



# 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

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**STUDY SESSION AGENDA  
TUESDAY  
April 18, 2017**

*ALL TIMES LISTED ON THIS AGENDA ARE SUBJECT TO CHANGE.*

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<b>10:45 A.M.</b>	<b>ATTENDEE(S):</b>	<b>Tricia Allen</b>
	<b>ITEM:</b>	<b>First Quarter ACED Annual Work Plan Review</b>
<b>11:15 A.M.</b>	<b>ATTENDEE(S):</b>	<b>Nancy Duncan / Sheriff McIntosh</b>
	<b>ITEM:</b>	<b>First Amendment and Carryforward to 2017 Budget</b>
<b>12:30 P.M.</b>	<b>ATTENDEE(S):</b>	<b>Sheriff McIntosh</b>
	<b>ITEM;</b>	<b>ADCOM Discussion</b>
<b>1:30 P.M.</b>	<b>ATTENDEE(S):</b>	<b>Eric Osterberg / Gabe Rodriguez</b>
	<b>ITEM:</b>	<b>Constituent Management Services Update</b>
<b>2:00 P.M.</b>	<b>ATTENDEE(S):</b>	<b>Eliza Schultz</b>
	<b>ITEM:</b>	<b>Legislative Working Group</b>
<b>2:45 P.M.</b>	<b>ATTENDEE(S):</b>	<b>Jeanne Shreve</b>
	<b>ITEM:</b>	<b>Regional Transportation Process Update</b>
<b>3:45 P.M.</b>	<b>ATTENDEE(S):</b>	<b>Ben Dahlman</b>
	<b>ITEM:</b>	<b>Draft PCard Policy</b>
<b>4:15 P.M.</b>	<b>ATTENDEE(S):</b>	<b>Raymond Gonzales</b>
	<b>ITEM:</b>	<b>Administrative Item Review</b>

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

\*\*\*AGENDA IS SUBJECT TO CHANGE\*\*\*



## STUDY SESSION AGENDA ITEM

<b>DATE:</b> April 18, 2017
<b>SUBJECT:</b> 1st QTR Update on the ACED 2017 Plan of Work
<b>FROM:</b> Barry Gore and Tricia Allen (ACED staff)
<b>AGENCY/DEPARTMENT:</b> ACED
<b>ATTENDEES:</b> Tricia Allen
<b>PURPOSE:</b> Status Update – Annual Plan of Work
<b>STAFF RECOMMENDATION:</b> Informational only

### **BACKGROUND:**

Per the Professional Services Agreement, ACED is required to meet with the Board of County Commissioners to discuss its Annual Work Plan and providing quarterly status updates on achieving the scope of services identified in the Professional Services Agreement.

### **AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:**

Economic Development

### **ATTACHED DOCUMENTS:**

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:			
<b>Total Revenues:</b>			_____

	Object Account	Subledger	Amount
Current Budgeted Operating Expenditure:			\$131,516
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
<b>Total Expenditures:</b>			_____


New FTEs requested:             YES            X NO


Future Amendment Needed:     YES            X NO

**Additional Note:**

**APPROVAL SIGNATURES:**

**APPROVAL OF FISCAL IMPACT:**

  
 \_\_\_\_\_  
 Raymond H. Gonzales, Interim County Manager

  
 \_\_\_\_\_  
 Nancy Du, Budget / Finance

\_\_\_\_\_  
 Bryan Ostler, Interim Deputy County Manager

# 2017

# Plan of Work

April 18, 2017



# Business Retention and Expansion

## BRE Visits 1st Qtr 2017

	1 <sup>st</sup> QTR 2017	YTD Totals Goal: 100
Visits	7 Visits	-
Jobs	121	-
Capital Investment	\$3M	-

# Business Retention and Expansion

Business Retention & Expansion  
1st Qtr 2017

Companies Visited

Atlas Roofing  
Balistreri  
Deltech  
Denver Machine Shop  
Fix It 24/7  
M Tech  
Sunshine Heating and Plumbing

# Business Retention and Expansion

## Business Retention & Expansion

Challenges Raised and Being Addressed by  
ACED

- ▶ Finding skilled workforce
- ▶ Finding affordable commercial real estate
- ▶ Property taxes

# Business Retention and Expansion

## Company Closures/Job Losses 1st Qtr 2017

	1st Qtr 2017		
Company	Jobs	Closed, Relocated or Downsized?	Reason
Roth Distribution	100	Closing	



# Primary Employment Attraction

Prospects, New Businesses and Incentives  
1<sup>st</sup> Qtr 2017

	1st QTR 2017	YTD Totals
# of New Prospects		(GOAL: 75)
Company Announcements	Project Rio	--
	Sierra Pacific	--
	Rocky Crest	--
	Tenere	
CAPEX	\$530,000,000	-
# of New Jobs Announced	3,922	-
2017 Tax rebate amount	\$484,707 in eligible tax rebates for 2017	\$484,707 in eligible tax rebates for 2017

# Primary Employment Attraction

## Commercial Real Estate Activity 1st Qtr 2016

1st QTR 2016	Vacancy Rate		Rental Rates	
	Adams	Metro Denver	Adams	Metro Denver
Office	18.9%	13.4%	\$19.19	\$24.37
Class A	12.3%	11.4%	\$25.00	\$30.14
Class B	16.5%	15.8%	\$16.41	\$21.69
Class C	34.6%	11.5%	\$20.19	\$19.99
Industrial	5.5%	5.0%	\$6.04	\$6.37
Retail	5.8%	5.7%	\$15.50	\$15.91

# Primary Employment Attraction

## Commercial Real Estate Activity 1st QTR 2017

1 <sup>st</sup> QTR 2017	Vacancy Rate		Rental Rates	
	Adams	Metro Denver	Adams	Metro Denver
Office	14%	13.8%	\$23.83	\$26.99
Class A	12.3%	13.2%	\$25.00	\$32.33
Class B	19.1%	15.1%	\$23.81	\$24.69
Class C	26%	10.5%	\$18.18	\$19.99
Industrial	5.5%	4.3%	\$5.91	\$6.29
Retail	5.8%	5.7%	\$15.50	\$15.91

## Developments Under Construction in 2016

Property	Total SF Under Construction	Available
CenterCore	250,000 SF	1 <sup>st</sup> QTR 2018
Bull Crossing	855,000 SF	2 <sup>nd</sup> QTR 2018

# Marketing and Outreach

Marketing and Outreach  
1st Qtr 2017

	1st QTR 2017	YTD Totals
Presentations/ Marketing Campaigns	5	(GOAL: 12)
Website	Data, Data and More Data	
	New Communications Audit and Strategy	
	New Blog feature	
Outreach Efforts		
	Westminster Rotary	
	CBRE Industrial Teams	
	Urban Communities	
	Colorado Biz Bank	
	CREJ Land and Development Conference (May 24, 2017)	

# 2017 Major Project

Adams County Site Selection Conference  
July 31 - August 2, 2017  
(See Attachment)

5 Site Consultants (specializing in Aerospace/Aviation, Advanced Manufacturing, Energy, and Health and Wellness) will get an up-close look at our economy, our infrastructure, our industries, and the quality of our workers.

The Site Consultants will be briefed, queried, networked, and will speak to Adams County leaders on our assets, deficits, and will make recommendations on gaining/maintaining a competitive advantage.

QUESTIONS?

Thank you for your support of ACED!





## STUDY SESSION AGENDA ITEM

<b>DATE OF STUDY SESSION:</b> April 18, 2017
<b>SUBJECT:</b> First Amendment to the 2017 Adopted Budget
<b>FROM:</b> Nancy Duncan, Budget Manager
<b>AGENCY/DEPARTMENT:</b> Budget Office
<b>ATTENDEES:</b> Budget Office Staff
<b>PURPOSE OF ITEM:</b> Review requested amendment items with the Board of County Commissioners and answer any questions regarding these items.
<b>STAFF RECOMMENDATION:</b> After review of the First Amendment, to adopt the 2017 First Budget Amendment at a future Public Hearing.

### **BACKGROUND:**

This is to amend the 2017 Adams County Adopted Budget.

### **AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:**

County Manager's Office and Budget Office

### **ATTACHED DOCUMENTS:**

2017 1<sup>st</sup> Carryover Summary  
2017 1<sup>st</sup> Carryover Detail



**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:			
<b>Total Revenues:</b>			_____

	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:			
<b>Total Expenditures:</b>			_____

New FTEs requested:             YES         NO

Future Amendment Needed:     YES         NO


**Additional Note:**

Due to the length of the amendment, please see attached Amendment Summary and Detail for fiscal impact.

**APPROVAL SIGNATURES:**

**APPROVAL OF FISCAL IMPACT:**

  
\_\_\_\_\_  
Raymond H. Gonzales, Interim County Manager

  
\_\_\_\_\_  
Nancy Duman  
Budget / Finance

  
\_\_\_\_\_  
Bryan Ostler, Interim Deputy County Manager

# Exhibit A - Carryovers

**First Amendment to the 2017 Budget**  
**Resolution No. TBD**  
**For Adoption on April 25, 2017**  
**Study Session: April 18, 2017**



**Purpose of Resolution:**

A resolution to amend the 2017 Budget. Summary information by Fund and Department is listed below. Additional detailed information is attached for consideration and review.

Fund	Department	Expenditure Amount	Revenue Amount	Use of Fund Balance	FTE
GENERAL FUND	Clerk & Recorder-Elections	\$260,526	\$0	\$260,526	0.00
	Community & Economic Development	117,203	25,402	91,801	0.00
	Facilities	4,428,805	0	4,428,805	0.00
	Finance	125,000	0	125,000	0.00
	Human Resources	30,000	0	30,000	0.00
	Human Services	335,220	0	335,220	0.00
	Information Technology	404,892	0	404,892	0.00
	Justice Services	75,000	75,000	0	0.00
	Office of Cultural Affairs	70,000	0	70,000	0.00
	Parks & Open Space	192,212	26,719	165,493	0.00
	Sheriff's Office	527,540	147,635	379,905	0.00
	Transportation	270,406	0	270,406	0.00
CAPITAL FACILITIES FUND	Facility Operations	40,781,273	0	40,781,273	0.00
ROAD & BRIDGE FUND	Transportation	15,288,575	0	15,288,575	0.00
CONSERVATION TRUST FUND	Conservation Trust	209,832	0	209,832	0.00
OPEN SPACE PROJECTS FUND	Parks & Open Space-Open Space	1,300,905	200,000	1,100,905	0.00
FLATROCK FACILITY FUND	FLATROCK-Facilities	425,000	0	425,000	0.00
GOLF COURSE FUND	Golf Course-Facilities	79,375	0	79,375	0.00
	Golf Course	13,649	0	13,649	0.00
FLEET MANAGEMENT FUND	Fleet-Facilities	759,500	0	759,500	0.00
	Fleet	2,910,263	0	2,910,263	0.00
STORMWATER UTILITY FUND	Stormwater Utility CIP	2,557,615	0	2,557,615	0.00
FRONT RANGE AIRPORT FUND	Front Range Airport	59,357	0	59,357	0.00
<b>Total Appropriation</b>		<b>\$71,222,148</b>	<b>\$474,756</b>	<b>\$70,747,392</b>	<b>0.00</b>

Fund Summary	Expenditure Amount	Revenue Amount	Use of Fund Balance	FTE	
GENERAL FUND	\$6,836,804	\$274,756	\$6,562,048	0.00	
CAPITAL FACILITIES FUND	40,781,273	0	40,781,273	0.00	
ROAD & BRIDGE FUND	15,288,575	0	15,288,575	0.00	
CONSERVATION TRUST FUND	209,832	0	209,832	0.00	
OPEN SPACE PROJECTS FUND	1,300,905	200,000	1,100,905	0.00	
FLATROCK FACILITY FUND	425,000	0	425,000	0.00	
GOLF COURSE FUND	93,024	0	93,024	0.00	
FLEET MANAGEMENT FUND	3,669,763	0	3,669,763	0.00	
STORMWATER UTILITY FUND	2,557,615	0	2,557,615	0.00	
FRONT RANGE AIRPORT FUND	59,357	0	59,357	0.00	
<b>Total Appropriation</b>		<b>\$71,222,148</b>	<b>\$474,756</b>	<b>\$70,747,392</b>	<b>0.00</b>

# CARRYOVERS

**First Amendment to the 2017 Budget  
Resolution No. TBD  
For Adoption on April 25, 2017  
Study Session: April 18, 2017**



Department-Division	2016 Project Status				Carryover Request			Reason for Carryover	FTE
	Project Name	2016 Budget	2016 Actuals	2016 YE Remaining	Expenditure Amount	Revenue Amount	Use of Fund Balance		
<b>GENERAL FUND</b>									
Clerk & Recorder-Elections	Ballot Printing Services	\$1,666,384	\$807,997	\$858,387	\$260,526	\$0	\$260,526	The C&R Office is utilizing the first to two contact renewal options with IVS Printing Services. These estimated costs is based on the number of ballots for the 2016 general election.	0.0
Community & Economic Development	Revision of County Development Standards	102,500	10,699	91,801	91,801	0	91,801	The final budget allocation for the project to proceed to hire a consultant was approved in October 2016. The contract will be hired in 2017	0.0
Community & Economic Development- Econ Dev	Brownfields Assessment	66,666	41,264	25,402	25,402	25,402	0	Grant was not expended due to change of contractors in 2016. Work with new contractor will begin soon in 2017.	0.0
Facilities-Animal Shelter	Animal Shelter Design	1,000,000	130,041	869,959	869,959	0	869,959	Design in progress. Expected completion mid year 2019.	0.0
Facilities	United Power Agreement	193,000	32,055	160,945	160,945	0	160,945	Communication upgrades and logistics still under review.	0.0
Facilities-Parks	Sale Barn Roof Repair	75,000	1,875	73,125	73,125	0	73,125	Still waiting to receive invoice for change order #4.	0.0
Facilities-Parks	Utility Location Survey	50,000	0	50,000	50,000	0	50,000	Work in progress.	0.0
Facilities-SO	F Module Plumbing Acc Panels	25,000	0	25,000	25,000	0	25,000	Work to be completed in conjunction with Mental Health Facility construction.	0.0
Facilities-SO	Kitchen Floor	65,000	0	65,000	65,000	0	65,000	Work to be completed in conjunction with Mental Health Facility construction.	0.0
Facilities-SO	A-E Chase Duct Work	41,000	0	41,000	41,000	0	41,000	Work to be completed in conjunction with Mental Health Facility construction.	0.0
Facilities-SO	SO Mental Health Unit	3,246,945	103,169	3,143,776	3,143,776	0	3,143,776	Construction in progress.	0.0
Finance	Local Financing Study	125,000	0	125,000	125,000	0	125,000	Approved in late 2016. Once the scope of work is complete the project will be sent out for RFP.	0.0
Human Resources	LMS, Comp, & 360 Implementation	30,000	0	30,000	30,000	0	30,000	Due to staffing levels in HR, completion was not possible. An RFP will be done this year to obtain a consultant to create job grouping from the 400+ current job titles we have.	0.0
Human Services-Community Corrections	New Case Mgmt System	296,995	119	296,876	296,876	0	296,876	An RFP was approved in 2015 but staffing levels caused the funds to be carried over in both 2016 and now into 2017. An RFP was released in January 2016 but remains open.	0.0
Human Services-Community Corrections	Comm Corr FF&E	25,000	16,656	8,344	8,344	0	8,344	Completion of the Community Corrections Residential Center is expected 3rd Quarter 2017.	0.0
Human Services-Community Transit	Vehicle Purchase-SRC	30,000	0	30,000	30,000	0	30,000	This A-Lift purchase was intended for 2016, but was delayed to achieve a pricing advantage.	0.0
Information Technology	JDE Licenses	22,000	0	22,000	22,000	0	22,000	The Purchasing Department is finalizing the agreement with Oracle. This is expected to be completed by the end of June 2017.	0.0
Information Technology	Cisco and VoIP Project at DA Building	400,000	47,108	352,892	352,892	0	352,892	This project should be complete in 2017. Hardware for the project is being acquired now.	0.0
Information Technology	JDE Expense Mgmt	31,935	1,935	30,000	30,000	0	30,000	This is for the JDE expense management project to be completed in 2017.	0.0
Justice Services	Dashboard Analytics	75,000	0	75,000	75,000	75,000	0	This project was approved in late 2016. The project is being executed now.	0.0
Office of Cultural Affairs	Cultural Arts Masterplan	40,000	0	40,000	40,000	0	40,000	Work will start in March of 2017. Funds are currently encumbered.	0.0
Office of Cultural Affairs	Rotella Art Project	120,000	90,000	30,000	30,000	0	30,000	The project was delayed due to weather.	0.0
Parks & Open Space-Weed and Pest	Russian Olive Tree Removal	51,000	24,281	26,719	26,719	26,719	0	Continuing project for Russian Olive Tree Removal.	0.0
Parks & Open Space	Recondition S Parking Lot at Regional Park	82,548	56,007	26,541	26,541	0	26,541	Completion of the Parking Lot will be in 2017. Funds are encumbered in 2017.	0.0
Parks & Open Space	Debetz Pit/Mann Lake Site Reclamation	121,300	63,741	57,559	57,559	0	57,559	Site reclamation continues into 2017. Will be completed in 2017.	0.0
Parks & Open Space	Decommission Sewer Lagoon at Regional Park	20,000	4,300	15,700	15,700	0	15,700	A consultant for the project was hired in late 2016. The firm is working with CDPHE to develop construction documents for bidding purposes.	0.0
Parks & Open Space	Mann-Nyholt Lake Equipment	74,825	9,132	65,693	65,693	0	65,693	All components have been installed and the survey work has been completed as of March 2017.	0.0
Sheriff's Office	JAG Grant Continuance	46,754	33,572	13,182	13,182	13,182	0	Carryover of grant into 2017. The grant will be fully spent in 2017.	0.0
Sheriff's Office	JMS Software Replacement	385,131	5,226	379,905	379,905	0	379,905	The software implementation plan is on pace to be completed and go live in mid-2017.	0.0
Sheriff's Office	JBBS State Grant Continuance	252,474	118,021	134,453	134,453	134,453	0	Carryover of the remaining budget for JBBS. Grant runs 7/1/15 through 06/30/17.	0.0
Transportation	Utah Junction	1,636,395	1,036,910	599,485	80,000	0	80,000	Remaining \$30K is requirement for survey documentation to delineate new property donated to Adams County from CDOT.	0.0
Transportation	Little Dry Creek Pedestrian Bridge	625,000	434,594	190,406	190,406	0	190,406	Final work and processing not complete as of December 2016.	0.0
<b>TOTAL GENERAL FUND</b>		<b>\$11,022,852</b>	<b>\$3,068,702</b>	<b>\$7,954,150</b>	<b>\$6,836,804</b>	<b>\$274,756</b>	<b>\$6,562,048</b>		<b>0.0</b>

Department-Division	2016 Project Status				Carryover Request			Reason for Carryover	FTE
	Project Name	2016 Budget	2016 Actuals	2016 YE Remaining	Expenditure Amount	Revenue Amount	Use of Fund Balance		

**CAPITAL FACILITIES FUND**

Facility Operations	F Module Deputy W/S	\$189,132	\$168,285	\$20,847	\$20,847	\$0	\$20,847	This is going to be completed at the same time as the Mental Health Facility.	0.0
Facility Operations	Solar Water Heater	9,000	0	9,000	9,000	0	9,000	This project was approved at the end of 2016. Contractor is behind in scheduling.	0.0
Facility Operations	General Construction-GC	1,000,000	42,000	958,000	958,000	0	958,000	Funding carried over for unseen needs in the Government Center.	0.0
Facility Operations	Human Services Building	72,288,400	38,711,393	33,577,007	33,577,007	0	33,577,007	Construction in progress of Human Services Center. Expected completion mid-2017 with final closeout in early 2018.	0.0
Facility Operations	Justice Center Buildout	6,946,077	2,354,733	4,591,344	4,591,344	0	4,591,344	Continuing build-out of Justice Center. Expected completion mid-2017.	0.0
Facility Operations	Comm Corr Residential Center	7,000,000	5,374,925	1,625,075	1,625,075	0	1,625,075	Construction in progress of Community Corrections Residential Center. Expected completion 3rd Quarter of 2017.	0.0
<b>TOTAL CAPITAL FACILITIES FUND</b>		<b>\$87,432,609</b>	<b>\$46,651,336</b>	<b>\$40,781,273</b>	<b>\$40,781,273</b>	<b>\$0</b>	<b>\$40,781,273</b>		<b>0.0</b>

**ROAD & BRIDGE FUND**

Transportation	Complete Streets	\$175,000	\$0	\$175,000	\$175,000	\$0	\$175,000	Approved in late 2016. Study not completed yet.	0.0
Transportation	Monaco to McKay Traffic Study	100,000	0	100,000	100,000	0	100,000	Traffic Study not complete. Coordinating with neighboring jurisdictions to refine project scope before advertising the project.	0.0
Transportation	Federal Blvd Landscaping	250,000	0	250,000	250,000	0	250,000	Project not complete.	0.0
Transportation	270/Vasquez PEL Study	300,000	0	300,000	300,000	0	300,000	Project team originally anticipated traffic projections and analysis would be completed mid-2016, at which time these monies would be used to fund additional analysis and modeling needed to advance 270 improvements not addressed in the current study or the NMIAC's study. Projections and analysis have been delayed until May/June 2017 due to delays with updating the regional model at DRCOG.	0.0
Transportation	Industrial Area Study	200,000	0	200,000	200,000	0	200,000	Regional transportation project was not completed in 2016.	0.0
Transportation	York St/Hwy 224 Improvements	2,000,000	72,649	1,927,351	1,927,351	0	1,927,351	Project is on-going as a result of right of way acquisition process.	0.0
Transportation	Kenwood/Dahlia Outfall	5,793,577	554,414	5,239,163	5,239,163	0	5,239,163	The allotted time frame for project completion per contract is 2017.	0.0
Transportation	Lowell Blvd/Clear Creek	3,567,635	5,006	3,562,629	3,562,629	0	3,562,629	Project is on-going to accommodate right of way acquisition and stormwater infrastructure modifications.	0.0
Transportation	Welby St/Steele St	1,303,899	25,962	1,277,937	1,277,937	0	1,277,937	Project is on-going as a result of coordination efforts with City of Thornton.	0.0
Transportation	York St/Hwy 224 to 88th Ave	329,095	152,019	177,076	177,076	0	177,076	Project is on-going to accommodate water quality coordination with CDOT, tree amenity program, and landscape medians.	0.0
Transportation	W 60th St Realignment	3,162,000	2,526,387	635,613	635,613	0	635,613	Project is on-going as a result of possession and use litigation.	0.0
Transportation	56th Ave/Feed to Zuni	2,394,317	1,540,794	853,523	853,523	0	853,523	Project currently under construction, awaiting utility relocation.	0.0
Transportation	58th Ave from Washington to York	500,000	201,629	298,371	298,371	0	298,371	Project on-going.	0.0
Transportation	Dahlia St SW SH 224 I-76 Improvements	500,000	208,088	291,912	291,912	0	291,912	On-going design work to accommodate CDOT safe highways grant for intersection improvements and to accommodate storm drainage analysis.	0.0
<b>TOTAL ROAD &amp; BRIDGE FUND</b>		<b>\$20,575,523</b>	<b>\$5,286,948</b>	<b>\$15,288,575</b>	<b>\$15,288,575</b>	<b>\$0</b>	<b>\$15,288,575</b>		<b>0.0</b>

**CONSERVATION TRUST FUND**

Conservation Trust	Twin Lakes Renovation	\$250,000	\$40,168	\$209,832	\$209,832	\$0	\$209,832	A conceptual master plan/design phase was started in early 2016 and a design consultant selected. A conceptual site plan was developed with input from the community and the consultant is now working on the full design and specification for the park renovations. The project design phase will continue into 2017.	0.0
<b>TOTAL CONSERVATION TRUST FUND</b>		<b>\$250,000</b>	<b>\$40,168</b>	<b>\$209,832</b>	<b>\$209,832</b>	<b>\$0</b>	<b>\$209,832</b>		<b>0.0</b>

**OPEN SPACE PROJECTS FUND**

Parks & Open Space-Open Space	Clear Creek Regional Trail Design	\$100,000	\$68,789	\$31,211	\$61,211	\$0	\$61,211	Contract was executed in October 2016. The project is expected to be complete by June 2017.	0.0
Parks & Open Space-Open Space	Gateway Park	300,000	123,792	176,208	176,238	0	176,238	The project is underway with 100% of construction documents nearing completion. Construction is anticipated later in 2017.	0.0
Parks & Open Space-Open Space	Pecos and Broadway concrete trail replacement	450,000	0	450,000	450,000	0	450,000	The project is currently underway with a design consultant under contract and now in the date collections/design phase. Design should be complete and ready for bid in August 2017.	0.0
Parks & Open Space-Open Space	Lafayette Park Trailhead Improvements	400,000	11,633	388,367	388,367	200,000	188,367	This project was originally included in the 2015 Budget, but engineering experts determined this plan was not viable with the funding available. A new plan is being executed and RFP responses are under review. Restoration is expected to be complete this spring while design and construction will be ongoing in 2017.	0.0
Parks & Open Space-Open Space	Regional Park Master Plan	186,178	39,888	146,290	146,290	0	146,290	Fund are currently encumbered and project will be complete in 2017.	0.0
Parks & Open Space-Open Space	S Platte River Trail 108th Ave to 120th Ave	226,007	147,208	78,799	78,799	0	78,799	The spillway is nearing completion and the required fencing and concrete trail will be complete in 2017.	0.0
<b>TOTAL OPEN SPACE PROJECTS FUND</b>		<b>\$1,662,185</b>	<b>\$391,310</b>	<b>\$1,270,875</b>	<b>\$1,300,905</b>	<b>\$200,000</b>	<b>\$1,100,905</b>		<b>0.0</b>

Department-Division	2016 Project Status				Carryover Request			Reason for Carryover	FTE
	Project Name	2016 Budget	2016 Actuals	2016 YE Remaining	Expenditure Amount	Revenue Amount	Use of Fund Balance		
<b>FLATROCK FACILITY FUND</b>									
FLATROCK Facility Projects	Modular Buildings	\$425,000	\$0	\$425,000	\$425,000	\$0	\$425,000	Approved late 2016. Currently on order.	0.0
<b>TOTAL FLATROCK FACILITY FUND</b>		<b>\$425,000</b>	<b>\$0</b>	<b>\$425,000</b>	<b>\$425,000</b>	<b>\$0</b>	<b>\$425,000</b>		<b>0.0</b>
<b>GOLF COURSE FUND</b>									
Golf Course-Facilities	Restroom Remodel	\$86,000	\$6,625	\$79,375	\$79,375	\$0	\$79,375	Management at the Golf Course wanted to do this remodel during their slow season and lead time on materials has taken longer than expected.	0.0
Golf Course	Native Improvements	\$25,000	\$11,360	\$13,640	\$13,649	\$0	\$13,649	Installation of sprinkler heads along the native grass line will be accomplished by fall 2017.	0.0
<b>TOTAL GOLF COURSE FUND</b>		<b>\$111,000</b>	<b>\$17,985</b>	<b>\$93,015</b>	<b>\$93,024</b>	<b>\$0</b>	<b>\$93,024</b>		<b>0.0</b>
<b>FLEET MANAGEMENT FUND</b>									
Fleet-Facilities	Fleet Facility Design	\$759,500	\$0	\$759,500	\$759,500	\$0	\$759,500	Design in progress. Construction complete estimated 2019.	0.0
Fleet	Parks Vehicles	435,000	0	435,000	435,000	0	435,000	Vehicles on order.	0.0
Fleet	Highway Tandem Trucks	660,000	0	660,000	660,000	0	660,000	Awaiting arrival of vehicles.	0.0
Fleet	Highway Pavers	150,000	0	150,000	150,000	0	150,000	Awaiting arrival of equipment.	0.0
Fleet	Hwy Shoulder Machine	120,000	0	120,000	120,000	0	120,000	Awaiting arrival of equipment.	0.0
Fleet	Highway Motor Graders	600,000	0	600,000	600,000	0	600,000	Equipment on order.	0.0
Fleet	Facility Trailer	6,000	0	6,000	6,000	0	6,000	Awaiting arrival of equipment.	0.0
Fleet	Sheriff Transport Bus	244,000	90,284	153,716	153,715	0	153,715	Vehicle on order.	0.0
Fleet	Coroner's Vehicles	160,000	49,226	110,774	110,774	0	110,774	Vehicles on order.	0.0
Fleet	Hwy 2 Ton 4x4	75,000	0	75,000	75,000	0	75,000	Vehicles on order.	0.0
Fleet	Inmate Passenger Van	50,000	28,333	21,667	15,774	0	15,774	Vehicle on order.	0.0
Fleet	Sheriff's Office Vehicles	84,000	0	84,000	84,000	0	84,000	SO vehicles being up-fitted.	0.0
Fleet	SO Bomb Truck	500,000	0	500,000	500,000	0	500,000	Currently being built.	0.0
<b>TOTAL FLEET MANAGEMENT FUND</b>		<b>\$3,843,500</b>	<b>\$167,843</b>	<b>\$3,675,657</b>	<b>\$3,669,763</b>	<b>\$0</b>	<b>\$3,669,763</b>		<b>0.0</b>
<b>STORMWATER UTILITY FUND</b>									
Stormwater Utility CIP	Kenwood Dahlia Outfall	\$524,615	\$0	\$524,615	\$524,615	\$0	\$524,615	Construction on-going. Allotted time for completion per contract is 2017.	0.0
Stormwater Utility CIP	Hoffman Drainage Improvements	\$2,033,000	\$0	\$2,033,000	\$2,033,000	\$0	\$2,033,000	Project construction is expected through 2017.	0.0
<b>TOTAL STORMWATER UTILITY FUND</b>		<b>\$2,557,615</b>	<b>\$0</b>	<b>\$2,557,615</b>	<b>\$2,557,615</b>	<b>\$0</b>	<b>\$2,557,615</b>		<b>0.0</b>
<b>FRONT RANGE AIRPORT FUND</b>									
Front Range Airport	Asphalt Projects	\$280,000	\$150,000	\$130,000	\$59,357	\$0	\$59,357	Continuing Asphalt Projects	0.0
<b>TOTAL FRONT RANGE AIRPORT FUND</b>		<b>\$280,000</b>	<b>\$150,000</b>	<b>\$130,000</b>	<b>\$59,357</b>	<b>\$0</b>	<b>\$59,357</b>		<b>0.0</b>
<b>TOTAL ALL FUNDS - 2017 FIRST AMENDMENT</b>		<b>\$128,160,284</b>	<b>\$55,774,292</b>	<b>\$72,385,992</b>	<b>\$71,222,148</b>	<b>\$474,756</b>	<b>\$70,747,392</b>		<b>0.0</b>

# Exhibit A - Amendments

First Amendment to the 2017 Budget  
 Resolution No. TBD  
 For Adoption on April 25, 2017  
 Study Session: April 18, 2017



**Purpose of Resolution:**

A resolution to amend the 2017 Budget. Summary information by Fund and Department is listed below. Additional detailed information is attached for consideration and review.

Fund	Department	Expenditure Amount	Revenue Amount	Use of Fund Balance	FTE
GENERAL FUND	District Attorney's Office	\$330,325	\$259,278	(\$71,047)	1.00
	Justice Services	92,500	71,250	(21,250)	0.00
	Long Range Planning	80,000	40,000	(40,000)	1.00
	Parks & Open Space	75,390	0	(75,390)	0.00
	Public Information Office	27,860	0	(27,860)	0.00
	Sheriff's Office	142,819	142,819	0	1.00
	Admin/Org	\$2,069,940	\$0	(\$2,069,940)	0.00
CAPITAL FACILITIES FUND	Facilities-Capital Facilities	\$284,321	\$0	(\$284,321)	0.00
ROAD & BRIDGE FUND	Transportation	\$609,000	\$0	(\$609,000)	0.00
<b>Total Appropriation</b>		<b>\$3,712,155</b>	<b>\$513,347</b>	<b>(\$3,198,808)</b>	<b>3.00</b>

Fund Summary	Expenditure Amount	Revenue Amount	Use of Fund Balance	FTE
GENERAL FUND	\$2,818,834	\$513,347	(\$2,305,487)	3.00
CAPITAL FACILITIES FUND	284,321	0	(284,321)	0.00
ROAD & BRIDGE FUND	609,000	0	(609,000)	0.00
<b>Total Appropriation</b>	<b>\$3,712,155</b>	<b>\$513,347</b>	<b>(\$3,198,808)</b>	<b>3.00</b>

# AMENDMENTS

First Amendment to the 2017 Budget  
 Resolution No. TBD  
 For Adoption on April 25, 2017  
 Study Session: April 18, 2017



Department - (Division)	Source of Funding (Carryover, Fund Balance, Grant, Miscellaneous Revenue)	Expenditure Amount	Revenue Amount	Use of Fund Balance	Ongoing (X)	Reason for Amendment	FTE
<b>GENERAL FUND</b>							
District Attorney's Office	Miscellaneous Revenue	\$80,325	\$9,278	(\$71,047)	X	Broomfield's service levels need has increased due to population growth and increase crime. This will allow for an additional Deputy District Attorney. Approved on January 3, 2017 Study Session.	1.0
District Attorney's Office	Grant Revenue	250,000	250,000	0		This grant funding will allow for a contracted programmer to work on the Victim Notification Enhancement Project. There is no cost to the County.	0.0
Justice Services	Grant Revenue/ Fund Balance	42,500	21,250	(21,250)		The Justice Services Coordinator submitted only on the revenue portion of the Grant for the Federated Query Portal, not understanding the full amount of the expenditure needed to be appropriated. This is to appropriate the full amount of \$85,000.	0.0
Justice Services	Grant Revenue	50,000	50,000	0		This is for the MacArthur Foundation Grant. It was not awarded until January, therefore not included in the 2017 Adopted Budget. This was presented at the Study Session on March 31, 2015.	
Long Range Planning	Misc Revenue/ Fund Balance	80,000	40,000	(40,000)		The City of Brighton and the County entered into an IGA to share costs of an Ag Innovation Specialist. Adams County will hold the Project Designated FTE with the City of Brighton sharing 50% of the expenses. This FTE is scheduled through 01/01/2019.	1.0
Parks & Open Space	Fund Balance	15,390	0	(15,390)		This is for effluent water lease per the Brantner Change Case #05CW146. This will be paid in November 2017. Once Mann Lakes is online (estimated 2019-2020) , the County will not need effluent water lease.	0.0
Parks & Open Space	Fund Balance	60,000	0	(60,000)		The indoor arena demolition resulted in the need for additional projects including: reconnect /improve electrical and water to the west side of the indoor arena area for camping; additional configuration options for the fair; new footing material for the outdoor arena. The demo of the indoor arena used \$57,000 of the \$116,000 budget.	0.0
Public Information Office	Fund Balance	27,860	0	(27,860)		This is to add additional scope to the new Adams County Website. This will include a site for the Adams County Fair and later in the year, the Animal Shelter.	0.0
Sheriff's Office	Misc Revenue	133,600	133,600	0	X	In a IGA with the Cities of Brighton, Commerce City, and Northglenn, the Adams County Sheriff's Office has agreed to provide the following services: NCIC and CCIC terminal monitoring, hit confirmations, warrant, and other services as needed. The IGA was approved in Public Hearing on March 14, 2017. This will allow for the upgrade of 12 Record Technicians to Records Specialists as well as the hiring of an additional Records Specialist.	1.0
Sheriff's Office	Grant Revenue	9,219	9,219	0		The State of Colorado, Department of Law, Peace Officer Standards and Training (POST) issued a purchase order to the Sheriff's Office to allow our Training Section to acquire training equipment and be reimbursed. The equipment being purchased are 14 training weapons and cases for storage.	0.0
Admin/Org	Fund Balance	129,940	0	(129,940)		Operational Costs for purchase of 7373 Birch Street Property	0.0
Admin/Org	Fund Balance	1,940,000	0	(1,940,000)		Purchase of land for State Juvenile Detention Center	0.0
<b>TOTAL GENERAL FUND</b>		<b>\$2,818,834</b>	<b>\$513,347</b>	<b>(\$2,305,487)</b>			<b>3.0</b>

Department - (Division)	Source of Funding (Carryover, Fund Balance, Grant, Miscellaneous Revenue)	Expenditure Amount	Revenue Amount	Use of Fund Balance	Ongoing (X)	Reason for Amendment	FTE
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**CAPITAL FACILITIES FUND**

Facilities-Capital Facilities	Fund Balance	\$284,321	\$0	(\$284,321)		Sale and purchase agreement for property at 7373 Birch Street for Detox Services.	0.0
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<b>TOTAL CAPITAL FACILITIES FUND</b>		<b>\$284,321</b>	<b>\$0</b>	<b>(\$284,321)</b>			<b>0.0</b>
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**ROAD & BRIDGE FUND**

Transportation	Fund Balance	\$96,000	\$0	(\$96,000)		This is an additional amount for Lowell Blvd Clear Creek. The 2016 Budget of \$3.2M was included in the 2017 Carryforward worksheet. The additional amount of \$96,000 was not known at the time of the 2017 Budget Development.	0.0
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Transportation	Fund Balance	\$13,000	\$0	(\$13,000)		This is for a match with Thornton (\$17K) and Broomfield (\$10K) for a stations area study along SH 7. The DRCOG Grant amount is \$160,000 with the local match requirement of \$40,000.	0.0
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Transportation	Fund Balance	\$500,000	\$0	(\$500,000)		The W 60th Ave litigation costs were not known at the time. Final court ordered payments will be made in 2017.	0.0
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<b>TOTAL ROAD &amp; BRIDGE FUND</b>		<b>\$609,000</b>	<b>\$0</b>	<b>(\$609,000)</b>			<b>0.0</b>
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**TOTAL ALL FUNDS - 2017 FIRST AMENDMENT**

<b>\$3,712,155</b>	<b>\$513,347</b>	<b>(\$3,198,808)</b>					<b>3.0</b>
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**STUDY SESSION AGENDA ITEM**

<b>DATE:</b> April 18, 2017
<b>SUBJECT:</b> Adcom (Adams County Communications)
<b>FROM:</b> Sheriff Michael McIntosh
<b>AGENCY/DEPARTMENT:</b> Sheriff
<b>ATTENDEES:</b> Sheriff Michael McIntosh
<b>PURPOSE OF ITEM:</b> Answer questions for the Board about Adcom
<b>STAFF RECOMMENDATION:</b>

**BACKGROUND:**

**AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:**

Adams County  
Adams County Sheriff  
Adcom

**ATTACHED DOCUMENTS:**

Power Point

**FISCAL IMPACT:**

Please check if there is no fiscal impact **X**. 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:			
<b>Total Revenues:</b>			_____

	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:			
<b>Total Expenditures:</b>			_____

New FTEs requested:             YES             NO

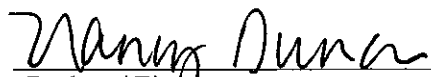
Future Amendment Needed:     YES             NO

**Additional Note:**

**APPROVAL SIGNATURES:**

**APPROVAL OF FISCAL IMPACT:**

  
\_\_\_\_\_  
Raymond H. Gonzales, Interim County Manager

  
\_\_\_\_\_  
Nancy Duncanson  
Budget / Finance

  
\_\_\_\_\_  
Bryan Ostler, Interim Deputy County Manager



ADAMS COUNTY COMMUNICATIONS CENTER



# ADCOM

## **Mission**

ADCOM's mission is to provide high-quality communication, dispatch, and data services to its member agencies, the citizens it serves, and to any who call on ADCOM for help.

## **Vision**

ADCOM's vision is to become the premier, public-safety communications center in the State of Colorado.

# Background and Governance

- IGA
- Articles of Incorporation
- By Laws

# IGA

## **Participating political subdivisions identified in the 1974 IGA:**

The County of Adams

City of Brighton

Town of Federal Heights

City of Northglenn

Brighton Area Fire District 6,

South Adams County Fire District #4

SW Adams County Fire District #2

North Washington Fire District #3

**“Adams County Communications Center”:** A non-profit corporation and public entity. A partnership designed to eliminate duplicity of services between jurisdictions and to provide more efficient timely police, fire, ambulance and other public safety services to the citizens of Adams County, it’s municipalities, and fire districts.

**Article X Summary: Ownership and Management of the Center:** Establishes that the contracting agencies shall not be the owner or part-owner of any of the assets of the Center and, except as otherwise proved herein or in the by-Laws or Articles of Incorporation of the Center, the governments shall have no control whatsoever in the management, operation and ownership of the Center.

**Article XIII Summary: Annual Charges for Services:** Participating agencies agree to payment of the net operating costs of the Center, including but not limited to the salaries, benefits, telephone, supplies, utilities, maintenance, remote computer terminals (CBI), insurance, and any other expenses related to the efficient operation of the Center.

# By Laws - Article III – Board of Directors

## **Section 1. Number, Tenure and Qualifications.**

- “.....The number, tenure and qualifications of those persons who, from time to time, shall compose the Corporation’s Board of Directors shall be as provided for in Article VIII of the Corporations Articles of Incorporation..”

# Articles of Incorporation – Article VIII - Board of Directors

The general management of the affairs of the corporation shall be vested in and exercised by a....

- *....Board of Directors, which shall consist of the duly elected or appointed Sheriff of the County of Adams, State of Colorado, and each of those persons who are the heads of the several police departments and agencies, and the fire districts, within the County of Adams, State of Colorado, and who are general members of the corporation in good standing.*



# 2017 ADCOM Member Agencies

- Adams County Sheriff – Member Agency
  - Adams County Animal Control
- Brighton Police Department - Member Agency
- Commerce City Police Department - Member Agency
- Northglenn Police Department - Member Agency
- North Metro Fire Rescue - Member Agency
- Brighton Fire Department - Member Agency
- South Adams Fire - Member Agency
- Adams County Fire - Member Agency
- Federal Heights PD – Contracting Agency



# ADCOM's Strategic Plan

- First created in 2015
- Identifies ADCOM's strengths and weaknesses
- Establishes plans to address the weaknesses while building on the strengths

# Adcom Budget 2012 - 2016

	2012	2013	2014	2015	2016
<b>Revenue</b>					
<b>Member Assessments</b>	3,430,464.00	3,643,846.00	4,048,624.00	4,398,630.00	3,476,444.00
<b>Capital Assessments - Members</b>	0.00	0.00	0.00	0.00	1,554,800.00
<b>Non-Member Assessments</b>	82,360.00	84,831.00	83,898.00	64,434.00	66,367.00
<b>E911 Operations Allocations</b>	1,298,000.00	1,032,000.00	781,000.00	916,300.00	2,291,703.00
<b>E911 Total Allocations</b>	0.00	0.00	1,650,000.00	2,476,000.00	4,655,365.00
<b>Other (LTE, Tower Lease, Radio)</b>	154,223.00	155,992.00	167,463.00	201,991.00	197,249.00
	4,965,047.00	4,916,669.00	6,730,985.00	8,057,355.00	12,241,928.00
<b>Expenses</b>					
<b>General Admin</b>					
<b>Labor and Benefits</b>	438,354.00	432,039.00	538,821.00	612,411.00	419,778.00
<b>Administrative Expenses</b>	1,554,202.00	1,304,154.00	2,756,005.00	3,798,853.00	7,405,544.00
	1,992,556.00	1,736,193.00	3,294,826.00	4,411,264.00	7,825,322.00
<b>Information Technology</b>					
<b>Labor and Benefits</b>	398,816.00	433,713.00	439,378.00	464,355.00	713,245.00
<b>Administrative IT Expenses</b>	169,140.00	187,889.00	218,011.00	225,000.00	226,060.00
	567,956.00	621,602.00	657,389.00	689,355.00	939,305.00
<b>Operations</b>					
<b>Supervision Labor and Benefits</b>	335,732.00	332,892.00	349,808.00	367,906.00	479,566.00
<b>Dispatch Labor and Benefits</b>	2,083,603.00	2,290,781.00	2,425,464.00	2,588,630.00	2,997,735.00
<b>Other</b>	200.00	200.00	200.00	200.00	0.00
	2,419,535.00	2,623,873.00	2,775,472.00	2,956,736.00	3,477,301.00
	4,980,047.00	4,981,668.00	6,727,687.00	8,057,355.00	12,241,928.00

# Agency Assessments

	% of Group	50/50 Admin Expenses	50/50 Technology Expenses	67/33 Operational Expenses	67/33 Operational Revenues	50/50 Admin Revenues	General Assessment	Capital Assessment	2016 Assessment	2017 Assessment	AC Animal Control Position	Assessment and Animal Control Cost
ACSO	40.15%	212,407	204,249	1,098,235	(427,964)	(82,540)	1,004,387	150,577	1,160,157	1,154,964	274,950	1,429,914
BPD	16.11%	85,227	81,953	440,659	(171,717)	(33,118)	403,003	60,418	464,316	463,420	0	463,420
CCPD	25.15%	133,046	127,936	687,907	(268,066)	(51,701)	629,123	94,318	682,435	723,441	0	723,441
NPD	18.58%	98,303	94,527	508,268	(198,064)	(38,200)	464,836	69,688	570,145	534,523	0	534,523
Total	100.0%	528,983	508,666	2,735,069	(1,065,811)	(205,559)	2,501,349	375,000	2,877,053	2,876,348	274,950	3,151,297
												0
Fire												0
GBFPD	21.72%	114,894	110,481	296,982	(115,729)	(44,647)	361,981	5,430	370,335	367,411	0	367,411
NMFD	19.45%	102,884	98,933	265,938	(103,632)	(39,980)	324,143	4,862	320,472	329,006	0	329,006
ACFR	28.48%	150,660	144,873	389,429	(151,754)	(58,545)	474,662	7,120	485,655	481,783	0	481,783
SAFD	30.35%	160,545	154,379	414,981	(161,711)	(62,387)	505,806	7,587	528,572	513,394	0	513,394
Total	100.0%	528,983	508,666	1,367,330	(532,826)	(205,559)	1,666,593	25,000	1,705,034	1,691,593	0	1,691,593
		1,057,965	1,017,332	4,102,399	(1,598,637)	(411,118)	4,167,942	400,000	4,582,087	4,567,941	274,950	4,842,891
Assessment information Only												
Federal Heights	9.48%	100,295	96,443	0	0	(38,974)	0	0	66,969	157,764	0	

# ADCOM Staffing

	2016	2017
Staffing Total	65	73
Part- time	12	12
Director	1	1
Deputy Director	1	1
Managers	5	5
Supervisors	5	5
Lead Dispatchers	4	4
Dispatchers and Call-Takers	37	40
Animal Control Dispatchers	0	5

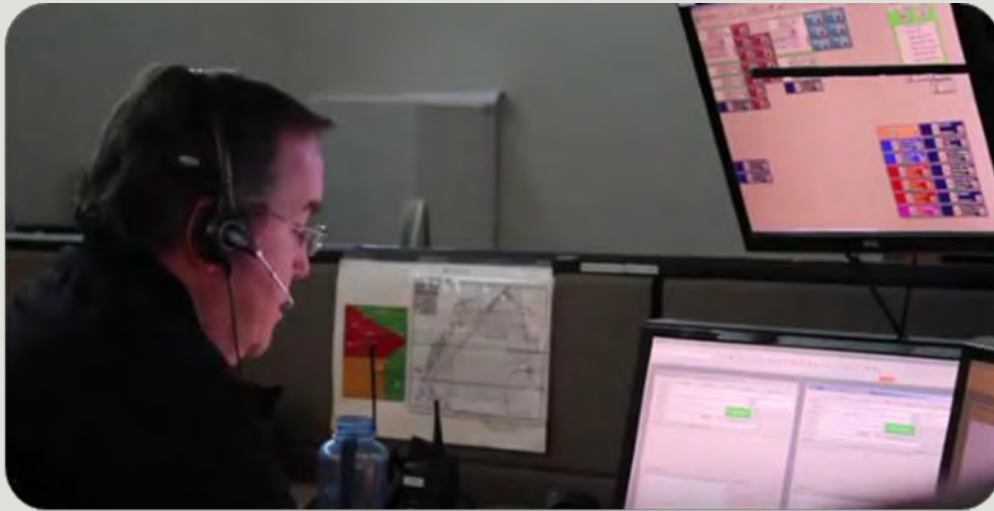
# Technical and Administrative Staff

	2016
IT Manager	1
Wireless Manager	1
Wireless Engineer	1
Network Engineer	1
System Administrators	2
GIS Coordinator	1
Support Services Manager	1
Secretary	1
Bookkeeper	1

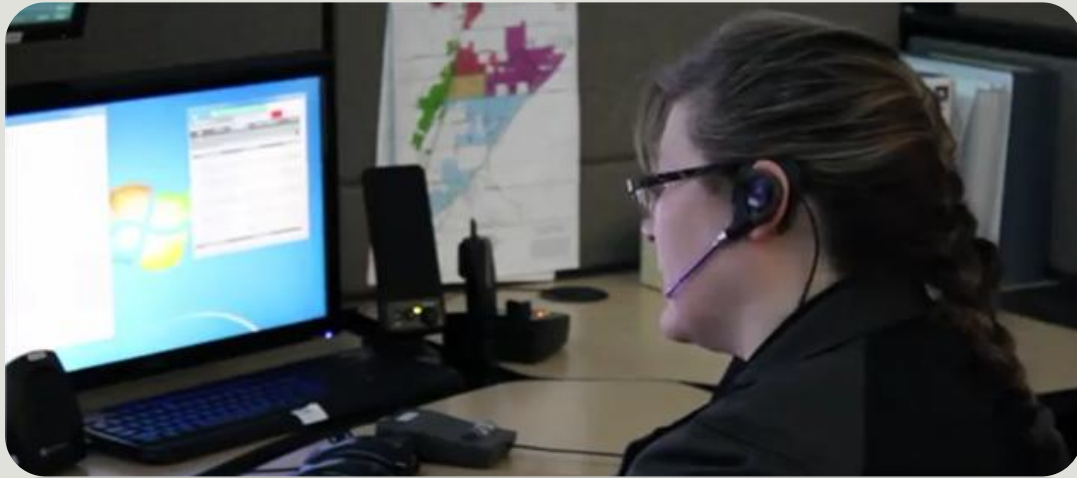


# Technology

- Adcom has progressed from a manual dispatch system at its conception to state-of-the-art computer, phone and radio systems in 2017.







### E911

- Viper Enhanced 911
- 11 Dedicated 911 Lines
- Two Trunks

### Computer Aided Dispatch

TriTech CAD went live March 2017

RMS and JMS scheduled for 9/2017





# Radio System

- ADCOM has owned and operated its own radio sites since the mid-1980s and started with single channel UHF repeaters at multiple sites.
- **2003** - Joined the statewide radio system known as DTR
- **2013** – Adcom left the DTR system and joined Weld County to purchase a new P25 system and create the FRCC
- Also on the system are:
  - City of Thornton
  - City and County of Broomfield
  - Federal Heights
  - Several School Districts

**2015** - ISSI brought online which allows connectivity to disparate P25 systems

**2018** - Addition of a redundant core and significant system upgrades



# LTE

2009 – ADCOM receives \$15 Million Federal Grant to begin buildout of nations first Public Safety Broadband Network

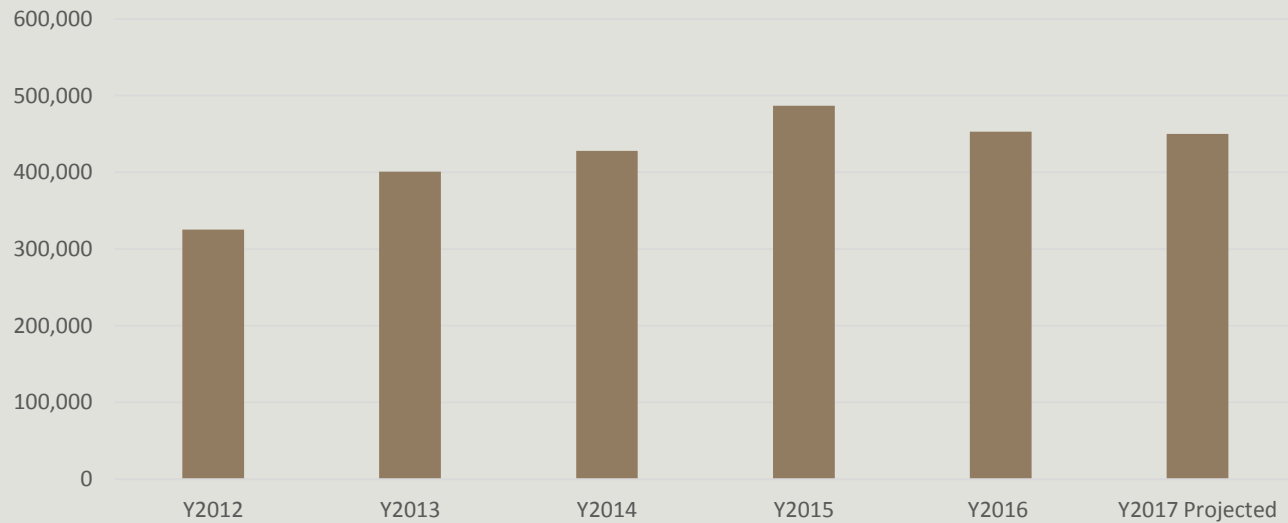
2014 – ADCOM “lights up” network

- Maximum download speeds of 25 Mbps
- Maximum upload speeds of 15 Mbps
- Average download speeds of 5 Mbps
- Average upload speeds of 1.5 Mbps
- FirstNet plans may impact ADCOM’s LTE system

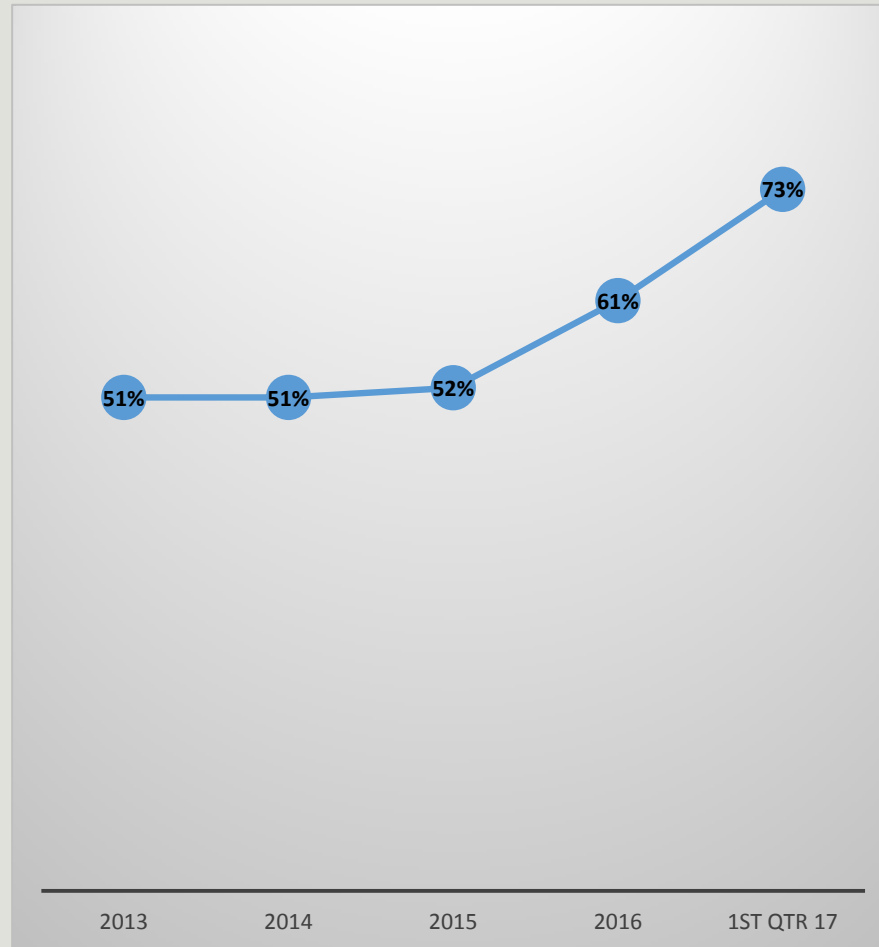


# Total Calls Received at Adcom911

## Total Calls Received By Year



# % of 911 Calls Answered in 10 Seconds or Less



# Significant Capital Plans

2017 – Operations Floor Renovation Project and Text-to-911

2018 – Radio System Upgrades and Addition of Redundant Core

2019 – Facility upgrades (HVAC and Electrical)

2020 – 911 Phone System Upgrades

Questions or Comments



## STUDY SESSION AGENDA ITEM

<b>DATE:</b> 4/18/17
<b>SUBJECT:</b> Constituent Request Management Process Update
<b>FROM:</b> Eric Osterberg, Gabriel Rodriguez
<b>AGENCY/DEPARTMENT:</b> County Manager's Office
<b>ATTENDEES:</b> Eric Osterberg, Gabriel Rodriguez
<b>PURPOSE OF ITEM:</b> To track constituent requests originating from or approaching the BOCC
<b>STAFF RECOMMENDATION:</b> Support constituent management and tracking structure proposed.

### **BACKGROUND:**

The Board had instructed the County Manager's office to create a solution to track constituent complaints and requests involving the board collectively or individually. The goals were to to avoid duplicative work and lost requests, provide accountability, and improve timeliness of request resolution.

### **AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:**

Board of County Commissioners, County Manager's Office, Department and Division Leads.

### **ATTACHED DOCUMENTS:**

Presentation

**FISCAL IMPACT:**

Please check if there is no fiscal impact X. 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:			
<b>Total Revenues:</b>			_____


	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:			
<b>Total Expenditures:</b>			_____

New FTEs requested:             YES         NO

Future Amendment Needed:     YES         NO

**Additional Note:**

**APPROVAL SIGNATURES:**  
  
\_\_\_\_\_  
Raymond H. Gonzales, Interim County Manager

**APPROVAL OF FISCAL IMPACT:**  
  
\_\_\_\_\_  
Nancy Duran  
Budget / Finance

\_\_\_\_\_  
Bryan Ostler, Interim Deputy County Manager





**ADAMS COUNTY**  
COLORADO

# Constituent Request Management Update

Eric Osterberg and Gabriel Rodriguez

April 18<sup>th</sup>, 2017

Purpose: To track constituent requests originating from or approaching the BOCC.

Goals:

- ✓• Avoid Duplicity
- ✓• Provide Accountability
- ✓• Improve Timeliness

Solution: An internally created Microsoft Access database to track and report the status of requests.





# Sources of Constituent Board Requests

Commissioner Initiated Items

Executive Leadership

“Contact Adams County” Form

Commissioner's Office



# Commissioner Initiated

When individual board members or the board collectively assigns executive leadership to resolve a constituent complaint, executive leadership will email request information to [constituentservices@adcogov.org](mailto:constituentservices@adcogov.org).





ADAMS COUNTY  
COLORADO

# Executive Leadership

When constituent requests for the board are sent to executive leadership, they will forward the constituent(s)'s contact information and a summary of the request to [constituentservices@adcogov.org](mailto:constituentservices@adcogov.org) before moving towards resolution themselves.



ADAMS COUNTY  
COLORADO

# “Contact Adams County” Form



Home > Contact Adams County

Newsletter Notify Me Print

## CONTACT ADAMS COUNTY

First Name

Charles

Last Name

Concerned

Phone

970-303-0601

E-mail \*

charlesconcerned@gmail.com

Message \*

Dear Commissioners,

I would like to see a concern I have for the Adams County Fair addressed. I do appreciate that alcohol is now more widely available at the fair. However, I would like to see more local breweries represented.

Please select the department \*

- Select -

**PLEASE NOTE:** If your email is regarding a legal or court-related issue, contact the Adams County Justice Center at 303.659.1161 or visit the [17th Judicial District website](#). If you are reporting a street light outage please visit [Xcel Energy's website](#).

Communication made through e-mail or any other computer messaging system shall in no way be deemed to constitute legal notice to the county or any of its agencies, officers, employees, agents or representatives with respect to any existing or potential claim or cause of action. No official legal notices may be submitted through the website or email.

\* indicates required fields.

I'm not a robot



SUBMIT



see more local breweries represented.

Please select the department \*

- Select -
- Select -
- General / Webmaster
- Animal Shelter / Adoption Center
- Assessor
- Clerk & Recorder
- Community & Economic Development
- Coroner
- Elections
- Head Start
- Human Resources
- Human Services
- Motor Vehicle
- Parks & Open Space
- Long Range Strategic Planning
- Purchasing
- Public Trustee
- Transportation Department
- Sheriff's Office
- Stormwater Management
- Treasurer

community with integrity and innovation.

Privacy Policy

PIO is in the process of updating the department list to include “Board of County Commissioners” as an option that will forward to [constituentservices@adcogov.org](mailto:constituentservices@adcogov.org).



**ADAMS COUNTY**  
COLORADO

# Commissioner's Office

## Past Approach:

- Requests via Phone  
Chris Reeve  
Katie Burczek
- Request via Emails  
[commissioners@adcogov.org](mailto:commissioners@adcogov.org)

## New Approach:

Information about requests without an established process will be forwarded to [constituentservices@adcogov.org](mailto:constituentservices@adcogov.org) and entered into the database.





ADAMS COUNTY  
COLORADO

# Reporting and Updating

When requests are resolved by executive leadership, they will alert [consituentservices@adcogov.org](mailto:consituentservices@adcogov.org) and the ticket will be closed.

Every week at AIR, the BOCC will be updated on the status of all open and closed requests over the past week.



Date Received	Commissioner	Request / Issue	Category of Issue	Responsible Department	Responsible Manager	Status	Resolution Date	Resolution Details	Last Name
20-Jan-17									
09-Jan-17				Comm & Econ Development	Todd				
11-Jan-17	All	An HOA has emailed all comissioners with a formal complaint that snow removal outside of their subdivision has been subpar compared to previous years.	Snow Removal/sidewalks	Transportation	Ray	Completed	1/18/2017	Issue was found to be equipment related. Fleet's repair shop was notified and the snow removal truck assigned to the route outside the concerned subdivision was repaired.	Meglantis Estates
11-Jan-17	All	Email sent to all four comissioners by a business coalition representing a region of strip malls that has recently suffered repeated defacements by gangs.	Graffiti Removal	Comm & Econ Development	Ray	Completed	1/31/2017	Graffiti was removed	Riverview Terrace Coalition
11-Jan-17	Hansen	A citizen contacted comissioner Hansen in regards to a poor customer service experience at the Workforce and Business Center with Sally Snoozy. The citizen asserts that Sally Snoozy was a sleep at her station and not helping anyone in the cue.	Customer Service	Other	Ray	Completed	1/26/2017	Sally Snoozy was put on a performance plan as the issue has been recurring.	Adam
11-Jan-17	Hansen	Beattie's Community Pharmacy located in southern Todd Creek is not being cited for dumping chemicals in the ground behind their shop.	Environmental Blight/Illegal Dumping	Comm & Econ Development	Ray	Not Started			Schwartz
11-Jan-17	Henry	A citizen expressed concern for the safety of her children at Rotella Park. One of the recently installed interactive statues has a sharp plastic crank that cut her child's hand.	Customer Service	Parks	Bryan	Completed	1/13/2017	Parks staff went to the site and buffered the plastic edge down. Parks will check the interactive plastic crank on a biweekly basis to ensure the safety of the statue while the artist works on a replacement piece that is safer.	Mom





ADAMS COUNTY  
COLORADO

Questions?



## STUDY SESSION AGENDA ITEM

<b>DATE:</b> 4/18/17
<b>SUBJECT:</b> Legislative Working Group (LWG) – General Assembly Legislative Review
<b>FROM:</b> Jeanne Shreve
<b>AGENCY/DEPARTMENT:</b> Intergovernmental Relations Office, County Manager’s Office
<b>ATTENDEES:</b> Eliza Schultz, Jeanne Shreve, LWG
<b>PURPOSE OF ITEM:</b> Brief BoCC on previous week’s General Assembly legislation of relevance to the County, and obtain County stances on said legislation
<b>STAFF RECOMMENDATION:</b> Review, discussion, and obtain County stances on legislation

### **BACKGROUND:**

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

### **AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:**

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

### **ATTACHED DOCUMENTS:**

**FISCAL IMPACT:**

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

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**Cost Center:** \_\_\_\_\_

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Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
<b>Total Expenditures:</b>			_____

New FTEs requested:             YES         NO

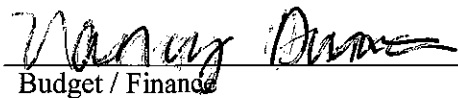
Future Amendment Needed:     YES         NO

**Additional Note:**

**APPROVAL SIGNATURES:**

**APPROVAL OF FISCAL IMPACT:**

  
\_\_\_\_\_  
Raymond H. Gonzales, Interim County Manager

  
\_\_\_\_\_  
Nancy Dineen  
Budget / Finance

\_\_\_\_\_  
Bryan Ostler, Interim Deputy County Manager



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## STUDY SESSION AGENDA ITEM

<b>DATE:</b> April 18, 2017
<b>SUBJECT:</b> Regional Transportation Process Update
<b>FROM:</b> Jeanne M. Shreve
<b>AGENCY/DEPARTMENT:</b> Community & Economic Development
<b>ATTENDEES:</b> Jeanne M. Shreve, Norman Wright, Kristin Sullivan, Jeff Maxwell
<b>PURPOSE OF ITEM:</b> Update Board on regional transportation process
<b>STAFF RECOMMENDATION:</b>

### **BACKGROUND:**

Adams County and its cities need to update the regional transportation priorities in advance of the DRCOG TIP and CDOT STIP process in 2018. This presentation outlines the general process for re-visiting the priorities.

### **AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:**

Adams County local jurisdictions, CDOT, RTD, DRCOG, metro area counties

### **ATTACHED DOCUMENTS:**

Presentation

**FISCAL IMPACT:**

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

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New FTEs requested:             YES         NO

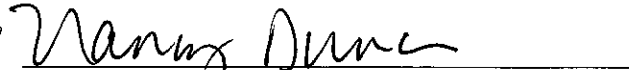
Future Amendment Needed:     YES         NO

**Additional Note:**

**APPROVAL SIGNATURES:**

**APPROVAL OF FISCAL IMPACT:**

  
\_\_\_\_\_  
Raymond H. Gonzales, Interim County Manager

  
\_\_\_\_\_  
Nancy Dune  
Budget / Finance

\_\_\_\_\_  
Bryan Ostler, Interim Deputy County Manager

# ADAMS COUNTY REGIONAL TRANSPORTATION PRIORITIES UPDATE

AdCo Study Session -- April 18, 2017



# Agenda

- What we are looking for today...
- History of the Adams County Collaborative Transportation Planning Process
- Our Existing Priorities Since 2014
- 2017 Re-prioritization Process
  - ▣ Working Schedule
  - ▣ Criteria
- Potential Changes to the DRCOG Transportation Improvement Program (TIP) Funding

## Guidance on elected official outreach/communication

Monthly/quarterly memo

Re-establish website pages

Frequency of study session updates

## Guidance on schedule for ADCOG

Is the time frame for the schedule acceptable?

How often do you want the AMG to report back?

## Guidance on coordination with other proposed subregions

JeffCo

Broomfield

Weld

Denver

WHAT WE ARE  
LOOKING FOR  
TODAY...

Other?

AdCo Study Session, April 18, 2017

# Collaborative Transportation Planning IGA

- City of Arvada
- Town of Bennett
- City of Brighton
- City of Commerce City
- City of Federal Heights
- City of Northglenn
- City of Thornton
- City of Westminster

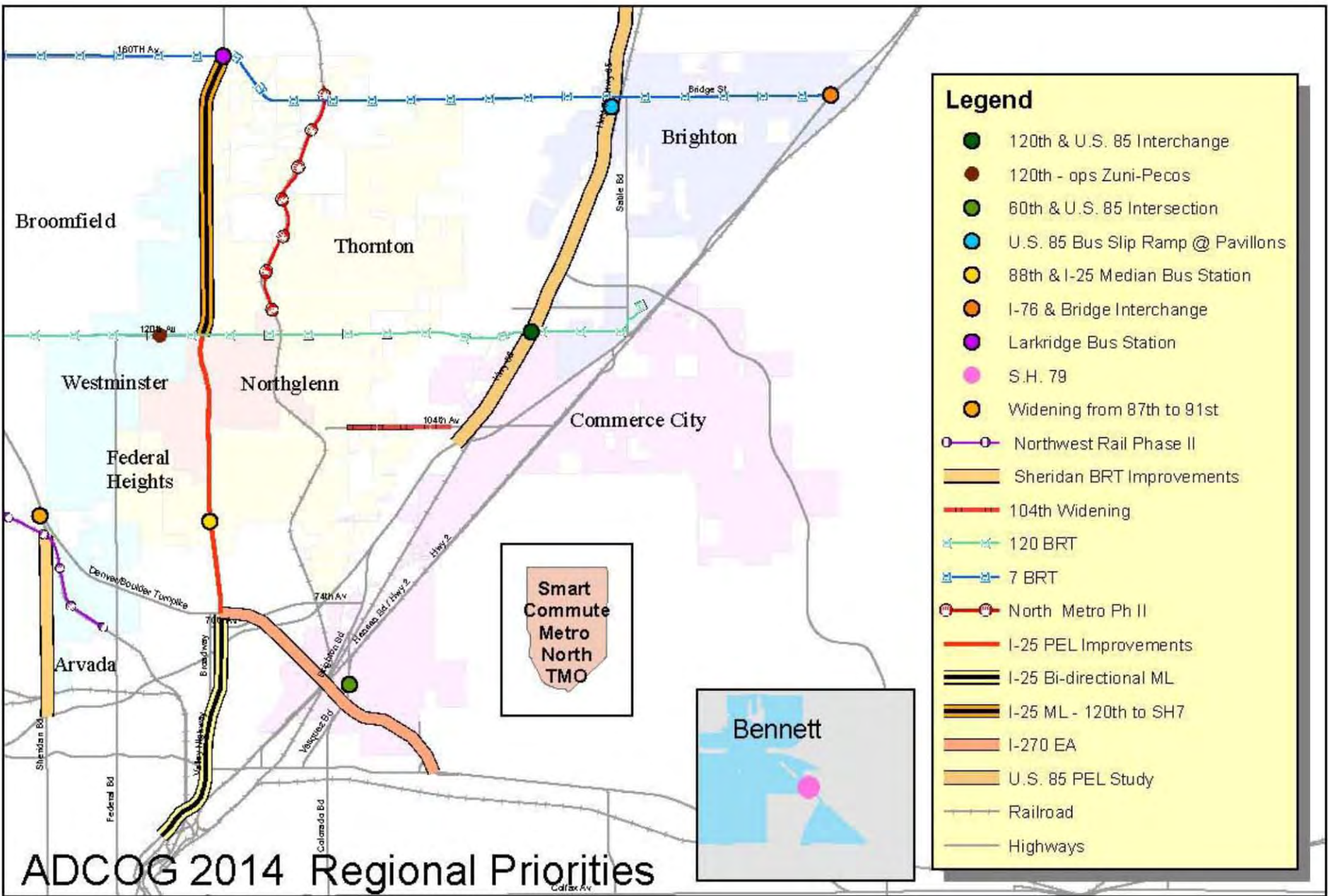
Broomfield was a signatory of the IGA until becoming a City & County in 2001, and Aurora informally participates when projects are identified in close proximity to the City.

# Collaborative Transportation Planning IGA

## The IGA establishes:

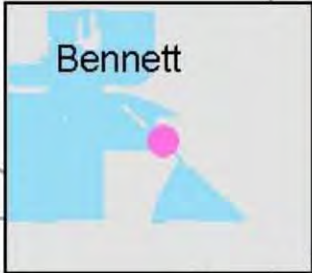
- How transportation planning efforts need to be coordinated.
- Identifies a process for developing a list of Adams County's regional transportation priorities.
  - Priorities include improvements needed to state-owned roads & bridges, transit, and Transportation Demand Management (TDM) projects.
- The list is used to help facilitate project and funding requests with USDOT, CDOT, RTD and DRCOG.

The original IGA was signed in 2000 and renewed in 2010.



**ADCOG 2014 Regional Priorities**

Smart  
Commute  
Metro  
North  
TMO



# Status of Adams County's Regional Transportation Priorities, 2014

Road & Bridge Projects	Status
I-25 widening from U.S. 36 to 120th Ave.	2017 – environmental clearances – “construction ready” in 2017
State Hwy. 44 (104th Ave.) widening from Riverdale Rd. to U.S. 85	2017 – TBD – ongoing conversations regarding devolution opportunities, etc.
State Hwy. 85 & 120th Ave. Interchange	2017 – initiate 30% design/NEPA clearances
State Hwy. 128 (120th Ave.) widening from Pecos St. to Zuni Street	2017 – TBD by City of Westminster
I-270 Improvements (entire 6.-mile stretch)	2017 – continue design/NEPA for Vasquez/270 interchange, includes potential additional analysis that could feed into future NEPA
State Hwy. 85 & 60th Ave.	2017 – continue design/NEPA under Vasquez -270 PEL
State Hwy. 7 at I-76 Interchange	2017 – Brighton to determine ‘next step’ study
State Hwy. 7 widening from 164th Ave. to Holly St.	2017 – Thornton overseeing developer improvements
S.H. 95 (Sheridan) improvements from 87th to 91 <sup>st</sup>	2017 – TBD
<b>Eastern Adams County</b>	
State Hwy. 79 grade separation with UPRR in Bennett	2017 –continue design/NEPA- anticipate “Construction ready” in 2017
<b>Multi -Modal Priority Projects</b>	
North Metro Commuter Rail Line (complete by 2020)	2017 – Continue discussions on phasing
Northwest Commuter Rail Line	2017 – Continue discussions on phasing
North Metro Extension to Longmont and points north	2017 -- TBD
S.H. 7 Arterial Bus Rapid Transit (BRT) service (Boulder to Brighton)	2017 – complete BRT feasibility study; start BRT Stations study
120th Arterial BRT service (Broomfield park & ride to AdCo Govt Ctre)	2017 – Anticipate including in upcoming RTD Regional BRT study
I-25 Regional Bus service (Downtown Denver to Ft. Collins)	2017 – Continue working with RTD and CDOT for future transit service
I-25 Transit Improvements	2017 – Continue working with RTD and CDOT for key station locations at 88 <sup>th</sup> , 144 <sup>th</sup> and SH7
State Hwy. 95 Arterial BRT (U.S. 36 to I-76)	2017 – Anticipate including in upcoming RTD Regional BRT study
Transit Slip Ramps on 85 at Brighton Pavilions	2017 – 85 PEL completion
Smart Commute Metro North TMO	2017 – Identify additional projects

# Collaborative Transportation Planning IGA

## Update in 2017:

- April 2017 -- ADCOG Breakfast
- May-September 2017 – AMG compiles list of projects
  - ▣ Includes outreach to agencies, associations, business and public
  - ▣ Ranking process
    - Qualitative
    - Quantitative
  - ▣ October 2017 – Recommendations to ADCOG



# Collaborative Transportation Planning IGA

## Update in 2017:

- April 2017 -- ADCOG Breakfast
- May-September 2017 – AMG compiles list of projects
  - Includes outreach to agencies, associations, business and the public
  - Ranking process
    - Qualitative
    - Quantitative
  - October 2017 – Recommendations to

TIP Policy Work Group  
**Anticipated Topics and Schedule**  
 Feb 27, 2017

TIP Policy Work Group Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Committee Schedule and Topics			O									
TIP Focus Areas				X/O		X		X	O			
Project Delays				X/O								
Project Funding Minimums/Local Match				X/O								
TIP Amendments				X/O								
Project Eligibility				X/O								
Training												
Eligible Agencies/Submittals				X/O								
Quantifying Benefits					X			X/O				
Set-Asides					X			X/O				
Regional Definition								X/O				
Regional Project Submittal Limit								X/O				
Regional Criteria								X/O				
Application Format								X/O				
Funding Ratio %								X/O				
Subregional Distribution Formula								X	X/O			
Funding Type Distribution								X	X/O			
Refined Revenue Estimates												
Overall and Subregional Criteria									X/O			
DRCOG's Role in Subregional Process									O			
Initial Draft											X	
Finalize Draft												
TIP Policy Action												O

X = Board Work Session  
 O = Board Action/Direction



# Collaborative Transportation Planning IGA

## Possible Qualitative Ranking Criteria Options:

How many economic development activity centers will the project serve?	Does the project support regional multi-modal/intermodal connections?	?
Is the project currently undergoing or has concluded a PEL or NEPA level process?	If the project is for construction, can jurisdiction provide reliable and realistic updated cost estimate?	Ability to leverage other funding?
Projected employment the	Projected households project	?

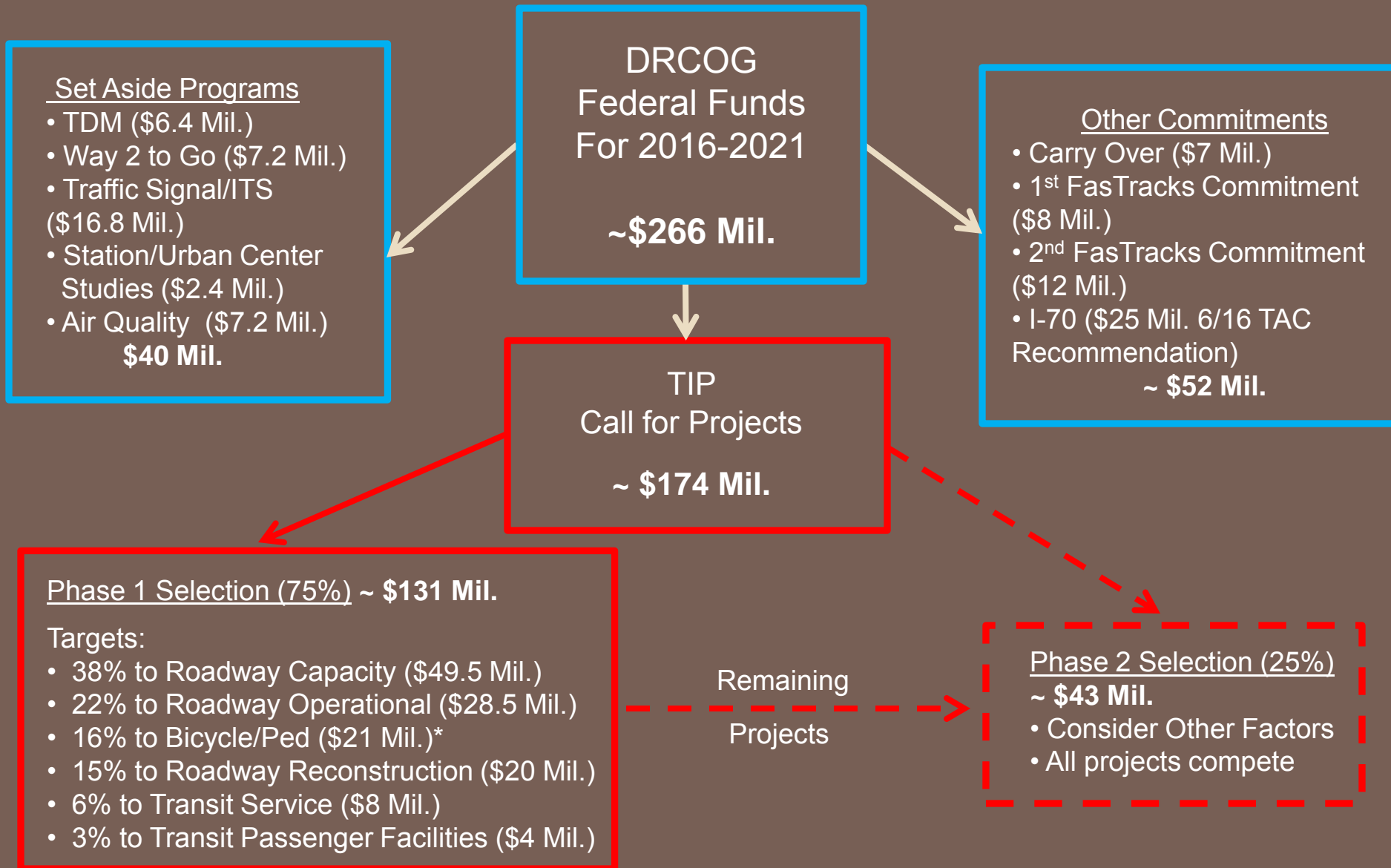
# Collaborative Transportation Planning IGA

## Possible Quantitative Ranking Criteria Options:

<b>Safety</b>	<b>Vehicle Miles Traveled (VMT)/Peron Miles Traveled (PMT)</b>	<b>In FC-RTP</b>
<b>Regional Significance</b>	<b>Congestion Rating</b>	<b>System Continuity</b>
<b>Focus Areas</b>	<b>Fund Leveraging</b>	<b>?</b>

# 2016-2021 TIP - Project Selection and Targets

All values are 4-year totals of DRCOG federal funds - CMAQ, STP-Metro, and TAP (Jun. 19, 2014)

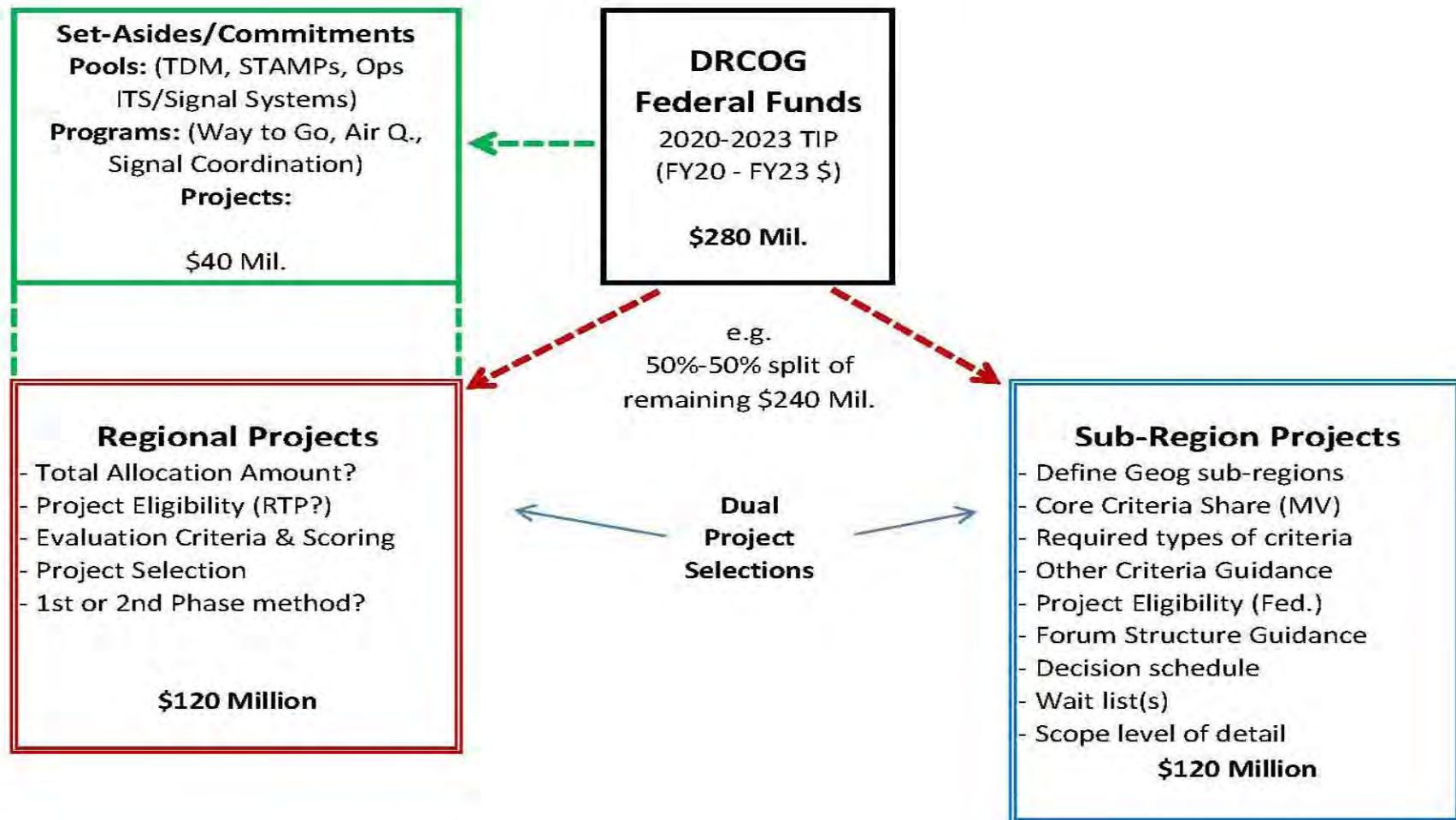


\*+\$8 Mil. through CDOT Transportation Alternatives Program

# Transportation Improvement Program (TIP) @ DRCOG

## Schematic Diagram - Dual TIP Project Selection Model

(April 7, 2016)



# Transportation Improvement Program (TIP) @ DRCOG

<b>Subregional Share 50% to 70%</b>		
<b>Counties</b>	<b>Avg of Pop and Employ Factors (2014)</b>	
	<i>Percent</i>	<i>4-Year Funding (in Millions)</i>
Adams	13.90%	\$16.6 to \$23.3
Arapahoe	20.13%	\$24.2 to \$33.8
Boulder	10.99%	\$13.2 to \$18.5
Broomfield	2.11%	\$2.5 to \$3.5
Denver	25.45%	\$30.6 to \$42.8
Douglas	8.96%	\$10.8 to \$15
Jefferson	16.78%	\$20.1 to \$28.2
SW Weld	1.73%	\$2.1 to \$2.9
	<b>100%</b>	<b>\$120 to \$168 Million</b>

## Guidance on elected official outreach/communication

Monthly/quarterly memo

Re-establish website pages

Frequency of study session updates

## Guidance on schedule for ADCOG

Is the time frame for the schedule acceptable?

How often do you want the AMG to report back?

## Guidance on coordination with other proposed subregions

JeffCo

Broomfield

Weld

Denver

WHAT WE ARE  
LOOKING FOR  
TODAY...

Other?

AdCo Study Session, April 18, 2017



## STUDY SESSION AGENDA ITEM

<b>DATE:</b>	4/18/2017
<b>SUBJECT:</b>	Draft P-Card Policy 1045
<b>FROM:</b>	Benjamin Dahlman, Finance Director
<b>AGENCY/DEPARTMENT:</b>	Finance Department
<b>ATTENDEES:</b>	Benjamin Dahlman, Mary Ha and Kim Roland
<b>PURPOSE OF ITEM:</b>	Present Draft of Proposed Policies and Procedures for Future Adoption in Public Hearing
<b>STAFF RECOMMENDATION:</b>	Direct Staff to Proceed with the Preparation of Policies and Procedures for Adoption in Public Hearing After Seeking Feedback per the Purchasing Policy 1006.

### **BACKGROUND:**

Finance Department Staff has been working on revising the Procurement Card Policy (1045) as part of the Purchasing Policy and Procedures Manual.

The draft policy will be presented to seek direction from the BOCC regarding proposed changes and to seek Board input.

After incorporating BOCC comments, the Finance Department will send the proposed document to Department Directors and Elected Officials as required by Purchasing Policy 1006. That policy requires that we allow 10 days to receive organizational input. If any comments are suggested, they will be considered for incorporation into the final draft for BOCC consideration. If there are significant changes suggested resulting from the comments, another study session may be necessary. If the draft policies and procedures are acceptable or only minor edits/comments submitted, they will be added to the document that will be presented in a future Public Hearing for BOCC adoption.

### **AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:**

County Manager's Office

### **ATTACHED DOCUMENTS:**

Draft Procurement Card Policy 1045

**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:			
<b>Total Revenues:</b>			<hr/>

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

New FTEs requested:             YES             NO

Future Amendment Needed:     YES             NO

**Additional Note:**

**APPROVAL SIGNATURES:**


**APPROVAL OF FISCAL IMPACT:**

  
\_\_\_\_\_  
Raymond H. Gonzales, Interim County Manager

\_\_\_\_\_  
Budget / Finance

  
\_\_\_\_\_  
Bryan Ostler, Interim Deputy County Manager



	<b>PROCUREMENT CARD --- DRAFT</b>	<b>Approval Date</b> 10/22/2012
	<b>DIVISION AND POLICY NUMBER</b> <b>PURCHASING - 1045</b>	<b>Revision Date</b> 00/00/2017

**PURPOSE:**

The Procurement Card (P-Card) Program is designed to streamline the purchasing and payment process for small dollar transactions (less than \$5,000).

The goal of the program is to:

1. Meet fiduciary responsibility of spending public funds.
2. Assure appropriate internal controls.
3. Reduce the cost of processing small dollar purchases.
4. Receive faster delivery of required merchandise.
5. Simplify the payment process.

This Policy and Procedure includes:

1. Procedure for record keeping.
2. Reconciling of monthly statements.
3. Customer service information.
4. Limitations and restrictions on card usage.

It is the responsibility of Cardholders and Approvers of P-Card transactions to familiarize with and follow this Policy. Any questions regarding this Policy, please contact the P-Card Administrator in the Finance Department at 720-523-6292.

**ELECTED OFFICIALS/DEPARTMENTS AFFECTED: All**

**POLICY:**

It is Adams County Government Policy to provide P-Cards to employees who regularly purchase small dollar items (less than \$5,000) in the course of their work. These cards are to be used for Adams County business purposes only. Any employee found to be using the P-Card for personal use is subject to revocation of P-Card privileges, and disciplinary action up to and including termination of employment.

Failure to comply with the procedures outlined in this document may result in the revocation of P-Card privileges, even on a first offense.

## **PROCEDURE:**

1. The following personnel classifications are qualified to request a P-Card:
  - 1.1. Full-Time
  - 1.2. Permanent Part-Time
  - 1.3. Project/Contract Designated
  - 1.4. Elected Officials
  - 1.5. Other approved individuals acting on behalf of the County (must be approved by the Finance Director and Department Director/Elected Official)
  
2. Not Qualified for a P-Card:
  - 2.1. Seasonal Employees (except Seasonal Fair Assistants, must be approved per 1.5)
  - 2.2. Temporary Employees
  
3. **The Elected Official, Department Director, Manager or Supervisor is responsible for:**
  - 3.1. Attending mandatory Supervisory P-Card training with management responsibilities.
  - 3.2. Requesting a Procurement Card for an employee by completing a Procurement Card Application Form.
  - 3.3. Approving the monthly P-Card Expense Report of each employee's account. The Elected Official, Department Director, Manager or Supervisor should approve transactions in the JP Morgan Chase System and review purchases and account coding online. The coding needs to be completed by the due date.
  - 3.4. Expense Reports must have an authorized approver's signature. When the Elected Official, Department Director, Manager or Supervisor cannot approve a purchase due to the result of a prohibited transaction, the Approver must note such on the report and notify the P-Card Administrator immediately.
  - 3.5. Making sure the monthly P-Card Expense Report and all the receipts, with proper documentation, are sent to the P-Card Administrator within six (6) business days after the email from the Finance Department stating when P-Card Reports are due.
  - 3.6. Securing an employee's P-Card upon notification of resignation along with any receipts and having the employee code any transactions in JP Morgan Chase before leaving employment.
  
4. **P-Card Holder (Including Elected Official) is responsible for:**
  - 4.1. Attending mandatory P-Card training before receiving P-Card.
  - 4.2. Making authorized appropriate purchases only. When a prohibited purchase is made, the employee's P-Card privileges will be revoked and the employee's Supervisor will be notified, if applicable. The employee may also face disciplinary action up to and including termination.
  - 4.3. Making purchases using the County preferred vendors. Contact the Purchasing Division of the Finance Department for information.
  - 4.4. Providing the Colorado Sales Tax-exempt number to all vendors prior to purchase. Adams County is tax exempt from Colorado State or local sales taxes. The tax-exempt number is printed on all Procurement Cards.

- 4.5. Making sure no double payment occurs.
- 4.6. Submitting all receipts and other necessary documentation of their purchases such as class registration form, conference agenda, and meeting agenda and etc., along with their monthly P-Card Expense Report, with proper account coding, to the Elected Official, Department Director, Manager or Supervisor for approval and signature. Notify Supervisor to approve P-Card expenses online.
- 4.7. When it is necessary to return an item to a vendor the employee is to request that a Credit Receipt be obtained and credit issued to the Procurement Card account. The employee shall not accept cash or store credit when returning an item.
- 4.8. Providing the following information when business meals are purchased:
  - 4.8.1. The name(s) of the person(s) participating in the business meal
  - 4.8.2. The nature of the business meeting
  - 4.8.3. The date of the meeting
  - 4.8.4. The location of the meeting
  - 4.8.5. The itemized receipt
  - 4.8.6. Maximum allowed for tips is 20% before tax. Any amount greater than 20% shall be reimbursed to the County by the employee.
- 4.9. Per Diem shall be used when traveling outside the local travel area for meals and incidentals. An exception may be made for Elected Officials or Department Directors in limited situations. Per Diem request should be made at least two weeks prior to the departure. Exceptions must be preapproved by the County Manager prior to P-Card use. Using both P-Card and Per Diem is prohibited for the same item.
- 4.10. When a transaction is at or exceeds \$5,000.00, or as the amount determined by Federal Regulations when using federal funds, no splitting is allowed.
- 4.11. Turn in P-Card and receipts to Supervisor upon employee resignation.
- 4.12. For an Elected official, the monthly P-Card statement will be approved by a Commissioner or authorized delegate.
- 4.13. Disputing any charges needs to be done directly with the vendor first. If unsuccessful in negotiating the dispute, contact P-Card Administrator. Attach documentation from JPMorgan Chase to the monthly P-Card Expense Report.
- 4.14. Contacting JPMorgan Chase as soon as possible at 1-800-316-6056 should the P-Card be lost, stolen or if unauthorized charges appear on the monthly statement. Notify cardholder's Supervisor and the Procurement Card Administrator immediately.
- 4.15. The employee shall be held responsible for any transaction that is not documented by a receipt or any transaction not made in the interest of Adams County. If no receipt is available, employee must fill out the Unavailable/Lost Receipt Documentation Form (Appendix D) for each missing receipt. Warning: Repeated use of this form may result in revocation of P-Card.

**5. The P-Card Administrator is responsible for:**

- 5.1. Issuing new and de-activating P-Cards.
- 5.2. Training new Cardholders prior to issuing the P-Card.

- 5.3. Training Supervisors on their responsibilities.
- 5.4. Notifying the Treasurer's Office for monthly payment to JP Morgan Chase.
- 5.5. Regularly synchronizing County's chart of accounts and cost centers to the bank's website.
- 5.6. Processing any approved changes on the P-Card Account Maintenance form.
- 5.7. Resolving any issues between the bank and the cardholder regarding declined purchases, limit changes, disputes or changes to the merchant category groups.
- 5.8. Reconciling, researching, and auditing cardholder transactions to receipts and documentation to ensure Adams County Policies and Procedures are followed. Auditing of all Department's/Office's Cardholder accounts will occur throughout the year, at which time all current Cardholder's accounts will be audited.
- 5.9. Uploading all transactions to the correct General Ledger accounts in JD Edwards. No changes can be made after the upload except on a case-by-case basis as approved by Finance.
- 5.10. When discovered, P-Card transactions that do not adequately state a business purpose, a request to provide such documentation will be made of the cardholder. If the proper documentation is not provided when requested, a request for reimbursement will be made. If a reimbursement is not received by the County, the Finance Department will follow IRS guidelines requiring the transaction to become taxable compensation to the cardholder's wages on their W-2.

**6. Additional P-Card Information:**

- 6.1 The Travel and Business Expense Policy (Policy 1120) must be followed for travel, meal and entertainment expenses for County Employees. For example, a Per Diem shall be requested for meals instead of using a P-Card. A Per Diem request should be made to Accounts Payable at least two weeks prior to travel, using the rate as set in the following link: [www.gsa.gov/portal/category/21287](http://www.gsa.gov/portal/category/21287).
- 6.2. Purchases where the use of the P-Card is discouraged:
  - 6.2.1 Computer equipment and software shall be purchased through IT Department.
  - 6.2.2 Suppliers not currently contracted by Purchasing. When in doubt, call Adams County Purchasing Division at 720-523-6050.

**7. Prohibited purchases using the P-Card include:**

- 7.1 Any purchase of goods or services where there is a contractual obligation or potential liability to Adams County.
- 7.2 Capital Equipment
- 7.3 Gasoline for County Vehicles: Fuel should be purchased using the current contracted fuel provider Sam Hill/SHOCO and Shell Oil (contact Purchasing Division or Fleet Management for additional information on this program). The P-Card may be used to purchase gasoline or other fuels in a case of emergency or if cardholder cannot reasonably get to a fueling station with the current contracted fuel supplier.
- 7.4 Employee gifts outside of employee recognition programs.
- 7.5 Gift card purchases for employees (gift cards may be purchased for external clients as a provision of an established assistance program).

7.6 All tolls, express lanes, non-airport parking, etc., reimbursements will not be made to those employees receiving a vehicle stipend.

7.7 International purchases unless prior approval is obtained by Finance.

7.8 Alcohol, except when needed for certain County operations where alcohol is made available for sale to customers at County events.

**8. Procurement Card Limits:**

8.1 Standard single P-Card limit is less than \$5,000.00 per item. Monthly limit is up to \$10,000.

8.2 Any request to raise limits above the standard P-Card limits, needs to be approved by an Elected Official, Department Director and the Finance Director using the P-Card Account Maintenance Form.

**9. Consequences for Violating the P-Card Policy:**

9.1 P-Card privileges may be revoked and employee may be subject to disciplinary action up to and including termination.

The following items represent violations of P-Card policy, including but not limited to:

- Not providing proper receipts
- Lack of proper documentation
- P-Card Expense Report not turned in to Finance when due
- Personal use (including inadvertent)
- Not account coding transactions in the JP Morgan Chase system when due

9.2 If privileges have been revoked, the reinstatement will not occur for at least 3 months.

To reinstate P-Card privileges, at the discretion of the Finance Director, the employee must obtain their Supervisor's approval and attend a mandatory P-Card training session. P-Card privileges may also be permanently revoked.


**EXCEPTIONS:**

Federal Regulations that require a lower authorization amount.

Items that have been formalized through the Purchasing process (as approved by the Finance Director), where the P-Card or a single use account is to be used as a method of payment.

Examples of authorizations at or above \$5,000 include:

- EON Office
- Toshiba Copiers/Printers
- Medical Supplies
- Tuition Programs

	PROCUREMENT CARD --- <b>DRAFT</b>	Approval Date 10/22/2012
	DIVISION AND POLICY NUMBER PURCHASING - 1045	Revision Date 00/00/2017

**PURPOSE:**

The Procurement Card (P-Card) Program is designed to streamline the purchasing and payment process for small dollar transactions (~~less than \$2,500~~ less than \$2,5005,000).

The goal of the program is to:

1. Meet fiduciary responsibility of spending public funds.
- ~~1,2.~~ Assure appropriate internal controls.
- ~~2,3.~~ Reduce the cost of processing small dollar purchases.
- ~~3,4.~~ Receive faster delivery of required merchandise.
5. Simplify the payment process.
- ~~4.~~

This Policy and Procedure includes:

1. Procedure for record keeping.
2. Reconciling of monthly statements.
3. Customer service information.
- ~~3,4.~~ Limitations and restrictions on card usage.

It is the responsibility of it is vital that you Cardholders and Approvers of P-Card transactions to familiarize with and follow this Policy ~~review this Policy, since you will be responsible for compliance if you obtain a card or are the Approver of expenses. If you have any questions regarding this Policy, please contact the P-Card Administrator in the Finance Department at 720-523-6292.~~

**ELECTED OFFICIALS/DEPARTMENTS AFFECTED:** All

**POLICY:**

It is Adams County Government Policy to provide P-Cards to all employees who regularly purchase small dollar items (~~less than \$2,500~~ less than \$2,5005,000) in the course of their work. These cards are to be used for Adams County business purposes only. Any employee found to be using the P-Card for personal use is subject to revocation of P-Card privileges, and disciplinary action up to and including dismissal/termination of employment.

Failure to comply with the procedures outlined in this document may result in the ~~cancellation~~ revocation of P-Card privileges, even on a first offense.

### **REQUIREMENTS PROCEDURE:**

1. The following personnel classifications are qualified ~~for to~~ request a P-Card:
  - 1.1. Full-Time,
  - 1.2. Permanent Part-Time
  - 1.3. Project/Contract Designated
  - 1.4. Elected Officials
  - 1.5. ~~Seasonal Fair Assistants~~ Other approved individuals acting on behalf of the County  
(must be approved by the Finance Director and Department Director/Elected Official)

### **2. ~~Not~~ Qualified for a P-Card:**

- 2.1. ~~are~~ Seasonal Employees (except Seasonal Fair Assistants, must be approved per 1.5)
- 2.2. Temporary Employees

Comment [KR1]: NEW

### **2.3. The Elected Official, Department Director, Manager or Supervisor is responsible for:**

- 2.3.1. Attending mandatory Supervisory P-Card training with management responsibilities.
- 2.3.2. Requesting a Procurement Card for an employee by completing a Procurement Card Application Form.
- 2.3.3. Approving the monthly P-Card reconciliation Expense Report of each employee's account. The Elected Official, Department Director, Manager or Supervisor MUST ~~should~~ approve transactions in the JP Morgan Chase System and all reviewed purchases and account coding online. The coding needs to be completed by the due date.
- 2.3.4. Expense Reports must have an authorized approver's signature. When the Elected Official, Department Director, Manager or Supervisor cannot approve a purchase due to the result of a prohibited transaction, the Approver must note such on the report and notify the P-Card Administrator immediately.
- 2.3.5. Making sure the monthly P-Card Expense Report and all the receipts, with proper documentation, are sent to the P-Card Administrator within six (6) business days of after the email from the Finance Department stating when P-Card Reports are due.
- 2.3.6. Securing an employee's P-Card upon notification of resignation along with any receipts and having the employee code any transactions in JP Morgan Chase before leaving employment.

Comment [KR2]: NEW

Comment [KR3]: Previously in Section 1

Comment [KR4]: NEW

**3.4. P-Card Holder (Including Elected Official) Is responsible for:**

~~3.1.4.1.~~ Attending mandatory P-Card training before receiving P-Card ~~and for any renewals.~~

~~3.2.4.2.~~ Making authorized appropriate purchases only. When an ~~inappropriate a prohibited~~ purchase is made, the employee's P-Card privileges will be taken away from the employee ~~revoked~~ and the employee's Supervisor will be notified, if applicable. The employee may also face disciplinary action up to and including termination.

~~3.3.4.3.~~ Making purchases using the County preferred vendors. Contact the Purchasing Department/Division of the Finance Department for a listing of vendors information.

~~3.4.4.4.~~ Providing the Colorado Sales Tax-exempt number to all vendors prior to purchase. Adams County is tax exempt from Colorado State or local sales taxes. The tax-exempt number is printed on all Procurement Cards.

~~3.5.4.5.~~ Making sure no double payment occurs.

~~4.6.~~ Submitting all receipts and other necessary documentation of their purchases such as class registration form, conference agenda, and meeting agenda and etc., along with their monthly ~~P-Card Expense report~~ Report, with proper account coding, to the Elected Official, Department Director, Manager or Supervisor for approval and signature. ~~When no receipts are available, a lost receipt form is required.~~

Comment [KR5]: Previously in Section 2

~~3.6.4.6.~~ Notify Supervisor via Email in SmartData to approve P-Card expenses online.

Comment [KR6]: NEW

~~3.7.4.7.~~ When it is necessary to return an item to a vendor the employee is to request that a Credit Receipt be obtained and credit issued to the Procurement Card account. The employee shall not accept cash or store credit when returning an item.

Comment [KR7]: Previously in Section 8

~~3.8.4.8.~~ Providing the following information when business meals are purchased:

Comment [KR8]: Previously in Section 2

4.8.1. The name(s) of the person(s) participating in the business meal

4.8.2. The nature of the business meeting

4.8.3. The date of the meeting

4.8.4. The location of the meeting

4.8.5. The itemized receipt

4.8.6. Maximum allowed for tips is 20% before tax. Any amount greater than 20% will/shall be reimbursed to the County by the employee.

Comment [KR9]: Previously in Section 2

~~3.9.4.9.~~ Responsible for obtaining an AP check for Per Diem shall be used expenses when traveling outside the local travel area for meals and incidentals. An exception may be made for Elected Officials or Department Directors in limited situations. The Per Diem request needs to should be made at least two weeks prior to the departure. Exceptions must be preapproved by the County Manager prior to P-Card use. Using both P-Card and Per Diem is in place of Per Diem is prohibited for the same item.

~~3.10.4.10.~~ When a transaction ~~exceeds~~ is at or exceeds \$2,500.00, or as the amount determined by Federal Regulations when using federal funds, no splitting is allowed.

~~3.11.4.11.~~ Turn in P-Card and receipts to Supervisor upon employee resignation.

~~3.12.4.12.~~ For an Elected official, the monthly P-Card statement will be approved by a Commissioner or authorized delegate.



~~3.13.4.13.~~ Disputing any charges needs to be done directly with the vendor first. ~~When if unsuccessful in negotiating the dispute,~~ contact P-Card Administrator. Attach documentation any email confirmation from JPMorgan Chase to the monthly P-Card Expense Report statement.

4.14. Contacting JPMorgan Chase as soon as possible at 1-800-316-6056 should the P-Card be lost, stolen or if unauthorized charges appear on the monthly statement. Notify ~~you~~ cardholder's Supervisor and the Procurement Card Administrator immediately.

4.15. The employee shall be held responsible for any transaction that is not documented by a receipt or any transaction not made in the interest of Adams County. If no receipt is available, employee must fill out the Unavailable/Lost Receipt Documentation Form (Appendix D) for each missing receipt. Warning: Repeated use of this form could result in revocation of P-Card.

Comment [KR.11]: Previously in Section 2

#### 4.5. The P-Card Administrator is responsible for:

4.1.5.1. ~~Issuing all new and de-activating~~ P-Cards.

5.2. ~~Training new cardholders~~ Cardholders prior to issuing the P-Card.

4.2.5.3. ~~Training Supervisors on their responsibilities.~~

4.3.5.4. ~~Notifying the Treasurer's Office for monthly payment to JP Morgan Chase.~~

4.4.5.5. ~~Ensuring cost centers and accounts are r~~ Regularly synchronizing County's chart of accounts and cost centers to the bank's website ~~set up appropriately for purchases.~~

4.5.5.6. ~~Processing any approved changes on the P-Card Account Maintenance form.~~

4.6.5.7. ~~Resolving any issues between the bank and the cardholder regarding declined purchases, limit changes, disputes or changes to the merchant category groups.~~

4.7.5.8. ~~Reconciling, researching, and auditing cardholder transactions to receipts and documentation to ensure Adams County Policies and Procedures are followed. Auditing of all Department's/Office's Cardholder's accounts will occur at least once throughout per the year, at which time all current Cardholder's accounts will be audited.~~

4.8. ~~Regularly synchronizing County's chart of accounts to the bank's website.~~

4.9.5.9. ~~Uploading all transactions to the correct General Ledger accounts in JD Edwards.~~  
No changes can be made after the upload except on a case-by-case basis as approved by Finance.

4.10.5.10. ~~Ensuring that~~ When discovered if a P-Card transactions that does not adequately state a business purpose, a request to provide such documentation will be made of the cardholder. If the proper documentation is not provided within 10 days of the when requested, a request for reimbursement will be made. ~~If a reimbursement is not received by the County,~~ the Finance Department will follow IRS guidelines requiring the transaction to become taxable compensation to the cardholder's wages on their W-2.

Comment [KR.12]: Previously in Section 3

4.11. ~~The employee shall be held responsible for any transaction that is not documented by a receipt or any transaction not made in the interest of Adams County. If no receipt is available, employee must fill out the Unavailable/Lost Receipt Documentation Form for each missing receipt. Warning: Repeated use of this form could result in revocation of P-Card. (See Appendix D)~~

Comment [AU.13]: Moved to Section 4.16

**5-6. Additional P-Card Information:**

6.1 The Travel and Business Expense Policy (Policy 1120) ~~must be followed for~~ provides guidelines for travel, meal and entertainment expenses for County Employees. For example, a Per Diem ~~should shall~~ be requested for meals ~~instead of using a P-Card~~. A Per Diem request should be made to and used according to GSA rates and should be requested through Accounts Payable at least two weeks prior to travel, using the rate as set in the following link: [www.gsa.gov/portal/category/21287](http://www.gsa.gov/portal/category/21287).

Comment [KR14]: Previously Section 5.8

6.2 Purchases where the use of the P-Card is discouraged:

Field Code Changed

6.2.1 Computer equipment and software ~~should shall~~ be purchased through IT Department.

6.2.2 ~~From~~ Suppliers not currently contracted by Purchasing. When in doubt, call Adams County Purchasing Division at 720-523-6050.

Comment [KR15]: Previously Section 6.1

**6-7. Unauthorized Prohibited purchases using the P-Card include:**

7.1 Any purchase of goods or services where there is a contractual obligation or potential liability to Adams County.

7.2 Capital Equipment

7.3 Gasoline for County Vehicles: Fuel should be purchased using the current contracted fuel provider Sam Hill/SHOCO and Shell Oil (contact Purchasing Division or Fleet Management for additional information on this program). The P-Card may be used to purchase gasoline or other fuels in a case of emergency or if ~~you~~ cardholder cannot reasonably get to a fueling station ~~contracted~~ with the current contracted fuel supplier.

7.4 Employee gifts outside of employee recognition programs.

7.5 Gift card purchases for employees (gift cards may be purchased for external clients as a provision of an established assistance program).

7-47.6 All tolls, express lanes, non-airport parking, etc., reimbursements will not be made to those employees receiving a vehicle stipend.

Comment [KR16]: Previously In Section 6

7-57.7 International purchases unless prior approval is obtained by Finance.

7-67.8 Alcohol, except when needed for certain County operations where alcohol is made available for sale to customers at County events.

Comment [KR17]: NEW

**7-8. Procurement Card Limits:**

8.1 Standard single P-Card limit is ~~less than~~ \$2,5005,000.00 per item. Monthly limit is up to \$10,000.

8.2 Any request to raise limits above the standard P-Card limits, needs to be approved by an Elected Official, Department Director ~~or and~~ the Finance Director using the P-Card Account Maintenance Form.

Comment [KR18]: Previously In Section 7

**8-9. Consequences for Violating the P-Card Policy:**

9.1 P-Card ~~will be taken away after ONE violation~~ privileges may be revoked and employee may be subject to disciplinary action up to and including termination.

The following ~~are some examples~~ items represent violations of P-Card policy, including but not limited to:

- ~~Not providing~~ Not providing proper receipts
- Lack of proper documentation
- ~~Monthly~~ P-Card Expense Report not turned in to Finance when due
- Personal use (including inadvertent)
- Not account coding transactions in the JP Morgan Chase system when due  
~~including any other violations as deemed unauthorized by the County.~~

9.2 If privileges have been revoked, the reinstatement will not occur for at least 3 months.  
To reinstate your P-Card privileges after 3 months, at the discretion of the Finance Director, the employee must obtain their Supervisor's approval and attend a mandatory P-Card training session. P-Card privileges may also be permanently revoked.

**EXCEPTIONS:**

Federal Regulations that require a lower authorization amount.

Items that have been formalized through the Purchasing process (as approved by the Finance Director), where the P-Card or a single use account is to be used as a method of payment.

Examples of authorizations over at or above \$5,000 include:

- EON Office
- Toshiba Copiers/Printers
- Medical Supplies
- Tuition Programs