



ADAMS COUNTY

COLORADO

BOARD OF COUNTY COMMISSIONERS

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

**STUDY SESSION AGENDA
TUESDAY
August 25, 2015**

***STUDY SESSION WILL BEGIN APPROXIMATELY 15 MINUTES AFTER CONCLUSION OF
PUBLIC HEARING.***

ALL TIMES LISTED ON THIS AGENDA ARE SUBJECT TO CHANGE.

10:00 A.M.	ATTENDEE(S):	Nancy Duncan / Theresa Wilson / Pernell Olson / Raylene Taylor
	ITEM:	Second Amendment to 2015 Budget
11:00 A.M.	ATTENDEE(S):	Nathan Mosley / Marc Pedrucci
	ITEM:	South Platte River Trail Closures
11:30 A.M.	ATTENDEE(S):	Mike Goins / Sean Braden / Jim Conley
	ITEM:	Human Services Building Update
12:00 P.M.	ATTENDEE(S):	Jeffery Maxwell / Rene Valdez / Juliana Archuleta
	ITEM:	Stormwater Credit Policy Discussion
12:30 P.M.	ATTENDEE(S):	Todd Leopold
	ITEM:	IT Governance
1:00 P.M.	ATTENDEE(S):	Todd Leopold
	ITEM:	Administrative Item Review / Commissioner Communications

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

AGENDA IS SUBJECT TO CHANGE



STUDY SESSION AGENDA ITEM

DATE: August 25, 2015
SUBJECT: Second Amendment to 2015 Budget
FROM: Theresa Wilson, Budget Supervisor
AGENCY/DEPARTMENT: Budget Office
ATTENDEES: Budget Office Staff (Nancy Duncan, Theresa Wilson, Pernell Olson, Raylene Taylor)
PURPOSE OF ITEM: To review budget amendment items recommended as part of the Second Amendment to the 2015 Budget and answer any associated questions.
STAFF RECOMMENDATION: To present information regarding the Second Amendment to the 2015 Budget to the Board of County Commissioners and answer any questions.

BACKGROUND:

The Annual Budget is a financial plan and is adopted prior to the start of the fiscal year. Budget Amendments are periodically required to properly incorporate items into the Annual Budget as they arise during the course of the fiscal year. See attached summary and detail for more information regarding items included in this particular amendment.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

County Manager's Office and Budget Office

ATTACHED DOCUMENTS:

2015 2nd Budget Amendment Summary
2015 2nd Budget Amendment Detail

FISCAL IMPACT:

Either mark X if there is no fiscal impact or provide the following information for the recommended action:

Fund(s):	
Cost center(s):	
Self-generated / dedicated revenues:	\$
Annual operating costs:	\$
Annual net operating (cost) / income:	\$
Capital costs:	\$
Expenditure included in approved operating budget:	\$
Expenditure included in approved capital budget:	\$
New FTEs requested:	

Fiscal impact is summarized at the fund level and detailed at the spending agency level in supporting documentation. Given the length, those documents are attached for full disclosure of fiscal impact.

APPROVAL SIGNATURES:

APPROVAL OF FISCAL IMPACT:



Todd Leopold, County Manager



Budget / Finance

Raymond H. Gonzales, Deputy County Manager

Ed Finger, Deputy County Manager

Exhibit A

Second Amendment to the 2015 Budget
Resolution No. TBD
For Adoption on 09/08/2015
Study Session: 08/25/2015



Purpose of Resolution:

A resolution to amend the 2015 Budget. Summary information by Fund and Department is listed below. Additional detailed information is attached for consideration and review.

Fund	Department	Expenditure Amount	Revenue Amount	Use of Fund Balance	FTE
General Fund	Community and Economic Development	\$172,000	\$132,000	\$40,000	2.00
	County Manager-Administrative/Organizational Support	\$592,000	\$0	\$592,000	
	CJCC	\$99,900	\$99,900	\$0	
	Facilities	(\$99,100)	\$0	(\$99,100)	
	Fianance	\$0	\$0	\$0	1.00
	Human Resources	\$66,807	\$0	\$66,807	
	Parks & Open Space-GOCO Grant Mapleton	\$329,500	\$236,500	\$93,000	
	Sheriff's Office	\$451,036	\$293,524	\$157,512	8.00
	Transportation-I-25 & S.H. 7 Interchange Redesign	\$1,030,874	\$0	\$1,030,874	
Road & Bridge Fund	Transportation	\$1,310,567	\$922,982	\$387,585	
Social Services Fund	Human Services	\$272,887	\$245,598	\$27,289	10.00
Open Space Sales Tax Fund	Parks & Open Space	\$4,360	\$0	\$4,360	
Open Space Projects Fund	Parks & Open Space	\$300,000	\$185,610	\$114,390	
Waste Management Fund	Transportation	\$371,070	\$0	\$371,070	
Community Development Block Grant Fund	Community and Economic Development	\$6,202,155	\$0	\$6,202,155	
Stormwater Utility Fund	Transportation	(\$146,611)	\$0	(\$146,611)	
Front Range Airport Fund	Front Range Airport	\$1,230,000	\$1,115,000	\$115,000	
Total Appropriation		\$12,187,445	\$3,231,114	\$8,956,331	21.00

Fund Summary	Expenditure Amount	Revenue Amount	Use of Fund Balance	FTE
General Fund	\$2,643,017	\$761,924	\$1,881,093	11.00
Road & Bridge Fund	\$1,310,567	\$922,982	\$387,585	
Social Services Fund	\$272,887	\$245,598	\$27,289	10.00
Open Space Sales Tax Fund	\$4,360	\$0	\$4,360	
Open Space Projects Fund	\$300,000	\$185,610	\$114,390	
Waste Management Fund	\$371,070	\$0	\$371,070	
Community Development Block Grant Fund	\$6,202,155	\$0	\$6,202,155	
Stormwater Utility Fund	(\$146,611)	\$0	(\$146,611)	
Front Range Airport Fund	\$1,230,000	\$1,115,000	\$115,000	
Total Appropriation	\$12,187,445	\$3,231,114	\$8,956,331	21.00

AMENDMENTS

Second Amendment to the 2015 Budget
Resolution No. TBD
For Adoption on 09/08/2015
Study Session: 08/25/2015



Department - (Division)	Source of Funding (Carryover, Fund Balance, Grant, Miscellaneous Revenue)	Expenditure Amount	Revenue Amount	Use of Fund Balance	Ongoing (X)	Reason for Amendment	FTE
GENERAL FUND							
Community and Economic Development-Alift-Community Transit Services	Grant	\$32,000	\$32,000	\$0	X	DRCOG awarded more funding to be used in Community Transit Services benefitting low income Senior Citizens.	
Community and Economic Development-Licensing Administrator	Miscellaneous	\$65,000	\$100,000	(\$35,000)	X	This FTE was approved as part of the new marijuana licensing program. Approval for this FTE occurred on 6/23/15.	1.0
Community and Economic Development-Electrical Inspector	Miscellaneous	\$75,000	\$0	\$75,000	X	This FTE was approved as part of the new electrical licensing program. Approval for this FTE occurred on 04/14/2015.	1.0
County Manager-Administrative/Organizational Support	Fund Balance	\$592,000	\$0	\$592,000		This is to purchase land from the City of Brighton to deed to the State of Colorado. A Juvenile Detention Center will be built on the site. The parcel is 16 acres with a purchase price of \$37,000 per acre.	
CJCC-JAG Grant Award	Grant	\$99,900	\$99,900	\$0		The Criminal Justice Coordinating Committee was awarded a JAG grant, which will be used for Open Justice Broker Consortium and governance agreement development activities.	
Facilities-Salt and Sand Dome	Fund Balance	(\$99,100)	\$0	(\$99,100)		The 2015 Carryover Amendment was written with project included in Fund 00001; it should have been in Fund 00013 as it is a Facilities Project within the Road & Bridge Fund. Bookkeeping notification only. No fiscal impact.	
Finance - Accounting Technician I	Fund Balance	\$0	\$0	\$0	X	Cost neutral as the Assistant Finance Director position was reclassified as two positions using only the personnel costs of the Assistant Finance Director. Approved in April 21, 2015 Study Session by BoCC	1.0
HR - Employee Performance Management Software	Fund Balance	\$66,807	\$0	\$66,807	X	Annual software subscription license fee for Halogen Software - the employee performance management software purchased in late 2014. This fee provides for Halogen Performance, 360 Multirater, Compensation, Learning, and HRIS connect modules. This will be recurring annual fee.	
Parks & Open Space-Brantner Change Case	Fund Balance	\$93,000	\$0	\$93,000		Per the Brantner Change Case, it was mandated by the State of Colorado, a total of 160 acre feet of water be returned to the South Platte/Mann Nyholt Lake. This covers the costs of the pump, meter, pipe, and installation and also the costs of purchasing water for the evaporative losses.	
Parks & Open Space-GOCO Grant Mapleton	Grant	\$236,500	\$236,500	\$0		Adams County acts as a pass-through for Mapleton School District to receive grant funding from Great Outdoors Colorado Trust Fund (GOCO).	
Sheriff-Byrne JAG	Grant	\$41,050	\$41,050	\$0		Funding was received in May 2015 from the Department of Justice for the Justice Assistance Grant.	
Sheriff-Detention Center Specialists	Fund Balance	\$157,512	\$0	\$157,512	X	After the Jail Staffing Study on 4/21/15, the need for 8 new detention specialist positions was deemed necessary. The BoCC agreed to 2015 funding for 8 FTE to start hiring process, but waiting to add the new 8 to the 2016 Budget. This will be an increase of \$473K for the 2016 Budget.	8.0
Sheriff-Jail Based Behavioral Health Services	Grant	\$252,474	\$252,474	\$0		Funding was received in June 2015 from the State of Colorado to continue the Jail Based Behavioral Health Services.	

Department - (Division)	Source of Funding (Carryover, Fund Balance, Grant, Miscellaneous Revenue)	Expenditure Amount	Revenue Amount	Use of Fund Balance	Ongoing (X)	Reason for Amendment	FTE
Transportation-I-25 & S.H. 7 Interchange Redesign	Fund Balance	\$500,000	\$0	\$500,000		There are several projects underway that require the redesign into the interchange at I-25 & S.H. 7. This includes Thornton's carpool for which they currently have \$500,000 in FASTER transit funding to build a carpool lot on the southeast corner. The design is needed to identify the permanent location of the carpool lot. The design would also be used to develop a more extensive cost estimate where CDOT and Adams County could then use to apply for federal funding for construction. Broomfield and Thornton are not applying for federal funding.	
Transportation-Clay Street Community Trail	Fund Balance	\$74,263	\$0	\$74,263		Amend the Clay Street Community Trail Project to include cost of relocation of sanitary sewer line and the associated treatment of contaminated water. \$2,382,008 was carried over from 2014 to 2015 for this project, but an additional \$74,263 is needed to complete this work.	
Transportation-Little Dry Creek Project	Fund Balance	\$456,611	\$0	\$456,611		This project was originally budgeted in the Stormwater Fund for 2015. However, after this area was annexed by Westminster, Stormwater Fund dollars cannot be used for this project requiring the move of the project to the General Fund.	
TOTAL GENERAL FUND		\$2,643,017	\$761,924	\$1,881,093			11.0

ROAD & BRIDGE FUND

Facilities-Salt & Sand Dome	Fund Balance	\$99,100	\$0	\$99,100		The 2015 Carryover Amendment was written with project included in Fund 00001; it should have been in Fund 00013 as it is a Facilities Project within the Road & Bridge Fund. Bookkeeping notification only. No fiscal impact.	
Transportation-Carol Way Project	Grant	\$286,495	\$442,996	(\$156,501)		Project originally budgeted at \$500,000 assuming CDBG funds would cover the balance. This amendment adds the remaining expenditure balance needed since CDBG funding was put toward a different project. This amendment also adds revenue from the South Adams County Water and Sanitation District (SACWSD). SACWSD IGA was approved at a 3/3/15 Public Hearing and the bid award was approved during a 5/12/15 Public Hearing.	
Transportation-Imboden Road Paving Project	Grant	\$699,972	\$349,986	\$349,986		Additional spending authority for the Imboden Road paving project. This project encompasses paving a two mile stretch of Imboden Road that is currently unpaved. A grant award from DOLA has been received to off-set half the estimated cost of this project. This was discussed during an 8/11/15 Study Session.	
Transportation-Bridge Scour Projects Consultant	Fund Balance/Grant	\$100,000	\$30,000	\$70,000		Additional spending authority to hire a consultant to manage bridge scour projects. Estimated \$30,000 revenue off-set from CDOT (FHWA pass through funding for 2013 flood remediation). This was originally included in the 2015 budget, however, the bridge repair budget has been consumed by other programmed bridge replacements.	
Transportation-Bridge Rehabilitation (88th Avenue over Wolf Creek)	Fund Balance/Grant	\$125,000	\$100,000	\$25,000		Since the 2015 budget was adopted, CCI has awarded a \$100,000 grant to Adams County for this project.	
TOTAL ROAD & BRIDGE FUND		\$1,310,567	\$922,982	\$387,585			0.0

SOCIAL SERVICES FUND

Department - (Division)	Source of Funding (Carryover, Fund Balance, Grant, Miscellaneous Revenue)	Expenditure Amount	Revenue Amount	Use of Fund Balance	Ongoing (X)	Reason for Amendment	FTE
Human Services-Positions Left off First Amendment	Fund Balance	\$0	\$0	\$0	X	Requesting two .50 FTE be made 1.0 FTE so the net increase is 1.0 FTE. The increase will be covered by a transfer from charges for services. This does not increase the budget appropriation.	1.0
Human Services-Child & Family Services Positions	Fund Balance/Grant	\$272,887	\$245,598	\$27,289	X	Requesting 9 FTE for HSD as mandated by SB15-242. All nine positions are required to be hired by 11/30/15. This will become new permanent funding for 2016 and beyond. Approved in AIR in May 2015.	9.0
TOTAL SOCIAL SERVICES FUND		\$272,887	\$245,598	\$27,289			10.0
OPEN SPACE SALES TAX FUND							
Parks & Open Space-Trailhead Kiosk and Trailmap Fabrication	Fund Balance	\$4,360	\$0	\$4,360		Close out of project already appropriated to use Sales Tax Funding.	
TOTAL OPEN SPACE SALES TAX FUND		\$4,360	\$0	\$4,360			0.0
OPEN SPACE PROJECTS FUND							
Parks & Open Space-Trailhead Kiosk and Trailmap Fabrication	Transfer	\$0	\$4,360	(\$4,360)		Close out of project already appropriated to use Sales Tax Funding.	
Parks & Open Space-Clear Creek Federal Train Station	Grant/Fund Balance	\$300,000	\$181,250	\$118,750		Regional Transit District (RTD) is providing a partial grant for landscaping and art at the Clear Creek Federal Train Station.	
TOTAL OPEN SPACE PROJECTS FUND		\$300,000	\$185,610	\$114,390			0.0
WASTE MANAGEMENT FUND							
Transportation-Clay Street Outfall Project	Fund Balance	\$371,070	\$0	\$371,070		Existing budget for this project was based on an RTD estimate. Final cost of this project is \$371,070 higher than the \$1,898,278 currently budgeted.	
TOTAL WASTE MANAGEMENT FUND		\$371,070	\$0	\$371,070			0.0

Department - (Division)	Source of Funding (Carryover, Fund Balance, Grant, Miscellaneous Revenue)	Expenditure Amount	Revenue Amount	Use of Fund Balance	Ongoing (X)	Reason for Amendment	FTE
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COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND

Community and Economic Development-HUD Section 108	Fund Balance	\$6,202,155	\$0	\$6,202,155		This is a repayment of Adams County's Section 108 Loan from HUD. This was originally approved in January 2011. We previously recorded the revenue.	
TOTAL CDBG FUND		\$6,202,155	\$0	\$6,202,155			0.0

STORMWATER UTILITY FUND

Transportation-Little Dry Creek Project	Fund Balance	(\$456,611)	\$0	(\$456,611)		This project was originally budgeted in the Stormwater Fund for 2015. However, after this area was annexed by Westminster, Stormwater Fund dollars cannot be used for this project requiring the move of the project to the General Fund.	
Transportation-Brantner Gulch - IGA Payment to UDFCD	Fund Balance	\$310,000	\$0	\$310,000		Per agreement with the Urban Drainage and Flood Control District, an additional payment of \$310,000 was required to complete design and construction of a replacement structure for Brantner Gulch. This was approved during a 12/9/14 Public Hearing.	
TOTAL STORMWATER UTILITY FUND		(\$146,611)	\$0	(\$146,611)			0.0

FRONT RANGE AIRPORT FUND

Front Range Airport-Asphalt Projects	Fund Balance	\$95,000	\$0	\$95,000		Rehabilitation of Front Range Parkway Entry Road and Terminal/FBO Parking Lot and paving of Air Traffic Control Tower (ATCT) parking lot. These projects were approved during a 7/7/15 Study Session.	
Front Range Airport-Spaceport	Fund Balance	\$20,000	\$0	\$20,000		No funding was originally included in the Spaceport cost center within the Front Range Airport Fund. Just under \$12,000 has been spent to date within this cost center and \$20,000 is year-end estimate for Spaceport expenditures.	
Front Range Airport-Cost of Goods Sold (COGS)	Fund Balance		\$503,111	(\$503,111)		Cost of Goods Sold (COGS) for the Front Range Airport was originally budget as a negative revenue for 2015. This amendment shifts the COGS budget from revenue to more appropriate expenditure account codes. There is a net \$0 impact to the fund balance. This was discussed during Administrative Item Review time during a study session on 6/30/15.	
Front Range Airport-Cost of Goods Sold (COGS)	Fund Balance	\$503,111		\$503,111			
Front Range Airport-Cost of Goods Sold (COGS)	Fund Balance		\$232,000	(\$232,000)			
Front Range Airport-Cost of Goods Sold (COGS)	Fund Balance	\$232,000		\$232,000			
Front Range Airport-Cost of Goods Sold (COGS)	Fund Balance		\$374,889	(\$374,889)			
Front Range Airport-Cost of Goods Sold (COGS)	Fund Balance	\$374,889		\$374,889			
Front Range Airport-Cost of Goods Sold (COGS)	Fund Balance		\$5,000	(\$5,000)			
Front Range Airport-Cost of Goods Sold (COGS)	Fund Balance	\$2,600		\$2,600			
Front Range Airport-Cost of Goods Sold (COGS)	Fund Balance	\$2,000		\$2,000			
Front Range Airport-Cost of Goods Sold (COGS)	Fund Balance	\$400		\$400			
TOTAL FRONT RANGE AIRPORT FUND		\$1,230,000	\$1,115,000	\$115,000			0.0

TOTAL ALL FUNDS - 2015 2ND AMENDMENT

\$12,187,445	\$3,231,114	\$8,956,331	21.0
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STUDY SESSION AGENDA ITEM

DATE OF STUDY SESSION: August 25, 2015
SUBJECT: South Platte River Trail Closures
FROM: Nathan Mosley, Director of Parks and Open Space
AGENCY/DEPARTMENT: Parks and Open Space
ATTENDEES: Nathan Mosley, Marc Pedrucci
PURPOSE OF ITEM: Informational
STAFF RECOMMENDATION: Informational only

BACKGROUND:

During the September 2013 floods, Thornton experienced a failure of the Cooley Reservoir South Cell. These reservoirs are located west of the South Platte River between 104th and McKay Road. Thornton made temporary repairs and Adams County Park staff was able to install a detour in the area to keep the South Platte River Trail (SPRT) open through the area.

On June 25th, the South Platte River once again overtopped the Cooley South Cell. This breach impacted the other two reservoirs to the north and caused extensive damage to several sections of the SPRT. River levels have just recently receded and allowed the City of Thornton to begin assessing the extent of the damage and begin to formulate a plan for restoration of the area.

City of Thornton began emergency repairs on July 27th to stop river flows from entering the reservoirs and causing additional damage. Permanent repairs could be several months out or more.

The Adams County Parks and Open Space Department would like to provide an update to the board on the damage, the proposed restoration plan and timelines for reopening the SPRT. We will also provide an update on the progress to date on the SPRT 108th to 120th project.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

Adams County Parks and Open Space, City of Thornton

ATTACHED DOCUMENTS:

FISCAL IMPACT:

Either mark X if there is no fiscal impact or provide the following information for the recommended action:

Fund(s):	
Cost center(s):	
Self-generated / dedicated revenues:	\$
Annual operating costs:	\$
Annual net operating (cost) / income:	\$
Capital costs:	\$
Expenditure included in approved operating budget:	\$
Expenditure included in approved capital budget:	\$
New FTEs requested:	

APPROVAL SIGNATURES:

APPROVAL OF FISCAL IMPACT:



Todd Leopold, County Manager



Budget / Finance



Raymond H. Gonzales, Deputy County Manager

Ed Finger, Deputy County Manager



STUDY SESSION AGENDA ITEM

DATE OF STUDY SESSION: August 25, 2015
SUBJECT: Human Services Building (Park 12 Hundred) – Design Update
FROM: Seán Braden, Project Manager
AGENCY/DEPARTMENT: Facility Planning & Operations
ATTENDEES: Seán Braden, Mike Goins, Chris Kline, Brian Kenna, DLR Group (Architects), Saunders Construction (SCI)
PURPOSE OF ITEM: Design and Progress Update
STAFF RECOMMENDATION: N/A

BACKGROUND:

In December 2014, the Board of County Commissioners approved an Agreement for Professional Design Services to DLR Group for the consolidation of Human Services departments at 1200 West 120th Avenue in Westminster, Colorado (more commonly referred to as Park 12 Hundred). In June 2015 Saunders Construction (SCI) was procured as our Construction Manager / General Contractor for the construction of the project.

This Study Session is to review the progress of the design as we move through Design Development (DD) and associated budget impacts of key elements before completion of the DD documents and establishing a Guaranteed Maximum Price for the construction.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

Human Services

ATTACHED DOCUMENTS:

FISCAL IMPACT:

Either mark X if there is no fiscal impact or provide the following information for the recommended action:

Fund(s):	
Cost center(s):	
Self-generated / dedicated revenues:	\$
Annual operating costs:	\$
Annual net operating (cost) / income:	\$
Capital costs:	\$
Expenditure included in approved operating budget:	\$
Expenditure included in approved capital budget:	\$
New FTEs requested:	

Additional Note:

No additional fiscal impact – this is part of the costs already incurred.

APPROVAL SIGNATURES:

APPROVAL OF FISCAL IMPACT:

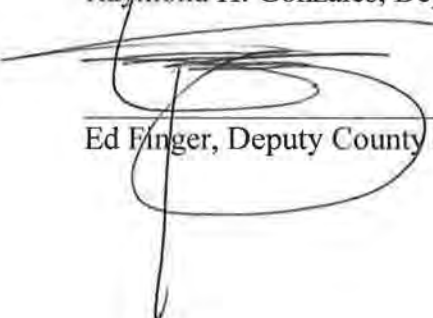


Todd Leopold, County Manager



Budget / Finance

Raymond H. Gonzales, Deputy County Manager



Ed Finger, Deputy County Manager



STUDY SESSION AGENDA ITEM

DATE: 8/25/2015
SUBJECT: Adams County Stormwater Utility (SWU) Credit Policy update
FROM: Jeffery A. Maxwell, PE, PTOE, Director of Transportation <i>Removal by Jeffery Maxwell</i>
AGENCY/DEPARTMENT: Transportation Department
ATTENDEES: Rene Valdez, Stormwater & Infrastructure Manager Juliana Archuleta, Stormwater Coordinator
PURPOSE OF ITEM: Recommended changes to the SWU Credit Policy
STAFF RECOMMENDATION: That the Board of County Commissioners (BoCC) adopt the proposed SWU Credit Policy Modifications and clarifications as presented by staff in Option 1.

BACKGROUND:

The following Resolutions have been adopted by the Board of County Commissioners (BoCC) regarding the Stormwater Utility Credit Policy:

9/17/2012: Resolution establishing Rates, Fees, and Addressing Credit and Appeal Policies and Additional Details of the Stormwater Utility Adams County, Colorado Acting by and Through Adams County Water Activity Enterprise.

Per resolution the credit study shall be completed by October 1, 2013 and all adjustments shall be retroactive to January 1, 2013.

8/19/2013: Resolution Accepting a Proposal and Awarding a Contract to Raftelis Financial Consultants, Inc., for Stormwater Utility Credit Study Consultant Services

6/24/2014: Resolution Approving Credit Policy for the Adams County Stormwater Utility.

The current SWU Credit Policy (a.k.a Adams County Stormwater Utility Credit Eligibility Report) was adopted based on the Adams County Stormwater Utility Credit Report Analysis. Both documents were created on January 14, 2014 by qualified professionals from Raftelis Financial Consultants, Inc.

The Credit Report Analysis included a study of potential credits for large residential lots, agricultural properties, green houses, and other common property characteristics. This analysis also included a SWU revenue impact and projected level of participation.

The current Credit Policy establishes a procedure for certain property owners to apply for a fee credit or discount for creditable structures, activities or conditions that meet credit policy eligibility criteria.

Staff evaluated and reviewed current policy and is presenting 2 options to the BoCC.

Option 1: Adopt the following changes:

- 1) The Credit policy will be incorporated in the Stormwater Policy manual.
- 2) Allow staff to grant 100% credit for the following specific circumstances:
 - a. 100 % credit in circumstances where property owner grants a permanent drainage easement to the county for regional facility on private property (if not previously granted); or
 - b. 100 % credit in circumstances where a property owner holds and complies with National Pollutant Discharge Elimination System (NPDES) Industrial Discharge Permit, and stormwater flows are discharged directly into waters of the State, bypassing Adams County storm sewer system.
- 3) Credit appeal process has been included in the proposed policy as recommended by Consultant.

Option 2: Status Quo, leave current credit policy as adopted on June 24, 2014.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

Transportation Department

ATTACHED DOCUMENTS:

Power Point Presentation
Stormwater Credit Policy – Option 1

FISCAL IMPACT:

Either mark X if there is no fiscal impact or provide the following information for the recommended action:

Fund(s):	
Cost center(s):	
Self-generated / dedicated revenues:	\$
Annual operating costs:	\$
Annual net operating (cost) / income:	\$
Capital costs:	\$
Expenditure included in approved operating budget:	\$
Expenditure included in approved capital budget:	\$
New FTEs requested:	

Additional Note:

Unknown at this time but projected to be little based on the current applications received for this year.

APPROVAL SIGNATURES:

APPROVAL OF FISCAL IMPACT:



Todd Leopold, County Manager



Nancy Duncan
Budget / Finance



Raymond H. Gonzales, Deputy County Manager

Ed Finger, Deputy County Manager



ADAMS COUNTY Stormwater Utility



CREDIT POLICY

Credit Policy Background



- **9/17/2012:** Resolution directing credit study to be completed by October 1, 2013.
- **8/19/2013:** Resolution awarding a contract to Raftelis Consultants, Inc. for SWU Credit Study.
- **6/24/2014:** Resolution approving Credit Policy.

Number of Credit Applications



- **2014:** 1 applications received
 - Industrial

- **2015:** 15 applications received
 - Regional Facility on private property (60 Single Family properties and 1 Home Owners Associations)
 - Commercial
 - Residential
 - Residential without HOA

Current Credit Eligibility

SWU Credit Type	Maximum Credit Available	Creditable activity/structure
Water Quantity	35%	<ul style="list-style-type: none"> •Detention basins. •Retention ponds.
Water Quality	25%	<ul style="list-style-type: none"> •Detention basins. •Retention ponds. •Activity such as regular mechanical sweeping. •National Pollutants Discharge Elimination System (NPDES) Industrial Stormwater Discharge Permit. •Implementation of Stormwater Pollution Prevention Plan (SWPPP).
Self-Maintenance (<u>regional</u>)	5%	<ul style="list-style-type: none"> •Maintenance of <u>public or regional</u> infrastructure components on private property. •Repair/replacement of <u>public or regional</u> infrastructure components on private property, and routine maintenance of the infrastructure.
Total Credit Available	60% to 65%	40% to 35% remains to cover for public roadway drainage cost (static cost).

Current Credit Appeal Process



- 1. Appeal:** Submit letter to Stormwater Division within 30 days
- 2. Final Decision:** by Department Director within 60 days of receiving appeal
- 3. Third Party Referee:** per property owner request within 30 days of date of the final decision. Fees subject to reimbursement by property owner.

Options



Option 1:

Adopt the proposed Credit Policy modifications and clarifications as presented by staff; incorporating this policy into the Stormwater Utility Policy Manual.

Option 2:

Status Quo, leave existing credit policy as adopted on June 24, 2014.

Proposed Credit Eligibility

SWU Credit Type	Maximum Credit Available	Creditable structure/permit	Eligible Property Types	Calculation
1. Water Quantity (volume)	35%	<ul style="list-style-type: none"> Private Detention basins; or Private Retention ponds. Regional ⁽¹⁾ Drainage infrastructure on private property 	Commercial Industrial Institutional	Percent credit up to 35% calculated proportional to impervious area for which 1 (one) inch of runoff is treated
2. Water Quality (treatment)	25%	<ul style="list-style-type: none"> Private Detention basins w/ Structural Best Management Practices (BMP) ; or Private Retention ponds; or Regional Drainage infrastructure in private property; or National Pollutants Discharge Elimination System (NPDES) Industrial Stormwater Discharge Permit; or Colorado Discharge Permit System (CDPS) Discharge Permitting Requirements for Stormwater Discharges; or Stormwater pollution prevention activity; or Stormwater Pollution Prevention Plan (SWPPP) and its implementation. 	Owner Associations ⁽²⁾ Regional drainage infrastructure on private property ⁽³⁾	Percent credit up to 25%: <ul style="list-style-type: none"> Calculated proportional to impervious area for which 1 (one) inch of runoff is treated Calculated proportional to impervious area covered under NPDES Industrial Stormwater Discharge Permit For only stormwater pollution prevention activity and Stormwater Pollution Prevention Plan (SWPPP) 5% max. credit available.
Total Credit Available for private drainage infrastructure	60%	Note: Except in unique circumstances described in section 8.2 below, credit will not exceed 60%. The remaining portion of the fee is intended to provide funding for public roadway and other public drainage cost (static cost).		

Proposed Credit Eligibility (continued)

3. Self-Maintenance (regional)	5%	<ul style="list-style-type: none"> Maintenance of regional drainage infrastructure on private property; or Repair/replacement of regional drainage infrastructure on private property, and routine maintenance 	Regional drainage infrastructure on private property ⁽²⁾	Credit for properties that drain into regional drainage infrastructure on private property that is maintained.
Total Credit Available for regional drainage infrastructure on private property	65%	Note: Except in unique circumstances described in section 8.2 below, credit will not exceed 65%. The remaining portion of the fee is intended to provide funding for public roadway and other public drainage cost (static cost).		

⁽¹⁾ Regional drainage infrastructure as defined and considered by Urban Drainage and Flood control District and/or included in Master Drainage Regional Plans.

⁽²⁾ Credit only applies to impervious areas on parcels that are owned by the Owner's Association (OA), not to each of the single family properties that are associated with the OA. If there is no OA, then the credit will be approved for the parcel(s) on which the drainage structure has been built.

⁽³⁾ Credit may be granted to Owners Associations (OA) and applied to the single family properties within that organization for self-maintenance of regional drainage infrastructure on private property.

Staff Recommendation



That the Board of County Commissioners adopt the proposed SWU Credit Policy Modifications and clarifications as presented in Option 1



ADAMS COUNTY Stormwater Utility



QUESTIONS?

8.0 Adams County Stormwater Utility Credit Policy

The Credit Policy adopted in this Stormwater Utility Policy Manual is a limited credit program based on the recommendations described in the Adams County Stormwater Utility Credit Report Analysis and the Adams County Stormwater Utility Credit Eligibility Report created on January 14, 2014 by Raftelis Financial Consultant Inc., with Adams County Staff input.

8.1 Credit Criteria

The following credit criteria describe what type of credits are available; the maximum credit available for each credit type; the creditable structure or permit; eligible properties, and how the credit is calculated.

SWU Credit Type	Maximum Credit Available	Creditable structure/permit	Eligible Property Types	Calculation
1. Water Quantity (volume)	35%	<ul style="list-style-type: none"> Private Detention basins; or Private Retention ponds. Regional (¹) Drainage infrastructure on private property 	Commercial Industrial Institutional	Percent credit up to 35% calculated proportional to impervious area for which 1 (one) inch of runoff is treated
2. Water Quality (treatment)	25%	<ul style="list-style-type: none"> Private Detention basins w/ Structural Best Management Practices (BMP) ; or Private Retention ponds; or Regional Drainage infrastructure in private property; or National Pollutants Discharge Elimination System (NPDES) Industrial Stormwater Discharge Permit; or Colorado Discharge Permit System (CDPS) Discharge Permitting Requirements for Stormwater Discharges; or Stormwater pollution prevention activity; or Stormwater Pollution Prevention Plan (SWPPP) and its implementation. 	Owner Associations (²) Regional drainage infrastructure on private property (³)	Percent credit up to 25%: <ul style="list-style-type: none"> Calculated proportional to impervious area for which 1 (one) inch of runoff is treated Calculated proportional to impervious area covered under NPDES Industrial Stormwater Discharge Permit For only stormwater pollution prevention activity and Stormwater Pollution Prevention Plan (SWPPP) 5% max. credit available.
Total Credit Available for private drainage infrastructure	60%	Note: Except in unique circumstances described in section 8.2 below, credit will not exceed 60%. The remaining portion of the fee is intended to provide funding for public roadway and other public drainage cost (static cost).		

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Total Credit Available for regional drainage infrastructure on private property	65%	Note: Except in unique circumstances described in section 8.2 below, credit will not exceed 65%. The remaining portion of the fee is intended to provide funding for public roadway and other public drainage cost (static cost).		

⁽¹⁾ Regional drainage infrastructure as defined and considered by Urban Drainage and Flood control District and/or included in Master Drainage Regional Plans.

⁽²⁾ Credit only applies to impervious areas on parcels that are owned by the Owner's Association (OA), not to each of the single family properties that are associated with the OA. If there is no OA, then the credit will be approved for the parcel(s) on which the drainage structure has been built.

⁽³⁾ Credit maybe granted to Owners Associations (OA) and applied to the single family properties within that organization for self-maintenance of regional drainage infrastructure on private property.

8.2 Eligibility for 100% Credit

The County may grant a 100% credit only in the narrow circumstances described below. Most properties in Adams County will not be eligible for this credit. The following unique circumstances:

- a. Property owner provides self-maintenance of regional drainage infrastructure on private property and grants a permanent drainage easement to the County for a regional facility on private property (if not previously granted); or
- b. Property owner holds and complies with NPDES or CDPS Discharge Permitting Requirements for Stormwater Discharges, and stormwater flows are discharged directly into waters of the State, bypassing Adams County storm sewer system.

8.3 Credit Amount

The credit granted may or may not reach the maximum available for each credit type. The credit approved may range within and up to the maximum percentage available for each credit type. The amount of the credit approved for each credit type will be calculated according to the amount of impervious area for which the credit type provides treatment/coverage as indicated on the Credit Criteria Table above.

The creditable drainage structure's design must comply with current Adams County's Development Standards and Regulations to be able to obtain the maximum credit available for each credit type.

Credit amount will not exceed 100% of the Stormwater Utility fee.

8.4 Maintenance

Ongoing credit will only be available to properties that maintain their structural controls in a fully functional condition in accordance with current Adams County Standards, or maintains the facility in compliance with NPDES or CDPS Discharge Permitting Requirements for Stormwater Discharges.

8.5 Location

Credit is not available for any property outside the Stormwater Utility Service Area. Credit does not differ from one property to the next based on proximity to water bodies.

8.6 Lot Size

Credit is not contingent upon lot size.

8.7 Credit accumulation

Each of the three credit types (water quantity, water quality and self-maintenance) can be cumulative. Creditable structures/permits under each credit type are not cumulative.

8.8 Credit Duration

Each credit is granted for a maximum of three years. The credit expires three years from the date the original credit application was submitted. After expiration, property owners must submit a new credit application. As with the initial credit, the renewed credit will be contingent upon proper function of drainage structure or compliance with NPDES or CDPS Discharge Permitting Requirements for Stormwater Discharges.

8.9 Credit Application Process

A property owner may initiate a credit request by filling out the Adams County Stormwater Utility Credit Form. This form can be found online at www.adcogov.org/stormwater or by contacting the Stormwater Division at 720.523.6400 or swq@adcogov.org. An individual Credit Form must be submitted for each parcel requesting a credit. The Credit Application form must include, at minimum, property owner information, contact information and a signed certification statement. In addition to the Credit Form, each credit type request requires the following supporting documentation:

- Sketch/drawing of property and delineation and measurement of creditable impervious area (or permitted area for NPDES or CDPS Discharge Permitting Requirements for Stormwater Discharges); and
- Calculations and documentation that demonstrate the runoff control achieved by the drainage structure, such as drainage report and as-built plans; and
- Complete list of maintenance activities performed, including documentation and annotated photos illustrating when activities occurred and documentation of costs expended for maintenance contracts or agreements or other expenses; and

- Annotated graphic documentation that drainage structure(s) are functioning properly and being properly maintained; or
- If applicable, a copy of the NPDES or CDPS Discharge Permitting Requirements for Stormwater Discharges as well as plans, schedules or any other information requested to confirm compliance with the permit

8.10 Credit Submittal Review

An incomplete Credit Application lacking supporting documentation will be returned to the property owner. Failure to submit a complete Form with supporting documentation within 90 (ninety) days after credit application is returned shall be deemed a waiver of any further right to administrative consideration or review. The Director may grant an extension in the case of extenuating circumstances. The property owner requesting a credit may be required, at the property owner's expense, to provide supplemental information to the County. Supplemental information may include, but is not limited to, additional photos of the property and surveys or drainage plans prepared by a licensed professional.

8.11 Credit Appeal Process

In the case of denial of the credit request or dispute over credited amount, the following appeal process applies:

8.11.1 Credit Appeal: Property owner may appeal the credit determination by submitting a letter to the Stormwater Division within 30 days of the date that the credit application is decided. The letter should set forth the property owner's reasons for appeal and provide any information the property owner believes relevant to the credit determination. Any information or documentation in support of the appeal must be included in the letter or attached in order to be considered.

8.11.2 Final Decision: All appeals will be reviewed by Director or designee. If deemed necessary, the County may contact the property owner to schedule a site visit for further review. A written decision will be issued, including basis for decision, within 60 days of receiving the request for credit appeal.

8.11.3 Third Party Referee: After completing the first appeal process with the Department, the property owner may appeal to a third party referee. The Board of County Commissioners chooses the third party referees and appoints them to this position. Requests for appeal to the third party referee must be submitted in writing to the Stormwater Division within 30 days of the date of the Final decision. The Division will provide all information reviewed at the first level of appeal to the third party referee for their review. Payment of the third party referee fees will be equally divided between the County and the property owner prior to referral to the third party referee.

8.12 Stormwater Utility Fee Adjustment due to Credit & Timing

Approved credits will be applied to the stormwater fee beginning in the year in which the application was received.¹ The adjustment will appear as a credit on the property owner's account, and any reimbursement will be handled in accordance with Stormwater Utility Policy Manual.

¹ Due to initial rollout of credit program, credits awarded for applications received in years 2014 and 2015 may apply retroactively to January 1, 2013.



STUDY SESSION AGENDA ITEM

DATE: August 25, 2015
SUBJECT: IT Governance
FROM: Ed Finger, Deputy County Manager
AGENCY/DEPARTMENT: County Manager's Office, Information Technology Department
ATTENDEES: Todd Leopold, County Manager; Ed Finger, Deputy County Manager; Kevin Beach, Information Technology Director
PURPOSE OF ITEM: To present to the BoCC the current construct and purpose of the IT Governance Committee
STAFF RECOMMENDATION: This is a staff report.

BACKGROUND:

An IT Governance process has existed in Adams county, in one form or another, for more than 20 years.

Recently, County staff has reinstated a governance process with proposed bylaw modifications. This study session item is to dicuss the current process.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

County Manager's Office
Information Technology Department

ATTACHED DOCUMENTS:

Draft IT Governance Bylaws

FISCAL IMPACT:

Either mark X X if there is no fiscal impact or provide the following information for the recommended action:

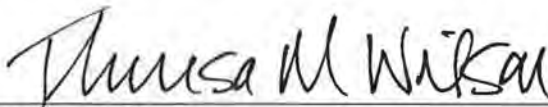
Fund(s):	
Cost center(s):	
Self-generated / dedicated revenues:	\$
Annual operating costs:	\$
Annual net operating (cost) / income:	\$
Capital costs:	\$
Expenditure included in approved operating budget:	\$
Expenditure included in approved capital budget:	\$
New FTEs requested:	

APPROVAL SIGNATURES:

APPROVAL OF FISCAL IMPACT:



Todd Leopold, County Manager



Theresa M. Wilson
Budget / Finance

Raymond H. Gonzales, Deputy County Manager



Ed Finger, Deputy County Manager



ADAMS COUNTY

COLORADO

Adams County Information Technology
Governance Committee

BYLAWS

I. OBJECTIVES

The purpose of the Information Technology Governance Committee (ITGC) is to:

- A. Ensure the effective and efficient use of information technology in enabling Adams County to achieve its mission, vision and goals;
- B. Promote the effective evaluation, selection, prioritization, and funding of competing IT investments;
- C. Receive measurement data on project implementations, information technology service and support, and customer service performance measurements, and make recommendations towards improvement; and
- D. Provide recommendations for organization-wide technologies and platforms.

II. AUTHORITY AND RESPONSIBILITIES

The Information Technology Governance Committee:

- A. Makes recommendations to the Board of County Commissioners, through the Budget Office and County Manager, regarding annual budgetary funding of competing IT projects and technologies after proper consideration of facts and alternatives, including review of the annual County Strategic Plan and Countywide IT budget requests from both the IT department and from other County departments;
- B. Makes recommendations to County Management regarding prioritization and timing of competing IT projects, and improvements or enhancements to IT service delivery after proper consideration of facts and alternatives; and

- C. Makes recommendations regarding the addition of new computer resource users, including divisions/departments of Adams County Government and outside entities.

III. FORMAT AND COMPOSITION

The Information Technology Governance Committee includes the following voting members:

- Deputy County Managers
- County Attorney
- Clerk and Recorder
- Treasurer
- Assessor
- Coroner
- Sheriff
- District Attorney
- Finance Director
- Performance and Innovation Manager
- Other departmental directors or staff as assigned by the County Manager

Other departments will interact with the ITGC on an as-needed and non-voting basis.

Each voting member of the ITGC has one vote. Voting members may designate an alternate to represent them on the Committee. It is recommended this be the same individual for all instances. This person may also be delegated the voting power of the Committee member, if done so in writing.

IV. MEETINGS

The ITGC will meet quarterly, or as otherwise requested by the County Manager, to review and make recommendations regarding the prioritization of new requests that require significant IT personnel time or have significant budgetary impact; to review system development progress; and to receive measurement data on IT service demands and customer feedback.

The ITGC will review all IT budgetary requests as part of the annual capital project review and make recommendations, through the Budget Office and County Manager, to the Board of County Commissioners, in order of priority, for funding.

Departments are expected to provide information to the ITGC supporting the need for systems and technologies when requested.

The ITGC may elect a chairperson by a majority vote of its members. The chairperson shall facilitate ITGC meetings.

A quorum, for voting purposes, requires that the majority of the voting Committee members be present. A simple majority of the quorum present is sufficient for approval.

V. IT DIRECTOR RESPONSIBILITIES

The IT Director will:

- A. Organize ITGC meetings, including distributing Committee meeting agendas to members at least three (3) working days prior to the designated meeting;
- B. Contact ITGC members in advance of scheduled meeting dates to determine if a voting quorum will be present;
- C. Designate an IT resource to keep minutes on the proceedings of the ITGC meetings;
- D. Provide professional advice to the ITGC on systems and technologies, as well as departmental capacity and capabilities to aid the committee in their recommendations; and
- E. Document major decisions voted on by the Committee in memo form to the County Manager for either his/her consideration or the consideration of the Board of County Commissioners, as necessary.