Study Session
July 23, 2019

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

Study Session Topics

10:00 A.M.  Arapahoe County Foundation, Inc. Annual Meeting (WHR)
Annual meeting of the Arapahoe County Foundation, Inc., a separate legal entity that has been in place since 1985 to facilitate contributions of funds, property and/or services to programs designed or intended to promote the health, welfare and safety of Arapahoe County citizens

John Christoferson, Deputy County Attorney

Break

1:00 P.M.  *Property Maintenance And Weed Control Ordinance (WHR)
Discussion of a request from Public Works and Development staff for direction as to the desired level of service regarding property maintenance and weed control primarily within the urban areas of unincorporated Arapahoe County

Request: Information/Direction

Caitlyn Cahill, Zoning and Animal Control Manager, Public Works and Development
Russell Johnson, Weed Control Specialist, Public Works and Development
Jan Yeckes, Planning Division Manager, Public Works and Development
Bryan Weimer, Director, Public Works and Development
Todd Weaver, Budget Manager, Finance
Robert Hill, Senior Assistant County Attorney
Study Session Topics

Arapahoe County Foundation, Inc. Annual Meeting (WHR)
Annual meeting of the Arapahoe County Foundation, Inc., a separate legal entity that has been in place since 1985 to facilitate contributions of funds, property and/or services to programs designed or intended to promote the health, welfare and safety of Arapahoe County citizens

John Christofferson, Deputy County Attorney

Break

*Property Maintenance And Weed Control Ordinance (WHR)
Discussion of a request from Public Works and Development staff for direction as to the desired level of service regarding property maintenance and weed control primarily within the urban areas of unincorporated Arapahoe County

Request: Information/Direction

Caitlyn Cahill, Zoning and Animal Control Manager, Public Works and Development
Russell Johnson, Weed Control Specialist, Public Works and Development
Jan Yeckes, Planning Division Manager, Public Works and Development
Bryan Weimer, Director, Public Works and Development
Todd Weaver, Budget Manager, Finance
Robert Hill, Senior Assistant County Attorney

*Human Services Arapahoe Plaza Remodel Project (WHR)
Discussion of a request from Human Services for the Board of County Commissioners to approve the request to remodel the areas at Arapahoe Plaza, specifically the 1690 building, occupied by the Human Services Department to meet current space needs of its employees and accommodate necessary future growth

Request: Information/Direction

Cheryl Ternes, Director, Human Services
Todd Weaver, Budget Manager, Finance

*Unincorporated Arapahoe County Economic Development (UACED)
Annual Update (WHR)
Update to the Board of County Commissioners from Unincorporated Arapahoe County Economic Development (UACED)

Request: Information/Direction

Janet Cook, Executive Director, Unincorporated Arapahoe County Economic Development (UACED)

* To Be Recorded As Required By Law
WHR - West Hearing Room

Documents:

BSRANDWEEDORDINANCE.PDF

APZ REMODEL BOCC BSR 7-23-19.DOC

UACED PRESENTATION.PDF

Arapahoe County is committed to making its public meetings accessible to persons with disabilities. Assisted listening devices are available. Ask any staff member and we will provide one for you. If you need special accommodations, contact the Commissioners’ Office at 303-795-4630 or Relay Colorado 711. Please contact our office at least 3 days in advance to make arrangements.
Board Summary Report

Date: JULY 11, 2019

To: Board of County Commissioners

Through: Bryan Weimer, Director, Public Works and Development
          Jan Yeckes, Planning Division Manager

From: Caitlyn Cahill, Zoning and Animal Control Manager
      Russell Johnson, Weed Control Specialist

Subject: Level of Service and Authority: Property Maintenance and Weed Control Ordinance

Direction/Information
Public Works & Development Staff will provide level of service information regarding property maintenance and weed control and is seeking direction from the Board of County Commissioners as to their desired level of service.

Request and Recommendation
The purpose of this study session is to update the BoCC on frequently received property maintenance complaints that are not enforceable under any existing Zoning, Building or Weed Control regulations. Complaints of this nature are primarily within the urban areas of unincorporated Arapahoe County.

Staff is requesting direction from the BoCC on the following:

1. **Should staff proceed with researching and proposing draft regulations surrounding property/building maintenance to address complaints that are currently unenforceable?**
2. **The current Weed Control Ordinance is from 2001 and will require updating if the BoCC approves the new Land Development Code reorganization and zone districts. Should staff review and amend the Weed Control Ordinance to include additional zone districts and urban properties that are currently causing issues, but do not fall under the purview of the ordinance?**

Background
County Commissioners and staff receive complaints about specific properties, at times annually, which appear unkempt or potentially abandoned. These complaints are often in regards to properties within the more urban areas of Arapahoe County and involve both residentially- and commercially-zoned properties.

The most common complaints received include:
- Failure to maintain buildings to the level desired by surrounding neighbors
- Lack of weed and vegetation maintenance on the property (not including noxious weeds, which are enforceable under state statute)
Discussion
Both Commissioners and staff spend a significant amount of time fielding these complaints even though there is currently no mechanism for enforcement. Staff would like to discuss the desired level of service and enforcement abilities the BoCC would like to see on these issues.

Property/Building Maintenance

Property maintenance complaints, that are not always enforceable, often include a combination of concerns regarding overgrown vegetation and lack of upkeep of the buildings on the property. Reported concerns regarding the buildings include safety of dilapidated buildings and reduction in neighborhood aesthetics.

At this time, the Building or Zoning Departments do not have regulations to require property owners to maintain buildings or properties to a set standard. The adoption of regulations such as the International Property Maintenance Code, would provide a minimum set of standards to which property owners would be expected to maintain their properties and buildings.

Weed and Vegetation Maintenance

The 2001 Weed Control Ordinance (attached) applies to parcels of land that are zoned residential, under one (1) acre in size. Per the Ordinance, staff are able to require mowing or removal of weeds over six (6) inches in height. Currently, this ordinance does not account for dead trees that may be of concern to neighboring properties, commercial zone districts or residential parcels over one (1) acre in size. Staff would like feedback on additional regulations or modification to the current ordinance.

The current ordinance specifically identifies the following zone districts in which the ordinance is not applicable: R-E (Residential-Estate), B-2 (Neighborhood Business), B-5 (Thoroughfare Business), I-L (Industrial-Limited), A-E (Agricultural), A-1, A-2, R-A (Residential-Agricultural), B-1 (Administrative and Professional Offices), B-3 (Community Business), B-4 (General Business-Outdoor Display), I-1 (Light Industrial), I-2 (Heavy Industrial), C (Cultural), O (Open), F (Floodplain).

Staff currently takes a proactive approach to weed maintenance. Notices, providing a set amount of time to comply, are sent to property owners in violation of the ordinance. If the property owner fails to comply within the timeframe, the County schedules a contract company to mow the property. Once the contract company has brought the property into compliance, the bill is sent to the owner for payment. If payment is not received by a given deadline, the information is then passed along to the Assessor’s Office for collection with property taxes.

Links to Align Arapahoe

Service First & Quality of Life: The codes enforced by Building, Zoning and Weed Control are intended to help preserve and maintain the safety and well-being of the communities and citizens in unincorporated Arapahoe County.

Fiscal Responsibility: These types of complaints still take up a fair amount of staff time, even though they are not followed by enforcement efforts. Additional regulations, either adopting a property maintenance
code or modifying the current Weed Control Ordinance, would increase workload and potentially require additional resources for multiple Departments, but could potentially be a better use of resources.

**Alternatives**
Continue to operate within the existing code structure. The aforementioned concerns and citizen complaints would have no avenue to resolution through Building, Zoning or Weed Control regulations.

The alternative to the status quo is to modify the ordinance, modify the land use/zoning regulations, or adopt a property maintenance code. If this alternative is preferred, Staff would propose inventorying what other jurisdictions have in place regarding these issues. Staff would then present the findings and recommendations on how to proceed to the BoCC.

**Fiscal Impact**
The adoption of a property maintenance code or additions/changes to the Weed Control Ordinance could likely result in an increase in enforcement costs and would impact multiple Departments within the County. Furthermore, the estimated financial impact would be provided based on the extent of the modifications that are made, the level of service desired, and how enforcement is handled. Further findings and research would be presented to the BoCC, if there is a desire to move in the direction of adding or modifying current regulations.

**Reviewed By:**
Bryan Weimer, Director – Public Works and Development
Jan Yeckes, Division Manager – Planning
Joe Richards, Division Manager - Building
Robert Hill, Assistant County Attorney – County Attorney’s Office
Keith Ashby, Purchasing Manager – Finance Department
Todd Weaver, Budget Manager – Finance Department
ARAPAHOE COUNTY, COLORADO
ORDINANCE NO. 2001-02

AN ORDINANCE SETTING FORTH ARAPAHOE COUNTY POLICIES AND PROCEDURES REGULATING THE ACCUMULATION OF WEEDS AND BRUSH ON RESIDENTIAL LOTS OF ONE ACRE OR LESS, PROVIDING FOR THE REMOVAL THEREOF; AND PROVIDING PENALTY PROVISIONS FOR VIOLATIONS AND ENFORCEMENT PERTAINING THERETO.

WHEREAS, pursuant to Section 30-15-401(1)(I.5), COLO. REV. STAT., the Board of County Commissioners of Arapahoe County ("Board") has the power to adopt ordinances for control of those matters of purely local concern, including the removal of weeds and brush from residential lots of one acre or less; and

WHEREAS, the Board finds the accumulation of weeds on residential property is a public health hazard and/or a public nuisance; and

WHEREAS, the Board also finds that in order to preserve the public peace, health, safety, and welfare of the citizens of Arapahoe County, the following Ordinance should be adopted.

NOW, THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Arapahoe County as follows:

SECTION I. INTENT
The Board finds, determines, and declares that the accumulation of weeds on property is a public health hazard and a public nuisance in that such accumulations depreciate property values in the neighborhood, create a health and fire hazard, and encourage the proliferation of pests and rodents and that the regulation of weeds is necessary to protect the health, safety, and welfare of the residents of Arapahoe County.

SECTION II. DEFINITIONS
As used in this Ordinance, the following words are defined as follows:

A. "Board" means the Board of County Commissioners of Arapahoe County, Colorado.

B. "Director" means the Director of the Arapahoe County Department of Development Services and Infrastructure Management.

C. "Lot" means a parcel of land occupied or designed to be occupied by a main building. A lot may or may not be shown as a lot on a duly recorded plat.

D. "Property Owner" means the owner of records, as shown by the tax rolls of Arapahoe County and/or the records of the County Clerk and Recorder of Arapahoe County, of any real property to which this Ordinance applies.
E. "Residential Lot" means any lot zoned for residential uses, including PUD zoned lots, regardless of actual land use, which is one acre or less in size.

F. "Weeds" means any unsightly, useless, troublesome, or injurious plant, including grasses and/or all vegetation which has grown to maturity or to a height in excess of six (6) inches, including but not limited to, Field Bindweed, Leafy Spurge, Canada Thistle, Russian Knapweed, Perennial Sowthistle, Puncturevine, Silver-leaf Povertyweed, Mouseear Povertyweed, Fanweed, Mustards, Purple-flowered Groundcherry, Russian Thistle, Fireweed, Redroot Pigweed, Smooth Pigweed, Prostrate Pigweed, Sandbur, Hairy Stickseed, Buffalours, White Horsenettle and Carolina Horsenettle, Common Ragweed, cocklebur, and dandelion. This definition shall not include flower gardens, shrubbery, vegetable gardens, small grain plots, natural grasses utilized preliminarily for erosion control, and pastures used for feed, fodder, or forage, provided the same are adequately weeded and maintained.

G. "Zoning Administrator" means the Arapahoe County Zoning Administrator.

SECTION III. APPLICABILITY

This Ordinance shall apply to residential lots within the unincorporated areas of Arapahoe County, within any incorporated municipality in Arapahoe County that consents to the application of this Ordinance within the municipality, and the alleys behind and the sidewalk areas in front of such property. This Ordinance shall not apply to any property zoned as:

Obsolete Zoning Districts
- R-E (Residential-Estates)
- B-2 (Neighborhood Business)
- B-5 (Thoroughfare Business)
- I-L (Industrial-Limited)

Current Zoning Districts
- A-E (Agricultural)
- A-1 (Agricultural)
- A-2 (Agricultural)
- R-A (Residential-Agricultural)
- B-1 (Administrative and Professional Offices)
- B-3 (Community Business)
- B-4 (General Business - Outdoor Display)
- I-1 (Light Industrial)
- I-2 (Heavy Industrial)
- C (Cultural)
- O (Open)
- F (Floodplain)

SECTION IV. CUTTING AND REMOVAL OF WEEDS REQUIRED

Residential property owners shall cut, or cause to be cut, all weeds growing on their lots and remove or cause the removal of the cut weeds to a legal refuse disposal site. It shall be unlawful for any person to violate the provisions of this section.

SECTION V. WEED REMOVAL PROCEDURES

A. Upon information received and the filing of a complaint by an adjacent property owner or by official complaint of the duly elected or appointed homeowners association, within which the residential lot is located, the Zoning Administrator shall investigate said complaint to insure
compliance with this Ordinance. If the Zoning Administrator determines weeds exist in violation of this Ordinance and wishes to institute the procedures set forth in this Ordinance to bring such residential lot into compliance, the Zoning Administrator shall cause to have posted for a period of ten (10) days upon such residential lot a placard containing a Notice of Violation in substantially the following form:

TO THE OWNERS OF THE FOLLOWING DESCRIBED PROPERTY:

(Property Description)
NOTICE IS HEREBY GIVEN THAT THERE EXISTS UPON THIS PROPERTY ACCUMULATIONS OF WEEDS WHICH MUST BE REMOVED AND DISPOSED OF IN ACCORDANCE WITH THE PROVISIONS OF ARAPAHOE COUNTY ORDINANCE NO. 2001-2.

NOTICE IS FURTHER GIVEN THAT, UNLESS SUCH WEEDS ARE REMOVED AND DISPOSED OF WITHIN FIFTEEN DAYS FROM ________________, THE BOARD OF COUNTY COMMISSIONERS SHALL CAUSE THE SAME TO BE REMOVED AND DISPOSED ON, IN WHICH EVENT THE OWNERS OF THIS PROPERTY SHALL BE LIABLE FOR THE COST OF REMOVAL THEREOF AS SET FORTH IN THE ABOVE ORDINANCE.

ARAPAHOE COUNTY, COLORADO

By: _________________________
Zoning Administrator of
Arapahoe County, Colorado

B. In addition to the posting of the placard on the subject property, the Zoning Administrator shall serve on the property owner, by registered or certified mail, return receipt requested, a copy of the Notice of Violation as set forth on the placard. This Notice shall be mailed to the property owner's address as shown on the tax rolls of Arapahoe County, and at the discretion of the Zoning Administrator, any additional address which the Zoning Administrator deems appropriate.

C. Failure to Receive Notice. A property owner's failure to receive any Notice of Violation provided for in this Ordinance shall not invalidate any proceedings under this Ordinance.

D. Extension of Time. The Zoning Administrator, at his or her discretion, may grant a reasonable extension of time to effect the removal of the weeds if the request for extension is received within the time period for removal set forth in the Notice of Violation. Any extension as may be granted herein shall not exceed an additional fourteen (14) day duration.

SECTION VI.
A. Failure to Comply with the Notices - County Action. If the weeds are not removed within the time specified in the aforementioned Notices or upon expiration of any extensions of time granted by the Zoning Administrator, the Zoning Administrator is authorized and empowered to request appropriate County personnel or an approved private contractor to enter upon the subject property and remove the weeds.

B. Administrative Search Warrants. If the Zoning Administrator is denied access to a property which has an accumulation of weeds, application for an administrative entry and seizure warrant for the removal of such weeds may be made with the Arapahoe County Court or the Arapahoe County District Court. The Arapahoe County Attorney's Office shall provide representation of the County in such matter. The application for administrative entry and seizure
warrant shall include a sworn affidavit stating the factual basis for such warrant, evidence that the property owner has received notice of the weed violation and has failed to remove the weeds within fifteen (15) days of the date of such notice, a general description of the location of the property in question, and the proposed disposal of such weeds. The administrative entry and seizure warrant shall be executed by the Zoning Administrator within ten (10) days of the date of issuance. A copy of such warrant shall be provided or mailed to the property owner, and proof of the execution of such warrant shall be filed with the court.

C. Employment of Private Contractors. The Zoning Administrator is authorized to employ private contractors with the approval of the Director to remove the weeds. The cost of removal by a private contractor shall be paid by the County upon receipt of an invoice approved by the Zoning Administrator and countersigned by the Director.

D. Statement and Notice of Costs. Whenever any costs are incurred by Arapahoe County in causing the removal of any weeds, the Zoning Administrator shall cause a statement to be prepared showing the total costs of the removal, including an additional ten (10) percent for inspection and other incidental costs in connection with their removal. The Zoning Administrator shall serve the statement on the property owner by registered or certified mail, return receipt requested, at the property owner's address as shown by the Arapahoe County tax rolls, and at the discretion of the Zoning Administrator, any additional address which he or she deems appropriate. The statement shall notify the property owner that weed removal work has been performed pursuant to this Ordinance, state the date the work was performed, the nature of the work performed, and instruct the property owner to pay the statement in full within thirty (30) days of the date set forth therein.

E. Appeals From the Zoning Administrator's Actions - Assessment of Costs. The aforementioned statement in subsection D above shall also notify the property owner that any complaints or objections relating to the statement of costs shall be made in writing by the property owners to the Director with a copy submitted to the Zoning Administrator within fifteen (15) days from the date set forth in the statement of costs. Said statement shall reflect that any appeal, if taken, will be heard and determined by the Director at a hearing prior to the adoption of any resolution by the Board assessing the cost of such work. All property owners filing timely written requests for a hearing shall be advised of the time and place of their hearing before the Director at least ten (10) days in advance of said hearing.

At the hearing, the Director shall consider all complaints and objections relating to the statement of costs, may make such modifications as may be deemed equitable and just, or may confirm the statement of costs. The Director's decision and findings shall be transmitted to the Board of County Commissioners. The Board shall thereupon, by resolution, assess the cost of the work against the real property from which weeds have been removed. The property owner shall be given thirty (30) days to pay the costs after the assessment resolution is adopted. If the assessment is not paid within such time, the Clerk to the Board of County Commissioners shall certify the amount of assessment due to the Arapahoe County Treasurer.

In the event an appeal is not filed by a property owner and payment of the assessment has not been received, the Zoning Administrator shall submit to the Board of County Commissioners the statement of costs after thirty (30) days have elapsed from the initial billing date. The Board shall thereupon by resolution assess the cost of work against the real property from which weeds have been removed.

SECTION VII. COLLECTION OF THE ASSESSMENT - LIEN ON PROPERTY
A. Collection of Assessment. Following adoption of the assessment resolution, the Clerk to the Board of County Commissioners shall certify the same to the County Treasurer who shall collect the assessment, together with an additional ten (10) percent penalty for the cost of the collection, in the same manner as other taxes are collected. The laws of this State for assessment and collection of general taxes, including the laws for the sale and redemption of property for taxes, shall apply to the collection of the assessments.

B. Assessment Deemed Lien - Priority. Any assessment made pursuant to this Ordinance shall constitute, from the effective date of the assessment resolution, a lien in the several amounts assessed against the real property on which the weeds were removed until paid and shall have priority over all other liens except general taxes and prior special assessments.

SECTION VIII. PENALTY FOR VIOLATIONS
Any person who violates this Ordinance commits a Class 2 Petty Offense and upon conviction thereof shall be punished by a fine of five hundred dollars ($500.00) for the first offense, seven hundred and fifty dollars ($750.00) for the second offense, and one thousand dollars ($1,000.00) for a third and any subsequent offense.

SECTION IX. ADDITIONAL OR ALTERNATIVE REMEDIES
The Board shall have the additional right to collect through institution of an action at law or in equity or by other lawful means, any amount due from a property owner for the cost of removal of weeds from such owner's property.

SECTION X. ENFORCEMENT
The provisions of this Ordinance shall be enforced by the Arapahoe County Zoning Administrator, the Director of Development Services and Infrastructure Management, the County Clerk and Recorder, and the County Treasurer.

SECTION XI. DISPOSITION
All penalties, costs, and assessments imposed and collected for the violation of this Ordinance shall be paid into the General Fund of Arapahoe County.

SECTION XII. SEVERABILITY OF CLAUSE
If any of the various provisions of this Ordinance are determined by a court of law to be invalid, such determination shall not affect the remaining provisions of this Ordinance.

SECTION XIII. EFFECTIVE DATE
This Ordinance shall take effect thirty (30) days after the final publication following adoption.

BOARD OF COUNTY COMMISSIONERS
ARAPAHOE COUNTY, COLORADO

Marie A. Mackenzie, Chairman

I, Tracy K. Baker, Clerk and Recorder of Arapahoe County and Clerk to the Board of County Commissioners, do hereby attest and certify that the Ordinance was introduced, read and ordered published at a regular meeting of the board of County Commissioners on the _____ day of ____________, 2001. At a public hearing held on the ___ day of ____________, 2001, the
Ordinance was taken under advisement. The Ordinance was adopted, approved and order published on ___________________, 2001.

ATTEST:

Tracy K. Baker, Clerk of the Board

By:_______________________________
   Deputy Clerk

BY ORDER OF THE BOARD OF COUNTY COMMISSIONERS
ARAPAHOE COUNTY, COLORADO

INTRODUCED, READ AND ORDERED PUBLISHED on the ___ day of __________, 2001 at a regular meeting of the Board of County Commissioners.

Date of initial publication: __________, 2001.

TAKEN UNDER ADVISEMENT AFTER PUBLIC COMMENT AT A PUBLIC HEARING HELD on ________________, 2001.

Date of publication after adoption: ____________________, 2001.

Tracy K. Baker, Clerk to the Board

By: ____________________________
   Deputy Clerk
Board Summary Report

Date: July 23, 2019

To: Board of County Commissioners

Through: Cheryl Ternes, Human Services Department Director

From: Bob Prevost, Human Services Deputy Director
Angela W. Lytle, Human Services Deputy Director
Martha Lovato, Human Services Operations Division Manager
Ken Morris, Facilities and Fleet Management Manager of Project Operations

Subject: Human Services Department Remodel of Arapahoe Plaza Request

Direction/Information: The Arapahoe County Department of Human Services (ACDHS) seeks to inform and requests approval from the BoCC.

Request
ACDHS requests the Board of County Commissioners approves the request to remodel the areas at Arapahoe Plaza, specifically the 1690 building, occupied by the Human Services Department to meet current space needs of its employees and accommodate necessary future growth.

The conservatively estimated cost for the remodel is $3,385,948. The funds proposed to be used for this project are County Administration Allocation Funds (specific to Food Assistance and Medicaid) which requires a 20% county match, IV-E Deferred Revenue which requires no match, 2019 Medicaid Incentive Funds which require no match and Human Services Fund Balance. The County Administration and IV-E Deferred Revenue funds have been approved for use by the Colorado Department of Human Services and the Colorado Department of Healthcare Policy and Financing.

Background
The ACDHS’ Community and Child Support Services (CCSS) Division has undergone significant changes as a result of the 38% increase in caseloads since 2014. We have developed technology (HSConnects) to help us meet the increased demand. Through the partnership with our IT Department, HSConnects (HSC) was created to stream-line processes, reduce redundancies and reduce the amount of time it takes to process every type of task. HSC also enables CCSS to push work to staff regardless of their location, and with this tool, CCSS can now begin to further stream-line work by having programs located where citizens live. In order to continue to meet the programs’ changing requirements and serve citizens where they live, CCSS must relocate
staff based upon the geographic location of the citizen being served. With the Arapahoe Plaza remodel, CCSS will have the ability to house every program at that location. Working with the Facilities Division, we have modified the floor plan and structure of the workstations to meet our needs. The total number of work spaces will increase from 97 to 105. (See Table 1) Relocating staff will have a positive impact on the citizens we serve. Citizens will now have two locations in which to access services.

Over the last five years, the BOCC has approved 75 new positions to adequately respond to the workload demands in Child and Adult Protection Services (CAPS). Some of those positions have been placed at APZ. Given projections, continued growth is anticipated and most likely necessary. Over the last dozen years, the Division has sought alternatives to a complete remodel to accommodate space needs. However, at this time, without a complete remodel, space currently occupied by the CAPS division is unable to accommodate the current and future needs. The proposed project is very similar to the remodel project at CentrePoint last year, and will make more efficient use of existing space by greatly reducing the footprint of the individual workstations while capitalizing on more open and collaborative spaces. These spaces will allow collaboration and case planning between teams which is needed for protective services. Careful thought and consideration has been given in the design of the proposed remodel increasing the total number of work spaces from 42 to 60 within the same square footage area. (See Table 1)

Table 1

<table>
<thead>
<tr>
<th>APZ Remodel</th>
<th>Existing Spaces</th>
<th>New Spaces</th>
<th>Added Spaces</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCSS</td>
<td>97</td>
<td>105</td>
<td>8</td>
<td>1st/2nd</td>
</tr>
<tr>
<td>CAPS</td>
<td>42</td>
<td>60</td>
<td>18</td>
<td>2nd</td>
</tr>
<tr>
<td>Totals</td>
<td>139</td>
<td>165</td>
<td>26</td>
<td></td>
</tr>
</tbody>
</table>

Links to Align Arapahoe

**Quality of Life, Service First**

Arapahoe County values those they employ to serve and protect our citizens, especially children and at risk adults, the most vulnerable. A work environment that is adequate, comfortable and conducive to the work is a priority and enhances the employee experience and overall morale and commitment to the County. In addition, the physical environment modifications will serve as a warm, welcoming and safe place to which families and their children can come for services during some of the most challenging and difficult times in their lives.

**Discussion and Alternatives**

The BoCC could choose not to approve this project. This would cause us to have to make changes that would have an adverse impact on the work such as doubling staff up in single office/cubicle work stations and/or looking at leasing additional space which would be costly and disruptive. It will also be unlikely that we will have the funding available and approved by the state in future years. Unspent County Administration dollars will be dispersed to other counties who are overspending their allocation.
A second alternative for the BoCC to consider is that the project could be delayed until March of 2020 in order to utilize County Administration funds in two State Fiscal Years—SFY 20 and SFY 21 and thereby avoid using Human Services Fund Balance. The risks are that construction costs will rise and the project will cost more to complete and it will be more difficult to get a contractor on board for the delayed project timeline.

**Fiscal Impact**

The total estimated cost for the APZ remodel is $3,385,948. (See Table 2) The Federal programs SNAP (Supplemental Nutrition Assistance Program) and Medicaid Administrative funds currently in our County Administration allocation have been approved by state officials to be used for the CCSS portion of the remodel.

**Table 2**

<table>
<thead>
<tr>
<th>APZ Remodel Costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction</td>
<td>$2,086,812</td>
</tr>
<tr>
<td>Furniture</td>
<td>857,491</td>
</tr>
<tr>
<td>15% Contingency</td>
<td>441,645</td>
</tr>
<tr>
<td><strong>Total Estimated Cost</strong></td>
<td>$3,385,948</td>
</tr>
</tbody>
</table>

The Child Welfare Excess IV-E Deferred Revenue Funds will be used for the CAPS portion of the remodel, which can only be spent on Child Welfare related activities and expenses, and is estimated at $1,315,289. (See Table 3) The County has no match on these funds.

The County Administration Allocation for SFY20 is expected to be $13,374,566 with a projected underspend of $1,008,017. The total CCSS cost for this project is estimated at $2,070,659, which means $1,062,642 will not be covered under the County Administration Allocation. Table 3 below shows the projected revenue streams to be used to fully fund the project in SFY 20.

**Table 3**

<table>
<thead>
<tr>
<th>Revenue:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CCSS Portion</strong></td>
<td></td>
</tr>
<tr>
<td>State/Federal</td>
<td>$806,414</td>
</tr>
<tr>
<td>Medicaid Incentives</td>
<td>480,000</td>
</tr>
<tr>
<td>ACDHS Fund Balance</td>
<td>784,245</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$2,070,659</td>
</tr>
<tr>
<td><strong>CAPS Portion</strong></td>
<td></td>
</tr>
<tr>
<td>Deferred Revenue</td>
<td>$1,315,289</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$3,385,948</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditure:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Project Costs</strong></td>
<td>$3,385,948</td>
</tr>
</tbody>
</table>
Utilizing $784,245 of the Human Services Fund Balance will leave an estimated Human Services fund balance of $8.11 million which is just below the limit of $8.5 million. The project is expected to be complete within 30 weeks (seven and a half months). If approved, construction could start as early as November 2019.

If the APZ remodel is approved, ACDHS Finance will work with the County Finance Department to add a supplemental to the 3rd Quarter Budget Review.

Thank you for your consideration.

Reviewed By:
Janet Kennedy, Finance Department Director
Keith Ashby, Purchasing Division Manager
Dick Hawes, Facilities and Fleet Department Director
Michael Valentine, Deputy County Attorney for Human Services
Suzanna Dobbins, Human Services Finance Division Manager
MISSION

• Our organization serves as a vehicle through which residents and business can work together to solve problems and improve life in Unincorporated Arapahoe County.

• Utilize a “smart growth economic development” which builds upon existing assets, taking incremental actions to strengthen communities, and builds long-value to attract a range of investments.
2018 Completed Projects

2018 PROJECTS

- 3-Day Colorado Field Guide Itinerary
  - https://www.colorado.com/fieldguide/exploring-high-plains-east-denver

- Visit Denver Rack Cards
  - Featured Eastern Plains Business and Activities
2018 Completed Grants/Donations

2018 GRANTS/DONATIONS

- Updated all Byers Park & Recreation Picnic Tables at Fairgrounds
- Purchased Livestock Panels for Arapahoe County Fairgrounds through Walmart Grant
- Sports Equipment to Byers Park & Recreation
  - Baseball & Football Equipment
2019 PROJECTS

- Eastern Plains Summer Concert Series
- Town of Deer Trail New Town Hall
- Town of Deer Trail Design of Land Development Codes
- Establishing a New Community in Unincorporated Arapahoe County
- Updated Visit Denver Rack Cards
Eastern Plains Summer Concert Series

- UACED and Bennett Arts Council/Town of Bennett partnered
- 6 FREE Public Concerts
- June, July, August concerts alternating at Trupp Park, Bennett and May Farms, Byers
Eastern Plains Summer Concert Series (Cont)

- Funding through sponsorships and grants
  - THANK YOU ARAPAHOE COUNTY FOR YOUR CONCERT SPONSORSHIP
- 3 Concerts have been completed with great success!
- Bennett Arts Council preparing a Master Plan, which includes UACED and May Farms for our support of the Arts
Establishing New Community

- Our organization is researching the impacts of forming a new community (city/town) in Unincorporated Arapahoe County
- Supporting a group of local rural community leaders
- Size and location of new community has not been determined as of yet
Town of Deer Trail
Planning & Zoning

- Town of Deer Trail
  - Designing Land Development Codes
    - Planning & Zoning
  - Research grants
  - Provide any other assistance needed
Visit Denver Rack Cards

- Redesigned rack cards for Visit Denver Marketing Group
- Features the Eastern Plains Free Summer Concert Series
- Will update with new design for 2020
Future Development

- Eastern Plains Summer Concert Series
  - Town of Deer Trail has expressed interest in joining the concert series next year

- New Community Establishment in Unincorporated Arapahoe County (Cont.)

- Deer Trail New Land Development Codes (Cont.)

- Continuing highlighting businesses and activities
Networking & Partnerships

- Partnered with Bennett Arts Council/Town of Bennett
- www.visitdenver.com Partner
- Recognized IRS 501 C3 Non-Profit Organization
Benefits and Results When Investing In UACED

- Program Designer
- Grant Writer
- Boots On The Ground
- Coordinating and Implementing Projects
- Providing Documented Results
- Working to Unite Rural Communities
UACED Investment Funds

Requesting Investment Funds of $26,500

July 23, 2019
THANK YOU!

Janet Cook

janet@uaced.com