

**Legislation Text**

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Agenda Date: 04/09/2019

Subject:  
2019 Council Retreat - Follow Up

Presented By: Mark Relph, City Manager and selected Directors
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**REQUESTED COUNCIL ACTION:**

Does city council support the proposed 2019 Goals and Objectives?

In addition, staff requests guidance on prioritizing objectives and action steps given resource constraints.

**BACKGROUND:**

At the Council Retreat held January 25 and 26, council identified two goals for 2019: Envision Littleton and Financial Sustainability.

**STAFF ANALYSIS:**

Staff has reviewed the recommended goals and council's guidance on objectives and made the following recommendations on objectives for each. In addition staff has analyzed resources required to complete each item and provided more detail in the attached Proposed 2019-2020 Work Plan and supporting documents.

The Envision Littleton objective recommendations carry on the work done in 2018 known as the Envision Littleton 2040 Report:

<b>Goal 1: Envision Littleton</b>	
Objective 1: Comprehensive Plan	NOV 2018-OCT 2019
Objective 2: Transportation Master Plan	NOV 2018-OCT 2019
Objective 3: River Front/Santa Fe Corridor Plan	APR 2019-TBD
Objective 4: Bellevue Corridor Vision Implementation	MAR 2019-All 2020
Objective 5: Economic Strategic Plan	APR 2019-FEB 2020
Objective 6: Code Updates	All 2019-2020

The Financial Sustainability objective recommendations also carry on work from 2018 and continue the work toward long-term financial sustainability:

<b>Goal 2: Financial Sustainability</b>	
Objective 1: Evaluate and prioritize existing programs and services for efficient and effective use of resources.	All 2019-2020
Objective 2: Evaluate existing fees for service and determine opportunity to match cost versus revenue for all funds.	JAN 2019-AUG 2020

Objective 3: Develop and adopt five-year financial plans for all funds to determine long-term viability.	COMPLETE <i>(Updated Regularly)</i>
Objective 4: Identify, assess, and prioritize long-term capital needs.	All 2019-2020
Objective 5: Identify and assess opportunities for funding for capital needs.	All 2019-2020

## FISCAL IMPACTS:

There are several anticipated 2019-2020 financial resources needed to support the council goals, initiatives and other projects.

### 2019 Additional Budget Requests:

Goal 1: Envision Littleton - no additional resources in 2019

Goal 2: Financial Sustainability

- \$60,000 Contracted facilities project/program manager (18 month term)
- \$62,500 Transportation/infrastructure project manager (two-year term)
- \$35,000 Grounds and landscaping assessment
- \$45,000 Grant specialist (1.0 FTE )
- \$40,000 Polling regarding capital funding options
- \$20,000 Fleet fund assessment

Other Initiatives and Projects

- \$60,000 Transition to Office 365
- \$250,000 TRAKiT 9 conversion

### 2020 Budget Requests:

Goal 1: Envision Littleton

- \$200,000 River Front/Santa Fe Corridor Plan
- \$100,000 Economic analysis consultant
- \$200,000 Review and update development codes

Goal 2: Financial Sustainability

- \$40,000 Impact fee model
- \$120,000 Contracted facilities project/program manager (18 month term)
- \$125,000 Transportation/Infrastructure Project manager (two-year term)
- \$100,000 Bridge master plan
- \$100,000 Undergrounding master plan
- \$90,000 Grant specialist (1.0 FTE)

Other Initiatives and Projects

- \$70,000 Website rebuild

Council has identified the River Front/Santa Fe Corridor as a priority. Staff will be requesting the release of the 2019 budget proviso of \$75,000 for Corridor Master Planning for this plan. This is already included in the 2019 budget and therefore is not an additional funding request.

The city has limited funding for these budget requests totaling \$1,717,500 over the next two years; not

including an increase in personnel costs annually thereafter for a new FTE and the remaining term of one position. Other than the impact fee study, which can be funded from impact fees, and potentially a small portion to be funded from the sewer fund, the only funding source at this time is the General Fund fund balance. All funds in the capital projects fund have been earmarked for projects over the next five years with no remaining funds after 2023.

Based on the five-year projections of the General Fund and current service levels and projects, adding these budget requests will reduce the General Fund fund balance to 13% by 2023. This is within the general fund reserve policy; however, an economic downturn in the next five years could impact the services provided by the city should prioritization of services and projects not occur or additional funding sources identified.

**STAFF RECOMMENDATION:**

Staff recommends council provide feedback and guidance on the proposed 2019 Goals and Objectives and advise staff to bring forward a resolution to formally adopt 2019 Goals and Objectives.

Staff also recommends council provide feedback and guidance regarding prioritization of the objectives and action steps given the current resource environment. Staff does not recommend pursuit of every item listed without identification of additional resources.

**OPTIONS/ALTERNATIVES:**

Staff will discuss options and alternatives with council during the study session.