



# ADAMS COUNTY

**COLORADO**  
BOARD OF COUNTY COMMISSIONERS

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

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STUDY SESSION AGENDA  
TUESDAY  
December 15, 2020

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

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10:10 A.M.	ATTENDEE(S): ITEM:	Nancy Duncan Adams County Financial Outlook
10:50 A.M.	ATTENDEE(S): ITEM:	Brian Mason District Attorney's Salary Request
11:30 A.M.	ATTENDEE(S): ITEM:	Jill Jennings Golich / Ryan Nalty / Katie Keefe / Jen Rutter EPA Brownfields Assessment Grant Close-Out and Accomplishments
12:10 P.M.	ATTENDEE(S): ITEM:	Jill Jennings Golich / Ryan Nalty / Katie Keefe / Greg Dean / Christy Fitch Oil and Gas Update
12:50 P.M.	ATTENDEE(S): ITEM:	Kristin Sullivan / Brian Staley / Rene Valdez Public Works Agreements with Commerce City
1:30 P.M.	ATTENDEE(S): ITEM:	Dave Ruppel Colorado Air and Space Port Master Plan Update
2:10 P.M.	ATTENDEE(S): ITEM:	Amy Jones / Terri Lutt / Cindy Bero / Michelle Michel / Debbie Hearty Adams County Employee Manual
2:50 P.M.	ATTENDEE(S): ITEM:	Raymond Gonzales Administrative Item Review / Commissioners Communication

**TO WATCH THE MEETING:**

- Watch the virtual Zoom Study Session through our [You Tube Channel](#)

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

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



## STUDY SESSION ITEM SUMMARY

<b>DATE OF STUDY SESSION:</b> December 15, 2020
<b>SUBJECT:</b> Adams County Financial Outlook
<b>OFFICE/DEPARTMENT:</b> Budget Department
<b>CONTACT:</b> Nancy Duncan, Budget and Finance Director
<b>FINANCIAL IMPACT:</b> Informational Only
<b>SUPPORT/RESOURCES REQUEST:</b> N/A
<b>DIRECTION NEEDED:</b> N/A
<b>RECOMMENDED ACTION:</b> No action needed at this time. Informational only.

### DISCUSSION POINTS:

- This purpose of this presentation is to share information regarding past, current, and future financial outlooks for Adams County. This is the first of several presentations to share information with the Board of County Commissioners regarding the financial effects of the COVID-19 pandemic.
- In this presentation the following will be addressed:
  - General Fund Operating Revenues & Expenditures
  - Sales Tax Outlook
  - YTD CARES Funding
  - One Time BC & CIP Projects in 2020
  - Property Tax Considerations



## STUDY SESSION ITEM SUMMARY

<b>DATE OF STUDY SESSION:</b> December 15, 2020
<b>SUBJECT:</b> EPA Brownfields Assessment Grant Close-Out and Accomplishments
<b>OFFICE/DEPARTMENT:</b> Environmental Programs/Community and Economic Development
<b>CONTACT:</b> Katie Keefe, Environmental Program Manager
<b>FINACIAL IMPACT:</b> N/A
<b>SUPPORT/RESOURCES REQUEST:</b> N/A
<b>DIRECTION NEEDED:</b> N/A
<b>RECOMMENDED ACTION:</b> Informational only

### DISCUSSION POINTS:

- FY2015 EPA Brownfields Assessment Grant (BAG) was officially closed-out with EPA on July 31, 2020.
- Summary of grant accomplishments as outlined in the BAG final report will be presented.
- Overview of next steps for continuing a Brownfields Program.
- A memo summarizing the work performed through this grant, current status of assessed parcels, and lessons learned for future brownfields assessment projects will be provided.

# EPA Brownfields Assessment Grant - Adams County

December 15, 2020



# Agenda

- Brownfields Background
- EPA Brownfields Assessment Grant (BAG) Program
- BAG Timeline
- Brownfields Target Area and Prioritization
- BAG Accomplishments
- Elements of a Brownfields Program
- Next Steps

# Brownfields Redevelopment

What is a Brownfield Site?

*Property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.*

- Idled or under-used industrial & commercial properties
- Service Stations
- Oil storage Facilities
- Vacant commercial strip malls (dry-cleaners)
- Manufacturing facilities



# EPA Brownfields Program

## 2018 Brownfields Utilization, Investment and Local Development (BUILD) Act

- Reauthorized financial assistance promoting sustainable brownfields redevelopment through:
  - Brownfield Assessment Grants (BAG)
    - ✓ Site inventory
    - ✓ Environmental site assessments (ESA)
    - ✓ Community outreach
  - Targeted Brownfields Assessment
    - ✓ Environmental site assessments
    - ✓ Cleanup options and cost estimates

# Adams County BAG Timeline

2015 Brownfields Assessment Grant Cooperative Agreement (CA)

- Community-wide Assessment Grant
- 3-Year Period (2015-2018)
- \$200,000 Budget

2018 CA Amendment #1 – Revised Budget, Time Extension

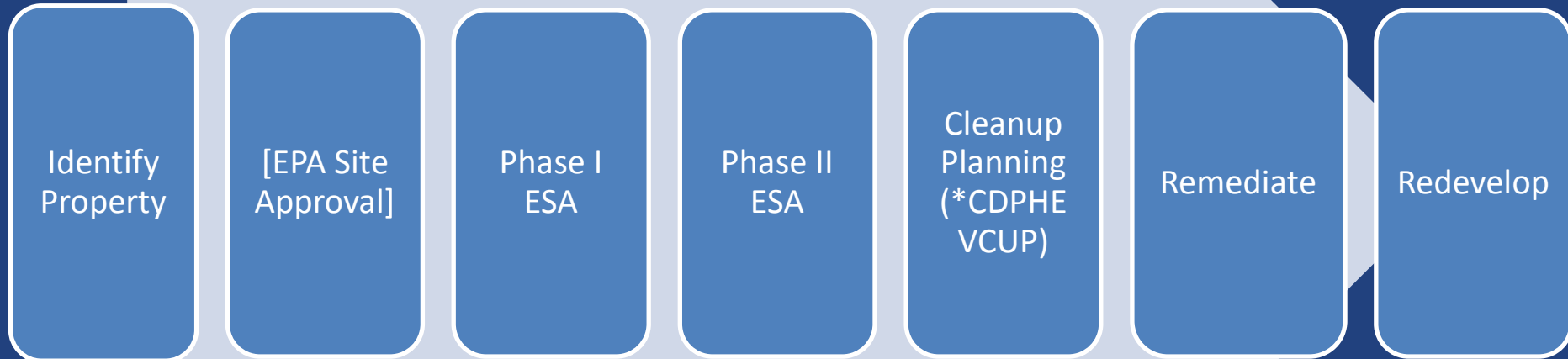
2019 CA Amendments #2 and #3 – Time Extensions

2020 Final Site Assessment & Depletion of CA Budget

2020 BAG Final Report and Close-out

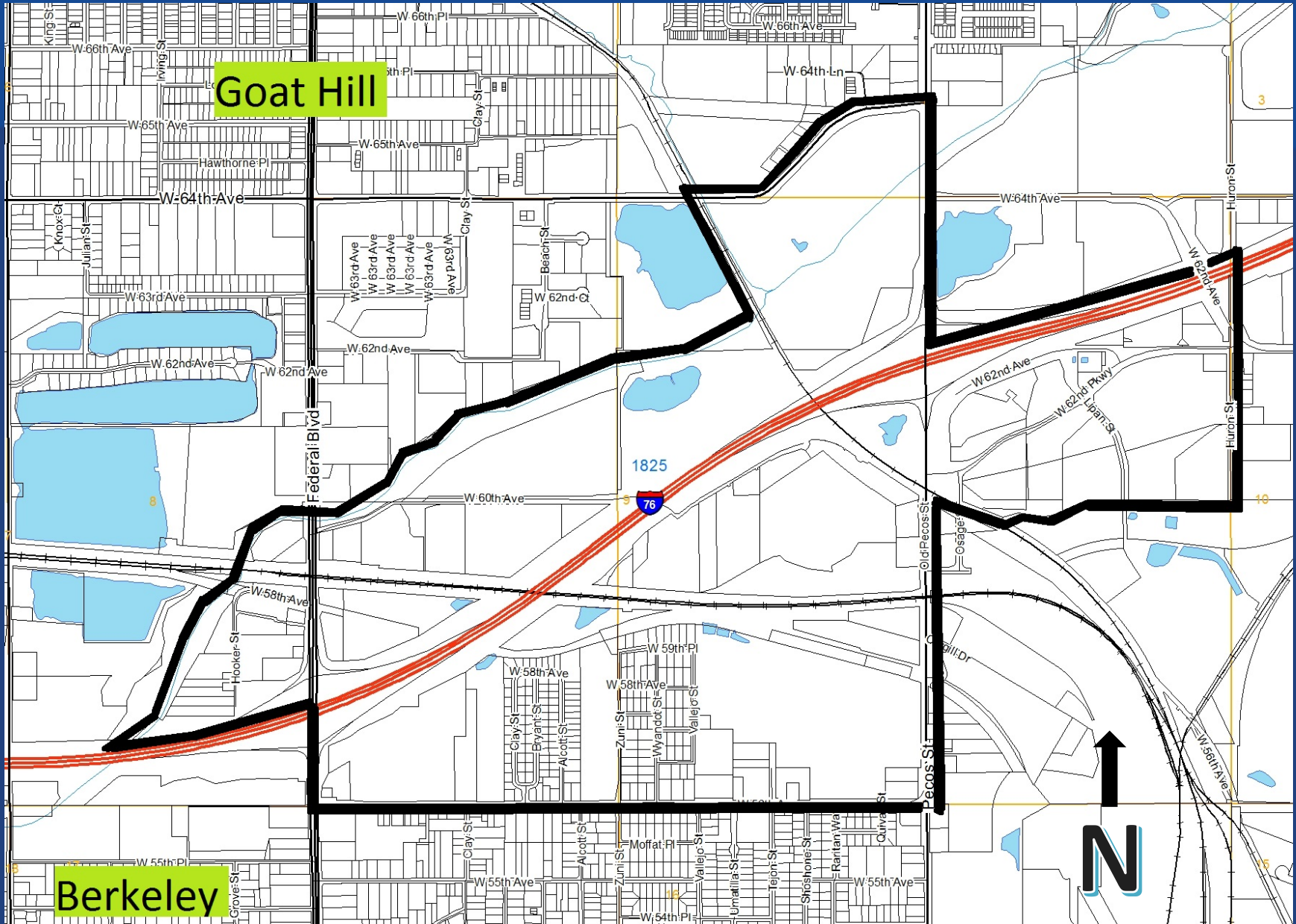


# Brownfields Redevelopment Process

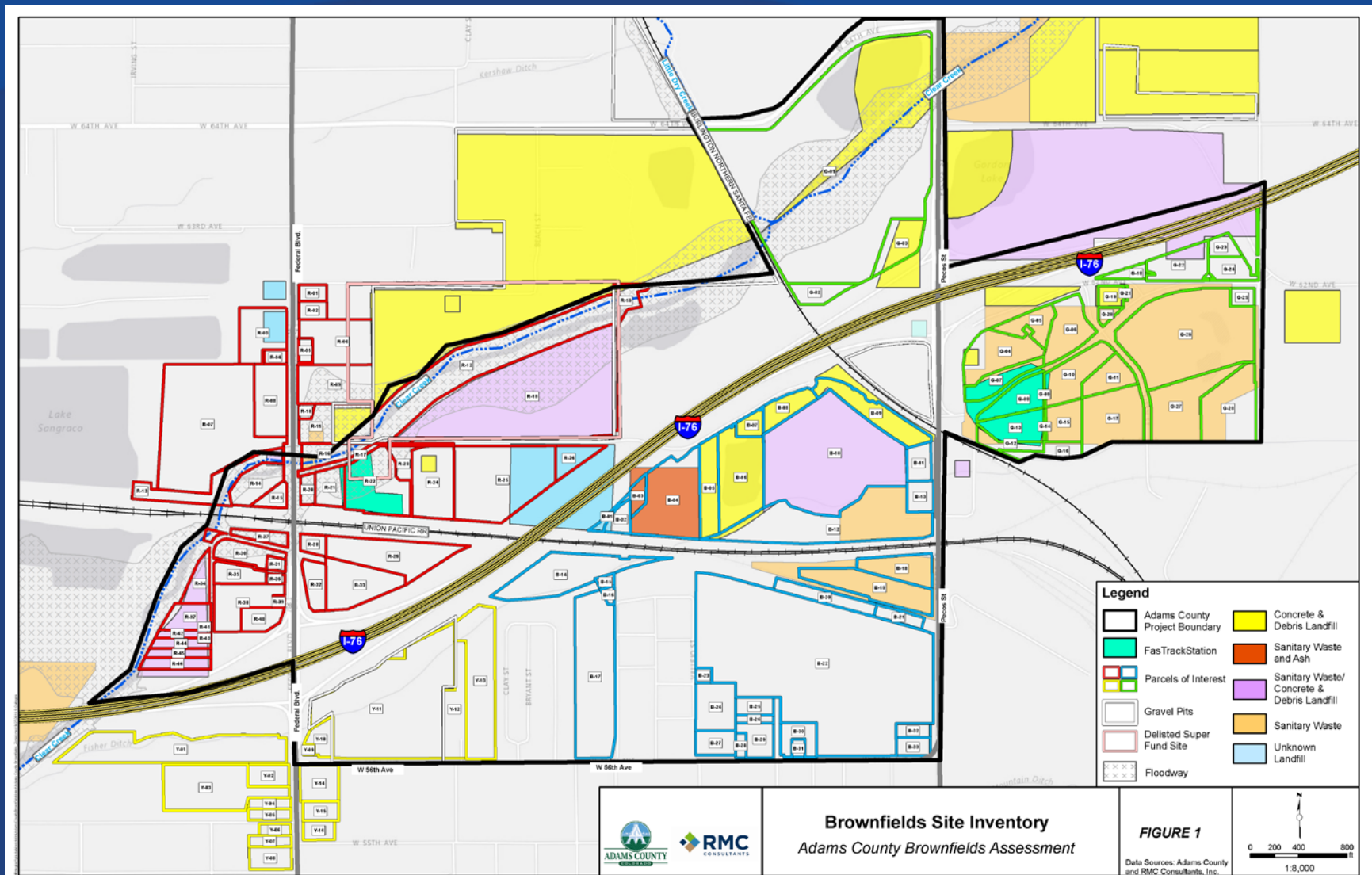


**Brownfields Assessment Grant  
Workplan**

# Target Area (TA) Delineation



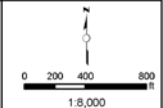
# TA Brownfields Inventory



**Brownfields Site Inventory**  
Adams County Brownfields Assessment

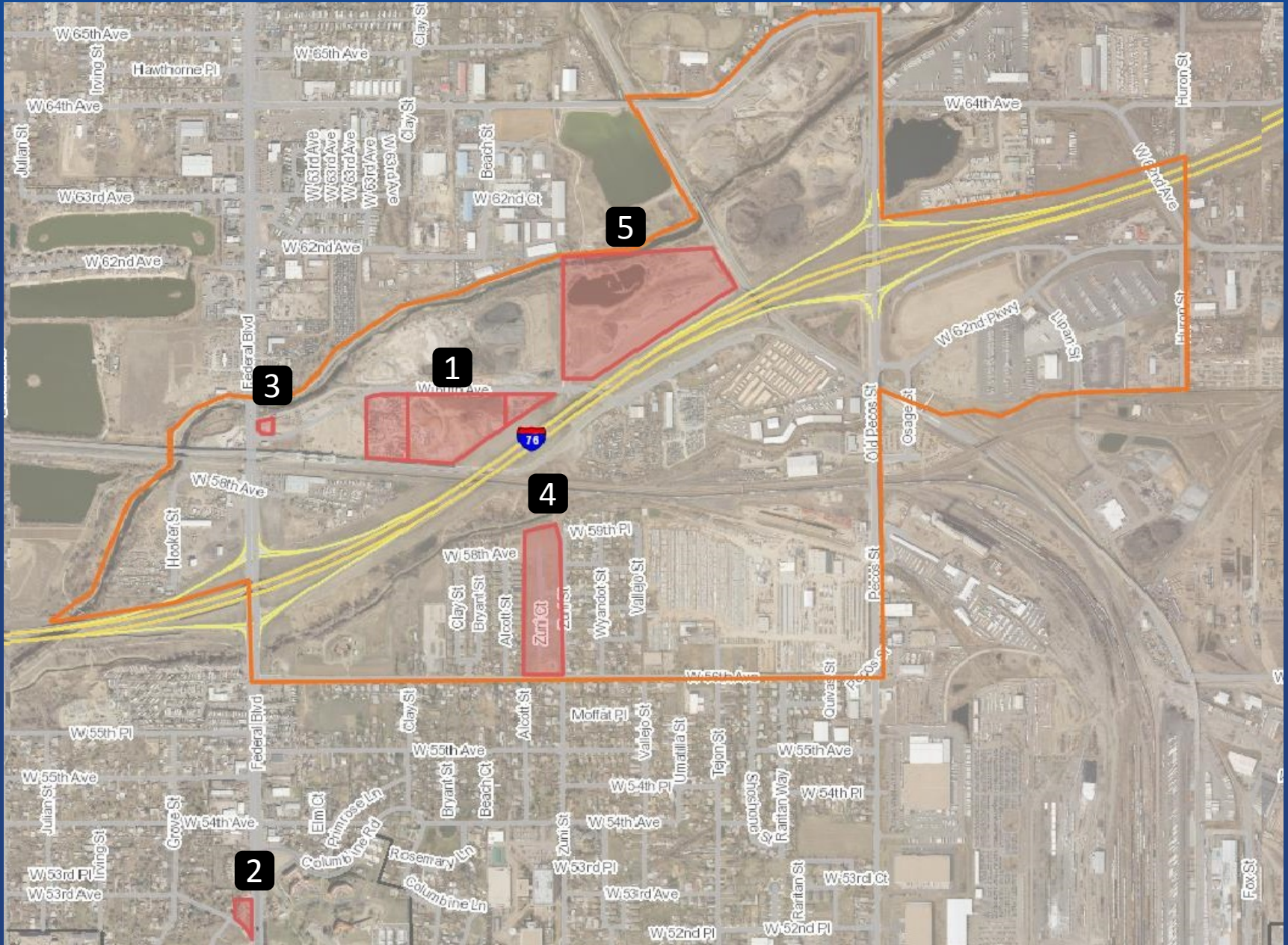
**FIGURE 1**

Data Sources: Adams County and RMC Consultants, Inc.





# BAG Brownfields Sites



# BAG Accomplishments

	<b>1</b> 2400/2860 West 60 <sup>th</sup> Ave (3 Parcels)	<b>2</b> 5317 Federal Blvd	<b>3</b> 5900 Federal Blvd	<b>4</b> 2405 W 60 <sup>th</sup> Ave	<b>5</b> 60 <sup>th</sup> & Alcott
Phase I ESA	\$14,713	\$3,917.50	\$3,922.00	\$3,981.15	\$5,185.82
Phase II ESA	\$93,860	---	---	\$5,741.70	\$42,609.00
Project Outcomes	<ul style="list-style-type: none"> <li>• CDHPE Voluntary Cleanup Plan (VCUP) program approval</li> <li>• Conceptual design plans for mixed use development submitted to CEDD</li> <li>• VCUP Closure required</li> </ul>	<ul style="list-style-type: none"> <li>• Rezoned R3-PUD</li> <li>• Final Plat approved</li> <li>• 12 Townhomes, Open Space</li> </ul>	<ul style="list-style-type: none"> <li>• Recognized environmental concerns(RE C) identified</li> <li>• Phase II ESA required</li> </ul>	<ul style="list-style-type: none"> <li>• Final Plat approved</li> <li>• FDP approved</li> <li>• 54 SFR lots planned</li> </ul>	<ul style="list-style-type: none"> <li>• Support of initial design plans for whitewater recreational park</li> <li>• Used to evaluate CDOT property transfer to Adams County</li> </ul>

# Brownfields Program Elements

- Steering Committee
  - Strategic Planning: Mission and Priorities
- Community Need and Engagement
  - Disproportionately Impacted Populations
  - Incorporating Community Input
- Revitalization Plan and Reuse Strategy
  - Economic & non-Economic Development
  - Alignment with Comp Plan, Regional ED Plan
- Environmental Assessment/Cleanup Planning

# Next Steps

- Steering Committee
  - Formulate Program Mission and Objectives
  - Create Community Participation Plan
- Community Engagement
  - Disproportionately Impacted Communities
  - Economic Revitalization Plan
- Pursue Funding Sources
  - EPA Brownfields Assessment Grant
  - Region 8 Targeted Brownfields Assessment Program
  - CDPHE Targeted Brownfields Assessment Program





## Community & Economic Development Department

4430 South Adams County Parkway,  
1st Floor, Suite W2000  
Brighton, CO 80601-8205  
PHONE 720.523.6800 FAX 720.523.6967

# MEMORANDUM

**Date:** August 10, 2020  
**To:** Ryan Nalty, Director of Economic Development  
Jill Jennings Golich, Director of Community and Economic Development  
**From:** Katie Keefe, Environmental Programs Manager  
**RE:** EPA Brownfields Assessment Grant Close-out

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### Background

In the spring of 2015, the U.S Environmental Protection Agency (USEPA) awarded a three-year, \$200,000 Brownfields Assessment Grant (BAG) to Adams County. The BAG funding assisted the County in identifying, assessing, and revitalizing brownfield properties located within a specified Target Area located along the Federal Boulevard Corridor within southwest unincorporated Adams County. Both the Clear Creek Valley Transit Oriented Development Plan (2009) and the Imagine Adams Comprehensive Plan (2012) highlight redevelopment opportunities along the Federal Boulevard Corridor and, specifically, the segment intersecting Clear Creek. These plans include goals to revitalize older commercial and industrial uses in the area including vacant and underutilized land, promote sustainable development, and address land contamination. The Target Area (Figure 1) was identified as an area of interest both because of its history of industrial land uses that might inhibit redevelopment and its close proximity to planned Regional Transportation District commuter rail stations. Over the past 100 years, land within the Target Area had transitioned from small family farms to gravel mining operations, solid waste landfills, industrial facilities, and a network of highways, rail lines, and freight yards that crisscross the Clear Creek Valley corridor. With BAG funding, the County established a Brownfields Program through which property identification, prioritization, assessment, and clean-up planning efforts were coordinated with the property owner/developer, in turn, achieving multiple benefits for communities and our residents. The County also successfully advocated for successive time extensions to the three-year grant period, which allowed for completion of several site assessment projects and full utilization of grant funds.

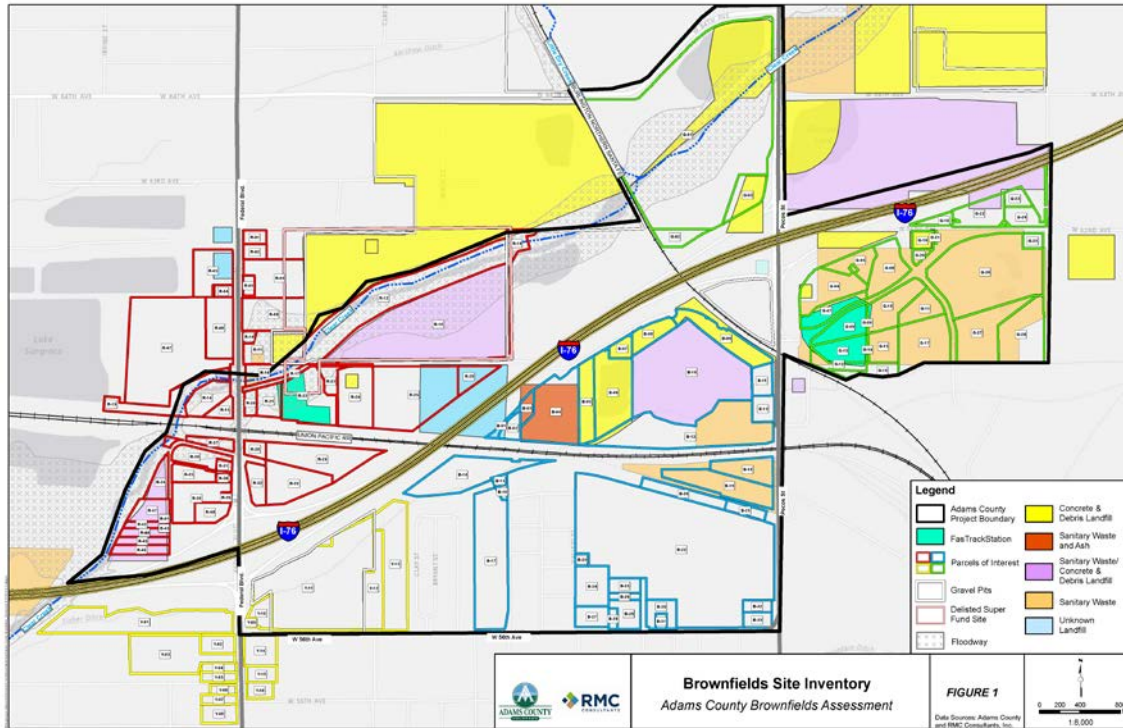
### BAG Goals

Primary grant goals included the delineation of a brownfields assessment Target Area with corresponding site inventory list, creation of a prioritization tool for inventoried properties, and completion of voluntary Phase I and Phase II environmental site assessments (ESA) of inventoried properties. Additional goals included establishing the Brownfields Program and fostering collaboration among programmatic staff and partnerships with property owners and developers with the aim of revitalizing the Target Area.

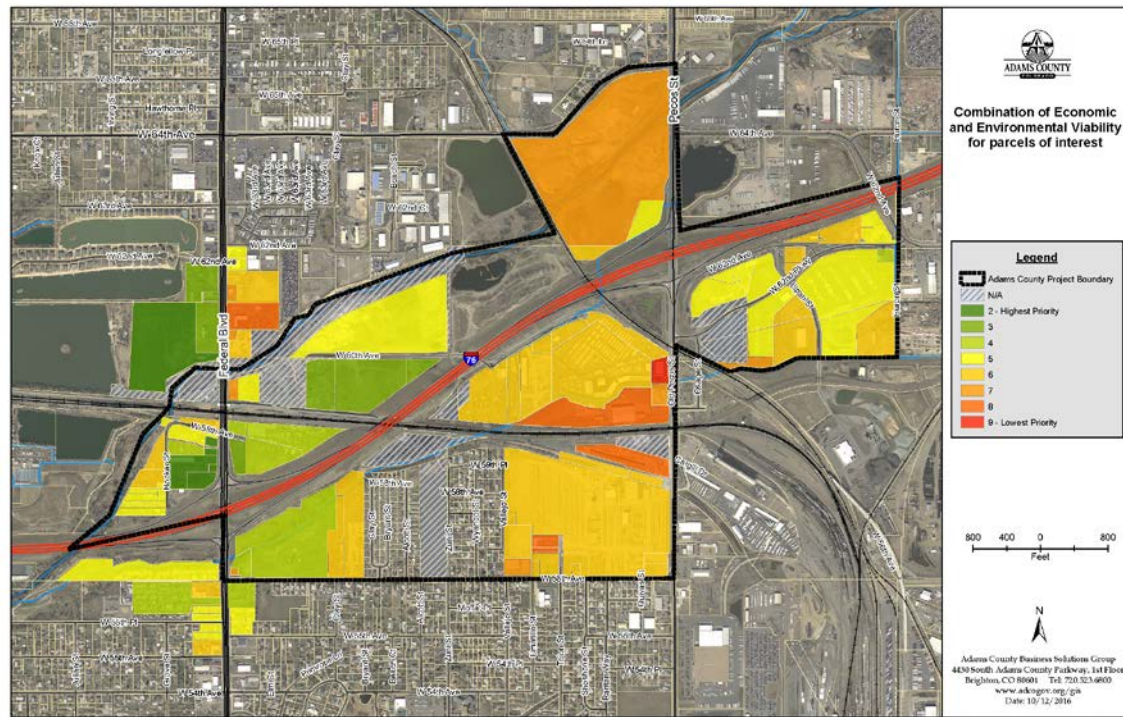
### BAG Accomplishments

Delineation of the Target Area resulted in a comprehensive inventory of over 120 brownfield properties and a Brownfields Site Inventory that detailed past and present land use information, as well as potential recognized environmental concerns at each property. (Figure 1). The inventory information was further refined through a prioritization tool that ranked the redevelopment potential of 46 parcels of interest based on combined environmental and economic priority scores. An environmental priority score of 1-5 was assigned based on potential recognized environmental concerns associated with a parcel where a value of 1 indicates the least potential environmental liability and a value of 5 the greatest potential environmental liability. None of the parcels of interest received an environmental priority score of 5. Similar scoring for economic viability for the parcels of interest was completed where a priority score of 1 indicated the highest priority and 5 indicating the lowest priority based on market and feasibility analysis. The combined priority scores ranged

from 2-10 with 2 representing the highest priority for further assessment and redevelopment and 10 representing the lowest priority. A Target Area map demonstrating, by color, each parcel of interest's overall priority score visualizes the combined economic and environmental redevelopment viability. Staff leveraged this visual encapsulation of brownfields assessment Target Area redevelopment potential within its tri-fold brochure that was mailed to residents within the target area and distributed to potential developers.



**Figure 1.** Brownfields Assessment Target Area and Site Inventory Map



**Figure 2.** Target Area Parcel of Interest Redevelopment Priority Map

Many property owners contacted the County in response to the outreach and marketing campaign resulting in seven (7) parcels that met site eligibility criteria for a Phase I Environmental Site Assessment (ESA). Four (4) of these properties then received a Phase II ESA based on the Phase I study recommendations, redevelopment viability, and formal request by the property owner. The extensive Phase II ESA project titled, “2400/2860 West 60<sup>th</sup> Ave”, included three properties located at 2300 West 60<sup>th</sup> Ave, 2400 West 60<sup>th</sup> Ave, and 2860 West 60<sup>th</sup> Ave all adjacent to the RTD FasTrack’s Gold Line light rail Federal Station. While this Phase II ESA project consumed nearly half the full grant budget, investigation of each parcel provided environmental sampling data and subsequent recommendations regarding redevelopment viability. Since that time, Colorado Department of Public Health and Environment (CDPHE) has approved the site for participation in its Voluntary Cleanup Program (VCUP), which aims to facilitate remediation and the productive re-use of contaminated properties while minimizing administrative processes and costs. Redevelopment of the VCUP property will not proceed until site remediation results in a No Further Action Determination and Certification of Completion from CDPHE. The following table provides Phase I and/or Phase II ESA costs and associated program outcomes for the seven properties.

	2400/2860 West 60 <sup>th</sup> Ave (3 Parcels)	5317 Federal Blvd	5900 Federal Blvd	2405 W 60 <sup>th</sup> Ave	60 <sup>th</sup> & Alcott
Phase I ESA	\$14,713	\$3,917.50	\$3,922.00	\$3,981.15	\$5,185.82
Phase II ESA	\$93,860	---	---	\$5,741.70	\$42,609.00
Project Outcomes	<ul style="list-style-type: none"> <li>• CDHPE Voluntary Cleanup Plan (VCUP) program approval</li> <li>• <i>Conceptual</i> design plans for mixed use development</li> <li>• CDPHE documentation required to move plans forward</li> </ul>	<ul style="list-style-type: none"> <li>• Rezoned PUD</li> <li>• Prelim Plat high-density, SFR</li> <li>• 13 Townhomes, Open Space <i>proposed</i></li> </ul>	<ul style="list-style-type: none"> <li>• Recognized environmental concerns identified</li> <li>• Phase II ESA required</li> </ul>	<ul style="list-style-type: none"> <li>• Final Plat approved</li> <li>• FDP* approved</li> <li>• 54 SFR lots planned</li> </ul>	<ul style="list-style-type: none"> <li>• Support of initial design plans for whitewater recreational park</li> <li>• Used to evaluate CDOT property transfer to Adams County</li> </ul>

\*FDP = Final Development Plan

Brownfields Program Next Steps

The business community, developers, and property owners continue to express interest in the County’s Brownfields Program (BP) and properties within the Target Area, in particular. Identifying sources of funding, as well as expanding community engagement efforts throughout disproportionately impacted communities are primary goals for future work within the County’s Brownfields Program. Engaging those most impacted by brownfield redevelopment decisions is critical to ensuring public health, environmental, and economic equity within our communities. Forming a steering committee consisting of community leaders, residents, developers, non-profit organizations, and cross-functional county staff to formulate a broader vision and associated objectives for brownfields redevelopment should be the first step of any future expansion of the brownfields program. Utilizing a steering committee in this way would ensure the most affected communities have a voice in how brownfield properties within their communities are prioritized and redeveloped. From this framework, CED staff can collaborate on future EPA Brownfields Assessment Grant applications that effectively respond to issues of environmental justice, improved health outcomes, equity, and community and economic resilience for Adams County communities.

An additional resource that could facilitate continued site assessments of properties within the brownfields assessment Target Area is the EPA Region 8 Targeted Brownfields Assessment (TBA) program. The TBA program accepts applications for environmental assessment assistance at brownfields properties on an ongoing basis. Upon approval, environmental site assessments of the individual property are completed by the EPA contracted consultant (currently Tetra Tech) at no cost to the community requesting assistance. Eligible applicants include local government entities and private parties that are sponsored by the local

government entity. If selected for approval, the applicant agrees to provide EPA with information on final outcomes such as jobs created, environmental benefits, and dollars leveraged to redevelop the site. Given that eligibility criteria and outcome deliverables mirror those of the BAG, utilizing this resource on an individual site basis to complete environmental assessments is both feasible and economically beneficial.



## STUDY SESSION ITEM SUMMARY

<b>DATE OF STUDY SESSION:</b> December 15, 2020
<b>SUBJECT:</b> Oil & Gas Update
<b>OFFICE/DEPARTMENT:</b> Community & Economic Development
<b>CONTACT:</b> Jill Jennings-Golich, Community & Economic Development Director; Katie Keefe, Environmental Program Manager; Greg Dean, Oil & Gas Liaison; Christy Fitch, Assistant County Attorney
<b>FINACIAL IMPACT:</b> None
<b>SUPPORT/RESOURCES REQUEST:</b> N/A
<b>DIRECTION NEEDED:</b> BoCC recommendations on text amendments to County oil and gas regulations
<b>RECOMMENDED ACTION:</b> Staff recommends moving forward with text amendments to County oil and gas regulations to be in alignment with new state rules

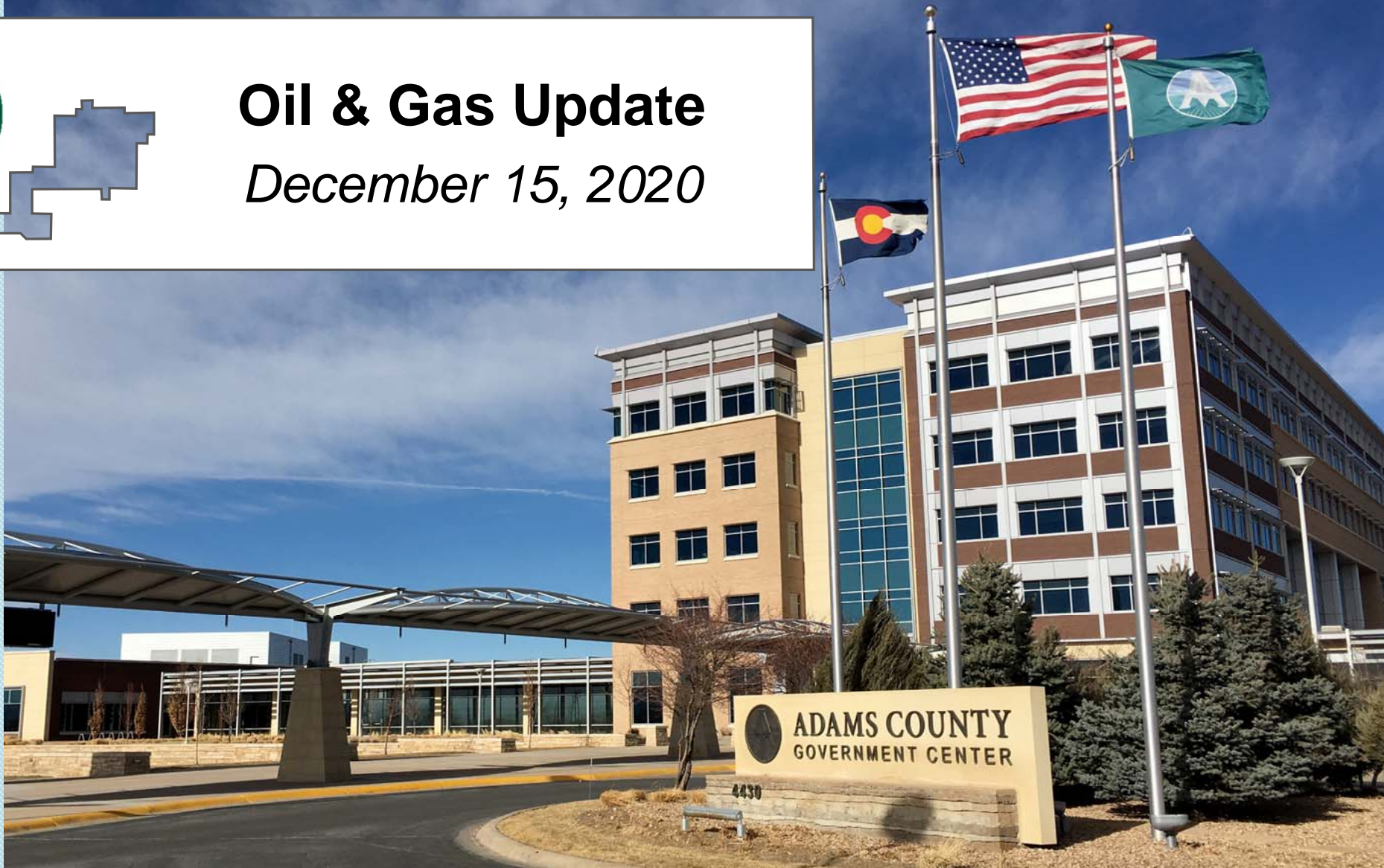
### **DISCUSSION POINTS:**

- Summarize state agency rulemaking processes
- High-level review of final adopted COGCC rules
- Review of recently approved COGCC drilling permits in AdCo



# Oil & Gas Update




*December 15, 2020*





# Oil & Gas Update

## Agenda

-  **State Agency Rulemaking Summary**
-  **COGCC Rulemaking Overview**
  - **Cumulative & Environmental Impacts**
  - **Alternative Location Analysis & Setbacks**
  - **Noise Mitigation**
-  **Recent COGCC Permit Approvals**
-  **BoCC Direction**



# Oil & Gas Update

## State Agency Rulemaking Summary

Rulemaking Series	Public Hearing(s)	Adams County Participation	<u>Outcome</u>
<b>Wellbore Integrity</b>	June 10, 2020	<b><i>AdCo submitted public comment on these rules</i></b>	Adopted June 10 by 9-0 vote, effective date: November 2, 2020
<b>Mega Rulemaking 1</b> – Mission Change, Siting, Permitting & Alternative Location Analysis (200 – 600-Series)	August 24, 2020 – September 28, 2020	<b><i>AdCo submitted 14 sets of written comment and official pleadings &amp; Testified 6 times</i></b>	Adopted November 23 by 5-0 vote; effective date: January 15, 2021
<b>Mega Rulemaking 2</b> – Environmental & Cumulative Impacts & Wildlife Protection (800, 900 & 1200-Series)	October 6, 2020 – November 19, 2020	<b><i>AdCo submitted 9 sets of written comment and official pleadings &amp; Testified 4 times</i></b>	Adopted November 23 by 5-0 vote; effective date: January 15, 2021
<b>AQCC Regulation 7 Rulemaking</b> – Air Quality Monitoring and Emissions	September 17-18, 2020	<b><i>AdCo submitted 2 rounds of written comment and pleadings &amp; Testified at public hearing</i></b>	Adopted September 23 by 9-0 vote; effective date: May 1, 2021





# Oil & Gas Update

## COGCC Rulemaking Overview

### **COGCC Mega Rulemaking 2 – Cumulative, Environmental & Wildlife Impacts**

- Requires cumulative impact evaluations for all applications
- Can require Operators to participate in external studies on impacts associated with oil and gas development
- Expands the requirements for mitigation and cleanup of spills and releases
- Requires LG consultation with Colorado Parks and Wildlife for wildlife mitigation
- Reduces overall VOC emissions from various facilities – in collaboration with CDPHE
- Reduces allowable Venting and Flaring of natural gas
- Establishes setbacks and required BMPs near groundwater wells and surface water bodies



# Oil & Gas Update

## COGCC Rulemaking Overview

### COGCC Mega Rulemaking 1 – Alternative Location Analysis & Setbacks

- COGCC will only require ALA in limited instances
  - Within 2,000-ft of residences and school facilities
  - Near floodplains
  - Near Disproportionately Impacted Communities
- Operators must present and evaluate all possible alternative locations
- 2,000-foot setback from all residential building units and schools
  - Setbacks have numerous exceptions that allow for approval on a site-specific basis

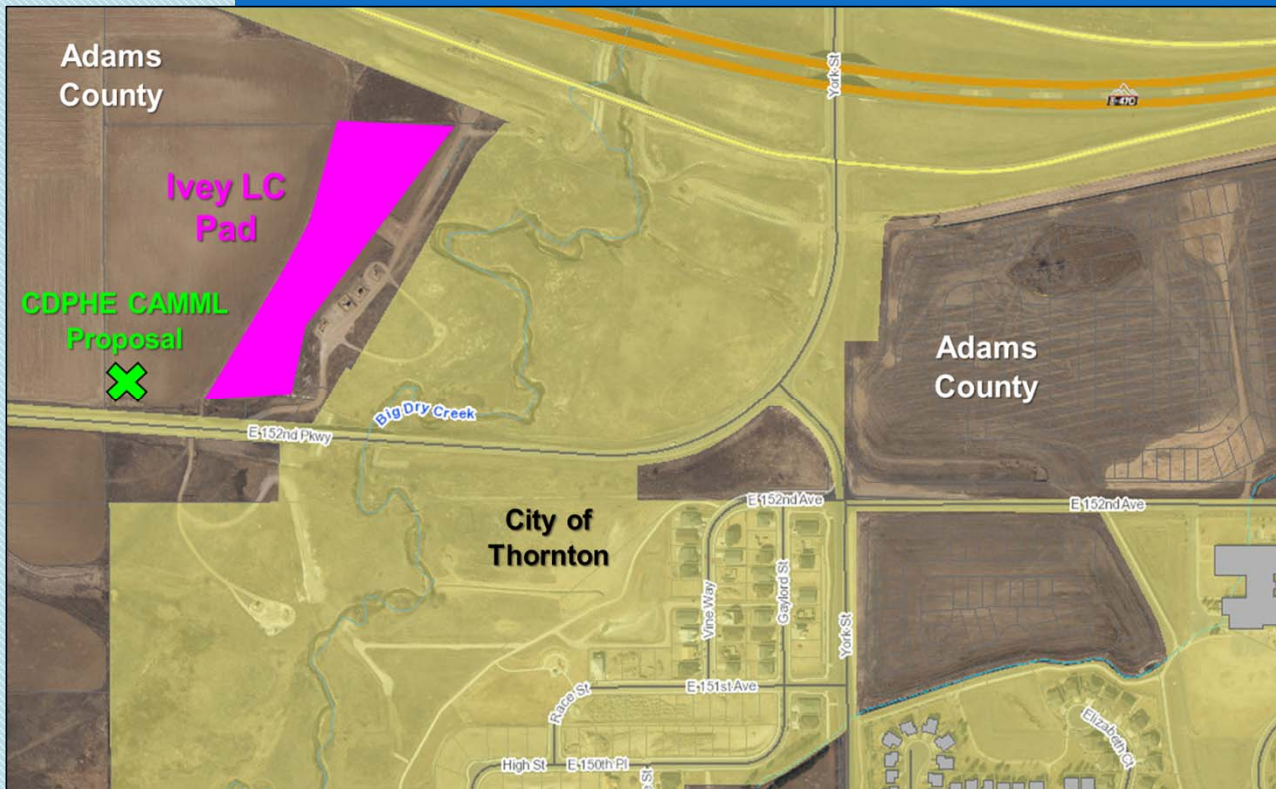
### COGCC Mega Rulemaking 1 – Noise Mitigation

- Requires continual noise monitoring near homes
- Reduces the allowable c-scale noise in residential areas and at night
- LGs now designate land use classification for allowable noise levels
- COGCC can suspend operations for continual and egregious noise violations



# Oil & Gas Update

## Recent COGCC Permit Approvals



### Ivey LC Pad Summary

- ✓ COGCC completed its review and evaluation of the drilling permits under the Director's Objective Criteria and they have been **approved**
- ✓ AdCo submitted public comment in December 2019 requesting additional BMPs and has been in consultation with COGCC and the Operator

#### Adams County Permit BMPs:

- Quarterly neighborhood meetings
- Use of pipelines for transporting oil
- Reduced traffic on York St./E152nd during school hours

#### COGCC BMPs based on AdCo Consultation:

- Air Quality Monitoring from drilling through the first 6 months of production
  - Taller sound walls to reduce noise
  - Low odor mud
- ✓ CDPHE will potentially place their CAMML near the Ivey site for additional air emissions monitoring



## Oil & Gas Update

BoCC Direction



### Requested Direction from the Board

- Staff is requesting to move forward with text amendments to County oil and gas regulations for alignment with new state regulations



## STUDY SESSION ITEM SUMMARY

<b>DATE OF STUDY SESSION:</b> December 15, 2020
<b>SUBJECT:</b> Public Works Agreements with City of Commerce City
<b>OFFICE/DEPARTMENT:</b> Public Works Department
<b>CONTACT:</b> Kristin Sullivan, AICP, Director of Public Works
<b>FINANCIAL IMPACT:</b> \$2,409,100 contribution to City projects and \$1,000,000 from City to County projects
<b>SUPPORT/RESOURCES REQUEST:</b> See below
<b>DIRECTION NEEDED:</b> Direction to move forward with four IGAs for approval
<b>RECOMMENDED ACTION:</b> Staff recommends advancing the IGAs below for approval

### DISCUSSION POINTS:

Staff would like to update the Board on negotiations with Commerce City related to several cooperative projects. The proposed agreements include:

➤ City Initiated:

- Brighton Road (E 104<sup>th</sup> Ave to E 112<sup>th</sup> Ave)
  - County contribution \$2,000,000/City contribution estimated at \$986,000.
  - Provides contribution for road improvements; 85.5% of the properties adjacent are unincorporated properties.
  - City to address concerns raised by residents at several town halls.
- E 112th Avenue (Chambers Road to Richfield Street)
  - County contribution \$409,100/City and developer remaining cost over 3 million.
  - Provides contribution to road improvements based on percentage of unincorporated right of way being improved.
  - Contribution amount previously approved at study session in Feb. 2020.
  - City will own and maintain all right of way moving forward.
- Bridge over O’Brian Canal (E 72nd Ave west of Colorado Blvd) No Cost
  - Ownership of this bridge will be transferred to the City.
  - City desires to own and maintain this bridge. Provides secondary access to the RTD station.

➤ County Initiated:

- Dahlia Street (E 69th Ave to SH 224)

# Update on IGAs for shared Public Works Projects

- Four IGAs in process with Commerce City:

E 112<sup>th</sup> Avenue

Brighton Road

E 72<sup>nd</sup> Avenue Bridge at O'Brian Canal

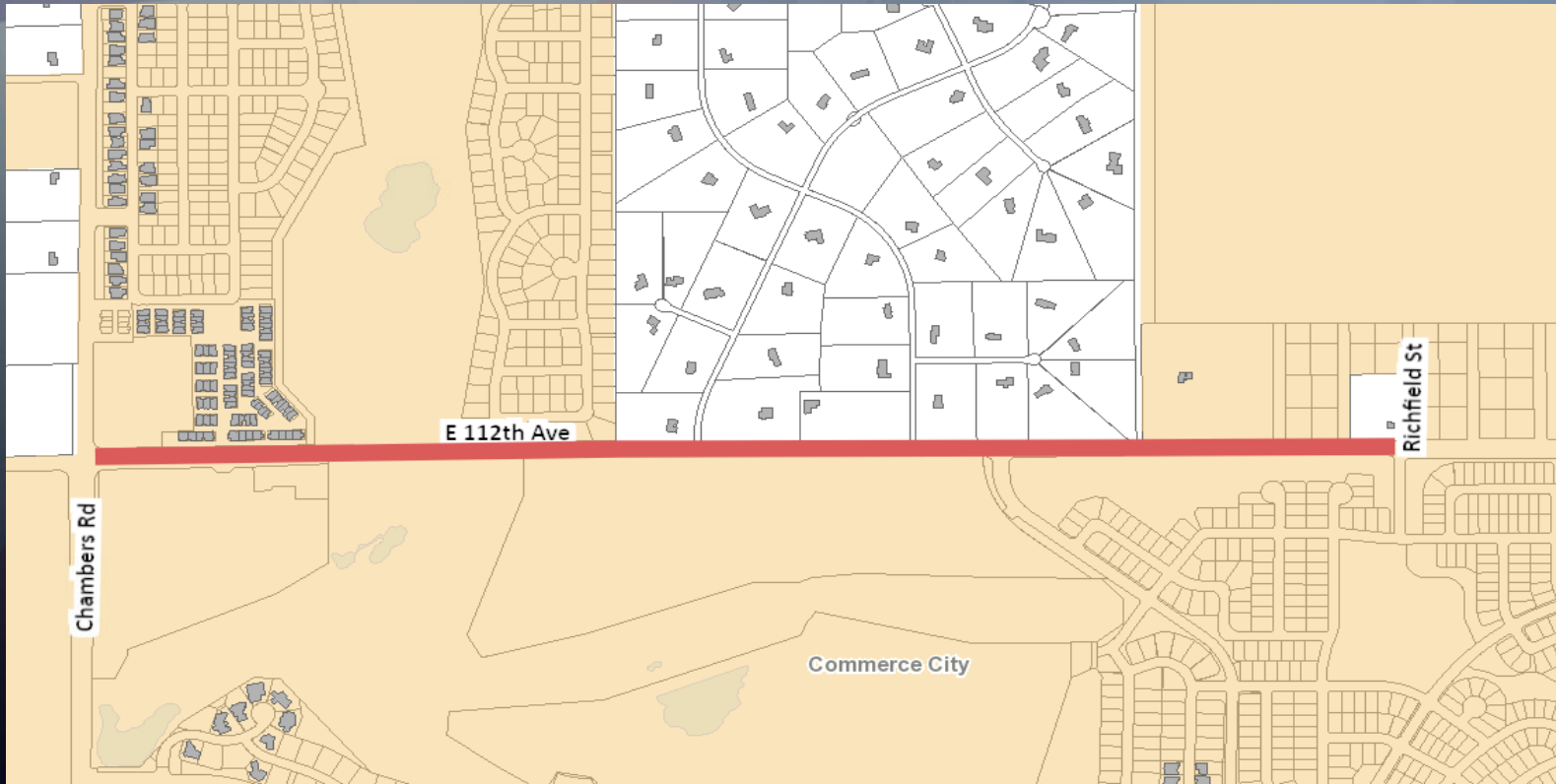
Dahlia Street (E 69<sup>th</sup> Ave to SH 224)



# E 112<sup>th</sup> Avenue

(Chambers Rd to Richfield St)

- County contribution of \$409,100
- City and developer to pay remaining cost estimated at \$3 million
- Provides contribution to road improvements on this corridor based on percentage of unincorporated right of way being improved
- Direction for contribution amount provided at study session in February 2020
- City will own and maintain all right of way moving forward



# Brighton Road (E 104<sup>th</sup> Ave to E 112<sup>th</sup> Ave)

- Provides financial contribution toward a City project to improve Brighton Road
- 85.5% of the adjacent lands are unincorporated
- County contribution \$2,000,000
- City contribution estimated at \$986,000
- City to address concerns raised by residents at several town halls





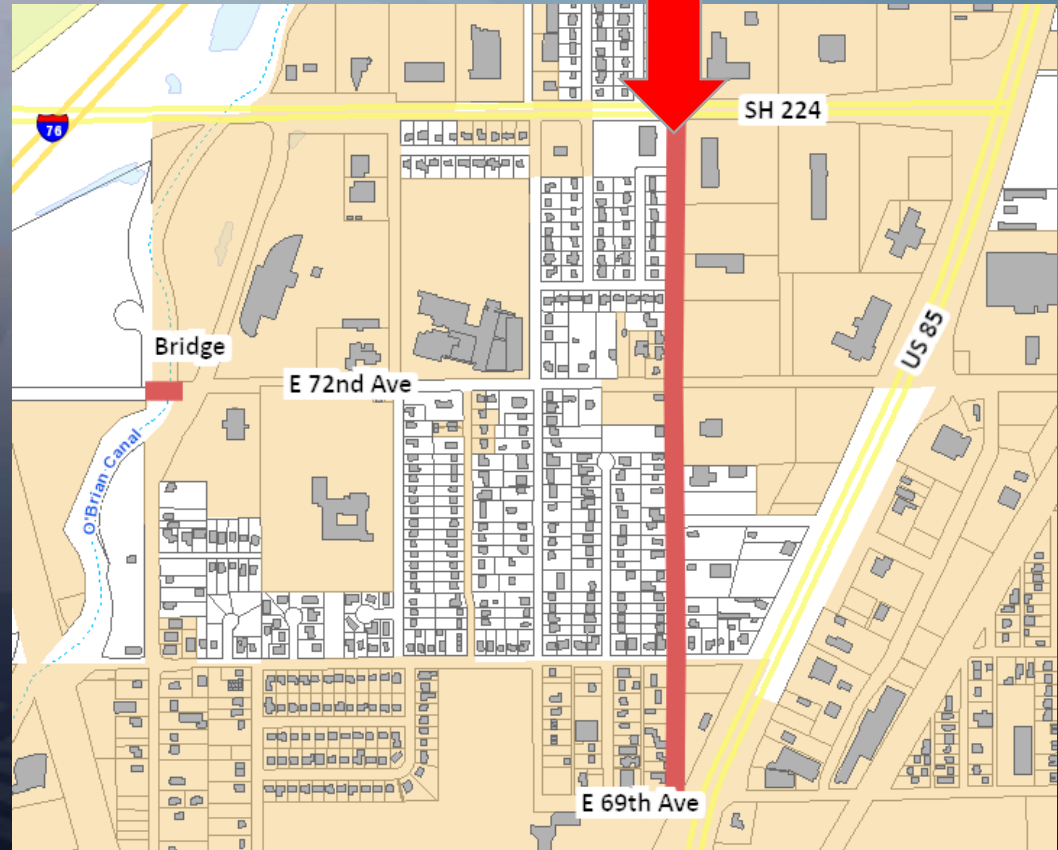
# Bridge over O'Brian Canal (E 72<sup>nd</sup> Ave west of Colorado Blvd)

- Ownership of this bridge will be transferred to the City
- City desires to own and maintain this bridge as it provides secondary access to the RTD station
- No exchange of money



# Dahlia Street (E 69 Ave to SH 224)

- City pays for the portion of work within its right of way, which is estimated at \$1,000,000
- Actual costs will be prorated based on right of way ownership
- Total project estimated cost is \$3,000,000



# Recommendation

- These agreements allow for collaboration on projects with mutual benefits
- Staff recommends moving forward with approval of all four IGAs





## STUDY SESSION ITEM SUMMARY

<b>DATE OF STUDY SESSION:</b> December 15, 2020
<b>SUBJECT:</b> CASP Master Plan Update
<b>OFFICE/DEPARTMENT:</b> Colorado Air and Space Port
<b>CONTACT:</b> Dave Ruppel
<b>RECOMMENDED ACTION:</b>

### **BACKGROUND:**

Colorado Air and Space Port has been working with Kimley-Horn and stakeholders on a master plan for the property. This will be an overview of the work underway and initial feedback.

### **DISCUSSION POINTS:**

- CASP Development
- General Aviation Impact
- Aerospace Opportunities

# COLORADO AIR AND SPACE PORT SPACEPORT MASTER PLAN

Board of County Commissioners Briefing

12/15/2020



**Kimley»Horn**  
Expect More. Experience Better.

# Agenda

- Introductions
- Spaceport Master Planning Process
- Introduction & Existing Conditions
- Market Forecast
- Facility Requirements
- Next Steps



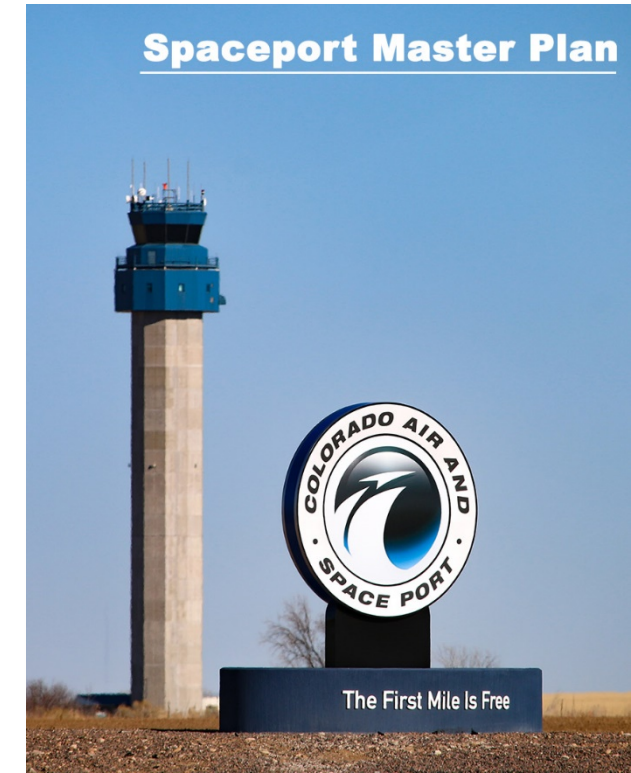
# Colorado Air and Space Port Master Planning Process





# What is a Spaceport Master Plan?

- Similar to an Airport Master Plan
- Focused on Spaceport Elements
  - Analyzes current spaceport conditions and market trends
  - Assesses the ability to accommodate current and future needs
  - Includes an implementation plan with phasing and funding strategies
  - Study results are documented in a technical report



The goal of this process is to ensure that spaceport needs are met in a feasible and fiscally responsible manner.





# Master Planning Process





# Spaceport Master Plan Report



Drafts Complete

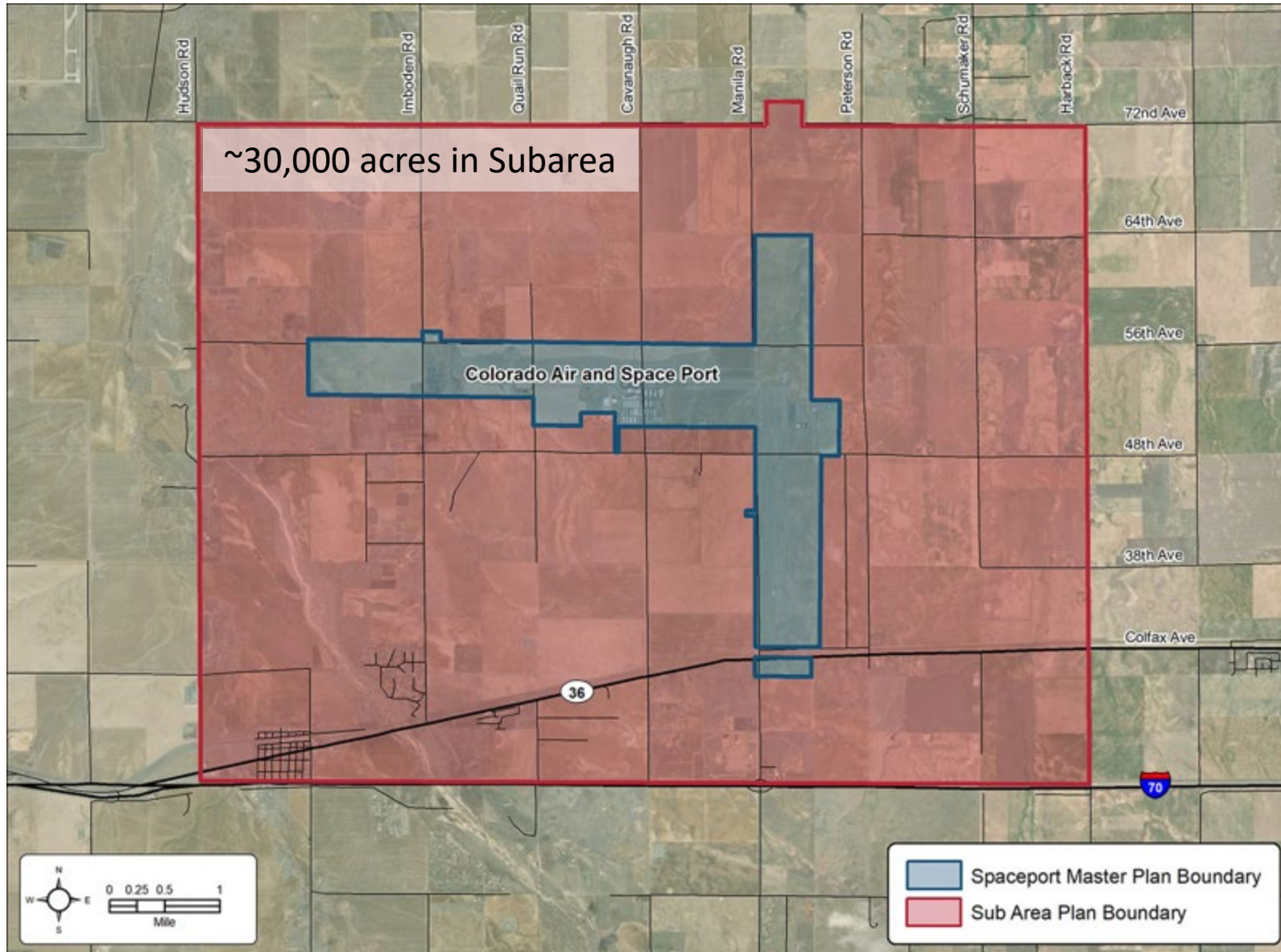


Drafts In-Works



Upcoming

# Spaceport Master Plan / Subarea Plan



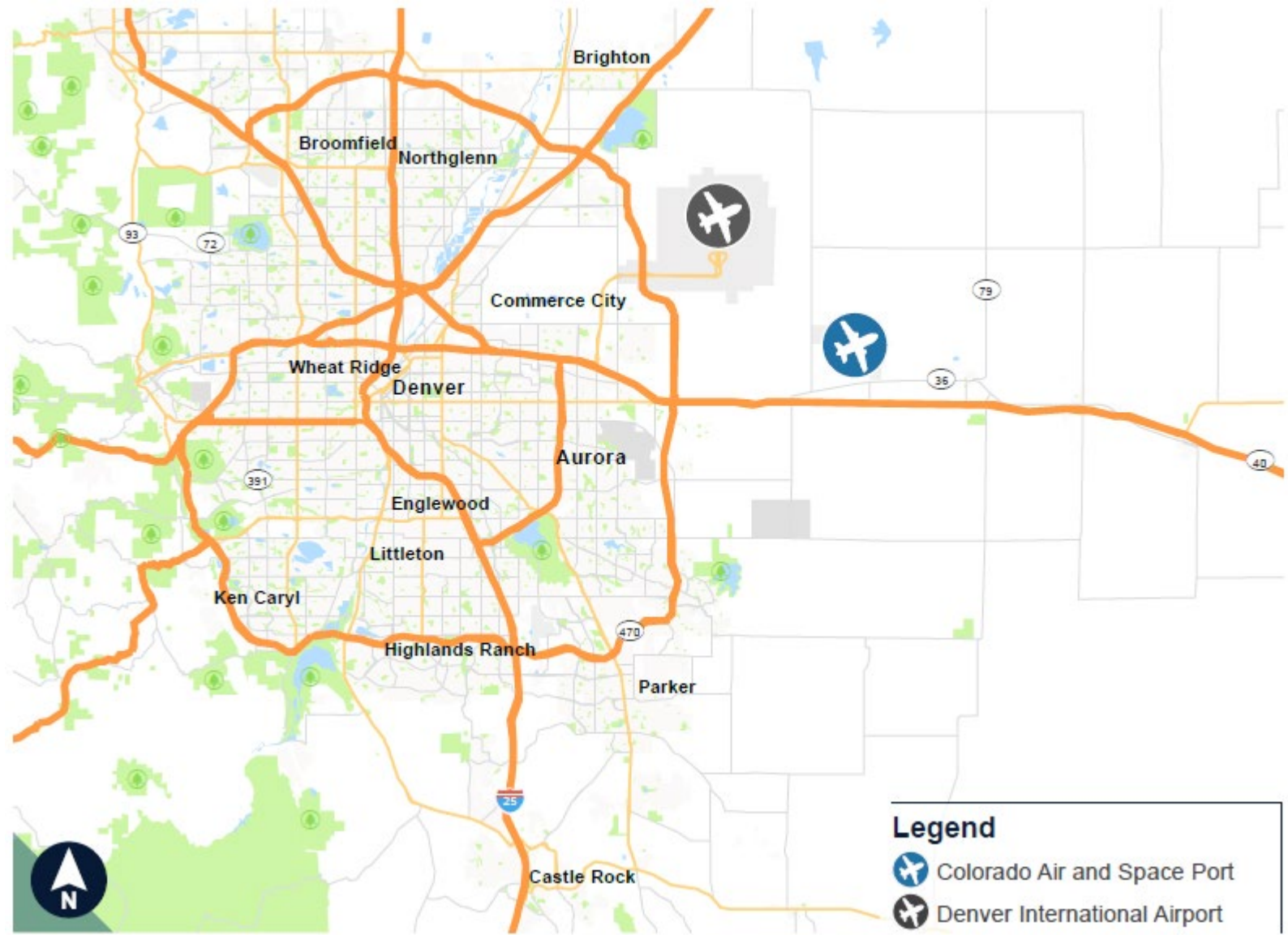


# Introduction & Existing Conditions

Colorado Air and Space Port

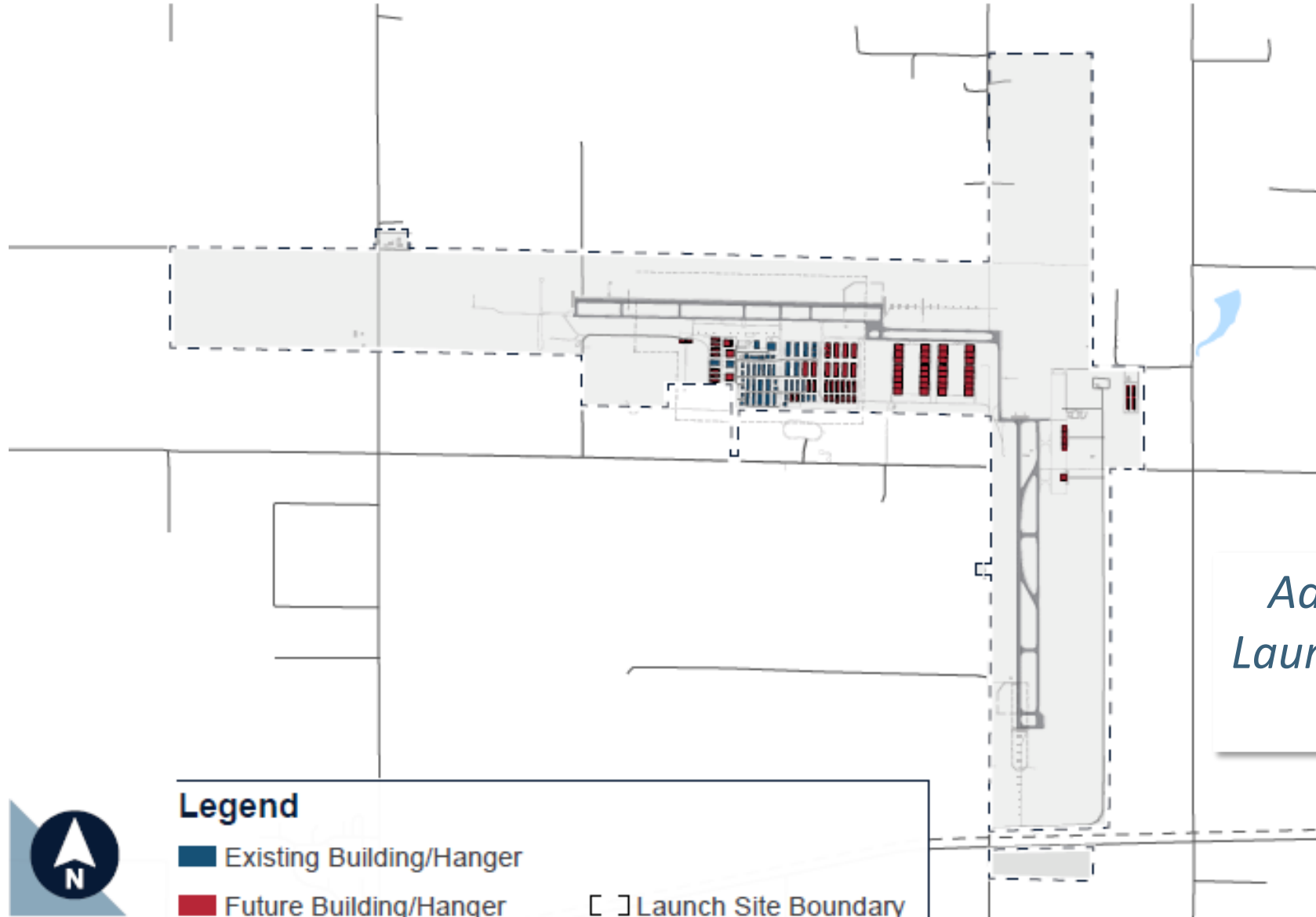


# Colorado Air and Space Port Proximity





# Launch Site Boundary



*Adams County received a Launch Site Operator License on August 17, 2018.*

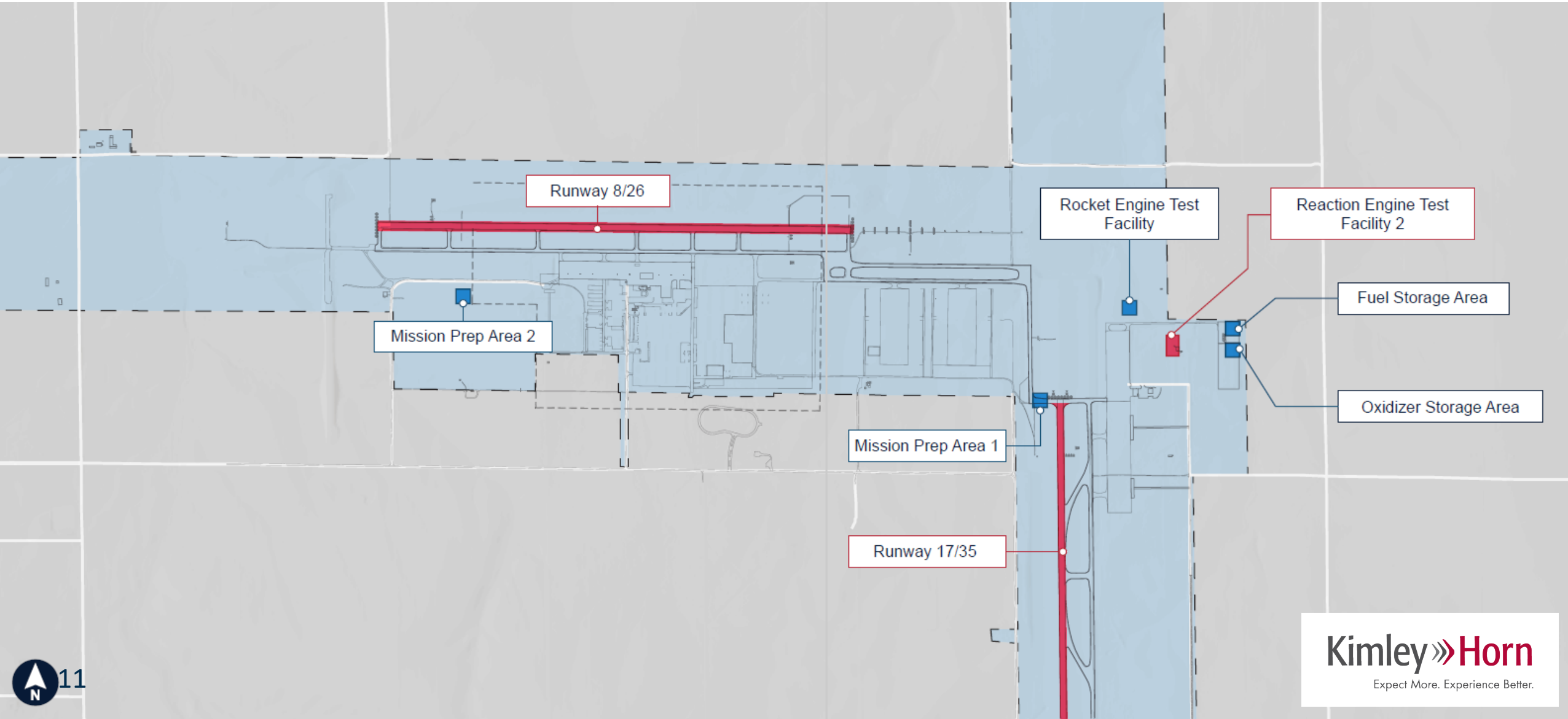
**Legend**

- Existing Building/Hanger
- Future Building/Hanger
- Launch Site Boundary

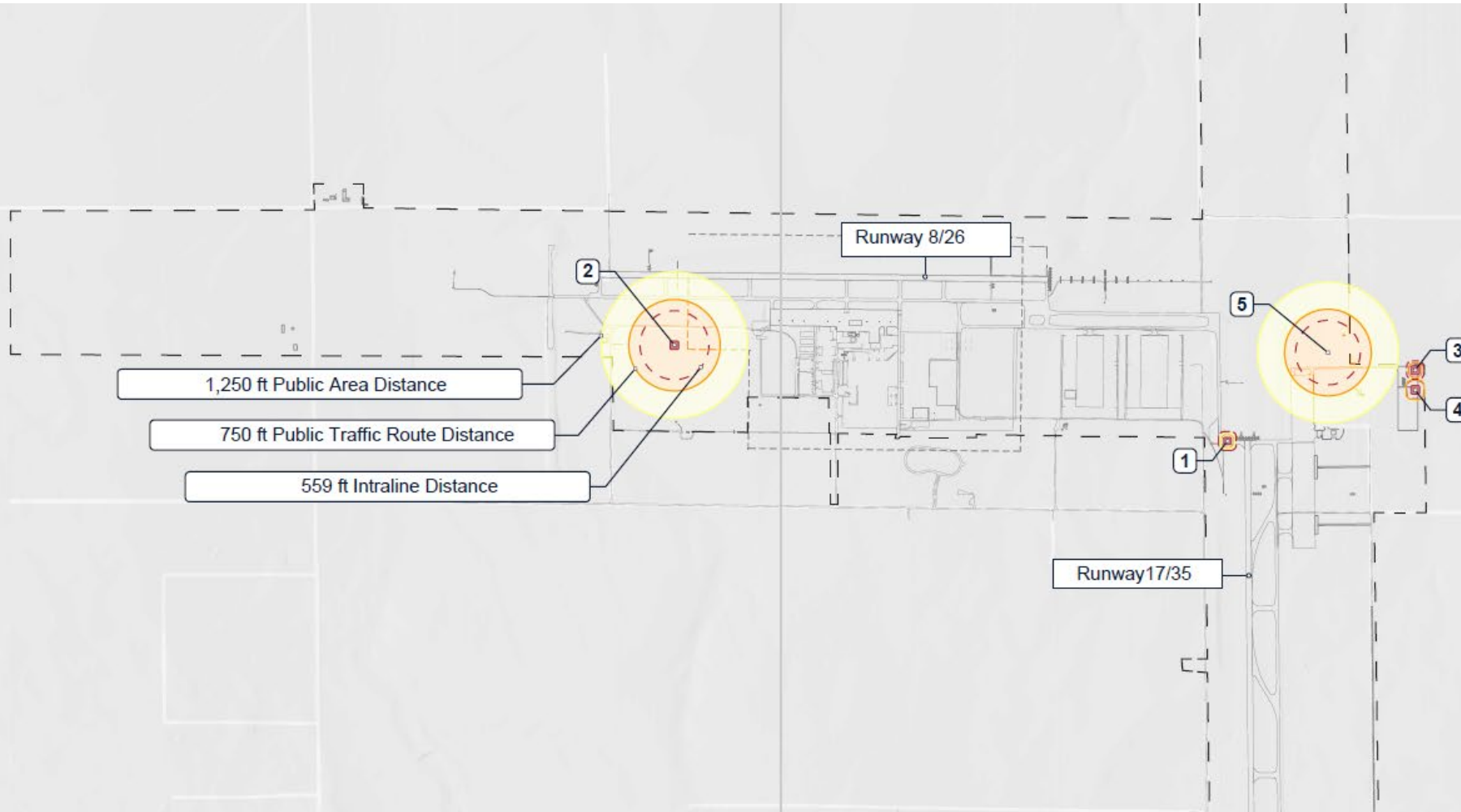




# Spaceport Infrastructure



# Explosive Site Plan

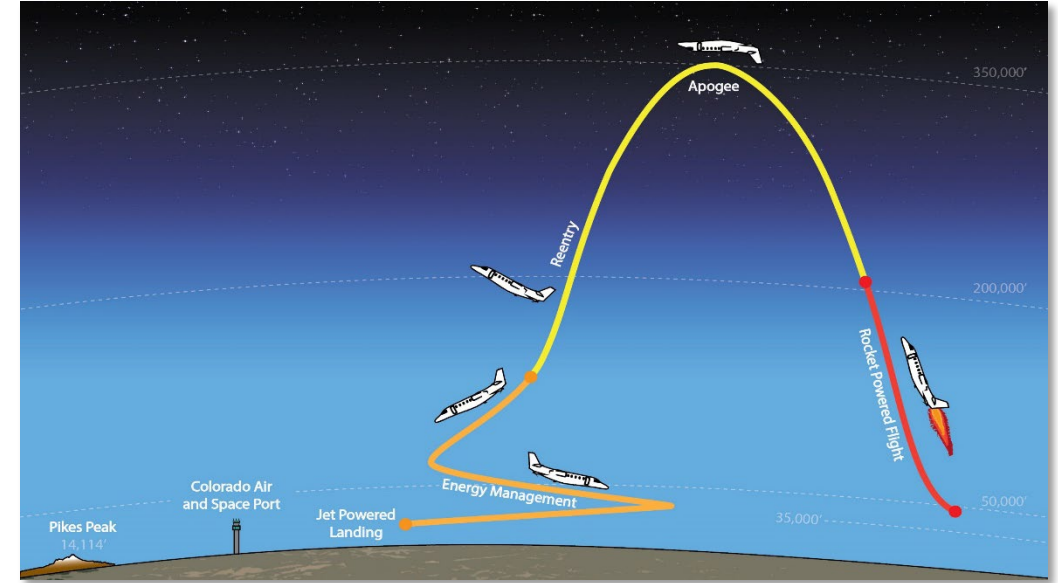




# Vehicle Concept Categories



Concept X



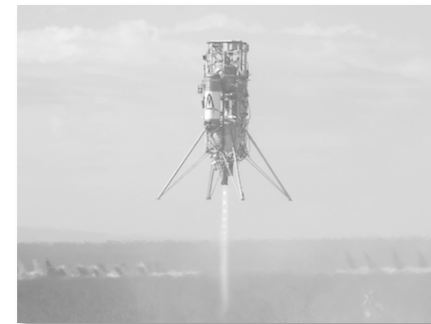
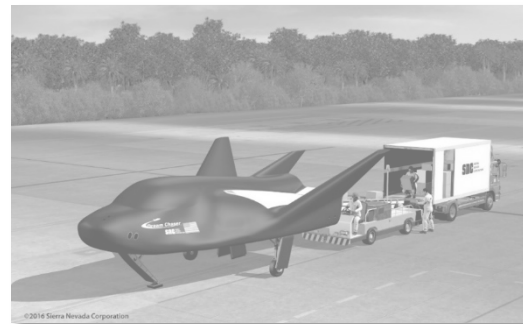
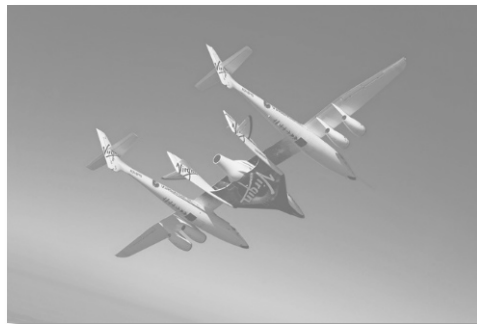
Concept Y

Concept Z

Reentry Vehicle

VTVL

Balloon

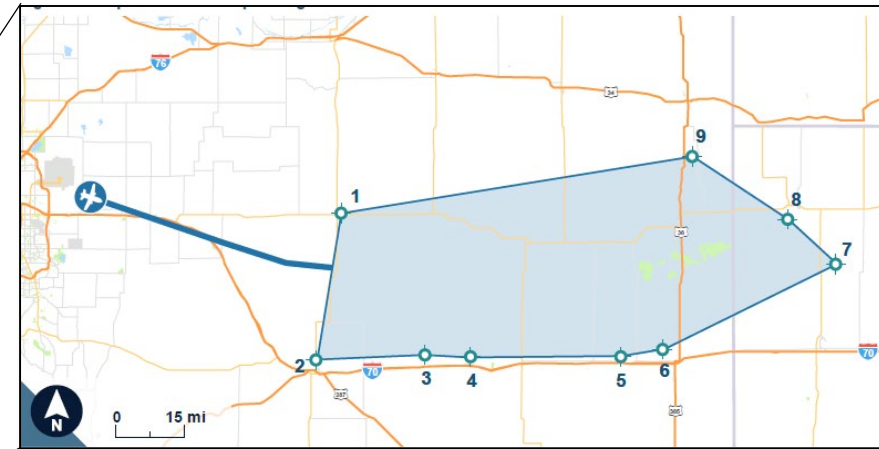
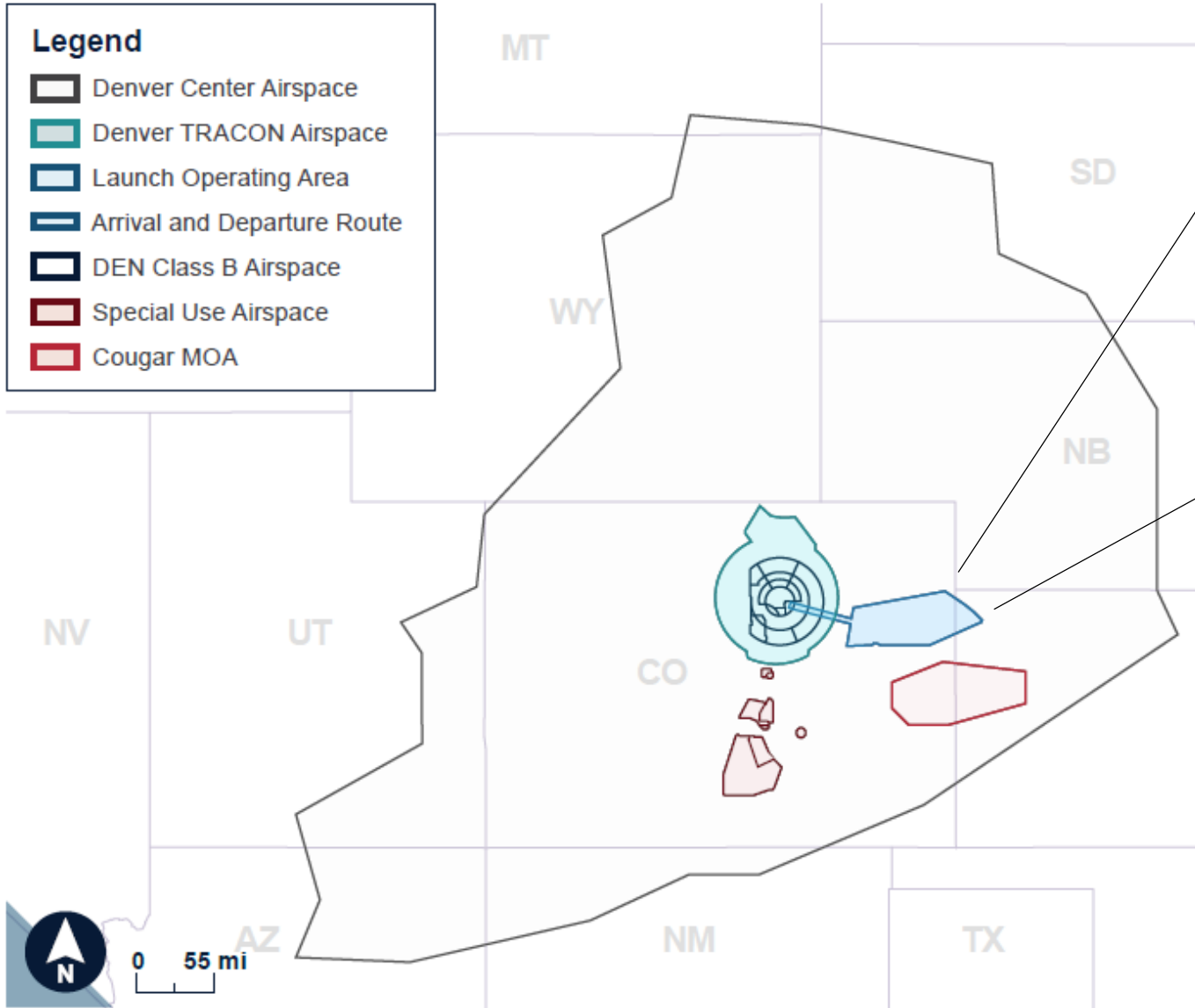




# Proposed Launch Operating Area

**Legend**

- Denver Center Airspace
- Denver TRACON Airspace
- Launch Operating Area
- Arrival and Departure Route
- DEN Class B Airspace
- Special Use Airspace
- Cougar MOA





# Market Forecast

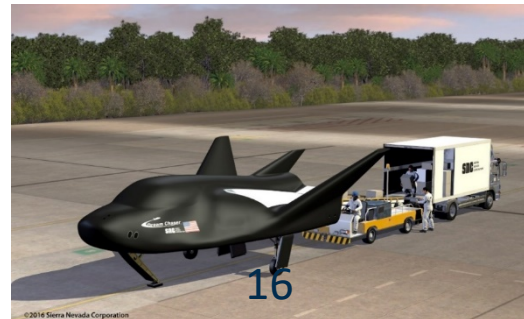
Colorado Air and Space Port

# Launch and Reentry Systems


Concept	Launch Vehicle	Carrier Aircraft	Estimated Development Progress					Status
			Preliminary		Operational			
			1	2	3	4	5	
<b>X</b>	RocketPlane XP	None	■	■	□	□	□	On Hold
	Airbus Defence and Space SpacePlane	None	■	□	□	□	□	On Hold
	Bristol Ascender	None	■	□	□	□	□	Active
	PD AeroSpace SpacePlane	None	■	□	□	□	□	Active
	Reaction Engines Skylon	None	■	□	□	□	□	Active
	SABRE Based Test Article	None	■	□	□	□	□	Active
	<b>Y</b>	XCOR Lynx	None	■	■	■	□	□
<b>Z</b>	Northrop Gumman Pegasus XL	L-1011	■	■	■	■	■	Active
	Stratolaunch Talon-A	Roc	■	■	■	■	□	Active
	Virgin Galactic SpaceShipTwo	WhiteKnightTwo	■	■	■	■	□	Active
	Virgin Galactic LauncherOne	B747-400	■	■	■	■	□	Active
	Generation Orbit X-60A	NASA C-20A	■	■	■	□	□	Active
	Aevum	Ravn X	■	■	□	□	□	Active
	Bristol Spacecab	None	■	□	□	□	□	Active
	Bristol Spacebus	None	■	□	□	□	□	Active
	Orbital Access Orbital 500R	MD-11	■	□	□	□	□	Active
	Swiss Space Systems SOAR Spaceplane	A300	■	□	□	□	□	Canceled

Concept	Launch Vehicle	Carrier Aircraft	Estimated Development Progress					Status
			Preliminary		Operational			
			1	2	3	4	5	
<b>Reentry Vehicle</b>	Boeing X-37B	Vulcan-Centaur or SpaceX Falcon 9 (Rocket)	■	■	■	■	■	Active
	Sierra Nevada Corporation Dream Chaser	Vulcan-Centaur (Rocket)	■	■	■	□	□	Active
	SABRE-Based Test Article	None	■	□	□	□	□	Active
<b>Balloon</b>	World View Stratollite	Balloon	■	■	■	■	■	Active
	Space Perspectives Spaceship Neptune	Balloon	■	■	□	□	□	Active
<b>VTVL</b>	Masten Xodiac	None	■	■	■	■	■	Active
	Blue Origin New Shepard	None	■	■	■	■	□	Active
	SpaceX Starship	None	■	■	□	□	□	Active
	New Frontier Aerospace	None	■	□	□	□	□	Active

Development progress estimated by publicly available information. Actual progress may be different than estimated here.



# Suborbital Launch Markets



Suborbital  
tourism



Research and  
technology  
demonstration




Basic and applied  
research




Media and public  
relations



Education and  
training



Satellite  
deployment



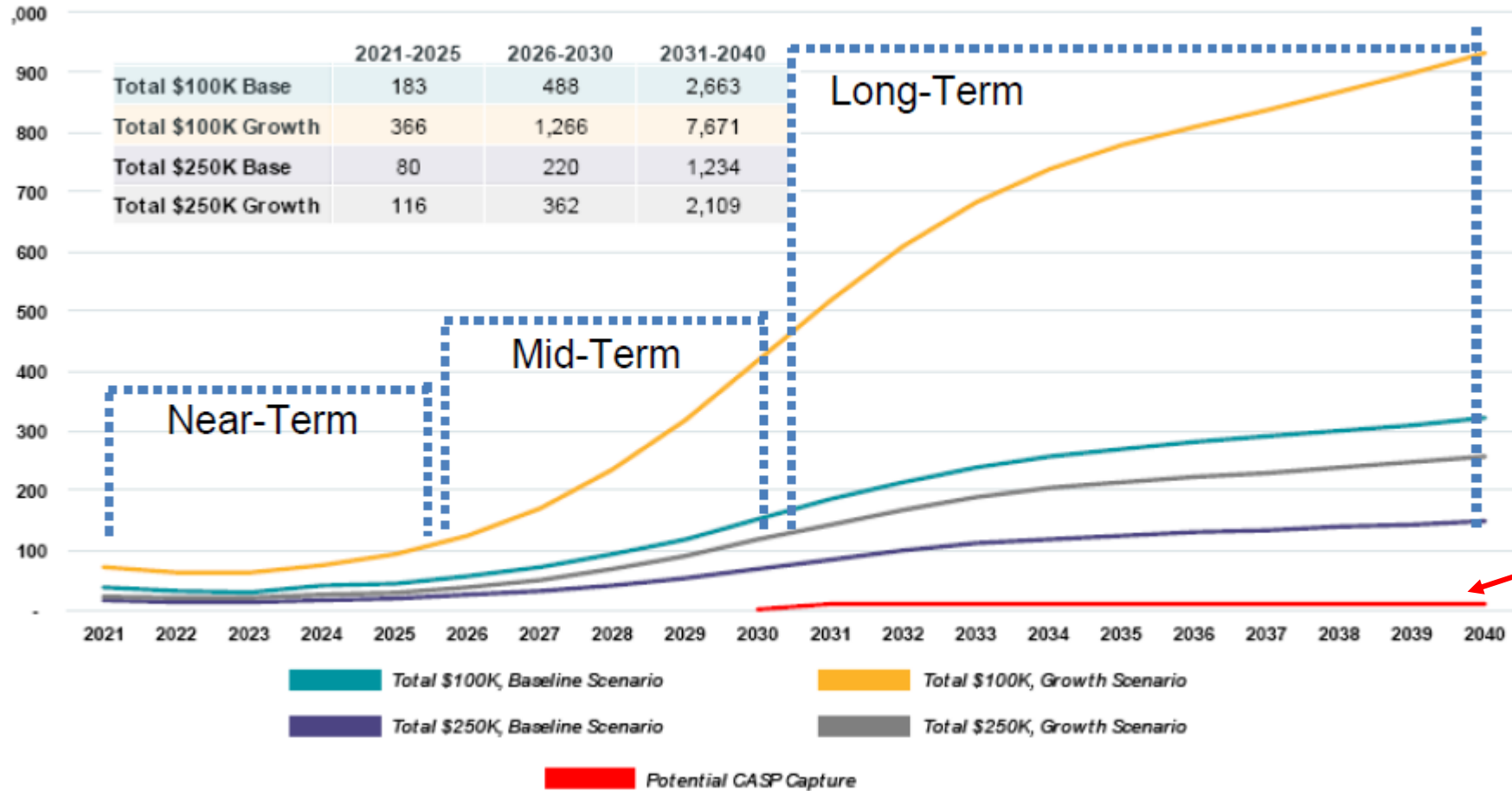
Remote sensing



Point-to-point  
transportation



# Nationwide Forecast (Licensed Suborbital Flight Operations)



Potential CASP Capture with current infrastructure (~2 to 5+ per year)

# Reentry Forecast (Overall)

## Overall Reentries (Nationwide)

- Near-Term: } 1-2 per year
- Mid-Term: } 1-2 per year
- Long-Term: 2-3 per year

Forecast provided by Bryce Space and Technologies

## CASP Capture Potential

- Unlikely without runway extension



# Other Markets

## Economic Opportunities Include:

- Research, development and testing
- Education and training
- Space hardware testing/validation
- Suborbital spaceflight and tourism
- Manufacturing
- Reentry site licensing
- Hypersonic technologies
- University research
- Workforce development





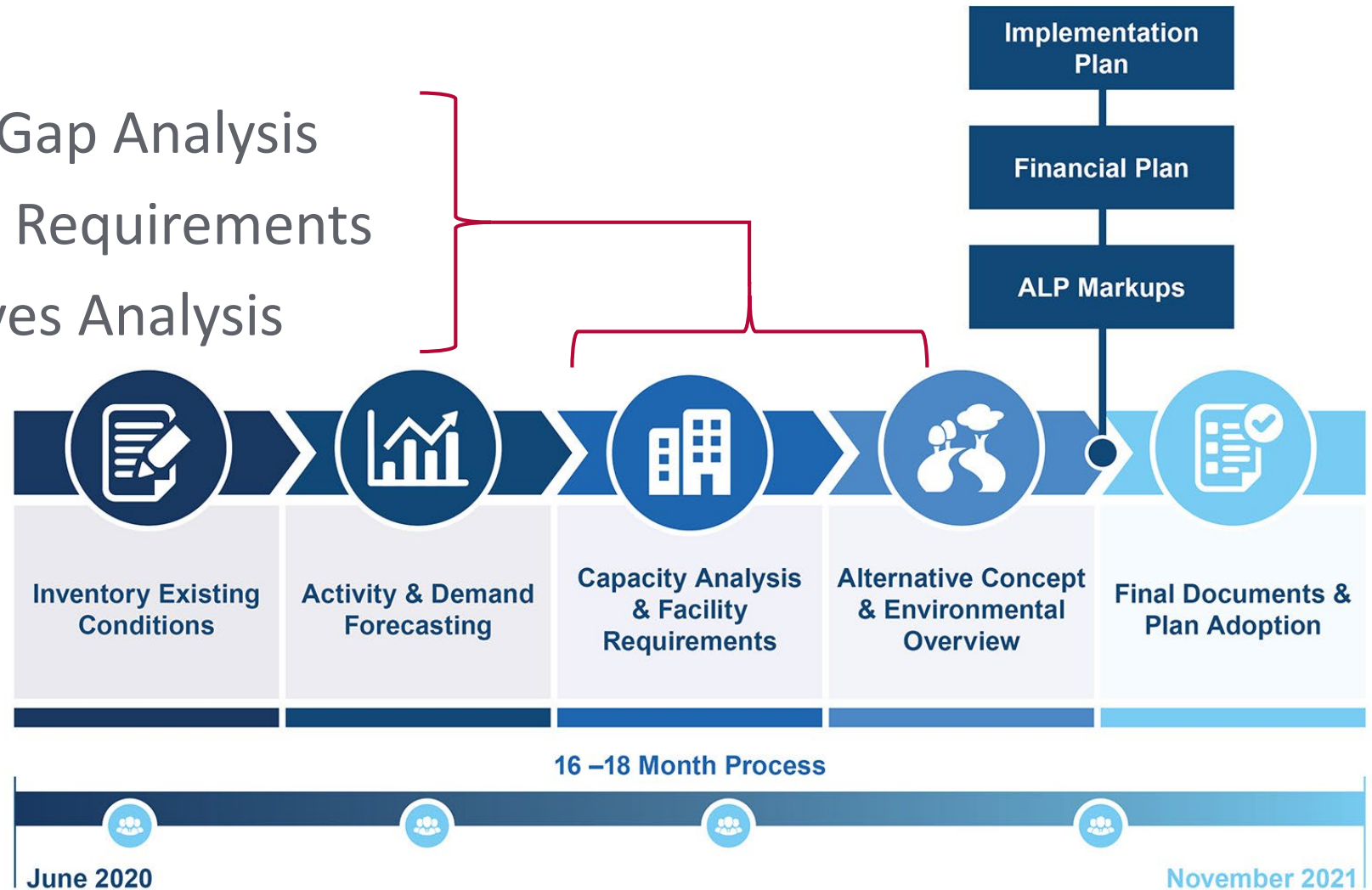


# Next Steps



# Next Steps

1. Finalize Facility Gap Analysis
2. Develop Facility Requirements
3. Begin Alternatives Analysis



# COLORADO AIR AND SPACE PORT SPACEPORT MASTER PLAN

Board of County Commissioners Briefing

12/15/2020



**Kimley»Horn**  
Expect More. Experience Better.



## STUDY SESSION ITEM SUMMARY

<b>DATE OF STUDY SESSION:</b> December 15, 2020
<b>SUBJECT:</b> Employee Manual Updates
<b>OFFICE/DEPARTMENT:</b> County Attorney, People and Culture
<b>CONTACT:</b> Amy Jones
<b>FINACIAL IMPACT:</b> None
<b>SUPPORT/RESOURCES REQUEST:</b> None
<b>DIRECTION NEEDED:</b> Approval requested
<b>RECOMMENDED ACTION:</b> Approve all changes

### DISCUSSION POINTS:

- All changes made to the employee manual need to be approved by the BOCC. We have made several proposed changes based on the operational changes due to the pandemic as well as changes due to new laws that are in effect or going to be in effect on January 1, 2021.
- Attached is a document that outlines all the changes we are proposing. Also attached are copies of the newly proposed policies. Full redline versions are available upon request.

# Employee Manual Update: Summary of Proposed Changes

Effective Date: January 1, 2020

## Overall Changes:

- Throughout the manual the following changes were made:
  - Changed any references of “he/she” to “they/their” or “the employee”
  - Changed all People and Culture department titles to just People and Culture
  - Added a list of related policies to the end of applicable policies

## Specific Changes:

### 1.3: Pregnancy Accommodation

- Clarified that People and Culture and the County Attorney’s office are determining what accommodation(s) can be made.

### 1.4: Requests for Reasonable Accommodation (f.k.a. Disability and Religious Accommodation)

- Renamed the policy
- Separated the two types of accommodation and defined them in the policy

### 1.6 Anti-Violence

- Added:
  - Although Adams County does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform the People & Culture if any employee exhibits behavior that could be a sign of a potentially dangerous situation. Such behavior includes:
    - Discussing weapons or bringing them to the workplace;
    - Displaying overt signs of extreme stress, resentment, hostility or anger;
    - Making threatening remarks;
    - Showing sudden or significant deterioration of performance; or
    - Displaying irrational or inappropriate behavior.
- Added:
  - Dangerous/Emergency Situations  
Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact and talk to the individual if they cannot safely leave the situation. If a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, employees should cooperate and follow the instructions given.
- Changed:
  - Any employee that has knowledge of or observes threatening or violent behaviors (as listed earlier in the policy) should contact Risk Management (was People and Culture)

## 1.7(1) Computer and Internet Use

- Removed: Electronic media is a privilege that may be granted or revoked for individual employees by each Department Director or elected official.
- Added: ITi may suspend or revoke access if a security incident is suspected
- Added and removed the following language (denoted by italicize and strikethrough) to prohibited uses:
  - Developing or distributing programs that are designed to infiltrate computer systems *and/or networks* ~~internally or externally~~
  - Representing oneself as another user or employee. *This includes requesting or attempting to obtain another user's credentials.*
  - *Sharing passwords or login information with anyone without written supervisor approval provided to ITi*
  - Attempting to *gain unauthorized access to systems and/or networks.* ~~an unauthorized system.~~
  - Giving your *credentials* (e.g. ~~password~~ *passwords, passphrases, multi-factor tokens, etc.*) to ~~someone~~ *anyone* without written approval from the employee's supervisor and ITi.
  - Writing down credentials and storing in an insecure location (e.g. under keyboard, taped to a laptop, in computer bag, or notebook).
  - *Leaving computer equipment unattended in insecure locations* (e.g. *vehicle overnight, café, etc.*)
  - Connecting personally owned devices (*Laptops, Cell Phones, USB Thumb drives, External Hard Drives, etc.*) directly to ~~the Adams County systems and/or network via Ethernet port (wall jack), Admin Employee Wireless, or to county issued equipment USB, Ethernet or Bluetooth~~ without authorization from ITi Director. ~~All personal devices must be authorized and comply with the Adams County Personal Computing Device Policy (BYOD).~~  
<https://myadams/ITi/Pages/ITPolicies.aspx>
  - Using excessive bandwidth for non-business related tasks. Excessive bandwidth usage includes personal internet or network usage that interferes or disrupts with County operations. Excessive bandwidth usage could be a result of video and music streaming, large internet uploads or downloads, and cloud file storage services (e.g. DropBox and GoogleDrive). Users and/or managers will be notified by ITi if they are using Excessive bandwidth. In an effort to protect County operations, ITi may temporarily block internet access from devices as necessary.
- Changed ITI to ITi
- Moved “All personal devices that are used for county business or are connected to county systems must be authorized and comply with the Adams County Personal Computing Device Policy (BYOD)” <https://myadams/ITi/Pages/ITPolicies.aspx>” under the security section.
- Under Personal Use, removed department director or elected official discretion for the incidental use of internet, personal e-mail, and/or personal networking sites.
- Under Personal Use, added “County final work products, and sensitive information shall not be stored on personal accounts or devices.”

### **1.7(2) Social Media**

- Added “video or live streaming platform” to the list of types of social media communication.

### **1.8 Discipline and Appeal**

- Changed “Insubordination, or refusal to comply with management's lawful instruction” to “Insubordination, *defined as* refusal to comply with management's lawful instruction”
- Changed “Failure to obey additional internal rules as may be established by the Department Director” to “Failure to obey additional internal rules *including Operational Expectations and Department Standards*”
- Added manager to “Employees are not entitled to appeal the disciplinary action of a supervisor *or manager* unless they go through a pre-disciplinary conference.”
- Added under appeal: Employees operating under a collective bargaining agreement are not eligible to appeal and shall follow the grievance procedure as outlined in the collective bargaining agreement.
- Added “Employees operating under a Collective Bargaining Agreement are not eligible to appeal a PDC disposition.”

### **2.1(1) Attendance and Time Records (f.k.a. Hours of Work)**

- Changed the hours of operation to reflect new schedule
- Removed all references to Alternative Work Schedules and Workweeks and created a revised policy 2.1(2) Telework and Remote Work and (f.k.a. 2.1(2) Teleworking)
- Under time records we reworded the paragraph to reflect potential upcoming payroll changes and changed the order of some sentences.

### **2.1(2) Telework and Remote Work (f.k.a Teleworking)**

- Revised the policy to meet current practice
- Removed most of the procedural/process language and put into the agreement form

### **2.2 Dress Code**

- Rewrote the policy to the following:
  - It is the policy of the County to project a professional and business-like image to customers, clients, vendors, visitors, and coworkers. In line with this, the County requires that employees dress appropriately in clothing which:
    - Is suitable for their job responsibilities and work environment (should mirror those that you are serving);
    - Meets the requirements established for safety reasons;
    - Is consistent with good hygiene; and
    - Demonstrates good judgement and common sense

Employees required to wear a uniform or shoes while on the job shall work with their department director on purchase and reimbursement guidelines.

Departments shall not create additional dress code policies. Any questions regarding the appropriateness of attire should be directed to People and Culture.

### **2.3 Access to County Property**

- Changed the location of the sentence regarding the content of employee's computer and email being subject to search and added that the search is only at the direction and discretion of the Director's of People and Culture.

### **2.3 Drug-Free Workplace**

- Added "vaping devices and tobacco" to the sentence "The County also prohibits the use of electronic cigarettes, vaping devices and tobacco inside the workplace."

### **2.4 Drug and Alcohol Testing for Individuals with a CDL**

- Added FMCSA information as follows:
  - The FMCSA's Commercial Drivers' License Drug and Alcohol Clearinghouse is an online database that contains information about violations of the DOT's drug testing regulations. All prospective and current employees must conform to the requirements of 49 CFR 382, including the following:
    - A. Pre-Employment Queries (49 CFR 382.701). Candidates applying for a position requiring a CDL must register with the Clearinghouse and provide electronic consent to allow Adams County to request a full query in the Clearinghouse prior to the start of employment. If a candidate refuses to provide consent, that refusal may provide the sole grounds to prohibit the candidate from being hired by Adams County at the discretion of the Risk Manager and/or the Department Director. If hired, such refusal will be grounds to prohibit the candidate from driving a commercial vehicle as an employee.
    - B. Annual Queries (49 CFR 382.701). Employees whose position requires them to have a CDL must complete and return to Risk Management within 2 weeks after hire a written consent to allow Adams County to request a limited query in the Clearinghouse on an annual basis. The consent form must state that the consent will remain valid for the duration of employment with Adams County and be signed and dated by the employee.

### **2.5 Motor Vehicle**

- Removed the sentence: The responsibility of safe operation of a vehicle on County business is a privilege and can be revoked.
- Changed the approval for exigent circumstance exceptions on MVR from Risk Manager and Department Director to Risk Manager and Deputy County Manager.
- Reworded the bullets under Motor Vehicle Safety for better flow
- Added "including electronic cigarettes and vaping" to the sentence "Tobacco use and the use of electronic delivery devices, including electronic cigarettes and vaping, are prohibited in any vehicles managed, owned, or leased by Adams County."

### **2.6 Probationary Period**

- Removed EEO language at the beginning of the policy due to redundancy with the EEO policy
- Removed the requirement for a performance evaluation during the probationary period



## **2.7 Hold for Future Use (f.k.a. Performance Appraisal)**

- Removed performance appraisal policy from the manual

## **2.9 Reduction in Force and Recall**

- Removed the term “lay-off” from the policy since it is synonymous with Reduction in Force
- Replaced the list of positions consulted during a potential reduction in force with County Leadership. “The County Manager, in consultation with County Leadership (instead of listing Department Directors, Elected Officials, County Attorney and People and Culture) will determine the size and scope of any reduction in force.

## **3.1 Health Insurance**

- Shared the location of the Plan documents and removed the language that stated the documents were available for inspection in P&C. Also removed the sentence that stated that plan documents and applicable laws shall prevail in all issues of coverage.
- Changed the coverage effective date to reflect current eligibility periods
- Removed language requiring mandatory enrollment in dental and vision if electing medical coverage to reflect current rules
- Reworded enrollment timeframe requirements for clarity and to reflect current rules
- Removed: Employees covered under Adams County health plans who incur a loss of coverage due to continued disability and who are approved for disability benefits through Adams County’s Long Term Disability (LTD) program are eligible to continue health care coverage under COBRA for up to eighteen months. The county will continue the employer contribution towards the cost of COBRA coverage for eligible employees and their enrolled dependents for up to twelve months from the loss of coverage date.
- Replaced with: If Adams County is unable to reasonably accommodate an employees’ restrictions and employment is ended because of this, the County will subsidize COBRA premiums for up to 12 months. To be eligible for the subsidy, the employee must currently be enrolled in a COBRA-eligible plan, elect COBRA coverage by the deadline indicated and be approved for disability benefits through the Adams County disability plans (short-or long-term) and/or workers’ compensation plan. The amount of the subsidy will be equal to that of the subsidy active employees receive.
- Defined Loss of Life in the Line of Duty and clarified eligibility for continued coverage for dependents

### **3.1(2) Life and Disability Insurance**

- Updated the policy statement to be more specific regarding the details of the benefit. “Adams County provides basic life/Accidental Death & Dismemberment (AD&D) and short and long-term disability coverage to eligible employees at no cost to the employee. Employees are able to purchase additional coverage, if approved, at their own expense.”
- Updated the effective date information to reflect current practice
- Revised information pertaining to the location of the specific plan details to reflect the current location (on MyAdams)
- Added a reference to the related policies

### **3.3 (1) Workers' Compensation Coverage and Injury Leave**

- Added specific information regarding the use of injury leave
- Added the requirement to use sick leave to supplement the worker's compensation benefits and limits the supplement to 100% of pay.
- Added information on when to schedule doctor appointments and the requirement to use sick leave or comp time for appointments. If no sick leave or comp time is available, they may use vacation. They also have the choice to use leave without pay.
- Added specific requirements on returning to work with a work-related injury
- Added a reference to the related policies

### **3.4(1) Annual Leave (Vacation)**

- Removed the requirement that employees provide 10 days advance notice for using annual leave
- Added requirement that employees shall work with their manager or supervisor to ensure coverage of their assigned work area meets current operational needs before leave is taken.
- Added that leave requests can be denied
- Removed the ability of the director to revoke a previously approved request.
- Added a reference to related policies

### **3.4(2) Sick Leave**

- Added: Adams County sick leave meets the requirements of Paid Sick and Safety Time as detailed in the Colorado Healthy Families and Workplaces Act. Because of this, employees who are eligible for sick leave are not eligible for a separate bank of Paid Sick and Safety Time.
- Added reasons that sick leave could be used (required under COMPS order)
- Added family relationships that apply to this policy (required under (COMPS))
- Added that in certain situations, the use of sick leave can be mandated
- Added An employee who has a status change from a regular full-time position to a position not earning sick leave shall have up to 48 hours transferred to Paid Sick and Safety Time (PSST). If there is remaining sick leave hours after the transfer, the remaining accruals will be paid out on the effective date of the status change. The method for calculating the payout shall be the same as upon separation from the County (required under COMPS)
- Added the reinstatement on sick leave for rehired individuals for sick leave not previously paid out (required under COMPS)
- Added reference to related policies

### **3.4(4) Holidays (RENUMBERED)**

- Added the word "observed" to the sentence "Eligible employees who must work on an observed holiday....")
- Removed the section on Holidays worked for part-time two, seasonal, temporary. It was redundant with the section above.

### **3.5(1) Family and Medical Leave**

- Changed son or daughter to child
- Updated other language to match updated referenced policies

### **3.5(2) Paid Parental Leave**

- Changed the name of referenced policies to match updated policy names

### **3.6(1) Compensatory Time**

- Changed payout of over 40 hours to January from December

### **3.6(3) Leave Without Pay**

- Removed personal leave of absence and created a separate policy

### **3.6(4) Compassion/Bereavement Leave (f.k.a Funeral/Bereavement Leave)**

- Changed the policy to allow up to 40 hours per incident to mourn the passing or to prepare for imminent death of a person or persons of significant importance to the employee.
- Removed “*At the discretion of directors*” employees may be granted leave with pay to attend the funeral of another county employee.
- Changed the approval for leave from department director to immediate supervisor or manager
- Added leave for part-time employees is prorated based on full time equivalency

### **3.7(1) Overtime**

- The policy references an example of how overtime is calculated. The example had an hourly rate of \$8.00 and overtime rate of \$12.00. This was updated to \$12.00 and \$18.00 respectively

### **3.7(2) On-Call**

- Removed the sentence “It is the County’s general policy that on call assignments should be kept to a minimum.”
- Removed the sentence “Employees who are assigned on call duty must be provided with a cell phone, pager, or two-way radio during the period specified as the on call period.”

### **3.8 Payroll Deductions and Pay Day**

- Removed: New employees will be eligible for advance pay in the first month of employment, payable on the 15th of the month. New employee advance requests must be approved by the employee’s department director, the Finance Director, or the Director of People Services, and the request must be received in the Finance Department by the 10th of the month. Advances shall not exceed an employee’s net earnings at the time of the advance.
- Maintained employees may request up to two payroll advances per calendar year.
- Added requests for advance must be received by the 10<sup>th</sup> of the month and are paid on or around the 15<sup>th</sup> of the month.

- Added collective bargaining agreements deductions to the allowable payroll deduction list. “Deductions that are required by law or a collective bargaining agreement will be withheld from employees’ pay and remitted to the proper payee.”

### **3.9 Suspension of Operations (f.k.a. Closure of County Building/Suspension of Operations)**

- Removed references to the closures of buildings and/or facilities due to remote working policy
- Added: Adams County may close buildings as needed for various reasons including, the day following an observed holiday, building maintenance or if a building is uninhabitable. These types of building closures do not result in a suspension of operations and employees that are scheduled to work shall be required to work in the field or remotely.
- Removed all other references to building closures

### **4.2 Rates of Pay**

- Changed the lateral transfer pay policy to reflect that P&C determines if the pay should shift
- Changed the New Hire pay to reflect that people should be hired at a rate commensurate with related education and experience rather than at the minimum of the pay range
- Changed Department Director to hiring managers for all consulting with P&C on salary information
- Clarified that internal equity studies must be completed prior to job offers
- Added the compensation team as the approver for hiring above 15% into a salary range.

### **4.3 Recruitment and Selection**

- Changed the language on the equal opportunity
- Added a section on employment status (for ACA and FLSA requirements)
- Added the definition of project designated
- Added purchasing to the collaboration for staffing or temporary agencies
- Changed the approval for alternatives to posting from the P&C director to the Recruitment Manager
- Added the alignment of organizational norms and values to the list of qualification evaluation of candidates
- Removed “In most cases” from the requirement that hiring managers conduct reference checks.
- Due to Equal Pay Act, we removed all exceptions to posting except:
  - Career progressions that automatically occur within one year of hire,
  - Temporary hires, including interns, who will work no more than six months (180) days and are not expected to become regular employees,
  - Acting or interim roles lasting less than six months (180 days),
  - Volunteer opportunities

## **Newly Proposed Policies**

### **3.4(3): Paid Sick and Safety Time (PSST) Leave (Newly created policy)**

- New policy to meet the requirements of the Colorado Healthy Families and Workplaces Act
- Provides up to 48 hours of accrued sick leave to positions not eligible under the sick leave policy (temporary, seasonal, part time less than 30-39 hours per week)
- Accrued at 1 hour per 30 hours worked

### **3.5(4): Public Health Emergency (PHE) Leave (Newly created policy)**

- New policy to meet the requirements of the Colorado Healthy Families and Workplaces Act
- Provides up to 40 hours (full time) or the average of two weeks working hours (part-time or three-quarter time) of paid leave for specific situations during a public health emergency

### **3.5(5) Personal Leave of Absence (Newly created policy)**

- This information was previously in the Leave Without Pay Policy and was separated out for clarity
- The intent was to clarify that the PLOA is not intended for medical conditions as those situations will always fall under ADA, CFCA, USERRA, PPL or FMLA.

### **3.6(6): Election Leave (Newly created policy)**

- New policy to allow employees up to two hours of paid leave to vote during a general election

### **3.6(7): Domestic Abuse Leave (Newly created policy)**

- This policy provides pay for employees that are taking leave under the Colorado Domestic Abuse Leave Law.
- Up to three days in twelve months if the employee is the victim of domestic abuse, stalking, sexual assault, or any other crime related to domestic abuse

### **3.4(3): Paid Sick and Safety Time (PSST) Leave**

This policy applies to all temporary, seasonal, and part-time two positions and is compliant with the Colorado Healthy Families and Workplaces Act.

#### **Eligibility for Paid Sick and Safety Time Leave**

Regular full-time, regular part-time three, project designated full-time and project designated part-time three positions are eligible for sick leave accruals under policy 3.4(2) and therefore do not earn additional PSST leave.

#### **Paid Sick and Safety Time Leave Accruals**

Effective immediately upon hire, eligible employees accrue one (1) hour of PSST leave for every thirty (30) hours worked. Hours worked does not include any time for which work was not performed (regardless if those hours are included in overtime calculations).

The maximum PSST leave accrual is forty-eight (48) hours. Employees who accrue forty-eight (48) hours of PSST leave will stop accruing leave until such time that they use PSST leave and fall below the cap.

#### **Use of Paid Sick and Safety Leave Time**

Employees must have accruals at the beginning of the month in order to use them during the month.

PSST leave may be used for the following reasons:

- Mental or physical illness, injury, or health condition of the employee or family member.
- Medical diagnosis, care, or treatment related to an employee's or family member's illness, injury, or condition.
- Preventive medical care.
- Safety purposes:
  - Seeking medical attention to recover from a mental or physical illness, injury, or health condition caused by the domestic abuse, sexual assault, or harassment.
  - Obtaining services from a victim services organization.
  - Obtaining mental health or other counseling.
  - Seeking relocation due to the domestic abuse, sexual assault, or harassment.

### **3.4(3): Paid Sick and Safety Time (PSST) Leave (continued)**

- Seeking legal services, including preparing for or participating in a civil or criminal proceeding relating to or resulting from the domestic abuse, sexual assault, or harassment.
- Public health emergency. This includes when a Public Official orders the closure of an employee's place of business or the school or place of care of an employee's child and the employee needs to care for the child (see Policy 3.5(4) Public Health Emergency Leave)

For the purposes of this policy, family member is defined as:

- The employee's immediate family member (a person related by blood, marriage, civil union, or adoption).
- A child to whom the employee stands in loco parentis.
- A person who stood in loco parentis to the employee when the employee was a minor.
- A person for whom the employee is responsible for providing or arranging health- or safety-related care.

#### **Process for Use of Paid Sick and Safety Time Leave**

A request for PSST leave shall be made to the immediate manager or supervisor prior to the leave date when possible. In the case of an unforeseen absence, it is the employee's responsibility to contact his or her immediate manager or supervisor as soon as possible.

False or fraudulent use of PSST leave is grounds for discipline, up to and including, termination. Employees who use four or more consecutive days of PSST leave may be required to provide documentation verifying the reason for the leave. When an employee is out due to their own illness for more than three consecutive days, the manager should consult with P&C to determine if FML is applicable.

In certain situations, the use of PSST leave may be mandated.

#### **Payment of Unused Portion of Accrued Paid Sick and Safety Time Leave Upon Separation**

Employees will not be compensated for accrued but unused PSST leave when separating from the county. However, if an employee is rehired within six (6) months of separation, any previously accrued but unused PSST leave will be reinstated.

### **3.4(3): Paid Sick and Safety Time (PSST) Leave (continued)**

#### **Related Policies**

- Sick Leave
- Public Health Emergency Leave
- Family Medical Leave



### **3.5(4): Public Health Emergency (PHE) Leave**

This policy applies to all employees

#### **POLICIES AND PROCEDURES**

Adams County complies with the Colorado Healthy Families and Workplaces Act.

The County provides a specific amount of paid leave when a public health emergency is declared (as described below).

Full-time and Project Designated Full time employees are eligible for eighty (80) hours per public health emergency. All other employees are eligible for the greater of either the amount of time the employee is scheduled to work in a fourteen (14) day period or the amount of time the employee actually works during an average fourteen (14) day period per public health emergency.

#### **Public Health Emergency**

Public Health Emergency leave is available to be used during the entire duration of a public health emergency and up to four weeks after the suspension or termination of the public health order.

Public Health Emergency leave may be used for the following reasons:

- To self-isolate and care for oneself (or a family member who is self-isolating) because the employee (or family member) is diagnosed with, or experience symptoms of, the communicable illness that is the cause for the PHE.
- To seek or obtain (or care for a family member who needs) medical diagnosis, care, or treatment if experiencing symptoms associated with a communicable illness that is the cause of the PHE.
- To seek (for oneself or a family member) preventive care concerning a communicable illness that is the cause of the PHE.
- If the individual's presence on the job or in the community would jeopardize the health of others because of the individual's exposure to the communicable illness or because the employee is exhibiting symptoms of the communicable illness (regardless of diagnosis), as determined by local officials with such authority or the employee's or covered relation's employer.

### **3.6(6): Public Health Emergency (PHE) Leave (continued)**

- To care for a child or other family member when the child's care provider is unavailable due to a PHE, or if the child's or family member's school or place of care has been closed by a local, state, or federal public official or at the discretion of the school or place of care due to a PHE, including if a school or place of care is physically closed but providing instruction remotely.
- If an employee is unable to work because the employee has a health condition that may increase susceptibility to or risk of communicable illness that is the cause of the PHE.

For the purposes of this policy, family member is defined as:

- The employee's immediate family member (a person related by blood, marriage, civil union, or adoption).
- A child to whom the employee stands in loco parentis.
- A person who stood in loco parentis to the employee when the employee was a minor.
- A person for whom the employee is responsible for providing or arranging health- or safety-related care.

#### **Requesting Public Health Emergency leave**

A request for PHE leave shall be made to the immediate manager or supervisor prior to the leave date when possible. In the case of an unforeseen absence, it is the employee's responsibility to contact his or her immediate manager or supervisor as soon as possible. When an employee is out due to their own illness for more than three consecutive days, the manager should consult with People and Culture to determine if Family Medical leave is applicable.

False or fraudulent use of PHE leave is grounds for discipline, up to and including, termination. Documentation is not required to used PHE leave.

In certain situations, the use of PHE leave can be mandated.

#### **Payment of Unused Portion of Accrued PHE Leave Upon Separation**

Employees will not be compensated for unused Public Health Emergency leave when separating from the county.

### **3.6(6): Public Health Emergency (PHE) Leave (continued)**

#### **Related Policies**

- Paid Sick and Safety Time Leave
- Sick Leave
- Family Medical Leave

### **3.5(5): Personal Leave of Absence**

This policy applies to all full-time regular employees (RFT), regular part-time three employees (RP3) and regular part-time two employees (RP2).

#### **POLICIES AND PROCEDURES**

A Personal Leave of Absence (LOA) may be available for employees who do not qualify under a legally protected leave program. It is not intended for use for a medical condition as those would typically fall under FMLA, Colorado's Family Care Act, ADAAA, USERRA or Paid Parental Leave.

A Personal LOA is an unprotected block leave of absence and a position is not guaranteed upon return from a Personal LOA.

#### **Use of Leave and Employee Responsibilities**

To apply for a Personal LOA, employees must complete the Personal LOA Request form. This form can be requested from People and Culture.

The request will be reviewed with the department director, supervisor/manager and People and Culture. A decision will be made based on the business needs of the department, employee standing, duration of request, timing, etc.

If approved, the employee must first exhaust all paid accrued leave that is applicable to the reason for the Personal LOA and all comp time before using Leave Without Pay. It is the employee's responsibility to pay for their portion of insurance coverage while on a Personal LOA. Failure to pay premiums will result in a termination of insurance coverage back to the last date of paid coverage.

After a Personal LOA, the County will attempt to return an employee to the same or equivalent position that they left and the same level of pay and benefits as prior to taking a Personal LOA. Any salary increase, which would have been granted if the employee had not been on leave shall be awarded immediately upon return to work but shall not be retroactive. Because of the nature of our business, it is not always practical to hold a position open during a Personal LOA. In the event an employee's job is filled, an employee may be considered along with other candidates for any vacant position for which they are qualified.

Failure to return to work within the approved time frame may result in termination.

## **3.5(4): Personal Leave of Absence (continued)**

### **Coordination with Other Paid Leaves**

Bereavement and Compassion, Suspension of Operations, Administrative Leave, and Jury Duty pay is not granted while on a Personal LOA. Holiday pay will be granted during a Personal LOA as long as the employee is employed on the date of the holiday.

### **Related Policies**

- 3.6(3) Leave Without Pay

### **3.6(7): Election Leave**

This policy applies to all employees.

#### **POLICIES AND PROCEDURES**

Employees are encouraged to vote outside of working hours. If an employee is not able to do so, they shall be provided up to two (2) hours of Election Leave for a regular election.

Employees shall provide their supervisor at least a one-day notice of their intent to use election leave during the working hours of election day. Advance notice is required so that the necessary time can be scheduled at the beginning or the end of the work shift; whichever provides the least disruption to the normal work schedule.

### **3.6(7): Domestic Abuse Leave**

This policy applies to all employees.

#### **POLICIES AND PROCEDURES**

Employees are eligible for up to three (3) paid working days of leave in a twelve (12) month period if the employee is the victim of domestic abuse, stalking, sexual assault, or other crime involving domestic violence and is using the leave to protect themselves by:

- Seeking a protection order to prevent domestic abuse
- Obtaining medical care or mental health counseling or both for themselves or their children to address physical or psychological injuries resulting from the act of domestic abuse, stalking, sexual assault or other crime involving domestic violence
- Making their home secure from the perpetrator of the act of domestic abuse, stalking, or sexual assault or other crime involving domestic violence or seeking new housing to escape said perpetrator
- Seeking legal assistance to address issues arising from the act of domestic abuse, stalking, sexual assault or other crime involving domestic abuse

#### **Use of Leave and Employee Responsibilities**

A request for domestic violence leave shall be made and approved by the immediate manager or supervisor prior to the leave date, or as soon as possible in the event of an emergency. Failure to notify the immediate manager or supervisor may be grounds for disciplinary action, up to and including, termination of employment under the Discipline and Appeal Policy 1.8. Domestic Violence Leave shall be used before applicable Sick and Paid Sick and Safety Time leaves. If an employee needs more than three (3) days during a twelve (12) month period, the employee should consult with People and Culture to determine if another leave is applicable.

#### **Related Policies**

- Personal Leave of Absence
- Leave without Pay
- Sick Leave
- Family and Medical Leave