

## **TUESDAY STAFF BRIEFINGS**

### **March 25, 2014**

**\*\*Please Note Briefings Will Begin Immediately Following Hearings\*\***

All items on this agenda are scheduled for immediately following Hearings and will normally be considered in the order the item appears on the agenda. The Board, at their discretion, may choose to alter the order in which items are considered, may break, or may continue any item to be considered on a future date.

Convene immediately following Hearings; BCC Conference Room, 5th Floor

### **Briefing Items**

- |    |  |                          |
|----|--|--------------------------|
| 1. | Emergency Fire Fund (EFF) Agreement<br>(15 minutes)                        | Division Chief<br>Pocsik |
| 2. | Ivotronic Voting Machine Buyback<br>(20 minutes)                           | Elections Director       |
| 3. | Highway 128/Interlocken Loop Relocation<br>Project Closeout (20 minutes)   | Airport Director         |
| 4. | Fairgrounds Campground Repairs and<br>Upgrades (15 minutes)                | Parks Director           |
| 5. | Boettcher Mansion Flagstone Replacement<br>and Repair Project (15 minutes) | Parks Director           |

### **County Commissioners' Report**

### **County Administrator's Report**

- State Legislation Update
- Flood Reimbursement Agreements
- Discussion - Appointments to Various Boards and Commissions

### **County Attorney's Report**

### **Executive Session**

- Litigation Update - Legal Advice C.R.S. 24-6-402(4)(b) (15 minutes)
- Jefferson Parkway Public Highway Authority - Property 24-6-402(4)(a) and Negotiations 24-6-402(4)(e) (15 minutes)

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

**03/24/14**

**MEETINGS**

**BOARD OF COUNTY COMMISSIONERS**

**DATE      TIME                      MEETING, LOCATION**

**MARCH**

Mar. 25	8:00 am	BCC Meeting, Public Comment, Public Hearings (Hrg. Rm. One)
Mar. 25	Immediately following Public Hearings	Staff Briefings (BCC Board Rm.)
Mar. 25	Immediately following Staff Briefings	Ralph Schell (Golden Rm.)
Mar. 28	11:30 – 1:30 pm	Metro Area County Commissioners – City & County of Broomfield (Mamie Doud Eisenhower Library, 3 Community Park Rd., Broomfield)
* Mar. 31	1:30 – 2:30 pm	Jeff Garkow and Zach Martin, Columbine H.S. Teachers (BCC Board Rm.)

**APRIL**

Apr. 1	8:00 am	BCC Meeting, Public Comment, Public Hearings (Hrg. Rm. One)
Apr. 1	Immediately following Public Hearings	Staff Briefings (BCC Board Rm.)
Apr. 1	Immediately following Staff Briefings	Ralph Schell (Golden Rm.)
Apr. 1	10:30 – 11:30 am	Groundbreaking – Terumo BCT (10810 W. Collins Ave., Lakewood)
Apr. 3	11:30 – 1:00 pm	Public Health Champions Lunch (Lookout Mtn. Rm.)
Apr. 4	7:25 – 10:40 am	Jeff Garkow and Zach Martin, Columbine H.S. Teachers, and Students (Columbine H.S. Auditorium)
Apr. 8	8:00 am	BCC Meeting, Public Comment, Public Hearings (Hrg. Rm. One)
Apr. 8	Immediately following Public Hearings	Staff Briefings (BCC Board Rm.)
Apr. 8	Immediately following Staff Briefings	Ralph Schell (Golden Rm.)

Apr. 8	4:30 – 6:00 pm	Open Space Advisory Committee (Lookout Mtn. Rm.)
Apr. 9	7:00 – 9:00 am	Jefferson County Transportation Action and Advocacy Group (Lookout Mtn. Rm.)
Apr. 9	7:30 – 8:30 am	CASA Champions for Children Breakfast (Marriott West)
Apr. 10	9:00 – 11:00 am	Elected Officials/Personnel Board (BCC Board Rm.)
* Apr. 10	2:00 – 4:00 pm	2015 Budget Discussion (BCC Board Rm.)
Apr. 15	8:00 am	BCC Meeting, Public Comment, Public Hearings (Hrg. Rm. One)
Apr. 15	Immediately following Public Hearings	Staff Briefings (BCC Board Rm.)
Apr. 15	Immediately following Staff Briefings	Ralph Schell (Golden Rm.)
Apr. 16	7:30 – 9:00 am	Lombard and Clayton Meeting (BCC Board Rm.)
Apr. 16	12:00 – 1:30 pm	Jeffco Economic Development Corporation Board (Sonsio, Inc., 5630 Ward Rd.)
Apr. 16	5:30 pm	Denver Regional Council of Governments Administrative Committee (1290 Broadway, Denver)
Apr. 16	6:30 pm	Denver Regional Council of Governments Board (1290 Broadway, Denver)
Apr. 16	7:00 pm	Conifer Area Council (Jefferson Middle School)
* Apr. 17	3:00 – 4:00 pm	Audit Committee Presentation (BCC Board Rm.)
Apr. 18	9:00 – 4:00 pm	Colorado Counties, Inc. Steering Committee Meetings (800 Grant St., Denver)
Apr. 22	8:00 am	BCC Meeting, Public Comment, Public Hearings Law Enforcement Authority Report (Hrg. Rm. One)
Apr. 22	Immediately following Public Hearings	Staff Briefings (BCC Board Rm.)
Apr. 22	Immediately following Staff Briefings	Ralph Schell (Golden Rm.)
Apr. 23	4:00 – 5:00 pm	Planning Commission (BCC Board Rm.)
Apr. 25	11:30 – 1:30 pm	Metro Area County Commissioners – Douglas County
* Apr. 28	1:00 – 3:00 pm	2015 Budget Discussion (BCC Board Rm.)
Apr. 29	6:59 – 8:29 am	Good News Breakfast (Jeffco Fairgrounds)

Apr. 29	<b>9:30 am</b>	BCC Meeting, Public Comment, Public Hearings (Hrg. Rm. One)
Apr. 29	Immediately following Public Hearings	Staff Briefings (BCC Board Rm.)
Apr. 29	Immediately following Staff Briefings	Ralph Schell (Golden Rm.)

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**\* ADDITIONS TO MEETING LIST**

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**\*\* MEETINGS CANCELED**

Mar. 24	1:00 – 3:00 pm	2015 Budget Discussion (BCC Board Rm.)
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**ADOPTION OF THE EMERGENCY FIRE FUND (EFF) AGREEMENT  
MARCH 25, 2014**

For Action       For Information

**ISSUE:**

Adopt and sign the Emergency Fire Fund with the Colorado Division of Fire Prevention and Control.

**BACKGROUND:**

The Emergency Fire Fund (EFF) was established approximately thirty years ago to afford a response fund for continued attack on a wildland fire. The fund currently receives a base fund in the amount of \$1,000,000 annually from its participating counties. The fund is administered by the Colorado Division of Fire Prevention and Control who participates with the EFF Committee which has three representatives from participating County Commissioners, three from participating County Sheriffs, and two representatives from affected Fire Departments. Accessing the EFF is managed through set criteria which are assessed on scene with the area representative from Colorado Division of Fire Prevention and Control, and the County Sheriff representative.

This agreement and fund was adopted two years ago and was to remain in effect for five years. Due to the Colorado Division of Fire Prevention and Control taking over those duties from the Colorado State Forest Service, a new agreement changing those two entities is necessary. No other changes have been proposed.

The Colorado Division of Fire Prevention and Control, in agreement through representation on the Emergency Fire Fund Committee, is seeking the approval of a new Intergovernmental Agreement for the participation in the Emergency Fire Fund. This IGA must be in place as well as the County's continued proportional funding of the EFF, and the Annual Fire Operating Plan (AOP) for the County to continue its participation within the EFF. This agreement will renew annually for a period of 5 years.

Payment into the EFF was completed in January of this year.

**DISCUSSION:**

Maintaining the County's participation in the Emergency Fire Fund is crucial to holding a fire "insurance policy".

We have agreed to continue participation within the EFF since its inception. Jefferson County has utilized the EFF the majority of each of those participating years.

**RECOMMENDATION:**

Due to the Sheriff's statutory responsibilities regarding Wildland fire, as well as good government coordination, we ask the Board to once again adopt the Emergency Fire Fund.

**BRIEFING CONTACTS:**

Director Mark Gutke            x5302  
Division Chief Scott Pocsik   x5682  
Sheriff Ted Mink                x5305  
Assistant County Attorney David Wunderlich      x8939

**BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER****Ivotronic Voting Machine Buyback  
March 25, 2014**

For Information       For Discussion/Approval  
Prior to Future Hearing       For Action

**ISSUE:**

Whether the Board of County Commissioners will approve the request authorizing the Clerk and Recorder to sell surplus Ivotronic voting equipment back to the manufacturer without using the public auction process.

**BACKGROUND:**

The Clerk and Recorder has approximately 500 Ivotronic voting machines in inventory that were historically deployed to 175 polling locations throughout the county. In 2013, the Legislature passed HB13-1303 requiring the Clerk and Recorder to conduct all elections by mail, with a small number of voter service and polling sites to support in-person voting. Due to the reduction in voting sites, the Clerk and Recorder seeks to reduce the number of voting machines in inventory.

**DISCUSSION:**

Prior to 2013, Jefferson County conducted partisan elections at its approximately 175 polling places throughout the county. 3-4 Ivotronic voting machines were needed at each location.

In 2013, the Legislature passed HB13-1303, which established all mail ballot elections. The bill also requires the Clerk and Recorder to open Voter Service and Polling Centers (VSPCs) in proportion to the number of voters in the county.

The Clerk and Recorder needs between 50 and 70 Ivotronics to support in-person voting at VSPCs, leaving a large number of unused voting machines in inventory. As such, the Clerk and Recorder wishes to have the voting machine vendor, Elections Systems and Software (ES&S), buy back units in two stages.

The first buyback stage includes 365 machines, representing standard, accessible, and programming units. ES&S has agreed to a re-purchase price of \$250 per unit, totaling \$91,250.

The Clerk and Recorder wishes to retain 50 additional units until June of 2014 in case the Legislature reverses the mail ballot provisions established in HB13-1303. While very unlikely, should the Legislature repeal HB13-1303, the Clerk and Recorder would move to a "vote center" model, substantially reducing the needed number of polling sites. The 50 retained Ivotronics would provide adequate equipment at each location.

If the Legislature does not repeal the provisions of HB13-1303, the Clerk and Recorder desires to sell the 50 retained Ivotronics back to ES&S during phase two, for a total of \$12,500.

While county procedure dictates surplus equipment is sold at public auction, the Ivotronic Voting equipment is sensitive technology and to avoid nefarious use, the Clerk and

Recorder does not recommend a public sale. Further, given the unique purpose of Ivotronic voting equipment, it is unlikely that anyone besides the manufacturer would be willing to bid at the rate agreed to by ES&S.

**FISCAL IMPACT:**

Revenue to the county under this agreement will be \$103,750. Because the equipment was originally purchased in part with federal grant money, the revenue must be assigned back to the voting equipment line item and the funds cannot be used for other purposes.

In addition to direct revenue from the equipment sale, reducing the number of units in inventory decreases yearly maintenance costs by an additional \$40,360 each year.

**RECOMMENDATIONS:**

For the reasons above, the Clerk and Recorder recommends approval to sell back the Ivotronic voting equipment directly to ES&S rather than disposing of the equipment through public auction. The Clerk and Recorder recommends that this sale be made directly and is requesting that the BCC waive County policy that would require it to be sold at an auction.

The Clerk and Recorder recommends that approval and acknowledgement of revenues to be received under this agreement are appropriated back to the Clerk and Recorder's Voting Equipment budget.

**ORIGINATOR:**

Christi Coburn, Elections Director x 8147

**CONTACTS FOR ADDITIONAL INFORMATION:**

Clerk and Recorder Pam Anderson x 8199

David Wunderlich, County Attorney's Office x 8939

3/17/2014

**BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER****ROCKY MOUNTAIN METRO AIRPORT  
HIGHWAY 128/INTERLOCKEN LOOP RELOCATION  
PROJECT CLOSEOUT  
March 25, 2014**

- For Information                       For Discussion/Approval  
Prior to Future Hearing                       For Action

**ISSUE:**

Will the Board of County Commissioners:

1. Authorize the Chair to approve and sign an Amendment to Federal Aviation Administration (FAA) Grant AIP 3-08-0006-52 for \$250,000, not to exceed the grant amount of \$4,300,000?
2. Authorize an exchange of land between the Colorado Department of Transportation (CDOT) and the Airport for the new State Highway 128 Right-of-Way?

**BACKGROUND/DISCUSSION:**

This project was conducted because the Runway 11L Safety Area did not meet the criteria outlined for airports certificated under CFR Part 139. The intersection at Interlocken Loop and Highway 128 needed to be relocated to the north and slightly west to accommodate the full 1,000 feet of required Runway Safety Area. The project is now complete, but there are a few items necessary for project closeout.

**AIP 3-08-0006-52**

FAA AIP Grant 3-08-0006-52 was approved by the BCC on March 6, 2012. This grant was awarded for the land acquisition and utility relocation associated with the relocation of the State Highway 128/Interlocken Loop intersection. The FAA will be amending this grant and increasing it by no more than \$250,000.

The reason for the Amendment is due to the initial estimates to acquire the land for the future SH128 Right-of-Way and Easement with Oracle America, Inc. were lower than actual costs. Additionally, the project experienced increased costs by Public Service Company of Colorado (Xcel Gas) during the relocation of the gas line and regulator station.

**State Highway 128 Right-of-Way**

The final component in the Highway 128 relocation is the exchange of land between the Airport and CDOT. In 2012, the Airport acquired land as part of the overall SH128 Relocation Project. Along with land previously owned, the Airport will engage in a "land swap" with CDOT for the Right-of-Way on the newly aligned Highway 128. There is no fiscal impact to this exchange of land.



**FISCAL IMPACT:**

The dollar amounts and applicable impacts associated with the requests discussed above have been identified and are as follows:

**AIP 3-08-006-52**

	<b>Local</b>	<b>CDOT - Aeronautics</b>	<b>FAA</b>	<b>Total</b>
Runway Safety Area Land Acquisition	\$59,750	\$59,750	\$1,075,500	\$1,195,000
Runway Safety Area Utility Work	\$165,250	\$165,250	\$2,974,500	\$3,305,000
<b>Amendment to AIP 52</b>	<b>\$13,889</b>	<b>\$13,888</b>	<b>\$250,000</b>	<b>277,777</b>
Total	\$238,889	\$238,888	\$4,300,000	\$4,777,777

**RECOMMENDATION:**

1. Authorize the Chair to approve and sign an Amendment to Federal Aviation Administration (FAA) Grant AIP 3-08-0006-52 for \$250,000, not to exceed the grant amount of \$4,300,000.
2. Authorize an exchange of land between the Colorado Department of Transportation (CDOT) and the Airport for the new State Highway 128 Right-of-Way.

Furthermore, designate the Airport Director or other person as may be designated by the County Administrator, as the County's authorized representative. The appointed representative would have the authority to approve any combination of change orders, provided that no combination shall increase the revised purchase order/contract order amount by more than ten (10) percent.

**ORIGINATOR:**

Kenneth Maenpa, Airport Manager, x4851



## SH 128/Interlocken Loop Relocation Project Closeout

**March 25, 2014**

Jeanie Rossillon, Development and Transportation Department  
Kenneth Maenpa, Airport Division

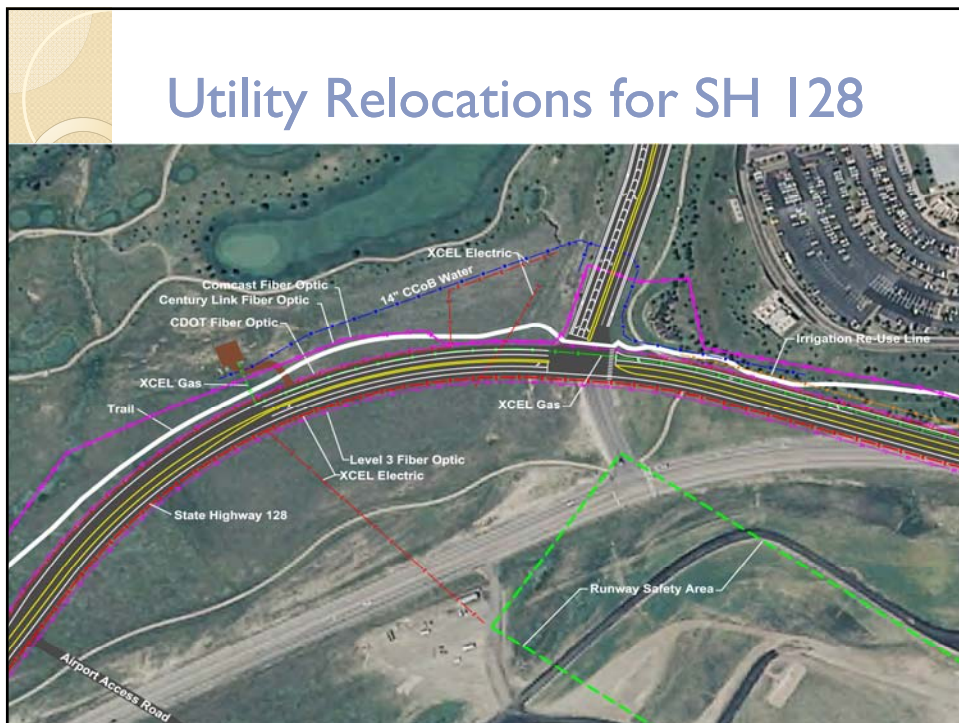
## SH128 Relocation Project

- Runway I IL Safety Area did not meet criteria outlined for airports certificated under CFR Part 139
- The intersection at Interlocken Loop and Highway 128 needed to be relocated
- Utility Relocation and Land Acquisition part of this project
- The project is now complete, but there are a two items necessary for project closeout

## SHI 28/Interlocken Relocation



## Utility Relocations for SH 128



## Xcel Gas/Public Service Easement



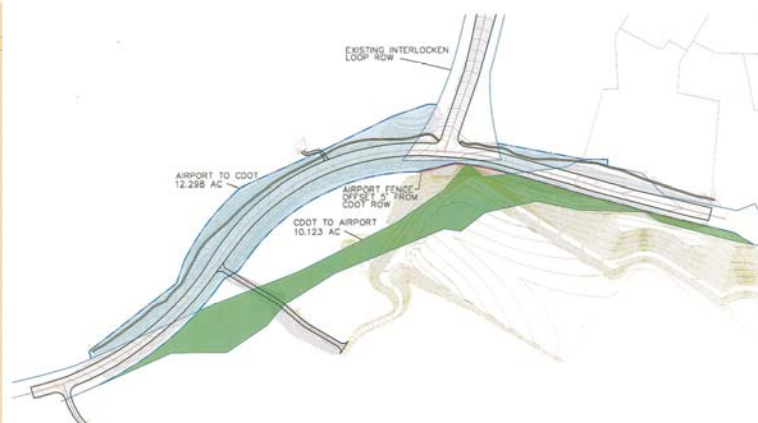
## PSCo (Xcel) Additional Costs



## Fiscal Impact AIP 3-08-0006-52

	<b>Local</b>	<b>CDOT - Aeronautics</b>	<b>FAA</b>	<b>Total</b>
Runway Safety Area Land Acquisition	\$59,750	\$59,750	\$1,075,500	\$1,195,000
Runway Safety Area Utility Work	\$165,250	\$165,250	\$2,974,500	\$3,305,000
Amendment to AIP 52	\$13,889	\$13,888	\$250,000	277,777
<b>Total</b>	<b>\$238,889</b>	<b>\$238,888</b>	<b>\$4,300,000</b>	<b>\$4,777,777</b>

## RMMA/CDOT Land Swap



## Recommendation

1. Authorize the Chair to approve and sign an Amendment to Federal Aviation Administration (FAA) Grant AIP 52 for \$250,000, not to exceed the grant amount of \$4,300,000
2. Authorize an exchange of land between the Colorado Department of Transportation (CDOT) and the Airport for the new State Highway 128 Right-of-Way

## Recommendation

Furthermore, designate the Airport Director or other person as may be designated by the County Administrator, as the County's authorized representative. The appointed representative would have the authority to approve any combination of change orders, provided that no combination shall increase the revised purchase order/contract order amount by more than ten (10) percent.





# BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER

## Parks/Fairgrounds Campground Repairs & Upgrades

AGENDA ITEM 4

March 25, 2014

For Information

For Discussion/Approval  
Prior to Future Hearing

For Action

### ISSUE:

The Fairgrounds campground closed on March 16, 2014, for necessary repairs and upgrades. Following the closure, repairs were identified that were considerably more than anticipated, specifically in the pull-through campsites and parking areas.

### BACKGROUND:

In an effort to enhance our customer service, guest safety, security and overall experience at the Fairgrounds, we are requesting an additional \$35,000 in Conservation Trust Fund (CTF) funds for the 2014 budget for these repairs and upgrades.

### DISCUSSION:

Nearly half of this allocation would be for the pull-through campsites and parking areas to address surface and drainage issues. After 10 years of constant occupancy and use, the sites no longer drain as originally designed. Based on the availability of Jefferson County Road & Bridge, and coinciding with the current closure dates, this portion of the project would need to be completed within the next week.

Additionally, upgrades are being made to shower and restroom facilities, the picnic pavilion, campground-related signage and also includes the addition of panic/safety buttons in the Fairgrounds and CSU Extension offices. Currently used in several County buildings, this safety measure does not exist at the Fairgrounds.

### FISCAL IMPACT:

Pull-through campsites & parking area	\$15,000
Replace safety features & signage	\$10,000
Restrooms & shower facilities	\$ 7,500
Picnic Pavilion Area	<u>\$ 2,500</u>
TOTAL	\$35,000

### RECOMMENDATIONS:

That the Board of County Commissioners approve an appropriation of \$35,000 from the Conservation Trust Fund for the Fairgrounds Campground repairs and upgrades.

### ORIGINATOR:

Scott Gales, Fairgrounds Director

### CONTACTS FOR ADDITIONAL INFORMATION:

Carl Tippin, Budget Policy Analyst



# BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER

## Parks/Boettcher Mansion Flagstone Replacement & Repair Project

AGENDA ITEM 5

March 25, 2014

- For Information                       For Discussion/Approval  
Prior to Future Hearing                       For Action

### ISSUE:

Boettcher Mansion needs to repair and replace the uneven and heaving flagstone areas that are a trip-hazard in front of the Mansion and Carriage House. The condition of these surfaces, which are naturally affected by winter "frost-heave," have become much more uneven since the September 2013 rainfall and should be fixed immediately before the start of the busy season. In addition, a railing should be added at the north reception area as there is a steep drop-off on one side.

### BACKGROUND:

Boettcher is requesting additional Conservation Trust Fund (CTF) monies beyond the \$83,000 in our 2014 budget for this repair. The areas in need of repair, located at the front entrances to both the Mansion and Carriage House, are directly related to our ability to book events for weddings, receptions and other gatherings. As it stands now, the uneven flagstone is both a tripping hazard and is visually unattractive.

### DISCUSSION:

After lengthy consideration and conversations with both Budget and Construction Management, it makes sense that all of the work be done over a 6-week period from mid-March to mid-May.

### FISCAL IMPACT:

The estimated cost of the project, including Construction Management's time, possible electrical work for outdoor lighting and other contingencies, is \$56,206, which includes:

Area 1 (Carriage House):	\$10,347
Area 2 (North Garden Area):	\$12,400
Area 3 (West Garden Area):	\$ 3,960
Area 4 (North Reception Area):	\$15,307
Area 5 (Clean/Reseal Concrete):	\$1,572
FACM, Electrical Work, Etc.	<u>\$12,620</u>
	\$56,206

### RECOMMENDATION:

Approve an appropriation of \$57,000 from the CTF for the Boettcher Mansion flagstone replacement and repair project

### ORIGINATOR:

Cynthia Shaw, Director of Boettcher Mansion

### CONTACTS FOR ADDITIONAL INFORMATION:

Hillary Messa, Facilities and Construction Management

## Board of Adjustment

Openings total - 3  
1 regular, 2 alternate

- |                    |                          |
|--------------------|--------------------------|
| 1. Louis Matis     | current alternate member |
| 2. Max Mues        | current regular member   |
| 3. Curtis Westphal | current alternate member |

**Purpose:** In quasi-judicial hearings, determine requests for variances and special exceptions from the provisions set forth in the Zoning Resolution and consider appeals of decisions or requirements made by a County official or agency made in enforcement of the Zoning Resolution.

**Members and length of terms:**

The Board of Adjustment is made up of volunteers who are appointed by the Board of County Commissioners. Five regular members of the Board of Adjustment are appointed for three-year terms and two alternate members are appointed for one-year terms.

Openings were advertised via Website, BCC Actions and Press Release

## **Community Corrections Board**

Openings total - 1

1 Law Enforcement Rep. from Lakewood, Arvada or Wheat Ridge

1. Ed Loar, Lakewood PD
2. Lynn Johnson, Arvada PD

Community Corrections Board Sec. reached out to PD's and asked for applicants

## **CSU Extension Advisory Committee**

Openings total - 5  
5 regular

1. Nicole Danti
2. Jean Nelson                      Current member - reappointment
3. Jane VanderKolk                Current member - reappointment

**Purpose:** Serve as liaison between the citizens of Jefferson County, the Board of County Commissioners and CSU. Advise the County Commissioners and staff of CSU Extension on needs for educational outreach in the county and share information about Extension programs with county citizens.

**Qualifications:**

CSU Extension is seeking advisory committee members who have interest and/or experience in youth development, family and consumer sciences, gardening, nutrition, native plants and natural resources.

**Members and length of terms:**

Seven members for three-year terms.  
Two consecutive term limit

Openings were advertised via Website, BCC Actions and Press Release

## **Community Services Advisory Board**

Openings total - 3  
3 regular

1. Christine Ames
2. John Bernhart
3. George Kowach
4. Casey Leier
5. Gary Messick
6. Stephanie Shulman

**Purpose:** To make recommendations to the Jefferson County Board of Commissioners regarding matters related to human services for low and moderate income residents; to recommend to the Commissioners recipients for federal funds made available to Jefferson County from the Community Services Block Grant and similar grants; and to serve as liaison for the Board of County Commissioners and the Human Services Division to the Jefferson County community on issues related to human services.

**Qualifications:**

Represent different segments of the community, of which one-third of members represent low-income individuals and families.

**Members and length of terms:**

Nine members that serve for two-year terms with a three-term limit (6 Years).

Openings were advertised via Website, BCC Actions and Press Release



## Planning Commission

Openings total - 5

3 openings for regular members, 2 associate

- |                     |                          |
|---------------------|--------------------------|
| 1. Gerard Burke     | current associate member |
| 2. Todd Guthrie     | current associate member |
| 3. Gardiner Hammond | current regular member   |
| 4. Tucker Johnson   |                          |
| 5. Casey Leier      |                          |
| 6. Dawn Moore       | current regular member   |
| 7. Tim Rogers       | current regular member   |

**Purpose:** The purpose of the Planning Commission is to make recommendations to the County Commissioners on land use applications, regulations and policies presented by the Planning and Zoning Division. The Planning Commission also makes and adopts the County's Comprehensive Master Plan as required by Colorado State Statute.

### Membership

- Seven regular members for three-year terms.
- Two associate members for one-year terms.
- No consecutive Term limits.

Openings were advertised via Website, BCC Actions and Press Release