



# City of Littleton

Littleton Center  
2255 West Berry Avenue  
Littleton, CO 80120

## Meeting Agenda

### City Council

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Tuesday, June 11, 2019

6:30 PM

Community Room

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#### Study Session

### 1. Study Session Topics

- a) [ID# 19-153](#) Town Hall Arts Center's Vision 2025  
*Attachments:* [Presentation THAC to City Council](#)
- b) [ID# 19-158](#) Tri-Cities IGA for Homelessness Assessment  
*Attachments:* [Tri-Cities Scope of Work](#)
- c) [ID# 19-135](#) Potential Ballot Issues

### 2. Administrative Updates

- I. City Manager
- II. City Attorney

### 3. Adjournment

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.



Staff Communication

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**File #:** ID# 19-153, **Version:** 1

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Agenda Date: 06/11/2019

Subject:  
Town Hall Arts Center's Vision 2025

Prepared By: Samma Fox, Assistant to the City Manager

**PURPOSE:**

The Town Hall Arts Center staff and board have requested this meeting to bring forward their Vision 2025.

**PRESENTATIONS:**

**Staff Presenter(s):** N/A

**Additional Presenter(s):** Sharan Wilson, Executive Director, Town Hall Arts Center

**SUMMARY:**

N/A - Informational presentation.

**PRIOR ACTIONS OR DISCUSSIONS:**

Regular Council Meeting 4/16/2019 - Sharan was introduced by the Town Hall Arts Center Board President and requested a meeting to present their vision.

**ANALYSIS:**

Staff Analysis

N/A - Informational presentation.

Council Goal, Objective, and/or Guiding Principle

**ANCHORED** - A hub for cultural and lifestyle amenities.

**AUTHENTIC** - Littleton's historic character and architectural heritage.

Fiscal Impacts

N/A - Informational presentation.

Alternatives

N/A - Informational presentation.

**STAFF RECOMMENDATION:**

N/A - Informational presentation.

# Town Hall Arts Center's Community Impact

## Patrons



**28,000 (67%)**  
attended Main Stage  
Shows & Concerts

**14,000 (33%)** attended  
Education, Other Programs  
& Events

20,000 citizens of Littleton directly served, of those outside of Littleton:



**25%** Arapahoe County outside of Littleton



**25%** Jefferson County



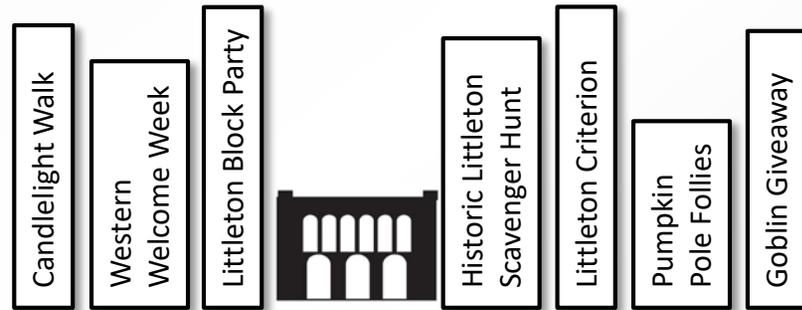
**18%** Douglas County



**18%** Denver County

**14%** Adams, Boulder and other cities  
outside of the Metro Area

## Downtown Hub



## Education

**Actor's Playground\*:**  
Theater Training

**Arts on the Move:**  
Theater Exposure

**288 Students**

**3500 Students**  
in **49 Schools**

\*Including the Mark Stahlman Memorial Movement  
and Dance Class for Special Needs Students

## Dine at local restaurants before/after a show

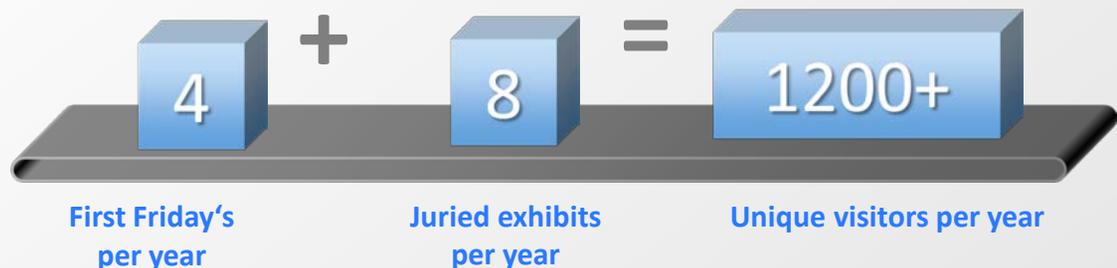


**53%** always or regularly

**34%** sometimes

**13%** never

## Stanton Art Gallery



# Town Hall Arts Center's Vision 2025

Maximize the historic downtown theater and acquire additional programmable space, to increase existing theatrical, music and educational programs, introduce new programming options, and enhance the overall experience of all users, current and future.

**The Plan:** Move all non-public facing functions to a new annex space and remodel the current facility

## Historic Downtown

- Increase nights of productions from four to seven
- Create “the living room” of Littleton
- Provide meeting space for local groups

## New Annex Space

- Host expanded educational programming
- Program a Black Box theater
- House administrative spaces and technical work shops

Begin Capital Campaign  
for Downtown remodel  
Fall 2019

Begin Remodel of  
Downtown theater  
Summer 2021

Annex Construction Begins  
Late 2019

Sign Lease for River Park property  
Summer 2019

Move into Annex  
End of 2020

**To make this a reality for the citizens of Littleton, THAC asks the City Council to:**

- Assist in getting Annex location
- Include Town Hall Arts Center Annex lease cost in city's 2020 budget
- Support a ten-year lease signed this summer



Staff Communication

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**File #:** ID# 19-158, **Version:** 1

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Agenda Date: 06/11/2019

Subject:  
Tri-Cities IGA for Homelessness Assessment

Prepared by: Samma Fox, Assistant to the City Manager

**PURPOSE:**

Does council wish to pursue an assessment on homelessness within the Tri-Cities Homelessness Policy Group?

**PRESENTATIONS:**

**Staff Presenter(s):** Mark Relph, City Manager  
**Additional Presenter(s):** Carol Fey, Council Member

**SUMMARY:**

In the fall of 2018 the Tri-Cities (Englewood, Littleton, and Sheridan) convened a Tri-Cities Homelessness Policy Group consisting of a council member, the city manager, and police representation from each city, in addition to local service providers. This group has met monthly and worked to share information and current practices, as well as connect with other groups/entities and identify best practices. The proposed joint assessment is in an initial recommendation from the group.

The proposed assessment (scope attached) from the University of Denver's Burnes Center on Poverty and Homelessness, is comprised of two phases. The first is intended to increase understanding of chronic homelessness; including the underlying causes, contributing factors, and barriers preventing people from exiting homelessness. The second focuses on understanding family homelessness.

**PRIOR ACTIONS OR DISCUSSIONS:**

None.

**ANALYSIS:**

Staff Analysis

The [National Alliance to End Homelessness <https://endhomelessness.org/resource/ending-chronic-homelessness-saves-taxpayers-money/>](https://endhomelessness.org/resource/ending-chronic-homelessness-saves-taxpayers-money/) estimates the average cost to taxpayers of a chronically homeless person is \$35,578/yearly. [Green Doors <https://www.greendoors.org/facts/cost.php>](https://www.greendoors.org/facts/cost.php) found people struggling with homelessness are often frequent users of emergency services, on average visiting emergency rooms five times per year, with the highest users visiting weekly. [Downtown Streets Team <https://www.streetsteam.org/causesMythsMisconceptions/>](https://www.streetsteam.org/causesMythsMisconceptions/) found substantial impacts on the criminal justice system, specifically due to overnight stays in jail and social costs related to quality of life and accessibility to public space. In Littleton, potential environmental concerns have been identified, specifically with the water treatment plant, and resources for police response and transports to jail, which at best can take 1.5 hours of an officers time, and often take three hours or more if during rush hour. In addition, code enforcement and public works teams often interface with people experiencing homelessness and sometimes face additional risks, such as hazardous materials.

The assessment will provide staff with a better understanding of the current situation and allow more informed evaluation of the

issues and potential paths to improvements.

Council Goal, Objective, and/or Guiding Principle

**AUTHENTIC** - Littleton will continue to be inviting and safe for both residents and guests.

**CONNECTED** - Littleton will continue to have regional ties and be an inclusive and neighborly community that provides opportunities for youth, seniors, and residents in need to thrive.

**ACTIVE** - Littleton will support residents' efforts to be fit and maintain a healthy lifestyle and seek to elevate its position as a dream community for outdoor recreation and nature enthusiasts.

**ENGAGED** - Littleton will remain civic-minded in all matters affecting the direction and priorities of city government and the community.

Fiscal Impacts

	<b>Total</b>	<b>Littleton Share (1/3)</b>
PHASE 1: Assessment of Chronic Homelessness	\$ 51,545.00	\$ 17,181.67
PHASE 2: Assessment of Family Homelessness	\$ 55,596.00	\$ 18,532.00
	<b>\$ 107,141.00</b>	<b>\$ 35,713.67</b>

The Council Projects account, with \$15,000 available, can be used to cover most of Phase 1. The remainder can be accommodated with minor re-prioritization. This will allow the project to start in 2019.

If Phase 2 begins in 2019, funding will be requested through a supplemental budget appropriation. If Phase 2 begins in 2020, funding will be included in the 2020 budget process.

Alternatives

Request staff to:

- Move forward with the full assessment in 2019 - an IGA will be brought to a regular city council meeting as well as a supplemental appropriation request.
- Move forward with Phase 1 in 2019 and Phase 2 in 2020 - an IGA will be brought to a regular city council meeting and Phase 2 will be included in the 2020 budget process.
- Do not move forward - No assessment will be completed and the Tri-Cities relationship may be negatively impacted.

**STAFF RECOMMENDATION:**

Staff recommends coordinating with Englewood and Sheridan, and moving forward with Phase 1 in 2019, and Phase 2 in 2020 in cooperation with the Tri-Cities.



**Understanding the experiences of homelessness in Tri-Cities  
Englewood, Littleton and Sheridan Colorado**

**Submitted: May 2019**

The cities of Englewood, Littleton and Sheridan (referred to as the Tri-Cities) are located in Arapahoe County, Colorado and are considered part of the Denver metropolitan area. As of 2010, the population of the three cities was 77,656.

Arapahoe County communities have participated in the Denver metro Point-In-Time count organized annually by the Metro Denver Homeless Initiative (MDHI). While the Tri-Cities have not received information specific to homelessness in the three-city region, community members have received data about homelessness in Arapahoe county. According to the 2018 PIT report, Arapahoe County reported 198 persons experiencing homelessness. Experts across the country acknowledge that PIT counts are almost always an undercount—meaning the actual number of people experiencing homelessness in Arapahoe County is almost certainly more than 200. Through the PIT survey, local communities don’t often acquire population demographic information to assist with planning and community education. Additional data on homelessness is also collected by school districts across the country and within the Tri-Cities region as part of the McKinney-Vento act. Below are the most recent reported numbers from the PIT and McKinney-Vento:

Jurisdictions	2018 PIT	2016-17 McKinney-Vento
Arapahoe County	198 persons 42.9% Sheltered 14.6% Transitional housing 42.4% Unsheltered	
Bennett School District 29J		22
Byers School District		12
Cherry Creek School District		82
Deer Trail School District 26J		2
Englewood 1		332
Littleton Public Schools		152
Sheridan School District #2		334
Strasburg 31J		21
		<b>957</b>



The Tri-Cities region share physical borders and often collaborate on municipal and regional issues. Currently, a community initiative called *Change the Trend Network* has come together to discuss broad community involvement to address homelessness. A key part of addressing homelessness will be to educate the public on the topic.

*Change the Trend* is an innovative collaboration between local government, faith communities and local non-profits. The Tri-Cities region has the opportunity to mobilize community members through public education and outreach, strengthen partnerships with congregations and non-profits to better address local needs, and leverage funds from the region, county, state and federal governments. The proposed projects contained in this document are dependent upon partnerships and active collaboration with local non-profit agencies, school districts, faith congregations, service clubs, community members and cities of Englewood, Littleton and Sheridan.

Literature on addressing homelessness identifies data as an important first step for communities to understand the nature of local homelessness. To assist the Tri-Cities region to better understand the nature of chronic and family homelessness in the region we propose to:

1. Understanding chronic homelessness: Interview persons experiencing chronic homelessness, compile and analyze the data, and develop a final report to inform city officials and local stakeholders about the underlying causes of chronic homelessness in the Tri-Cities, and contributing factors and barriers which prevent interviewed individuals from exiting homelessness; and,
2. Understanding family homelessness: Interview families experiencing homelessness in the Tri-Cities region. The initiative will work with local stakeholders (school districts, McKinney-Vento liaisons, health service providers, non-profit agencies, food banks, churches, etc.) to develop outreach strategies and an interview tool toward understanding the underlying causes of local family homelessness and factors which impact their ability to exit homelessness. The project will collect data from families and stakeholders, compile and analyze the data, and develop a final report to inform city officials and local stakeholders about family homelessness in the Tri-City region.

<b>Proposed project costs</b>	
Phase 1: Assessment of chronic homelessness in Tri-City region	\$ 51,545.00
Phase 2: Assessment of family homelessness in Tri-City region	\$ 55,596.00
<b>TOTAL COST</b>	<b>\$ 107,141.00</b>



**PROPOSED PROJECTS:**

**Phase 1**

**GOAL: Interview single persons experiencing homelessness and present findings in final report**  
*Work with community partners to interview single adults experiencing homelessness in the Tri-City region. Specifically, persons experiencing chronic homelessness, those sleeping outside including encampments, as well as, those sleeping in vehicles. Interviews will occur at community program and public settings. Data will be compiled, analyzed and presented in a final report.*

**Related tasks:**

- Hire and train consultant to serve as a Count Coordinator and a formerly homeless individual to serve as a Count Outreach Peer
- Develop survey interview tool and protocols
- Identify and prepare interview locations (day centers, libraries, Café 180, as well as other sites identified by community members)
- Train providers and volunteers to outreach and interview individuals
- Collect surveys, compile and analyze data
- Develop final report
- Provide presentation(s) to stakeholders

**ANTICIPATED TIME FRAME AND RELATED TASKS: 8 months**

Month 1	Month 2	Month 3	Month 4
Meet with providers and stakeholders to introduce project  Finalize survey tool  Hire and train Count Coordinator and formerly homeless individual as Count Outreach Peer	Support Count Coordinator and Peer Outreach staff to present project to community groups and stakeholders  Plan events to attract target population(s)  Develop volunteer training  Map areas in region with concentration of those experiencing homelessness	Conduct training of volunteers  Secure incentives for those interviewed  Copy survey tool, outreach flyers, resource information  Identify locations for interviews  Disseminate outreach flyers  Conduct interviews	Conduct interviews  Conduct a de-duplication of surveys  Begin data entry
Month 5	Month 6	Month 7	Month 8
Continue data entry  Begin data analysis	Conduct data analysis  Begin development of final report	Present draft report to Tri-Cities team for feedback  Finalize report	Present final report to Tri-Cities  Present report findings upon request



**PROJECTED PROJECT COSTS**

<b>Burnes Center</b>		
<b>Staffing costs (fte – 8 mos):</b>		
Gary Sanford (.25)	\$ 18,223.00	
Research Assistant (.25)	\$ 10,936.00	
Count Coordinator (240 hours X \$60/hour)	\$ 14,400.00	
Peer Outreach Worker (140 hours @ \$20/hour)	\$ 2,800.00	
Dr. Daniel Brisson (.05)	(In-kind)	
MSW students	(In-kind)	\$46,359.00
Supplies	Flip chart paper, markers, handouts, surveys, outreach flyers, resource lists	\$500.00
	Sub-total	\$46,859.00
	In-direct costs (10%)	\$ 4,686.00
	<b>TOTAL</b>	<b>\$51,545.00</b>



## **Phase 2**

### **GOAL: Interview families experiencing homelessness and provide findings in final report**

*The Burnes Center will work in partnership with community stakeholders in the Tri-Cities region (Cities of Englewood, Littleton and Sheridan) to assess family homelessness. The Burnes Center team will conduct interviews with: local school district staff including McKinney-Vento liaisons, local service providers (food banks, churches, non-profit agencies, health care providers) as well as, city staff to develop strategies to engage families in the study.*

*The study will identify factors contributing to homelessness, history of housing and homelessness as well as barriers and challenges inhibiting families from securing permanent, stable housing. Burnes Center proposes to interview 15 families from each city. There will be an effort to engage families into the study who live in an emergency shelter, local motels, vehicles as well as situations where they are doubled up with another household. Burnes Center will also analyze recent McKinney Vento data from each school district to identify trends over the past three years.*

#### *Anticipated tasks:*

- Engage consultant
- Gather information from community stakeholders
- Hire peer interviewer (formerly homeless household head)
- Develop interview tool
- Gather information from 45 identified families (15 from each city)
- Enter survey data into SPSS
- Analyze data
- Present draft report to Tri-Cities team for input
- Finalize report



**ANTICIPATED TIME FRAME AND RELATED TASKS: 8 months**

<b>Month 1</b>	<b>Month 2</b>	<b>Month 3</b>	<b>Month 4</b>
Hire consultant and peer interviewer  Develop interview tool(s)  Interview key stakeholders to assist in development of outreach strategies  Develop strategies to engage families for interviews	Finalize interview tools  Finish stakeholder interviews  Identify outreach strategies including sites and contacts for family interviews	Identify families for interviews  Begin family interviews	Conduct family interviews
<b>Month 5</b>	<b>Month 6</b>	<b>Month 7</b>	<b>Month 8</b>
Conduct family interviews  Begin data entry	Finish data entry  Analyze data  Begin project report	Finish data analysis  Develop draft report  Share draft project report with Tri-Cities team	Finalize project report  Provide final report and presentation(s) to stakeholders

**PROJECTED PROJECT COSTS**

<b>Burnes Center</b>		
<b>Staffing costs (fte – 8 mos):</b>		
Gary Sanford (.15)	\$ 10,934.00	
Research Assistant (.35)	\$ 13,608.00	
Consultant (200 hours X \$60/hour)	\$ 12,000.00	
Peer interviewer (200 hours @ \$20/hour)	\$ 4,000.00	
Dr. Daniel Brisson (.05)	\$ 5,000.00	
Senior Research Associate (.10)	\$ 5,000.00	
MSW students	(In-kind)	\$ 50,542.00
	Sub-total	\$ 50,542.00
	In-direct costs (10%)	\$ 5,054.00
	<b>TOTAL</b>	<b>\$ 55,596.00</b>



Staff Communication

File #: ID# 19-135, Version: 2

Agenda Date: 06/11/2019

Subject:  
Potential Ballot Issues

Presented By: Mark Relph, City Manager

**PURPOSE:**

Provide direction to staff regarding potential ballot measures for 2019 and 2020.

**PRESENTATIONS:**

Staff Presenter(s): Mark Relph, City Manager  
Additional Presenter(s): N/A

**SUMMARY:**

At the January 25-26, 2019 retreat, council discussed long-term strategies for addressing capital needs. At the April 9, 2019 study session, as part of the “Proposed 2019-2020 Work Plan”, council discussed the objective to identify and assess opportunities for funding capital needs, recognizing the city does not have a dedicated revenue source to address them. Staff provided information on a variety of options for each of these discussions and during the retreat, council worked through benefits and concerns, as well as participated in a brainstorming exercise.

**PRIOR ACTIONS OR DISCUSSIONS:**

See summary.

**ANALYSIS:**

Staff Analysis

Ballot questions take considerable time and preparation. Staff from multiple departments will need to work on the technical and statutory requirements as well as plan and implement any polling or education initiatives. For the best outcome, including polling, focus groups, and public education around an issue, staff will need direction tonight for a 2019 ballot measure. The table below outlines important dates for consideration.

DATE	ITEM
May 14, 2019	Preferred timing to receive direction to begin polling/education initiatives
June 25, 2019	Latest possible study session to provide direction to city clerk Limits opportunities for polling/education initiatives
August 6, 2019	Latest regular meeting date for council to refer ballot measures - 1 <sup>st</sup> reading
August 20, 2019	Latest regular meeting date for council to refer ballot measures - 2 <sup>nd</sup> reading
August 27, 2019	Last day to sign IGA’s with counties
September 6, 2019	Certification of ballot to counties

September 20, 2019	Last day to file pro/con statements with the city clerk. (only for TABOR/tax questions)
September 24, 2019	TABOR pro/con statements due to the county for the Blue Book
October 4, 2019	Last day for county clerks to mail TABOR Blue Book to voters
October 14, 2019	First day counties mail ballots to voters
November 5, 2019	Election Day

Council Goal, Objective, and/or Guiding Principle

Goal 2: Financial Stability - Objective 5: Identify, assess, and prioritize funding for capital needs.

Fiscal Impacts

Staff identified \$40,000 during the 2019-2020 Work Plan study session for polling, which will be included in the June budget appropriation request if directed by council to pursue a ballot question. Any additional financial impacts will need to be determined based on direction provided by council.

Alternatives

Council may take any of the following paths and is encouraged to discuss the pros and cons of each alternative. Staff will be available during the study session to respond to questions as needed.

- Determine whether to pursue a ballot initiative for November 2019 and/or 2020, providing clear direction to staff regarding the initiative
- Continue the conversation to a later date

**STAFF RECOMMENDATION:**

Staff recommends council make a determination whether to pursue a ballot issue and specifically what kind of ballot issue. Staff also recommends council make this determination early enough for staff to complete all preparation necessary to ensure success, including polling/education initiatives as appropriate.