



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

August 24, 2020

The members of the Board of County Commissioners may attend study sessions virtually or in person, but due to social distancing requirements, presenters and the public may only attend virtually. The public may attend the study sessions (listening only) by calling 1-855-436-3656. The Board of County Commissioners may go into executive session during or at the conclusion of the study session as necessary to receive legal advice or discuss other confidential matters.

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 And Board Updates (WHR)

Michelle Halstead, Director, Communication and Administrative Services

10:00 A.M. Communication Services Update (WHR)

Michelle Halstead, Director, Communication and Administrative Services

10:30 A.M. Strategy And Performance Update (WHR)

Manisha Singh, Director, Strategy and Performance

11:00 A.M. Intergovernmental Updates With Shannon Carter (WHR)

Board of County Commissioners

Break

1:00 P.M. *Strategic Planning Discussion (WHR)

Board of County Commissioners

3:30 P.M. *Drop In
Board of County Commissioners

1. Fixed Asset Transfer For SMACS Telephone Provisioning

Discussion of a request from Information Technology (IT) for the Board of County Commissioners to transfer the \$36,000 assigned to Fixed Asset #303226 in the Central Services Fund to the General Fund for the purchase of SMACS telephone provisioning software. This transfer was approved as part of IT's 2020 budget

Request: Information/Direction

Mark Harkleroad, Manager of Network Services, Information Technology
David Bessen, Director, Information Technology
Todd Weaver, Director, Finance
Tiffanie Bleau, Senior Assistant County Attorney

Documents:

[200804 - BOARD SUMMARY REPORT FOR FIXED ASSET TRANSFER FOR SMACS PHONE PROVISIONING.PDF](#)

2. 2020 Justice Assistance Grant One Fixed Asset Request For Public Safety

Discussion of a request from the Sheriff's Office to authorize the Finance department to issue one fixed asset number for AMV video streaming interface for the Sheriff's Office Public Safety Bureau

Request: Information/Direction

Olga Fujaros, Sheriff's Finance Manager, Sheriff's Office
Tyler Brown, Sheriff
Todd Weaver, Director, Finance
Tiffanie Bleau, Senior Assistant County Attorney

Documents:

[BSR - JAG 2020 DROP-IN AMV VIDEO STREAMING INTERFACE FOR PUBLIC SAFETY.PDF](#)
[JAG 2020 APD GRANT EVALUATION FORM.PDF](#)
[AMV VISION QUOTE CO_LITTLETON.PDF](#)
[AUTEL EVO II - DUAL RUGGED BUNDLE UAS WITH REQUIRED ACCESSORIES.PDF](#)

4:00 P.M. *Executive Session

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: August 4, 2020
To: Board of County Commissioners
Through: David Bessen, Information Technology Director
From: Mark Harkleroad, Manager of Network Services
Subject: Fixed Asset transfer for SMACS telephone provisioning

Request and Recommendation

The Information Technology Department is requesting that the Board of County Commissioners transfer the \$36,000 assigned to Fixed Asset #303226 in the Central Services Fund to the General Fund for the purchase of SMACS telephone provisioning software. This transfer was approved as part of Information Technology's 2020 Budget.

Background

The SMACS telephone provisioning software will greatly accelerate the provisioning and reconfiguration of desk phones at the County. Currently, the IT Service Desk, when asked to provision, move, or change a phone to a different user, needs to manually go into the phone configuration system and create or modify the record associated with the phone and the user. This is a time-consuming process and has the potential for introducing errors in the detailed configuration. The SMACS provisioning tool allows for the automating of this process, as well as the use of standardized templates for configuration the telephones. It is expected that the system will free up significant amounts of time for the Service Desk staff, who make several hundred telephone configurations each year, so that they can spend more time assisting County computer users.

Links to Align Arapahoe

Discussion

The adoption of the SMACS provisioning software, as noted above, will free up our Service Desk staff to assist County computer users directly, as each phone provisioning will take about 75% less time. This is in line with the County's Service First and Fiscal Responsibility objectives.

Alternatives

We could continue to provision and reconfigure phone manually and not free up staff time to perform more valuable services. As Service Desk work continues to increase in volume, the time savings will help postpone the need to add more staff to the Service Desk.

Fiscal Impact

There is a modest fiscal impact to implementing SMACS. There is an annual maintenance cost of \$7200, which has been budgeted for 2020 and proposed for 2021.

Concurrence

Attorney's Office
Finance

Reviewed By

David Bessen, IT Director
Keith Ashby, Purchasing Manager
John Christofferson, County Attorney



Board Summary Report

Date: August 11, 2020

To: Board of County Commissioners

Through: Tyler S. Brown, Sheriff

From: Olga Fajaros, Finance Manager

Subject: Authorization for One Fixed Asset Number for All Mobile Video (AMV) Streaming Interface

Request and Recommendation

Request the Board of County Commissioners to authorize the Finance department to issue one fixed asset number for AMV streaming interface for the Sheriff's Office Public Safety Bureau.

Background

The Arapahoe County Sheriff's Office and the Aurora Police Department wish to jointly apply for a Justice Assistance Grant to provide additional funding to purchase an AMV streaming interface. The Arapahoe County Sheriff's Office (ACSO) and the Aurora Police Department have jointly applied for the JAG 2020 Justice Assistance Grant (JAG) to provide additional funding for an AMV streaming interface.

Discussion

The Arapahoe County Sheriff's Office applied to receive \$23,801 from the 2020 Edward Byrne Justice Assistance Grant (JAG) with the City of Aurora. Of those funds \$9,515 will be used to pay for the fixed asset.

Alternatives

If the fixed asset number is not issued, Arapahoe County Sheriff's Office may have to forfeit the portion of the funds allocated for an AMV streaming interface.

Fiscal Impact

The cost of an AMV streaming interface for the Public Safety Bureau is currently \$9,515. There are no additional fiscal impacts, and there is not a matching fund requirement for this fixed asset.

Concurrence

The Sheriff's Office Administration and Public Safety Bureau are in concurrence with this decision.

Reviewed By:

Olga Fajaros, Sheriff's Office Finance Manager

Glenn Thompson, Public Safety Bureau Chief

Mark Nicastle, Undersheriff

Tyler Brown, Sheriff

Finance Department

County Attorney

Discretionary Grant Evaluation Form

Arapahoe County Government

_____ (Dept Code-Year-Number)

Overview

Grant Name 2020 Edward Byrne Justice Assistance Grant
Grantor United States Department of Justice
Amount applied for \$210,912 – ACSO Portion \$23,801
Application/submission deadline August 19, 2020
Does application/proposal require/imply acceptance? Yes, with Aurora
Office/Department/Division applying Arapahoe County Sheriff's Office
Grant period (time to expend funds) _____
New grant _____ Renew existing Expand existing _____
Previous grant name and dates, if applicable _____
Federal grant If so, federal agency Dept of Justice (DOJ) (OPJ) (BJA)
If so, CFDA #(s) 16.738
If on grants.gov, Opportunity # _____
State grant _____ If so, state agency _____
Are federal funds passed through _____
If so, CFDA #(s) _____
Apply via COGMS online? _____
Other grantor _____

Benefits

What is grant expected to accomplish? The grant will allow for the purchase of all media (AMV) streaming interface, and air purifying respirators filters

How does it align with County and department goals and objectives? Public Safety

How will success be measured Public Safety

What constituency is expected to benefit? Citizens

New service _____ Existing service _____ Expanded service

Alternatives to using grant to accomplish this benefit Not accepting the grant funding and not providing the expanded service to the community

Cost/Budget

Matching funds

Matching funds required – Cash 0 In-kind 0 Funding source _____

FTE's

New FTE's? 0 Duration _____

If not grant funded, describe funding plan _____

Are benefits covered? _____ How much? _____ If not, plan to cover _____

Describe any potential workman's comp risk _____

If occurred, plans to fund _____

Anticipated unemployment costs when termed _____

Plans to fund unemployment or workman's comp after grant is closed _____

Discretionary Grant Evaluation Form

Arapahoe County Government

_____ (Dept Code-Year-Number)

Describe space and equipment available for new FTE _____

Are additional space or equipment costs covered in grant? _____

Fixed/capital asset

Describe asset _____

Estimated dollar amount & how derived _____

Did process of estimating costs meet federal or grant requirements? _____

Specific purchasing requirements _____

Requirements for use of asset _____

Requirements for disposition of asset _____

Plan to replace when expired? ___ When? ___ How? _____ How much? ___

Plan for funding IG rents _____

IT hardware/software _____

Anticipated implementation costs and how funded _____

Anticipated implementation timeline _____ Corroborated with IT? _____

Priority ranking _____

Staff dedicated to implementation _____

Anticipated asset maintenance costs _____ Plan to fund them _____

Advance or reimbursement grant **Reimbursement** _____

If reimbursement, how often will requests be filed **Quarterly** _____

Is there a time frame to be met after which it becomes nonreimbursable? _____

How plan to meet that deadline _____

How plan to fund nonreimbursable expenditures _____

Allowable costs

Anticipated administration costs _____

What are allowable costs for reimbursement _____

If subject to single audit, will grant pay fees? _____

If audit and admin costs are not covered, plans for funding them _____

Compliance Requirements

Does the grant require:

EEOP **YES** _____

Drug-free workplace **NO** _____

Davis-Bacon **NO** _____

Minority & women owned preferences or Historically Underutilized Business (HUBS) purchases **NO** _____

Does acceptance of the grant obligate the County to provide goods/services/service levels/standards beyond the grant period or funding? **NO** _____

If so, describe _____

Plans for funding _____

Other compliance requirements specific to this grant _____

Impact on County Operations

Does the grant require IT support to implement or support? **NO** _____

Describe plans _____

Describe plans for tracking and reporting **Financial tracking and reporting will be done by Sheriff's Office staff following same procedures that are in place from previous years JAG grants** _____

Discretionary Grant Evaluation Form

Arapahoe County Government

_____ (Dept Code-Year-Number)

Requesting Finance to assist in setting up grant tracking system in SAP IO's

Describe the training and experience of the staff responsible for the tracking and reporting of this grant **Sheriff's Office staff in Sheriff's Finance Office and the Public Safety Bureau have been and will continue to track and report all current JAG grant procedures**

Does the grant require FFM assistance for additional space for FTE or equipment

Describe plans **NO**

Will the grant require any change in County or department/office policy? **NO**

If so, describe _____

Describe any other potential impact on other departments/offices **None**

Other Considerations

Is there an automatic renewal in subsequent years? _____

Is it a regional grant benefiting more than just Arapahoe County **Yes**

If so, describe Joint with the **City of Aurora**

Is the County acting as fiscal agent? _____

If so, attach narrative describing entities covered, responsibilities, how admin costs are funded, benefits & exposure _____

Are funds being passed through to another agency/partner/subgrantee? **No**

If so, describe _____

Describe plans to monitor subgrantee compliance _____

Are others participating in costs? _____ How? _____

Are there any other potential liabilities _____

Name and title of person authorized/responsible for

Grant application **Bureau Chief Glenn Thompson**

Required reporting **Bureau Chief Glenn Thompson/Frank Gomez**

Reimbursement requests **Frank Gomez**

Plan for approval

Drop-in _____

Study Session _____

Dept/Office signature only _____

Staff Contacts Involved in Evaluation Process

Dept/Office applying for grant **Sheriff's Office**

Attorney's Office _____

Attorney's Office – Risk Mgmt _____

Facilities & Fleet Management _____

Finance – Grants _____

Finance – Budget _____

Finance – Purchasing _____

HR _____

IT _____

Attachments

Discretionary Grant Evaluation Form

Arapahoe County Government

_____ (Dept Code-Year-Number)

List attachments

Grant application form _____

Grant application instructions _____

Specific compliance requirements _____

Other, describe _____

Signature

Grant submitted by

Name **Glenn Thompson** _____

Title **Public Safety Bureau Chief** _____

Elected Official/Department Director/Designee _____

Date **8/19/2020** _____

Reviewed by

County Attorney's Office

Name _____

Title _____

Date _____

Comments _____

Finance Department

Accounting – Grants

Name _____

Title _____

Date _____

Comments _____

Budget

Name _____

Title _____

Date _____

Comments _____

Purchasing

Name _____

Title _____

Date _____

Comments _____



221 W 26th St.
 New York, NY
 Phone: 212-727-1234
 Fax: 212-255-6644

Quote # 5615
Quote Date 07/27/2020
Quote Expiration 09/30/2020

Bill To

Arapahoe County Government
 Administration Building
 5334 S Prince Street
 Littleton, CO 80120-1136

Attn Mark Edson
 Description CO - Littleton Insight RT1 w/ Road Case

Account Rep: Richard Duke
 Account Rep email: rduke@amvchelsea.com







Detail Billing Description	Qty	Unit	Rate	Disc %	Ext. Rate	Amount
Equipment						
InsightRT1 w/Integrated Road Case	1	1.00 Ea	8,000.00		8,000.00	8,000.00
Services						
AMVision Streaming Fee	1	12.00 Mo	120.00		120.00	1,440.00
Shipping						
UPS Ground	1	1.00 Ea	75.00		75.00	75.00
Bid Total USD:						9,515.00



Multicopter Warehouse
7045 S Fulton St. Suite 250
Centennial, CO, 80112
(303) 552-2300

June 23rd, 2020
Quote Number 1308
Prepared by Kerry Garrison
kgarrison@multicopterwarehouse.com

To: Arapahoe County Sheriffs Office
Mark Edson
13101 E. Broncos Parkway
Centennial, CO, 80112
720-413-5521 - medson@arapahoegov.com

Products	Quantity	Unit Price	Price
 Autel EVO II - Dual Rugged Bundle <small>RETAIL \$9,998.00 MPN: 600002011 SKU: AUTEL-600002011</small>	1	\$9,499.00	\$9,499.00
 Autel Live Deck <small>RETAIL \$449.00 MPN: 600000238 SKU: AUTEL-600000238</small>	1	\$429.00	\$429.00
 Autel EVO II - Battery <small>RETAIL \$219.00 MPN: 600002020 SKU: AUTEL-600002020</small>	1	\$208.00	\$208.00
 Autel EVO II - Propellers <small>RETAIL \$14.99 MPN: AUTEL-600002023 SKU: AUTEL-600002023</small>	1	\$14.00	\$14.00
 Autel Robotics EVO II Propeller Guards <small>RETAIL \$15.00 MPN: AUTEL-600002022 SKU: AUTEL-600002022</small>	1	\$14.00	\$14.00
 Autel Robotics EVO II Car Charger <small>RETAIL \$75.00 MPN: AUTEL-600002018 SKU: AUTEL-600002018</small>	1	\$71.00	\$71.00
Sub-Total:			\$10,770.99
Discount:			(\$535.99)
Shipping & Handling:			\$0.00
Total:			\$10,235.00

Customer Acceptance: _____ Date: _____

This quote is valid 14 days from issuance. Unless otherwise pre-arranged, payment must be made in advance via Check, Money Order or Wire Transfer. A 3% processing fee may be added for Credit Card and/or Paypal payments.

Special Order products are non cancellable and/or refundable. Please see our full terms and conditions by visiting <http://www.multicopterwarehouse.com/terms-and-conditions>