



**JEFFERSON**  
COUNTY COLORADO

**STAFF BRIEFINGS and WORK SESSIONS**

**Hybrid Meeting**

**AGENDA**

**June 28, 2022, Meeting Will Begin Immediately Following BCC Hearings**

**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=e846cc6e8d9a33ea5f37f2bf6a085c012>

**Event Password: G2mhZJRkP77**

Select the "Join by Browser" option

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Access Code/Event Number: 2499 680 8423

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	<b>Pages</b>
<b>1. Briefing Items</b>	
1.1. <b>Human Services Update presented by Wanda Cowart</b> <ul style="list-style-type: none"><li>• Preparation: End of Public Health Emergency</li></ul> 10 minutes	3
1.2. <b>Sheltair Denver, LLC Ninth Amendment to Fixed Base Operator Ground Lease presented by Paul Anslow</b> 5 minutes	6
1.3. <b>Workday Time and Attendance presented by Rebecca Hascall, Stephanie Corbo and Jennifer Fairweather</b> 5 minutes	9
1.4. <b>Appointment of and Authorization for Referees to Conduct Property Tax Valuation and Qualifying Senior/Disabled Veteran Property Tax Exemption Hearings presented by Kym Sorrells</b> 5 minutes	11
1.5. <b>Designation of Arbitrators for Arbitration of Property Valuation Appeals presented by Kym Sorrells</b> 5 minutes	13

- 1.6. **Appointment of and Authorization for Referees to Conduct Abatement Hearings presented by Kym Sorrells**  
5 minutes
2. **Reports**  
Commissioners  
  
County Manager  
  
County Attorney
3. **Executive Session**
  - 3.1. **Litigation Update - Sheriff Litigation - Legal Advice C.R.S. 24-6-402(4)(b)**  
45 minutes
  - 3.2. **Jefferson Parkway Public High Authority - Advice to Negotiators C.R.S. 24-6-402(4)(e) and Legal Advice C.R.S. 24-6-402(4)(b)**  
10 minutes
  - 3.3. **Legal Update - Legal Advice C.R.S. 24-6-402(4)(b)**  
5 minutes
4. **Adjourn**
5. **Work Session - No Agenda Items**

## **BOARD OF COUNTY COMMISSIONERS BRIEFING**

### **EXECUTIVE SUMMARY Jefferson County Human Services June 28, 2022**

#### **Preparation: End to Public Health Emergency (PHE)**

#### **1. FOR DISCUSSION/BOARD DIRECTION:**

**ISSUE:** Jefferson County Human Services' Community Assistance Division seeks approval to submit to the Colorado Department of Human Services (CDHS), and accept if awarded, \$92,094.45 in funds to support activities related to the administration of the Supplemental Nutrition Assistance Program (SNAP) for Federal Fiscal Year 2022 and 2023.

**RECOMMENDATIONS:** **That the Board of County Commissioners: (a) authorizes the Human Services Department to apply for and accept up to \$92,094.45 in federal funds from Colorado Department of Human Services for the SNAP administration activities described above; and (b) directs that the funds be included in a supplemental appropriation to the Human Services Department budget.**

# BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER

## Preparation: End to Public Health Emergency (PHE)

June 28, 2022

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

**Issue:** Jefferson County Human Services' Community Assistance Division seeks approval to submit to the Colorado Department of Human Services (CDHS), and accept if awarded, \$92,094.45 in funds to support activities related to the administration of the Supplemental Nutrition Assistance Program (SNAP) for Federal Fiscal Year 2022 and 2023.

**Background:** Jefferson County Human Services administers the Colorado SNAP program for county residents. The American Rescue Plan Act of 2021 (ARPA) provided limited funding for specific activities for the administration of SNAP during the Public Health Emergency (PHE). As we prepare for the end of the PHE, CDHS has reallocated funds for County use.

**Discussion:** The record number of Coloradans enrolling in SNAP continues to increase workload for Human Services. In response to the increased workload, CDHS has designated federal funds to be used by counties to address this issue. Human Services is requesting approval to apply for \$92,094.45 of these funds, which Human Services would use in three ways. First, we intend to improve the customer experience when visiting our lobby. To decrease customer wait, three self-serve computers and a self-check-in kiosk, would be installed. Additionally, because many customers struggle with the use of technology and prefer waiting in line to speak with someone, we would hire temporary staff to greet and assist customers with self-help options.

Secondly, funding would be used to revise our SNAP webpage, instructions, and guidance to ensure program information is easy to find, clear and concise. Finally, we would provide one-time retention payments to eligibility staff who continue to work increased caseloads.

### **Fiscal Impact:**

- Year of impact: 2022 & 2023
- TABOR impact: No, there is no impact to the county's TABOR Fiscal Year Spending Limit because the revenue source is a federal grant.
- Existing grant or project: CDHS designated federal grant funding to

Jefferson County of \$32,714.68 for FFY2022 and \$58,379.77 for FFY 2023, for a total of \$92,094.45 for both federal fiscal years.

- New grant or project: No.
- Requested in adopted budget: No for 2022, will be included in 2023 if supported.
- Ongoing or one-time: Includes both, see "match requirements" for details.
- General Fund impact: None.
- Staffing impact: Some funding will be used to pay one-time retention bonuses.
- APRA impact: Funding will be from an ARPA source separate from the County's main award.
- Match requirements: One-time payments require a 77.5% match, or \$25,819, which will be covered through performance incentive funds already earned.
- Mandate/Contractual obligation: None.

**Revenue Limits Impact:** yes no

No, there is no impact to the county's TABOR Fiscal Year Spending Limit because the revenue source is a federal grant.

**SPA Review:** Support with no concerns.

**Facilities Review:** N/A

**BIT Review:** N/A

**Fleet Review:** N/A

**Human Resources Review (new FTE only):** N/A

**Recommendations:** That the Board of County Commissioners: (a) authorizes the Human Services Department to apply for and accept up to \$92,094.45 in federal funds from Colorado Department of Human Services for the SNAP administration activities described above; and (b) directs that the funds be included in a supplemental appropriation to the Human Services Department budget.

**Originator:** Wanda Cowart, Community Assistance Division Director (x4350)

**Contacts for Additional Information:** Mary C. Berg, Human Services Department Executive Director (x4163)

**BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER**  
**Ninth Amendment to Fixed Base Operator Ground Lease for**  
**Sheltair Denver, LLC**  
**June 28, 2022**

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

**Issue:** Sheltair Denver, LLC, (Sheltair) desires to exercise their Right of First Refusal on Area #2 within their lease with Jefferson County Colorado.

**Background:** Sheltair signed a 40-year lease with the County back in 2018. Sheltair received a Right of First Refusal (ROFR) within the lease of approximately 1.4 acres of land as depicted on Exhibit "A."

**Discussion:** Sheltair desires to exercise the ROFR Area #2. The Airport staff supports moving forward with the ninth amendment to the Sheltair lease.

**Fiscal Impact:** Exercising the ROFR will bring in an additional \$15,767 in annual lease revenue.

- **Year of impact:** 2022
- **TABOR impact:** None
- **Existing grant or project:** No
- **New grant or project:** No
- **Requested in adopted budget:** No
- **Ongoing or one-time:** One-time
- **General Fund impact:** No
- **Staffing impact:** None
- **ARPA impact:** None
- **Match requirements:** None
- **Mandate/Contractual obligation** Per the 2018 lease agreement, Sheltair has a Right of First Refusal on Area #2.

**Revenue Limits Impact:**    yes      no

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 Fiscal Year Spending limit calculation.

**SPA Review:** SPA supports with no concerns.

**Facilities Review:** N/A

**BIT Review:** N/A

**Fleet Review:** N/A

**Human Resources Review (new FTE only):** N/A

**Recommendations:** The Airport staff recommends that the Board of County Commissioners support the ninth amendment to the Sheltair Denver, LLC, lease with Jefferson County, and request that it be placed on the business consent agenda at a future meeting.

**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

Zoe Jenkins, Strategy, Innovation & Finance, x8519





**BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER**  
**Workday Time and Absence**  
**June 28, 2022**

For Information

For Discussion/Board Direction

Consent to  
Place on Business/  
Hearing Agenda

**Issue:** Due to delays in the Workday Time and Absence implementation, there is a need to issue a change order to Alight to complete the work. This change order extends the current Purchase Order over the \$500k limit.

**Background:** In Q2 2021, the Workday Time and Absence project was started with an anticipated go live of Q1 2022. The project was on track as the team started the end-to-end testing phase in January 2022. During the month of January, several changes occurred causing the project to be delayed. Some of the influences creating a delay included staff shortages, staff turnover, and opportunities to better accommodate and manage legally mandated leave programs.

At this time, the Workday Time and Absence project is scheduled for a Q4 2022 go-live and will provide a fully integrated system for time tracking, time off and absence requests and eliminate manual processes that exist with our current software and business processes.

**Discussion:**

1. Alight change order for \$463,000 - for consulting services for completion of Workday Time and Absence Project

**Fiscal Impact:**

- Year of impact: 2022
- TABOR impact: n/a, no new revenue is being requested
- Existing grant or project: Yes, Workday Time and Absence Implementation
- New grant or project: n/a
- Requested in adopted budget: yes, included in the existing ERP budget
- Ongoing or one-time: one-time
- General Fund impact: yes, these are budgeted in the General Fund
- Staffing impact: n/a
- APRA impact: n/a
- Match requirements: n/a
- Mandate/Contractual obligation: n/a

**Revenue Limits Impact:** yes no

There is no impact to the county's TABOR Fiscal Year Spending Limit because there is no new revenue associated with this pre-approval.

**SPA Review:** Support with no concerns.

**Facilities Review:** Does not apply/no fiscal impact

**BIT Review:** Support with no concerns

**Fleet Review:** Does not apply/no fiscal impact

**Recommendations:** The Jefferson County Board of County Commissioners directs that the Alight change orders be placed on the consent agenda of a subsequent Business/Hearing meeting for pre-approval, substantially in the amounts specified, and to authorize 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:** Julie Field, BIT, x8046

**Contacts for Additional Information:** Stephanie Corbo, SIF, x8542, Jennifer Fairweather, HR, x8402; Rebecca Hascall, BIT, x8068

**BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER**

**APPOINTMENT OF AND AUTHORIZATION FOR REFEREES  
TO CONDUCT PROPERTY TAX VALUATION AND  
QUALIFYING SENIOR/DISABLED VETERAN PROPERTY TAX  
EXEMPTION HEARINGS**

**June 28, 2022**

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

**Issue:** Whether the Board of County Commissioners agrees to appoint and authorize Referees to Conduct Property Tax Valuation and Qualifying Senior/Disabled Veteran Property Tax Exemption Hearings.

**Background:** Pursuant to section 39-8-102 (2) (i) C.R.S., and section 39-3-206 (2) (b) C.R.S., the Jefferson County Board of Equalization (the "Board") has the authority to appoint Referees to conduct property valuation and Qualifying Senior/Disabled Veteran Property Tax Exemption hearings on its behalf.

**Discussion:** In order to give timely consideration to appeals filed with the Board, the Board desires to appoint independent Referees to conduct hearings on its behalf, and to make findings and recommendations to the Board for its final action on the appeals.

**Fiscal Impact:** Amounts required for these appointments are budgeted in the Board of Equalization's departmental budget.

**Revenue Limits Impact:**    yes    no  
No impact to the TABOR FY Spending Limit, no revenue being requested.

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

**Facilities Review:** n/a

**BIT Review:** n/a

**Fleet Review:** n/a

**Human Resources Review (new FTE only):** n/a

**Recommendations:** The Board of County Commissioners of the County of Jefferson, State of Colorado, acting in its capacity as the County Board of Equalization, appoints the following named individuals to act as Referees, authorized to conduct hearings on valuation and on eligibility for Qualifying Senior and Disabled Veteran Property Tax Exemption appeals on the Board's behalf, and to make findings and recommendations to the Board for its final action on the appeals:

Lisa Hamilton-Fieldman, Jeffrey A. Hamilton, Danye Landrum,  
Terry J. Jenni, Daniel Paschke, Jack T. Smith, John W. Storb, Joan  
Whittlesey and Vicki L. Wimberly.

**Originator:** Chris Courtney

**Contacts for Additional Information:** Chris Courtney, Amber Munck

**BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER**

**DESIGNATION OF ARBITRATORS FOR ARBITRATION OF  
PROPERTY VALUATION APPEALS**

**June 28, 2022**

For Information

For Discussion/Board Direction

Consent to  
Place on Business/  
Hearing Agenda

**Issue:** Whether the Board of County Commissioners agrees to appoint Arbitrators for Arbitration of Property Valuation Appeals.

**Background:** Colorado State Law, Section 39-8-108.5, (1), C.R.S. establishes a property valuation arbitration appeals process whereby the Board of County Commissioners is to develop a list of persons who are qualified to act as Arbitrators of property valuation disputes. The persons designated on the Board’s Arbitrator list shall be, in addition to any other qualifications deemed necessary by the Board, certified appraisers experienced in the area of property taxation and valuation. Michael R. Nash, Bonnie D. Roerig, John Seward, and Vicki L. Wimberly meet the statutory qualifications.

**Discussion:** In order to give timely consideration to appeals filed with the Board, the Board desires to appoint Arbitrators to conduct hearings on its behalf.

**Fiscal Impact:** Amounts required for these appointments are budgeted in the Board of Equalization’s departmental budget.

**Revenue Limits Impact:** yes no

No impact to the TABOR FY Spending Limit, no revenue being requested.

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

**Facilities Review:** n/a

**BIT Review:** n/a

**Fleet Review:** n/a

**Human Resources Review (new FTE only):** n/a

**Recommendations:** The Board of County Commissioners of the County of Jefferson, State of Colorado, appoints the following persons to serve as Arbitrators of property valuation disputes within Jefferson County, Colorado,

pursuant to Section 39-8-108.5, (1), C.R.S.:

Michael R. Nash, Bonnie D. Roerig, John Seward, and Vicki L. Wimberly

The Clerk to the Board is directed to place the names of the above-named individuals on the list of Arbitrators to be kept in the Office of the Clerk to the Board.

**Originator:** Chris Courtney

**Contacts for Additional Information:** Chris Courtney, Amber Munck

**BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER**

**APPOINTMENT OF AND AUTHORIZATION FOR REFEREES  
TO CONDUCT ABATEMENT HEARINGS**

**June 28, 2022**

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

**Issue:** Whether the Board of County Commissioners agrees to appoint and authorize Referees to Conduct Abatement Hearings.

**Background:** Pursuant to section 39-1-113 (1) C.R.S., the Jefferson County Board of County Commissioners (the "Board") has the authority to appoint Referees to conduct hearings regarding property tax abatement appeals on its behalf.

**Discussion:** In order to give timely consideration to appeals filed with the Board, the Board desires to appoint independent Referees to conduct hearings on its behalf, and to make findings and recommendations to the Board for its final action on the appeals.

**Fiscal Impact:** Amounts required for these appointments are budgeted in the Board of Equalization's departmental budget.

**Revenue Limits Impact:**     yes       no

There is no impact to the TABOR FY Spending Limit, no revenue is being requested.

**SPA Review:** Support, no concern.

**Facilities Review:** n/a

**BIT Review:** n/a

**Fleet Review:** n/a

**Human Resources Review (new FTE only):** n/a

**Recommendations:** The Board of County Commissioners of the County of Jefferson, State of Colorado, appoints the following named individuals to act as Referees, authorized to conduct hearings regarding property tax abatement appeals on the Board's behalf, and to make findings and recommendations to the Board for its final action on the appeals:

Jeffrey A. Hamilton  
Joan Whittlesey

**Originator:** Chris Courtney

**Contacts for Additional Information:** Chris Courtney, Amber Munck