



City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Meeting Agenda - Final City Council

Tuesday, March 2, 2021

7:30 PM

Hybrid Study Session (Start time is approximate)

Viewing Options for Virtual Meetings:

Due to COVID-19, the City of Littleton is providing virtual coverage of city council meetings to protect the health of citizens, council members and staff. Citizens and participants will be limited to virtual participation until further notice.

Options for viewing city council study sessions are as follows: watch the live telecast on Comcast or Century Link Channel 8, live on Facebook (www.Facebook.com/CityofLittleton), or visit www.littletongov.org/channel8 to watch the live stream on the city's website. To listen to the meeting on your phone, dial **669-900-6833** and, when prompted, enter Webinar ID: **934 5795 3269**. Contact the City Clerk's Office at **303-795-3780** with any questions.

1. Study Session Topics

- a) [ID# 21-029](#) 2021-2022 Council Goal Setting - Meeting 3

Attachments: [1. Presentation Council Goal Setting - Meeting 3 03.02.2021](#)

2. Administrative Updates

- a) City Manager
b) City Attorney

3. Adjournment

The public is invited to participate in, and/or attend, all regular meetings or study sessions of the City Council or any city Authority, Board or Commission. ***The Littleton Center is currently closed to the public and meetings are being conducted virtually.***



Staff Communication

File #: ID# 21-029, **Version:** 2

Agenda Date: 03/02/2021

Subject:
2021-2022 Council Goal Setting - Meeting 3

Prepared By: Samma Fox, Assistant to the City Manager

PURPOSE:

To set council goals for 2021-2022. During this session council will be asked to re-affirm Goals 1-3 as the top priority, discuss the pursuit of additional revenue options, and confirm a path for Goals 4-8.

PRESENTATIONS:

Staff Presenter(s): Mark Relph, City Manager
Kathleen Osher, Community Services Director
Kelli Narde, Cultural and Media Services Director
Keith Reester, Public Works Director

Additional Presenter(s): N/A

SUMMARY:

Council typically meets annually to discuss priorities and set or re-affirm council goals and objectives. Staff then develops a work plan with appropriate action steps and a schedule to meet each goal and objective. This year, the work will be done over a series of study sessions.

PRIOR ACTIONS OR DISCUSSIONS:

The proposed 2021-2022 Council Work Plan includes many carryovers from the 2019-2020 Council Work Plan originally discussed at the 2020 Council Workshop (ending February 1, 2020), adopted in April of 2020, and discussed at intervals throughout the year. Council met on February 2 and 9, 2021 to discuss 2021-2022 goals.

ANALYSIS:

Staff Analysis

Goal Setting Purpose & Schedule - A Reminder

One of the most important responsibilities of council is to establish the priorities of the organization and community. This comes together during the annual process of setting the goals and their corresponding objectives. The process is further refined with staff proposing the specific actions for each objective, followed up by council review and adoption. This “strategic plan” is then tied directly to the city’s budget process and resources are allocated accordingly. The development of a strategic plan is just one part of a larger continuous process in meeting the important

The development of a strategic plan is just one part of a larger continuous process in meeting the important issues that face our community. This larger process is referenced as our “Leadership Framework” and also includes implementation at the department and employee level, measuring and monitoring our success, plus process and service improvements as warranted. All of this starts with the annual goal setting by council.

Re-Affirmation of Goals 1-3 as Top Priority

During the February 2 and 9 Goal Setting Study Sessions council confirmed the following top priority goals:

- Goal 1: Unified Land Use Code (ULUC)
- Goal 2: Financial Sustainability
- Goal 3: Innovative Infrastructure (I2)

Discussion of potential revenue options & possible ballot measure in 2021

Staff has identified two consultants with expertise in this area: Sean Walsh of Sean Walsh & Associates and Todd Vitale of Vitale & Associates. Mr. Walsh and Mr. Vitale will present additional information during the study session followed by an opportunity for council discussion.

Impact and Path Forward for Goals 5-8

During the February 9th goal setting meeting council provided direction to expediate the work on potential revenues and focus on options in 2021. This will require significant resources, impacting staff and council capacity, and causing a delay in other work. To accommodate this change staff recommends council move forward with adopting all eight goals as part of the two-year work plan and allow staff to bring additional information on goals 4-8 in a series of follow up study sessions throughout 2021.

- Goal 4: Downtown
 - Follow ups in April, July, and August of 2021
 - Includes the Downtown Historic District as well as larger initiatives to plan for and mitigate the disruption from potential Denver Water work including potential district formation and a streetscape, traffic, and parking study
- Goal 5: Arts, Culture, and Tourism
 - Follow up in April of 2021
 - Incorporates elements from the Arts and Culture Commission (A&CC) Strategic Plan as well as the ongoing Visit Littleton work
- Goal 6: Housing and Livability
 - Follow ups on March 23rd and in June of 2021
 - Incorporates work with the Housing Task force and the Tri-Cities Homelessness Policy group.
- Goal 7: Environmental Stewardship
 - Follow up in September of 2021
 - Develop a plan to integrate environmental stewardship into city operations and partnership opportunities with the objective of reducing overall impacts to the environment, enhancing opportunities to improve existing conditions, and incorporate resilient infrastructure
- Goal 8: Good Governance
 - Follow up in May of 2021
 - The Good Governance goal is a carryover from Council's last Work Plan and includes items such as the code updates related to firearms regulations and elections, the resident and business survey, redistricting, and organizational development.

Council Goal, Objective, and/or Guiding Principle

N/A - This work will set the Council Goals for 2021-2022.

Fiscal Impacts

N/A - Staff will follow up on any fiscal impacts of council's direction as necessary.

Alternatives

Due to the nature of this discussion there are a variety of potential alternatives. Staff asks that council provide questions in advance to allow staff time respond and consider potential impacts and alternatives.

STAFF RECOMMENDATION:

Staff recommends council provide direction on each topic discussed.



Council Goal Setting – Meeting 3

3/2/2021

Littleton Leadership Team

Goal Setting Schedule

- ✓ 2/2 - Overview & Confirmed Goal 1: ULUC
- ✓ 2/9 - Confirmed Goal 2: Financial Sustainability & Goal 3: I²
- 💣 2/9 - Council Direction – Consider a 2021 Ballot Initiative
- ➡ **TONIGHT = Additional Ballot Initiative Info. & Goal Impacts**
- ⬇ Reprioritized
 - Open Space Discussion
 - Goal 4 - Downtown
 - Goal 5 - Arts, Culture, & Tourism
 - Goal 6 - Housing & Livability
 - Goal 7 - Environmental Stewardship
 - Goal 8 - Good Governance

Tonight's Agenda

- Re-confirm top priority goals
- Information on the pursuit of revenue options
- Impact to remaining goals

Re-Confirming Priorities

Mark Relph, City Manager

Top Priorities = Goals 1-3

- Goal 1: Unified Land Use Code
 - Scheduled for completion in 2021
- Goal 2: Financial Sustainability
 - Continues, with a new focus on the potential ballot initiative
- Goal 3: I² – Innovative Infrastructure
 - Continues, with a new focus on the potential ballot initiative

Revenue Options

Mark Relph, City Manager

Kelli Narde, Cultural and Media Services Director

Kathleen Osher, Community Services Director

Background

Last discussed at 2/9 Goal Setting Study Session:

- There is a problem
 - Capital Fund and General Fund
- There are options
 - Variety of Fees and Taxes

Next Steps

- Consultant introduction
 - Sean Walsh of Sean Walsh & Associates
 - Todd Vitale of Vitale & Associates
- Discussion with consultant and staff



Impact on Council Goals & Work Plan

Mark Relph, City Manager

&

Members of the
Leadership Team

Impact of a 2021 Ballot Initiative

- Council Work Plan shifts to focus on Goals 1-3
- Work on Goals 4-8 is focused on 2022
- The two-year Work Plan allows all eight goals to be adopted now
- Implementation plans for Goals 4-8 will be handled separately at later dates

Proposed Goal 4: Downtown

- What can continue:
 - Stakeholder Outreach introducing new Historic Preservation Code
 - Downtown Historic District
 - Formation of Stakeholder Group to consider long-term tools for Downtown (DDA, Denver Water disruptions)
 - Small demonstration project
 - 2022 Streetscape, Traffic, and Parking Study
- Schedule for follow up: April, July, and August 2021

Proposed Goal 5: Arts, Culture, & Tourism

- What can continue:
 - A&CC Strategic Plan Adopted in February
 - Including a 2-year work plan
 - Art & Wine Event in June
 - Research & Analysis on Potential Funding
 - Website Improvements
- Schedule for follow up: April 2021

Proposed Goal 6: Housing & Livability

- What can continue:
 - Support Housing Task Force
 - Monitor State Legislation
 - Added Tools for Affordability in ULUC
 - Support Tri-Cities Initiative
- Schedule for follow up: March 23 and June 2021

Proposed Goal 7: Environmental Stewardship

- What can continue:
 - Reporting on current stewardship activities
 - Develop asset management and operations plan plus irrigation analysis
 - HVAC analysis and upgrades as possible in remodel projects
 - Integration of stormwater water quality infrastructure with a wider range of city projects
- Schedule for follow up: September 2021

Proposed Goal 8: Good Governance

- What can continue:
 - Organizational Development
 - Elections Code Updates
 - Resident and Business Survey
- Schedule for follow up: May 2021

Wrap Up

Mark Relph, City Manager