

STAFF BRIEFINGS and WORK SESSIONS

February 4, 2020

****Please Note Meetings Will Begin Immediately Following BCC Hearings****

All items on this agenda are scheduled for after 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.

Hearing Room 1, 1st Floor

Briefing Items

1. Fairgrounds Operations
1 hour
Don Davis, Julie Story
Dexter Foxworth

BCC Conference Room, 5th Floor

2. Sheriff Grants - 15 minutes
• Victim Assistance and Law Enforcement (VALE) 2020-2021
• Crime Victim Services 2021-2022
Chief Pocsik, Jessica Parivar
3. Quincy Lake HOA License Agreement for Landscaping Improvements in County Right of Way - 10 minutes
Jeanie Rossillon, Steve Durian
4. 2019 Road Acceptances and Mileage Certification Report
10 minutes
Jeanie Rossillon, Steve Durian

County Commissioners' Report

County Manager's Report

County Attorney's Report

Executive Session

- Sheriff Contract - Legal Advice C.R.S. 24-6-402(4)(b) - 20 minutes
- Jviation - Legal Advice C.R.S. 24-6-402(4)(b) - 10 minutes
- Westernaires - Legal Advice C.R.S. 24-6-402(4)(b) - 20 minutes
- Legal Update - Legal Advice C.R.S. 24-6-402(4)(b) - 5 minutes

Adjourn

County Manager/BCC Admin Staff

Lunch Break

1:00pm (time certain)

Briefing Items

5. Jeffco EDC 2020 Contract
1 hour
Don Davis

County Manager/BCC Admin Staff

Work Sessions - No Agenda Items

Jefferson County does not discriminate based on 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 303-271-5000 or TDD 303-271-8560. We appreciate a minimum of 24 hours advance notice so arrangements can be made to provide the requested auxiliary aid.

STAFF BRIEFINGS and WORK SESSIONS
February 4, 2020

Hearings		Total Estimated Time: 1 hour
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8:00	9:00
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Briefing Items		Total Estimated Time: 1 hour 35 minutes
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Begin	End	Agenda No.	Title
9:00	10:00	1.	Fairgrounds Operations (Hearing Room 1)
10:00	10:15	2.	Sheriff Grants
10:15	10:25	3.	Quincy Lake HOA License Agreement for Landscaping Improvements in County Right of Way
10:25	10:35	4.	2019 Road Acceptances and Mileage Certification Report
		5.	

Commissioners Report - The Board Chair may move Reports to earlier if time permits:		Total Estimated Time: 5 minutes
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10:35	10:40
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County Manager Report		Total Estimated Time: 5 minutes
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10:40	10:45
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County Attorney Report		Total Estimated Time: 5 minutes
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10:45	10:50
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Executive Session		Total Estimated Time: 55 minutes
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Begin	End	
10:50	11:10	Sheriff Contract - Legal Advice C.R.S. 24-6-402(4)(b)
11:10	11:20	Jviation - Legal Advice C.R.S. 24-6-402(4)(b)
11:20	11:40	Westernaires - Legal Advice C.R.S. 24-6-402(4)(b)
11:40	11:45	Legal Update - Legal Advice C.R.S. 24-6-402(4)(b)

County Manager/BCC Admin Staff - The Board Chair may move to earlier if time permits:		Total Estimated Time: 3 hours
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11:45	12:15	BCC/Admin. Staff
12:15	12:30	BCC/County Manager
12:30	1:00	LUNCH BREAK
1:00	2:00	Jeffco EDC 2020 Contract
2:00	2:45	BCC/County Manager

Work Sessions: No items - Next Work Session Scheduled for April 21, 2020

BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER
Fairgrounds Operations
February 4, 2020

For Information

For Discussion/Board Direction

Consent to
Place on Business/
Hearing Agenda

Issue: More details about the Fairgrounds operations discussion on the possibilities on cost recovery, impacts to the General Fund and preserving critical portions of the Fairgrounds, as well as a recommendation will be presented.

Background: After Jeffco's ballot initiative did not pass in November, the County Manager asked the team in late December to investigate the possibility of moving the Fairgrounds to an enterprise fund. That means the Fairgrounds would need to operate at a greater than 90% cost recovery model. This would remove the Fairgrounds from the county's General Fund and require it to become a self-sustaining operation. Community meetings have also been held to hear what they feel are critical activities to preserve and the community impact.

Discussion: The team worked hard to see what opportunities and efficiencies might be available to improve the current cost recovery of the Fairgrounds operations and the possibility of moving to an enterprise. This included, but was not limited to, increasing rates, new partnerships, salary savings from open headcount and staff movement, one day a week closure, and reduced contracted work. More details on this and updates to cost recovery as well as the opportunity to preserve what the community feels is critical will be provided at the staff briefing.

Fiscal Impact: Currently, the General Fund provides a \$1.8 million subsidy for Fairgrounds operations.

Revenue Limits Impact: yes no

Depending on which option the board chooses to explore further, a TABOR impact and General Fund impact statement will be provided.

Recommendations:

County Manager will bring four options to the Board

- Stay the course, which still impacts the General Fund by \$1.8M
- Improve the cost recovery, bringing that to a \$1.2M impact to the General Fund
- Cease Fairgrounds operations
- Preserve critical portions

Originator:

Julie Story, Public Affairs Director, jstory@jeffco.us, 303-271-8541

Dexter Foxworth, Events & Venues Director, dfoxwort@jeffco.us, 303-271-6612



Jeffco Fairgrounds Operations Discussion

February 4, 2020

Today

REVENUES: \$521K*

EXPENDITURES: \$1.8M

GENERAL FUND SUBSIDY: \$1.3M

28% COST RECOVERY

**Fairgrounds receives CTF dollars that are greater than 10% of revenues.*

Opportunities & Efficiencies

Revenues	Expenditures
Increase rates <ul style="list-style-type: none">\$156K annual increase potential	Open headcount <ul style="list-style-type: none">\$150K savings
Change booking policy	Staff movement <ul style="list-style-type: none">\$128K savings
New partnerships <ul style="list-style-type: none">Digital marquee, Glamping	One day/week closure
	Reduce supplies <ul style="list-style-type: none">\$36K savings
	Reduce contracted work <ul style="list-style-type: none">\$62K in savings

Potential

REVENUES: \$700K*

EXPENDITURES: \$1.2M

GENERAL FUND SUBSIDY : \$500K

57% COST RECOVERY

**Fairgrounds would receive less than 10% of revenues in CTF dollars in this scenario.*

Becoming an Enterprise Fund

- 1 prove that it can be self-sustaining for a period of time (up to 5 years);
- 2 a government-owned business authorized to issue its own revenue bonds;
- 3 receiving under 10% of annual revenue in grants from all Colorado state and local governments combined;
- 4 has no power to levy general taxes.

Alternatives

	Improve Cost Recovery	Dissolve Fairgrounds Ops	Keep Critical Portions
Scope	<ul style="list-style-type: none"> Fairgrounds decreases overall expenditures. Rebrand/Change name to attract business. Adjust mission to include economic impact. 	<ul style="list-style-type: none"> Fairgrounds operations dissolved after 2020. 	<ul style="list-style-type: none"> Explore Open Space acquisition of portion of property for activities that only this property can provide Explore nonprofit to operate
Benefits	<ul style="list-style-type: none"> Improved cost recovery. Decreased General Fund impact. 	<ul style="list-style-type: none"> Relieves the general fund of most ongoing Fairgrounds operations costs. 	<ul style="list-style-type: none"> Allows youth and equine groups to continue activities and retains a piece of Jeffco's western heritage. Relieves the general fund of some ongoing Fairgrounds operations costs.
Drawbacks	<ul style="list-style-type: none"> Decreased service levels. Increased fees Possible loss of business 	<ul style="list-style-type: none"> Community concerns about eliminating Fairgrounds. CSUE (4-H, programs), Westernaires impact. Cost to maintain the Fairgrounds facilities. Layoffs of up to 11 full-time & 1 temp employee. 	<ul style="list-style-type: none"> Portions of Fairgrounds repurposed for other uses (TBD) Impact to community and event hosts/promoters JCOS – potential initial and ongoing costs Layoffs of up to 11 full-time & 1 temp employee
Financial	<ul style="list-style-type: none"> Revenue: \$700K (34% increase or \$178K) Expenditures: \$1.2M (26% decrease or \$492K Cost recovery: 57% (currently 28%) 	<ul style="list-style-type: none"> Savings range \$1 to 1.6M 	<ul style="list-style-type: none"> Savings range \$1 to \$1.6M
Next Steps	<p>Working with the community to investigate possible alternatives to the enterprise fund and some options to preserve the equine and agricultural portions of the Fairgrounds. <i>Note:</i> We asked the Fairgrounds Advisory Committee to work with the community to gather ideas, suggestions and possible solutions and they requested staff conduct this process.</p>		

BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER
Victim Assistance and Law Enforcement (VALE) 2020-2021
Grant Application
February 4, 2020

For Information For Discussion/Board Direction Consent to
 Place on Business/
 Hearing Agenda

ISSUE: The Jefferson County Sheriff’s Office (JCSO) requires approval from the Board of County Commissioners (BCC) to submit a grant application to the 1st Judicial District’s Victim Assistance and Law Enforcement (VALE) Board. The grant period is 7/1/20 – 6/30/21.

BACKGROUND: The VALE Board provides grant awards to assist service providers in the 1st Judicial District including the JCSO. The JCSO provides support services to victims of crime. JCSO’s Victim Services Unit (VSU) counselors and advocates make initial contact with victims while on-scene, in the office, by phone, or by mail to offer support and/or provide education and information to victims, their families and to witnesses of crimes. Victims are informed of their rights and available resources. The JCSO serves all victims of crime and their families including but not limited to homicide/suicide/suspicious death investigations, all felony assaults, all domestic violence assaults, sexual assault, incest and aggravated incest/child sexual assault, kidnapping, aggravated robbery, home invasion burglary/attempted burglary, and human trafficking. The total amount being requested for this grant is \$62,747. The JCSO has an existing VALE grant in the amount of \$58,545 for dates 7/1/19 – 6/30/20. The JCSO is requesting funding to cover 100% of the salary for a full- time position.

DISCUSSION: If awarded, this funding will cover 100% of the salary for one full-time Victim Advocate position. The County Patrol Fund will be receiving these funds.

FISCAL IMPACT: All expenses will be offset by revenue received through this grant.

Revenue Limits Impact: yes no

The revenue source is a state grant. If the full requested grant amount is awarded, there will be a partial impact to the county’s TABOR fiscal year spending limit in the amount of approximately \$2,100. The 2020 remaining amount was included in the 2020 adopted budget and TABOR projections.

RECOMMENDATIONS: Approve the placement of this grant application on a future Consent Agenda for approval by the BCC, for acceptance of the grant

funds, to authorize the Chairman to execute any documents required to be executed by the BCC for the grant application and the award and to direct that these funds be supplemented to the JCSO's 2020 Budget.

ORIGINATOR:

Jessica Parivar, JCSO Grants Specialist, Ext. 5311

CONTACTS FOR ADDITIONAL INFORMATION:

Andrea Quast, Victim Services Manager, Ext. 5570

Scott Pocsik, Chief of Investigations, Ext. 5682

BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER
Crime Victim Services 2021-2022 Grant Application
February 4, 2020

- For Information For Discussion/Board Direction Consent to Place on Business/Hearing Agenda

ISSUE: The Jefferson County Sheriff's Office (JCSO) requires approval to submit a grant application to the State of Colorado Office for Victims Programs (OVP) that includes a request for partial salary and benefit reimbursement for 2 full-time victim advocates, 1 part-time administrative support non-benefited employee, training, travel and software maintenance. The 2 full-time victim advocates are current employees, we have historically received grant funding to partially cover both of their salaries.

BACKGROUND: Historically, OVP has awarded the JCSO an annual grant to provide expertise and skill in law enforcement victim assistance, including on-scene crisis intervention, follow-up contact and information or referrals through the Victims of Crime Act (VOCA) program. If awarded, the period of performance for this grant would be two years beginning 01/01/2021 and ending on 12/31/2022.

DISCUSSION: Current protocol requires victim advocates to be called to the scene for the following types of crimes: homicide/suicide/suspicious death investigations, all felony assaults, all domestic violence assaults, sexual assault, incest and aggravated incest/child sexual assault, kidnapping, aggravated robbery, home invasion burglary/attempt burglary, and human trafficking. This is intended to ensure victims of crime receive needed resources and information immediately and are eased into the criminal justice process. The grant would partially fund the salaries and benefits of 2 full time victim advocates and 1 part-time Non Benefitted Employee. The full time advocates would provide the same support to victims as in previous years, the part-time position is a new request this year. The new hire would complete administrative tasks currently assigned to investigators, by alleviating these tasks the Investigators would be able to increase contact with crime victims and the District Attorney's Office with the goal of enhancing investigations which we hope would ultimately lead to the increase of successful prosecuted cases.

FISCAL IMPACT: This is a Federal grant passed through the Colorado Office for Victims Programs; there is no TABOR impact. Partial salaries and benefits for full-time and part-time staff must be covered by the County and a 20% match is required. The amounts that would need to be covered by the County for two requested grant-funded FTE's and 1 part-time NBE salary and benefits are \$58,880 in 2021 and \$59,117 in 2022. Since this is a continuing grant, these FTE are already included in JCSO's budget. The 20% required match will be covered by in-kind contributions from volunteer hours (estimated value at \$45,774) and the Victim Services Manager's salary (\$19,851) for 2021 and 2022.

RECOMMENDATIONS: Approve that this grant application be placed on a future Consent Agenda for the submission of the grant application by the JCSO Grants

Specialist. If awarded, the Board of County Commissioners directs that the grant funds be accepted, authorizes the Chairman to execute the grant award and related documents, as necessary, and directs that awarded funds be supplemented to JCSO's budget.

ORIGINATOR: Jessica Parivar, Grants Specialist, Sheriff's Office, ext. 5311

CONTACTS FOR ADDITIONAL INFORMATION:

- Andrea Quast, Victim Services Manager, Sheriff's Office, ext. 5570
- Scott Pocsik, Investigations Chief, Sheriff's Office, ext. 5682

BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER
Quincy Lake HOA License Agreement for Landscaping
Improvements in County Right of Way
February 4, 2020

For Information For Discussion/Board Direction Consent to
 Place on Business/
 Hearing Agenda

Issue: Quincy Lake Owners Association, Inc. desires to enter into a license agreement with the County to allow the removal of native seed turf and installation sod turf and an irrigation system within the County's W. Quincy Ave. right of way. The Quincy Lake HOA will maintain the landscaping and irrigation system that is installed within the licensed area.

Background: The applicant's landscape maintenance contractor began removing native grass and replacing it with sod within the W. Quincy Ave. and S. Garrison St. right of way under the impression it was private HOA property. The County halted this construction and offered to consider allowing said construction to go forward with a formal agreement.

Discussion: The Quincy Lakes HOA would like to make this area more desirable without disrupting or infringing on the County's roadway operations. A license agreement between the Quincy Lake HOA and the County allows such improvements and clarify each parties' responsibilities relative to the improvements.

Fiscal Impact: No fiscal impact to the County

Revenue Limits Impact: yes no

Recommendation: Staff recommends approval of the License Agreement with the Quincy Lake HOA to install landscaping improvements and assume all maintenance responsibilities within a portion of the County's right of way and that it be placed on the consent agenda for approval at an upcoming business meeting.

Originator: Robert Taylor, Right of Way/Survey Supervisor, T&E, 8459

Contacts for Additional Information:

Kelsey Hall, Assistant County Attorney, 8903

Steve Durian, Director Transportation & Engineering, 8498

BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER
2019 Road Acceptances and Mileage Certification Report
February 4, 2020

For Information

For Discussion/Board Direction

Consent to
Place on Business/
Hearing Agenda

Issue: The Board of County Commissioners (BCC) is asked to approved resolutions to accept certain roads for ownership and maintenance and to approve a mileage certification report in order to receive Highway User Tax Funds (HUTF).

Background: Every year, the BCC passes a resolution to accept roads for ownership and maintenance that have been constructed within County right-of-way to County standards. Also, the BCC passes a resolution to approve the annual Mileage Certification Report. The new road mileage will be reported to the Colorado Department of Transportation for assessment of HUTF Fund disbursements to the County.

Discussion: For 2019, total of 1.94 miles of roads and streets associated with land development have met criteria for County ownership and maintenance. This mileage, as well other new mileage that is added due to county improvement projects, mileage that is reduced due to annexations, and other corrections, is included in the mileage certification report.

Fiscal Impact: It is estimated that the acceptance of these roads will result in an increase to the County's HUTF by \$18,400 per year.

Revenue Limits Impact: yes no

Recommendations: Staff recommends acceptance of the subject roads, declaring the roads to be part of the Jefferson County Roadway System, and approval of the 2019 Mileage Certification Report. Resolutions will be placed on the consent agenda at an upcoming business meeting.

Originator: Dixie Shear, Resident Engineer, x8492

Contacts for Additional Information:

Steve Durian, Transportation & Engineering Director, x8498

Jeanie Rossillon, Development & Transportation Director, x8575