Littleton

2017 Proposed Budget

2017 Proposed Budget

City of Littleton
Littleton, Colorado

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CALENDAR for 2017 BUDGET
(Proposed 2016 Dates)

Wednesday, May 25	Finance disburses departmental goals and objectives for updating (aligning with Council Goals), five year changes and analyzing possible service delivery improvements.
Monday, June 13	Departmental goals/objectives/service delivery improvements are due to Finance. Finance generates General Fund revenue estimates
Monday, June 20	Finance Department to provide Budget worksheets and the 2017 budget instructions to departments.
Wednesday, July 6	Department worksheets and other required information will be removed from Google Drive after 5:00 p.m. Personnel changes and adjustments due from Human Resources.
Monday, July 18 – Thursday, July 21	Department discussions
Friday, July 29	Personnel numbers provided by Human Resources to Finance
Friday, August 5	Finance finalizes "total" budget. Departmental Summaries are due to Finance.
Monday-Friday, August 8-12	Finance assembles Proposed Budget
Wednesday, August 17	Print shop receives Proposed Budget
Thursday, September 1	Distribution of Proposed Budget to Council
Monday-Wednesday Sept. 19-21	Council Budget work sessions – 6:00 p.m. – 9:00 p.m.
Monday, October 10	Final 2017 personnel numbers received

Tuesday, October 18	First reading – 2017 Appropriation/Mill Levy First reading – 2017 Fee Ordinance
Tuesday, November 1	Second reading/public hearing – 2017 Appropriation/Levy Second reading – 2017 Fee Ordinance Consent - TABOR Enterprise Fund Resolutions – 2017 Budgets
Thursday, November 17	Print shop received 2017 Budget for printing
Thursday, December 1	2017 Printed Budget ready for Council Packets
Monday, December 5	2017 Printed Budget ready for public distribution

City of Littleton
City Council Review
2017 Proposed Budget

Monday, September 19, 2016

Budget Overview – City Manager and Finance Director - 20 minutes (6:00-6:20)

Policy Questions
City-wide, City Council, City Attorney, City Manager, Communications and Marketing, Economic Development, Finance, Information Services, City Clerk, Human Resources – 150 minutes (6:20-8:30)

Police – 10 minutes (8:30-9:00)

Tuesday, September 20, 2016

Policy Questions (Continued)
Fire – 90 minutes (6:00-7:30)
Public Works – 30 minutes (7:30-8:00)
Community Development, Library & Museum, City-Wide – 45 minutes (8:00-9:00)

Wednesday, September 20, 2016

Deferred Operations/Service Needs
All staff (6:00-7:00)

Capital Projects (7:00-8:30)

Wrap-up (8:30)

2017 Proposed Budget

City of Littleton
Littleton, Colorado

2017 Budget Message

Mayor and Council,

The 2017 budget is one of action and investment. The proposed services and programs as part of the General Fund reflect very modest changes for 2017, while still addressing key priorities. There is considerable demand for increased services throughout Littleton but the long-term financial sustainability of the city requires deferring many operating and capital requests. The policy of transferring funds from the General Fund to the Capital Projects Fund for public infrastructure and capital replacements is unsustainable, as the cost of services are increasing at a rate higher than revenues and the city's ability to maintain this policy over time is in question.

The 2017 proposed budget and associated documents set the stage for a council and community conversation as to the level of investment to make in the community infrastructure not just in 2017, but more importantly, in the years that follow. It is clear from the work staff has completed over the last few years that a substantial investment is necessary to maintain the value of community assets. In the next couple of years it will be essential for the city to critically examine and align the priorities of citizens with the limited resources of future budgets. New revenue options or opportunities must also be evaluated and a priority based discussion considered as a strategic approach to managing our long-term financial stability.

The Policy Questions are requests that staff believes council should be made aware of due to the significant operational and budget changes proposed.

Overview

Through June 2016, the city's General Fund revenues were 6% greater than last year and expenditures 12% higher than 2015. The higher expenditures are due to the city adding 24.6 new positions in 2016 to meet increased service demands. This places added pressure on maintaining an annual ending fund balance that meets the city's reserve policy of 17% of the operating expenditures.

This year's revenue results are slightly below targets for sales taxes and above targets for most other revenue streams. Due to increased building activity this year, building permit and plan check fees (one-time occurrences) increased by 32% (year-over-year) through June 2016.

The U.S. Gross Domestic Product (GDP) increased by a disappointing 1.2 percent (1.2%) for the second quarter of 2016 as compared to the first quarter of 2016 (0.8% increase), well below economists' expectations according to the U.S. Commerce Department. The second-quarter increase in real GDP was more than accounted for by an increase in consumer spending on durable and non-durable goods, and services, notably housing, utilities and healthcare. On the downside, the third straight quarter of reduced business investment, a large paring of inventories and declining government spending, cut into those gains.

Economic growth for the nation overall continues to be weaker than in previous expansions. Subdued business investment, new business formation, and productivity growth are main factors in the slower growth. Nonetheless, the U.S. economy is performing better than most other developed countries. Financial conditions remain better than the beginning of 2016, signaling a more positive outlook. Colorado's economic growth in recent years has led to tight labor market conditions. Although this means that Coloradans continue to have more job opportunities relative to the rest of the nation, it is making it difficult for businesses seeking to expand to grow their business, which is acting as a constraint on the state's economy and a challenge for the city in filling vacant positions. The state is expected to add 63,500 jobs in 2016, a growth rate of 2.5%, slower than the 3.5% and 3.0% growth in 2014 and 2015, respectively, but still above the national job growth rate of 1.8%. Colorado's unemployment rate is expected to average 3.3% in 2016, below the nationwide level of 4.8% and the 7th lowest of all states (through May 2016).

One result of a tight Colorado labor market is higher wage and salary growth which was 5.6% in 2015 and expected to grow another 5.3% in 2016 (Governor's Office of State Planning and Budgeting).

The city's first quarter 2016 five-year financial projections showed that 2016 revenue growth is projected to exceed expenditure growth; however, the General Fund operating expenditure growth is anticipated to exceed revenue growth from 2017-2021. With this challenge, staff continues reviewing city operations for efficiencies and improvements in providing city services within current budget constraints. This year's budget sets the stage for a comprehensive conversation which is based upon a fiscally sound plan allowing the city to discuss and address community priorities, support essential services, continue to invest in our personnel, and provide for continued investment in capital improvements.

While there has been a lot of discussion about diversifying revenues, the reality is that municipalities receive the majority of their operational revenues from sales, use, and, to a lesser degree, property tax. The city's dependency on sales and use taxes as well as building permit, plan review fees and other development-related fees comprise over 55% of the total General Fund operating revenues, resulting in an 'economically sensitive' General Fund resource base to fund daily operating functions. Because of this economic dependency on continued development, the city's operating reserve policy range of 8-18% in the General Fund has been targeted at the upper end of the range at 17% for possible economic downfalls.

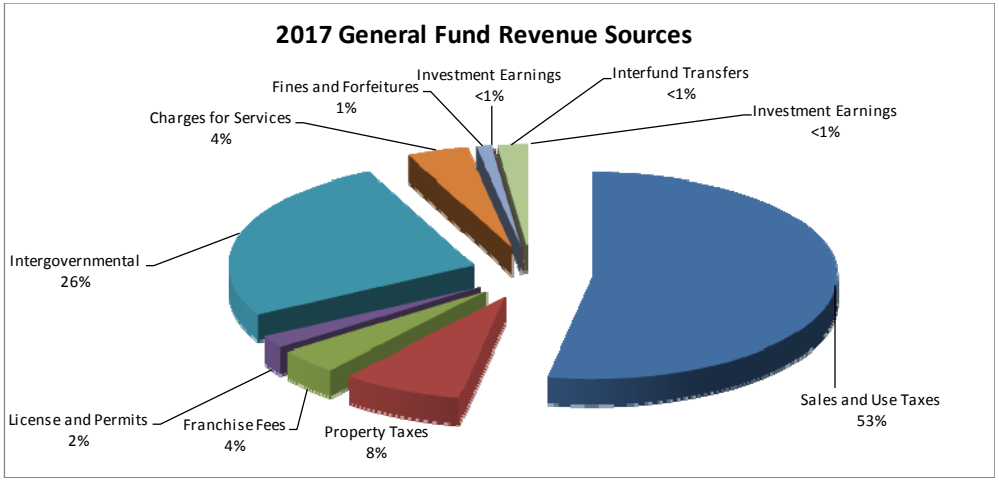
General Fund

The General Fund is the primary fund used for daily operations such as police, fire, street maintenance and other general governmental services. These revenues are mainly derived from sales and use taxes, property taxes, fees for services, and contractual service agreements (fire expenditure reimbursements). Since 2013, operating revenues have increased by 25% to the 2017 targets yet the operating expenditures have climbed even higher, by 29%. In addition, during that period, the General Fund has transferred $12.0 million to the Capital Projects Fund to fund necessary city-wide capital projects and the General Fund ending fund balance has grown by 16% or $1.4 million. The five-year forecast, however, has consistently shown the capital project contribution steadily declining or eliminated entirely in the near future.

In 2017, operating revenues are estimated to increase by $2.7 million or 4.5% over 2016 estimated operating revenues and $3.4 million or 5.8%, from $59,467,760 to $62,894,600, over the 2016 adopted budget. Operating expenditures are estimated to increase by $3.5 million or 6.0% over 2016 estimated expenditures and $4.2 million or 7.3%, from $57,223,730 to $61,395,340 (these amounts do not include operating transfers into or out of the General Fund) from the 2016 adopted budget. The annual policy approved by council for net revenues exceeding this 17% target, has been to transfer those funds to the Capital Projects Fund. In 2017, the anticipated transfer to the Capital Projects Fund will be $925,000 to fund the ongoing major repairs/maintenance of the city's assets. This is in addition to the 2015 transfer of over $4.2 million and 2016 expected transfer of $1.7 million for capital projects. The expected ending fund balance (reserve) of $10.285 million is 17% of operating expenditures for 2017. The 17% fund balance provides a reserve for two months of expenditures which is

considered an accounting 'Best Practice' and provides funding in case of economic downturns. The 2017 proposed expenditures and changes from the 2016 adopted budget are outlined in more detail in the Policy Questions section of this document.

Revenues are largely comprised of local taxes including retail sales, general use, property, and motor vehicle taxes. Additional fund sources are: intergovernmental contractual fire service agreement reimbursements paid by the Littleton Fire Protection District, Highlands Ranch Metro District and Meadowbrook-Fairview Metropolitan District, fines and forfeitures, franchise fees, licenses and permits, miscellaneous revenues and interfund transfers. Below is the composition of General Fund revenues:

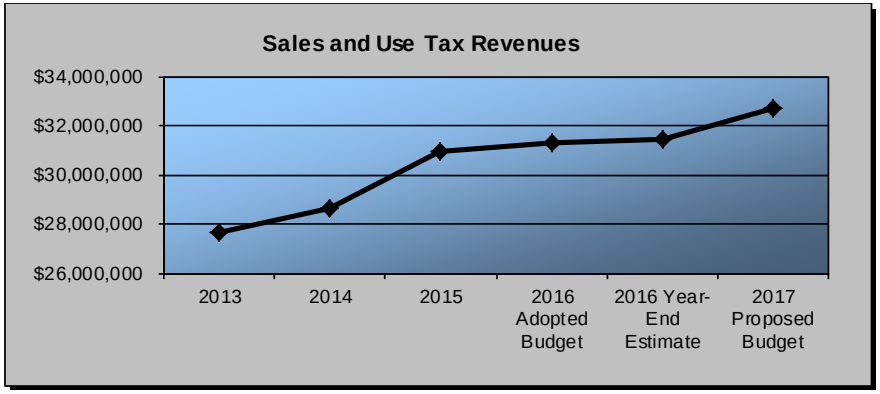


Total General Fund revenue estimates for 2017 are $62,894,600 which is a 5.8% increase from the 2016 adopted budget and 4.5% higher than the 2016 year-end estimate.

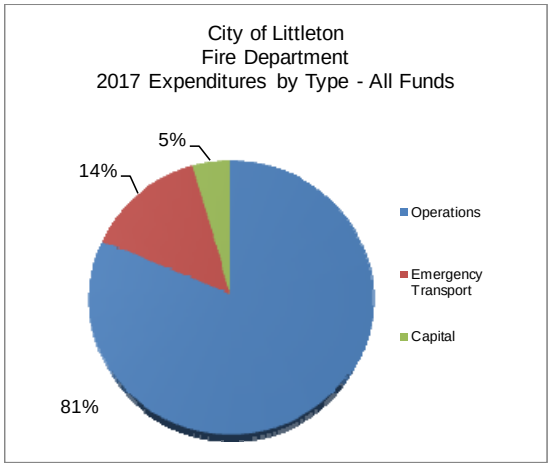
Sales and use tax revenues are the largest portion of the General Fund revenues at 53%. Sales and use tax revenues have rebounded with the economy during 2010-2016, yet the growth rate is slowing as depicted in the 'Sales and Use Tax Revenues' graph on the next page. The 2016 retail sales tax revenues (excludes motor vehicles) are expected to be above 2015 by 1.4% or $371,804 at year-end, yet below the 2016 budget of $27,040,000 by $440,000 or 1.6%. The state's retail sales growth is projected at 4.3% for 2016 and 5.2% for 2017. For 2017, largely due to new business growth, city retail sales tax revenues are projected to rise by $1.26 million or 4.7% from the 2016 year-end estimate. The city's use tax revenues are anticipated to remain flat in 2017 which is below the state's forecast of 5.8%.

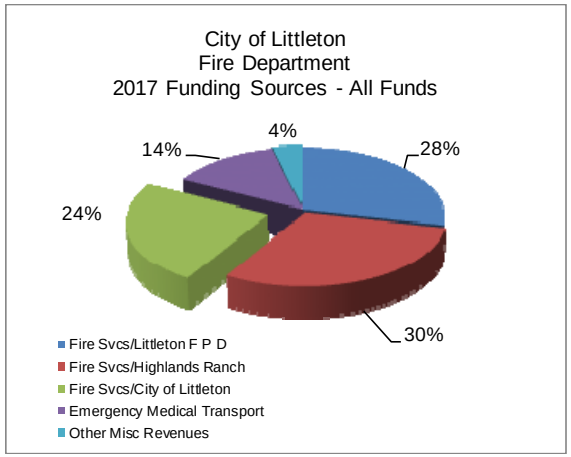
In order to improve sales and use tax projections or at least analyze those resources from another perspective, staff has created a projection model by industry category (Page xv). This model is weighted more heavily on recent industry changes and includes the flexibility for staff to add inflation and deflation factors based on economic projections/conditions. Based on this model, 2017 retail trade industry tax revenues are projected to increase by 3.7% from the 2016 year-end estimate. Other industries anticipated to experience growth are: construction, manufacturing, wholesale, professional, and hotel/restaurant.

Motor vehicle sales tax revenues are derived from vehicles purchased by city residents; in 2015, these taxes increased by 17% and are expected to remain flat from 2016-2017.
The following is a history of sales and use tax revenues (retail, general use, motor vehicle taxes, cigarette, specific ownership):



Intergovernmental revenues are the second largest revenue source for the city at 26%; the largest component of which are intergovernmental contractual fire service agreement reimbursements paid by the Littleton Fire Protection District, Highlands Ranch Metro District and Meadowbrook-Fairview Metropolitan District. The agreement provides for the joint use of personnel, certain equipment, and facilities. The city incurs normal operating expenditures for fire protection operations such as salaries, benefits, and other operational expenses. The total costs that are allocated between the partners based on assessed valuations and response calls comprise $21.73 million. In addition, large capital expenditures are allocated based on the contract and reported in the Capital Projects Fund. For the 2017 General Fund budget, Littleton Fire Protection District's share is $7.35 million, Highlands Ranch Metropolitan District's share is $8.23 million, and the City of Littleton's share is $6.15 million. Total fire service costs and reimbursements from the districts are shown on the following two graphs.





The property tax mill levy remains at 6.662 mills per $1,000 of assessed value and has not changed since 1991. 2016 assessments to be collected in 2017 are estimated to be 4.0% or $190,420 higher than the 2015 assessments collected in 2016.

Revenues for the General Fund by source are as follows:

General Fund Revenue Sources Summary

	2013 Actual	2014 Actual	2015 Actual	2016 Adopted Budget	2016 Year-End Estimate	2017 Proposed Budget
Sales and Use Taxes	$ 27,614,331	$ 28,605,045	$ 30,916,665	$ 31,326,400	$ 31,447,000	$ 32,709,980
Property Taxes	4,002,622	4,052,939	4,081,843	4,758,580	4,758,600	4,949,000
Franchise Fees	2,190,084	2,403,082	2,198,087	2,288,880	2,118,000	2,257,500
License and Permits	770,971	1,424,502	1,557,503	1,203,000	1,722,300	1,498,000
Intergovernmental	11,862,050	12,553,250	13,590,737	15,552,580	15,436,750	16,768,140
Charges for Services	1,735,095	2,028,853	2,056,022	2,089,620	2,498,200	2,462,980
Fines and Forfeitures	1,642,813	1,243,004	1,148,654	741,500	776,000	780,000
Investment Earnings	36,181	54,271	16,547	110,000	112,000	115,000
Miscellaneous	617,872	842,702	1,339,981	1,397,200	1,306,230	1,354,000
Interfund Transfers	92,498	13,343	12,286	10,000	-	-
Total	**$ 50,564,516**	**$ 53,220,991**	**$ 56,918,325**	**$ 59,477,760**	**$ 60,175,080**	**$ 62,894,600**

During the 2017 Executive Team budget discussions, there were other possible revenue streams identified to help fund operations and future capital projects: lodging tax, sales tax increase, grocery tax, museum entry fee, increased development fees, business license fee, street utility fee, and increased mill levy. Many were identified in the city's adopted 2013 Economic Plan and all require council action and/or voter approval to implement.

Expenditures in the General Fund include costs related to services typically associated with local governments such as police, fire, communications, community development, economic development, library and museum, city council, city attorney, city manager, human resources, information services, finance, public works and city clerk. The 2017 General Fund proposed budget includes an increase of 5.75 full-time equivalent (FTE) positions: .5 FTE Records Clerk, 1.0 FTE Emergency Planner, 4.0 Patrol Officers, .25 FTE Administrative Coordinator (Public Works). All are Policy Questions for the council to consider for 2017.

The city staff presented council with a Total Compensation Plan in June 2014. This plan was proposed by the city's compensation committee after two years of reviewing salary data and all of the city's benefits (retirement, health, life insurance, etc.). The council adopted a resolution to support the plan. This plan would be implemented over the subsequent five years but will be subject to annual budget constraints and council approval. Also, city buildings are aging and overcrowded. A full space needs assessment was conducted in 2014 to create a comprehensive plan for providing adequate facilities and work space for the employees at the Littleton Center and building two at the Belleview Service Center. Staff hopes to implement the plan as soon as resources allow but is not within the fiscally constrained five-year capital plan.

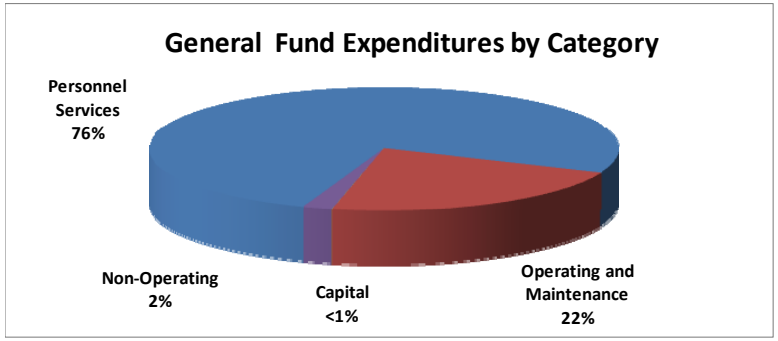
The 2017 General Fund proposed total expenditures are projected to be $3.8 million or 6.5% higher than the 2016 budgeted expenditures and $2.9 million or 4.8% higher than 2016 estimated year-end expenditures. Total General Fund expenditure increases are primarily due to $1.5 million annual costs for fire station #19 (part of a budget amendment with approximately 83% reimbursed via contract revenues with the city's fire partners and other agreements), additional employees (previously outlined) and implementing year two of the five-year compensation plan amounting to $1,320,000 (Policy Question 1).

Staff continues to refine long-term capital needs including the built infrastructure (buildings, roads, sidewalks, parks, etc.) which has been aging and now need substantial investment to maintain the quality of the original public investment and continue to meet community expectations into the future.

Below is the General Fund summary of expenditures by category. Transfers to the Capital Projects Fund and the South Metro Communications Fund are included in non-operating expenditures.

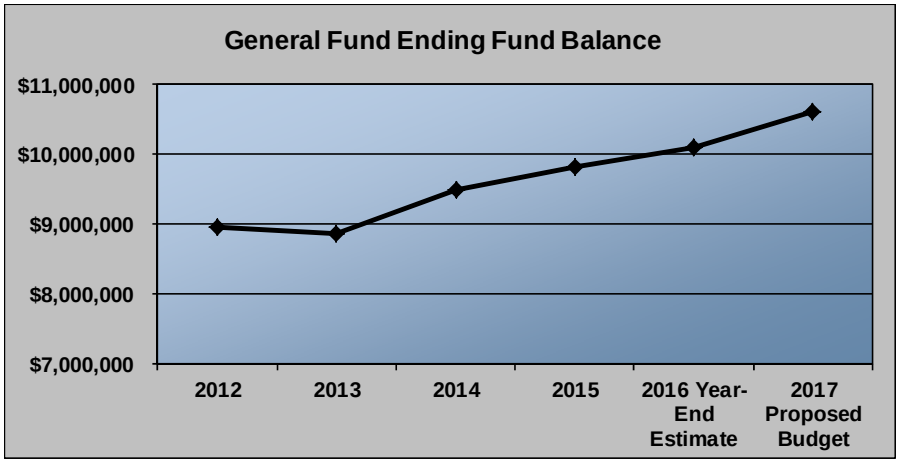
General Fund Expenditures by Category

	2013 Actual	2014 Actual	2015 Actual	2016 Adopted Budget	2016 Year-End Estimate	2017 Adopted Budget
Personnel Services	$ 36,055,377	$ 37,460,624	$ 40,929,327	$ 44,336,350	$ 44,640,830	$ 47,606,360
Operating and Maintenance	11,606,229	11,993,130	11,071,513	12,877,380	13,226,960	13,853,980
Capital	28,799	98,209	5,700	10,000	10,000	10,000
Non-Operating	2,963,217	3,026,115	4,530,634	1,691,130	1,989,450	1,276,690
Total	**$ 50,653,623**	**$ 52,578,078**	**$ 56,537,174**	**$ 58,914,860**	**$ 59,867,240**	**$ 62,747,030**



As the chart indicates, personnel costs are the largest expenditure (76%). Operating and maintenance represents 22% of the General Fund expenditures for 2017. Capital outlay expenditures (less than 1%) include small purchases of equipment and building improvements that are not funded by the Capital Projects Fund.

In 2011, the city council tightened fiscal policy and directed staff to keep expenditures at or below revenues. This policy and improved revenue performance resulted in additional resources in 2011 through 2015. In 2017, staff is recommending transferring $925,000 to the Capital Projects Fund from the General Fund. The city's reserve policy is established at 17% for 2017 which amounts to a two-month operating expenditure reserve.



Capital Projects Fund

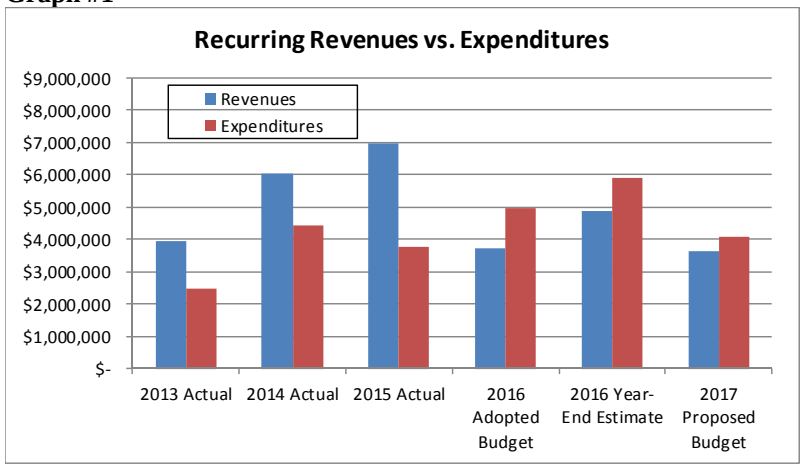
The Capital Projects Fund is used to fund capital improvements such as streets, large equipment purchases, and information technology projects. The fund also supports annual lease payments of approximately $1.6 million for fire and police equipment, and the museum building. This fund has two primary ongoing revenue streams: the Highway Users Tax Fund (HUTF) from the state for street improvements and the city's building use tax (3%). The HUTF is derived of state-collected fees and fuel taxes and has remained a stable revenue source at approximately $1.3 million each year from 2012-2016 and $1.4 million anticipated for 2017. These funds are restricted for street purposes such as overlays, sidewalks, and traffic signals.

The building use tax (sales tax of 3% on construction materials), by contrast, is an elastic revenue source over the past seven years ranging from a low of $392,000 in 2010 to $2.1 million estimated for 2016. In 2017, these use taxes are estimated to incur a 20% reduction due to an estimated decline in city development activity. Graph #1 (next page) shows these two recurring funding sources, along with fire district contributions toward fire apparatus/equipment and General Fund transfers, from 2013-2017.

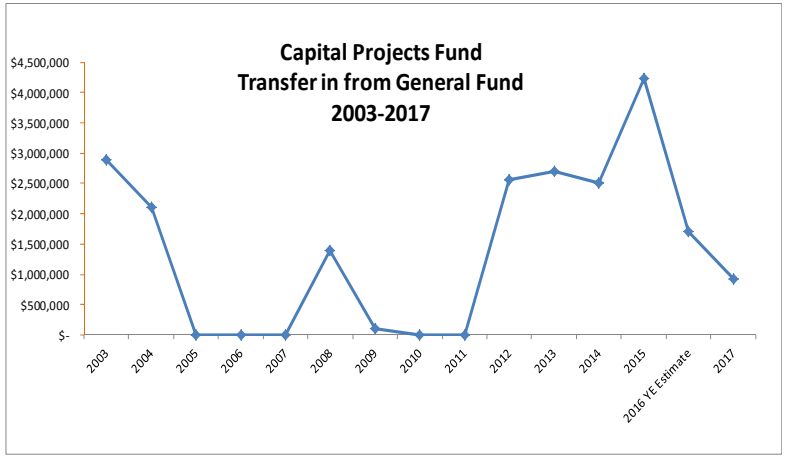
In 2017, there is a proposed $925,000 transfer from the General Fund to the Capital Projects Fund for the maintenance and replacement of various city assets. $4.2 million was transferred in 2015 and $1.7 million is estimated to be transferred in 2016. Since 2013, $12 million will be transferred through 2017 from the General Fund to the Capital Projects Fund. Graph #2 shows the wide range of General Fund transfers for capital projects.

The 2017 proposed ending fund balance is expected to be $10.7 million, which is $2.0 million lower than the estimated beginning fund balance for 2017. The city's reserve policy recommends a minimum fund balance of the subsequent years' lease payments or $1.7 million in 2017. Currently, resources are adequate to cover basic capital replacements and minimum street improvements (Graph #3); however, the ongoing revenue sources for this fund are less than the estimated expenditures and it appears that a dedicated revenue source for this fund will be needed for future capital replacement, including growing street infrastructure costs (Graph #4).

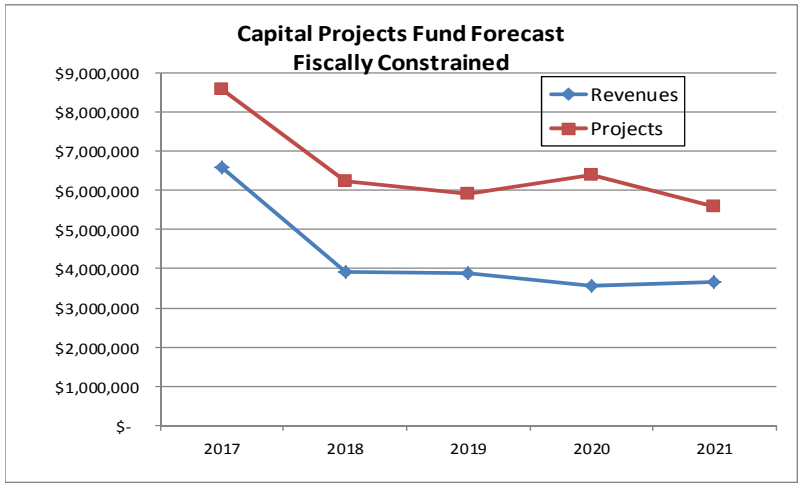
Graph #1



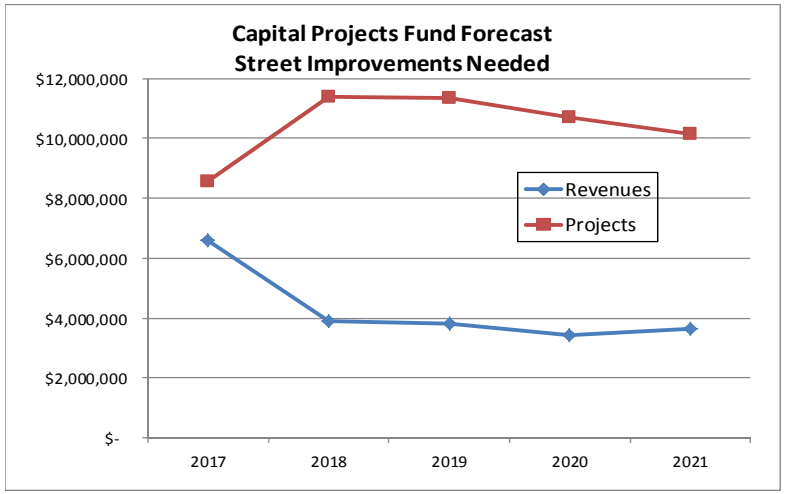
Graph #2



Graph #3



Graph #4



Special Revenue Funds

Special Revenue Funds are those for which revenue is dedicated for a specific purpose such as recreation, open space and grants received from federal, state, and local programs. There is usually a mix of individual projects, plus some undesignated funds for individual projects that staff will bring to the council for review and approval throughout the year.

Public Facilities Fund was generated by a fee paid when land was subdivided for commercial development. Due to impact fees recently adopted by the city council, this public facility fee was discontinued. The city anticipates fully depleting these funds in 2016.

Conservation Trust Fund revenues are generated by the Colorado Lottery and distributed by a formula to local governments. They are earmarked for open space and recreation. In 2017, staff is recommending $100,000 for parkland maintenance, $50,000 to support the contract with South Suburban for parks and recreation management (salaries, benefits, utilities) at the South Platte, and $40,000 for a pedestrian crossing. In 2017, the fund balance is estimated at $244,090.

Consolidated Special Revenue Fund a holding account for a wide variety of special activities outside of normal operating budgets. In 2017, the largest expenditures are $59,650 for South Metro Drug Task Force operating costs and $540,000 for wildland fires which are reimbursed by a federal program. In 2017, the ending fund balance is estimated at $358,430.

Grants Fund is used to track grants from a variety of federal and state programs. Consequently, activity can vary greatly from year to year. In 2016, the city anticipates receiving additional grant funds above the budgeted amount thus the 2016 year-end estimate for grants is higher than the original budget. In addition, some of the grant revenues and expenditures anticipated in 2016's budget will be carried forward to 2017. The city budgets some recurring grant funds which have not been awarded but are typically applied for and received annually. Fund balance is zero and not expected to change.

Open Space Fund contains local share-back funding for open space from programs created in Arapahoe and Jefferson Counties. There are several projects scheduled in 2017 totaling nearly $1.2 million. Maintenance of South Platte Park in 2017 is budgeted at $238,000 and capital for South Platte Park is budgeted at $24,450. In 2017, the ending fund balance is estimated to be $279,120.

Impact Fee Fund revenues began in 2014 for six independent programs: police, museum, fire, library, facilities, and transportation. These fees are legally required to fund capital projects resulting from new growth within the city. Projects anticipated in 2016 include streets at Littleton Village and the new Fire Station #19. Both projects were approved after completion of the 2016 budget process, so ending expenditures are anticipated to exceed original budget amounts but not final approved appropriations. In 2017, $1,132,240 is estimated to be collected in impact fees from anticipated development projects. The city has no proposed impact fee projects in 2017. The 2017 ending fund balances for the impact fee funds is $4,818,450.

Enterprise Funds

Enterprise Funds are created to deliver a specific service that is normally funded by user fees or other charges. The city has two enterprise funds: the South Metro Communications Center (fire dispatch) fund and the Geneva Village Fund.

South Metro Communications Center Fund provides fire and emergency medical dispatch service to Littleton Fire Rescue and Cunningham Fire Protection District. Over two-thirds of the operating revenue for the center is generated by contracts with other agencies. In 2017, the communications center will purchase $285,000 in equipment/software, $188,000 funded by the Arapahoe County E-911 Authority; there is also a Policy Question for adding 1.5 additional dispatch staff to improve service level. An annual General Fund transfer represents the city's fire contract share of dispatch services. In 2017, the transfer will be $351,690; the ending cash balance is expected to be $123,560.

Geneva Village Fund accounts for a complex comprising 28 apartments acquired as part of a larger land acquisition to construct the Littleton Center in the 1970's. The units were originally intended to be a privately operated retirement center for employees in the restaurant and hospitality industry. The city council made a policy decision to make these units available to disabled and senior citizens. There are no state or federal subsidies involved. South Metro Housing Options manages the units on behalf of the city.

In 2017, there is a $75,000 policy question to review the facility's gas lines for repairs; the ending cash balance is projected at $99,970.

TABOR Enterprises

Enterprises are established to operate in compliance with Colorado Constitutional Amendment One passed in 1992.

Sewer Utility Enterprise is the largest of this fund type which provides for the city's 50% share of funding for the Littleton/Englewood Wastewater Treatment Plant (LEWWTP). This is a regional facility that serves approximately 300,000 people in the southwest Denver region. The plant is managed by the City of Englewood under a joint agreement with Littleton. Part of the funding also maintains sanitary sewer collection lines within the Littleton city limits.

Revenue in this fund is derived from tap fees collected from new development and user charges to existing customers. Tap fee revenues are expected to decline 2017 as development slows. The LEWWTP completed a Master Plan that identifies major capital improvements over the next 20 years. Tap revenues will contribute to those project costs. Staff is proposing a 2.0% user rate increase for 2017 to adequately fund future operating needs, accrue capital resources and meet bond level requirements (See Public Works Budget Highlights).

2017 expenditures in the fund are projected to be 25% higher than the 2016 budget largely due to an increase in plant capital expenditures. The plant's operating budget submitted by the City of Englewood accounts for the majority of expenditures in this fund and are expected to increase by 16%. The 2017 ending cash balance is projected to be $21,907,140.

Storm Drainage Fund revenues have been consistent for several years. In 2017, a slight increase in fees was implemented (3.3%) to help fund capital improvements. There will be a similar fee proposal of $1 per year per residential user (3.2%) in 2017. The 2017 ending cash balance will be $298,210.

Emergency Medical Transport Enterprise collects revenue for emergency medical transport service provided by Littleton Fire Rescue. The 2017 revenues are estimated to increase by 5% due to increased collections. In 2017, the operating budget is anticipated to increase by 4% with the 2017 ending cash balance projected at $220,420.

Internal Service Funds

Internal Service Funds are established to provide insurance and support services for all city operations. The goal in these funds is to maintain a level of fund balance to protect against unexpected bad years. The fund balances are closely monitored to ensure that sufficient reserves are maintained to cover future costs and liabilities. These funds are established to provide support services for the city.

For budgeting purposes, there are four Internal Service Funds. Of the four listed below, funds one through three are combined and reported as one fund, the Employee Insurance Fund, in the comprehensive annual financial report. The remaining fund, Property and Liability Fund, is reported separately.

Employee Health Insurance Fund is the largest of the Internal Service Funds. In 2012, the city assembled a compensation committee that reviewed all employee compensation components including health insurance and created recommendations and priorities for future benefits. In June 2014, this committee brought a five-year compensation plan to the city council with a request to support the plan via resolution. This plan was approved and will be phased in over five years or less, depending on city resources. PQ #1 outlines the continuation of implementation of this plan in 2017.

While nationally health increases are averaging 8%, the 2017 budget has a slight decrease in health expenses about (-1 ½ %) and should hold steady in 2018. The city continues to review health care efficiencies along with conforming to the Affordable Care Act provisions. The estimated 2017 ending fund balance is $1.4 million.

Employee Life, AD&D, Long Term Disability, and Unemployment Fund are expected to remain flat in 2017 as compared to the 2016 budget. This $122,780 increase in expenditures will have a corresponding city payroll contribution offsetting the increase. Total 2017 ending fund balance is expected to be $212,710.

Worker's Compensation Insurance Fund provides compensation for work-related injuries and disabilities as mandated by federal law. The worker's compensation rates are based on state-approved rates by employee position. These are quarterly transfers from the appropriate funding source. In order to come close to the actuarially-recommended $1.3 million ending fund balance, $98,110 additional fund contributions are needed in 2017. For 2017, claim expenditures are estimated to remain steady as compared to the 2016 budget. The 2017 estimated fund balance will be $1,279,770.

Property and Liability Fund provides property and liability coverage for the city. Coverage is received from the Colorado Intergovernmental Risk Sharing Agency, a coalition of most Colorado cities and counties. The city is self-insured for stop-loss coverage. Revenues in this fund are expected to increase by $436,150 as compared to the 2016 adopted budget in order to maintain adequate claim reserves. The revenue sources are transfers from other funds based on past claims history. For 2017, the ending fund balance is projected at $330,910.

Summary

While the economy appears to be heading in a healthy direction, the city is proposing investments in 2018 to address the deferred capital maintenance accumulating over several decades. The staff goal of this budget and of the associated long-term capital needs discussion is to both maintain what the city has and to meet additional service and capital needs. The investment is a one-time occurrence, however, and long-term fiscally constrained funding is needed for updating the aging city-wide infrastructure.

The infrastructure issues seem to catch the attention of citizens as well; the 2016 Resident Survey found that 95% of respondents rated their overall quality of life in Littleton as excellent or good. However, when asked to indicate the most pressing issues facing the community in the next two years the most frequently selected answers were traffic concerns (48%) and street maintenance (37%). The proportion of residents selecting both increased from 2014 to 2016 and continued to be a growing concern since 2012.

This survey also indicates 77% residents somewhat support or strongly support a sales and use tax increase of three quarters of a cent ($.0075) on every $1 which would sunset in fifteen years to fund the needed aging city infrastructure, such as maintaining the streets to an adequate level, maintaining and adding sidewalks and maintaining existing buildings.

The council's support of the professional staff and consideration of its recommendations is greatly appreciated.

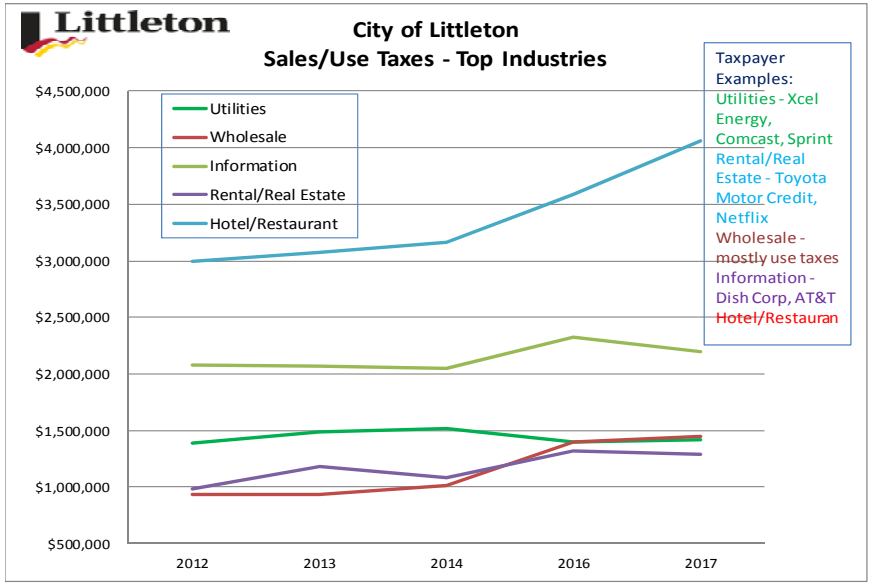
Sincerely,

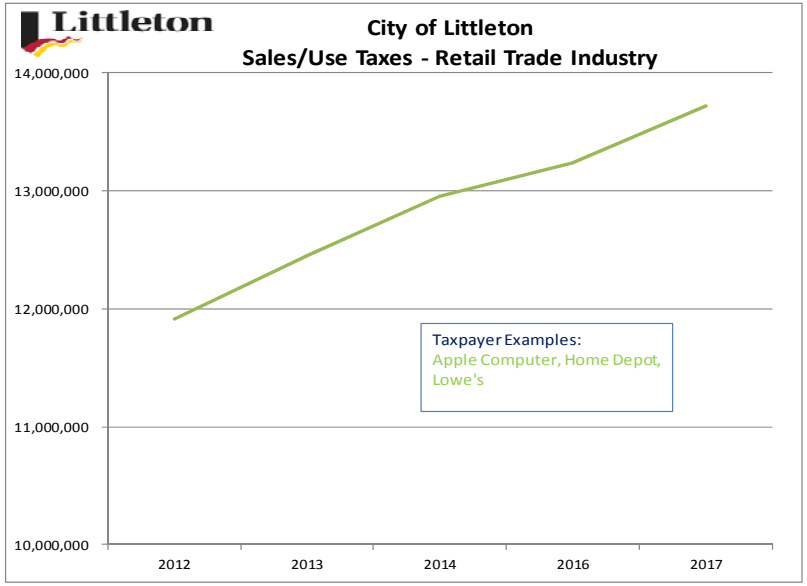
Mark Relph
Acting City Manager

City of Littleton
Retail Sales Tax Projection Model
Based on Sector, 2012-2017 (excludes refunds)

8/22/16

Industry	Actual 2012	Actual 2013	Actual 2014	Actual 2015	2015 Growth	Budget 2016	June YTD 2016	Annualized 2016	Revised Est. 2016	Rev Est 2016 Growth	Weighting on % Change 2013	2014	2015	2016	Inflation/ Deflation	Projected 2017	2017 Change 2016
Utilities	$ 1,388,616	$ 1,487,651	$ 1,514,696	$ 1,442,246	-4.78%	$ 1,612,705	$ 691,362	$ 1,382,724	$ 1,396,238	-3.19%	0.71%	0.36%	-1.43%	-1.28%	3.00%	$ 1,415,227	1.36%
Construction	122,713	134,926	124,993	276,055	120.86%	134,824	122,801	245,602	268,077	-2.89%	1.00%	-1.47%	36.26%	-1.16%	-10.00%	334,104	24.63%
Manufacturing	460,898	485,762	472,742	727,345	53.86%	551,024	404,823	809,646	807,062	10.96%	0.54%	-0.54%	16.16%	4.38%	-10.00%	892,126	10.54%
Wholesale	937,169	934,050	1,009,529	1,303,570	29.13%	1,285,873	699,783	1,399,566	1,398,079	7.25%	-0.03%	1.62%	8.74%	2.90%	-10.00%	1,443,237	3.23%
Retail Trade	11,914,475	12,456,051	12,957,314	13,746,309	6.09%	14,001,042	6,429,082	12,858,164	13,240,445	-3.68%	0.45%	0.80%	1.83%	-1.47%	2.00%	13,718,425	3.61%
Information	2,076,586	2,064,915	2,052,139	2,157,840	5.15%	2,160,851	1,162,912	2,325,824	2,325,288	7.76%	-0.06%	-0.12%	1.55%	3.10%	-10.00%	2,196,700	-5.53%
Finance/Insurance	94,512	111,306	67,961	133,786	96.86%	110,025	66,922	133,844	141,144	5.50%	1.78%	-7.79%	29.06%	2.20%	0.00%	176,783	25.25%
Rental/Real Estate	979,572	1,182,484	1,080,028	1,157,779	7.20%	1,490,558	660,382	1,320,764	1,317,321	13.78%	2.07%	-1.73%	2.16%	5.51%	-10.00%	1,291,106	-1.99%
Professional	366,578	425,436	568,715	556,122	-2.21%	747,064	446,213	892,426	893,354	60.64%	1.61%	6.74%	-0.66%	24.26%	-15.00%	1,044,778	16.95%
Admin Support	266,640	300,868	236,570	266,668	12.72%	272,527	130,069	260,138	273,308	2.49%	1.28%	-4.27%	3.82%	1.00%	0.00%	278,310	1.83%
Health Care	80,190	76,394	72,953	79,672	9.21%	92,060	41,029	82,058	84,253	5.75%	-0.47%	-0.90%	2.76%	2.30%	0.00%	87,362	3.69%
Arts	86,715	96,918	85,515	78,920	-7.71%	84,240	36,724	73,448	77,531	-1.76%	1.18%	-2.35%	-2.31%	-0.70%	0.00%	74,290	-4.18%
Hotel/Restaurant	2,992,379	3,077,219	3,159,855	3,510,935	11.11%	3,846,537	1,785,444	3,570,888	3,590,633	2.27%	0.28%	0.54%	3.33%	0.91%	8.00%	4,059,570	13.06%
Other Services	594,336	629,137	647,306	704,386	8.82%	646,491	390,789	781,578	777,572	10.39%	0.59%	0.58%	2.65%	4.16%	0.00%	839,622	7.98%
Small Categories	8,412	6,253	5,545	8,365	50.86%	4,545	6,031	12,062	9,708	16.05%	-2.57%	-2.26%	15.26%	6.42%	0.00%	11,344	16.85%
Total	$ 22,369,791	$ 23,469,370	$ 24,055,861	$ 26,149,998	8.71%	$ 27,040,366	$ 13,074,366	$ 26,148,732	$ 26,600,013	1.72%						$ 27,862,984	4.75%
Annual Increase	4.60%	4.92%	2.50%	8.71%					1.72%							4.75%	





2017 Proposed Budget

City of Littleton
Littleton, Colorado

2017 Budget Policy Questions

CITY-WIDE

1. Does council support a $1,320,000 increase for employee compensation under the city's long-term total compensation plan approved by council in 2014?
   Location of Funding Request: General Fund – Account 01-600-6192 - pg. 97
   Related Council Goal: Preserve and cultivate a quality community.
   Related Council Objective: Provide the highest level of service delivery with unwavering integrity and ethics.
   Council Direction:
   In 2014 the city worked with Mountain States Employer's Council (MSEC) to develop its total compensation program. MSEC conducted a comprehensive market comparative benefits analysis, and department supervisors worked with MSEC to review each position. Each job description in the city was updated and streamlined into market matches, and MSEC conducted a compensation review of all city positions and matched them with the Denver-Boulder market. As a result, the city developed a five year total compensation plan to remain competitive with the Denver-Boulder Market. It expanded pay grades to represent 100% of the market for civilians, a strategy that targets five years of top performance to reach a pay grade's midpoint. As employers shift away from showcasing health plans to meet the Affordable Care Act's affordability and eligibility requirements, employers are making their retirement benefits more attractive in their recruitment and retention strategies.

   The Denver-Boulder market is one of the strongest in the nation, with less than 4% unemployment (trending at 3.7% in 2016) and an environment where millennial hires have the opportunity to change jobs for greater pay on average every three years. Simultaneously, the city is currently experiencing higher turnover than in the past, as many of its employees reach retirement age. In 2014, the city's turnover reached double digits for the first time, and in 2015 its turnover was 15.3%, representing approximately 70 positions that were recruited and replaced. Current trend suggests that 2016's turnover is trending toward another 15%. While this increase in turnover was expected due to retirements and the natural employment cycle, the current employment market favors employees, making it difficult for employers to find qualified and experienced candidates. Like other municipalities, Littleton has had to post positions for longer durations and some positions require two to three postings to find the right candidate. In some of our more difficult to fill positons, like engineers, the city has resorted to contracting for services, which due to demand for this skilled labor can cost upwards of twice that of hiring a city employee.

This policy question includes all compensation and benefits combined. This compensation plan includes adjustments for health, vision, dental, retirement savings, employee pay increases, service awards, life, and disability insurance. While nationally health increases are averaging 8%, the 2017 budget has a slight decrease in health expenses (approximately -1 ½ %). The $287,000 reduction from 2016's total compensation request is primarily due to healthcare design changes, a reduction in the cost of life insurance due to a competitive RFP process, and savings from the impact of employee turnover.

CITY COUNCIL

2. Does council support continuation of the City Council Place-Making Grants?
   Location of Funding Request: General Fund – Account 01-100-7461 - $25,000 – pg. 11
   Related Council Goal: Preserve and cultivate a quality community.
   Related Council Objective: Maintain and enhance public art.
   Council Direction:
   Council approved funding an art/place-making grant program in 2015. Since its inception, three projects have been funded, two have been completed. They include funds to the Depot Art Center and Gallery for the purchase of outdoor seating and to a local artist to erect the sculpture downtown at the CoBiz bank building. Funding was approved to construct a new deck/public space in the downtown at Spur Coffee, but that project has been cancelled due to concerns from Spur's landlord. Potential project proponents have raised concerns with the program regarding the tax implications of a private party accepting the grant and a requirement that improvements be accessible to the public. Given these concerns, staff recommends discontinuation of the program or rolling these funds into the neighborhood grant programs managed by Community Development.

   If eliminated, this is a General Fund expenditure and frees up these funds to address other needs. Similar projects can be addressed through the neighborhood grants, but those are less flexible in what they can fund.

Budget Highlights:

- Due to the completion of a housing study in 2016 (a one-time expense), the professional & consulting line item has been reduced by $50,000 for the 2017 Budget (General Fund pg. 11).

CITY ATTORNEY

See combined policy question under City Clerk.

CITY MANAGER

3. Does Council wish to address several projects to improve playgrounds and other parks and recreation facilities, specifically focusing on the northeast neighborhood?
   Location of Funding Request: Open Space Fund – Account 19-411-7835 – $525,000 - pg. 159
   Related Council Goal: Preserve and cultivate a quality community.
   Related Council Objective: Improve park and recreational opportunities in the northeast neighborhood.
   Council Direction:
   The city partners with local municipalities and special districts to expand and enhance the recreational amenities available to the community. In partnership with South Suburban Park and Recreation (SSPR) and with a concentration on projects in Littleton's northeast neighborhood, staff is proposing these projects for 2017. This is an expansion of external service delivery.
   - Progress Park (Shelter, restroom, parking, etc.) - $200,000
   - Promise Park Playground - $100,000
   - Elati Park Playground - $100,000
   - Bowles Grove Ballfield Renovation - $125,000

   The city will work with SSPR to obtain grants to address Progress Park and Bowles Grove Ballfield; the amounts noted would be the city's share in a grant request for the project. The playgrounds at Promise and Elati Parks would be a direct cost share between the city and SSPR.

4. Does council support funding capital improvements at South Platte Park?
   Location of Funding Request: Open Space Fund – Account 19-411-7835 – $24,450 - pg. 159
   Related Council Goal: Preserve and cultivate a quality community.
   Related Council Objective: Enhance the quality of city parks, trails, and open space.
   Council Direction:
   The City of Littleton and SSPR management team have evaluated the capital needs at South Platte Park and the result is a request for these capital improvements for 2017: 1) $7,000 to replace linoleum tiles in the public classroom and staff kitchen with a commercial-grade vinyl product; 2) $7,500 to replace the flagstone patios on the west side of the Carson Nature Center, 3) $15,000 for replacement of painted wood siding on the maintenance shop; and 4) $27,700 to replace one of the five trucks used to maintain the park and for SSPR patrols. Under the management agreement, the city pays 50% of capital costs for South Platte Park and the Carson Nature Center and 35% of capital costs for visitor services with SSPR paying the remainder. The city's share is reflected in the budget request of $24,450. This is maintenance of external service delivery.

5. Does council support the installation of pedestrian-activated flashing beacons at Lee Gulch/Mineral Avenue and Little's Creek at Prince?
   Location of Funding Request: Conservation Trust Fund – Account 14-400-7860 – $40,000 - pg. 148
   Related Council Goal: Provide a safe community to live, work and play.
   Related Council Objective: Ensure vehicular, bike, and pedestrian safety and address the diverse needs of the community to improve mobility.
   Related Council Plan: City of Littleton Parks, Recreation and Trails Master Plan, adopted 2016.
   Council Direction:
   This proposal seeks to install pedestrian-activated crossing lights (similar to what is installed on Littleton Boulevard) at the Lee Gulch/Mineral Avenue and Little's Creek Trail/Prince Street crossings. The council-adopted Parks and Recreation Master Plan recommended pedestrian crossing improvements and improved connections. Trail use in these areas (and throughout the city) continues to increase and so does the potential for auto/bicycle/pedestrian accidents. These crossings are trail-related so they are an eligible Conservation Trust Funds use.

6. Does council support the acquisition of property to create permanent access to the Highline Canal?
   Location of Funding Request: Open Space Fund – Account 19-411-7810 – $350,000 - pg. 159
   Related Council Goal: Preserve and cultivate a quality community.
   Related Council Objective: Enhance the quality of city parks, trails, and open space.
   Council Direction:
   Staff has been working to acquire private property to create a permanent access to the Highline Canal near Jackass Hill. This access could be real property or a permanent easement. Multiple property owners are willing to entertain offers within the vicinity of the existing crossing. Existing access is temporary and could be eliminated by the current property owner. If successful in obtaining an easement or property, this would create permanent access to a specific portion of the Highline Canal. If delayed, the city may lose an opportunity to obtain permanent access and the cost may increase.

Budget Highlights:

- The Youth and Senior Services division has been relocated from the City Manager's budget to the Library & Museum budget. This is an accounting change only (pg. 22, 90).
- SSPR received grants in 2016 for improvements at Charley Emley Park and Sterne Park. The city provided matching funds for the projects: $150,000 for Charley Emley and $93,750 for Sterne Park. The grants were received in mid-2016, construction will begin in 2017 and therefore the city must re-budget the grant matching funds for these projects (pg. 159).
- The city maintains an IGA with SSPR to manage South Platte Park. The IGA also specifies that the city provide funding for 50% of South Platte Park expenses and 35% of South Platte Park visitor services. The 2017 funding request for contracted services is $343,450 funded from the General (01-303-7461 pg. 70 for $55,450), Conservation Trust (14-400-7461 pg. 148 for $50,000) and Open Space Funds (19-411-7461 pg. 159 for $153,000 and 19-412-7461 pg. 159 for $85,000). The funding request letter from SSPR begins on page 160.

COMMUNICATIONS & MARKETING

No Policy Questions for this Department.

Budget Highlight:

- The city will not fund the Big Wonderful event in 2017 – resulting in a decrease to Special Events of $23,000 (pg. 15).
- The Strategic Communications Plan was completed in 2016.

ECONOMIC DEVELOPMENT

No Policy Questions for this Department.

Budget Highlights:

- In 2016, the Downtown District Wayfinding & Gateway Plan was completed for less than the 2015-2016 budgeted amounts, saving the city approximately $425,000. There is no additional funding request for 2017.
- The department has completed a thorough analysis of database usage and current business industry needs and reduced the 2017 budget request by $80,900 while still providing high-end service delivery (pg. 25).

FINANCE

No Policy Questions for this Department.

Budget Highlights:

- The city council has entered into three tax incentive agreements within the city. The costs of these agreements is included in the 2016 year-end estimate for $74,690 and the 2017 budget for $133,000 (General Fund – 01-600-7465 – pg. 97).
- In 2016, the department is introducing a new electronic vendor payment system projected to add $34,340 in additional rebate revenue to the General Fund (2016 year-end estimate change, 01-171-5851 pg. 4), also adding a more secure payment method.

INFORMATION SERVICES

7. Does council support hiring a contract Audio Visual Systems Engineer for working with the Information Services Department?
   Location of Funding Request: General Fund – Account 01-160-7430 – $60,000 - pg. 33
   Related Council Goal: Preserve and cultivate a quality community
   Related Council Objective: Encourage continuous improvement in service delivery and evaluate potential alternatives. Council encourages and supports a work environment that encourages innovation and best management practices.
   Council Direction:
   The IS Department requests funding for a contract Audio Visual Systems Engineer position. This position handles the design, testing, installation, and support of complex audio/visual systems throughout the city. The position creates and maintains designs that integrate various audio visual control systems including video conferencing, video surveillance, and digital signage. The responsibility for the audio visual systems in the Council Chamber and Community Room is transitioning to the IS Department. There are current and future citywide audio visual system challenges and opportunities this position will address. This transition process has raised concerns in the IS Department, such as the impact on the workload of existing staff and gaps in the skill sets of existing staff. The contract for an Audio Visual Systems Engineer position will address both .

8. Does council support upgrading the city's electronic document management system?
Location of Funding Request: Capital Projects Fund – Account 34-160-7840 – $80,790 - pg. 102, 108-109
Related Council Goal: Develop and maintain the public infrastructure.
Related Council Objective: Encourage continuous improvement in service delivery and evaluate potential alternatives. Council encourages and supports a work environment that encourages innovation and best management practices.
Council Direction:
The IS Department requests funds to upgrade the city's electronic document management system (Laserfiche). It has been used for many years to electronically store documents such as personnel files, council resolutions, minutes, ordinances, fire plan reviews, legal and sales tax documents, etc. This upgrade is required because the vendor will discontinue supporting the city's current version. Also, as part of the digital transformation of the city, more digital document storage is needed. This is an expansion of internal and external service delivery.

Budget Highlights:

- Software maintenance contracts increased by $45,730 due to an increase in Google licensing costs and moving the website annual maintenance contract to IS from Communications and Marketing (General Fund – 01-160-7360 – pg. 33).
- The city will spend an additional $46,960 on telecommunication services in 2017 (01-600-7470 – pg. 97). This includes $42,600 due to the new negotiated fee for Comcast network services. Comcast has provided network services to the City of Littleton for 12 years. This includes the fiber optic connections to all city buildings for voice, video, and data. The city's franchise agreement has expired and this is the new negotiated fee. The monthly fee of $10,400 is split between the city, LFR, and the fire partners. LFR's new negotiated fees for Comcast network services are mentioned in LFR's Budget Highlights.
- The department will spend $370,000 on capital acquisitions in 2017. This includes $120,000 for computer replacements and $250,000 to replace mobile data terminals in police vehicles, servers, and network equipment and expanding the city's storage area network.

CITY CLERK/CITY ATTORNEY

9. Does council support hiring a part-time records clerk?
   Location of Funding Request: General Fund – Account 01-172-6199 – $33,380 – pg. 36
   Related Council Goal: Foster community involvement, communication and trust.
   Related Council Objective: Improve ways to disseminate information to citizens.
   Council Direction:
   This position would be part-time, 24 hours per week and would be a shared position between the city clerk's and city attorney's offices. In 2015, the city clerk's office completed 127 records requests. In 2016, through June 30, the city clerk's office has completed 158 records requests. If this trend continues, the city will complete 300 records requests in 2016. A records request can take 15 minutes or an entire day. Records requests have statutory rules and staff is allowed by law three days to complete a records request. Sometimes, a seven day extension must be requested due to the large volume of records requested. This is an expansion of external service delivery.

CITY CLERK

Budget Highlight:

- The department has budgeted $30,000 for the general election in 2017 (General Fund – 01-600-7721 – pg. 97).

HUMAN RESOURCES

No Policy Questions for this Department.

POLICE

10. Does council support the phase-in hiring of seven police officers, with four hired in 2017 and another three evaluated for 2018?
    Location of Funding Request: General Fund – Account 01-203-6199 - $329,150 – pg. 50
    General Fund – Account 01-201-7446 - $24,000 – pg. 49
    General Fund – Account 01-201-7450 - $24,000 – pg. 49
    Related Council Goal: Provide a safe community to live, work and play.
    Related Council Objective: Provide police protections that meet the needs of the community.
    Council Direction:
    The Littleton Police Department (LPD) has completed a two-year staffing study to determine the appropriate staffing levels to meet the ongoing needs of the community. Based on the LPD results of the study, the LPD is requesting authorization to increase commission staffing levels to 80 sworn. The 2017 request is for four FTE's - the funding for an additional three FTE's will be evaluated and requested, if necessary, as part of the 2018 budget process. The agency is experiencing increases in calls for service, 911 calls, the complexity and nature of criminal investigations, the time required to investigate incidents, residential growth and mandated police officer training. The LPD is accredited through the Commission on Accreditation for Law Enforcement Agencies which requires it to maintain the highest levels of training, professionalism and service. Without proper staffing officer safety, fatigue and burnout can become problematic. The LPD could experience an increase in overtime costs to maintain current customer service needs and quality of service. This is an expansion of external service delivery.

Budget Highlights:

- Due to decreased funding received through the Victim's Advocate accounts in Fund 15, 40% of the salary and benefits related to this position have been re-allocated to the General Fund (01-201-6010 - $39,590 – pg. 49) If funding increases through 2016 and into 2017, this position will once again be fully funded through Victim Assistance and Law Enforcement Program revenues in Fund 15 (pg. 151-152).
- The department has experienced an increased need for extra duty overtime reflected in the 2017 budget. These expenses are fully reimbursed by outside entities who requested the enhanced security services.
- The department will utilize E-911 Area Operating Funds (AOF) to provide for replacement of chairs, headsets, monitors, keyboards and speakers in 2017. The related expense and revenues are included in the Capital Projects Fund ($117,190 – 34-201-7840).
- The department will continue scheduled replacement of tasers, SWAT ballistic vests and plates, speed measuring devices, and license plate readers at a cost of $63,490 (Capital Projects Fund – 34-201-7840.)

FIRE

11. Does council support hiring a full-time Emergency Manager ($55,780)?
    Location of Funding Request: General Fund – Account 01-230-6010 - $106,780 – pg. 62
    General Fund – Account 01-230-6020 – ($15,000) – pg. 62
    General Fund – Account 01-220-6199 – ($36,000) – pg. 55
    Related Council Goal: Provide a safe community to live, work and play.
    Related Council Objective: Provide fire protection and emergency medical services that meet the needs of the community and the city's fire partners.
    Council Direction:
    The city has no full-time emergency manager and has utilized overtime to provide this function on a part time basis. Littleton Fire Rescue (LFR) recommends the city hire a full time emergency manager and use funds already appropriated to fund the position. The city must have a full-time emergency manager to ensure compliance with presidential directions, federal regulations and Homeland Security initiatives. This job requires more than what can be accomplished with a part-time position. This position will ensure the city's ability to prepare, respond and recover from man-made and natural disasters, and improve the city's cost recovery efforts. The position is fully funded by the city and doesn't serve the fire partners. This request is an expansion of external service delivery.

12. Does council support hiring 1.5 additional FTE to allow better coverage in the Communications Center (LFRCC)?
    Location of Funding Request: SMCC Fund – Account 44-223-6199 - $113,150 – pg. 195, funding split by the city and fire partners, city additional amount in 2017 is $35,470
    Related Council Goal: Provide a safe community to live, work and play.
    Related Council Objective: Provide fire protection and emergency medical services that meet the needs of the community and the city's fire partners.
    Council Direction:
    LFR would like to reorganize our emergency communications staffing to allow for better dispatcher coverage. Industry standards follow the three-dispatcher rule which LFR would like to adopt, during peak hours only. In the last ten years, the department has seen a 56% increase in the number of calls dispatched out of the LFRCC. Over the last five years the department has seen a 33% increase in the volume of phone calls that LFRCC has handled. The current minimum staffing level for LFRCC (since 1995) is two dispatchers 24 hours/day, 7 days/week; each employee works about 75% with 25% vacation and sick leave. When LFRCC is at full staffing, with no one on vacation or sick, three dispatchers are on days and swings. Additional personnel are necessary to achieve shift coverage of three on these busy shifts. Currently, backfill coverage is paid overtime, with most of that being mandatory overtime. The additional 1.5 FTE's would allow an extra person every day to be scheduled covering the leave situations. These positions will be shared with the fire partners so the $113,150 expense is offset by $77,680 in revenues. This request is unanimously supported by the fire partners and is an expansion of external service delivery.

13. Does council support funding $2,491,650 of fire capital projects?

Location of Funding Request: Capital Projects Fund – Account 34-220-7850- $726,150 – pg. 103
Capital Projects Fund – Account 34-220-7850 – $90,000 – pg. 103
Capital Projects Fund – Account 34-220-7850 – $1,400,000 – pg. 103
Capital Projects Fund – Account 34-220-595X (revenue) – $1,400,000 – pg. 101
Capital Projects Fund – Account 34-220-7910 – $188,240 – pg. 103
Capital Projects Fund – Account 34-220-7890 – $37,000 – pg. 103
EMT Fund – Account 43-225-7860 – $68,500 – pg. 189
SMCC Fund – Account 44-223-7842 – $85,000 – pg. 195
SMCC Fund – Account 44-223-5330 (revenue) – $85,000 – pg. 194
SMCC Fund – Account 44-223-7860 – $85,000 – pg. 195

Related Council Goal: Provide a safe community to live, work and play.

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

Council Direction:

The department is requesting funding for six projects for 2017 with a total cost of $2,491,650. These shared projects are proposed for 2017: $475,275 from LFPD, $84,150 from HRMD, $85,000 from an E-911 Grant, $1,400,000 lease proceeds ($188,240 paid annually in equal shares of $62,747 by all three fire partners) and $447,225 for the city's share of projects.

a. $726,150 for replacement of a fire engine (pg. 118-119). Front line Engine 14 (Unit 346) has 8,644 hours and 89,987 miles. Fleet gives Unit 346 replacement points of 15 (out of 15) and comments it is 10 years old and life-to-date repair costs have exceeded $262,000. Unit 346 is a 2006 American LaFrance. American LaFrance went out of business years ago and parts are hard to locate. Unit 346 will go into reserve status. This capital purchase is split 50% each between the city and LFPD.
b. $90,000 for replacement of two staff vehicles for fire prevention (pg. 120-121). Unit 308 is a 2001 Chevy Tahoe with 107,800 miles. Unit 308 has life-to-date repair costs of $26,148. Unit 301 is also a 2001 Chevy Tahoe and has 129,000 miles. Unit 301 has life-to-date repair costs of $17,650. Both units are recommended by the Fleet Manager for replacement.
c. $1,400,000 for replacement of a platform truck (pg. 122-123) ($188,240 per year for an eight-year annual lease payment). Ladder 18 (Unit 367) is a 2006 Pierce ladder truck. The truck went into service in February 2007. Unit 367 has accumulated 8,239 hours of service time in nine years. A new replacement will take 12-15 months to build putting unit 367 well over 10,000 hours before it goes into a reserve status. Unit 367 is given 13.5 points (out of 15 points) in the Fleet Manager's replacement criteria. It will reach 15 points before a new replacement arrives in 2018. The life-to-date maintenance and repair costs are $303,000, an average of $33,500/year. Unit 367 has incurred 12,200 hours of mechanical down time. This capital purchase is split 1/3 each between the fire partners. The district partners agree to enter into a lease if this project is approved.
d. $37,000 for purchase of new self-contained breathing apparatus (SCBA's) for quick cars and the new medic unit placed into service during 2017 (pg. 126-127).

e. $68,500 for the purchase of EMS/Fire Incident Reporting Software (pg. 190-191). High Plains, the current incident reporting software vendor, recently notified LFR they will go out of business in mid-2017. This mandates LFR move to a new incident reporting software. LFR conducted a RFP in 2016 and chose Emergency Solution Inc. (ESO). Other neighboring departments (South and West Metro) are also using ESO, which allows information sharing through the Jefferson/Arapahoe Consolidated CAD system. This software allows transferring patient data on scene during mutual aid calls and fire prevention records management including inspection, permitting, occupancy database, preplans and special events tracking.

f. $170,000 for an automated voice dispatch system (pg. 200-201). This software will automate the actual voice dispatch portion of the radio dispatching of incidents, increasing accuracy of the airings, reducing the possibility of a dispatcher transposing an address, and removing emotion from the voice dispatch. This allows multiple call alerts to be sent out in queue reducing overall call processing time. This will permit a dispatcher to commit the resource and move on to another task, be that handling radio traffic on an operations channel or processing other incoming 911 calls. The department requests $85,000 capital (paid from the SMCC Fund) and would use Arapahoe County E-911 funds for the remaining $ 85,000 of the costs, subject to appropriation. Future on-going costs are $14,000 annually for software maintenance and updating street names.

Budget Highlights:

- Council approved (Ord 2015-106) increasing the 2016 General Fund budget by $875,000 for seven months of operations for Station #19. A full year's operation of that station has been added to the 2017 budget with the largest amount budgeted in 01-221-6010 ($1,442,600 for 12 FTE's).
- With adding Fire Station #19, the city is no longer contracting with West Metro for fire services in that service area. This results in a savings to the Professional & Consulting line item of $186,000 (General Fund – 01-220-7430.) The city and fire partners will also receive $300,000 in additional revenue from Lockheed Martin and $359,000 in additional revenue from Meadowbrook/Fairview. Other budget savings include one-time expenses for uniforms and personal protective equipment of $160,000 (01-222-7442) and physical exams for new recruits in the amount of $38,100 (01-226-7440).
- The Incident Command Certification Program is a new standard in the Denver metro area for fire and EMS providers designed to instruct, train, evaluate, and certify LFR staff who serve in the role of Incident Commander, supervising and managing emergency and hazard zone operations for NIMS Type 4 and Type 5 events. This "Blue Card" training program provides Fire Departments with a training and certification system that defines the best Standard Command Practices. This training and certification program produces Incident Commanders that make better decisions that might eliminate the lethal and/or costly mistakes that cause injury, death, and unnecessary fire losses. Some of this training can be conducted on-duty and LFR is requesting $60,000 to cover the off-duty overtime costs for all 160 LFR employees (01-226-6020).
- As part of the Master Plan implementation, LFR would like to staff a second Battalion Chief (BC) during "peak hours" (7 days per week/12 hours per day 8am-8pm). The report noted that the one on-duty BC has a span of control of eight-to-one. This is a significant supervisory workload, especially given the geographic distances that the BC must cover to oversee and communicate with subordinates. In addition, the BC is the primary incident commander for significant emergencies. Until the arrival of the BC, a member of an engine or ladder crew must assume command. This reduces the effectiveness of the fire company. In more complex incidents, having more than one incident commander is very beneficial. The additional on-shift supervision will also facilitate better

management of response unit movement within the service area. Further, BC's can assume administrative responsibilities such as apparatus or facilities management augmenting the support services function. The funding for this position would be used from the Care Car program which was terminated in early 2016. Much of the funds required to pay for the second BC would be appropriated into the Emergency Services overtime and the position would be filled utilizing existing staff in an "Acting Capacity" temporarily until new FTE's can be hired and new permanent promotions can be made (possibly 2018). Funding is shown as $200,000 added in overtime (01-221-6020) and removal of salary for physician assistants from the Care Car of $140,200 (01-221-6199).

- LFR will spend an additional $68,340 on telecommunications services in 2017. This includes: $19,800 due to the new negotiated fee for Comcast network services (this is mentioned in the Budget Highlights for the IS Department), $7,800 for LFR Station 19, $9,540 for local and long distance telephone services, and $31,200 moved from a different LFR budget line item for LFR Stations 12, 17, and 18, and the Fire Administration Office (01-220-7510).
- First year lease payment for radio replacement completed in 2016 ($94,680 – Capital Projects Fund).
- Continue annual replacement of mobile data terminals (MDT's) and records management system (RMS) laptops in 2017 ($57,500 – Capital Projects Fund).
- Replace thermal imaging cameras ($16,400– Capital Projects Fund).
- Purchase of LUCAS (CPR) machine for new medic unit being placed in service in 2017 ($14,360 – Capital Projects Fund).
- Replacement of cots on two medic units ($37,360 – Capital Projects Fund).
- Radio replacement for the South Metro Communications Center (LFRCC) will continue at $12,000 (South Metro Comm Center Fund).
- The SMCC will pursue use of E-911 Area Operating Funds to replace monitors, headsets, chairs, workstation consoles and some software for $103,000. These expenses will be fully offset by revenues as reflected in the 2017 budget requests (South Metro Comm Center Fund).
- The City of Littleton is the contract provider for fire and emergency medical services to residents of the city, the Littleton Fire Protection District and the Highlands Ranch Metro District. The city maintains an intergovernmental agreement with the other two entities to determine the allocation of expenses. The finance department has created internal fund accounting for LFR in order to better illustrate the total shared costs of these services.

The following is the 2017 Proposed Budget that outlines reimbursements/revenues and expenditures:

Revenues and/or Contract	**2017 Proposed Budget**
Littleton Fire Protection District	$7,352,220
Highlands Ranch Metro District	8,232,920
City of Littleton	6,151,090
Other Miscellaneous Revenues	1,022,500
Littleton Fire Protection District – Capital	559,000
Highlands Ranch Metro District – Capital	162,630
City of Littleton – Capital	540,060
Emergency Medical Transport Fees	3,847,950
Total Revenues/Contract	**$27,868,370**
Expenditures	
Operations	$22,698,070
Emergency Medical Transport	3,908,610
Capital	1,261,690
Total Expenditures	**$27,868,370**

Reimbursement or Revenue by Source	**2017 Proposed Budget**
Littleton Fire Protection District	$7,911,220
Highlands Ranch Metro District	8,395,550
City of Littleton	6,691,150
Emergency Medical Transport Fees	3,847,950
Other Miscellaneous Revenues	1,022,500
Total Revenues/Contract	**$27,868,370**

PUBLIC WORKS

14. Does council support increasing the existing Facilities Administrative Coordinator position from 0.75 FTE to 1.0 FTE?
    Location of Funding Request: General Fund – Account 01-177-6199 - $14,990 - pg. 73
    Related Council Goals: Develop and maintain the public infrastructure.
    Related Council Objective: Deliver cost-efficient municipal services.
    Council Direction:
    The Facilities Division is requesting council fund changing the Administrative Coordinator from a part-time (0.75) a full-time position. The duties and responsibilities have grown exponentially over the last few years. At the current 0.75 time allotted, there are not enough hours available to complete the daily tasks and projects managed by the Division. This is an expansion of internal service delivery.

15. Does council support these capital projects in the amount of $425,000?
    Location of Funding Request: Capital Projects Fund – Account 34-302-7893 - $200,000 - pg. 104
    Capital Projects Fund – Account 34-302-7891 - $125,000 - pg. 104
    Capital Projects Fund – Account 34-303-7890 - $50,000 - pg. 104
    Capital Projects Fund – Account 34-177-7430 - $50,000 - pg. 102
    Related Council Goals: Provide a safe community to live, work and play. Develop and maintain the public infrastructure.
    Related Citywide Goal from Comprehensive Plan: Improve transportation facilities and traffic controls to provide safe and efficient traffic circulation.
    Council Direction:
    The city is pursuing these capital projects:
    a. Increased funding for street rehabilitation and maintenance - $200,000 (pg. 136-137) – In 2014, public works completed a condition assessment of the city's street pavement and presented the results to city council. This Pavement Management System (PMS) report rated the condition of the city's pavement and projected a level of expenditure necessary to at least maintain the pavement in its overall condition. The projected level of annual expenditure is over $3 million. This policy question would allow for a second year of incremental increases to reach the recommended goal for street maintenance per the PMS report. These funds would be added to an annual contract for pavement overlays with priorities set by the PMS. This is an expansion of external service delivery.
    b. Increased funding for traffic signals - $125,000 (pg. 132-133) – In 2017, the additional funding request would allow for the design and replacement of one deficient existing traffic signal, adding new rectangular rapid flashing beacons for managing pedestrian/vehicular interactions at high conflict crossing locations, and managing signal equipment emergencies.

c. Downtown infrastructure upgrades of $50,000 (pg. 142-143) - This project would upgrade, repair and replace existing sidewalks, ramps, crosswalks, curb and gutter and related infrastructure in the central downtown area focusing on Main Street and Alamo Avenue. The widened sidewalks on Main Street are now 17-19 years old and showing their age. This project would include identifying and prioritizing the replacement of these key pedestrian elements using contractors.

d. Littleton Center Air Duct Cleaning - $50,000 – The air ducts at the Littleton Center have not been cleaned in many years. The ducts are made of a special cloth-like substance instead of metal. The air quality issues noted by employees at the Center are increasing. The requested project will allow the department to contract this service and improve the work environment of employees.

16. Does council support funding the replacement of gas lines at Geneva Village?

Location of Funding Request: General Fund – Account 01-600-8545 (txfr) - $75,000 – pg. 98
Geneva Village Fund – Account 45-660-5901 (txfr) - $75,000 – pg. 204
Geneva Village Fund – Account 45-660-7580 - $75,000 – pg. 204

Related Council Goals: Provide a safe community to live, work and play. Develop and maintain the public infrastructure.

Related Council Objectives: Provide and maintain public infrastructure that addresses the needs of residents, visitors, and businesses. Provide support to cultivate the quality of neighborhoods.

Council Direction:

The gas lines at Geneva Village are approaching 50 years old and some were replaced due to leakage in 2016. The City is testing the remaining lines to determine if any other issues exist. If leaks are found, they will need to be addressed immediately (possibly in 2016.) If no leaks are found, the condition of the lines still warrant replacement soon. The request is to fund replacement of all remaining lines in 2017 and will be funded by a transfer from the General Fund due to the low fund balance in the Geneva Village Enterprise Fund.

17. Does Council support the pursuit of an asset management strategy within the Sewer Utility?

Location of Funding Request: Sewer Fund – Account 41-311-7430 - $305,000 – pg. 180

Related Council Goals: Develop and maintain the public infrastructure.

Related Council Objective: Provide and maintain public infrastructure that addresses the needs of residents, visitors, and businesses.

Council Direction:

In 2015, the city contracted with the engineering firm Brown and Caldwell to evaluate and develop recommendations to improve the efficiency and services provided by the Sewer Utility. The report identified four key areas to improve efficiencies and minimize risk to the city and customers. They include: succession planning due to the retirement of key staff within seven years, sewer backups and related tree roots, limited use of electronic records, and workload versus staffing levels. Some of the operational improvements are pursued in other accounts (e.g. chemical root treatment with Repair/Maintenance Projects), but pursuing improvement for electronic records is within this account and is part of the larger effort of "asset management." This effort is a long-term critical step for the utility since much of the existing data lies with paper systems and files. Implementation of the recommendations includes the following steps: public education communications plan ($25,000 - process and education centered around sewer

backups), Closed Circuit TV (CCTV) data management system ($20,000), and the development and collection of field data for a GIS-based data management system capturing the city's extensive sewer collection system ($250,000). The budget also has $10,000 allocated for the ongoing cost of sewer locate services required to be provided before any digging or excavation occurs within the service area.

Budget Highlights:

- The department will spend $50,000 for contract engineering to perform development review services in 2017 (01-301-7430 pg. 68). There has been a considerable influx of new development applications in 2016 and is anticipated to continue in 2017. Professional services allow staff to manage the peak workload without having to hire full-time staff. If the trend continues to increase beyond 2017, then additional FTEs may be more cost effective. The other $100,000 budget request is part of policy question #18 for code updates (Transportation Engineering Design Standards).
- The Street Maintenance Division is proposing an increase in overtime to raise the level of service with snow removal (01-302-6020 increased by $11,330 pg. 69). This would allow the crews to increase snow removal on average of about six additional sweeps of the city. This approach is in response to the citizen survey and the decrease in satisfaction with this service. The increased level of service would not require additional equipment or FTEs, but would have to be timed as not to overburden the limited staffing resource. The additional materials for snow and ice control should be nominal and within current budget estimates.
- The department will increase traffic lane markings expense (01-304-7200 pg. 71) by $9,000 to add longer lasting thermoplastic at key crosswalks and intersections.
- The department will increase traffic and street signs expense (01-304-7210 pg. 71) by $10,000 for systematically replacing the traffic signs throughout the city to meet the new federal standards regarding reflectivity of signs.
- The department has increased the budget request for supplies signal maintenance (01-304-7240 pg. 71) by $73,600 to address deficiencies with the traffic signal equipment including controllers, traffic heads, cabinets, pedestrian poles and heads and miscellaneous traffic poles.
- The department has added a professional/consulting line item in the transportation engineering division budget to begin a program which will periodically inspect the structural condition of the city’s traffic signal poles and develop a replacement program when warranted. The new account (01-304-7430 pg. 71) is requested at $180,000.
- The facilities’ division is requesting an increase to the professional & consulting services expenses (01-177-7430 pg. 73) in the amount of $43,520 to move towards a contract model for certain services in order to better meet the increasing workload and customer expectations. This contract approach is recommended as more cost effective as opposed to the hiring of new FTEs. The new contract approach would be focused towards providing typical maintenance when necessary at the multiple fire stations and would include trades such as electrical, plumbing and mechanical. The estimated $25,000 at the fire stations would be included in the city's administration fee to the districts.

- The department will complete window seal replacement at the Littleton Center for $20,000 (pg. 102, 110-111). The existing window seals leak when there is heavy rain or melting snow. This causes water to accumulate in the halls, creating a hazard for employees and citizens with possible damage to the structure and interior equipment.
- The department will continue with these core projects funded through the Capital Projects Fund:
    - Traffic signal replacement - $175,000 (pg. 104, 132-133) (with an additional $125,000 requested above in PQ #15b)
    - Concrete pavement repair - $200,000 (pg. 104, 134-135)
    - Street rehabilitation - $1,900,000 (pg. 104, 136-137) (with an additional $200,000 requested above in PQ #15a)
    - Curb, gutter and sidewalk repair - $300,000 (pg. 104, 138-139)
    - Bridge improvements - $50,000 (pg. 104, 140-141)
- The department will continue annual replacement of vehicles and equipment in the fleet division for $761,000 (Capital Projects Fund – pg. 104).
- The department will continue to implement annual rate increases for the Storm Drainage Fund as approved by Council last year (second year of a three-year rate increase proposal). The rate increase of $1 for single-family (and a corresponding percentage increase for other rate classes) in 2017 will result in $24,320 additional revenue (pg. 184). The increase will be part of the 2017 fee ordinance to be approved by Council later in the budget process. The revenues collected within the storm drainage utility are used to pay for operational and capital must manage storm water infrastructure.
- The department will continue to implement annual rate increases for the Sewer Utility Fund as approved by council in 2015 (last year of a three-year rate increase proposal). The rate increase of 2% in 2017 will result in an estimated $272,800 in revenue (pg. 180). The increase will be part of the 2017 fee ordinance to be considered by council later in the budget process. The revenues collected within the sewer utility are used to pay for operational and capital needs to manage sewer infrastructure.
- The 2017 Littleton/Englewood Wastewater Treatment Plant proposed capital projects include operating machinery and equipment replacements of $425,000, Regulation 85 (Nutrients) projects for $500,000, treatment plant infrastructure repairs and replacements totaling $1,500,000, treatment of $308,000 and business services of $1,347,000. The city's 50% share of the total $4,080,000 is $2,040,000 (included in line item 41-311-7417 pg. 180).

STAFF RECOMMENDED 2017 CAPITAL OUTLAY REQUESTS AND SPECIAL PROJECTS

	ITEM	EXPLANATION	COST
1701	**ENVIRONMENTAL COMPLIANCE**		
	No Requests		
		Division 1701 Subtotal	***0***

1702	**BENEFICIAL USE**		
61401	Operating Machinery and Equipment Farm Tractor	• Current unit (1999) is under-powered to pull large spreaders. Unit has difficulties pulling loaded spreader up inclines in application process – drivers slip in tread. This is an early request for replacement as normal expected equipment replacement life is 20 years. • Trade-in or auction will off-set expenditure. *Note: Due to delayed delivery into 2017 from 2016 approval and order, this budget request is being added to the 2017 budget to provide payment in the fiscal year.*	270,000
61401	Operating Machinery and Equipment Biosolids Trailer (1)	• Current units (2002) originally planned for 10-year replacement schedule. Hydraulics will be moved to tractor for weight distribution/capacity improvement.	105,000
61401	Field Truck	• Vehicle is used to transport fuel to farm equipment, off-road use for soil sampling at application sites, transport staff for inspections, etc.	50,000
		Division 1702 Subtotal	***425,000***

	ITEM	EXPLANATION	COST
1703	**ENGINEERING/MAINTENANCE**		
	Regulation 85 (Nutrients) Projects	• Project scoping and planning; Phosphorus Removal, Dewatering and Polymer Improvements, Disinfection, and other opportunities. • Evaluate technologies and alternatives. • Evaluate feasibility of side stream treatment to mitigate capital needs and/or provide energy/cost improvement.	500,000
	Infrastructure Annual Program –		

	1. Interceptor Repairs and Rehabilitation 2017 Project	• Based on 2015 and 2016 condition assessments several plant site interceptors require rehabilitation. Corrosion damage, exposed reinforcement, surface spalling (loss of concrete materials), exposed aggregate, and root intrusions.
		  ○ North (Englewood) Interceptor.
		  ○ South (Littleton) Interceptor.
		  ○ Valley Interceptor.
			700,000

	2. Digester 2 Roof Replacement	• Investigation and assessment of gas leak planned for 2016.
		  ○ Corrosion is present in flashing beneath rubber membrane.
		  ○ Investigation of radial rafters, skirt plate, and interior portions of tension ring tube is needed.
		• Structural roof recommendation planned for 2017.
		• Complex roof membrane replacement planned for 2017.
		• Note: Based on 2016 assessment, additional scope of work may be needed.
			250,000

	3. Administration Bldg HVAC Control System Replacement	• The existing Alerton Building control system was installed in 1992. • This system is nearing end of life with limited parts and service availability. • Currently 1 of 4 control boards have failed with no available replacement. • Needs for upgrade and/or replacement system.	90,000
	4. Influent Channel Concrete Repair	• Repair and restoration of structural concrete in both Englewood and Littleton influent channels. • Presence of minor corrosion and concrete deterioration.	50,000

	ITEM	EXPLANATION	COST
5.	Digester Gas Condensate Traps	• Condensate is generated from gas process. • Manual procedure of opening condensate drain valves. • Due to excess generation of condensate, valves left open – creates gas leak issue and does not meet NFPA 820. • Not efficient for staff to constantly monitor. • This project will create automation or auto-draining condensate traps.	100,000
6.	Door Replacement Project	• Old Solids Bldg 2, Primary Pump Station Bldg 4, ORT Chemical Bldg 5, Secondary Sludge Pump Station Bldg 9. • Replace existing doors with new fiberglass per Phase 2 Project specification. • Existing metal doors are damaged and do not close.	100,000
7.	Front Lobby Remodel	• Improve safety and security of front desk staff. • Relocate structural pole. • Modify desk and entrance into mail room.	50,000
8.	Centrate Tank Concrete Repair	• Lump project of miscellaneous plant site concrete repairs needed due to safety committee reports.	50,000
9.	North Lift Station Improvements.	• Replacement of sump pumps controls and manhole hatch due to age, corrosion and damage. • This lift station provides sanitary sewer service for the Servicenter.	100,000
10.	Foul Air Fan F-05-111 Condensate Discharge	• Install new discharge piping, pump and controls. • Current discharge is via sump pump and garden hose directed to Surge Tank.	10,000
		Division 1703 Subtotal	***2,000,000***

1704	**TREATMENT**		
61301	Three (3)- Refrigerated automatic samplers	• Provide additional automatic sampling capabilities to process monitoring and replacement of older units. Older units being replaced.	27,000
61401	Utility vehicles(3)	• For operator transportation on-site in lieu of full size pick-up trucks. Current units beyond recommended service life.	54,000
61401	Pick-up truck	• For operator transportation on-site, for spill trailer transport and heavy hauling – off site use. Current unit beyond recommended service life.	27,000

	ITEM	EXPLANATION	COST
61501	In-line solids analyzer (cake)	• Monitoring and automated control of dewatering process to optimize product consistency and polymer use. System currently operated manually. This is a new system. (Valmet)	80,000
61501	Optical UV Nitrite/Nitrate probe	Explanation of necessity or benefits of this expenditure: • The ultimate goal is to provide instrumentation that will allow a means of minimizing nitrification in the Solids Contact Tanks (SCT). This will provide two main benefits: • By not converting ammonia to nitrate in the aeration basins and thereby robbing the NTF's of ammonia we will provide a safeguard that adequate biofilm growth is maintained at the Nitrifying Trickle Filters (NTF). (permit issue) • By developing a control strategy using the SCT influent and effluent nitrate probes to control airflow we shall see a reduction in air demand. This can lead to a reduction in power consumption. (energy reduction issue)	20,000
61301	Atmospheric gas detector	• Replace existing hand-held equipment (4) as they are no longer supported.	10,000
61501	Instrumentation upgrade – digester overflow and temperature monitoring	• Temperature sampling is a permit requirement; Digesters 3 and 4 are set up differently than Digesters 4 and 5 leading to discrepancies in reporting. • #3 and #4 digesters have immersion type level sensors; on or off only. Each overflow pipe has one sensor – improve to Phase 2 specifications.	70,000
61501	Instrumentation upgrade – primary clarifiers	• The originally installed control panels are now 25 years old and at the end of their service life. Repair and replacement parts are no longer available. One panel has failed and the clarifier is unavailable until it is replaced. Cost estimate includes parts, installation and programming.	20,000
		Division 1704 Subtotal	***308,000***

1705	**LABORATORY SERVICES**	
	No Requests	0
	Division 1705 Subtotal	***0***

1706	BUSINESS SERVICES		
61502 (a)	Computer Hardware/Software • Plant process and Business Network Infrastructure hardware and equipment • Off-site backup and disaster recovery	• **Wireless Project**: Access Point Replacement10 @ $1,000 = $10,000 • **Wireless Network Server Replacement** $40,000 • **Hirshman Switch** $10,000	60,000
61502 (b)	Computer Hardware/Software • Scheduled replacement of computer hardware	• Scheduled replacement of computer hardware in accordance with Business Services Division business practice. No increase. All PCs are scheduled replacements.	50,000
61301	Operating Machinery and Equiment - Capital equipment purchases and projects related to the SCADA system	Directed by Supervisory Committee to include Centrifuge VFD project in 2017, as it was underfunded for 2016. The addition to this line item is the engineer's estimate which includes a 10% contingency: **Cost:** $750,000.00. **Profibus DP to PA Segment Coupler Replacement** **Replace Profibus DP to PA** segment couplers to allow for increase network speed and data demand requirements for the Process Control System. **Cost: $40,000** **Variable Frequency Drives Emergency Replacement:** Replacement for unplanned, unscheduled failures of 2-4 units per year @ $12,500 each, based upon the average over the past 5 years. **Cost:** $37,000 **Variable Frequency Drives Scheduled Replacements:** Scheduled replacement of VFD's installed as part of the Phase 2 project that will reach the end of their serviceable lives. The estimate for 2017 is $360,000 for 3 centrifuge VFDs. **Power Monitoring Modules:** Replacement of Power Monitoring Modules that are approaching end of life and experiencing failures. **Cost:** $50,000.	1,237,000
		Division 1706 Subtotal	***1,347,000***
		Grand Total	**4,080,000**

PUBLIC WORKS/COMMUNITY DEVELOPMENT

18. Does council support establishing city-wide transportation engineering and design manuals, and a comprehensive review and update to the city's land use development and zoning codes?

    Location of Funding Request: General Fund – Account 01-320-7430 - $40,000 – pg. 77
    General Fund – Account 01-301-7430 - $100,000 – pg. 68

    Related Council Goal: Preserve and cultivate a quality community. Provide a safe community to live, work, and play. Develop and maintain the public infrastructure. Foster community involvement, communication, and trust.

    Related Council Objectives: Ensure vehicular, bike and pedestrian safety, and address the diverse needs of the community to improve mobility. Provide and maintain public infrastructure that addresses the needs of residents, visitors and businesses. Provide support to cultivate the quality of neighborhoods. Foster a livable community for a diverse population. Foster citizens' engagement and involvement in their neighborhoods and the community.

    Council Direction:

    The Public Works and Community Development departments are proposing this question jointly to council for consideration. The city does not have formalized transportation engineering and design manuals and currently street width classifications are based on zoning versus functional classification. Additionally, the existing land use and zoning codes were put in place in the 1970's and include engineering standards, which are more appropriately located in design manuals for ease of reference and with other engineering design elements. Overall, the zoning codes also are in need of review and update. Staff, the development community and citizens continue to struggle with the city's antiquated code provisions, inconsistent code sections, and code interpretations. The existing land use and zoning codes in combination with the lack of transportation engineering and design manuals, are not meeting the community's expectations. This is an expansion of external service delivery.

COMMUNITY DEVELOPMENT

19. Does council support updating the Santa Fe Corridor Plan and creating an area plan for Belleview Avenue between Santa Fe and Lowell?
    Location of Funding Request: General Fund – Account 01-320-7430- $150,000 - pg. 77
    Related Council Goal: Preserve and cultivate a quality community. Pursue a balanced and sustainable local economy. Support environmental sustainability. Foster community involvement, communication and trust.
    Related Council Objective: Provide support to cultivate the quality of neighborhoods. Foster a livable community for a diverse population. Seek a balanced blend of businesses to enhance the economic, retail and cultural environment. Support policies and practices that sustain the natural environment. Foster citizens' engagement and involvement in their neighborhoods and the community.
    Council Direction:
    The planning board and city council held a joint study session in May 2016 to discuss next steps for small area and corridor plans as outlined in the city-wide Plan. Based on that conversation, an update to the Santa Fe Corridor Plan and the creation of an area plan for Belleview Avenue between Santa Fe and Lowell were identified as top priorities for 2017. The department is requesting funding to assist staff and the planning board in undertaking this important comprehensive review of these areas, and to determine how new development and redevelopment can complement these areas of Littleton. This is an expansion of external service delivery.

Budget Highlights:

- The department's development services division continues to need external assistance for building inspections due to the high volume of construction within the city. To maintain low inspection wait times and to provide a consistent level of customer service, the division has outside consultants to assist as needed. Increases to pay for these services are in 01-321-7430 in the amount of $97,000 (pg. 78).

LIBRARY & MUSEUM SERVICES

No Policy Questions for this Department.

Budget Highlights:

- The Youth and Senior Services division has been relocated from the City Manager's budget to the Library & Museum budget. This is an accounting change only (pg. 22, 90).
- The Youth and Senior Services division has reallocated funding to transition a part-time employee into a full-time position to help manage senior services through the Aging Well Resource Center at Bemis Library. This results in an increase in 2017 funding of $19,230 (General Fund – 01-131-6199 – pg. 90).

CITY-WIDE

20. Does council support transferring excess revenues from the General Fund to the Capital Projects Fund to maintain the General Fund ending fund balance at 17% of anticipated operating expenditures?
    Location of Funding Request: General Fund – Account 01-600-8534 - $925,000 - pg. 98
    Related Council Goal: Assure a financially-sound city government.
    Council Direction:
    During the 2013 budget process, council's direction was to maintain a fund balance in the General Fund equivalent to 17% of the anticipated operating expenditures for the upcoming year. Excess revenues were transferred to the Capital Projects Fund to provide a short-term solution for the Capital Projects Fund which has virtually no other income source. This request continues past practice and provides funding toward capital projects in the community.

21. Does council support continuation of funding to non-profits and, if so, at what level?
Location of Funding Request: General Fund – Account 01-130-7461 Proj 1150 - $85,000 - pg. 21
General Fund – Account 01-100-7461 Proj 1316 - $6,500 – pg. 11
Related Council Goal: Preserve and cultivate a quality community.
Related Council Objective: Foster a livable community for a diverse population.
Council Direction:
Council has historically provided funding in the form of donations and sponsorships from the General Fund to several non-profits which serve Littleton residents. Council chooses which organizations warrant funding and at what level. For the 2017 budget, the program received 21 applications requesting $147,650. Donations are typically prioritized on a) direct Littleton resident benefit; b) benefit for those that work and recreate in Littleton; and c) greater area community benefit. In recent years the budget for this program has expanded. Recognizing the need for capital improvements and funding needs at the city, staff recommends that the city council focus its return to a funding level similar to the 2014 budget (approximately $67,000). However, staff has budgeted $85,000 in non-profit discretionary funding and $6,500 in city council sponsorships; the same amounts as approved in 2016. The application process is competitive and applicants are forewarned that funding is not guaranteed and may not be available in future years. Some organizations may rely heavily upon city funds and could be negatively affected should council choose not to fund at historic levels. This is an expansion of external service delivery.

Budget Highlights:

- Due to reductions in fuel costs, diesel and unleaded fuel budgets are reduced by $86,670 (01-222-7553 pg. 57, 01-305-7321 pg. 72, 01-305-7322 pg. 72).
- Due to reduced consumption, electricity/gas/water and sewer charges are $135,000 lower than the 2016 adopted budget (01-600-7520 and 01-600-7525 pg. 97).
- Due to increased city liability claims, the General Fund's contribution for property and liability insurance (paid out-of-pocket) is estimated at $50,000 higher in 2017 (01-600-7610 pg. 97). This General Fund obligation is projected to grow in the future, due to increased claims.

2017 Proposed Budget

City of Littleton
Littleton, Colorado

General Fund
2013-2017 Summary of Estimated Financial Sources and Uses

	2013 Actual	2014 Actual	2015 Actual	2016 Adopted Budget	2016 Year-End Estimate	2017 Proposed Budget
Revenues						
Taxes:						
Sales & Use	$ 27,123,407	$ 28,103,436	$ 30,398,779	$ 30,790,000	$ 30,900,000	$ 32,162,980
Property	4,002,622	4,052,939	4,081,843	4,758,580	4,758,600	4,949,000
Specific Ownership	281,427	296,353	310,685	326,400	340,000	340,000
Cigarette	209,497	205,256	207,201	210,000	207,000	207,000
Franchise Fees	2,190,084	2,403,082	2,198,087	2,288,880	2,118,000	2,257,500
License and Permits	770,971	1,424,502	1,557,503	1,203,000	1,722,300	1,498,000
Intergovernmental	11,862,050	12,553,250	13,590,737	15,552,580	15,436,750	16,768,140
Charges for Services	1,735,095	2,028,853	2,056,022	2,089,620	2,498,200	2,462,980
Fines & Forfeitures	1,642,813	1,243,004	1,148,654	741,500	776,000	780,000
Investment Earnings	36,181	54,271	16,547	110,000	112,000	115,000
Miscellaneous	617,872	842,702	1,339,981	1,397,200	1,306,230	1,354,000
Total Revenues	50,472,018	53,207,648	56,906,039	59,467,760	60,175,080	62,894,600
Expenditures						
General Government	10,760,834	11,921,792	13,221,378	15,199,520	14,881,360	16,733,360
Public Safety	27,337,570	28,385,840	29,951,964	32,149,300	32,805,270	34,148,180
Highways and Streets	4,699,104	4,410,306	3,868,744	4,451,310	4,553,410	4,793,610
Community Transportation	306,996	279,222	223,655	234,160	234,700	234,700
Culture and Recreation	4,585,902	4,554,804	4,796,320	5,189,440	5,403,050	5,485,490
Total Expenditures	47,690,406	49,551,963	52,062,061	57,223,730	57,877,790	61,395,340
Other Financing Sources (Uses)						
Transfers In	92,498	13,343	12,286	10,000	-	-
Transfers Out	(2,963,217)	(3,026,115)	(4,530,634)	(1,691,130)	(1,989,450)	(1,351,690)
Total Other Financing Uses	(2,870,719)	(3,012,772)	(4,518,348)	(1,681,130)	(1,989,450)	(1,351,690)
Excess (Deficiency) of Financial Sources over Financial Uses	(89,107)	642,913	325,630	562,900	307,840	147,570
Fund Balance, Beginning of Year	**$ 8,950,135**	**$ 8,861,028**	**$ 9,503,941**	**$ 9,125,320**	**$ 9,829,570**	**$ 10,137,410**
Fund Balance, End of Year	**$ 8,861,028**	**$ 9,503,941**	**$ 9,829,570**	**$ 9,688,220**	**$ 10,137,410**	**$ 10,284,980**
Ending Fund Balance as a % of Operating Expenditures - Target = 17%					17.5%	16.8%

2017 Proposed Budget

City of Littleton
Littleton, Colorado

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
General Fund Revenues												
01-171-5011		Retail Sales	23,635,194	24,141,602	26,228,196	27,040,000	27,040,000	12,965,338	25,930,676	26,600,000	27,862,980	822,980
01-171-5014		General Use	1,803,398	2,108,866	2,006,056	1,850,000	1,850,000	1,095,732	2,191,464	2,150,000	2,150,000	300,000
01-171-5015		Sales . Motor Vehicles	1,684,815	1,852,969	2,164,527	1,900,000	1,900,000	1,050,537	2,101,074	2,150,000	2,150,000	250,000
01-171-5021		Property Tax.Current Year	4,034,668	4,058,351	4,090,905	4,758,580	4,758,580	3,458,724	6,917,448	4,758,500	4,949,000	190,420
01-171-5022		Property Tax.Delinquent	(37,199)	(7,449)	(11,477)	-	-	-	-	-	-	-
01-171-5023		Penalties On Del Tax	5,152	2,037	2,415	-	-	83	166	100	-	-
01-171-5031		Specific Ownership Tax	281,427	296,353	310,685	326,400	326,400	173,139	346,278	340,000	340,000	13,600
01-171-5032		General Cigarette Tax	209,497	205,256	207,201	210,000	210,000	98,006	196,012	207,000	207,000	(3,000)
01-171-5111		License . City Liquor	12,459	13,966	9,939	10,000	10,000	5,834	11,668	11,500	12,000	2,000
01-171-5112		License . Liquor Renewal	7,750	8,700	9,868	8,000	8,000	5,200	10,400	9,900	10,000	2,000
01-171-5113		License . Liquor Transfer	1,200	3,600	6,000	3,000	3,000	600	1,200	3,000	3,000	-
01-171-5114		License . Liquor Occup. Tax	76,228	85,860	105,240	80,000	80,000	51,540	103,080	103,000	105,000	25,000
01-171-5115		License . Liquor Mgr. License	525	750	1,350	500	500	140	280	500	1,000	500
01-171-5116		License . Temporary	200	600	1,100	500	500	100	200	500	500	-
01-171-5118		License . App Fee	3,475	2,780	6,944	3,000	3,000	3,130	6,260	5,000	5,000	2,000
01-171-5119		License . Fine in Lieu of Suspension	6,758	9,593	1,403	8,000	8,000	-	-	-	-	(8,000)
01-171-5120		License . MMJ Mgr License	-	-	400	-	-	2,400	4,800	2,400	-	-
01-171-5121		License . MMJ City	8,000	2,000	-	2,000	2,000	-	-	-	-	(2,000)
01-171-5122		License . Renewal	-	2,000	6,000	2,000	2,000	-	-	2,000	2,000	-
01-171-5123		License . MMJ Corp Structure	200	-	-	-	-	-	-	-	-	-
01-171-5124		License . MMJ Trade/Corp Name	-	-	200	-	-	-	-	-	-	-
01-171-5127		License . MMJ App Fee	2,500	6,500	-	-	-	-	-	-	-	-
01-171-5192		Peddlers License	558	435	-	-	-	-	-	-	-	-
01-171-5193		Amusement & Vend License	1,030	710	(40)	-	-	-	-	-	-	-
01-171-5194		Arboriculture License	1,675	1,325	1,700	1,500	1,500	550	1,100	1,500	1,500	-
01-171-5195		Sign Permits/Strips	450	325	50	500	500	-	-	-	-	(500)
01-171-5196		Sec Alarm Permits & License	3,600	3,500	-	3,000	3,000	-	-	-	-	(3,000)
01-171-5197		Revocable Licenses	24,800	3,400	5,100	5,000	5,000	-	-	3,000	3,000	(2,000)
01-171-5198		Other Licenses & Permits	25	263	225	500	500	350	700	500	500	-
01-171-5231		Electric	1,186,789	1,299,516	1,169,238	1,224,000	1,224,000	508,298	1,016,596	1,096,000	1,152,000	(72,000)
01-171-5232		Gas	398,440	488,022	379,030	435,500	435,500	242,704	485,408	350,000	410,000	(25,500)
01-171-5233		Telephone	92,000	92,000	92,000	92,000	92,000	46,000	92,000	92,000	92,000	-
01-171-5234		Cable T. V.	512,855	523,544	557,819	537,380	537,380	298,722	597,444	580,000	603,500	66,120
01-171-5307		Arapahoe Co IGA - Vendor	2,701	6,806	6,139	5,000	5,000	4,596	9,192	5,000	5,000	-
01-171-5309		Highway Maint. Grant	74,712	37,356	38,830	45,420	45,420	49,010	98,020	49,010	50,000	4,580
01-171-5322		$1.50 and $2.50 Add'l Motor Veh Reg	149,861	153,961	156,395	142,000	142,000	75,198	150,396	157,000	160,000	18,000
01-171-5331		County Road & Bridge	258,250	255,401	254,873	277,000	277,000	214,222	428,444	277,000	280,000	3,000
01-171-5504		Sale of Plans/Rpts/Copies	120	1,474	25	1,000	1,000	240	480	1,000	1,000	-
01-171-5507		SMHO Vehicle Maintenance	-	-	15,126	15,000	15,000	4,850	9,700	12,500	13,000	(2,000)
01-171-5700		Interest Earnings	36,181	54,271	15,923	110,000	110,000	55,961	111,922	112,000	115,000	5,000
01-171-5701		Cash Discounts Earned	543	419	89	500	500	13	26	20	-	(500)
01-171-5705		Interest Earnings - Loans to LIFT	-	-	624	-	-	-	-	-	-	-
01-171-5712		Rent.Light Rail Station	4,800	4,800	4,800	4,800	4,800	2,000	4,000	4,800	4,800	-

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
01-171-5715		DLK . Parking Lot Rent	1,900	1,800	1,800	1,800	1,800	1,800	3,600	1,800	1,800	-
01-171-5723		Misc Contribution/Donation	-	-	-	-	-	1,000	2,000	1,000	1,000	1,000
01-171-5802		Restitution/City	1,319	236	-	500	500	-	-	-	-	(500)
01-171-5803		NSF Fees	840	893	1,195	1,500	1,500	523	1,046	1,200	1,200	(300)
01-171-5807		Recycle Income	375	985	1,024	500	500	-	-	-	-	(500)
01-171-5808		Tree Sales	4,733	5,077	8,202	9,000	9,000	8,884	17,768	8,890	9,000	-
01-171-5810		Historic Downtown Merchant	1,000	-	-	-	-	-	-	-	-	-
01-171-5811		Other Misc. Revenues	11,296	99,768	2,713	10,000	10,000	3,580	7,160	5,000	5,000	(5,000)
01-171-5850		Reimbursed Personnel Costs	114	15	-	-	-	-	-	-	-	-
01-171-5851		Rebates	36,033	90,696	96,884	110,000	110,000	90,655	181,310	90,660	125,000	15,000
01-171-5874		Sewer Utility Fund	300,000	300,000	477,000	491,000	491,000	491,000	982,000	491,000	510,000	19,000
01-171-5930		Sale of Capital Assets	-	9,028	(648)	-	-	-	-	-	-	-
01-110-5522		Events	-	19,744	27,402	4,000	4,000	6,681	13,362	10,000	10,000	6,000
01-110-5811		Misc Printing & Binding	-	-	3	-	-	-	-	-	-	-
01-110-5812		Sponsorships	-	15,750	10,800	-	-	10,500	21,000	15,000	10,000	10,000
01-130-5850		Reimbursed Personnel Costs	1,500	-	-	-	-	-	-	-	-	-
01-140-5850		Reimb of Expenditures	-	-	-	-	-	156	312	160	-	-
01-150-5854		Over/Short . Finance	-	(42)	18	-	-	(2)	(4)	-	-	-
01-172-5503		Passport Fees	19,992	25,892	100	-	-	-	-	-	-	-
01-172-5504		Open Records Request	-	575	83	100	100	1,234	2,468	1,230	500	400
01-172-5811		Other Misc. Revenues	39	-	100	-	-	-	-	-	-	-
01-173-5502		Court Costs	211,934	153,059	90,513	110,000	110,000	40,765	81,530	87,800	90,000	(20,000)
01-173-5504		Sale of Plans/Rpts/Copies	784	1,032	1,662	1,000	1,000	160	320	470	1,000	-
01-173-5511		Bond Handling	75	10	20	100	100	-	-	-	-	(100)
01-173-5518		Processing Fee . OJ/Warran	7,860	5,145	4,560	8,000	8,000	2,250	4,500	4,500	5,000	(3,000)
01-173-5523		E-Ticketing Surcharge	-	-	39,441	100,000	100,000	24,621	49,242	51,100	52,000	(48,000)
01-173-5600		Court Fines	1,605,076	1,198,883	1,106,128	700,000	700,000	368,308	736,616	736,000	740,000	40,000
01-173-5604		Forfeitures	1,800	1,040	1,750	1,500	1,500	-	-	-	-	(1,500)
01-173-5800		Comm Corrections Fees	70	694	-	-	-	-	-	-	-	-
01-173-5854		Over/Short . Court	11	73	(23)	-	-	3	6	-	-	-
01-174-5325		DOLA - FF Heart & Circ Benefit	-	-	42,700	45,000	45,000	-	-	47,000	48,000	3,000
01-175-5811		Misc. Printing & Binding	50	-	-	-	-	-	-	-	-	-
01-176-5731		Omnibus Program	10,253	11,684	23,597	10,000	10,000	4,365	8,730	10,000	10,000	-
01-176-5809		Advertising Revenue	-	975	-	100	100	-	-	-	-	(100)
01-178-5304		R T D	27,823	26,142	29,304	29,000	29,000	15,055	30,110	30,000	30,000	1,000
01-178-5721		Contributions . Riders	3,678	5,582	13,177	5,000	5,000	1,734	3,468	4,000	4,000	(1,000)
01-178-5809		Advertising Revenue	-	475	900	1,000	1,000	950	1,900	1,000	1,000	-
01-200-5600		Police Auction	875	810	-	-	-	-	-	-	-	-
01-201-5504		Sale of Plans/Rpts/Copies	360	15	-	-	-	-	-	-	-	-
01-201-5505		Police Reports	7,834	9,382	8,770	8,000	8,000	4,432	8,864	9,400	10,000	2,000
01-201-5506		Police Name Check - W/Letter	330	230	135	500	500	60	120	200	500	-
01-201-5507		Fingerprints	5,230	5,395	6,290	5,000	5,000	4,380	8,760	8,700	8,000	3,000
01-201-5508		Crime Lab - Photos	4	20	20	-	-	-	-	-	-	-
01-201-5509		Crime Lab - Video Tapes	30	-	-	-	-	-	-	-	-	-
01-201-5511		Crime Lab - CD/DVD Disks	579	975	375	500	500	180	360	500	500	-
01-201-5512		Comm Center Audio Tapes	545	480	460	500	500	200	400	400	400	(100)
01-201-5513		Sex Offender - Initial Reg	2,590	2,855	1,500	3,000	3,000	475	950	1,500	1,500	(1,500)
01-201-5514		Sex Offender - Subseq. Reg	2,660	3,453	2,910	3,000	3,000	1,900	3,800	3,300	3,500	500
01-201-5515		Extra Duty Administrative	3,536	3,965	5,081	4,000	4,000	2,528	5,056	4,600	5,000	1,000
01-201-5604		Abandoned Property	-	198	416	-	-	-	-	-	-	-
01-201-5800		Overtime Reimbursement	4,421	13,968	2,554	10,000	10,000	6,198	12,396	7,500	7,500	(2,500)
01-201-5802		Restitution/City	444	125	-	-	-	455	910	500	500	500
01-201-5811		Other Misc Revenue	14,349	326	3,500	1,000	1,000	1,041	2,082	1,040	-	(1,000)
01-201-5854		Over/Short . Police	-	-	42	-	-	(5)	(10)	-	-	-

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
01-201-5863		Reimb of Expenditures	-	3,549	-	-	-	-	-	-	-	-
01-203-5310		UASI	5,554	-	50,611	-	-	-	-	-	-	-
01-203-5330		L P S Officers	139,617	133,149	270,500	329,000	329,000	294,126	588,252	294,130	329,000	-
01-203-5800		Overtime Reimbursement	129,948	141,446	208,395	183,000	183,000	97,786	195,572	185,000	190,500	7,500
01-203-5811		Other Misc Revenue	650	254	-	-	-	-	-	-	-	-
01-204-5800		Overtime Reimbursement	5,918	25,909	17,685	5,000	5,000	9,776	19,552	10,000	5,000	-
01-220-5301		Fire Svcs/Littleton F P D	5,357,704	5,757,671	6,089,171	7,021,940	7,021,940	3,356,660	6,713,320	6,832,270	7,352,220	330,280
01-220-5302		Fire Svcs/Lockheed Martin	-	-	-	-	-	-	-	250,000	300,000	300,000
01-220-5303		Fire Svcs/Meadowbrook	-	-	-	-	-	171,766	343,532	171,770	359,000	359,000
01-220-5331		Fire Svcs/Highlands Ranch	5,837,212	6,203,933	6,720,169	7,732,220	7,732,220	3,718,257	7,436,514	7,650,570	8,232,920	500,700
01-220-5802		Restitution/City	-	250	-	-	-	71	142	200	200	200
01-220-5811		Fire Other Misc Revenue	7,281	2,695	2,914	2,000	2,000	806	1,612	2,000	2,000	-
01-220-5856		Adm Fee/Littleton F P D	336,819	288,112	309,142	357,060	357,060	172,552	345,104	347,680	379,210	22,150
01-220-5857		Adm Fee/Highlands Ranch	363,288	315,384	342,122	391,160	391,160	188,923	377,846	387,090	419,070	27,910
01-220-5859		Fire - Special Events	-	-	-	-	-	150	300	300	300	300
01-220-5860		Fire - Bike Medics	11,804	24,480	18,820	10,000	10,000	-	-	10,000	10,000	-
01-220-5930		Sale of Capital Assets	-	1	7,719	-	-	-	-	-	-	-
01-221-5310		Dept of Homeland Security	36,440	4,972	4,050	-	-	-	-	-	-	-
01-226-5811		Other Misc Revenue	1,173	-	-	-	-	-	-	-	-	-
01-228-5512		Plan Review Fees	317,756	418,146	401,579	350,000	350,000	179,520	359,040	390,000	351,000	1,000
01-301-5502		Sale of Plans/Rpts/Copies	-	14	79	-	-	6	12	10	-	-
01-301-5811		Other Misc Revenue	-	-	8	-	-	161	322	160	-	-
01-302-5507		Street/Sidewalk/Curb	58,261	60,894	61,828	60,000	60,000	34,934	69,868	65,000	65,000	5,000
01-302-5811		Other Misc Revenue	2,276	4,640	3,310	2,500	2,500	9	18	1,000	1,000	(1,500)
01-302-5850		Reimbursed Personnel Costs	-	-	468	-	-	180	360	180	-	-
01-303-5516		Pea Patch	4,884	4,911	1,784	4,500	4,500	4,000	8,000	4,000	4,500	-
01-303-5811		Other Misc Revenue	5,144	1,128	1,110	1,000	1,000	996	1,992	1,000	1,000	-
01-305-5850		Reimbursed Personnel Costs	-	-	271,160	345,000	345,000	95,742	191,484	272,000	275,000	(70,000)
01-177-5807		Recycle Income	150	-	-	-	-	-	-	-	-	-
01-321-5151		Contr . License Fees	69,000	76,025	79,075	63,000	63,000	40,275	80,550	65,000	65,000	2,000
01-321-5152		Contr . Registration Fees	9,100	8,950	9,500	9,000	9,000	5,500	11,000	10,000	10,000	1,000
01-321-5153		Rental Registration License Fee	3,160	210	3,290	2,500	2,500	830	1,660	2,500	2,500	-
01-321-5191		Building Permits	538,279	1,192,010	1,305,659	1,000,000	1,000,000	849,678	1,699,356	1,500,000	1,275,000	275,000
01-321-5192		Building Permits - Temp	-	1,000	4,500	1,000	1,000	800	1,600	2,000	2,000	1,000
01-321-5506		Re.inspection Fees	611	2,602	1,500	1,000	1,000	800	1,600	2,000	2,000	1,000
01-321-5507		Re.inspection Fees - Rentals	-	-	4,900	5,000	5,000	(1,300)	(2,600)	1,000	3,000	(2,000)
01-321-5512		Plans Checking	241,370	552,776	640,327	600,000	600,000	453,906	907,812	750,000	637,500	37,500
01-321-5517		Contractor Testing	325	-	-	-	-	-	-	-	-	-
01-321-5519		Elevator Certification	32,120	30,600	31,400	35,000	35,000	15,600	31,200	35,000	35,000	-
01-321-5800		Other Misc. Revenues	1,651	2,659	297	-	-	2,226	4,452	3,000	3,000	3,000
01-321-5854		Over/Short Building	-	-	-	-	-	(22)	(44)	-	-	-
01-322-5503		Zoning & Subdivision	51,289	59,655	45,668	45,000	45,000	32,725	65,450	65,000	60,000	15,000
01-322-5725		Handyman Program Donations	300	115	175	-	-	-	-	-	-	-

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
01-520-5509		Library Computer Fees	5,502	5,104	5,748	6,000	6,000	3,380	6,760	6,500	6,500	500
01-520-5513		Library Public Leased Copi	5,172	5,760	4,628	5,000	5,000	2,512	5,024	5,000	5,000	-
01-520-5600		Library Fines	34,992	41,379	40,360	40,000	40,000	20,556	41,112	40,000	40,000	-
01-520-5730		Library Gift Account	150	-	-	-	-	-	-	-	-	-
01-520-5802		Restitution/City	16	100	-	-	-	-	-	-	-	-
01-520-5811		Other Misc Revenue	1,003	1,213	1,342	1,000	1,000	812	1,624	1,500	1,500	500
01-520-5854		Over/Short . Library	1	-	-	-	-	-	-	-	-	-
01-522-5510		LIRC	12,552	18,310	12,425	-	-	8,215	16,430	15,000	15,000	15,000
01-560-5504		Sale of Plans/Rpts/Copies	33	37	5	-	-	40	80	40	-	-
01-560-5510		Museum Fees	8,436	17,649	16,921	29,200	29,200	8,179	16,358	16,000	17,000	(12,200)
01-560-5710		Museum Facility Rent	300	3,400	2,775	-	-	1,000	2,000	1,000	1,000	1,000
01-560-5727		Museum Donation Box	14,978	11,142	10,749	11,000	11,000	4,931	9,862	11,000	11,000	-
01-560-5811		Other Misc. Revenues	7,564	14,115	10,511	10,000	10,000	16,530	33,060	20,000	15,000	5,000
01-560-5854		Over/Short . Museum	-	(10)	-	-	-	-	-	-	-	-
01-564-5811		Other Misc. Revenues	-	694	595	-	-	-	-	-	-	-
01-567-5500		Museum Store Sales	34,258	31,345	33,713	33,000	33,000	14,943	29,886	29,000	30,000	(3,000)
01-600-5934		Tr In . Capital Projects Fund	39,898	13,343	12,286	10,000	10,000	-	-	-	-	(10,000)
01-600-5945		Tr In . Geneva Village	52,600	-	-	-	-	-	-	-	-	-
Total General Fund Revenues			***50,564,516***	***53,220,991***	***56,918,325***	***59,477,760***	***59,477,760***	***31,317,820***	***62,635,640***	***60,175,080***	***62,894,600***	***3,416,840***

2017 Proposed Budget
General Fund Expenditures by Department

Department/Division		2016 Approved Budget	2016 Year-End Estimate	2017 Proposed Budget	Change from 2016 Approved Budget	% Change from 2016 Approved Budget
City Council	Dept Total	$348,260	$307,050	$290,260	($58,000)	**-16.7%**
Communications and Marketing	Dept Total	1,212,450	1,230,430	1,181,190	(31,260)	**-2.6%**
City Attorney	Dept Total	551,960	563,450	528,610	(23,350)	**-4.2%**
City Manager:						
City Manager		691,390	646,130	675,350	(16,040)	**-2.3%**
Youth & Sr Services		181,380	193,830	-	(181,380)	**-100.0%**
	Dept Total	872,770	839,960	675,350	(197,420)	**-22.6%**
Economic Development	Dept Total	642,180	539,710	561,870	(80,310)	**-12.5%**
Finance	Dept Total	1,087,040	1,095,940	1,081,640	(5,400)	**-0.5%**
Information Services	Dept Total	1,886,730	1,742,900	2,014,760	128,030	**6.8%**
City Clerk:						
City Clerk		323,230	349,560	372,650	49,420	**15.3%**
Municipal Court		583,060	582,910	591,570	8,510	**1.5%**
Omnibus		194,950	195,390	195,390	440	**0.2%**
Shopping Cart		39,210	39,310	39,310	100	**0.3%**
	Dept Total	1,140,450	1,167,170	1,198,920	58,470	**5.1%**
Human Resources	Dept Total	1,085,220	1,120,630	1,113,230	28,010	**2.6%**
Police:						
Support Services		3,130,660	3,196,210	3,204,480	73,820	**2.4%**
Patrol		6,427,030	6,529,700	6,785,370	358,340	**5.6%**
Investigation		1,792,930	1,893,240	1,836,270	43,340	**2.4%**
	Dept Total	11,350,620	11,619,150	11,826,120	475,500	**4.2%**
Fire:						
Administration		774,770	707,370	533,670	(241,100)	**-31.1%**
Emergency Services		16,133,340	16,646,010	17,682,990	1,549,650	**9.6%**
Support Services		2,244,780	2,183,000	2,313,500	68,720	**3.1%**
Prevention		336,770	335,690	345,350	8,580	**2.5%**
Training		660,570	680,080	697,220	36,650	**5.5%**
Permit Plan		609,470	606,830	621,450	11,980	**2.0%**
Emergency Planning		38,980	27,140	127,880	88,900	**228.1%**
	Dept Total	20,798,680	21,186,120	22,322,060	1,523,380	**7.3%**

2017 Proposed Budget
General Fund Expenditures by Department

Department/Division	2016 Approved Budget	2016 Year-End Estimate	2017 Proposed Budget	Change from 2016 Approved Budget	% Change from 2016 Approved Budget
Public Works:					
Administration	287,810	301,790	261,470	(26,340)	**-9.2%**
Engineering	709,790	823,710	840,440	130,650	**18.4%**
Street Maintenance	1,687,030	1,671,510	1,663,560	(23,470)	**-1.4%**
Grounds Maintenance	971,910	1,153,820	1,035,170	63,260	**6.5%**
Transportation Engineering	666,680	656,400	928,140	261,460	**39.2%**
Fleet Maintenance	1,405,770	1,202,590	1,400,270	(5,500)	**-0.4%**
Building Maintenance	1,069,990	1,042,860	1,167,950	97,960	**9.2%**
Dept Total	6,798,980	6,852,680	7,297,000	498,020	**7.3%**
Community Development:					
Administration	541,700	633,360	582,540	40,840	**7.5%**
Codes & Inspections	1,187,550	1,167,650	1,190,260	2,710	**0.2%**
Planning	691,990	745,760	743,120	51,130	**7.4%**
Dept Total	2,421,240	2,546,770	2,515,920	94,680	**3.9%**
Library:					
Administration	865,640	896,580	904,570	38,930	**4.5%**
Children	332,750	308,830	327,240	(5,510)	**-1.7%**
Immigrant Resources	140,940	127,770	131,050	(9,890)	**-7.0%**
Adults	614,310	619,900	620,220	5,910	**1.0%**
Circulation	338,700	340,770	337,920	(780)	**-0.2%**
Technical Services	285,280	285,280	285,280	-	**0.0%**
Overhead	60,760	62,260	61,260	500	**0.8%**
Youth & Sr Services	-	-	191,380	191,380	**100.0%**
Museum:					
Administration	579,010	593,730	596,510	17,500	**3.0%**
Collections	252,740	253,490	242,740	(10,000)	**-4.0%**
Interpretation	371,010	372,110	372,560	1,550	**0.4%**
Exhibits	133,370	100,400	131,470	(1,900)	**-1.4%**
Farm Sites	193,620	194,370	198,720	5,100	**2.6%**
LFAC, Depot and Museum Gift Store	49,400	93,740	49,400	-	**0.0%**
Dept Total	4,217,530	4,249,230	4,450,320	232,790	**5.5%**
General Operations and Contingencies	2,809,620	2,816,600	4,338,090	1,528,470	**54.4%**
General Fund Departments	**$57,223,730**	**$57,877,790**	**$61,395,340**	**$4,171,610**	**7.3%**
Operating Transfers Out:					
Transfer to Capital Projects Fund	1,400,000	1,700,000	925,000	(475,000)	**-33.9%**
Transfer to Comm Center Fund	291,130	289,450	351,690	60,560	**20.8%**
Transfer to Geneva Village	-	-	75,000	75,000	**100.0%**
Dept Total	1,691,130	1,989,450	1,351,690	(339,440)	**-20.1%**
Grand Total General Fund	**$58,914,860**	**$59,867,240**	**$62,747,030**	**$3,832,170**	**6.5%**

City Council

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

Strategic Plan

The city council's goals and objectives as adopted on March 15, 2016, serve as the strategic plan for the near term:

- Assure a financially-sound city government
- Provide a safe community to live, work, and play
- Develop and maintain the public infrastructure
- Preserve and cultivate a quality community
- Pursue a balanced and sustainable local economy
- Support environmental sustainability
- Foster community involvement, communication and trust

Major Programs

- Protect and strengthen local control
- Oppose unfunded mandates at the state and federal level
- Preserve municipal taxing authority and equitable revenue sharing
- Support local and state economic development and job creation efforts
- Maintain and expand walkability, bikeability, and accessibility to public transportation and other alternatives to driving
- Oppose one size fits all regulations and unfunded mandates relating to water, wastewater, and storm water systems
- Support market competition and the build out of telecommunications systems for residents and businesses to promote economic development and quality of life

Service Delivery Improvements for 2017

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

Deliver cost-efficient municipal services

Provide police protections that meet the needs of the community.

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

Provide building standards and assist the community with code enforcement and building compliance.

Provide services that support public health.

Provide and maintain public infrastructure that addresses the needs of residents, visitors and businesses.

Foster a livable community for a diverse population.

Performance Summary

Performance Measures

What We Measure	Why We Measure It	2015 Actual	2016 Anticipated	2017 Goal
Adopt 2017 Budget				
Award funding in grant program				
Monitor revenues through quarterly updates and five-year				
Continue to ensure policies are aligned with business needs and foster public private partnerships				
Support staff efforts to enhance vehicular gateways				
Talk to and hear from citizens and businesses through various council outreach events				
Supervise city manager, city attorney and municipal judge				

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
City Council Expenditures												
01-100-6010		Salary . Regular	80,099	80,127	81,785	96,900	96,900	46,051	92,102	92,100	96,900	-
01-100-6030		Social Security	4,966	4,967	5,070	6,010	6,010	2,855	5,710	5,700	6,010	-
01-100-6035		Medicare	1,161	1,162	1,186	1,400	1,400	668	1,336	1,400	1,400	-
01-100-6040		Worker's Comp. Ins.	146	160	125	200	200	88	176	200	200	-
01-100-6160		Unemployment Insurance	67	69	69	100	100	40	80	100	100	-
01-100-7110		Supplies Office	1,262	1,585	1,157	1,500	1,500	2,576	5,152	3,500	6,500	5,000
01-100-7280		Books Magazines Subscriptions	638	205	148	600	600	-	-	250	350	(250)
01-100-7285		Dues & Memberships	102,972	-	-	300	300	45	90	300	300	-
01-100-7300		Supplies Other Special	1,602	-	-	-	-	-	-	-	-	-
01-100-7420		Business Meetings	6,813	5,155	926	1,500	1,500	1,453	2,906	1,500	1,500	-
01-100-7430		Professional/Consulting Sv	66,910	25,520	3,656	75,000	75,000	7,498	14,996	64,000	25,000	(50,000)
01-100-7431		Audit	45,962	33,750	43,323	34,000	34,000	12,840	25,680	34,000	34,000	-
01-100-7450		Learning & Education	19,530	33,354	19,704	40,000	40,000	18,073	36,146	35,000	33,000	(7,000)
01-100-7461	1048	Council Outreach	6,616	42,164	9,375	15,000	15,000	5,118	10,236	15,000	15,000	-
01-100-7461	1150	Not-For Profit - Contractual Svcs	59,000	-	-	-	-	-	-	-	-	-
01-100-7461	1213	Town Hall	32,500	-	-	-	-	-	-	-	-	-
01-100-7461	1283	Council Breakfasts	6,661	3,409	5,396	7,750	7,750	2,515	5,030	7,000	3,500	(4,250)
01-100-7461	1284	Boards & Commissions Dinner	9,999	9,733	4,363	11,000	11,000	9,880	19,760	11,000	11,000	-
01-100-7461	1285	Council Projects	-	13,376	16,259	15,000	15,000	-	-	14,000	15,000	-
01-100-7461	1293	Youth in Government	2,855	2,808	1,800	5,000	5,000	-	-	4,500	5,000	-
01-100-7461	1316	Council Sponsorships	12,595	9,000	8,130	6,500	6,500	3,500	7,000	6,500	6,500	-
01-100-7461		Art Grants	-	-	-	25,000	45,000	935	1,870	10,000	25,000	-
01-100-7470		Telecommunication	1,746	68	-	5,000	5,000	-	-	-	-	(5,000)
01-100-7540		Office Equipment Maint	-	-	-	500	500	459	918	1,000	4,000	3,500
01-100-7700		Other Charges	-	-	17	-	-	-	-	-	-	-
Total City Council Expenditures			***464,100***	***266,610***	***202,489***	***348,260***	***368,260***	***114,594***	***229,188***	***307,050***	***290,260***	***(58,000)***

2017 Proposed Budget

City of Littleton
Littleton, Colorado

Communications

The Department of Communications, Marketing and Events supports the goals of the City of Littleton by creating and maintaining a comprehensive communications program that contributes to an exceptional level of understanding and trust between the City of Littleton and the numerous constituencies it serves.

Did You Know?

The Littleton Report *continues to be the #1 source of information about the city. The* 2014 Resident Survey *found that 82 percent of respondents had used it at least once in the past 12 months.*

Primary Strategic Communication Programs

- Deliver accurate, timely and relevant communication between the city, citizens, businesses, civic groups, visitors, media and other public agencies about city services and programs to ensure audiences are engaged and have the information they need to make informed decisions utilizing traditional and digital platforms.
- Market Littleton's assets to citizens and non-citizens in order to maintain and enhance Littleton's economy and reputation.
- Organize and execute special events for residents, businesses and visitors that support Littleton's quality of life and establish Littleton as a destination, creating additional economic resiliency.

Strategic Plan

1. Tell our story.
   Utilizing all of the platforms available, continue to communicate about the city's programs, services and projects while engaging citizen feedback in our efforts.
2. Build partnerships.
   Increase awareness of Littleton's brand, promote tourism, market Littleton as a destination.
3. Keep up with technology.
   Ensure Littleton remains a leader in delivering information on the most effective technology platforms.
4. Create and manage events.
   Maintain and improve the quality of life and Littleton's reputation as a place people want to live, work and play.
5. Live the brand.
   Reinforce the brand in everything we do.

How Do We Support Council's Goals for the City?

- Foster citizens' engagement and involvement in their neighborhoods and the community and increase council outreach activities by organizing four Meet, Greet & Eat, and four Coffee with Council events.
- Improve ways to disseminate information to citizens by creating and publishing more information and tell the city's story on traditional and digital platforms.
- Work with community partners to increase the number and quality of events that draw citizens and visitors by organizing the Littleton Criterium, Little Jam, and others and support and sponsor Marketing Partner events.

Service Delivery Improvements for 2017

Increase the quality and quantity of communication with citizens through online and traditional platforms.
Create more videos to tell the city's story.
Explore and implement new technologies to grow engagement.
Measure our impact with online tools such as Sprout Social.

Performance Summary

Performance Measures

What We Measure	Why We Measure It	2015 Actual	2016 Anticipated	2017 Goal
Littleton Report (print edition)	#1 source of information about the city according to the 2014 Resident Survey.	6 issues	8 issues	9 issues
Littleton Report (online edition)	Updated with news as it happens rather than a bi monthly PDF.	Ongoing		
Online engagement	Facebook		3,231	3,500
	Twitter followers		5,020	5,250
	NextDoor		3,625	3,750
	YouTube views		76,000	80,000
Events	85% of respondents to the 2016 Business Survey said Littleton had the "right amount" of Festivals and Concerts	20	25	25
Website	#2 Most frequently utilized source of information about the city	1.5 million page views	1.5 million page views	1.5 million page views

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Communications & Marketing Expenditures												
01-110-6010		Salary . Regular	-	412,145	458,551	518,800	503,910	238,521	477,042	480,000	518,800	-
01-110-6030		Social Security	-	24,890	27,860	32,170	32,170	14,587	29,174	29,230	32,170	-
01-110-6035		Medicare	-	5,821	6,516	7,520	7,520	3,411	6,822	7,000	7,520	-
01-110-6040		Worker's Comp. Ins.	-	1,925	1,700	2,270	2,270	1,036	2,072	2,270	2,270	-
01-110-6050		Medical	-	47,324	62,754	78,190	78,190	34,040	68,080	69,000	63,280	(14,910)
01-110-6051		Life	-	1,137	1,811	2,650	2,650	1,115	2,230	2,400	2,650	-
01-110-6052		Disability	-	2,192	2,646	3,090	3,090	1,360	2,720	2,800	3,090	-
01-110-6053		Dental	-	2,305	3,011	3,670	3,670	1,717	3,434	3,500	3,670	-
01-110-6054		Vision	-	-	-	-	-	320	640	640	640	640
01-110-6055		Short-Term Disability	-	-	-	-	-	103	206	210	210	210
01-110-6060		ICMA 401A . General Government	-	17,559	27,104	36,310	36,310	16,345	32,690	32,700	32,420	(3,890)
01-110-6141		ICMA 457 Match 2%	-	1,368	3,793	1,510	1,510	2,691	5,382	5,400	5,400	3,890
01-110-6142		Retirement Health Savings	-	-	450	2,100	2,100	900	1,800	2,100	2,100	-
01-110-6160		Unemployment Insurance	-	61	65	520	520	74	148	150	520	-
01-110-7110		Supplies Office	-	2,443	1,244	3,000	3,000	594	1,188	1,000	1,000	(2,000)
01-110-7111		Marketing Materials	-	7,716	28,456	28,000	28,000	329	658	28,000	28,000	-
01-110-7285		Dues & Memberships	-	2,040	2,245	2,500	2,500	5,325	10,650	5,330	2,500	-
01-110-7300		Video Equipment/Supplies	-	181	2,328	2,150	2,150	-	-	2,150	2,150	-
01-110-7350		Hardware Maintenance	-	4,522	5,395	10,000	10,000	3,676	7,352	5,000	5,000	(5,000)
01-110-7360		Software Maintenance	-	2,541	3,612	18,000	18,000	194	388	12,000	12,300	(5,700)
01-110-7420		Business Meetings	-	695	547	1,000	1,000	653	1,306	1,000	1,000	-
01-110-7430		Professional/Consulting Svcs	-	40,296	14,847	28,500	28,500	11,113	22,226	28,500	18,500	(10,000)
01-110-7441	1125	Littleton Cable TV	-	37,941	-	-	-	-	-	-	-	-
01-110-7441	1126	Littleton Calendar	-	17,109	16,433	22,000	22,000	-	-	22,000	22,000	-
01-110-7441	1128	Littleton Report	-	23,822	26,325	25,000	25,000	9,771	19,542	45,000	45,000	20,000
01-110-7450		Learning & Education	-	11,031	10,590	10,500	10,500	6,875	13,750	10,500	10,500	-
01-110-7461		Special Events	-	105,403	153,356	150,000	150,000	80,734	161,468	150,000	127,000	(23,000)
01-110-7500		Printing & Binding	-	219,940	193,554	215,000	220,850	119,608	239,216	240,000	230,000	15,000
01-110-7540		Office Equipment Maintenance	-	-	1,482	1,500	1,500	716	1,432	1,500	1,500	-
01-110-7551		Vehicle Maintenance	-	78	-	-	-	-	-	-	-	-
01-110-7552		Vehicle Rent	-	225	-	-	-	-	-	-	-	-
01-110-7820		Building Improvements	-	-	-	-	9,040	32,487	64,974	34,430	-	-
01-110-7850		Vehicles	-	5,483	-	-	-	-	-	-	-	-
01-110-7860		Other Equipment	-	-	-	6,500	14,790	6,616	13,232	6,620	-	(6,500)
Total Communications & Marketing Expenditures			***-***	***998,194***	***1,056,675***	***1,212,450***	***1,220,740***	***594,911***	***1,189,822***	***1,230,430***	***1,181,190***	***(31,260)***

2017 Proposed Budget

City of Littleton
Littleton, Colorado

City Attorney

To provide the highest quality legal representation possible to meet the present and future needs of the City of Littleton in an efficient and effective manner, while maintaining high ethical standards.

Strategic Plan

Advise city council and city manager regarding legal matters

Advise city manager and city staff regarding strategic review of municipal code

Provide ongoing legal advice to city departments in connection with all legal matters related to departmental operations.

Provide legal training to various city divisions

Defend lawsuits and legal actions against the city

Major Programs

- Legal advisor to City Council, Boards and Commissions and City Staff
- Prosecution
- Contract Management
- Electronic discovery
- Mediation

How We support Council's Goals for the City:

- Provide service delivery with unwavering integrity and ethics
- Provide a judicial system that is a place for justice and public safety
- Encourage continuous improvement in service delivery and evaluate potential alternatives; support a work environment that encourages innovation and best management practices

Service Delivery Improvements for 2017

Continued training and professional development of part time assistant city attorney

Continued improvement in contract management process

Cross training of city attorney staff and attorneys

Anticipated Service delivery Improvements by 2022

- Paperless court and office
- Electronic discovery
- Incorporation of new technologies into effective and efficient provision of legal services

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
City Attorney Expenditures												
01-120-6010		Salary . Regular	231,107	195,127	214,167	253,450	253,450	126,958	253,916	257,780	257,780	4,330
01-120-6030		Social Security	14,017	11,646	12,384	15,710	15,710	7,723	15,446	15,520	15,710	-
01-120-6035		Medicare	3,278	2,724	3,024	3,680	3,680	1,806	3,612	3,630	3,680	-
01-120-6040		Worker's Comp. Ins.	439	412	366	530	530	258	516	530	530	-
01-120-6050		Medical	26,695	22,170	17,366	32,150	32,150	8,211	16,422	14,400	14,400	(17,750)
01-120-6051		Life	668	519	815	1,290	1,290	619	1,238	1,260	1,290	-
01-120-6052		Disability	1,204	1,133	1,248	1,510	1,510	741	1,482	1,520	1,510	-
01-120-6053		Dental	1,703	1,529	1,529	2,140	2,140	905	1,810	1,840	2,140	-
01-120-6054		Vision	-	-	-	-	-	112	224	230	230	230
01-120-6055		Short-Term Disability	-	-	-	-	-	57	114	120	120	120
01-120-6060		ICMA 401A . General Govern	8,625	9,033	13,072	17,740	17,740	7,830	15,660	15,350	15,350	(2,390)
01-120-6141		ICMA 457 Match 2%	-	1,508	3,637	3,670	3,670	1,895	3,790	3,790	3,790	120
01-120-6142		Retirement Health Savings	-	-	188	750	750	375	750	750	750	-
01-120-6160		Unemployment Insurance	41	28	27	250	250	37	74	100	250	-
01-120-7110		Supplies Office	3,522	3,725	3,005	3,500	3,500	1,179	2,358	3,500	3,750	250
01-120-7115		Non-Capital Equipment	-	-	363	5,000	5,000	2,284	4,568	5,000	7,590	2,590
01-120-7280		Books Magazines Subscripti	9,862	9,011	8,008	14,470	14,470	7,055	14,110	14,470	15,340	870
01-120-7285		Dues & Memberships	4,724	7,573	8,376	1,100	1,100	1,908	3,816	2,100	1,750	650
01-120-7350		Hardware Maintenance	25	-	-	-	-	-	-	-	-	-
01-120-7360		Software Maintenance	-	2,601	8,688	-	-	547	1,094	550	-	-
01-120-7413		Filing & Recording	-	-	60	-	-	-	-	-	-	-
01-120-7420		Business Meetings	146	471	866	750	750	374	748	900	650	(100)
01-120-7430		Professional/Consulting Sv	3,160	384	1,282	600	600	1,105	2,210	1,110	-	(600)
01-120-7443		Special Legal Services	44,080	1,654	7,359	-	-	-	-	-	-	-
01-120-7444		Contract Attorney	33,395	103,988	118,432	100,000	100,000	53,970	107,940	140,000	100,000	-
01-120-7445		Contract Prosecutor	33,420	61,400	65,735	83,670	83,670	26,640	53,280	75,000	75,000	(8,670)
01-120-7450		Learning & Education	2,192	1,467	6,324	4,000	4,000	1,130	2,260	2,000	5,000	1,000
01-120-7540		Office Equipment Maint.	213	1,161	1,452	6,000	6,000	684	1,368	2,000	2,000	(4,000)
Total City Attorney Expenditures			***422,515***	***439,263***	***497,773***	***551,960***	***551,960***	***254,403***	***508,806***	***563,450***	***528,610***	***(23,350)***

Did You Know?

Approximately 50 city employees have been trained in innovation & process improvement.

City Manager

The City Manager's Office provides professional leadership in the administration and execution of goals, policies and objectives formulated by city council in coordination with departments, citizens and community groups to continue to make Littleton an attractive and safe community in which to live, work, and play.

Major Programs

- Implement council's goals and objectives
- Develop & manage the city's budget
- Assist & guide departments in achieving their goals
- Coordinate parks, recreation, trails and open space planning and management with South Suburban Park and Recreation District
- Represent the city's interests in local, regional & state issues
- Pursue organizational improvement

Strategic Plan

Implement council goals and objectives

How Do We Support Council's Goals for the City?

Encourage employees to embrace process improvement by attending innovation workshops

Service Delivery Improvements for 2017

Address council-identified issues for City Manager

Digital & Process Innovation implementation

Internal process innovation training

Capital Improvement planning and asset management

Develop and Implement expanded citizen engagement options

Expand relationships at the local, regional, and state levels

Address areas of improvement identified in community/business surveys

Performance Summary

Performance Measures

What We Measure	Why We Measure It	2015 Actual	2016 Anticipated	2017 Goal
Improve the percentage of employee evaluations completed on-time (citywide)				
Increase level of unique participants in city public process				
Seek accuracy in the budget process - expenses and revenues				
Improve satisfaction levels determined through the biannual citizen and business surveys				

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
City Manager Expenditures												
01-130-6010		Salary . Regular	625,448	352,795	321,659	344,700	344,700	233,308	466,616	344,700	344,700	-
01-130-6030		Social Security	35,529	18,647	16,546	21,370	21,370	12,176	24,352	21,370	21,370	-
01-130-6035		Medicare	8,948	5,093	4,616	5,000	5,000	3,362	6,724	5,000	5,000	-
01-130-6040		Worker's Comp. Ins.	1,648	677	500	660	660	357	714	660	660	-
01-130-6050		Medical	67,978	46,256	35,315	36,500	36,500	17,375	34,750	36,500	36,500	-
01-130-6051		Life	1,891	1,056	1,366	1,700	1,700	763	1,526	1,700	1,700	-
01-130-6052		Disability	3,499	2,042	1,820	1,990	1,990	934	1,868	1,990	1,990	-
01-130-6053		Dental	2,951	1,541	1,529	1,530	1,530	741	1,482	1,530	1,530	-
01-130-6054		Vision	-	-	-	-	-	138	276	280	280	280
01-130-6055		Short-Term Disability	-	-	-	-	-	42	84	80	80	80
01-130-6060		ICMA 401A . General Govern	22,818	13,825	19,619	19,650	19,650	10,863	21,726	19,650	19,650	-
01-130-6140		ICMA . Deferred Comp	1,867	2,339	-	-	-	-	-	-	-	-
01-130-6141		ICMA 457 Match 2%	-	1,284	2,164	6,040	6,040	1,184	2,368	6,040	6,040	-
01-130-6142		Retirement Health Savings	-	-	188	750	750	375	750	750	750	-
01-130-6160		Unemployment Insurance	66	42	36	350	350	31	62	350	350	-
01-130-6170		Auto Allowance	1,754	-	-	-	-	-	-	-	-	-
01-130-6199		Personnel Changes	-	-	-	-	-	-	-	(41,220)	-	-
01-130-7110		Supplies Office	3,732	4,116	2,507	4,000	4,000	521	1,042	4,000	4,000	-
01-130-7115		Non-Capital Equipment	2,197	-	836	1,500	1,500	1,385	2,770	1,500	1,500	-
01-130-7280		Books Magazines Subscripti	161	96	184	250	250	109	218	250	250	-
01-130-7285		Dues & Memberships	6,739	5,252	3,433	4,900	4,900	2,617	5,234	3,500	3,500	(1,400)
01-130-7300		Supplies Other Special	1,789	-	386	-	-	-	-	-	-	-
01-130-7350		Hardware Maintenance	1,282	31	57	2,500	2,500	1,604	3,208	2,500	2,500	-
01-130-7360		Software Maintenance	3,447	300	60	500	500	343	686	500	500	-
01-130-7420		Business Meetings	9,774	5,309	5,875	12,000	12,000	4,043	8,086	12,000	10,000	(2,000)
01-130-7430		Professional/Consulting Sv	27,035	118,420	38,013	79,000	79,000	40,221	80,442	79,000	69,000	(10,000)
01-130-7441		Littleton Cable TV	38,211	(333)	-	-	-	-	-	-	-	-
01-130-7441		Littleton Calendar	17,794	-	-	-	-	-	-	-	-	-
01-130-7441		Littleton Report	27,541	-	-	-	-	-	-	-	-	-
01-130-7450		Learning & Education	28,148	20,648	18,300	20,000	20,000	7,039	14,078	17,000	17,000	(3,000)
01-130-7461	1150	NFP Discretionary Funding	63,816	-	75,567	85,000	85,000	85,000	170,000	85,000	85,000	-
01-130-7461	1213	Town Hall Arts Center	-	32,518	38,500	38,500	38,500	38,500	77,000	38,500	38,500	-
01-130-7470		Telecommunications	-	126	-	-	-	-	-	-	-	-
01-130-7540		Office Equipment Maint.	20	1,340	1,341	3,000	3,000	1,012	2,024	3,000	3,000	-
01-130-7700		Other Charges	-	-	1,068	-	-	-	-	-	-	-
City Manager Expenditures			***1,006,083***	***633,417***	***591,484***	***691,390***	***691,390***	***464,043***	***928,086***	***646,130***	***675,350***	***(16,040)***

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Youth and Senior Services												
01-131-6010		Salary . Regular	-	-	70,118	84,450	84,450	43,040	86,080	84,450	-	(84,450)
01-131-6030		Social Security	-	-	4,275	5,240	5,240	2,741	5,482	5,240	-	(5,240)
01-131-6035		Medicare	-	-	1,000	1,230	1,230	641	1,282	1,230	-	(1,230)
01-131-6040		Worker's Comp. Ins.	-	-	104	160	160	78	156	160	-	(160)
01-131-6051		Life	-	-	143	280	280	128	256	280	-	(280)
01-131-6052		Disability	-	-	308	320	320	156	312	320	-	(320)
01-131-6055		Short-Term Disability	-	-	-	-	-	17	34	-	-	-
01-131-6060		ICMA 401A . General Govern	-	-	(534)	3,820	3,820	450	900	3,820	-	(3,820)
01-131-6140		ICMA . Deferred Comp	-	-	2,592	1,090	1,090	1,130	2,260	1,090	-	(1,090)
01-131-6141		ICMA 457 Match 2%	-	-	-	-	-	51	102	-	-	-
01-131-6160		Unemployment Insurance	-	-	21	80	80	20	40	80	-	(80)
01-131-6199		Personnel Changes	-	-	-	-	-	-	-	10,700	-	-
01-131-7110		Supplies Office	-	-	1,842	4,000	4,000	862	1,724	4,000	-	(4,000)
01-131-7115		Non-Capital Equipment	-	-	7,839	5,000	5,000	4,052	8,104	5,000	-	(5,000)
01-131-7280		Books Magazines Subscripti	-	-	192	1,000	1,000	24	48	1,000	-	(1,000)
01-131-7285		Dues & Memberships	-	-	24	1,000	1,000	-	-	1,000	-	(1,000)
01-131-7350		Hardware Maintenance	-	-	-	2,000	2,000	-	-	2,000	-	(2,000)
01-131-7360		Software Maintenance	-	-	72	1,000	1,000	-	-	1,000	-	(1,000)
01-131-7420		Business Meetings	-	-	69	1,000	1,000	368	736	1,000	-	(1,000)
01-131-7430		Professional/Consulting Sv	-	-	5,420	5,000	7,450	10,450	20,900	32,500	-	(5,000)
01-131-7450		Learning & Education	-	-	399	1,500	1,500	142	284	1,500	-	(1,500)
01-131-7461	1231	Youth Development Program	-	-	30,744	38,500	38,500	1,575	3,150	16,500	-	(38,500)
01-131-7461		Senior Services Program	-	-	14,382	23,710	23,710	741	1,482	19,960	-	(23,710)
01-131-7540		Office Equipment Maint.	-	-	346	1,000	1,000	-	-	1,000	-	(1,000)
Youth & Senior Services Expenditures			***-***	***-***	***139,356***	***181,380***	***183,830***	***66,666***	***133,332***	***193,830***	***-***	***(181,380)***
Grand Total City Manager Expenditures			***1,006,083***	***633,417***	***730,840***	***872,770***	***875,220***	***530,709***	***1,061,418***	***839,960***	***675,350***	***(197,420)***

Did You Know?

The City of Littleton offers unparalleled high-end, no-cost resources that assist with business development and growth.

Economic Development

The Economic Development Department exists to promote economic vitality in the community by focusing on business development, retention and attraction. The department provides resources that encourage business attraction, new and infill development and new/existing business development resulting in sustainability, net job creation and increased tax revenues.

Major Programs

- Business Retention
- Business Attraction
- Business Education
- Development Liaison
- Revitalization Incentive Grant – Marketing & Management
- Internal Service Provider – GIS, Research, Business Information

How Do We Support Council's Goals for the City?

PURSUE A BALANCED AND SUSTAINABLE LOCAL ECONOMY

- Grow Jobs by providing strategic assistance to Littleton businesses.
- Recruit, retain and assist businesses wishing to expand.
- Work with community partners to increase the number and quality events that draw citizens and visitors.
- Seek a balanced blend of businesses to enhance the economic, retail and cultural environment.

Service Delivery Improvements for 2017

Using our Salesforce business database (a tool to manage Littleton business records) we have created two alerts for staff which assist with timely engagement with new businesses, and follow up with those businesses we have directly assisted in the past few months. This automated staff alert will allow us to better communicate and build relationships with our businesses.

With improved GIS capabilities; the department will develop comprehensive and updatable information on available properties.

Strategic Plan

Increase the utilization of business development services and resources with enhanced outreach including:

- Quarterly email communications to all businesses
- Weekly site visits
- Bi-annual post card mailing

Foster business sustainability by staying current on business trends and tailoring services and resources that help businesses remain up-to-date and competitive.

Performance Summary

	2015	2016	2017 Goals
Business Retention Projects	452	416	Increase retention projects to 500
Business Attraction Projects	209	*308	Create more efficient information delivery with GIS
			Comments
New Business Licensed	178	152	Unemployment was higher in 2015 which leads to more entreprenuership
Businesses Closed	42	51	As employment opportunities rise as in 2016 some choose to return to the workforce

Due to the budget cycle - stats represent projects completed from May 2014 - May 2015 and May 2015 - May 2016.

*The department provided responses to an unusually large number of requests for information from site selectors.

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Economic Development Expenditures												
01-140-6010		Salary . Regular	308,877	301,279	307,994	296,880	296,880	146,329	292,658	296,880	296,880	-
01-140-6030		Social Security	19,066	18,477	18,928	18,410	18,410	9,070	18,140	18,410	18,410	-
01-140-6035		Medicare	4,459	4,321	4,427	4,300	4,300	2,121	4,242	4,300	4,300	-
01-140-6040		Worker's Comp. Ins.	549	601	462	560	560	278	556	560	560	-
01-140-6050		Medical	46,437	50,786	52,198	55,480	55,480	23,836	47,672	50,000	55,480	-
01-140-6051		Life	920	917	1,159	1,510	1,510	695	1,390	1,510	1,510	-
01-140-6052		Disability	1,686	1,770	1,728	1,770	1,770	850	1,700	1,770	1,770	-
01-140-6053		Dental	2,360	2,446	2,328	2,450	2,450	1,223	2,446	2,450	2,450	-
01-140-6054		Vision	-	-	-	-	-	228	456	450	450	450
01-140-6055		Short-Term Disability	-	-	-	-	-	69	138	140	140	140
01-140-6060		ICMA 401A . General Govern	11,683	14,209	17,740	20,780	20,780	10,022	20,044	20,780	20,780	-
01-140-6140		ICMA . Deferred Comp	252	-	-	-	-	-	-	-	-	-
01-140-6141		ICMA 457 Match 2%	-	1,091	3,293	1,540	1,540	1,727	3,454	3,500	1,540	-
01-140-6142		Retirement Health Savings	-	-	300	1,200	1,200	600	1,200	1,200	1,200	-
01-140-6160		Unemployment Insurance	54	41	44	300	300	42	84	100	300	-
01-140-7110		Supplies Office	1,944	1,095	464	600	600	131	262	500	500	(100)
01-140-7115		Non-Capital Equipment	1,296	726	3,526	500	500	405	810	2,360	2,000	1,500
01-140-7280		Books Magazines Subscripti	229	179	93	100	100	-	-	100	100	-
01-140-7282		Database Subscriptions	5,715	44,151	56,610	82,500	82,500	19,437	38,874	69,950	33,370	(49,130)
01-140-7285		Dues & Memberships	1,370	1,195	3,430	2,050	2,050	500	1,000	2,500	3,430	1,380
01-140-7350		Hardware Maintenance	2,484	-	-	-	-	-	-	-	-	-
01-140-7360		Software Maintenance	-	-	-	-	-	499	998	500	-	-
01-140-7420		Business Meetings	1,463	2,829	2,422	3,550	3,550	894	1,788	2,000	3,500	(50)
01-140-7430		Professional/Consulting Sv	8,511	29,294	37,571	43,000	43,000	13,045	26,090	13,050	10,000	(33,000)
01-140-7450		Learning & Education	1,922	1,808	2,487	2,000	2,000	365	730	1,000	2,000	-
01-140-7461	1055	Databases/Datasets/License	61,222	-	-	-	-	-	-	-	-	-
01-140-7461	1297	Grants/Incentives	18,660	50,956	34,451	100,000	142,050	13,774	27,548	45,000	100,000	-
01-140-7461		Business Appreciation	-	-	-	1,500	-	-	-	-	-	(1,500)
01-140-7540		Office Equipment Maint	165	-	602	1,200	1,200	224	448	700	1,200	-
Total Economic Development Expenditures			***501,323***	***528,169***	***552,257***	***642,180***	***682,730***	***246,364***	***492,728***	***539,710***	***561,870***	***(80,310)***

2017 Proposed Budget

City of Littleton
Littleton, Colorado

Finance

The Finance Department is committed to serving customer needs by providing excellent customer service through sound financial management and professionalism.

Did You Know?

Starting in 2016, utility bills were mailed in February to allow an additional four months for citizens to pay their annual bill.

Major Programs

- Sales Tax
- Sewer & Storm Utility Billing
- Purchasing
- Payroll
- Financial planning, analysis and budgeting
- Financial reporting and auditing

How Do We Support Council's Goals for the City?

- Maintain a high bond rating through conservative financial management and planning
- Prepare financial reports which are timely, accurate and transparent in an easily understood format for both internal and external users
- Enhance financial and budgetary reporting based on feedback from City Council, citizens and the Government Finance Officers Association
- Encourage employees to embrace process improvement by attending innovation workshops

Strategic Plan

Providing cost-efficient processes and programs which provide great customer service, are environmentally and economically beneficial to citizens and customers, and are technologically advanced.

Service Delivery Improvements for 2017

Continue encouraging employees to embrace process improvement by scheduling time for internal process improvement implementation

Add ten enhancements to the budget document to better assist citizens' access to and understanding of the City's financial plans

Complete a fiscally sustainable capital financing plan

Move two commonly used forms to an electronic format

Implement an electronic vendor payment system to streamline payment processes

Anticipated Service Delivery Improvements by 2022

- Perform internal customer service audits for five to ten departments
- Review software systems for possible upgrades and integrations

Performance Summary

Performance Measures

What We Measure	Why We Measure It	2015 Actual	2016 Anticipated	2017 Goal
General Fund Budget Performance	Accurate budgeting improves the decision-making process by allowing timely decisions for all revenue sources.	103%	101%	101%
Annual Investment Yield	Higher yields on investments creates a stronger cash flow related to interest earned and is part of sound fiscal management.	1.27%	1.40%	1.50%
Online Sales Tax Return Filings	Online filing reduces the amount of manual data entry and prevents clerical errors.	24%	30%	32%
Online Utility Billing Payments	Online payment of utility bills allows more efficient processing of payments and timely cash flow.	13%	15%	20%
Process Improvements Implemented	Process improvements allow the City to function with higher efficiency and encourages a fresh perspective on customer needs and priorities.	3	4	5
Percentage of Utility Bills Certified to Counties	Certification of utility bills increases costs to the customers and reduces timely cash flow to the City. We want to keep certifications to a minimum by allowing more time to pay a bill and enhancing communication preceding the annual due date.	8%	5%	4%
Number of Delinquent Sales Tax Returns	Timely return filing improves cash flow, reduces staff time to pursue payments, and shows sound fiscal controls.	3.3%	2.0%	2.0%

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Finance Expenditures												
01-150-6010		Salary . Regular	583,113	598,446	660,329	687,490	687,490	352,353	704,706	696,140	696,140	8,650
01-150-6011		Salary . Contract Temporary	9,797	23,427	-	1,000	1,000	-	-	-	-	(1,000)
01-150-6020		Salary . Overtime	-	6,298	11,894	8,300	8,300	6,111	12,222	10,000	9,000	700
01-150-6030		Social Security	35,326	37,417	39,930	42,620	42,620	22,024	44,048	44,050	42,620	-
01-150-6035		Medicare	8,527	9,015	9,667	9,970	9,970	5,151	10,302	10,300	9,970	-
01-150-6040		Worker's Comp. Ins.	1,064	1,206	1,051	1,310	1,310	658	1,316	1,320	1,310	-
01-150-6050		Medical	81,499	104,515	119,811	106,600	106,600	53,143	106,286	106,500	106,600	-
01-150-6051		Life	1,651	1,672	2,469	3,510	3,510	1,575	3,150	3,500	3,510	-
01-150-6052		Disability	3,300	3,498	3,894	4,090	4,090	1,921	3,842	4,000	4,090	-
01-150-6053		Dental	5,321	5,457	6,115	6,110	6,110	2,752	5,504	5,600	6,110	-
01-150-6054		Vision	-	-	-	-	-	455	910	910	910	910
01-150-6055		Short-Term Disability	-	-	-	-	-	168	336	340	340	340
01-150-6060		ICMA 401A . General Govern	23,223	28,039	38,755	48,120	48,120	23,177	46,354	46,500	48,120	-
01-150-6141		ICMA 457 Match 2%	-	4,656	11,670	10,680	10,680	5,896	11,792	11,800	10,680	-
01-150-6142		Retirement Health Savings	-	-	750	3,000	3,000	1,500	3,000	3,000	3,000	-
01-150-6160		Unemployment Insurance	97	114	106	690	690	111	222	250	690	-
01-150-6170		Auto Allowance	1,754	-	-	-	-	-	-	-	-	-
01-150-7110		Supplies Office	8,972	6,585	4,206	8,500	8,500	3,634	7,268	7,000	8,500	-
01-150-7115		Non-capital Equipment	-	2,074	1,940	2,000	2,000	1,294	2,588	2,000	1,000	(1,000)
01-150-7280		Books Magazines Subscripti	607	394	852	700	700	600	1,200	600	800	100
01-150-7285		Dues & Memberships	2,386	2,800	3,704	2,800	2,800	1,695	3,390	2,300	3,850	1,050
01-150-7360		Software Maintenance	20,213	33,339	61,604	43,500	43,500	40,270	80,540	43,500	40,400	(3,100)
01-150-7419		Bank Fees	40,119	45,810	36,556	19,000	19,000	6,590	13,180	27,000	27,400	8,400
01-150-7420		Business Meetings	261	608	918	1,000	1,000	242	484	480	750	(250)
01-150-7430		Professional/Consulting Sv	21,659	34,916	75,081	57,450	57,450	24,538	49,076	51,000	37,500	(19,950)
01-150-7450		Learning & Education	8,162	6,264	8,993	11,500	11,500	6,498	12,996	11,000	11,500	-
01-150-7490		Advertising/Legal Notices	1,728	1,986	3,073	2,500	2,500	1,564	3,128	2,250	2,250	(250)
01-150-7500		Printing & Binding	-	-	59	-	-	-	-	-	-	-
01-150-7540		Office Equipment Maint.	5,047	4,030	4,877	4,600	4,600	2,143	4,286	4,600	4,600	-
Total Finance Expenditures			***863,827***	***962,568***	***1,108,304***	***1,087,040***	***1,087,040***	***566,063***	***1,132,126***	***1,095,940***	***1,081,640***	***(5,400)***

2017 Proposed Budget

City of Littleton
Littleton, Colorado

Information Services

The Information Services Department is committed to customer success: by working as a team in a supportive, courteous, and professional manner; by building and maintaining collaborative partnerships with our customers; and by listening, anticipating needs, and providing qualitative and timely solutions.

How Do We Support Council's Goals for the City?

- Continuously evaluate the aspects of the department to create a work environment that encourages innovation and best management practices.
- Develop and implement a Geographic Information Systems (GIS) strategy to improve ways to disseminate information to citizens.
- Develop and implement a Digital City Strategy to foster citizens' engagement and involvement in their community.
- Upgrade, replace, and/or implement public safety technology to ensure that the services delivered continue to meet the needs of the community.

Did You Know?

A citywide digital transformation was initiated in 2016 with the vision of enhancing multidirectional digital connections amongst citizens, city employees, business, and government.

Major Programs

Responsible for the following areas regarding citywide technology, geographic, and communication systems:

- Implementation
- Innovation
- Integration
- Management
- Operations
- Planning
- Procurement
- Research
- Security
- Selection
- Support
- Training

Service Delivery Improvements for 2017

Continue to evaluate ways to improve the efficiency, effectiveness, and flexibility of IS products, services, and processes

Continue to implement the Geographic Information Systems (GIS) strategy to improve ways to disseminate information to citizens

Continue to implement the Digital City Strategy to foster citizens' engagement and involvement in their community

Develop and implement a strategy to transition, as appropriate, from PCs and Laptops to tablet computers and/or virtual desktops

Develop and implement an open data program

Strategic Plan

Engagement + Access

Focus on how the city and its constituents engage with each other, through transactional service delivery, collaboration and communication. The digital divide is the other aspect of this focus area – access to technology and education to increase digital literacy.

Infrastructure & Assets

Focus on digital infrastructure and assets; this includes below and above ground physical assets such as conduit, fiber, and poles; and digital assets include software, hardware, and data.

Economy

Focus on the digital economy with respect to supporting growth in the digital sector and enabling all businesses to benefit from digital infrastructure and digital services offered by the city.

Organizational Digital Maturity

This encompasses digital governance, enabling city employees with tools that foster both a digital culture and encourages innovation.

Anticipated Service Delivery Improvements by 2022

- Evaluate current city systems and new city systems to determine if it makes sense to host the systems on premise or in the cloud
- Evaluate the service needs of our customers to determine if the IS Department has the right staffing level and skill sets
- Partner with city departments to review technology solutions for possible upgrades and integrations

Performance Summary

Performance Measures

Total Number of Customers (City Employees – June 2016): **538**

Service Requests for June 1, 2015 – May 31, 2016

	Help Desk	IS Projects	IS Capital Projects	Total
Tickets Opened	3,269	1,870	93	5,231
Tickets Closed	3,250	1,719	31	5,000
Tickets Pending	18	151	62	231

Assets	(June 2016)
Desktops	298
MDTs	88
Laptops	135
Tablets	96
Servers	15
Total	632

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Information Services Expenditures												
01-160-6010		Salary . Regular	869,969	900,736	946,010	1,155,090	1,155,090	489,424	978,848	1,030,000	1,155,090	-
01-160-6020		Salary . Overtime	101	344	221	1,800	1,800	266	532	1,800	1,800	-
01-160-6030		Social Security	52,580	54,204	57,134	71,610	71,610	30,006	60,012	63,660	71,610	-
01-160-6035		Medicare	12,476	12,849	13,543	16,750	16,750	7,018	14,036	14,890	16,750	-
01-160-6040		Worker's Comp. Ins.	1,050	1,282	1,139	1,710	1,710	700	1,400	1,710	1,710	-
01-160-6050		Medical	126,593	139,423	151,315	187,670	187,670	80,094	160,188	165,000	187,670	-
01-160-6051		Life	2,664	2,742	3,541	5,660	5,660	2,309	4,618	5,000	5,660	-
01-160-6052		Disability	4,912	5,300	5,309	6,600	6,600	2,808	5,616	6,000	6,600	-
01-160-6053		Dental	6,343	6,727	6,609	7,340	7,340	3,528	7,056	7,340	7,340	-
01-160-6054		Vision	-	-	-	-	-	657	1,314	1,320	1,320	1,320
01-160-6055		Short-Term Disability	-	-	-	-	-	201	402	400	400	400
01-160-6060		ICMA 401A . General Govern	34,436	42,322	54,553	77,610	77,610	33,876	67,752	72,560	76,400	(1,210)
01-160-6141		ICMA 457 Match 2%	-	6,127	13,138	12,370	12,370	6,999	13,998	13,580	13,580	1,210
01-160-6142		Retirement Health Savings	-	-	825	3,900	3,900	1,650	3,300	3,900	3,900	-
01-160-6160		Unemployment Insurance	118	113	134	1,150	1,150	137	274	1,150	1,150	-
01-160-6170		Auto Allowance	1,754	-	-	-	-	-	-	-	-	-
01-160-7110		Supplies Office	3,261	3,660	4,695	4,000	4,000	2,407	4,814	4,000	4,000	-
01-160-7115		Non-Capital Expenditures	5,737	-	-	8,310	8,310	5,314	10,628	8,310	-	(8,310)
01-160-7285		Dues & Memberships	1,798	1,800	2,310	4,360	4,360	2,360	4,720	4,360	11,260	6,900
01-160-7350		Hardware Maintenance	34,393	28,785	52,877	90,110	90,110	31,294	62,588	90,110	74,700	(15,410)
01-160-7360		Software Maintenance	35,595	116,194	135,107	185,890	205,740	127,672	255,344	185,890	231,620	45,730
01-160-7420		Business Meetings	494	550	315	500	500	95	190	500	500	-
01-160-7430		Professional/Consulting Sv	2,794	7,926	5,381	4,300	4,300	-	-	4,300	105,000	100,700
01-160-7442		Personnel Recruitment	-	-	-	-	-	17,120	34,240	17,120	-	-
01-160-7450		Learning & Education	26,395	16,052	26,937	39,000	39,000	14,165	28,330	39,000	35,000	(4,000)
01-160-7540		Office Equipment Maint.	-	-	1,148	1,000	1,000	750	1,500	1,000	1,700	700
01-160-7551		Vehicle Maintenance	1,127	674	-	-	-	-	-	-	-	-
01-160-7553		Vehicle Fuel	410	378	-	-	-	-	-	-	-	-
01-160-7555		Vehicle Insurance	280	340	-	-	-	-	-	-	-	-
01-160-7570		Other Equipment Maint.	2,726	-	-	-	-	-	-	-	-	-
Total Information Services Expenditures			***1,228,005***	***1,348,528***	***1,482,240***	***1,886,730***	***1,906,580***	***860,850***	***1,721,700***	***1,742,900***	***2,014,760***	***128,030***

2017 Proposed Budget

City of Littleton
Littleton, Colorado

City Clerk

The City Clerk's office strives to present a courteous, service-oriented team of professionals who, in partnership with the Littleton City Council, city manager and other city departments, and the community, serve the citizens of Littleton at an optimum level.

Did You Know?

In 2015, the City Clerk's office raised over $15,000 for the Omnibus/Shopping Cart programs through the Littleton Transportation Network.

How Do We Support Council's Goals for the City?

- Instilling a high value on excellent customer service and serving the public in a courteous, professional and friendly manner;
- Promoting positive employee morale throughout the city organization through a spirit of teamwork and cooperation;
- Staying abreast of the current laws governing the department's areas of responsibility;
- Proactively seeking out innovative processes to achieve a high level of efficiency; and
- Preserving the city's history and making it available to the public through a highly effective and sound records- management program.

Service Delivery Improvements for 2017

Hiring a part-time records clerk to help compile responses to records requests.

Continue to reduce paper files by electronic filing and indexing.

Work with Information Services (IS) to provide public access to the city clerk's records through a public Laserfiche portal

Major Programs

- Elections
- Municipal Court
- Omnibus and Shopping Cart
- Licensing Authority
- Board & Commission Recruitment
- Records retention and records requests

Anticipated Service Delivery Improvements by 2022

- Reduction of paper files by more than 50%
- Continue to assist all departments in records retention practices
- Continue Omnibus/Shopping Cart programs through fundraising efforts

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
City Clerk - Clerk Expenditures												
01-172-6010		Salary . Regular	139,513	203,564	215,291	211,250	211,250	112,851	225,702	226,000	226,000	14,750
01-172-6020		Salary . Overtime	-	905	459	-	-	210	420	250	-	-
01-172-6030		Social Security	8,426	12,139	13,013	13,100	13,100	6,836	13,672	13,680	13,680	580
01-172-6035		Medicare	1,971	2,839	3,043	3,060	3,060	1,599	3,198	3,060	3,060	-
01-172-6040		Worker's Comp. Ins.	253	398	347	400	400	215	430	400	400	-
01-172-6050		Medical	27,316	50,736	54,179	54,780	54,780	27,391	54,782	54,780	54,780	-
01-172-6051		Life	426	580	791	1,020	1,020	470	940	1,020	1,020	-
01-172-6052		Disability	785	1,117	1,162	1,190	1,190	575	1,150	1,190	1,190	-
01-172-6053		Dental	1,050	1,835	1,835	1,840	1,840	917	1,834	1,840	1,840	-
01-172-6054		Vision	-	-	-	-	-	171	342	340	340	340
01-172-6055		Short-Term Disability	-	-	-	-	-	51	102	110	110	110
01-172-6060		ICMA 401A . General Govern	5,531	8,965	12,142	14,040	14,040	6,975	13,950	14,040	14,040	-
01-172-6141		ICMA 457 Match 2%	-	-	225	-	-	-	-	-	-	-
01-172-6142		Retirement Health Savings	-	-	45	900	900	450	900	900	900	-
01-172-6160		Unemployment Insurance	20	41	-	210	210	42	84	100	210	-
01-172-6199		Personnel Changes	-	-	-	-	-	-	-	-	33,380	33,380
01-172-7110		Supplies Office	2,205	2,875	3,926	2,500	2,500	1,809	3,618	2,500	2,500	-
01-172-7115		Non-capital Equipment	-	1,669	455	-	-	-	-	-	-	-
01-172-7280		Books Magazines Subscripti	36	-	60	40	40	-	-	-	-	(40)
01-172-7285		Dues & Memberships	450	730	-	500	500	495	990	500	500	-
01-172-7360		Software Maintenance	-	2,099	1,353	-	-	1,795	3,590	1,800	-	-
01-172-7413		Filing & Recording	600	991	481	800	800	500	1,000	800	800	-
01-172-7420		Business Meetings	51	-	34	-	-	128	256	250	300	300
01-172-7430		Professional/Consulting Sv	8,686	13,447	11,822	10,000	10,000	10,487	20,974	18,000	10,000	-
01-172-7450		Learning & Education	1,944	1,663	2,536	5,000	5,000	3,259	6,518	5,000	5,000	-
01-172-7490		Advertising/Legal Notices	481	588	618	1,000	1,000	135	270	1,000	600	(400)
01-172-7510		Rentals	954	1,033	2,976	1,000	1,000	346	692	1,000	1,000	-
01-172-7540		Office Equipment Maint.	65	-	1,393	600	600	742	1,484	1,000	1,000	400
01-172-7721		Election	-	-	777	-	-	-	-	-	-	-
Total City Clerk -Clerk Expenditures			***200,762***	***308,213***	***328,963***	***323,230***	***323,230***	***178,449***	***356,898***	***349,560***	***372,650***	***49,420***

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
City Clerk - Municipal Court Expenditures												
01-173-6010		Salary . Regular	199,290	222,332	230,766	237,410	237,410	121,661	243,322	231,920	237,410	-
01-173-6020		Salary . Overtime	-	-	108	500	500	-	-	-	-	(500)
01-173-6030		Social Security	12,026	13,429	14,057	14,720	14,720	7,524	15,048	14,720	14,720	-
01-173-6035		Medicare	2,813	3,141	3,288	3,440	3,440	1,760	3,520	3,440	3,440	-
01-173-6040		Worker's Comp. Ins.	341	433	345	450	450	231	462	450	450	-
01-173-6050		Medical	52,725	61,881	53,588	62,590	62,590	29,071	58,142	62,590	62,590	-
01-173-6051		Life	506	593	794	1,210	1,210	494	988	1,210	1,210	-
01-173-6052		Disability	932	1,140	1,129	1,410	1,410	604	1,208	1,410	1,410	-
01-173-6053		Dental	2,152	2,606	2,281	3,060	3,060	1,265	2,530	3,060	3,060	-
01-173-6054		Vision	-	-	-	-	-	236	472	550	550	550
01-173-6055		Short-Term Disability	-	-	-	-	-	86	172	190	190	190
01-173-6060		ICMA 401A . General Govern	5,554	7,953	10,284	14,900	14,900	6,018	12,036	14,130	14,900	-
01-173-6140		ICMA . Deferred Comp	1,005	1,092	858	-	-	1,173	2,346	1,710	1,710	1,710
01-173-6141		ICMA 457 Match 2%	-	395	889	930	930	513	1,026	1,090	1,090	160
01-173-6142		Retirement Health Savings	-	-	300	1,200	1,200	600	1,200	1,200	1,200	-
01-173-6160		Unemployment Insurance	68	71	88	240	240	66	132	240	240	-
01-173-7110		Supplies Office	14,697	11,391	14,769	18,900	18,900	6,259	12,518	15,000	15,000	(3,900)
01-173-7280		Books Magazines Subscripti	281	237	295	400	400	-	-	400	400	-
01-173-7285		Dues & Memberships	-	240	290	300	300	20	40	300	300	-
01-173-7350		Hardware Maintenance	-	4,650	6,986	2,500	2,500	-	-	600	1,000	(1,500)
01-173-7360		Software Maintenance	22,966	23,538	28,915	25,000	25,000	66	132	25,000	27,000	2,000
01-173-7410		Collection Fees	19,219	12,000	16,983	12,000	12,000	4,122	8,244	10,000	10,000	(2,000)
01-173-7419		Bank Fees	16,281	5,308	62	200	200	18	36	100	100	(100)
01-173-7420		Business Meetings	496	639	514	1,000	1,000	90	180	600	600	(400)
01-173-7430		Professional/Consulting Sv	16,270	21,420	38,748	35,200	83,200	16,543	33,086	33,000	40,000	4,800
01-173-7430	1243	Bailiff/Security	50,821	55,655	42,888	48,000	-	27,306	54,612	55,000	48,000	-
01-173-7433		Judicial Service Contract	75,715	74,765	84,253	88,500	88,500	39,960	79,920	88,500	88,500	-
01-173-7443		Special Legal Services	4,430	3,132	3,001	-	-	3,016	6,032	8,000	8,000	8,000
01-173-7450		Learning & Education	963	991	9,385	2,500	2,500	1,567	3,134	2,500	2,500	-
01-173-7461		Jury Fees	545	194	334	1,500	1,500	196	392	1,000	1,000	(500)
01-173-7540		Office Equipment Maint.	1,826	2,415	5,377	5,000	5,000	626	1,252	5,000	5,000	-
Total City Clerk - Municipal Court Expenditures			***501,924***	***531,640***	***571,575***	***583,060***	***583,060***	***271,091***	***542,182***	***582,910***	***591,570***	***8,510***

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
City Clerk - Copy Center Expenditures												
01-175-6010		Salary . Regular	85,674	-	-	-	-	-	-	-	-	-
01-175-6030		Social Security	5,182	-	-	-	-	-	-	-	-	-
01-175-6035		Medicare	1,212	-	-	-	-	-	-	-	-	-
01-175-6040		Worker's Comp. Ins.	655	-	-	-	-	-	-	-	-	-
01-175-6050		Medical	21,241	-	-	-	-	-	-	-	-	-
01-175-6051		Life	235	-	-	-	-	-	-	-	-	-
01-175-6052		Disability	426	-	-	-	-	-	-	-	-	-
01-175-6053		Dental	968	-	-	-	-	-	-	-	-	-
01-175-6060		ICMA 401A . General Govern	3,027	-	-	-	-	-	-	-	-	-
01-175-6160		Unemployment Insurance	28	-	-	-	-	-	-	-	-	-
01-175-7110		Supplies Office	507	-	-	-	-	-	-	-	-	-
01-175-7450		Learning & Education	129	-	-	-	-	-	-	-	-	-
01-175-7500		Printing & Binding	168,870	-	-	-	-	-	-	-	-	-
Total City Clerk - Copy Center Expenditures			***288,156***	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
City Clerk - Omnibus Expenditures												
01-176-6010		Salary . Regular	117,609	121,559	125,927	118,470	118,470	60,580	121,160	118,470	118,470	-
01-176-6030		Social Security	7,199	7,429	7,775	7,350	7,350	3,716	7,432	7,350	7,350	-
01-176-6035		Medicare	1,684	1,737	1,818	1,720	1,720	869	1,738	1,720	1,720	-
01-176-6040		Worker's Comp. Ins.	5,560	6,306	5,257	6,380	6,380	3,318	6,636	6,380	6,380	-
01-176-6050		Medical	28,971	31,685	36,263	48,700	48,700	24,347	48,694	48,700	48,700	-
01-176-6051		Life	338	342	434	600	600	270	540	600	600	-
01-176-6052		Disability	620	659	663	700	700	330	660	700	700	-
01-176-6053		Dental	579	1,223	1,317	1,220	1,220	917	1,834	1,220	1,220	-
01-176-6054		Vision	-	-	-	-	-	171	342	340	340	340
01-176-6055		Short-Term Disability	-	-	-	-	-	51	102	100	100	100
01-176-6060		ICMA 401A . General Govern	4,351	5,271	6,680	8,290	8,290	3,884	7,768	8,290	8,290	-
01-176-6141		ICMA 457 Match 2%	-	-	185	-	-	402	804	-	-	-
01-176-6142		Retirement Health Savings	-	-	225	900	900	450	900	900	900	-
01-176-6160		Unemployment Insurance	36	39	49	120	120	35	70	120	120	-
01-176-7110		Supplies Office	-	-	-	500	500	-	-	500	500	-
01-176-7551		Vehicle Maintenance	23,134	14,602	-	-	-	-	-	-	-	-
01-176-7552		Vehicle Rent	34,002	22,864	-	-	-	-	-	-	-	-
01-176-7553		Vehicle Fuel	23,511	14,366	-	-	-	-	-	-	-	-
01-176-7554		Vehicle Extraordinary Charges	8	108	-	-	-	-	-	-	-	-
01-176-7555		Vehicle Insurance	3,570	4,330	-	-	-	-	-	-	-	-
Total City Clerk - Omnibus Expenditures			***251,171***	***232,521***	***186,593***	***194,950***	***194,950***	***99,340***	***198,680***	***195,390***	***195,390***	***440***

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
City Clerk - Shopping Cart Expenditures												
01-178-6010		Salary . Regular	36,728	32,310	33,000	34,220	34,220	16,839	33,678	34,220	34,220	-
01-178-6030		Social Security	2,275	2,026	2,040	2,120	2,120	1,044	2,088	2,120	2,120	-
01-178-6035		Medicare	532	474	477	500	500	244	488	500	500	-
01-178-6040		Worker's Comp. Ins.	2,258	1,952	1,519	1,840	1,840	836	1,672	1,840	1,840	-
01-178-6055		Short-Term Disability	-	-	-	-	-	48	96	100	100	100
01-178-6160		Unemployment Insurance	23	26	26	30	30	15	30	30	30	-
01-178-7110		Supplies Office	-	-	-	500	500	-	-	500	500	-
01-178-7551		Vehicle Maintenance	2,123	3,352	-	-	-	-	-	-	-	-
01-178-7552		Vehicle Rent	7,595	-	-	-	-	-	-	-	-	-
01-178-7553		Vehicle Fuel	3,400	5,469	-	-	-	-	-	-	-	-
01-178-7554		Vehicle Extraordinary Charges	-	13	-	-	-	-	-	-	-	-
01-178-7555		Vehicle Insurance	890	1,080	-	-	-	-	-	-	-	-
Total City Clerk - Shopping Cart Expenditures			***55,825***	***46,701***	***37,062***	***39,210***	***39,210***	***19,026***	***38,052***	***39,310***	***39,310***	***100***
Grand Total City Clerk Expenditures			***1,297,837***	***1,119,075***	***1,124,193***	***1,140,450***	***1,140,450***	***567,906***	***1,135,812***	***1,167,170***	***1,198,920***	***58,470***

Human Resources

Through strategic partnerships and collaboration, the Human Resources Department balances the needs of the employees and those of city. Develops and implements programs that recruit, develop, coach, and retain a high performing workforce; mitigates risks, provides technical expertise related to employment practices, problem solves, provides learning opportunities, and, fosters a healthy, fit, safe workplace.

Major Programs

- Total Compensation
- Talent Acquisition
- Employee Relations
- Risk Management
- Career Paths & Succession Planning
- Organizational Development and Learning

Strategic Plan

Providing cost-efficient processes and programs which provide great customer service, are environmentally and economically beneficial to citizens and customers, and are technologically advanced.

Service Delivery Improvements for 2017

-Move performance evaluation forms to an electronic format.
-Develop new supervisor academy program.
-Design strategies around Patient Protection and Affordable Care Acts' upcoming Cadillac tax and related regulations.
-Create better continuity of care between the city's health provider and its employee clinic by providing shared medical data.
-Review two contracts for possible competitive bidding.
-Move active PER files to electronic format.

Anticipated Service Delivery Improvements by 2022

- Perform internal audit on job requirements and automate reminders for expiring licenses, certification, and other job requirements.
- Review software systems for possible upgrades and integrations.

Did You Know?

In 2016, the City of Littleton was awarded the 9th Healthiest Large Employer in the Denver Metro Area.

How Do We Support Council's Goals for the City?

- Maintain a highly skilled staff by promoting and developing learning & training opportunities.
- Retain employees by offering & maintaining an excellent total compensation package.
- Enhance the use of digital systems in our processes.
- Review and mitigate risk where it can be managed.
- Engage employees using their feedback and innovative ideas.

Performance Summary

Performance Measures

What We Measure	Why We Measure It	2015 Actual	2016 Anticipated	2017 Goal
Turnover	Turnover has several impacts on an organization, including lowered productivity, lost training investments and knowledge and expertise, as well as adding to the workload and stress of the remaining staff. It is estimated that the cost to replace and train a new employee is between 30 – 90% of the position's annual salary.	15.3%	13%	
Enrollees Qualifying for the City's Wellness Plan	Healthier employees are more productive and mentally engaged at work.	90%	90%	90%
Sick Utilization	Some sick time is unavoidable, although keeping our employees healthy, and adapting policies to accommodate temporarily modified schedules or methods to conduct work translates to a more productive workforce.	33,557 hrs	33,278 hrs	32,000 hrs
Designated Care	It benefits our employees and the city to make every employee a better consumer of health services. The higher number of CCD designated or designated health services/physicians utilized, the better. It encourages quality care for the best market price.	12,152	14,248	14,500
Process Improvements Implemented	Process improvements allow the City to function with higher efficiency and encourages a fresh perspective on customer needs and priorities.	5	6	6

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Human Resources Expenditures												
01-174-6010		Salary . Regular	400,641	413,213	428,239	506,100	506,100	256,580	513,160	520,530	523,000	16,900
01-174-6020		Salary . Overtime	911	61	-	2,500	2,500	-	-	-	-	(2,500)
01-174-6030		Social Security	24,394	25,028	25,348	31,380	31,380	15,821	31,642	31,380	31,380	-
01-174-6035		Medicare	5,706	5,853	5,998	7,340	7,340	3,749	7,498	7,340	7,340	-
01-174-6040		Worker's Comp. Ins.	705	823	787	960	960	495	990	960	960	-
01-174-6050		Medical	54,011	50,234	45,527	63,280	63,280	36,230	72,460	75,170	75,170	11,890
01-174-6051		Life	1,207	1,218	1,620	2,580	2,580	1,084	2,168	2,580	2,580	-
01-174-6052		Disability	2,216	2,352	2,263	3,010	3,010	1,324	2,648	3,010	3,010	-
01-174-6053		Dental	4,302	3,011	2,470	4,280	4,280	1,929	3,858	4,280	4,280	-
01-174-6054		Vision	-	-	-	-	-	359	718	720	720	720
01-174-6055		Short-Term Disability	-	-	-	-	-	128	256	260	260	260
01-174-6060		ICMA 401K . General Govern	14,754	18,538	21,708	35,430	35,430	15,822	31,644	36,440	36,610	1,180
01-174-6130		Educational Benefits	-	4,287	9,351	40,000	52,720	-	-	40,000	40,000	-
01-174-6141		ICMA 457 Match 2%	-	3,474	8,036	8,710	8,710	5,043	10,086	8,710	8,710	-
01-174-6142		Retirement Health Savings	-	-	375	2,100	2,100	900	1,800	2,100	2,100	-
01-174-6160		Unemployment Insurance	94	82	87	510	510	97	194	510	510	-
01-174-7110		Supplies Office	5,973	3,934	9,589	9,400	9,400	2,150	4,300	9,400	9,400	-
01-174-7115		Non-Capital Equipment	7,302	-	-	-	-	-	-	-	-	-
01-174-7280		Books Magazines Subscripti	814	709	54	750	750	286	572	750	750	-
01-174-7285		Dues & Memberships	6,288	7,380	6,289	7,000	7,000	6,188	12,376	7,000	7,000	-
01-174-7360		Software Maintenance	(1,457)	42,039	21,094	89,130	147,420	17,049	34,098	89,130	84,200	(4,930)
01-174-7420		Business Meetings	620	756	319	3,600	3,600	129	258	3,600	3,600	-
01-174-7430		Professional/Consulting Sv	47,476	32,671	49,215	50,000	50,000	2,006	4,012	50,000	50,000	-
01-174-7434		General Govt. Training	7,031	9,299	18,870	20,000	28,430	14,966	29,932	20,000	22,000	2,000
01-174-7440	1059	Drug Screens	15,106	4,718	7,456	5,500	27,100	9,245	18,490	9,500	5,500	-
01-174-7440	1176	Polygraph Examinations	3,960	2,160	3,920	4,600	-	6,125	12,250	6,130	4,600	-
01-174-7440	1169	Phys. Exams . Other	15,213	11,145	17,778	17,000	-	13,344	26,688	14,970	17,000	-
01-174-7441		DRCOG . Fire	264	3,793	-	3,800	3,800	-	-	1,800	-	(3,800)
01-174-7442		Personnel Recruitment	9,806	24,736	31,621	41,200	41,200	22,277	44,554	41,200	45,000	3,800
01-174-7450		Learning & Education	5,076	9,396	6,639	10,560	10,560	7,241	14,482	10,560	10,450	(110)
01-174-7460	1190	Safety Committee	13,008	14,816	12,924	12,000	12,000	1,633	3,266	7,000	12,000	-
01-174-7462		Employee Recognition	13,628	9,945	30,261	25,000	25,000	5,275	10,550	25,000	25,000	-
01-174-7463		Service Awards	-	-	-	25,400	25,400	7,900	15,800	25,400	22,400	(3,000)
01-174-7540		Office Equipment Maintenance	288	-	3,039	7,100	7,100	4,248	8,496	7,100	9,700	2,600
01-174-7620		FF Heart & Circ Benefit	-	-	31,500	45,000	45,000	22,925	45,850	47,000	48,000	3,000
01-174-7820		Building Improvements	-	-	-	-	-	11,095	22,190	11,100	-	-
Total Human Resources Expenditures			***659,335***	***705,671***	***802,377***	***1,085,220***	***1,164,660***	***493,643***	***987,286***	***1,120,630***	***1,113,230***	***28,010***

2017 Proposed Budget

City of Littleton
Littleton, Colorado

POLICE
LITTLETON

MISSION

The mission of the Littleton Police Department is to catch criminals and prevent crime, to comfort victims, and treat everyone with respect.

STRATEGIC PLAN

- To provide high quality safety services which serve the Littleton community by proactively addressing crime, protecting life and property, and preserving the peace.
- To develop and maintain collaborative partnerships with the community, other law enforcement agencies, and prosecutors to solve crime and bring criminals to justice.
- To identify and implement innovative crime reduction and prevention strategies utilizing data analysis and emerging law enforcement trends, training, and technology.
- To offer resources and provide assistance to crime victims.
- To promote and support an organizational culture built on mutual respect and trust.
- To staff and structure the Littleton Police Department in the most efficient and effective manner to best accomplish the department's mission.
- To provide a high quality mentorship and leadership development program for department personnel.

MAJOR PROGRAMS

- **Patrol Division**
  - 6 Patrol Teams – providing 24-hour response to calls-for-service
  - Traffic Unit
  - School Resource Officers (SRO)
  - SWAT team – tactical and negotiations team
  - K9 Unit
  - Field Training Program
  - Humane Officer
  - Parking Enforcement
  - Special Enforcement Team (proactive unit)
- **Investigations/Support Services Division**
  - Investigations

        - General Assignment Detectives
        - ACSO Impact Team
        - Rocky Mountain Regional Computer Forensic Laboratory
        - Property/Evidence Section – Crime Scene Unit
        - Victim Services
    - Support Services
        - Communications Center
        - Records Section
        - CALEA Accreditation
        - Innovation and Technology
        - Policy and Procedures
        - Training
        - Recruitment
- **Community Programs**
    - Littleton Police Citizen Academy and Alumni Association
    - Community Safety Volunteer Patrol
    - Junior Police Academy
    - Teen CSI Program
    - National Night Out

ACTION PLAN FOR 2017

1. Implement comprehensive critical incident response protocol building on inter-department and inter-agency relationships and training.
2. Continue development of specialized law enforcement services designed for Littleton's aging population.
3. Continue development and implementation of comprehensive mentoring/leadership development program.
4. Utilize data analysis to identify and employ most effective and efficient deployment of department resources to prevent and combat crime within the City of Littleton.
5. Continue training for personnel on interactions with persons experiencing mental health crises.
6. Develop and implement enhanced capabilities for response to mental health-related calls in collaboration with community partners.

ANTICIPATED MAJOR CHANGES OVER THE NEXT FIVE YEARS

1. Continued development and implementation of data-driven crime prevention and reduction strategies as well as strategic deployment processes will greatly enhance the department's ability to serve the Littleton community in the most effective and efficient manner.
2. Continue to monitor and assess national best practices concerning body-worn video technology to determine if this technology would serve the interests of the Littleton community and the Littleton Police Department.
3. The department Computer Aided Dispatch (CAD) and Records Management System (RMS) will require replacement within the next 4 years.
4. Department will undergo re-accreditation with the Commission on Accreditation for Law Enforcement Agencies (CALEA) in fall, 2017.

PERFORMANCE MEASURES

1. Outcome: Develop and maintain collaborative partnerships with the community, other law enforcement agencies, and prosecutors to solve crime and bring criminals to justice.

Part 1 Violent Crimes per 1,000 Residents	2013	2014	2015
Homicide	0.02	0.02	0
Aggravated Assault	0.43	0.13	0.28
Forcible Rape	0.39	0.54	0.39
Robbery	0.14	0.22	0.15

Part 1 Property Crimes per 1,000 Residents	2013	2014	2015
Burglary	4.46	5.24	4.14
Larceny Theft	21.81	14.64	16.19
Motor Vehicle Theft	2.18	2.42	2.26
Arson	0.16	0.34	0.10

Crimes Cleared by Arrest or Exceptional Means	2013	2014	2015
Part 1 Violent Crimes	6	10	12
Part 1 Property Crimes	261	74	100
Total Number of Arrests	1,674	1,454	1,402

Data source: Crime in Colorado

2013/2014/2015 population data source: U.S. Department of Commerce, Census Bureau

2. Outcome: Expand and enhance community volunteer opportunities to increase department productivity and build upon strong community-department relationship.
   - Community Safety Volunteer (CSV) program fully implemented
   - CSV's volunteered over 700 hours of patrol time (July-Dec 2015)
   - CSV's handled over 470 calls for service (July-Dec 2015)

3. Outcome: Identify and implement innovative crime reduction and prevention strategies utilizing data analysis and emerging law enforcement trends, training, and technology.

Accidents and DUI Arrests	2013	2014	2015
Fatal accidents per 1,000 residents	0.04	0.02	0.04
Total injury accidents	145	94	111
DUI arrests per 1,000 residents	3.77	3.65	3.08

Data sources: Crime in Colorado – LPD Records Management System
2013/2014/2015 population data source: U.S. Department of Commerce, Census Bureau

ACTIVITY AND WORKLOAD HIGHLIGHTS

- Hired 9 police officers and 2 dispatchers
- Deployed 6th School Resource Officer which now allows for SROs at all LPS High Schools and Middle Schools in Littleton
- Completed 1 Citizen Academy
- Held the annual Teen CSI program at Bemis Public Library
- Held 2 Junior Police Academies in partnership with Mission Hills Church
- Provided safety services to nearly 70,000 residents and visitors during numerous city-sponsored community events
- Sponsored 2 command officers training in Northwestern University's School of Police Staff and Command
- Certified an additional 15 agency personnel in Crisis Intervention Training
- Obtained a robbery and attempted sexual assault conviction in connection with an at-risk elder sexual assault investigation
- Served as host agency for International Assoc. of Chiefs of Police Alzheimer's Initiative Train-the-Trainer Program
- Continued deployment of updated Conducted Energy Weapon (Taser) technology in the Patrol and Investigations Divisions
- Modified department training program to include more broad-based live scenario training encompassing de-escalation techniques
- Incorporated multi-view video recording into department training program
- Division Chief Enley attended the 243rd Session of the FBI National Academy
- Sponsored 2 National Drug Take Back Days to collect expired, unused and unwanted prescription medications
- Obtained a conviction of second degree murder in connection with a 2014 homicide investigation
- 1 of 27 agencies nationally to complete the National Center for Missing and Exploited Children (NCMEC) Missing Kids Reading Project
- Obtained accreditation by Colorado Association of Chiefs of Police

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Police - Support Services Expenditures												
01-201-6010		Salary . Regular	1,199,435	1,363,043	1,362,907	1,656,900	1,656,900	704,145	1,408,290	1,695,330	1,696,490	39,590
01-201-6015		Field Training Officer Pay	5,157	3,832	2,991	7,000	7,000	1,613	3,226	3,230	7,000	-
01-201-6020		Salary . Overtime	39,752	28,394	49,461	23,690	23,690	36,518	73,036	73,000	31,300	7,610
01-201-6020	1083	Extra Duty Overtime Pay	-	6,228	16,470	-	-	3,949	7,898	7,900	7,900	7,900
01-201-6020	1201	Special Events Overtime	-	3,175	-	-	-	-	-	-	-	-
01-201-6025		Court Time Allowance	-	-	77	-	-	82	164	160	-	-
01-201-6030		Social Security	57,493	59,218	59,320	67,940	67,940	30,669	61,338	67,940	67,940	-
01-201-6035		Medicare	17,555	20,078	20,448	24,030	24,030	10,718	21,436	24,030	24,030	-
01-201-6040		Worker's Comp. Ins.	10,844	18,836	14,895	23,350	23,350	10,314	20,628	23,350	23,350	-
01-201-6050		Medical	184,247	227,371	235,521	295,780	295,780	129,795	259,590	258,500	260,000	(35,780)
01-201-6051		Life	3,648	4,148	5,528	8,450	8,450	3,212	6,424	8,450	8,450	-
01-201-6052		Disability	9,756	12,821	12,345	19,760	19,760	7,229	14,458	19,760	19,760	-
01-201-6053		Dental	12,442	13,903	13,407	16,200	16,200	6,668	13,336	16,200	16,200	-
01-201-6054		Vision	-	-	-	-	-	1,242	2,484	-	-	-
01-201-6055		Short-Term Disability	-	-	-	-	-	381	762	-	-	-
01-201-6060		ICMA 401A . General Govern	35,860	44,343	46,695	66,410	66,410	31,941	63,882	65,200	66,410	-
01-201-6061		ICMA 401A . Police	28,603	40,192	41,727	66,410	66,410	23,089	46,178	46,450	66,410	-
01-201-6100		Uniform Cleaning Allowance	1,330	1,215	28,155	34,600	34,600	-	-	34,600	34,600	-
01-201-6130		Educational Benefits	-	-	-	-	-	4,870	9,740	4,870	-	-
01-201-6141		ICMA 457 Match 2%	-	6,207	14,686	16,850	16,850	8,789	17,578	16,850	16,850	-
01-201-6142		Retirement Health Savings	-	-	1,575	7,500	7,500	3,300	6,600	7,500	7,500	-
01-201-6150		Uniforms	84,062	91,138	154,684	-	45,450	45,123	90,246	45,450	-	-
01-201-6160		Unemployment Insurance	234	1,828	238	1,660	1,660	245	490	1,660	1,660	-
01-201-7110		Supplies Office	16,440	15,600	18,465	17,250	17,250	5,973	11,946	17,250	17,250	-
01-201-7115		Non-Capital Equipment	8,512	32,119	42,046	10,000	10,000	11,949	23,898	11,950	10,000	-
01-201-7280		Books Magazines Subscripti	4,962	1,337	3,847	4,680	4,680	854	1,708	4,680	4,680	-
01-201-7285		Dues & Memberships	3,795	4,324	7,706	4,950	4,950	3,139	6,278	4,950	4,950	-
01-201-7300		Supplies Other Special	89,337	89,676	84,482	113,370	113,370	49,736	99,472	113,370	116,370	3,000
01-201-7360		Software Maintenance	84,070	180,045	133,268	172,500	172,500	98,070	196,140	172,500	175,000	2,500
01-201-7419		Bank Fees	305	360	395	600	600	25	50	600	600	-
01-201-7420		Business Meetings	1,191	1,130	378	3,000	3,000	590	1,180	3,000	3,000	-
01-201-7430		Professional/Consulting Sv	131,391	102,251	112,978	173,970	173,970	82,662	165,324	160,000	173,970	-
01-201-7433		Humane Services Contract	50,000	59,983	58,783	60,000	60,000	30,250	60,500	60,500	61,000	1,000
01-201-7438		Red Light Technology	677,520	532,672	374,698	-	-	-	-	-	-	-
01-201-7442		Personnel Recruitment	7,902	12,971	22,472	10,500	10,500	4,999	9,998	10,500	10,500	-
01-201-7446		Uniforms	-	-	-	100,280	54,830	26,474	52,948	100,280	124,280	24,000
01-201-7450		Learning & Education	69,794	80,303	94,854	82,500	82,500	42,998	85,996	82,500	106,500	24,000
01-201-7510		Rentals	9,868	10,954	11,487	15,000	15,000	6,213	12,426	15,000	15,000	-
01-201-7540		Office Equipment Maint.	2,583	3,720	4,073	4,000	4,000	758	1,516	4,000	4,000	-
01-201-7551		Vehicle Maintenance	161,615	104,352	-	-	-	-	-	-	-	-
01-201-7552		Vehicle Rent	289,549	201,325	-	-	-	-	-	-	-	-
01-201-7553		Vehicle Fuel	153,075	95,808	-	-	-	-	-	-	-	-
01-201-7554		Vehicle Extraordinary Charges	25,592	6,401	-	-	-	-	-	-	-	-
01-201-7555		Vehicle Insurance	34,010	41,365	-	-	-	-	-	-	-	-
01-201-7560		Radio Maintenance	3,074	7,531	2,140	12,830	12,830	707	1,414	6,000	12,830	-
01-201-7570		Other Equipment Maint.	8,223	5,029	3,494	8,700	8,700	3,487	6,974	8,700	8,700	-
Total Police - Support Services Expenditures			***3,523,226***	***3,535,224***	***3,056,695***	***3,130,660***	***3,130,660***	***1,432,776***	***2,865,552***	***3,196,210***	***3,204,480***	***73,820***

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Police - Patrol Expenditures												
01-203-6010		Salary . Regular	4,045,929	3,839,916	4,215,205	4,323,380	4,323,380	2,331,114	4,662,228	4,323,380	4,323,380	-
01-203-6015		Field Training Officer Pay	12,317	13,225	18,123	12,000	12,000	5,253	10,506	12,000	12,000	-
01-203-6020		Salary . Overtime	241,689	251,104	340,621	172,010	172,010	143,361	286,722	288,810	181,810	9,800
01-203-6020	1083	Extra Duty Overtime	129,510	201,341	186,730	131,000	131,000	45,101	90,202	100,000	131,000	-
01-203-6020	1201	Special Events Overtime	31,932	28,517	1,555	60,000	60,000	-	-	60,000	60,000	-
01-203-6025		Court Time Allowance	24,130	20,632	26,119	38,400	38,400	10,048	20,096	38,400	38,400	-
01-203-6030		Social Security	9,868	14,158	15,560	5,730	5,730	7,195	14,390	5,730	5,730	-
01-203-6035		Medicare	61,431	62,259	69,086	62,690	62,690	36,430	72,860	62,690	62,690	-
01-203-6040		Worker's Comp. Ins.	131,588	136,501	119,608	162,050	162,050	93,492	186,984	162,050	162,050	-
01-203-6050		Medical	675,048	705,094	814,631	818,340	818,340	402,552	805,104	818,340	818,340	-
01-203-6051		Life	12,107	11,419	16,553	22,050	22,050	10,905	21,810	22,050	22,050	-
01-203-6052		Disability	79,928	81,726	93,471	93,320	93,320	50,825	101,650	93,320	93,320	-
01-203-6053		Dental	34,376	33,817	34,311	33,630	33,630	17,640	35,280	33,630	33,630	-
01-203-6054		Vision	-	-	-	-	-	3,114	6,228	-	-	-
01-203-6055		Short-Term Disability	-	-	-	-	-	1,024	2,048	-	-	-
01-203-6060		ICMA 401A . General Govern	2,963	4,177	5,226	6,500	6,500	3,054	6,108	6,500	6,500	-
01-203-6061		ICMA 401A . Police	383,932	357,990	366,673	423,070	423,070	218,915	437,830	423,070	423,070	-
01-203-6100		Uniform Cleaning Allowance	21,396	18,829	405	-	-	-	-	-	-	-
01-203-6130		Educational Benefits	-	-	-	-	-	508	1,016	510	-	-
01-203-6141		ICMA 457 Match 2%	-	22,489	54,990	41,740	41,740	30,657	61,314	61,130	61,130	19,390
01-203-6142		Retirement Health Savings	-	-	4,200	16,800	16,800	8,775	17,550	16,800	16,800	-
01-203-6150		Uniforms	4,272	1,835	(405)	-	-	-	-	-	-	-
01-203-6160		Unemployment Insurance	641	646	643	4,320	4,320	643	1,286	1,290	4,320	-
01-203-6199		Personnel Changes	-	-	-	-	-	-	-	-	329,150	329,150
Total Police - Patrol Expenditures			***5,903,058***	***5,805,674***	***6,383,303***	***6,427,030***	***6,427,030***	***3,420,606***	***6,841,212***	***6,529,700***	***6,785,370***	***358,340***

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Police - Investigation Expenditures												
01-204-6010		Salary . Regular	1,116,501	1,241,511	1,353,499	1,265,080	1,265,080	692,292	1,384,584	1,265,080	1,265,080	-
01-204-6015		Field Training Officer Pay	1,299	998	-	1,000	1,000	-	-	1,000	1,000	-
01-204-6020		Salary . Overtime	59,561	59,185	73,464	39,140	41,940	53,396	106,792	110,000	64,070	24,930
01-204-6020	1083	Extra Duty Overtime	7,200	8,066	16,155	2,800	-	608	1,216	1,300	1,500	(1,300)
01-204-6020	1201	Special Events Overtime	5,185	3,695	-	-	-	-	-	-	-	-
01-204-6025		Court Time Allowance	3,522	1,448	1,478	2,000	2,000	392	784	2,000	2,000	-
01-204-6030		Social Security	12,832	14,885	15,982	11,610	11,610	8,396	16,792	11,610	11,610	-
01-204-6035		Medicare	15,049	17,833	19,932	18,340	18,340	10,915	21,830	18,340	18,340	-
01-204-6040		Worker's Comp. Ins.	35,008	41,874	36,921	45,880	45,880	25,077	50,154	45,880	45,880	-
01-204-6050		Medical	159,840	200,487	216,057	218,500	218,500	128,786	257,572	256,330	255,100	36,600
01-204-6051		Life	3,257	3,677	5,333	6,450	6,450	3,258	6,516	6,450	6,450	-
01-204-6052		Disability	19,927	24,920	27,918	26,520	26,520	14,247	28,494	26,520	26,520	-
01-204-6053		Dental	8,166	9,173	8,990	9,170	9,170	4,775	9,550	9,170	9,170	-
01-204-6054		Vision	-	-	-	-	-	832	1,664	-	-	-
01-204-6055		Short-Term Disability	-	-	-	-	-	267	534	-	-	-
01-204-6060		ICMA 401A . General Govern	6,259	8,714	15,592	9,000	9,000	9,013	18,026	18,100	9,000	-
01-204-6061		ICMA 401A . Police	89,430	98,976	99,168	111,890	111,890	54,645	109,290	95,000	95,000	(16,890)
01-204-6100		Uniform Cleaning Allowance	4,860	4,455	-	-	-	-	-	-	-	-
01-204-6130		Educational Benefits	-	-	-	-	-	1,526	3,052	1,530	-	-
01-204-6141		ICMA 457 Match 2%	-	8,838	20,554	19,780	19,780	9,571	19,142	19,780	19,780	-
01-204-6142		Retirement Health Savings	-	-	1,200	4,500	4,500	2,400	4,800	4,800	4,500	-
01-204-6150		Uniforms	4,839	5,699	-	-	-	-	-	-	-	-
01-204-6160		Unemployment Insurance	162	167	166	1,270	1,270	173	346	350	1,270	-
Total Police - Investigation Expenditures			***1,552,895***	***1,754,604***	***1,912,409***	***1,792,930***	***1,792,930***	***1,020,569***	***2,041,138***	***1,893,240***	***1,836,270***	***43,340***
Grand Total Police Expenditures			***10,979,179***	***11,095,502***	***11,352,407***	***11,350,620***	***11,350,620***	***5,873,951***	***11,747,902***	***11,619,150***	***11,826,120***	***475,500***

2017 Proposed Budget

City of Littleton
Littleton, Colorado

FIRE RESCUE DEPARTMENT

OUR VISION

The vision of LFR is to be the recognized leader in the fire service through:

- Dedication to safety, reliability, and customer service
- Professionalism and compassion
- Innovation and creativity
- Teamwork and commitment
- Trust and Respect

MAJOR PROGRAMS

- Fire Suppression
- Emergency Medical Services
- Quick Cars
- Special Operations
- Fire Prevention / Community Education
- Emergency Communications

SERVICE DELIVERY IMPROVEMENTS FOR 2017

1. Add o peak hour Battalion Chief utilizing OT Funds
2. Order Platform to replace ladder truck
3. Reduce Emergency Response Times
4. Implement new fire and EMS incident reporting system
5. Add 1.5 FTE's and re-organize Communications Division

ANTICIPATED SERVICE DELIVERY IMPROVEMENTS FOR NEXT FIVE YEARS

1. Implement Standard of Cover & Strategic Plan
2. Begin CFAI Accreditation process
3. Strategic Planning for 1 new fire station in HRMD
4. Revise improve Fire Partner IGA

Fire Rescue Mission

"To Serve with Pride and Honor to Protect our Community".

PERFORMANCE SUMMARY

PERFORMANCE MEASURES

- Meet or exceed contracted emergency response times 100% of the time
- Meet or exceed turnout time standards for emergency incidents 100% of the time
- Process all 911 calls in 60 seconds or less 90% of the time
- Meet or exceed ISO required training hours for all personnel
- Complete 100% of pre-fire plans
- Review, Complete and Turn around all permits and plan reviews within 96 hours 90% of the time
- Participate in 100 or more community outreach and public education programs/events

ACTIVITY AND WORKLOAD HIGHLIGHTS for 2016

- Cancelled West Metro Contract saving $350,000
- Enter into service agreement with Lockheed Martin generating $300,000 annually
- Enter into service agreement with Meadowbrook Metro District generating $343,000 annually
- Opened new fire station 19
- Hired 12 new employees for station 19
- Added administrative staff
- Added FT Emergency Manager
- Expanded quick cars to 12 hr shifts, 7 days per week
- Added medic 12 during peak hours, 7 days per week
- Ordered two new medic units
- Ordered new replacement fire engine
- Placed new Battalion Chief vehicle in service
- Placed new Quick Car vehicles in service
- MDT's added to all Chief vehicles
- Updated Workers Comp and Military Leave Policies with HR
- Started Officer Development Academy for future officers

Fire Rescue Vision

Our vision is to be the recognized leader in the fire service through:

- *Dedication to safety, reliability, and customer service*
- *Professionalism and compassion*
- *Innovation and creativity*
- *Teamwork and commitment*
- *Trust and respect*

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Fire - Administration												
01-220-6010		Salary . Regular	177,117	167,876	239,635	256,690	256,690	102,428	204,856	256,690	256,690	-
01-220-6020		Salary . Overtime	-	27	-	500	500	-	-	-	500	-
01-220-6030		Social Security	2,688	237	657	930	930	2,164	4,328	930	930	-
01-220-6035		Medicare	2,541	2,415	2,033	3,720	3,720	1,492	2,984	3,720	3,720	-
01-220-6040		Worker's Comp. Ins.	5,030	7,924	8,258	11,150	11,150	3,196	6,392	11,150	11,150	-
01-220-6050		Medical	4,054	17,597	34,105	34,490	34,490	14,347	28,694	34,490	34,490	-
01-220-6051		Life	520	548	1,000	1,230	1,230	454	908	1,230	1,230	-
01-220-6052		Disability	957	3,214	3,348	800	800	1,967	3,934	800	800	-
01-220-6053		Dental	1,003	706	1,181	1,220	1,220	694	1,388	1,220	1,220	-
01-220-6054		Vision	-	-	-	-	-	129	258	-	-	-
01-220-6055		Short-Term Disability	-	-	-	-	-	44	88	-	-	-
01-220-6060		ICMA 401A . General Govern	1,382	-	-	-	-	2,443	4,886	-	-	-
01-220-6100		Uniform Cleaning Allowance	-	113	540	2,200	2,200	270	540	2,200	2,200	-
01-220-6141		ICMA 457 Match 2%	-	-	1,986	2,680	2,680	1,552	3,104	2,680	2,680	-
01-220-6142		Retirement Health Savings	-	-	150	600	600	300	600	600	600	-
01-220-6150	1241	Uniforms	14,831	10,565	22,182	-	-	-	-	-	-	-
01-220-6150	1242	Protective Clothing	-	3,829	-	-	-	-	-	-	-	-
01-220-6160		Unemployment Insurance	23	24	15	320	320	31	62	320	320	-
01-220-6180		Sick Leave Buyout	-	-	-	-	-	-	-	-	-	-
01-220-6190		Fire Retirement	-	9,539	19,576	21,490	21,490	5,402	10,804	21,490	21,490	-
01-220-6199		Personnel Changes	-	-	-	-	-	-	-	(36,000)	(36,000)	(36,000)
01-220-7110		Supplies Office	17,399	16,533	14,380	18,400	18,400	5,499	10,998	18,400	18,400	-
01-220-7115		Non Capital Equipment	-	16,014	17,408	12,000	12,000	6,948	13,896	12,000	15,000	3,000
01-220-7280		Books Magazines Subscripti	478	26	183	750	750	15	30	750	750	-
01-220-7285		Dues & Memberships	-	-	-	-	-	-	-	-	2,500	2,500
01-220-7300		Supplies Other Special	1,060	1,962	966	2,950	2,950	1,068	2,136	2,950	3,500	550
01-220-7350		Hardware Maintenance	-	-	1,224	4,500	4,500	1,322	2,644	4,500	-	(4,500)
01-220-7420		Business Meetings	3,022	2,160	1,956	1,750	1,750	1,405	2,810	1,750	3,500	1,750
01-220-7430		Professional/Consulting Sv	307,705	333,102	324,072	221,000	221,000	60,256	120,512	221,000	35,000	(186,000)
01-220-7442		Personnel Recruitment	2,913	(1,062)	-	-	-	-	-	-	6,500	6,500
01-220-7446		Uniforms	-	-	-	22,500	22,500	2,702	5,404	22,500	26,000	3,500
01-220-7450		Learning & Education	3,174	224	5,221	6,500	6,500	1,125	2,250	6,500	8,000	1,500
01-220-7470		Telecommunications	-	-	396	4,500	4,500	-	-	-	-	(4,500)
01-220-7510		Rentals	-	-	61,740	94,400	94,400	33,994	67,988	68,000	65,000	(29,400)
01-220-7540		Office Equipment Maint.	3,928	5,005	4,359	8,000	8,000	2,530	5,060	8,000	8,000	-
01-220-7570		Other Equipment Maint.	-	364	96	2,000	2,000	764	1,528	2,000	2,000	-
01-220-7580		Bldg & Property M & R	-	1,066	1,664	2,400	2,400	1,769	3,538	2,400	2,400	-
01-220-7610		Property & Liability Insur	35,100	35,100	35,100	35,100	35,100	-	-	35,100	35,100	-
01-220-7820		Building Improvements	-	14,182	-	-	-	-	-	-	-	-
Total Fire - Administration Expenditures			***584,925***	***649,288***	***803,430***	***774,770***	***774,770***	***256,310***	***512,620***	***707,370***	***533,670***	***(241,100)***

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Fire - Emergency Services Expenditures												
01-221-6010		Salary . Regular	8,152,056	9,460,782	10,040,912	11,251,700	11,974,820	5,607,900	11,215,800	11,874,820	12,694,300	1,442,600
01-221-6020		Salary . Overtime	845,807	707,318	1,151,600	775,100	775,100	679,304	1,358,608	875,100	1,004,350	229,250
01-221-6030		Social Security	-	-	3	7,740	7,740	1,147	2,294	7,740	7,740	-
01-221-6035		Medicare	114,021	124,232	146,444	161,300	161,300	85,788	171,576	161,300	161,300	-
01-221-6040		Worker's Comp. Ins.	342,376	388,811	342,399	512,880	512,880	279,584	559,168	512,880	512,880	-
01-221-6050		Medical	1,324,166	1,570,366	1,455,562	1,718,220	1,718,220	820,419	1,640,838	1,700,000	1,718,220	-
01-221-6051		Life	24,323	28,007	43,410	56,220	56,220	26,354	52,708	56,220	56,220	-
01-221-6052		Disability	130,716	155,861	171,210	214,850	214,850	108,574	217,148	214,850	214,850	-
01-221-6053		Dental	56,430	65,722	63,699	74,750	74,750	36,722	73,444	74,750	74,750	-
01-221-6054		Vision	-	-	-	-	-	6,248	12,496	-	-	-
01-221-6055		Short-Term Disability	-	-	-	-	-	2,210	4,420	-	-	-
01-221-6100		Uniform Cleaning Allowance	26,235	30,868	30,530	35,640	35,640	32,107	64,214	32,110	35,640	-
01-221-6130		Educational Benefits	-	-	9,589	-	-	6,674	13,348	10,000	-	-
01-221-6141		ICMA 457 Match 2%	-	59,571	145,837	185,020	185,020	91,848	183,696	185,020	185,020	-
01-221-6142		Retirement Health Savings	-	-	7,994	37,770	37,770	33,519	67,038	37,770	37,770	-
01-221-6143		Service Awards	-	-	-	-	-	1,200	2,400	1,200	-	-
01-221-6150		Uniforms	-	-	(68)	-	-	-	-	-	-	-
01-221-6160		Unemployment Insurance	1,124	1,264	1,272	11,150	11,150	1,610	3,220	11,150	11,150	-
01-221-6190		Fire Retirement	699,437	775,003	807,990	1,032,520	1,032,520	474,900	949,800	972,820	1,032,520	-
01-221-6199		Personnel Changes	-	-	-	-	-	-	-	(140,200)	(140,200)	(140,200)
01-221-7285		Dues & Memberships	2,219	24	7,774	6,580	6,580	119	238	6,580	6,580	-
01-221-7300		Supplies Other Special	82,258	23,163	29,719	35,000	42,810	14,376	28,752	35,000	35,000	-
01-221-7420		Business Meetings	847	525	1,295	700	700	134	268	700	700	-
01-221-7430		Professional and Consulting	-	-	-	5,000	5,000	-	-	5,000	23,000	18,000
01-221-7439		Contr to Arap Co Hazmat Bo	2,540	2,484	-	3,200	3,200	(2,484)	(4,968)	3,200	3,200	-
01-221-7442		Personnel Recruitment	-	18,647	1,000	-	-	-	-	-	-	-
01-221-7570		Other Equipment Maint.	3,640	831	2,582	8,000	8,000	3,095	6,190	8,000	8,000	-
Total Fire - Emergency Services Expenditures			***11,808,193***	***13,413,482***	***14,460,753***	***16,133,340***	***16,864,270***	***8,311,348***	***16,622,696***	***16,646,010***	***17,682,990***	***1,549,650***

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Fire - Support Services Expenditures												
01-222-6010		Salary . Regular	118,606	245,677	302,776	284,020	284,020	136,321	272,642	284,020	284,020	-
01-222-6020		Salary . Overtime	-	76	3,543	-	-	1,135	2,270	-	-	-
01-222-6030		Social Security	-	2,122	2,464	2,330	2,330	1,004	2,008	2,330	2,330	-
01-222-6035		Medicare	1,678	3,111	4,001	4,120	4,120	1,994	3,988	4,120	4,120	-
01-222-6040		Worker's Comp. Ins.	4,391	26,056	4,903	11,470	11,470	5,651	11,302	11,470	11,470	-
01-222-6050		Medical	17,420	39,774	46,255	48,380	48,380	19,947	39,894	48,380	48,380	-
01-222-6051		Life	359	667	1,150	1,450	1,450	657	1,314	1,450	1,450	-
01-222-6052		Disability	-	703	911	950	950	439	878	950	950	-
01-222-6053		Dental	601	1,727	1,876	1,840	1,840	823	1,646	1,840	1,840	-
01-222-6054		Vision	-	-	-	-	-	153	306	-	-	-
01-222-6055		Short-Term Disability	-	-	-	-	-	49	98	-	-	-
01-222-6060		ICMA 401K . General Govern	-	1,636	2,538	-	-	1,062	2,124	-	-	-
01-222-6100		Uniform Cleaning Allowance	-	540	-	-	-	-	-	-	-	-
01-222-6130		Educational Benefits	-	-	-	-	-	803	1,606	-	-	-
01-222-6141		ICMA 457 Match 2%	-	1,576	4,986	5,680	5,680	2,583	5,166	5,680	5,680	-
01-222-6142		Retirement Health Savings	-	-	225	900	900	375	750	900	900	-
01-222-6150	1241	Uniforms	245,457	64,056	65,961	-	-	-	-	-	-	-
01-222-6150	1242	Protective Clothing	-	209,726	126,068	-	-	-	-	-	-	-
01-222-6160		Unemployment Insurance	10	20	37	280	280	35	70	280	280	-
01-222-6190		Fire Retirement	11,692	20,755	24,145	27,270	27,270	12,115	24,230	27,270	27,270	-
01-222-7115		Non-Capital Equipment	-	18,743	6,254	-	-	-	-	-	-	-
01-222-7120		Supplies Janitorial	15,667	15,065	11,500	18,000	18,000	2,179	4,358	18,000	20,000	2,000
01-222-7130		Chemicals	4,395	9,610	9,272	9,000	9,000	8,819	17,638	9,000	11,000	2,000
01-222-7220		Supplies Bldg Materials	2,620	1,913	2,808	6,200	6,200	25	50	6,200	6,200	-
01-222-7270		Small Tools	17,189	35,150	34,271	42,600	42,600	27,272	54,544	42,600	44,250	1,650
01-222-7285		Dues & Memberships	45	4,205	4,419	6,000	6,000	2,266	4,532	6,000	6,000	-
01-222-7290		Station Supplies	4,919	3,652	7,053	8,400	8,400	4,954	9,908	8,400	10,000	1,600
01-222-7300		Supplies Other Special	36,301	104,299	61,301	100,000	100,000	28,427	56,854	60,000	110,000	10,000
01-222-7350		Hardware Maintenance	2,481	3,857	2,946	7,000	7,000	1,501	3,002	-	14,000	7,000
01-222-7360		Software Maintenance	5,418	39,142	40,138	58,820	71,500	18,217	36,434	58,820	58,820	-
01-222-7420		Business Meetings	4,910	5,668	5,453	6,000	6,000	2,372	4,744	6,000	8,000	2,000
01-222-7430		Professional/Consulting Sv	388	1,000	-	4,500	4,500	-	-	4,500	5,000	500
01-222-7442		Personnel Recruitment	-	29,468	75,418	160,000	211,500	102,861	205,722	160,000	-	(160,000)
01-222-7446		Uniforms	-	-	-	70,500	70,500	37,495	74,990	70,500	75,500	5,000
01-222-7447		Personal Protective Equipment	-	-	152	195,690	291,690	21,505	43,010	291,690	291,690	96,000
01-222-7450		Learning & Education	-	-	2,059	-	-	-	-	-	-	-
01-222-7470		Telecommunications	-	142,655	142,826	127,180	132,460	81,061	162,122	146,000	195,520	68,340
01-222-7520		Electricity & Gas	-	95,719	92,895	110,000	117,700	40,751	81,502	100,000	110,000	-
01-222-7525		Water & Sewer Charges	-	5,645	18,608	-	-	4,695	9,390	9,400	9,400	9,400
01-222-7540		Office Equipment Maint	28,937	6,004	6,968	15,500	15,500	2,728	5,456	15,500	10,000	(5,500)
01-222-7551		Vehicle Maintenance	379,969	440,877	382,255	395,000	402,000	194,079	388,158	415,000	480,000	85,000
01-222-7553		Vehicle Fuel	142,693	147,857	103,008	150,000	154,900	37,761	75,522	84,000	103,430	(46,570)
01-222-7554		Vehicle Extraordinary Charges	28,676	17,985	50,344	35,000	35,000	22,961	45,922	35,000	30,000	(5,000)
01-222-7555		Vehicle Insurance	54,180	58,115	72,700	72,700	73,700	36,350	72,700	72,700	75,000	2,300
01-222-7560		Radio Maintenance	29,868	20,753	26,705	36,000	36,000	6,199	12,398	25,000	26,000	(10,000)
01-222-7570		Other Equipment Maint.	59,979	44,998	72,872	105,000	105,000	26,860	53,720	50,000	105,000	-
01-222-7580		Bldg & Property M & R	91,334	65,423	80,548	117,000	141,260	46,474	92,948	100,000	120,000	3,000
01-222-7850		Vehicles	-	72,436	-	-	-	-	-	-	-	-
01-222-7860		Other Equipment	-	11,591	-	-	-	-	-	-	-	-
Total Fire - Support Services Expenditures			***1,310,180***	***2,020,053***	***1,904,610***	***2,244,780***	***2,455,100***	***942,958***	***1,885,916***	***2,183,000***	***2,313,500***	***68,720***

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Fire - Prevention/Education												
01-224-6010		Salary . Regular	196,501	198,422	230,911	241,420	241,420	120,180	240,360	241,420	241,420	-
01-224-6020		Salary . Overtime	6,888	6,746	5,042	7,420	7,420	2,344	4,688	7,420	8,500	1,080
01-224-6030		Social Security	5,386	5,446	5,206	5,610	5,610	2,767	5,534	5,610	5,610	-
01-224-6035		Medicare	2,090	2,481	2,973	3,500	3,500	1,582	3,164	3,500	3,500	-
01-224-6040		Worker's Comp. Ins.	4,385	4,952	5,341	7,230	7,230	3,698	7,396	7,230	7,230	-
01-224-6050		Medical	25,029	23,439	25,503	24,860	24,860	14,111	28,222	24,860	24,860	-
01-224-6051		Life	601	584	930	1,230	1,230	554	1,108	1,230	1,230	-
01-224-6052		Disability	2,104	1,996	2,733	3,260	3,260	1,449	2,898	3,260	3,260	-
01-224-6053		Dental	1,486	925	917	920	920	515	1,030	920	920	-
01-224-6054		Vision	-	-	-	-	-	96	192	-	-	-
01-224-6055		Short-Term Disability	-	-	-	-	-	63	126	-	-	-
01-224-6060		ICMA 401A . General Govern	3,473	4,138	1,592	-	-	404	808	-	-	-
01-224-6100		Uniform Cleaning Allowance	-	777	-	-	-	-	-	-	-	-
01-224-6141		ICMA 457 Match 2%	-	597	2,327	2,470	2,470	1,314	2,628	2,470	2,470	-
01-224-6142		Retirement Health Savings	-	-	135	840	840	270	540	840	840	-
01-224-6160		Unemployment Insurance	25	26	39	240	240	40	80	240	240	-
01-224-6190		Fire Retirement	10,749	10,894	13,717	20,890	20,890	7,139	14,278	20,890	20,890	-
01-224-7110		Office Supplies	1,689	541	1,564	1,580	1,580	2,161	4,322	2,500	1,580	-
01-224-7115		Non/Capital Equipment	-	-	1,828	2,000	2,000	498	996	1,500	9,500	7,500
01-224-7280		Books Magazines Subscripti	225	799	-	1,150	1,150	815	1,630	1,150	1,150	-
01-224-7285		Dues & Memberships	-	-	160	400	400	-	-	400	400	-
01-224-7300		Supplies Other Special	5,112	4,658	4,844	5,200	5,200	1,779	3,558	5,200	5,200	-
01-224-7420		Business Meetings	380	197	513	500	500	379	758	500	500	-
01-224-7461		Education Programs	1,805	2,477	1,471	3,550	3,550	2,070	4,140	3,550	3,550	-
01-224-7570		Other Equipment Maint.	-	966	-	2,500	2,500	11	22	1,000	2,500	-
Total Fire - Prevention/Education Expenditures			***267,929***	***271,060***	***307,746***	***336,770***	***336,770***	***164,239***	***328,478***	***335,690***	***345,350***	***8,580***

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Fire - Paramedics Expenditures												
01-225-6010		Salary . Regular	1,078,298	-	-	-	-	-	-	-	-	-
01-225-6020		Salary . Overtime	200,560	-	-	-	-	-	-	-	-	-
01-225-6035		Medicare	11,309	-	-	-	-	-	-	-	-	-
01-225-6040		Worker's Comp. Ins.	38,487	-	-	-	-	-	-	-	-	-
01-225-6050		Medical	130,357	-	-	-	-	-	-	-	-	-
01-225-6051		Life	3,176	-	-	-	-	-	-	-	-	-
01-225-6052		Disability	8,568	-	-	-	-	-	-	-	-	-
01-225-6053		Dental	5,244	-	-	-	-	-	-	-	-	-
01-225-6100		Uniform Cleaning Allowance	2,673	-	-	-	-	-	-	-	-	-
01-225-6160		Unemployment Ins	10	-	-	-	-	-	-	-	-	-
01-225-6190		Fire Retirement	89,210	-	-	-	-	-	-	-	-	-
01-225-7300		Supplies Other Special	8,342	-	-	-	-	-	-	-	-	-
01-225-7420		Business Meetings	674	-	-	-	-	-	-	-	-	-
01-225-7450		Learning & Education	350	-	-	-	-	-	-	-	-	-
01-225-7461		Educational Programs	6,486	-	-	-	-	-	-	-	-	-
01-225-7570		Medical Equipment Maint.	2,022	-	-	-	-	-	-	-	-	-
Total Fire - Paramedics Expenditures			***1,585,766***	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Fire - Training Expenditures												
01-226-6010		Salary . Regular	113,701	163,064	219,883	220,190	220,190	115,036	230,072	220,190	220,190	-
01-226-6020		Salary . Overtime	-	339	47,970	136,000	166,000	92,616	185,232	166,000	193,000	57,000
01-226-6035		Medicare	370	445	62	3,100	3,100	29	58	300	300	(2,800)
01-226-6040		Worker's Comp. Ins.	4,211	8,350	10,382	9,850	9,850	5,358	10,716	9,850	9,850	-
01-226-6050		Medical	17,420	19,706	28,061	28,410	28,410	14,203	28,406	28,410	28,410	-
01-226-6051		Life	347	451	1,676	1,090	1,090	506	1,012	1,090	1,090	-
01-226-6052		Disability	486	797	1,234	1,270	1,270	618	1,236	1,270	1,270	-
01-226-6053		Dental	579	870	1,223	1,220	1,220	612	1,224	1,220	1,220	-
01-226-6054		Vision	-	-	-	-	-	114	228	-	-	-
01-226-6055		Short-Term Disability	-	-	-	-	-	34	68	-	-	-
01-226-6141		ICMA 457 Match 2%	-	1,862	4,151	4,280	4,280	2,110	4,220	4,280	4,280	-
01-226-6142		Retirement Health Savings	-	-	150	600	600	605	1,210	600	600	-
01-226-6160		Unemployment Insurance	10	10	21	210	210	21	42	210	210	-
01-226-6190		Fire Retirement	11,240	8,903	10,390	21,400	21,400	5,167	10,334	10,400	10,400	(11,000)
01-226-7110		Office Supplies	-	1,251	480	-	-	-	-	-	-	-
01-226-7115		Non-Capital Equipment	2,028	7,584	8,355	10,000	10,000	14,057	28,114	14,060	10,000	-
01-226-7280		Books Magazines Subscripti	4,373	2,796	17,873	7,500	7,500	391	782	7,500	7,500	-
01-226-7285		Dues & Memberships	3,281	1,434	5,613	4,600	4,600	3,195	6,390	4,600	4,600	-
01-226-7420		Business Meetings	588	126	635	1,000	1,000	618	1,236	1,000	1,000	-
01-226-7430		Professional/Consulting Sv	7,199	12,737	7,087	10,000	10,000	-	-	10,000	30,000	20,000
01-226-7439		Contr to Joint Fire Trng C	10,000	15,000	21,750	21,750	21,750	21,000	42,000	21,000	33,300	11,550
01-226-7440		Phys Exams Other	175	15,713	48,010	38,100	38,100	17,290	34,580	38,100	-	(38,100)
01-226-7450		Learning & Education	104,911	119,191	127,473	140,000	140,000	117,750	235,500	140,000	140,000	-
Total Fire - Training Expenditures			***280,920***	***380,630***	***562,479***	***660,570***	***690,570***	***411,330***	***822,660***	***680,080***	***697,220***	***36,650***

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Fire - Permit and Plan Review Expenditures												
01-228-6010		Salary . Regular	291,616	298,227	374,586	390,870	390,870	192,117	384,234	390,870	390,870	-
01-228-6020		Salary. Overtime	57,926	43,580	9,423	37,100	37,100	4,850	9,700	37,100	46,600	9,500
01-228-6030		Social Security	2,258	2,329	2,355	2,400	2,400	918	1,836	2,400	2,400	-
01-228-6035		Medicare	2,467	3,363	4,641	5,670	5,670	2,411	4,822	5,670	5,670	-
01-228-6040		Workers Comp	9,395	10,951	12,089	16,270	16,270	8,353	16,706	16,270	16,270	-
01-228-6050		Medical	44,741	54,783	59,506	58,010	58,010	34,427	68,854	58,010	58,010	-
01-228-6051		Life	887	921	1,598	1,990	1,990	935	1,870	1,990	1,990	-
01-228-6052		Disability	3,961	3,668	5,478	6,570	6,570	2,880	5,760	6,570	6,570	-
01-228-6053		Dental	2,065	2,156	2,140	2,140	2,140	1,255	2,510	2,140	2,140	-
01-228-6054		Vision	-	-	-	-	-	226	452	-	-	-
01-228-6055		Short-Term Disability	-	-	-	-	-	68	136	-	-	-
01-228-6060		ICMA 401A . General Government	1,455	1,789	2,057	3,880	3,880	1,015	2,030	3,880	3,880	-
01-228-6100		Uniform Cleaning Allowance	-	756	-	-	-	-	-	-	-	-
01-228-6141		ICMA 457 Match 2%	-	2,022	5,346	5,770	5,770	3,088	6,176	5,770	5,770	-
01-228-6142		Retirement Health Savings	-	-	315	1,260	1,260	630	1,260	1,260	1,260	-
01-228-6160		Unemployment Ins	35	36	43	390	390	45	90	390	390	-
01-228-6190		Fire Retirement	25,081	25,419	32,007	33,960	33,960	16,658	33,316	33,960	33,960	-
01-228-7110		Office Supplies	4,957	2,970	4,033	4,000	4,000	764	1,528	4,000	4,000	-
01-228-7280		Books, Magazines, Subscriptions	542	3,574	2,079	4,000	4,000	2,147	4,294	4,000	4,000	-
01-228-7285		Dues & Memberships	1,554	1,250	695	1,600	1,600	1,388	2,776	1,600	1,600	-
01-228-7300		Supplies Other Special	5,175	11,671	9,306	9,000	9,000	3,075	6,150	9,000	9,000	-
01-228-7350		Hardware Maintenance	-	-	4,581	5,150	5,150	3,700	7,400	5,150	5,150	-
01-228-7360		Software Maintenance	-	-	298	1,000	1,000	15	30	1,000	1,000	-
01-228-7419		Bank Fees	78	2,467	3,242	3,000	3,000	1,432	2,864	3,000	3,000	-
01-228-7450		Learning & Education	3,390	1,293	6,599	8,000	8,000	4,198	8,396	8,000	10,000	2,000
01-228-7470		Telecommunications	-	11,351	4,100	7,440	7,440	2,000	4,000	4,800	7,920	480
01-228-7510		Rentals	61,495	56,595	-	-	-	-	-	-	-	-
Total Fire - Permit and Plan Review Expenditures			***519,078***	***541,172***	***546,517***	***609,470***	***609,470***	***288,595***	***577,190***	***606,830***	***621,450***	***11,980***

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Fire - Emergency Planning Expenditures												
01-230-6010		Salary . Regular	-	-	-	-	-	-	-	-	106,780	106,780
01-230-6020		Salary . Overtime	-	9,657	8,245	15,000	15,000	2,271	4,542	3,000	-	(15,000)
01-230-7115		Non-Capital Expenditures	-	3,788	2,335	16,100	16,100	13,102	26,204	13,100	16,100	-
01-230-7300		Supplies Other Special	1,151	549	763	1,500	1,500	156	312	1,500	1,500	-
01-230-7430		Professional/Consulting Sv	-	514	2,426	2,500	2,500	9,284	18,568	9,290	2,500	-
01-230-7470		Telecommunications	-	146	-	1,700	1,700	-	-	-	1,000	(700)
01-230-7560		Radio Maintenance	250	-	250	2,180	2,180	250	500	250	-	(2,180)
Total Fire - Emergency Planning Expenditures			***1,401***	***14,654***	***14,019***	***38,980***	***38,980***	***25,063***	***50,126***	***27,140***	***127,880***	***88,900***
Grand Total Fire Expenditures			***16,358,391***	***17,290,338***	***18,599,554***	***20,798,680***	***21,769,930***	***10,399,843***	***20,799,686***	***21,186,120***	***22,322,060***	***1,523,380***

Did You Know?

Public Works includes Engineering and Utilities, Facilities Maintenance, Fleet Maintenance, Grounds Maintenance, Streets Maintenance, Transportation Engineering and Traffic Services

Public Works

The Public Works Department is committed to continue to be an innovator in providing effective proactive service and enhance Littleton's current and future quality of life.

Strategic Plan

Providing high quality customer service through the department's processes and services and shall be environmentally sensitive, technologically advanced and economically beneficial to citizens and customers. This shall be pursued through 1) evaluation of the Citizen Satisfaction Survey and focusing department resources to best meet customer expectations; 2) engaging citizens in the development of long-range master planning of public infrastructure and operational services; and 3) pursuing departmental continuous improvement by the evaluation of best management practices for all department services and processes

How Do We Support Council's Goals for the City?

- Provide and maintain a high quality public infrastructure that addresses the needs of residents, visitors and businesses
- Identify long-term cost- effective sustainable energy efficiencies for city operations
- Support policies and practices that sustain the natural environment
- Provide the highest level of service delivery with unwavering integrity and ethics
- Deliver innovative, cost-efficient municipal services

Service Delivery Improvements for 2017

Will improve snow and ice removal on residential streets during above average or prolonged storms to improve safe driving conditions for our citizens

Will significantly improve pavement maintenance, utility projects, street construction and street rehabilitation

Will begin evaluation of public infrastructure and develop a transition plan for meeting the requirements of the Americans with Disability Act (ADA)

Will complete transportation practices and policies

Will complete L/E WWTP Collections System Operations Assessment

Major Programs

- **Engineering and Utilities**
  Development review process
  Capital planning and construction
  Sanitary sewer and stormwater utility operations and maintenance
  Utility master planning and rate forecasting
- **Facilities Maintenance**
  Public building maintenance
  Capital asset management
- **Fleet Maintenance**
  Maintenance of city fleet
  Vehicle replacement program
- **Grounds Maintenance**
  Landscape maintenance of public rights-of-way
  Tree planting programs
  Community Development Block Grant (CDBG) program
  Leaf, tire and tree recycling
  Community gardens
- **Streets Maintenance**
  Pavement maintenance
  Snow and ice control
  Concrete sidewalk replacement program
  Street sweeping
- **Transportation Engineering and Traffic Services**
  Traffic signal operations and maintenance
  Traffic signs and markings
  Street light liaison with Xcel Energy
  Household hazardous materials roundup

Anticipated Service Delivery Improvements by 2022

- Develop a more formal master planning process with public process to meet the community's long-term needs for transportation facilities, the sanitary sewer utility and the stormwater utility
- Will evaluate public infrastructure and develop a transition plan for meeting the requirements of the Americans with Disability Act (ADA)
- Develop a formal snow and ice policy with public process to better meet the expectations of the Citizen Satisfaction Survey
- A more rigorous pursuit of Federal, State and local grant funding for pavement maintenance, utility projects and multi-modal transportation projects
- Further implementation of the GIS Master Plan and a broader implementation of an electronic work order and asset management system for all Public Works operations
- Develop more specific operational performance measures that more directly aid budget decisions for Public Works operations

Performance Summary

Performance Measures

What We Measure	Why We Measure It	2015 Actual	2016 Anticipated	2017 Goal
Engineering and Utilities				
Perform development review process	Monitor additions to public infrastructure	52 plans Reviewed	75 plans Reviewed	70 plans Reviewed
Capital planning and construction	Provide necessary upgrades to streets, bridges and utilities	$1.9M Budget	$1.9M Budget	$2.9M Budget
Sanitary sewer and storm water utility operations and maintenance	Keep storm and sanitary sewers operational	45 miles Cleaned	35 miles Cleaned	75 miles Cleaned
Facilities Maintenance				
Provide services to city employees by responding to work orders within three days	The measure of completed work orders identifies work load, response time and success in the ability to respond efficiently and effectively	0%	80%	90%

Fleet Maintenance				
Preventive maintenance compliance percentage	This is the single best indication for the overall health of the fleet	78%	75%	80%
Overall fleet availability	The amount of time a unit is capable of performing the job	97%	96.5%	98%
Grounds Maintenance				
Annual potable water used for irrigation	Emphasize water conservation, irrigation efficiency and plant health	24,067,000 Gallons	26,000,000 Gallons	26,000,000 Gallons
Tree planting	Increase and diversify urban tree canopy planting on public and private property	268 Trees Planted	283 Trees Planted	300 Trees Planted
Streets Maintenance				
Street Maintenance Program	Maintain city streets and minimize complete street replacement	4,812 Tons	7,100 Tons	7,100 Tons
Snow and ice control	Provide safety in inclement weather and calculate the time it will take to remove snow and ice	23,981 Gals. Anti-icing; 1,152 Tons of Ice Slicer	20,091 Gals. Anti-icing; 1,126 Tons Of Ice Slicer	22,306 Gals. Anti-icing; 1,139 Tons of Ice Slicer
Concrete Replacement Program	Provide an efficient means for home-owners to maintain their sidewalks	30 Sidewalks 126.75 yds Concrete	31 Sidewalks 133.35 yds Concrete	32 Sidewalks 140 yds Concrete
Transportation Engineering and Traffic Services				
Traffic signal operations and maintenance	Annual inspections to ensure systems are operating effectively and efficiently	60 Signals	60 Signals	60 Signals
Pavement marking program	Paint wears away and needs to be replaced on an annual basis for the safety and welfare of traveling public	100% Streets	100% Streets	100% Streets

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Public Works - Administration Expenditures												
01-300-6010		Salary . Regular	268,498	279,041	278,112	188,830	188,830	98,365	196,730	190,440	188,830	-
01-300-6020		Salary . Overtime	2,654	5,458	2,581	500	500	-	-	500	500	-
01-300-6030		Social Security	14,986	15,687	17,041	11,710	11,710	6,120	12,240	11,710	11,710	-
01-300-6035		Medicare	3,923	4,097	3,985	2,740	2,740	1,431	2,862	2,740	2,740	-
01-300-6040		Worker's Comp. Ins.	2,791	3,328	2,248	2,140	2,140	1,036	2,072	2,140	2,140	-
01-300-6050		Medical	28,971	31,685	29,766	7,800	7,800	4,202	8,404	8,100	7,800	-
01-300-6051		Life	808	827	1,006	960	960	458	916	960	960	-
01-300-6052		Disability	1,491	1,603	1,464	1,120	1,120	559	1,118	1,120	1,120	-
01-300-6053		Dental	1,770	1,835	1,740	1,220	1,220	635	1,270	1,220	1,220	-
01-300-6054		Vision	-	-	-	-	-	118	236	-	-	-
01-300-6055		Short-Term Disability	-	-	-	-	-	36	72	-	-	-
01-300-6060		ICMA 401A . General Govern	10,540	12,876	13,342	13,220	13,220	6,578	13,156	13,530	13,220	-
01-300-6141		ICMA 457 Match 2%	-	1,891	2,957	1,040	1,040	1,579	3,158	1,040	1,040	-
01-300-6142		Retirement Health Savings	-	-	225	600	600	375	750	600	600	-
01-300-6160		Unemployment Insurance	32	34	45	190	190	23	46	190	190	-
01-300-6170		Auto Allowance	1,929	-	-	-	-	-	-	-	-	-
01-300-7110		Supplies Office	3,318	2,265	5,701	4,650	4,650	1,386	2,772	4,000	4,500	(150)
01-300-7115		Non-Capital Equipment	-	-	279	-	-	-	-	-	-	-
01-300-7280		Books Magazines Subscripti	-	-	390	450	450	-	-	400	400	(50)
01-300-7285		Dues & Memberships	2,164	1,894	946	2,000	2,000	560	1,120	1,500	2,000	-
01-300-7300		Supplies Other Special	3,029	3,660	2,732	1,640	1,640	110	220	1,000	1,500	(140)
01-300-7360		Software Maintenance	6,550	5,598	18,119	15,500	15,500	665	1,330	-	-	(15,500)
01-300-7420		Business Meetings	2,743	2,543	3,677	3,500	3,500	119	238	1,000	3,000	(500)
01-300-7430		Professional/Consulting Sv	46,395	58,451	78,634	20,000	102,150	39,491	78,982	55,000	10,000	(10,000)
01-300-7450		Learning & Education	2,963	3,016	5,438	6,900	6,900	639	1,278	3,500	6,000	(900)
01-300-7540		Office Equipment Maint.	-	30	3,486	1,100	1,100	298	596	1,100	2,000	900
01-300-7551		Vehicle Maintenance	694	411	-	-	-	-	-	-	-	-
01-300-7552		Vehicle Rent	2,028	1,352	-	-	-	-	-	-	-	-
01-300-7553		Vehicle Fuel	638	435	-	-	-	-	-	-	-	-
01-300-7555		Vehicle Insurance	280	340	-	-	-	-	-	-	-	-
Total Public Works - Administration Expenditures			***409,197***	***438,355***	***473,914***	***287,810***	***369,960***	***164,783***	***329,566***	***301,790***	***261,470***	***(26,340)***

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Public Works - Engineering Expenditures												
01-301-6010		Salary . Regular	427,488	442,445	443,244	478,060	478,060	177,358	354,716	478,060	478,060	-
01-301-6020		Salary . Overtime	-	1,868	11,963	5,000	5,000	1,750	3,500	5,000	5,000	-
01-301-6030		Social Security	25,993	27,265	27,986	29,640	29,640	10,927	21,854	29,640	29,640	-
01-301-6035		Medicare	6,079	6,377	6,545	6,930	6,930	2,555	5,110	6,930	6,930	-
01-301-6040		Worker's Comp. Ins.	5,320	6,498	4,915	7,220	7,220	2,577	5,154	7,220	7,220	-
01-301-6050		Medical	66,241	79,503	80,152	84,900	84,900	32,307	64,614	84,900	84,900	-
01-301-6051		Life	1,303	1,332	1,689	2,440	2,440	715	1,430	2,440	2,440	-
01-301-6052		Disability	2,408	2,574	2,510	2,840	2,840	1,018	2,036	2,840	2,840	-
01-301-6053		Dental	3,502	3,669	3,481	3,670	3,670	1,529	3,058	3,670	3,670	-
01-301-6054		Vision	-	-	-	-	-	289	578	600	700	700
01-301-6055		Short-Term Disability	-	-	-	-	-	86	172	180	200	200
01-301-6060		ICMA 401A . General Govern	16,934	20,815	25,192	33,470	33,470	11,986	23,972	33,470	33,470	-
01-301-6141		ICMA 457 Match 2%	-	1,850	3,726	4,190	4,190	2,064	4,128	4,190	4,190	-
01-301-6142		Retirement Health Savings	-	-	450	1,800	1,800	825	1,650	1,800	1,800	-
01-301-6150		Uniforms	1,386	1,474	951	-	-	-	-	-	-	-
01-301-6160		Unemployment Insurance	59	61	62	480	480	53	106	480	480	-
01-301-6199		Personnel Changes	-	-	-	-	-	-	-	(165,660)	-	-
01-301-7110		Supplies Office	2,483	2,270	5,099	4,400	4,400	592	1,184	2,000	4,400	-
01-301-7115		Non-Capital Equipment	-	-	2,495	-	-	6,195	12,390	6,200	-	-
01-301-7270		Small Tools	97	44	82	400	400	72	144	400	400	-
01-301-7280		Books Magazines Subscripti	68	47	-	100	100	-	-	100	100	-
01-301-7285		Dues & Memberships	904	846	480	2,000	2,000	200	400	2,000	2,000	-
01-301-7300		Supplies Other Special	-	-	64	-	-	-	-	-	-	-
01-301-7350		Hardware Maintenance	80	172	234	-	-	-	-	-	-	-
01-301-7360		Software Maintenance	550	765	5,133	8,500	8,500	6,360	12,720	8,500	8,500	-
01-301-7430		Professional/Consulting Sv	15,386	19,016	31,501	25,000	39,680	57,822	115,644	300,000	150,000	125,000
01-301-7446		Uniforms	-	-	-	2,000	2,000	332	664	2,000	2,000	-
01-301-7450		Learning & Education	1,045	2,716	1,501	5,000	5,000	2,401	4,802	5,000	9,500	4,500
01-301-7540		Office Equipment Maint.	-	-	1,691	1,750	1,750	1,054	2,108	1,750	2,000	250
01-301-7551		Vehicle Maintenance	8,040	5,263	-	-	-	-	-	-	-	-
01-301-7552		Vehicle Rent	11,241	7,046	-	-	-	-	-	-	-	-
01-301-7553		Vehicle Fuel	7,837	5,086	-	-	-	-	-	-	-	-
01-301-7554		Vehicle Extraordinary Charges	420	-	-	-	-	-	-	-	-	-
01-301-7555		Vehicle Insurance	2,280	2,760	-	-	-	-	-	-	-	-
01-301-7700		Other Charges	-	1,545	-	-	-	-	-	-	-	-
Total Public Works - Engineering Expenditures			***607,145***	***643,308***	***661,146***	***709,790***	***724,470***	***321,067***	***642,134***	***823,710***	***840,440***	***130,650***

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Public Works - Street Maintenance Expenditures												
01-302-6010		Salary . Regular	789,712	778,930	746,923	715,110	715,110	324,903	649,806	715,110	715,110	-
01-302-6020		Salary . Overtime	33,033	36,912	43,252	58,000	58,000	13,016	26,032	58,000	69,330	11,330
01-302-6030		Social Security	50,440	49,963	48,945	44,340	44,340	21,043	42,086	44,340	44,340	-
01-302-6035		Medicare	11,797	11,684	11,447	10,370	10,370	4,921	9,842	10,370	10,370	-
01-302-6040		Worker's Comp. Ins.	36,187	39,325	31,395	37,270	37,270	16,797	33,594	37,270	37,270	-
01-302-6050		Medical	171,956	191,546	173,270	169,160	169,160	66,367	132,734	168,350	134,360	(34,800)
01-302-6051		Life	2,406	2,314	2,939	3,650	3,650	1,467	2,934	3,650	3,650	-
01-302-6052		Disability	4,424	4,451	4,249	4,250	4,250	1,867	3,734	4,250	4,250	-
01-302-6053		Dental	9,016	9,032	8,718	8,560	8,560	4,026	8,052	8,560	8,560	-
01-302-6054		Vision	-	-	-	-	-	692	1,384	-	-	-
01-302-6055		Short-Term Disability	-	-	-	-	-	226	452	-	-	-
01-302-6060		ICMA 401A . General Govern	31,120	35,645	42,956	50,060	50,060	22,418	44,836	44,830	50,060	-
01-302-6141		ICMA 457 Match 2%	-	1,273	2,223	1,570	1,570	1,146	2,292	1,570	1,570	-
01-302-6142		Retirement Health Savings	-	-	1,125	4,200	4,200	2,113	4,226	4,200	4,200	-
01-302-6150		Uniforms	7,897	6,660	10,048	-	-	100	200	100	-	-
01-302-6160		Unemployment Insurance	187	182	186	720	720	141	282	720	720	-
01-302-6199		Personnel Changes	-	-	-	-	-	-	-	(9,080)	-	-
01-302-7110		Supplies Office	728	483	843	700	700	1,074	2,148	1,200	700	-
01-302-7115		Non-Capital Equipment	11,500	-	-	7,000	7,000	-	-	6,000	7,000	-
01-302-7130		Chemicals	-	179	-	-	-	-	-	-	-	-
01-302-7160		Sand & Gravel	478	916	673	2,000	2,000	100	200	2,000	2,000	-
01-302-7170		Asphalt & Paving Materials	300,035	288,985	249,536	300,000	300,000	62,666	125,332	300,000	300,000	-
01-302-7190		Supplies Snow/Ice Removal	138,144	107,024	167,907	125,000	125,000	64,213	128,426	125,000	125,000	-
01-302-7200		Traffic Lane Marking	36,087	40,224	41,125	-	-	-	-	-	-	-
01-302-7210		Traffic & Street Signs	28,528	27,915	26,022	-	-	-	-	-	-	-
01-302-7240		Supplies Signal Maintenanc	27,991	27,734	26,840	-	-	-	-	-	-	-
01-302-7270		Small Tools	3,103	1,455	2,678	3,200	3,200	890	1,780	3,200	3,200	-
01-302-7285		Dues & Memberships	629	432	450	450	450	199	398	450	450	-
01-302-7300		Supplies Other Special	7,341	3,657	1,974	7,300	7,300	407	814	7,300	7,300	-
01-302-7420		Business Meetings	1,637	1,979	734	1,900	1,900	757	1,514	1,900	1,900	-
01-302-7430		Professional/Consulting Sv	45,913	68,323	51,547	50,000	51,020	16,341	32,682	50,000	50,000	-
01-302-7446		Uniforms	-	-	-	7,420	7,420	4,651	9,302	7,420	7,420	-
01-302-7450		Learning & Education	3,902	3,142	6,483	5,000	5,000	2,397	4,794	5,000	5,000	-
01-302-7461		In.House Curb, Gutter, Sid	25,368	18,162	22,166	35,000	35,000	20,948	41,896	35,000	35,000	-
01-302-7510		Rentals	6,476	6,517	6,256	10,000	10,000	850	1,700	10,000	10,000	-
01-302-7540		Office Equipment Maint.	-	48	1,105	1,600	1,600	1,037	2,074	1,600	1,600	-
01-302-7551		Vehicle Maintenance	211,969	146,045	-	-	-	-	-	-	-	-
01-302-7552		Vehicle Rent	318,588	201,826	-	-	-	-	-	-	-	-
01-302-7553		Vehicle Fuel	91,987	57,435	-	-	-	-	-	-	-	-
01-302-7554		Vehicle Extraordinary Charges	21,807	3,245	-	-	-	-	-	-	-	-
01-302-7555		Vehicle Insurance	18,581	21,640	-	-	-	-	-	-	-	-
01-302-7565		Traffic Signal System Main	89,696	47,057	76,159	-	1,060	-	-	-	-	-
01-302-7570		Other Equipment Maint.	16,236	18,901	16,790	23,200	23,200	-	-	23,200	23,200	-
01-302-7581		Fence/Wall Maintenance	-	222	1,089	-	-	-	-	-	-	-
01-302-7890		Street Rehabilitation	28,799	-	-	-	-	-	-	-	-	-
Total Public Works - Street Maintenance Expenditures			***2,583,697***	***2,261,462***	***1,828,053***	***1,687,030***	***1,689,110***	***657,773***	***1,315,546***	***1,671,510***	***1,663,560***	***(23,470)***

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Public Works - Grounds Maintenance Expenditures												
01-303-6010		Salary . Regular	474,413	454,793	451,849	475,710	475,710	279,595	559,190	475,710	475,710	-
01-303-6020		Salary . Overtime	14,145	19,357	17,270	14,500	14,500	8,604	17,208	14,500	14,500	-
01-303-6030		Social Security	36,892	35,428	35,148	35,690	35,690	17,871	35,742	35,690	35,690	-
01-303-6035		Medicare	8,628	8,286	8,220	8,350	8,350	4,179	8,358	8,360	8,350	-
01-303-6040		Worker's Comp. Ins.	18,433	20,782	17,652	24,230	24,230	11,924	23,848	24,000	24,230	-
01-303-6050		Medical	121,075	124,803	131,627	132,970	132,970	70,388	140,776	140,780	140,780	7,810
01-303-6051		Life	1,385	1,371	2,016	2,630	2,630	1,219	2,438	2,440	2,630	-
01-303-6052		Disability	2,539	2,636	2,869	3,070	3,070	1,485	2,970	2,970	3,070	-
01-303-6053		Dental	5,323	5,292	5,927	6,120	6,120	3,058	6,116	6,120	6,120	-
01-303-6054		Vision	-	-	-	-	-	512	1,024	510	-	-
01-303-6055		Short-Term Disability	-	-	-	-	-	172	344	170	-	-
01-303-6060		ICMA 401A . General Govern	17,831	20,809	28,742	36,140	36,140	17,781	35,562	36,140	36,140	-
01-303-6141		ICMA 457 Match 2%	-	2,517	6,169	5,380	5,380	3,347	6,694	5,380	5,380	-
01-303-6142		Retirement Health Savings	-	-	750	3,000	3,000	1,500	3,000	3,000	3,000	-
01-303-6150		Uniforms	5,049	3,849	5,731	-	2,500	688	1,376	-	-	-
01-303-6160		Unemployment Insurance	196	191	152	580	580	123	246	300	580	-
01-303-6199		Personnel Changes	-	-	-	-	-	-	-	(4,030)	-	-
01-303-7110		Supplies Office	1,093	311	252	600	600	262	524	600	600	-
01-303-7270		Small Tools	3,985	3,303	7,965	3,500	3,500	2,310	4,620	3,500	3,500	-
01-303-7285		Dues & Memberships	1,424	577	1,330	1,410	1,410	992	1,984	1,410	1,410	-
01-303-7300		Grounds Maint. Materials	84,504	89,029	60,456	109,800	109,800	36,159	72,318	85,000	85,000	(24,800)
01-303-7420		Business Meetings	696	373	313	700	700	139	278	700	700	-
01-303-7430		Professional/Consulting Sv	11,572	23,764	33,179	60,000	60,000	18,182	36,364	84,800	84,800	24,800
01-303-7446		Uniforms	-	-	-	5,230	2,730	2,683	5,366	5,230	5,230	-
01-303-7450		Learning & Education	2,009	6,365	772	6,100	6,100	2,445	4,890	6,100	6,100	-
01-303-7461		Pea Patch	6,129	4,321	4,318	4,000	4,000	2,953	5,906	4,000	4,000	-
01-303-7461		South Platte Park Operations	-	-	-	-	-	-	-	178,240	55,450	55,450
01-303-7510		Rentals	914	1,968	2,391	1,000	1,000	251	502	1,000	1,000	-
01-303-7540		Office Equipment Maint.	-	-	808	1,200	1,200	760	1,520	1,200	1,200	-
01-303-7551		Vehicle Maintenance	42,019	51,290	-	-	-	-	-	-	-	-
01-303-7552		Vehicle Rent	42,655	23,086	-	-	-	-	-	-	-	-
01-303-7553		Vehicle Fuel	36,065	23,435	-	-	-	-	-	-	-	-
01-303-7554		Vehicle Extraordinary Charges	3,514	1,905	-	-	-	-	-	-	-	-
01-303-7555		Vehicle Insurance	9,549	11,500	-	-	-	-	-	-	-	-
01-303-7570		Other Equipment Maint.	-	10	-	-	-	-	-	-	-	-
01-303-7581		Fence/Wall Maintenance	-	-	-	5,000	5,000	529	1,058	5,000	5,000	-
01-303-7700		Other Charges	-	-	613	-	-	-	-	-	-	-
01-303-7743		Tree Planting Maintenance	8,703	12,310	17,754	25,000	25,000	16,077	32,154	25,000	25,000	-
01-303-7744		Weed Control	-	-	7,361	-	-	-	-	-	-	-
Total Public Works - Grounds Maintenance Expenditures			***960,739***	***953,659***	***851,634***	***971,910***	***971,910***	***506,188***	***1,012,376***	***1,153,820***	***1,035,170***	***63,260***

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Public Works - Transportation Engineering Expenditures												
01-304-6010		Salary . Regular	-	-	-	322,870	322,870	140,746	281,492	322,870	322,870	-
01-304-6020		Salary . Overtime	-	-	-	4,000	4,000	2,017	4,034	4,000	4,000	-
01-304-6030		Social Security	-	-	-	20,020	20,020	8,770	17,540	20,020	20,020	-
01-304-6035		Medicare	-	-	-	4,680	4,680	2,051	4,102	4,680	4,680	-
01-304-6040		Worker's Comp. Ins.	-	-	-	10,810	10,810	4,877	9,754	10,810	10,810	-
01-304-6050		Medical	-	-	-	88,250	88,250	33,095	66,190	67,000	70,000	(18,250)
01-304-6051		Life	-	-	-	1,650	1,650	656	1,312	1,650	1,650	-
01-304-6052		Disability	-	-	-	1,920	1,920	803	1,606	1,920	1,920	-
01-304-6053		Dental	-	-	-	3,060	3,060	1,270	2,540	3,060	3,060	-
01-304-6054		Vision	-	-	-	-	-	237	474	500	-	-
01-304-6055		Short-Term Disability	-	-	-	-	-	71	142	150	-	-
01-304-6060		ICMA 401A . General Govern	-	-	-	22,600	22,600	9,673	19,346	22,600	19,810	(2,790)
01-304-6141		ICMA 457 Match 2%	-	-	-	2,900	2,900	1,311	2,622	2,900	2,900	-
01-304-6142		Retirement Health Savings	-	-	-	1,500	1,500	375	750	1,500	1,500	-
01-304-6150		Uniforms	-	-	-	-	-	108	216	-	-	-
01-304-6160		Unemployment Insurance	-	-	-	320	320	52	104	320	320	-
01-304-6199		Personnel Changes	-	-	-	-	-	-	-	(16,580)	-	-
01-304-7110		Supplies Office	-	-	-	100	100	297	594	1,000	1,000	900
01-304-7200		Traffic Lane Marking	-	-	-	36,000	36,000	27,660	55,320	45,000	45,000	9,000
01-304-7210		Traffic & Street Signs	-	-	-	30,000	30,000	14,576	29,152	38,000	40,000	10,000
01-304-7240		Supplies Signal Maintenanc	-	-	-	26,400	26,400	18,949	37,898	26,400	100,000	73,600
01-304-7270		Small Tools	-	-	-	300	300	3,861	7,722	4,000	500	200
01-304-7285		Dues & Memberships	-	-	-	-	-	807	1,614	1,500	1,500	1,500
01-304-7300		Supplies Other Special	-	-	-	200	200	21	42	200	200	-
01-304-7360		Software Maintenance	-	-	-	11,500	11,500	-	-	11,500	15,000	3,500
01-304-7420		Business Meetings	-	-	-	100	100	105	210	200	200	100
01-304-7430		Professional & Consulting	-	-	-	-	-	-	-	-	180,000	180,000
01-304-7446		Uniforms	-	-	-	500	500	568	1,136	2,000	2,000	1,500
01-304-7450		Learning & Education	-	-	-	2,000	2,000	2,226	4,452	4,000	4,000	2,000
01-304-7540		Office Equipment Maint.	-	-	-	-	-	167	334	200	200	200
01-304-7565		Traffic Signal System Main	-	-	-	75,000	75,000	15,405	30,810	75,000	75,000	-
Total Public Works - Transportation Engineering Expenditures			***-***	***-***	***-***	***666,680***	***666,680***	***290,754***	***581,508***	***656,400***	***928,140***	***261,460***

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Public Works - Fleet Maintenance Expenditures												
01-305-6010		Salary . Regular	-	-	415,430	412,950	412,950	212,317	424,634	424,900	424,900	11,950
01-305-6020		Salary . Overtime	-	-	18,971	14,200	14,200	15,260	30,520	28,700	25,000	10,800
01-305-6030		Social Security	-	-	26,554	25,600	25,600	14,007	28,014	25,600	25,600	-
01-305-6035		Medicare	-	-	6,210	5,990	5,990	3,276	6,552	5,990	5,990	-
01-305-6040		Worker's Comp. Ins.	-	-	9,475	12,140	12,140	6,273	12,546	12,140	12,140	-
01-305-6050		Medical	-	-	83,378	84,260	84,260	42,131	84,262	84,260	84,260	-
01-305-6051		Life	-	-	1,644	2,110	2,110	974	1,948	2,110	2,110	-
01-305-6052		Disability	-	-	2,339	2,460	2,460	1,190	2,380	2,460	2,460	-
01-305-6053		Dental	-	-	4,587	4,590	4,590	2,293	4,586	4,590	4,590	-
01-305-6054		Vision	-	-	-	-	-	427	854	-	-	-
01-305-6055		Short-Term Disability	-	-	-	-	-	137	274	-	-	-
01-305-6060		ICMA 401K . General Government	-	-	23,038	28,910	28,910	13,794	27,588	29,750	29,610	700
01-305-6142		Retirement Health Savings	-	-	525	2,100	2,100	1,050	2,100	2,100	2,100	-
01-305-6150		Uniforms	-	-	7,334	-	-	-	-	-	-	-
01-305-6160		Unemployment Insurance	-	-	68	410	410	81	162	410	410	-
01-305-7110		Supplies Office	-	-	696	1,200	1,200	466	932	1,100	1,200	-
01-305-7220		Supplies Bldg Materials	-	-	1,890	-	-	-	-	3,000	3,000	3,000
01-305-7270		Small Tools	-	-	5,420	6,000	6,000	5,403	10,806	6,000	6,000	-
01-305-7280		Books Magazines Subscription	-	-	180	250	250	75	150	250	250	-
01-305-7285		Dues & Memberships	-	-	1,349	850	850	435	870	1,350	1,350	500
01-305-7300		Supplies Other Special	-	-	2,817	5,000	5,000	2,968	5,936	6,500	6,500	1,500
01-305-7321		Unleaded Gas	-	-	157,512	170,000	170,000	56,555	113,110	130,000	164,890	(5,110)
01-305-7322		Diesel Fuel	-	-	19,034	86,550	86,550	5,414	10,828	20,000	51,560	(34,990)
01-305-7325		Tires	-	-	19,062	40,800	40,800	15,748	31,496	40,800	45,000	4,200
01-305-7326		Parts Batteries Supplies	-	-	232,857	300,000	300,000	85,442	170,884	227,200	300,000	-
01-305-7360		Software Maintenance	-	-	11,173	23,000	23,000	4,498	8,996	23,000	23,000	-
01-305-7446		Uniforms	-	-	60	5,500	5,500	2,583	5,166	6,400	6,400	900
01-305-7450		Learning & Education	-	-	17,433	14,000	14,000	2,267	4,534	10,000	10,000	(4,000)
01-305-7510		Rentals	-	-	381	400	400	369	738	630	600	200
01-305-7540		Office Equipment Maintenance	-	-	1,263	1,500	1,500	672	1,344	1,350	1,350	(150)
01-305-7560		Radio Maintenance	-	-	426	-	-	-	-	-	-	-
01-305-7570		Other Equipment Maintenance	-	-	10,554	5,000	5,000	10,113	20,226	12,000	10,000	5,000
01-305-7610		Property & Liability Insurance	-	-	104,560	-	-	-	-	-	-	-
01-305-7700		Outside Labor/Parts/Vehicle Wash	-	-	87,545	150,000	150,000	23,755	47,510	90,000	150,000	-
Total Public Works - Fleet Maintenance Expenditures			***-***	***-***	***1,273,765***	***1,405,770***	***1,405,770***	***529,973***	***1,059,946***	***1,202,590***	***1,400,270***	***(5,500)***

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Public Works - Building Maintenance Expenditures												
01-177-6010		Salary . Regular	330,575	348,480	358,833	418,160	418,160	180,564	361,128	418,160	418,160	-
01-177-6020		Salary . Overtime	21,008	21,148	28,034	20,000	20,000	15,366	30,732	23,000	23,000	3,000
01-177-6030		Social Security	21,571	22,679	23,879	25,930	25,930	11,980	23,960	25,930	25,930	-
01-177-6035		Medicare	5,045	5,304	5,585	6,060	6,060	2,802	5,604	6,060	6,060	-
01-177-6040		Worker's Comp. Ins.	11,607	13,124	11,055	17,140	17,140	7,476	14,952	17,140	17,140	-
01-177-6050		Medical	61,960	90,648	96,017	125,480	125,480	50,231	100,462	97,080	97,080	(28,400)
01-177-6051		Life	931	966	1,578	2,130	2,130	854	1,708	2,130	2,130	-
01-177-6052		Disability	1,727	1,852	1,889	2,490	2,490	1,041	2,082	2,490	2,490	-
01-177-6053		Dental	2,549	3,575	3,669	4,890	4,890	1,925	3,850	4,890	4,890	-
01-177-6054		Vision	-	-	-	-	-	302	604	-	-	-
01-177-6055		Short-Term Disability	-	-	-	-	-	128	256	-	-	-
01-177-6060		ICMA 401A . General Govern	11,128	13,295	16,426	29,270	29,270	10,819	21,638	25,020	29,270	-
01-177-6140		ICMA . Deferred Comp	1,199	1,509	1,714	-	-	890	1,780	-	-	-
01-177-6141		ICMA 457 Match 2%	-	1,089	2,400	2,270	2,270	1,201	2,402	2,270	2,270	-
01-177-6142		Retirement Health Savings	-	-	450	2,400	2,400	887	1,774	2,400	2,400	-
01-177-6150		Uniforms	2,431	2,551	3,092	-	550	150	300	550	550	550
01-177-6160		Unemployment Insurance	68	83	74	420	420	81	162	420	420	-
01-177-6199		Personnel Changes	-	-	-	-	-	-	-	(54,980)	14,990	14,990
01-177-7110		Supplies Office	2,006	2,852	2,302	2,200	2,200	882	1,764	2,200	2,200	-
01-177-7115		Non-capital Equipment	-	-	-	13,200	13,200	-	-	13,200	13,200	-
01-177-7120		Supplies Janitorial	16,910	15,096	15,767	23,170	23,170	19,132	38,264	23,170	23,170	-
01-177-7220		Supplies Bldg Materials	71,944	85,121	92,429	90,000	90,000	70,640	141,280	90,000	110,000	20,000
01-177-7270		Small Tools	4,699	4,781	1,258	3,950	3,950	1,498	2,996	3,950	3,950	-
01-177-7285		Dues & Memberships	18	22	-	30	30	-	-	30	30	-
01-177-7360		Software Maintenance	-	1,829	5,699	6,950	6,950	1,814	3,628	6,950	6,950	-
01-177-7420		Business Meetings	-	-	-	-	-	-	-	-	-	-
01-177-7430		Professional/Consulting Sv	211,119	190,102	193,455	111,350	126,220	81,363	162,726	140,000	154,870	43,520
01-177-7438		Janitorial Services	-	-	-	32,000	32,000	24,633	49,266	52,000	56,500	24,500
01-177-7446		Uniforms	-	-	-	4,000	3,450	1,447	2,894	4,000	4,800	800
01-177-7450		Learning & Education	2,637	7,233	3,335	6,500	6,500	462	924	6,500	6,500	-
01-177-7525		Refuse and Recycle	24,820	53,861	19,892	22,000	22,000	11,240	22,480	30,300	31,000	9,000
01-177-7540		Office Equipment Maint	-	-	795	1,500	1,500	434	868	1,500	1,500	-
01-177-7551		Vehicle Maintenance	19,996	13,314	-	-	-	-	-	-	-	-
01-177-7552		Vehicle Rent	3,265	2,024	-	-	-	-	-	-	-	-
01-177-7553		Vehicle Fuel	11,878	7,590	-	-	-	-	-	-	-	-
01-177-7554		Vehicle Extraordinary Charges	1,177	1,087	-	-	-	-	-	-	-	-
01-177-7555		Vehicle Insurance	2,578	3,055	-	-	-	-	-	-	-	-
01-177-7580		Bldg & Property M & R	24,822	46,165	85,449	96,500	99,590	44,160	88,320	96,500	96,500	-
01-177-7860		Other Equipment	-	-	-	-	-	-	-	-	10,000	10,000
Total Public Works - Building Maintenance Expenditures			***869,667***	***960,437***	***975,076***	***1,069,990***	***1,087,950***	***544,402***	***1,088,804***	***1,042,860***	***1,167,950***	***97,960***
Grand Total Public Works Expenditures			***5,430,444***	***5,257,221***	***6,063,588***	***6,798,980***	***6,915,850***	***3,014,940***	***6,029,880***	***6,852,680***	***7,297,000***	***498,020***

2017 Proposed Budget

City of Littleton
Littleton, Colorado

Did You Know?

LittletonPlans.org ensures the community is up-to-date on all master planning and code update projects?

Community Development

The Community Development Department is dedicated to building a sound, resilient and neighborly community.

Major Programs

- Current and long-range planning
- Building plan review
- Building inspection
- Code compliance
- Historic Preservation
- Neighborhood mediation and grants

Strategic Plan

Serving the community and guiding the physical development of Littleton to meet present and future needs of its citizens – in ways that promote good civic design, respects historic context, and enhances positive neighbor to neighbor relationships.

How We Support Council's Goals for the City:

- Provide efficient and transparent development review procedures.
- Manage timely plan review and building inspection services.
- Explore innovative ways for citizens, residents and businesses to participate in shaping the future of the community.
- Manage neighborhood block grant and the business place-making grant programs.
- Provide mediation services to the community.
- Ensure staff is knowledgeable in their areas of expertise through attending classes and training seminars.

Service Delivery Improvements for 2017

Continue comprehensive review of the zoning and subdivision codes with public engagement and participation.

Continue to improve and enhance customer service through streamlined permitting processes and at the One Stop Permit Center.

Continue to refine the development review processes to ensure consistency, timeliness and transparency.

Continue to enhance and support neighborhood resources, including block grants, place-making and mediation services.

Anticipated Service Delivery Improvements by 2022

- Add additional permit options available to customers at the One Stop Permit Center
- Timely processes for development review – from project concept to Certificate of Occupancy
- Enhanced mediation services to further assist courts, police, and code enforcement with dispute resolution services

Performance Summary

Performance Measures

What We Measure	Why We Measure It	2015 Actual	2016 Anticipated	2017 Goal
Long Range plans	Guides the future of each area of the city.		Updated 7 Plans Mineral LR	Santa Fe Belleview Downtown Littleton LR
Development Review	Ensure processes are providing transparent, timely and detailed review of proposed developments.			
Historic preservation	Manage Downtown Littleton's Historic District through COAs and HPB. Promote the historic district's grant program.			
Code Enforcement	Provide safe and efficient code enforcement and multifamily housing inspection program.			
Mediation	Use mediation to solve neighbor to neighbor disputes, and provide dispute resolution services.			
Neighborhood grants	Provide neighborhood block grants and place-making grants to businesses.			
One Stop Permit Center	Enhance streamlined permitting and customer service.			

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Comm Dev - Administration Expenditures												
01-320-6010		Salary . Regular	203,070	215,577	200,415	278,310	278,310	117,384	234,768	203,310	203,310	(75,000)
01-320-6020		Salary . Overtime	295	-	-	-	-	150	300	300	-	-
01-320-6030		Social Security	12,546	12,928	12,758	17,260	17,260	7,189	14,378	17,260	17,260	-
01-320-6035		Medicare	2,958	3,020	2,984	4,040	4,040	1,681	3,362	4,040	4,040	-
01-320-6040		Worker's Comp. Ins.	369	410	280	530	530	217	434	530	530	-
01-320-6050		Medical	22,360	25,519	24,719	20,290	20,290	22,150	44,300	44,000	43,710	23,420
01-320-6051		Life	598	608	768	1,360	1,360	565	1,130	1,360	1,360	-
01-320-6052		Disability	1,099	1,174	1,133	1,590	1,590	618	1,236	1,590	1,590	-
01-320-6053		Dental	1,039	1,223	948	610	610	1,082	2,164	610	610	-
01-320-6054		Vision	-	-	-	-	-	202	404	400	400	400
01-320-6055		Short-Term Disability	-	-	-	-	-	50	100	100	100	100
01-320-6060		ICMA 401A . General Govern	6,344	7,740	8,944	18,700	18,700	7,284	14,568	14,600	14,600	(4,100)
01-320-6140		ICMA . Deferred Comp	1,489	1,731	1,861	-	-	-	-	-	-	-
01-320-6141		ICMA 457 Match 2%	-	1,500	2,023	5,280	5,280	439	878	880	1,500	(3,780)
01-320-6142		Retirement Health Savings	-	-	75	900	900	375	750	900	900	-
01-320-6160		Unemployment Insurance	33	35	54	280	280	41	82	280	280	-
01-320-7110		Supplies Office	544	781	2,428	600	600	559	1,118	2,800	1,500	900
01-320-7280		Books Magazines Subscripti	174	336	3	200	200	34	68	200	200	-
01-320-7285		Dues & Memberships	1,150	660	100	1,450	1,450	1,137	2,274	1,450	1,450	-
01-320-7300		Supplies Other Special	164	-	388	-	-	-	-	-	-	-
01-320-7360		Software Maintenance	6,432	7,006	5,440	6,000	6,000	-	-	-	-	(6,000)
01-320-7420		Business Meetings	-	24	562	-	-	88	176	300	300	300
01-320-7430		Professional/Consulting Sv	53,753	23,298	79,373	125,000	320,550	90,527	181,054	280,550	230,000	105,000
01-320-7442		Personnel Recruitment	-	-	248	-	-	-	-	-	-	-
01-320-7450		Learning & Education	2,839	711	6,046	3,000	3,000	387	774	2,000	3,000	-
01-320-7461		Main St Historic District	63,352	17,240	-	50,000	128,930	20,000	40,000	50,000	50,000	-
01-320-7510		Parking Lot Rental	2,100	2,100	2,100	2,500	2,500	2,100	4,200	2,100	2,100	(400)
01-320-7540		Office Equipment Maint.	1,150	240	1,880	3,800	3,800	456	912	3,800	3,800	-
01-320-7700		Other Charges	-	95	-	-	-	-	-	-	-	-
Total Comm Dev - Administration Expenditures			***383,856***	***323,957***	***355,530***	***541,700***	***816,180***	***274,715***	***549,430***	***633,360***	***582,540***	***40,840***

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Comm Dev - Development Services Expenditures												
01-321-6010		Salary . Regular	552,060	648,417	621,155	686,110	686,110	287,607	575,214	646,110	646,110	(40,000)
01-321-6020		Salary . Overtime	203	569	2,036	-	-	4,508	9,016	5,000	-	-
01-321-6030		Social Security	33,876	39,808	38,700	42,540	42,540	18,095	36,190	42,540	42,540	-
01-321-6035		Medicare	7,923	9,310	9,051	9,950	9,950	4,232	8,464	9,950	9,950	-
01-321-6040		Worker's Comp. Ins.	6,288	8,672	6,508	7,990	7,990	2,878	5,756	7,990	7,990	-
01-321-6050		Medical	97,555	120,977	116,282	155,920	155,920	57,001	114,002	124,150	134,300	(21,620)
01-321-6051		Life	1,569	1,659	1,998	3,460	3,460	1,476	2,952	3,460	3,460	-
01-321-6052		Disability	2,898	3,365	3,031	4,040	4,040	1,527	3,054	4,040	4,040	-
01-321-6053		Dental	5,143	5,927	5,409	6,110	6,110	2,517	5,034	6,110	6,110	-
01-321-6054		Vision	-	-	-	-	-	469	938	940	940	940
01-321-6055		Short-Term Disability	-	-	-	-	-	162	324	330	330	330
01-321-6060		ICMA 401A . General Govern	18,932	26,730	30,087	47,500	47,500	19,542	39,084	40,000	40,000	(7,500)
01-321-6141		ICMA 457 Match 2%	-	2,821	6,283	6,140	6,140	3,115	6,230	6,230	6,230	90
01-321-6142		Retirement Health Savings	-	-	600	3,300	3,300	1,350	2,700	3,300	3,300	-
01-321-6150		Uniforms	668	2,074	1,113	-	-	-	-	-	-	-
01-321-6160		Unemployment Insurance	135	138	147	680	680	117	234	680	680	-
01-321-7110		Supplies Office	14,323	12,893	14,458	10,000	10,000	6,995	13,990	14,500	10,000	-
01-321-7115		Non-capital Equipment	-	1,049	2,459	6,000	6,000	3,206	6,412	4,000	6,000	-
01-321-7280		Books Magazines Subscripti	4,056	2,646	2,008	6,000	6,000	670	1,340	4,000	4,000	(2,000)
01-321-7285		Dues & Memberships	780	773	1,076	1,100	1,100	400	800	1,200	1,200	100
01-321-7300		Supplies Other Special	-	1,742	1,485	3,500	3,500	620	1,240	3,500	3,500	-
01-321-7360		Software Maintenance	5,214	7,465	15,058	40,830	69,520	2,093	4,186	35,000	30,000	(10,830)
01-321-7410		Collection Fee	-	275	-	-	-	34	68	40	-	-
01-321-7419		Bank Fees	-	50	380	500	500	24	48	200	200	(300)
01-321-7420		Business Meetings	578	790	435	1,000	1,000	34	68	500	500	(500)
01-321-7430		Professional/Consulting Sv	115,278	43,004	164,513	78,000	102,130	116,636	233,272	150,000	175,000	97,000
01-321-7446		Uniforms	-	-	-	2,000	2,000	1,869	3,738	2,000	2,000	-
01-321-7450		Learning & Education	7,159	6,340	7,100	12,000	12,000	2,055	4,110	9,000	9,000	(3,000)
01-321-7461		Environmental & Code Infor	19,145	37,247	30,954	50,000	50,000	758	1,516	40,000	40,000	(10,000)
01-321-7540		Office Equipment Maint.	3,067	2,439	7,020	2,880	2,880	1,947	3,894	2,880	2,880	-
01-321-7551		Vehicle Maintenance	8,713	6,530	395	-	-	-	-	-	-	-
01-321-7552		Vehicle Rent	12,331	6,527	-	-	-	-	-	-	-	-
01-321-7553		Vehicle Fuel	8,464	6,441	-	-	-	-	-	-	-	-
01-321-7554		Vehicle Extraordinary Charges	10	14	-	-	-	-	-	-	-	-
01-321-7555		Vehicle Insurance	2,810	3,410	-	-	-	-	-	-	-	-
Total Comm Dev - Development Services Expenditures			***929,178***	***1,010,103***	***1,089,741***	***1,187,550***	***1,240,370***	***541,937***	***1,083,874***	***1,167,650***	***1,190,260***	***2,710***

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Comm Dev - Planning Expenditures												
01-322-6010		Salary . Regular	367,248	388,548	420,757	453,040	453,040	264,662	529,324	528,040	528,040	75,000
01-322-6020		Salary . Overtime	-	-	189	-	-	268	536	500	-	-
01-322-6030		Social Security	22,471	23,732	25,715	28,090	28,090	16,345	32,690	28,090	28,090	-
01-322-6035		Medicare	5,256	5,550	6,014	6,570	6,570	3,823	7,646	6,570	6,570	-
01-322-6040		Worker's Comp. Ins.	1,359	1,610	1,419	1,770	1,770	976	1,952	1,770	1,770	-
01-322-6050		Medical	32,649	32,038	32,778	42,990	42,990	14,393	28,786	28,800	28,810	(14,180)
01-322-6051		Life	1,122	1,172	1,520	2,310	2,310	1,215	2,430	2,310	2,310	-
01-322-6052		Disability	2,071	2,262	2,255	2,700	2,700	1,465	2,930	2,700	2,700	-
01-322-6053		Dental	2,298	3,034	2,752	3,670	3,670	1,529	3,058	3,670	3,670	-
01-322-6054		Vision	-	-	-	-	-	228	456	460	460	460
01-322-6055		Short-Term Disability	-	-	-	-	-	120	240	240	240	240
01-322-6060		ICMA 401A . General Govern	12,709	18,115	21,984	31,710	31,710	17,777	35,554	35,600	35,600	3,890
01-322-6140		ICMA Deferred Comp	1,896	320	1,919	-	-	280	560	560	560	560
01-322-6141		ICMA 457 Match 2%	-	2,340	5,211	6,370	6,370	3,125	6,250	6,250	6,250	(120)
01-322-6142		Retirement Health Savings	-	-	225	1,800	1,800	975	1,950	1,800	1,800	-
01-322-6160		Unemployment Insurance	49	75	66	450	450	75	150	450	450	-
01-322-7110		Supplies Office	1,861	1,450	1,346	2,500	2,500	233	466	2,000	2,000	(500)
01-322-7115		Non-Capital Equipment	2,870	4,060	1,831	1,230	1,230	3,253	6,506	3,250	-	(1,230)
01-322-7280		Books Magazines Subscripti	52	690	69	700	700	85	170	700	700	-
01-322-7285		Dues & Memberships	1,776	2,121	3,122	2,100	2,100	1,086	2,172	2,100	2,100	-
01-322-7300		Supplies Other Special	2,234	1,307	1,956	2,500	2,500	1,456	2,912	2,000	2,000	(500)
01-322-7360		Software Maintenance	672	1,254	1,394	1,000	1,000	-	-	-	-	(1,000)
01-322-7420		Business Meetings	705	899	186	2,000	2,000	823	1,646	1,000	1,000	(1,000)
01-322-7430		Neighborhood Partnership Grant	-	47,837	51,330	60,000	60,000	34,112	68,224	60,000	60,000	-
01-322-7450		Learning & Education	2,621	4,916	8,123	19,090	19,090	4,203	8,406	9,000	9,000	(10,090)
01-322-7461	1096	Handyman Program	221	(180)	(108)	-	-	-	-	-	-	-
01-322-7461	1148	Neighborhood Clean-up	3,620	-	-	-	-	-	-	-	-	-
01-322-7461	1212	Hist. Pres. Tax Refund	5,633	5,512	11,803	5,000	5,000	-	-	3,500	6,000	1,000
01-322-7463		Neighborhood Partnership Prog	-	19,585	8,480	13,000	13,000	8,407	16,814	13,000	13,000	-
01-322-7540		Office Equipment Maint.	240	30	973	1,400	1,400	900	1,800	1,400	-	(1,400)
01-322-7551		Vehicle Maintenance	676	408	-	-	-	-	-	-	-	-
01-322-7552		Vehicle Rent	4,668	3,112	-	-	-	-	-	-	-	-
01-322-7553		Vehicle Fuel	489	320	-	-	-	-	-	-	-	-
01-322-7555		Vehicle Insurance	1,370	1,665	-	-	-	-	-	-	-	-
Total Comm Dev - Planning Expenditures			***478,838***	***573,780***	***613,309***	***691,990***	***691,990***	***381,814***	***763,628***	***745,760***	***743,120***	***51,130***
Grand Total Comm Development Expenditures			***1,791,872***	***1,907,841***	***2,058,580***	***2,421,240***	***2,748,540***	***1,198,466***	***2,396,932***	***2,546,770***	***2,515,920***	***94,680***

2017 Proposed Budget

City of Littleton
Littleton, Colorado

Library & Museum Services

The Library and Museum are committed to serving the informational, educational, and cultural needs of patrons and visitors by providing exceptional customer service and professionalism in a welcoming environment which fosters community engagement.

Did You Know?

In 2015, the Library and Museum combined to serve almost half a million (449,487) visitors and patrons.

Major Programs

- Library and Museum collections
- Programs, services, and special events for all
- Exhibitions and living history
- Research and reference
- Preservation and conservation
- Access to information

Strategic Plan

Provide service, value, and resources to Littleton and the region through open access to information; serve the community as conduits of this information by offering dynamic programming and resources for all ages, races, and abilities designed to meet the need for education, culture, and knowledge.

How Do We Support Council's Goals for the City?

- Adhere to the highest professional standards and best practices
- Ensure that collections, exhibits, programs, and services are diverse, comprehensive, and accessible
- Serve as a good steward for resources held in the public trust
- Advance Littleton's quality of life by promoting literacy, history, art, and culture

Service Delivery Improvements for 2017

Explore using impact fees to install 24/7 library at Station 19.

Complete evaluation of library collection by area to determine budget allocations.

Develop museum-wide evaluation tool for programs and exhibits.

Continue revitalized museum oral history program.

Develop 5-year strategic plan for library.

Anticipated Service Delivery Improvements by 2022

- Evaluate current integrated library system against other available vendors
- Expand availability of e-resources for patrons
- Repurpose computer lab into makerspace
- Continue digitization of museum collection
- Develop online museum exhibits to expand accessibility

Performance Summary

Performance Measures

What We Measure	Why We Measure It	2015 Actual	2016 Anticipated	2017 Goal
Adherence to national standards and best practices in library and museum operations	Demonstrate commitment to integrity in governance, management, and fiscal operations			
General, event, and program visitorship	Demonstrate connection to the public by providing physical and intellectual access to library and museum resources consistent with the needs of the community	449,487	452,000	455,000
Circulation of library material	Ensure responsible use of City budget to purchase relevant materials and promote continuous lifelong learning	549,150	551,500	552,000
Reference questions answered by library staff	Demonstrate outstanding customer service in responding to patron requests for research assistance	92,104	90,000	95,000
Temperature/relative humidity levels in all museum and collections center spaces	Ensure a secure and stable environment for artifacts held in the public trust by maintaining temperature of 70 degrees +/- 5, relative humidity of 35% +/- 7	72/33	70/30	70/30
Museum facility usage by City and outside groups	Maximize community impact by making museum spaces available to other City departments and outside organizations	122	120	150
Customers served by the Immigrant Resources Center	Provide a pathway to citizenship for legal immigrants through legal services and citizenship and ESL classes	341	450	450

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Library - Administration Expenditures												
01-520-6010		Salary . Regular	155,299	172,605	230,331	209,660	209,660	110,866	221,732	231,000	231,000	21,340
01-520-6030		Social Security	9,600	10,600	14,191	13,000	13,000	6,890	13,780	13,000	13,000	-
01-520-6035		Medicare	2,245	2,474	3,319	3,040	3,040	1,612	3,224	3,040	3,040	-
01-520-6040		Worker's Comp. Ins.	257	320	266	400	400	224	448	400	400	-
01-520-6050		Medical	18,590	21,701	28,779	29,110	29,110	20,562	41,124	38,670	38,670	9,560
01-520-6051		Life	465	505	785	1,070	1,070	487	974	1,070	1,070	-
01-520-6052		Disability	857	989	1,195	1,250	1,250	613	1,226	1,250	1,250	-
01-520-6053		Dental	1,248	1,349	1,529	1,530	1,530	741	1,482	1,530	1,530	-
01-520-6054		Vision	-	-	-	-	-	138	276	-	-	-
01-520-6055		Short-Term Disability	-	-	-	-	-	54	108	-	-	-
01-520-6060		ICMA 401A . General Govern	6,034	7,924	11,810	14,670	14,670	6,837	13,674	14,670	14,670	-
01-520-6141		ICMA 457 Match 2%	-	1,333	2,896	3,020	3,020	1,455	2,910	3,020	3,020	-
01-520-6142		Retirement Health Savings	-	-	188	750	750	375	750	750	750	-
01-520-6160		Unemployment Insurance	23	23	34	210	210	35	70	210	210	-
01-520-7110		Supplies Office	10,612	11,551	13,648	12,000	12,000	5,923	11,846	12,000	12,000	-
01-520-7115		Non-Capital Equipment	-	-	2,746	10,000	10,000	-	-	10,000	5,000	(5,000)
01-520-7120		Supplies Janitorial	5,539	4,724	4,358	6,500	6,500	1,724	3,448	6,500	6,500	-
01-520-7281		Collection Materials	280,292	225,944	295,100	279,000	279,000	181,791	363,582	279,000	280,000	1,000
01-520-7285		Dues & Memberships	680	655	1,312	2,000	2,000	-	-	2,000	2,000	-
01-520-7300		Supplies Other Special	35,951	38,324	36,268	40,600	40,600	22,260	44,520	40,600	41,600	1,000
01-520-7350		Hardware Maintenance	6,720	647	845	7,000	7,000	1,131	2,262	7,000	7,000	-
01-520-7360		Software Maintenance	5,336	4,929	5,958	5,780	5,780	4,028	8,056	5,780	7,200	1,420
01-520-7419		Bank Fees	-	-	-	-	-	8	16	40	40	40
01-520-7420		Business Meetings	1,177	675	739	900	900	454	908	900	900	-
01-520-7430		Professional/Consulting Sv	17,894	17,881	27,354	27,000	27,000	9,451	18,902	27,000	27,000	-
01-520-7450		Learning & Education	4,643	7,363	9,895	9,500	9,500	6,059	12,118	9,500	9,500	-
01-520-7540		Office Equipment Maint.	9,324	10,648	10,361	10,170	10,170	5,159	10,318	10,170	10,220	50
01-520-7570		Other Equipment Maint.	13,299	22,921	32,935	44,300	47,780	18,154	36,308	44,300	44,300	-
01-520-7573		Computer Licensing/Maint	104,488	102,135	125,595	133,180	133,180	120,901	241,802	133,180	142,700	9,520
01-520-7860		Other Equipment	-	-	5,700	-	-	-	-	-	-	-
Total Library - Administration Expenditures			***690,572***	***668,221***	***868,137***	***865,640***	***869,120***	***527,932***	***1,055,864***	***896,580***	***904,570***	***38,930***

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Library - Children Expenditures												
01-521-6010		Salary . Regular	229,045	230,573	231,638	251,520	251,520	115,651	231,302	231,530	251,520	-
01-521-6020		Salary . Overtime	51	310	-	-	-	-	-	-	-	-
01-521-6030		Social Security	14,400	14,623	14,756	15,590	15,590	7,382	14,764	14,160	15,590	-
01-521-6035		Medicare	3,368	3,420	3,451	3,650	3,650	1,727	3,454	3,310	3,650	-
01-521-6040		Worker's Comp. Ins.	415	465	342	480	480	214	428	480	480	-
01-521-6050		Medical	27,553	30,321	43,339	47,980	47,980	22,552	45,104	42,870	40,640	(7,340)
01-521-6051		Life	592	603	761	1,060	1,060	510	1,020	1,060	1,060	-
01-521-6052		Disability	1,095	1,163	1,166	1,240	1,240	630	1,260	1,240	1,240	-
01-521-6053		Dental	1,415	1,501	2,107	2,080	2,080	1,170	2,340	2,080	2,080	-
01-521-6054		Vision	-	-	-	-	-	218	436	-	-	-
01-521-6055		Short-Term Disability	-	-	-	-	-	87	174	-	-	-
01-521-6060		ICMA 401A . General Govern	2,753	3,324	3,938	8,600	8,600	2,587	5,174	5,400	4,280	(4,320)
01-521-6140		ICMA . Deferred Comp	4,074	5,613	5,973	-	-	3,086	6,172	6,150	6,150	6,150
01-521-6142		Retirement Health Savings	-	-	75	300	300	150	300	300	300	-
01-521-6160		Unemployment Insurance	61	67	68	250	250	57	114	250	250	-
Total Library - Children Expenditures			***284,823***	***291,983***	***307,614***	***332,750***	***332,750***	***156,021***	***312,042***	***308,830***	***327,240***	***(5,510)***

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Library - Immigrant Resources Expenditures												
01-522-6010		Salary . Regular	62,832	61,906	66,723	72,380	72,380	35,981	71,962	72,380	72,380	-
01-522-6030		Social Security	3,816	3,875	3,764	4,490	4,490	2,025	4,050	4,490	4,490	-
01-522-6035		Medicare	892	906	880	1,050	1,050	473	946	1,050	1,050	-
01-522-6040		Worker's Comp. Ins.	105	135	115	140	140	58	116	140	140	-
01-522-6050		Medical	9,887	12,633	17,750	30,430	30,430	10,145	20,290	17,280	20,280	(10,150)
01-522-6051		Life	137	247	269	370	370	179	358	370	370	-
01-522-6052		Disability	245	455	394	430	430	218	436	430	430	-
01-522-6053		Dental	586	802	612	920	920	306	612	920	920	-
01-522-6054		Vision	-	-	-	-	-	77	154	-	-	-
01-522-6055		Short-Term Disability	-	-	-	-	-	37	74	-	-	-
01-522-6060		ICMA 401A . General Govern	1,415	2,147	2,950	4,200	4,200	1,784	3,568	4,200	4,200	-
01-522-6140		ICMA Deferred Comp	-	137	922	860	860	164	328	860	860	-
01-522-6141		ICMA 457 Match 2%	-	395	959	1,450	1,450	510	1,020	1,010	1,010	(440)
01-522-6142		Retirement Health Savings	-	-	75	450	450	150	300	450	450	-
01-522-6160		Unemployment Insurance	29	20	19	70	70	20	40	70	70	-
01-522-7110		Supplies Office	1,172	1,377	1,833	2,000	2,000	624	1,248	1,700	2,000	-
01-522-7115		Non-Capital Equipment	1,144	1,231	1,098	1,000	1,000	1,519	3,038	1,520	1,000	-
01-522-7285		Dues & Memberships	1,780	1,780	1,905	2,000	2,000	1,780	3,560	2,000	2,000	-
01-522-7300		Supplies Other Special	3,006	1,798	1,794	1,500	1,500	115	230	1,500	2,000	500
01-522-7360		Software Maintenance	244	130	507	2,000	2,000	174	348	2,000	2,000	-
01-522-7419		Bank Fees	-	-	11	-	-	88	176	200	200	200
01-522-7420		Business Meetings	1,628	1,202	1,004	1,700	1,700	747	1,494	1,700	1,700	-
01-522-7430		Professional/Consulting Svcs	28,499	3,881	4,299	7,000	7,000	-	-	7,000	7,000	-
01-522-7450		Learning & Education	2,860	2,285	3,159	4,500	4,500	1,425	2,850	4,500	4,500	-
01-522-7480		Postage & Freight	1,220	1,340	-	2,000	2,000	-	-	2,000	2,000	-
Total Library - Immigrant Resources Expenditures			***121,495***	***98,681***	***111,042***	***140,940***	***140,940***	***58,599***	***117,198***	***127,770***	***131,050***	***(9,890)***

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Library - Adults Expenditures												
01-523-6010		Salary . Regular	423,468	452,310	459,220	482,220	482,220	243,467	486,934	482,220	482,220	-
01-523-6020		Salary . Overtime	84	-	116	-	-	-	-	-	-	-
01-523-6030		Social Security	26,352	28,048	28,853	29,900	29,900	15,349	30,698	29,900	29,900	-
01-523-6035		Medicare	6,163	6,560	6,748	6,990	6,990	3,590	7,180	6,990	6,990	-
01-523-6040		Worker's Comp. Ins.	751	839	681	920	920	435	870	920	920	-
01-523-6050		Medical	39,423	45,276	60,618	56,970	56,970	31,611	63,222	63,530	63,850	6,880
01-523-6051		Life	1,041	1,207	1,705	2,050	2,050	967	1,934	2,050	2,050	-
01-523-6052		Disability	1,922	2,305	2,306	2,190	2,190	1,206	2,412	2,190	2,190	-
01-523-6053		Dental	3,678	3,726	4,019	3,970	3,970	2,290	4,580	3,970	3,970	-
01-523-6054		Vision	-	-	-	-	-	392	784	-	-	-
01-523-6055		Short-Term Disability	-	-	-	-	-	161	322	-	-	-
01-523-6060		ICMA 401A . General Govern	8,528	10,361	13,157	23,270	23,270	7,975	15,950	15,950	15,950	(7,320)
01-523-6140		ICMA . Deferred Comp	4,688	5,125	7,798	2,200	2,200	4,126	8,252	8,320	8,320	6,120
01-523-6141		ICMA 457 Match 2%	-	941	2,210	1,950	1,950	1,087	2,174	2,180	2,180	230
01-523-6142		Retirement Health Savings	-	-	300	1,200	1,200	600	1,200	1,200	1,200	-
01-523-6160		Unemployment Insurance	110	133	136	480	480	115	230	480	480	-
Total Library - Adults Expenditures			***516,207***	***556,831***	***587,867***	***614,310***	***614,310***	***313,371***	***626,742***	***619,900***	***620,220***	***5,910***

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Library - Circulation Expenditures												
01-524-6010		Salary . Regular	240,953	238,466	253,000	265,550	265,550	131,716	263,432	265,550	265,550	-
01-524-6020		Salary . Overtime	19	-	-	-	-	-	-	-	-	-
01-524-6030		Social Security	14,910	14,866	15,724	16,460	16,460	8,211	16,422	16,460	16,460	-
01-524-6035		Medicare	3,487	3,477	3,677	3,850	3,850	1,920	3,840	3,850	3,850	-
01-524-6040		Worker's Comp. Ins.	473	544	499	500	500	275	550	500	500	-
01-524-6050		Medical	12,998	21,467	27,394	38,390	38,390	21,657	43,314	40,460	37,610	(780)
01-524-6051		Life	518	578	799	1,270	1,270	505	1,010	1,270	1,270	-
01-524-6052		Disability	943	1,097	1,127	1,480	1,480	559	1,118	1,480	1,480	-
01-524-6053		Dental	1,613	2,325	2,306	3,420	3,420	1,675	3,350	3,420	3,420	-
01-524-6054		Vision	-	-	-	-	-	281	562	-	-	-
01-524-6055		Short-Term Disability	-	-	-	-	-	156	312	-	-	-
01-524-6060		ICMA 401A . General Govern	2,077	4,024	5,497	5,210	5,210	3,002	6,004	5,210	5,210	-
01-524-6140		ICMA . Deferred Comp	2,068	1,576	1,589	2,000	2,000	690	1,380	2,000	2,000	-
01-524-6141		ICMA 457 Match 2%	-	-	423	-	-	744	1,488	-	-	-
01-524-6142		Retirement Health Savings	-	-	75	300	300	486	972	300	300	-
01-524-6160		Unemployment Insurance	134	118	137	270	270	99	198	270	270	-
Total Library - Circulation Expenditures			***280,192***	***288,538***	***312,247***	***338,700***	***338,700***	***171,976***	***343,952***	***340,770***	***337,920***	***(780)***

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Library - Technical Service Expenditures												
01-525-6010		Salary . Regular	243,511	209,815	203,751	208,240	208,240	106,646	213,292	208,240	208,240	-
01-525-6030		Social Security	15,055	12,913	12,680	12,910	12,910	6,648	13,296	12,910	12,910	-
01-525-6035		Medicare	3,521	3,020	2,965	3,020	3,020	1,555	3,110	3,020	3,020	-
01-525-6040		Worker's Comp. Ins.	444	412	315	400	400	194	388	400	400	-
01-525-6050		Medical	27,512	23,758	30,743	36,590	36,590	16,567	33,134	36,590	36,590	-
01-525-6051		Life	746	636	757	1,060	1,060	462	924	1,060	1,060	-
01-525-6052		Disability	1,371	1,231	1,141	1,240	1,240	593	1,186	1,240	1,240	-
01-525-6053		Dental	2,711	2,331	2,393	2,440	2,440	1,217	2,434	2,440	2,440	-
01-525-6054		Vision	-	-	-	-	-	227	454	-	-	-
01-525-6055		Short-Term Disability	-	-	-	-	-	73	146	-	-	-
01-525-6060		ICMA 401A . General Govern	8,549	9,481	10,141	13,840	13,840	6,278	12,556	13,840	13,840	-
01-525-6140		ICMA Deferred Comp	-	-	1,182	740	740	744	1,488	740	740	-
01-525-6141		ICMA 457 Match 2%	-	1,509	3,302	3,390	3,390	1,659	3,318	3,390	3,390	-
01-525-6142		Retirement Health Savings	-	-	225	1,200	1,200	564	1,128	1,200	1,200	-
01-525-6160		Unemployment Insurance	49	47	46	210	210	46	92	210	210	-
Total Library - Technical Service Expenditures			***303,468***	***265,153***	***269,641***	***285,280***	***285,280***	***143,473***	***286,946***	***285,280***	***285,280***	***-***

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Library - Overhead Expenditures												
01-527-6010		Salary . Regular	40,203	41,810	42,381	41,970	41,970	20,228	40,456	41,970	41,970	-
01-527-6020		Salary. Overtime	4,822	6,122	4,753	1,500	1,500	2,956	5,912	3,000	2,000	500
01-527-6030		Social Security	2,803	2,940	2,930	2,600	2,600	1,438	2,876	2,600	2,600	-
01-527-6035		Medicare	656	688	685	610	610	336	672	610	610	-
01-527-6040		Worker's Comp. Ins.	1,473	1,670	1,420	1,910	1,910	922	1,844	1,910	1,910	-
01-527-6050		Medical	7,637	7,978	7,733	7,810	7,810	3,902	7,804	7,810	7,810	-
01-527-6051		Life	124	126	158	220	220	99	198	220	220	-
01-527-6052		Disability	228	241	241	250	250	120	240	250	250	-
01-527-6053		Dental	660	660	612	610	610	306	612	610	610	-
01-527-6054		Vision	-	-	-	-	-	57	114	-	-	-
01-527-6055		Short-Term Disability	-	-	-	-	-	17	34	-	-	-
01-527-6060		ICMA 401A . General Govern	1,602	1,913	2,461	2,940	2,940	1,416	2,832	2,940	2,940	-
01-527-6142		Retirement Health Savings	-	-	75	300	300	150	300	300	300	-
01-527-6160		Unemployment Insurance	12	12	12	40	40	13	26	40	40	-
Total Library - Overhead Expenditures			***60,219***	***64,159***	***63,461***	***60,760***	***60,760***	***31,960***	***63,920***	***62,260***	***61,260***	***500***

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Library - Youth and Senior Services												
01-528-6010		Salary . Regular	-	-	-	-	-	-	-	-	84,450	84,450
01-528-6030		Social Security	-	-	-	-	-	-	-	-	5,240	5,240
01-528-6035		Medicare	-	-	-	-	-	-	-	-	1,230	1,230
01-528-6040		Worker's Comp. Ins.	-	-	-	-	-	-	-	-	160	160
01-528-6051		Life	-	-	-	-	-	-	-	-	280	280
01-528-6052		Disability	-	-	-	-	-	-	-	-	320	320
01-528-6060		ICMA 401A . General Govern	-	-	-	-	-	-	-	-	3,820	3,820
01-528-6140		ICMA . Deferred Comp	-	-	-	-	-	-	-	-	1,090	1,090
01-528-6160		Unemployment Insurance	-	-	-	-	-	-	-	-	80	80
01-528-6199		Personnel Changes	-	-	-	-	-	-	-	-	19,230	19,230
01-528-7110		Supplies Office	-	-	-	-	-	-	-	-	4,000	4,000
01-528-7115		Non-Capital Equipment	-	-	-	-	-	-	-	-	5,000	5,000
01-528-7280		Books Magazines Subscripti	-	-	-	-	-	-	-	-	1,000	1,000
01-528-7285		Dues & Memberships	-	-	-	-	-	-	-	-	1,000	1,000
01-528-7350		Hardware Maintenance	-	-	-	-	-	-	-	-	2,000	2,000
01-528-7360		Software Maintenance	-	-	-	-	-	-	-	-	1,000	1,000
01-528-7420		Business Meetings	-	-	-	-	-	-	-	-	1,000	1,000
01-528-7430		Professional/Consulting Sv	-	-	-	-	-	-	-	-	24,000	24,000
01-528-7450		Learning & Education	-	-	-	-	-	-	-	-	1,500	1,500
01-528-7461	1231	Youth Development Program	-	-	-	-	-	-	-	-	16,500	16,500
01-528-7461		Senior Services Program	-	-	-	-	-	-	-	-	17,480	17,480
01-528-7540		Office Equipment Maint.	-	-	-	-	-	-	-	-	1,000	1,000
Total Library - Youth & Senior Services Expenditures			**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	***191,380***	***191,380***
Grand Total Library Expenditures			***2,256,975***	***2,233,565***	***2,520,009***	***2,638,380***	***2,641,860***	***1,403,332***	***2,806,664***	***2,641,390***	***2,858,920***	***220,540***

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Museum - Administration Expenditures												
01-560-6010		Salary . Regular	426,397	347,769	328,410	335,720	335,720	174,107	348,214	350,620	350,620	14,900
01-560-6020		Salary . Overtime	2,376	2,036	3,878	-	-	244	488	400	-	-
01-560-6030		Social Security	26,595	21,792	20,306	20,810	20,810	10,830	21,660	20,810	20,810	-
01-560-6035		Medicare	6,220	5,097	4,749	4,870	4,870	2,533	5,066	4,870	4,870	-
01-560-6040		Worker's Comp. Ins.	6,347	7,473	7,250	7,840	7,840	3,939	7,878	7,840	7,840	-
01-560-6050		Medical	46,039	40,165	49,549	50,800	50,800	28,207	56,414	50,800	50,800	-
01-560-6051		Life	1,245	998	2,236	1,630	1,630	768	1,536	1,630	1,630	-
01-560-6052		Disability	2,287	1,924	1,757	1,900	1,900	921	1,842	1,900	1,900	-
01-560-6053		Dental	4,221	3,734	3,669	3,670	3,670	1,811	3,622	3,670	3,670	-
01-560-6054		Vision	-	-	-	-	-	309	618	-	-	-
01-560-6055		Short-Term Disability	-	-	-	-	-	115	230	-	-	-
01-560-6060		ICMA 401A . General Govern	14,462	13,415	14,605	19,660	19,660	9,333	18,666	19,080	19,110	(550)
01-560-6140		ICMA . Deferred Comp	1,249	1,431	1,601	1,580	1,580	813	1,626	1,580	1,580	-
01-560-6141		ICMA 457 Match 2%	-	1,460	3,203	3,390	3,390	1,654	3,308	3,390	3,390	-
01-560-6142		Retirement Health Savings	-	-	338	1,350	1,350	675	1,350	1,350	1,350	-
01-560-6150		Administration Staff	1,268	208	553	-	450	-	-	-	-	-
01-560-6160		Unemployment Insurance	90	84	77	340	340	74	148	340	340	-
01-560-6170		Auto Allowance	1,754	-	-	-	-	-	-	-	-	-
01-560-7110		Supplies Office	7,653	6,100	5,350	7,000	7,000	2,649	5,298	7,000	7,000	-
01-560-7115		Non-Capital Equipment	4,957	261	1,345	3,000	3,000	3,049	6,098	3,000	3,000	-
01-560-7120		Supplies Janitorial	7,835	10,509	12,320	9,750	9,750	6,084	12,168	9,750	10,550	800
01-560-7220		Event/Bldg Supplies Admin	15,750	21,741	12,854	16,500	16,500	3,784	7,568	16,500	16,500	-
01-560-7270		Small Tools	827	379	545	800	800	157	314	800	800	-
01-560-7280		Books Magazines Subscripti	527	584	384	500	500	75	150	500	500	-
01-560-7285		Dues & Memberships	4,784	4,355	5,043	8,000	8,000	3,605	7,210	8,000	8,000	-
01-560-7300		Administration Supplies	-	-	79	-	-	-	-	-	-	-
01-560-7419		Bank Fees	-	-	65	-	-	496	992	900	1,000	1,000
01-560-7420		Business Meetings	958	834	680	1,000	1,000	853	1,706	1,000	1,200	200
01-560-7430		Professional/Consulting Sv	3,939	2,596	3,437	5,500	5,500	2,820	5,640	5,500	4,500	(1,000)
01-560-7446		Uniforms	-	-	-	1,550	650	-	-	650	1,550	-
01-560-7450		Learning & Education	3,161	3,574	3,261	7,000	7,000	1,760	3,520	7,000	7,000	-
01-560-7461		Fine Arts Committee/Counci	7,926	9,000	9,000	11,500	11,500	5,740	11,480	11,500	11,500	-
01-560-7500		Advertising	-	-	-	1,500	1,500	-	-	1,500	1,500	-
01-560-7510		Rentals . Administration	-	-	-	500	500	-	-	500	500	-
01-560-7540		Office Equipment Maint.	3,634	3,882	5,029	8,000	8,000	2,690	5,380	8,000	8,000	-
01-560-7551		Vehicle Maintenance	4,229	4,344	-	-	-	-	-	-	-	-
01-560-7552		Vehicle Rent	5,027	3,752	-	-	-	-	-	-	-	-
01-560-7553		Vehicle Fuel	2,065	1,230	-	-	-	-	-	-	-	-
01-560-7554		Vehicle Extraordinary Charges	-	7	-	-	-	-	-	-	-	-
01-560-7555		Vehicle Insurance	1,624	1,955	-	-	-	-	-	-	-	-
01-560-7570		Other Equipment Maint.	523	411	40	500	500	40	80	500	500	-
01-560-7572		Alarm Monitoring & Maint.	6,462	5,343	7,760	10,000	10,000	4,998	9,996	10,000	10,000	-
01-560-7580		Bldg. M & R Museum & Caret	19,691	22,536	27,157	32,850	32,850	11,227	22,454	32,850	35,000	2,150
Total Museum - Administration Expenditures			***642,120***	***550,976***	***536,530***	***579,010***	***578,560***	***286,360***	***572,720***	***593,730***	***596,510***	***17,500***

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Museum - Collections Expenditures												
01-561-6010		Salary . Regular	91,320	108,038	139,527	144,610	144,610	71,700	143,400	144,610	144,610	-
01-561-6020		Salary.Overtime	-	163	2,268	-	-	548	1,096	750	-	-
01-561-6030		Social Security	5,619	6,640	8,732	8,970	8,970	4,471	8,942	8,970	8,970	-
01-561-6035		Medicare	1,314	1,553	2,040	2,100	2,100	1,046	2,092	2,100	2,100	-
01-561-6040		Worker's Comp. Ins.	166	214	225	280	280	120	240	280	280	-
01-561-6050		Medical	17,465	19,101	29,497	29,810	29,810	13,812	27,624	29,810	29,810	-
01-561-6051		Life	282	328	540	740	740	309	618	740	740	-
01-561-6052		Disability	517	629	820	860	860	375	750	860	860	-
01-561-6053		Dental	1,191	1,237	1,836	1,830	1,830	870	1,740	1,830	1,830	-
01-561-6054		Vision	-	-	-	-	-	162	324	-	-	-
01-561-6055		Short-Term Disability	-	-	-	-	-	47	94	-	-	-
01-561-6060		ICMA 401A . General Govern	3,637	5,048	8,593	10,120	10,120	4,405	8,810	10,120	10,120	-
01-561-6141		ICMA 457 Match 2%	-	555	1,239	1,280	1,280	468	936	1,280	1,280	-
01-561-6142		Retirement Health Savings	-	-	225	900	900	450	900	900	900	-
01-561-6160		Unemployment Insurance	20	24	31	140	140	32	64	140	140	-
01-561-7130		Chemicals	-	88	97	-	-	-	-	-	-	-
01-561-7280		Books Magazines Subscripti	585	530	500	600	600	180	360	600	600	-
01-561-7300		Collections Supplies	3,395	12,562	6,521	10,000	12,600	3,989	7,978	10,000	10,000	-
01-561-7420		Business Meeting	-	-	28	-	-	-	-	-	-	-
01-561-7430		Professional/Consulting Sv	18,453	24,240	10,420	14,000	21,360	1,845	3,690	14,000	14,000	-
01-561-7450		Learning & Education	3,717	4,371	4,722	6,500	6,500	1,858	3,716	6,500	6,500	-
01-561-7461		Collections	1,000	1,324	1,344	2,000	2,000	1,000	2,000	2,000	2,000	-
01-561-7742		Collections Acquisitions	1,243	13,724	12,085	8,000	10,110	187	374	8,000	8,000	-
01-561-7820		Building Improvements	-	-	-	10,000	18,860	8,610	17,220	10,000	-	(10,000)
Total Museum - Collections Expenditures			***149,925***	***200,369***	***231,290***	***252,740***	***273,670***	***116,484***	***232,968***	***253,490***	***242,740***	***(10,000)***

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Museum - Interpretation Expenditures												
01-562-6010		Salary . Regular	149,757	165,978	204,498	225,980	225,980	109,899	219,798	227,530	227,530	1,550
01-562-6020		Salary . Overtime	-	-	553	-	-	11	22	50	-	-
01-562-6030		Social Security	9,260	10,265	12,730	14,010	14,010	6,862	13,724	14,010	14,010	-
01-562-6035		Medicare	2,166	2,401	2,977	3,280	3,280	1,605	3,210	3,280	3,280	-
01-562-6040		Worker's Comp. Ins.	7,205	8,995	7,993	11,840	11,840	5,633	11,266	11,840	11,840	-
01-562-6050		Medical	35,800	38,973	51,192	56,600	56,600	24,711	49,422	56,600	56,600	-
01-562-6051		Life	462	509	784	1,150	1,150	486	972	1,150	1,150	-
01-562-6052		Disability	849	970	1,150	1,350	1,350	581	1,162	1,350	1,350	-
01-562-6053		Dental	1,862	1,930	2,238	2,320	2,320	1,105	2,210	2,320	2,320	-
01-562-6054		Vision	-	-	-	-	-	172	344	-	-	-
01-562-6055		Short-Term Disability	-	-	-	-	-	81	162	-	-	-
01-562-6060		ICMA 401A . General Govern	3,766	4,762	6,614	10,750	10,750	4,040	8,080	10,750	10,750	-
01-562-6140		ICMA . Deferred Comp	2,206	2,756	4,137	3,900	3,900	2,020	4,040	3,900	3,900	-
01-562-6141		ICMA 457 Match 2%	-	178	918	1,000	1,000	501	1,002	1,000	1,000	-
01-562-6142		Retirement Health Savings	-	-	150	600	600	300	600	600	600	-
01-562-6160		Unemployment Insurance	49	51	51	230	230	56	112	230	230	-
01-562-7280		Books Magazines Subscripti	730	301	469	500	500	28	56	500	500	-
01-562-7300		Education Supplies	16,445	14,848	14,781	17,000	17,000	8,445	16,890	17,000	17,000	-
01-562-7420		Business Meetings	116	104	19	-	-	-	-	-	-	-
01-562-7430		Professional/Consulting Sv	1,888	1,222	611	2,000	2,000	745	1,490	2,000	2,000	-
01-562-7450		Learning & Education	3,126	3,169	3,662	5,000	5,000	(44)	(88)	4,500	5,000	-
01-562-7461	1063	Education	13,527	13,089	9,752	12,000	12,000	9,428	18,856	12,000	12,000	-
01-562-7461	1094	Food	-	-	-	1,500	1,500	-	-	1,500	1,500	-
Total Museum - Interpretation Expenditures			***249,212***	***270,500***	***325,279***	***371,010***	***371,010***	***176,665***	***353,330***	***372,110***	***372,560***	***1,550***

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Museum - Exhibits Expenditures												
01-563-6010		Salary . Regular	63,552	65,471	49,843	67,440	67,440	16,832	33,664	44,180	67,440	-
01-563-6020		Salary . Overtime	-	-	-	-	-	118	236	120	-	-
01-563-6030		Social Security	3,793	3,914	3,053	4,180	4,180	1,053	2,106	4,180	4,180	-
01-563-6035		Medicare	887	915	714	980	980	246	492	980	980	-
01-563-6040		Worker's Comp. Ins.	116	131	88	130	130	35	70	130	130	-
01-563-6050		Medical	11,552	12,633	10,253	14,200	14,200	2,101	4,202	6,000	7,800	(6,400)
01-563-6051		Life	196	202	163	340	340	67	134	340	340	-
01-563-6052		Disability	360	387	269	400	400	80	160	400	400	-
01-563-6053		Dental	590	612	423	610	610	165	330	610	610	-
01-563-6054		Vision	-	-	-	-	-	31	62	-	-	-
01-563-6055		Short-Term Disability	-	-	-	-	-	11	22	-	-	-
01-563-6060		ICMA 401A . General Govern	2,532	3,085	2,334	4,720	4,720	1,178	2,356	3,090	4,720	-
01-563-6141		ICMA 457 Match 2%	-	602	907	-	-	-	-	-	-	-
01-563-6142		Retirement Health Savings	-	-	75	300	300	75	150	300	300	-
01-563-6160		Unemployment Insurance	10	10	10	70	70	11	22	70	70	-
01-563-7220		Bldg. Supplies Exhibits	15,280	22,655	17,435	21,500	21,500	9,794	19,588	21,500	23,500	2,000
01-563-7280		Books Magazines Subscripti	385	189	242	500	500	-	-	500	500	-
01-563-7300		Exhibits Supplies	9,879	16,680	14,798	14,000	14,000	2,000	4,000	14,000	16,500	2,500
01-563-7420		Business Meetings	-	100	-	-	-	-	-	-	-	-
01-563-7450		Learning & Education	4,730	2,759	4,816	4,000	4,000	2,378	4,756	4,000	4,000	-
Total Museum - Exhibits Expenditures			***113,863***	***130,345***	***105,423***	***133,370***	***133,370***	***36,175***	***72,350***	***100,400***	***131,470***	***(1,900)***

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Museum - Farm Sites Expenditures												
01-564-6010		Salary . Regular	75,450	79,591	83,201	85,970	85,970	44,329	88,658	85,970	85,970	-
01-564-6020		Salary . Overtime	2,283	2,999	8,054	-	-	531	1,062	750	-	-
01-564-6030		Social Security	4,789	5,146	5,607	5,330	5,330	2,800	5,600	5,330	5,330	-
01-564-6035		Medicare	1,120	1,203	1,311	1,250	1,250	655	1,310	1,250	1,250	-
01-564-6040		Worker's Comp. Ins.	3,762	4,515	3,605	4,500	4,500	2,367	4,734	4,500	4,500	-
01-564-6050		Medical	33,117	35,860	33,111	33,470	33,470	16,734	33,468	33,470	33,470	-
01-564-6051		Life	230	240	327	440	440	205	410	440	440	-
01-564-6052		Disability	424	459	485	510	510	251	502	510	510	-
01-564-6053		Dental	1,131	1,151	1,223	1,220	1,220	612	1,224	1,220	1,220	-
01-564-6054		Vision	-	-	-	-	-	114	228	-	-	-
01-564-6055		Short-Term Disability	-	-	-	-	-	34	68	-	-	-
01-564-6060		ICMA 401A . General Govern	2,999	3,594	4,886	6,020	6,020	2,965	5,930	6,020	6,020	-
01-564-6141		ICMA 457 Match 2%	-	333	788	820	820	394	788	820	820	-
01-564-6142		Retirement Health Savings	-	-	150	600	600	300	600	600	600	-
01-564-6150		Uniforms	-	703	402	-	450	213	426	-	-	-
01-564-6160		Unemployment Insurance	18	20	19	90	90	19	38	90	90	-
01-564-7115		Office Furniture	6,103	2,483	-	3,000	3,010	2,805	5,610	3,000	3,000	-
01-564-7220		Bldg Supplies Farm Sites	5,912	3,221	6,220	5,000	5,000	7,117	14,234	5,000	6,000	1,000
01-564-7311		Veterinary Services	3,641	5,102	1,561	3,500	3,500	884	1,768	3,500	3,500	-
01-564-7312		Feed	16,862	15,690	16,004	18,000	18,000	7,131	14,262	18,000	18,000	-
01-564-7313		Horseshoes & Tack	2,095	376	1,503	2,000	2,000	360	720	2,000	2,000	-
01-564-7314		Livestock Replacement	1,848	2,850	1,590	2,000	2,000	250	500	2,000	2,000	-
01-564-7525		Trash Collection	450	-	250	1,900	1,900	-	-	1,900	2,000	100
01-564-7580		Bldg. M & R Farm Sites	14,293	18,230	8,456	18,000	22,030	13,185	26,370	18,000	22,000	4,000
Total Museum - Farm Sites Expenditures			***176,527***	***183,766***	***178,753***	***193,620***	***198,110***	***104,255***	***208,510***	***194,370***	***198,720***	***5,100***

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Museum - Fine Arts Committee Expenditures												
01-565-7461	1085	Fine Arts Committee	5,000	750	11,666	10,000	10,000	-	-	10,000	10,000	-
01-565-7461	1086	Fine Arts Conservation	-	-	1,525	5,000	49,340	36,909	73,818	49,340	5,000	-
Total Museum - Fine Arts Committee Expenditures			***5,000***	***750***	***13,191***	***15,000***	***59,340***	***36,909***	***73,818***	***59,340***	***15,000***	***-***
Museum - Depot Operations Expenditures												
01-566-7461		Depot Operation	5,202	6,543	5,038	7,500	10,700	4,274	8,548	7,500	7,500	-
Total Museum - Depot Operations Expenditures			***5,202***	***6,543***	***5,038***	***7,500***	***10,700***	***4,274***	***8,548***	***7,500***	***7,500***	***-***
Museum - Gift Store												
01-567-7323		Museum Gift Store Purchase	23,702	22,040	26,711	25,000	25,000	9,184	18,368	25,000	25,000	-
01-567-7419		Bank Fees	2,637	2,289	2,461	1,900	1,900	1,004	2,008	1,900	1,900	-
Total Museum - Gift Store Expenditures			***26,339***	***24,329***	***29,172***	***26,900***	***26,900***	***10,188***	***20,376***	***26,900***	***26,900***	***-***
Grand Total Museum Expenditures			***1,368,187***	***1,367,579***	***1,424,676***	***1,579,150***	***1,651,660***	***771,310***	***1,542,620***	***1,607,840***	***1,591,400***	***12,250***
Grand Total Library & Museum Expenditures			***3,625,163***	***3,601,144***	***3,944,685***	***4,217,530***	***4,293,520***	***2,174,642***	***4,349,284***	***4,249,230***	***4,450,320***	***232,790***

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
General Operations Expenditures												
01-600-6192		Salary & Benefits	-	-	-	(125,000)	(125,000)	-	-	-	1,320,000	1,445,000
01-600-7285		Dues & Memberships	525	28,026	82,535	77,580	77,580	27,323	54,646	77,580	80,000	2,420
01-600-7410		Collection Fee	40,054	40,557	51,008	45,900	45,900	34,575	69,150	47,690	49,490	3,590
01-600-7411		Co. Clerk . Veh Tax Collec	84,196	92,551	98,107	95,000	95,000	52,284	104,568	107,500	107,500	12,500
01-600-7430		Professional/Consulting Sv	89,800	78,776	41,284	30,000	30,000	13,646	27,292	20,000	30,000	-
01-600-7461	1194	Senior Resident Tax Refund	103,109	100,088	107,976	110,000	110,000	37,557	75,114	108,000	110,000	-
01-600-7461	1231	Youth Development Project	116,416	96,028	-	-	-	-	-	-	-	-
01-600-7465		Tax Incentive Agreements	-	-	-	-	-	73,123	146,246	74,690	133,000	133,000
01-600-7470		Telecommunications	409,513	246,872	325,685	286,140	286,140	149,030	298,060	286,140	333,100	46,960
01-600-7480		Postage	87,812	88,583	91,623	130,000	130,000	55,062	110,124	120,000	120,000	(10,000)
01-600-7520		Electricity & Gas	651,445	665,092	507,299	640,000	640,000	241,705	483,410	550,000	550,000	(90,000)
01-600-7525		Water & Sewer Charges	184,188	194,669	208,943	270,000	270,000	34,199	68,398	225,000	225,000	(45,000)
01-600-7530		Street Lighting	1,099,066	1,067,181	905,630	1,100,000	1,100,000	404,427	808,854	1,100,000	1,100,000	-
01-600-7610		Property & Liability Insur	178,900	700,000	-	100,000	100,000	-	-	100,000	150,000	50,000
01-600-7700		Other Charges	699	-	-	-	-	-	-	-	-	-
01-600-7721		Election	16,609	-	66,005	50,000	50,000	-	-	-	30,000	(20,000)
Total General Operations Expenditures			***3,062,332***	***3,398,422***	***2,486,095***	***2,809,620***	***2,809,620***	***1,122,931***	***2,245,862***	***2,816,600***	***4,338,090***	***1,528,470***

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Interfund Transfers Out												
01-600-8534		Tr Out . Capital Proj. Fund	2,706,000	2,500,401	4,229,000	1,400,000	1,400,000	-	-	1,700,000	925,000	(475,000)
01-600-8544		Tr Out . S. Metro Comm Ctr	257,217	250,714	301,634	291,130	291,130	-	-	289,450	351,690	60,560
01-600-8545		Tr Out . Geneva Village	-	-	-	-	-	-	-	-	75,000	75,000
01-600-8561		Tr Out . Life AD&D	-	275,000	-	-	-	-	-	-	-	-
Total Interfund Transfers Out			***2,963,217***	***3,026,115***	***4,530,634***	***1,691,130***	***1,691,130***	***-***	***-***	***1,989,450***	***1,351,690***	***(339,440)***
Grand Total Expenditures			***50,653,623***	***52,578,078***	***56,592,690***	***58,914,860***	***60,576,850***	***28,014,216***	***56,028,432***	***59,867,240***	***62,747,030***	***3,832,170***
Net revenue over (under) expenses			**(89,107)**	**642,913**	**325,635**	**562,900**	**(1,099,090)**	**3,303,604**	**6,607,208**	**307,840**	**147,570**	**(415,330)**

Capital Projects Fund
2013-2017 Summary of Estimated Financial Sources and Uses

	2013 Actual	2014 Actual	2015 Actual	2016 Adopted Budget	2016 Year-End Estimate	2017 Proposed Budget
Revenues						
Building Use Tax	$ 658,348	$ 2,047,316	$ 1,890,353	$ 1,500,000	$ 2,100,000	$ 1,680,000
Highway Users Tax	1,313,139	1,338,930	1,375,952	1,300,000	1,348,000	1,413,800
Intergovernmental	679,229	1,424,707	1,327,406	938,310	1,508,410	888,820
Investment Earnings	69,691	45,390	129,741	110,000	185,000	138,000
Miscellaneous	47,101	-	7,791	-	-	-
Total Revenues	2,767,508	4,856,343	4,731,243	3,848,310	5,141,410	4,120,620
Expenditures						
General Government	328,387	513,756	542,071	170,000	120,000	190,000
Public Safety	584,005	1,071,851	1,090,017	-	-	-
Highways and Streets	27,654	266,041	56,031	-	-	-
Culture and Recreation	16,614	-	-	-	-	-
Debt Service:						
Capital Leases	1,200,520	1,274,925	1,231,865	1,646,310	1,539,010	1,715,530
Capital Outlay	2,576,102	3,207,375	2,840,536	8,684,920	11,665,080	6,661,240
Total Expenditures	4,733,282	6,333,947	5,760,520	10,501,230	13,324,090	8,566,770
Other Financing Sources (Uses)						
Transfers In	2,877,990	3,506,834	4,229,000	1,400,000	1,700,000	925,000
Transfers Out	(39,898)	(13,343)	(12,286)	(10,000)	-	-
Capital Lease Proceeds	-	-	-	2,305,000	2,305,000	1,400,000
Sale of Capital Assets	-	-	122,558	-	134,070	130,000
Total Other Financing Sources	2,838,092	3,493,491	4,339,272	3,695,000	4,139,070	2,455,000
Excess (Deficiency) of Financial Sources over Financial Uses	872,318	2,015,887	3,309,995	(2,957,920)	(4,043,610)	(1,991,150)
Fund Balance, Beginning of Year	**$ 10,582,212**	**$ 11,454,530**	**$ 13,470,417**	**$ 12,375,480**	**$ 16,780,410**	**$ 12,736,800**
Fund Balance, End of Year	**$ 11,454,530**	**$ 13,470,417**	**$ 16,780,412**	**$ 9,417,560**	**$ 12,736,800**	**$ 10,745,650**

2017 Proposed Budget

City of Littleton
Littleton, Colorado

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Fund 34 Capital Projects Fund												
Revenues												
34-171-5301		Littleton F P D	223,790	1,108,953	399,641	573,570	573,570	459,953	919,906	573,570	559,000	(14,570)
34-171-5302		Highlands Ranch F P D	60,847	260,935	179,141	151,740	151,740	104,005	208,010	151,740	162,630	10,890
34-171-5308		Lockheed Martin	-	-	-	-	-	200,034	400,068	312,000	-	-
34-171-5321		Highway Users Tax	1,313,139	1,338,930	1,375,952	1,300,000	1,300,000	650,124	1,300,248	1,348,000	1,413,800	113,800
34-171-5323		Oil & Gas Severance	30,804	51,110	50,227	-	-	-	-	50,000	50,000	50,000
34-171-5700		Interest Earnings	29,793	32,048	117,455	100,000	100,000	92,510	185,020	185,000	138,000	38,000
34-171-5702		Interest Earnings	39,898	13,343	12,286	10,000	10,000	-	-	-	-	(10,000)
34-171-5710		Rents	100	-	-	-	-	-	-	-	-	-
34-171-5721		Contractor Contributions	-	-	-	-	-	-	-	-	-	-
34-171-5811		Other Misc. Revenues	47,001	-	-	-	-	-	-	-	-	-
34-171-5930		Sale of Capital Assets	-	-	122,558	-	-	134,070	268,140	134,070	130,000	130,000
34-171-5953		Proceeds - City-wide Radios	-	-	-	2,305,000	2,305,000	-	-	2,305,000	-	(2,305,000)
34-171-595X		Lease Proceeds - Platform Replacement	-	-	-	-	-	-	-	-	1,400,000	1,400,000
34-201-5330		AOF Revenue for Radios	-	-	391,860	213,000	213,000	888	1,776	241,100	117,190	(95,810)
34-220-5330		AOF Revenue for Radios	-	3,710	306,537	-	-	-	-	-	-	-
34-220-5930		Sale of Capital Assets	-	-	-	-	-	-	-	-	-	-
		Broadway and C/L CDOT Grant	-	-	-	-	-	-	-	180,000	-	
34-302-5721		Capital Contributions	-	-	7,791	-	-	-	-	-	-	-
34-303-5330		Denver Water Project Reimb	363,788	-	-	-	-	-	-	-	-	-
34-321-5013		Building Use Tax	658,348	2,047,316	1,890,353	1,500,000	1,500,000	1,388,528	2,777,056	2,100,000	1,680,000	180,000
34-600-5901		Tr In . General Fund	2,706,000	2,500,401	4,229,000	1,400,000	1,400,000	-	-	1,700,000	925,000	(475,000)
34-600-5943		Tr In EMT Fund	171,990	35,590	-	-	-	-	-	-	-	-
34-600-5965		Tr In Fleet	-	970,843	-	-	-	-	-	-	-	-
Total Revenues			**5,645,498**	**8,363,177**	**9,082,801**	**7,553,310**	**7,553,310**	**3,030,112**	**6,060,224**	**9,280,480**	**6,575,620**	**(977,690)**

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Expenditures												
34-130-7430		Professional/Consulting	3,115	-	-	-	-	-	-	-	-	-
34-130-7840		Office Equipment	1,479	-	-	-	-	-	-	-	-	-
34-150-7115		Non-Capital Equipment	-	-	900	-	-	608	1,216	610	-	-
34-150-7842	1084	Financial System FE	-	-	-	-	25,000	-	-	-	-	-
34-150-7842	1298	Online Timesheet Interface	-	25,000	-	-	-	-	-	-	-	-
34-150-7842		Time and Attendance	-	-	17,423	-	-	-	-	-	-	
34-160-7350		IS (non-capital) - PC Replacements	246,810	227,366	222,686	-	-	-	-	-	120,000	120,000
34-160-7350		IS (non-capital) - Network Infrastructure Upgrades	-	-	-	60,000	60,000	-	-	-	-	(60,000)
34-160-7350		IS (non-capital) - Police Mobile Replacement	-	-	-	60,000	60,000	10,228	20,456	60,000	60,000	-
34-160-7840	1103	Information Services	73,862	-	107,384	110,000	179,070	147,935	295,870	179,070	-	(110,000)
34-160-7840	1253	Credit Card Interfaces	6,187	8,000	-	-	-	-	-	-	-	-
34-160-7840	1300	Wireless Network	23,742	-	-	-	-	-	-	-	-	-
34-160-7840	1301	Network Management Tool	6,000	-	-	-	-	-	-	-	-	-
34-160-7840	1302	GIS Server	18,020	-	-	-	-	-	-	-	-	-
34-160-7840	1330	Core Network Upgrade	-	60,106	-	-	-	-	-	-	-	-
34-160-7840		IS - Server/Storage Replacements	-	-	84,160	80,000	80,000	75,312	150,624	80,000	80,000	-
34-160-7840		IS - SAN Upgrade	-	-	-	50,000	50,000	45,224	90,448	50,000	50,000	-
34-160-7840		IS - Network Infrastructure Upgrades	-	-	-	-	-	45,385	90,770	60,000	60,000	60,000
34-160-7840		IS - Laser Fiche Upgrade	-	-	-	-	-	-	-	-	80,790	80,790
34-170-7830		Improvements Other Than Bldgs	14,300	-	-	-	-	-	-	-	-	-
34-171-7115		Non-Capital Equipment	-	28,746	35,732	-	-	-	-	-	-	-
34-171-7820		Building Improvements	2,636	-	-	-	-	-	-	-	-	-
34-171-7820		Remodel CMO/HR Offices	2,630	107,214	-	-	-	-	-	-	-	-
34-171-7820		Littleton Center Smoke Detector System	-	-	16,900	-	-	-	-	-	-	-
34-171-7820		Safety Updates	-	-	58,820	-	219,430	65,955	131,910	219,430	-	-
34-171-7820		PW,CD, ED Reception Area	-	-	-	60,000	60,000	39,276	78,552	60,000	-	(60,000)
34-171-7890		Wayfinding - Downtown	-	-	12,294	465,000	686,520	241,665	483,330	540,000	-	-465,000
34-171-7890		Wayfinding - Littleton Center	-	-	-	100,000	100,000	-	-	100,000	-	(100,000)
34-171-7890		Dry Creek/Mineral & Santa Fe/County Line Entry	-	-	-	110,000	110,000	-	-	30,000	-	(110,000)
34-171-7910		Various Projects Lease	966,856	1,167,970	1,213,695	1,424,200	1,424,200	130,007	260,014	1,424,200	1,432,610	8,410
34-172-7842		Granicus	-	15,650	-	-	-	-	-	-	-	-
34-173-7820		Courthouse Security	-	-	8,000	-	30,000	3,145	6,290	10,000	-	-
34-174-7842		HR Software Upgrade	-	38,653	9,921	-	24,230	-	-	24,230	-	-
34-174-7860		HR Office Cube-Desk	-	-	-	10,000	10,000	-	-	10,000	-	(10,000)
34-177-7430		Professional/Consulting	-	42,188	14,062	-	-	-	-	-	-	-
34-177-7430		Fire / Police Dispatch HVAC Replacement Study	-	-	-	50,000	50,000	3,835	7,670	50,000	-	(50,000)
34-177-7430		Littleton Center Air Duct Cleaning	-	-	-	-	-	-	-	-	50,000	50,000
34-177-7580		Building Maintenance	-	-	12,746	-	-	-	-	-	-	-
34-177-7820		BSC Building #1 Remodel	-	-	35,860	40,000	83,000	8,579	17,158	43,000	-	(40,000)
34-177-7820		Littleton Center Pump Replacement Project	-	-	-	60,000	60,000	20,227	40,454	60,000	-	(60,000)
34-177-7820		Police/Fire Communication Center Egress Projec	-	-	-	5,000	5,000	-	-	5,000	-	(5,000)
34-177-7820		Service Center - Replace Gates & Operators	-	-	-	55,000	55,000	-	-	55,000	-	(55,000)
34-177-7890		One-Stop Shop	-	-	49,629	-	-	-	-	-	-	-
34-177-7890		City Center Carpet Replacement	62,629	62,099	-	-	-	-	-	-	-	-
34-177-7890		Window Seal Replacement	-	-	-	-	-	-	-	-	20,000	20,000
34-201-7430		Professional/Consulting	-	3,500	-	-	-	-	-	-	-	-
34-201-7840		Police Radio Replacement	-	-	400,562	1,100,000	1,100,000	-	-	1,100,000	-	(1,100,000)
34-201-7840		Police Equipment Replacement	-	-	-	94,830	97,490	-	-	53,490	63,490	(31,340)
34-201-7840		AOF E-911 Replacement	-	-	-	213,000	213,000	59,030	118,060	241,100	117,190	(95,810)
34-201-7842		E-Ticketing	126,456	17,446	4,794	-	22,980	-	-	22,980	-	-
34-201-7910		Lease 700 Radios	123,407	123,407	123,407	-	-	-	-	-	-	-

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
34-220-7115		Non-Capital Expenditures	33,049	17,588	21,024	-	-	-	-	-	-	-
34-220-7115		SCBA Replacements	-	-	97,457	-	-	-	-	-	-	-
34-220-7115		RMS Laptop Replacements	-	-	39,915	-	-	-	-	-	-	-
34-220-7430		Professional/Consulting	6,240	-	-	-	-	-	-	-	-	-
34-220-7570		Other Equipment Maint	5,000	-	-	-	-	-	-	-	-	-
34-220-7820		Fire Station #11 Concrete	-	-	-	-	45,000	-	-	45,000	-	-
34-220-7820		Burn Building	-	-	-	118,790	118,790	113,087	226,174	118,790	-	(118,790)
34-220-7820		Metro Fire Training Center Improvements	-	-	49,846	-	-	-	-	-	-	-
34-220-7820		Fire Station #12 Concrete Repair	115,299	-	-	-	-	-	-	-	-	-
34-220-7820		Station 16 Kitchen Remodel (1/3)	25,000	-	-	-	-	-	-	-	-	-
34-220-7820		Station 11 Kitchen Remodel	-	-	-	50,000	50,000	-	-	50,000	-	(50,000)
34-220-7840		Portable and Mobile Radio Replacement	-	-	-	860,000	860,000	16,644	33,288	860,000	-	(860,000)
34-220-7840		Fire Hardware Improvements	-	-	-	-	-	-	-	35,140	-	-
34-220-7841		MDT Front Line Vehicles	-	-	-	32,500	35,140	44,471	88,942	-	33,000	500
34-220-7841		MDT's for Chief Officer Vehicles	-	-	-	56,000	56,000	-	-	56,000	-	(56,000)
34-220-7841		RMS Laptop Replacements	-	-	-	24,000	24,000	-	-	24,000	24,500	500
34-220-7850		Replace Medic 13	270,052	-	-	-	-	-	-	-	-	-
34-220-7850		Replace Engine 11	36,240	-	-	-	-	-	-	-	-	-
34-220-7850	1311	Engine 15	-	627,026	-	-	-	-	-	-	-	-
34-220-7850		Replace Medic 15	-	-	260,676	-	-	-	-	-	-	-
34-220-7850		Medic Replacement	-	-	-	-	287,860	-	-	287,860	-	-
34-220-7850		Engine Replacement	-	-	-	705,000	705,000	652,585	1,305,170	705,000	726,150	21,150
34-220-7850		Care Cars	-	-	-	56,000	56,000	-	-	56,000	-	(56,000)
34-220-7850		Fire Staff Vehicle	36,940	35,944	164,575	45,000	45,000	43,165	86,330	45,000	90,000	45,000
34-220-7850		Aerial Replacement	-	915,934	31,767	-	-	-	-	-	1,400,000	1,400,000
34-220-7860		Quick Car Program (2 Vehicles)	-	-	116,878	-	-	-	-	-	-	-
34-220-7860		Thermal Imaging Cameras	-	-	-	16,000	16,000	16,385	32,770	16,000	16,400	400
34-220-7860		Lifepak Defibrillators	-	-	-	95,000	95,000	95,277	190,554	95,000	-	(95,000)
34-220-7860		Extractors	-	-	-	50,000	50,000	-	-	50,000	-	(50,000)
34-220-7890		Opticom Upgrade/Install	-	-	-	10,000	20,880	-	-	20,880	-	(10,000)
34-220-7890		SCBA Replacements	-	699,850	-	-	-	-	-	-	37,000	37,000
34-220-7890		SCBA Compressors	-	-	27,781	-	-	-	-	-	-	-
34-220-7890		LUCAS	-	-	71,446	-	-	-	-	-	14,360	14,360
34-220-7890		Cots	-	-	-	27,500	55,000	2,263	4,526	55,000	37,360	9,860
34-220-7910		Ladder 16 Lease Payment	93,959	93,959	-	-	-	-	-	-	-	-
34-220-7910	1279	Medic 13 & Engine 11 Lease Payment (50/50)	114,809	114,809	114,808	114,810	114,810	114,808	229,616	114,810	-	(114,810)
34-220-7910		Radio Lease Payment	-	-	-	107,300	107,300	-	-	-	94,680	(12,620)
34-220-7910		Platform Lease Payment	-	-	-	-	-	-	-	-	188,240	188,240
34-221-7821		Fire Station	-	-	-	-	893,700	312,000	624,000	812,000	-	-
34-223-7840		Radio Console Replacement (SMCC)	-	297,308	15,327	-	-	-	-	-	-	-

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
34-302-7115		Non-Capital Equipment	-	-	3,852	-	-	-	-	-	-	-
34-302-7430		Professional/Consulting	6,200	-	-	-	-	-	-	-	-	-
34-302-7430		Pavement Management System	-	255,370	-	-	-	-	-	-	-	-
34-302-7585		Repair/Maintenance Projects	21,454	10,671	52,178	-	-	-	-	-	-	-
34-302-7850		Vehicles	40,120	28,938	-	-	-	-	-	-	-	-
34-302-7850		One Person Survey Station	-	-	23,048	-	-	-	-	-	-	-
34-302-7860		Radio Replacement	-	-	-	345,000	345,000	-	-	345,000	-	(345,000)
34-302-7890		Public Works Improvements	-	18,244	-	-	-	-	-	-	-	-
34-302-7890	1216	Traffic Signal Program	55,380	-	-	-	-	-	-	-	-	-
34-302-7890	1046	Concrete	311,457	-	-	-	-	-	-	-	-	-
34-302-7890	1019	Bowles Ave.	575,452	-	-	-	-	-	-	-	-	-
34-302-7890	1263	Broadway	390,836	-	-	-	-	-	-	-	-	-
34-302-7890	1208	Street Rehabilitation	364,678	-	-	-	-	-	-	-	-	-
34-302-7890	1052	Curb, Gutter & Sidewalk	40,338	-	-	-	-	-	-	-	-	-
34-302-7890	1022	Bridge Improvements	5,105	-	-	-	-	-	-	-	-	-
34-302-7891		Traffic Signal Program	-	26,039	246,692	175,000	175,000	50,208	100,416	175,000	300,000	125,000
34-302-7891		Broadway and C/L Traffic Signal	-	-	-	-	200,000	-	-	200,000	-	-
34-302-7892		Concrete Pavement Repair	-	358	-	200,000	200,000	-	-	200,000	200,000	-
34-302-7893		Street Rehabilitation	-	1,093,336	1,077,375	1,900,000	2,024,880	153,766	307,532	2,025,000	2,100,000	200,000
34-302-7893		Dry Creek Improvements	-	-	-	-	180,000	-	-	180,000	-	
34-302-7894		Curb, Gutter & Sidewalk Repair	-	109,882	204,161	350,000	350,000	305,147	610,294	350,000	300,000	(50,000)
34-302-7895		Bridge Improvements	-	53,088	-	50,000	50,000	-	-	-	50,000	-
34-303-7115		Non-Capital Equipment	16,614	200	-	-	-	-	-	-	-	-
34-303-7890		Denver Water Project	466,882	3,943	-	-	-	-	-	-	-	-
34-303-7890		Downtown Infrastructure Upgrades	-	-	-	-	-	-	-	-	50,000	50,000
34-305-7115		Non-Capital Equipment	-	-	26,483	-	-	-	-	-	-	-
34-305-7850		Fleet Vehicle Replacements	-	-	657,643	916,300	1,048,610	562,170	1,124,340	916,000	711,000	(205,300)
34-305-7860		Fleet Equipment Replacements	-	-	9,696	50,000	50,000	33,605	67,210	50,000	50,000	-
34-321-7860		Codes Software	-	-	9,500	-	55,500	-	-	55,500	-	-
34-600-7430		Professional/Consulting	24,049	4,116	9,416	-	-	4,153	8,306	10,000	10,000	10,000
34-600-8501		Tr Out - General Fund	39,898	13,343	12,286	10,000	10,000	-	-	-	-	(10,000)
34-600-8522		Tr Out - Impact Fee	-	-	-	-	893,000	-	-	893,000	-	-
Total Expenditures			**4,773,180**	**6,347,290**	**5,772,806**	**10,511,230**	**14,022,390**	**3,416,145**	**6,832,290**	**13,324,090**	**8,566,770**	**(1,944,460)**
Net revenue over (under) expenses			***872,318***	***2,015,887***	***3,309,995***	***(2,957,920)***	***(6,469,080)***	***(386,033)***	***(772,066)***	***(4,043,610)***	***(1,991,150)***	***966,770***

2017 Proposed Budget

City of Littleton
Littleton, Colorado

Littleton
ANYTHING BUT LITTLE

Capital Improvement Program (CIP)
Project Request Form
(Projects/Items Greater Than or Equal To $5,000)

Project Title:	Information Technology Upgrades
Project Location:	Information Services
Requesting Department/Division:	Information Services
Requested Funding for Current Fiscal Year:	$190,000
Projected Date of Completion:	December 2017
Funding Source/Account No(s).:	34-160-7840

BUDGETED EXPENDITURE SCHEDULE

Project Elements:	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Five-Year Total
Software/Hardware	$ 190,000					**$ 190,000**
						$ -
						$ -
Total Expenditures	**$ 190,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 190,000**

Project Description:

Each year the department replaces capital equipment used city-wide. In 2017, these replacements include $80,000 for server and storage replacements and upgrades, $50,000 for SAN upgrades and $60,000 for network infrastructure upgrades. The department has each of these on a replacement schedule which allows the department to manage annual costs by replacing items which are out of warranty and more prone to failure.

Project Evaluation:	
Criteria	Score (-5 to 5)
Public health, safety, welfare or mandate	
Community/council goals	
Fiscal impact (capital & operational)	
Promotes economic development	
Impact on service levels	
Project relationship & coordination	
Project Weighted Score	**0**

Annual Operating/Maintenance Cost:	
Personnel Services:	
Contract Services:	
Maintenance Costs:	
Utility Costs:	
Equipment:	
Other:	
Revenues:	
Annual Operational Impact:	$ -

REVENUE/FUNDING SCHEDULE

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total Revenue/Funding
City Funding	$ 190,000	$ -	$ -	$ -	$ -	$ 190,000
Debt/Financing	$ -	$ -	$ -	$ -	$ -	$ -
Grant (Federal, State or Local)	$ -	$ -	$ -	$ -	$ -	$ -
Contributed Project or Shared Costs	$ -	$ -	$ -	$ -	$ -	$ -
Revenue Enhancements	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenue/Funding:	**$ 190,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 190,000**

Littleton
ANYTHING BUT LITTLE

Capital Improvement Program (CIP)
Project Request Form
(Projects/Items Greater Than or Equal To $5,000)

Project Title:	Laser Fiche Upgrade
Project Location:	Information Services
Requesting Department/Division:	Information Services
Requested Funding for Current Fiscal Year:	$80,790
Projected Date of Completion:	December 2017
Funding Source/Account No(s).:	34-160-7840

BUDGETED EXPENDITURE SCHEDULE

Project Elements:	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Five-Year Total
Software/Hardware	$ 80,790					**$ 80,790**
						$ -
						$ -
Total Expenditures	**$ 80,790**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 80,790**

Project Description:

This upgrade includes the "Public Portal" functionality which will allow certain Laser Fiche folders to be designated as public. Members of the public will be able to browse or search appropriate documents based on OCR-captured text, reducing the amount of CORA inquiries sent to the City Clerk and allowing the sharing of data to be more transparent. In addition this upgrade includes Form Building and Workflow definition tools that will streamline the process for collecting data from users, both internal and external, routing the request between departments, and escalating the requests of time-based criteria when time limits have been exceeded.

Project Evaluation:	
Criteria	Score (-5 to 5)
Public health, safety, welfare or mandate	
Community/council goals	
Fiscal impact (capital & operational)	
Promotes economic development	
Impact on service levels	
Project relationship & coordination	
Project Weighted Score	**0**

Annual Operating/Maintenance Cost:	
Personnel Services:	
Contract Services:	
Maintenance Costs:	
Utility Costs:	
Equipment:	
Other:	
Revenues:	
Annual Operational Impact:	$ -

REVENUE/FUNDING SCHEDULE						
	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total Revenue/Funding
City Funding	$ 80,790	$ -	$ -	$ -	$ -	$ 80,790
Debt/Financing	$ -	$ -	$ -	$ -	$ -	$ -
Grant (Federal, State or Local)	$ -	$ -	$ -	$ -	$ -	$ -
Contributed Project or Shared Costs	$ -	$ -	$ -	$ -	$ -	$ -
Revenue Enhancements	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenue/Funding:	**$ 80,790**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 80,790**

Littleton
ANYTHING BUT LITTLE

Capital Improvement Program (CIP)
Project Request Form
(Projects/Items Greater Than or Equal To $5,000)

Project Title:	Window Seal Replacement
Project Location:	Littleton Center
Requesting Department/Division:	Public Works/Facilities Maintenance
Requested Funding for Current Fiscal Year:	$20,000
Projected Date of Completion:	March 2017
Funding Source/Account No(s).:	

BUDGETED EXPENDITURE SCHEDULE

Project Elements:	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Five-Year Total
Construction	$ 20,000	$ 20,000	$ 20,000			**$ 60,000**
						$ -
						$ -
Total Expenditures	**$ 20,000**	**$ 20,000**	**$ 20,000**	**$ -**	**$ -**	**$ 60,000**

Project Description:

Replace aged window seals throughout the Littleton Center. The existing window seals leak when we experience heavy rain or melting snow. This causes areas of the halls to flood, creating a hazard for employees and citizens with possible damage to the structure and interior equipment.

Project Evaluation:	
Criteria	Score (-5 to 5)
Public health, safety, welfare or mandate	4
Community/council goals	
Fiscal impact (capital & operational)	-1
Promotes economic development	0
Impact on service levels	4
Project relationship & coordination	0
Project Weighted Score	**1**

Annual Operating/Maintenance Cost:	
Personnel Services:	$ -
Contract Services:	$ -
Maintenance Costs:	$ -
Utility Costs:	$ -
Equipment:	$ -
Other:	$ -
Revenues:	$ -
Annual Operational Impact:	$ -

REVENUE/FUNDING SCHEDULE						
	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total Revenue/Funding
City Funding	$ 20,000	$ 20,000	$ 20,000	$ -	$ -	$ 60,000
Debt/Financing	$ -	$ -	$ -	$ -	$ -	$ -
Grant (Federal, State or Local)	$ -	$ -	$ -	$ -	$ -	$ -
Contributed Project or Shared Costs	$ -	$ -	$ -	$ -	$ -	$ -
Revenue Enhancements	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenue/Funding:	**$ 20,000**	**$ 20,000**	**$ 20,000**	**$ -**	**$ -**	**$ 60,000**

Littleton
ANYTHING BUT LITTLE

Capital Improvement Program (CIP)
Project Request Form
(Projects/Items Greater Than or Equal To $5,000)

Project Title:	LPD Arapahoe County E-911 Agency Operating Fund
Project Location:	LPD Communication and EOC Center
Requesting Department/Division:	Police Support Services
Requested Funding for Current Fiscal Year:	$117,190
Projected Date of Completion:	Ongoing
Funding Source/Account No(s).:	34-201-7840

BUDGETED EXPENDITURE SCHEDULE

Project Elements:	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Five-Year Total
Furniture/Fixture/Equipment	$ 117,190	$ 103,000	$ 103,000	$ 103,000	$ 103,000	**$ 529,190**
						$ -
						$ -
Total Expenditures	**$ 117,190**	**$ 103,000**	**$ 103,000**	**$ 103,000**	**$ 103,000**	**$ 529,190**

Project Description:

Arapahoe County E-911 Authority has created an Agency Operating Fund (AOF) to provide a mechanism for funding the emergency communications needs of agencies and Public Safety Answering Points (PSAPs). All expenditures from this fund are subject to annual appropriation from the Arapahoe County E-911 Authority. The LPD Communications Center and Emergency Operations Center equipment purchases are reimbursable from the AOF after a pre-approval process has been completed by the Arapahoe County E-911 Authority. Unspent funds will be returned to the Arapahoe County E-911s general fund after a three year period.

Project Evaluation:	
Criteria	Score (-5 to 5)
Public health, safety, welfare or mandate	0
Community/council goals	
Fiscal impact (capital & operational)	
Promotes economic development	
Impact on service levels	0
Project relationship & coordination	
Project Weighted Score	**0**

Annual Operating/Maintenance Cost:	
Personnel Services:	
Contract Services:	
Maintenance Costs:	
Utility Costs:	
Equipment:	
Other:	
Revenues:	
Annual Operational Impact:	$ -

REVENUE/FUNDING SCHEDULE						
	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total Revenue/Funding
City Funding	$ -	$ -	$ -	$ -	$ -	$ -
Debt/Financing	$ -	$ -	$ -	$ -	$ -	$ -
Grant (Federal, State or Local)	$ 117,190	$ 103,000	$ 103,000	$ 103,000	$ 103,000	$ 529,190
Contributed Project or Shared Costs	$ -	$ -	$ -	$ -	$ -	$ -
Revenue Enhancements	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenue/Funding:	**$ 117,190**	**$ 103,000**	**$ 103,000**	**$ 103,000**	**$ 103,000**	**$ 529,190**

Littleton
ANYTHING BUT LITTLE

Capital Improvement Program (CIP)
Project Request Form
(Projects/Items Greater Than or Equal To $5,000)

Project Title:	Mobile Data Terminal (MDT) Replacement for front line vehicles
Project Location:	All front line units
Requesting Department/Division:	Fire Rescue/Logistics Division
Requested Funding for Current Fiscal Year:	$33,000
Projected Date of Completion:	On Going
Funding Source/Account No(s).:	34-220-7841

BUDGETED EXPENDITURE SCHEDULE

Project Elements:	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Five-Year Total
Software/Hardware	$ 33,000	$ 33,500	$ 34,000	$ 34,500	$ 35,000	**$ 170,000**
						$ -
						$ -
Total Expenditures	**$ 33,000**	**$ 33,500**	**$ 34,000**	**$ 34,500**	**$ 35,000**	**$ 170,000**

Project Description:

Routine replacement of older MDTs in front line vehicles

Project Evaluation:	
Criteria	Score (-5 to 5)
Public health, safety, welfare or mandate	
Community/council goals	
Fiscal impact (capital & operational)	
Promotes economic development	
Impact on service levels	
Project relationship & coordination	
Project Weighted Score	**0**

Annual Operating/Maintenance Cost:	
Personnel Services:	
Contract Services:	
Maintenance Costs:	
Utility Costs:	
Equipment:	
Other:	
Revenues:	
Annual Operational Impact:	$ -

REVENUE/FUNDING SCHEDULE						
	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total Revenue/Funding
City Funding	$ 9,900	$ 10,050	$ 10,200	$ 10,350	$ 10,500	$ 51,000
Debt/Financing	$ -	$ -	$ -	$ -	$ -	$ -
Grant (Federal, State or Local)	$ -	$ -	$ -	$ -	$ -	$ -
Contributed Project or Shared Costs	$ 23,100	$ 23,450	$ 23,800	$ 24,150	$ 24,500	$ 119,000
Revenue Enhancements	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenue/Funding:	**$ 33,000**	**$ 33,500**	**$ 34,000**	**$ 34,500**	**$ 35,000**	**$ 170,000**

Littleton
ANYTHING BUT LITTLE

Capital Improvement Program (CIP)
Project Request Form
(Projects/Items Greater Than or Equal To $5,000)

Project Title:	Report Management Software (RMS) Laptop Replacements
Project Location:	All LFR Fire Stations
Requesting Department/Division:	Fire Rescue/ Logistics Division
Requested Funding for Current Fiscal Year:	$24,500
Projected Date of Completion:	On Going
Funding Source/Account No(s).:	34-220-7840

BUDGETED EXPENDITURE SCHEDULE

Project Elements:	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Five-Year Total
Software/Hardware	$ 24,500	$ 25,000	$ 25,500	$ 26,000	$ 27,000	**$ 128,000**
						$ -
						$ -
Total Expenditures	**$ 24,500**	**$ 25,000**	**$ 25,500**	**$ 26,000**	**$ 27,000**	**$ 128,000**

Project Description:

Routine replacment of older RMS laptops in Medic and Engines

Project Evaluation:	
Criteria	Score (-5 to 5)
Public health, safety, welfare or mandate	
Community/council goals	
Fiscal impact (capital & operational)	
Promotes economic development	
Impact on service levels	
Project relationship & coordination	
Project Weighted Score	**0**

Annual Operating/Maintenance Cost:	
Personnel Services:	
Contract Services:	
Maintenance Costs:	
Utility Costs:	
Equipment:	
Other:	
Revenues:	
Annual Operational Impact:	$ -

REVENUE/FUNDING SCHEDULE

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total Revenue/Funding
City Funding	$ 7,350	$ 7,500	$ 7,650	$ 7,800	$ 8,100	$ 38,400
Debt/Financing	$ -	$ -	$ -	$ -	$ -	$ -
Grant (Federal, State or Local)	$ -	$ -	$ -	$ -	$ -	$ -
Contributed Project or Shared Costs	$ 17,150	$ 17,500	$ 17,850	$ 18,200	$ 18,900	$ 89,600
Revenue Enhancements	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenue/Funding:	**$ 24,500**	**$ 25,000**	**$ 25,500**	**$ 26,000**	**$ 27,000**	**$ 128,000**

Littleton
ANYTHING BUT LITTLE

Capital Improvement Program (CIP)
Project Request Form
(Projects/Items Greater Than or Equal To $5,000)

Project Title:	Fire Engine Replacement (Unit 346)
Project Location:	Station 14
Requesting Department/Division:	Fire Rescue/Logistics
Requested Funding for Current Fiscal Year:	$726,150
Projected Date of Completion:	2017
Funding Source/Account No(s).:	34-220-7850

BUDGETED EXPENDITURE SCHEDULE

Project Elements:	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Five-Year Total
Vehicles	$ 726,150					**$ 726,150**
						$ -
						$ -
Total Expenditures	**$ 726,150**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 726,150**

Project Description:

Front line Engine 14 (Unit 346) has 8,644 hours and 89,987 miles. Fleet gives Unit 346 replacement points of 15 (out of 15) and comments that it is 10 years old truck and life-to-date repair costs are exceeding $262,000 currently. Unit 346 is 2006 American LaFrance. American LaFrance went out of business years ago and parts are hard to locate. Unit 346 will go into reserve status. This capital purchase is split 50% each between the City and Littleton Fire Protection District.

Project Evaluation:	
Criteria	Score (-5 to 5)
Public health, safety, welfare or mandate	5
Community/council goals	5
Fiscal impact (capital & operational)	1
Promotes economic development	5
Impact on service levels	5
Project relationship & coordination	0
Project Weighted Score	**3.45**

Annual Operating/Maintenance Cost:	
Personnel Services:	
Contract Services:	
Maintenance Costs:	
Utility Costs:	
Equipment:	
Other:	
Revenues:	
Annual Operational Impact:	$ -

REVENUE/FUNDING SCHEDULE						
	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total Revenue/Funding
City Funding	$ 363,075	$ -	$ -	$ -	$ -	$ 363,075
Debt/Financing	$ -	$ -	$ -	$ -	$ -	$ -
Grant (Federal, State or Local)	$ -	$ -	$ -	$ -	$ -	$ -
Contributed Project or Shared Costs	$ 363,075	$ -	$ -	$ -	$ -	$ 363,075
Revenue Enhancements	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenue/Funding:	**$ 726,150**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 726,150**

Littleton
ANYTHING BUT LITTLE

Capital Improvement Program (CIP)
Project Request Form
(Projects/Items Greater Than or Equal To $5,000)

Project Title:	Replacement of Two (2) Staff Vehicles (Unit 308 and Unit 301)
Project Location:	Fire Rescue - Training
Requesting Department/Division:	Fire Rescue/Logistics Division
Requested Funding for Current Fiscal Year:	$90,000
Projected Date of Completion:	2017
Funding Source/Account No(s).:	34-220-7850

BUDGETED EXPENDITURE SCHEDULE

Project Elements:	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Five-Year Total
Vehicles	$ 90,000					**$ 90,000**
						$ -
						$ -
Total Expenditures	**$ 90,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 90,000**

Project Description:

Unit 308 is a 2001 Chevy Tahoe. 308 has 107,800 miles and is given 15 points (out of 15 points) in the Fleet Manager's replacement criteria. Unit 308 has life-to-date repair costs of $26,148. **Unit 301** is also a 2001 Chevy Tahoe and has 129,000 miles and is given 15 points (out of 15) in the Fleet Manager's replacement criteria. Unit 301 has life-to-date repair costs of $17,650. Both units are recommended by the Fleet Manager for replacement.

Project Evaluation:	
Criteria	Score (-5 to 5)
Public health, safety, welfare or mandate	5
Community/council goals	5
Fiscal impact (capital & operational)	0
Promotes economic development	5
Impact on service levels	4
Project relationship & coordination	0
Project Weighted Score	**3.1**

Annual Operating/Maintenance Cost:	
Personnel Services:	
Contract Services:	
Maintenance Costs:	
Utility Costs:	
Equipment:	
Other:	
Revenues:	
Annual Operational Impact:	$ -

REVENUE/FUNDING SCHEDULE						
	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total Revenue/Funding
City Funding	$ 27,000	$ -	$ -	$ -	$ -	$ 27,000
Debt/Financing	$ -	$ -	$ -	$ -	$ -	$ -
Grant (Federal, State or Local)	$ -	$ -	$ -	$ -	$ -	$ -
Contributed Project or Shared Costs	$ 63,000	$ -	$ -	$ -	$ -	$ 63,000
Revenue Enhancements	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenue/Funding:	**$ 90,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 90,000**

Littleton
ANYTHING BUT LITTLE

Capital Improvement Program (CIP)
Project Request Form
(Projects/Items Greater Than or Equal To $5,000)

Project Title:	Ladder Truck Replacement (Unit 367)
Project Location:	Station 18
Requesting Department/Division:	Fire Rescue/Logistics
Requested Funding for Current Fiscal Year:	$1,400,000
Projected Date of Completion:	2017
Funding Source/Account No(s).:	34-220-7850

BUDGETED EXPENDITURE SCHEDULE

Project Elements:	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Five-Year Total
Vehicles	$ 1,400,000					**$ 1,400,000**
						$ -
						$ -
Total Expenditures	**$ 1,400,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,400,000**

Project Description:

Ladder 18 (Unit 367) is a 2006 Pierce ladder truck. The truck went into service in February 2007. Unit 367 has accumulated 8,239 hours of service time in 9 years. A new replacment will take 12-15 months to build putting unit 367 well over 10,000 hours before it goes into a reserve status. Unit 367 is give 13.5 points (out of 15 points) in the Fleet Manager's replacment criteria. It will reach 15 points before a new replacment will arrive in 2018. The life to date maintenance and repair costs are currently $303,000, an average of $33,500/year. Unit 367 has incurred 12,200 hours of mechanical down time in 9 years. This capital purchase is split 1/3 each between the City, Littleton Fire Protection District and Highlands Ranch.

Project Evaluation:	
Criteria	Score (-5 to 5)
Public health, safety, welfare or mandate	5
Community/council goals	5
Fiscal impact (capital & operational)	4
Promotes economic development	1
Impact on service levels	5
Project relationship & coordination	1
Project Weighted Score	**3.8**

Annual Operating/Maintenance Cost:	
Personnel Services:	
Contract Services:	
Maintenance Costs:	
Utility Costs:	
Equipment:	
Other:	
Revenues:	
Annual Operational Impact:	$ -

REVENUE/FUNDING SCHEDULE						
	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total Revenue/Funding
City Funding	$ 466,667	$ -	$ -	$ -	$ -	$ 466,667
Debt/Financing	$ -	$ -	$ -	$ -	$ -	$ -
Grant (Federal, State or Local)	$ -	$ -	$ -	$ -	$ -	$ -
Contributed Project or Shared Costs	$ 933,333	$ -	$ -	$ -	$ -	$ 933,333
Revenue Enhancements	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenue/Funding:	**$ 1,400,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,400,000**

Littleton
ANYTHING BUT LITTLE

Capital Improvement Program (CIP)
Project Request Form
(Projects/Items Greater Than or Equal To $5,000)

Project Title:	Thermal Imaging Cameras
Project Location:	All LFR front line fire apparatus
Requesting Department/Division:	Fire/Support Service
Requested Funding for Current Fiscal Year:	$16,400
Projected Date of Completion:	Ongoing
Funding Source/Account No(s).:	34-220-7860

BUDGETED EXPENDITURE SCHEDULE

Project Elements:	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Five-Year Total
Furniture/Fixture/Equipment	$ 16,400	$ 16,810	$ 17,230	$ 17,661	$ 18,103	**$ 86,204**
						$ -
						$ -
Total Expenditures	**$ 16,400**	**$ 16,810**	**$ 17,230**	**$ 17,661**	**$ 18,103**	**$ 86,204**

Project Description:

Routine replacement of old and outdated thermal imaging cameras (TIC) Ten year replacement. TICs are used to detect hidden fires and fire victims in low visibility environments (can see thru smoke). TICs are industry standard for firefighter and civilian safety. Delaying the replacement of this equipment results in increased safety risk for firefighters working in a hazardous environment.

Project Evaluation:	
Criteria	Score (-5 to 5)
Public health, safety, welfare or mandate	5
Community/council goals	5
Fiscal impact (capital & operational)	5
Promotes economic development	0
Impact on service levels	4
Project relationship & coordination	0
Project Weighted Score	**3.6**

Annual Operating/Maintenance Cost:	
Personnel Services:	
Contract Services:	
Maintenance Costs:	
Utility Costs:	
Equipment:	
Other:	
Revenues:	
Annual Operational Impact:	$ -

REVENUE/FUNDING SCHEDULE						
	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total Revenue/Funding
City Funding	$ 4,920	$ 5,043	$ 5,169	$ 5,298	$ 5,431	$ 25,861
Debt/Financing	$ -	$ -	$ -	$ -	$ -	$ -
Grant (Federal, State or Local)	$ -	$ -	$ -	$ -	$ -	$ -
Contributed Project or Shared Costs	$ 11,480	$ 11,767	$ 12,061	$ 12,363	$ 12,672	$ 60,343
Revenue Enhancements	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenue/Funding:	**$ 16,400**	**$ 16,810**	**$ 17,230**	**$ 17,661**	**$ 18,103**	**$ 86,204**

Littleton
ANYTHING BUT LITTLE

Capital Improvement Program (CIP)
Project Request Form
(Projects/Items Greater Than or Equal To $5,000)

Project Title:	Self-Contained Breathing Apparatus
Project Location:	Fire Engines
Requesting Department/Division:	Fire Rescue/Logistics Division
Requested Funding for Current Fiscal Year:	$37,000
Projected Date of Completion:	2017
Funding Source/Account No(s).:	34-220-7890

BUDGETED EXPENDITURE SCHEDULE

Project Elements:	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Five-Year Total
Furniture/Fixture/Equipment	$ 37,000					**$ 37,000**
						$ -
						$ -
Total Expenditures	**$ 37,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 37,000**

Project Description:

Due to the expansion of LFR's services (Station 19, peak hr medic and 2 quick cars) additional self-contained breathing apparatus are required.

Project Evaluation:	
Criteria	Score (-5 to 5)
Public health, safety, welfare or mandate	5
Community/council goals	5
Fiscal impact (capital & operational)	2
Promotes economic development	4
Impact on service levels	5
Project relationship & coordination	0
Project Weighted Score	**3.55**

Annual Operating/Maintenance Cost:	
Personnel Services:	
Contract Services:	
Maintenance Costs:	
Utility Costs:	
Equipment:	
Other:	
Revenues:	
Annual Operational Impact:	$ -

REVENUE/FUNDING SCHEDULE						
	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total Revenue/Funding
City Funding	$ 11,100	$ -	$ -	$ -	$ -	$ 11,100
Debt/Financing	$ -	$ -	$ -	$ -	$ -	$ -
Grant (Federal, State or Local)	$ -	$ -	$ -	$ -	$ -	$ -
Contributed Project or Shared Costs	$ 25,900	$ -	$ -	$ -	$ -	$ 25,900
Revenue Enhancements	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenue/Funding:	**$ 37,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 37,000**

Littleton
ANYTHING BUT LITTLE

Capital Improvement Program (CIP)
Project Request Form
(Projects/Items Greater Than or Equal To $5,000)

Project Title:	LUCAS CPR Machine
Project Location:	Medic Unit
Requesting Department/Division:	Fire Rescue/EMS Division
Requested Funding for Current Fiscal Year:	$14,360
Projected Date of Completion:	2017
Funding Source/Account No(s).:	34-220-7890

BUDGETED EXPENDITURE SCHEDULE

Project Elements:	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Five-Year Total
Furniture/Fixture/Equipment	$ 14,360					**$ 14,360**
						$ -
						$ -
Total Expenditures	**$ 14,360**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 14,360**

Project Description:

An Additional Medic Unit will be placed in service in 2017 requiring a LUCAS CPR machine which is standardized equipment on all Medic Units.

Project Evaluation:	
Criteria	Score (-5 to 5)
Public health, safety, welfare or mandate	
Community/council goals	
Fiscal impact (capital & operational)	
Promotes economic development	
Impact on service levels	
Project relationship & coordination	
Project Weighted Score	**0**

Annual Operating/Maintenance Cost:	
Personnel Services:	
Contract Services:	
Maintenance Costs:	
Utility Costs:	
Equipment:	
Other:	
Revenues:	
Annual Operational Impact:	$ -

REVENUE/FUNDING SCHEDULE						
	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total Revenue/Funding
City Funding	$ 14,360	$ -	$ -	$ -	$ -	$ 14,360
Debt/Financing	$ -	$ -	$ -	$ -	$ -	$ -
Grant (Federal, State or Local)	$ -	$ -	$ -	$ -	$ -	$ -
Contributed Project or Shared Costs	$ -	$ -	$ -	$ -	$ -	$ -
Revenue Enhancements	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenue/Funding:	**$ 14,360**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 14,360**

Littleton
ANYTHING BUT LITTLE

Capital Improvement Program (CIP)
Project Request Form
(Projects/Items Greater Than or Equal To $5,000)

Project Title:	Replacement of Medic Transport Cots (2)
Project Location:	Medic Units
Requesting Department/Division:	Fire Rescue/EMS Division
Requested Funding for Current Fiscal Year:	$37,360
Projected Date of Completion:	2017
Funding Source/Account No(s).:	34-220-7890

BUDGETED EXPENDITURE SCHEDULE

Project Elements:	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Five-Year Total
Furniture/Fixture/Equipment	$ 37,360					**$ 37,360**
						$ -
						$ -
Total Expenditures	**$ 37,360**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 37,360**

Project Description:

Four of LFR's six cots on Medic Units were replaced in July of 2014 due to end of life. At that time LFR was told the other two were given a graded of F (on a scale of A-F, with F being the worst) due to wear and approaching end of life. The two other cots need replacement. The new cots will be upgraded to be used with the Power Load system (cot lifting system). LFR's two new Medic Units are coming with the Power Load system and are scheduled to arrive late 2016. These systems are used with every patient transported and help reduce back injuries due to manually lifting patients.

Project Evaluation:	
Criteria	Score (-5 to 5)
Public health, safety, welfare or mandate	
Community/council goals	
Fiscal impact (capital & operational)	
Promotes economic development	
Impact on service levels	
Project relationship & coordination	
Project Weighted Score	**0**

Annual Operating/Maintenance Cost:	
Personnel Services:	
Contract Services:	
Maintenance Costs:	
Utility Costs:	
Equipment:	
Other:	
Revenues:	
Annual Operational Impact:	$ -

REVENUE/FUNDING SCHEDULE

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total Revenue/Funding
City Funding	$ 11,208	$ -	$ -	$ -	$ -	$ 11,208
Debt/Financing	$ -	$ -	$ -	$ -	$ -	$ -
Grant (Federal, State or Local)	$ -	$ -	$ -	$ -	$ -	$ -
Contributed Project or Shared Costs	$ 26,152	$ -	$ -	$ -	$ -	$ 26,152
Revenue Enhancements	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenue/Funding:	**$ 37,360**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 37,360**

Littleton
ANYTHING BUT LITTLE

Capital Improvement Program (CIP)
Project Request Form
(Projects/Items Greater Than or Equal To $5,000)

Project Title:	Traffic Signals
Project Location:	Various locations
Requesting Department/Division:	Public Works/Transportation Engineering
Requested Funding for Current Fiscal Year:	$300,000
Projected Date of Completion:	December 2017
Funding Source/Account No(s).:	Capital Fund

BUDGETED EXPENDITURE SCHEDULE

Project Elements:	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Five-Year Total
	$ 300,000	$ 75,000	$ 350,000	$ 75,000	$ 350,000	**$ 1,150,000**
						$ -
						$ -
Total Expenditures	**$ 300,000**	**$ 75,000**	**$ 350,000**	**$ 75,000**	**$ 350,000**	**$ 1,150,000**

Project Description:

In 2017, the funding identified would allow for the design and replacement of one deficient existing traffic signal, the addition of new rectangular rapid flashing beacons (RRFBs) for managing pedestrian/vehicular interactions at high conflict crossing locations, as well as managing signal equipment emergencies, as necessary. For future years, the intent would be to hire a consultant to redesign a traffic signal one year (2018 and 2020) and a contractor to replace the traffic signal the next year (2019 and 2021), while continuing to fund new RRFB installations and managing signal equipment emergencies each year, as necessary.

Project Evaluation:	
Criteria	Score (-5 to 5)
Public health, safety, welfare or mandate	5
Community/council goals	4
Fiscal impact (capital & operational)	2
Promotes economic development	0
Impact on service levels	3
Project relationship & coordination	3
Project Weighted Score	**3.05**

Annual Operating/Maintenance Cost:	
Personnel Services:	
Contract Services:	
Maintenance Costs:	
Utility Costs:	
Equipment:	
Other:	
Revenues:	
Annual Operational Impact:	$ -

REVENUE/FUNDING SCHEDULE						
	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total Revenue/Funding
City Funding	$ 300,000	$ 75,000	$ 350,000	$ 75,000	$ 350,000	$ 1,150,000
Debt/Financing	$ -	$ -	$ -	$ -	$ -	$ -
Grant (Federal, State or Local)	$ -	$ -	$ -	$ -	$ -	$ -
Contributed Project or Shared Costs	$ -	$ -	$ -	$ -	$ -	$ -
Revenue Enhancements	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenue/Funding:	**$ 300,000**	**$ 75,000**	**$ 350,000**	**$ 75,000**	**$ 350,000**	**$ 1,150,000**

Littleton
ANYTHING BUT LITTLE

Capital Improvement Program (CIP)
Project Request Form
(Projects/Items Greater Than or Equal To $5,000)

Project Title:	Concrete Roadway Repair
Project Location:	Mineral Ave and Bowles Ave
Requesting Department/Division:	Public Works/Engineering
Requested Funding for Current Fiscal Year:	$200,000
Projected Date of Completion:	December 2017
Funding Source/Account No(s).:	Capital Funding

BUDGETED EXPENDITURE SCHEDULE

Project Elements:	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Five-Year Total
	$ 200,000	$ 50,000	$ 200,000	$ 50,000	$ 200,000	**$ 700,000**
						$ -
						$ -
Total Expenditures	**$ 200,000**	**$ 50,000**	**$ 200,000**	**$ 50,000**	**$ 200,000**	**$ 700,000**

Project Description:

Replace damaged concrete pavement on major arterial streets. Alternate larger projects with smaller ones every other year, in coordination with curb, gutter and sidewalk projects.

Project Evaluation:	
Criteria	Score (-5 to 5)
Public health, safety, welfare or mandate	2
Community/council goals	5
Fiscal impact (capital & operational)	4
Promotes economic development	0
Impact on service levels	3
Project relationship & coordination	2
Project Weighted Score	**3.1**

Annual Operating/Maintenance Cost:	
Personnel Services:	$ -
Contract Services:	$ -
Maintenance Costs:	$ -
Utility Costs:	$ -
Equipment:	$ -
Other:	$ -
Revenues:	$ -
Annual Operational Impact:	$ -

REVENUE/FUNDING SCHEDULE						
	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total Revenue/Funding
City Funding	$ 200,000	$ 50,000	$ 200,000	$ 50,000	$ 200,000	$ 700,000
Debt/Financing	$ -	$ -	$ -	$ -	$ -	$ -
Grant (Federal, State or Local)	$ -	$ -	$ -	$ -	$ -	$ -
Contributed Project or Shared Costs	$ -	$ -	$ -	$ -	$ -	$ -
Revenue Enhancements	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenue/Funding:	**$ 200,000**	**$ 50,000**	**$ 200,000**	**$ 50,000**	**$ 200,000**	**$ 700,000**

Littleton
ANYTHING BUT LITTLE

Capital Improvement Program (CIP)
Project Request Form
(Projects/Items Greater Than or Equal To $5,000)

Project Title:	Street Rehabilitation
Project Location:	Various depending on ratings per street evaluations
Requesting Department/Division:	Public Works/Engineering
Requested Funding for Current Fiscal Year:	$2,100,000
Projected Date of Completion:	December 2017
Funding Source/Account No(s).:	HUTF and Capital fund

BUDGETED EXPENDITURE SCHEDULE

Project Elements:	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Five-Year Total
Construction	$ 2,100,000	$ 902,938	$ 642,217	$ 931,639	$ 671,205	**$ 5,247,999**
						$ -
						$ -
Total Expenditures	**$ 2,100,000**	**$ 902,938**	**$ 642,217**	**$ 931,639**	**$ 671,205**	**$ 5,247,999**

Project Description:

Mill and overlay or completely rebuild collector and arterial streets. Alternate larger projects every other year, in coordination with traffic and concrete roadway projects.

Project Evaluation:	
Criteria	Score (-5 to 5)
Public health, safety, welfare or mandate	2
Community/council goals	5
Fiscal impact (capital & operational)	4
Promotes economic development	0
Impact on service levels	4
Project relationship & coordination	2
Project Weighted Score	**3.25**

Annual Operating/Maintenance Cost:	
Personnel Services:	
Contract Services:	
Maintenance Costs:	
Utility Costs:	
Equipment:	
Other:	
Revenues:	
Annual Operational Impact:	$ -

REVENUE/FUNDING SCHEDULE						
	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total Revenue/Funding
City Funding	$ 2,100,000	$ 902,938	$ 642,217	$ 931,639	$ 671,205	$ 5,247,999
Debt/Financing	$ -	$ -	$ -	$ -	$ -	$ -
Grant (Federal, State or Local)	$ -	$ -	$ -	$ -	$ -	$ -
Contributed Project or Shared Costs	$ -	$ -	$ -	$ -	$ -	$ -
Revenue Enhancements	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenue/Funding:	**$ 2,100,000**	**$ 902,938**	**$ 642,217**	**$ 931,639**	**$ 671,205**	**$ 5,247,999**

Littleton
ANYTHING BUT LITTLE

Capital Improvement Program (CIP)
Project Request Form
(Projects/Items Greater Than or Equal To $5,000)

Project Title:	Concrete Curb, Gutter and Sidewalk
Project Location:	Various locations ahead of Street Division street overlays
Requesting Department/Division:	Public Works/Engineering
Requested Funding for Current Fiscal Year:	$300,000
Projected Date of Completion:	December 2017
Funding Source/Account No(s).:	Capital Fund

BUDGETED EXPENDITURE SCHEDULE

Project Elements:	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Five-Year Total
	$ 300,000	$ 350,000	$ 200,000	$ 350,000	$ 200,000	**$ 1,400,000**
						$ -
						$ -
Total Expenditures	**$ 300,000**	**$ 350,000**	**$ 200,000**	**$ 350,000**	**$ 200,000**	**$ 1,400,000**

Project Description:

Replace broken or failed concrete curb, gutter and sidewalk. Also install ADA improvements as needed. Alternate larger projects with smaller ones every other year, in coordination with concrete pavement roadway repair projects.

Project Evaluation:	
Criteria	Score (-5 to 5)
Public health, safety, welfare or mandate	2
Community/council goals	5
Fiscal impact (capital & operational)	3
Promotes economic development	0
Impact on service levels	3
Project relationship & coordination	2
Project Weighted Score	**2.9**

Annual Operating/Maintenance Cost:	
Personnel Services:	
Contract Services:	
Maintenance Costs:	
Utility Costs:	
Equipment:	
Other:	
Revenues:	
Annual Operational Impact:	$ -

REVENUE/FUNDING SCHEDULE						
	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total Revenue/Funding
City Funding	$ 300,000	$ 350,000	$ 200,000	$ 350,000	$ 200,000	$ 1,400,000
Debt/Financing	$ -	$ -	$ -	$ -	$ -	$ -
Grant (Federal, State or Local)	$ -	$ -	$ -	$ -	$ -	$ -
Contributed Project or Shared Costs	$ -	$ -	$ -	$ -	$ -	$ -
Revenue Enhancements	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenue/Funding:	**$ 300,000**	**$ 350,000**	**$ 200,000**	**$ 350,000**	**$ 200,000**	**$ 1,400,000**

Littleton
ANYTHING BUT LITTLE

Capital Improvement Program (CIP)
Project Request Form
(Projects/Items Greater Than or Equal To $5,000)

Project Title:	Bridge Repair
Project Location:	Various locations
Requesting Department/Division:	Public Works/Engineering
Requested Funding for Current Fiscal Year:	$50,000
Projected Date of Completion:	December 2017
Funding Source/Account No(s).:	Capital Fund

BUDGETED EXPENDITURE SCHEDULE

Project Elements:	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Five-Year Total
Construction	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	**$ 250,000**
						$ -
						$ -
Total Expenditures	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 250,000**

Project Description:

Implement recommendations of bi-annual state bridge inspection program

Project Evaluation:	
Criteria	Score (-5 to 5)
Public health, safety, welfare or mandate	4
Community/council goals	3
Fiscal impact (capital & operational)	1
Promotes economic development	0
Impact on service levels	1
Project relationship & coordination	1
Project Weighted Score	**1.85**

Annual Operating/Maintenance Cost:	
Personnel Services:	$ -
Contract Services:	$ -
Maintenance Costs:	$ -
Utility Costs:	$ -
Equipment:	$ -
Other:	$ -
Revenues:	$ -
Annual Operational Impact:	$ -

REVENUE/FUNDING SCHEDULE						
	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total Revenue/Funding
City Funding	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 250,000
Debt/Financing	$ -	$ -	$ -	$ -	$ -	$ -
Grant (Federal, State or Local)	$ -	$ -	$ -	$ -	$ -	$ -
Contributed Project or Shared Costs	$ -	$ -	$ -	$ -	$ -	$ -
Revenue Enhancements	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenue/Funding:	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 250,000**

Littleton
ANYTHING BUT LITTLE

Capital Improvement Program (CIP)
Project Request Form
(Projects/Items Greater Than or Equal To $5,000)

Project Title:	Downtown Infrastructure Upgrades and Maintenance
Project Location:	Main Street and Alamo Avenue
Requesting Department/Division:	Public Works/Grounds
Requested Funding for Current Fiscal Year:	$50,000
Projected Date of Completion:	September 2017
Funding Source/Account No(s).:	

BUDGETED EXPENDITURE SCHEDULE

Project Elements:	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Five-Year Total
Construction	$ 50,000	$ 50,000				**$ 100,000**
						$ -
						$ -
Total Expenditures	**$ 50,000**	**$ 50,000**	**$ -**	**$ -**	**$ -**	**$ 100,000**

Project Description:

This project would upgrade, repair and replace existing sidewalks, ramps, crosswalks, curb & gutter and related infrastructure in the central downtown area focusing on Main Street and Alamo Avenue. The widened sidewalks on Main Street are now 17-19 years old and showing their age. This project would include identifying and prioritizing the replacement of these key pedestrian elements using contractors.

Project Evaluation:	
Criteria	Score (-5 to 5)
Public health, safety, welfare or mandate	
Community/council goals	
Fiscal impact (capital & operational)	
Promotes economic development	
Impact on service levels	
Project relationship & coordination	
Project Weighted Score	**0**

Annual Operating/Maintenance Cost:	
Personnel Services:	
Contract Services:	
Maintenance Costs:	
Utility Costs:	
Equipment:	
Other:	
Revenues:	
Annual Operational Impact:	$ -

REVENUE/FUNDING SCHEDULE						
	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total Revenue/Funding
City Funding	$ 50,000	$ 50,000	$ -	$ -	$ -	$ 100,000
Debt/Financing	$ -	$ -	$ -	$ -	$ -	$ -
Grant (Federal, State or Local)	$ -	$ -	$ -	$ -	$ -	$ -
Contributed Project or Shared Costs	$ -	$ -	$ -	$ -	$ -	$ -
Revenue Enhancements	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenue/Funding:	**$ 50,000**	**$ 50,000**	**$ -**	**$ -**	**$ -**	**$ 100,000**

2017 Proposed Budget

City of Littleton
Littleton, Colorado

Public Facilities Fund
2013-2017 Summary of Estimated Financial Sources and Uses

	2013 Actual	2014 Actual	2015 Actual	2016 Adopted Budget	2016 Year-End Estimate	2017 Proposed Budget
Revenues						
Investment Earnings	$ 5,481	$ 6,326	$ 6,100	$ -	$ 6,500	$ -
Miscellaneous	-	572,669	-	-	-	-
Total Revenues	5,481	578,995	6,100	-	6,500	-
Expenditures						
Capital Projects	36,128	257,418	264,342	-	510,670	-
Total Expenditures	36,128	257,418	264,342	-	510,670	-
Excess (Deficiency) of Financial Sources over Financial Uses	(30,647)	321,577	(258,242)	-	(504,170)	-
Fund Balance, Beginning of Year	**$ 471,482**	**$ 440,835**	**$ 762,412**	**$ -**	**$ 504,170**	**$ -**
Fund Balance, End of Year	**$ 440,835**	**$ 762,412**	**$ 504,170**	**$ -**	**$ -**	**$ -**

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Fund 12 Public Facilities												
Revenues												
12-171-5700		Interest Earnings	5,481	6,326	6,100	-	-	3,165	6,330	6,500	-	-
12-171-5800		Misc. Revenue	-	572,669	-	-	-	-	-	-	-	-
Total Revenues			**5,481**	**578,995**	**6,100**	**-**	**-**	**3,165**	**6,330**	**6,500**	**-**	**-**
Expenditures												
12-171-7430		Professional & Consulting	20,040	(8,289)	-	-	-	-	-	-	-	-
12-171-7585		Sidewalk Repairs	-	11,561	-	-	-	-	-	-	-	-
12-171-7743		Weed Control	9,210	14,280	-	-	-	-	-	-	-	-
12-171-7780		Refund Prior Year's Revenue	-	-	-	-	246,920	-	-	246,920	-	-
12-171-7820		Building Improvements	-	-	146,822	-	-	9,846	19,692	9,850	-	-
12-171-7820		Chiller Supply & Condensor Pump	-	120,380	-	-	-	-	-	-	-	-
12-171-7820		Trane Tracer ES Automated System	-	-	-	-	-	-	-	-	-	-
12-171-7890		Sidewalk Replacement Program	-	119,486	-	-	-	-	-	-	-	-
12-171-7890		Highline Canal - Bannock St Bridge	-	-	-	-	75,000	-	-	75,000	-	-
12-171-7890		Highline Canal - Southbridge St Bridge	-	-	-	-	75,000	-	-	-	-	-
12-171-7890		Highline Canal - Elati St Connection	-	-	-	-	20,000	-	-	25,000	-	-
12-171-7890		Sterne Park	-	-	-	-	93,750	-	-	-	-	-
12-171-7890		Lee Gulch Trail & Bridge	-	-	-	-	-	-	-	80,000	-	-
12-171-7890		Reynolds Landing	-	-	-	-	-	-	-	73,900	-	-
12-303-6010		Salary . Regular	6,789	-	-	-	-	-	-	-	-	-
12-303-6020		Salary . Overtime	89	-	-	-	-	-	-	-	-	-
12-171-8524		Transfer out - Facilities Impact Fee	-	-	54,800	-	-	-	-	-	-	-
12-171-8525		Transfer out - Transportation Impact Fee	-	-	62,720	-	-	-	-	-	-	-
Total Expenditures			**36,128**	**257,418**	**264,342**	**-**	**510,670**	**9,846**	**19,692**	**510,670**	**-**	**-**
Net revenue over (under) expenses			***(30,647)***	***321,577***	***(258,242)***	***-***	***(510,670)***	***(6,681)***	***(13,362)***	***(504,170)***	***-***	***-***

Conservation Trust Fund
2013-2017 Summary of Estimated Financial Sources and Uses

	2013 Actual	2014 Actual	2015 Actual	2016 Adopted Budget	2016 Year-End Estimate	2017 Proposed Budget
Revenues						
Intergovernmental	$ 231,564	$ 208,472	$ 210,693	$ 220,000	$ 220,000	$ 220,000
Investment Earnings	7,676	6,879	9,863	4,500	7,500	4,500
Total Revenues	239,240	215,351	220,556	224,500	227,500	224,500
Expenditures						
Culture and Recreation	222,222	143,975	131,440	740,620	150,000	150,000
Capital Projects	383,008	8,007	9,995	-	621,000	40,000
Total Expenditures	605,230	151,982	141,435	740,620	771,000	190,000
Excess (Deficiency) of Financial Sources over Financial Uses	(365,990)	63,369	79,121	(516,120)	(543,500)	34,500
Fund Balance, Beginning of Year	**$ 976,587**	**$ 610,597**	**$ 673,966**	**$ 683,470**	**$ 753,090**	**$ 209,590**
Fund Balance, End of Year	**$ 610,597**	**$ 673,966**	**$ 753,087**	**$ 167,350**	**$ 209,590**	**$ 244,090**

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Fund 14 Conservation Trust												
Revenues												
14-171-5324		Lottery Funds	231,564	208,472	210,693	220,000	220,000	136,215	272,430	220,000	220,000	-
14-171-5700		Interest Earnings	7,676	6,879	9,863	4,500	4,500	4,968	9,936	7,500	4,500	-
Total Revenues			**239,240**	**215,351**	**220,556**	**224,500**	**224,500**	**141,183**	**282,366**	**227,500**	**224,500**	**-**
Expenditures												
14-400-6010		Parkland Maintenance	100,000	100,000	100,000	100,000	100,000	-	-	100,000	100,000	-
14-400-7300		Supplies Other Special	78,846	3,000	-	-	-	-	-	-	-	-
14-400-7461		South Platte Park	31,940	40,975	31,440	30,000	30,000	-	-	50,000	50,000	20,000
14-400-7743		Tree Planting Maintenance	11,436	-	-	-	-	-	-	-	-	-
14-400-7820		Town Hall Arts Center HVAC Replacement	121,053	-	-	-	-	40,765	81,530	-	-	-
14-400-7820		Library - Interior Painting	-	-	-	89,100	89,100	-	-	45,000	-	(89,100)
14-400-7820		Library - Interior Carpet	-	-	-	159,420	159,420	-	-	140,000	-	(159,420)
14-400-7820		Library - Security System	-	-	-	14,000	14,000	-	-	14,000	-	(14,000)
14-400-7820		Museum Storage	-	-	9,995	-	-	9,999	19,998	10,000	-	-
14-400-7820		Library Elevator Car and Controller Upgrade	-	-	-	165,000	165,000	-	-	165,000	-	(165,000)
14-400-7820		THAC Roof Access Ladder/Safety Rail	-	-	-	57,000	57,000	-	-	57,000	-	(57,000)
14-400-7860		Other Equipment	261,955	8,007	-	-	-	-	-	-	-	-
14-400-7860		Library - Office Furniture/Improvements	-	-	-	51,100	51,100	6,705	13,410	40,000	-	(51,100)
14-400-7860		Signage & Wayfinding - SPP & Mary Carter	-	-	-	75,000	150,000	-	-	150,000	-	(75,000)
14-400-7860		Pedestrian Crossing	-	-	-	-	-	-	-	-	40,000	40,000
Total Expenditures			**605,230**	**151,982**	**141,435**	**740,620**	**815,620**	**57,469**	**114,938**	**771,000**	**190,000**	**(550,620)**
Net revenue over (under) expenses			***(365,990)***	***63,369***	***79,121***	***(516,120)***	***(591,120)***	***83,714***	***167,428***	***(543,500)***	***34,500***	***550,620***

Consolidated Special Revenue Fund
2013-2017 Summary of Estimated Financial Sources and Uses

	2013 Actual	2014 Actual	2015 Actual	2016 Adopted Budget	2016 Year-End Estimate	2017 Proposed Budget
Revenues						
Investment Earnings	$ 728	$ 3,054	$ 4,222	$ 1,060	$ 5,910	$ 5,910
Miscellaneous	495,581	489,827	520,880	247,660	527,770	633,150
Total Revenues	496,309	492,881	525,102	248,720	533,680	639,060
Expenditures						
General Government	21,646	32,686	46,416	33,000	33,000	15,000
Public Safety	503,468	422,801	438,331	300,030	463,870	618,350
Culture and Recreation	31,400	3,342	2,630	5,000	5,000	5,000
Capital Outlay	38,972	-	16,123	30,000	30,000	39,000
Total Expenditures	595,486	458,829	503,500	368,030	531,870	677,350
Excess (Deficiency) of Financial Sources over Financial Uses	(99,177)	34,052	21,602	(119,310)	1,810	(38,290)
Fund Balance, Beginning of Year	**$ 438,429**	**$ 339,252**	**$ 373,304**	**$ 376,910**	**$ 394,910**	**$ 396,720**
Fund Balance, End of Year	**$ 339,252**	**$ 373,304**	**$ 394,906**	**$ 257,600**	**$ 396,720**	**$ 358,430**

2017 Budget

Account Number	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Estimated Budget	2017 Proposed Budget
PEG Fees		49,186	51,950	52,744	50,050	54,700	54,700
Defensive Driving Program		13,434	12,054	11,568	13,700	10,750	10,750
M. Stein		25	22	35	20	100	100
Police Forfeitures		4	2,581	-	-	-	-
Wildland Fires		319,799	284,338	363,826	100,700	354,000	504,000
Littleton Fine Arts Committee		7,508	1,954	2,744	2,020	2,200	2,200
Stern-Elder		1,510	1,549	1,496	1,510	1,550	1,550
Littleton Victim's Assistance		72,842	61,318	59,978	75,050	60,010	60,010
Dive Fees		27,722	52,945	19,004	2,010	(1,500)	2,100
South Metro Drug Task Force		2,498	23,405	13,424	3,150	51,720	3,100
Drug Destruction		1,781	765	283	510	150	550
Total Consol Special Revenue Fund Revenues		***496,309***	***492,881***	***525,102***	***248,720***	***533,680***	***639,060***
PEG Fees		60,618	32,686	62,539	63,000	63,000	54,000
Defensive Driving Program		18,292	18,108	1,446	4,600	4,600	4,600
M. Stein		-	-	-	-	-	-
Police Forfeitures		4,453	2,582	-	-	-	-
Wildland Fires		305,503	293,160	317,226	110,000	350,000	540,000
Littleton Fine Arts Committee		31,400	3,342	2,630	5,000	5,000	5,000
Stern-Elder		-	-	-	-	-	-
Littleton Victim's Assistance		86,197	90,054	93,046	84,930	57,970	59,650
Dive Fees		77,075	3,545	2,453	22,500	10,000	10,000
South Metro Drug Task Force		10,976	14,927	24,160	77,000	40,300	3,100
Drug Destruction		972	425	-	1,000	1,000	1,000
Total Consol Special Revenue Fund Expenditures		***595,486***	***458,829***	***503,500***	***368,030***	***531,870***	***677,350***

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Fund 15 Consolidated Special Revenue Fund												
15-130-5500	1240	PEG Fees	49,087	51,482	52,326	50,000	50,000	26,847	53,694	54,000	54,000	4,000
15-130-5700	1240	Interest Earnings - PEG	99	468	418	50	50	339	678	700	700	650
15-200-5700	1056	Interest Earnings - Defensive Driving	195	672	1,368	200	200	630	1,260	750	750	550
15-200-5800	1056	Rev . Defensive Driving	13,239	11,382	10,200	13,500	13,500	4,365	8,730	10,000	10,000	(3,500)
15-600-5700	1131	Interest Earnings - M. Stein	25	22	35	20	20	53	106	100	100	80
15-200-5700	1174	Interest Earnings - Police Forfeitures	4	7	-	-	-	-	-	-	-	-
15-200-5700	1174	Rev . Police Forfeitures	-	2,574	-	-	-	-	-	-	-	-
15-227-5700	1237	Interest Earnings - Wildland Fires	215	1,227	4,670	700	700	1,038	2,076	4,000	4,000	3,300
15-227-5800	1237	Rev . Wildland Fires	319,584	283,111	359,156	100,000	100,000	353,558	707,116	350,000	500,000	400,000
15-565-5700	1247	Interest Earnings - LFAC	43	137	(382)	20	20	111	222	200	200	180
15-565-5720	1247	LFAC Donation	-	-	-	-	-	-	-	-	-	-
15-565-5800	1247	Rev . LFAC Events	7,466	1,817	3,126	2,000	2,000	661	1,322	2,000	2,000	-
15-300-5700	1206	Interest Earnings - Sterne-Elder	10	49	(4)	10	10	57	114	50	50	40
15-300-5800	1206	Rev - Stern-Elder	1,500	1,500	1,500	1,500	1,500	1,500	3,000	1,500	1,500	-
15-200-5700	1129	Interest Earnings - VALE	134	298	(215)	50	50	5	10	10	10	(40)
15-200-5800	1129	Rev . Littleton VALE	72,708	61,020	60,193	75,000	75,000	32,296	64,592	60,000	60,000	(15,000)
15-171-5500	1058	Dive Fees	27,719	52,772	20,672	2,000	2,000	(1,600)	(3,200)	(1,600)	2,000	-
15-171-5700	1058	Interest Earnings - Dive	3	174	(1,668)	10	10	100	200	100	100	90
15-200-5700	1236	Interest Earnings - SMDTF	149	438	1,062	150	150	47	94	100	100	(50)
15-200-5800	1236	SMDTF - Arap County	2,349	22,967	12,362	3,000	3,000	-	-	51,620	3,000	-
15-173-5520		Drug Destruction	1,770	725	300	500	500	-	-	100	500	-
15-173-5700		Interest Earnings - Drug Destruction	11	40	(17)	10	10	33	66	50	50	40
Total Revenues			**496,309**	**492,881**	**525,102**	**248,720**	**248,720**	**420,040**	**840,080**	**533,680**	**639,060**	**390,340**

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Expenditures												
15-130-7300	1240	Repair and Maintenance	21,646	32,686	46,416	33,000	33,000	27,164	54,328	33,000	15,000	(18,000)
15-130-7860	1240	Video Equipment	38,972	-	16,123	30,000	30,000	26,194	52,388	30,000	39,000	9,000
15-200-6010	1056	Salary . Regular	13,458	13,832	28	-	-	-	-	-	-	-
15-200-7300	1056	Supplies Other Special	4,834	4,276	1,418	3,950	3,950	-	-	3,950	3,950	-
15-200-7700	1056	Other Charges	-	-	-	650	650	-	-	650	650	-
15-200-7700	1174	Police Forfeitures	4,453	2,582	-	-	-	-	-	-	-	-
15-227-6010	1237	Salary . Regular	29,880	25,961	33,765	-	-	-	-	-	-	-
15-227-6020	1237	Salary.Overtime	158,776	183,643	198,466	100,000	100,000	-	-	340,000	490,000	390,000
15-227-6035	1237	Medicare	2,092	2,029	2,728	-	-	-	-	-	-	-
15-227-6040	1237	Worker's Comp	4,423	6,344	6,371	-	-	-	-	-	-	-
15-227-6050	1237	Medical	24,290	25,645	27,083	-	-	-	-	-	-	-
15-227-6052	1237	Disability	2,398	2,519	3,186	-	-	-	-	-	-	-
15-227-6053	1237	Dental	1,035	1,073	1,185	-	-	-	-	-	-	-
15-227-6141	1237	ICMA 457 Match 2%	-	974	2,715	-	-	-	-	-	-	-
15-227-6142	1237	RHS	-	-	149			-	-	-	-	-
15-227-6190	1237	Fire Retirement	12,830	12,655	15,034	-	-	-	-	-	-	-
15-227-7300	1237	Wildland Fires	57,228	32,318	26,959	10,000	10,000	3,082	6,164	10,000	50,000	40,000
15-227-7450	1237	Learning & Education	722	-	(415)	-	-	-	-	-	-	-
15-227-7700	1237	Other Charges	11,829	-	-	-	-	-	-	-	-	-
15-565-7419	1247	LFAC - Bank Fees	736	-	-	-	-	-	-	-	-	-
15-565-7700	1247	LFAC - Other Charges	30,664	3,342	2,630	5,000	5,000	-	-	5,000	5,000	-
15-200-6010	1129	Salary . Regular	63,319	68,259	69,866	60,000	60,000	35,653	71,306	42,500	43,780	(16,220)
15-200-6030	1129	Social Security	3,839	4,048	4,133	4,000	4,000	2,191	4,382	2,600	2,680	(1,320)
15-200-6035	1129	Medicare	898	947	967	950	950	512	1,024	600	620	(330)
15-200-6040	1129	Worker's Comp Ins.	1,952	2,334	2,011	2,400	2,400	1,351	2,702	1,600	1,640	(760)
15-200-6050	1129	Medical	5,914	6,468	7,733	7,000	7,000	3,902	7,804	4,600	4,740	(2,260)
15-200-6051	1129	Life	190	196	266	200	200	160	320	200	210	10
15-200-6052	1129	Disability	352	380	388	390	390	195	390	200	210	(180)
15-200-6053	1129	Dental	601	612	611	600	600	306	612	400	410	(190)
15-200-6054	1129	Vision	-	-	-	-	-	57	114	100	100	100
15-200-6055	1129	Short-Term Disability	-	-	-	-	-	17	34	50	50	50
15-200-6060	1129	ICMA 401A Gen Gov	2,470	3,109	4,158	4,170	4,170	2,296	4,592	2,600	2,680	(1,490)
15-200-6141	1129	ICMA 457 Match 2%	-	596	1,303	1,200	1,200	656	1,312	800	800	(400)
15-200-6142	1129	RHS	-	-	75	-	-	150	300	200	210	210
15-200-6160	1129	Unemployment Ins	10	10	10	20	20	11	22	20	20	-
15-200-7115	1129	Non-Capital Equipment	-	-	-	2,000	2,000	-	-	-	-	(2,000)
15-200-7450	1129	Learning & Education	2,061	-	(2,000)	-	-	-	-	-	-	-
15-200-7700	1129	Victim Reimbursement	4,591	3,095	3,525	2,000	2,000	754	1,508	1,500	1,500	(500)
15-171-6010	1058	Salary - Dive Team	11,905	-	-	-	-	-	-	-	-	-
15-171-6020	1058	Salary . Overtime	37,740	-	-	-	-	-	-	-	-	-
15-171-6035	1058	Medicare	552	-	-	-	-	-	-	-	-	-
15-171-6040	1058	Worker's Comp Ins.	1,166	-	-	-	-	-	-	-	-	-
15-171-6050	1058	Medical	6,405	-	-	-	-	-	-	-	-	-
15-171-6052	1058	Disability	632	-	-	-	-	-	-	-	-	-
15-171-6053	1058	Dental	273	-	-	-	-	-	-	-	-	-
15-171-6190	1058	Unemployment Insurance	3,383	-	-	-	-	-	-	-	-	-
15-171-7300	1058	Dive Equipment	15,019	3,545	2,453	22,500	22,500	9,896	19,792	10,000	10,000	(12,500)
15-200-6010	1236	Salary - SMDTF	(1,582)	-	-	-	-	-	-	-	-	-
15-200-7115	1236	Non-Capital Equipment	12,558	14,927	13,639	77,000	77,000	40,325	80,650	40,300	3,100	(73,900)
15-200-7300	1236	Supplies Other Special	-	-	-	-	50,000	-	-	-	-	-
15-200-7860	1236	Capital - Other Equipment	-	-	10,521	-	-	-	-	-	-	-
15-173-7704		Drug Destruction	972	425	-	1,000	1,000	471	942	1,000	1,000	-
Total Expenditures			**595,486**	**458,829**	**503,500**	**368,030**	**418,030**	**155,343**	**310,686**	**531,870**	**677,350**	**309,320**
Net revenue over (under) expenses			***(99,177)***	***34,052***	***21,602***	***(119,310)***	***(169,310)***	***264,697***	***529,394***	***1,810***	***(38,290)***	***81,020***

Grants Fund
2013-2017 Summary of Estimated Financial Sources and Uses

	2013 Actual	2014 Actual	2015 Actual	2016 Adopted Budget	2016 Year-End Estimate	2017 Proposed Budget
Revenues						
Intergovernmental	$ 259,713	$ 827,202	$ 589,365	$ 1,153,500	$ 1,334,490	$ 1,071,750
Charges for Services	-	3,222	12,370	6,000	14,000	14,000
Total Revenues	259,713	830,424	601,735	1,159,500	1,348,490	1,085,750
Expenditures						
General Government	10,303	22,422	5,700	175,000	122,000	100,000
Public Safety	34,001	29,318	23,563	116,000	128,050	151,000
Highways and Streets	-	-	-	-	-	-
Culture and Recreation	87,909	92,781	182,654	116,000	200,000	214,000
Capital Outlay	127,500	685,903	389,818	752,500	898,440	620,750
Total Expenditures	259,713	830,424	601,735	1,159,500	1,348,490	1,085,750
Excess of Financial Sources over Financial Uses	-	-	-	-	-	-
Fund Balance, Beginning of Year	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Fund Balance, End of Year	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Fund 16 Grants Fund												
Revenues												
16-140-5330		Harvard Grant	9,903	-	97	-	-	-	-	-	-	-
16-170-5330		LI3 Misc	742	574	-	-	-	-	-	-	-	-
16-170-5330		Buck Foundation	3,834	-	-	-	-	-	-	-	-	-
16-170-5330		Early Childhood Literacy	-	9,827	-	-	-	-	-	-	-	-
16-170-5330		LPS	14,426	-	-	-	-	-	-	-	-	-
16-172-5310		FTA Buses - Federal Grant	-	-	-	-	-	-	-	88,000	-	-
16-174-5330		Walk & Wheel - Kaiser	-	16,819	4,552	-	-	-	-	-	-	-
16-174-5330		UMOVE - Kaiser	-	5,603	1,052	-	-	-	-	-	-	-
16-201-5320		VALE Victim Assistance	1,835	-	-	-	-	-	-	-	-	-
16-201-5330		Internet Crimes Against Child	-	5,760	-	-	-	-	-	3,040	15,000	15,000
16-203-5310		US Dept of Justice . Vests	2,000	-	-	10,000	10,000	6,810	13,620	10,000	12,000	2,000
16-203-5310		Click It Or Ticket	-	2,320	983	10,000	10,000	-	-	1,840	3,000	(7,000)
16-203-5310		State DUI	22,371	5,342	7,662	35,000	35,000	-	-	-	-	(35,000)
16-203-5310		LEAF	-	-	-	-	-	-	-	4,870	30,000	30,000
16-203-5310		HVE	-	-	-	-	-	-	-	24,890	30,000	30,000
16-203-5310		COPS	-	-	-	46,000	46,000	-	-	62,000	46,000	-
16-203-5310		POST	-	-	-	-	-	-	-	6,410	-	-
16-203-5310		JAG	-	21,900	4,200	-	-	-	-	-	-	-
16-203-5320		CDOT . Seatbelt Grant	-	-	-	-	-	-	-	-	-	-
16-204-5310		Fed Grant - Cold Case	5,409	3,706	-	-	-	-	-	-	-	-
16-204-5310		Fed Grant - Rocky Mtn Forensic Lab	2,387	12,191	10,717	15,000	15,000	6,554	13,108	15,000	15,000	-
16-300-5330		Co. Hist. Soc. Grants	-	-	-	-	-	-	-	-	-	-
16-300-5310		CDBG Grant	127,500	127,500	-	127,500	127,500	-	-	127,500	249,750	122,250
16-302-5330		County Line & Broadway	-	-	-	250,000	250,000	10,437	20,874	250,000	371,000	121,000
16-302-5330		Federal & Berry	-	-	-	-	-	-	-	300,000	-	-
16-302-5310		DRCOG Traffic	-	-	125,000	-	-	-	-	-	-	-
16-303-5330		Slaughterhouse Gulch	-	483,000	-	-	-	-	-	-	-	-
16-303-5330		Riverside Downs	-	46,307	23,693	-	-	-	-	-	-	-
16-303-5330		Lee Gulch Overlook	-	7,197	4,707	125,000	125,000	-	-	113,100	-	(125,000)
16-303-5330		Murray Nature Discovery Area	-	-	230,158	250,000	250,000	-	-	19,840	-	(250,000)
16-303-5330		Tree Coalition	6,000	-	-	-	-	-	-	-	-	-
16-305-5310		Regional Air Quality Control	-	-	6,260	-	-	-	-	-	-	-
16-320-5330		Col Hist Society	400	-	-	-	-	-	-	35,000	-	-
16-320-5330		DRCOG Light Rail Station Study	-	-	-	175,000	175,000	-	-	75,000	100,000	(75,000)
16-320-5330		Louthan Historic	-	-	-	-	-	-	-	12,000	-	-
16-520-5320		Early Childhood Literacy	-	-	9,929	-	-	-	-	-	-	-
16-520-5330		New Teen Center	629	-	59	-	-	-	-	-	-	-
16-522-5310		USCIS	62,277	79,157	125,120	110,000	110,000	64,084	128,168	146,000	200,000	90,000
16-522-5510		Fees	-	3,222	12,370	6,000	6,000	7,070	14,140	14,000	14,000	8,000
16-522-5310		FINRA	-	-	35,176	-	-	36,175	72,350	40,000	-	-
Total Revenues			**259,713**	**830,424**	**601,735**	**1,159,500**	**1,159,500**	**131,130**	**262,260**	**1,348,490**	**1,085,750**	**(73,750)**

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Expenditures												
16-140-7360		Harvard - Software Maint	9,903	-	97	-	-	-	-	-	-	-
16-170-6010		Salary. Regular	54,523	63,541	-	110,000	110,000	-	-	-	-	(110,000)
16-170-6030		Social Security	3,376	3,738	-	-	-	-	-	-	-	-
16-170-6035		Medicare	790	874	-	-	-	-	-	-	-	-
16-170-6040		Workers Comp	100	111	-	-	-	-	-	-	-	-
16-170-6050		Medical	5,478	2,239	-	-	-	-	-	-	-	-
16-170-6051		Life	117	82	-	-	-	-	-	-	-	-
16-170-6052		Disability	216	158	-	-	-	-	-	-	-	-
16-170-6053		Dental	601	752	-	-	-	-	-	-	-	-
16-170-6060		ICMA	1,470	2,163	-	-	-	-	-	-	-	-
16-170-6160		Unemployment Insurance	24	27	-	-	-	-	-	-	-	-
16-171-7700		Supplies Office	2,387	-	-	-	-	-	-	-	-	-
16-172-7850		FTA Buses - Vehicles	-	-	-	-	-	-	-	88,000	-	-
16-174-7115		Walk & Wheel - Kaiser	-	16,819	4,552	-	-	13,576	27,152	-	-	-
16-174-7115		UMOVE - Kaiser	-	5,603	1,052	-	-	-	-	-	-	-
16-201-6010		Salary. Regular	1,620	-	-	-	-	-	-	-	-	-
16-201-6020		Salary - ICAC	-	6,264	-	-	-	-	-	3,040	15,000	15,000
16-201-6030		Social Security	-	-	-	-	-	-	-	-	-	-
16-201-6035		Medicare	142	-	-	-	-	-	-	-	-	-
16-201-6051		Life	33	-	-	-	-	-	-	-	-	-
16-201-6052		Disability	3	-	-	-	-	-	-	-	-	-
16-201-6053		Dental	4	-	-	-	-	-	-	-	-	-
16-201-6160		Unemployment Insurance	30	-	-	-	-	-	-	-	-	-
16-201-7350		Hardware Maintenance	2	-	-	-	-	-	-	-	-	-
16-201-7700		POST Grant Pass Thru	-	-	-	-	-	-	-	6,410	-	-
16-203-6020		Overtime - State DUI	22,371	4,057	8,646	35,000	35,000	-	-	-	-	(35,000)
16-203-6150		Vest Grant	2,000	-	-	10,000	10,000	-	-	10,000	12,000	2,000
16-203-6020		Overtime - Click it or Ticket	-	2,320	-	10,000	10,000	1,840	3,680	1,840	3,000	(7,000)
16-203-6020		Overtime - LEAF	-	-	-	-	-	949	1,898	4,870	30,000	30,000
16-203-6020		Overtime - HVE	-	-	-	-	-	-	-	24,890	30,000	30,000
16-203-6020		Overtime - COPS	-	-	-	46,000	-	-	-	62,000	46,000	-
16-203-6020		Overtime - Rocky Mtn Forensic Lab	2,387	-	-	3,000	3,000	-	-	-	-	(3,000)
16-203-7115		Non-Capital Equipment	-	1,100	-	-	-	-	-	-	-	-
16-203-7300		Vest Grant - Supplies	-	-	-	-	-	1,341	2,682	-	-	-
16-203-7360		Software Maintenance	-	244	4,200	-	-	7,584	15,168	-	-	-
16-203-7450		Learning & Education	1,232	-	-	-	-	-	-	-	-	-
16-203-7850		Vehicles	-	21,900	-	-	-	-	-	-	-	-
16-204-6020		Overtime - Cold Case	4,177	3,706	-	-	-	-	-	-	-	-
16-204-6020		Overtime - Rocky Mtn Forensic Lab	-	11,628	10,717	12,000	12,000	9,481	18,962	15,000	15,000	3,000
16-300-7890		CDBG Grant	127,500	127,500	-	127,500	255,000	-	-	127,500	249,750	122,250
16-302-7890		Littleton Trail	-	483,000	-	-	-	-	-	-	-	-
16-302-7890		County Line & Broadway	-	-	-	250,000	619,610	-	-	250,000	371,000	121,000
16-302-7890		Federal & Berry Intersection	-	-	-	-	-	-	-	300,000	-	-
16-302-7890		DRCOG Traffic	-	-	125,000	-	-	-	-	-	-	-
16-303-7890		Riverside Downs	-	46,307	23,693	-	-	-	-	-	-	-
16-303-7890		Lee Gulch Overlook	-	7,197	4,707	125,000	125,000	-	-	113,100	-	(125,000)
16-303-7890		Murray Nature Discovery Area	-	-	230,158	250,000	250,000	-	-	19,840	-	(250,000)
16-303-7743		Tree Planting Maintenance	6,000	-	-	-	-	-	-	-	-	-
16-305-7820		Capital Improvements	-	-	6,260	-	-	-	-	-	-	-
16-320-7430		Col Hist Society	-	-	-	-	-	-	-	35,000	-	-
16-320-7430		DRCOG Light Rail Station Study	-	-	-	175,000	175,000	-	-	75,000	100,000	(75,000)
16-320-7430		Louthan Historic	-	-	-	-	-	-	-	12,000	-	-
16-320-7450		Learning & Education	400	-	-	-	-	-	-	-	-	-

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
16-520-7281		COL State Library - Collection Materials	-	-	9,929	-	-	2,831	5,662	-	-	-
16-520-7300		LPS Grant	-	9,827	-	-	-	-	-	-	-	-
16-520-7350		Hardware Maintenance	629	-	59	-	-	-	-	-	-	-
16-522-6010		Salary - Immigration Grant	-	-	80,340	-	46,000	59,874	119,748	128,800	180,850	180,850
16-522-6020		Salary . Overtime	-	-	99	-	-	-	-	-	-	-
16-522-6030		Social Security	-	-	6,545	-	-	3,605	7,210	-	-	-
16-522-6035		Medicare	-	-	1,531	-	-	843	1,686	-	-	-
16-522-6040		Workers Comp	-	-	176	-	-	120	240	-	-	-
16-522-6050		Medical	-	-	26,210	-	-	19,587	39,174	-	-	-
16-522-6051		Life	-	63	311	-	-	244	488	-	-	-
16-522-6052		Disability	-	121	462	-	-	237	474	-	-	-
16-522-6053		Dental	-	-	1,200	-	-	612	1,224	-	-	-
16-522-6054		Vision	-	-	-	-	-	74	148	-	-	-
16-522-6055		Short-Term Disability	-	-	-	-	-	49	98	-	-	-
16-522-6060		ICMA 401A General Govt	-	-	5,484	-	-	2,763	5,526	-	-	-
16-522-6141		ICMA 457 Match 2%	-	-	492	-	-	329	658	-	-	-
16-522-6142		RHS	-	-	75	-	-	300	600	-	-	-
16-522-6160		Unemployment Insurance	-	-	43	-	-	33	66	-	-	-
16-522-7110		Office Supplies	2,615	-	1,573	-	-	303	606	600	600	600
16-522-7115		Non-Capital Equipment	1,374	1,788	-	-	-	-	-	-	-	-
16-522-7281		Collection Materials	-	-	603	-	-	429	858	860	900	900
16-522-7285		Dues & Memberships	270	-	-	-	-	-	-	-	-	-
16-522-7300		Supplies Other Special	1,709	516	1,435	-	-	165	330	330	2,000	2,000
16-522-7360		Software Maintenance	-	336	1,706	780	780	670	1,340	1,340	1,500	720
16-522-7420		Business Meetings	-	270	92	-	-	25	50	50	50	50
16-522-7430		Professional / Consulting Svcs	-	2,732	14,481	3,620	3,620	12,511	25,022	25,020	25,000	21,380
16-522-7450		Learning & Education	5,073	2,971	866	-	-	136	272	270	300	300
16-522-7480		Postage	17	472	2,398	1,600	1,600	1,362	2,724	2,730	2,800	1,200
16-522-7490		Advertising/Legal Notices	1,140	-	-	-	-	-	-	-	-	-
16-522-6010		FINRA - Salary . Regular	-	-	26,543	-	-	-	-	40,000	-	-
Total Expenditures			**259,713**	**830,424**	**601,735**	**1,159,500**	**1,656,610**	**141,873**	**283,746**	**1,348,490**	**1,085,750**	**(73,750)**
Net revenue over (under) expenses			**-**	***(0)***	**-**	**-**	***(497,110)***	***(10,743)***	***(21,486)***	**-**	**-**	**-**

Open Space Fund
2013-2017 Summary of Estimated Financial Sources and Uses

	2013 Actual	2014 Actual	2015 Actual	2016 Adopted Budget	2016 Year-End Estimate	2017 Proposed Budget
Revenues						
Intergovernmental	$ 915,124	$ 1,488,530	$ 1,158,020	$ 1,031,000	$ 2,443,660	$ 1,125,000
Investment Earnings	42,832	(1,305)	9,713	26,500	19,400	10,400
Miscellaneous	6,334	6,523	-	6,520	6,520	6,520
Total Revenues	964,290	1,493,748	1,167,733	1,064,020	2,469,580	1,141,920
Expenditures						
Culture & Recreation	-	560,763	799,913	1,178,850	889,100	306,570
Capital Outlay	785,506	980,460	2,120,863	1,026,200	2,275,460	1,143,200
Total Expenditures	785,506	1,541,224	2,920,776	2,205,050	3,164,560	1,449,770
Excess (Deficiency) of Financial Sources over Financial Uses	178,784	(47,476)	(1,753,043)	(1,141,030)	(694,980)	(307,850)
Fund Balance, Beginning of Year	**$ 2,903,687**	**$ 3,082,471**	**$ 3,034,995**	**$ 1,300,150**	**$ 1,281,950**	**$ 586,970**
Fund Balance, End of Year	**$ 3,082,471**	**$ 3,034,995**	**$ 1,281,952**	**$ 159,120**	**$ 586,970**	**$ 279,120**

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Fund 19 Open Space Fund												
Revenues												
19-411-5330		South Suburban Contribution	-	500,000	60,000	-	-	40,711	81,422	40,710	-	-
19-411-5331		Arapahoe County Open Space	823,033	854,992	936,720	950,000	950,000	995,256	1,990,512	995,260	1,040,000	90,000
19-411-5332		Arapahoe County Contribution	14,474	53,000	79,109	-	-	341,657	683,314	1,323,690	-	-
19-411-5700		Interest Earnings - Arap	42,234	(685)	9,042	26,000	26,000	9,368	18,736	18,000	9,000	(17,000)
19-411-5714		Rental Income	6,334	6,524	-	6,520	6,520	6,524	13,048	6,520	6,520	-
19-412-5331		Jefferson County Open Space	77,617	80,538	82,192	81,000	81,000	42,000	84,000	84,000	85,000	4,000
19-412-5700		Interest Earnings - Jeff	598	(620)	670	500	500	744	1,488	1,400	1,400	900
Total Revenues			**964,290**	**1,493,748**	**1,167,733**	**1,064,020**	**1,064,020**	**1,436,260**	**2,872,520**	**2,469,580**	**1,141,920**	**77,900**

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Expenditures												
19-411-7115		Hudson Gardens	-	-	400,000	-	-	-	-	400,000	-	-
19-411-7430		Professional/Consulting	129,222	90,492	-	-	-	-	-	-	-	-
19-411-7430		Happy Trails Project	-	-	-	5,000	5,000	-	-	5,000	5,000	-
19-411-7430		Euclid Playground	-	50,000	-	-	-	-	-	-	-	-
19-411-7430		Centennial Academy Playground	-	50,000	-	-	-	-	-	-	-	-
19-411-7430		Runyon Elementary Playground	-	-	-	50,000	50,000	-	-	332,030	-	(50,000)
19-411-7430		Little's Creek Park Lake Dredging	-	40,000	-	-	-	-	-	-	-	-
19-411-7430		South Suburban Park Foundation Marketing	25,000	-	-	-	-	-	-	-	-	-
19-411-7430		Progress Park	-	-	3,000	-	-	-	-	-	-	-
19-411-7430		Ketring Lake Well	12,944	-	-	-	-	-	-	-	-	-
19-411-7430		Parks & Rec Master Plan	-	-	54,962	-	35,040	35,037	70,074	35,040	-	-
19-411-7430		Highline Canal Conservancy	-	-	10,000	15,000	15,000	15,000	30,000	15,000	20,000	5,000
19-411-7430		Stream Gauge Maintenance	-	-	-	-	-	-	-	-	25,000	25,000
19-411-7461		South Platte Park Operations	186,163	261,030	149,553	226,350	226,350	-	-	-	153,000	(73,350)
19-411-7510		Rent	-	-	43,750	17,500	17,500	-	-	18,030	18,570	1,070
19-411-7810		Open Space - Ashbaugh	-	-	85	-	-	27	54	30	-	-
19-411-7810		Open Space - Rice	3,750	-	-	-	-	-	-	-	-	-
19-411-7810		Open Space - Mayflower	-	11,608	-	-	-	-	-	-	-	-
19-411-7810		Open Space - Acquisitions	-	-	-	-	-	-	-	-	350,000	350,000
19-411-7835		Carson Nature Center	-	-	-	-	-	-	-	-	-	-
19-411-7835		City Ditch/Littleton Community Trail	40,242	597,136	-	-	-	-	-	-	-	-
19-411-7835		Lee Gulch Trail Overlook	-	400	42,979	-	269,520	-	-	269,520	-	-
19-411-7835		Murray Property (Creekside Experience)	-	16,315	166,254	-	25,330	-	-	25,330	-	-
19-411-7835		Happy Trails Project	20,000	-	-	-	-	-	-	-	-	-
19-411-7835		Mary Carter Greenway Trail	103,331	29,313	-	-	-	-	-	-	-	-
19-411-7835		River Enhancement	250,000	250,000	150,000	500,000	500,000	300,000	600,000	500,000	-	(500,000)
19-411-7835		Wynetka Ponds Bike/Ped Path	-	36,882	-	-	-	-	-	-	-	-
19-411-7835		Ketring Lake Well	-	-	12,059	-	553,500	292,494	584,988	553,500	-	-
19-411-7835		Riverside Downs	-	46,307	602,869	-	233,900	5,378	10,756	121,600	-	-
19-411-7835		Reynolds Landing	-	20,000	1,140,711	500,000	500,000	-	-	426,100	-	(500,000)
19-411-7835		Little's Creek Playground and Trail	-	-	-	175,000	175,000	-	-	175,000	-	(175,000)
19-411-7835		Charley Emley Park Renovations	-	-	-	150,000	150,000	-	-	-	150,000	-
19-411-7835		Lee Gulch Trail & Bridge	-	-	-	150,000	150,000	-	-	-	-	(150,000)
19-411-7835		Mary Carter Greenway Sign Update	-	-	-	290,000	290,000	-	-	105,480	-	(290,000)
19-411-7835		Digital Ped & Bicycle Trail Counters	-	-	-	30,000	30,000	-	-	25,000	-	(30,000)
19-411-7835		Sterne Park	-	-	-	-	-	-	-	-	93,750	93,750
19-411-7835		Highline Canal - Elati St Connection	-	-	-	-	30,000	-	-	-	-	-
19-411-7835		Capital Projects - SSPR	-	-	5,906	26,200	73,900	-	-	73,900	24,450	(1,750)
19-411-7835		Progress Park (shelter, restroom, parking, etc.)	-	-	-	-	-	-	-	-	200,000	200,000
19-411-7835		Promise Park Playground	-	-	-	-	-	-	-	-	100,000	100,000
19-411-7835		Elati Park Playground	-	-	-	-	-	-	-	-	100,000	100,000
19-411-7835		Bowles Grove Ball Field Renovation	-	-	-	-	-	-	-	-	125,000	125,000
19-412-7461		South Platte Park Operations	14,854	41,741	138,648	70,000	70,000	-	-	84,000	85,000	15,000
Total Expenditures			**785,506**	**1,541,224**	**2,920,776**	**2,205,050**	**3,400,040**	**647,936**	**1,295,872**	**3,164,560**	**1,449,770**	**(755,280)**
Net revenue over (under) expenses			***178,784***	***(47,475)***	***(1,753,043)***	***(1,141,030)***	***(2,336,020)***	***788,324***	***1,576,648***	***(694,980)***	***(307,850)***	***833,180***

South Suburban
PARKS AND RECREATION

South Platte Park
Carson Nature Center
3000 W. Carson Drive
Littleton, CO 80120-2968

phone 303.730.1022
fax 303.730.0282
ssprd.org

Board of Directors
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Scott A. LaBrash
Pamela M. Eller
Michael T. Anderson
James A. Taylor

Executive Director
Rob Hanna

July 8, 2016

Mike Braaten, Deputy City Manager
City of Littleton
2255 West Berry Avenue
Littleton, CO 80120

RE: **South Platte Park: 2017 Annual Budget Requests**

Dear Mr. Braaten:

We are submitting our annual request for the City of Littleton share of the cost of the 2017 operations and maintenance for South Platte Park. The budget summaries, attached, explain the goals and projects. Per our IGA for South Platte Park, the City pays 50% of the cost of the Park operations budget. Costs reflect the increase from 2015 to 2016 for merit salary increases and do not yet include a projection for the 2017 merit and benefit changes which South Suburban budgets at a later time as part of the merit pay process. With the increase over the previous year and some adjustments related to the definition of seasonal employees from the Affordable Care Act, this budget reflects approximately a 3.6% over last year's request.

Per our agreement, the City is also asked to contribute 35% of the Visitor Services Budget as well. In order to present a number which matches with the information provided to the District Board, the entire Visitor Services Budget is included and broken down into the City's share for clarity. This budget is projecting a 2.5% decrease for 2017.

This proposed budget has not been approved by the South Suburban Board of Directors. Should any adjustments be made at the request of the Board, we will provide you with an update.

We request the City contribute a total of **$343,449**. For Operations and **$24,445** for projects. These requests break down as follows:

	Total budget($)	City's proposed share ($)	City %
2016 Operations and Maintenance budget	$710,524	$312,238	*
2017 Operations and Maintenance budget			
• *South Platte Park and Carson Nature Center*	$472,763	$237,681	50%**
• *Visitor Services*	$302,196	$105,768	35%
TOTAL O&M budget request:	**$774,959**	**$343,449**	

*mixed percentages, see 2016 invoice for actual breakdown
**50% minus some revenue from rentals and permits, see budget detail

Projects:
Several larger projects are requested for 2017. Several of these may not meet the City definition for true capital projects; however, they are listed as separate projects per the definitions of SSPR's 2-mill deferred maintenance fund. The first is to replace the linoleum tiles in the public classroom area and staff kitchen with a commercial-grade vinyl product. The tiles are scratched, broken, and loose, so this will help maintain the professional appearance and safety of these areas. The second project is to replace the flagstone patios on the west side of the Carson Nature Center with more appropriate materials. While these were a feature of the original historic Carson home, they are exposed to significant freeze/thaw issues and are a continual problem for failed grout and trip hazard. Thirdly, while the classroom and Nature Center siding were refurbished last year, the maintenance shop now stands out in need with warped painted wooden siding in need of replacement. Finally, it is time to replace another of the five trucks used to maintain the park and in SSPR patrols. Per our agreement, South Suburban and the City of Littleton would share in these expenses, 50% each; with the exception of the truck replacement which is used by the visitor services department and would be at 35% share to Littleton. Descriptions of each project are included as separate attachments. These projects have not yet been approved by the South Suburban Board of Directors and must be approved by both agencies to have sufficient funding.

	Total budget ($)	City's proposed share ($)	City (%)
Vinyl Flooring	7,000	3,500	50%
Flagstone Replacement	7,500	3,750	50%
Shop Siding Replacement	15,000	7,500	50%
Replacement vehicle	27,700	9,695	35%
Total, capital projects	$50,207	**$24,445**	

If we can provide further explanation or answer any questions, please feel free to contact District staff.

Sincerely,

Andy Jennings, Director of Parks & Open Space
Tel. 303.953.7639

Encl.: Summaries, preliminary budget forms, project requests

AJ /sl

PRELIMINARY BUDGET SUMMARY
2017 BUDGET

SECTION: South Platte Park DEPARTMENT: Parks and Open Space

BUDGET	2015 Actual Revenue	$211,782	Expense	$423,988
	2016 Projected Revenue	$224,576	Expense	$456,402
	2017 Requested Revenue	$237,681	Expense	$472,763

(Requested Revenue shows Littletonshare +rental and permit income)

SUMMARY OF WHAT SECTION PROVIDES: The South Platte Park budget provides the basic operations to meet the Park's management plan requirements and keep the Carson Nature Center open for public visitation. The management plan directs that the Park be maintained as a floodplain for the river, to establish and restore native habitats, to provide educational services, and to manage a wide variety of leisure activities. This includes four full time positions of Park Manager, Nature Center Coordinator, a Park Interpreter, and a Resource Management Coordinator. Six part-time staff in this budget manage the office, perform resource management activities, and include bike rangers. 5% of the salary for the Director of Parks is included in the budget for his supervision and oversight. This budget includes funding for daily operations including facility and equipment upkeep, trail maintenance and erosion repair, management of noxious weeds, visitor safety projects, volunteer recruitment and management, and professional interpretive staff to develop written educational resources and exhibits, provide training and supervision for program staff and volunteers, and to provide educational services to visitors. The Greenway Trail through the Park is estimated to receive 580,000 visitor days, and the Nature Center averages around 13,000 visits per year. There is no entry fee for either the Park or Nature Center. The Nature Center also hosts a wide variety of rentals, birthday parties, and nature interpretation programs that bring in revenue to cover their costs and in 2016 have been running near capacity. The public and school nature programs are managed in a separate account with one additional full-time Park Interpreter position and several part-time staff.

MAJOR GOALS AND/OR NEW INITIATIVES: South Platte Park anticipates significant interaction on surrounding property developments over the next few years, including the Tuck Farm impacts on the Cooley Lake area, developments and planning for the Mineral Station, and the Ensor Turf farm impacts to the East Trail area. For 2017, this Section will also be focused on continuing to maintain or improve upon the level of weed infestations, particularly for Russian olive, buckthorn, knapweed, and thistle. We have begun a program to reduce cheat grass, and to introduce native wildflowers into weed-free areas. The river corridor will be repaired from last year's flooding event in 2016 so the next two years will require a significant amount of attention to meet restoration objectives and re-establish river access points. We will continue our usual tasks of timely mowing, trimming, trash and pollution control, snow removal, herbicide application, tree care and replacement, trail/fence/facility maintenance, maintaining river and culvert flow, erosion control, signage, and equipment maintenance. We continue to monitor the Chatfield Reallocation process, water quality standards in the river, our water rights, and other legal concerns to the river.

OTHER EXPLANATIONS:
The budget request for South Platte Park has increased approximately 3.5% this year. There are some merit salary increases and changes to part-time hours due to new definitions of seasonal positions. There are reductions in costs with no major projects anticipated for South Platte Reservoir.

Parks - South Platte Park and Carson Nature Center

Mission:
Help the community find meaning and value in natural open space through direct positive experiences for all ages and by modeling appropriate stewardship behavior.

Department Overview:
The Park provides over 880 acres of natural open space for the community, and the Nature Center provides free public access to recreation and trail information and exhibits, and extensive fee-based programming including school field trips correlated to state and local district standards; family, adult, and youth programs and camps; birthday parties; and regional multi-day nature tours.

Accomplishments
In 2016, the management plan revisions took a significant amount of time to prepare and rewrite, with GIS map updates and some policy changes, plus working it through the public process. Staff was heavily engaged in the Chatfield Reallocation Technical Advisory Committee, two GOCO Inspire initiatives, securing a $400,000 grant from Arapahoe County for river repairs and overseeing the river repair project and restoration work. The Greenway Trail signage project underwent final reviews and were put out to bid for install in the second part of the year. Changes to the South Suburban brand were implemented in electronic newsletters. We have maintained our online identity and broke 2000 Facebook fans and we filled two national guide certification classes. There was a successful trip to Australia that raised a significant amount of money. The Classroom roof, siding, and nature center siding underwent a major rejuvenation. School programming continues to expand off-season and off-site options for schools, and the scholarship program is serving a number of schools as we develop more partnerships. Summer catalog programs were closer to capacity than ever before

Key Performance Indicators

	2014	2015	2016 Target
Nature Center Visitation	12,697	13,528	13500
Number of Catalog Programs offered	196	188	190
Catalog Program Registrations	2287	2661	2400
Average Program % of capacity	66%	72%	80%
Rate of Refunds (should be under 4%)	NC	NC	4%

% of public programs offered that go (Cancellation rates 10 – 20% ideal, 20 – 25% high, 25%+ too high)	75%	87%	80%
No Show Rates	NC	13%	5%
Number of School Programs	87	79	85
Number of Students Served	2731	2667	2700
Customer Return Rate	NC	NC	25%
Newsletter Recipient Return Rate	NC	NC	35%
Number of Birthday Parties	51	42	60
Program Revenue earned	$79,677	$85,388	$94,208

NC=not calculated – these are new measurements introduced in the 2015 Business Plan, with minimal value to retroactively calculate or missing data.

Goals and Objectives for the 2017 Budget

1. Complete repairs and restoration of the river enhancement project.
2. Continue to develop the new brand identity and trail signage throughout the Park.
3. Monitor developments on the borders, particularly potential on the Tuck, Ensor, and RTD borders to defend the habitat quality and experience in South Platte Park from changes with increased urbanization.
4. Improve the Greenway Trail experience with continued focus on bike-rangers, improved signage, trail use monitoring, and safety campaigns.
5. Pursue programming with underserved populations in the Sheridan GOCO Inspire Coalition and the Jeffco Be Wild Inspire Coalition for underserved groups, minority groups, faith-based organizations, and persons with disabilities.
6. Engage non-program visitors in South Platte Park in program and educational opportunities.
7. Maintain South Platte Park as a native area with minimal invasive weeds and high standards for trail conditions – eliminate new and existing infestations of common buckthorn, Russian olive, tamarisk, hairy willow-herb, thistles, knapweeds, and annual weeds. Maintain the native garden area around the Nature Center.
8. Organize, market and run a successful trip to Costa Rica, as well as two more local regional tours including the total solar eclipse in Wyoming.
9. Continue to monitor and defend the South Platte River in light of water rights challenges and the Chatfield Reallocation Project.

BUDGET SUMMARY
2017 BUDGET

SECTION Visitor Services DEPARTMENT Parks

BUDGET

2015 Actual Revenue	$100,391	Expense	$286,831
2016 Projected Revenue	$108,465	Expense	$309,801
2017 Requested Revenue	$105,768	Expense	$302,196

SUMMARY OF WHAT SECTION PROVIDES:

The Park Ranger program in the visitor services section provides the enforcement of all the District rules and regulations through CRS 18-9-117, the City of Littleton 6-9 1 through 5 and City of Centennial and Lone Tree code enforcements. Rangers provide going patrol seven days a week year round. Patrol coverage includes all District properties involving early morning and late evening shifts. Patrol shifts cover gate lock up as well as late evening permitted events. Rangers work in coordination with other sections regarding a variety of issues involving trails, athletics, open space and facilities. After business hours the rangers are the main source of contact for the public as issues arise. Rangers are also involved with and monitor special use and access permits and property inspections for home owner encroachments. Rangers provide approximately 35% of their time in South Platte Park performing resource management, maintenance tasks, law enforcement and the opening and closing procedures for the Park. Staff includes five full time rangers. There are also two Bicycle rangers that patrol the Mary Carter Green Way Trail, Lee Gulch Trail and parts of the Highline Canal in Littleton and are paid from the South Platte Park Budget.

MAJOR GOALS AND/OR NEW INITIATIVES:

- Continue to work with Arapahoe and Douglas Counties and City of Littleton, City of Englewood, City of Lone Tree and City of Centennial regarding the enforcement of State Statues and city codes on District properties.
- Continue to work with all District sections regarding any issues that may arise
- Continue to deliver excellent customer service through quality law enforcement contacts by providing education and respect while building good public relations and inspection functions.
- Continue to provide South Platte Park with resource management skills to maintain, and enhance the area by providing licensed Herbicide applications and a multitude of maintenance tasks and resource enhancement involving planting and seeding of native vegetation.
- Continue to provide and update Ranger training through outsourced base programs.

- Continue to work with Littleton Police and Littleton Code Enforcement monitoring, contacting and removing abandoned homeless camps while recognizing human rights and needs of those individuals.
- Continue to utilize the seasonal bike rangers on districts trails in the City of Littleton focusing on South Platte Park and the Mary Carter Greenway Trail river corridor. Bike rangers' primary goal is the enforcement of trail rules and regulations while focusing on trail safety and user education.
- Continue to monitor and manage wildlife issues as they arise as well as a continued working relationship with the Division of Parks and Wildlife as needed.
- Continue to monitor heavy Platte river use during high seasonal flows focusing on visitor safety and resource protection.
- Going green to reduce waste by recycling and reduce paper use by electronic means, increase patrol efficiencies to reduce gas consumption, turning off electronic equipment and judicious use of herbicides to minimize over use and any waste.

OTHER EXPLANATIONS:

The City of Littleton will contribute 35% of the Visitor Services budget. Also 5% of the Director of Parks salary has been allocated to this budget for a total of $6,577. The overall 2017 Visitor Services budget has decreased 2.45% due to a decrease in fringe benefits and a small increase for uniforms.

DEPARTMENT: PARKS REVENUE **REVENUE** **$105,768**

SECTION: Visitor Services EXPENSE **EXPENSE** **$302,196**

ACCOUNT TITLE (Itemized Expenditure/Revenues)	Anticipated Expense/Revennue 2016		ACCOUNT 2017	2016 Budget ALLOCATIONS ACTUAL	DIFFERENCE 2017 minus 2016	Note
Revenue						
Contribution from City of Littleton (10-40-51-543-4020)		$0	$105,769	$108,465	-$2,696	City of Littleton percentage of contribution is 35%
TOTAL VISITOR SERVICES Revenue		**$0**	**$105,768**	**$108,465**	**-$2,696**	
Expenses:						
Full-Time Salaries (10-40-51-542-5001)						
Director of Parks & Open Space (5%)	$6,577		$6,577	*$6,577*	$0	
VS Supervisor	$72,280		$72,280	*$72,280*	$0	
Full Time Ranger position 1	$41,079		$41,079	*$41,079*	$0	
Full Time Ranger position 2	$38,370		$38,370	$38,370	$0	
Full Time Ranger position 3	$37,941		$37,941	$37,941	$0	
Full Time Ranger position 4	$38,125		$38,125	$38,125	$0	
Fringe Benefits (10-40-51-542-5009)					$0	
					$0	
Full-time, year round includes						
Director of Parks & Open Space (5%)	$1,435		$1,435	*$1,435*	$0	
Full-time year-round rangers	$60,493		$60,493	*$68,248*	-$7,755	
Miscellaneous Supplies (10-40-51-542-5217)	$1,200		$1,200	$1,200	$0	same as for 2016
Service/Material Maint. Equip (10-40-51-542-5702)	$600		$600	$600	$0	same as for 2016
Telephone (10-40-51-542-5403)	$2,696		$2,696	$2,696	$0	same as for 2016
Staff Development (10-40-51-542-5812)	$400		$400	$400	$0	same as for 2016
Uniform maintenance/Clothing (10-40-51-542-5009)	$1,000		$1,000	$850	$150	Increase in uniform budget
TOTAL VISITOR SERVICES Expenses	**$302,196**		**$302,196**	**$309,801**	**-$7,605**	
TOTAL INCOME & EXP VS				**$418,266**	**-$10,301**	

Percent decrease 2.45%

SOUTH SUBURBAN
PARK and RECREATION DISTRICT
MAINTAIN WHAT WE HAVE PROJECT REQUEST
2017

PROJECT NAME: Flooring Replacements

BRIEF DESCRIPTION: Replace the linoleum tile flooring with a sheet vinyl material

STATEMENT OF NEED: The floor in the Classroom restrooms, hall, and storage area, as well as the staff kitchen of the Nature Center continue to chip, crack, scratch, and come loose. This is in part due to subfloor materials and in part to the commercial-level of traffic in these areas with high amounts of mud and grit from Nature Program use. Replacing this material with a commercial grade sheet vinyl will significantly improve the professional look, wear, and safety of these spaces

ESTIMATED COST: $7,000

LONG TERM FINANCIAL IMPACT: Minimal. This material is showing natural wear and is ready for replacement.

REVENUE POTENTIAL/COST SAVINGS: Doing this as a one-time project will minimize annual repairs and replacements of individual tiles.

SUGGESTED FUNDING SOURCES:

Gen. Fund (Dept. Budget) $ _____
Gen. Fund Capital Outlay $_____
1990 Bond Fund $_____
1/2 Mill Levy Fund $_____
Conservation Trust $_____

DEPT. PRIORITY RANKING YEAR

SOUTH SUBURBAN
PARK and RECREATION DISTRICT
MAINTAIN WHAT WE HAVE PROJECT REQUEST
2017

PROJECT NAME: SPP Flagstone Repair/replace

BRIEF DESCRIPTION: Replace the flagstone patios of the Carson Nature Center

STATEMENT OF NEED: The flagstone patios on the west side of the Nature Center were installed to help maintain the historic look of the original Carson home. However, they are now in a commercial rather than residential use setting, and their setup exposes them to significant freeze/thaw issues that cause the grout and mortar to fail. This requires regular repairs and has led to a patchwork look with some trip hazards at stone edges. This flagstone is regularly reported on the safety/aesthetics facility inspections for repair.

ESTIMATED COST: $7,500

LONG TERM FINANCIAL IMPACT: Minimal – options include relaying the entire patio with new and modern polymer mortar and grout, or replacing them with a stamped concrete or faux-stone finish, with likely similar looks.

REVENUE POTENTIAL/COST SAVINGS: Doing this as a one-time project with contractor saves significant staff time in training and repairing small sections annually.

SUGGESTED FUNDING SOURCES:

Gen. Fund (Dept. Budget) $ _____
Gen. Fund Capital Outlay $ _____
1990 Bond Fund $ _____
1/2 Mill Levy Fund $ _____
Conservation Trust $ _____

DEPT. PRIORITY RANKING YEAR

2017 Proposed Budget

City of Littleton
Littleton, Colorado

Impact Fee Funds
2013-2017 Summary of Estimated Financial Sources and Uses

	2013 Actual	2014 Actual	2015 Actual	2016 Adopted Budget	2016 Year-End Estimate	2017 Proposed Budget
Revenues						
Impact Fees	$ -	$ 785,021	$ 729,549	$ 760,360	$ 3,158,570	$ 1,132,240
Investment Earnings	-	5,552	10,796	3,000	27,500	25,500
Total Revenues	-	790,573	740,345	763,360	3,186,070	1,157,740
Expenditures						
General Government	-	833	-	-	-	-
Public Safety	-	1,667	-	-	-	-
Highways and Streets	-	833	-	-	-	-
Culture & Recreation	-	1,667	-	-	-	-
Capital Outlay	-	-	486,332	24,000	2,388,030	-
Total Expenditures	-	5,000	486,332	24,000	2,388,030	-
Other Financing Sources						
Transfers in	-	-	117,520	-	1,705,560	-
Excess of Financial Sources over Financial Uses	-	785,573	371,533	739,360	2,503,600	1,157,740
Fund Balance, Beginning of Year	**$ -**	**$ -**	**$ 785,573**	**$ 2,921,700**	**$ 1,157,110**	**$ 3,660,710**
Fund Balance, End of Year	**$ -**	**$ 785,573**	**$ 1,157,106**	**$ 3,661,060**	**$ 3,660,710**	**$ 4,818,450**

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Fund 20 Police Impact Fees												
Revenues												
20-171-5340		Impact Fees	-	73,862	61,068	65,430	65,430	112,939	225,878	271,100	95,250	29,820
20-171-5700		Interest Earnings	-	318	1,237	300	300	1,029	2,058	1,500	1,500	1,200
Total Revenues			**-**	**74,180**	**62,305**	**65,730**	**65,730**	**113,968**	**227,936**	**272,600**	**96,750**	**31,020**
Expenditures												
20-171-7430		Professional & Consulting	-	833	-	-	-	-	-	-	-	-
20-171-7821		Fire Station			18,903	-	290,000	198,860	397,720	290,000	-	-
Total Expenditures			**-**	**833**	**18,903**	**-**	**290,000**	**198,860**	**397,720**	**290,000**	**-**	**-**
Net revenue over (under) expenses			***-***	***73,347***	***43,402***	***65,730***	***(224,270)***	***(84,892)***	***(169,784)***	***(17,400)***	***96,750***	***31,020***

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Fund 21 Museum Impact Fees												
Revenues												
21-171-5340		Impact Fees	-	172,416	39,474	99,400	99,400	147,805	295,610	388,310	73,650	(25,750)
21-171-5700		Interest Earnings	-	214	955	600	600	1,823	3,646	3,000	3,000	2,400
Total Revenues			**-**	**172,630**	**40,429**	**100,000**	**100,000**	**149,628**	**299,256**	**391,310**	**76,650**	**(23,350)**
Expenditures												
21-171-7430		Professional & Consulting	-	833	-	-	-	-	-	-	-	-
Total Expenditures			**-**	**833**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Net revenue over (under) expenses			***-***	***171,797***	***40,429***	***100,000***	***100,000***	***149,628***	***299,256***	***391,310***	***76,650***	***(23,350)***

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Fund 22 Fire Impact Fees												
Revenues												
22-171-5340		Impact Fees	-	92,789	86,618	92,920	92,920	160,352	320,704	384,930	135,200	42,280
22-171-5700		Interest Earnings	-	431	1,287	300	300	1,004	2,008	1,500	1,000	700
Total Revenues			**-**	**93,220**	**87,905**	**93,220**	**93,220**	**161,356**	**322,712**	**386,430**	**136,200**	**42,980**
Expenditures												
22-171-7430		Professional & Consulting	-	833	-	-	-	-	-	-	-	-
22-171-7821		Fire Station	-	-	43,412	-	666,000	456,691	913,382	666,000	-	-
22-171-7850		Quick Car Program	-	-	49,817	-	-	-	-	-	-	-
22-171-7850		Care Car Program	-	-	-	24,000	24,000	-	-	-	-	(24,000)
Total Expenditures			**-**	**833**	**93,229**	**24,000**	**690,000**	**456,691**	**913,382**	**666,000**	**-**	**(24,000)**
Net revenue over (under) expenses			***-***	***92,386***	***(5,324)***	***69,220***	***(596,780)***	***(295,335)***	***(590,670)***	***(279,570)***	***136,200***	***66,980***

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Fund 23 Library Impact Fees												
Revenues												
23-171-5340		Impact Fees	-	78,771	41,161	104,610	104,610	155,554	311,108	408,670	77,510	(27,100)
23-171-5700		Interest Earnings	-	229	1,120	300	300	1,273	2,546	2,000	2,000	1,700
Total Revenues			**-**	**79,000**	**42,281**	**104,910**	**104,910**	**156,827**	**313,654**	**410,670**	**79,510**	**(25,400)**
Expenditures												
23-171-7430		Professional & Consulting	-	833	-	-	-	-	-	-	-	-
Total Expenditures			**-**	**833**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Net revenue over (under) expenses			***-***	***78,167***	***42,281***	***104,910***	***104,910***	***156,827***	***313,654***	***410,670***	***79,510***	***(25,400)***

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Fund 24 Facilities Impact Fees												
Revenues												
24-171-5340		Impact Fees	-	319,968	295,992	317,880	317,880	548,439	1,096,878	1,316,760	462,080	144,200
24-171-5700		Interest Earnings	-	4,179	4,164	1,200	1,200	5,520	11,040	10,000	10,000	8,800
24-171-5912		Transfer from Public Facilities	-	-	54,800	-	-	-	-	-	-	-
Total Revenues			**-**	**324,147**	**354,956**	**319,080**	**319,080**	**553,959**	**1,107,918**	**1,326,760**	**472,080**	**153,000**
Expenditures												
24-171-7430		Professional & Consulting	-	834	-	-	-	-	-	-	-	-
24-171-7821		Fire Station	-	-	54,227	-	832,000	570,465	1,140,930	832,000	-	-
Total Expenditures			**-**	**834**	**54,227**	**-**	**832,000**	**570,465**	**1,140,930**	**832,000**	**-**	**-**
Net revenue over (under) expenses			***-***	***323,313***	***300,729***	***319,080***	***(512,920)***	***(16,506)***	***(33,012)***	***494,760***	***472,080***	***153,000***

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Fund 25 Transportation Impact Fees												
Revenues												
25-171-5340		Impact Fees	-	47,215	205,236	80,120	80,120	195,771	391,542	388,800	288,550	208,430
25-171-5700		Interest Earnings	-	181	2,033	300	300	4,923	9,846	9,500	8,000	7,700
25-171-5912		Transfer from Public Facilities	-	-	62,720	-	-	-	-	-	-	-
Total Revenues			**-**	**47,396**	**269,989**	**80,420**	**80,420**	**200,694**	**401,388**	**398,300**	**296,550**	**216,130**
Expenditures												
25-171-7430		Professional & Consulting	-	834	-	-	-	-	-	-	-	-
25-171-7890		Littleton Village	-	-	319,974	-	600,030	-	-	600,030	-	-
Total Expenditures			**-**	**834**	**319,974**	**-**	**600,030**	**-**	**-**	**600,030**	**-**	**-**
Net revenue over (under) expenses			***-***	***46,562***	***(49,985)***	***80,420***	***(519,610)***	***200,694***	***401,388***	***(201,730)***	***296,550***	***216,130***

2017 Proposed Budget

City of Littleton
Littleton, Colorado

Sewer Utility Enterprise
2013-2017 Summary of Estimated Financial Sources and Uses

	2013 Actual	2014 Actual	2015 Actual	2016 Adopted Budget	2016 Year-End Estimate	2017 Proposed Budget
Revenues						
Charges for Services	$ 12,612,661	$ 16,603,522	$ 15,109,941	$ 18,588,000	$ 16,265,400	$ 15,637,800
Investment Earnings	100,972	107,565	197,709	185,000	200,000	210,000
Miscellaneous	224,555	260,893	211,582	245,000	198,670	195,000
Total Revenues	12,938,188	16,971,980	15,519,232	19,018,000	16,664,070	16,042,800
Expenditures						
Cost of Sales and Services	7,881,211	9,703,314	9,677,772	10,501,750	10,678,730	13,915,060
Capital Outlay	90,000	-	-	89,000	89,000	205,000
Debt Service:						
Principal	2,250,357	2,365,357	2,444,627	2,440,000	2,587,430	2,646,360
Interest	1,433,261	1,309,433	1,075,416	1,075,000	967,790	904,450
Total Expenditures	11,654,829	13,378,104	13,197,815	14,105,750	14,322,950	17,670,870
Excess (Deficiency) of Financial Sources over Financial Uses	1,283,359	3,593,876	2,321,417	4,912,250	2,341,120	(1,628,070)
Adjustment to Budget Basis	638,481	1,214,126	(106,941)	-	-	-
Cash Balance, Beginning of Year	**$ 12,249,769**	**$ 14,171,609**	**$ 18,979,611**	**$ 21,302,980**	**$ 21,194,090**	**$ 23,535,210**
Cash Balance, End of Year*	**$ 14,171,609**	**$ 18,979,611**	**$ 21,194,087**	**$ 26,215,230**	**$ 23,535,210**	**$ 21,907,140**

* In 2016, the City of Englewood holds an operating deposit of $1,130,000

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Fund 41 Sewer Utility												
Revenues												
41-171-5501		Service Charges	12,292,588	12,575,001	13,026,608	13,640,000	13,640,000	11,214,659	22,429,318	13,640,000	13,912,800	272,800
41-171-5505		Transfer Fee	27,362	28,373	29,497	23,000	23,000	14,265	28,530	25,400	25,000	2,000
41-171-5700		Interest Earnings	100,972	107,565	197,709	185,000	185,000	128,345	256,690	200,000	210,000	25,000
41-171-5722		Contributions	-	-	-	-	-	3,667	7,334	3,670	-	-
41-171-5804		Penalty. Delinquent Charges	171,793	216,291	153,872	200,000	200,000	(499)	(998)	150,000	150,000	(50,000)
41-171-5806		Penalty.Certified Accounts	51,721	42,941	47,295	45,000	45,000	440	880	45,000	45,000	-
41-171-5811		Other Misc. Revenues	1,041	1,661	10,415	-	-	-	-	-	-	-
41-171-5961		Sewer Tap Fees. Inside City	54,915	2,387,500	1,589,700	4,605,000	4,605,000	1,598,778	3,197,556	2,000,000	1,500,000	(3,105,000)
41-171-5962		Sewer Tap Fees.Outside City	237,796	1,612,648	464,136	320,000	320,000	468,786	937,572	600,000	200,000	(120,000)
Total Revenues			**12,938,188**	**16,971,980**	**15,519,232**	**19,018,000**	**19,018,000**	**13,428,441**	**26,856,882**	**16,664,070**	**16,042,800**	**(2,975,200)**
Expenditures												
41-150-7910		WPCRF G.O. Bonds.Prin.	2,250,357	2,365,357	2,444,627	2,440,000	2,440,000	1,293,716	2,587,432	2,587,430	2,646,360	206,360
41-150-7920		WPCRF Revenue Bonds.Int.	1,207,578	1,060,158	826,134	830,000	830,000	364,653	729,306	718,510	655,170	(174,830)
41-150-7923		WPCRF Rev. Bonds.Admin. Fee	225,683	249,275	249,282	245,000	245,000	124,641	249,282	249,280	249,280	4,280
41-311-6010		Salary . Regular	222,695	237,679	259,592	264,830	264,830	137,499	274,998	275,000	287,380	22,550
41-311-6020		Salary . Overtime	6,102	6,458	8,138	7,000	7,000	2,940	5,880	7,000	7,000	-
41-311-6030		Social Security	14,203	15,139	16,656	16,140	16,140	8,769	17,538	16,140	16,870	730
41-311-6035		Medicare	3,322	3,541	3,894	3,770	3,770	2,051	4,102	3,770	3,940	170
41-311-6040		Worker's Comp. Ins.	7,732	8,346	5,817	7,530	7,530	3,832	7,664	7,530	7,870	340
41-311-6050		Medical	31,236	35,314	37,427	37,850	37,850	18,927	37,854	37,850	37,850	-
41-311-6051		Life	667	592	886	1,290	1,290	580	1,160	1,290	1,350	60
41-311-6052		Disability	1,144	969	1,247	1,500	1,500	708	1,416	1,500	1,570	70
41-311-6053		Dental	2,147	2,228	2,558	2,610	2,610	1,303	2,606	2,610	2,610	-
41-311-6054		Vision	-	-	-	-	-	208	416	420	440	440
41-311-6055		Short-Term Disability	-	-	-	-	-	72	144	150	160	160
41-311-6060		ICMA 401A . General Government	8,598	10,328	15,559	17,690	17,690	8,644	17,288	17,690	18,490	800
41-311-6141		ICMA 457 Match 2%	-	929	2,014	2,030	2,030	1,057	2,114	2,030	2,120	90
41-311-6142		Retirement Health Savings	-	-	320	1,280	1,280	690	1,380	1,280	1,280	-
41-311-6143		Service Awards	-	-	-	-	-	(196)	(392)	-	-	-
41-311-6150		Uniforms	1,597	2,013	1,555	-	-	108	216	110	110	110
41-311-6160		Unemployment Insurance	48	58	52	260	260	48	96	260	270	10
41-311-7110		Supplies Office	768	124	1,802	1,350	1,350	310	620	1,350	1,350	-
41-311-7115		Non-Capital Equipment	1,259	1,640	3,000	3,000	3,000	702	1,404	3,000	3,000	-
41-311-7220		Supplies Bldg Materials	2,635	2,809	3,596	3,950	3,950	67	134	3,950	3,950	-
41-311-7250		Supplies Pump Maintenance	14,652	6,115	5,176	6,000	6,000	1,726	3,452	6,000	6,000	-
41-311-7270		Small Tools	614	286	719	550	550	244	488	550	550	-
41-311-7280		Books Magazines Subscription	-	-	-	100	100	-	-	100	100	-
41-311-7300		Supplies Other Special	6,552	2,437	3,943	2,500	2,500	1,339	2,678	2,500	2,500	-
41-311-7360		Software Maintenance	35,201	38,995	36,783	40,200	40,200	43,852	87,704	45,000	45,000	4,800
41-311-7410		Collection Fee	57,550	48,434	53,008	49,000	49,000	3,328	6,656	54,000	54,000	5,000
41-311-7416		Bi-City Joint Plant Admin	386,344	399,406	442,254	475,620	475,620	158,550	317,100	475,000	536,000	60,380
41-311-7417		Bi-City Joint Plant Ops	5,971,759	6,977,725	7,176,475	7,719,660	7,719,660	2,531,993	5,063,986	7,700,000	8,935,550	1,215,890
41-311-7419		Bank Fees	4,174	5,524	4,495	5,000	5,000	2,153	4,306	5,000	5,000	-
41-311-7420		Business Meetings	-	-	111	-	-	-	-	-	-	-
41-311-7430		Professional/Consulting Svcs	19,637	22,108	54,904	15,000	125,200	105,590	211,180	125,200	305,000	290,000
41-311-7431		Audit	9,000	9,000	9,270	9,000	9,000	9,000	18,000	9,000	9,000	-
41-311-7439		County Cert Fees	21	167	257	-	-	-	-	250	250	250
41-311-7446		Uniforms	-	-	-	3,000	3,000	390	780	3,000	3,000	-
41-311-7450		Learning & Education	709	2,191	716	1,500	1,500	358	716	1,500	9,500	8,000

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
41-311-7461		Senior Resident Tax Refund	5,718	5,556	5,637	8,300	8,300	2,087	4,174	6,000	6,000	(2,300)
41-311-7463		Service Awards	-	-	-	-	-	700	1,400	700	1,000	1,000
41-311-7480		Postage & Freight	18,735	13,088	30,039	17,940	17,940	13,963	27,926	30,000	30,000	12,060
41-311-7500		Printing & Binding	6,556	5,937	10,539	9,960	9,960	-	-	9,960	9,960	-
41-311-7510		Rentals	15,000	15,000	15,000	15,000	15,000	7,500	15,000	15,000	15,000	-
41-311-7522		Storm Drainage Charges	-	-	-	500	500	-	-	500	500	-
41-311-7540		Office Equipment Maint.	-	-	732	1,200	1,200	649	1,298	1,200	1,200	-
41-311-7551		Vehicle Maintenance	15,434	29,162	31,402	122,500	122,500	18,805	37,610	45,000	50,000	(72,500)
41-311-7552		Vehicle Rent	10,217	6,811	-	-	-	-	-	-	-	-
41-311-7553		Vehicle Fuel	6,368	6,620	4,321	7,650	7,650	1,565	3,130	4,500	4,500	(3,150)
41-311-7554		Vehicle Extraordinary Charges	1,223	477	949	2,700	2,700	1,197	2,394	2,700	2,700	-
41-311-7555		Vehicle Insurance	2,592	3,141	3,520	3,520	3,520	-	-	3,520	3,520	-
41-311-7560		Radio Maintenance	-	-	-	100	100	-	-	100	100	-
41-311-7570		Other Equipment Maint.	-	2,436	140	1,000	1,000	-	-	1,000	1,000	-
41-311-7585		Repair/Maintenance Projects	619,250	1,389,782	847,155	1,000,000	1,136,350	713,326	1,426,652	1,136,350	2,842,000	1,842,000
41-311-7610		Property & Liability Insurance	69,752	84,750	94,920	99,670	99,670	-	-	99,670	126,020	26,350
41-311-7650		Self Insurance City	-	-	4,194	-	-	-	-	21,500	21,500	21,500
41-311-7700		Other Charges	-	-	-	21,500	21,500	-	-	-	-	(21,500)
41-311-7775		Reimburse General Fund	300,000	300,000	477,000	491,000	491,000	491,000	982,000	491,000	491,000	-
41-311-7850		Capital - Vehicles	-	-	-	89,000	89,000	34,800	69,600	89,000	205,000	116,000
41-311-7890		Capital - Sanitary Sewer Projects	90,000	-	-	-	-	-	-	-	-	-
Total Expenditures			**11,654,829**	**13,378,104**	**13,197,815**	**14,105,750**	**14,352,300**	**6,115,444**	**12,230,888**	**14,322,950**	**17,670,870**	**3,565,120**
Net revenue over (under) expenses			***1,283,359***	***3,593,876***	***2,321,417***	***4,912,250***	***4,665,700***	***7,312,997***	***14,625,994***	***2,341,120***	***(1,628,070)***	***(6,540,320)***

2017 Proposed Budget

City of Littleton
Littleton, Colorado

Storm Drainage Enterprise Fund
2013-2017 Summary of Estimated Financial Sources and Uses

	2013 Actual	2014 Actual	2015 Actual	2016 Adopted Budget	2016 Year-End Estimate	2017 Proposed Budget
Revenues						
Charges for Services	$ 713,512	$ 717,957	$ 727,053	$ 765,000	$ 763,000	$ 787,320
Investment Earnings	8,596	3,254	529	5,000	5,000	5,000
Miscellaneous	5	-	-	1,500	30,090	2,500
Total Revenues	722,113	721,211	727,582	771,500	798,090	794,820
Expenditures						
Cost of Sales and Services	253,339	285,123	312,338	405,330	489,110	389,030
Capital Outlay	503,231	430,274	416,941	550,000	550,000	550,000
Total Expenditures	756,570	715,397	729,279	955,330	1,039,110	939,030
Excess (Deficiency) of Financial Sources over Financial Uses	(34,457)	5,814	(1,697)	(183,830)	(241,020)	(144,210)
Adjustment to Budget Basis	7,795	(84,670)	212,221	-	-	-
Cash Balance, Beginning of Year	**$ 578,431**	**$ 551,769**	**$ 472,913**	**$ 298,760**	**$ 683,440**	**$ 442,420**
Cash Balance, End of Year	**$ 551,769**	**$ 472,913**	**$ 683,437**	**$ 114,930**	**$ 442,420**	**$ 298,210**

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Fund 42 Storm Drainage												
Revenues												
42-171-5501		Utility Charge	700,646	701,470	714,192	753,000	753,000	746,403	1,492,806	753,000	777,320	24,320
42-171-5505		Transfer Fee	2,699	2,434	2,835	1,500	1,500	1,269	2,538	2,500	2,500	1,000
42-171-5700		Interest Earnings	8,596	3,254	529	5,000	5,000	2,553	5,106	5,000	5,000	-
42-171-5722		Contributions	-	-	-	-	-	26,891	53,782	26,890	-	-
42-171-5804		Penalty.Delinq. Storm Dr Charge	10,167	14,053	10,026	12,000	12,000	(238)	(476)	10,000	10,000	(2,000)
42-171-5811		Other Misc Rev	5	-	-	-	-	701	1,402	700	-	-
Total Revenues			**722,113**	**721,211**	**727,582**	**771,500**	**771,500**	**777,579**	**1,555,158**	**798,090**	**794,820**	**23,320**

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Expenditures												
42-313-6010		Salary . Regular	158,186	161,556	167,354	168,800	168,800	91,200	182,400	183,000	191,240	22,440
42-313-6020		Salary . Overtime	2,373	2,373	2,850	3,000	3,000	1,106	2,212	3,000	3,000	-
42-313-6030		Social Security	9,941	10,140	10,578	10,880	10,880	5,738	11,476	11,500	12,020	1,140
42-313-6035		Medicare	2,325	1,686	2,475	2,540	2,540	1,342	2,684	2,700	2,820	280
42-313-6040		Worker's Comp. Ins.	76	902	2,664	3,650	3,650	1,985	3,970	3,970	4,150	500
42-313-6050		Medical	25,300	24,922	27,864	28,160	28,160	14,082	28,164	28,160	28,160	-
42-313-6051		Life	481	(860)	681	870	870	408	816	870	910	40
42-313-6052		Disability	853	689	974	1,020	1,020	500	1,000	1,020	1,070	50
42-313-6053		Dental	1,606	1,676	1,675	1,680	1,680	838	1,676	1,680	1,680	-
42-313-6054		Vision	-	-	-	-	-	133	266	270	280	280
42-313-6055		Short-Term Disability	-	-	-	-	-	47	94	100	110	110
42-313-6060		ICMA 401A . General Government	6,212	7,605	10,675	12,000	12,000	5,920	11,840	12,000	12,540	540
42-313-6141		ICMA 457 Match 2%	-	658	1,957	2,410	2,410	1,017	2,034	2,410	2,520	110
42-313-6142		Retirement Health Savings	-	-	206	820	820	360	720	720	720	(100)
42-313-6143		Service Awards	-	-	-	-	-	196	392	400	420	420
42-313-6150		Uniforms	200	934	645	-	-	-	-	-	-	-
42-313-6160		Unemployment Insurance	30	28	28	180	180	28	56	60	60	(120)
42-313-7110		Supplies Office	281	36	343	200	200	909	1,818	200	200	-
42-313-7115		Non-Capital Equipment	-	-	-	-	-	-	-	1,000	-	-
42-313-7220		Supplies Bldg Materials	302	28	56	500	500	15	30	500	500	-
42-313-7250		Supplies Pump Maintenance	1,800	85	206	1,500	1,500	10	20	1,500	1,500	-
42-313-7270		Small Tools	197	184	328	200	200	138	276	200	200	-
42-313-7285		Dues & Membership	4,871	5,047	4,987	5,000	5,000	4,531	9,062	5,000	5,000	-
42-313-7300		Supplies Other Special	443	1,526	2,749	3,570	3,570	58	116	3,570	3,570	-
42-313-7360		Software Maintenance	3,914	5,615	4,412	4,750	4,750	-	-	4,750	4,750	-
42-313-7419		Bank Fees	464	613	499	600	600	250	500	600	600	-
42-313-7430		Professional/Consulting Svcs	9,292	15,372	6,938	60,000	60,000	8,573	17,146	60,000	10,000	(50,000)
42-313-7431		Audit	1,120	1,120	1,159	1,160	1,160	1,160	2,320	1,160	1,160	-
42-313-7439		County Cert Fee	-	-	-	1,210	1,210	-	-	1,210	1,210	-
42-313-7446		Uniforms	-	-	-	2,600	2,600	-	-	2,600	2,600	-
42-313-7450		Learning & Education	79	-	475	1,000	1,000	-	-	1,000	1,000	-
42-313-7461		Senior Resident Tax Refund	5,716	5,553	5,633	8,250	8,250	2,082	4,164	8,250	8,250	-
42-313-7480		Postage & Freight	2,316	1,618	3,713	2,220	2,220	1,726	3,452	2,220	2,220	-
42-313-7500		Printing & Binding	810	734	1,303	1,230	1,230	-	-	1,230	1,230	-
42-313-7540		Office Equipment Maint.	-	-	412	1,000	1,000	392	784	1,000	1,000	-
42-313-7551		Vehicle Maintenance	1,715	3,240	3,489	2,500	2,500	2,089	4,178	4,000	4,000	1,500
42-313-7552		Vehicle Rent	1,135	757	-	-	-	-	-	-	-	-
42-313-7553		Vehicle Fuel	708	736	480	850	850	174	348	850	850	-
42-313-7554		Vehicle Extraordinary Charges	136	53	105	300	300	133	266	300	300	-
42-313-7555		Vehicle Insurance	288	349	390	390	390	-	-	390	390	-
42-313-7585		Repair/Maintenance Projects	869	18,848	31,375	57,000	122,430	6,814	13,628	122,430	60,000	3,000
42-313-7610		Property & Liab	9,300	11,300	12,660	13,290	13,290	-	-	13,290	16,800	3,510
42-313-7890		Capital - Storm Drainage Projects	503,231	430,274	416,941	550,000	550,000	424,624	849,248	550,000	550,000	-
Total Expenditures			**756,570**	**715,397**	**729,279**	**955,330**	**1,020,760**	**578,578**	**1,157,156**	**1,039,110**	**939,030**	**(16,300)**
Net revenue over (under) expenses			***(34,457)***	***5,814***	***(1,697)***	***(183,830)***	***(249,260)***	***199,001***	***398,002***	***(241,020)***	***(144,210)***	***39,620***

2017 Proposed Budget

City of Littleton
Littleton, Colorado

Emergency Medical Transportation Enterprise
2013-2017 Summary of Estimated Financial Sources and Uses

	2013 Actual	2014 Actual	2015 Actual	2016 Adopted Budget	2016 Year-End Estimate	2017 Proposed Budget
Revenues						
Charges for Services	$ 3,257,394	$ 3,532,101	$ 3,528,181	$ 3,550,000	$ 3,656,350	$ 3,697,950
Miscellaneous	107,278	125,983	158,468	105,000	150,000	150,000
Total Revenues	3,364,672	3,658,084	3,686,649	3,655,000	3,806,350	3,847,950
Expenditures						
Public Safety	3,700,512	3,626,824	3,817,330	3,822,660	3,817,780	3,977,110
Total Expenditures	3,700,512	3,626,824	3,817,330	3,822,660	3,817,780	3,977,110
Other Financing Uses						
Transfers Out	(171,990)	(35,590)	-	-	-	-
Total Other Financing Uses	(171,990)	(35,590)	-	-	-	-
Excess (Deficiency) of Financial Sources over Financial Uses	(507,830)	(4,330)	(130,681)	(167,660)	(11,430)	(129,160)
Adjustment to Budget Basis	(171,953)	(61,302)	(211,852)	-	-	-
Cash Balance, Beginning of Year	**$ 1,448,953**	**$ 769,170**	**$ 703,538**	**$ 379,990**	**$ 361,010**	**$ 349,580**
Cash Balance, End of Year	**$ 769,170**	**$ 703,538**	**$ 361,005**	**$ 212,330**	**$ 349,580**	**$ 220,420**

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Fund 43 EMT												
Revenues												
43-225-5301		Fire Svcs/Littleton F P D	-	14,561	-	-	-	6,352	12,704	6,350	27,400	27,400
43-225-5331		Fire Svcs/Highlands Ranch	-	10,921	-	-	-	-	-	-	20,550	20,550
43-225-5501		Emergency Transport Service	6,321,778	7,740,534	7,937,680	7,800,000	7,800,000	4,177,123	8,354,246	8,000,000	8,000,000	200,000
43-225-5502		Billing Adjustments	(3,064,384)	(4,233,915)	(4,409,499)	(4,250,000)	(4,250,000)	(2,552,774)	(5,105,548)	(4,350,000)	(4,350,000)	(100,000)
43-225-5600		Contractor Fines	1,330	875	-	5,000	5,000	-	-	-	-	(5,000)
43-225-5811		Collection Company Receipts	101,748	125,108	158,468	100,000	100,000	94,829	189,658	150,000	150,000	50,000
43-225-5930		Sale of Capital Assets	4,200	-	-	-	-	-	-	-	-	-
Total Revenues			**3,364,672**	**3,658,084**	**3,686,649**	**3,655,000**	**3,655,000**	**1,725,530**	**3,451,060**	**3,806,350**	**3,847,950**	**192,950**

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Expenditures												
43-225-6010		Salary . Regular	2,035,815	1,990,039	2,225,998	2,145,140	2,145,140	918,790	1,837,580	2,145,140	2,210,460	65,320
43-225-6020		Salary . Overtime	444,673	165,552	188,004	148,500	148,500	98,137	196,274	148,500	152,960	4,460
43-225-6030		Social Security	-	684	6,666	-	-	506	1,012	-	-	-
43-225-6035		Medicare	27,706	29,048	34,177	30,170	30,170	14,973	29,946	30,170	31,080	910
43-225-6040		Worker's Comp . Ins.	66,645	76,034	69,976	95,700	95,700	44,023	88,046	95,700	98,570	2,870
43-225-6050		Medical	271,660	286,414	259,825	260,930	260,930	111,545	223,090	260,930	260,930	-
43-225-6051		Life	5,967	4,629	8,143	10,610	10,610	4,283	8,566	10,610	10,930	320
43-225-6052		Disability	28,342	38,059	41,212	39,480	39,480	18,384	36,768	39,480	40,660	1,180
43-225-6053		Dental	11,953	12,006	12,874	13,310	13,310	5,830	11,660	13,310	13,310	-
43-225-6054		Vision	-	-	-	-	-	1,009	2,018	2,000	2,060	2,060
43-225-6055		Short-Term Disability	-	-	-	-	-	339	678	700	720	720
43-225-6100		Uniform Cleaning Allowance	5,346	5,514	6,685	3,510	3,510	7,830	15,660	3,510	3,620	110
43-225-6130		Educational Benefits	-	4,717	1,702	5,000	5,000	1,187	2,374	5,000	5,150	150
43-225-6141		ICMA 457 Match 2%	-	11,442	31,276	35,410	35,410	13,983	27,966	35,410	36,470	1,060
43-225-6142		Retirement Health Savings	-	-	1,757	6,930	6,930	7,974	15,948	6,930	7,140	210
43-225-6143		Service Awards	-	-	-	-	-	700	1,400	700	1,000	1,000
43-225-6150		Uniforms	-	418	-	-	-	-	-	-	-	-
43-225-6160		Unemployment Insurance	195	227	295	2,080	2,080	105	210	350	360	(1,720)
43-225-6190		Fire Retirement	170,790	165,139	174,609	199,040	199,040	81,135	162,270	199,040	205,010	5,970
43-225-7300		Supplies Other Special	64,139	104,531	97,151	111,780	111,780	41,411	82,822	111,780	111,780	-
43-225-7330		Medical Supplies	171,317	211,048	172,582	200,000	200,000	100,754	201,508	200,000	210,000	10,000
43-225-7350		Hardware Maintenance	17,712	7,768	2,646	16,220	16,220	-	-	16,220	16,220	-
43-225-7360		Software Maintenance	-	4,468	5,490	-	-	(25,000)	(50,000)	-	-	-
43-225-7410		Collection Fee	29,604	34,039	39,293	30,000	30,000	23,898	47,796	30,000	30,000	-
43-225-7419		Bank Fees	5,797	10,268	11,525	9,400	9,400	5,845	11,690	9,400	9,400	-
43-225-7420		Business Meetings	183	1,022	801	1,200	1,200	286	572	1,200	1,200	-
43-225-7430		Billing Fee	126,786	153,902	138,476	161,550	161,550	77,040	154,080	160,000	160,000	(1,550)
43-225-7431		Audit	1,120	-	2,318	-	-	-	-	-	-	-
43-225-7446		Uniforms	-	-	-	2,000	2,000	-	-	2,000	2,000	-
43-225-7450		Learning & Education	35,103	29,646	38,287	53,100	53,100	12,504	25,008	53,100	53,100	-
43-225-7461		Educational Programs	-	4,758	2,634	6,000	6,000	825	1,650	6,000	6,000	-
43-225-7551		Vehicle Maintenance	97,021	78,046	88,373	85,000	85,000	41,484	82,968	85,000	85,000	-
43-225-7553		Vehicle Fuel	32,704	34,880	24,290	40,000	40,000	9,253	18,506	35,000	25,860	(14,140)
43-225-7555		Vehicle Insurance	9,610	13,260	15,000	15,000	15,000	-	-	15,000	15,000	-
43-225-7570		Medical Equipment Maintenance	21,724	31,291	65,948	69,020	69,020	40,701	81,402	69,020	69,020	-
43-225-7610		Property & Liab	18,600	22,600	25,310	26,580	26,580	-	-	26,580	33,600	7,020
43-225-7850		Capital - Vehicles	-	36,404	-	-	-	-	-	-	-	-
43-225-7860		Capital - Other Equipment	-	58,971	24,007	-	-	-	-	-	68,500	68,500
43-600-8534		Transfer to Capital Projects	171,990	35,590	-	-	-	-	-	-	-	-
Total Expenditures			**3,872,502**	**3,662,414**	**3,817,330**	**3,822,660**	**3,822,660**	**1,659,734**	**3,319,468**	**3,817,780**	**3,977,110**	**154,450**
Net revenue over (under) expenses			***(507,830)***	***(4,330)***	***(130,681)***	***(167,660)***	***(167,660)***	***65,796***	***131,592***	***(11,430)***	***(129,160)***	***38,500***

Littleton
ANYTHING BUT LITTLE

Capital Improvement Program (CIP)
Project Request Form
(Projects/Items Greater Than or Equal To $5,000)

Project Title:	EMS/Fire Incident Reporting Software
Project Location:	All fire stations
Requesting Department/Division:	Fire Rescue/EMS Division
Requested Funding for Current Fiscal Year:	$68,500
Projected Date of Completion:	2017
Funding Source/Account No(s).:	43-225-7860

BUDGETED EXPENDITURE SCHEDULE

Project Elements:	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Five-Year Total
Software/Hardware	$ 68,500					**$ 68,500**
						$ -
						$ -
Total Expenditures	**$ 68,500**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 68,500**

Project Description:

High Plains (incident reporting software) recently notified us they will go out of business in mid 2017. This mandates LFR to move to a new ePCR software system (incident reporting software). LFR conducted a RFP in 2016 and chose Emergency Solution Inc. (ESO) to be our new software provider. Other neighboring departments (South and West Metro) are also using ESO, which allows information sharing through our JACC (Jefferson/Arapahoe Consolidated CAD) system. This software will also allow us to transfer patient data on scene during mutual aid calls. Software for EMS and fire records management and fire prevention records management including inspection, permitting, occupancy database, preplans and special events tracking.

Project Evaluation:	
Criteria	Score (-5 to 5)
Public health, safety, welfare or mandate	4
Community/council goals	4
Fiscal impact (capital & operational)	3
Promotes economic development	5
Impact on service levels	5
Project relationship & coordination	4
Project Weighted Score	**4.05**

Annual Operating/Maintenance Cost:	
Personnel Services:	
Contract Services:	
Maintenance Costs:	$ 42,440
Utility Costs:	
Equipment:	
Other:	
Revenues:	
Annual Operational Impact:	$ 42,440

REVENUE/FUNDING SCHEDULE

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total Revenue/Funding
City Funding	$ 20,550	$ -	$ -	$ -	$ -	$ 20,550
Debt/Financing	$ -	$ -	$ -	$ -	$ -	$ -
Grant (Federal, State or Local)	$ -	$ -	$ -	$ -	$ -	$ -
Contributed Project or Shared Costs	$ 47,950	$ -	$ -	$ -	$ -	$ 47,950
Revenue Enhancements	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenue/Funding:	**$ 68,500**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 68,500**

2017 Proposed Budget

City of Littleton
Littleton, Colorado

South Metro Area Communications Center Fund
2013-2017 Summary of Estimated Financial Sources and Uses

	2013 Actual	2014 Actual	2015 Actual	2016 Adopted Budget	2016 Year-End Estimate	2017 Proposed Budget
Revenues						
Intergovernmental	$ 866,540	$ 865,394	$ 865,249	$ 1,183,100	$ 1,179,570	$ 1,262,370
Miscellaneous	(1,237)	1,058	-	-	-	-
Total Revenues	865,303	866,452	865,249	1,183,100	1,179,570	1,262,370
Expenditures						
Public Safety	1,069,745	1,024,902	1,056,702	1,473,520	1,477,330	1,614,060
Total Expenditures	1,069,745	1,024,902	1,056,702	1,473,520	1,477,330	1,614,060
Other Financing Sources						
Transfers In	270,000	300,000	300,000	291,130	289,450	351,690
Total Other Financing Sources	270,000	300,000	300,000	291,130	289,450	351,690
Excess (Deficiency) of Financial Sources over Financial Uses	65,558	141,550	108,547	710	(8,310)	-
Adjustment to Budget Basis	(104,108)	(130,059)	(77,877)	-	-	-
Cash Balance, Beginning of Year	**$ 128,262**	**$ 89,712**	**$ 101,203**	**$ 35,870**	**$ 131,870**	**$ 123,560**
Cash Balance, End of Year	**$ 89,712**	**$ 101,203**	**$ 131,873**	**$ 36,580**	**$ 123,560**	**$ 123,560**

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Fund 44 SMCC												
Revenues												
44-223-5301		Littleton F P D	302,265	303,751	294,815	334,650	334,650	164,795	329,590	332,730	425,640	90,990
44-223-5302		Highlands Ranch F P D	256,548	261,643	270,434	278,450	278,450	137,314	274,628	276,840	348,730	70,280
44-223-5305		Cunningham F P D	307,727	300,000	300,000	300,000	300,000	150,000	300,000	300,000	300,000	-
44-223-5330		Grant - E-911 Board	-	-	-	270,000	270,000	-	-	270,000	188,000	(82,000)
44-223-5811		Other Misc. Revenues	(1,237)	1,058	-	-	-	-	-	-	-	-
44-600-5901		Tr In . General Fund	270,000	300,000	300,000	291,130	291,130	-	-	289,450	351,690	60,560
Total Revenues			**1,135,303**	**1,166,452**	**1,165,249**	**1,474,230**	**1,474,230**	**452,109**	**904,218**	**1,469,020**	**1,614,060**	**139,830**

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Expenditures												
44-223-6010		Salary . Regular	661,688	629,257	642,267	743,020	743,020	343,697	687,394	743,020	761,080	18,060
44-223-6015		Field Training Officer Pay	5,224	7,546	7,095	6,700	6,700	5,404	10,808	6,700	8,000	1,300
44-223-6020		Salary . Overtime	50,960	69,415	83,654	56,650	56,650	42,015	84,030	56,650	58,350	1,700
44-223-6030		Social Security	43,936	43,300	44,777	42,200	42,200	23,900	47,800	42,200	43,470	1,270
44-223-6035		Medicare	10,275	10,127	10,480	9,870	9,870	5,590	11,180	9,870	10,170	300
44-223-6040		Worker's Comp. Ins.	1,260	1,290	1,023	1,290	1,290	711	1,422	1,290	1,330	40
44-223-6050		Medical	86,562	94,824	127,421	147,540	147,540	68,152	136,304	147,540	147,540	-
44-223-6051		Life	1,929	1,446	2,633	3,370	3,370	1,568	3,136	3,140	3,230	(140)
44-223-6052		Disability	3,573	2,597	3,474	3,940	3,940	1,843	3,686	3,670	3,780	(160)
44-223-6053		Dental	6,558	6,586	7,009	7,340	7,340	3,740	7,480	7,340	7,340	-
44-223-6054		Vision	-	-	-	-	-	696	1,392	1,390	1,430	1,430
44-223-6055		Short-Term Disability	-	-	-	-	-	209	418	420	430	430
44-223-6060		ICMA 401A . General Government	25,166	28,866	39,515	46,330	46,330	23,153	46,306	46,330	47,720	1,390
44-223-6130		Educational Benefits	-	-	-	-	-	5,869	11,738	7,000	-	-
44-223-6141		ICMA 457 Match 2%	-	1,354	5,306	3,950	3,950	3,552	7,104	3,950	4,070	120
44-223-6142		Retirement Health Savings	-	-	900	3,600	3,600	1,800	3,600	3,600	3,600	-
44-223-6150		Uniforms	2,542	4,013	4,960	-	-	-	-	-	-	-
44-223-6160		Unemployment Insurance	164	180	163	670	670	157	314	670	690	20
44-223-6199		Personnel Changes	-	-	-	-	-	-	-	-	113,150	113,150
44-223-7110		Supplies Office	2,727	3,099	2,904	3,300	3,300	2,112	4,224	3,300	3,300	-
44-223-7280		Books Magazines Subscription	429	168	220	400	400	72	144	400	400	-
44-223-7285		Dues & Memberships	376	755	973	1,400	1,400	312	624	1,400	1,400	-
44-223-7300		Supplies Other Special	3,141	8,398	6,090	8,100	8,100	3,045	6,090	8,100	8,100	-
44-223-7350		Hardware Maintenance	7,835	-	-	4,500	4,500	-	-	-	-	(4,500)
44-223-7360		Software Maintenance	100,393	13,385	4,088	22,500	33,880	15,759	31,518	22,500	22,500	-
44-223-7420		Business Meetings	862	805	479	1,200	1,200	844	1,688	1,200	1,200	-
44-223-7430		Professional/Consulting Svcs	675	414	298	3,500	3,500	50	100	3,500	1,000	(2,500)
44-223-7431		Audit	560	-	464	-	-	-	-	-	-	-
44-223-7446		Uniforms	-	-	-	5,500	5,500	1,170	2,340	5,500	5,500	-
44-223-7450		Learning & Education	14,664	9,074	11,280	11,000	11,000	7,880	15,760	11,000	12,500	1,500
44-223-7470		Telecommunications	-	3,379	8,869	19,060	19,060	6,772	13,544	19,060	19,680	620
44-223-7510		Rentals	-	-	-	-	-	-	-	-	-	-
44-223-7540		Office Equipment Maint	1,030	1,606	697	800	800	74	148	800	800	-
44-223-7560		Radio Maintenance	7,112	7,563	11,659	14,000	14,000	970	1,940	14,000	14,000	-
44-223-7570		Other Equipment Maint.	950	3,919	3,542	4,000	4,000	90	180	4,000	4,000	-
44-223-7580		Bldg & Property M & R	333	8,855	1,176	2,500	2,500	27	54	2,500	2,500	-
44-223-7610		Property & Liab	9,300	11,300	12,660	13,290	13,290	-	-	13,290	16,800	3,510
44-223-7842		PC Software	-	29,575	-	-	-	-	-	-	188,000	188,000
44-223-7860		Other Equipment	19,521	21,807	10,626	282,000	282,000	18,859	37,718	282,000	97,000	(185,000)
Total Expenditures			**1,069,745**	**1,024,902**	**1,056,702**	**1,473,520**	**1,484,900**	**590,092**	**1,180,184**	**1,477,330**	**1,614,060**	**140,540**
Net revenue over (under) expenses			***65,558***	***141,550***	***108,547***	***710***	***(10,670)***	***(137,983)***	***(275,966)***	***(8,310)***	***-***	***(710)***

Littleton
ANYTHING BUT LITTLE

Capital Improvement Program (CIP)
Project Request Form
(Projects/Items Greater Than or Equal To $5,000)

Project Title:	Littleton Fire E-911 Agency Operating Fund
Project Location:	Littleton Fire Communication Center and Back up Communication Center
Requesting Department/Division:	South Metro Area Comm Center
Requested Funding for Current Fiscal Year:	$103,000
Projected Date of Completion:	Ongoing
Funding Source/Account No(s).:	44-223-7842

BUDGETED EXPENDITURE SCHEDULE

Project Elements:	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Five-Year Total
Furniture/Fixture/Equipment	$ 103,000	$ 103,000	$ 103,000	$ 103,000	$ 103,000	**$ 515,000**
						$ -
						$ -
Total Expenditures	**$ 103,000**	**$ 103,000**	**$ 103,000**	**$ 103,000**	**$ 103,000**	**$ 515,000**

Project Description:

Arapahoe County E-911 Authority has created an Agency Operating Fund (AOF) to provide a mechanism for funding the emergency communications needs of agencies and Public Safety Answering Points (PSAPs), both primary and secondary. All expenditures from this fund are subject to annual appropriation from the Arapahoe County E-911 Authority. The LFR Communications Center equipment purchases are reimbursable from the AOF after a pre-approval process has been completed by the Arapahoe County E-911 Authority. Unspent funds will be returned to the Arapahoe County E-911s general fund after a three year period.

Project Evaluation:	
Criteria	Score (-5 to 5)
Public health, safety, welfare or mandate	
Community/council goals	
Fiscal impact (capital & operational)	
Promotes economic development	
Impact on service levels	
Project relationship & coordination	
Project Weighted Score	

Annual Operating/Maintenance Cost:	
Personnel Services:	
Contract Services:	
Maintenance Costs:	
Utility Costs:	
Equipment:	
Other:	
Revenues:	
Annual Operational Impact:	$ -

REVENUE/FUNDING SCHEDULE						
	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total Revenue/Funding
City Funding	$ -	$ -	$ -	$ -	$ -	$ -
Debt/Financing	$ -	$ -	$ -	$ -	$ -	$ -
Grant (Federal, State or Local)	$ 103,000	$ 103,000	$ 103,000	$ 103,000	$ 103,000	$ 515,000
Contributed Project or Shared Costs	$ -	$ -	$ -	$ -	$ -	$ -
Revenue Enhancements	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenue/Funding:	**$ 103,000**	**$ 103,000**	**$ 103,000**	**$ 103,000**	**$ 103,000**	**$ 515,000**

Littleton
ANYTHING BUT LITTLE

Capital Improvement Program (CIP)
Project Request Form
(Projects/Items Greater Than or Equal To $5,000)

Project Title:	Radio Replacement Program
Project Location:	Littleton Fire Rescue Communication Center
Requesting Department/Division:	South Metro Area Comm Center
Requested Funding for Current Fiscal Year:	$12,000
Projected Date of Completion:	2017
Funding Source/Account No(s).:	44-223-7860

BUDGETED EXPENDITURE SCHEDULE

Project Elements:	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Five-Year Total
Furniture/Fixture/Equipment	$ 12,000	$ 12,000	$ 12,000	$ 12,000	$ 12,000	**$ 60,000**
						$ -
						$ -
Total Expenditures	**$ 12,000**	**$ 12,000**	**$ 12,000**	**$ 12,000**	**$ 12,000**	**$ 60,000**

Project Description:

The communication center has replaced two radio consolettes and portable radios a year in order to reduce radio maintenance of these radios and stay current with the most current models and technology. This ensures that all radios and antenna are replaced on a regular cycle. For 2017 we are planning on replacing our VHF backup repeater which is out dated and unable to repair. The Communication Center was not part of the citywide radio replacement which occurred in 2016.

Project Evaluation:	
Criteria	Score (-5 to 5)
Public health, safety, welfare or mandate	
Community/council goals	
Fiscal impact (capital & operational)	
Promotes economic development	
Impact on service levels	
Project relationship & coordination	
Project Weighted Score	**0**

Annual Operating/Maintenance Cost:	
Personnel Services:	
Contract Services:	
Maintenance Costs:	
Utility Costs:	
Equipment:	
Other:	
Revenues:	
Annual Operational Impact:	$ -

REVENUE/FUNDING SCHEDULE

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total Revenue/Funding
City Funding	$ 3,600	$ 3,600	$ 3,600	$ 3,600	$ 3,600	$ 18,000
Debt/Financing	$ -	$ -	$ -	$ -	$ -	$ -
Grant (Federal, State or Local)	$ -	$ -	$ -	$ -	$ -	$ -
Contributed Project or Shared Costs	$ 8,400	$ 8,400	$ 8,400	$ 8,400	$ 8,400	$ 42,000
Revenue Enhancements	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenue/Funding:	**$ 12,000**	**$ 12,000**	**$ 12,000**	**$ 12,000**	**$ 12,000**	**$ 60,000**

Littleton
ANYTHING BUT LITTLE

Capital Improvement Program (CIP)
Project Request Form
(Projects/Items Greater Than or Equal To $5,000)

Project Title:	Automated Voice Dispatch System
Project Location:	Littleton Fire Rescue Communication Center
Requesting Department/Division:	South Metro Area Emergency Comm Center
Requested Funding for Current Fiscal Year:	$170,000
Projected Date of Completion:	2017
Funding Source/Account No(s).:	44-223-7842 ($85,000) & 44-223-7860 ($85,000)

BUDGETED EXPENDITURE SCHEDULE

Project Elements:	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Five-Year Total
AVD system	$ 170,000	$ 14,000	$ 14,000	$ 14,000	$ 14,000	**$ 226,000**
						$ -
						$ -
Total Expenditures	**$ 170,000**	**$ 14,000**	**$ 14,000**	**$ 14,000**	**$ 14,000**	**$ 226,000**

Project Description:

This software will automate the actual voice dispatch (AVD) portion of the radio dispatching of incidents, increasing accuracy or the airings, reducing the possibility if a dispatcher transposing an address, removed emotion from the voice dispatch. This allows multiple call alerts to be sent out in queue reducing overall call processing time. This will permit a dispatcher to commit the resource and move on to another task, be that handling radio traffic on an operations channel or processing another incoming 911 calls. We are requesting $85,000 capital and would use Arapahoe County E-911 AOF funds for the remaining $ 85,000 of the costs, subject to their appropation. There is an annual software maintenance fee associated with updating street names and problem natures within the system.

Project Evaluation:	
Criteria	Score (-5 to 5)
Public health, safety, welfare or mandate	
Community/council goals	
Fiscal impact (capital & operational)	
Promotes economic development	
Impact on service levels	
Project relationship & coordination	
Project Weighted Score	

Annual Operating/Maintenance Cost:	
Personnel Services:	
Contract Services:	
Maintenance Costs:	$ 14,000
Utility Costs:	
Equipment:	
Other:	
Revenues:	
Annual Operational Impact:	$ 14,000

REVENUE/FUNDING SCHEDULE

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total Revenue/Funding
City Funding	$ 25,500	$ 4,200	$ 4,200	$ 4,200	$ 4,200	$ 42,300
Debt/Financing	$ -	$ -	$ -	$ -	$ -	$ -
Grant (Federal, State or Local)	$ 85,000	$ -	$ -	$ -	$ -	$ 85,000
Contributed Project or Shared Costs	$ 59,500	$ 9,800	$ 9,800	$ 9,800	$ 9,800	$ 98,700
Revenue Enhancements	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenue/Funding:	**$ 170,000**	**$ 14,000**	**$ 14,000**	**$ 14,000**	**$ 14,000**	**$ 226,000**

2017 Proposed Budget

City of Littleton
Littleton, Colorado

Geneva Village Fund
2013-2017 Summary of Estimated Financial Sources and Uses

	2013 Actual	2014 Actual	2015 Actual	2016 Adopted Budget	2016 Year-End Estimate	2017 Proposed Budget
Revenues						
Rental Payments	$ 124,909	$ 116,046	$ 136,949	$ 126,000	$ 126,000	$ 126,000
Investment Earnings	330	339	35	300	1,000	1,000
Miscellaneous	652	532	1,809	1,000	1,350	1,000
Total Revenues	125,891	116,917	138,793	127,300	128,350	128,000
Expenditures						
Cost of Services	98,439	103,552	129,001	148,640	131,240	208,000
Total Expenditures	98,439	103,552	129,001	148,640	131,240	208,000
Other Financing Sources/(Uses)						
Transfers In	-	-	-	-	-	75,000
Transfers Out	(52,600)	-	-	-	-	-
Total Other Financing Sources/(Uses)	(52,600)	-	-	-	-	75,000
Excess (Deficiency) of Financial Sources over Financial Uses	(25,148)	13,365	9,792	(21,340)	(2,890)	(5,000)
Adjustment to Budget Basis	1,035	1,888	(1,214)	-	-	-
Cash Balance, Beginning of Year	**$ 108,137**	**$ 84,024**	**$ 99,277**	**$ 78,280**	**$ 107,860**	**$ 104,970**
Cash Balance, End of Year	**$ 84,024**	**$ 99,277**	**$ 107,855**	**$ 56,940**	**$ 104,970**	**$ 99,970**

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Fund 45 Geneva Village												
Revenues												
45-660-5700		Interest Earnings	330	339	35	300	300	725	1,450	1,000	1,000	700
45-660-5710		Geneva Village Rent	124,909	116,046	136,949	126,000	126,000	51,689	103,378	126,000	126,000	-
45-660-5811		Other Misc. Revenues	652	532	1,809	1,000	1,000	1,342	2,684	1,350	1,000	-
45-660-5901		Tr In.General Fund	-	-	-	-	-	-	-	-	75,000	75,000
Total Revenues			**125,891**	**116,917**	**138,793**	**127,300**	**127,300**	**53,756**	**107,512**	**128,350**	**203,000**	**75,700**
Expenditures												
45-660-7285		Dues & Memberships	-	-	-	200	200	-	-	-	-	(200)
45-660-7414		Management Fee	12,603	12,643	12,739	12,600	12,600	6,288	12,576	12,600	12,600	-
45-660-7430		Professional/Consulting Svcs	27,500	32,500	30,000	30,000	30,000	12,500	25,000	30,000	30,000	-
45-660-7520		Electricity & Gas	24,406	32,076	23,119	29,000	29,000	9,319	18,638	25,000	25,000	(4,000)
45-660-7522		Storm Drainage Charges	-	-	-	8,700	8,700	-	-	-	-	(8,700)
45-660-7525		Water & Sewer Charges	3,108	9,350	9,740	14,500	14,500	7,510	15,020	10,000	10,000	(4,500)
45-660-7580		Bldg & Property M & R	26,172	11,332	47,073	47,000	47,000	28,769	57,538	47,000	122,000	75,000
45-660-7610		Property & Liability Insurance	4,650	5,650	6,330	6,640	6,640	-	-	6,640	8,400	1,760
45-600-8501		Transfer out General Fund	52,600	-	-	-	-	-	-	-	-	-
Total Expenditures			**151,039**	**103,552**	**129,001**	**148,640**	**148,640**	**64,386**	**128,772**	**131,240**	**208,000**	**59,360**
Net revenue over (under) expenses			***(25,148)***	***13,365***	***9,792***	***(21,340)***	***(21,340)***	***(10,630)***	***(21,260)***	***(2,890)***	***(5,000)***	***16,340***

Employee Insurance Fund
2013-2017 Summary of Estimated Financial Sources and Uses

	2013 Actual	2014 Actual	2015 Actual	2016 Adopted Budget	2016 Year-End Estimate	2017 Proposed Budget
Revenues						
Charges for Services	$ 397,293	$ 381,790	$ 370,059	$ 490,460	$ 70,630	$ 73,890
Employer/Employee Contributions	7,326,016	8,041,567	8,398,989	8,829,900	9,134,620	9,301,270
Investment Earnings	31,823	69,916	48,752	31,250	43,050	37,500
Miscellaneous	40,108	116,697	3,006	79,000	55,700	13,000
Total Revenues	7,795,240	8,609,970	8,820,806	9,430,610	9,304,000	9,425,660
Expenditures						
General Government	8,684,176	8,211,958	8,637,254	9,315,580	8,749,210	9,171,440
Total Expenditures	8,684,176	8,211,958	8,637,254	9,315,580	8,749,210	9,171,440
Other Financing Sources/(Uses)						
Transfers In	-	275,000	-	-	-	-
Transfers Out	-	-	-	-	(250,000)	(250,000)
Total Other Financing Sources/(Uses)	-	275,000	-	-	(250,000)	(250,000)
Excess (Deficiency) of Financial Sources over Financial Uses	(888,936)	673,012	183,552	115,030	304,790	4,220
Fund Balance, Beginning of Year	**$ 2,655,311**	**$ 1,766,375**	**$ 2,439,387**	**$ 3,048,480**	**$ 2,622,940**	**$ 2,927,730**
Fund Balance, End of Year	**$ 1,766,375**	**$ 2,439,387**	**$ 2,622,939**	**$ 3,163,510**	**$ 2,927,730**	**$ 2,931,950**

2017 Proposed Budget

City of Littleton
Littleton, Colorado

Health Insurance Fund
2013-2017 Summary of Estimated Financial Sources and Uses

	2013 Actual	2014 Actual	2015 Actual	2016 Adopted Budget	2016 Year-End Estimate	2017 Proposed Budget
Revenues						
Charges for Services	$ 382,376	$ 365,534	$ 357,600	$ 407,960	$ 34,280	$ 700
Employer/Employee Contributions	6,091,671	6,681,105	7,074,461	7,217,230	7,470,700	7,602,410
Investment Earnings	14,476	41,705	21,507	21,000	21,000	21,000
Miscellaneous	33,073	230	205	69,000	51,000	3,000
Total Revenues	6,521,596	7,088,574	7,453,773	7,715,190	7,576,980	7,627,110
Expenditures						
General Government	7,284,239	7,098,135	7,262,086	7,641,650	7,363,420	7,585,980
Total Expenditures	7,284,239	7,098,135	7,262,086	7,641,650	7,363,420	7,585,980
Excess (Deficiency) of Financial Sources over Financial Uses	(762,643)	(9,561)	191,687	73,540	213,560	41,130
Fund Balance, Beginning of Year	**$ 1,765,297**	**$ 1,002,654**	**$ 993,093**	**$ 1,530,380**	**$ 1,184,780**	**$ 1,398,340**
Fund Balance, End of Year	**$ 1,002,654**	**$ 993,093**	**$ 1,184,780**	**$ 1,603,920**	**$ 1,398,340**	**$ 1,439,470**

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Fund 60 Employee Health Insurance Fund												
Revenues												
60-171-5752		Cafeteria Plan	17,879	-	96	-	-	-	-	-	-	-
60-174-5700		Interest Earnings	14,476	41,705	21,507	21,000	21,000	12,557	25,114	21,000	21,000	-
60-174-5742		City Contr . PPO	4,531,225	4,910,355	5,214,999	5,352,180	5,352,180	2,753,346	5,506,692	5,500,000	5,601,020	248,840
60-174-5743		City Contr . Dental	229,696	242,056	244,077	247,000	247,000	130,357	260,714	260,700	278,830	31,830
60-174-5744		Retiree Contr . Dental	393	-	1,768	-	-	-	-	-	-	-
60-174-5745		Retiree Contr . Health	5,242	13,198	11,981	-	-	-	-	-	-	-
60-174-5746		Empl. Contr.PPO	1,102,071	1,301,917	1,392,618	1,338,050	1,338,050	713,184	1,426,368	1,430,000	1,415,760	77,710
60-174-5747		Empl. Contr.POS	1,940	-	-	-	-	-	-	-	-	-
60-174-5748		Empl. Contr.Dental	226,346	226,776	222,767	230,000	230,000	115,257	230,514	230,000	230,000	-
60-174-5749		Refunds & Misc. Health	15,134	105	109	3,000	3,000	46,590	93,180	47,000	3,000	-
60-174-5750		COBRA Admin 2% Fees	694	912	923	700	700	185	370	700	700	-
60-174-5751		SMHO Contr . PPO	351,162	328,452	321,055	377,260	377,260	31,534	63,068	31,530	-	(377,260)
60-174-5752		SMHO Contr . Dental	25,278	22,972	21,873	30,000	30,000	2,050	4,100	2,050	-	(30,000)
60-174-5754		Vision	-	-	-	50,000	50,000	38,439	76,878	50,000	76,800	26,800
60-174-5801		Other Misc Revenue	60	125	-	66,000	66,000	3,800	7,600	4,000	-	(66,000)
Total Revenues			**6,521,596**	**7,088,574**	**7,453,773**	**7,715,190**	**7,715,190**	**3,847,299**	**7,694,598**	**7,576,980**	**7,627,110**	**(88,080)**
Expenditures												
60-171-7419		Bank Fees	741	721	883	1,030	1,030	102	204	1,000	1,000	(30)
60-171-7437		Cafeteria Sec 125 Admin Fee	7,691	7,619	6,732	8,500	8,500	4,758	9,516	9,800	10,800	2,300
60-171-7700		Other Charges	-	33,534	(3,543)	-	-	-	-	-	2,500	2,500
60-174-7360		Software Maintenance	12,023	7,953	6,059	5,000	5,000	5,642	11,284	5,700	6,500	1,500
60-174-7420		Business Meetings	705	-	-	500	500	-	-	500	500	-
60-174-7430		Admin Fees	490,055	552,269	581,327	640,000	640,000	152,451	304,902	350,000	370,000	(270,000)
60-174-7431		Audit	560	1,130	34,506	2,000	2,000	2,000	4,000	2,000	-	(2,000)
60-174-7432		Benefit Consulting Fees	19,450	36,365	32,156	45,000	45,000	14,588	29,176	45,000	45,000	-
60-174-7440		Vision	81,602	81,281	81,049	50,000	50,000	31,986	63,972	65,000	75,000	25,000
60-174-7510		Lease Agreement	-	5,140	-	5,680	5,680	-	-	5,600	5,680	-
60-174-7662		Stop Loss Prem..PPO	588,297	804,337	612,497	825,940	825,940	257,678	515,356	850,820	770,000	(55,940)
60-174-7672		Claims Paid	5,642,541	5,115,512	5,469,985	5,600,000	5,600,000	2,766,072	5,532,144	5,600,000	5,870,000	270,000
60-174-7674		Dental Claims Paid	357,711	366,807	362,980	400,000	400,000	56,353	112,706	380,000	380,000	(20,000)
60-174-7690		Employee Wellness Program	63,528	64,941	48,857	30,000	30,000	574	1,148	20,000	20,000	(10,000)
60-174-7691		Employee Assistance Program	19,335	20,526	28,598	28,000	28,000	13,699	27,398	28,000	29,000	1,000
Total Expenditures			**7,284,239**	**7,098,135**	**7,262,086**	**7,641,650**	**7,641,650**	**3,305,903**	**6,611,806**	**7,363,420**	**7,585,980**	**(55,670)**
Net revenue over (under) expenses			***(762,643.00)***	***(9,561)***	***191,687***	***73,540***	***73,540***	***541,396***	***1,082,792***	***213,560***	***41,130***	***(32,410)***

Life AD&D Fund
2013-2017 Summary of Estimated Financial Sources and Uses

	2013 Actual	2014 Actual	2015 Actual	2016 Adopted Budget	2016 Year-End Estimate	2017 Proposed Budget
Revenues						
Charges for Services	$ 14,917	$ 16,256	$ 12,459	$ 82,500	$ 36,350	$ 73,190
Employer/Employee Contributions	437,361	474,360	560,294	627,070	745,210	620,150
Miscellaneous	-	69,742	15	-	-	-
Investment Earnings	3,895	(253)	1,420	250	1,500	1,500
Total Revenues	456,173	560,105	574,188	709,820	783,060	694,840
Expenditures						
General Government	461,236	534,263	637,181	709,780	802,400	709,400
Total Expenditures	461,236	534,263	637,181	709,780	802,400	709,400
Other Financing Sources						
Transfers In	-	275,000	-	-	-	-
Total Other Financing Sources	-	275,000	-	-	-	-
Excess (Deficiency) of Financial Sources over Financial Uses	(5,063)	300,842	(62,993)	40	(19,340)	(14,560)
Fund Balance, Beginning of Year	**$ 13,822**	**$ 8,759**	**$ 309,601**	**$ 293,560**	**$ 246,610**	**$ 227,270**
Fund Balance, End of Year	**$ 8,759**	**$ 309,601**	**$ 246,608**	**$ 293,600**	**$ 227,270**	**$ 212,710**

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Fund 61 Employee Life AD&D LTD Unemployment												
Revenues												
61-174-5742	1072	City Contr.Life & AD&D	85,816	93,749	129,458	136,000	136,000	78,243	156,486	605,660	538,560	402,560
61-174-5742	1073	City Contr . LTD	351,545	380,611	425,467	438,070	438,070	239,422	478,844	122,330	68,360	(369,710)
61-174-5742	1429	City Contr . STD	-	-	-	53,000	53,000	4,037	8,074	17,220	13,230	(39,770)
61-174-5742	1220	City Payroll Unemployment	4,941	5,187	5,369	65,600	65,600	5,334	10,668	35,170	73,190	7,590
61-174-5751	1072	SMHO Contr . Life & AD&D	3,773	3,805	5,480	7,500	7,500	1,179	2,358	1,180	-	(7,500)
61-174-5751	1073	SMHO Contr . LTD	6,203	7,263	6,979	9,400	9,400	-	-	-	-	(9,400)
61-174-5700		Interest Earnings	3,895	(253)	1,420	250	250	1,280	2,560	1,500	1,500	1,250
61-174-5811		Other Misc. Revenues	-	69,742	15	-	-	-	-	-	-	-
61-600-5901		Tr In . General Fund	-	275,000	-	-	-	-	-	-	-	-
Total Revenues			**456,173**	**835,105**	**574,188**	**709,820**	**709,820**	**329,495**	**658,990**	**783,060**	**694,840**	**(14,980)**
Expenditures												
61-174-7430		Admin Fees - STD	-	-	-	16,000	16,000	-	-	16,000	16,000	-
61-174-7671		Claims Paid . Other	-	-	-	-	800	-	-	-	-	-
61-174-7662	1072	Ins Prem . Life & A D & D	366,716	385,803	499,171	143,500	143,500	284,351	568,702	600,000	538,500	395,000
61-174-7662	1073	Ins Prem .L. T. D.	92,552	106,531	89,234	447,480	447,480	44,177	88,354	110,000	68,500	(378,980)
61-174-7672	1220	Claims Paid . Unemployment	1,968	41,930	34,736	65,000	65,000	60,410	120,820	60,000	73,200	8,200
61-174-7672		Claims Paid . Other	-	-	-	800	-	-	-	-	-	(800)
61-174-7673	1429	Claims Paid . STD	-	-	14,040	37,000	37,000	4,067	8,134	16,400	13,200	(23,800)
Total Expenditures			**461,236**	**534,263**	**637,181**	**709,780**	**709,780**	**393,005**	**786,010**	**802,400**	**709,400**	**(380)**
Net revenue over (under) expenses			***(5,063)***	***300,842***	***(62,993)***	***40***	***40***	***(63,510)***	***(127,020)***	***(19,340)***	***(14,560)***	***(14,600)***

Workers Compensation Fund
2013-2017 Summary of Estimated Financial Sources and Uses

	2013 Actual	2014 Actual	2015 Actual	2016 Adopted Budget	2016 Year-End Estimate	2017 Proposed Budget
Revenues						
Employer/Employee Contributions	$ 796,984	$ 886,102	$ 764,236	$ 985,600	$ 918,710	$ 1,078,710
Investment Earnings	13,452	28,464	25,825	10,000	20,550	15,000
Miscellaneous	7,035	46,725	2,786	10,000	4,700	10,000
Total Revenues	817,471	961,291	792,847	1,005,600	943,960	1,103,710
Expenditures						
General Government	938,701	579,560	737,987	964,150	583,390	876,060
Total Expenditures	938,701	579,560	737,987	964,150	583,390	876,060
Other Financing Uses						
Transfers Out	-	-	-	-	(250,000)	(250,000)
Total Other Financing Uses	-	-	-	-	(250,000)	(250,000)
Excess (Deficiency) of Financial Sources over Financial Uses	(121,230)	381,731	54,860	41,450	110,570	(22,350)
Fund Balance, Beginning of Year	**$ 876,190**	**$ 754,960**	**$ 1,136,691**	**$ 1,224,540**	**$ 1,191,550**	**$ 1,302,120**
Fund Balance, End of Year	**$ 754,960**	**$ 1,136,691**	**$ 1,191,551**	**$ 1,265,990**	**$ 1,302,120**	**$ 1,279,770**

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Fund 64 Worker's Compensation Insurance Fund												
Revenues												
64-174-5700		Interest Earnings	13,452	28,464	25,825	10,000	10,000	10,554	21,108	20,550	15,000	5,000
64-174-5742		City Payroll Contribution	796,984	886,102	764,236	985,600	985,600	564,737	1,129,474	918,710	1,078,710	93,110
64-174-5749		Refunds & Misc. Revenue	7,035	46,725	2,786	10,000	10,000	1,218	2,436	4,700	10,000	-
Total Revenues			**817,471**	**961,291**	**792,847**	**1,005,600**	**1,005,600**	**576,509**	**1,153,018**	**943,960**	**1,103,710**	**98,110**
Expenditures												
64-174-7360		Software Maintenance	-	1,944	-	-	-	-	-	-	-	-
64-174-7419		Bank Fees	797	851	1,269	1,150	1,150	108	216	430	500	(650)
64-174-7430		Admin Fees	23,388	37,179	5,794	40,000	40,000	13,144	26,288	13,140	14,000	(26,000)
64-174-7431		Broker/ Act/Audit	23,548	15,000	18,962	16,000	16,000	20,250	40,500	20,250	21,000	5,000
64-174-7435		TPA Expenses	23,238	22,094	31,857	30,000	30,000	11,047	22,094	22,100	23,000	(7,000)
64-174-7443		Special Legal Services	-	600	-	5,000	5,000	-	-	-	-	(5,000)
64-174-7450		Learning & Education	-	191	-	2,000	2,000	-	-	-	-	(2,000)
64-174-7662		Stop Loss	117,445	69,994	83,375	95,000	95,000	221,648	443,296	83,820	95,000	-
64-174-7672		Claims Paid	750,285	431,707	596,730	775,000	775,000	346,824	693,648	443,650	722,560	(52,440)
64-600-8568		Tr Out . P & L	-	-	-	-	-	-	-	250,000	250,000	250,000
Total Expenditures			**938,701**	**579,560**	**737,987**	**964,150**	**964,150**	**613,021**	**1,226,042**	**833,390**	**1,126,060**	**161,910**
Net revenue over (under) expenses			***(121,230)***	***381,731***	***54,860***	***41,450***	***41,450***	***(36,512)***	***(73,024)***	***110,570***	***(22,350)***	***(63,800)***

Fleet Maintenance Fund
2013-2017 Summary of Estimated Financial Sources and Uses

	2013 Actual	2014 Actual	2015 Actual	2016 Adopted Budget	2016 Year-End Estimate	2017 Proposed Budget
Revenues						
Charges for Services	$ 2,477,345	$ 1,989,095	$ -	$ -	$ -	$ -
Investment Earnings	30,903	35,448	-	-	-	-
Gain on Sale of Capital Assets	78,335	16,902	-	-	-	-
Miscellaneous	1,543	31,850	-	-	-	-
Total Revenues	2,588,126	2,073,295	-	-	-	-
Expenditures						
General Government	2,679,687	2,511,013	-	-	-	-
Total Expenditures	2,679,687	2,511,013	-	-	-	-
Other Financing Uses						
Transfers Out	-	(970,843)	-	-	-	-
Total Other Financing Uses	-	(970,843)	-	-	-	-
Deficiency of Financial Sources over Financial Uses	(91,561)	(1,408,561)	-	-	-	-
Adjustment to Budget Basis	(103,015)	43,494	-	-	-	-
Cash Balance, Beginning of Year	**$ 1,559,643**	**$ 1,365,067**	**$ -**	**$ -**	**$ -**	**$ -**
Cash Balance, End of Year	**$ 1,365,067**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Fund 65 Fleet Maintenance												
Revenues												
65-171-5507		SMHO . Vehicle Maint	2,838	7,423	-	-	-	-	-	-	-	-
65-171-5510		State of Colorado - Fuel	-	-	-	-	-	-	-	-	-	-
65-171-5700		Interest Earnings	30,903	35,448	-	-	-	-	-	-	-	-
65-171-5722		Contributions	-	31,296	-	-	-	-	-	-	-	-
65-171-5865		Misc Refunds & Payments	1,543	554	-	-	-	-	-	-	-	-
65-171-5891		Depts . Veh Insurance	144,492	175,230	-	-	-	-	-	-	-	-
65-171-5892		Depts . Veh Maintenance	977,282	892,111	-	-	-	-	-	-	-	-
65-171-5893		Depts . Veh Repl/Dpr	742,300	480,707	-	-	-	-	-	-	-	-
65-171-5894		Depts . Veh Fuel	522,193	405,388	-	-	-	-	-	-	-	-
65-171-5896		Depts . Veh Extraord Chg	88,240	28,236	-	-	-	-	-	-	-	-
65-171-5930		Gain/Loss on Asset Disposal	78,335	16,902	-	-	-	-	-	-	-	-
Total Revenues			**2,588,126**	**2,073,295**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Expenditures												
65-150-7910		Lease Payment	121,567	-	-	-	-	-	-	-	-	-
65-171-6010		Salary . Regular	383,249	370,135	-	-	-	-	-	-	-	-
65-171-6020		Salary . Overtime	21,870	15,893	-	-	-	-	-	-	-	-
65-171-6030		Social Security	24,549	24,742	-	-	-	-	-	-	-	-
65-171-6035		Medicare	5,741	5,787	-	-	-	-	-	-	-	-
65-171-6040		Worker's Comp. Ins.	9,379	10,879	-	-	-	-	-	-	-	-
65-171-6050		Medical	72,535	81,971	-	-	-	-	-	-	-	-
65-171-6051		Life	1,121	1,139	-	-	-	-	-	-	-	-
65-171-6052		Disability	2,053	2,187	-	-	-	-	-	-	-	-
65-171-6053		Dental	3,519	4,258	-	-	-	-	-	-	-	-
65-171-6060		ICMA 401A . General Government	13,881	16,652	-	-	-	-	-	-	-	-
65-171-6150		Uniforms	4,710	4,512	-	-	-	-	-	-	-	-
65-171-6160		Unemployment Insurance	95	92	-	-	-	-	-	-	-	-
65-171-7110		Supplies Office	587	1,117	-	-	-	-	-	-	-	-
65-171-7115		Non-Capital Equipment	5,000	22,256	-	-	-	-	-	-	-	-

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
65-171-7220		Supplies Bldg Materials	1,574	727	-	-	-	-	-	-	-	-
65-171-7270		Small Tools	3,879	6,444	-	-	-	-	-	-	-	-
65-171-7280		Books Magazines Subscription	174	253	-	-	-	-	-	-	-	-
65-171-7285		Dues & Memberships	929	724	-	-	-	-	-	-	-	-
65-171-7300		Supplies Other Special	7,920	4,281	-	-	-	-	-	-	-	-
65-171-7321		Unleaded Gas	250,524	258,622	-	-	-	-	-	-	-	-
65-171-7322		Diesel Fuel	221,853	199,197	-	-	-	-	-	-	-	-
65-171-7323		Ethanol - E-85	23,567	10,469	-	-	-	-	-	-	-	-
65-171-7325		Tires	58,468	63,124	-	-	-	-	-	-	-	-
65-171-7326		Parts Batteries Supplies	267,552	334,879	-	-	-	-	-	-	-	-
65-171-7360		Software Maintenance	9,282	14,252	-	-	-	-	-	-	-	-
65-171-7450		Learning & Education	5,681	6,006	-	-	-	-	-	-	-	-
65-171-7510		Rentals	410	456	-	-	-	-	-	-	-	-
65-171-7540		Office Equipment Maint.	1,356	1,274	-	-	-	-	-	-	-	-
65-171-7560		Radio Maintenance	1,908	-	-	-	-	-	-	-	-	-
65-171-7570		Other Equipment Maint.	4,005	8,087	-	-	-	-	-	-	-	-
65-171-7610		Property & Liability Insur	228,100	175,150	-	-	-	-	-	-	-	-
65-171-7700		Outside Labor/Parts/Vehicle Wash	209,784	208,982	-	-	-	-	-	-	-	-
65-171-7756		Depr - Veh/Ser Equipment	712,865	656,467	-	-	-	-	-	-	-	-
65-171-7850		Vehicles	-	-	-	-	-	-	-	-	-	-
65-171-7860		Other Equipment	-	-	-	-	-	-	-	-	-	-
65-171-8534		Tr Out - Capital Proj Fund	-	970,843	-	-	-	-	-	-	-	-
Total Expenditures			**2,679,687**	**3,481,856**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Net revenue over (under) expenses			***(91,561)***	***(1,408,561)***	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

2017 Proposed Budget

City of Littleton
Littleton, Colorado

Property & Liability Fund
2013-2017 Summary of Estimated Financial Sources and Uses

	2013 Actual	2014 Actual	2015 Actual	2016 Adopted Budget	2016 Year-End Estimate	2017 Proposed Budget
Revenues						
Charges for Services	$ 633,831	$ 1,045,850	$ 383,150	$ 294,570	$ 367,270	$ 461,720
Investment Earnings	3,437	3,199	8,020	3,000	5,180	2,000
Miscellaneous	30	717,162	344,358	30,000	126,000	50,000
Total Revenues	637,298	1,766,212	735,528	327,570	498,450	513,720
Expenditures						
General Government	791,661	1,068,519	1,018,409	952,500	901,030	940,120
Total Expenditures	791,661	1,068,519	1,018,409	952,500	901,030	940,120
Other Financing Sources						
Transfers In	-	-	-	-	250,000	250,000
Total Other Financing Sources	-	-	-	-	250,000	250,000
Excess (Deficiency) of Financial Sources over Financial Uses	(154,363)	697,693	(282,881)	(624,930)	(152,580)	(176,400)
Fund Balance, Beginning of Year	**$ 399,437**	**$ 245,074**	**$ 942,767**	**$ 1,138,320**	**$ 659,890**	**$ 507,310**
Fund Balance, End of Year	**$ 245,074**	**$ 942,767**	**$ 659,886**	**$ 513,390**	**$ 507,310**	**$ 330,910**

2017 Proposed Budget

Account Number	Project	Description	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Final Budget	June 2016 YTD	2016 Annualized Estimate	2016 Year-End Estimate	2017 Budget	Change From 2016 Approved Budget
Fund 68 Property & Liability Insurance												
Revenues												
68-171-5700		Interest Earnings	3,437	3,199	8,020	3,000	3,000	2,588	5,176	5,180	2,000	(1,000)
68-171-5742		Claims Reimbursement	80,131	717,162	344,358	30,000	30,000	75,226	150,452	126,000	50,000	20,000
68-171-5855		Insurance Claims Paid	30	-	-	-	-	-	-	-	-	-
68-171-5871		General Fund Operations	214,000	735,100	35,100	135,100	135,100	36,350	72,700	207,800	260,100	125,000
68-171-5874		Sewer Fund	69,750	84,750	94,920	99,670	99,670	-	-	99,670	126,020	26,350
68-171-5875		Storm Fund	9,300	11,300	12,660	13,290	13,290	-	-	13,290	16,800	3,510
68-171-5876		EMT Fund	18,600	22,600	25,310	26,580	26,580	-	-	26,580	33,600	7,020
68-171-5877		Comm Center	9,300	11,300	12,660	13,290	13,290	-	-	13,290	16,800	3,510
68-171-5878		Geneva Village Fund	4,650	5,650	6,330	6,640	6,640	-	-	6,640	8,400	1,760
68-171-5880		Fleet Maintenance	228,100	175,150	196,170	-	-	-	-	-	-	-
68-171-5964		Tr.In - Worker's Comp	-	-	-	-	-	-	-	250,000	250,000	250,000
Total Revenues			**637,298**	**1,766,212**	**735,528**	**327,570**	**327,570**	**114,164**	**228,328**	**748,450**	**763,720**	**436,150**
Expenditures												
68-171-6010		Salary	66,714	-	-	-	-	-	-	-	-	-
68-171-6030		Social Security	4,065	-	-	-	-	-	-	-	-	-
68-171-6035		Medicare	951	-	-	-	-	-	-	-	-	-
68-171-6050		Medical	8,903	-	-	-	-	-	-	-	-	-
68-171-6053		Dental	306	-	-	-	-	-	-	-	-	-
68-171-6060		ICMA 401A Gen Govt	2,669	-	-	-	-	-	-	-	-	-
68-174-7285		Dues & Memberships	-	-	-	500	500	-	-	-	-	(500)
68-174-7430		Professional & Consulting	11,538	-	-	10,000	10,000	-	-	-	-	(10,000)
68-174-7431		Broker/Act/Audit	3,047	80	10,500	50,000	50,000	26,250	52,500	50,000	155,000	105,000
68-174-7610		Property & Liability Insurance	346,504	405,514	457,283	492,000	492,000	251,230	502,460	481,660	482,000	(10,000)
68-174-7650		Self Insurance - City	346,964	662,925	550,626	400,000	400,000	212,212	424,424	337,310	303,120	(96,880)
68-174-7850		Vehicles	-	-	-	-	32,060	32,060	64,120	32,060	-	-
Total Expenditures			**791,661**	**1,068,519**	**1,018,409**	**952,500**	**984,560**	**521,752**	**1,043,504**	**901,030**	**940,120**	**(12,380)**
Net revenue over (under) expenses			***(154,363)***	***697,693***	***(282,881)***	***(624,930)***	***(656,990)***	***(407,588)***	***(815,176)***	***(152,580)***	***(176,400)***	***448,530***

City of Littleton
General Fund Expenditures by Category
YTD Comparison 2013-2015, Projected 2016 and Proposed Budget 2017

Description	Actuals			Budget	Year-End Estimate	Proposed Budget	Budget Change	2016 YE Estimate to 2017 Budget Change
	2013	2014	2015	2016	2016	2017		
Salaries	25,811,250	26,584,196	28,684,505	31,151,870	31,312,680	34,459,760	11%	10%
Overtime	1,735,646	1,484,076	2,094,551	1,570,960	1,926,810	1,925,060	23%	0%
Soc. Sec., Medicare, Work. Comp	1,736,453	1,848,290	1,843,981	2,236,060	2,219,800	2,233,840	0%	1%
Insurance - Medical	4,006,128	4,470,214	4,701,464	5,315,110	5,181,270	5,200,910	-2%	0%
Insurance - Life	75,894	77,626	116,563	156,270	155,130	156,270	0%	1%
Insurance - Disability	305,737	338,677	374,608	432,560	431,490	432,560	0%	0%
Insurance - Dental	201,669	212,620	216,965	241,850	240,870	241,850	0%	0%
Insurance - Vision	-	-	-	-	9,190	8,280	100%	-10%
Insurance - Short Term Disab.	-	-	-	-	3,220	2,920	100%	-9%
Retirement (ICMA, Def. Comp)	1,740,653	1,972,565	2,415,754	3,087,910	2,985,100	3,067,010	-1%	3%
Misc Benefits	441,950	472,360	480,936	143,760	198,940	144,310	0%	-27%
Supplies Office	132,352	128,350	168,738	178,080	177,650	178,480	0%	0%
Office Furniture/ Non Capital	53,646	91,802	105,437	116,840	126,950	115,890	-1%	-9%
Supplies Janitorial	45,950	45,394	43,945	57,420	57,420	60,220	5%	5%
Chemicals	4,395	9,877	9,369	9,000	9,000	11,000	22%	22%
Sand and Gravel	478	916	673	2,000	2,000	2,000	0%	0%
Asphalt and Paving Materials	300,035	288,985	249,536	300,000	300,000	300,000	0%	0%
Supplies Snow/Ice Removal	138,144	107,024	167,907	125,000	125,000	125,000	0%	0%
Traffic Lane Marking	36,087	40,224	41,125	36,000	45,000	45,000	25%	0%
Traffic and Street Signs	28,528	27,915	26,022	30,000	38,000	40,000	33%	5%
Supplies Bldg Materials	111,505	134,652	133,636	139,200	142,200	165,200	19%	16%
Supplies Signal Maintenance	27,991	27,734	26,840	26,400	26,400	100,000	279%	279%
Small Tools	29,900	45,111	52,219	60,750	64,450	62,600	3%	-3%
Book Magazine Subscriptions	35,499	68,835	94,723	128,690	113,600	78,190	-39%	-31%
Collection Materials	280,292	225,944	295,100	279,000	279,000	280,000	0%	0%
Dues and Memberships	154,235	82,386	156,115	151,910	155,890	167,510	10%	7%
Station Supplies	4,919	3,652	7,053	8,400	8,400	10,000	19%	19%
Supplies Other Special	398,074	419,767	340,207	482,210	417,770	475,820	-1%	14%
Animal Care Supplies	24,446	24,018	20,658	25,500	25,500	25,500	0%	0%
Inventories	23,702	22,040	455,176	622,350	443,000	586,450	-6%	32%
Hardware Maintenance	47,464	42,665	75,145	130,760	116,860	111,350	-15%	-5%
Software Maintenance	195,250	470,815	502,690	716,400	684,920	724,490	1%	6%
Collection Fees	143,469	145,383	166,098	152,900	165,230	166,990	9%	1%
Filing and Recording Fees	600	991	541	800	800	800	0%	0%
Bank Fees	59,420	56,284	43,172	25,200	33,940	34,440	37%	1%
Business Meetings	41,967	36,341	31,412	51,650	45,980	51,500	0%	12%

City of Littleton
General Fund Expenditures by Category
YTD Comparison 2013-2015, Projected 2016 and Proposed Budget 2017

Description	Actuals			Budget	Year-End Estimate	Proposed Budget	Budget Change	2016 YE Estimate to 2017 Budget Change
	2013	2014	2015	2016	2016	2017		
Professional/Consulting Fees	2,182,699	2,126,147	2,099,778	1,693,320	2,280,300	2,150,140	27%	-6%
Audit	45,962	33,750	43,323	34,000	34,000	34,000	0%	0%
External Communications	83,546	78,538	42,758	47,000	67,000	67,000	43%	0%
Personnel Recruitment	55,339	122,290	207,923	280,700	299,320	89,100	-68%	-70%
Special Legal Services	115,325	170,174	194,527	183,670	223,000	183,000	0%	-18%
Learning & Education	323,490	361,644	434,246	499,650	468,160	502,550	1%	7%
Uniforms and PPE	-	-	212	417,170	514,670	548,870	32%	7%
Employee Programs	13,008	14,816	12,924	12,000	7,000	12,000	0%	71%
Civic Programs	672,036	610,692	648,303	894,410	1,078,180	1,013,380	13%	-6%
Telecommunications	411,259	401,217	473,007	431,960	436,940	537,540	24%	23%
Postage and Freight	89,032	89,923	91,623	132,000	122,000	122,000	-8%	0%
Advertising/Legal Services	2,209	2,574	3,691	5,000	4,750	4,350	-13%	-8%
Printing and Binding	168,870	219,940	193,613	215,000	240,000	230,000	7%	-4%
Rentals	81,806	79,168	87,331	124,800	98,230	95,200	-24%	-3%
Utilities	651,445	760,811	600,194	750,000	650,000	660,000	-12%	2%
Water and Sewer Charges	209,458	254,175	247,693	293,900	266,600	267,400	-9%	0%
Street Lighting	1,099,066	1,067,181	905,630	1,100,000	1,100,000	1,100,000	0%	0%
Office Equipment Maintenance	60,486	40,993	70,868	93,900	90,350	91,450	-3%	1%
Fleet Maintenance Charges	2,290,970	1,812,843	608,702	652,700	606,700	688,430	5%	13%
Radio Maintenance	33,192	28,284	29,521	51,010	31,250	38,830	-24%	24%
Traffic Signal Maintenance	89,696	47,057	76,159	75,000	75,000	75,000	0%	0%
Other Equipment Maintenance	217,598	201,910	272,718	342,380	292,880	356,900	4%	22%
Bldg & Property M&R	150,139	153,641	204,363	271,750	254,750	280,900	3%	10%
Property & Liability Ins	214,000	735,100	139,660	135,100	135,100	185,100	37%	37%
FF Heart & Circ Benefit	-	-	31,500	45,000	47,000	48,000	7%	2%
Other Charges	699	1,639	89,243	150,000	90,000	150,000	0%	67%
Election	16,609	-	66,782	50,000	-	30,000	-40%	100%
Collections Acquisitions	1,243	13,724	12,085	8,000	8,000	8,000	0%	0%
Tree Replacement	8,703	12,310	25,115	25,000	25,000	25,000	0%	0%
Building Improvements	-	14,182	-	10,000	55,530	-	-100%	-100%
Office Equipment	-	-	-	-	-	-	0%	0%
Vehicles	-	77,919	-	-	-	-	0%	0%
Other Equipment	-	11,591	5,700	6,500	6,620	10,000	54%	51%
Street Rehabilitation	28,799	-	-	-	-	-	0%	0%
Transfers Out	2,963,217	3,026,115	4,530,634	1,691,130	1,989,450	1,351,690	-20%	-32%
Total	**50,653,623**	**$52,578,078**	**$56,592,690**	**$58,914,860**	**$59,867,240**	**$62,747,030**	7%	5%

City of Littleton Revenues by Source

(Last Updated 08/26/2016)

Retail Sales Tax – 01-171-5011

The City of Littleton collects a 3 percent (3%) tax on sales of tangible personal property and specific services within the City limits. Sales Taxes are collected by the retailer and are reported directly to the City on either a monthly, quarterly, or annual basis. The current sales tax rate was set by the City Council in 1979.
Source: City Code: 3-9-3-1 & 3-9-3-5

General Use Tax – 01-171-5014

A Use Tax is levied as a complement to the City sales tax at 3 percent (3%) and is imposed upon taxable purchases where a sales tax was not legally imposed. The Use Tax consists of three (3) types: General Use, Building Material Use and Motor Vehicle Use. General Use Tax is levied on the use of tangible personal property (e.g., furniture, fixtures, supplies, and equipment) purchased outside the City limits, not included in the Building Material Use Tax or the Motor Vehicle Use Tax.
Source: City Code: 3-9-3-1 & 3-9-3-5

Sales Tax-Motor Vehicles – 01-171-5015

This 3 percent (3%) tax is charged at the point-of-sale on the purchase of motor vehicles to be housed or garaged within the City. The tax is remitted to each county by the vendor and the counties distribute the tax to the local municipalities based on where the purchaser resides. The City of Littleton receives motor vehicle sales taxes, less a 5% collection fee (set by state statute), from Arapahoe, Douglas and Jefferson counties each month.
Source: City Code: 3-9-3-1 (F) & 3-9-3-5

Property Tax-Current Year – 01-171-5021

Property Taxes are levied on December 31, and attach as an enforceable lien on property as of January 1. Taxes are due January 1 and are payable February 28 and June 15, if paid in installments, or April 30 if paid with a single payment. Taxes are delinquent, if not paid, as of August 1. If the taxes are not paid within subsequent periods, the property may be sold at a public auction. Arapahoe, Douglas and Jefferson Counties bill and collect all of the property taxes and remit collections to the City on a monthly basis after deducting a one percent (1%) collection fee.
The mill levy rate for Littleton in 2017 is anticipated to remain at the 2016 level of 6.662 mills (Ordinance 89, Series 2015). A mill is one-tenth of one cent. In other words, one mill represents $1 for every $1,000 in assessed property value. The mill levy is multiplied by the assessed valuation of a property to calculate the property tax. The City of Littleton's mill levy has been 6.662 since 1991.

Penalties on Delinquent Tax – 01-171-5023

Interest is charged on delinquent taxes that are paid in the year following their due date. The City does not budget for this revenue as the amount received is typically immaterial. In addition, the penalties on delinquent taxes are difficult to quantify as it is impossible to tell which delinquent taxes will be paid.

Specific Ownership Tax – 01-171-5031

The Specific Ownership Tax is paid by owners of motor vehicles, trailers, semi-trailers, and trailer-coaches in lieu of all ad valorem taxes on motor vehicles. The amount of the tax paid is a function of the class, age, and value of the vehicle. Generally, the amount of tax paid decreases with the age of the vehicle.

Specific Ownership Taxes for Class A vehicles, which includes any motor vehicle, truck, truck tractor, trailer or semi-trailer used to transport persons or property over public highways for compensation are paid to the State. Specific Ownership Taxes are distributed to each city/district based on the entity's percentage of the total property tax dollar warrant as a percent of the total tax dollar warrant for the entire County.

Source: §42-3-101, C.R.S.

General Cigarette Tax – 01-171-5032

The State of Colorado taxes wholesale distributors of tobacco products at the rate of 84 cents ($0.84) per pack. State tax stamps are issued to the distributors as evidence of payment. Each year an amount of State funds from the tax on tobacco products is distributed to counties and municipalities that do not impose any fee, license, or tax on cigarettes. The amount received is based on the proportion of State sales tax collected in each municipality. For rates:

http://www.colorado.gov/cs/Satellite/Revenue/REVX/1177017542076

Source: §39-28-102, C.R.S.

Licenses & Permits – Licenses & Permits are established by ordinance that allows the City to collect various licenses or permit fees. These licenses or permit fees allow the purchaser to perform or provide specific services or goods within the City. There are several types of licenses and permits required within the City.

Liquor License – 01-171-5111

The City charges annual fees for licenses to sell liquor. The City Code (Title 3, Chapter 2) defines these fees. This account is used for three different liquor license fees: the City License, Change in Corporate Structure and Special Events fees. City licenses typically start at $3.75 and max out at $75. The change in corporate structure fees start at $100 and the special events licenses start at $10 and increase based on length of event and types of liquor sold.

Source: City Code 3-2-3 & 3-2-9

Liquor License Renewal – 01-171-5112

To renew an existing liquor license, the fee is $50/year.

Source: City Code 3-2-5 (C)

Liquor License Transfer – 01-171-5113

To transfer an existing liquor license after the sale of a business or change in ownership, the fee is $250.

Source: City Code 3-2-5 (B)

Liquor Occupancy Tax – 01-171-5114

A typical annual liquor license occupancy tax fee is $720 for retail or drug stores and $1,080 for hotels, restaurants, taverns and clubs.

Source: City Code 3-2-3 (B)

Liquor Manager License – 01-171-5115

This is a $75 annual fee charged to managers of restaurants and hotels.

Source: City Code 3-2-5 (D)

Liquor Temporary License – 01-171-5116

This $100 fee is charged for a temporary liquor license upon a pending transfer of ownership.

Source: City Code 3-2-5 (E)

Liquor License Processing Fee – 01-171-5118

This $450 fee is charged for processing all new liquor license applications.

Source: City Code 3-2-5 (A)

Liquor Fine in Lieu of Suspension – 01-171-5119

This fee is charged for liquor license violations in place of requiring the business to cease sale of liquor for a period of time. The current fee is 20% of gross sales of alcohol during the dates of suspension.

Source: City Code 3-2-13

License – MMJ City – 01-171-5121

Annual fee of $2,000 to renew an existing medical marijuana license.

Source: City Code 3-20-12(D) and Resolution 2009-3

Medical Marijuana – Corporate Structure – 01-171-5123

Processing fee of $200 for change in corporate structure of medical marijuana center or $400 for change of registered manager and modification of premises

Source: City Code 3-20-3 (G) and Resolution 2009-3

Medical Marijuana Application Fee – 01-171-5127

Application fee of $2,500 for medical marijuana center.

Source: City Code 3-20-3 (F) and Resolution 2009-3

Peddler's License – 01-171-5192

The city previously issued a Peddlers & Hawkers License to those conducting business door to door within the City of Littleton. This fee was discontinued in 2015.

Source: City Code 3-4-2; Repealed by Ordinance 49, Series 2014

Amusement and Vending Machine – 01-171-5193

Previously, the city issued licenses for exhibiting or displaying amusement or vending machines. This fee was discontinued in 2015.

Source: City Code 3-6-3; Repealed by Ordinance 49, Series 2014

Arboriculture License – 01-171-5194

The City issues licenses to cut, prune, remove or spray trees, shrubs, vines or hedges within the City. The fee for arboriculture licenses is $25 annually.

Source: City Code 8-4-3

Sign Permits/Strips – 01-171-5195

The City charges a fee for temporary sign permits and a fee for placing letters on sign templates which can be rented from the Community Development office. In addition, this fee is charged for permits to erect, construct, enlarge, alter, repair, move, improve, convert or demolish any sign within the City.

Source: City Code 4-3-3-4

Security Alarm Permits & Licenses – 01-171-5196

The City's fee for security alarm permits/licenses is $100 annually.

Source: City Code 3-7-4

Revocable Licenses – 01-171-5197

Revenue derived from individuals or contractors who purchase a permit to work in the City's right-of-way or perform street cuts. Depending on the type of revocable license issued, there may be an associated fee.

Source: City Code 8-1-5 (B)

Other Licenses & Permits – 01-171-5198

These licenses include circuses, carnivals, etc.

Source: City Code Title 3 (various chapters)

Franchise Charges – The City maintains four specific franchise charges, Electric, Gas, Telephone and Cable Television Franchise Charges:

Electric/Gas Franchise Charge – 01-171-5231 & 5232

The City currently has a nonexclusive franchise agreement with Xcel Energy for the right to furnish, sell, and distribute electricity and natural gas to residents and businesses within the community. The agreement provides Xcel Energy with access to public property to provide these services. In consideration for this franchise, the Company pays the City a sum equal to three percent (3%) of all revenues received from the sale of electricity and natural gas. The franchise agreement with Xcel (Public Service Company) was most recently renewed in 2008.

Source: City Code 8-8-5

Telephone Charge- 01-171-5233

The City Code provides for a business and occupation tax for telephone utilities to be paid annually in the amount of $92,000. This fee is paid in equal monthly installments by the current telephone service provider, Qwest Communications, Inc. This tax was first approved in 1979 at $72,000 annually and was increased in 1984 to its current level.

Source: City Code 3-12-1, Ordinance 1979-23, Ord. 1984-34

Cable Television Franchise Charge – 01-171-5234

This fee is compensation for the benefits and privileges granted under the Cable Television Franchise Agreement. The fees are in consideration of permission to use City streets and rights-of-way for the provision of cable services. Throughout the duration of the Agreement, the fee is established at five percent (5%) of gross subscriber revenues. The franchise agreement with Comcast Cable was most recently renewed in 2003.

Source: City Code 8-9-5(A)

Arapahoe County IGA – Vendor Fee – 01-171-5307

In November 2003, the citizens of Arapahoe County approved a 0.25% sales and use tax to be used on Open Space objectives (originally expiring in 2013.) The City collects this use tax on building and construction materials for Arapahoe County when building permits are issued. As a fee for collecting, tracking and remitting this use tax, the City charges the County a fee of 5% of the total use tax collected. This fee is netted from the total due to the County each month. The voters approved to extend this tax another ten years and it is now set to expire in 2023.

Source: Intergovernmental Agreement with Arapahoe County signed 11/23/2004 and amended on 11/20/2012

Highway Maintenance Grant – 01-171-5309

Funding is received from the State of Colorado for a contract for signal maintenance. This contract was most recently approved September 26, 2014 with the option for renewal each state fiscal year (July 1 thru June 30.) The five-year contract provides for $45,420 annually to pay for maintenance of 13 traffic signals at a rate of $290/month.
Source: State Contract Routing #15-HAA70089

Click It or Ticket – 01-171-5310

Colorado Dept. of Transportation offers an annual grant to coincide with their Click-It or Ticket campaign each May. The State reimburses local police agencies for overtime expenses incurred during the campaign up to a certain dollar amount. The goals of the campaign are to increase awareness of the current seatbelt laws, the GDL (graduated driver's license) laws and the likelihood of receiving a ticket for non-compliance with the established laws.

$1.50 & $2.50 Motor Vehicle Reg – 01-171-5322

Each County is authorized to collect two additional registration fees on vehicles in the amount of $1.50 and $2.50 annually. The amount is then allocated to the County and local municipalities based on the place of residence of the registered owner of the vehicle. These revenues are to be expended only for the construction and maintenance of highways, roads and streets within the City's boundaries. No collection fees are charged by the Counties for this fee.
Source: §42-3-310, C.R.S.

County Road & Bridge – 01-171-5331

Each county imposes a separate countywide mill levy for maintaining road surfaces and bridges. Funds are shared with local governments and are distributed quarterly based on the percent of assessed valuation to total countywide assessed valuation.

Sale of Plans/Reports/Copies – 01-171-5504

Revenue is collected for miscellaneous copies, plans or reports from various sources. The cost is $0.25 per page.

SMHO Vehicle Maintenance – 01-171-5507

Reimbursement from South Metro Housing Options (formerly Littleton Housing Authority) for vehicle maintenance provided by the Fleet Maintenance division.

Cash Discounts Earned – 01-171-5701

Certain vendors offer a cash discount for timely payment of invoices. The City attempts to take advantage of these discounts whenever possible by paying invoices in a timely manner. All cash discounts from invoices paid are receipted into this account.

Rent – Light Rail Station – 01-171-5712

The City owns the historic Denver and Rio Grande Train Depot which currently serves as a station for the light rail commuter line. The City leases a portion of this building to a concessionaire (Romancing the Bean) for a price of $400 per month.
Source: Agreement signed June 21, 2011 and Ordinance 2011-11

Rent – 5890 S. Bemis – 01-171-5713

Revenue from Western Welcome Week (non-profit public charity) for rental of City-owned property at 5890 S. Bemis St. The current rate is $120 per year and is typically received in April each year.

Rent – DLK Parking Lot – 01-171-5715

Revenue from Melting Pot for rental of a City-owned parking lot at current rate of $1,800/year (pursuant to agreement signed 6/4/2013.) Previous rental rate was $50/month (original agreement signed in 1991.)

Restitution/City – 01-171-5802
Restitution/City – 01-201-5802
Restitution/City – 01-220-5802
Restitution/City – 01-302-5802
Restitution/City – 01-520-5802

Occasionally a circumstance presents itself in which the City must seek restitution for damages to or loss of City property (typically in the form of library materials, light poles, traffic signs, or City-owned vehicles in the instance of a traffic accident.) Any court-awarded restitution is receipted into a revenue account in the department which incurred the damages.

NSF Fees – 01-171-5803

The City imposes a $35 fee for each check that is returned to the City due to insufficient funds after it is presented for deposit at the bank.
Source: Resolution 2014-39

Tree Sales – 01-171-5808

In late winter/early spring each year, the City purchases trees which are sold to residents, businesses and schools for improvement of the community. The City sells these trees based on applications and on a first-come, first-served basis. The rates are $30 per bare root tree and $50 for balled and burlapped trees. In 2015, the City sold over 200 trees to be planted in the City limits.
Source: City of Littleton Website

Calendar Ads – 01-171-5809

Each year, the City publishes an annual report/calendar which is distributed at no cost. To cover a portion of the calendar costs, the City sells advertising space in the calendar at a rate of $350 for a month/page and $75 for the back cover. Several entities are given a free sponsorship spot on the annual report/calendar.

Historic Downtown Merchant Fee – 01-171-5810

For years, a group of Littleton Downtown Merchant chose to fund their historic preservation efforts with a percent of their monthly sales. The City was designated to collect this fee based on the sales revenues reported each quarter and to remit this fee to the Historic Downtown Merchant group. To recoup the costs associated with collecting and remitting this fee, the City received a small administrative fee. In 2010, it was decided that the City was incurring extensive costs to maintain this program and recouping less than $20 annually. The City no longer provides this service and these revenues will no longer be received.

Other Misc. Revenues – 01-171-5811

Revenue that is derived from all other miscellaneous sources that is infrequent and not specifically recorded elsewhere.

Reimbursed Personnel Costs – 01-171-5850

When City employees are called in to serve as witnesses in court, the City is reimbursed for the time those employees were serving as witnesses. This line item is also used for other (infrequent) reasons that employees' time or benefits costs should be reimbursed to the City.

Rebates – 01-171-5851

The City earns an annual rebate on the monthly spending capacity of their purchasing cards.

Sewer Utility Fund – 01-171-5874

Each year, the City of Littleton transfers funds from the Sewer Utility Enterprise Fund to reimburse the City for administrative expenses provided to the joint venture Littleton/Englewood Wastewater Treatment Plant (accounted for as the enterprise fund: Sewer Utility).

Sale of Capital Assets – 01-171-5930

This account is used to account for the sale of assets not owned jointly by the fire partners and not maintained by the Fleet division. Capital assets must have a minimum purchase price of $5,000 and a useful life exceeding one year.

Events – 01-110-5522

The City hosts many events throughout the year. Some of these events require an entry fee or sell concesssions. Event-related revenues are recorded in this account.

Sponsorships – 01-110-5812

The City hosts many events throughout the year. Some of these events receive sponsorships. Event-related revenues are recorded in this account.

Passport Fees – 01-172-5503

The City started collecting passport applications again in December 2008. The City collects a $25 execution fee for each application processed and also charges a fee for overnight delivery, if requested, at a rate of $18.30 per application._The overnight delivery fee is paid to the postal service from the City's postage account.
Source: Fees are mandated by the U.S. Department of State (travel.state.gov/passport/fees).

Open Records Request – 01-172-5504

By law, the City is required to comply with certain requests for information from the public. As some of these requests are lengthy or time consuming, a fee is charged to the requestor to provide reasonable compensation for time and resources used while completing the request.

Court Costs – 01-173-5502

Court costs are assessed by the Presiding Judge for defendants who plead not guilty no contest, guilty or are convicted of violating any municipal ordinance. A court trial's costs are $15, a jury trial's are $45 and a deferred judgment fee is set at $25. Any surcharges to defendants for destruction of drugs, injection devices and drug paraphernalia are also receipted into this revenue line item (recently set by Resolution 2010-24).
Source: City Code 1-6-21 & Resolution 2010-24

Sales of Plans/Rpts/Copies – 01-173-5504

A research fee of $5.00 may be approved by the judge for each case. In addition, the State set a maximum limit for copies of open records at $0.25/copy.

Bond Handling – 01-173-5511

Revenues collected from a court defendant or another court when the Judge does not release the entire amount of the bond. Fee was set at $10 by Presiding Judge many years ago and hasn't changed in recent years. Annual revenues for this line are immaterial.

OJW Processing Fee – 01-173-5518

These processing fees for traffic ticket warrants or juvenile cases are set by the State of Colorado. The current fees are $30 for each case - $15 is receipted into this account for the City of Littleton and the other $15 is sent to the State.

E-Ticketing Surcharge – 01-173-5523

The City initiated an e-citation program for traffic infractions in 2014. The Council established a surcharge to recoup the costs associated with hardware and software deployment, as well as maintenance of the program. The surcharge is $6.75 for each electronic citation issued beginning on January 1, 2015.
Source: City Code 6-12-1

Court Fines – 01-173-5600

The City's Municipal Court assesses fees to parties found guilty of any municipal offense through the court system. The fine schedule is set by the Presiding Judge; however, the maximum fine was established at $1,000 in the City Code. In addition to court-assessed fines, this revenue line previously included fees paid for failure to stop at a red light (discontinued in August 2015).
Source: City Code 1-4-1

Forfeitures – 01-173-5604

Court bonds may be forfeited by defendants if the conditions of a bond are not met (typically if defendant fails to appear in court.)
Source: Rule 246 of the Colorado Municipal Court Rules

Comm Corrections Fees – 01-173-5800

These fees were set by the November 28, 1988 contract with Community Corrections. These fees compensate Community Corrections for costs incurred in coordinating public service or community service terms set by the court. In November 2010, the City entered into an Intergovernmental Agreement with Arapahoe County to provide community service opportunities for defendants and terminated the contract with Community Corrections. As a result, defendants now pay the County directly for these services and these fees are no longer collected by the City for new cases. However, since Community Corrections still maintains a small case load for the City, some defendants continue to pay these fees which are passed through the City to Community Corrections as compensation for their services. An offsetting expenditure line item is located in the Municipal Court division's budget.
Source: Agreement with Community Corrections (11/28/88); IGA with Arapahoe County (11/2/10); Resolution 2010-28

DOLA – FF Heart & Circ Benefit – 01-174-5325

In 2014, the Colorado General Assembly passed Senate Bill 14-172, which requires that fire agencies provide firefighters with coverage for heart or circulatory malfunctions. As long as sufficient funds are available, DOLA reimburses agencies for the direct costs of obtaining this coverage. Such reimbursements are receipted into this account. The related expense is recorded at 01-174-7620.

Omnibus Program – 01-176-5731
Advertising – 01-176-5809

The Omnibus is a public transportation service for elderly and handicapped citizens and is provided on a donations-only basis. These revenues are the donations received for the Omnibus service. In addition, the City sells advertising space on the vehicles used to operate the Omnibus for a fee.

RTD – 01-178-5304
Contributions.Riders – 01-178-5721
Advertising – 01-178-5809

The City operates the Shopping Cart Program which is a fixed-route van service providing transportation for Littleton citizens to and from grocery and related stores. The program is partially funded by the Regional Transportation District (RTD) as well as donations from riders and is subsidized by other revenues of the City's general fund. The funding from RTD is determined during their budget process and formally approved via City Council resolution accepting the Intergovernmental Agreement (IGA). In addition, the City sells advertising space on the vehicles used to operate the Shopping Cart for a fee.
Source: R2014-29 and IGA signed 3/18/14

Police Auction – 01-200-5600

The Police Department uses an online auction service (PropertyRoom.com) to dispose of unclaimed found property and evidence. The property is transferred to the PropertyRoom, which places the items up for auction on their website. Potential buyers place on-line bids, and the winners deal directly with the PropertyRoom. Purchased items are shipped to the buyers and the proceeds are returned to the City of Littleton.

Police Reports – 01-201-5505

The Police Department provides copies of police reports upon request. Police reports are $5.00 for the first ten pages and $0.25 for each additional page.

Police Name Check w/Letter – 01-201-5506

The Police Department provides a name check service where citizens can request a search of the department's records for any activity (police records). A letter stating the amount and type of records is $10.

Fingerprints – 01-201-5507

The Police Department provides fingerprinting services for residents of Littleton and, starting in January 2011, for non-residents as well. The current rates are $10 for the first two cards for residents and $10 per card for non-residents. For each additional card, a $10 fee is imposed for residents and non-residents alike.
Source: Resolution 2010-35

Crime Lab – Photos – 01-201-5508
Crime Lab – Video Tapes – 01-201-5509
Crime Lab – Audio Tapes – 01-201-5510
Crime Lab – CD/DVD Disks – 01-201-5511
Comm Center Audio Tapes – 01-201-5512

The crime lab and communications centers are occasionally asked to provide documentation of certain cases. The rates vary based on the type of media and volume of information requested and available.

Sex Offender – Initial Registration – 01-201-5513
Sex Offender – Subsequent Registrations – 01-201-5514

Sex offenders must register their current address with the City quarterly. The initial registration fee is $120 and subsequent renewals are $30 quarterly (or $120 annually). These fees are authorized by the State and set by local law enforcement based on actual direct costs incurred.
Source: §16-22-101 to 115 C.R.S & Resolution 2010-32

Extra Duty Admin Fee – 01-201-5515

The Police Department charges an administrative fee for processing overtime and special events requests, which are receipted in to this account.

Abandoned Property – 01-201-5604

The Police Department also occasionally handles unclaimed evidence money which is receipted in to this account.

Overtime Reimbursement – 01-201-5800
Overtime Reimbursement – 01-203-5800
Overtime Reimbursement – 01-204-5800

Littleton Police Officers are often called to work overtime at certain events, especially for Littleton Public Schools, as well as major incidents, such as the train derailment in late 2007. Reimbursement from other agencies, organizations and schools for overtime worked by police officers is receipted into these accounts depending on the division(s) that were involved.

Other Misc Revenue – 01-201-5811
Other Misc Revenue – 01-203-5811

This account consists of revenues from police services which do not easily fall into any other categories. Examples of past revenues are donations for the Neighborhood Watch program.

South Metro Drug Task Force (SMDTF) – 01-203-5320

The Police Department is a participating agency in the SMDTF and provides funding as well as one full-time investigator/agent. This account is used to receipt in overtime reimbursement as applicable for the agent assigned to the task force.

LPS Officers – 01-203-5330

The City of Littleton provides police officers for use in the Littleton Public Schools. The school system reimburses the City for the services provided by these officers including salary, benefits and the cost of the vehicle.

Fire Svcs/Littleton FPD – 01-220-5301
Fire Svcs/Highlands Ranch – 01-220-5331

The City has an agreement with the Highlands Ranch Metro District and the Littleton Fire Protection District (‘the fire partners’) to provide fire protection services to areas outside of its boundaries. The agreement provides for the joint use of personnel, certain equipment and facilities. The City incurs the normal operating expenses (salaries, fringe benefits, other operation/maintenance costs) and allocates those expenses to the partners based on respective assessed valuations and response calls. The allocation is set in the agreement and specific costs are established each year during the budget process.

Fire Svcs/Lockheed Martin – 01-220-5302
Fire Svcs/Meadowbrook – 01-220-5303

The City has an agreement with Lockheed Martin and Meadowbrook/Fairview subdivision to provide fire services to those areas which are outside of the city’s limits. These agreements were entered into in 2016 and provide for annual reimbursement for those services.

Fire Other Misc Revenue – 01-220-5811
Other Misc Revenue – 01-226-5811

This account consists of revenues from police services which do not easily fall into any other categories. The majority of revenues in this account are payment for the mini fire academy typically held twice annually.

Admin Fee/Littleton FPD – 01-220-5856
Admin Fee/Highlands Ranch – 01-220-5857

The City charges an administrative fee to the fire partners (see Fire Svcs accounts above) for fire protection services to areas outside of its boundaries. The fee rate is set in the current agreement and is allocated to the fire partners in the same way as the fire services expenses.

Fire – Special Events – 01-220-5859

Revenue received for fire services provided at special events.

Fire – Bike Medics – 01-220-5860

Revenue received for bike medic services provided at special events – the current rate is set at $80/hour.
Source: Resolution 2010-36

Sale of Capital Assets – 01-220-5930

This account is used to account for the sale of assets owned jointly by the fire partners. Capital assets must have a minimum purchase price of $5,000 and a useful life exceeding one year.

Dept of HS (Homeland Security) – 01-221-5310

This account is reimbursement for deployment, training and mandatory meetings reimbursed by the Federal Government.

Overtime Reimbursement – 01-221-5800

Reimbursement for overtime costs that does not qualify for reimbursement in the special events, bike medic, USAR, fire prevention or Wildland Fire line items. Typically this reimbursement would be from a business requesting the fire service or a government in case of an emergency response.

Plan Review Fees – 01-228-5512

Contractors and developers pay fees when they submit building plans to cover the costs of fire department review of plans and permits related to fire safety for new construction or rebuilding efforts. The current fee schedule was set in 2011.
Source: Ordinance 2001-26 and Resolution 2011-24

Street/Sidewalk/Curb – 01-302-5507

Revenue is derived from citizens who opt to replace curbs, gutters or sidewalks within the City limits. The City covers half the cost of the repair/replacement and the citizens pay the other half. This account also includes payment for street cut permits.
Source: Resolution 2011-3

Other Miscellaneous Revenues – 01-301-5811
Other Miscellaneous Revenues – 01-302-5811
Other Miscellaneous Revenues – 01-303-5811

Public works revenue that is derived from all other miscellaneous sources that is infrequent and not specifically recorded elsewhere. This amount is not budgeted as it is typically immaterial and unforeseen.

Pea Patch – 01-303-5516

The City provides a community garden at two locations consisting of 171 lots and 5 raised planters. These gardens are provided to those who live or work in the City limits. The annual cost is $25 per lot and $10 per planter (lots are free to senior citizens aged 65 or older.) The City provides the land and the water – all supplies, seeds and work must be provided by the gardeners.
Source: City of Littleton Website

Reimbursed Indirect Costs – 01-305-5850

The City provides fleet services to some outside organizations such as the fire partners, SMHO and the utility enterprise funds. The indirect costs associated with the maintenance of these vehicles is reimbursed by those organizations and recorded here.

Contractor's Licenses – 01-321-5151

This is an annual license fee for all construction contractors doing business within the boundaries of the City. In an effort to recover administration costs of processing contractor licensing applications, the City imposes an annual fee on contractor licensing ($150 for Class A, $100 for Class B, $75 for Class C and $50 for Class D).
Source: Resolution 2011-2

Contractor Registration Fees – 01-321-5152

This is an annual registration fee for all plumbing contractors doing business within the boundaries of the City. In an effort to recover administration costs of processing contractor registration applications, the City imposes an annual fee on plumbing contractor registration ($50).
Source: Resolution 2011-2

Rental Registration License Fee – 01-321-5153

This is an annual registration fee for rental properties within the boundaries of the City. In an effort to recover administration costs of processing registration applications, the City imposes an annual fee on rental registration ($50).

Building Permit Fees – 01-321-5191

Revenue is derived from any permit for the use and regulation of buildings and structure within the City. Building Permit Fees are based on the dollar valuation of the construction work to be performed. The valuation is determined using the cost per square foot published in the International Conference of Building Officials (ICBO) Building Standards magazine and by using the Colorado regional modifier for all new construction. Permit fees are established by resolution and are budgeted based on local economic trends.

Source: Resolution 2010-34 and 2011-4

Re-inspection Fees – 01-321-5506

The City does not charge a fee for inspections unless they are required to be completed after hours or on weekends. Revenues derived for inspections outside of normal business hours and for re-inspections is $47 per hour.

Source: City of Littleton Website

Re-inspection Fees – Rentals – 01-321-5507

In 2008, the City initiated a systematic housing inspection program for all rental units in the City. Established with Resolution 2010-5, a fee of $100/unit is imposed for the second re-inspection of a rental unit. This fee will be charged after the property fails the initial inspection and the first re-inspection.

Source: Resolution 2010-5

Plans Checking – 01-321-5512

Revenues collected for the review of plans for building purposes. These fees are established by resolution and are budgeted based on local economic trends.

Source: Resolution 2010-34 and 2011-4

Elevator Certification – 01-321-5519

The City currently pays DRCOG (Denver Regional Council of Governments) $180 per elevator inspection. These costs and the associated administrative costs of providing elevator inspections are recouped by the City as a $200 per elevator inspection charge to property owners.

Source: Resolution 2008-23

Other Misc Revenues – 01-321-5800

Revenue that is derived from all other miscellaneous sources that is infrequent and not specifically recorded elsewhere. Typical receipts into this account are the sale of permit copies and code books (purchased from the International Code Council through the division's books/magazines expenditure account.) Also receipted into this account are proceeds from recycling of metal received during the annual neighborhood clean-up event.

Zoning & Subdivision – 01-322-5503

Revenues received from the initial zoning or rezoning of properties within the City. The fee ranges from $500 to $1,000. These fees are established by resolution and are budgeted based on local economic trends.
Source: Resolution 2010-34 and 2011-4

Handyman Program Donations – 01-322-5725

The City helps to facilitate a volunteer-run program which assists elderly and handicapped individuals with maintenance issues in their homes. The City provides some materials and postage for this program and receives donations from those who receive the assistance (on an 'as-you-can-pay' basis) as well as other individuals who wish to donate. The related expenditure line item is in the Community Development line item 01-322-7461 (for 2015 and prior) and was moved to the City Council's budget in 2016.

Library Computer Fees – 01-520-5509

The Library has public-use computers which are networked to two printers (one grayscale and one color). The printers have coin machines attached to them which require payment of $0.10/page for grayscale and $0.25/page for color. The coin machines are emptied once a week.

Library Public Leased Copier – 01-520-5513

The library has two public-use copiers which require a $0.10/page payment. The copiers have coin machines attached to them which are emptied once a week.

Library Fines – 01-520-5600

The Library charges late fees of $0.20/day for overdue books and most other materials; $0.25/day for DVDs and $1.00/day for interlibrary loan materials. The maximum fee charged is typically $3.00 per item. In addition, patrons may be assessed fines to cover the full cost of lost materials.

Library Gift Account – 01-520-5730

The Library receives occasional donations from patrons in memory or in honor of someone. These gifts are typically used to purchase collections materials or other items as the donor specifies. If the donor does not specify how the revenues are to be used, the Library will recommend a use for the funds which is approved by City Council Resolution.
Source: Resolution 2010-15 and 2010-29

Other Miscellaneous Revenues – 01-520-5811

Revenue that is derived from all other miscellaneous sources that is infrequent and not specifically recorded elsewhere. Typically included in this revenue line item are commissions paid to the City from VendOne which owns the vending machines for candy, soda and coffee in the Bemis Public Library. The 10% commission was set in an agreement with VendOne dated 11/17/10.

LIRC – 01-522-5510

The Littleton Immigrant Resource Center provides initial citizenship services to immigrants, refugees and other newcomers in the Littleton area. Although many of the services provided are at no cost, some of the services provided are paid for by the individual requesting the services. These fees were set by the Immigrant Information Coordinator upon her application to the Board of Immigration Appeals. Due to the lower-income levels of many applications to the LIRC, these fees were set much lower than the fees charged for comparable services offered by attorneys and some of the larger fees are income-based for each applicant.

Sale of Plans/Rpts/Copies – 01-560-5504

The Museum has a Research Library where patrons can request copies of certain materials for a $0.25/page fee.

Museum Fees – 01-560-5510

The Museum is free to patrons, but groups of 10 or more visiting the museum must make reservations and are charged $2/person, for both child and adult. The exception to this rule is any school, preschool, etc. located in Littleton proper.

Museum Facility Rent – 01-560-5710

The Museum offers some of the more popular spaces to the public for rent including the conference room, lecture hall, classrooms and front entry-way. Rentals are limited to business hours with possible future expansion into the evenings or weekends.

Museum Donation Box – 01-560-5727

Although the Museum does not charge admission, a donation box is located at the front desk. All donations received are receipted in to this account.

Other Misc. Revenues – 01-560-5811

The Museum hosts several events throughout the year, some of which require a fee. Some of those events include the 1860's Dinner Program, the Summer Youth Program and various lecture events. In addition, the museum charges a $10 surcharge for each photograph reproduced from their Research Library.

Museum Store Sales – 01-567-5500

The Museum has a gift store which sells miscellaneous gifts to patrons. Gift store sales are receipted in to this account.

Misc Contribution/Donation – 01-600-5723

Donations or contributions received by the City for miscellaneous programs (not including handyman program, museum or library donations/contributions.)

Transfers In to General Fund – 01-600-59XX: Tr In.Capital Proj Fund/Geneva Vlg Fund

This account string is how the City accounts for interfund transfers into the General Fund. As part of the dissolution of the Water Fund in 2009, the City Council decided to transfer all interest earned on the balance of the Water Fund money (currently held in Fund 34) into the General Fund at the end of each year. Also, in order to free up some monies held by the City, a transfer is sometimes budgeted from the Geneva Village Fund into the City's General Fund.

Misc. Revenue – 12-171-5800

The Public Facilities fund received revenue in the form of donations to the City in lieu of land dedication from residential, commercial and industrial developers at the time a subdivision plat is approved for development.

Lottery (Conservation Trust) Proceeds – 14-171-5324

State Conservation Trust Fund (CTF) receives 40% of all net lottery proceeds and makes quarterly distributions to local municipalities on a per capita basis (based upon the most current population estimates prepared by the Division of Local Government.) Funds can only be used for the acquisition, development, and maintenance of new conservation sites, or for capital improvements to or maintenance of recreational purposes on any public site.
Source: §29-21-101, C.R.S

Grant Fund Revenue

The City anticipates receiving the following grants in 2015. Some of these grants have already been applied for and approved, but the majority of them do not start application processes until the Fall or Winter. Each of these grants are budgeted with equal revenues and expenditures, so if the grant revenue is not received, the expenditures will not be incurred.

Federal Grants (CDBG) – 16-300-5310

CDBG (Community Development Block Grant) is an annual federal grant used to develop viable urban communities by providing decent housing, a suitable living environment, and expanded economic opportunities principally for low-to moderate-income persons.

Other Misc. Revenues – 19-171-5811

Occasionally revenues which are not taxes specific to Arapahoe or Jefferson Counties are received related to open space land. Those revenues are placed in this account.

Arapahoe County Open Space – 19-411-5331

In 2003, Arapahoe County approved a 0.25% county-wide sales and use tax for the purpose of preserving open space in Arapahoe County. As part of the Open Space program, participating incorporated cities and towns within Arapahoe County receive 50 percent of the total tax collected, divided by population. This revenue is to be used for enhancement of local parks, trails, recreation and open space. A ten-year extension of this tax was approved by voters in 2012 and is now expected to sunset in 2023.
Source: §39-26-104, C.R.S; see also http://www.co.arapahoe.co.us/Departments/PW/OpenSpaceProgram/salesandusetax.asp

South Suburban Contribution – 19-411-5330
Arapahoe County Contribution – 19-411-5332

The City funds some projects which are also funded by outside entities (such as South Suburban Parks and Recreation District) as well as grants received from the Arapahoe County Open Space Board. Grants are awarded in addition to the city's share of taxes for open space use.

Rental Income – 19-411-5714

CBS Outdoor pays the City approximately $6,000 annually for rental of property used for advertising purposes.

Jefferson County Open Space – 19-412-5331

In 1972, Jefferson County approved a 0.50% county-wide sales and use tax for the purpose of preserving open space within the county. Portions of the net proceeds from the sales tax after deducting for administrative expenses, is attributable to municipalities located within Jefferson County. The amount attributable is based on the ratio of automobile registrations in each municipality as a percent to the total registrations in the county. This revenue is to be used for enhancement of local parks, trails, recreation and open space.
Source: §39-26-104, C.R.S; see also http://www.co.jefferson.co.us/jeffco/openspace_uploads/fact_sheet_07_07.pdf

Impact Fees – 2X-171-5340

Beginning in 2014, any person engaged in nonresidential or residential development in the City shall pay capital facility impact fees paid at the time of issuance of the building permit. There are six impact fees: fire, museum, library, police, facilities and transportation.
Source: City Code 11-7-3 and Ordinance 17, Series 2014

Littleton FPD – 34-171-5301
Highlands Ranch FPD – 34-171-5302

The costs of acquiring capital assets are allocated to the fire partners in the same manner as fire protection services (see Fire Svcs account description above).

Highway User's Tax/FASTER – 34-171-5321

The Highway User's Tax (HUT) is state collected locally shared revenue. HUT revenues are based on a variety of formulas that include revenues based on motor fuel taxes, driver's license, and motor vehicle registration fees. The HUT is distributed monthly among the state, counties, and municipalities based on a formula that takes into account the number of vehicles registered and the miles of streets in each municipality relative to the same data in other municipalities. These funds may be spent on new construction, safety, reconstruction, improvement, repair and maintenance, and capacity improvements. These

sources may not be used for administrative purposes. FASTER, or Funding Advancements for Surface Transportation and Economic Recovery, was signed into law on March 2, 2009. The legislation generates increased revenues for statewide transportation improvements. Revenues generated from the Road Safety Surcharge, Oversize/Overweight Surcharge, Rental Car Surcharges, and late vehicle registration fees are credited to the Highway Users Tax Fund (HUTF) and distributed per statute to the Colorado Department of Transportation, counties, and municipalities.

Oil and Gas Severance – 34-171-5323

Colorado severance tax is imposed upon nonrenewable natural resources that are removed from the earth in Colorado. The tax is calculated on the gross income from oil and gas and carbon dioxide production. This revenue is distributed to local municipalities by the State once a year. The City receives their payment in September each year.

Contractor Contributions – 34-171-5721

Occasionally a contractor will contribute some money toward the construction of a project. Typically that money is held in escrow until the project is completed. After successful completion, the contribution is deposited into this revenue account.

Other Misc Revenues – 34-171-5811

Revenue that is derived from all other miscellaneous sources that is infrequent and not specifically recorded elsewhere.

Sale of Capital Assets – 34-171-5930

This account is used to account for the sale of assets not owned jointly by the fire partners and not maintained by the Fleet division. Capital assets must have a minimum purchase price of $5,000 and a useful life exceeding one year.

Sale of Capital Assets – 34-220-5930

This account is used to account for the sale of assets owned jointly by the fire partners. Capital assets must have a minimum purchase price of $5,000 and a useful life exceeding one year.

Building Use Tax – 34-321-5013

The City collects a material sales tax deposit at the time a building permit is issued which covers the sales tax due on materials and supplies used. The tax deposit is based on three percent (3.0%) of 52.5% of the estimated permit valuation accepted by the City Building Official. Before a certificate of occupancy is issued, a use tax audit may be performed to reconcile the deposit with the actual sales taxes owed for the construction materials.

Transfer In General Fund – 34-600-5901

Transfer to the Capital Projects Fund from excess fund balance remaining in the General Fund at the close of each year. The City Council has set the General Fund fund balance at 17% of operating expenditures. Any fund balance in excess of this amount is transferred to the Capital Projects Fund at the close of the year.

Service Charges – 41-171-5501

The cities of Littleton and Englewood jointly own the Littleton/Englewood Wastewater Treatment Plant located in Englewood. This plant is operated by Englewood under an IGA including a joint supervisory committee with Littleton representatives. User based fees are established to help defray the cost of operations applicable to the plant. These fees are determined annually by an ordinance of the Littleton City Council and are based on the size of the user (residential/commercial) and the location (within/outside city limits and within/outside a sanitation district.) The current fees were set by the Littleton City Council in 2014.

Source: City Code 7-5-20(A) as amended annually by City Resolution

Transfer Fee – 41-171-5505
Transfer Fee – 42-171-5505

The City established a utility billing transfer fee of $18. If a utility transfer is for sewer and storm drainage, the $18 fee is split 90% for sewer fund and 10% for storm fund. If the fee is for only one of the services, the fee is not split between the funds.

Source: Resolution 2010-31

Penalty Delinquent Charges – 41-171-5804
Penalty Delinq Storm Dr Charges – 42-171-5804
Penalty Certified Accounts – 41-171-5806

If utility service payments are received after the payment due date but before the accounts are certified to the County, a 15% late fee is assessed and the City receipts that late fee into the 5804 account. Once the payments are certified to the County, these late fees are receipted into the 5806 account.

Sewer Tap Fees Inside City – 41-171-5961 and
Sewer Tap Fees Outside City – 41-171-5962

The City collects tap fees for connection to and use of the sanitary sewer collection and treatment system. The fee schedule differentiates between location and size of the requested connection.

Source: City Code 7-5-18(A) as amended by City Ordinance

Utility Charge – 42-171-5501

A user fee is levied on landowners within the city limits for the construction and maintenance of storm sewer facilities. The current fee is $30/year and will be reviewed for an increase in 2015.

Insurance Claims Paid – 42-171-5855

Proceeds from claims made to insurance company for damages to storm drainage system.

Littleton FPD – 43-225-5301
Highlands Ranch FPD – 43-225-5331

The annual capital expenses of the EMT Enterprise are allocated between the partners listed above per the contract.

Emergency Transport Service – 43-225-5501 and
Billing Adjustments – 43-225-5502

A user fee is charged for transport services to local hospitals for residents of the City as well as the Littleton Fire Protection District and the Highlands Ranch Metro District. Fees are charged based on the services performed during the transport as well as a base fee determined by the type of emergency (basic life support or advanced life support.) These fees were last revised by resolution No. 1, Series 2007 on October 2nd, 2007 and will be reviewed again in late 2015.

Contractor Fines – 43-225-5600

Fines charged by the City to contracted EMS response corporations for response times greater than the contracted maximum (currently 16 minutes), failure to call while on the scene, and other failures to fulfill contract requirements.

Collection Company Receipts – 43-225-5811

The City contracts with a collection agency (currently The Advantage Group) to pursue payment for overdue EMS transport invoices. The collection agency is paid a commission on collections, and the rest of the payment is received by the City.

Sale of Capital Assets – 43-225-5930

This account is used to account for the sale of assets owned jointly by the fire partners and paid for from the EMT Fund. Capital assets must have a minimum purchase price of $5,000 and a useful life exceeding one year.

Littleton FPD – 44-223-5301
Highlands Ranch FPD – 44-223-5302
Cunningham FPD – 44-223-5305

The South Metro Communications Center provides communication services for the City, the Littleton Fire Protection District, Highlands Ranch Fire Protection District and the Cunningham Fire Protection District. The operational costs of the SMCC are allocated between the partners listed above with an annual contract.

Grant-E-911 Board – 44-223-5330

The Arapahoe County E-911 Authority created an Agency Operating Fund (AOF) to provide for reimbursing emergency communications expenses of agencies and Public Safety Answering Points (PSAPs). The SMCC applies for reimbursement of eligible expenses each year.

Transfer In.General Fund – 44-600-5901

Transfer from the General Fund to cover the City's share of the operation costs of the South Metro Communications Center.

Geneva Village Rent – 45-660-5710

Geneva Village is a retirement community which provides low-cost housing for citizens 61 years of age or older. The main source of revenue is the rent paid by tenants of the village.

Other Misc Revenues – 45-660-5811

Geneva Village contracts with Mac Gray Intelligent Laundry to provide coin-operated laundry facilities for their residents. The Geneva Village Fund receives commission proceeds of 50% of gross monthly collections from these laundry machines.

Employee Benefits – Funds 60 through 64

The City offers many benefits including health insurance, life insurance, long-term disability insurance, unemployment insurance and worker's compensation. The revenues for these funds are mainly comprised of city contributions and employee payroll withholdings. The rates to charge for health insurance are determined by calculating the anticipated expenses for the year and allocating the costs between the City and the employees. Other rates are set by the contracted provider and allocated accordingly.

Claims Reimbursement – 68-171-5742
Property and Liability Insurance Claims Paid – 68-171-5855
Property and Liability Insurance – 68-171-5871 through 5880

The City pays property and liability insurance from a designated internal services fund. The revenues for this fund consist of interest earnings, reimbursement from insurance claims and reimbursement of premiums from the other related funds: General Fund, Sewer Fund, Storm Drainage Fund, EMS Fund, South Metro Communications Center Fund and Geneva Village.

Interest – All Funds, Account Code 5700

The City's reserve cash funds are invested in accordance with government policies and are allocated to the appropriate accounts each month based on cash balances.

CONSOLIDATED SPECIAL REVENUE FUNDS

PEG Fees

Monies received for purchase of equipment related to Cable TV

Defensive Driving Program

When a defendant in court is ordered to attend a one-day Defensive Driving Class, the defendant is required to pay a $30 fee for the class. This money is to be used to fund the Defensive Driving classes (including compensation of the police officers who teach the class, supplies, books, leasing of DVD's and annual Colorado Safety Association dues for the officers.)

M. Stein

Upkeep and maintenance of the clothing collection donated to the Museum by Mrs. Stein in 1984.

Police Forfeitures

There is a Forfeiture Board to determine when these funds can be spent.

Wildland Fires

The Wildland Team is deployed each year to maintain fires. The City is reimbursed for the deployment costs incurred. These funds are to be used for salaries and backfill for the deployments and equipment and supply purchases.

Fine Arts Committee

This is monies collected for the Fine Arts Committee. The committee determines what the monies can be spent on.

Sterne Elder Trust

Capital improvements to Sterne Park pursuant to Mr. Charles Sterne in 1977.

Littleton VALE

The city created a program in 2004 to charge an additional fee to tickets to collect monies to be available to compensate victims for damages to property and to fund the victim advocate. There are limitations on % of expenses in the Ordinance.

Dive Team

The Dive team retrieves vehicles and such from rivers and lakes. This is the fee collected for this service. These monies can be spent on supplies and equipment related to the Dive Team.

South Metro Drug Task Force/Equitable Sharing Funds

The Police Department received a gift of $218,000 in 2011 to pay for the lease of a vehicle and salary of one officer. The Police Department also participates in the Equitable Sharing Program through the US Department of Justice. Those revenues and expenses are accounted for in this special revenue fund and reported annually to the federal government.

2017 Proposed Budget

City of Littleton
Littleton, Colorado

2017 Proposed Budget Acronym Glossary

Acronym	Extended
A D & D	Accidental Death and Dismemberment
ABRA	Human Resources Software (title of)
ACSO	Arapahoe County Sheriff's Office
ADA	Americans with Disabilities Act
AOF	Agency Operating Funds (Arapahoe County E-911)
ATF	Assistance to Firefighter (grant)
CAD	Computer Aided Dispatch/Design
CAFR	Comprehensive Annual Financial Report
CALEA	Commission on Accreditation for Law Enforcement Agencies
CATPA	Colorado Auto Theft Prevention Authority
CD	Community Development
CDBG	Community Development Block Grant
CDD	Community Development Department
CDPHE	Colorado Department of Public Health & Environment
CERT	Community Emergency Response Team
CFPD	Cunningham Fire Protection District
CHS	Colorado Historic Society
CIP	Capital Improvement Plan
CMO	City Manager's Office
COA	Certificate of Appropriateness
COBRA	Consolidated Omnibus Budget Reconciliation Act of 1985
COL	City of Littleton
COPS	Certificates of Participation
COS	City of Sheridan
C.R.S.	Colorado Revised Statutes
CSI	Crime Scene Investigation
CSU	Colorado State University
CTF	Conservation Trust Fund
CWRPDA	Colorado Water Resources & Power Development Authority
DRC	Development Review Committee
DRCOG	Denver Regional Council of Governments
DROP	Deferred Retirement Option Program
DTR	Digital Trunked Radio
DUI	Driving Under the Influence
E-911	Emergency 9-1-1
E85	Ethanol 85% (a type of fuel)

Acronym	Extended
EAP	Employee Assistance Program
ED	Economic Development
EFB	Ending Fund Balance
EMD	Emergency Medical Dispatching
EMS	Emergency Medical Services
EMT Fund	Emergency Medical Transport Fund
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
FCPA	Foreign Corrupt Practices Act
FEMA	Federal Emergency Management Agency
FPD	Fire Protection District
FT	Full Time
FTE	Full Time Equivalent
FMLA	Family Medical Leave Act
GASB	Government Accounting Standards Board
GIS	Geographic Information System
GLYI	Greater Littleton Youth Initiative
H20	Water (used to indicate funding by way of Water Utility Fund residual)
HazMat	Hazardous Materials
HB	House Bill
HP	Historic Preservation
HR	Human Resources
HRMD	Highlands Ranch Metropolitan District
HUT(F)	Highway User Tax (Fund)
HVAC	Heating, Ventilation and Air Conditioning
IBC	International Building Code
ICBO	International Conference of Building Officials
ICMA	International City/County Management Association
IGA	Intergovernmental Agreement
ILS	Integrated Library System
IP	Internet Protocol
IS	Information Services
IT	Information Technology
JAC	Juvenile Assessment Center
KIND	Kids In Need of Dentistry
LFAC	Littleton Fine Arts Committee

Acronym	Extended
LFPD	Littleton Fire Protection District
LFR	Littleton Fire Rescue
LFRCC	Littleton Fire Rescue Communications Center
LHA	Littleton Housing Authority
LI3	Littleton Immigrant Integration Initiative
LIR/LIRC	Littleton Immigrant Resources Center
LPD	Littleton Police Department
LPS	Littleton Public Schools
LTD	Long Term Disability
M&R	Maintenance and Repair
MDT	Mobile Data Terminal
MFP	Multifunction Printer
MHZ	Megahertz
MMJ	Medical Marijuana
MOD	Modifier
MS SQL	Microsoft Structured Query Language
MSEC	Mountain States Employers Council
NAWAS	National Warning System
NFPA	National Fire Protection Association
NG 9-1-1	Next Generation 9-1-1
NSF	Insufficient Funds
OJ	Outstanding Judgment (warrant)
PBX	Private Branch Exchange (a business telephone system)
PC	Personal Computer
PCORI	Patient Centered Outcomes Research Institute
PEG	Public, Educational & Government
PIO	Public Information Officer
POST	Peace Officer Standards & Training
PPACA	Patient Protection and Affordable Care Act of 2010
PPE	Personal Protective Equipment
Proj	Project
PT	Part Time
PW	Public Works

Acronym	Extended
RAQC	Regional Air Quality Council
RFID	Radio Frequency Identification
RIN	Risk Intervention Network
RMS	Records Management System
RTD	Regional Transportation District
RTU	Roof Top Unit
SCBA	Self-Contained Breathing Apparatus
SCR	Selective Catalyst Reduction
SIRSI	Name of the Integrated Library System (library software)
SMCC	South Metro Communication Center
SMDTF	South Metro Drug Task Force
SRO	School Resource Officer
SSPRD	South Suburban Parks and Recreation District
SWAT	Special Weapons and Tactics
TABOR	Taxpayer's Bill of Rights
TBD	To Be Determined
TCO	Total Cost of Ownership
THAC	Town Hall Arts Center
TPA	Third Party Administrator
Tr In	Transfer In
Tr Out	Transfer Out
TV	Television
UASI	Urban Areas Security Initiative
UPS	Uninterruptible Power Supply
USAR	Urban Search and Rescue
USCIS	United States Citizenship & Immigration Services
UV	Ultraviolet
VALE	Victims Assistance in Law Enforcement
VHF	Very High Frequency
WWW	Western Welcome Week
YTD	Year-to-Date
401A	A type of retirement savings account