



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

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

Study Session

April 18, 2016

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. E-Team Update (WHR)

*David Bessen,
Chair, E-Team
Director, Information Technologies*

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

Board of County Commissioners

11:00 A.M. Department Director Update (BoCC Conference Room)

Board of County Commissioners

Break

1:00 P.M. *Align Arapahoe - Service First (WHR)

*Chandra DeSimone, Performance Management Analyst, Department of Strategy & Performance
Matthew Nii, Performance Management Analyst, Department of Strategy & Performance
Manisha Singh, Director, Department of Strategy & Performance
Elected Officials and Department Directors*

2:00 P.M. Department Director Update (BoCC Conference Room)

Board of County Commissioners

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

Board of County Commissioners

1. Agreement For Services With K&H Election Services

Discussion of a request from the Elections Section of the Clerk & Recorder's Office seeking approval for the Board Chair to sign an Agreement for Services with K&H Printer-Lithographers, Inc. (dba K&H Election Services) for the preparation, printing, mailing and tracking of mail ballot packets for elections conducted in Arapahoe County

Request: Information/Direction

Jennifer Morrell, Elections Deputy, Clerk & Recorder's Office

Matt Crane, Clerk and Recorder

Monica Kovaci, Assistant County Attorney

Documents: [160405 BSR AGREEMENT OF SERVICES KH ELECTION SERVICES FINAL.DOCX](#)

2. Southview Place Fire

Discussion of a request from Housing and Community Development services for approval of funds to assist in recovery for victims of the Southview Place fire that occurred in Littleton on April 5, 2016

Request: Information/Direction

Linda Haley, Housing and Community Development Division Manager

Don Klemme, Community Resources Department Director

Janet Kennedy, Finance Department Director

Tiffanie Bleau, Senior Assistant County Attorney

Documents: [SOUTHVIEW PLACE FIRE DROP IN BSR.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: April 5, 2016

To: Board of County Commissioners

From: Matt Crane
Arapahoe County Clerk and Recorder

Through: Jennifer Morrell, Deputy of Elections and Records

Subject: Agreement for Services with K&H Election Services, RFP-16-08

Direction/Information

The Elections Section of the Clerk & Recorder's Office is seeking approval for the Board Chair to sign an Agreement for Services with K&H Printer-Lithographers, Inc. (dba K&H Election Services) for the preparation, printing, mailing and tracking of mail ballot packets for elections conducted in Arapahoe County.

Discussion

In January 2016, the County issued a Request for Proposal to solicit proposals and establish a contract with a qualified vendor for the preparation and printing of paper ballots and the preparation, printing and mailing of mail ballot packets for the elections conducted in Arapahoe County. In response to the RFP, three vendors were evaluated - ProVote Solutions, Runbeck Election Services, and K&H Election Services. Evaluations were scored based on seven different criteria, including demonstrated experience and capabilities, a technical proposal, and pricing structure.

Ultimately, K&H Election Services was the selected vendor based on its over 20 years of experience in vote by mail processes, along with its superior process for producing and mailing ballots. K&H's process includes their proprietary Mail Assembly Reconciliation System (MARS) which is capable of tracking every single voter record from the moment the data is received from the county through confirmation of delivery to the post office. A MARS web portal allows the County personnel to look up the status of any voter package.

The total compensation to be paid to the Contractor under this Agreement will be based on the number of mail ballot packets that are produced. Pricing will be based on a per piece cost for each ballot, outgoing and return envelope, security envelope, and voter instruction sheet that is produced, assembled and mailed.

The 2016 Elections contingency budget includes \$1,141,413 budgeted for printing and postage for both the Primary and General Election.

Request and Recommendation

The Clerk and Recorder's Office would like to request the following:

Authorization for the Chair of the Board of County Commissioners to enter into an Agreement of Services with K&H Election Services for the preparation, printing, mailing and tracking of mail ballot packets for elections conducted in Arapahoe County.

Attorney Comments

None.

Reviewed by:

Matt Crane, Clerk & Recorder

Monica Kovaci, Assistant County Attorney



Board Summary Report

Date: 4/12/16
To: Board of County Commissioners
Through: Don Klemme, Community Resources Department Director
From: Linda Haley, Housing, Community Development, Senior Resources Div. Mgr.
Subject: Southview Place Fire

Request and Recommendation

We are requesting approval from the Board of County Commissioners (BOCC) for the following to assist in the recovery of the Southview Place fire in Littleton on 4/6/15.

1. To utilize up to \$23,331 in (Community Services Block Grant) CSBG funds to provide assistance with security deposits, rent, food, and replacement furnishings to the senior and disabled residents displaced by this event.
2. To utilize up to \$26,835 in Community Development Block Grant (CDBG) funds to assist with security deposit and rent assistance to the senior and disabled residents displaced by this event.
3. To utilize up to \$5,000 in Aid to Agencies funds to provide long term case management services through either Catholic Charities or Lutheran Family Services (discussions underway with the Long Term Recovery Team to determine which organizations would be more effective.

Background

On April 6, 2016 a fire occurred at Southview Place in Littleton. This fire has temporarily displaced 130 low and moderately low income senior and disabled persons. The information related to how many will return is very fluid but at this point we have been told to plan for a minimum of 25 units and the strong likelihood that 56 units will be unable to return due to fire damage and asbestos contamination. There remains, at this point, the possibility that no units will be allowed to return resulting in 130 units unable to return. The 25 units that we know will be unable to return may also be unable to retrieve any items, clothing, furniture, etc.

Links to Align Arapahoe

Providing financial assistance to restore senior and disabled residents to an independent living situation and providing case management services links to Align Arapahoe through Service First and Quality of Life by improving the life situations for vulnerable older adults and disabled individuals who are currently about to become homeless.

Discussion

The population of senior and disabled residents at Southview Towers is largely low and moderate income. Rents being paid range from a few very low amounts for people who are on Section 8 to a few people paying \$1100/mo. The majority of people are paying in the \$800-\$900 range. Many of the displaced residents have lived at Southview Place for years and paid very small security deposits when they entered and will be unable to secure new housing with the return of security deposits in the range of \$150-\$200. While they have been sheltered and fed through the Red Cross to date, residents have had to use personal funds in many instances to replace medications, clothing, and other needed items. In addition, the power was cut to the building for four days resulting in all refrigerators needing to be destroyed due to bacterial contamination. Shelf stable food such as crackers that are not in a sealed container, must be destroyed.

Because the housing market is extremely tight in the rent range that these individuals can pay and because the majority of these senior and disabled people have functional needs that prevent them from being able to successfully negotiate an apartment search on their own, we have assembled a Long Term Recovery Team of community partners that will be working on re-housing this population. In addition to Arapahoe County some of these partners include the City of Littleton, Salvation Army, Love Inc., Red Cross, Haven Property Management (managers of the Southview building), South Metro Housing Options, Catholic Charities, Colorado Volunteer Organizations Active in Disaster, and many other participants. This team will be working on issues ranging from securing replacement housing, security deposits, food replacement, furniture replacement, temporary storage of goods, etc.

Red Cross is in the business of providing short term emergency shelter and initial caseworker services to connect victims with resources. They do not have the capacity to provide long term case management and we can anticipate, due to the housing market and the accessibility needs of this population, combined with their available income, that this will be a long term process lasting several months.

The City of Littleton has committed \$5,000 to assist in addition to agreeing to cover the cost for 80 tanks of oxygen rented to meet immediate needs for the first few days post fire that were arranged by Arapahoe County Office of Emergency Management (approximately \$3500). We are awaiting a financial commitment from Haven Property Management which can hopefully be used to move the 14 people currently living in cots in the shelter to a more stable arrangement for the next two weeks as they are beginning to deteriorate physically and mentally due to the stress.

Alternatives

The alternative would be to recommend using fewer funds from these sources or no funds at all.

Fiscal Impact

The CSBG funds come from an additional allotment provided by the Colorado Department of Local Affairs and have no impact on County funds. The CDBG funds are available to us due to the receipt of a large

amount of program income from loan repayments in other CDBG programs we administer. The only direct impact to County funds would be the use of \$5,000 in Aid to Agencies funds for case management purposes.

Concurrence

Lt. Nathan Fogg, Arapahoe County Office of Emergency Management is in concurrence with our proposed use of funds.

Attorney Comments

If appropriate, include this section.

Reviewed By:

Although physical signatures are not required, the BSR must still be reviewed by all necessary departments prior to submitting. You **MUST** provide sufficient time for finance and county attorneys to review your document prior to being submitted. The names of the individuals that have approved must be listed below.

Linda Haley, Housing, Community Development, and Senior Resources Division Manager

Don Klemme, Community Resources Department Director

Janet Kennedy, Finance Department Director

Tiffanie Bleau, Assistant County Attorney