



Administration Building
West Hearing Room
5334 S. Prince St.
Littleton, CO 80120
303-795-4630
Relay Colorado 711

Kathleen Conti, District 1
Nancy Sharpe, District 2
Jeff Baker, Chair, District 3
Nancy Jackson, Chair Pro Tem, District 4
Bill Holen, District 5

Study Session

October 28, 2019

The Arapahoe County Board of County Commissioners typically holds weekly Study Sessions on Monday and Tuesday. Study Sessions (except for Executive Sessions) are open to the public and items for discussion are included on this agenda. Agendas (except for Executive Sessions agendas) are available through the Commissioners' Office or through the County's web site at www.arapahoegov.com. Please note that the Board may discuss any topic relevant to County business, whether or not the topic has been specifically noticed on this agenda. In particular, the Board typically schedules time each Monday under "Committee Updates" to discuss a wide range of topics. In addition, the Board may alter the times of the meetings throughout the day, or cancel or reschedule noticed meetings. Questions about this agenda? Contact the Commissioners' Office at 303-795-4630 or by e-mail at commissioners@arapahoegov.com

Study Session Topics

9:00 A.M. Calendar Updates (WHR)
BoCC Administrative Support Supervisor

9:45 A.M. BOCC Updates (WHR)
Board of County Commissioners

11:30 A.M. A-Team Meeting (WHR)
Elected Officials

Break

1:30 P.M. Communication Services Update (WHR)
Michelle Halstead, Director, Communication and Administrative Services

2:00 P.M. *Steering Committee Update (WHR)
Update from the Steering Committee

Request: Information/Direction

Michelle Halstead, Director, Communication and Administrative Services
Janet Kennedy, Director, Finance
Shannon Carter, Director, Opens Spaces
Ron Carl, County Attorney
Dick Hawes, Director, Facilities and Fleet Management

Don Klemme, Director, Community Resources
Bryan Weimer, Director, Public Works and Development
Todd Weaver, Budget Manager, Finance
John Christofferson, Deputy County Attorney

Documents:

[BSR_STEERING_COMMITTEE_UPDATE_20191022.DOC](#)

3:00 P.M. *Drop In (WHR)

Board of County Commissioners

1. Delayed Opening Of County Facilities During 2020

Discussion of a request for approval of delaying the opening of four Arapahoe County facilities until 11:00 A.M. on April 8, 2020 (County Administration), May 13, 2020 (Aurora Motor Vehicle), June 4, 2020 (CentrePoint Plaza), and August 19, 2020 (Sheriff's Administration/Coroner Facility)

Request: Information/Direction

Ashley Cappel, Deputy Emergency Manager, Sheriff's Office
Olga Fujaros, Sheriff's Finance Manager, Sheriff's Office
Tyler Brown, Sheriff
Todd Weaver, Budget Manager, Finance
Tiffanie Bleau, Senior Assistant County Attorney

Documents:

[BSR_2020_DELAYED_OPENINGS_DROP_IN_20191028.DOCX](#)

2. Select Source Waiver Of Bid For Uniform And Accessory Purchases From Galls

Discussion of a request for a waiver of the Arapahoe County Purchasing Policy for a select source waiver for an Agreement for Services with Galls, LLC, to provide uniforms, duty gear, law enforcement accessories, and other items deemed necessary

Request: Information/Direction

Olga Fujaros, Sheriff's Finance Manager, Sheriff's Office
Vincent Line, Detention Service Bureau Chief, Sheriff's Office
Tyler Brown, Sheriff
Todd Weaver, Budget Manager, Finance
Tiffanie Bleau, Senior Assistant County Attorney

Documents:

[WAIVER DROP IN BSR.DOC](#)
[WAIVER_ACSO_UNIFORMS FOR BOCC.PDF](#)

3. Lima Plaza Probation Office Temporary Space Lease

Discussion of a request from Facilities and Fleet Management for temporary use of surplus space at the Lima Plaza Probation Office for staff in the State Division of Youth Corrections

Request: Information/Direction

Dick Hawes, Director, Facilities and Fleet Management
John Christofferson, Deputy County Attorney

Documents:

[TEMPORARY SPACE LEASE - LIMA PROBATION OFFICE.DOC](#)

4. Arapahoe County Justice Center Courtroom Planning Update

Discussion of a request from Facilities and Fleet Management for the Board of County Commissioners to concur with a transfer of funds within the Capital Improvements Budget to begin architectural planning to convert space at the Arapahoe County Justice Center (ACJC) for a new courtroom in 2020

Request: Information/Direction

Dick Hawes, Director, Facilities and Fleet Management

Todd Weaver, Budget Manager, Finance

John Christofferson, Deputy County Attorney

Documents:

[ACJC COURTROOM PLANNING.DOC](#)

3:30 P.M. *Executive Session (WHR)

Executive Study Session and County Attorney Administrative Meeting [Section 24-6-402 (4)(b)C.R.S.](As required by law, specific agenda topics will be announced in open meeting prior to the commencement of the closed and confidential portion of this session) (WHR)

Ron Carl, County Attorney

*** To Be Recorded As Required By Law**

WHR - West Hearing Room

Arapahoe County is committed to making its public meetings accessible to persons with disabilities.

Assisted listening devices are available. Ask any staff member and we will provide one for you.

If you need special accommodations, contact the Commissioners' Office at 303-795-4630 or Relay Colorado 711.

Please contact our office at least 3 days in advance to make arrangements.



ARAPAHOE COUNTY
COLORADO'S FIRST

Board Summary Report

Date: October 22, 2019

To: Board of County Commissioners

From: Director of Finance Janet Kennedy, Director of Intergovernmental Relations & Open Spaces Shannon Carter, County Attorney Ron Carl, Director of Fleet & Facilities Dick Hawes, Director of Community Resources Don Klemme, Director of Public Works & Development Bryan Weimer, Bureau Chief Vince Line, Director of Communication & Administrative Services Michelle Halstead, Budget Manager Todd Weaver, Deputy County Attorney John Christofferson

Subject: Steering Committee Update

Request and Recommendation

The Board of County Commissioners requested the steering committee identify actions and timelines needed by the county staff to “hit the ground running” should Issue 1A pass. The steering committee has drafted a draft schedule that includes actions associated with a potential passage, financial implications, as well as the ongoing activities associated with implementing long range planning direction from 2019’s leadership workshop. This document will be reviewed with the Board for additional feedback and input.

Background

Arapahoe County has a reputation for being an efficiently run, fiscally responsible government. The county also is one of the fastest growing in the state of Colorado. By 2030, more than 800,000 residents are expected to call Arapahoe County home, surpassing Denver as the largest county in the metro area. Despite a growing population, associated revenue is not keeping pace with the additional needs that such growth is creating.

In 2016, the Board of County Commissioners began analyzing the long-term needs of the county and developing an overall long-range plan. The work evaluated budget trends and fiscal issues, identifying more than 240 county programs and associated levels of service, as well as the funding needed to achieve those desired levels of service. These planning efforts prioritized spending identified in a 10-year capital improvement master plan for the jail, courthouse and district attorney offices; improvements to County road infrastructure as well as eliminating a backlog of deferred maintenance; and reducing the strain on the general fund operating budget to fund these and other needs. These planning efforts also identified the need to directly engage and educate the community on the challenges facing Arapahoe County.

The Arapahoe County Jail’s aging and deteriorating infrastructure rose above the rest of these

issues in terms of urgency. The jail was constructed to house 386 individuals in 1986. Today, it regularly houses over 1,100 inmates. While the County has addressed housing shortages through triple bunking inmates, the facility's design precludes expansion of core services such as mental health, medical, laundry and kitchen, the capacity of which remains at 386. This overcrowding has continued to exist, despite aggressively implementing alternative sentencing and jail population reduction measures.

Challenges also remain with the booking and release center. Designed to handle 29 individuals, the center routinely holds as many as 80, which means inadequate holding space to separate inmates, increasing risks to staff, and long processing delays for municipal police officers, taking them away from their assigned duties.

In addition to space constraints, the inmate population is changing, affecting the safety of sheriff's deputies and staff. Approximately 40 percent of inmates are experiencing mental health needs at any given time and only 20 cells are available to address severe medical and mental health needs. In addition, substance abuse is on the rise, as is the severity of crimes with which individuals are charged. The sheriff's office has seen a steady rise in inmate assaults on staff, a 120 percent increase in the last two years alone.

Data demonstrates that providing programs to address mental health and substance abuse issues, as well as education, life skills, and job training courses help lower the rate of repeat offenders and improve community safety. There is only one classroom and four small, multipurpose rooms currently within the jail to provide limited programming, which is inadequate given the 1,100 annual daily population.

Arapahoe County has spent significant resources on technology upgrades, infrastructure repairs, purchase of new property, reconfiguring and consolidating office space at the justice center and other county facilities. The county has stayed compliant with federal and state mandates, keeping our jail employees safe and managing the population to the best of our ability. Over the last decade, the county has spent 20 percent of the capital budget it has to invest in the numerous facilities it manages, simply to keep the jail going. That's a cost the county can no longer afford.

The Board of County Commissioners also established the Long Range Planning Committee in 2019, a citizen advisory taskforce comprised of 25 volunteers, to look at overall county needs and budget realities, making a recommendation about the best path forward. The committee unanimously confirmed the need for a new jail and additional programming, acknowledging additional revenue is needed to address these critical public safety needs. The committee also stressed the importance of operating and maintaining facilities to avoid disrepair and accommodate future growth.

Concurrent with the long range planning committee, the Board solicited public input on the proposed needs facing the county and potential proposals. Approximately 313,000 impressions were achieved on social media (Facebook, NextDoor, Twitter) each month, while print engagement reached 45,000 households weekly and digital engagement yielded 80,000 individuals weekly. The county partnered with the sheriff's office to hold in-person and virtual tours of the jail, which generated more than 30,000 views. In person and telephonic town hall

meetings generated more than 5,200 interactions. Input also was obtained from the county's nearly 3,000 employees.

During the August 13, 2019, study session, the Board of County Commissioners recognized that the magnitude of these challenges required a multi-year and systemic approach, continuing the conversation with residents to plan the county's future together. The Board also indicated the need for Arapahoe County to take the first step in addressing urgent safety concerns within the jail. Providing a safe and modern jail, which improves deputy safety as well as expands programs that reduce the likelihood of re-offending by the more than 16,000 inmates released annually back into the community is of utmost importance.

The Arapahoe County Board of County Commissioners unanimously voted to refer Issue 1A, Public Safety Ballot Measure, to the November 2019 ballot on August 27, 2019. This referred measure is a result of years of work by the county and the Long Range Planning Committee, a citizen-based advisory committee.

Funding would be used to construct a new jail and expand programming for mental health, substance abuse, education, on-the-job, and life skills training. Specifically:

- Construction, operations & maintenance of a new jail, including:
 - Booking and Release Center
 - New medical and behavioral units for severe cases
 - New medical outpatient facility
 - 1,612 jail beds
 - 3 new housing pods
 - 11 multipurpose classrooms
 - 11 professional visitation rooms
- Expanded programming includes:
 - Substance abuse programs, such as drug abuse and addiction classes, counseling programs
 - Jail-based behavioral services, including individual and group therapy
 - Mental health programs, such as individual treatment plans, crisis intervention services, group therapy, cognitive behavioral therapy
 - Religious and spiritual services, including professional clergy visits
 - Education and life skill classes, such as pre-release and re-integration programs, parenting classes, career classes, financial classes, empathy classes
 - GED classes, continuing education classes, computer skills classes, college readiness workshops
 - Health education classes, such as chronic care, men's health, women's health, healthy eating, wellness programs
 - Domestic violence education programs, including victim assistance, anger management, and healthy relationships
 - Veteran-specific services and housing, including regular meetings with Veteran Affairs representatives
 - Re-Entry programs, including 24/7 staffing and community resource connections
 - Alternative sentencing, such as work release, home monitoring, and diversion

The proposal seeks a property tax increase of 3.4 mills beginning in year 2020, of which 1.1 mills would sunset in 2052 after completion of capital construction debt payments. The remaining mill levy would continue to fund ongoing operations and maintenance expenditures.

The Board also would establish a citizen advisory committee to review and monitor expenditures associated with this measure should voters approve.

Reviewed By

John Christofferson, Deputy County Attorney

Janet Kennedy, Director of Finance

Shannon Carter, Director of Open Space & Intergovernmental Relations



Drop-in Board Summary Report

Date: October 4, 2019
To: Board of County Commissioners
Through: Tyler Brown, Sheriff
From: Ashley Cappel, Deputy Emergency Manager
Subject: Delayed opening of County facilities during 2020

Direction/Information

Seeking approval of delayed openings of the facilities listed below.

Request and Recommendation

Delay the opening of four (4) Arapahoe County facilities until 11am on each exercise date to support an Arapahoe County functional or full-scale exercise.

Background

The Align Arapahoe Preparedness Index is comprised of three scores. Those are National Incident Management System training, monthly facility safety drills and Office of Emergency Management (OEM) annual priorities. In accordance with the Align Arapahoe Preparedness Index, the majority of the facilities are ready for a functional or full-scale safety exercise in 2020.

Links to Align Arapahoe

Quality of Life -> Safeguarding the Community -> Emergency Response Training

Discussion

The majority of Arapahoe County facilities have completed an annual exercise, but in previous exercises participation was limited to ERT members and/or an isolated area. In addition, previous exercises focused on specific functions, policies and procedures. This year it is the intent to broaden the scope and include additional staff in each exercise to ensure all employees are prepared to respond during an emergency.

The following facilities request a delayed opening:

- County Administration: 5334 S Prince St, Littleton, 4/8/20
- Aurora Motor Vehicles, 490 S Chambers, Aurora, 5/13/20
- CentrePoint Plaza, 14980 E Alameda Dr, Aurora, 6/4/20
- Sheriff's Administration/Coroner Facility, 13101 E Broncos Pkwy, Centennial, 8/19/20

BoCC Drop-in

Alternatives

1. Open each building as scheduled and limit the drill to ERT members, thus excluding the majority of the building occupants.
2. Conduct the full exercise with members of the public, creating additional levels of realism but impacting customer service.

Fiscal Impact

No direct measurable impact.

Concurrence

Facility Department Directors and Elected Officials from each respective facility have agreed to the delayed opening as applicable.

Reviewed By

Ashley Cappel, Deputy Emergency Manager
Olga Fugaros, Finance Manager
Glenn Thompson, Public Safety Bureau Chief
Tyler S. Brown, Sheriff



ARAPAHOE COUNTY
COLORADO'S FIRST

BOARD SUMMARY REPORT

Date: October 18, 2019
To: Board of County Commissioners
Through: Tyler Brown, Sheriff
From: Olga Fajaros, Finance Manager
Subject: Waiver of Bid for Uniform and Accessory Purchases from Galls

Direction/Information

The Sheriff's Office is providing information regarding the Waiver of Bid for Uniform Purchases.

Request and Recommendation

Request the Board of County Commissioners to authorize the Select Source Waiver of Purchasing Policies for Galls, LLC to provide uniforms, duty gear, law enforcement accessories and other items deemed necessary.

Background

Galls, LLC has held the Sheriff's Office's contract for uniforms, ballistic vests and all other items deemed necessary. Sheriff's Office staff and purchasing agent met with Galls representatives multiple times prior to the current contract expiration date of October 31, 2019 to ensure they can meet our needs. The current agreement between Arapahoe County Sheriff's Office (ACSO) and Galls, LLC began on November 1, 2015 and ended on October 31, 2016, with the third renewal expiring on October 31, 2019. The waiver will be presented to the Board of County Commissioners for signature and approval on a Consent Agenda.

Links to Align Arapahoe

Enhance Quality of Workforce: Providing uniforms for deputies maintains a professional appearance.

Discussion

Galls LLC was awarded the contract after several meetings between Sheriff's staff and purchasing agent to ensure needs may be met, with the option to extend the contract for up to four subsequent one-year periods.

Alternatives

The alternative is to go out on RFP which will more than likely result in a higher increase in prices than the 5% increase negotiated by our Purchasing Agent.

Fiscal Impact

Purchases made will come out of the Arapahoe County Sheriff's Office operating budget.

Concurrence

The Support Services Bureau of the Arapahoe County Sheriff's Office is in full support of the Agreement with Galls, LLC.

Reviewed By

Olga Fajaros, Finance Manager

Robert Stef, Support Services Bureau Chief

Tyler Brown, Sheriff

Finance Department

County Attorney



WAIVER PER PURCHASING POLICIES

WAIVER OF SOLICITATION WAIVER OF QUOTE
 SELECT SOURCE FOR INFORMATION ONLY

DESCRIPTION OF PROJECT: Uniforms and Law Enforcement Equipment for Sheriff's Office

PRICE: \$300,000 ANNUAL MAINTENANCE: \$
FIXED ASSET Yes No FIXED ASSET #

COST CENTER # 107020000 G/L # 53241 IO #

JUSTIFICATION Galls has held the Sheriff's Office's contract for uniforms, ballistic vests, and misc. law enforcement equipment and gear. Sheriff Office staff along with our purchasing agent have met multiple times with Galls prior to the current contract expiration date of October 31, 2019 to make certain they can meet our needs. Going out on RFP will more than likely result in a higher increase in prices than the 5% increase negotiated by our Purchasing Agent.

Galls is offering deputy online ordering, body armor tracking, and asset tracking options. They also offer bundled "recruit packages" and promotion packages. They are able to auto populate for name patches, meaning the deputy is unable to change design based on ACSO standards. Galls will also invoice the deputy for any outstanding balance on body armor that is above the approved amount.

The Sheriff's Office asks that a waiver of bid request be approved for one year with the option to renew for four additional one-year terms.

 Renee Stine, 720-874-3330

Requestor Name, Signature & Telephone Number

Date

Renee Stine

08/21/19

Elected Official/Department Head

Date

[Signature], CPA

8/23/19

Purchasing Manager

Date

Comments:

Waiver approved, BoCC Reso #170559. Requestor to proceed with PO

Yes No

Requestor to schedule BoCC Drop In & Create Board Summary Report

Yes No

[Signature]

9.4.19

Janet Kennedy, Director of Finance (not to exceed \$100,000)

Date

BOCC, Chair

Date

Requestor to schedule BoCC Consent Agenda & Board Summary Report

Yes No

Resolution # _____

Per BoCC Resolution #170559 of 11/7/17, Purchasing Manager has authorization for sole approval up to \$100,000 plus exemptions to Contract Extensions



ARAPAHOE COUNTY
COLORADO'S FIRST

Board Summary Report

Date: October 15, 2019
To: Board of County Commissioners
From: Dick Hawes, Director, Department of Facilities and Fleet Management
Subject: Temporary Space Lease – Lima Probation Office

Request and Recommendation

Facilities and Fleet Management (FFM) requests the Board of County Commissioners (BOCC) concur with a temporary use of surplus space at the Lima Plaza Probation Office for staff in the State Division of Youth Corrections.

Background

When the Probation Office (Probation) for the Arapahoe County portion of the 18th Judicial District (18th) was relocated from the Arapahoe County Justice Center (ACJC) to Lima Plaza we included future expansion space for Probation in the tenant improvements. This space was planned to accommodate projected future growth for the court's probation support services.

The courts administrator and Chief Judge for the 18th have asked me if the State Division of Youth Corrections (Division) staff assigned to the Arapahoe County portion of the 18th can utilize this surplus space until it is needed for probation services. This would enable the Division to utilize funds they are currently expending to lease commercial office space for youth services programs.

Discussion

While I don't see any issue with the 18th request I feel we need to do a formal lease agreement to ensure there are clear expectations around the temporary use of the space. The initial term would be for one year from July 1, 2020 to June 30, 2021 with an option to renew for subsequent one year terms solely at the county's discretion. Notice to not renew would be provided on January 1 of the lease period to give the Division's staff adequate time to make arrangements to move their operations by June 30. The lease would also contain provisions for reimbursement of county expenses related to added utility costs and extended hour use of the space.

The Division agrees with the lease term and reimbursement provisions therefore I am recommending that we move ahead with the Chief Judge's request. If the Board concurs I will work with John Christofferson on a lease agreement for the temporary space use.

Fiscal Impact

There is no fiscal impact to the county to support this request.

Reviewed by

Dick Hawes, Director, Facilities and Fleet Management; John Christofferson, Deputy County Attorney.



ARAPAHOE COUNTY
COLORADO'S FIRST

Board Summary Report

Date: October 5, 2019
To: Board of County Commissioners
From: Dick Hawes, Director, Department of Facilities and Fleet Management
Subject: Arapahoe County Justice Center Courtroom Planning

Request and Recommendation

Facilities and Fleet Management (FFM) requests the Board of County Commissioners (BOCC) concur with a transfer of funds within the Capital Improvements Budget to begin architectural planning to convert space at the Arapahoe County Justice Center (ACJC) for a new courtroom in 2020.

Background

Board members will recall that we identified several local capital budget work items as part of the master plan for the ACJC campus to address near term building needs for the courts. Included in this work was a new courtroom in 2021 and 2 additional courtrooms in 2023 to accommodate projected judicial assignments for the Arapahoe County portion of the 18th Judicial District (18th).

The courts administrator and Chief Judge for the 18th have informed me that based on recent workload and case filing data the assignment of the first projected judicial officer is now expected to occur in 2020 in lieu of 2021. In order to complete the new courtroom in 2020 we need to begin planning immediately.

Discussion

The Capital Improvements Committee (Committee) recently completed its review and recommendations to the Executive Budget Committee for the 2020 – 2024 Capital Improvements Plan. The project recommendations for 2020 included funding for capital maintenance and operations work that was part of the ACJC campus master plan and planning for the first courtroom based on the needs that were initially identified by the 18th. The 18th has now requested that we complete the construction of the first courtroom in 2020 and move the capital maintenance work to 2021. The Committee recommendations are being modified to reflect the 18th's recent request.

I am recommending that we transfer funds appropriated in the 2019 Capital Improvements Budget to begin planning for the 2020 courtroom. This will enable us to position the construction of the new courtroom for next year if the Board approves the funding as part of the 2020 Capital Improvements Budget.

We have a reserve in the Capital Improvements Budget fund balance to address any unforeseen capital maintenance work that is needed for the Detention Center. There are sufficient funds in the balance to advance the money needed to plan the new courtroom without jeopardizing our ability to address any immediate work needed for the Detention Center. The planning funds in the 2020

Capital Budget recommendations for the courtroom can be transferred once approved to replenish the money used this year from the Detention Center reserve for the courtroom planning.

Fiscal Impact

Capital Budget reserve funds have been identified to support this request.

Reviewed by

Dick Hawes, Director, Facilities and Fleet Management; Janet Kennedy, Director of Finance; Todd Weaver, Budget Manager.