



City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Meeting Agenda

City Council

Tuesday, January 26, 2016

6:30 PM

Community Room

Study Session

Study Session Topics

1. Parks, Recreation, Trails Findings Report

[ID# 16-10](#)

Council Joint Study Session with SSPR Board of Directors for the initial findings presentation regarding the Littleton Parks, Recreation and Trails Master Plan

Attachments:

[Littleton Survey](#)

[Littleton PRTMP Findings Presentation FINAL 01.26.2016](#)

2. Council Guiding Documents

a) [ID# 15-321](#)

Council Protocols

Attachments:

[Council Protocols - Proposed 2016](#)

b) [ID# 15-322](#)

Council Legislative Rules

Attachments:

[Council Legislative Rules - proposed 2016](#)

[Side by Side Comparison.pdf](#)

d) [ID# 15-324](#)

Policy Statement

Attachments:

[Current Policy Statement.pdf](#)

c) [ID# 15-323](#)

Goals and Objectives

Attachments:

[Current 2014-2015 Council Goals](#)

The public is invited to attend all regular meetings or study sessions of the City Council or any City Board or Commission. Please call 303-795-3780 at least forty-eight (48) hours prior to the meeting if you believe you will need special assistance or any reasonable accommodation in order to be in attendance at or participate in any such meeting. For any additional information concerning City meetings, please call the above referenced number.



Staff Communication

File #: ID# 16-10, **Version:** 1

Agenda Date: January 26, 2016

Subject:

Council Joint Study Session with SSPR Board of Directors for the initial findings presentation regarding the Littleton Parks, Recreation and Trails Master Plan

Presented By: Mike Braaten, Deputy City Manager

BACKGROUND:

The City of Littleton, in partnership with South Suburban Parks and Recreation (SSPR), engaged planning consultant, Greenplay LLC, in August, 2015 to develop a Parks, Recreation and Trails masterplan for the City of Littleton. The purpose of the plan is to develop a clear picture of the existing parks, recreation and trails system in the city and to serve as a road map future investment in those facilities, services and amenities.

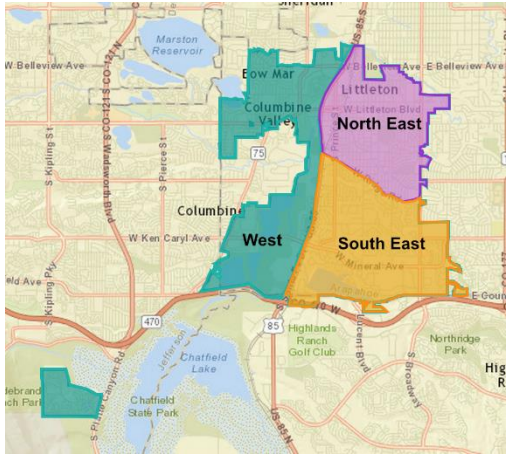
The purpose of the joint study session is for city council and the SSPR Board to hear an initial report from the consultant on what they have heard from the public through the various community input opportunities and to review the findings from the parks and facilities inventory and assessment.

In addition to the six public input sessions and survey on openlittleton.org, a statistically valid survey was sent to a random sample of 3,600 residents. The same survey that was administered to the statistically-valid sample was also available to the public as a non-statistically valid survey and promoted through the public meetings and the city and SSPR social media and garnered an additional 288 responses. The survey is attached.

There is still a considerable amount of work to be performed including a financial analysis, an analysis of programs and services, and the development of the action/implementation plan.

A draft plan will be presented in late March or early April with a final plan to be approved by the planning board, city council and SSPR board in May.

CITY OF LITTLETON PARKS, RECREATION and TRAILS MASTER PLAN SURVEY

- How long have you lived in the City of Littleton? _____ Years OR ☐ Check here if less than a year
- In what area of the city do you live? (Due to the large size and high level of diversity in the Littleton City Limits, this plan includes important demographic analysis in four subareas.) 
 - ☐ West (west of Santa Fe Drive)
 - ☐ Northeast (east of Santa Fe Drive, north of Ridge Road)
 - ☐ Southeast (east of Santa Fe Drive, south of Ridge Road)
 - ☐ Trail Mark area (west of Chatfield)

- Which of these categories best applies to your household?
 - ☐ Single, no children
 - ☐ Single with children at home
 - ☐ Single, children no longer at home (empty nester)
 - ☐ Couple, no children
 - ☐ Couple with children at home
 - ☐ Couple, children no longer at home (empty nester)

CURRENT USE OF PROGRAMS AND FACILITIES

- How knowledgeable/familiar are you and your household with park and recreation facilities, programs and services provided in Littleton?

NOT AT ALL FAMILIAR	NEITHER FAMILIAR NOR UNFAMILIAR			VERY FAMILIAR
1	2	3	4	5

- What are the top three parks/recreation facilities/amenities in the City of Littleton most used by you and your household?

Park/Facility: _____

Park/Facility: _____

Park/Facility: _____

- How frequently do you use the following facilities and parks outside the City of Littleton?

	NOT AT ALL		SOMETIMES		VERY OFTEN
Ben Franklin Pool	1	2	3	4	5
Colorado Journey Miniature Golf	1	2	3	4	5
Cornerstone Regional Park	1	2	3	4	5
Goodson Recreation Center	1	2	3	4	5
Sheridan Recreation Center	1	2	3	4	5
South Suburban Golf Course	1	2	3	4	5
South Suburban Ice Arena	1	2	3	4	5
Pirates Cove Aquatic Center	1	2	3	4	5

- How frequently do you use privately operated INDOOR recreational/fitness facilities outside of the City of Littleton?

- ☐ Never (GO TO Q. 9)
- ☐ One to 6 times per year
- ☐ Seven to 12 times per year
- ☐ More than 12 times per year

- Which privately operated indoor recreational/fitness facilities do you use outside the city?

Facility: _____

Facility: _____

Facility: _____

- Are you willing to pay to have these types of amenities/programs located closer to your home or work? ☐ Yes ☐ No

- In a few words, if you aren't using parks and recreation facilities in Littleton as frequently as you would like, why not?

11. Overall, how would you rate the following facilities and programs in Littleton?

	POOR	AVERAGE			EXCELLENT	DON'T KNOW
Parks	1	2	3	4	5	x
Trails	1	2	3	4	5	x
Recreation centers	1	2	3	4	5	x
Recreation program options and quality	1	2	3	4	5	x

Do you have any comments on your response? _____

12. A: Please rate how important the following facilities or programs are to your household. B: Then rate how they are meeting the needs of Littleton. Please provide an answer for A and B whether you have used the facility/program or not. (DK/NA means “Don’t Know” or “Not Applicable”)

FACILITIES	A) IMPORTANCE TO YOUR HOUSEHOLD						B) MEETING THE NEEDS OF LITTLETON					
	NOT AT ALL IMPORTANT	NEUTRAL			VERY IMPORTANT	DK/ NA	NOT AT ALL	SOMEWHAT			COMPLETELY	DK/ NA
Parks	1	2	3	4	5	x	1	2	3	4	5	x
Athletic fields (soccer, lacrosse, football etc.)	1	2	3	4	5	x	1	2	3	4	5	x
Ball fields (baseball/softball, etc.)	1	2	3	4	5	x	1	2	3	4	5	x
Swimming pools/aquatic facilities	1	2	3	4	5	x	1	2	3	4	5	x
Splash pads	1	2	3	4	5	x	1	2	3	4	5	x
Tennis courts	1	2	3	4	5	x	1	2	3	4	5	x
Outdoor basketball courts	1	2	3	4	5	x	1	2	3	4	5	x
Golf course	1	2	3	4	5	x	1	2	3	4	5	x
Playgrounds	1	2	3	4	5	x	1	2	3	4	5	x
Picnic shelters	1	2	3	4	5	x	1	2	3	4	5	x
Recreation centers	1	2	3	4	5	x	1	2	3	4	5	x
Dog parks	1	2	3	4	5	x	1	2	3	4	5	x
Indoor gym space	1	2	3	4	5	x	1	2	3	4	5	x
Trails for walking/running	1	2	3	4	5	x	1	2	3	4	5	x
Trails for biking	1	2	3	4	5	x	1	2	3	4	5	x
Multipurpose space	1	2	3	4	5	x	1	2	3	4	5	x
Shade structures in parks	1	2	3	4	5	x	1	2	3	4	5	x
Disc golf	1	2	3	4	5	x	1	2	3	4	5	x
Pickleball courts	1	2	3	4	5	x	1	2	3	4	5	x
Outdoor athletic fields/courts (type: _____)	1	2	3	4	5	x	1	2	3	4	5	x
Lights for outdoor athletic facilities	1	2	3	4	5	x	1	2	3	4	5	x
Improved park amenities (drinking fountains, restrooms, benches, etc.)	1	2	3	4	5	x	1	2	3	4	5	x
Exercise stations along trails in parks	1	2	3	4	5	x	1	2	3	4	5	x
Fishing ponds	1	2	3	4	5	x	1	2	3	4	5	x
Other: _____	1	2	3	4	5	x	1	2	3	4	5	x

PROGRAMS	A) IMPORTANCE TO YOUR HOUSEHOLD						B) MEETING THE NEEDS OF LITTLETON					
	NOT AT ALL IMPORTANT	NEUTRAL			VERY IMPORTANT	DK/ NA	NOT AT ALL	SOMEWHAT			COMPLETELY	DK/ NA
Nature programs	1	2	3	4	5	x	1	2	3	4	5	x
Adult/senior sports	1	2	3	4	5	x	1	2	3	4	5	x
Adult/senior programs (non-sports)	1	2	3	4	5	x	1	2	3	4	5	x
Youth sports	1	2	3	4	5	x	1	2	3	4	5	x
Youth programs (non-sports)	1	2	3	4	5	x	1	2	3	4	5	x
Swim lessons/aquatic programs	1	2	3	4	5	x	1	2	3	4	5	x
Arts programs	1	2	3	4	5	x	1	2	3	4	5	x
Fitness and wellness programs	1	2	3	4	5	x	1	2	3	4	5	x
Family/intergenerational programs (all ages)	1	2	3	4	5	x	1	2	3	4	5	x
Outdoor adventure programs	1	2	3	4	5	x	1	2	3	4	5	x
Community events (e.g., festivals, parades, outdoor concerts)	1	2	3	4	5	x	1	2	3	4	5	x
Volunteer opportunities	1	2	3	4	5	x	1	2	3	4	5	x
Cooking/enrichment classes	1	2	3	4	5	x	1	2	3	4	5	x
Adaptive recreation programs	1	2	3	4	5	x	1	2	3	4	5	x
Performing arts programs	1	2	3	4	5	x	1	2	3	4	5	x
Other: _____	1	2	3	4	5	x	1	2	3	4	5	x

13. Do you have any comments on your responses to the previous question? _____
14. Are there any parks and recreation amenities currently available in Littleton that should be considered for different uses ("repurposed") in the next three to five years?
☐ Yes ☐ No ☐ Uncertain
 (If yes or uncertain) Which ones and how? _____
15. How do you typically travel to parks and recreation facilities in Littleton? (CHECK ALL THAT APPLY) And what is your preferred mode of travel to reach these facilities? (CHECK ONE ONLY)
- | TYPICAL | PREFERRED | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Drive |
| <input type="checkbox"/> | <input type="checkbox"/> | Public transportation such as light rail, bus, OMNIBUS, etc. (specify): _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Bike |
| <input type="checkbox"/> | <input type="checkbox"/> | Walk |
| <input type="checkbox"/> | <input type="checkbox"/> | Other |

FUTURE FACILITIES, AMENITIES, AND SERVICES

16. From the list below, what are the three most important areas that, if addressed by the City, would increase your utilization of Littleton parks and recreation facilities? Please select up to 3 choices.
- 01) ☐ Accessibility (please explain: _____)
 - 02) ☐ Additional facilities and amenities (such as: _____)
 - 03) ☐ Awareness of programs (communications)
 - 04) ☐ Condition/maintenance of parks (please explain: _____)
 - 05) ☐ Condition/maintenance of recreation centers (please explain: _____)
 - 06) ☐ Customer service/staff knowledge
 - 07) ☐ Family-oriented activities
 - 08) ☐ Hours of operation (such as: _____)
 - 09) ☐ Improved parking
 - 10) ☐ More moderate pricing/user fees
 - 11) ☐ Offer a balance of organized sports and passive park activities
 - 12) ☐ Programs I want (such as: _____)
 - 13) ☐ Promoting healthy, active lifestyles
 - 14) ☐ Quality of equipment
 - 15) ☐ Safety and security (please explain: _____)
 - 16) ☐ Volunteer opportunities
 - 17) ☐ Other (please specify: _____)

Please include comments on your responses here: _____

COMMUNICATION

17. What is the best way to reach you with information on City of Littleton and South Suburban Park and Recreation District (SSPR) parks and recreation facilities, services, and programs? (CHECK ALL THAT APPLY)
- | | |
|--|--|
| 01) <input type="checkbox"/> Local media/newspaper(s) (circle):
Villager Independent YourHub
Columbine Community Courier | 07) <input type="checkbox"/> City of Littleton social networking (e.g., Twitter, Facebook, NextDoor) |
| 02) <input type="checkbox"/> Recreation Activity Guide (SSPR) mailed to your home | 08) <input type="checkbox"/> SSPR social networking (e.g., Twitter, Facebook, NextDoor) |
| 03) <input type="checkbox"/> At the recreation facilities/program location | 09) <input type="checkbox"/> City of Littleton e-mail |
| 04) <input type="checkbox"/> Word of mouth | 10) <input type="checkbox"/> SSPR e-mail |
| 05) <input type="checkbox"/> Internet/website (City of Littleton) | 11) <input type="checkbox"/> Littleton Report |
| 06) <input type="checkbox"/> Internet/website (SSPR) | 12) <input type="checkbox"/> Other (Please specify: _____) |

FINANCIAL CHOICES/FEEES

18. If adjustments to fees were made, due to increasing costs to provide the programs or services you use or the facilities you visit, which of the following best describes the potential impact, if any, that fee increases would have on your current level of participation?
- ☐ Moderate fee increases would not limit my/our ability to participate at all
- ☐ Moderate fee increases would limit my/our participation somewhat or would have a minor impact on the ability to participate
- ☐ Moderate fee increases would limit my/our participation significantly
- ☐ Don't know/uncertain

19. With \$5 increments being the smallest amount you might use, if you had \$100 to spend on parks and recreation facilities, services and/or programs, how would you allocate that \$100 across the following categories? You may also leave any items blank for no allocation, but please make sure your allocation totals \$100.

\$ _____ Add more pathways
\$ _____ Add new parks
\$ _____ Add outdoor athletic fields and courts
\$ _____ Expand aquatics (e.g., indoor or outdoor pool, splash pads, etc.)
\$ _____ Expand programs and activities (e.g., more teen programs, senior programs, etc.)
\$ _____ Increase maintenance of existing facilities such as golf courses, recreation centers, parks and trails
\$ _____ Land preservation/acquisition
\$ _____ Make improvements and/or renovate existing facilities
\$ _____ New or expanded recreation center (e.g., community class/meeting rooms, activity spaces, etc.)
\$ _____ Provide more city-wide special events
\$ _____ Recreation center, including gym space and related activities
\$ _____ Other enhancements such as: _____
\$ 100

SUGGESTIONS

20. Do you have any additional comments or suggestions that you would like to offer regarding parks, recreation facilities, services and programs in Littleton?

DEMOGRAPHICS

Just a few more questions about yourself to assist in classifying your responses . . .

21. Please indicate your gender:

☐ Male ☐ Female

22. What is your age?

☐ Under 25 ☐ 55 - 64
☐ 25 - 34 ☐ 65 - 74
☐ 35 - 44 ☐ 75 or over
☐ 45 - 54

23. Do you own or rent your residence in Littleton?

☐ Own ☐ Rent ☐ Other

24. Are you a registered voter in the City of Littleton?

☐ Yes ☐ No

25. Does your household have a need for ADA-accessible (Americans with Disabilities) facilities and services?

☐ Yes ☐ No

26. Which of these categories best describes the total gross annual income of your household (before taxes)?

☐ Under \$25,000 ☐ \$100,000 – 149,999
☐ \$25,000 – 49,999 ☐ \$150,000 – 199,999
☐ \$50,000 – 74,999 ☐ \$200,000 – 249,999
☐ \$75,000 – 99,999 ☐ \$250,000 or more

27. Are you of Hispanic, Latino or Spanish origin?

☐ Yes ☐ No

28. What race do you consider yourself to be?

☐ White
☐ Asian, Asian Indian or Pacific Islander
☐ Native American
☐ Black or African American
☐ Other: _____

Thank you for taking the time to share your opinions.

Your input will be of value in helping us create a Master Plan.

Please be sure to provide your contact information by returning the slip from the cover letter if you want to participate in the prize drawing.

Parks, Recreation & Trails Master Plan Littleton , Colorado



Agenda

- ❑ **Process**
- ❑ **Demographics**
- ❑ **Survey Results**
- ❑ **Recreational Access/Level of Service**
- ❑ **Recurring Themes**
- ❑ **Preliminary Recommendations**
- ❑ **Q & A**

City of Littleton

- Mike Braaten
- Kelli Narde

South Suburban Parks and Recreation

- Deanna Heyn
- Brett Collins
- Dave Brueggeman
- JoAnn Gould
- Teresa Cope

GreenPlay Team

- Staff
- Design Concepts
- RRC Associates

Process

- **Start-up**
- **Community Input**
 - Focus Groups
 - Stakeholder Meeting
 - Open Littleton
 - Survey
- **GRASP Inventory and assessment**
- **Recreational Access/ Level of Service Analysis**
- **Findings Presentation**
- **Visioning Workshop**
- **Operational & Maintenance Analysis**
 - Program & Other Service Provider Analysis
 - Organizational Analysis
- **Draft Plan & Presentation**
- **Final Plan & Presentation**



Focus Group Summary

September 21, 22, 28, 2015

85 participants in:

- 3 public meetings
- 3 focus groups (including Planning Board)
- 12 in-person interviews
- 5 phone interviews



Demographics

Summary Demographics 2015

Population	43,541
Number of Households	19,246
Avg. Household Size	2.24
Median Age	42.8
Median Household Income	\$56,893

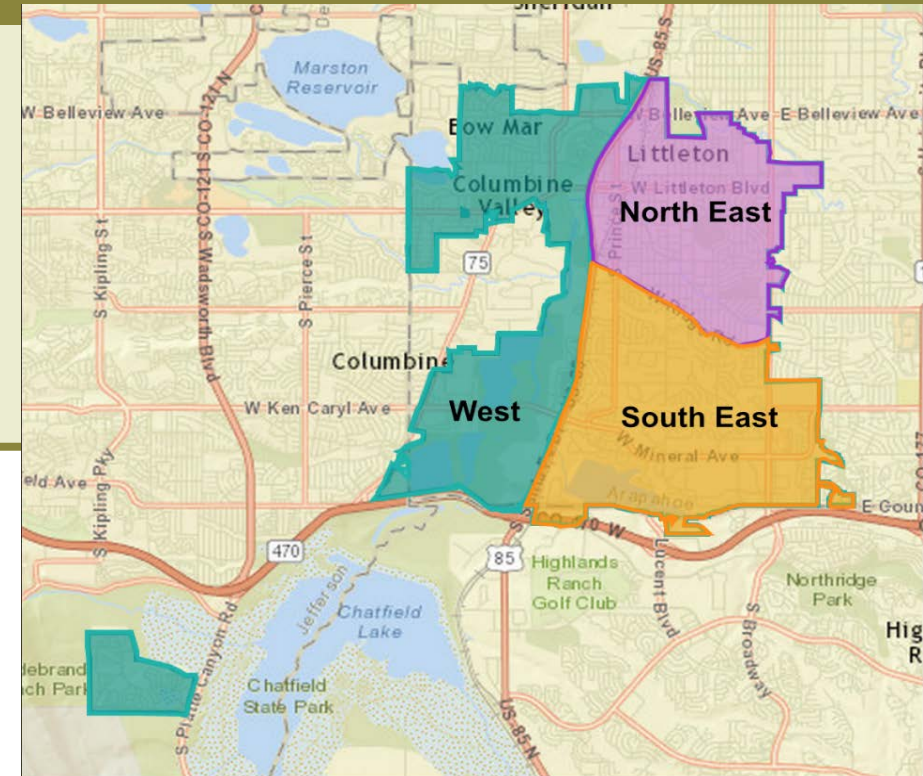
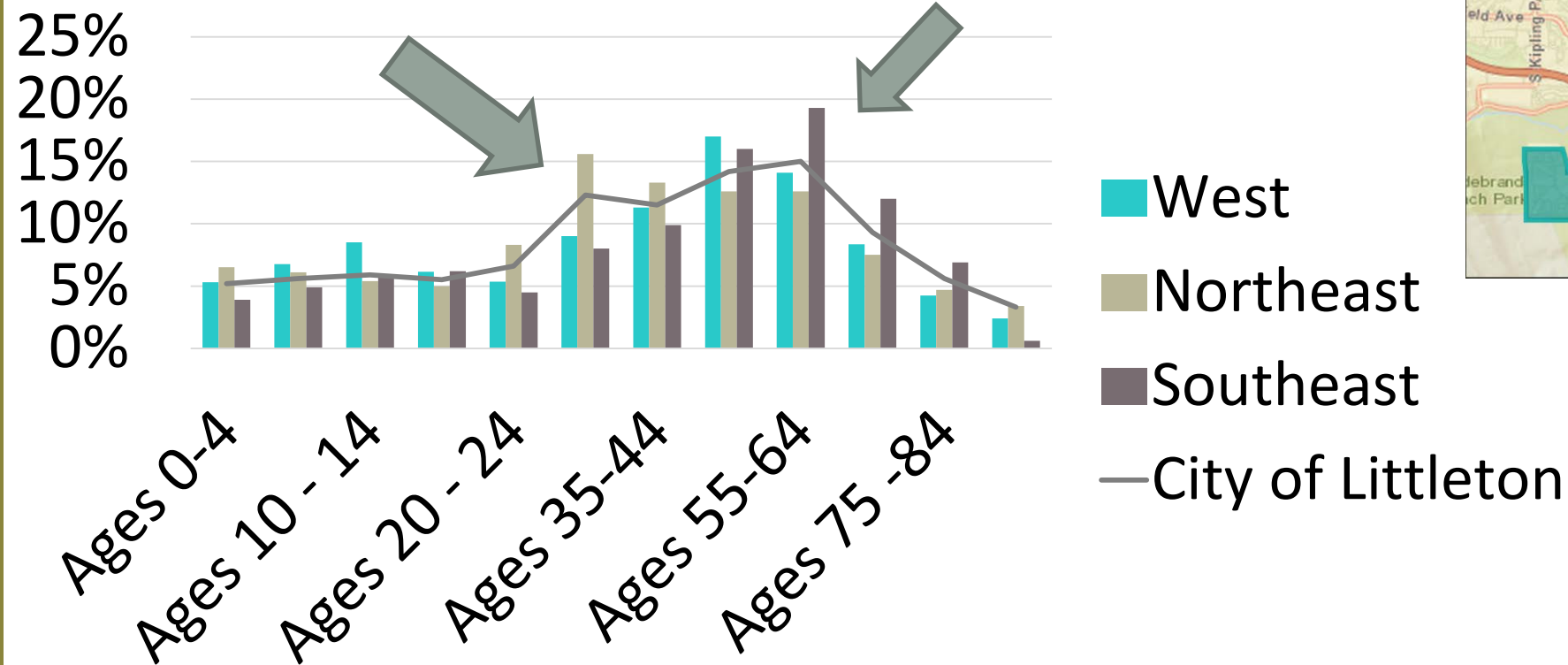
Population Projection 10 years

Actual, Estimated and Projected Population

2000 Population	40,687
2010 Population	41,737
2015 Estimated	43,541
2020 Projected	46,375
2025 Projected	49,397
2035 Projected	52,615
2040 Projected	56,042

*Most population
growth is likely to
occur through
infill development*

Population Projection by Age



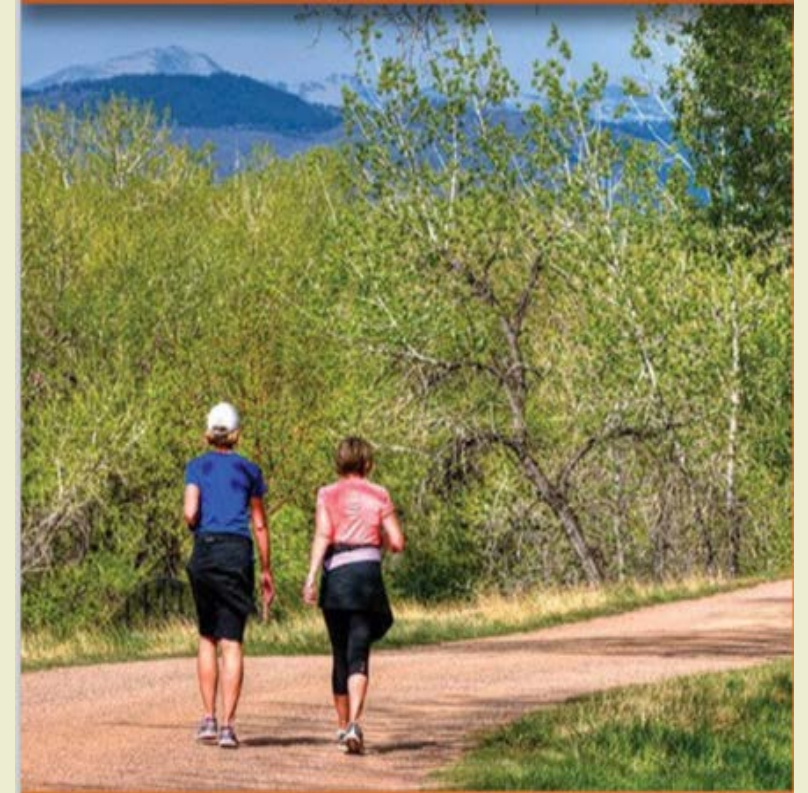
Survey Results

- Approximately **3,600** surveys were mailed to a random sample of Littleton residents in November 2015.
- Response rate was **12.6%**
- Final sample size for statistically valid survey was **404**, resulting in a margin of error of approximately **+/- 4.9** percentage points calculated for questions at 50% response.
- Open-link survey received an **additional 288 responses.**

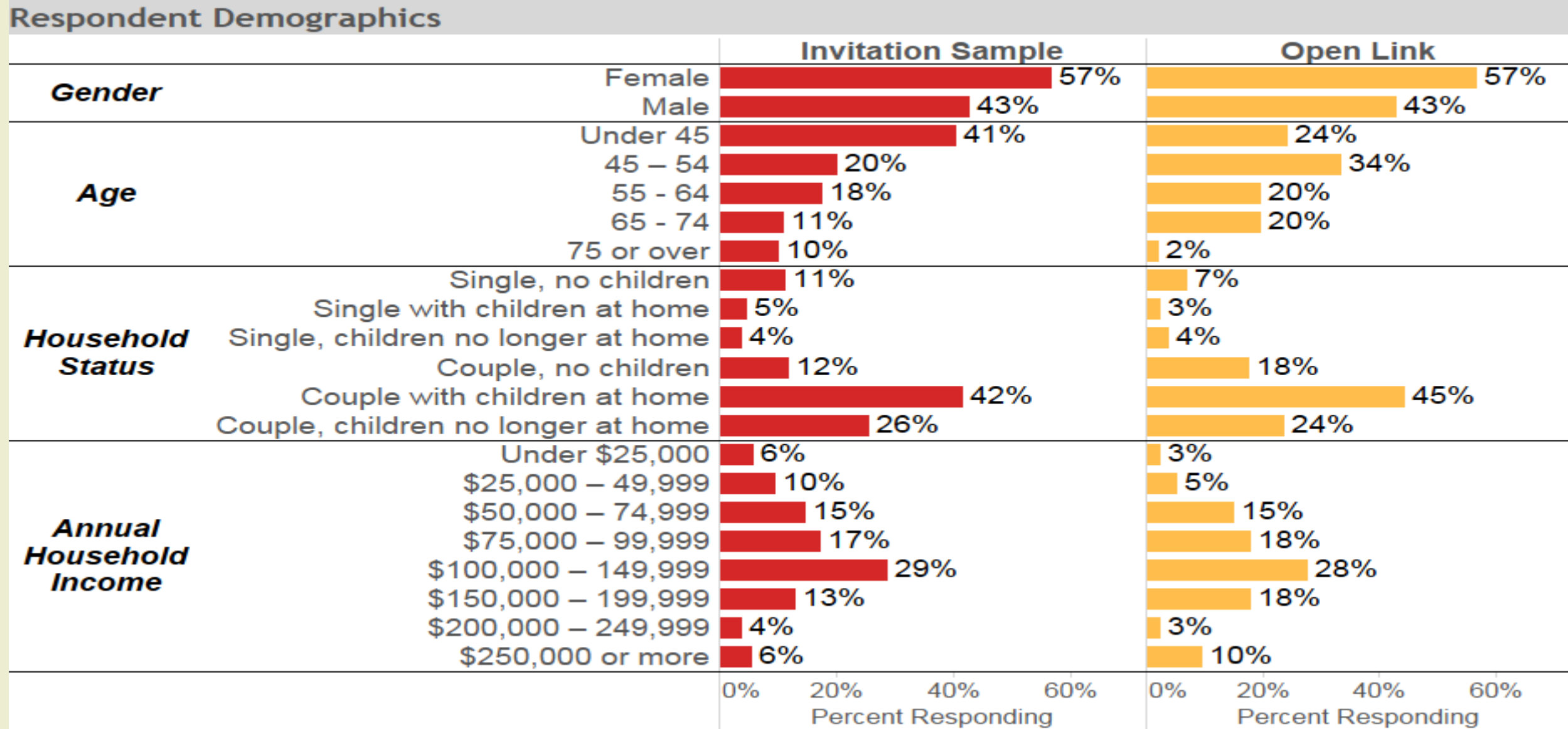


Recurring Themes from Input

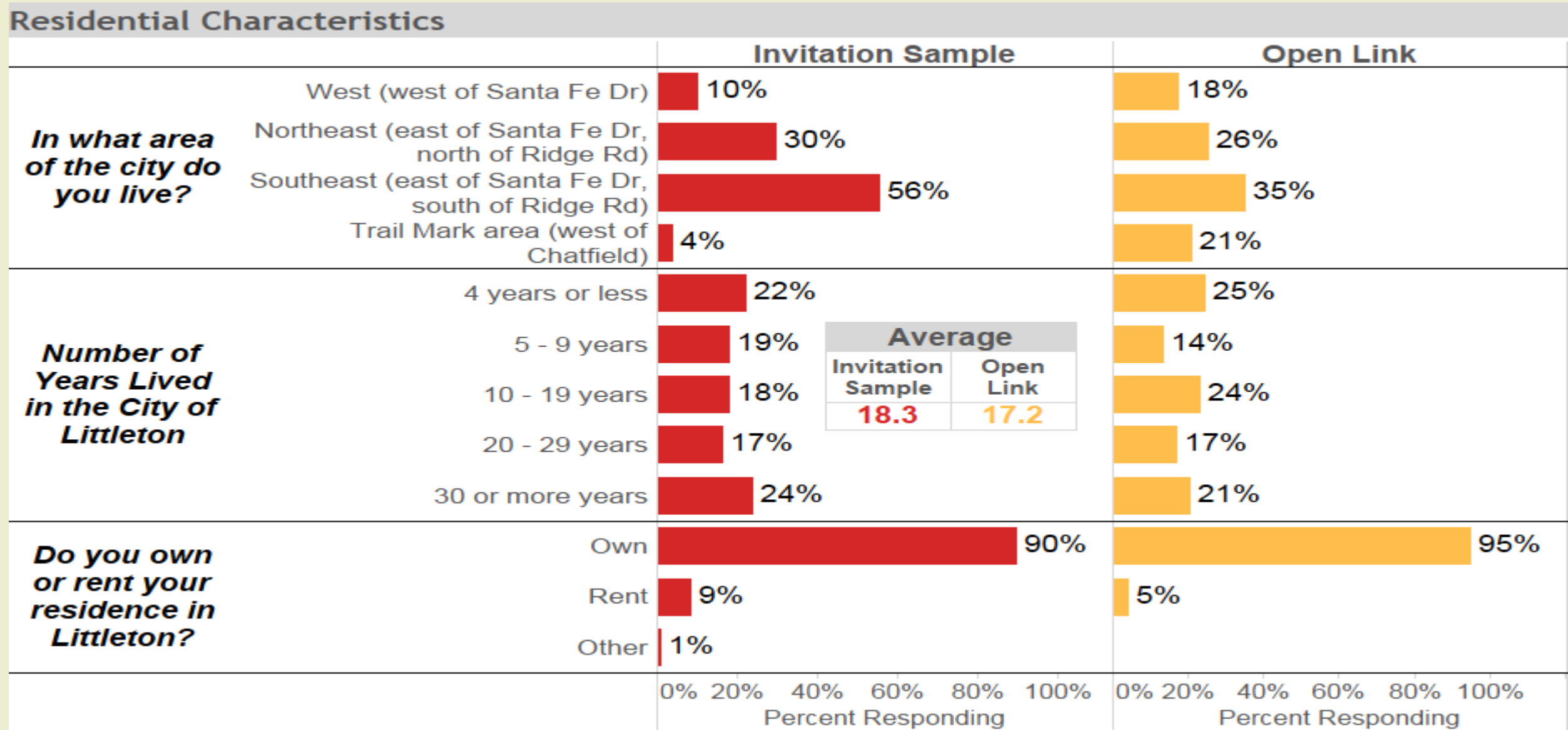
- Community values parks, open spaces, trails and recreational opportunities
- Community is well informed of amenities and programs by both Littleton and South Suburban Parks and Recreation
- Need for connectivity – trails and sidewalks
- Maintain current amenities
- Replace/Upgrade aging infrastructure
- Aquatic access for southeast and west
- More diverse programming
- Communication – finding program information
- Diversify revenue sources



Survey Results

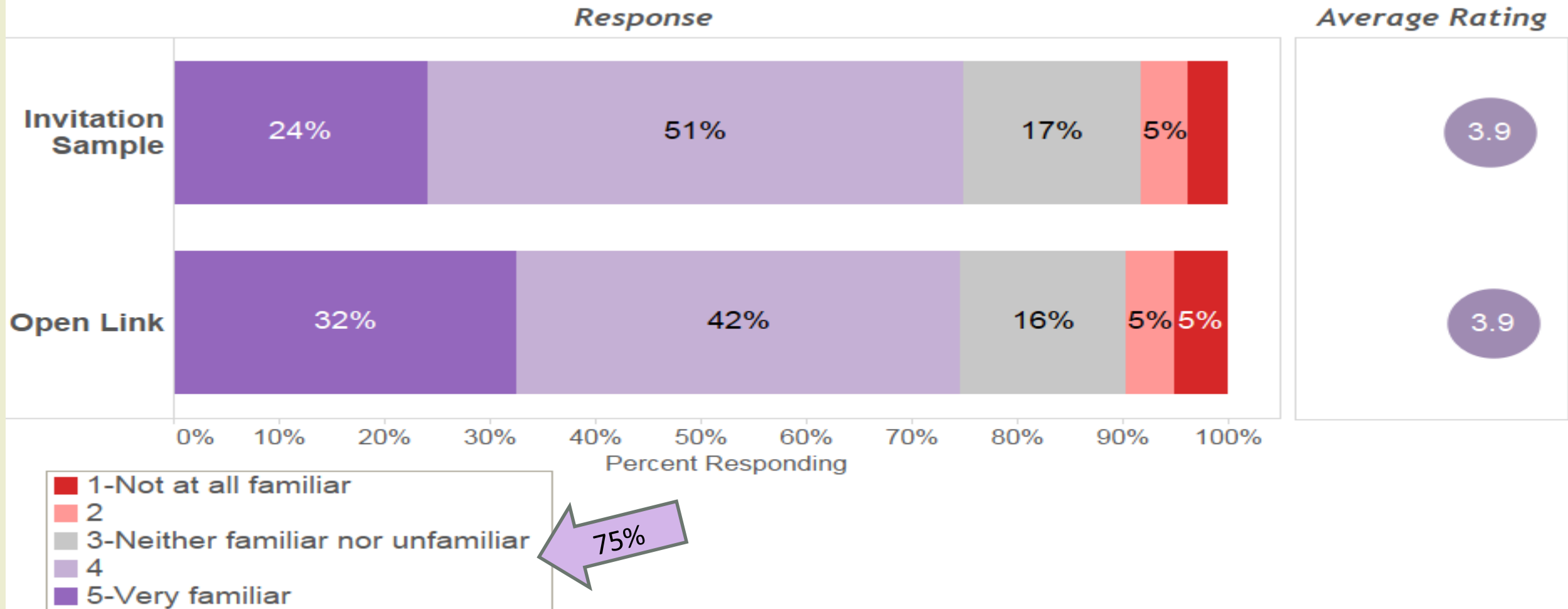


Survey Results



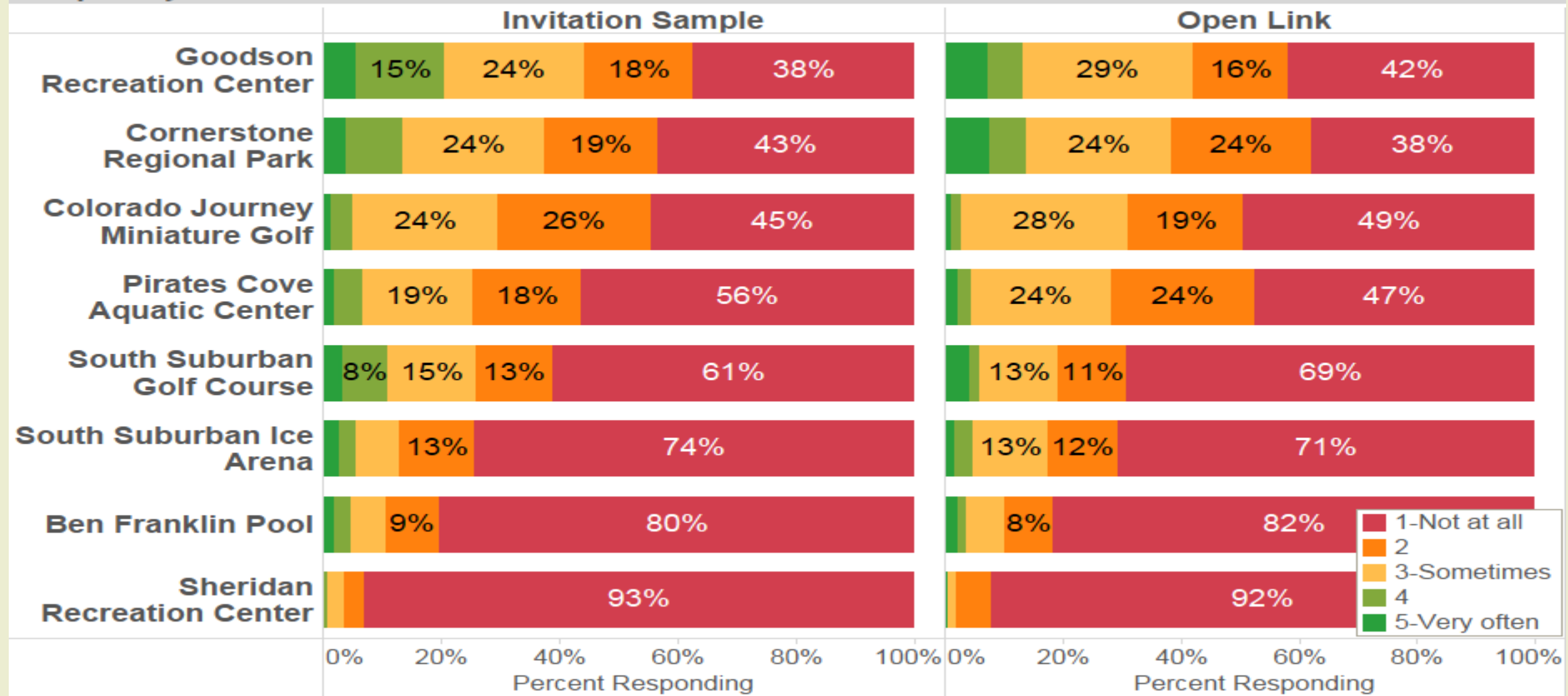
Survey Results

Knowledge of/Familiarity with Littleton Parks and Recreation Facilities, Programs, & Services

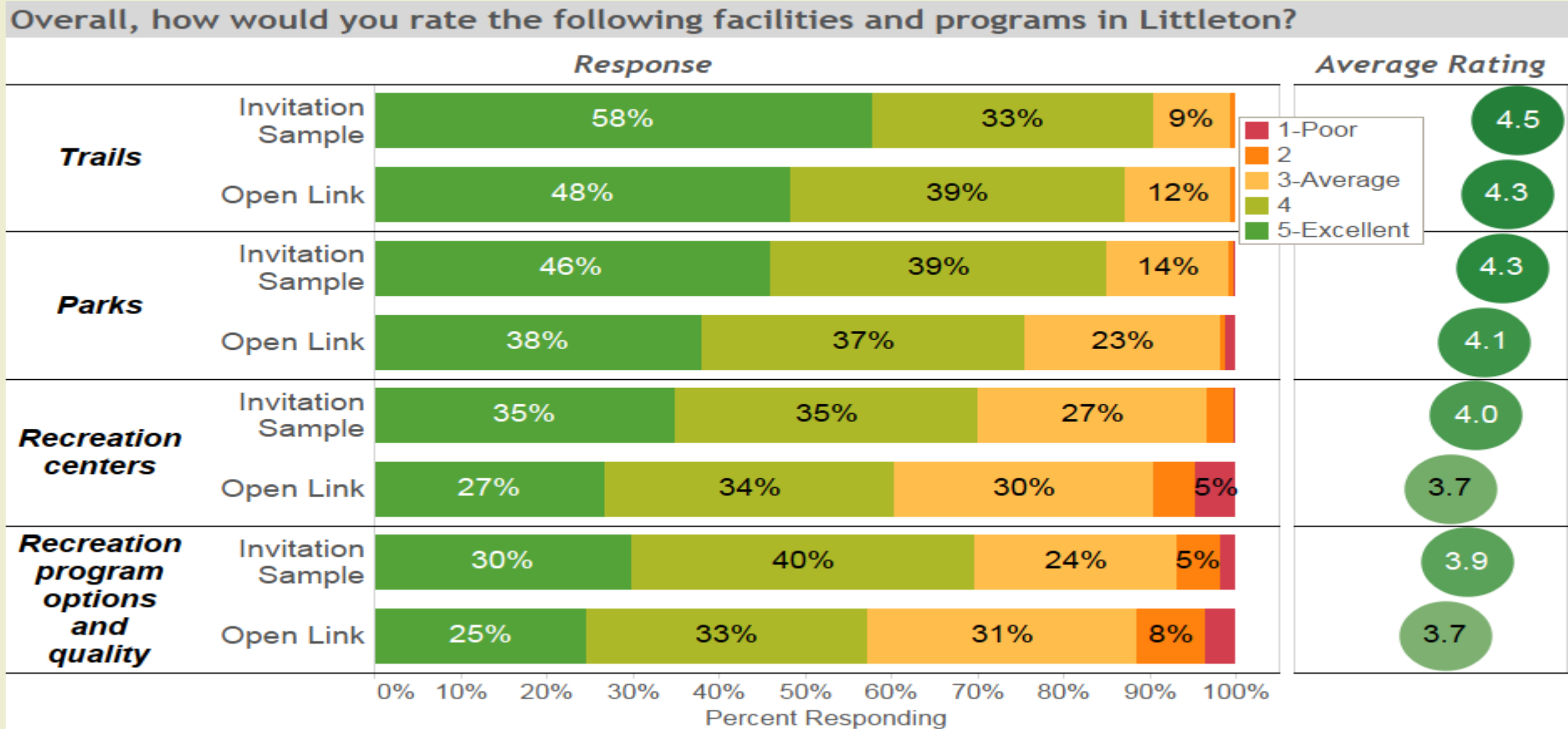


Survey Results

Frequency of Use of Public Facilities/Parks Outside Littleton

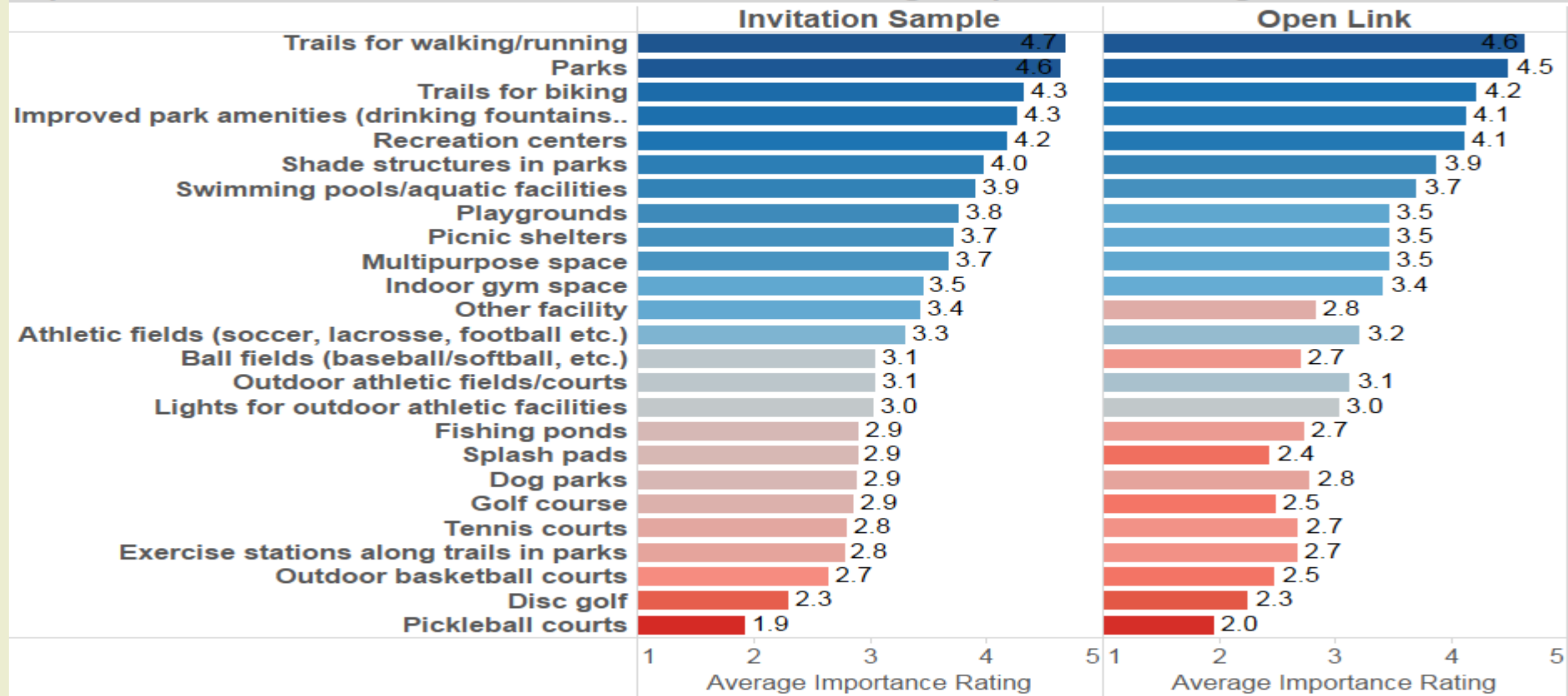


Survey Results



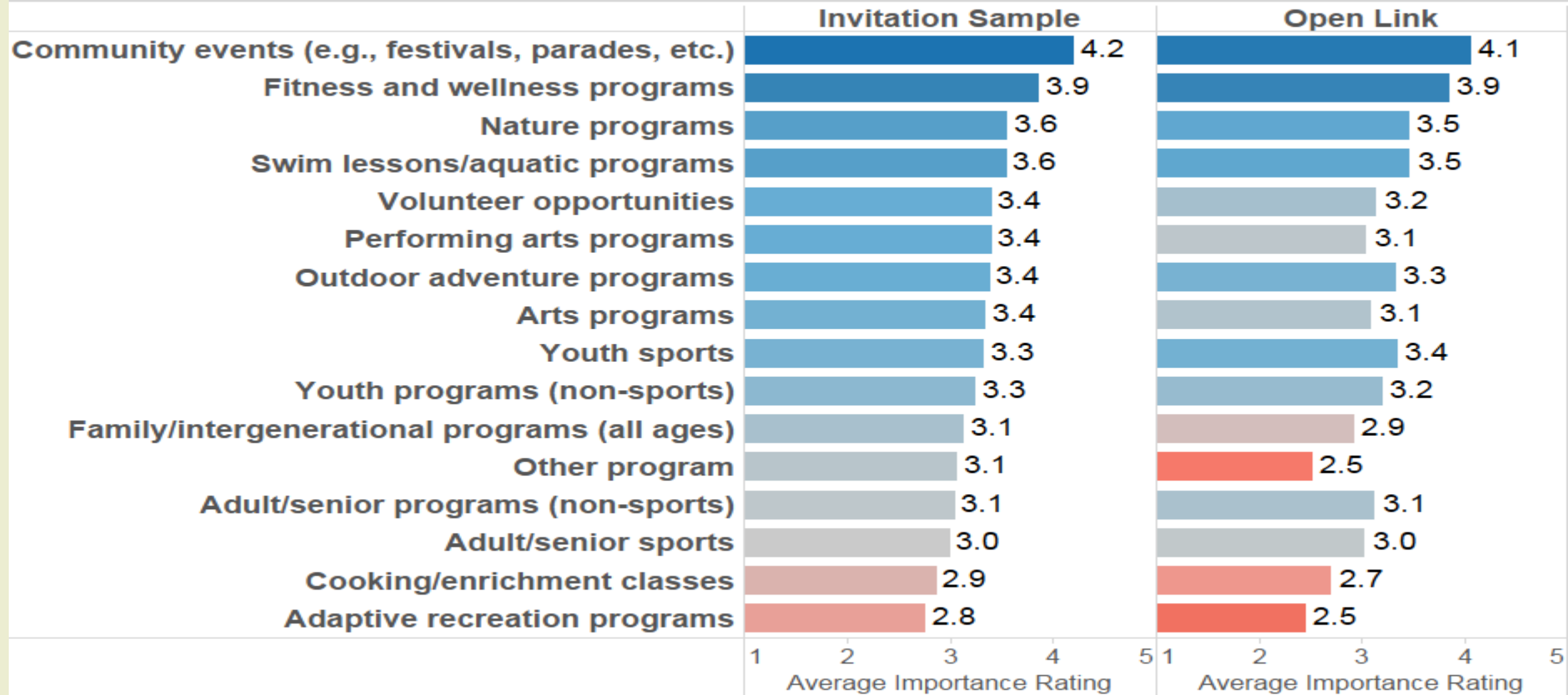
Survey Results

Importance of Littleton Facilities to Household - Average Importance Rating



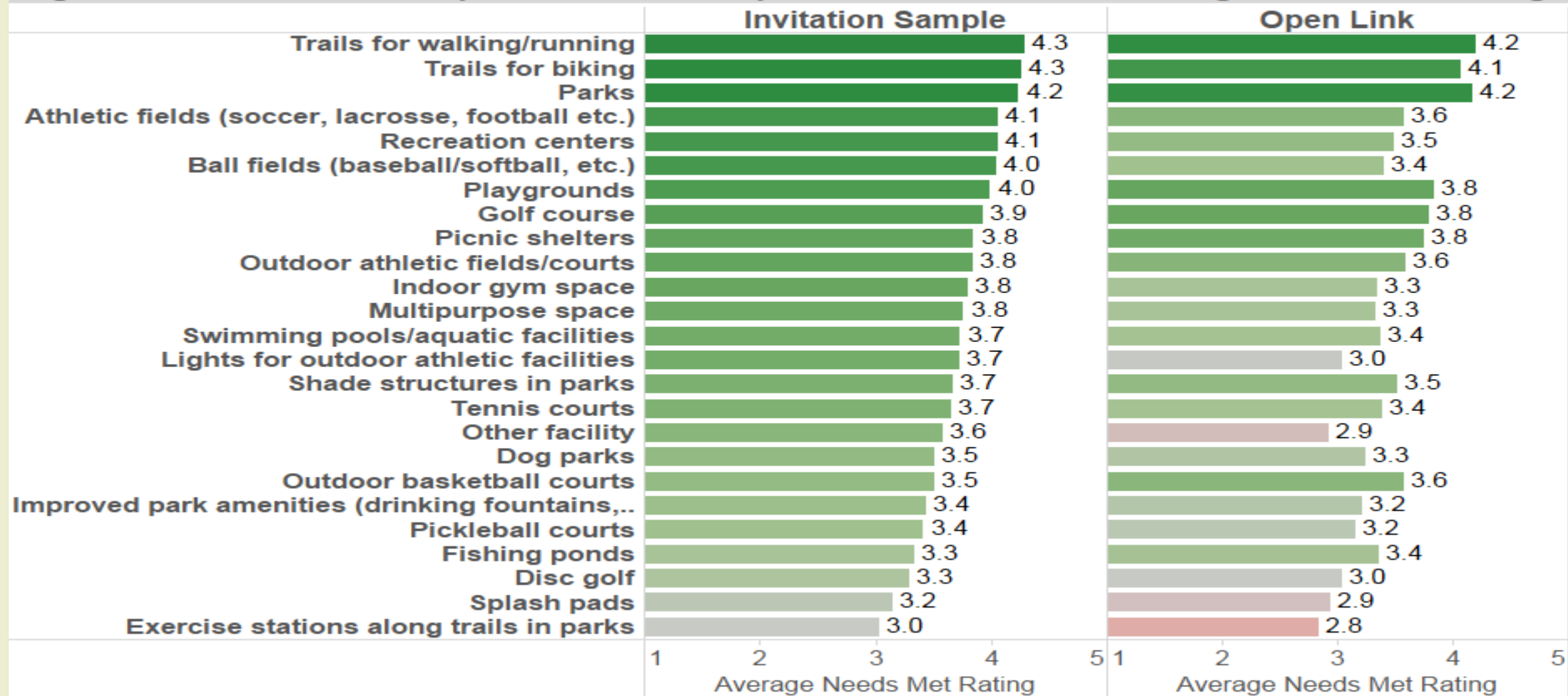
Survey Results

Importance of Littleton Programs to Household - Average Importance Rating

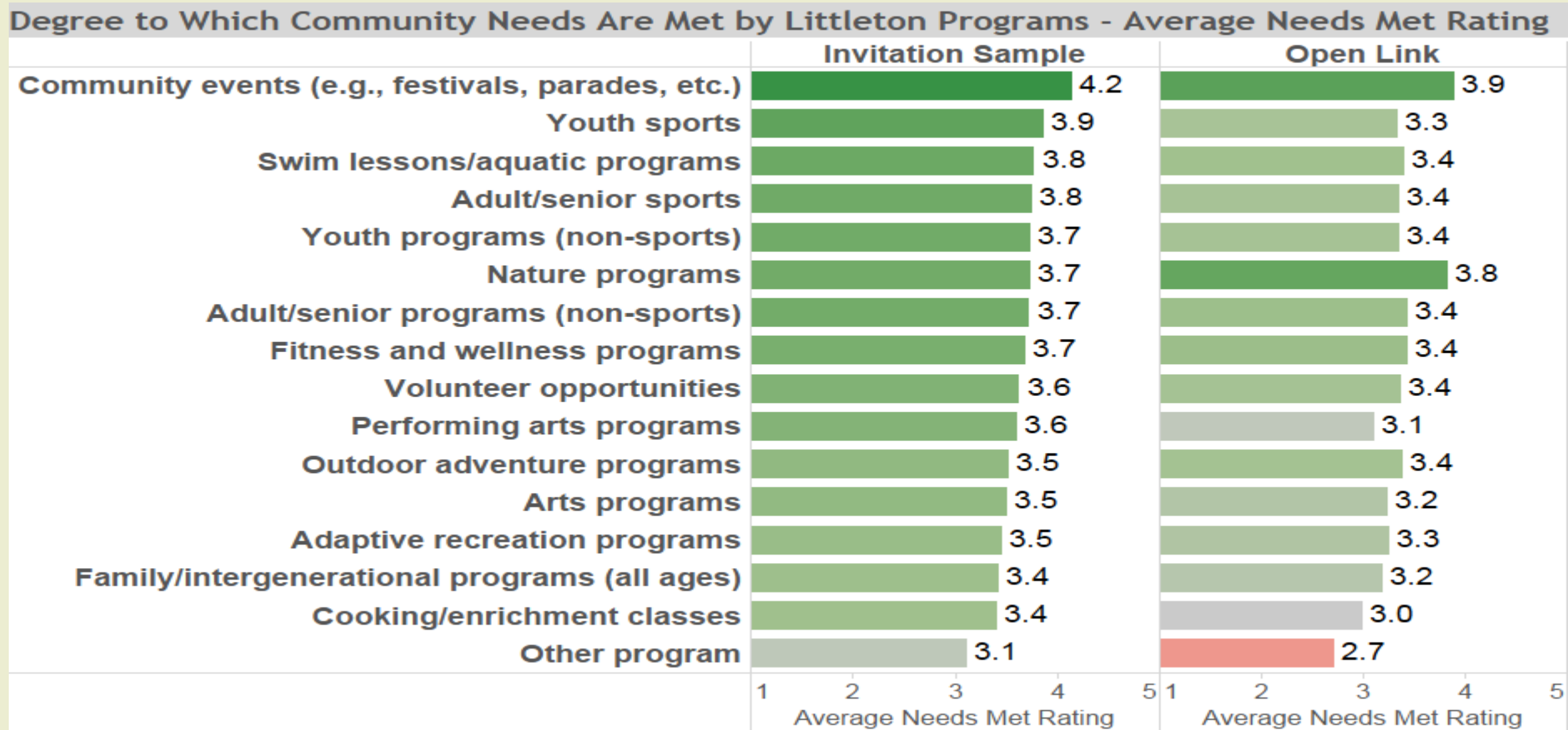


Survey Results

Degree to Which Community Needs Are Met by Littleton Facilities - Average Needs Met Rating

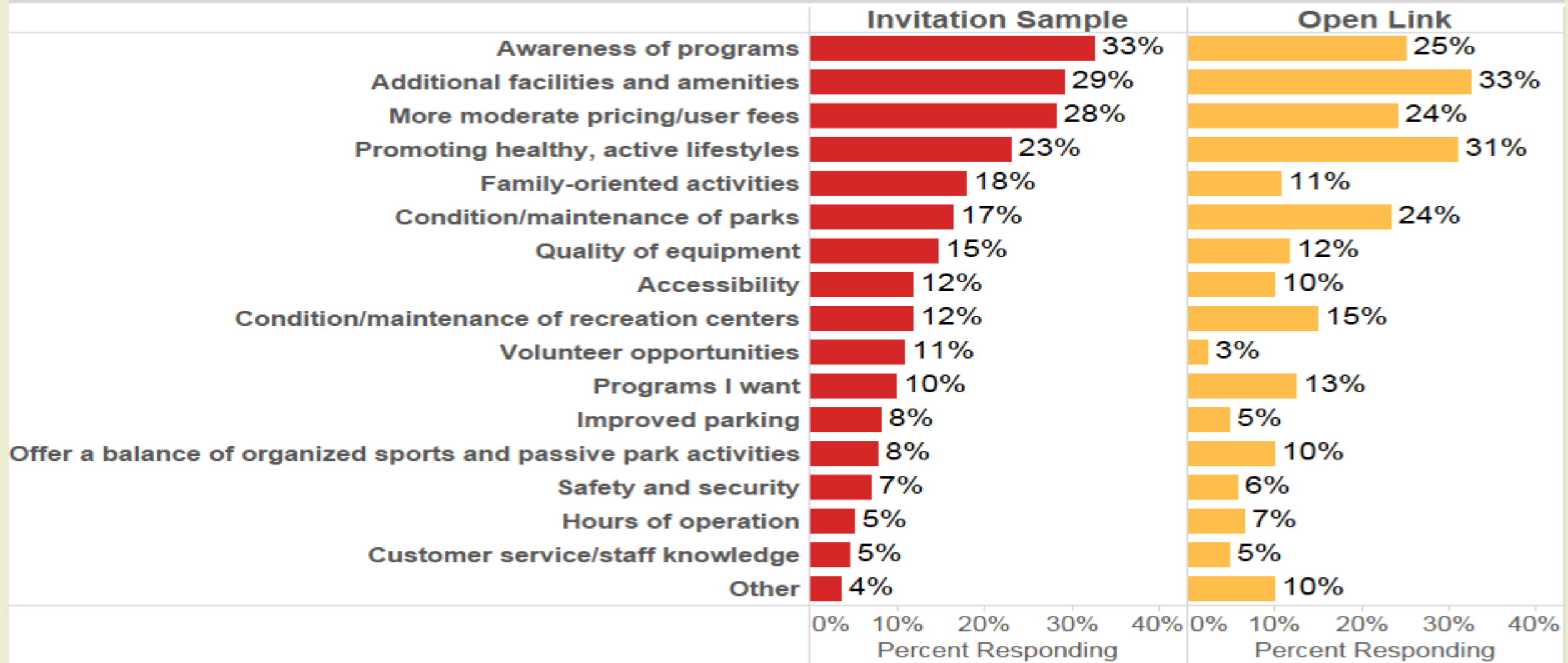


Survey Results



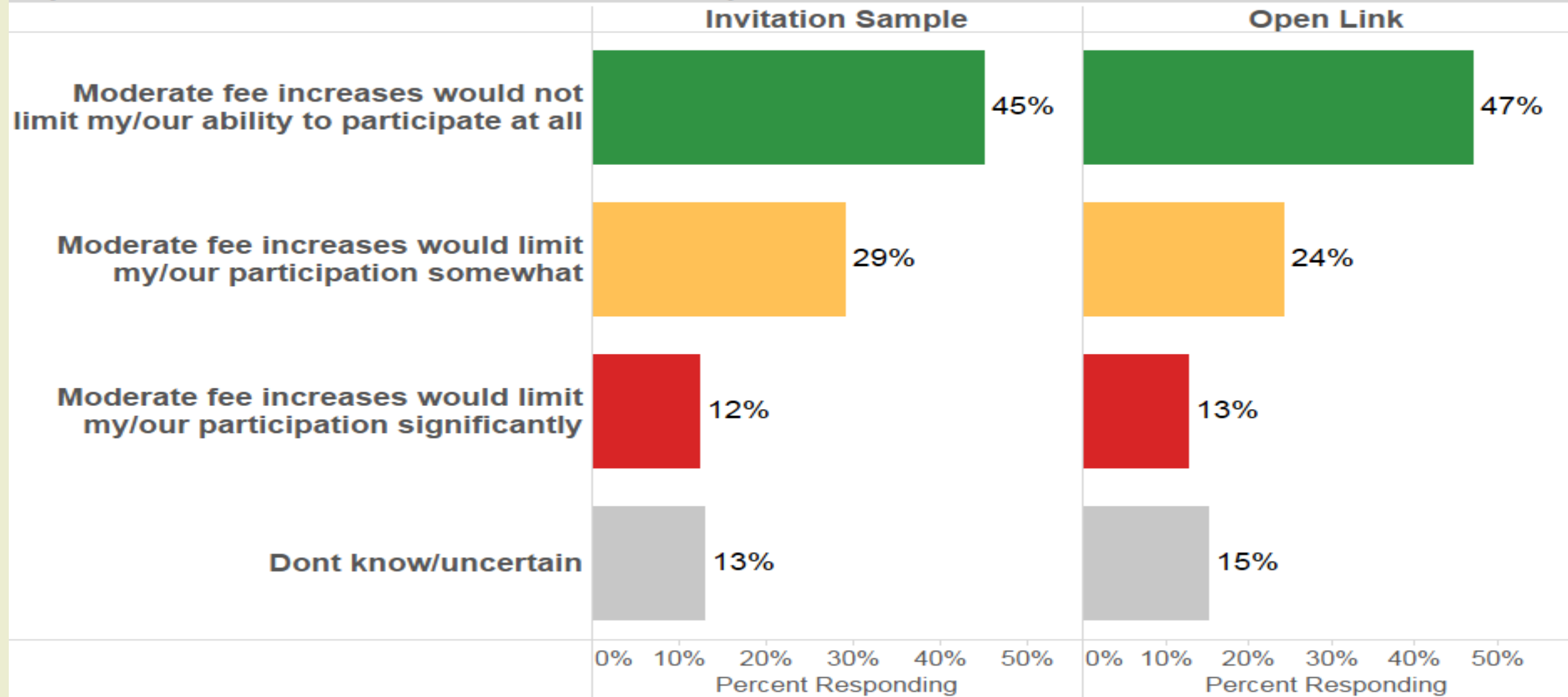
Survey Results

Top Three Areas That, If Addressed by the City, Would Increase Usage of Parks & Recreation Facilities



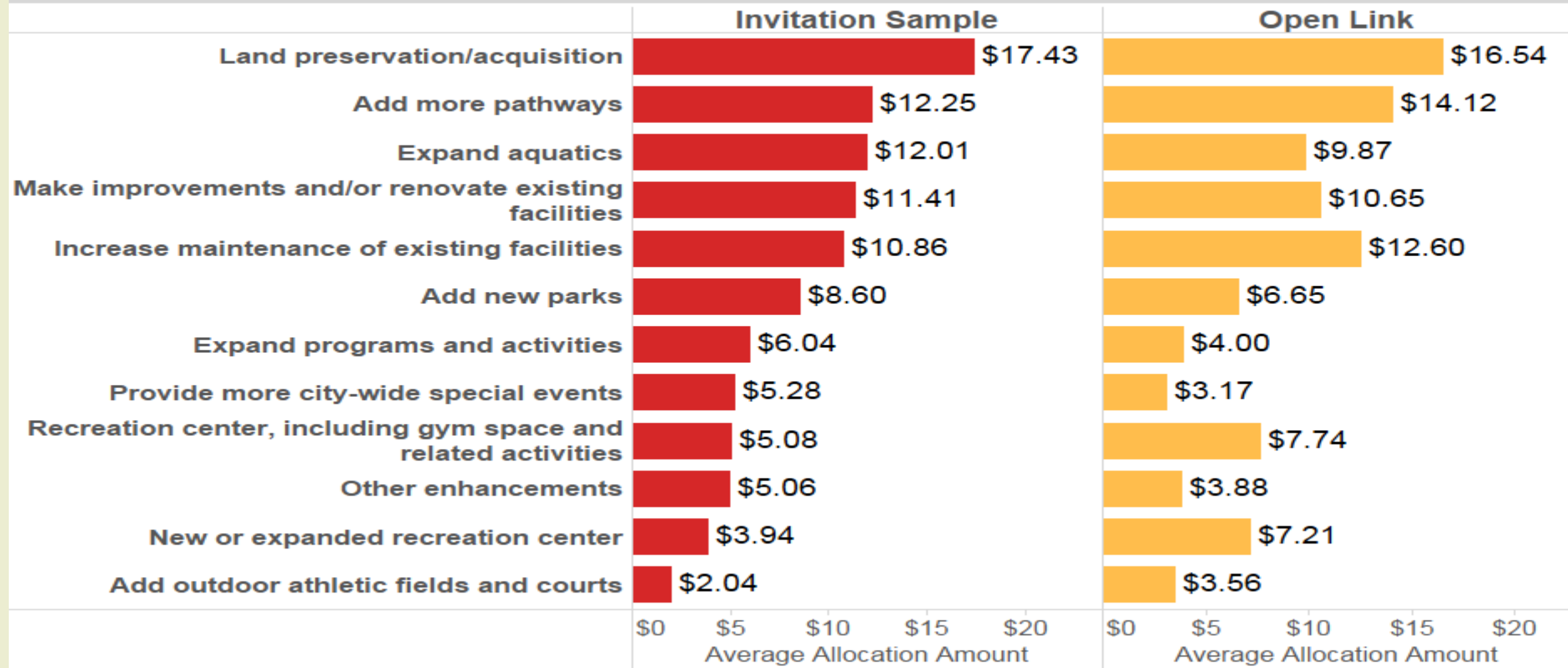
Survey Results

Impact of Potential Fee Increases on Participation



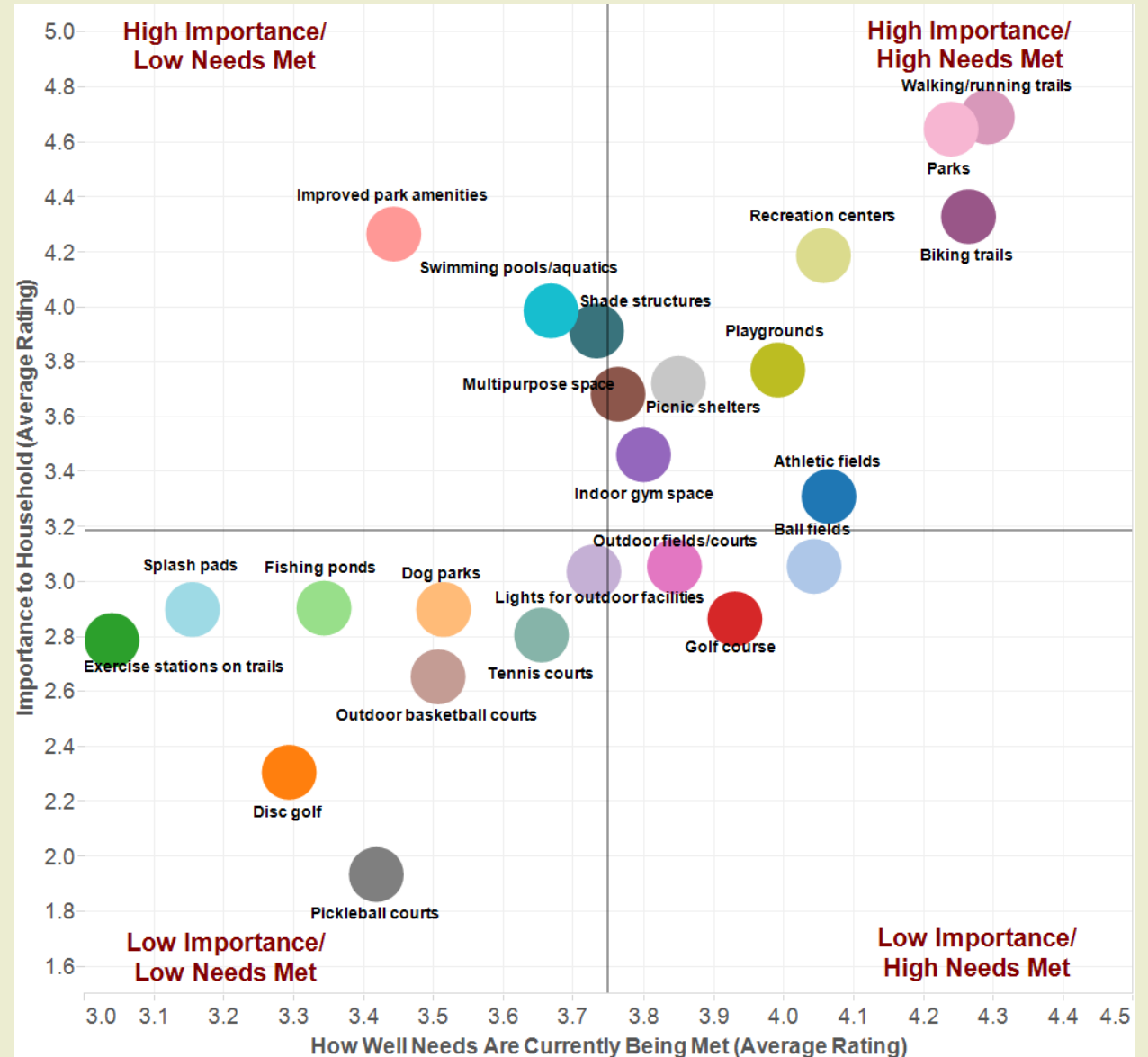
Survey Results

If you had \$100 to spend on parks and recreation facilities, services and/or programs, how would you allocate that \$100 across the following categories? - Average Allocation Amount



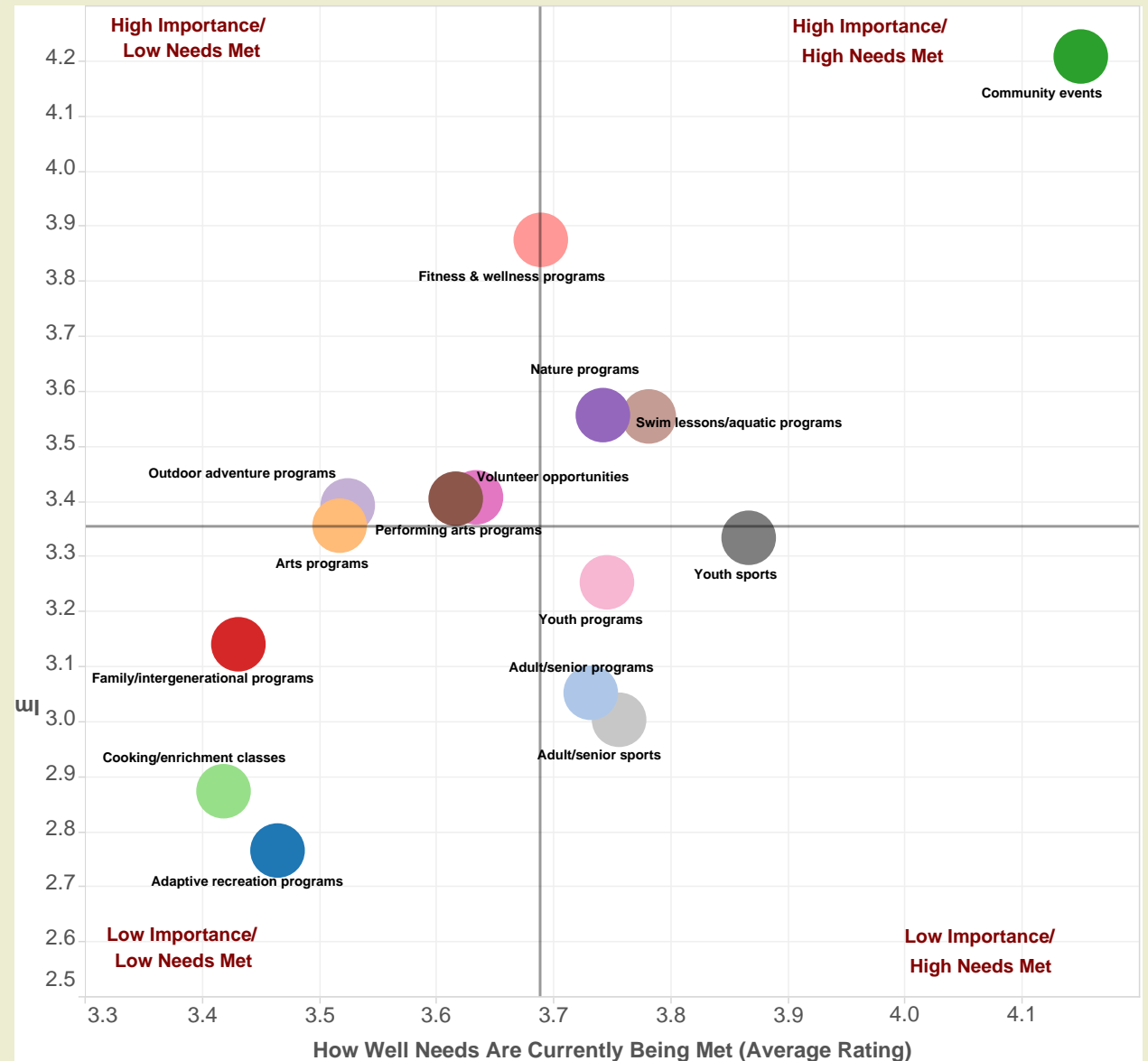
Survey Results

Current Facilities/ Importance vs Needs Met
Invitation Sample



Survey Results

Current Programs/ Importance vs Needs Met
Invitation Sample



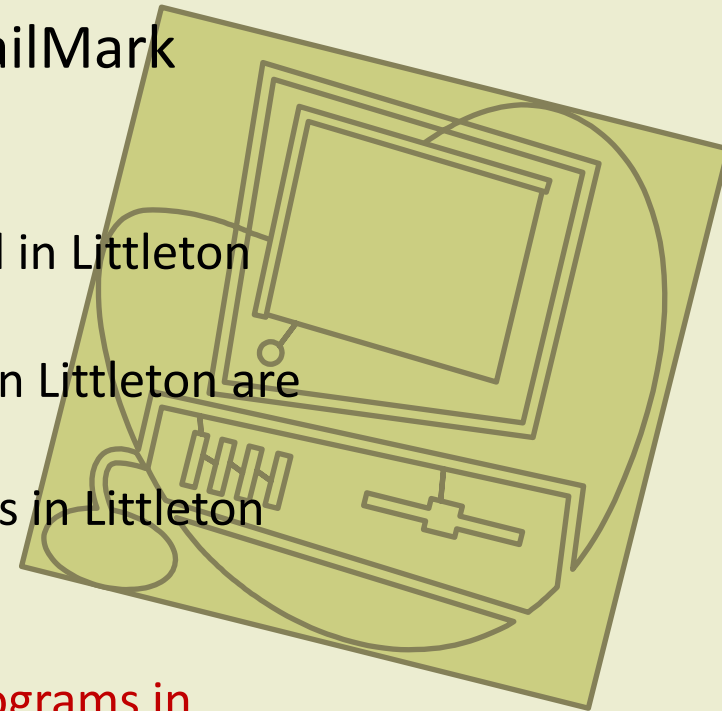
Open Littleton

Questions asked via Open Littleton yielded **343 attendees and 174 responses** at three (3) minutes each of testimony roughly correlates to **8.7 hours** of public comment. Note that responses strongly represented the TrailMark subdivision.

- 90.8% Strongly Agree or Agree that the parks and recreation services offered in Littleton provide value to the community
- 85.1% Strongly Agree or Agree that the parks, trails and recreation facilities in Littleton are well maintained
- 35.1% Strongly Agree or Agree that the current park and recreation programs in Littleton meet their household needs

BUT.....

- **45.4% Disagree or Strongly Disagree that the current park and recreation programs in Littleton meet their household needs**
- **89.1% travel outside of Littleton for parks and recreation programs**
- 64.4% are willing to pay more to have such programs in Littleton



Open Littleton

An open ended question about adding programs and amenities included:

- Community center
- Basketball courts
- Baseball fields
- Indoor/Outdoor turf
- Sand volleyball courts
- Skateparks
- Pool
- Larger parks with children's equipment (playgrounds)
- Frisbee golf
- Tennis courts
- Walk/Hike/Bike trails
- Fitness facilities (indoor and outdoor)

It should be noted that requests for additional infrastructure verses keeping existing open space/natural area attributes were somewhat equal.

Inventory, Assessment and Access Analysis



Inventory & Assessment



Visited and Assessed

- ❑ 61 SSPRD Managed Properties
 - ❑ 12 Outside or on the border
 - ❑ 368 Components
- ❑ 10 Littleton Managed Properties
 - ❑ 13 different components
- ❑ 4 Indoor Facilities within Littleton
 - ❑ 3 Outside of COL

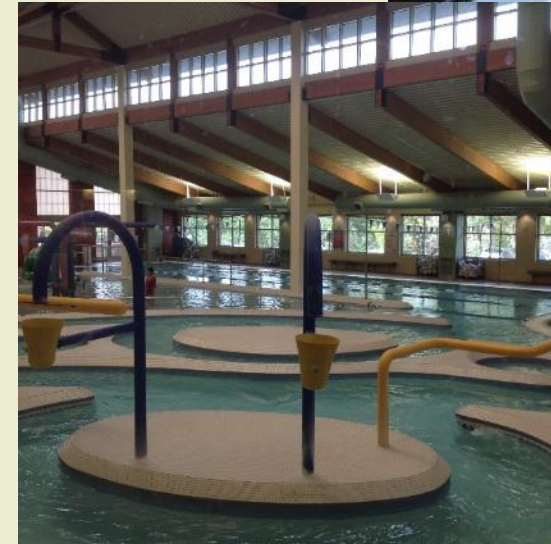


Located and Assumed Scoring

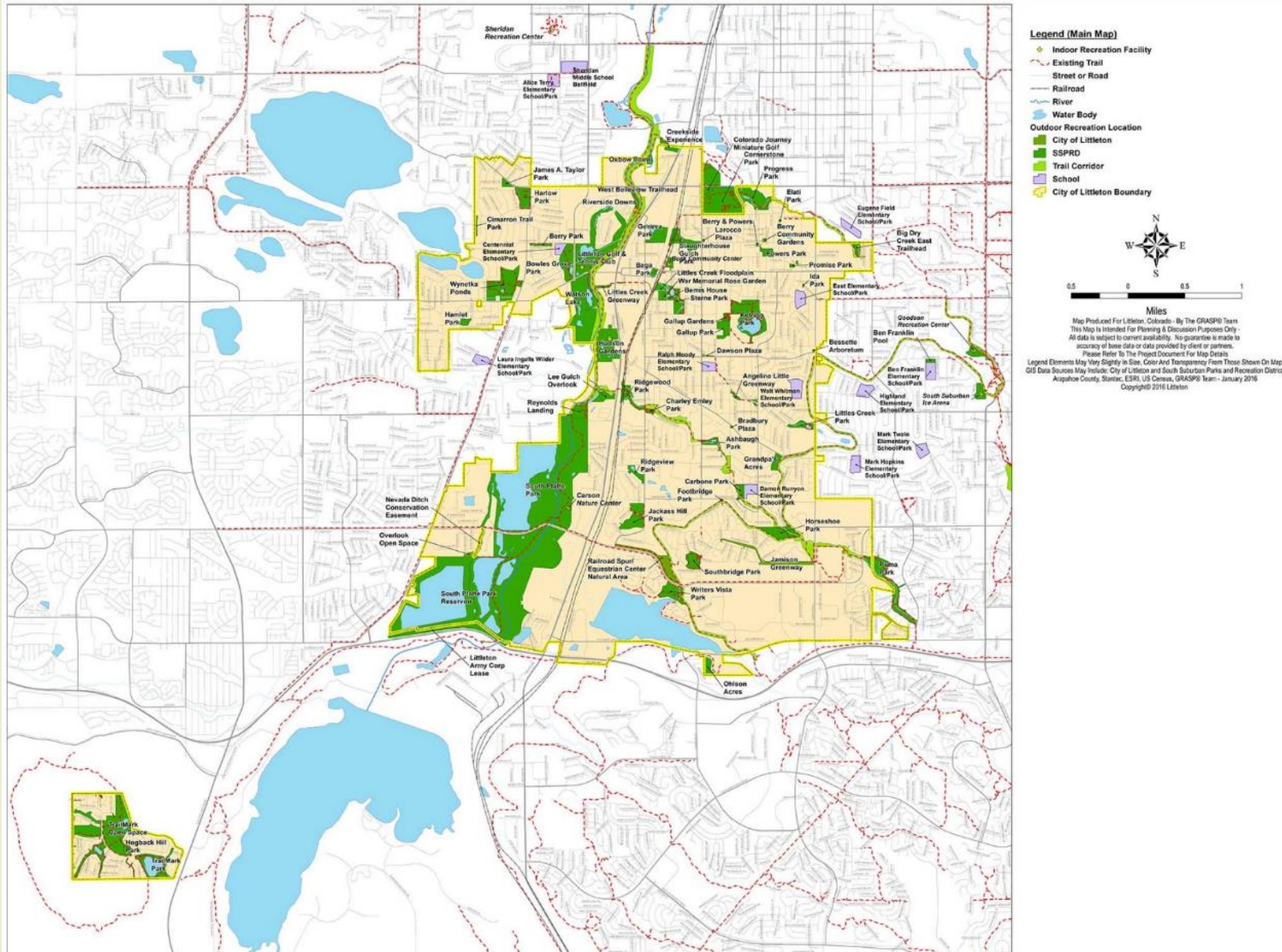
- ❑ Schools (Discounted assumed scores for Elementary and Middle)

Included

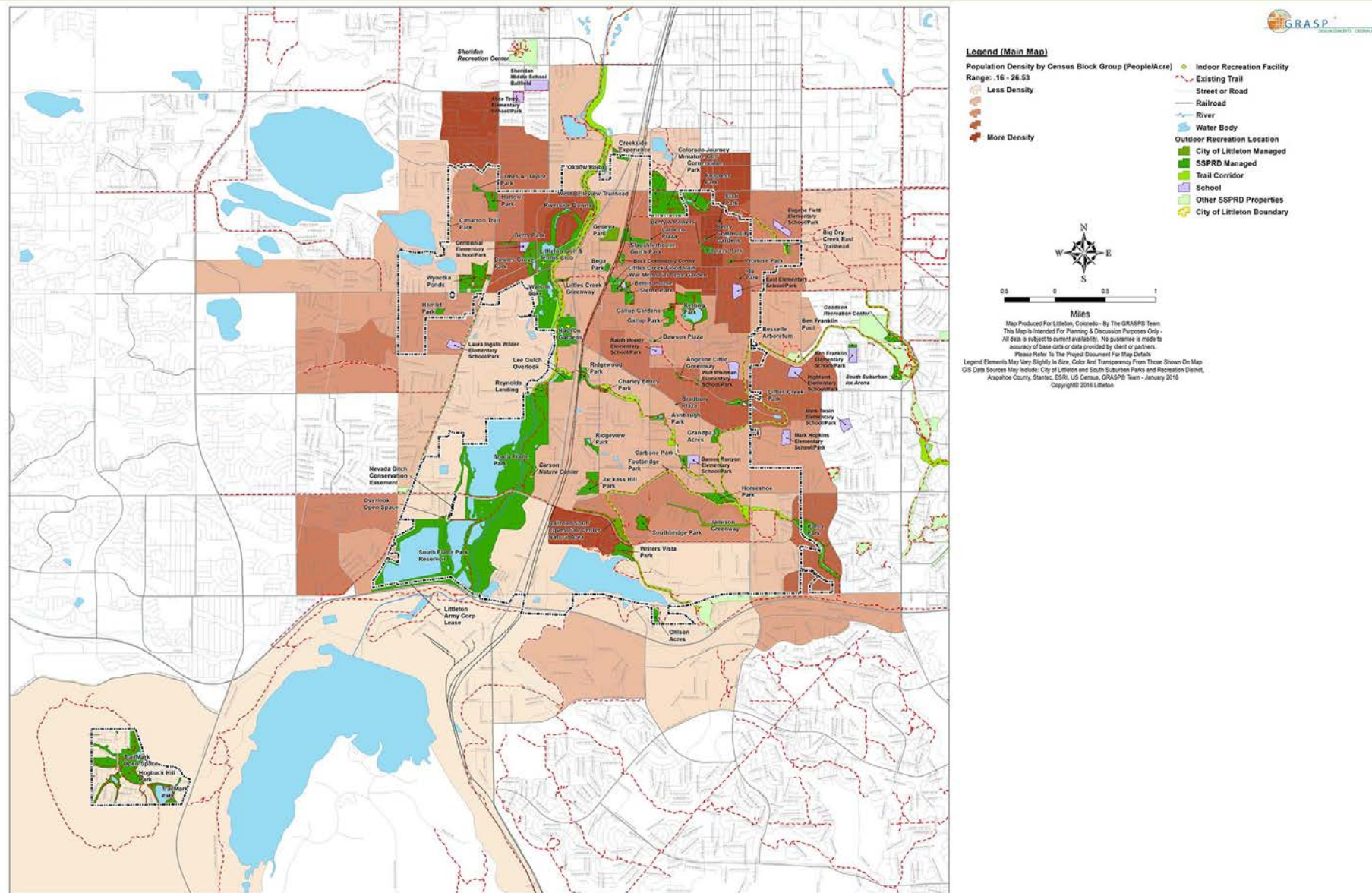
- ❑ 220 miles of Trails (within 3 miles of Littleton)



System Map



Population Distribution Map



Inventory & Assessment

Data Collected in GIS

- ❑ Displayed in data sheets
- ❑ Map for each park

GRASP® Atlas

Buck Community Center

158.4

Total Indoor GRASP® Score

Modifiers with Scores

Site Access	2	Entry Desk	2	Design and Ambiance
Aesthetics	2	Office Space	2	
Entry	2	Overall Storage	2	
Entry Aesthetics	3	Restrooms	2	
Building Condition	3	Locker Rooms	3	

General Comments

Components with Score

Component	Quantity	Dimensions	Indoor Score	Comments
Pool, Therapy	1		2	
Fitness/Dance	1		2	Rio Grande Room.
Kitchen - Commercial	1		2	Maxines Kitchen
Multi-purpose	1		3	Topeka Room. Full stage. May be combined with other multi purp
Multi-purpose	1		2	Alchison Room.
Childcare/Preschool	1		2	Child watch room.
Lobby/Entryway	1		1	Menu nine - 1 (open menu section) - 1 (vertical section) - 1 (Natural Enb)
Multi-purpose				
Multi-purpose				
Pool, Leisure				
Sauna/Steam				
Weight/Cardio				
Food - Vending				
Patio/Outdoor				
Gymnasium				
Track - Indoor				
Multi-purpose				
Fitness/Dance				
Pool, Lap				

GRASP® Atlas

Charley Emley Park

GIS Acres

1.67

19.2

Total Neighborhood GRASP® Score

19.2

Total Community GRASP® Score

Address:

2301 W. Briarwood Ave.

SSPRD

Modifiers with Scores

Drinking Fountains	2	Shade	2	Design and Ambiance
Seating	2	Trail Connection	2	
BBQ Grills	0	Park Access	2	
Dog Pick-Up Station	2	Parking	0	
Security Lighting	2	Seasonal Plantings	0	
Bike Parking	0	Ornamental Planting	0	
Restrooms	0	Picnic Tables	2	

General Comments

Formerly Upper Ridgewood Park. 2016 ACOS Grant proposal for upgrades

Components with Score

MAPID	Component	Quantity	Lights	Neighborhood Score	Community Score	Comments
L12	PARCEL	1		2	2	
C023	Tennis	1		2	2	Concrete Approx. 400 ft of structural cracks. Weeds growing in cracks.
C185	Shelter	1		2	2	12 X 12
C262	Playground, Local	1		1	1	Half PIP surface. ADA swing and play ramp. Boulder seat wall.
C065	Basketball	1		1	1	Painted asphalt. Uneven surface. Cracks with weeds.

Charley Emley Park

2301 W. Briarwood Ave.

● Basketball Component
 ■ Park
 + House Facility
 --- Trail



Summary of Initial Assessment



- ❑ High quality, well maintained parks
- ❑ Inherent qualities of the system (mountain views, river access, good trail connectivity and established neighborhoods)
- ❑ Well distributed parks
- ❑ Some parks lack unique or identifiable character
- ❑ Trail system is great but could provide additional connections
- ❑ Good mix of active and passive components
- ❑ Great potential for improving existing parks such as Writers Vista
- ❑ Great potential to increase public access at lesser developed parks such as Jackass Hill, Grandpa's Acres and Horseshoe Park

Not all parks are created equal...



Overall Access to Diversity of Recreation

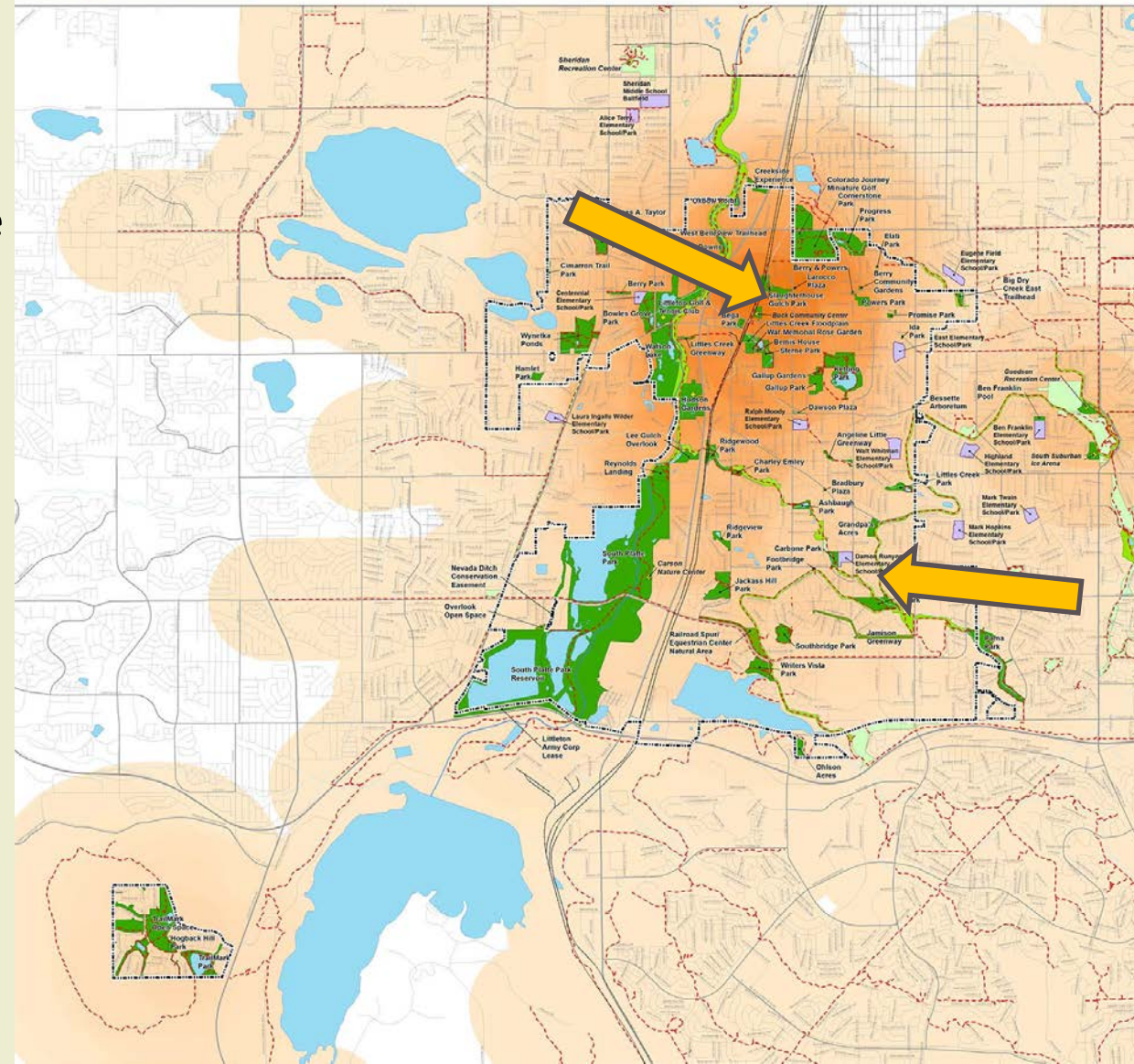
- ❑ Wide variety of well distributed recreational opportunities
- ❑ Overall level of service is high if accessed by an automobile
- ❑ 100% of Littleton **above threshold**

Access to Diversity of Recreation

- 1 mile access
- Premium within ½ mile

Littleton, Colorado Parks, Recreation & Trails

Perspective Map C: Neighborhood Access to All Recreation



Legend (Main Map)

GRASP® Level of Service

Range 0 - 1515.7

No Service

Great Access to Diverse Recreation

Greatest Access to Diverse Recreation

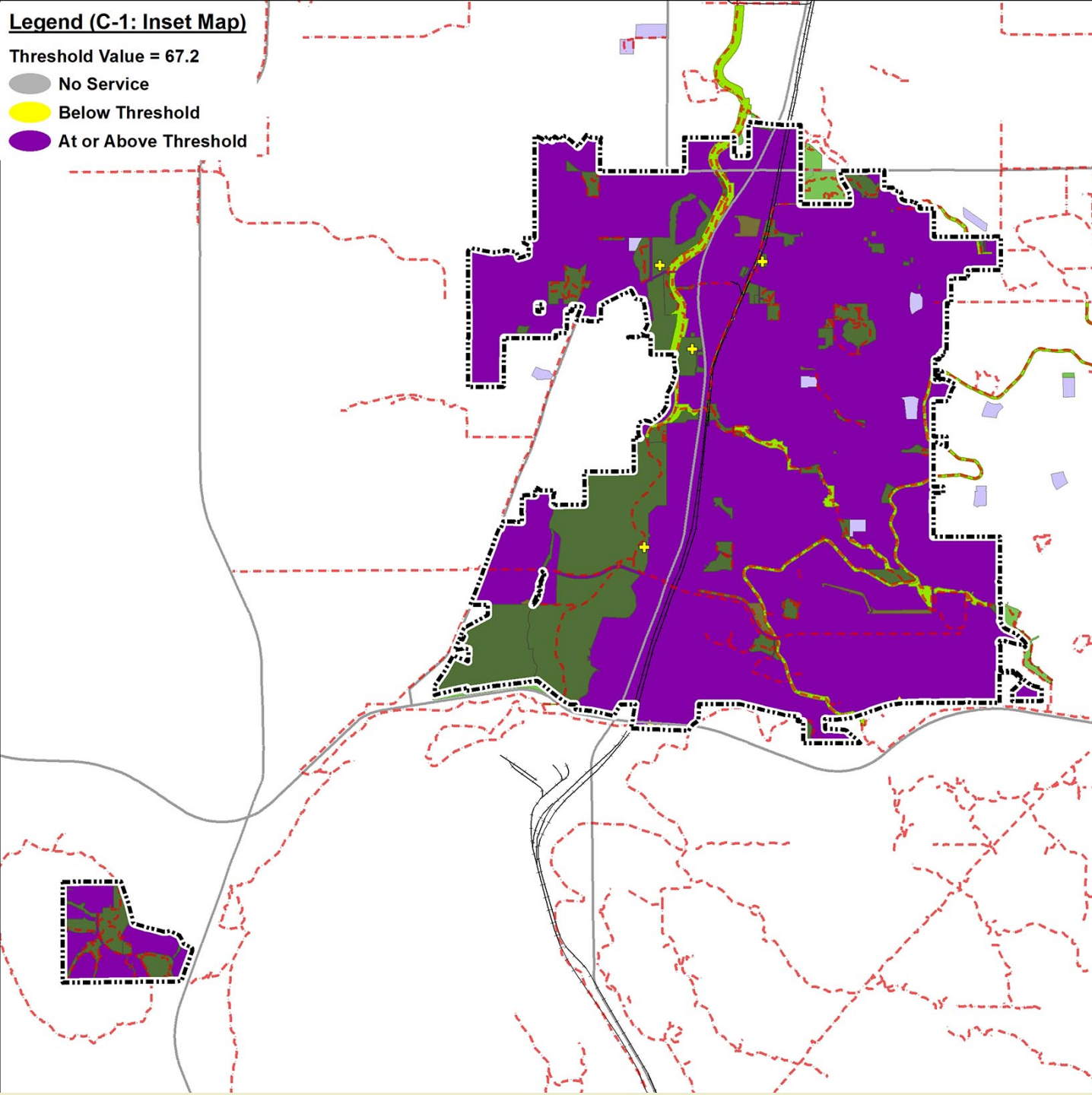
- Indoor Recreation Facility
- Existing Trail
- Street or Road
- Railroad
- River
- Water Body
- Outdoor Recreation Location
- City of Littleton Managed
- SSPRD Managed
- Trail Corridor
- School
- Other SSPRD Properties
- City of Littleton Boundary



Legend (C-1: Inset Map)

Threshold Value = 67.2

- No Service
- Below Threshold
- At or Above Threshold



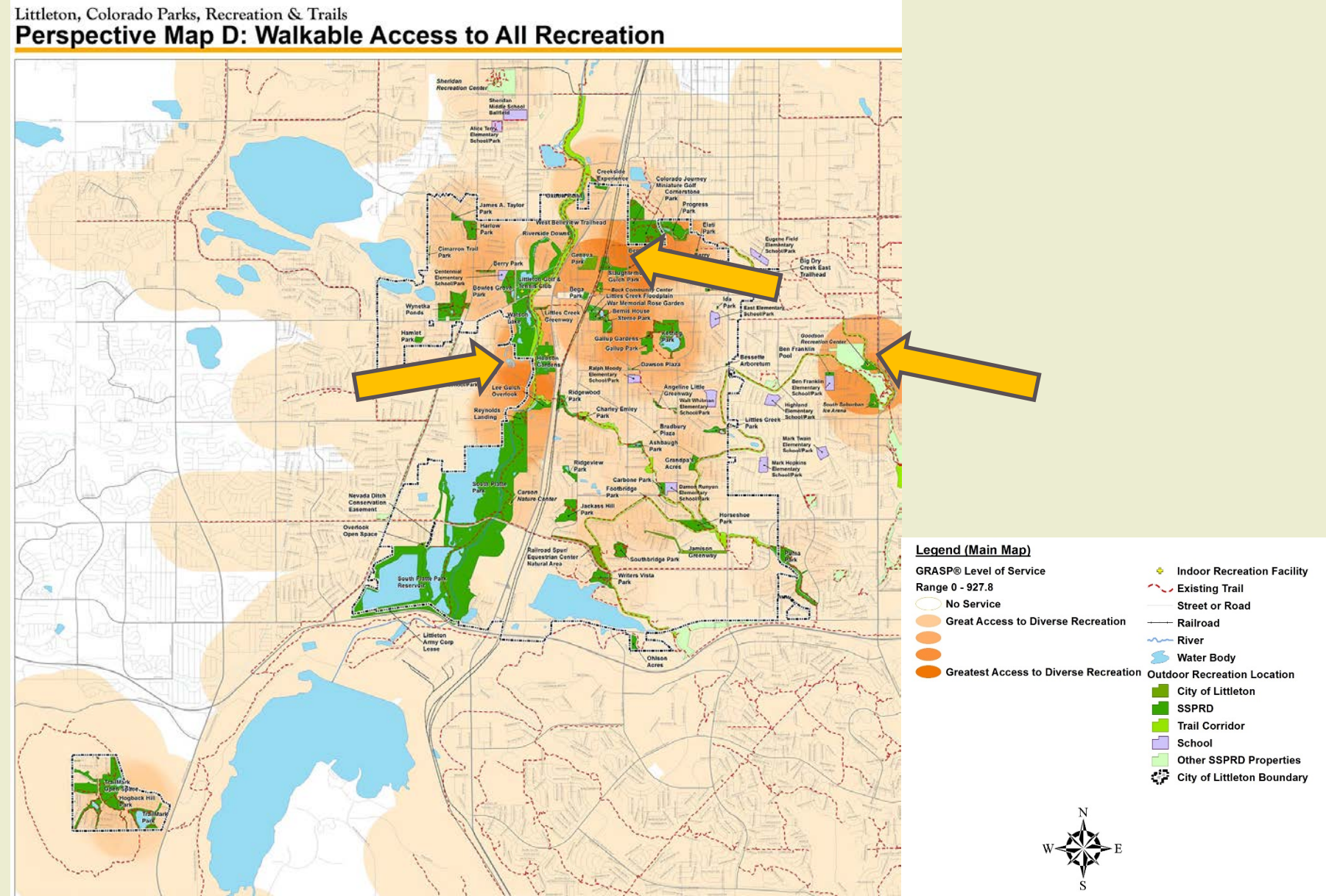
Potential Gap Analysis

- Access to a “Typical Neighborhood Park” (4 components) and a Trail

Walkable Access Findings

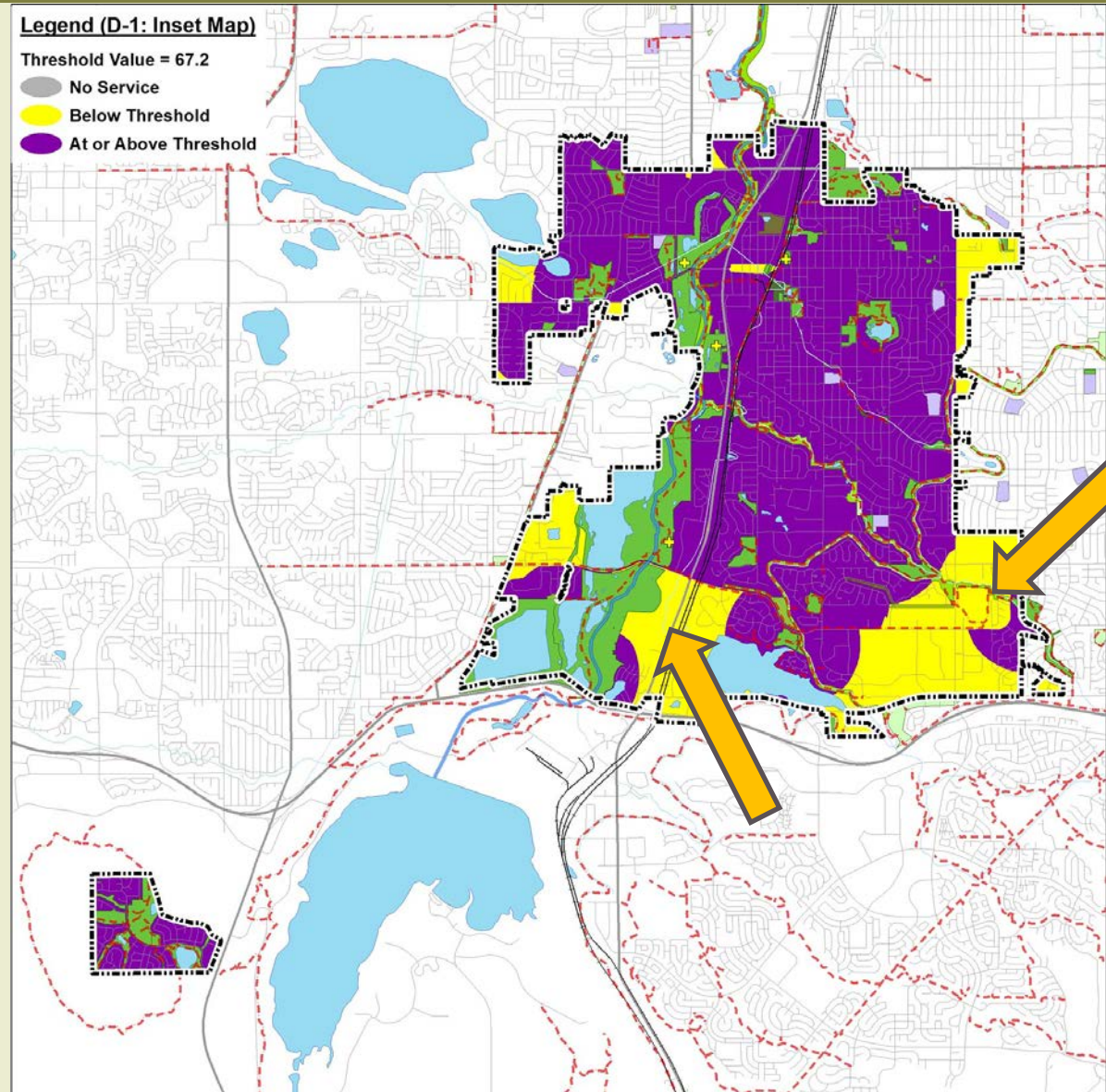
- ❑ Demographic analysis shows good distribution of parks where people live with 100% of Littleton having walkable access to some recreation service
- ❑ A few pockets of **below threshold** in walkability

- 15 minute walkable access



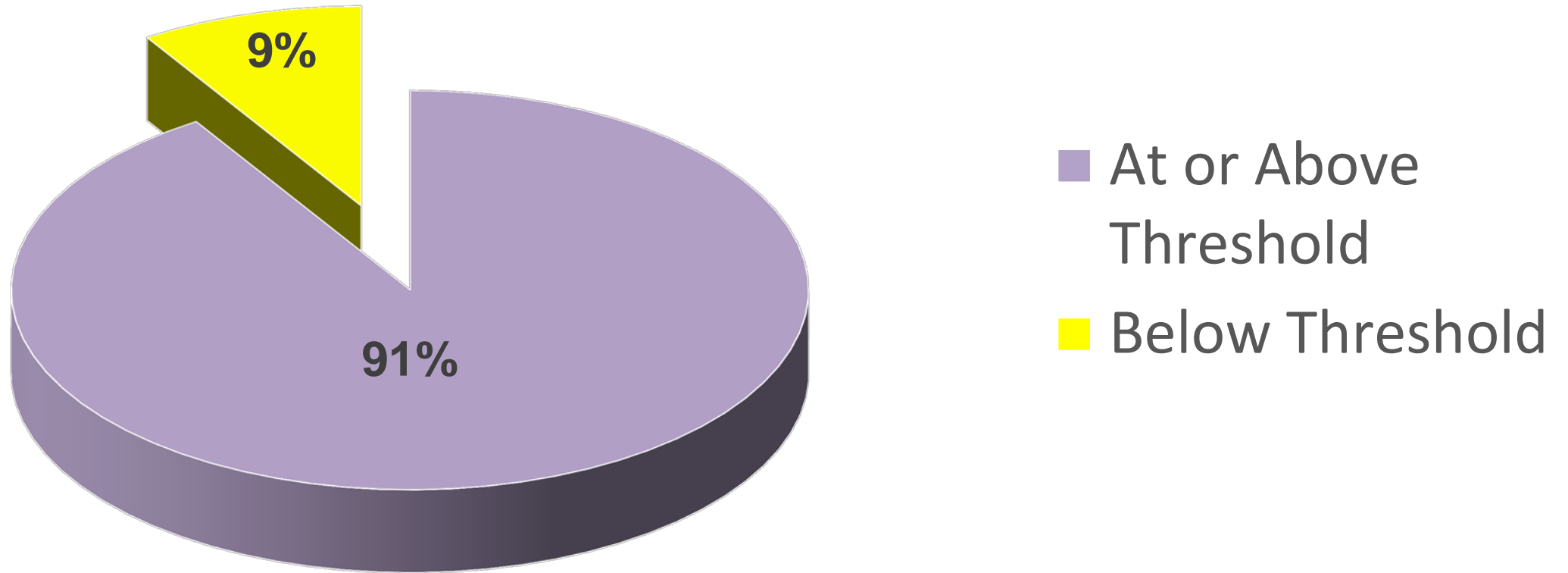
Walkable Access Analysis

- Access to a “Typical Neighborhood Park” and a Trail



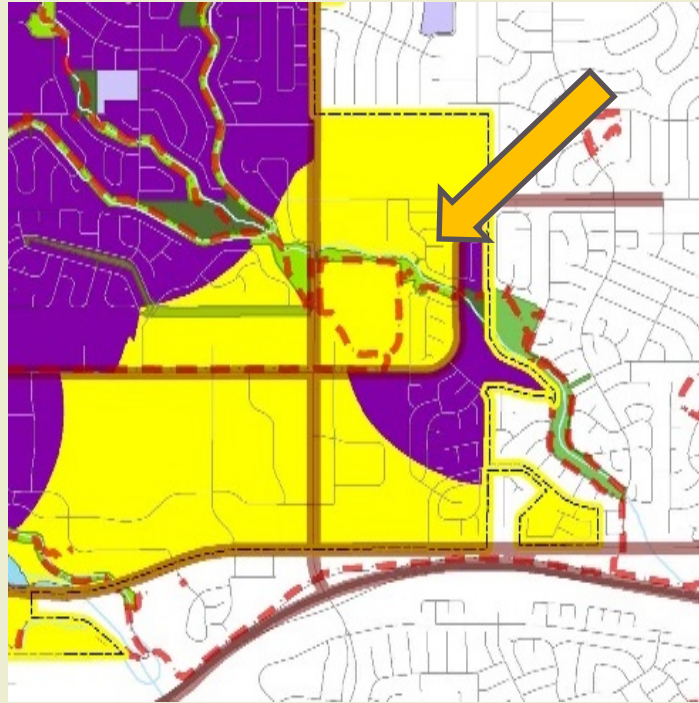
Walkable Access Findings

Percentage of Population with Walkable Access



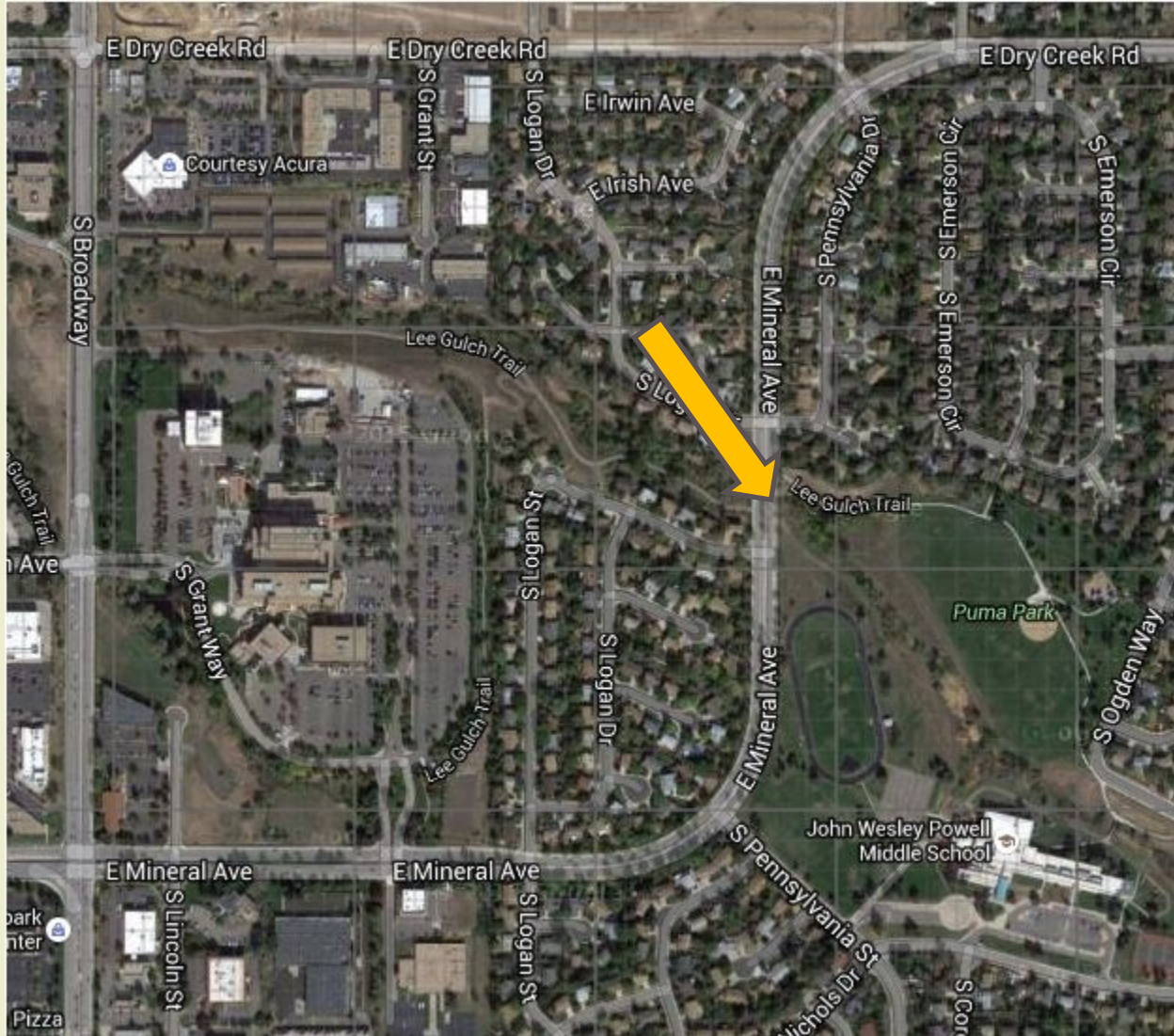
Example for further discussion

- ❑ Further Demographic analysis can help us start to formulate recommendations and prioritize improvements



Area	2015 Total Population
No Service	0
At or Above	39610
Below A	0
Below B	0
Below C	226
Below D	0
Below E	0
Below F	0
Below G	1205
Below H	11
Below I	428
Below J	0
Below K	0
Below L	0
Below M	0
Below N	0
Below O	1348
Below P	77
Below Q	296
Below R	0
Below S	336
Below X	0

What steps could be taken to increase access across Mineral Ave?



Preliminary Facility Findings

CONSIDER:

- ❑ **recreational connectivity** through neighborhood trail connections and parks to major trails, especially E-W connections in the northern part of Littleton
- ❑ **monitoring and evaluating park components** to replace, upgrade or repurpose as identified
- ❑ trends, target populations and programming needs when **adding or upgrading components**
- ❑ **an individual identity** for each neighborhood park
- ❑ **increasing walkable access** in areas Littleton doesn't have neighborhood parks and level is lower, such as southeast and west
- ❑ **programming needs when adding new components** to existing parks and facilities

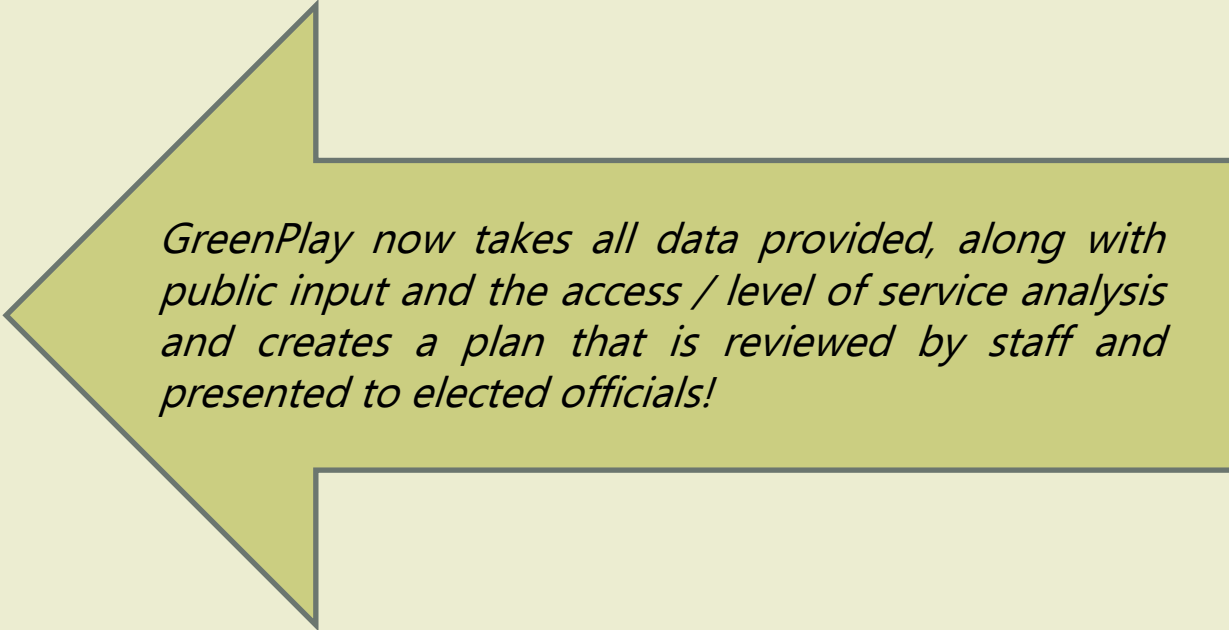
Preliminary Programming Findings

CONSIDER:

- ❑ **community-wide special events** in different locales
- ❑ **trail etiquette** education and patrol
- ❑ **access to aquatic** programs /amenities in southeast and west
- ❑ diverse **family programming** at Buck Recreation Center
- ❑ active adult **adventure / outdoor programs**, including water based recreation
- ❑ cultural / arts programs and **amphitheater** for same in downtown Littleton

Next Steps

- Financial Analysis
- Program Analysis
- Recommendations
- Action Plan



GreenPlay now takes all data provided, along with public input and the access / level of service analysis and creates a plan that is reviewed by staff and presented to elected officials!

- DRAFT Document (late March/early April)
- FINAL Document (late April/early May)

Thank You For Your Time & Interest!



Questions?

Project Manager
Melissa M. Chew, CPRP

Direct: 928-499-9612
melissac@greenplayllc.com



City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Staff Communication

File #: ID# 15-321, **Version:** 1



PROTOCOLS AND STANDARDS OF CONDUCT

Adopted 1/21/14 DRAFT 01-26-2016

I. Purpose and Intent

The Charter of the City of Littleton provides the founding document for all issues concerning protocols and standards of conduct as a primary reference and the City of Littleton is committed to maintaining high ethical standards. The City operates in a representative democracy to serve the citizens of Littleton and ensure the community's needs are met. Public servants have a special responsibility to carry out their duties with integrity. In order to preserve the confidence and trust of the public, the Protocol and Standards of Conduct provides uniform rules to guide the conduct of the City's Council and board and commission members, hereinafter referred to as Boards.

Non-substantive changes to this document may be made and then distributed to Council.

II. Meeting Protocols

- A. Public input and observation are an important part of the democratic process. Council/Boards should make the public feel welcome and should refrain from showing any sign of partiality, prejudice or disrespect toward an individual participating in or attending a public forum. Every effort should be made to be fair and impartial in listening to public testimony. Any written comments will be accepted by City Council but must include the name and address of the sender. Comments to be included in City Council's packets will be sent to the City Clerk no later than 1:00 p.m. on the Thursday before the Tuesday meeting. If there are issues that need to be addressed after packets are distributed, the correspondence received by the City Clerk by noon on the Monday before a public hearing and disseminated to City Council via email and will be collated; any documents received after the 12:00 p.m. deadline will be disseminated the night of the City Council meeting.
- B. Council expects civility among and between Council, Boards, and members of the public while in meetings. Disrespectful behavior will not be tolerated. Any person making offensive, insulting, threatening, insolent, slanderous or obscene remarks or becomes boisterous or who makes threats against any person or against public order and security while in the Council Chamber shall be removed at the direction of the Mayor from the

meeting, unless permission to remain is granted by the majority vote of the Council members present.

- C. Council/Boards should show respect for each other at all times. Disagreement and debate are constructive and expected. An effective Council/Board is composed of members who are able to agree to disagree without personalizing issues.
- D. Members of the Council/Boards and the public are expected to refrain from sidebar conversations to the greatest extent possible so as not to detract from the speaker who has the floor.
- E. Because scheduled meetings are the intended forum for public debate and dialog, Council expects all Council/Board members to keep an open mind without prejudgment, to work collaboratively to identify promising options, to openly discuss and evaluate options, and to listen to the concerns of other Council/Boards prior to making a decision. Additionally, it should be understood that acknowledgement of individual opinions and ideas, especially those that differ from one's own, is what allows the best discussion and decision for the community.
- F. Council/Boards are expected to attend meetings having reviewed all the materials and to be prepared to ask questions, make comments, and discuss all issues.
- G. To attain efficiency, Council/Boards should simply state, "I agree" rather than restating a point.
- H. Council/Boards should ask the Mayor/Chair to intervene if discussion on agenda becomes repetitive.
- I. Council/Boards should consider the best interests of the City and the ramifications to all the citizens and businesses while considering issues.
- J. Council/Boards should refrain from undermining the Council/Board as a whole or undermining an individual member. Members should feel comfortable communicating the reasoning for their voting decision. However, after the decision has been made, the member should support the decision of the body and move forward.
- K. It is improper during roll call for any Council/Board members to state or attempt to state the vote or sentiments of any absent Council/Board member.
- L. Any Council/Board member who is unable to attend a scheduled meeting shall notify the Mayor/Chair or City Manager at least 24 hours in advance of said meeting, if possible.
- M. Council/Boards agree to bring non-substantive changes to items on the agenda to staff outside of a public meeting and retain substantive items for public discussion with Council/Board.

- N. The City Council is responsible for making policy. The City staff is responsible for implementing policy. Council members and staff should understand the difference between creating policy and implementing policy and be respectful and supportive of each role. In the development of policy recommendations to the City Council, alternatives should be evaluated and addressed by staff.
- O. The City Council desires to have all City Council, Planning Board, Historic Preservation Board, Board of Adjustment, Board of Appeals, and Licensing Authority regular, special, and study meetings televised and recorded. When creating any working groups or committees, the City Council shall determine whether the purpose of the committee warrants its meetings being recorded and televised.

III. Confidential Information

Confidential information shall not be disclosed to anyone other than City Council, Boards or City staff whose official duties are related to the subject matter of the confidential information. This protocol shall not be construed as prohibiting the City Manager and City Attorney from distributing confidential information to the extent reasonably necessary to implement Council direction.

IV. Making Public Statements

- A. When giving a written or oral personal public opinion concerning issues facing or involving the City, all Council, Board or Commission members shall refrain from making statements on behalf of the City or the body upon which he or she serves, unless such person has explicitly been authorized by the respective body. When acting as, or perceived as acting as, a representative of the official body he or she represents, an individual must always uphold the approved Council, Board or Commission point of view.
- B. Any comments made by a Council/Board member at a meeting of another board should be assumed to be the Council/Board member's personal views or opinions and not the official position of the Council/Board unless stated otherwise.
- C. Council reports are intended to communicate to other Council members about meetings and information which are of value and beneficial to the body as a whole.

V. Council/Boards and City Employee Communications

- A. To foster open communication and the public policy-decision making process, it is the desire of Council to ensure an evenness of communication between Council/Boards and staff as well as between Council/Board members. This means all Council/Board members expect to receive information that is relevant to the Council/Board's policymaking

authority and deliberations as well as to the education and knowledge of individual members.

- B. Council/Boards should seek direction from the City Manager if there is any doubt regarding the appropriate level of contact with City employees.
- C. Council/Boards should make reasonable attempts to notify the appropriate City staff members in advance of public meetings about key questions and discussion points that they would like addressed during the public meeting.
- D. For routine questions or requests (e.g. code complaints, questions regarding agenda items), Council/Boards should contact the City Manager's Office or the appropriate City department director with information about the request. These requests can be made at any time rather than waiting for a formal referral at a Council/Board meeting. It is the responsibility of staff to ensure an evenness of information when questions are asked of staff that relate to an issue that might come before the Council/board and disseminate information accordingly. Legal questions should be initiated through the Deputy City Attorney whenever possible and appropriate.
- E. Requests for additional information or reports that staff determines would take a significant amount of staff time/resources shall be referred to the City Manager for review and possible consideration by the Council/Boards as a whole and agreed upon as something that merits an investment of City resources.
- F. Critical comments about specific City employees' performance should only be made to the City Council appointees that include the City Manager, the City Attorney and the municipal judge through correspondence or conversation outside the public setting.
- G. All Boards shall be given sufficient and reasonable advance notice of a Council meeting for which the Board will either be the subject of an agenda item or is being requested to participate in the Council meeting agenda, allowing for scheduling and preparation.

VI. Involvement in Administrative Functions

- A. Council/Boards shall refrain from influencing the recommendations made by staff or the information provided by staff to the Council/Board as a whole.
- B. Members of Council/Boards should have the same information for decision-making purposes. The Council/Boards may expect staff to provide each member with identical information on items scheduled for deliberation, even when requested by only one member.

VII. Council Conduct with Boards and Commissions

- A. The City Council has established several Boards and Commissions as a means of gathering more community input. Citizens who serve on most Boards or Commissions are advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect. Council members should refrain from having any ex parte communications with Boards concerning issues and/or applications before any quasi-judicial body. Council communication with Boards shall be solely through a joint work session or through Council liaisons as set forth below.
- B. Since the attendance of three or more Council members constitutes a legal Council meeting, Council members should advise the City Clerk at least 24 hours in advance of their planned attendance, or at another function where discussion of City business is anticipated so that appropriate and timely public notification can be prepared and posted.

VIII. Council Meetings with Boards and Commissions

- A. To elevate the communication between individual Boards and Council and to even the flow of information, the Council may meet with the Council-appointed Boards at a Study Session at least yearly, or on an as needed basis, as requested by the Board/Commission or the City Council.
- B. To facilitate positive relations between the Boards and the Council, the Mayor may appoint a Council liaison to the Fine Arts Board, Library Board, and Museum Board. The Council may, at its sole discretion, choose to appoint liaisons to other Boards and Commissions as it deems appropriate. The role of the liaison shall be to convey current and relevant information on Council activities to the individual Board or Commission; to provide input as requested; and generally provide a conduit of Council activity and actions.

IX. Council/Board and Commission Conduct With the Public

- A. Council/Boards should be cordial, welcoming, and respectful to the public in all situations.
- B. Council/Boards should be welcoming and respectful to speakers without exception.
- C. If necessary, public comments received during a public meeting will be followed up by staff at a later time or as directed by the Council/Board. It is not anticipated nor expected for staff to respond during that meeting unless specifically requested by the Council/Board.
- D. Questions from the Council/Board to speakers should seek to clarify or expand information. Members should avoid challenging or criticizing speakers. If a speaker is off the topic or exhibits behavior or language that is disruptive or disrespectful, the Mayor

or Chair should interrupt, focus the speaker, and reestablish the order and decorum of the meeting.

X. Personal Expectations

A. Responsibility.

1. I understand that the community expects me to serve with dignity and respect and be an agent of the democratic process.
2. I avoid actions that might cause the public to question my independent judgment.
3. I do not use my office or the resources of the City for personal or political gain.
4. I am a prudent steward of public resources and actively consider the impact of my decisions on the financial and social stability of the City and its citizens.

B. Fairness.

1. I promote consistency, equity and non-discrimination in public agency decision-making.
2. I make decisions based on the merits of an issue, including research and facts.
3. I encourage diverse public engagement in decision-making processes and support the right of the public to have access to public information concerning the conduct of the City's business.

C. Respect.

1. I treat my fellow City officials, staff, commission members and the public with patience, courtesy, civility, and respect, even when we disagree on what is best for the community and its citizens.

D. Integrity.

1. I am honest with all elected officials, staff, commission members, boards, and the public.
2. I am prepared to make decisions for the best interest of the public whether those decisions are popular or not.
3. I take responsibility for my actions even when it is uncomfortable to do so.



City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Staff Communication

File #: ID# 15-322, **Version:** 1



LEGISLATIVE RULES

Adopted January 21, 2014 – **DRAFT 01-26-2016**

I. Rules of Order and Business Adopted; Purpose

- a. These rules shall govern all meetings and proceedings of the City Council, Boards, Commissions, and ~~Committees~~ Authorities and the order of business, and the conduct of the ~~Mayor~~ President of Council (~~commonly referred to as “Mayor”~~), City Council and Board and Commission members and persons in attendance at such meetings.
- b. All City Commissions, Boards, and ~~Committees~~ Authorities shall adhere to these rules and procedures to the extent that these rules and procedures are not inconsistent with the public business to be conducted by such bodies. Where applicable throughout this document, references to City Council will be interchangeable with Boards, Commissions, and ~~Committees~~ Authorities, and references to Mayor or Mayor Pro tem will be interchangeable with Chair, Vice Chair or other Presiding Officer of any Board, Commission or ~~Committee~~ Authority.
- c. These rules are simple. Strict technical rules may impede rather than advance the legislative process. Reason, common sense, and cooperation must prevail in the conduct of City business. Dissent and debate are essential and beneficial elements of our system of free and open government. No action of the City shall be deemed invalid because of failure to follow any rule of order or business provided herein.
- d. The Council may hold joint meetings with Boards, Commissions, or ~~Committees~~ Authorities in addition to other meetings.
- e. Non-substantive changes may be made to this document and then distributed to Council.

II. Council Meetings (compare – side by side)

- a. Regular Meetings. The City Council shall conduct regular meetings generally on the first and third Tuesdays of each month. All regular meetings shall begin promptly at 6:30 p.m. Meetings shall be held at the City Hall unless otherwise posted in accordance with state law. The time, date, and location of any meeting can be changed by majority vote of Council and posted in accordance with state law.

- b. Special Meetings. Special meetings shall be called by the Mayor at the request of a majority of Council, in action taken at a publicly noticed Council meeting, or may be noticed by the City Clerk upon the request of the Mayor or two or more members of the City Council. Generally, special meetings shall start at 6:30 p.m. Notice of special meetings of Council shall be given to the members not less than 24 hours before the time fixed for the meeting.
- c. Emergency Meetings. In the event an emergency has been declared by the City Manager, notice of emergency meetings shall be given by the most expedient mechanism available in such event; emergency meetings may be called by the Mayor or the City Manager. Notice of the date, time, and place of any emergency meeting shall be given to the Council members and the public not less than one hour prior to the time fixed for the meeting.
- d. Study Sessions. The City Council may conduct study sessions generally on the second and fourth Tuesday of each month. The City Council may hold study sessions on such dates and at such times as called by City Council or the City Manager. Generally, study sessions shall begin at 6:30 p.m. Such study sessions may coincide with regular or special meetings of City Council. The purpose of the study session is to discuss and study items. Council may vote or take a consensus to give direction to staff. Study sessions shall not be a forum for public hearings.
- e. Meeting Cancellation. Except for those cancellations necessitated by Acts of God, notice of cancelling a meeting of City Council shall be posted and given to the members not less than 24 hours before the time fixed for the meeting.
- f. Meeting Duration. Regular and Special meetings of the City Council shall end at approximately 10:00 p.m. unless formal action is taking by the Council to extend the meeting duration.
- g. Agenda. The agenda for meetings of City Council shall be prepared by the City Manager and posted by the City Clerk in the manner required by law.
- h. Order of Agenda. The agenda, for regular and special meetings, may be organized as follows: call to order, Pledge of Allegiance, roll call, proclamations and announcements, public comments, consent agenda, old business, new business, reports, and adjournment.
- i. Adoption of Agenda. At the first item of business at each meeting, Council will adopt the agenda as published or as revised by a majority vote.
- j. Review and Approval of Minutes. At each regular meeting of the City Council, the draft minutes of the preceding meetings shall be reviewed, amended if appropriate, and approved.

III. Council Proceedings

- a. Roll Call. The Mayor shall call the meeting to order and the City Clerk shall call roll. In the absence of a quorum at the time appointed for a meeting, the members present may, by a majority vote, take a recess or recesses, and direct the City Clerk to procure the attendance of absent members.
- b. Temporary Chair. In both the absence of the Mayor and Mayor Pro Tem, the City Clerk shall call the Council to order and call the roll of the members. If a quorum is found to be present, the Council shall proceed to elect, by a majority vote of those present, a chair of the meeting, to act until the Mayor or Mayor Pro Tem of the Council appears.
- c. Decorum. During the meeting, the Mayor shall preserve order and decorum and decide all questions of order, decide who is allowed to speak, and in what order, be it either a Council member or a member of the audience.
- d. Appeals from Decisions of the Chair. The Mayor shall preserve decorum and decide all questions of order, subject to appeal to Council. In case of an appeal by a Council member of a ruling of the Mayor, the question shall be: "Shall the decision of the Mayor stand as the decision of the Council?" The Council shall vote either to affirm or reverse the decision of the Mayor. If a member transgresses the rules of Council, the Mayor shall call him or her to order.

IV. Parliamentary Rules

As a guiding principle, the following rules of procedure will be observed at regular and special meetings.

- a. Addressing Presiding Officer. Every member speaking to a question or making a motion shall address the presiding officer, who shall thereupon state the nature of the question under debate.
- b. Debate Limitation. ~~Generally, n~~No member shall be allowed to speak more than once to a motion before all members have had an opportunity to speak.
- c. Questions to Contain One Subject. All questions (motions) submitted for a vote shall contain only one subject. If a question contains two or more subjects and the question reasonably permits a division, then any member may require a division.
- d. Discussion. Discussion on an agenda item may be held prior to a motion.
- e. Main Motion. A subject is introduced by a main motion. Once seconded, no other topics should be taken up until after the motion is disposed of.

- f. Motion to Amend. This motion is used when the intention is to change, add, or omit some part of a main motion. This motion is debatable and requires a majority vote of the members present for passage. A motion to amend is not amendable. First a vote is held on the motion to amend. If that vote is affirmative, the second vote is held on the main motion as amended. Only one amendment to a motion may be on the floor at any one particular time. Any motion to amend shall consist of but one amendment. An amendment once rejected may not be moved again in the same form.
- g. Motion to Table or Postpone to a Date Certain. This motion requires that consideration of the main motion be delayed until a certain, stated time for, among other reasons, obtaining more information. A future date certain shall be set when the subject is considered. This motion is debatable and requires a majority vote of the members present for passage.
- h. Motion to Table Indefinitely. This motion postpones consideration of the main motion in such a way that the issue being discussed may be taken up at an unspecified, later date when a majority of the members present vote to “call it from the table.” This motion is not debatable and requires a majority vote of the members present for passage.
- i. Motion to Call the Question. This motion is made to end discussion that has become lengthy or repetitious. When the motion is seconded, the Mayor immediately calls the vote on the question of closing the discussion. This motion is not debatable and requires a 2/3 vote of the members present for passage.
- j. Motion to Reconsider. The Council may reconsider a vote during the same meeting on the motion by a member who voted on the prevailing (winning) side of the issue. If that vote is affirmative, a second vote is held on the issue to be reconsidered. A motion to reconsider a proposal that has been acted upon must be made either prior to adjournment of the meeting ~~or no later than the next regular or special meeting~~. A majority vote, of members present, of the Council, Board or Commission shall be sufficient for reconsideration of a vote.
- k. Vote. The Mayor shall call for a vote by requesting the ayes in favor of the motion and nays opposed to the motion be reflected on the vote board. If there is no vote board, the members shall cast their vote by voice.
- l. Show of Hands. The Mayor or any other member may request a show of hands at any time. No member may vote by proxy.
- m. Point of Order, Questions, and Inquiries. A point of order may be raised at any time and supersedes any issue being discussed at the time. The Mayor shall rule on the point of order before proceeding. If a member disagrees with the ruling by the Mayor, such member may appeal such ruling by stating “Shall the decision of the Mayor be sustained?” A majority

vote in the negative is required to overturn the Mayor's ruling. The appeal is debatable and the Mayor may participate in the debate without giving up the chair.

- n. Procedures. Whenever necessary, advice may be asked as to correct procedures or facts may be requested. The Mayor shall respond to the question or refer it to the proper person.

| o. Withdrawal of Motions. When a motion is made and seconded, it shall be stated by the Chair before debate. A motion may not be withdrawn by the mover without the consent of the member seconding it and the approval of a majority of Council.

| ~~o.p.~~ Motion to Adjourn or Recess. A motion to adjourn or recess is not debatable and shall be in order at any time, except as follows:

1. When repeated without intervening business or discussion;
2. When made as an interruption of a member while speaking;
3. When the previous questions have been ordered;
4. While a vote is being taken.

| ~~p.q.~~ Motion to Adjourn. At the conclusion of business, the Mayor may declare the meeting adjourned without waiting for a motion or a member may move to adjourn. A motion to adjourn by a member is not debatable and a majority vote of the members present is required for passage. When the meeting is adjourned, the meeting is immediately halted.

| ~~q.r.~~ Suspension. Unless otherwise provided by Charter or ordinance, any rule except such as required by a two-thirds (2/3) vote may be suspended by the vote of a majority of the members of Council present without debate. A rule requiring a 2/3 vote may be suspended upon a vote of 2/3 of the members, of the Council present.

| ~~r.s.~~ Committees/Liaisons. The Mayor shall appoint Board and Commission liaisons and the chair of any special Committee and such appointments shall be ratified by Council. The Mayor may appoint special committees of Council members or citizens, which shall be ratified by Council, to assist in the study of items before the Council and the committee so appointed shall serve until the matter is disposed of by the Council.

| ~~s.t.~~ Election of Mayor. The Mayor and Mayor Pro Tem shall be elected by Council. Nominations will be accepted at the meeting by the City Clerk and each Council member will cast a public vote for their selected candidates. Council members may be allowed questions of the candidates prior to voting.

- v. "Robert's Rules of Order Newly Revised." Robert's Rules of Order may be considered persuasive authority in deciding any questions arising on points of order not covered by these parliamentary rules.

V. Public Hearing Process~~Legislative Versus Quasi-Judicial Hearings~~

~~Legislative versus quasi-judicial hearings. In local government, two common kinds of decision-making are often referred to as “legislative” and “quasi-judicial.”~~

~~Legislative. Council shall conduct a public hearing on second reading of any ordinance. Ordinances will be read by title and Council will hear comments from staff, if any, open the public hearing for comments, close the public hearing, and conduct Council discussion, if any, before rendering a decision. A Council member may ask questions of a person at any time during the hearing. The Council may postpone or continue a public hearing to a later date by announcing at the public hearing the specific date, time, and place of the continuance.~~

~~Quasi-judicial. Procedural due process is critical in quasi-judicial hearings. This includes the right of all directly impacted parties to participate in a pre-decision hearing, their right to present evidence, to see all the evidence that will be considered by the decision-making body, and their right to confront adverse evidence.~~

VI. Changes/Additions

Changes and additions to these rules and procedures may be made at any regular or special meeting of the City Council for which the proposed changes have been publicly posted at the same time the agenda for the meeting is posted by an affirmative vote of at least four members of the entire Council. Changes and/or additions shall be effective at the next regular or special meeting.

Currently approved Legislative Rules Section II	CM Clark's proposed replacement a-g in Section III	
<p>a. Regular Meeting. The City Council shall conduct regular meeting generally on the first and third Tuesdays of each month. All regular meetings shall begin promptly at 6:30 p.m. Meetings shall be held at the City Hall unless otherwise posted in accordance with state law. The time, date, and locations of any meeting can be change by majority vote of Council and posted in accordance with state law.</p>	<p>a. Regular Meeting. Regular Meetings are held on the first and third Tuesday of the month. Regular Meetings are where all formal action, quasi-judicial matters, and public hearings take place.</p>	<p>No change - Need to discuss purpose of this document and what level of detail is needed here.</p>
<p>b. Special Meetings. Special meetings shall be called by the Mayor at the request of a majority of Council, in action taken at a publicly noticed meeting, or may be noticed by the City Clerk upon the request of the Mayor or two or more member of the city council. Generally, special meetings shall start at 6:30 p.m. Notice of special meeting of Council shall be given to the members not less than 24 hours before the time fixed for the meeting.</p>	<p>e. Special Meetings. A Special Meeting may be called by a motion of Council, by the Mayor, or by the request of a majority of Council members. Special Meetings require at least 24 hours notice. When called by the Mayor or by the request of a majority of Council members, the caller(s) shall notify the City Clerk, who will cause all Council members and the local press to be notified in person or by telephone, and notice and the agenda to be published. All action taken by Council at a Special Meeting must be ratified at the next regularly scheduled meeting.</p>	<p>Adds complexity with the way special meetings can be called and adds potential unnecessary burden on staff in electronic era for notification. Also adds requirement for decisions to be duplicated at second meeting. Special meetings and required posting are guided by state statute. Mayor, in conjunction with the manager, has managed this process and we have seen no issues.</p>
<p>c. Emergency Meetings. In the event an emergency has been declared by the City Manager, notice of emergency meetings shall be given by the most expedient mechanism available in the such event; emergency meetings may be called by the Mayor or the City Manager. Notice of the date, time, and place of any emergency meeting shall be given to the Council members and the public not less than one hour prior to the time fixed for the meetings.</p>	<p>f. Emergency Meetings. In the event an emergency has been declared by the City Manager, notice of emergency meetings shall be given by the most expedient mechanism available in such event; emergency meetings may be called by the Mayor or the City Manager. Notice of the date, time place, and agenda of any emergency meeting shall be given to the Council members and the public not less than one hour prior to the time fixed for the meeting.</p>	<p>No change proposed</p>

d. Study Sessions. The City Council may conduct study sessions generally on the second and fourth Tuesday of each month. The City Council may hold study sessions on such dates and at such times as called by City Council or the City Manager. Generally, study sessions shall begin at 6:30 p.m. Such study session may coincide with regular or special meetings of city council. The purpose of the study session is to discuss and study items. Council may vote or take a consensus to give direction to staff. Study session shall not be a forum for public hearings.	b. Study Session. Study Sessions are held on the second and fourth Tuesday of the month. Additionally Study Sessions may be called by a motion of the Council for any day or time between Monday and Saturday and starting between the hours of 7AM and 7PM with at least 14 days advance notice. The purpose of Study Sessions is to study issues and items in detail. Action of the Council is limited to giving direction to city staff by motion.	Creates restrictions through time limits and advance notice requirements. These are rare and no issues have been identified in the past. Requiring motions could be confusing and direction to staff should be completed by Mayor through majority/consensus of council.
e. Meeting Cancellation. Except for those cancellations necessitated by Acts of God, notice of cancelling a meeting of City Council shall be posted and give to the members not less than 24 hours before the time fixed for the meeting.	g. Meeting Cancellation. Any previously scheduled Regular Meeting, Study Session, Joint Meeting, or Community Meeting may be cancelled by a motion of Council 14 days prior to the start of the meeting.	Change restricts flexibility and requires council vote and 14 days notice - due to council meeting schedules. This is unrealistic and guest speakers cancel, weather, issues change, etc. This has worked well through conversations between the Mayor and City Manager. Flexibility is a must. As soon as decisions are made, the council and public is notified.
f. Meeting Duration. Regular and Special meetings of the City Council shall end at approximately 10:00 p.m. unless formal action is taken by the Council to extend the meeting duration.	None	No change proposed.
g. Agenda. The agenda for meetings of City Council shall be prepared by the City Manager and posted by the city Clerk in the manner required by law.	j. Agenda. The City Manager shall prepare , or cause to be prepared, the agenda for Regular Meetings, Study Sessions, Community Meetings and Joint Meetings. The agenda shall contain all items requiring council action and any item requested by a Council Member. The City Clerk shall publish the final version of the agenda, along with supporting documentation, at least 5 days prior to the meeting.	If a large project or negotiation is taking place, staff needs the flexibility to send the packet out on Friday morning. If we are tied to the 5 day rule, any updates would come in a separate packet or the night of the meeting. The approved (g) allows for that flexibility.

h. Order of Agenda. The agenda, for regular and special meetings, may be organized as follows: call to order, Pledge of Allegiance, roll call, proclamations and announcements, public comment, consent agenda, old business, new business, reports, and adjournment.	Remove this section	
i. Adoption of Agenda. As the first item of business at each meeting, Council will adopt the agenda as published or revised by a majority vote.	Remove this section	
j. Review and Approval of Minutes. At each regular meeting of the City Council, the draft minutes of the preceding meetings shall be reviewed, amended if appropriate, and approved.	Remove this section	City Attorney recommends council continues to approve the minutes (video) each meeting.
None	c. Joint Meetings. Joint Meeting are held with another governmental entity and are called by motion of Council at least 14 days in advance of the meeting date. Joint meetings must take place Monday through Friday and must start between the hours of 7AM and 7PM	Not necessary. A joint meeting is either a study session, a regular meeting, or a special meeting. Creates complexity where not needed.
None	d. Community Meetings. Community Meetings are meetings held with members of the community, called by motion of Council at least 14 days in advance of the meeting. Community meetings must start between the hours of 7AM and 7PM, Monday through Friday. No formal action may be taken by council at a community meeting.	There are instances every summer with weather conditions that a Meet, Eat and Greet needs to be rescheduled. There is often not 14 days between the scheduled and the rescheduled gathering.
Addressed in (a)	h. Meeting locations: All Regular Meetings, Study Sessions, Community Meetings, and Special Meetings shall take place within the city limits. Regular Meetings and Special Meetings shall be held in the Council Chambers unless the Council Chamber is unavailable. Study Sessions shall be held in the Community Room unless the Council changes the location by motion 14 days in advance of the meeting. The location of Community Meetings and Emergency Meetings shall be specified when the meeting is called.	Paragraph (a) addresses this section, concisely and completely - Question of what do we need in this section and why?

Addressed in (a)	i. Meeting Start Times: Regular Meetings and Study Sessions shall start at 6:30PM, unless the start time for a meeting has been modified by motion of the Council 14 days in advance of the meeting.	Removes flexibility by requiring council approval. Not realistic as things happen which sometimes warrant a change. Again, no issues in the past and notification to council and public has occurred. Also, paragraph (a) addresses this section, concisely and completely. Providing, together, the Mayor and City Manager the flexibility to start a meeting early or late, if needed
Currently approved Legislative Rules Section III	Council Member Clark's proposed addition of (e.) to Section III	
Proposed: Addressing the Council: All persons who desire to speak with city council will have two opportunities. Public Comment 1 on Consent and General Business items with a 3 minute limit. Public Comment 2 is for any other discussion item chosen by the speaker with a 3 minute limit.	e. Addressing the Council. All persons who desire to address the Council on any topic that does not appear on the agenda as a public hearing item, shall address Council in unscheduled public appearances and shall be limited to four (4) minutes. Those desiring longer time to speak shall ask to be placed upon the Agenda one week prior to the regularly scheduled Council meeting, which time shall be granted at the discretion of the Mayor. Person addressing the Council shall state their name, and address or Council District. The Council retains the right to limit any public appearance, whether scheduled or unscheduled.	Council has chosen 3 minutes. Green sign-up sheets are utilized for address, so only name is necessary. The Mayor, as presider, of the meetings should be the one allowed to limit, public appearance.

Currently approved Legislative Rules Section V	Council Member Clark's proposed replacement of Section V	
<p>Legislative versus quasi-judicial hearings. In local government, two common kinds of decision-making are often referred to as "legislative" and "quasi-judicial" Legislative. Council shall conduct a public hearing on second reading of any ordinance Ordinance will be read by title and Council will hear comments from staff, if any, open public hearing for comments. close the public hearing, and conduct Council discussion, if any, before rendering a decision. A council member may ask questions of a person at any time during the hearing. The Council may postpone or continue a public hearing to a later date by announcing at the public hearing the specific date, time and place of the continuance. Quasi-judicial. Procedural due process is critical in quasi-judicial hearings. This include the right of all directly impacted parties to participate in a pre-decision hearing, their right to present evidence, to see all the evidence that will be considered by the decision-making body, and their right to confront adverse evidence.</p>	<p>Certain types of Council actions require the Council to hold a public hearing before taking action. In addition to the actions requiring a public hearing by law, the Council can by motion designate any agenda item as a public hearing item. The procedure for public hearing items are: a. The item being considered shall be read by title or in its entirety. b. The staff shall make a presentation of the time including an analysis and any recommendation. c. If the public hearing involves an applications the applicant will make a presentation. d. Council Members may ask questions. e. The public hearing will be open for public comments - public comments are limited to 3 minutes each. f. If the Item involves an applicant, the applicant may respond to public or staff comments. g. Council members may ask additional questions. h. A motion on the item is called for by the chair.</p>	<p>Is this necessary in this section. Web site on the council page may be a better location.</p>



City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Staff Communication

File #: ID# 15-324, **Version:** 1



Policy Statement

The Littleton City Council and staff works together to ensure the City of Littleton remains a high-quality organization and a safe community in which to live, work and play. To ensure this is the case, Council and staff coordinate to identify issues occurring at the regional, state and federal levels that require monitoring and may require advocacy on the City's behalf.

The City Council recognizes that the state and federal legislative processes generally do not lend themselves to the timing of action by municipal governments. With a desire to be responsive and ensure the City's interests are represented, this document is designed to give staff direction to act on key issues of concern to Littleton City Government and as a brief guide for legislators to reference when considering proposals that may affect the City.

The following subject areas and positions are not meant to be a comprehensive list of matters of City concern. They have been identified by staff and confirmed through Council action and constitute the official positions of the City of Littleton and serve as a guide for establishing a position on issues that require quick action if deemed appropriate by staff.

Local Control & Home Rule

State and Federal intervention into issues best handled at the local level undermine local control and the City's home rule authority. Article XX of the Colorado Constitution grants home rule municipalities such as Littleton, "the full right of self-government in local and municipal matters." Efforts to strengthen local control should be supported, while intervention by the state or federal governments into local issues or efforts to detract from the City's home rule authority should be opposed.

State and Federal Mandates

Mandates imposed on local governments, especially unfunded mandates, can stretch the financial and personnel resources of the City and shift such resources away from local priorities and needs. At a minimum, any mandates imposed on the City should be funded entirely by the entity imposing said mandates. The City will oppose any efforts that are not appropriately funded, that are not a priority for the City, or that may impose financial burdens or require a shift in personnel resources.

Tax and Finance

The City's finances are interrelated with state finances and policies. The City supports actions by the State of Colorado to adhere to fiscal fair play and efforts to address competing



constitutional provisions that do not negatively affect the City's finances. The City also supports efforts that expand municipal taxing authority or equitably share new state revenue with municipal governments. The City will oppose efforts that reduce local revenues or preempt municipal taxing authority, including authority to set the local tax base, local collection and related authority.

Economic Development

The City of Littleton has been a leader in economic development in the State and supports the State in the implementation of a multifaceted economic development program that is coordinated with local efforts and promotes the economic vitality of our state and attracts and grows businesses and creates jobs. The City will oppose actions that hinder local economic development and job creation efforts.

Land Use and development

The City of Littleton supports local control related to planning, land use, development and redevelopment. We support policies that encourage in-fill and transit-oriented development and limits sprawl and further development in unincorporated areas. The City will oppose efforts that reduce or preempt municipal land use authority or impose further restrictions on the use and powers of urban renewal authorities and the use of tax increment financing.

Transportation

Littleton recognizes the need to maintain and expand the State's multimodal transportation system and that our streets, sidewalks, trails, transit and others services are a part of that interconnected system. The City supports efforts to develop new flexible funding options to maintain and improve our state, metro and local transportation systems.

Telecommunications

The City recognizes the importance of the availability of high-quality telecommunication services to residents and businesses for economic development and enhanced quality of life. The City supports market competition in the telecommunications realm, efforts to promote build out and fiber optic or comparable connections to residences and businesses and protection of municipal franchising and regulatory authority, including control over uses in the public rights-of-way.

Other areas of concern that are monitored and evaluated on a case by case issue include police, fire and emergency medical services, municipal courts, environmental/sustainability issues, open meetings/open records law, liquor and marijuana enforcement, workers' compensation, procurement/public contracts, human resources, and governmental immunity, among others.



City of Littleton

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Staff Communication

File #: ID# 15-323, **Version:** 1



COUNCIL GOALS & OBJECTIVES

2014-2015

ADOPTED 1/21/2014

VISION STATEMENT:

To preserve a family-oriented and economically vibrant community that encourages citizen involvement, respects diversity, values community character, and enhances the quality of life of Littleton residents and visitors.

1. ASSURE A FINANCIALLY-SOUND CITY GOVERNMENT.

Objective: Develop a budget process that provides the ability to evaluate costs/benefits along with program prioritization.

Objective: Deliver innovative, cost-efficient municipal services.

Objective: Research and pursue alternative revenue sources.

2. PROVIDE A SAFE COMMUNITY TO LIVE, WORK, AND PLAY.

Objective: Provide a comprehensive evaluation of city services that meet the needs of the community.

Objective: Provide police protection and other services to maintain the infrastructure and meet the needs of the community.

Objective: Provide fire protection and emergency medical services that meet the needs of the community and the city's fire partners.

Objective: Provide code enforcement to maintain the safety and quality of neighborhoods.

Objective: Support public/private partnerships that foster mental and physical health.

Objective: Ensure vehicular, bike, pedestrian safety and improve accessibility.

Objective: Partner with other governmental and non-governmental agencies to maximize opportunities for ensuring a safe community.

Objective: Support local public and private education organizations to maintain a broad range of high quality educational opportunities within Littleton.

3. DEVELOP AND MAINTAIN THE PUBLIC INFRASTRUCTURE.

Objective: Provide and maintain a high-quality public infrastructure that addresses the needs of residents, visitors, and businesses.

4. PRESERVE AND CULTIVATE A QUALITY COMMUNITY.

Objective: Encourage continuous improvement in service delivery and evaluate potential alternatives. Council encourages and supports a work environment that encourages innovation and best management practices.

Objective: Provide support and direction to neighborhoods to cultivate the quality of life that the neighborhood desires and deserves.

Objective: Actions and decisions should follow a comprehensive review of all relevant impacts and benefits, including the aggregate impact on the community's property values and the attractiveness of the immediate neighborhood and the city as a whole as a place to live, work and play.

Objective: Encourage reinvestment in existing, replacement and infill housing stock.

Objective: Complete the update of the Citywide Comprehensive Plan.

Objective: Foster a livable community to attract and retain residents of all ages.

Objective: Continue an update of the city's development and zoning codes to ensure ability to implement community goals.

Objective: Enhance the quality of City parks, trails, and open space system to increase the public's use and enjoyment of them.

Objective: Implement the Open Space plan and support South Platte and Highline Working groups' projects to maximize the recreational, wildlife, and economic benefits of the natural open spaces.

Objective: Maintain and enhance public art.

5. PURSUE A BALANCED AND SUSTAINABLE LOCAL ECONOMY.

- Objective:** Grow jobs and sales tax revenue by providing strategic assistance to Littleton businesses.
- Objective:** Take a proactive approach to recruiting businesses, retaining existing businesses, and assisting businesses wishing to expand.
- Objective:** Work with community partners to increase the number of events that draw citizens and visitors, as well as focus on improving the quality of existing events.

6. SUPPORT ENVIRONMENTAL SUSTAINABILITY.

- Objective:** Identify long-term cost-effective sustainable energy efficiencies for city operations.
- Objective:** Support policies and practices that sustain the natural environment.

7. FOSTER COMMUNITY INVOLVEMENT, COMMUNICATION AND TRUST

- Objective:** Provide the highest level of service delivery with unwavering integrity and ethics.
- Objective:** Foster citizens' engagement and involvement in their neighborhoods and the community at large.
- Objective:** Foster community spirit.
- Objective:** Continue to improve ways to disseminate information to citizens.
- Objective:** Increase council outreach activities.

City Council specific action items for City Manager focus:

1. *Action:*
Develop a quarterly spreadsheet creating a five-year revenue and expenditure projection including operational and capital expenditures.
Develop a prioritized list of programs (such as Capital Projects, Omnibus, etc).

Action:
Support passage of Federal Interstate Commerce Fairness Act.
Apply for at least two new grants.
4. *Action:*
Complete sub-area plans for the Santa Fe, Littleton Blvd., and Broadway corridors.

Action:
Evaluate ADU opportunities and other residential redevelopment limitations in the code.
5. *Action:*
Evaluate, develop, and implement an outreach plan to businesses to ensure government is aligned with business needs and fosters public private partnerships.

Action:
Enhance vehicular gateways to the community.
Support commercial annexation that results in increased net revenue for the city.
Pursue the redevelopment of the Riverfront - Santa Fe/Bowles Avenue area.
Leverage current commercial investment to maximize additional private investment.
Encourage and assist with occupancy of vacant commercial spaces through a diverse, complementary and cohesive 'tenant mix' that will define Littleton as a shopping destination.