

# **Board of County Commissioners Meeting**

**Tuesday, August 30, 2016**

**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 Hearing 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](http://www.jeffco.us)), by e-mail ([commish@jeffco.us](mailto: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 August 23, 2016**

**Tuesday, August 30, 2016 (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 CC16-347** Expenditure Approval Listings Dated August 25, 2016 - Accounting
2. **Resolution CC16-348** Expenditure Approval Listings Dated September 1, 2016 - Accounting
3. **Resolution CC16-349** Bi-Weekly Payroll Register - Accounting
4. **Resolution CC16-350** Retroactive Approval of Grant Application and Acceptance of Grant Funds - Colorado Department of Public Safety, Division of Criminal Justice for FY2016 Byrne/JAG Competitive Law Enforcement Grant - Sheriff
5. **Resolution CC16-351** Contract - SEMA Construction, Inc. for Wadsworth and Waterton Road Intersection Improvements Project (NTE \$4,096,491.20) - Transportation and Engineering
6. **Resolution CC16-352** Head Start 2017 Continuous Improvement Plan, Strategic Plan and Organization Chart - Head Start
7. **Resolution CC16-353** Head Start 2016 Community Assessment and Self Assessment Outcomes - Head Start
8. **Resolution CC16-354** Intergovernmental Agreement - State of Colorado, Department of Human Services to Participate in Universal Membership Agreement Between the State and TALX Corporation for Discounted Equifax Verification Services - Human Services
9. **Resolution CC16-355** Intergovernmental Agreement - South Metro Water Supply Authority to Install Radio Communications Equipment on Smokey Hill Radio Tower - Sheriff
10. **Resolution CC16-281** 2016 Budget - Supplementary Budget and Appropriation - Budget

**Tuesday, August 30, 2016 (continued)**

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

**Regular Agenda - No Agenda Items**

**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.

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 Manager**

**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](http://www.jeffco.us).

## COMMISSIONERS' MINUTES OF AUGUST 23, 2016

The Board of County Commissioners of the County of Jefferson, State of Colorado, met in regular session on August 23, 2016 in the Jefferson County Government Center, Golden, Colorado. Commissioner Libby Szabo, Chairman presided. Commissioner Donald Rosier, Commissioner Casey Tighe and Debbie Quinn, Deputy Clerk to the Board, were present.

Commissioner Libby Szabo, Chairman called the meeting to order.

### STAFF PRESENT:

Ralph Schell, County Manager

Ellen Wakeman, County Attorney

Eric Butler, Assistant County Attorney

Mike Schuster, Assistant Director of Planning and Zoning

Nathan Seymour, Planner

Michael Greer, Surveyor Research Analyst

### APPROVAL OF MINUTES

Following a general discussion, the Board upon motion of Commissioner Rosier, duly seconded by Commissioner Tighe and by unanimous vote, approved the Minutes of August 9, 2016.

### CONSENT AGENDA

The Board approved the following Resolutions:

1. **Resolution CC16-324** Expenditure Approval Listings Dated August 18, 2016 - Accounting
2. **Resolution CC16-325** Ratification of Expenditure Approval Listings Dated August 11, 2016 - Accounting
3. **Resolution CC16-326** Bi-Weekly Payroll Register - Accounting
4. **Resolution CC16-327** Abatement/Refund of Property Taxes - Board of Equalization
5. **Resolution CC16-328** Appointment to the Jefferson County Community Development Advisory Board - Board of County Commissioners
6. **Resolution CC16-329** Appointments to the Tri-County Workforce Development Board - Board of County Commissioners

7. **Resolution CC16-330** Appointment to the Jefferson County Juvenile Review Board - Board of County Commissioners
8. **Resolution CC16-331** Appointment to Jefferson County Board of Review - Board of County Commissioners
9. **Resolution CC16-332** Commercial Property Assessed Clean Energy (C-Pace) Program - Board of County Commissioners
10. **Resolution CC16-333** Grant Application and Acceptance - Colorado Department of Transportation, Office of Transportation Safety for Law Enforcement Assistance Funding (LEAF) - Sheriff
11. **Resolution CC16-334** Grant Application and Acceptance - Colorado Department of Transportation, Office of Transportation Safety for Checkpoint Colorado DUI Enforcement Funds - Sheriff
12. **Resolution CC16-335** Payroll and Payment Certifications for the Month of June 2016 - Human Services
13. **Resolution CC16-336** Public Trustee Second Quarter 2016 Report Dated August 9, 2016 - Public Trustee
14. **Resolution CC16-337** Contract - A-1 Chipseal Company for 2016 Open Space Minor Asphalt Removal and Replacement Services (NTE \$112,484.15) - Open Space
15. **Resolution CC16-338** Contract - Concrete Express, Inc. for Design and Construction Services for Mount Galbraith Hall Dam Removal (\$506,103.50) - Open Space
16. **Resolution CC16-339** Contract First Amendment - Felsburg Holt & Ullevig, Inc. for Construction Design Support Services for Wadsworth/ Waterton Intersection Project (Amendment for an Additional NTE \$113,000.00 for total revised NTE \$533,000.00) - Transportation and Engineering
17. **Resolution CC16-340** Amend and Modify License Fee Under Cable TV License Agreement - Qwest Broadband Services, Inc. d/b/a CenturyLink - Transportation and Engineering

18. **Resolution CC16-341** Cable TV License Agreement - TDS Baja Broadband LLC - County Attorney

19. **Resolution CC16-342** Agreement - Urban Drainage and Flood Control District - Adams County - City of Wheat Ridge - City of Golden Regarding Funding of Flood Hazard Area Delineation for Clear Creek - Transportation and Engineering

20. **Resolution CC16-343** Seventh Lease Amendment - Fairlanes Shopping Center, LLC for Space at 6510 Wadsworth Boulevard Units 300, 310 and 320 in Arvada for Use by the Motor Vehicle Division - Facilities

21. **Resolution CC16-344** First Contract Renewal - AFL Maintenance Group, Incorporated dba American Facility Maintenance Group for Annual Janitorial Services (NTE \$732,906.72) - Facilities

22. **Resolution CC16-345** Second Lease Amendment - State of Colorado, Department of Labor and Employment, Division of Vocational Rehabilitation- Facilities

23. **Resolution CC16-346** Purchase Agreement - Anthony Marino Family Trust for 4295 McIntyre Street, Golden - Facilities

**REGULAR AGENDA** – No agenda items

**PUBLIC HEARING CONSENT AGENDA**

No one requested to testify in the following cases:

**24. Resolution CC16-323**

**Case Number: 16-116847SV: Service Plan**

Case Name: Aspen Park Metropolitan District Material Modification

Applicant: Aspen Park Metropolitan District

Location: Generally located on the Northwest Corner of U.S. Highway 285 and Davis Avenue, Section 12, Township 6 South, Range 71 West

Approximate Area: 20 Acres

**Purpose: To set a formal hearing date of September 20, 2016 for consideration of a Material Modification to a Special District Service Plan.**

Case Manager: Christiana Farrell

**25. Resolution CC16-322**

**Case Number: 16-111661RZ: Rezoning**

Case Name: H Manufacturing Official Development Plan

Owner/Applicant: Von and Chase Honnecke

Location: 767 Nile Street, Section 1, Township 4 South, Range 70 West

Approximate Area: 0.70 Acre

**Purpose: To rezone from Planned Development (PD) to Planned Development (PD) to allow a larger industrial building.**

Case Manager: Christiana Farrell

The Board upon motion of Commissioner Rosier, duly seconded by Commissioner Tighe and by unanimous vote, adopted a resolution approving the items on the consent agenda subject to the adopted conditions of approval.

**PUBLIC HEARING REGULAR AGENDA**

**26. Resolution CC16-321**

**Case Number: 14-118664PF: Preliminary and Final Plat**

Case Name: Iroquois Trail Subdivision

Owner/Applicant: Kevin David and Rebecca Susan Sproul

Location: 33616 Mohican Trail, Section 6, Township 7 South, Range 71 West

Approximate Area: 40.22 Acres

**Purpose: To subdivide the property into 2 lots for single-family detached units.**

Case Manager: Nathan Seymour

Sworn Testimony: Rebecca Sproul, applicant  
Robert Todd Murnan  
Curt Gruchow

Following the taking of sworn testimony and a general discussion, the Board upon motion of Commissioner Rosier, duly seconded by Commissioner Tighe and by unanimous vote, adopted a resolution to go into **executive session for Attorney-Client Communication Only** regarding Case Number 14-118664PF.

The portion of the executive session that was not recorded was confined to the topic authorized for discussion in an executive session pursuant to Section 24-6-402 (4)(b) C.R.S.

The Board came out of executive session.

Following a general discussion, the Board upon motion of Commissioner Rosier, duly seconded by Commissioner Tighe and by unanimous vote, adopted **RESOLUTION CC16-321** approving Case Number 14-118664PF subject to the adopted conditions of approval.

## **REPORTS**

The Commissioners' reported attending various meetings and events recently, including the Jefferson County Fair, Red Rocks Community College Arvada Campus Grand Opening, The Sheriff's Department Safety and Faith Summit, Senior Resource Center Fundraiser, Community Development Advisory Committee, Segment One C-470 Ground Breaking, Laurel Park Grand Opening, a meeting with the Mountain District Commissioners and an Urban Drainage meeting. All parties were very happy with the new and improved Jeffco Fair and look forward to continuing to make it even better next year.

## **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

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Debbie Quinn, Deputy Clerk

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Libby Szabo, Chairman

## MEMORANDUM

**TO:** Honorable Chairman and Members of the Board of County Commissioners

**FROM:** Ralph Schell, County Manager *RS*

**DIST:** Tim Kauffmann, County Treasurer

**RE:** EXPENDITURE APPROVAL LISTINGS

**DATE:** August 30, 2016

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**Staff Recommendation:**

Approve the Expenditure Approval Listings dated August 25, 2016  
Resolution No.

**Background:****CC 16 - 347**

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 certify that all claims are valid  
And are in order to be paid.

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Prepared by: Kay Aberle, Accounting Supervisor, X8532, Jefferson County Accounting Division

Reviewed by: Deborah Freischlag, Director of Accounting, X8529, Jefferson County Accounting Division

## MEMORANDUM

**TO:** Honorable Chairman and Members of the Board of County Commissioners

**FROM:** Ralph Schell, County Manager *for RS*

**DIST:** Tim Kauffmann, County Treasurer

**RE:** Approval of Expenditure Approval Listing dated September 1, 2016

**DATE:** August 30, 2016

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**Staff Recommendation:**

BCC approves the Expenditure Approval Listings dated September 1, 2016 to be prepared by the Accounting Division subject to review and approval by the County Manager or his designee, and directs the County Treasurer to pay the same.

Resolution No. **CC 16 - 3 4 8**

**Background:**

The Board of County Commissioners will review 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 certify that all claims are valid and are in order to be paid.

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Prepared by: Sheri Haxton, Administrative Coordinator, x8559, Jefferson County Accounting Division

Reviewed by: Deborah Freischlag, Director of Accounting, x8542, Jefferson County Accounting Division.

## MEMORANDUM

**TO:** Honorable Chairman and Members of the Board of County Commissioners

**FROM:** Ralph Schell, County Manager *RS*

**DIST:** Ralph Schell, Tim Kauffman, Accounting

**RE:** BI-WEEKLY PAYROLL REGISTER

**DATE:** August 30, 2016

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**Staff Recommendation:**

Approve the issuance of county warrants as listed on this Bi-Weekly Payroll Register for period ending August 20, 2016.

Resolution No.

**CC 16 - 349**

**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.

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Prepared By: Jefferson County Accounting Division

## MEMORANDUM

**TO:** Honorable Chairman and Members of the Board of County Commissioners

**FROM:** Ralph Schell, County Manager *RS*

**RE:** Retroactive Approval of Application and Acceptance of Funds for the FY2016 Byrne/JAG Competitive Law Enforcement Grant Biometric Scanner

**DATE:** August 30, 2016

**Staff Recommendation:** The Jefferson County Board of Commissioners (BCC) approves the application and grant award in the amount of \$72,402.00 between Jefferson County and the Colorado Department of Public Safety, Division of Criminal Justice and ratifies the electronic submission of this grant application and acceptance of funds by the Sheriff's Office Grants Specialist. Further, the BCC directs that the grant funds be supplemented to the Sheriff's Office 2016 Budget and authorizes the Chairman to execute any necessary documentation in connection with the application and award.

**Resolution No. CC 16 - 3 5 0**

**Background:** In 2005, Congress combined the previous Edward Byrne Memorial Formula grant and the Local Law Enforcement Block Grant (LLEBG) programs into the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. This funding will support the purchase of one of two required servers to replace the Iris Scanner in the Jefferson County Detention Facility with an updated and reliable, Biometric Scanner. The Detentions Facility Iris Scan system, currently in use, is unserviceable and no longer qualifies for a service contract due to the out-dated technology and hardware. The current system is 13 years old and similar systems' life cycle is only 5 to 7 years. All options have been taken to get the most out of this system; however, the only option left is a replacement system. The Biometric Scanner will be used to verify over 20,000 inmate intakes and releases each year.

**Fiscal Impact:** This grant leverages a \$72,402.00 cost match from County funds (50% of the total cost of the equipment) demonstrating the importance of this purchase to the community. This match is not required to apply for the funding opportunity, but the grantor encourages a demonstration of a match. The matching funds will be appropriated to the Sheriff's budget through a resolution scheduled to be approved on August 30, 2016 (Resolution CC16-281).

**Prepared by:** Katherine Takai, Grants Specialist, JCSO, ext. 5120  
**Distribution:**

Clerk to the Board  
Tina Davros, Sheriff's Office Asset Manager  
Joanne Kortendick, County Attorney's Office  
Andrea Amundson, Grant Accounting  
Erin Collard, Budget

## RETROACTIVE GRANT APPLICATION APPROVAL ROUTING FORM

**Parties to Contract:** Jefferson County and the Colorado Department of Safety, Division of Criminal Justice

Third Party Authorized Rep: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Third Party Tax I.D.: \_\_\_\_\_

Remittance Address: \_\_\_\_\_

**Process Dates:** Must be executed by BCC: 8/30/16 Deadline to County Administrator: 8/23/16

**26Contacts:** Originating Department/Contact: Sheriff's Office/ Beth Mundell Phone: x 5120

Purchasing Department/Contact: n/a Phone: \_\_\_\_\_

County Attorney/Contact: Joanne Kortendick Phone: x8955

<b>MANDATORY ACCOUNT INFORMATION</b>		Total Amount: <b>\$72,402.00</b>
Account Number: <b>TBD</b>	Project: <b>Byrne/JAG Competitive Biometric Scanner</b>	Funds Available: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Multi-Year Contract: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Amount of Contract Budgeted in Current Year: <b>\$0.00</b>	

### ROUTING

O R D E R	Department	Authorized Signatures Name/Initials (*)	Date Rec'd	Date Frw'd	Comments
1	Originator (**)	Beth Mundell/ <i>BM</i>	7/5/16	7/8/16	
2	Division Lieutenant	Michael Prangel/ <i>MP</i>	7-8-16	7-8-16	
3	Division Chief	Pat Woodin/ <i>PW</i>	8/2/16	8/2/16	
4	Dir. of Asset Management	Tina Davros/ <i>TD</i>	8/17/16	8/17/16	
5	Div Chief Support Svc	Dan Gard/ <i>DG</i>	8/17/16	8/17/16	
6	Undersheriff	Raymond Flee/ <i>RF</i>	8/18/16	8/18/16	
7	Other Accounting	Andrea Amundson			Courtesy Copy for Files
8	County Manager	Ralph Schell			
9	County Attorney	Joanne Kortendick/ <i>JK</i>	8/22	8/22	
10	BCC Agenda Coordinator	Janice Fredricksen/ <i>JF</i>			Electronic Resolution Memo

### INSTRUCTIONS

1 Number the left hand column in the order in which the contract is to be routed. (The above listing represents the typical routing for a construction bid.)

(\*) 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.

MEMORANDUM

AGENDA ITEM S

**TO:** Honorable Chairman and Members of the Board of County Commissioners.  
**FROM:** Ralph Schell, County Manager *Ym for RS*  
**DIST:** Clerk to the Board, Dixie Shear, Kourtney Hartmann, Deborah Freischlag  
**RE:** Contract for Wadsworth and Waterton Road Intersection Improvements Project  
Transportation and Engineering

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**Staff Recommendation:** Approve the contract between Jefferson County and **SEMA Construction, Inc.** in an amount not to exceed **\$4,096,491.20** for construction services. The County's Representative is Dixie Shear, or other person as may be designated by the Division Director or County Manager.

Work shall be completed within 240 calendar days from Start Date.

**Resolution No. CC 16 - 351**

**Background:** The Wadsworth Boulevard/Waterton Road improvements project will widen the existing intersection to permit additional left turn movements, install a new traffic signal, and improve drainage with a concrete box culvert placement and two water quality ponds. Work is planned to begin in early September 2016 and be completed in the Spring of 2016.

Bicycle lanes will be constructed on both sides of Waterton Road. The Proposed Minor Arterial Template was compared with the Old Template to determine the Total Marginal Cost Difference of the bicycle lanes. For a typical cross section of roadway, sidewalks were eliminated, the raised concrete median and curb & gutter elements were retained, and 3 feet of asphalt was added. Using the quoted bid prices, the revised roadway template with 4-foot wide bicycle lanes will yield a cost savings of \$23.64 per linear foot, or \$20,780.

The County advertised this project and invited twenty-one (21) firms to submit a bid; two (2) firms provided responsive bids. SEMA Construction, Inc. submitted the lowest bid and met all County requirements.

**Fiscal Information:** This project is being funded by CDOT FASTER funds and funding for services in 2016 is available from the CIP funds. Funding for services in 2017 is contingent upon approval of the 2017 budget. This is within the scope and budget for these services.

**BCC Briefing Presented By Jeanie Rossillon on August 2, 2016**

**Originator:** Agenda memo prepared by Chandra Hardwick, Purchasing, Ext. 8584

**Original returned to:** Chandra Hardwick, Purchasing

**Copies w/o contract to:** Jeanie Rossillon, Development & Transportation Director  
Steve Durian, Transportation and Engineering Director

Approvals	Kourtney Hartmann, County Atty Jeanie Rossillon, Dept Dir Steve Durian, Div Dir	Approved: 8/22/16, 3:31pm Approved: 8/23/16, 8:47am Approved: 8/23/16, 8:05am
Agenda Coordinator Review		<input checked="" type="checkbox"/> Check <i>amg</i>
Final Signatory	BCC Chairman	
Vendor	SEMA Construction, Inc.	
End User	Transportation & Engineering	
Type (Contract, PO, etc)	Contract	
Dollar Value	\$4,096,491.20	
Term	240 calendar days from start date	
Description	Wadsworth and Waterton Intersection Improvements	
Purchasing Agent	Chandra Hardwick	

## MEMORANDUM

**TO:** Honorable Chairman and Members of the Board of County Commissioners

**FROM:** Ralph Schell, County Manager *vm for RS*

**RE:** Jefferson County Head Start 2017 Continuous Improvement Plan, Strategic Planning and Organization Chart

**DATE:** August 30, 2016

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**Staff Recommendation:** That the Board of County Commissioners approves the Jefferson County Head Start 2017 Continuous Improvement Plan, Strategic Plan update and Organization Chart.

Resolution No. **CC 16 - 352**

**Background:** In accordance with Head Start Program Performance Standards 1304.5, it is a general responsibility of the governing body to oversee Program Planning and Management as outlined in part by the Continuous Improvement Plan, Strategic Plan and Organizational Chart which is completed and/or updated on a yearly basis.

**BCC Briefing Presented on:** August 23, 2016

**Fiscal Impact:** There will be no additional fiscal impact to the County.

**Original returned to:** Jefferson County Head Start

**Distribution:**

- 1 Original to the Clerk to the Board
- 1 Original to Human Services Administration
- 1 Copy to Gay Ummel, Assistant County Attorney



**MEMORANDUM**

**TO:** Honorable Chairman and Members of the Board of County Commissioners

**FROM:** Ralph Schell, County Manager *KR LR RS*

**RE:** Jefferson County Head Start 2016 Community Assessment & Self Assessment Outcomes

**DATE:** August 30, 2016

**Staff Recommendation:** That the Board of County Commissioners approves the 2016 program Self Assessment, 2016 Community Assessment and the use of all grant funds to be directed towards Jefferson County, exclusive of Clear Creek, Park and Gilpin Counties.

**Resolution No.** **CC 16 - 353**

**Background:** In accordance with Head Start Program Performance Standards, JCHS must use timely data from the Community Assessment & Self Assessment to justify changes in service areas. The Board of County Commissioners are presented with the annual Community Assessment and Self Assessment and asked to approve the findings on a yearly basis in order to remain fully informed. In addition, the need for Head Start services in the mountain communities is evaluated on a yearly basis in order to target program funds to the highest need counties. Jefferson County continues to represent the highest need of families living in poverty with young children as opposed to Clear Creek, Park and Gilpin counties.

**BCC Briefing Presented on:** August 23, 2016

**Fiscal Impact:** There will be no additional fiscal impact to the County.

**Original returned to:** Jefferson County Head Start

**Distribution:**

- 1 Original to the Clerk to the Board
- 1 Original to Human Services Administration
- 1 Copy to Gay Ummel, Assistant County Attorney



## MEMORANDUM

**TO:** Honorable Chairman and Members of the Board of County Commissioners

**FROM:** Ralph Schell, County Manager *RS*

**RE:** Intergovernmental Agreement with the State of Colorado, Department of Human Services, to participate in Universal Membership Agreement between the State and TALX Corporation for discounted Equifax Verification Services Contract Approval

**DATE:** August 30, 2016

**Staff Recommendation:** That the Board of County Commissioners authorizes and ratifies the Director of Human Services signing the Intergovernmental Agreement with the State of Colorado Department of Human Services (IGA) to participate in Universal Membership Agreement between the State and TALX Corporation for discounted Equifax Verification Services and, further, the Board authorizes and ratifies the State, on behalf of the County, signing Schedule A in order for the Schedule A to become an attachment to the Universal Membership Agreement for calendar year 2016.

**Resolution No.**

**CC 16 - 354**

**Background:** Approximately 40 counties seek to participate in a statewide contract with TALX Corporation (TALX) for Equifax Verification Services (EVS)/ Work Number Service, which is utilized by all participating counties to verify income, employment, and social security numbers of applicants for public assistance. Based on results from a pilot project, the counties and state decided it made sense to negotiate a statewide contract with Work Number, bringing the cost from \$10.63 to \$5.53 per transaction. As a result of numerous conversations and negotiations between participating counties, the State, and TALX, agreement on the terms of the Schedule A and the IGA has been reached that protects the interests of all parties.

By signing the IGA, and authorizing the State to sign a document designated the "Schedule A" to the Universal Membership Agreement for 2016, the County is agreeing to participate in the Universal Membership Agreement and agreeing to the pricing set forth in Schedule A with a maximum financial obligation for each county. The State is not authorized to sign Schedule A until all counties who are participating sign an IGA with the State. We have been asked to accomplish the signature portion within 30 days of receipt of the IGA (received July 21) so that the State can then sign - and therefore memorialize - the Schedule A which means that a contract will finally be in place for the EVS services.

**BCC Briefing Presented on:** August 2, 2016

**Fiscal Impact:** JCHS is authorizing a minimum of transactions totaling \$111,556.69 to be handled through the statewide contract. No additional county funds are needed as the funds have already been budgeted.

**Original returned to:** Lynn A. Johnson, Executive Director Human Services Department

**Distribution:** 1 Original to the Clerk to the Board  
1 Original to Human Services Administration, 1 Copy to Gay Ummel, Assistant County Attorney

# CONTRACT REVIEW ROUTING FORM

## Parties to Contract

Jefferson County Human Services and Colorado Department of Human Services Office of Economic Security

Third Party Authorized Rep: Samantha O'Neill-Dunbar

Phone: 303.866.2864

Email: samatha.oneilldunbar@state.co.us

Tax Id: \_\_\_\_\_

Remittance address: Colorado Department of Human Services

Office of Economic Security, 1575 Sherman Street, 5<sup>th</sup> Floor, Denver, CO 80203

## Contacts:

**Originating Department and Contact:** Human Services, Wanda Cowart Phone: 4350

**Purchasing Department Contact:** \_\_\_\_\_ Phone: \_\_\_\_\_

**County Attorney Contact:** Kurtis D. Behn Phone: 8923

<b>MANDATORY ACCOUNT INFORMATION</b>			Total Amount: <b>\$111,556.69</b>	
Account Number: <u>684010</u>	Project: _____	Funds Available: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Multi-Year Contract: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Amount of Contract Budgeted in Current Year:		<b>\$111,556.69</b>	

## ROUTING

No.	Department	Authorized Signatures		Date Received (mm/dd/yy)	Date Forward (mm/dd/yy)	Comments
		Name	Initials			
1	Originator	Wanda Cowart	<i>WC</i>	8/1/16	8/1/16	
2	Division Director	Wanda Cowart				
	Purchasing					
4	Department Director	Lynn A Johnson	<i>LJ</i>	8/22/16		
3	County Attorney	Kurtis Behn	<i>Gay Ummer</i>	8/22/16		
	BCC Agenda Coordinator	<i>OMD</i>				

## ROUTING INSTRUCTIONS

- (1) Initials of reviewer indicate that the contract is acceptable and ready for award, from reviewer's perspective.
- (2) Signature of authorized department contact for contractual questions.

## CONTRACT DISTRIBUTION (Include copy of Contract Review/Routing Form and any other necessary documents)

Original Contract - Clerk to the Board

Original Contract(s) - Human Services Administrative Office (responsible for any additional distribution that may be necessary)

Contract Copies - County Manager for publication, County Attorney

**MEMORANDUM**

**TO:** Honorable Chairman and Board of County Commissioners  
**FROM:** Jeff Shrader, Jefferson County Sheriff  
**DATE:** August 30, 2016  
**RE:** IGA between Jefferson County and South Metro Water Supply Authority.

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**STAFF RECOMMENDATION:**

Approve an intergovernmental agreement between Jefferson County and South Metro Water Supply Authority to install some of their radio communications equipment on our Smokey Hill radio tower for the purpose of the authority to track water usage in their districts.

**RESOLUTION NO. CC 16 - 3 5 5**

**BACKGROUND/DISCUSSION:** In 2015 the Jefferson County Radio Maintenance Unit was contacted by the South Metro Water Supply Authority (SMWSA) about possibly occupying some space on our Smokey Hill radio tower for their radio communications. The SMWSA is asking for a space and lease agreement to use the radio site and tower for their radio communications, which would be used to track the water flow throughout several water districts. They contacted us after they analyzed all of the other towers in the area and were not able to find one that worked for the Authority's needs.

The plan is for SMWSA to use our tower for small antennas/microwaves, while housing their electronic equipment in the building owned by Arapahoe County. Before any additional equipment could be installed on the tower, a tower study had to be performed to determine if the tower was capable of withstanding the additional load. SMWSA arranged and paid for the tower study, which concluded the tower could handle the additional load.

JCSO does not have any current plans to add additional equipment to the tower, but there would be capacity remaining if we did.

**FISCAL IMPACT:** There will be no fiscal impact for Jefferson County, the South Metro Water Supply Authority will assume all financial responsibility.

**BRIEFED ON:** August 23, 2016

**ORIGINATOR:** Craig Howe, Jefferson County Sheriff's Office, ext. 5367

**CONTACTS:** David Wunderlich, County Attorney's Office, ext. 8939

# CONTRACT REVIEW ROUTING FORM (Rev 01/05)

[PROJECT # \_\_\_\_\_]

**Parties to Contract:** Jefferson County Sheriff's Office & South Metro Wise Authority (SMWA)

Third Party Authorized Rep: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Third Party Tax I.D.: \_\_\_\_\_

Remittance Address: \_\_\_\_\_

**Process Dates:** Must be executed by BCC: \_\_\_ / \_\_\_ / \_\_\_ Deadline to County ~~March~~ \_\_\_ / \_\_\_ / \_\_\_

**Contacts:** Originating Division and Contact: Scott Hunter Phone: 303.271.5590

Purchasing Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

County Attorney Contact: David Wunderlich Phone: 303.271.8939

<b>MANDATORY ACCOUNT INFORMATION</b>			Total Amount: _____	
Account Number: _____	Project: _____	Funds Available: Yes	No	
Multi-Year Contract: Yes _____ No _____	Amount of Contract Budgeted in Current Year: _____			

**ROUTING**

O R D E R	Division	Authorized Signatures Name/Initials (2)	Date Rec'd	Date Frw'd	Comments
1	Business Office	Jessica Parivar	8/3/16	8/4/16	
2	County Attorney	David Wunderlich <i>DW</i>	8/3/16	8/4/16	Received from David's Office <i>DW</i>
3	Director	Scott Hunter	8/3/16	8/3/16	Attached email.
4	Director	Tina Davros <i>TD</i>	8/4/16	8/4/16	
5	Division Chief	Dan Gard <i>DG</i>	8/4/16	8/4/16	
6	Undersheriff	Ray Fleer <i>RF</i>	8/4/16	8/4/16	
7	Sheriff	Jeff Shrader <i>JS</i>	8/4	8/4	
8	Business Office	Jessica Parivar	8/4/16	8/4/16	
	<i>Agenda Coord.</i>	<i>amg</i>			

**ROUTING INSTRUCTIONS**

- (1) Number the left-hand column in the order in which the contract is to be routed.
- (2) Initials of reviewer indicate that the contract is acceptable and ready for award, from reviewer's perspective.
- (3) Signature of authorized division contact for contractual questions.

NOTE: Forward to Risk Management (Other) only if vendor changes insurance requirements that were set by the county.

**CONTRACT DISTRIBUTION** (Include copy of Contract Review/Routing Form and any other necessary documents)

- Original Contract - Clerk to the Board
- Original Contract - Purchasing for transmittal to Contractor (or Originator if contract was not processed competitively).
- Contract Copies - Accounting for publication, County Attorney, Originating Division Contact (The Originating Division Contact is responsible for any additional distribution that may be necessary, for example, copies for Construction Management or Facilities)
- Review/Routing Form - Original - Purchasing, Copies - Risk Management

**MEMORANDUM**

**TO:** Honorable Chairman and Members of the Board of County Commissioners

**FROM:** Ralph Schell, County Manager *kn for RS*

**RE:** Finance and IT - Budget & Risk Management Division - 2016 Budget - Supplementary Budget and Appropriation

**DATE:** August 30, 2016

**CC 16 - 281**

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**Staff Recommendation:**

RESOLVED, that the 2016 Budget adopted by the Board of County Commissioners on December 8, 2015, is hereby amended as follows:

1. The budget and appropriation of the General Fund for the Assessor are hereby increased in the amount of \$62,220 and 2.00 FTE (Full Time Equivalent) for Residential Appraisers; to be offset by a like amount of unappropriated fund balance of the General Fund.
2. The budget and appropriation of the General Fund for the Board of County Commissioners are hereby increased in the amount of \$30,000 for conference room audiovisual improvements; to be offset by a like amount of unappropriated fund balance of the General Fund.
3. The budget and appropriation of the General Fund for the Coroner are hereby increased \$10,000 for medical equipment; to be offset by a like amount of unappropriated fund balance of the General Fund.
4. The budget and appropriation of the General Fund for the Deputy County Manager, Facilities and Construction Management Division, are hereby increased in the amount of \$456,000 for various projects, including the Hearing Room One renovation project, the A/V Equipment replacement schedule, and Fairgrounds safety and infrastructure improvement projects; to be offset by \$133,000 of unappropriated fund balance of the General Fund and a transfer of \$323,000 from the Conservation Trust Fund.

5. The budget and appropriation of the General Fund for the Development and Transportation Department, Transportation and Engineering Division, are hereby increased \$38,000 for traffic signal maintenance contracts; to be offset by a like amount of unappropriated fund balance of the General Fund.
6. The budget and appropriation of the General Fund for the Finance and IT Department, IT Services Division, are hereby increased \$150,000 for the implementation of Microsoft Office 365; to be offset by a like amount of unappropriated fund balance of the General Fund.
7. The budget and appropriation of the General Fund, Boettcher Mansion Sub-Fund, for the Parks Department, Boettcher Mansion Division, are hereby increased \$10,000 for temporary staff salaries; to be offset by a like amount of unappropriated fund balance of the General Fund.
8. The budget and appropriation of the General Fund for the Parks Department, CSU Extension, are hereby increased \$15,000 for contracted staff salary increases; to be offset by a like amount of unappropriated fund balance of the General Fund.
9. The budget and appropriation of the General Fund for the Parks Department, Fairgrounds Division, are hereby increased \$116,000 for safety and infrastructure improvements; to be offset by a transfer of a like amount from the Conservation Trust Fund.
10. The budget and appropriation of the General Fund for the Public Engagement Office are hereby increased \$40,000 for the development of a brand strategy; to be offset by a like amount of unappropriated fund balance of the General Fund.
11. The budget and appropriation of the General Fund for Non-Departmental are hereby increased \$38,404 to transfer monies from the General Fund to the Social Services Fund for 1.00 FTE (Full Time Equivalent) Veteran Services Officer; to be offset by a like amount of unappropriated fund balance in the General Fund.
12. The budget and appropriation of the General Fund for the Sheriff are hereby increased \$738,823 for various projects, including sworn personnel salary increases and purchase of fingerprint matchers; to be offset by a like amount of unappropriated fund balance in the General Fund.
13. The budget and appropriation of the General Fund for Non-Departmental are hereby increased \$260,000 to transfer monies from the General Fund to the Inmate Welfare Fund for the mezzanine meshing project; to be offset by a like amount of unappropriated fund balance of the General Fund.

14. The budget and appropriation of the Conservation Trust Fund for the Deputy County Manager, Facilities and Construction Management Division, are hereby increased \$323,000 to fund reimbursements for Fairgrounds improvements; to be offset by a like amount of unappropriated fund balance of the Conservation Trust Fund.
15. The budget and appropriation of the Conservation Trust Fund for Parks Department, Fairgrounds Division, are hereby increased \$116,000 to fund safety and infrastructure improvements to be offset by a like amount of unappropriated fund balance of the Conservation Trust Fund.
16. The budget and appropriation of the Road and Bridge Fund for the Development and Transportation Department, Transportation and Engineering Division, are hereby increased 2.00 LTE (Limited Term Equivalent) for a sign and pavement marking crew.
17. The budget and appropriation of the Road and Bridge Fund for the Development and Transportation Department, Road and Bridge Division, are hereby increased 14.00 LTE (Limited Term Equivalent) for street maintenance positions.
18. The budget and appropriation of the Road and Bridge Fund for the Development and Transportation Department, Road and Bridge Division, are hereby increased \$1,225,000 for various projects, including concrete removal and sound barriers; to be offset by a like amount of unappropriated fund balance of the Road and Bridge Fund.
19. The budget and appropriation of the Social Services Fund for the Human Services Department are hereby increased 1.00 FTE (Full Time Equivalent) and \$38,404 for a Veteran Services Officer; to be offset by a transfer of a like amount from the General Fund.
20. The budget and appropriation of the Social Services Fund for the Human Services Department are hereby decreased \$1,246,408 to realign funding sources for Family Tree, Jefferson County Mental Health, and Seniors' Resource Center.
21. The budget and appropriation of the Head Start Fund for the Human Services Department, Head Start Division, are hereby increased \$80,000 for the Jeffco Prosperity Project; to be offset by a like amount of unanticipated local grant revenue.
22. The budget and appropriation of the Health Fund for the Public Health Department are hereby increased 1.00 FTE (Full Time Equivalent) to support cardiovascular and pulmonary disease programs.

23. The budget and appropriation of the Inmate Welfare Fund for the Sheriff are hereby increased \$260,000 for mezzanine meshing; to be offset by a transfer of a like amount from the General Fund.
24. The budget and appropriation of the Airport Fund for the Development and Transportation Department, Airport Division, are hereby increased 1.00 LTE (Limited Term Equivalent) for a maintenance worker.
25. The budget and appropriation of the Airport Fund for the Development and Transportation Department, Airport Division, are hereby increased \$1,655,557 for runway projects; to be offset by \$1,490,000 of unanticipated revenue from federal grants and \$165,557 of unappropriated fund balance of the Airport Fund.
26. The budget and appropriation of the Airport Fund for the Development and Transportation Department, Airport Division, are hereby increased \$1,275,000 for the Northeast Development project; to be offset by a like amount of unappropriated fund balance of the Airport Fund.

FURTHER RESOLVED, that a copy of this Resolution shall be transmitted immediately to the affected spending agencies; and

FURTHER RESOLVED, that a certified copy of this Resolution be filed by the Director of Budget and Risk Management with the Division of Local Government in the State of Colorado Department of Local Affairs.

**Resolution No. CC16-281**

**BCC Briefing Presented on:** August 23, 2016 by Mary O'Neil.

**Originator:** Mary O'Neil, Director of Budget and Risk Management

