



JEFFERSON
COUNTY COLORADO

STAFF BRIEFINGS and WORK SESSIONS

Hybrid Meeting

AGENDA

December 12, 2023, Immediately Following Hearings

BCC Boardroom, 5th Floor and WebEx Virtual Platform

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BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER

Topic: Animal Control Ordinance Amendments

Presented by: Kate Newman

Date: 12/12/2023

- For Information
- For Discussion/Board Direction
- Consent to Place on Business/Hearing Agenda

Issue: Approval to amend the Animal Control Regulation Ordinance.

Background: The Animal Control Regulation Ordinance establishes regulation and restrictions for the control of pet animals to protect the health, safety, and welfare of both people and pets.

Discussion: This Ordinance was amended earlier this year to update offenses for compliance with the Misdemeanor Reform Bill. However, staff missed updating three offenses- Dog off leash, no license tag attached to dog, and misrepresentation of licensing or false information. Additionally, this revision includes updates to fine for the second offense for failure to redeem or relinquish animal from an impound facility and failure to clean up dog feces in public places. The previous fines did not increase from the first offense, creating no incentive to comply.

Fiscal Impact: The proposed ordinance change may result in increases or decreases to associated revenue, with potential changes varying year to year.

- Year of impact: 2024 and all years moving forward
- TABOR impact: Unclear
- Existing grant or project: None
- New grant or project: None
- Requested in adopted budget: Any potential revenue changes were not included in the 2024 budget
- Ongoing or one-time: Ongoing
- General Fund impact: Unclear
- Staffing impact: None
- ARPA impact: None
- Match requirements: None
- Mandate/Contractual obligation: Changes mandated to comply with state statutes.

Revenue Limits Impact: yes no

SPA Review: Support with no concerns

County Attorney Review: Carey Markel and Rebecca Klymkowsky, November 2023

Facilities Review: N/A

BIT Review: N/A

Fleet Review: N/A

Human Resources Review (new FTE only): N/A

Recommendations:

Staff recommends that the Board of County Commissioners direct staff to bring the proposed amendments to the Animal Control Ordinance to a First Reading.

Originator: Kate Newman, Deputy County Manager

Contacts for Additional Information: Carey Markel, Rebecca Klymkowsky, Carla Zinanti, Stephanie Corbo

Ordinance

An Ordinance Adopting Policy Part 3, Chapter 5, Section 1 Animal Control Regulation. BE IT ORDAINED by the Board of County Commissioners of Jefferson County, Colorado as follows:

Title: Regulatory Policy Animal Control Regulation	Policy No. Part 3 Regulations, Chapter 5 Animals, Section 1
	Effective Date July 3, 2023
Policy Custodian Sheriff	Adoption/Revision Date May 23, 2023

Adopting Resolution(s): ~~CC23-149~~

References (Statutes /Resos/Policies): C.R.S. §§30-15-101 to -105 and §30-15-401(1)(e); CC80-310, CC83-657, CC84-228, CC85-1270, CC91-699, CC94-704, CC97-487, CC99-484, CC00-077, CC04-504, CC04-534, CC05-293, CC06-570, CC07-287, CC07-301, CC13-190, CC13-232, CC15-204, CC15-249, CC15-250, CC15-255. CC23-133, CC23-149

Purpose: To establish reasonable regulations and restrictions for the licensing of dogs and control of dogs and pet animals in order to preserve and protect the health, safety and welfare of the citizens and animals of Jefferson County.

Ordinance: Policy Manual, Part 3 Regulations, Chapter 5 Animals, Section 1 Animal Control Regulation

A. Definitions: As used in this ordinance, the following words shall have the following meaning:

1. "Abandon" means the leaving of an animal for more than twenty-four (24) hours by its owner or other person responsible for its care or custody without making effective provisions for its proper care.
2. "Animal" means any living dumb creature, as defined in C.R.S. §18-9-201(2), as amended.
3. "Animal Control Officer" means any person empowered by Jefferson County to enforce the provisions of this regulation, and peace officers as defined in C.R.S. §18-1-901, as amended and pursuant to C.R.S. §§30-15-105 and 30-15-102, as amended.

4. "Animal Control" means the Animal Control Unit within the Jefferson County Sheriff's Office.
5. "Animal Shelter" means the authorized impoundment facility established through an intergovernmental agreement with the County.
6. "Attack" means an assault against a person by a dog whereby physical contact is made in an apparently hostile manner.
7. "Barking Dog" means any dog, whether on or off the dog owner's premises, that disturbs the peace of any person by loud, habitual and persistent barking, howling, yelping or whining.
8. "Bodily Injury" means an injury to a person caused by a dog whereby, at a minimum, severe bruising, the skin is broken, exterior bleeding occurs, or medical treatment by a licensed physician is reasonably necessary.
9. "Control" means physical control of a dog by means of a leash, cord or chain no longer than ten (10) feet in length except when the dog is actually working livestock, locating or retrieving wild game in season for a licensed hunter, or assisting law enforcement officers, or while actually being trained for any of these specifically enumerated pursuits.
10. "County" means the unincorporated portion of Jefferson County.
11. "County-Wide Licensing Administrator" means the entity delegated the authority by the Animal Shelter/Dog Licensing/Funding Intergovernmental Agreement to issue licenses and collect fees for said dog licenses on behalf of all parties.
12. "Cruelty to Animals" has the same meaning as defined in C.R.S. §18-9-202(1)(a).
13. "Dangerous Dog" has the same meaning as defined in C.R.S. §18-~~9-~~204.5(2)(b).
14. "Dog" means any animal of the *Canis Familiaris* species, including wolves or wolf hybrids.
15. "Dog at Large" means a dog that is off the premises of the dog owner, not under control and the owner is not observed to be within sight of his/her dog.
16. "Dog Owner" means any person 18 years of age or older who owns, controls, keeps, harbors, has custody of any dog or any person who allows a dog to remain on or about his/her premises; or the parent or

guardian of any child under the age of 18 years, who owns, keeps, controls, harbors, has custody of a dog or any person who allows a dog to remain on or about his/her premises.

17. "Encroachment" means a dog that harasses or threatens passersby or property owners by encroaching on public or private property while leaning on, over, or through fences, walls, or property lines or unattended dogs chained or tied in public areas or in the common ground of condominiums, town homes, apartment complexes and mobile home parks. Encroachment shall be considered a dog at large violation for the purposes of enforcing these regulations (dog at large, biting, and other violations).
18. "Female Dog in Season" means any unaltered female dog in the state of estrus (heat).
19. "Guard Dog" means any dog placed or kept upon any non-residential property, or property used in whole or in part for any business, that is there to protect persons or property, whether or not trained for these pursuits; all dogs trained for police canine work; and all dogs trained for attack and protection kept at any location within the County.
20. "Harboring" means occupying any premises on which an animal is kept, or to which an animal customarily returns for food and care. Persons harboring a dog shall be subject to the provisions of this regulation applicable to dog owners.
21. "Immediate Area" means within three (3) blocks or one-quarter (1/4) mile radius.
22. "Improper Care" includes (A) the failure to provide adequate food, water, shelter, veterinary care, sanitation, or grooming; (B) unsafe tethering such that an animal is tethered in a manner that the animal may become entangled and unable to access shelter or water, or in such a manner that the animal may be injured, strangled, or otherwise caused to suffer; (C) allowing the accumulation of feces or urine on or inside of any premises owned, occupied, or controlled by such person, to the extent that it creates an unsanitary, offensive or unhealthy condition for an animal.
23. "License or Licensed" means a current license indicating that the dog has been registered with the County-Wide Licensing Administrator within 365 days prior to licensing.
24. "Licensed Facility" means a kennel, boarding or breeding facility duly registered and regulated by any state or local governmental entity with jurisdiction to so license.

25. "Mistreatment" means every act or omission that causes or unreasonably permits the continuation of unnecessary or unjustifiable pain or suffering.
26. "Neglect" means failure to provide food, water, protection from the elements, opportunity for exercise, or other care normal, usual and proper for an animal's health and ~~well-being~~well-being.
27. "Neighborhood Nuisance" means any female dog in season which is not confined and that is attracting other stray dog(s) who bark, fight, roam, or loiter or otherwise cause a threat to public health, welfare or safety.
28. "Nuisance Dog" means any dog which, while off the dog owner's premises, in a dangerous, threatening, or terrorizing manner approaches a person with an apparent attitude of attack, or any dog while off the dog owner's premises which in a dangerous, threatening or terrorizing manner, pursues or harasses another animal without causing injury.
29. "Off Leash" means a dog that is off the owner's premises and not under control, but the owner is observed to be present and within visual sight of his/her dog.
30. "Open Space Lands" means all public recreation lands, waters or facilities owned or operated by Jefferson County which have been purchased with Open Space funds or are managed or administrated by the Jefferson County Open Space Division, but not including lands managed, operated or administrated by an entity other than Jefferson County Open Space.
31. "Pet Animal" means an animal as defined in C.R.S. §30-15-101(3), ~~as~~as amended.
32. "Premises" means the property of the dog owner but not including public or private thoroughfares, areas over which there is an access easement, common areas of apartments, townhouses, condominiums, trailer parks, greenbelts, parks or other areas commonly used by people other than the dog owner.
33. "Property Damage" means any property damage caused by a dog at large or while violating the leash law whereby the replacement or repair of the property exceeds \$50.00.
34. "Quarantine" means confinement for a minimum of ten (10) days of an animal whose bite has caused bodily injury to a person or any pet animal or livestock animal that is suspected of having been exposed to a rabies-vector wildlife animal.

35. "Registered Guard Dog" means any guard dog registered annually with Animal Control by providing the following information:
- a. Owner's name, home address, and telephone numbers;
 - b. Dog's name, age, sex and physical description;
 - c. A current license;
 - d. A list and description of commands known by the dog;
 - e. A description of the training given to the dog including dates and name and telephone number of trainer; and
 - f. The name, address and telephone number for an alternative person to contact regarding the dog in the owner's absence.
36. "Vicious Dog" means any dog which, while off the dog owner's premises, in a dangerous, threatening or terrorizing manner attacks a person without causing bodily injury, or any dog while off the dog owner's premises which causes injury ~~to, or to~~ or kills another animal.

B. Duties of the Animal Control Officers.

1. The Animal Control Manager and Animal Control Officers shall have the duty and the authority to enforce all sections of this regulation which pertain to animals. Open Space personnel designated by the Director of Open Space and trained by Animal Control shall have the duty and authority to enforce all sections of this regulation on Open Space lands.
2. Pursuant to the provisions of C.R.S. §§30-15-101 to -105 the Animal Control Manager and Animal Control Officers, Sheriff's Deputies and Open Space personnel designated by the Open Space Director are hereby designated and authorized to issue, sign and serve summons and complaints in order to enforce the provisions of this regulation and to make all administrative determinations required by this regulation.
3. It shall be lawful for designated Open Space park personnel to capture an animal to be impounded for violation of this regulation on Open Space lands.
4. It shall be the duty of the Animal Control Manager to keep or cause to be kept, accurate, detailed, and complete records of all complaints, warnings and violations of this regulation.

C. Licensing, Rabies Control and Biting.

1. Dog Licensing

To promote responsible pet ownership and animal welfare, a license shall be required for each dog over the age of four (4) months that resides or is kept in unincorporated Jefferson County. Even if the dog does not reside in Jefferson County full time, any dog that is kept or harbored in unincorporated Jefferson County for 30 cumulative days or more within the prior 365-day period shall be required to have a current license.

- a. The County-Wide Licensing Administrator shall administer the dog-licensing program, distribute the dog licenses, and maintain all records relating to the dog-licensing program.
- b. To obtain a license, a dog owner must submit proof of a rabies vaccination administered by a licensed veterinarian within 365 days prior to licensing, or, if a booster vaccination, within the time period recommended by the annual compendium of animal rabies control.
- c. Licensing fees and exceptions from licensing shall be set by resolution by the Board of County Commissioners (BCC).
- d. A dog owner must renew this license once every 365 days.
- e. A dog owner may request an exemption to the vaccination provision if, for medical reasons, his/her dog cannot be vaccinated. In this event, a dog owner must submit an affidavit from a licensed veterinarian stating the reason why the dog is unable to be vaccinated.

2. Failure to have a license

A dog owner commits a **Petty Offense punishable under E.5.a.** if he/she fails to obtain a license from the County-Wide Licensing Administrator for any dog that is four months old or older as provided in this ordinance.

3. No License Tag Attached To Dog

A dog owner commits a **Class-II Petty Offense punishable under E.5.a.** if he/she fails to attach the license tag to his/her dog by means of a collar or harness. The license does not need to be attached by means of a collar or harness when the dog is on the dog owner's premises, at a local or national dog association competitive event or at a pet animal facility. Dogs that do not have the license tag attached to the collar (when on the dog owner's premises or at the local or national dog association competitive event or at a licensed facility) must have an implanted microchip that identifies the dog owner.

4. Misrepresentation of Licensing or False Information

A dog owner commits a **Class-II Petty Offense punishable under E.5.a.**, if

a tag evidencing licensing for another dog is affixed to the collar of his/her dog or if a dog owner provides false information on a license application or makes a false statement regarding residency.

5. Duty to Report Animal Bite

- a. Any person having knowledge of a pet animal or other mammal bite causing bodily injury to a person shall report the incident to Animal Control. This report shall include:
 - 1) The name, address and phone number of the owner if known.
 - 2) The name, address and phone number of all persons treated.
 - 3) ~~The specific~~ Specific information regarding the circumstance of the bite.
- b. Any licensed medical practitioner who attends and treats a person or persons for a bite inflicted by a pet animal or other mammal shall report such treatment to the Animal Control Unit within twenty-four (24) hours of the treatment.
- c. When no physician attends, the parent or guardian of any child bitten, when the bite caused bodily injury, shall, within twenty-four (24) hours after first having the knowledge that the child was bitten, make a complete report. When no physician attends a bitten adult, when the bite causes bodily injury, the adult or person caring for him/her shall make the report.
- d. Any veterinary practitioner or pet animal facility who has knowledge of an animal bite that caused bodily injury shall report the bite to the Animal Control unit within 24 hours.
- e. Any veterinary practitioner or pet animal facility which learns of or otherwise has knowledge of a pet animal that was bitten, attacked or had close contact with a rabies-vector species shall report the possible exposure to the Animal Control Unit within 24 hours.

6. Failure to Report Animal Bite or Rabies-Vector Exposure

A person (over 18 or guardian of a minor), a physician or veterinarian commits a Petty Offense punishable under E.5.a., if he/she fails or refuses to report to the Animal Control Unit a pet animal bite which causes bodily injury to a person within twenty-four (24) hours of occurrence or fails to report an incident of person or pet contact with a rabies-vector species. A person who fails to report an animal bite or contact with a rabies-vector species for any pet animal or other mammal in accordance with C.R.S. ~~§25-4-6036-4-25~~ shall be guilty of a Petty Offense in accordance with C.R.S. §25-4-614. A complete report must include the pet animal or other mammal's owner name, address, and phone number and specific

information regarding the bite. Each day of such failure or refusal shall constitute a separate violation.

7. Biting Animals – Quarantine

Any pet animal or other mammal that has bitten or is suspected of having bitten a person causing bodily injury and meets the criteria established by Jefferson County Public Health or the Colorado Department of Public Health and Environment to need to be quarantined, shall be immediately confined for a minimum of ten (10) days from the date of the bite to be observed for symptoms of rabies. A quarantine is required whether or not the animal has ever received a rabies vaccine. During the quarantine period, the animal may not be taken for a walk, taken on vacation, sold, given away, euthanized, killed, relocated, or allowed contact with people or animals other than those with whom it resides unless written authorization from the Animal Control Unit or Jefferson County Public Health has been obtained. The quarantine location is to be at the discretion of the Animal Control Unit. Any costs incurred as a result of any quarantine are the sole responsibility of the animal owner.

If a veterinarian learns that a pet animal has inflicted a bite to a person within the preceding ten (10) days or that a pet animal had physical contact with wildlife within the preceding 120 days, the veterinarian may not euthanize the animal unless he/she contacts Animal Control to arrange for rabies testing of the euthanized animal. The animal owner or veterinarian will be responsible for any costs of rabies testing, as determined by either Jefferson County Public Health, the Colorado Department of Public Health and Environment (CDPHE), or the Colorado State University (CSU) Veterinary Diagnostic Lab. Failure to abide by these provisions shall be considered violating quarantine as defined in this regulation.

8. Violating Quarantine

An owner of a pet animal commits a Petty Offense punishable under E.5.a., if his/her pet animal violates the quarantine requirements. A person who fails to comply with quarantine requirements for any pet animal or mammal shall be guilty of a Petty ~~Offense in~~Offense in accordance with C.R.S §25-4-614.

9. Duty to Produce Animal – Quarantine

a. An owner of a pet animal commits a Petty Offense punishable under E.5.a., if he/she refuses to produce the pet animal that has bitten or is suspected of having bitten a person causing bodily injury or the animal is suspected of being exposed to a rabies-vector wildlife animal. Each day of such refusal shall constitute a separate violation. A person who refuses to produce any animal that has ~~bitten, or~~bitten or is suspected

of having bitten a person causing bodily injury shall be guilty of a Petty Offense in accordance with C.R.S. §~~25-4-614~~6-4-25.

- b. If an animal has not been produced for quarantine within 36-hours of the owner being made aware of the quarantine requirement, an Animal Control Officer, Deputy Sheriff or Public Health Official may apply for a search warrant from the County Court, authorizing the temporary seizure of the animal for quarantine/observation at the Animal Shelter.

10. Duty to Report Pet or Livestock Exposure to Wildlife

- a. A person, (over 18 or guardian of a minor), or any veterinarian treating an injured pet animal or livestock animal, must report any bites, altercations, or contact between pet animals or livestock and wildlife within twenty-four (24) hours of occurrence.
- b. If criteria established by Jefferson County Public Health or the Colorado Department of Public Health and Environment indicates the animal needs to be quarantined, the provisions set forth in D.7 shall apply.

11. A person (over 18 or guardian of a minor) commits a Petty Offense punishable under E.5.a., if he/she fails or refuses to report to the Animal Control Unit any bites, altercations, or contact between a pet animal and wildlife within twenty-four (24) hours of occurrence. A person who fails or refuses to report any bites, altercations, or contact between livestock and a wildlife animal in accordance with C.R.S. §~~25-4-602~~6-4-25 ~~shall~~shall be guilty of a Petty Offense in accordance with C.R.S. §25-4-614. A complete report must include the pet animal or other mammal's owner name, address, and phone number and specific information regarding the bite, altercation or occurrence. Each day of such failure or refusal shall constitute a separate violation.

D. Offenses

1. Dogs at Large, Dogs Off Leash, and Biting Dogs

- a. Dog at Large/Encroaching
A dog owner commits a Petty Offense punishable under E.5.a. if his/her dog is at large in the County or commits an encroachment as defined by this regulation.
- b. Dog at Large or Encroachment and Biting
A dog owner commits a Class II Misdemeanor punishable under E.5.b. if his/her dog is at large in the County and bites a person causing bodily injury, or commits an encroachment and bites a person causing

bodily injury.

c. Unlicensed Dog and Biting

A dog owner commits a Class II Misdemeanor punishable under E.5.b. if his/her dog bites a person causing bodily injury and said dog has not been licensed.

d. Dog Biting Off Premises and Under Owner's Control

A dog owner commits a Class II Misdemeanor punishable under E.5.b. if his/her dog bites a person causing bodily injury while off the dog owner's premises and under the control of the dog owner.

e. An affirmative defense to a violation of D.1.c or D.1.d. shall be:

(1) at the time of the bite, the victim was committing or attempting to commit a criminal offense against the dog's owner; or

(2) at the time of the bite, the victim tormented, provoked, abused, or inflicted injury upon the dog in an extreme manner, which resulted in the bite.

f. Dog Off Leash

Except as permitted in designated locations, a dog owner commits a Class II Petty Offense punishable under E.5.a. if his/her dog is off leash.

g. Dog Off Leash and Biting

A dog owner commits a Class II Misdemeanor punishable under E.5.b. if his/her dog bites a person causing bodily injury while the dog is off leash.

2. Nuisance Dogs, Vicious Dogs, and Dogs At Large Causing Bodily Injury

a. Nuisance Dog

A person commits a Petty Offense punishable under E.5.a. if he/she owns, harbors, keeps, controls or has custody of a nuisance dog as defined in this regulation.

b. Dog Off Leash or Dog At Large and Dog Causes Bodily Injury

A dog owner commits a Petty Offense punishable under E.5.a. if his/her dog is off leash or is at large in the County or commits encroachment and, as a result of either of the foregoing, a person sustains bodily injury other than a dog bite (i.e., an injury sustained in the process of avoiding, retreating from, or impounding a loose dog).

c. Vicious Dog

A person commits a **Petty Offense punishable under E.5.a.** if he/she owns, harbors, keeps, controls or has custody of a vicious dog as defined in this regulation.

d. Dog at Large or Off Leash or Encroachment Causing Property Damage

A dog owner commits **a Petty Offense punishable under E.5.a.** if his/her dog is at large or off leash or commits encroachment and, as a result of any one of the foregoing, causes property damage as defined in this regulation.

3. Habitual and Persistent Barking Dog

a. Harboring a Habitual and Persistent Barking Dog

A dog owner commits a **Petty Offense punishable under E.5.a.** if he/she fails to prevent his/her dog from disturbing the peace of any person by loud, habitual and persistent barking, howling, yelping, or whining, whether the dog is on or off the dog owner's property.

b. Warning Notices

An Animal Control Officer will issue a warning notice to the dog owner after receiving a complaint of a barking dog. The complainant must provide the dog owner's address, dog description, and the date and duration of the violation. The dog owner will be allowed three (3) days from issuance of the warning notice to correct the problem before being charged under the summons and complaint process.

c. Citations/Summons and Complaints

After the three-day grace period and within 180 days after issuance of the warning notice, a citation, or summons and complaint may be issued if two identified complaining witnesses from separate households in the immediate area have signed complaints and are willing to testify at trial. The complainants must provide the dog owners' address, dog description, date, and duration of violation, but need not be reporting the same date and time of a violation. In the event there is only one occupied residence in the immediate area of the location of the barking dog, only one complaining witness shall be required to sign the complaint prior to the issuance of a summons and complaint if the complaining witness is willing to testify at trial.

d. Service of Warning Notices

A dog owner shall be deemed to have received and been issued a warning under this subsection if the warning was personally served on the dog owner, posted on the residence of the dog owner, or placed in the U.S. Mail, postage prepaid and addressed to the dog owner. Warning notices so served shall constitute notice to all members of

that residence.

e. Second Offense

If a second complaint of a barking dog is received within 180 days of issuance of the first citation or summons and complaint, a citation or summons and complaint for a second offense may be issued without issuing a warning notice.

f. Proof Required for Conviction

No person shall be convicted at trial of violating this section unless a person in the immediate area has signed a complaint and testified to the persistent, habitual, and offensive noise generated by a barking dog.

g. Exceptions

Section D.3.a. shall not apply to dogs working livestock, dogs locating or retrieving wild game in season for a licensed hunter, dogs assisting law enforcement officers, or dogs being trained for any of these pursuits. Further it shall not apply to licensed kennels, breeding, boarding and/or training facilities, or veterinary offices and hospitals, provided these facilities comply with all applicable zoning, commercial, and business regulations, laws and statutes.

4. Miscellaneous Offenses.

a. Cruelty to Animals

A dog owner commits a Class I Misdemeanor under C.R.S. §18-9-202 if he/she commits Cruelty to Animals as defined in this regulation and by State law.

b. Unlawfully Harboring a Guard Dog

A dog owner commits a **Petty Offense punishable under E.5.a.** if he/she places or maintains a guard dog(s) or dogs trained for attack or protection kept at any location within the county on non-residential property or on property used in whole or in part for any business unless the following conditions are met:

(1) The guard dog is registered with Animal Control;

(2) Warning signs are conspicuously posted around the premises indicating the presence of a guard dog and such signs plainly show a telephone number where a person responsible for controlling the guard dog can be reached at all times; and the guard dog is either:

(a) confined to an enclosed area adequate to ensure that it will not escape; or

(b) under the complete control of the handler at all times.

c. Unlawfully Harboring a Female Dog in Season

(1) A dog owner commits a **Petty Offense punishable under E.5.a.** if he/she keeps, harbors, controls or has custody of any unaltered female dog in season unless the female dog in heat is confined during such period of time in a house, building, or secure enclosure so that said dog shall not create a neighborhood nuisance.

(2) Confinement

The Animal Control Officer shall impound any unaltered female dog in season that is not adequately confined as provided for in D.4.c.(1), or any such dog that is creating a neighborhood nuisance. If necessary in the judgment of the Animal Control Manager, the dog shall be removed to a boarding kennel, to a veterinary hospital, or the Animal Shelter. All expenses and or fees incurred as a result of the confinement shall be the sole responsibility of the dog owner.

d. Interference with an Animal Control Officer - No Bodily Injury

A person commits a **Petty Offense punishable under E.5.a.** if he/she interferes with, hinders, or obstructs an Animal Control Officer (not involving bodily injury) and knowing him/her to be an Animal Control Officer discharging his/her duties under this regulation.

e. Habitual Offender

A dog owner commits a **Petty Offense punishable under E.5.a.** if he/she is convicted, pleads guilty to, enters a no contest plea, receives a deferred judgment, or arranges any plea bargain for violating any section of this regulation three or more times in any eighteen-month period.

f. Feces/Urine – Accumulation, Disposition

An owner of dogs, cats or other household pets commits a **Petty Offense punishable under E.5.a.** if the pet's owner allows excessive animal feces or urine to accumulate. The accumulation of animal excrement shall be deemed to be excessive if there is sufficient quantity to generate odors off the premises of the dog owner or, if in the judgment of the Animal Control Officer, the accumulation is detrimental to the health and well-being of neighbors or the animals.

g. Failure to Redeem or Relinquish Animal from the Animal Impound Facility

After notice by phone, mail or in person, an owner of a pet animal commits a **Petty Offense punishable under E.5.a.** if he/she fails or

refuses to redeem or legally relinquish his/her pet animal that is/are impounded at the designated animal impound facility.

h. Failure to Clean Up Dog Feces in Public Places

A dog owner commits a **Petty Offense punishable under E.5.a.** if the dog owner or custodian of any dog fails to clean up and remove excrement or feces on public or private property other than on the premises of the dog owner. Feces are not to be considered fully removed under this section unless and until disposed on in a designated waste receptacle.

i. Failure to Provide Proper Care of Animals

A person commits a **Petty Offense punishable under E.5.a.** if he or she fails to provide proper care for any animal(s) owned, harbored, kept, controlled, or in their custody or any person who allows an animal to remain on or about his/her premises. This includes failing to provide adequate food, water, shelter, veterinary care, or grooming, unsafe tethering of an animal, and inadequate sanitation related to feces and urine.

E. Disposition

1. Impoundment

An Animal Control Officer may take into custody and impound at the Animal Shelter any dog found without a microchip or license tag when in violation of section C.3., any dog found at large, any dog or cat that has allegedly bitten a person or been exposed to rabies-vector wildlife, or any dog or cat that is sick or injured and in need of medical attention and any other domestic pet animal that has been abandoned, and any other pet animal (except cats) that are found to be at large. An Animal Control Officer may also impound any animals which have been left without proper care as a result of the death, injury, hospitalization, arrest, detention, eviction or other incapacitation or unavailability of the owner or keeper or other responsible party.

Redemption: If the owner of an impounded animal seeks to redeem the animal, the shelter may require the owner to provide proof of ownership satisfactory to the shelter; comply with the license requirements in this chapter; and pay the shelter for any applicable redemption fees and boarding fees.

2. Disposition After Impoundment

No pet animal shall be disposed of prior to five animal shelter business days after the date of impoundment unless it is critically injured or ill, the owner cannot be located, and it is deemed in the best interest of the animal that the pet animal be disposed of as determined by the Manager

of the Animal Shelter or his/her designee and/or the Animal Control Manager. In the event a pet animal is not claimed by the owner within the five-day period, the Animal Shelter may ~~at its sole discretion~~, dispose of the pet animal by adoption, euthanasia, or transfer to another pet animal facility or rescue unless otherwise instructed by the Animal Control Unit. In the event the Animal Shelter disposes of the animal as set forth in this section, the owner of such pet animal shall be obligated to pay any and all fees required by the Animal Shelter.

3. Liability for Accident or Subsequent Disease from Impoundment
The BCC, any assistants or employees, or any other person authorized to enforce the provisions of this animal control and licensing regulation shall not be held responsible for any accident, non-deliberate injury, or subsequent disease that may occur in connection with the administration of this regulation or for any injury, illness, or death resulting in the use of a chemical immobilizer or tranquilizer dart or other necessary force to capture an animal which poses a potential hazard to public health or safety.
4. Special Sanctions Upon Conviction of Animal Control Violations
In recognition of the serious nature of certain violations and in the interest of protecting and promoting public safety, Animal Control and/or the District Attorney's Office has the authority to recommend that a Special Sanction be levied against the dog owner convicted of one or more of the above enumerated offenses. This recommendation will be presented to the Jefferson County Court by a motion of the District Attorney as a proposed condition of sentencing upon conviction of one of the offenses enumerated above. Animal Control and/or the District Attorney will present the prior history and documentation on a dog owner that has been so convicted and will propose the imposition of further restrictions or sanctions against a dog owner. This special sanction may be in lieu of or in addition to the specified fine at the discretion of the Court. The Court shall be asked to take into consideration the severity of the incident, the prior history of the dog owner and the recommendation of Animal Control and the District Attorney's Office when ruling on a disposition. The Court shall be asked to consider each case as unique, and to adapt a special sanction or limitation to the particular facts and circumstances of the given case. Animal Control will be responsible for conducting the ~~follow~~ upfollow-up visits with the dog owner to ensure compliance with the court-ordered sanction, and will report back to the court in a timely manner. The following is a list of available, but not all inclusive, sanctions and limitations to be completed within a time specified by the court.
 - a. Construction of a secure dog kennel (built to the specifications of Animal Control).

- b. Spaying or neutering of the dog.
- c. Dog obedience training.
- d. Community Service work at an animal sheltering facility.
- e. Euthanasia of the dog.
- f. Pet Management Class.
- g. Restitution.
- h. Micro-chipping of the animal.
- i. When outdoors in a private yard, the animal must be in an escape proof enclosure or with a responsible adult, who is a minimum of 21 years of age, in the yard with the animal, and a secure six-foot fence must enclose the yard.
- j. When walked, animal must be muzzled and walked on a leash no longer than 4 feet in length by a responsible adult, who is a minimum of 21 years of age, and is capable of effectively controlling the animal.
- k. When the animal is away from the property of the owner, the owner shall keep the animal either in a secure temporary enclosure or securely leashed with a leash no longer than four (4) feet in length held by a responsible adult, who is minimum of 21 years of age, and is capable of effectively controlling the animal and animal must be muzzled.
- l. Extension style leashes may not be used.
- m. The leash may not be attached to inanimate objects.
- n. Owner must post, at each entrance to the owner's property where the animal is kept, a conspicuous and clearly legible sign of at least eight (8) by ten (10) inches, which shall contain the words, "BEWARE OF DOG" in lettering at least two (2) inches in height.
- o. The owner shall not sell or otherwise transfer the animal to any person except to an immediate family member who will then be subject to all the same restrictions imposed on the owner. This transfer of ownership information must be provided to Animal Control.
- p. The owner shall be responsible for the payment of all impoundment fees, boarding fees, and any reasonable and necessary medical

expenses incurred during the impoundment of the animal regardless of whether or not the animal is redeemed by the owner from the Animal Shelter.

- q. Prohibition of ownership of other animals during the period of court ordered supervision.
- r. Owner must obtain a homeowners or renters insurance policy showing at least \$100,000.00 in liability coverage for any ~~damage or~~ damage or injury caused by the animal. The policy must be for a 12-month period with the requirement that the policy be maintained during the life of the animal.
- s. Restitution to an animal sheltering facility for costs incurred in caring for or boarding the animal.

5. Penalties and Enforcement

Owners of animals who commit offenses under this Ordinance shall be subject to strict liability for such offenses.

a. **Petty Offenses.**

All charges and proceedings relating to commission of Petty Offenses may be cited in compliance with the penalty assessment procedures pursuant to C.R.S. §16-2-201 as amended. Any person(s) who acknowledges guilt or is found guilty of a Petty Offense shall be punished by a mandatory fine of not less than the amount set forth in this section nor more than \$300.00 for each separate offense, plus customary court costs when applicable. An incremental fine shall be assessed for all Petty Offenses, beginning with the minimum mandatory fine for a first offense and with increases for each recurring offense up to a maximum of \$300.00. The minimum fine as well as the assessed incremental increases for second and subsequent offenses shall be mandatory and shall not be suspended in whole or in part by the court except as discretionarily provided by F.4. "special sanctions." Nothing in this ordinance shall be interpreted to preclude an individual from being cited for multiple Petty Offenses. Petty Offenses include:

- (1) Failure to have a dog license
\$50.00 mandatory minimum fine.
\$100.00 for a second offense, increasing \$50.00 for each subsequent offense with a maximum of \$300.00.
- (2) No license tag attached to dog (and dog not meeting exception provided in C.3.)
\$50.00 mandatory minimum fine.
\$100.00 for a second offense, increasing by \$50.00 for each

subsequent offense with a maximum fine of \$300.00.

- (3) Misrepresentation of licensing or false information
\$100.00 mandatory minimum fine.
\$150.00 for a second offense, increasing by \$50.00 for each subsequent offense with a maximum fine of \$300.00.
- (4) Violating quarantine for pet animals
\$100.00 mandatory minimum fine.
\$150.00 for a second offense, increasing by \$50.00 for each subsequent offense with a maximum fine of \$300.00.
- (5) Failure or refusal to produce a pet animal for quarantine
\$100.00 mandatory minimum fine.
\$150.00 for a second offense, increasing by \$50.00 for each subsequent offense with a maximum fine of \$300.00.
- (6) Dog at large
\$100.00 mandatory minimum fine.
\$150.00 for a second offense, increasing by \$50.00 for each subsequent offense with a maximum fine of \$300.00.
- (7) Dog at large or off-leash causing bodily injury
\$200.00 mandatory minimum fine.
\$300.00 for a second offense and subsequent offenses.
- (8) Habitual/persistent barking dog
\$100.00 mandatory minimum fine.
\$150.00 for a second offense, increasing by \$50.00 for each subsequent offense with a maximum fine of \$300.00.
- (9) Unlawfully harboring a guard dog
\$50.00 mandatory minimum fine.
\$100.00 for a second offense, increasing by ~~of~~ \$50.00 for each subsequent offense with a maximum fine of \$300.00.
- (10) Unlawfully harboring a female dog in season
\$50.00 mandatory minimum fine.
\$100.00 for a second offense, increasing by \$50.00 for each subsequent offense with a maximum fine of \$300.00.
- (11) Failure to dispose of feces/urine as provided in D.4.f.
\$50.00 mandatory minimum fine.
\$100.00 for a second offense, increasing by \$50.00 for each subsequent offense with a maximum fine of \$300.00.

- (12) Nuisance dog
\$100.00 mandatory minimum fine.
\$150.00 for a second offense, increasing by \$50.00 for each subsequent offense with a maximum fine of \$300.00.
- (13) Habitual offender
\$300.00 mandatory minimum fine.
- (14) Interference with an Animal Control Officer, no bodily injury
\$200.00 mandatory minimum fine.
\$300.00 for a second offense and each subsequent offense.
- (15) Failure to report a pet animal bite by another pet animal, wildlife or livestock or an exposure of a pet animal as described in this regulation to wildlife
\$50.00 mandatory minimum fine.
\$100.00 for a second offense increasing by \$50.00 for each subsequent offense with a maximum fine of \$300.00.
- (16) Dog off leash
\$50.00 mandatory minimum fine.
\$100.00 for second offense, increasing by \$50.00 for each subsequent offense with a maximum fine of \$300.00.
- (17) Failure to redeem or relinquish animal from the designated animal impound facility
\$150.00 mandatory minimum fine.
~~\$150~~200.00 for a second offense, increasing by \$50.00 for each subsequent offense with a maximum fine of \$300.00.
- (18) Failure to clean up dog feces in public places
\$150.00 mandatory minimum fine.
~~\$150~~200.00 for a second offense, increasing by \$50.00 for each subsequent offense with a maximum fine of \$300.00.
- (19) Vicious Dog
\$200.00 mandatory minimum fine.
\$300.00 for a second offense and each subsequent offense.
- (20) Dog at large causing property damage
\$200.00 mandatory minimum fine.
\$300.00 for a second offense and each subsequent offense.
- (21) Failure to provide proper care
\$100 mandatory minimum fine.
\$150 for a second offense and each subsequent offense with a

maximum fine of \$300.00.

b. Class I Misdemeanor

All persons who acknowledge guilt or who are found guilty of a Class I Misdemeanor shall be punished by a \$500.00 minimum fine with a maximum fine of \$5,000.00 and/or imprisonment in the county jail for up to eighteen months for each offense. Committing cruelty to animals as defined in this regulation and by state law is a Class I Misdemeanor.

c. Class II Misdemeanors

All persons who acknowledge guilt or who are found guilty of a Class II Misdemeanor shall be punished by a fine as set forth in this section with a maximum fine of \$1,000.00 and/or imprisonment in the county jail for three months to 364 days for each offense. Nothing in this ordinance shall preclude a person from being charged with multiple violations. The minimum Class II Misdemeanor fine shall be as set forth below unless it is suspended as a condition of probation.

(1) Unlicensed dog and biting: \$250.00 fine.

(2) Dog is at large or Encroachment and ~~biting:~~biting: \$500.00 fine.

(3) Dog biting off premises and under owner's control: \$250.00 fine.

(4) Dog Off Leash and Biting: \$500.00 fine.

d. Enforcement

Except as set forth in Section D.3., whenever an Animal Control Officer has personal knowledge or probable cause to believe that any violation described herein has occurred, he/she may issue a summons and complaint, or a penalty assessment citation to the violator stating the nature of the violation with sufficient particularity to give notice of said charge to the violator. Nothing in the Ordinance shall be interpreted to preclude an individual from being cited for multiple violations. NOTE: Summons and complaints for violation of cruelty to animals (D.4.a.) may only be issued by those Animal Control Officers that have been appointed by the Colorado Commissioner of Agriculture or his/her designee as Animal Protection Agents.

(1) Upon being informed that an Animal Control Officer intends to issue a summons, any person suspected of a violation described herein (*whether not he or she is eventually adjudicated as a "dog owner"*) shall identify him/herself by means of providing his/her true name, date of birth and current address, or presenting government-issued

identification if available. Failure to comply shall constitute interference as defined in 4.D.

- (2) Within the 20-day penalty assessment period, the Animal Control Manager shall have the discretion to suspend or reduce fines for any violation of C.2 if the dog owner purchases a dog license and has presented proof of purchase to the Manager or his/her designee.

F. Fines

1. Disposition of Fines and Forfeitures

All fines, monies and forfeitures for the violation of this regulation shall be paid into the general fund of the County except as otherwise provided herein. The BCC may authorize by Intergovernmental Agreement or separate resolution the payment of all or a portion of license fees to the Foothills Animal Shelter or designate the fees to be used for any other purpose authorized by the BCC.

2. Penalty Assessment Surcharges. Pursuant to C.R.S. §24-4.2-109, the Animal Control Manager shall be authorized to establish a schedule of nominal surcharges on Penalty Assessments, including but not limited to: credit card processing surcharges, convenience fees for online payment, or other reasonable fees or charges. In no case may total surcharges exceed 7.5% of the original fine, unless otherwise authorized by the BCC. Any surcharges generated shall be credited to the Animal Control Unit and deposited to the General Fund.

G. Off Leash Area/Exception to Dog Off Leash Offense

A governmental agency with the power to own or operate a park or a homeowner's association that owns and/or manages common property may designate a common area or parkland that it owns or manages as an Off Leash Area if it obtains an exemption from the BCC. Dogs shall be permitted to be off leash in such areas so long as the owners are observed to be present and within visual ~~sight~~ of his or her dog. This shall be an area where there is an exemption to the ~~off-leash~~ offense.

1. Application Notice

The governmental entity seeking an exemption shall submit a request for an exemption to Animal Control. The governmental entity must submit proof that at a minimum it has notified all property owners within a one quarter mile radius of the boundary of the proposed off leash area. It is recommended that special districts notify all district constituents. If the ~~off-leash~~ area is a trail on Forest Service land or Open Space, the Forest Service or Open Space, at a minimum, shall notify all property owners adjacent to the trail and all property owners whose property is within 100 yards of the parking area designated for the off leash area. The

notification must direct people to submit written comments, whether pro or con, to the Animal Control Unit within 30 days after the postmark date of the Notice. A list of addresses of all persons notified must be submitted to the Animal Control Unit with a copy of the notification. The application must include a map depicting the boundary of the proposed off leash area.

2. Site Evaluation

Within 60 days after receipt of a complete application, the Animal Control Unit shall conduct a site evaluation to determine if the site meets the criteria of this section. Animal Control will submit a written report to the BCC. The report will summarize the public comment, confirm that the area meets or will meet the specified criteria, and will make a recommendation to either approve or deny the application. The BCC decision will be final. The report will contain a signature page for the approval/denial and a copy of the document will be maintained at the Animal Control Unit.

3. Park Off Leash Area

All park areas designated as off leash areas, except trail areas, must comply with the following criteria:

- a. Have a minimum of one acre of land surrounded by a 4-foot ~~secure~~ secure, chain link fence (or other similar material). The fenced area must have a double-gated entrance to prevent escape.
- b. The area must be accessible to people with disabilities.
- c. The area must have covered garbage cans and pooper-scooper stations provided, stocked and maintained.
- d. The area must have shade and water available.
- e. Signs must be posted that specify park hours and rules, including a "participate at your own risk" statement.
- f. Adequate parking must be close to the site.

4. U.S. Forest Service Trail Area or Jefferson County Open Space Trail Area
All U.S. Forest Service Trail Areas and Jefferson County Open Space Trail Areas designated as off leash areas shall comply with the following criteria:

- a. Adequate parking close to the trailhead or area.
- b. Covered garbage cans and trash removal service.
- c. Signs that specify trail rules and clearly designate the area as off-leash

to warn/notify other hikers or patrons. Also, signs shall include a "participate at your own risk" statement.

5. Enforcement of Off Leash Areas

All complaints, except complaints concerning dog bites, will be handled by the entity having jurisdiction over the park (the "park jurisdiction"). All bites must be reported within 24 hours to Animal Control.

6. Revocation of Off Leash Exemption

a. The Off-Leash designation can be revoked at any time by the park jurisdiction or County Open Space Division. The park jurisdiction or County Open Space Division must notify Animal Control, immediately, in writing of the decision to un-designate the Off-Leash Area. The park jurisdiction ~~would~~will have to wait 6 months to re-apply if they wish to reinstate the ~~off-leash~~off-leash designation.

b. If Animal Control receives repeated complaints that are not being adequately addressed by the park jurisdiction, Animal Control can petition the BCC to revoke the ~~off-leash~~off-leash exemption. If the revocation is approved, the park jurisdiction or Forest Service will be notified in writing to close the area to off leash activity and that leash law enforcement will resume in the area.

7. Nuisance/Vicious Dogs

No vicious or nuisance dogs as defined in Section A.32. are permitted off leash within areas designated as off leash parks.

8. Existing Open Space Areas Designated as Off Leash

Open Space areas already designated by the Open Space Division as areas permitting dogs to be off leash shall be deemed already granted an exemption from the BCC.

H. Dog Off Leash Areas within Apartment/Multi Family Communities and HOA's (Areas under 4,000 Square Feet)

1. Apartment multi-family communities, or others with an established HOA or Metropolitan District, may request an Off-Leash Exemption Permit from the Animal Control Manager for a small dog-off-leash area available for the exclusive use and enjoyment of the complex/community's residents. All applications shall be made using the approved Animal Control Dog Off Leash Application form and the site will be inspected prior to the issuance of the permit.

2. The permittee shall be subject to the sanitary provisions under E.1.d. Feces ~~Accumulation,~~Accumulation and is ultimately responsible for

upkeep of the grounds. Excessive accumulation of feces may result in issuance of a warning penalty to the permittee. Multiple violations of any kind shall be cause for the Animal Control Manager to discretionarily suspend, revoke or deny that exception permit. An Animal Control Officer may also issue a suspension order to the permittee requiring the permittee to clean the off-leash area or rectify other violations before re-opening it to residents.

I. Special Event Permit for Off-Leash Dog Activities In Unincorporated Jefferson County

1. Jefferson County Animal Control Manager or his/her designee may issue a Special Event Permit allowing for temporary off-leash dog activities upon receipt of an application under this section by an established and organized club or group. Activities may include dog agility trials, fly ball, rally, dog obedience, conformation, and field trials. All applications shall be made using the approved Animal Control Dog Off-Leash Special Event Permit Application form and the site will be inspected prior to the issuance of the permit.
2. Within two weeks of receipt of a completed application, Animal Control will send one copy of the application with its approval or denial to the applicant group's organizer/liaison and one copy to the event venue. If the permit is denied, the application will include an explanation of why the event was not approved. Re-application for the same event may be made one time. A copy of the permit will be kept at the Animal Control Unit.
3. The Applicant shall ensure that the event is conducted in a safe and orderly manner and that the event is conducted in compliance with the requirements.

J. Severability

Should any section, clause, sentence or part of this regulation be adjudged by any court of competent jurisdiction to be unconstitutional or invalid, the same shall not affect, impair or invalidate the regulation as a whole or any part thereof, other than the part so declared to be invalid.

BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER

Topic: Property and Equipment Inventory Policy Amendments

Presented by: Kate Newman

Date: 12/12/2023

- For Information For Discussion/Board Direction Consent to
Place on Business/
Hearing Agenda

Issue: Approval to amend the Property and Equipment Inventory Policy

Background: The Property and Equipment Inventory Policy establishes controls for the inventory and management of the county's capital equipment. Accounting would like to increase the threshold for capitalizing equipment and property from and acquisition cost of \$5,000 to \$50,000 for equipment not purchased using federal grant funds. An analysis was done to see how this would impact the total value of capitalized assets and it is approximately 5% of assets that would not be capitalized based on acquisition cost. Our external auditors have agreed that the impact of changing the threshold is immaterial and approve of the increase.

Discussion:

Cons to increasing threshold:

- Increased alertness expected for Departments as they budget for Federal Grant purchases between \$5K & \$25K/\$50K.
- Increased alertness expected of a Business Asset Accountant and Accounting Manager for Federal Grant purchases between \$5K & \$25K/\$50K.
- Increased alertness expected of Purchasing as they work with Departments for new federally funded equipment.

Pros to increasing threshold:

- Jefferson County only has an estimated ~ 2% of federally funded assets under \$50K, and many are from CARES & ARPA.
- Minimized costs of tracking a large number of low value items not related to a grant also creates increased efficiency by expensing smaller and more inconsequential purchases.
- Overdue to revisit capital threshold for equipment. Due to inflation over decades, what was purchased in 1960 for \$5K versus now would cost \$50K. Back then \$5K would buy you a new car.
- Minimized costs of not only budgeting for assets, but also minimize the cost of identifying and tracking assets as well as auditing of assets.
- There is new GASB guidance that 'governments should capitalize assets whose individual acquisition costs are less than the threshold for individual assets if those assets in the aggregate are significant'. Raising the threshold for individual assets will set the bar higher for the aggregated assets threshold as well.

Fiscal Impact: None

Revenue Limits Impact: yes no

SPA Review: Supports, 12/4/2023

County Attorney Review: Jean Biondi, 11/30/23

Facilities Review: Supports, 12/4/2023

BIT Review: Support 12/4/2023

Fleet Review: No fiscal impact, 12/4/2023

Human Resources Review (new FTE only): N/A

Recommendations:

That the Board of County Commissioners direct staff to bring the proposed amendments to the Property and Equipment Inventory policy to a future hearing.

Originator: Kate Newman, Deputy County Manager

Contacts for Additional Information:

Dustin Bratton, Heather Reynolds, Rosemary Lissak

Title: Administrative Policy Property and Equipment Inventory	Policy No. Part 6, Management and Use of County Property Chapter 1, Equipment Section 2
	Effective Date February 3, 2015
Policy Custodian Strategy, Innovation and Finance Department	Adoption/Revision Date February 3, 2015/June 2021

Adopting Resolution(s): [CC15-042](#)

References (Statutes /Resos/Policies): CRS 29-1-506; CC86-249, CC87-1018, CC88-97, CC90-369, CC91-24, CC99-138, CC02-219, CC06-331, CC07-384, [CC15-042](#)

Purpose: To define the County's policy for equipment inventory.

Policy: Property and Equipment Inventory

A. Definitions

1. Capital Equipment: Capital equipment is (a) tangible personal property with a useful life of more than two years and an original cost equal to or greater than \$50,000.00, if no federal grant funds are used to purchase the equipment; or (b) -If federal grant funds are used for purchase, capital equipment is tangible personal property with a useful life of more than two years and an original cost equal to or greater than \$5,000, if federal grant funds are used to purchase the equipment.
2. Non-Capital Equipment: Non-capital equipment is tangible personal property with a useful life of less than two years or an original cost less than \$50,000.00. If federal grant funds are used for purchase, capital equipment is tangible personal property with a useful life of less than two years or an original cost less than \$5,000.that does not meet either prong of the definition of Capital Equipment above.
3. Inventoried Non-Capital Equipment: Inventoried Non-Capital Equipment consists of all computer equipment including desktops, laptops, scanners, and printers.

B. Inventory

1. The Finance Division shall maintain an accurate record of all Capital Equipment. BIT Division shall maintain an accurate inventory of all computer equipment including desktops, laptops, scanners, and printers. An inventory of all other non-capital equipment shall be maintained by each division for items deemed to be at risk from loss or theft. The retention requirement for physical inventory documentation for all inventoried Equipment shall be the current year and the prior 5 years
2. All Divisions, Departments and Offices shall notify the Finance Division, in writing, upon acquisition, disposal or transfer of Capital Equipment.
3. Inventories shall be conducted in accordance with this policy and the procedure that implements this policy, as developed and maintained by the Finance Director and the BIT Director.
4. Each division shall conduct a complete physical inventory of all Inventoried Non-Capital Equipment at least once every two years from a list provided by BIT. Each division shall be responsible for notifying BIT of any discrepancy.
5. Capital Equipment shall be inventoried annually per the procedures that implement this policy.

6. Missing Capital Equipment shall be reported according to the procedures that implement this policy.

BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER

Topic: Safety and Compliance Insurance Renewal Update

Presented by: Michael Dobbs

Date: 12/12/2023

For Information

For Discussion/Board Direction

Consent to
Place on Business/
Hearing Agenda

Issue: Safety and Compliance Insurance Renewal Update

Background: As discussed at the October 17, 2023 BCC briefing, the timing of the budget submittal and securing insurance do not match up. Budgets are due in July, while research on new premiums and coverage occurs between August and November. Premiums for 2023 increased due to the volatility of the public sector. The excess carriers Liability, Workers Comp and Property went up by \$318,980. This was an overall 16% increase in Premiums.

As of December 1, 2023, this trend of increased premiums has continued for Liability, Workers Comp and Property for 2024. The attached document shows the difference between 2023, proposed 2024 and recommended SIR and limits changes to keep premium costs down.

Discussion: As of this date the attached changes will need to be made to specific coverage to keep premium costs down for 2024.

Fiscal Impact: The impact on the Insurance and Workers Comp Funds is unknown currently.

Revenue Limits Impact: yes no

- Year of impact: 2023-2024
- TABOR Revenue Impact: None
- Ongoing or one-time: On-going
- General Fund impact: This change does not directly impact the General Fund budget.
- Staffing impact: None
- increases)
- APRA impact: None
- Match requirements: n/a
- Mandate/Contractual obligation: n/a

SPA Review: Support, no concerns.

County Attorney Review: Eric Butler 12-4-2023

Facilities Review: No Fiscal Impact

BIT Review: No Fiscal Impact

Fleet Review: No Fiscal Impact

Human Resources Review (new FTE only): N/A

Recommendations:

Staff recommends that the BCC direct staff to continue the insurance negotiations and accept SIR and Limit changes to keep insurance premium costs down.

Originator: Michael Dobbs. X8447

Contacts for Additional Information: Kate Newman, Deputy County Manager.

Insurance Coverage Costs and Changes for 2024
As of December 1, 2023

Liability Coverage:

Current Carrier is Berkley. Berkley is the only offer for 2024.

2023 premium cost: \$673,950

2023 SIR: \$750K and \$1M for Law Enforcement

2023 Limits: \$5M

2024 proposed premium cost: **\$845,000**. Increase of \$171,050

2024 proposed SIR: \$750K and \$1M for Law Enforcement

2024 proposed limit: **\$3M**.

If the County stayed with the 2023 expiring structure the premium would be \$1.1M.

Workers Comp Coverage:

Current Carrier is Mid-West. Mid-West is the only offer for 2024.

2023 premium cost: \$298,989

2023 SIR: \$750K and \$1M for Law Enforcement

2023 Limits: \$1M

2024 proposed premium cost: **\$336,755**. Increase of \$37,766.

2024 proposed SIR: \$750K and \$1M for Law Enforcement

2024 proposed limit: \$1M.

Property Coverage:

Current Carrier is Zurich. Zurich is the carrier I have received information on.

2023 premium cost: \$624,576

2023 SIR: \$100K, Wind and Hail \$250K (Property damage must be greater than 5% of structure value).

2023 Limits: \$250,000,000, \$50,000,000 Flood, Hail and Windstorm

2024 proposed premium cost: **\$699,525.12**. This increase is a guess nothing in writing.

2024 proposed SIR: SIR: \$100K, Wind and Hail **\$500K** (Property damage must be greater than 5% of structure value), Flood SIR increase to **\$1M**.

2024 proposed limit: **\$10M**.

Cyber Liability Coverage:

Current Carrier is AIG. AIG will be the carrier for 2024.

2023 premium cost: \$157,126

2023 SIR: \$250K.

2023 Limits: \$5M

2024 proposed premium cost: **\$140,104**. Decrease of \$17,122.

2024 proposed SIR: SIR: \$250K.

2024 proposed limit: \$5M.

Crime, Drone, K9 Mortality, Pollution and Professional Liability insurances no change.

Total cost for them is \$80,061.80.

BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER

Topic: Facilities Management Upcoming Contracts / 2024 Pre-Approvals

Presented by: Mark Danner

Date: 12/12/2023

- For Information
- For Discussion/Board Direction
- Consent to Place on Business/Hearing Agenda

Issue: Request for Pre-Approvals on Facilities Management Projects

Background:

Facilities Management has the following projects planned for 2024 that may need Board of County Commissioner contract and/or purchase order approval:

Facilities Master Plan Implementation: In 2018, Facilities Management completed a Countywide Facilities Master plan, identifying needs through 2038. The funding will be used to further implement non-growth projects identified in this plan.

Administration and Courts Facility Boilers and Pumps: The boilers and pumps in the Administration and Courts Facility are approaching their end of life and must be replaced.

Human Services Building Chillers: There are four chillers at the Human Services Building that are approaching their end of life and must be replaced. The replacement of two chillers is planned for 2024, and funding for the replacement of the remaining two chillers will be requested in the 2025 budget.

Discussion:

Facilities Management is requesting Pre-Approval on contract and purchase orders up to the following amounts:

Facilities Master Plan Implementation - \$2,500,000 (as budgeted in 2024).

Administration and Courts Facility Boilers and Pumps - \$1,310,000 (as budgeted in 2024).

Human Services Building Chillers: \$733,000 (as budgeted in 2024).

Fiscal Impact:

No fiscal impact. Up to \$4,543,000 from the 2024 adopted budget may be used for these contracts, no additional funds are being requested.

Revenue Limits Impact: yes no

SPA Review: Support, no concerns.

County Attorney Review: Carey Markel, 12/5/2023

Facilities Review: Support

BIT Review: No concerns.

Fleet Review: No concerns

Human Resources Review (new FTE only): N/A

Recommendations:

Facilities Management is requesting that the following projects be placed on a future BCC meeting agenda as a business consent item for Pre-Approval of contracts and or purchase orders: Countywide Facilities Master Plan Implementation projects, Administration and Courts Facility Boilers and Pumps, and the Human Services Building Chiller Replacement.

Originator: Mark Danner

Contacts for Additional Information: Anne Panza, Assistant Director of Construction Services, X5026

BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER

Topic: Pre-approval of 2024 Fleet Services Purchases

Presented by: Janice Mayer

Date: 12/12/2023

- For Information
- For Discussion/Board Direction
- Consent to Place on Business/Hearing Agenda

Issue: Pre-approval of 2024 Fleet Services contracts and/or purchase orders designated in Attachment A.

Background: Fleet Services issues various agreements or purchase orders with service providers and vendors each year, some of which are required to be approved by the Board of County Commissioners under County policy. To streamline the approval process and ensure that services continue without disruption, the Fleet Services Division requests that the Board of County Commissioners pre-approve the agreements and/or purchase orders that are listed in Attachment A.

Discussion: The agreements and purchase orders that Fleet Services anticipates needing in 2024 are listed in Attachment A.

Fiscal Impact: There are no changes to the 2024 budget. The fiscal impact of each agreement and/or purchase order is specified in Attachment A, and the cumulative TABOR impact and other information are listed below:

- Year of impact: 2024
- TABOR impact: None
- Existing grant or project: None
- New grant or project: None
- Requested in the adopted budget: These items are included in Fleet’s 2024 budget
- Ongoing or one-time: Ongoing costs specific to 2024
- General Fund impact/Match requirements: None
- Staffing impact: None
- ARPA impact: None
- Match requirements: None
- Mandate/Contractual obligation: 2024 Essential Fleet Services contracts

Revenue Limits Impact: yes no

There is no additional revenue from this request so no revenue limits impact.

SPA Review: Supports no concerns.

County Attorney Review: Jean Biondi, December 1, 2023

Facilities Review: No fiscal impact.

BIT Review: No fiscal impact.

Fleet Review: N/A (originating office)

Human Resources Review (new FTE only): N/A

Recommendations:

The Board of County Commissioners pre-approves the 2024 contracts and/or purchase orders listed in Attachment A.

Originator: Janice Mayer, Fleet Services Director x5256

Contacts for Additional Information: Kate Newman, Deputy County Manager, x8567

ATTACHMENT A
2024 Pre-Approval of Fleet Services Contracts
and/or Purchase Orders

1. Senergy – Purchase order for fuel

Fleet Services purchases fuel from Senergy Petroleum, LLC, for use by County vehicles pursuant to one or more purchase orders issued under a master contract with Senergy. The master contract was originally with Hill Enterprises, Inc. d/b/a Hill Petroleum but was assigned to Senergy in 2022 after Senergy acquired the assets of Hill. Fleet anticipates purchasing up to \$2,975,000.00 in fuel from Senergy in 2024.

2. Heavy Trucks and Truck Components

Fleet Services anticipates the need to purchase 10 heavy trucks/equipment in 2024 for performing other County business. Fleet Services anticipates that the total cost of these trucks/equipment, including all needed truck components, will not exceed \$2,800,000. Fleet may split these purchases among multiple vendors.

Agenda Item 1.2.1

**BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER
American Rescue Plan – Federal Grant
2023 Detentions Staffing Funding
December 12, 2023**

- For Information
- For Discussion/Board Direction
- Consent to Place on Business/Hearing Agenda

Issue: The Jefferson County Sheriff’s Office (JCSO) requests one-time American Rescue Plan Act (ARPA) funds of up to \$3.75 million for Fiscal Year (FY) 2023, in order to fund 40 detention center positions that are currently authorized but not funded in the Sheriff’s 2023 budget. Based on the latest forecast, the Sheriff’s Office estimates \$2.95 million will be needed from this amount, with other savings from underspending available to cover the difference. However, the request is to authorize the full amount, due to the uncertainty of available underspending by year end. Only the amount needed would be transferred.

Background: In 2018, the Board of County Commissioners (BCC) approved funding to fully open and staff the JCSO Detentions Center. Beginning January 2020, the JCSO budget was reduced by \$6.5 million. In addition to other service reductions, this resulted in closing one floor of the detention center and holding vacant 40 detentions staff positions needed to operate this floor.

In November 2020, the BCC approved one-time funding from the CARES ACT in the amount of \$3.75 million for 2021 and 2022, respectively, for a total of \$7.5 million, to hire 40 detention center FTE’s to address capacity needs during the COVID pandemic. The JCSO did not use any of the \$3.75 million earmarked for 2021 or 2022. Although detentions staffing costs (including the work release program) exceeded the budget by over one million dollars each of the past two years, these overages were offset by savings in other JCSO divisions. These savings were realized due to vacancies created by recruitment and retention challenges in other divisions in the JCSO.

The JCSO is requesting **up to \$3.75 million** American Rescue Plan Act (ARPA) funds set aside for detentions for 2023. This would fund the 40 detention positions needed to operate a full floor of the jail. This request was briefed by the ARPA county team on August 9th 2022, with the recommendation to set aside \$3.75M ARPA funds to be used on an as-needed basis for detention facility staffing. The funds would only be utilized after the JCSO first uses all budget savings, and briefs the BCC at the end of the third quarter of 2023 regarding the status of savings and the subsequent need to use the earmarked APRA funds. Thus, the earmarked ARPA funds would only be used if the Sheriff exhausts all other savings within existing budget. As of October 31, 2023, JCSO is forecasting to need \$2.95 million to fully fund these positions in detentions.

The need to adequately staff and fund the detention center in order to meet community safety needs is strongly supported by the jurisdictions that were surveyed by the county ARPA team when researching JCSO requests. Arvada, Edgewater, Golden, Lakewood, Westminster and Wheat Ridge all reported concerns around multiple challenges caused

by lack of jail capacity to house inmates. Such concerns included refusal of actionable warrants to the jail and agency and community frustration that jail space was not available for certain criminal actions.

Discussion: The average daily detention center population has increased 30% from the first half of 2021 to over 1,000 inmates in July 2022 and continuing to hover around 950 as of October 2023. Current budgets are insufficient to provide the staffing needed to manage the inmate population and meet the needs of the county and its municipalities. There is growing concern that community safety is being compromised by the inability to house criminal offenders. Unaddressed vacancies caused overtime which needed to be absorbed by the existing staff which generated retention issues and created a stressful work environment.

Before the 2020 budget cuts, the detention center population capacity was 1,392 inmates. To implement cuts, early releases occurred in order to reduce the population to a new target of 1,148 inmates. The COVID pandemic then imposed additional challenges on staffing needs, dictating a jail management use plan to further reduce the jail population and manage the space under social distancing requirements. In 2020, crime increased rapidly, continuing into 2021. This trend prompted a letter from the mayors demanding additional jail space be made available to address community safety needs.

Maintaining the detention staffing levels is critical. The inmate population demographics have continued to change, as well as State mandated housing restrictions. The types of inmates housed now include more individuals charged with violent crimes classified maximum security, and more individuals that require a restrictive housing setup. Increased security is critical in managing modules and common space areas like the kitchen. Inmate vs. staff assaults increased 200% from 25 incidents in 2018 to 75 incidents in 2021, and inmate on inmate assaults increased 33% from 2018 to 2021, despite a 35% reduction in the jail population during this time.

The ARPA funding would allow the JCSO to meet its budget in 2023, while a permanent solution is found to restore ongoing funding for the 40 detention center positions.

Fiscal Impact: Requesting up to \$3.75 million of the assigned Sheriff jail staffing ARPA funds to be used towards General Fund personnel expenses.

Year of impact: 2023

TABOR impact: No TABOR impact because the funds spent are federal revenue.

Existing grant or project: County-direct ARPA award

New grant or project: None

Requested in adopted budget: No

Ongoing or one-time: One-time (2023 FY)

General Fund impact: None

Staffing impact: N/A (no new positions are authorized; the 40 positions exist but are not funded).

ARPA impact: up to \$3.75 million county-direct ARPA award set aside for detentions will be used to fund the 40 detentions positions in 2023, with a planned US Treasury category of "supporting public sector capacity."

Match requirements: None
Mandate/Contractual obligation: Public safety mandate

Revenue Limits Impact: yes no

These are federal funds, so there is no impact to the TABOR fiscal year spending limit.

SPA Review: Support, no concern.

Staff agrees that the Sheriff's Office will require use of the assigned \$3.75 million of ARPA support for detentions staffing. In reviewing the Q3 financials, personnel expenses are trending higher than the quarter spending-to-date and is projected to exceed the budget. The current ARPA support agreement is for the Sheriff's Office to exhaust all their 2023 budget before utilizing the earmarked ARPA support.

ARPA Review: Support, no concern. Request aligns with prior board direction.

County Attorney Review: Approved by Kurt Behn

Facilities Review: N/A

BIT Review: N/A

Fleet Review: N/A

Human Resources Review (new FTE only): N/A

Recommendations: The JCSO recommends that the Board of County Commissioners authorizes a supplemental for the transfer of ARPA funds in 2023 to the Sheriff's Office budget, in the amount of up to \$3.75 million, and move it forward to the hearing consent agenda for formal approval.

Originator: David Kribs, Budget and Finance Director, Support Services Division, Sheriff's Office, dmcribs@jeffco.us or (303) 271-5153.

Contacts for Additional Information:

David Kribs, Budget and Finance Director, Support Services Division, Sheriff's Office, dmcribs@jeffco.us or (303) 271-5153.

Ronald Leonard, Division Chief, Support Services Division, Sheriff's Office, rleonard@co.jefferson.co.us or (303) 271-5870.

Agenda Item 1.2.2

**BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER
JCSO Extra Duty Pay
December 12, 2023**

- For Information
- For Discussion/Board Direction
- Consent to Place on Business/Hearing Agenda

Issue: The Jefferson County Sheriff’s Office (JCSO) requests \$130,000 to reflect the additional extra duty revenue that is projected to be collected for actual expenses incurred.

Background: Deputies are contracted by other agencies or private organizations to provide sheriff coverage for events or functions. These agencies/organizations pay for these additional services which are provided by Deputies working additional hours beyond their normal schedule.

Discussion: When agencies or organizations contract for extra duty time for their event or function, JCSO pays the deputy for their time and bills the entity for these costs. Examples of extra duty are: traffic control for special events or road construction and maintenance, HOA patrols for the Genesee community, Open Space, and Denver Mountain Parks. Since the hours worked are reimbursed by the requesting entity, this is essentially a reimbursement.

Currently, JCSO is budgeted for \$414,703 for these services and as of October 31, \$408,603 has been spent and revenue received. The most recent forecast is projecting \$544,857 for FY23.

As the demand for these services from the community grows above the current budget, JCSO must either:

- 1.) Limit the availability of these services;
- 2.) Use general fund budget dollars from current budgeted line items to supplement the shortfall.

Fiscal Impact: Requesting additional appropriation of \$130,000 for both revenue and expenditures in the General Fund. This will be an increase in extra duty expenses to be funded by charges for services revenue.

Year of impact: 2023
 TABOR impact: Yes
 Existing grant or project:
 New grant or project: None
 Requested in adopted budget: No
 Ongoing or one-time: On-going
 General Fund impact: None
 Staffing impact: None
 ARPA impact: None

Match requirements: None

Mandate/Contractual obligation: Public safety mandate

Revenue Limits Impact: yes no

Revenue is received as a charge for service and therefore impacts TABOR fiscal year spending limits.

SPA Review: Support, no concern.

This request is to align the budget with the actual revenue and expenses being incurred. Minimal impact to the County's TABOR Fiscal Year Spending limit and no General Fund impact.

County Attorney Review: Approved by Kurt Behn on 11/27/23.

Facilities Review: N/A

BIT Review: N/A

Fleet Review: N/A

Human Resources Review (new FTE only): N/A

Recommendations: The JCSO recommends that the Board of County Commissioners approve this \$130,000 in collected revenue that is associated with actual costs incurred and move it forward to the hearing consent agenda for formal supplemental approval and adjust the current budget.

Originator: David Kribs, Budget and Finance Director, Support Services Division, Sheriff's Office, dmkrubs@jeffco.us or (303) 271-5153.

Contacts for Additional Information:

David Kribs, Budget and Finance Director, Support Services Division, Sheriff's Office, dmkrubs@jeffco.us or (303) 271-5153.

Ronald Leonard, Division Chief, Support Services Division, Sheriff's Office, rleonard@co.jefferson.co.us or (303) 271-5870.

BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER
Hangar Ground Lease for Asher Aviation Group, LLC
December 12, 2023

For Information For Discussion/Board Direction Consent to
Place on Business/
Hearing Agenda

Issue: Consider a new Commercial Hangar Ground Lease for Asher Aviation Group, LLC (Asher). The Airport staff recommends that the Board of County Commissioners approve the new Commercial Hangar Ground Lease.

Background: The Airport currently has three different hangar waiting lists that are an estimated twenty year wait each. The Airport is in need of more hangar space to help meet the demand to house aircraft. Asher desires to build hangars by entering into their own Commercial Hangar Ground Lease with the Airport.

Discussion: Asher desires to enter into a new Commercial Hangar Ground Lease to build and manage approximately twenty 60x60 new hangars on the Southeast side of the airport (exhibit B attached). Asher will construct a new public access road, all taxiways, and connectors under the supervision of an airport approved engineer. The project will make up approximately 261,360 square feet (six acres) of land. The Airport supports moving forward with a new lease for a 30-year period with an option to extend the lease for two additional 10-year periods in accordance with the County’s Airport Lease Agreement policy.

Fiscal Impact: Asher will begin their lease at the current unimproved ground lease rate of \$0.30 per square foot until the premises move to an improved commercial ground lease rate of \$0.6760 per square foot. The unimproved rate will result in an annual rent revenue of \$78,408, while the improved commercial ground lease rate will result in an annual rent revenue of \$176,679 collected in the Airport Fund.

- **Year of impact:** 2023
- **TABOR impact:** No, the Airport is an Enterprise Fund and revenue to the Airport does not impact the County’s TABOR revenue.
- **Existing grant or project:** No
- **New grant or project:** N/A
- **Requested in adopted budget:** No
- **Ongoing or one-time:** Ongoing

- **General Fund impact:** No
- **Staffing impact:** No
- **ARPA impact:** No
- **Match requirements:** No
- **Mandate/Contractual obligation:** No

Revenue Limits Impact: yes no

SPA Review: Support with no concerns.

County Attorney Review: Anthony Chambers, 12/04/2023

Facilities Review: N/A

BIT Review: N/A

Fleet Review: N/A

Human Resources Review (new FTE only): N/A

Recommendations: Staff recommends that the Board of County Commissioners approve the request for a new Commercial Hangar Ground Lease between Jefferson County and Asher Aviation Group, LLC, and be placed on the business consent agenda at a future meeting.

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

Contacts for Additional Information:

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

Stephanie Corbo, Chief Financial Officer, Strategy, Innovation & Finance, x8542

Brian Bishop, Assistant Airport Director, Airport, x4861

Zoe Jenkins, Budget Analyst Sr, Strategy, Innovation & Finance, x8519

**BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER
Commercial Hangar Ground Lease for BA Group
December 12, 2023**

For Information For Discussion/Board Direction Consent to
Place on Business/
Hearing Agenda

Issue: Consider a new Commercial Hangar Ground Lease for BA Group.

Background: The Airport has 25 acres of available land on the Southwest side between the water tanks and Pilatus.

Discussion: BA Group submitted a letter of intent with the desire to enter into a new Commercial Hangar Ground Lease with the intent to build the following: 1) a maintenance repair facility for a major business-jet aircraft manufacturer which would bring many high-end jobs to the area, 2) several large corporate jet hangars, and 3) a Fixed Base Operator (FBO) to serve the southside of the Airport. The Airport supports moving forward with a new lease for a 30-year period with an option to extend the lease for two additional 10-year periods in accordance with the County’s Airport Lease Agreement policy.

Fiscal Impact: The current Commercial Hangar Ground Lease rate for unimproved land is \$0.30 per square foot, which will result in an annual revenue amount of approximately \$287,000. When construction is complete, BA Group’s lease rate will adjust to an improved FBO rate which is currently \$0.5026 per square feet, resulting in an annual revenue amount of approximately \$482,000.

- **Year of impact:** Beginning 2024
- **TABOR impact:** No, the Airport is an Enterprise Fund and revenue to the Airport does not impact the County’s TABOR revenue.
- **Existing grant or project:** No
- **New grant or project:** N/A
- **Requested in adopted budget:** No
- **Ongoing or one-time:** Ongoing
- **General Fund impact:** None
- **Staffing impact:** None
- **ARPA impact:** None
- **Match requirements:** None
- **Mandate/Contractual obligation:** Lease

Revenue Limits Impact: yes no

SPA Review: Support with no concerns.

County Attorney Review: Anthony Chambers, 12/04/2023

Facilities Review: N/A

BIT Review: N/A

Fleet Review: N/A

Human Resources Review (new FTE only): N/A

Recommendations: Staff recommends that the Board of County Commissioners approve the request for a new Commercial Hangar Ground Lease between Jefferson County and BA Group, and for the new Lease to be placed on the business consent agenda at a future meeting.

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

Contacts for Additional Information:

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

Stephanie Corbo, Chief Financial Officer, Strategy, Innovation & Finance, x8542

Brian Bishop, Assistant Airport Director, Airport, x4861

Zoe Jenkins, Budget Analyst Sr, Strategy, Innovation & Finance, x8519

**BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER
Commercial Hangar Ground Lease for Berjon Hangars, LLC
December 12, 2023**

For Information For Discussion/Board Direction Consent to Place on Business/Hearing Agenda

Issue: Consider a new Commercial Hangar Ground Lease for Berjon Hangars, LLC.

Background: Berjon Hangars, LLC is purchasing a hangar from Anthony Euser, located at 11927 Hangar Court Unit A. The Anthony Euser lease was established in the year 2007, and Berjon Hangars desires a new commercial hangar ground lease.

Discussion: The County and Berjon Hangars, LLC desire to enter into a new Commercial Hangar Ground Lease. The lease will have a twenty-year term, and the lessee may extend the lease for one additional ten-year period. The Airport staff supports a new Commercial Hangar Ground Lease.

Fiscal Impact: The new Commercial Hangar Ground Lease will result in an annual rent revenue amount of approximately \$3,200.00 to the Airport.

- **Year of impact:** 2023
- **TABOR impact:** No, the Airport is an Enterprise Fund and revenue to the Airport does not impact the County’s TABOR revenue.
- **Existing grant or project:** No
- **New grant or project:** No
- **Requested in adopted budget:** N/A
- **Ongoing or one-time:** Ongoing
- **General Fund impact:** No
- **Staffing impact:** No
- **ARPA impact:** No
- **Match requirements:** No
- **Mandate/Contractual obligation:** Lease

Revenue Limits Impact: yes no

SPA Review: Support with no concerns.

County Attorney Review: Anthony Chambers, 12/04/2023

Facilities Review: N/A

BIT Review: N/A

Fleet Review: N/A

Human Resources Review (new FTE only): N/A

Recommendations: The Airport staff recommends that the Board of County Commissioners approve the new Commercial Hangar Ground Lease between Jefferson County and Berjon Hangars, LLC and for the new Lease to be placed on the business consent agenda at a future meeting.

Originator: Kimberly Gonzales, Airport Business Supervisor, Airport, x4852

Contacts for Additional Information:

Kurtis Behn, Assistant Deputy County Attorney, County Attorney's Office, x8923

Stephanie Corbo, Chief Financial Officer, Strategy, Innovation & Finance, x8542

Paul Anslow, Airport Director, Airport, x4851

Zoe Jenkins, Budget Analyst Sr, Strategy, Innovation & Finance, x8519

**BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER
Airport Basin 160 Design and Reconstruction, and FAA
Grant**

December 12, 2023

- For Information
- For Discussion/Board Direction
- Consent to Place on Business/
Hearing Agenda

Issue:

- 1) The Airport’s Basin 160 detention area needs design and reconstruction to stay compliant with current stormwater rules and regulations.
- 2) A secondary grant has been identified with the FAA to help fund the design and reconstruction of Basin 160.

Background: Basin 160 is a major detention area, approximately 56 acres, for the North Fork Walnut Creek located on the Airport’s airfield between two runways. The basin outfalls to the southeast into a 36-inch culvert which flows into the next basin, Basin 200. This project and the grants were previously briefed and approved in February 2023, but the project and FAA grant have surpassed the 6-month mark, thus requiring a re-brief.

Discussion: Basin 160 is in need of a new outlet structure that slows the flow of stormwater and improves water quality. This new structure is needed in order to stay compliant with current stormwater rules and regulations if any new development is to take place on the approximately 200 acres of undeveloped land located on the south side of the airport. This new development on the south side will bring jobs to Jefferson County through the construction and through the developed aviation businesses, hangars, and the aircraft they operate. An ARPA grant and CDOT grant have been approved, and an FAA grant has been identified to help fund the project.

Fiscal Impact: The total estimated cost of this new 2023 project is approximately \$1,690,000. The ARPA grant has been approved to cover \$725,000 of the project costs, and CDOT grant approved for up to \$55,000. The FAA grant can potentially cover up to \$900,000.

- **Year of impact:** 2023
- **TABOR impact:** No, the Airport is an Enterprise Fund and revenue to the Airport does not impact the County’s TABOR revenue.
- **Existing grant or project:** N/A
- **New grant or project:** ARPA grant and CDOT grant previously approved, and seeking additional FAA grant.

- **Requested in adopted budget:** Adopted in 2023 budget
- **Ongoing or one-time:** One-time
- **General Fund impact:** None
- **Staffing impact:** None
- **ARPA impact:** Yes
- **Match requirements:** No match required for use of ARPA funds.
- **Mandate/Contractual obligation:** N/A

Revenue Limits Impact: yes no

SPA Review: supports with no concerns.

County Attorney Review: Anthony Chambers, 12/04/2023

Facilities Review:

BIT Review:

Fleet Review:

Human Resources Review (new FTE only):

Recommendations: Staff recommends that the Board of County Commissioners approve the request and be placed on the business consent agenda at a future meeting, and to direct that the awarded funds and expenses be included in a supplemental appropriation to the Airport Fund.

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

Contacts for Additional Information:

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

Stephanie Corbo, Chief Financial Officer, Strategy, Innovation & Finance, x8542

Brian Bishop, Assistant Airport Director, Airport, x4861

Zoe Jenkins, Budget Analyst Sr, Strategy, Innovation & Finance, x8519

BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER
Inter-Governmental for North Metro Fire Department
December 12, 2023

For Information For Discussion/Board Direction Consent to
Place on Business/
Hearing Agenda

Issue: Consider a new Inter-governmental Agreement (IGA) for North Metro Fire Department (North Metro). The Airport staff recommends that the Board of County Commissioners approve a new IGA.

Background: North Metro is in need of a fire house location on the south side of the airport to cover their fully assigned area within a designated time period. The south side has been designated as a location that meets their need.

Discussion: North Metro desires to enter into a new IGA to build a new fire house location on the South side of the airport (exhibit attached). North Metro will construct a new fire house. The Airport will be responsible for paving a road from the vehicle service road to Highway 128, as well as installing a new high-speed gate. The project will make up approximately 130,680 square feet (three acres) of land. The Airport supports moving forward with a new IGA.

Fiscal Impact: The IGA will be a long-term ground lease at no cost to North Metro. In exchange for the no cost lease, North Metro will provide Airport Rescue Fire Fighting coverage from the south side at no cost for the entire length of the lease. The cost of paving the vehicle service road to Highway 128, and the cost of the high-speed gate are estimated at a combined amount of \$150,000.

- **Year of impact:** 2023
- **TABOR impact:** No, the Airport is an Enterprise Fund and revenue to the Airport does not impact the County’s TABOR revenue.
- **Existing grant or project:** No
- **New grant or project:** N/A
- **Requested in adopted budget:** No
- **Ongoing or one-time:** Ongoing
- **General Fund impact:** No
- **Staffing impact:** No
- **ARPA impact:** No
- **Match requirements:** No
- **Mandate/Contractual obligation:** No

Revenue Limits Impact: yes no

SPA Review: Supports with no concerns

County Attorney Review: Anthony Chambers, 12/04/2023

Facilities Review: N/A

BIT Review: N/A

Fleet Review: N/A

Human Resources Review (new FTE only): N/A

Recommendations: Staff recommends that the Board of County Commissioners approve the request for an Inter-governmental Agreement between Jefferson County and North Metro Fire Department and that the Agreement be placed on the business consent agenda at a future meeting, and to direct that the expenses be included in a supplemental appropriation to the Airport Fund.

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

Contacts for Additional Information:

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

Stephanie Corbo, Chief Financial Officer, Strategy, Innovation & Finance, x8542

Brian Bishop, Airport Assistant Director, Airport, x4861

Zoe Jenkins, Budget Analyst Sr, Strategy, Innovation & Finance, x8519

**BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER
Taxiway O & D Construction and Reconstruction Phase One
& Grants**

December 12, 2023

- For Information
- For Discussion/Board Direction
- Consent to Place on Business/
Hearing Agenda

Issue:

1) The Airport is in need of constructing a new taxiway (Taxiway O) across Simms Road into the aeronautical land portion of The Verve, and also needs to reconstruct Taxiway D to maintain safety for users as Taxiway D will connect to Taxiway O.

2) The Airport has been identified to receive a grant from the Federal Aviation Administration (FAA) and the Colorado Department of Transportation (CDOT).

Background: The Airport has approximately 170 acres of land located in the aeronautical portion of The Verve, located on the west side of Simms Road. A new taxiway is needed in order to access the land for development of new hangars to meet the growing demand. The new Taxiway (Taxiway O) will connect from existing Taxiway D to the new Verve aeronautical land. The majority of Taxiway D has not been re-paved in over 30+ years. Taxiway D is in need of a complete reconstruction to maintain safety for the public. The Airport has been identified to receive funding from the FAA and CDOT for this project. The Airport has already received a Federal and State grant for the design of this project.

Discussion: The Airport is looking to receive approval for this project, construction phase one, and to receive approval for these two grants. The grants will be used to reimburse the Airport for the expenses. If not approved, the Airport will incur 100% of the expenses.

Fiscal Impact: The total estimated cost of this new 2024 project is approximately \$9,800,000. The new Federal grant will reimburse 90% of the project, with a maximum grant amount of \$8,820,000.00. The CDOT grant will reimburse a maximum of \$250,000, which leaves the Airport responsible for approximately \$730,000 of the total expenses. This project and the grants are included in the adopted budget for 2024.

- **Year of impact:** 2024
- **TABOR impact:** No, the Airport is an Enterprise Fund and revenue to the Airport does not impact the County’s TABOR revenue.

- **Existing grant or project:** No
- **New grant or project:** Yes
- **Requested in adopted budget:** Yes
- **Ongoing or one-time:** One-time
- **General Fund impact:** No
- **Staffing impact:** No
- **ARPA impact:** No
- **Match requirements:** Yes, the Airport is responsible for a 7.5% match in the approximate amount of \$730,000.
- **Mandate/Contractual obligation:** N/A

Revenue Limits Impact: yes no

SPA Review: Support with no concerns

County Attorney Review: Anthony Chambers, 12/04/2023

Facilities Review: N/A

BIT Review: N/A

Fleet Review: N/A

Human Resources Review (new FTE only): N/A

Recommendations: Staff recommends that the Board of County Commissioners approve the requests and be placed on the business consent agenda at a future meeting.

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

Contacts for Additional Information:

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

Stephanie Corbo, Chief Financial Officer, Strategy, Innovation & Finance, x8542

Brian Bishop, Airport Assistant Director, Airport, x4861
Zoe Jenkins, Strategy, Innovation & Finance, x8519

**BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER
Land Disturbance Agreement with the City of Westminster
December 12, 2023**

For Information For Discussion/Board Direction Consent to
Place on Business/
Hearing Agenda

Issue: Consider approving the Land Disturbance Agreement (LDA) with the City of Westminster for the construction of public improvements to Simms Street, associated with the Vere Innovation Park Filing 4 subdivision.

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. Construction plans for public improvements associated with Simms Street were approved with the Plat. The approved construction plans are for work in Jefferson County ("County") and City of Westminster ("Westminster" or "City") Right-of-Way (ROW). Prior to the issuance of a land disturbance permit for the work in the Westminster ROW, Westminster requires the LDA and a financial guarantee based on the estimated cost of the Owner's improvements. Because the County owns the ROW in Westminster's jurisdiction, the County is a party to the LDA.

Discussion: Under the LDA, the County would agree to perform all land disturbance activities in conformance with the drawings and plans for the Simms Street improvements approved by the City. The LDA also requires the Owner to provide a good and sufficient financial guarantee satisfactory to the City. The estimated cost of the Simms Street improvements in Westminster is approximately \$2.45 million dollars, including a ten percent (10%) contingency. The County's development partner for this project -- Urban Frontier RMMA, LLC, ("Urban Frontier") contracted with WE O'Neil Construction to perform the work. Urban Frontier is working with WE O'Neil Construction to provide the financial guarantee required under the LDA. The LDA would make it clear that the County is not providing the financial guarantee. The LDA and financial guarantee are City requirements for issuance of the land disturbance permit needed to perform the work in City ROW.

Fiscal Impact: No fiscal impact to Jefferson County or the Airport.

- **Year of impact:** 2023
- **TABOR impact:** No, the Airport is an Enterprise Fund and

revenue to the Airport does not impact the County's TABOR revenue.

- **Existing grant or project:** No
- **New grant or project:** No
- **Requested in adopted budget:** No
- **Ongoing or one-time:** One-time
- **General Fund impact:** None
- **Staffing impact:** None
- **ARPA impact:** None
- **Match requirements:** None
- **Mandate/Contractual obligation:** Agreement

Revenue Limits Impact: yes no

SPA Review: Support with no concerns.

County Attorney Review: Kristin Cisowski on 12/4/23

Facilities Review: N/A

BIT Review: N/A

Fleet Review: N/A

Human Resources Review (new FTE only): N/A

Recommendations: Staff recommends that the Board of County Commissioners approve placement of the Land Disturbance Agreement, for Simms Street public improvements, associated with Verve Innovation Park Filing No. 4, between Jefferson County and the City of Westminster, on the business consent agenda at a future Board meeting. Approval and execution of this LDA will provide for the issuance of the Land Disturbance Permit needed to perform the public improvements planned and approved for Simm's Street within Westminster's ROW.

Originator: Brandon Burns, Airport Assistant Director, Finance &

Administration, Airport, x4859

Contacts for Additional Information:

Kristin Cisowski, Assistant County Attorney, County Attorney's Office, x8939

Stephanie Corbo, Chief Financial Officer, Strategy, Innovation & Finance,
x8542

Brian Bishop, Assistant Airport Director, Airport, x4861

Zoe Jenkins, Budget Analyst Sr, Strategy, Innovation & Finance, x8519

Jeffco BCC
December 12, 2023

What is an EDC?

- Crossroad of the Community's decision makers – Board Makeup
- Public / Private Partnership
 - Economic Development Arm for the Community
 - Business Policy Advocate
 - 72% funded private sector / 28% funded public sector
- Business Resource / Switchboard
 - Incentives / Grants / Loan Programs
 - Workforce

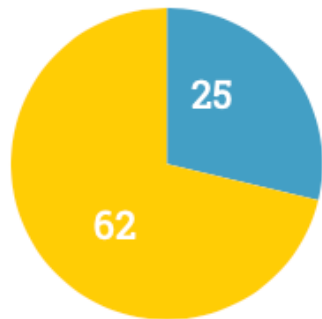


ATTRACTION/RETENTION PROSPECTS



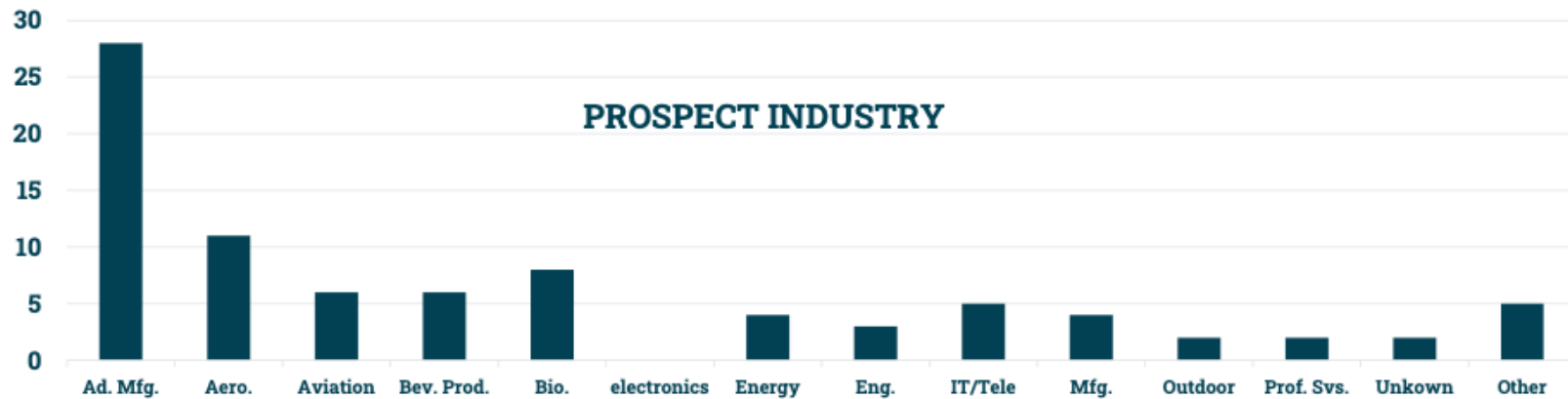
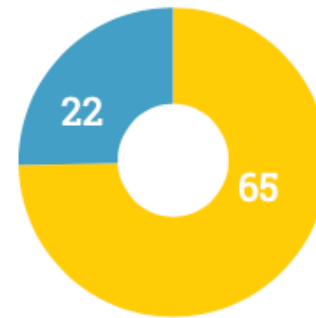
PROSPECT TYPE

- Attraction
- Expansion



PROSPECT SOURCE

- Direct
- Indirect

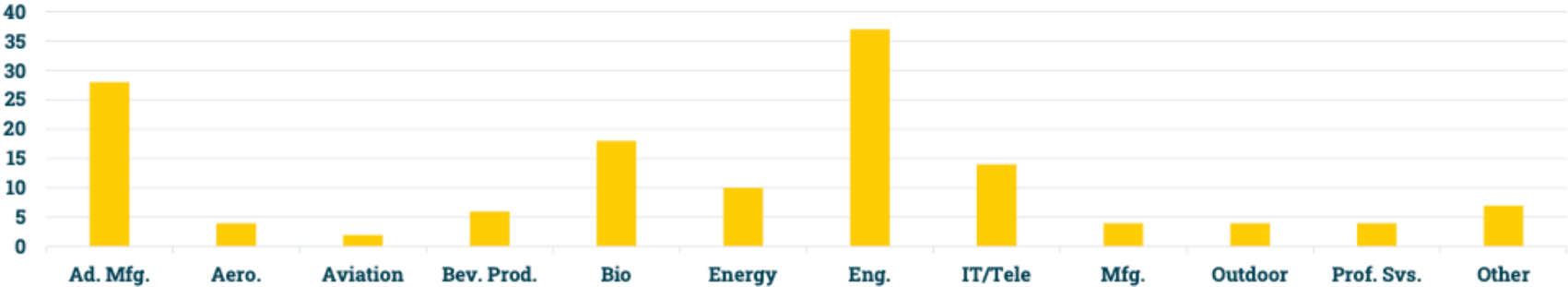


BUSINESS RETENTION & EXPANSION



TOTAL BUSINESSES CONTACTED 177

CONTACTED by INDUSTRY





20-Year Metrics - Announced Projects (2004 - 2023)

	Jobs Created		Project Investment		Sq. Ft. Absorption	
2004	1,513		\$	48,300,000		543,600
2005	714		\$	77,200,000		413,600
2006	1,650		\$	120,500,000		1,055,000 <i>2nd</i>
2007	2,998	<i>1st</i>	\$	179,200,000		710,611
2008	2,407		\$	208,800,000		806,533
2009	733		\$	73,100,000		391,400
2010	2,614	<i>2nd</i>	\$	311,100,000		752,000
2011	864		\$	59,200,000		355,176
2012	860		\$	247,800,000		679,000
2013	1,452		\$	93,200,000		816,292
2014	1,984		\$	488,400,000		883,354
2015	2,026		\$	140,100,000		718,985
2016	1,905		\$	170,200,000		915,048
2017	2,160		\$	149,100,000		731,430
2018	1,860		\$	116,900,000		485,796
2019	2,307		\$	235,600,000		354,312
2020	1,846		\$	837,400,000	<i>3rd</i>	341,380
2021	1,971		\$	360,200,000		399,100
2022	1,573		\$	1,918,200,000	<i>1st</i>	1,711,714 <i>1st</i>
2023*	2,419	<i>3rd</i>	\$	1,087,600,000	<i>2nd</i>	931,332 <i>3rd</i>
TOTAL	35,856			6,922,100,000		13,995,663
<i>Avg.</i>	<i>1,793</i>		<i>\$</i>	<i>346,150,000</i>		<i>699,783</i>

20-Year Metrics - Announced Projects (2004 - 2023)

*2023 to-date 11/14/2023

Workforce Numbers

	Labor Force	Labor Force	Jobs	Population	Annual Median
2010		Participation %			Income
Jeffco	303,208	71.73%	267,412	534,543	\$ 66,315.00
2020					
Jeffco	334,051	69.21%	303,175	582,910	\$ 87,793.00

Key Items:

- LFP % down since pandemic.
- We trend slower in labor force / pop increase compared to state
- We trail state on job creation % over the 10 year period (18.2 v 24.7%)
- 10 year increase in AMI = 32.4%



Closing Takeaways

- Economic development is the revenue generator for city / county government
- Do not take job creation for granted as it is cornerstone to a healthy community
- Balance is essential, but honest and assessed balance





@JeffcoEDC



@jeffcoedc



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Volunteer Boards & Commissions 2023 Recommendation Form

BOARD NAME: Budget Advisory Committee

RECOMMENDATION BY WHOM: Daniel Conway, Director of Strategy & Budget

RECOMMENDATION(S): Please list **ALL** applicants, including full name and a few comments on each.

Name	Member Replacing	Comments
Eric Proctor	Tom Klezker	Current role as bank exec. VP; served as OK state representative, including House appropriations & budget committee; public school teacher.
Manny Santistevan		Direct experience in government budgeting as Sr Analyst with State Office of Planning & Budgeting; experience with budget prioritization; facilitating discussions with stakeholders.

MEMBERSHIP CRITERIA:

- A. Members that have experience overseeing budget production of medium-to-large organizations in Jefferson County, with preference to government experience (3 members).
 - a. Jeanie Rossillon (term Sept 2023 – Sep 2025)
 - b. Bernard Garvey (term Sept 2022 – Sep 2024)
 - c. Eric Proctor (fulfill remaining term of Tom Klezker, exp Sept 2024)

- B. Members that are business owners in Jefferson County (2 members)
 - a. ~~Vacant (current) – Oct 2022 – Sep 2024~~ See Additional Ask below
 - b. Vacant (current) – Oct 2023 – Sep 2025

- C. Member from a non-profit organization in Jefferson County (1 member)
 - a. Jim Dale (term Oct 2023 – Sep 2025)

- D. Member that is a resident of Jefferson County (1 member)
 - a. Timothy Ziman (term Oct 2023 – Sep 2025)

ADDITIONAL ASK:

Staff requests the requirement of membership composition be adjusted for one year by utilizing one term under Criteria B to allow for 4 members under Criteria A. Staff recommends appointing Manny Santistevan to serve a term through September 2024 (currently vacant under Criteria B).



Lakewood
Police Department

Office of the Chief
Ed Loar, Assistant Chief of Police

445 South Allison Parkway
Lakewood, Colorado 80226-3133
www.Lakewood.org
303.987.7373 Voice
303.980.7335 TTY

November 27, 2023

Justice Services
c/o Lori Lucero-Ferman Villa, Administrative Coordinator
100 Jefferson County Parkway, Suite 1500
Golden, CO 80419

To Whom It May Concern:


Effective February 7, I will be retiring from the Lakewood Police Department, thus vacating my Jefferson County Community Corrections Board position. I am writing to recommend Commander Connie Muller to replace me for that position.

Commander Muller has over 25 years of law enforcement experience with the Lakewood Police Department and the Colorado Attorney General's Office. She holds a Bachelor of Arts from Metropolitan State University of Denver and is currently enrolled in the Northwestern School of Police Staffing and Command. She has served on the Colorado Association of Certified Fraud Examiners, the Colorado Organized Retail Crime Alliance, and the International Association of Financial Crimes Investigators. She has played a vital role in developing our new Detective Academy, where she serves as an instructor. She also manages our Agent Field Training and various Mentor programs.

I have had the pleasure of working closely with Commander Muller and have firsthand knowledge of her strong leadership, sound judgment, and decision-making skills. I am confident she will bring exceptional value and dedication while significantly contributing to the Community Corrections Board.

Thank you for considering Commander Muller for this critical role.

Sincerely,


Ed Loar
Assistant Chief of Police
Lakewood Police Department

To protect and serve with integrity, intelligence, and initiative

Alternative formats of this document are available upon request



Volunteer Boards & Commissions 2023 Recommendation Form

BOARD NAME: County Cultural Council

RECOMMENDATION BY WHOM: Maylee Barraza, Clerk to the Board Director

RECOMMENDATION(S): Please list **ALL** applicants, including full name and a few comments on each.

Name	Member Replacing	Comments
Lalitha Chittoor	Jennifer Shannon (District 1)	Has experience with non-profit organizations. Educational background in sciences.
Dana Rinderknecht		Engaged and knowledgeable about the mission of the Jefferson County Cultural Council and SCFD. Has worked with non-profits since 2001. Has focused on grant writing, and fundraising.
Kevin Atkinson		The applicant is not a Jefferson County resident.

****If your Board has certain membership requirements or criteria (i.e., Jefferson County resident, Business Owner, Municipality Representative, etc.), group applicants, in ranking ordering, accordingly and indicate which criteria they meet. For example:**

- A. CRITERIA: District 1
 - a. Jennifer Shannon (exp. December 2023)
 - b. Richard Chamberlain (exp. December 2025)
- B. CRITERIA: District 2
 - a. Jessica Schwartz (exp. December 2024)
 - b. Ruth Wilson (exp. December 2025)
- C. CRITERIA: District 3
 - a. Ron Isaacson (exp. December 2023)
 - b. Travis Klempan (exp. December 2025)
- D. CRITERIA: At-Large
 - a. Iris Gregg (exp. December 2026)
 - b. Kimber Smith (exp. December 2024)
 - c. David Rein (exp. December 2024)

Volunteer Boards & Commissions 2023 Recommendation Form

BOARD NAME: CSU Extension Advisory Committee

RECOMMENDATION BY WHOM: Jeni Carter, CSU Ext Jefferson County Director

RECOMMENDATION(S): Please list **ALL** applicants, including full name and a few comments on each.

Name	Member Replacing	Comments
Johanna Denne	Jean Nelson (resigned)	Scientist and local business owner passionate about science-based community education.
Lalitha Chittoor	Chris Newcomer (resigned)	Experience in youth development family and consumer sciences, natural resources, native plants and nutrition.
Madhvi Chittoor		12-year old youth. Encourage support of the youth participation by attending meeting and becoming familiar with Committee and expectations.

****If your Board has certain membership requirements or criteria (i.e., Jefferson County resident, Business Owner, Municipality Representative, etc.), group applicants, in ranking ordering, accordingly and indicate which criteria they meet. For example:**

A. CRITERIA: At-Large

- a. Joan Poston (exp. September 2024)
- b. Nancy McNally (exp. September 2024)
- c. Kate Sommers (exp. September 2025)
- d. Vacant (exp. September 2025)
- e. Vacant (exp. September 2025)
- f. Jo Schantz (exp. September 2026)
- g. Sarah Williams (exp. September 2026)

Additional Asks:

- 1) There is a need to stagger renewal terms to eliminate mass turnover by committee members moving forward. Staff recommends the following adjustments to terms:
 - 2024 term expiration: 2 members
 - 2025 term expiration: 3 members
 - 2026 term expiration: 2 members

Volunteer Boards & Commissions 2023 Recommendation Form

BOARD NAME: Inclusion Diversity Equity Accessibility (IDEA) Advisory Commission

RECOMMENDATION BY WHOM: Marika Sitz, EDI Manager

RECOMMENDATION(S): Please list ***ALL*** applicants, including full name and a few comments on each.

Name	Member Replacing	Comments
AJ Jackson	New appointment	Business Owner
Johanna Denne	New appointment	Business Owner
Timothy Ziman	New appointment	At-Large
Laura Rapp	New appointment	At-Large
Enessa Janes	New appointment	At-Large
Claudia Aguilar Rubalcava	New appointment	SME
Erin Mulrooney	New appointment	SME
Christopher Arlen	New appointment	SME
Bonnie Scudder	New appointment	Service User
Paige Heagle	n/a	Jefferson County employee. Recommend serving on JEDI internal employee Committee.

Note: There is a need to stagger terms for committee members to alleviate mass turnover in each year hereafter. Recommendation to make and define one-time adjustment with the 2023 appointments. Recommendation for members to serve a maximum of 3 consecutive terms.

- A. CRITERIA: At-Large (4)
 - a. Laura Rapp (exp. September 2025)
 - b. Timothy Ziman (exp. September 2025)
 - c. Enessa Janes (exp. September 2026)
 - d. Vacant (exp. September 2026)
- B. CRITERIA: Jeffco Business Owners (4)
 - a. AJ Jackson (exp. September 2025)
 - b. Johanna Denne (exp. September 2025)
 - c. Vacant (exp. September 2026)
 - d. Vacant (exp. September 2026)
- C. CRITERIA: Subject Matter Experts (SME) (4)
 - a. Erin Mulrooney (exp. September 2025)
 - b. Claudia Aguilar Rubalcava (exp. September 2025)
 - c. Christopher Arlen (exp. September 2026)
 - d. Vacant (exp. September 2026)
- D. CRITERIA: Jeffco Services Users (4)
 - a. Bonnie Scudder (exp. September 2025)
 - b. Vacant (exp. September 2025)
 - c. Vacant (exp. September 2026)
 - d. Vacant (exp. September 2026)
- E. CRITERIA: Jeffco Municipality Representatives (3) – Recommended by municipalities within each District
 - a. District 1
 - i. Brady Porterfield-Finn (See recommendation letter)
 - b. District 2
 - i. Qatrina Botello (See recommendation letter)
 - c. District 3
 - i. Vacant (request has been made, waiting on municipalities' representative)



OFFICE OF THE CITY MANAGER
FACSIMILE: 720-898-7515 ▲ TDD: 720-898-7869
PHONE: 720-898-7500

November 28, 2023

Ms. Deborah Churchill
Chief of Staff and Strategic Communication
Jefferson County Colorado
Board of County Commissioners

RE: District 1 (Arvada & Westminster) Recommendation for IDEA Advisory Commission

Dear Ms. Churchill:

On behalf of the cities of Arvada and Westminster, we enthusiastically recommend Mr. Brady Porterfield-Finn for representation on the IDEA Advisory Commission.

Brady is a Neighborhood Engagement Coordinator with the City of Arvada. He prioritizes the community voice to inform his engagement work, and he ensures all voices are heard as he works to make Arvada a more inclusive and welcoming city for our residents. Brady is engaged and committed to furthering DEI as an active member of our internal DEI committee.

Brady is interested in being considered for the IDEA Advisory Commission for a number of reasons. Brady was born with a disability and lives with this disability every day. He will bring an important perspective that could fill a role the commission may not have. Brady is also fluent in Spanish and can make connections with diverse communities. He also spent time working in West Africa and Central America and brings valuable insights from his experience.

Thank you for your consideration of Brady. We feel Brady will add tremendous value to the important work this commission will perform.

Sincerely,

A handwritten signature in cursive script that reads 'Linda Haley'.

Linda Haley
Deputy City Manager
City of Arvada
lhaley@arvada.org
720-898-7519

cc: Mark Freitag, City Manager, City of Westminster
Lorie Gillis, City Manager, City of Arvada



City of Wheat Ridge Municipal Building 7500 W. 29th Ave. Wheat Ridge, CO 80033-8001 P: 303.235.2819 F: 303.234.5924

December 6, 2023

Deborah Churchill
Chief of Staff and Strategic Communication
Jefferson County Board of County Commissioners
100 Jefferson County Parkway, Suite 5550
Golden, CO, 80419

Ms. Churchill,

Per the request in your email dated November 4, 2023, District II, Edgewater, Golden, Lakewood, Mountain View, and Wheat Ridge would like to nominate Qatrina Botello as the District II IDEA Advisory Commission representative. Qatrina is currently an HR Business Partner and Police Department Recruit specialist with the City of Wheat Ridge. Her business address is 7500 W. 29th Avenue, Wheat Ridge, CO 80033. She can be reached by email at qbotello@ci.wheatridge.co.us, office phone of 303-235-2812, or city cell phone at 303-885-0296. Please let me know if any further information is required from us, to consider Qatrina Botello as the District II representative for the IDEA Advisory Commission position. We appreciate your time and consideration of this candidate.

Sincerely,

Patrick Goff
City Manager