

Board of County Commissioners Meeting

Tuesday, May 10, 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), 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

Proclamation - Older American's Month

Tuesday, May 10, 2016 (continued)

Proclamation - Mental Health Month

Approval of Minutes Dated May 3, 2016

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 CC16-169** Expenditure Approval Listings - Accounting
2. **Resolution CC16-170** Bi-Weekly Payroll Register - Accounting
3. **Resolution CC16-171** Abatement/Refund of Property Taxes – Board of Equalization
4. **Resolution CC16-172** Agreement - Boys and Girls Club, a Colorado Non-Profit Corporation for its Recreation Facilities and Programs (\$50,000.00) - County Manager
5. **Resolution CC16-173** Purchase Order - Insight Public Sector, Inc. for Microsoft Software Licenses and Support (\$194,066.22) - IT Services
6. **Resolution CC16-174** Contract - T-Bone Construction, Inc. for 15 Acre Parcel Infrastructure Development Services (NTE \$595,200.66) - Airport
7. **Resolution CC16-175** Contract - Silva Construction, Inc. for 2016 Concrete Removal and Replacement Services (NTE \$1,000,000.00) - Road and Bridge
8. **Resolution CC16-176** Grant Application - Rocky Mountain Greenway - Federal Lands Access Program (FLAP) Grant - Open Space
9. **Resolution CC16-177** Policy Manual Part 7, Chapter 3, Section 3 Regarding Sale of Fireworks - Planning and Zoning

Tuesday, May 10, 2016 (continued)

10. **Resolution CC16-178** Policy Manual Part 8, Chapter 3, Section 1 Regarding Right-of-Way Use and Construction Permits and License Agreements and Part 8, Chapter 1, Section 5 Regarding Utility Relocation/Replacement Cost Sharing Program - Transportation and Engineering
11. **Resolution CC16-179** Policy Manual Part 4, Chapter 7, Section 1 Regarding Fiscal Review of Grants and Agreements, Part 6, Chapter 3, Section 1 Regarding Disposition of County Personal Property and Part 4, Chapter 6, Section 1 Regarding Purchasing - Finance and IT

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

Tuesday, May 10, 2016 (continued)

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.

JEFFERSON COUNTY, COLORADO



PROCLAMATION

Older Americans Month

May, 2016

WHEREAS, older Americans provide economic and cultural benefits to the community in which they live, and;

WHEREAS, older Americans that can receive services while living at home have a greater chance of maintaining an engaged and high quality life, and;

WHEREAS, Seniors' Resource Center's vision is to ensure the quality of life through a constellation of services, information, advocacy, and leadership to meet the needs of the community, and;

WHEREAS, Seniors' Resource Center has been at the forefront of service delivery for older adults for decades and has observed a steady increase in demand for their cutting-edge services, and;

WHEREAS, Seniors' Resource Center, along with its community partners, are dedicated to enhancing the lives of older Americans which in turn enhances the quality of our general community as a whole.

NOW, THEREFORE be it proclaimed by, the Jefferson County Board of Commissioners, of the State of Colorado, that the month of May, 2016, be declared as Older Americans Month in Jefferson County

Libby Szabo, Chairman

Donald Rosier, Chairman Pro Tem

Casey Tighe, Commissioner



JEFFERSON COUNTY, COLORADO



PROCLAMATION

Mental Health Month

May, 2016

WHEREAS, Mental Health Month has been observed since 1949 to raise awareness of mental health conditions and the importance of mental health; and

WHEREAS, good mental health is essential to the overall health and emotional wellbeing of all children, youth, adults and families; and promotes a healthy community

WHEREAS, the stigma against mental health conditions remains one of the greatest barriers to improving the lives of all Coloradans through better mental health; and

WHEREAS, mental illnesses and substance use disorders are treatable, and recovery is possible when appropriate treatment services are available and accessible; and

WHEREAS, the citizens of Jefferson County may be affected by mental illness regardless of age, gender, race, ethnicity, religion or economic status, and

WHEREAS, Jefferson County is dedicated to improving the health and wellbeing of its citizens by ending stigma and focusing on the integrated role of mental health in all our lives,

NOW, THEREFORE be it proclaimed by, the Jefferson County Board of Commissioners, of the State of Colorado, that the month of May, 2016, be declared as Mental Health Month in Jefferson County

Libby Szabo, Chairman

Donald Rosier, Chairman Pro Tem

Casey Tighe, Commissioner



COMMISSIONERS' MINUTES OF MAY 3, 2016

The Board of County Commissioners of the County of Jefferson, State of Colorado, met in regular session on May 3, 2016 in the Jefferson County Government Center, Golden, Colorado. Commissioner Libby Szabo, Chairman presided. Commissioner Donald Rosier, Commissioner Casey Tighe and Teri Schmaedecke, 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

PROCLAMATION - First Responders Appreciation Week

The Board of County Commissioners proclaimed the week of May 9-13, 2016 First Responders Appreciation Week in Jefferson County.

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 April 26, 2016.

CONSENT AGENDA

The Board approved the following Resolutions:

1. **Resolution CC16-164** Expenditure Approval Listings - Accounting
2. **Resolution CC16-165** Appointments to the Jefferson County Sustainability Commission - Board of County Commissioners
3. **Resolution CC16-166** Intergovernmental Agreement to Establish and Participate in the Jefferson County Communications Center Authority (JeffCom) - Sheriff
4. **Resolution CC16-167** Intergovernmental Funding Agreement – City and County of Denver Relating to Genesee Drive - Road and Bridge

5. **Resolution CC16-168** Agreement - The Action Center, a Colorado Non-Profit Corporation for the Self-Sufficiency Pathways Program – County Manager

REGULAR AGENDA – No Agenda Items

PUBLIC HEARING CONSENT AGENDA

No one requested to testify in the following case:

6. Resolution CC16-163

Case Number: 15-103968PF: Preliminary and Final Plat

Case Name: Yocom Subdivision

Owner/Applicant: Michael M. Yocom

Location: 16645 W. 51st Place, Section 14, Township 3 South, Range 70 West Approximate Area: 2.81 Acres

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

Case Manager: Nathan Seymour

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

PUBLIC HEARING REGULAR AGENDA – No Agenda Items

REPORTS

The Commissioners all reported attending various meetings recently, Colorado Counties Inc., a Legal Aid fundraiser, a tour of Lockheed Martin, a meeting with Jeffco EDC. Commissioner Szabo testified at the State last week. Commissioner Tighe attended Comcast Cares Day at the Jeffco Action Center.

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

Libby Szabo, Chairman

MEMORANDUM

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

FROM: Ralph Schell, County Manager

DIST: Tim Kauffmann, County Treasurer

RE: EXPENDITURE APPROVAL LISTINGS

DATE: May 10, 2016

Staff Recommendation:

Approve the Expenditure Approval Listings dated May 5, 2016 Resolution No.

CC 16 - 169

Background:

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.

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

DIST: Ralph Schell, Tim Kauffman, Accounting

RE: BI-WEEKLY PAYROLL REGISTER

DATE: May 10, 2016

Staff Recommendation:

Approve the issuance of county warrants as listed on this Bi-Weekly Payroll Register for period ending April 30, 2016.

Resolution No. **CC 16 - 170**

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

M E M O R A N D U M

TO: The Board of County Commissioners
FROM: Board of Equalization
CC: Ellen G. Wakeman, County Attorney
RE: Abatement/Refund of Property Taxes

CC 16 - 171

Staff Recommendation:

Resolved, that the Board of County Commissioners approves the findings and recommendations of the Jefferson County Assessor denoted in the corresponding abatement resolutions and adopts those findings and recommendations as its final action on these abatement petitions.

<u>CASE NO.</u>	<u>PETITIONER</u>	<u>TAXES ABATED/ REFUNDED</u>
A16-109	Jon W. Caulfield, DDS PC	\$1,128.99
A16-141	Thomas G. Claspell	\$402.40
A16-026	Colorado Note Acquisition Partners LLC	\$12,383.06
A16-072	Faye Ellen Crowe and Frederick M. Gerhardt Jr.	\$257.70
A16-041	Timothy DeVaney	\$132.78
A16-119	Great America Leasing Corp	\$27.55
A16-122	Great America Leasing Corp	\$9.23
A16-124	Great America Leasing Corp	\$47.59
A16-126	Great America Leasing Corp	\$26.86
A16-121	Great America Leasing Corp	\$2.89
A16-125	Great America Leasing Corp	\$7.29
A16-120	Great America Leasing Corp	\$3.27
A16-142	Carol Drury Green	\$650.37
A16-093	Elizabeth Hudgens	\$1,436.14
A15-214	KSM Enterprise Inc.	\$502.19
A16-068	Jeff and Stacy Kanehl	\$287.85
A16-001	Richard C. II and Dorothea M. Moores	\$492.78
A16-058	Larry D. and Marilyn J. Russell	\$227.54

A16-115

Fraidoon Vasheghani

\$4,428.24

Resolution No. _____

Background:

Final Board action on 19 abatement petitions, \$ 22,454.72 to be refunded. Taxpayers have filed abatement petitions alleging that their property has been overvalued or that their tax levy is illegal. The Assessor recommends approval of these petitions in the amounts indicated in the corresponding resolutions. The Board is taking action on these abatement petitions by accepting or rejecting the Assessor's recommendations.

If an abatement appeal is approved by the board, the Treasurer's Office will calculate interest owed and send payment to the taxpayer. The Property Tax Administrator must approve all refunds in excess of \$10,000.00. If unsatisfied with this Board's action, a taxpayer may appeal further to the State Board of Assessment Appeals. Abatement refunds over \$10,000.00 are recommended for the following reasons:

A16-026: Appraiser concluded this property was previously overvalued, and applied a 20% economic obsolescence adjustment.

Prepared by: Casie Stokes, Assistant County Attorney *CAS*
Distribution: Board of Equalization

MEMORANDUM

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

FROM:  Ralph Schnell, County Manager

RE: Agreement between the Boys and Girls Club, a Colorado non-profit corporation and Jefferson County, Colorado

DATE: May 10, 2016

Staff Recommendation:

That the Board of County Commissioners approves and authorizes the Chairman to sign the 2016 Agreement with the Boys and Girls Club, a Colorado non-profit corporation and Jefferson County for \$50,000 for the operation of its recreation facilities and programs.

Contract duration through December 31, 2016

Resolution No. CC16- **CC 16 - 172**

Background:

The BCC discussed the scope of services for the Boys and Girls Club at its March 8, April 5, and April 26, 2016 briefings. The BCC requested that the scope of services comply with the county's statutory authority to provide recreational services. The Club requests \$50,000 per year to fund 2 part time social recreation directors and 1 full time physical education program specialist. The Boys and Girls Club has asked for continuous funding. The contract has been written to include an option for the county to renew for additional one year periods.

BCC Briefing: Funding for the Boys and Girls Club was approved in the 2016 budget. The contract was discussed at the March 8, April 5, and April 26, 2016 briefings.

Fiscal Impact: \$50,000

Prepared by: Kate Newman, Deputy County Manager, x8567

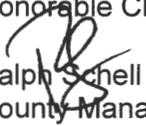
Distribution

Original returned to: Kate Newman, Deputy County Manager, x8567

Copies to: Ellen Wakeman, Mary O'Neil

MEMORANDUM

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

FROM:  Ralph Schell
County Manager

DIST: Adam Waltzman, Deborah Freischlag

RE: Purchase Order for Microsoft Software Licenses and Support
IT Services Division

Staff Recommendation:

Approve an expenditure in the amount of \$194,066.22 to Insight Public Sector, Inc. for Microsoft software licenses and support.

Resolution No.

CC 16 - 173

Background:

Jefferson County is currently enrolled in a Microsoft Enterprise Agreement. This Agreement enables IT Services to obtain discounted pricing for all the Microsoft software products used by the County with the exception of Microsoft Office. Annual payments, which include a "True Up" fee to cover new licenses that were acquired during the previous year, must be made to the designated Microsoft reseller over the 3-year term of the Enterprise Agreement to maintain existing support, upgrade protection rights and volume pricing.

Insight Public Sector is the authorized reseller of Microsoft software licenses and support under the Enterprise Agreement. This expenditure is for payment of the third year of the 3-year term which covers the period from June 1, 2016 through May 31, 2017.

This purchase will utilize the State of Colorado price agreement for master software license agreements.

Fiscal Information:

Funds for this purchase are available in the 2016 IT Services operating maintenance agreement budget. This is within the budget and scope for this project.

BCC Briefing: Briefing presented on March 8, 2016 by Holly Bjorklund, Director of Finance and IT.

Originator: Agenda memo prepared by Terry Dooley, Purchasing, Ext. 8586

Division Contact: Adam Waltzman, Ext. 8854

Original returned to: Terry Dooley, Purchasing

Copies to: Marcia Sieben, Purchasing Manager
Holly Bjorklund, Director of Finance and IT
Jim Smith, Director of IT Services

Approvals	Chandra Hardwick, Acting Purchasing Mgr Rebecca Hascall, Acting ITS Division Director Holly Bjorklund, FIT Dept Director Ralph Schell, County Manager	Approved: 5/2/16 Approved: 5/3/16 Approved: 5/3/16 Approved:
Agenda Coordinator Review		6 Check <i>gms</i>
Final Signatory	BCC	
Vendor	Insight Public Sector, Inc.	
End User	IT Services	
Type (Contract, PO, etc)	Purchase Order	
Dollar Value	\$194,066.22	
Term	6/1/2016 - 5/31/2017	
Description	Microsoft software license & support annual payment (Year 3 of 3)	
Purchasing Agent	Terry Dooley	

MEMORANDUM

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

FROM:  Ralph Schell, County Manager

DIST: Clerk to the Board, Aubrey McGonigle, Kourtney Hartmann, Deborah Freischlag

RE: Contract for 15-Acre Parcel Infrastructure
Rocky Mountain Metropolitan Airport

Staff Recommendation: Approve the contract between Jefferson County and **T-Bone Construction, Inc.** in an amount not to exceed **\$595,200.66** for infrastructure development services. The County's Representative is Aubrey McGonigle, or other person as may be designated by the Division Director or County Manager.

Work shall be completed within 70 calendar days from Start Date.

Resolution No. CC 16 - 174

Background: The Metro Business Center at Rocky Mountain Metropolitan Airport (RMMA) is located on the southwest corner of Wadsworth Parkway and Metro Airport Avenue within the City and County of Broomfield and adjacent to the Arista development and Broomfield Event Center. This site is approximately 15 acres in size and has been envisioned as an opportunity to further expand and incorporate development through the use of ground leases. All revenue generated from such leases ensures that RMMA remains financially self-sustaining. Currently, RMMA has an executed lease agreement with the 7-Eleven Corporation. This contract is for the completion of infrastructure to support the development, including internal roads, curb, gutter, sidewalk, water lines, sanitary lines, and storm water. This infrastructure is necessary to meet the County's obligations under the 7-Eleven lease and the proposed Arby's development.

The County advertised this project and invited five (5) firms to submit a bid; five (5) firms responded. T-Bone Construction, Inc. submitted the lowest bid and met all County requirements.

Fiscal Information: Funding for services is available from the 2016 CIP funds. This is within the scope and budget for these services.

BCC Briefing Presented By: Bryan Johnson on April 21, 2016.

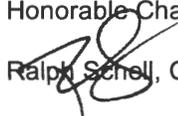
Originator: Agenda memo prepared by Chandra Hardwick, Purchasing, Ext. 8584

Original returned to: Chandra Hardwick, Purchasing

**Copies w/o contract to: Jeanie Rossillon, Development & Transportation Director
Bryan Johnson, Rocky Mountain Metropolitan Airport**

Approvals	Kourtney Hartmann, County Atty Jeanie Rossillon, Dept Dir Bryan Johnson, Div Dir	Approved: 4/29/16, 9:00 a.m. Approved: 5/3/16, 9:02 a.m. Approved: 4/29/16, 8:57a.m.
Agenda Coordinator Review		<input checked="" type="checkbox"/> Check <i>SM</i>
Final Signatory	BCC Chairman	
Vendor	T-Bone Construction	
End User	Rocky Mountain Metropolitan Airport	
Type (Contract, PO, etc)	Contract	
Dollar Value	\$595,200.66	
Term	70 days from start date	
Description	15-Acre Parcel Infrastructure	
Purchasing Agent	Chandra Hardwick	

M E M O R A N D U M

TO: Honorable Chairman and Members of the Board of County Commissioners
FROM:  Ralph Schell, County Manager
DIST: Clerk to Board, Larry Benshoof, Gay Ummel, Debra Freischlag
RE: **2016 Concrete Removal and Replacement Services**
Road and Bridge Division

Staff Recommendation: Approve the contract between Jefferson County and **Silva Construction, Inc.** in an amount not to exceed **\$1,000,000.00** for concrete removal and replacement services. The County's authorized representative is Larry Benshoof, or other person as may be designated by the Department Director or County Manager.

Contract Term: All work will be completed on or before November 15, 2016.

Resolution No. **CC 16 - 175**

Background: The Road and Bridge Division requires supplemental assistance to remove and replace damaged concrete at various locations throughout Jefferson County. The replacement of damaged concrete reduces safety issues and damage to adjacent roadways. The work is crucial to the success of the asphalt overlay maintenance program, which requires repair prior to the commencement of asphalt overlay work. This contract will focus on the scheduled 2017 Asphalt Overlay Roads.

Purchasing advertised this project and invited one (1) recommended firm to submit a bid; two (2) contractors responded. Silva Construction, Inc. submitted the lowest bid and met all County requirements. Payment will be made for actual quantities completed and accepted in place.

Fiscal Information: Funding for this expenditure was approved in the 2016 operations budget. This is within the scope and budget for this project.

BCC Briefing Presented By: Jeanie Rossillon on January 19, 2016.

Originator: Agenda memo prepared by Joe Weickenand, Purchasing, Ext. 8595

Original returned to: Joe Weickenand, Purchasing

Copies w/o contract to: Jeanie Rossillon, Development & Transportation
 Michael Dobbs, Road & Bridge
 Sam Bican, Risk Management

Approvals	Kurt Behn (on behalf of Gay Ummel), County Atty Jeanie Rossillon, Dept Dir. Larry Benshoof, Div Dir	Approved: 5/3/16, 1:34pm Approved: 5/3/16, 2:33pm Approved: 5/3/16, 2:23pm
Agenda Coordinator Review		X Check 
Final Signatory	BCC	
Vendor	Silva Construction, Inc.	
End User	Road & Bridge	
Type (Contract, PO, etc)	2016 Concrete Removal and Replacement Services	
Dollar Value	NTE \$1,000,000.00	
Term	The Contractor shall begin the Work on or before the fifth calendar day after receipt of the Notice to Proceed. The Notice to Proceed will stipulate the date on which the Contract time count commences (the "Start Date"). The Contractor shall complete the Work and fulfill all of its other obligations on or before October 7, 2016 (the "Completion Date")	
Description	Concrete Removal and Replacement Services	
Purchasing Agent	Joe Weickenand	

MEMORANDUM

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

FROM: Ralph Schell, County Manager

RE: Rocky Mountain Greenway – Federal Lands Access Program (FLAP) Grant Application

DATE: May 10, 2016

Staff Recommendation:

That the Board of County Commissioners authorize the Open Space Director to execute and submit a Federal Lands Access Program (FLAP) grant application and related documents to the Federal Highway Administration (FHWA) to fund connections between the Rocky Mountain Greenway and Rocky Flats National Wildlife Refuge.

Resolution No.**CC 16 - 176****Background:**

Jeffco Open Space (JCOS), along with a number of partners, seeks to pursue a grant through the FHWA FLAP to advance the 100-mile Rocky Mountain Greenway.

FLAP grants provide funding to local entities for access to federal lands and Colorado anticipates receiving approximately \$60 million over the next 5 years. JCOS has secured the services of Amec Foster Wheeler for development of grant materials and conceptual design for the crossings.

The FLAP application is due on May 20, 2016, and has a total project cost of \$6.5 million. This grant would fund a grade separated crossing for Indiana Street and the Jefferson Parkway, and two grade separated crossings for Highway 128, one of which would be a wildlife underpass. Design and construction will be completed over the next 3-5 years. The cash match for the FLAP is 17.21%, or \$1.2 million of the total project cost.

Our partners in Arvada, Westminster, Broomfield, City of Boulder and Boulder County boards and councils are expected to provide letters of support in the grant application package. Per the terms of the FLAP grant, we have until July 20, 2016, to provide resolutions outlining financial cost share commitments to FHWA. This is a great opportunity to more than quintuple the investment of multiple city and county partners in Jefferson and Boulder Counties.

BCC Briefing Presented on January 26, 2016 and April 26, 2016.

Fiscal Impact:

The FLAP grant match requirement is approximately \$1.2 million. The cost share among partners includes 50/50 split between Boulder and Jefferson Counties for the Highway 128 crossings and a four-way share between Broomfield, Arvada, Westminster and Jefferson County for the Indiana/Jefferson County Parkway crossing.

The cost impact to Open Space is expected to be approximately \$220,000. The maximum fiscal impact acknowledges project design and construction costs requiring further refinement and potential increases over the next 3-5 years.

Prepared by: Nancy York, Open Space Planning Supervisor, x5966

Distribution:

Original returned to: Teri Schmaedecke, Clerk to Board

Copies to: Rosanna Janzer and Nancy York

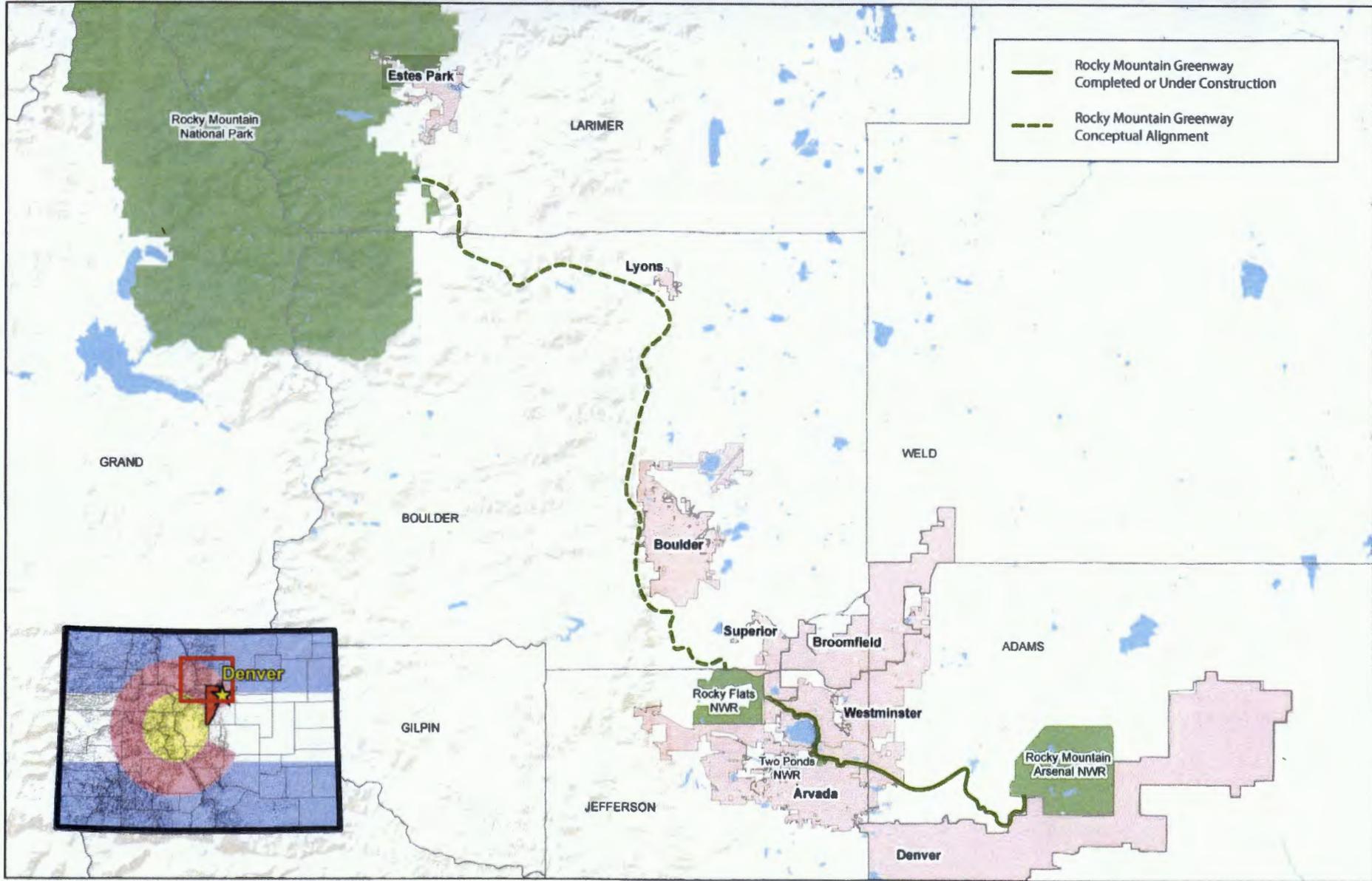


**Jefferson County
Open Space**
enriching life

Rocky Mountain Greenway

Complete Alignment

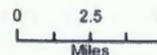
jeffco.us/parks



Date: 4/13/2016 M:\GIS\ANALYSIS\TAB_Projects\0119\01102_IBCC_Program\GeoGraphics\IBCC_2016M14



Map compiled 1/2018.
Intended for planning purposes only.
Data Source: Jefferson County, CDOT, USFWS and NPS



Scale is 1:xxx,xxx when printed at 8"x11"

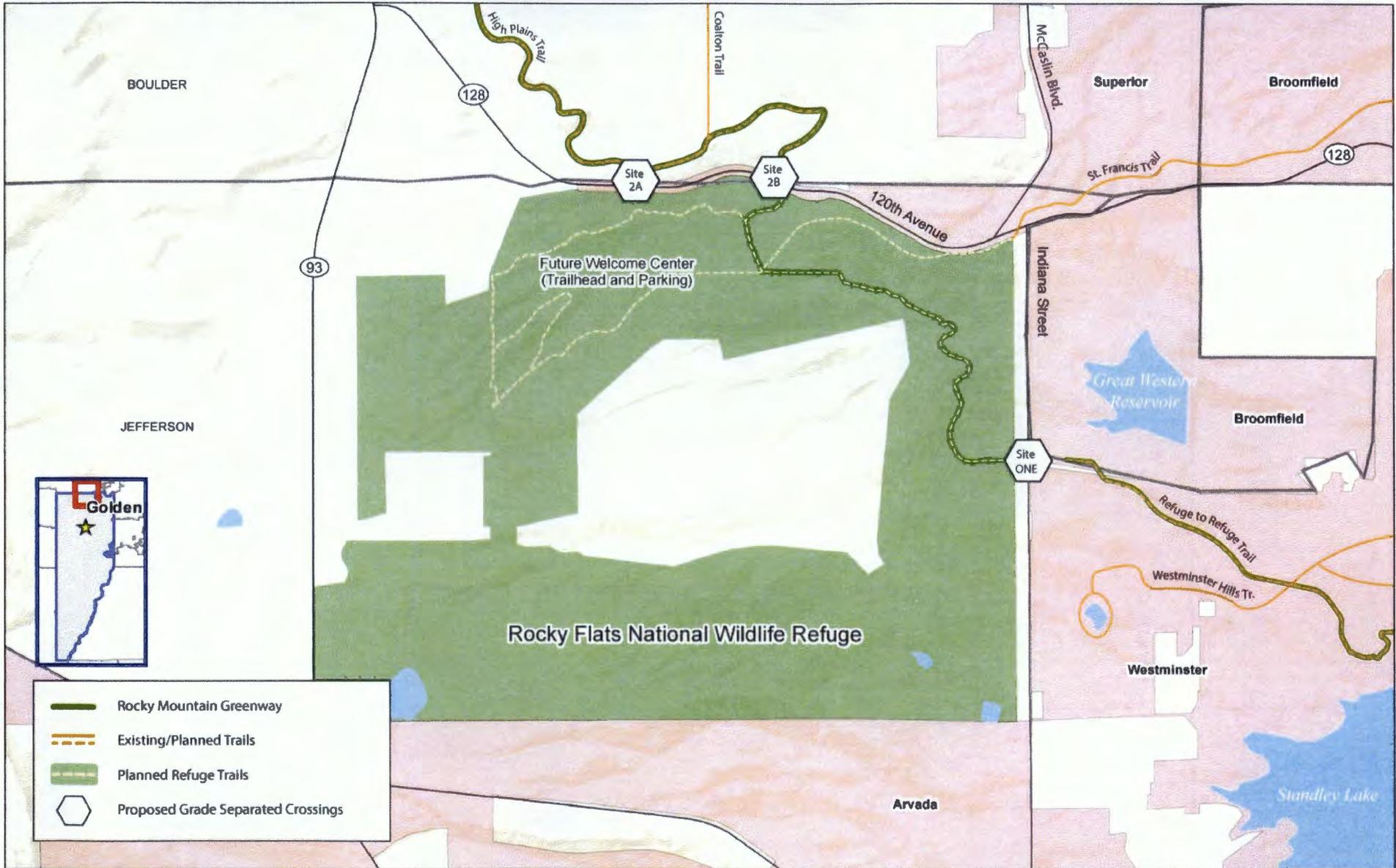


Disclaimer: This information/map is the property of the Jefferson County Open Space Program (JCOS), Jefferson County, Colorado and is copyrighted material. Reproduction, manipulation or distribution of this product is prohibited without the prior written consent of JCOS staff. Jefferson County does not warrant the completeness, accuracy, or correctness of this product, its use for any purpose, and shall not be liable for damages of any kind arising from use of the product or for any errors or inaccuracies.

Rocky Mountain Greenway

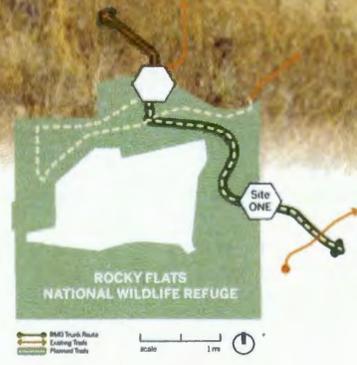
Proposed Project Location

jeffco.us/parks



-  Rocky Mountain Greenway
-  Existing/Planned Trails
-  Planned Refuge Trails
-  Proposed Grade Separated Crossings

Date: 4/13/2016 M:\GIS\AMAL\Y5\PAE_Proposed\016\016\12\BEC_Presentation\Colleges\BEC_20160414



Site One - Crossing at Indiana



Concept Design: Single Span Pedestrian Bridge

The preferred alternative to cross Indiana Street is a 10' pedestrian bridge overpass linking Broomfield and Westminster open space with the internal trail network at Rocky Flats NWR.

This is preferred because of scenic qualities and the fact that a historic railroad grade minimizes the need for construction of large abutments. The secondary option is a trail underpass along one of the drainage areas.

Key

- A The solid line represents the proposed alignment of the RMG trail
- B The dotted line represent limited movement of the large migratory mammals currently on Rocky Flats NWR
- C Wildlife fencing will flank the roadway to guide the animals toward the underpass
- D Connect to Coalton and High Plains trails in Boulder open space
- E Connect to internal Rocky Flats trail system, new welcome center and trailhead/parking



amec
foster
wheeler



Site Two - Trail Crossing at CO Hwy 128

Box Culvert Underpass



MEMORANDUM

TO: Honorable Chairman and Members of the Board of County Commissioners
FROM: Ralph Schell, County Manager
RE: Planning and Zoning - Policy Manual Part 7, Chapter 3, Section 3 Regarding Sale of Fireworks
DATE: May 10, 2016

Staff Recommendation: WHEREAS, the existing Sale of Fireworks Policy was revised to change the distance requirement from 100 foot buffer to an agricultural or residential zone district boundary to 150 between the stand and a residence, add graduated buffering requirements for vegetation to promote noncombustible areas around stands and add lighting requirements, change community notification distance requirements to be consistent with the Zoning Resolution, and revise stand requirements to match International Building Code requirements (exit widths, fire extinguishers, etc).

NOW THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Jefferson County that the existing policy 7.3.1 regarding Sale of Fireworks is hereby rescinded and replaced with the policy attached hereto, effective May 10, 2016.

Resolution No. CC16-

CC16 - 177

Background:

Staff proposes to revise the policy for clarification. Change the distance requirement from 100 foot buffer to an agricultural or residential zone district boundary to 150 between the stand and a residence. Add graduated buffering requirements for vegetation to promote noncombustible areas around stands and add lighting requirements. Change community notification distance requirements to be consistent with the Zoning Resolution. Revise stand requirements to match International Building Code requirements (exit widths, fire extinguishers, etc).

BCC Briefing Presented on May 3, 2016

Prepared by: Kate Newman

Distribution

Original returned to: Kate Newman

Copies to: Jeanie Rossillon, John Wolforth

Title: Regulatory Policy Sale of Fireworks	Policy No. Part 7, Planning and Land Use Chapter 3, Permits Section 3
	Effective Date May 10, 2016
Policy Custodian Planning and Zoning Division	Adoption/Revision Date May 10, 2016

Adopting Resolution(s): CC16-

References (Statutes/Resos/Policies): 30-15-401C.R.S; International Building Code, CC06-459, CC12-239

Purpose: To provide an explanation of permit requirements for the sale of fireworks.

Policy: Sale of Fireworks

A. Permits

1. A Miscellaneous Zoning Permit shall be obtained from the Planning and Zoning Division prior to the sale of fireworks from a fireworks stand.
2. Applications shall be submitted to the County at least 30 days prior to the actual operation of the stand to allow for appropriate review by staff and input from the applicable Fire District and/or Sheriff's Department Official.
3. The permit shall be valid for a maximum of sixty (60) days. Permits shall not be transferable.
4. Applicants shall pay an application fee as specified by the Board of County Commissioners and the Community Mailing fee for the notification postcards which will be sent out by Staff.
5. The following items shall be submitted as the application:
 - a. A copy of the lease agreement or written permission of the property owners to use the land for the sale of fireworks.
 - b. Certificate of general liability insurance in the amount of at least \$1,000,000.
 - c. A copy of Colorado Public Utility Commission Hazardous Material Transportation Permit used by the transporter of the fireworks, or statement indicating that less than 1,000 pounds of fireworks will be transported.
 - d. A scaled site plan that shows the following:
 - 1) The location of the sales stand showing the setbacks to all property lines and all other buildings.

- 2) The location of any on-site storage of fireworks and the on-site trash receptacle.
- 3) The location of all exits from the stand.
- 4) The location of fire extinguishers within the stand.
- 5) The location of any other fuel or heat sources such as auxiliary generators, gasoline storage, etc.
- 6) The location of the phone to be used for sales staff to call for emergency assistance during the hours of operation.
- 7) The distance between the stand and the closest residence.
- 8) A parking plan for the site drawn to scale which shows access, parking spaces and parking barriers to be used around the stand. Parking spaces shall be numbered and drawn to scale.
- 9) The location of all proposed temporary exterior lighting fixtures.

e. Proof of available potable water and sanitation facilities.

6. Application must be signed by the applicable Fire Protection District prior to issuance of a permit.

B. Notification

Community notification of the proposed stand is required in accordance with the Level 1 Community Notification Requirements listed in the Administrative Provisions Section of the Zoning Resolution.

C. Standards

1. Selling illegal fireworks, failing to comply with any order of a Fire District or Sheriff's Department official, failing to submit any required document, falsifying or withholding any information on this application, or failing to obtain required documents, shall result in the immediate revocation of the permit and closure of the sales facility. A summons and/or confiscation of products may also result.
2. Firework stands may be permitted as part of events leading up to the following holidays:
 - a. Fourth of July
 - b. Christmas
 - c. New Year's Eve
3. The Board of County Commissioners or the Sheriff may, at their discretion, ban the sale of fireworks at firework stands in accordance with the Ordinance Authorizing the Declaration of Open Fire and/or Firework Sale, Use or Possession Bans.

4. The Permittee shall immediately comply with applicable Fire District and Sheriff's orders.
5. Sales Personnel
 - a. All sales employees may be subjected to a personal criminal history review before being permitted to work as sales personnel.
 - b. Fireworks shall not be sold or dispensed by any person under the age of 16. A person 18 years of age or older shall be present during all hours of operation.
6. Location
 - a. The site shall be located in a Commercial Zone District or Planned Development Zone District which permits retail sales.
 - b. There shall be a minimum of 150 feet between the location of the stand and any residence.
 - c. The location of the stand shall adhere to all applicable setbacks for the property.
 - d. No fireworks shall be sold or dispensed from a motor vehicle or towed vehicle.
7. On-Site Requirements
 - a. A copy of the completed permit application, supporting documents and the permit shall be kept on site at all times.
 - b. Adequate security of explosives shall be maintained at all times. A Class II magazine capable of handling all fireworks available for sale is required on-site.
 - c. Safe on-site procedures shall be strictly followed.
 - d. No smoking or open flame shall be allowed at any time within 50 feet of the sales site.
 - e. No alcohol, drugs, or persons under the influence of drugs or alcohol shall be allowed at the sales site.
 - f. Unauthorized personnel shall be kept out of all storage areas.
 - g. Trash and storage requirements shall be strictly maintained.
 - h. Vegetation:
 - 1) There shall be a 15 foot apron around the stand comprised of gravel or other noncombustible type material.

- 2) Vegetation within 50 feet of the stand , on the property which the stand is located, shall not exceed two (2) inches above the ground with the exception of trees, shrubs, and any other formal landscaping.
 - 3) Vegetation beyond 50 feet and up to 200 feet from the , on the property which the stand is located, shall not exceed twelve (12) inches above the ground, with the exception of trees, shrubs, and any other formal landscaping.
- i. All temporary exterior lighting shall be directed away from any residential areas and shall consist of full cut-off fixtures. All other standards of the Lighting Section of the Jefferson County Zoning Resolution shall be followed.
 - j. No fireworks shall be discharged within a 300 foot radius from any point of the stand.
8. Sales
- A stand shall be used only for retail sales of fireworks. No wholesale sales of fireworks shall be conducted from stands.
9. Stands
- a. All fireworks stands shall be dismantled and removed no later than 10 days after the last sales day.
 - b. All structural stands shall be securely anchored, painted, and structurally sound.
 - c. Exit doors shall be a minimum of 32 inches in width and 6 feet in height and swing in the direction of egress.
 - d. Any stand measuring more than 25 feet in length across the face shall have two exits.
 - e. Stands shall not have wheels or tires. A motor vehicle, travel trailer, or tent cover attached to or combined as a part of a stand shall not be permitted.
 - f. Any stand that is a tent (as defined in the International Fire Code) shall meet all the requirements stated in the Tents and Other Membrane Structures Chapter of the International Fire Code concerning tents. All flooring in a tent shall be gravel or other noncombustible type material.
 - g. All other stands may be constructed of wood, metal, or other approved materials. Combustible construction shall be painted with a water-based latex paint.
 - h. All stands shall have no fewer than two portable fire extinguishers with a minimum rating of 2A, at least one of which shall be of the pressurized water type, readily accessible and in good working order. Each extinguisher shall carry a current annual inspection tag. One extinguisher shall be placed at each end of the stand.
 - i. All stands provided with electrical wiring shall be as required by the State Electrical Board and/or County permitting requirements.

- j. A "NO SMOKING" sign shall be conspicuously placed both inside and outside of all stands.
- k. A warning sign shall be displayed in a prominent place on the site that states: "Warning, it is illegal for any person under 16 years of age to purchase any fireworks. Violators may be punishable by a fine of up to \$750.00, by imprisonment for up to six months, or both such fine and imprisonment." The sign letters shall be a minimum height of 1 inch.
- l. "NO PARKING" signs in front of the exits shall be posted and visible from the parking area.
- m. A phone shall be located within 200 feet of the sales site to allow sales staff to call for emergency assistance during the hours of operation.

10. Inspections

- a. All initial inspections of fireworks sales shall be conducted a minimum of one day prior to the opening of the site. There shall be no sales without an initial inspection by the Planning and Zoning Division and the applicable Fire District or Sheriff's Department.
- b. The applicant shall obtain and have available the following prior to site inspection:
 - 1) A copy of the invoice from the wholesaler of fireworks to be sold. This must show the number of pounds of product.
 - 2) The applicable Fire Protection District and/or Sheriff's Department Official may require a submittal of at least two samples of items to be offered for sale for testing of performance against the legal performance standards as specified in CRS.
 - 3) The applicable Fire Protection District may require submittal of Material Safety Data Sheets on the products used at the site that are potential "Hazardous Materials."

Title: Regulatory Policy Sale of Fireworks	Policy No. Part 7, Planning and Land Use Chapter 3, Permits Section 3
	Effective Date November 1, 2006
Policy Custodian Planning and Zoning Division	Adoption/Revision Date October 31, 2006/June 26, 2012

Adopting Resolution(s):

References (Statutes/Resos/Policies): 30-15-401C.R.S; ~~Uniform-International~~ Building Code, CC06-459, CC12-239

Purpose: To provide an explanation of permit requirements for the ~~temporary~~ sale of fireworks.

Policy: Sale of Fireworks

A. Permits

1. A Miscellaneous Zoning Permit shall be obtained from the Planning and Zoning Division prior to the sale of fireworks from a ~~temporary~~ fireworks stand.
2. Applications shall be submitted to the County at least 30 days prior to the actual operation of the ~~temporary~~ stand to allow for appropriate review by staff and input from the applicable Fire District and/or Sheriff's Department Official.
3. The permit shall be valid for a maximum of sixty (60) days. Permits shall not be transferable.
4. Applicants shall pay an application fee as specified by the Board of County Commissioners and the Community Mailing fee for the notification postcards which will be sent out by Staff.
5. The following items shall be submitted as the application:
 - a. A copy of the lease agreement or written permission of the property owners to use the land for the sale of fireworks.
 - b. Certificate of general liability insurance in the amount of at least \$1,000,000.
 - c. ~~Copy-A copy~~ of Colorado Public Utility Commission Hazardous Material Transportation Permit used by the transporter of the fireworks, or statement indicating that less than 1,000 pounds of fireworks will be transported.
 - d. A scaled site plan that shows the following:
 - 1) The location of the sales ~~structure-stand~~ showing the setbacks to all property lines and all other buildings.

- 2) The location of any on-site storage of fireworks and the on-site trash receptacle.
- 3) The location of all exits from the structurestand.
- 4) The location of fire extinguishers within the sales-structurestand.
- 5) The location of any other fuel or heat sources such as auxiliary generators, gasoline storage, etc.
- 6) The location of the phone to be used for sales staff to call for emergency assistance during the hours of operation.
- 7) The 100-foot bufferdistance between the stand and any agricultural and residential zoned propertiesthe closest residence.
- 8) A parking plan for the site drawn to scale which shows access, parking spaces and parking barriers to be used around the sales-structurestand. Parking spaces shall be numbered and drawn to scale.

9) The location of all proposed temporary exterior lighting fixtures.

~~e. Community Notification Packets to inform property owners and tenants within 200 feet of the proposed sale. Notification of sales shall be by certified mail. Applicant shall provide a list of all property owners and tenants within 200 feet and proof of notification.~~

~~fe.~~ Proof of available potable water and sanitation facilities.

6. Application must be signed by the applicable Fire Protection District prior to issuance of a permit.

B. Notification

Community notification of the proposed stand is required in accordance with the Level 1 Community Notification Requirements listed in the Administrative Provisions Section of the Zoning Resolution.

C. Standards

1. Selling any illegal fireworks, failing to comply with any order of a Fire District or Sheriff's Department official, failing to submit any required document, falsifying or withholding any information on this application, or failing to obtain get the required documents ~~when required~~, shall result in the immediate revocation of this the permit and closure of this the sales facility. A summons and/or confiscation of products may also result.
2. Temporary fire-work stands may be permitted as part of events leading up to the following holidays:

- a. Fourth of July
 - b. Christmas
 - c. New Year's Eve
3. The Board of County Commissioners or the Sheriff may, at their discretion, ban the sale of fireworks ~~as part of a~~ temporary firework stands in accordance with the Ordinance Authorizing the Declaration of Open Fire and/or Firework Sale, Use or Possession Bans.
- ~~4. Temporary firework stands may not be permitted during seasons where the State of Colorado issues a statewide ban on fires due to high and/or hazardous wildfire conditions.~~
- ~~54.~~ The Permittee shall immediately comply with applicable Fire District and Sheriff's orders.
- ~~65.~~ Sales Personnel
- a. All sales employees may be subjected to a personal criminal history review before being permitted to work as sales personnel.
 - b. Fireworks shall not be sold or dispensed by any person under the age of 16. ~~An~~ person 18 years of age or older shall be present during all hours of operation. ~~(An adult is a person 18 years of age or older.)~~
- ~~76.~~ Location
- a. ~~The s~~Site shall be located in a Commercial Zone District or Planned Development Zone District which permits retail sales.
 - b. There shall be a minimum of ~~400-150~~ feet between the location of the ~~temporary firework~~ stand and any ~~agricultural and/or residential zoned properties~~ residence.
 - c. The location of the stand shall adhere to all applicable setbacks for the property.
 - d. No fireworks shall be sold or dispensed from ~~any~~ motor vehicle or towed vehicle.
- ~~87.~~ On-Site Requirements
- a. A copy of the completed permit application, supporting documents and the permit shall be kept on site at all times.
 - b. Adequate security of explosives shall be maintained at all times. ~~(A Class II magazine capable of handling all fireworks available for sale is required on-site.)~~
 - c. Safe on-site procedures shall be strictly ~~adhered to~~ followed.

d. No smoking or open flame shall be allowed at any time within 25-50 feet of the sales site.

e. No alcohol, drugs, or persons under the influence of drugs or alcohol shall be allowed at the sales site.

f. ~~All~~Unauthorized personnel shall be kept out of all storage areas.

g. Trash and storage requirements shall be strictly maintained.

h. Vegetation:

1) There shall be a 15 foot apron around the stand comprised of gravel or other noncombustible type material.

2) Vegetation within the required 50 feet of the stand setbacks, on the property which the stand is located, shall not exceed two (2) inches above the ground with the exception of trees and shrubs, and any other formal landscaping.

3) Vegetation beyond 50 feet and up to 200 feet from the stand setback, but on the premises on the property which the stand is located, shall be no taller than not exceed twelve (12) inches within a radius of 200 feet from any point on the stand or to the property line; whichever is the lesser distance above the ground, with the exception of trees, shrubs, and any other formal landscaping.

i. All temporary exterior lighting shall be directed away from any residential areas and shall consist of full cut-off fixtures. All other standards of the Lighting Section of the Jefferson County Zoning Resolution shall be followed.

j. No fireworks shall be discharged within a 200-300 foot radius from any point on of the stand.

98. Sales

a. A stand shall be used only for retail sales of fireworks. No wholesale sales of fireworks shall be conducted from stands.

109. Stands

a. All fireworks stands shall be dismantled and removed no later than 10 days after the last sales day.

b. All structural stands shall be securely anchored, painted, and structurally sound.

c. Exit doors shall be a minimum of 24-32 inches in width and 6 feet in height and swing in the direction of egress.

d. Any stand measuring more than 25 feet in length across the face shall have two exits.

- e. Stands shall not have wheels or tires. A motor vehicle, travel trailer, or tent cover attached to or combined as a part of a stand shall not be permitted.
- f. Any stand that is a tent (as defined in the Uniform-International Fire Code) shall meet all the requirements stated in Article 32 the Tents and Other Membrane Structures Chapter of the Uniform-International Fire Code concerning tents. All flooring in a tent shall be gravel or other noncombustible type material.
- g. All other stands may be constructed of wood, metal, or other approved materials. Combustible construction shall be painted with a water-based latex paint.
- h. All stands shall ~~be provided with two 3A40BC or two 2A10BC or one of each multipurpose dry-chemical fire extinguishers~~ have no fewer than two portable fire extinguishers with a minimum rating of 2A, at least one of which shall be of the pressurized water type, readily accessible and in good working order. Each extinguisher shall carry a current annual inspection tag. One extinguisher shall be placed at each end of the stand.
- i. All stands provided with electrical wiring shall be as required by the State Electrical Board and/or County permitting requirements.
- j. A "NO SMOKING" sign shall be conspicuously placed both inside and outside of all stands.
- k. A warning sign shall be displayed in a prominent place on the site that states: "Warning, it is illegal for any person under 16 years of age to purchase any fireworks. Violators may be punishable by a fine of up to \$750.00, by imprisonment for up to six months, or both such fine and imprisonment²." The sign letters shall be a minimum height of 1 inch.
- kl. "NO PARKING" signs in front of the exits shall be posted and visible from the parking area.
- lm. A phone shall be located within 200 feet of the sales site to allow sales staff to call for emergency assistance during the hours of operation.

4410. Inspections

- a. All initial inspections of fireworks sales shall be conducted a minimum of one day prior to the opening of the site. There shall be no sales without an initial inspection by the Planning and Zoning Division and the applicable Fire District or Sheriff's Department.
- b. The applicant shall obtain and have available the following prior to site inspection:
 - 1) Copy-A copy of the invoice from the wholesaler of fireworks to be sold. This must show the number of pounds of product.

- 2) The applicable Fire Protection District and/or Sheriff's Department Official may require a submittal of at least two samples of items to be offered for sale for testing of performance against the legal performance standards as specified in CRS.

- 3) The applicable Fire Protection District may require submittal of Material Safety Data Sheets on the products used at the site that are potential "Hazardous Materials".

M E M O R A N D U M

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

FROM:  Ralph Sebell, County Manager

RE: Transportation and Engineering - Policy Manual Part 8, Chapter 3, Section 1 Regarding Right-of-Way Use and Construction Permits and License Agreements and Part 8, Chapter 1, Section 5 regarding Utility Relocation/Replacement Cost Sharing Program

DATE: May 10, 2016

Staff Recommendation: WHEREAS, the existing Right-of-Way Use and Construction Permits and License Agreements Policy has been revised for clarification and the permit terms and conditions have been amended to require the permittee to take corrective action or pay for the completion of the work by a third party, and

WHEREAS, the existing Utility Relocation Cost Sharing Program Policy has been revised for clarification and the cost sharing formula for utilities between 15 to 50 years old and greater than 50 years old has been added. Revisions also clarify that ancillary costs are included in the replacement costs and that they may be prorated if those costs cannot be itemized from the contractor's bid schedule, require that the owner sign the hazardous material waste manifest and require that construction items shall be included in the county's roadway bid schedule and that the utility replacement work be done by the county's roadway contractor.

NOW THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Jefferson County that the existing policies 8.3.1 regarding Right-of-Way Use and Construction Permits and License Agreements and 8.1.5 regarding Utility Relocation Cost Sharing Program are hereby rescinded and replaced with the policies attached hereto, effective May 10, 2016.

Resolution No. CC16-

CC16 - 178

Background:

Staff proposes to revise the Right-of-Way Use and Construction Permits and License Agreements Policy for clarification and amend the permit terms and conditions if a permittee fails to comply. Current policy states the permittee may be refused future permits. Amended policy requires the permittee take corrective action or pay for the completion of the work by a third party. Staff proposes to revise the Utility Relocation Cost Sharing Program Policy for clarification. Amend the cost sharing formula for utilities between 15 to 50 years old and greater than 50 years old. Clarify that ancillary costs are included in the replacement costs and that they may be prorated if those costs cannot be itemized from the contractor's bid schedule. Require that the owner sign the hazardous material waste manifest. Require that construction items shall be included in the county's roadway bid schedule and that the utility replacement work be done by the county's roadway contractor.

BCC Briefing Presented on May 3, 2016

Prepared by: Kate Newman

Distribution

Original returned to: Kate Newman

Copies to: Jeanie Rossillon, Steve Durian

Title: Administrative Policy Right-of-Way Use and Construction Permits and License Agreements	Policy No. Part 8, Street and Roads Chapter 3, Permits Section 1
	Effective Date May 10, 2016
Policy Custodian Transportation and Engineering Division	Adoption/Revision Date May 10, 2016

Adopting Resolution(s): CC16-

References (Statutes /Resos/Policies): CC76-238, CC89-36, CC97-205, CC01-536, CC06-186, CC06-549, CC09-271, CC12-176

Purpose: To issue permits to allow construction in right-of-way and to establish the authority and responsibility for the inspection and acceptance of improvements to the right-of-way.

Policy: Right-of-Way Use and Construction Permit

A. Permits

1. All work performed in a public right-of-way shall require the issuance of Right-of-Way Use and Construction Permit.
2. Permits shall be obtained no less than 48 hours prior to construction from the Jefferson County Transportation and Engineering Division at 100 Jefferson County Parkway, Suite 3500, Golden, CO 80419-3500, (303) 271-8495
3. The work of installing range boxes, surveying monuments, adjusting manhole rings and service boxes, or any similar work undertaken solely for the convenience of and at the order of Jefferson County shall require a permit; however the permit shall be issued on a "NO FEE" basis. The permit holder (Permittee) will still be required to perform the work in complete compliance with all Jefferson County standards and requirements.
4. Permits shall apply to emergency repairs; however, a delay of 48 hours is granted, excluding weekends and holidays, following the beginning of such repair before the permit for the same shall become a "penalty permit".
5. Any permit issued shall pertain only to excavating or constructing within the County right-of-way and is in no way a permit to enter any private property adjacent to such right-of-way or easement or to alter or disturb any facilities or installations existing within the right-of-way and which may have been installed and are owned by others. The exception to this shall pertain only to those activities associated with control and monitoring of sediment and erosion, and all applicable items that are to occur beyond the County right-of-way, in order to assure compliance with performance standards required by the permits issued under the Jefferson County Zoning Resolution.
6. New driveways to be constructed without curb and gutter that connect to a County maintained road require an additional Access Permit, obtainable from the Jefferson County Planning and Zoning Division.
7. No permit shall be issued to any person or corporation except as set forth in the Bonds Section of this policy.

8. Permits, when issued, shall be valid for a period of ninety (90) calendar days, and may be renewed for one (1) additional ninety (90) calendar day period, providing the renewal is obtained prior to the expiration date of the permit. Failure to obtain a renewal as stated herein will require the obtaining of a new permit and payment of all applicable fees.
9. Any permit determined to be without an adequate bond as required in the Bond Section of this policy, shall be subject to immediate revocation by Jefferson County.
10. Failure of the Permittee to comply with any of the terms and conditions of the permit shall be considered a violation. The inspector may direct the Permittee to perform corrective actions to remedy the violation. If these corrective actions are not performed to the satisfaction of the inspector, the permit shall be cancelled. The corrective actions and/or improvements shall then be performed by a Third Party at the Permittee's sole expense. .
11. The Jefferson County Inspector (Inspector) is authorized to inspect all work performed under the permit, including, but not limited to clearing and grubbing, compaction of subgrade, base and asphalt, forms, concrete work, structures, and materials to be used. The Inspector has authority to reject defective materials and workmanship.
12. The Permittee shall submit plans accompanied by an Engineer's Estimate to the County Transportation and Engineering Division for approval for all projects, including utility construction / reconstruction, in excess of \$10,000 in value. These plans are to be submitted prior to the pre-construction meeting and shall adhere to all County standards and policies.
13. The Permittee agrees to adhere to all construction specifications set forth in the latest editions of the Jefferson County Land Development Regulation, the Jefferson County Transportation Design and Construction Manual and the Colorado Department of Transportation (CDOT) Standard Specifications for Road and Bridge Construction manuals.
14. Surveyors shall be responsible for obtaining a permit when setting new monumentation within County right-of-way or when replacing existing monumentation. Permits are not required for accessing existing monumentation, however, the Surveyor is responsible for repair of damages to the roadway.
15. The permit, the privileges granted by the permit, and the obligations of the Permittee shall be binding upon the successors and subcontractors of the Permittee.

B. License Agreements

1. The Board of County Commissioners may grant a license agreement for property owners, home owner associations, or other non-county entities to construct a permanent structure or to make modifications to county right-of-way.
2. Construction of any permanent structure(s) in county right-of-way is not permitted without an approved license agreement.
3. The Licensee shall agree to remove the improvements at the request of the County and all other terms as approved by the Board of County Commissioners.
4. Appropriate permits are required in addition to the License Agreement.
5. A non-cancelable permit bond is required as set forth in the Bonds Section of this policy.

C. Fees

1. Fees shall be assessed for permits and inspections at the time of issuance of the permit in accordance with the Right-of-Way Use and Construction Permit Fee Table. A written request to waive an application fee may be submitted to the Director of Transportation and Engineering or the Director of Development and Transportation. Waiver requests may be approved at the discretion of either Director prior to acceptance of the application.
2. Exploratory test holes made to determine location of existing utilities and/or materials information (i.e. geotechnical investigations, asphalt and concrete cores), shall be charged the fee as set forth in the schedule. The permit fee will be based on each test hole.
3. The Permittee shall be required to pay additional charges for work requiring a Jefferson County Inspector to work hours other than normal County hours (Monday through Friday; 7:30a.m. to 5:30p.m., except County recognized holidays), at an hourly rate of thirty five dollars (\$35.00).
4. Any person or corporation commencing any work without prior valid written authorization, shall be required to pay a fee of double the amount of the permit (penalty permit), plus the original permit fee, except for emergency work as set forth above.
5. Refunds of Fees. The permit fee itself is not subject to refund, however at the discretion of the Inspector, the Permittee, in those instances where the proposed work is not accomplished through no fault of the Permittee, may receive credit toward future permits.

D. Bonds

1. An original non-cancelable permit bond in the amount associated to the following schedule, payable to the County of Jefferson, as a sole obligee, shall be required in the name of the Permittee prior to issuance of any permit. The bond shall identify the address of the proposed work, or nearest street intersection. Said bond shall assure that the Permittee will comply with all County standards and specifications and shall assure recovery by the County of any expenses incurred, within a period of two years, following the expiration date of the permit, to the amount of said bond, due to failure of the Permittee to comply with the provisions of this resolution, or to otherwise cause expense to the County as a result of work performed.

Construction cost less than \$10,000	Bond for \$10,000
Construction cost greater than \$10,000	Bond for Value of Project for each permit

2. Projects greater than \$10,000 will require a permit bond for each project for the value of the work performed within the County's right-of-way. The Permittee shall provide the County documentation of the project cost at the time of application for the permit, for evaluation and approval. The bond shall be from a company licensed to do business in Colorado and shall be in a form acceptable to the County Attorney's Office.
3. Municipalities, quasi-municipal agencies, mutual companies, metropolitan districts, electric, gas, and communications utilities, may provide a Letter of Responsibility in lieu of posting the required bond. The Letter of Responsibility must be submitted to the Transportation and Engineering Division for approval. The Letter of Responsibility must be updated each calendar year. The signer of the Letter of Responsibility, or his/her designated representative, must also sign the permit application. Contractors and/or

subcontractors performing work for the signer will not be allowed to sign the permit application and shall provide a separate bond for the work.

E. Warranty

1. The Permittee, by acceptance of the permit, expressly guarantees complete performance of the work acceptable to Jefferson County and guarantees all work done for a period of two years after date of acceptance and agrees upon demand to maintain and make all necessary repairs during the two year period.
2. Two warranty inspections shall take place. First, at the completion of the project, acceptance shall be made if all work meets Jefferson County standards. Second, approximately 30 days prior to the expiration of the two-year warranty, the County Inspector shall perform an inspection of the completed work. If the work is still satisfactory, the Permittee shall be released from further obligation and the bond returned.
3. All necessary repairs must be completed within 30 days of inspection, or the Permittee's bond will be subject to seizure by the County to pay for necessary repairs. At the County Inspector's discretion, additional time may be allowed to complete necessary repairs.
4. At any time prior to completion of the two-year warranty period, the County may notify the Permittee of any needed repairs. Such repairs must be completed within 24 hours if it is determined by the County to be an immediate danger. Non-emergency repairs shall be completed within 30 calendar days.

F. Time of Completion

All work covered by the permit shall be completed within 90 calendar days of its date of issue. A Permittee may request one 90 calendar day extension at no additional cost by contacting the Inspector before the completion date of said permit. In the case of long term projects, further extensions may be granted on a project by project basis.

G. Traffic Control Plans and Road Closures

1. The Permittee shall submit a traffic control plan which meets the requirements set forth in the most current "Manual for Uniform Traffic Control Devices" (MUTCD), as well as a site drawing of the specific work to be performed.
2. There shall be no "Road Closures" of Jefferson County roads without the prior written consent of the Inspector. All such requests for closures must be received five (5) days prior to beginning the project and shall be accompanied by a detailed traffic control plan which meets all MUTCD requirements.
3. In the event of an "emergency," a road may be closed only long enough to complete the repair in compliance with all Jefferson County road repair requirements. The Permittee shall be required to meet all traffic control standards set forth in MUTCD regardless of the time of day or night. The Inspector shall be notified within 24 hours of the emergency.
4. The Permittee shall notify all appropriate agencies (i.e. Sheriff, Fire Department, Schools, RTD, etc.) before any road is closed.

H. Construction Specifications

1. General Information

- a. Equipment outriggers shall be fitted with rubber pads whenever outriggers are placed on any roadway surface. Tracked equipment with grousers are not permitted on any concrete or asphalt surface. Use of any equipment on or over concrete curb, gutter or sidewalk is specifically prohibited without a minimum of 12 inches of native material on that surface to prevent breakage. The Permittee shall be responsible for any damage caused to existing concrete or asphalt by the operation of such equipment and upon order of the Inspector shall replace such surfaces. Failure to do so will result in the Permittee's bond being seized to cover the cost of repairs.
- b. The Permittee shall not disturb any surface monuments, benchmarks, survey markers, or points found on the line of work. Any points disturbed, will be replaced at the Permittee's expense.
- c. It shall be the responsibility of the Permittee to protect all asphalt, concrete, stormwater systems, surface water, groundwater and vegetation from contamination from all hazardous materials. This shall include, but not be limited to, salts, kerosene, benzene, gasoline, diesel fuel, lubricating oil, and form oil. Should a release of hazardous materials occur, the Permittee shall take immediate action to contain, stabilize and dispose of the contaminant and all impacted materials at his/her expense. Failure by the Permittee to do so will result in enforcement actions per the Illicit Stormwater Discharge Ordinance..
- d. The Permittee shall conduct work in such a manner as to avoid unnecessary inconvenience and annoyance to the general public. In the performance of the work, the Permittee shall take appropriate measures to reduce dust, noise and unnecessary debris. No work shall be done between the hours of 8:00p.m. and 7:00a.m., nor at any time on Sunday, except with prior approval from the Inspector, or in the case of an emergency.

2. Roadway Cuts

- a. All cuts on asphaltic paved streets are to be prescored for the entire thickness. The use of rotomillers, saws and jackhammers is an acceptable method of scoring, as long as the cut is continuous, straight and clean such that it is parallel and perpendicular to the flow of traffic. Other mechanical impact cutters (i.e. hydrohammer cutting blades) are not acceptable.
- b. Asphalt and concrete pavements shall be removed by saw cutting or grinding. The Permittee shall avoid breaking away the edges of the existing pavement or damaging the remaining pavement with heavy construction equipment.
- c. When drilling exploratory test holes required to investigate existing geotechnical and subgrade conditions, as well as utility locations (gas, electric, phone, sewer, water, etc), the Permittee shall exercise care in the test hole drilling, particularly in the first foot below the pavement section. The Permittee shall complete permanent patching of the test hole in accordance with the "Pothole Repair Detail," available from the Inspector.
- d. Street cuts performed between November 1st and March 31st shall be limited in quantity and extent. Due to problems associated with potentially frozen backfill and inadequate temperatures to perform the work, street cuts shall be performed only under conditions which provide adequate time for permanent patching to be completed. With the exception of emergency repairs, the Permittee shall provide the

County with a detailed plan of how the project is to be completed under "cold weather" conditions and still meet all County and CDOT standards.

3. Trenching and Material Storage

- a. No trench shall be left open overnight, except for the portion necessary to continue construction the following day. If a portion of the road or shoulder is to remain open, the Inspector must be notified before 3:00p.m. Traffic control overnight must be in full compliance with the MUTCD.
- b. The maximum length of open trench permissible at any time shall not exceed 500 linear feet, for pavement removal, excavation, construction, backfilling, patching, and all other construction activities without the written permission of the Inspector.
- c. The open trench shall not endanger pedestrians or the traveling public and shall cause as little inconvenience as possible to those using streets and adjacent properties. The Inspector may require separate, temporary pedestrian access be constructed by the Permittee. If excavated material is to be stored within the roadway prism overnight, the area involved must be barricaded in complete compliance with the MUTCD.

4. Backfill, Compaction and Material Testing

- a. The Permittee is responsible for having a qualified soils engineering firm test the compactive effort of the work in accordance with Jefferson County standards and CDOT Standard Specifications for Road and Bridge Construction. Trench backfill shall be randomly tested for every lift, beginning with the bottom two (2) feet of compacted material, and every one (1) foot compacted lift thereafter, such that a minimum of two (2) tests per lift per segment of 250 linear feet are obtained. The field test results shall be left on site with the Permittee or a representative, and final test results (signed by a registered professional engineer) are to be sent to the Inspector at the Transportation and Engineering Division. These results are to include materials analysis for each soil type encountered on the project, and compaction and moisture results both passing and failing. At the discretion of the Inspector, these tests may be waived for street cuts less than 30 linear feet. The project will not be placed under warranty until the test results have been received and approved by the Inspector.
- b. At the discretion of the Inspector, all unsuitable material will be removed from the site and suitable material imported. The Permittee shall provide samples of the proposed import material for Jefferson County approval prior to placement. The Inspector may require laboratory testing prior to approval.
- c. Jetting, puddling, flooding or any other means of using water within the trench section to achieve compaction of fill material or consolidation of bedding material, is not permitted for pipes 18 inches diameter or smaller. For pipes greater than 18 inches diameter, the warranty shall be extended to three (3) years and the practice shall not extend above the springline of the pipe. These practices must be approved by the Inspector prior to construction.
- d. Jefferson County highly encourages the use of an approved "flowable backfill" mix. Compaction and density/moisture testing will not be required when this material is used. The Permittee shall wait for all water bleed to disappear before placement of asphalt or road base.
- e. The Permittee shall use "flowable backfill" mix for any disturbance or removal of treated subgrade (i.e. lime, flyash, cement treated subgrade or similar material). The

treated subgrade material shall be replaced to a minimum of 12 inches below existing pavement.

- f. Should the Permittee elect not to use "flowable backfill" mix, the existing subgrade material may be retreated if deemed suitable by the Inspector.
 - g. When the trench width is less than three (3) feet, retreating the subgrade may not be a practical alternative and use of an imported material may be required. The imported material shall meet the following requirements: For soils with an A-6 or A-7-6 AASHTO classification, Plasticity Index (PI) shall range from 6 to 12, and R-Values shall exceed 15.
 - h. All other methods of backfill and compaction to the prescribed density and moisture will require the permission of the Inspector.
5. Asphalt Patching
- a. Patching shall meet the most current Jefferson County Transportation Design and Construction Manual and CDOT Standard Specifications for Road and Bridge Construction and shall conform to the line and grade of the existing surface. The patching shall be a minimum compacted depth of six (6) inches or match existing depth, whichever is greater. In areas of concern, the Permittee is encouraged to video or photo document the construction area prior to beginning work.
 - b. It shall be the responsibility of the Permittee to have a temporary patch in place before the site is vacated. Road base is not a suitable temporary patch material. All temporary patches must be replaced with final patch material within 48 hours, unless provisions are made with the Inspector. Under no condition (weather excluded) may a temporary patch be in place more than 14 calendar days without a permanent patch. The Permittee is responsible for maintaining the temporary patch throughout this time period.
 - c. For all roadway trench cuts extending more than 100 linear feet, the Permittee shall be required to rotomill two (2) inches of the roadway surface from the edge of asphalt to the centerline of the road. In cases where the trench extends over the centerline of the road the entire road width shall be milled (as required) and overlaid.
 - d. All unstable and/or undermined asphalt or concrete shall be removed and replaced by the Permittee.
 - e. The Permittee shall make all reasonable efforts to avoid patching within existing patches. If this cannot be avoided, the Permittee shall make the boundaries of the patches coincide. Patches with angled sides and irregular shapes are not acceptable.
 - f. Patches are not allowed on arterial or collector streets, or on any streets constructed or overlaid in the prior two (2) years, where strips of original pavement are less than three (3) feet in width from the edge of the patch to the lip of the gutter, or edge of existing asphalt. The Permittee shall patch a minimum of three (3) feet beyond the edge of the trench to the full depth of the existing asphalt, and shall use infra-red technology to achieve a smooth patch.
 - g. Edges of patches shall not fall into existing wheel paths of any type of street.
 - h. A tack coat shall be applied to all edges of existing asphalt prior to placing new pavement. All seams shall be sealed with an asphalt tack coat.

- i. Series of patches (such as service lines off of main lines) with spacing of less than 75 feet from edge to edge are not acceptable. The Permittee shall grind and overlay between all patches as directed by the Inspector.
 - j. The Permittee shall construct all overlays and patches to provide smooth transition to the original pavement, and to avoid interrupted drainage or surface runoff to the edges of gutters. Patches that do not have a smooth longitudinal grade, or cross slope consistent with the existing roadway are not acceptable.
 - k. The Inspector may test smoothness of patches and overlays with a 10 foot straight-edge, such that parallel and perpendicular tolerances do not exceed one-quarter inch.
6. Restoration of Non-Paved Roads
- a. Where the original surface was crushed rock, gravel, recycled asphalt, or similar material used for the wearing surface and/or foundation material, the Permittee shall replace with a minimum compacted thickness of six (6) inches, or match existing depth, whichever is greater, with material from source approved by the Inspector.
 - b. When excavating a graveled roadway or a recycled asphalt roadway, the Permittee shall replace all contaminated areas with a minimum of six inches of compacted Class 6 road base or recycled asphalt. In areas where the County has applied dust abatement to the roadway, the Permittee shall be responsible to properly re-establish the disturbed area in accordance to County specifications.
7. Manholes, Valves and Concrete
- a. All manholes, water valves or similar appurtenances shall be installed so that:
 - (1) The top of the cleated surface is no less than one-quarter inch ($\frac{1}{4}$ ") and no greater than one-half inch ($\frac{1}{2}$ ") below the paved surface.
 - (2) The top of the cleated surface is a minimum of six (6) inches below the finished grade of an unpaved surface.
 - (3) There will be a minimum of six (6) inches cover in roadside ditches.
 - (4) The lid is at the same cross slope as the finished roadway.
 - b. Curb cuts, cross pans, sidewalks shall involve the removal of full sections (stones); no half sections will be allowed. All work shall be completed in accordance with the Jefferson County Transportation Design and Construction Manual, and shall be closed to traffic for seven (7) days after placement. The Permittee shall maintain traffic control until the concrete is approved for traffic. The Inspector may require the Permittee to test any concrete work. It shall be the responsibility of the Permittee to protect the concrete from damage as a result of vandalism or other causes. Damaged concrete shall be repaired or replaced at the direction of the Inspector.
 - c. There shall be no steel mesh or bars of any type placed in curb cuts, cross pans, or sidewalks unless specified by the Inspector.
8. Other Items
- a. All utility lines within County right-of-way or within County easements, shall be installed a minimum of 24 inches below ground surface, or proposed roadway elevation, whichever is lower. Variations in the underground utility line depth

requirement may be granted by the Inspector. The depth of utilities placed in the Designated Dipping Bedrock Area and along arterial roadways may be increased at the discretion of the Inspector.

- b. A minimum ground clearance of 18 feet shall be provided where overhead utility lines cross public roads/streets. The clearance shall be measured at the lowest point where the line crossing the traveled portion of the road/street. No exception to the overhead utility line height will be allowed.

**Right of Way Use and Construction Permits
Fee Table**

Category	Permit Item	Fee	Unit	Minimum
Administrative	Permit Processing	\$25.00	Each	\$25
	License Agreement Processing	\$250.00	Each	\$250
	Reinspection (in excess of 5 scheduled site visits or overtime)	\$35.00	Hr	\$35
	Pavement Design Review	\$150	Each	\$150
Telecom / CATV	Wireless/Antenna	\$100.00	Each	\$100
	CATV	\$0.30	LF	\$75
Utilities	Water ≤ 16"	\$0.35	LF	\$75
	Water > 16"	\$0.45	LF	\$75
	Hydrants	\$50.00	each	\$50
	Sanitary Sewer	\$0.45	LF	\$75
	Manhole(s)	\$50.00	each	\$50
	Gas	\$0.30	LF	\$75
	Electric	\$0.30	LF	\$75
	Vault(s)	\$100.00	each	\$100
	Phone	\$0.30	LF	\$75
	Handhole(s)/Splice Box	\$50.00	each	\$50
	Peds/Cabinet(s)	\$50.00	each	\$50
Concrete Structures	Sidewalk - Detached / Bike Path	\$0.25	LF	\$75
	Curb & Gutter	\$0.25	LF	\$75
	Combination Sidewalk, Curb & Gutter	\$0.30	LF	\$75
	Sidewalk Chase	\$100.00	Each	\$100
	Cross Pan	\$60.00	Each	\$60
	Curb Cut / Driveway	\$100.00	Each	\$100
	ADA Ramp	\$60.00	Each	\$60
	Box Culvert (per tube)	\$15.00	LF	\$400
Roads / Streets	Street Cuts	\$0.15	LF	\$75
	Pothole/Bore Pits	\$50.00	Each	\$50
	Subgrade Preparation	\$0.20	SY	\$75
	Milling	\$0.07	SY	\$30
	Paving	\$0.15	SY	\$75
Storm Drainage	Storm Sewer	\$0.30	LF	\$75
	Inlet / Valve	\$60.00	Each	\$60
	Manhole / Vault	\$50.00	Each	\$50
	Detention Pond	\$0.02	SF	\$200
	Trickle Channel	\$0.20	LF	75
	Culvert	\$0.30	LF	\$75
Erosion / Grading (Inspection)	Grading	\$25.00	Acre	\$250
	Rip Rap	\$0.10	CY	\$75
	Sediment Stop / Silt Fence	\$0.20	LF	\$75
	Inlet Protection	\$5.00	Each	\$100
	Straw Bales	\$0.05	Each	\$75
	Erosion Control Blankets	\$0.02	SY	\$75
	Erosion Seeding	\$10.00	Acre	\$75
	Vehicle Tracking Pad	\$75.00	Each	\$75
	Concrete Washout	\$75.00	Each	\$75
	Erosion Control - Other	Varies	Varies	\$75
Miscellaneous	Varies	Varies	Varies	\$50

Title: Administrative Policy Utility Relocation/Replacement Cost Sharing Program	Policy No. Part 8, Streets and Roads Chapter 1, Programs Section 5
	Effective Date May 10, 2016
Policy Custodian Transportation and Engineering Division	Adoption/Revision Date May 10, 2016

Adopting Resolution(s): CC16-

References (Statutes/Resos/Policies): CC94-478, CC06-548

Purpose: To serve as a reasonable compromise on cost sharing of utility work necessitated by county road projects and to serve as a guide for continued cooperation and planning to avoid unnecessary costs to both the county and the Utility Owners in the future.

Policy: Utility Relocation/Replacement Cost Sharing Program

A. Definitions

1. Ancillary Costs: Ancillary Costs shall include all costs that support the Relocation/Replacement Costs, including but not limited to engineering design and plan review, mobilization, traffic controls, erosion controls and associated permitting, construction surveying, potholing, material testing and inspection.
2. Betterment: Betterment is generally defined to be improvements to the existing pipeline. For example, these improvements could include, but are not limited to, replacing an old and antiquated Utility, increasing the operating capacity, or installing appurtenances not on the existing Utility such as additional fire hydrants, valves, air-vacuum valves, pressure reducing valves, and manholes. Any special treatment required to protect the Utility which is necessitated by the roadway improvements is not considered a Betterment. These special considerations may include, but are not limited to, encasing the Utility, or providing structural support for the Utility with minimal ground cover.
3. Relocation/Replacement Costs: Relocation/Replacement Costs shall include all direct costs for designing and constructing the replaced Utility line, including but not limited to other Ancillary Costs.
4. Utilities: Water, sewer, and irrigation lines and ditches.
5. Utility Owners: Water and sewer special districts, non-profit water and sewer companies, and municipalities operating Utilities.

B. Planning & Coordination

1. The Transportation and Engineering Division will involve Utility Owners in the consideration and subsequent design of road improvements as early in the

process as possible. Specifically, the Transportation and Engineering Division will provide an annual long-range assessment of priorities in reference to road, bridge, and drainage improvements, so potential utility impacts can be noted and discussed with appropriate utility representatives. The Utility Owners will copy the Transportation and Engineering Division on any plans for Utility construction and/or rehabilitation construction and involve the Division in the review process.

2. Staff from the Transportation and Engineering Division shall meet with and discuss potential Utility conflicts as early as possible in the concept/preliminary design phase of a road, bridge, or drainage project. In addition to the meetings held during the conceptual design phase of a project, the Transportation and Engineering Division will schedule a meeting between the county's design staff and/or consultants and all Utility Owners potentially impacted by a county project. This will assist in identifying, and, to the extent possible, avoid conflicts with existing and proposed Utilities.
3. The Transportation and Engineering Division will work with its design consultants and Utility Owners to avoid or minimize the impact to existing Utilities.

C. Cost Allocation & Sharing Guidelines

1. When the Utilities are in easements or right-of-way senior to the county right-of-way, the county will pay 100% of Relocation/Replacement Costs.
2. When the county owns right-of-way and no senior utility easements exist, the county and the Utility Owner will share the cost of relocating existing water and sanitary sewer facilities in accordance with the following funding category guidelines:
 - a. Funding Category No. 1: Projects where construction is partially or totally funded with State or Federal funds, (excluding right-of-way).

The Utility Owners shall share in the Utility Relocation/Replacement Costs at a ratio equal to the ratio of local matching funds between the county and State or Federal Governments. For example, if the county receives 80 percent funding from the Federal Government, the county shall apply federal funds up to 80 percent of Utility Relocation/Replacement Costs. The Utility Owner's share in this case would be the 20% match for these costs. The percentage shall be derived from the initial application and grant. Any costs for inspection or design review incurred by the Utility Owners would be borne by the Utility Owners. The county will pay for all costs associated with the acquisition of additional right-of-way and easements needed for roadway projects, including right-of-way and easements for any Utility Relocations/Replacements.

- b. Funding Category No. 2: Projects funded by future special roadway improvement districts/co-ops formed after the date of this policy.

The county/special roadway improvements district shall pay all costs for relocation/replacement water and sewer mains with the exception of the costs

for Betterments requested by the Utility Owners, regardless of availability of federal funds or other funding sources.

c. Funding Category No. 3: Projects totally funded by county funds.

- (1) The county and Utility Owners will share the Utility Relocation/Replacement Costs corresponding to the age of the pipeline, as shown below:

Cost Sharing Formula		
Age of Pipeline (Years)	Utility Owner's Percentage	Jeffco's Percentage
0-4	0%	100%
5-9	25%	75%
10-14	30%	70%
15-50	50%	50%
50 & Older	100%	0

- (2) The Utility Owners will furnish evidence of the month and year that the existing pipeline was installed.
- (3) The county's existing One-Half Cent Sales Tax District for arterial roadway improvements in southeast Jefferson County shall have a cost sharing basis in accordance with the above "Cost Sharing Formula." If future projects are added to the Utility Owner's service plan, the guidelines outlined in "Funding Category No. 2" shall apply to the added projects.

3. In all cases, the Utility Owners shall pay for Betterments.
4. When Ancillary Costs cannot be itemized from the contractor's bid schedule, then the Ancillary Costs shall be proportioned with the Relocation/Replacement Costs to the overall bid total for the roadway project. For example, if a Utility Relocation/Replacement labor and material costs totaled \$50,000 and the bid for the roadway project which included the water line items totaled \$5,000,000, then the lump sum Ancillary Costs would be prorated to be 1.0% of the mobilization bid cost.
5. When the project requires that asbestos cement pipe be removed, then the respective Utility Owner shall be the signer on the hazardous material waste manifest as the owner. Neither the county nor the contractor may sign the hazardous material waste manifest.
6. If cost sharing between the Utility Owner and the county is deemed appropriate, then the construction items shall be included in the county's roadway bid schedule and the Utility Relocation/Replacement work shall be done by the county's roadway contractor, or its sub-contractor. The county, at its discretion, may require an intergovernmental agreement.

D. Payment

Payment is considered due within twelve (12) months of billing by the county or Utility Owner. If the payment required of a Utility Owner creates a hardship, the county will consider payment options for the Utility Owner's share of the costs over a longer time period.

Title: Administrative Policy Right-of-Way Use and Construction Permits and License Agreements	Policy No. Part 8, Street and Roads Chapter 3, Permits Section 1
	Effective Date May 1, 2012
Policy Custodian Transportation and Engineering Division	Adoption/Revision Date May 1, 2012

Adopting Resolution(s): ~~CC12-176~~

References (Statutes /Resos/Policies): CC76-238, CC89-36, CC97-205, CC01-536, CC06-186, CC06-549, CC09-271, CC12-176

Purpose: To issue permits to allow construction in right-of-way and to establish the authority and responsibility for the inspection and acceptance of improvements to the right-of-way.

Policy: Right-of-Way Use and Construction Permit

A. Permits

1. All work performed in a public right-of-way shall require the issuance of Right-of-Way Use and Construction Permit.
2. Permits shall be obtained no less than 48 hours prior to construction from the Jefferson County Transportation and Engineering Division at 100 Jefferson County Parkway, Suite 3500, Golden, CO 80419-3500, (303) 271-8495
3. The work of installing range boxes, surveying monuments, adjusting manhole rings and service boxes, or any similar work undertaken solely for the convenience of and at the order of Jefferson County shall require a permit; however the permit shall be issued on a "NO FEE" basis. The permit holder (Permittee) will still be required to perform the work in complete compliance with all Jefferson County standards and requirements.
4. Permits shall apply to emergency repairs; however, a delay of 48 hours is granted, excluding weekends and holidays, following the beginning of such repair before the permit for the same shall become a "penalty permit".
5. Any permit issued shall pertain only to excavating or constructing within the County right-of-way and is in no way a permit to enter any private property adjacent to such right-of-way or easement or to alter or disturb any facilities or installations existing within the right-of-way and which may have been installed and are owned by others. The exception to this shall pertain only to those activities associated with control and monitoring of sediment and erosion, and all applicable items that are to occur beyond the County right-of-way, in order to assure compliance with performance standards required by the permits issued under the Jefferson County Zoning Resolution.
6. New driveways to be constructed without curb and gutter that connect to a County maintained road require an additional Access Permit, obtainable from the Jefferson County Planning and Zoning Division.
7. No permit shall be issued to any person or corporation except as set forth in the Bonds Section of this policy.
8. Permits, when issued, shall be valid for a period of ninety (90) calendar days, and may be renewed for one (1) additional ninety (90) calendar day period, providing the renewal is obtained (~~renewal may be obtained by telephone or fax~~) prior to the expiration date of

the permit. Failure to obtain a renewal as stated herein will require the obtaining of a new permit and payment of all applicable fees.

9. Any permit determined to be without an adequate bond as required in the Bond Section of this policy, shall be subject to immediate revocation by Jefferson County.
10. Failure of the Permittee to comply with any of the terms and conditions of the permit shall be considered a violation. The inspector may direct the Permittee to perform corrective actions to remedy the violation. If these corrective actions are not performed to the satisfaction of the inspector, the permit shall be cancelled. The corrective actions and/or improvements shall then be performed by a Third Party at the Permittee's sole expense. sufficient cause for cancellation of the permit and may be cause for the refusal of future permits. The permit, the privileges granted by the permit, and the obligations of the Permittee shall be binding upon the successors and subcontractors of the Permittee.
11. The Jefferson County Inspector (Inspector) is authorized to inspect all work performed under the permit, including, but not limited to clearing and grubbing, compaction of subgrade, base and asphalt, forms, concrete work, structures, and materials to be used. The Inspector has authority to reject defective materials and workmanship.
12. The Permittee shall submit plans accompanied by an Engineer's Estimate to the County Transportation and Engineering Division for approval for all projects, including utility construction / reconstruction, in excess of \$10,000 in value. These plans are to be submitted prior to the pre-construction meeting and shall adhere to all County standards and policies.
13. The Permittee agrees to adhere to all construction specifications set forth in the latest editions of the Jefferson County Land Development Regulation, the Jefferson County ReadwayTransportation Design and Construction Manual and the Colorado Department of Transportation (CDOT) Standard Specifications for Road and Bridge Construction manuals.
14. Surveyors shall be responsible for obtaining a permit when setting new monumentation within County right-of-way or when replacing existing monumentation. Permits are not required for accessing existing monumentation, however, the Surveyor is responsible for repair of damages to the roadway.
15. The permit, the privileges granted by the permit, and the obligations of the Permittee shall be binding upon the successors and subcontractors of the Permittee.

B. License Agreements

1. The Board of County Commissioners may grant a license agreement for property owners, home owner associations, or other non-county entities to construct a permanent structure or to make modifications to county right-of-way.
2. Construction of any permanent structure(s) in county right-of-way is not permitted without an approved license agreement.
3. The Licensee shall agree to remove the improvements at the request of the County and all other terms as approved by the Board of County Commissioners. ~~The License shall not be transferable.~~
4. Appropriate permits are required in addition to the License Agreement.
5. A non-cancelable permit bond is required as set forth in the Bonds Section of this policy.

C. Fees

1. Fees shall be assessed for permits and inspections at the time of issuance of the permit in accordance with the Right-of-Way Use and Construction Permit Fee Table. A written request to waive an application fee may be submitted to the Director of Transportation and Engineering or the Director of Development and Transportation. Waiver requests may be approved at the discretion of either Director prior to acceptance of the application.
2. Exploratory test holes made to determine location of existing utilities and/or materials information (i.e. geotechnical investigations, asphalt and concrete cores), shall be charged the fee as set forth in the schedule. The permit fee will be based on each test hole.
3. The Permittee shall be required to pay additional charges for work requiring a Jefferson County Inspector to work hours other than normal County hours (Monday through Friday; 7:30a.m. to 5:30p.m., except County recognized holidays), at an hourly rate of thirty five dollars (\$35.00).
4. Any person or corporation commencing any work without prior valid written authorization, shall be required to pay a fee of double the amount of the permit (penalty permit), plus the original permit fee, except for emergency work as set forth above.
5. Refunds of Fees. The permit fee itself is not subject to refund, however at the discretion of the Inspector, the Permittee, in those instances where the proposed work is not accomplished through no fault of the Permittee, may receive credit toward future permits.

D. Bonds

1. An original non-cancelable permit bond in the amount associated to the following schedule, payable to the County of Jefferson, as a sole obligee, shall be required in the name of the Permittee prior to issuance of any permit. The bond shall identify the address of the proposed work, or nearest street intersection. Said bond shall assure that the Permittee will comply with all County standards and specifications and shall assure recovery by the County of any expenses incurred, within a period of two years, following the expiration date of the permit, to the amount of said bond, due to failure of the Permittee to comply with the provisions of this resolution, or to otherwise cause expense to the County as a result of work performed.

Construction cost less than \$10,000	Bond for \$10,000
Construction cost greater than \$10,000	Bond for Value of Project for each permit

2. Projects greater than \$10,000 will require a permit bond for each project for the value of the work performed within the County's right-of-way. The Permittee shall provide the County documentation of the project cost at the time of application for the permit, for evaluation and approval. The bond shall be from a company licensed to do business in Colorado and shall be in a form acceptable to the County Attorney's Office.
3. Municipalities, quasi-municipal agencies, mutual companies, metropolitan districts, electric, gas, and communications utilities, may provide a Letter of Responsibility in lieu of posting the required bond. The Letter of Responsibility must be submitted to the Transportation and Engineering Division for approval. The Letter of Responsibility must be updated each calendar year. The signer of the Letter of Responsibility, or his/her designated representative, must also sign the permit application. Contractors and/or

subcontractors performing work for the signer will not be allowed to sign the permit application and shall provide a separate bond for the work.

E. Warranty

1. The Permittee, by acceptance of the permit, expressly guarantees complete performance of the work acceptable to Jefferson County and guarantees all work done for a period of two years after date of acceptance and agrees upon demand to maintain and make all necessary repairs during the two year period.
2. Two warranty inspections shall take place. First, at the completion of the project, acceptance shall be made if all work meets Jefferson County standards. Second, approximately 30 days prior to the expiration of the two-year warranty, the County Inspector shall perform an inspection of the completed work. If the work is still satisfactory, the Permittee shall be released from further obligation and the bond returned.
3. All necessary repairs must be completed within 30 days of inspection, or the Permittee's bond will be subject to seizure by the County to pay for necessary repairs. At the County Inspector's discretion, additional time may be allowed to complete necessary repairs.
4. At any time prior to completion of the two-year warranty period, the County may notify the Permittee of any needed repairs. Such repairs must be completed within 24 hours if it is determined by the County to be an immediate danger. Non-emergency repairs shall be completed within 30 calendar days.

F. Time of Completion

All work covered by the permit shall be completed within 90 calendar days of its date of issue. A Permittee may request one 90 calendar day extension at no additional cost by contacting the Inspector before the completion date of said permit. In the case of long term projects, further extensions may be granted on a project by project basis.

G. Traffic Control Plans and Road Closures

1. The Permittee shall submit a traffic control plan which meets the requirements set forth in the most current "Manual for Uniform Traffic Control Devices" (MUTCD), as well as a site drawing of the specific work to be performed.
2. There shall be no "Road Closures" of Jefferson County roads without the prior written consent of the Inspector. All such requests for closures must be received five (5) days prior to beginning the project and shall be accompanied by a detailed traffic control plan which meets all MUTCD requirements.
3. In the event of an "emergency," a road may be closed only long enough to complete the repair in compliance with all Jefferson County road repair requirements. The Permittee shall be required to meet all traffic control standards set forth in MUTCD regardless of the time of day or night. The Inspector shall be notified within 24 hours of the emergency.
4. The Permittee shall notify all appropriate agencies (i.e. Sheriff, Fire Department, Schools, RTD, etc.) before any road is closed.

H. Construction Specifications

1. General Information

- a. Equipment outriggers shall be fitted with rubber pads whenever outriggers are placed on any roadway surface. Tracked equipment with grousers are not permitted on any concrete or asphalt surface. Use of any equipment on or over concrete curb, gutter or sidewalk is specifically prohibited without a minimum of 12 inches of native material on that surface to prevent breakage. The Permittee shall be responsible for any damage caused to existing concrete or asphalt by the operation of such equipment and upon order of the Inspector shall replace such surfaces. Failure to do so will result in the Permittee's bond being seized to cover the cost of repairs.
- b. The Permittee shall not disturb any surface monuments, benchmarks, survey markers, or points found on the line of work. Any points disturbed, will be replaced at the Permittee's expense.
- c. It shall be the responsibility of the Permittee to protect all asphalt, concrete, stormwater systems, surface water, groundwater and vegetation from contamination from all hazardous materials. This shall include, but not be limited to, salts, kerosene, benzene, gasoline, diesel fuel, lubricating oil, and form oil. Should a release of hazardous materials occur, the Permittee shall take immediate action to contain, stabilize and dispose of the contaminant and all impacted materials at his/her expense. Failure by the Permittee to do so will result in enforcement actions per the Illicit Stormwater Discharge Ordinance, in a report to Jefferson County Risk Management and repairs to the affected areas at the Permittee's expense.
- d. The Permittee shall conduct work in such a manner as to avoid unnecessary inconvenience and annoyance to the general public. In the performance of the work, the Permittee shall take appropriate measures to reduce dust, noise and unnecessary debris. No work shall be done between the hours of 8:00p.m. and 7:00a.m., nor at any time on Sunday, except with prior approval from the Inspector, or in the case of an emergency.

2. Roadway Cuts

- a. All cuts on asphaltic paved streets are to be prescored for the entire thickness. The use of rotomillers, saws and jackhammers is an acceptable method of scoring, as long as the cut is continuous, straight and clean such that it is parallel and perpendicular to the flow of traffic. Other mechanical impact cutters (i.e. hydrohammer cutting blades) are not acceptable.
- b. Asphalt and concrete pavements shall be removed by saw cutting or grinding. The Permittee shall avoid breaking away the edges of the existing pavement or damaging the remaining pavement with heavy construction equipment.
- c. When drilling exploratory test holes required to investigate existing geotechnical and subgrade conditions, as well as utility locations (gas, electric, phone, sewer, water, etc), the Permittee shall exercise care in the test hole drilling, particularly in the first foot below the pavement section. The Permittee shall provide complete permanent patching of the test hole upon the direction of their accordance with the "Pothole Repair Detail," available from the Inspector.
- d. Street cuts performed between November 1st and March 31st shall be limited in quantity and extent. Due to problems associated with potentially frozen backfill and inadequate temperatures to perform the work, street cuts shall be performed only under conditions which provide adequate time for permanent patching to be completed. With the exception of emergency repairs, the Permittee shall provide the County with a detailed plan of how the project is to be completed under "cold weather" conditions and still meet all County and CDOT standards.

3. Trenching and Material Storage

- a. No trench shall be left open overnight, except for the portion necessary to continue construction the following day. If a portion of the road or shoulder is to remain open, the Inspector must be notified before 3:00p.m. Traffic control overnight must be in full compliance with the MUTCD.
- b. The maximum length of open trench permissible at any time shall not exceed 500 linear feet, for pavement removal, excavation, construction, backfilling, patching, and all other construction activities without the written permission of the Inspector.
- c. The open trench shall not endanger pedestrians or the traveling public and shall cause as little inconvenience as possible to those using streets and adjacent properties. The Inspector may require separate, temporary pedestrian access be constructed by the Permittee. If excavated material is to be stored within the roadway prism overnight, the area involved must be barricaded in complete compliance with the MUTCD.

4. Backfill, Compaction and Material Testing

- a. The Permittee is responsible for having a qualified soils engineering firm test the compactive effort of the work in accordance with Jefferson County standards and CDOT Standard Specifications for Road and Bridge Construction. Trench backfill shall be randomly tested for every lift, beginning with the bottom two (2) feet of compacted material, and every one (1) foot compacted lift thereafter, such that a minimum of two (2) tests per lift per segment of 250 linear feet are obtained. The field test results shall be left on site with the Permittee or a representative, and final test results (signed by a registered professional engineer) are to be sent to the Inspector at the Transportation and Engineering Division. These results are to include materials analysis for each soil type encountered on the project, and compaction and moisture results both passing and failing. At the discretion of the Inspector, these tests may be waived for street cuts less than 30 linear feet. The project will not be placed under warranty until the test results have been received and approved by the Inspector.
- b. At the discretion of the Inspector, all unsuitable material will be removed from the site and suitable material imported. The Permittee shall provide samples of the proposed import material for Jefferson County approval prior to placement. The Inspector may require laboratory testing prior to approval.
- c. Jetting, puddling, flooding or any other means of using water within the trench section to achieve compaction of fill material or consolidation of bedding material, is not permitted for pipes 18 inches diameter or smaller. For pipes greater than 18 inches diameter, the warranty shall be extended to three (3) years and the practice shall not extend above the springline of the pipe. These practices must be approved by the Inspector prior to construction.
- d. Jefferson County highly encourages the use of an approved "flowable backfill" mix. Compaction and density/moisture testing will not be required when this material is used. The Permittee shall wait for all water bleed to disappear before placement of asphalt or road base.
- e. The Permittee shall use "flowable backfill" mix for any disturbance or removal of treated subgrade (i.e. lime, flyash, cement treated subgrade or similar material). The treated subgrade material shall be replaced to a minimum of 12 inches below existing pavement.

- f. Should the Permittee elect not to use "flowable backfill" mix, the existing subgrade material may be retreated if deemed suitable by the Inspector.
- g. When the trench width is less than three (3) feet, retreating the subgrade may not be a practical alternative and use of an imported material may be required. The imported material shall meet the following requirements: For soils with an A-6 or A-7-6 AASHTO classification, Plasticity Index (PI) shall range from 6 to 12, and R-Values shall exceed 15.
- h. All other methods of backfill and compaction to the prescribed density and moisture will require the permission of the Inspector.

5. Asphalt Patching

- a. Patching shall meet the most current Jefferson County Roadway-Transportation Design and Construction Manual and CDOT Standard Specifications for Road and Bridge Construction and shall conform to the line and grade of the existing surface. The patching shall be a minimum compacted depth of six (6) inches or match existing depth, whichever is greater. In areas of concern, the Permittee is encouraged to video or photo document the construction area prior to beginning work.
- b. It shall be the responsibility of the Permittee to have a temporary patch in place before the site is vacated. Road base is not a suitable temporary patch material. All temporary patches must be replaced with final patch material within 48 hours, unless provisions are made with the Inspector. Under no condition (weather excluded) may a temporary patch be in place more than 14 calendar days without a permanent patch. The Permittee is responsible for maintaining the temporary patch throughout this time period.
- c. For all roadway trench cuts extending more than 100 linear feet, the Permittee shall be required to rotomill two (2) inches of the roadway surface from the edge of asphalt to the centerline of the road. In cases where the trench extends over the centerline of the road the entire road width shall be milled (as required) and overlaid.
- d. All unstable and/or undermined asphalt or concrete shall be removed and replaced by the Permittee.
- e. The Permittee shall make all reasonable efforts to avoid patching within existing patches. If this cannot be avoided, the Permittee shall make the boundaries of the patches coincide. Patches with angled sides and irregular shapes are not acceptable.
- f. Patches are not allowed on arterial or collector streets, or on any streets constructed or overlaid in the prior two (2) years, where strips of original pavement are less than three (3) feet in width from the edge of the patch to the lip of the gutter, or edge of existing asphalt. The Permittee shall patch a minimum of three (3) feet beyond the edge of the trench to the full depth of the existing asphalt, and shall use infra-red technology to achieve a smooth patch.
- g. Edges of patches shall not fall into existing wheel paths of any type of street.
- h. A tack coat shall be applied to all edges of existing asphalt prior to placing new pavement. All seams shall be sealed with an asphalt tack coat.

- i. Series of patches (such as service lines off of main lines) with spacing of less than 75 feet from edge to edge are not acceptable. The Permittee shall grind and overlay between all patches as directed by the Inspector.
 - j. The Permittee shall construct all overlays and patches to provide smooth transition to the original pavement, and to avoid interrupted drainage or surface runoff to the edges of gutters. Patches that do not have a smooth longitudinal grade, or cross slope consistent with the existing roadway are not acceptable.
 - k. The Inspector may test smoothness of patches and overlays with a 10 foot straight-edge, such that parallel and perpendicular tolerances do not exceed one-quarter inch.
6. Restoration of Non-Paved Roads
- a. Where the original surface was crushed rock, gravel, recycled asphalt, or similar material used for the wearing surface and/or foundation material, the Permittee shall replace with a minimum compacted thickness of six (6) inches, or match existing depth, whichever is greater, with material from source approved by the Inspector.
 - b. When excavating a graveled roadway or a recycled asphalt roadway, the Permittee shall replace all contaminated areas with a minimum of six inches of compacted Class 6 road base or recycled asphalt. In areas where the County has applied dust abatement to the roadway, the Permittee shall be responsible to properly re-establish the disturbed area in accordance to County specifications.
7. Manholes, Valves and Concrete
- a. All manholes, water valves or similar appurtenances shall be installed so that:
 - (1) The top of the cleated surface is no less than one-quarter inch ($\frac{1}{4}$ ") and no greater than one-half inch ($\frac{1}{2}$ ") below the paved surface.
 - (2) The top of the cleated surface is a minimum of six (6) inches below the finished grade of an unpaved surface.
 - (3) There will be a minimum of six (6) inches cover in roadside ditches.
 - (4) ~~The lid~~ is at the same grade/cross slope as the finished roadway.
 - b. Curb cuts, cross pans, sidewalks shall involve the removal of full sections (stones); no half sections will be allowed. All work shall be completed in accordance with the Jefferson County Roadway-Transportation Design and Construction Manual, and shall be closed to traffic for seven (7) days after placement. The Permittee shall maintain traffic control until the concrete is approved for traffic. The Inspector may require the Permittee to test any concrete work. It shall be the responsibility of the Permittee to protect the concrete from damage as a result of vandalism or other causes. Damaged concrete shall be repaired or replaced at the direction of the Inspector.
 - c. There shall be no steel mesh or bars of any type placed in curb cuts, cross pans, or sidewalks unless specified by the Inspector.
8. Other Items
- a. All utility lines within County right-of-way or within County easements, shall be installed a minimum of 24 inches below ground surface, or proposed roadway

elevation, whichever is lower. Variations in the underground utility line depth requirement may be granted by the Inspector. The depth of utilities placed in the Designated Dipping Bedrock Area and along arterial roadways may be increased at the discretion of the Inspector.

- b. A minimum ground clearance of 18 feet shall be provided where overhead utility lines cross public roads/streets. The clearance shall be measured at the lowest point where the line crossing the traveled portion of the road/street. No exception to the overhead utility line height will be allowed.

**Right of Way Use and Construction Permits
Fee Table**

Category	Permit Item	Fee	Unit	Minimum
Administrative	Permit Processing	\$25.00	Each	\$25
	License Agreement Processing	\$250.00	Each	\$250
	Reinspection (in excess of 5 scheduled site visits or overtime)	\$35.00	Hr	\$35
	Pavement Design Review	\$150	Each	\$150
Telecom / CATV	Wireless/Antenna	\$100.00	Each	\$100
	CATV	\$0.30	LF	\$75
Utilities	Water ≤ 16"	\$0.35	LF	\$75
	Water > 16"	\$0.45	LF	\$75
	Hydrants	\$50.00	each	\$50
	Sanitary Sewer	\$0.45	LF	\$75
	Manhole(s)	\$50.00	each	\$50
	Gas	\$0.30	LF	\$75
	Electric	\$0.30	LF	\$75
	Vault(s)	\$100.00	each	\$100
	Phone	\$0.30	LF	\$75
	Handhole(s)/Splice Box	\$50.00	each	\$50
Peds/Cabinet(s)	\$50.00	each	\$50	
Concrete Structures	Sidewalk - Detached / Bike Path	\$0.25	LF	\$75
	Curb & Gutter	\$0.25	LF	\$75
	Combination Sidewalk, Curb & Gutter	\$0.30	LF	\$75
	Sidewalk Chase	\$100.00	Each	\$100
	Cross Pan	\$60.00	Each	\$60
	Curb Cut / Driveway	\$100.00	Each	\$100
	ADA Ramp	\$60.00	Each	\$60
	Box Culvert (per tube)	\$15.00	LF	\$400
Roads / Streets	Street Cuts	\$0.15	LF	\$75
	Pothole/Bore Pits	\$50.00	Each	\$50
	Subgrade Preparation	\$0.20	SY	\$75
	Milling	\$0.07	SY	\$30
	Paving	\$0.15	SY	\$75
Storm Drainage	Storm Sewer	\$0.30	LF	\$75
	Inlet / Valve	\$60.00	Each	\$60
	Manhole / Vault	\$50.00	Each	\$50
	Detention Pond	\$0.02	SF	\$200
	Trickle Channel	\$0.20	LF	75
	Culvert	\$0.30	LF	\$75
Erosion / Grading (Inspection)	Grading	\$25.00	Acre	\$250
	Rip Rap	\$0.10	CY	\$75
	Sediment Stop / Silt Fence	\$0.20	LF	\$75
	Inlet Protection	\$5.00	Each	\$100
	Straw Bales	\$0.05	Each	\$75
	Erosion Control Blankets	\$0.02	SY	\$75
	Erosion Seeding	\$10.00	Acre	\$75
	Vehicle Tracking Pad	\$75.00	Each	\$75
	Concrete Washout	\$75.00	Each	\$75
	Erosion Control - Other	Varies	Varies	\$75
Miscellaneous	Varies	Varies	Varies	\$50

Title: Administrative Policy Utility Relocation/ Replacement Cost Sharing Program	Policy No. Part 8, Streets and Roads Chapter 1, Programs Section 5
	Effective Date December 5, 2006
Policy Custodian Transportation and Engineering Division	Adoption/Revision Date December 5, 2006 / May 30, 2013

Adopting Resolution(s): ~~CC06-548~~

References (Statutes/Resos/Policies): CC94-478, ~~CC06-548~~

Purpose: To serve as a reasonable compromise on cost sharing of utility work necessitated by cCounty road projects and to serve as a guide for continued cooperation and planning to avoid unnecessary costs to both the cCounty and the Uutility oOwners in the future. ~~This policy was developed at the direction of the County Commissioners through extensive negotiation and debate between County representatives and non-profit utility owner representatives.~~

Policy: Utility Relocation/~~Replacement~~ Cost Sharing Program

A. Definitions

1. Ancillary Costs: Ancillary Costs shall include all costs that support the Relocation/Replacement Costs, including but not limited to engineering design and plan review, mobilization, traffic controls, erosion controls and associated permitting, construction surveying, potholing, material testing and inspection.
2. Betterment: Betterment is generally defined to be improvements to the existing pipeline. For example, these improvements could include, but are not limited to, replacing an old and antiquated Utility, increasing the pipe size operating capacity, or installing ~~ingation of~~ appurtenances not on the existing pipeline-Utility such as additional fire hydrants, valves, air-vacuum valves, pressure reducing valves, and manholes ~~not necessitated solely by the relocation~~. Any special treatment required to protect the pipeline-Utility which is necessitated by the roadway improvements is not considered a Betterment. These special considerations may include, but are not limited to, encasing ~~pipelines the Utility~~, or providing structural support for ~~pipelines the Utility~~ with minimal ground cover.
3. Relocation/Replacement Costs: Relocation/Replacement Costs shall include all direct costs for designing and constructing the replaced Utility line, including but not limited to other Ancillary Costs.
4. Utilities: Water, sewer, and irrigation lines and ditches.
5. Utility Owners: Water and sewer special districts, non-profit water and sewer companies, and municipalities operating Utilities.

B. Planning & Coordination

1. The Transportation and Engineering Division will involve uUtility eOwners in the consideration and subsequent design of road improvements as early in the process as possible. Specifically, the Transportation and Engineering Division will provide an annual long-range assessment of priorities in reference to road, bridge, and drainage improvements, so potential utility impacts can be noted and discussed with appropriate utility representatives. The uUtility eOwners will copy the Transportation and Engineering Division on any plans for uUtility construction and/or rehabilitation construction and involve the Division in the review process.
2. Staff from the Transportation and Engineering Division shall meet with and discuss potential uUtility conflicts as early as possible in the concept/preliminary design phase of a road, bridge, or drainage project. In addition to the meetings held during the conceptual design phase of a project, the Transportation and Engineering Division will schedule a meeting between the cCounty's design staff and/or consultants and all uUtility eOwners potentially impacted by a cCounty project. This will assist in identifying, and, to the extent possible, avoid conflicts with existing and proposed Utilities.
3. The Transportation and Engineering Division will work with its design consultants and uUtility eOwners to avoid or minimize the impact to existing Utilities.

C. Cost Allocation & Sharing Guidelines

1. When the Utilities are in easements or right-of-way senior to the cCounty right-of-way, the cCounty will pay 100% of Relocation/Replacement eCosts.
2. When the cCounty owns right-of-way and no senior utility easements exist, the cCounty and the Utility Owner will share the cost of relocating existing water and sanitary sewer facilities in accordance with the following funding category guidelines:
 - a. 4.—Funding Category No. 1: Projects where construction is partially or totally funded with State or Federal funds, (excluding right-of-way).

The Utility Owners ~~shall~~ share in the uUtility Relocation/Replacement eCosts at a ratio equal to the ratio of local matching funds between the cCounty and State or Federal Governments. For example, if the cCounty receives 80 percent funding from the Federal Government, the cCounty ~~shall~~ apply federal funds up to 80 percent of uUtility Relocation/Replacement eCosts ~~including design, survey, soils engineering, construction, pipeline removal, testing and inspection costs~~. The Utility Owner's share in this case would be the 20% match for these costs. The percentage shall be derived from the initial application and grant. Any costs for inspection or design review incurred by the Utility Owners would be borne by the Utility Owners. The cCounty will pay for all costs associated with the acquisition of additional right-of-way and easements needed for roadway projects, including right-of-way and easements for any uUtility Relocations/Replacements.

- b. 5.—Funding Category No. 2: Projects funded by future special roadway improvement districts/co-ops formed after the date of this policy.

The cCounty/special roadway improvements district shall pay all costs for relocation/replacement water and sewer mains with the exception of the costs for Betterments requested by the Utility Owners, regardless of availability of federal funds or other funding sources.

c. 6.—Funding Category No. 3: Projects totally funded by cCounty funds.

(1) a.—The cCounty and Utility Owners will share the Utility Relocation/Replacement eCosts corresponding to the age of the pipeline, as shown below:

Cost Sharing Formula		
Age of Pipeline (Years)	Utility Owner's Percentage	Jeffco's Percentage
0-4	0%	100%
5-9	25%	75%
10-14	30%	70%
15- 50 & Older	50%	50%
50 & Older	100%	0

(2) b.—The Utility Owners will furnish evidence of the month and year that the existing pipeline was installed.

(3) c.—The cCounty's existing One-Half Cent Sales Tax District for arterial roadway improvements in southeast Jefferson County shall have a cost sharing basis in accordance with the above "Cost Sharing Formula." If future projects are added to the Utility Owner's service plan, the guidelines outlined in "Funding Category No. 2" shall apply to the added projects.

32. In all cases, the Utility Owners ~~will~~shall pay for Betterments ~~as defined above.~~

4. When Ancillary Costs cannot be itemized from the contractor's bid schedule, then the Ancillary Costs shall be proportioned with the Relocation/Replacement Costs to the overall bid total for the roadway project. For example, if a Utility Relocation/Replacement labor and material costs totaled \$50,000 and the bid for the roadway project which included the water line items totaled \$5,000,000, then the lump sum Ancillary Costs would be prorated to be 1.0% of the mobilization bid cost.

5. When the project requires that asbestos cement pipe be removed, then the respective Utility Owner shall be the signer on the hazardous material waste manifest as the owner. Neither the county nor the contractor may sign the hazardous material waste manifest.

6. If cost sharing between the Utility Owner and the county is deemed appropriate, then the construction items shall be included in the county's roadway bid schedule and the Utility Relocation/Replacement work shall be done by the

county's roadway contractor, or its sub-contractor. The county, at its discretion, may require an intergovernmental agreement.

D. Payment

Payment is considered due within twelve (12) months of billing by the cCounty or Utility Owner. If the payment required of a Utility Owner creates a hardship, the cCounty will consider payment options for the Utility Owner's share of the costs over a longer time period.

MEMORANDUM

TO: Honorable Chairman and Members of the Board of County Commissioners
FROM: Ralph Schell, County Manager
RE: Finance and IT - Policy Manual Part 4, Chapter 7, Section 1 Regarding Fiscal Review of Grants and Agreements, Part 6, Chapter 3, Section 1 Regarding Disposition of County Personal Property, and Part 4, Chapter 6, Section 1 Regarding Purchasing
DATE: May 10, 2016

Staff Recommendation: WHEREAS, the existing Fiscal Review and Administration of Grants and Agreements Policy, Disposition of County Personal Property Policy and Purchasing Policy were revised to include language to comply with requirements for receiving State and Federal grants.

NOW THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Jefferson County that the existing policies 4.7.1 regarding Fiscal Review of Grants and Agreements, 6.3.1 regarding Disposition of County Personal Property, and 4.6.1 regarding Purchasing are hereby rescinded and replaced with the policies attached hereto, effective May 10, 2016.

Resolution No. CC16- CC16 - 179

Background:

Fiscal Review and Administration of Grants and Agreements: As a result of obtaining a FEMA grant for the 2013 flooding, the state conducted a site visit to review the county's policies and procedures for compliance with requirements in the Code of Federal Regulations. This policy was amended to address the state's recommendation. Several requirements, such as submitting reports, notifying accounting of any acquired fixed assets, protecting personally identifiable information, maintaining records, and complying with advance payments provisions were added. A new requirement that the requesting department/division identify an exit strategy was included to address concerns expressed by the BCC when reviewing previous requests.

Disposition of County Personal Property: To address recommendations of the state, this policy was amended to provide direction on disposing of equipment acquired with a federal grant. The policy was also revised to correct an error on the disposal of airport and county vehicles.

Purchasing: To address recommendations of the state, this policy was amended to specify that cost plus a percentage of cost and percentage of construction cost methods may not be used to acquire a product of service.

BCC Briefing Presented on May 3, 2016

Prepared by: Kate Newman

Distribution

Original returned to: Kate Newman

Copies to: Deborah Freischlag, Marcia Sieben, Elaine Fears, Andrea Amundson,
Clarissa Gaubatz

Title: Administrative Policy Fiscal Review and Administration of Grants and Agreements	Policy No. Part 4, Fiscal Administration Chapter 7, Grants and Agreements Section 1
	Effective Date May 10, 2016
Policy Custodian Accounting Division	Adoption/Revision Date May 10, 2016

Adopting Resolution(s): CC16-

References (Statutes/Resos/Policies): Use of Information Technology Resources Policy, Information Security Policy; 2 CFR 200; CC07-470

Procedure: Intergovernmental Revenue, Grants and Cooperative Agreements

Purpose: To ensure that the fiscal impacts of grants and agreements are reviewed and understood prior to acceptance and to ensure proper administration.

Policy: Fiscal Review of Grants and Agreements

A. Definitions

1. Fiscal Impact: A fiscal impact(s) is any requirement, either a specific condition of the grant or a secondary necessity to administer the grant, that requires the county to contribute financially or in-kind to the grant.
2. Protected Personally Identifiable Information (Protected PII): Protected PII means an individual's first name or first initial and last name in combination with any one or more types of information, including, but not limited to, social security number, passport number, credit card numbers, clearances, bank numbers, biometrics information, date and place of birth, mother's maiden name, individual's maiden name, criminal, medical and financial records, and educational transcripts. This does not include PII that is required by law to be disclosed.

B. Fiscal Review

1. Pre-application
The approval of the Board of County Commissioners is required prior to applying for any grant, contract, IGA, and/or other document(s) or agreement(s) that has a fiscal impact(s) on the county.
2. Evaluation
 - a.. Prior to the acceptance of a grant, contract, or agreement, the Department/Division Director or Appointed or Elected Official shall assure that the County can meet the required obligations. The Department/Division Director or Appointed or Elected Official shall also identify an exit strategy that includes a plan for any on-going staff positions, reporting requirements, and funding obligations.
 - b. Prior to the acceptance of a grant, the Board of County Commissioners shall be notified of the intent to accept an award and any items of concern addressed before executing the grant agreement.

C. Compliance with Grant Requirements

1. All Grants:

- a. Grant administrators must safeguard protected personally identifiable information and other sensitive information. (See Data Protection in Use of Information Technology Resources Policy)
- b. The Division Director or his/her appointed designee shall maintain all records and provide required documentation to the Accounting Division in accordance with the Intergovernmental Revenue, Grants and Cooperative Agreements Procedure.
- c. Grant administrators shall submit all required reports in accordance with the grant requirements.
- d. Grant administrators shall notify the Inventory Control Specialist of any fixed assets purchased with grant funds per the Property and Equipment Inventory Policy and Procedure. This will include all inventory deemed at risk for loss or theft.

2. Federal and State Grants:

- a. Grant administrators of Federal grants must comply with all applicable provisions of 2 CFR 200.
- b. If relocation costs of an employee are included in a grant, the grant administrator must comply with 2 CFR 200.464.
- c. Grant administrators shall comply with 2 CFR 200 Subpart E Cost Principles and the Intergovernmental Revenue, Grants and Cooperative Agreements Procedure.
- d. For Federal and State grants, financial records, supporting documents, statistical records, and all other non-federal entity records pertinent to the grant award must be retained for a period of three years from closeout.
- e. Advance payments must be kept in an interest bearing account per 2 CFR 200. If advance payments are received, the grant administrator must develop written procedures to monitor and remit the interest earned. These procedures must be approved by the appropriate Department Director or Elected/Appointed Official and the Accounting Division.

Title: Administrative Policy Disposition of County Personal Property	Policy No. Part 6, Management and Use of County Property Chapter 3, Disposition and Acquisition Section 1
Policy Custodian Finance and Information Technology	Effective Date May 10, 2016 Adoption/Revision Date May 10, 2016

Adopting Resolution(s): CC16-

References (Statutes/Resos/Policies): 2 CFR 200; CC82-191, CC87-113, CC93-53, CC95-364, CC08-171

Procedure: Disposition of County Personal Property Procedure

Purpose: To establish criteria for the disposal of County Personal Property.

Policy: Disposition of County Personal Property

A. Definitions

1. Information Technology Asset(s): All property under the charge of the Information Technology Services Division, including but not limited to such items as computers, computer peripherals, printers, fax machines, cellular phones, electronic calendar devices, etc. Software is excluded from the definition of Information Technology Assets for the purposes of this policy.
2. Personal Property: County owned tangible personal property intended for the use of the employee or elected official to perform his/her job duties
3. Sold As Is: Denotes that the County is selling and the purchaser is buying an item in the condition as presently exists, without warranty and recourse, whether or not any faults exist and/or are apparent.

B. Redeployment of County Personal Property

1. The Department Director, Division Director or Elected Official shall attempt to reuse or redeploy all County personal property within the department, division or office.
2. If the Department Director, Division Director or Elected Official determines that the personal property cannot be redeployed within the department, division or office, an attempt shall be made by the Accounting Division's designee to reuse or redeploy the personal property to another department, division, or Elected Official's office.
3. Determinations to reuse or redeploy shall be made in writing.

C. Disposal of Personal Property

1. If the personal property cannot be redeployed and meets the Criteria for Disposal, the property may be discarded, donated, or sold as determined by the following individuals:

Information Technology Assets	Finance and Information Technology Department Director or his/her appointed designee
County vehicles	Deputy County Manager or his/her appointed designee
Sheriff's vehicles	Sheriff or his/her appointed designee
Airport vehicles	Development & Transportation Department Director or his/her appointed designee
All Other Personal Property	Finance and Information Technology Department Director or his/her appointed designee

2. Criteria for Disposal

- a. Information Technology Assets: The following criteria shall be used to determine when an Information Technology Asset can be disposed:
 - (1) The asset has reached its expected useful life of not less than 3 years or as set forth in the current ITS Replacement Schedule and/or is of no use to the County.
 - (2) The asset replacement would cost the County less than upgrading the existing asset.
 - (3) All proprietary data and licensed software shall be removed from the asset prior to disposition in one of the following ways:
 - (a) ITS staff shall "wipe clean" the data or software from the asset's hard drive or memory and certify such in writing; or
 - (b) ITS staff shall remove the hard drive from the asset and certify the removal in writing. Hard drive will then be properly destroyed.
 - b. Airport and County Vehicles: These vehicles shall be disposed of only if the asset has reached its expected useful life and/or it is deemed of no use to the County by the individuals shown in the above table.
 - c. Sheriff's Vehicles: These vehicles shall be disposed of based upon criteria in common practice for law enforcement vehicles.
 - d. All Other Personal Property: The following criteria shall be used to determine when all other personal property can be disposed.
 - (1) The property is damaged or dysfunctional; or
 - (2) Storage space is unavailable, or
 - (3) There is no demand or need for the property.
3. Discarded: Property must be discarded in accordance with applicable Federal, State, or local environmental regulations.
 4. Donated: Property to be donated must be given to another governmental entity recognized by the State or to a charitable corporation.

5. Sold: Property to be sold must be sold at public auction unless the County has entered into an agreement with a company or agency to sell or trade personal property.
 - a. Proceeds from the sale of all Property shall be deposited into the fund from which the asset was purchased.
 - b. All property shall be Sold As Is and cannot be returned for refund.
6. Federally Funded Assets
When equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, the grant administrator must request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Generally, equipment with a current per unit fair market value of \$5,000 or less may be retained, sold or otherwise disposed of with no further obligation to the Federal awarding agency.

Title: Administrative Policy Purchasing	Policy No. Part 4, Financial Administration Chapter 6, Procurement and Contracting Section 1
	Effective Date May 10, 2016
Policy Custodian Finance and Information Technology	Adoption/Revision Date May 10, 2016

Adopting Resolution(s): CC16-

References (Statutes/Resos/Policies): Uniform Commercial Code; Amendment 41; 2 CFR 200; CC03-417, CC07-106, CC12-198

Procedure: Purchasing Procedure

Purpose: To establish policies governing purchasing activities.

Policy: Purchasing

A. General Responsibility

1. Purchasing Operations is the County's authorized agent for the lease, rental and purchase of products and services for all County departments, divisions and elected offices (collectively "County Entities"), in accordance with any applicable provisions of laws and regulations, and in accordance with County policies promulgated by resolutions approved by the Jefferson County Board of County Commissioners ("BCC").
2. Purchasing Operations will submit products and services to proposal or bid, issue purchase orders, and in conjunction with the County Attorney's office, negotiate and enter into contracts and Master Agreements for products and services.
3. Purchasing Operations shall not participate in the negotiation of agreements for the lease, purchase, or sale of real property.
4. It is the responsibility of Purchasing Operations to provide "best in class" procurement and contracting support services that will provide the best value to the County as set forth in Section B.6 of this policy. Purchasing Operations shall implement sound business practices and programs that promote fiscal responsibility, mitigate County risk, strategically position the County for future benefit, and facilitate transparency and due diligence in all County transactions.
5. Purchasing Operations is responsible for reviewing requisitions for completeness and clarity and notifying County Entities when there is a need for additional information or a recommended change in specifications. Purchasing Operations shall clarify the quality, quantity and type of items requisitioned so that the best interests of the County may be served. No changes, however, will be made to a requisition until after collaborative discussion with and subsequent notification to the affected County Entity.
6. Purchasing Operations may negotiate agreements for products and services that can be used by other local governmental entities to promote goodwill and leverage economies of scale consistent with the provisions of Colorado statute.
7. Purchasing Operations has authority, in accordance with its established Procedures, to determine the manner in which a product or service will be acquired. For acquisition of

products or services under a Federal or State grant, the cost plus a percentage of cost and percentage of construction cost methods of contracting shall not be used.

B. Procurement & Contracting Procedures

1. Procedures that will support these policies are set forth under separate cover ("Procedures"). These Procedures shall apply to all County Entities and will incorporate the requirements of applicable state statutes and federal laws that may govern certain County transactions.
2. Procedures will be established collaboratively with other County Entities as appropriate in an effort to ensure efficient and effective operations.
3. All Procedures shall be established in accordance with sound business practices, principles, and any applicable provisions of laws and regulations. The County Attorney's office shall review procedures to ensure consistency with Policy and any applicable state statutes and federal laws that may govern certain County transactions.
4. Laws and regulations applicable to the procurement process will be referenced in the Procedures.
5. Products and services subject to competitive procurement shall be awarded to the supplier that can provide the "Best Value" for the County. Best Value will be determined based upon clearly stated evaluation criteria set forth in the competitive document, unless otherwise required by applicable laws and regulations. For purposes of this policy, best value shall be defined as: the lowest overall cost to the County after taking into consideration actual costs, tangible and intangible benefits and or metrics, cost savings, cost avoidance, or opportunity cost. All business awarded in this manner must have detailed documentation as set forth in the Procedures supporting the best value selection.

C. Special Review and Approval Requirements

In addition to the approval requirements set forth in the Procedures for County acquisitions, the following items shall require special review and approval prior to acquisition:

Acquisition	Reviewing Authority
Certificates of Participation expenditures (fund 130)	County Manager
All Capital Improvement Projects	Budget Director
County Vehicles, excluding Sheriff	Director of Fleet Services
Computer hardware and software products & services	Chief Information Officer or Deputy Chief Information Officer
Telecommunications Equipment Products & services	Chief Information Officer or Deputy Chief Information Officer
Microfilming and computer microfilm services	Archives and Records Management Supervisor
Radio Equipment	Radio Maintenance Supervisor
Surplus Property Disposal (other than PC equipment)	Division/Office Director and Director of Finance and Information Technology
Surplus PC Equipment	Chief Information Officer or Deputy Chief Information Officer
Electrical Equipment (with special voltage requirements)	Director of Facilities and Construction Management
Hazardous Material Disposal	Critical Incident Response Section (Sheriff) Jefferson County Public Health Department

- D. Approval Authority
Spending and competitive bid levels and the review, approval and signature authorities for procurement transactions are set forth in the Delegation of Authority Appendix to these policies. Any authority level changes to the Delegation of Authority Appendix shall require approval by the BCC.

- E. Supplier Relations
 - 1. Market Competition
Purchasing Operations shall encourage and provide equitable opportunities among qualified suppliers for fair and equal competition through the implementation of its Procedures. Such competition shall support the strategic initiatives of the County and establish mutually beneficial relationships between the County and its suppliers.

 - 2. Strategic Supplier Relationships
 - a. For purposes of this policy, strategic supplier relationships are defined as long term commitments characterized by information sharing, cooperative continuous improvement efforts, and sharing of risks and rewards. Under the direction of the Purchasing Operations Manager, the selection of a strategic supplier is a collaborative effort with primary stakeholders and is based upon a critical and thorough analysis of the County's long term needs as they relate to the product and/or service, a thorough market analysis, objective evaluation of all critical requirements, and other vigorous due diligence procedures as set forth procedurally.

 - b. Strategic supplier relationships must provide 'Best Value' as defined in Section B.6 of this Policy.

 - 3. Preferences
No provision is made in this policy for set-asides for minority or women owned businesses, nor for dollar percentage or other types of preferential considerations for local vendors and contractors, except as directed by federal or state laws or regulations, statute, or by the funding entity consistent with those laws.

 - 4. Supplier Grievances
 - a. The aggrieved party bears the burden of complying with all applicable Procedures, which are available upon request, when filing a protest.

 - b. All protests must be sent to the Director of Finance and Information Technology and will be addressed in accordance with the Procedures. The determination and resolution of the protest, as set forth in the Procedures, shall be considered final.

- F. Negotiations and Good Faith Requirement
 - 1. All parties involved in the negotiation, performance or administration of County procurement actions shall perform these activities in good faith. New or additional information, that in the opinion of the Purchasing Operations Manager might affect the award, may be considered as part of the negotiations with the selected supplier.

 - 2. Purchasing Operations and/or the County Attorney's office in conjunction with the County Entity are authorized to facilitate negotiations concerning general business and legal terms and conditions of the transaction.

G. Use of County-Wide Programs

1. Purchasing Operations, for the benefit of the County, may establish programs and agreements for similar products and services that are utilized by multiple County Entities. Entities under the direction of the County Manager shall participate in these programs and agreements for their similar needs to ensure the best use of the taxpayers' money subject to G.2.below. Elected Officials' offices are strongly encouraged to participate in these programs and agreements.
2. Acquisitions for similar products and services outside of County programs and agreements must have appropriate justification and documentation as set forth in the Procedures and must be approved by the Purchasing Operations Manager.
3. Procurement Card ("P Card" or "Pro Card")
Purchasing Operations shall administer and manage the program as set forth in Procurement Card Policies and Procedures.

H. Code of Ethics

Any person employed by Jefferson County who engages in purchasing activities for the County will abide by this code and will:

1. Avoid engaging in acts or actions that could be perceived as immoral, illegal or unethical behavior in relationships, actions, and communications.
2. Conduct all purchasing activities in accordance with governing laws and regulations and in keeping with sound business ethics, professional courtesy, and competence.
3. Demonstrate loyalty to the County by diligently adhering to County policies and procedures.
4. Adhere to the authority granted them by the County.
5. Avoid any private or professional activity that would create a conflict between personal interests and the interests of the County.
6. Disclose, in writing to their division/department director/elected official, any potential conflict of interest.
7. Refuse, directly or indirectly, gifts, gratuities or any other thing of value from present or potential suppliers that might influence or appear to influence procurement decisions.
8. Afford suppliers equal opportunity to compete for County business when competition is warranted and purchase without prejudice, striving to obtain the maximum value for each dollar of expenditure.
9. Adhere to and protect the supplier's business and legal rights to confidentiality for trade secrets and other proprietary information subject to public records requirements.
10. Enhance the proficiency and stature of the purchasing profession by adhering to the highest standards of ethical behavior.

Title: Administrative Policy Fiscal Review <u>and Administration</u> of Grants and Agreements	Policy No. Part 4, Fiscal Administration Chapter 7, Grants and Agreements Section 1
	Effective Date <u>October 16, 2007</u>
Policy Custodian Accounting Division	Adoption/Revision Date <u>October 16, 2007</u>

Adopting Resolution(s): CC07-470

References (Statutes/Resos/Policies): Use of Information Technology Resources Policy, Information Security Policy, 2 CFR 200; CC07-470

Procedure: Intergovernmental Revenue, Grants and Cooperative Agreements

Purpose: To ensure that the fiscal impacts of grants and agreements are reviewed and understood prior to acceptance and to ensure proper administration.

Policy: Fiscal Review of Grants and Agreements

A. Definitions

1. A. Fiscal Impact: A fiscal impact(s) is any requirement, either a specific condition of the grant or a secondary necessity to administer the grant, that requires the cCounty to contribute financially or in-kind to the grant.
2. Protected Personally Identifiable Information (Protected PII): Protected PII means an individual's first name or first initial and last name in combination with any one or more types of information, including, but not limited to, social security number, passport number, credit card numbers, clearances, bank numbers, biometrics information, date and place of birth, mother's maiden name, individual's maiden name, criminal, medical and financial records, and educational transcripts. This does not include PII that is required by law to be disclosed.

B. Fiscal Review

1. Pre-application
The approval of the Board of County Commissioners is required prior to applying for any grant, contract, IGA, and/or other document(s) or agreement(s) that has a fiscal impact(s) on the cCounty.
2. C. ProceduresEvaluation
 - a.2. Prior to the acceptance of a grant, contract, or agreement, the Department/Division Director or Appointed or Elected Official shall assure that the County can meet the required obligations. The Department/Division Director or Appointed or Elected Official shall also identify an exit strategy that includes a plan for any on-going staff positions, reporting requirements, and funding obligations.
 - b. 4. Prior to the acceptance of a grant, the Board of County Commissioners shall be notified of the intent to accept an award and any items of concern addressed before executing the grant agreement.

C. Compliance with Grant Requirements

1. All Grants:
 - a. Grant administrators must safeguard protected personally identifiable information and other sensitive information. (See Data Protection in Use of Information Technology Resources Policy)

- b. ~~3.~~—The Division Director or his/her appointed designee shall maintain all records and provide required documentation to the Accounting Division in accordance with the Intergovernmental Revenue, Grants and Cooperative Agreements Procedure ~~the procedures that implement this policy.~~
- c. Grant administrators shall submit all required reports in accordance with the grant requirements.
- d. Grant administrators shall notify the Inventory Control Specialist of any fixed assets purchased with grant funds per the Property and Equipment Inventory Policy and Procedure. This will include all inventory deemed at risk for loss or theft.

2. Federal and State Grants:

- a. Grant administrators of Federal grants must comply with all applicable provisions of 2 CFR 200.
- b. If relocation costs of an employee are included in a grant, the grant administrator must comply with 2 CFR 200.464.
- c. Grant administrators shall comply with 2 CFR 200 Subpart E Cost Principles and the Intergovernmental Revenue, Grants and Cooperative Agreements Procedure.
- d. For Federal and State grants, financial records, supporting documents, statistical records, and all other non-federal entity records pertinent to the grant award must be retained for a period of three years from closeout.
- e. Advance payments must be kept in an interest bearing account per 2 CFR 200. If advance payments are received, the grant administrator must develop written procedures to monitor and remit the interest earned. These procedures must be approved by the appropriate Department Director or Elected/Appointed Official and the Accounting Division.

Title: Administrative Policy Disposition of County Personal Property	Policy No. Part 6, Management and Use of County Property Chapter 3, Disposition and Acquisition Section 1
	Effective Date April 1, 2008 <u>May 10, 2016</u>
Policy Custodian Finance and Information Technology	Adoption/Revision Date April 1, 2008/November 2014 <u>May 10, 2016</u>

Adopting Resolution(s): ~~CC08-171~~

References (Statutes/Resos/Policies): 2 CFR 200; CC82-191, CC87-113, CC93-53, CC95-364, CC08-171

Procedure: Disposition of County Personal Property Procedure

Purpose: To establish criteria for the disposal of County Personal Property.

Policy: Disposition of County Personal Property

A. Definitions

1. Information Technology Asset(s): All property under the charge of the Information Technology Services Division, including but not limited to such items as computers, computer peripherals, printers, fax machines, cellular phones, electronic calendar devices, etc. Software is excluded from the definition of Information Technology Assets for the purposes of this policy.
2. Personal Property: County owned tangible personal property intended for the use of the employee or elected official to perform his/her job duties
3. Sold As Is: Denotes that the County is selling and the purchaser is buying an item in the condition as presently exists, without warranty and recourse, whether or not any faults exist and/or are apparent.

B. Redeployment of County Personal Property

1. The Department Director, Division Director or Elected Official shall attempt to reuse or redeploy all County personal property within the department, division or office.
2. If the Department Director, Division Director or Elected Official determines that the personal property cannot be redeployed within the department, division or office, an attempt shall be made by the Accounting Division's designee to reuse or redeploy the personal property to another department, division, or Elected Official's office.
3. Determinations to reuse or redeploy shall be made in writing.

C. Disposal of Personal Property

1. If the personal property cannot be redeployed and meets the Criteria for Disposal, the property may be discarded, donated, or sold as determined by the following individuals:

Information Technology Assets	Finance and Information Technology Department Director or his/her appointed designee
County vehicles	Deputy County Manager or his/her appointed designee
Sheriff's vehicles	Sheriff or his/her appointed designee
Airport vehicles	Development & Transportation Department Director or his/her appointed designee
All Other Personal Property	Finance and Information Technology Department Director or his/her appointed designee

2. Criteria for Disposal

- a. Information Technology Assets: The following criteria shall be used to determine when an Information Technology Asset can be disposed:
- (1) The asset has reached its expected useful life of not less than 3 years or as set forth in the current ITS Replacement Schedule and/or is of no use to the County.
 - (2) The asset replacement would cost the County less than upgrading the existing asset.
 - (3) All proprietary data and licensed software shall be removed from the asset prior to disposition in one of the following ways:
 - (a) ITS staff shall "wipe clean" the data or software from the asset's hard drive or memory and certify such in writing; or
 - (b) ITS staff shall remove the hard drive from the asset and certify the removal in writing. Hard drive will then be properly destroyed.
- b. Airport and County Vehicles: These vehicles shall be disposed of only if the following criteria shall be used to determine when a vehicle can be disposed: (1) The asset has reached its expected useful life and/or it is deemed is of no use to the County by the individuals shown in the above table, and (2) The County Manager or appointed designee agrees to sign the title.
- c. Sheriff's Vehicles: These vehicles shall be disposed of based upon criteria in common practice for law enforcement vehicles.
- d. All Other Personal Property: The following criteria shall be used to determine when all other personal property can be disposed.
- (1) The property is damaged or dysfunctional; or
 - (2) Storage space is unavailable, or
 - (3) There is no demand or need for the property.
3. Discarded: Property must be discarded in accordance with applicable Federal, State, or local environmental regulations.

4. Donated: Property to be donated must be given to another governmental entity recognized by the State or to a charitable corporation.
5. Sold: Property to be sold must be sold at public auction unless the County has entered into an agreement with a company or agency to sell or trade personal property.
 - a. Proceeds from the sale of all Property shall be deposited into the fund from which the asset was purchased.
 - b. All property shall be Sold As Is and cannot be returned for refund.

6. Federally Funded Assets

When equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, the grant administrator must request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Generally, equipment with a current per unit fair market value of \$5,000 or less may be retained, sold or otherwise disposed of with no further obligation to the Federal awarding agency.

Title: Administrative Policy Purchasing	Policy No. Part 4, Financial Administration Chapter 6, Procurement and Contracting Section 1
Policy Custodian Finance and Information Technology	Effective Date <u>May 22, 2012</u> Adoption/Revision Date <u>May 22, 2012/November 2014</u>

Adopting Resolution(s): CC12-198

References (Statutes/Resos/Policies): Uniform Commercial Code; Amendment 41; 2 CFR 200; CC03-417, CC07-106, CC12-198

Procedure: Purchasing Procedure

Purpose: To establish policies governing purchasing activities.

Policy: Purchasing

A. General Responsibility

1. Purchasing Operations is the County's authorized agent for the lease, rental and purchase of products and services for all County departments, divisions and elected offices (collectively "County Entities"), in accordance with any applicable provisions of laws and regulations, and in accordance with County policies promulgated by resolutions approved by the Jefferson County Board of County Commissioners ("BCC").
2. Purchasing Operations will submit products and services to proposal or bid, issue purchase orders, and in conjunction with the County Attorney's office, negotiate and enter into contracts and Master Agreements for products and services.
3. Purchasing Operations shall not participate in the negotiation of agreements for the lease, purchase, or sale of real property.
4. It is the responsibility of Purchasing Operations to provide "best in class" procurement and contracting support services that will provide the best value to the County as set forth in Section B.6 of this policy. Purchasing Operations shall implement sound business practices and programs that promote fiscal responsibility, mitigate County risk, strategically position the County for future benefit, and facilitate transparency and due diligence in all County transactions.
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6. Purchasing Operations may negotiate agreements for products and services that can be used by other local governmental entities to promote goodwill and leverage economies of scale consistent with the provisions of Colorado statute.
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products or services under a Federal or State grant, the cost plus a percentage of cost and percentage of construction cost methods of contracting shall not be used.

B. Procurement & Contracting Procedures

1. Procedures that will support these policies are set forth under separate cover ("Procedures"). These Procedures shall apply to all County Entities and will incorporate the requirements of applicable state statutes and federal laws that may govern certain County transactions.
2. Procedures will be established collaboratively with other County Entities as appropriate in an effort to ensure efficient and effective operations.
3. All Procedures shall be established in accordance with sound business practices, principles, and any applicable provisions of laws and regulations. The County Attorney's office shall review procedures to ensure consistency with Policy and any applicable state statutes and federal laws that may govern certain County transactions.
4. Laws and regulations applicable to the procurement process will be referenced in the Procedures.
5. Products and services subject to competitive procurement shall be awarded to the supplier that can provide the "Best Value" for the County. Best Value will be determined based upon clearly stated evaluation criteria set forth in the competitive document, unless otherwise required by applicable laws and regulations. For purposes of this policy, best value shall be defined as: the lowest overall cost to the County after taking into consideration actual costs, tangible and intangible benefits and or metrics, cost savings, cost avoidance, or opportunity cost. All business awarded in this manner must have detailed documentation as set forth in the Procedures supporting the best value selection.

C. Special Review and Approval Requirements

In addition to the approval requirements set forth in the Procedures for County acquisitions, the following items shall require special review and approval prior to acquisition:

Acquisition	Reviewing Authority
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County Vehicles, excluding Sheriff	Director of Fleet Services
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Microfilming and computer microfilm services	Archives and Records Management Supervisor
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Surplus Property Disposal (other than PC equipment)	Division/Office Director and Director of Finance and Information Technology
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D. Approval Authority

Spending and competitive bid levels and the review, approval and signature authorities for procurement transactions are set forth in the Delegation of Authority Appendix to these policies. Any authority level changes to the Delegation of Authority Appendix shall require approval by the BCC.

E. Supplier Relations

1. Market Competition

Purchasing Operations shall encourage and provide equitable opportunities among qualified suppliers for fair and equal competition through the implementation of its Procedures. Such competition shall support the strategic initiatives of the County and establish mutually beneficial relationships between the County and its suppliers.

2. Strategic Supplier Relationships

a. For purposes of this policy, strategic supplier relationships are defined as long term commitments characterized by information sharing, cooperative continuous improvement efforts, and sharing of risks and rewards. Under the direction of the Purchasing Operations Manager, the selection of a strategic supplier is a collaborative effort with primary stakeholders and is based upon a critical and thorough analysis of the County's long term needs as they relate to the product and/or service, a thorough market analysis, objective evaluation of all critical requirements, and other vigorous due diligence procedures as set forth procedurally.

b. Strategic supplier relationships must provide 'Best Value' as defined in Section B.6 of this Policy.

3. Preferences

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4. Supplier Grievances

a. The aggrieved party bears the burden of complying with all applicable Procedures, which are available upon request, when filing a protest.

b. All protests must be sent to the Director of Finance and Information Technology and will be addressed in accordance with the Procedures. The determination and resolution of the protest, as set forth in the Procedures, shall be considered final.

F. Negotiations and Good Faith Requirement

1. All parties involved in the negotiation, performance or administration of County procurement actions shall perform these activities in good faith. New or additional information, that in the opinion of the Purchasing Operations Manager might affect the award, may be considered as part of the negotiations with the selected supplier.

2. Purchasing Operations and/or the County Attorney's office in conjunction with the County Entity are authorized to facilitate negotiations concerning general business and legal terms and conditions of the transaction.

G. Use of County-Wide Programs

1. Purchasing Operations, for the benefit of the County, may establish programs and agreements for similar products and services that are utilized by multiple County Entities. Entities under the direction of the County Manager shall participate in these programs and agreements for their similar needs to ensure the best use of the taxpayers' money subject to G.2. below. Elected Officials' offices are strongly encouraged to participate in these programs and agreements.
2. Acquisitions for similar products and services outside of County programs and agreements must have appropriate justification and documentation as set forth in the Procedures and must be approved by the Purchasing Operations Manager.
3. Procurement Card ("P Card" or "Pro Card")
Purchasing Operations shall administer and manage the program as set forth in Procurement Card Policies and Procedures.

H. Code of Ethics

Any person employed by Jefferson County who engages in purchasing activities for the County will abide by this code and will:

1. Avoid engaging in acts or actions that could be perceived as immoral, illegal or unethical behavior in relationships, actions, and communications.
2. Conduct all purchasing activities in accordance with governing laws and regulations and in keeping with sound business ethics, professional courtesy, and competence.
3. Demonstrate loyalty to the County by diligently adhering to County policies and procedures.
4. Adhere to the authority granted them by the County.
5. Avoid any private or professional activity that would create a conflict between personal interests and the interests of the County.
6. Disclose, in writing to their division/department director/elected official, any potential conflict of interest.
7. Refuse, directly or indirectly, gifts, gratuities or any other thing of value from present or potential suppliers that might influence or appear to influence procurement decisions.
8. Afford suppliers equal opportunity to compete for County business when competition is warranted and purchase without prejudice, striving to obtain the maximum value for each dollar of expenditure.
9. Adhere to and protect the supplier's business and legal rights to confidentiality for trade secrets and other proprietary information subject to public records requirements.
10. Enhance the proficiency and stature of the purchasing profession by adhering to the highest standards of ethical behavior.