

STAFF BRIEFINGS and WORK SESSIONS

April 28, 2020

WebEx Events Virtual Meeting

Join our virtual meeting via WebEx

<https://jeffco.webex.com/jeffco/onstage/g.php?MTID=e46a831e9d550c9e9f47a8e333d558581>

Select the "Join by Browser" option

You can also join by telephone:

Dial +1-408-418-9388; enter the meeting access number when 967 252 597

****Please Note Meetings Will Not Begin Prior to 8:30am****

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.

BCC Conference Room, 5th Floor

Briefing Items

- | | |
|---|---------------------------|
| 1. Sheriff Request to Carryforward 2019 Unspent Funds
10 minutes | Chief Jepkema |
| 2. Human Services Update
15 minutes | Mary Berg, Gayle Perryman |
| 3. Boettcher Mansion Carryforward Request
5 minutes | Julie Story, Cynthia Shaw |
| 4. Business Innovation and Technology Update
10 minutes | Rebecca Hascall |

Reports - Commissioners, County Manager and County Attorney

Executive Session

- Legal Update - Legal Advice C.R.S. 24-6-402(4)(b) - 10 minutes

Adjourn

County Manager/BCC Admin Staff

9:30am

Join our virtual meeting via WebEx

<https://jeffco.webex.com/jeffco/onstage/g.php?MTID=e602caac5756433112334319a33854f63>

Select the "Join by Browser" option

You can also join by telephone: Dial +1-408-418-9388; enter the meeting access number when prompted 965 085 192

Work Sessions - No Agenda Items

STAFF BRIEFINGS and WORK SESSIONS
April 28, 2020

Hearings		Total Estimated Time: 20 minutes
-----------------	--	---

8:00	8:20
------	------

Briefing Items			Total Estimated Time: 40 minutes
-----------------------	--	--	---

Begin	End	Agenda No.	Title
8:30	8:40	1.	Sheriff Request to Carryforward 2019 Unspent Funds
8:40	8:55	2.	Human Services Update
8:55	9:00	3.	Boettcher Mansion Carryforward Request
9:00	9:10	4.	Business Innovation and Technology Update
		5.	

Commissioners Report - The Board Chair may move Reports to earlier if time permits:			Total Estimated Time: 5 minutes
--	--	--	--

9:10	9:15		
------	------	--	--

County Manager Report			Total Estimated Time: 5 minutes
------------------------------	--	--	--

9:15	9:20		
------	------	--	--

County Attorney Report			Total Estimated Time: 5 minutes
-------------------------------	--	--	--

9:20	9:25		
------	------	--	--

Executive Session			Total Estimated Time: 10 minutes
--------------------------	--	--	---

Begin	End	
9:25	9:35	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: 1 hour 10 minutes
--	--	--	--

9:35	10:15	BCC/County Manager
------	-------	--------------------

10:15	10:45	BCC/Admin. Staff
-------	-------	------------------

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

BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER
JCSO's Request to Carry Forward 2019 Unspent Funds
April 28, 2020

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

ISSUE: The Jefferson County Sheriff's Office (JCSO) is requesting approval from the Jefferson County Board of County Commissioners (BCC) for a 2020 supplemental to carry forward unspent appropriations from 2019.

BACKGROUND: Several grants were unfinished at the end of 2019 and the appropriations are needed to complete the grants in 2020.

DISCUSSION: This supplemental request is to carry forward the remaining appropriations for the grants.

The Sheriff's Office is requesting the following Grant Carry Forwards for unspent grants funds from 2019:

- o Fund 30 \$335,335
- o Fund 190 \$155,848

FISCAL IMPACT: The impact to the Patrol Fund (Fund 190) is \$155,848, which is being offset by grant revenue. The impact to the General Fund (Fund 30) is \$335,335, which is being offset by grant revenue.

Revenue Limits Impact: yes no

TABOR Fiscal Limit Impact will be \$228,347 due to state grants. The remaining revenue is Federal Grants, which has no impact on TABOR.

RECOMMENDATIONS: Approve the placement of this Carry Forward Request on a future Consent Agenda for the approval by the BCC of the Carry Forward funds from 2019 to 2020 (specifically \$155,848 for Fund 190, Patrol Fund and \$335,335 in Fund 30, General Fund) and for the BCC to direct that the Carry Forward funds be included in a supplemental appropriation to the Sheriff's Office's 2020 budget.

ORIGINATOR: Tina Davros, JCSO Business Office Manager, Ext. 5313

CONTACTS FOR ADDITIONAL INFORMATION:
Chief JD Jepkema, JCSO Support Services, Ext. 5406



April 21, 2020
Jefferson County Board of Commissioners
RE: Jefferson County Sheriff's Office Carry Forwards

Dear Commissioners,

This year has revealed unprecedented financial challenges for Jefferson County. The Sheriff's Office recognizes budgetary constraints imposed by both unforeseen and anticipated events have had an impact well beyond our operational capacity. I recognize and support the Commissioners' need for additional flexibility to manage future budget reductions. Towards that end, we will not request carry forward dollars, other than continuing grant applications, at this time. Absent direction to the contrary, the Sheriff's Office intends to move forward with approximately \$1,200,000.00 of our originally anticipated \$2,000,000.00 worth of critical projects, as identified in late 2019, to provide necessary ongoing safety and technological upgrades for the organization. The Sheriff's Office will utilize 2020 budgeted dollars to the extent possible to cover those projects this year. We will continue to work with the Board on the remainder of the projects through the five-year planning process. Should a budgetary shortfall be identified later in 2020, the Sheriff's Office will work with the Strategy, Planning and Analysis staff to request appropriate funding through a supplemental budget process.

Sincerely,

Jeff Shrader, Sheriff
Jefferson County Sheriff's Office

JEFF SHRADER, SHERIFF

200 JEFFERSON COUNTY PARKWAY, GOLDEN, COLORADO 80401-2697 | 303-277-0211 | FAX 303-271-5307 | www.jeffco.us/sheriff

BOARD OF COUNTY COMMISSIONERS BRIEFING

EXECUTIVE SUMMARY Human Services - Head Start Division April 28, 2020

2020 Jefferson County Head Start Grant Amendment

FOR CONSENT TO PLACE ON BUSINESS/HEARING AGENDA

- 1. ISSUE:** Jefferson County Head Start (JCHS) seeks approval to submit to the Office of Head Start, Region VIII, an amended application to the 2020 grant. This "Supplement – COLA and Quality Improvement" amendment includes funding for a cost of living adjustment (COLA) increase and quality improvement (QI) dollars.

RECOMMENDATIONS:

That the Board of County Commissioners approves the submission of the "Supplement – COLA and Quality Improvement" amendment to the 2020 Jefferson County Head Start Grant, authorizes the Chairman to sign a letter supporting the amendment application, and, if awarded, authorizes Head Start to accept the award and approves a supplemental to Head Start's budget.

Supplemental Funds in response to COVID-19

FOR CONSENT TO PLACE ON BUSINESS/HEARING AGENDA

- 2. ISSUE:** Jefferson County Head Start (JCHS) seeks approval to submit to the Office of Head Start, Region VIII, an application for up to \$650,000 in supplemental Head Start grant funds to operate supplemental summer programming and undertake other one-time activities in response to COVID-19.

RECOMMENDATIONS:

That the Board of County Commissioners approves the submission of an application for up to \$650,000 in supplemental Head Start grant funds to operate supplemental summer programming and undertake other one-time activities in response to COVID-19, authorizes the Chairman to sign a letter supporting the application, and, if awarded, authorizes Head Start to accept the award and approves a supplemental to Head Start's budget.

BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER
Human Services Department
Head Start Division
2020 Jefferson County Head Start Grant Amendment
April 28, 2020

For Information

Discussion/Board Direction

Consent to
Place on Business/
Hearing Agenda

Issue: Jefferson County Head Start (JCHS) seeks approval to submit to the Office of Head Start, Region VIII, an amended application to the 2020 grant. This "Supplement – COLA and Quality Improvement" amendment includes funding for a cost of living adjustment (COLA) increase and quality improvement (QI) dollars.

Background: The Further Consolidated Appropriations Act, 2020 makes additional funding of \$168,341 available to JCHS for fiscal year 2020, which includes a cost of living adjustment (COLA) of \$70,985 that would support an increase for staff salaries and fringe benefits and a quality improvement (QI) increase of \$97,356 that would be available for use to "meet grantees' most pressing needs".

Discussion: JCHS's teacher salary scale is not competitive with the Denver Metro area schools. Currently, the JCHS teacher attrition rate has risen to 38%, primarily due to local school districts' increased compensation rates. JCHS proposes to use the COLA funds (\$70,985) and most of the QI funds (\$86,525) to permanently increase teacher salaries. This would allow JCHS to offer competitive salaries and retain high quality teachers. The remainder of the QI funds (\$10,831) would be used to offset higher maintenance costs for both Head Start buildings. These COLA and QI dollars will permanently increase the JCHS budget by \$168,341.

Fiscal Impact: No additional county dollars would be required as the Office of Head Start has rescinded the program match requirement for these funds.

Revenue Limits Impact: yes no

Revenue received for this grant is federal and therefore exempt from TABOR FY spending limits.

Recommendations: That the Board of County Commissioners approves the submission of the "Supplement – COLA and Quality Improvement" amendment to the 2020 Jefferson County Head Start Grant, authorizes the Chairman to sign a letter supporting the amendment application, and, if awarded, authorizes Head Start to accept the award and approves a supplemental to Head Start's budget.

Originator: Mary Berg, Human Services Department Director (4163)

Contacts: Gayle Perryman, Head Start Director (7901)

BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER
Human Services Department
Head Start Division

Supplemental Funds in response to COVID-19

April 28, 2020

For Information

Discussion/Board Direction

Consent to
Place on Business/
Hearing Agenda

Issue: Jefferson County Head Start (JCHS) seeks approval to submit to the Office of Head Start, Region VIII, an application for up to \$650,000 in supplemental Head Start grant funds to operate supplemental summer programming and undertake other one-time activities in response to COVID-19.

Background: The Coronavirus Aid, Relief, and Economic Security (CARES) Act (P.L. 116-136) 2020, includes funding under the Head Start Act to support preventative, preparedness, and response activities related to the coronavirus for Head Start programs.

Discussion: JCHS would use the grant funds to operate summer programming for all current rising kindergarteners and children with Individualized Education Plans (IEPs). These summer classes are designed to offset lost learning opportunities and comprehensive services for children and families due to the closure of JCHS center-based programming in response to COVID-19 as well as the loss of academic gains most hard felt for low income children during summertime. Other one-time funding would be used to support Head Start building and maintenance needs. The total amount requested would not exceed \$650,000.

Fiscal Impact: No additional county dollars would be required as the Office of Head Start has waived all non-federal match associated with these funds.

Revenue Limits Impact: yes no

Revenue received for this grant is federal and therefore exempt from TABOR FY spending limits.

Recommendations: That the Board of County Commissioners approves the submission of an application for up to \$650,000 in supplemental Head Start grant funds to operate supplemental summer programming and undertake other one-time activities in response to COVID-19, authorizes the Chairman to sign a letter supporting the application, and, if awarded, authorizes Head Start to accept the award and approves a supplemental to Head Start's budget.

Originator: Mary Berg, Human Services Department Director (4163)

Contacts: Gayle Perryman, Head Start Director (7901)

BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER
Boettcher Mansion Carryforward
April 28, 2020

For Information

For Discussion/Board Direction

Consent to
Place on Business/
Hearing Agenda

Issue: In 2019, the Boettcher Mansion tackled the Capital Improvement Projects of designing and handcrafting an outdoor pergola by the garden entrance and installing a prefabricated storage shed alongside the service drive. While all construction was finished by the end of last year, heavy snowfall in December postponed the painting of these structures until January of 2020. As a result, the Mansion is requesting a carryforward of \$5840 to pay for this final portion of the overall project.

Background: In order to better serve clients and tourists at Jefferson County's premier National Register landmark and events venue, the Boettcher Mansion was awarded \$100k in Boettcher Foundation and Conservation Trust Fund monies in 2017 for the above-mentioned projects. While the projects were delayed for more than a year until affordable and aesthetically appropriate solutions could be found, they were finally completed in December of 2019, with the exterior painting finished in January of 2020.

Discussion: Whether \$5840 may be rolled over from 2019 to 2020 budget.

Fiscal Impact: Boettcher Mansion is requesting the following Carry Forward: \$5840 for the painting portion of the garden pergola and storage shed projects not completed in 2019. The unspent 2019 appropriations in the Boettcher Mansion's fund balance will be used to cover expenses.

Revenue Limits Impact: yes no

There is no impact to the county's TABOR fiscal year spending limit because the revenue source is fund balance from the Boettcher Mansion Fund.

Recommendations: Carry Forward the \$5840 expenditure to be included in a supplemental appropriation to Boettcher Mansion's 2020 budget.

Originator: Cynthia Shaw (Boettcher Mansion x7632)

Contacts for Additional Information: Julie Story (Public Affairs); Michael Smith (Strategy, Planning & Analysis); Andy Corbett(Finance)

**BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER
2020 Budget Carryforward Supplemental Request for
Business Innovation & Technology
April 28, 2020**

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

Issue: Business Innovation & Technology (BIT) requests to amend the 2020 Adopted Budget to carryforward projects that were not completed by 2019 fiscal year end.

Background: BIT has determined that some projects could not be finalized in 2019 due to project delays and other considerations. This resulted in under expended budgets in 2019 for projects that need to be carried forward into 2020 for continuation and/or completion.

Discussion: The four projects that are still active in 2020 are:

1. Websites Upgrade (791532) phase II is scheduled to complete in 2020 with final payments issued after each phase completion/acceptance.
2. ERP Upgrade/Replacement (791541) Workday implementation partner Sierra-Cedar's contract designates retainage on project deliverables. The retainage was included in the approved budget, but won't be paid until after completion/acceptance.
3. Modernize Addressing Software (791547) 80% of the upgrades necessary to maintain technical compatibility have been completed by our contractor. The remaining 20% is expected to be completed by the end of March 2020.
4. Virtual Infrastructure (791548) hardware order was delayed until December at which time part of the order went on backorder from the manufacturer until February 2020.

The attached Supplemental Request Form outlines the accounts requiring amended appropriations for these projects.

Fiscal Impact: This supplemental request will amend the BIT 2020 Adopted Budget by \$422,748 and will allow the projects to have adequate funding to cover the remaining costs associated with them in 2020.

Revenue Limits Impact: yes no

Recommendations: The Jefferson County Board of County Commissioners authorizes the increase in appropriations to the BIT 2020 Adopted Budget.

Originator: Kara Dorobek, BIT, x8076

Contacts for Additional Information: Rebecca Hascall, BIT, x8068; Andy Corbett, BIT, x8807; Marty Hartley, BIT, x8838

**BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER
2020 Pre-Approval of Business Innovation & Technology's
Annual Agreements
April 28, 2020**

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

Issue: Pre-approval of 2020 agreements for ongoing services within the Business Innovation & Technology (BIT) division and authorization for the Chairman of the Board of County Commissioners to sign said agreements.

Background: The BIT division has several agreements that renew on an annual basis and require the approval of the Board of County Commissioners. Pre-approving them will streamline and enable efficient processing. An estimate of each renewal is listed on Attachment A, but the amount may differ at the time of processing the renewal.

Discussion: Agreements to be renewed in 2020 by BIT are listed on Attachment A including vendor name, brief description, budgeted amount and detailed description.

Fiscal Impact: The agreements listed on Attachment A are included in BIT's 2020 Operating Budget.

Revenue Limits Impact: yes no

Recommendations: The Jefferson County Board of County Commissioners authorizes that these 2020 renewals listed on Attachment A be placed on the consent agenda for pre-approval, substantially in the amounts specified, and authorizes the Chairman to execute those renewals and documentation related to those renewals, if applicable, following approval as to form by the County Attorney's Office and BIT.

Originator: Kara Dorobek, BIT, x8076

Contacts for Additional Information: Rebecca Hascall, BIT, x8068; Andy Corbett, BIT, x8807; Marty Hartley, BIT, x8838

**2020 Pre-Approval of BIT's Annual Agreements
April 28, 2020**

ATTACHMENT A

1. Covendis: Annual staff augmentation services \$502,825
BIT contracts for staff augmentation services by participating through the State Contract to provide, on an as-needed basis, technical level skills and expertise when the county does not currently have them in-house or when peak demands exceed the availability of in-house resources.

2. Insight: Annual support and licensing for Microsoft \$750,100
The Microsoft contract (through this reseller) includes support and licensing for all Microsoft products in usage at the county as well as a block of consulting hours and support from senior engineers and architects. Software licensing and support includes Office 365, Email, Windows Server Licenses and SQL database licensing.

3. FedEx: Annual MSA renewal for print services \$0
The FedEx contract allows county organizations to contract with FedEx for printing services such as elections materials, brochures, professional printed materials. The county and FedEx have also defined a secure printing process for areas needing confidential documents printed such as the Sheriff and DA. FedEx provides consultation and bids for all jobs. Purchases can be made through a dedicated Jeffco purchasing portal. The total amount of spend depends on the total volume of print jobs from each organization (~\$50k/yr). This renewal requires signature by the Chairman because it previously contained a real property component.