

# BOARD OF COUNTY COMMISSIONERS STAFF BRIEFINGS and WORK SESSIONS

Hybrid Meeting  
April 19, 2022

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

## Staff Briefings

### BCC Boardroom, 5<sup>th</sup> Floor and WebEx Virtual Platform

Join our virtual meeting via WebEx

<https://jeffco.webex.com/jeffco/onstage/g.php?MTID=e55183efb40ae7885fa55d49a9dc84028>

Event Password: **ddSFRH3Ms82**

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- |   |                                  |
|---|----------------------------------|
| 1. Hangar Ground Lease Amendment #1 for Premier Hangar, LLC<br>10 minutes | Brandon Burns<br>Stephanie Corbo |
| 2. 2022 Budget - Carryforward Supplemental Overview<br>30 minutes         | Micah Badana<br>Stephanie Corbo  |
| 3. Policy Update<br>10 Minutes  | Kate Newman<br>Staci Potts       |

## Reports - Commissioners, County Manager and County Attorney

### Lunch Break (11:50 am or as directed for by the Chairman)

### Executive Session

- Kowalski v. Shrader - Legal Advice C.R.S. 24-6-402(4)(b) - 10 minutes
- South Jeffco Library Site on Open Space Land - Advice to Negotiators C.R.S. 24-6-402(4)(e) and Transfer of Property C.R.S. 24-6-402(4)(a) - 15 minutes
- Open Space Policy and Program Waivers - Advice to Negotiators C.R.S. 24-6-402(4)(e) and Transfer of Property C.R.S. 24-6-402(4)(a) and Legal Advice C.R.S. 24-6-402(4)(b) - 15 minutes
- Kittredge Park Boundaries - Legal Advice C.R.S. 24-6-402(4)(b) - 10 minutes
- Rock Creek Master Association v. Jefferson County - Legal Advice C.R.S. 24-6-402(4)(b) - 5 minutes
- Jefferson Parkway Public Highway - Advice to Negotiators C.R.S. 24-6-402(4)(e) and Legal Advice C.R.S. 24-6-402(4)(b) - 30 minutes
- Legal Update - Legal Advice C.R.S. 24-6-402(4)(b) - 10 minutes

## Adjourn

## Work Sessions - No Agenda Items

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. 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.

**BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER**  
**Hangar Ground Lease Amendment #1 for Premier Hangars, LLC**  
**April 19, 2022**

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

**Issue:** Consider a Lease Amendment for Premier Hangars, LLC.

**Background:** Premier Hangars, LLC, signed a 30-year Hangar Ground Lease with the Airport/Jefferson County on February 1, 2021.

**Discussion:** The County and Premier Hangars, LLC, desire to amend the existing lease in order to allow Premier Hangars to take on additional land (3,229 square feet) around the hangar to construct a security fence.

**Fiscal Impact:** The additional square footage will result in an additional annual revenue amount of \$2,010.05 to the Airport. There is no impact to TABOR, as the Airport is an enterprise fund and revenue to the Airport does not impact the County's TABOR revenue.

- **Year of impact:** 2022
- **TABOR impact:** None
- **Existing grant or project:** project
- **New grant or project:** No
- **Requested in adopted budget:** No
- **Ongoing or one-time:** One-time
- **General Fund impact:** None
- **Staffing impact:** None
- **ARPA impact:** None
- **Match requirements:** None
- **Mandate/Contractual obligation:** Yes

**Revenue Limits Impact:**    yes    no  
Revenue at the Airport is excluded from TABOR limitations.

**SPA Review:** As Determined by SPA: Support with no concerns.

**Recommendations:** Staff recommends that the Board of County Commissioners approve the new lease Amendment between Jefferson County and Premier Hangars, LLC.

**Originator:** Brandon Burns, Airport, x4859

**Contacts for Additional Information:** Kurtis Behn, County Attorney's Office, x8923; Stephanie Corbo, Strategy Innovation & Finance, x8542; Paul Anslow, Airport, x4851

**BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER  
2022 Budget – Carryforward Supplemental Overview  
April 19, 2022**

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

**Issue:** Departments are requesting to amend the 2022 Adopted Budget to carryforward contracts, grants, or projects that were not completed by 2021 fiscal year end.

**Background:** Departments have determined that projects or contracts could not be finalized in 2021 due to project delays and other considerations. This has resulted in under expended budgets in 2021 for projects that need to be carried forward into 2022 to complete the remainder of the contract, grant, or project.

**Discussion:** The attached document outlines the departments and funds requiring amended appropriations for the listed projects, grant, or contracts being carried forward.

Staff is proposing two methods for reserving the funds requested by departments, using assigned fund balance and the standard carryforward.

**Assigned Fund Balance:** Are unspent General Fund dollars from the prior year that will be assigned, or “earmarked”, in the fund balance for the specific use at a later time. Based on SPA recommendations, these assigned earmarks will be designated by the county’s Chief Financial Officer. These earmarks do not guarantee future spending authorization. If the specified need cannot first be covered within a department’s annual General Fund budget or by additional revenue sources such as grants, then the department may brief the Board to formally request a budget increase to spend these earmarked dollars. *Assigned Fund Balance* requests apply to the General Fund only. Requests from other county funds (not General Fund) will be included in the *Standard Carryforward* requests described below.

**Standard Carryforward Requests:** Are unspent dollars from the prior year that will be included in the annual supplemental carryforward appropriation on April 26<sup>th</sup>. These traditional carryforward requests are those that were not included in the 2022 Adopted Budget (due to timing) and cannot be interrupted or have established deadlines, such as concluding a project or grant that was started in the prior year, or to fulfill a contractual obligation.

**Fiscal Impact:** The carryforward request will amend the 2022 adopted budget and appropriations in various funds by a total of \$20,339,563 and assign fund balance of the General Fund in the amount of \$5,414,062.

<b>Request by Fund</b>		
<b>Fund</b>	<b>Standard Carryforward</b>	<b>Assigned Fund Balance</b>
General Fund	1,633,290	5,414,062
Airport Fund	2,017,167	
Capital Expenditures Fund	2,002,831	
Evergreen/Conifer Traffic Impact Fund	150,000	
Fleet Fund	2,714,471	
Library Fund	8,181,951	
Patrol Fund	37,153	
Road & Bridge Fund	1,525,000	
SE Sales Tax Capital Projects Fund	2,000,000	
Social Services Fund	11,500	
Wildland Fire Fund	66,200	
<b>Total Countywide</b>	<b>20,339,563</b>	<b>5,414,062</b>

- Year of impact: FY2022
- TABOR impact: yes, currently estimated at \$29,346.
- Existing grant or project: several requests are continuation of previously approved grant or phased project
- Requested in adopted budget: No
- Ongoing or one-time: one-time
- General Fund impact: yes, see above for details
- Staffing impact: N/A
- APRA impact: N/A
- Match requirements: none
- Mandate/Contractual obligation: N/A

**Revenue Limits Impact:** yes no

Several of the carryforward requests are for state grants that are based on the state fiscal year and were not completed in by the County's fiscal year. The estimated impact of the FY2022 TABOR Fiscal Year Spending Limit is \$29,346.

**SPA Review:** Supports, no concerns.

**Recommendations:** It is recommended that the Board of County Commissioners directs the CFO to assign \$5,414,062 in fund balance in the General Fund and authorize the increase in appropriations to the 2022 Adopted Budget in the amount of \$20,339,563 for the following funds: Airport, Capital Expenditures, Evergreen/Conifer Traffic Impact, Fleet Services, General, Library, Patrol, Road & Bridge, South East Sales Tax Capital Projects, Social Services Fund, and Wildland Fire Fund.

**Originator:**

Daniel Conway, Strategy, Innovation & Finance, x8570  
Stephanie Corbo, Strategy, Innovation & Finance, x8542

**Contacts for Additional Information:**

Micah Badana, Strategy, Innovation & Finance, x8594  
Phillip Pappas, Strategy, Innovation & Finance, x8558

**FY2022 Carryforward Requests Summary**

Fund - Department - Division	Item #	Carryforward Description	Briefed by Dept	Carryforward Type	Amount	Page #
<b>General Fund</b>						
Business Innovation & Technology	1	Agenda, Board, Meetings, & Media Management		Supplemental	66,000	1
Business Innovation & Technology	2	Amanda Citizen Portal		Supplemental	71,051	1
Business Innovation & Technology	3	ERP Upgrade/Replacement		Supplemental	1,115,656	2
Business Innovation & Technology	4	Network Modernization		Assigned Fund Balance	201,496	2
Business Innovation & Technology	5	SharePoint Migration		Supplemental	268,500	3
Business Innovation & Technology	6	Technology Refresh		Assigned Fund Balance	147,210	3
<b>Total Business Innovation &amp; Technology</b>					<b>\$1,869,913</b>	
District Attorney	7	Computer Monitors		Assigned Fund Balance	8,240	4
District Attorney	8	Interview room build-out		Assigned Fund Balance	17,908	4
District Attorney	9	Pre-file Diversion Grant		Supplemental	79,732	5
District Attorney	10	Training Room Technology		Assigned Fund Balance	87,000	5
<b>Total District Attorney</b>					<b>\$192,880</b>	
Operations - Facilities Management	11	Boiler Design	Yes	Assigned Fund Balance	20,125	6
Operations - Facilities Management	12	Boiler Replacement	Yes	Assigned Fund Balance	114,834	6
Operations - Facilities Management	13	C/W Window Replacement	Yes	Assigned Fund Balance	300,000	7
Operations - Facilities Management	14	Central Admin Rood Replacement	Yes	Assigned Fund Balance	15,000	7
Operations - Facilities Management	15	Climate Action Plan	Yes	Assigned Fund Balance	70,000	8
Operations - Facilities Management	16	Coal Creek Salt Dome	Yes	Assigned Fund Balance	594,820	8
Operations - Facilities Management	17	Coroner Autopsy Room	Yes	Assigned Fund Balance	100,000	9
Operations - Facilities Management	18	Courthouse Walls	Yes	Assigned Fund Balance	75,449	9
Operations - Facilities Management	19	Courtroom 1A	Yes	Assigned Fund Balance	6,000	10
Operations - Facilities Management	20	Grounds Equipment	Yes	Assigned Fund Balance	50,000	10
Operations - Facilities Management	21	Hardscape Repairs	Yes	Assigned Fund Balance	8,900	11
Operations - Facilities Management	22	HSB Window Replacement	Yes	Assigned Fund Balance	30,000	11
Operations - Facilities Management	23	HVAC Upgrade	Yes	Assigned Fund Balance	22,428	12
Operations - Facilities Management	24	Key Lock Doors & Card Reader Replacement	Yes	Assigned Fund Balance	27,278	12
Operations - Facilities Management	25	Lookout Mountain Salt Dome	Yes	Assigned Fund Balance	590,940	13
Operations - Facilities Management	26	Radio Frequency Compliance Project	Yes	Assigned Fund Balance	250,000	13
Operations - Facilities Management	27	Terrazzo Repair	Yes	Assigned Fund Balance	95,408	14
Operations - Facilities Management	28	Traffic Circle Closure	Yes	Assigned Fund Balance	97,730	14
<b>Total Operations - Facilities Management</b>					<b>\$2,468,912</b>	

**FY2022 Carryforward Requests Summary**

<b>Fund - Department - Division</b>	<b>Item #</b>	<b>Carryforward Description</b>	<b>Briefed by Dept</b>	<b>Carryforward Type</b>	<b>Amount</b>	<b>Page #</b>
Sheriff's Office	29	BJAG Lifetrack Federal Grant		Supplemental	3,884	15
Sheriff's Office	30	Building Automation HVAC Control System		Assigned Fund Balance	17,937	15
Sheriff's Office	31	Colorado IMT State Grant		Supplemental	3,385	16
Sheriff's Office	32	Detentions Center Commercial Washer		Assigned Fund Balance	33,300	16
Sheriff's Office	33	Detentions Center Elevator Repairs		Assigned Fund Balance	17,041	17
Sheriff's Office	34	Fleet Carwash Replacement		Assigned Fund Balance	99,007	17
Sheriff's Office	35	Generator Touchscreen Replacement		Assigned Fund Balance	29,498	18
Sheriff's Office	36	Inmate Services Unit Cabinet Replacement		Assigned Fund Balance	38,800	18
Sheriff's Office	37	Jail Distributed Antenna System Replacement		Assigned Fund Balance	80,000	19
Sheriff's Office	38	Jail Security Camera project		Assigned Fund Balance	470,486	19
Sheriff's Office	39	JBBS Performance Incentive State Grant		Supplemental	20,582	20
Sheriff's Office	40	Patrol Vehicle Purchases		Assigned Fund Balance	489,972	20
Sheriff's Office	41	POST State Grant		Supplemental	4,500	21
Sheriff's Office	42	Radio Site Microwave Upgrade		Assigned Fund Balance	939,581	21
Sheriff's Office	43	SO Facility Condition Assessment		Assigned Fund Balance	36,250	22
Sheriff's Office	44	South Tower Soffit Repairs		Assigned Fund Balance	27,803	22
Sheriff's Office	45	TV Retrofit Detentions Center		Assigned Fund Balance	51,668	23
Sheriff's Office	46	Vehicle Accident Repairs		Assigned Fund Balance	151,953	23
<b>Total Sheriff's Office</b>					<b>\$2,515,647</b>	
<b>Total General Fund</b>					<b>\$7,047,352</b>	

**FY2022 Carryforward Requests Summary**

Fund - Department - Division	Item #	Carryforward Description	Briefed by Dept	Carryforward Type	Amount	Page #
<b>Airport Fund</b>						
Strategy Innovation & Finance - Airport	47	Airport Noise RoundTable Program		Supplemental	\$7,167	24
Strategy Innovation & Finance - Airport	48	Fuel Line Reconstruction		Supplemental	\$195,000	24
Strategy Innovation & Finance - Airport	49	NE Development 15 Acres		Supplemental	\$100,000	25
Strategy Innovation & Finance - Airport	50	Pavement Maintenance		Supplemental	\$205,000	25
Strategy Innovation & Finance - Airport	51	Taxiway A & A1 Reconstruction		Supplemental	\$1,510,000	26
<b>Total Strategy Innovation &amp; Finance - Airport</b>					<b>\$2,017,167</b>	
<b>Total Airport Fund</b>					<b>\$2,017,167</b>	
<b>Capital Expenditures Fund</b>						
Operations - Facilities Management	52	Admin Building Fire Sprinkler Line Repairs		Supplemental	2,002,831	26
<b>Total Operations - Facilities Management</b>					<b>2,002,831</b>	
<b>Total Capital Expenditures Fund</b>					<b>\$2,002,831</b>	
<b>Evergreen/Conifer Traffic Impact Fund</b>						
D&T - Transportation & Engineering	53	JC73 North Turkey to Flying J		Supplemental	150,000	27
<b>Total D&amp;T - Transportation &amp; Engineering</b>					<b>150,000</b>	
<b>Total Evergreen/Conifer Traffic Impact Fund</b>					<b>\$150,000</b>	
<b>Fleet Fund</b>						
Operations - Fleet Services	54	Fuel Pump Equipment Replacement	Yes	Supplemental	181,783	27
Operations - Fleet Services	55	Vehicle Purchases	Yes	Supplemental	2,532,688	28
<b>Total Operations - Fleet Services</b>					<b>2,714,471</b>	
<b>Total Fleet Fund</b>					<b>\$2,714,471</b>	
<b>Library Fund</b>						
Library	56	Belmar Library Outdoor Adventure Space		Supplemental	200,000	28
Library	57	Bookmobile		Supplemental	317,194	29
Library	58	Computer Replacement		Supplemental	77,678	29
Library	59	Document Management System		Supplemental	77,263	30
Library	60	Equipment Replacement		Supplemental	26,000	30
Library	61	Library Alternative Services		Supplemental	230,690	31
Library	62	South County Library Construction		Supplemental	7,253,126	31
<b>Total Library</b>					<b>8,181,951</b>	
<b>Total Library Fund</b>					<b>\$8,181,951</b>	



**FY2022 Carryforward Requests Summary**

Fund - Department - Division	Item #	Carryforward Description	Briefed by Dept	Carryforward Type	Amount	Page #
<b>Patrol Fund</b>						
Sheriff's Office	63	DNA Federal Grant		Supplemental	17,816	32
Sheriff's Office	64	FARO Technologies Software		Supplemental	14,082	32
Sheriff's Office	65	NHTSA DUI Federal Grant		Supplemental	221	33
Sheriff's Office	66	Speed Mitigation Federal Grant		Supplemental	4,155	33
Sheriff's Office	67	VALE State Grant		Supplemental	879	34
<b>Total Sheriff's Office</b>					<b>37,153</b>	
<b>Total Patrol Fund</b>					<b>\$37,153</b>	
<b>Road &amp; Bridge Fund</b>						
D&T - Transportation & Engineering	68	JC73-SH74 to Brook Forest		Supplemental	800,000	34
D&T - Transportation & Engineering	69	McIntyre & 44th Ave Signal		Supplemental	500,000	35
D&T - Transportation & Engineering	70	Traffic Signal Fiber Upgrade		Supplemental	225,000	35
<b>Total D&amp;T - Transportation &amp; Engineering</b>					<b>1,525,000</b>	
<b>Total Road &amp; Bridge Fund</b>					<b>\$1,525,000</b>	
<b>SE Sales Tax Capital Projects Fund</b>						
D&T - Transportation & Engineering	71	Kipling Parkway Improvements		Supplemental	1,000,000	36
D&T - Transportation & Engineering	72	Quincy Phase 2		Supplemental	1,000,000	36
<b>Total D&amp;T - Transportation &amp; Engineering</b>					<b>2,000,000</b>	
<b>SE Sales Tax Capital Projects Fund</b>					<b>\$2,000,000</b>	
<b>Social Services Fund</b>						
Human Services	73	Mathematica Program		Supplemental	11,500	37
<b>Total Human Services</b>					<b>11,500</b>	
<b>Total Social Services Fund</b>					<b>\$11,500</b>	
<b>Wildland Fire Fund</b>						
Sheriff's Office	74	WeatherSTEM system		Supplemental	66,200	37
<b>Total Sheriff's Office</b>					<b>66,200</b>	
<b>Total Wildlife Fire Fund</b>					<b>\$66,200</b>	
<b>Total Countywide Carryforward Requests</b>					<b>\$25,753,625</b>	

## FY2022 Carryforward Request Details

### **Item #1:**

**Department:** Business Innovation & Technology

**Fund:** General Fund

**Carryforward Request Name:** Agenda, Board, Meetings, & Media Management

**Amount:** \$66,000

**Description:** Purchased software from eScribe in 2021 to replace our existing Granicus software for public meetings. The project implementation will continue into 2022 so these funds are needed to cover those implementation and subscription costs.

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### **Item #2:**

**Department:** Business Innovation & Technology

**Fund:** General Fund

**Carryforward Request Name:** Amanda Citizen Portal

**Amount:** \$71,051

**Description:** This project started in the second half of 2021. This project is very complex as it is combining the features and functions of four (4) different websites into a single modern Citizen Portal. As such, the amount of work needed could not be completed in 2021. The carryforward amount represents the work scheduled to be completed in 2022.

## FY2022 Carryforward Request Details

### **Item #3:**

**Department:** Business Innovation & Technology

**Fund:** General Fund

**Carryforward Request Name:** ERP Upgrade/Replacement

**Amount:** \$1,115,656

**Description:** 2021 Workday projects included business process improvements, the creation of dashboards and the implementation of Time and Absence. This work has carried into 2022 due to internal and external staff shortages and competing priorities. In 2022 we will complete the Time and Absence Implementation, Executive Dashboards, and multiple business process improvements including purchasing, recruitment, and benefits.

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### **Item #4:**

**Department:** Business Innovation & Technology

**Fund:** General Fund

**Carryforward Request Name:** Network Modernization

**Amount:** \$201,496

**Description:** The project requires staff to be in the office to swap out old hardware with new replacement hardware. With Covid requirements continuing to change, coordination and planning on this project was difficult so we couldn't get all the sites upgraded in 2021. We're also experiencing supply chain issues which caused delays on receiving the equipment that we procured in 2021.

## FY2022 Carryforward Request Details

### **Item #5**

**Department:** Business Innovation & Technology

**Fund:** General Fund

**Carryforward Request Name:** SharePoint Migration

**Amount:** \$268,500

**Description:** This project started in the second half of 2021. It is a large and complex project requiring a significant amount of planning, analysis and data transfer. Based on when the project started and the amount of work needed it could not be completed in 2021. The carryforward amount represents the work scheduled to be completed in 2022.

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### **Item #6**

**Department:** Business Innovation & Technology

**Fund:** General Fund

**Carryforward Request Name:** Technology Refresh

**Amount:** \$147,210

**Description:** The equipment is pending with the vendor and is on delay due to supply chain constraints

## FY2022 Carryforward Request Details

### **Item #7**

**Department:** District Attorney

**Fund:** General Fund

**Carryforward Request Name:** Computer Monitors

**Amount:** \$8,240

**Description:** Forty monitors ordered in October 2021 as part of the annual Technology Replacement Program that have not yet been received due to supply chain shortage.

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### **Item #8**

**Department:** District Attorney

**Fund:** General Fund

**Carryforward Request Name:** Interview room build-out

**Amount:** \$17,908

**Description:** Complete the build-out of an interview room that is often used to interview people who want to provide additional information while in-custody. The new location allows in-custody witnesses to be brought in by law enforcement directly through the rear entrance, via secured doors, away from all staff, and with a rarely utilized bathroom. This was unable to be completed in 2021 due to project backlog.

## FY2022 Carryforward Request Details

### **Item #9**

**Department:** District Attorney

**Fund:** General Fund

**Carryforward Request Name:** Pre-file Diversion Grant

**Amount:** \$79,732

**Description:** Unused grant appropriation for a 21/22 pre-file Diversion grant to prevent further involvement of juveniles in the formal justice system that was briefed to this Board on August 10th 2021 and included in the August 31st, 2021 budget amendment

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### **Item #10**

**Department:** District Attorney

**Fund:** General Fund

**Carryforward Request Name:** Training Room Technology

**Amount:** \$87,000

**Description:** update antiquated Training Room systems to work with current technology and allow our office to again have audio available for presentations.

## FY2022 Carryforward Request Details

### **Item #11**

**Department:** Operations – Facilities Management

**Fund:** General Fund

**Carryforward Request Name:** Boiler Design

**Amount:** \$20,125

**Description:** Consultant staffing – unable to complete the drawings until February

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### **Item #12**

**Department:** Operations – Facilities Management

**Fund:** General Fund

**Carryforward Request Name:** Boiler Replacement

**Amount:** \$114,834

**Description:** Boiler was ordered but was a long lead item due to manufacturing delays. Materials are in Denver now, but we could not take the existing boiler out of service until the heating season is over.

## FY2022 Carryforward Request Details

### **Item #13**

**Department:** Operations – Facilities Management

**Fund:** General Fund

**Carryforward Request Name:** C/W Window Replacement

**Amount:** \$300,000

**Description:** Supply chain and shipping delays.

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### **Item #14**

**Department:** Operations – Facilities Management

**Fund:** General Fund

**Carryforward Request Name:** Central Admin Room Replacement

**Amount:** \$15,000

**Description:** Consultant staffing – unable to complete the drawings until October. Project was bid out and Work began in 2021.



## FY2022 Carryforward Request Details

### **Item #15**

**Department:** Operations – Facilities Management

**Fund:** General Fund

**Carryforward Request Name:** Climate Action Plan

**Amount:** \$70,000

**Description:** Timing and approvals allowed the Work to get under Contract in late December.

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### **Item #16**

**Department:** Operations – Facilities Management

**Fund:** General Fund

**Carryforward Request Name:** Coal Creek Salt Dome

**Amount:** \$594,820

**Description:** Extended lead time on the metal building. In addition, Road and Bridge is utilizing the existing building until spring due to snow removal efforts.

## FY2022 Carryforward Request Details

### **Item #17**

**Department:** Operations – Facilities Management

**Fund:** General Fund

**Carryforward Request Name:** Coroner Autopsy Room

**Amount:** \$100,000

**Description:** Cameras and microphones experienced delays due to supply chain issues.

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### **Item #18**

**Department:** Operations – Facilities Management

**Fund:** General Fund

**Carryforward Request Name:** Courthouse Walls

**Amount:** \$75,449

**Description:** Work was required to be performed after hours and on weekends. Coordination and scheduling delays.

## FY2022 Carryforward Request Details

### **Item #19**

**Department:** Operations – Facilities Management

**Fund:** General Fund

**Carryforward Request Name:** Courtroom 1A

**Amount:** \$6,000

**Description:** Contractor had a punch list item to re-pull AV wire, but the Courts were unable to release the courtroom due to trials that were booked in it.

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### **Item #20**

**Department:** Operations – Facilities Management

**Fund:** General Fund

**Carryforward Request Name:** Grounds Equipment

**Amount:** \$50,000

**Description:** Long lead due to supply chain delays.

## FY2022 Carryforward Request Details

### **Item #21**

**Department:** Operations – Facilities Management

**Fund:** General Fund

**Carryforward Request Name:** Hardscape Repairs

**Amount:** \$8,900

**Description:** Tripping hazard identified late in the year. Contractor coordination and scheduling delays.

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### **Item #22**

**Department:** Operations – Facilities Management

**Fund:** General Fund

**Carryforward Request Name:** HSB Window Replacement

**Amount:** \$30,000

**Description:** Supply chain delays

## FY2022 Carryforward Request Details

### **Item #23**

**Department:** Operations – Facilities Management

**Fund:** General Fund

**Carryforward Request Name:** HVAC DDC Upgrade

**Amount:** \$22,428

**Description:** Supply chain delays (computer chip components)

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### **Item #24**

**Department:** Operations – Facilities Management

**Fund:** General Fund

**Carryforward Request Name:** Key Lock Doors & Card Reader Replacement

**Amount:** \$27,278

**Description:** Supply chain delays (computer chip components)

## FY2022 Carryforward Request Details

### **Item #25**

**Department:** Operations – Facilities Management

**Fund:** General Fund

**Carryforward Request Name:** Lookout Mountain Salt Dome

**Amount:** \$590,940

**Description:** Extended lead time on the metal building. In addition, Road and Bridge is utilizing the existing building until spring due to snow removal efforts.

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### **Item #26**

**Department:** Operations – Facilities Management

**Fund:** General Fund

**Carryforward Request Name:** Radio Frequency Compliance Project

**Amount:** \$250,000

**Description:** Consultant was unable to complete the design timely due to the complexity of the Jail and Administration & Courts Facility.

## FY2022 Carryforward Request Details

### **Item #27**

**Department:** Operations – Facilities Management

**Fund:** General Fund

**Carryforward Request Name:** Terrazzo Repair

**Amount:** \$95,408

**Description:** The stone in the existing terrazzo is too soft and no longer used. It took several attempts and aggregate from different quarries to get a terrazzo mix that looked similar to the existing.

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### **Item #28**

**Department:** Operations – Facilities Management

**Fund:** General Fund

**Carryforward Request Name:** Traffic Circle Closure

**Amount:** \$97,730

**Description:** Delayed due to supply chain delays with the gate.

## FY2022 Carryforward Request Details

### **Item #29**

**Department:** Sheriff's Office

**Fund:** General Fund

**Carryforward Request Name:** BJAG Lifetrack Federal Grant

**Amount:** \$3,884

**Description:** Edward Byrne Memorial Justice Assistance Grant (JAG) Program Federal Grant, this grant award years crosses fiscal years, and the timing of actual spending naturally varies from original estimates for each budget year, requiring subsequent adjustments.

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### **Item #30**

**Department:** Sheriff's Office

**Fund:** General Fund

**Carryforward Request Name:** Building Automation HVAC Control System

**Amount:** \$17,937

**Description:** In progress project for replacing the HVAC control system. The current system that controls building temperatures is obsolete and out of vendor support. The new version of the software that is being installed will ensure that the HVAC control system will not fail. Changes needed include both the programming side as well as the physical controls that read temperatures.

### **Item #31**



## FY2022 Carryforward Request Details

**Department:** Sheriff's Office

**Fund:** General Fund

**Carryforward Request Name:** Colorado IMT State Grant

**Amount:** \$3,385

**Description:** Colorado Incident Management Team (IMT) State Grant, this grant award years crosses fiscal years, and the timing of actual spending naturally varies from original estimates for each budget year, requiring subsequent adjustments

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### Item #32

**Department:** Sheriff's Office

**Fund:** General Fund

**Carryforward Request Name:** Detentions Center Commercial Washer

**Amount:** \$33,300

**Description:** In progress project. The commercial size washing machines that are in the detention center laundry have exceeded their life expectancy. The parts for these aging appliances are very expensive and anytime a washing machine is down, it takes two weeks to receive parts.

## FY2022 Carryforward Request Details

### **Item #33**

**Department:** Sheriff's Office

**Fund:** General Fund

**Carryforward Request Name:** Detentions Center Elevators

**Amount:** \$17,041

**Description:** In progress project. This funding is for the final bill to cover the cost of emergency repairs for a detention center elevator that broke down due to a short circuit at the end of 2021.

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### **Item #34**

**Department:** Sheriff's Office

**Fund:** General Fund

**Carryforward Request Name:** Fleet Carwash Replacement

**Amount:** \$99,007

**Description:** In progress project. This funding is for replacing the current car wash, which is outdated and in need of extensive repairs, and it is an inefficient older model that is not automated.

## FY2022 Carryforward Request Details

### **Item #35**

**Department:** Sheriff's Office

**Fund:** General Fund

**Carryforward Request Name:** Generator Touchscreen Replacement

**Amount:** \$29,498

**Description:** In progress project. This is a critical project to replace the outdated generator touch screen that is no longer supported. The new touch screen is essential to ensure that the generators will function properly for the detention center when there is a power outage.

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### **Item #36**

**Department:** Sheriff's Office

**Fund:** General Fund

**Carryforward Request Name:** Inmate Services Unit Cabinet Replacement

**Amount:** \$38,800

**Description:** In progress project. The outdated existing cabinets in Inmate Services Unit area need replacement. The doors and countertops are showing extensive decay due to being in use for over 30 years.

### **Item #37**

## FY2022 Carryforward Request Details

**Department:** Sheriff's Office

**Fund:** General Fund

**Carryforward Request Name:** Jail Distributed Antenna System Replacement

**Amount:** \$80,000

**Description:** In progress project. This project is a joint venture with County Facilities to provide amplified radio communications in county buildings on the Golden Campus. The Sheriff's Office is working with the county, who engaged with a vendor that was awarded the design of a system for the Sheriff's building and Radio Maintenance building along with other county buildings. This project is required by Fire Code and must be completed by the end of 2023.

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### Item #37

**Department:** Sheriff's Office

**Fund:** General Fund

**Carryforward Request Name:** Jail Security Camera Project

**Amount:** \$470,486

**Description:** In progress project. The Jail Security Camera project replaces the end of life/support of the current security camera system in the Sheriff's Detention Facility. The project was started in late 2021 due to supply chain and labor shortages. We received 90% of the hardware in 2021 and as of 2/28/2022, the project labor completed is at 9%. The project is expected to be completed mid-November 2022.

## FY2022 Carryforward Request Details

### **Item #39**

**Department:** Sheriff's Office

**Fund:** General Fund

**Carryforward Request Name:** JBBS Performance Incentive State Grant

**Amount:** \$20,582

**Description:** Jail-based behavioral services ("JBBS") program state grant from the State of Colorado, Department of Human Services. The grant award years crosses fiscal years, and the timing of actual spending naturally varies from original estimates for each budget year, requiring subsequent adjustments

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### **Item #40**

**Department:** Sheriff's Office

**Fund:** General Fund

**Carryforward Request Name:** Patrol Vehicle Purchases

**Amount:** \$489,972

**Description:** Purchases in progress. In 2021, due to halts in production of patrol vehicles, the Sheriff's Office was not able to place orders for vehicles.

## FY2022 Carryforward Request Details

### **Item #41**

**Department:** Sheriff's Office

**Fund:** General Fund

**Carryforward Request Name:** Post State Grant

**Amount:** \$4,500

**Description:** Colorado Peace Officer Standards and Training (POST) Grant. The grant award years crosses fiscal years, and the timing of actual spending naturally varies from original estimates for each budget year, requiring subsequent adjustments.

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### **Item #42**

**Department:** Sheriff's Office

**Fund:** General Fund

**Carryforward Request Name:** Radio Site Microwave Upgrade

**Amount:** \$939,581

**Description:** The Sheriff's Radio Site Microwave project replaces the hardware located at the Sheriff's public safety radio sites. These microwave systems network the sites together and connect to the statewide radio system. In 2021, due to COVID related hardware and labor shortages, the project started late in the year.

## FY2022 Carryforward Request Details

### **Item #43**

**Department:** Sheriff's Office

**Fund:** General Fund

**Carryforward Request Name:** SO Facility Condition Assessment

**Amount:** \$36,250

**Description:** This funding is the second half of the cost for a project started in 2021 in order to complete a full facility condition assessment. Using the same vendor as the county did for their facilities assessment, the Sheriff's Office is conducting a full facility condition assessment and analysis of structures included in the Detention Center Building Complex.

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### **Item #44**

**Department:** Sheriff's Office

**Fund:** General Fund

**Carryforward Request Name:** South Tower Soffit Repairs

**Amount:** \$27,803

**Description:** In progress project, this funding is dedicated to repair water damage on the exterior of the detention center building.

## FY2022 Carryforward Request Details

### **Item #45**

**Department:** Sheriff's Office

**Fund:** General Fund

**Carryforward Request Name:** TV Retrofit Detentions Center

**Amount:** \$51,668

**Description:** In progress project, replaces the TVs in the Detention Center. All cabling and electrical wiring, as well as the physical remotes, are being placed in covered tracks that the inmates cannot access.

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### **Item #46**

**Department:** Sheriff's Office

**Fund:** General Fund

**Carryforward Request Name:** Vehicle Accident Repairs

**Amount:** \$151,953

**Description:** In progress project, received insurance reimbursement revenue in 2021 for accidents that occurred throughout the year. This funding is needed to repair and replace vehicles.



## FY2022 Carryforward Request Details

### **Item #47**

**Department:** Strategy, Innovation & Finance - Airport

**Fund:** Airport Fund

**Carryforward Request Name:** Airport Noise RoundTable Program

**Amount:** \$7,167

**Description:** The Noise Roundtable had some expense budget left over due to charges that won't occur until 2022.

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### **Item #48**

**Department:** Strategy, Innovation & Finance - Airport

**Fund:** Airport Fund

**Carryforward Request Name:** Fuel Line Reconstruction

**Amount:** \$195,000

**Description:** The Leprino fuel line reconstruction was unable to get completed due to contractor and procurement schedules.

## FY2022 Carryforward Request Details

### Item #49

**Department:** Strategy, Innovation & Finance - Airport

**Fund:** Airport Fund

**Carryforward Request Name:** NE Development 15 Acres

**Amount:** \$100,000

**Description:** The moving of the dirt pile on the 15 Acre site did not occur in 2021. The dirt will need to be relocated for the development of the back portion of 15 Acres to occur.

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### Item #50

**Department:** Strategy, Innovation & Finance - Airport

**Fund:** Airport Fund

**Carryforward Request Name:** Pavement Maintenance

**Amount:** \$205,000

**Description:** Not all taxiway pavement rehabilitation was able to take place due to contractor schedules.

## FY2022 Carryforward Request Details

### **Item #51**

**Department:** Strategy, Innovation & Finance - Airport

**Fund:** Airport Fund

**Carryforward Request Name:** Taxiway A & A1 Reconstruction

**Amount:** \$1,510,000

**Description:** Most of AIP 63 has been complete, but there are still some engineering costs from the project that need to be wrapped up in 2022. The Airport has not been able to request all grant reimbursements since the project is not complete.

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### **Item #52**

**Department:** Operations – Facilities Management

**Fund:** Capital Expenditures Fund

**Carryforward Request Name:** Admin Building Fire Sprinkler Line Repairs

**Amount:** \$2,002,831

**Description:** Project is currently on schedule. This phase had a 340-calendar day duration.

### **Item #53**

## FY2022 Carryforward Request Details

**Department:** Development & Transportation – Transportation & Engineering

**Fund:** Evergreen/Conifer Traffic Impact Fund

**Carryforward Request Name:** JC73 North Turkey to Flying J

**Amount:** \$150,000

**Description:** The Evergreen Conifer Traffic Impact Fee Funds are required to be carried over for the completion of the shoulder widening along JC73. The project was not completed due to an asphalt shortages.

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### Item #54

**Department:** Operations – Fleet Services

**Fund:** Fleet Services Fund

**Carryforward Request Name:** Fuel Pump Equipment Replacement

**Amount:** \$181,783

**Description:** New fuel pedestals have been placed at all Jefferson County fuel sites. However, the vendor is finalizing some things, so we have not received the billing for those pedestals.

## FY2022 Carryforward Request Details

### **Item #55**

**Department:** Operations – Fleet Services

**Fund:** Fleet Services Fund

**Carryforward Request Name:** Vehicle Purchases

**Amount:** \$2,532,688

**Description:** Due to vehicle manufacturer's schedules, several of the vehicles ordered in 2021 were not received. We are still waiting for deliveries.

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### **Item #56**

**Department:** Library

**Fund:** Library Fund

**Carryforward Request Name:** Belmar Library Outdoor Adventure Space

**Amount:** \$200,000

**Description:** JCPL received \$140K from private donors and the Library Foundation to construct an outdoor adventure space at the Belmar Library. The approximate total project cost is \$200K. Fundraising for this project is continuing.

## FY2022 Carryforward Request Details

### **Item #57**

**Department:** Library

**Fund:** Library Fund

**Carryforward Request Name:** Bookmobile

**Amount:** \$317,194

**Description:** Replacement of the Library's bookmobile is underway. The bookmobile is a custom vehicle which is scheduled to be completed this summer.

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### **Item #58**

**Department:** Library

**Fund:** Library Fund

**Carryforward Request Name:** Computer Replacement

**Amount:** \$77,878

**Description:** – JCPL staff ordered laptop computers to replace older machines and to provide flexibility for remote work and travel between locations. These computers were purchased in 2021 but delivery was delayed until 2022.

## FY2022 Carryforward Request Details

### **Item #59**

**Department:** Library

**Fund:** Library Fund

**Carryforward Request Name:** Document Management System

**Amount:** \$77,263

**Description:** This project to purchase, install and configure a document management system was budgeted in 2021.

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### **Item #60**

**Department:** Library

**Fund:** Library Fund

**Carryforward Request Name:** Equipment Replacement

**Amount:** \$26,000

**Description:** Replacement of the Library's point of service system for the kiosks and the front desk credit card capabilities.

### **Item #61**

## FY2022 Carryforward Request Details

**Department:** Library

**Fund:** Library Fund

**Carryforward Request Name:** Library Alternative Services

**Amount:** \$230,690

**Description:** The goal of the Library Alternative Services project is to provide library services to Jefferson County residents where a need has been identified that is not met by current physical locations. The express library in Arvada project was not fully completed in 2021.

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### Item #62

**Department:** Library

**Fund:** Library Fund

**Carryforward Request Name:** South County Library

**Amount:** \$7,253,126

**Description:** Project in progress. Library's facilities master plan identified the need to build a new destination library in the southern region to catch up with population growth which has outpaced library space and to connect our under-served community with library services. This expansion will provide additional access to information and opportunities and will be adaptable for future growth.



## FY2022 Carryforward Request Details

### **Item #63**

**Department:** Sheriff's Office

**Fund:** Patrol Fund

**Carryforward Request Name:** DNA Federal Grant

**Amount:** \$17,816

**Description:** Federal DNA Capacity Enhancement for Backlog Reduction (CEBR) Program Formula Grant. Due to supply chain delays, JCSO staff were not able to order and receive some grant funded purchases before end of 2021.

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### **Item #64**

**Department:** Sheriff's Office

**Fund:** Patrol Fund

**Carryforward Request Name:** FARO Technologies Software

**Amount:** \$14,082

**Description:** Funding for the final bill for the implementation of software that was largely completed in 2021 for the Investigations Division. FARO investigations software allows for processing and managing scan data with real-time on-site registration, automatic object recognition, scan registration and positioning, and is a critical tool for crime investigations.

## FY2022 Carryforward Request Details

### **Item #65**

**Department:** Sheriff's Office

**Fund:** Patrol Fund

**Carryforward Request Name:** NHTSA DUI Federal Grant

**Amount:** \$221

**Description:** A U.S. Department of Transportation Federal Grant passed through the Colorado Department of Transportation (CDOT). The grant award years crosses fiscal years, and the timing of actual spending naturally varies from original estimates for each budget year, requiring subsequent adjustments.

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### **Item #66**

**Department:** Sheriff's Office

**Fund:** Patrol Fund

**Carryforward Request Name:** Speed Mitigation Federal Grant

**Amount:** \$4,155

**Description:** A U.S. Department of Transportation Federal Grant passed through the Colorado Department of Transportation (CDOT). The grant award years crosses fiscal years, and the timing of actual spending naturally varies from original estimates for each budget year, requiring subsequent adjustments.

## FY2022 Carryforward Request Details

### Item #67

**Department:** Sheriff's Office

**Fund:** Patrol Fund

**Carryforward Request Name:** VALE State Grant

**Amount:** \$879

**Description:** 1st Judicial District's Victim Assistance and Law Enforcement (VALE) Board state grant. The grant award years crosses fiscal years, and the timing of actual spending naturally varies from original estimates for each budget year, requiring subsequent adjustments.

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### Item #68

**Department:** Development & Transportation – Transportation & Engineering

**Fund:** Road & Bridge Fund

**Carryforward Request Name:** JC73-SH74 to Brook Forest

**Amount:** \$800,000

**Description:** Staff is asking to carry forward the allocated money for final design and right-of-way acquisition.

## FY2022 Carryforward Request Details

### **Item #69**

**Department:** Development & Transportation – Transportation & Engineering

**Fund:** Road & Bridge Fund

**Carryforward Request Name:** McIntyre & 44th Ave Signal

**Amount:** \$500,000

**Description:** The Road & Bridge Fund is required to be carried over for the completion of the construction on this Federally funded project and project was not approved by CDOT due to several delays related to staffing and COVID.

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### **Item #70**

**Department:** Development & Transportation – Transportation & Engineering

**Fund:** Road & Bridge Fund

**Carryforward Request Name:** Traffic Signal Fiber Upgrade

**Amount:** \$225,000

**Description:** The Road & Bridge Fund is required to be carried over for the construction of the traffic signal fiber upgrade on this Federally funded project. CDOT has been delayed in approvals due to staffing shortages and scope of work changes.

## FY2022 Carryforward Request Details

### **Item #71**

**Department:** Development & Transportation – Transportation & Engineering

**Fund:** Southeast Sales Tax Capital Projects Fund

**Carryforward Request Name:** Kipling Parkway Improvements

**Amount:** \$1,000,000

**Description:** Not completed due to design changes and delays along with extensive utility conflicts preventing early construction and increase design changes.

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### **Item #72**

**Department:** Development & Transportation – Transportation & Engineering

**Fund:** Southeast Sales Tax Capital Projects Fund

**Carryforward Request Name:** Quincy Phase 2

**Amount:** \$1,000,000

**Description:** Not completed due to design changes and delays along with extensive utility conflicts preventing early construction and increase design changes.

## FY2022 Carryforward Request Details

### **Item #73**

**Department:** Human Services

**Fund:** Social Services Fund

**Carryforward Request Name:** Mathematica Program

**Amount:** \$11,500

**Description:** Jefferson County entered into a contract with Mathematical Policy Research, Inc (Mathematica), while the contract ended on September 30, 2021 one last remaining payment for milestones met was distributed in January 2022.

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### **Item #74**

**Department:** Sheriff's Office

**Fund:** Wildland Fire Fund

**Carryforward Request Name:** WeatherSTEM System

**Amount:** \$66,200

**Description:** The funding was approved at the end of 2021 but the implementation was delayed to ensure a solicitation for any comparable solutions was conducted. However, no solicited vendors were able to quote any comparable product or service. Due to the timing of the final procurement process and inability for the WeatherSTEM vendor to install the systems before end of year as winter weather impacted effective ground penetration for installation, the funds are requested to be carried forward.

**BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER  
Policies**

**April 19, 2022**

For Information

For Discussion/Board Direction

Consent to  
Place on Business/  
Hearing Agenda

**Issue:** The Finance Division has created a new policy to ensure electronic payments are made securely to eliminate the probability of fraud and loss of County funds.

**Background:** Workday has the functionality to pay a supplier by electronic funds transfer. The banking information is added to the supplier record to facilitate the EFT payment. Banking information is received by the Finance division through email from the requesting department/division, email from the supplier or the supplier's financial institution. Because email can be intercepted or hacked, verbal verification of banking information must occur before a payment is initiated to the supplier's account.

Payment by electronic funds transfer must be controlled by separation of duties, supplier bank account verification by the Accounts Payable Technician and approval by the Accounts Payable Supervisor.

**Discussion:** The county issues electronic funds transfers for benefit and supplier payments. Direct deposits are initiated for employee reimbursements. The EFT benefit payment and direct deposit process has been in effect through the Treasurer's office for several years. With the implementation of Workday, the EFT payment option became available for supplier payments where the banking information has been added to the supplier record.

Obtaining the bank account and routing information from the supplier can create a situation where the County is at risk of paying a fraudulent account. A payment made to a supplier was recently determined to be fraudulent because the email with the banking information had been hacked. Consequently, the County sent funds by electronic funds transfer to a fraudulent account. To reduce the risk of sending funds to a fraudulent account, certain procedures must be followed and adhered to. If a suppliers banking information cannot be verified, a check will be issued instead.

**Fiscal Impact:** There is no direct fiscal impact, however this policy should reduce Finance, Treasurer, financial institutions and IT staff time spent investigating the lost funds and security breaches.

**Revenue Limits Impact:** yes no

**SPA Review:** As determined by SPA: Support with no concerns.

**Recommendations:** Direct staff to bring the proposed policy to a future hearing as a consent agenda item.

**Originator:** Kate Newman, Deputy County Manager ext. 8567

**Contacts for Additional Information:**

Staci Potts, Accounting ext. 8536

Lauren Miremont, Accounting ext. 8554



<b>Title:</b> Administrative Policy Electronic Funds Transfer	<b>Policy No.</b> Part 4, Financial Administration Chapter 3, Accounting Section 6
<b>Policy Custodian</b> Finance	<b>Effective Date</b>          <b>Adoption/Revision Date</b>

**Adopting Resolution(s):** CC22-

**References (Statutes/Resos/Policies):**

**Procedure:** Electronic Funds Transfer Procedure

**Purpose:** To ensure electronic payments are made securely to reduce the probability of fraud and loss of County funds.

**Policy:** Electronic Funds Transfer

A. Definition

1. Electronic Funds Transfer (EFT) is a payment method for making supplier payments.
2. EFT transfers County funds from the county's bank account to a supplier's preapproved bank account.

B. Accountability

1. All employees who create supplier records shall be responsible and accountable.
2. The procedures that implement this policy shall be followed to ensure accurate and secure transfer of County funds.
3. Departments that are responsible for gathering banking information for suppliers will use secure means of obtaining this information.