Board of County Commissioners Meeting

Tuesday, February 25, 2014

Hearing Room 1, First Floor

AGENDA

The Tuesday meeting of the Board of County Commissioners (The Board) is an open meeting in which the Board approves contracts, expends funds, hears testimony, makes decisions on land use cases and takes care of other county matters. The public is welcome to attend.

The Board meeting has three parts: Public Comment, the Business Meeting and the Public Hearing.

General Procedures

Agenda items will normally be considered in the order they appear on this agenda. However, the Board may alter the agenda, take breaks during the meeting, work through the noon hour; and even continue an item to a future meeting date.

Public Comment (8:00 a.m.)

The Board welcomes your comments; During the public comment time, members of the public have three minutes to present views on county matters that are not included on the agenda. The public comment time is not for questions and answers: it is your time to express your views.

Please note that you are always welcome to communicate with the Board on the county's Web site (www.jeffco.us), by e-mail (commish@jeffco.us), by phone (303-271-8525), fax (303-271-8941) or US mail (100 Jefferson County Parkway, Golden, CO 80419). You can also meet your Commissioners at numerous community events such as town hall meetings, homeowner associations and chamber meetings.

Business Meeting

Call to Order

Pledge of Allegiance

Approval of Minutes Dated February 18, 2014

Tuesday, February 25, 2014 (continued)

Consent Agenda

CONSENT AGENDA PROCEDURES - Items on the Business Meeting Consent Agenda generally are decided by the Board without further discussion at the meeting. However, any Board member may remove an item from the Business Meeting Consent Agenda. The Board is not required to take public comment on removed items, but may request additional information and input.

- 1. **Resolution CC14-062** Expenditure Approval Listings Accounting
- 2. **Resolution CC14-063** Bi-Weekly Payroll Register Accounting
- 3. **Resolution CC14-064** Appointment to the Tri-County Workforce Investment Board Board of County Commissioners
- 4. **Resolution CC14-065** Apex Park and Recreation District Christ Community Covenant Church Deed OSD12-12 Open Space
- 5. **Resolution CC14-066** Contract Amendment Michael C. Fina Corporate Sales, Inc. for Awards Program Services (Total Revised Amount NTE \$109,500.00) Human Resources

Other Contracts and Resolutions for which Notice was not possible may be considered.

Regular Agenda

6. **Resolution CC14-067** Verve Metropolitan District Board of Directors - Board of County Commissioners

Public Hearing

There are two parts to the Public Hearing Agenda: the Hearing Consent Agenda and the Regular Hearing Agenda.

Items are listed on the Hearing Consent Agenda because no testimony is expected. In the event a Commissioner or any member of the public wishes to testify regarding an item on the Consent Agenda, the item will be removed and considered with the Regular Hearing Agenda.

Tuesday, February 25, 2014 (continued)

Unless otherwise stated by the Chair, a motion to approve the Hearing Consent Agenda shall include and be subject to staff's findings, recommendations, and conditions as listed in the applicable Staff Report.

Hearing Consent Agenda - No Agenda Items

The public is entitled to testify on items under the Public Hearing Regular Agenda. Information on participation in hearings is provided in the County's brochure, "Your Guide to Board of County Commissioners Hearings." It may be obtained on the rack outside the hearing room or from the County Public Information Office at 303-271-8512.

Hearing Regular Agenda - No Agenda Items

Reports

County Commissioners

County Administrator

County Attorney

Adjournment

Jefferson County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or sexual orientation in the provision of services. Disabled persons requiring reasonable accommodation to attend or participate in a County service, program or activity should call 303-271-5000 or TDD 303-271-8071. We appreciate a minimum of 24 hours advance notice so arrangements can be made to provide the requested auxiliary aid.

Board of County Commissioners meetings can be viewed on a television monitor in the cafeteria on the lower level of the Jefferson County Administration and Courts Facility. Also, you may use the cafeteria tables there to work or gather until the Board is ready to hear your case. Board meetings and hearings are recorded and available on the county's Web site at www.jeffco.us.

COMMISSIONERS' MINUTES OF FEBRUARY 18, 2014

The Board of County Commissioners of the County of Jefferson, State of Colorado, met in regular session on February 18, 2014 in the Jefferson County Government Center, Golden, Colorado. Commissioner Faye Griffin, Chairman presided. Commissioner Casey Tighe, Commissioner Donald Rosier and Teri Schmaedecke, Deputy Clerk to the Board, were present.

Commissioner Faye Griffin, Chairman called the meeting to order.

STAFF PRESENT:

Ralph Schell, County Administrator Ellen Wakeman, County Attorney Kate Newman, Deputy County Administrator

APPROVAL OF MINUTES

Following a general discussion, the Board upon motion of Commissioner Tighe, duly seconded by Commissioner Rosier and by unanimous vote, approved the Minutes of February 11, 2014

CONSENT AGENDA

The Board approved the following Resolutions:

- 1. Resolution CC14-048 Expenditure Approval Listings Accounting
- 2. **Resolution CC14-049** Abatement/Refund of Property Taxes Board of Equalization
- 3. **Resolution CC14-050** Abatement/Refund of Property Taxes Board of Equalization
- 4. **Resolution CC14-051** Apex Park and Recreation District Grant of Easement, Apex Park and Recreation District Christ Community Covenant Church Easement OS13-12 Open Space
- 5. **Resolution CC14-052** Purchase Order Open Text, Inc. for Annual Maintenance and Upgrade for Content Server (Livelink) Software Products (\$178,657.46) IT Services
- 6. **Resolution CC14-053** Purchase Order BC Interiors, Inc for Furnishings for All Phases of the Detention Center Expansion and Remodel Project (\$182,398.37) Facilities

Minutes of February 18, 2014 Page 2

- 7. **Resolution CC14-054** Contract Renewal LFI Fort Pierce, Inc. dba Labor Finders for Temporary Flagger Service (NTE \$136,000.00) Road and Bridge
- 8. **Resolution CC14-055** Grant Agreement State Board of the Great Outdoors Colorado Trust Fund and Memorandum of Understanding Greater Downtown Evergreen Economic District for Evergreen Trails Master Plan Project Transportation and Engineering
- 9. **Resolution CC14-056** 2014 Right of Way and Easement Acquisition Transportation and Engineering
- 11. **Resolution CC14-058** Policy Manual Part 2, Chapter 2, Section 14 Regarding the Sustainability Commission Board of County Commissioners
- 12. **Resolution CC14-059** Policy Manual Part 6, Chapter 3, Section 2 Regarding Sale or Exchange of County Owned Real Property County Administrator
- 13. **Resolution CC14-060** Policy Manual Part 7, Chapter 3, Section 4 Regarding Building Permit Planning and Zoning

REGULAR AGENDA

10. **Resolution CC14-057** Policy Manual Part 3, Chapter 2, Section 1 Regarding Smoking Policy - County Administrator – *This item was removed from Consent Agenda and put on Regular Agenda*

Following a general discussion, the Board upon motion of Commissioner Tighe, duly seconded by Commissioner Rosier and by unanimous vote, adopted **RESOLUTION CC14-057** to include the change to A. 2. The Board of County Commissioners may in its discretion designate and post a larger smoke-free perimeter of any building that is owned, leased or operated by Jefferson County.

Minutes of February 18, 2014 Page 3

14. **Resolution CC14-061** Policy Manual Part 3, Chapter 4, Section 2 Regarding the Jefferson County Traffic Code - First Reading - Sheriff

Following a general discussion, the Board upon motion of Commissioner Tighe, duly seconded by Commissioner Rosier and by unanimous vote, adopted **RESOLUTION CC14-061** approving Policy Manual Part 3, Chapter 4, Section 2 Regarding the Jefferson County Traffic Code.

HEARING CONSENT AGENDA - No Items

PUBLIC HEARING REGULAR AGENDA - No Items

REPORTS

Commissioner Tighe said that that while out of town this weekend he was able to access the BCC hearing packets electronically, which was a big help and thanked the County Administrator and staff for making it available. Commissioner Tighe also talked about the sustainability committee and said the goal is not to grow government but to provide a resource for the citizens of the county.

Commissioner Rosier – No reports
Commissioner Griffin – No reports
County Administrator – No reports

County Attorney – No reports

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned.

Attest:	Board of County Commissioners of the County of Jefferson, Colorado			
Teri Schmaedecke, Deputy Clerk	Faye Griffin, Chairman			

AGENDA ITEM_____

MEMORANDUM

TO:

Honorable Chairman and Members of the Board of County Commissioners

FROM:

Ralph Schell, County Administrator & & 0.5

DIST:

Tim Kauffman, County Treasurer

RE:

EXPENDITURE APPROVAL LISTINGS

DATE:

February 25, 2014

Staff Recommendation:

Approve the Expenditure Approval Listings dated February 20, 2014 Resolution No.

Background:

CC14-062

The Board of County Commissioners has reviewed all claims presented for audit and allowance to the Board as represented on said Expenditure Approval Listings and the Board of County Commissioners find that all said claims as represented on said Expenditure Approval Listings shall be allowed, and hereby directs the County Treasurer to pay same.

Further, the staff has reviewed all claims and certifies that all claims are valid and are in order to be paid.

Prepared by: Kay Aberle, Accounting Supervisor, x8532, Jefferson County Accounting Division

Reviewed by: Andrea Amundson, Director of Accounting, x8546, Jefferson County Accounting Division



TO: Honorable Chairman and Members of the Board of County

Commissioners

FROM: Ralph Schell, County Administrator \(\mathbb{V} \)

DIST: Ralph Schell, Tim Kauffman, Accounting

RE: BI-WEEKLY PAYROLL REGISTER

DATE:

Staff Recommendation:

Approve the issuance of county warrants as listed on this Bi-Weekly Payroll Register for period ending February 22, 2014.

Resolution No. (C 1 4 - 0 6 3

Background:

Payroll warrants and ACH Direct Deposit Notifications have been prepared in accordance with current Personnel Action forms and time sheets received in the Financial Control Division by the required deadlines and all applicable taxes and deductions have been withheld therefrom. A summary register of these claims has been circulated and thereby presented for audit and allowance by the Board of County Commissioners. The Board of County Commissioners hereby directs the County Treasurer to pay same.

Prepared By: Jefferson County Accounting Division



TO:

Honorable Chairman and Members of the Board of County

Commissioners

FROM:

Ralph Schell, Va Cor Sch

County Administrator

RE:

Appointment to the Tri-County Workforce Investment Board

DATE:

February 25, 2014

Staff Recommendation:

Approves the new appointment of Elise Lowe-Vaughn as a regular member on the Tri-County Workforce Investment Board.

Approves the term of this appointment to be the effective Date of Resolution and to expire May 31, 2015, or until reappointed or replaced by the Board of County Commissioners.

Resolution No.

CC14-064

Distribution

Original returned to: Janice Fredricksen

Copies to: Kat Douglas



TO:

Honorable Chairman and Members of the Board of County Commissioners

FROM:

Ralph Schell, County Administrator 🎶 😽

RE:

Apex Park & Recreation District - Christ Community Covenant Church

Deed OSD12-12

DATE:

February 25, 2014

Staff Recommendation:

That the Board of County Commissioners approve the recommendation made in Open Space Advisory Committee Resolution #12-08 and authorize the execution of the Termination of Agreement and Lease and the Commissioner's Deed to the Apex Park and Recreation District for the Apex Simms Street Center property.

Authorization for: 1) the Chairman of the Board to execute the Commissioner's Deed, Termination of Agreement and Lease, and all related documents; and 2) the County Attorney's Office to cause the appropriate documents to be recorded in the Jefferson County Clerk & Recorder's Office.

Resolution No:

CC14-065

Background:

The Apex Simms Street Center property consists of 10.5 acres, located at 8151 Simms Street. The County acquired the property in 2002 and leased it to the Apex Park and Recreation District (District). The District had subleased a portion of the property to the Christ Community Covenant Church and has used the sublease revenue for renovation of the approximately 30,218 square-foot building on the property. The District plans to convert the entire building into a recreation center. The District Board adopted Resolution APRD2012-08 requesting that the County deed the property to the District. Jeffco Open Space does not have any current or future plans to develop or use the property and the District has established the financial stability to own, develop and manage the site. Prior to conveying the Property, the current Agreement and Lease will be terminated and the District would provide the County an Environmental Indemnification.

BCC Briefing Presented on:

August 27, 2013

Prepared by:

Joy Lucisano, Real Estate Coordinator

Distribution

Original returned to:

Teri Schmaedecke, Clerk to Board

Copies to:

Rosanna Janzer, Steve Snyder, Amy Ito and Joy Lucisano

CONTRACT REVIEW ROUTING FORM

Project: Apex Park & Recreation District Christ Community Covenant Church Deed OSD13-12

Contacts:	Originating Department/Contact: County Attorney/Contact:	Joy Lucisano Steve Snyder		Phone: <u>x5962</u> Phone: <u>x8926</u>
MANDATORY A	ACCOUNT INFORMATION		Total Amount:	\$0.00

Project:

Funds Available:

No

ROUTING

Account Number:

Parties to Contract: Jefferson County

O R D E R	Department	Authorized Signatures Name/Initials (*)	Date Rec'd	Date Forward	Comments
Spanic of	Originator	API	2/13/14	2/13/14	
3	Department/Division Director	724	2/19/12	12/19/14	
3	County Attorney	Sur	2/19	2/19	
Lafr	BCC Agenda Coordinator	ſ	W	X	

INSTRUCTIONS

^(*) Initials of reviewer indicate that the contract is acceptable and ready for BCC action, from reviewer's perspective.

^(**) Signature of authorized department contact for contractual questions.



TO:

Honorable Chairman and Members of the Board of County Commissioners

FROM:

Ralph Schell, County Administrator 🌇 😽

DIST:

Clerk to the Board, Jennifer Fairweather, Joanne Kortendick, Andrea Amundson

RE:

Contract Amendment – Years of Service Awards

Human Resources

<u>Staff Recommendation</u>: Approve the amendment of the contract between Jefferson County and Michael C. Fina Corporate Sales, Inc. in an amount not to exceed \$13,500.00 for Awards Program services, for a revised total contract amount not to exceed \$109,500.00. The County's authorized representative is Jennifer Fairweather or other person as may be designated by the County Administrator.

The term of this agreement was January 1, 2012 to December 31, 2013 (two years).

Resolution No.

CC14-066

<u>Background</u>: The Jefferson County Service Awards Program provides recognition for employees who have attained 5, 10, 15, 20, 25, 30, 35, and 40 years of service. In January 2010, the County Administrator approved a two-year agreement with Michael C. Fina Corporate Sales which included options to renew the agreement for two (2) additional two-year terms. The program exceeded the annual amount for 2013 due to fluctuations in the number of annual anniversary recipients as well as the implementation of a default gift program.

Fiscal Information: Funding is available in the 2013 Commemorative Supplies budget (operations). This amendment is within the scope and budget for the program.

BCC Briefing Presented by Jennifer Fairweather on February 11, 2014.

Originator: Agenda memo prepared by Shannon Eklund, Purchasing, Ext. 8595

Original returned to: Shannon Eklund, Purchasing

Copies w/o contract to:

Ralph Schell, County Administrator

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Approvals	Ralph Schell Jennifer Fairweather Joanne Kortendick	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐		
Final Signatory	BCC Chairman			
Vendor	Michael C. Fina Corporate Sales, Inc.			
End User	Human Resources			
Type (Contract, PO, etc)	Contract Amendment			
Dollar Value	\$109,500.00			
Term	01/01/2012 – 12/31/2013			
Description	Years of Service Awards Program			
Purchasing Agent	Shannon Eklund			



TO:

Honorable Chairman and Members of the Board of County

Commissioners

FROM:

Ralph Schell, County Administrator Vm Salva

RE:

Verve Metropolitan District Board of Directors

DATE:

February 25, 2014

<u>Staff Recommendation</u>: That the Board of County Commissioners consents to the nomination of the following 5 individuals to the Board of Directors of the Verve Metropolitan District Nos. 1-4:

Garrett Baum
Bill Branyan
Bonner Gilmore
Frederick (Ted) Trask
Michelle McDonald

Resolution No.

CC14-067

Background: The County and Urban Frontier entered into a Development Agreement dated August 9, 2011, relating to the development of certain property located near the Rocky Mountain Metropolitan Airport. The consent to the appointment of the above referenced individuals will allow the formation of the metropolitan districts to proceed. The metropolitan districts will provide the primary method for financing the infrastructure required for the development of the vacant land.

BCC Briefing Presented on February 18, 2014

Prepared by: Kourtney Hartmann, x8964

Distribution

Original returned to: Clerk to the Board

Copies to: Jeanie Rossillon, Development & Transportation

Kenneth Maenpa, Airport

Kourtney Hartmann, County Attorney's Office

BCC HEARING ROUTING FORM (non-purchasing items)

Contacts:	Originating Division and Contact:	Jeanie Rossillon	Phone:	X 8575
	County Attorney Contact:	Kourtney Hartmann	Phone:	X 8964

BCC Hearing February 25, 2014 – BCC Business Regular Agenda

Development & Transportation – Verve Metropolitan District Board of Directors

ROL	ROUTING						
O R D E R	Division	Authorized Signatures Name/Initials	Date Rec'd	Date Frw ³ d	Comments		
()	Originator –						
()	Division Director –						
()	Department Director – Jeanie Rossillon	KC	71914	2119/14			
()	County Attorney- Kourtney Hartmann	LILLY	2/19/14	3/19/14			
()	Elected Official		****				
()	BCC Agenda Coordinator	OMS					

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