

Legislation Text

File #: Resolution 17-2018, **Version:** 1

Agenda Date: 03/06/2018

Subject:

A resolution adopting city council's 2018 Strategic Imperatives and Work Plan

Presented By: Mark Relph, City Manager
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REQUESTED COUNCIL ACTION:

Does city council support approval of the resolution adopting council's 2018 Strategic Imperatives and Work Plan (attached), authorizing the City Manager to enter into an agreement not to exceed two years for completion of the Vision to Comprehensive Plan (proposed scope attached), releasing the \$100,000 budget provision for the visioning process and the additional resources required for the project?

BACKGROUND:

At the February 3, 2018 workshop council identified three strategic imperatives: financial sustainability, vision to comprehensive plan, and collaborative relationships.

IMPERATIVE 1: Financial Sustainability

To develop a long-term sustainable financial plan for the City of Littleton by matching available resources with community priorities in order to provide beneficial, meaningful, and valued services and programs, while incorporating the necessary investment to maintain the value in community assets.

IMPERATIVE 2: Vision to Comprehensive Plan

Includes completion of a community driven vision and comprehensive plan within two years, and changes to/additional plans and code updates both during the process and after completion of the vision and comprehensive plan, ensuring consistency throughout. (See the attached Proposed Scope Outline.)

IMPERATIVE 3: Collaborative Relationships

Includes council's commitment to collaboration and relationship building, both internally and externally, by listening, moving past preconceived notions, participating with local and regional groups both inside and outside of Littleton, seeking different voices, and focusing on moving forward.

Staff developed the Strategic Imperatives and Work Plan from the COL Council Workshop Final Report (also attached).

PRIOR ACTIONS OR DISCUSSIONS:

At the February 3, 2018 workshop council met to review, understand, and identify their strategic imperatives. The discussion focused on financial sustainability, which incorporates fire and capital funding, completion of a vision to comprehensive plan process, and collaborative relationships.

Note, while components of these items have been discussed in prior sessions, the workshop was the first time they were identified as Strategic Imperatives.

STAFF ANALYSIS:

Staff has reviewed the three strategic imperatives and determined additional resources will be required to complete these items on top of the current initiatives and workloads. These resources include an additional FTE in Finance, hiring a Long Range Planner 1.5 months prior to the position's vacancy, a communications consultant, and a consultant for the Vision to Comprehensive plan process. (See the attached Additional Resources document for details.)

OPTIONS/ALTERNATIVES:

Approve: Approve the resolution to proceed with the 2018 Strategic Imperatives and Work Plan.

Deny: Deny the resolution to proceed with the 2018 Strategic Imperatives and Work Plan, and opt to either not set strategic imperatives or re-do the strategic imperatives at a subsequent session.

FISCAL IMPACTS:

The overall anticipated 2018 -2019 need to complete all three Strategic Imperatives is \$899,250. This includes:

- \$30,250 for a communications consultant on fire in 2018
- \$174,000 for a budget analyst (prorated to nine months for 2018)
- \$100,000 for the 2018 visioning process
- \$350,000 for the Comprehensive Plan (includes the Transportation Master Plan)
- \$200,000 for a comprehensive zoning code update (if council chooses to pursue this)
- \$15,000 to allow early hire of a senior planner in 2018
- \$30,000 for a vision communications consultant in 2019

This does not include potential updates to or additions of Special Area Plans that may come out of the Comprehensive Plan or any consultants/trainers related to collaborative relationships above and beyond what is currently budgeted for.

\$130,250 is currently budgeted for these projects in 2018, in the form of the \$100,000 for visioning, currently under a budget provision, and \$30,250 in the fire operating budget to be used for the fire communications consultant.

2018 remaining budget needs:

- \$74,000 (prorated 2018 amount) for an experienced budget analyst
- \$15,000 for the early hire of a senior planner, allowing position overlap
- *\$TBD for a 2018 start to the Comprehensive Plan (including Transportation Master Plan) (staff anticipates returning with more details later this year)*

2019 budget needs:

- *\$TBD for 2019 for the Comprehensive Plan (includes the Transportation Master Plan)*
- \$200,000 for a comprehensive zoning code update (if council chooses to pursue this)
- \$30,000 for a vision communications consultant in 2019
- \$100,000 for a budget analyst in 2019

A 2018 budget amendment request for \$89,000 for the budget analyst and the senior planner will be presented to council in the next few months. An additional budget amendment for an amount to be determined for the

Comprehensive Plan (includes the Transportation Master Plan) will follow.

2019 budget requests will be incorporated in the 2019 budget or throughout the process as needed.

Funding for this project will be from the General Fund fund balance.

STAFF RECOMMENDATION:

Staff recommends approval of the resolution as presented.

PROPOSED MOTION:

I move to approve the resolution #17-2018, adopting city council's 2018 Strategic Imperatives and Work Plan.