

Board of County Commissioners Meeting

Tuesday, January 10, 2017

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 (1:00 p.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

Approval of Minutes Dated December 20, 2016

Tuesday, January 10, 2017 (continued)

Consent Agenda

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

1. **Resolution CC17-002** Expenditure Approval Listings Date January 5, 2017 - Accounting
2. **Resolution CC17-003** Ratification of Expenditure Approval Listings Dated December 22, 2016 and December 29, 2016 - Accounting
3. **Resolution CC17-001** 2017 Organization and Business Items - Board of County Commissioners
4. **Resolution CC17-004** Hangar Ground Lease - Gilbert Aerospace LLC for the Lease of Land Located at 11870 Airport Way - Airport
5. **Resolution CC17-005** Contract Amendment - American West Construction, LLC for Additional Retaining Wall and Slope Repairs (Additional \$42,019.00 for Total Revised Contract Amount of \$389,701.00) - Road and Bridge
6. **Resolution CC17-006** Contract Revival and Third Amendment - Silva Construction, Inc. for Concrete Removal and Replacement (NTE \$3,000,000.00) - Road and Bridge
7. **Resolution CC17-007** Grant Application and Acceptance - 2017 State Noxious Weed Fund Grant - Open Space
8. **Resolution CC17-008** Service Agreement and Contract - Icon Enterprises, Inc. dba Icon Enterprises CivicPlus, Inc. for Software and Ongoing Maintenance and Support Service (\$29,500.00) and Products and Services Contract for Implementation Services (\$166,000.00) - Public Engagement/IT Services
9. **Resolution CC17-009** Policy Manual Part 1, Chapter 3, Section 8 Regarding Sale of Information Technology and Geographic Information System Products - Finance and IT

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

Tuesday, January 10, 2017 (continued)

Law Enforcement Authority

10. **Resolution LEA17-001** 2017 Organization and Business Items - Law Enforcement Authority

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 Engagement Office at 303-271-8512.

Hearing Regular Agenda - No Agenda Items

Reports

County Commissioners

County Manager

County Attorney

Adjournment

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

The Board 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. The Board meetings and hearings are recorded and available on the county's Web site at www.jeffco.us.

COMMISSIONERS' MINUTES OF DECEMBER 20, 2016

The Board of County Commissioners of the County of Jefferson, State of Colorado, met in regular session on December 20, 2016 in the Jefferson County Government Center, Golden, Colorado. Commissioner Libby Szabo, Chairman presided. Commissioner Donald Rosier, Commissioner Casey Tighe and Katelyn Kellogg, 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
Kourtney Hartman, Assistant County Attorney
Mike Schuster, Assistant Director of Planning and Zoning
Christiana Farrell, Planner
Ross Klopff, Civil Planning Engineer
James Rada, Director of Environmental Health

PROCLAMATION

National Radon Action Month

The Board of County Commissioners proclaimed that the month of January 2017 be declared as National Radon Action Month 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 December 13, 2016.

CONSENT AGENDA

The Board approved the following Resolutions:

1. **Resolution CC16-502** Expenditure Approval Listings Dated December 15, 2016 - Accounting
2. **Resolution CC16-503** Expenditure Approval Listings Dated December 22, 2016 and December 29, 2016 – Accounting
3. **Resolution CC16-504** Bi-Weekly Payroll Register – Accounting

4. **Resolution CC16-505** Abatement/Refund of Property Taxes – Board of Equalization
5. **Resolution CC16-506** Second Contract Renewal – Waxie's Enterprises, Inc. for Janitorial Supplies and Inventory Monitoring and Restocking Services (NTE \$115,357.38) – Facilities
6. **Resolution CC16-507** Agreement – City of Golden and Urban Drainage and Flood Control District (UDFCD) for Funding of Design and Construction of Drainage and Flood Control Improvements for Lena Gulch – Tributary H at CDOT Infield Upstream of 6th Avenue – Transportation and Engineering
7. **Resolution CC16-508** Intergovernmental Improvements Agreement – City and County of Denver Relating to Red Rocks Parking Lot, Phase 2 – Planning and Zoning
8. **Resolution CC16-509** Purchase Order – Honnen Equipment Company for the Purchase of One (1) Used 2015 John Deere 724 Articulated Wheel Loader (\$241,947.40) – Airport
9. **Resolution CC16-510** Purchase Order – Corus360 for the Purchase of One (1) 20TB Pure Datapack Storage Chassis and Associated Maintenance (\$139,521.84) – Finance and IT
10. **Resolution CC16-511** Personal Property Tax Incentive – Denver West Health and Rehab, LLC – Finance and IT
11. **Resolution CC16-512** Contract – Farm Credit Council Services, Inc. (FCC Services) for Third Party Claims Administration Services for Workers' Compensation Claims – Risk Management

REGULAR AGENDA

12. **Resolution CC16-513** District Attorney Establishment of Salary – District Attorney

Following a general discussion, the Board upon motion of Commissioner Rosier, duly seconded by Commissioner Tighe and by unanimous vote, approved **RESOLUTION CC16-513**.

PUBLIC HEARING CONSENT AGENDA

No one requested to testify in the following cases:

13. Resolution CC16-499

Case Number: 16-100168PF: Preliminary and Final Plat
Case Name: Courier Subdivision
Owner/Applicant: Karen P. Courier and Peter Atkins
Location: 5350 Eldridge Street
Section 18, Township 3 South, Range 69 West
Approximate Area: 1.70 Acres
Purpose: To subdivide the property into two (2) lots for single-family detached units.
Case Manager: Ross Klopf

14. Resolution CC16-500

Case Number: 16-121116SV: Service Plan
Case Name: Tablerock Metropolitan District Material Modification
Applicant: Tablerock Metropolitan District
Location: Tablerock Subdivision
Located a quarter mile southeast of the intersection of Hwy 93 and West 58th Avenue. Section 10 & 15, Township 3 South, Range 70 West
Approximate Area: 203 Acres
Purpose: To set a formal hearing date of January 17, 2017 for consideration of a Material Modification to a Special District Service Plan.
Case Manager: Christiana Farrell

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

PUBLIC HEARING REGULAR AGENDA

15. Resolution CC16-501

Case Number: 06-112771FI: Final Plat
Case Name: Silver Leaf
Owner/Applicant: Skyland Meadows Developments LTD
Location: 6315 South Kipling Parkway
Section 21, Township 5 South, Range 69 West
Approximate Area: 24.178 Acres

Purpose:

- **To subdivide the property into 50 lots for single-family detached units.**
- **To appeal the decision by the Director of Planning and Zoning requiring the plat to meet the current park and school regulation**

Case Manager: Ross Klopf

Sworn Testimony: Bill Swalling, Applicant
Ron Hopp, Executive Director of Foothills Parks and Recreation

Following the taking of sworn testimony and a general discussion, the Board upon motion of Commissioner Rosier, duly seconded by Commissioner Tighe and by unanimous vote, adopted a resolution to go into **executive session for Attorney-Client Communication Only** regarding Final Plat Case #06-112771FI.

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

The Board came out of executive session.

Following a general discussion, the Board upon motion of Commissioner Rosier, duly seconded by Commissioner Tighe and by unanimous vote, adopted **RESOLUTION CC16-501A** overturning the Director of Planning & Zoning's condition requiring the plat and plat supporting documents to meet the current Park and School regulations, effective September 24, 2013.

The Board upon motion of Commissioner Rosier, duly seconded by Commissioner Tighe and by majority vote, with Commissioner Tighe voting no, adopted **RESOLUTION CC16-501B** approving the subdivision of the property into 50 lots for single-family detached units, subject to the 2007 Land Development Regulations and conditions of approval in the staff report, and approving 3.5 acre of park land dedication credit for the applicant.

REPORTS

The Commissioners reported attending the Jefferson County Department of Public Highway meeting and participated on a call with the FAA. They also enjoyed many holiday for various Jefferson County Divisions and Boards.

ADJOURNMENT

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

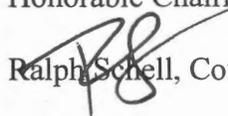
Attest:

Board of County Commissioners of
the County of Jefferson, Colorado

Katelyn Kellogg, Deputy Clerk

Libby Szabo, Chairman

MEMORANDUM

TO: Honorable Chairman and Members of the Board of County Commissioners
FROM:  Ralph Schell, County Manager
DIST: Tim Kauffman, County Treasurer
RE: EXPENDITURE APPROVAL LISTINGS
DATE: January 10, 2017

Staff Recommendation:

Allow settlement of accounts listed on the Expenditure Approval Listings dated January 5, 2017

Resolution No. **CC 17 - 002**

Background:

Jefferson County has established a system of controls to reasonably assure that the claims to be examined and settled by the BCC on the Expenditure Approval Listings are allowable.

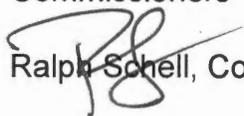
Further, the staff has reviewed all claims and has reasonable assurance that all claims are allowable and are in order to be paid.

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

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

MEMORANDUM

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

FROM:  Ralph Schell, County Manager

DIST: Tim Kauffmann, County Treasurer

RE: Ratification of Expenditure Approval Listing dated December 22, 2016 and December 29, 2016

DATE: January 10, 2017

Staff Recommendation:

Allow settlement of accounts listed on the Expenditure Approval Listings dated December 22, 2016 and December 29, 2016 that were prepared by the Accounting Division and reviewed and approved by the County Manager or his designee.

Resolution No. **CC 17 - 003**

Background:

Jefferson County has established a system of controls to reasonably assure that the claims to be examined and settled by the BCC on the Expenditure Approval Listings are allowable.

Further, the staff has reviewed all claims and has reasonable assurance that all claims are allowable and are in order to be paid.

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

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

Commissioner _____ moved that the following Resolution be adopted:

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF THE COUNTY OF JEFFERSON
STATE OF COLORADO
RESOLUTION NO. CC17-001**

RE: BOARD OF COUNTY COMMISSIONERS – ORGANIZATION – BUSINESS ITEMS

WHEREAS the Board of County Commissioners has an organizational meeting on the second Tuesday of each January at which it elects its Chairman and Chairman Pro-Tem, makes its annual appointments to various boards, and approves the banks, savings and loan associations and short-term investment banks as official banks and depositories for the handling and safekeeping of Jefferson County monies; and

WHEREAS the Board of County Commissioners desires to make such appointments and approvals as necessary.

NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners hereby and herewith elects Commissioner Donald Rosier as Chairman of the Board of County Commissioners of the County of Jefferson, Colorado to serve until a successor is appointed in 2018.

BE IT FURTHER RESOLVED that the Board of County Commissioners hereby and herewith elects Commissioner Casey Tighe as Chairman Pro-Tem of the Board of County Commissioners of the County of Jefferson, Colorado to serve until a successor is appointed in 2018.

BE IT FURTHER RESOLVED that the Board of County Commissioners hereby and herewith makes the following appointments of representatives to serve until a successor is appointed in 2018:

Commissioner Szabo as Jefferson County representative to the Denver Regional Council of Governments (DRCOG), and Commissioner Donald Rosier as alternate;

Commissioner Szabo to the Urban Drainage and Flood Control District Board;

Commissioner Rosier to the Chatfield Watershed Authority, and Commissioner Tighe as alternate;

Commissioner Tighe to the Jefferson County Emergency Communications Authority (E-911) Board, provided, however, in case Commissioner Tighe is unavailable; Chief Dan Gard will be Jefferson County's alternate representative to the Jefferson County Emergency Communications Authority (E-911) Board;

Commissioner Rosier to the Boundary Control Commission, Commissioner Tighe as the first alternate and Commissioner Szabo as the second alternate;

Commissioner Tighe, Commissioner Szabo, and Commissioner Rosier to the Jefferson County Economic Development Corporation Executive Committee (JEDC);

Commissioner Szabo to the Jefferson County Economic Development Corporation Board (JEDC), and Commissioner Tighe and Commissioner Rosier as alternates;

Commissioner Tighe to the Jefferson Center for Mental Health Board, and Lynn Johnson as alternate;

Commissioner Tighe, Commissioner Szabo, and Commissioner Rosier as the Noxious Weed Advisory Board;

Commissioner Tighe to the Jefferson County Head Start Policy Council, and Commissioner Szabo as alternate;

Commissioner Rosier to the Criminal Justice Coordinating Committee, and Commissioner Tighe as alternate;

Commissioner Tighe to the Corrections Board;

Commissioner Szabo to the Child and Youth Leadership (CYLC) Commission;

Commissioner Szabo to the First Judicial District Court Services Advisory Board, however, if Commissioner Szabo is unavailable, Commissioner Rosier will be the alternate;

Commissioner Szabo as Director, and Patrick O'Connell as the first alternate to the Rocky Flats Stewardship Council;

Commissioner Rosier to the Jefferson Parkway Public Highway Authority Board (JPPHA) and Commissioner Szabo as the alternate;

Commissioner Tighe to the C-470 Corridor Coalition and Commissioner Rosier and Kate Newman as alternates;

Commissioner Szabo to the Colorado Counties, Inc (CCI) Legislative Committee, provided, however, in case Commissioner Szabo is unavailable, Commissioner Tighe will be Jefferson County's designated representative;

Commissioner Tighe as Chairman of the Jefferson County Transportation Action and Advocacy Group (JEFFTAAG) and Commissioner Rosier as Chairman Pro-Tem;

Commissioner Tighe to the I-70 Mountain Coalition and Commissioner Rosier and Scott Burton, staff, as alternate;

Commissioner Rosier to the Colorado Clean Water Coalition and Commissioner Szabo as alternate;

Commissioner Rosier to the WestConnect Corridor Coalition, and Commissioner Szabo and Commissioner Tighe as alternates;

Urban Renewal Districts: Commissioner appointments will correspond with Commissioner District Boundaries;

BE IT FURTHER RESOLVED that the Board of County Commissioners approves and designates, as authorized depositories for Jefferson County funds, all financial institutions in the State of Colorado that have been designated by the State Bank Commissioner or State Commissioner of Savings and Loan Associations as eligible public depositories.

BE IT FURTHER RESOLVED that such eligible public depositories as are located within Jefferson County shall continue to receive first preference as depositories for Jefferson County funds.

BE IT FURTHER RESOLVED that the Board of County Commissioners hereby and herewith designates the glass enclosures outside of Hearing Room #1 of the Courts and Administration Building, 100 Jefferson County Parkway, Golden, Colorado, as the location where notice and agenda information for public meetings of the Board of County Commissioners will be posted.

Commissioner @ seconded the adoption of the foregoing Resolution. The roll having been called, the vote as follows:

Commissioner Libby Szabo

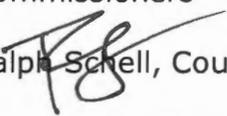
Commissioner Donald Rosier

Commissioner Casey Tighe,

Dated:

MEMORANDUM

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

FROM:  Ralph Schell, County Manager

RE: Hangar Ground Lease for Gilbert Aerospace LLC

DATE: January 10, 2017

Staff Recommendation: That the Board of County Commissioners approves the Hangar Ground Lease between Jefferson County and Gilbert Aerospace LLC for the lease of land located at 11870 Airport Way, and further that the Director of Development & Transportation and the Airport Director, or such other officer or agent to whom either person delegates authority, is authorized to do all other acts or things, and to execute and deliver, file or record any other documents or instruments in connection with the foregoing.

Resolution No. **CC 17 - 004**

Background: Airport Staff has been negotiating a new non-commercial ground lease agreement with Gilbert Aerospace for the purpose of aircraft storage. The hangar formally owned by Labworks, LLC and located at 11870 Airport Way encompasses approximately 19,053 SF. The negotiated terms meet the expectations of the Airport's Lease Policy and require the necessary compliance over time with the Airport's Primary Guiding Documents and our FAA Grant Assurances.

Fiscal Information: Ground lease terms are as follows:

Original Term: 20 years

Renewal options: Two (2) 5-year renewal options

Gilbert Aerospace will pay the non-commercial rental rate of \$.42 PSF or, \$8,002.26 annually, \$666.86 monthly. Following the initial lease term, rent increases annually based on adjustments to the Consumer Price Index.

BCC Briefing Presented on December 20, 2016

Prepared by: Bryan Johnson, Airport Director, ext 4851

Distribution

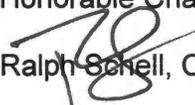
Original returned to: One to Clerk to the Board; one to Bryan Johnson, Airport

Copies to: Bryan Johnson, Airport

Jeanie Rossillon, Development & Transportation

Kourtney Hartmann, County Attorney's Office

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 the Board, Michael Dobbs, Kurtis Behn, Deborah Freischlag, Dawn Krank
RE: Contract Amendment - Retaining Wall and Slope Repairs Forest Hill – FEMA018 Road and Bridge

Staff Recommendation: Approve the contract amendment between Jefferson County and **American West Construction, LLC** in the amount of **\$42,019.00** for additional retaining wall and slope repair repairs and services, for a revised total contract amount of \$389,701.00. The County's Representative is Michael Dobbs, or other person as may be designated by the Division Director or County Manager.

Contract Term: The Contract Term remains 120 calendar days from Start Date.

Resolution No. **CC 17 - 0 0 5**

Background: The Board of Commissioners approved a contract on July 12, 2016 to repair 2013 flood damaged slopes off of Forest Hill Road. During excavation of the soils to construct the retaining wall, it was determined that the stabilization of the slope behind the retaining wall required additional shoring for the safety of the construction crews installing the wall.

This amendment will allow payment for services already provided. The overall contract amount includes dollars from the Force Account Labor that were inadvertently omitted from the original contract.

Fiscal Information: Funding for this amendment is available from 2016 CIP funds. 85% of the cost is expected to be reimbursed by FEMA Grant funds. This is within the scope and budget for these services.

BCC Briefing Presented By Michael Dobbs on December 20, 2016.

Originator: Agenda memo prepared by Dawn Krank, Purchasing, Ext. 8590

Original returned to: Dawn Krank, Purchasing

Copies w/o contract to: Jeanie Rossillon, Development & Transportation Director
 Larry Benshoof, Road and Bridge Director
 Sam Bican, Risk Management

| | | |
|---------------------------|--|--|
| Approvals | Kurtis Behn, County Atty Larry Benshoof, Div Dir Kate Newman <i>on behalf of</i> Jeanie Rossillon, Dept Dir | Approved: 12/20/2016 4:47 PM Approved: 12/21/2016 11:06 AM Approved: 12/21/2016 11:31 AM |
| Agenda Coordinator Review | | <input checked="" type="checkbox"/> Check <i>amy</i> |
| Final Signatory | Board of County Commissioners | |
| Vendor | American West Construction, LLC | |
| End User | Road & Bridge | |
| Type (Contract, PO, etc) | Contract Amendment | |
| Dollar Value | \$42,019.00 | |
| Term | Term remains unchanged (120 calendar days from Start Date) | |
| Description | First Amendment to the Contract for Retaining Wall and Slope Repairs – Forest Hill – FEMA018 | |
| Purchasing Agent | Dawn Krank | |

From: Jeanie Rossillon
Sent: Thursday, December 15, 2016 6:55 AM
To: Marcia Sieben; Marilyn Holycross
Subject: Approval Authority

Good Morning Ladies,

I will be on vacation starting tomorrow through the rest of the year. I would like to delegate my approval authority as follows:

Kate Newman: December 16-23

John Wolforth: December 26-30

Let me know if you have any questions or if I need to do anything else.

Thanks,

Jeanie

MEMORANDUM

AGENDA ITEM 6

TO: Honorable Chairman and Members of the Board of County Commissioners
FROM:  Ralph Schell, County Manager
DIST: Clerk to the Board, Larry Benshoof, Kurtis Behn, Deborah Freischlag, Dawn Krank
RE: Revival and Third Amendment to the Contract for Concrete Removal and Replacement Road and Bridge

Staff Recommendation: Approve the amendment to the contract between Jefferson County and **Silva Construction, Inc.** in an amount not to exceed **\$3,000,000.00** to revive and renew the contract for concrete work associated with the County's asphalt overlay program. The County's Representative is Larry Benshoof, or other person as may be designated by the Department Director or County Manager.

Contract Term: January 1, 2017 through December 31, 2017.

Resolution No. **CC 17 - 0 0 6**

Background: The Road and Bridge Division requires supplemental assistance to remove and replace damaged concrete at various locations throughout Jefferson County. The work is crucial to the success of the asphalt overlay maintenance program, which requires concrete repairs prior to the commencement of asphalt overlay work.

The original contract was approved by the Board of Commissioners on May 10, 2016, and included options to renew the contract for three (3) additional one-year periods. This request represents the first renewal option.

Pricing has increased approximately 3% for the renewal term; this increase is deemed acceptable by Road and Bridge staff. Additional changes to the contract are being made by this amendment to phase the work. This is being done to better ensure that the contractor completes the work within the required time frame.

Fiscal Information: Funding for this contract is available from the 2017 Operations budget. This is within the scope and budget for these services.

BCC Briefing Presented By Jeanie Rossillon on September 20, 2016.

Originator: Agenda memo prepared by Dawn Krank, Purchasing, Ext. 8590

Original returned to: Dawn Krank, Purchasing

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

| | | |
|---------------------------|--|--|
| Approvals | Kurtis Behn, County Atty Larry Benshoof, Div Dir Kate Newman <i>on behalf of</i> Jeanie Rossillon, Dept Dir | Approved: 12/20/2016 11:18 AM Approved: 12/20/2016 10:27 AM Approved: 12/20/2016 3:15 PM |
| Agenda Coordinator Review | | Check <i>AMS</i> |
| Final Signatory | Board of County Commissioners | |
| Vendor | Silva Construction, Inc. | |
| End User | Road & Bridge | |
| Type (Contract, PO, etc) | Contract Amendment | |
| Dollar Value | \$3,000,000.00 | |
| Term | January 1, 2017 through December 31, 2017 | |
| Description | Revival and 3rd Amendment to Contract for Concrete Removal and Replacement | |
| Purchasing Agent | Dawn Krank | |

From: Jeanie Rossillon
Sent: Thursday, December 15, 2016 6:55 AM
To: Marcia Sieben; Marilyn Holycross
Subject: Approval Authority

Good Morning Ladies,

I will be on vacation starting tomorrow through the rest of the year. I would like to delegate my approval authority as follows:

Kate Newman: December 16-23

John Wolforth: December 26-30

Let me know if you have any questions or if I need to do anything else.

Thanks,

Jeanie

MEMORANDUM

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

FROM: Ralph Schell, County Manager

RE: 2017 State Noxious Weed Fund Grant
Hairy Willow-herb and Purple Loosestrife Noxious Weed Eradication Project

DATE: January 10, 2017

Staff Recommendation:

That the Board of County Commissioners authorize the Jefferson County Weed and Pest Management Specialist to apply for a State Noxious Weed Fund grant for Hairy willow-herb and Purple loosestrife eradication and, if awarded, to administer the grant pursuant to the purchase order issued by the Colorado Department of Agriculture.

Resolution No: CC 17 - 007

Background:

The Colorado Department of Agriculture offers State Noxious Weed Fund grants. Weed & Pest and Open Space would like to seek a Noxious Weed Fund grant for Hairy willow-herb and Purple loosestrife eradication on Open Space Parks and nearby private properties. To ensure that the weeds do not re-infest the Parks, Weed & Pest will encourage nearby landowners to treat their noxious weeds and will provide cost-share money to support their efforts.

The grant request would be up to \$15,000 with matching and in-kind support of up to \$5,000 from the Open Space 2017 budget and \$7,000 from the Weed & Pest 2017 budget for staff, materials and equipment. The remaining \$3,000 matching and in-kind would come from private participants. If the Department of Agriculture awards the grant, it will issue a purchase order authorizing the grant pursuant to the terms of the purchase order and its scope of work. The purchase order would be presented to the Board of County Commissioners for review and approval.

Fiscal Impact: \$5,000 from the 2017 Open Space budget
\$7,000 from the 2017 Weed & Pest budget

BCC Briefing Presented by: Alicia Doran on December 13, 2016

Originator: Alicia Doran, Weed & Pest Management Specialist

Distribution

Original returned to: Teri Schmaedecke, Clerk to Board

Copies to: Rosanna Janzer, Steven Snyder,
Andrea Amundson and Alicia Doran

BCC HEARING ROUTING FORM (non-purchasing items)

Contacts: Originating Division and Contact: Jeffco Open Space/Weed & Pest Phone: 303-271-5989
 County Attorney Contact: Steve Snyder Phone: 303-271-8926

Item Title: 2017 State Noxious Weed Fund Grant
Hairy Willow-herb and Purple Loosestrife Noxious Weed
Eradication Project - Application Authorization

| ROUTING | | | | | |
|-----------------------|---------------------------------|---|---------------|---------------|----------|
| O R D E R | Division | Authorized Signatures Name/Initials | Date Rec'd | Date Frw'd | Comments |
| (1) | Originator | Alicia Deyan <i>[Signature]</i> | 12/13/16 | 12/13/16 | |
| (2) | Division/Department Director | <i>[Signature]</i> | 4/3/17 | 4/3/17 | |
| (3) | County Attorney | SCS | 1/3/17 | 1/3/17 | |
| (4) | BCC Agenda Coordinator | <i>[Signature]</i> | | | |

MEMORANDUM

TO: Honorable Chairman and Members of the Board of County Commissioners
FROM: Ralph Schell, County Manager
DIST: Clerk to Board, Karen Pate, Joanne Kortendick, Deborah Freischlag, Joe Weickenand
RE: Web CMS Solution and Citizen Engagement Tool
Public Engagement / ITS

Staff Recommendation: Approve a Software as a Service Agreement in the amount of \$29,500.00 between Jefferson County and Icon Enterprises, Inc. dba Icon Enterprises CivicPlus, Inc. for software and ongoing maintenance and support services for a Web CMS Solution and Citizen Engagement Tool.

Further approve an associated Products and Services Contract for implementation services in the amount of \$166,000.00. The County's Authorized Representative is Karen Pate, or other person as may be designated by the ITS Division Director or County Manager.

Contract Term: Software implementation and configuration is anticipated to be completed by December 31, 2018.

Resolution No. CC 17 - 008

Background: Jefferson County employees and citizens access services and information through the County's internal and external websites. The delivery of these services is projected to grow at a significant rate in 2017. Replacing the existing software currently used for the County websites will provide improved communications, engagement and mobile services to its citizens and enable more streamlined business and maintenance processes for its employees. The new software solution, coupled with moving away from a County-hosted architecture, will allow Jeffco's Web services to focus on offering a more valued and utilized resource for the community and County staff, including optimization of mobile functionality.

The new system will allow the County to:

- Improve web site navigation, making it easier for visitors and employees to quickly find the services and information they need;
- Provide the ability to offer user personalization and customization for both citizens and employees;
- Provide new and innovative communications channels for citizens emphasizing Jeffco's new brand;
- Enable robust and comprehensive Citizen Assistance functions allowing citizens to easily request County services or report problems;
- Greatly improve the efficiency of web content creation, control, editing and maintenance; Classify web content for rapid and comprehensive search and retrieval.
- Retain and dispose of web content according to county retention schedules.

Purchasing advertised this project and invited multiple firms to submit a proposal; ten (10) vendors responded. Icon Enterprises, Inc. dba CivicPlus, Inc. submitted the highest rated proposal and met all County requirements.

Significant cost reductions were found through:

- Reducing the scope;
- Identifying phases for delivery;
- Restricting integrations with key County applications to what is available via standard application programming interfaces, and not requiring customizations;
- Restricting search capabilities to what is available as opposed to a custom solution;
- Cost negotiations.

Fiscal Information: Funding was approved in the 2017 CIP budget. This is within the budget and scope for these contracts. The annual fee in future years of \$29,500.00 (plus annual adjustments) for the Software as a Service will be contingent upon approval of subsequent years' budgets.

BCC Briefing Presented By: Rebecca Hascall and Kate McIntire on December 20, 2016.

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

Original returned to: Joe Weickenand, Purchasing

Copies w/o contract to: Kate McIntyre, Public Engagement Division Director
Jim Smith, Information Technology Division Director
Sam Bican, Risk Management

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|---------------------------|--|--|
| Approvals | Joanne Kortendick, County Atty Holly Bjorklund, Dept Dir. Jim Smith, Div Dir | Approved: 12/22/16, 1:59pm Approved: 12/28/16, 10:35am Approved: 12/22/16, 10:31am |
| Agenda Coordinator Review | | X Check <i>AMG</i> |
| Final Signatory | BCC | |
| Vendor | Icon Enterprises, Inc. dba Icon Enterprises CivicPlus, Inc. | |
| End User | Public Engagement / ITS | |
| Type (Contract, PO, etc) | Contract | |
| Dollar Value | \$195,500.00 | |
| Term | Software implementation and configuration is anticipated to be completed by December 31, 2018. | |
| Description | Software, implementation and ongoing maintenance services of a Web CMS Solution and Citizen Engagement Tool. | |
| Purchasing Agent | Joe Weickenand | |

MEMORANDUM

TO: Honorable Chairman and Members of the Board of County Commissioners
FROM:  Ralph Schell, County Manager
RE: Finance and Information Technology – Policy Manual Part 1, Chapter 3, Section 8 Regarding Sale of Information Technology and Geographic Information System Products
DATE: January 10, 2017

Staff Recommendation: WHEREAS, Information Technology Division proposes to rescind this policy as there are not statutory requirements that the BCC must authorize the sale of Information Technology products, and

WHEREAS, the Open Records Policy governs the provision of all requested public records.

NOW THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Jefferson County that the existing 1.3.8 regarding Sale of Information Technology and Geographic Information System Products, is hereby rescinded and deleted, effective January 10, 2017.

Resolution No. **CC 17 - 009**

Background:

When Sale of Information Technology and Geographic Information System Products Policy was put in place, the technology to host an online self-service data download was complicated and expensive. This is no longer the case. There are many ways to make GIS data available. This includes no cost options with the state, DRCOG or via our own Portal.

Jefferson County's policy is not in alignment with best practices. Most counties in the United States no longer charge a fee for GIS data. This is due to changes in viewpoints about public access and government transparency, changes in technology, and a precedent setting court case. In 2013, the California Supreme Court ruled that public agencies, in this case Orange County, will no longer be able to sell GIS data. The unanimous decision was clear and emphatic: government data must be provided to Public Record requesters in the same format that the government agency itself stores and uses for its own decision making.

Most people are accustomed to finding and using information and data online. While Jefferson County hosts an online map, it is by its very nature a viewing tool. Many GIS users need access to the actual data in order to perform analysis. Denying easy access to GIS data also fosters an attitude in some users to "scrape" Jefferson County online data causing a significant impact to other Jefferson County citizens and our staff. We recommend removing the policy and making our GIS data available to the public.

BCC Briefing Presented on November 15, 2016

Prepared by: Kate Newman

Distribution

Original returned to: Kate Newman

Copies to: Kate Newman, Jim Smith, Holly Bjorklund

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|--|---|
| Title: Administrative Policy Sale of Information Technology and Geographic Information System Products | Policy No. Part 1, County Administration Chapter 3, Operations Section 8 |
| Policy Custodian Information Technology Services | Effective Date October 16, 2007 Adoption/Revision Date November 10, 2010 |

Adopting Resolution(s): CC07-468

References (Statutes /Resos/Policies): 24-72-201 et seq.; CC02-236, CC04-240

Procedures: Sale of Information Technology and Geographic Information System Products Procedure

Purpose: To authorize the sale of information technology and geographic information system products that are produced through the manipulation of data for the benefit of the Customer.

Policy: Sale of Information Technology and Geographic Information System Products

A. Service Provision

1. ~~The Information Technology Services (ITS) Division is authorized to sell information technology and geographic information system products that are produced through the manipulation of data for the benefit of a customer(s).~~
 - a. ~~The sale, production, or manipulation of data shall not take priority over ITS 's primary responsibilities associated with the ongoing support of the activities of Jefferson County.~~
 - b. ~~The ITS Director shall determine which databases, value added products, custom made products, subscription products, or other information/data may be sold. Any requests for records subject to disclosure as Public Records under the Colorado Public Records Act shall be provided in accordance with the County's policies pertaining to Public Records and the provisions of the Colorado Public Records Act.~~
 - (1) ~~No user shall have the right to license, sub-license, assign, sell, copy or otherwise make available to other persons part or all of the System data without the express prior written permission of ITS.~~
 - (2) ~~Third party proprietary data shall not be sold except as allowed by such lease and license agreements restricting transfer of such data.~~
 - c. ~~ITS shall not issue nor shall the license terms and provisions provide any warranties or guarantees, either expressed or implied, as to the completeness, accuracy, correctness, merchantability, or fitness of any data, information, or product.~~
 - d. ~~The sale of products hereunder shall be on a nonexclusive basis and shall be sold on a license basis pursuant to license terms and conditions. The products constitute proprietary information and/or trade secrets of Jefferson County, with all rights reserved to the County.~~

B. Sale Procedures

1. ~~The Director of the Finance and Information Technology Department is authorized to set reasonable fees for products and services.~~
2. ~~The ITS Director is authorized to develop procedures to implement this policy.~~

C. Exclusion of Liability

1. ~~Nothing in this Policy shall be construed to create or impose any duty upon Jefferson County to plan, develop, implement, operate, maintain or manage any particular product.~~
2. ~~The County is not responsible for damages or losses, including without limitation, incidental, consequential or special damages, arising out of the use of or reliance upon any data, information or products that may be furnished any Customer. By receiving products or services, each customer agrees that the data, information, or product provided will be used and relied upon only at the risk of the user.~~
3. ~~The provision of products and services pursuant to this Policy is at the sole discretion of the County.~~

Commissioner ! moved that the following Resolution be adopted:

BEFORE THE BOARD OF COUNTY COMMISSIONERS

OF THE COUNTY OF JEFFERSON

STATE OF COLORADO

RESOLUTION NO. LEA17-001

RE: Law Enforcement Authority - Organization and Business Items

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Law Enforcement Authority hereby and herewith elects the Chairman of the Board of County Commissioners to serve *ex officio* as Chairman of the Board of Directors of the Law Enforcement Authority.

BE IT FURTHER RESOLVED that the Board of Directors hereby and herewith elects the Chairman pro tem of the Board of County Commissioners as to serve *ex officio* as Chairman Pro-Tem of the Board of Directors of the Law Enforcement Authority.

BE IT FURTHER RESOLVED that the Board of Directors hereby and herewith appoints the County Attorney of Jefferson County to serve *ex officio* as legal counsel to the Board of Directors of the Law Enforcement Authority.

BE IT FURTHER RESOLVED that the Board of Directors hereby and herewith appoints the Clerk and Recorder of Jefferson County, and/or her designee, to serve *ex officio* as Secretary to the Board of Directors of the Law Enforcement Authority.

BE IT FURTHER RESOLVED that the Board of Directors hereby and herewith appoints the Treasurer of Jefferson County, to serve *ex officio* as official officer of the handling and safekeeping of monies of the Law Enforcement Authority.

BE IT FURTHER RESOLVED that quarterly meetings will be held by the Law Enforcement Authority on January 24, April 25, July 25, and October 24, 2017 for the purpose of the Sheriff or his authorized representative to report to the Law Enforcement Authority Board the services and functions rendered to the Law Enforcement Authority during that previous quarter.

BE IT FURTHER RESOLVED that the regular meeting day of the Law Enforcement Authority will be the regular meeting days of the Board of County Commissioners.

BE IT FURTHER RESOLVED that the notices of meetings of the Law Enforcement Authority shall be posted at the same place as notices of the meetings of the Board of County Commissioners shall be posted.

Commissioner ! seconded the adoption of the foregoing Resolution. The roll having been called, the vote was as follows:

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|------------------------|---|
| Board Member | ! |
| Board Member | ! |
| Board Member, Chairman | ! |

The Resolution was adopted by unanimous vote of the Law Enforcement Authority of the County of Jefferson, State of Colorado.

Dated: