



City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Meeting Agenda - Final

City Council

Tuesday, August 25, 2026

6:30 PM

Council Chamber

Study Session

1. Study Session Topics

- a) [ID# 26-163](#) Belleview Service Center Basis of Design Program Options

Attachments: [1. Presentation BSC Basis of Design Program Options](#)

Scheduled time: 45 minutes

- b) [ID# 26-159](#) E-Bike and E-Motor Safety Ordinance Discussion

Attachments: [1. E-Bike Ordinance_DRAFT](#)

[2. Presentation_E-Bikes](#)

Scheduled time: 30 minutes

2. Updates

- a) Council Members
- b) Mayor
- c) City Manager
- d) City Attorney

3. Adjournment

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



Staff Communication

File #: ID# 26-163, **Version:** 2

Agenda Date: 08/25/2026

Subject:
Bellevue Service Center Basis of Design Program Options

From:	James L. Becklenberg, City Manager
Prepared by:	Adrienne Burton, Director of Major Projects
Presentations:	Adrienne Burton, Director of Major Projects Guadalupe Cantu, Davis Partnership Olivia Moore, Davis Partnership

PURPOSE:

The purpose of this study session is to provide City Council with an update on the Basis of Design (BOD) for the future replacement of Buildings 2 and 3 at the Bellevue Service Center and to seek Council direction on the program option staff should advance as the recommended program in the final Basis of Design report.

LONG-TERM OUTCOME(S) SERVED:

Safe Community; High-Quality Governance

DISCUSSION:

Context

As previously discussed with City Council, the Bellevue Service Center is a critical Public Works operational hub supporting fleet, utilizes, facilities, grounds, streets, snow removal, materials management, and other essential City services. Buildings 2 and 3, constructed in 1948 and 1961, have exceeded their useful life and no longer adequately support modern operations. Aging building systems, constrained layouts and circulation, limitations for modern vehicles and equipment, and safety and accessibility challenges have established the need for replacement.

As part of earlier capital planning discussions, the City developed a preliminary estimate for replacement of Buildings 2 and 3 and identified a Certificates of Participation (COP) funding range of approximately \$30-\$35 million. This funding framework was established prior to completion of detailed programming, validation of operational requirements, development of facility alternatives, or preparation of the current ROM estimates.

The Basis of Design (BOD) process is providing the next level of information needed to inform that earlier planning assumption. The BOD is defining the operational requirements, space program, site and technical criteria, and preliminary cost and schedule framework for a future replacement facility. It provides the planning foundation for subsequent design and capital investment decisions; it does not represent a final design, guaranteed project cost, or authorization to proceed with construction or funding.

At this stage, the BOD has advanced from defining and validating the need to evaluate how much future

capacity should be incorporated into the replacement facility and the potential investment associated with those choices. The current Council discussion therefore focuses on three program options and their associated planning-level ROM costs.

Program Options

Through the BOD process, the project team has conducted four programming and design charrettes with Public Works and Facilities operations staff, evaluating existing operational challenges, validating current and future needs, and defining space, functional relationships, circulation, and equipment requirements. The project team also led City Council on a site walk of the Bellevue Service Center to review firsthand the existing conditions and operational limitations of Buildings 2 and 3.

This work has informed the development of three facility program options representing different levels of investment, future capacity, and flexibility. Each option provides a modern replacement facility addressing the core operational, safety, circulation, equipment, and staff requirements identified through the BOD process.

The primary difference among the options is the amount of future capacity, flexibility, and supporting space incorporated into the initial investment:

- **Baseline Program:** Modern replacement of the existing program. Replaces Buildings 2 and 3 with a modern facility designed to address current operational requirements, safety, circulation, equipment, and staff needs. This option generally accommodates the existing program and staffing level, with limited additional capacity for future growth.
- **Expanded Program:** Provides near-term growth capacity and flexibility for future expansion. Builds on the baseline program with the addition of second-floor meeting/support space and unfinished shell space for future office expansion. This option allows the City to construct the building capacity now while deferring portions of the interior build-out until future growth requires it.
- **Full Expansion Program:** Provides the greatest long-term operational capacity. Includes a fully built out second floor, providing additional office, meeting, and support space from the outset. This option provides the greatest capacity and flexibility to accommodate future staffing and operational needs without requiring a future interior expansion project.

For each option, preliminary massing models were developed to test the relative size and configuration of the program and provide a consistent basis for developing Rough Order of Magnitude (ROM) project costs. The massing models are planning and estimating tools, not proposed facility designs. The ROM estimates assume CM/GC project delivery and a June 2028 midpoint of construction, and include estimated construction costs, escalation, project soft costs, allowances, and contingencies.

Program	Approx. Area (square feet)	Current Draft ROM Total Project Cost
Baseline	34K	\$25M
Expanded	43K	\$32M
Full Expansion	46K	\$33M

ROM Costs & Funding Framework

These alternatives represent planning-level programs and cost estimates. The ROM estimates provide a more informed comparison of the three program levels against the City's previously established COP funding range. Consideration of different funding assumptions is not part of this study session and would require additional financial analysis, including evaluation of the City's debt service capacity and other capital funding

considerations. Any future discussion about the previously established funding limit would be presented to Council separately for direction and authorization.

During the future design phase, the preferred program will be further developed and reconciled with the approved budget through design optimization, value analysis, potential phasing, and refinement of scope, cost assumptions, allowances, and contingencies as uncertainty is reduced. If the preferred program cannot ultimately be delivered within the available funding, the City would evaluate appropriate adjustments to scope, phasing, or other implementation strategies. Any consideration of funding beyond the current ceiling would require separate Council direction and authorization.

Council Direction

The study session is intended to help Council understand the relationship between program, operational benefit, facility size, and investment and provide direction on which option should be advanced as the recommended program in the final BOD. Council direction at this stage does not establish a final project budget, authorize expenditures above the current funding level, or authorize design or construction. It establishes the programmatic objective that will be documented in the final BOD and carried forward into the subsequent design process for further development and reconciliation with the City's established funding parameters.

BACKGROUND:

The Belleview Service Center project is part of the City's broader effort to proactively address an aging facilities portfolio through coordinated, long-term capital planning. Many of the City's core facilities have reached or exceeded their useful life, creating increasing challenges related to functionality, efficiency, safety, and long-term maintenance. The forthcoming Facilities Master Plan will evaluate these needs across the organization and establish a longer-term framework for prioritizing future facility investments.

The Belleview BOD has been developed through a collaborative and iterative process with the staff who operate and maintain the facility. Through this work, key priorities have consistently included improving vehicle, equipment, and pedestrian circulation; accommodating modern fleet and equipment; improving functional relationships between work areas; addressing staff support needs; and providing appropriate flexibility for future operational growth.

These findings have directly informed the three program options now under consideration. Each option addresses the core safety, operational, and functional requirements identified through the BOD process; the primary distinction is the amount of future staffing capacity and flexibility incorporated into the facility.

As the City evaluates these options, the principal tradeoff is therefore not whether to address the deficiencies of the existing facilities, but how much future growth and capacity should be incorporated into the replacement facility as part of the initial investment.

Prior Actions or Discussions

March 2025 - City Council Retreat

May 2025 - Council Retreat Update

September 2025 - City Council Study Session

April 2026 - City Council Study Session

June 2026 - City Council Site Visit

FISCAL IMPACTS:

The Basis of Design phase does not establish a final project cost or authorize future phases of work. The current ROM estimates are planning-level estimates intended to inform Council's evaluation of the program options within the City's established funding level.

Additional discussion regarding the final project budget, funding strategies, and potential debt implications will be presented at future Council meetings as the project advances and additional analysis is completed, including evaluation of the City's debt service capacity in partnership with the Finance Department. Any recommendation to modify the currently established funding level would require separate Council consideration and authorization.

STAFF RECOMMENDATION:

Staff recommends that City Council advance the Full Expansion option as the recommended program in the final Basis of Design report. While all three program options address the core safety, operational, circulation, equipment, and functional requirements identified through the Basis of Design process, the Full Expansion option is preferred because it:

- Provides the greatest long-term capacity to accommodate anticipated staffing and operational growth over the useful life of the facility.
- Creates flexibility for future service-level expansion, allowing the City to adapt as community needs, service expectations, staffing, equipment, and operations evolve.
- Maximizes operational and workflow efficiencies by providing appropriate space and functional relationships among staff, vehicles, equipment, work areas, meeting space, and support functions.
- Reduces the likelihood of future retrofit and expansion costs by incorporating anticipated capacity into the initial facility rather than requiring significant interior build-out or building modifications later.
- Provides the greatest long-term adaptability and resilience, positioning the Belleview Service Center to support essential City operations for decades rather than designing primarily around today's staffing and service levels.

Staff requests that the Council provide direction on which option-Baseline, Expanded, or Full Expansion-should be advanced as the recommendation in the final Basis of Design report.

ALTERNATIVES:

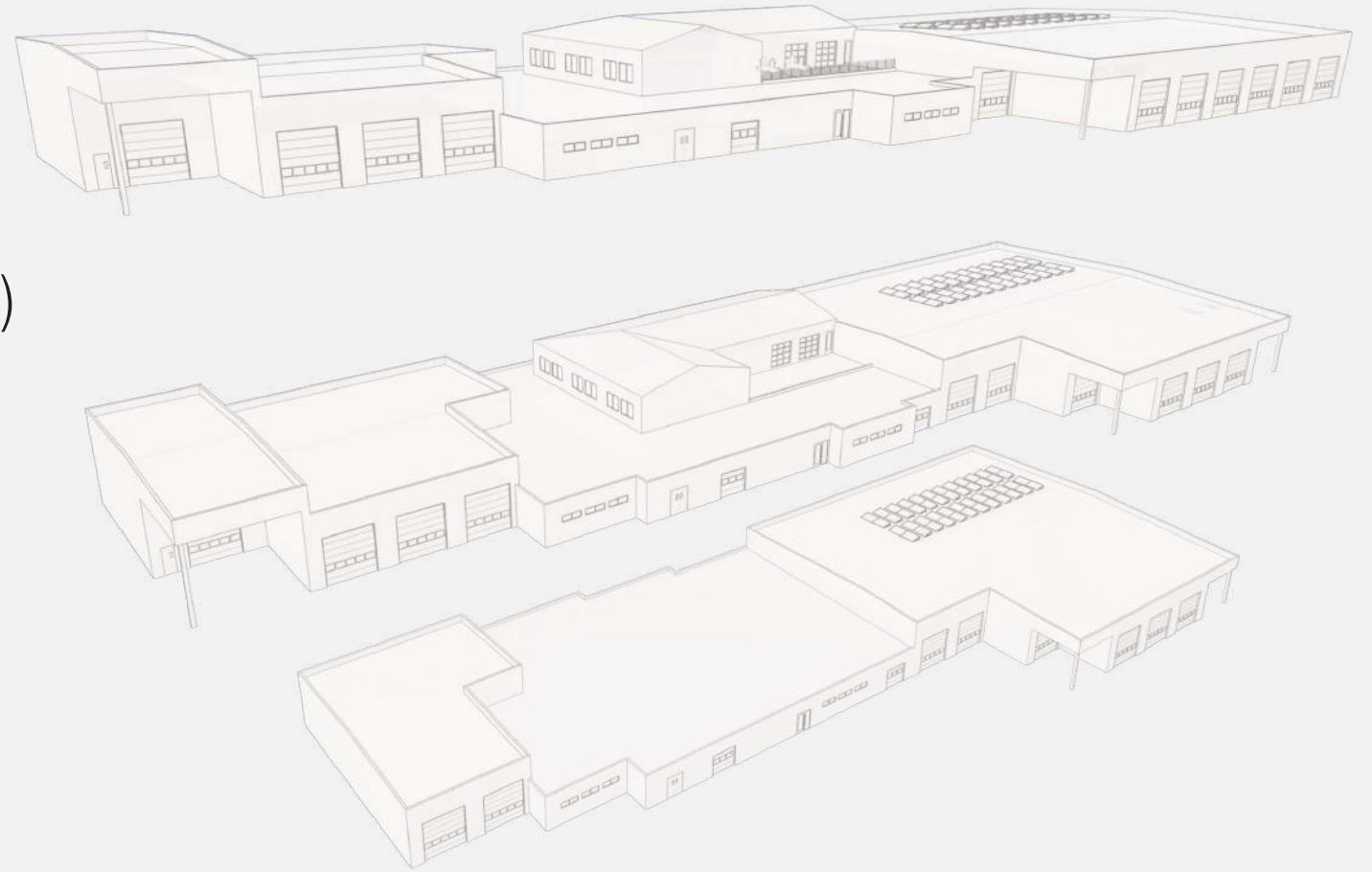
- Direct staff to further evaluate or modify a program option before completing the final Basis of Design.
- Provide other direction regarding the program to be carried forward.



Bellevue Service Center Building 2 & 3 Basis of Design Update

AGENDA

- 01 – Introduction
- 02 – Team Update
- 03 – Information Loop: Charrettes 1-4
- 04 – Site Walk with Council
- 05 – Rough Order of Magnitude (ROM)
- 06 – Schedule / Next Steps



BASIS OF DESIGNTeam Update



Joe Lear, AIA
PRINCIPAL-IN-CHARGE
Drives the project vision, strategy and success, from start to finish



Lupe Cantu, AIA
PROJECT MANAGER
Coordinates people and drives progress for a flawless delivery



Olivia Moore, AIA
PROJECT ARCHITECT
Leads detailed design and documentation to turn ideas into reality

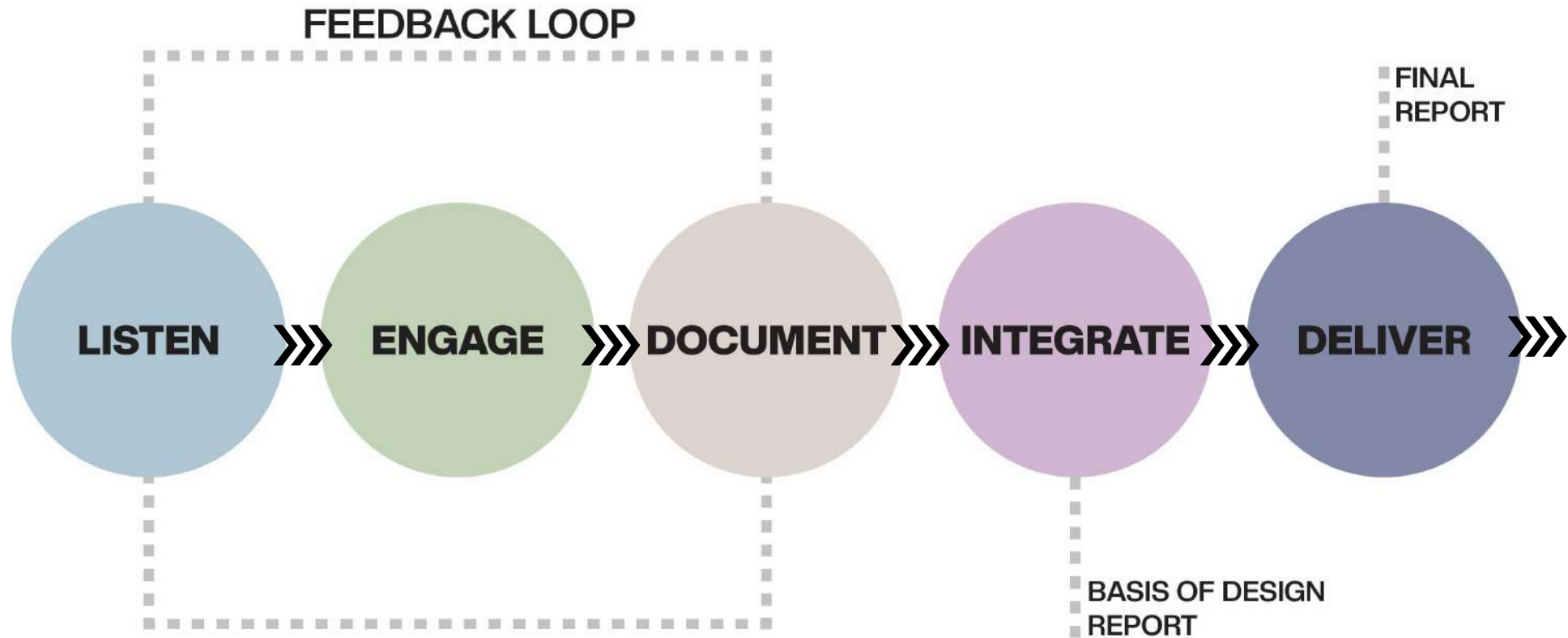


Harry King
CIVIL / MEP / BUILDING ENVELOPE / STRUCTURAL / SUSTAINABILITY
Integrates systems and performance to deliver an efficient building



Audrey Bingham
COST MANAGER
Turns design into dollars, delivering accurate budgets and financial clarity

Engagement Strategy



Site Visits



BASIS OF DESIGN

DOCUMENT



Matterport Buildings 2 & 3



BASIS OF DESIGN Charrette #1

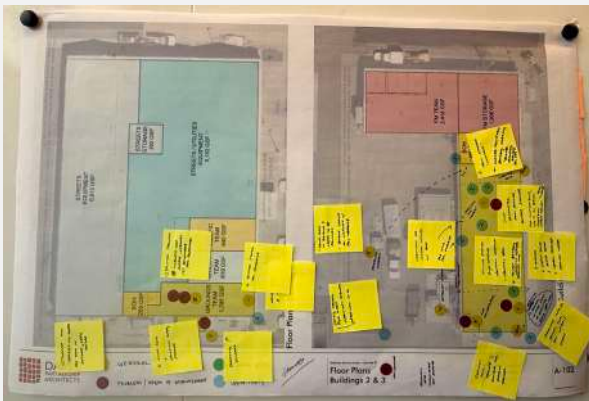
LISTEN



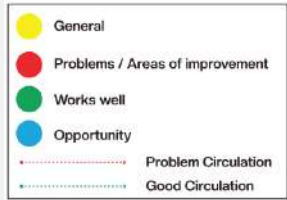
Large Teams Engaged:

- Facilities (BSG3)
- Utilities (BSG2)
- Grounds / Forestry (2/3)
- Streets (BSG2)
- Traffic (BSG2)
- Fleet (BSG5)

BASIS OF DESIGNCharrette #1



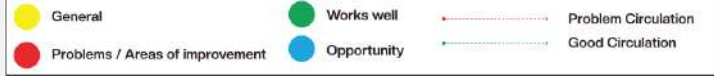
BASIS OF DESIGNCharrette #2



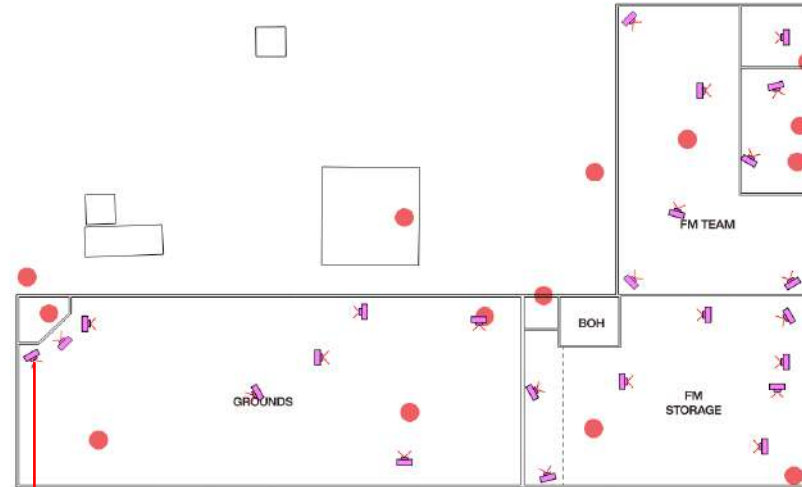
SITE PLAN ASSESSMENT



- AREAS OF IMPROVEMENT**
- Key information + Takeaways**
- ZONE 1**
- The entry point from the east ramp on site is a safety hazard
 - Building one has poor proximity for access, dispute daily use of the building - a safe path should be provided
 - The gas tank located in the parking lot is a hazard
 - Some staff have to move between their respective building and building 1. There is not enough space to meet
 - Overnight parking is not consistently in one location
 - Building 1 has minimal lockable storage
 - The fueling station is uncovered and lacks all fuel needs on campus
- ZONE 2**
- There is ice build up on the northern sides of the buildings that presents as a hazard to staff
 - There are no protective bollards in front of the buildings
 - The wash pit behind building 3 is in a poor location and experiences frequent freezing
 - The was pit is too small and the access is very difficult
 - Operationally the bay entry on the back of building 2 is hazardous
 - The areas in front of the buildings can get congested
 - The train track edge is where materials tend to pile up
 - The parking between and around these buildings is not adequate or safe
 - The circulation around these buildings are not adequate or safe
 - Chemical wash locations are non existent
- ZONE 3**
- Storage tends to build up along the borders of these zones
 - The entry to the south 40 is a pinch point and hazard
 - Grounds storage area is messy and has narrowed access, mixing of dissimilar materials
- ZONE 4**
- The southern 40 has many purposes but is not well defined as a designated space for storage or staging



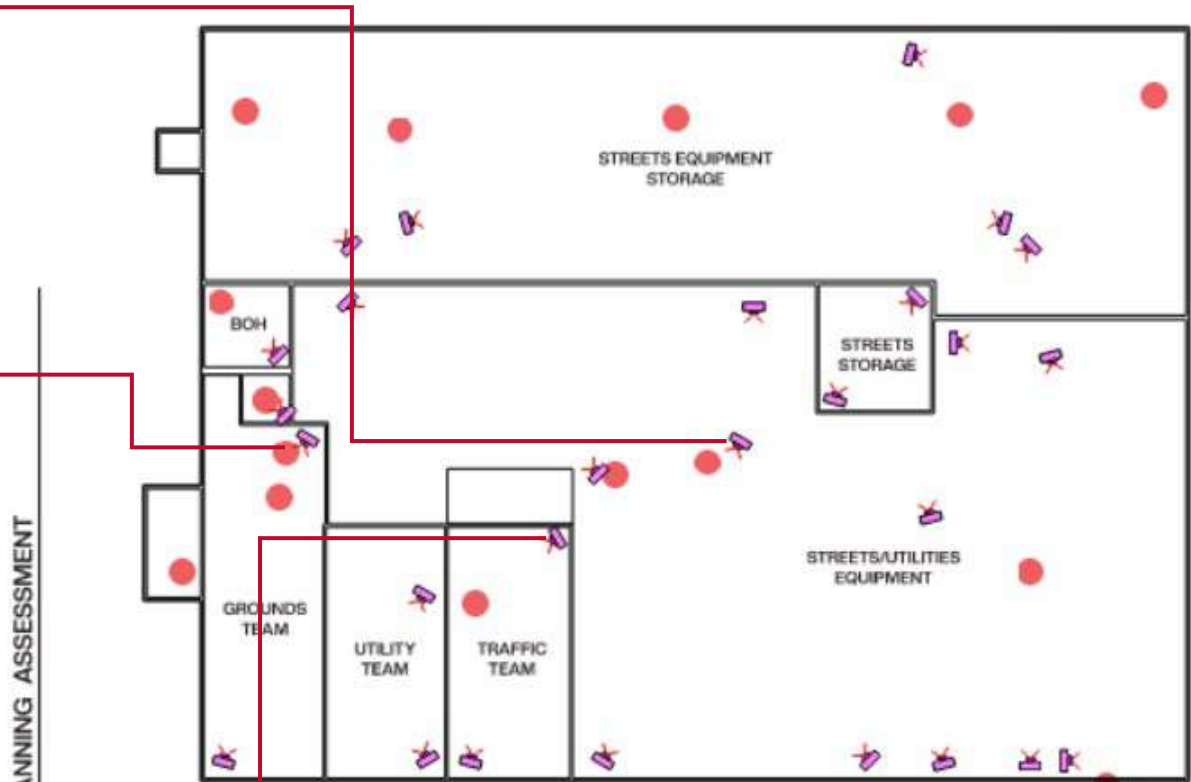
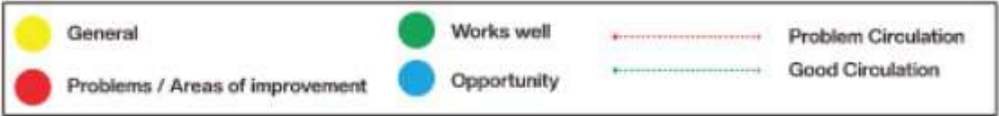
SPACE PLANNING ASSESSMENT
BUILDING 3



- AREAS OF IMPROVEMENT**
- Key information + Takeaways**
- FM TEAM**
- The office spaces generally are not suitable and need to be improved
 - There is no designated meeting space
 - The workshop space is unsafe and needs to be better outfitted for emergencies
 - There is not chemical wash down area for staff protection
 - There is not sufficient access through the side of the building
 - The area of storage above the offices is not usable and has become a hazard
 - There is not direct line of site from the offices to the workspace
 - This area has poor electrical layouts and can make working in this space inconvenient
- FM TEAM STORAGE**
- The air compressor is very noisy and has no noise protection
 - The locked storage area is a temporary solution and needs to be more secure
- GROUNDS**
- The compressor located in the closet is loud and needs noise protection
 - There is not chemical wash down area for staff protection
 - This area has poor electrical layouts and can make working in this space inconvenient
- OTHER**
- The restroom space is ill maintained and needs to be larger to better suit the building needs
 - This building is close to the train tracks and needs proper noise protection
 - The shed on the exterior of the building is for filters etc. and is not large enough. It would be best for this to be indoors
 - There is ice build up on the north side of the building
 - The fire hydrant is what is accessed to use the wash down pit and this connection should be adjusted to avoid this need
 - The building has poor air quality and air quality control
 - This building has poor temperature control



BASIS OF DESIGNCharrette #2



AREAS OF IMPROVEMENT

Key information + Takeaways

- STREETS EQUIPMENT STORAGE**
 - The entire area was identified as a problem area
 - There is not enough room for vehicles
 - It is very difficult to maneuver into this space from the exterior
 - The floor is not sloped properly
 - There is materials stored in circulation paths
- STREETS STORAGE**
 - Nothing was identified in this room as an issue
- STREETS AND UTILITIES EQUIPMENT**
 - This space is not large enough for the equipment it houses
 - This room has air/temperature and traffic issues
 - The circulation path is interrupted with materials storage
 - The bays are not equipped to maintenance vehicles
 - There is no safe way to service vehicles
 - There is not proper floor draining / water pools
- TRAFFIC TEAM**
 - The sign print shop and office are combined, this is a cramped space
- UTILITY TEAM**
 - Nothing was identified in this room as an issue
- GROUND'S TEAM**
 - This space is used as office and storage and this is limiting to efficiency
- OTHER**
 - The restrooms are not adequate and flood
 - The small area on the west side of the plan is not accessible unless accessed from the exterior
 - There is ice building up on the east side of the plan that is a hazard to entry into this space
 - This entire building has poor air quality
 - This entire building has poor thermal control
 - This entire building has limit electrical control / capacity / accessibility
 - This entire building has limited safety measures accommodated for

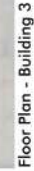
BASIS OF DESIGN Charrette #3

DOCUMENT



Large Teams Engaged:

- Facilities (BSC-3)
- Utilities (BSC-2)
- Grounds / Forestry (2/3)
- Streets (BSC -2)
- Traffic (BSC-2)
- Fleet (BSC-5)



Floor Plans Buildings 2 & 3

PROJECT NO:	25-088-00-000
ISSUE DATE:	05-11-2008
SCALE:	1" = 100'-0"

A-102



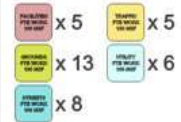
Bay Study
Buildings 2 & 3

PROJECT NO:	25088.00.800
ISSUE DATE:	05.11.2018
SCALE:	1" = 100' (2)

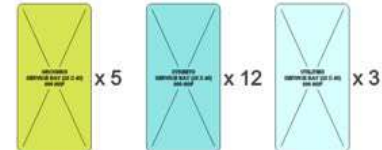
A-103

Kit of Parts:

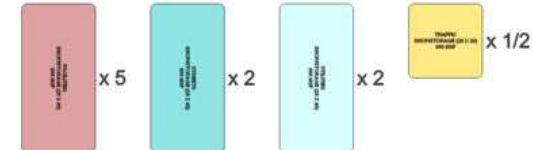
STAFF (E) SHOP 37 FTE

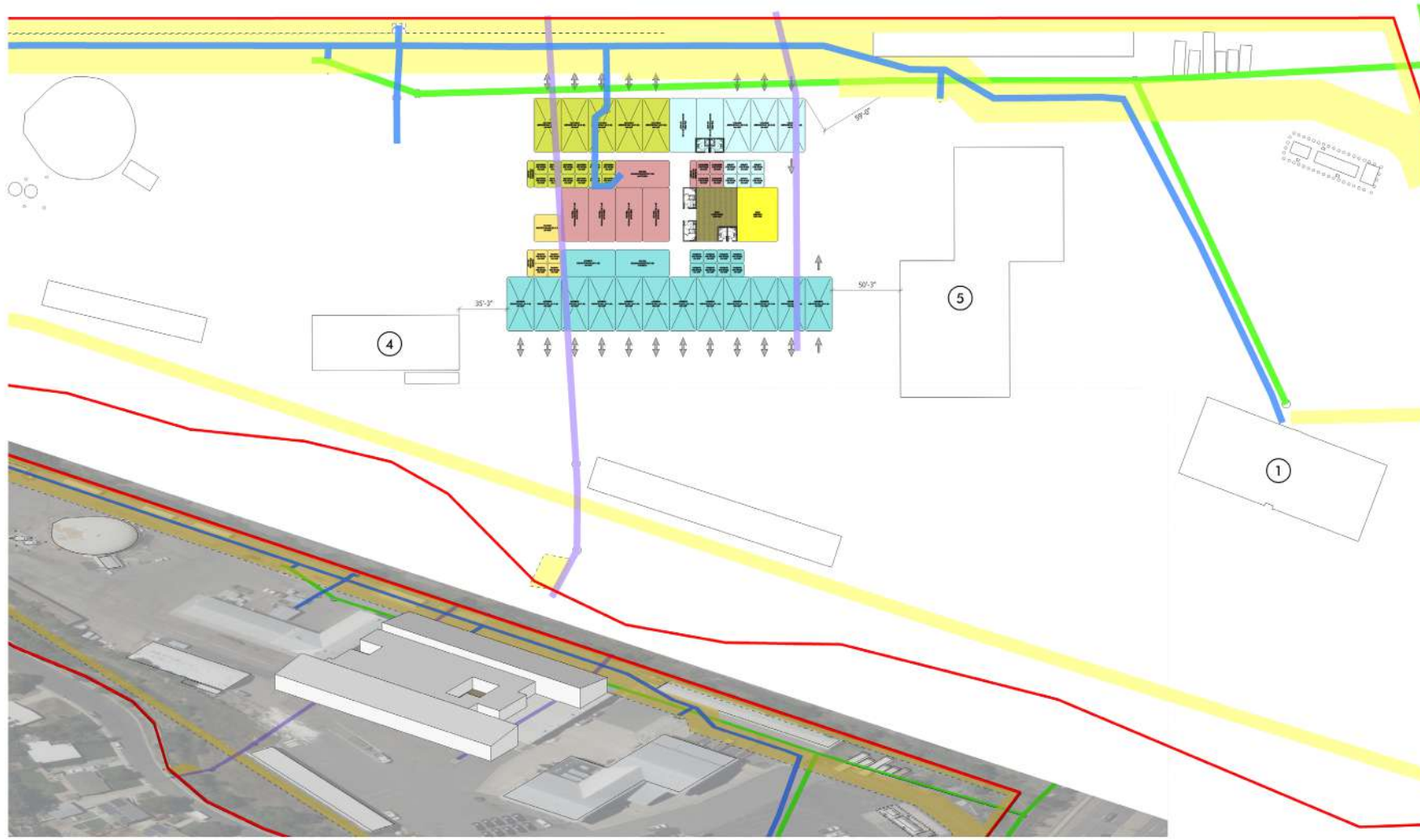


SERVICE BAYS (E): 20



SHOP/STORAGE BAYS (E): 9 1/2





Application of Parts:

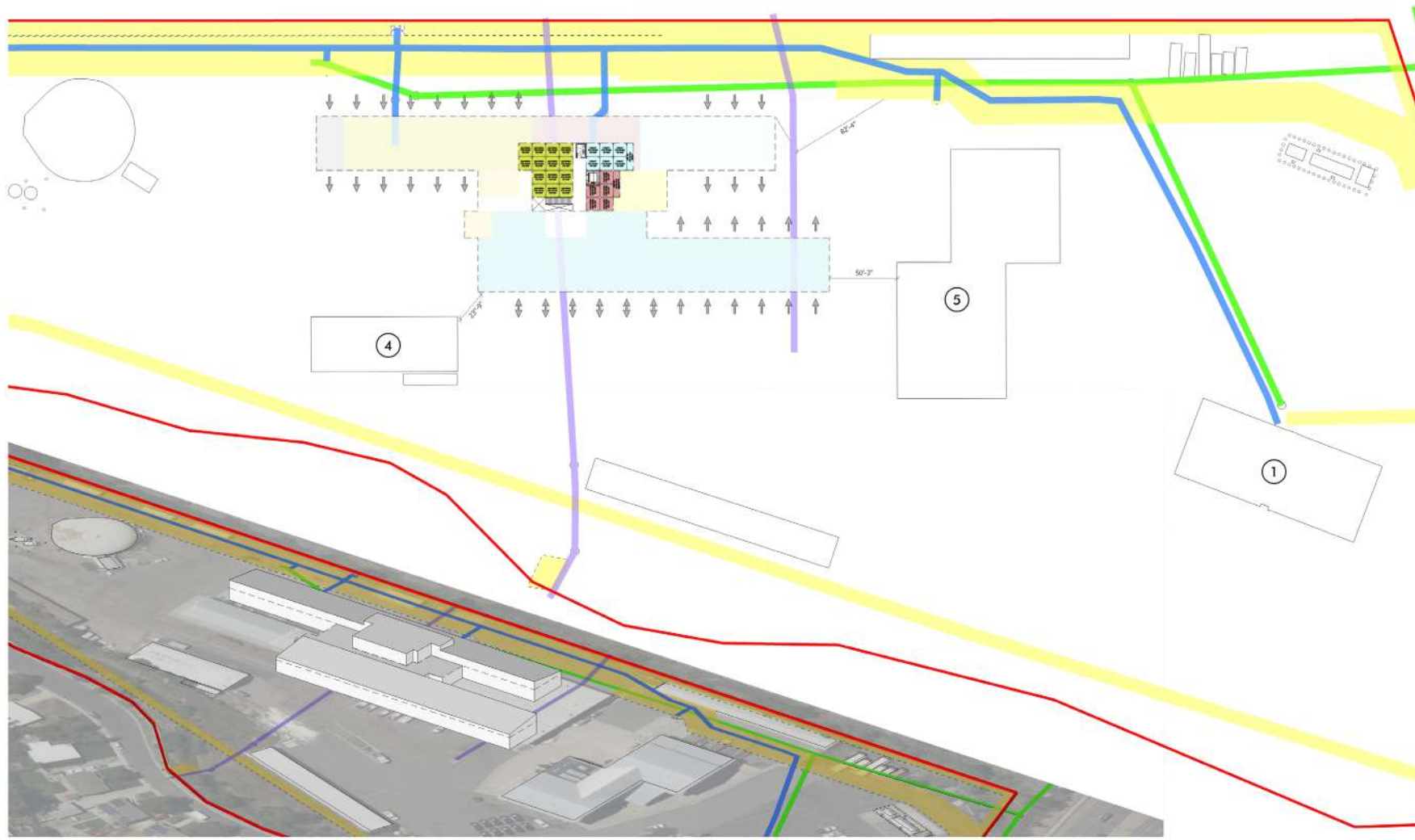
Single-Story Scheme

- 1,200 SF Flex Meeting Space
- 1,200 SF Garden Space

Concerns:

- Backup required
- Tight to Building 4 (Quonset Hut)
- Non-centralized Restrooms

BASIS OF DESIGN Charrette #3



Application of Parts:

Double-Story Scheme

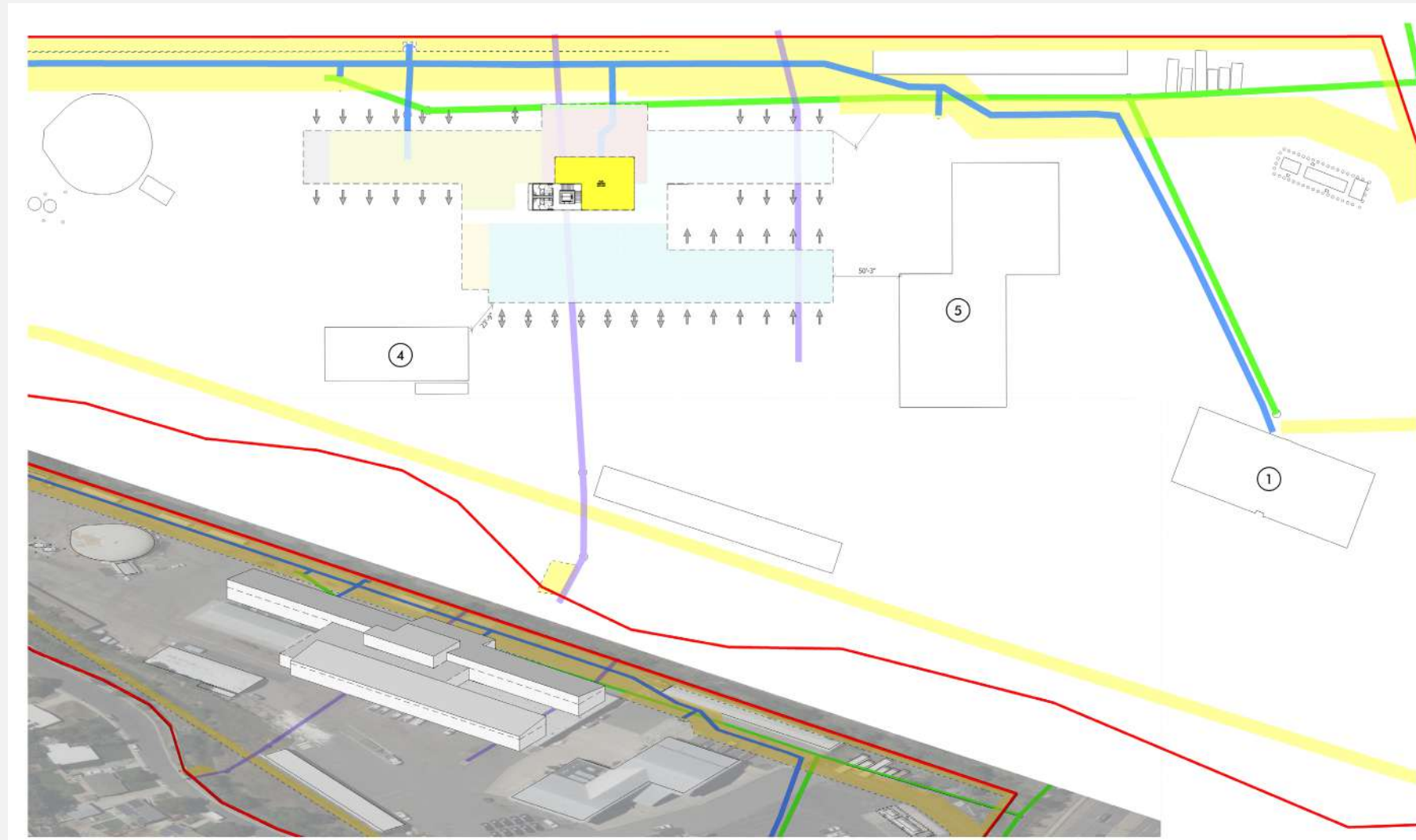
- 1,800 SF Flex Meeting Space
- Pull-Through Garage Spaces

Concerns:

- Displacement of Office Space relative to Work Areas
- Tight to Building 4 (Quonset Hut)
- Centralized Core distant from Work Areas

BASIS OF DESIGN Charrette #3

DOCUMENT



Application of Parts:

Double-Story Scheme

- 2,000 SF Flex Meeting Space
- Pull-Through Garage Spaces

Concerns:

- Displacement of Office Space relative to Work Areas
- Tight to Building 4 (Quonset Hut)
- Centralized Core distant from Work Areas

BASIS OF DESIGN Charrette #4



Small Teams Engaged:

- | | | |
|----------------------------|---------------------|-------------------|
| - Facilities (BSC-3) | - Utilities (BSC-2) | - Traffic (BSC-2) |
| - Grounds / Forestry (2/3) | - Streets (BSC -2) | - Fleet (BSC-5) |



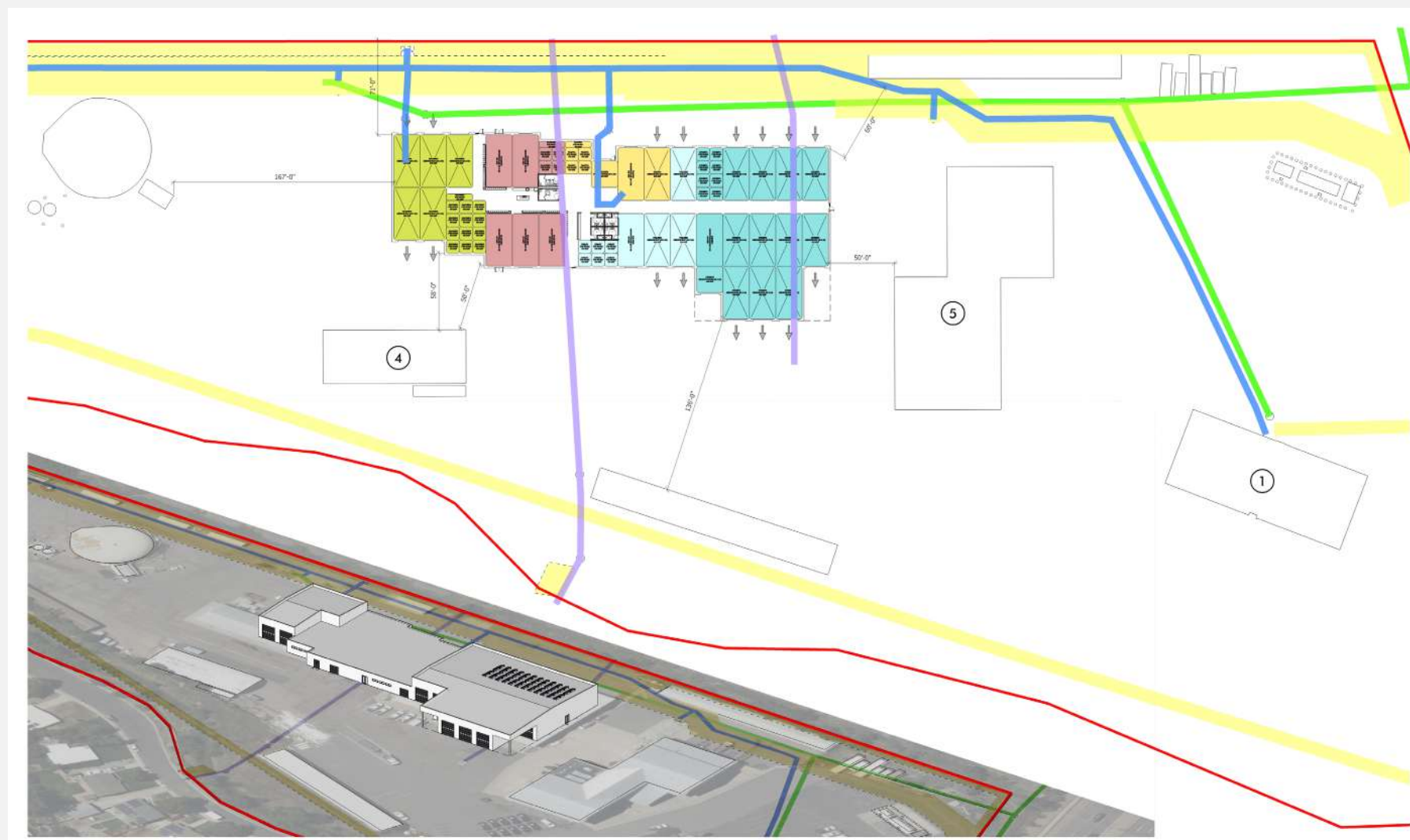
BASIS OF DESIGN Council Walk

ENGAGE



Rough Order of Magnitude (ROM)

INTEGRATE



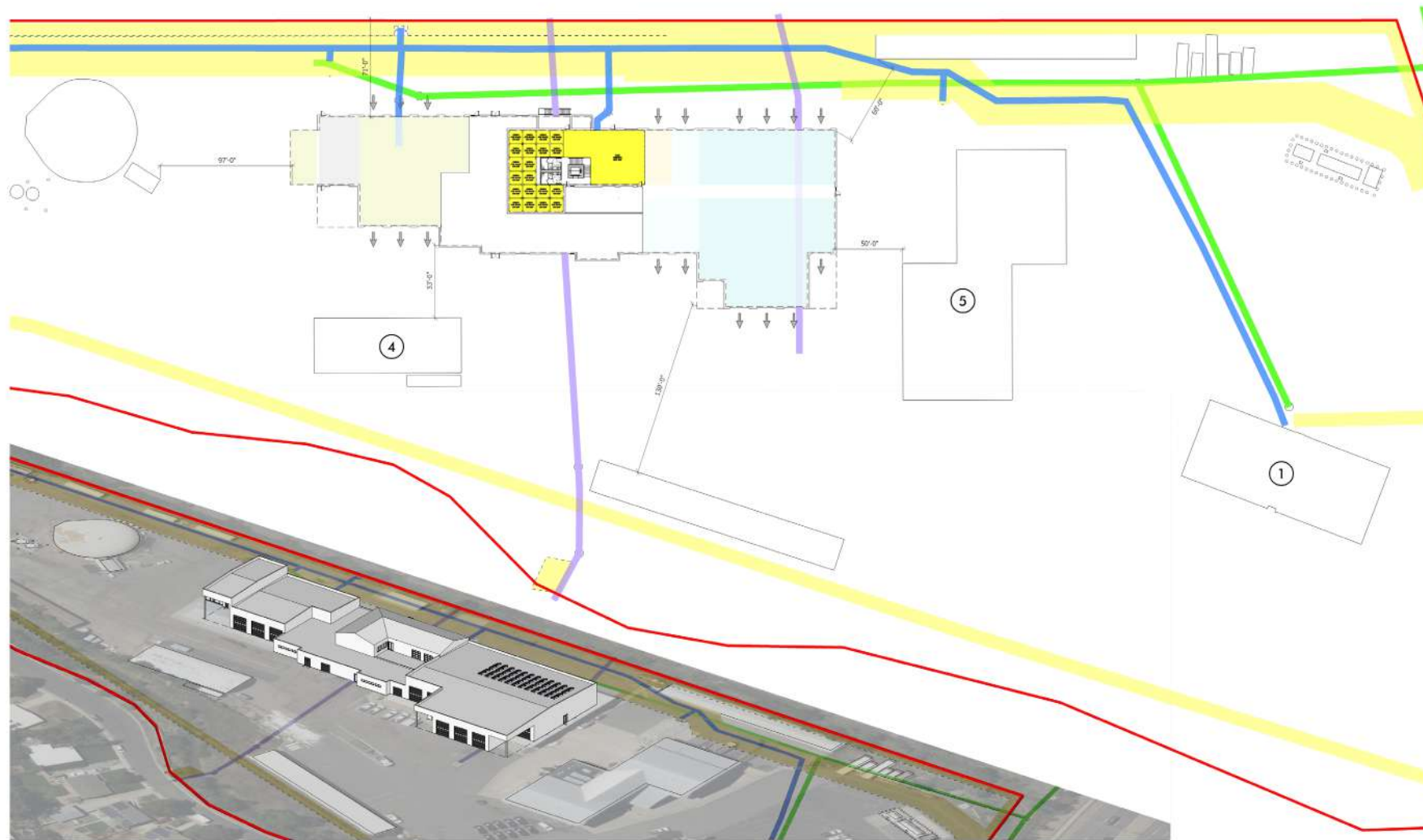
Application of Parts:

BASELINE Option

- Single Building Solution
- Pull-Through Bays
- Opportunities for Expansion
- Centralized Restroom Core

Rough Order of Magnitude (ROM)

INTEGRATE



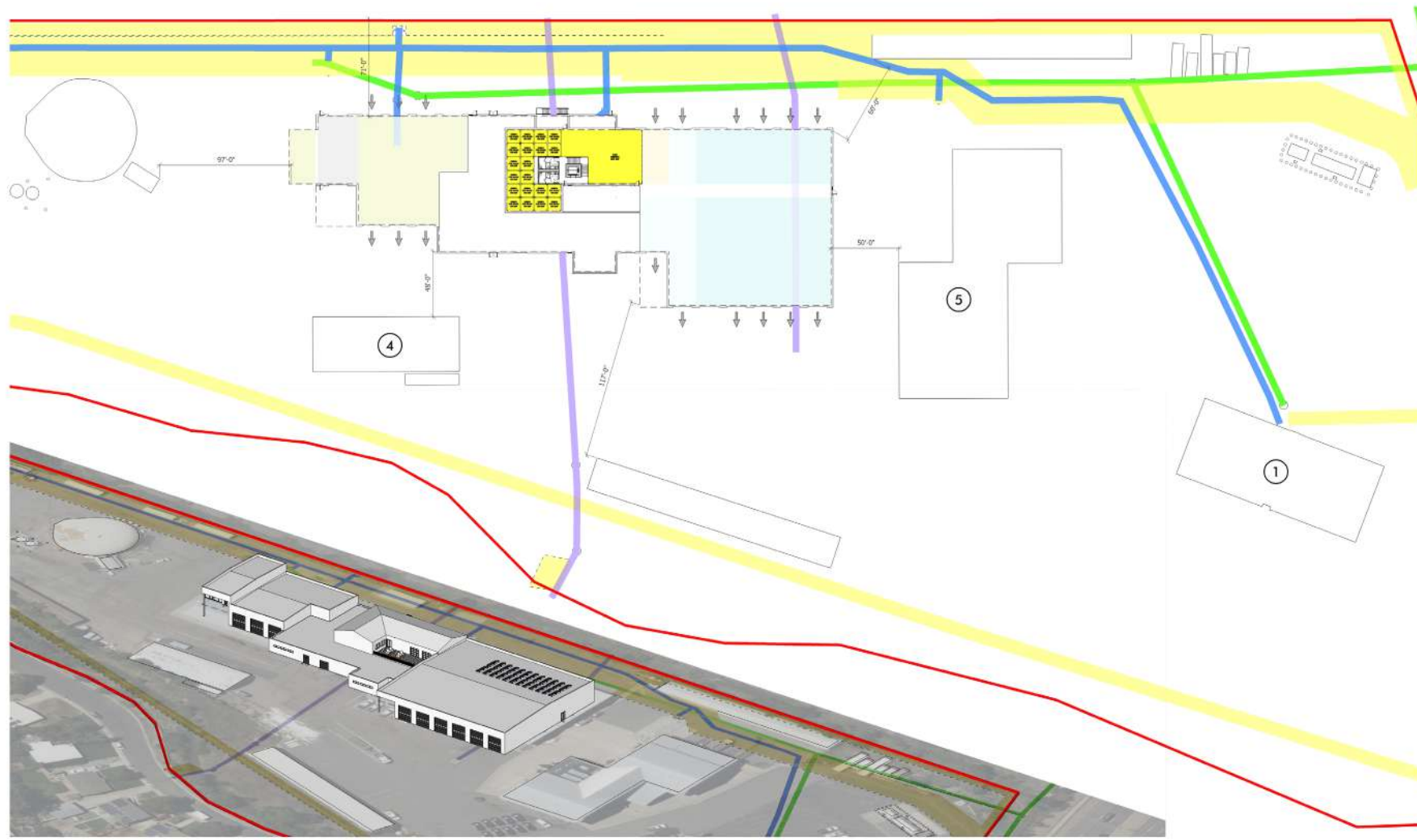
Application of Parts:

ENHANCED Option

- Single Building Solution
- Pull-Through Bays
- Opportunities for Expansion
- Centralized Restroom Core
- Flex Meeting Space
- White Box Flex Office
- Dedicated Mixing and Wash Bay
- Hoop House

Rough Order of Magnitude (ROM)

INTEGRATE



Application of Parts:

FULLY ENHANCED Option

- Single Building Solution
- Pull-Through Bays
- Opportunities for Expansion
- Centralized Restroom Core
- Flex Meeting Space with Outdoor Deck
- Built-out Flex Office
- Dedicated Mixing and Wash Bay
- Hoop House

Rough Order of Magnitude (ROM)

INTEGRATE



One coordinated engineering basis across every building option — systems scale with square footage, keeping the pricing a true apples-to-apples comparison.

BUILDING SYSTEMS | MEP + Optimization

Simple, maintainable packaged rooftop systems (heat-pump ready) serve office and shop areas; vehicle bays use high-efficiency radiant heat with code-required ventilation — resolving the comfort and air-quality problems in today's 1948 buildings, with controls and commissioning focused on reliable, efficient operation.

STRUCTURE + ENCLOSURE

Hybrid steel construction — pre-engineered metal building wings with a conventional steel center — and a continuous insulated metal panel enclosure balance first cost, Colorado snow and weather demands, durability, and future adaptability.

CIVIL + SITE

Site circulation, drainage, and utilities are coordinated with the building program: safer one-way truck flow, modern wash-bay drainage and treatment, secure access, and infrastructure sized for long-term operations.

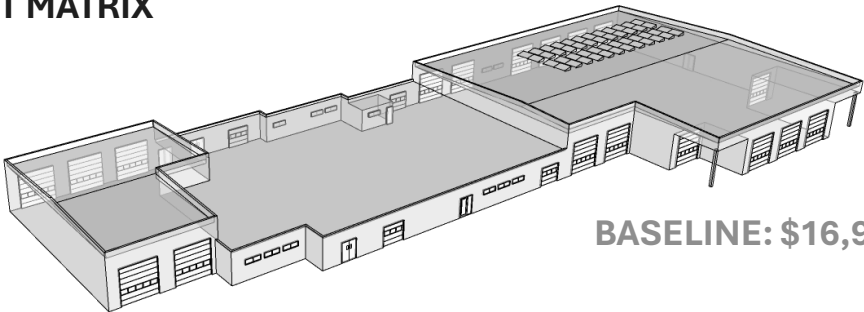
ENERGY CODE + FUTURE READY

Designed to meet Littleton's adopted 2024 energy code (ASHRAE 90.1 performance path) — a small rooftop solar array (~20 kW on roughly 1,800 SF of roof) is the most cost-effective path to compliance. Electrical service is sized for future all-electric operation per Colorado's Electric & Solar Ready Code, with EV charging and battery-equipment charging.

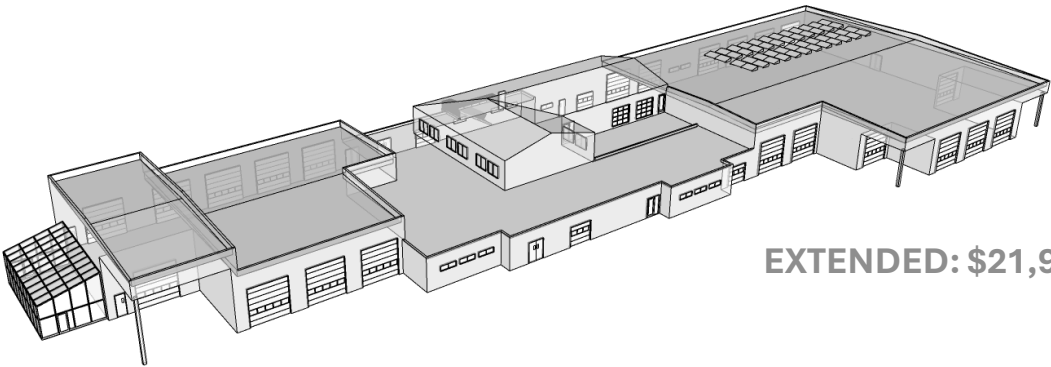
Rough Order of Magnitude(ROM)



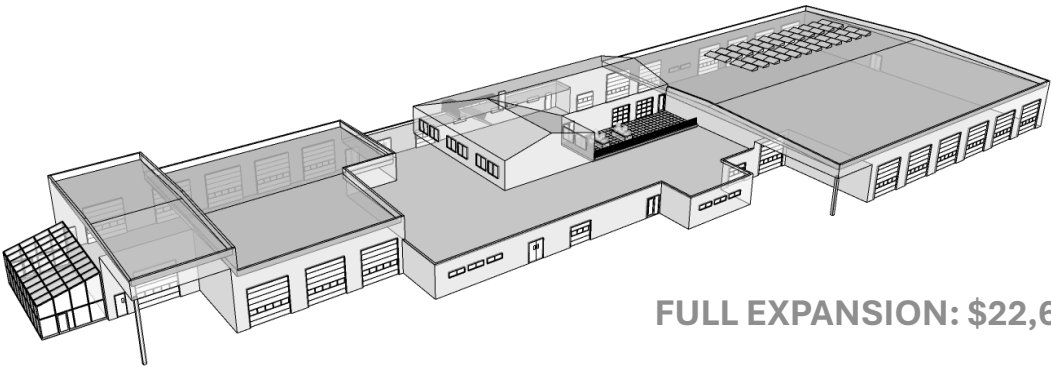
CONSTRUCTION COST MATRIX



BASELINE: \$16,988,453



EXTENDED: \$21,967,214



FULL EXPANSION: \$22,697,428

Belleview Service Center Rev2
Littleton, CO
Rough Order of Magnitude

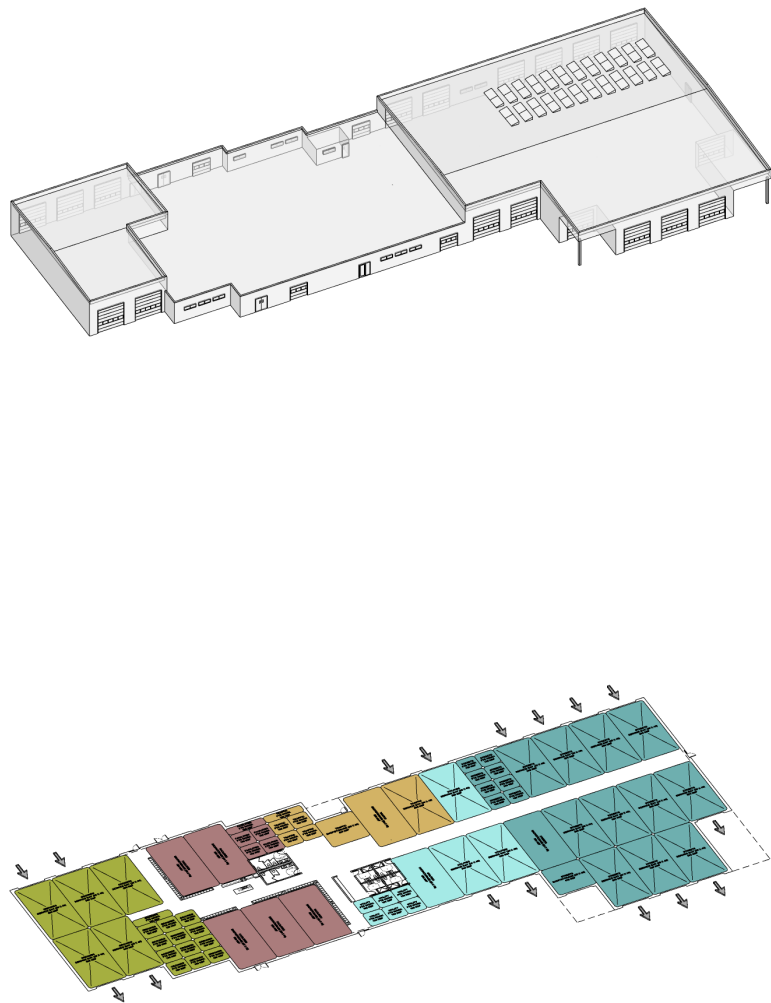
Project # 26-01701.00
08/18/26

SUMMARY MATRIX

		Baseline 33,869 SF		Expanded 43,735 SF		Full Expansion 46,407 SF		
Element		Total	Cost/SF	Total	Cost/SF	Total	Cost/SF	
01 General Requirements								
02 Existing Conditions		\$602,245	\$17.78	\$602,245	\$13.77	\$602,245	\$12.98	
03 Concrete		\$1,031,652	\$30.46	\$1,300,820	\$29.74	\$1,312,401	\$28.28	
04 Masonry								
05 Metals		\$1,862,259	\$54.98	\$2,540,349	\$58.09	\$2,684,470	\$57.85	
06 Wood, Plastics, And Composites		\$122,295	\$3.61	\$144,494	\$3.30	\$150,506	\$3.24	
07 Thermal And Moisture Protection		\$1,096,627	\$32.38	\$1,451,144	\$33.18	\$1,628,779	\$35.10	
08 Openings		\$901,442	\$26.62	\$2,005,913	\$45.87	\$1,674,875	\$36.09	
09 Finishes		\$548,453	\$16.19	\$641,516	\$14.67	\$669,734	\$14.43	
10 Specialties		\$309,825	\$9.15	\$357,483	\$8.17	\$370,978	\$7.99	
11 Equipment		\$6,960	\$0.21	\$6,960	\$0.16	\$6,960	\$0.15	
12 Furnishings		\$3,966	\$0.12	\$16,233	\$0.37	\$10,653	\$0.23	
13 Special Construction		\$1,353,755	\$39.97	\$1,896,085	\$43.35	\$2,182,410	\$47.03	
14 Conveying Systems				\$122,000	\$2.79	\$122,000	\$2.63	
21 Fire Suppression		\$237,422	\$7.01	\$342,008	\$7.82	\$362,903	\$7.82	
22 Plumbing		\$504,968	\$14.91	\$598,421	\$13.68	\$623,936	\$13.44	
23 HVAC		\$362,481	\$10.70	\$549,839	\$12.57	\$555,457	\$11.97	
25 Integrated Automation		\$43,336	\$1.28	\$50,364	\$1.15	\$62,854	\$1.35	
26 Electrical		\$2,661,200	\$78.57	\$2,926,295	\$66.91	\$3,089,592	\$66.58	
27 Communications		\$494,641	\$14.60	\$554,580	\$12.68	\$577,693	\$12.45	
28 Electrical Safety And Security		\$383,632	\$11.33	\$443,372	\$10.14	\$463,679	\$9.99	
31 Earthwork		\$205,082	\$6.06	\$189,487	\$4.33	\$180,669	\$3.89	
32 Exterior Improvements		\$477,349	\$14.09	\$433,713	\$9.92	\$423,158	\$9.12	
33 Utilities		\$304,910	\$9.00	\$301,838	\$6.90	\$300,101	\$6.47	
Subtotal Cost		\$13,514,500	\$399.02	\$17,475,159	\$399.57	\$18,056,053	\$389.08	
General Conditions		5.5%	\$743,298	\$21.95	\$961,134	\$21.98	\$993,083	\$21.40
General Requirements		4.0%	\$570,312	\$16.84	\$737,452	\$16.86	\$761,965	\$16.42
Bonds & Insurance		2.9%	\$422,601	\$12.48	\$546,452	\$12.49	\$564,616	\$12.17
Contractor's Fee		5.0%	\$762,536	\$22.51	\$986,010	\$22.55	\$1,018,786	\$21.95
Design Contingency		3.0%	\$480,397	\$14.18	\$621,186	\$14.20	\$641,835	\$13.83
Construction Contingency		3.0%	\$494,809	\$14.61	\$639,822	\$14.63	\$661,090	\$14.25
Escalation to MOC, 10/15/28		8.9%	See Summary	See Summary	See Summary	See Summary	See Summary	See Summary
Total Estimated Construction Cost			\$16,988,453	\$501.59	\$21,967,214	\$502.28	\$22,697,428	\$489.09

Rough Order of Magnitude(ROM)

BASELINE TOTAL PROJECTED COST: \$24,981,789



Belleview Service Center Rev2
Littleton, CO
Rough Order of Magnitude

Project # 26-01701.00
08/18/26

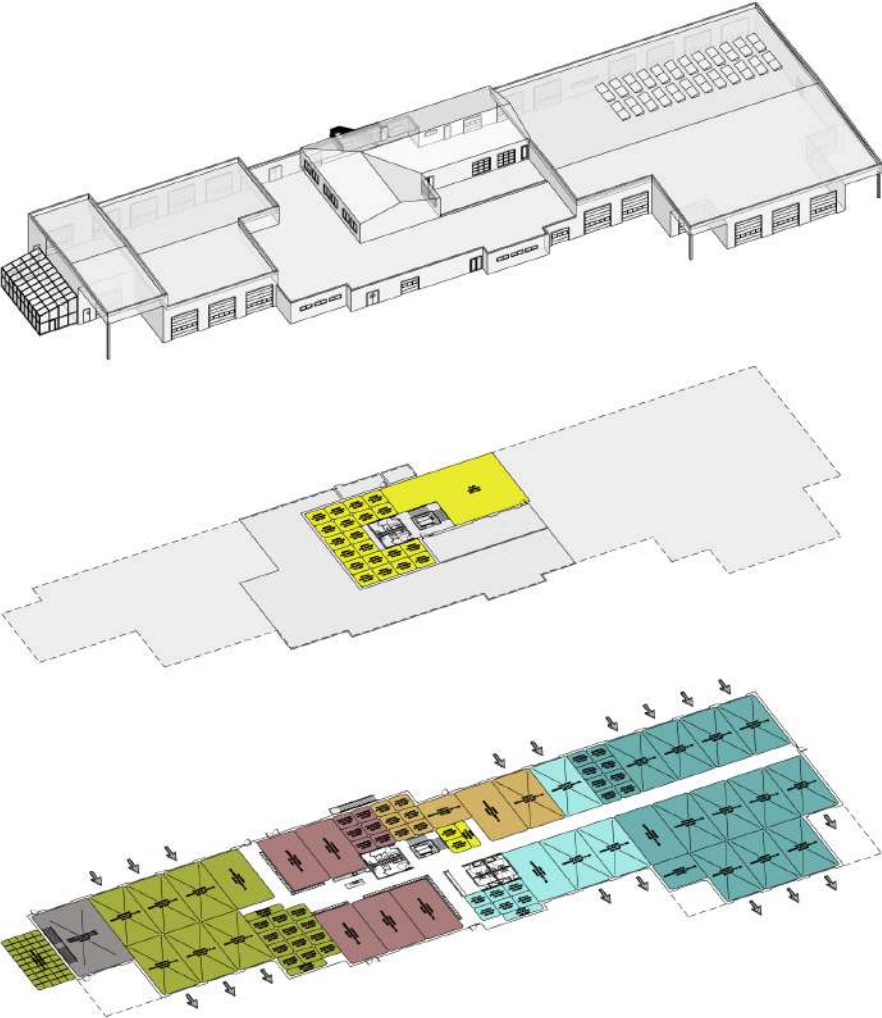
SUMMARY - BASELINE			
Element	Area	Cost / SF	Total
Baseline	33,869	\$501.59	\$16,988,453
Total Estimated Construction Cost			
	33,869	\$501.59	\$16,988,453
Escalation to MOC, 10/15/28	8.88%		\$1,507,791
Total Escalated Estimated Construction Cost			
	33,869	\$546.11	\$18,496,244
Estimated Soft Cost			
Land Purchase + Closing Costs			Excluded / No Cost Anticipated
Pre-Development			
Survey			\$25,000
Soil Study / Geotechnical Report			\$25,000
Testing & Inspection, Allow \$75k			\$75,000
Owner Management Expenses, Allowance			Excluded / No Cost Anticipated
Design Fees Including Additional Services and Reimbursables, Allowance	8.00%		\$1,479,699
Owners Representation Including Reimbursables	4.00%		\$739,850
Marketing / Communications / Public Relations			Excluded
Entitlements			
Permits / Use Tax			Excluded
Wet / Dry Utility Connection, Allowance			\$300,000
Owner Insurance	2.00%		\$369,925
FF&E & Low Voltage Equipment, Allow \$250k			\$250,000
Equipment, Allow \$750k			\$750,000
Miscellaneous			
Legal, Allowance			Excluded
Moving / Department Relocation Cost			Excluded
Xcel			\$200,000
Owner Contingency	10.00%		\$2,271,072
Total Estimated Soft Cost			
	33,869	\$191.49	\$6,485,546
Total Estimated Project Cost			
	33,869	\$737.60	\$24,981,789
Add Alternates			
			Total
Sealed Concrete Flooring Throughout		ADD	\$111,000
Epoxy Flooring In Service Bays & Shop / Storage		ADD	\$833,000

Rough Order of Magnitude (ROM)

EXPANDED TOTAL PROJECTED COST: \$31,779,278

Belleview Service Center Rev2
Littleton, CO
Rough Order of Magnitude

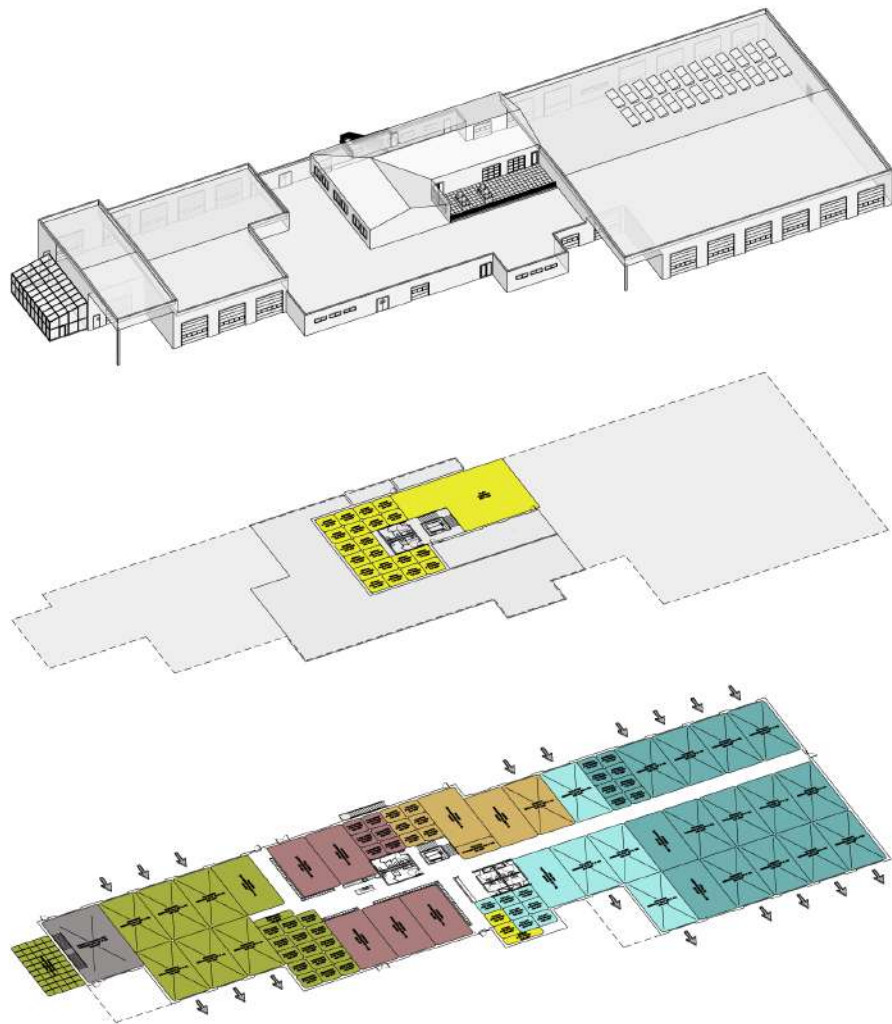
Project # 26-01701.00
08/18/26



SUMMARY - EXPANDED			
Element	Area	Cost / SF	Total
Expanded	43,735	\$502.28	\$21,967,214
Total Estimated Construction Cost			
	43,735	\$502.28	\$21,967,214
Escalation to MOC, 10/15/28	8.88%		\$1,949,675
Total Escalated Estimated Construction Cost			
	43,735	\$546.86	\$23,916,889
Estimated Soft Cost			
Land Purchase + Closing Costs			Excluded / No Cost Anticipated
Pre-Development			
Survey			\$25,000
Soil Study / Geotechnical Report			\$25,000
Testing & Inspection, Allow \$75k			\$75,000
Owner Management Expenses, Allowance			Excluded / No Cost Anticipated
Design Fees Including Additional Services and Reimbursables, Allowance	8.00%		\$1,913,351
Owners Representation Including Reimbursables	4.00%		\$956,676
Marketing / Communications / Public Relations			Excluded
Entitlements			
Permits / Use Tax			Excluded
Wet / Dry Utility Connection, Allowance			\$300,000
Owner Insurance	2.00%		\$478,338
FF&E & Low Voltage Equipment, Allow \$250k			\$250,000
Equipment, Allow \$750k			\$750,000
Miscellaneous			
Legal, Allowance			Excluded
Moving / Department Relocation Cost			Excluded
Xcel			\$200,000
Owner Contingency	10.00%		\$2,889,025
Total Estimated Soft Cost			
	43,735	\$179.77	\$7,862,390
Total Estimated Project Cost			
	43,735	\$726.63	\$31,779,278
Add Alternates			
			Total
Sealed Concrete Flooring Throughout	ADD		\$124,000
Epoxy Flooring In Service Bays & Shop / Storage	ADD		\$941,000

Rough Order of Magnitude (ROM)

FULL EXPANSION TOTAL PROJECTED COST: \$32,776,238



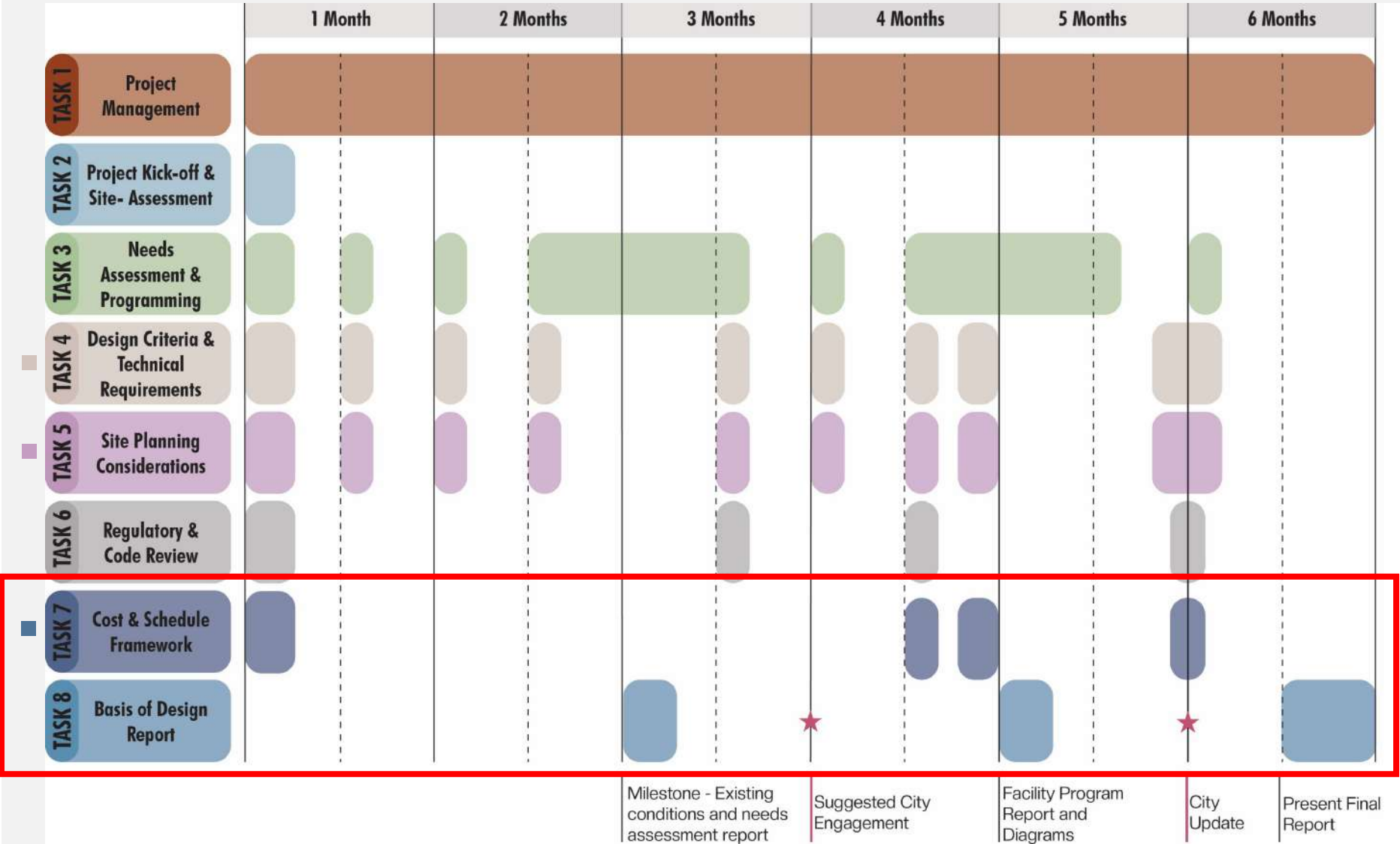
Belleview Service Center Rev2
Littleton, CO
Rough Order of Magnitude

Project # 26-01701.00
08/18/26

SUMMARY - FULL EXPANSION			
Element	Area	Cost / SF	Total
Full Expansion	46,407	\$489.09	\$22,697,428
Total Estimated Construction Cost	46,407	\$489.09	\$22,697,428
Escalation to MOC, 10/15/28	8.88%		\$2,014,484
Total Escalated Estimated Construction Cost	46,407	\$532.50	\$24,711,913
<u>Estimated Soft Cost</u>			
Land Purchase + Closing Costs			Excluded / No Cost Anticipated
Pre-Development			
Survey			\$25,000
Soil Study / Geotechnical Report			\$25,000
Testing & Inspection, Allow \$75k			\$75,000
Owner Management Expenses, Allowance			Excluded / No Cost Anticipated
Design Fees Including Additional Services and Reimbursables, Allowance	8.00%		\$1,976,953
Owners Representation Including Reimbursables	4.00%		\$988,477
Marketing / Communications / Public Relations			Excluded
Entitlements			
Permits / Use Tax			Excluded
Wet / Dry Utility Connection, Allowance			\$300,000
Owner Insurance	2.00%		\$494,238
FF&E & Low Voltage Equipment, Allow \$250k			\$250,000
Equipment, Allow \$750k			\$750,000
Miscellaneous			
Legal, Allowance			Excluded
Moving / Department Relocation Cost			Excluded
Xcel			\$200,000
Owner Contingency	10.00%		\$2,979,658
Total Estimated Soft Cost	46,407	\$173.77	\$8,064,326
Total Estimated Project Cost	46,407	\$706.28	\$32,776,238
<u>Add Alternates</u>			
Sealed Concrete Flooring Throughout	ADD		\$134,000
Epoxy Flooring In Service Bays & Shop / Storage	ADD		\$1,020,000
Garage Radiant Floor and Snowmelt	ADD		\$510,000

BASIS OF DESIGN Task Schedule

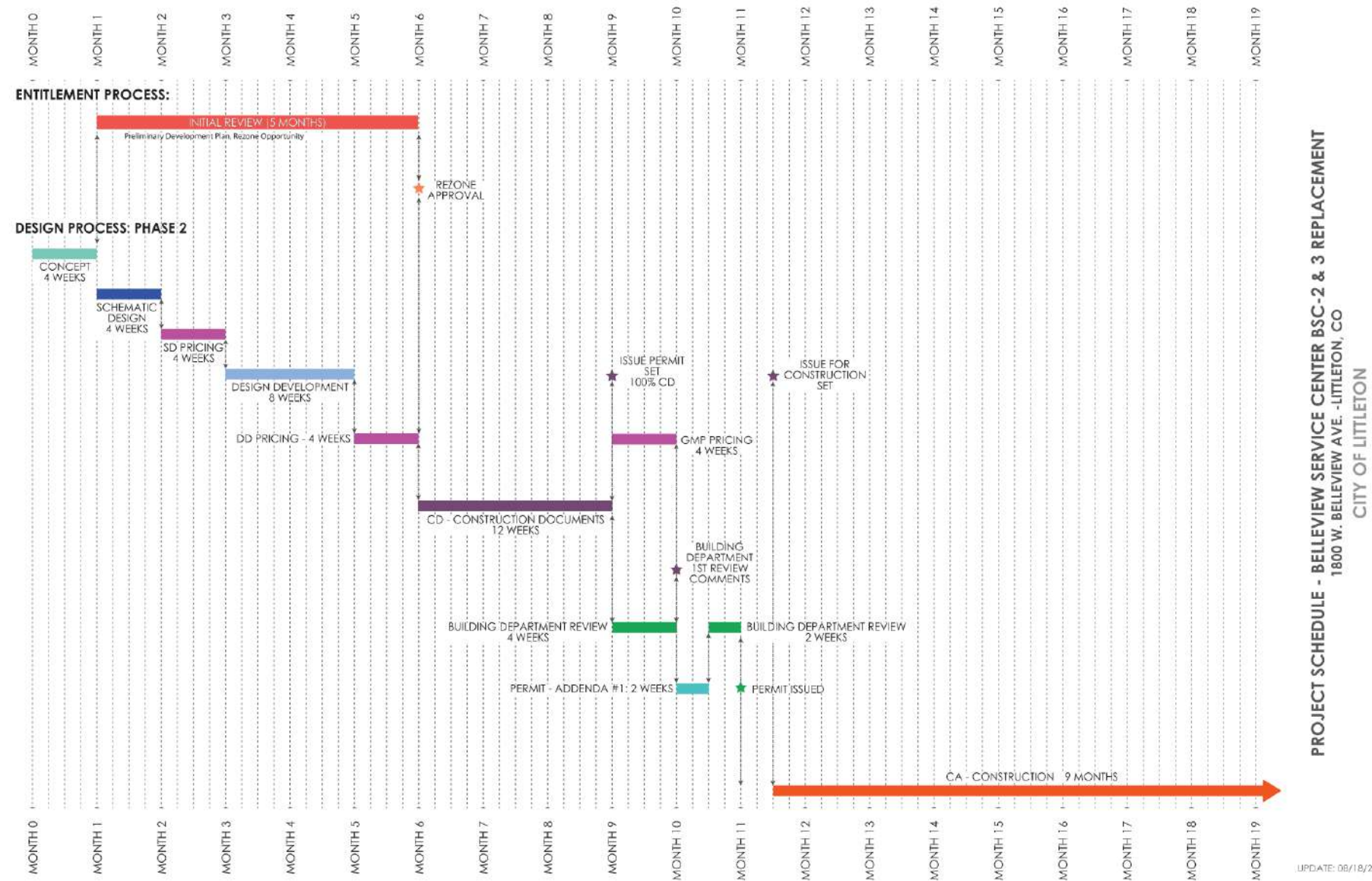
Basis of Design – Initial Task Schedule



The successful creation of a Basis of Design Report is dependent on timely owner decision-making to maintain feedback throughout concept iterations. At Project Kick-off we will review and refine our suggested schedule (see below) according to the eight (8) tasks noted within the RFP and align milestones and expectations throughout the iterative development of the Basis of Design Report. More importantly, this Master Schedule will provide an opportunity for both Design and Client teams to monitor progress against the schedule.

- MEP, Structural and Architecture teams are engaged and evaluating with technical expertise.
- Civil Team is Engaged to evaluate site conditions and planning
- Cumming Group is engaged to provide costing analysis updates.

BASIS OF DESIGNPhase 2 Suggested Schedule



Schedule Highlights

- 9-month Design Schedule
- 2-month “pencils down” pricing exercise
- 5-month Entitlement & potential Re-Zone concurrent to Design
- 9-month Construction Schedule with mid-2028 Start

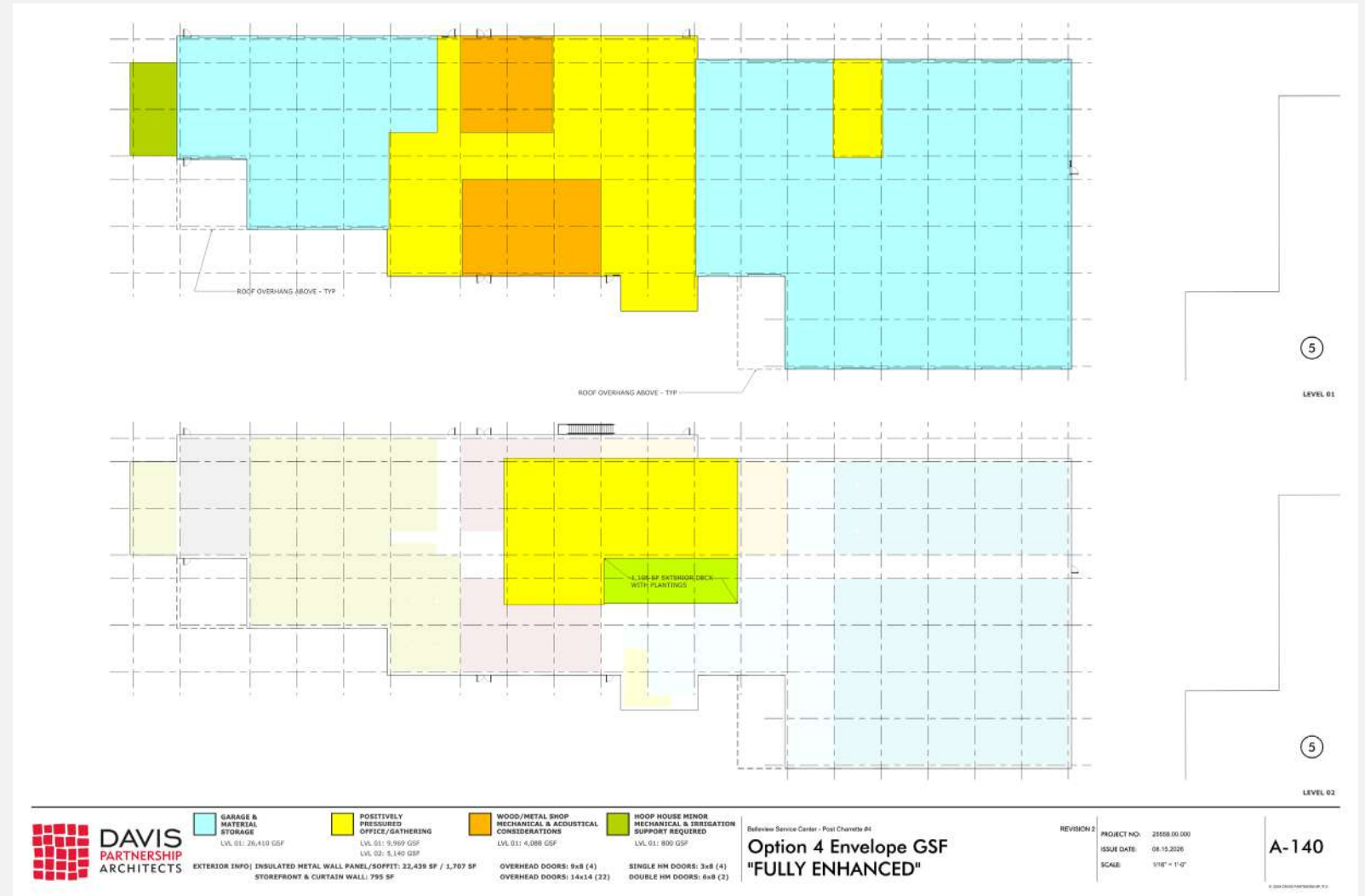
BASIS OF DESIGN Next Steps

DELIVER



Next steps :

- +BOD Report Reviewed by BSC Team
- +Add Alternates Defined (Sustainability)
- + Recommendations Refined
- +Final Report



Example Exterior System Study

QUESTIONS FOR COUNCIL CONSIDERATION

1. Which program option should staff advance as the recommended program in the final Basis of Design? *Baseline · Expanded · Full Expansion*
2. Are there specific priorities, concerns, or considerations Council would like staff to carryforward into the next phase of the project?

BASIS OF DESIGNTHANK YOU

**TOGETHER WE ARE DRIVEN
TO CREATE SPACES THAT INSPIRE
ELEVATING THE JOY AND DIGNITY
OF THE HUMAN EXPERIENCE**





Staff Communication

File #: ID# 26-159, **Version:** 1

Agenda Date: 08/25/2026

Subject:

E-Bike and E-Motor Safety Ordinance Discussion

From:	James L. Becklenberg, City Manager
Prepared by:	Chief Gene Enley, Police Chief
Presentations:	Hal Mandler, Interim Division Chief Reid Betzing, City Attorney

PURPOSE:

With the rise in the use of e-bikes and e-motors, the Littleton Police Department recommends adopting new ordinances that establish required safety equipment, outline circumstances for impoundment, and clarify parental responsibility.

LONG-TERM OUTCOME(S) SERVED:

Safe Community

DISCUSSION:

The community has experienced a significant increase in the use of e-bikes and e-motors. Due to their maneuverability and high speeds, some riders are operating these devices in ways that create safety concerns for both themselves and others. The department has observed risky behaviors that necessitate clearer regulations and enforcement capabilities.

Public education efforts have been on-going through the department's website, social media, rider classes, and a community bicycle event. These efforts have helped raise awareness but have not fully addressed the enforcement gap identified by staff. The department will continue partnering with Littleton Public Schools to expand education on safe and appropriate use of e-bikes and e-motors.

BACKGROUND:

Current city ordinances allow officers to charge individuals with reckless or careless operation of e-bikes or e-motors. However, officers do not currently have authority to impound these vehicles when such charges occur. This limitation is particularly challenging when dealing with juvenile riders, who represent a substantial portion of users. Impoundment authority would allow officers to secure the vehicle until a court decision is made or a parent or guardian retrieves it.

Prior Actions or Discussions

N/A

FISCAL IMPACTS:

N/A

STAFF RECOMMENDATION:

Direct staff to return to a subsequent City Council meeting with a proposed ordinance for Council's consideration that would provide officers with additional enforcement tools to address e-bike and e-motor safety concerns.

ALTERNATIVES:

Provide feedback to staff on potential other measures to address this safety concern.

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CITY OF LITTLETON, COLORADO

ORDINANCE NO. XX

Series, 2026

**AN ORDINANCE OF THE CITY OF LITTLETON,
COLORADO, AMENDING TITLE 9 AND TITLE 1
RELATED TO ELECTRICAL ASSISTED BICYCLES**

WHEREAS, the City of Littleton (“City”) is authorized, pursuant to C.R.S. §§ 31-15-401 and 42-4-110(1)(b), to adopt and enforce police power regulations in furtherance of the health, safety, and welfare of its citizens, and specifically, to adopt a model traffic code that encompasses the rules of the road and vehicle requirements set forth in Article 4 of Title 42, C.R.S.; and;

WHEREAS, the City of Littleton has adopted the 2024 version of the Model Traffic Code which the Colorado Department of Transportation has published regularly, which is modeled after the applicable state statutes and adopted by municipalities to ensure the uniformity and standardization of traffic regulations throughout the state; and

WHEREAS, the City of Littleton is also able to enforce those violations of State law throughout the City; and

WHEREAS, City Council wishes to further address pedestrian and traffic safety by regulating the operation and use of electrical assisted bicycles in the City.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF
THE CITY OF LITTLETON, COLORADO, THAT:**

Section 1: Littleton City Code, Title 9, Traffic Regulations, Chapter 1, Section 9-1-9, is hereby added to read as follows:

9-1-9 ELECTRICAL ASSISTED BICYCLES

A. HELMETS.

- 1. ALL OPERATORS, RIDERS, AND PASSENGERS OF ALL CLASSES OF ELECTRICAL ASSISTED BICYCLES UNDER THE AGE OF 18 MUST WEAR A PROTECTIVE HELMET OF A TYPE AND DESIGN MANUFACTURED FOR USE BY OPERATORS OF BICYCLES.**
- 2. THE PROTECTIVE HELMET MUST CONFORM TO THE DESIGN AND SPECIFICATIONS SET FORTH BY THE UNITED STATES CONSUMER PRODUCT SAFETY COMMISSION OR THE AMERICAN SOCIETY FOR TESTING AND MATERIALS AND MUST BE SECURED PROPERLY ON THE**

- PERSON'S HEAD WITH A CHIN STRAP WHILE THE ELECTRICAL ASSISTED BICYCLE IS IN MOTION.
- B. IMPOUNDMENT.**
1. ANY COMMISSIONED EMPLOYEE OF THE CITY'S POLICE DEPARTMENT IS HEREBY AUTHORIZED TO IMPOUND ANY ELECTRICAL ASSISTED BICYCLE UNDER ANY OF THE CIRCUMSTANCES BELOW ENUMERATED:
 - a. WHEN THE ELECTRICAL ASSISTED BICYCLE IS NOT IN SAFE MECHANICAL CONDITION;
 - b. WHEN THE ELECTRICAL ASSISTED BICYCLE IS NOT EQUIPPED AS REQUIRED BY SECTION 221 OF THE MODEL TRAFFIC CODE;
 - c. WHEN THE ELECTRICAL ASSISTED BICYCLE IS SEIZED, FOUND OR GIVEN TO THE POLICE DEPARTMENT AS EVIDENCE OF A CRIME OR EVIDENCE IN A TRAFFIC MATTER.
 2. RELEASE OF IMPOUNDED ELECTRICAL ASSISTED BICYCLES.
 - a. NO ELECTRICAL ASSISTED BICYCLE IMPOUNDED PURSUANT TO SECTION (1)(A) OR (1)(B) OF THIS SECTION SHALL BE RELEASED UNTIL:
 - i. THE UNSAFE MECHANICAL CONDITION HAS BEEN CORRECTED OR THE LACKING EQUIPMENT HAS BEEN PLACED ON THE ELECTRICAL ASSISTED BICYCLE; OR
 - ii. THE CITY'S AUTHORIZED AGENT HAS BEEN SATISFIED THAT THE ELECTRICAL ASSISTED BICYCLE WILL NOT BE RIDDEN, PROPELLED, OR OPERATED ON ANY PUBLIC STREET, ROAD, ALLEY, TRAIL, OR OTHER PUBLIC PROPERTY WITHIN THE CITY UNTIL SUCH UNSAFE MECHANICAL CONDITION HAS BEEN CORRECTED OR LACKING EQUIPMENT HAS BEEN PLACED ON THE ELECTRICAL ASSISTED BICYCLE.
 - b. ELECTRICAL ASSISTED BICYCLES IMPOUNDED PURSUANT TO SECTION (1)(C) OF THIS SECTION SHALL BE RELEASED AND DISPOSED OF IN ACCORDANCE WITH SECTION 6-5-13.
- C. PARENT RESPONSIBILITY.** NO PARENT OR LEGAL GUARDIAN SHALL CAUSE, PERMIT, OR KNOWINGLY ALLOW A MINOR UNDER THE AGE OF EIGHTEEN TO OPERATE AN ELECTRICAL ASSISTED BICYCLE ON ANY PUBLIC STREET, ROAD, ALLEY, TRAIL OR OTHER PUBLIC PROPERTY WITHIN THE CITY IN VIOLATION OF THE MODEL TRAFFIC CODE AS ADOPTED AND AMENDED PURSUANT TO 9-1-1 OR IN VIOLATION OF THIS SECTION.

Section 2: Littleton City Code, Title 1, Administrative, Chapter 6, Section 1-6-8 Municipal Court Process, is hereby amended to read as follows:

1-6-8 MUNICIPAL COURT PROCESS

- A.** The following persons shall have the authority to issue, execute and serve city municipal

court process:

1. Any commissioned employee of the city's police department or other person who is lawfully deputized by the chief of police for such limited purposes as the chief may designate in writing;
 2. The city's animal control and parking enforcement officers;
 3. Any commissioned police officer working within the city, but who is not employed by the city and who is lawfully deputized by the city's chief of police or the chief of police's designee;
 4. Any city zoning, building inspection, or code compliance official;
 5. The city's sales tax administrator;
 6. Any south metro fire rescue officer;
 7. On those properties owner or managed by the south suburban park and recreation district, its park rangers may issue, execute and serve municipal court process, but only that process, related to alleged violations of Title 6, chapters 1 and 2 and sections 6-9-1, 6-9-2, 6-9-3 and 6-9-5 of this code. Parking violations of sections 1204 and 1208 of the model traffic code, and subsection 9-1-7(A) of this code, and possession or use of fireworks in violation of section 6-4-75, AND VIOLATIONS OF SECTION 9-1-9 OF THIS CODE.
 8. The city manager, or his designee, but only as to proceedings or alleged violations under Title 8, chapter 4 of this code;
 9. The city's library director, but only as to proceedings or alleged violations under section 6-9-6 of this code; or
 10. On those properties owned or managed by Arapahoe community college, any of its campus police officers.
- B.** The following persons shall have the authority to execute and serve, but not to issue, city municipal court process:
1. Any authorized law enforcement official employed outside of the jurisdiction of the city pursuant to sections 13-10-111 and 31-16-110 Colorado Revised Statutes; and
 2. Any person lawfully deputized by the city's chief of police or the chief of police's designee.
- C.** The clerk of the municipal court shall issue a subpoena requiring a witness to appear and testify in the municipal court upon the request of either the prosecuting attorney or the defendant. Any subpoena shall be served in conformance with the Colorado municipal court rules of procedure.

Section 3: Severability. If any part, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining sections of this ordinance. The City Council hereby declares that it would have passed this ordinance, including each part, section, subsection, sentence, clause or phrase hereof, irrespective of the fact that one or more parts, sections, subsections, sentences, clauses or phrases may be declared invalid.

Section 4: Repealer. All ordinances or resolutions, or parts thereof, in conflict

with this ordinance are hereby repealed, provided that this repealer shall not repeal the repealer clauses of such ordinance nor revive any ordinance thereby.

INTRODUCED AS A BILL at a regularly scheduled meeting of the City Council

of the City of Littleton on the ____ day of _____, 2026, passed on first reading by a vote of

____ FOR and ____ AGAINST; and ordered published by posting at Littleton Center, Bemis

Library, the Municipal Courthouse and on the City of Littleton Website.

PUBLIC HEARING on the Ordinance to take place on the ____ day of

_____, 2026, in the Council Chamber, Littleton Center, 2255 West Berry Avenue,

Littleton, Colorado, at the hour of 6:30 p.m., or as soon thereafter as it may be heard.

PASSED on second and final reading, following public hearing, by a vote of ____ FOR and

____ AGAINST on the ____ day of _____, 2026 and ordered published by posting at Littleton

Center, Bemis Library, the Municipal Courthouse and on the City of Littleton Website.

ATTEST:

Colleen L. Norton
CITY CLERK

Kyle Schlachter
MAYOR

APPROVED AS TO FORM:

Reid Betzing
CITY ATTORNEY



REGULATING ELECTRICAL ASSISTED BICYCLES

Hal Mandler, Interim Division Chief
Reid B. Betzing, City Attorney

AUGUST 25, 2026



AGENDA

- Current Law
- Proposed Ordinance
- Key Provisions Overview
- Questions



WHAT COLORADO STATE LAW ALREADY ALLOWS (C.R.S. § 42-1-102, § 42-4-1412)

- State law defines an electrical assisted bicycle as a 2- or 3-wheeled vehicle with working pedals and a motor of 750 watts or less, in three classes: Class 1 (pedal-assist to 20 mph), Class 2 (throttle-assist to 20 mph), and Class 3 (pedal-assist to 28 mph, speedometer required).
- Compliant e-bikes are legally treated as bicycles, not motor vehicles — no driver's license, registration, or insurance is required at any class.
- Class 1 and 2 can be ridden on bike, path, pedestrian paths, Class 3 only on roadways.
- State law requires a helmet for riders under 18 only on Class 3 e-bikes; Class 1 and Class 2 carry no state helmet mandate.
- Class 3 riders must be at least 16 years old.
- State law expressly allows local authorities to adopt their own ordinances regulating e-bikes, including path restrictions (§ 42-4-111, § 42-4-1412.5)

COLORADO STATE LAW CONTINUED

- Colorado's [HB 25-1197](#) creates new consumer safety and disclosure requirements for the sale of e-bikes. It requires manufacturers and sellers to clearly label each e-bike with its class, top assisted speed, motor wattage, and passenger capacity. For multi-mode models, manufacturers must specify each class in which it can operate.

E-MOTOS AND MOPEDS

- E-Moto/Moped – If the motor wattage is 750-4,476 Watts and it goes 30+ MPH, it requires a drivers license, registration, and insurance.
- If the motor wattage is over 4,476 it is an Electric Motorcycle or Dirt Bike, requiring motorcycle license.

CURRENT ENFORCEMENT CHALLENGES

- Currently no requirement for safety equipment for youth under age of 16.
- Authority to impound e-bike/e-motor will increase ability to follow-up with appropriate court action or parental involvement
- Unable to permanently prevent dangerous e-bike/e-moto operators from ride specific vehicle in a dangerous manner.
- Fundamental challenge of contacting e-bike/e-moto riders, given maneuverability and dangerous circumstances

PROPOSED AMENDMENT

Electrical Assisted Bicycles

This ordinance adds Littleton City Code Section 9-1-9, Electrical Assisted Bicycles, to Title 9, Traffic Regulations, establishing helmet, impoundment, and parental-responsibility requirements. It also amends Section 1-6-8, Municipal Court Process, to grant South Suburban Park and Recreation District park rangers authority to enforce the new section on district property.

PROPOSED AMENDMENTS

Significant language within § 9-1-9(A) — Helmets:

- All operators, riders, and passengers of any class of electrical assisted bicycle under the age of 18 must wear a protective helmet.
- The helmet must conform to U.S. Consumer Product Safety Commission (CPSC) or American Society for Testing and Materials (ASTM) specifications.
- The helmet must be properly secured on the rider's head with a chin strap at all times while the e-bike is in motion.

PROPOSED AMENDMENTS

Significant language within § 9-1-9(B)(1) — Impoundment:

- Any commissioned Police Department employee may impound an e-bike that is not in safe mechanical condition.
- An e-bike may be impounded if it is not equipped as required by Section 221 of the Model Traffic Code.
- An e-bike may be impounded when it is seized, found, or given to the Police Department as evidence of a crime or in a traffic matter.

PROPOSED AMENDMENTS

Significant language within § 9-1-9(B)(2) — Release:

- Bicycles impounded for unsafe condition or missing equipment are released once the condition is corrected or the equipment is installed.
- Alternatively, release is permitted once the city's authorized agent is satisfied the e-bike will not be operated on public property until the condition is corrected.
- Bicycles impounded as evidence of a crime or traffic matter are released and disposed of in accordance with Section 6-5-13.

PROPOSED AMENDMENTS

Significant language within § 9-1-9(C): parental responsibility

- No parent or legal guardian may cause, permit, or knowingly allow a minor under 18 to operate an e-bike on any public street, road, alley, trail, or other public property in an unauthorized or unsafe manner.
- This applies to violations of the Model Traffic Code (§ 9-1-1) or of this new section, § 9-1-9.

ENFORCEMENT AUTHORITY

- Section 2 amends § 1-6-8, Municipal Court Process, to add one new authorization.
- South Suburban Park and Recreation District park rangers may now issue, execute, and serve process for § 9-1-9 violations on district property.
- This is in addition to rangers' existing authority over Title 6 Chapters 1–2, certain § 6-9 sections, designated parking violations, and fireworks violations.

QUESTIONS?