

MEMO

To: LIFT Board of Directors

From: Ad Hoc Committee on Obtaining Counsel for LIFT

Date: April 10, 2018

Re: Recommendation to hire an attorney

Recommendation

The committee recommends that the LIFT Board hire an attorney to provide services and counsel on an as-needed basis.

Authority

Article II §7 of the Bylaws of Littleton Invests for Tomorrow Urban Renewal Authority states that the Authority may appoint an attorney.

Scope of Services

The committee recommends that an attorney be hired for a limited scope of services that can grow if and when the need arises, such as when a project is presented to the LIFT Board. In the immediate future, an attorney would not be required to attend the LIFT Board meetings, but only to be accessible should questions or controversies arise.

Fees

Because of the limited scope of services, the committee recommends avoiding a relationship requiring a substantial retainer fee until the scope of services expands. Procuring services on an hourly fee basis would allow the LIFT Board to have full control over fees incurred and would prevent the LIFT Board from paying for services that it did not need or desire.

Timing

The committee recommends beginning the process of hiring an attorney for the LIFT Board as soon as practicable. The LIFT Board cannot necessarily predict when the need for counsel will arise, and the RFP/selection process will take time. If a need for counsel arises in the future and the hiring process is yet to begin, the LIFT Board could be delayed in its work or without sufficient counsel when it needs it.

Meeting Attendance

At this time, the committee does not make a recommendation regarding whether an attorney should attend all LIFT Board meetings. This question could be evaluated after an attorney is hired based on what the needs and meeting subject matter are at that time.