



To: Capital Improvement Sales Tax Board Members
From: Kevin Orton, Budget Manager; Adrienne Burton, Interim Finance Director; Brent Soderlin, Public Works Director; Brent Thompson, City Engineer
CC: Mike Gent, Deputy City Manager; Colleen Norton, City Clerk
Date: May 23, 2025
Re: April 30th Meeting Follow Up

Overview

The Capital Improvement Sales Tax Board held the first of its two required meetings on April 30, 2025, to review the 2024 3A Sales Tax Fund Report. This memo provides follow-up information requested by the Board.

Future 3A Sales Tax Fund Projects

The Board requested additional information on future projects funded by the 3A Sales and Use Tax. Specifically, the Board sought information that highlighted projects planned in 2025 and beyond.

Attached to this memo (**Attachment 1**) is the 2022 – 2030 Financial Use and Sources which outlines planned revenue and expenditures in the 3A Capital Improvement Fund through 2030 as of March 31, 2025.

Also attached (**Attachment 2**) is a summary of project highlights for 2025 through 2030 that are planned to be funded either in part or entirely from the 3A Capital Improvement Fund Sales and Use Tax. These highlights are based on estimated revenues and estimated project costs. Each project is contingent on available sales tax revenue, partner funding commitments, project design, and annual appropriation of funds by City Council.

Personnel Detail

The Board requested a breakdown of the projects currently assigned to personnel funded by the 3A Capital Improvement Fund.

An updated personnel table is included as **Attachment 3** to this memo. This table describes the 3A workload assigned to each FTE.

Major Projects Funded by Debt

The Board requested additional information on the major projects that City Council is considering for funding through certificates of participation (COPs) with debt service paid by the 3A Fund.

Slides presented during the March 2025 City Council retreat are attached (**Attachment 4**) and provide context for these major projects.

SaferStreets Planned Projects

The Board requested more information about future SaferStreets initiatives.

City Council approved a one-time allocation in the amount of \$2.3 million from the 3A Capital Improvement Fund for SaferStreets initiatives, in March 2024. In 2024, \$1.1 million was spent on SaferStreets projects, with much more underway but not fully implemented due to the feasibility of implementing most field activities in the winter, and preserving funds for the local match on a corridor study grant. In 2025, the following projects are planned for the remaining allocation:

- Elati Street Corridor Study
- Implementation of protected bike lanes in strategic locations
- Crossing and intersection improvements
- Safer Streets Events such as Bike and Roll to School Day, Bike to Work Day
- Constructing the Euclid Avenue Complete Street project
- Implementation of modifications to school zones based on study results
- Hold a second annual School Safety Summit with LPS
- Implementation of Practice Parks at East Community Center and Powell Middle School
- Development of the Safer Streets Littleton Strategic Plan
- Continued enhancement of communications to foster community culture change
- Implementation and refinement of quick-build projects

Fleet Replacement Plan and Environmental Initiatives

The Board requested additional information on the City's fleet replacement plan and upcoming environmental initiatives.

During the May 29th Board meeting, the Public Works Department will provide a briefing on both topics.

Capital Improvement Sales Tax Board Report to City Council

As discussed in the April 30th meeting, the Board is required to submit a report on the "Use of Ballot Measure 3A Funds ("3A Funds") by The City of Littleton for the Calendar Year".

Board Member Julie Radulovich drafted a report for review (**Attachment 5**). This report assumes that all outstanding questions have been answered either by this memo or during the next board meeting.

Updated 2024 3A Sales Tax Fund Annual Report

Minor grammatical changes have been made to the 3A Sales Tax Fund Annual Report. The board requested that the environmental sustainability portion of other projects be included as a footnote in the 2024 report, however, after further review of 2024 expenditures, Public Works has determined that providing a direct dollar figure would be subjective and instead will provide a briefing at the next board meeting on how 3A funds are spent on sustainability.

As a reminder, this report's objective is to only contain the required elements as defined by the Board charter as approved by City Council.

A revised copy is attached to this memo as **Attachment 6**.

Next Steps

Thank you for your participation and commitment to the Capital Improvement Sales Tax Board. The next board meeting is **May 29th at 6:30 PM**. The agenda and formal invitation will be sent prior to the meeting. The board's final report is scheduled to be presented to City Council at the June 10th City Council meeting.

ATTACHMENTS

ATTACHMENT 1: 2022 – 2030 FINANCIAL SOURCES AND USES

ATTACHMENT 2: 2025 – 2030 MAJOR PROJECT HIGHLIGHTS

ATTACHMENT 3: EMPLOYEE POSITIONS ALLOCATED AS OF DECEMBER 31, 2024 WITH PERSONNEL DESCRIPTIONS

ATTACHMENT 4: MAJOR PROJECTS SLIDES FROM MARCH 2025 CITY COUNCIL RETREAT

ATTACHMENT 5: DRAFT REPORT OF USE OF BALLOT MEASURE 3A FUNDS ("3A FUNDS") BY THE CITY OF LITTLETON FOR THE CALENDAR YEAR 2025

ATTACHMENT 6: 2024 3A SALES TAX FUND ANNUAL REPORT

3A Capital Improvement Fund
FY 2022 - 20230 Financial Use and Sources
Revenue, Debt Service, Unallocated Funds, Rollover Funds, Capital Project Management

	Actuals ¹			2025 Budget			Planned and Projected as of March 31, 2025				
	2022	2023	2024	Adopted Budget	Rollover Funds	Revised Budget	2026	2027	2028	2029	2030
Beginning Balance	\$ -	\$ 10,245,646	\$ 17,695,245			\$ 21,672,530	\$ 8,082,668	\$ 8,540,386	\$ 7,237,623	\$ 5,782,855	\$ 5,717,940
Revenues											
Sales & Use Tax revenues	\$ 10,917,357	\$ 11,631,185	\$ 11,886,097			\$ 12,123,819	\$ 12,366,296	\$ 12,613,622	\$ 12,865,894	\$ 13,123,212	\$ 13,385,676
Mineral Place Potential Revenue	-						570,361	690,377	772,185	833,808	\$ 865,491
COP Reimbursement							2,299,794				
Interest Earnings	(512,601)	790,738	902,843			433,451	161,653	170,808	144,752	115,657	114,359
Total Revenues	\$ 10,404,756	\$ 12,421,923	\$ 12,788,940			\$ 12,557,270	\$ 15,398,104	\$ 13,474,806	\$ 13,782,831	\$ 14,072,677	\$ 14,365,526
Major Expenditure Category											
Capital Project Management ²	\$ 139,565	\$ 461,135	\$ 1,043,349	\$ 985,283	\$ 486,057	\$ 1,471,340	\$ 1,779,578	\$ 1,850,761	\$ 1,924,791	\$ 2,001,783	\$ 2,081,854
Transportation & Bridges	19,545	592,334	705,310	3,058,000	7,917,635	10,975,635	2,884,000	1,500,000	2,170,000	-	500,000
Pavement Management	-	1,335,188	3,399,394	2,685,000	2,234,470	4,919,470	5,750,000	5,530,000	3,500,000	4,000,000	4,000,000
SaferStreets Littleton ²	-	-	884,119	547,833	638,157	1,185,989	7,208	7,208	7,208	7,208	7,208
Conservation & Grounds	-	168,949	197,279	650,000	39,420	689,420	500,000	-	1,000,000	1,000,000	-
Public Safety/Security	-	-	16,298	220,000	-	220,000	302,000	274,000	251,000	428,000	1,280,000
Internal Services Capital	-	550,000	1,300,000	1,950,000	(1,100,000)	850,000	1,450,000	1,450,000	1,450,000	1,450,000	-
Facilities Capital Maintenance	-	1,639,233	807,211	3,920,000	(476,156)	3,443,844	1,750,000	1,800,000	2,075,000	2,325,000	1,750,000
Building Construction/Upgrades	-	-	214,650	35,000	656,433	691,433	-	-	214,000	-	-
Environmental Sustainability	-	-	-	100,000	-	100,000	100,000	100,000	100,000	100,000	100,000
Project Downtown ³	-	225,485	244,044		1,600,001	1,600,001	-	-	-	-	-
Public Works Campus ³	-	-	-		-	-	-	-	-	-	-
Debt Service Payments ³	-	-	-		-	-	417,600	2,265,600	2,545,600	2,825,600	4,382,000
Total Expenditures	\$ 159,110	\$ 4,972,324	\$ 8,811,655	\$ 14,151,116	\$ 11,996,016	\$ 26,147,132	\$ 14,940,386	\$ 14,777,569	\$ 15,237,600	\$ 14,137,591	\$ 14,101,063
Gross Ending Balance	\$ 10,245,646	\$ 17,695,245	\$ 21,672,530			\$ 8,082,668	\$ 8,540,386	\$ 7,237,623	\$ 5,782,855	\$ 5,717,940	\$ 5,982,403
Reserve for Future Debt Service Payments	\$ -	\$ -	\$ -			\$ 8,082,668	\$ 8,540,386	\$ 7,237,623	\$ 5,782,855	\$ 5,717,940	\$ 4,382,000
Net Ending Balance (Unallocated)	\$ 10,245,646	\$ 17,695,245	\$ 21,672,530			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,600,403
Capital Project Management Percentage											
Capital Project Management Percentage	NA	3.7%	8.2%			11.7%	13.6%	13.7%	14.0%	14.2%	14.5%

¹ 2024 Actuals are unaudited

² SaferStreets Personnel expenses moved from SaferStreets category to Capital Project Management as part of Revised Budget

³ Debt service payments planned for Project Downtown and Public Works campus projects

3A Capital Improvement Fund

Upcoming Select Major Projects

Currently Planned Projects from 2025 through 2029

Highlights of currently planned projects for 2025 through 2029 with funding in part or entirely from the 3A Capital Improvement Fund Sales and Use Tax. This plan is based on estimated revenues and project costs. Each project is contingent on available sales tax revenue, partner funding commitments, project design, and annual appropriation of funds by City Council.

Transportation and Bridges

Project	Project Description	Estimated Total Project Cost (includes funding from non-3A Sales Tax)
Santa Fe & Mineral Intersection	Construction of a quadrant road at the Santa Fe and Mineral intersection. Joint project with CDOT with contributions from CDOT, Toll Brothers, and Evergreen. City portion will be funded from COPs with debt service from 3A Fund	\$25,000,000
Mineral Station East Mobility Improvements	Reconstruction of the Jackass Hill Road/Long Avenue & Mineral Avenue Intersection including the the sidewalk/trail connection improvements from the Jackass Hill Rd intersection to Mineral Light Rail Station. Project funding partners: CDOT, Arapahoe County, South Suburban Parks and Recreation, and DRCOG TIP Grant	\$5,303,526
Mineral Station West Multimodal Improvements	Develop, design, and construct multimodal improvements west of Mineral Station to include: improving the connection between the Mineral Ave Light Rail Station with the Mary Carter Greenway; constructing a cycle track on Platte River Parkway to connect the cycle track in the proposed Evergreen development, Mineral Station parking lot, and Aspen Grove; and converting the Platte River Parkway and Carson Drive intersection into a round-about. Project funding partners: DRCOG TIP Grant and Arapahoe County	\$3,495,185
County Line Road Shared Use Path	Connecting existing bike lanes along Southpark Lane to the Highline Canal Trail and C470, providing bicycle and pedestrian facilities along County Line Road. Project funding partners: DRCOG TIP Grant	\$3,673,605
Euclid Avenue Complete Street Project	Euclid Avenue complete street project from Elati Street to Broadway, to improve safety and mobility, improve pavement condition ,and improve stormwater drainage condition.	\$3,000,000
Lee Gulch & Broadway Pedestrian Underpass	Pedestrian underpassportion of the Lee Gulch Trail under Broadway. Project funding partners: Arapahoe County, SSPRD	TBD
Windermere Bridge over High Line Canal Replacement	Replacement of the Windermere Street Bridge over the High Line Canal. The project includes replacement of the existing structure with new box culverts, utility relocation, and sidewalk and trail connections.	\$2,080,000
Gallup Street over High Line Canal Replacement	Replacement of Gallop Street Bridge of High Line Canal.	\$2,070,000
Platte Canyon & Mineral Intersection	Redesign of two signalized intersections along Platte Canyon Road at Mineral Avenue and Bowles Avenue. Project funding partner: HSIP Grant, FASTER Grant, and Arapahoe County	\$2,622,976
Prince Street Link	Reconstruction of the intersection of the Prince Street and Church Avenue in concrete pavement, including reconstruction of the traffic signal. Project funding partner: CDOT Safer Main Streets Grant	\$1,472,005

Pavement Management

Project	Project Description	Estimated Total Project Cost (includes funding from non-3A Sales Tax)
Bowles Avenue Concrete Improvements	Replacement of deteriorated concrete pavement panels and joint repair on Bowles Avenue from the western city limits to Platte Canyon Road. Concrete panel repairs in 2025 and 2026. Diamond grinding in 2027.	\$1,195,000
2027 Hot-In-Place Recycling Project (Prince Street)	Pavement rehabilitation project on Prince Street using the hot in-place recycling method, a sustainable and cost-effective process that rejuvenates old pavement using heat and specialized equipment	\$5,060,000
Annual Mill & Overlay Project and Annual Street Rehabilitation Project	Annual allocation for city-wide mill & overlay projects and street rehabilitation.	\$29,016,931

Conservation & Grounds

Project	Project Description	Estimated Total Project Cost (includes funding from non-3A Sales Tax)
East Mineral Medians	Renovation of East Mineral Avenue medians in partnership with transportation and stormwater. Potential partner funding: Colorado Water Conservation Board Grant	\$3,200,000

Facilities Maintenance

Project	Project Description	Estimated Total Project Cost (includes funding from non-3A Sales Tax)
Belleview Service Center - Building 5 Mechanical System Replacements	Replacement of mechanical systems at end of life at Building 5 of the Belleview Service Center	\$600,000
Courthouse Minor Rehabilitation	HVAC retrofit project and window replacements. Also includes exterior stairs rehabilitation on south and west side.	\$3,725,000
Museum Fire Alarm and Mechanical System Replacement	Replacement of fire alarm panel and mechanical systems	\$2,260,777

Building Construction/Upgrades

Project	Project Description	Estimated Total Project Cost (includes funding from non-3A Sales Tax)
Geneva Village Exterior Renovation and Preconstruction Services	Exterior Renovations at Geneva Lodge to include renewal/repairs of doors, windows, siding, rafters and eaves, masonry and some grade work on the site. Project funding partner: History Colorado grant	\$728,695
Littleton Center Building Renovations	Littleton Center Building Renovations to accommodate staff growth and modern space needs, including replacement of mechanical systems, some of which are original to the building. Total project estimate will be available after review and	TBD
Belleview Service Center Replacement	This project is in the early stages of planning with preliminary site evaluations and cost assessments completed and will involve significant construction of new facilities for fleet maintenance and storage. Will be funded from COPs with debt service from 3A Fund	TBD
Townhall Arts Center Project	Joint project with Townhall Arts Center for mechanical improvements within the facility.	TBD

Downtown Streetscapes

Project	Project Description	Estimated Total Project Cost (includes funding from non-3A Sales Tax)
Project Downtown	Project Downtown is the guide for the city's long-term investment decisions to improve mobility, connectivity, parking, pedestrian safety, wayfinding, and streetscape enhancements (i.e., lighting, trees, and wider sidewalks) in Downtown Littleton. These investments will enhance mobility and streetscapes for a more vibrant, connected, comfortable, inclusive, resilient downtown to celebrate and enrich the historic character of this local and regional destination.	TBD

Acronyms

Colorado Department of Transportation (CDOT)

Certification of Participation (COPs)

Denver Regional Council of Governments

Transportation Improvement Program (DRCOG TIP)

South Suburban Parks & Recreation (SSPR)

Highway Safety Improvement Program (HSIP)

Funding Advancements for Surface Transportation
and Economic Recovery Act of 2009 (FASTER)

3A Capital Improvement Fund
Employee Positions Allocated as of December 31, 2024

Personnel Support Summary	FTE
Facilities Management	1.75
Administrative Support	1.50
Project Engineering	2.00
Grounds Maintenance	0.50
Transportation Planning & Engineering	1.00
SaferStreets SaferStreets	2.00
Total 3A Capital Improvement Fund FTEs	8.75

Positions by Category

Facilities Management	FTE	Description of Work on 3A Projects
Facilities Manager	0.50	Oversees all facilities maintenance and improvement projects
Facilities Project Specialist	0.25	Manages design and construction of facilities maintenance projects
Facilities Capital Project Manager	1.00	Manages construction of facilities maintenance projects and building construction/upgrades
Total FTEs	1.75	

Administrative Support	FTE	Description of Work on 3A Projects
Senior Project Manager	1.00	Project Downtown project manager
Executive Assistant	0.50	Coordinates with project managers on procurement of construction services and professional services. Provides administrative support for project management
Total FTEs	1.50	

Project Engineering	FTE	Description of Work on 3A Projects
CIP Program Manager	1.00	Manages construction of all Transportation, Bridges, and Pavement Management projects, including consultant procurement and management, with the exception of studies
Assistant City Engineer	0.50	Oversight of design and project delivery of Transportation, Bridges, and Pavement Management projects
Engineering Inspection Supervisor	0.50	Oversees construction of all pavement management projects, and coordinates traffic control and right-of-way permitting for all Transportation, Brides, and Pavement Management projects
Total FTEs	2.00	

Grounds	FTE	Description of Work on 3A Projects
Grounds Operations Supervisor	0.25	Manages design and construction for irrigation and median improvements.
Manager of Grounds Open Space and Natural Resources	0.25	Manages design and construction for irrigation and median improvements.
Total FTEs	0.50	

Transportation Planning & Engineering	FTE	Description of Work on 3A Projects
Transportation Engineering Manager	0.50	Manages design of most transportation projects and studies, as well as Safer Streets initiative
Sr Transportation Planner	0.50	Manages design of several transportation projects and studies, as well as involvement in Safer Streets initiative
Total FTEs	1.00	
SaferStreets	FTE	Description of Work on 3A Projects
Transportation Planner	1.00	Creation of communication, education, and community engagement content and events. Analysis of data to inform traffic safety initiatives.
Transportation Engineer II	1.00	Designs traffic calming quick-build projects, striping plans
Total FTEs	2.00	

MAJOR PROJECTS & PROJECT READINESS

WHY THESE PROJECTS?



Belleview Service Center



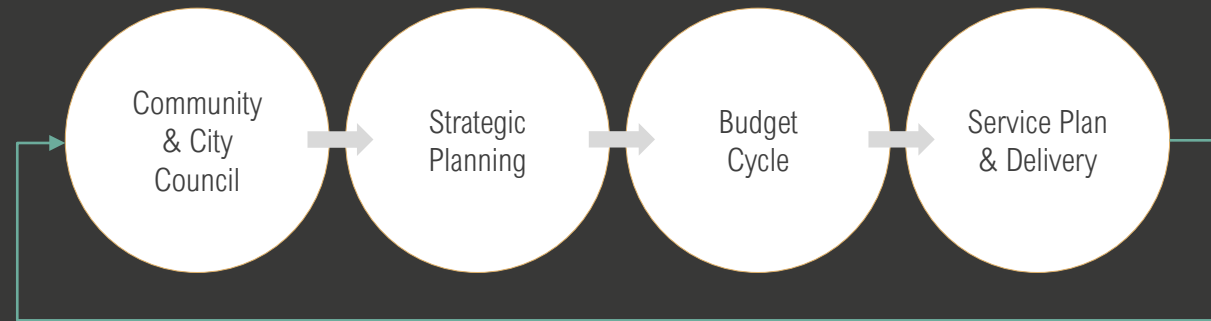
Town Hall Arts Center Improvements



Santa Fe & Mineral Operational Improvements (partial)



Project Downtown (Main Street) +
(Prince Street, add-alternate)



Because large-scale initiatives require significant resources and coordination, this process often takes multiple iterations, revisiting and refining the scope as conditions evolve.





Realizing a major project is not a single-year effort; rather, it is a **multi-cycle journey** that balances vision, financial stewardship, and adaptability to ensure long-term community benefits.

These 4 projects are large, discrete, multi-generational projects in which debt could accelerate the implementation and reduce the overall project costs.

MAJOR PROJECTS & PROJECT READINESS

WHY THESE PROJECTS?

The major capital projects identified each have varying levels of project readiness but have all progressed through the City of Littleton's life cycle of planning, budgeting, and community engagement. While each project is at a different stage of design, funding, and implementation, they remain critical priorities for the city, reflecting long-term community needs and strategic goals.

Major Project	Project Readiness
	<p>Bellevue Service Center</p> <p>This project is in the early stages of planning with preliminary site evaluations and cost assessments completed. As it will involve significant construction of new facilities for fleet maintenance and storage, it remains a long-term priority, though it is further from full implementation than other projects. The readiness of this project is somewhat more complex due to the need for detailed design work and compliance with various regulations, including environmental and zoning approvals.</p>
	<p>Town Hall Arts Center</p> <p>Town Hall Arts Center Mechanical System Improvements are at a moderate stage of readiness, as the scope of work is clearly defined. Engineering assessments have identified necessary upgrades to aging HVAC and mechanical systems, and there is a phased implementation strategy in place. The focus now is on securing final funding and initiating the procurement process for design.</p>
	<p>Santa Fe & Mineral Operational Improvements (partial)</p> <p>This project is at the highest stage of project readiness as it is currently out for construction bidding with an anticipated start date in mid summer 2025. This project has completed traffic studies, public engagement, and final design and remains a priority due to the operational needs of the transportation corridor, including addressing traffic flow, improving safety, and ensuring multimodal accessibility.</p>
	<p>Project Downtown (Main Street) + (Prince Street, add-alternate)</p> <p>Project Downtown is at a moderate stage of project readiness, with conceptual planning and stakeholder engagement well underway. The city has conducted community outreach, infrastructure assessments, and initial design work to enhance mobility, accessibility, and public spaces in Downtown Littleton. The next steps involve refining designs, securing full funding, and developing an implementation timeline.</p>

BELLEVUE SERVICE CENTER (BSC)

MAJOR PROJECTS SUMMARY



The City of Littleton's Bellevue Service Center is a crucial hub for municipal operations, supporting essential services such as public works, fleet maintenance, and infrastructure management. However, many buildings have aged significantly, creating operational inefficiencies and raising safety concerns. These outdated structures no longer meet modern safety standards or the evolving needs of city staff, posing challenges in maintaining city equipment, storing materials, and ensuring worker well-being. As the demands on city services continue to grow, these deteriorating facilities hinder the ability of staff to effectively and efficiently serve the community.

To address these concerns, replacing Buildings 2 and 3 with modern operational facilities is a necessary investment in both safety and service delivery. Updated structures would not only meet current building codes but also incorporate modern technology and energy-efficient systems to enhance functionality and reduce long-term costs. Improved layouts would optimize workflow, ensuring that city employees can carry out their duties in a safe and efficient environment. By modernizing these facilities, the City of Littleton can continue to provide high-quality services to residents while preparing for future infrastructure and maintenance needs.



\$30M

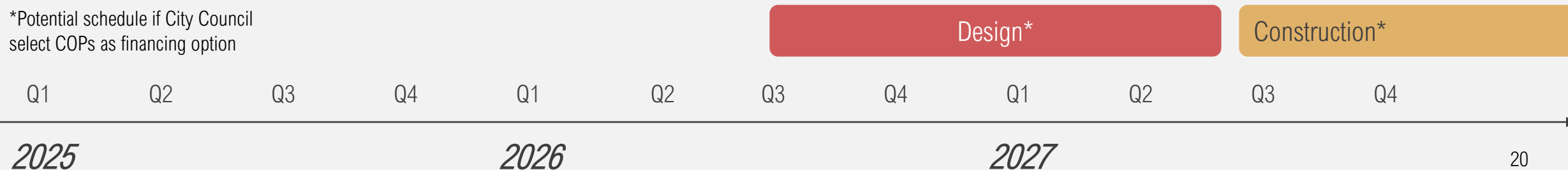
Total Project Costs

Urgency Level: Medium due to increased facility safety concerns



Annual Debt Service Impact: \$2.1M

*Potential schedule if City Council select COPs as financing option



TOWN HALL ARTS CENTER (THAC)

MAJOR PROJECTS SUMMARY



The Town Hall Arts Center in Littleton, Colorado, is a beloved cultural hub that has long served as a venue for live theater, music, and community events. Housed in a historic building in downtown Littleton, the arts center provides an intimate and vibrant space for artistic expression. However, as the facility continues to age, necessary upgrades are required to maintain its functionality and comfort for performers and patrons alike. To address these needs, the city has outlined a capital improvements plan aimed at modernizing key aspects of the building while preserving its historic charm.

As part of this effort, the City of Littleton has committed to providing supplemental funding for mechanical improvements within the facility. These upgrades will likely focus on essential systems such as heating, ventilation, and air conditioning (HVAC) and plumbing systems to ensure a more efficient and comfortable environment year-round. Investing in these improvements will not only enhance the experience for audiences and performers but also support the long-term sustainability of the arts center. By prioritizing these mechanical upgrades, the city demonstrates its commitment to maintaining the Town Hall Arts Center as a premier cultural destination for future generations.



\$3M

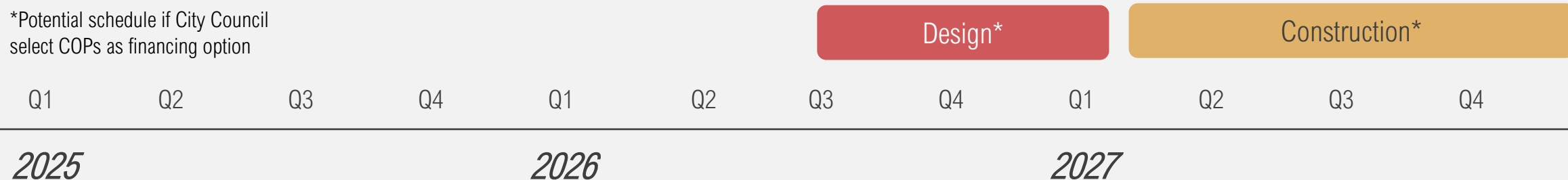
Total Project Costs

Urgency Level: Medium due timing of Town Hall Arts Center capital improvements



Annual Debt Service Impact: \$210K

*Potential schedule if City Council select COPs as financing option



SANTA FE & MINERAL OPERATIONAL IMPROVEMENTS (QUAD ROAD) *MAJOR PROJECTS SUMMARY*



The Quad Road improvements at Santa Fe Drive and Mineral Avenue in Littleton, Colorado, are a critical infrastructure project aimed at easing congestion and improving safety at one of the city's busiest intersections. This project is designed to enhance traffic flow by upgrading roadways, improving signalization, and addressing pedestrian and cyclist accessibility. Given the high volume of commuters and commercial traffic in the area, these improvements are essential to supporting future growth and ensuring smoother travel for residents and visitors. However, the complexity and scale of the project come with a significant cost, with the overall budget estimated at approximately \$30 million.

To fully fund the Quad Road improvements, the City of Littleton is considering additional debt service to supplement existing financial resources. While some funding has been secured through local and state contributions, the city requires additional financial support to cover the rising costs of materials, labor, and unforeseen construction challenges. Taking on additional debt would allow the project to stay on track and be completed in a timely manner, ultimately benefiting the community by reducing congestion and improving infrastructure reliability. Investing in these improvements now will help prevent more costly repairs and traffic inefficiencies in the future, making it a necessary step toward Littleton's long-term transportation strategy.



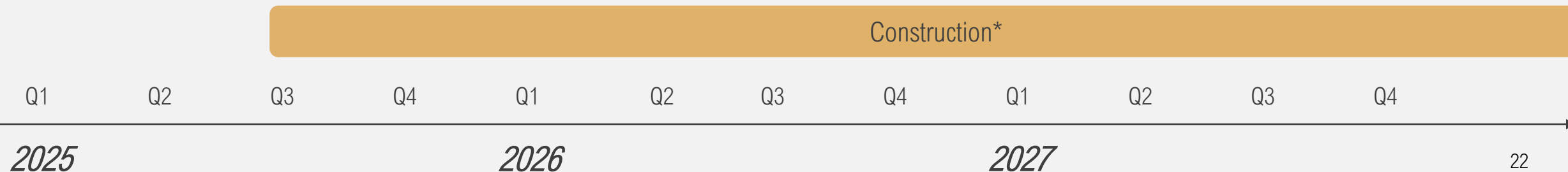
\$3.6M

Total Project Costs
(Partial Funding)

Urgency Level: High due to
construction schedule (anticipated
start date mid 2025)



Annual Debt Service Impact: \$252K




PROJECT DOWNTOWN (MAIN STREET)

MAJOR PROJECTS SUMMARY



Project Downtown is the guide for the city’s long-term investment decisions to improve mobility, connectivity, parking, pedestrian safety, wayfinding, and streetscape enhancements (i.e., lighting, trees, and wider sidewalks) in Downtown Littleton. These investments will enhance mobility and streetscapes for a more vibrant, connected, comfortable, inclusive, resilient downtown to celebrate and enrich the historic character of this local and regional destination. Main Street was supported by most of City Council as the first phase for implementation. Decades of underinvestment has led to visible wear and inefficient infrastructure. By addressing deferred maintenance and upgrading key opportunity areas, this project will revitalize downtown, catalyze new investment, and future-proof downtown infrastructure, maximizing its use and relevance for years to come.


Defining features of the Main Street project include a curbless street from Curtice Street to Prince Street, and amenity zones including a diverse tree canopy, gathering spaces, raised planter beds with integrated seat walls, bike racks, water quality features, specialty paving, festival and pedestrian lighting, bollards or other design solutions for event closures, wayfinding, and intersection improvements. Gateways are strategically located to signify arrival to this historic destination.



\$27.5M

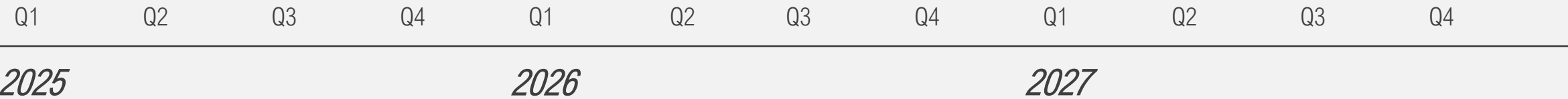
Total Project Costs

Urgency Level: Medium due to strong community support and momentum



Annual Debt Service Impact: \$1.9M

*Potential schedule if City Council select COPs as financing option





Memorandum

To: Littleton City Council

From: Capital Improvement Sales Tax Citizen Board

Date: June 3, 2025

Ref: Report on Use of Ballot Measure 3A Funds ("3A Funds") by The City of Littleton for the Calendar Year Ended December 31, 2024

Executive Summary

- The City of Littleton Capital Improvement Sales Tax Citizen Committee ("CIST") met on April 30, 2025 with Kevin Orton, Adrienne Burton, Brent Soderlin, Brent Thompson and Mike Gent.
- We reviewed the December 31, 2024 3A Sales Tax Fund Annual Report which consisted of the Spending by Major Category, Spending by Project, Financial Use and Sources, and Employee Positions Allocated for the 3A funds.
- We discussed current and future 3A funded projects being worked on to understand the scope and purpose of those projects.
- Based on our review, we conclude that the 3A funds for the year ended December 31, 2024 spent were in conformance with the ballot language.
- We also reviewed the 3A Capital Improvement Fund 2025 Budget plan and noted that the planned spending of the funds are in conformance with the ballot language.

How Funds were Spent

- For the year ended December 31, 2024 a total of approximately \$12.8M of 3A funds were raised.
- During the year ended December 31, 2023 a total of approximately \$8.8M was spent. A detail breakdown can be found in the 3A Capital Improvement Fund Spending by Major Category and Program Details for the year ended December 31, 2024.
- As of December 31, 2024, the 3A fund has approximately of \$21.7M of funds available for future projects.

Expenditures Outside of Ballot Language

- The CIST did not note any 2024 3A funds that were used on expenditures outside of those described in the 3A ballot language.

Recommendations/Concerns about the city's utilization of the 3A Fund

- The CIST did not have any recommendations or concerns regarding the city's utilization of the 3A funds.

Additional Comments

- The CIST commends city staff on continuing to provide careful planning, prioritization and context for the future spending of 3A funds.
- We commend staff for continuing to provide the community with information surrounding 3A projects including the Big Things Littleton webpage
- We recommend that the Council consider adding a member of the Environmental Stewardship Board to the 3A Board.

2024

3A Sales Tax Fund Annual Report for the fiscal year ended December 31, 2024

CITY OF LITTLETON, COLORADO



Photo by Joanna Belzile



In accordance with the City of Littleton Capital Improvement Sales Tax Citizen Board Charter and Action plan, city staff is required to prepare a report by March 31st outlining the following information

- Revenue generated by the 3A \$0.0075 sales (page 5)
- Comparison of yearly revenue since fund inception (page 5)
- Projected sales tax revenue for the current fiscal year (page 5)
- Utilization of money generated by the \$0.0075 sales tax for the preceding calendar year. The report shall include
 - Total spending (page 1)
 - Spending by major capital category (Page 1)
 - Debt service (Page 5)
 - Unallocated funds (Page 5)
 - Funds to be rolled over into the next year (Page 5)
 - Overhead allocated to design and construction projects (page 5)
 - Employee positions allocated to the 3A fund. (Page 6)

This report fulfills that requirement and was initially prepared on March 31, 2025.

2024 3A Sales Tax Annual Report

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3A Capital Improvement Fund

Spending by Major Category

Unaudited Actual Expenditures - January 1, 2024 through December 31, 2024

Major Category	2024 Actuals
Personnel (Capital Project Management)	\$ 1,043,349
Transportation & Bridges	705,310
Pavement Management	3,399,394
Safer Streets Littleton ¹	884,119
Conservation & Grounds	197,279
Public Safety/Security	16,298
Internal Services Capital	1,300,000
Facilities Capital Maintenance	807,211
Building Construction/Upgrades	214,650
Environmental Sustainability	-
Project Downtown	244,044
Public Works Campus	-
Total 3A Capital Improvement Fund 2024 Actuals	\$ 8,811,654

¹Total SaferStreets Littleton Expenses including personnel is \$1,114,010

3A Capital Improvement Fund

Spending by Project

Unaudited Actual Expenditures - January 1, 2024 through December 31, 2024

Personnel (Capital Project Management)	2024 Actuals
Facilities Management	\$ 235,117
Administrative Support	50,629
Project Engineering	333,371
Grounds Maintenance	64,815
Transportation Planning & Engineering	129,526
SaferStreets	229,891
Total Personnel (Capital Project Management) Subtotal	\$ 1,043,349

Transportation and Bridges	2024 Actuals
Traffic Operations, Maintenance, and Management Plan (24-33)	9,309
Platte Canyon & Mineral Intersection (20-15)	70,628
Mineral Station East Mobility Improvements Phase 1 (21-39)	175
Broadway Corridor Study (22-23)	51,852
Mineral Station West Multimodal Improvements (23-36)	94,065
County Line Road Shared Use Path (23-37)	90,797
Main, Alamo & Prince Fence Replacements (20-18)	2,938
Mineral Avenue over Platte River Bridge Joint Repairs (24-21)	336,365
Euclid Avenue Complete Street Project (23-03)	14,574
Santa Fe & Mineral Operational Improvements (20-22)	2,075
Slaughterhouse Gulch Trail - Phase 1 (21-35)	1,875
Emergency Repair Work at Santa Fe & Bowles (24-91)	30,657
Total Transportation and Bridges Subtotal	\$ 705,310

Pavement Management	2024 Actuals
Asphalt Recycler - Streets Division (STR 03)	\$ 107,030
2025 MV607 - Streets Division (STR 04)	196,392
Aberdeen Village Street Rehabilitation (23-04)	1,394,538
2023 Mill & Overlay - Happy Homes & Centennial Acres (23-08)	1,098,424
Aberdeen Village Drainage (23-72)	29,812
2024 Mill & Overlay - Arapaho Hills (24-03)	523,683
2023 Street Rehabilitation (23-09)	49,515
Total Pavement Mangement Subtotal	\$ 3,399,394

3A Capital Improvement Fund

Spending by Project

Unaudited Actual Expenditures - January 1, 2024 through December 31, 2024

SaferStreets Littleton	2024 Actuals
Supplies	\$ 413,683
Non Personnel Operating	7,969
Professional & Consulting Services	202,852
Vehicles	220,944
Street Improvements	38,671
SaferStreets Littleton Subtotal¹	\$ 884,119

¹Total SaferStreets Littleton Expenses including personnel is \$1,114,010

Conservation & Grounds	2024 Actuals
Irrigation Central Control Installation (GRND 02-21)	\$ 197,279
Total Conservation & Grounds Subtotal	\$ 197,279

Public Safety & Security	2024 Actuals
Security Camera Upgrades & Maintenance (IT 17)	\$ 16,298
Total Public Safety and Security Subtotal	\$ 16,298

Internal Services Capital	2024 Actuals
City Information Technology Equipment	\$ 550,000
City Fleet Replacement	750,000
Internal Services Capital Subtotal	\$ 1,300,000

Facilities Maintenance	2024 Actuals
Building Automation Systems Upgrades (FAC 46)	\$ 173,627
Building Scanning Service (FAC 85)	65,577
Carson Nature Center: Roof Repairs (FAC 90)	131,406
Facility Condition Assessment (FAC 87)	15,324
Library & Courthouse: Fire Alarm System Upgrades (FAC 44)	36,178
Museum: Mechanical Systems Replacement (FAC 75)	173,627
THAC: Fire Notification Upgrades (FAC 84)	23,586
Unspecified Facilities Maintenance Projects (FAC 98)	157,368
BSC Site Survey (FAC 08)	30,518
Total Facilities Maintenance Subtotal	\$ 807,211

3A Capital Improvement Fund

Spending by Project

Unaudited Actual Expenditures - January 1, 2024 through December 31, 2024

Building Construction/Upgrades		2024 Actuals
Littleton Center: Building Renovations (FAC 10)		\$ 95,547
Museum: Gallery Concept Master Plan (MUS 02)		119,103
Total Building Construction/Upgrades Subtotal		\$ 214,650
Downtown Streetscapes		2024 Actuals
Design and Consulting Services		\$ 244,044
Total Downtown Streetscapes Subtotal		\$ 244,044
Total 3A Capital Improvement Fund 2024 Actuals		\$ 8,811,654

3A Capital Improvement Fund

FY 2024 - FY 2025 Financial Use and Sources

Revenue, Debt Service, Unallocated Funds, Rollover Funds, Capital Project Management

	Actuals ¹			2025 Budget		
	2022	2023	2024	Adopted Budget	Rollover Funds	Revised Budget
Beginning Balance	\$ -	\$ 10,245,646	\$ 17,695,245			\$ 21,672,530
Revenues						
Sales & Use Tax revenues	\$ 10,917,357	\$ 11,631,185	\$ 11,886,097			\$ 12,123,819
Interest Earnings	(512,601)	790,738	902,843			433,451
Total Revenues	\$ 10,404,756	\$ 12,421,923	\$ 12,788,940			\$ 12,557,270
Major Expenditure Category						
Capital Project Management ²	\$ 139,565	\$ 461,135	\$ 1,043,349	\$ 985,283	\$ 486,057	\$ 1,471,340
Transportation & Bridges	19,545	592,334	705,310	3,058,000	7,917,635	10,975,635
Pavement Management	-	1,335,188	3,399,394	2,685,000	2,234,470	4,919,470
SaferStreets Littleton ²	-	-	884,119	547,833	638,157	1,185,989
Conservation & Grounds	-	168,949	197,279	650,000	39,420	689,420
Public Safety/Security	-	-	16,298	220,000	-	220,000
Internal Services Capital	-	550,000	1,300,000	1,950,000	(1,100,000)	850,000
Facilities Capital Maintenance	-	1,639,233	807,211	3,920,000	(476,156)	3,443,844
Building Construction/Upgrades	-	-	214,650	35,000	656,433	691,433
Environmental Sustainability	-	-	-	100,000	-	100,000
Project Downtown	-	225,485	244,044		1,600,001	1,600,001
Public Works Campus	-	-	-		-	-
Total Expenditures	\$ 159,110	\$ 4,972,324	\$ 8,811,655	\$ 14,151,116	\$ 11,996,016	\$ 26,147,132
Gross Ending Balance	\$ 10,245,646	\$ 17,695,245	\$ 21,672,530			\$ 8,082,668
Reserve for Future Debt Service Payments	\$ -	\$ -	\$ -			\$ 8,082,668
Net Ending Balance (Unallocated)	\$ 10,245,646	\$ 17,695,245	\$ 21,672,530			\$ -
Capital Project Management Percentage						
Capital Project Management Percentage	NA	3.7%	8.2%			11.7%

¹ 2024 Actuals are unaudited

² SaferStreets Personnel expenses moved from SaferStreets category to Capital Project Management as part of Revised Budget

3A Capital Improvement Fund

Employee Positions Allocated as of December 31, 2024

Personnel Support Summary	FTE
Facilities Management	1.75
Administrative Support	1.50
Project Engineering	2.00
Grounds Maintenance	0.50
Transportation Planning & Engineering	1.00
SaferStreets SaferStreets	2.00
Total 3A Capital Improvement Fund FTEs	8.75

Positions by Category

Facilities Management	FTE
Facilities Manager	0.50
Facilities Project Specialist	0.25
Facilities Capital Project Manager	1.00
Total FTEs	1.75

Administrative Support	FTE
Senior Project Manager	1.00
Executive Assistant	0.50
Total FTEs	1.50

Project Engineering	FTE
CIP Program Manager	1.00
Assistant City Engineer	0.50
Engineering Inspection Supervisor	0.50
Total FTEs	2.00

Grounds	FTE
Grounds Operations Supervisor	0.25
Manager of Grounds Open Space and Natural Resources	0.25
Total FTEs	0.50

Transportation Planning & Engineering	FTE
Transportation Engineering Manager	0.50
Sr Transportation Planner	0.50
Total FTEs	1.00

SaferStreets (Not included in Overhead Calculation)	FTE
Transportation Planner	1.00
Transportation Engineer II	1.00
Total FTEs	2.00