



ADAMS COUNTY

COLORADO
BOARD OF COUNTY COMMISSIONERS

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
September 22, 2020

ALL TIMES LISTED ON THIS AGENDA ARE SUBJECT TO CHANGE

- | | | |
|-------------------|---------------------|---|
| 10:10 A.M. | ATTENDEE(S): | Nancy Duncan |
| | ITEM: | 4th Amendment to the 2020 Adams County Budget |
| 10:50 A.M. | ATTENDEE(S): | Alisha Reis / Nancy Duncan / Sean Braden / Monica Broncucia-Jordan |
| | ITEM: | Capital Improvement Program (CIP) Recommendations (Including Coroner Request) |
| 11:30 A.M. | ATTENDEE(S): | Raymond Gonzales |
| | ITEM: | Administrative Item Review / Commissioners Communication |
| 12:10 P.M. | ATTENDEE(S): | Heidi Miller |
| | ITEM: | Executive Session Pursuant to C.R.S. 24-6-402(4)(b) and (e) for the Purpose of Receiving Legal Advice and Instructing Negotiators Regarding TCHD |

TO WATCH THE MEETING:

- Watch the virtual Zoom Study Session through our [You Tube Channel](#)

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

AGENDA IS SUBJECT TO CHANGE



STUDY SESSION ITEM SUMMARY

DATE OF STUDY SESSION: September 22, 2020
SUBJECT: Fourth Amendment to the 2020 Adams County Budget
OFFICE/DEPARTMENT: Budget & Finance Department
CONTACT: Marc Osborne, Deputy Budget Director, & Nancy Duncan, Budget & Finance Director
FINANCIAL IMPACT: Due to the length of the amendment, please see attached Amendment Summary and Amendment Detail for fiscal impact.
SUPPORT/RESOURCES REQUEST: Additional budget will be appropriated during a future Public Hearing.
DIRECTION NEEDED: Review requested amendment items with the Board of County Commissioners and answer any questions regarding these items.
RECOMMENDED ACTION: After review of the Fourth Amendment, to adopt the 2020 Fourth Budget Amendment at a future Public Hearing.

DISCUSSION POINTS:

- Attached are the Summary & Detail for requested amendment items.

Exhibit A - Amendments

**Fourth Amendment to the 2020 Budget
Resolution No. TBD
For Adoption on September 29, 2020
Study Session: September 22, 2020**



Purpose of Resolution:

A resolution to amend the 2020 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	CED	\$78,879	\$0	\$78,879	1.00
	CSWB - Community Corrections Program	\$379,530	\$379,530	\$0	0.00
	CSWB - OEM	\$245,205	\$0	\$245,205	0.00
	CSWB - Poverty	\$559,411	\$75,750	\$483,661	0.00
	District Attorney's Office - Diversion	\$239,641	\$239,641	\$0	2.00
	Fleet & Facilities Management	\$122,000	\$0	\$122,000	2.00
	ITi	\$41,880	\$0	\$41,880	0.00
	Parks, Open Space and Cultural Arts	\$76,190	\$0	\$76,190	1.00
	Admin/Org - CARES COVID 19	\$0	\$0	\$0	21.00
	Interfund Transfer	\$1,250,000	\$485,000	\$765,000	0.00
CAPITAL FACILITIES FUND	Fleet & Facilities Management	\$1,250,000	\$1,250,000	\$0	0.00
SOCIAL SERVICES FUND	Human Services Department	\$196,800	\$196,800	\$0	3.00
COMMUNITY DEV BLOCK GRANT FUND	Interfund Transfer	\$485,000	\$0	\$485,000	0.00
COLORADO AIR & SPACE PORT FUND	CASP	\$269,064	\$242,158	\$26,906	0.00
	Total Appropriation	\$5,193,600	\$2,868,879	\$2,324,721	30.00

Fund Summary	Expenditure Amount	Revenue Amount	Use of Fund Balance	FTE
GENERAL FUND	\$2,992,736	\$1,179,921	\$1,812,815	27.00
CAPITAL FACILITIES FUND	\$1,250,000	\$1,250,000	\$0	0.00
SOCIAL SERVICES FUND	\$196,800	\$196,800	\$0	3.00
COMMUNITY DEV BLOCK GRANT FUND	\$485,000	\$0	\$485,000	0.00
COLORADO AIR & SPACE PORT FUND	\$269,064	\$242,158	\$26,906	0.00
Total Appropriation	\$5,193,600	\$2,868,879	\$2,324,721	30.00

AMENDMENTS

**Fourth Amendment to the 2020 Budget
Resolution No. TBD
For Adoption on September 29, 2020
Study Session: September 22, 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							
CED	Fund Balance	\$78,879	\$0	\$78,879	X	In Public Hearing on 07/28/2020, the BoCC approved the regulation text amendments to allow for Marijuana Hospitality licensing. The BoCC also approved a Licensing Technician FTE to help with the new approved regulations.	1.0
CSWB - Community Corrections Program	Grant Revenue	\$208,410	\$208,410	\$0		Based on the Governor's signed Executive Order D 2020 016, (Temporarily Suspending Certain Regulatory Statutes Concerning Criminal Justice), the County received an allocation from the Dept. of Public Safety (DPS) on 4/16/20 for the suspension of subsistence payments required from clients due to COVID-19.	
CSWB - Community Corrections Program	Grant Revenue	\$171,120	\$171,120	\$0		On the same basis mentioned above, the County received an additional allocation on May 15, 2020 from DPS for the same purpose.	
CSWB - OEM	Fund Balance	\$245,205	\$0	\$245,205		This is to upgrade the Audio/Visual System in OEM for use in crisis and training. The current system is in need of replacement.	
CSWB - Poverty	Fund Balance	\$483,661	\$0	\$483,661		This request is for the Day Works pilot program agreement with Bayaud Enterprises for employment assistance for individuals experiencing homelessness in Adams County. The agreement was approved in public hearing on March 10, 2020.	
CSWB - Poverty	Grant Revenue	\$75,750	\$75,750	\$0		The DOLA Emergency Solutions Grant for outreach (including engagement, case management, transportation and health services) for people experiencing homelessness was approved for application in late 2019. The grant award was discussed in AIR and accepted on March 31, 2020.	
District Attorney's Office - Diversion	Grant Revenue	\$239,641	\$239,641	\$0		A diversion grant was awarded to the District Attorney's Office to include funding for 2 PJF FTEs (project designated employees). This was approved during Study Session on 7/21/2020.	2.0

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
Fleet & Facilities Management	Fund Balance	\$122,000	\$0	\$122,000	X	Two (2) Building Maintenance Tech II positions were approved during study session on 2/11/2020. Historically, these positions have been difficult to retain so an overhire program was implemented. Once retention was demonstrated for 6 months, Facilities requested permanent FTEs for Human Services Center and Detention Facility maintenance.	2.0
ITi	Fund Balance	\$41,880	\$0	\$41,880		Adams County has a fiber optic line that needs to be relocated as a result of the widening of Dahlia St between 74th and 78th Avenues.	
Parks, Open Space and Cultural Arts	Fund Balance	\$76,190	\$0	\$76,190	X	In Study Session on 2/11/2020 a Parks and Trails Ranger FTE was approved. This FTE will provide education, safety and well-being for those who visit and utilize the open spaces trail system and park facilities.	1.0
Admin/Org - CARES COVID 19	Grant Revenue	\$0	\$0	\$0		Twenty (20) Customer Safety Representative positions were necessary due to the COVID-19 pandemic. These positions will be covered from already appropriated CARES budget. The estimated cost covering 7 months is \$535,693 for 20 PJF (project designated) Customer Safety Rep positions.	20.0
Admin/Org - CARES COVID 19	Grant Revenue	\$0	\$0	\$0		This Customer Safety Coordinator position became necessary due to the COVID-19 pandemic. This position will be covered from already appropriated CARES budget. The estimated cost of covering 7 months for this PJF (project designated) Customer Safety Coordinator is \$40,274.	1.0
Admin/Org	Fund Balance	(\$2,055,866)	\$0	(\$2,055,866)		On May 5, 2020, an agreement was approved to acquire the Baumgartner property. This budget transfer will move budget from an approved 2020 project into this property acquisition project.	
Admin/Org	Fund Balance	\$2,055,866	\$0	\$2,055,866		On May 5, 2020, an agreement was approved to acquire the Baumgartner property. This budget transfer will move budget from an approved 2020 project into this property acquisition project.	

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
Interfund Transfer	Interfund Transfer	\$1,250,000	\$0	\$1,250,000		This transfer to the Capital Facilities Fund is for the Government Center Space Utilization Phase II project which covers renovation of the Treasurer/Public Trustee offices and also the Study Session Room.	
Interfund Transfer	Interfund Transfer	\$0	\$485,000	(\$485,000)		Due to the nuances of the Section 108 regulations, \$517,084.90 of the FY 2011 General Fund budget transfer cannot be replenished with the proceeds of the Section 108 loan. Therefore, the remaining budget of \$482,915.10 will be transferred back into Fund 1 (General Fund) from Fund 30. This was discussed in Study Session during AIR on July 28.	
TOTAL GENERAL FUND		\$2,992,736	\$1,179,921	\$1,812,815			27.0

CAPITAL FACILITIES FUND

Fleet & Facilities Management	Interfund Transfer	\$1,250,000	\$1,250,000	\$0		This transfer from the General Fund is for the Government Center Space Utilization Phase II project which covers renovation of the Treasurer/Public Trustee offices and also the Study Session Room.	
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TOTAL CAPITAL FACILITIES FUND		\$1,250,000	\$1,250,000	\$0			0.0
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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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SOCIAL SERVICES FUND

Human Services Department	Grant Funding	\$72,400	\$72,400	\$0	X	Community Support Specialist position for medical assistance applications. 100% covered by outside funding (90% federal Medicaid and State funds, 10% contractor). Approved in Study Session 09/01/2020.	1.0
Human Services Department	Grant Funding	\$72,400	\$72,400	\$0	X	Community Support Specialist position for medical assistance applications. 100% covered by outside funding (90% federal Medicaid and State funds, 10% contractor). Approved in Study Session 09/01/2020.	1.0
Human Services Department	Grant Funding	\$52,000	\$52,000	\$0	X	Community Support Associate position to support the operational and clerical needs of the Medicaid Contract team. 100% covered by outside funding (90% federal Medicaid and State funds, 10% contractor). Approved in Study Session 09/01/2020.	1.0

TOTAL SOCIAL SERVICES FUND		\$196,800	\$196,800	\$0			3.0
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COMMUNITY DEV BLOCK GRANT FUND

Interfund Transfer	Interfund Transfer	\$485,000	\$0	\$485,000		Due to the nuances of the Section 108 regulations, \$517,084.90 of the FY 2011 General Fund budget transfer cannot be replenished with the proceeds of the Section 108 loan. Therefore, the remaining budget of \$482,915.10 will be transferred back into Fund 1 (General Fund) from Fund 30. This was discussed in Study Session during AIR on July 28.	

TOTAL CDBG FUND		\$485,000	\$0	\$485,000			0.0
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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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COLORADO AIR & SPACE PORT FUND

CASP	Grant Funding	\$269,064	\$242,158	\$26,906		CASP's runway 8-26, and connecting taxiways are approximately 135,200 square feet. Taxiways "B" and "E" are approximately 69,300 square feet. The purpose of this fog seal project is to rejuvenate the existing asphalt to extend the life of the pavements and to meet FAA pavement marking standards. This project is funded by a CDOT Division of Aeronautics grant for 90% of the total project cost. The project agreement was approved in public hearing on 8/4/2020.	
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TOTALS CASP FUND		\$269,064	\$242,158	\$26,906			0.0
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TOTAL ALL FUNDS - 2020 FOURTH AMENDMENT		<u>\$5,193,600</u>	<u>\$2,868,879</u>	<u>\$2,324,721</u>			<u>30.0</u>
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STUDY SESSION ITEM SUMMARY

DATE OF STUDY SESSION: Sept. 22, 2020
SUBJECT: Capital Improvement Program (CIP) Recommendations (Including Coroner Request)
OFFICE/DEPARTMENT: CMO/Budget & Finance Department/Facilities & Fleet Management/Coroner's Office
CONTACT: Alisha Reis/Sean Braden
FINANCIAL IMPACT: \$54M proposed in CIP program expenditures for the 2021 Budget Year
SUPPORT/RESOURCES REQUEST: Additional funding for an expanded renovation of the former Sheriff's Office headquarters to allow for additional program use by the Probation Office and Coroner's Office
DIRECTION NEEDED: Informational re: CIP Committee's Recommendation, Approval to move forward with expanded renovation project
RECOMMENDED ACTION: Approve the expanded project scope and funding for the Coroner's Building Renovation

DISCUSSION POINTS:

- Presenting the CIP Committee's Recommended CIP Projects for the 2021 Budget.
- To include options for increased/changed scope to the approved Coroner's Building Renovation.



2021 Capital Improvement Plan Development Overview (Preliminary Review of CIP)

Marc Osborne, Deputy Budget Director

Mark Kluth, Senior CIP Analyst

Overview

- Development Process
- Evaluation and Scoring
- Funding Constraints
- Recommendations
- Next Steps



Development Process

- CIP Portal opened for requests in January 2020
 - Two Capital Projects Roundtables were hosted in February to help departments develop more complete capital project requests
- Projects vetted by subject matter experts from Facilities, Building Safety, Land Use, ITi, and Budget prior to scoring by Committee members
- 116 projects were submitted and reviewed by the CIP Committee, with estimated expenditures as follows:

Project Type	2021	2022	2023	2024	2025
Equipment	2,839,080	1,750,000	50,000	50,000	50,000
Facility	62,766,000	118,055,000	39,000,000	30,000,000	30,000,000
Public Infrastructure	61,240,000	37,640,000	16,300,000	9,100,000	5,600,000
Technology	1,573,757	-	-	-	371,000
Vehicle	196,000	53,000	56,000	59,000	-
Estimated Total	\$128,614,837	\$157,498,000	\$55,406,000	\$39,209,000	\$36,021,000



Evaluation and Scoring

- Scoring Criteria

1. Board of County Commissioners (BoCC) Adopted Strategic Vision and/or Priorities
2. Public health, safety, or regulatory threat
3. Infrastructure investment/protection
4. Impact on county operational finances/revenue generation
5. Leverages outside funding
6. Environmental sustainability
7. Encouragement of economic development
8. Neighborhood revitalization/community needs
9. Ties in to other projects/organizations
10. Improves and/or increases the level of service provided by the county
11. Implementation risk

- Departments gave presentations about projects in June 2020

- Committee members applied the scoring criteria to projects based on the project submission in the CIP Portal and the presentations given by departments



Funding Constraints

- Sales and Property taxes are the primary source of revenue for capital projects
 - Economic uncertainty related to COVID-19 lead the committee to be more conservative in level or project recommendations for 2021
- Several existing projects currently being cash financed
 - Animal Shelter
 - Fleet & Public Works Building
 - Government Center Reprogramming



Recommendations

- Projects were recommended based on scoring rank, funding availability, and human capacity to complete a project
 - Projects were ranked by total score, but special attention was paid to Criteria 11: Implementation risk
- Minimum total score and implementation risk scores were set based on statistical analysis
- Projects were discussed at length, and a final list of recommendations with the following expenditures was approved by the committee:

Project Type	2021	2022	2023	2024	2025
Equipment	995,080	1,202,000	50,000	98,000	50,000
Facility	21,865,000	60,965,000	44,000,000	30,000,000	30,000,000
Public Infrastructure	28,340,000	20,965,000	17,375,000	17,375,000	17,375,000
Technology	872,257	-	-	-	371,000
Vehicle	149,000	53,000	56,000	59,000	-
Estimated Total	\$52,221,337	\$83,185,000	\$61,481,000	\$47,532,000	\$47,796,000



Project Highlights

- Veterans Memorial under design in 2020, will come back to the Board once design is complete
- Indoor Arena under design in 2020, will come back to the Board once design is complete
- Fleet & Public Works Facility
- South Parks Maintenance Shop Design
- Major Jail Maintenance
- Road & Bridge CIP
- Open Space Acquisitions
- CASP Equipment Replacements



Next Steps

- October 6th – Presentation of County Manager’s 2021 Proposed Budget at Public Hearing
- October and November – review of Proposed Budget with BoCC, County Manager, and Budget Team
- December 8th – Public posting of 2021 Proposed Budget
- December 15th – Adoption and appropriation of 2021 Budget



Questions?





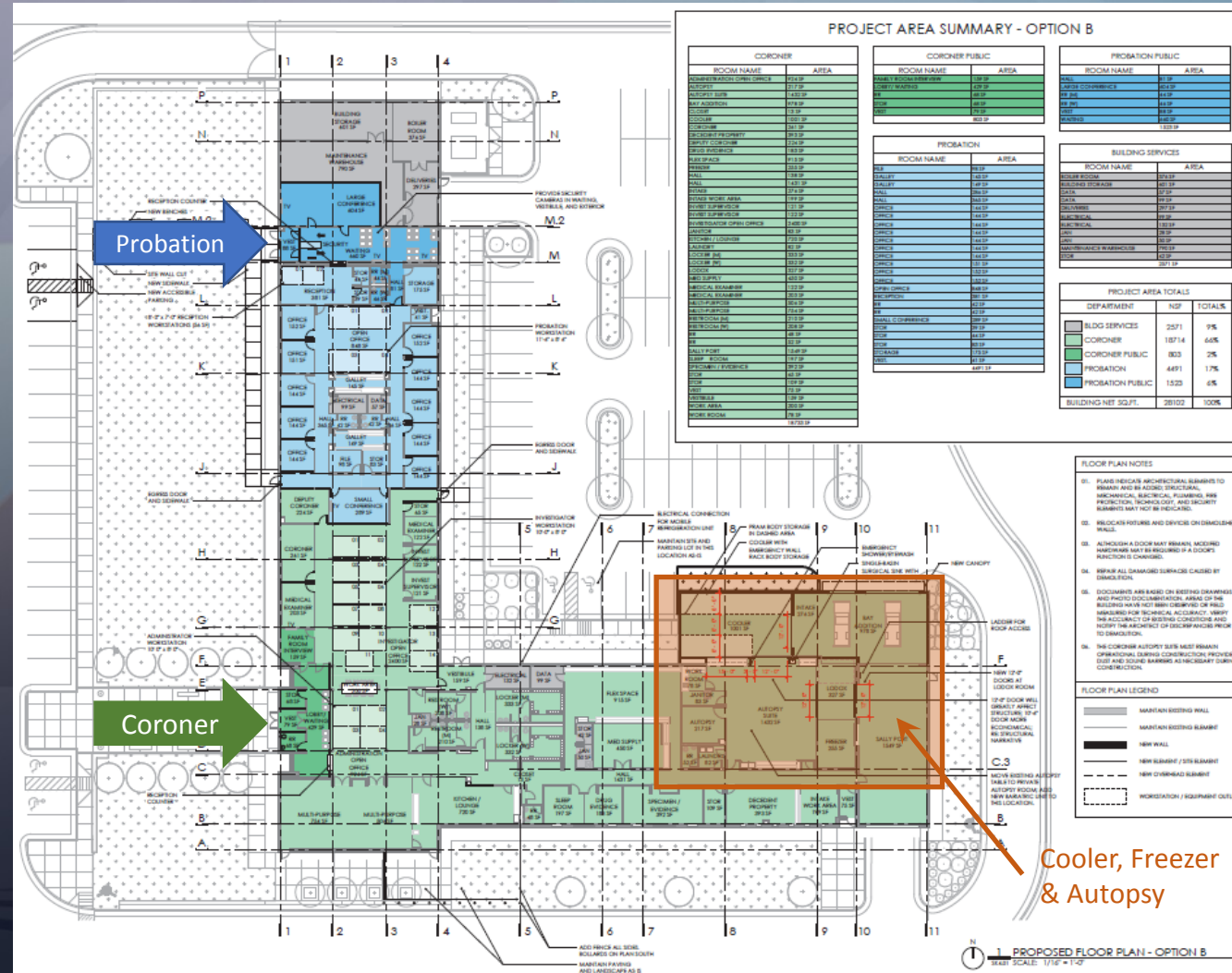
Project Focus:
Coroner's & Probation
Facility
Design Concept Review

Monica Broncucia-Jordan, Coroner

Sherronda Appleberry, Chief Deputy Coroner

Sean Braden, FFM Mgr. Planning, Design & Construction

Current Design Concept



Proposed Design Budget & Schedule

- Original Concept: \$3,500,000 Total Project
 - Work focused primarily on “pinch points” from Program: Cooler, Freezer, Autopsy Suite
 - Minimal changes to existing administrative offices, use most space “as-is”
 - Still consider a future facility in 2026 to 2028
- Current Design: \$9,100,000 Total Project *(included in 2021 Proposed CIP Budget)*
 - Includes all “pinch points” from Program: Cooler, Freezer, Autopsy Suite
 - Includes Administrative offices, work flow efficiencies, improved workspaces and amenities
 - Includes dedicated Probation function / separated for efficiency
 - Replacement of a portion of aging MEP systems
- Proposed Schedule (tentative – subject to change):
 - Design: September 2020 through Q2 2021
 - Construction: Q2 or 3 2021 through Q2 2022



Next Steps

- BoCC Approval of Design Concept (Study Session): Sept. 15, 2020
- Commence Design Efforts: September 2020
 - Amend Architect's Fee based on current design October 2020
- Solicit Statement of Qualifications (SOQ) for the Construction Manager / General Contractor (CM/GC): October 2020
- 2021 Budget Allocation Approval: December 2020
- Complete Designs, Permit, and Construction: Mid 2020 through Mid 2021



Questions?

