewed to determine if what currently exists will help encourage connections to the South Platte River.

Medium to Long-Term Priorities

Priority #5 Update Aging Shopping Centers

- Issue: Many of the area shopping centers suffer from deferred maintenance and outdated appearance.
- Solution(s): Provide grant programs that incentivize improvements that benefit and enhance the public realm for existing tenants and make the center more appealing for new tenants. The city offers a matching grant for this purpose known as the "Revitalization Incentive Grant Program." Improvements would help attract more viable merchants and an increased customer base. Additional tools, where appropriate and legally permissible, should include PIF's, Sales Tax Sharing Agreements, and Use Tax Rebates.

Priority #6 Restore or Redevelop Underperforming Shopping Centers to Meet Market Demands

- Issue: Many of the area shopping centers are experiencing vacancies as well as underperforming merchants. This may be due to physical issues or an eroded market area.
- Solution(s): The city should explore opportunities to restore underperforming or obsolete commercial properties to an economically efficient condition. This may include strategic property acquisition or land use changes that allow mixed-use opportunities.

Priority #7 Strategically Expand Retail Options

- Issue: The largest source of revenue for the city is retail sales tax. One or two larger retailers can produce as much sales tax as all smaller retailers combined. For a variety of reasons, some residents and small business owners oppose big box retailers, while others prefer larger retailers.
- Solution(s): More desirable larger retailers need to be identified and courted in order for the city to sustain its fiscal health. The Economic Development Department will research site requirements, corporate contacts and public response to companies such as Whole Foods, Trader Joes, Cabelas, etc. Once good candidates are identified and vetted, staff will establish communication and proactively seek a location in the city through an incentive package. Incentives should include TIF's, PIF's, GID's, Sales Tax Sharing Agreements, Use Tax Rebates, and Permit Fee Abatement.

Priority #10 Revitalize the Northeast Neighborhood

- Issue: Although many issues related to the Northeast Neighborhood have been improved with code enforcement and some renovation and scrape and rebuild, and aging multi-family apartments remain a concern.
- Solution(s): The city should encourage improvements in residential areas and engagement of the community. Continued use of the city CDBG allocation for infrastructure improvements is advised. The city should further explore development of a Northeast Neighborhood Community Group that would include residents, property owners, community service providers and city representatives. A properly facilitated, ongoing interaction could

provide valuable insights from the participants regarding their impressions about their community and what the city does to care for the area. A sub-area plan for commercial properties along Littleton Boulevard should recommend land use changes and improvements that would be supported by the neighborhood and bring new people to the area as well.

Opportunities

There are a number of opportunities within the city that will require city investment in order to "harvest" true potential. These opportunities may involve areas where current zoning is not reflective of development potential under current and future market conditions. This potential may include changing or broadening uses, or may also include significant density increases over what is currently allowed by zoning. Encouragement of sustainable development includes a proactive approach with the city working with property owners and developers to achieve the optimum use of property consistent with the Comprehensive Plan.

By definition, these opportunities will require sufficient direct economic return to justify the city's investment. Results should be far greater than pure direct economic return, however: by engaging in thoughtful planning and strategy, the city investment will generate a virtuous circle of benefits that extend far beyond direct economic return, and position the city for a sustainable renaissance.

1. Infill Development

There are opportunities related to the remaining, first-generation development parcels. With proactive city engagement, there is the opportunity to raise the bar: different or mixed uses, higher density, and higher quality developments. The city can choose to become a stakeholder and partner in transformative change have far-reaching consequences. Becoming a proactive partner in meeting the challenges of the future will signal a return to the strong and mixed-use community fabric that historically defined the City of Littleton.

2. Redevelopment

The city has a number of aging commercial districts that may no longer be viable in today's economy. These districts are characterized by large land assemblages and define significant potential opportunity by virtue of their location and size. The city can be instrumental in reversing a downward spiral of deterioration and tenant strength by encouraging re-investment that will transform and help redefine the future of these properties and surrounding areas within the city.

Redevelopment in some cases might mean demolition and rebuilding while in other cases it might mean increasing density to re-energize uses which are not otherwise viable.

Amended Columbine Square Urban Renewal Plan

City of Littleton, Colorado

Appendix B:

Original and Amended Columbine Square Urban Renewal Plan Area - Legal Description

LEGAL DESCRIPTION - COLUMBINE SQUARE URBAN RENEWAL AREA #1 BOUNDARY

AREA 1-1

A TRACT OF LAND LOCATED IN SECTION 17, TOWNSHIP 5 SOUTH, RANGE 68 WEST OF THE 6TH PRINCIPAL MERIDIAN, CITY OF LITTLETON, COUNTY OF ARAPAHOE, STATE OF COLORADO, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE EASTERLY RIGHT-OF-WAY LINE OF SOUTH LOWELL BOULEVARD AND THE SOUTH RIGHT-OF-WAY LINE OF WEST BELLEVIEW AVENUE. SAID POINT BEING THE NORTHWEST PROPERTY CORNER OF ASSESSOR PARCEL NO. 2077-17-2-00-001;

THENCE EASTERLY 345 FEET TO A POINT ON THE WEST RIGHT-OF-WAY LINE OF SOUTH LINDEN DRIVE;

THENCE SOUTHWESTERLY 1136 FEET TO A POINT ON THE SOUTH PROPERTY CORNER OR ASSESSOR PARCEL NO. 2077-17-2-22-001;

THENCE NORTHERLY 1080 FEET TO THE POINT OF BEGINNING;

CONTAINING A CALCULATED AREA OF 4.2 ACRES.

THE ABOVE DESCRIPTION INCLUDES THE FOLLOWING ASSESSOR PARCELS

PARCEL #2077-17-2-00-001, 2077-17-2-00-002, 2077-17-2-00-003 AND 2077-17-2-22-001

AREA 1-2

TOGETHER WITH

A TRACT OF LAND LOCATED IN SECTION 17, TOWNSHIP 5 SOUTH, RANGE 68 WEST OF THE 6TH PRINCIPAL MERIDIAN, CITY OF LITTLETON, COUNTY OF ARAPAHOE, STATE OF COLORADO, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE EASTERLY RIGHT-OF-WAY LINE OF SOUTH IRVING STREET AND THE SOUTH RIGHT-OF-WAY LINE OF WEST BELLEVIEW AVENUE. SAID POINT BEING THE NORTHWEST PROPERTY CORNER OF ASSESSOR PARCEL NO. 2077-17-2-15-019;

THENCE EASTERLY 1240 FEET TO A POINT ON THE WEST RIGHT-OF-WAY LINE OF SOUTH FEDERAL BOULEVARD;

THENCE SOUTHEASTERLY 55 FEET TO A POINT OF CURVATURE

THENCE SOUTHWESTERLY THROUGH A CURVE TO THE RIGHT 550 FEET;

THENCE SOUTHWESTERLY 206 FEET TO A POINT OF CURVATURE;

THENCE SOUTHEASTERLY THROUGH A CURVE TO THE LEFT 565 FEET TO A COMMON PROPERTY CORNER OF ASSESSOR PARCEL NO. 2077-17-2-15-012 AND 2077-17-2-16-001;

THENCE CONTINUING SOUTHWESTERLY ALONG SAID CURVE TO THE RIGHT 70 FEET;

THENCE SOUTHWESTERLY 177 FEET TO A POINT OF CURVATURE;

THENCE SOUTHWESTERLY THROUGH A CURVE TO THE RIGHT 47 FEET TO A POINT ON THE NORTH RIGHT-OF-WAY LINE OF SOUTH FEDERAL CIRCLE AND THE SOUTHEAST PROPERTY CORNER OF ASSESSOR PARCEL NO. 2077-17-2-16-001;

THENCE WESTERLY 180 FEET TO A POINT OF CURVATURE;

THENCE SOUTHWESTERLY THROUGH A CURVE TO THE LEFT 116 FEET TO THE SOUTHWEST PROPERTY CORNER OF ASSESSOR PARCEL NO. 2077-17-2-16-001;

THENCE NORTHEASTERLY 323 FEET TO THE NORTHWEST PROPERTY CORNER OF ASSESSOR PARCEL NO. 2077-17-2-16-001;

THENCE WESTERLY 289 FEET TO A POINT ON THE EASTERLY RIGHT-OF-WAY LINE OF SOUTH IRVING STREET AND THE SOUTHWEST PROPERTY CORNER OF ASSESSOR PARCEL NO. 2077-17-2-15-012;

THENCE NORTHERLY 1200 FEET TO THE POINT OF BEGINNING.

CONTAINING A CALCULATED AREA OF 28 ACRES.

THE ABOVE DESCRIPTION INCLUDES THE FOLLOWING ASSESSOR PARCELS

PARCEL #2077-17-2-15-019, 2077-17-2-15-015, 2077-17-2-15-001, 2077-17-2-15-002, 2077-17-2-15-018, 2077-17-2-15-010, 2077-17-2-15-013, 2077-17-2-15-014, 2077-17-2-15-017, 2077-17-2-15-020, 2077-17-2-15-012 AND 2077-17-2-16-001

AREA 1-3

TOGETHER WITH

A TRACT OF LAND LOCATED IN SECTION 17, TOWNSHIP 5 SOUTH, RANGE 68 WEST OF THE 6TH PRINCIPAL MERIDIAN, CITY OF LITTLETON, COUNTY OF ARAPAHOE, STATE OF COLORADO, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE WEST RIGHT-OF-WAY LINE OF SOUTH FEDERAL BOULEVARD. SAID POINT BEING THE NORTHEAST PROPERTY CORNER OF ASSESSOR PARCEL NO. 2077-17-2-17-001;

THENCE SOUTHWESTERLY 430 FEET TO A POINT OF CURVATURE, SAID POINT BEING THE SOUTHEAST PROPERTY CORNER OF ASSESSOR PARCEL NO. 2077-17-2-17-004;

THENCE THROUGH A CURVE TO THE RIGHT 47 FEET TO A POINT ON THE NORTH RIGHT-OF-WAY LINE OF SOUTH FEDERAL CIRCLE;

THENCE NORTHWESTERLY 180 FEET TO A POINT OF CURVATURE;

THENCE NORTHWESTERLY THROUGH A CURVE TO THE RIGHT 126 FEET;

THENCE NORTHERLY 330 FEET TO A POINT OF CURVATURE;

THENCE NORTHEASTERLY THROUGH A CURVE TO THE RIGHT 126 FEET;

THENCE EASTERLY 180 FEET TO THE POINT OF BEGINNING.

CONTAINING A CALCULATED AREA OF 3.2 ACRES. THE ABOVE DESCRIPTION INCLUDES THE FOLLOWING ASSESSOR PARCELS PARCEL #2077-17-2-17-001, 2077-17-2-17-003 AND 2077-17-2-17-004 AREA 1-1: 4.2 ACRES AREA 1-2: 28 ACRES AREA 1-3: 3.2 ACRES

TOTAL ACREAGE FOR AREA 1 DESCRIPTIONS 35.4 ACRES