



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

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

Study Session

June 30, 2020

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

10:00 A.M. *Strategic Planning Discussion (WHR)
Board of County Commissioners

Break

12:30 P.M. *Drop In
Board of County Commissioners

1. Public Trustee Transition Update

Update on changes in the transition of the Public Trustee's office function to the Treasurer's Office on July 1 and how recent developments are slightly different than what was discussed at the 1st Quarter Budget Review - specifically, the increase in the authorized headcount to the Treasurer's Office will be 3 FTE rather than 2.50 FTE and the Treasurer has requested that accrued leave balances for the 3 employees of the Trustee's Office be carried over to their employment with the County

Request: Information/Direction

Todd Weaver, Director, Finance
Sue Sandstrom, Treasurer

Documents:

[BSR_TRUSTEE.PDF](#)

2. District Attorney Budget Update

Update on discussions with the District Attorney regarding remaining funding from 2019, 2020 budget requests for CARES reimbursement, and looking ahead to the 2021 budget process and their budget submission

Request: Information/Direction

Todd Weaver, Director, Finance

Documents:

[BSR_DA BUDGET DISCUSSION.PDF](#)

*** 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: June 26, 2020
To: Board of County Commissioners
From: Todd Weaver, Budget Manager
Subject: Public Trustee Transition Adjustments

Request and Recommendation

The purpose of this study session is to update the BOCC on changes in the transition of the Public Trustee's Office function to the Treasurer's Office on July 1st and how recent developments are slightly different than what was discussed at the 1st Quarter Budget Review. Specifically, the increase in the authorized headcount to the Treasurer's Office will be 3.00 FTE rather than 2.50 FTE and the Treasurer has requested that accrued leave balances for the 3 employees of the Trustee's Office be carried over to their employment with the County.

Background

A change in State law requires that the functions of the Public Trustee transition to the Treasurer's Office as of July 1st, 2020. The Treasurer's Office and the Finance Department presented a supplemental budget request at the 1st Quarter Budget Review to budget for this transition in advance of July 1st. This request included about \$127,000 in revenue and expenditure for the Treasurer's Office and the increase in the headcount of 2.50 FTE to perform the functions of the Public Trustee.

As the details of the transition process became known over the past few weeks, there have been a few adjustments to what was estimated and requested at the 1st Quarter Review. These changes are as follows:

- The increase in the authorized headcount transitioning from the Public Trustee's Office to the Treasurer's Office has increased from 2.50 FTE to 3.00 FTE based on the volume of work for the Trustee functions at this point and in this economic climate.
- The Treasurer has requested that Finance and Human Resources approve an exception to allow the accrued leave balances for the 3 employees transitioning from the Trustee's Office to the County Treasurer's Office. The accrued leave balances do not exceed the balance limits of the County and would enable the employees to have some ability for sick and vacation and not lose that benefit due to the legislative mandate.

From the viewpoint of the Finance Department, neither of these changes would have a significant impact to the County's budget. For the change in the headcount, the increase in activity that necessitated the increase in headcount, will likely provide sufficient revenue to offset the increase expenses needed for a 0.50 FTE increase from what was proposed.

The carry over of the accrued leave balances would not have a significant financial impact either. If the County would require the balances to be liquidated and paid out prior to their transition would reduce the amount of excess revenue from Trustee functions that would be remitted to the County. Carrying over these balances will become a financial liability of the County and will need to be paid out as it is used, but the Treasurer did not feel that it was right for the employees to lose their accrued balances as a result of the legislative mandated move to the County and the Treasurer's Office.

Discussion

The discussion is to update the BOCC on these adjustments and receive their approval for these interim adjustments prior to seeing the formal requests at the 2nd Quarter Review in August.

Alternatives

The BOCC could decide not to allow the increase in headcount or carry over of the accrued leave balances related to the Public Trustee transition.

Fiscal Impact

The fiscal impact of the items discussed will be covered with the revenue collected from Public Trustee functions

Reviewed By:

Todd Weaver, Finance Director
John Christofferson, Deputy County Attorney



ARAPAHOE COUNTY
COLORADO'S FIRST

Board Summary Report

Date: June 26, 2020
To: Board of County Commissioners
From: Todd Weaver, Budget Manager
Subject: District Attorney Budget Discussion

Request and Recommendation

The purpose of this study session is to update the BOCC on discussions with the District Attorney regarding remaining funding from 2019, 2020 budget requests for CARES reimbursement, and looking ahead to the 2021 budget process and what we would like to see in their budget submission.

Background

During the discussions on the District Attorney's 2020 proposed budget, Arapahoe and Douglas County met to review their budget package submissions and how to streamline the process in 2020 for the 2021 budget submission. A few key points that came out of the discussion were:

- There was the intent to have additional budget discussions prior to the actual budget submission period to evaluate how the prior year finished, discuss uses of unspent funds vs. returning such funds to the County, and how the subsequent budget year information would be developed. Unfortunately, due to the COVID-19 pandemic, these preliminary meetings did not occur.
 - The District Attorney has put forward a few requests for items to be funded with remaining 2019 budget that was not spent. A few of these requests are items that are related to COVID-19 pandemic response that could be covered with CARES Act funds.
 - A number of other items have also been requested. In discussing with staff at Douglas County, they have indicated that they would prefer the unspent funds from 2019 be returned to the counties, but that, in the future, if the District Attorney has items they need to fund, that it should come from their current budget rather than ask after the close of the budget year. This approach is similar to our county's "budgeting to the bottom line" philosophy.
 - There was also discussion about reforming the District Attorney budget submissions to mirror more of the type of information we receive from our respective counties'
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departments and elected offices. Douglas County staff has proposed requesting more monthly spending reports, annual line item budgets for the past two years, actual revenues, expenditures, and fund balances for the past few years as well as a breakout of this financial information between Arapahoe County and the remainder of the 18th Judicial District in preparation for analyzing the future split in the judicial district. Arapahoe County staff will be putting together requirements for the DA's budget package requests that mirror the current process for our county to provide more detail on the request, justification, funding, and one-time vs. ongoing costs.

Discussion

The discussion will center on the Board's thoughts about (1) use of unspent funds from the DA's 2019 budget and unspent budget for 2020, (2) funding CARES Act eligible expenses, and (3) revisions to the budget process for the DA for the 2021 budget.

Fiscal Impact

The fiscal impact of this discussion could be a change in the amount remitted back to the counties following the 2019 and 2020 fiscal year based upon allowing the DA to spend some of this unspent budget as well as the financial impact of funding COVID-19 expenses with available County CARES Act Funds.

Reviewed By:

Todd Weaver, Finance Director
John Christofferson, Deputy County Attorney