



ADAMS COUNTY

COLORADO
BOARD OF COUNTY COMMISSIONERS

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

STUDY SESSION AGENDA
TUESDAY
October 17, 2017

ALL TIMES LISTED ON THIS AGENDA ARE SUBJECT TO CHANGE.

- | | | |
|-------------------|---------------------|---|
| 11:30 A.M. | ATTENDEE(S): | Kristin Sullivan / Nana Appiah / Emily Collins |
| | ITEM: | DIA Noise Mitigation and Coordinating Fund |
| 12:00 P.M. | ATTENDEE(S): | Kenneth Lloyd, Regional Air Quality |
| | ITEM: | Proposed Agency Contributions Requested in the
2018 Proposed Budget |
| 12:30 P.M. | ATTENDEE(S): | Dave Young / Sheriff McIntosh / Stan Martin / Nancy
Duncan |
| | ITEM: | Elected Official's 2018 Proposed Budget Discussion –
District Attorney's Office, Sheriff's Office, Clerk &
Recorder's Office |
| 2:00 P.M. | ATTENDEE(S): | Raymond Gonzales |
| | ITEM: | Administrative Item Review / Commissioners
Communications |

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

AGENDA IS SUBJECT TO CHANGE



STUDY SESSION AGENDA ITEM

DATE: October 17, 2017
SUBJECT: DIA Noise Mitigation and Coordinating Fund
FROM: Kristin Sullivan, Director of Community & Economic Development Nana Appiah, Development Services Manager, Community & Economic Development Dept. Emily Collins, Planner II, Community & Economic Development Dept.
AGENCY/DEPARTMENT: Community & Economic Development
ATTENDEES: Kristin Sullivan, Nathan Mosley, Shannon McDowell, Nana Appiah, Emily Collins
PURPOSE OF ITEM: Presentation and Discussion of DIA Noise Mitigation Program
STAFF RECOMMENDATION: Process an amendment to the Noise Mitigation Plan to Allow the Acquisition of Open Space

BACKGROUND:

Adams County and the City and County of Denver entered into an Intergovernmental Agreement (IGA) on April 21, 1988. This IGA concerned construction and operation of the future Denver International Airport, including Noise Exposure Performance Standards (NEPS). The agreement required Denver to make payments to Adams County and its cities for any violations of the NEPS.

The City and County of Denver settled a lawsuit with Adams County on November 7, 2002 after multiple noise violations. This settlement required transfer of \$26,500,000 plus interest and ordered Adams County to establish a Noise Mitigation Plan to spend the funds. Adams County Board of County Commissioners established the fund on April 30, 2003 to distribute reimbursements to unincorporated Adams County residents. The payments must be used for purpose(s) directly related to the attenuation of airplane noise experience inside the residence. To date, approximately 300 property owners have received approximately \$3,949,786 to install extra insulation, central air conditioning, and window upgrades on their homes.

Approximately \$1,354,100 million dollars remains in the Noise Mitigation Fund to use for attenuation of airplane noise; however, it is increasingly difficult to spend the remaining funds as the majority of eligible property owners have received reimbursements and the typical upgrades to their homes are low cost.

Staff recommends an amendment to the Noise Mitigation Fund to allow the purchase of open space with the remaining funds. Purchasing open space is a more effective method of reducing residential and airport conflicts while adding additional community amenities.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

County Attorney
Parks and Open Space

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:			
Total Revenues:			

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

New FTEs requested: YES NO

Future Amendment Needed: YES NO

Additional Note:

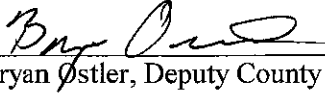
Current balance of the fund is approximately \$1.3 million; this reflects the \$665,970 transferred to the General Fund via 3rd budget amendment adopted 8/22/17.

If the Board of County Commissioners approves the recommended changes to the noise mitigation plan, a future budget amendment would be required to reflect the anticipated purchase price of open space.

APPROVAL SIGNATURES:



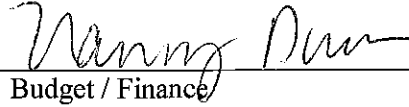
Raymond H. Gonzales, County Manager



Bryan Ostler, Deputy County Manager

Patti Duncan, Deputy County Manager

APPROVAL OF FISCAL IMPACT:



Budget / Finance

DIA Noise Mitigation and Coordinating Fund

October 17, 2017

Board of County Commissioners Study Session

History

- 1988 IGA on a New Airport:
 - Required Denver to make payments to Adams County and its cities for violations of the Noise Exposure Performance Standards (NEPS)
 - Adams County received \$3,458,333 to distribute to unincorporated residents
 - Remaining balance: **\$1,354,100.02.**

Current Noise Mitigation Plan

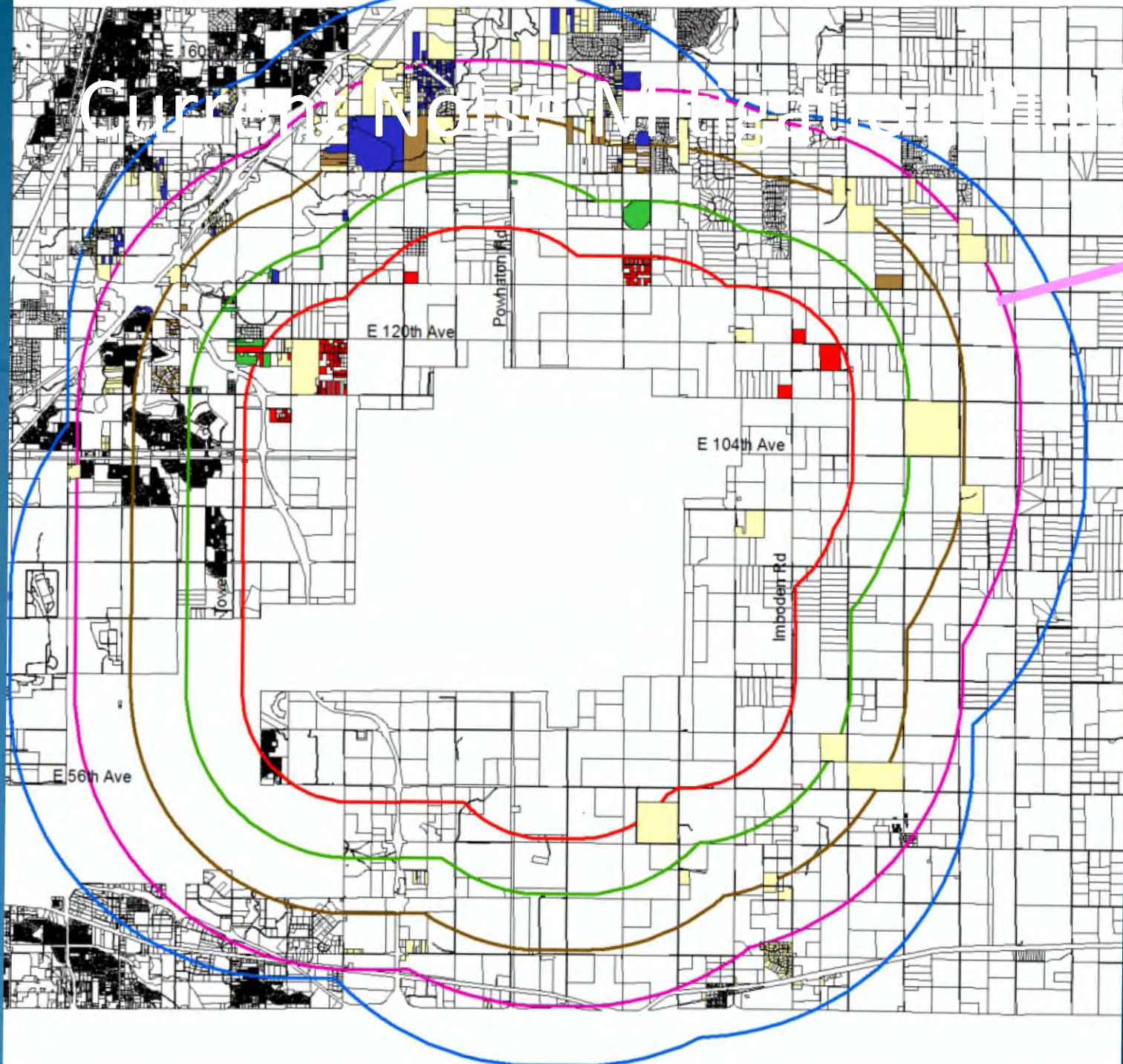
- Proximity to DIA:
 - Total 5 mile radius
- Time and Duration of Residency:
 - Only for homes pre-dating construction of DIA
 - Owned and lived in continuously since February 28,1995
- Use of Payments:
 - “...For any purpose(s) directly related to the attenuation of airplane noise experienced inside the residence.”
 - Included extra insulation, central air conditioning, window upgrades
- Funds also permitted to pay for legal fees

Current Noise Mitigation Plan

- Residences receive funds based on proximity to DIA

Phase	Total Parcels	Maximum Reimbursement	Total Funds Spent
I July 28-Oct 28, 2003	80	\$20,000	\$1,509,606.46
II Aug 18-Nov 18, 2003	15	\$17,000	\$215,540.46
III Sept 15-Dec 15, 2003	34	\$14,000	\$405,230.01
IV Aug 1-Nov 18, 2005	172	\$11,000	\$1,819,409.72
TOTAL	301	-	\$3,949,786.65

Current Noise Map



5 mile
buffer



Recommended Changes

- Existing plan:
 - Reached most of the eligible homeowners
 - Mitigation measures (windows/insulation) are low cost
 - Requires high level of administration
- **Change use of funds to acquire open space**
 - More efficient way to prevent residential and airport uses conflicts
 - Provides additional community amenities
 - Similar to Commerce City program
 - Requires approval from Jefferson County District Court

Next Steps

- County Attorney work with outside counsel Mark Davis (Wood, Ris & Hames, P.C.) to draft language to modify use of funds
- Change must be approved by Jefferson County District Court
- Budget amendment to allow acquisition of open space



STUDY SESSION AGENDA ITEM

DATE: October 17, 2017
SUBJECT: Proposed Agency Contributions Requested in the 2018 Proposed Budget
FROM: Regional Air Quality
AGENCY/DEPARTMENT: County Manager's Office and Budget Office
ATTENDEES: Kenneth Lloyd-RAQ
PURPOSE OF ITEM: To provide information to the Board of County Commissioners regarding the 2018 Requested Agency Contributions to these Agencies.
STAFF RECOMMENDATION: Direction from the Board of County Commissioners regarding the 2018 Requested Agency Contributions to these Agencies.

BACKGROUND:

The Board of County Commissioners has requested information from Westminster SBDC, Regional Air Quality, and Adams County Education Consortium regarding their budget requests for 2018.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

Regional Air Quality

ATTACHED DOCUMENTS:

None.

FISCAL IMPACT:

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

Fund:

Cost Center:

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

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

New FTEs requested: YES NO

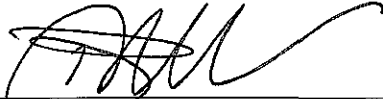
Future Amendment Needed: YES NO

Additional Note:

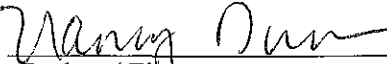
The 2018 fiscal impact will be discussed at this Study Session.

APPROVAL SIGNATURES:

APPROVAL OF FISCAL IMPACT:



Raymond H. Gonzales, County Manager



Nancy Dun, Budget / Finance

Bryan Ostler, Deputy County Manager

Patti Duncan, Deputy County Manager



STUDY SESSION AGENDA ITEM

DATE: October 17, 2017
SUBJECT: District Attorney's Office, Sheriff's Office, & Clerk & Recorder's Office
FROM: Raymond H. Gonzales, County Manager & Nancy Duncan, Budget Manager
AGENCY/DEPARTMENT: DA's Office, Sheriff's Office, C&R's Office, County Manager's Office, and Budget Office
ATTENDEES: District Attorney, Sheriff, Clerk & Recorder, County Manager, and Budget Manager
PURPOSE OF ITEM: To provide information to the Board of County Commissioners regarding the 2018 requested budgets of the District Attorney, Sheriff, and Clerk & Recorder
STAFF RECOMMENDATION: Direction from the Board of County Commissioners regarding the 2018 Proposed Budgets for the District Attorney, Sheriff, and Clerk & Recorder

BACKGROUND:

Elected Officials have the opportunity to meet with the Board of County Commissioners regarding their budget request for 2018 after the 2018 Proposed Budget is presented in Public Hearing. The Adams County Proposed Budget was presented in Public Hearing on October 10, 2017.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

District Attorney's Office, Sheriff's Office, Clerk & Recorder's Office, County Manager's Office, and Budget Office

ATTACHED DOCUMENTS:

PowerPoint Presentation

FISCAL IMPACT:

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

Fund:

Cost Center:

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

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

New FTEs requested: YES NO

Future Amendment Needed: YES NO

Additional Note:

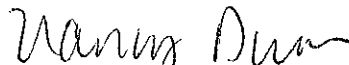
The fiscal impact will be discussed at this Study Session.

APPROVAL SIGNATURES:

APPROVAL OF FISCAL IMPACT:



Raymond H. Gonzales, County Manager



Nancy Dwan
Budget / Finance

Bryan Ostler, Deputy County Manager

Patti Duncan, Deputy County Manager



2018
ADAMS COUNTY BUDGET OFFICE



District Attorney's Office
2018 Budget Review & Discussion
October 17, 2017

District Attorney's Office Department Summary

- **Purpose Statement:** To pursue justice through the fair and ethical prosecution of criminal offenders; to seek justice for victims of crime; and to create a safer community through positive partnerships with law enforcement and other community members, and to earn and hold the trust and respect of the citizens that we are privileged and honored to serve.

District Attorney's Office – 2018 Budget Summary by Fund

District Attorney Budget Summary by Fund							
Revenues by Fund	2016 Actual	2017 Adopted	2018 Proposed Base	Business Cases	CIP	2018 Total	% Change
General Fund	\$ 4,372,947	\$ 3,807,794	\$ 4,616,065	\$ -	\$ -	\$ 4,616,065	21.2%
Total Revenues	\$ 4,372,947	\$ 3,807,794	\$ 4,616,065	\$ -	\$ -	\$ 4,616,065	21.2%
Expenditures by Fund	2016 Actual	2017 Adopted	2018 Proposed Base	Business Cases	CIP	2018 Total	% Change
General Fund	\$ 18,334,895	\$ 19,238,125	\$ 19,865,729	\$ 682,733	\$ 98,997	\$ 20,647,459	7.3%
Total Expenditures	\$ 18,334,895	\$ 19,238,125	\$ 19,865,729	\$ 682,733	\$ 98,997	\$ 20,647,459	7.3%

District Attorney's Office – 2018 Budget Summary by Category

District Attorney Budget Summary by Category							
Revenues by Category	2016 Actual	2017 Adopted	2018 Proposed Base	Business Cases	CIP	2018 Total	% Change
Intergovernmental	\$ 2,482,449	\$ 1,941,073	\$ 2,498,809	\$ -	\$ -	\$ 2,498,809	28.7%
Charges for Services	1,889,776	1,866,221	2,116,756	-	-	2,116,756	13.4%
Miscellaneous	722	500	500	-	-	500	0.0%
Total Revenues	\$ 4,372,947	\$ 3,807,794	\$ 4,616,065	\$ -	\$ -	\$ 4,616,065	21.2%
Expenditures by Category	2016 Actual	2017 Adopted	2018 Proposed Base	Business Cases	CIP	2018 Total	% Change
Personnel	\$ 15,716,355	\$ 16,711,918	\$ 16,988,536	\$ 514,138	\$ -	\$ 17,502,674	4.7%
Operations & Maintenance	346,207	518,070	417,313	12,900	-	430,213	-17.0%
Charges for Services	684,775	934,863	889,106	155,695	-	1,044,801	11.8%
Governmental Services	1,553,788	1,073,274	1,570,774	-	-	1,570,774	46.4%
Capital	33,769	-	-	-	98,997	98,997	
Total Expenditures	\$ 18,334,895	\$ 19,238,125	\$ 19,865,729	\$ 682,733	\$ 98,997	\$ 20,647,459	7.3%

District Attorney's Office – 2018 Budget Summary by Division

District Attorney Summary by Division							
Revenues by Division	2016 Actual	2017 Adopted	2018 Proposed Base	Business Cases	CIP	2018 Total	% Change
District Attorney	\$ 2,725,273	\$ 2,661,417	\$ 2,965,182	\$ -	\$ -	\$ 2,965,182	11.4%
DA- Diversion Project	107,674	146,377	150,883	-	-	150,883	3.1%
DA- Victim Compensation Grant	1,540,000	1,000,000	1,500,000	-	-	1,500,000	50.0%
Total Revenues	\$ 4,372,947	\$ 3,807,794	\$ 4,616,065	\$ -	\$ -	\$ 4,616,065	21.2%
Expenditures by Division	2016 Actual	2017 Adopted	2018 Proposed Base	Business Cases	CIP	2018 Total	% Change
District Attorney	\$ 15,646,584	\$ 16,963,905	\$ 17,027,193	\$ 682,733	\$ 98,997	\$ 17,808,923	5.0%
DA- Diversion Project	1,148,311	1,274,220	1,338,536	-	-	1,338,536	5.0%
DA- Victim Compensation Grant	1,540,000	1,000,000	1,500,000	-	-	1,500,000	50.0%
Total Expenditures	\$ 18,334,895	\$ 19,238,125	\$ 19,865,729	\$ 682,733	\$ 98,997	\$ 20,647,459	7.3%

District Attorney's Office – 2018 Business Case Requests

<i>Department - Division</i>	<i>Description</i>	<i>Page</i>	<i>One-Time</i>	<i>On-going</i>	<i>FTE</i>	<i>Total</i>	<i>Offsetting Revenue</i>
District Attorney	Victim Services	24	-	111,655		111,655	111,655
District Attorney	security guard	25	-	44,040		44,040	
District Attorney	New FTE Expenses	26	-	12,900		12,900	
District Attorney	Investigator II	NA	-	83,760	1.00	83,760	
District Attorney	Paralegal	NA	-	430,379	6.00	430,379	
Total - General Fund			\$ -	\$ 682,733	7.00	\$ 682,733	\$ 111,655

District Attorney's Office – 2018 Capital Improvement Plan Requests

<i>Department - Division</i>	<i>Description</i>	<i>Page</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>	<i>Total</i>
District Attorney	Dell Server Nodes	3	21,864	-	-	-	-	21,864
District Attorney	SAN Storage Unit 2018	4	77,133	-	-	-	-	77,133
Total - General Fund			\$ 98,997	\$ -	\$ -	\$ -	\$ -	\$ 98,997

District Attorney's Office – FTE Snapshot & 2018 Requests

FTE Snapshot

Full-Time Equivalent Positions (FTEs)	2015 Authorized	2016 Authorized	2017 Authorized	2017 +/-	2018 Requests	2018 Proposed
District Attorney's Office	154.00	157.50	160.50	-	7.00	167.50
Victim Compensation	-	-	-	-	-	-
Diversion Program	14.00	14.00	14.00	-	-	14.00
Total FTEs	168.00	171.50	174.50	-	7.00	181.50

New FTEs Requested for 2018

- 1.0 FTE Investigator II - \$83,760 Total Salary & Benefits each
- 6.0 FTE Paralegal - \$71,730 Total Salary & Benefits each

Vacant Positions as of 8/9/2017

- None

Conclusion

- Broomfield revenue calculation will be revised once budget numbers are finalized and revenue amount adjusted accordingly.
- Recently the division of Victim Compensation has exceeded \$1M in revenue and expenditures so the budget was increased by \$500k for each.



2018
ADAMS COUNTY BUDGET OFFICE



Sheriff's Office
2018 Budget Review & Discussion
October 17, 2017

Sheriff's Office Summary

- The Adams County Sheriff's Office has 7 divisions:
 - Administrative Services Division
 - Jail Division
 - Detective Division
 - Patrol Division
 - Professional Standards Division
 - FLATROCK Facility Division
 - Criminal Justice Planning Division
- Mission Statement:
 - *Unity through trust... Trust through Connection*

Sheriff's Office – 2018 Budget Summary by Fund

County Sheriff Budget Summary General Fund							
Revenues by Fund	2016 Actual	2017 Adopted	2018 Proposed Base	Business Cases	CIP	2018 Total	% Change
General Fund	\$ 6,253,088	\$ 5,672,329	\$ 6,148,904	\$ -	\$ -	\$ 6,148,904	8.4%
Total Revenues	\$ 6,253,088	\$ 5,672,329	\$ 6,148,904	\$ -	\$ -	\$ 6,148,904	8.4%
Expenditures by Fund	2016 Actual	2017 Adopted	2018 Proposed Base	Business Cases	CIP	2018 Total	% Change
General Fund	\$ 63,177,310	\$ 71,325,691	\$ 72,068,654	\$ 2,243,390	\$ 6,404,896	\$ 80,716,940	13.2%
Total Expenditures	\$ 63,177,310	\$ 71,325,691	\$ 72,068,654	\$ 2,243,390	\$ 6,404,896	\$ 80,716,940	13.2%
County Sheriff Budget Summary FLATROCK Facility Fund							
Revenues by Fund	2016 Actual	2017 Adopted	2018 Proposed Base	Business Cases	CIP	2018 Total	% Change
Flatrock Facility Fund	-	651,350	639,955	-	-	639,955	-1.7%
Total Revenues	\$ -	\$ 651,350	\$ 639,955	\$ -	\$ -	\$ 639,955	-1.7%
Expenditures by Fund	2016 Actual	2017 Adopted	2018 Proposed Base	Business Cases	CIP	2018 Total	% Change
Flatrock Facility Fund	-	279,789	329,533	94,800	145,000	569,333	103.5%
Total Expenditures	\$ -	\$ 279,789	\$ 329,533	\$ 94,800	\$ 145,000	\$ 569,333	103.5%
GRAND TOTAL Across All Funds							
Revenues	2016 Actual	2017 Adopted	2018 Proposed Base	Business Cases	CIP	2018 Total	% Change
Revenues	\$ 6,253,088	\$ 6,323,679	\$ 6,788,859	\$ -	\$ -	\$ 6,788,859	7.4%
Expenditures	2016 Actual	2017 Adopted	2018 Proposed Base	Business Cases	CIP	2018 Total	% Change
Expenditures	\$ 63,177,310	\$ 71,605,480	\$ 72,398,187	\$ 2,338,190	\$ 6,549,896	\$ 81,286,273	13.5%

Sheriff's Office – 2018 Budget Summary by Category

County Sheriff Budget Summary by Category							
Revenues by Category	2016 Actual	2017 Adopted	2018 Proposed Base	Business Cases	CIP	2018 Total	% Change
Intergovernmental	\$ 877,536	\$ 435,939	\$ 344,206	\$ -	\$ -	\$ 344,206	-21.0%
Charges for Services	4,147,822	4,065,391	5,115,329	-	-	5,115,329	25.8%
Fines & Forfeitures	959,614	1,154,455	1,258,080	-	-	1,258,080	9.0%
Miscellaneous	268,116	346,894	71,244	-	-	71,244	-79.5%
Other Finance Sources	-	321,000	-	-	-	-	-100.0%
Total Revenues	\$ 6,253,088	\$ 6,323,679	\$ 6,788,859	\$ -	\$ -	\$ 6,788,859	7.4%
Expenditures by Category	2016 Actual	2017 Adopted	2018 Proposed Base	Business Cases	CIP	2018 Total	% Change
Personnel	\$ 47,880,778	\$ 53,242,781	\$ 55,468,500	\$ 1,447,497	\$ -	\$ 56,915,997	6.9%
Operations & Maintenance	2,533,653	2,650,368	2,627,727	345,242	-	2,972,969	12.2%
Charges for Services	12,376,984	14,261,671	14,226,960	545,451	-	14,772,411	3.6%
Governmental Services	28,623	-	-	-	-	-	-
Capital	357,271	1,450,660	-	-	6,549,896	6,549,896	351.5%
Other Finance Uses	-	-	75,000	-	-	75,000	-
Total Expenditures	\$ 63,177,310	\$ 71,605,480	\$ 72,398,187	\$ 2,338,190	\$ 6,549,896	\$ 81,286,273	13.5%

Sheriff's Office – 2018 Budget Summary by Division

County Sheriff Summary by Division							
Revenues by Division	2016 Actual	2017 Adopted	2018 Proposed Base	Business Cases	CIP	2018 Total	% Change
Administrative Services Division	\$ 528,962	\$ 36,600	\$ 529,200	\$ -	\$ -	\$ 529,200	1345.9%
Jail Division	3,179,622	2,920,161	2,948,299	-	-	2,948,299	1.0%
Detective Division	178,517	120,863	146,900	-	-	146,900	21.5%
Patrol Division	1,684,006	1,748,763	1,857,299	-	-	1,857,299	6.2%
Professional Standards Division	582,082	824,692	667,206	-	-	667,206	-19.1%
FLATROCK Facility Division	-	651,350	639,955	-	-	639,955	-1.7%
Criminal Justice Planning Division	99,900	21,250	-	-	-	-	-100.0%
Total Revenues	\$ 6,253,088	\$ 6,323,679	\$ 6,788,859	\$ -	\$ -	\$ 6,788,859	7.4%
Expenditures by Division	2016 Actual	2017 Adopted	2018 Proposed Base	Business Cases	CIP	2018 Total	% Change
Administrative Services Division	\$ 8,706,711	\$ 8,047,548	\$ 9,053,347	\$ 564,341	\$ 2,390,134	\$ 12,007,822	49.2%
Jail Division	34,531,697	40,174,705	40,209,038	278,697	1,506,762	41,994,497	4.5%
Detective Division	4,541,226	6,418,601	6,468,481	115,265	28,000	6,611,746	3.0%
Patrol Division	12,717,372	13,896,839	14,627,004	1,052,272	2,480,000	18,159,276	30.7%
Professional Standards Division	2,461,936	2,609,968	1,572,082	232,814	-	1,804,896	-30.8%
FLATROCK Facility Division	-	279,789	329,533	94,800	145,000	569,333	103.5%
Criminal Justice Planning Division	218,368	178,030	138,702	-	-	138,702	-22.1%
Total Expenditures	\$ 63,177,310	\$ 71,605,480	\$ 72,398,187	\$ 2,338,190	\$ 6,549,896	\$ 81,286,273	13.5%

Sheriff's Office – 2018 Business Case Requests

Department - Division	Description	Page	One-Time	On-going	FTE	Total	Offsetting Revenue
SHF- TAC Section	Traffic Remodel/Substation	83	-	127,000	-	127,000	-
SHF - Training Academy	Academy / FR Comm College	84	-	232,814	-	232,814	24,504
SHF- MIS Unit	Additional Annual Maint/TriTech	97	-	20,000	-	20,000	-
SHF- MIS Unit	Crystal Reports Upgrade	98	-	128,049	-	128,049	-
SHF- Admin Services Division	ACSO Use of FLATROCK	99	-	211,000	-	211,000	-
SHF- Admin Services Division	Bulletproof Glass	100	117,000	-	-	117,000	-
SHF- Detective Division	Property Evid. Office Remodel	101	-	46,000	-	46,000	-
SHF- Detective Division	Detectives-Victim Advocate	NA	-	69,265	1.00	69,265	-
SHF- Patrol Division	Year 3 of Taser Replacements	102	35,700	-	-	35,700	-
SHF- Patrol Division	Storage Fee/Command & Bomb Truck	103	-	21,600	-	21,600	-
SHF- Patrol Division	Patrol Captain	NA	-	153,777	1.00	153,777	-
SHF- Patrol Division	Community Services Specialist	NA	-	66,019	1.00	66,019	-
SHF- Patrol Division	Deputy	NA	-	327,252	4.00	327,252	-
SHF- Patrol Division	Deputy -JSU	NA	-	81,813	1.00	81,813	-
SHF- Patrol Division	Sergeant	NA	-	239,111	2.00	239,111	-
Emerg Mngt-Administraion	Emergency Management Specialist	NA	-	88,292	1.00	88,292	-
SHF- Detention Facility	Booking Area Remodel	117	90,000	-	-	90,000	-
SHF- Detention Facility	Detention Specialist	NA	-	66,019	1.00	66,019	-
SHF- Detention Facility	Jail Population Manager	NA	-	122,678	1.00	122,678	-
Total - General Fund			\$ 242,700	\$ 2,000,690	13.00	\$ 2,243,390	\$ 24,504
FO - Flatrock Facility	HVAC programing and equip	200	2,000	-	-	2,000	-
FO - Flatrock Facility	Erosion Control	201	-	15,000	-	15,000	-
FO - Flatrock Facility	Facilities	202	-	27,800	-	27,800	-
FO - Flatrock Facility	Increase 7955	203	-	5,000	-	5,000	-
FO - Flatrock Facility	HEPA Vacuum's	204	15,000	-	-	15,000	-
Sheriff Flatrock	Flatrock Overtime/Advertising	205	-	30,000	-	30,000	-
Total - Flatrock Facility Fund			\$ 17,000	\$ 77,800	-	\$ 94,800	\$ -
GRAND TOTAL			\$ 259,700	\$ 2,078,490	13.00	\$ 2,338,190	\$ 24,504

Sheriff's Office – 2018 CIP Requests

<i>Department - Division</i>	<i>Description</i>	<i>Page</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>	<i>Total</i>
SHF- MIS Unit	Server Replacements	23	40,000	-	-	-	-	40,000
SHF- MIS Unit	DataworksPlusEquip Replacement	24	28,000	-	-	-	-	28,000
SHF- MIS Unit	Portable Livescan	25	13,500	-	-	-	-	13,500
SHF- Admin Services Division	Radios	26	2,308,634	-	-	-	-	2,308,634
SHF- Detective Division	Victim Adv. Vehicle	27	28,000	-	-	-	-	28,000
SHF- Patrol Division	Parking Garage / Lot	28	2,300,000	-	-	-	-	2,300,000
SHF- Patrol Division	Bomb Suit/Helmet	29	39,000	-	-	-	-	39,000
SHF- Patrol Division	Patrol Vehicles	30	126,000	-	-	-	-	126,000
SHF- Patrol Division	Annual K9 Dog Replacement	31	15,000	-	-	-	-	15,000
SHF- Records/Warrants Section	Additional OfficeSpace/Records	32	-	106,000	-	-	-	106,000
SHF- Detention Facility	Satellite Kitchen Remodel	33	250,000	-	-	-	-	250,000
SHF- Detention Facility	Renovation of A-E Cells	34	300,000	-	-	-	-	300,000
SHF- Justice Center	Courthouse Driveway & Parking	35	956,762	-	-	-	-	956,762
Total - General Fund			\$ 6,404,896	\$ 106,000	\$ -	\$ -	\$ -	\$ 6,510,896
Sheriff Flatrock	Inflatable Wall System	121	\$ 145,000	\$ -	\$ -	\$ -	\$ -	\$ 145,000
Total - Flatrock Facility Fund			\$ 145,000	\$ -	\$ -	\$ -	\$ -	\$ 145,000
GRAND TOTAL			\$ 6,549,896	\$ 106,000	\$ -	\$ -	\$ -	\$ 6,655,896

Sheriff's Office – 2018 FTE Snapshot & Requests

FTE Snapshot

Full-Time Equivalent Positions (FTEs)	2015 Authorized	2016 Authorized	2017 Authorized	2017 +/-	2018 Requests	2018 Proposed
Criminal Justice Planning	1.50	1.00	1.00	-	-	1.00
SO-Administrative Services	56.75	58.00	62.00	1.00	1.00	64.00
SO-Corrections	300.50	307.50	318.50	-	2.00	320.50
SO-Detectives	42.00	43.00	44.00	-	1.00	45.00
SO-Flatrock Facility	-	-	1.00	-	-	1.00
SO-Patrol	123.50	123.50	121.50	-	9.00	130.50
SO-Professional Standards	7.00	10.00	9.00	-	-	9.00
Total FTEs	531.25	543.00	557.00	1.00	13.00	571.00

New FTEs Requested for 2018

- 1.0 FTE Detectives Victim Advocate - \$69,265
- 1.0 FTE Patrol Captain - \$153,777
- 1.0 FTE Community Services Specialist - \$66,019
- 4.0 FTE Deputy Sheriff - \$81,813 each
- 1.0 FTE Deputy Sheriff JSU - \$81,813 each
- 2.0 FTE Sergeant - \$119,556 each
- 1.0 FTE Emergency Management Specialist - \$88,292
- 1.0 FTE Detention Specialist - \$66,019
- 1.0 FTE Jail Population Manager - \$122,678

Vacant Positions as of 8/9/2017

- 2.0 FTE Court Services Specialist
- 8.0 FTE Deputy Sheriff
- 7.0 FTE Deputy/Technician – Senior
- 2.0 FTE Detention Specialist
- 1.0 FTE Records Supervisor
- 4.0 FTE Records Technician
- 1.0 FTE Recreation Assistant
- 1.0 FTE Systems Administrator II

Conclusion

- Vacancy savings of \$650,000 is budgeted in the Jail Division.
- A \$75,000 payment from the FLATROCK Facility Fund is budgeted as the first of four installment payments back to the General Fund. This is for the Modular Buildings that were financed with General Fund dollars in 2016.
 - The anticipated repayment schedule is:
 - \$75,000 in 2018
 - \$100,000 in 2019
 - \$125,000 in 2020
 - \$125,000 in 2021



2018
ADAMS COUNTY BUDGET OFFICE



Clerk & Recorder's Office
2018 Budget Review & Discussion
October 17, 2017

Clerk & Recorder's Office Department Summary

Purpose Statement:

Recording: To professionally and accurately assist citizens and businesses requiring recording or research of Adams County public records.

Elections: To enfranchise eligible Adams County residents to participate in the voting process by:

- maintaining an accurate voter registration database
- ensuring fair and accurate elections are conducted, and
- delivering comprehensive public, media and voter information

while following applicable federal and state law and Secretary of State rules, in a non-partisan, transparent manner

Motor Vehicles: To professionally and accurately serve and provide excellent customer service to Adams County citizens and businesses as authorized agents of the Department of Revenue relating to the titling and registration of motor vehicles.

Clerk & Recorder's Office – 2018 Budget Summary by Fund

County Clerk and Recorder Budget Summary by Fund							
Revenues by Fund	2016 Actual	2017 Adopted	2018 Proposed Base	Business Cases	CIP	2018 Total	% Change
General Fund	\$ 11,499,402	\$ 11,251,671	\$ 12,104,765	\$ -	\$ -	\$ 12,104,765	7.6%
Total Revenues	\$ 11,499,402	\$ 11,251,671	\$ 12,104,765	\$ -	\$ -	\$ 12,104,765	7.6%
Expenditures by Fund	2016 Actual	2017 Adopted	2018 Proposed Base	Business Cases	CIP	2018 Total	% Change
General Fund	\$ 9,359,640	\$ 8,608,783	\$ 8,446,216	\$ 2,251,567	\$ 141,522	\$ 10,839,305	25.9%
Total Expenditures	\$ 9,359,640	\$ 8,608,783	\$ 8,446,216	\$ 2,251,567	\$ 141,522	\$ 10,839,305	25.9%

Clerk & Recorder's Office – 2018 Budget Summary by Category

County Clerk and Recorder Budget Summary by Category							
Revenues by Category	2016 Actual	2017 Adopted	2018 Proposed Base	Business Cases	CIP	2018 Total	% Change
Licenses & Permits	\$ 16,506	\$ 14,701	\$ 77,675	\$ -	\$ -	\$ 77,675	428.4%
Charges for Services	11,371,851	11,136,970	11,927,090	-	-	11,927,090	7.1%
Miscellaneous	111,045	100,000	100,000	-	-	100,000	0.0%
Total Revenues	\$ 11,499,402	\$ 11,251,671	\$ 12,104,765	\$ -	\$ -	\$ 12,104,765	7.6%
Expenditures by Category	2016 Actual	2017 Adopted	2018 Proposed Base	Business Cases	CIP	2018 Total	% Change
Personnel	\$ 6,795,789	\$ 6,644,410	\$ 7,485,024	\$ 998,006	\$ -	\$ 8,483,030	27.7%
Operations & Maintenance	594,599	444,378	205,744	325,709	22,000	553,453	24.5%
Charges for Services	1,283,461	904,995	755,448	927,852	10,500	1,693,800	87.2%
Capital	685,790	615,000	-	-	109,022	109,022	-82.3%
Total Expenditures	\$ 9,359,640	\$ 8,608,783	\$ 8,446,216	\$ 2,251,567	\$ 141,522	\$ 10,839,305	25.9%

Clerk & Recorder's Office – 2018 Budget Summary by Division

County Clerk and Recorder Summary by Division							
Revenues by Division	2016 Actual	2017 Adopted	2018 Proposed Base	Business Cases	CIP	2018 Total	% Change
Administration	\$ 111,045	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ 100,000	0.0%
Recording	3,913,341	3,476,446	4,062,629	-	-	4,062,629	16.9%
Elections	310,681	339,900	320,000	-	-	320,000	-5.9%
Motor Vehicle	7,164,335	7,335,325	7,622,136	-	-	7,622,136	3.9%
Total Revenues	\$ 11,499,402	\$ 11,251,671	\$ 12,104,765	\$ -	\$ -	\$ 12,104,765	7.6%
Expenditures by Division	2016 Actual	2017 Adopted	2018 Proposed Base	Business Cases	CIP	2018 Total	% Change
Administration	\$ 280,344	\$ 317,194	\$ 330,875	\$ 87,440	\$ -	\$ 418,315	31.9%
Recording	883,573	1,513,370	966,367	241,254	82,500	1,290,121	-14.8%
Elections	3,115,006	1,701,075	1,892,120	1,735,367	59,022	3,686,509	116.7%
Motor Vehicle	5,080,717	5,077,144	5,256,854	187,506	-	5,444,360	7.2%
Total Expenditures	\$ 9,359,640	\$ 8,608,783	\$ 8,446,216	\$ 2,251,567	\$ 141,522	\$ 10,839,305	25.9%

Clerk & Recorder's Office – 2018 Business Case Requests

<i>Department - Division</i>	<i>Description</i>	<i>Page</i>	<i>One-Time</i>	<i>On-going</i>	<i>FTE</i>	<i>Total</i>	<i>Offsetting Revenue</i>
CLK Administration	Requested FTE Supplies	6	-	18,175		18,175	
CLK Administration	Administrative Coordinator	NA	-	69,265	1.00	69,265	
CLK Recording	Digitization/Indexing Project	7	25,000	-		25,000	25,000
CLK Recording	Preservation of Original Books	8	-	100,000		100,000	
CLK Recording	Recording/Passport Tech	NA	-	116,254	2.00	116,254	
CLK Elections	2018 Elections	9	1,440,080	-		1,440,080	320,000
CLK Elections	Elections live streaming	10	14,000	-		14,000	
CLK Elections	Additional ballot marking devc	11	22,600	1,200		23,800	
CLK Motor Vehicle	Drivers License Services	12	-	29,734		29,734	
CLK Motor Vehicle	Security Services	13	-	143,272		143,272	
CLK Motor Vehicle	Westminster & Aurora Cameras	14	14,500	-		14,500	
CLK Motor Vehicle	Driver's License Tech	NA	-	115,415	2.00	115,415	
CLK Motor Vehicle	Assistant Motor Vehicle Manager	NA	-	79,173	1.00	79,173	
CLK Motor Vehicle	MV Training Assistant	NA	-	62,899	1.00	62,899	
Total - General Fund			\$ 1,516,180	\$ 735,387	7.00	\$ 2,251,567	\$ 345,000

Clerk & Recorder's Office – 2018 Capital Improvement Plan Requests

<i>Department - Division</i>	<i>Description</i>	<i>Page</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>	<i>Total</i>
CLK Recording	Passport Application Office	1	\$ 82,500	\$ 11,900	\$ 12,320	\$ 12,762	\$ 13,228	\$ 132,710
CLK Elections	Training Room Kitchenette	2	59,022	-	-	-	-	59,022
Total - General Fund			\$ 141,522	\$ 11,900	\$ 12,320	\$ 12,762	\$ 13,228	\$ 191,732

Clerk & Recorder's Office – FTE Snapshot & 2018 Requests

FTE Snapshot

Full-Time Equivalent Positions (FTEs)	2015 Authorized	2016 Authorized	2017 Authorized	2017 +/-	2018 Requests	2018 Proposed
CLK Administration	2.50	2.50	2.00	-	1.00	3.00
CLK Elections	15.00	15.00	15.00	-	-	15.00
CLK Motor Vehicle	63.25	70.00	70.00	-	4.00	74.00
CLK Recording	8.00	8.00	10.50	-	2.00	12.50
Total FTEs	88.75	95.50	97.50	-	7.00	104.50

New FTEs Requested for 2018

- 1.0 Administrative Coordinator – \$69,265
- 2.0 Recording/Passport Tech - \$116,254
- 2.0 Driver’s License Tech - \$115,414
- 1.0 Assistant MV Manager - \$79,172
- 1.0 MV Training Assistant - \$62,899

Vacant Positions as of 8/9/2017

- Accounting Technician II
- MV Technician-RP2 (3)
- MV Title Tech-RP2

Conclusion