



**SINGLETON  
STRATEGIES**

September 19, 2018

The Honorable Debbie Brinkman, Mayor  
City of Littleton  
2255 West Berry Avenue  
Littleton CO 80120

Dear Mayor Brinkman:

Thank you for the opportunity to provide you with an approach to revising and updating criteria for open space and parks investment. I was honored to design and facilitate the 2011-2012 Littleton Open Space and Parks Task Force and I certainly welcome an opportunity to help again.

The goal of the process is to update and revise the criteria for prioritizing investment of Littleton's open space and recreation funding. These planning should include consideration of use of Arapahoe County Open Space sales tax proceeds (in the form of "share back") and revenue from the Conservation Trust Fund. Both are important resources that have enabled Littleton to leverage additional funds and accomplish impressive acquisitions and improvements. Continued revenue from these sources drives continued thinking about how to maximize the opportunity the funding brings for the citizens of the city.

The 2011-2012 Open Space & Parks Task Force sought to assist the city with a methodology for determining a priority list of acquisitions and improvements. To do this, a group of staff, elected officials, citizens, and conservationists met and developed their method, prioritized a list, wrote a consensus report, and presented it to the City Council.

Given that it has been seven years since the report was provided to the Council, updating the report seems timely. This letter reviews a proposed approach, which draws from the past work of the task force and others to deliver an updated consensus approach through a streamlined process.

***Goal:*** *Ensure that Littleton open space and recreation investments are effectively used through revising the criteria for Littleton Open Space fund investments in land acquisition, habitat improvement, recreational connectivity, and park development.*

**Process & Timeline**

The brief process will include:

- Recruiting and orienting a new task force membership;

- Synthesizing relevant plans in a presentation to the City Council to get feedback on how to orient criteria revisions;
- Facilitating task force meetings to revise criteria and developing a revised consensus report;
- Presenting outcomes of the process to the Littleton City Council.

The entire process would go from October 1, 2018 through January 31, 2019 with a draft consensus report prepared before holiday breaks occur at the end of December.

### **Summary of Activities**

*Recruit and Orient Members:* Contact and engage prospective task force members to get them oriented and motivated to spend time and effort contributing to the process outcomes. This would also include developing task force protocols and a process plan that will provide a touchstone for the group as it works to develop a consensus approach and strategic outcomes.

*Synthesize Existing Studies and Present to Council:* Synthesize important studies and plans and studies to help build a broader understanding of priorities and themes for the Littleton City Council. The studies include:

- Arapahoe County Bike/Ped Master Plan;
- Littleton Parks Master Plan;
- South Platte Working Group Vision Charrette Report;
- South Suburban Park and Recreation District Master Plan;
- 2011 Littleton Open Space & Parks Task Force Report.

The synthesis will be presented to Littleton City Council in late October – feedback from Council will help provide direction to the task force as it revises prioritization criteria and prepares its consensus report.

*Task Force Develops Revised Criteria:* A seven-person task force will meet (about) every two weeks to develop a report revision that includes revised criteria for prioritizing Littleton open space and parks investments. We can expect the process to include some initial joint fact-finding, vetting of approaches based in member's orientations and skillsets, development of draft criteria, and drafting and refining the report. The report may also highlight important opportunities in the form of recommendations to Council that include a discussion of grant opportunities from the Arapahoe County Open Spaces Program and other sources.

*Process Outcomes Are Presented to Council:* In January, the outcomes of the process will be presented to the Littleton City Council along with the draft report. Council will have an opportunity to suggest revisions and improvements to the report before it is finalized by the end of January 2018.

### **Recommended Membership**

Membership of the task force should build off of the entities that comprised the 2011 membership but seek new voices through the new leaders who are now active. This group would include the following entities:

- Littleton City Council
- Littleton City Staff

- Arapahoe County Open Spaces
- Private Citizen
- South Metro Land Conservancy
- South Suburban Parks & Recreation
- Trust for Public Land of Colorado

Keeping the task force's size to just seven individuals enables the process to be nimble while also allowing each member to fully engage.

**Cost Estimate:** Labor for the four phases is estimated to be 149.5 hours with an estimated total cost of \$30,833. Direct costs, such as printing and other incidentals are not included in this estimate. The estimate is based on assumptions that can be revised through consultation with you and others in Littleton so that we can come to a satisfactory set of expectations.

I am eager to build on our work from six years ago and the excellent work of others in the interim. Please let me know how I can be of assistance. I welcome feedback on this approach from you and others. Thank you for this opportunity.

Sincerely,



William Singleton  
Singleton Strategies LLC