



ADAMS COUNTY

COLORADO
BOARD OF COUNTY COMMISSIONERS

Eva J. Henry - District #1
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Erik Hansen - District #3
Steve O'Dorisio - District #4
Mary Hodge - District #5

**STUDY SESSION AGENDA
TUESDAY
March 7, 2017**

ALL TIMES LISTED ON THIS AGENDA ARE SUBJECT TO CHANGE.

10:00 A.M.	ATTENDEE(S):	Eliza Stewart
	ITEM:	Legislative Working Group
10:30 A.M.	ATTENDEE(S):	Abel Montoya
	ITEM:	Ag-Innovation Specialist Position
11:00 A.M.	ATTENDEE(S):	Abel Montoya
	ITEM:	Demographic Update
11:30 A.M.	ATTENDEE(S):	Abel Montoya
	ITEM:	2017 Town Hall Meetings
12:00 P.M.	ATTENDEE(S):	Dave Ruppel
	ITEM:	Spaceport License Discussion
12:30 P.M.	ATTENDEE(S):	Todd Leopold
	ITEM:	NACo Legislative Conference Follow Up
1:00 P.M.	ATTENDEE(S):	Todd Leopold
	ITEM:	Leadership Advance Follow Up
2:00 P.M.	ATTENDEE(S):	Todd Leopold
	ITEM:	Administrative Item Review / Commissioner Communications
2:30 P.M.	ATTENDEE(S):	Karen Stuart
	ITEM:	Smart Commute

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

AGENDA IS SUBJECT TO CHANGE



STUDY SESSION AGENDA ITEM

DATE: March 7, 2017
SUBJECT: Legislative Working Group (LWG) – General Assembly Legislative Review
FROM: Jeanne Shreve
AGENCY/DEPARTMENT: Intergovernmental Relations Office, County Manager's Office
ATTENDEES: Jeanne Shreve, LWG
PURPOSE OF ITEM: Brief BoCC on previous week's General Assembly legislation of relevance to the County, and obtain County stances on said legislation
STAFF RECOMMENDATION: Review, discussion, and obtain County stances on legislation

BACKGROUND:

The First Regular Session of the Seventy-first Colorado General Assembly convened on January 11, 2017. These Study Sessions will review, with the BoCC, the pertinent legislation introduced the previous week in order for the BoCC to take official County positions on each piece of relevant legislation.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

Intergovernmental Relations Office, Legislative Working Group, County Manager's Office

ATTACHED DOCUMENTS:

FISCAL IMPACT:

Please check if there is no fiscal impact . If there is fiscal impact, please fully complete the section below.

Fund: _____

Cost Center: _____

	Object Account	Subledger	Amount
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
Total Revenues:			_____

	Object Account	Subledger	Amount
Current Budgeted Operating Expenditure:			
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
Total Expenditures:			_____

New FTEs requested: YES NO

Future Amendment Needed: YES NO

Additional Note:

APPROVAL SIGNATURES:


APPROVAL OF FISCAL IMPACT:



Todd Leopold, County Manager



Wanny Duncan
Budget / Finance



Raymond H. Gonzales, Deputy County Manager

Bryan Ostler, Interim Deputy County Manager



STUDY SESSION AGENDA ITEM

DATE: 3/7/17
SUBJECT: District Plan Implementation: Update on the District Plan Commission, Ag-Innovation Specialist Position, and IGA with Brighton
FROM: Abel Montoya, Director
AGENCY/DEPARTMENT: Long Range Strategic Planning
ATTENDEES: Abel Montoya, Rachel Bacon, Rebecca Zamora, Lori Wisner
PURPOSE OF ITEM: Review information
STAFF RECOMMENDATION: Support

BACKGROUND:

On October 21, 2016, Long Range Strategic Planning Department Staff and City of Brighton Staff attended a study session to update the Board of County Commissioners on the implementation of the District Plan, which was jointly approved by the County and City in April of 2016. The two primary items of discussion were the desire to develop a shared District Plan Commission and shared Ag Innovation Specialist employee, as recommended by the District Plan. Following discussion, the Board directed staff to proceed. At a study session with the Brighton City Council on November 8, 2016, City of Brighton Staff and Long Range Strategic Planning Staff were given direction to proceed on both action items by the City of Brighton City Council. An update on each of these two District Plan implementation items is presented below.

District Plan Commission:

On December 13, 2016 the Board of County Commissioners approved an IGA with Brighton to establish the joint District Plan Commission. The Board of County Commissioners appointed four District Plan Commissioners (out of five available positions appointed from the County) on January 31, 2017. On January 3, 2017 the Brighton City Council approved the District Plan Commission IGA with Adams County, and the City will make appointments for their four positions on March 7, 2017. The first District Plan Commission meeting is on Wednesday, March 8, 2017 at 3:00 p.m. at Brighton City Hall. The draft District Plan Commission bylaws, as attached, will be reviewed at the Commission's first meeting and may be approved by the Commission at their April or May meeting following review and a vote of the Commission.

Ag Innovation Specialist:

Adams County and City of Brighton staff, including staff from each organization's planning department, parks department, and law and human resources departments, have worked on the draft Ag Innovation Specialist job description and IGA to establish the shared position.

The Ag Innovation Specialist will staff the District Plan Commission for both the City and the County, and will work with the Commission to promote agricultural activities, agritourism, local food systems, context-sensitive land use patterns and economic development, and to preserve prime agricultural lands. As described in the District Plan, the Ag Innovation Specialist would be a shared employee for a minimum of two years to carry out the Plan's broad array of implementation action items. As described in the draft IGA, which is being reviewed for a final time by the County and City Law Departments, the Ag Innovation Specialist would be housed by the County and would jointly be funded by a \$40,000 match by each the City and the County annually for two years/24 months (\$80,000 total on an annual basis to include salary, benefits and program costs such as supplies, a computer, and resources for the District Plan Commission such as the printing of maps and brochures).

A memo describing the above implementation items is attached.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

City of Brighton, Adams County Parks and Recreation, Agricultural Preservation Sub-Committee/District Plan Commission

ATTACHED DOCUMENTS:

Memo on District Plan Implementation Items, Ag-Innovation Specialist Job Description, District Plan Action Items, Draft District Plan Commission By-laws, IGA

FISCAL IMPACT:

Please check if there is no fiscal impact . If there is fiscal impact, please fully complete the section below.

Fund: 00001

Cost Center: Revenue Fund 1 Expenditure Cost Center 1081

	Object Account	Subledger	Amount
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:	6840		40,000.00
Total Revenues:			<u>40,000.00</u>

	Object Account	Subledger	Amount
Current Budgeted Operating Expenditure:			
Add'l Operating Expenditure not included in Current Budget:	7005		80,000.00 ¹
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
Total Expenditures:			<u>80,000.00</u>

New FTEs requested: YES NO

Future Amendment Needed: YES NO

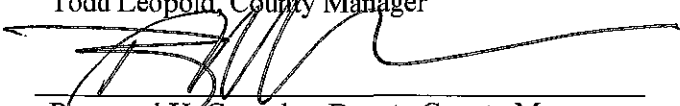
Additional Note:

\$75,525 salary and benefits
\$4,475 operating costs

APPROVAL SIGNATURES:

APPROVAL OF FISCAL IMPACT:

Todd Leopold, County Manager



Raymond H. Gonzales, Deputy County Manager



Budget / Finance

Bryan Ostler, Interim Deputy County Manager

¹ Adams County will budget \$80,000 for the Ag Innovation Specialist annually and will be reimbursed for 50% of costs by the City of Brighton (\$40,000/\$40,000 share of all costs including salary, benefits and program costs).

Abel Montoya
Director



Long Range Strategic Planning Department
4430 South Adams County Parkway
3rd Floor, Suite W3000
Brighton, CO 80601

To: Abel Montoya, Director, Long Range Strategic Planning Department

From: Rachel Bacon, AICP, Sr. Long Range Planning Specialist

Subject: Updates on District Plan Commission and Ag Innovation Specialist IGA with City of Brighton

Date: February 24, 2017

The District Plan was adopted in April of 2016. Since plan adoption, staff has met with City of Brighton Parks and Planning Department staffs and Brighton's Agricultural Preservation Sub-Committee monthly on Plan implementation items, including, but not limited to:

- 1) The District Plan implementation tour held June 29, 2016;
- 2) A draft job description for a potential Ag-Innovation Specialist, a joint city/county position recommended by the District Plan;
- 2) Draft by-laws for the expansion of the committee into a joint city/county District Plan Commission to oversee the District Plan's action items;
- 4) Planning for/follow up from a neighborhood meeting for the south Brighton area, held November 16, 2016, to update area residents and stakeholders on plan implementation items; and
- 5) A storytelling project to capture, map and share the rich agricultural history of the Brighton area.

On October 21, 2016, Long Range Strategic Planning Department Staff and City of Brighton Staff attended a study session to update the Board of County Commissioners on the implementation of the District Plan, which was jointly approved by the County and City in April of 2016. Members of the City of Brighton Agricultural Preservation Sub-Committee were also in attendance. The two primary items of discussion were the desire to develop a shared District Plan Commission and a shared Ag Innovation Specialist employee, as recommended by the District Plan. Following discussion, the Board directed staff to proceed on these items. At a study session with the Brighton City Council on November 8, 2016, City of Brighton Staff and Long Range Strategic Planning Staff were given direction to proceed on both action items by the City of Brighton City Council. An update on each of these two District Plan implementation items is presented below.

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Ag-Innovation Specialist Position

One of the key strategies identified by the District Plan to promote agricultural activities, agritourism, local food systems, context-sensitive land use patterns and economic development, and to preserve prime agricultural lands, was the joint funding of a shared employee for a minimum of two years to carry out the Plan’s broad array of implementation action items. This is suggested to be a project-designated position to allow for joint evaluation by the City and the County after years one and; if successful after two years, the City and County may choose to transition the position to a full-time, permanent position, and may find it appropriate to consider a broader focus on County-wide initiatives if the District Plan’s implementation polices, programs and systems are well-established (this would also require a re-evaluation of the funding provided by each jurisdiction).

The District Plan Action Plan, as attached, has nine next steps, five goals, and twenty-six tactics describing the targeted work activities of the proposed position. Market research suggests a position title of Ag-Innovation Specialist.

As part of the plan, a new, full-time equivalent employee dedicated to local food system programming and marketing efforts would be beneficial. This position could be funded equally by Adams County and Brighton for a minimum of two years, with evaluation thereafter, with the goal of the position to be self-sustaining via grant funds thereafter. District Plan Action Plan, p. 71

The work activities described in the District Plan and undertaken by the Ag-Innovation Specialist are beyond the staff resources presently available to either the County or the City. As per the draft IGA which has been worked on collaboratively by Adams County and City of Brighton Staff (including the respective Law Departments), the Ag-Innovation Specialist will serve as an Adams County employee housed in the Long Range Strategic Planning Department, and work activities will be jointly coordinated and shared by Adams County and the City of Brighton. As described above, for the first two years, this position would be funded by a 50/50 split between Adams County and the City of Brighton. The County would appropriate \$80,000 annually and request reimbursement of fifty percent of position and program costs (\$40,000) from the City of Brighton. This includes the Ag Innovation Specialist’s salary, benefits, and program costs (including printing costs and other small expenditures anticipated for the District Plan Commission). Market research conducted by Adams County Human Resources supports a salary range of \$50,988 - \$71,384 annually. The draft IGA is attached for reference. Please note that a final review of the draft IGA is presently underway, with a target date for review and public hearing by the Adams County Board of County Commissioners and City of Brighton City Council in mid-March of 2017.

The focus of the job duties during this period would be on implementation of the District Plan and establishing the necessary programs and systems to support the Plan’s vision, recommendations and action items. If deemed successful and to be continued beyond year two, and if many of the District Plan’s implementation items are achieved, there may be an additional focus on expanding/replicating the Plan’s success and developing an ag-innovation program for all of Adams County, with opportunity for cost sharing with other jurisdictions and through grant funding. The draft job description is also attached for review.

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The draft job description was reviewed by the Adams County Human Resources Department in late September. As minor revisions (reorganization and wording) to the job duties have been suggested by the Ag Preservation Sub-Committee, the most recent draft job description was provided to Human Resources on February 14, 2017.

Expansion of the Ag-Preservation Sub-Committee into a Joint District Plan Commission

Adams County and Brighton should jointly enhance the Agricultural Land Preservation Subcommittee and appoint key members.

District Plan Action Plan, p. 71

After months of review by Brighton and Adams County staff and the Brighton Agricultural Preservation Sub-Committee to envision what a joint City and County District Plan Commission would look like, an appropriate structure, and key responsibilities, the District Plan Commission has been established. On December 13, 2016 the Board of County Commissioners approved an IGA with Brighton to establish the joint District Plan Commission. The Board of County Commissioners appointed four District Plan Commissioners (out of five available positions appointed from the County) on January 31, 2017. One vacancy remains as of today. On January 3, 2017 the Brighton City Council approved the District Plan Commission IGA with Adams County, and the City will make appointments for their four positions on March 7, 2017. The first District Plan Commission meeting is on Wednesday, March 8, 2017 at 3:00 p.m. at Brighton City Hall. Meetings may be moved to Adams County in the future. The draft District Plan Commission bylaws, as attached, will be reviewed at the Commission’s first meeting(s) and may be approved by the Commission at their April or May meeting following review and a vote of the Commission.

The Ag-Innovation Specialist, if approved, will provide staff support to the District Plan Commission, and will work with the Commission on District Plan work objectives. The draft District Plan Commission bylaws are attached.

District Plan Implementation Timeline:

- March 22, 2016: Public hearing and unanimous recommendation of adoption of the District Plan by the City of Brighton Planning Commission
- March 24 18, 2016: Public Hearing and adoption (6-1 vote) of the District Plan by the Adams County Planning Commission
- April 6, 2016: Public hearing and unanimous adoption of the District Plan by the City of Brighton City Council
- April 6, 2016: Public hearing and unanimous ratification of the District Plan by the Adams County Board of County Commissioners
- October 18, 2016: Study Session with Board of County Commissioners to review draft bylaws for joint District Plan Commission and Ag-Innovation Specialist job description
- October 25, 2016: Study Session with Brighton City Council to review draft bylaws for joint District Plan Commission and Ag-Innovation Specialist job description

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- November 14, 2016: District Plan Neighborhood Meeting hosted by Agricultural Preservation Sub-Committee
- December 13 2016 (Adams County) and January 3, 2017 (Brighton): Resolution adopted by each the Brighton City Council and Adams County Board of County Commissioners to establish the joint District Plan Commission and inter into an IGA for the District Plan Commission
- January-March 2017: Appointments made by each the Brighton City Council and Adams County Board of County Commissioners to the District Plan Commission
- March 7, 2017: Study session update at Board of County Commissioners
- Mid-March 2017: Potential for IGA for Ag Innovation Specialist Position to go before the Brighton City Council and Board of County Commissioners for approval

Attachments:

- Draft joint Adams County-City of Brighton District Plan Commission bylaws
- The Implementation Action Items from the District Plan
- The draft Ag Innovation Specialist job description
- Draft Ag Innovation Specialist IGA with City of Brighton

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Ag-Innovation Specialist

Class Code:
P10

Bargaining Unit: Not Applicable

ADAMS COUNTY
Established Date: _____
Revision Date: _____

SALARY RANGE

\$4,249 - \$6,032 Monthly
\$50,988 - \$71,384 Annually

This position will serve as an Adams County employee housed in the Long Range Strategic Planning Department, however work activities will be jointly coordinated, funded and shared by Adams County and the City of Brighton.

This is a two-year project-designated position which will be evaluated annually by both the Adams County and the City of Brighton. This position will be contingent on partial funding from the City of Brighton.

The position will report to the Long Range Strategic Planning Department's Sr. Long Range Planning Strategist, Rachel Bacon.

The District Plan may be viewed online: <https://www.adcogov.org/districtplan>

The District Plan video may be viewed online: <https://www.youtube.com/watch?v=I4CoOFeeia8>

PRIMARY RESPONSIBILITY:

Performs highly complex professional level work in the Long Range Strategic Planning Department to jointly support 1) The District Plan's listed action and implementation items and 2) Development of an Ag-Innovation program to provide support for innovative agricultural practices, local food systems, and sustainability throughout Adams County. Duties will

Note: This is a two-year project-designated position which will be evaluated annually by both the Adams County and the City of Brighton. This position will be contingent on partial funding from the City of Brighton.

ESSENTIAL DUTIES:

- Work jointly with both Adams County and the City of Brighton.
- Be a point person for communication and distribute information between the District Plan Commission, and Adams County and the City of Brighton's boards and commissions, including Planning Commissions and Boards of Adjustments and the Board of County Commissioners and City Council.
- Support Strategic Planning Initiatives including promoting agritourism and local food systems
- Assist in amendments to the county's comprehensive plan and development codes.
- Finding innovative solutions to support agriculture, sustainability, and the development of recommendations for future strategic initiatives.
- Securing grant funding, marketing and promotional activities.

- Strategic implementation of the District Plan's many action items.
- Develop a county wide program for supporting agriculture and sustainable support systems
- Facilitation and evaluation of the county's capital improvement plan (CIP).
- Take action on key recommendations from the District Plan Commission after approval is obtained from both the County and City.
- Advise the County, City, and the District Plan Commission regarding action items identified in the District Plan. Complete research and present findings when necessary.
- Research opportunities for grant applications and secures funding for program administration, staff salary and related projects.
- Be knowledgeable regarding properties within the plan boundaries and surrounding area. Build relationships with property owners. Work with property owners wanting to conserve their land in partnership with the local governments and/or through land trusts. Work to support property owners wanting to pursue agritourism activities, cluster development, transfer of development rights, historic preservation or other supportive activities to implement the District Plan.
- Identify developers and other stakeholders who are interested in helping to implement the vision of the District Plan.
- Identify and implement programs to promote local food systems, cultivate and support local production and distribution networks, and address food safety education needs in production and consumer markets.
- Initiate a program cultivating new farmers through farming education, business education, and opportunities for land access (a farmer training program).
- Encourage and support collaboration between local farmers/business owners.
- Identify innovative farming and water conservation practices. Develop a program to implement these practices not only in the District Plan area, but county wide.
- Explore the opportunity to start a farm to school program and/or onsite school gardens.
- Engage the community in local food events and promote local foods.
- Performs additional duties as required.

Examples of Additional Duties That May be Requested:

- Attend District Plan Commission meetings and keep accurate records.
- Assist with the coordination of elections and the filling of vacancies for the District Plan Commission.
- Assist in managing conserved lands: this many include, but is not limited to, defining appropriate land management policies and procedures, establishing a non-profit management entity or land trust, forming a special district.
- Assist with finding tenants and coordinating leases between farmers and the city and/or county.
- Assist in determining maintenance and capital improvement needs for city/and or county agricultural facilities and lands.
- Help and encourage local farmers who are not currently accepting SNAP to do so.
- Work with municipalities, state agencies, and the private sector to develop cooperative programs to implement agriculture and sustainability programs.
- Develop marketing materials, educational materials, promote events and maintain website content.
- Prepares proposals, recommend financial and non-financial strategic objectives and alternatives, and implements and maintain strategic and operational plans.
- Prepare and maintain a variety of records, reports, plans, and resource inventories.

SUPERVISION EXERCISED:

- No direct supervision over staff.

KNOWLEDGE SKILLS AND ABILITIES:

- Has experience and/or knowledge of farming, food systems, land preservation, cottage industry practices, water conservation, transportation, economic development, land use, innovation,

sustainability, marketing and promotion, graphic design, and website development.

- Knowledge of the principles and practices of public administration, budget preparation, grant writing, and city and regional planning.
- Knowledge of and ability to manage projects and provide program evaluation.
- Has knowledge of applicable federal, state, and local laws, rules, regulations, codes, and/or statutes.
- Knowledge of and skill to apply procedures, rules, regulations and services applicable to the assigned office.
- Ability to take action and communicate in meetings and to negotiate actions necessary for effective resolution.
- Ability to manage projects and multiple priorities simultaneously.
- Ability to identify and analyze problems, develops alternative solutions, project consequences of proposed actions, and implements recommendations in support of goals.
- Knowledge of leadership principles sufficient to effectively resolve issues.
- Ability to establish and maintain effective working relationships with department and division staff, other departments and others, such as vendors, developers, and public.
- Ability to communicate sufficient to interact with coworkers, supervisor, the general public, and others to exchange or convey information, and to receive work direction.
- Excellent oral and written communication skills.
- Has the ability to work effectively under stress.
- Has the ability to maintain confidentiality.
- Is able to attend meetings on evenings and weekends as needed.

REQUIREMENTS:

- **Education and Training:** Bachelor's Degree in Planning, Business Administration, Public Administration, Finance/Economics, Agriculture, Sustainability or related field.
- **Experience:** Four years of progressively responsible professional experience in planning, agriculture, sustainability or a related field.
- **License or Certificate:** Possession of or ability to obtain a valid Colorado driver's license.
- **Background Check:** Must pass a criminal background check.

SPECIAL REQUIREMENTS:

Note: This is a two-year project-designated position which will be evaluated annually by both the Adams County and the City of Brighton. This position will be contingent on partial funding from the City of Brighton.

Chapter 4:

ACTION PLAN

Both Adams County and Brighton are committed to the implementation of the District Plan. In order to cultivate a local food system, preserve prime agricultural lands in the District Area, and increase the likelihood of agritourism development, the following are recommended, but not limited to, appropriate next steps in the process:

1. Adams County and Brighton should commit to annually and jointly applying for a minimum of \$1M of competitive Adams County Open Space Grant Funds, and applying 250K each of their Open Space share-back funding for preserving agricultural lands within the District. Grant funds are derived from a combination of existing Open Space sales tax, matching GOCO grant funds, and other funding sources which may be available.¹
2. Adams County and Brighton will develop an evaluation matrix² for agricultural land preservation opportunities to include:
 - Prioritize lands that inherently help maintain agricultural operations and wildlife habitat.
 - Define goals around water resources to sustain agricultural production and address future municipal need.
 - Focus on designated prime agricultural lands that are contiguous to optimize farming efficiencies.
 - Where possible, focus on existing view sheds.
 - Assess existing and future transportation constraints.
3. Explore the creation a revolving fund to ensure a portion of property tax funds from the District area are allocated for reinvestment and future land acquisition of strategically located land that would enhance agricultural preservation and help to define the character of development as outlined in this plan. Seek out other funding opportunities and financing to implement and sustain the District Plan's recommendations.
4. Adams County and Brighton should jointly enhance the Agricultural Land Preservation Subcommittee and appoint key members.
5. As part of the plan, a new, full-time equivalent employee dedicated to local food system programming and marketing efforts would be beneficial. This position could be funded equally by Adams County and Brighton for a minimum of two years, with evaluation thereafter, with the goal of the position to be self-sustaining via grant funds thereafter.
6. Contemplate the release of a request for proposals to meet the objectives of the District Plan by the development community.
7. Amend Adams County and City of Brighton regulations and standards to help implement the Local District Plan in regards to transfer of development rights (TDR), and other zoning and design related amendments.
8. Adams County and the City of Brighton will explore other opportunities to work together to implement the District Plan's strategies, actions and recommendations.
9. Pursue opportunities in which historic preservation grants and tax credits might help to rehabilitate historic farm properties.

¹ Actual grant funding request may vary year over year depending upon available lands for fee-simple acquisition in terms of available acreages. Grant applications will be evaluated annually by the Open Space Board and the Board of County Commissioners, and others. All land purchases are subject to annual appropriation procedures.

² See discussion of additional, potential land conservation criteria in Chapter 3 of the Plan.

Goal	Category	Tactic	Timeline	Lead	Partners	Funding
<p>Create a comprehensive vision/mission for the future of agriculture in The District Area and the City of Brighton</p>	Organizational Structure Recommendation	Adams County and City of Brighton to create an IGA: identify areas of expertise needed in order to meet the requirements needed for the advisory committee as outlined in The District plan. This may include recruiting specific individuals to the Agricultural Land Preservation Committee and/or creating a mentoring program with another open space program that has developed an effective agriculture preservation program.	Completed within 9 months of plan adoption	Adams County, City of Brighton, Open Space Departments	Agricultural Preservation Subcommittee	Adams County, City of Brighton
	Organizational Structure Recommendation	Develop a matrix of guiding principles which will guide the actions of the governing body(ies) who will oversee agricultural preservation efforts.	Completed within 9 months of plan adoption	Adams County, City of Brighton	Agricultural Preservation Subcommittee	Adams County, City of Brighton, Grants
	Land Preservation	Define goals around maintaining soil health and quality as part of an agricultural land preservation management strategy.	Ongoing	Adams County, City of Brighton	Agricultural Preservation Subcommittee, Open Space mentor program with another city or county	
	Land Preservation	Define goals around water resources for agricultural purposes.	Ongoing	Adams County, City of Brighton	Agriculture Preservation Subcommittee, Open Space mentor program with another city or county	
	Policy Recommendations	Evaluate Land Development Code to further explore Transfer of Development Rights and/or improve Cluster Standards to align with market and recommendations of the District Plan and Be Brighton. Key outcomes include reflecting market conditions, identifying receiving areas within the Brighton GMA, establishing maximum densities in receiving areas, applicability to properties under 160 acres, and outlining code provisions such as the relationship of TDR and Clustering to Brighton PUD standards.	Short Term (1-2 years)	Adams County, City of Brighton	TDR Consultant	Adams County, City of Brighton
	Policy Recommendations	Develop a City zoning overlay or design guidelines to address the performance criteria in this chapter. Apply the overlay to properties that could potentially apply for annexation, as shown on the Development Options Map.	Short Term (1-2 years)	Adams County, City of Brighton		Adams County, City of Brighton

Goal	Category	Tactic	Timeline	Lead	Partners	Funding
(cont.) Create a comprehensive vision/mission for the future of agriculture in The District Area and the City of Brighton	Capital Projects/ Investment	Periodically review area plans for future trails as lands are placed into conservation within the District Area to develop the proper connectivity and access to help support the vision of the District Plan.	Ongoing	Adams County, City of Brighton		Adams County, City of Brighton
	Capital Projects/ Investment	Periodically review City of Brighton and Adams County transportation plans as lands are placed into conservation within the District area to develop the proper road improvement/maintenance strategy for the area as it develops	Ongoing	Adams County, City of Brighton		Adams County, City of Brighton, Grants
Increase community awareness, education and engagement	Marketing	Create a marketing campaign utilizing "It all grows in Brighton" or newly identified Local Foods campaign such as "Eat Five, Buy Five."	Short Term (1-2 years)	Local Food Systems FTE	Brighton Economic Development, Chamber of Commerce, Adams County Economic Development	Lodging Tax
	Marketing	Create a local and regional public relations plan to promote the efforts of the District plan including agricultural preservation, local farms and local food.	Short Term (1-2 years)	Local Food Systems FTE	County/City PIO Departments	Adams County, City of Brighton
	Education	Facilitate a local foods workshop with community members (schools, small businesses, CSU Extension, Tri County Health, etc.) to brainstorm and outline individual goals and programs that will address food access, health, wellness and education. Next steps: 1. Utilize existing resources for facilitating a local foods workshop: EPA's Smart Growth Program- Local Foods Local Places. 2. Engage community members and key stakeholders 3. Outline a plan with tactics, funding requirements and time line.	Short Term (1-2 years)	Local Food Systems FTE	Adams County, City of Brighton	

Goal	Category	Tactic	Timeline	Lead	Partners	Funding
<p>Increase community awareness, education and engagement</p>	Health & Wellness	<p>Engage the local non-profit, Brighton Shares the Harvest and Tri-County Health to develop a program focused on encouraging farm markets to accept SNAP and possible additional WIC benefits. Initial steps would include:</p> <ol style="list-style-type: none"> 1. Engaging both groups to identify resources and approach. 2. Outline next steps and financial requirements. 3. Locate funding sources through grants and other funding opportunities. 	Short Term (1-2 years)	Local Food Systems FTE	Tri County Health/ Brighton Shares the Harvest	
	Marketing	<p>Create more community events around local foods (Example: Farmers market promotion program, building on existing efforts such as Market Day)</p>	Short Term (1-2 years)	Local Food Systems FTE	Adams County, City of Brighton	USDA
		<p>Create incentives to incorporate more local food within existing meal programs for seniors. Initial steps:</p> <ol style="list-style-type: none"> 1. Engage Eagle View Adult Center and Tri County Health to explore existing efforts and opportunities. 2. Identify 2-3 programs that could be implemented over the next 12 months. 3. Identify funding requirements and sources of funding. 4. Outline next steps. 	Short Term (1-2 years)	Local Food Systems FTE	City of Brighton/Tri County Health/Eagle View Adult Center	
	Marketing	<p>Expand marketing capacity for locally- and regionally-grown products. This could include working with Brighton Business Development project 'It all grows in Brighton', identifying possible incentive programs for businesses locally and facilitating connections with regional buyers.</p>	Short Term (1-2 years)	Local Food Systems FTE	City of Brighton & Adams County Business Development/Local Producers	USDA Value Added Producer Grants
	Health & Wellness	<p>Increase school nutrition programming within existing school system. Initial activities would include:</p> <ol style="list-style-type: none"> 1. Bringing together Adams 12 and District 27J's nutrition coordinators to explore current initiatives around nutrition education and where opportunities exist. 2. Work with Tri-County Health, USDA and CO Farm to School to identify programs that have been effective in other districts and would be applicable. 3. Incorporate key programs into existing strategic plans for each district. 	Short Term (1-2 years)	Local Food Systems FTE	Brighton School District 27J Colorado Farm to School, Tri County Health	USDA FTS Grant Programs

Goal	Category	Tactic	Timeline	Lead	Partners	Funding
<p>(cont.)</p> <p>Increase community awareness education and engagement</p>	Health & Wellness	<p>Implement on site school gardens within the 27J school district. Initial steps:</p> <ol style="list-style-type: none"> 1. Examine Adams 12's existing school garden policies and procedures. 2. Identify where a similar programs could be adopted for District 27J. 3. Identify and engage strategic partnerships such as Denver Urban Gardens, Slow Food and The Kitchen Community. 	Short Term (1-2 years)	Brighton School District 27J/ Adams 12	Denver Urban Gardens-DUG Adams 12	DUG/ Whole kids Foundation School Gardens Grant Program
	Health & Wellness	<p>Explore the opportunity to begin a farm to school program for Adams 12 and District 27J to incorporate more local product in schools.</p>	Near Term (2-4 years)	Brighton School District 27J/ Adams 12	Colorado Farm to School-Nutrition Services	USDA FTS Grants
	Health & Wellness	<p>Incorporate salad bars into the school throughout the Brighton 27J School District (Program: Let's move salad bars to schools) -Initial steps would include:</p> <ol style="list-style-type: none"> 1. Working with Adams 12 and District 27J to identify schools that would be a good fit for this program. 2. Apply for the program 3. Future steps could include identifying existing school gardens that could be incorporated into the program and/or encourage existing distributors to focus on procuring local products. 	Near Term (2-4 years)	Brighton School District 27J/ Adams 13	Colorado Farm to School-Nutrition Services	HUSSC-Healthier US School Challenge
	Capital Projects/ Investment	<p>Once an agritourism direction has been established, focus on highway and street signage promoting agritourism, farmer markets.</p>	Short Term (1-2 years)	Local Food Systems FTE	Colorado Tourism: Heritage and Agritourism/ CDOT/Agricultural Preservation Subcommittee	

Goal	Category	Tactic	Timeline	Lead	Partners	Funding
Identify new opportunities for production and food related businesses	Land Preservation	Adams County and City of Brighton to create RFP(s)/RFQ(s) to seek out strategic partnerships that align with the vision for The District. The partnerships could be developers with a consistent vision and desire for agricultural preservation or food related co-op model that focuses on production and distribution.	Near Term (2-4 years)	Adams County, City of Brighton	Agricultural Preservation Subcommittee,	
	Capital Projects/ Investment	Based on the support system recommendations for local farms outlined in the agricultural market study, as lands are preserved and farm programs take hold explore creating a capital improvement plan for local foods infrastructure, such as farmers markets, food processing facilities and opportunities to re purpose historical sites for seasonal housing and distribution food center. Utilize Brighton's Attainable Housing Matrix to explore ways to incentivize future affordable housing projects.	Long Term (5+ years)	Local Food Systems FTE	Adams County, City of Brighton	
	Business Development	Network with existing local firms to explore the possibility of establishing or expanding a local and regional food business enterprise. Next steps: 1. Outline a vision for a local/regional food business enterprise. 2. Identifying what additional information may be needed to move forward such as market research, feasibility studies, and business planning. 3. Construct a business plan with next steps	Ongoing	Local Food Systems FTE	Adams County, City of Brighton	LEPP Planning Grants USDA
	Business Development	Identify and cultivate alternative labor forces that may be available by utilizing local sources such as juvenile detention inmates, youth crop workers and other non-traditional labor types.	Near Term (2-4 years)	Local Food Systems FTE	Adams County, City of Brighton, Agricultural Preservation Subcommittee	
	Education	Explore and implement with the help of local experts and Universities, innovative farm techniques-organic agriculture research through educational programs for organic growing and research partnerships.	Short Term (1-2 years)	Adams County, City of Brighton, Agricultural Preservation Subcommittee	Adams County CSU Extension, Open Space mentor program with another city/county	Innovations in Agriculture
	Business Development	Encourage (through local conferences and networking) collaborative ventures among farmers and agriculture related businesses to reduce expenses and secure markets.	Short Term (1-2 years)	Local Food Systems FTE	Brighton Business Development, Chamber of Commerce	USDA Grant: RDBCP-09-RBEG-ARRA-

Goal	Category	Tactic	Timeline	Lead	Partners	Funding
<p>Promote the highest and best use of the land and environmentally conscious practices</p>	Land Use	Work with CWCB to develop water conservation policies and incentives for agricultural lands that align with the conservation action items outlined in section 6.34 of the 2015 Colorado Water Plan.	Near Term (2-4 years)	Adams County, City of Brighton, Agricultural Preservation Subcommittee		
	Land Preservation	Identify possible land lease incentives for soil building farming practices, sustainable irrigation practices, and organic farming practices.	Short Term (1-2 years)	Agricultural Preservation Subcommittee	Adams County, City of Brighton, CSU Extension, Open Space mentor program with another city or county	
	Land Preservation	Create incentives for landowners to implement conservation easements.	Short Term (1-2 years)	Agricultural Preservation Subcommittee	Preservation Subcommittee City of Brighton, Adams County, Land Trusts, Farm and Ranch Lands Protection Program, Open Space mentor program with another city or county	USDA
	Capital Projects/ Investment	Encourage farmers and ranchers in planning and implementing conservation practices that improve the natural resources (e.g. soil, water, wildlife) on their agricultural land. For example, the installation of seasonal high tunnels (i.e., hoop houses) to extend a producer's growing season while conserving resources.	Long Term (5+ years)	Agricultural Preservation Subcommittee	Adams County, City of Brighton	USDA

Goal	Category	Tactic	Timeline	Lead	Partners	Funding
Create strong foundational food related educational support programs	Education	Identify and implement programs to address food safety education needs in production and consumer markets. Specifically targeting food safety and safe handling techniques for consumers, distributors and producers.	Short Term (1-2 years)	Local Food Systems FTE	Adams County, City of Brighton, Agricultural Preservation Subcommittee, CSU Extension	
	Education	Incubator program cultivating new farmers through farmer, business education and land access (i.e. farmer training program)	Ongoing	Local Food Systems FTE	CSU Adams County Extension/Colorado Heritage Agritourism (CHAP Program). Incorporate existing farmers who would like to participate in mentorship programs	Beginning Farmer Program USDA

BY-LAWS OF THE JOINT CITY OF BRIGHTON AND ADAMS COUNTY DISTRICT PLAN COMMISSION

Article I - Name and Authorization

- A. The Commission's name shall be the District Plan Commission.
- B. The District Plan Commission (“Commission”) was created by the City of Brighton and the Adams County Board of County Commissioners on ____ ____ 2016.¹

Article II - Purpose and Duties

- A. Purpose of the Commission

Act as ambassadors for the implementation of the District Plan and advise the Brighton City (“City”) Council and the Adams County (“County”) Board of County Commissioners and City and County staff on implementation and action items as outlined in the District Plan.

- B. Duties

1. Promote farming-supportive businesses, agritourism, agriculture and land preservation, and create awareness through education, marketing and promotional activities;
2. Review and make recommendations on amendments to the District Plan;
3. Provide comments via the referral process on public improvements and/or land use or development cases to be considered by the County or City Planning Commission within the District Plan study area or for rezoning and development on property zoned or requesting a rezoning to the District Plan Mixed Use Zone;
4. Make recommendations to the County Parks and Open Space Advisory Board on Open Space Sales Tax fund applications and advise County and City staff on land purchases for open space and land leases for agricultural preservation within the District Plan Study Area;
5. Respond on its own initiative, or to any request for information, to the Board of County Commissioners or the City Council on matters pertinent to the District Plan Study Area, insofar as the issue relates to the interests of agriculture, agricultural land preservation, agritourism or supportive infrastructure or systems;
6. Respond to requests for technical assistance from the public and/or to provide public information or public education services such as brochures, hosting expert speaker’s panels or workshops regarding agricultural practices, agricultural land preservation, agritourism or other topics inherent to the District Plan.

Article III - Guidelines

- A. The District Plan Commission has no authority other than to serve in an advisory capacity to the City Council and Board of County Commissioners.
- B. The District Plan Commission shall serve as advisors to the City and County regarding the implementation of the District Plan and to advise the City and County on implementation and action items as outlined in the Plan.

¹ The Intergovernmental Agreement (IGA) between the City of Brighton and Adams County for the District Plan Commission, and each jurisdiction’s corresponding adoption resolution, serve as the enabling legislation establishing the District Plan Commission. Please see these documents for addition information.

C. A quorum will consist of five voting members and decisions will be made by simple majority of members present; a tie vote will defeat a motion.

D. The affirmative vote of seven members of the Commission will be necessary to amend the District Plan. A nine member Commission must be present and eligible to vote on the matter at the Commission hearing on the amendment. If a nine member Commission is not available, the matter shall be continued until the next regularly scheduled Commission meeting. If, after the matter has been continued once due to lack of a full Commission, a full Commission is still unable to be seated, the Chairperson may call for a vote of the Commission to proceed to hear the matter. The vote to proceed may be decided by a simple majority of the quorum. The affirmative vote of seven members of the Commission is still required to amend the District Plan.

Article IV- Membership

A. Members. The Commission will consist of nine members, four members appointed by the City and five members appointed by the County. Appointments by the elected officials will be done in a manner determined by each jurisdiction.

B. Members should consist of a balance of persons who have experience or interest in the many fields and topics described in the District Plan's areas of implementation, including, but not limited to, agriculture, tourism, food systems, animal husbandry, ranching, economic development, transportation, innovation, sustainability, or have demonstrated a willingness to serve for the enhancement of the community.

C. Appointments. Commission appointments will be made initially for two and three-year terms. After the initial appointments all terms will be for three-year terms. In the initial appointments, the County will appoint two two-year and three three-year terms for members and the City will appoint two two-year and two-three year terms for members.

D. Vacancies. A vacancy may be declared on the Commission for any of the following causes:

1. A member is absent from three consecutive regularly scheduled meetings in a given calendar year without being excused by the Chair. All absences will be recorded in the meeting summary. Absences for emergency or specially called meetings will not be recorded against a member in calculating absenteeism.
2. A member resigns prior to the end of the term or for any other reason cannot serve the full term.

E. How Vacancies are Filled

1. The Commission Chairperson shall immediately, upon receipt of a resignation or when advised of a vacancy, notify the staff of the jurisdiction from which the vacancy arises. It will be the responsibility of the City and County to ensure the appointment of new member at the soonest opportunity.
2. Vacancies will be advertised in a manner determined by the City and County policy.
3. Terms shall be limited to two three-year terms.

Article V- Member Responsibilities

A. All member votes are equal. Member responsibilities include:

1. Attending one regularly scheduled meeting per month.
2. Being responsible for assigned tasks.

3. Election of Officers from within the Commission: Chairperson, Vice-Chairperson and Secretary.

- a. A majority vote of regular members present is required to elect a Chairperson. If the prevailing candidate is present and does not decline, the new Chairperson will assume office immediately and conduct the election of the Vice-Chairperson and Secretary. The same procedure will be utilized in the election of the Vice-Chairperson and the Secretary.
- b. The Chairperson's term shall be for one year. The Chairperson may be elected for consecutive terms during his/her tenure on the Commission. Elections shall be held the first business meeting of the year following the annual reorganization of the Commission.
- c. The Chairperson shall conduct all meetings.

B. The Chairperson's responsibilities include:

1. Setting the Agenda.
2. Presenting formal requests and recommendations to the City or the County.
3. Assigning tasks to Commission members.
4. Serving as a contact person for City or County staff.

C. Electing a Vice-Chairperson from within the Commission.

1. The Vice-Chairperson's term shall be for one year, and he or she shall serve at the pleasure of the commission. The Vice-Chairperson may be elected for consecutive terms during his/her tenure on the Commission. Elections shall be held the first business meeting of the year following the annual reorganization of the Commission.
2. The Vice-Chairman shall assume the duties of the Chairperson in the case of his or her absence.

D. Electing a Secretary from within the Commission.

- 3. The Secretary's term shall be for one year, and he or she shall serve at the pleasure of the commission. The Secretary may be elected for consecutive terms during his/her tenure on the Commission. Elections shall be held the first business meeting of the year following the annual reorganization of the Commission. The Secretary shall assume the duties of the Chairperson in the case of the absence of both the Chairperson and Vice-Chairperson. The Secretary shall conduct role call votes.**

Article VI - Staff Responsibilities for the Commission

- A. Staff will have the responsibility of informing the Commission of events, activities, policies, programs, etc., occurring within the scope of its functions and to make members aware of all City or County requests for information or input.
- B. Staff will assemble information needed by the Commission in order for the Commission to perform its duties. Staff will prepare a written agenda, which shall be e-mail or mailed to Commission and Staff members at least six days in advance of the scheduled meeting.
- C. Staff will ensure accurate records are kept.
- D. The City and the County shall provide staff representation to the Commission.

Article VII- General Rules of Order

The following are general rules of order and apply to the conduct of business at all District Plan Commission Meetings:

- A. A motion before the Commission may be made only by members of the Commission. No motions may be made from the floor by any member of the general public. Any motion made must be seconded by another member of the Commission prior to the vote. After the motion and second, the Chairperson shall restate the motion and ask for discussion from members of the Commission and staff. After all interested Commission and staff members have had an opportunity to speak, the Chairperson shall ask for a voice vote of all Commissioners in favor of the motion. Commissioners in favor shall indicate their vote by saying "aye" or "yes." The Chairperson shall then ask for a voice vote of Commissioners opposed to the motion. Commissioners opposed shall indicate their vote by saying "nay" or "no." If any member questions the outcome of the vote, he or she may request a roll call vote.
- B. Each Commission member is entitled to only one vote. There shall be no proxy voting.
- C. Any Commission member who actually or potentially has a conflict of interest with regard to any business before the Commission or whose participation would otherwise violate the appearance of fairness, shall disqualify himself or herself from voting or participating in the discussion and deliberations in any motion concerning such business. When a Commission member has so disqualified himself or herself, the member shall neither sit on nor preside over the Commission during discussion and voting on the matter.
- D. A potential conflict of interest or violation of the appearance of fairness exists when a Commission member has a direct, personal interest in the outcome of the proceeding beyond that of the general public. A potential conflict may arise due to a financial interest, a business or employment relationship, a family relationship, or prior statements or actions, and other actions or relationships.
- E. Any question or issue as to the proper procedure for conducting business at any District Plan Commission meeting that is not resolved by the above rules of order shall be resolved by the Chairperson.
- F. The Commission shall reserve time for public comment at the end or the beginning of each meeting, as noticed on the agenda in accordance with Article V.A. Each member of the public, after recognition by the Chair, will be granted three minutes to address the Commission.**
- G. The Chairperson may call a special meeting outside of regularly scheduled meetings as needed. The Chairperson shall determine the availability of a quorum prior to directing staff to notice the meeting to the public. Special meetings shall be noticed to the public a minimum of forty-eight (48) hours prior to the start of the special meeting.**
- H. The Chairperson may cancel a regular scheduled or special meeting for reasons such as inclement weather, a lack of business, or a lack of a quorum. The cancellation of meetings shall be noticed to the public with as much notice as is practicable prior to the scheduled meeting time and date.**

INTERGOVERNMENTAL AGREEMENT BETWEEN ADAMS COUNTY AND THE CITY
OF BRIGHTON REGARDING A
JOINT AG INNOVATION SPECIALIST POSITION

THIS AGREEMENT, made this _____ day of _____, 2017, by and between the CITY OF BRIGHTON, COLORADO (hereinafter called "CITY"), and ADAMS COUNTY, COLORADO (hereinafter called "COUNTY"), and collectively known as "PARTIES";

WITNESSETH:

WHEREAS, COUNTY and CITY each approved the District Plan in March of 2016; and

WHEREAS, the District Plan outlined several implementation activities including the establishment of an employment position in Adams County to help guide and undertake work activities related to the implementation of the District Plan including, but not limited to, promoting continued agricultural land uses and agritourism uses, food production, marketing and education (the "Ag Innovation Specialist"); and

WHEREAS, COUNTY and CITY desire a project-designated employee to make recommendations regarding the implementation of the District Plan to the Board of County Commissioners, the City Council, COUNTY and CITY Planning Commission and other boards, commissions and staff members that may benefit from such recommendations; and

WHEREAS, CITY and COUNTY now desire to proceed with the establishment of the Ag Innovation Specialist position and outline their understandings and agreements regarding the tasks, oversight and compensation of that project-designated position; and

NOW, THEREFORE, in consideration of the mutual promises contained herein, PARTIES hereto agree as follows:

1. SCOPE OF AGREEMENT
This Agreement defines the responsibilities and financial commitments of PARTIES with respect to the Ag Innovation Specialist Position ("POSITION").
2. PURPOSE
 - A. The City of Brighton and Adams County jointly adopted the District Plan (the "Plan") in March of 2016. One of the key strategies identified in the Plan, in order to further the goals of promoting agricultural activities, agritourism, local food systems, context-sensitive land use patterns and economic development, and preserving prime agricultural lands, was the joint funding of a project-designated employee who would be employed by the County to carry out the Plan's broad array of implementation action items. The District Plan Action Plan has nine next steps, five goals, and

twenty-six tactics describing the targeted work activities of the proposed POSITION, including the designation of the POSITION title as the Ag Innovation Specialist.

3. PUBLIC NECESSITY

PARTIES agree that the work performed pursuant to this Agreement is necessary for the health, safety, comfort, convenience, and welfare of all the people in the DISTRICT PLAN region and is of particular benefit to the inhabitants of the entire CITY and COUNTY and the property therein.

4. PRACTICAL CONSIDERATIONS OF EMPLOYMENT

- A. The project-designated POSITION would be established for a two year (24 months) specified PROJECT PERIOD, pending project timelines.
- B. POSITION will be assigned tasks in accordance with an annual work program jointly developed by COUNTY and CITY. Day-to-day work activities and quarterly and annual milestones of POSITION will be set by the COUNTY in consultation with CITY.
- C. POSITION will serve as an Adams County employee housed in the Long Range Strategic Planning Department. Recruitment, selection, and compensation of POSITION will be undertaken by the COUNTY, with input, consultation and participation by the CITY.
- D. POSITION will be subject to the policies of the Adams County Employee Manual that are applicable to employees in project-designated positions.
- E. Performance review shall be conducted by the COUNTY in consultation with the CITY.
- F. For the two year project designated period, POSITION will be funded by a 50/50 financial share between Adams County and the City of Brighton.
- G. The focus of the job duties during the two year project designated period will be on implementing the District Plan and establishing the necessary programs and systems to support the District Plan's vision, recommendations and action items.
- H. COUNTY and CITY shall each designate one staff representative to work collaboratively with each other to provide support to POSITION.

5. POSITION AND PROGRAM COSTS AND ALLOCATION OF COSTS

- A. PARTIES agree that for the purposes of this Agreement the 50/50 shared costs for the POSITION shall consist of and be limited to the following:
 - 1. Salary and benefits associated with POSITION;
 - 2. Costs of Program administration including office supplies and technologies, public meeting materials, education and training, and program support costs (PROGRAM Costs).
- B. It is understood and agreed that the total POSITION and PROGRAM costs as defined above shall not exceed Eighty Thousand Dollars (\$80,000) annually for each of the initial two years, unless mutually agreed upon in writing by the PARTIES.
- C. CITY shall contribute fifty percent (50%) of POSITION and PROGRAM costs as defined herein, up to a total expenditure not to exceed Forty Thousand Dollars (\$40,000) annually, for the two year project designated period. This may be prorated to a monthly amount of \$3,333.33.

D. COUNTY shall contribute fifty percent (50%) of POSITION and PROGRAM costs as defined herein, up to a total expenditure not to exceed Forty Thousand Dollars (\$40,000) annually, for the two year project designated period.

6. MANAGEMENT OF FINANCES

A. COUNTY shall be responsible for the provision of salary, benefits and associated program costs for the POSITION and PROGRAM costs in the amount of Eighty Thousand dollars (\$80,000) annually.

B. COUNTY shall be responsible for ensuring all costs of salary, benefits and associated program costs for the POSITION and PROGRAM shall not exceed Eighty Thousand dollars (\$80,000) annually.

C. By January 31, 2018 and January 21, 2019 COUNTY shall request in writing from CITY fifty percent (50%) of actual costs incurred from the period of January 1, 2017 through the last business day of December 2017 and from the period of January 1, 2018 through the last business day in December of 2018. The two year (24 months) specified PROJECT PERIOD is anticipated to end in 2019. County shall request in writing from CITY fifty percent (50%) of actual costs incurred from the period of January 1, 2019 through the end of the PROJECT PERIOD within thirty (30) days following the end of the PROJECT PERIOD. The CITY's share of the POSITION and PROGRAM is defined by Paragraph 5.C of this Agreement. The COUNTY's share of the POSITION and PROGRAM is defined by Paragraph 5.D of this Agreement.

D. CITY shall remit to COUNTY CITY's share of POSITION costs within fourteen (14) consecutive days after the receipt of each written request, which requests are defined by Paragraph 6.C above.

E. Quarterly financial records of the costs incurred for the POSITION and PROGRAM will be provided to the CITY by the COUNTY for informational purposes. CITY may have access to review the records at any time with prior notice to the COUNTY.

7. TERM OF AGREEMENT

A. The term of this Agreement (see paragraph 6C above) shall commence upon final execution by all PARTIES.

B. POSITION will terminate at the end of the two year project designated term (24 months) unless terminated earlier by termination of this Agreement or agreement of the PARTIES. Financial payment for POSITION and PROGRAM shall end upon termination of the Agreement or the POSITION, and the COUNTY shall reimburse the CITY any pre-paid proportion of its financial contribution resulting from said termination. The COUNTY shall pay such reimbursement within thirty (30) days of termination.

8. NOTICES

A. Any notices, demands, or other communications required or permitted to be given by any provision of this Agreement shall be given in writing, delivered personally or sent by registered mail, postage prepaid and return receipt requested, addressed to PARTIES at the addresses set forth below or at such other address as either party may

hereafter or from time to time designate by written notice to the other party given when personally delivered or mailed, and shall be considered received in the earlier of either the day on which such notice is actually received by the party to whom it is addressed or the third day after such notice is mailed.

For Adams County:

Adams County Department of Long Range Strategic Planning
4430 South Adams County Parkway, Suite C3000
Brighton, CO 80601-8212

Adams County Finance Department, Purchasing Section
4430 South Adams County Parkway, Suite C4000A
Brighton, CO 80601-8212

Adams County Attorney's Office
4430 South Adams County Parkway, Suite C5000B
Brighton, CO 80601-8206

For the City of Brighton:

City of Brighton Parks and Recreation Department
500 South 4th Avenue
Brighton, CO 80601

City of Brighton Finance Department
500 South 4th Avenue
Brighton, CO 80601

City of Brighton City Manager
500 South 4th Avenue
Brighton, CO 80601

- B. The PARTIES each agree to designate and assign a representative to act on its behalf in all matters related to POSITION undertaken pursuant to this Agreement. Each representative shall coordinate all POSITION-related issues, shall attend all progress meetings, and shall be responsible for providing all available POSITION-related file information upon request by CITY or COUNTY. Said representatives shall have the authority for all approvals, authorizations, notices or concurrences required under this Agreement or any amendments or addenda to this Agreement.

9. AMENDMENTS

This Agreement contains all of the terms agreed upon by and among PARTIES. Any amendments or modifications to this Agreement shall be in writing and executed by PARTIES hereto to be valid and binding.

10. SEVERABILITY

If any clause or provision herein contained shall be adjudged to be invalid or unenforceable by a court of competent jurisdiction or by operation of any applicable law, such invalid or unenforceable clause or provision shall not affect the validity of the Agreement as a whole and all other clauses or provisions shall be given full force and effect.

11. APPLICABLE LAWS

This Agreement shall be governed by and construed in accordance with the laws of the State of Colorado. Venue for any and all legal actions regarding the transaction covered herein shall lie in Adams County, Colorado.

12. ASSIGNABILITY

No party to this Agreement shall assign or transfer any of its rights or obligations hereunder without the prior written consent of the nonassigning party or parties to this Agreement.

13. BINDING EFFECT

The provisions of this Agreement shall bind and shall inure to the benefit of PARTIES hereto and to their respective successors and permitted assigns.

14. NO DISCRIMINATION IN EMPLOYMENT

In connection with the performance of work under this Agreement, PARTIES agree not to refuse to hire, discharge, promote or demote, or to discriminate in matters of compensation against any person otherwise qualified because of race, color, ancestry, creed, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability and further agree to insert the foregoing provision in all subcontracts hereunder.

15. APPROPRIATIONS

Notwithstanding any other term, condition, or provision herein, each and every obligation of COUNTY and/or CITY stated in this Agreement is subject to the requirement of a prior appropriation of funds therefor by the appropriate governing body of COUNTY and/or CITY.

16. NO THIRD PARTY BENEFICIARIES

It is expressly understood and agreed that enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to PARTIES, and nothing contained in this Agreement shall give or allow any such claim or right of action by any other or third person on such Agreement. It is the express intention of PARTIES that any person or party other than either one of PARTIES receiving services or benefits under this Agreement shall be deemed to be an incidental beneficiary only.

17. ILLEGAL ALIENS

PARTIES agree that any public contract for services executed as a result of this intergovernmental agreement shall prohibit the employment of illegal aliens in compliance with §8-17.5-101 C.R.S., *et seq.*

WHEREFORE, PARTIES hereto have caused this instrument to be executed by properly authorized signatories as of the date and year first above written.

CITY OF BRIGHTON, COLORADO

Richard N. McLean, Mayor

Date: _____

ATTEST:

Natalie Hoel, City Clerk

Approved as to Form:

Margaret R. Brubaker
Brighton City Attorney

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, COLORADO

Eva J Henry, Chair

Date: _____

ATTEST:

Adams County Clerk & Recorder's Office

Approved as to Form:

BOARD OF COUNTY COMMISSIONERS FOR
ADAMS COUNTY, STATE OF COLORADO

RESOLUTION APPROVING INTERGOVERNMENTAL AGREEMENT WITH THE CITY
OF BRIGHTON REGARDING A JOINT AG INNOVATION SPECIALST POSITION

Resolution 2017-###

WHEREAS, Adams County and the City of Brighton ("Parties") wish to implement the jointly adopted District Plan's community vision for local food production, conservation and agri-based land uses in the area south of Brighton; and,

WHEREAS, the District Plan calls for a joint City and County employee to carry out the District Plan's implementation action items; and

WHEREAS, the Parties wish to enter into an intergovernmental agreement, entitled "Intergovernmental Agreement between Adams County and the City of Brighton Regarding a Joint Ag Innovation Specialist Position," to define the hiring, supervision, practical considerations of employment, financial commitments and other responsibilities with respect to the shared employee tasked with guiding and working towards the implementation of the District Plan; and

WHEREAS, a position of Ag Innovation Specialist will be the project-designated employee for the project; and

WHEREAS, the Intergovernmental Agreement is a cooperative effort between Parties and will benefit the citizens of Adams County.

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners, County of Adams, State of Colorado, that the Intergovernmental Agreement between Adams County and the City of Brighton Regarding a Joint Ag Innovation Specialist Position, a copy of which is attached hereto and incorporated herein by this reference, be and hereby approved.

BE IT FURTHER RESOLVED that the Chairperson is authorized to execute said Intergovernmental Agreement on behalf of Adams County.



STUDY SESSION AGENDA ITEM

DATE: March 7, 2017
SUBJECT: Demographics Update
FROM: Abel Montoya, Director
AGENCY/DEPARTMENT: Long Range Strategic Planning
ATTENDEES: Abel Montoya, Rachel Bacon, Rebecca Zamora, Lori Wisner
PURPOSE OF ITEM: Information
STAFF RECOMMENDATION: Information

BACKGROUND:

Provide an update on county demographics

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

ATTACHED DOCUMENTS:

PowerPoint

FISCAL IMPACT:

Please check if there is no fiscal impact . If there is fiscal impact, please fully complete the section below.

Fund:
Cost Center:

	Object Account	Subledger	Amount
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
Total Revenues:			

	Object Account	Subledger	Amount
Current Budgeted Operating Expenditure:			
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
Total Expenditures:			

New FTEs requested: YES NO


Future Amendment Needed: YES NO

Additional Note:

APPROVAL SIGNATURES:

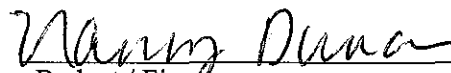
APPROVAL OF FISCAL IMPACT:

 Todd Leopold, County Manager



 Raymond H. Gonzales, Deputy County Manager

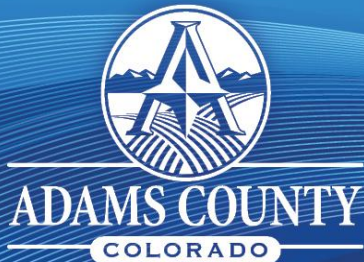
 Bryan Ostler, Interim Deputy County Manager



 Nancy Duna
 Budget / Finance

Demographics Update

March 7, 2017



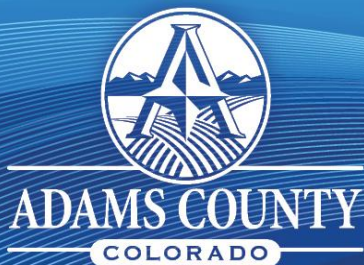
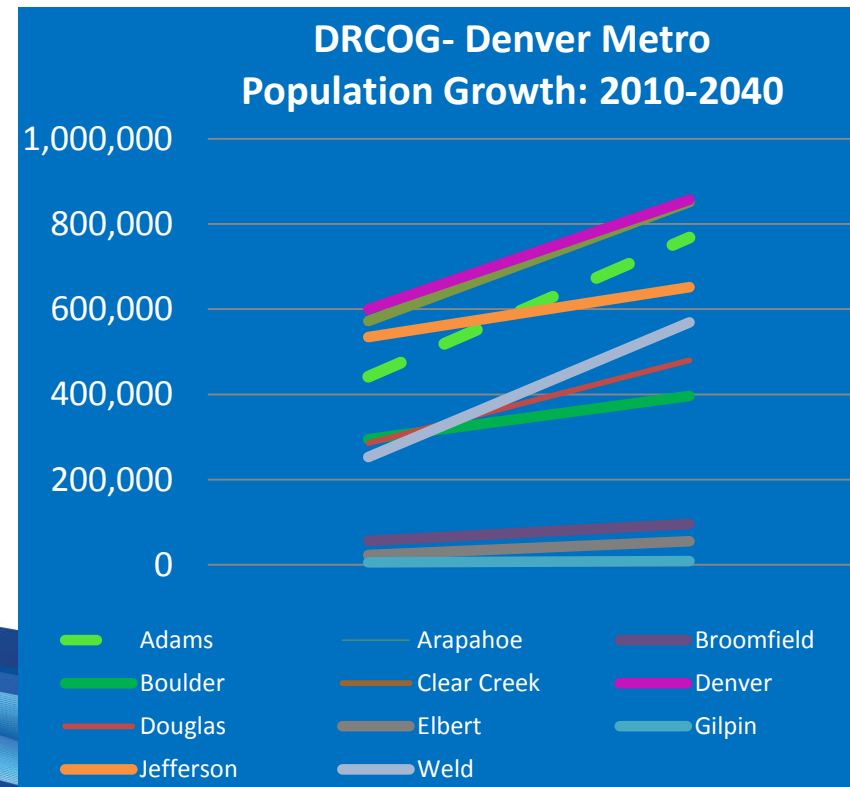
Adams County Profile

- Approx. 759,000 acres/1,185 sq. miles
 - South to North - 17 miles
 - East to West - 72 miles
- 16% of the Denver metro population lives in Adams
- 9% of all Co. residents live in Adams
- Urban & Rural:
 - 8 cities & 2 towns (Arvada, Aurora, Brighton, Commerce City, Federal Heights, Northglenn, Thornton and Westminster; Bennett and Lochbuie)
 - 3/4 Agriculture Land



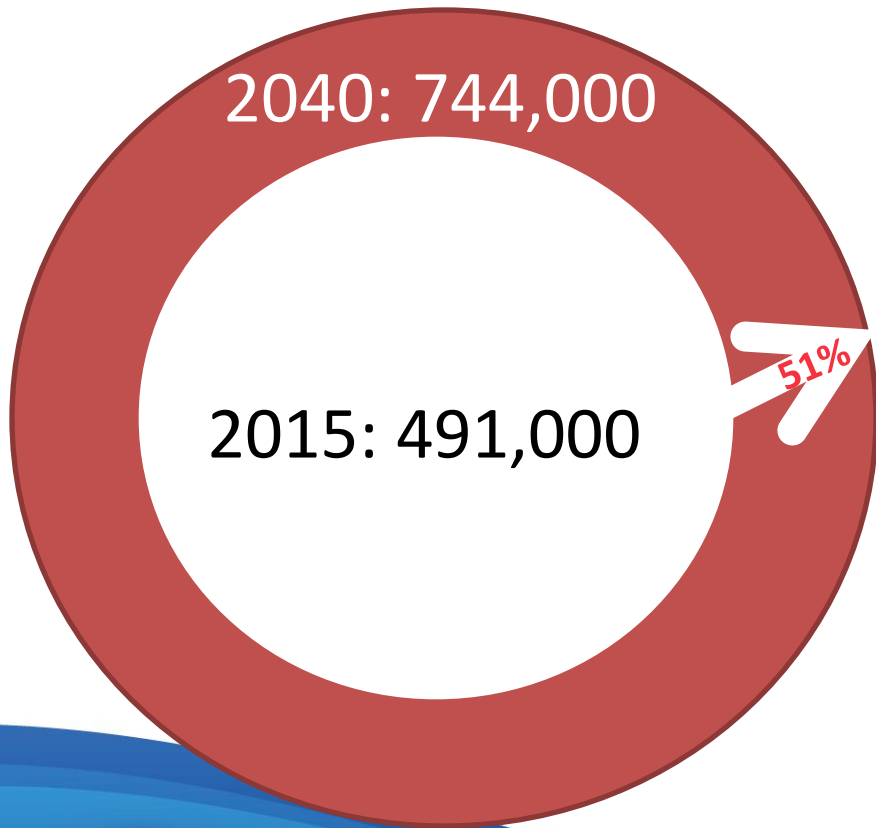
Adams County Profile

- Adams County was No. 2 in 1st quarter 2015 in the nation for fastest job growth (at 6.4%) U.S. Bureau of Labor Statistics
- DRCOG projects Adams County to be the fastest growing county in the Metro Area in both population & employment through 2040
- Adams County will increase by more than 150,000 households in the next 30 years
- Median Age: 32.8
- Median HH Income: \$57,421

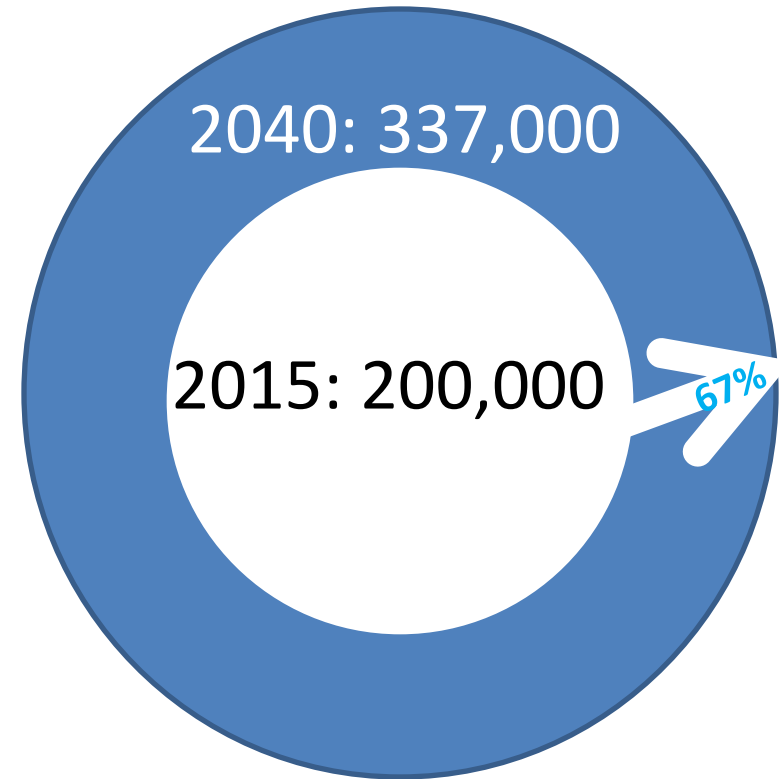


Population and Employment: 2015-2040 DRCOG

POPULATION

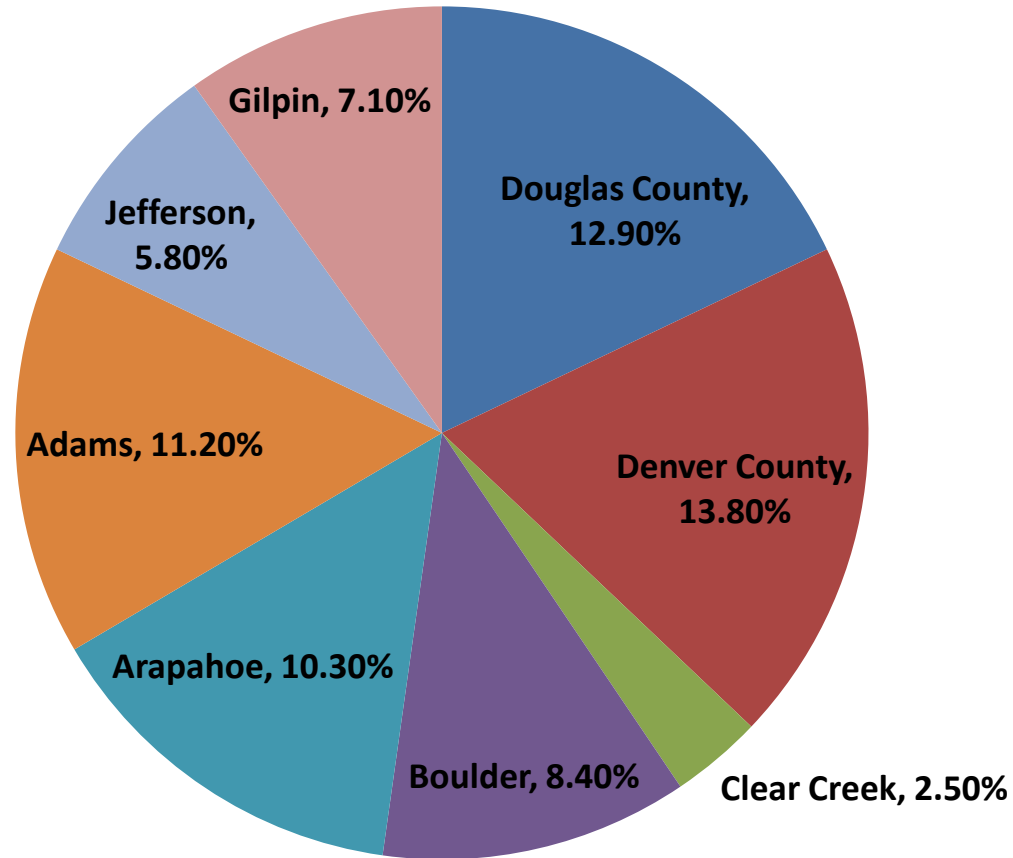


EMPLOYMENT

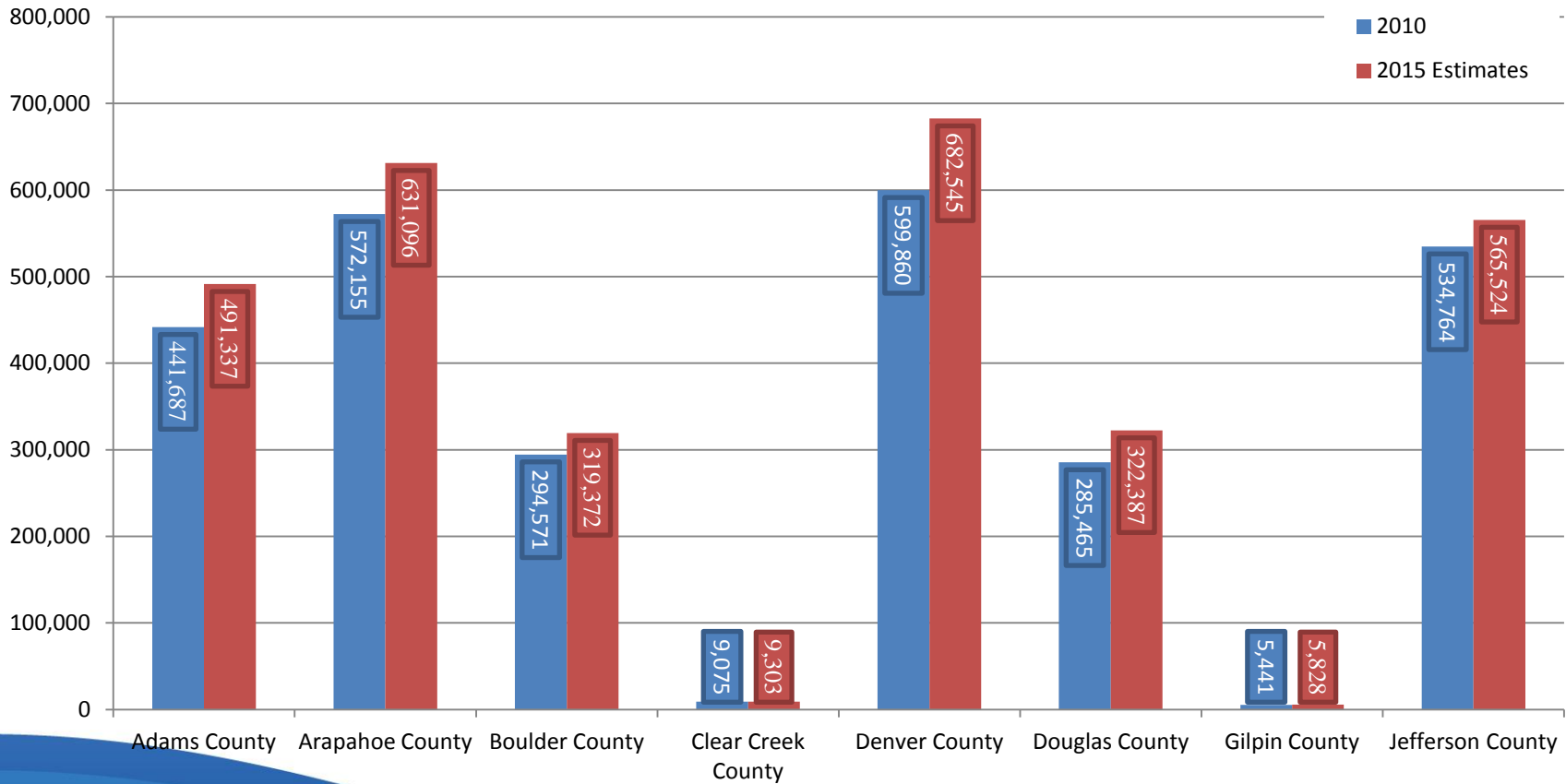


Population Growth in DRCOG Region: 2010 to 2015

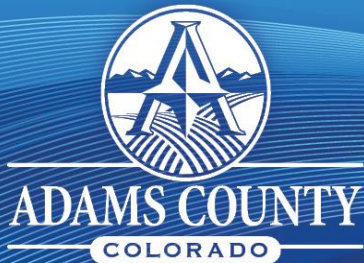
Adams County was the 2nd fastest growing county in the DRCOG region between 2010 and 2015



County Populations



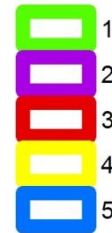
* U.S. Census Bureau. 2017. Quick Facts. Retrieved from: <https://www.census.gov/quickfacts/table/PST045216/08001>



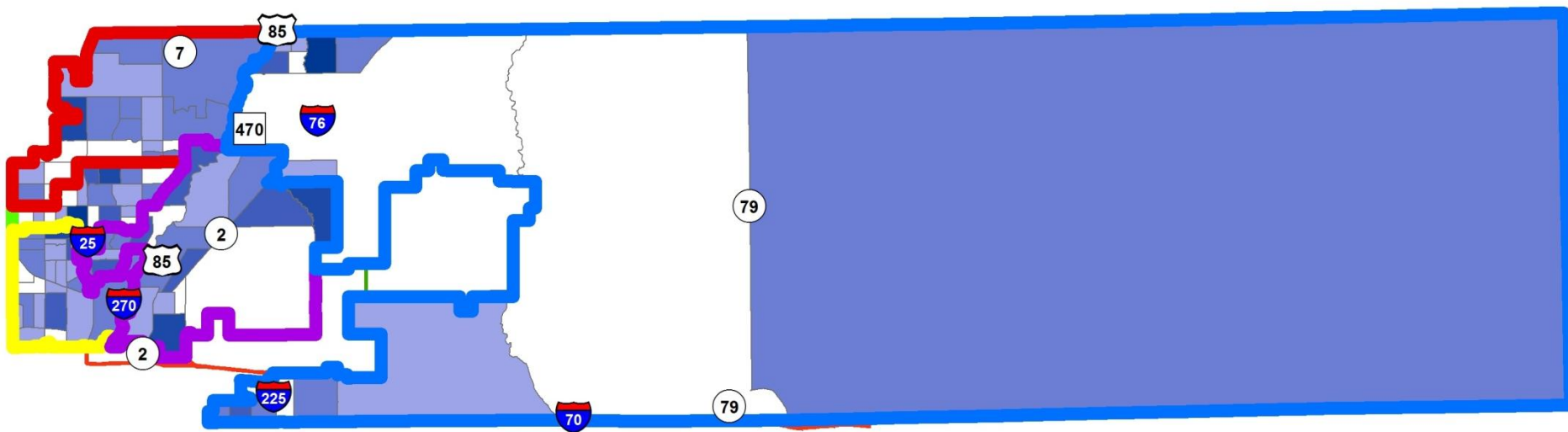
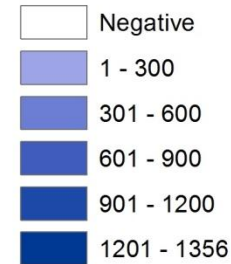
Adams County Population Growth: 2010 to 2015

Commissioner Districts (Adopted 2013)

DISTRICT



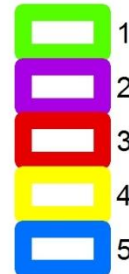
Population Change



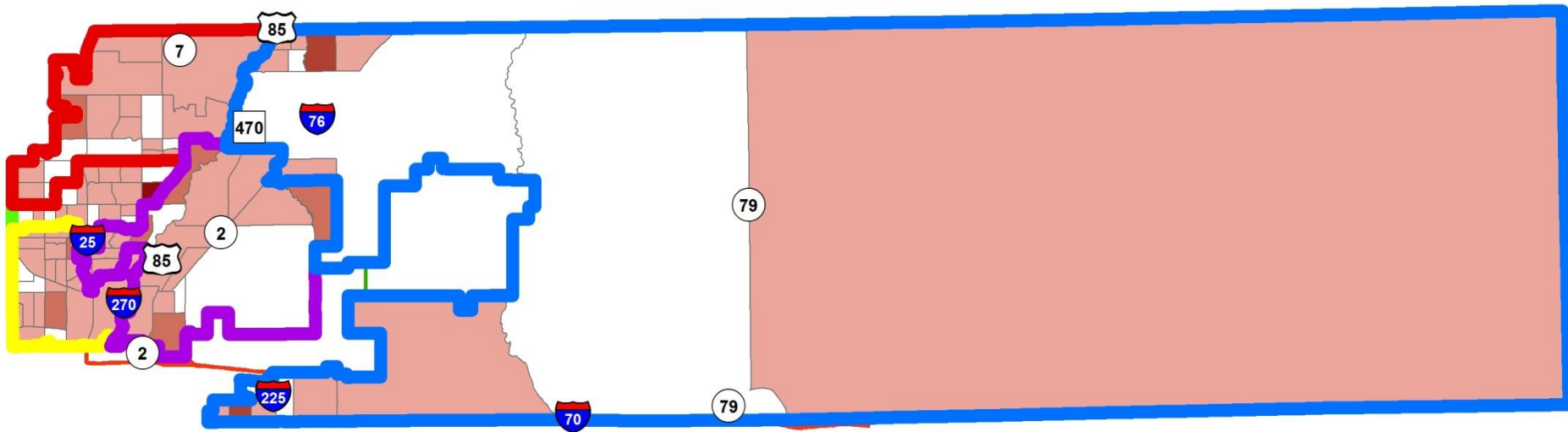
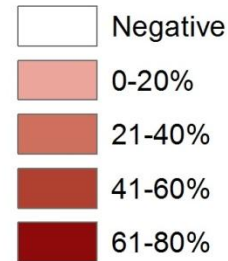
Adams County Population Growth: 2010 to 2015 (percent change)

Commissioner Districts (Adopted 2013)

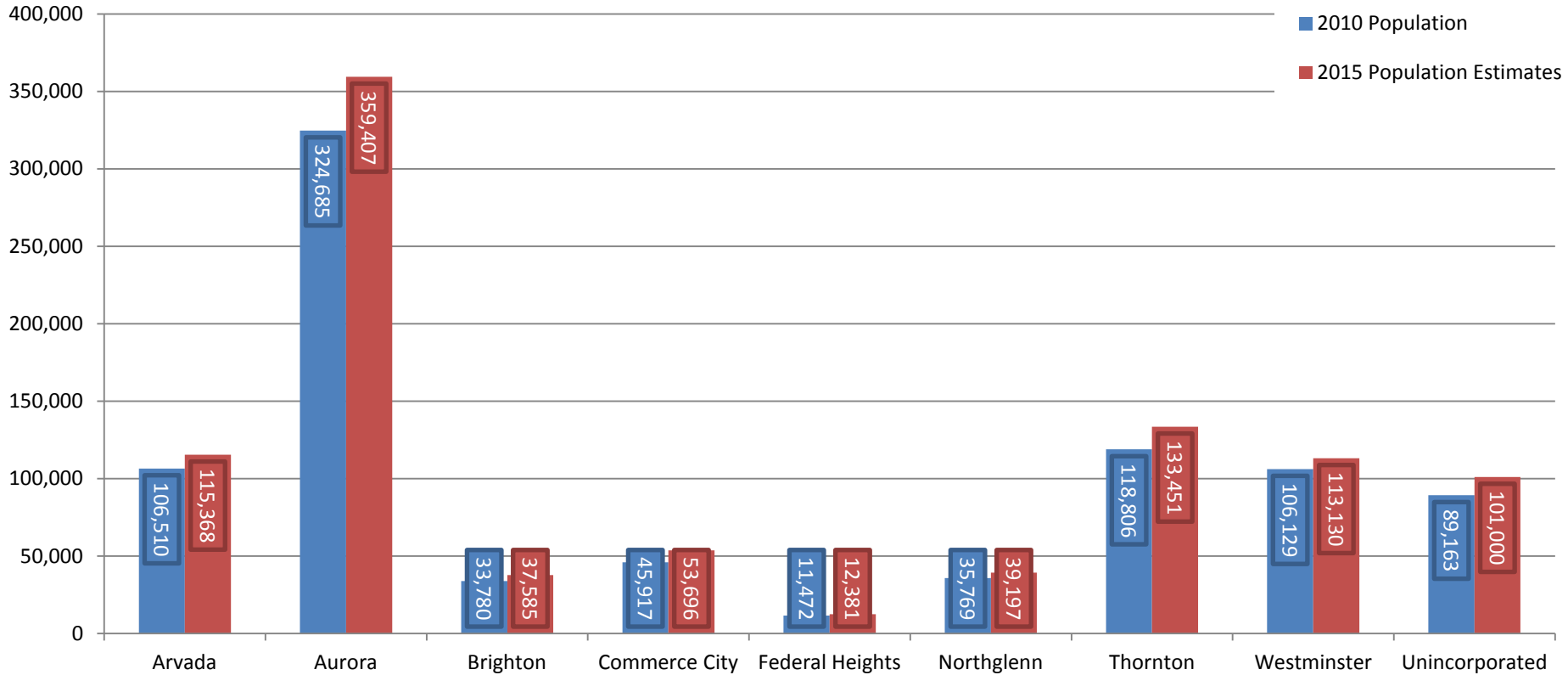
DISTRICT



Percent in Population Change



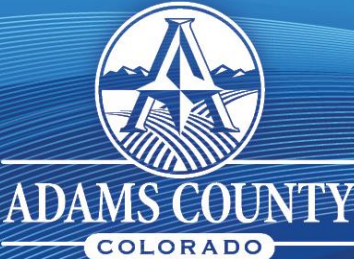
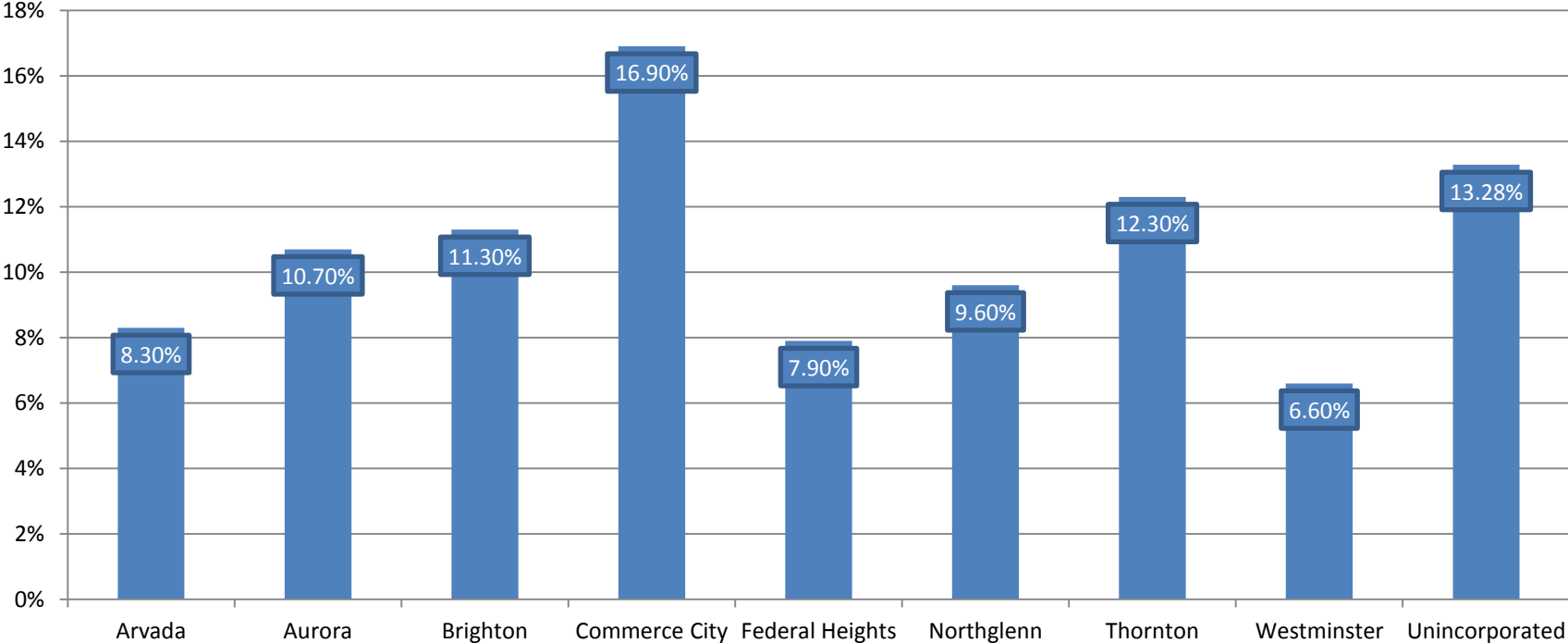
Population Growth in the Cities: 2010 to 2015



* U.S. Census Bureau. 2017. Quick Facts. Retrieved from:
<https://www.census.gov/quickfacts/table/PST045216/08001>

Population Growth in the Cities: 2010 to 2015

% Change



* U.S. Census Bureau. 2017. Quick Facts. Retrieved from: <https://www.census.gov/quickfacts/table/PST045216/08001>

Population by District: 2010 to 2015

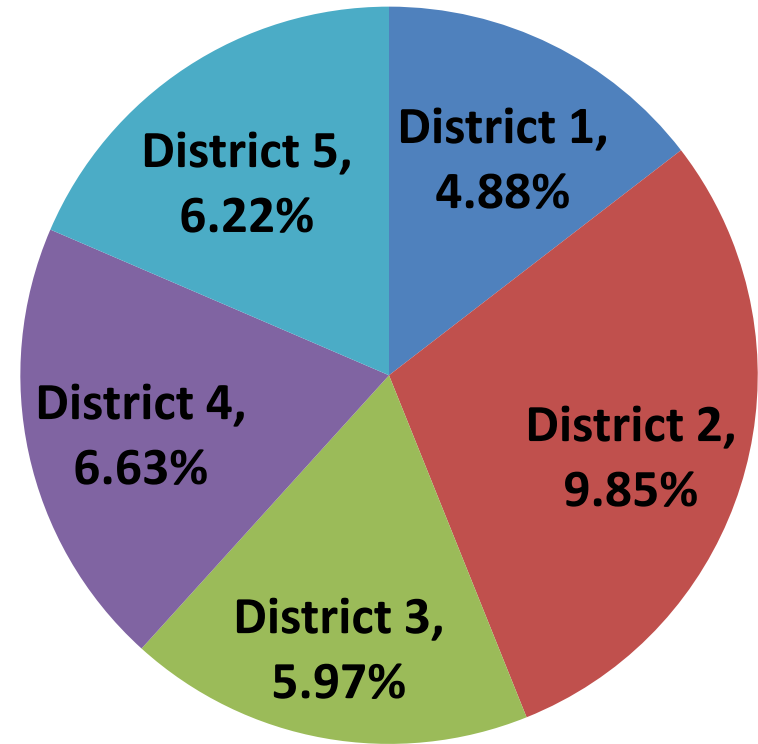
<u>DISTRICT</u>	<u>2010 Population</u>	<u>2015 Population Estimate</u>	<u>Increase</u>
1	88,126	92,428	4,302
2	87,452	96,067	8,615
3	88,496	93,781	5,285
4	88,294	94,146	5,852
5	89,235	94,784	5,549

* 2015 ACS. Minnesota Population Center. National Historical Geographic Information System: Version 11.0 [Database]. Minneapolis: University of Minnesota. 2016. <http://doi.org/10.18128/D050.V11.0>.

Growth by District: 2010 to 2015

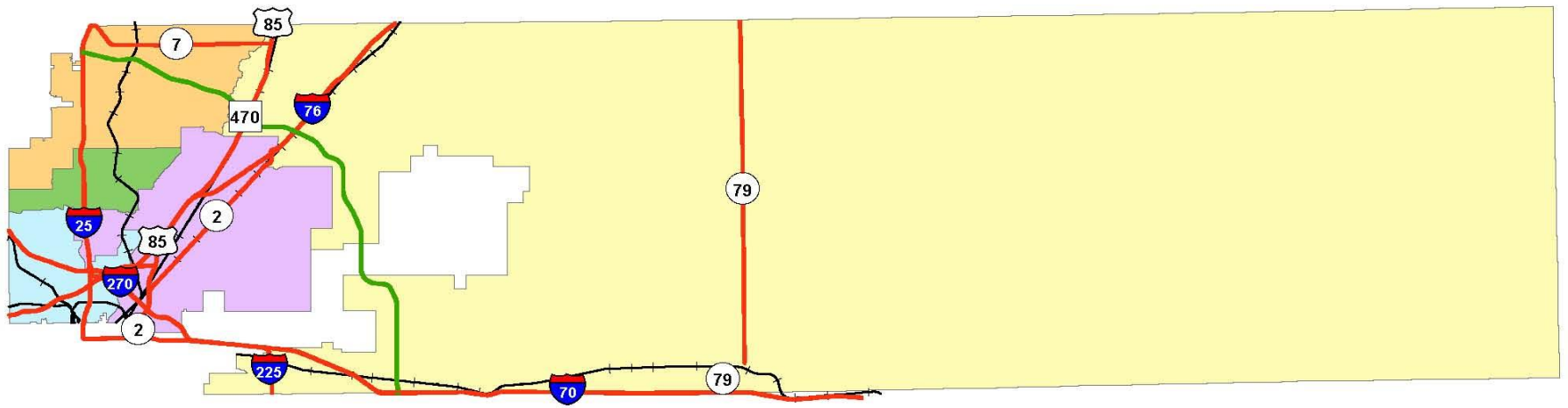
Percent Increase by Commissioner District

Growth by district
ranged from
4.88% up to 9.85%



District Population Differences

	2010 Population	% of Total Population	2015 Estimated Population	% of Total Estimated 2015 Population	Difference Between Districts for Estimated 2015 Population
District 1	88126	20%	92428	19.6%	District 2 -3639 District 3 -1353 District 4 -1718 District 5 -2356
District 2	87452	19.80%	96067	20.4%	District 1 3639 District 3 2286 District 4 1921 District 5 1283
District 3	88496	20%	93781	19.9%	District 1 1353 District 2 -2286 District 4 -365 District 5 -1003
District 4	88294	20%	94146	20.0%	District 1 1718 District 2 -1921 District 3 365 District 5 -638
District 5	89235	20.20%	94784	20.1%	District 1 2356 District 2 -1283 District 3 1003 District 4 638



Commissioner Districts (Adopted 2013)

DISTRICT

- 1
- 2
- 3
- 4
- 5

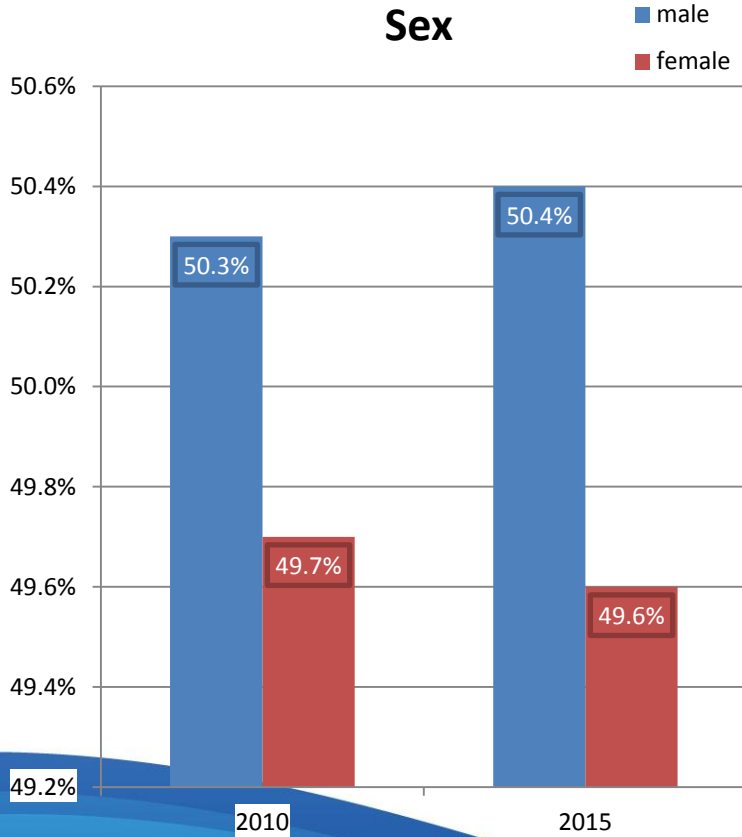


This map is made possible by the Adams County GIS group, which assumes no responsibility for its accuracy

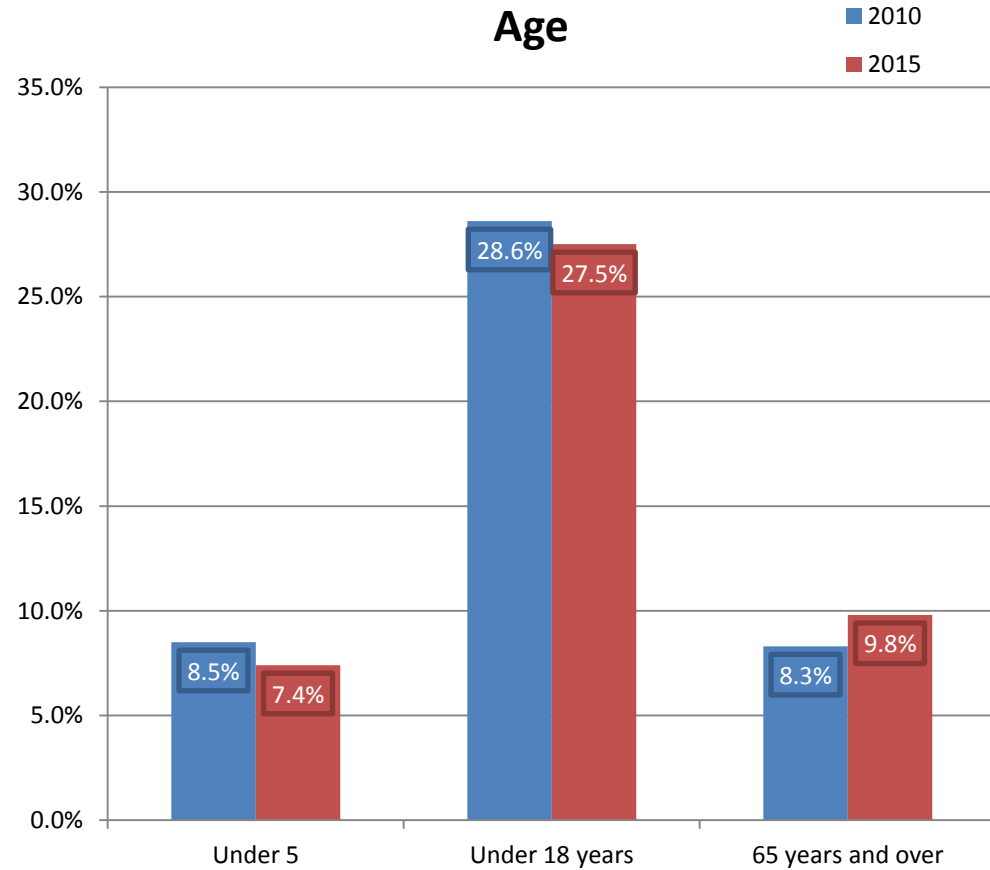
For display purposes only.

Age and Sex: 2010-2015

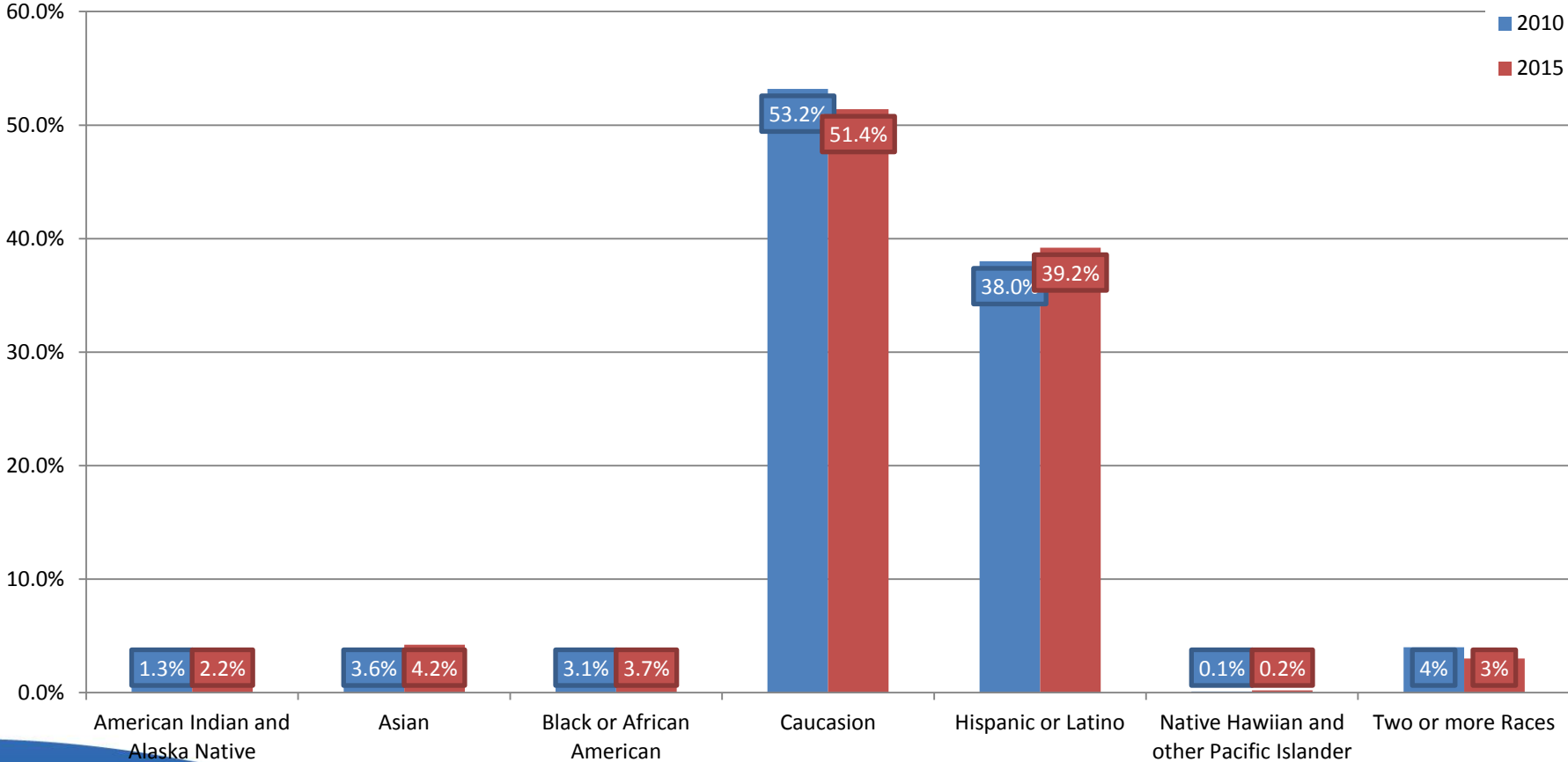
Sex



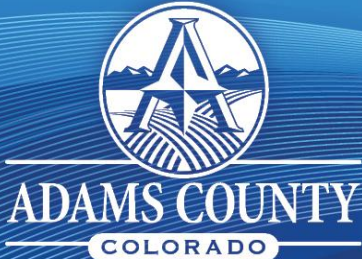
Age



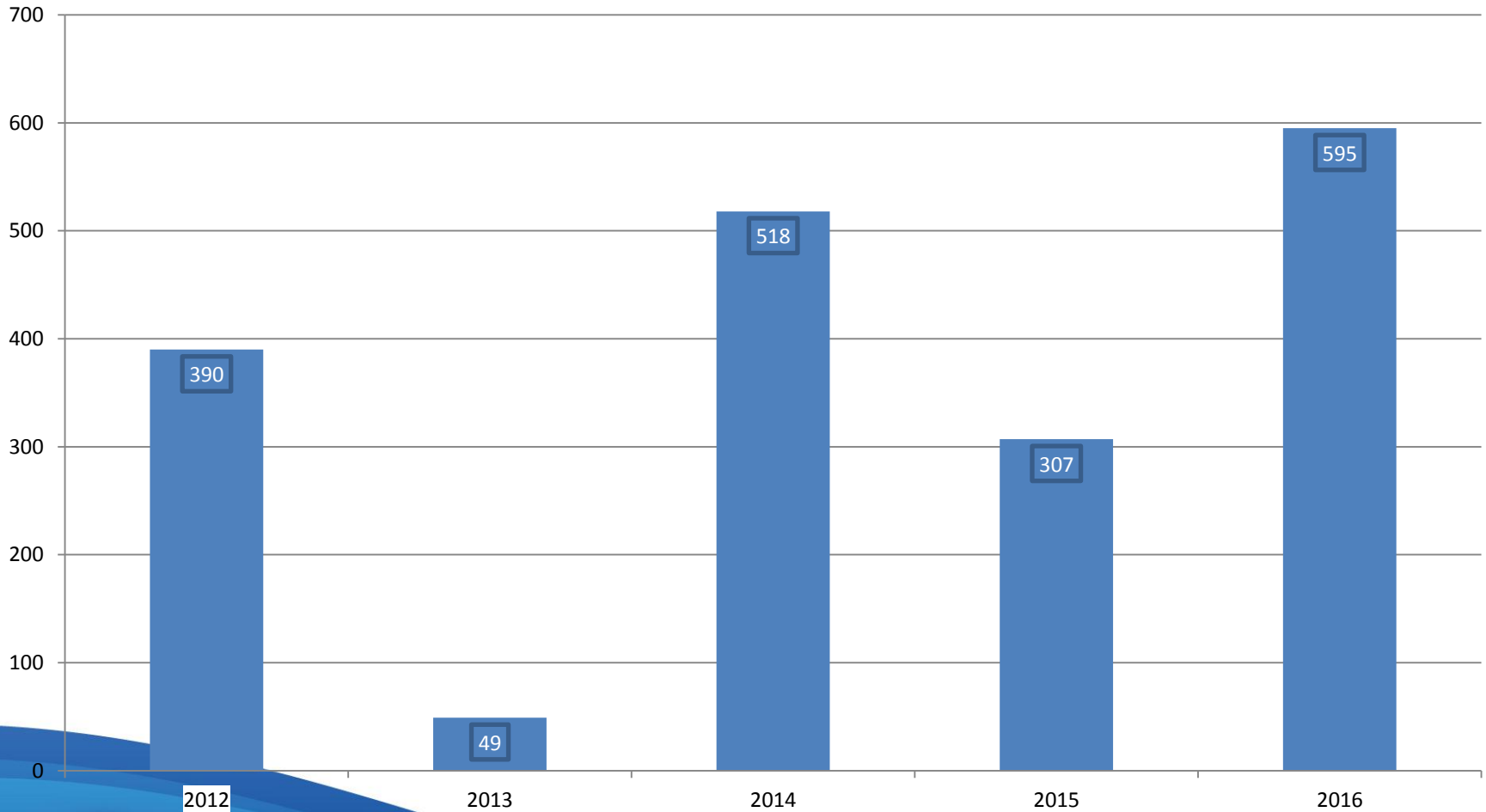
Race



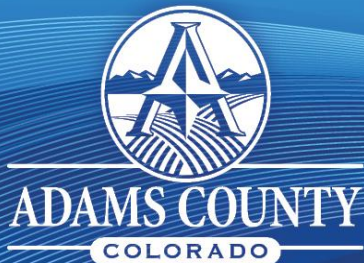
* U.S. Census Bureau. 2017. Quick Facts. Retrieved from: <https://www.census.gov/quickfacts/table/PST045216/08001>



Acres Annexed Per Year: 2012-2016



* U.S. Census Bureau. 2017. Quick Facts. Retrieved from:
<https://www.census.gov/quickfacts/table/PST045216/08001>



Annexation 2000-2010

Annex 2000-2010

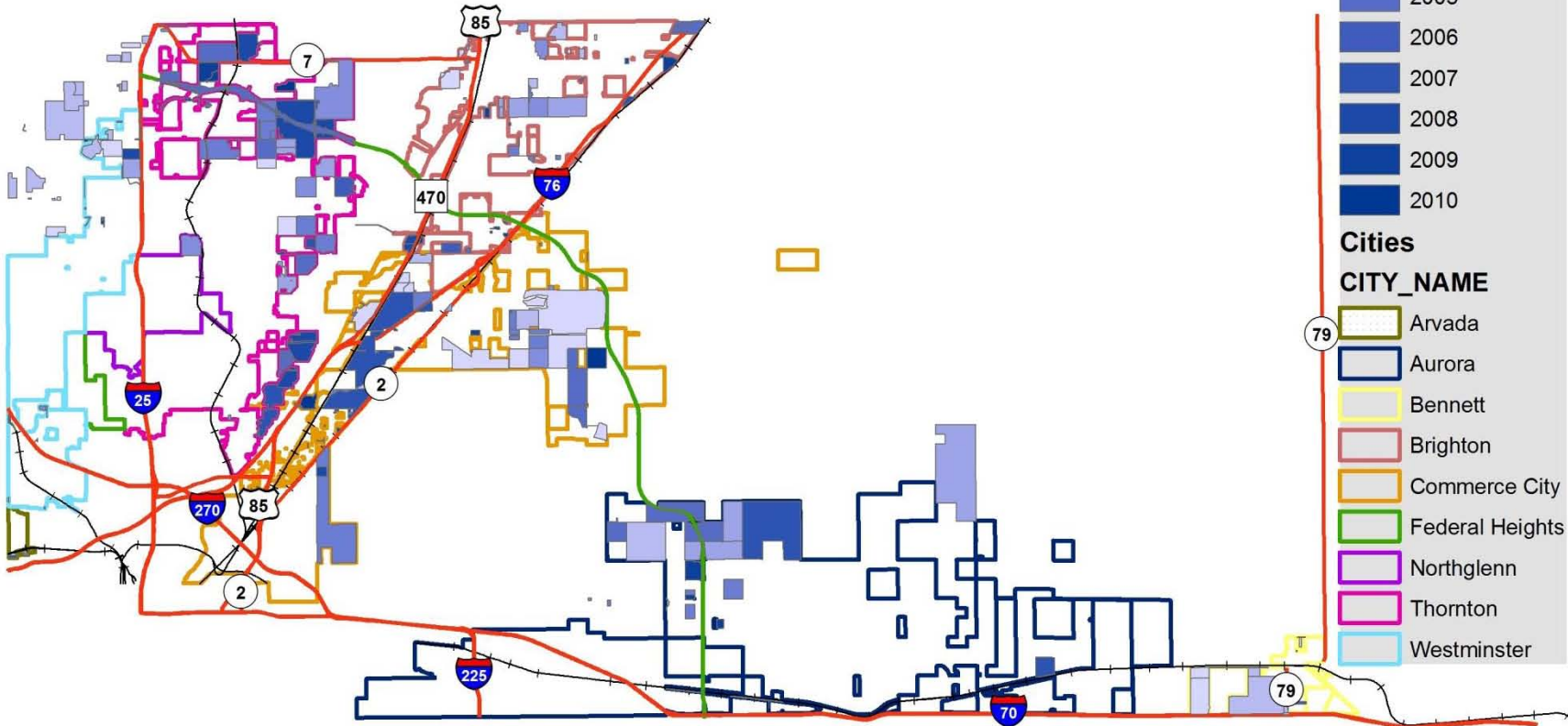
Annexation Year

- 2000
- 2001
- 2002
- 2003
- 2004
- 2005
- 2006
- 2007
- 2008
- 2009
- 2010

Cities

CITY_NAME

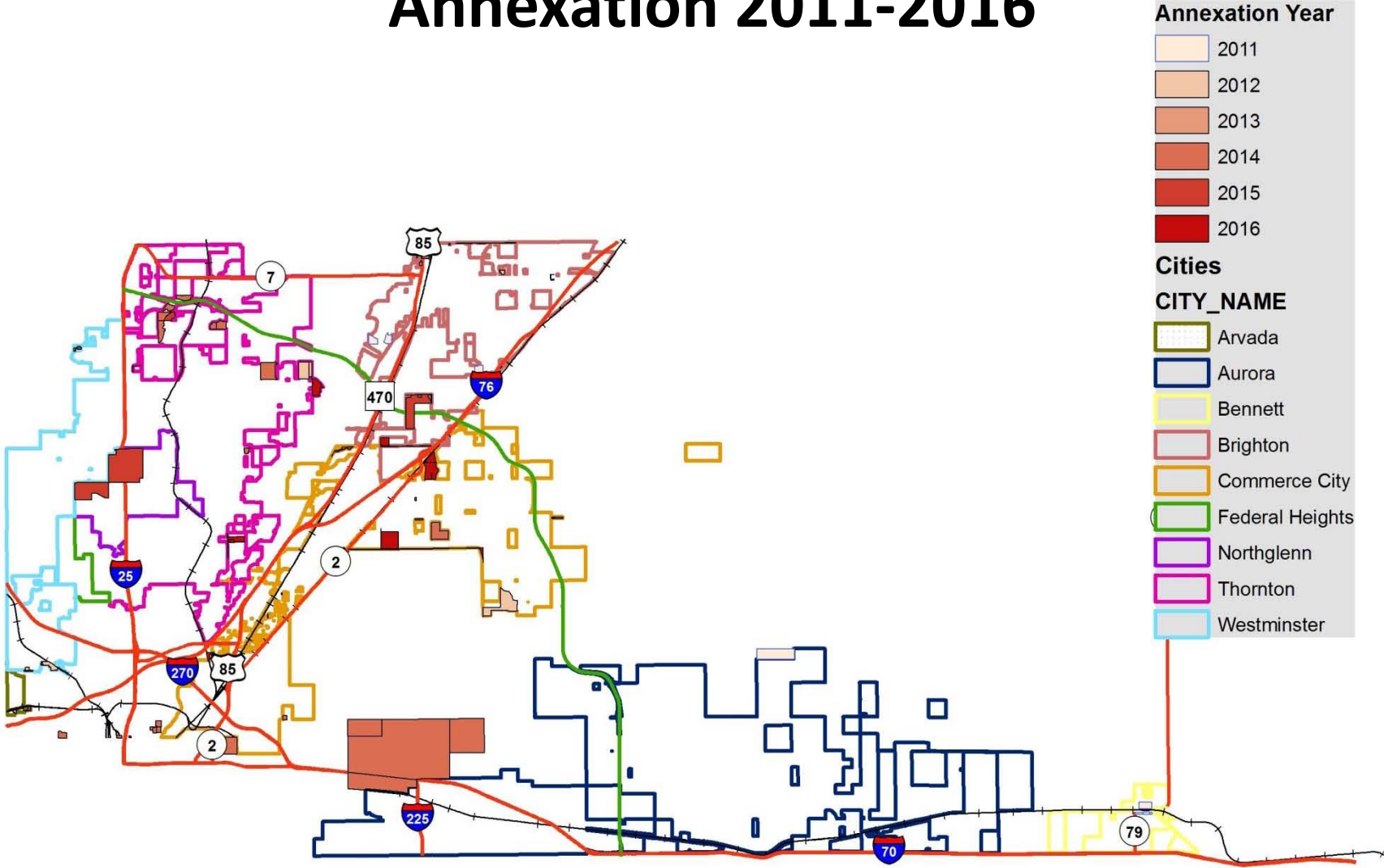
- Arvada
- Aurora
- Bennett
- Brighton
- Commerce City
- Federal Heights
- Northglenn
- Thornton
- Westminster



This map is made possible by the Adams County GIS group, which assumes no responsibility for its accuracy

For display purposes only.

Annexation 2011-2016



Annexation Year

- 2011
- 2012
- 2013
- 2014
- 2015
- 2016

Cities

CITY_NAME

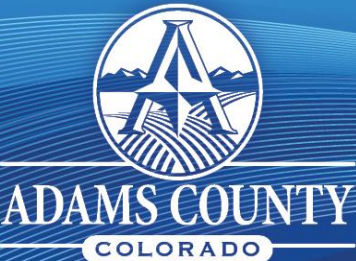
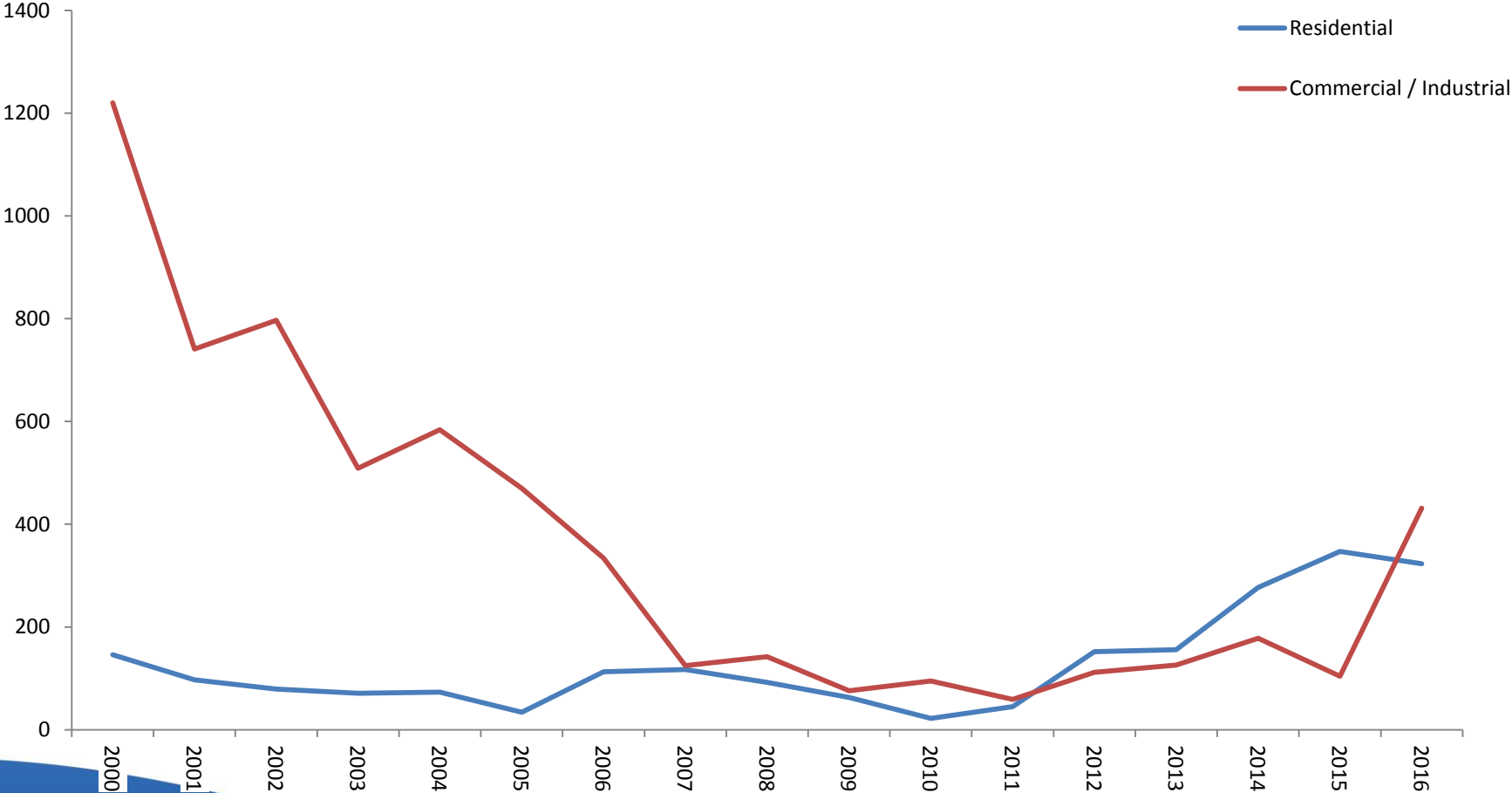
- Arvada
- Aurora
- Bennett
- Brighton
- Commerce City
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- Northglenn
- Thornton
- Westminster



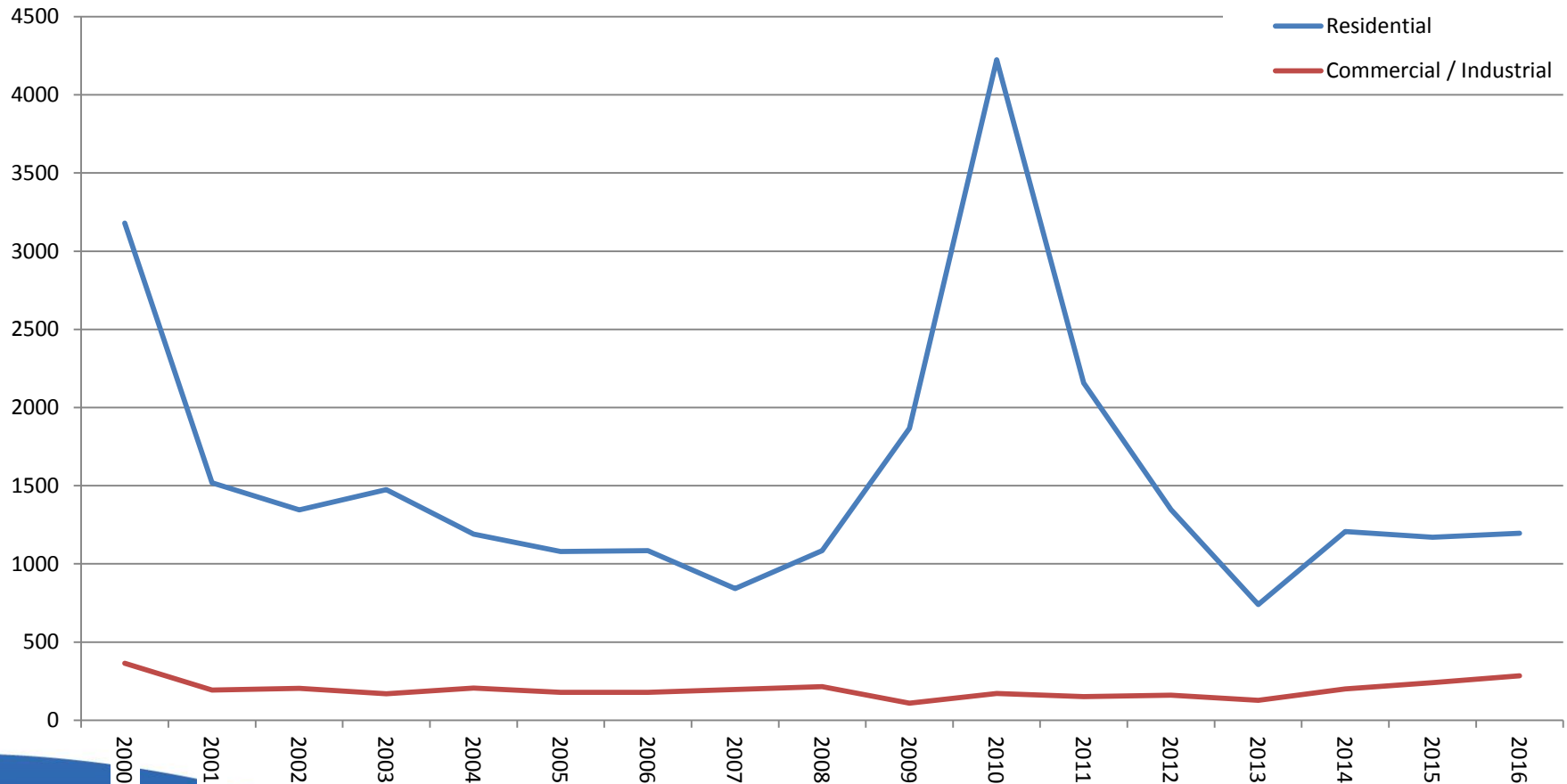
This map is made possible by the Adams County GIS group, which assumes no responsibility for its accuracy

For display purposes only.

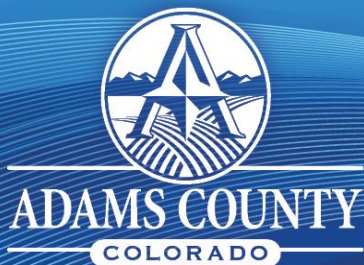
New Building Permits



Building Permits for Addition & Alterations



Residential Garages and Carports are not included in the above data. There were 91 permits for garages or carports issued in 2014, 61 in 2015, and 86 in 2016.



New Software Tool for Data Coming Soon!

Tableau: used for data visualizations

- Makes data interactive so users can see the information they are interested in
- Makes the data easier to understand
- Tells a story using data

For an example of what can be done using this software:

[Housing Recovery Watch - Tableau Public](#)



Dates to Remember!

Road to 2020 Census

Key Geographic Partnership Dates

- 2017** LUCA Advance Notice sent to Highest Elected Officials – **January**
BAS 2017 deadline to be included in ACS, **March 1**
BAS 2017 deadline for updates to be included in next year's BAS – **May 31**
LUCA Invitation to review Master Address File –July 2017
BAS 2018 – annual invitation to update legal boundaries - **December**
- 2018** LUCA materials available for review- **February** 120 days ~ 4 Months
PSAP materials available for review -**December** 120 days
BAS schedule repeated as above
- 2019** LUCA Feedback provided to participants - August
LUCA Appeals Process - October
PSAP Verification materials available for review- Fall/Winter
BAS schedule repeated as above
- 2020** **Boundary Validation Program** maps sent to HEO/Tribal Chair -**January**
Census Day – April 1, 2020
Apportionment Counts to the President- by December 31, 2020
BAS schedule repeated as above
- 2121** **Redistricting Counts to the State-** by March 31, 2021
Statistical Areas become official – April 1
BAS schedule repeated as above





STUDY SESSION AGENDA ITEM

DATE: March 7, 2017
SUBJECT: 2017 Town Hall Meetings
FROM: Abel Montoya, Director
AGENCY/DEPARTMENT: Long Range Strategic Planning
ATTENDEES: Abel Montoya, Rachel Bacon, Rebecca Zamora, Lori Wisner
PURPOSE OF ITEM: Information
STAFF RECOMMENDATION: Information

BACKGROUND:

Discuss proposed 2017 Town Hall Meeting Schedule and locations

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

ATTACHED DOCUMENTS:

PowerPoint

FISCAL IMPACT:

Please check if there is no fiscal impact . If there is fiscal impact, please fully complete the section below.

Fund: _____

Cost Center: _____

	Object Account	Subledger	Amount
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
Total Revenues:			_____

	Object Account	Subledger	Amount
Current Budgeted Operating Expenditure:			
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
Total Expenditures:			_____

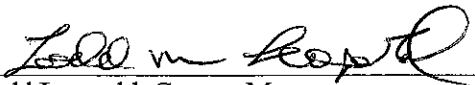
New FTEs requested: YES NO

Future Amendment Needed: YES NO

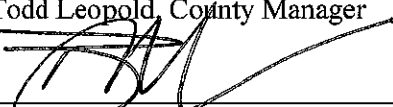
Additional Note:

APPROVAL SIGNATURES:

APPROVAL OF FISCAL IMPACT:

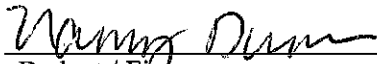


Todd Leopold, County Manager



Raymond H. Gonzales, Deputy County Manager

Bryan Ostler, Interim Deputy County Manager



Nancy Durr
Budget / Finance

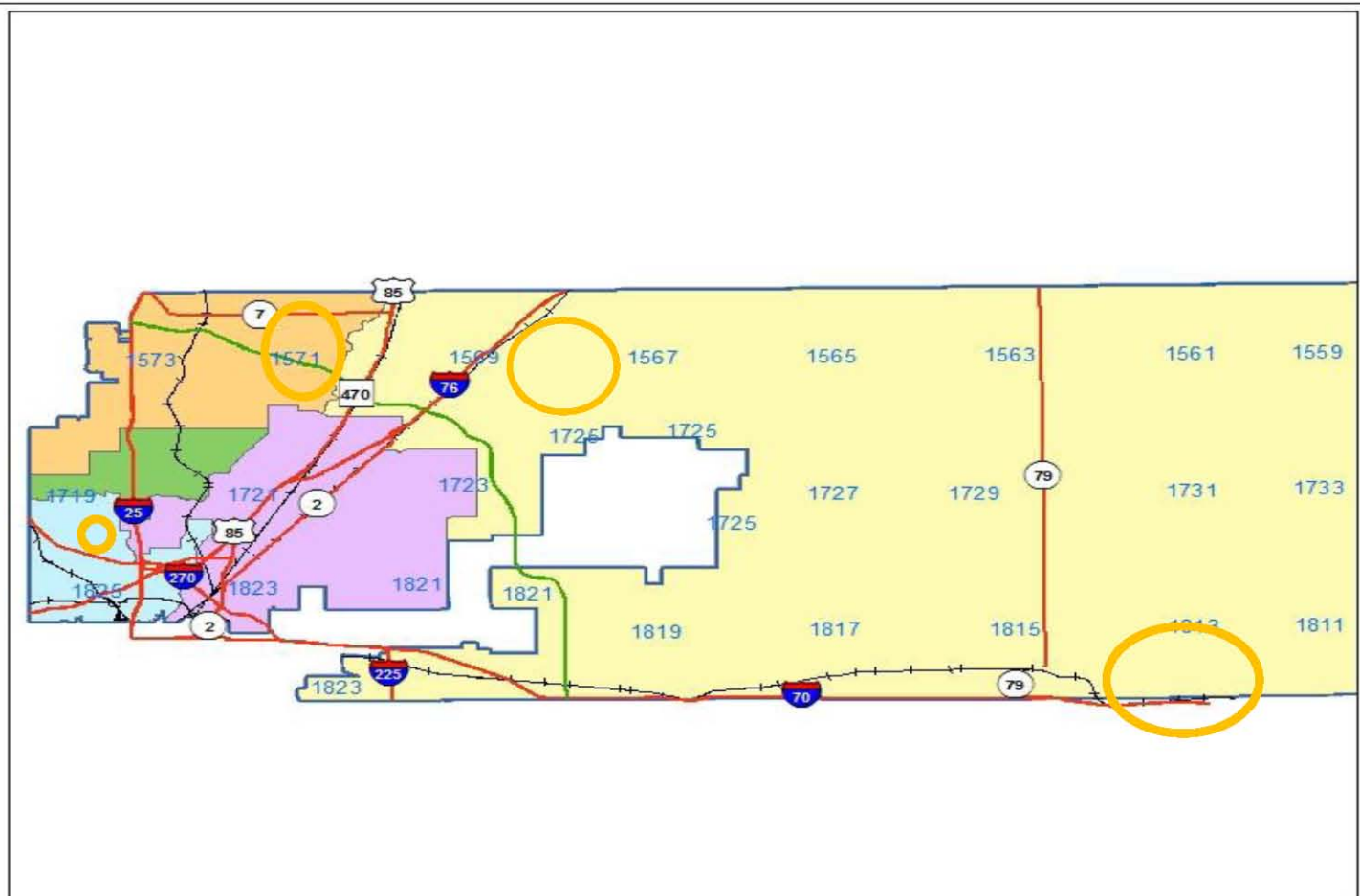
2017 TOWN HALL RECOMMENDATIONS

Long Range Strategic Planning

Town Hall Focus


- Building Resident Networks
- Follow up on Town Halls with Neighborhood Pop Up Events
- Ensure every Commissioners has opportunities to visit a neighborhood in their District
- Make effort to routinely meet with residents one Wednesday a month between April and October from 6:30 pm to 8:30pm
- Pop Up Events one Saturday of every month in Town Hall neighborhoods

2016 Town Halls



LEGEND

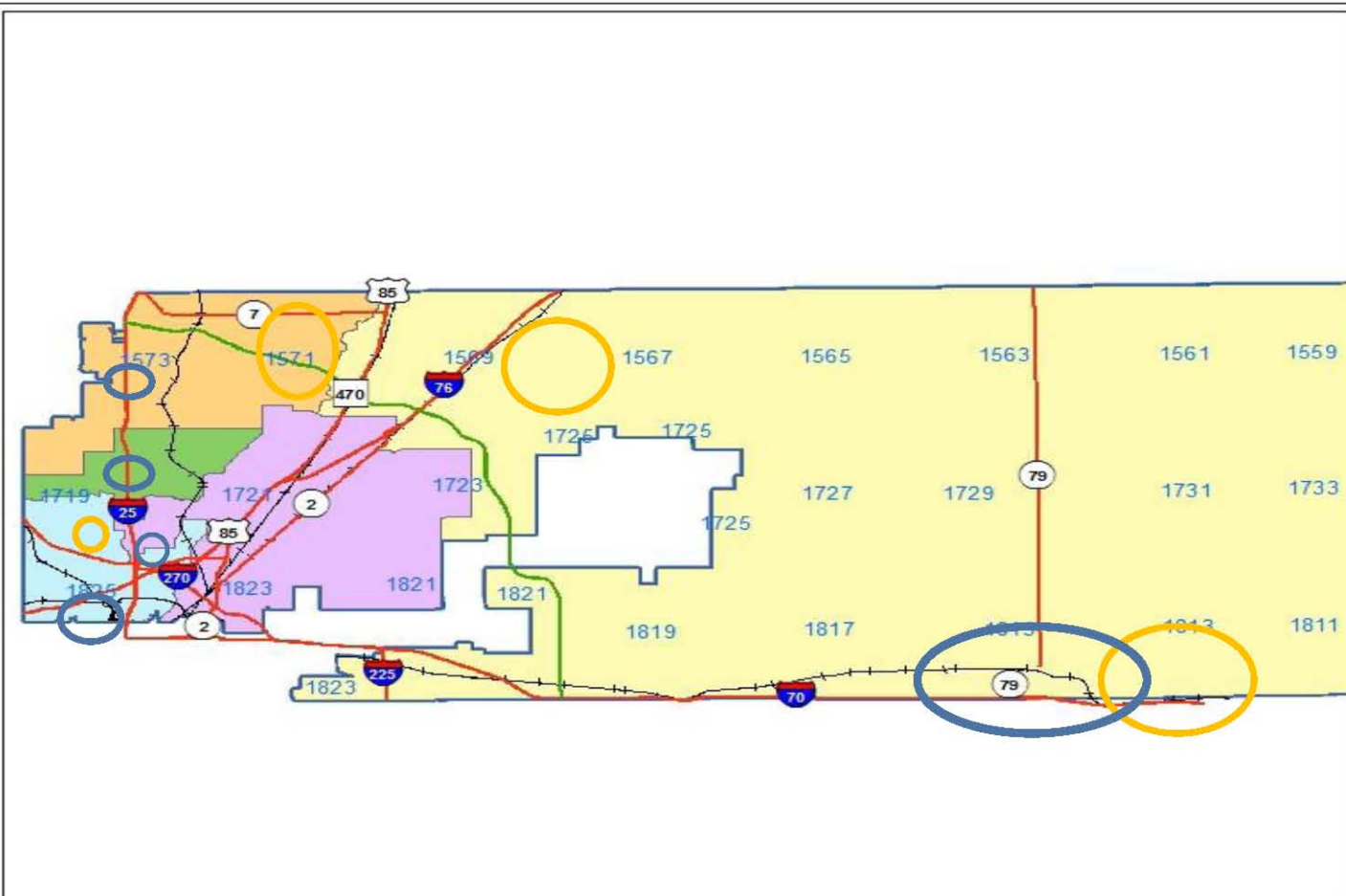
- +— Railroad
- Commissioner Districts (Adopted 2013)**
- DISTRICT**
- 1
- 2
- 3
- 4
- 5
- ▭ Adams County Boundary

 2016 Town Hall Area



This map is made possible by the Adams County GIS group, which assumes no responsibility for its accuracy

2017 Town Halls



LEGEND

Commissioner Districts (Adopted 2013)

DISTRICT

- 1
- 2
- 3
- 4
- 5
- Adams County Boundary

- 2016 Town Hall Area
- 2017 Town Hall Area



This map is made possible by the Adams County GIS group, which assumes no responsibility for its accuracy

Town Hall Map 2017 with 2016 Comparison



For display purposes only

Telephone Town Hall

County-Wide
Opportunity:
April 12, 2017
(Proposed Date)

Pop Up Event:
Regis University
April 22, 2017

Listening Event
that takes the
opportunity to
ask residents
what topics are
important to talk
about this Town
Hall Season



Bennett/Strasburg Area Town Hall

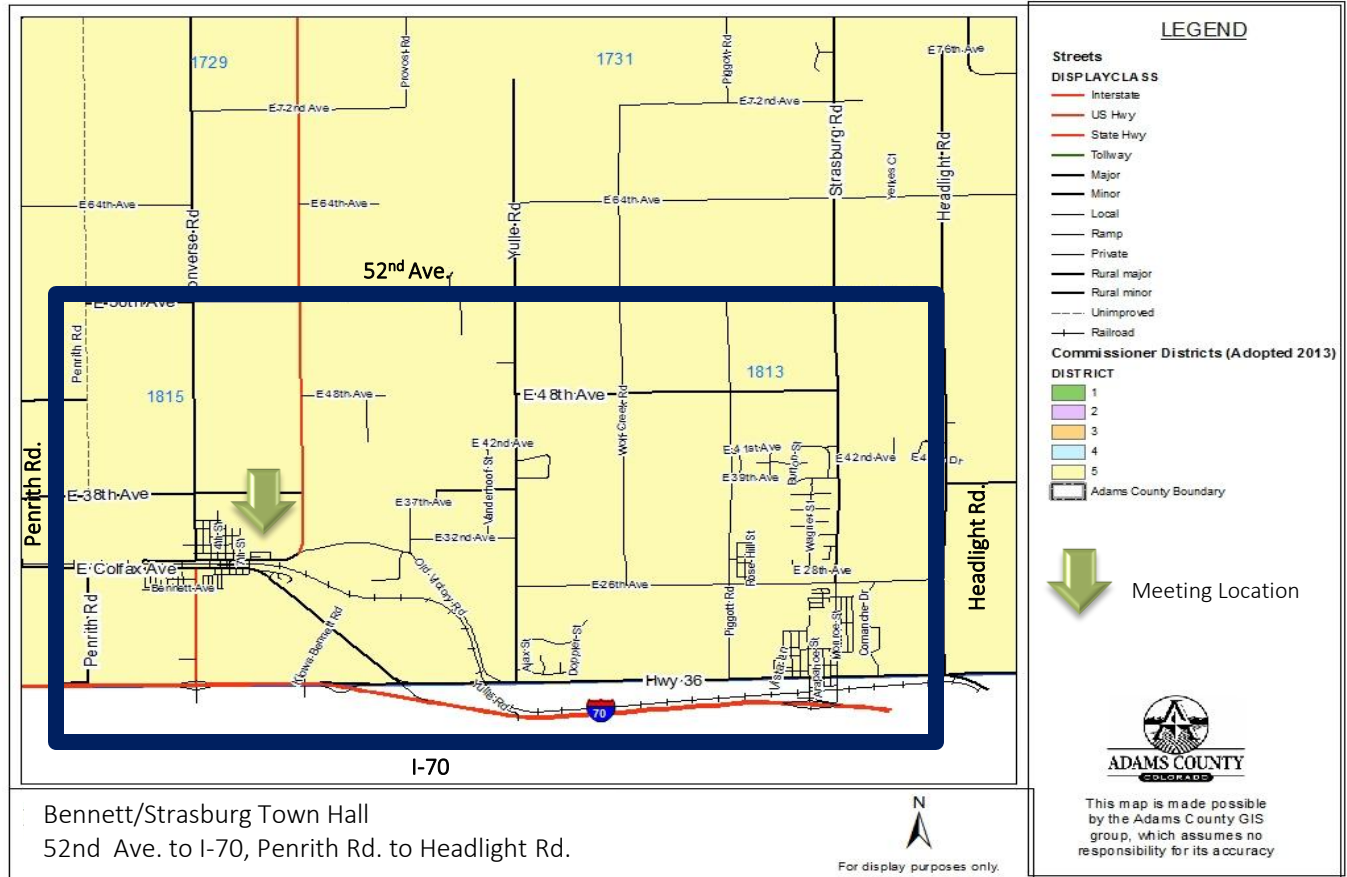
May 10, 2017
(Proposed Date)

52nd to I-70
Penrith Rd. to
Headlight Rd.

Location:
Meeting at
Bennett Senior
High (Proposed)

Bennett Anythink
Pop Up – May
20, 2017
(Proposed Date)

Example Pop Up
Event: Kite
Festival



South I-25 Corridor Town Hall

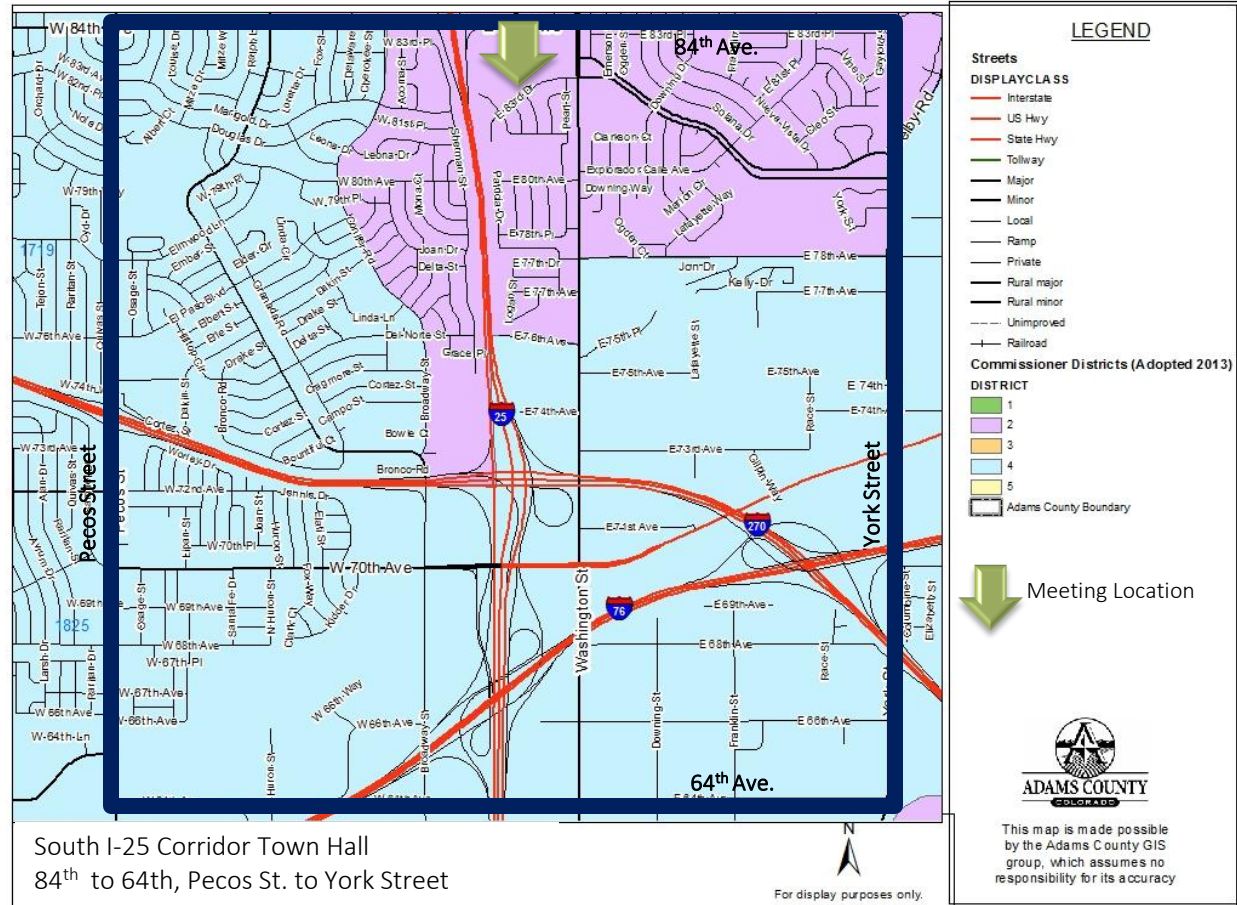
June 28, 2017
(Proposed Date)

Osage to York,
84th to 64th

Location: Regis
Univ. on 84th
Ave. (Proposed
Location)

Rotella Park Pop
Up: June 24,
2017 (Proposed
Date)

Example Pop Up
Event: Bubble
Festival



Southwest Town Hall

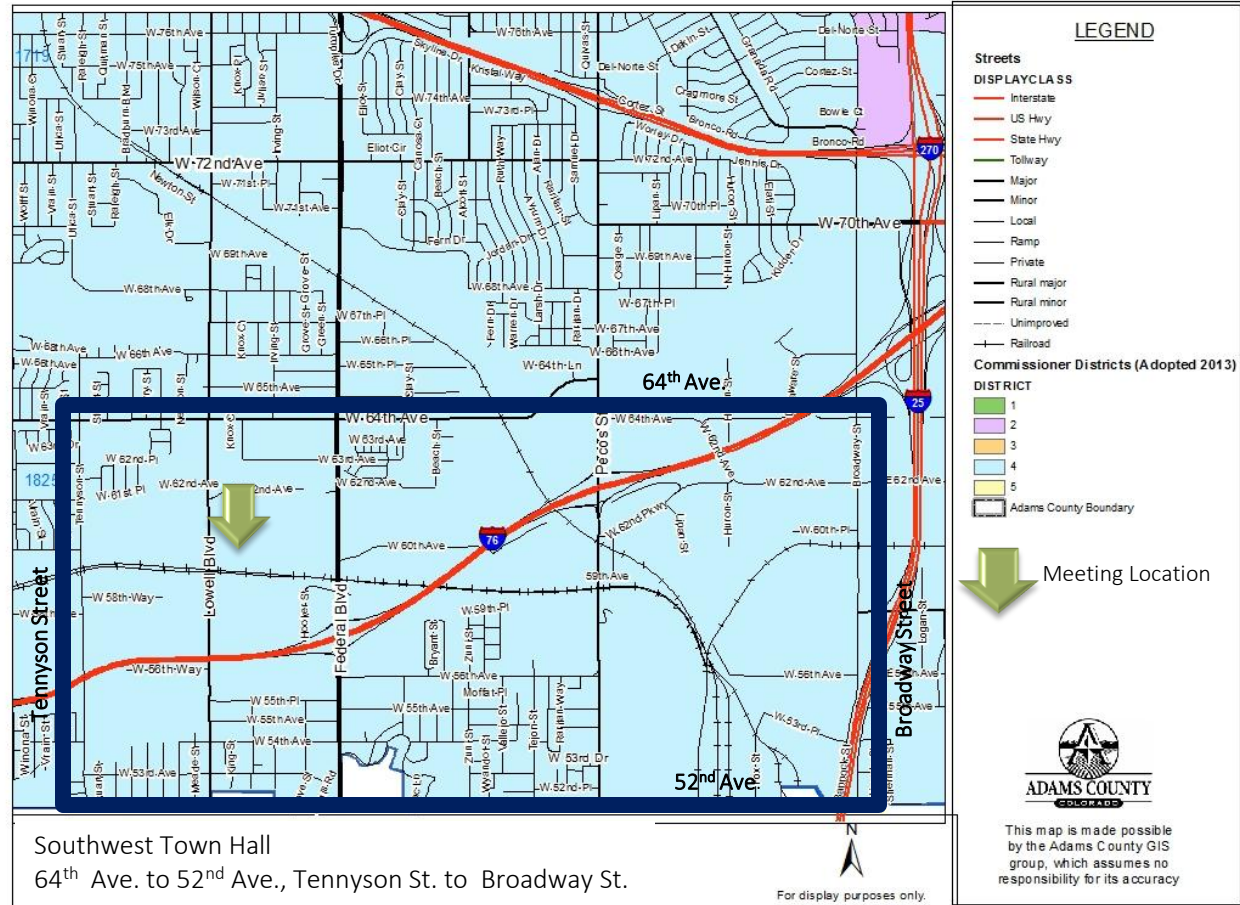
July 15, 2017
(Proposed Date)

64th to 52nd,
Tennyson to
Broadway

Town Hall
Location: Regis
University Main
Campus
(Proposed
Location)

Clear Creek Lake
Park Pop Up- July
29, 2017
(Proposed Date)

Example Pop Up
Event: Teddy Bear
Fun Run



Northwest Town Hall

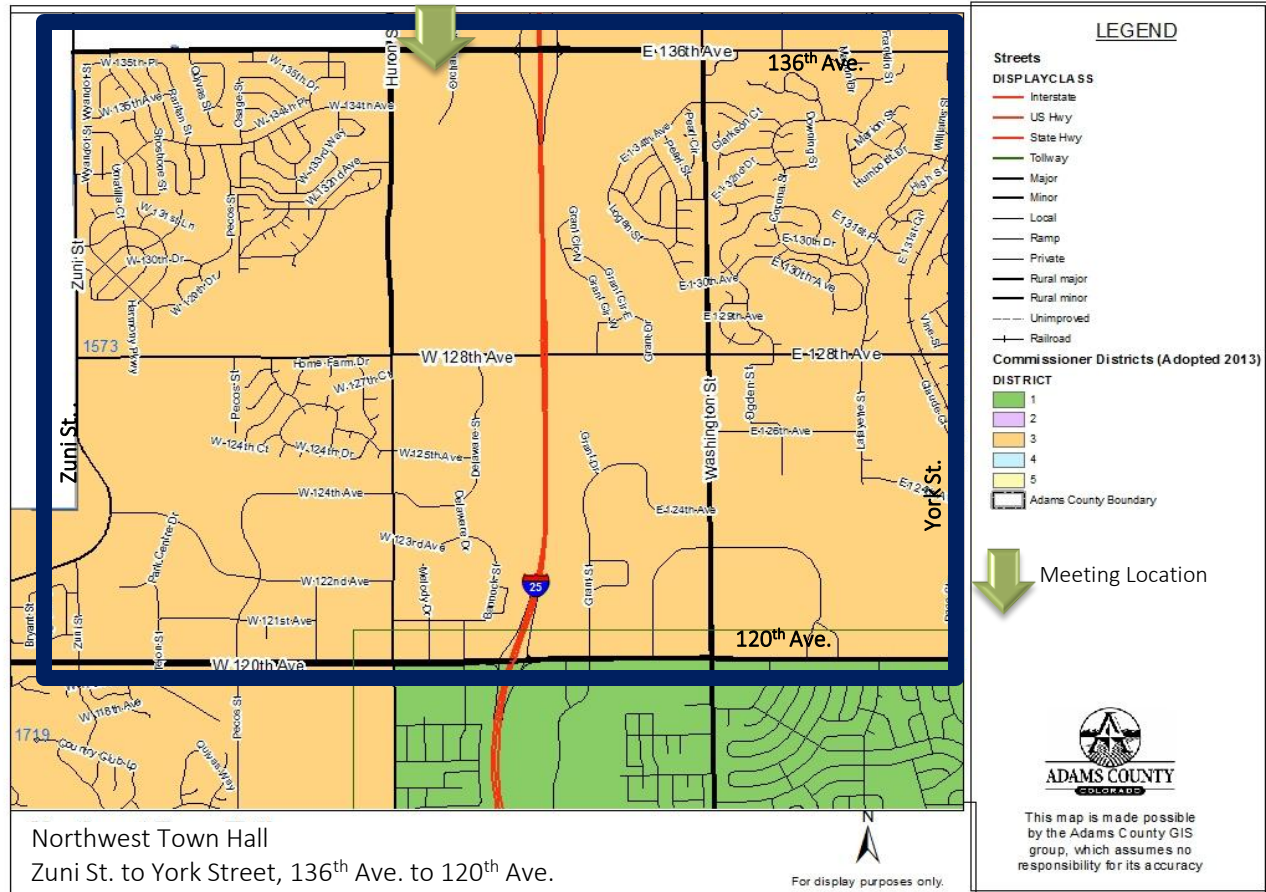
August 23, 2017
(Proposed Date)

136 Ave. to 120th
Ave. Zuni to
Washington St.

Location: Legacy
High School
(Proposed Location)

Orchard Town Mall
Area Pop Up-
August 26,
2017(Proposed
Date)

Example of
Community Pop Up
Event: Community
Party- Proposed)



North Town Hall

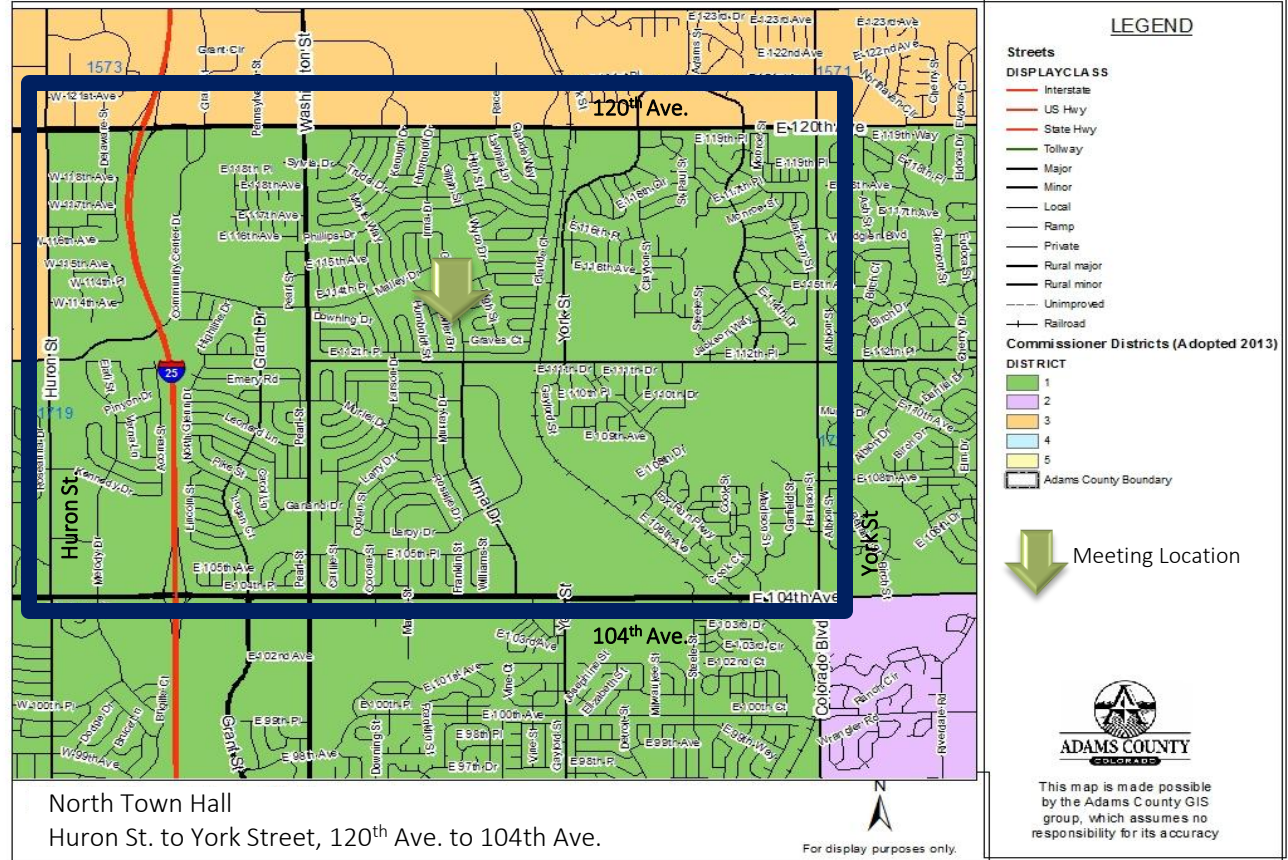
September 27,
2017 (Proposed
Date)

Huron to York,
120th to 104th

Location: Malley
Drive Elementary
School (Proposed
Location)

Wright Farms Pop
Up – September
30, 2017
(Proposed Dated)

Example Pop Up
Event: Neighbor
Meet and Greet
w/ Farmers
Market



North Town Hall
Huron St. to York Street, 120th Ave. to 104th Ave.

Telephone Town Hall

County-Wide
Opportunity

October 25,
2017 (Proposed
Date)

Ask one or two
questions to see
if any
participants
attended a Town
Hall or Pop Up
event this year.

Identify new
topics to focus
on for next year.



Town Hall Communication

- Utilize school networks to send “Save the Date” announcements to residents
- Possibility exists to Facebook Live Stream for Town Halls to reach more residents
- Utilize mailings and boosted social media avenues to reach targeted areas
- Post Town Hall information on Town Hall Web Page



STUDY SESSION AGENDA ITEM

DATE: March 7, 2017
SUBJECT: Spaceport License Discussion
FROM: Dave Ruppel-Airport Director
AGENCY/DEPARTMENT: Front Range Airport
ATTENDEES: Dave Ruppel
PURPOSE OF ITEM: Discuss vehicle change options.
STAFF RECOMMENDATION: Hold current course until airspace analysis is completed.

BACKGROUND:

Some offices within the FAA have suggested that changing from the current Concept Y Reusable Launch Vehicle (RLV) to a Concept Z RLV would be received favorably. This item is intended to discuss pro's and con's of this potential change and get direction from the BoCC.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

None.

ATTACHED DOCUMENTS:

Spaceport LSOL discussion PowerPoint

FISCAL IMPACT:

Please check if there is no fiscal impact __. If there is fiscal impact, please fully complete the section below.

Fund: 43
Cost Center: 4315

	Object Account	Subledger	Amount
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
Total Revenues:			<hr/>

	Object Account	Subledger	Amount
Current Budgeted Operating Expenditure:	7685		15,000
Add'l Operating Expenditure not included in Current Budget:	7685		200,000
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
Total Expenditures:			<hr/> <hr/> 215,000

New FTEs requested: YES X NO

Future Amendment Needed: X YES NO

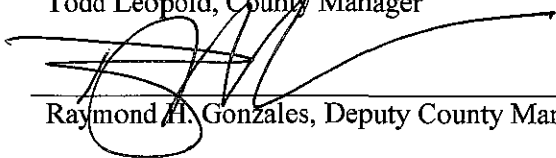
Additional Note:

If the decision was made to pursue this change, the additional funding will be sought from the outside entities that benefit most from this change. Possible sources, DEN and FAA.

APPROVAL SIGNATURES:

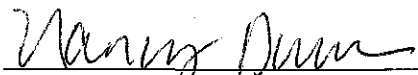
APPROVAL OF FISCAL IMPACT:

Todd Leopold, County Manager



Raymond H. Gonzales, Deputy County Manager

Bryan Ostler, Interim Deputy County Manager



Nancy Dunn
Budget / Finance

Spaceport LSOL--SS Discussion

March 7, 2017



SPACEPORT
COLORADO

Dave Ruppel—Airport Director

Spaceport License

- Currently awaiting signature of Director FAA Commercial Space for Environmental Assessment. Possibly week of March 6th.
- 02/22/2017. Met with John Bauer (FAA ADO), Travis Vallin (Aviation), Greg Dyer (Recently retired from ATC). John expressed that he felt that changing to the Concept Z Reusable Launch Vehicle (RLV) would be significantly easier for them to approve.
- John requested that we evaluate what changing to that vehicle would take.
- 02/23/2017. Discussed pro's and con's with our Spaceport Engineers what additional scope would be required to complete that work as well as additional delay.
- 02/24/2017. AST met with Headquarters representatives from Airports and FAA General Counsel to discuss Programmatic EA and airports caveat language.
- 02/24/2017. AST reported that Airports was directed to provide proposed wording by end of this week. AST felt this was a positive meeting.

Concept Y RLV

Pro's

1. EA and Application are awaiting final review and approval by AST.
2. Requires limited infrastructure change.
3. If we can receive approval for this type of RLV, additions of Concept X or Z RLVs in the future should benefit from the evaluation already done for the Concept Y.
4. Aside from the Airports Division objections, we know that the Concept Y RLV can operate safely at FTG.
5. All analysis work is already completed for this RLV except for the Airspace Analysis which is currently underway.
6. The LOA has been supported by ATC for this RLV and is ready for signature.

Con's

1. Concept Y RLV is considered to be a Non-Aeronautical vehicle and would require a waiver from the Airports District Office (ADO) to operate under current regulations. Associated businesses would be Non-Aeronautical and therefore not allowed on airport property.
2. The ADO has said that they are opposed to allowing regular waivers for this operation since it could be perceived as exclusive use of the airport by a Non-Aeronautical user, a violation of our grant assurances.
3. AST believes that unless the Airports issues are resolved we could end up with an approved license but not be able to get the Airport Layout Plan changes approved. This could prevent us from being able to obtain a Launch Services Provider.
4. DEN sees the Concept Y as a threat to its operations and will oppose this RLV unless the Airspace Analysis proves otherwise.
5. Proceeding with this RLV may result in Congressional Delegation and Governor having to choose between protecting DEN and supporting the Spaceport.
6. There is significant opposition from the ADO, the Regional Administrator, and Airports HQ.
7. This RLV is not likely to be operational during the initial license period.

Concept Z RLV

Pro's

1. Carrier vehicle is an airplane so it can operate on the airport without Non-Aeronautical restrictions.
2. RLV and Carrier aircraft will depart from Spaceport and fly to acceptable launch point without impacting DEN operations.
3. RLV can be released as much as 120 miles from the Spaceport and make a normal recovery.
4. Carrier vehicle return is a normal aircraft landing.
5. RLV return is an unpowered, controllable glider recovery.
6. Associated business activities will be considered Aeronautical activities since an aircraft is involved..
7. FAA Airports Division and DEN have indicated that they prefer this RLV and will support this change..
8. Concept Z RLV may require more infrastructure changes such as runway lengthening and widening.

Con's

1. Concept Z RLV will have the same types of explosive hazards as the Concept Y RLV.
2. Airport Layout Plan changes will be similar to what has already been proposed.
3. Operations will require restrictions on other airport activities that are similar to the Concept Y RLV.
4. Additional scope of work will be necessary to redo portions of the application and EA to reflect the new RLV.
5. Changes will take approximately 4 months and cost \$200K for new modeling, noise analysis, and associated engineering work. (May be able to find others to pay for this.)
6. FAA will not guarantee approval of new vehicle type so we may run into similar objections as noted above.
7. Concept Z RLV may require more infrastructure changes such as runway lengthening and widening.

Options

1. No change, allow existing process to run its course.
2. Proceed with change of vehicle.
3. Approve change but hold on implementation until EA direction is resolved by AST and Airspace Analysis is completed by ATC. If both of these are positive then no change may be needed.

Questions?



STUDY SESSION AGENDA ITEM

DATE:	March 7 th , 2017
SUBJECT:	NACo Legislative Conference Recap
FROM:	Todd Leopold, County Manager
AGENCY/DEPARTMENT:	County Manager's Office
ATTENDEES:	Jeanne Shreve
PURPOSE OF ITEM:	Update on Legislative Activity at the NACo Conference
STAFF RECOMMENDATION:	Informational

BACKGROUND:

Overview of the legislative discussions that took place during the legislative conference in Washington DC the February 24-March 1st, 2017.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

ATTACHED DOCUMENTS:

No attachments

FISCAL IMPACT:

Please check if there is no fiscal impact . If there is fiscal impact, please fully complete the section below.

Fund: _____

Cost Center: _____

	Object Account	Subledger	Amount
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
Total Revenues:			_____

	Object Account	Subledger	Amount
Current Budgeted Operating Expenditure:			
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
Total Expenditures:			_____

New FTEs requested: YES NO

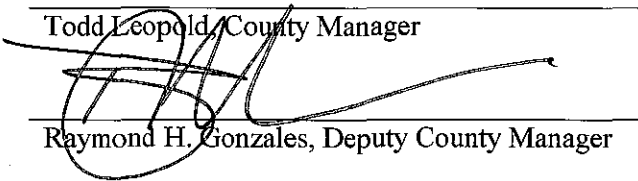
Future Amendment Needed: YES NO

Additional Note:

APPROVAL SIGNATURES:


APPROVAL OF FISCAL IMPACT:

Todd Leopold, County Manager



Raymond H. Gonzales, Deputy County Manager

Bryan Ostler, Interim Deputy County Manager



Nancy Dunan
Budget / Finance



STUDY SESSION AGENDA ITEM

DATE:	March 7th, 2017
SUBJECT:	2017 Commissioner Advance Review
FROM:	Todd Leopold, County Manager
AGENCY/DEPARTMENT:	County Manager's Office
ATTENDEES:	N/A
PURPOSE OF ITEM:	Review Advance Outcomes and Steps Forward
STAFF RECOMMENDATION:	Support key initiatives and Organizational Review Sub-committees

BACKGROUND:

The Board of County Commissioners, Executive Management, and Department Directors met on February 2nd and 3rd, 2017 to review the existing strategic planning initiatives and assess any new priorities for the next two years.

The County has reviewed our strategic planning initiatives on an annual basis to reassess and, if necessary, refine our focus areas to adapt to changing conditions in the community and organization. Our strategic planning timeframe has consistently been focused on a two year horizon; however, many of the initiatives require a longer-term focus. This presentation outlines the initiatives and proposed strategic work plan items discussed over the two day session.

In addition to the strategic planning discussion, a variety of other internal topics were discussed which will require further discussion and input from key stakeholders in the organization. As such, I recommend a few temporary organizational review sub-committees be established to focus on five key organizational areas: Budget Development, Compensation, Policy, Asset Management, and Engagement. The proposed sub-committee structure would be comprised of 2 commissioner representatives, 2-3 department directors, 1 elected official and any key staff leads. The temporary committees will have a relatively short-term duration in which to formulate policy recommendations that will be then be presented to the entire Board for consideration at a later date.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

Departments and Elected Official Offices

ATTACHED DOCUMENTS:

Powerpoint Presentation

FISCAL IMPACT:

Please check if there is no fiscal impact . If there is fiscal impact, please fully complete the section below.

Fund: _____

Cost Center: _____

	Object Account	Subledger	Amount
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
Total Revenues:			_____

	Object Account	Subledger	Amount
Current Budgeted Operating Expenditure:			
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
Total Expenditures:			_____

New FTEs requested: YES NO

Future Amendment Needed: YES NO

Additional Note:
 Additional funding may be necessary depending on the scope of the initiatives outlined in the work plan.

APPROVAL SIGNATURES:

APPROVAL OF FISCAL IMPACT:

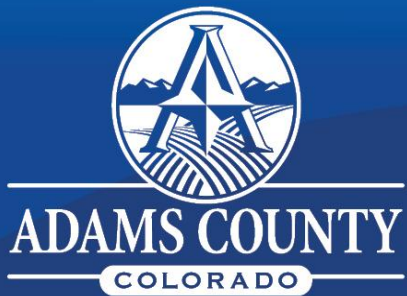
 Todd Leopold, County Manager

 Raymond H. Gonzales, Deputy County Manager

 Bryan Ostler, Interim Deputy County Manager

Waring Dume

 Budget / Finance



2017 Commissioner Advance Review

Presentation Overview

- Review Key Strategic Goal Initiatives from Advance on February 2nd and 3rd, 2017
- FY16 – FY17 Strategic Plan Initiative Status
- Proposed Organization Review
Sub-committee structure

2017-2018 County Goals



Education and Economic Prosperity

- **T1/S5: (35) Initiate branding and marketing campaign to increase positive image of Adams County.**
- T1/S4: **(20)** Create RLF to facilitate affordable housing and Brownfield redevelopment opportunities.
- T1/S1: **(17)** Acceleration zones identified for incentivizing and streamlining the development process in targeted areas.
- T1/S3: **(16)** Cultivate critical partnerships to enhance and expand incubators.
- T1/S2: **(14)** Expand Head Start programming and pursue pre-school tax as 2018 ballot initiative.

High Performing, Fiscally Responsible Government

- **T2/S2: (32) Identify partners for cost sharing opportunities for capital and services.**
- T2/S4: **(29)** Modify existing training program to be more balanced and focused on job related outcomes.
- T2/S1: **(23)** Create a forum for Coll. Discussion among leadership to better understand budget crossover impacts of requests.
- T2/S3: **(22)** Integrate Strategic Plan into EE culture. Identify desired outcomes and communicate those to EE's.
- T2/S5: **(8)** Revise and renew both O/S and CFF taxes.

Quality of Life

- **T3/S5: (28) Neighborhood and commercial redevelopment strategic alignment.**
- T3/S3: **(27)** Develop plan for funding and programming to enhance active recreation.
- T3/S1: **(22)** Integrate CIP with Strategic County Plan.
- T3/S2: **(15)** Duplicate safety/ TBD- collaborate.
- T3/S4: **(11)** Collective impact network (youth/programs).

Safe and Reliable Infrastructure

- **T4/S2: (28) Complete annual fiscally constrained CIP based on approved long range plan and recommendation of CIP Advisory Board.**
- T4/S1: **(26)** Conduct and urban level of service and operational analysis now (2017) to determine current and Aspired Quality of Service and maintenance implement in 2018.
- T4/S5: **(24)** Start identifying infrastructure and improvements necessary to accommodate growth outlined in FRA and Aerotropolis now (2017) and implement in 2018.
- T4/S3: **(23)** Develop Complete Streets Program and continue to implement sidewalk program.
- T4/S4: **(3)** Work with RTD and other government agencies for completion of Fast Tracks and I.D/prioritization of other regional projects (2017) continue to implementation in 2018.

Community Enrichment

- **T5/S2: (38) Facilitate and convene a Community Enrichment Plan to address community poverty.**
- T5/S4: **(25)** Convene community-based organizations representing Veterans issues along with community Veterans to strategize more effective support systems.
- T5/S3: **(16)** Identify innovative strategies to support foster and kin parents.
- T5/S1: **(13)** Continuously improve performance by meeting or exceeding 80% of the department key performance indicators.
- T5/S5: **(10)** Homelessness Initiative (study session to discuss study recommendations)

Strategic Plan Implementation Schedule

- April 27th, 2017 – Staff leads will present a proposed scope of the issue, time and cost estimates, and implementation timeframe.
- August 24th, 2017 – Status Update
- November 9th, 2017 – Status Update

Staff Lead on Primary Initiatives

Jim Siedlecki – Branding/Image

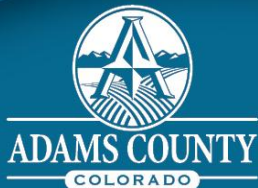
Jeff Bowman – High Performing, Fiscally Responsible

Norman Wright – Quality of Life

Jeff Maxwell – Safe and Reliable Infrastructure

Chris Kline – Community Enrichment

2016-2017 Strategic Plan Status Update



Education and Economic Prosperity

Initiative

Status

- Collaborate with ACED to attract and retain businesses -On-going
- Complete designation of a Spaceport at FRA -In Process
- Integrate appropriate zoning and development standards for TOD areas. -Complete
- Strengthen business partnerships through a small business forum/task force. -Complete
- Expand Head Start Capabilities -Complete
- Formalize Brownfield Development Program -Complete
- Connect Underserved populations with Job Opportunities -On-going
- Ensure attainable housing options are available in Adams County -In Process
- Establish Adams County Student Opportunity Scholarship Program -Complete

High Performing, Fiscally Responsible Government

Initiative

Status

- Evaluate benefit offerings / Retirement Plan Strategies -In Process
- Develop organizational customer service strategy/training -Complete
- Increase efforts to digitally archive documents -On-going
- Redesign website and intranet focused on improved functionality and ease of use. -Complete

Quality of Life

Initiative

Status

- Assess cultural opportunities throughout Adams County -On-going
- Strengthen Neighborhood interaction and engagement opportunities -On-going
- Assess evidence-based alternative sentencing options -On-going
- Integrate existing open space trail connections to our regional trail system network -Complete
- Improve integration of the Capital Improvement Plan (CIP) and the various Countywide Comprehensive Plans -On-going
- Update Fairgrounds and Regional Park Master Plan -In Process
- Improve community engagement strategy plan/newsletter -On-going

Safe and Reliable Infrastructure

Initiative

Status

- Improve and expand neighborhood infrastructure including existing roadways, sidewalks, and drainage networks -On-going
- Fully integrate Five-Year Capital Improvement Plan into budget discussion -On-going
- Advocate for and partner in the completion of the North Metro FasTracks line -On-going
- Implement sustainable building practices in all county facilities and infrastructure -On-going
- Work with partner entities to develop funding and financing mechanisms for projects that will have regional benefits -In Process
- Identify infrastructure improvements necessary to accommodate anticipated growth outlined in the Front Range Airport master plan -In Process

Community Enrichment

Initiative

Status

- Partner with our municipal partners on poverty reduction efforts -In Process
- Transition Head Start to full-time classrooms -In Process
- Streamline human service delivery processes to improve State program standards -Complete
- Develop a plan to increase support for foster parents and kinship families -Complete
- Inventory and assess Mental Health provider services -On-going
- Formalize Brownfield Development Program -In Process

Organizational Review Sub-Committees

Organizational Review Subcommittees

Intent of the organizational review sub-committee structure:

Convene smaller groups to recommend ways to improve operational processes, increase engagement and strengthen organizational buy-in in key organizational target areas.

(3-6 Month commitment)

Organizational Review Subcommittees

- Budget Development / Review Process
- Total Compensation Process / Assessment
- Policy Consolidation / Improvements
- Facility / Asset Management Plans
- Internal / External Engagement Strategies

Subcommittee Structure

- 2 Commissioners per Subcommittee
- 3 Department Director Representatives
- 1 Elected Official Representative
- 1 Executive Management team member
- 1 Staff Lead

Meetings will be scheduled twice a month, or more frequent, if necessary.



STUDY SESSION AGENDA ITEM

DATE:	March 7 th , 2017
SUBJECT:	Smart Commute – Matching Funds Request
FROM:	Karen Stuart, Executive Director Smart Commute
AGENCY/DEPARTMENT:	Smart Commute
ATTENDEES:	Karen Stuart
PURPOSE OF ITEM:	Describe Smart Commute’s requested need for matching grant funds
STAFF RECOMMENDATION:	N/A

BACKGROUND:

Smart Commute is a Transportation Management Organization (TMO) they are able to apply for Denver Regional Council of Governments (DRCOG) Congestion Management and Air Quality grant funds.

Smart Commute provides outreach, mobility programming, and education services which is consistent with the intent of the grant funds being requested for the 2017. The local match requirement for 2017 is \$16,630 and is being requested by the County.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

ATTACHED DOCUMENTS:

Letter Requesting Matching Funds

FISCAL IMPACT:

Please check if there is no fiscal impact . If there is fiscal impact, please fully complete the section below.

Fund: 1
Cost Center: 9250

	Object Account	Subledger	Amount
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
Total Revenues:			

	Object Account	Subledger	Amount
Current Budgeted Operating Expenditure:			\$20,000
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
Total Expenditures:			\$20,000

New FTEs requested: YES NO

Future Amendment Needed: YES NO


Additional Note:

Funding was included in the 2017; however, it was requested that a representative from Smart Commute come in to request individual project funds prior to the any dispersement of money from the County.

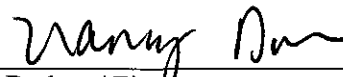
APPROVAL SIGNATURES:

APPROVAL OF FISCAL IMPACT:

 Todd Leopold, County Manager



 Raymond H. Gonzales, Deputy County Manager



 Budget / Finance

 Bryan Ostler, Interim Deputy County Manager



Adams County Board of Commissioners
4430 South Adams County Parkway
Brighton Colorado 80601

February 7, 2017

Attn: Todd Leopold, County Manager

Honorable Commissioners,

Please find attached a copy of our Denver Regional Council of Governments Partnership Program. All seven of the Denver regional Transportation Management Organizations (TMOs) participate in this 2 year grant program funded through the Congestion Management and Air Quality (CMAQ) funds. Specific criteria and program outreach is required within the service area of each TMO to participate; and a local match of \$33,260 is required.

The four TMOs within Denver City and County limits receive funding of \$20,000 annually from Denver. Boulder County supports both the Boulder Transportation Connections and 36 Commuting Solutions with county funding. This county funding provides money that can be used for the required local match for this DRCOG grant.

Smart Commute Metro North provides outreach and employer mobility programming within our service area which is largely within Adams County. Our local match requirement for 2017 is \$16,630. We are respectfully requesting this local match amount from Adams County.

Sincerely,


Karen Stuart
Executive Director

*Smart Commute Metro North
12200 Pecos St., Suite 100
Westminster, Colorado 80234
303.913.0806
www.smartcommutemetronorth.org*

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 December 1, 2015 Revised 9.28.16

This template outlines the minimum requirements established between DRCOG and the individual TMO Partner. Each task is based on the Memorandum of Understanding signed by both of those parties; however, every Partner is different. As an example, one Partner may choose to focus on community outreach more so than employer outreach, and that's ok. Another may have many outlets for marketing and promotion, where another may not. That's ok too. But this SOW begins with the minimum requirements. The Partner needs to build on those minimums and customize this SOW to identify specifically how they will participate in this grant program. Partners should delete any items they do not plan to include in their program. Budgets and timelines need to reflect activities identified in the task sections.

CMAQ Project Title	Smart Commute Metro North TMA Partnership 2016-2017
CDOT Project Number 21276	
Contact Information (Key person responsible for managing and implementing the project.)	Karen Stuart
Agency Name	Smart Commute Metro North
Agency Address (include city, state, zip)	12200 Pecos Street, Suite 100, Westminster, CO 80234
Program Manager Phone Number	303.913.0806
Program Manager E-mail	Karen.stuart@smartcommutemetronorth.org
Program Manager Fax Number	
Congressional District	2 nd , 4 th , 6 th and 7 th
Program Overview Summary (Provide a short, no more than one paragraph, summary of your project – what is the objective of your project and how do you plan to implement it?)	The DRCOG TDM Partnership is a cooperative program to implement a comprehensive and coordinated program that aims to mitigate traffic congestion and poor air quality through reduced travel demand. The Partnership is designed to take advantage of regionally produced materials and strategies and implement them through geographically-located Transportation Management Organizations or Associations.
Program Overview Details	
Who is your key target audience?	Employers, employees, commuters, residents and students traveling within the North Area Transportation Alliance/ TMO service area, as described below.
Where will your project take place?	Our TMO boundary includes the following jurisdictions: unincorporated Adams County north of I-70 and west of US85, Brighton, Broomfield, Commerce City, Dacono, Erie, Federal Heights, Firestone, Frederick, Longmont, Northglenn, Thornton, and Westminster. Transportation corridors include I-25 north from I-70 to SH-119, SH-7 from Lafayette to Brighton, US85 from Commerce City to Brighton.
What is the general time-frame of your project? (i.e. during the school year; on-going throughout the year, etc.)	January 1, 2016 – December 31, 2017

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What are the KEY tasks of your project? (Consider these measurements of progress – what are the steps you’ll be taking to implement your project?) List as many tasks as you see necessary.

Task 1 – Administration (Target Allocation: 5% to 20%) This task is designed to cover expenses associated with management of this grant, as well as specific trainings associated with TDM professional development and DRCOG-related trainings.

Actual Budget Allocation: 20%

Activities:

- Monthly record keeping including purchases, billing, invoices, reimbursement requests
- Other reporting and responses required for actions such as audits, purchasing bids, or other inquiries associated with managing this federal grant.
- Attendance at 4 quarterly Regional TDM Meetings
- Attendance at DRCOG-specific TDM trainings (approximately 2 per year)
- Attendance at DRCOG BTWD meetings (6 per year)
- Participation in/attendance at relevant TDM webinars, seminars or conferences (not to exceed \$1500 including registration and travel). The specific conferences include:

Attendance at 2016 and 2017 ACT

Membership fees for relevant professional

organizations (not to exceed \$500 total). The specific organizations include:

Association of Commuter Transportation

Task 2 – Promotion & Marketing (Target Allocation: 20% to 30%)

This task is designed to utilize program-developed marketing materials, personalized for the specific TMO, and distributed to TMO-area audiences. All marketing must be approved by DRCOG prior to development or placement to assure continuity of regional campaign.

Actual Budget Allocation: 20%

Activities:

- Placement of materials and messaging inside the TDM branding campaign, promoting local/regional TDM services. Specific media will include (TMO Partner to identify specifics such as:

TMO-produced newsletter 2016-quarterly;

2017-monthly

TMO web pages specifically devoted to Way to Go efforts

Collateral materials

TMO-driven social media – Facebook posts,

Twitter

Locally-placed pre-approved advertising that

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	<p>supports regional TDM program</p> <p>Other TMO-specific media : VMS signs promoting commuter options, information placards at community and employer outreach events, van pool and my Way to Go marketing on community billboards along I-25, allowable promotional give- aways related to commute options.</p> <p>Hosting or co-hosting events for Regional TDM Program campaigns (up to 1 per month)</p> <p>Promote inclusion of TDM into local policies and projects .</p> <p>Specific agency and policy being targeted include:</p> <ul style="list-style-type: none">• TDM programs for North I-25 commuters• Promote express bus service expansion for 144th/I-25 to serve employers at St. Anthony North, the Orchard Town Center, and Cabela’s retail center• Promote bus service expansion for SH-7/I-25 to serve employers at North Park Campus, Childrens’ Hospital, The National Archives Center and Larkridge Shopping Center• Promote CDOT Bustang express bus service from Ft. Collins- Loveland into Denver• Coordinate with RTD to promote Call n Ride service options to employers where Call n Ride service exists• Collaborate with NFRMPO on van pool promotion to commuters traveling I-25 from Ft. Collins- Loveland• Encourage Sustainable Communities Initiative policies and TDM strategies for community development in our service area jurisdictions (13 jurisdictions). An example would be to work with developers and management of new multi-family housing projects near transit to promote/incorporate the provision of management purchased ECO passes or Flex passes as part of new leases.• Promote pedestrian connections, biking connections and strategies for “last mile” connections for the station area developments along the North Metro Rail Line• Collaborate with Westminster, Adams County and Broomfield on multi modal improvements for 120th including RTD Park n Ride last mile options, and bike and pedestrian infrastructure improvements. <p>Set-up and maintain links to Regional TDM Program website/portal. Includes but not limited to TDM updates in TMA area.</p> <p>Update TMO website frequently to best integrate features and</p>
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	<p>tools of My Way to Go</p> <p>Task 3 – Employer and Community Outreach <i>(Target Allocation: 40% to 70%)</i> This task is designed to enhance DRCOG TDM outreach by providing a more robust and geographically-defined “boots on the ground sales force” utilizing TMO staffing. Target number of calls may be adjusted up or down depending on number of available opportunities in the TMO area.</p> <p>Actual Budget Allocation: <u>50%</u></p> <p>Activities include:</p> <p>Employer Outreach</p> <ul style="list-style-type: none">• Conducting on average 10-20 new contacts to employers within the TMO boundary per week• Conducting a minimum of <u>2</u> visits to employer work sites per month with concentrated follow up with interested employees following initial contact.• Conducting a minimum of <u>2</u> presentations to employers per month with concentrated follow up with contacts made at those events.• Attending monthly outreach meetings with DRCOG to discuss successes and challenges and to plan for improvement• Customer support, responding to inquiries within 24 hours- these include personalized phone calls and email responses. <p>Outreach Events include:</p> <ul style="list-style-type: none">Adams County (Employees) Commit to Commute Green (3 events)Employer Earth Day Events (3-4)City Transportation Fairs (4)Employer Commuter Fairs (6)Attend functions at Adams County Economic Development to make primary employer contactsAttend functions at the Metro North Chamber to Make employer contactsParticipate in the Metro North Chamber Development Council to promote Smart Commute and Way to Go programsCreate, sponsor and staff an annual Transportation Forum focused on education and information about multimodal improvement needs that will improve mobility as well as prove commute options for area commuters. This Forum targets elected officials, their transportation staff, area businesses and employers.
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	<p>Community Outreach</p> <ul style="list-style-type: none">• Conducting a minimum annual average of <u>12</u> events and/or giving <u>12</u> presentations and/or staffing <u>12</u> information booths at events to directly target individual commuters. Coordinating TDM services for specific events within the TMO boundary (such as Cherry Creek Arts Festival, etc.) <p>Outreach Events include:</p> <p>Brighton Sustainability Fair Thornton Fest Erie Balloon Fest Commerce City Neighborhood BBQs (2) Brighton Community BBQ Westminster Faire Brighton Eco Fair Thornton Harvest Fest S. Westminster Orchard Fest 17th Judicial Wellness Fair Participate in all highway construction related community events to promote commute options</p> <p>Bike to Work Day stations – promotion and outreach tasks, including:</p> <ul style="list-style-type: none">• Staff time devoted to planning/locating/organizing/staffing a minimum of <u>2</u> TMO-sponsored breakfast stations within the TMO boundary (includes registering on DRCOG BTWD site and administration of BTWD participant surveys)• Staff time recruiting a minimum of <u>2</u> new breakfast stations or bike-home stations sponsored by others (includes training in administering participant surveys)• Distribution of BTWD outreach materials <ul style="list-style-type: none">• School Pool – In collaboration with DRCOG, promote the program to a minimum of <u>2</u> schools by (list promotional strategies you plan to use – mailings, calls, presentations, etc.) Contact new Charter Schools Work with School Districts (Adams 12 and 50) to promote School Pool program Disseminate School Pool information at our community outreach events.
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	<p>Use Adams County Economic Development and the Metro North Chamber events to make administrative/ school management contacts to promote School Pool. Work with the development community as they expand new development to introduce School Pool options for new residents.</p> <p>Task 4 – Employee Surveys & Reporting (<i>Target Allocation: 5% to 15%</i>) This task is designed to track <u>all</u> activities and report results so total TDM efforts can be evaluated. Regardless of whether it's a meeting, event, collateral piece or advertising, information will be collected on a monthly basis and reported to DRCOG, using the CRM tool for outreach activities and an agreed-upon format for advertising and promotions. Actual Budget Allocation: 10% Tracking will include at a minimum but not be limited to:</p> <ul style="list-style-type: none"> • Name and date of meeting, training, event, presentation, advertising, etc. • Type of activity (special event, transportation fair, training, newspaper ad, etc.) • If event or meeting, number of participants attending • Number of direct contacts made through event, cold calls, visits, presentations, etc. • Dates of any media purchased and samples of placement • Number of employers that implement TDM services • Number of individuals that change travel behavior <p>Conduct employee commute surveys</p> <ul style="list-style-type: none"> • Conduct initial commute survey with a target of 10% of active employer accounts – “active” defined as an employer who agrees to adopt one or more of our TDM services. • Conduct a target of <u>20%</u> annual follow-up commute surveys with employers who voluntarily agree to conduct the survey. • Report trip and VMT reduction results
Evaluation	
<p>How will you evaluate the effectiveness of your program? (It is not acceptable to simply say the project will be evaluated upon completion – please provide as much information as possible regarding the type of evaluation, the type of data you'll be collecting,</p>	<p>Information will be collected and evaluated at various levels, such as: Inputting information into DRCOG's Custom Relationship Management (CRM) tool that tracks activities and other</p>

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<p>how you'll collect and evaluate it, the timeframe you'll be conducting evaluations, etc.)</p>	<p>information Pre- and Post-Employer and employee commute surveys Event surveys Work with DRCOG to analyze effects of marketing efforts from the region perspective</p>
<p>Partnerships Please list any organization that is a pertinent partner with you in this project (the project could not go forward without this partnership).</p>	<p>DRCOG, all TMAs in DRCOG Partnership, CDOT, RTD, Adams County Economic Development, Broomfield Economic Development, Metro North Chamber of Commerce, Erie Economic Development and all local governments comprising the North Area Transportation Alliance (NATA)- Adams County, Brighton, Broomfield, Commerce City, Dacono, Erie, Federal Heights, Firestone, Frederick, Longmont, Northglenn, Thornton, and Westminster.</p>

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Budget Overview	Costs	Rev. 9.28.16
CMAQ Federal Funds	\$160,000	\$160,000
Agency Local Match (17.21%)	33,260	33,260
Total Project Cost (federal plus local match)	193,260	193,260
*How will you make your local match? (check box) Cash <input type="checkbox"/> In-kind <input type="checkbox"/> Both <input type="checkbox"/>		
What percentage of your local match is in-kind? (e.g., 100%, 75%, 0%, etc.) *If you plan to use any in-kind, you must complete an in-kind request form prior to contracting.	0%	0%
Budget Details (Provide a general description and the expense you expect to charge to this CMAQ program) Every budget item must correspond to descriptions in your tasks so it's clearly understood how you'll use your funds.		
Salaries (list each position, hourly rate, total anticipated hours for the full two years, and role in the project)		
TMO Executive Director , 1040 hrs @\$38.50/hr- Will represent Smart Commute Metro North in monthly Executive Director conference calls and meetings; participate in community outreach and BTWD planning and events; oversee coordination with other partners ; oversee outreach and be responsible for all monthly invoices.	40,000	40,000
TDM Coordinator , 3072 hrs @\$30/hr – Will oversee all activities related to the tasks of this program including TDM programs, promotion and marketing, community and employer outreach, BTWD planning and activities, program evaluation and reporting.	92,160	92,160
Part Time Marketing and Outreach Assistant , 1440 374 hrs. @ \$15/hr. Will assist with community outreach events, promotion and marketing events, media updates and newsletter, and assist with reporting.	21,600	5,600
Part time Marketing Specialist in 2017 , 960 1600 hrs @ \$25/hr. Will create marketing content and graphics for webpage updates, social media, newsletters, TDM events and promotions.	24,000	40,000
Media (do not list specific media outlets, but provide general description such as "fall newspaper campaign", etc.):		
Marketing Materials		
Incentives (must be related to transportation)		
RTD free ride ticket books for distribution to TMO service area SOV commuters for Express bus service at employer outreach events or through the Variable Message Sign marketing during ozone season to encourage transit use as a commute alternative. These ticket books	9000	9,000

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give commuters one week of round trip travel and we feel this is the right amount of time for an SOV commuter to experience the benefits of transit and to determine if transit is a viable option for them.		
Equipment		
Production		
Marketing pieces for BTWD, companion materials for My Way to Go programs	2000	2,000
Employee scatter maps for Employer commuter transportation fairs		
Consultants		
Web site hosting, maintenance, and upgrades to provide improved integration with Way to Go brand.	500	500
Other		
Annual membership to ACT for 2016 and 2017	1000	1,000
Annual ACT Conference attendance for TMO representative in 2016 and 2017	3000	3,000
Total (This needs to equal the total project costs at the top of this page)	\$193,260	193,260

Task Description	Year One												Year Two											
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
1. Administration	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
2. Promotion and Marketing	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
3. Employer and Community	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

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Outreach																										
4. Employer Surveys and Reporting	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

Please list any issues regarding your timeframe that may be affected by season, budgeting, etc. (i.e. the project will be implemented in conjunction with a local convention; or, the project will be implemented during the school year, etc.)

*Month "1" begins the month you receive your signed contract and letter to proceed from CDOT. Contracts are typically issued approximately 3 months after receiving final scope.