



Eva J. Henry - District #1
Charles "Chaz" Tedesco - District #2
Emma Pinter - District #3
Steve O'Dorisio - District #4
Mary Hodge - District #5

STUDY SESSION AGENDA
TUESDAY
February 25, 2020

ALL TIMES LISTED ON THIS AGENDA ARE SUBJECT TO CHANGE

11:30 A.M.	ATTENDEE(S): ITEM:	Adam Burg / Eliza Schultz / Elisabeth Rosen Legislative Update
12:15 P.M.	ATTENDEE(S): ITEM:	Jill Jennings Golich / Adam Burg / Paolo Diaz Mobile Home Park Policies and Practices
1:00 P.M.	ATTENDEE(S): ITEM:	Matt Rivera / Paolo Diaz / Byron Fanning / Sam Olson / Scott Kerr, Bayaud / Sue Richardson, Bayaud Day Works and Mobile Outreach Services
1:30 P.M.	ATTENDEE(S): ITEM:	Heidi Miller / Alisha Reis / Mike Holub Delegation of Authority Related to Facilities and Risk Agreements
2:00 P.M.	ATTENDEE(S): ITEM:	Marc Osborne 5 th Amendment to 2019 Adopted Budget
2:30 P.M.	ATTENDEE(S): ITEM:	Yuriy Gorlov, Aurora Economic Development / Wendy Mitchell, Aurora Economic Development / Steven Marshall, Transport Colorado / Kelsey Hall, Transport Colorado / Ken Puncerelli, Transport Colorado / Karl Knapp, Transport Colorado / Andre Knudtsen, Transport Colorado Transport Colorado
3:00 P.M.	ATTENDEE(S): ITEM:	Raymond Gonzales Administrative Item Review / Commissioners Communication

(AND SUCH OTHER MATTERS OF PUBLIC BUSINESS WHICH MAY ARISE)

AGENDA IS SUBJECT TO CHANGE



STUDY SESSION AGENDA ITEM

DATE: February 25, 2020
SUBJECT: Mobile Home Park Policies and Practices
FROM: Jill Jennings Golich, Adam Burg, Paolo Diaz
AGENCY/DEPARTMENT: Community and Economic Development, County Manager's Office, Community Safety and Well-Being
ATTENDEES: Jill Jennings Golich, Adam Burg, Paolo Diaz
PURPOSE OF ITEM: Inform the BoCC of current mobile home legislation, policies, and practices
STAFF RECOMMENDATION: N/A

BACKGROUND:

Mobile home parks have served as an affordable housing option for community members. The parks and its residents are all universally impacted by a combination of similar characteristics that could leave them vulnerable, such as their affordability, age of structures and infrastructure, stability of residents and ownership, and pressures from the surrounding market. The Board of County Commissioners have expressed interest in a study session on mobile home parks that cover legislation, policies, and practices.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

Community and Economic Development
County Manager's Office
Community Safety and Well-Being

ATTACHED DOCUMENTS:

Study Session Agenda Item
Study Session Presentation

FISCAL IMPACT:

Please check if there is no fiscal impact ☒. If there is fiscal impact, please fully complete the section below.

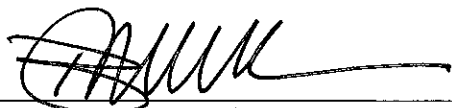
Fund:**Cost Center:**

	Object Account	Subledger	Amount
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
Total Revenues:			

	Object Account	Subledger	Amount
Current Budgeted Operating Expenditure:			
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
Total Expenditures:			

New FTEs requested: ☐ YES ☒ NO

Future Amendment Needed: ☐ YES ☒ NO

Additional Note:**APPROVAL SIGNATURES:**

Raymond H. Gonzales, County Manager

Deputy County Manager**APPROVAL OF FISCAL IMPACT:**

Budget

Mobile Home Parks: Policies and Practices

Collaboration of the County Manager's Office, Community and Economic Development, and Community Safety and Well-Being



Topics to be Covered

- House Bill 19-1309 and Potential 2020 Legislation
- Mobile Home Parks and Zoning in Adams County
- Policies and Practices Outside Adams County



HB 19-1309 – Passed in May 2019

- Creates new standards for mobile home residents and mobile home park landowners
- 2018 sunrise review of the Mobile Home Park Act by DORA found that many instances of complaints by mobile homeowners would constitute violations of the Act, the federal Fair Housing Act, and PUC rules
- Review concluded “the harm largely stems from the lack of enforcement of existing laws, bad actors exploiting a relatively loose regulatory structure”

HB 19-1309 – Components of Bill

- Gives counties and municipalities greater authority to enact certain ordinances for mobile home parks
- Gives mobile homeowners additional time between the notice of nonpayment for rent and eviction (extends from 48 hours to 30 days to vacate their properties)
- Creates Mobile Home Park Dispute Resolution Enforcement Program and creates a new cash fund to cover associated costs

HB 19-1309 – Components of Bill

- Under the Mobile Home Park Act, any municipality or town within each county may enter into an IGA to extend the applicability of any ordinance or resolution adopted to and throughout any participating county, municipality, or town



Something to discuss later is if the BoCC would be interested in discussing an IGA with any municipalities on any potentially adopted ordinance or resolution. (Federal Heights, Thornton, Commerce City, Brighton)

2020 MHC Proposed Legislation

- Modernizing MHC Policy in Colorado
 - Includes retaliation, arbitrary evictions, arbitrary and capricious rules, transparent billing of utilities, and operable utilities
- Supporting Resident Ownership of Communities
 - Increase opportunities for residents, or agents acting on their behalf, to purchase their mobile home park

Mobile Home Park Zoning in Adams County

- 21 mobile home parks in unincorporated Adams County
- Only six parks are in Mobile Home Zoning (M-H)
- M-H was put in place after these parks were established so they have legal non-conforming status

Mobile Home Park Zoning

Mobile Home Park	Current Zoning	Future Land Use	# of Spaces
Stites MH Court (64 th and Federal)	M-H	Urban Residential	46
Wikiup MHP (88 th near I-76)	M-H	Urban Residential	339
Rustic Ranch (Federal near I-76)	M-H	Urban Residential	115
Franklin MHP (80 th near Washington and York)	M-H	Mixed Use Neighborhood	170
Elm Ridge MHP (Federal near I-76)	M-H	Mixed Use Employment	55
Berkeley Village (52 nd and Sheridan)	M-H	Activity Center	395

Mobile Home Park Zoning

Mobile Home Park	Current Zoning	Future Land Use	# of Spaces
New Image MHP (84 th and Brighton Road)	I-1	Industrial	30
Ranch House Trailer Park (56 th and Washington)	I-1	Industrial	26
Cottonwood MHP (120 th and Brighton Road)	A-3	Commercial	25
Centennial Trailer Park (55 th and Federal)	C-5	Urban Residential	31
Joy MHP (55 th and Federal)	C-5	Urban Residential	18
Crestview Trailer Park (55 th and Federal)	C-5	Urban Residential	18
Delux Trailer Park (55 th and Federal)	C-5	Urban Residential	18

Mobile Home Park Zoning – cont.

Mobile Home Park	Current Zoning	Future Land Use	# of Spaces
Chaparral Village (88 th and Welby)	PUD	Urban Residential	110
Riverdale Farms (86 th and Steele)	PUD	Urban Residential	Individually Owned
Commerce Heights (77 th and US-85)	PUD	Industrial	51
North County Village (96 th and Riverdale)	PUD	Urban Residential	425
Galamb MHP (Colfax and Quail Run Road)	A-3, C-5, M-H	Mixed Use Employment	51
Pioneer Village (64 th and Federal)	I-1, M-H	Activity Center	112
Mobile Gardens (64 th and Federal)	I-1, C-5, M-H	Activity Center	100
White Rock MHP (55 th and Federal)	C-5, M-H	Urban Residential	27

Mobile Home and RV Parks

- Some parks operating as a combination of a mobile home and long-term recreational vehicle (RV) parks
- Staff drafted a checklist to verify minimum life safety requirements are met when complaints are received
- Not planning to enforce that these and other non-traditional buildings are being used as permanent dwellings

Mobile Home Park Zoning – Staff Recommendation



Through the 2020 Comprehensive Plan process explore the creation of a specific policy and strategies related to preservation of mobile home parks as a naturally occurring affordable housing option.

- This will include consideration of a new future land use category.*
- Strategies may include, but not limited to:*
 - 1. Conducting an assessment of the existing mobile home parks related to their infrastructure condition to determine which parks should receive land use protection to better enable preservation.*
 - 2. Revising our mobile home zone district so that parks could add density over time through the use of manufactured housing (currently requires a CUP)*

Mobile Home Practices

A series of horizontal lines in teal and light blue colors, with varying lengths and offsets, creating a modern, layered effect across the middle of the slide.

Ordinance No. 2083 – City and County of Broomfield (December 2018)

- Clarification on issues such as limitation on prohibiting sale of mobile homes, the limitation on required upgrades to existing mobile homes, right to privacy, and management's right of entry
- Prohibits retaliation from management and requires mediation before actions are taken to evict a tenant
- Requires park owners to annually post utility rates and the formula for how those will be computed
- Notes that trees in mobile home parks are the responsibility of the park owners

MHC Lease Requirements - Boulder, Colorado

- Considering a city ordinance that would specify required provisions of MHC leases, such as:
 - Minimum term of the lease
 - Frequency of rent increases
 - Detailing all fees and charges that are in addition to base rent
 - Description of pad dimensions and location
 - Any maintenance requirement of the resident
 - Restriction on modifications to the pad, subletting, pets, etc.

Staff Recommendations

- Adopt similar ordinance as Broomfield
- Non-payment of rent: Add a longer time period for notice of non-payment of rent and a time to cure
 - Under the Mobile Home Act, a landlord can evict a tenant for non-payment of rent after 10 days written notice
- Rent increase: Landlord must give 90 days notice of a rent increase
 - Only a 60-day notice requirement under the Mobile Home Act

Staff Recommendations

- Increase the time to move or sell a mobile home after eviction to 60 days
 - Mobile Home Act gives residents 30 days to move after eviction
- Increase to a 365-day notice on sale of the mobile home park
 - State statute requires 180 days prior to the sale or change in use of the property
- Engage municipalities on a potential IGA that extends our ordinances to their jurisdictions
 - Most notable are Federal Heights, Thornton, Commerce City, and Brighton

BoCC Direction on Recommendations



- Option 1: Accept Staff Recommendations
- Option 2: Modify Staff Recommendations
- Option 3: Do Nothing/No Further Action

Thank you!





STUDY SESSION AGENDA ITEM

DATE: February 25, 2020
SUBJECT: Day Works and Mobile Outreach Services
FROM: Paolo Diaz
AGENCY/DEPARTMENT: Community Safety and Well-Being
ATTENDEES: Matt Rivera, Byron Fanning, Sam Olson, Tim Nejedlo, Scott Kerr (Bayaud), Sue Richardson (Bayaud)
PURPOSE OF ITEM: Receive BoCC approval to move forward on the Day Works and Mobile Outreach Services program with Bayaud Enterprises
STAFF RECOMMENDATION: BoCC approval on Day Works and Mobile Outreach Services program

BACKGROUND:

According to the Assessment of the Adams County's Efforts to Address Homelessness (Burnes Center on Poverty and Homelessness, 2016), half of the individuals surveyed stated that they were in need of employment assistance, making unemployment one of the top three reasons as to why individuals experience homelessness in Adams County. The Community Safety and Well-Being department seeks to address this need by launching Adams County Day Works, along with Parks, Open Space, and Cultural Arts department. Adams County Day Works is a pilot program designed to provide low to no barrier work experience for individuals experiencing homelessness while connecting them to supportive services. In addition to the work program and resource navigation, mobile showers and mobile laundry services will be included as part of the program.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

Community Safety and Well-Being
Parks, Open Space and Cultural Arts
Finance

ATTACHED DOCUMENTS:

Study Session Presentation

FISCAL IMPACT:

Please check if there is no fiscal impact ☐. If there is fiscal impact, please fully complete the section below.

Fund: 00001**Cost Center:** 1039

	Object Account	Subledger	Amount
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
Total Revenues:			

	Object Account	Subledger	Amount
Current Budgeted Operating Expenditure:			
Add'l Operating Expenditure not included in Current Budget:	7685		\$483,661
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
Total Expenditures:			\$483,661

New FTEs requested: ☐ YES ☒ NO

Future Amendment Needed: ☐ YES ☒ NO

Additional Note:

APPROVAL SIGNATURES:

Raymond H. Gonzales, County Manager

Deputy County Manager**APPROVAL OF FISCAL IMPACT:**
Budget

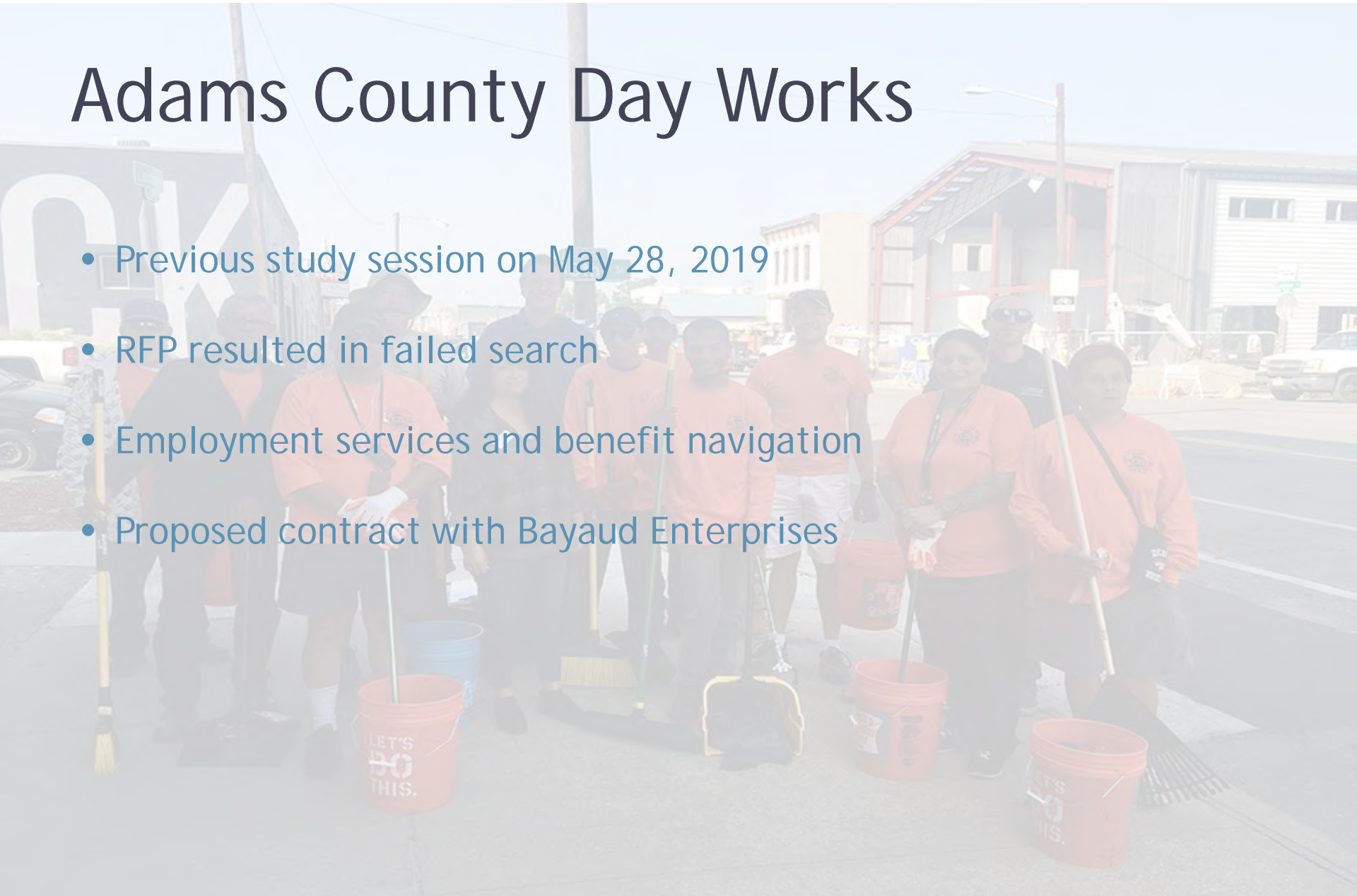
Day Works and Mobile Outreach Services

Community Safety and Well-Being



Adams County Day Works

- Previous study session on May 28, 2019
- RFP resulted in failed search
- Employment services and benefit navigation
- Proposed contract with Bayaud Enterprises



Path to Prosperity

- ✓ Restore the waterway habitat along the riparian corridors
- ✓ Institute a park ranger program in Adams County
- ☐ *Provide employment opportunities and resources for individuals experiencing homelessness*

2019 Point-in-Time (PIT) Data

- 483 individuals experiencing homelessness
- 128 chronically homeless
- 66 newly homeless
- 139 unsheltered

**2016 Burnes study: 26% lost job or could not find employment*

Program

- Work with nonprofit to provide day service labor with our parks and open space
- Park rangers can help identify the need and get them to work immediately
- Focus on short-term employment for those who want a hand up
- Receive same day cash and resource navigation
- Goal is to work towards permanent employment

Bayaud Enterprises

- Launched program in Denver in November 2016
- More than 300 people have participated in the program
- More than 145 have found permanent employment

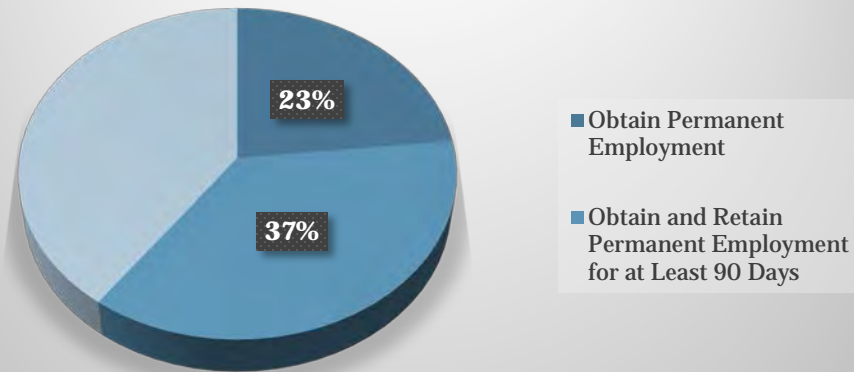


Program Operation

- Working with Parks and Open Space to determine sites
 - First sites: Lowell Ponds and Clear Creek (Broadway to Pecos)
- \$75 same day cash
 - Comparable to summer and part-time temporary help with Parks and Open Space
- Serving at least 60 individuals in first year
 - 20 workdays each
- Designed to be temporary and transitional to WBC

Outcome Measures

At Least 60 Pilot Program Participants



Based on eligibility, participants will receive assistance to establish, re-establish, modify, or manage supportive services

Includes Emergency Housing, Medicaid, SNAP, Old Age Pension, Aid to Needy Disabled, RTD assistance, etc.

Program Evaluation

- Ensuring the program is achieving its outcomes
 - Rigorous program evaluation
 - Develop baselines
- Ensuring the program is worth the cost
 - Cost-benefit analysis



Staff Recommendation

- Pilot program with Bayaud Enterprises
- Total 12-month proposed budget: \$483,661
- Includes same day cash and resource navigation
- Includes transportation, housing, and clothing assistance
- Includes mobile shower and laundry (26 days in six months)

Thank you!





STUDY SESSION AGENDA ITEM

DATE: February 25, 2020
SUBJECT: Delegation of Authority re: Facilities and Risk Functions
FROM: Heidi Miller, County Attorney and Alisha Reis, Deputy County Manager
AGENCY/DEPARTMENT: County Manager's Office and County Attorney's Office
ATTENDEES: Mike Holub, Director of Facilities & Fleet Management
PURPOSE OF ITEM: To delegate approval authority on minor business matters within the Facilities & Fleet Management and Risk Management departments
STAFF RECOMMENDATION: To approve the delegations of authority to staff

BACKGROUND:

Staff is seeking administrative approval of various routine tasks associated with functions within the Facilities & Fleet Management Department and the Risk Management division of the County Attorney's Office.

Examples of such routine tasks include: applications for building permits for County facilities projects, temporary utilities easements, tap requests, etc.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

County Manager's Office
County Attorney's Office
Facilities & Fleet Management Department

ATTACHED DOCUMENTS:

Delegation exhibits for Facilities functions and Risk functions
PowerPoint presentation

FISCAL IMPACT:

Please check if there is no fiscal impact ☒. If there is fiscal impact, please fully complete the section below.

Fund:**Cost Center:**

	Object Account	Subledger	Amount
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
Total Revenues:			

	Object Account	Subledger	Amount
Current Budgeted Operating Expenditure:			
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
Total Expenditures:			

New FTEs requested: ☐ YES ☒ NO

Future Amendment Needed: ☐ YES ☒ NO

Additional Note:**APPROVAL SIGNATURES:**

Raymond H. Gonzales, County Manager

Deputy County Manager**APPROVAL OF FISCAL IMPACT:**

Budget

Delegation of Authority on Routine Matters Related to Facilities and Risk Functions

Study Session
February 25, 2020



Proposal

- County staff recommends establishing administrative approvals for a number of routine business matters related to facilities projects and land transactions, as well as risk management business/claims
- Without specific delegation of authority, staff does not have authority to act on behalf of the County and all items must go through public hearing for Board approval
- Proposal would streamline business timelines while preserving Board review and approval for major facilities, land purchases, and settlement of discretionary claims
- If approved, BOCC would approve resolution granting specific authorities to individual positions



Risk Matters

- Defining settlement/payment authority for the following types of claims:
 - Auto accidents
 - Property damage
 - Personal injury on County property
 - Workers' Compensation claims
 - Other litigation
- Defining Risk Manager authority for insurance policies



Facilities Matters

Defining signatory authority for applications related to County facilities projects:

- Land use applications
- Building permits
- Utilities taps/connections requests
- Securities in Lieu of Retainage Agreements
- Land/property issues (temporary easements, non-binding letters of interest, closing documents)



Adams County - Facilities and Fleet Management

Staff Delegation of Authority

Allows Staff to execute/manage 'operational' functions in the implementation of approved work scope and/or projects

Document Type	Review by:	Approval by:	Comments:
Planning / Land Use*			
Conditional Use Applications	FFM Staff	FFM Director or Deputy Director	For County Projects
Re-Zoning Applications	FFM Staff	FFM Director or Deputy Director	For County Projects
Land Use Applications / Approvals	FFM Staff	FFM Director or Deputy Director	For County Projects
Official Development Plan, Planned Unit Development, etc.	FFM Staff	FFM Director or Deputy Director	For County Projects
Building Permits			
Construction Permits	n/a	FFM Staff	For County Projects
Trades Permits (by Adams County staff)	n/a	FFM Staff	For County Projects
Utility Taps / Service and Connection Agreements			
Electricity	CA	FFM Director or Deputy Director	For County Projects
Gas	CA	FFM Director or Deputy Director	For County Projects
Water	CA	FFM Director or Deputy Director	For County Projects
Waste Water	CA	FFM Director or Deputy Director	For County Projects
Storm Water	CA	FFM Director or Deputy Director	For County Projects
Ditch Company	CA	FFM Director or Deputy Director	For County Projects
Telecom (Phone, Data, Cable TV, etc.)	CA	FFM Director or Deputy Director	For County Projects
State Statute based Agreements			
Securities in Lieu of Retainage	Finance Director	FFM Director or Deputy Director	For County Projects
Land / Real Property			Act as "Owner"
Temporary Utility Easements	CA	FFM Director or Deputy Director	
Permanent Utility Easements	CA	BoCC	
Temporary Right-of-Access (third party investigations)	End User	FFM Staff	Seismic, Survey, etc.
Non-Binding LOI's	CA / FFM Staff	CM	
Closing Documents (post BoCC approval of Purchase/Sale)*	CA	FFM Staff	

Abbreviations

BoCC Board of County Commissioners

CA County Attorney

CM County Manager

FFM Facilities and Fleet Management

* After consultation with BoCC

Risk Management Delegation of Authority*

Auto Accident Injury Claims

- Risk Manager authority for claims up to \$50,000
- Third party administrator (TPA) review for claims over \$50,000
- County Attorney authority up to statutory cap if within 10% of TPA recommendation
- BOCC approval for settlement more than 10% above TPA recommendation or above statutory cap

Auto Accident and Other Property Damage

- County Attorney or her designee determines liability
- Risk Manager authority for claims with appropriate documentation of damages up to \$50,000
- County Attorney authority for claims with appropriate documentation of damages up to \$100,000
- BOCC approval for claims over \$100,000

Injuries on County Property

- County Attorney or her designee determines liability
- Risk Manager authority for claims with appropriate documentation of injuries/medical expenses up to \$50,000
- Third party administrator (TPA) review for claims over \$50,000
- County Attorney authority up to statutory cap if within 10% of TPA recommendation
- BOCC approval for settlement more than 10% above TPA recommendation or above statutory cap

Workers' Compensation Claims

- Risk Manager authority to authorize all medical care deemed necessary
- Risk Manager authority to authorize all payments set forth in Colorado Division of Workers' Compensation guidelines
- Risk Manager authority to resolve claims up to \$50,000 outside of guidelines
- Workers' Compensation attorney review for claims above \$50,000
- County Attorney authority to resolve all claims if recommended by Workers' Compensation attorney
- BOCC to be informed of any settlement above \$500,000.
- BOCC approval for settlement not recommended by Workers' Compensation attorney

Other Litigation/Claims

- County Attorney authority up to \$20,000
- BOCC approval for all claims above \$20,000

Insurance Policies

- Risk Manager presents insurance policy renewals/purchases, including carrier selection, level of coverage, and premium amount, to BOCC annually
- Risk Manager authority to sign or bind the County for insurance coverage after approval at study session
- Risk Manager authority to enter into insurance contracts outside of renewal process for policies up to \$50,000 for specific County events or exposures that arise between renewal periods
- Risk Manager authority to sign for County on all mandated State or federal insurance reporting or audit documents

*Authority includes authority to settle claims and authority to sign any settlement documentation



STUDY SESSION AGENDA ITEM

DATE:	February 25, 2020
SUBJECT:	Fifth Amendment to the 2019 Adopted Budget
FROM:	Marc Osborne, Budget & Performance Measurement Manager
AGENCY/DEPARTMENT:	Budget & Performance Measurement Department
ATTENDEES:	Budget & Performance Measurement Department
PURPOSE OF ITEM:	Review requested amendment items with the Board of County Commissioners and answer any questions regarding these items.
STAFF RECOMMENDATION:	After review of the Fifth Amendment, to adopt the 2019 Fifth Budget Amendment at a future Public Hearing.

BACKGROUND:

This is to amend the 2019 Adams County Budget for Year End 2019.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

County Manager's Office and Budget & Performance Management Department.

ATTACHED DOCUMENTS:

2019 5th Amendment Summary
2019 5th Amendment Detail

FISCAL IMPACT:

Please check if there is no fiscal impact ☐. If there is fiscal impact, please fully complete the section below.

Fund:**Cost Center:**

	Object Account	Subledger	Amount
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
Total Revenues:			

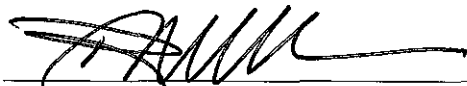
	Object Account	Subledger	Amount
Current Budgeted Operating Expenditure:			
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
Total Expenditures:			

New FTEs requested: ☐ YES ☐ NO

Future Amendment Needed: ☐ YES ☐ NO

Additional Note:

Due to the length of the amendment, please see attached Amendment Summary and Amendment Detail for fiscal impact.

APPROVAL SIGNATURES:

Raymond H. Gonzales, County Manager

Alisha Reis, Deputy County Manager

APPROVAL OF FISCAL IMPACT:

Budget

Exhibit A - Amendments

Fifth Amendment to the 2019 Budget
Resolution No. TBD
For Adoption on March 10, 2020
Study Session: February 25, 2020



Purpose of Resolution:

A resolution to amend the 2019 Budget. Summary information by Fund and Department is listed below. Additional detailed information is attached for consideration and review.

Fund	Department	Expenditure Amount	Revenue Amount	Use of Fund Balance	FTE
GENERAL FUND	Admin/Org	\$201,500	\$0	\$201,500	0.00
	Community Corrections	525,000	580,000	(55,000)	0.00
RETIREMENT FUND	Retirement Administration	50,000	5,000	45,000	0.00
DEVELOPMENTALLY DISABLED FUND	Developmentally Disabled	1,000	4,500	(3,500)	0.00
CONSERVATION TRUST FUND	Conservation Trust	1,500	1,500	0	0.00
HEADSTART FUND	Headstart	100,000	100,000	0	0.00
WORKFORCE & BUSINESS CENTER FUND	Workforce	100,000	100,000	0	0.00
Total Appropriation		\$979,000	\$791,000	\$188,000	0.00

Fund Summary	Expenditure Amount	Revenue Amount	Use of Fund Balance	FTE
GENERAL FUND	\$726,500	\$580,000	\$146,500	0.00
RETIREMENT FUND	50,000	5,000	45,000	0.00
DEVELOPMENTALLY DISABLED FUND	1,000	4,500	(3,500)	0.00
CONSERVATION TRUST FUND	1,500	1,500	0	0.00
HEADSTART FUND	100,000	100,000	0	0.00
WORKFORCE & BUSINESS CENTER FUND	100,000	100,000	0	0.00
Total Appropriation	\$979,000	\$791,000	\$188,000	0.00

AMENDMENTS

Fifth Amendment to the 2019 Budget
Resolution No. TBD
For Adoption on March 10, 2020
Study Session: February 25, 2020



Department - (Division)	Source of Funding (Carryover, Fund Balance, Grant, Miscellaneous Revenue)	Expenditure Amount	Revenue Amount	Use of Fund Balance	Ongoing (X)	Reason for Amendment	FTE
GENERAL FUND							
Admin/Org	Fund Balance	\$201,500	\$0	\$201,500		This transfer is to cover overages in salaries and benefits in the Conservation Trust Fund, the Headstart Fund, and the Workforce Business Center Fund.	
Community Corrections	Grant Revenue	525,000	580,000	(55,000)		Additional grant revenue was received by Community Corrections allowing for additional expenditures.	
TOTAL GENERAL FUND		\$726,500	\$580,000	\$146,500			0.0
RETIREMENT FUND							
Retirement Administration	Fund Balance	\$50,000	\$5,000	\$45,000		Property Tax revenue came in higher than budgeted for 2019 causing the amount to be expended in both admin fees and treasurer fees to be increased.	
TOTAL RETIREMENT FUND		\$50,000	\$5,000	\$45,000			0.0
DEVELOPMENTALLY DISABLED FUND							
Developmentally Disabled	Fund Balance	\$1,000	\$4,500	(\$3,500)		The treasurer fees were more than the amount budgeted due to the amount of property tax received in the Developmentally Disabled Fund.	
TOTAL DEVELOPMENTALLY DISABLED FUND		\$1,000	\$4,500	(\$3,500)			0.0
CONSERVATION TRUST FUND							
Conservation Trust	Interfund Transfer	\$0	\$1,500	(\$1,500)		This interfund transfer is being made from the General Fund to the Conservation Trust Fund to cover the PAL Payout amount.	
Conservation Trust	Fund Balance	1,500	0	1,500		Due to the PAL program payout, the Conservation Trust Fund salary and benefit amount came in higher than the budgeted amount.	
TOTAL CONSERVATION TRUST FUND		\$1,500	\$1,500	\$0			0.0

Department - (Division)	Source of Funding (Carryover, Fund Balance, Grant, Miscellaneous Revenue)	Expenditure Amount	Revenue Amount	Use of Fund Balance	Ongoing (X)	Reason for Amendment	FTE
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HEADSTART FUND

Headstart	Interfund Transfer	\$0	\$100,000	(\$100,000)		This interfund transfer is being made from the General Fund to the Headstart Fund to cover additional salaries and benefits..	
Headstart	Fund Balance	100,000	0	100,000		Headstart Fund salaries and benefits came in higher than the budgeted amount due to less grant funding, implementation of the 2019 pay plan, and the PAL payout.	

TOTAL HEADSTART FUND		\$100,000	\$100,000	\$0			0.0
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WORKFORCE & BUSINESS CENTER FUND

Workforce	Interfund Transfer	\$0	\$100,000	(\$100,000)		This interfund transfer is being made from the General Fund to the Workforce & Business Center Fund to cover additional salaries and benefits.	
Workforce	Fund Balance	\$100,000	\$0	\$100,000		Workforce & Business Center Fund salaries and benefits came in higher than the budgeted amount due to less grant funding, implementation of the 2019 pay plan, and the PAL payout.	

TOTAL WBC FUND		\$100,000	\$100,000	\$0			0.0
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TOTAL ALL FUNDS - 2019 5th AMENDMENT		<u>\$979,000</u>	<u>\$791,000</u>	<u>\$188,000</u>			<u>0.0</u>
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