



# City of Littleton

Littleton Center  
2255 West Berry Avenue  
Littleton, CO 80120

## Meeting Minutes - Draft

### City Council

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Tuesday, April 7, 2020

6:30 PM

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#### Virtual Regular Meeting

#### Viewing and Participation 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. Meetings will not be held in the council chamber until further notice.

Options for viewing and participating in city council meetings are as follows: watch the live telecast on Comcast or Century Link Channel 8, live on Facebook ([www.Facebook.com/CityofLittleton](http://www.Facebook.com/CityofLittleton)), or visit [www.littletongov.org/channel8](http://www.littletongov.org/channel8) to watch the live stream on the city's website.

To provide written remarks during the Public Comment part of the agenda, or to comment on an agenda item during a Public Hearing, submit a statement using the Agenda Item Comment Form at [www.littletongov.org/agenda-comment](http://www.littletongov.org/agenda-comment). Comments received prior to 4 p.m. on the date of the council meeting will be presented to the mayor and council members.

To provide live comments during the meeting, use one of the following phone numbers to call in: 669-900-6833 (or) 346-248-7799 (or) 408-638-0968. When prompted, enter the Webinar ID: 373 097 086. Contact the City Clerk's Office at 303-795-3780 with any questions regarding this process.

#### 1. Roll Call

**Present:** 7 - Mayor Valdes, Council Member Driscoll, Council Member Elrod, Council Member Fey, Mayor Pro-Tem Melin, Council Member Milliman and Council Member Grove

#### 2. Approval of Agenda

#### 3. Comments / Reports

a) City Manager

*Reflection on past month and realities of the immediate future. Recognition of staff's efforts to maintain services for the residents and businesses of Littleton. Directs citizens to the city's webpage, Littleton Report, and social networks to stay abreast of latest news. Estimates an approximate 25% loss of sales tax revenue this year. Has taken the following actions as of now: postponed indefinitely all salary increases for the year; frozen hiring of all personnel with limited exceptions; frozen all travel, training, and education; frozen approximately \$1.1 million in General Fund projects and services; frozen capital construction projects until further review of long term financial commitments. All of these actions will likely not be enough to manage the projected loss of sales tax. Staff is working on a set of alternatives to meet the*

*challenge and will be ready to start implementing the first week of May when we have more complete data. All options are being considered, including reduction in services and programs and the reduction of staff in the form of layoffs and furloughs. There must be a balance struck between a reduction in services over time against what may be a rapidly changing local economy; either an economy that recovers quickly and/or an economy that slips into a national recession. For that reason, the city will be reviewing sales tax receipts each month, for several months, until we see a sustained pattern. Each month, additional phases may have to be implemented as conditions warrant. As the city manager, I am responsible for operations. Over the next months, the operational changes I make will be necessary and, in many cases, unpopular. I know what needs to be done to protect the financial integrity of this organization and will not hesitate to act. Later this summer/fall when we have a better understanding of the financial status of this organization, it will be council's turn to pick up the pieces of this pandemic and reset the direction for our community.*

b) City Attorney

*No report*

c) Council Members

*Council Member Elrod - Littleton Arts and Culture Commission and the Fine Arts Board have not met yet due to COVID-19. We are regrouping to see how/when we can meet. Attended a DRCOG study session.*

*Council Member Driscoll - No report*

*Council Member Fey - No report*

*Council Member Grove - South Suburban has elections coming up in early May. Absentee ballots were mailed starting on Monday of this week. They will not be cancelling the election unless directed by the State. There will be one walk-in polling place. Election judges are in place. South Suburban has closed parks but bathrooms remain open, for now. Hudson Gardens has cancelled their concert series through the end of the year.*

*Council Member Milliman - In recuperation from a car accident on February 23. Thank you to council, staff, friends and citizens for reaching out and your kind words during this process. A big round of applause to our city staff for the work that they are continuing to do. I'm continually impressed with their level of professionalism, teamwork, and spirit. Am thankful that we have this staff leading our city right now. Please support our local restaurants by trying to order food for delivery or pick-up twice a week if you can.*

*Mayor Pro Tem Melin - Is proud of how our community is responding during this crisis with a focus on those being neighborly and looking out for those who may have become sick or jobless. Grateful that Littleton is my home. Stay optimistic everyone. Look out for one another and be well.*

d) Mayor

*Reminder of study session on April 14 and regular meeting on April 21.*

#### **4. Citizen Appearances - None**

## **5. Public Comment**

Citizens wishing to provide public comment prior to the meeting, or who wish to participate via phone, please see instructions listed at the top of the agenda.

*None*

## **6. Consent Agenda Items**

- a) [Resolution 24-2020](#) Resolution 24-2020: Approving the contract amendment for the Unified Land Use Code Project in accordance with a 2020 budget proviso under Policy Question 1  
approved
- b) [Ordinance 16-2020](#) Ordinance 16-2020: An ordinance on first reading amending Chapter 3 of Title 3 of the Littleton Municipal Code regarding special events and demonstrations  
approved
- c) [Ordinance 15-2020](#) Ordinance 15-2020: An ordinance on first reading approving a five-year lease with Pitney Bowes to provide a postage meter and related services to the city  
approved
- d) [ID# 20-082](#) Motion to amend council liaison assignments appointing Council Member Grove as council liaison to the Douglas County Transportation Forum and to the Jefferson County Transportation Forum  
approved
- e) [ID# 20-085](#) Approval of the March 3, 2020 regular meeting minutes  
approved
- f) [ID# 20-096](#) Approval of the March 20, 2020 special meeting minutes  
approved

## **Approval of the Consent Agenda**

**Council Member Driscoll moved and Council Member Elrod seconded to approve the consent agenda, items a through f. The vote is 7-0. The motion carries unanimously.**

**Aye:** 7 - Mayor Valdes, Council Member Driscoll, Council Member Elrod, Council Member Fey, Mayor Pro Tem Melin, Council Member Milliman and Council Member Grove

## **7. General Business - None**

## **8. Ordinances on Second Reading and Public Hearing**

- a) [Ordinance 09-2020](#) Ordinance 09-2020: An ordinance on second reading amending Ordinance No. 25, series of 2019, known as the Annual Appropriation Bill
- Council Member Elrod moved and Council Member Milliman seconded to approve Ordinance 09 2020 amending Ordinance No. 25, series of 2019, known as the Annual Appropriation Bill. The vote is 7-0. The motion carries unanimously.**
- Aye:** 7 - Mayor Valdes, Council Member Driscoll, Council Member Elrod, Council Member Fey, Mayor Pro Tem Melin, Council Member Milliman and Council Member Grove
- b) [Ordinance 10-2020](#) Ordinance 10-2020: An ordinance on second reading amending the 2020 Littleton Sewer Utility Enterprise budget
- Council Member Grove moved and Mayor Pro Tem Melin seconded to approve Ordinance 10 2020 amending the 2020 Littleton Sewer Utility Enterprise budget. The vote is 6-0\*. The motion carries. (\*Council Member Elrod's feed was lost and we were not able to capture her vote)**
- Aye:** 6 - Mayor Valdes, Council Member Driscoll, Council Member Fey, Mayor Pro Tem Melin, Council Member Milliman and Council Member Grove
- Non-Voting:** 1 - Council Member Elrod
- c) [Ordinance 11-2020](#) Ordinance 11-2020: An ordinance on second reading amending the 2020 Littleton Stormwater and Flood Management Utility Enterprise budget
- Council Member Milliman moved and Council Member Grove seconded to approve Ordinance 11 2020 amending the 2020 Littleton Stormwater and Flood Management Utility Enterprise budget. The vote is 6-0\*. The motion carries. (\*Council Member Elrod's feed was lost and we were not able to capture her vote)**
- Aye:** 6 - Mayor Valdes, Council Member Driscoll, Council Member Fey, Mayor Pro Tem Melin, Council Member Milliman and Council Member Grove
- Non-Voting:** 1 - Council Member Elrod

## **9. Adjournment**

*Mayor Valdes adjourned the meeting at 7:06 p.m.*

The public is invited to participate in all regular meetings or study sessions of the City Council or any City Authority, Board or Commission. All city buildings are currently closed to the public and meetings will be conducted virtually.