



Administration Building
West Hearing Room
5334 S. Prince St.
Littleton, CO 80120
303-795-4630
303-738-7915 TTY

Nancy A. Doty, District 1
Nancy Sharpe, Chair, District 2
Rod Bockenfeld, District 3
Nancy Jackson, Chair Pro-Tem, District 4
Bill Holen, District 5

Study Session January 4, 2015

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

Study Session Topics

9:00 A.M. Calendar Updates (WHR)

*Diana Maes
BoCC Administration Manager*

9:30 A.M. Performance Management Update (WHR)

*Sarah Godlewski
Director, Office of Performance Management*

10:00 A.M. BOCC Updates (WHR)

Board of County Commissioners

11:00 A.M. Administrative Meeting - Human Resources (BoCC Conference Room)

*BoCC
Sue Good, Total Compensation Manager, Human Resources*

Break

1:00 P.M. *American Public Works Association (APWA) Accreditation (WHR)

Request from the Public Works and Development Department for support and approval of the Board of County Commissioners to apply for accreditation through the American Public Works Association (APWA)

Request: Information/Direction

Dave Schmit, Director, Public Works and Development
Bryan Weimer, Transportation Manager, Public Works and Development
Dan Kennicutt, Support Services Division Manager, Public Works and Development
Todd Weaver, Budget Manager, Finance
Robert Hill, Senior Assistant County Attorney

Documents: [ACCREDITATION BSR 12-22-15.DOC](#)

1:30 P.M. *Affirmatively Furthering Fair Housing (AFFH) Final Rule (WHR)

Provide information and request direction from the Board of County Commissioners on the Affirmatively Furthering Fair Housing (AFFH) Final Rule requirement that Arapahoe County create an AFH Plan which must be submitted to HUD's Fair Housing and Equal Opportunity (FHEO) office for approval on, or before, August 4, 2017 and will be effective for the Arapahoe County Urban Consortium on May 1, 2018

Request: Information/Direction

Liana Escott, Community Development Administrator, Community Resources
Linda Haley, Housing and Community Development Division Manager, Community Resources
Don Klemme, Director, Community Resources
Janet Kennedy, Director, Finance
Tiffanie Bleau, Senior Assistant County Attorney

Documents: [BSR FOR AFFH AND AFH.PDF](#)

2:00 P.M. *Aurora@Home (A@H) Tenant Based Rental Assistance (TBRA) Program Amendment (WHR)

Request by the Community Resources Department from the Aurora Housing Authority (AHA) for an additional \$170,232 to continue the operation of their Tenant Based Rental Assistance (TBRA) program and extend the original contract for an additional two years

Request: Information/Direction

Liana Escott, Community Development Administrator, Community Resources
Linda Haley, Housing and Community Development Division Manager, Community Resources
Don Klemme, Director, Community Resources
Janet Kennedy, Director, Finance
Tiffanie Bleau, Senior Assistant County Attorney

Documents: [A AT H EXTENSTION AND FUNDING INCREASE 2015.DOC](#)

2:30 P.M. *SW Development Loan Conversion (WHR)

Request from HCDS staff to convert a SW Development grant award of \$500,000 to an interest only loan with an option to purchase

Request: Information/Direction

Liana Escott, Community Development Administrator, Community Resources
Linda Haley, Housing and Community Development Division Manager, Community Resources
Don Klemme, Director, Community Resources
Janet Kennedy, Director, Finance
Tiffanie Bleau, Senior Assistant County Attorney

Documents: [SW DEVELOPMENT GRANT CONVERSION.DOC](#)

2:45 P.M. *Community Services Block Grant Eastern Plains Emergency Assistance (WHR)

Request for approval from the Board of County Commissioners to utilize \$37,301 in Community Services Block Grant (CSBG) funds to provide emergency assistance in the form of rent, mortgage, utilities, and heating fuel to Arapahoe County residents living on the Eastern Plains, ranging from Bennett through Deer Trail, including unincorporated areas of Arapahoe County on the Eastern Plains

Request: Information/Direction

*Linda Haley, Senior Resources Division Manager, Community Resources
Don Klemme, Director, Community Resources
Janet Kennedy, Director, Finance
Tiffanie Bleau, Senior Assistant County Attorney*

Documents: [CSBG EASTERN PLAINS BSR.DOC](#)

3:00 P.M. * Drop In (WHR)

Board of County Commissioners

1. Waiver Of Purchasing Policy For Fairgrounds Rental Equipment Purchase
Request the Board of County Commissioners to approve a waiver of the Purchasing Policies authorizing a select source purchase of an inventory of tables and chairs for event rental use at the new Fairgrounds Exhibit Hall/West Wing to support our Fairgrounds rental/event clients
2016 which includes three one year extensions dependent on the performance of equipment and associated supplier

Request: Information/Direction

*Glen Poole, Operations Manager, Open Spaces
Shannon Carter, Open Spaces Director and Intergovernmental Relations
Todd Weaver, Budget Manager, Finance
Tiffanie Bleau, Senior Assistant County Attorney*

Documents: [BSR FOR TABLES AND CHAIRS WAIVER APPROVAL.DOC](#),
[PURCHASING_WAIVER_FAIRGROUNDS_TABLESCHAIRS.DOC](#)

3:20 P.M. * Executive Session (WHR)

Executive Study Session and County Attorney Administrative Meeting [Section 24-6-402(4)(b)C.R.S.](As required by law, specific agenda topics will be announced in open meeting prior to the commencement of the closed and confidential portion of this session) (WHR)

Ron Carl, County Attorney

*** To Be Recorded As Required By Law**

WHR - West Hearing Room

Arapahoe County is committed to making its public meetings accessible to persons with disabilities. Assisted listening devices are available. Ask any staff member and we will provide one for you. If you need special accommodations, contact the Commissioners' Office at 303-795-4630 or 303-738-7915 TTY.

Please contact our office at least 3 days in advance to make arrangements.



Board Summary Report

Date: December 22, 2015
To: Board of County Commissioners
From: Dave Schmit, P.E., PWD Director
Subject: APWA Accreditation

Direction/Information:

This is a request for support from the BOCC.

Request and Recommendation

PWD is seeking the support/approval of the BOCC to apply for accreditation through the American Public Works Association (APWA).

Background

In 2010 a Performance Audit of PWD was conducted by Woolpert, Inc. Since that time, most recommendations contained in the audit have been implemented. One of the recommendations that have not been completed is the development/documentation of our policies, procedures and practices. One of the main reasons for documenting “what” we do and “how” we do it is to allow for knowledge transfer/retention as long tenured employees leave the organization.

Links to Align Arapahoe

Service First – The project demonstrates our strong commitment to excellence and continuous improvement.

Quality of Life – An excellent Public Works Department makes a significant contribution to the Quality of Life of those who reside in Arapahoe County

Fiscal Responsibility – Accredited agencies usually experience less claims/risk.

Discussion

Why APWA Accreditation?

- Going through and obtaining accreditation will provide an opportunity for employees at all levels of the organization to get involved with how we do business and how we might do things better; and it will allow us to capture the ideas, operational knowledge, experience and wisdom of our veteran workforce before they leave the organization.
- It would provide the focus and support necessary to achieve a primary goal for our Department as identified in our 2010 Performance Audit (Develop/Document Policies, Procedures and Practices).
- Accomplishing this would provide us with a comprehensive operational manual to allow for a knowledge transfer, consistent practices, and continues improvement.
- Would help support succession planning by providing knowledge transfer. In addition,
- accreditation can be used when recruiting talent.

- Better position us against claims as they arise and reducing our risk of such.
- Through execution of this project we can build teamwork, enhance employee engagement, increase credibility, and heighten our overall sense of pride and accomplishment (First County in Colorado, Sixteenth County in US).

What is required?

- Five primary phases, 1) Self-Assessment, 2) Application, 3) Improvement, 4) Evaluation, 5) Accreditation.
- APWA Process and System allows for a straight-forward and organized approach.
- Typically takes between 18-20 months.
- Will involve some support from several other Departments or Elected Offices (HR, IT, Finance, Legal, Communication, F&F, ACSO and OPM). Impact is not anticipated to be significant. PWD is prepared to do the majority of the work. All are supportive of our efforts.
- Total hard cost is estimated at \$12,400 (required at time of application which may be a 2017 cost).
- Re-accreditation every four years estimated at approximately \$6,000 or approximately \$1,500/year.
- We have the benefit of several agencies that have already completed the accreditation process in Colorado and have shared their information with us and are willing to help.

In conclusion, I believe this is a critical action for the sustained long term success of the PWD Department. PWD provides many critical services to the citizen of Arapahoe County. Arapahoe County is recognized as a leader and we believe our Department should be recognized and distinguished as well. A public works agency that is accredited shows the community it serves its commitment to quality and organizational professionalism. Being the first County in Colorado to hold this national accreditation would certainly go a long way toward demonstrating that.

Alternatives

We could continue to work on the project without the benefit of APWA accreditation software, process and support. This has not proven to be an effective model.

Fiscal Impact

The financial impact is estimated to be approximately \$12,400 in 2016 or 2017. We believe we will be able to absorb this cost within our operating budget in either 2016 or 2017 whichever is required. Reaccreditation costs are anticipated to be approximately \$6,000 every four years which would be planned for and included in our operating budget.

Concurrence

We have discussed the proposal with HR, Finance, Communication, F&F, IT, Legal and ACSO and received their concurrence/support.

Attorney Comments

If appropriate, include this section.

Reviewed By:

Dave Schmit, PWD Director
Bob Hill, Assistant County Attorney
Todd Weaver, Budget Manager
Bryan Weimer, Transportation Division Manager
Dan Kennicutt, Support Services Division Manager
Allen Peterson, Road and Bridge Division Manager



Board Summary Report

Date: December 22, 2015

To: Board of County Commissioners

Through: Don Klemme, Director, Community Resources

From: Liana Escott, Community Development Administrator, Housing and Community Development Services

Subject: Discussion on the Affirmatively Furthering Fair Housing (AFFH) Final Rule released by the Department of Housing and Urban Development (HUD) and the Assessment of Fair Housing (AFH) plan requirements under this new rule.

Direction/Information:

The purpose of the study session is to provide information to the Board of County Commissioners (BoCC) on the AFFH and the requirement that Arapahoe County create an AFH Plan which must be submitted to HUD's Fair Housing and Equal Opportunity (FHEO) office for approval on, or before, August 4, 2017 and will be effective for the Arapahoe County Urban Consortium on May 1, 2018.

Background

On July 16, 2015 HUD published the Final Rule for AFFH in Federal Register Vol. 80, No. 136 (Attachment 1, Executive Summary). This AFFH Final Rule requires that all HUD Entitlement Communities must do an AFH plan which must be submitted and approved by HUD's FHEO department, in order to receive HUD funding. The on-line mapping tool for doing the Assessment is in the process of being created by HUD and has yet to be released.

The impetus for this change is that prior to this new rule, Entitlement Communities were only required to have an Analysis of Impediments (AI) on file, which outlined the barriers to affordable housing in their community. This had to be updated every five years in conjunction with the Consolidated Plan. The AI did not need HUD approval in order to receive HUD funds and it was not tied into the Five Year Consolidated Plan. The AFH is replacing the AI and it will now be tied directly to the Five Year Consolidated Plan. Efforts to AFFH must be tracked and reported annually to HUD. HCDS staff has read the Final Rule and have created a Policies and Procedures manual (Attachment 2) that HCDS staff will follow to comply with the AFFH.

HCDS staff does not see this as an onerous burden, and in fact, many of the items identified in the plan are already being completed in Arapahoe County, they have just not been reported on in a manner that highlights them as AFFH. HCDS staff sees this requirement as an additional plan that needs to be prepared and reported similar to the Annual Action Plan, CAPER, Section 3 Reporting, Women and Minority Business Report, the Historical Preservation Report and the 5 Year Consolidated Plan.

Study Session: January 4, 2015

Links to Align Arapahoe

1. Enhance Quality of Life. Citizens' lives may be enhanced by efforts undertaken by the County to AFFH.

Alternatives

The BOCC may choose not to accept annual CDBG and HOME allocations in order to not report on AFFH.

Fiscal Impact

If the County does not prepare and submit this report to HUD in 2017, then the County will no longer receive Federal HOME and CDBG funds, roughly \$500,000 HOME and \$1.1 million CDBG.

The City of Centennial: CDBG funds, which Arapahoe County manages, could also be impacted at a cost to Centennial, approximately \$300,000.

Attorney Comments

Reviewed By:

Liana Escott, Community Development Administrator
Linda Haley, Housing and Community Development Division Manager
Don Klemme, Community Resources Department Director
Janet Kennedy, Finance Department Director
Tiffanie Bleau, Assistant County Attorney



**Arapahoe County; Community Resources, Housing and Community Resources
Policies and Procedures
HUD Assessment of Fair Housing Reporting Requirements and Data Tracking**

DRAFT

Affirmatively Furthering Fair Housing (AFFH) Rule and Assessment of Fair Housing (AFH) Reporting Requirements for activities funded with CDBG or HOME funds

DRAFT

Purpose Statement: This policies and procedures manual is to be used to comply with the AFFH rule and the AFH reporting.

Affordable Housing Developments

1. Incorporate a Fair Housing Assessment into our existing application for housing projects. The Applicants are required to provide a narrative, and measurable outcomes, to demonstrate that they are working to promote Fair Housing. Examples of measurable outcomes could be: advertising in multiple languages and news sources and providing market studies showing the transportation, amenities and employment opportunities within the area.
2. Track and report annually on all zoning changes, or fee waivers, that occur to allow for the development to proceed. This demonstrates that the community is promoting the development of affordable housing.
3. Track and report annually on all mixed-income developments that occur. This demonstrates a promotion of a mixed-socio-economic neighborhood.
4. Track and report annually on all housing developments that are strategically located near public transportation.
5. Track and report annually on all housing developments that incorporate quality of life elements into the project, examples i: Community gardens, children's programming, classes for adults, recreation opportunities, etc...

Management of Affordable Housing that receives HUD funding through Arapahoe County

1. Require that all management personnel take Fair Housing training once every three years.

2. Require all management companies to report on Fair Housing activities annually.
3. Provide proof annually that all management companies are correctly displaying Fair Housing information, this could be through self-certification.
4. Require that all management companies host a Fair Housing Educational event, on-site, bi-annually.

Community Efforts

1. Track and report annually on all homeless families whose income substantially increases, or attend college, as a result of being assisted with our Tenant Based Rental Assistance (TBRA) programs.
2. Track and report annually on all projects funded to strengthen and further the education of low income children.
3. Track and report annually on all other projects that improve or create community assets such as better parks, schools, resources, infrastructure, etc.

Internal HCDS Policies

1. Create a Fair Housing element in all external monitoring of relevant sub-recipients.
2. Publish all public notices and pertinent HUD program information notes in multiple languages. *(Sample Tracking report attached)*
3. Have at least one HCDS staff member trained on the AFH rule.
4. HCDS staff will work to incorporate a Fair Housing element in the monthly ArapaHome meetings.
5. Report annually on efforts taken to reduce the concentration of poverty in housing development projects.
6. Update the AFH accomplishments quarterly in an internal database.

Collaborations

1. HCDS staff will work with the Planning Department to update the Comprehensive plan, which will incorporate AFH guided suggestions into the plan.
2. HCDS staff will coordinate with local Housing Authorities and Communities to collaborate and to not duplicate efforts.
3. HCDS staff will work with other County departments, and relevant Community partners, to create opportunities for low income persons to improve their quality of life through supportive services, education and life-skill courses.
4. HCDS staff will work with the Denver Metro Fair Housing Center to identify issues, concerns and projects related to AFFH in Arapahoe County.

HCDS Publication Form for AFH reporting

Publication Title:

Date of Publication:

Length of Publication:

News Papers where Published:

Places posted:

Languages provided:

Tear Sheet Received?

Date:

Any Comments:



Board Summary Report

Date: December 21, 2015
To: Board of County Commissioners
Through: Don Klemme, Director, Community Resources
From: Liana Escott, Community Development Administrator, Housing and Community Development Services
Subject: Aurora@Home (A@H) Tenant Based Rental Assistance (TBRA) Program amendment

Request and Recommendation

The Aurora Housing Authority (AHA) is requesting an additional \$170,232 to continue the operation of their TBRA program. A@H is requesting to extend the original contract for an additional two years. Staff recommends approval of both requests.

Background

In May of 2013 the County entered into an agreement with the Aurora Housing Authority (AHA) to administer a TBRA program for County Residents. The original funding amount was \$192,000 and it will be depleted in January of 2016. The funding is used to provide subsidized rental assistance, for up to two years, and life skills training to households that are experiencing homelessness or who are at risk of becoming homeless. In total 15 families were served with the original 2013 allocation. The AHA is requesting additional funds to continue serving participating families that are still in the program, as well as adding new families.

The A@H program is a collaboration between numerous agencies and government entities. The primary sources of funding are from Arapahoe County, the City of Aurora and the State of Colorado.

Links to Align Arapahoe

1. Enhance Quality of Life. Citizens' lives may be enhanced by utilizing federal HOME funds for housing activities that will benefit lower income families.
2. Service First. Using HOME funds to help residents of Arapahoe County obtain stable housing will reduce the number of homeless persons and persons with inadequate housing.

Discussion

This program provides low-income families with stable housing and the opportunity to make life changes so that the household has the ability to become self-sufficient and live independently without assistance.

Alternatives

The BOCC may choose not to fund the project or fund at partial funding.

Fiscal Impact

HOME funds are allocated by the U.S. Department of Housing and Urban Development. No County funds are affected.

Concurrence

The Aurora Housing Authority and the tenants served are impacted by this decision. Both groups are in support of funding this project.

Reviewed By:

Liana Escott, Community Development Administrator
Linda Haley, Housing and Community Development Division Manager
Don Klemme, Community Resources Department Director
Janet Kennedy, Finance Department Director
Tiffanie Bleau, Assistant County Attorney



Board Summary Report

Date: December 22, 2015
To: Board of County Commissioners
Through: Don Klemme, Director, Community Resources
From: Liana Escott, Community Development Administrator, Housing and Community Development Services
Subject: SouthWest (SW) Development Loan Conversion

Request and Recommendation

HCDS staff is requesting to convert the SW Development grant award of \$500,000 to an interest only loan with an option to purchase. Staff recommends this conversion.

Background

On November 3, 2015 the BoCC approved granting \$500,000 in HOME funds to SW Development for the construction of 70 units of affordable housing in Englewood (601 W Bates Ave, Englewood, CO) known as the Foundry Apartments.

Historically the County has allocated HOME funds to non-profit housing developers, as grants. SW Development is a for-profit business, and therefore, by accepting a grant they are creating a taxable event and the \$500,000 would be taxed at a 40% rate, not desirable for SW Development. In order to prevent the taxable event it is proposed that the grant be converted to a loan with the following terms:

A 40 year loan with interest-only payments to be made annually at a rate of 1%, with payments starting once the building is occupied. Payments will only be made annually if there is sufficient cash flow, if there is not, the interest payment will be deferred to the following year.

SW Development will pay in year two of the loan a \$5,000 Options fee to allow for the sale of the loan in year 20 to SW Development for \$20,000.

Links to Align Arapahoe

1. Enhance Quality of Life. Citizens' lives may be enhanced by utilizing federal HOME funds for housing activities that will benefit lower income families.
2. Service First. Using HOME funds to help residents of Arapahoe County obtain stable housing will reduce the number of homeless persons and persons with inadequate housing.

Discussion

Converting the Grant to a Loan will be beneficial to the County because it will generate funds to be used for additional affordable housing projects. There has been an increase in demand for HOME funds and this will allow for more projects to be assisted.

Alternatives

The BOCC may choose not convert the grant to a loan.

Fiscal Impact

HOME funds are allocated by the U.S. Department of Housing and Urban Development. No County funds are affected.

Concurrence

SW Development is in favor of converting the Grant to a Loan.

Reviewed By:

Liana Escott, Community Development Administrator
Linda Haley, Housing and Community Development Division Manager
Don Klemme, Community Resources Department Director
Janet Kennedy, Finance Department Director
Tiffanie Bleau, Assistant County Attorney



Board Summary Report

Date: 12/23/15
To: Board of County Commissioners
Through: Don Klemme, Community Resources Department Director
From: Linda Haley, Senior Resources Division Manager
Subject: Community Services Block Grant Emergency Assistance-Eastern Plains

Request and Recommendation

We are seeking approval from the Board of County Commissioners (BOCC) to utilize \$37,301 in Community Services Block Grant (CSBG) funds to provide emergency assistance in the form of rent, mortgage, utilities, and heating fuel to Arapahoe County residents living on the Eastern Plains, ranging from Bennett through Deer Trail, including unincorporated areas of Arapahoe County on the Eastern Plains.

Background

Arapahoe County has been the recipient of CSBG funds for more than 25 years. These funds have traditionally, and continue to be used, to support the Homemaker Program providing homemaker services to low income senior and disabled residents of Arapahoe County.

In 2015 the Department of Local Affairs (DOLA), the state office that administers the CSBG grants within Colorado, updated their funding formula to take into account changes in population and demographics that have occurred throughout the state since the formula was last updated using Census data from the 2000 Census. In addition, the new formula takes into account "inverse density" which gives consideration to counties with a rural component.

Our 2016 CSBG allocation will increase from \$367,536 to \$412,448. The total projected increase in funding will be scaled in over a three year period. In 2018 our projected allocation will be approximately \$494,155. Due to the addition of the inverse density component of the formula, utilizing the initial increase to add services to the underserved area of the Eastern Plains is a good use of these additional funds.

Links to Align Arapahoe

Utilizing CSBG funds for emergency services on the Eastern Plains links to Align Arapahoe through Service First and Quality of Life, assisting citizens to maintain and stabilize their housing situations in this difficult housing market and assisting with heat and utilities which also helps to stabilize the living situation.

Discussion

Low income families, seniors, and individuals in the Eastern Plains area of Arapahoe County struggle with lack of access to services. While the urban area of the County has many food banks, several non-profit agencies that provide emergency assistance, and faith based organizations that provide assistance, there simply aren't many organizations available to consistently provide help to people in the rural area. Transportation into the metro area to try to access assistance is difficult and costly, particularly when the result of getting assistance is unknown until the trip is made and the application completed. We have spoken with representatives of the Strasburg Food Bank, Peak Health Center, Tri Valley Seniors, and the Town of Bennett and all agree that emergency services are desperately needed in this area.

In our conversations with these various entities in the rural area, it also became clear that there isn't an organization located in that area with the capacity to administer and report on the use of these Federal Funds. We have identified Inter Faith Community Services (IFCS) as an organization who has the capacity to administer these funds as they are already serving a very small number of people from the Eastern Plains with other funds that they receive. IFCS also administers emergency rent assistance through a small Community Development Block Grant Fund allocation from Arapahoe County and receives Aid to Agency Funds. We have identified a process that will allow applicants to conduct a phone interview with a designated case manager and to fax their eligibility documents to IFCS rather than having to drive 40-50 miles one way to make an application. Currently the Bennett Town Hall, Byers Library, and Deer Trail Library have all agreed to allow applicants to fax from those locations at no cost. Application packets and instructions will be available at these locations in addition to the Strasburg Food Bank, Peak Health Center, our Homemaker who serves that area and the Senior Hub rural Meals on Wheels program. We will also make Faye and Will Chase who manage "Angels on the Corridor" aware of the program and provide them with application packets to provide to citizens that they may be unable to assist as their budget is very small.

The application reimbursement process for ICFS will exactly mirror the current procedures we have in place for them with our Community Development Block Grant funds which will keep the process as streamlined as possible. IFCS staff will follow up with clients receiving services at 30 and 90 days following services to assess how the household is doing. They will also provide referrals for other types of assistance as appropriate to the situation. As with our CDBG grant with IFCS, they will use a cost allocation process and provide timesheets as proof of the administrative costs that will be part of the total \$37,301. Based on current experience, we anticipate administrative costs to fall between \$3,000 and \$5,000 of the total grant leaving the remainder, \$32,000-\$34,000 to provide direct services.

Alternatives

The BOCC could choose not to utilize CSBG funds for this emergency assistance and could recommend other uses of the \$37,301.

Fiscal Impact

CSBG funds are formula based funds received by Arapahoe County from DOLA. There is no match required for these funds so there is no fiscal impact to Arapahoe County.

Concurrence

The CSBG Tri Partite Board has reviewed and approved the use of funds for emergency services on the Eastern Plains.

Attorney Comments

Reviewed By:

Linda Haley, Senior Resources Division Manager
Don Klemme, Community Resources Department Director
Janet Kennedy, Finance Department Director
Tiffanie Bleu, Assistant County Attorney



Board Summary Report

Date: December 16, 2015

To: Board of County Commissioners

Through: Shannon Carter, Open Spaces Director

From: Matt Bixenman, Fairgrounds Operations Supervisor

Subject: Select Source Purchasing Waiver Approval
(New Table and Chair Inventory for Fairgrounds Exhibition Hall / West Wing)

Direction/Information: The Fairgrounds Operations staff would like to purchase an inventory of tables and chairs for event rental use at the new Fairgrounds Exhibit Hall / West Wing. This is essential equipment inventory to support our Fairgrounds rental / event clients.

Request and Recommendation

Request the Board of County Commissioners to authorize the Chair of the Board of County Commissioners to approve a purchasing waiver authorizing a select source purchase of equipment for 2016 which includes three one year extensions dependent on the performance of equipment and associated supplier.

Background

The Fairgrounds Operations staff would like to purchase a new standardized inventory of rental equipment which will have a consistent style and will be supplied from a single manufacturer. The Fairgrounds currently has a small inventory of rental equipment for use by our clients. The existing inventory of rental equipment was purchased in 2006 and has reached the end of its useful life cycle. With the addition of the new Exhibition Hall / West Wing, the current inventory of rental equipment will not support the new / expanding rental demand for the Event Center. This includes 36,000 sq. feet of new rentable space.

Discussion

The addition of new rental equipment will allow Fairgrounds staff to meet the needs of our existing and future rental clients. The new equipment inventory will bring in additional rental revenue supporting our operational cost recovery goals for the Event Center. By having an in-house inventory of rental equipment Fairgrounds staff can offer a "one stop shop" experience for our clients improving on staff's ability to meet a broader spectrum of our event holder's needs. Continuing with the existing limited and outdated inventory of rental equipment will directly impact the professionalism of our event rental operations. Fairgrounds staff see a consistency benefit to purchasing this equipment from a select source for a period of 4 years. This ensures Fairgrounds staff can put "Service First" as outlined in Align Arapahoe. The proposed equipment vendor was selected through a process which identified the top vendor who could best meet our equipment specification needs, provide high quality durable products and demonstrated a strong ability to meet equipment maintenance over the life cycle of the products.

Alternatives

- 1.) Taking No Action: Continuing to use the existing small inventory of rental equipment will not allow staff to meet the expanding needs of our rental clients. The existing equipment has reached the

end of its useful life cycle. Having a small inventory of rental equipment minimizes the rental revenue potential for the facility.

2.) Purchase Equipment / Do Not Approve Three, 1 Year Extensions:

Purchase only the currently requested equipment to support 2016 equipment rental needs. This alternative would require staff to come back to the Board for additional equipment purchases with this vendor if they are over \$25,000 dollars in one calendar year. Fairgrounds staff would be limited in their future ability to add additional equipment to the inventory of the Fairgrounds. This could negatively impact staff's ability to provide a "one stop approach" to meeting client needs.

3.) Purchase Equipment / Approve Three, 1 Year Extensions:

Purchase the current requested equipment to support 2016 equipment rental needs and approve three, 1 year extensions to the select source waiver. This alternative meets staff's 2016 operational needs while allowing staff the flexibility to work with a single vendor for sourcing our future equipment needs. Staff can efficiently purchase additional like equipment as the facility use expands over the next three years. Staff will have the necessary consistent equipment rental inventory to provide a "one stop shop" experience for our rental clients. Having a uniform inventory of equipment will make equipment maintenance efficient and cost effective.

Fiscal Impact

The cost of the new inventory of tables and chairs is \$80,000 dollars. The ongoing maintenance of this equipment can be supported by the Fairground's Heritage Fund.

Reviewed By:

Documents were reviewed by Open Space Management, County Attorney, Purchasing and the Finance Department.

Glen Poole, Open Space Operations Manager

Shannon Carter, Open Spaces Director

Purchasing Agent (Open Position)

Loren Kohler, Finance

Tiffanie Bleau, Assistant County Attorney



ARAPAHOE COUNTY
COLORADO'S FIRST

WAIVER OF PURCHASING POLICIES

WAIVER OF SOLICITATION WAIVER OF QUOTE
PROPRIETARY SELECT SOURCE FOR INFORMATION ONLY

DESCRIPTION OF PROJECT: Fairgrounds Events Center/Exhibit Hall Rentable
Tables/Chairs Purchase.

PRICE: \$80,000 ANNUAL MAINTENANCE: \$0

FIXED ASSET Yes No FIXED ASSET # 302368

COST CENTER # 302369 G/L # 17720 IO #

JUSTIFICATION: The Fairgrounds is looking to purchase new rental equipment for the existing facility and new exhibit hall. The current equipment inventory is not sufficient to support the growing event base of the expanding facility and associated rental use. The equipment inventory has experienced ten years of consistent hard use and is starting to show its age. The inventory is also a mix match of different brands making it difficult to maintain and repair. The Fairgrounds Operations staff would like to purchase a new standardized inventory of rental equipment with a consistent style supplied from a single manufacturer.

After careful evaluation of three equipment vendors, their products and support services . McCourt Manufacturing was identified as the best supplier to meet the specifications and needs of the expanding Arapahoe County Fairgrounds Event Center. Staff research reviewed the top three industry manufacturers of quality rental equipment. We compared and scored all three vendors based on equipment durability, warranty, price, storage methods as well as style/popularity and maintenance. The research process identified McCourt as the top manufacturer who can meet all of the Fairgrounds equipment needs. McCourt also provides the same style tables and chairs that our event rental partner provides. If our clients need larger amounts of equipment they can rent the same style chairs from our equipment rental partner. Approval of this waiver request provides the most cost effective and efficient method of providing our facility rental clients with the right rental equipment for their varied events and will provide a strong rental revenue base to support Fairgrounds operations cost recover goals. This select source purchasing waiver would approves Fairgrounds staff to purchase equipment from McCourt in 2016 and allows for three, 1 year extensions to the waiver based on successful performance of equipment and provision of services.

Requestor Name, Signature & Telephone Number

Date

Elected Official/Department Head

Date

Purchasing Manager

Date

Comments: _____

Waiver approved, BoCC Reso #140221. Requestor to proceed with PO

Yes No

Requestor to schedule BoCC Drop In & Create Board Summary Report

Yes No

Janet Kennedy, Director of Finance (not to exceed \$100,000)

Date

BOCC, Chair

Date

Requestor to schedule BoCC Consent Agenda & Board Summary Report

Yes No

Resolution # _____

Per BoCC Resolution #140221 of 4/8/14, Purchasing Manager has authorization for sole approval up to \$25,000 plus exemptions to Policy