



# City of Littleton

Littleton Center  
2255 West Berry Avenue  
Littleton, CO 80120

## Meeting Agenda - Final City Council

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Tuesday, February 14, 2023

6:30 PM

Council Chamber

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### Study Session

#### **1. Study Session Items**

- a) [ID# 23-013](#) Geneva Village Policy Options

**Attachments:** [1. Geneva Village Proposal \(ROM\) RE](#)  
[2. Geneva Village Proposal to City Council](#)  
[3. Presentation Geneva Village](#)

*Scheduled time: 90 minutes*

- b) [ID# 23-012](#) Legislative Session Preview and Updates

**Attachments:** [1. January 2023 Legislative Update](#)

*Scheduled time: 30 minutes*

#### **2. Administrative Updates**

a) City Manager

b) City Attorney

#### **3. Adjournment**

*The public is invited to attend all regular meetings or study sessions of the city council or any city authority, board, or commission. Please call 303-795-3780 at least 48 hours prior to the meeting if you believe you will need special assistance or any reasonable accommodation in order to attend, or participate in, any such meeting. For any additional information concerning city meetings, please call the city clerk's office at the above referenced number.*



Staff Communication

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**File #:** ID# 23-013, **Version:** 2

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Agenda Date: 02/14/2023

Subject:  
Geneva Village Policy Options

From:	James L. Becklenberg, City Manager
Prepared By:	Kathleen Osher, Assistant City Manager

**PURPOSE:**

Discuss potential options and next steps for Geneva Village.

**PRESENTATIONS:**

<b>Staff Presenter(s):</b>	Kathleen Osher, Assistant City Manager Keith Reester, Public Works and Utilities Director Tiffany Hooten, Finance Director
<b>Additional Presenter(s):</b>	N/A

**SUMMARY:**

Geneva Village is a twenty-eight-unit complex of apartments built in 1964 by the Geneva Association. It consists of studio, 1- and 2-bedroom units as well as some laundry and common area facilities. The complex originally served as housing for retired married members of the Association and now has sixteen (16) leased units.

The residential units, now nearly 60 years-old, are aging, with most requiring major repairs and replacement of utility systems and appliances. Additionally, staff knows that the walls and floors contain asbestos materials, which must be replaced when disrupted for necessary repairs. Reconstruction Experts (RE) were engaged by the City of Littleton to provide an updated assessment and cost estimate to rehabilitate the Geneva Village property located at 5444 South Prince Street, and the costs are estimated to total \$5.1 million

At the same time, the property represents an opportunity for the city to advance its affordable housing goals (potentially 75-125 units, depending on overall site design) if the property were to be redeveloped for this purpose. Redevelopment would also enable more activation of the Prince Street gateway corridor into Downtown Littleton

The purpose of the study session is to advance the City Council's decision-making on the long-term plan for the site, with an emphasis on potential impacts and associated accommodations for the residents of the currently rented 16 units in the community.

**PRIOR ACTIONS OR DISCUSSIONS:**

The City of Littleton bought the property and surrounding acreage in 1975 and built the current, but aging, city hall on the east end of the site. The city not being in the business of residential property management contracted

with the Littleton Housing Authority, now called South Metro Housing Options (SMHO), to manage the property.

While considered low-income housing for those over 55 years old, no actual income requirements were established, and renters were not vetted. Rent was established at a rate that was under market in 1975 and has seen only one increase, in 1979, over the past four decades.

In 2019, SMHO determined the management arrangement was not consistent with their organizational mission and opted out of the management of Geneva Village. Recognizing that managing residential property is not in the city’s day-to-day core services, the city opted to contract with Denver Real Estate Moguls (DREM) for ongoing management of the Village.

Currently, the city’s emphasis has been on continued care of existing resident needs. Units that become vacant are not being leased, pending further discussion and decision making. Council discussed potential alternatives for Geneva Village at their April 26, 2022 study session.

Residents of Geneva Village submitted a proposal to City Council on April 21, 2022. The proposal includes a ten-year plan for rent increase (6% increase each year), a budget to address \$2M in capital improvements, and the creation of a Geneva Village Community Board. The Board would consist of 3 members elected by residents and 1 City Council representative and is proposed to assume all management responsibilities.

**ANALYSIS:**

Staff Analysis

Reconstruction Experts (RE) is a general contractor specializing in working in occupied space, commercial properties, and homeowner associations (HOAs). With over \$800 Million in successful reconstruction and roof replacement projects they provide a proven process to ensure safety, quality, schedule adherence, cost control, and resident communications. The RE approach to project staffing, scheduling, monitoring, and safety controls help ensure the project will be completed in a timely manner.

Rehabilitation Costs

Supervision & Site Specifics	
Appliances	\$265,268
Cabinetry	\$214,627
Demolition & Abatement	\$407,461
Doors	\$121,666
Drywall	\$581,247
Electrical	\$349,289
Floor Covering - Vinyl	\$163,427
Finish Carpentry/Trim Work	\$186,542
Finish Hardware	\$ 35,845
Heat, Vent, AC	\$383,729
Insulation	\$172,192
Labor Only	\$320,449

Light Fixtures	\$ 54,145
Plumbing	\$359,357
Painting	\$261,423
Temporary Repairs	\$ 12,659
R&R Asphalt Paving	\$206,072
Windows - Vinyl	\$120,816
GRAND TOTAL	\$4,216,214
CONTINGENCY (20%)	\$ 843,243
<b>TOTAL WITH CONTINGENCY</b>	<b>\$5,059,457</b>

The total rehabilitation is roughly \$1.8M higher than the last estimate we did with the non-invasive 3rd party estimates in 2021. Totals in the RE estimate are based on a one-time mobilization, a phased approach would increase costs. Based on staff experience and industry best practices, a 20 percent contingency has been added. As this is currently a sole source price, if this was to be bid, with the number of unknowns and current market conditions, staff expects this estimate to increase. This estimate does not include any amenity improvements beyond the site - re: plaza, upgrades to Geneva Park, etc. In the April 2022 presentation to Council, staff estimated the cost of grounds and parking lot renovations at approximately \$450,000.

Financing Mechanisms for Rehabilitation

Staff has identified two potential mechanisms for financing the rehabilitation of Geneva Village. A 10-year bank loan at a rate of 4% could provide the necessary resources at an annual cost of \$595,125. A 20-year Certificate of Participation (COP) at a rate of 3.8% could be available for an annual cost of approximately \$368,000 in debt service payments.

Impacts to Rent

The average rent for a unit would be approximately \$1,626 to service the debt, operate the facilities, manage ongoing maintenance, and provide for capital reserves.

City Support of Geneva Village Residents

Paramount to any discussion about rehabilitation or redevelopment options is to identify best practices for accommodating existing residents. There are potential partners that possess the expertise to assist with temporary or permanent relocation such as B-Konnected. B-Konnected as outlined a four-phase approach for assisting residents with a total budget of approximately \$83,000. The first phase would include a survey of current residents that is recommended as a step for rehabilitation of the property as well as any other identified alternatives.

Council Goal, Objective, and/or Guiding Principle

Goal 4: Downtown

Fiscal Impacts

Rehabilitation of Geneva Village would be approximately \$5M of liability for the city and annual payments would range from \$368,000 - \$595,125.

Alternatives

Geneva Village is a prime location in the Downtown to maintain and/or add additional affordable housing units.



The 2.8-acre GV site is zoned DMU-3, which allows more dense (approximately 40 units to the acre) redevelopment of much needed affordable / attainable / mixed income housing. Based on current zoning a minimum of 80 much needed dwelling units to accommodate affordable, attainable workforce and mixed income housing would be possible. The adopted Inclusionary Housing Ordinance would allow up to five stories with a maximum of 55 feet if the site was developed as majority affordable.

In April 2022, research with affordable housing developers and South Metro Housing Options indicate that Geneva Village is an attractive location to introduce additional affordable housing units. A three-story surfaced parked development project could be financed using Low Income Housing Tax Credit (LIHTC) financing provided through HUD and administered by CHFA. There is also an opportunity for the city to make this site available to affordable and mixed income housing developers to redevelop the site with modern, market conforming residential units that will be attractive for a broad range of renters.

The city could explore Geneva Village redevelopment options, perhaps through an RFQ / RFP process and staff would anticipate tremendous market interest in the Geneva Village site from multi-family and affordable housing developers. Alternatively, SMHO believes this site would be a fit in their program and could be an active and qualified partner of the city.

The city could engage the Urban Land Institute to conduct a Technical Advisory Panel (“TAP”) session for the Property. To provide a TAP, ULI would assemble a panel of experts to do more in-depth research on the Property, solicit City and community input and prepare a report making recommendations to the City on master planning, redevelopment, and financing approaches to the repositioning of the Property to accommodate Littleton’s future needs.

**STAFF RECOMMENDATION:**

Discuss options for Geneva Village, host an update meeting with residents of Geneva Village in March, engage B-Konnected to conduct one-on-one interviews with residents, and add this item to General Business during a regular meeting within 90 days.



*Estimate  
for*

# ***Geneva Village Apartments***



***5444 S Prince Street  
Littleton, CO 80120  
January 13, 2023***

Date	January 13, 2023	
Estimate for Geneva Village Apartments		
<b>SUMMARY</b>		
Repair Description	Total Cost	
01	Supervision & Site Specifics	Included
02	APPLIANCES	\$265,268.15
03	CABINETS	\$214,627.44
04	CONTENT MANIPULATION	\$0.00
05	DEMOLITION & ACM ABATEMENT	\$407,461.17
06	DOORS	\$121,655.73
07	DRYWALL	\$581,246.62
08	ELECTRICAL	\$349,289.34
09	FLOOR COVERING - VINYL	\$163,426.60
10	FINISH CARPENTRY / TRIMWORK	\$186,541.87
11	FINISH HARDWARE	\$35,845.12
12	HEAT, VENT & AIR CONDITIONING	\$383,728.90
13	INSULATION	\$172,191.83
14	LABOR ONLY	\$320,449.94
15	LIGHT FIXTURES	\$54,145.03
16	PLUMBING	\$359,356.73
17	PAINTING	\$261,422.62
18	TEMPORARY REPAIRS	\$12,659.72
19	R&R Asphalt Paving	\$206,072.32
20	WINDOWS - VINYL	\$120,815.86
<b>Grand Total</b>		<b>\$ 4,216,205.00</b>
<b>Owner Controlled Contingency</b>		<b>\$ 421,620.50</b>
Total with Contingency		<b>\$ 4,637,825.50</b>
<b>PROPOSAL QUALIFICATIONS:</b>		
1	This Rough Order of Magnitude estimate is based on the information provided by the City of Littleton during the site walk on December 8th	
2	This estimate incorporates industry standard construction repair and project costs extended by unit counts, or as lump sum estimates, for locations and/or general categories of the repair and/or estimate items. The term "Unit" as used herein does not denote unit pricing.	
3	Construction repairs shall be performed in accordance with all applicable building codes, and in accordance with OSHA Safety and Health Standards for the Construction Industry (29 CFR Part 1926). This Rough Order of Magnitude pricing exercise does not capture ADA code compliant upgrades due to limited information at the time of the proposal.	
4	Open Items to be performed on a Time and Material basis or as a lump sum Change Order upon full evaluation of repairs required.	

5	Allowance items are for scope that needs further specification or for unknown quantity. Allowances will be accounted for with an add or deduct change order at the completion of the line item. Supporting documentation may include a detailed cost report and log of hours to be billed at RE's 'schedule of rates'.
6	Should additional information or currently unknown conditions be discovered and made available, Reconstruction Experts, Inc. retains the right to revise and supplement this estimate accordingly.
7	Reconstruction Experts is not an engineer, architect or design professional and does not represent itself as such.
8	Colors and Textures of new materials to match as close as possible to existing. Note: Current Colors and textures are naturally worn and weathered and cannot be matched perfectly.
9	This pricing is valid for a period of thirty (30) days after delivery of this bid, after that period RE reserves the right to revise pricing.
10	Pricing based on unimpeded access to units during repairs.
11	Community responsible for allocation of parking for homeowners displaced during construction.
12	Pricing based on single mobilization, if scope becomes phased and additional mobilizations are necessary, pricing is subject to change.
13	In the event of a significant delay or price increase of material or equipment occurring during the performance of the Contract through no fault of Contractor, the price, time of completion and/or contract requirements shall be equitably adjusted by Change Order. A change in price of an item of material or equipment will be considered significant when the price of an item increases 20% between the date of the Contract and the date of installation.
14	All exterior excavation and exterior flatwork repair or replacement is excluded until civil repair plan has been completed and RE can plan that phase of work.
15	A budget for each unit's finishes are based on a builders grade quality package.

# The RE Promise

MORE CARE

MORE COMMUNICATION

MORE CREATIVITY

At Reconstruction Experts, we believe long-term, creative solutions are the key to the safety and security of our clients and the properties they serve. We provide quality, professional service on all aspects of reconstruction, restoration, and remodeling, from litigation support to creative solutions and construction, focused on transparency and trust.

Our focus is to bring more care, more communication, and more creativity to every project we approach, setting us and our clients up for success. We put ourselves in the shoes of our clients and the tenants of the properties that need our help, ensuring disruption is minimized while also going above-and-beyond to keep all stakeholders updated before, during, and after work has completed. Reconstruction Experts' expertise means that problem solving is in our DNA, keeping us flexible and innovative to deliver high-quality results on tight timelines and budgets. At our core, it is our job and pleasure to make sure you love your place again.

# Introduction to RE



**GENERAL CONTRACTOR** SPECIALIZING IN WORKING IN OCCUPIED SPACE, COMMERCIAL PROPERTIES & HOA'S



**\$800 MILLION** SUCCESSFUL RECONSTRUCTION/ROOF REPLACEMENT PROJECTS COMPLETED TO DATE



**SIMILAR EXPERIENCE** OCCUPIED SPACE RECONSTRUCTION



**DEDICATED PROJECT TEAM** TO ENSURE QUALITY REPAIRS

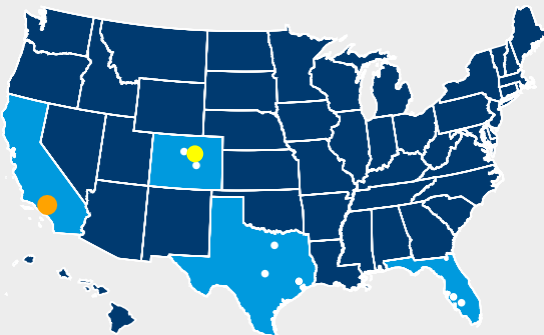


**INSURED UP TO \$9M** PER JOB



**PROVEN PROCESSES** TO ENSURE SAFETY, QUALITY, SCHEDULE, COST & COMMUNICATION

**9 OFFICES**  
IN **4 STATES**



## OUR DIVISIONS

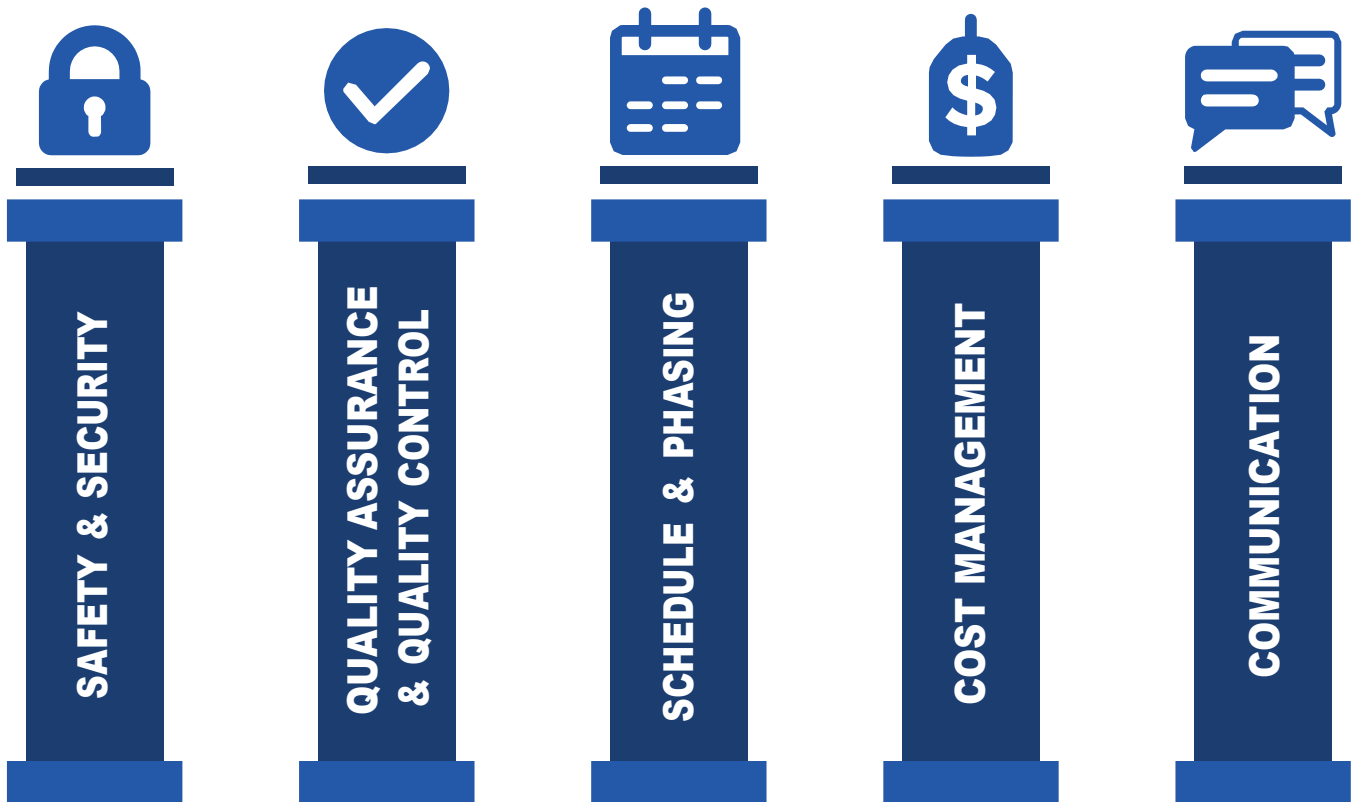
**01** SUB-MILLION

**02** LARGE PROJECTS

**03** PRECONSTRUCTION

**04** RE ROOFING

# The 5 Pillars of RE



We appreciate the opportunity to describe our approach to project staffing, scheduling, monitoring and control to ensure that all appropriate safety measures are being employed and that the project will be completed in a timely manner. We have completed over \$800M in successful Commercial & Multi-Family repair projects to date and we know that our success is a direct result of how we approach each project.

Our approach centers on the systems and processes that are the basis of our company's fundamentals. They are referred to as the "5 Pillars of Reconstruction." The 5 Pillars of Reconstruction are **Safety & Security, Quality, Schedule, Cost and Communication.** On the following pages, you will learn more about how each pillar directly impacts our approach and your project.

## The 5 Pillars of RE: Safety & Security

# SAFETY & SECURITY PROTOCOLS



**SAFETY &  
SECURITY**



**QUALITY ASSURANCE  
& QUALITY CONTROL**



**SCHEDULE &  
PHASING**



**COST  
MANAGEMENT**



**COMMUNICATION**



**Vesting/  
Badging**



**Traffic Control/  
Parking**



**Toolbox Talks**



**Weather  
Monitoring**



**Mandatory  
Safety Protocols**



# The 5 Pillars of RE: Quality Assurance/Control

## QUALITY PROTOCOLS

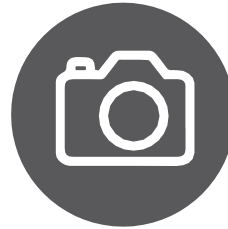
Our approach to successfully assist a commercial property through the repair process is centered around customizing every aspect of the project.



QUALITY ASSURANCE  
& QUALITY CONTROL



**In-House  
Certification**



**Photo  
Documentation**



**Warranty Info**



**On-Site  
Supervision**



**Observation  
Matrix**



**3rd Party  
Testing Assemblies**

# The 5 Pillars of RE: Schedule & Phasing

## SCHEDULE PROTOCOLS

Our approach to successfully assist a commercial property through the repair process is centered around customizing every aspect of the project.



SAFETY &  
SECURITY



QUALITY ASSURANCE  
& QUALITY CONTROL



SCHEDULE &  
PHASING



COST  
MANAGEMENT



COMMUNICATION



**Kickoff  
Meeting**



**Regular Client  
Meeting**



**Phasing Plan**



**Weekly Website  
Update**



**3 Week  
Lookahead**

## The 5 Pillars of RE: Cost Management

# COST MANAGEMENT PROTOCOLS



SAFETY &  
SECURITY



QUALITY ASSURANCE  
& QUALITY CONTROL



SCHEDULE &  
PHASING



COST  
MANAGEMENT



COMMUNICATION

Reconstruction Experts knows that the duration of a project is a crucial component of its budget. Described in detail below are two tools we use to ensure a smooth project timeline, every step of the way.

**Three-week Look-Ahead Schedule:** This is the schedule that keeps our trade partners consistently updated as to what has been accomplished and what is yet to come. It will be adjusted every week to track the progress of the project.

**Phasing Map:** To make the schedule more understandable for tenants, we create and design a custom phasing plan. This will show the community how the work will be phased out and the timeline of the work being done to each building.

# COMMUNICATION PROTOCOLS



COMMUNICATION



**Weekly Tenet Updates**



**Town Hall Meetings**



**CPM Consultations Based on Project Size**



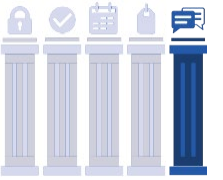
**Custom Project Website & Email Newsletters**



**24 Hour Emergency Response**



**Smartphone App**



## Management communication

Communication Between RE, Ownership/ Management and Design Professionals/ Engineers



**BI-Weekly OEC Meetings**

**RE will host meetings for all the parties involved in the project**, including tenants, Management, Architects & Owners to keep lines of communication open.



**Weekly Construction Update**

Onsite project team members will create weekly update sheets relaying project status, notices, etc.



**Custom Website**

A custom website will be available for residents and management to access **24/7**. The website will be updated every Friday afternoon with important project details.

## Resident communication

Communication between Reconstruction Experts and Your Residents

### MACRO: Entire Community

**Townhall meetings** Prior to project start date, RE will hold a townhall meeting to introduce project team, project approach & expectations.

**Regular progress notices** We will send property notices via mail or email that contain important project information.

**Community bulletin board** Project notices will be posted in common areas to inform residents of start times and any necessary construction update.

**Custom website** A custom website will be available for residents to access **24/7**. This will be include project team, schedule, status, etc.

**Project team contact info** Residents will have direct access to their RE team should any questions or concerns arise.

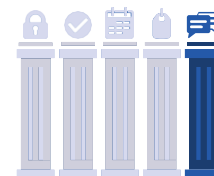
### MICRO: Individual Residents

**Individual consultations (upon request)** If requested, one-on-one meetings can be scheduled for project related residents inquiries.

**Your project snapshot** Snapshots are frequently asked questions and information relating to your individual homes and their impacts.

**Onsite team** A Superintendent will be onsite Monday - Friday between 8am and 5pm wearing a dark green safety vest.

**24 Hour emergency response** In addition to onsite staff, team members will be available **24/7** via email or phone to answer any questions.



## TO VIEW THE CUSTOM Westmoor – Lobby renovations:

1. Visit [www.ReconstructionExperts.net](http://www.ReconstructionExperts.net)
2. Click on “YOUR PROJECT” at the top right of your screen.
3. User name: Geneva Village (Case sensitive)
4. Password: Geneva Village (Case sensitive)
5. View updated Schedule, Documents, Timeline and Progress; as well as Project Team information.

EXAMPLE



### Home

- Your Team
- Safety/Security
- Quality
- Schedule
- Communication
- Contact
- Progress Photos



Project Name: Geneva Village

Welcome to the community website for your home!

It is important to us at Reconstruction Experts that you are kept up-to-date and informed on your project. Visit the menu to find all documents from tenant meetings, as well as regularly updated schedules on all the work our team is doing to help you love your place again. If you have any additional questions, our team is here to help! Feel free to contact your dedicated Project Team for anything you need.

Thank you for welcoming us into your space.

The RE Team







# Proposal for Littleton City Council

Prepared by: Geneva Village Residents and Matthew Butler  
April 21, 2022



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## GENEVA VILLAGE

April 21, 2022

Dear Representatives,

The Geneva Village residents appreciate the opportunity to submit our proposal to the Littleton City Council;

Geneva Village was built in 1964 and designed by noted architect Eugene Sternberg, who also designed Bemis Library, Heritage High School and Arapahoe Community College's main campus.

For over 40 years Geneva Village has been home to low income senior residents in Littleton. Geneva Village provides housing that allows residents to continue living independently due to its unique design and affordable pricing. This has created a community environment that represents the core values of Littleton flawlessly. The City of Littleton motto "Anything but little" could not be more true of Geneva Village. Although small at only 28 units, what happens in Geneva Village is Big. It is a place where residents are not only neighbors, but lifetime friends that help each other through thick and thin. The residents respect each other and consistently come together to accomplish tasks within Geneva Village and the Littleton Community as a whole.

The sense of community, open space, and history at Geneva Village is a beacon of our city. For these reasons we would ask you to consider the attached proposal which includes a brief history of Geneva Village, our objectives, goals, solutions and budgetary information. We feel that this proposal best represents the interests of not just the residents of Geneva village but the city of Littleton as a whole.

We look forward to working with City Council on improving Geneva Village.

Thank You,

Geneva Village

For many years the topic of how to deal with Geneva Village has been on City Leaders minds. There have been multiple ideas, council meetings, Real Estate assessments, and Business Plans all focused on the future of Geneva Village. With the plan we proposes here, Geneva Village can not only be

**completely sustainable without any additional resources needed from the City of Littleton.**

We can also continue to **maintain, enhance and conquer the capital projects needed.**

**Our proposal is focused on a 10 year plan with 3 objectives:**

- 1. Make Geneva Village Financially sustainable.**
- 2. Maintain, preserve and enhance Geneva Village**
- 3. Create an advisory that is responsible for over seeing Geneva Village Funds, supervising Geneva village maintenance and projects, and answers to the residents of Geneva Village and surrounding community.**

We feel the following plan meets the objectives while considering the current residents, new residents, the City of Littleton Leaders and the community as a whole.

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## 1. Make Geneva Village Financially Sustainable

According to the Geneva Village FAQ sheet and 2017 Geneva Village Business Plan, Geneva Village rents have not been increased since 1979. Residents are concerned day after day that they may lose their housing. In order to not displace the current residence, create a sustainable income for the property and capital projects, we propose a 6% annual increase in rent over the next 10 years. This increase would be a manageable expense to the residents while subtly providing an increase each year to offset inflation, services, and Maintenance cost increases. (Please see the below table Table (1A) There are currently 20 residents living in Geneva Village that this plan would include. As residential units open up, they would then be available to new applicants at the revised standard rate. Table (2A).

### 1A. CURRENT RESIDENT RENTAL INCREASE AT 6% OVER 10 YEARS

	STUDIOS	1 BEDROOM	2 BEDROOM
<b>CURRENT RENT</b>	<b>\$300.00</b>	<b>\$390.00</b>	<b>\$450.00</b>
YEAR 1+ 6%	\$318.00	\$413.40	\$477.00
YEAR 2 + 6%	\$337.20	\$438.60	\$505.80
YEAR 3 + 6%	\$357.60	\$465.00	\$536.40
YEAR 4+ 6%	\$379.20	\$493.20	\$568.80
YEAR 5 + 6%	\$402.00	\$523.20	\$603.00
YEAR 6+ 6%	\$426.60	\$555.00	\$639.60
YEAR 7+ 6%	\$452.40	\$588.60	\$678.00
YEAR 8+ 6%	\$480.00	\$624.00	\$718.80
YEAR 9 + 6%	\$508.80	\$661.80	\$762.00
<b>YEAR 10 + 6%</b>	<b>\$539.40</b>	<b>\$702.00</b>	<b>\$808.20</b>

With this 10 Year plan in place we can then rent the vacant units. Currently there are 8 available units that can be filled with new residents. The units would be cleaned and prepared for new tenants to be made available immediately.

**STATUS OF UNITS**

	CURRENTLY RENTED	VACANT UNITS
STUDIO	4	6
1 BEDROOM	9	1
2 BEDROOM	9	1

In consideration of the need for affordable senior living in Littleton, we propose to mandate all new applicants by assuring they meet certain requirements for consideration. The units are designed in a way that allows aging residents to continue to live unassisted. We propose all applicants be 55 or over to be considered. In consideration of this and the responsibility to continue to enhance and maintain Geneva Village we propose increasing the rental rates as seen in **(Table 2A)**.

2A. NEW APPLICANT RENTAL RATE

	STUDIO	ONE BEDROOM	TWO BEDROOM
RENTAL RATE	\$539.40	\$702.00	\$808.20

These rental rates are the amounts the current residents will be paying after the 10 year 6% increase, so at that point all Geneva Village tenants will be paying the same rent. At the proposed rates stated above (along with the current resident rates), Geneva Village will be able to address the capital projects listed in the Geneva Village Business Plan and continue to maintain and enhance Geneva Village in stages over the proposed 10 years.

Table **3A** shows the yearly rental income of Geneva Village (assuming the 8 vacant units are filled with new tenants) at the proposed rate, and the current residents remain in their units over the next 10 years

Table 3A. Minimum Yearly Income with 100% Occupancy

	Yearly Income
YEAR 1	\$168,386.40
YEAR 2	\$175,140.00
YEAR 3	\$182,275.20
YEAR 4	\$189,856.80
YEAR 5	\$197,884.80
YEAR 6	\$206,452.80
YEAR 7	\$215,467.20
YEAR 8	\$225,021.60
YEAR 9	\$235,152.00
<b>YEAR 10</b>	<b>\$245,952.00</b>

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This represents the minimum yearly income for Geneva Village. During the 10 years, it is assumed that some units will become available to new renters. As current residents units become available and new tenants take over, the new applicant rental rate will apply increasing the rental income. Since we can not predict this, for budgeting purposes we will assume the 20 current residents remain over the ten years and the 8 units are filled with new tenants. The total income over the 10 year period is **\$2,041,588.80.**

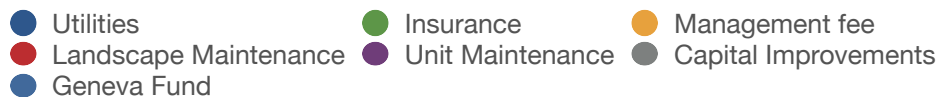
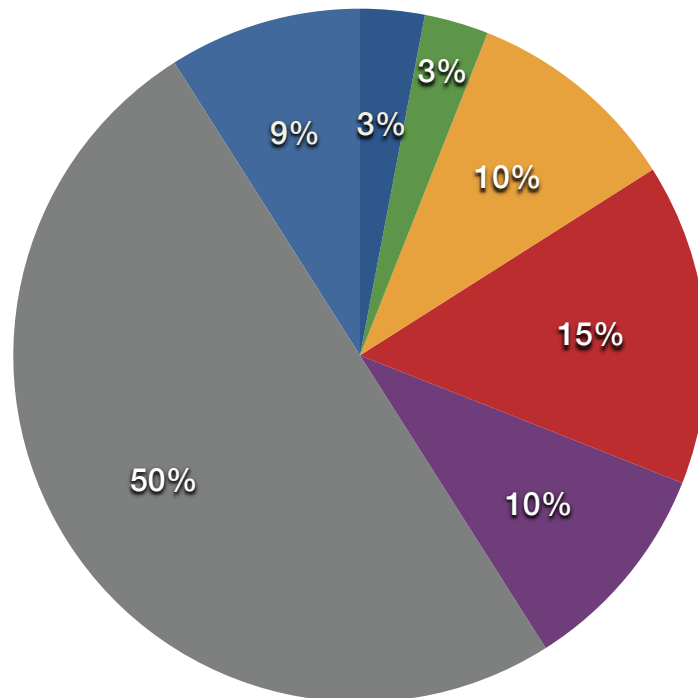
**MINIMUM RENTAL INCOME FOR GENEVA VILLAGE OVER 10 YEARS**  
**\$2,041,588.80**

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## 2. Maintain Preserve and Enhance Geneva Village

We would like to propose a budget that is in line with our 10 year plan for Geneva Village. During this time frame we feel that we can take on the capital improvements listed in the Geneva Village Business Plan in stages (\$1,020,794.40 budgeted) while continuing to maintain and enhance Geneva Village(\$714,556.08 budgeted). By doing this the City of Littleton would not be losing senior housing that is greatly needed. over the 10 years the City asset will continue to increase in value and have improvements completed. If you look at the budget at the completion of the 10 year plan, the city can reevaluate its options and needs. We propose to have an annual budget with 7 categories represented. The categories are displayed in Chart (4A).

4A. YEARLY BUDGET



The proposed budget categories to be approved by Littleton City Council will provide the framework to how the rental income is spent each year. Table (5A) shows the available funds in each category based on the minimum Rental Income per year. Due to current residential price increases annually, the amount available in each category will increase yearly in line with annual inflation and rising service costs.

Table 5A. Funds Available Per Category

	Yearly Income	Utilities 3%	Insurance 3%	Management 10%	Landscape Maintenance 15%	Unit Maintenance 10%	Capital Improvements 50%	Geneva Fund 9%
YEAR 1	\$168,386.40	\$5,051.59	\$5,051.59	\$16,838.64	\$25,257.96	\$16,838.64	\$84,193.20	\$15,154.78
YEAR 2	\$175,140.00	\$5,254.20	\$5,254.20	\$17,514.00	\$26,271.00	\$17,514.00	\$87,570.00	\$15,762.60
YEAR 3	\$182,275.20	\$5,468.26	\$5,468.26	\$18,227.52	\$27,341.28	\$18,227.52	\$91,137.60	\$16,404.77
YEAR 4	\$189,856.80	\$5,695.70	\$5,695.70	\$18,985.68	\$28,478.52	\$18,985.68	\$94,928.40	\$17,087.11
YEAR 5	\$197,884.80	\$5,936.54	\$5,936.54	\$19,788.48	\$29,682.72	\$19,788.48	\$98,942.40	\$17,809.63
YEAR 6	\$206,452.80	\$6,193.58	\$6,193.58	\$20,645.28	\$30,967.92	\$20,645.28	\$103,226.40	\$18,580.75
YEAR 7	\$215,467.20	\$6,464.02	\$6,464.02	\$21,546.72	\$32,320.08	\$21,546.72	\$107,733.60	\$19,392.05
YEAR 8	\$225,021.60	\$6,750.65	\$6,750.65	\$22,502.16	\$33,753.24	\$22,502.16	\$112,510.80	\$20,251.94
YEAR 9	\$235,152.00	\$7,054.56	\$7,054.56	\$23,515.20	\$35,272.80	\$23,515.20	\$117,576.00	\$21,163.68
YEAR 10	\$245,952.00	\$7,378.56	\$7,378.56	\$24,595.20	\$36,892.80	\$24,595.20	\$122,976.00	\$22,135.68
<b>TOTALS</b>	<b>\$2,041,588.80</b>	<b>\$61,247.66</b>	<b>\$61,247.66</b>	<b>\$204,158.88</b>	<b>\$306,238.32</b>	<b>\$204,158.88</b>	<b>\$1,020,794.40</b>	<b>\$183,742.95</b>



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**Utilities 3%** - Over the 10 years \$61,247.66 will be paid to the city. This is approximately \$218.00 per unit a year. This percentage is based on the Geneva Village Business plan estimate. As utilities rise the rental income will continue to rise each year covering these costs.

**Insurance 3%** - 3% of funds will be reserved for insurance payments. Over the 10 years this averages to \$6,124.76 per year. If insurance premiums increase the increase in annual rent will offset this.

**Management fees 10%** - 10% of funds will be paid to property management. The City and Board will work with the property manager to vent applicants, approve work orders and collect rent. The management company will be expected to provide 3 bids from contractors when requested for approval.

**Landscape Maintenance 15%** - Funds are responsible for full service Landscape Maintenance, Irrigation and Snow Removal Services. The property management company will be expected to provide proposals from contractors for approval. The prices available in this category will allow the community to hire Landscape companies that provide Best Management Practices and exceed in Industry standards. This will also allow for snow contractor with contracts that have zero tolerance snow policies in their contracts to protect the senior community and practice industry standards. If additional information is requested on what these expectations look like please don't hesitate to ask.

**Unit Maintenance 10%** - Funds are responsible for work orders from residents and general maintenance needs. Over the 10 year plan \$10,937.00 will be allocated to each unit. Services include changing air filters furnace checks regular were and tear etc.

**Capital Improvements 50%** - Based on The Geneva Village Business Plan. Expected capital improvements total \$932,212. In this budget we have reserved **\$1,020,794.40** over 10 years to accomplish these projects in stages.

**Geneva Village Fund 9%** - Each year 9% of rent income will be allocated on a as needed basis to cover unknown expenses that arise and community projects. Over the 10 year period **\$183,742.00** will be available that can be spent on landscape enhancement projects or unit improvements, (Landscape designs and budgets are available upon request).

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### **3. Create an advisory that is responsible for overseeing Geneva Village Funds, supervising Geneva village maintenance, projects, and answers to the residents of Geneva Village and surrounding community.**

Geneva village proposes to introduce a Geneva village community board which will represent the residents of Geneva Village as well as the city of Littleton. The objective of the community board will be to put the responsibility of Geneva Village into the hands of the residents. This will not only unburden the City of having **“landlord”** responsibilities but will also allow Geneva Village residents to have a say in maintaining and improving their community. As it is in the residents of Geneva Village best interest to provide a safe clean well maintained association, the board will work to continually improve and budget projects that will increase the value of the property benefiting the city of Littleton as a whole.

The board will have 4 members comprised of 3 Geneva Village residents voted in by the Geneva village community, and one board seat will be reserved for a City of Littleton representative appointed by City Council. This representative will be the tie breaking vote and will have veto power over any proposal brought forth so the city interests are weighted.

Responsibilities of the board will be to hire and manage an approved property management company, approve annual budgets, approve annual rent increase, set financial goals for projects, Maintain 100% occupancy, approve maintenance and enhancement projects, approve contractors and bids, approve work orders from residents, and approve and enforce community rules and regulations. It would also focus on promoting arts and culture programs surrounding Eugene Sternberg and Mid Century Modern community projects that will promote visitors to Littleton.

The 3 Geneva Village Board members will be voted in by the residents every four years.

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We would like to thank The Littleton City Council again for the opportunity to provide this proposal from The Geneva Village Community and the surrounding Littleton Community.

If you have any questions, would like additional information or need anything at all, please feel free to contact us at any time.

Thank You,

Geneva Village Community

ATTACHMENT 1A Breakdown of Revenue By Current and New Renters By Unit Type

	Current Resident Studio Year	Current Resident 1 BDRM Year	Current Resident 2 Bdrm Year	New Resident Studio Year	New Resident 1 Bdrm Year	New Resident 2 Bdrm Year
YEAR 1	\$15,264.00	\$44,647.20	\$51,516.00	\$38,836.80	\$8,424.00	\$9,698.40
YEAR 2	\$16,185.60	\$47,368.80	\$54,626.40	\$38,836.80	\$8,424.00	\$9,698.40
YEAR 3	\$17,164.80	\$50,220.00	\$57,931.20	\$38,836.80	\$8,424.00	\$9,698.40
YEAR 4	\$18,201.60	\$53,265.60	\$61,430.40	\$38,836.80	\$8,424.00	\$9,698.40
YEAR 5	\$19,296.00	\$56,505.60	\$65,124.00	\$38,836.80	\$8,424.00	\$9,698.40
YEAR 6	\$20,476.80	\$59,940.00	\$69,076.80	\$38,836.80	\$8,424.00	\$9,698.40
YEAR 7	\$21,715.20	\$63,568.80	\$73,224.00	\$38,836.80	\$8,424.00	\$9,698.40
YEAR 8	\$23,040.00	\$67,392.00	\$77,630.40	\$38,836.80	\$8,424.00	\$9,698.40
YEAR 9	\$24,422.40	\$71,474.40	\$82,296.00	\$38,836.80	\$8,424.00	\$9,698.40
YEAR 10	\$25,891.20	\$75,816.00	\$87,285.60	\$38,836.80	\$8,424.00	\$9,698.40
<b>TOTALS</b>	<b>\$201,657.60</b>	<b>\$590,198.40</b>	<b>\$680,140.80</b>	<b>\$388,368.00</b>	<b>\$84,240.00</b>	<b>\$96,984.00</b>

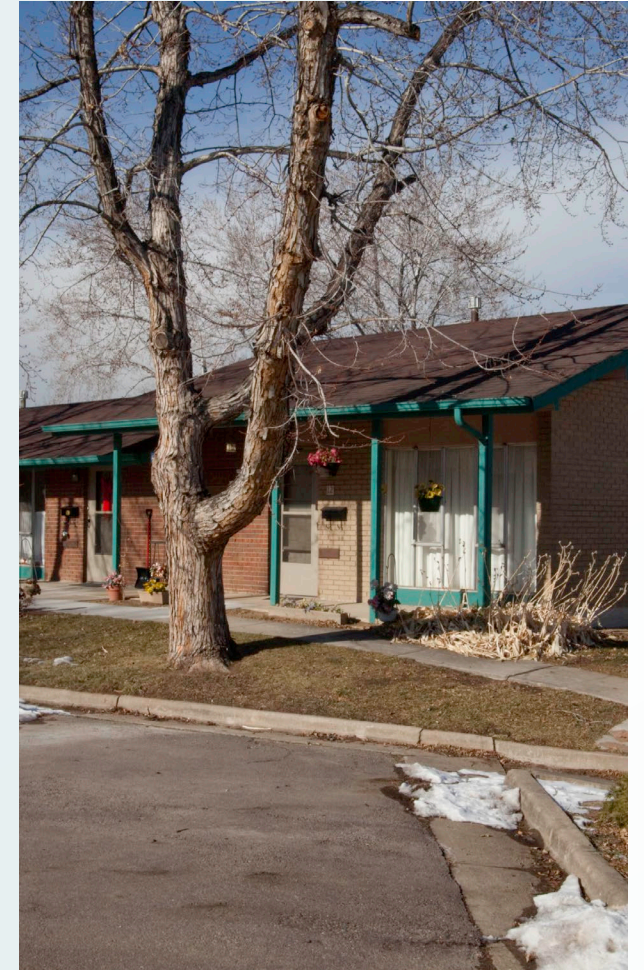
# GENEVA VILLAGE

Kathleen Osher, Assistant City Manager

Keith Reester, Public Works & Utilities Director

Tiffany Hooten, Finance Director

FEBRUARY 14, 2023



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# PRESENTATION OVERVIEW

- Background
- Policy Options
  - Rehabilitate existing units and continue current operations model
  - Invest in resident relocation and redevelop property for additional affordable housing and Prince St. Corridor benefit



# POLICY OPTIONS: REHABILITATE OR REDEVELOP

## Rehabilitate and Preserve Existing Housing

- Abate health concerns of the property and replace utilities
- Increase long-term housing quality among Geneva Village residents
- Preserve existing affordable housing
- Preserve historical asset
- Potential relocation during construction phases

## Relocate and Redevelop Property

- Increase affordable housing stock in Littleton
- Create potentially better housing for existing Geneva Village residents
- Activate Prince St. corridor as part of downtown improvements





# HISTORY OF GENEVA

- International Geneva Association purchased the property in 1927 and converted it into a retreat and care facility for former hotel and restaurant employees.
- Geneva Lodge was the only home established by the association in this country, although there were others throughout the world.
- In 1964 the Geneva Village complex of twenty-eight apartment units for retired married members of the Geneva Association was built on the grounds west of the original home.
- Architect was Eugene Sternberg. Denver caterer Max Hummel, owner of Hummel's delicatessens in Cherry Creek and Cinderella City shopping centers, was instrumental in planning the apartments.





# PROPERTY PROFILE

- Owned by City of Littleton
- 28 Units & Common Area
- Built 1964/City Purchase 1975
- Managed by SMHO until 2018
- 2.81 Acres
- Geneva Village is not historically designated, but eligible
- Designed by Eugene Sternberg; part of the Mid-Century Modern inventory
- Does not comply with National Building Code or ADA standards



# CURRENT UNITS SQUARE FOOTAGE

	Number	Unit Sq Ft
Studio	10	400
1 Bedroom	10	600
2 Bedroom	8	700
Common Areas	1	3,800
Total		19,400





# KEY CONSIDERATIONS

- Protecting / planning for permanent residents (16 leased units)
- Rehabilitation costs from specialty contractor assessment estimate
- Prudent stewardship of City funds and property
- Value of historical architecture vs. potential for future development and more affordable housing
- Financing mechanisms for rehabilitation
- Impact on future tenant rents
- Process for assisting residents if property redeveloped
- The City's role in ongoing ownership and property management of affordable housing

JANUARY 24, 2023





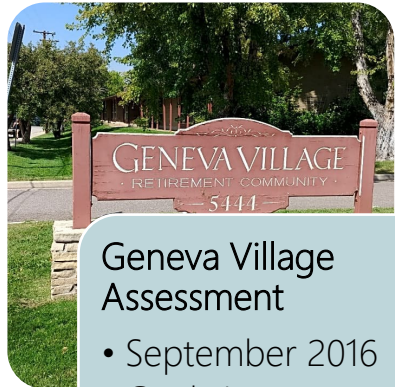


# REHABILITATION

Estimates

# GENEVA VILLAGE COST ESTIMATE EVOLUTION

2016  
\$463,000\*



## Geneva Village Assessment

- September 2016
- Goal: Assessment of facilities by SMHO
- Did not include abatement or any replacement or upgrades or ADA
- No labor to construct included



2019  
\$1,413,100\*

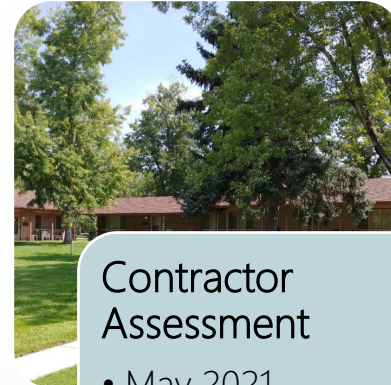


## Facility Condition Assessment (FCA)

- March 2019
- Goal: Baseline Review by Square foot
- Did not include abatement or any replacement or upgrades or ADA
- Part of city-wide asset assessment project



2021  
\$2,812,000\*



## Contractor Assessment

- May 2021
- Goal: Detailed cost estimate
- Included: abatement, like for like remodel, ADA compliance, grounds repair, common areas



2022  
\$5,059,000



## Specialty Contractor Assessment

- December/January 2022/23
- Review existing condition
- Developed abatement/Remodel estimate to Building Code
- Excludes: Significant site modifications, significant unknown utility issues
- Newer International Codes adopted November 2022

*\*Not adjusted for inflation*

# CURRENT COST ESTIMATE

## Estimate Inclusions

- HVAC
- Electrical
- Demolition
- Abatement
- Appliances
- Finishes (Carpet, Paint)
- Windows
- Energy Efficiency (Insulation, Lighting)
- Windows
- Mobilization
- Onsite Management
- 20% Contingency
- *Excludes: ADA upgrades, significant site modifications, significant unknown utility issues*





# CURRENT COST ESTIMATE DETAIL

Supervision & Site Specifics	
Appliances	\$265,268
Cabinetry	\$214,627
Demolition & Abatement	\$407,461
Doors	\$121,666
Drywall	\$581,247
Electrical	\$349,289
Floor Covering - Vinyl	\$163,427
Finish Carpentry/Trim Work	\$186,542
Finish Hardware	\$35,845
Heat, Vent, AC	\$383,729
Insulation	\$172,192
Labor Only	\$320,449
Light Fixtures	\$54,145
Plumbing	\$359,357
Painting	\$261,423
Temporary Repairs	\$12,659
R&R Asphalt Paving	\$206,072
Windows – Vinyl	\$120,816
GRAND TOTAL	\$4,216,214
CONTINGENCY (20%)	\$843,243
<b>TOTAL WITH CONTINGENCY</b>	<b>\$5,059,457</b>

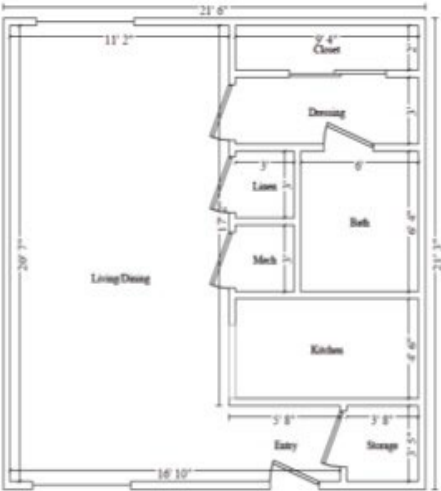
Total Square Footage	19,400
Cost/Unit (average)	\$180,679
Cost/Square Foot	\$261



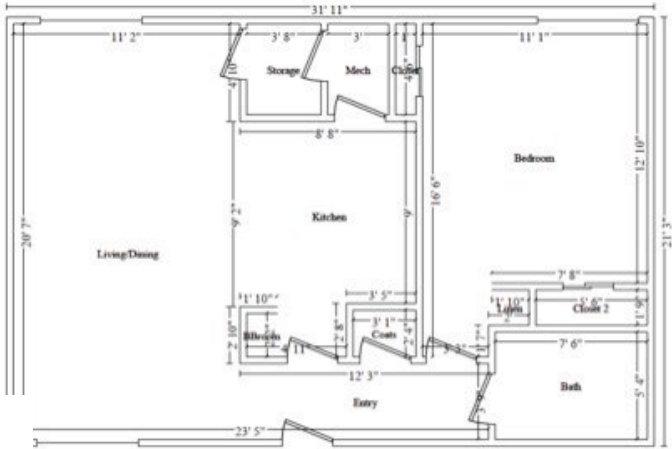
FEBRUARY 14, 2023

# UNIT SQUARE FOOT EXAMPLES

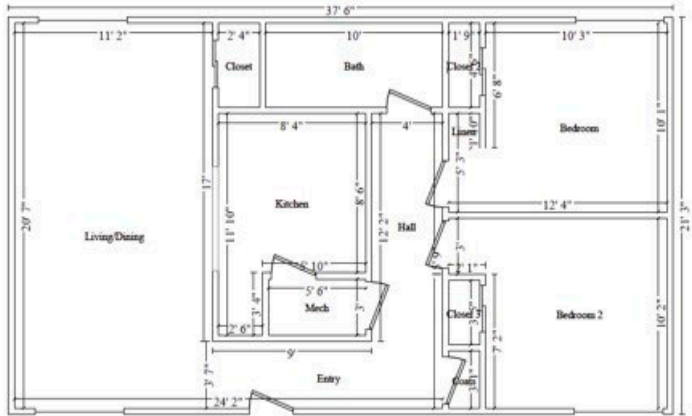
\$261/Square Foot



417 Sq Ft



628 Sq Ft



733 Sq Ft

Excludes: ADA, Significant Site Improvements



# COMPARISON: REHAB COSTS VS. CURRENT AFFORDABLE PROJECTS IN METRO AREA\*

	Geneva Village Rehab	Project 1	Project 2
Total Square Feet	19,400	67,000	100,000
Total Units	28	70	93
Total Cost	\$ 5,059,457	\$ 18,000,000	\$ 21,700,000
Cost per Square Foot	261	\$ 269	\$ 217
Cost per Unit	\$ 180,695	\$ 257,143	\$ 233,333.33

\*Current new construction affordable projects in design and the comparison is based on cost estimates.



# OPTIONS FOR FINANCING IMPROVEMENTS

- 10 Year Bank Loan
- 20 Year Certificates of Participation (COPs) or combined with other citywide COPs

# OPTIONS FOR FINANCING REHABILITATION

## Bank Loan

Project Cost = \$5,059,457  
Issuance Costs = \$127,000  
Int = 4%  
Term = 10 year  
Annual payment = \$595,125

## COPs\*

Project Cost = \$5,059,457  
Issuance Costs = \$246,773  
Int = 3.8%  
Term = 20 year  
Annual payment = Avg \$386,000

*\*recommended*

## Other Potential Factors

- State Housing Funds
- Grants
- Inclusionary Housing Funds
- 3A Sales Tax Capital Improvement Funds

COMPONENTS  
OF  
RESPONSIBLE  
RENT

Example of components of rent payment after modifications to property:

Amount	Rent Portion
\$ 1,149	Debt Service Payment
\$ 476	Operating Costs
\$ 57	Capital Reserve
\$ 1,682	Average Rent / Per Unit / Per Month

# GENEVA VILLAGE FUND

- Geneva Village Fund was created to deliver specific service that is normally funded by user fees or other charges.
- During the major recession of 2008/2009, City Council transferred reserves held in the Geneva Village Fund to the City's General Fund to address vital city operations.
- After 2009, an internal policy was put in place to maintain \$98,000 in reserves equating to a reserve of \$3,500 per unit. Any amount in excess of \$98,000 is to be transferred to the General Fund.

## Transfers To and From Geneva Village Fund

	Transfer To/(From) Geneva Village Fund
2009	(\$421,000)
2010	-
2011	(\$62,080)
2012	(\$94,540)
2013	(\$52,600)
2014	-
2015	-
2016	\$75,000
2017	-
2018	-
2019	-
2020	\$50,000
2021	\$50,000
2022 estimated	\$103,403
2023 budget	\$97,765
<b>Net transfers</b>	<b>(\$254,052)</b>



COMPONENTS  
OF  
RESPONSIBLE  
RENT

Example of components of rent payment after modifications to property:

Amount	Rent Portion
\$ 1,149	Debt Service Payment
\$ 476	Operating Costs
\$ 57	Capital Reserve
\$ 1,682	Average Rent / Per Unit / Per Month
\$ 1,626	After \$254 K adjustment to debt service to reimburse fund

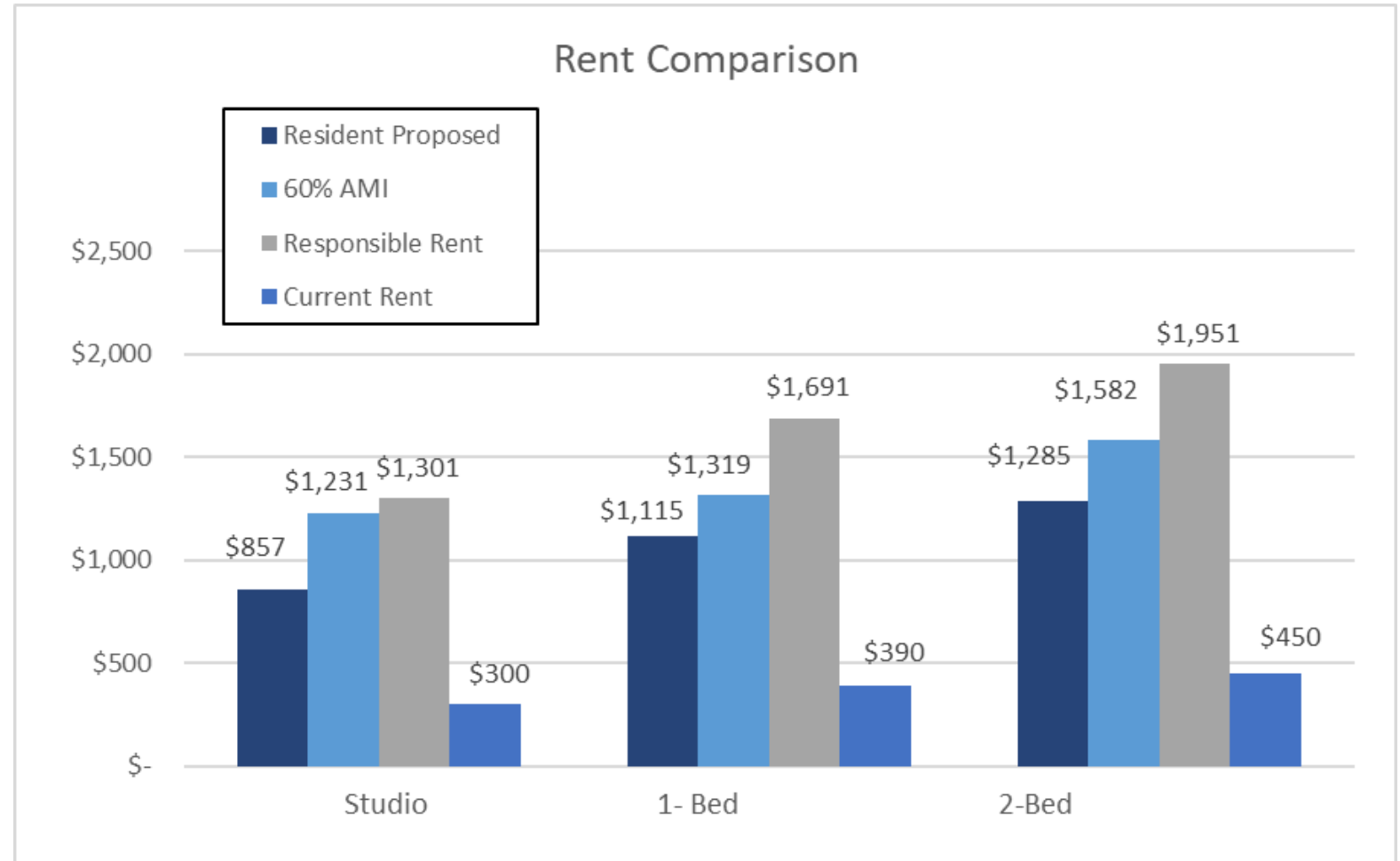
# RESIDENT PROPOSAL

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- Proposed April 2022, 10 Year Plan
- Increase Rent by 6% each year
- \$2M total income over 10 years assumes 20 current residents and 8 new residents
- Proposes 4 member Geneva Village Community Board (3 elected by residents and 1 City Council representative) to assume all management responsibilities
- 50% of yearly income would be set aside for Capital Improvements



# RENTS AFTER REHABILITATION WOULD THREATEN AFFORDABILITY



60% Average Median Income for an individual = \$46,950



# CITY FINANCING CONSIDERATIONS SHOULD THE COUNCIL DECIDE TO REHAB UNITS

- Costs to rehab units should be contained within overall financial model for Geneva Village
  - General Fund prioritized for benefit to the community at-large, such as police and public works services
  - Prioritize use of Measure 3A Sales Tax revenues for capital projects that benefit community at-large.
  - Timing of Inclusionary Housing Fee-In-Lieu revenues are speculative.
- City should not manage property long-term (SMHO willing, subject to compliance with affordable housing practices)

# IF REDEVELOP PROPERTY: PEOPLE FIRST STRATEGY

## Permanent Relocation and Redevelop

- Update vision for City property as part of plans for downtown
- Potentially increase housing quality for Geneva Village residents
- Increase affordable housing stock in Littleton (75-125 units)
- Activate Prince St. gateway corridor.

## Process steps:

1. Counseling for individual households
2. Relocation plans at individual household level, with funding assistance
3. Council and community visioning for site redevelopment



# EXPERTISE FOR INDIVIDUAL RESIDENT COUNSELING ON HOUSING OPTIONS

- B-Konnected (Consultant):
  - Social Worker and expertise in HUD (Housing and Urban Development) policy and programming.
  - Trauma-informed professionals with backgrounds in real estate, social work, lived experience, and bureaucratic wrangling to create solutions for housing access and retention that protect the rights of renters.
  - Closing the gaps of service between public and private sectors that restrict peoples' ability to access, maintain, and produce affordable housing.



# PHASE ONE WITH RESIDENTS

One-on-One interviews with households

- Income Verification (and any disabilities)
- Confidential credit and background reports ran to identify housing barriers
- Households Needs: Proposed locations, housing stock, etc.
- Compiling a tenant profile on each household

Product: Aggregated report of resident demographics to assist City with decisions

# FUTURE PHASES & BUDGET

Step 1: Survey / counseling with current residents	
# of units	14
\$ cost per unit	\$1,000
Cost	\$14,000

Step 2: Relocation plan consultation	
# of units	14
cost per unit	\$600
Cost	\$8,400

Step 3: Relocation	
# of units	16
cost per unit	\$3,500
Cost	\$49,000

Step 4: Post-move check-ins	
# of units	14
cost per unit	\$60
Cost	\$840

*Total Cost: \$72,240 (Does not include any rent subsidy, suggested subsidy per household is \$3,600/year)*



# STAFF RECOMMENDATION

1. Discuss update, ask questions of staff with no formal direction at this meeting.
2. Direct staff to:
  - Meet with Geneva Village Residents ASAP to provide this update, answer questions, and collaborate on resident consulting process.
  - Complete the resident engagement and assessment process with goal of completing within 90 days.
  - Report back to the City Council on assessment and schedule consideration/decision of direction at a regular City Council meeting (with opportunity for public comment) in approximately 90 days.



# QUESTIONS?

JANUARY 24, 2023



Staff Communication

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**File #:** ID# 23-012, **Version:** 2

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Agenda Date: 02/14/2023

Subject:  
Legislative Session Preview and Updates

From:	James L. Becklenberg, City Manager
Prepared By:	Kathleen Osher, Assistant City Manager

**PURPOSE:**

Introduce the new intergovernmental relations program and provide a quick overview of State Legislative activity.

**PRESENTATIONS:**

**Staff Presenter(s):** Kathleen Osher, Assistant City Manager  
**Additional Presenter(s):** N/A

**SUMMARY:**

Following council's retreat, staff anticipates a renewed connection to Envision Littleton, the 20-year vision and proactive plan for the city. Most of the community initiatives identified in Envision Littleton cannot be accomplished by the city government alone. More can be achieved through direct coordination, intergovernmental agreements, and joint funding. The role of private and non-profit partners to advance the community's action agenda should not be underestimated. Achieving the vision will require collaboration between public, private, and nonprofit sectors on programming and funding for improvements to the community.

The City of Littleton launches an intergovernmental relations program in 2023 which will further develop federal, state, and regional priorities through strategic alliances and informed engagement with other local, regional, state, and federal government entities. Led by the City Manager's Office, in close coordination with the city council and city departments, this new program will develop and communicate official city positions on intergovernmental matters elevating Littleton as a regional, state, and national thought leader among municipalities.

A city policy statement on regional, state, and federal issues will be developed and adopted in the fourth quarter (Q4) of 2023 to help identify any coalition-building, collaborations, and advocacy necessary to advance the city's positions. This statement will inform city advocacy on policy, which is often outside the city's authority, but has the potential to impact the city and its operations. This could include state or federal legislative activities but will more likely be focused on furthering strategic alliances with other agencies, authorities, associations, and neighboring jurisdictions.

According to the adopted Envision Littleton 2040 plan, city council leads as the champion of the city's long-range vision and comprehensive plan. The council works with staff to establish priorities and timeframes that

consider funding commitments, partnerships or intergovernmental agreements, and budgets consistent with the plan. The key responsibilities of the city council are to decide and establish priorities, set timeframes by which actions will be initiated and completed, and determine the budget to be made available for implementation efforts. These priorities will be the key input for the city's developing policy statement.

As staff develops a city policy statement there are key considerations and guidance for its development which include:

- **Unfunded Mandates:** To effectively serve the needs of our community, funding must be commensurate with the responsibilities placed on the city by state and federal laws, regulations and court decisions. The city supports adequate funding for any future state or federally imposed mandates upon local government, including the need for technology improvements necessary to fulfill these mandates.
- **Local Control and Flexibility:** The Littleton City Council is closest and most responsive to its citizens. Local control ensures that programs and services support the unique needs of the residents and businesses of Littleton. The city opposes any administrative effort to impose rules and regulations that interpret the law in a manner negatively impacting municipalities. Littleton's City Council Members are important and necessary stakeholders in any rule-making process to ensure mandates are appropriately delivered to local constituents.

**PRIOR ACTIONS OR DISCUSSIONS:**

There are no prior actions or discussions.

**ANALYSIS:**

Staff Analysis

The most notable issue for the city is the proposed Statewide Pre-emption of Land Use Regulations previewed in the Governor's State of the State address. In that address, the Governor said, "the more common scenario is that housing projects are rejected or mired in years of red tape - adding costs and time. This means that we need more flexible zoning to allow more housing, streamlined regulations that cut through red tape, expedited approval processes for projects like modular housing, sustainable development, and more building in transit-oriented communities."

Staff is currently working with the Colorado Municipal League and Colorado Counties to develop a series of key messages to recognize that state and local governments share same goals: affordability, attainability, and diversity of the housing available in the market. Since the creation of the city's housing study in 2017, Littleton has been actively working with statewide organizations and neighboring cities to advance solutions for housing diversity and affordability. Within Littleton, we collectively updated the land use and zoning codes with a thoughtful and intentional four-year community driven process streamlining development approvals, and added an Inclusionary Housing Ordinance in November 2022. As the Governor considers potential options, Littleton is working with other cities and counties to encourage more work like the example of HB21-1271. This legislation provided incentives and Littleton responded by adopting the IHO that included affordable housing measures highlighted in that bill. Staff will continue to update council on key messages and activities related to this issue.

Council Goal, Objective, and/or Guiding Principle

Partnerships are at the heart of Envision Littleton because the Plan requires collaboration for both programmatic and funding support from the public, private, and nonprofit sectors.

Fiscal Impacts

There are no current fiscal impacts based on the introduction of the intergovernmental relations program or passed legislation.

Alternatives

The intergovernmental relations program is designed to further develop strategic alliances among agencies, authorities, associations, and neighboring jurisdictions. Council could bolster legislative activities by contracting with a lobbyist to advocate for the city's position on proposed legislation.

**STAFF RECOMMENDATION:**

Support the development of an intergovernmental relations program that focuses on strategic alliances among agencies, authorities, associations, and neighboring jurisdictions.



# 2023 Legislative Webinar

**Heather Stauffer, Jaclyn Terwey,  
Meghan MacKillop, Mollie Steinemann**  
Legislative Advocacy Team | Colorado Municipal League



COLORADO  
MUNICIPAL  
LEAGUE

# Beer and Liquor

## Liquor Advisory Group

- 2023 has the potential to be a slow liquor law year. The Liquor Enforcement Division has convened a broad stakeholder group to generate recommendations for statutory alignment and modernization within the liquor code. Many liquor bills could be redirected to this advisory group this year and heard during the 2024 legislative session as an official recommendation.

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Lobbyist: Mollie Steinemann



COLORADO  
MUNICIPAL  
LEAGUE

# Building Codes

## Amenities For All Genders In Public Buildings

- The bill makes requirements around non-gendered bathroom amenities and diaper changing stations in restrooms for new construction and existing buildings owned or operated out of by a municipality, county or the state.

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Lobbyist: Heather Stauffer



COLORADO  
MUNICIPAL  
LEAGUE

# Broadband

## Repeal of Voting Requirement in SB05-152

- CML is actively engaged in the conversations regarding the repeal of the voting requirement for local governments to provide broadband to their communities.
- We are supporting of a clean repeal of the vote requirement and have been advocating as such at the legislature.

---

Lobbyist: Jaclyn Terwey



COLORADO  
MUNICIPAL  
LEAGUE

# Elections

## Title 31 Vacancies and Recalls

- Rep. Daugherty
- This is CML initiated legislation to make updates and changes to the Title 31 municipal election code specifically around vacancies and recall elections.

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Lobbyist: Heather Stauffer



COLORADO  
MUNICIPAL  
LEAGUE

# Employment

## SB23-058 Job Application Fairness Act

- Sen. Danielson and Sen. Jaquez Lewis; Rep Willford and Rep Young
- This bill would prohibit employers from inquiring about a prospective employee's age, date of birth, and dates of attendance at or date of graduation from an educational institution an employment application. An employer may request to verify compliance with age requirements imposed pursuant to or required by a bona fide occupational qualification, a federal law or a state or local law based on a bona fide occupational qualification. CML is opposed unless amended.

## Statute of Limitations Minimum Wage Laws

- HB 23-1035 would institute a statute of limitations on minimum wage claims, requiring that they be filed within 2 years of the cause of action, or within 3 years of a willful violation.

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Lobbyist: Jaclyn Terwey



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# Housing

## Update on potential land use and zoning legislation

- The governor gave his state of the state speech on Tuesday and focused much of the speech on the need to create affordable housing statewide.
- There is not a draft bill, nor are there sponsors for potential legislation.

# Housing

## SB23-001: Authority of Public-private Collaboration Unit for Housing

- Sens. Roberts and Zenzinger and Reps. Bird and Lukens
- The bill promotes the use of public-private partnerships to create affordable housing. The bill will help local governments coordinate with state agencies and private partners to meet affordable housing goals.

## SB23-035: Middle-income Housing Authority Act

- Sens. Bridges and Moreno and Rep. Herod
- The Middle-income Housing Authority was created during the 2022 legislative session, and incentivizes the creation of housing for families with 80 percent AMI, and up to 120 percent AMI in some areas.
- This bill makes clarifications to the legislation and modifications to the makeup of the board.
- CML is seeking clarifying language to ensure that the tax credits and exemptions only apply to housing.

Lobbyist: Meghan MacKillop



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# Criminal Justice

## Assault Weapons Ban

## HB23-1042 Admissibility Standards for Juvenile Statements

- The bill makes any statement or admission obtained during a juvenile custodial interrogation in which a law enforcement official knowingly uses deception prior to or during the custodial interrogation presumptively inadmissible against the juvenile in an evidentiary hearing unless the prosecution proves by a preponderance of the evidence that the statement was made voluntarily.

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Lobbyist: Mollie Steinemann



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# Criminal Justice

## SB23-022: Possession of Weapon by Previous Offender Crimes

- Senator Hinrichsen
- The bill adds aggravated motor vehicle theft to the convictions that prohibit a person from possessing a firearm.

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Lobbyist: Mollie Steinemann



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# Public Safety/Criminal Justice

## Vehicle Theft Legislation

## No-Knock Warrants

- Senator Fields will be introducing a bill that would prohibit the use of No-Knock Warrants and place limitations on the use of Knock-and-Announce Warrants.

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Lobbyist: Mollie Steinemann



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# Regulated Substances

## Potential legislation regarding Prop 122/Psilocybin

- Senator Priola, Representative Amabile
- We are partnering with a group of stakeholders to introduce legislation in response to the passage of Prop 122. Ultimately, we are seeking to regulate psilocybin, healing centers, and other natural medicine the same way marijuana is and achieve greater local control.

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Lobbyist: Mollie Steinemann



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# Governmental Immunity

## HB23-1032: Remedies Persons With Disabilities

- Rep. Ortiz
- The bill makes three changes to the remedies a person with disabilities is entitled to under Colorado State laws related to protections against discrimination on the basis of disability.
- The bill adds emotional distress to the types of monetary damages a person is entitled to.
- The bill also removes administrative processes currently in law and allows a person to go directly to court.

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Lobbyist: Heather Stauffer



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# Municipal Courts

## Prohibition of Domestic Violence Cases in Municipal Courts

- Majority Leader Duran and Rep. Weissman
- A bill is not yet introduced; however, there is a desire to remove domestic violence cases from the jurisdictions of municipal courts.
- CML is requesting instead that municipal courts who choose to prosecute domestic violence cases apply the same standards that are in county and district courts.

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Lobbyist: Meghan MacKillop



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# Municipal Courts

CML-initiated legislation concerning municipal court data sharing

## Raise the Floor

- There will be another effort to raise the age at which a person can be charged with a crime this legislative session.
- Currently, the age limit for charging a child with a criminal offense is 10, the proponents would like to see that raised to 13.
- This would include municipal offenses.
- A bill has not been drafted yet, but we expect to have more information in February.

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Lobbyist: Meghan MacKillop



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# Open Records

## Colorado Open Records Act Reform

- Sen. Hansen and Rep. Snyder
- The current bill draft makes several changes to the Open Records Act Statutes. Including:
- Looping in the Judicial Branch of Government into the definition of entities who maintain public records.
- Updated definition of work product (not yet shared).
- Carving out fee exemptions for requestors deemed to be in the public interest. While allowing a public entity to recover full costs from requestors not deemed in the public interest.
- Updates to the timeline for requests in the public interest and those not in the public interest.
- Clarifying that a custodian may not charge a fee for providing records in a digital or electronic format.

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Lobbyist: Heather Stauffer



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# Sustainability

## Treatment of Closed Local Government Landfills

- CCI is running a bill that would assist local governments in addressing environmental or public health risks from closed landfills.
- The bill would create a new grant program in CDPHE to provide funding for environmental remediation and maintenance

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Lobbyist: Meghan MacKillop



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# Taxation

## HB23-1017: Electronic Sales and Use Tax Simplification System

- Rep. Kipp, Rep. Bockenfeld; Sen. Bridges, Sen. VanWinkle
- This bill is part of an effort to simplify the Sales and Use Tax System (SUTS) with multiple updates. It also prohibits the charging of a fee for payment, with the exception of a credit card fee. There will be changes to this bill as it moves through the process due to the fiscal note, and we have asked our Sales Tax Committee Members to provide feedback on the changes they'd most like to see remain in this bill as it moves forward. CML is supporting this bill.

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Lobbyist: Jaclyn Terwey



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# Transportation

## Automated Vehicle Identification Systems

- There will be a bill this session that seeks to expand the use of automated vehicle identification systems (AVIS) in municipalities.
- The last draft of the bill contained provisions that would be burdensome on cities, include restricting the use of revenue from citations and requiring cities to offer alternative forms of payment for citations.
- CML has worked with the proponents on a new draft, but we have not seen an updated version as of this date.

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Lobbyist: Meghan MacKillop



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# Transportation

## CML-initiated legislation concerning noise pollution from commercial vehicles

- CML is exploring different strategies to address existing statutory loopholes related to noise ordinance violations from unmuffled trucks and jake brakes.
- Currently, Colorado lacks the necessary statutory provisions that would allow municipalities, Colorado State Patrol, and the Colorado Department of Public Health and Environment to effectively enforce provisions in statute that require vehicles to have mufflers to reduce excessive engine noise.

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Lobbyist: Meghan MacKillop



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# Utilities

## Resource Adequacy

- Rep. Bird; Sen. Rodriguez and Sen. Winter
- This bill requires each load-serving entity in the state, or its designated wholesale electric supplier, to create a resource adequacy annual report by April 1 each year, beginning in 2024. The reports must be published online and delivered to the entity's regulatory oversight entity, which in turn must submit them to the Colorado Energy Office by April 30. Finally, the Colorado Energy Office must compile the reports received and publish a statewide resource adequacy aggregate annual report each year by July 1. CML is in a neutral position, requesting one amendment in support of our partners at CAMU.

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Lobbyist: Jaclyn Terwey



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# Wildfire

## Wildfire Resiliency Code Board

- Sen. Cutter
- Based on a policy recommendation made by the Colorado Fire Commission in 2022, this bill establishes the Wildfire Resiliency Code Board (Board) within the Department of Public Safety. The Board will adopt (by July 1, 2025) statewide codes and standards for the hardening of structures and parcels in the Wildland-Urban Interface (WUI). As part of that, the Board will define where the WUI is located and the areas that are included within it. Local governments will be required to adopt codes that meet or exceed the minimum codes adopted by the Board. A local government may also petition the Board for a modification of the codes.

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Lobbyist: Heather Stauffer



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# Water

## CDPHE Fee Setting via Rulemaking

- The department would like to run legislation which would take fee setting for water quality control permitting out of the hands of the legislature and allow the Water Quality Control Commission the ability to set fees.

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Lobbyist: Heather Stauffer



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