



## STAFF BRIEFINGS and WORK SESSIONS

Hybrid Meeting

### AGENDA

July 8, 2025, Immediately Follow Hearings

BCC Boardroom, 5<sup>th</sup> Floor and WebEx Virtual Platform

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## Agenda Item 1.1.1

### BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER

#### **Topic: Statewide Internet Portal and Authority (SIPA) Grant application and acceptance 2025-2026**

**Presented by: David Kribs, Budget and Finance Director, JCSO**

**Date: 7/8/2025**

☐ For Information

☒ For Discussion/Board Direction

☐ Consent to  
Place on Business/  
Hearing Agenda

**Issue:** The Jefferson County Sheriff's Office (JCSO) requires support from the Board of County Commissioners (BCC) for the prior submission of a grant application to the State of Colorado Statewide Internet and Portal Authority which was due May 30, 2025 in an amount of \$2,116 to purchase Ipads for the Sheriffs Records Unit.

**Background:** The Jefferson County Records Unit currently has a successful mobile device management system in place. Using tablets for record processing allows citizens to complete forms electronically and remain in compliance with concealed handgun permit applications and open record requests.

**Discussion:** This grant will fund the addition of tablets in the Sheriff's Office Records Unit. This would directly reduce waiting times for all citizens by reducing duplicated data entry, help resolve any potential for errors and increase the number of customers served by an estimated 30-50%.

**Fiscal Impact:** ☒ yes ☐ no

There is no match requirement. This is a State grant for the General Fund for the requested amount of \$2,116. The estimated grant period is September 1, 2025, to June 30, 2026.

- Year(s) of impact: 2025 and 2026
- Existing grant or project: No
- New grant or project: Yes
- Requested in adopted budget: No
- Ongoing or one-time: One-time funded grant
- General Fund impact: Yes

- Staffing impact: No
- Match requirements: No match required
- Mandate/Contractual obligation: N/A

**SPA Review:** Micah Badana, 6/4/2025

Support, no concern.

This is a request for a state grant award with no match requirement.

**County Attorney Review:** Approved, Kurtis Behn, 6/5/2025

**Facilities Review:** No fiscal impact, Mark Danner, 6/5/2025

**BIT Review:** Approved, Andy Corbett, 06/5/2025

**Fleet Review:** No fiscal impact, Janice Mayer, 06/05/25

**County Human Resources Review (new FTE only):** No FTE

**Recommendations:** Staff recommend that the Board of County Commissioners support the submission of the grant application prior to briefing to the State of Colorado Statewide Internet and Portal Authority (SIPA) in the amount of \$2,116 and if awarded, support including this amount in a future budget supplemental.

**Originator:** Jessica Parivar, JCSO Grants Specialist, Ext 5311

**Contacts for Additional Information:** Ely Garza, IT Director, Ext 5138

**BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER**

**Topic: Colorado Incident Management Team Grant Application and  
Acceptance 2025-2026**

**Presented by: David Kribs, Budget and Finance Director, JCSO**

**Date: 7/8/2025**

☐ For Information

☒ For Discussion/Board Direction

☐ Consent to  
Place on Business/  
Hearing Agenda

**Issue:** The Jefferson County Sheriff's Office (JCSO) requires support from the Board of County Commissioners (BCC) for two prior grant applications submitted to the State of Colorado Department of Homeland Security and Emergency Management for a total of \$20,500. The first application is baseline funding in the amount of \$12,500 and the second application is a secondary funding request in the amount of \$8,000. If these funds are awarded, they will be included in supplemental appropriation to the budget.

**Background:** The Jefferson County Incident Management Team is a multi-agency team that responds to large, all-hazard situations in Jefferson County and the surrounding areas. The Team was established in 1992 to manage wildfires and was reorganized to provide command and control of infrastructure to manage all-hazared incidents. The team is comprised of over 100 skilled individuals from 20 different agencies in and around the County.

**Discussion:** This grant will fund the required training for Incident Management Team members and supplies to enhance response, communication, control and command of incidents.

**Fiscal Impact:** ☒ yes ☐ no

There is no match requirement. This is a State grant for the General Fund for the requested amount of \$20,500. The estimated grant period is July 1, 2025, to June 30, 2026.

- Year(s) of impact: 2025 and 2026
- Existing grant or project: No
- New grant or project: Yes
- Requested in adopted budget: No
- Ongoing or one-time: One-time funded grant

- General Fund impact: Yes
- Staffing impact: No
- Match requirements: No match required
- Mandate/Contractual obligation: N/A

**SPA Review:** Micah Badana, 6/9/2025

Support, no concern.

This is a state grant for the Sheriff's Office General Fund with no match requirements.

**County Attorney Review:** Approved, Kurtis Behn, 6/11/2025

**Facilities Review:** No fiscal impact, Mark Danner, 6/13/2025

**BIT Review:** Supports, Rebecca Hascall, 6/13/2025

**Fleet Review:** No fiscal impact, Janice Mayer, 6/16/2025

**County Human Resources Review (new FTE only):** No FTE

**Recommendations:** Staff recommend that the Board of County Commissioners support the submission of two grant applications prior to briefing to the State of Colorado Department of Homeland Security and Emergency Management in the amount of \$20,500 and if awarded, support including this amount in a future budget supplemental.

**Originator:** Jessica Parivar, JCSO Grants Specialist, Ext. 5311 and Madeline Jewell, JCSO Grants Specialist Ext 5637

**Contacts for Additional Information:** Jesse Daniel, JCSO Sergeant Emergency Management, Ext. 4949

**BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER**

**Topic: FY25 CO Department of Local Affairs (DOLA) Peace Officer Behavioral Health Support Grant**

**Presented by: David Kribs, Budget and Finance Director, JCSO**

**Date: 7/8/2025**

☐ For Information

☒ For Discussion/Board Direction

☐ Consent to  
Place on Business/  
Hearing Agenda

**Issue:** The Jefferson County Sheriff's Office (JCSO) requires support from the Board of County Commissioners (BCC) for prior submission of a state grant application to the Colorado Department of Local Affairs (DOLA) on June 30, 2025; for the Peace Officer Behavioral Health Support and Community Partnership grant program in the amount of \$300,000. The JCSO plans to utilize the funding to support sworn personnel and their families in neurofeedback therapy.

**Background:** The Peace Officer's Behavioral Health program supports a wide range of behavioral health support services for sworn peace officers. We have seen great success during the current grant period in which we have contracted with a Vendor to provide Neurofeedback to sworn employees in need of mental health support.

**Discussion:** The JCSO currently has a DOLA Peace Officer Behavioral Health Support Grant in which sworn employees attend neurofeedback sessions provided by provider, NeuroOptimize, LCC. We currently have approximately 73 participants with 89 employees on the current waitlist. Additionally, if funding is not fully expended for sworn employees, then immediate family members of sworn employees could utilize the funding. The current grant covers the continued brain mapping and therapy for Fiscal Year (FY25). The current funding will be expended on or before June 30, 2026. We would like to request additional funds to continue the program.

**Fiscal Impact:** ☒ yes ☐ no

There is no match requirement. This is a State grant for the General Fund for the requested amount of \$300,000. The grant period is anticipated through June 30, 2027.

- Year(s) of impact: 2025, 2026, 2027
- Existing grant or project: No
- New grant or project: Yes
- Requested in adopted budget: No
- Ongoing or one-time: One-time funded grant
- General Fund impact: Yes
- Staffing impact: No
- Match requirements: No match required
- Mandate/Contractual obligation: N/A

**SPA Review:** Micah Badana, 6/16/2025

Support, no concern.

State grant award with no match requirement.

**County Attorney Review:** Approved, Kurtis Behn. 06/17/2025

**Facilities Review:** No fiscal impact, Mark Danner, 06/17/2025

**BIT Review:** No fiscal impact, Andy Corbett, 06/17/2025

**Fleet Review:** No fiscal impact. Janice Mayer, 06/17/2025

**County Human Resources Review (new FTE only):** No FTE

**Recommendations:** Staff recommend that the Board of County Commissioners support submission of the grant application prior to briefing to the State of Colorado Department of Local Affairs in the amount of \$300,000 and if awarded, support including this amount in a future budget supplemental.

**Originator:** Jessica Parivar, JCSO Grants Specialist, Ext. 5311 and Madeline Jewell, JCSO Grants Specialist Ext 5637

**Contacts for Additional Information:** Cindy Baughman, Commander, Ext 5848



**BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER**

**Topic: FY26 Congressional Directed Spending Request & Acceptance  
submitted to Senator Michael Bennet, Senator John Hickenlooper &  
Representative Brittany Pettersen**

**Presented by: David Kribs, Budget and Finance Director, JCSO**

**Date: 7/8/2025**

☐ For Information

☒ For Discussion/Board Direction

☐ Consent to  
Place on Business/  
Hearing Agenda

**Issue:** The Jefferson County Sheriff's Office (JCSO) requires support from the Board of County Commissioners (BCC) for prior submission of three project requests for Congressionally Directed Spending Fiscal Year (FY26) to Senator Michael Bennet, Senator John Hickenlooper and Representative Brittany Pettersen for the federal fiscal year 2026. Project proposals were due and submitted on March 24, 2025.

**Background:** This is a one-time request for three projects: In-custody Biometric Wristband monitoring in the amount of \$781,512; Forward/Remote Incident Commands Post Operations in the amount of \$366,000; and an Emergency Management Radio Cache Project in the amount of \$474,040. All three projects have been submitted via a shared form to Senate Bennet, Senator Hickenlooper and Representative Pettersen. They will review our project requests and determine if the requests align with their vision and should be included in the FY26 Congressionally Directed Federal Spending bill. The estimated award dates are 1/1/26 – 12/31/26.

**Discussion:** All three projects are high priority needs within the Sheriff's Office but are not included in future years budgets.

Project #1: JCSO has seen an increase in the number of individuals entering custody with substance use disorders. This has led to a higher incidence of serious medical events, emergencies and fatalities. Funding will be used to purchase biometric wristbands to electronically monitor inmates to improve healthcare and enable timely medical intervention.

Project #2: Funding will be used for upgrading and purchasing of equipment to provide a state-of-the-art forward Command Post, purchasing a communications unit that functions in our remote areas and the purchase of

a personnel support trailer for extensive deployments.

Project #3: JCSO has previously been working to connect counties by supporting interoperable communications. Funding will be used for purchasing new radios that offer greater capacity and capabilities for all large-scale incident responses. These upgrades would help support Jefferson County's Incident Management Team (IMT) as a region wide asset and these assets will create better support for future wildland fire response or any other large-scale incidents.

**Fiscal Impact:** ☒ yes ☐ no

There is no match requirement. This is federal funding, with all projects part of the General Fund with expected impact to be in 2026. If we do not receive an award for funding for any of the projects the Sheriff is prepared to modify its other proposed project plans to fund the Biometric Wristband program, if available. The JCSO does not expect the other projects to be covered by General Funds if not awarded.

- Year(s) of impact: 2026
- Existing grant or project: No
- New grant or project: Yes
- Requested in adopted budget: No
- Ongoing or one-time: One-time funded grant
- General Fund impact: Yes
- Staffing impact: No
- Match requirements: No match required
- Mandate/Contractual obligation: N/A

**SPA Review:** Micah Badana, 6/5/2025

Support, no concern.

This is a federal grant for the Sheriff's Office General Fund with no match requirement.

**County Attorney Review:** Approved, Kurtis Behn, 6/10/2025

**Facilities Review:** No fiscal impact, Mark Danner, 6/10/2025

**BIT Review:** Support, Rebecca Hascall, 6/13/25

**Fleet Review:** No fiscal impact. Janice Mayer, June 10, 2025

**County Human Resources Review:** No FTE

**Recommendations:** Staff recommend that the Board of County Commissioners support the submission prior to briefing of three grant applications for Congressionally Directed Spending and if awarded, that the BCC support including in a future budget supplemental.

**Originator:** Jessica Parivar, JCSO Grants Specialist, Ext 5311 and Madeline Jewell, JCSO Grants Specialist 5637

**Contacts for Additional Information:** Drew Oudeman, Commander, Ext 6023; Mark Gutke, Critical Incident Manager, Ext 4901; Michael Rubenstein, Emergency Support Services Director, Ext 5864

**BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER**

**Topic: Biometric Monitoring Program Grant Application and  
Acceptance 2025-2026**

**Presented by: David Kribs, Budget and Finance Director, JCSO**

**Date: 7/8/2025**

☐ For Information

☒ For Discussion/Board Direction

☐ Consent to  
Place on Business/  
Hearing Agenda

**Issue:** The Jefferson County Sheriff's Office (JCSO) requires support from the Board of County Commissioners (BCC) for one prior grant application submitted to the Gateway to the Rockies Opioid Counsel (GROC) for Opioid Abatement Funding.

**Background:** This is a one-time request for funding to purchase and establish a Biometric Monitoring Program within the Jefferson County Detention Center.

**Discussion:** This grant will fund the addition of biometric wrist watches for the Jefferson County Detention Center. In recent years there has been an increase in intake of individuals experiencing substance use disorders and overdose related deaths in the facility. This program will introduce the use of wearable technology to measure and track all vital signs to help alert staff to any potential health crises. These wristbands will both improve inmate healthcare and enable timely medical interventions.

**Fiscal Impact:** ☒ yes ☐ no

There is no match requirement. This is a private grant using Colorado Opioid Abatement funds for the requested amount of \$569,792 with an estimated grant period of July 1, 2025, to June 30, 2028. If we do not receive an award for funding this project, the Sheriff is prepared to modify its other proposed project plans to fund the Biometric Wristband program, if available.

- Year(s) of impact: 2025 - 2028
- Existing grant or project: No
- New grant or project: Yes
- Requested in adopted budget: No

- Ongoing or one-time: One-time funded grant
- General Fund impact: Yes
- Staffing impact: No
- Match requirements: No match required
- Mandate/Contractual obligation: N/A

**SPA Review:** Micah Badana, 6/9/2025.

Support, no concern.

This is a Gateway to the Rockies Opioid Counsel grant submission for the Sheriff's Office General Fund, with no match requirement.

**County Attorney Review:** Approved, Kurtis Behn, 6/11/2025

**Facilities Review:** No fiscal impact, Mark Danner, 6/13/2025

**BIT Review:** Supports, Rebecca Hascall, 6/13/2025

**Fleet Review:** No fiscal impact, Janice Mayer, 6/16/2025

**County Human Resources Review (new FTE only):** No FTE

**Recommendations:** Staff recommend that the Board of County Commissioners support the submission of the grant application prior to briefing for the Gateway to the Rockies Opioid Council Opioid Abatement Funding Grant and if awarded, support including this amount in a future budget supplemental.

**Originator:** Jessica Parivar, JCSO Grants Specialist, Ext 5311 and Madeline Jewell, JCSO Grants Specialist, Ext 5637

**Contacts for Additional Information:** Drew Oudeman, JCSO Commander, Ext 6023

## Agenda Item 1.2.1

### BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER

**Topic: Airport Utility Easement for Qwest Corporation/CenturyLink**

**Presented by: Abel Montoya, Development & Transportation Director, and  
Erick Dahl, Airport Director**

**Date: 7/8/2025**

☐ For Information

☐ For Discussion/Board Direction

☒ Consent to  
Place on Business/  
Hearing Agenda

**Issue:** Consider granting a non-exclusive utility easement to Qwest Corporation, Doing Business As (DBA) CenturyLink QC to provide for utility installation for a hangar ground lease at 11906 Hangar Court at Rocky Mountain Metropolitan Airport.

**Background:** Qwest Corporation has been requested by an airport lessee to provide fiber-optic telecommunication lines to a hangar at 11906 Hangar Court. In order to provide this service, Qwest is proposing to install a new utility pullbox on airport property and has requested a non-exclusive easement at the proposed location to cover the installation and continued operation and maintenance of the utilities.

**Discussion:** This easement will allow Qwest Corporation/Century Link to provide service to an airport lessee at 11906 Hangar Court.

**Fiscal Impact:** ☐ yes ☒ no

- Year(s) of impact: 2025
- Existing grant or project: No
- New grant or project: No
- Requested in adopted budget: N/A
- Ongoing or one-time: One-time
- General Fund impact: No
- Staffing impact: No
- Match requirements: No
- Mandate/Contractual obligation: N/A

**SPA Review:** SPA supports with no concerns, Zoe Jenkins, Budget Analyst, SIF, June 23, 2025

**County Attorney Review:** Approved, Anthony Chambers, June 23, 2025

**Facilities Review:** No fiscal impact, Mark Danner, Director, Facilities Management. June 23, 2025

**BIT Review:** No impact, Andy Corbett, Chief Information Officer, BIT, June 23, 2025

**Fleet Review:** No fiscal impact, Janice Mayer, June 23, 2025

**County Human Resources Review (new FTE only):** No FTE

**Recommendations:** The Airport staff recommends that the Board of County Commissioners approve the granting of non-exclusive utility easements with Qwest Corporation/CenturyLink to allow the installation of a pullbox at a future hearing.

**Originator:** Ben Miller, Airport Planning & Development Administrator, x4854

**Contacts for Additional Information:**

Anthony Chambers, Assistant County Attorney, County Attorney's Office, x8942

Abel Montoya, Director, Development & Transportation, x8578

Erick Dahl, Airport Director, Airport, x4851

## Agenda Item 1.2.2

### BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER

**Topic: Second Amendment to North Metro Fire Rescue District  
Purchase & Sale Agreement for Lot 6, Verve Innovation Park Filing 4**

**Presented by: Abel Montoya, Development & Transportation Director, &  
Erick Dahl, Airport Director**

**Date: 7/8/2025**

☐ For Information

☐ For Discussion/Board Direction

☒ Consent to  
Place on Business/  
Hearing Agenda

**Issue:** A second amendment for non-substantive changes is needed to North Metro Fire Rescue District (North Metro), Purchase and Sale Agreement for Lot 6, Verve Innovation Park Filing 4.

**Background:** The Verve Innovation Park Filing 4 Plat, (Plat) was recorded on January 28, 2023. The Plat subdivided approximately 348 acres of County-owned vacant land into 6 lots and 6 tracts. Lot 6 is approximately 3.4 acres. North Metro signed a Purchase and Sale Agreement (PSA) with Jefferson County Colorado on October 10, 2024. A first amendment was executed to amend the Extended Entitlement Period to allow more time to obtain Final Approval.

**Discussion:** A second amendment for two non-substantive changes, one to conform the legal description, and the second, to set the closing date to July 3, 2025, along with ratification of the Chair's signature.

**Fiscal Impact:** ☒ yes ☐ no

The gross purchase price is approximately \$1.258 million for Lot 6, Verve Innovation Park Filing 4. Costs will be deducted from closing in accordance with the County's development agreement with Urban Frontier Rocky Mountain Metropolitan Airport (RMMA), LLC, for subject property.

- Year(s) of impact: 2025
- Existing grant or project: No
- New grant or project: No



- Requested in adopted budget: No
- Ongoing or one-time: N/A
- General Fund impact: No
- Staffing impact: No
- Match requirements: No
- Mandate/Contractual obligation: Development Agreement with Urban Frontier RMMA, LLC

**SPA Review:** support, Zoe Jenkins, 7/1/25 (over phone)

**County Attorney Review:** Carey Markel, 7/1/25

**Facilities Review:** No fiscal impact, Mark Danner 7/1/25

**BIT Review:** No impact, Rebecca Hascall, 7/1/25

**Fleet Review:** No fiscal impact, Janice Mayer, 7/1/25

**County Human Resources Review (new FTE only):** No FTE

**Recommendations:** Staff recommends that the Board of County Commissioners approve the Second Amendment to the Purchase and Sale Agreement by and between North Metro Fire Rescue District and Jefferson County Colorado and ratify the Chair's signature on the Second Amendment at on a future Hearing.

**Originator:** Brandon Burns, Airport Assistant Director – Finance & Administration, Airport, x4859

**Contacts for Additional Information:**

Anthony Chambers, Assistant County Attorney, County Attorney's Office, x8942

Abel Montoya, Director, Development and Transportation, x8578

Erick Dahl, Airport Director, Airport, x4851

**BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER**

**Topic: Designation of Arbitrators for Arbitration of Property  
Valuation Appeals**

**Presented by Kimberly S. Sorrells, County Attorney**

**Date: 7/8/2025**

☐ For Information

☐ For Discussion/Board Direction

☒ Consent to  
Place on Business/  
Hearing Agenda

**Issue:** Whether the Board of County Commissioners agrees to appoint Arbitrators for Arbitration of Property Valuation Appeals.

**Background:** Colorado State Law, Section 39-8-108.5, (1), C.R.S. establishes a property valuation arbitration appeals process whereby the Board of County Commissioners (Board) develops a list of people who are qualified to act as Arbitrators of property valuation disputes. The persons designated on the Board's Arbitrator list shall be, in addition to any other qualifications deemed necessary by the Board, certified appraisers experienced in the area of property taxation and valuation. Karen E. Hart, Michael R. Nash, Bonnie D. Roerig, Vicki L. Wimberly, Adam Ingram, and Jennifer Wentworth meet the statutory qualifications.

**Discussion:** In compliance with Colorado State Law, Section 39-8-108.5, (1), C.R.S., the Board has developed a list of people who are qualified to act as Arbitrators of property valuation disputes to conduct Arbitrations on its behalf.

**Fiscal Impact:** ☐ yes ☒ no

Amounts required for these appointments are budgeted in the Board of Equalization's departmental budget.

**SPA Review:** Support, no concerns, Sherry Wilger, June 23, 2025

**County Attorney Review:** Amber Munck, June 7, 2025

**Recommendations:** The Board of County Commissioners of the County of Jefferson, State of Colorado, appoints the following persons to serve as

Arbitrators of property valuation disputes within Jefferson County, Colorado, pursuant to Section 39-8-108.5, (1), C.R.S.:

Karen E. Hart, Michael R. Nash, Bonnie D. Roerig, Vicki L. Wimberly, Adam Ingram, and Jennifer Wentworth

The Clerk to the Board is directed to place the names of the above-named individuals on the list of Arbitrators to be kept in the Office of the Clerk to the Board.

**Originator:** Chris Courtney, Board of Equalization

**Contacts for Additional Information:** Chris Courtney, Amber Munck

**BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER**

**Topic: Appointment of and Authorization for Referees to Conduct  
Property Tax Valuation and Qualifying Senior/Disabled Veteran  
Property Tax Exemption Hearings**

**Presented by Kimberly S. Sorrells, County Attorney**

**Date: 7/8/2025**

☐ For Information

☐ For Discussion/Board Direction

☒ Consent to  
Place on Business/  
Hearing Agenda

**Issue:** Whether the Board of County Commissioners agrees to appoint and authorize Referees to Conduct Property Tax Valuation and Qualifying Senior/Disabled Veteran Property Tax Exemption Hearings.

**Background:** Pursuant to section 39-8-102 (2) (i) C.R.S., and section 39-3-206 (2) (b) C.R.S., the Jefferson County Board of Equalization (the "Board") has the authority to appoint Referees to conduct property valuation and Qualifying Senior/Disabled Veteran Property Tax Exemption hearings on its behalf.

**Discussion:** In order to give timely consideration to appeals filed with the Board, the Board desires to appoint independent Referees to conduct hearings on its behalf, and to make findings and recommendations to the Board for its final action on the appeals.

**Fiscal Impact:** ☐ yes ☒ no

Amounts required for these appointments are budgeted in the Board of Equalization's departmental budget.

**SPA Review:** Support, no concern, Sherry Wilger, June 23, 2025

**County Attorney Review:** Amber Munck, June 7, 2025

**Recommendations:** The Board of County Commissioners of the County of Jefferson, State of Colorado, acting in its capacity as the County Board of Equalization, appoints the following named individuals to act as Referees, authorized to conduct hearings on valuation and on eligibility for Qualifying

Senior and Disabled Veteran Property Tax Exemption appeals on the Board's behalf, and to make findings and recommendations to the Board for its final action on the appeals:

Lisa Hamilton-Fieldman, Jeffrey A. Hamilton, Adam Ingram, Terry Jenni, Joan Whittlesey, Karen Hart, Sheri Weinman, Gary Pettersen, Edward R. Moore, William R. Engleby, Jennifer Wentworth, and Kristy Harris

**Originator:** Chris Courtney, Board of Equalization

**Contacts for Additional Information:** Chris Courtney, Amber Munck

**BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER**

**Topic: Appointment of and Authorization for Referees to Conduct  
Abatement Hearings**

**Presented by Kimberly S. Sorrells, County Attorney**

**Date: 7/8/2025**

☐ For Information

☐ For Discussion/Board Direction

☒ Consent to  
Place on Business/  
Hearing Agenda

**Issue:** Whether the Board of County Commissioners agrees to appoint and authorize Referees to Conduct Abatement Hearings.

**Background:** Pursuant to section 39-1-113 (1) C.R.S., the Jefferson County Board of County Commissioners (Board) has the authority to appoint Referees to conduct hearings regarding property tax abatement appeals on its behalf.

**Discussion:** In order to give timely consideration to appeals filed with the Board, the Board desires to appoint independent Referees to conduct hearings on their behalf, and to make findings and recommendations to the Board for its final action on the appeals

**Fiscal Impact:** ☐ yes ☒ no

Amounts required for these appointments are budgeted in the Board of Equalization's departmental budget.

**SPA Review:** Support, no concerns Sherry Wilger, June 23, 2025

**County Attorney Review:** Amber Munck, June 7, 2025

**Recommendations:** The Board of County Commissioners of the County of Jefferson, State of Colorado, appoints the following named individuals to act as Referees, authorized to conduct hearings regarding property tax abatement appeals on the Board's behalf, and to make findings and recommendations to the Board for its final action on the appeals:

Jeffrey A. Hamilton

Joan Whittlesey

**Originator:** Chris Courtney, Board of Equalization

**Contacts for Additional Information:** Chris Courtney, Amber Munck

**BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER**

**Topic: Assignment of 2025 Private Activity Bond Allocation**

**Presented by: Daniel Conway, Chief Financial Officer, Strategy,  
Innovation & Finance Department**

**Date: 7/8/2025**

☐ For Information

☐ For Discussion/Board Direction

☒ Consent to  
Place on Business/  
Hearing Agenda

**Issue:** Recommended assignment of Jefferson County's 2025 Private Activity Bond (PAB) allocation.

**Background:** Jefferson County has received a 2025 PAB allocation in the amount of \$13,227,402 from the State of Colorado. PAB volume is allocated by the federal government to the State, which in turn allocates that allocation to eligible entities within the state including Jefferson County. PAB volume is not a direct cash resource but allows eligible issuers to issue tax-exempt debt to finance eligible private projects. The new construction or rehabilitation of affordable housing is a common type of eligible projects that can leverage PAB volume. Eligible entities that receive PAB volume may also assign their PAB allocation to other eligible entities. If unused the allocation will be relinquished to the State on September 15, 2025.

Through the work of a newly established internal steering committee, a more structured process has been implemented in 2025 to process applications. This includes the creation of an online submission platform with standardized forms, instructions and deadlines. Those applications are then evaluated by a review committee of county subject matter experts who are tasked with developing a recommendation for the Board's consideration. This standardized timeline also allows applicants the opportunity to seek PAB volume from the State's allocation.

**Discussion:** Applications received for Jefferson County's 2025 PAB allocation are summarized below along with recommendations by the review committee.



Archway Investment Corporation (via Colorado Housing and Finance Auth)

- Project Name: Creekside Flats
- Location: 5375 W 10<sup>th</sup> Avenue, Denver (bordering Lakewood)
- Description: 150 transit-oriented, affordable housing units
- PAB Requested: \$10.0 million
- **Committee recommendation: \$10,000,000**

Jefferson County Housing Authority (d/b/a Foothills Regional Housing)

- Project Name: Ridge Road
- Location: Ridge Road site in Wheat Ridge
- Description: 200+ transit-oriented, affordable housing units and community space for partners such as Jefferson County Human Service, STRIDE, and Red Rocks Community College
- PAB Requested: \$13,227,402
- **Committee recommendation: \$3,227,402**

Related Affordable LLC

- Project Name: Montview Heights
- Location: 14389 Montview Blvd, Aurora
- Description: Rehabilitation of 52 affordable housing units
- PAB Requested: \$16,000,000
- **Committee recommendation: \$0**

Gratitude Village Inc

- Project Name: Gratitude Village Colorado
- Location: To be determined
- Description: 48 single-family homes for sale, with at least 30% dedicated to affordable housing
- PAB Requested: \$1.5 million
- **Committee recommendation: \$0**

The following criteria were utilized by the review committee to evaluate each application:

- How well the project meets the land use, economic development, and/or affordable housing goals of the County
- Project feasibility and timing
- Leveraging other investments into the project
- Maintenance of, or increase to, the local tax base
- Competing uses for the County's allocation

- Whether the County's allocation should be used for multiple projects
- Whether the application should be taken into consideration by any other County board or commission

**Fiscal Impact:** ☐ yes ☒ no

Private Activity Bond assignments are a non-cash resource and have no direct fiscal impact on the County.

**SPA Review:** Support, no concerns. Sherry Wilger, 7/1/2025

**County Attorney Review:** Jean Biondi, 6/27/25

**Facilities Review:** No fiscal impact, Mark Danner, 7/1/2025

**BIT Review:** No fiscal impact, Andy Corbett, 7/1/2025

**Fleet Review:** No fiscal impact, Janice Mayer, 7/1/2025

**County Human Resources Review (new FTE only):** No FTE

**Recommendations:** That the Board of County Commissioners directs staff to include an agenda item at a future hearing assigning Jefferson County's 2025 private activity bond allocation in the amount of \$10,000,000 to Colorado Housing and Finance Authority, on behalf of Archway Investment Corporation, Inc. for 150 affordable housing units at their Creekside Flats project near Lakewood, and \$3,227,402 to Jefferson County Housing Authority d/b/a Foothills Regional Housing for 200 affordable housing units at their Ridge Road project in Wheat Ridge; directing staff to notify each applicant of said allocations, and provide necessary documentation to the Colorado Department of Local Affairs; and authorizing the Chairman to execute assignment agreements with these entities, following approval as to form by the County Attorney's Office.

**Originator:** Daniel Conway, Chief Financial Officer

**Contacts for Additional Information:**

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