



AGENDA FOR MEETING

August 13, 2015 7:00 PM

City Hall, 2255 West Berry Avenue Littleton, Colorado

- 1) Roll Call
- 2) Review and Approval of Minutes
 - a. July 9, 2015 – Video Recording
- 3) Announcements
- 4) Public Appearances – 4 Minutes per Speaker
- 5) Financial Report
 - a. July Monthly Financial Statements
 - b. Check Register through July 31, 2015
- 6) Committee Reports
 - a. Director’s Report
 - b. Attorney’s Report
- 7) Unfinished Business
 - a. City IGA for Administrative Services - Discussion
- 8) New Business
 - (i) Temporary Consent to not retain property tax increment - Resolution
 - a. Littleton Public Schools IGA Letter
 - b. South Suburban Park and Recreation District IGA Letter
 - c. Urban Drainage & Flood Control TIF Revenue Remittance Letter
- 9) Other
- 10) Adjournment

LITTLETON INVESTS FOR TOMORROW URBAN RENEWAL AUTHORITY
STATEMENT OF REVENUE, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
FOR THE 1 MONTH PERIOD ENDING July 31, 2015

ITEM 5) a.

GENERAL FUND

Revenue	Annual Budget	Year to Date Actual	Variance
Other Income	0	0	0
Interest Income	0	0	0
Retainer Agreements	40,000	0	(40,000)
Administrative Fees	120,000	0	(120,000)
Total Revenue	160,000	0	(160,000)
Expenditures			
Audit Charges	5,500	900.00	4,600
Consulting Services CIG	12,000	5,479.80	6,520
Consulting Services (Ricker Cunningham)	1,000	9,737.50	(8,738)
Contract Services (Director)	36,000	16,676.66	19,323
Contract Services administrative	4,000	160.00	3,840
Dues & Memberships - DCI	350		350
Insurance	0		0
Legal Services-General	14,000	21,521.44	(7,521)
Legal Services-Cap. Projects	20,000		20,000
Meetings	1,200		1,200
Miscellaneous	3,000		3,000
Office Expense	1,500	691.02	809
Services - General	2,000	1,915.00	85
Total Expenditures	100,550	57,081.42	43,469
Excess of Revenue over (under) Expenditures	59,450	(57,081.42)	
Other Financing Sources			
City Loan Draw		50,000.00	
Excess of Revenue & Other Sources over (under) Expenditures			
Fund Balance - Beginning	16,636	16,636	
Fund Balance - Ending	76,086	9,555	

**LITTLETON INVESTS FOR TOMORROW URBAN RENEWAL AUTHORITY
STATEMENT OF REVENUE, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
FOR THE 1 MONTH PERIOD ENDING July 31, 2015**

ITEM 5) a.



Littleton Invests For Tomorrow

ITEM 5) b.

2255 W. Berry Ave., Littleton, CO 80120

Printed Regular Checks

Wells Fargo - Main Checking #2262087701 - Distribution Detail Dates: 7/1/15 - 7/31/15

Chk No.	Date	Vendor ID	Description	Distribution Amount
2370	7/21/15	Rees	Executive Dir Services: 6/1/15 - 6/30/15	585.00
2371	7/21/15	Communications Infrastructure Group	Communications: 6/1/15 - 6/30/15	714.75
2372	7/21/15	HPW&C	Legal Services 6/1/15 - 6/30/15	259.00
2373	7/21/15	City of Littleton	Agenda Printing 7/9/15	2.68
				1,561.43

ACCOUNT DISTRIBUTIONS

Budget Category	Account Description	Current Amount	Exp. To date	Budget
Consulting Services	CIG	714.75	5,479.80	12,000.00
Contract Services	Executive Director	585.00	16,676.66	36,000.00
Legal Services	General	259.00	21,521.44	14,000.00
Office Expense	Printing	2.68	691.02	1,500.00
Total		1,561.43	44,368.92	63,500.00

Littleton Invests For Tomorrow

ITEM 5) b.

2255 W. Berry Ave., Littleton, CO 80120

Printed Regular Checks

Wells Fargo - Main Checking #2262087701 - Distribution Detail Dates: 7/1/15 - 7/31/15

Check Amount

585.00

714.75

259.00

2.68

1,561.43

Balance

6,520.20

19,323.34

(7,521.44)

808.98

19,131.08

James W. Rees
520 Silver Spring Circle
Colorado Springs, CO 80919

Invoice No. 615

Date: 7/21/15

Littleton Invests for Tomorrow
Attn.: Justin Hay
2255 W. Berry Avenue
Littleton, Colorado 80120

Consultant services from 6/1/15 through 6/30/15 provided Littleton Invests for Tomorrow Authority, for executive director services.

TOTAL: \$585.00

Date	Description	Hours	Rate	Total
June'15				
6/11/2015	Meeting w/ Denise Stephens, mail	2	130	260
6/11/2015	Travel from Littleton - Colo. Spgs	1	65	65
6/24/2015	June Financial report - checks	2	130	260
	Total			585



p.o. box 398 evergreen, CO 80437
 e.thinking@cig-pr.com
 o. 303.670.2537
 f. 303.679.2743

COMMUNICATION
 INFRASTRUCTURE
 GROUP

Invoice

Bill To

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

Date	Terms	Invoice #
6/30/2015	Due Upon Receipt	15175

Description	Hours	Rate	Amount
STRATEGIC COMMUNICATION SUPPORT:			
Project Management - Angela Shelbourn	0.75	108.00	81.00
Specialist - Anna Lofgreen	9.75	65.00	633.75
Subtotal			\$714.75
Sales Tax			\$0.00
TOTAL DUE			\$714.75

Thank you for choosing Communication Infrastructure Group, LLC to support your communication needs.



STATUS REPORT June 30, 2015

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

JUNE 2015 – WORK DETAIL

LIFT Tasks / Deliverables: June 1-30, 2015

- Checked hotline messages daily
- Looked for information for social media posts
- Drafted social media posts
- Published social media posts
- Searched for images for social media posts
- Followed up with Angela about City of Littleton tasks
- Researched content for social media posts
- Looked into the hotline greeting issue
- Updated website and calendar to reflect June 11 meeting cancellation
- Discussion with Anya about City of Littleton hotline, website and social media updates

Thank you for choosing Communication Infrastructure Group, LLC to support your communication needs.

*Communication Infrastructure Group, LLC
P.O. Box 398
Evergreen, CO 80437
(303) 670-2537 (o) (303) 592-5460 (f)
thinking@cig-pr.com
www.cig-pr.com*

Date: 06/01/2015 to 06/30/2015
Client: City of Littleton
Project: 00091-Strategic Communications Support (LIFT)
Project Manager: Matt Wittern
Project Scope:
Group By: Personnel
Report Type: Detail

Personnel	Task	Description	Date	Rate	Hours	Fees
Lofgreen, Anna	Client Support	Checked hotline messages	06/30/2015	\$0.00	0.25	\$0.00
Lofgreen, Anna	Client Support	Checked hotline messages	06/29/2015	\$0.00	0.25	\$0.00
Lofgreen, Anna	Client Support	Checked hotline messages	06/26/2015	\$0.00	0.25	\$0.00
Lofgreen, Anna	Client Support	Checked hotline messages	06/24/2015	\$0.00	0.25	\$0.00
Lofgreen, Anna	Client Support	Looked for information for social media posts	06/23/2015	\$0.00	1.25	\$0.00
Lofgreen, Anna	Client Support	Checked hotline messages	06/23/2015	\$0.00	0.25	\$0.00
Lofgreen, Anna	Client Support	Drafted social media posts	06/23/2015	\$0.00	1.00	\$0.00
Lofgreen, Anna	Client Support	Checked hotline messages	06/22/2015	\$0.00	0.25	\$0.00
Lofgreen, Anna	Client Support	Checked hotline messages	06/19/2015	\$0.00	0.25	\$0.00
Lofgreen, Anna	Client Support	Checked hotline messages	06/17/2015	\$0.00	0.25	\$0.00
Lofgreen, Anna	Client Support	Checked hotline messages	06/16/2015	\$0.00	0.25	\$0.00
Lofgreen, Anna	Client Support	Checked hotline messages	06/15/2015	\$0.00	0.25	\$0.00
Lofgreen, Anna	Client Support	Checked hotline messages	06/12/2015	\$0.00	0.25	\$0.00
Lofgreen, Anna	Client Support	Published social media posts	06/12/2015	\$0.00	0.75	\$0.00
Lofgreen, Anna	Client Support	Checked hotline messages	06/11/2015	\$0.00	0.25	\$0.00
Lofgreen, Anna	Client Support	Checked hotline messages	06/10/2015	\$0.00	0.25	\$0.00
Lofgreen, Anna	Client Support	Drafted social media posts	06/10/2015	\$0.00	0.50	\$0.00
Lofgreen, Anna	Client Support	Searched for images for social media posts	06/10/2015	\$0.00	0.25	\$0.00
Lofgreen, Anna	Client Support	Checked hotline messages	06/09/2015	\$0.00	0.25	\$0.00
Lofgreen, Anna	Client Support	Followed up with Angela about City of Littleton tasks	06/09/2015	\$0.00	0.25	\$0.00
Lofgreen, Anna	Client Support	Researched content for social media posts	06/09/2015	\$0.00	0.75	\$0.00

Lofgreen, Anna	Client Support	Looked into the hotline greeting issue	06/09/2015	\$0.00	0.25	\$0.00
Lofgreen, Anna	Client Support	Checked hotline messages	06/08/2015	\$0.00	0.25	\$0.00
Lofgreen, Anna	Client Support	Checked hotline messages	06/05/2015	\$0.00	0.25	\$0.00
Lofgreen, Anna	Client Support	Checked hotline messages	06/04/2015	\$0.00	0.25	\$0.00
Lofgreen, Anna	Client Support	Checked hotline messages	06/02/2015	\$0.00	0.25	\$0.00
Lofgreen, Anna	Client Support	Checked hotline messages	06/01/2015	\$0.00	0.25	\$0.00
Lofgreen, Anna					9.75	\$0.00
Shelbourn, Angela	Project Management	Updated website and calendar to reflect June 11 meeting cancellation	06/09/2015	\$0.00	0.50	\$0.00
Shelbourn, Angela	Project Management	Discussion with Anya about City of Littleton hotline, website and social media updates	06/09/2015	\$0.00	0.25	\$0.00
Shelbourn, Angela					0.75	\$0.00
Total					10.50	\$0.00

The Law Offices of
HOFFMANN, PARKER, WILSON & CARBERRY, P.C.
1530 Sixteenth St.
Suite 200
Denver, Colorado 80202
(303) 825-6444
Federal Tax ID: 84-0997888

LITTLETON INVESTS FOR TOMORROW
2255 W. BERRY AVE.
LITTLETON CO 80120

Page: 1
06/30/2015
Account No:412054-002M
Statement No: 19

Attn: JIM REES, EXEC DIRECTOR

ADMINISTRATION

		Hours	
06/01/2015	CYH BEGIN MEMORANDUM RE HB 1348	0.40	74.00
	CYH CONFERENCE CALL WITH M. PENNY, K, SCHLEDORN AND J. HAY	0.30	55.50
06/02/2015	CYH COMPLETE MEMORANDUM RE APPLICATION OF HOUSE BILL 1348	0.40	74.00
06/30/2015	CYH CONFERENCE CALL RE POTENTIAL AMENDMENTS TO AGREEMENTS	0.30	55.50
	For Current Services Rendered	1.40	259.00
	Total Current Work		259.00
	Balance Due		<u>\$259.00</u>

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LITTLETON INVESTS FOR TOMORROW
2255 W. BERRY AVE.
LITTLETON CO 80120

Page: 1
06/30/2015
Account No: 412054M

Attn: JIM REES, EXEC DIRECTOR

	Previous Balance	Fees	Expenses		Payments	Balance
412054-002 ADMINISTRATION	0.00	259.00	0.00	0.00	0.00	<u>\$259.00</u>

City of Littleton

2255 WEST BERRY AVENUE
LITTLETON, CO 80120
(303) 795-3764

INVOICE	
Invoice Date	7/14/2015
Invoice ID	12609
Amount Due: \$ 2.68	Page 1

CUSTOMER

SHIP TO

LITTLETON INVESTS FOR TOMORROW
C/O JIM REES
2255 W BERRY AVE
LITTLETON, CO 80120

LITTLETON INVESTS FOR TOMORROW
C/O JIM REES
2255 W BERRY AVE
LITTLETON, CO 80120

----- Please detach and return this portion with your remittance -----

Customer ID	Customer PO No.	Order Date	Shipped Via		FOB
1149		7/14/2015			
Terms		Due Date	If Paid By	Deduct	Sold By
30		8/13/2015		\$ 0.00	

Item No.	Description	Qty	Unit	Unit Price	Discount	Extended Price
2479	COPIES SEE ATTACHED ITEMIZATION	1.00	PER SET	\$2.68		\$2.68

Subtotal	\$2.68
Sales Tax	\$0.00
Total	\$2.68
Total Due	\$2.68

Quantity	Description	Unit Price	Total
18	Agenda - color copies - 1 sheet	\$0.06	\$1.08
10	Check register - April - b&w	\$0.01	\$0.10
40	Agreement - LIFT & Comm Infrastrucure	\$0.01	\$0.40
40	Agreement - Item 7(a)	\$0.01	\$0.40
10	Resolution - Item 7(a)	\$0.01	\$0.10
10	Statement of Revenue 5(a)(i)	\$0.01	\$0.10
10	Statement of Revenue 5(a)(ii)	\$0.01	\$0.10
10	Statement of Revenue 5(a)(iii)	\$0.01	\$0.10
10	Check register - June	\$0.01	\$0.10
10	Resolution 8(a)	\$0.01	\$0.10
10	Check register - May	\$0.01	\$0.10
	Subtotal		
	Sales Tax		
	Shipping & Handling		
	Total Due		\$2.68

Check Book Register 2014 - 7/2015

ITEM 5) b.

DATE	CK NO.	NAME/ITEM	DEPOSIT	CKorWD
		Balance Forward		
		2014		
4/17		Deposit/Wire from ColoTrust	5,000.00	
		Wells Fargo Wire Transfer Fee		15.00
4/21	2281	Hayes Phillips Hoffmann Legal Services		1,073.00
5/13	2282	Colorado Community Media Legal Notice		12.88
5/23		Deposit/Wire from ColoTrust	5,000.00	
		Wells Fargo Wire Transfer Fee		15.00
5/23	2283	Jim Rees Executive Director Consultant		2,082.16
	2284	Ricker Cunningham Urban Renewal Plans		6,300.00
	2285	Graham-Secretarial Services thru May		200.00
6/13		Deposit/Wire from ColoTrust	20,000.00	
		Wells Fargo Wire Transfer Fee		15.00
6/16	2286	Jim Rees Executive Director Consultant		2,149.32
	2287	Hayes Phillips Hoffmann Legal Services		1,054.50
	2288	Ricker Cunningham Urban Renewal Plans		4,000.00
	2289	Ricker Cunningham Urban Renewal Plans		4,000.00
	2290	Ricker Cunningham Urban Renewal Plans		3,400.00
	2291	Graham-Secretarial Services June		112.97
7/3	2292	Jim Rees Executive Director Consultant		1,888.84
7/21		Deposit/Wire from ColoTrust	10,000.00	
		Wells Fargo Wire Transfer Fee		15.00
7/22	2293	Ricker Cunningham Urban Renewal Plans		4,000.00
	2294	Ricker Cunningham Urban Renewal Plans		4,000.00
	2295	Ricker Cunningham Urban Renewal Plans		2,800.00
8/11		Deposit/Wire from ColoTrust	10,000.00	
		Wells Fargo Wire Transfer Fee		15.00
	2296	Hayes Phillips Hoffmann Legal Services		1,165.50
	2297	Jim Rees Executive Director Consultant		3,003.24
	2298	Graham-Secretarial Services June-Aug 11		240.00
8/12	2299	Hayes Phillips Hoffmann Legal Services		2,405.00
8/15		Deposit/Wire from ColoTrust	85,000.00	
		Wells Fargo Wire Transfer Fee		15.00
8/18	2300	Ricker Cunningham Urban Renewal Plans		4,500.00
	2301	Ricker Cunningham Urban Renewal Plans		4,500.00
	2302	Ricker Cunningham Urban Renewal Plans		4,500.00
	2303	Ricker Cunningham Urban Renewal Plans		4,500.00
	2304	Ricker Cunningham Urban Renewal Plans		3,375.00
8/26	2305	City of Littleton-Printing		19.46
8/29	2306	Minuteman Press-Business Card Printing		53.50
9/6	2307	Jim Rees Executive Director Consultant		6,128.76
9/15	2308	Hayes Phillips Hoffmann Legal Services		3,942.45
9/20	2309	Graham-Secretarial Services Aug 8-Sep 9		144.80
10/20	2310	Hayes Phillips Hoffmann Legal Services		4,532.50
	2311	Jim Rees Executive Director Consultant		4,954.92
	2312	Jim Taylor-Meeting Expense/Office Supply		968.20
	2313	Ricker Cunningham Urban Renewal Plans		5,000.00
	2314	Ricker Cunningham Urban Renewal Plans		5,500.00
	2315	Communication Infrastructure Group		4,000.00
	2316	Communication Infrastructure Group		4,726.56
11/3		Deposit/Wire from ColoTrust	6,900.00	
	2317	Ricker Cunningham Urban Renewal Plans		5,000.00

Check Book Register 2014 - 7/2015

ITEM 5) b.

	2318	Ricker Cunningham Urban Renewal Plans		5,000.00
	2319	Ricker Cunningham Urban Renewal Plans		4,525.00
	2320	R&R Engineering-Surveyors, Inc.		5,000.00
	2321	R&R Engineering-Surveyors, Inc.		5,000.00
	2322	R&R Engineering-Surveyors, Inc.		3,000.00
	2323	City of Littleton-Printing		5.42
11/14	2324	Communication Infrastructure Group		5,000.00
	2325	Communication Infrastructure Group		2,825.20
	2326	Graham-Secretarial Services Sept 10-Nov 13		300.00
12/9	2327	Colorado Community Media Legal Notice		13.32
12/11	2328	R&R Engineering-Surveyors, Inc.		300.00
12/15	2329	Jim Taylor-Meeting Expense		545.00
12/17		Deposit/City of Littleton Advance	50,000.00	
		Wells Fargo Wire Transfer Fee		15.00
12/18	2330	Ricker Cunningham Urban Renewal Plans		5,000.00
	2331	Ricker Cunningham Urban Renewal Plans		5,000.00
	2332	Ricker Cunningham Urban Renewal Plans		4,875.00
	2333	Communication Infrastructure Group		5,000.00
	2334	Communication Infrastructure Group		3,722.71
12/19	2335	Hayes Phillips Hoffmann Legal Services		3,009.24
	2336	Jim Rees Executive Director Consultant		1,188.44
	2337	Communication Infrastructure Group		2,835.00
	2338	Jim Rees Executive Director Consultant		2,723.18
12/23	2339	City of Littleton-Printing		35.58
12/31	2340	Colorado Community Media Legal Notice		12.88
	2341	Jim Taylor-Meeting/Office Expense		176.65
		2015		
1/6	2342	Jim Rees Executive Director Consultant		2,895.78
	2343	Graham-Secretarial Services Nov 14-Dec 31		160.00
	2344	VOID		0.00
1/8	2345	Hayes Phillips Hoffmann Legal Services		2,645.50
	2346	VOID		0.00
	2347	VOID		0.00
	2348	VOID		0.00
	2349	VOID		0.00
	2350	VOID		0.00
2/12	2351	Hayes Phillips Hoffmann Legal Services		1,085.33
2/12	2352	Communication Infrastructure Group		1,022.92
2/12	2353	Jim Rees Executive Director Consultant		2,605.40
3/20	2354	R&R Engineering-Surveyors, Inc.		1,207.50
3/20	2355	Communication Infrastructure Group		1,211.63
3/20	2356	Jim Rees Executive Director Consultant		2,943.35
3/20	2357	City of Littleton-Printing - Webinar		688.34
3/20		Deposit/City of Littleton Advance	50,000.00	
3/20	2358	Hayes Phillips Hoffmann Legal Services		8,645.61
4/9	2359	Jim Rees Executive Director Consultant		4,881.78
4/9	2360	Hayes Phillips Hoffmann Legal Services		4,764.50
4/9	2361	Communication Infrastructure Group		815.00
4/29	2362	Anton Collins Mitchell LLP		900.00
4/29	2363	R&R Engineering-Surveyors, Inc.		707.50
5/9	2364	Hoffmann Parker, Wilson, Carberry - legal		4,121.50
5/9	2365	Jim Rees Executive Director Consultant		2310.35
5/9	2366	Ricker Cunningham Arbitration fees		9,737.50

Check Book Register 2014 - 7/2015

ITEM 5) b.

5/1	2367	Communication Infrastructure Group		1,488.50
6/25	2368	Jim Rees Executive Director Consultant		455
6/25	2369	Communication Infrastructure Group		227.00
7/21	2370	Jim Rees Executive Director Consultant		585.00
7/21	2371	Communication Infrastructure Group		714.75
7/21	2372	Hoffmann Parker, Wilson, Carberry - legal		259.00
7/21	2373	City of Littleton-Printing		2.68

Check Book Register 2014 - 7/2015

ITEM 5) b.

BALANCE
167.53
5,167.53
5,152.53
4,079.53
4,066.65
9,066.65
9,051.65
6,969.49
669.49
469.49
20,469.49
20,454.49
18,305.17
17,250.67
13,250.67
9,250.67
5,850.67
5,737.70
3,848.86
13,848.86
13,833.86
9,833.86
5,833.86
3,033.86
13,033.86
13,018.86
11,853.36
8,850.12
8,610.12
6,205.12
91,205.12
91,190.12
86,690.12
82,190.12
77,690.12
73,190.12
69,815.12
69,795.66
69,742.16
63,613.40
59,670.95
59,526.15
54,993.65
50,038.73
49,070.53
44,070.53
38,570.53
34,570.53
29,843.97
36,743.97
31,743.97

Check Book Register 2014 - 7/2015

ITEM 5) b.

26,743.97
22,218.97
17,218.97
12,218.97
9,218.97
9,213.55
4,213.55
1,388.35
1,088.35
1,075.03
775.03
230.03
50,230.03
50,215.03
45,215.03
40,215.03
35,340.03
30,340.03
26,617.32
23,608.08
22,419.64
19,584.64
16,861.46
16,825.88
16,813.00
16,636.35
13,740.57
13,580.57
13,580.57
10,935.07
10,935.07
10,935.07
10,935.07
10,935.07
10,935.07
10,935.07
9,849.74
8,826.82
6,221.42
5,013.92
3,802.29
858.94
170.60
50,170.60
41,524.99
36,643.21
31,878.71
31,063.71
30,163.71
29,456.21
25,334.71
23,024.36
13,286.86

Check Book Register 2014 - 7/2015

ITEM 5) b.

11,798.36
11,343.36
11,116.36
10,531.36
9,816.61
9,557.61
9,554.93

COOPERATION AGREEMENT

(Amended 8-13-15)

THIS COOPERATION AGREEMENT ("Agreement") is made this ___ day of July, 2014, between the LITTLETON RIVERFRONT AUTHORITY D/B/A LITTLETON INVESTS FOR TOMORROW, an independent Colorado body corporate and politic ("Authority"), and the CITY OF LITTLETON, COLORADO, a municipal corporation of the State of Colorado ("City").

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

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

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

I. SERVICES PROVIDED BY THE CITY TO THE AUTHORITY

- a) The City shall provide the Authority a secure location for storage of Authority records, provided however, no such storage shall make the City the custodian of Authority records under the Colorado Open Records Act, § 24-72-201, *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

JAMES 8/10/2015 10:19 AM

Deleted: (Amended 8-13-15)

JAMES 8/10/2015 10:29 AM

Formatted: Centered

JAMES 8/10/2015 10:29 AM

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II. AUTHORITY OBLIGATIONS

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

III. AUTHORITY AND CITY RELATIONSHIP

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

IV. MISCELLANEOUS

- a) The term of this Amended Agreement shall be two years. 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 Cooperation 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 Cooperation Agreement; for the Authority, the Chairman, or such other person appointed by the foregoing in writing and furnished to the other parties to this Cooperation Agreement.

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

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Deleted: Attn: ..
... Telephone: ..
... Fax:

With a copy to the City Attorney:

Littleton, Colorado
Attn: City Attorney

If to the Authority: Littleton Invests for Tomorrow

Littleton, Colorado
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

Fax: _____

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d).Severability. Any provision of this Cooperation 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 on the date of year first written above.

CITY OF LITTLETON, COLORADO

ATTEST:

Wendy Heffner
CITY CLERK

Phil Cernanec
PRESIDENT OF COUNCIL

APPROVED AS TO FORM:

[Kristen Schledorn](#)
CITY ATTORNEY

Littleton Invests for Tomorrow

ATTEST:

TREASURER

[Justin Hay](#)
CHAIRMAN

APPROVED AS TO FORM:

[Corey Y. Hoffmann](#)
General Counsel

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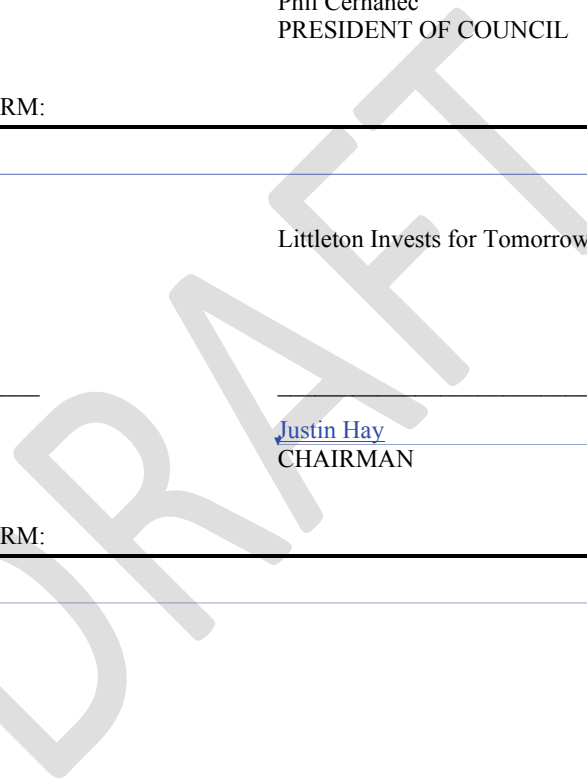


EXHIBIT A

Scope of Services

Administrative Services

1. Maintain LIFT files stored in secure location in City Hall
2. Collect and Distribute mail from LIFT mailbox located in City Hall to Executive Director and/or LIFT Board Chairman as appropriate on a weekly basis.
3. 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
4. Prepare monthly LIFT Board Meeting Agenda in coordination with the Executive Director
5. Schedule meeting room, video recording and provide public notice of monthly LIFT Board meeting (bulletin board and website)
6. 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. Distribution to include email distribution of agenda to the LIFT Board and posting on the website a minimum of 3 days prior to the meeting and providing bound hard copies for the Board at the meeting location.

Financial 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.

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

Public Relations and Communications

1. Monitor public correspondence (email, telephone, mail): provide responses as necessary and/or refer requests for information to the Executive Director.
2. Serve as webmaster and provide content for social media as requested prior to the Board meeting
3. Post monthly LIFT Board Agenda and attachments on website a minimum of 24 hours prior to LIFT Board meetings
4. Provide news releases and communicate with the news media on behalf of LIFT.
5. Develop communication material such as public meeting mailings and notices, newspaper releases/legal notices, collateral materials and brochures as requested by LIFT.
6. Update LIFT Board monthly on public communication activity.
7. Monitor and report on local and state legislative activity concerning urban renewal activity.

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**Littleton Invests for Tomorrow Urban Renewal Authority
Resolution No.**

**A RESOLUTION OF THE LITTLETON INVESTS FOR TOMORROW URBAN RENEWAL
AUTHORITY AUTHORIZING CORRESPONDENCE TO CERTAIN TAXING ENTITIES
SEEKING THE TEMPORARY CONSENT TO NOT RETAIN REVENUES IN THE SPECIAL
FUND**

**NOW THEREFORE, BE IT RESOLVED by the Littleton Invests for Tomorrow Urban
Renewal Authority as follows:**

Section 1. The Board of Commissioners hereby authorizes the Chairman of the Board to send the correspondence attached hereto as **Exhibit A** to the respective taxing entities identified in such correspondence, seeking their consent to temporarily not retain tax increment in the special fund, and provide the same to such taxing entities until such time as LIFT determines to proceed with a specific development proposal or public improvement.

ADOPTED the 13th day of August 2015.

LITTLETON INVESTS FOR TOMORROW
URBAN RENEWAL AUTHORITY

Justin Hay, Chairperson

APPROVED AS TO FORM:

Corey Y. Hoffmann, General Counsel

August 13, 2015

Littleton Public Schools
Attention: Superintendent
5776 S. Crocker Street
Littleton, Colorado

Re: Intergovernmental Agreement for Use of TIF Revenues, dated October 29, 2014

Attached please find an Intergovernmental Agreement for Use of TIF Revenues, dated October 29, 2014 (the "Agreement"). The purpose of this correspondence is to provide you an update on the activities of the Littleton Invests for Tomorrow Urban Renewal Authority ("LIFT"), and seek your consent to have LIFT temporarily remit revenues that may otherwise be retained by LIFT pursuant to Section 3 back to Littleton Public Schools.

More particularly, after consultation with the City, LIFT seeks to temporarily remit revenues that may otherwise be retained by LIFT pursuant to Section 3 back to Littleton Public Schools until LIFT identifies specific development proposals or public improvements it desires to undertake consistent with the adopted urban renewal plans that it seeks to implement on behalf of the Littleton City Council.

LIFT continues to work on the "urban renewal projects" authorized by the various "urban renewal plans" approved by the City, as those terms are defined by the Urban Renewal Law. Specifically, an "urban renewal project" is defined as follows:

Undertakings and activities for the elimination and for the prevention of the development or spread of slums and blight and may involve slum clearance and redevelopment, or rehabilitation, or conservation, or any combination or part thereof, in accordance with an urban renewal plan. Such undertakings and activities may include:

- (a) Acquisition of a slum area or a blighted area or portion thereof;
- (b) Demolition and removal of buildings and improvements;
- (c) Installation, construction, or reconstruction of streets, utilities, parks, playgrounds, and other improvements necessary for carrying out the objectives of this part 1 in accordance with the urban renewal plan;
- (d) Disposition of any property acquired or held by the authority as a part of its undertaking of the urban renewal project for the urban renewal areas (including sale, initial leasing, or temporary retention by the authority itself)

at the fair value of such property for uses in accordance with the urban renewal plan;

- (e) Carrying out plans for a program through voluntary action and the regulatory process for the repair, alteration, and rehabilitation of buildings or other improvements in accordance with the urban renewal plan; and
- (f) Acquisition of any other property where necessary to eliminate unhealthful, unsanitary, or unsafe conditions, lessen density, eliminate obsolete or other uses detrimental to the public welfare, or otherwise remove or prevent the spread of blight or deterioration or to provide land for needed public facilities.

C.R.S. § 31-25-103(10).

However, because LIFT is still in the process of identifying the specific undertakings and activities that it desires to implement as part of the project to accomplish the purposes of the urban renewal law in the urban renewal areas, LIFT seeks your consent to temporarily remit revenues that may otherwise be retained by LIFT pursuant to Section 3 back to Littleton Public Schools.

The purpose of seeking your consent in this regard is also to clarify that while LIFT still has obligations remaining to be paid as part of the authorized projects as defined above, it nonetheless seeks to not retain the revenues derived from the mill levy of the Littleton Public Schools at this time, until there is a better identified specific development proposal or public improvement. However, it is not the case that all indebtedness of any kind of LIFT has been satisfied within the meaning of C.R.S. § 31-25-107(9)(a)(II).

Finally, it is LIFT's intent to provide you with no less than thirty (30) days' notice of LIFT's intent to once again commence retaining the mill levy revenues upon commencement of a better identified specific development proposal or public improvement.

Please let me know at your earliest convenience if you have any questions about this correspondence.

Very truly yours,

Justin Hay, Chairman

C: Michael Penny, City Manager
Kristin J. Schledorn, City Attorney
Corey Y. Hoffmann, LIFT Attorney
Dee Wisor, Esq.
Jim Rees, LIFT Director

August 13, 2015

South Suburban Park and Recreation District
Attention: Executive Director
6631 S. University Blvd.
Centennial, Colorado 80121

Re: Intergovernmental Agreement for Use of TIF Revenues for Recreation District Purposes, dated October 29, 2014

Attached please find an Intergovernmental Agreement for Use of TIF Revenues, dated October 29, 2014 (the "Agreement"). The purpose of this correspondence is to provide you an update on the activities of the Littleton Invests for Tomorrow Urban Renewal Authority ("LIFT"), and seek your consent to have LIFT temporarily remit revenues that may otherwise be retained by LIFT pursuant to Section 3 back to South Suburban Park and Recreation District.

More particularly, after consultation with the City, LIFT seeks to temporarily remit revenues that may otherwise be retained by LIFT pursuant to Section 3 back to South Suburban Park and Recreation District until LIFT identifies specific development proposals or public improvements it desires to undertake consistent with the adopted urban renewal plans that it seeks to implement on behalf of the Littleton City Council.

LIFT continues to work on the "urban renewal projects" authorized by the various "urban renewal plans" approved by the City, as those terms are defined by the Urban Renewal Law. Specifically, an "urban renewal project" is defined as follows:

Undertakings and activities for the elimination and for the prevention of the development or spread of slums and blight and may involve slum clearance and redevelopment, or rehabilitation, or conservation, or any combination or part thereof, in accordance with an urban renewal plan. Such undertakings and activities may include:

- (a) Acquisition of a slum area or a blighted area or portion thereof;
- (b) Demolition and removal of buildings and improvements;
- (c) Installation, construction, or reconstruction of streets, utilities, parks, playgrounds, and other improvements necessary for carrying out the objectives of this part 1 in accordance with the urban renewal plan;
- (d) Disposition of any property acquired or held by the authority as a part of its undertaking of the urban renewal project for the urban renewal areas

(including sale, initial leasing, or temporary retention by the authority itself) at the fair value of such property for uses in accordance with the urban renewal plan;

- (e) Carrying out plans for a program through voluntary action and the regulatory process for the repair, alteration, and rehabilitation of buildings or other improvements in accordance with the urban renewal plan; and
- (f) Acquisition of any other property where necessary to eliminate unhealthful, unsanitary, or unsafe conditions, lessen density, eliminate obsolete or other uses detrimental to the public welfare, or otherwise remove or prevent the spread of blight or deterioration or to provide land for needed public facilities.

C.R.S. § 31-25-103(10).

However, because LIFT is still in the process of identifying the specific undertakings and activities that it desires to implement as part of the project to accomplish the purposes of the urban renewal law in the urban renewal areas, LIFT seeks your consent to temporarily remit revenues that may otherwise be retained by LIFT pursuant to Section 3 back to South Suburban Park and Recreation District.

The purpose of seeking your consent in this regard is also to clarify that while LIFT still has obligations remaining to be paid as part of the authorized projects as defined above, it nonetheless seeks to not retain the revenues derived from the mill levy of the South Suburban Park and Recreation District at this time, until there is a better identified specific development proposal or public improvement. However, it is not the case that all indebtedness of any kind of LIFT has been satisfied within the meaning of C.R.S. § 31-25-107(9)(a)(II).

Finally, it is LIFT's intent to provide you with no less than thirty (30) days' notice of LIFT's intent to once again commence retaining the mill levy revenues upon commencement of a better identified specific development proposal or public improvement.

Please let me know at your earliest convenience if you have any questions about this correspondence.

Very truly yours,

Justin Hay, Chairman

C: Michael Penny, City Manager
Kristin J. Schledorn, City Attorney
Corey Y. Hoffmann, LIFT Attorney
Timothy Flynn, Esq.
Jim Rees, LIFT Director

August 13, 2015

Paul A. Hindman, Executive Director
Urban Drainage and Flood Control District
2480 West 26th Avenue, Suite 156B
Denver, Colorado 80211-5304

Re: Correspondence dated October 16, 2014 regarding use of TIF Revenues

Dear Mr. Hindman,

Attached please find your correspondence dated October 16, 2014, in which you consented to the City's inclusion of agricultural land within the Santa Fe Urban Renewal Area in consideration for the City of Littleton agreeing to certain conditions. The purpose of this correspondence is to provide you an update on the activities of the Littleton Invests for Tomorrow Urban Renewal Authority ("LIFT"), and seek your consent to have LIFT temporarily remit revenues that may otherwise be retained by LIFT back to the Urban Drainage and Flood Control District (the "District"), in advance of the January 1, 2019 date in your correspondence.

More particularly, after consultation with the City, LIFT seeks to temporarily remit revenues that may otherwise be retained by LIFT back to the District until LIFT identifies specific development proposals or public improvements it desires to undertake consistent with the adopted urban renewal plans that it seeks to implement on behalf of the Littleton City Council.

LIFT continues to work on the "urban renewal projects" authorized by the various "urban renewal plans" approved by the City, as those terms are defined by the Urban Renewal Law. Specifically, an "urban renewal project" is defined as follows:

Undertakings and activities for the elimination and for the prevention of the development or spread of slums and blight and may involve slum clearance and redevelopment, or rehabilitation, or conservation, or any combination or part thereof, in accordance with an urban renewal plan. Such undertakings and activities may include:

- (a) Acquisition of a slum area or a blighted area or portion thereof;
- (b) Demolition and removal of buildings and improvements;
- (c) Installation, construction, or reconstruction of streets, utilities, parks, playgrounds, and other improvements necessary for carrying out the objectives of this part 1 in accordance with the urban renewal plan;

- (d) Disposition of any property acquired or held by the authority as a part of its undertaking of the urban renewal project for the urban renewal areas (including sale, initial leasing, or temporary retention by the authority itself) at the fair value of such property for uses in accordance with the urban renewal plan;
- (e) Carrying out plans for a program through voluntary action and the regulatory process for the repair, alteration, and rehabilitation of buildings or other improvements in accordance with the urban renewal plan; and
- (f) Acquisition of any other property where necessary to eliminate unhealthful, unsanitary, or unsafe conditions, lessen density, eliminate obsolete or other uses detrimental to the public welfare, or otherwise remove or prevent the spread of blight or deterioration or to provide land for needed public facilities.

C.R.S. § 31-25-103(10).

However, because LIFT is still in the process of identifying the specific undertakings and activities that it desires to implement as part of the project to accomplish the purposes of the urban renewal law in the urban renewal areas, LIFT seeks your consent to temporarily remit revenues that may otherwise be retained by LIFT back to the District.

The purpose of seeking your consent in this regard is also to clarify that while LIFT still has obligations remaining to be paid as part of the authorized projects as defined above, it nonetheless seeks to not retain the revenues derived from the mill levy of the District at this time, until there is a better identified specific development proposal or public improvement. However, it is not the case that all indebtedness of any kind of LIFT has been satisfied within the meaning of C.R.S. § 31-25-107(9)(a)(II).

Finally, it is LIFT's intent to provide you with no less than thirty (30) days' notice of LIFT's intent to once again commence retaining the mill levy revenues upon commencement of a better identified specific development proposal or public improvement.

Please let me know at your earliest convenience if you have any questions about this correspondence.

Very truly yours,

Justin Hay, Chairman

C: Michael Penny, City Manager
Kristin J. Schledorn, City Attorney
Corey Y. Hoffmann, LIFT Attorney
Ed Krisor, Esq.
Jim Rees, LIFT Director