

## Legislation Text

---

**File #:** Ordinance 02-2019, **Version:** 2

---

Agenda Date: 02/05/2019

**Subject:**

An ordinance on second reading amending Ordinance No. 39 Series of 2018 known as the Annual Appropriation Bill for all municipal purposes for the fiscal year beginning January 1, 2019 and ending December 31, 2019

Presented By: Tiffany Hooten, Finance Director
--

**REQUESTED COUNCIL ACTION:**

Does city council support an amendment to the 2019 annual appropriation?

**BACKGROUND:**

Council's Strategic Imperative 2 set the direction for creation of a vision plan and an update to the city's Comprehensive Plan.

The Envision Littleton 2040 Report, which outlines the city's vision for the future, was adopted by city council on December 18, 2018. Next steps are to undertake an update to the city's Comprehensive Plan and to create a Transportation Master Plan (TMP) by the fall of 2019.

In order to manage these two projects and complete all five phases by fall 2019 for council adoption, staff developed a combined project management plan for the Comprehensive Plan and TMP to include public engagement to coincide with the phases of Envision Littleton in 2019.

**PRIOR ACTIONS OR DISCUSSIONS:**

The Envision Littleton Comprehensive Plan and the TMP, along with the 2019 budget proviso were discussed at a study session with council on December 11, 2018. Council directed staff to proceed with the release of the budget proviso.

The 2040 Envision Littleton Report was recommended by the planning commission to the city council on December 10, 2018. The city council adopted the Report on December 18, 2018, as well as a budget resolution releasing the 2019 budget proviso for the Comprehensive Plan.

This ordinance was approved on first reading at the regular meeting of the city council on January 15, 2019.

**STAFF ANALYSIS:**

The Comprehensive Plan update as well as the TMP processes will include the following five phases:

- Phase 1: Data & Overview of the Existing City of Littleton
- Phase 2: Direction for the Plans and Key Assumptions

- Phase 3: The Future City of Littleton
  - *Visioning for Transportation & Land-Use*
  - *Future Land-Use & Character Map*
  - *Corridor Evaluation*
  - *Travel Demand Forecasting*
- Phase 4: Strategies & Implementation Plan
  - *Funding Strategies*
  - *Fiscal Impact Analysis*
- Phase 5: Draft Plan & Adoption

Topics to be addressed throughout the Comprehensive Plan phases include - demographics, housing, community character, parks, trails and open space, land use, historic preservation, transportation, utilities and infrastructure, and economic development.

The Kendig Keast Collaborative (KKC) scope of services included initial project activities during November-December 2018, to expedite authorization of this work while the balance of the scope is finalized for work activities during 2019. KKC activities in 2018 included compiling and assessing a base of information on the existing conditions and outlook for Littleton, focusing especially on key influences that will shape the community's future. This will provide background and assumptions to support needs assessment and long-range and strategic planning decisions throughout the comprehensive planning process in 2019.

The TMP will develop the first comprehensive mobility and transportation plan for the city. The objectives include traffic modeling on current conditions and projected transportation needs based on the projected land uses within the city and growth associated with those land uses. The modeling incorporates regional impacts on mobility and congestion in Littleton. The TMP project will include significant public engagement, future mobility needs, the establishment of a level of service standard, and estimates for the projected needs. The plan is the first Littleton has ever completed and thus will set the baseline for future work. The scope of the project has been streamlined to control costs, for instance, reliance on DRCOG data and modeling at limited cost and incorporation of the project in parallel to the Comprehensive Plan project which will enhance alignment, this parallel work allows for the maximization of collaborative public engagement to reduce costs.

#### **OPTIONS/ALTERNATIVES:**

Council has the following options and alternatives:

1. Approve the 2019 budget amendment to continue the implementation of the full comprehensive and transportation plan and public engagement to have a successful implementation to be completed by fall, 2019.
2. Not approve the 2019 budget amendment and delay the vision to Comprehensive Plan and development of a TMP for the city.

#### **FISCAL IMPACTS:**

Both the 2018 and 2019 budgets include funds allocated for these plans. The Comprehensive Plan is budgeted at \$400,000 in the 2019 budget with a budget proviso that was released by council in December 2018. There is \$30,000 included in the communications and marketing department for citizen engagement of strategic imperatives. In August 2018, a budget amendment for the TMP was approved for \$150,000 from the transportation impact fee fund. This is a total budget of \$580,000.

Based on the results of the proposals for the TMP and the need to coordinate community outreach and communication for both plans, the total funding need is \$719,706. There is an additional funding need of \$139,706.

The TMP was originally budgeted at \$150,000 based on available funds in the transportation impact fees fund. This allowed staff to proceed with the RFP for the TMP. Based on proposals from consulting firms and the market, additional funds are needed to supplement the TMP in the 2019 budget. HDR has been selected for the TMP at \$210,424.

In order to maximize the public engagement strategy and assure continuity with the Comprehensive Plan outreach, staff engaged HDR to provide a proposal to complete the outreach for both the Comprehensive Plan and TMP. HDR has extensive background in high performing public engagement and this was a key criterion in the selection process. In addition, it is clear that a local presence is necessary to project manage the Comprehensive Plan and the public engagement execution; this is not part of KKC's scope of work. The local project management component was scoped by HDR. This additional fee is \$166,358; \$69,630 is attributable to the project management needed to execute the two plans, while \$96,728 is for public engagement.

Staff is proposing \$178,418 of the total cost of \$719,706 to be funded from transportation impact fees for the TMP portion of the project. This will reduce the amount needed from the General Fund and leave an additional \$38,712 available in the General Fund. The following chart reflects the budget needs.

Envision Littleton Budget	Comp Plan (General Fund)	TMP (Impact Fees)	Project Mgmt/Public Engagement (General Fund)	Project Mgmt/Public Engagement (Impact Fees)	Total (All Funds)
<b>Actual Expense</b>	\$ 342,924	\$ 210,424	\$ 48,364	\$ 117,994	\$ 719,706
<b>2018 Budget</b>	\$ -	\$ 150,000	\$ -	\$ -	\$ 150,000
<b>2019 Budget</b>	\$ 400,000	\$ -	\$ 30,000	\$ -	\$ 430,000
<b>Total Budget</b>	\$ 400,000	\$ 150,000	\$ 30,000	\$ -	\$ 580,000
<b>Difference</b>	\$ 57,076	\$ (60,424)	\$ (18,364)	\$ (117,994)	\$ (139,706)
<b>2019 Add'l Funds</b>	\$ (18,364)	\$ 60,424	\$ 18,364	\$ 117,994	\$ 178,418
<b>New Total Budget</b>	\$ 381,636	\$ 210,424	\$ 48,364	\$ 117,994	\$ 758,418
<b>Remaining Funds</b>	\$ 38,712	\$ -	\$ -	\$ -	\$ 38,712

Taking into consideration the 2018 transportation impact fee revenues and the estimated revenues in 2019, the estimated ending fund balance in the transportation impact fee fund in 2019 is \$293,218. There is adequate fund balance in the transportation impact fees to fund an additional \$178,418 for this project.

Council approved a resolution releasing the 2019 budget proviso of \$400,000 at the December 18, 2018 council meeting. This ordinance is to amend the 2019 budget for the additional \$178,418 to be paid from transportation impact fees.

#### STAFF RECOMMENDATION:

Staff recommends approval of the amendment to the 2019 budget for the impact fee fund.

**PRESENTATIONS:**

- i. Staff: Tiffany Hooten, Finance Director
- ii. Applicant: N/A

**PROPOSED MOTION:**

I move to approve the ordinance amending Ordinance No. 39 Series of 2018 known as the Annual Appropriation Bill for all municipal purposes for the fiscal year beginning January 1, 2019 and ending December 31, 2019.