



ADAMS COUNTY

COLORADO
BOARD OF COUNTY COMMISSIONERS

Eva J. Henry - District #1
Charles "Chaz" Tedesco - District #2
Erik Hansen - District #3
Steve O'Dorisio - District #4
Mary Hodge - District #5

**STUDY SESSION AGENDA
TUESDAY
March 13, 2018**

ALL TIMES LISTED ON THIS AGENDA ARE SUBJECT TO CHANGE

- | | |
|-------------------|--|
| 10:00 A.M. | ATTENDEE(S): Abel Montoya / Adam Burg |
| | ITEM: Legislative Update |
| 10:30 A.M. | ATTENDEE(S): Kristin Sullivan / Jen Rutter / Sean Braden |
| | ITEM: Riverdale Property Remediation Update |
| 11:00 A.M. | ATTENDEE(S): Chris Kline / Isebel Arellano / Nicole Kinney |
| | ITEM: Head Start Program Update and Policy Council Bylaws Discussion |
| 11:30 A.M. | ATTENDEE(S): Chris Kline / Robert Sheetz |
| | ITEM: Veteran Services Program Update and Advisory Commission Bylaws Discussion |
| 12:00 P.M. | ATTENDEE(S): Ben Dahlman / Kim Roland |
| | ITEM: Travel Policy Updates |
| 12:30 P.M. | ATTENDEE(S): Abel Montoya / Adam Burg / Alix Midgley / Rebecca Zamora |
| | ITEM: A-Lift Program Overview and Contract Amendment No. 2 |
| 1:00 P.M. | ATTENDEE(S): Abel Montoya / Adam Burg / Alix Midgley / Rebecca Zamora |
| | ITEM: March 14, 2018 Town Hall Neighborhood Snapshot Report |
| 1:30 P.M. | ATTENDEE(S): Jeff Bowman / Sean Braden / Nathan Mosley / Kurt Carlson |
| | ITEM: Regional Park Master Plan Implementation Update |

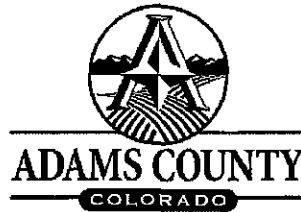


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- 2:00 P.M.** **ATTENDEE(S):** **Jeff Bowman / Sean Braden / Stephanie Wilde / Nathan Mosley**
ITEM: **Riverdale Animal Shelter Project Update**
- 2:30 P.M.** **ATTENDEE(S):** **Jeffery Maxwell**
ITEM: **Public Works Department – 2018 First Quarter Update**
- 3:30 P.M.** **ATTENDEE(S):** **Paul Jesaitis, Region 1 Director**
ITEM: **CDOT/TIP Changes on Vasquez/270**
- 4:00 P.M.** **ATTENDEE(S):** **Raymond Gonzales**
ITEM: **Administrative Item Review / Commissioner Communications**



STUDY SESSION AGENDA ITEM

DATE: March 13, 2018
SUBJECT: Riverdale Property Remediation
FROM: Kristin Sullivan, Director of Community & Economic Development Jen Rutter, Senior Environmental Analyst
AGENCY/DEPARTMENT: Community & Economic Development
ATTENDEES: Kristin Sullivan, Jen Rutter, Sean Braden
PURPOSE OF ITEM: Update the BOCC on the status of the remediation of the property that was previously used as the Sheriff's shooting range (14451 Riverdale Road)
STAFF RECOMMENDATION: The Board approves the completion of the remediation of the property.

BACKGROUND:

The former Adams County Sheriff's Shooting Range, located at 14451 Riverdale Road, has been closed since 2012 when the Sheriff's Offices moved to the Flatrock Facility. Since that time, Adams County hired Quantum Water & Environment (Quantum) to perform a Phase I and a Phase II Environmental Site Assessment on the property in order to determine what actions need to be taken to clean up the site. Several environmental issues were identified, including dispersed lead and contaminated soil from the shooting range, a non-operational oil and gas well, a collapsed CMP intended to provide drainage for an adjacent subdivision, and a former municipal solid waste landfill.

Quantum developed a Corrective Action Plan that will allow the County to clean up the property in accordance with the requirements of Colorado Department of Public Health and Environment (CDPHE), which has reviewed and approved the plan. The Corrective Action Plan includes remedies such as treating or removing the lead-contaminated soil, digging a drainage swale, and constructing a landfill cover. The total cost for remediating the site will be approximately \$5,000,000. After the property is cleaned up, CDPHE will issue the County a No Further Action letter. Several cost-savings have already been realized, for example, the abandoned oil and gas well will be plugged and abandoned by the Colorado Oil and Gas Conservation Commission through its orphaned well program.

The site remediation will be broken up into two phases: 1) building demolition and lead remediation; and 2) constructing the drainage swale and landfill cover. The first phase of remediation will take place in late spring 2018, while the second phase is anticipated to begin in fall 2018. A neighborhood meeting will be held prior to the start of any on-site work.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

Facilities Planning & Operations
Outside Legal Counsel: Gablehouse Granberg, LLC

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: 25
Cost Center: 9295.7685

	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:			
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			\$2,500,000*
Add'l Capital Expenditure not included in Current Budget:			\$2,500,000
Total Expenditures:			<hr/> \$5,000,000 <hr/>

New FTEs requested: YES NO

Future Amendment Needed: YES NO

Additional Note:

* The original project cost of \$2.5M is currently budgeted in the Waste Management Fund. Due to state statute, only \$1.6M of the Waste Management Fund can be used for the remediation. Other financial resources will need to be considered for the full cost of the project.

APPROVAL SIGNATURES:



Raymond H. Gonzales, County Manager


Alisha Reis, Deputy County Manager



Bryan Ostler, Deputy County Manager

Patti Duncan, Deputy County Manager

APPROVAL OF FISCAL IMPACT:


Budget / Finance



Riverdale Property Remediation

Remediation Status Update

March 13, 2018





Recommendations

- The Board approves the **\$292,310** Change Order #4.
 - Public Hearing in April 2018
- The Board approves the contract for building demolition and soil remediation services.
 - Public Hearing in April 2018



Summary

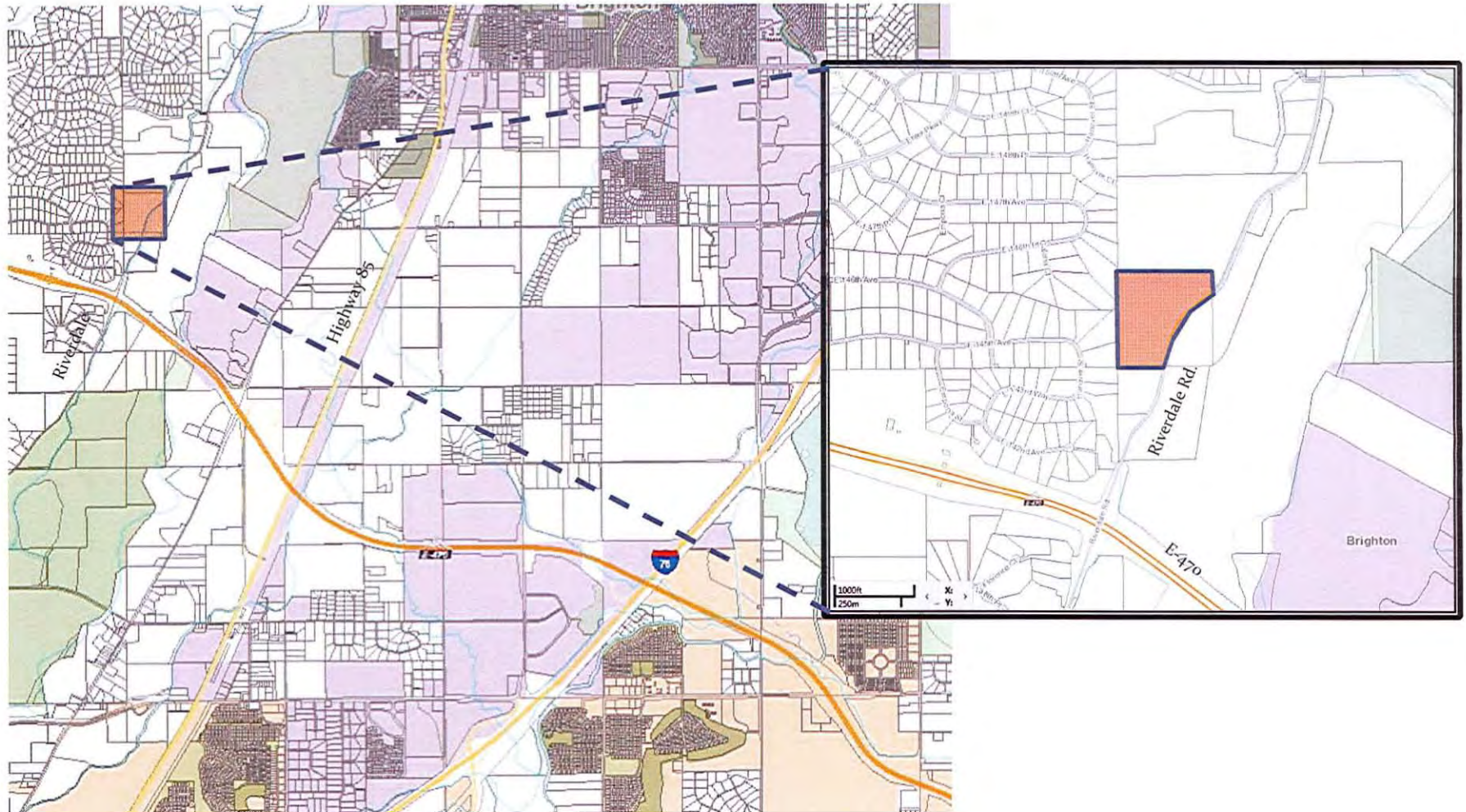
- Background
- Updates
- Timeline & Next Steps
- Phase I of Cleanup (RFP)
- Change Order Request
- Recommendations



Background

- What We Have Done
 - Phase I Environmental Site Assessment
 - Phase II Environmental Site Assessment
 - Closure Plan
 - Coordination with state and federal agencies
- What We Have Found
 - Landfill, lead, drainage issues, oil and gas well
- End Use: Solar and fenced-off open space

14451 Riverdale Road



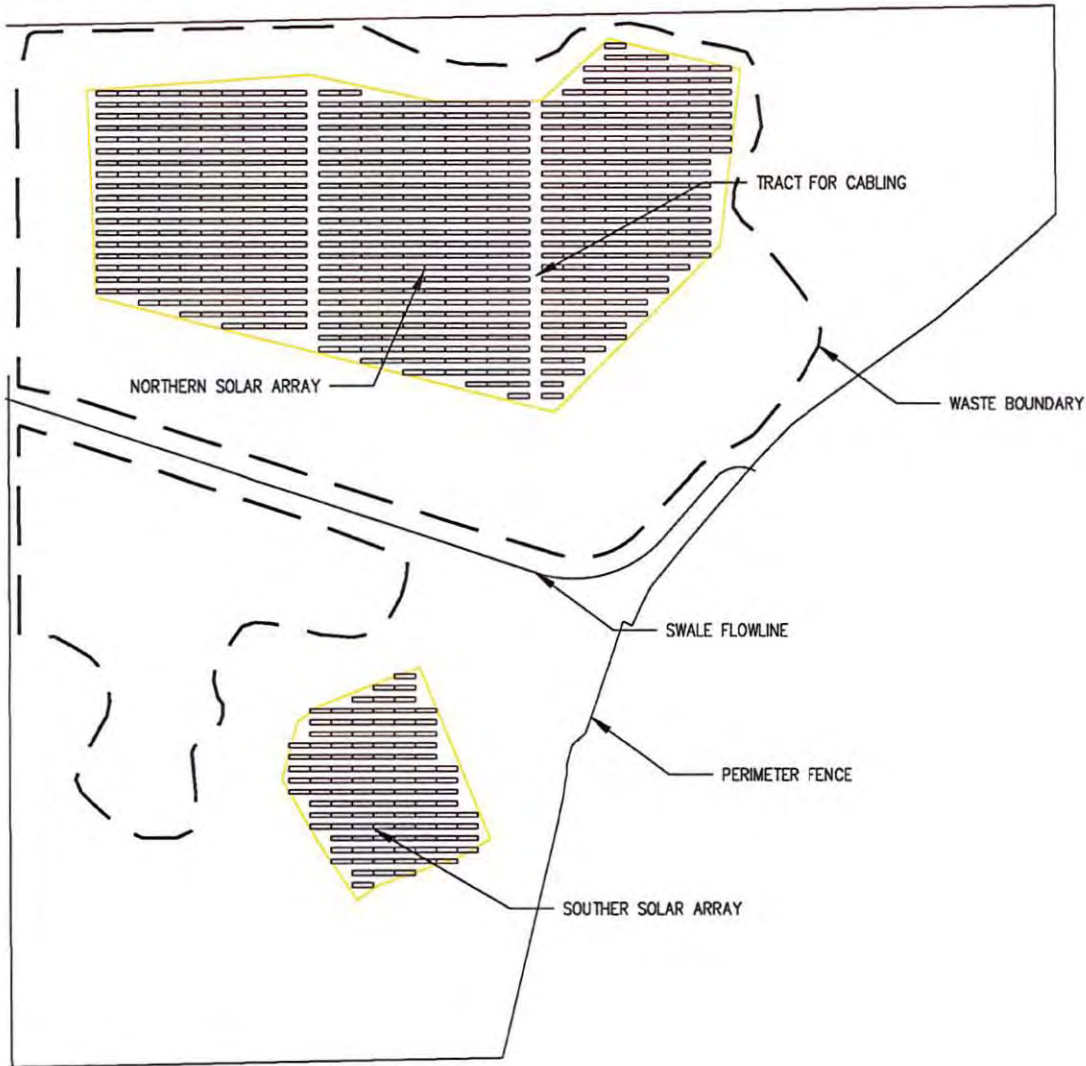
Environmental Conditions



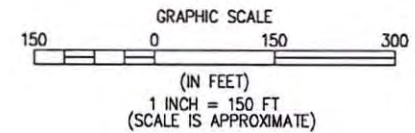


Project Updates

- Fill material for landfill cover
 - Riverdale Animal Shelter
 - Flatrock Training Facility
- CSM Solar Design
 - Provided plan for CDPHE and engineer review
- United Power Pole Relocation
 - Beginning work in early March
- Anadarko Right-of-Way Vacation
 - Executed agreement January 2018



- LAYOUT ASSUMPTIONS AND POWER GENERATION:
1. BOTH SITES ASSUMED TO BE FIXED PANELS
 2. PANELS ASSUMED TO BE SUNPOWER PERFORMANCE SERIES P17 PANELS WITH DIMENSIONS: 81.4"X39.3"
 3. MODULE LAYOUT: 1X8 PANELS (26.2'X6.78')
 4. MODULE INCLINATION=33.5 DEG
 5. MODULE SPACING=9'
 6. CABLE RUN SPACING=16'
 7. DIM FROM ABOVE= 26.2'X5.66'
 8. 736 MODULES=5888 PANELS
 9. POWER= ROUGHLY 2 MW



The Solar Six	
DESIGNED BY	RSV
PREPARED BY	
DATE	
REVISION DESCRIPTION	
LANDFILL SOLAR ARRAY	
CONCEPT PORTFOLIO SOLAR LAYOUT	
COLORADO MINES	
SENIOR DESIGN	
DESIGNED BY	
CHECKED BY	
DATE	
DRAWN BY	
DATE	
SCALE	
SHEET 4 OF 4	



Timeline & Next Steps

- Coordination with Colorado School of Mines
 - Capstone Project through April 2018 – Solar design
- Remediation/Construction
 - April 2018 – Neighborhood meeting
 - May – July 2018 – Building demolition and lead remediation work
 - July 2018 – Issue RFP for swale and cover construction
 - Fall 2018 to Spring 2019 – Construction and site work
 - Summer 2019 – Issue RFP for solar farm
- Long-term groundwater monitoring & landfill cover maintenance (up to 30 years)

Phase I of Remediation

- Building Demolition
- Lead Remediation



North Range



South Range



Quantum Change Order Requests

- Original Contract (October 2015): **\$100,000**
 - Phase I Environmental Site Assessment
 - Sampling and Analysis Plan
- Change Order #1 (April 2016): **\$270,000**
 - Phase II Environmental Site Assessment
 - Corrective Action Plan
- Change Order #2 (March 2017): **\$98,960**
 - 60% Cover Design
 - Quarterly groundwater monitoring
 - Waste delineation (United Power poles)
- Change Order #3 (August 2017): **\$165,125**
 - 100% Cover Design w/solar added
 - Quarterly groundwater monitoring
- **Current Request: Change Order #4: \$292,310**
 - Remediation oversight through 2018
 - Quarterly groundwater monitoring through 2018



Recommendations

- The Board approves the **\$292,310** Change Order #4.
 - Public Hearing in April 2018
- The Board approves the contract for building demolition and soil remediation services.
 - Public Hearing in April 2018



Questions?



Original RFP SOW and Contract

- Phase I Environmental Site Assessment
 - Interviews, research, reporting
- Phase II Environmental Site Assessment
 - Testing, surveying
- Engineering (Grading, runoff, SWMP, etc.)
- Hazardous material removal & remediation planning
- Development of bidding documents for remediation
- Remediation/Construction administration, inspections, and report review to ensure compliance
- Develop plan for future maintenance, testing, inspections

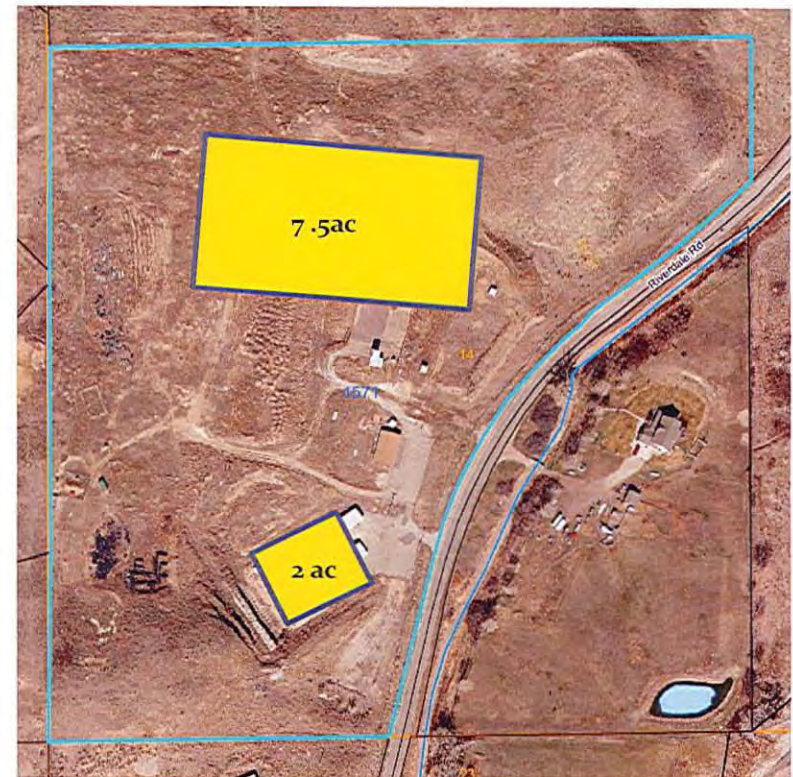


Closure Plan & End Use

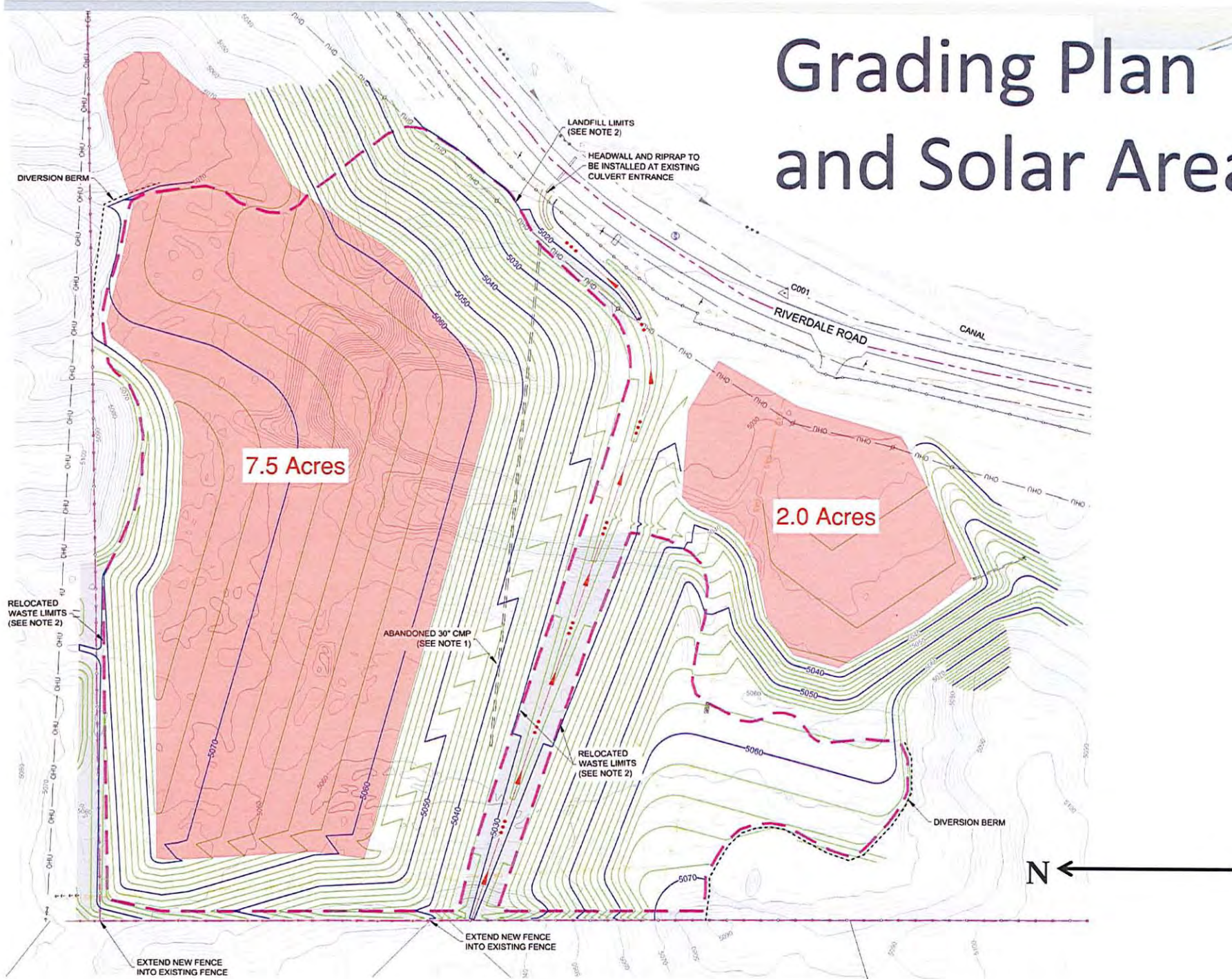
- Property is 29 acres
 - 9 acres solar
 - CSM students to design drainage and solar on landfill cover
 - 20 acres fenced-off open space
 - Seeded and reclaimed with native vegetation
- 80,000 cy of fill needed for cover
 - Animal Shelter project can provide ~30,000 cy
 - Flatrock 2018 project can provide fill material

Solar Farm

- Land lease with a solar company (20-25 years)
- Sell electricity to United Power
- 1.5 – 2 MW Facility
- Battery storage on-site
- Projected Revenue
 - ~ \$40,000-\$50,000 per year



Grading Plan and Solar Areas





STUDY SESSION AGENDA ITEM

DATE:	March 13, 2018
SUBJECT:	Head Start Program Update and Policy Council Bylaws Discussion
FROM:	Chris Kline, Director
AGENCY/DEPARTMENT:	Human Services Department
ATTENDEES:	Isebel Arellano, Nicole Kinney, and Chris Kline
PURPOSE OF ITEM:	Head Start Program Update and Policy Council Bylaws Discussion
STAFF RECOMMENDATION:	Approve

BACKGROUND:

Per federal regulations, the Head Start Program is required to provide the Board of County Commissioners an annual program update.

Per Head Start regulations, a governing body may establish an advisory committee as it deems necessary for effective governance and improvement of the program. It must establish the structure, communication, and oversight in such a way that the governing body continues to maintain its legal and fiscal responsibilities for the program.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

Human Services Department

ATTACHED DOCUMENTS:

PowerPoint Presentation
Governance Responsibilities Diagram
ACHS Advisory Committee Bylaws
Policy Council Bylaws

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:



Raymond H. Gonzales, County Manager

Alisha Reis, Deputy County Manager


Bryan Ostler, Deputy County Manager

Patti Duncan, Deputy County Manager

APPROVAL OF FISCAL IMPACT:


Nancy Dunn
Budget / Finance



ADAMS COUNTY HEAD START PROGRAM

Governing Board
Roles/Responsibilities
and Program Updates

March 2018

Presentation Topics

- Adams County Head Start (ACHS) Mission, Vision & Philosophy
- ACHS overview
- ACHS Five Year Goals
- Shared Governance Model
- Governing Body Roles and Responsibilities
- Policy Council Bylaws
- ACHS Program Updates/Outcomes
- Establishing an Advisory Board

Adams County Head Start Mission, Vision & Philosophy

Mission

- The mission of Adams County Head Start is to provide high quality early education for children in partnership with their family and community.

Vision

- The vision of ACHS is that every child enrolled in Head Start will enter kindergarten with the competencies necessary to succeed in school and caregivers will be empowered to be their child's most important teacher.

Philosophy

- The philosophy of Adams County Head Start is that all children are born ready to learn therefore the quality of their earliest experiences is critical for later school success.

ACHS Serves 256 Children

- **Communities Served**
 - Brighton
 - Commerce City
 - Federal Heights
 - Northglenn
 - Thornton
 - Westminster
 - Unincorporated Adams County

- **Centers are located in**
 - Brighton
 - Commerce City
 - Thornton
 - Westminster
- **Program Option**
 - Center – Full day sessions

Adams County Head Start Five Year Goals

Program Goal 1: Adams County Head Start (ACHS) will enhance comprehensive services to maximize children's potential to enter kindergarten with a successful academic and social emotional foundation.

Expected Outcome: Children and their parents transition out ACHS with a stronger set of skills that will help them succeed in kindergarten and beyond.

Program Goal 2: Adams County Head Start will strengthen the transition process to the local school system for children and families so that Head Start children succeed in kindergarten and beyond.

Expected Outcome: Parents know how to navigate the school system to ensure their children's needs are shared with the local school system and addressed.

Program Goal 3: Enhance family wellbeing through individualized support by meeting families where they are.

Expected Outcome: By focusing on being more family-centered. ACHS will provide individualized, culturally responsive, and relevant services for the family that will maximize the assistance ACHS can provide for each family's needs in support of self-reliance beyond HS.

ACHS - Shared Governance Model

- Governing Body – Adams County Board of Commissioners
- Human Services Department Director – Chris Kline
(BOCC Designee)
- Head Start Management Team
- Policy Council (PC)
 - Two Parent Representatives and an Alternate from each Head Start Center
 - Community Representatives
 - One Community Representative appointed by the Board of County Commissioners – Stephanie Mirelez
- Parent Committees (Parent Café)

Head Start Governance and Management Responsibilities



- *Reports that are generated and used by management, then shared with and used by Policy Council and governing body:
- HHS secretary communication
 - Financial statements
 - Program information summaries
 - Enrollment
 - USDA
 - Financial audit
 - Self-Assessment
 - Community assessment
 - PIT



Revised Policy Council Bylaws

- New Head Start Performance Standards
 - Revised PC Bylaws reflect changes
- Approval required from the Head Start's governing board to adopt revised PC Bylaws

ACHS Program Updates

- Annual Self-Assessment
 - Areas of Review
 - Head Start Performance Standards
 - 5 Year Grant Goals and Objectives
 - Health and Safety
 - Process
 - Gather, review, and analyze data
 - Action plan is developed

Children's Developmental Growth from fall 2016 to spring 2017

- An average of 97% of three and four year olds demonstrated growth in all six developmental domains
 - Social-Emotional
 - Physical
 - Language
 - Cognitive
 - Literacy
 - Mathematics

Establishing an Advisory Committee

- The purpose of this Advisory Committee is to oversee key responsibilities related to program governance except for the program's legal and fiscal responsibilities.
- Advisory Committee Bylaws

Questions

Contact:

Isebel Arellano

ACHS Administrator

720-523-4612

iarellano@adcogov.org



ADAMS COUNTY HEAD START PROGRAM

Eligibility

Program Policies and Procedures

March 2018



Head Start Eligibility

- Eligibility Requirements
 - Age – A child must be at least three years old or, turn three years old by the date used to determine eligibility for public school in the community in which the Head Start program is located and be no older than the age required to attend school.
 - Income - The family's income is equal to or below the poverty line; or, the family would be potentially eligible for public assistance (TANF)
 - The child is homeless
 - The child is in foster care
 - Programs may serve 10% of over income families



Relevant time period for determination of income eligibility

- The 12 months preceding the month in which the application is submitted; or
- During the calendar year preceding the calendar year in which the application is submitted
- Whichever more accurately reflects the needs of the family at the time of application.



Eligibility Duration

- If a child is determined eligible and is participating in a Head Start program, he or she will remain eligible through the end of the succeeding program year
- If a child is over income for his or her first year ACHS will verify the family's income eligibility again for the next program year



Program policies and procedures

- A program must establish written policies and procedures that describe all actions taken against staff who intentionally violate federal and program eligibility determination regulations and who enroll children that are not eligible to receive Head Start services.
- Outlined in our Enrollment Procedures Standard Operating Procedure
- During the enrollment process, families will be treated with dignity and respect. Staff will take a non-biased approach when possible issues (such as domestic violence), stigma, and privacy concerns arise.

Questions?



ADAMS COUNTY
COLORADO

Contact:

Nicole Kinney

nkinney@adcogov.org

720-523-4620

Head Start Governance and Management Responsibilities

Governing Body/Tribal Council Assumes Legal and Fiscal Responsibility for Head Start and the Safeguarding of Federal Funds

Adopt practices to ensure active, independent and informed governance:

- Governing body bylaws
- Procedures for accessing and collecting information
- Written standards of conduct, including conflicts of interest and complaints
- Procedures for selecting Policy Council members
- Advisory committees

Select:

- Delegate agencies and the service areas for such agencies

Establish:

- Procedures and criteria for recruitment, selection, and enrollment

Review:

- All funding applications and amendments
- Results and follow-up activities from federal monitoring

Review and Approve:

- Major policies and procedures, including Self-Assessment, financial audit, and personnel policies
- Progress on implementing the HS grant, including corrective actions
- Major expenditures
- Operating budget
- Selection of auditor
- Actions to correct audit findings

Receive and Use:

- Annual, monthly, and periodic reports*

*Reports that are generated and used by management, then shared with and used by Policy Council and governing body:

- HHS secretary communication
- Financial statements
- Program information summaries
- Enrollment
- USDA
- Financial audit
- Self-Assessment
- Community assessment
- PIR

Policy Council Assumes Responsibility for Head Start Program Direction

Approve and submit to the governing body decisions regarding:

- Activities for parent involvement/engagement
- Program recruitment, selection, and enrollment priorities
- Funding applications/amendments
- Budget planning, including reimbursement and participation in Policy Council activities
- Policy Council bylaws
- Head Start program personnel policies and decisions, including criteria for employment and dismissal of program staff
- Policy Council election procedures
- Recommendations on delegates/service areas

Receive and Use:

- Annual, monthly, and periodic reports*

Take Action:

- Hire/terminate Head Start Director and other lead staff
- Establish impasse procedures

Provide Leadership and Strategic Direction:

- Focus on Self-Assessment
- Develop, plan, and evaluate the Head Start program

Provide Legal Oversight:

- Ensure compliance with federal laws and state, tribal, and local laws

Management Staff Assumes Operating Responsibility for Head Start Day-to-Day Functions

Take action:

- Implement policies
- Develop procedures
- Provide T/TA to governing body and Policy Council
- Supervise staff
- Monitor compliance
- Generate and use annual, monthly, and periodic reports*
- Share reports with Policy Council and governing body*

Head Start Governance and Management Composition Requirements

Governing Body and Tribal Council Assumes Legal and Fiscal Responsibility for Head Start and the Safeguarding of Federal Funds

The governing body is composed of:

- At least one member with a background and expertise in accounting or fiscal management;
- At least one member with a background and expertise in early childhood education and development;
- At least one member who is a licensed attorney familiar with issues that come before the governing body; and
- Additional members who reflect the community to be served, including parents of currently or formerly enrolled children, and are selected for their expertise in education, business administration, or community affairs.

Please note that the Head Start Act does allow for **exceptions** to these composition requirements in certain cases; for further information regarding exceptions and the use of consultants, refer to the Head Start Act [Sec. 642\(c\)\(1\)\(B\)\(v\) and \(vi\)](#).

Policy Council Assumes Responsibility for Head Start Program Direction

The Policy Council is elected by the parents of children who are currently enrolled in the Head Start program.

The Policy Council is composed of:

- Parents of children currently enrolled in the Head Start program (including any delegate agency), who constitute a **majority** of the members of the Policy Council; and
- Members at large of the community served by the Head Start program (including any delegate agency), who may include parents of children who were formerly enrolled in the Head Start program.

Parents of children currently enrolled in all program options must be proportionately represented on established policy groups.

Management Staff Assumes Operating Responsibility for Head Start Day-to-Day Functions

The management staff includes the grantee organization's executive director, chief financial officer, Head Start program director, and key Head Start managers. Because different agencies have different organizational structures, key management staff titles and responsibilities can vary.

Governing body and Tribal Council members should refer to their Head Start program's organizational structure or chart to identify key Head Start managers in their organization.

ADAMS COUNTY HEAD START POLICY COUNCIL BYLAWS

ARTICLE I. NAME AND PURPOSE

SECTION 1. NAME

The name of this organization is the Adams County Head Start Policy Council, hereinafter referred to as the "policy council."

SECTION 2. PURPOSE

The policy council has been established pursuant to the Program Performance Standards for the Operation of Head Start ("Program Performance Standards"), 45 CFR Chapter XIII. The purposes and responsibilities of the policy council shall be consistent with 45 CFR Chapter XIII.

ARTICLE II. POLICY COUNCIL RESPONSIBILITIES

The policy council shall approve and submit to the governing body decisions about each of the following activities:

- (i) Activities to support the active involvement of the parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.
- (ii) Program recruitment, selection, and enrollment priorities.
- (iii) Applications for funding and amendments to applications for funding prior to submission of applications.
- (iv) Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities.
- (v) Proposed bylaws for the operation of the policy council.
- (vi) Program personnel policies and proposed decisions regarding the employment of program staff, consistent with the Head Start Act, including

standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff. The policy council shall act in accordance with the Adams County Employee Handbook and Adams County personnel policies and procedures.

- (vii) Developing procedures for how members of the policy council of the Head Start agency will be elected.

ARTICLE III. CONFLICT OF INTEREST

To maintain ethical standards and avoid competing interests/loyalties that are, or potentially can be, at odds with the best interest of the program, the policy council members will abide by the Head Start Act Section 642(c)(2)(C), and they shall-

- i. Not have a conflict of interest with the Head Start agency (including any delegate agency); and
- ii. Not receive compensation for serving on the policy council or for providing services to the Head Start agency

ARTICLE IV. INTERNAL DISPUTES

To facilitate meaningful consultation and collaboration about decisions of the governing body and the policy council, the governing body and policy council jointly must establish written procedures for resolving internal disputes between the governing board and policy council in a timely manner that includes impasse procedures outlined in the Head Start Program Performance Standard 1301.6 and noted below:

- A. Demonstrate that the governing body considers proposed decisions from the policy council and that the policy council considers proposed decisions from the governing body;
- B. If there is a disagreement, require the governing body and the policy council to notify the other in writing why it does not accept a decision; and,
- C. Describe a decision-making process and a timeline to resolve disputes and reach decisions that are not arbitrary, capricious, or illegal.

If the agency' s decision-making process does not result in a resolution and an impasse continues, the governing body and policy council must select a mutually agreeable third party

mediator and participate in a formal process of mediation that leads to a resolution of the dispute.

For all programs except American Indian and Alaska Natives programs, if no resolution is reached with a mediator, the governing body and policy council must select a mutually agreeable arbitrator whose decision is final.

ARTICLE V. MEMBERSHIP

SECTION 1. COMPOSITION OF MEMBERSHIP

The policy council shall be comprised of members from the Parent Committees and members who are representatives of the community. At least 51% of the membership shall be parents of children currently enrolled in the Adams County Head Start program. Unless otherwise specified in these bylaws, all members are voting members.

- A. Parent Committee Members: Each Head Start center shall have a parent committee that shall be comprised of all parents who have children enrolled in the Head Start program at that center. Each center shall elect by majority vote two parents to serve as members of the policy council and one parent to serve as a policy council alternate.
- B. Community Representatives: The policy council shall have up to 49% of policy council representatives in community representative positions. The community representatives shall be chosen based on letters of interest or recommendations submitted to the policy council. Policy council members shall elect community members by majority vote; with the exception of the governing board' s appointed representative.
- C. The governing board appoints a governing board representative to the policy council to participate as a non-voting member. This representative serves as the liaison between policy council and the governing body and is a member of the Adams County Governing Body Advisory Committee.

- D. Employees of Adams County and their immediate family members shall not serve as members of the policy council. Under these bylaws, an “ immediate family” means: wife, husband, son, daughter, mother, father, brother, sister, grandparents, grandchildren, partner sharing a home, or relative by marriage of comparable degree (in-laws). This may extend to other relationships if conflict of interest and confidentiality are in jeopardy. Volunteers and temporary employee substitutes are not considered "employees" for the purposes of this section.
- E. Only one immediate family member in any family may serve as a voting member of the policy council. Other immediate family members may serve as non-voting members and/or may serve on other Head Start committees.

SECTION 2. ELECTIONS AND TERMS OF SERVICE

No individual shall be permitted to serve more than five one-year terms of service. A term of service shall be from the first day in November to the last day of October of the following year. If the policy council member's child is still eligible for the program, and the member removes the child from the program, they shall forfeit their position immediately. A one-year term of service for community representatives shall be from the date of election by the policy council until the 12 month anniversary date of that election. The time limit of service for the Board of County Commissioners (BOCC) appointed policy council representative will be determined by the BOCC.

- A. Each parent committee shall elect parent representative members to the policy council prior to the first day in October of each year. If a withdrawal of a policy council representative occurs, an elected policy council alternate will immediately assume the duties of the policy council representative.
- B. Upon the anniversary date, term limit, or withdrawal for any reason by a community representative the policy council shall elect a new community representative at a scheduled regular meeting.

ARTICLE VI. OFFICERS

SECTION 1. GENERAL

The officers of the policy council shall consist of the chairperson, the vice-chairperson, the secretary, the treasurer, and the historian. Nominations for officers shall be open to the floor and will be elected by majority vote of those present at a regularly scheduled annual meeting. Officers shall serve for one year, which term shall commence upon the date elected and terminated upon the adjournment of the meeting at which new officers are elected. Upon the resignation, removal, or withdrawal of an officer from an officer position, a new election for the vacated officer position shall be held at a scheduled regular meeting.

SECTION 2. CHAIRPERSON:

The chairperson shall preside at meetings of the policy council and shall direct and execute all decisions, acts, or programs adopted by the policy council. The chairperson shall act as chief executive representative of the policy council, and shall at all times act in conformity with the policies and practices adopted or established by the policy council. In the absence of the chairperson the Vice chairperson will take on the duties of the chairperson. If both, the chairperson and vice-chairperson, are not present another member of the executive policy council will be designated.

SECTION 3. VICE-CHAIRPERSON:

In the chairperson's absence, the vice-chairperson shall assume the chairperson's duties and responsibilities and shall act in the place of the chairperson. The vice-chairperson shall also have such other duties as may be designated by the policy council.

SECTION 4. SECRETARY:

The secretary shall be responsible for the dissemination of documents and the collection of documents during policy council meetings.

SECTION 5. TREASURER:

The treasurer shall be responsible for reviewing financial reports and provide support to the fiscal grants analyst as needed.

SECTION 6. HISTORIAN:

The historian shall submit records of the Head Start program's activities; including copies of newspaper articles, parent activities, and special projects to be filed with the program's historical records.

ARTICLE VII: RESIGNATION FROM OR TERMINATION OF MEMBERSHIP

SECTION 1. RESIGNATION:

A member may resign from the policy council by written notice informing any member of the policy council, the administrative coordinator, or the Head Start administrator. Members of the policy council who receive this information must confirm it with the policy council chairperson. The vacant position of policy council representative will be immediately assumed by the previous policy council alternate from the attendance site.

SECTION 2. REASONS FOR TERMINATION:

The policy council may terminate a member for misconduct for the following reasons:

- A. Removal of child or children from Head Start program;
- B. Indulging in offensive conduct or using offensive language;
- C. Theft or intentional destruction of money or property belonging to the Head Start program;
- D. Breach of confidentiality; and
- E. Failure to comply with these bylaws or the program standards.

Notification will be given to all members of the policy council in the regular agenda packet of the intent to consider a policy council member's termination. In addition, the aforementioned member shall receive notice of this agenda item and it shall be delivered to the member via certified or registered mail, return receipt requested. If the notice of termination is undeliverable, the termination shall be effective seven days from the date it was mailed.

A terminated member may appeal by submitting a written request for a hearing to the policy council within seven days of the effective date of the termination. The policy council shall hold the hearing on the next regularly scheduled policy council meeting and shall determine by majority vote of those present whether the termination should be reversed. Prior to voting, the policy council may deliberate outside of the presence of the appealing member and the group he/she represents, if any. The policy council's decision of the appeal shall be provided in writing to the member making the appeal within seven days of the meeting.

Failure to attend the appeal hearing by the member making the appeal is grounds for automatic termination. The policy council is the authority on this matter and their vote is final.

ARTICLE VIII: MEETINGS

The policy council shall hold regularly scheduled monthly meetings. Policy council meetings cancelled due to unforeseen circumstances do not have to be rescheduled if agenda items can be discussed at next scheduled meeting. An executive session can be held if urgent voting items must be addressed, policy council representatives may each be called to vote on the item.

A. Notice: The administrative coordinator or assigned designee shall send a notice to all members of all regularly scheduled meetings. The notice shall include a copy of the upcoming meeting's agenda.

B. Quorum: A quorum shall consist of five voting members of the policy council. The policy council shall not take any official action at any meeting unless a

quorum is present. If needed, policy council members may be contacted by telephone to achieve a quorum. If members cannot be reached, refer to Article IX of these bylaws.

C. Motions: Any voting member may offer a motion during a meeting.

D. Voting: All actions taken by the policy council shall be after approval upon a majority vote of the members. A majority vote shall be 51% of the members in attendance at any meeting during which a vote is taken.

E. Minutes: The administrative coordinator or assigned designee shall take minutes of each meeting. All minutes shall be retained for a period of not less than three years.

F. Special Meetings: a special meeting may be called after giving a minimum of 24 hours notice to all members.

G. It is the intent of the policy council to begin each meeting at the published time, have each regularly meeting conclude within 1 1/2 hours, have translation services available when necessary, have child care services available, and provide a section within each agenda to allow for public comments.

H. It is the intent of the policy council to hold all regular and special meetings in an open forum. However, the policy council reserves the right to hold a closed executive session for items allowed by law to be held in executive session.

I. The Adams County Head Start Policy Council will follow the Colorado Open Meetings Law and Open Records Act and all of the amendments and future amendments of these Acts.

ARTICLE IX: COMMITTEES

Any member may join any policy council committee except the executive committee and may be present at any policy council committee meeting. Each committee shall elect its own chairperson by majority vote of the members present at the meeting during which

the election is held. Only policy council members may chair a policy council committee. The policy council chairperson shall be a member of all policy council committees, but shall not be required to attend committee meetings.

- A. **Executive Committee:** The executive committee shall be comprised of officers of the policy council. In the event that a regularly scheduled policy council meeting does not have quorum; the chairperson is unable to contact absent members via phone during a regular meeting and urgent matters are on the agenda such as budgets and personnel; and, during times between meetings when hiring or termination issues are of unusual importance to the Head Start organization, the administrative coordinator may call executive committee members to hold an executive committee meeting. During an executive committee meeting this committee may adjourn to executive session. Under such circumstances the executive committee is empowered to act on behalf of the entire policy council. A quorum at an executive session shall consist of three executive committee members, and an affirmative vote by at least three members shall be necessary to approve a motion.

- B. **Budget/Finance Committee:** The budget/finance committee shall be comprised of one or more members of the policy council, and shall assist the fiscal grants analyst and administrator with all budget and grant preparations, modifications, and reports. The policy council shall approve all final reports, recommendations, modifications, and grants.

- D. **Personnel Committee:** The personnel committee shall be comprised of one or more members of the policy council and shall participate in matters concerning Head Start employees, pursuant to the provisions of these bylaws.

ARTICLE X: AMENDMENTS TO THE BYLAWS

SECTION 1.

These Bylaws may be altered, revised, amended, or repealed and new Bylaws may be adopted at any regularly scheduled or special meeting of the policy council. Any changes to the bylaws must be approved by a two-thirds majority vote of the

members present at the meeting and approved by the Board of County Commissioners.

ARTICLE XI: NONDISCRIMINATION

No person shall be excluded from participation in, or be denied benefits of, any Head Start activity because of race, color, sex, age, religion or national origin. Eligibility for participation in Head Start activities shall be based on the guidelines established by the United States Department of Health and Human Services - Administration for Children and Families and/or other designated agencies.

IN WITNESS THEREOF, the parties hereto have caused their names to be affixed hereto.

ADAMS COUNTY HEAD START PROGRAM

Nicole Apodaca
Policy Council Chairperson

Date

Chris Kline
Director of Human Services

Date

Chair, Board of County Commissioners
Adams County, Colorado

Date

Approved as to form:

Adams County Attorney

Date

Adams County Head Start

Advisory Committee Bylaws

ARTICLE I: NAME AND PURPOSE

SECTION 1. NAME

The name of this group will be known as the Adams County Head Start Advisory Committee, hereafter referred to as the Advisory Committee.

SECTION 2. PURPOSE

The purpose of this Advisory Committee, established by the Board of County Commissioners, is to oversee key responsibilities related to program governance except for the program's legal and fiscal responsibilities.

ARTICLE II: MEMBERSHIP

SECTION 1. MEMBERSHIP

The Adams County Board of County Commissioners will appoint three members; the County Manger, Director of Human Services, and board appointed Policy Council Representative to serve on the Advisory Committee for the Adams County Head Start program.

SECTION 2. ELIGIBILITY

Appointments will be made as needed and may remain in effect as long as the member is employed by Adams County or is appointed by the Board of County Commissioners to serve.

ARTICLE III: OFFICERS

SECTION 1. OFFICERS

The officers of the Advisory Committee are as follows: Chairperson, Vice-Chairperson, and Secretary

SECTION 2. DUTIES

The chairperson shall preside over all meetings; set meeting place and time; and appoint any committees.

The vice-chairperson shall preside in the absence of the chairperson, and assist in the duties of the chairperson.

The secretary shall review, sign, and date the minutes of each meeting and submit them to the Head Start administrator.

A county employee will be assigned to record the minutes.

SECTION 3. TERM OF OFFICE

Assigned county staff will serve for as long as they are employed with Adams County. The board appointed Policy Council representative will serve for the length of their appointment by the Board of County Commissioners.

ARTICLE IV: MEETINGS

SECTION 1. QUORUM

Two-thirds of the membership shall constitute a quorum.

SECTION 2. REGULAR MEETINGS

The Advisory Committee will meet as needed to conduct the business of the Adams County Head Start program.

SECTION 3. SPECIAL MEETINGS

The chairperson or a quorum of the Advisory Committee may call for a special meeting with 24 hours notice.

SECTION 4. THE SHARING OF ACCURATE AND REGULAR INFORMATION

Meeting minutes will be distributed to the governing body and policy council.

ARTICLE V: RESPONSIBILITIES OF THE ADVISORY COMMITTEE AS ASSIGNED BY THE GOVERNING BOARD

SECTION 1. THE ADVISORY COMMITTEE HAS RESPONSIBILITY FOR THE FOLLOWING ITEMS.

1. Review communication and correspondence from the Office of Head Start, and
2. Adopt practices that assure active, independent, and informed governance of the Head Start agency, including practices consistent with the Head Start Act subsection (d)(1) (See Attachment A) and fully participate in the

development, planning, and evaluation of the Adams County Head Start programs;

3. Ensure compliance with federal laws and applicable state, tribal, and local laws; and
4. Other responsibilities, including-
 - a. establishing procedures and criteria for recruitment, selection, and enrollment of children;
 - b. reviewing all applications and amendments to applications for funding purposes;
 - c. establishing procedures and guidelines for accessing and collecting information described in the Head Start Act subsection (d)(2) (See Attachment A);
 - d. reviewing and approving all major policies of the agency, including-
 - i. the annual self-assessment and financial audit;
 - ii. the program's progress in carrying out the programmatic provisions in such agency's grant application, including implementation of corrective actions; and
 - iii. personnel policies regarding the hiring, evaluation, termination, and compensation of agency employees;
5. Developing procedures for how members of the policy council are selected, consistent with paragraph the Head Start Act section (2)(B) (See Attachment A);
6. Approving all financial management, accounting, and reporting policies and compliance with laws and regulations related to financial statements including;
 - a. Approval of all major financial expenditures for Head Start;
 - b. Annual approval of the operating budget for Head Start;
 - c. Monitoring of the agency's action to correct and audit findings and of other action necessary to comply with applicable laws governing financial statements and accounting practices.
7. Reviewing results from monitoring conducted under the Head Start Act section 641A(c), and appropriate follow up activities (See Attachment A);
8. Approving personnel policies and procedures, including policies and procedures regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in an equivalent position with the agency;

9. Establishing, adopting, and periodically updating written standards of conduct that establish standards and formal procedures for disclosing, addressing, and resolving-
 - a. any conflict of interest, and any appearance of a conflict of interest, by members of the governing body, officers and employees of the Adams County Head Start program, and consultants and agents who provide services or furnish goods to the program; and
 - b. complaints, including investigations, when appropriate; and

ARTICLE VI: AMENDMENTS TO THE BYLAWS

The by-laws may be amended by two-thirds vote of the membership and approval through the Board of County Commissioners.



STUDY SESSION AGENDA ITEM

DATE: March 13, 2018
SUBJECT: Veteran Services Program Update and Veterans Commission Bylaws Discussion
FROM: Chris Kline, Director
AGENCY/DEPARTMENT: Human Services Department
ATTENDEES: Chris Kline, Robert Sheetz
PURPOSE OF ITEM: By-laws for Veterans Advisory Commission and Veteran Services Update
STAFF RECOMMENDATION: Approval of by-laws

BACKGROUND:

By-laws have yet to be formally adopted for Veterans Advisory Commission and before any staffing can commence formal by-laws need to be in place to govern the appointments and purpose of the Veterans Advisory Commission. An update as to the Veterans Services Office will also be included with this presentation.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

Human Services, Veterans Services

ATTACHED DOCUMENTS:

By-laws for Veterans Advisory Commission
Update for Veteran Services

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:



Raymond H. Gonzales, County Manager

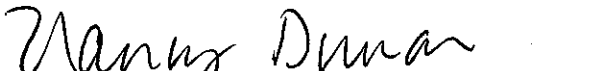
Alisha Reis, Deputy County Manager



Bryan Ostler, Deputy County Manager

Patti Duncan, Deputy County Manager

APPROVAL OF FISCAL IMPACT:


Budget / Finance

BYLAWS FOR VETERANS ADVISORY COMMISSION OF ADAMS COUNTY

ARTICLE I - NAME

The name of the Organization shall be: Veterans Advisory Commission of Adams County. The Commission was formed by the Board of County Commissioners and became effective on January 16th, 2018. Veterans Advisory Commission will be a Citizen Advisory Board.

ARTICLE II - MISSION

Educate and inform the Board of County Commissioners about veteran's issues within Adams County.

ARTICLE III - PURPOSE

The purpose of this Commission is to:

1. Help assess challenges veterans are facing in Adams County, to open the dialogue, propose solutions, or partnerships for Veterans within Adams County.
2. Gather together veterans from within the county to address the unique challenges veterans face on a daily basis.
3. Work cooperatively with other county boards, councils, and staff with regard to policies, programs, and concerns relating to veterans' interest or facilitate new working relationships with all other agencies serving veterans within the County.

ARTICLE V - MEMBERSHIP

1. The Commission shall consist of nine (9) voting members who reside in Adams County.
2. At least Six (6) of the members shall be members of the general public who are veterans and who reside in Adams County.
3. The additional members shall either be Active Duty military personnel, in the National Guard, the Air National Guard or Reserve members of any military branch serving in Colorado or be immediate family members including surviving spouses of military, National Guard, reservist or veterans within Adams County
4. Adams County Veteran Services Officer will serve as staff on the Commission and be a non-voting member.
5. County Commissioners can choose to be on the Commission.
6. The initial term for four members of the Veterans Advisory Commission shall be for three years and the initial term for the remaining five members shall be for four years, with all members to have four-year terms thereafter. Vacancies shall be filled by appointment for the unexpired terms in the manner the appointments are initially made. The members shall continue in office until their successors are appointed and have qualified. Members shall be eligible for reappointment, but shall not serve more than 2 consecutive terms.

BYLAWS FOR VETERANS ADVISORY COMMISSION OF ADAMS COUNTY

7. The name, address, telephone number and e-mail address of each Commission member shall be provided to the Veteran Service Officer annually prior to the 1st of January, or as required by changes in such information.

ARTICLE VI - Voting

Each Council member shall have one vote, in attendance at any given meeting, on all matters that shall come before the Commission. No absentee voting will be allowed. A majority of members of the Commission present shall constitute a quorum.

ARTICLE VII - Termination

1. All members serve at the pleasure of the Board of County Commissioners. The Board of County Commissioners may remove a member on its own motion or upon the recommendation of the Commission. The Board of County Commissioners may remove a member when a determination is made in the best interest of the Commission or the County to do so.
2. If the Commission determines by a majority vote that a member should be removed, the chairperson of the Commission shall report that recommendation to the Board of County Commissioners for its consideration.
3. Resignations by members shall be submitted in writing to the Board of County Commissioners.

ARTICLE VIII - MEETINGS

1. All regular meetings of the Commission will be scheduled on the quarterly unless otherwise directed by the Chair.
2. A majority of the members of the Commission shall constitute a quorum for the transaction of business. A majority of those present at any meeting shall be sufficient for any official action taken by the Commission.
3. The Chair may call special meeting of the Commission. These special meetings may be called with reasonable notice to the membership, giving the specific reason for such a meeting. The special meeting shall be limited to the special topic for which the meeting was called.
4. Robert's Rules of Order. Revised, will be used to cover items not covered in these Administrative Procedures, when necessary.

ARTICLE IX - OFFICERS, BOARDS AND APPOINTEES

The Veteran Service Officer will help co-chair this Commission, without voting rights, with the elected Chair. The Commission may elect other officers from its membership as it deems necessary.

ARTICLE X - DUTIES OF OFFICERS

1. CHAIR shall preside at all meetings; enforce the observance of the By-Laws. Strive for achievement of the purpose and objective of the Commission, and represent the

BYLAWS FOR VETERANS ADVISORY COMMISSION OF ADAMS COUNTY

Commission at accepted functions. He/She shall appoint standing committee chairpersons and other committee chairpersons as deemed necessary. If the Chair is unable to perform his/her regular duties he/she shall delegate the responsibilities of that office to the Vice Chair.

2. VICE CHAIR shall assist the Chair in all functions and chair all meetings in the absence of the Chair.

ARTICLE XI - REPORTS

The Commission shall submit an annual report to the Board of County Commissioners concerning its activities and recommendations presented by the Veteran Service Officer and the Chair.

ARTICLE XII - AMENDMENTS

These bylaws may be amended, repealed or suspended at any meeting of the Commission, in whole or in part, by a two-thirds vote of the voting members of the Commission.

ARTICLE XIII - APPROVAL

The foregoing By-Laws of the Veterans Advisory Commission of Adams County (or whatever official name is given) shall be the true original publication of this organization and adopted at the meeting by a majority of the members on this date: _____



Adams County Veteran Services

What we do for Veterans

- Department of Veterans Affairs Claims
 - Service-Connected Disability
 - Pension & Survivor/ Dependent Benefits
 - Burial Benefits
 - Education Benefits
- Resources for Veterans
- First point of contact between Veterans and the County



Adams County Veterans

- Currently 27,000 Veterans in Adams County
- In an average month we see:
 - 500 phone calls
 - 140 email contacts
 - 80 appointments
- Veterans benefits bring in ~\$87 million to Adams County annually



Current Projects

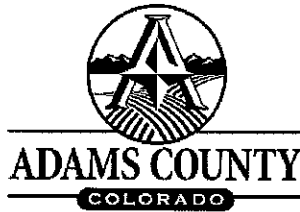
- Partnership with Community Reach
- Outreach events with Senior/Active Adult Centers and Anythink Libraries in the Community
- 2018 our goal is to engage Veterans with their community
- County staff have been writing Active Duty personnel
- Adams County Court for Veterans
- Veterans Advisory Commission



Rocky Mountain Regional VA Medical Center



August 11th, 2018 scheduled opening



STUDY SESSION AGENDA ITEM

DATE:	March 13, 2018
SUBJECT:	Travel Policy Updates
FROM:	Kim Roland, Procurement & Contracts Manager Ben Dahlman, Finance Director
AGENCY/DEPARTMENT:	Finance Department, Procurement & Contracts Division
ATTENDEES:	Kim Roland and Ben Dahlman
PURPOSE OF ITEM:	To update the BOCC on recommended edits to the Purchasing Policies and Procedures Policy 1120 Travel & Meal Expense
STAFF RECOMMENDATION:	that the Board of County Commissioners allow staff to submit recommended changes to Policy #1120 to the Adams County Directors and Elected Officials for their review and input prior to submitting for final BOCC approval.

BACKGROUND:

The Finance Department has been evaluating our purchasing policies as part of our effort to continuously improve while keeping in place internal controls to protect the integrity of the process. We listened to feedback and have identified several changes to clarify language and added items as required. Our policies include a provision of their periodic review for potential changes.

The Travel & Meal Expense Policy #1120 has been reviewed with updates made by the Finance Department. During this review, input was also solicited from the Executed Leadership Team and the County Attorney's Office, their comments are incorporated in the attached document. A precursory review of the updates was also provided to the Department Directors and Elected Officials on February 12, 2018 to ensure their questions and/or concerns were properly addressed with the updates. The required 10 business day review timeline will follow with BOCC direction.

The updates made to the policy include:

- clarity & consistency of language
- addition of international travel
- ground transportation and mileage
- meals (per diem)
- air transportation
- reimbursable expenses & exceptions

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

Finance Department
County Manager's Office
County Attorney's Office

ATTACHED DOCUMENTS:

PowerPoint Presentation
Policy #1120 clean version
Appendix O – Mileage Reimbursement Chart

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:			<hr/>


	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:			<hr/>

New FTEs requested: YES NO


Future Amendment Needed: YES NO

Additional Note:

APPROVAL SIGNATURES:



Raymond H. Gonzales, County Manager

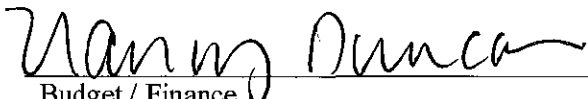


Alisha Reis, Deputy County Manager

Bryan Ostler, Deputy County Manager

Patti Duncan, Deputy County Manager

APPROVAL OF FISCAL IMPACT:



Budget / Finance

Adams County Purchasing Policies & Procedures

#1120 Travel & Meal Expense (Travel Policy)



Travel Policy Updates

- Periodic review requirement
 - Intent: To develop reasonable policies that meet the needs of the County Operations and that ensure the public trust.
- Updates include:
 - Policy/Purpose
 - Clarity & Consistency of language
 - Addition of International Travel
 - Ground Transportation and Mileage
 - Meals
 - Air Transportation
 - Reimbursable Expenses & Exceptions

Policy

To establish guidelines relating to the accounting, control, reporting, and reimbursement of travel expenses incurred by Adams County employees, **including Elected Officials**, while doing business for Adams County. **Employees who need to travel outside the local area shall get their Supervisor's approval prior to making any travel arrangements.**

International Travel

- Section 1 – Definitions
 - **1.3 International Travel Expenses** are those expenditures that are incurred by employees and Elected Officials while conducting necessary business on behalf of Adams County outside the United States. If planning on using your P-Card please contact the P-Card Administrator prior to travel for proper authorization.
 - **1.4 Per Diem Expenses** including: meals; tips; non-alcoholic beverages and other incidental expenses, excluding transportation and lodging. Per Diem expenses are based on the **federal** guidelines which can be accessed by state, city, county or zip code on the Internet at: <http://www.gsa.gov/portal/category/21287> (see meals and incidental rates in ME&I column). For the applicable ME&I rate see breakdown of breakfast, lunch, dinner and incidentals. For international travel, Per Diem expenses can be accessed on the U.S. Department of State's website at: <http://www.aoprals.state.gov>.

Ground Transportation – Section 2

Added:

- “reasonable” transportation to and from airport(s).
- Rental car insurance shall be purchased at time of rental.
- If the employee plans to use the vehicle for personal use for more than de minimis use (or extended days), a personal rental must be arranged or must be reimbursed.
- Other modes of transportation:
 - Reasonable taxi and other third party ground transportation methods are allowable in the departure location and/or the destination location.

Local Mileage, Tolls, etc. – Section 3

- Added clarifying language
- Removed requirement to provide proof of insurance
- Added:
 - Business mileage is the travel an employee incurs beyond normal commute mileage (from home to the office and home again). Employees may request reimbursement for any business mileage incurred. If the distance to the business event is less than your normal commute, then mileage is not reimbursable. See Appendix O for clarification.

Section 3 Con't.

- Employees may request reimbursement for mileage directly to/from the airport for travel that requires an overnight stay based on when and where the employee's travel status begins and ends, without subtracting normal commute miles.
- Reasonable tolls for business purposes will be reimbursed to the employee. Tolls may be reimbursed when their use is determined to be necessary and advantageous to Adams County by the supervisor. Having an ExpressToll account results in a 20% savings on tolls and is advantageous to Adams County. Employees who regularly use toll roads are encouraged to obtain a personal ExpressToll Account to save taxpayer dollars.
- Automobiles supplied by Adams County to regular employees and key employees are based on Internal Revenue Service's regulation 15B Employee Tax Guide to Fringe Benefits, available at <http://www.irs.gov/pub/irs-pdf/p15b.pdf> . Certain Key Employees (as defined by the IRS) may be exempt from taxation due to the nature of their position, such as certain emergency response requirements.

Meals – Section 4

- 4.1.5 Adams County will pay the per diem rate established by the General Services Administration (GSA) for each meal as that rate is deemed substantiated by the IRS, **less meals provided at the conference/event, as noted in 5.1.2.**
- **4.1.6 Employees will be compensated for meals during business related travel time.**
- 4.1.9 The use of an Adams County P-card for meals is prohibited when a travel Per Diem **Expense reimbursement** is issued to any Adams County Employee. **In limited situations, P-cards may be used to purchase travel meals by the Elected Officials, Department Directors, County Managers (Executive Leadership Team) or Designee only.**

Air Transportation – Section 7

- Added:
 - Adams County will pay for economy travel only. No business or first class travel. Reasonable flight change fees may be paid by the County, prior Supervisor approval is recommended when possible.
 - Adams County will pay for fees associated with one piece of luggage (unless trip exceeds one week), early boarding, seat assignment and/or check-in fees.

Section 7 Con't.

- **Bumping**
 - Voluntary – Is not permissible for business purposes.
 - Involuntary – If an employee is bumped involuntarily the related increased expenses will be reimbursed by the County to the extent they were not already covered by the airline. The traveler should be able to prove that the flight cancellation by the airline was involuntary and document the compensating arrangements provided by the airline. If no documentation is available from the airline, then the employee must submit a signed statement explaining the circumstances surrounding the involuntary bump and attach it to the travel reimbursement form.

Section 7 Con't.

- Change in travel plans – If an employee wishes to change travel plans for discretionary personal reasons, the employee will bear any costs incurred in making those changes. If the reasons for the change in travel plans are related to business purposes, changes in the scheduled conference, training or other business purposes outside the employee's control, or for verifiable personal emergencies such as urgent family medical problems or damage to the home, the County will bear the costs for the changes in travel plans.

Section 7 Con't.

- Traveling companion – If an employee desires to take a traveling companion along on a business trip, all costs related to the traveling non-employee shall be the personal responsibility of the employee. Examples include added room fees, additional plane ticket, shuttle costs, meals, entertainment and other expenses. When making air reservations, the employee may wish to book both employee and non-employee parties simultaneously in order to guarantee obtaining the same flight. The employee has two options: either paying both fares on his or her own personal credit card and then filing the travel reimbursement form timely upon return, or the employee may put the full amount of their own business travel on the County P-Card and the travel companion's expense on a personal credit card.

Section 7 Con't.

- Voluntary stay over - If an employee decides to arrive early or stay late at the destination for personal reasons, all costs associated with the extra day(s) will be the responsibility of the employee and the time shall be recognized as vacation time per Human Resources guidelines, if applicable, and must be pre-approved time off by the appropriate supervisor. Examples include lodging, meals, entertainment, phone calls, and other expenses.

Section 7 Con't.


- Adams County will pay for reasonable parking at the airport in the most economical lot possible. ADA considerations are to be discussed with the appropriate supervisor prior to travel.
- If an Elected Official or Adams County employee elects to travel by automobile rather than by air, reimbursement shall be limited to that mode of transportation which incurs the lowest cost to Adams County. Should the employee choose to drive instead of fly and the cost of driving is higher than the pre-scheduled flight, the County will only reimburse up to the cost of the flight. Documentation to substantiate the difference in cost must be preapproved by the employee's Supervisor and included for reimbursement. Exceptions may be made by Human Resources for ADA or Medical conditions.

Reimbursable Expenses & Exceptions

- 9.1 Finance shall issue **payment** for **fully documented** reimbursable expenses to the employee or Elected Official upon receiving the approved expense report/mileage sheet during the next regularly scheduled **reimbursement cycle**.
- 11.1 **Exceptions to this policy must be approved by the Adams County Manager, or designee, in advance of the expenditure.**

Next Steps

- Incorporate comments/edits
- Present to BOCC
- Allow 10 business days for review by Department Directors & Elected Officials (per policy)
- Approve in Public Hearing (Consent)

	TRAVEL AND MEAL EXPENSE DRAFT	Approval Date 5/15/13
	DIVISION AND POLICY NUMBER PURCHASING – 1120	Revision Date XX/XX/2018

POLICY:

To establish guidelines relating to the accounting, control, reporting, and reimbursement of travel expenses incurred by Adams County employees, including Elected Officials, while doing business for Adams County. Employees who need to travel outside the local area shall get their Supervisor’s approval prior to making any travel arrangements.

PURPOSE:

1. DEFINITIONS:

- 1.1. **Reimbursable Expenses** are those expenses that are incurred by employees and Elected Officials of Adams County while conducting necessary business on behalf of Adams County outside of their normal work environment. These expenses must be reasonable and documented in accordance with this policy.
- 1.2. **Local Travel Expenses** shall be those incurred while conducting Adams County business in Adams, Arapahoe, Boulder, Douglas, Jefferson, Broomfield, Weld, and Denver counties.
- 1.3. **International Travel Expenses** are those expenditures that are incurred by employees and Elected Officials while conducting necessary business on behalf of Adams County outside the United States. If planning on using your Procurement Card (P-Card) please contact the P-Card Administrator prior to travel for proper authorization.
- 1.4. **Per Diem Expenses** include: meals; tips; non-alcoholic beverages and other incidental expenses. Transportation and lodging are not Per Diem Expenses. Per Diem Expenses are based on the federal guidelines which can be accessed by state, city, county or zip code on the Internet at: <http://www.gsa.gov/portal/category/21287> (see meals and incidental rates in ME&I column). For the applicable ME&I rate see breakdown of breakfast, lunch, dinner and incidentals. For international travel, Per Diem Expenses can be accessed on the U.S. Department of State’s website at: https://aoprals.state.gov/web920/per_diem.asp.

- 1.5. **Travel Advances** can be obtained for Per Diem Expenses only, and only with the employee's, Elected Official's, Departmental Director's or their designee's written approval. Whenever possible, Travel Advances should be submitted ten (10) business days in advance of the travel date.
 - 1.6. **Non Reimbursable Expenses** include: personal gifts; travel insurance; non-business entertainment; personal expenses (laundry, clothing, books, spas etc.), movie rental or theater tickets; any unreasonable expense as defined by the employee's supervisor.
 - 1.7. Any non-reimbursable expenses incurred must be paid back, timely, to Adams County by the employee.
- 2. Ground Transportation for Travel:**
- 2.1. Employees will be reimbursed for reasonable transportation to Denver International Airport or other Colorado airports in accordance with their normal mileage reimbursement method (no additional compensation will be given to employees who receive a vehicle stipend).
 - 2.2. Adams County will pay for reasonable transportation between the airport and the destination hotel in other cities.
 - 2.3. Use of a rental car is permissible when necessary for a business purpose.
 - 2.3.1. Rental cars should only be utilized when public transportation is not reasonable or is cost prohibitive.
 - 2.3.2. Use of a rental car requires pre-approval of the Elected Official or Department Director.
 - 2.3.3. Rental car insurance shall be purchased at time of rental.
 - 2.3.4. Rental cars may be charged to P-Cards.
 - 2.3.5. If the employee plans to use the vehicle for personal use for more than de minimis use (or extended days), a personal rental must be arranged or must be reimbursed.
 - 2.3.6. Other modes of transportation:
 - 2.3.6.1. Reasonable taxi and other third party ground transportation methods are allowable in the departure location and/or the destination location.
- 3. Local Mileage, Rental Cars and other Ground Transportation:**
- 3.1. **Reimbursement for Personal Car Mileage** is based on the standard established by the Internal Revenue Service (IRS). It is the responsibility of the Elected Official or Department Director to obtain proof that any employee required to use a motor vehicle in their work has a valid Driver's License and proof of

adequate insurance before being allowed to drive anywhere on Adams County business.

- 3.1.1. Employees must fill out the Mileage Reimbursement Report, obtain their Elected Official, Department Director, or Supervisor approval and submit the sheet to Finance Department in order to receive payment for their mileage.
 - 3.1.2. Mileage Reimbursement Reports must be submitted for payment at least quarterly (90 days from date of travel) or more frequently as required by the Elected Official or Department Director.
 - 3.1.3. A portion of the automobile expense reimbursement is to cover the cost of personal automobile insurance. The minimum insurance required shall be based on the State of Colorado requirements.
 - 3.1.4. Business mileage is the travel an employee incurs beyond normal commute mileage (from home to the office and home again). Employees may request reimbursement for any business mileage incurred. If the distance to the business event is less than your normal commute, then mileage is not reimbursable. See Appendix O for clarification.
 - 3.1.5. Employees may request reimbursement for mileage directly to/from the airport for travel that requires an overnight stay based on when and where the employee's travel status begins and ends, without subtracting normal commute miles.
- 3.2. Reasonable tolls for business purposes will be reimbursed to the employee. Tolls may be reimbursed when their use is determined to be necessary and advantageous to Adams County by the supervisor. Having an ExpressToll account results in a 20% savings on tolls and is advantageous to Adams County. Employees who regularly use toll roads are encouraged to obtain a personal ExpressToll Account to save taxpayer dollars.
- 3.3. Automobiles supplied by Adams County to regular employees and key employees are based on Internal Revenue Service's regulation 15B Employee Tax Guide to Fringe Benefits, available at <http://www.irs.gov/pub/irs-pdf/p15b.pdf> . Certain Key Employees (as defined by the IRS) may be exempt from taxation due to the nature of their position, such as certain emergency response requirements.
- 3.3.1. Regular employees will be governed by the Commuting Rule Mileage provision.
 - 3.3.2. Key Employees will be governed by the Lease Value provision.

4. MEALS

4.1. Travel Meals

- 4.1.1. Travel involves any stay outside the local travel area, as defined in Section 1.2.
- 4.1.2. Employees will not be reimbursed for meals provided at the conference/event.
- 4.1.3. An agenda, or other documentation, for the conference/event shall be attached to any request for reimbursement.
- 4.1.4. Employees may be compensated for meal costs during travel, through per diem reimbursement.
- 4.1.5. Adams County will pay the per diem rate established by the General Services Administration (GSA) for each meal as that rate is deemed substantiated by the IRS, less meals provided at the conference/event, as noted in 5.1.2.
- 4.1.6. Employees will be compensated for meals during business related travel time. Adams County will use the Maximum Rate Per Diem Rate found on the GSA's website at <http://www.gsa.gov/portal/category/21287>
- 4.1.7. The per diem rate also includes an amount for incidental expenses for overnight travel. Employees will be reimbursed for the incidental expense amount for each day of travel.
- 4.1.8. Employees are not required to maintain receipts or otherwise account for the way that the per diem is spent.
- 4.1.9. The use of an Adams County P-card for meals is prohibited when a travel Per Diem Expense reimbursement is issued to any Adams County Employee. In limited situations, P-cards may be used to purchase travel meals by the Elected Officials, Department Directors, County Managers (Executive Leadership Team) or Designee only.

4.2. Local Business Meals:

- 4.2.1. Local meals include any meal purchased within the area defined in Section 1.2 for business meetings.
- 4.2.2. Adams County's Mission, Vision, Norms and Values should be kept in mind when choosing to pay for meals out of Adams County funds. Local meals should only be purchased when there is a legitimate business purpose.
- 4.2.3. P-Cards may be used for purchase of local business meals.
- 4.2.4. The P-Card is not to be used for separate meals while attending conferences in the area as defined in Section 1.2.

- 4.2.5. Adams County employees must obtain verbal approval from their Elected Official or Director prior to paying for local meals.
- 4.2.6. Local meals generally should not exceed the GSA per diem rates, including tip.
- 4.2.7. Tips shall not exceed 20%.
- 4.2.8. No alcohol may be purchased.
- 4.2.9. Employees purchasing local meals must provide a copy of the itemized receipt (listing specific items purchased). The receipt (or accompanying documentation) shall also include the following information:
 - 4.2.9.1. The nature of the business meeting.
 - 4.2.9.2. The names of the person(s) whose meal(s) was/were purchased.
 - 4.2.9.3. The date of the meeting.
 - 4.2.9.4. The location of the meeting.
- 4.2.10. Purchase of meals for Department/Office holiday parties and business meals must be in accordance with budget and finance approvals for that budget year. The same information required by Section 4.2.9 shall be provided.

4.3. Approval

- 4.3.1. Adams County employees must obtain verbal approval from their Elected Official or Department Director prior to any meal expense incurred within the local area as defined in Section 1.2.

5. TRAVEL ADVANCES

- 5.1. The only allowable travel advance shall be the per diem rate for meals and incidentals related to travel out of the local area as defined in Section 1.2.

6. HOTEL ACCOMMODATIONS

- 6.1. Adams County will pay for a single room for each employee who is traveling outside the local area as defined in Section 1.2. Local hotel overnight accommodations are prohibited.
- 6.2. Adams County will pay the rate arranged for the conference hotel or equivalent.
- 6.3. Hotel accommodations should be charged to the employee's P-Card.
- 6.4. Receipts will be required for the P-Card Expense Report (see policy 1045).
- 6.5. Employee shall attach a copy of the agenda or business purpose for the conference/event.
- 6.6. Employees must provide a personal credit card or otherwise pay for any incidental charges incurred at the hotel that are not specifically authorized in this policy.

- 6.7. If conference/event starts in the morning, it is permissible to fly the day before and stay at a hotel that evening.
- 6.8. If conference/event ends after 1:00 p.m., it is permissible to stay that evening and fly home the next day.
- 6.9. Adams County will pay for hotel/conference fees associated with internet use if necessary for the employee to conduct Adams County business.
- 6.10. The employees may travel with a companion as long as it does not result in any additional expense to the Adams County.
- 6.11. Adams County will not pay for any extended stays outside of the business purpose.

7. AIR TRANSPORTATION

- 7.1. Airfare shall be reimbursed at actual rates. Receipts for airfare must be attached to the expense report. It is preferred that the employee utilize a P-Card (see Policy 1045) for these expenses.
- 7.2. Adams County will pay for the least expensive direct flight that can be scheduled during reasonable times.
- 7.3. Employees are not expected to travel overnight or arrive unreasonably early or late.
- 7.4. Airfare should be charged to the employee's P-Card.
- 7.5. Adams County will pay for economy travel only. No business or first class travel. Reasonable flight change fees may be paid by the County, prior Supervisor approval is recommended when possible.
- 7.6. Adams County will pay for fees associated with one piece of luggage (unless trip exceeds one week), early boarding, seat assignment and/or check-in fees.
- 7.7. Bumping
 - 7.7.1. **Voluntary – Is not permissible for business purposes.**
 - 7.7.2. **Involuntary** – If an employee is bumped involuntarily the related increased expenses will be reimbursed by the County to the extent they were not already covered by the airline. The traveler should be able to prove that the flight cancellation by the airline was involuntary and document the compensating arrangements provided by the airline. If no documentation is available from the airline, then the employee must submit a signed statement explaining the circumstances surrounding the involuntary bump and attach it to the travel reimbursement form.
- 7.8. Change in travel plans – If an employee wishes to change travel plans for discretionary personal reasons, the employee will bear any costs incurred in making those changes. If the reasons for the change in travel plans are related to business purposes, changes in the scheduled conference, training or other business purposes outside the employee's control, or for verifiable personal

emergencies such as urgent family medical problems or damage to the home, the County will bear the costs for the changes in travel plans.

- 7.9. Traveling companion – If an employee desires to take a traveling companion along on a business trip, all costs related to the traveling non-employee shall be the personal responsibility of the employee. Examples include added room fees, additional plane ticket, shuttle costs, meals, entertainment and other expenses. When making air reservations, the employee may wish to book both employee and non-employee parties simultaneously in order to guarantee obtaining the same flight. The employee has two options: either paying both fares on his or her own personal credit card then filing the travel reimbursement form timely upon return, or the employee may put the full amount of their own business travel on the County P-Card and the travel companion's expense on a personal credit card.
- 7.10. Voluntary stay over - If an employee decides to arrive early or stay late at the destination for personal reasons, all costs associated with the extra day(s) will be the responsibility of the employee and the time shall be recognized as vacation time per Human Resources guidelines, if applicable, and must be pre-approved time off by the appropriate supervisor. Examples include lodging, meals, entertainment, phone calls, and other expenses.
- 7.11. Adams County will pay for reasonable parking at the airport in the most economical lot possible. ADA considerations are to be discussed with the appropriate supervisor prior to travel.
- 7.12. Receipts for parking should be submitted with the P-Card Expense Report.
- 7.13. If an Elected Official or Adams County employee elects to travel by automobile rather than by air, reimbursement shall be limited to that mode of transportation which incurs the lowest cost to Adams County. Should the employee choose to drive instead of fly and the cost of driving is higher than the pre-scheduled flight, the County will only reimburse up to the cost of the flight. Documentation to substantiate the difference in cost must be preapproved by the employee's Supervisor and included for reimbursement. Exceptions may be made by Human Resources for ADA or Medical conditions.
 - 7.13.1. Any Elected Official or Adams County employee electing to utilize the more expensive mode of travel shall be personally responsible for payment of the excess amount.
 - 7.13.2. Except for Elected Officials, employees electing to travel by automobile during the regular work week shall be charged with accrued vacation, or leave without pay for that time spent enroute in excess of one travel day each way.

8. EXPENSE REPORTS

8.1. Expense Reports provide an accounting of reimbursable expenses including travel, conference/meeting meals, and incidental expenses.

8.1.1. If all expenses are placed on an Adams County P-Card (see Policy 1045) there is no need to fill out an expense report.

8.2. Personal expenses co-mingled with business expenses on vendor invoices or credit card receipts must be included on the expense report and then deducted from any reimbursement and/or repaid by the employee.

8.2.1. When this occurs, the calculation to differentiate between business and personal expense must be reasonable and clearly documented on the expense report.

8.3. Reimbursement Expense Reports shall be submitted to the Finance Department for payment at least quarterly (90 days from date of travel) or more frequently as required by the Elected Official or Department Director.

8.4. The Department Director, Elected Official or Supervisor must review expense reports for accuracy, thoroughness, and reasonableness, prior to submittal for payment.

8.4.1. When necessary, the determination of the reasonableness of a submitted expense shall be made by the Adams County Manager, Adams County Attorney, or the appropriate Elected Official.

9. REIMBURSABLE EXPENSES


9.1. Finance shall issue payment for fully documented reimbursable expenses to the employee or Elected Official upon receiving the approved expense report/mileage sheet during the next regularly scheduled reimbursement cycle.

10. FORMS

10.1. Expense and Mileage forms in an Excel format can be found on the myAdams Intranet Web Site under Document Center.

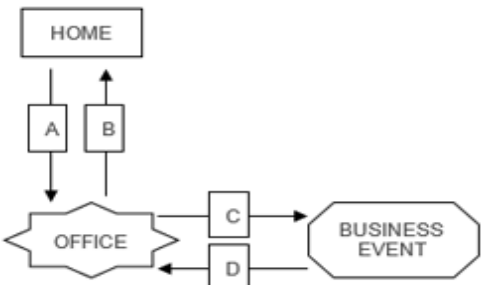
11. EXCEPTIONS:

11.1. Exceptions to this policy must be approved by the Adams County Manager, or designee, in advance of the expenditure.

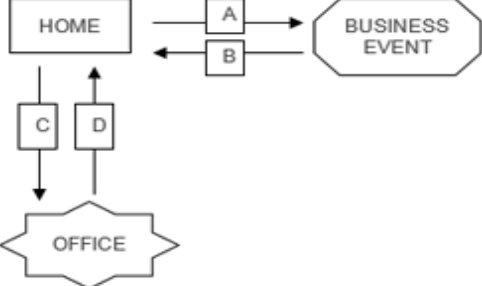
	APPENDIX O – MILEAGE REIMBURSEMENT CHART	Approval Date XX/XX/2017
	DIVISION AND POLICY NUMBER PURCHASING – as referenced in Policy 1120	Revised Date
		Reviewed Date

To and From Office Mileage Reimbursement Examples:

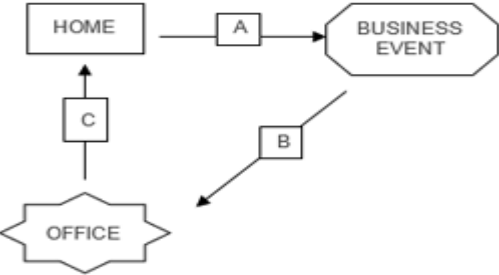
Example 1: Employee goes to the office on a normal workday, leaves mid-day through the workday to attend an off-site business event, and returns to the office after the event.
Mileage Reimbursed: C + D



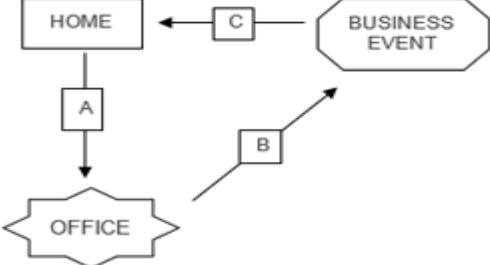
Example 2: Employee leaves from home on a normal workday, goes directly to a one-day off-site business event, and returns directly home after the event.
Mileage Reimbursed: (A + B) – (C + D)




Example 3: Employee leaves from home on a normal workday, goes directly to an off-site business event, and returns to the office to complete the workday.
Mileage Reimbursed: A + B – C



Example 4: Employee goes to the office on a normal workday, leaves mid-day through the workday to attend an off-site business event, and goes directly home from the event.
Mileage Reimbursed: B + C – A



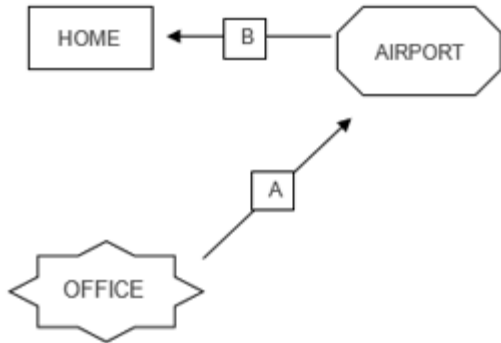
Example 5: Employee leaves from home on a non-workday, goes directly to an off-site business event, and returns home after the event.
Mileage Reimbursed: A + B



To and From Airport Mileage Reimbursement Examples:

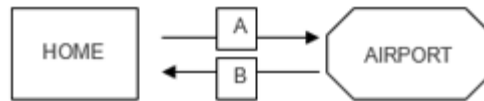
Example 6: Employee leaves from the office to go to the airport. After the trip, the employee returns home from the airport.

Mileage Reimbursed: $A + B$



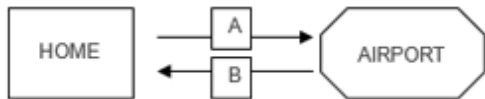
Example 7: Employee leaves from home to go to the airport. After the trip, the employee returns home from the airport.

Mileage Reimbursed: $A + B$



Example 8: Spouse drops off employee at the airport and returns home. Spouse picks up employee at the airport and returns home.

Mileage Reimbursed: $(A + B) + (A + B)$





STUDY SESSION AGENDA ITEM

DATE: 03/13/2018
SUBJECT: A-Lift Program Overview and Contract Amendment No.2
FROM: Abel Montoya, Adam Burg, Rebecca Zamora and Alix Midgley
AGENCY/DEPARTMENT: Department of Regional Affairs
ATTENDEES: Abel Montoya, Adam Burg, Rebecca Zamora and Alix Midgley
PURPOSE OF ITEM: Provide A-Lift Program Updates
STAFF RECOMMENDATION:

BACKGROUND:

Inform BOCC of A-Lift Program Updates

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

Department of Regional Affairs

ATTACHED DOCUMENTS:

- Power Point
- Contract amendment
- MEMO
- Resolution Document

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:



Raymond H. Gonzales, County Manager



Patti Duncan, Deputy County Manager

Bryan Ostler, Deputy County Manager

Patti Duncan, Deputy County Manager

A-Lift Program: *Community Transit Program*

2017 Report and Updates



A-Lift: Community Transit Program

Mission: To promote mobility and independence for older adults and disabled individuals through a community partnership that is committed to accessible and affordable transportation in Adams County.

A Collaborative Effort

The Community Transit Program is a joint project between Adams County and the cities of Arvada, Commerce City, Federal Heights, Thornton, Northglenn and Westminster to improve transportation services for seniors and special needs populations in Adams County.

2017 A-Lift Program Outcomes



19,541

Total A-Lift
Rides



16,931

Title III Rides
Over 65 Years



2,610

Additional Access
Rides for under 65
Years



1,430

Residents Received
Additional Information
and Assistance.



404

Resident Received
Mailings with Additional
Resource information

By The Numbers



The Last Six Months

- A-Lift moved from Human Services to Department of Regional Affairs.
- Management of Program given to Rebecca Zamora.
- Staff spent several months understanding program criteria and specifics.
- Multiple collaborative meetings have occurred with both internal experts and external agencies to understand the strengths and weaknesses of the current A-Lift Program.

What Was Learned

- Collaborative relationship between Finance and A-Lift program needed to be established.
- To better oversee the A-Lift program, we needed more information about who was utilizing the program and where they were going.
- Adams County does medical trips well, but lacks in providing congregate meals, personal trips, and nutritional trips.
- Current program runs weekdays only and residents are in need of transportation support other than M-F, 8-6pm.
- Title III federal funding is currently in jeopardy.

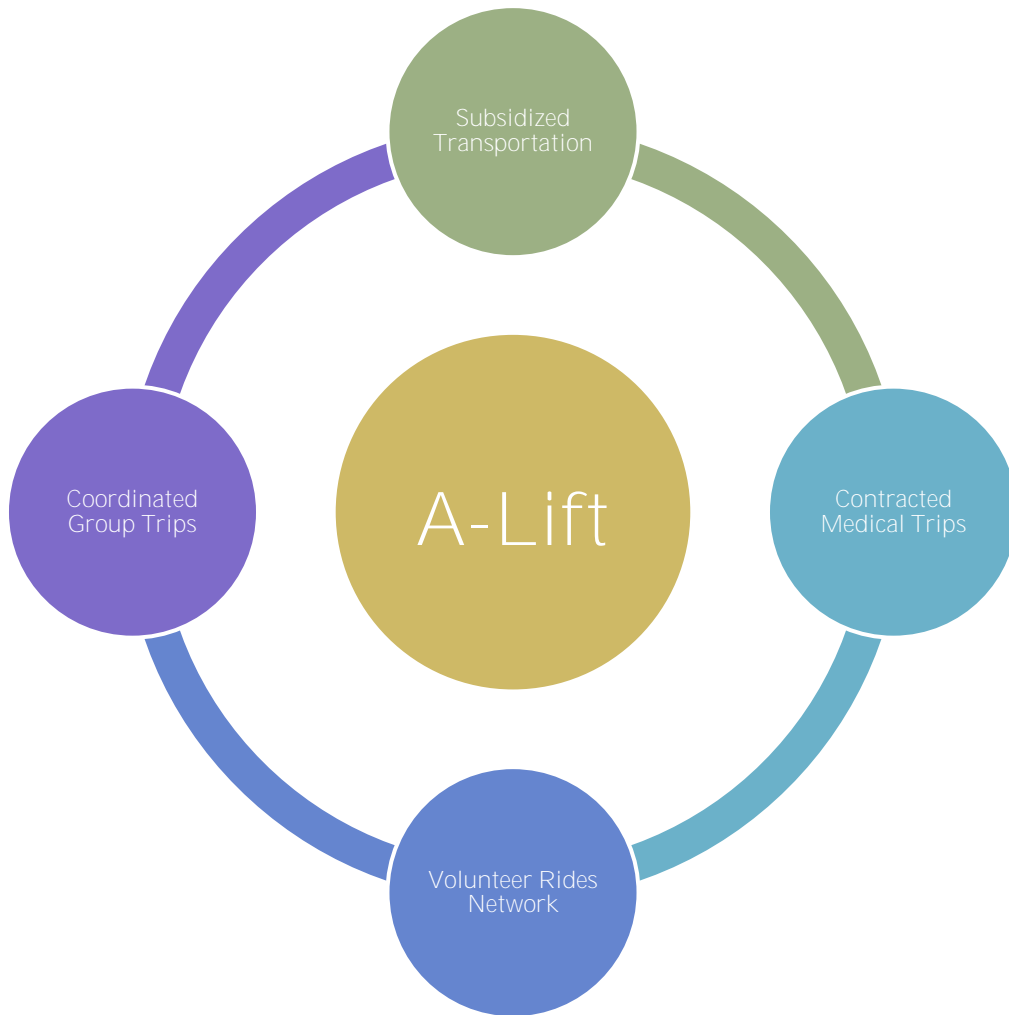
Results

- Pending MOU's that were in limbo upon receiving the program have been approved by legal and will be added to the consent calendar in the near future.
- Collaborative efforts established with the Finance Department to ensure asset oversight with contractor SRC.
- Additional GPS data is being collected to understand mobility residents utilizing the A-Lift Program. Monthly GIS tracking maps are being created.
- A-Lift rider survey completed.
- A-Lift multi-City retreat completed.
- Best practice research, has been done to create better recommendations for the improvement of A-Lift.
- Legislative Liaison is watching for legislation that includes renewal of Title III funds.

The Next Six Months

1. Monitor approval of Title III funds.
2. Seek additional partnerships with RTD, Community organizations, and transportation agencies that can enhance A-Lift offerings for Seniors.
3. Create new A-Lift Budget that identifies funding of subsidized rides and provides detail programmatic costs and asset replacement.
4. Continue working with cities to strategically plan for the future and discuss how to support the program should A-Lift Funding not occur.

Future of A-Lift is thru Partnerships



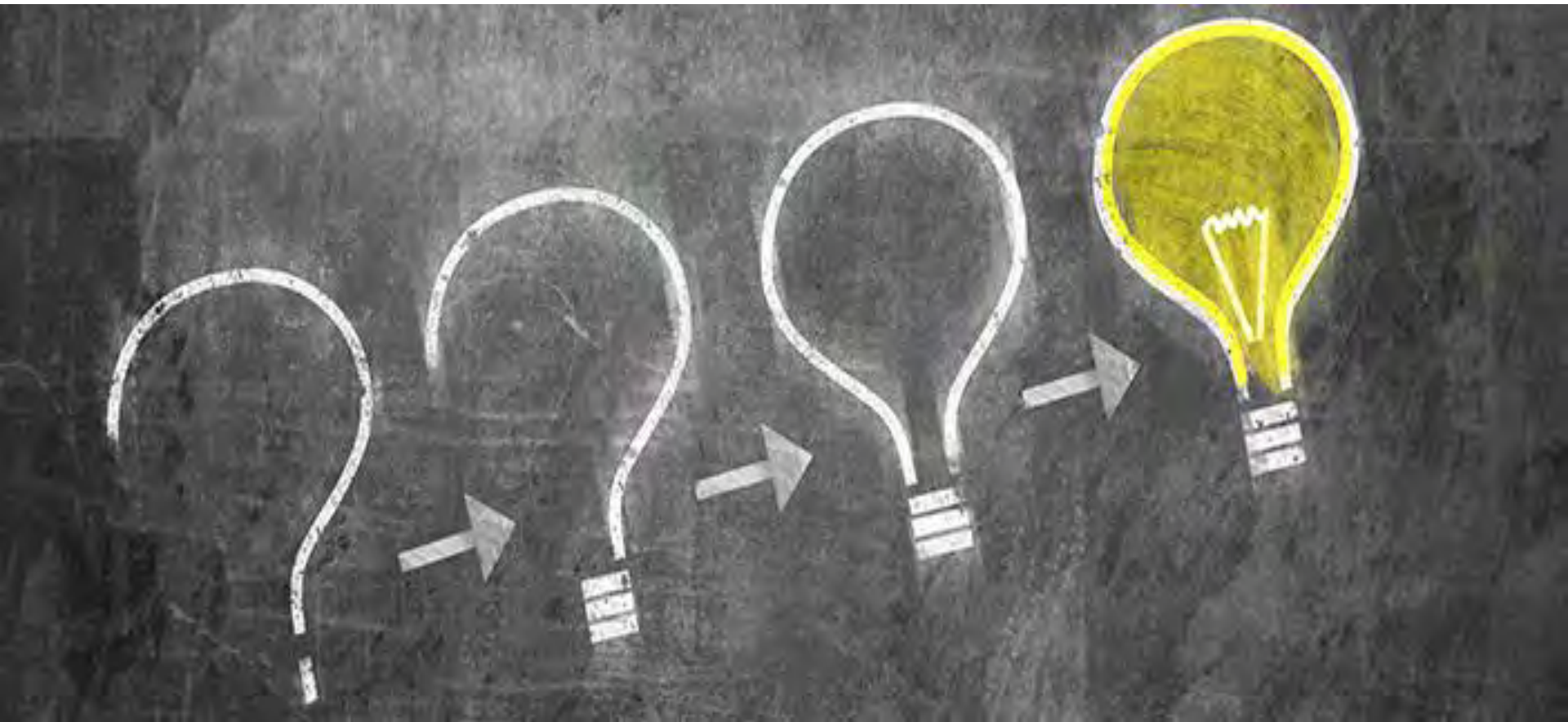
Potential Pilot Opportunity:

DRCOG has informed the Department of Regional Affairs that they are interested in piloting a subsidized transportation program in Adams County should Title III funds get renewed and access funds are available.

Contract Amendment

- Regional Affairs will be submitting DRCOG's additional contract amendment request.
- Due to the unknown status of Title III funding DRCOG is asking for a 10% or a \$39,000 dollar decrease in programmatic funding.
- A-Lift currently has a reserve to be able to cover this decrease.
- Memo with details has been included in presentation materials.

Questions and Discussion.



AMENDMENT NO. 2 TO THE CONTRACT BY AND BETWEEN THE

DENVER REGIONAL COUNCIL OF GOVERNMENTS

1290 Broadway, Suite 100
Denver, Colorado 80203-5606
("DRCOG")

and

ADAMS COUNTY

4430 South Adams County Parkway, Fifth Floor
Brighton, Colorado, 80601
("CONTRACTOR")

for

A-Lift Community Transit Program
("Contract")

Project Number 624018

Contract Number EX17003

RECITALS:

- A. The parties hereto have entered into a Contract dated June 30, 2017 and Amendment No. 1 dated January 22, 2018.
- B. Changes to the Contract have been mutually agreed upon by the parties hereto.

NOW THEREFORE, the parties hereto mutually agree that the original Contract dated June 30, 2017 and Amendment No. 1 dated January 22, 2018 is hereby modified and amended in the following respect, to wit:

- 1. Section 5.0, Amount of Contract,** Subsections 5.1 and 5.2 have been replaced in its entirety as follows:

- a. Subsection 5.1:**

5.1 The contract amount is hereto amended whereby DRCOG agrees to reimburse the Contractor for allowable project expenses up to but not exceeding the sum of Three Hundred Fifty-One Thousand Dollars (\$351,000.00) during the term of the agreement. Contractor shall provide the units of service and shall be reimbursed at a cost reimbursement rate as outlined on the Supplemental Contract Information form attached hereto as Attachment C.

- b. Subsection 5.2:**

5.2 Contractor shall expend no more than Seventy-Five Percent (75%) of the contracted funds as amended under Section 5.1 prior to March 31,

2018. If Contractor fails to comply with this limitation, DRCOG may in its sole discretion and in addition to any other remedies it may have, including termination of this Contract, require a corrective action plan and suspend payments under the Contract.

2. Exhibit B, Terms and Conditions, has been replaced in its entirety and attached hereto.

EXCEPT FOR the modifications and alterations hereinabove specified, the aforesaid Contract shall remain in full force and effect and without further alteration.

IN WITNESS WHEREOF, the parties have executed this Contract on the _____ day of _____, 20____ and acknowledge that electronic or digital signatures hereto are the legally binding equivalent to handwritten signatures.

**DENVER REGIONAL COUNCIL
OF GOVERNMENTS**

ADAMS COUNTY

By: _____
Douglas W. Rex
Executive Director

By: _____

ATTEST:

ATTEST:

By: _____
Roxie Ronsen
Administrative Officer

By: _____

Attachment C - AAA Supplemental Contract Information

Provider:	Adams County for A-LIFT Community Transit
Contract Title:	A-LIFT Community Transit Program
Contract Number:	EX17003

Service	Contracted Funds	Local Cash	Local In Kind	Reimbursement Rate	Program Income
Assisted Transportation-Project 624018	\$351,000.00	\$39,000.00	\$0.00	\$23.40	\$4,500.00
Contract Totals	\$351,000.00	\$39,000.00	\$0.00		\$4,500.00

Total Unduplicated Clients	405
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Scope/Units

Service	Adams	Arapahoe	Broomfield	Clear Creek	Denver	Douglas	Gilpin	Jefferson	Total Units
Assisted Transportation	14,460	450	90	-	-	-	-	-	15,000

Non-compensated Units

Service	Units
Information and Assistance	900
Outreach	450

Service Definition

Compensated

Assisted Transportation: Unit: 1 One-way trip
 Assistance and transportation, including escort, to a person who has difficulties (physical or cognitive) using regular vehicular transportation.

Non-compensated

Information and Assistance: Unit: 1 Contact
 A service that: (A) provides individuals with information on services available within the communities; (B) links individuals to the services and opportunities that are available within the communities; (C) to the maximum extent practicable, establishes adequate follow-up procedures. Internet web site "hits" are to be counted only if information is requested and supplied.

Outreach: Unit: 1 Contact
 Intervention with individuals initiated by an agency or organization for the purpose of identifying potential clients (or their care givers) and encouraging their use of existing services and benefits.

EXHIBIT B
TERMS AND CONDITIONS

1.1.1 Personnel. The Contractor represents that it has, or will secure at its own expense, all personnel required in performing the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with DRCOG.

1.1.1.1 Prohibition Against Employing Illegal Aliens (Colorado requirement). Contractor shall not knowingly employ or contract with an illegal alien to perform work under this Contract. Contractor shall not enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Contract. Exhibit J, the "Pre-Contract Certification in Compliance with C.R.S. § 8-17.5-102(1)", must be signed and returned with this Contract, which is attached hereto and incorporated herein by reference.

Contractor will participate in either the E-verify program or the Department program, as defined in C.R.S. § 8-17.5-101 (3.3) and 8-17.5-101 (3.7), respectively, in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the public contract for services, as defined by C.R.S. § 8-17.5-101(6), as amended and in effect from time to time. If Contractor participates in the Department program, Contractor shall deliver to DRCOG a written, notarized affirmation, affirming that Contractor has examined the legal work status of such employees, and shall comply with all other requirements of the Department program. Contractor is prohibited from using the E-verify program or the Department program procedures to undertake pre-employment screening of job applicants while this contract is being performed. If Contractor will be participating in the Department program, Contractor will provide to DRCOG a copy of Contractor's executed Notice of Participation in the Department Program form.

If Contractor obtains actual knowledge that a subcontractor performing work under this contract for services knowingly employs or contracts with an illegal alien, Contractor shall:

- a. Notify the subcontractor and DRCOG within three days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and
- b. Terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to this paragraph the subcontractor does not stop employing or contracting with the illegal alien; except that the Contractor shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

Contractor shall comply with any reasonable request by the Department of Labor and Employment made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).

If Contractor violates a provision of this Contract required pursuant to C.R.S. § 8-17.5-102, DRCOG may terminate the contract for breach of contract. If the contract is so terminated, the Contractor shall be liable for actual and consequential damages to DRCOG.

This Section 1.1.1.1 shall not apply to the following types of contracts: (1) intergovernmental agreements; (2) agreements for information technology services or products and services; (3) agreements relating to the offer, issuance, or sale of securities; (4) agreements for investment advisory services or fund management services; (5) any grant, award, or contract funded by any federal or private entity for any research or sponsored project activity of an institution of higher education or an affiliate of an institution of higher education that is funded from moneys that are restricted by the entity under the grant, award, or contract, pursuant to C.R.S. § 8-17.5-101(6)(b).

1.1.1.2 Prohibition Against Employing Illegal Aliens (Federal requirement). If this Contract includes an award of Federal funds of more than \$3,000, Contractor must also comply with the E-Verify Federal Contractor Rule set forth in Exhibit I, attached hereto and incorporated herein by reference, which requires the Contractor to use the E-Verify program to verify the employment eligibility of all employees assigned to the Contract and all new hires. If Contractor uses one or more subcontractors to provide services under the Contract, Contractor shall include the language set forth in Exhibit I in any subcontract that is: (1) for commercial or noncommercial services or construction; (2) has a value of more than \$3,000; and (3) includes work performed in the United States. Contractors who are State or local governments, institutions of higher education, or governments of a Federally recognized Indian tribe are not exempt from the requirements of this Section 1.1.1.2; however, such entities may choose to verify only those employees who are assigned to the Contract, whether existing employees or new hires, as further detailed in Exhibit I.

1.1.2 Qualifications. All of the services required hereunder will be performed by the Contractor or under its supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized under State and local law to perform such services.

1.1.3 Background Check; Driver's License. Contractor shall ensure that prior to delivery of services, a records check through the Colorado Bureau of Investigations (CBI) or another background check system that provides information at the same level of detail or higher than the CBI records check, shall be conducted for all employees, volunteers, and contractors of Contractor directly providing one or more of the following services: personal care, homemaker, adult day, transportation, case management, chore or home modifications that are provided through a contracted agency, home delivered meals, material aid services (provided within a consumer's home), one-to-one legal, one-to-one counseling, or respite care. Contractor shall ensure that appropriate follow-up of the background check is completed according to the SUA Policy and Procedure Manual, Subsection 401.15, and shall ensure that its employees, volunteers, and contractors are in compliance with the restrictions of said Subsection. Employees, volunteers or contractors responsible for transporting consumers shall have a valid Colorado driver's license, and shall not have any alcohol related offenses in the past three years, or two or more convictions or chargeable accidents within the past two years.

1.1.4 Sub-grant or Subcontract. None of the work or services covered by this Contract shall be sub-granted or subcontracted to any other party except for those listed on Exhibit E (if Exhibit E is not attached, then no subcontractors have been pre-approved) without the prior written approval of DRCOG through the State Unit on Aging. Failure to obtain DRCOG's prior approval of any additional sub-grantors or subcontractors shall result in the disallowance of reimbursements for any services provided by sub-grantor or subcontractors not previously approved. Contractor shall verify that all sub-grantees and subcontractors have not been excluded or disqualified pursuant to 2 CFR Part 376 prior to submitting such sub-grantees or subcontractors to DRCOG for approval, and shall certify that the proposed sub-grantees and

subcontractors are neither excluded nor disqualified by a Federal agency. Any approval by DRCOG of a sub-grantee or subcontractor shall be effective only through the current contract fiscal year and subject to the continuing requirement of non-exclusion or non-disqualification pursuant to 2 CFR Part 376. It shall be Contractor's responsibility to submit verification of such non-exclusion or non-disqualification upon request. See also section 1.10 herein.

1.1.5 Licensure. Where the State or local public jurisdictions require licensure for the provision of social services provided hereunder, the Contractor shall be licensed and shall meet all requirements of licensure. Contractor shall provide DRCOG notice of any action to revoke or suspend any such licenses as well as any actual suspension or revocation of any licenses within 48 hours of Contractor receiving notice.

1.1.6 Contractor Training. Contractor shall complete mandatory training through DRCOG at least biannually (or more often if deemed appropriate by DRCOG) regarding contract management of this Contract.

1.2.1 Monitoring and Reporting Program Performance. The activities of Contractor in providing the services set forth under this Contract shall be monitored by DRCOG in accordance with the applicable provisions of 45 CFR Part 74 and 45 CFR Part 92, other applicable Federal regulations, and this Contract. DRCOG will monitor all activities of Contractor supported by this Contract to assure that the services being performed are consistent with the Contract and applicable Federal regulations. Contractor acknowledges that disclosure of protected health information to DRCOG is permitted pursuant to Federal law.

1.2.2 Performance Management. Contractor shall meet or exceed applicable Performance Measures and Contract Performance Measures as outlined in the State Contract with DRCOG. Contractor acknowledges that such performance measures shall evolve to meet the objective of measuring key performance outcome indicators for the work of the Contractor.

1.2.3 Monthly Data Entry. The Federal Administration on Community Living requires certain Older Americans Act data to be reported in the National Aging Program Information System (NAPIS). To assist in the data collection for NAPIS, the State requires all Contractors to report services provided in a State software system as designated and assigned by the State from time to time. Contractor must complete training on the State's system for all employees who will be performing the data entry service. Training is available each year and is mandatory for anyone who has not previously attended or as deemed appropriate by DRCOG. Contractor shall enter the previous month's service data into State's system **no later than the fifteenth of the following month**. If the fifteenth of the month falls on a holiday or weekend, then entering of all data shall be due the business day prior to the fifteenth. Failure to enter the data correctly and timely is a violation of this Contract and DRCOG may exercise any remedies available under the Contract or at law, including withholding payments.

1.2.4 Cost Analysis. Contractor shall prepare and submit to DRCOG by no later than May 15th of the then-current calendar year, a cost analysis, in a form approved by DRCOG, comparing actual costs incurred to reimbursements received from DRCOG.

1.3.1 Services Performance Report and Reimbursement Requests. Contractor shall submit a monthly service performance report and reimbursement request in a form prescribed by DRCOG. Such report and request shall be filed on or before the fifteenth day of the month following the month in which services are provided, throughout the term of the Contract. If the fifteenth of the month falls on a holiday or weekend, then submissions shall be due the business

day prior to the fifteenth. Failure to submit the monthly report and reimbursement request by the fifteenth day of the following month will delay processing of payments until the next calendar month. Further, failure to submit the final month's report and reimbursement request by July 15 of the then-current fiscal year of the contract term, will result in non-payment for services provided, and Contractor specifically agrees that any such late-filed final reimbursement request will not be paid. All payments are subject to verification by DRCOG. Contractor is responsible for the timely filing, completeness and accuracy of all service performance reports and reimbursement requests. All payments are subject to verification by DRCOG.

DRCOG agrees to reimburse Contractor via Electronic Funds Transfer (EFT) (Attachment B) into the bank account designated by Contractor upon approval of reimbursement request during regularly scheduled payment cycles.

1.3.2 Waiting Lists. Waiting lists shall be established by the Contractor when services are available but cannot be provided to all eligible consumers. In such circumstances, Contractor shall place eligible consumers on a waiting list. Waiting list procedures must be equitable to all eligible consumers. Contractor shall give priority to consumers targeted by the Older Americans and Older Coloradans Act, with due consideration given to the time kept on a wait list. Persons shall be removed from the waiting list in accordance with SUA Policy and Procedure Manual, Subsection 205c. Contractor will develop a waiting list procedure in compliance with the policies set forth in Subsection 205b., regardless of whether or not there are consumers waiting for service. Furthermore, Contractor shall maintain waiting lists, and shall make the waiting list and the procedures for the waiting list readily available for review by DRCOG and/or the State Unit on Aging. Waiting list documentation may be kept in hard copy or electronically, but must be printable. Contractor shall retain waiting list documentation, and shall not destroy any such records until notified by DRCOG.

1.3.3 Consumer Complaint/Appeal Process. The Contractor shall develop a procedure to assure that applicants to, or clients of, their services are advised in writing of their right to complain about services or the denial of services, to appeal decisions made about the complaint, and that those complaints and appeals, are processed and tracked in compliance with SUA Policy and Procedure Subsection 501 and as directed by DRCOG. Complaint/appeals documentation may be kept in hard copy or electronically, but must be printable. Contractor shall retain complaint/appeal documentation, and shall retain records in accordance with Section 1.4.1 herein.

1.3.4 Evaluation. Contractor shall implement a quality improvement process, which includes, at a minimum, monitoring of service quality and consumer satisfaction. Methods of receiving consumer input on the quality of services shall be established, documented and utilized by the Contractor on a regular basis throughout the term of this Contract. Examples include site councils, projects councils, consumer forums, consumer satisfaction surveys, telephone interviewed, and visits. Contractor shall upon the DRCOG's request provide information regarding Contractor's compliance with the requirements of this Section.

1.3.5 Voluntary Contributions and Non-Eligible Recipient Fees. Contractor shall (1) provide each recipient with an opportunity to voluntarily contribute to the cost of the service; (2) clearly inform each recipient that there is no obligation to contribute and that the contribution is purely voluntary; (3) protect the privacy and confidentiality of each recipient with respect to the recipient's contribution or lack of contribution; (4) establish appropriate accounting procedures to safeguard and account for all contributions; (5) use all collected contributions to expand or enhance the service for which the contributions were given; and (6) identify the income as

program income and expend it in accordance with 1.5.1 below. Contractor shall establish minimum standards and procedures for the responsible collection of, handling, and safeguarding of consumer contributions and non-eligible recipient fees in compliance with SUA Policy and Procedure Manual, Subsection 310.

1.3.6 On-Site Assessment. The Contractor acknowledges receipt of the on-site assessment requirements from DRCOG and shall comply with the on-site assessment requirements.

1.3.7 Policy Changes. From time to time during the term of this Contract, DRCOG and/or the State Unit on Aging may adopt policies and procedures that relate to services provided under this Contract. Upon notice of such adopted policies or procedures, Contractor shall incorporate any such policies and procedures into their practices and comply with the provisions thereof.

1.3.8 Eligibility Assessments. The Contractor will conduct an assessment of individual eligibility prior to the delivery of any registered services, as defined in 45 CFR 1321.3, using the standardized assessment form provided by DRCOG, and re-assessments will be conducted every six months thereafter as applicable for any registered service continuing after six months. The Contractor may not alter the standardized assessment form provided by DRCOG; however, the Contractor may attach as separate sheet(s) an addendum to the assessment to meet any additional program/service specific needs. Any addendum must be approved in advance by DRCOG. Eligibility for services provided under this Contract shall be only that the individual receiving service is age 60 or above unless other eligibility requirements exists within Rule Manual Volume 10 or SUA Policy and Procedure for the contracted service.

1.4.1 Records. The Contractor agrees to retain all records pertinent to this Contract for a period of three years after final payment hereunder. In the event that activities or costs are questioned by audit, records shall be retained until all questioned items are resolved. Contractor shall maintain confidentiality of information relating to specific consumers by ensuring that such information is gathered only with the informed consent of the consumer, such information is used only for the purposes gathered, adequate security of records is maintained to prevent unauthorized use, access to consumer records and identifiable information is limited only to program staff, and consumer files are kept under lock and key after use. Contractor shall maintain the confidentiality of protected health information as required by law, including the consumer's individually identifiable health information.

1.4.2 Accounting Records. Records which identify adequately the source and application of funds for Contract activities shall be maintained for the period provided in section 1.4.1 above and shall comply with the requirements of the Older Americans Act, Colorado Revised Statutes, Rule Manual Volume 10 and the SUA Policy and Procedure Manual, as from time to time amended.

1.4.3 Contractor Audits. The Contractor shall ensure that an annual independent audit is conducted of the Contractor's financial records in accordance with the requirements of Title II Part 200 of the Code of Federal Regulations, formerly known as Office of Management and Budget (OMB) Circular A-133. The Contractor shall, upon request, make a copy of the audit available for review by DRCOG and/or SUA. All activities and costs charged under this Contract shall be in accordance with the provisions of the Older Americans Act, Colorado Revised Statutes, Rule Manual Volume 10 and the SUA Policy and Procedure Manual, as from time to time amended, including but not limited to compliance with cost principles set forth in: Title II Part 200 of the Code of Federal Regulations and Government Audit Standards regardless of the amount of Federal funding the Contractor receives. Federal Acquisition

Regulations at 48 C.F.R. Part 31.2 shall also apply when applicable. Should an audit or other financial review disallow any reimbursed costs, the disallowed funds shall be returned to DRCOG or, in DRCOG's discretion and to the extent permitted by Federal and State law and regulations, offset against current or future payments to Contractor. Failure to fulfill these audit obligations is a breach of this Contract and will subject Contractor to all remedies available herein and at law, including all funds being due and payable back to DRCOG.

1.4.4 Audits and Inspections. During the Contract period, the retention period and as long thereafter as the records are maintained, at any time during normal business hours, Contractor shall make available to DRCOG, HHS, the State and the Comptroller General of the United States, or their authorized representatives, any books, documents, papers or other records of the Contractor with respect to all matters covered by this Contract in order to make audit, examination, excerpts, and transcripts. Contractor acknowledges that disclosure of protected health information to DRCOG, HHS, the State and the Comptroller General of the United States and their authorized representatives is permitted pursuant to Federal law. Failure to make records available for inspection within 72 hours of notice shall be deemed a violation of the Contract.

1.4.5 Additional Records Required. Contractors shall develop and maintain the records required by applicable laws and regulations including but not limited to Section 401.7 of the SUA Policy and Procedure Manual and including the following records: personnel records for each employee to include documentation of training, documentation of supervision, and documentation of current licensure if applicable; a Targeting Plan; Emergency Response Plan (if nutrition and/or transportation provider); confidentiality procedures; procedures for handling and reporting of critical incidents, including accidents, suspicion of abuse, neglect or exploitation, and criminal activity; a log of all complaints and critical incidents; records for each older adult served; and travel documentation policies and procedures. These shall be maintained by the Contractor and made available to DRCOG, SUA and/or their authorized representatives upon request.

1.5.1 Income. Program income, including participant contributions, earned by the Contractor from activities which are supported by this Contract shall be added to funds committed to the project or program and used for allowable costs of services under the Contract to further the objectives of this Contract as provided under 45 CFR 74.24(b)(1). Program income must be fully expended within the reporting month it was received and cannot be carried over for any period of time.

1.5.2 Income Accounting Records. Program income must be accounted for according to the additional costs alternative specified in Section 1.5.1 above and pursuant to 45 CFR, Section 74.24.

1.6.1 Equal Employment Opportunity. The Contractor agrees to comply with all applicable Federal laws, regulations, and orders regarding "Equal Employment Opportunity", as from time to time amended, and to execute such provisions as are required under Exhibit "C" attached hereto. **The parties hereby incorporate the requirements of 41 C.F.R. § 60-1.4(a) and 29 C.F.R. § 471, Appendix A to Subpart A, if applicable.**

This contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a), if applicable. These regulations prohibit discrimination against qualified protected veterans and qualified individuals with disabilities, and require affirmative action by covered prime contractors and subcontractors to employ and

advance in employment qualified protected veterans and qualified individuals with disabilities.

1.6.2 Records. The Contractor shall keep such records and submit such reports concerning the racial and ethnic origin of applicants for employment and for employees as HHS, the State, or DRCOG may require.

1.7 Handicapped. The Contractor will not discriminate in employment on the basis of handicap against any qualified handicapped person and agrees to take positive steps to employ and advance in employment qualified handicapped persons and to comply with Department of Human Services Regulations (45 CFR Part 84), as from time to time amended.

1.8 Identification of Documents. Contractor shall designate on the front cover or title page of all reports, maps and other documents completed as part of this Contract, other than documents exclusively for internal use by the Contractor, an acknowledgement of the support received under "the Older Americans Act."

1.9 Publication, Reproduction and Use of Material. Material produced in whole or in part under this Contract may not be subject to copyright laws.

1.10 Procurement. All procurement transactions for supplies, equipment and services shall be conducted in a manner to provide, to the maximum extent practicable, open and free competition as provided under 45 CFR, Part 74, Subpart C, as from time to time amended, and shall comply with the provisions of 45 CFR, Part 74, Subpart C.

1.11 Work Hours. The Contractor shall comply with the Contract Work Hours and Safety Standards Act and comply with the Department of Labor Regulations (29 CFR Part 5), as from time to time amended.

1.12 Interest of Contractor. The Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Contract. No person having any such interest shall be employed or participate in any decision relative to this Contract.

1.13 Assignability. The Contractor shall not assign any interest in this Contract, and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of DRCOG thereto; provided, however, that claims for money due or to become due to the Contractor from DRCOG under this Contract may be assigned to a bank or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished to DRCOG.

1.14 Influencing Legislation. To the extent prohibited by Federal or State law, as from time to time amended, no part of this Contract shall be used to pay the salary or expenses of any person or any organization acting for the Contractor to engage in any activity designed to influence legislation or appropriations pending before the Congress, or legislation or appropriations pending before the State General Assembly.

1.15.1 Termination for Cause. If, through any cause, the Contractor shall fail to meet performance measures set forth by the State, fail to fulfill in timely and proper manner with Contractor obligations under this Contract or if the Contractor shall violate any of the covenants,

agreements, or stipulations of this Contract, DRCOG shall thereupon have the right to terminate this Contract by giving written notice to the Contractor of such termination, the reasons for such termination, and specifying the effective date thereof, at least 5 days before the effective date of such termination, unless a shorter time is set forth herein for any failure to fulfill Contractor's obligations.

1.15.2 Mutual Termination. The parties may terminate this Contract upon mutual written consent, which instrument shall set forth the effective date of the termination and any procedures to be followed incident to such mutual termination.

1.15.3 Termination for the Convenience of DRCOG. DRCOG may terminate this Contract at any time by giving written notice to the Contractor of such termination, which shall be effective upon receipt of the written notice. If the Contract is terminated by DRCOG as provided herein, the Contractor shall be entitled to receive compensation for services performed prior to the effective date of such termination, subject to such services being completed to the satisfaction of DRCOG, and except as provided in Section 6.0 of this Contract.

1.15.4 Project Material. In the event of termination, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other material prepared by the Contractor under this Contract shall, at the option of DRCOG, become its property, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

1.15.5 Liability. Notwithstanding the above, the Contractor shall not be relieved of liability to DRCOG for damages sustained by DRCOG by virtue of any breach of the Contract by the Contractor, and DRCOG may withhold any payments to the Contractor for the purpose of setoff until such time as the exact amount of damages due DRCOG from the Contractor is determined.

1.16.1 Remedies. Where the Contractor violates or breaches terms of this Contract, DRCOG, at its discretion, shall terminate said Contract subject to the provisions hereinabove stated, and, in addition, may institute such administrative, contractual or legal remedies available to DRCOG as may be appropriate. In addition to the corrective actions set forth in section 1.16.2, DRCOG may take one or more of the following actions, as appropriate in the circumstances:

1. Temporarily withhold payments pending correction of deficiency by the Contractor.
2. Disallow all or part of the cost of the activity or action not in compliance.
3. Wholly or partly suspend or terminate the Contract, including suspending the Contract and services provided under the Contract pending any audit or other investigation.
4. Withhold further Contracts with Contractor.
5. Take any other remedies that may be legally available.

1.16.2 Corrective Action. In the event the Contractor fails to comply with Section 5 or fails to provide adequate documentation as requested by DRCOG, or in the event DRCOG finds that Contractor is failing to conform to the terms and conditions of this Contract, then DRCOG may, in its sole discretion and in addition to any other remedies it may have, including termination of

this Contract, require that a corrective action plan be prepared by a date specified by DRCOG and suspend payments under the Contract, such payments to begin only upon production by the Contractor of and compliance with a corrective action plan satisfactory to DRCOG. Further, DRCOG shall have the right, upon issuance of notice to the Contractor and without necessity of an Option Letter or amendment, to retain and reallocate to other contractors' funds remaining under this Contract in the event of any termination or any failure of the Contractor to provide the service units listed in Exhibit A in accordance with this Contract or any corrective action plan. Nothing in this subsection shall require that DRCOG accept a corrective action plan in lieu of exercising its rights to terminate this Contract.

1.16.3 Erroneous Payments. Unless prohibited by Federal or State law or regulation, any costs incurred by the Contractor that are later found to be disallowed or ineligible for payment under this Contract shall be reimbursed by the Contractor to DRCOG, or offset against current or future payments due by DRCOG to the Contractor, at DRCOG's election.

THIS CONCLUDES the provisions of these supplementary terms and conditions.

Memo



Department of Regional Affairs

To: Board of County Commissioners
From: Abel Montoya
CC: Ray Gonzalez
Date: 2/8/2018
Re: RESOLUTION FOR AMENDMENT NO.2 TO THE CONTRACT BY AND BETWEEN THE DENVER REGIONAL COUNCIL OF GOVERNMENTS (DRCOG) AND ADAMS COUNTY FOR A-LIFT COMMUNITY TRANSIT PROGRAM CONTRACT

Comments: On 1/21/17, DRCOG informed the County a second amendment would need to be made to the current community transit funding contract that secures Title III funding for the A-Lift program. Due to the uncertainty of Title III funding renewal in 2018, DRCOG is amending its spending requirements of all Title III funding recipients.

DRCOG is requesting an amendment to the contract originally signed on August 15, 2017. They are deducting 10% or \$39,000.00 from the original award amount of \$390,000.00 dollars for a new contract amount of \$351,000.00 dollars. They also ask that Adams County spend no more than 75% of the new Title III funds contract amount by March 31, 2018.

Currently, the County is set to spend no more than \$175,000 dollars which is roughly 50% of the new awarded amount of \$351,000.00 dollars. The County is currently in compliance with this request and is set to stay in compliance with the proposed contract amendment.

RESOLUTION APPROVING AMENDMENT NUMBER TWO TO THE CONTRACT BETWEEN THE DENVER REGIONAL COUNCIL OF GOVERNMENTS AND ADAMS COUNTY FOR THE A-LIFT COMMUNITY TRANSIT PROGRAM

WHEAREAS, Adams County, in partnership with the cities of Arvada, Commerce City, Federal Heights, Northglenn, Thornton, and Westminster work together with the Denver Regional Council of Governments (“DRCOG”) contractually to coordinate the A-Lift program, a transit service for seniors and special needs residents in Adams County; and,

WHEAREAS, DRCOG and Adams County entered into a fiscal contract on August 15, 2017, to manage Title III funding in the amount of \$390,000 for the A-Lift Program; and,

WHEREAS, it is acknowledged that DRCOG must ensure that it is a conservative steward of remaining Title III funds until a new Federal budget is adopted; and,

WHEREAS, DRCOG is requesting an amendment to the current contract that deducts 10% from the original contract amount, creating a new award amount of \$351,000.00 dollars; and,

WHEREAS, Adams County continues to demonstrate fiscal responsibility by ensuring current grant funds expenditures are under 75% by March as DRCOG has requested; and,

WHEREAS, the A-Lift Policy Council made up of the cities of Arvada, Commerce City, Federal Heights, Northglenn, Thornton, and Westminster currently have a reserve fund of to ensure program continuation during budgetary shortfalls; and,

WHEREAS, all supporting parties of the A-Lift program want to continue a positive relationship with DRCOG and work together to provide transportation services to Adams County residents.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners, County of Adams, State of Colorado, that Amendment Number One to the Contract between Adams County and the Denver Regional Council of Governments for the A-Lift Community Transit Program, a copy of which is attached hereto and incorporated herein by reference, be approved.

BE IT FURTHER RESOLVED, that the Chair is authorized to sign said Amendment on behalf of Adams County.



STUDY SESSION AGENDA ITEM

DATE: March 13, 2018
SUBJECT: March 14, 2018 Town Hall
FROM: Regional Affairs Team
AGENCY/DEPARTMENT: Department of Regional Affairs
ATTENDEES: Abel Montoya, Adam Burg, Alix Midgley, and Rebecca Zamora
PURPOSE OF ITEM: March 14, 2018 Town Hall Discussion
STAFF RECOMMENDATION: Informational

BACKGROUND:

The Eastern Corridor Town Hall area encompasses the communities between Quebec Street to Buckley Road, 112th Avenue to 136th Avenue.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

All County Departments are involved with this process.

ATTACHED DOCUMENTS:

Neighborhood Snapshot Report

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:			<hr/>

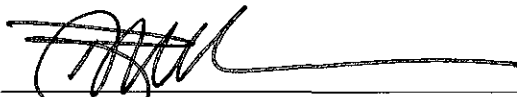
	Object Account	Subledger	Amount
Current Budgeted Operating Expenditure:			
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
Total Expenditures:			<hr/>

New FTEs requested: YES NO

Future Amendment Needed: YES NO

Additional Note:

APPROVAL SIGNATURES:



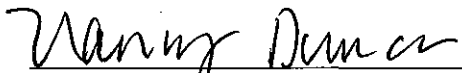
Raymond H. Gonzales, County Manager

Alisha Reis, Deputy County Manager

Bryan Ostler, Deputy County Manager

Patti Duncan, Deputy County Manager

APPROVAL OF FISCAL IMPACT:



Budget / Finance

March 14, 2018 Town Hall: Neighborhood Snapshot Report

Eastern Corridor Neighborhoods: Quebec Street to Buckley Road, 112th Avenue to 136th Avenue



Todd Creek Golf Course near Quebec St. and 136th Ave.



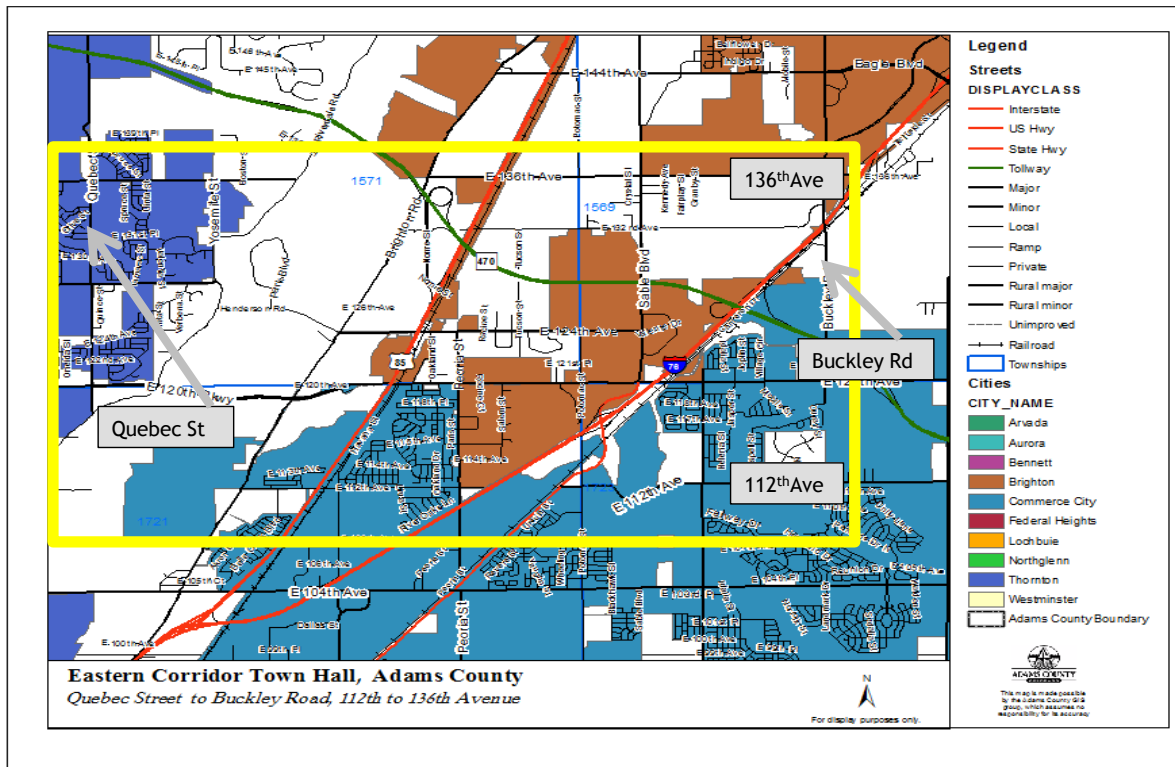
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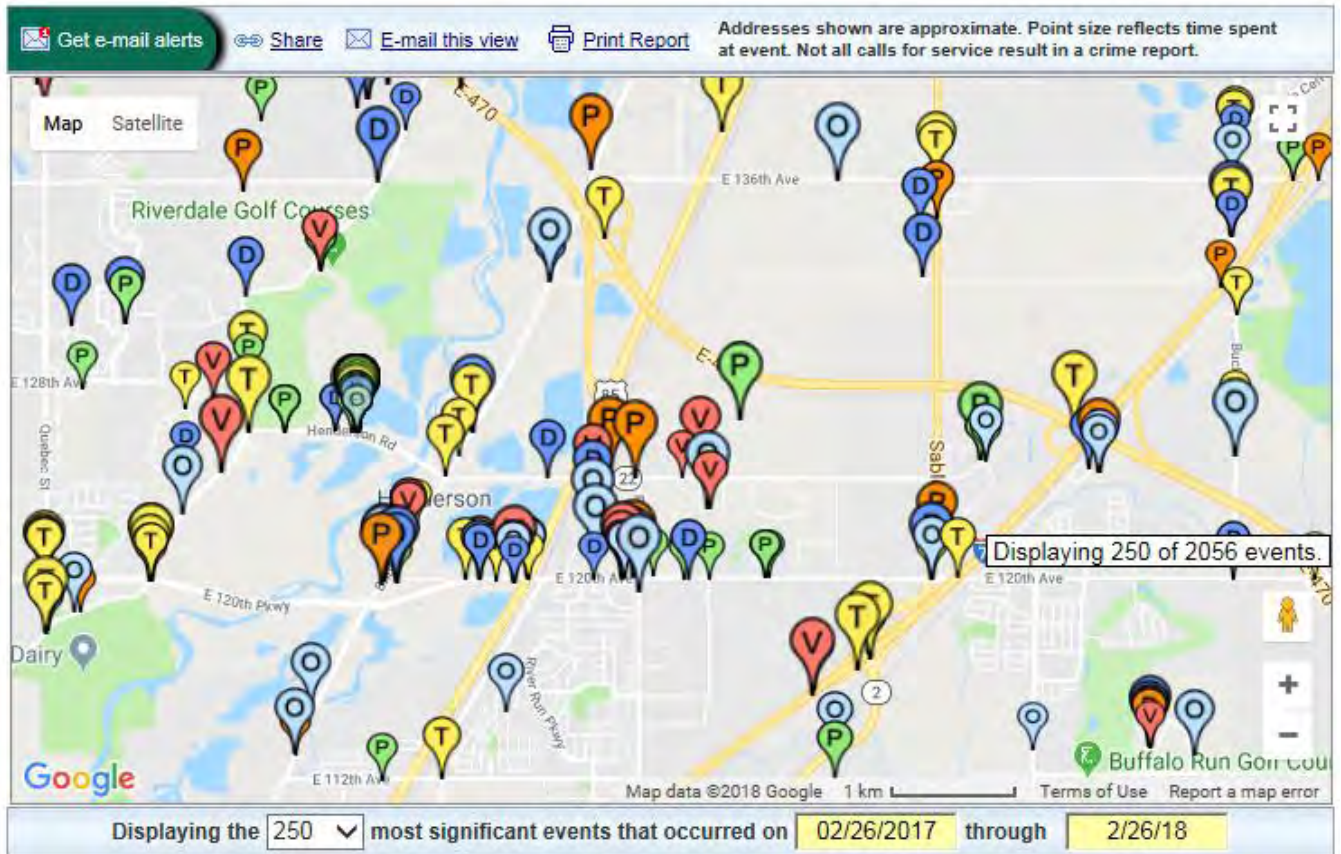
Area Snapshot

The Eastern Corridor Town Hall area encompasses the communities between Quebec Street to Buckley Road, 112th Avenue to 136th Avenue. This community encompasses some portions of unincorporated Adams County and shares a boundary with the City of Brighton, City of Thornton and Commerce City. This community has experienced a lot of recent development. What was primarily a highly agricultural area now has a lot of new residential and retail development.

Eastern Corridor Town Hall



Crime and Traffic Statistics



On	Category	#
<input checked="" type="checkbox"/>	<u>Property</u>	135
<input checked="" type="checkbox"/>	<u>Violent</u>	49
<input checked="" type="checkbox"/>	<u>Traffic</u>	1135
<input checked="" type="checkbox"/>	<u>Proactive Policing</u>	237
<input checked="" type="checkbox"/>	<u>Noise</u>	12
<input checked="" type="checkbox"/>	<u>Disorder</u>	322
<input checked="" type="checkbox"/>	<u>Other</u>	166

This report was generated by the Adams County Sheriff's Office *My Neighborhood Update* tool. The main issue in this area seems to be traffic followed by disorder and proactive policing.

It is important to note that "Disorder" includes matters such as: abandoned vehicles, shots fired suspicious incidents, disturbances, disorderly conduct, and animal issues. "Proactive Policing" includes matters in which officers initiated or followed up on various calls.

Eastern Corridor Area Demographics

Town Hall Area Adams County



Population



Mean Resident Age



Mean Property Value



Avg. Household Income



Avg. Commute Time

Gender Population in Area

49%

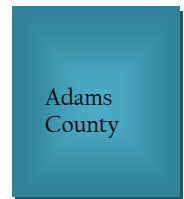
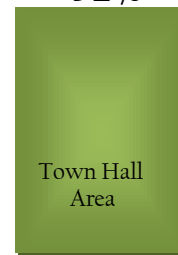
51%



Educational Information

92%

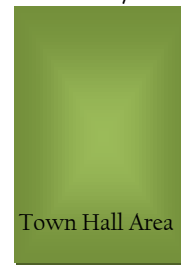
81%



High School Diploma

91%

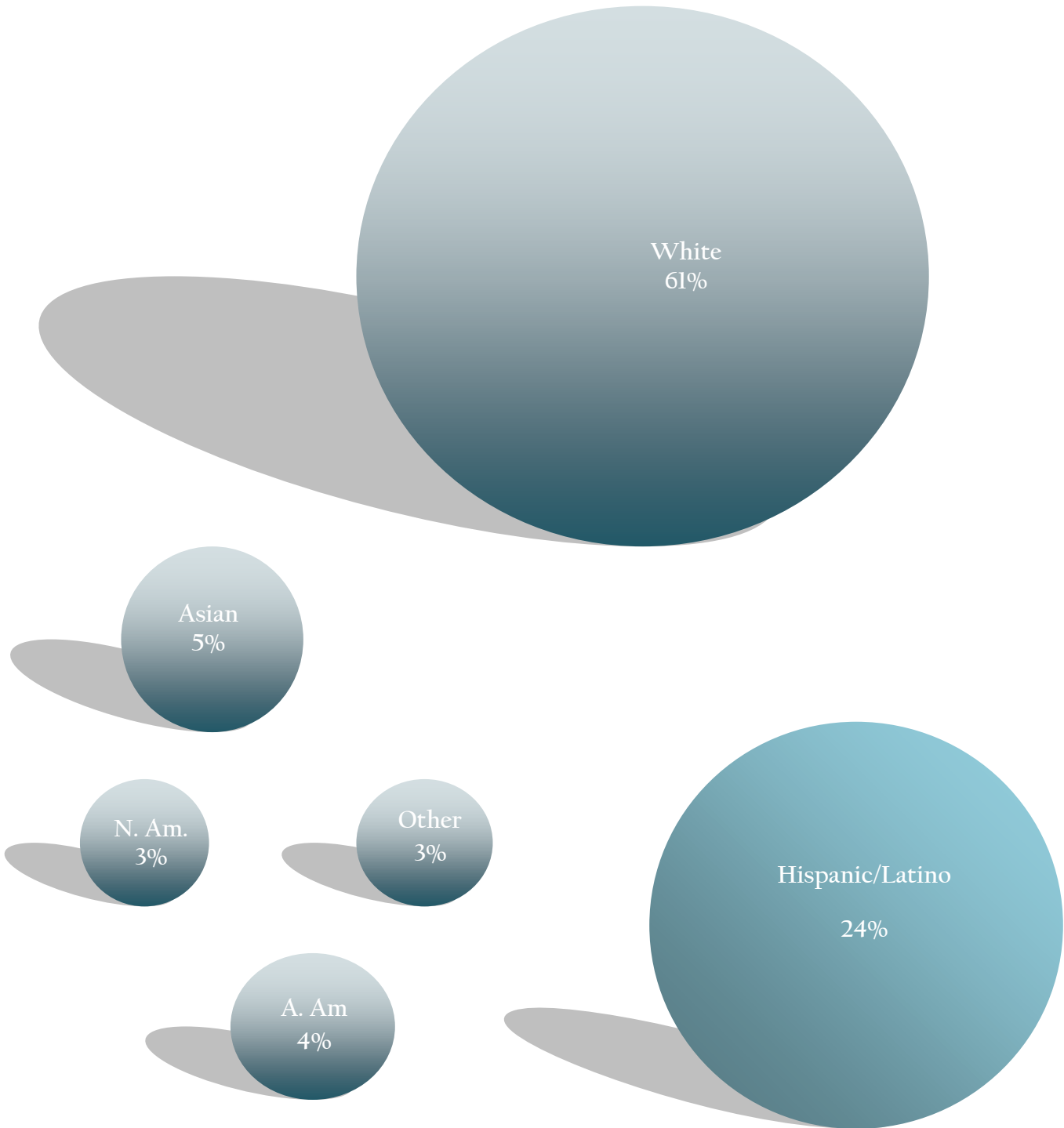
21.6%



Bachelors Degree or Higher

Reference: Census Tract Data, DataUSA, and Zillow websites.

Northeast Area Ethnicity Demographics



Reference: DataUSA website.

Neighborhood Snapshots



New residential homes and adjacent agricultural areas on 120th just East of Quebec

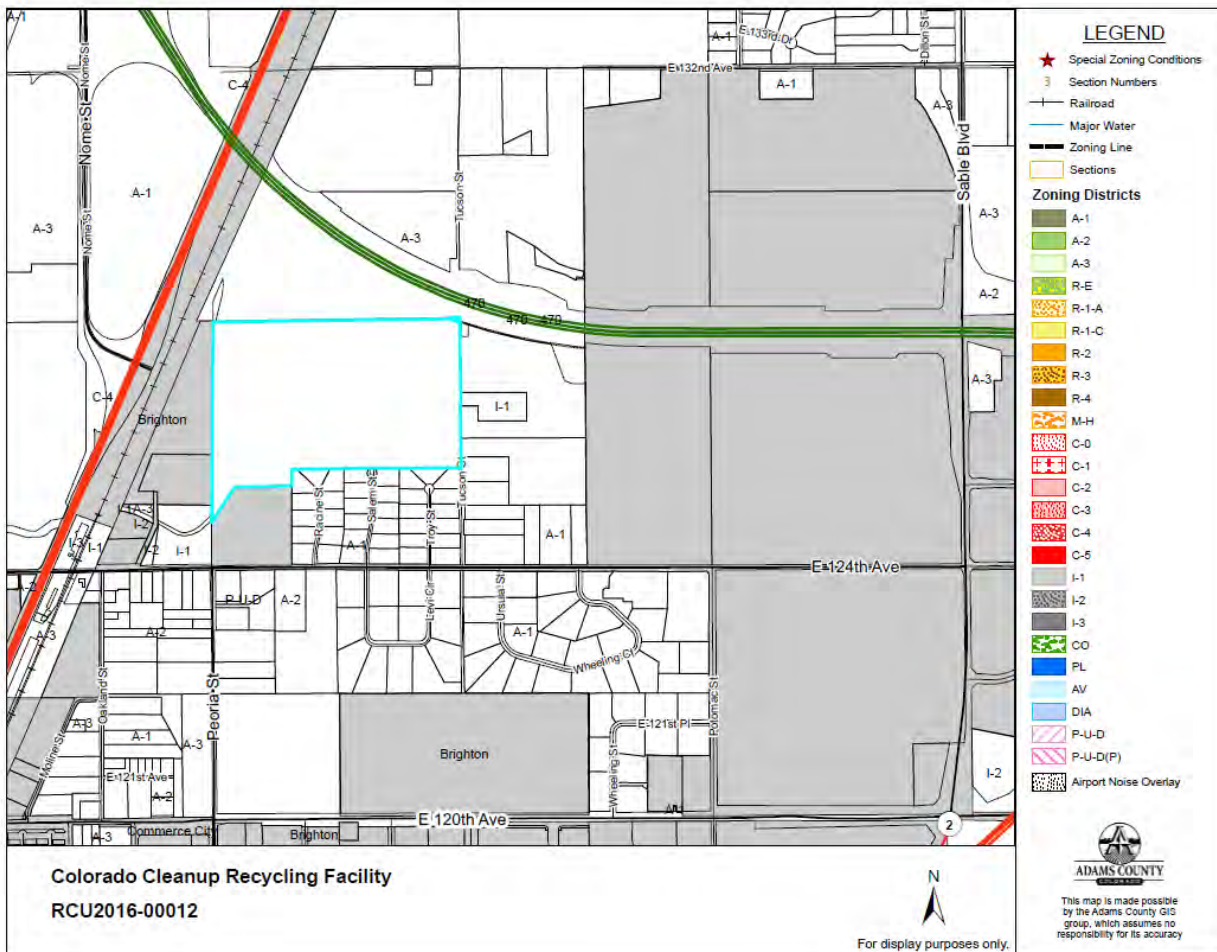


136th Avenue and Buckley Road intersection that leads to Prairie View Shopping Center to the North and an RV park to the South.



New Retail, Residential, and Open Space Development on 128th and Oneida Street.

Community and Economic Development



Top Projects in Town Hall Area

- Land Use Case Update (see attached maps):
 - Boardwalk Pipeline (see Oil and Gas maps), Approved December 2016
 - Conditional Use permit for 12 miles of oil/gas pipeline and Central Delivery Point facility
 - PRC2017-00006 Colorado Cleanup Recycling Facility
 - Recycling aggregate material from construction/demolition sites
 - Case continued to March 6th BOCC
 - RCU2017-00007 Wilhelm Conditional Use
 - Renewal of a Conditional Use Permit for an accessory dwelling unit/ Re-submittal as of January 2018 (violations on property)

Cases slightly outside of the town hall map boundary:

- RCU2016-00027 North Creek Farms
 - Conditional Use Permit for Communications Tower in the Ag-3 zone district/ Re-submittal required as of January 2018
- RCU2017-00029 Sprint Nextel-Holly Tower
 - Conditional Use Permit to renew a Communications Tower (96 ft tall) in the Ag-3 zone district/ Re-submittal required as of January 2018
- RCU2017-00042 Verizon Hailstorm
 - Conditional Use Permit for Communications Tower (designed as a grain silo) in the A-1 zone district/ Applicant must apply for a variance to develop in the Mineral Conservation Overlay (in process)

Impact

TOD & Rail Station Area Planning Guidelines

Link: <http://www.adcogov.org/tod-and-rail-station-area-planning-guidelines>

The Comprehensive Plan is an existing County-wide plan, which has implications over this area. This plan maps future land uses in this area. See map on page 8.

Comprehensive Plan (click link for guidelines)

Link: <http://www.adcogov.org/documents/2012-comprehensive-plan>

The *Balanced Housing Plan*, also County-wide, is under currently consideration by the BOCC. The implications of this plan do not require any specific capital improvements. The purpose of the plan is to ensure that growth and development in Adams County occur in an efficient and coordinated manner. It will embody a responsible means to plan for growth by creating policies that address the balance between jobs and housing while encouraging the production and preservation of housing that matches Adams County's changing demographics. The Plan will also provide strategies to maximize existing County resources and tap into new ones.

Balanced Housing Plan

Link: <http://www.adcogov.org/documents/balanced-housing-plan>

There is probably not any short term impact of these plans; planning timelines are generally 30-40 years. The impact of these plans is to current policies, procedures and regulations. Future

development that these plans influence could impact the area as a long term result, especially along the transit corridor.

Environment and Safety

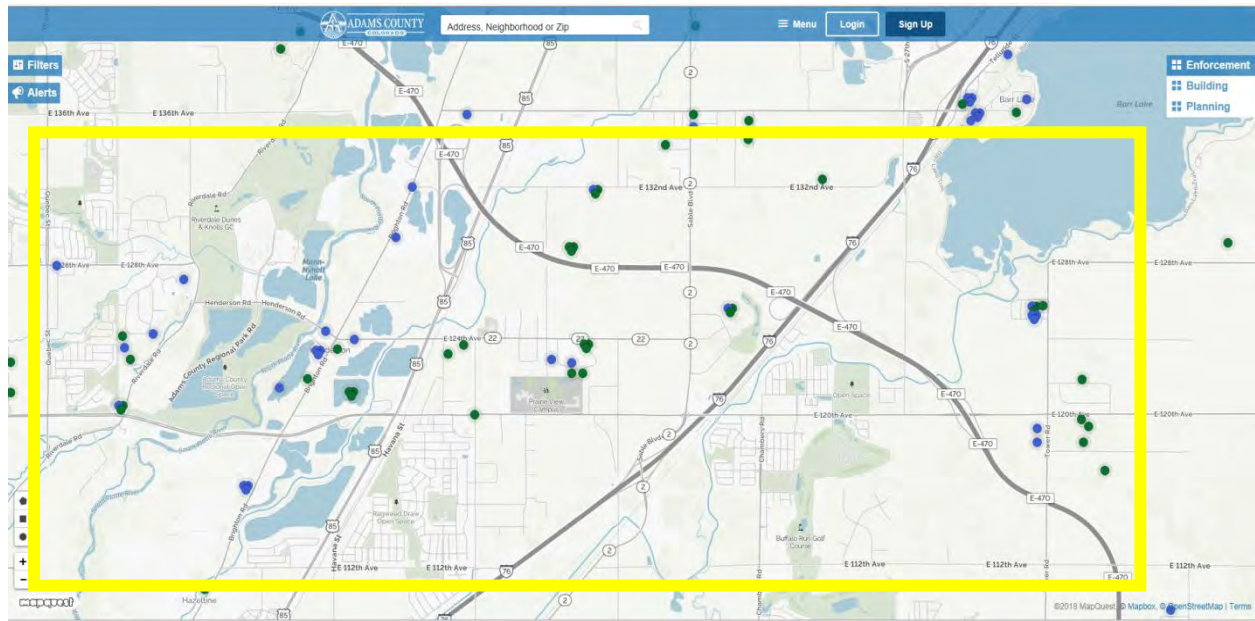
Adams County owns a parcel of land located 14451 Riverdale Road and it currently consists of fenced, unoccupied land. Previous uses of the Site include a private shooting club from approximately 1959 to 1970, a 16-acre historic landfill operated in the 1970's, and a former firearms training facility used from 1993 to 2012. Adams County is committed to protecting public health, safety, and environment, so in 2015 began evaluating the site to determine a cleanup action plan. Working with CDPHE and a hired environmental consultant, the County has developed a plan with two phases of remediation: 1) Building Demolition and Soil Remediation, and 2) Landfill Closure. After remediation is complete, the site will be able to accommodate a small solar farm to allow a beneficial end use. The first phase of remediation is anticipated to occur late spring 2018, with the second phase commencing in fall 2018 and lasting into early 2019. A neighborhood meeting will be held prior to any on-site work.

Want to learn more about Community and Economic Development? Go to:

<http://www.adcogov.org/community-economic-development>

Code Enforcement

The Town Hall area has a mix of new and established agricultural communities. The Eye on Adams report highlights that in the past year, there have been approximately 30 code violations in the area. There are currently 11 active cases in the area. The most common code enforcement issues in this area were improper vehicle or material storage, weeds, and graffiti. There were also some specialized enforcements ensuring that home builders reduced noise during building process.

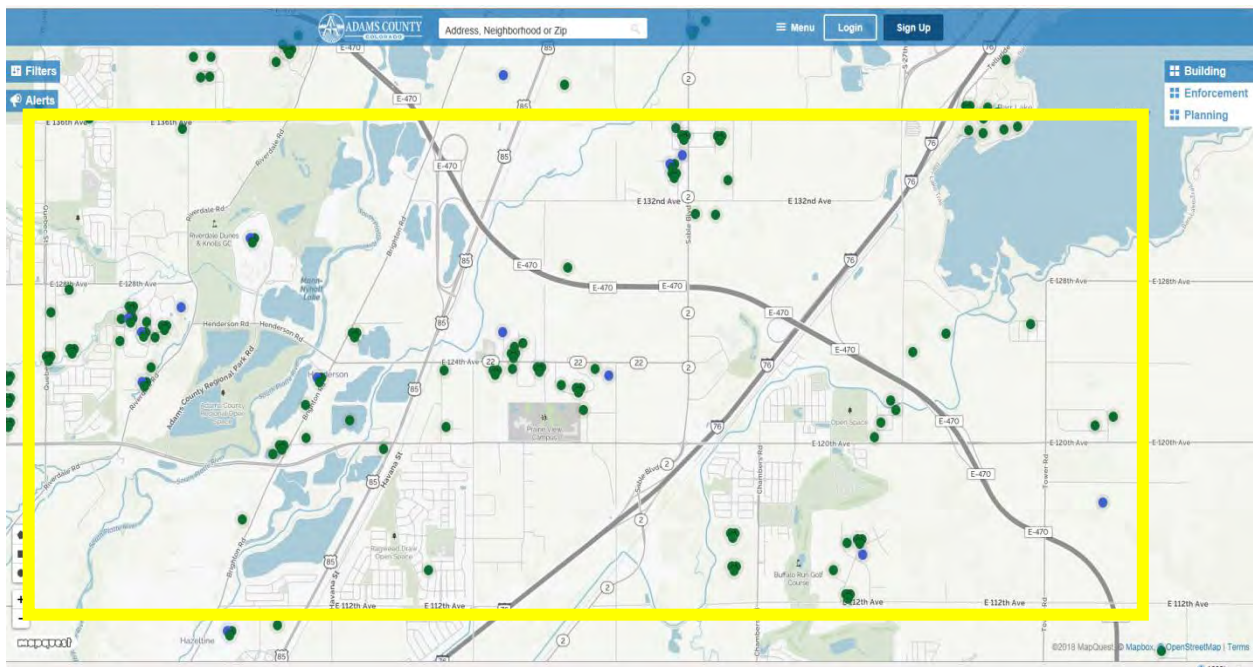


Eye on Adams Map: Green dots are completed/issued permits, blue are received permits. Map depicts a snapshot of building permits issued in the past year.

Need to contact Adams County Neighborhood Services? Got to:
<https://www.adcogov.org/neighborhood-services>

Building Permit Information

The Eye on Adams report finds that the County has issued approximately 40 building permits in the Town Hall area within the past year. The most common permits issued were home improvement permits for roofs or additions to homes such as garages, pole barns and fences. There are also several concluded permits created for new single family residents and the beginnings of an Adams County CIP project in COM-Lift No.2.



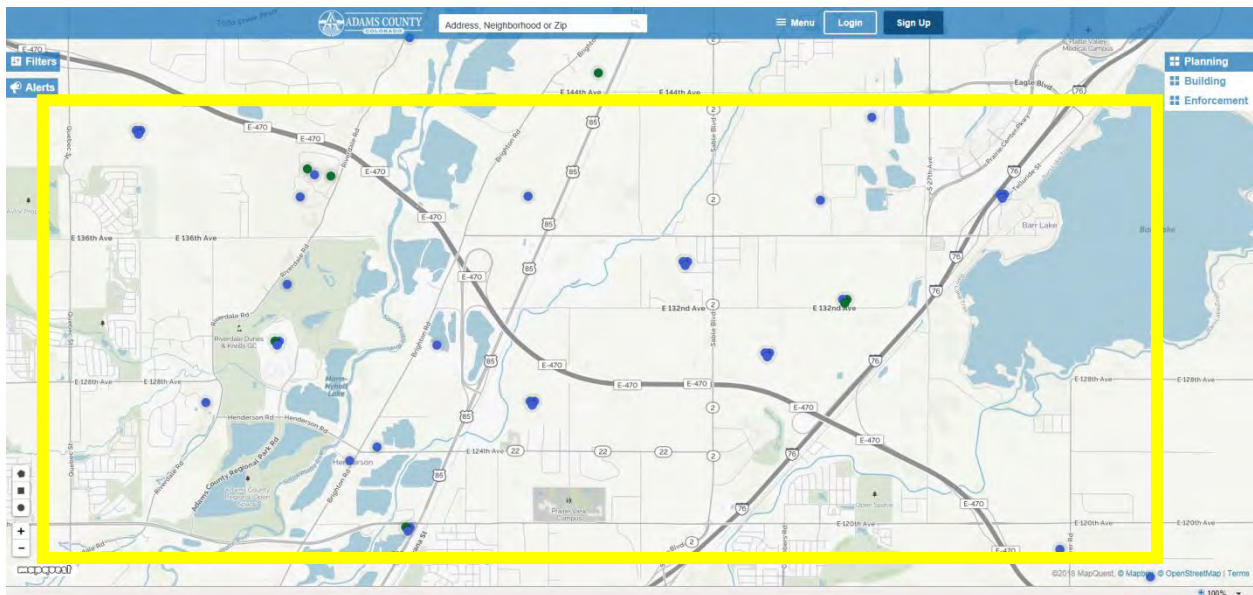
Eye on Adams Map: Green dots are completed/issued permits, blue are received permits. Map depicts a snapshot of building permits issued in the past year.

Need a building permit? You can apply online.

Got to: <https://permits.adcogov.org/citizenaccess/>

Land Use Cases

Over the last year there have been approximately 21 land use cases in the Town Hall area within the last year. The blue dots on the map show cases that are currently under review and green dots highlight completed land use cases. The most common land use cases in this area are oil and Gas, housing, subdivision plat approvals, and setback requests.

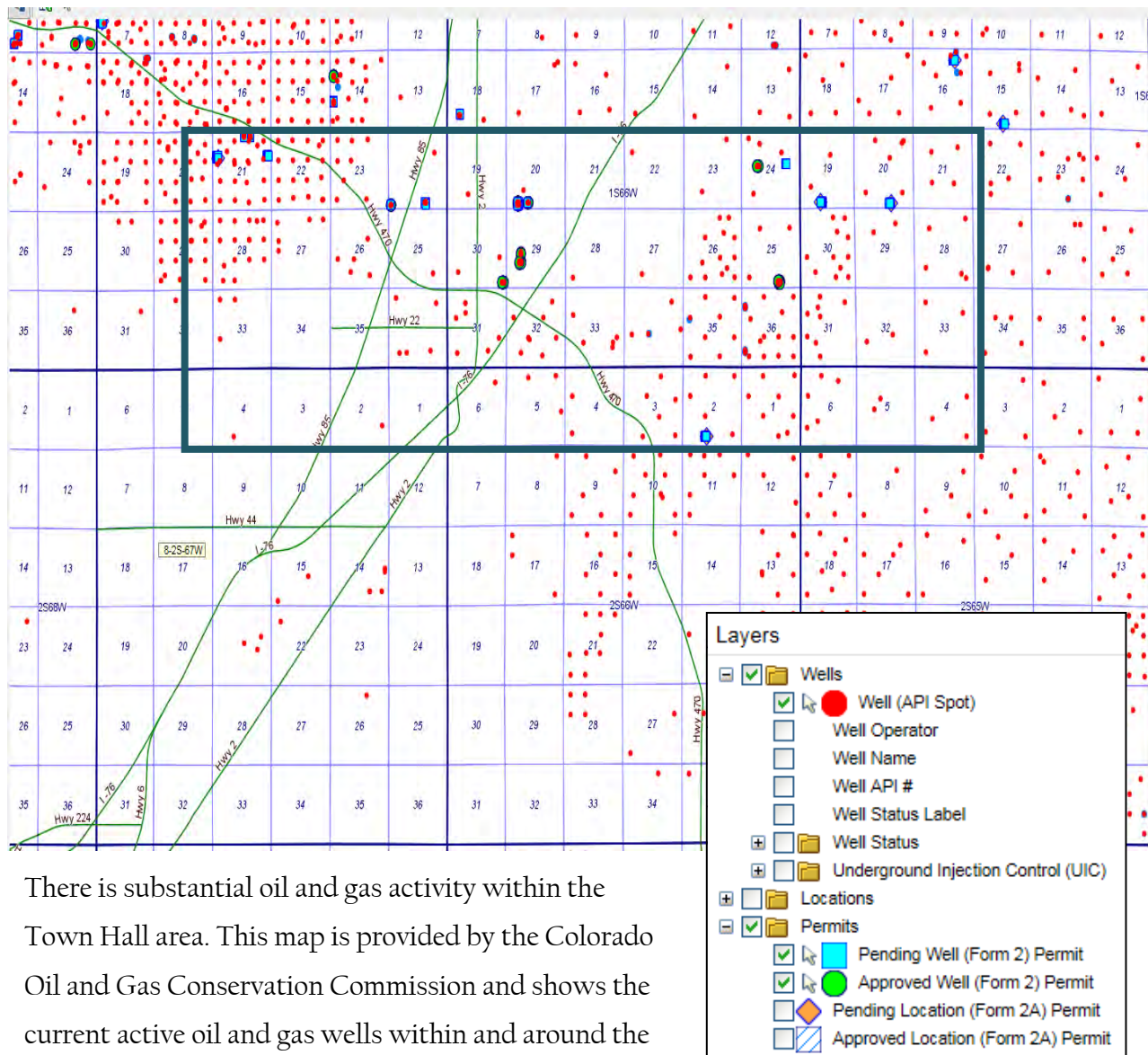


Need Adams County land use information? Visit our current land use page:
<https://www.adcogov.org/planning/currentcases>

Visit us today as we are often seeking public comment on land use cases.

You can use the Eye on Adams! It's located on our website! Got to: www.adcogov.org and under How Do I? Click on, View County Maps. There you will find the Eye on Adams tool that will help you see what building, code, and even planning activities are going on in your area!

Oil and Gas Information



There is substantial oil and gas activity within the Town Hall area. This map is provided by the Colorado Oil and Gas Conservation Commission and shows the current active oil and gas wells within and around the Town Hall Area.

The Oil and Gas Conservation Commission Map demonstrates that there are five newly approved well sights, and three pending well sites within the area as well as six additional pending well sights just inside the Town Hall Area Overall there are approximately over 60 current well sites in the Town Hall Area. To learn more about county-wide regulation contact Christine Dougherty the County's Oil and Gas Liaison for more information: (720) 523-6891 or go to: <http://www.adcogov.org/oil-and-gas-information>

Additional Oil and Gas Updates

Oil and gas facility permitting at the State level is heavy in this area. The County issued two permits in this area in the past six months (see attached map with the Boardwalk Pipeline and these two facilities):

One facility was constructed in the past several months:

- PC Well Pad (Extraction Oil & Gas) – Southwest of East 132nd Avenue and Buckley Road
 - 16 wells permitted for this location
 - Connected to pipeline

One facility has been issued a County permit, but it has not yet been constructed:

- Edmundson Well Pad (Ward Petroleum) – Southeast of East 132nd Avenue and Sable Boulevard
 - 24 wells permitted for this location
 - Will connect to pipeline

The Adams County Oil and Gas Inspector performed inspections on all of the wells in unincorporated Adams County west of Powhawton. He is now focusing on inspecting the remaining wells in the County, while ensuring that the wells in neighborhoods are inspected annually. The COGCC requires a well to be inspected once every three years. Adam also regularly visits the actively drilling well pads in the County and follows up on any complaints received in the unincorporated areas.

County-wide – A Well Water Testing Program (pilot project) has been approved by the BoCC to provide free well water testing for any registered water well within ½ mile of an oil and gas well. Tri-County Health will be administering the program on behalf of the County.

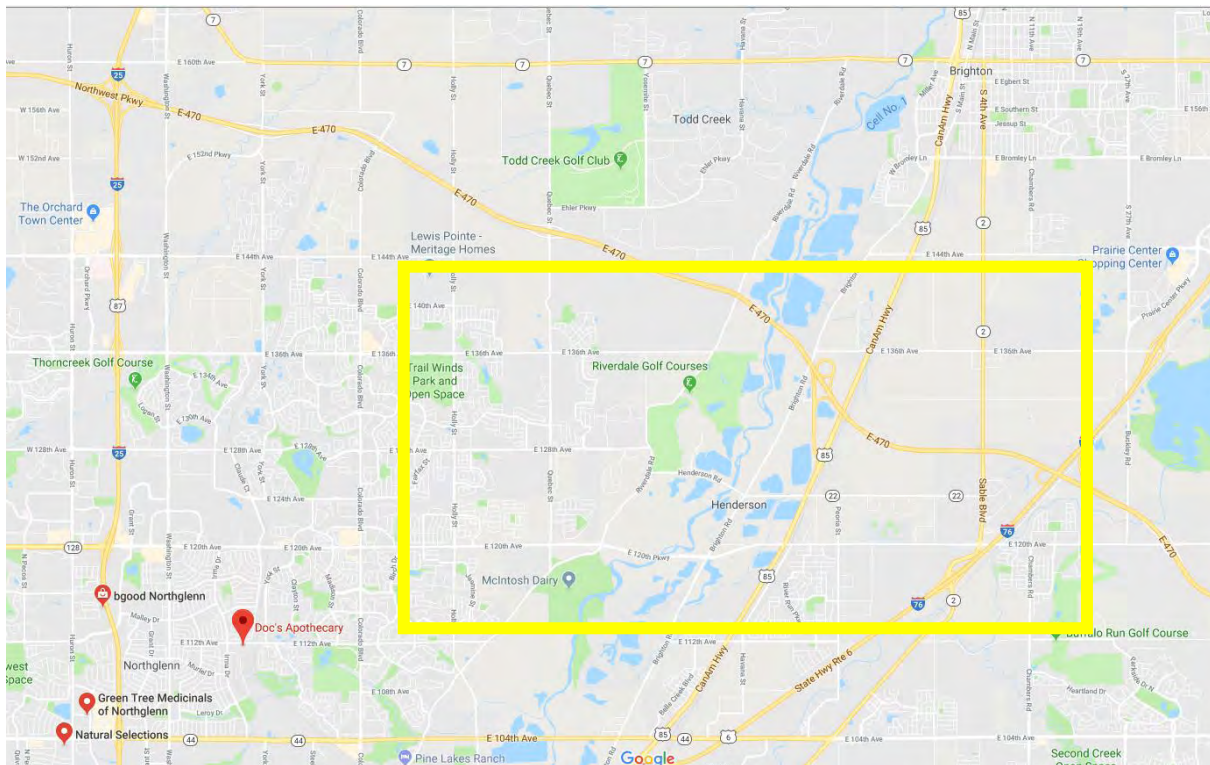
Want more information? Go to:

<http://cogcc.state.co.us/maps.html#/gisonline>
<http://www.adcogov.org/oil-and-gas-information>

The county updates its page weekly with an oil and gas report prepared by the county's oil and gas liaison.

Retail Marijuana Information

Adams County retail marijuana regulation currently caps marijuana retail facilities at 10 businesses. This includes marijuana infused product manufacturers (MIPS), retail marijuana stores, retail cultivation facilities, and retail marijuana testing facilities. There are no marijuana facilities in the Town Hall Area. However there are four just outside the Town Hall area near I-25 and 112th Avenue.



Need Adams County Retail Marijuana Information? Visit us at:
<https://www.adcogov.org/marijuana-land-use-regulations>
<https://www.adcogov.org/marijuana-licensing>

Parks and Open Space Information

Top Improvements, Projects, and Programs

Regional Park and Fairgrounds Master Plan Update:

The master plan was updated to take a current look at facilities needed in the future. The plan suggests moving toward a new site layout that will be beneficial for both year round events and for the Adams County Fair. The park area between 120th Avenue and 124th Avenue will be developed with the main entry point for the Regional Park moving to 120th Avenue, additional recreational amenities, lakes, a new Animal Shelter, and a cultural amenity.

District Plan Implementation

The District Plan prioritizes preservation of farmland in the south Brighton area along Sable Blvd. between E-470 and the developed area of Brighton. A new citizen commission, the District Plan Commission, was created to advise on a wide variety of topics associated with farmland, tourism, marketing, local food systems, and more. Adams County and the City of Brighton are working cooperatively with this Commission as well as on land acquisition in this area.

Willow Bay Open Space:

In 2017, Adams County purchased the Willow Bay property north of E-470 and west of Brighton Road. The 162-acre property has a 100-acre lake that is envisioned for non-motorized water recreation and fishing. Other anticipated uses include hiking, birding, wildlife watching, and picnicking. A master planning process for the Willow Bay Open Space is planned in 2018. The public will be invited to participate in the creation of the master plan, which determines future uses of the property and creates a conceptual design to be used for the creation of construction documents.

Other area open space acquisitions:

In 2017, we purchased a conservation easement on the 30-acre Littlefield property, which is located between the Regional Park and E-470. This property will be preserved in agricultural use in perpetuity, which contributes to the rural character of the Riverdale Road corridor and allows for wildlife migration corridors to remain intact. In 2018, we are working to

purchase the Falcon Resources property, which is the last remaining property to be conserved between the Regional Park and E-470. The Falcon Resources property has frontage along the South Platte River, so purchase of the property will ensure the protection of riparian habitat, wildlife habitat, and wildlife migration corridors.

Adams County Fair:

Adams County Fair 2017 had over 74,000 people in attendance, which is a slight growth over 2016, despite two nights of thunderstorms. The headliners Dan & Shay were a huge hit and have been fun to watch since the Fair as they have taken off in their careers. The Fair's goal to bring in new, up and coming artists was achieved and we were all impressed with the energy their show brought to the Fair. Dia de la Familia set records in 2017 bringing over 27,000 attendees to the fair on Sunday. The Charreada and Los Cardenales de Nuevo Leon brought over 5,200 fans to the grandstands.

4-H reported growth in several areas including poultry and sheep. They also sold just slightly more animals than in 2016 resulting in a higher sale total for the kids.

During the fall, Fair staff were busy attending conferences to book grounds entertainment, learn more about the industry, and even win a few awards for marketing and communications.

Kids Pedal Tractors will be returning, along with the entire kid's zone. The biggest addition coming this August will be Mutton Bustin' all 5 days! If your kid missed their chance at the National Western, bring them to the Fair and they will get the same chance to win great prizes for the longest ride!

Grandstand entertainment will be announced as we get closer to the Fair. This year's lineup is going to be #unfairgettable. (Our 2018 theme)

Anticipated Impact of Improvements

Regional Park and Fairgrounds Master Plan:

The improvements suggested in the master plan are likely to have some impacts as implementation occurs. Overall, the impact is anticipated to be a positive one that creates more desirable improvements at the Regional Park and Fairgrounds. As each component is implemented, negative impacts are likely in terms of traffic, parking, building availability, and noise. Once completed, positive impacts are anticipated in terms of usability, ease of access, additional parking availability, and overall condition of the buildings and site.

District Plan Implementation

The long term vision for the District Plan area is a vibrant agricultural area that attracts agri-tourists and serves as a strong base for local food in Brighton. Impacts associated with this district are intended to be positive: educating the public about how food is grown, development of a strong local food culture, providing locally sourced produce for area consumers, tourism revenues from sales of experiences or products in the area, continued agricultural identity for Brighton.

Willow Bay Open Space:

The planning process will not have any physical effects. The development of the property (after the planning process) will likely impact adjacent property owners in terms of noise and less privacy than they currently enjoy. We plan to address long-term concerns of all interested parties in the design of the property.

Other area open space acquisitions:

No negative impacts are anticipated from these acquisitions. Positive impacts include continued rural character along Riverdale Road and the South Platte River, wildlife habitat, wildlife migration corridors, riparian habitat, and floodplain and floodway protection.

Adams County Fair:

Short term impacts of the Adams County Fair include heavy traffic along Highway 85, 124th

Avenue, Brighton Road, and Riverdale Road from August 1 – August 5. Close neighbors may hear noise from concerts and events. The public has an opportunity to learn more about agriculture by attending the Adams County Fair, as well as enjoy the wide variety of food/entertainment options offered.

Future Plans for This Area

The District Plan suggests the farmland south of Brighton should be preserved so agriculture continues to be an identifying feature for Brighton, both visually and economically. This area could continue to look as it does today, or smaller farms could be established that generate interest from tourists.

The Regional Park and Fairgrounds Master Plan (not yet adopted) suggests major improvements to the facilities to better meet the needs of current clients and attract new clients. The major facilities are proposed to be moved to a new configuration as buildings reach the end of their useful life. The grandstands, arenas, and stalling facilities would be configured to maximize safety when moving animals for events. A new expo building would be constructed to create a flexible space for a variety of events. Parking would be formalized and expanded on site, with long-term shuttle plans also in place for the Adams County Fair. New recreational opportunities are proposed that will provide different options than currently available including a ropes course, a pollinator garden, a nature center, an adventure playground, water recreation, and a bike course. Other planned additions to the site include a new animal shelter and a cultural amenity, and additional trails.

This year, we plan to engage the public in a visioning process to begin to design the recreational elements at the Willow Bay Open Space.

The Open Space, Parks, and Trails Master Plan suggests preservation of lands in the floodplain along Second Creek and preservation of lands around Barr Lake to create a buffer from development. The District Plan suggests preservation of farmland along Sable Boulevard, developing a marketing plan for the agricultural resources that exist now and in the future, and fostering a local food culture for the area, among many other items.

Community Trends

The biggest trend we have seen is one of increased numbers of homeless individuals living on public lands. The challenges associated with this activity include large amounts of trash and debris accumulating in natural areas as well as potentially unsafe conditions due to human excrement or used needles. Residents do not want camps in public areas and expect the trash and debris to be cleaned on a routine basis.

Biggest Success

Preservation of farmland along the South Platte River has been one of our most successful endeavors. We have worked on this since 1999 and continue to acquire or preserve land each year as sellers are willing. Most of the available land has been preserved.

Need Adams County Parks and Open Space Information? Visit us at:
<https://www.adcogov.org/parks-open-space>

Public Works Information

Top Improvements, Projects, and Programs

- 2018 Street Paving project will be on 136th Avenue between Yosemite and Riverdale and on Boston CT north of 136th Avenue
- Bridge Scour project on 124th Avenue over the South Platte
- Bridge Rehabilitation on Riverdale Road over Todd Creek

Adams County Public Works continues to monitor road conditions and will complete any necessary improvements as they carry out their current transportation plan. You can learn about current road enhancements, the process of these projects, and about the County's transportation plan at: <http://www.adcogov.org/capital-improvement-program-cip-projects>

Should any issues arise the citizens are encouraged to utilize the YourGov app and provide information of any road issues.

Anticipated Impact of Improvements

Higher quality roads and increased safety for residents traveling along:

Please be advised while improvements are being completed expect short term road closures and delays in area.

- Riverdale Road closure for 5 months, Lane closures on 124th, 136th Avenues and Boston Ct.
- Structures will be better protected against scour.
- Roads will be receiving a new asphalt surface.

Community Trends

Residents want new pavement in the areas that have not been addressed yet. Visit us at <http://www.adcogov.org/capital-improvement-program-cip-projects> for upcoming projects!



Need Adams County Public-Works Information? Visit us at:
<http://www.adcogov.org/public-works>

Learn about the Gravel Resurfacing Projects that are scheduled here:
<http://www.adcogov.org/gravel-road-resurfacing-program>

Animal Shelter/Adoptions

Top Projects that Impact Town Hall Area

1. New Adams County Animal Shelter and Public Dog Park “In Progress” (To serve all Adams County Residents)
 - Map of Future Location, Renderings, “Frequently Asked Questions” can be found at: <http://www.adcogov.org/acasnewlocation> (website will up continually updated as the project unfolds.)
 - Questions to animal-shelter@adcogov.org

2. Public Low-Cost Vaccination Clinic offered every other Wednesday at the shelter from 3-5:30 p.m.
 - Vaccinations \$10.00 each.
 - Spanish speaking staff onsite at every clinic.
 - Increase in wildlife with rabies through front range.
 - Clinic Schedule is posted in the animal shelter section of the www.adcogov.org
[http://www.adcogov.org/sites/default/files/LowCostVaccineClinic Poster April-June 2017pdf.pdf](http://www.adcogov.org/sites/default/files/LowCostVaccineClinic%20Poster%20April-June%202017.pdf)

3. Volunteer Opportunities at the Animal Shelter
 - General Volunteer Info: <http://www.adcogov.org/volunteer-program>
 - Foster Volunteers (in-home care):
<http://www.adcogov.org/sites/default/files/Foster%20Care.jpg>
 - Must be 16 years old. (Younger children can assist adult foster volunteers in home.)
 - 6th -Month Commitment Required

Projects Descriptions

- New Adams County Animal Shelter Location will be on the south end of the Adams County Regional Park (North of 120th and East of Riverdale Road in Unincorporated Adams County)
 - Map of Future Location, Renderings, “Frequently Asked Questions” can be found at: <http://www.adcogov.org/acasnewlocation>
- Public Low-Cost Vaccination Clinics held at the Adams County Animal Shelter Year Round at
 - Address:
 - 10705 Fulton Street

- Brighton, CO 80022
 - 303-288-3294
 - Two Wednesdays per Month from 3-5:30 pm
 - Clinic Schedule is posted in the animal shelter section of the www.adcogov.org
 - [http://www.adcogov.org/sites/default/files/LowCostVaccineClinic Poster April-June 2017pdf.pdf](http://www.adcogov.org/sites/default/files/LowCostVaccineClinic%20Poster%20April-June%202017.pdf)
- Onsite Volunteering also occurs at the above current shelter location

Impact of Projects

- Public Dog Park will bring a great new community amenity to the Regional Park.
- New shelter will improve care of animals and service delivery to public.
- Ability to hold more frequent vaccination clinics with indoor amenities during in climate weather.
- Opportunities for to engage youth/students for humane education presentations.

Community Trends

- Increase in rabies detected in wildlife across the Front Range—puts pet animals at risk for rabies. Encouraging pet owners to vaccinate their pets.
- Some negative responses from citizens living closest to new animal shelter location. Concerned with project cost and impact on agricultural land.

Animal Shelter Data

- In 2016 the animal shelter provided shelter for 5,683 animals, provided vaccinations for 1,432 owned pet animals in the community--serving a total of 7,115 animals.

Online Resident Services

Eye on Adams

Ability to look up any building permit, land use case, or code compliance case

Link: <https://adamscounty.buildingeye.com/building>

E-Permit Center

Launched in early 2017 and allows the submission and tracking of building permits online

Link: <https://permits.adcogov.org/citizenaccess/>

Oil and Gas Information

Weekly report uploaded here each Friday on oil and gas activity and spill report

Link: <http://www.adcogov.org/oil-and-gas-information>

Adams County Sheriff App

Connect directly with the Sheriff on non-emergency issues 24/7. Get download link on Sheriff site. Link: <http://www.adamssheriff.org/>

Adams County Front Range Airport

Connect directly with updates on the Adams County Front Range Airport.

Link: <http://www.ftg-airport.com/>

Graffiti Removal

Report and schedule free graffiti removal.

Link: <http://www.adcogov.org/graffiti-removal>

Roads, Bridges, and Traffic

Additional information on how to contact the County in regards to infrastructure and roads.

Link: <http://www.adcogov.org/contact-reporting-information>

Nextdoor

Connect with your neighbors and community.

Link: Available on iTunes or Google play

Adams County Contact Information

Community and Economic Development

Development Review	720.523.6200
Oil and Gas	720.523.6891
Neighborhood Services	720.523.6877
Building Permits	720.523.6825
Code Enforcement	720.523.6800
Graffiti	720.523.6565
Animal Services:	303.288.3294 or 303.288.3135

Long Range Planning

General Information Line	720.523.6992
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Parks and Open Space

General Information Line	303.637.800
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Public Works

General Information Line	720.523.6875
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Department of Regional Affairs

Legislative Affairs	720.532.6828.
Homelessness Liaison	720.523.6894
Neighborhood Liaison	720.523.6991

Adams County Sherriff

General Information Line	303.288.1535
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Not finding the information you need? Visit Adams County online at: www.adcogov.org . Here you will find a one-stop shop with all county information as well as links for all your resident needs.



STUDY SESSION AGENDA ITEM

DATE: March 13, 2018
SUBJECT: Regional Park – Master Plan Implementation
FROM: Seán Braden, Manager of Planning, Design & Construction
AGENCY/DEPARTMENT: Facilities & Fleet Management
ATTENDEES: Jeffery Bowman, Nathan Mosely, Kurt Carlson
PURPOSE OF ITEM: Project Review and Initiation
STAFF RECOMMENDATION: Approval of Project

BACKGROUND:

Subsequent to the formalization of the Regional Park Master Plan in 2017, the associated ongoing design of the Riverdale Animal Shelter, and the potential partnering with SCFD or other agencies, the first step is investing in the first phase of the road and infrastructure at the Regional Park. The proposed implementation project will focus on Park Boulevard, major utilities, entrance and wayfinding all from 120th Avenue north into the park property to join the existing park boulevard at 124th Avenue (Henderson Road). This project is integrally linked with the current design of the Animal Shelter and creates mutually beneficial opportunities. Intent of this presentation is to review project intent, scope, schedule, and budget.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

Parks & Open Space
County Manager's Office

ATTACHED DOCUMENTS:

Power Point with Project Overview

FISCAL IMPACT:

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

Fund: TBD

Cost Center: TBD

	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:	Multiple	Multiple	\$4.5M
Add'l Capital Expenditure not included in Current Budget:	TBD	TBD	\$5.0M
Total Expenditures:			<u>\$9.5M</u>

New FTEs requested: YES NO

Future Amendment Needed: YES NO

Additional Note:

APPROVAL SIGNATURES:



Raymond H. Gonzales, County Manager

Alisha Reis, Deputy County Manager


Bryan Oster, Deputy County Manager

Patti Duncan, Deputy County Manager

APPROVAL OF FISCAL IMPACT:


Nancy Duncan
Budget / Finance

Adams County Regional Park Master Plan Implementation (Phase I)

Project Update

March 13, 2018



Project Background

- **December 2016**
 - Riverdale Animal Shelter approved (\$27.5M)
 - “Vision” for Phase I (Road, Landscape, etc.) estimated at \$8.5M (not funded or approved)
- **Year 2017**
 - Butterfly Pavilion Opportunity
 - Regional Park Master Plan completed
 - Animal Shelter scope refined
 - Roadway Engineering Approved late 2017

Project Background

- **Year 2018**



- Design Charette with Denver Botanic Garden *(January through March 2018)*



- Colorado Railroad Museum Concepts *(Ongoing)*
- Veterans Memorial – Design Commencing 2nd Quarter of 2018 *(RFP in development)*
- Regional Park Sewage Lagoon Decommissioning *(RFP in development)*
- Riverdale Shooting Range Remediation *(Phase I Construction – Bidding)*

Project Update - Scope



Project Update - Scope

- In Coordination with RAS Design and 2017 Park Master Plan:
 - Site Utilities (Water, Sewer, Gas, Electric)
 - Ditch Crossings
 - Park Boulevard & Landscaping
 - Parallel Parking & Trail along boulevard
 - Roadway Lighting along Boulevard
 - Park Entrance / Gateway / Signage
 - Storm Water Plan

Project Update - Scope

- Project Scope Does Not Include:
 - Traffic Signal at 120th *(already budgeted)*
 - Round-a-bout at 124th *(already budgeted)*
 - Mann Lakes & Interconnects
(by Todd Creek & South Metro)
 - Veterans Memorial / Park *(design budgeted)*
 - Parking Lots / Turnouts
 - Other Facilities / SCFD Partnerships
 - Project Sharing Opportunities:
 - Riverdale Shooting Range
 - Sewage Lagoon Decommissioning
 - Flatrock Regional Training Center



DBG - Concept



Project Update - Financial

- Previous “Vision” Estimate \$8.5M
 - Based on *Concept* Scope
 - Previously discussed at 12/6/2016 Study Session

- Current Estimate \$9.5M
 - Based on *Defined* Scope and CM/GC Estimates
- Existing Funding Identified \$4.5M – need additional \$5M
 - Previously committed \$5M for Butterfly Pavilion – now looking at DBG and others

Delivery Method

- **Option ‘A’:** Combine Projects into total overall budget of \$37.0M
 - Utilize Current Design / Constr. Team
 - Streamlines Process

- **Option ‘B’:** Separate Projects
 - Delays RAS 9 months
 - $(9/12 \times 5\% \times \$27.5M = \$1.03M \text{ Additional})$
 - Delays Master Plan Implementation 6 months
 - $(6/12 \times 5\% \times \$9.5M = \$250K \text{ Additional})$

Additional Opportunities

- Riverdale Shooting Range Remediation
 - Needs 90,000 cubic yards soil
 - 35 - 45,000 cubic yards from Regional Park are desired quality for the CAP
 - 45,000 cubic yards from alternate sites (such as Flatrock Training Center) – general fill soil
 - Undetermined need/surplus with Sewage Lagoon Decommissioning in Golf Course
 - We will need grading plans for “borrow” areas

Additional Opportunities

- Proposed Efficiencies:
 - Utilize our Existing Resources (*Sustainable Practice*)
 - Alternate is to ship in soils from Erie
 - Shortens duration of disturbances at all sites
 - Alleviates 6 month / 9 month delay at Park and Shelter
 - Allows for expedited start on DBG partnership
 - Reduces double/triple handling of soils and trucking runs in Park and Riverdale Road
 - Anticipated \$200K to \$500K total savings
 - \$100K to \$200K Savings in Trucking
 - \$50K to \$100K Savings in Materials (soil)
 - \$50K to \$100K in Mobilization
 - \$50K to \$100K in Escalation
 - Added Cost of \$30K to \$50K to engineer grading plan at “Borrow” sites

Recommendation

- Approve Project and Budget
- Approve Option ‘A’ Delivery Method
 - Less Expensive & Faster Implementation
- Conduct “Audits” *(Internal and/or Third Party)*
 - Monitor Actual Expenditures
 - Track Costs of Each Item
 - Monitor Procurement & Best Practices
- Capitalize on Project Sharing Opportunities for Efficiency/Cost

The End

Questions?



STUDY SESSION AGENDA ITEM

DATE:	March 13, 2018
SUBJECT:	Riverdale Animal Shelter – Project Update
FROM:	Seán Braden, Manager of Planning, Design & Construction
AGENCY/DEPARTMENT:	Facilities & Fleet Management
ATTENDEES:	Jeffery Bowman, Matthew Schaefer, Stephanie Wilde
PURPOSE OF ITEM:	Project Review and Initiation
STAFF RECOMMENDATION:	Approval of Project

BACKGROUND:

Originally approved in 2016, the project design has commenced and evolved significantly over the past 12 months. Integrally linked with the Parks Master Plan and overall infrastructure, this project offers mutually beneficial opportunities with the proposed Master Plan Implementation project for the Regional Park. Intent of this presentation is to update the Board on the current design scope, program, schedule and budget for the Animal Shelter.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

Animal Shelter
County Manager's Office

ATTACHED DOCUMENTS:

Power Point with Project Overview

FISCAL IMPACT:

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

Fund: TBD

Cost Center: TBD

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

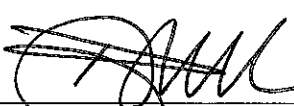
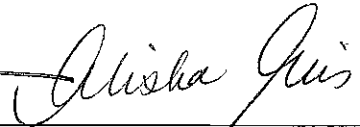

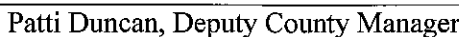
	Object Account	Subledger	Amount
Current Budgeted Operating Expenditure:			
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			\$27.5M
Add'l Capital Expenditure not included in Current Budget:			
Total Expenditures:			\$27.5M

New FTEs requested: YES NO

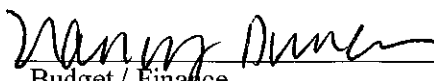
Future Amendment Needed: YES NO

Additional Note:

APPROVAL SIGNATURES:

 Raymond H. Gonzales, County Manager	 Alisha Reis, Deputy County Manager
 Bryan Ostler, Deputy County Manager	 Patti Duncan, Deputy County Manager

APPROVAL OF FISCAL IMPACT:


Nancy Duncanson
Budget / Finance

Adams County Riverdale Animal Shelter

Project Update

March 13, 2018



Project Update – Program:

- In 2015 the existing Shelter identified concerns with regulatory (PACFA) compliance as well as Animal and Employee Health, Safety, and Wellness Issues

- In 2016 we proceeded with location determination, Programming of services, and a new design of the Shelter. This included **“Right Sizing”** the Shelter:
 - Designed to Serve Animals, People, and Promote Community Engagement
 - Focus on Service Delivery and Innovation
 - **Dozens of New Features and Addition of 20+ New Rooms/Spaces While Only Adding 2,641 sq feet**

Project Update – Program:

Function/ Service:	Existing Area:	SD Design Area:
Entry, Lobby & Intake <i>(w/ walk-ins)</i>	3,000 sq. ft.	4,669 sq. ft.
Office, Staff & Volunteer <i>(Admin)</i>	4,000 sq. ft.	7,312 sq. ft.
Medical / Clinic	1,300 sq. ft.	4,108 sq. ft.
Dogs & Cats	Dogs 24,500 sq. ft.	17,111 sq. ft.
	Cats 3,500 sq. ft.	4,499 sq. ft.
Animal Control	2,200 sq. ft.	2,031 sq. ft.
Training & Education	1,000 sq. ft.	2,884 sq. ft.
Mechanical / Utilities <i>(Cremation)</i>	1,000 sq. ft.	1,027 sq. ft.
Program Total	41,000 sq. ft.	43,641 sq. ft.

Project Update – Program:

Function	Existing	Planned
Dedicated / Separate Intake Entrance	No	Yes
Counseling Room	0	1
Intake Exam Room	0	1
Dedicated Vet Tech Space	No	Yes
Dedicated / Separate Clinic Entrance	No	Yes
Dedicated Clinic Check-in	No	Yes
Clinic Exam Room	0	3
Dedicated Surgical Washer / Dryer	0	1
Dental Tables / Prep Tables / Surgical Tables	0 / 1 / 2	2 / 3 / 3
ACO Receiving Bays (Drive Through)	1 (0)	2 (2)
ACO Dog Holding Kennels / Cat Holding Kennels	3 / 0	8 / 8
Dedicated ACO Workspace / ACO Restrooms	No / 0	Yes / 2
Amenities (Break, Wellness, Conference)	None	1 / 1 / 1
Flexible Workspaces / Staff Restrooms	0 / 3	6 / 4
Staff Secured Workspaces / Parking Areas	No	Yes
Dedicated Staff Entrance	No	Yes

Project Update - Design



Project Update - Design



Project Update - Financial

- Study Session 12/6/16:
 - \$27.5M Budget Established

- CM/GC Validated SD Design Estimate for Shelter *(as of January 2018)*:
 - On Budget of \$27.5M
 - Scheduled Completion early 2020

Project Update – Next Steps

- Design:
 - Commence Design Development (DD)

- Construction:
 - Phase I GMP – Ditch Crossings
 - Ditch Company did not approve crossing until 2017 so we are delayed until November 2018 – March 2019 for this scope
 - Future Phase GMP:
 - Site
 - Building

The End

Questions?





STUDY SESSION AGENDA ITEM

DATE: March 13, 2018
SUBJECT: Public Works First Quarter Update on Capital Projects
FROM: Jeffery Maxwell, P.E., PTOE, Director of Public Works
AGENCY/DEPARTMENT: Public Works
ATTENDEES: Jeffery Maxwell
PURPOSE OF ITEM: To provide an update to the BOCC regarding Public Works Capital Projects
STAFF RECOMMENDATION: That the BOCC provide feedback and guidance to staff

BACKGROUND:

Public Works will be providing an update on the status of Capital Projects and presenting new project summary pages prior to publication on the Adams County website. Highlights of projects completed in 2017 will also be presented.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

Public Works

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:			<hr/>

	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:			<hr/>

New FTEs requested: YES NO

Future Amendment Needed: YES NO

Additional Note:

APPROVAL SIGNATURES:

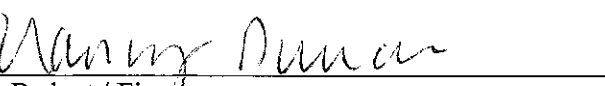

Raymond H. Gonzales, County Manager

Alisha Reis, Deputy County Manager


Bryan Ostler, Deputy County Manager

Patti Duncan, Deputy County Manager

APPROVAL OF FISCAL IMPACT:


Budget / Finance

W. 60TH AVE. REALIGNMENT & TRAFFIC SIGNAL PROJECT



W. 60th Ave. looking west



Federal Boulevard looking east toward W. 60th Ave.

SCOPE

Realignment of W. 60th Avenue. Construction included new curb, gutter & sidewalk, turn lanes and bike lanes. Installed new traffic signal at the intersection of W. 60th and Federal Boulevard.

PROJECT COST

\$3,666,217

SCHEDULE

Completed in 2017

CONTACT PUBLIC WORKS

720.523.6875

publicworks@adco.gov

CLAY COMMUNITY TRAIL PROJECT



Clay Community Trail looking north towards Clear Creek

SCOPE

Installed new multimodal community trail from W. 60th Avenue to Clear Creek.

PROJECT COST

\$2,950,765

SCHEDULE

Completed in 2017

CONTACT PUBLIC WORKS

720.523.6875

publicworks@adcogov.org

W. 56TH AVENUE PROJECT



W. 56th Avenue looking west towards Zuni Street

SCOPE

Install new curb, gutter & sidewalk from Federal Blvd to Zuni Street.

PROJECT COST

\$1,749,189

SCHEDULE

Completed in 2017

CONTACT PUBLIC WORKS

720.523.6875
publicworks@adcogov.org

KENWOOD DAHLIA OUTFALL PROJECT



PUBLIC WORKS



W. 77th Avenue looking east towards Brighton Road

SCOPE

Storm sewer trunk line installed to mitigate flooding in the DuPont Neighborhood between 75th Ave. and 80th Ave.

PROJECT COST

\$2,864,178

SCHEDULE

Completed in 2017

CONTACT PUBLIC WORKS

720.523.6875

publicworks@adcogov.org

LED STREET LIGHT CONVERSION



SCOPE
Adams County Public Works partnered with Xcel Energy to upgrade 256 street lights to LED lights at no cost to the county. This project provides better light quality and safety.

PROJECT COST
\$0

SCHEDULE
Completed in 2017

CONTACT PUBLIC WORKS
720.523.6875
publicworks@adcogov.org

DRCOG TRAFFIC SIGNAL UPDATE



PUBLIC WORKS



SCOPE

Denver Regional Council of Governments (DRCOG) awarded Adams County a grant to improve 25 traffic cabinets on Pecos St. from W. 52nd Ave. north to W. 84th Ave. and on Washington St. from E. 52nd Ave. north to E. 78th Ave. The project will include new signal timing, greatly improving traffic flow along the corridors.

PROJECT COST

Award value \$1,425,521

SCHEDULE

Will be completed in late 2018

CONTACT PUBLIC WORKS

720.523.6875
publicworks@adcogov.org

LOWELL BLVD PROJECT



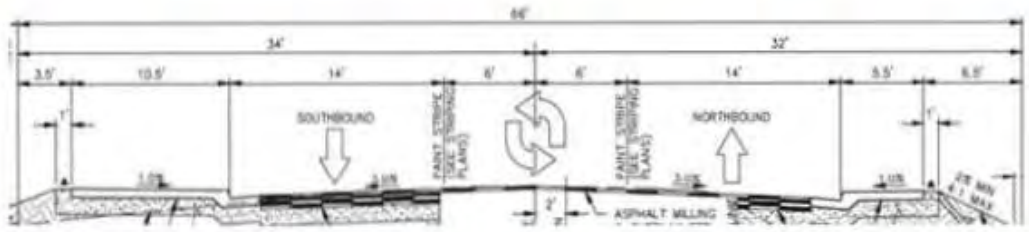
SCOPE
Lowell Blvd. from Clear Creek to 62nd Avenue. Widen for center turn lanes, add curb, gutter, and sidewalk on both sides of street.

PROJECT COST
\$3,200,000

SCHEDULE
Engineering Design.....Completed
ROW Acquisition.....Early 2018
Construction.....2018/2019

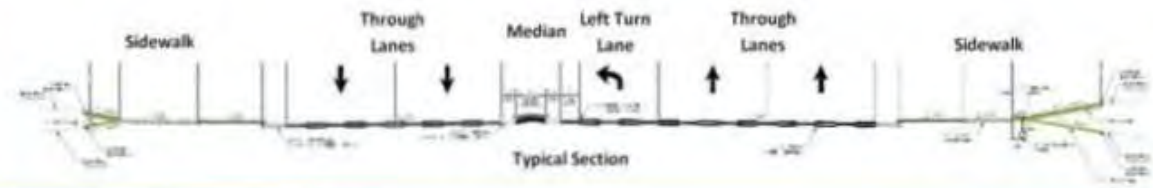
2018 1st QUARTER UPDATE
Engineering design is complete. ROW acquisition is approximately 90% complete. Construction is anticipated later this year.

CONTACT PUBLIC WORKS
720.523.6875
publicworks@adco.gov.org



Typical Section

YORK STREET PHASE I



SCOPE

York Street from Hwy. 224 to 78th Avenue. Widen to four lanes, add curb, gutter and sidewalk, bike lanes and a pedestrian underpass (Hwy. 224).

PROJECT COST

\$6,500,000

SCHEDULE

Engineering Design..... Completed
ROW Acquisition Early 2018
Construction..... 2018/2019

2018 1st QUARTER UPDATE

ROW Acquisition is approximately 95% complete. Utility relocation is expected to begin in Spring of 2018, followed by full project construction, concluding in 2019.

CONTACT PUBLIC WORKS

720.523.6875
publicworks@adco.gov

58th AVENUE PROJECT



SCOPE

58th Avenue from Washington Street to York Street. Widen to four lanes, add curb, gutter, sidewalk, and bike lanes.

PROJECT COST

\$8,000,000

SCHEDULE

Engineering Design.....Completed
ROW Acquisition.....Early 2018
Construction.....2018/2019

2018 1st QUARTER UPDATE

Engineering design is approximately 60% complete. ROW acquisition is expected to continue through 2018.

CONTACT PUBLIC WORKS

720.523.6875
publicworks@adccgov.org

STEELE STREET PROJECT



SCOPE

Extension of Steele Street north of 86th Avenue to 88th Avenue.

PROJECT COST

\$1,700,000

SCHEDULE

Engineering Design.....	2018
ROW Acquisition.....	2019
Construction.....	2019/2020

2018 1st QUARTER UPDATE

Engineering design is approximately 30% complete. Project coordination continues with the City of Thornton.

CONTACT PUBLIC WORKS

720.523.6875
publicworks@adcogov.org

DAHLIA STREET PROJECT



ADAMS COUNTY
COLORADO

PUBLIC WORKS



SCOPE

Dahlia Street from 74th Avenue to 78th Avenue. Install new curb, gutter and sidewalk, turn lanes, and bike lanes.

PROJECT COST

\$2,100,000

SCHEDULE

Engineering Design.....2018
ROW Acquisition.....2019
Construction.....2020/2021

2018 1st QUARTER UPDATE

Project design is approximately 60% complete. ROW acquisition is expected to begin in late 2018 and conclude in 2019.

CONTACT PUBLIC WORKS

720.523.6875
publicworks@adco.gov.org



Major Collector (Urban)

ADA FIVE AREAS PROJECT



ADAMS COUNTY
COLORADO

PUBLIC WORKS



SCOPE

Americans with Disabilities Act improvements (curb, gutter, and sidewalks) in the following areas:

- Steele Street from Niver Creek Trail to 86th Avenue
- 66th Avenue and 68th Avenue from Washington Street to York Street
- 55th Avenue and 56th Avenue from Lincoln Street to Washington Street

PROJECT COST

\$1,400,000

SCHEDULE

Engineering Design.....Underway
ROW Acquisition.....Late 2018
Construction.....2018/2019

CONTACT PUBLIC WORKS

720.523.6875
publicworks@adco.gov.org

BERKELEY NEIGHBORHOOD



ADAMS COUNTY
COLORADO

PUBLIC WORKS



Existing Sidewalks
Proposed ADA Compliant Sidewalks



Source: Adams County
Public Works

SCOPE

Install curb, gutter, and sidewalk on both sides of streets throughout the Berkeley neighborhood.

PROJECT COST

\$1,500,000

SCHEDULE

Engineering Design..... Completed
ROW Acquisition..... Completed
Construction..... Underway

2018 1st QUARTER UPDATE

Construction is underway and project completion is anticipated by mid-year.

CONTACT PUBLIC WORKS

720.523.6875

publicworks@adco.gov



STUDY SESSION AGENDA ITEM

DATE: March 13, 2018
SUBJECT: CDOT/TIP Changes on Vasquez/270
FROM: Raymond H. Gonzales, County Manager
AGENCY/DEPARTMENT: County Manager's Office
ATTENDEES: Paul Jesaitis, CDOT Region 1 Director
PURPOSE OF ITEM: Amendment discussion
STAFF RECOMMENDATION:

BACKGROUND:

To discuss an amendment that CDOT Region 1 will be submitting to DRCOG to amend the 2018-21 DRCOG TIP.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

Community and Economic Development

ATTACHED DOCUMENTS:

None.

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:



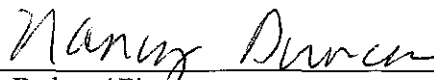
Raymond H. Gonzales, County Manager

Alisha Reis, Deputy County Manager

Bryan Ostler, Deputy County Manager

Patti Duncan, Deputy County Manager

APPROVAL OF FISCAL IMPACT:



Budget / Finance